

## Vibha Project Visits Template

### **Introductory Letter:**

Dear volunteer:

We appreciate your visiting this project. This questionnaire is a guideline to help you through your visit and also enable you to provide your feedback to us. They are meant as a starting point, so please feel free to add any other observations / input that you may have from the project. We also do not expect every question to be applicable to all projects, so please fill the questionnaire as far as it is relevant. Also, please answer these questions in as much detail as you can provide.

We also welcome your inputs on how this document can be enhanced (through adding / removing any questions or sections). Please provide any additional information (like pictures, documents, reports) that you may have collected during the visit.

Thanks, once again

Project Visits Team

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### **Your Details:**

Name:

Phone:

Email:

Action Center:

How long have you been volunteering for Vibha ?

### **Project Details:**

*Name of Project:*

*Location (Town / City, State):*

*Date of Visit:*

*Project Coordinator Name:*

*Project Coordinator Contact Information (Address, Email, Phone, Fax):*

*Project Website:*

*Project Status during time of visit (e.g. approved, first stages of review, etc):*

**Pre-visit Preparation:**

Did you go through the following documents (if applicable) prior to the visit?

Project Proposal:	Yes	No
Project correspondence:	Yes	No
Project Summary:	Yes	No
Financial requirements (may be a part of the proposal):	Yes	No
Previous Project Visit reports:	Yes	No

*Please briefly describe any other pre-visit preparation: (this may include transportation, communication with the project coordinator, project lead, etc.):*

**Visit Details:**

*Please describe chronologically your visit. This may include your travel to the project, your visits with different components of the project or the coordinator. Please include timelines around the same:*

*Please briefly describe your perspectives of the project. This could include your perspectives on*

- 1. The project coordinator*
- 2. Other employees at the project / of the NGO*
- 3. Your guide for the visit (if different from the above)*
- 4. The beneficiary children at the project*
- 5. Any other beneficiaries (parents, teachers, local community)*
- 6. Project documentation (at the project)*

*Please briefly describe the impact (quantitative, as well as qualitative data) that the project is having on*

- 1. The target beneficiaries of the project*
- 2. Any other beneficiaries such as parents, local community, etc.*

*Did you find the project implementation in tune with the project proposal?*

*If there are any differences (enhancements, reductions), please list them in the order of importance and specify the reason for the differences.*

*Please identify the financial needs / plans for the project. This includes how the funds being allocated by Vibha are being put to use at the project. Do you believe that they are being judiciously utilized?*

*Is there additional scope for funding within the project? Or is there a scope for reduction in funding? If so, please provide reason (such as alternate sources of funding being available to the project, etc.)*

*What are the strengths, opportunities within the project? What positives did you notice during your visit?*

*What are the weaknesses, risks within the project? Did you have any concerns during your visit?*

*On a scale of 0 to 5, with 5 being a strong recommendation and a 0 being a strong disapproval, how would you recommend this project for Vibha funding? (Answer this if this project has not been approved for Vibha funding,)*

1      2      3      4      5

*If it has been approved, would you recommend any immediate changes for continued funding?*

*On a scale of 0 to 5, with 5 being a strong recommendation and a 0 being a strong disapproval, how would you recommend this project for renewed Vibha funding after our initial commitment (if the scope permits the same)?? (Answer this if this project has already been approved for Vibha funding.)*

*Can Vibha help the project in any other way (through providing materials, resources or any other support)?*

*Overall, please give your thoughts on*

- 1. Your project visit*
- 2. The Project*
- 3. The Project coordinator, employees*
- 4. The beneficiaries*

*Did you talk to any of the beneficiaries? Could you give highlights on some of the success stories?*

**Comments:** (Please feel free to add any additional comments)

**Post-project Visit:**

*Have you contacted the project coordinator after your visit?*

*Have you provided any input around your visit to the projects team (project lead / visits coordinator)?*

*Have you sent support documentation that you may have collected (like photographs taken, reports, documents, etc.) to the projects team?*

**General Feedback:**

*Was the project visit a fruitful experience for you? Would you like to visit another project again?*

*Was your experience with the Projects Visit Team and the Project lead satisfactory?*

*Did you receive timely correspondence from the Project Visits team?*

*Was the documentation provided sufficient?*

*Do you have any suggestions around improving the project visits process?*