Annexe-V

Project Mesha MLE Framework

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# Annex-5.1 Personas

## AKF- State Lead

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| --- |
| Background/Skills: Mid-career professional with extensive experience of program implementation. Exercises a higher-level managerial oversight over the project. Would be interested in looking at more complex reports aggregated at the level of the project. Uses computers and mobiles regularly, and is well-versed with popular desktop, web and mobile applications. |
| Key Tasks | Major Decisions | Information Required |
| * Ensure coordination between AKF and AKRSP(I)
* Ensure coordination between AKF and Jeevika
* Manage allocation of AKF & AKRSP(I) resources to project scale-up process
* Review project progress with multiple stakeholders
* Support the project in recruitments and other key processes
 | * Organising learning and sharing events
* Recruitment and review of AKF staff for the project
 | * Annual growth in outreach numbers
* Periodic narrative reports
* Project Progress report
* Whether the training materials being developed are ready to be shared with Jeevika?
* What is the optimal remuneration for Pashu Sakhi?
* Case-studies, images for external stakeholder sharing
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| --- | --- | --- | --- |
| Key User Stories | Priority | Tool Outline | Report Outline |
| What is the number of new project beneficiaries added this year? | 1 | Goat-rearers’ profile | Goat-Rearers’ Database |
| How many people are paying for the vaccination and deworming? | 2 | Service Provision Tracker | Service Provision Report |
| Which value chains are working for vaccines?Pashu sakhi Income levels? | 3 | Vaccine Availability Tracker | Vaccine supply data-MIS |

## AKF- Training & Policy Lead

|  |
| --- |
| Background/Skills: Experienced professional with extensive experience in field implementation and policy liasoning. Oversees development of curriculum for all types of trainings, so will need access to in-depth reports/dashboards on an ongoing basis. Uses computers and mobiles regularly, and is well-versed with popular desktop, web and mobile applications. |
| Key Tasks | Major Decisions  | Information Required |
| * Coordinate with and support AKRSP(I)
* Finalise all the training modules
* Liaison with project’s implementation partners
* Dialogue with Jeevika and other government departments
* Provide support to Jeevika for scale-up
* Manage documentation and dissemination for the project
* Participate in the joint review of the project with Jeevika and AKRSP(I)
 | * Progress data to be shared with Jeevika
* Time to be allocated to scale-up activities of Jeevika
* Take/suggest/support remedial measures in case of mismatch between physical and financial progress data
* Key documentation activities for the project
 | * Change in outreach numbers over the quarter
* Narrative impact reports
* Activity-wise outreach and adoption numbers
* Number and type of trainings imparted to goat-rearers and Pashu Sakhis
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| --- | --- | --- | --- |
| Key User Stories | Priority | Tool Outline | Report Outline |
| What is the community context for Project Mesha? | 1 | Goat-rearers’ Profile, Yearly Reviews | Goat-Rearers’ Database |
| What are the other interventions of Jeevika and other departments? | 2 | Joint Reviews with Jeevika | NA |
| Details about Project Mesha Trainings | 3 | Training Quality Review | Training Database |

## AKF- Monitoring and Evaluation Lead

|  |
| --- |
| Background/Skills: Experienced professional with extensive experience in Research and M & E. Lead the development of MIS system and Coordinate Monitoring, Evaluation and Research activity in the project. He will need access to all data source, survey and assessments, project reports and dashboards on an ongoing basis. Uses computers and mobiles regularly, and is well-versed with popular desktop, web and mobile applications.  |
| Key Tasks | Major Decisions  | Information Required |
| * Developing the overall M&E Strategy.
* Manage the Project Results Framework
* Oversee Design of the project MIS and database
* Oversee mobile based data collection and ensuring quality of the

data collection* Support the design and implementation of Mid-line, End-line, WEAI, and Annual Outcome Surveys
* Support the development of project progress report
* Coordinate with the M&E team at AKRSP(I) and BMGF, and the technical partners
 | * Hiring vendors and development of the MIS system
* Identify consultants for Evaluations and Studies
* Implementation of all quantitative and qualitative assessments including Midline, End-line, WEAI, and annual outcome surveys
* Utilization of MIS and survey data for programmatic decisions
 | * Access to all project data
* Project work plan with targets and achievement
* Project narrative reports
* All evaluation and studies
* Issue log of the MIS system
 |

