

BRACE PROJECT

TOOLS FOR TRACKING PROGRESS OF

RSPN, BRSP & NRSP

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About This Document



This document presents the tools for tracking progress of implementing partners namely RSPN, BRSP and NRSP under the BRACE Project of European Union. The BRACE Project has engaged an external team of monitors to monitor the project from various perspectives such as progress, process, performances and data etc. Although the tools for perspectives other than progress exist separately but there are some overlapping between progress and process monitoring. There are also some overlapping in tools for community development and tools for community infrastructure. The overlapping of the two tools would help in cross verifying the information and enhance the reliability of monitoring information.

The tools in hand are comprised of in-depth interviews and semi-structured interviews. Some questions are repeated for staff of implementing partners and community institutions and beneficiaries to triangulate the information. The responses of in-depth interviews of staff members of implementing partners would be verified through documentary evidence of each progress if shared timely by them. These tools would be tested in the field at the office and community levels and would be refined accordingly. The interviewees may also change after the first pre-test of the tools and discussions with the implementing partners and other members of external monitoring team.

The review of documentary evidence may create need for a follow up interview with some revision of the proposed tool or a new tool. The timeframe for each interview would be set after the pre-test in the field. The depth of the tools has been determined from the logical framework of each implementing partner. Some of the project activities are one time hence when progress of these type of activities once recorded would be removed from these tools to reduce the length. Since project has completed only two years of its life therefore some questions related to future activities would not be relevant during the interviews held in initial period of monitoring.

These tools would be utilised by external monitors specializing in community development and monitoring and evaluation. The interviews would be conducted from various range of staff members to the representatives of community institutions, line agencies and local government based in field offices and targeted districts of BRACE Project.

Have a happy reading!

Lubna Hashmat

A. In-depth Interview of RSPN Staff (Team Leader or Portfolio Manager)

Objective

The overall objective of the interview is to track the progress of the project being implemented by RSPN and its major outputs.

Note

Although questions would be asked from different staff members of the project but majority of the questions would be verified through specific documentary evidence available in field office or head office of respective organisations.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Name of the organisation (RSPN)

Name of the Respondent

Gender (Male-Female)

Exact Designation as per Project Organogram

Duty Location

Key Questions

Although key questions are suggested but the answers may require asking some more probing questions.

	Progress of Start-up Activities
1.	How many of the project staff have been hired against the total? (Gender composition)
2.	Did you conduct Programme orientation workshop for newly hired staff?
3.	If yes, what were the key objectives of the programme orientation workshop?
4.	What were key outcomes of the programme orientation workshop?
5.	How many of the newly hired staff attended and not attended the workshop?
6.	Have you completed or not completed the procurement of equipment and office supplies?
	Progress Tracking of Result 1:
	Support to the IPs in ensuring uniformity in programme design
7.	Are there laid down terms of reference for extending technical assistance to BRSP & NRSP?
8.	Did you provide any programme planning and designing support to BRSP and NRSP for developing the harmonised proposals?
9.	How did you extend the support for programme planning and designing? <ul style="list-style-type: none"> Prepared standard guidelines Conducted design workshop Conducted series of planning meetings Reviewed the draft document and shared comments for further improvement Any other
10.	Is gender sensitive standardised Programme Implementation Manual (PIM) developed?
11.	Did you conduct any orientation of BRSP and NRSP staff on the importance of using PIM?
12.	Is manual for Poverty Scorecard (PSC) survey developed
13.	Did you extend support to BRSP and NRSP for using PSC survey manual for undertaking poverty score card survey?
14.	How did you extend the support to BRSP and NRSP for using PSC survey manual?

	<ul style="list-style-type: none"> • Prepared and shared survey manual • Conducted orientation workshop • Conducted series of backstopping meetings • Attached a full time person to assist in the actual execution of the survey • Any other
	Support in ensuring standardisation in Monitoring, Evaluation and Reporting
15.	Have you developed socio-economic baseline and end line survey approach and methodology to measure and report on results, outcomes and impact indicators of the BRCDEP log frame?
16.	Have you conducted any orientation workshop of BRSP and NRSP for using the baseline and end line survey approach and methodology to measure and report on results, outcomes and impact indicators?
17.	Have BRSP and NRSP carried out the baseline survey as yet?
18.	If yes, did you assist BRSP & NRSP in carrying out the baseline surveys?
19.	Have BRSP and NRSP began reporting on results, outcomes and impact indicators according to the measure designed by RSPN?
20.	Have you developed a common gender sensitive M&E framework and reporting mechanism on Key Performance Indicators (KPIs) for the BRCDEP?
21.	Did you conduct any orientation of the BRSP and NRSP project teams in utilising the mechanism?
22.	Have BRSP and NRSP began operationalizing the M&E framework?
23.	Do you assist BRSP & NRSP in operationalization of the M&E framework?
24.	Do BRSP and NRSP report on the common KPIs?
25.	Do you assist BRSP and NRSP to report on the common KPIs?
26.	Did you produce an Annual KPI report on the BRCDE Programme?
27.	Did you assist BRSP & NRSP in developing a joint and integrated MIS/GIS system and follow-up support?
28.	Do BRSP and NRSP use MIS/GIS system?
29.	Do you extend support to BRSP and NRSP in utilising the system according to its protocols?
30.	Have you developed a web-based real time reporting MIS-Dashboard and GIS mapping to track KPIs?
31.	Have you conducted orientation of BRSP and NRSP in using web-based real time reporting MIS-Dashboard and GIS mapping to track KPI?
32.	Have BRSP and NRSP began using web-based real time reporting MIS Dashboard and GIS mapping to track KPI?
33.	Do you assist BRSP and NRSP in using web-based real time reporting MIS Dashboard and GIS mapping to track KPI?
	Capacity building to ensure quality control in programme implementation
34.	Have you developed gender sensitive staff training guidelines/modules?
35.	Have you conducted orientation training of BRSP & NRSP and GoB key programme staff on PIM?
36.	Have you assisted BRSP & NRSP in rolling out of the PIM trainings to all relevant staff members?

