

Terms Of Reference for Outcomes & Impact Study

AJK Community Development Program (AJKCDP)

Introduction

In light of the loan agreement between IFAD and Govt. of Pakistan, an impact study has been planned to be conducted during the CFY 2009-10. The objective of this study is to see outcomes and impact of the program activities on the target group. The study will be a random sample of minimum 900-1200 households in the villages. The study may include quantitative household level surveys and AJKCDP's Results and Impact Management System (RIMS) indicators based Impact Survey. The RIMS survey is the IFAD's reporting requirement which need to be implemented prior to project completion.

AJK Community Development Program is a Program financed by IFAD loan of SDR 15.250 million (equivalent to approximately USD 21.766 million) and approved by Executive Board of IFAD under IFAD Loan No. 625-PK. The IFAD loan became effective on September 02, 2004 for 7 years (2004-2011). The Loan completion date is September 30, 2011 and the Loan closing date is March 31, 2012. The PC-I was approved from the Executive Committee of National Economic Council (ECNEC) on January 07, 2004 with administrative approval by the AJK Government on April 02, 2004. However, the project start was delayed due to staff recruitment and earthquake of 2005. The targets and allocations were, therefore, revised accordingly during the Mid Term Review conducted in March 2008 and the subsequent IFAD Full Supervision Mission.

The programme goal is to achieve sustained increase in income and improved livelihood conditions for the disadvantaged rural people in the programme area. The Programme consists of the following components:

- Gender Sensitive Community Development;
- Community Development Fund (including Micro Finance, Inter-intra CO physical infrastructure, Innovation windows);
- Natural Resource Management (Agriculture, Livestock, Social Forestry, Sericulture, Fisheries); and
- Programme Management at central and districts level. The programme area covers all 7 Districts in the state of Azad Jammu & Kshmir.

This document provides the Terms of Reference (TOR) that will be used as part of the bidding process to select a qualified Consulting Firm to carry out this study. A more complete description of the AJKCDP is attached as Annex 1 of this Terms of Reference.

Study Objectives

The primary objectives of the AJKCDP Outcomes and Impact Study are:

- a. Assess changes in the livelihood, poverty levels and household assets since the project Baseline in 2004 by collecting and analyzing household level data from the target-households through use of RIMS Survey and the Specific Household Study. This data will be used to study the changes resulting from the program interventions.

- b. Assess changes in the malnutrition rates (stunting, wasting, and underweight) of children in the project (height, weight, and age) of under-five-years-old children in surveyed household. This will require use of the special measuring equipments.
- c. Assess changes in the values of outcome and impact indicators since Baseline (2004).

Scope of the Study

The program is in its second last year of implementation and is approaching its closing date. The program management has prepared these TORs under the guidelines of IFAD to initiate selection of a qualified consulting firm that will implement the proposed study. The scope of this study includes the following major tasks and activities:

1. Preparation for the survey, to include:
 - a. Revision, testing, and finalization of the AJKCDP-Specific Household Survey questionnaire attached at Annex 3
 - b. Enumerator training for both the RIMS Impact Survey and the AJKCDP-Specific Household Survey;
2. Collection of all necessary data on project outcomes and impacts through both quantitative and qualitative means;
3. Entry of all collected data into computers;
4. Analysis and interpretation of the collected data, and
5. Preparation of a comprehensive Outcomes and Impact Study Report detailing results of the surveys in terms of outcomes and impacts as well as findings from the qualitative assessments as discussed below.

These major steps are further discussed in detail for understanding of the TORs. To carry out this study, Program Management Unit AJKCDP will recruit qualified service providers (Consulting Firms) based on the existing standards under IFAD's procurement procedures.

The process will require implementing both RIMS Impact Survey and Specific Household survey as well as utilization of other tools/ methodologies proposed by the selected Consulting Firm and approved by AJKCDP management.

In particular, it is intended that the selected Consulting Firm will review available secondary data from Government of AJK and other sources and data from AJKCDP M&E system for knowledge management. To complement the RIMS Standard Survey questionnaire, the Consultant will be required to work in consultation with the M&E section of AJKCDP and finalize the Household Survey questionnaire and RIMS impact survey. All the data collected will be directly compared with the findings of baseline study in 2004. The selected Consulting Firm will be expected to include such comparisons as a key part of their analysis.

Additional qualitative methods of project assessment will also be required to gain insight and greater in-depth understanding of how AJKCDP has benefited the target areas and households. The selected Consulting Firm will develop a plan for collecting, analyzing, and reporting these qualitative data in consultation with M&E section. The selected Consulting Firm will also review the results with project beneficiaries, Community Organizations (COs), clusters and Local Sport Organizations (LSOs). It will also use these results while preparing in-depth qualitative study.

Detailed Study Objectives

The overarching objective of this Outcomes and Impact Study is to determine, analyze, interpret and report on the outcomes and impacts of the project on the lives of the beneficiaries. In order to achieve this overall objective, the following particular tasks must be accomplished by the selected Consulting Firm:

1. Using the IFAD-RIMS Impact Survey methodology, the study will include a RIMS Impact Survey to collect data on household asset ownership and on child malnutrition – in terms of stunting (height for age), underweight (weight for age), and wasting (weight for height). These indicators are assessed in all IFAD projects. Implementation of the RIMS Impact Survey will require both interviewing household members and making anthropometric measurements of children under 5 years of age in the surveyed households.
2. The study will also include implementation of a separate Specific Household Survey. This survey will be done jointly with the RIMS Impact Survey using the same households in the same villages, and so will not impose additional or new logistical burdens on the selected Consulting Firm. Separate training for the enumerators and pre-survey testing of this questionnaire will also be required and will be provided by the consulting firm. A draft version of the questionnaire for this survey is presented at Annex 3.
3. In addition to the two quantitative surveys, the study will also measure program achievements in terms of the outcomes achieved through the use of qualitative means such as focus group discussions held with the COs and other relevant groups, and key informants' interviews. The Consulting Firms bidding for this work must describe in detail their planned approach to performing this work in their proposals.

Geographical location of the Study

This study will be implemented in 30-40 villages to be selected randomly out of all the districts of AJK proportionally. These villages will be selected by the consulting firm according to the statistical sampling techniques specified in the IFAD document: *Results and Impact Management System. Practical Guidance for Impact Surveys, Rome 2005*, pages 4-9. See Annex 2 for a list of villages for the selection of sample villages to be surveyed for this study. In each selected village, around 30 households will randomly be selected for the surveys.

Specific Scope of Study

The Impact Study survey will focus on measuring the current value of the indicators included in the most recent version of the program Logical Framework, revised for AJKCDP including qualitative and quantitative RIMS and not-RIMS outputs, outcome and impact indicators. Additionally, all outcome and impact indicators that were measured as part of the Baseline survey will also be measured. These indicators can all be calculated from the data that will be collected through use of Specific Household questionnaire presented at Annex 3. The changes in the values of these indicators since their earlier measurement will be reported and interpreted as part of the Study Report to be prepared by the selected Consulting Firm.

The overall scope and nature of the tasks that the selected Consulting Firm will implement in order to carry out this study are described as follows:

- a). Prepare for the survey implementation:
 - Together with the PMU, revise, finalize and test the separate Specific Household Survey to ensure that it will allow calculation and comparison of all relevant outcome and impact indicators.

