

AIDS-free Community Campaign Toolbox

Self-Help Group Follow-up Leader's Guide



Institute of Cultural Affairs
LTID-Kenya, Tanzania, OPAD-Zambia, Zimbabwe, Canada, USA



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About the Self-Help Group Guides

In 2009, ICA Zimbabwe received a Rotary International grant to implement an extensive Self-Help Group program over a three-year period. Two hundred groups were started; more than 100 groups are still active. The intention was threefold: to familiarize local people with business practices, record-keeping, and handling money; to enable members to save and borrow money from their accumulated pool to start or expand their business; and to furnish experience and support to each other for designing and starting a business.

Particular thanks go to Carolyn Schrader, a Rotary member in Denver, Colorado, who sponsored the grant request and to Robert and Sandra True, ICA Volunteers, who worked with ICA Zimbabwe to create the curriculum and write the manuals. It was this project that prepared ICA Zimbabwe to undertake the AIDS-Free Community Campaign implementation.

From 2013 to 2016, 72 Self-Help Groups were initiated as part of Zim50 Community HIV/AIDS Campaigns. The Self-Help Group concept was originally from Kindernothilfe in Germany. The *Leader's*, *Participant's*, and *Follow-up* guides for use in these campaign communities were written by ICA Zimbabwe. ICA HIV/AIDS programs in Kenya, Tanzania, Zambia, and other African countries have also implemented this program.

The AIDS-Free Community Campaign Toolbox

The AIDS-Free Community Campaign Toolbox is a set of seven manuals, beginning with the *Campaign Consult Procedures: Leader's Guide*. This set of resources is the product of community HIV/AIDS prevention and management work undertaken by national Institutes of Cultural Affairs (ICAs) in eight African countries in collaboration with the Institutes of Cultural Affairs in the USA and Canada over fourteen years. The AIDS-Free Community Campaign was implemented and tested from 2013 to 2016 in twenty communities in peri-urban Harare by ICA Zimbabwe to consolidate what had been learned and organize the key aspects of community responsibility for AIDS prevention into a one-year replicable design.



The Institute of Cultural Affairs

ICAs are members of the Institute of Cultural Affairs International, a global network of twenty-four statutory and five associate member national ICAs on six continents. Founded in 1977, The Institute of Cultural



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Affairs International is an international non-governmental association that facilitates the activities of autonomous national member ICAs and their global relationships.

The Institute of Cultural Affairs facilitates social innovation, participation, and community building in all sectors of society. From over thirty years of working with villages, communities, and organizations, ICA has developed facilitation methods that enable groups to gather information from all present, analyze that information, and come to a common decision about how to act on it. ICA methodologies place community culture at the center of human development.

The Institutes of Cultural Affairs in the USA and Canada, and many donors and friends, have provided support for the African HIV/AIDS Prevention Initiative begun in 2002 and implementation of the AIDS-Free Community Campaigns beginning in 2013.

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Photo Credits

Cover: Self-Help Group members planning, Sommerby, Zimbabwe. Photo by Jane Spalding.
Artist and ICA colleague Paul Noah created the toolbox image.

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PROCEDURES FOR THIRTEEN WEEKLY TRAININGS

Week 1

SAVING, THE CONSTITUTION, and PASSBOOKS

Introduction: Welcome to the 1st week of the Self-Help Group Follow-up training. My name is _____ I will be your trainer for the next 13 weeks of this program.

This training is to assist and reinforce the self-help concepts and help your groups to claim and realize their potential. We will be going through the concepts you learned during the five-day training you received on Self-Help Groups. We will be meeting here at _____ once every week for one hour for the next _____.

I hope everyone knows where the toilets are: _____. If you have any practical problem, see _____.

Let us start with a prayer and a song.

Week 1 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member their name, the victory of their week, and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 15 minutes	<p>Purpose of Saving</p> <p>Ask the following questions:</p> <ol style="list-style-type: none"> 1. Can anyone remember why we save? They can refer to their Guides if they do not remember. 2. How much are you saving as a group? 3. Are there any challenges and how can they be addressed. 4. What target have you set for your Group? Calculate how long it will take the group to reach the target at the current rate of savings per week. (For example, if they save \$10 per week and have a target of \$60, the answer is six weeks.)
Discussion 2 15 minutes	<p>Constitutions and Passbooks</p> <p>Using the format provided:</p> <ol style="list-style-type: none"> 1. Discuss the elements of the constitution needed for the group. Use workshop to brainstorm detail for the group. Summarize contents of constitution and read out to group members. 2. Show an example of a complete entry into passbook reflecting a saving deposit. <p style="text-align: right;">» Concludes on the next page</p>

Close

5 minutes

Thanks for your time and attention.

