

International Publications CATALOGUE



Tearfund's vision is to see millions of people released from material and spiritual poverty through a network of local churches. Our publications provide practical information that can help to bring about positive change. They aim to encourage and support local churches in bringing justice and transforming lives.

We produce several publications and CD Roms each year that share Tearfund's learning and experience with partners and the wider development community. Our publications are normally translated into French, Spanish and Portuguese with some available in Russian.

We aim to develop the capacity and knowledge of individuals, organisations and churches. Subjects such as HIV and AIDS, food security, health, disasters, water and sanitation, climate change and advocacy are covered. Every publication has a biblical perspective and includes Bible study and reflection material.

We are Christians passionate about the local church bringing justice and transforming lives – overcoming global poverty.

tearfund

ROOTS

ROOTS books aim to help Christian development organisations in their work. They provide detailed information on relevant topics – either on organisational development issues, or on good practice in key development issues.

Each book has a similar format:

Reflection questions help readers to consider the issues raised in the book and apply learning to their own situation.

Case studies from Tearfund partner organisations enable readers to learn from experiences around the world.

Bible studies help Christian organisations to carry out their work according to biblical values.

Handouts in some of the books can be photocopied and given out during workshops. All the books have been designed so that they can be photocopied easily.

Exercises in some of the books assist learning.

ROOTS books are available from Tearfund in English, French, Spanish and Portuguese with some in Russian (R) as PDFs. They have been translated into other languages in various countries. Details are on our website <http://tilz.tearfund.org/publications/other+languages.htm>.

ROOTS books may be translated, provided credit is given to Tearfund UK. Email roots@tearfund.org to request design files and our translation guidelines.

All
ROOTS books are
available in English,
French, Spanish and
Portuguese.
PDFs in Russian are
indicated (R).



ROOTS 1-2 ADVOCACY TOOLKIT

A set of two books – *Understanding advocacy* and *Practical action in advocacy*

- Ref R/TK
2002, 164 pages, (R), ISBN 978 1 904364 00 9
and 978 1 904364 01 6

ROOTS 3 CAPACITY SELF-ASSESSMENT

An organisational assessment tool to enable organisations to identify their capacity development needs. Written particularly for use by experienced facilitators.

- Ref R/CS
2003, 76 pages, ISBN 978 1 904364 11 5

ROOTS 4 PEACE-BUILDING Learning points taken from case studies of Tearfund partners involved in peace-building work.

- Ref R/PB
2003, 60 pages, ISBN 978 1 904364 12 2

ROOTS 5 PROJECT CYCLE MANAGEMENT

Describes the project cycle and the use of planning tools such as needs and capacity assessments and stakeholder analysis. It shows clearly how to develop a logical framework.

- Ref R/PC
2003, 80 pages, (R), ISBN 978 1 904364 21 4

ROOTS 6 FUNDRAISING Shows how to develop a fundraising strategy and diversify an organisation's funding base.

- Ref R/FR
2004, 76 pages, (R), ISBN 978 1 904364 28 3

ROOTS 7 CHILD PARTICIPATION Looks at the importance of including children in community life and in project planning, implementation and evaluation.

- Ref R/CP
2004, 60 pages, ISBN 978 1 904364 43 6

ROOTS 8 HIV AND AIDS: TAKING ACTION

Looks at responding to the challenges brought by HIV and AIDS, including reducing their impact, preventing the spread of HIV and addressing HIV and AIDS within organisations.

- Ref R/HA
2005, 92 pages, (R), ISBN 978 1 904364 46 7

ROOTS 9 REDUCING RISK OF DISASTER IN OUR COMMUNITIES

Looks at a process called Participatory Assessment of Disaster Risk, which involves working with local people to identify hazards and vulnerabilities, and plan action to address them.

- Ref R/RR (Spanish available only as PDF)
2005, 76 pages, ISBN 978 1 904364 59 7

ROOTS 10 ORGANISATIONAL GOVERNANCE

Looks at governance principles and issues so that organisations can improve their governance structure or set up a governing body if they do not already have one.

- Ref R/OG
2006, 92 pages, ISBN 978 1 904364 63 4

ROOTS 11 PARTNERING WITH THE LOCAL CHURCH

This provides practical tools, case studies and models for Christian organisations that wish to work more closely with local churches.

- Ref R/LC
2007, 88 pages, (R), ISBN 978 1 904364 72 6

ROOTS 12 HUMAN RESOURCE MANAGEMENT

Looks at policy and practice relating to people who work for an organisation. Includes practical information about recruitment, contracts and managing and developing staff.