37.	Did you conduct training of key staff of BRSP & NRSP on the Socio-economic baselines survey approaches and methodologies?
38.	Did you conduct training of key M&E staff of BRSP & NRSP on M&E framework and KPI reporting tools?
39.	Did you conduct training of key implementation and M&E staff of BRSP and NRSP, and government officials on quality control plans and checklists?
40.	Did you develop quality assurance and control plan and tools?
41.	Do you assist BRSP & NRSP in implementation of the quality control and assurance plan with follow up visits throughout the programme?
42.	Types of assistance extended to BRSP and NRSP in implementation of the quality control and assurance plan with follow up visits throughout the programme?
Exit Strategy	
43.	Have you begun assisting the EU TA in preparation of global exit strategy for BRSP & NRSP component and follow-up support?
44.	What types of assistance do you extend to EU TA in preparation of global exit strategy for BRSP & NRSP component and follow-up support?
45.	Have you begun assisting BRSP & NRSP in planning for the exit strategy?
Progress Tracking of Result 2:	
46.	Have you begun assisting (or assisted) the EU TA in undertaking a comprehensive gender analysis?
47.	Have comprehensive gender analysis being completed?
48.	Is report of comprehensive gender analysis made available?
49.	Did you review organisational HR/Gender policies of RSPN, BRSP and NRSP?
50.	If yes, what were major points added/replaced in HR/Gender policies of RSPN, BRSP and NRSP?
51.	If formal review was undertaken, is there any formal report of the review made available for EU or partners?
52.	Did you design a manual on gender ToT organisational HR/Gender policies and anti-sexual harassment laws?
53.	Did you conduct a manual on gender ToT organisational HR/Gender policies and anti-sexual harassment laws?
54.	How many participants (gender composition) from RSPN, BRSP and NRSP attended the ToT?
55.	Have you developed strategy for gender mainstreaming and sensitisation actions in communities?
56.	Did you conduct gender ToT for BRSP & NRSP key Programme staff on gender mainstreaming and sensitisation actions in communities?
57.	If yes, how many participants (gender composition) from BRSP and NRSP attended the ToT?
58.	Have BRSP and NRSP begun implementation of the Gender Mainstreaming Strategy in their targeted communities?
59.	Are there any challenges being faced in implementing the gender mainstreaming strategy?

60.	What type of challenges being faced in implementing the gender mainstreaming strategy?
61.	Do you extend technical assistance to BRSP and NRSP in addressing the challenges in implementing the gender mainstreaming strategy?
62.	Have you conducted follow-up support visits at the field sites of BRSP and NRSP for knowing implementation of gender mainstreaming strategy?
	Progress Tracking of Result 3:
63.	Did you design protocol for conducting the Participatory Action Research (PAR)?
64.	Have you conducted the Participatory Action Research (PAR)?
65.	Is report of Participatory Action Research (PAR) made available?
66.	What is the use of the Participatory Action Research (PAR) for BRSP and NRSP?
67.	Did they utilize the findings of Participatory Action Research (PAR) their project activities?
68.	Did you conduct the thematic Sectoral Studies/Assessments?
69.	How many thematic Sectoral Studies/Assessments being completed so far?
70.	Which sectors did you cover so far in thematic Sectoral Studies/Assessments?
71.	Are reports of thematic Sectoral Studies/Assessments made available?
72.	What were the key objectives of these thematic Sectoral Studies/Assessments?
73.	Did you disseminate the reports of thematic Sectoral Studies/Assessments to BRSP and NRSP and any other stakeholders?
74.	Did you assist EU TA in undertaking research?
75.	What type of assistance did you extend EU TA in undertaking research?
76.	Have you formed Research Advisory Committee (RAC)?
77.	Have you begun organising meetings of Research Advisory Committee (RAC)?
78.	What are objectives of Research Advisory Committee (RAC)?
79.	How many meetings of Research Advisory Committee (RAC) have been conducted so far against the planned?
80.	What is the planned composition of Research Advisory Committee (RAC)?
81.	What is the current composition of Research Advisory Committee (RAC)?
82.	Who have been attending and not attending meetings of Research Advisory Committee (RAC)?
83.	Are meetings of Research Advisory Committee (RAC) contributing to its desired objectives?
84.	If yes, please share an example of any deliberations of Research Advisory Committee (RAC) that contributed to the desired objectives?
85.	Have you begun publication of research reports, papers and policy briefs?
86.	What is the objective of publications of research reports, papers and policy briefs?

87.	How many research reports, papers and policy briefs have been published so far?
88.	Have you prepared any plan for disseminating the research reports, papers and policy briefs?
89.	Have you begun implementing the dissemination plan of research reports, papers and policy briefs?
90.	Who is your main target audience for the dissemination of research reports, papers and policy briefs?
91.	Do you think that the current publications and dissemination is contributing to its desired objectives?
92.	If yes, could you please share an example of contribution of research reports, papers and policy briefs to any of the desired objectives?
93.	Have you disseminated research findings in national and international conferences/workshops till to-date?
94.	If yes, please share which research findings were disseminated and in which conference (national or international)?
95.	Have begun analysing lessons from the implementation of BRACE project
96.	Did you conduct any BRACE Programme lesson learning visits and workshops?
97.	If yes, how many visits and workshop been conducted so far against the planned target?
98.	What are the objectives of these learning visits and workshops?
99.	Have you prepared a list of points, which required a policy change and requires advocacy with the government?
100.	If yes, please share the list of points, which are agreed under the BRACE project for initiating advocating with the government?
101.	Did you conduct any advocacy workshops/public policy debates with government?
102.	If yes, what were the objectives of the advocacy workshops/public policy debates with government?
103.	Which of the objectives of advocacy workshops/public policy debates with government achieved and not achieved?
104.	Please share an example of achievement of the advocacy workshops/public policy debates with government?
105.	Are there any challenges in advocating government regarding policy change?
106.	Have you conducted National and Provincial (Balochistan) LSO conventions?
107.	Have you conducted any regional experience sharing and learning visits?
108.	If yes, what were the objectives of these regional experience sharing and learning visits?
109.	Who are the key beneficiaries of these regional experience sharing and learning visits?
110.	Which place did you select for the regional experience sharing and learning visits?
111.	Have you begun programme for Young Development Professionals (Research Interns)?

112.	If yes which educational discipline is being inducted?
113.	Which educational level is targeted for this programme?
114.	What are the key objectives of these programmes?
115.	How many young professional being inducted so far?
116.	What is the response of young professional about the programme?
117.	How is this young professional development programme benefiting the BRACE project?
Progress Tracking of Result 4:	
118.	Have you developed Community Awareness Toolkit (CAT)?
119.	What are the objectives of CAT?
120.	Have you trained BRSP and NRSP staff in utilizing the CAT at the community level?
121.	Have BRSP and NRSP staff began utilizing the CAT at the community level?
122.	Have you developed quality control checklists and reporting on key SDG indicators?
123.	Have you rolled out quality control checklists and reporting on key SDG indicators for BRSP and NRSP?
124.	Have BRSP and NRSP began reporting against key SDG indicators?
125.	Did you conduct training of RSPs key staff as Master Trainers on use of CAT?
126.	How many staff members (gender composition) received training on use of CAT?
127.	Have trained staff members began utilizing the CAT at the community level?
128.	Do you have any system for extending regular technical support to BRSP and NRSP to roll out the learnings of CAT training at the community level?
129.	Please explain the system for technical support to BRSP and NRSP in rolling out the learnings of CAT at the community level?
130.	If CAT has been rolled out at the community level, is there any evidence available for its benefits?
131.	If yes, please share any case study or example?
132.	Have devised any system for assisting the implementing partners in mainstreaming other cross-cutting themes in project activities?
133.	Please explain the system for assisting the implementing partners in mainstreaming other cross-cutting themes in project activities?
134.	Is the system for assisting the implementing partners in mainstreaming other cross-cutting themes in project activities being implemented?
135.	Are there any examples/evidence where BRSP or NRSP have mainstreamed cross cutting themes in their project activities?
Progress Tracking of Result 5:	
136.	Did you extend assistance to EU TA to develop a global Communication and Visibility Plan for BRACE Programme?