- Train and test all enumerators in the use of the RIMS Impact Survey (including anthropometric measurement of children under 5 years), the separate Specific Household Survey, and qualitative data collection methods.
- b). Following appropriate procedures, around 30 households will be selected in each of sample villages to survey, collect, enter into the computer, aggregate, and analyse data related to impacts and outcomes of the Program at State, District and Village levels.
 - c). Assess the performance of COs, LSOs and clusters in the program area. These data will be collected both through the quantitative household questionnaire and through the application of qualitative monitoring and evaluation tools such as focus group discussions and key informant interviews.
 - d). Review, analyze, and report on yearly quantitative program achievements *vis a vis* targets in terms of project outputs in line with the indicators included in Logical Framework and the applicable RIMS Level 1 results.
 - e). Assess the status of beneficiary households members of COs formed with the support of the program, focusing changes since baseline (2004) in:
 - *Structure and function of COs at household level* – household composition, occupation, education and the patterns of consumption.
 - *Household assets, to include both variable and fixed assets.* Note that although the RIMS Impact Survey asks about a limited number of household assets, a comprehensive list of assets is included as questions in the Specific Household Survey of which a draft version is presented in Annex 3. The intention of this list is that it include all household and productive assets that AJKCDP target households might reasonably be expected to acquire if their economic situation improves.
 - *Level of household food security* – by looking at the production and consumption (from the aspects of health and family nutrition) and from the point of view of food security during the dry season. Note that there are a few questions about food security in the RIMS Impact Survey. A more comprehensive assessment of changes in food security will require use of additional questions in the Specific Household Survey.
 - *Level of income and expenses of the households* as determined by analysis of the data collected through the use of the Specific Household Survey questionnaire.
 - f). Study and analyze nutritional level of under five year children by looking at weight to age, height to age, and weight to height.
 - g). Study and analyze level of quantitative and qualitative achievement of physical activities concerning village infrastructure development, credit program, productive and vocational skills development and natural resource management including agriculture, livestock, social forestry, sericulture, fisheries, horticulture and apiculture. In particular, the study is expected to use physical data collected from secondary source and observations at field level.
 - h). Study and analyse change in consumption pattern of households.

To implement this study, the Firm is expected to define any additional data that will be needed to collect through the use of Specific Household Questionnaire and to process the collected data as discussed below.

Process and Methodology

Implementation of the complete Outcomes and Impact Study will require that a process, consisting of several distinct and sequentially phased tasks, be followed.

The major tasks, methods and issues that all bidding Consulting Firms should fully address in their proposals include:

- 1 The methods that the Consulting Firm proposes in order to fully prepare to carry out the survey accomplishing the following:
 - Prepare the Work Plan and Scheduling
 - Suggest size of the sample statistically valid in order to make the study comprehensive and acceptable.
 - Identify the members of the survey team that the Consulting Firm proposes to use for this study. This list must include all members of the Consulting Firm's proposed Core Team, survey supervisors, enumerators, and other staff members.
 - Prepare for the field survey (correspondence, transportation, logistics, and mapping the survey locations, etc.)
 - Prepare the Training Schedule for the survey team (enumerators and supervisors) and identify who will provide this training. This training must address both the RIMS and the Specific questionnaires and the use of the anthropometric measuring equipments;
 - For each of the villages determined by the project to be included in the survey, determine the set of households in those villages to be sampled according to either the RIMS sampling methodology described in the RIMS Impact Survey Manual or by some other statistically valid method of randomly selecting households. The IFAD RIMS guidelines require that 30 households in each of the selected "clusters"/ villages be surveyed. However, to allow for some of the selected households to be away from their homes when the enumerators come, and/or for some households to decline to participate in the survey, 35 households should be randomly selected or what is statistically acceptable and assigned to enumerator teams for each village to be surveyed. This means that the actual number of surveyed households may be increased accordingly, depending on how many households are away and/or decline to participate in the surveys. See the *IFAD Results and Impact Management System. Practical Guidance for Impact Surveys, Rome 2005*, pages 4-9 for a description of the process recommended by IFAD for doing this;
 - Review and add "local adaptations" to RIMS questionnaire as needed (See the *IFAD Results and Impact Management System. Practical Guidance for Impact Surveys, Rome 2005*, page 73).
 - Work collaboratively with the PMU to revise and finalize the specific household questionnaire prior to field testing. A draft of this questionnaire is presented at Annex 3 of the TORs. Note that as a result of the enumerator field testing, this questionnaire may require further revisions before using it in the actual survey.
 - The selected Consulting Firm will, together with the PMU, revise the list of assets, so that it is appropriate for the project area. Note also that this section of the draft questionnaire asks about ownership of these assets in 2004 and their

approximate monetary value. The selected Consulting Firm will be required to analyze these data and determine the average change in the total monetary value of the households' assets. This change in the monetary value of all assets will be used in this study as a proxy for poverty reduction.

- Train all external enumerators and AJKCDP staff on both questionnaires (RIMS and the AJKCDP-specific Household Survey), and on the use of the two different anthropometric measuring equipments (scales and measuring boards).
 - Test the survey team's ability to conduct these two surveys by having the entire survey team practice conducting both surveys in a project village that has *not* been selected for the actual surveys. Each two-person enumerators' team should survey 2-3 households, with at least one of these having children less than 5 years. This testing will require 2 days of fieldwork; the results and errors from the first day of fieldwork will be discussed with the Survey Team that afternoon, while the second day of testing is to be sure that the enumerator errors have been corrected.
 - The selected Consulting Firm will be required to obtain available data with Govt. of AJK & national malnutrition data for the project districts in 2004. The Firm will compare this data with the RIMS and the malnutrition data collected as part of this study to determine changes in the rates of the three measures of childhood malnutrition, segregated by gender, in the project areas since 2004. The selected Consulting Firm will also be required to compare the malnutrition data obtained from the RIMS software as part of this study to the RIMS data obtained by AJKCDP in 2004 baseline in order to determine more project area-specific changes in the malnutrition.
 - Review the Specific Household Survey as appropriate based on problems with any of the questions discovered during field testing. The enumerator testing in the field will provide insight into any questions on the Specific Household Survey questionnaire that need to be changed or rephrased because of inappropriateness to the AJKCDP context, ambiguity, or lack of clarity. All such revisions to the questionnaire must be made *before* conducting the actual survey, and must be approved by the AJKCDP.
- 2 How the Consulting Firm proposes to implement the survey and:
- Clarify the jobs and responsibilities of all proposed survey team members (survey team leader, supervisors, enumerators, etc.)
 - Select households to be surveyed within each selected village. This can be done according to the RIMS Impact Survey Manual, or randomly selected from a list of all village households provided by the village leader if such lists are available. The method to be used by the selected Consulting Firm must be described in advance and approved by the AJKCDP PMU before it can be used in the actual survey.
 - Define how transportation to and from the survey villages, meals, lodging, and other logistical considerations will be addressed.
- 3 How the Consulting Firm proposes to accomplish entry of the RIMS and other household data into the computer and analyze these data to determine the quantitative outcomes and impacts of the AJKCDP. This will require that the Consulting Firm to:
- Make all necessary arrangements to facilitate and accomplish all data entry. This will require the selected Consulting Firm to develop a customized data entry form for entry of the Specific Household questionnaire data into the computer

and will also require the use of the RIMS software for entry of data collected with the RIMS Impact Survey questionnaire;

- Make sure that the RIMS software is installed and operational on the computer that will be used for RIMS data entry. This computer must contain the RIMS data to allow assessment of changes in the distribution and values of the RIMS household Asset Index
- Select software (i.e; Excel, Access etc.) for the analysis of the data collected using the Specific Household questionnaire;
- Train staff involved in data entry using both the RIMS software and the customized data entry form;
- Supervise data entry by the selected Consulting Firm staff to ensure that the data are entered correctly;
- Generate RIMS survey reports and analyze them, comparing with the benchmark survey (general report, data export to Excel, the report of relative household asset index values, and the distribution of values of other key indicators assessed by the RIMS software);
- Analyze data from complementary Specific Household Survey. All data analyses must at least be presented at both the AJKCDP and the district level; and
- Using MS Excel, export the data from the RIMS Impact Survey database and merge this data with AJKCDP specific survey data into one file for complete analysis using Excel or the software selected to generate the desired statistics. (These files will be delivered to the AJKCDP as a deliverable output.)