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| --- | --- | --- | --- |
| Key User Stories | Priority | Tool Outline | Report Outline |
| How regularly and what is the quality of the data generated for the project activities  | 1 | Project database  | Project Dashboard  |
| What is the progress of the project and where do we need more emphasis | 2 | Annual Plan vs. Achievement data | Project narrative reports and Results Framework |
| What are the key learning from the project and supplement for project direction | 3 | Project monitoring data, Baseline, Midline, WEAI data analysis | Special studies, Evaluation Reports, Case Studies |

## AKRSP(I)- Regional Manager

|  |
| --- |
| Background/Skills: Mid-career professional with extensive experience of program implementation. Exercises a higher-level managerial oversight over the project. Would be interested in looking at more complex reports aggregated at the level of the project. Uses computers and mobiles regularly, and is well-versed with popular desktop, web and mobile applications. |
| Key Tasks | Major Decisions  | Information Required |
| * Represent the project at the state level
* Provide visioning support
* Build convergences with other AKRSP programs
* Review the project in monthly meetings
 | * Decisions around Finance, HR and Admin
* Final review of physical and financial progress
 | * Physical progress data vs financial progres data
* Monthly reflection report
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| Key User Stories | Priority | Tool Outline | Report Outline |
| What is the quality of field trainings? | 1 | Community Interaction Tracker | Thematic Report, Community Interaction Report |
| Are the trainings aligned with the project objectives? | 2 | Thematic Agendas | Thematic Report |
| What are the activities being done towards achievement of objectives related to women’s empowerment? | 3 | Thematic Agendas | Thematic Report |

## Project Mesha- Team Lead

|  |
| --- |
| Background/Skills: Experienced professional with stints both in the corporate as well as development sector. Has spent close to 6 years working with communities on livelihoods, collectives and other themes. Is inclined towards innovative approaches to engage with community as well as implement project activities.Will need both the higher-level analysis as well as detailed thematic/activity reports to be able to fulfill his task requirements.Regularly uses computers and mobile devices, and is well-versed with popular desktop,web and mobile-based apps like MS-Office Suite etc |
| Key Tasks | Major Decisions  | Information Required |
| * Formulating project strategy
* Managing the finances and human resources components of the project
* Monitoring the progress of the project- plan vs achievement on different activities
* Managing the project-related communication- seek and provide data from/to relevant actors
* Stakeholder liasoning and representing project at different forums
 | * Finalising processes for different activities
* Finalise the staff recruitment
* Finalise the budget allocation
* Finalise periodic plans and agendas
 | * Whether the due processes are being complied to in the project operations?
* What is the status of different programmatic components?
* What are the different activities that Pashu Sakhis are engaging in with the community?
* How are other field staff engaging with the community?
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| Key User Stories | Priority | Tool Outline | Report Outline |
| Which goat management practices are being currently followed by the goat-rearers? | 1 | Goat Management Practices Tracker | Goat Management Status |
| What is the goat population status in project area? | 2 | Goat Population Tracker | Goat-Rearers’ Database |
| What does the daily engagement of Pashu Sakhis look like? | 3 | Community Interaction Tracker, Project Staff Interaction Tracker | Community Interaction Report, Automated Performance Reports-MIS |