Ask:

- O** What did we accomplish?
- R** What was helpful, not helpful?
- I** What was most important for you?
- D** What will you do differently?

Week 2

GROUP BUSINESS and SELF-HELP GROUP RECORD KEEPING

Introduction. Welcome to the 2nd week of your training. As we continue this training I hope you have been able to put into practice what we learned last week.

- Let's start with a song and prayer.
- Who can remember what we discussed last week?
- Did we make any decisions last week and what are they?

Week 2 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member their name, the victory of their week, and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 15 minutes	<p>Group Business</p> <p>Have you decided on a group business yet? If yes or no, discuss the following criteria:</p> <ol style="list-style-type: none"> 1. Is there a market and where is it? 2. How much money do we need to start and do we have it? 3. What skills are needed? 4. How much profit will we make? <p>Group to then decide on which business to do.</p>
Discussion 2 15 minutes	<p>Self-Help Group Record Keeping</p> <ul style="list-style-type: none"> • What is the importance of record keeping? • Does every one have an Individual Passbook (IPB) and does the group have a Minute Book? • If there are any members without an IPB, set a next-week deadline. • As members, what do you think should be recorded? Why? • Are you currently recording the above? • Inspect the group's Minute Book and two or three passbooks. Discuss errors and corrections. <p style="text-align: right;">» Concludes on the next page</p>

Close

5 minutes

Thanks for your time and attention.

Ask:

- O** What did we accomplish?
- R** What was helpful, not helpful?
- I** What was most important for you?
- D** What will you do differently?

Week 3

PROBLEM SOLVING/CONFLICT and INDIVIDUAL BUSINESS SKILLS

Welcome to the 3rd week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 3 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member their name, the victory of their week, and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 15 minutes	<p>Problem Solving/Conflict</p> <p>Start a discussion on issues of conflict, Give simple example like time-keeping.</p> <ol style="list-style-type: none"> 1. List all issues causing conflict. 2. Group discusses (ORID) 3. Group agrees on action that needs to be taken. 4. Get all to agree.
Discussion 2 15 minutes	<p>Individual Business Skills</p> <p>Get one member to volunteer their individual business as a case study for analysis. (Have a back-up in case there are no volunteers)</p> <p>Discuss the following (get members to offer advice)</p> <ul style="list-style-type: none"> • Market/Place • Product • Competition • Price <p style="text-align: right;">» Concludes on the next page</p>

Close 5 minutes	Thanks for your time and attention. Ask: O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?
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Week 4

PURPOSE OF LOAN and COMMUNICATION

Welcome to the 4th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 4 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 15 minutes	<p>Purpose of Loan Discuss types of loans:</p> <ul style="list-style-type: none"> • Individual only, group only, or a combination of both individual and group <p>Draw/discuss a picture of how the group pot can grow. Individuals consider:</p> <ul style="list-style-type: none"> • What is the loan is needed for? • What is the Budget to start? • What is the selling price per unit? • What is the expected profit? Check with MarketAnalysis during the week.
Discussion 2 15 minutes	<p>Communication Review <i>attending</i> and <i>following</i>.</p> <p>Reflection:</p> <ol style="list-style-type: none"> 1. Choose a partner. (One person is "A" and the other is "B.") 2. Each A listens to what B says (3 minutes). 3. A and B switch. Now each B listens to what A says (3 min). 4. Use ORID to discuss the experience. <p style="text-align: right;">» Concludes on the next page</p>

Close 5 minutes	Thanks for your time and attention. Ask: O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?
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Week 5

RECORD KEEPING and LEADERSHIP

Welcome to the 5th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 5 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 15 minutes	Record Keeping Review the following: <ol style="list-style-type: none"> 1. Minute Book 2. Individual Passbook (IPB) 3. Discuss issues and make necessary decisions
Discussion 2 15 minutes	Leadership In training what did we say about Leadership? <ul style="list-style-type: none"> • Now for the Self-Help Group, what is new about leadership? • When have you seen leadership in group? • What does the group need to improve in leadership?
Close 5 minutes	Thanks for your time and attention. Ask: <ul style="list-style-type: none"> O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?