Specific Indicators of AJKCDP Program Impact Indicators to Be Measured

Measurement of AJKCDP Program impacts will be based on the calculation of the following quantitative impact indicators from data collected in the current RIMS Impact Survey and the AJKCDP-Specific Household Survey. These data will be compared to the values of these parameters when measured at Baseline survey.

- Changes in the Household Asset Index (RIMS)
- Changes in the total value of all household assets based on the list of these assets contained in the Specific Household Survey and the approximate values as these assets in the project area as determined by the selected Consulting Firm together with PMU.
- Changes in the malnutrition rates in the project area (RIMS), segregated by gender
 - Height-for Age (Stunting)
 - Weight-for-Height (Wasting)
 - Weight-for-Age (Underweight)
- Number of households that improved their food security since Baseline (2004)
 - Using the RIMS data and,
 - The data from Food Security questions in the Specific Household Survey

Survey Implementation

The selected firm must demonstrate in their proposal (with documentary proof) that they are experienced in carrying out household level surveys and also in the study and analysis of

agriculture in rainfed areas. The bidding Consulting Firms must establish in their proposal that they have the following specialists on their staff in sufficient numbers to meet the staffing levels specified in the following tables and are available to participate in the AJKCDP Outcomes and Impact Study. If the bidding Consultant Firms plan to hire staff to meet the staffing requirements of this proposal, the Firms must also provide in their proposal a clear and credible plan for acquiring these new staff members in a timely manner that will enable to begin and complete work at per agreed timelines. The bidding Consulting Firms must also establish in their proposals that they have, or will acquire, a sufficient number of enumerators that speak the local languages prevalent in the sample villages to be surveyed.

Qualifications of Experts and Specialists

Position	Minimum Qualifications
Team Leader(Agricultural / Socio-Economic Specialist)	A Team leader is a post graduate in Economics, Agriculture and Anthropology discipline. At least 12 years of experience in similar work; integrated agricultural development, community/ rural development (social and economic management) and has been the leader of similar activities. Responsible for the thorough work technical implementation and functions to coordinate the whole activities.
Anthropologist, Community Development Specialist, Nutritionist and Statistician	At least post graduate in the relevant fields with the experience of implementing the activity of surveys for at least 7 years, possessing the skills in designing the survey, processing and analyzing the data.

Position	Minimum Qualifications
Enumerator	At least graduate or university students and experienced as surveyors for at least four years <i>Note that, per IFAD survey guidelines, enumerators will work in teams of two for all household interviews. It is preferred but not mandatory that each enumerator team be composed of one male and one female.</i>
Survey Supervisor	At least graduate in Economics or Agriculture and experienced as surveyors for at least four years with some low level managerial experience. As Per IFAD RIMS Impact Survey guidelines, there should be approximately one supervisor for each two enumerator teams

Please note that specialists and supporting staff that are formally proposed by bidding Consulting Firms for this study will be expected to be available to fulfill their proposed roles on this study from the start date of the study, should their firm be selected. *Any substitution of other individuals for the proposed specialists or support staff must be approved by the AJKCDP in advance before these other individuals will be allowed by the AJKCDP to participate in this study.*

Additional Study Elements

The selected Consulting Firm will also be required to do the following:

- a. Review available information on project progress and achievements;

- b. As needed, suggest to the project and undertake if approved, additional quantitative and/or qualitative study to gain in-depth knowledge of project outcomes and impact.

Study Outputs

The primary output expected from this study is a comprehensive study Report that includes:

- a. Documented assessment of impact and outcome results of AJKCDP on target households and COs established with the support of AJKCDP.
- b. Assessment of impact and outcome results of the AJKCDP concerning program achievement (outputs, outcomes and impacts) based on indicators of Logical Framework of AJKCDP and RIMS.
- c. Assessment of impact and outcome results of AJKCDP concerning structures and functions of households, assets ownership, food security, income generating activities, expenditures of program beneficiaries, and gender issues.
- d. Assessment of impact results of the AJKCDP concerning malnutrition levels of children under five years old. This will be measured through the anthropometric measurements of children under 5 years and the processing of these data into the malnutrition parameters by the RIMS software and comparison of these results will be done with similar results of earlier times.
- e. Assessment of results of the AJKCDP concerning physical progress of village infrastructural development, natural resource management and the benefits of these activities on AJKCDP target group households.
- e. Summary of *Lessons Learned* from the AJKCDP.
- f. Summary of *Best Practices* learned from AJKCDP that will be applied to future projects.

AJKCDP Outcome and Impact Study Reports

The selected Consulting Firm will be required to prepare and submit the following reports:

- a. **Inception Report** amounting to a general description of the AJKCDP Outcomes and Impact Study, schedule and detailed work plan that will be followed including the methodology, questionnaires, and outline for Final Report. Note that this Inception Report will be approved by the AJKCDP and IFAD before the activities described therein can take place.
- b. **Draft Final Report** which will contain a complete description of the survey process (for both surveys), its implementation process, and the results obtained from the analyses of the collected data.
- c. **Final Report** which will be a revision of the Draft Final Report based on comments and suggestions for changes from AJKCDP and from IFAD. Ten hardcopies along with one soft copy of this report will be submitted to the AJKCDP in English version.
- d. **Data:** All paper survey instruments (questionnaires), computer data files, data entry forms, and Excel data, output and files *must* be submitted to the AJKCDP as deliverable items.

Study period

The Consulting Firms bidding for this work will be required, as part of their proposal, to provide a schedule for completion of this work. This schedule will of course depend on the numbers of specialists and support staff that the Consulting Firm plans to assign to this study. The schedule will very strongly depend on the number of 2-person enumerator teams that are proposed to do the data collection and the number of data entry staff that are proposed to enter all data collected with both surveys.

The following is an *example* Work Plan and Schedule for this study. The bidding Consulting Firms should modify this Work Plan and Schedule in their proposals according to their proposed staffing levels and anticipated schedule requirements.

No	Activities	Month			
		1	2	3	4
1.	Field orientation and preparation of inception report				
2.	Training and Data collecting				
3.	Data Processing				
4.	Data Analysis				
5.	Preparation of Draft Final Report				
6.	Discussion on Draft Final Report				
7.	Improvement of Draft Final Report				
8.	Submission of Draft Final Report				

Study Financing

The budget of this Study will be met from the allocated budget for the CFY 2009-10 Annual Plan of Operation (APO) of AKCDP. Mode of payment and cost of study may be suggested by the consultant Firms which will be evaluated while short listing/ selection.

