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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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> |\_\_|\_\_|\_\_|\_\_|\_\_| |

|  |  |  |  |  |
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| **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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)