Week 6

LOAN REPAYMENT RULES and MARKET ANALYSIS

Welcome to the 6th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 6 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 15 minutes	<p>Loan Repayment Rules</p> <p>Group creates rules for Individual Loans: plan, loan amount limit, interest expected, payback time, fines if fail.</p> <p>Tips: consider the strength of plans, ability in the group, small and rapid turnaround, brings growth</p>
Discussion 2 20 minutes	<p>Market Analysis</p> <p>Ask for a marketing plan example. Discuss with group if their plan is working?</p> <ul style="list-style-type: none"> • Does it need adjustments? • What are the adjustments needed? <p>Allow the group to participate in solution. Try as many examples as time permits.</p>
Close 5 minutes	<p>Thanks for your time and attention.</p> <p>Ask:</p> <ul style="list-style-type: none"> O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?

Week 7

MARKETING AND PROMOTION METHOD AND SMART GOALS

Welcome to the 7th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 7 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 20 minutes	Marketing and Promotion Method <ul style="list-style-type: none"> • How are the Self-Help Group ventures advancing? • What is working in the business plan? • What is not working? • What does the Self-Help Group need to do next quarter?
Discussion 2 15 minutes	SMART Goals <ul style="list-style-type: none"> • Meeting time • Weekly contributions • Attendance record • Fines • Meeting etiquette • Other principles
Close 5 minutes	Thanks for your time and attention. Ask: O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?

Week 8**RECORD KEEPING and GROUP BUSINESS REVIEW**

Welcome to the 8th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 8 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 20 minutes	Record Keeping <ul style="list-style-type: none"> • Are individual credits, debits, loans interest payments correct and up to date? • What adjustments are needed? • Is the Minute Book up to date and reflecting correct information? • Is the monthly report complete and correct?
Discussion 2 15 minutes	Group Business Review Discuss and analyze the group business as a case study. Discuss the following: <ul style="list-style-type: none"> • Market/Place • Product • Competition • Price
Close 5 minutes	Thanks for your time and attention. Ask: <ul style="list-style-type: none"> O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?

Week 9

PROBLEM SOLVING 2 and LOAN REPAYMENT

Welcome to the 9th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 9 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 20 minutes	Problem Solving 2 <ul style="list-style-type: none"> • What have you seen in this Self-Help Group? • List problems and conflicts • Discuss (ORID) • Choose two urgent ones
Discussion 2 15 minutes	Loan Repayment Review rules for Individual Loans <ul style="list-style-type: none"> • Loan amount limit • Interest charged • Pay back time • Fines if fail
Close 5 minutes	Thanks for your time and attention. Ask: <ul style="list-style-type: none"> O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?

Week 10

RECORD KEEPING and COMMUNICATION

Welcome to the 10th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 10 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 20 minutes	Record-keeping Review <ul style="list-style-type: none"> • Are individual credits, debits, loans, interest payments, correct and up to date? • What adjustments are needed? • Is the minute book up to date and reflecting correct information? • Is the monthly report complete and correct?
Discussion 2 15 minutes	Communication Review <i>attending</i> and <i>following</i> . Reflection: <ol style="list-style-type: none"> 1. Choose a partner. (One person is "A" and the other is "B.") 2. Each A listens to what B says (3 minutes). 3. A and B switch. Now each B listens to what A says (3 min). 4. Use ORID to discuss the experience.
Close 5 minutes	Thanks for your time and attention. Ask: <ul style="list-style-type: none"> O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?

Week 11

PROBLEM SOLVING 3 and LEADERSHIP 2

Welcome to the 11th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 11 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 20 minutes	<p>Problem Solving 3</p> <p>Start a discussion on issues of conflict, Give simple example like time-keeping.</p> <ul style="list-style-type: none"> • List all issues causing conflict. • Group discusses (ORID) • Group agrees on action that needs to be taken. • Get all to agree.
Discussion 2 15 minutes	<p>Leadership 2</p> <ul style="list-style-type: none"> • In training, what did we say about Leadership? • Ask those who have been leaders what their experience as a leader has been. • Ask those who have not been what they look forward to as being a leader. • What does the group need to improve in leadership?
Close 5 minutes	<p>Thanks for your time and attention.</p> <p>Ask:</p> <p>O What did we accomplish?</p> <p>R What was helpful, not helpful?</p> <p>I What was most important for you?</p> <p>D What will you do differently?</p>