Program Director
AJKCDP

Annex 1: Detailed Description of the AJKCDP (2004 – 2011)

Around 88% of AJK territory's 3.2 million people live in the rural areas and are dependent on forestry and agriculture for their livelihood. Reduced agricultural productivity, land degradation and farmland fragmentation have greatly affected the traditional lifestyle and stimulated an increase in out-migration for off-farm employment. Therefore, unemployment remains a major problem, ranging between 35 and 50%. Women have had to undertake many tasks previously performed by men and, in spite of external remittances, the average annual per capita income in AJK is only between USD 185 and 200, representing half of the average national per capita income. With its mountainous terrain, fragile ecosystems, small scattered rural settlements (and hence the lack of major urban centres), poverty is widely and fairly evenly distributed across AJK. With only Mirpur district in slightly better socio-economic conditions. The overall poverty of the rural areas is depicted by the almost universal very small farm sizes, the paucity of farmland and the related dependence of the families on remittances from family members working outside the area or abroad. Other causative factors are the remoteness of the area, which makes marketing of agricultural and non-agricultural products difficult, the lack of infrastructure, and population growth. In most rural families, the major portion of disposable household income is spent on food. In poor households there is very little left to spend on non-food items and other needs. Where unforeseen expenditure is needed for sickness and emergencies, livestock is sold or people seek petty loans or advances from others.

The development concern of AJKCDP is to reduce poverty and therefore places strong emphasis on the areas of rural poverty through directing attention and channelizing resources to the marginalized segment of the population. Due to this reason CDP is focused entirely on rural communities as a priority area for action. However, almost all-rural communities in AJK are being considered to be disadvantaged and poor, some are demonstrably better off than others because they are more central, have better access to information and resources. These groups are used to demonstrate and identify the most disadvantaged groups in targeting for assistance under CDP. In this regard, CDP proposes to use a two-pronged targeting process: area targeting and community targeting.

The focus of the AJKCDP program is the empowerment of poor households in rural areas through formation of new and strengthening of existing community organizations for sustainable development. The vision of the AJKCDP Program is to achieve increased and sustainable income and improved livelihood conditions for disadvantaged rural people considering their natural environment.

The Mission of the AJKCDP Program is reducing the poverty level of poor households in rural, remote and marginalized areas. The AJKCDP Program is being implemented since 2004 in all districts of AJ&K. The targeted beneficiaries were 123,000 poor peoples of 26,000 households. The total COs (new formation and strengthened) reached upto 3000 with total membership around 70,000 including 32,000 female members, out of these poorest of the poor people reached is about 27%. While total of AJKCDP beneficiaries are about 125,000 households or 686,000 peoples. In other words total of AJKCDP beneficiaries reached 38% of total rural population.

Activities of AJKCDP Program focused on empowering rural peoples to develop their assets and enterprises independently. The project supporting rural social an economic infrastructure

development like Drinking Water Supply Schemes (DWSS), sewerage and sanitation, rural health center/ First Aid Posts (FAPs), primary schools buildings, rural access roads, bridal paths, foot tracks, irrigation channels, Water Harvesting Structures (WHS), tube wells and lift irrigation schemes. The project also assisting in Natural Resource Management like agriculture, livestock, social forestry, fisheries and sericulture development. The AJKCDP program working for positive impacts on the rural poor peoples and encourage them in developing opportunities for small enterprise establishment/ support at rural area.

Training component remained a major intervention for the capacity building of rural people in social, economic and NRM sectors to focus behavioural change and increase in household incomes. The strategy of the AJKCDP remained to strengthen existing community organization as well as formation of new Cos in uncovered areas, build capacity of beneficiaries in developing micro/ small enterprises with provision of funds for micro financing at CO level to provide credit to the CO beneficiaries that automatically will increase family income and welfare.

The target group comprises three specific subgroups namely the landless households, land owning small farmers and women headed households. This classification is considered important from the standpoint of targeting specific interventions for specific subgroups. The landless and women-headed households being more vulnerable are considered for specifically designed interventions. The eligibility criteria for interventions are set by the implementing agencies keeping in view their appropriateness for the target subgroup.

The incidence of woman-headed households (WHH) is widespread in the programme area, particularly in some of the southern districts where a significant degree of male migrated for jobs in-country/ abroad. According to an estimate around 33% of households have at least one male member as migrated. In parts of Kotli and Mirpur districts, 40% of the households have at least one member who migrated to other parts country or abroad. However, these figures are not recognized by official statistics and hence the real dimension of the phenomenon remains immeasurable. The women in these households become de facto heads during the period of absence of the male heads that may vary from being seasonal for a few months in a year to several years.

PROGRAMME OBJECTIVES

The objective of the programme is to consolidate, expand and improve the well being of the rural poor in AJK through gender sensitive community based participatory planning, implementation, and monitoring process. The specific objectives are:

- a) Strengthening the role and capabilities of existing community organizations COs, and establishing new (COs) to extend decentralized development benefits to IFAD's target groups on a sustainable basis;
- b) Establish the basis for successful devolution process by promoting effective governance, transparency and accountability through improvements in operational, financial and relationships between central and local institutions;
- c) Improve natural resource management and expand social and economic infrastructure necessary to increase income and employment opportunities and reduce the conditions of poverty for the vulnerable segments of the communities.

PROGRAMME STRATEGY

This community based participatory planning and implementation approach is being practiced and successful in operating savings and micro-finance for rural enterprise development schemes with remarkable rates of recovery. The investment in community based economic and social infrastructures that are sustained by the communities have also been widely appreciated as well as the gender analyses of productive infrastructure needs initiated by development activities. Moreover, capacity and skill development activities for beneficiaries and the staff have been undertaken. The programme is covering entire territory of AJK in a coordinated development activities, building synergies and complementarities that can maximize the benefits to the target beneficiaries from the different interventions.

The programme is directly addressing key issues of rural poverty through empowering community organizations to assume the responsibility and ownership for decentralized planning and implementation of development activities. The programme by: sensitization and mobilization of communities to prepare, with the support of the qualified NGOs, a demand driven village development plan (VDP), through participatory approaches involving all the village population and the stakeholders, with particular emphasis on the inclusion of traditionally disadvantaged groups. The communities as a whole are prioritizing community schemes that can address their urgent social, gender, economic and natural resource needs. The communities with the support of NGOs, technical service delivery department are developing selected priorities into specific schemes that are financially viable and can be implemented. Performance is being monitored by the communities themselves and capacity development for operation and maintenance of schemes to ensure sustainability.

PROGRAM COMPONENTS

Gender Sensitive Community Development

This component aims to increase opportunities of poor peoples in developing their enterprises through self help groups. AJKCDP facilitated its beneficiaries by developing communities based organization such as Men Community Organizations (Men COs), Women Community Organizations (Women COs), Mixed Community Organizations (Mixed COs), Village Development Groups, Clusters as association of COs at Union Council level. Every organization has synergic functions to provide services to access to resources, markets and linkages with other organizations at village, Union Council, Tehsil and district level in optimizing resources and environment.

Development of Gender Equity focused on reducing the disparities in human and social development between men and women. AJKCDP Program is continuing efforts to sensitize all the interveners on gender-related issues to introduce appropriate training packages and enterprise development, Village Development Plans (VDPs) and staff trainings also. The NGOs, both local as well as national level are being facilitated in mainstreaming gender concerns.

Community Development Fund

Rural Micro-Enterprise Development

The objective of this sub-component is to increase the net disposable income of the beneficiaries through sustainable micro-enterprise activities. These include on and off-farm micro-enterprises, which have the potential to raise incomes to a level where households have adequate income, not only to meet basic needs, but also to invest in sustained income growth,

even after the program. These micro-enterprises could be in the fields of processing agriculture or livestock products, in trading of agricultural, horticultural and forestry products, in fishing and in non-farm vocational skills development activities, both traditional and new.

AJKCDP's strategy seeks to promote micro-enterprises, which require larger amounts of capital and a regular flow through matching fund to COs in tier I&II and linking these local institutions with formal institutions to lend directly at larger amounts to COs; build appropriate skills and management capacities; support existing enterprise opportunities in the off-farm and on-farm sectors.

