*-to be applied before phase upgrade-*

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| **SCG NAME / LOCALIZATION**: | **Bad** *(1 pt.)* | **Okay** *(2 pts.)* | **Good** *(3 pts.)* | **Very good** *(4 pts.)* | **Super** *(5 pts.)* |
| 1. GENERAL ASSEMBLY |
| 1. **Attendance**. % of members that have attended the meeting.

*60% or less=Bad; 60-70%=Okay; 70-80%=Good; 80-90%=Very Good; 90-100%=Super* |  |  |  |  |  |
| 1. **Punctuality**. % of members who were on time for the meeting.

*60% or less=Bad; 60-70%=Okay; 70-80%=Good; 80-90%=Very Good; 90-100%=Super*  |  |  |  |  |  |
| 1. **Autonomy**. Number of problems and difficulties with the methodology that the facilitator needs to solve for the group.

*8 or more=Bad; 6-7=Okay; 4-5=Good; 2-3=Very Good; 0-1=Super* |  |  |  |  |  |
| 1. **Rules Knowledge**. % of Members that remember at least one rule of their Constitution.

*60% or less=Bad; 60-70%=Okay; 70-80%=Good; 80-90%=Very Good; 90-100%=Super* |  |  |  |  |  |
| 1. **Agility**. Duration of the meeting.

*More than 2hours=Bad; Less than 2 hours=Okay; Less than 1.5 hour=Good; less than 1 hour=Very Good; less than 0.5hour=Super* |  |  |  |  |  |
| 2. MANAGEMENT COMMITTEE |
| 1. **Chairperson Performance**. Number of duties well performed.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** Calls the meetings to order, announces the agenda and leads the discussions
* Ensures that the meeting follows proper procedure and the Constitution is followed and respected.
* Maintains discipline and charge fines as needed.
* Facilitates discussions and ensures that everyone’s views are listened to.
* Resolves conflicts.
* Represents the associations to outsiders, brings news to the group, etc.
* Others
 |  |  |  |  |  |
| 1. **Record Keeper Performance**. Number of duties well performed.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** Ensures that all financial transactions concerning social fund, share purchase/savings and lending take place according to procedure
* Makes all passbook entries for shares
* Makes all passbooks entries for loans, calculations of loan repayments and interests applying
* Collects fines following Chairperson’s indications
* Provides a verbal summary of the financial state of Association affairs at every meeting
* Others
 |  |  |  |  |  |
| 1. **Money Counter Performance**. Number of duties well performed

