

The Transform “Do It Yourself” Toolkit

BACKGROUND

International Care Ministries (ICM) is a nonprofit organization dedicated to empowering families living in extreme poverty. Founded in 1992, ICM focuses on transforming lives through holistic, community-based programs that address poverty's multifaceted challenges. Operating in the Philippines, Uganda, Guatemala, Burundi, and Cambodia, ICM provides vulnerable families with training and resources to achieve sustainable improvements in health, livelihood, and overall well-being.

Through its signature poverty alleviation program, Transform, ICM addresses a wide range of community needs through values-based mentoring, business training, livelihood opportunities, and essential health education. The training program teaches skills such as financial management, starting a new business, group savings, nutrition, hygiene, and safe parenting, while the resources provided include organic gardening kits, “Business-in-a-box start ups”, food supplements, health treatment, and pregnancy support. At the time of the toolkit's publication, ICM has impacted over 2 million lives with Transform.

In 2019, ICM received a **\$5 million grant from the Global Innovation Fund (GIF)** to evaluate the impact of Transform through **randomized controlled trials (RCTs)**, and to share best practices with the broader development community through this toolkit. The Transform DIY Toolkit helps organizations replicate the Transform program or integrate its interventions into existing poverty reduction efforts. It provides structured guidance on planning, implementation, monitoring, and learning to ensure effectiveness in complex settings.

COMPLETE TRANSFORM DESCRIPTION

Transform is a 15-week adult education program made up of four components: Livelihood, Health, Education, and Values (note: the Values component is not included in this toolkit). The process begins when a community pastor within ICM's network requests the program for their community. The pastor then gathers participants and submits an application to ICM. After receiving the application, ICM staff conduct an ocular visit to the community to administer the poverty scorecard and confirm that it meets the Ultrapoverty threshold. Once eligibility is confirmed, the community is scheduled to join the next available Transform batch.

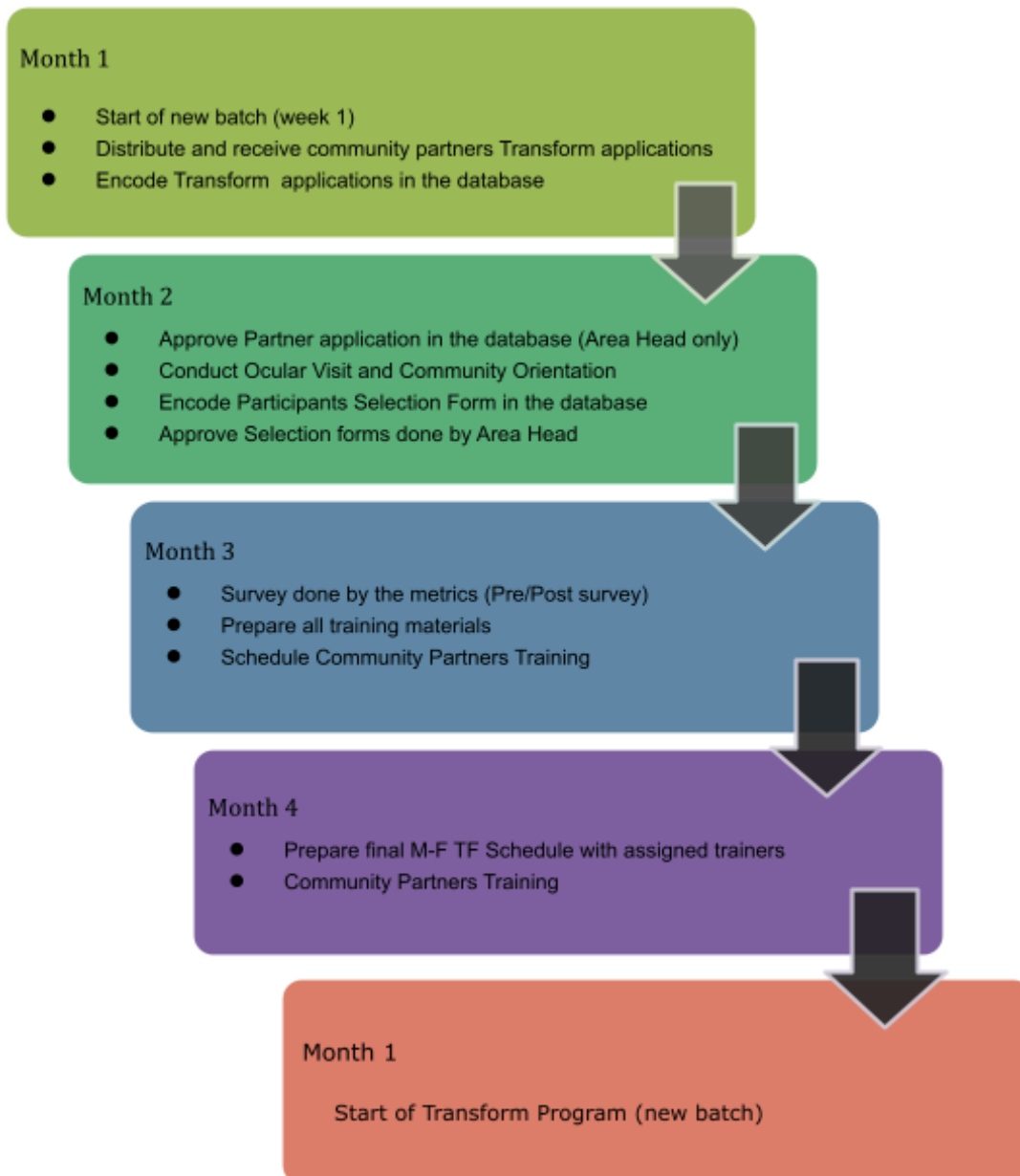
When the batch begins, ICM staff trainers visit each community in the batch once per week to deliver the weekly lesson. After completing all 15 weeks of sessions, the program concludes with a graduation ceremony to celebrate the participants' achievements. Graduating communities may then transition into other long-term programs and support networks offered by ICM.

