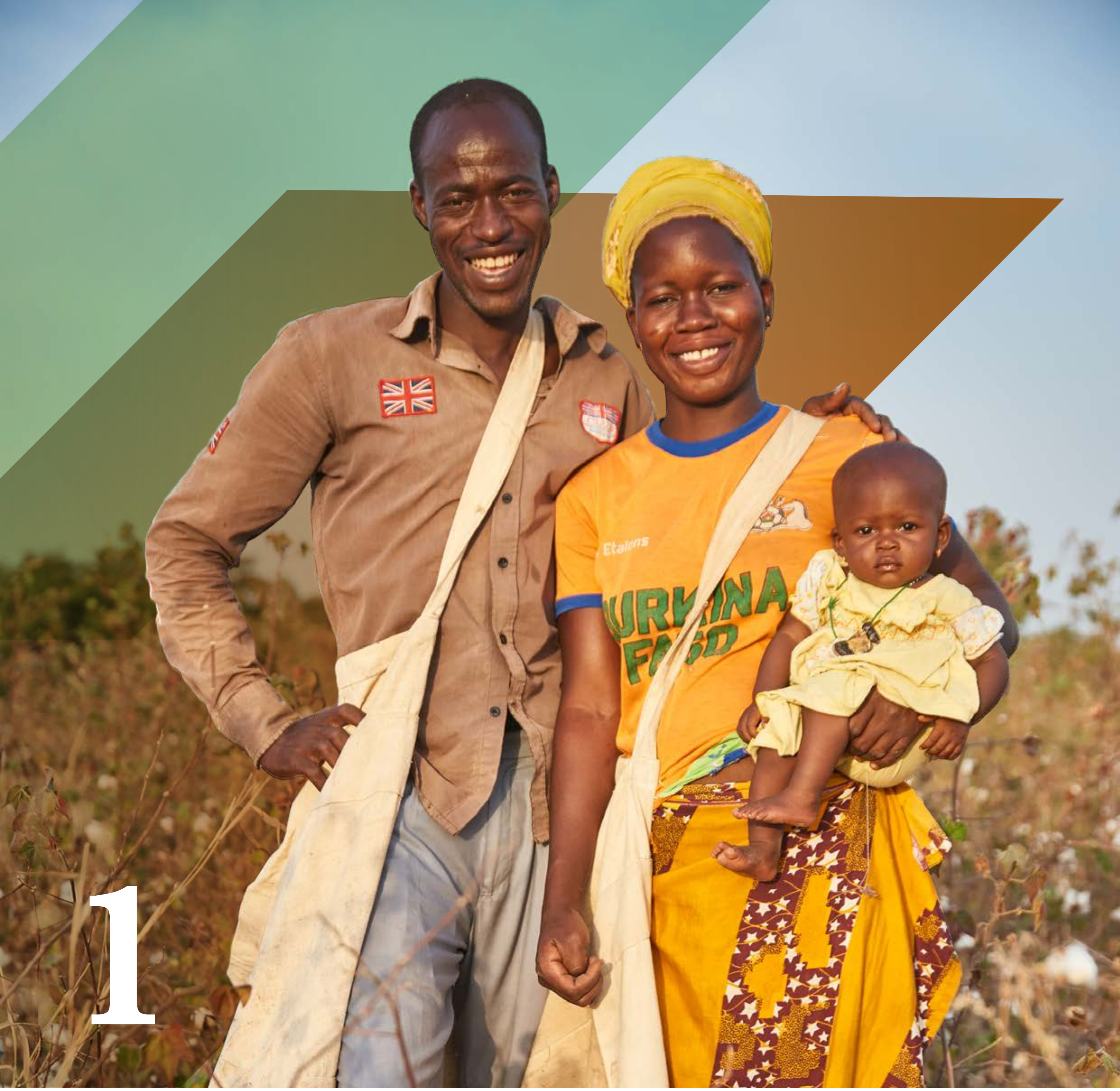

Child Optimized Financial Education

MOVING FAMILIES FROM VULNERABLE TO THRIVING

BOOKLET 1 : INTRODUCTION

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The content of Child-Optimized Financial Education: Moving Families from Vulnerability to Thriving curriculum was adapted by CRS and Picture Impact from CRS' 11-lesson financial education curriculum, which was created as part of the Skills for Marketing and Rural Transformation (SMART) training package. The original CRS financial education curriculum, jointly funded by CRS and USAID under the Modernizing Extension and Advisory Project, was adapted from the Global Financial Education Program (GFEP), directed by Microfinance Opportunities (MFO) in partnership with Freedom from Hunger. The GFEP was funded by the Citi Foundation. MFO provided technical assistance to CRS on the adaption of the financial education content. For inquiries, please contact: Microfinance Opportunities, 1701 K Street NW, Suite 650, Washington, DC 20006 USA, Tel: 202-721-0050. www.microfinanceopportunities.org.

Catholic Relief Services is the official international humanitarian agency of the United States Conference of Catholic Bishops. CRS' relief and development work is accomplished through programs of humanitarian response, HIV, health, agriculture, education, microfinance, youth, water and peacebuilding. CRS eases suffering and provides assistance to people in need in more than 100 countries, without regard to race, religion or nationality.