 *1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** Verifies all movements of money both in and out of the cash-box
* Counts the money during each cash-box operation
* Informs the Record-keeper of each transaction
* Ensures that all members of the group are aware of the transactions being made in the Box
* Assists the Record-keeper in resolving any cash discrepancies
* Others
 |  |  |  |  |  |
| 1. **Box Keeper Performance**. Number of duties well performed.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5=Super** Keeps the box safe in between meetings
* Bring the box on time to the meeting
* Ensure that the box is only opened when all the group members are present
* Ensures that the box is closed before any member leaves the meeting
* Take the box after the meeting and keeps it safe
 |  |  |  |  |  |
| 1. **Key Holders Performance**. Number of duties well performed.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 = Super** Keep the keys safe in between meetings
* Bring the keys on time to the meeting
* Ensure that the box is only opened when all the group members are present
* Ensures that the box is closed before any member leaves the meeting.
* Take the keys with them and keep them safe
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| 3. QUALITY OF THE MEETING AND REGISTRATION |
| 1. **Procedures**. Number of procedures that have been followed in the meeting.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** Meeting has been opened when all members are present
* Social Fund has been collected from all group members
* If needed, fines have been applied and collected
* Saving Shares have been purchased in order
* Loans have been requested and granted
* Loan repayments have taken place
* Meeting has been closed with all members being present and listening to the closing balances.
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| 1. **Formality.**  Number of formalities that have been followed in the meeting.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** Arrangements for the meeting (venue, table, sits, etc.) are ready before it starts
* All group members sit according to the number they were given at the beginning of saving cycle
* The meeting is formally managed and well organized by the Management Committee (introducing the different stages of the meeting).
* The meeting is formally followed (respecting the management committee indications and turns for transactions) by all group members
* Money counters are the only people in the meeting touching the money
* Others
 |  |  |  |  |  |
| 1. **Transparency.** Number of transparency measures that have been displayed during meeting.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** All passbooks are distributed at the beginning of the meeting and collected to be kept in the box at the end of meeting
* All transactions during the meeting are public and transparent
* Total amount of Money in the Loan Fund and the Social Fund are shared loud and clear for all members to hear
* Loans and Social Fund disbursement are only approved by the General Assembly
* All answers make by any member of the group are fully answered by the management committee
* Others
 |  |  |  |  |  |
| 1. **Registration and Recording.** Number of items that are well and clearly recorded in the meeting.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** All passbooks are distributed to group members at the beginning of the meeting
* All members confirm that the information recorded in their passbooks is correct
* Passbooks are only manipulated in front of their owners
* All transactions are clearly and correctly marked in Passbooks
* Closing Balances are recorded by Book Keeper and kept inside the box
* Others
 |  |  |  |  |  |
| 4. SAVINGS, LOANS, SOCIAL FUND and FINES |
| 1. **Saving Procedure**. Number of rules that are well and clearly followed.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** The group remembers what the last closing balance in the Loan Fund is when they are asked by the Book Keeper.
* All members purchase their Saving Shares when it is their turn according to their number and sits.
* All members purchase at least 1 Saving Share
* A maximum of 5 Saving Shares are purchased by any given member
* All members know how many Shares they have been able to purchase so far
* Others
 |  |  |  |  |  |
| 1. **Lending Procedure**. Number of rules that are well and clearly followed.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** Loans and repayments only take place during the correct meetings according to the calendar.
* Loans are requested by any member based on agreements in the group Constitution (purpose, interest rate, etc.)
* A Loan is maximum 3 times the money saved by the member requesting the loan
* The *rememberers* fulfill their duties remembering loan balances
* Loan Interests and paybacks are correctly calculated and recorded in the passbooks
* Others
 |  |  |  |  |  |
| 1. **Social Fund Procedure**. Number of rules that are well and clearly followed.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** The group remembers what the last closing balance of the Social Fund is when they are asked by the Book Keeper.
* Social Fund is collected at the beginning of the meeting
* All members contribute to the Social Fund
* Book keeper confirms the balance of the social fund, and asks the members to remember it for the next meeting
* Social Fund is requested by any member when the group support is needed (i.e. emergency purpose) and only granted by the General Assembly based on the Constitution agreements.
* Others
 |  |  |  |  |  |
| 1. **Fines Procedure.** Number of rules that are well and clearly followed.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** The Bowl to collect fines is placed in front of the Chairperson at the beginning of the meeting
* Chairperson is able to recognize when fines should be applied and collected
* All members respect the Chairperson decision on the application of fines and accept the fines that are being applied to them
* Fines are collected in the Bowl along the meeting and placed back in front of Chairperson every time.
* The Fine system generates consciousness about the importance of respecting agreements
* Others
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| 5. GROUP COHESION |  |  |  |  |  |
| 1. **Group Behavior**. Number of behavior characteristics.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** Group members are content during the meeting
* Group members do not interrupt/talk during important moments of the meeting
* Group members respect everyone’s turn to talk and to proceed with their transactions
* Group members celebrate when someone is able to purchase 5 saving shares
* Group members respect the roles and responsibilities of the management committee.
* Others
 |  |  |  |  |  |
| 1. **Group support**. Number of group support measures.

*1 or less=Bad; 2=Okay; 3=Good; 4=Very Good; 5 or more= Super** Group members make sure that illiterate members follow the information
* Group members stay after the meeting to share their progress and difficulties
* Group members support other group members when they cannot attend the meeting and need ‘proxy’ help.
* Social fund is used as a solidarity tool by the group to help a member in need
* Group members discuss their potential as a group to invest in some collective initiative
* Others
 |  |  |  |  |  |
|  **Total Score =**  |

**Suggested Score Interpretation:**

< 50 score = SCG needs retraining

< 80 score = SCG needs more support from RCRC FS before upgrade – Financial Activity Calendar needs to be revised

> 80 < 90 score = SCG is ready for upgrade to Development Phase

> 90 score = SCG is ready for Maturity Phase / Graduation

**Additional Information:**

1. Identified Challenges and Provided Solutions by Management Committee:
2. Comments and Recommendations by RCRC Field Staff: