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FOREWORD

The National Youth Service Corps was established in 1973 with the mandate to raise a class of patriotic, morally and physically disciplined Nigerian youths who graduated from Universities and Polytechnics to undertake the National Service. During the mandatory one year service, corps members live among and within the host communities facilitating unity and integration as well as championing community development by executing projects jointly with the people of their host communities.

Without doubt the commitment of the scheme's Management and proper guidance of Corps members has resulted in great contributions to the social, political and economic transformation of the nation. The NYSC remained in the vanguard of the nation's drive to promote self-help initiatives in rural and urban communities through the various development programmes executed by corps members with active participation of Community members. I am happy to note the impact of these activities in our communities in the areas of education, health care delivery, agriculture, communication, infrastructure, technology, economic empowerment, poverty eradication, social services and above all national consciousness and socio-cultural regeneration.

The present day global economic downturn and its attendance influence on the national, state and local Government economy requires deft planning and strategic approaches to maximise gains of interventions especially when it can be provided at minimum cost using the available manpower resources of the National Youth Service Corps; the easily trainable Corps members, pool of professionals and dynamic as well as articulate young men and women of the scheme offers great hope in galvanizing the development of our communities.

The production of this handbook is therefore timely as it offers clear operational guidelines that will give focus to our Corps members in community development and like never before prepare them to meet the national development aspiration.

I am very happy to be part of this change in NYSC and to write the foreword to this document.

I recommend this handbook for use in the scheme as a tool to reinvigorate Community Development Service programmes.

Brig-Gen JB OLAWUMI FSS,MSS,psc(+)FDC

Director-General
October, 2014.

PREFACE

The NYSC community development programme is a year-round affair. Through the CDS, members of the Service Corps work with the local communities to promote self-reliance by systematically prospecting and executing development projects and programme which impact positively on the socio-economic development of the host communities.

Over the years, community development service, one of the four cardinal programmes of the Scheme, has been faced with numerous challenges arising mainly from poor perception and dearth of knowledge of the corps members on the objectives of CDS. The ABC of community Development Service is therefore, published to give the Corps Members explicit and clear-cut guidelines in the execution of CDS programme.

It is hoped that this handbook will be of immense benefit to the Corps Members and consequently increase their knowledge and understanding of CDS, which will in turn reposition community development service across the country.

NYSC, NDHQ Abuja.
October, 2014

“ABC” OF COMMUNITY DEVELOPMENT SERVICE

A. PREAMBLE

Community Development Service (CDS) is one of the four (4) Cardinal Programmes of NYSC in which corps members contribute positively to the development of their host communities throughout the period of national service.

It is worthwhile mentioning that since its inception in 1973, the National Youth Service Corps has been making great contributions in the social, political and economic transformation of the nation. In recent times, the scheme has been in the vanguard of the nation's drive to correct the imbalance in our rural-urban development through the various community development programmes executed by corps members. These programmes have revolutionized our communities in the areas of education, health care delivery, agriculture, communication, infrastructure, technology, economic empowerment, poverty eradication, social services and above all national consciousness and socio-cultural regeneration.

B. OBJECTIVES OF CDS ARE:

1. Impacting positively on the improvement of rural community life.
2. Developing the spirit of entrepreneurship in the corps members.
3. To utilize the challenges which rural development poses and inculcate in the Nigerian Youth the ideals and capacities for leadership, endurance, selflessness, community service, national service, patriotism and creativity.
4. Exposing corps members to diverse traditions and customs of the host communities.
5. Providing the forum for corps members to experiment with ideas and translate them into concrete achievements thereby relying less on foreign technology and encouraging the use of local raw materials in the execution of projects.
6. Harnessing the enormous talents and skills of corps members into an effective machinery of change in our rural communities.
7. Providing on-the-job training and experience for corps members.

8. Providing complementary service in our National development activities, by ensuring that our under-privileged population learn basic techniques for self-help through the appropriate technology concept being promoted by NYSC.
9. To instil in corps members the tradition of dignity of labour and productivity.
10. To complement the activities of government at all levels in the stride towards national development.

c. CLASSIFICATION OF CDS

1a. Group Community Development Service (Group CDS)

Corps members are expected to use one day in a week for group CDS activities. They are not expected to attend duties in their places of Primary assignment on CD days. Such days are dedicated to the execution of projects and programmes that will improve the living conditions of their host communities.