Key Terms:

- **Base:** ICM has 14 field offices around the Philippines, referred to as bases.

- Branch- Each base has three smaller field offices up to two hours away in all directions, referred to as a branch. Branch staff implement Transform.
- Batch- ICM offers Transform three times per year in each base. Each offering of transform is referred to as a batch. (Batch 1, Batch 2, and Batch 3). All 14 bases are on the same batch schedule.

Transform Timeline



TOOLKIT OVERVIEW

The Transform Toolkit consists of the following sections:

1. Strategic Planning: How to set a strong foundation for Transform
 - a. [Define Targets and Goals](#)
 - b. [Establish Key Partnerships](#)
 - c. [Build a Budget and Identify Funding Sources](#)
 - d. [Select and Train a Team](#)
 - e. [Contextualization](#)
2. Implementation: Curriculum and Resource
 - a. [Health](#)
 - b. [Livelihood](#)
 - c. [Family Academy](#)
3. [Monitoring and Learning: How to Track and Adapt](#)
4. [Appendix: Resource Links](#)

1. Strategic Planning

- a. **Targeting Ultrapoor Communities:** Transform is designed for those impacted by poverty – particularly the ultra-poor living on less than \$1.00 per day. To assess the level of need in the community, ICM uses a selection form. While the program targets the Ultrapoor, the Program also accepts those living in Extreme poverty.
- b. **Building Partnerships:** While in the scouting phase, leaders should seek like-minded potential partners, particularly those who can help establish a distribution network. For example, ICM partners with 20,000 faith leaders who are either interested in or have already hosted the Transform program. ICM curates and maintains its distribution network separately from Transform.
- c. **Budget & Funding:** After selecting a location, the next steps involve creating a budget and securing funding. The budget should include transportation for the trainers, food and snacks for the meetings, medical supplies, and livelihood resources. Refer to this sample [Transform Budget](#) for a detailed breakdown of expenses.
- d. **Team Selection and Training:** Transform is implemented by ICM branch staff in the local community. Linked [here](#) is the typical structure of a full base. Although, to start, ICM recommends prioritizing the following positions for base staff. The full job descriptions for each role are included [here](#).
 1. Overall Leader/Project Manager
 2. Partnership Coordinator
 3. Health Coordinator
 4. Livelihood Coordinator
 5. Administrative Coordinator
 6. Metrics Coordinator
- e. **Contextualization Phase:** Every context is different. Whether a new organization, project, or program, materials must be contextualized to fit the languages, cultures, and availability of resources. Adapt the Transform Health and Livelihood curriculum to local needs, considering:
 1. **Cultural sensitivity:** Ensure that culturally relevant examples and practices are included in the training materials.
 2. **Language Adaptation:** Translate materials into the local language and ensure that terminology is understandable to your target audience.
 3. **Resource Availability:** Tailor the materials to available resources and local conditions (e.g., access to health services, and infrastructure).