137.	Are there any set terms of reference for extending the assistance to EU TA in developing a global communications and visibility plan for BRACE?
138.	Types of assistance extended so far for to EU TA in in developing a global communications and visibility plan for BRACE?
139.	Have EU TA began implementing the global communications and visibility plan for BRACE?
140.	Have you developed a Communication and Visibility Plan for RSPN, BRSP and NRSP Programme Component?
141.	Did you orient RSPN, BRSP and NRSP staff in implementing the Communication and Visibility Plan for their respective programme component?
142.	Have RSPN, BRSP and NRSP began implementing the Communication and Visibility Plan for their respective programme component?
143.	Did you conduct BRACE Programme launching workshop?
144.	Have you began printing of visibility items?
145.	What type of items already printed and to be printed?
146.	Have you begun developing video documentaries?
147.	How many documentaries developed and not developed so far?
148.	What are the objectives of these documentaries?
149.	If already documentaries developed, then what is its use for BRACE project?
150.	Have began developing Bi-Annual BRACE Programme newsletters?
151.	How many newsletters developed so far
152.	What do you cover in these newsletters?
153.	Did you arrange any media visits to programme sites?
154.	Is there any media coverage of programme activities?
155.	Have you began assisting the TA and GoB in developing BRACE Programme website, regular updating and maintenance?
156.	How much of the work being done on BRACE Programme website?
157.	Have you developed any updating and maintenance guidelines for BRACE Programme website?
158.	Have you began capacity building of Communication Officers in updating and maintaining the BRACE Programme website?
159.	Do you participate in RSP Communication Resource Group (FACE) meetings?
160.	How many meetings have you attended so far?

B. In-depth Interview of BRSP's and NRSP's Staff (Senior Managers/Portfolio In-charge or Field Staff)

Objective

The overall objective of the interview is to track the progress of the project being implemented by BRSP and NRSP and its major outputs?

Note

Although questions would be asked from different staff members of the project but majority of the questions would be verified through specific documentary evidence available in field office or head office of respective organisations.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Name of the organisation (BRSP or NRSP)

Name of the Respondent

Gender (Male-Female)

Exact Designation as per project organogram

Duty Location

Key Questions

Although key questions are suggested but the answers may have some more probing questions that may arise during an informal conversation.

To be asked from The Team Leader

	General Activities
A1	How many offices set ups established so far against the planned targets?
A2	Are there any delays in meeting up the targets?
A3	If yes, what are key reasons of delay?
A4	Are solutions being articulated and proceeded to achieve the targets or it requires permission from EU
A5	When would you be able to meet up the target for meeting up the required target for office set-ups?
A6	How many staff members have been recruited so far against the targeted number?
A7	Are there any delays in hiring the required number of staff members?
A8	What is the gender composition of the hired staff (number for each gender)?
A9	Are staff members hired according to the required skills set?
A10	If not what type of compromises have been made and for which positions particularly?
A11	Did you conduct programme planning/inception workshops?
A12	If yes, how many of these workshops have been conducted so far against the planned target?
A13	Are there any delays in meeting up the targets?
A14	If yes, types of issues being faced?
A15	Are solutions being articulated and proceeded to achieve the targets or it requires permission from EU

A16	How many participants attended these workshops (minimum and maximum number per workshop, if total number is available, please share)
A17	What were the objectives of these workshops?
A18	What were concrete outputs of these workshops?
A19	Which workshop could be rated as most successful and most weak?
A20	Please explain reasons of the most successful and most weak workshop?
A21	Did you conduct any staff trainings so far?
A22	If yes, how many trainings have been conducted so far against the planned target (60)?
A23	If trainings have been conducted, which sectors did you covered and not covered for these trainings?
A24	How many staff members attended these trainings (average number of participants per training)?
A25	Which designations of staff members attended these trainings?
A26	Which designations of staff members are yet to attend these trainings?
A27	What was the minimum and maximum duration of these trainings (5 days)?
A28	Is MIS for all interventions developed?
A29	If yes, is MIS is being used all interventions?
A30	Yes, please share example for each sector specific intervention?
A31	Are registers / record keeping material for COs/VOs/LSOs including CPI registers and other formats/files printed?
A32	If yes, please share the quantity of materials already printed?
A33	If there are delays in printing of some materials, please explain the reasons of delay?
A34	Have you conducted the baseline economic survey?
A35	If yes, please share report?
A36	If baseline survey has been conducted, did you include all aspects of the project to determine the baseline value?
A37	If baseline survey has not been conducted, please share reasons?
A38	Is mid term review of the project conducted ever?
A39	If yes, please share report of mid term review?
A40	What are the major areas for improvements suggested in the mid term review report?
A41	If mid term review have not been conducted so far, when do you expect to do the mid term review?

To be asked from the In charge for Social Mobilisation

A42	Were institutional maturity index surveys conducted for COs/VOs/LSOs?
A43	If yes, How many COs, VOs and LSOs assessed?
A44	Were any follow up actions of the IMI Surveys?
A45	If yes, who was made responsible for the compliance?
A46	Did you conduct project-launching ceremony at the provincial level?
A47	How many participants attended the ceremony?
A48	What were the key objectives of the launching ceremony?
A49	Were objectives of the launching ceremony achieved?
A50	If the objectives were not achieved what were the major reasons?
A51	Did you conduct Project Planning, Coordination, Experience Sharing, and Project Review Meetings?
A52	If how many of these meetings have been conducted so far against the planned target?
A53	If there are some delays, please explain the reasons of delay?
A54	Did you conduct Poverty Scorecard census in targeted UCs?
A55	If yes, please share number of union councils covered for poverty score-card survey?
A56	If yes, please share number of household covered so far for the poverty score-card survey?
A57	How many Community Organisations (COs) (gender segregated or mixed) formed so far?
A58	If the planned targets not achieved so far, what are its key reasons?
A59	When you do aim to achieve the planned targets?
A60	What strategy has been adopted to speed up the progress and achieve the planned targets
A61	How many Village Organisations (VOs) formed so far?
A62	If the planned targets not achieved so far, what are its key reasons?
A63	When you do aim to achieve the planned targets?
A64	What strategy has been adopted to speed up the progress and achieve the planned targets
A65	How many Local Support Organisations formed so far?
A66	If the planned targets not achieved so far, what are its key reasons?
A67	When you do aim to achieve the planned targets?
A68	What strategy has been adopted to speed up the progress and achieve the planned targets
A69	How many LSO Networks at Tehsil created so far?
A70	How many LSO networks created at the District level