Rural/ Village Infrastructure Development

The objective of this component is to create a supporting environment consisting of public utilities and access roads enabling reduction of risks like ill health and access to mainstream markets and production opportunities. This sub component engaged through construction of access roads, village markets, primary schools, First Aid Posts for better health facilities.

Natural Resource Management

The objective of this sub-component is to establish a supportive and sustainably managed natural resource base, which is required to ensure increase in productivity in agriculture leading to food security in the long term.

This sub-component comprises the following groups of activities:

Agriculture Development, implemented to improve soil and water conservation as well as soil enrichment, horticulture, apiculture, crop maximization in program area.

Livestock Development, including demonstration plots and provision for necessary inputs, especially for vaccinations of livestock, extension and support services. Distribution of large and small animal of improved breed for milk and meat production. Poultry chicks are being distributed among CO members women headed households. A participatory and demand driven approach is being adopted to identify interventions, according to local potential and needs.

Social Forestry Development, implemented to improve tree planting including forestry and horticulture species, land management on cultivated land, abandoned land, hilly land and watershed area.

At field level, the above mentioned activities are supported by AJKCDP to increase farming productivities, AJKCDP arrange demonstration plot, field visits, exposure study, adaptive trial, nurseries and agricultural inputs to farmers as well as for field staff. (detailed targets and achievements can be seen in the Six monthly progress report July to December 2009.)

Programme Management

Programme activities are managed by AJKCDP Management at central and district level. The objective of this component is to support efficiency improvement of programme management services like able to establish and operate an efficient M&E system as management tool that enables effective response to the investment priorities of the target group; capable of facilitation role towards communities, Local Support Organizations (LSOs), NGOs; reporting and interactive communication; and enhancing transparency and participatory decision making processes.

Activities under this component include:

- a) Increasing performance of officials and program implementers at program management level
- b) Capacity-building activities for program implementers through training, workshops and consolidation meeting arrangement.
- c) Technical supports from other parties through consultant and experts as needed.
- d) Optimizing utilization of budget and working facilities
- e) Promotion of the Program activities through publications and publicity; and

(Supporting documents like, PC-I, Staff Appraisal Report, Mid Term Review report, revised logframe, Base line report (2004), Six monthly progress reports, Annual Work Plan and Budget of AJKCDP etc are available with M&E section of AJKCDP.)

DETAILED DESCRIPTION OF COMPONENTS

All components are responding to structured demands and requests from the rural communities and their organizations all over AJK, which will be expressed over the programme implementation period of seven years. Because the programme activities will be demand driven and dependant on annual participatory appraisal, as contained in the Village Development Plans, implementation will be flexible and variable on a year to year basis. However, for the purpose of cost estimates, tentative quantification of targets has been made on the basis of initial discussions with beneficiaries during beneficiary participatory workshops (see attached Logical Framework). The programme will have four components as follows: (i) Gender Sensitive Community Development; (ii) Community Development Fund; (iii) Natural Resource Management; and (iv) Programme Management.

Gender Sensitive Community Development

The goals for this component will include (a) Mobilization, organization and capacity building for establishing male, female or mixed CO's; (b) provide beneficiary skill enhancement for income generating activities, through training for COs members and leaders, and the establishment of community based credit and saving pool facilities, to provide small loans to community members for micro-enterprise development, particularly for women; (c) technical assistance and information dissemination is to be provided by selected qualified NGOs to ensure community development initiatives are inclusive, and comprehensive. This is facilitating the participatory process for the preparation of village development plans (VDPs) as the basis for active participation of the communities, including the most vulnerable segments of the population; (d) existing and new COs have been encouraged to increase their membership to allow for at least one third from the most vulnerable segments of the community to participate; (e) in the areas covered by NJVCDP (most of the districts of Muzafferabad), the ADP South AJK (Mirpur including some adjacent areas in Kolti and Bhimber) and the areas covered by PPAF/NRSP and WFP (in Poonch, Bagh, and Sudhonti districts), the programme further supports the consolidation and strengthening of existing COs to foster their sustainability. Efforts to support the spontaneous drive for mature COs to cluster and formally registered under the.

Community Development Fund

This component has three windows:

Micro Finance Window is based on the concept of tiered development. The *entry level tier* build on the structure of the existing savings and credit provision promoted to accumulate minimum savings of PKR 20 000 for which CO can access a matching fund of a double amount up to a maximum of PKR 120 000. The performing COs can graduate to the *second level tier* of credit provision when they are able to accumulate savings to a level that would cover the repayment of the initial entry-level matching fund without any interest charge. This would enable them to access higher levels of matching funds, on a 1:1 ratio based on the level of the net balance of funds in their bank account. This level should be substantially greater than PKR 240 000.

This second tier represents the most critical step in the evolutionary process and development of community organizations. NGOs with expertise in enterprise development, under the leadership of the sub-apex organization, will help COs and cluster organizations to gain greater exposure and understanding of the dynamics of resource based enterprise growth. It will support the process of identifying opportunities and risks of specific types of product development, stimulating responses to markets, development of market niches, and training of cluster COs members on linkages to different markets. The cluster organizations and emerging AJKRSP are expected to handle better the dynamics of micro enterprise growth, assist COs better manage their enterprise credit portfolios, and support the growth of small and medium enterprises that have sound markets and employment opportunities.

Infrastructure Window to provide improved rural network and easy accessibility to the rural beneficiaries for movement of goods and services that are necessary for sustained improvement of the economic and social standards of living in the remote communities.

Innovation Window to encourage initiatives from the community members and the vulnerable segments of the communities, line agencies other stakeholders who have novel ideas for the practical social and economic development and to promote wellbeing of the rural poor. Access to the fund is on competitive basis for initiatives that enable the programme of improved or new systems of agriculture, livestock, forestry, rural enterprise development.

Natural Resource Management

Activities under this component are demand-led and an open windows of opportunities and options for the communities to pick and choose from a set of enterprise models, to adapt according to their perceived needs, expressed demands and the consensual demands of the communities and the target groups. Opportunities and options may include among others, a basket of improved varieties of remunerative field and horticulture crops, development of livestock enterprises (buffalo, poultry, and small ruminants), social forestry, soil and water conservation, water management and small scale irrigation, seed and seedlings production, processing and inputs and produce marketing enterprises. The funding of these enterprises are being made available through the Micro-finance scheme of the COs. Training of para-extensionists from members of the communities; participatory on-site adaptive research on community identified technologies; and such other options including introduction of market-oriented new crops, bee-keeping, sericulture and aqua-culture according to the expressed demands by the communities.

Following natural resource management activities are being financed under the program.

screening/testing/demonstration of improved, management efficient and affordable technologies for achieving higher productivity at cluster levels; establishment and promotion of farmer led seed development on about 1 300 ha to provide quality seed materials; on-farm participatory research (in collaboration with Research Directorate/Universities/NGOs/consulting firms/individuals) with the emphasis on adaptive trials of known technologies (not currently practised in the area), trials on about 20 research themes been undertaken aiming at introducing season and off-season remunerative crops with transparency in interventions and their outcome.