2. Implementation

Transform emphasizes building long term **Health and Livelihood** capacities, while also providing temporary support resources for the duration of the program.

A. Health

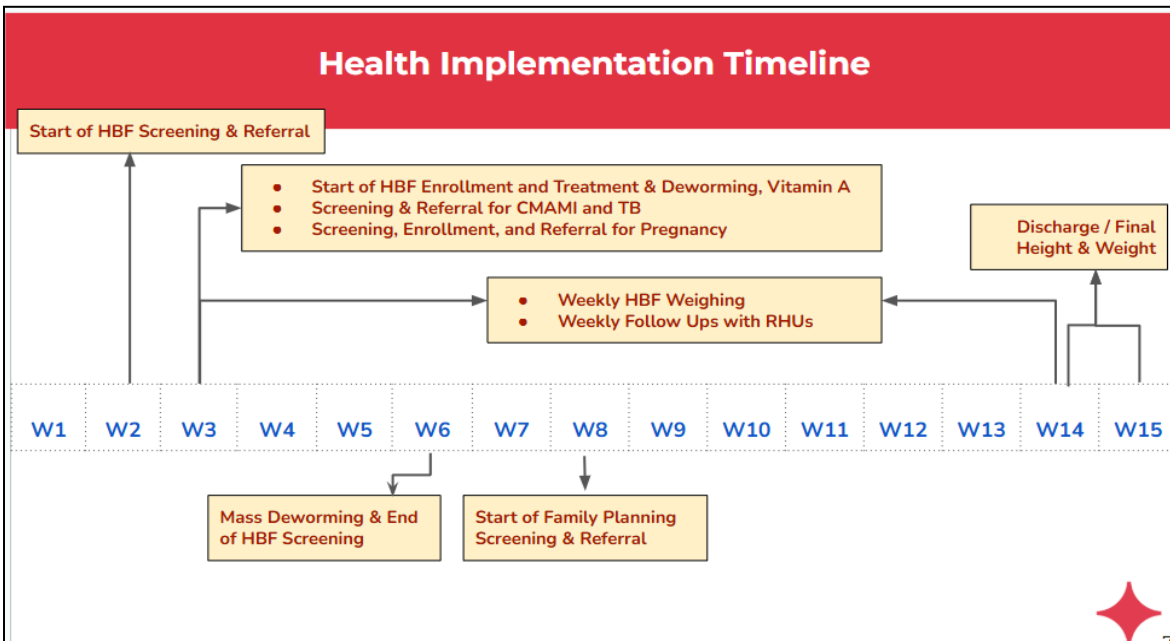
The ICM Health Intervention consists of one health education lesson per week (topics listed below); nutritional supplements for malnourished children and prenatal care for pregnant

mothers. Below are important things to consider when preparing for or contextualizing a health program.

- a. Learn Ministry of Health (or equivalent) requirements/regulations.
- b. Identify the most pressing health issues in the country/community e.g. malnutrition, infectious diseases, or chronic conditions and adapt the Health Curriculum to address the highest risk issues. Due to the high prevalence of Tuberculosis (TB) in the Philippines, TB screening and education is a hallmark of the Health curriculum.
- c. Understand local cultural practices and beliefs about health and wellness
- d. Assess the accessibility of healthcare facilities and affordability of services in the area.
- e. Review the local diet, nutritional deficiencies, and food availability
- f. Assess the availability and quality of the community's clean water sources and sanitation facilities.
- g. Understand the roles of community health workers, NGOs, and local health authorities.