To be asked from the In charge Capacity Building

A71	Have you prepared and delivered CMST to community institutions including CAT?
A72	If CMST was delivered to community institutions, please share number of events conducted against the planned targets?
A73	If CMST was delivered, how many participants attended it? Please share number with gender composition?
A74	If CMST was not conducted, what is the reason of delay?
A75	Have you prepared and delivered Management and leadership skills training for VO office bearers?
A76	If Management and leadership skills training was delivered for VO office bearers, please share number of events conducted against the planned targets?
A77	If Management and leadership skills training for VO office bearers was delivered, how many participants attended it? Please share number of participants with gender composition?
A78	If Management and leadership skills training for VO office bearers was not conducted, what is the reason of delay?
A79	Have you prepared and delivered Management, Advocacy and leadership training for LSO office bearers
A80	If Management, Advocacy and leadership training for LSO office bearers was delivered, please share number of events conducted against the planned targets?
A81	If Management, Advocacy and leadership training for LSO office bearers was delivered, how many participants attended it? Please share number with gender composition?
A82	If Management, Advocacy and leadership training for LSO office bearers was not conducted, what is the reason of delay?
A83	Have you facilitated experience sharing among community-based organizations through arranging Manager Conferences?
A84	If how many experience sharing meetings have been conducted so far against the planned target?
A85	How many participants attended these meetings?
A86	What were the major objectives of these meetings?
A87	Were you able to achieve the meeting objectives
A88	If not which objectives were not achieved
A89	Reasons of not being able to achieve the objectives
A90	Have you organised knowledge sharing exposure visits for community activists?
A91	If how many knowledge sharing exposure visits for community activists have been conducted so far against the planned target?
A92	How many participants attended these exposure visits?
A93	What were the major objectives of these exposure visits?

A94	Were you able to achieve the objectives of exposure visits
A95	If not which objectives were not achieved from the exposure visits
A96	Reasons of not being able to achieve the objectives of exposure visits
A97	If these were not conducted, what is the reason of delay?
A98	Have you organised knowledge sharing exposure visits for LA's and LSO representatives and staff?
A99	If how many knowledge sharing exposure visits for LA's and LSO representatives and staff have been conducted so far against the planned target?
A100	How many participants attended these exposure visits?
A101	What were the major objectives of these exposure visits?
A102	Were you able to achieve the objectives of exposure visits?
A103	If not which objectives were not achieved from the exposure visits?
A104	Reasons of not being able to achieve the objectives of exposure visits?
A105	If these were not conducted, what is the reason of delay?

To be asked from the Staff Responsible for Engagement of Youth and CRPs

A106	Did you organise any youth engagement events in development by arranging recreational activities in schools/Youth Clubs?
A107	If yes, how many youth engagement events in development conducted against the planned target?
A108	Types of youth engagement events conducted?
A109	How many youth got engaged in these events?
A110	From how many union councils, the youth got engaged?
A111	What were the key objectives of youth engagement events?
A112	Were objectives of youth engagement events achieved or not?
A113	If not, which objectives were not achieved and why?
A114	If these were not conducted, what is the reason of delay?
A115	Did you prepare and deliver training on CAT & CIF for CRP's?
A116	If yes, how many training events on CAT and CIF for CRPs were conducted against the planned targets?
A117	If training on CAT & CIF for CRP's was delivered, how many participants attended it? Please share number with gender composition?
A118	If these were not conducted, what is the reason of delay?
A119	Did you conduct the Programme Planning, Coordination, Experience Sharing, and Programme Review Meetings with CRPs?

A120	If yes, how many meetings against the planned targets were conducted?
A121	What were the objectives of these meetings?
A122	Were you able to achieve the objectives?
A123	If not which objectives were not achieved and why?
A124	If Programme Planning, Coordination, Experience Sharing, and Programme Review Meetings with CRPs were not conducted, what is the reason of delay?
A125	Have you began expansion and deepening of SM through Community Resource Persons (Male and Female) (short-term, temporary)?
A126	If yes at what scale expansion and deepening of SM began?
A127	How many CRPs hired so far (gender composition)?
A128	If expansion and deepening of SM not began, what are key reasons?

To be asked from the Procurement or Accountants

A129	Did you prepare and deliver training on financial management for book keepers / Accountants
A130	If yes, how many training events against the planned targets were conducted?
A131	What were the objectives of these training events?
A132	Were you able to achieve the objectives of these training events?
A133	If not which objectives of the training events were not achieved and why?
A134	If the training on financial management for book keepers/accountants were not conducted, what is the reason of delay?
A135	Are reasons of delay external or internal which could be addressed easily?
A136	Have book keepers and accountants began managing and updating the LSO level record and financial transactions?
A137	How LSOs records and financial transactions been updated so far against the total?
A138	If the book keepers and accountants have not begun managing and updating the LSO level record and financial transactions, what are the key reasons?
A139	Have you began providing the furniture and fixture and office equipment LSO for offices establishment
A140	How many LSOs have been reached out so far?
A141	If the target number of LSOs not been achieved what are the core reasons?

To be asked from the Staff Responsible for JDDC/JDCs (Linkages Development)

A142	Have you established Joint Development Committees at District level?
A143	If yes, how many JDCs established so far against the planned target?
A144	If JDCs not established so far what is reason of delay?

A145	Have you conducted any meetings of Joint Development Committees at District level?
A146	If yes, at what frequency these meetings are held?
A147	Are there minutes documented for these meetings?
A148	What are the key objectives of JDCs?
A149	Are meetings of JDCc achieving its objectives?
A150	Did you conduct training of Local Government/Line departments on Participative Community Development Approaches?
A151	If the training was conducted, how many events were conducted?
A152	How many participants (gender composition) participated in the training?
A153	What is the outcome of these trainings?

To be asked from the Staff Responsible for Developing Participatory Development Plans

A154	Have you began preparing the household level MIPs?
A155	If yes, how many MIPs been prepared so far against the planned targets?
A156	Are there any delays? If yes what are its key reasons?
A157	Have you began preparing VDPs and UC Development Plans?
A158	How many VDPs and UC development plans being prepared so far against the planned target?
A159	Are there delays in completing the targets?
A160	If yes, what are reasons of the delay?
A161	Are any VDPs being implemented? If yes how many
A162	Are there any of the VDPs being funded by sources other than BRACE project?
A163	Are there any UC development plans being implemented? If yes how many?
A164	Are there any of the UC development plans being funded by sources other than BRACE project?
A165	Is there any system for ensuring coordination and consolidation of the development plans and strategy at district level?
A167	What is the system for ensuring coordination and consolidation of the development plans and strategy at district level?
A168	Is this system helpful or a barrier in implementation of development plans and strategy?
A169	If this is helpful then please explain the key benefit of this system?
A170	Are there any areas for improvements in the coordination and consolidation system? If yes what are the key areas for improvement
A171	Has adoption and notification of district development plans by the Joint District Development Committees began?

A172	If yes how many district development plans adopted and notified so far against the planned total?
A173	If yes, what are the key benefits of adoption and notification of district development plans by the Joint District Development Committee?
A174	Are these benefits partially or fully realised so far?
A175	If yes what types of benefits being realised so far?
A176	If this has not been done so far what are its core reasons?

