

Guidelines for Reporting by Partner NGOs



(For use by CFPMP Cell under AJY Scheme only)

Orissa Forestry Sector Development Society

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Orissa Forestry Sector Development Society (OFSDS) SFTRI

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OFSDS has involved selected NGOs for facilitating Community Organisation, the capacity building and income generation activities along with development of market to be carried out under Aam Jangala Yojana in the Divisional Management Units (DMUs) in the State of Odisha. *The NGOs are required to set up a field office at the headquarters of the concerned FMU to maintain the Records at the Field level. NGOs should prepare the Monthly/Quarterly/Annual Plans well in advance in consultation with field staff and FMU Chief.*

This document contains guidelines on preparation of reports - including formats, contents, and other documents that should be submitted by NGOs as part of Reporting & Monitoring. Separate Reports are required to be submitted by the NGOs for each FMU. In addition to the report by the NGO, the Team Leader for each FMU should submit a brief Report to the FMU Chief by 30th of each month using the Formats prescribed. ***Please read carefully before preparing the reports.*** *These reports may incorporate changes as and when communicated by the PMUs.*

Monthly Reports

Monthly Activity Report for the previous month along with Monthly Activity Plan for the month is due by 7th of succeeding month and should be prepared according to the information called for and using the Format prescribed for the purpose. It is expected that such reports will be prepared in consultation with the concerned FMU Officers / Staff. This Report should be submitted to the Field Monitoring Unit (FMU) Chief for Review and Comments, and onward transmission to the DMU Chief.

Quarterly Reports

Quarterly Activity Report along with Quarterly Activity Plan for the next Quarter are due by end of each quarter (i.e. 30th June, 30th September & 31st December) and should be presented as per the Format prescribed for the

purpose within 10th day of the end of the Quater. It is expected that these reports will be prepared in close collaboration with the FMU Chief. This Report should be submitted to the Divisional Monitoring Unit (DMU) Chief for assessment the progress made during the Reporting Period.

Annual Reports

Annual Activity Report for the previous year along with Annual Activity Plan for the year are due within a fortnight of completion of the contract period and should be prepared using the format prescribed by the Project for the purpose. It is expected that the report will be prepared in close collaboration with the Field Monitoring Unit (FMU) Chief. This report should be submitted to the Divisional Monitoring Unit (DMU) Chief as part of OFSDS Documentation.

Summary of Reporting Requirements for NGOs

Sl. No.	Reporting Details	Due Date	Submitted to
1	Monthly Report	7 th of succeeding Month	FMU Chief in three copies
2	Quarterly Report	10 th July, 10 th Oct. & 10 th January	DMU Chief and 2 copies to the FMU Chief
3	Annual Report	Within a fortnight of completion of the contract period	DMU Chief & 2 copies to FMU Chief

Note:

- 1. If the NGO will be unable to meet the above deadlines for some specific reasons, they shall contact their respective FMU/DMU immediately to discuss a revised submission date. For reports received later than the due date without prior agreement, OFSDS reserves the right not to consider them.*
- 2. OFSDS also reserves the right to ask for the resubmission of a report if the information provided is found insufficient or if the same has not been submitted in the prescribed format.*

3. **Late submission of reports might lead to corresponding delays in the review of the reports and, consequently, in receiving the feedback. It needs no emphasis that timely reporting is critical for proper assessment of progress of works and more particularly in assessing the reasons for delays in key activities. Such delays without valid reasons may lead to reconsideration of continuity of the NGO engaged. The Report will be reviewed within 2 weeks of receipt of the documents.**
4. *Financial statements for the Activities should be included with your report. Likewise, any planned changes to your activity schedule/work plan should be discussed with the FMU/DMU directly rather than being requested in the report.*
5. A structured flowing report set out under the relevant section headings, with page numbers shall be provided. It is expected that the reports will be precise and to the point and not more than 10 pages. **Please note that major changes in the activities must be approved by the FMU/DMU and must be approached separately.**
6. Each section should address the issues and queries found in the guidance text under each section heading unless they are not relevant to the Activities during the reporting period.
7. If support material is included, such as Manuscripts, Awareness Materials, Workshop & Exposure reports etc, it should be confined to appendices.

