

**Summary of work done during the period from 1st October
2007 to 30th September 2008 – 4th year of association**

- Zankhana Patel

1) Project Monitoring

No.	Name of the Projects	Dates of the visits
1	RDO (with Aravind)	10 th October,2007
2	ACL (with Shankar)	11 th October,2007
3	ACL (Financial monitoring visit)	10 th December, 2007
4	Vidyarambam	12 th ,13 th &14 th Dec,2007
5	Corpindia (with Shamila)	8 th January,2008
6	Corpindia (financial monitoring)	11 th January,2008
7	Alamb (with Rajesh)	18 th February,2008
8	Nav Jyoti (with Rajesh)	19 th February,2008
9	Jan Madhyam (with Rajesh)	20 th & 21 st February,2008
10	GORD (with Sasi)	10 th March,2008
11	HEARDS	11 th March,2008
12	Shristi	12 th & 13 th March,2008
13	Sikshana	14 th & 15 th March,2008
14	DSS	9 th April,2008
15	AURED	12 th April,2008
16	CTF	15 th April,2008
17	Aasman (review meeting with project staff and Mukesh)	21 st April,2008
18	DSS review meeting	26 th April,2008
19	Rachna (Pune volunteers joined)	3 rd May,2008
20	CTF summer camp	May,2008
21	Hope School	9 th June,2008
22	SEA(with NEST)	10 th & 11 th June,2008
23	RDO (with Gayathri)	12 th June, 2008
24	BCT Model school (Sasi joined)	14 th June,2008
25	BCT Tribal schools (Sasi joined)	15 th June,2008
26	BTS (with Salahuddin)	7 th & 8 th July,2008
27	AMTA Block	9 th & 10 th July,2008
28	SKB	11 th July, 2008
29	GRSV	12 th July,2008

2) Pre-Funding Assessment

No.	Name of the Projects	Dates of Visits
1	Sevalaya	11 th December,2007

3) Visit to Resource Organizations –

1	AccountAid - Delhi	22 nd February, 2008
2	Grammangal – exhibition on education - Pune	29 th February, 2008

4) Capacity Building -

1) Verala Development Society – Kolhapur:

- Winding up our partnership – final financial settlement with the person in charge and the field coordinator.

2) SVVPS – Durgapur, WB

- Coordinating with Swanirvar and SVVPS on phase mannered training sessions for Primary teachers training.
- Keeping track on implementation of the training in day to day working with the children.
- Coordinating with Swanirvar & SVVPS to overcome initial difficulties in implementing math new techniques
- Feedback from Swanirvar on SVVPS implementation ability and success rate during meeting with Dr. Sujitda.

3) BTS - Sunderban, WB

- Conceptualizing, conveying need of restructuring CCCs & training to the teachers to Dr. Sujitda of Swanirvar
- Coordinating with Sayeed - the project lead, Swanirvar and BTS on the phase manner training module and a separate budget for this training and other logistics.
- Periodical follow-up on training, implementation by BTS, follow-up supervision by Swanirvar, mid-course corrections, joint visit with Swanirvar representative, meeting with the BTS teachers and Swanirvar trainers, meeting up with Dr. Sujitda etc...
- Keeping track of all changes made by BTS according to our suggestions and under guidance of Swanirvar. Up-dating the same to the project lead & the monitoring team.

- Sent my copy of the book 'Improving Government Schools' to Dr. Sujitda as he was invited to speak on the subject at one of the national conference.

4) SEA – Chennai & HEARDS – Chittoor

- Keeping track and coordinating with NEST on pre-training assessment, training and post-training assessment of SEA activities.

- Coordinating with SEA, the project lead and the monitoring team on implementation of the training and usage of funds allotted for the same.

- Joint visit with NEST to SEA, meeting with the teachers, worked on the practical difficulties faced by the SEA teachers, refreshing course by NEST, mid-course corrections etc...

- HEARDS: HEARDS visited NEST learning center & library – visited Rishi Valley school - coordinating with NEST & HEARDS on translating math & science materials – planning for 1st teachers training

5) Mentoring project monitor – Rajesh Kumar

- Made joint visits to Delhi projects for field training (twice)
- Forwarded reference materials on different aspects of monitoring and evaluation – pre-funding assessment – financial monitoring – impact assessment on larger scale etc...
- Helped in different monitoring mechanisms – methods – data collection etc...
- Gave inputs before visits and in post visit reports
- Helped in better way of writing reports
- Talked to Sambodhi (Delhi) to explore about its workshop on evaluation & monitoring for Rajesh

6) Appointment of new project monitors

From South:

- Coordinating with Vibha-MSEL group on exploring idea of getting Sasi as project monitor

- Joint visit to GORD with Sasi was the 1st step on confirming Sasi's interest in joining monitoring team

- Joint visit to BCT with Sasi – gave orientation on south projects – discussed monitoring guidelines – forwarded reference materials on monitoring & evaluation

- Feedback to Vibha-MSEL on Sasi's capability

- Provided info on IRFT workshop on M & E at Bangalore for Sasi

From North-East: - Coordinating with Arun on the same – forwarded all resumes from North – talked to Dr. Sujitda during my WB visit – got a good potential candidate’s CV for the same

7) Periodical research on net and collecting data on Government schemes, national & international donor agencies and resource organizations in different states for the partners like GRSV –

www.pradan.org – is a Delhi based resource organization having presence in WB – can be useful for GRSV

8) Reference work to up-date knowledge & skills -

- Periodical research reports – ASER reports from www.pratham.org
- The articles from news letters of Indiatogether, Propoor, Infochangeindia, Vidyaonline, ASSET Scope etc...
- News letters from CAP & AccountAid
- Completed the book – ‘Transforming Schools – Empowering Children’ – working on chapter-wise summery to share with partners
- www.givewell.net – project appraisal
- www.deepalaya.org – for tracking mechanism for Alamb
- UNDP, OXFARM & UNICEF materials on outcome based assessment & financial management of NGOs.