To be asked from the Incharge Community Infrastructure

A177	Are community needs identified for basic infrastructure in the VDPs and UCDPs?
A178	How many villages have been covered so far against the planned target for the identification of community needs for basic infrastructure?
A179	Which types of community needs can be covered and not covered under the current scope of work of BRACE project?
A180	Were technical, financial and environmental feasibilities of infrastructure schemes prepared?
A181	Were information about infrastructure projects shared with the joint development committees and local authorities and consensus building on priority needs?
A182	Were trainings of community institutions on Financial Management and O&M of CPIs conducted?
A183	If yes, how training events conducted?
A184	How many participants attended the training events?
A185	Have you received approval by Joint District Development Committees for any of the infrastructure project?
A186	If yes how many infrastructure projects being approved by Joint District Development Committees against the total shared for approval?
A187	Have you began implementation of any approved community Physical infrastructure projects as yet?
A188	If yes, in how many villages?
A189	If not what are the key reasons of delay?
A188	Have you completed any infrastructure projects as yet?
A190	If yes, have you established the system for the regular Operations & Maintenance of completed infrastructure projects by the community institutions?
A191	If yes, please explain the system?
A192	What is the level of responsibility of community in the regular O&M of the completed infrastructure schemes?

To be asked from the In charge Livelihood

A193	Have you begun the identification and selection of Vocational and Technical Skill training and literacy and numeracy skill participants?
A194	If yes how many participants (gender composition) for <i>Vocational and Technical Skill</i> training have been identified and selected so far?
A195	If yes how many participants (gender composition) for <i>literacy and numeracy skill</i> have been identified and selected for so far?
A196	Have you finalized the training Trades as yet?
A197	If yes how many training trades being finalised? Please share topics?
A198	Have you begun procurement and selection of Technical & Vocational Training Institute/Service providers?
A199	If yes, please share the stage of procurement of Technical & Vocational Training Institute/Service providers?
A200	If the procurement been completed then share how many service providers selected and for which trades?
A201	Have you began training of selected beneficiaries in Vocational Skills?
A202	If yes how many beneficiaries (gender and disability segregated information) being trained so far?
A203	If beneficiaries have already been trained, please share topic of the trade in which they have been trained (trade wise number of participants trained)
A204	Have you began training of selected beneficiaries in Technical Skills and literacy and numeracy skill
A205	If yes how many beneficiaries (gender and disability segregated information) being trained so far?
A206	If the beneficiaries have been trained, have you began providing post training linkages and support services (linkages, placement etc.)
A207	If post training support is being provided, please explain details about the type of support being provided?
A208	Have you began conducting the training of IGG beneficiaries on Enterprise Development & Marketing?
A209	If yes, how many beneficiaries (gender and disability segregated information) being trained so far?
A210	Have you began the identification, selection of beneficiaries and provision of grants for economic opportunities?
A211	If yes, how many beneficiaries (gender and disability segregated information) for the provision of grants for economic opportunities being identified so far?
A212	If the work on IGG began, have you began providing support to establish links of community members to efficient markets?
A213	If yes what type of linkage being developed between IGG beneficiaries and market?
A214	Are there any benefits of these linkages for raising the income levels of the beneficiaries

A215	Are any market related challenges being faced by the beneficiaries
A216	Are there any limitations of beneficiaries, which were not forecasted in the BRACE project?
A217	Have began developing the approach to facilitate income generation of community members through community investment fund (CIF)?
A218	If yes, how many villages being covered so far against the planned total?
A219	If not what is the reason of its delay?

To be asked from the In charge Research and Advocacy

A220	Did you assist RSPN in undertaking for Participatory Action Research (PAR)?
A221	If yes, what was the objective of PAR?
A222	What type of assistance provided?
A223	Is the research completed?
A224	Is PAR report made available?
A225	How are you utilizing the research findings in your programme?
A226	Did you support RSPN in undertaking the Thematic Sectoral Studies/Assessment in Balochistan?
A227	If yes, what was the objective of Thematic Sectoral Studies/Assessment?
A228	What type of assistance provided?
A229	Is the Thematic Sectoral Studies/Assessment completed?
A230	Is Thematic Sectoral Studies/Assessment report made available?
A231	How are you utilizing the findings of Thematic Sectoral Studies/Assessment in your programme?
A232	Have you disseminated the thematic/sectoral studies results carried out by RSPN at provincial and district levels?
A233	If yes did you prepare dissemination plan?
A234	Who did you target for the dissemination?
A235	What is the benefit of results of Thematic Sectoral Studies/Assessment for the communities and major stakeholders?
A236	Have you published and disseminated any research reports, papers and policy briefs prepared under BRACE project so far?
A237	If yes, please share topics of the research reports, papers and policy brief of BRACE project, which have been disseminated?
A238	Who did you disseminate the research reports, papers and policy brief of BRACE project?
A239	Did you conduct any advocacy workshops/public policy debates with government?
A240	What are the key objectives of advocacy workshops/public policy debates with government

A241	What are the key outcomes of advocacy workshops/public policy debates with government so far
A242	Did you conduct any LSO Conventions for influencing pro-poor policies?
A243	What are the objectives of LSO Conventions?
A244	If you have conducted the LSO Conventions, were you able to achieve the objectives?
A245	Did you undertake any regional experience sharing and learning visits so far?
A246	If yes which place did you select for the regional experience sharing and learning visits?
A247	What are the expected benefits?
A248	If any of the visit been conducted, what outcomes have been achieved so far?

To be asked from the In charge Responsible for Gender Mainstreaming

A249	Did you assist the RSPN and EU TA in undertaking a comprehensive gender analysis?
A250	What type of assistance provided?
A251	Did you review your organizational HR/Gender policies?
A252	What improvements did you make in HR/Gender policies?
A253	Did you conduct Gender ToT on organizational HR/Gender policies and anti-sexual harassment laws?
A254	If yes how many events were conducted?
A255	If yes, how many participants did attend (gender composition)?
A256	Do you have gender mainstreaming strategy?
A257	Did you prepare plan for implementing gender mainstreaming strategy?
A258	Did you begin implementation of Gender Mainstreaming Strategy?
A259	Did you conduct Gender ToT for key staff on gender mainstreaming and sensitization actions in communities?
A260	How many participants (gender composition) attended the ToT on gender mainstreaming and sensitization actions in communities?
A261	Were there any action plans prepared for the implementation of gender sensitive actions in communities?
A262	Did action plans rolled out in the communities?
A263	Did you prepare and deliver gender sensitization session for CRPs and LSO members?
A264	How many gender sensitization sessions for CRPs and LSO members were conducted?
A265	What is the outcome of gender sensitization sessions for CRPs and LSO members?