Major Activities Assigned to NGOs under OFSDS (AJY) (please refer to the ToR)

- Community Capacity Building & Awareness Programs for forest protection
- Formation & Strengthening of VSSs
- Survey and Demarcation
- Selection & Engagement of Animator
- Preparation of Micro Plans
- Preparation of VSS Work plans
- Training Programs & Exposure Visits for VSS members and EB
- Identifying Income Generating Activities and study their feasibility/viability for the concerned VSS clusters.
- Identification/selection of SHGs and assisting SHGs in preparing plans for micro enterprise development.
- Facilitating Marketing Linkage
- Supporting IGA/ Livelihood Programmes
- Techno managerial support in execution of plans and projects.

Formats for Reporting by the Team Leader

The Team Leader engaged by the NGO for the FMU is required to submit a brief Report to the FMU Chief by 30th of every Month highlighting the major achievements of the Month with the help of the following Format.

Progress of Works

Sl. No.	Activities Planned	Major Achievements		
		Activities Undertaken	Deviation if Any	Reasons

Demonstration visits

Sl. No	Activities (independent or group of activities during the month)	No of days spent on tour		
		Team Leader	Development Officer (1)	Development Officer (2)
1				
2				
3				

Reporting Format for NGOs

(Separate reports are to be prepared for each FMU)

GENERAL INFORMATION		
1	Reporting Period	
2	Name of the NGO and contact details	Please include address, phone, fax and email.
3	Main contact person and position	Please include phone and email contacts.
4	Operation Area	Forest Range: Forest Division: District:
5	Funds Received from OFSDS during the Reporting Period	
	Signature: Name: Date:	

DETAILED REPORTING

Achievements of Last month:

[To contain detailed dot-point list of activities which were undertaken/completed during in the Reporting Period]

Activities Planned for Next month:

[To contain detailed dot-point list of Activities planned for the next month]

Expenditure Statement during the reporting period

<i>Item</i>	<i>Amounts Received</i>	<i>Expenditure</i>	<i>Deviation</i>
Office Management			
Travel			
Remuneratio n 1. 2. 3.			
TOTAL			

Sample List of Activities to be Reported upon by the NGO

(This list is indicative and not exhaustive and subject to revision as per the groundreality and requirement from time to time)

- Introduction of 'VSS concept' in the community
- Formation & Strengthening of VSS
- Selection/Functioning of Animators
- Survey and Demarcation of the VSS area
- Situational Assessment of the Community
- Conducting PRA with Village Community
- Micro Plan Preparation
- Organising Training programs for VSS leaders/ Members
- Selecting Entry Point Activity
- Organising Exposure visits for members of VSS & participating of SHGs
- Formation & Strengthening of SHGs
- Conducting various Capacity Building (Training) programs for SHG members
- Conducting Capacity Building Program on selected Income Generating Activity
- Trainings to Women/SHG leaders on Gender aspect & Linking with Bank
- Conducting Awareness Generation Programme
- Process Documentation

Formats for Reporting by NGO

1. Annual Activity Plan Format

Sl. No.	Activity	Period of Execution												
		Month : 1	Month : 2	Month : 3	Month : 4	Month : 5	Month : 6	Month : 7	Month : 8	Month : 9	Month : 10	Month : 11	Month : 12	
1														
2														
3														

2. Quarterly Activity Plan Format

Name of the Activity	Indicate target dates of implementation & completion (<i>indicate by month</i>)			Name of the staff with primary responsibility for this Activity
	Month : 1	Month : 2	Month : 3	

3. Monthly Activity Plan Format

Name of the Activity	Indicate target dates of implementation & completion with number of VSSs to be covered (indicate by week)				Name of the staff with primary responsibility for this Activity
	Week 1	Week 2	Week 3	Week 4	

4. Monthly Activity Report Format

Sl. No.	Planned Activity	Target Date	Finish	Actual/ Probable Finish Date	Physical Progress
					Completed/ In Progress/ Not Started
1					
2					
3					

5. Quarterly Activity Report Format

Sl. No.	Activities	Achievements		
		Planned	Actual	Deviation

6. Training Report Format (VSS wise)

Number and brief characteristics of facilitators / trainers as well as of participants should be mentioned here. The details of the trainings including topics covered, number of participants and training date need to be presented in the format below:

Sl. No.	Training Date	Name of the Training	Number of Participants attended	Major Skill Developed
1				
2				
3				

7. Demonstration Visit Report Format (FMU wise)

Sl. No.	Place of Visit	Number of Participants attended	Visit Date	Major Learnings
1				
2				