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Illustrations: Elijah Njenga (line art), Alfred Ombati (colorization)

Design: Katrina Mitchell at Picture Impact

COFE toolkit contents

Acronyms

ACODEV	Action for Community Development
AIDS	Acquired Immunodeficiency Syndrome
ART	Antiretroviral Therapy
ARV	Antiretroviral
ASCA	Accumulating Savings and Credit Association
COFE	Child-Optimized Financial Education
CRS	Catholic Relief Services
GFEP	Global Financial Education Program
HIV	Human Immunodeficiency Virus
KCSON	Kibaale District Civil Society Organization
OVC	Orphans and Vulnerable Children
PEPFAR	President's Emergency Plan for AIDS Relief
PSP	Private Service Provider
ROSCA	Rotating Saving and Credit Association
SACCO	Savings and Credit Cooperative Organizations
SILC	Savings and Internal Lending Communities
SMART	Skills for Marketing and Rural Transformation (financial education curriculum)
S.M.A.R.T	Specific, Measurable, Achievable, Realistic and Time-bound
SOCY	Sustainable Outcomes for Children and Youth
MFI	Microfinance Institution
MFO	Microfinance Opportunity
USAID	United States Agency for International Development

Foreword

Creating a financial education curriculum focused on the needs of children

Catholic Relief Services (CRS) is dedicated to building a world in which all people reach their full human potential in just and peaceful societies. As a Catholic agency, CRS values family and the ability of parents and caregivers to create the best possible environment for the children in their care. Poverty is a leading contributor to poor child outcomes—it can increase HIV risk and vulnerability among caregivers and their children, drive children's placement into residential-care facilities and create conditions leading to child abuse, neglect, child labor and exploitation. Furthermore, HIV has a negative impact on the financial well-being of poor and vulnerable households due to increased health expenditures, stigma and discrimination against people living with HIV, as well as decreased productivity or death of caregivers not on HIV treatment. Poor households often have difficulty meeting the basic needs of children in their care including expenses related to education, nutritious food and healthcare. This is even more challenging for caregivers who are living with HIV or those caring for HIV-positive children.

CRS has been responding to the HIV epidemic since 1986. With generous support from the President's Emergency Plan for AIDS Relief (PEPFAR), CRS has increased access to HIV care and treatment for hundreds of thousands of children and adults. Our work has mitigated the impact of HIV on children, families and their communities. As part of a holistic response, CRS helps to strengthen households economically. One way we do this is by providing access to Savings and Internal Lending Communities (SILC) groups—our community savings group methodology and financial education. CRS' original financial education curriculum was designed to help smallholder farmers set goals, increase savings, support prudent spending and sound borrowing. CRS under the United States Agency for International Development (USAID) supported Sustainable Outcomes for Children and Youth (SOCY) Project in Central and Western Uganda decided to adapt its highly effective SMART Skills Financial Education curriculum to meet the specific needs of vulnerable and HIV-affected families.

CRS' new curriculum, entitled Child-Optimized Financial Education (COFE): Moving Families from Vulnerability to Thriving, is unique among financial-education curricula. It helps caregivers look holistically at the financial lives of their families, including the children in their care. It also integrates themes around HIV prevention, care and treatment, child protection and succession planning to support caregiver financial planning, decision-making and ultimately to increase investment in the children in their care.

Through building the capacity of families, CRS is reshaping how vulnerable and HIV-affected communities are served. CRS supports families and communities to incrementally become agents of their own change as they identify and grasp opportunities that turn challenging circumstances into a brighter hope for the future of themselves and their children.

Sean Callahan
President and CEO
Catholic Relief Services
Baltimore
March 2021

Preface

The development of the COFE curriculum and toolkit

COFE was designed to be used within orphans and vulnerable children (OVC) projects. COFE was designed to help caregivers make better financial decisions and increase investments in children in their care. With minor adjustments, COFE can be used in other projects that support parents and caregivers. For example, family strengthening and deinstitutionalization, education, health and food-security projects.

COFE was developed through a partnership between CRS and Picture Impact. As a leader in both PEPFAR OVC programming and savings-led microfinance, CRS was well-placed, with support from Picture Impact, to generate an approach to financial education that responded to the unique financial needs of caregivers of HIV-affected children. Picture Impact is a human-centered design studio that uses a co-design process to create materials and tools that are practical, useful and foster behavior change.

COFE was adapted from CRS's Skills for Marketing and Rural Transformation (SMART) Financial Education curriculum, published in 2013. The original SMART Financial Education curriculum was developed under the jointly funded CRS and USAID Modernizing Extension and Advisory Services project. Content for the curriculum was provided by Microfinance Opportunities (MFO) from materials generated under the Global Financial Education Program (GFEP), led by MFO and Freedom from Hunger. The GFEP was designed to support the unbanked and under-banked understand how to maximize available savings and lending services, including savings groups. Financial education can help savings-group members elevate the use of savings-group services to increase the benefit to themselves and their families. By focusing on informed and strategic decision-making, the GFEP aimed to strengthen behaviors that led to increased saving, more prudent spending and borrowing for sound reasons. To achieve sustained behavior change, the curriculum used a learner-centered approach and built on what learners already know. It made new content relevant to their lives and provided an opportunity to practice the new skills.

COFE responds to the need for a financial education program to support caregivers of vulnerable children, including those living with and affected by HIV. It was created to help caregivers better manage their financial lives and invest in the basic needs of children in their care while providing a safe and nurturing environment. The adaptation process was a collaborative effort among CRS, CRS partners, SILC Private Service Providers, SOCY participants, and Picture Impact. During this collaboration, CRS provided technical expertise in financial education, HIV and child-protection programming while CRS partners and SOCY project participants supported pre-testing of the new content and images in Uganda. Picture Impact led the adaptation process by facilitating a write-shop to generate new content, pre-testing the new content and images in Uganda and incorporating feedback from CRS staff and project participants into the final materials.

Catholic Relief Services
March 2021

Who is financial education for?

Financial education is relevant for anyone who makes decisions about money. It refers to skills and knowledge that help individuals plan and manage their money.

Financial education helps people to:

- Prepare and plan for life-cycle financial needs
- Manage variable or seasonal income
- Make better decisions about financial products
- Cope with emergencies

Financial education builds money-management skills. It helps people to bridge income gaps, absorb shocks and prepare for the future, so they become more resilient.

Child-Optimized Financial Education: Moving Families from Vulnerability to Thriving (COFE) was developed to support caregivers of vulnerable and HIV-affected children in PEPFAR orphans and vulnerable children (OVC) projects.

Learning money-management skills will help caregivers to be economically stable. It will also help them to meet the basic needs of children in their care—including education, nutritious food and health-related expenses. Being economically stable is a step towards graduating from an OVC project.

