P4.S3.T3 Quarterly monitoring form

(To be adapted)

This is a monitoring template for the database of <name> project. Your responses are voluntary and will be confidential.

|  |  |  |
| --- | --- | --- |
| **a** | **Interviewer’s name** |  |
| **b** | Date of monitoring visit | Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |

# Personal information

|  |  |  |  |
| --- | --- | --- | --- |
| **1.1.** | **Beneficiary Number** | |\_\_|\_\_|\_\_| | Please make sure you have checked and registered the Beneficiary number before proceeding to interview |

|  |  |  |
| --- | --- | --- |
| **1.2.** | **Name** | **First name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| **Family name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |
| **1.3.** | **Current Address**  |  |
| **1.4.** | **Locality** |  | Rural o Urban o Peri-urban o  |
| **1.5.** | **Municipality** |  | **1.6.** | **District / Province / Region** |  |
| **1.7.** | **Phone number(s)**  |  |  |
| **1.8** | **Sex** | ¨ Male ¨ Female | **1.9.** | **Age** | |\_\_|\_\_|  |

# Household economy - income and expenditure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.1.** | **Main current source of HH** | ¨ Salary from employment¨ Self-employed (no ME supported by the project)¨ ME supported by the project¨ Daily labor¨ Aid from international organizations/ NGO¨ Remittances from friends and family abroad¨ Personal savings¨ Loan from family and relatives ¨ Agriculture¨ Livestock¨ Family support¨ No income source | **2.2.** | **Second source of income of the HH** | ¨ Salary from employment¨ Self-employed (no ME supported by the project)¨ ME supported by the project¨ Daily labor¨ Aid from international organizations/ NGO¨ Remittances from friends and family abroad¨ Personal savings¨ Loan from family and relatives ¨ Agriculture¨ Livestock¨ Family support¨ No income source |

|  |  |  |
| --- | --- | --- |
| **2.3.** | **TOTAL expenditures last month for the HH** (food, hygiene items, healthcare/medicines, utilities (gas, fuel, water, electric, etc.), rent, education) | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| **2.4.** | **TOTAL income last month for the HH** (from all income sources: salary from employment, Self-employed, Daily labor, Aid from international organizations/ NGO, Remittances from friends and family abroad, Personal savings, Loans) | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_|  |

|  |  |  |
| --- | --- | --- |
| **2.5.** | **Do you get remittance?** | ¨ Yes ¨ No |
|  | **2.5.1.** | **If YES, how much?** | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| **2.6.** | **Do you get enough income to cover your basic needs /expenditures?** | ¨ Yes ¨ No |
|  | **2.6.1.** | **If not, what coping mechanisms are you using?** |  |
| **2.7.** | **Do you have savings?** | ¨ Yes ¨ No |
|  | **2.7.1.** | **IF YES, how much?** | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| **2.8.** | **Do you have debts?** | ¨ Yes ¨ No |
|  | **2.8.1** | **IF YES, how much?** | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_|  |
|  | **2.8.2** | **IF YES, from where?** |  |

# 2B. Entrepreneur assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2B.7.** | **Work space available at this time**  | ¨ Yes ¨ No | **2.4.1**  | **If YES, month rent for workspace** | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_| (In case there is no rent, mark CERO “0”  |
| **2B.8 Business training** ¨ Yes ¨ No  |
|  | **2B.8.1** | **From:** Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_|**To:** Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |
| **2B.9** | **Have you participated in any additional technical / skill upgrade training?** | ¨ Yes ¨ No  |
|  | **2B.9.1** | **If yes, which one?**  |  |
|  | **2B.9.2** | **What organization / training institution facilitated the training?** |  |
|  | **2B.9.3.** | **Dates** | **From:** Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_|**To:** Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |

