SIBAT VOLUNTEERING

SIBAT believes that national self-reliance begins in helping one another locally. With the willingness to listen, learn and journey together, we promote genuine development based on innovation, commitment and participation.

Community-based development framework appropriate and people-based, social justice and ecologically friendly

Together, we envision:

A pool of advocates and S&T development professionals that share in SIBAT’s work.

The improvement of quality and availability of appropriate technology services in the Philippines.

A heightened desire and awareness for volunteerism in development work.

Rationale

Agriculture is still the country’s major economic activity, yet the majority of the country’s poor still live in the countryside with a 55% poverty incidence as monitored since 1985[1]. Technological underdevelopment, low levels of innovation, inappropriate technology – all these contribute to under productivity, economic stagnation and poverty that remain rampant in Philippine rural and urban poor communities. Climate change impacts have further exacerbated these poverty conditions, especially among vulnerable sectors of society (i.e., farmers, indigenous people, women, and youth).

For 30 years now, SIBAT and partners continuously address these conditions by way of helping the development of appropriate technology within the community-based initiatives of rural and urban poor communities. SIBAT had helped build AT programs focusing on sustainable agriculture, renewable energy and small water
systems development that delivered concrete projects to the grassroots in partnership with NGOs and peoples’ organizations. It had directly helped build the capabilities of farmers on community-based efforts for food security, social services and income – towards self-reliance and strengthening the peasants’ rightful claim to land and resources.

SIBAT’s 30 years of AT development work have made technological breakthroughs, cultivated core competencies in AT and paved the way towards up scaling of these AT sustainable development programs.

SIBAT’s community-based development work, although small-scale and low cost have high impact with the communities that we have worked with. SIBAT’s work on the ground had seen development outcomes, from the reduction of lean months to enjoyment of some inaccessible services, to raising the capabilities of farmers for self-reliant development. It has shown that it is possible to bring about changes at the local level by forging solidarity with the peoples’ organizations in both urban and rural communities, coupled with enabling support from local and international sponsors.

But the know-how and the work force are inadequate to meet the demands. In general, there is a dearth of science and technology students and professionals in rural development, and most especially, in the field of appropriate technology. Philippine S&T continues to stay disconnected from where the needs of development are found to be most urgent and serious.

SIBAT has long recognized its limitations, most especially of human resources, to further AT development work towards establishing its vision of village level sustainable development. SIBAT’s human resources are limited with a pool of only ~20 staff significantly complemented by foreign volunteers. The demand is huge, and beyond the capacities of the core staff.

Meanwhile, community requests for AT services in food production, renewable energy, and water systems are increasing. The call for action is urgent, there is a need to respond to these requests through intensifying and systematizing AT development and volunteer work, install proper management systems and procedures, alongside proper support systems to provide an enabling environment.
One of the primary target sectors for this project is the academe with its Intellectual resource pool, theory and practice, which needs to be drawn out and applied.

Since 1993, SIBAT was fortunate to have VSO engineer volunteers that provided much needed technical expertise for small scale renewable energy development and other AT interventions. SIBAT was also fortunate to host volunteers from Engineer without Borders (EWB-UK) and the formalization of EWB-UK and SIBAT partnership is now being processed with the main agreement that EWB-UK will regularly send volunteers to SIBAT.

Local volunteers from renowned Philippine universities have also been mobilized in various projects up to the present. These volunteer roles were in different forms at various levels – innovators, researchers, documenters, facilitators, technical experts, and more. Furthermore, SIBAT continues to receive local and foreign individuals expressing their interest to be involved in SIBAT’s AT development work.

In April 2008, VSO Philippines supported the convening of the 1st Consultation Workshop of SIBAT’s National Volunteering Program with the theme: “Bridging the Gap for Appropriate Technology” and was able to gather 15 academic institutions. The activity proved to be very inspiring in that the participants coming from different institutions and working in different geographical locations all over the country have a common language – helping communities help themselves. The main recommendation agreed upon was to respond to the development challenges along a mutually-defined framework of multi-stakeholder volunteer work and sharing of knowledge, experiences and expertise between and among the participants to continuously hone their capacities and expertise.

**Concept**

Volunteering enables the participation of academe, professionals, students and local community members in appropriate technology for rural development. It promotes the spirit of partnership, mutual learning and service in people-based science and technology by bridging them with communities.

Volunteer Associates are individuals that collaborate with SIBAT in various capacities in this same spirit. The term ‘volunteer’ is chosen not to mean that they are not supported financially but to highlight the character of the motivation as not
chiefly financial. In SIBAT, a volunteer serves as innovator, facilitator, trainor, researcher, adviser/consultant, networker, and resource mobilizer in developing people-based science and technology.