COFE is designed to help caregivers:

- Make financial goals that will help them provide for the needs of all the children in their care
- Make good financial choices about income, expenses, budgeting, savings and borrowing
- Learn basic money management skills, including saving for emergencies
- Apply those skills to increase income to better invest in all the children in their care
- Create a succession plan and a written will
- Applies learning from the field exercises to ensure proper nutrition and healthcare for all children in their care
- Complement other project activities and trainings by reinforcing messages and behaviors related to good parenting, child protection, and HIV prevention, care and treatment
- Ensure that financial challenges and the family's need to earn income do not put children and adolescents in harm's way

Booklets 2-4 are designed to support COFE facilitators:

- Learn and teach key concepts related to financial education, child protection and HIV
- Learn and teach about financial tools and money management
- Master knowledge and skills related to the use of financial tools and money management
- Facilitate sessions to caregivers to help them use financial tools and develop money-management skills

Booklet 5 is designed to provide images to support COFE facilitators:

- Images to support and enhance the facilitation
- Images for the story lines to explain the concepts and their application

Are you an OVC program manager or COFE facilitator?

These planning details are for you.

COFE curriculum in OVC programming

COFE is intended to be used within the context of a PEPFAR OVC project that includes para-social workers, case managers/workers or other trained frontline staff who work directly with families.

Most often COFE will be facilitated by SILC PSPs. However, CRS recommends cross-training on the COFE curriculum within a PEPFAR OVC project. This allows for other actors to play the role of resource person—both to the SILC PSP and to the caregivers. Para-social workers, case managers/workers or other trained frontline staff will best be able to reinforce messages around child protection and HIV prevention, care and treatment.

Facilitating COFE as part of SILC groups

If you are using the COFE curriculum as part of SILC groups, being facilitated by private service providers (PSP), we recommend the following timing:

- COFE lessons 1-4 (Booklet 2: Financial education basics) during the first SILC cycle (months 9-12).
- COFE lessons 5-8 (Booklet 3: Savings) during the second SILC cycle (months 13-15).
- COFE lessons 9-12 (Booklet 4: Borrowing) during the second SILC cycle (months 16-19).

Through years of experience with the original curriculum we have found that this timing aligns well with SILC formation and maturation.

Using the COFE curriculum outside of, or in partnership, with SILC groups

There will be times when it is more useful to facilitate the COFE curriculum in a place of delivery other than SILC groups.

For example, it may be helpful to deliver COFE during caregiver groups or forums. This will help caregivers start to think about their financial lives and set Specific, Measurable, Achievable, Realistic, Timebound and Safe (S.M.A.R.T. and Safe) financial goals. These goals would include the children in their care and generate demand for participation in savings groups. These goals can help to inform a household's case plan.

It is important to note that COFE lessons 1-4 (Booklet 2: Financial Education Basics) will work for any group and not just SILC groups. However, CRS recommends that COFE lessons 5-8 (Booklet 3: Savings) and 9-12 (Booklet 4: Borrowing) only be delivered to participants who are also in SILC groups, or who have regular and frequent access to financial services.

Support from Master Trainers

COFE roll-out should be carefully planned in collaboration with CRS' Microfinance SILC PSP Master Trainers to ensure adequate technical support and high-quality delivery, especially if SILC PSPs are not available within the project area.

Let's learn together.

CRS encourages CRS SILC PSP Master Trainers, CRS partners and COFE facilitators to share their experiences using this curriculum with CRS staff. We know there is always room for improvement and you, the facilitator, will become the expert on how COFE works.

When you share your experience and ideas we can continue to refine the materials to better meet the needs of other COFE facilitators, as well as the needs of caregivers and the children in their care.

WELCOME!

Are you facilitating the COFE curriculum?

Welcome!

You do not need any financial education training before you begin this curriculum. The lessons and field exercise sessions in the booklets will teach you what you need to know. They will help you to teach it to others.

This set of five booklets is for anyone who is planning to facilitate and teach the COFE curriculum to others. The people you teach, called participants, should be members of a SILC group or another type of group that meets at a regular time and day.

The COFE curriculum has the following five booklets:

Booklet 1: Introduction and glossary

Booklet 2: Lessons 1-4 and field exercise sessions 1, 2, 3A, 3B, and 4

Booklet 3: Lessons 5-8 and field exercise sessions 5, 6, 7, and 8

Booklet 4: Lessons 9-12 and field exercise sessions 9, 10, 11, and 12

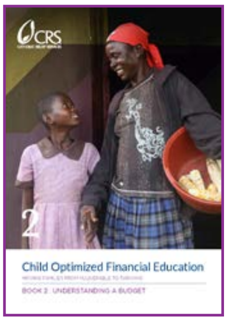
Booklet 5: Images for key concepts and story lines.

The 12 lessons are delivered during 13 sessions of 45-60 minutes each. They should be delivered every-other-week before or after the regular SILC group meeting. This means you will need 26 to 30 weeks or 7 months to complete this curriculum.

For other groups that do not have access to savings and borrowing services only the field exercise sessions in Booklet 2: Financial Education Basics, should be delivered. Without regular access to financial services, participants will find it difficult to use the knowledge and skills they will learn through COFE. These groups should be referred to a SILC Private Service Providers or another savings group community agent to start a savings group. Only then can the field exercise sessions in Booklets 3: Savings, and Booklet 4: Borrowing, be delivered to the group by the agent.

Contents of the COFE toolkit

The COFE toolkit is a set of 5 booklets. Each booklet has been developed around a theme. Booklets 2-4 contain the core content, while booklets 1 and 5 provide supporting materials.



Booklet 2: Financial education basics

This set of 4 chapters teach the basic building blocks of financial management. Everything else uses these beginning concepts.

The booklet starts with big concepts and ends with specific terms and the skills to make a budget.

1

Chapter 1—Making a seasonal financial calendar.

There are big patterns to how much money you have and spend across a year; it is not always the same. You explore how your money changes during a year. At the same time, you begin to see how the needs of children change and what that has to do with your money.

2

Chapter 2—Setting goals

Money is only a tool. It is important because of how you can use it. You will take time to set goals that you will need money to achieve. This is why you learn financial management.