1.1 Health Lessons, Timeline, and Resources *(all of the lessons listed are included in the Transform Health Manual, linked in the resource appendix)*

Lesson No.	Health Lesson Content
Lesson 1	Orientation & Community Mapping
Lesson 2	Malnutrition and Screening Week
Lesson 3	Respiratory Infections including TB
Lesson 4	Injury Prevention
Lesson 5	Healthy Living
Lesson 6	Diarrhea: Prevention & Management
Lesson 7	Hygiene and Sanitation Part 1: Deworming
Lesson 8	Hygiene and Sanitation Part 2: Safe Food & Drinking Water
Lesson 9	Safe Motherhood Part 1: Family Planning
Lesson 10	Safe Motherhood Part 2: Safe pregnancy, Safe Delivery
Lesson 11	Safe Motherhood Part 3: Newborn Care & Breastfeeding
Lesson 12	Safe Motherhood Part 4: Infant & Young Child Feeding
Lesson 13	Childhood Growth and Development
Lesson 14	Sexually Transmitted Infections
Lesson 15	Graduation



B. Livelihood

The ICM Livelihood Intervention consists of one financial literacy lesson per week (topics listed below); the formation of a savings group, and the start of a small business or garden. Below are important things to consider when preparing for or contextualizing a livelihoods program.

- Evaluate the availability of microfinance institutions or savings groups in the country.
- Conduct an assessment to identify the predominant economic activities e.g. farming, fishing, handicrafts, or informal trading.
- Use case studies to demonstrate successful small business or community-led initiatives in similar contexts.
- Address access to seeds, and organic fertilizers in local markets or through partnerships with agricultural organizations.
- Ensure training reflects local gender roles, empowering women and marginalized groups to participate without cultural barriers.

2.1 Livelihood Lessons, Timeline and Action Points, Resources *(all of the lessons listed are included in the Transform Livelihood Manual, linked in the resource appendix)*

Lesson No.	Livelihood Lesson Content
Lesson 1	Orientation & Community Mapping
Lesson 2	Let Us Save Together
Lesson 3	The Community Saving Group
Lesson 4	Savings Group Contributions
Lesson 5	BiB #1

Lesson 6	Good Things about Organic Gardening
Lesson 7	BiB #2
Lesson 8	Loans Mgt & Record Keeping
Lesson 9	BiB #3
Lesson 10	BiB #4 (+ 2nd GiB Dispersal PH)
Lesson 11	BiB #5 (+ 2nd GiB Dispersal UG)
Lesson 12	Vermicast Harvesting & Seed Banking
Lesson 13	Community Enterprise/Group Business
Lesson 14	Community Vision & Transition to Prevail
Lesson 15	Graduation

C. Family Academy: Early Childhood Education

Family Academy is the education intervention implemented alongside Transform. It is a 10-week education program implemented by ICM FA Coaches to empower eligible parents with children ages 3 to 5 to become their children's most important teachers. Through learning games and other engaging activities, FA Coaches reinforce parent-child interaction, build positive attitudes toward learning and education, and develop the children's basic skills in math and pre-literacy.

4. Monitoring and Learning

Data collection and monitoring are central to Transform's success. Throughout the batch, Livelihood and Health trainers gather key indicators and upload them to ICM's app. This data feeds into DOMO dashboards built by the National Monitoring and Learning Team. Branch Heads review the dashboards and advise on necessary adaptations. Indicators are set by the National Strategy Team during curriculum development. See the [website](#) for additional M&L resources.

- a. M&L Standard Operating Procedures
- b. Full List of Indicators
- c. Transform Outputs Report 2022-2023
- d. Attendance Tracking Sheet
- e. Livelihood Tracking Sheet
- f. Health Tracking Sheet

Full Resource Appendix

Downloadable copies of all the resources listed in this appendix are available on ICM's website [here](#)

General Design

- Transform Selection Form
- Attendance Tracking Sheet
- Transform Budget Template
- Full Base Structure
- Full List of Job Descriptions

Health

- Health Manual
- Health Pre-Batch Training
- Health Implementation Guide for Health Coordinators
- Health Tracking Sheet

Livelihood

- Transform Livelihood Manual
- Livelihood Tracking Sheet

Family Academy

- Family Academy Coaching Handbook
- Education 101 Slide Deck

Monitoring and Learning

- M&L Standard Operating Procedures
- Full List of Indicators
- Transform Outputs Report 2022-2023