Objectives:
- to build institutional capacity by building volunteer force around core staff
- to improve our service delivery quality and availability through the support of volunteers
- to engage the public and S&T community in AT/ development advocacy of volunteers

Task of SIBAT Volunteering
- to build volunteer force around core staff
- to improve service delivery quality and availability through volunteers
- to engage the public and the S&T community in AT/ development work

Targets of SIBAT Volunteering:
- fully functional VMS (system and people)
- addressing program needs with regular assessments
- develop volunteer hubs
- completed and used development module
- to strengthen the mechanisms for info exchange and dissemination through volunteers
- to improve the capacity of SIBAT to communicate info to the development community and the broad public through volunteers
Programs/Projects for Volunteer Work

Community-based Sustainable Agriculture (CBSA)

- Community-based sustainable Agriculture (CBSA) is a program aimed at enhancing food production for household food security. Community basic needs of adequate and safe food, health and nutrition are prioritized in the development plan. Sustainable agriculture promotes ecological conservation, protection and appropriate for the people. These are carefully and rigorously undertaken in steps or phases, where each step leads to the objective of increasing productivity while conserving and improving the state of resources.

Sustainable Agriculture Training Center

SIBAT’s Sustainable Agriculture Training Center (SATC) serves as training and education hub for Sustainable Agriculture. SIBAT transformed its wealth of sustainable agriculture knowledge and information from years of ground implementation into modules, learning and information materials for knowledge exchange and sharing to help promote the wide adoption of Sustainable Agriculture. The center is located at SIBAT’s Mangarita Organic Farm (MOF) which basically serves as its practicum site.
SATC offers both a live-in and live-out training packages on various sustainable agriculture technologies and methods delivered through a combined theoretical and practical training approaches. The center serves a wide range of groups primary of which are the farmers and also those from the government, church, academe, advocates, and various agencies and organizations.

**Community Seedbank**
This involves improvement, conservation and dissemination of organic seeds to farmers.

**Organic Vegetable Production**
The vegetables are grown using only biofertilizers and natural spray preparations - free from chemical fertilizers and toxic pesticides.
Community-based Renewable Energy Systems (CBRES)

- Are small, decentralized power supply systems that are established through multi-stakeholder efforts distinctly with the significant participation of organized communities in project development, and are owned, managed and sustained by their local organizations.

- SIBAT as technical service provider, chiefly provides assistance in terms of site and resource appraisals, project studies & designs (e.g., PFS, SF), funding options or proposal development, technical supervision during implementation, organizational and technical capacity building, project monitoring and evaluation.

Currently, SIBAT offers a range of technology options and applications for CBRES including:

- **Micro-hydro power (MHP)** systems (e.g., 100kW and below) with applications for household electricity, public infrastructure and facilities, farm irrigation, and enterprise support through post-harvest milling and processing, carpentry, weaving, blacksmith and handicrafts.

- **PV solar systems** for communal irrigation and drinking water. Small wind systems (e.g., 500–1000 Watts) with level 2 potable water distribution systems to households.

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Policy Advocacy

For the past 30 years, SIBAT had made efforts to address issues of food insecurity and poverty in the poorest areas of the country, which, typically are farming communities seated over a range of agricultural typologies ranging from lowland, sloping to mountainous. This is done through the applications of its core competencies in water resource development, sustainable agriculture and renewable energy. Sibat utilizes its wealth and ground experiences over the years especially best practices and approaches and weave them into alternative policy frameworks to effect policy changes that are pro-small farmers. Policy Research ad Advocacy work also tackles current issues in agriculture such as land rights, climate change and related food security issues.

Enterprise Development

to develop SIBAT's capacity to assist PO community enterprises and to effectively contribute to SIBAT's resource / financial sustainability.

Volunteer Organization

Hanze University Groningen

engineers without borders uk

VSO Bahaginan
Resource Mobilization (RM)