3

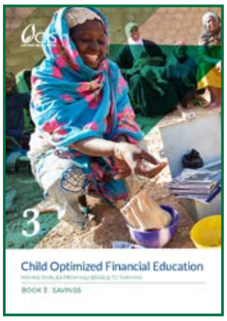
Chapter 3—A plan for your money

You will learn the categories of a budget and how to track what you do with your money using these categories. Organizing your money in this way helps you plan and make decisions about how to use your money.

4

Chapter 4—Needs versus wants

You don't always have the amount of money you would like, that's when you need to make hard decisions. You will think about what is a need and what is a want and apply this to your budget. This will help you use the money you have in ways that care for your children and achieve your goals.



Booklet 3: Savings

This set of 4 chapters focuses on the financial tool of savings.

Savings are a necessary part of financial management. They help you respond to the changes in your money across the year and plan for the future and your goals.

5

Chapter 5—Choosing where to save

There are many options for where to save your money. The best option for you depends on your purpose for saving. You will learn 5 concepts you can use that will help you decide where to save.

6

Chapter 6—Creating a savings plan

You will think about your goals and learn how to make savings plans that support your goals. A savings plan is a part of your budget. A savings plan will help you know how much money to set aside each week or month for savings and where to put the money.

7

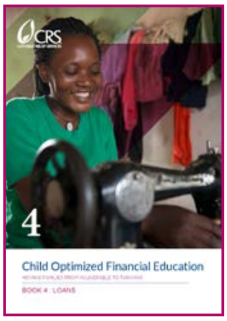
Chapter 7—Saving for emergencies

Everyone needs money set aside for emergencies. Having an emergency fund helps keep your family well-cared-for even if unexpected events happen. You will learn to calculate how much money your family needs to have saved in an emergency fund.

8

Chapter 8—Making a succession plan

A succession plan makes sure your family's money, health and well-being is cared for even if you cannot do these things. You will think through who will take care of your children and how you will meet expenses in the event that you are unable to do so. Having a succession plan protects your children and family from unexpected events.



Booklet 4: Borrowing

This set of 4 chapters focuses on loans as a financial tool for achieving goals.

Loans can be risky and can also be very helpful. Protecting yourself and using loans well-as part of your budget-takes skill.

9

Chapter 9—Borrowing money

Loans are a way to use someone else's money instead of your own. When you do this, there are some important concepts and terms to understand. Knowing the basics about loans will help you make good decisions about how and when to use a loan.

10

Chapter 10—Calculating interest rates

An interest rate is the key concept to know about taking a loan. Lenders use interest rates to make money. Interest rates can be complicated. Protect yourself from a bad decision by learning about them.

11

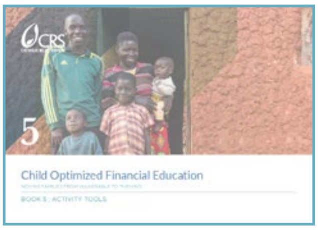
Chapter 11—Deciding to take a loan

Deciding if a loan is a good choice for you and your family is a big decision. A loan must fit into your budget with a plan for paying back the money. There are also others costs in addition to the interest. You will learn how to make good decisions about loans.

12

Chapter 12—Understanding different lenders

Lenders also make decisions about whom they will give a loan. You will learn how lenders decide who to give money to and practice making this choice. With this information, you can take action to make yourself a good choice for a lender. This way, you are more likely to be able to use loans as a financial tool for achieving your goals.



Booklet 5: Activity Tools

This set of tools has:

- Images of key terms
- Images for story lines
- Special images for certain group activities

Which activity tools to use for the session you are teaching can be found on the first page of each session called Preparation. The Preparation page includes images, key messages, materials needed, as well as any additional instructions about the use of images and supporting materials.

Your role and responsibilities

You will use these booklets to teach COFE to your participants.

In our experience, the first few times you teach the curriculum you will rely heavily on the toolkit. You will read it and need it as a step-by-step guide.

As you gain experience, your role as teacher and facilitator will get easier. By the time you have led a session 5 or more times, you will find yourself using these booklets more as a reference than as a guide.

To prepare

- Plan to read and learn the content several days (or more) before you lead a session with your participants
- It will take you 1-2 hours to read and learn the content. Ideally, you will put the new information into action in your own life. This is the best way to fully understand what you are teaching.
- You should also plan to read through the session facilitation ahead of time. This will also take 1-2 hours.
- Make sure you translate the key words that are on the "Local Language" page in each field exercise into the language you will use for the training.
- Make sure you review the key messages that will be covered during each field exercise session.
- Make sure you understand and can visualize the activities you are asked to lead. Doing this before you lead a session will help you learn the material.
- Make sure to review the materials listed on the "Preparation" page to prepare any additional support materials that are required for the delivery of each field exercise session, including counters, calculators, numbers or words on regular paper, and "take home" handouts.
- Remember, good preparation is the key to successful field exercise delivery

Facilitating a child-optimized curriculum

COFE is a unique financial-education curriculum. This is because it highlights the needs of children within families' financial goals and decisions. It also looks at financial education through a lens of HIV and child protection.

It will be helpful for you to know and understand the child-sensitive, HIV-sensitive, and child-protection key concepts that are woven throughout the curriculum. In every chapter, these same key concepts apply and should be addressed in some way.

Knowing these concepts as well as the financial content will make you a stronger facilitator.

Child-sensitive, HIV-sensitive, and child-protection key concepts

Child-sensitive

COFE's child-sensitive approach looks at the needs and well-being of all children in a household. This includes children who are not biologically related to the household head/s. It also includes children living with chronic illness or disability. Children of all ages and genders are considered as well. Caring for all children requires financial planning that looks at children's a) health and nutrition, b) education and c) safety needs.

Some examples include:

a) Health and nutrition—clinic fees, medicine and treatment, medical supplies, antenatal care, menstrual pads/supplies, transportation to clinics, and nutritious foods (fruits/vegetables/protein source);

b) Education—school levies/fees, exam fees, uniforms, books and supplies, transportation fees, transport and fees for extra-curricular activities and day care/pre-school expenses; and

c) Safety—Childcare, parents or guardians have written wills, birth certificate, transport for parenting classes, and safe housing and sleeping arrangements (more on safety below).