- revolving fund for ease of procurement, handling and marketing of critical agricultural inputs (seed, fertilizer and chemicals, etc.) exclusively organized and operated by members of COs/clusters;
- investment in capacity building of CO/cluster members to become agents of development for sustainable natural resource management through dissemination of improved techniques, including training as para-extensionists/IPM technicians/seed development technicians, etc.;
- support for private sector private nurseries;
- provision of communication support to COs/clusters through visual/audio-visual media and market intelligence on a regular basis for CO members' produces in order to enable them to maximize benefits;
- allocation of resources for undertaking market surveys for horticultural produces and periodic impact evaluation surveys; and
- allocation of funds in order to enable the line departments to respond adequately and suitably to the needs and demands of the CO members with respect to crops development.

Programme Management

Headed by the Programme Director (PD) with a team of professionals like Deputy PD, M&E Specialist, Credit and Enterprise Development Specialist, Assistant Credit Supervisors, two monitoring officers, an accounts officer and support staff. The PMU is responsible for coordination with Line Departments, NGOs, private sector organizations and other stakeholders. Training, including exchange visits to other projects for orientation and capacity building of beneficiaries, and programme staff.

The PMU is also responsible for monitoring activities with two main objectives; provision of operational management information for practical use by the PMU, DPO, COs and other service providers to monitor the effects of the project interventions on beneficiaries. Data collected is inputted into the Management Information System (MIS) and reports are being generated on periodic basis. Specific monitoring indicators were developed to monitor programme performance against appraisal and AWPB targets.

A baseline survey for the programme area was completed under the NJVCDP prior to its formal initiation which formed basis for the change measurement.

Management and decisive responsibilities are devolved and decentralized to the District Programme Offices (DPOs) established in each District for activity planning, implementation, facilitation, budget, contracting, payments to service providers, line department, COs and AJKRSP. These Management offices at central and district level are

providing budgetary and payment supports along with logistic supply, monitoring and reporting also.

Activity planning is being carried out within the district DPOs and based on the regular PRA processes determining beneficiary needs and providing basis for planning and implementation and sustainable development for institutional strengthening. Monitoring is carried out at three levels, i.e. beneficiary, Districts and at the PMU level for monitoring and reporting. The principal functions is: beneficiary monitoring to ensure adequate and effective implementation by both beneficiaries themselves and by Service Providers/ Govt. Line Departments. Secondly generation of information to assist Field Units and DPOs in adjusting or modifying field operations and support.

Implementation of programme activities are highly flexible in a demand-driven process where year-to-year basis activities are responded to beneficiary's initiatives and needs. Major reliance is on participatory processes. Specific contribution by the beneficiaries works forces, labour and/or material contributions for cost sharing and operation and maintenance after its completion.

There are different forums for smooth execution and implementation of program activities as well as policy decisions (if required). The **Programme Steering Committee (PSC)** is established headed by the Additional Chief Secretary (Development) and membered by the Secretaries of Finance, Agriculture, Local Government and Rural Development, Forests, Industries, and representatives of Community Organizations/Sub-Apex/Apex Organizations, and micro-finance institutions. Approval of Annual Work Plan and Budget (AWPB), review of mid-year progress and dispose of any implementation and coordination issues which may have cropped up during implementation. **Programme Technical Committee (PTC)** is responsible to review and approve the draft AWPB for presentation to the PSC and making related appropriate recommendations to the PSC. **District Coordination Committee (DCC)** are established at each of the districts to coordinate programme activities with other Government and/ or donor interventions. Chaired by the PD the committee include representatives of the relevant Line Agencies and representatives of the COs/Sub-Apex Organizations at district level.

Annex 2: List of Villages for AIKCDP Survey

Outcomes and Impact Study

Survey Village Number	District	Union Council	Village
1			
2			
3			
4			
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40			

Annex 3: Draft AJKCDP-Specific Household Questionnaire

Enumerator Names: -----, -----

Questionnaire Number: -----

Date (DDMMYYYY) -----/-----/2010

**AJK Community Development Program (AJKCDP)
Outcomes and Impact Study Household Survey**

For all "Yes/No" type Questions, Use Codes: No = 1, Yes = 2, Don't know/No Answer = 0

1. General Household Information

- 1.2: District Name:
*Use Codes: Muzaffarabad = 1, Bagh =2, Rawalakot = 3, sudhnuti = 4, Kotli = 5
 Mirpur = 6, Bhimber = 7, Neelum = 8*
- 1.3: Village Name
Use Codes on last page: (AJKCDP will assign codes to the selected sample villages)
- 1.4: Interviewee Household Position.....
*Use Codes: Head of HH =1, Spouse of Head of HH = 2, Child of Head of HH =3,
 Parent of Head of HH = 4, Other Relative = 5*
- 1.5: Head of Household Age (years):
- 1.6: Head of Household Gender:
Use Codes: Male = 1, Female =2
- 1.7: Head of Household Marital Status:
Use codes: Married = 1, Widow/widowed = 2
- 1.8: Total number of people in this household.....
- 1.9: Gender of Survey Respondent
Use Codes: Male = 1, Female =2

2. Food Security and Consumption

- 2.1: Did your household have more to eat in the last 12 months than you did in 2004?
- 2.2: Did your household have more to eat in the last 12 months than you did before you joined the AJKCDP?
- 2.3: Does your household eat more fresh vegetables now than before you joined AJKCDP CO?.....

2.4 Food Consumption

Number	Food or Side Dish	Preference	Frequency of Consumption
Food			
2.4.1	Maize		
2.4.2	Wheat		

2.4.3	Rice		
2.4.4	Pulses		
2.4.5	Other		
Side Dish			
2.4.6	Meat		
2.4.7	Chicken		
2.4.8	Egg		
2.4.9	Fish		
2.4.10	Fresh Fruit		
2.4.11	Fresh Vegetables		
2.4.12	Other		

Use Codes for "Preference:" Like = 1, Dislike = 2, Fancy Eating = 3

Use Codes for "Frequency of Consumption:" Twice or more a day = 1, Once per day = 2,

2-3 times per week = 3, Once per week = 4, Once per month = 5, Once per year = 6

3. Household Assets

Number	Asset	Current (2010)		Baseline (2004)	
		Number Owned	Unit Value (Rs.)	Number Owned	Unit Value (Rs.)
3.1 Precious Goods					
3.1.1	Television				
3.1.2	Refrigerator				
3.1.3	Radio/Tape Player				
3.1.4	CD/DVD/VCD Player				
3.1.5	Bicycle				
3.1.6	Motorbike				
3.1.7	Car/ wagon				
3.1.8	Sewing Machine				
3.1.9	Dish antenna/ cabelle				
3.1.10	Computer				
3.1.11	Water Pump				
3.1.12	Tractor				
3.1.13	Horse Cart/ Buffalo Cart				
3.1.14	Telephone				
3.1.15	Mobile Phone				
3.2 Savings					
Number	Type of Savings	2010 Amount (Rs.)		2004 Amount (Rs.)	
3.2.1	In AJKCDP COs				
3.2.2	Outside AJKCDP				
3.3 Jewelry		2010 Grams	2010 Value (Rs.)	2004 Grams	2004 Value (Rs.)
3.3.1	Gold				
3.3.2	Silver				
3.3.3	Other				

3.4 Land under crop (Kharif/Rabi)		2010 kanal	Value (Rs.)	2004 kanal	Value (Rs.)
3.4.1	Irrigated				
3.4.2	Barani				
3.4.3	Hill slope				
3.4.4	Other				
3.5 Livestock		Number Owned 2010	Unit Value (Rs.)	Number Owned 2004	Unit Value (Rs.)
3.5.1	Cow				
3.5.2	Buffalo				
3.5.3	Goat/ sheep				
3.5.4	Chicken				
3.5.5	other				