1b. CDS GROUPS, PURPOSE AND ACTIVITIES

S/N	CDS GROUPS	PURPOSE	ACTIVITIES
1	Corps Legal Aid Group (CLAG)	<ul style="list-style-type: none"> ○ Free legal services to the less privileged and indigent prison inmates (Victims of denials and violation of rights) ○ Sensitization of the public on fundamental human rights 	<ul style="list-style-type: none"> ▪ Advocacy ▪ Visit to prisons ▪ Legal service to inmates and indigent persons ▪ Public lecture and awareness on fundamental human rights.
2	Sports Group	<ul style="list-style-type: none"> ○ Creates avenue for recreation and healthy rivalry among corps members and the community. ○ Arousing the consciousness of living healthy and purposeful lifestyles through participation in one form of physical activity or the other. ○ Identifying talents among Corps 	<ul style="list-style-type: none"> ▪ Participation in Sports competitions ▪ Identifying and Training members of the Community ▪ Organizing Sports Competitions

		members.	
3	Cultural and Tourism Group (Band, Dance, Drama & Tourism)	<ul style="list-style-type: none"> ○ Promoting arts and Culture ○ Dissemination of vital socio-economic and political problems and prospects. 	<ul style="list-style-type: none"> ▪ Identifying talents ▪ Entertainment. ▪ Setting up of the schemes theatre groups
4	Education Development Group (Mass Literacy, Adult Education, Extra Murals ICT)	<ul style="list-style-type: none"> ○ Enhance the Education Standard of the host community. ○ Career guidance and counselling for students 	<ul style="list-style-type: none"> ▪ Campaign against Illiteracy ▪ Organizing Extra-mural classes for Adults. ▪ Organizing of in-school programmes
5	Environmental Protection and Sanitation Group (Ecovanguard, NESREA)	<ul style="list-style-type: none"> ▪ To promote and sustain healthy environment ▪ To create awareness on sustainable environment management and regeneration. 	<ul style="list-style-type: none"> ▪ Tree planting ▪ Sanitation ▪ Drainage Control ▪ Erosion Control ▪ Reforestation. ▪ Landscaping
6	Editorial/Publicity Group	<ul style="list-style-type: none"> ▪ Compliment the activities of the NYSC PRU in disseminating Information to the Community 	<ul style="list-style-type: none"> ▪ Making presentation on mass media to enlighten people on socio-cultural education.
7.	Road Safety Group	<ul style="list-style-type: none"> ▪ To contribute to public safety on our roads 	<ul style="list-style-type: none"> ▪ Sensitization and control of traffic. ▪ Rendering first aid to accident victims ▪ Establishment of road safety clubs in school.
8.	Reproductive Health & HIV/AIDS Group	<ul style="list-style-type: none"> ▪ To train and mentor Students ▪ To mobilize and strengthen community based responses on HIV/AIDS prevention 	<ul style="list-style-type: none"> ▪ Sensitization and Campaign.

9	Anti-Corruption Group (EFCC & ICPC)	<ul style="list-style-type: none"> ▪ To help in eradicating corruption through Campaign 	<ul style="list-style-type: none"> ▪ Sensitization ▪ Creation of awareness in schools and organizations ▪ Establish Anti Corruption Corps members in schools.
10.	Service Delivery Group (Attitudinal Change, Re-Branding)	<ul style="list-style-type: none"> ▪ Sensitization on Service delivery and good work ethics. 	<ul style="list-style-type: none"> ▪ Training ▪ Sensitization ▪ Group discussions on value re-orientation
11.	MDGs	<ul style="list-style-type: none"> ▪ To create awareness and actualize the 8 goals of MDGs 	<ul style="list-style-type: none"> ▪ Advocacy and Mentoring of the host community.
12.	Medical and Health Services Group (Red Cross, Breast Without Spot, Polio Plus etc.)	<ul style="list-style-type: none"> ▪ Promotion and provision of Medical Services 	<ul style="list-style-type: none"> ▪ Health outreach ▪ First Aid administration. ▪ Establishment of Community based clinic ▪ Setting up of clinic for the NYSC Secretariat
13	Drug Free and Quality Control Group (NDLEA, NAFDAC, SON)	<ul style="list-style-type: none"> ▪ Eradication of fake and adulterated foods and drugs ▪ Create awareness on danger of drug abuse. 	<ul style="list-style-type: none"> ▪ Campaign and Sensitization ▪ Establishment of drug free clubs in Schools ▪ Ensuring linkages with the host Communities.
14	Agro-Allied Group	<ul style="list-style-type: none"> ▪ Support agro allied activities in host communities ▪ To promote better food production and security 	<ul style="list-style-type: none"> ▪ Demonstration farms/Extension Services ▪ Establishment of Farmers Cooperative Societies. ▪ Advocacy ▪ Teaching of new farming techniques to communities