HIV-sensitive

COFE also addresses HIV. It considers the needs of children living with or affected by HIV. Children need help staying HIV-free. They also need to be tested for HIV if they are at risk. If they are living with HIV, they need support in staying on treatment (antiretroviral therapy). They need to get enough sleep and eat nutritious food. These things will help them stay healthy. COFE looks at the impact of HIV on finances. It also helps to reduce stigma and discrimination. In fact, COFE's training stories include positive examples of individuals living with or affected by HIV.

Examples of ways to be HIV-sensitive in financial planning include:

- Getting everyone in the household—including children—tested for HIV.
- Saving for transportation fees for testing and/or treatment
- Saving for clinic fees, testing and medicine costs associated with treatment
- Making sure that children who bring money to the family are not at risk for HIV, such as through trading sex for money, goods, or services.
- Understanding the key concepts around talking to children about money, child labor and transactional sex risk
- Recognizing that efforts to earn more or save more can have negative child protection implications. It is important to make a plan to mitigate or eliminate child protection risk
- Being able to talk about HIV and living positively with HIV in an open and non-stigmatizing way

Keeping children safe (child protection)

Children need to be protected from violence, exploitation, abuse and neglect, within the home and community. Decisions on how families earn income and manage finances can affect children's safety and long-term well-being. COFE helps participants think through how money decisions can impact the safety of the entire family, especially the children. It also provides ideas for what families should and should not do to keep children safe.

Examples include:

- Making sure that all children have a birth certificate
- Keeping children in school instead of taking them out to work
- Knowing where money that a child or adolescent brings to the family comes from, to make sure they are not exchanging sex for money, doing other dangerous work or accepting gifts or services from unsafe people.
- Making sure that any work done by a child is safe for their age and does not put them at risk of exploitation or abuse
- Making sure that work doesn't interfere with schoolwork or needed rest
- Not using children/children's labor as collateral when taking out a loan
- Making sure that when an adult is working, children (especially young children) are cared for and supervised.
- Making sure that when financial issue are discussed between partners and with children, it is done with respect and without violence

Caregivers need to be child-sensitive, HIV-sensitive and keep children safe. This way children will thrive from the financial decisions made by their caregivers.

Glossary of key terms

Ability to convert into cash	The ability to convert into cash is the ease of selling an asset in order to get cash. Some assets like savings are easy to convert into cash. Others like animals may take more time to sell and get the cash.
Accountability buddy	An accountability buddy is someone, generally another SILC member, who helps you apply what you learn from financial education. She or he will remind you of your goals, is a good listener, and will help you solve financial problems. Accountability buddies help each other.
Accumulating Savings and Credit Association	An Accumulating Savings and Credit Association, or ASCA, is a locally managed, informal group, where members save regularly, borrow from the group savings and repay their loans with interest.
Achievable	Achievable means that the actions to be taken will allow you to reach your goal.
Address	The definition of address is the place where you are currently living
Adolescents	Adolescents are young people, girls and boys, between the ages of 14 to 17.
Age of majority	Age of majority in most countries is 18, with some exceptions.
AIDS	see *HIV*
ART adherence	see *HIV*
Assets	Any physical item that you own is an asset. Examples are cash, money owed to you, animals, land, house, etc.
Bad loan	A bad loan is one that will be difficult to repay.
Best interests of the child	The principle of "best interests of the child" means that for every decision that affects a child, the adult should always think about what is best for the child, both short-term and long-term. Decisions should always promote the child's well-being and enable the child to fulfill his or her rights.
Borrow	To borrow means to take a loan for goods or money.

Borrower	A borrower is the person that receives the loan.
Borrowing for an emergency	Borrowing for an emergency is when you borrow goods or money to pay the costs to resolve an emergency, such medical care after a serious illness or accident.
Budget	A budget is a summary of estimated income (money in) and expenses (money out) for a specific period of time (such as a week, month or year). It is a plan for your money.
Budgeting	Budgeting is the process of making and following a budget, which includes expected income and expected expenses.
Business expansion	Business expansion is the process of investing in the business to make it grow.
Business expenses	Business expenses are all expenses that are incurred in running a business.
Business succession	Business succession is the process whereby there is a clear plan as to what will happen to the business and who will manage it, if the business owner is no longer available (medium- to long-term absence, permanent disability, or death) to run the business.
Capacity (to repay)	The ability of the borrower to repay his/her loan in full and on time.
Capital	Capital is the value of a person's net worth (difference between your assets and what you owe).
Caregiver	A caregiver is the person who is primarily responsible for providing care for a child. This may, or may not, be the biological parent of the child.
Caseworker	A case worker—often known as a social worker or a para-social worker—helps individuals or families to cope with their problems.
Character	Character is a person's reputation. It indicates if he or she borrows and repays on time.

Child development account	A child development account is a savings account that begins as early as birth. Parents and children can accumulate savings for education. Matching funds are sometimes available. The account should be restricted for a limited number of uses by a specific child.
Child labor	see *Child protection issues*
Child protection	Child protection refers to the actions we take to protect children and keep them safe. We aim to keep children safe from all forms of violence, exploitation, abuse and neglect. We also make sure that children get help if there has ever been any form of violence, exploitation or abuse. Child protection also means creating an environment that is good for children. The environment should promote children's well-being, positive development and happiness.
Child protection issues	There are several types of child-protection issues that parents, caregivers and adults who work with children need to prevent: *Violence*—violence is the intentional use of physical force or power—threatened or actual—that causes or could cause harm. Violence includes more than just actions that cause physical harm. It also includes actions that cause emotional and psychological harm *Physical abuse*—physical abuse of a child is when a parent or caregiver uses physical force that causes or could cause physical injury to a child. *Emotional abuse*—emotional abuse is when a parent or caregiver harms a child's mental and social development or causes severe emotional harm. While a single incident may be abuse, most often emotional abuse is a pattern of behavior that causes damage over time. *Sexual abuse*—sexual abuse occurs when an adult uses a child for sexual purposes or involves a child in sexual acts. It also includes when a child who is older or more powerful uses another child for sexual gratification or excitement. *Exploitation*—refers to the use of the child in work or other activities for the benefit of others which hurts the child's physical or mental health, education, or moral/social-emotional development. Exploitation includes economic exploitation of a child and sexual exploitation.