## Thematic Managers

|  |
| --- |
| Background/Skills: Mostly professionals with upto 6 years of experience with thematic expertise. Most of them with a masters in one or the other specialisations of development studies/social work. Most of the time, will be supporting the implementation of agenda proposed by Program Specialists. Will need to access most of the theme-specific data both in terms of higher-level reports as well as investigative tools like Goat-Rearers’ database.Use computers and mobile devices regularly, and ares well-versed with popular desktop,web and mobile-based apps like MS-Office Suite etc and domain-specific software like SPSS, Publisher etc |
| Key Tasks | Major Decisions  | Information Required |
| * Discuss periodic/monthly thematic plans of action
* Support execution of thematic plans of action
* Support the TL in making key thematic choices
* Providing content/training support to the field
* Monitor the progress of thematic activities
* Liaison with relevant external stakeholders
 | * Finalise activity processes for respective themes
* Finalise implementation strategy
 | * Plan vs Achievement account of thematic activities for select periods
* Key outcome metrics for the theme for select period
* Institutions- Producer Group metrics, Goat Sales metrics
* Technical- Goat Health, Goat Management, Goat Services metrics
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| --- | --- | --- | --- |
| Theme | Key User Stories | Tool Outline | Report Outline |
| Institutions | What are the training inputs being provided to the groups ? | Thematic Agenda- Institutions | Thematic report |
| Technical | What is the income being earned by the Pashu Sakhi on a monthly basis? | Services Provision Tracker | Services Provision Report |
| M&E | What are the key tasks executed by Pashu Sakhi in a month? | Community Interaction tracker, Project Staff Interaction Tracker | Community Interaction Report, Automated Performance Reports-MIS |
| Communications | Which activities planned in a month need support in terms of development of communication tools? | Thematic Agenda | Communication Portal |

## Block Managers

|  |
| --- |
| Background/Skills: Mixed group of young professionals with work experience between 0 to upto 4 years. Most of them have a masters degree in development/social work. Are responsible for the implementation of project activities in the block, so will need access to both the higher-level analysis for the block as well as detailed reports for discussions with the project staff based out of their blocks viz. Program Specialists and DOsUse computers and mobile devices regularly, and ares well-versed with popular desktop,web and mobile-based apps like MS-Office Suite etc |
| Key Tasks | Major Decisions | Information Required |
| * Area selection and allocation to staff
* Budgeting activities for a select period and validating the expenditures
* Managing and supervising the implementation of planned activities
* Monitoring performance of staff
* Monitoring, validating and reporting the project progress for a select period
 | * Allocation of work-items to PS, DO and Pashu Sakhis
* Training and Capacity building programs logistics
* Pashu Sakhi selection
 | * Project activity plan
* Budgetary allocation- activity-wise and other financial information
* Availability of resource persons according to activity plan
* Performance tracking of PS, DO and Pashu Sakhi
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| Key User Stories | Priority | Tool Outline | Report Outline |
| What is the activity plan for various levels of project staff in the block? | 1 | Thematic Agenda | Thematic Report Card |
| How are Pashu Sakhis engaging with the community? | 2 | Community Interaction Tracker | Community Interaction Report |
| How much work has been done by Pashu Sakhis in a period so that they can be accordingly paid? | 3 | Services Provision Tracker | Services Provision Report |

## Program Specialists- Thematic

|  |
| --- |
| Background/Skills: Mixed group of professionals with varied number of years of experience. Most of them have a masters’ degree and have had another job before joining Project Mesha. Will be responsible for planning and implementation of the project activities in the block, so should have access to both the higher-level analysis for their respective themes as well as detailed databases.Regularly use both computers and mobile devices and are versed with the major web and mobile based applications. |
| Key Tasks | Major Decisions | Information Required |
| * Plan and execute the thematic activities at the block level
* Communicate the activity requirements to the block office
* Plan research-based action related to the theme
* Manage communication with participants in the activities
 | * Exposure visits, or invites to technical experts related to themes
* Thematic agenda for the month
* Budget for the thematic activities
 | * What are the key activities to be done in a select period?
* What is the performance of Pashu Sakhis in the field after training?
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| --- | --- | --- | --- |
| Theme | Key User Stories | Tool Outline | Report Outline |
| Technical | How many goat rearers follow castration, deworming and vaccination schedules  | Goat Management Practices Tracker | Goat Management Status |
| Gender | What are the training schedules, reporting formats and planning formats of the staff ? | Thematic Agenda | Thematic Report Card |
| Institutions | What is the number of goat-rearers in each of the villages? | Goat-rearers’ Profile | Goat-rearers’ Database |