Week 12**CONSTITUTION and MARKET ANALYSIS REVIEW**

Welcome to the 12th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 12 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 20 minutes	Constitution Review <ul style="list-style-type: none"> • Discuss challenges with the elements of the constitution. • Get group to reach a consensus.
Discussion 2 15 minutes	Market Analysis <ul style="list-style-type: none"> • How are the Self-Help Group ventures advancing? • What is working in the business plan? • What is not working? • What does the Self-Help Group need to do next quarter?
Close 5 minutes	Thanks for your time and attention. Ask: <ul style="list-style-type: none"> O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?

Week 13

GROUP BUSINESS PLAN REVIEW AND VICTORY CELEBRATIONS

Welcome to the 13th week of your training. As we continue with training I hope you have been able to put into practice what we learned last week.

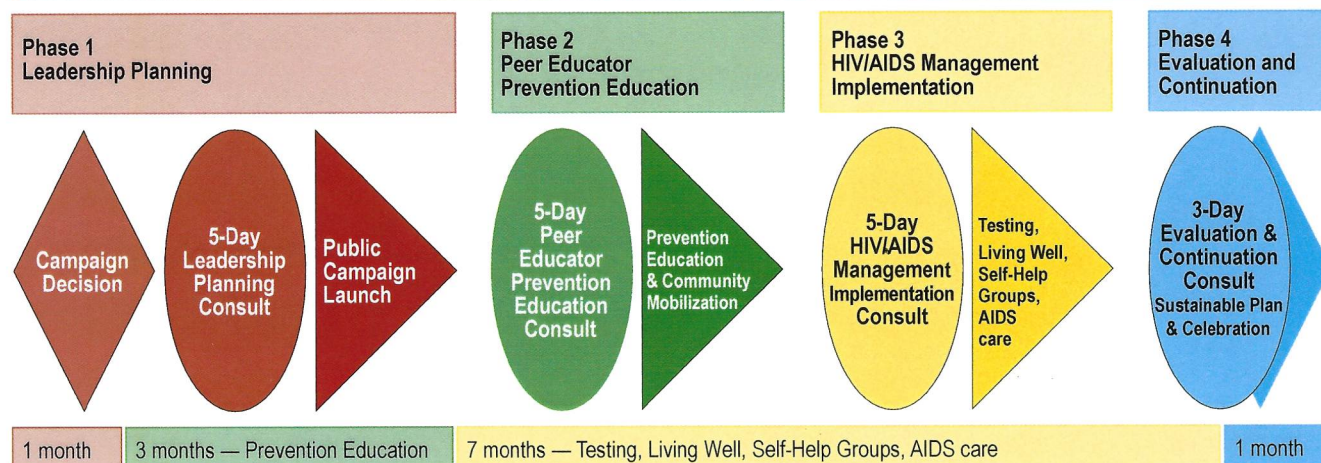
Let's start with a song and prayer.

Who can remember what we discussed last week?

Did we make any decisions last week and what are they?

Week 13 — Procedures	
Open 10 minutes	<ul style="list-style-type: none"> • Ask every member the victory of their week and their goal for next week. • Ask for the Money Report, i.e., total savings.
Part 1 10 minutes	<ul style="list-style-type: none"> • Ask for the Self-Help Group Victory of the week • Ask for the Self-Help Group Challenge of the week • Ask for the Self-Help Group Goal for next week
Discussion 1 20 minutes	Group Business Plan Review <ul style="list-style-type: none"> • What is going well (making money/profit), what is not? • What needs change or improvement? • Create plan for next quarter.
Discussion 2 15 minutes	Victory Celebrations <ul style="list-style-type: none"> • Group Brainstorm <i>keys</i> to success • Brainstorm <i>areas</i> for improvement • Brainstorm <i>recommendations</i> for improvement
Close 5 minutes	Thanks for your time and attention. Ask: <ul style="list-style-type: none"> O What did we accomplish? R What was helpful, not helpful? I What was most important for you? D What will you do differently?

AIDS-free Community Campaign Toolbox
ONE-YEAR AIDS-FREE COMMUNITY CAMPAIGN
 Community-Wide Consults and Implementation



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