			<ul style="list-style-type: none"> ▪ Training and capacity building ▪ Establishment of young farmers clubs in host communities.
15	Charity Services and Gender Group	<ul style="list-style-type: none"> ▪ To improve the living standard of the down trodden ▪ Charity outreaches to the public 	<ul style="list-style-type: none"> ▪ Mobilize funds and other resources for less privileged ▪ Visits of orphanages & prisons. ▪ Donation of materials to homes
16	Disaster Management Group (NEMA)	<ul style="list-style-type: none"> ▪ To create awareness on disaster management ▪ To disseminate information on how to manage disasters through Corps Emergency Vanguard. 	<ul style="list-style-type: none"> ▪ Public enlightenment on disaster management and control through the emergency Vanguard. ▪ Disaster management ▪ Liaison with NEMA on how to assist during emergencies ▪ Formation of emergency vanguard club in schools.

2. Personal/Individual Community Development Service (Personal/Individual CDS)

These are projects/programmes executed by individual corps members in their host communities based on Community felt-needs. Corps members are encouraged in addition to the group CDS to look out for areas where they could make individual impact in the community. It could be construction projects like building of toilets, incinerators, bridges, classrooms, games facilities for schools etc or social/educational project such as establishment of ICT laboratory, school libraries, extra-mural classes, campaigns, charity work, vocational training for empowerment of unemployed youths etc.

3a. **Collaborative Community Development Service:**

The scheme partners with National and Non-Governmental organizations and other establishments to implement development programmes.

The Scheme signs MOU with the partners, clearly stating each partner's roles/responsibilities.

Corps members are usually involved as Volunteers on this programme.

3b. **Types of Collaborative CDS:**

- Road Safety Group
- Reproductive Health & HIV.AIDs Group
- Anti-Corruption (EFCC & ICPC) Group
- Service Delivery Group (Attitudinal Change, Re-Branding)
- MDGs
- Medical and Health Services Group (Red Cross, Breast Without Spot, Polio Plus etc.)
- Drug Free and Quality Control Group (NDLEA, NAFDAC, SON),

D. IDENTIFICATION OF PROJECTS THROUGH NEEDS ASSESSMENT:

The two basic techniques of carrying out needs assessment are:

1.By observation of challenges faced by the community (e.g. lack of potable water, medical facility, educational institution, link road or bridge) or prevalence of a common disease, illiteracy, non-basic skills, ignorance, drug abuse, etc.

2. By discussion with members of the community ranging from youths, market women, opinion leaders and elders through which several needs may be identified.

E. PROGRAMME/PROJECT SELECTION

Two important factors to guide the choice of projects are:

1.The SMART test of project management. This means that the project must be Specific (defined), Measurable (visible outcome when completed), Achievable (is it possible), Rewarding (benefits) and Time-bound (deadline for completion)

2. The felt-needs of the community. A starving person is in desperate need of food. Giving him/her clothes to wear cannot help them at that material time. That is not his/her felt-need. A sick person needs medical attention. Giving him/her shoes to use makes no meaning. Similarly, carrying out a community development project that is not the felt-need of the community amounts to a futile and meaningless effort.

CDS Schedule officers, Zonal/Local Government Inspectors should be consulted by corps members for guidance.