## Development Organisers

|  |
| --- |
| Background/Skills: Mostly young professionals fresh out of college. Most of them have a masters’ degree with a development focus/component. Use both computers and smartphones for their daily activities. |
| Key Tasks | Major Decisions | Information Required |
| * Manage and supervise the working of Pashu Sakhi Cadre
* Validate the payments sheets of Pashu Sakhis
* Support the formation and functioning of Producer groups
* Collection of data related to producer groups, Pashu Sakhis
* Writing narrative reports of the progress in the field
 | * Identification of Pashu Sakhis
* Finalise the details and schedule of community-based meetings/events
* Field logistics
 | * Schedule of Pashu
* Sakhis
* Activity plan for a select period
* Key performance metrics in their constituency
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|  |  |  |  |
| --- | --- | --- | --- |
| Key User Stories | Priority | Tool Outline | Report Outline |
| What are all the activities scheduled and assigned to me in this week/ month? | 1 | Thematic Agenda | Automated Performance reports-MIS |
| What are the activities and progress in other blocks? | 2 | Thematic Agenda | Automated Performance reports-MIS |
| What has my performance for a week/month been like? | 3 | Community Interaction Tracker, Project Staff Interaction Tracker |  |

## Pashu Sakhis

|  |
| --- |
| Background/Skills: Women from the project villages who have undergone primary schooling to matriculation. Most can read and write Hindi and can perform basic mathematical calculations.Most of them have feature phones but have seen men in the village/households using smartphones and would be interested in exploring them. |
| Key Tasks | Major Decisions | Information Required |
| * Regular awareness, sensitisation, knowledge transfer trainings to the community
* Facilitate adoption of management practices for the goatkeeping
* Administer dewormers and vaccines to the goats in project area
* Support the functioning of goat producer groups
* Collect relevant progress data
 | * Which households to visit to provide the deworming service?
* Which households to enroll for a particular activity?
* When to organise the group meeting?
* Allocating time to the project activities outside village
 | * Goat-rearers’ details
* Details of services to be provided
* Activity and area plan for the services
* Performance of goat flocks under supervision
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|  |  |  |  |
| --- | --- | --- | --- |
| Key User Stories | Priority | Tool Outline | Report Outline |
| What are the best practices for kitchen gardening? | 1 | NA, Trainings | NA |
| How many goat-rearers have availed my services this month? | 2 | Services Provision Tracker | Community Interaction Report |
| How many goat-rearing households do I need to visit this month? | 3 | Thematic Agenda | Automated Performance reports-MIS |

# Annex-5.2 Tool Outlines

## Data on Goat-Rearers

### Goat-Rearers’ Profile

##### What does it capture?

Captures relevant details about the women goat-rearers the project is working with e.g. name, caste/category, occupation, family size, landholding, migration status etc.

##### Where and when to use it?

It should be administered close to the goat housing unit/household structure. It could be aligned with other entry point activities in the hamlet/village like transect walks etc. It is mostly expected to be a one-time tool which will later on be used to make relevant edits to the goat rearer’s profile whenever required.

##### Who should use it?

It should ideally be filled up by the frontline staff who are less prone to making mistakes while filling up this information because this data will potentially inform a lot of project activities and subsequent analysis. Pashu Sakhis after training, or DO should ideally fill this up.

##### What is its utility?

The data collected through this tool will feed into the Goat-Rearers’ Database as well as form the base data for other tools.

## Data on Goats

### Goat Flock Tracker

What does it capture?

Captures the basic profile of goats in the households and tracks changes in the goat flock including births, Posia/shaer system, deaths and sales and assigns identification to each of the goats/kids/does along with basic info such as type (pathi/khassi).