9) Direct additional inputs to the partners during visits & post-visits

- Prepared individual fund utilization formats for BTS, RDO, ACL, CTF, SEA, GSK, and modified HEARDS existing one. Except ACL, all of them are using it.
- Prepared table formats (matrix) for outcome presentation & tracking of beneficiaries for RDO, ALAMB, Janmadhyam.
- FCRA rules & regulation – forwarded the relevant materials to the projects
- Motivated them to network with other projects from their respective geographical area.
- Gave perspective on quality education & importance of empowerment of beneficiaries
- Shared information on funding resources
- Got most of the projects member of Vibha-India-Projects group
- Arranged field visits for RMKM to Shristi, Mayaorganic and Sutradhar

10) Sharing information with partners through Vibha-India-Projects group

- e-portals, workshops on different areas of project/organization management by different resource organizations, financial aspects, achievement by other partners, good relevant articles, happenings in education sector, English language training, Web-links on education, Govt. policy for disabled, Poverty eradication, use of technology, basic reading problems among children, research study article on ‘perception on education’ books for primary school children, multi-media

education, community participation model, resource mobilization, Swanirvar's report on govt. school intervention, etc...etc...

- 11) Inputs to volunteers

- **Bangalore:** Attended meetings, shared my experience in monitoring the projects, gave ideas on different ways of getting involved with the projects, shared ppt, gave inputs & provided clarifications on projects over telephone & emails whenever I was approached by the volunteers etc...
 - coordinating with Arvind on translation work for HEARDS
 - worked on venues for Vibha-India conference & forwarded the details to Venky
- **Pune:** Joint visit to Rachana, discussed the scope of working with the projects, had individual meeting with Sheetal on organizing event for Rachana kids.
- **Mumbai:** Meeting up with Mr. Sudhakar Shetty – 1st Volunteer to get in touch with me – discussed the scope for him to get involved. Currently trying hard to get signed up volunteers to be more active, attended meeting, made joint visit to CTF, shared ideas on what can be done.
- **Chennai** – got volunteers Shankar & Arvind to accompany me for the project visits
- Coordinated with the US volunteers visiting projects in India

12) Coordinating with Vibha project leads, other team members, other project monitors and giving inputs in the following issues through emails and conference calls:

- Pre-visit coordination, queries, concerns by project leads
- Post visit immediate feedback followed by detail reports & weblinks of project pictures
- Conference monitoring calls
- Keeping track of progress of GVT
- Guria contact details to CTF
- Information on GORD to Venky
- Inputs to new monitoring structure & template
- Feedback on usage of Azim Premji Foundation module from Hope
- Shared all training materials and outcome of SVVPS – Swanirvar association with Sayeed for BTS
- Pursuing GORD to look at Sikshana model
- Call from Jatinder – Prayas – conveyed the same to the team
- Reworking on EORTEC budget and forwarded the same to Rajesh & Lux & JM
- Inputs to RDO on getting birth certificates for the project kids

- Brief notes to the team on AccountAid meeting, DSS review meeting, CTF parents meeting, Grammangal Exhibition
- SSA scheme of Karnataka state govt. info to GORD & HEARDS
- Contact details of Azim Premji Foundation to HEARDS
- Provided clarifications to BTS on ICDS scheme & school preparedness program
- Helped Shaishav on e-portals, funding resources, strategies to solve problems of human resources – info on getting students from Anand School of Social Work
- Feedback on food crisis to Venky
- Feedback on impact assessment report of DSS for scaling up the project
- Inputs to final budget of BTS
- Inputs to Arun on scope for Rajesh to contribute more meaningfully
- Share&Care funding & educational resources to Rachna
- Feedback to Murali on Education for Sustainable Development
- Quest Info from DSS to Rachna
- Inputs to CTF on its new association with HSBC – recommended Shristi as a partner for CTF – meeting with Shristi on the same
- Conference calls with Vijay & Sasi on GORD, HEARDS and BCT
- Info on FCRA rules on transferring funds to BCT
- Funding resources to RDO
- Clarifications on SEA budget to the project lead
- Inputs to AMTA Block project lead on post visit additional budget
- Inputs to new budget of BCT to Vijay
- Guidance from Ganesh on setting up Magic Jack
- Inputs to Venky on Chennai projects
- Shared info on Vibha supported projects to one of the Chennai volunteers
- Shared article on grant making & expecting impact with the team

13) Back Office work –

- Quarterly account statements to Vivek
- Organizing bills & vouchers of the year 2006-07 and submitted copies of the same to Vivek-Vibha office
- Travel logistics & Hotel booking
- Printouts of project materials & studying the same
- Purchased some samples of teaching materials from resource organization and showed them to the partners during visits.
- Web-links for the project pictures
- Up-loading video in You-Tube and sent the link
- Annual receipts & payment to Vibha
- Organizing bills & vouchers of the current year 2007-08
- Courier some reference materials like AccountAid news-letter, CAP news-letter, books on spoken English, govt. school intervention, Vidyarambam materials to RDO,
- Hard copy of renewed contract to Vibha office
- Weekly up-dates to the team
- Up-loading reports in Vibha data-base