To be asked from the In charge Responsible for Coordinating with RSPN

A266	Did you assist RSPN in Development of Community Awareness Toolkit (CAT)
A267	Is yes what type of assistance was provided
A268	Is CAT finalised and field tested?
A269	Is this according to the real requirements of communities (baseline)?
A270	Did you conduct orientation training on PIM/CAT?
A271	Did RSPN participate in Orientation Training Workshop on PIM / CAT?
A272	If yes which level of designation participated?
A273	How many participants from RSPN attended the training (gender composition)?
A274	If RSPN did not participate, what is the key reason of non participation?
A275	Did you prepare and deliver training of field staff (SO, HRD, DPM) on Cross cutting issues - Community Awareness Training (CAT)?
A276	If yes how many training events conducted so far against the planned targets?
A277	How many participants attended the training (gender composition)?
A278	Did training achieve the desired objectives?
A279	If the training has not achieved its objectives, what are key reasons?
A280	If the training events were not conducted as yet, what is the reason of delay?
A281	Did you prepare and deliver training on cross cutting themes for CRP's?
A282	If yes how many training events conducted so far against the planned targets?
A283	How many participants attended the training (gender composition)?
A284	Did training achieve the desired objectives?
A285	If the training has not achieved its objectives, what are key reasons?
A286	If the training events were not conducted as yet, what is the reason of delay?
A287	Did you conduct an assessment survey of PWDs in targeted Union Councils?
A288	How many PWDs assessed?
A289	Which type of disability being assessed?
A290	Is survey report finalised and made available if yes please share report of the survey?
A291	If survey report not finalised, please share its reasons and timelines for its completion?
A292	Did you provide assistive devices to identified PWDs?
A293	If yes how many PWDs being provided the devices?
A294	Which type of disability do you cater for assistive devices?

A295	Do you provide training for the use of assistive devices?
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To be asked from the In charge Responsible for Linkages Development (LA-LG)

A296	Did you organize and facilitate stakeholders' meetings/workshops to inform & update about UC's and District development planning and implementation to ensure accountability?
A297	If yes, how many of these meetings/workshops conducted so far against the planned targets?
A298	What are the key outcomes of these meetings?
A299	To what extent communities have got engaged in co-resourcing and managing local development activities? Share an example (case study)
A300	Did you prepare and deliver orientation training on Balochistan Local Government Act 2010?
A301	If yes how many events conducted so far against the planned targets?
A302	How many participants attended the training (gender composition)
A303	Did training achieve the desired objectives?
A304	If the training has not achieved its objectives, what are key reasons?
A305	If the training events were not conducted as yet, what is the reason of delay?
A306	Did you prepare and deliver trainings of UC secretaries, Development officers, Assistant directors, chief officers and divisional directors of LGRDD?
A307	If yes how many events conducted so far against the planned targets?
A308	How many participants attended the training (gender composition)?
A309	Did training achieve the desired objectives?
A310	If the training has not achieved its objectives, what are key reasons?
A311	If the training events were not conducted as yet, what is the reason of delay?
A312	Did you conduct training of Chairman, Vice Chairman, Mayor and Deputy Mayor on " Local Government Finances and Budgets, Audit and Accounts"?
A313	If yes how many events conducted so far against the planned targets?
A314	How many participants attended the training (gender composition)?
A315	Did training achieve the desired objectives?
A316	If the training has not achieved its objectives, what are key reasons?
A317	If the training events were not conducted as yet, what is the reason of delay?
A318	Did you conduct training of Chairman, Vice Chairman, Mayor and Deputy Mayor on " Planning and Development under BLGA 2010"?
A319	If yes how many events conducted so far against the planned targets?
A320	How many participants attended the training (gender composition)?
A321	Did training achieve the desired objectives?

A322	If the training has not achieved its objectives, what are key reasons?
A323	If the training events were not conducted as yet, what is the reason of delay?
A324	Did you conduct training of Chairman, Vice Chairman, Mayor and Deputy Mayor on " Bylaws, Business Rules
A325	If yes how many events conducted so far against the planned targets?
A326	How many participants attended the training (gender composition)?
A327	Did training achieve the desired objectives?
A328	If the training has not achieved its objectives, what are key reasons?
A329	If the training events were not conducted as yet, what is the reason of delay?

B. Semi Structured Interview of Community Resource Persons

Objectives

The objective of this interview is to comprehend the overall terms of reference and extent of engagement of CRPs in BRACE Project. This interview would also capture if the CRPs have received any trainings and utilised them in their day to day working.

Note

Although questions would be asked from CRPs but majority of the questions would be verified through specific documentary evidence available in field office or head office of respective organisations.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Name of CRP

Qualification

Any Prior Work Experience of Any Work (Yes-No)

If prior Experience, how much (months or years)

Date of Hiring

Duration of Contract

Assigned Geographical Area

Key Terms of Reference

- 1.
- 2.
- 3.
- 4.

Key Questions

B	Community Resource Persons (CRPs)
B1	Are you aware of number of CRPs hired so far (gender composition)?
B2	Have you attended any training on Community Awareness Tool & Community Investment Fund?
B3	What was the duration of the training?
B4	How many participants attended it together with you?
B5	Did you attend any Programme Planning, Coordination, Experience Sharing & Programme Review Meetings?
B6	If yes, how many meetings have you attended so far?
B7	How many CRPs attend these meetings?
B8	Are there any CRPs who do not attend these meetings?
B9	What are the objectives of these meetings?
B10	What are the key outcomes of these meetings?
B11	Have you begun expansion and deepening of Social Mobilization?
B12	If yes at what scale expansion and deepening of Social Mobilization began?
B13	If expansion and deepening of SM not began, what are key reasons?
B14	Have you attended any gender sensitization session?
B15	What is the outcome of gender sensitization sessions for CRPs and LSO members?

B16	How many other CRPs attend the session together with you?
B17	Which of your ToRs are linked with gender sensitization session?
B18	Have you attended training on cross cutting themes?
B19	If yes, what was the major outcome of this training for you?
B20	How many participants attended the training together with you (gender composition)

C. Semi Structured Interview of Representatives CO, VO, LSO, LSO Network

Objectives

The overall objective of the interview is to comprehend the progress towards Establishment and empowerment of a three-tiered participative system of federated Community Organisations (COs) at community, village and UC levels capable of development needs identification & prioritisation, development planning, resource mobilisation, and execution, and operation & maintenance of community infrastructures. The interview also aim to understand the level of capacity enhancement of citizens, communities, and marginalised groups, particularly women, to assert their rights and hold local authorities accountable by engaging them in joint participatory development planning and execution for a more relevant and efficient public service delivery.

Note

Although questions would be asked from representatives of CO, VO, LSO and LSO Networks but field activities would be verified from moving in the villages and talking to common persons as well.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Which category of the following is being interviewed:

- a. Representative of LSO
- b. Representative of COs
- c. Representative of VOs

Name of the Respondent

Gender (Male-Female)

Age

Designation

Name of district, tehsil, union council and village

where the respondent lives

Key Questions

C	Interview of Representatives of LSOs or VO or CO
C1	Is Poverty Scorecard census implemented in your area?
C2	If yes, please share number of household covered so far for the poverty score-card survey?
C3	How many Community Organisations (COs) formed so far in your area?
C4	How many Village Organisations (VOs) formed in your area?
C5	How many LSO Networks at Tehsil created so far?
C6	How many LSO networks created at the District level?
C7	Did any your LSO or any of the CO or VO attended training on CMST and CAT?
C8	If your LSO or CO or VO received the training, was it beneficial?
C9	Did any of the office bearers of your VO attended training on Management and leadership skills?
C10	Did office bearers of your LSO attend training on Management, Advocacy and leadership training?
C11	Did your LSO attend any experience sharing of community-based organizations through arranging Manager Conferences?
C12	What were the major objectives of these meetings?
C13	Did these meetings achieve any of the desired objectives?
C14	If not which objectives were not achieved?