Where and when to use it? Who should use it?

It should be administered close to the space where the goats are being housed by the household. It should be captured on an ongoing basis by either Pashu Sakhis or DOs, and could be aligned with the routine visits for various purposes. If the Pashu Sakhis are unable to make household visits, then the data can be collected through producer groups/on a sample basis.

What is its utility?

The data collected through this will feed into the Goat-Rearers’ Database and the Goat Health Tracker.

### Goat Management Practices Tracker

What does it capture?

This tool captures the status of adoption of the goat husbandry/management practices prescribed/chosen by the project e.g. housing, feed, mineral mix etc. It also captures payments made to Pashu Sakhis for these services, if applicable. This tool should have two modules: 1) dealing with the management practices to be observed at the household level, 2) dealing with the management practices to be observed for the individuals goats.

Where and when to use it? Who should use it?

It should be administered close to the goat housing unit, and if, possible, through observation.

It should be used on an ongoing basis during the routine periodic visit to the goat-rearing household.

What is its utility?

It should feed into the Goat Management Practices report and will provide the project data about the adoption rates for the practices prescribed by it.

### Disease-Mapper

What does it capture?

It allows the user to capture the incidence of a particular disease and map it to a household or a particular goat as well

Where and when to use it? Who should use it?

It should be used by DOs and Pashu Sakhis to capture and communicate incidences of disease during their interaction with the goat-rearers’ in the village.

What is its utility?

This should feed into the project’s preventive health strategy, and should also document the incidence of particular diseases in the project areas.This will also feed into the diseases section of the Goat Health Tracker report.

### Production Cycle Analyser

What does it capture?

It captures the status of procurement and marketing practices (list to be fed into the MIS by project staff), and procurement/maintenance/inputs costs, and income from the sale of the goats.

Where and when to use it? Who should use it?

It should be administered by the Pashu Sakhi during each of the monthly producer group meetings so as to reduce the time spent in collecting data.

What is its utility?

It should feed into the Goat Management Practices report and the Production cycle report.

## Data on Producer groups

### Producer Group Profile

What does it capture?

This maps the producer groups to the producer group members (women goat-rearers) and captures the key details about the group e.g. name of the group, date of formation, details of the group leaders etc.

Where and when to use it? Who should use it?

It should be a single-use tool employed by the DO at the time of the formation of the group and used to make edits when the groups adds/drops members.

What is its utility?

This will form the basis of all the group- based reports/ tools as it will provide the key information points about the group.

### Producer Group Tracker

What does it capture?

This will track key activities of the groups like monthly meetings, topics discussed, plans made actions taken, themes worked on viz. Social action and markets etc.

Where and when to use it? Who should use it?

It will be used during the monthly group meetings to capture the topics discussed and plans vs actions taken on market and social issues. It should be captured during every producer group meeting by the Development Organiser for the first few years as the DO is expected to be present during every producer group meeting.

What is its utility?

This will feed into the reports on the producer group health which will help the project reflect on questions around: how many producer groups are functional? How many producer groups have a functional market agenda? How many producer groups have a functional social agenda? How many producer groups have achieved the threshold for federation?

## Data on Pashu Sakhis

### Service Provision Tracker

What does it capture?

It captures the status of services provided by the Pashu Sakhis to the goat flocks of the women goat-rearers, and the payment received by them against each instance of services provided. The tool could have an editable drop-down list of services being provided e.g deworming, vaccination and castration etc

Where and when to use it? Who should use it?

This tool should be used at the time of provision of the relevant service at the spot at which the service is delivered, e.g. deworming camp or household visit. Possibly the transactions could be geo-tagged and receipts of the service be produced and shared with the women goat-rearers’??

What is its utility?

This tool should feed into the reports related to the status of services provided to the women goat-rearers’ and the payments received against them.

### Community Interaction Tracker

What does it capture?