3.6 Home

Number	Characteristic	2010	2004
3.6.1	Size (m ²)		
3.6.2	Status		
3.6.3	Rooms		
3.6.4	Roof		
3.6.5	Wall		
3.6.6	Kitchen		
3.6.7	Floor		
3.6.8	Lighting		
3.6.9	Electricity		
3.6.10	Bathroom		
3.6.11	Toilet		
3.6.12	Animal Barn		

Use "Status" Codes: Owned = 1, Rented/contract = 2, Parents' home = 3, Other = 4

Use "Roof" Codes: Lentel = 1, Tile = 2, Katcha = 3, Leaf/Palm = 4

Use "Wall" Codes: Cemented brick = 1, Clay bricks = 2, Blocks = 3, Katcha = 4

Use "Kitchen" Codes: Yes, have = 1, No, Don't have = 2

Use "Floor" Codes: Ceramic = 1, Mud = 2, Cement = 3,

Use "Lighting" Codes: Electricity = 1, Petromax = 2, Lantern = 3

Use "Electricity" Codes: From Power Grid = 1, From Generator = 2, No Electricity = 3

Use "Bathroom" Codes: Permanent = 1, Semi-permanent = 2, No Bathroom = 3

Use "Toilet" Codes: Permanent = 1, Semi-permanent = 2, No Toilet = 3

Use "Animal Barn" Codes: Back Yard = 1, Front Yard = 2, Rear Side Yard = 3, In House = 4,
No Animal Barn = 5

4. Income

4.1 Income from Agricultural Land

Number	Parameter	Irrigated		Barani	
		2010	2004	2010	2004
4.1.1	Land Coverage (m ² /ha)				
4.1.2	Crop Types				

4.1.3	Production (kg)				
4.1.4	Consumed by Household (kg)				
4.1.5	Sold (kg)				
4.1.6	Kept by Household (kg)				
4.1.7	Price (Rs/kg)				
4.1.8	Total Production Value (Rs)				
4.1.9	Expenses (Rs)				
4.1.10	Net Income (Rs)				

Comments and Notes

Use "Plant Types" Codes: Wheat = 1, Rice= 2, Maize = 3, Fruit Trees = 4, Vegetables = 5
 other appropriate Plant Types and Codes can be added

4.1.11: Is your total income from agricultural land higher now than it was in 2004?

Use Codes: Yes = 1, No = 2

4.2 Income from Home Garden/Forest/ Home Yard

Number	Type of Plant (Code)	Coverage (No/Kanal)	Area (K) or Number of Plants	Productivity per Year (kg)	Income per Year (Rs.)
4.2.1 Home Yard					
4.2.1.1					
4.2.1.2					
4.2.1.3					
4.2.1.4					
4.2.1.5					
4.2.2 Other land					
4.2.2.1					
4.2.2.2					
4.2.2.3					
4.2.2.4					
4.2.2.5					

Comments and Notes

Use "Plant Type" Codes: Apple=1, Peach = 2, Pear = 3, Walnut = 4, Gowa = 5, Mango = 6, Other = 7
 other appropriate tree Types can be added

4.2.2.6: Is your total income from your home garden/forest land/home yard higher now than it was in 2004?

Use Codes: Yes = 1, No = 2

4.3 Household Income and Expenses

Number	Description	Amount per Year (Rs.)
4.3.1 Income		
4.3.1.1	Crop Planting	
4.3.1.2	Cattle raising	
4.3.1.3	Chicken and Egg Sales	
4.3.1.4	Trading	
4.3.1.5	Product Processing	
4.3.1.6	Services Sector	
4.3.1.7	Savings Withdrawal	
4.3.1.8	Selling Handicrafts	
4.3.1.9	Other	
4.3.2 Expenses		
4.3.2.1	Agricultural	
4.3.2.2	Livestock Raising	
4.3.2.3	Taxes	
4.3.2.4	Education	
4.3.2.5	Ritual/Ceremonial	
4.3.2.6	Artisan	
4.3.2.7	Water	
4.3.2.8	Electricity	
4.3.2.9	Fuel (gasoline, kerosene, etc)	
4.3.2.10	Clothing	
4.3.2.11	Saving	
4.3.2.12	Food	
4.3.2.13	Medical (doctors, clinics, <i>Hakeem</i> , medicines)	
4.3.2.14	Off-Farm Productive Practices	
4.3.2.15	Other	
Comments and Notes		

4.3: Is your total household income higher now than it was in 2004?

Use Codes: Yes = 1, No = 2

5. Food Supply

Number	Description	Number of Months That Current Supply Will Last	Value (Rs.)
5.1	Wheat		
5.2	Rice		
5.3	Maize		
5.4	Bajra/millat		
5.5	Pulses		

5.6	Others		
Comments and Notes			

5.8: Is your household food supply bigger than it was at this time in 2004?

Use Codes: Yes = 1, No = 2

6. Productive Practices

Number	Description	Start Year	Period of Year Practiced (Number of Months/Year)	Present Status
6.1	Crop Planting			
6.2	Livestock Raising			
6.3	Trading			
6.4	Product Processing			
6.5	Service Sector			
6.6	Share cropping			
6.7	Hire out Own Labor			
6.8	Other			
Comments and Notes				

Use "Present Status" Codes: Practicing Now = 1, Not Practicing Now = 2

7. Agricultural Inputs

Number	Description	Number of Months That Current Supply Will Last	Value (IDR)
7.1	Wheat Seed		
7.2	Maize Seed		
7.3	Pulses Seed		
7.4	Vegetable Seeds		
7.5	Fertilizers		
7.6	Pesticides		
7.7	Other Inputs		
Comments and Notes			

8. Training and Information

Number	Description of Trainings	Training Start (Year)	Training Importance	Being used
8.1	Agriculture			

Number	Description of Trainings	Training Start (Year)	Training Importance	Being used
8.2	Livestock			
8.3	Technical/Productive Practices			
8.4	Capacity Building			
8.5	Gender Awareness			
8.6	Health Extension			
8.7	Law Extension			
8.8	Religious Summons			
8.9	Social Information			
8.10	Environmental Concerns			
8.11	Political Information			
Comments and Notes				

Use "Importance" Codes: Training is sufficient = 1, Need more training = 2

Use "Used" Codes: Yes = 1, No = 2

9. Participation in Organizations

No.	Description	Start Year	End Year	Present Status	Meeting Leaders	Suggestions
9.1	AJKCDP					
9.2	Village Association					
9.3	Farmers Group					
9.4	Village Representative					
9.5	Other Association					

Use "Present Status" Codes: ongoing = 1, closed = 2

Use "Meeting Leaders" Codes: Active = 1, Average = 2, Passive = 3

10. Use of Public Facilities

Number	Description	Start Year	End Year	Present Status of Facility
10.1	Traditional Market			
10.2	Village Health Center			
10.3	Health Services			
10.4	Transportation			
10.5	Drinking Water Resource			
10.6	Mosque			
10.7	Education institution			
10.8	Cattle Health Care			
10.9	Agriculture Irrigation System			
Comments and Notes:				

Use "Present Status" Codes: Operational = 1, Not operational = 2, Damaged 3

12. Gender Concerns

12.1: Do women have equal roles and responsibilities compared to men in terms of doing household work, the children's education, managing the household finances, and other household functions?

Use Codes;

- Yes, this is implemented in the household and it could be explained = 1*
- Not yet, but the reasons could be explained = 2*
- It is difficult to achieve this and to explain why = 3*
- Not at all = 4*

12.2: Do you think that women's status in the household and in the economy is lower than men's status?

