*-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 |  |  |  |  |  |
| 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. |  |  |  |  |  |
| 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 |  |  |  |  |  |
| 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: