Programme/project: ................................................................................................................ Project code: .............................

**MONITORING SHEET FOR INCOME GENERATING ACTIVITIES**

GENERAL INFORMATION

|  |  |
| --- | --- |
| Name of interviewer: | Region: |
| Date of interview: | Village / Town:  |
| Beneficiary (surname/first name): |

|  |  |
| --- | --- |
| Type of IGA (activity sector): | Note whether the IGA is: □ group; □ individual  |
| Number of employees: | Month/year of start-up:  |

MONITORING OF THE IGA

|  |  |
| --- | --- |
| What is the current status of the project? | * Not yet purchased the assets
* Started but stopped
* In the process of starting up
* Fully operational
* Other (specify)
 |
| If not yet operational, give the reason: |
| Use of management tools  | Cash journal: □ YES; □ NOReceipt: □ YES; □ NOIssue slip: □ YES; □ NOInvoice: □ YES; □ NOStock management: □ YES; □ NOInventory sheet: □ YES; □ NO*List the tools, and tick YES / NO for each one* |
| If NO, give the reason: |
| Income (period: month, week, etc.) | *Note the amount and period* |
| Expenditure (period: month, week, etc.) | *Note the amount and period* |

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| --- |
| In general terms, what are the main difficulties you face in regards to proceeding / succeeding with the IGA? *List the types of difficulties most appropriate to the context* |
| * Suppliers
* Lack of inputs
* Customers (purchase on credit)
* Competition
* Insufficient money to invest
* Maintenance (equipment, facilities, etc.)
* Marketing
 | * Legal problem
* Price increases
* Internal conflict (IGA member)
* Employees / workers
* Lack of skills
* Other (specify)
 |
| What have you done to resolve the various difficulties mentioned? |
| Do you have any specific difficulties in relation to procurement? □ YES; □ NO; If "YES", give details: |
| Do you have any specific difficulties in relation to production? □ YES; □ NO; If YES, give details: |
| Do you have any specific difficulties in relation to marketing? □ YES; □ NO; If "YES", give details: |
| Do you have any specific difficulties in relation to internal organisation (shifts, absences, etc.)? □ YES; □ NO If "YES", give details: |
| What have you done to resolve the various difficulties mentioned? |

MONITORING THE BUSINESS PLAN

|  |
| --- |
| * Promotional activities: □ Completed; □ Ongoing; □ Not yet started
* Communications activities: □ Completed; □ Ongoing; □ Not yet started
* Product diversification: □ Completed; □ Ongoing; □ Not yet started

*List the activities outlined in the simplified IGA business plan.*  |
| If "Not yet started", give the reason: |

GENERAL MONITORING

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| --- |
| What knowledge do you apply in your business acquired through the training?*List the knowledge acquired and check off the knowledge that the beneficiary(ies) apply* |
| In general terms, which statement best describes the situation concerning your IGA?* The IGA is working very well (it is working well, and I expect it to be extended)
* The IGA is working well (it is working well, and I am optimistic about the future)
* The IGA is working normally (working moderately well)
* The IGA is working poorly (has problems making progress)
* The IGA is not working well (it has problems moving forward and I am pessimistic about the future)
* The IGA is not working well and I think I should stop the activity
 |