# Micro-entrepreneurship information

|  |  |  |
| --- | --- | --- |
| **3.1.** | **Business name**  |  |
| **3.5 [[1]](#footnote-1)** | **What is the current status of the ME** |
|  | ¨ Not started  | ¨ Stopped | ¨ Partially running  | ¨ Fully running  |
|  | **3.5.1** | **If the ME has not yet started OR started but stopped, why?** |
|  |  |  |
| **Profitability**  |
| **3.6** | **Review the project expenditures and earnings registers, and fill out the totals below for the last quarter. Calculate the net quarterly gain/loss by subtracting the expenditures from the earnings.** |
|  | **Quarterly income (selling)** <CURRENCY> | **Quarterly Expenditures to maintain/expand** the project <CURRENCY> |  | **Net quarterly profit** <CURRENCY> |
|  |  |\_\_|\_\_|\_\_|\_\_|\_\_| **-** |\_\_|\_\_|\_\_|\_\_|\_\_| | **=** | |\_\_|\_\_|\_\_|\_\_|\_\_| |
| **3.6.1** | **If the project had positive net gains, what did you use the income for?***Select only one option* |
|  | ¨ Invest in the project¨ Saving¨ Household Daily expenses | ¨ Pay debts¨ Invest and HH expenses¨ No income yet |
| **3.7.** | **Since the start of the business, have you hired any new staff/workers for it?** | ¨ Yes ¨ No |
|  | **5.3.1** | **If yes, how many?** | |\_\_|\_\_|\_\_|  |
| **3.8. Marketing**  |
| **3.8.1** | **Where do you sell youproducts/serviceses?** (*More than one possible)..* |
|  | * At the market
* In a shop
* On the street (public square, main road, bus station, etc.)
* At your home
 | * Home delivery / service, by order
* Through social media (E-commerce)
* Other (explain, list )\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **3.8.2** | **Who are your main clients? (***More than one possible).* |
|  | ¨ Family¨ Friends¨ Immediate neighbors¨ Town community out of towners | ¨ City/town community¨ retailers/traders¨ Out-of-towners¨ None |
| **3.8.3** | **Are the clients principally …?** (*Only one possible).* |
|  | ¨ Regular ¨ Odd ¨ Mix |
| **3.8.4** | **Do you have any challenges finding new clients?** | ¨ Yes ¨ No |
|  | **3.8.4.1** | **IF yes, please describe?** |  |
| **3.8.5** | **What type of marketing activities you do?** (*More than one possible).* |
|  | * Mailing
* Word of mouth
* Flyers, posters
* Radio, newspapers, …
 | * Through social media
* Other (describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **3.8.6** | **Do you have any challenges maintaining clients (building customer loyalty)?** | ¨ Yes ¨ No |
|  | **3.8.6.1** | **If yes, what are the main suggestions/complaints related to** (*More than one possible).* |
|  |  | * Quality
* Price
* Storage conditions
* Customer service
 | * Variety
* Stock out
* Delivery
* Others (please describe):\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **3.9. Price fixing and cost calculation** |
| **3.9.1** | **Is the ME performing a cost analysis (distinguishing fixed costs from variable costs)?**  | ¨ Yes ¨ No |
|  | **3.9.1.1** | **IF yes, is the ME considering the depreciation of equipment in the cost calculation (amortization costs)?** | ¨ Yes ¨ No |
| **3.9.2** | **Is the ME conducts a regular analysis for price setting?** | ¨ Yes ¨ No |
|  | **3.9.2.1** | **IF yes, what is the criteria considered for price fixing** (*More than one possible).* |
|  | ¨ Cost calculation ¨ Competitor’s pricing ¨ Profit margin ¨ Others (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.9.3** | **Is the ME estimating monthly Sales?** | ¨ Yes ¨ No |
| **3.10. Bookkeeping (verification of the interviewer)** |
| **3.10.1** | **Is the ME keeping an Income and expense ledger updated (Profit and loss statement)?** | ¨ Yes ¨ No |
| **3.10.2** | **Is the ME keeping updated a stock control record?**  | ¨ Yes ¨ No |
| **3.10.3** | **Is there an updated cash and bank ledger** | ¨ Yes ¨ No |
| **3.10.4** | **Is the ME keeping daily accounting ledger** | ¨ Yes ¨ No |
| **3.11. Challenges and risks** |
| **3.11.1** | **Have you faced any difficulties in the implementation and running of the project so far?** | ¨ Many ¨ Some ¨ None |
|  | **3.11.1.1** | **If many or some, what were they?** (*Select only one (the main important)* |
|  | ¨ Capital¨ Group conflict¨ Staff¨ Clients¨ Competition¨ Suppliers¨ Marketing¨ Sales | ¨ Legal¨ Location¨ Building¨ Equipment¨ Skills¨ Product¨ Time¨ Personal issues | ¨ Health¨ Weather¨ No workspace/land issue¨ Illegal traders¨ Other¨No challenges |
|  | **3.11.1.2** | **If many or some, what have you done to address the difficulty?** *Select only one*  |
|  | ¨ Additional resource mobilization¨ Business diversification¨ Not addressed¨ Additional loan | ¨ Deal with concerned stakeholders¨ Medical treatment¨ Consult the project staff¨ Others |
| **3.11.2** | **At this stage, is there a risk that the project might not succeed?** | ¨ Yes ¨ No  |
|  | **3.11.2.1** | **If yes, what are the principal risk?** *Select only one* | ¨ No workspace¨ Conflict with partners¨ No clients¨ No capital¨ Risk of monthly basis payment of loan¨ Others | ¨ Illegal merchants¨ Inflation (fuel, products..)¨ Personal issues¨ Others¨ Competition¨ no risks |
| **3.12. Observations for risk reduction** |
| **3.12.1.** | **The premises are clean and tidy to reduce the fire load?** | ¨ Yes ¨ No |
| **3.12.2.** | **Are there fire extinguishers accessible serviced and knowing how to be use?**  | ¨ Yes ¨ No |
| **3.12.3.** | **Is there a basic first aid equipment?** | ¨ Yes ¨ No |
| **3.12.4.** | **Are there copies of important documents stored safely off-site?** | ¨ Yes ¨ No |
| **3.12.5.** | **Are there copies of contacts nd business records stored in the cloud or copies to a USB and stored safely?**  | ¨ Yes ¨ No |

# Comments & Observations

|  |  |
| --- | --- |
| **Additional comments** |  |

# Signature

¨ I hereby give my consent to <National Society> to collect, handle and store my personal data.

|  |
| --- |
| **First name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| **Family name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |
| **Beneficiary’s signature** | **Date and place** |
| **First name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| **Family name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |
| **Field Officer signature**  | **Date and place**  |

1. Same numeration of baseline form [↑](#footnote-ref-1)