...continued *Child-protection issues*	*Neglect*—child neglect is when a parent or caregiver does not give the care, supervision, affection and support necessary for a child's health, safety and well-being. Child neglect includes: • Physical neglect and inadequate supervision • Emotional neglect • Medical neglect • Educational neglect
Child labor	Child labor is when a child is doing work that is harmful, or work they are too young to do. If work has a negative effect on the child's education, health, or development, this is called child labor. Children must be protected from this harmful type of work.
Child rights	Rights are things that every child should have or be able to do. All children have the same rights, no matter who they are, where they live, what their parents do, what language they speak, their religion, whether they are a boy or girl, their culture, whether they have a disability or whether they are rich or poor. No child should be treated unfairly on any basis. Some examples of rights are: • The right to a legal identity (birth certificate) • The right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help them stay well • The right to food, clothing, a safe place to live, and the right to have basic needs met • The right to a good quality education • The right to protection from work that can cause harm or is bad for their health and education The family has a special responsibility to protect the rights of children and help children exercise their rights.
Collateral	Collateral is an item of value (property or asset) that a borrower pledges for a loan and which can be taken and sold if the borrower cannot repay the loan.

Commercial bank	A commercial bank is a formal financial institution that generally serves a wealthier clientele.
Commitment savings account	A commitment savings account is a type of savings accounts for which individuals can only withdraw funds once they have reached a specific goal.
Consumption	Consumption is using up which you have such as money, foods, and other goods.
Co-signer	A co-signer is a person, who pledges repayment in case of delinquency or default by the original borrower. This person is also referred to as a guarantor.
Cost	Cost is the price and fees associated with the savings or loan mechanism or option.
Credit union	Credit unions are legally registered, member-owned and member-governed savings and credit associations that were primarily developed to empower poor communities to manage their own financial resources. These are often called a Savings and Cooperative Organization or SACCO. They are a formal financial institution.
Declining balance	A declining balance is the method by which the interest amount to be paid decreases as the loan principal is repaid.
Debt	Debt is the amount of money you owe to a person, your SILC, or a financial institution. Most debt comes from loans.
Default	Default—or more specifically loan default—is the non-payment of some or all of the loan amount, principal plus interest, after the loan due date.
Deficit	A deficit is when expenses are greater than income.
Ease of use	Ease of use is how easy it is to use a loan or savings service
Education expenses	Education expenses are any expenses related to your children's education. It include school fees, uniforms, and supplies.

Educational savings account	An educational savings account is a specific type of commitment savings to be used for educational purposes. Accounts may be offered by the government or financial institutions. Many come with distribution restrictions i.e., may only be used for the child whose name is on the account.
Emergency	Emergency is a serious, unexpected, and often dangerous situation requiring immediate action. It includes accident, serious illness, drought, fire, flood, etc.
Emergency fund	An emergency fund is a special savings fund that is only used to pay for unexpected events or emergencies.
Emotional abuse	see *Child protection issues*
Estate	A person's estate is defined as everything they own, including land, buildings, businesses, money, animals, goods, shares, insurance policy, etc.
Equal installments	An equal installment is where the amount borrowed is repaid in periodic installments of equal amount.
Expense	An expense is the money you spend.
Exploitation	see *Child protection issues*
Financial calendar	A financial calendar is a tool that looks at the patterns of income and expenses across an entire year, taking into account differences in the season and school year.
Financial education	Financial education is the set of skills and knowledge that allow individuals to plan and manage their money.
Flat interest rate loan	A flat interest rate loan is when the amount of interest remains the same for each installment for the duration of the loan.
Formal financial institutions or formal financial services	Formal financial institutions are institutions that are regulated by the government and provide a wide variety of financial services, such as loans, checking, saving and insurance services.

Full legal name	The definition of full legal name is the names used on your legal documents, like national identity card, passport, or baptism card and written exactly as they are on those documents.
Gifts and remittances	A gift is something you receive from someone without payment, such as money or goods. A remittance is the sending of money by someone, generally a family member working outside your community, to you or someone in your household.
Goals	Goals are what you want to achieve (your vision) in the future.
Good loan	A good loan is a loan that can be repaid on time by the borrower without putting any child at risk.
Grace period	A grace period is the extra period of time a lender gives a borrower between when the borrower receives a loan and when the borrower must start making loan repayments.
Group guarantee	Group guarantee is when all members of the group are mutually responsible for the repayment of an individual member if she or he fails to repay the loan.
Group loans	A group loan is a loan taken by the entire group and for which all members are jointly responsible to ensure it is repaid on time.
Guarantee	A guarantee is a pledge, such as collateral, which guarantees repayment.
Guarantor	A guarantor is a person, who pledges repayment in the case of delinquency or default by the original borrower. This person is also referred to as a co-signer.
Health expenses	Health expenses are all costs related to health services for you and your family. It includes medical fees, medicines, vaccinations, etc.