Resource Mobilization, generates long-term and medium/short term project proposals (including bulk fund proposals and institutional proposals) to meet program/project and institutional fund requirements. It also improves the capacity to produce the required quantity and substance of project proposals for institutional and project requirements of SIBAT. Resource Mobilization helps develop diverse donor partners for short, medium and long term proposals abovementioned. Furthermore, it develop other alternative fund sourcing mechanisms and Help secure the institutional and project funding sources for selected partner organizations.
<table>
<thead>
<tr>
<th>Volunteer Type</th>
<th>Types of Volunteer</th>
<th>Benefit and Learning</th>
<th>Related Travel Ex-</th>
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<tbody>
<tr>
<td>Development Advisors</td>
<td>These are professionals that are paid on a per-project basis for fixed deliverables such as special studies, installations, research. They are paid according to the particular contract agreement and are given customized forms of orientation on SIBAT's development framework.</td>
<td>Contract price agreed upon per project</td>
<td>Covered by contract</td>
</tr>
<tr>
<td>Associate</td>
<td>These are professionals that share the development framework of SIBAT. They have been trained in internal systems and procedures and are capable of assisting in SIBAT's regular operations. They are called in for technical team assignments and are given an honorarium</td>
<td>Honorarium based on scale of work  See examples CT, DT for technical writing; MW, DC, ML for one year placements</td>
<td>Supported by SIBAT</td>
</tr>
</tbody>
</table>

### Luzon based Institutions

- **Aquinas University of Legazpi Center for Research and Extension Services**
- **Benguet State University, Affiliated Non-Conventional Energy Center**
- **College of Agriculture, University of the Philippines Los Baños**
- **Bulacan State University, Dept of Engineering**
- **Aurora State College of Technology**
- **College of Social Science, University of the Philippines, Baguio**
Volunteering Agencies

SIBAT works closely with active people's organizations (POs) representing various sectors (i.e., peasants, indigenous people, women and fisherfolks) from across the Philippine archipelago and remote countryside in the fulfillment of their essential community needs.

Similarly, partnering with SIBAT at the local or regional levels, are established non-government organizations (NGOs), church-based organizations, academe and local government units/agencies, which independently provide complementing programs to the target POs and communities.

Academe Linkages

National based Institutions

<table>
<thead>
<tr>
<th>College of Engineering, University of the Philippines, Diliman</th>
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<tbody>
<tr>
<td>College of Social Work &amp; Community Development (CSWCD), University of the Philippines, Diliman</td>
</tr>
<tr>
<td>School of Environmental Science, Ateneo de Manila University</td>
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<tr>
<td>Miriam College</td>
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<tr>
<td>Polytechnic University of the Philippines</td>
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</table>

| Intern | These are individuals new to the work of SIBAT but desire to collaborate and learn with the organization. They are oriented to the framework and approach of the organization and may be trained on operations to become associates in the future. Depending on whether the assignment fulfills a specified need of the organization, interns are provided an allowance for related transportation and lodging expenses. |
| Coverage to be determined by nature of assignment |

<table>
<thead>
<tr>
<th>International</th>
<th>allowance is shouldered by sending agency or volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>standard allowance provided by SIBAT supported by SIBAT</td>
</tr>
<tr>
<td>OJT</td>
<td>use of SIBAT facilities volunteer or SIBAT</td>
</tr>
<tr>
<td>Thesis</td>
<td>use of SIBAT facilities volunteer</td>
</tr>
</tbody>
</table>
VOLUNTEERING PROCESS

These are meant to guide internal processes and facilitate meaningful partnership experiences between volunteers, SIBAT and local communities. These policies cover all short-term placement engagements that do not include technical fees.

It is task leadership accountable to MANCOM and coordinates on the same level as other program managers. Supervision is provided by the staff person/partner with whom the volunteer will most closely be working per placement. The volunteer manager is responsible that the relationship is functioning smoothly. There are different modes of volunteer-staff relations depending on whether the volunteers are in training or have been trained. They are treated like regular staff, in partnership. SIBAT volunteers will complement in-house staff, and will be treated as development partners.

Program Placement Needs

- Program Units discuss internally and with client or partners regarding the need for volunteers
- Program coordinators fill out placement description form in consultation with project managers and these are fielded to the volunteer program manager.
- Stakeholders are the co-workers who will be working hand-in-hand with the volunteers. They develop the placements themselves in consultation with the program coordinators.

Recruitment

- Mode. Invitations take place through the web, various university and local community campaigns. We recruit volunteers via EWB-UK and by referral. At the onset, SIBAT's development framework and branding is clear.

Placement Description

Title/ Work Item:

Purpose of Placement “Work item description and reason for volunteer assistance"

Objectives of Placement and indicators for Evaluation

“For each objective, please write an indicator for evaluation"

Contribution to aims of overall program “How does this placement fit in?"

Duties & Responsibilities “List as specifically as possible."

Qualifications and Requirements (Age, background or expertise requirements)

Lines of communication “Who will show volunteers what to do? Identify where in the chain of command the volunteer will be working and who will supervise his/her responsibilities."

