DELIVERING CDLF - a step-by-step guide

It starts with reviewing guidelines and learning needs, and ends with reporting.

1

Read 2023 CDLF Guidelines

And consult with your Regional Office to confirm CDLF workshop.

2

Review BI on global LNA results

Consider conducting a Learning Needs Assessment (LNA) of your own if the results are not representative of the number of serving volunteers.

3

Validate LNA results with Host Entities (HE)

- Align the thematic area of CDLF workshop with HE priorities and secure buy-in including financial contributions.
- Demonstrate UNV's value-added services in supporting HE mandate through volunteer learning.

4

Submit your CDLF proposal online

minimum 4-8 weeks in advance.
Get support from CDT and RO on learning objectives, budget estimate, and measurement indicators. These guide the design and delivery to optimize learning outcomes for volunteers.
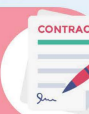
5

CDT reviews and approves

your CDLF proposal within 1 week of submission, providing guidance to refine the proposal, if necessary.

6

Secure a trainer and workshop venue

Ask RO and HE for verified local trainers. Also check with CDT to deliver workshops on available thematic areas. Work with UNDP procurement to contract services.

7

Design an impactful workshop

- with your verified trainer, utilizing sample workshop templates and guides as references.
- Submit finalized workshop agenda to CDT two weeks prior to workshop.

8

Deliver an inclusive workshop

Invite HE as resource persons and observers to create an opportunity to engage in meaningful partnerships while enabling volunteer learning.
Ask CDT to set-up online registration for reporting.

9

Submit your CDLF results

- online within 4 weeks upon completion of the CDLF workshop.
- Customize standard evaluation templates to include your CDLF objectives in advance.
- Ask CDT to set-up online evaluation for reporting.

Any questions?
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