- Ref R/HR Will be available in 2008.
ISBN 978 1 904364 77 1



ROOTS 13 ENVIRONMENTAL SUSTAINABILITY

This helps organisations to consider the impact of the environment on their work and the impact of their work on the environment. It looks at how to carry out an environmental assessment and contains ideas that encourage good stewardship of resources.

- Ref R/ES Will be available in 2008.
ISBN 978 1 904364 81 8

ROOTS CD ROM v2.0 A CD Rom containing ROOTS books 1–10 in PDF format. (Version 3.0 with ROOTS 1–13 will be available in 2008)

- Ref R/C2
2006, 2,380 pages



Footsteps

Footsteps is a quarterly paper which aims to share information, ideas, contacts and experience in a Christian context at grassroots level. It encourages the practical outworking of integral mission in all aspects of local development work.

Footsteps is available in English, French, Spanish, Portuguese, Hindi, Chinese and Bangla.



BACK ISSUES All previous back issues are available free of charge on Tearfund's website (www.tearfund.org/tilz). This makes it easy to search for information by topic.

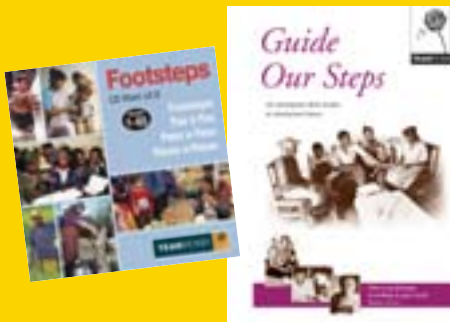
E-FOOTSTEPS Electronic versions of *Footsteps* are now available by email, making it easy for readers to access each new issue by linking into the website. Readers must have good web access to benefit from this.

FOOTSTEPS CD ROM v3.0 Contains copies of all previous *Footsteps* issues from 1 to 65 in html format in English, French, Spanish and Portuguese.

■ Ref F/C3, 2006

GUIDE OUR STEPS This contains 101 participatory Bible studies on a wide variety of development issues. It contains advice on how to use the materials for small group Bible study and guidance on how to prepare new Bible studies.

■ Ref F/GO
52 pages , ISBN 978 1 904364 23 8



If you wish to subscribe to *Footsteps*, please write to Resources Development, Tearfund, 100 Church Road, Teddington, TW11 8QE, UK, or send an email to footsteps@tearfund.org. State whether you would like a printed or electronic version.

PILLARS

The PILLARS process encourages groups of all kinds to own their own development through discussion-based learning. PILLARS Guides provide a range of information topics to help people to implement change in their communities. The books are not designed just to read through. The full benefits and learning will only come through discussing and learning from the content in small groups, using just one section at a time. Each Guide contains Bible studies for group discussion.

Any small group of people who meet together regularly will benefit from this kind of learning. A trained leader is not necessary – just a group member who can read and who can facilitate discussion. The person facilitating should read through the whole Guide a couple of times so they are familiar with all the sections and Bible studies. They should then do the following:

- Introduce a section so group members see its relevance to their experiences. It may be helpful to begin with a group Bible study.
- Share the information by reading it out – sometimes rewording it to help people understand. Or use a simple role-play to highlight the issue.
- Lead discussion. Allow time for people to discuss each question fully. Sometimes they may need help to get the discussion started.
- Draw the meeting to a conclusion. Summarise the learning and agree on any responses the group want to make and plan how to take these forward.

Translating PILLARS

PILLARS Guides are designed so that they can easily be translated. The PILLARS workbook gives guidance for organisations wanting to hold translation workshops, and the CD Rom contains design files for printing. Please email pillars@tearfund.org to request translation guidelines. Do check the list of existing

PILLARS Guides and workbooks are available in English, French, Spanish and Portuguese unless otherwise indicated.



translations on the tilz website first (<http://tilz.tearfund.org/publications/other+languages.htm>). PILLARS Guides are now being used in over 80 languages.

FACILITATION SKILLS WORKBOOK

Equips people with the skills and confidence to facilitate small group discussions. Designed as training material for people who are using PILLARS Guides with local groups.

- Ref P/FC
2004, 80 pages, ISBN 978 1 904364 49 8

RESPONDING MORE EFFECTIVELY TO HIV AND AIDS Challenges unhelpful attitudes and practices. Provides information regarding infection, HIV tests, and medicinal drugs, and on supporting adults, children and carers affected by HIV and AIDS.

- Ref P/HA
2004, 60 pages, ISBN 978 1 904364 39 9



MOBILISING THE CHURCH Encourages church members to widen their vision. Contains material on the church's role, leadership, Bible study groups, planning, working within the community and maintaining the vision of the church.

