



Draft Challenge Note - Municipalities

Municipality Letterhead

TO: Team members (by name)
cc: Convener; other leaders; 100-Day Challenge Ambassadors; WOI Lab Navigator
FROM: 100-Day Challenge Mentors
SUBJECT: Invitation to participate in 100-Day Challenge on ending Gender Based Violence and Femicide in (municipality)

The purpose of this note is to invite you to be part of a 100-Day Team that will help us make significant progress on _____ (Impact Indicator). This is particularly critical at this point because (state why the focus on this Impact Indicator is important at this point). This is part of a national effort to localise the implementation of the National Strategic Plan to end gender-based violence and femicide (GBVF) in our country. And it will be the first of many 100-Day Challenges we will organise to end GBVF here in our _____ (municipality).

100-Day Challenges involve multi-sectoral teams working together for 100 days to achieve an unreasonably ambitious goal. You are part of the team in our municipality. You and your teammates will set your 100-day goal, and will decide how you will achieve it.

During the 100 days, you will be guided and supported by two 100-Day Challenge Ambassadors (name the Ambassadors). They and peers from 20 (update nr) other municipalities are being trained on the 100-Day Challenge approach. To find out a bit more about this approach, please review the mini-course on this [link](#). This is part of a longer online training program that you will have access to during the 100 days.

Our role as Mentors is to channel to the team the support of the organisational leaders who have commissioned this 100-Day Challenge. We will be your focal points when you need support and guidance on this. Please note that neither we nor the Ambassadors will make decisions for you. Our role is to facilitate, coach and support. It will be up to you and your teammates to decide on the goal you will pursue and the solutions you will implement.

Your 100 days will start on _____ (date of Lift-off Workshop). It is a day-long Lift-off workshop that will be held in _____ (venue). Please free yourself up to participate. The Ambassadors will guide you through the process and facilitate your discussions. The aim is for you to set a really ambitious 100-day goal and to develop an initial plan to achieve it, by the end of the day. This way you can begin implementing and experimenting with your solutions the next day!

We, the Mentors, will join you at the start of the workshop to answer questions you may have, and towards the end of the day to hear about your goals and plans, and also to hear about ways we and other leaders can support you.

You will find in Annexure 1 some initial ideas and suggestions that emerged when the leadership group met to commission this project. We suggest that you consider these ideas as you begin to develop your plan. But it is entirely up to your team to decide on these. The Annexure also includes:

- Inventory of on-going GBVF-related activities that are being implemented in the municipality. Please feel free to build on these.
- Initial baseline data on our performance on key GBVF indicators
- Additional background about the municipality that you might find helpful.

(you can delete the bullets you have no info on the share)

One final note about our expectations. Unlike many other projects that you may have participated in, we are looking for an actual impact to happen in the 100 days. Not just recommendations. Not just plans. Not just initial activities. But actual impact! Your Ambassador will explain this in more detail at your Lift-off Workshop.

This will require you to prioritise this effort in the August-November time frame. You may need to dedicate 3-4 hours per week to this project during this period. If you anticipate problems with this, please let us know. And do reach out to us or to the Ambassadors if you have questions about this critical assignment.

We are excited to be a part of this effort to mobilise our community to end gender-based violence and femicide. And we are looking forward to supporting your team in the coming months.

Sincerely,

xxxxxxx