It captures the details of the community interactions facilitated by Pashu Sakhis e.g. trainings, sensitisation meetings, etc

Where and when to use it? Who should use it?

It should be administered at the spot of the interaction and, participants (including project staff), themes( gender, technical, institutions) and geo coordinates captured. It should be used on an ongoing basis as and when a community interaction takes place.

What is its utility?

It should feed into the community interaction map report/dashboard.

##### Note

##### This tool should be used by all the project staff who are involved in direct community interaction e.g. Pashu Sakhis, DOs and Program Specialists.

### Project Staff Interaction Tracker

What does it capture?

It captures the details of interactions of Pashu Sakhis with the project staff outside the community interactions e.g. monthly meetings, trainings, exposure visits etc

Where and when to use it? Who should use it?

It should be administered at the spot of the interaction and, participants, themes( gender, technical, institutions) and geo coordinates captured. It should be used on an ongoing basis as and when a project staff interaction takes place.

####

#### Vaccine Availability Tracker

What does it capture?

It captures the demand(quantity/name/other details) of the vaccines/other medicines/materials raised by Pashu Sakhis, the project staff/concerned person it is raised to, and details related to the receipt of the demand.

Where and when to use it? Who should use it?

It should be filled by Pashu Sakhi on an ongoing/need basis to generate/document demand of the vaccines and other materials needed by them to fulfill their various responsibilities.

What is its utility?

This should feed into the vaccines availability report which will answer questions like: How does the supply of vaccines compare to the demand raised by Pashu Sakhis in the project?, Who are Pashu Sakhis submitting their demands for vaccination to?

Answers to these questions are expected to provide key insights into the sustainability of Pashu Sakhi model.

### Knowledge Tester

What does it capture?

It tests the knowledge levels of Pashu Sakhis on the knowledge areas specified by the project staff at specified intervals after the end of the trainings/ other exercises.

Where and when to use it? Who should use it?

It should be administered by the relevant Program Specialists/Thematic managers

What is its utility?

This should feed into the reports dealing with the health of Pashu Sakhis model and will deal with questions like: Which are the knowledge areas which are easier/quicker for Pashu Sakhis to master? Which are the knowledge areas which need more training inputs for Pashu Sakhis? Which is the best sequence for the knowledge inputs to be provided to Pashu Sakhis?

## Development Organisers

### Community Interaction Tracker

What does it capture?

It captures the details of the community interactions facilitated by DOs e.g. trainings, sensitisation meetings, etc

Where and when to use it? Who should use it?

It should be administered at the spot of the interaction and, participants (including project staff), themes( gender, technical, institutions) and geo coordinates captured. It should be used on an ongoing basis as and when a community interaction takes place.

What is its utility?

It should feed into the community/project interaction map report/dashboard

####

### Project Staff Interaction Tracker

What does it capture?

It captures the details of interactions of DOs with the project staff outside the community interactions e.g. monthly meetings, trainings, exposure visits etc

Where and when to use it? Who should use it?

It should be administered at the spot of the interaction and, participants, themes( gender, technical, institutions) and geo coordinates captured. It should be used on an ongoing basis as and when a project staff interaction takes place.

## Program Specialist

### Periodic Thematic Agenda- Block

What does it capture?

It should capture the periodic plan of the thematic activities as set by the Program Specialist e.g. trainings, meetings, camps etc, and support required from various actors.

Where and when to use it? Who should use it?

It should be filled periodically once the frequency is agreed upon viz weekly, monthly

What is its utility?

It will feed into action plan reports by the thematic managers to review the thematic activities planned for a period and provide relevant support and supervision.

### Community Interaction Tracker

What does it capture?

It captures the details of the community interactions facilitated by PSs e.g. trainings, sensitisation meetings, etc

Where and when to use it? Who should use it?

It should be administered at the spot of the interaction and, participants (including project staff), themes( gender, technical, institutions) and geo coordinates captured. It should be used on an ongoing basis as and when a community interaction takes place.