F. STEPS FOR EXECUTION OF CDS PROJECT

The steps are:

- 1) Interaction between corps members and community stakeholders to identify the felt needs of the community;
- 2) Identification of sources of funds and relevant linkages for the project.
- 3) Preparation of a viable proposal with the guidance of Local Government and Zonal Inspectors containing the following:-

- ✚ Introduction
- ✚ Name of project
- ✚ Estimated cost of project
- ✚ Source of funding
- ✚ Expected time of completion
- ✚ Proposed date of commissioning.

The work plan should be attached and it should contain the following: activities and time frame, period of report submission and documentation, etc

- 4) Approval of project by the NYSC Secretariat after consultation with the Zonal and Local Government Inspectors;
- 5) Mobilizing resources in consultation with community members from the community, Local Government Council, Government and Non-Government Organizations as well as public spirited philanthropists. **On no account should Corps members write letters to government, parastatals and private organizations without passing through the State Coordinator.**
- 6) Ensuring contact with linkages relevant to the execution of the project jointly carried out by corps member(s) and the community;

- 7) Execution of the project;
- 8) Submission of bimonthly progress report with documentary/pictorial evidence;
- 9) Submission of completion report to the NYSC State Secretariat
- 10) Commissioning and handing over to the Community; and
- 11) Giving of feedback to persons that donated towards the execution of the project.

The community participatory approach built into the aforementioned steps allows for decision making on project to be jointly taken which ultimately leads to sustainability of such projects and community ownership.

G. CRITERIA FOR CONSIDERATION OF CDS PROJECT FOR APPROVAL

- (a) A written proposal must be forwarded by the corps member addressed to the State Coordinator through the Local and Zonal Inspectors.
- (b) Relevance of the project to the Community must be stated in the proposal.
- (c) Sustainability and benefits of the project to the Community after the departure of the corps member must be stated.
- (d) Location and accessibility of the project - Projects to be executed by corps member(s) should not be in disputed areas and should be accessible to members of the host community.
- (e) Source of funding: Funds should be sourced from the communities, individuals and organizations within the State of service. On no account should corps members fund CDS project with his/her allowance or money from parents/relatives.
- (f) Period of Project Execution:-All CDS projects must be completed within the service year.

H. CDS GENERIC TIME LINE.

TIMELINE	ACTIVITY
MONTH 1	• ORIENTATION CAMP
MONTH 2	• PLACEMENT OF CM ON CDS GROUPS AND SETTLING DOWN OF CORPS MEMBERS

MONTH 3	• DEVELOPMENT AND SUBMISSION OF PROPOSALS
MONTH 4	• DEVELOPMENT AND SUBMISSION OF PROPOSALS CONTINUED
MONTH 5	• APPROVALS OF PROPOSALS AND PROJECT COMMENCEMENT
MONTH 6	• SUPERVISION AND MONITORING OF PROJECTS BY RELEVANT OFFICERS
MONTH 7	• COLLATION AND SUBMISSION OF QUARTERLY REPORTS • LATE SUBMISSION OF PROPOSALS AND APPROVALS
MONTH 8	• CONTINUATION OF PROJECT EXECUTION AND SUPERVISION BY RELEVANT OFFICERS • LATE SUBMISSION OF PROPOSALS AND APPROVALS
MONTH 9	• CONTINUATION OF PROJECT EXECUTION AND SUPERVISION BY RELEVANT OFFICERS
MONTH 10	• FINAL REPORTS AND INAUGURATION OF PROJECT
MONTH 11	• PASSING OUT

I. COMMUNITY ENTRY:

This is the identification and engagement of community ‘gatekeepers’.

These gatekeepers include:

- traditional leaders
- religious leaders
- youth leaders
- women leaders
- opinion leaders
- other key stakeholders

J. ACTIVITIES OF COMMUNITY ENTRY:

- 1) Interact sufficiently with host community and together identify projects based on the felt needs of the community.
- 2) In conjunction with the Local Government Inspector and Zonal Inspector, build preliminary opinion and support base for the project through sensitization and advocacy of the following people:-
 - ◆ Community Head/Village Head
 - ◆ Youth Leader
 - ◆ Opinion Leader
 - ◆ School Principal

- ◆ NGOs CBOs CDAs and FBOs
 - ◆ Public Spirited Individuals
- 3) Obtain consents (where possible) from community leaders for the site and execution of projects.
 - 4) Ensure contact with linkages relevant to the execution of the project jointly carried out by corps members and the community.