HIV	HIV stands for "Human Immunodeficiency Virus." HIV weakens the body's ability to fight infections. Without treatment, HIV makes the immune system very weak and most people will eventually develop serious infections. With treatment, powerful and effective medications fight the virus and protect the body. There is no cure for HIV, but with treatment people can live long and normal lives. *AIDS*—AIDS stands for "Acquired Immunodeficiency Syndrome." AIDS is the most advanced stage of HIV infection. AIDS occurs when the body can no longer fight infections, and the person becomes very sick. Having HIV does not mean you will have AIDS. Treatment can prevent HIV from advancing to AIDS. *ART-adherence*—ART-adherence means taking one's antiretroviral therapy (ART) tablets as prescribed by a medical professional. This means taking them at the right time every day, in the right dose, with adequate and nutritious food. *HIV counseling*—HIV counseling is a form of support for people living with HIV. HIV counseling is offered by doctors, nurses, other medical professionals, and community health workers. HIV counseling is available when someone is first tested for HIV and is also offered to help with ART-adherence. HIV counseling can also help when it is time to let a child know their HIV status. *HIV prevention*—HIV is prevented by avoiding contact with bodily fluids that transmit the virus, including blood, semen and vaginal fluid. For HIV-positive mothers who are breastfeeding their babies, HIV transmission is prevented by adherence to treatment for the mother and by giving the baby only breastmilk and no other food or drinks during the first six months of life *HIV-related stigma and discrimination*—HIV-related stigma and discrimination is prejudice or negative attitudes against people living with HIV or AIDS. Examples of stigma and discrimination could be treating someone poorly when they come for HIV treatment or refusing to buy vegetables from someone living with HIV. *HIV-testing services*—an HIV test is the only way to learn if someone has HIV. Testing for HIV is very simple and involves a small sample of blood, or sometimes oral fluid. Your health-care provider can recommend the type of test that is right for you. They will explain how you will get your results and what the results mean.

...continued *HIV*	*HIV transmission*—HIV is not transmitted by hugging, touching, dancing, shaking hands, sharing food or drinks, sharing clothes, or sharing a bed or by using the same toilet or shower as someone with HIV. You will not contract HIV by being friends, being in close contact or taking care of someone with HIV. Sweat, tears, saliva, urine, or feces do not contain the HIV virus. HIV is only transmitted through blood, breastmilk, semen, or vaginal fluid. *HIV treatment*—HIV Treatment is lifelong medication given to individuals who are living with HIV. HIV treatment is powerful and effective at keeping the body strong and able to fight off infections. HIV treatment is often called ART or antiretroviral (ARV) drugs. By taking HIV treatment regularly for the rest of their lives, children and adults who have HIV can live a long and normal life. *Viral load*—viral load is the amount of HIV in a sample of blood. HIV treatment works by keeping a low level of HIV in your body. This lets your immune system recover and stay strong. One test used to monitor how well your treatment is working is called the viral-load test. This is a blood test which shows the level of HIV in your body. If you are always taking your treatment as instructed and your treatment is working very well, your viral load can become undetectable. The HIV is still there, but the amount of virus in your blood is so low it cannot be detected by a test. You still have HIV, but it is being kept under control by the HIV treatment. You should have a viral-load test 6 months after you start treatment, and then once every year.
HIV counseling	see *HIV*
HIV prevention	see *HIV*
HIV-related stigma and discrimination	see *HIV*
HIV-testing services	see *HIV*
HIV transmission	see *HIV*
HIV treatment	see *HIV*
Household expenses	Household expenses are expenses incurred in managing the household. Examples are food, clothing, housing, etc.

Identification	The definition of identification is the number and delivery date on the national identification card or passport. In absence of a document with an identification number you would leave this line blank.
Income	Income is the money that flows into your household.
Indirect costs	Indirect costs are not charged directly by the lender to the borrower, but still cost the borrower money. These costs might include transportation costs or time away from work.
Informal financial services	Informal financial services are all financial transactions (loans and deposits) that take place outside government regulation or supervision.
Input credit	Input credit is a short-term form of finance whereby farmers buy agricultural inputs and/or services that do not require immediate payment to the input supplier.
Input supplier	An input supplier is a vendor who sell inputs such as seeds, fertilizers and chemicals.
Interest	Interest is the amount of money that the borrower pays to the lender for the use of the loan. This payment is in addition to paying back the loan principal amount.
Interest rate	Interest rate is the percentage that a lender charges a borrower on a loan.
Invest	To invest is to put money in a business activity, with the expectation of making a profit from that business.
Investment	Investment is money that is used to invest in an income generating activity.
Lean season	Lean season is the time of year when the past harvest food is finished but the new harvest food is not ready to eat yet.
Lender	A lender is a person or institution that provides a loan.
Liquidity	Liquidity is the ease in which assets can be converted into cash. It is also referred to as the "ability to convert into cash."

Loan	A loan is something that you borrow for temporary use under a promise to repay at a certain timeframe in the future.
Loan default	A loan default is when a borrower does not repay a loan.
Loan disbursement	A loan disbursement is when the lender gives the loan to the borrower.
Loan principal	Loan principal is the amount of money you borrow. It does not include interest or fees.
Loan repayment	A loan repayment is when a borrower makes a payment towards his or her loan.
Loan term	The period of time that the borrower has to use the loan and repay it.
Long-term goals	Long-term goals are things we want to accomplish that will take more than 2 years to achieve.
Measurable	Measurable means that there are milestones in place to assess your progress towards achieving your goal.
Medium-term goals	Medium-term goals refer to goals that we want to achieve over the next 1-2 years.
Microfinance institutions	Microfinance institutions (MFI) are regulated financial institutions that are designed to work with households that have little or no collateral and have smaller borrowing capacity than clients of commercial banks.
Mobile money	Mobile money is the use of a mobile phone to transfer funds between financial institutions or accounts, deposit or withdraw funds or pay bills.
Money In	Money In is income. It is the money that comes from your income generating activities, the money that someone gives you, or the amount of a loan disbursed to you.
Moneylenders	Moneylenders are individuals who offer small loans that may or may not require collateral at high interest rates.
Money Out	Money Out is an expense. It is the money that you spend.