What is its utility?

It should feed into the community/project interaction map report/dashboard

## Training and Policy- AKF

##### Training and Policy Agenda- Periodic

What does it capture? Where and when to use it? Who should use it?

It should capture the periodic plan vs achievement of the training and policy outreach activities being planned by the training and policy lead for the project, and should also allow him to allocate roles for the other project staff at the state, district and block levels.

What is its utility?

It should feed into the Training and Policy Outreach report for the project which will answer questions like: What are the major activities planned with Jeevika in this month? Which were the major trainings provided to Pashu Sakhis in year 1? These reports will be helpful in reviewing the progress of the project and triggering conversations around two major components of the project viz. training and policy outreach.

#### Scale-up Tracker

What does it capture?

It should capture details about the scale-up outside the project area e.g. number of districts in which scale-up has been achieved, number of women goat-rearers who have benefitted from the scale-up etc.

Where and when to use it? Who should use it?

This should be filled by the T&P lead on an ongoing/periodic basis??

What is its utility?

This should feed into the policy outreach report which will answer questions pertaining to the physical progress of the scale-up component of the project.

# Annex-5.3 Reports/Dashboards Outlines

## Goats/Goat-Rearers’ Dashboard

### Goat Rearers’ Database

Purpose: This will give access to the each of the goat-rearer’s basic information so that the relevant project staff can pull out relevant information about specific goat-rearers’ with ease.

Components: This will include key social and demographic identifiers e.g. Name, Caste, Income category, Area, Occupation etc. and also include project history which will include all the instances of their formal interaction with project staff especially Pashu Sakhis and DOs

What kind of questions will it answer?

* What are the training inputs received by a particular goat-rearer?
* Who are the goat-rearers project staff have the most interaction with?
* Which is the area in which the goat-rearers have had the most/least amount of interaction with the staff?
* Which is the area which most of the external visitors are taken to?
* Changes in income earned from goat rearing?
* Mortality of goats and its reasons?

What kind of decisions will it support?

* How to ensure that the project beneficiaries get well-distributed attention from the project staff?
* Is there a need to rectify the thematic imbalance in the project activities?
* How to involve the Goat-rearers with a low participation in the project activities?

Where will it be used?

It could be used during the monthly team meetings as well as on a needs basis to investigate the case of a specific goat-rearer, hamlet, village, block etc.

Data Source: Goat rearers’ Profile

Core Users: Pashu Sakhis, DOs, PS, BM, TM, TL

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### Service Provision Report

Purpose: This will detail the services being provided by Pashu Sakhis to the community along with the payment being received for these services.

Components:

This will include details of services being provided e.g. vaccination, deworming, castration etc. and community members paying for the services, and payment received from the community.

Key Features: It should be possible to zoom in up to the level of a particular household or in case of some services even maybe a particular goat to track the service provided and look at the payment received from the same.

What kind of questions will it answer?

* How many goats were vaccinated this year/month/week/select period?
* What is the number of households paying for a particular service?
* Which services are the households most willing to pay for?
* What is the gap between expected payments and the actual payments made by the community?
* Pashu Sakhi mobility and household reached out?

What kind of decisions will it support?

* How to increase the adoption of less preferred services?
* How to bridge the gap between the actual payments received and the expected payments?
* How to optimally price the yet to be introduced services?

Where will it be used?

It will be used in the monthly review meetings both at the block and team level, and will also be used in the discussions around community’s willingness to pay for services being provided by Pashu Sakhis

Data Source:

Service Provision Tracker

### Goat Health Tracker

Purpose: This should provide overview of and detailed information pertaining the health of goat livestock in the project.

Component: This should include on key health metrics like birth rate, mortality rate, average and median weight of goats in the project area, and key morbidity metrics in the project area.

What kind of questions will it answer?

* How many goats have died this year? What are reasons?
* What are the major reasons for goats falling sick this month?
* Is the average weight of the goats in the project area increasing?

What kind of decisions will it support?