Use Codes:

- Yes, I think it is = 1*
- I am not sure = 2*
- No, I don't think so = 3*

12.3: Do women manage your household's assets?

Use Codes: Yes = 1, In process of starting to = 2, No = 3

12.4: Are wives given the opportunity to manage your household's assets?

Use Codes: Yes = 1, In process of starting to = 2, No = 3

12.5: How do you manage household assets, including household income?

Use Codes:

- With discussing decisions first = 1*
- With discussion after the decision = 2*
- No discussion at all = 3*

12.6: Who makes the decisions in your household?

Use Codes: Men = 1, Women = 2, Both men and women = 3, Don't know = 99

13. Gender Equality and Empowerment

The questions in this section are only asked when interviewing a woman respondent

13.1: Has the income of the members of your COS increased since joining the COS?

Use Codes: Yes, but only very little bit = 1, Yes, a little = 2, Increased an average amount = 3, Increased a lot = 4, Stayed about the same = 5, Decreased = 6

13.2: If the answer to question 13.1 was "Yes," which activities contributed to this increase?

For each COS activity below, Use Codes: Yes, from this activity = 1, Not from this activity = 2

13.2.1 Cattle

13.2.2 Seeds

13.2.3 Fertilizer

13.2.4 Saving

13.2.5 Other COS Income Generating Activity (IGA)

13.2.6 Other IGA NOT practiced through the COs

13.3: Is the overall income from your COS activities allocated to meet household needs?

*Use Codes: None of it is allocated for this = 1, A little bit is allocated for this = 2,
It is partly allocated for this = 3, All of it is allocated to meet household needs = 4*

13.4: What kinds of new information do you get from your COs?

For each type of information listed below, Use Codes: Yes, I get this type of information from my COs = 1, No, I do not get this type of information from my COs = 2

13.4.1 Market information

13.4.2 Business Opportunity information

13.4.3 Agriculture information

13.4.4 Livestock information

13.4.5 Women's role information

13.4.6 Other types of information

13.5: Do all household members initiate productive practices?

Use Codes: Very little = 1, A Little = 2, Good = 3, Very good = 4

13.6: Which productive activities do you practice?

For each activity listed below, use codes: Yes, I practice this = 1, No, I do not practice this = 2

13.6.1: Agricultural input

13.6.2: Stall

13.6.3: Agriculture labour.....

13.6.4: Livestock mangement.....

13.6.5: Other

13.7: Before joining AJKCDP where did you get your capital for Income Generating Activities? ..

*Use Codes: Family savings = 1, Husband's income = 2, Saving- Lending organization = 3
Selling cattle = 4, Selling agricultural produce = 5, Borrowed from neighbor = 6
Borrowed from bank = 7, Other source = 8, No income generating activities = 9*

13.8: After joining AJKCDP, where did you get the capital for Income Generating Activities? ..

*Use Codes: AJKCDP-related source 1, Family savings = 2, Husband's income = 3, Saving
Lending organization = 4, Selling cattle = 5, Selling agricultural produce = 6, Borrowed from
neighbor = 7, Borrowed from bank = 8, Other source = 9, No income generating activities =
10*

13.9: What did you use your loan for?

*Use Codes: Did not get a loan = 1, Education = 2, Household needs = 3,
Agriculture = 4, Livestock = 5, Productive practices = 6, Own health = 7,
Spouse's health = 8, Other = 9*

13.10: Do you agree with the COS Vision and Mission?

Use Codes: Yes = 1, No = 2, Don't know = 99

13.11: Does your COS Objective reflect your own Vision and Mission?

Use Codes: Yes, a little bit = 1, Yes = 2, Yes, a lot = 3, No = 4

13.12: Have you ever given input on the facilitation pattern?

Use Codes: Yes, a little bit = 1, Yes = 2, Yes, a lot = 3, No = 4

13.13: Why did you answer Question 13.12 the way you did?

Use Codes:

*I am afraid of making a mistake = 1
I hesitate and agree with other and/or the facilitator = 2
I am reluctant and shy = 3
I don't know. It is not in line with the group needs = 4
I am nervous and it is difficult for me to give my opinion = 5
To agree with the objective when there is a chance = 6
To get knowledge and attention from the group = 7
Nobody tells me to = 8*

13.14: What kind of input do you give for the facilitation pattern?

*Use Codes: Group activity = 1, Schedule = 2, Discussion topics = 3, Language = 4,
Behavior = 5, Performance = 6, Other = 7, No input = 8*

13.15: What input do you give to technical matters?

*Use Codes: Agricultural = 1, Livestock = 2, Off-farm activities = 3, Agricultural
produce marketing = 4, Other inputs = 5, No inputs = 6*

13.16: What is the usual follow-up to your input?

*Use Codes: There is an approach = 1, Changes in the activity = 2, There is training = 3, There is
follow-up planning = 4, Other response = 5, No response = 6*

13.17: Which of the following activities do you have in your neighborhood?

*For each of the following activities use the following codes for the frequency of this activity:
Often = 1, Seldom = 2, Never = 3*

13.17.1: Village discussion

13.17.2: Women's association

13.17.3: Other

13.18: Have you encouraged and given opportunities to women to participate in village activities?

Use Codes: Never = 1, Very little = 2, A little = 3, Often = 4, Very often = 5

13.19: Are you involved in the village activities and active in given inputs, ideas, or opinions?
Use Codes: Never = 1, Very little = 2, A little = 3, Often = 4, Very often = 5

13.20: Are women's opinions appreciated by the village leaders and staff?
Use Codes: Yes = 1, No = 2, Don't know = 99

13.21: On which of the following topic are women's suggestions and opinions included in the village discussion?
For each topic listed below, use codes: Included = 1, Not included = 2

13.21.1: Drinking water

13.21.2: Village road/street.....

13.21.3: Saving and Lending

13.21.4: School

13.21.5: Village health center.....

13.22: What did you contribute to completed village activities on the topics listed in Question 13.21?
For each type of contribution listed below, use codes: Contributed = 1, Did NOT contribute = 2

13.22.1: Planning

13.22.2: Design

13.22.3: Material

13.22.4: Labor

13.22.5: Consumption

13.23: What response did you get from your suggestions or opinions?
Use Codes: Accommodated = 1, Not a priority so no action = 2, Postponed for next year's activities = 3, Not supported in the voting = 4, No response = 5

13.24: For each of the following income sources, who in your household manages the income?
For each source, use codes: Managed by men = 1, Managed by women = 2, Managed by both 3, Don't know = 99

13.24.1: Agricultural products

13.24.2: Selling cattle

13.24.3: Agricultural labor

13.24.4: Productive practices

13.24.5: Other income sources:

13.25: For each of the following types of expenditures, who manages the necessary money or other assets?

For each expenditure, use codes: Managed by men = 1, Managed by women = 2, Managed by both 3, Don't know = 99

- 13.25.1: Children's education
- 13.25.2: Consumption
- 13.25.3: Cultivation
- 13.25.4: Livestock
- 13.25.5: Productive practices
- 13.25.6: Other expenditures

13.26: Do you think that women's opinions and suggestions are more welcome by village leaders and staff now than before AJKCDP?
Use Codes: Yes = 1, No = 2, Don't know = 99

13.27: Do you think that women's suggestions about village activities receive a better more positive response from village leaders and staff now than before AJKCDP?
Use Codes: Yes = 1, No = 2, Don't know = 99

13.28: Do you think that you have more responsibility for managing your household's income and assets now than before AJKCDP?

13.29: Do you think that many or most of the women in your village have more responsibility for managing your household's income and assets now than before AJKCDP?

(Improvement will be appreciated)