C15	Reasons of not being able to achieve the objectives?
C16	Did any community activist from your LSO attend any knowledge sharing exposure visits?
C17	How many participants attended these exposure visits from your areas?
C18	What were the major objectives of these exposure visits?
C19	Were you able to achieve the objectives of exposure visits?
C20	If not which objectives were not achieved from the exposure visits
C21	Reasons of not being able to achieve the objectives of exposure visits
C22	Do you have schools in your area?
C23	Are there any youth clubs formed in your area?
C24	Did your organisation organise any recreational activities in schools/Youth Clubs?
C25	If yes, how many recreational activities conducted for youth in your area?
C26	Types of recreational activities conducted for youth?
C27	How many youth got engaged in these events?
C28	What were the key objectives of recreational activities for youth?
C29	Were objectives of recreational activities achieved or not?
C30	If not, which objectives were not achieved and why?
C31	Do you have CRPs in your area?
C32	If you have CRPs in your area, please share its number (gender wise)
C33	Have book keepers and accountants began managing and updating the LSO level record and financial transactions?
C34	How LSOs records and financial transactions been updated so far?
C35	Have any of the LSO received furniture and fixture and office equipment for offices establishment
C36	Are your LSO, CO and VO member of joint district development committees?
C37	Have your LSO, CO, VO began preparing the household level MIPs?
C38	If yes, how many MIPs were prepared so far?
C39	Have your LSO, CO, VO began preparing VDPs and UC Development Plans?
C40	How many VDPs and UC development plans being prepared so far?
C41	Are any VDPs being implemented? If yes how many
C42	Are there any of the VDPs being funded by sources other than BRACE project?
C43	Are there any UC development plans being implemented? If yes how many?
C44	Are there any of the UC development plans being funded by sources other than BRACE project?

C45	Are community needs identified for basic infrastructure in the VDPs and UCDPs?
C46	How many villages have been covered so far for the identification of community needs for basic infrastructure?
C47	Which types of community needs can be covered and not covered under the current scope of work of BRACE project?
C48	Have your LSO, CO or VO received training on Financial Management and O&M of CPIs?
C49	How many participants attended the training events?
C50	Have you received approval by Joint District Development Committees for any of the infrastructure project?
C51	If yes how many infrastructure projects being approved by Joint District Development Committees?
C52	Have you begun implementation of any approved community Physical infrastructure projects as yet?
C53	If yes, in how many villages?
C54	If not what are the key reasons of delay?
C55	Have you completed any infrastructure projects as yet?
C56	If yes, have you established the system for the regular Operations & Maintenance of completed infrastructure projects by the community institutions?
C57	If yes, please explain the system?
C58	What is the level of responsibility of community in the regular O&M of the completed infrastructure schemes?
C59	Did you attend any LSO Conventions for influencing pro-poor policies?
C60	If yes, what are the objectives of LSO Conventions?
C61	Have your LSO or VO or CO attend any gender sensitization session?
C62	What are the major outcomes of gender sensitization sessions for LSO or VO or CO?
C63	Were there any action plans prepared by NRSP/BRSP for the implementation of gender sensitive actions?
C64	Did action plans rolled out in the communities?

D. Semi Structured Interview of Community Youth

Objectives

The objective of this interview is to comprehend the overall engagement of youth in recreational activities and its usefulness from their perspective.

Note

Although questions would be asked from community youth but field activities would be verified from moving in the villages and talking to common persons as well.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Name of Youth

Gender of Youth (Male-Female)

Age

Possess CNIC (Yes-No)

Studying, Working or Idle

If studying, the specify the grade and type of institution (school, college or university)

If working, specify the type of work, the youth is engaged in?

Key Questions

D	Community Youth
D1	Do you have school in your village?
D2	Do you have youth club in your village?
D3	Are you member of any you youth club
D4	Have you ever attended any recreational activities?
D5	How many recreational activities have been conducted in your village so far?
D6	Were those for males or females?
D7	Which age groups were they appropriate for?
D8	What type of recreational activity were these? Please explain it (local game, indoor or out door)
D9	Were these organised through Youth Club or School
D10	Did you attend any of these recreational activities?
D11	How many recreational activities you have attended so far?
D12	Were these appropriate according to local norms, culture and religion?
D13	What was the best element of these event
D14	How many youth got engaged in these events?
D15	From how many villages, the youth got engaged?

E. Semi Structured Interview with Beneficiaries of TVET and IGG interventions

Objectives

This interview is being conducted to comprehend the type of beneficiaries of TVET and IGG interventions and assess if they belong to either poor community members, particularly women and marginalised such as Persons with Disabilities (PWDs), minorities, and socially excluded groups.

Note

Although questions would be asked from representatives of beneficiaries of TVET and IGG but field activities would be verified from moving in the villages and talking to common persons as well.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Name of Beneficiary

Gender (Male-Female)

Age

Possess CNIC (Yes-No)

Were you engaged in any business activity prior to this support?

For which of the following have you been selected for:

- a. Vocational and Technical Skill training
- b. Literacy and numeracy skill
- c. Income Generation Grant

Key Questions

E	Beneficiaries of TVET and or Income Generating Grant
E1	If you have been selected for Vocational and Technical Skill training , are you aware of the trade for which you have been selected?
E2	If you are aware of the trade, could you please share name of the trade you have been selected for?
E3	If you have been selected for vocation and technical skills training, have you already attended the training
E4	If yes, how many like you attended the training?
E5	What is the trade of the training
E6	What is the duration of the training?
E7	Is an individual or an institute conducting the training?
E8	If the training being conducted by an institute, please specify its detail (local, public or private)
E9	If the training being conducted by an institute, how far is it from your village?
E10	How are you finding the training?
E11	If the training is useful, how is it going to help you in earning a livelihood?
E12	If you have been selected for literacy and numeracy skill, have begun attending the classes?
E13	If yes, how many like you attended the training?
E14	What is the duration of the training?

E15	Is an individual or an institute conducting the training?
E16	If the training being conducted by an institute, please specify its detail (local, public or private)
E17	If the training being conducted by an institute, how far is it from your village?
E18	How are you finding the training? Please explain its benefits for you and your family?
E19	If you have been selected for IGG, have you already prepared feasibility?
E20	Explain your business idea?
E21	Is there any other similar business exist in your village
E22	What are your expected profits per month?
E23	What are your total capital requirements?
E24	How much of your total requirement would be supported by BRACE Project?
E25	Have you already received a grant for income generation activity?
E26	If yes when did you receive it?
E27	If yes, when do you plan to establish an income-generating source?
E28	If already established an income generating source then share date of establishment?
E29	If already established an income generating source then share if you are making any profits?
E30	If you are making any profits, please explain its category from the following: 1. Only sufficient to buy more stock 2. Sufficient to buy more stock as well as meet other domestic needs 3. Profit beyond the above two categories?
E31	If already established an income-generating source then have you received any post training linkages and support services?
E32	If yes, please explain the type of post training support received so far?
E33	If yes, please explain if there are any benefits of these linkages for raising the income levels?
E34	If already established an income-generating source, have you began receiving Enterprise Development & Marketing support?
E35	Are any market related challenges being faced by you?
E36	Are there any limitations for you, which are not met by the BRACE project?