- Ref P/CH
2004, 52 pages, ISBN 978 1 904364 29 9

HEALTHY EATING Ideas to help improve household nutrition at low cost – food groups, kitchen gardens, recipes, methods of food preservation and hygiene.

- Ref P/HE
2003, 56 pages, ISBN 978 1 904364 18 4

MOBILISING THE COMMUNITY

An exciting process of encouraging and supporting communities to analyse their own situations and to work together to make changes for the better.

- Ref P/CM
2003, 56 pages, ISBN 978 1 904364 10 8

PREPARING FOR DISASTER Encourages communities to consider possible risk situations and helps them prepare to respond effectively. Includes information on first aid, emergency stores and community shelters.

- Ref P/PD
2002, 52 pages, ISBN 978 0 953997 17 6

AGROFORESTRY Agroforestry improves soil conservation, nutrition, soil fertility, fuel wood production and family income. Includes details of nursery techniques.

- Ref P/AG
2001, 52 pages, ISBN 978 0 953997 10 7
• English, French only

CREDIT AND LOANS FOR SMALL BUSINESSES

Encouraging good practice in record-keeping, planning and maintaining savings and credit groups.

- Ref P/CL
2001, 52 pages, ISBN 978 0 950638 59 1

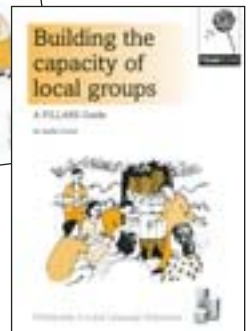
IMPROVING FOOD SECURITY Practical information on pest control, grain banks and new techniques for food preservation and storage.

- Ref P/FS
2001, 52 pages, ISBN 978 0 950638 58 4
• English, French only (Portuguese PDF only)

BUILDING THE CAPACITY OF LOCAL GROUPS

Encouraging groups to improve their communication, effectiveness and activities.

- Ref P/BC
2001, 52 pages, ISBN 978 0 950638 55 3



ENCOURAGING GOOD HYGIENE

AND SANITATION Understanding the basic facts around good hygiene. Reducing disease from poor sanitation, poor hygiene and dirty water. Practical ideas for encouraging hand washing, safe drinking water supplies and latrine design.

- Ref P/HS
2005, 72 pages, ISBN 978 1 904364 54 2

SEEKING JUSTICE FOR ALL Understanding human rights and God's passion for justice, so that communities are better equipped to challenge unjust laws and to protect the rights of others.

- Ref P/SJ
2006, 64 pages, ISBN 978 1 904364 67 2

PILLARS WORKBOOK Provides information on translation and printing in local languages for people wanting to use the PILLARS process

- Ref P/WB
2001, 89 pages

PILLARS CD ROM v5 Contains all PILLARS Guides, the PILLARS workbook and Facilitation skills workbook.

- Ref P/C5
2007, 3,096 pages

PILLARS TRAINING DVD This video contains seven sections which provide an introduction to using PILLARS Guides, facilitation skills, training workshops, translation and writing skills. It includes some practical sessions and discussion.

- Ref P/DV
2007, 52 minutes



TILZ website

All of our books and back issues of *Footsteps* are available free of charge on our website www.tearfund.org/tilz. They can be read in html format or downloaded as PDF files.

The tilz site also contains a range of additional documents on policy and research on issues such as climate change, trade and water. These are free of charge to download.



Other development publications include books about children at risk, assessments, evaluation and community health care, and are free to download.



Ordering printed versions

All prices include the cost of surface postage and packing to addresses worldwide.

Discounts are available for bulk purchases (please email roots@tearfund.org). Two or three copies may be available free of charge to organisations unable to pay.

Printed PILLARS Guides and workbooks each cost £5 (US \$10 or €7).

Printed ROOTS books each cost £10 (US \$20, €15) with the exception of the Advocacy toolkit, which consists of two books for the combined cost of £15 (US \$30, €22).

Guide our steps costs £7.50 (US \$15 or €11)

Our CD Roms and DVD each cost £15 (US \$30, €22)

To order printed copies of any of our publications, write to us at Resources Development, Tearfund, 100 Church Road, Teddington, TW11 8QE, UK, or send an email containing all the necessary information to roots@tearfund.org.

Please include the Tearfund reference, the title, language, quantity and total price.

Payment can be made by cheque (payable to Tearfund) or credit card in sterling, US dollars or euros. If payment is by card, we need to know the type of card, name on card, number and expiry date.

For airmail postage please add 20% (except for CD Roms and DVDs which are always sent by airmail).

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except where indicated

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