Necessary	Necessary is something that is required. Food, clothing and shelter are examples of necessary expenses which you cannot live without.
Needs	Needs are expenses that are absolutely necessary, such as food and shelter.
Neglect	see *Child protection issues*
Non-discrimination	Non-discrimination is the practice of treating all children fairly. It means not treating any child unfairly because of who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, or whether they are rich or poor.
Nutritious foods	Nutritious foods are foods that provide enough energy and variety to meet all the body's needs. Good nutrition means eating meals that include a mix of carbohydrates, fat, protein, vitamins and minerals. It means eating enough but not too much and eating foods that are mostly natural (not candy or artificial foods). *Protein*—protein helps the body build cells, muscles, and body tissues as well as immune cells and other parts of the immune system. Protein comes from beans, pulses, nuts, eggs, meat, fish and milk. *Carbohydrates*—carbohydrates provide energy for the body. Foods like rice, maize, cassava and other root vegetables can provide energy. *Fat*—fat provides a concentrated source of energy and the fatty acids needed for growth and health. Fat helps the body absorb some vitamins. Fats come from oils, nuts, some fruits—such as avocado and coconut—meat and dairy products. *Vitamins and minerals*—vitamins and minerals work together to help build strong bones, heal wounds, strengthen the immune system and keep the heart healthy. Foods that are naturally green, red, yellow, orange or purple contain a variety of the vitamins and minerals that you need.
Opportunity cost	Opportunity cost is the benefit that is missed or given up when you choose to invest in one business alternative over another.
Outstanding loan principal	Outstanding loan principle is the amount of the original loan that remains to be repaid.

Physical abuse	see *Child protection issues*
Predatory lenders	Predatory lenders are people who take advantage of the people who borrow from them by charging high interest rates and creating difficult conditions for repayment.
Principal	The original amount of the loan. It is also known as loan principal.
Profit	Profit is the gain received from an investment and which is greater than the expenses or amount invested.
Property succession plan	Property succession plan is for what will happen to your property if you are absent long-term or die.
Providing services	Providing services is income that comes from services that you provide to others.
Realistic	Realistic means that the specific goal can be achieved with the resources that you already have available, such as time, money, training, support from others, etc. Different goals have different requirements to make them realistic.
Remittance	A remittance is cash received from an external source—in most cases, from a family member who is living and working outside the community.
Repayment schedule	A repayment schedule shows when interest and principal payments are due and the amount to be paid at each installment.
Risk	Risk is the potential for loss.
Rotating Saving and Credit Association	A Rotating Saving and Credit Association or ROSCA; sometimes referred to as a merry-go-round, susu or tontine; are saving groups where each group member saves a specific amount at a set (daily, weekly or monthly) interval. Each member receives in turn the amount for that interval, until all members have received a turn.
SACCO	Savings and Credit Cooperative Organizations are formal financial institutions. They are cooperative, meaning they are owned and controlled by their members. SACCOs are not-for-profits and exist to provide members with a place to save money and get loans at reasonable rates.

Safe	Safe means that something or someone will not harm you or your family.
Saving	Saving means to put aside money so that it can be used in the future.
Savings group	A savings group is made up of members whose objective is to save their money together over a period of time.
Savings in-kind	Savings in-kind means to keep savings in goods, such as animals, jewelry, stored grain or any other asset.
Savings options	Savings options are the different ways in which you can save, such as in a SILC, SACCO, bank account, livestock, goods or at home in cash.
Savings plan	A savings plan is when a person sets a savings goal and works to achieve it. It includes a goal, cost, time period and saving option.
Savings plan for emergencies	A savings plan for emergencies is where funds are set aside to only be used in an emergency.
School term	The school year is divided into a number of school terms or periods of time, often 3, during which school is open and students are studying.
Season	A season is a distinct period of the year characterized by particular conditions of weather, temperature or events.
Seasonal financial calendar	Seasonal financial calendar is a visual method of showing the seasonal variation of income, expenses, savings, and borrowing over time, generally 12 months.
Seasonal income	Seasonal income is a type of cyclical earning pattern whereby one earns money only during some parts of the year.
Selling goods	Selling goods is income that comes from the sale of goods, such as your crops or items in a shop.
Sexual abuse	see *Child protection issues*
Short-term goals	Short-term goals are the things we want to achieve over the next 1-2 months.

S.M.A.R.T. and Safe	S.M.A.R.T. and Safe is the acronym for something that is specific, measurable, achievable, realistic, time bound and safe.
Social Worker	A Social Worker is a trained professional, whose work is to alleviate the conditions of those in need of help or welfare.
Sound mind	A person who is of sound mind is not insane, drunk, or too sick or too old to understand what they are doing.
Specific	Specific means having a defined monetary value and enough detail to be clear and understood by others.
Stress	Stress is a state of mental or emotional strain or tension resulting from adverse or very demanding circumstances.
Succession plan	A succession plan is a written document that tells what you want done with your business activities, household, and children if you are no longer able to take care of them due to long-term absence or death.
Succession plan for children	A succession plan for children is a formal plan that tells them what, who and how you want someone to take care of your children if you die.
Support group	A support group is a group of people with common experiences or concerns who provide each other with encouragement, comfort, and advice.
Surplus	A surplus is the money remaining when income is greater than expenses.
Testator	A testator is the person who is writing and signing the written will.
Time bound	Time bound means that a goal has a specific timeframe or deadline.
Tracking	Tracking means to set milestones and to follow-up to see where you are on achieving them over time.
Transactional sex	Transactional sex is the exchange of sex for goods and services, or access to goods or services. It is not prostitution.

Trustee or manager	A trustee or manager is the person who makes sure that things are done according to a dead person's written will. She/he is entrusted with the large responsibility of making sure a person's last wishes are granted regarding the disposition of their property, possessions and future care of spouse(s) and children.
Twenty (20) percent rule	The twenty percent (20%) rule states that you should not exceed a monthly loan repayment that is more than 20% of your gross monthly income.
Unexpected expense	An unexpected expense is an occurrence that we cannot anticipate. Most common unexpected expenses are those from an illness, loss due to a fire, flooding or theft.
Unnecessary	Unnecessary is something that you do not need to do or have.
Violence	see *Child protection issues*
Viral Load	see *HIV*
Wants	Wants are optional purchases, such as buying a soda or grilled meat at the market, that are not absolutely essential.
Written will	A written will is a legal document in which a person specifies the method to be applied in the management and distribution of his or her estate after his or her death. The will indicates the name of the trustee or manager who will manage and distribute your estate (property, money, and anything else you own) after your death, as well as well as what you want done for the care of your children, if they are minors.

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