Suggested Activities & Work plan:

Include schedule of site visits, evaluation interview

Commitment Required “Minimum amount of time for training, supervision, support or coordination"
Volunteer Profile form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Nickname:</th>
</tr>
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<tbody>
<tr>
<td>Date of Birth:</td>
<td>Place of Birth:</td>
</tr>
<tr>
<td>Permanent Address:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>Website/Blog:</td>
<td></td>
</tr>
<tr>
<td>Tel/Fax No.</td>
<td>Mobile No.</td>
</tr>
<tr>
<td>Name of Organization</td>
<td>Organization Address:</td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Tel/Fax No.</td>
<td></td>
</tr>
<tr>
<td>Preferred Mode of Involvement:</td>
<td>Specify Availability:</td>
</tr>
<tr>
<td>Areas/Field of Interest:</td>
<td>Special Skills:</td>
</tr>
<tr>
<td>Personal Interests/Hobbies</td>
<td>Relevant Involvements:</td>
</tr>
</tbody>
</table>

- **Registration.** Volunteer signifies interest by filling out Volunteer Profile for which includes the skills they can offer and information on financial or logistical capacities. A general profile can be available to the staff to introduce the applicant but they remain in SIBAT's confidentiality.

- **Interview.** This is to make sure volunteers' understanding is in accord to SIBAT's approach. Volunteers share SIBAT's development framework and principles. As long as they are willing and able to learn and work in partnership, they are welcome. This step can coincide with the interview under 'matching needs and expertise.'

**Matching Needs and Expertise**

*these steps may be omitted if placement engagement is short-term

- **Who.** Volunteers are then matched to appropriate projects. The Volunteer Program Manager facilitates the matching, including any changes or negotiation in placement.

- **Screening.** Volunteer Program Manager does initial assessment based on the following criteria: Framework match, financial and logistical capability, skills match, level of commitment. She then fields the applicant's profile to the relevant program manager.

- **Interview.** If the program manager agrees, an interview is conducted to see if the project is suitable to the volunteer and vice versa. *

- **Assessment.** The volunteer program manager and the specific program manager form the ad hoc assessment committee whose role is to determine whether we can work with this volunteer in a meaningful way. They can write a short report on their decision and the underlying reasons for a match/non-match in a letter of acceptance or notice.*
Assessment Criteria based on Core Values: translate into interview questions!

- commitment to the cause of national sovereignty, justice and principled peace and care for the environment
- creative and innovative
- dedication to workability to work in a team analytical, objective adherence to participative processes perseverance to learn, consciousness in study technological mastery

Learning and Evaluation

In the spirit of the learning cycle, this step is process is to keep track and actively shape the partnership experience. We examine the following areas:

1. **Placement**: how the work has been, what changes occurred, why they occurred and what direction the volunteer would like to take it

2. **Working Relationships**: how integrated the volunteer feels, what changes have occurred, why they occurred and what direction the volunteer would like to take it

3. **Perspectives**: have there been any insights into the experience? What are they? How has the volunteer changed?

- **Preparing for change**. When a match is made, the volunteer program manager facilitates the transition, orienting both parties (the volunteer and staff partner). Orientations to the Philippines, SIBAT’s development work and program areas may also be given.*

- **Mentorship**. Any changes to the placement from then on are between the dyad (volunteer and staff partner) with the VPM merely notified. The staff mentor takes charge of organizing the team and work plan and establishing lines of communication. A regular reflection/evaluation schedule is also agreed upon with the volunteer program manager.

- **Training**. Identification and conduct of training needs and support earning requirements of volunteer.
Evaluation

Exit interview. This is held with the executive director.*

Post-Project Involvement

SIBAT Volunteering Process

Work Engagement

- **System of regular communication**. The volunteer and partner/supervisor core staff are in constant contact. The volunteer program manager can sporadically check on both to check on status. Comments, suggestions and complaints are coursed through the volunteer program manager.

- **Reflection**. The volunteer program manager regular checks in on the volunteer to step back and evaluate experiences.

- **Training and Support**. We give orientations, include them in informal and formal team-building sessions, hold despedidas and give them full access to our knowledge base. Training occurs through peer mentorship on the job. Support and recognition are based on appropriateness/need and the availability of resources.

- **Interview**. A participatory appraisal review is a regular (how often) venue to evaluate the self and working relationships. Volunteers do this in coordination with the volunteer program manager.

- **Turnover**. Turnover of deliverables is ensured by the manager specified on the placement description form.

- **Conflict Management**. Principles to be followed are openness, mutual respect and a willingness to dialogue.

- **Grounds for Termination of Contract**. I do not know any grounds for termination of contract. I would like options for corrective action. Help?