(Separate sheet enclosed as proforma-I & proforma-II for detail reporting on Training and demonstration programmes conducted to be submitted with the MPR)

8. Community Meeting Format (FMU-Wise)

Sl. No.	Name of the VSS	No. of Meetings Held	Dates of Meetings	Major Decisions taken
1				
2				
3				
4				

9. Micro Plan Preparation guidelines for NGOs

"Planning at the grass roots level" or "Micro Planning" aims at preparation of comprehensive development plan for the selected JFM area and the participating VSS following the guidelines/processes prescribed in the VSS Management Manual. It needs to be kept in mind that the Micro Plan is to be prepared by the VSS through PRA for its ownership by the community and the role of the project is that of facilitator - to make available technical and other required inputs for consensus decisions by the VSS on various relevant and related aspects. Local experts of other line departments are to be associated wherever necessary. The process steps are described in "Preparation of Micro Plans - Hand Book for Facilitators" published by the Project.

For conducting micro planning exercise a working group shall be formed in each VSS, which shall be given proper orientation by the NGO team members along with FMU Staff. In identifying core teams care needs to be taken to ensure participation of women and representatives of the forest dependent groups and other weaker sections of the community.

11. Preparation of VSS Micro Plans

<i>Sl. No.</i>	<i>Name of the Village</i>	<i>Date of completion of Micro Plan</i>	<i>Date of approval by DMU</i>	<i>Date of Receipt by VSS</i>

12. Income Generating Activities through SHGs

- The main objective of promoting/supporting IGAs through SHGs is to increase the income of participating VSS members with the long term goal of enhancing their socio-economic conditions.
- Considering the central role of women in the lives of tribal in the forestfringe areas, the women SHGs are to given preference and efforts shall bemade to empower the women groups to take their own decisions and tomobilize women groups for other developmental works of the community.
- The identification/selection of IGAs is to be done carefully taking intoconsideration the local resources, both forest and non- forest based: theavailable skills in the village, market demand assessed through marketmapping in the course of Micro Planning etc. Efforts shall be on creation ofVSS clusters for long term viability, sustainability and growth of the IGAs.

12 A. Status of SHGs

Sl. No.	Name of the SHG (as per Bank Pass Book) with VSS	No. of Members	Saving Amount with Bank A/C no.	Monthly Meeting Dates

12 B. SHG Capacity Building Programms

Sl. No.	Name of the SHG with VSS	Name of Capacity Building programmeorganized	Date of the program, and venue	Number of members trained

12C . Income Generating Activities

Name of the SHG with VSS	Activities	Date of loan disbursement (mention the date when amount is credited to SHG's Bank A/C)	Amount of loan disbursed by VSS (Rs)	Date of repayment	Principal amount paid (Rs)	Interest amount paid (Rs)
	1.			1.		
	2.			2.		
	3.			3.		

13. Dissemination of Information

Provide details of information dissemination activities under taken for target beneficiaries such as awareness programs, Trainings, Workshops & Seminars etc.

<i>Sl. No.</i>	<i>Materials Developed</i>	<i>Target Beneficiary</i>	<i>Contents in brief</i>

14. Outstanding Achievements in your FMU during the reporting period

In this section NGO have the chance to let OFSDS know about the outstanding achievements of their activity. This could relate to achievements already mentioned in this report, on which NGO would like to expand further, or achievements that were in addition to the ones planned and deserve particular attention in terms of best practice. OFSDS may use material from this section for various promotion and dissemination purposes, including e.g. publication, OFSDS promotion material, or in the OFSDS website.

Successes Stories: *Specify successes (include any unplanned successes) experienced during working in the field and describe the effect of these on the project*

Lessons Learnt: *What lessons for the future can be learnt from the project? This may include technical or social lessons, and lessons relating to cross-cutting issues such as environment and/or gender etc.*

15. Success Stories

Activity and location	Effect on Project	Action Taken if Any

16. A summary of key findings in villages

VSS/SHG	Main finding	Key concern	Other comments

Appendices

- Monitoring records (e.g. Minutes of the meetings with VSS, program of the workshop or training, proceedings, summaries of evaluation questionnaires)
- Financial / Accountancy records (Bills, Vouchers, Money Receipts & Quotations etc. to support the Expenditures)
- Other relevant documentation (e.g. photographs, newspaper articles, correspondence etc.)