κ **STRATEGIES FOR MOBILIZING FUNDS AND MATERIALS**

- Funding of CDS project is a shared responsibility of the Community, Government and stakeholders who are beneficiaries of such projects.
 - **On no account should any corps member fund CDS project from his/her personal money as doing so would nullify the viability of the project.**
- Funds for project execution should be sourced through the following:-
- ◆ Corporate organizations
 - ◆ Non Governmental Organisations (NGOs)
 - ◆ Philanthropists
 - ◆ Government Agencies
 - ◆ Public spirited individuals in the community
 - ◆ Political office holders/representatives
- There should be a comprehensive analysis of income and expenditure of funds and materials received with receipt attached for the purpose of accountability.
 - Mobilization of resources should not be done in isolation but in conjunction with community members and other relevant stakeholders.
 - Feedback necessary for project sponsors.

L. **LINKAGES AND THEIR USEFULNESS**

Linkages are Governmental and Non-Governmental organizations that support the execution of Corps members' CDS programmes and provide local support for the execution of corps members' CDS activities.

Linkages include but are not limited to Multinational Corporations, Collaborating agencies, Social Organizations and Clubs, Religious bodies, Community Based Associations, Governmental Organizations, Non-Governmental Organizations, Philanthropists, Foundations etc.

M. **FREQUENTLY ASKED QUESTIONS AND ANSWERS ON CDS:**

Question 1. Can a Corps member belong to more than one CDS group?

Answer: No. This is because every Corps member must be committed to his/her group and ensure full participation in their activities for maximum output.

Question 2. Can a Corps member choose a CDS group that he/she will be assigned?

Answer: No. It is the responsibility of Local Government Inspector to assign Corps members as appropriate except in cases where the Corps member joined a specialised group on camp and has received some level of training for his/her assigned role.

Question 3. Should a Corps member's individual CDS project commitment interfere with his/her primary assignment?

Answer: No. Corps member's individual CDS activities should be carried out during Corps member's spare time and must not affect his/her official responsibilities in the place of primary assignment and group CDS activities.

Question 4. Should I as a Corps member get approval before embarking on personal CDS project?

Answer: Yes. To ensure proper documentation, guidance and supervision a proposal must be forwarded as stated in this handbook and approval received before embarking on project implementation.

Question 5. How often should I (Corps member) submit report on personal CDS project?

Answer: It is expected that Corps members carrying out personal CDS project submit at least three(3) progress reports in line with the phases of project implementation. A completion report on the project must as well be submitted in addition to the three (3) progress reports stated above.

Question 6. Is it automatic that I must get an award once I carry out a personal CDS project?

Answer: No. The over-arching objective of every CDS project is to contribute to the well being of the society, to leave a mark of honour and a legacy worthy of emulation behind. Therefore, carrying out CDS project does not translate to winning an award and the scheme is not under compulsion to reward you for carrying out a community development project.

Question 7. As a Corps member, what are the likely benefits for me in carrying out CDS projects?

Answer: As a Corps member, the sense of self fulfilment that comes with adding value to the lives of people/communities cannot be estimated in monetary terms. Furthermore, the immense appreciation shown by communities as well as project beneficiaries coupled with the skill acquired in project management are of great value to committed Corps members who execute CDS projects in the course of the service year. However, the scheme also provides opportunity for Corps members, based on a procedure of selection, evaluation and verification of CDS projects, performance in the place of primary assignment, orientation course and winding up activities to give awards in the following areas:

- i. State Coordinator's Letter of Commendation
- ii. Local Government Honours Award
- iii. State Government Honours Award
- iv. Presidential Honours Award.

N. **CONCLUSION:**

The Community Development Service is a programme undertaken by all corps members throughout the service year. As one of the four (4) cardinal programmes of the scheme, CDS enables corps members to register their physical presence in their host communities. Furthermore, opportunities are given for harnessing the creativity of Corps members for the rapid development of the host community with the active participation of community members.