F. Semi Structured Interview of Representatives of LG and LA Elected Members or Local Government Authorities' Staff or Officials of the Line Departments

Objectives

The objective of this interview is to comprehend the types of capacity support extended to elected members, local government authorities' staff, and officials of the line departments to be able to involve communities in planning, co-resourcing and managing local development activities.

Note

Although questions would be asked from representatives of LG and Las but field activities would be verified from documentary evidence available in field office and head office.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Which category of the following is being interviewed:

d. Elected Members (Chair, Vice Chair, Mayor, Deputy Mayor)

e. Staff of LGRDD

f. Staff of Local Government Authorities

g. Staff of Line Departments

Name of the Respondent

Gender (Male-Female)

Age

Designation

Duty Location

Key Questions

F	Elected Members or Local Government Authorities' Staff or Officials of the Line Departments
F1	Have you attended any stakeholders' meeting or workshops?
F2	What were the objectives of the meeting or workshop? Please check if the respondent mention about the following: 'These meetings are held to inform & update about Union Council's and District development planning and implementation as ensuring accountability?
F3	If yes, how many of these meetings/workshops have been attended by you?
F4	What are the key outcomes of these meetings?
F5	Did any of these meetings inform & update about Union Council's and District Development Planning and implementation?
F6	Did any of these meetings served as an ensuring accountability between line departments and communities?
F7	To what extent communities have got engaged in co-resourcing and managing local development activities due to these meetings?
F8	Have you attended any orientation training on Balochistan Local Government Act 2010?
F9	What were the major outcomes of the training for you?
F10	What specific action you can take now after attending the training?
F11	Have you already taken any action after attending the training?
F12	Did you attend any training held for Union Council Secretaries, Development Officers, Assistant

	Directors, Chief Officers & Divisional Directors of LGRDD?
F13	If yes what were the major outcomes for you?
F14	What specific action you can take now after attending the training?
F15	Have you already taken any action after attending the training?
F16	Did you attend any training held for Chairman, Vice Chairman, Mayor and Deputy Mayor on "Local Government Finances and Budgets, Audit and Accounts"?
F17	If yes what were major outcomes for you?
F18	What specific action you can take now after attending the training?
F19	Have you already taken any action after attending the training?
F20	Did you attend any training held for Chairman, Vice Chairman, Mayor and Deputy Mayor on "Planning and Development under BLGA 2010"?
F21	If yes what were major outcomes for you?
F22	What specific action you can take now after attending the training?
F23	Have you already taken any action after attending the training?
F24	Did you attend any training held for Chairman, Vice Chairman, Mayor and Deputy Mayor on "Bylaws, Business Rules
F25	If yes what were major outcomes for you?
F26	What specific action you can take now after attending the training?
F27	Have you already taken any action after attending the training?
F28	Did you attend training of Local Government/Line departments on Participative Community Development Approaches?
F29	If yes what were major outcomes for you?
F30	What specific action you can take now after attending the training?
F31	Have you already taken any action after attending the training?
F32	Did you attend any knowledge sharing exposure visits?
F33	What were the major objectives of these exposure visits?
F33	Were you able to achieve the objectives of exposure visits?
F34	If not which objectives were not achieved from the exposure visits?
F35	Reasons of not being able to achieve the objectives of exposure visits?

G. Semi Structured Interview of Members of Joint District Development Committee

Objectives

The overall objective of the interview is to comprehend the basic composition, functions and usefulness of JDDC for the BRACE project and its beneficiaries.

Note

Although questions would be asked from representatives of JDDC but field activities would be verified from moving in the villages and talking to common persons as well.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Which category of the following is being interviewed:

- h. Representative of LSO
- i. Representative of COs
- j. Representative of VOs
- k. Government official
- l. Elected Local Council Member
- m. BRSP Staff
- n. NRSP Staff

Name of the Respondent

Gender (Male-Female)

Age

Designation

In case of government official, name of the department

Duty Location

Key Questions

G	Joint District Development Committee
G1	Do you have JDDC in your district?
G2	What is the composition of JDDC? Please share the number and type of its members?
G3	When did joint development committees establish in your district?
G4	When did you become member of JDDC?
G5	What are the objectives of JDDCs?
G6	Who is responsible to convene the meetings of JDDCs?
G7	Who convenes JDDCs meetings?
G8	Were any JDDCs meetings held so far?
G9	If yes how many meetings being held so far?
G10	Did you attend any of the JDDCs meetings?
G11	How many meetings of JDDC did you attend?
G12	What are the frequency JDDCs meetings?
G13	Are minutes of JDDC meetings documented?
G14	Were JDDCs meetings if held contributed to its desired objectives?

G15	If yes, which of the objectives were contributed and how?
G16	Are there any aspects which if improved can enhance the functioning of JDDC
G17	Are there any members of JDDC extremely important or least important?
G18	If yes, please share the most important and least important members of JDDC?
G19	Which members regularly attend and do not attend JDDC meetings?
G20	If some members do not attend JD meetings, what are major reasons?
G21	Are JDDC meetings creating communications channel between government and community leaders?
G22	If yes, please explain an example of communications channel between government and community leaders with an example?

H. Semi Structured Interview of Book Keepers and Accountants

Objective

This interview is being conducted to comprehend the type of capacity building initiatives for Book Keepers and Accountants and their subsequent support for LSOs at the community level.

Note

Although questions would be asked from different staff members of the project but majority of the questions would be verified through specific documentary evidence available in field office or head office of respective organisations.

Basic Details of the Interviewer and the Interviewee

Date of Interview

Name of Interviewer

Location of Interview

Name of Book Keepers and Accountants

Gender (Male-Female)

Age

Possess CNIC (Yes-No)

Status of Engagement in Brace Project

Volunteer
Full Time Employee
Part Time Employee

Date of Engagement in Brace Project Year-----Month-----

Qualification

Any Prior Experience of Working as a Book Keeper or Accountant

What are your major terms of reference specifically for VOs, LSOs and LSOs Networks

Key Questions

Although key questions are suggested but the answers may have some more probing questions that may arise during an informal conversation.

H	Book Keepers and Accountants
H1	Have you attended any training on financial management being held for Book Keepers and Accountants?
H2	What was the duration of the training?
H3	What were the objectives of these training events?
H4	What were major outcomes of the training for you?
H5	Were there any action plans made for utilizing the learning of the training for LSOs?
H6	If yes, have you started managing and updating the LSO' level record and financial transactions?
H7	If yes, how many LSOs have been supported so far
H8	If you have not begun managing and updating the LSO level record and financial transactions, what are the key reasons?