* What are the major goat husbandry practices to be promoted for adoption?
* Which services should be provided to the goat-rearers on a priority basis?

Where will it be used?

It will be used by the thematic managers as well as Program Specialists during the planning meetings to formulate their strategies for improvement of goat health.

Data Source:

Goat health profile, Disease Mapper

Core Users: Team Lead, Block Managers, Thematic Managers-Technical, M&E, Communications, PS-Technical, DO

### Goat Management Status

Purpose: This should provide overview of the adoption rates for relevant goat management practices during a select period.

Component: This should mention relevant goat management practices for a select period and detail adoption rates for them. The team will specify a set of practices for a period of time which can be changed to a different set of practices later as certain changes in adoption rates are achieved. Adoption rates for this practice will be tracked through the data collection process and will reflect in the Goat Management Status.

What kind of questions will it answer?

* Which practices are being successfully adopted by the goat-rearers?
* Which practices have reached their peak adoption rate?
* Which practices have the lowest adoption rate?

What kind of decisions will it support?

* Which practices should be tracked for adoption for the next data collection cycle?
* How to investigate into the low adoption for certain practices?

Where will it be used?

* It will be used during both the monthly review meetings at the team/block levels as well the thematic planning meetings.

Data Source:

Goat Management Tracker

Core Users: Team Lead, Block Managers, Thematic Managers-Technical, M&E, Communications, PS-Technical, DO

### Goat Sales Tracker

Purpose: This will provide information on the key metrics related to goat sales.

Component: This should include the average sales price for the goats, the average sales volume of the goats sold, the median age at which the goats are sold, and number of goats being sold through the producer groups.

What kind of questions will it answer?

* Is the sales price of the goats increasing?
* In which month are most number of goats are sold?
* How does the volume of goats sold in X year compare with the volume of goats sold in Y year?
* What is the proportion of goats being sold individually to the goats being sold through the producer groups?

Features: Disaggregated by medium of sale

What kind of decisions will it support?

* Are the current marketing and negotiation practices improving the sales?
* What are the next steps towards getting better prices for goats?
* What are the changes that need to be made to the procurement practices to increase the profits for women goat-rearers?
* What is the role of the producer groups in the sale of goats?

Where will it be used?

It will be used in team/block/thematic meetings for the review and planning of the goat production cycle, preferably right before/after major goat-selling periods in the year viz. Holi and Eid

Data Source:

Production Cycle Analyser

Core Users: Team Lead, Block Managers, Thematic Managers-Technical, M&E, Communications, PS-Technical, DO

## Producer Group Dashboard

### Producer Group Report

Purpose: This will give an overview of key metrics concerned with the group functioning and women empowerment.

Components: This should include the key metrics of group performance e.g. regularity of meetings, procurement and marketing plans made, market actions taken, number and types of social issues discussed, social actions taken, and status of women leadership

What kind of questions will it answer?

* Are the producer groups meeting regularly?
* How many producer groups are functional?
* How many producer groups are engaging in social action?
* Are producer groups engaging in the collective market action?
* How does the performance of producer groups in one block compare to the performance of producer groups in the other block?
* Loans from Jeevika SHG for goat rearing?

Features: Disaggregated by area

What kind of decisions will it support?

* What sort of inputs are the producer groups responding to?
* What are the performance areas which need more work?
* Which producer groups have achieved readiness for federation?

Where will it be used?

 This will be used in the plan/review meetings of the thematic staff for institutions. It will also be used in the general managerial plan/review meetings.

Data Source:

Producer Group Profile

Core Users: Team Lead, Block Managers, Thematic Managers-Gender, Institutions, M&E, Communications, PS-Technical, DO

## Pashu Sakhi/DO/Program Specialist Dashboard

### Pashu Sakhi/ DO/ PS Activity Report

Purpose: This will give information on status of key activities designated for each of the Pashu Sakhis and DOs.

Components: This will include key items like achieved daily, weekly, monthly activities of Pashu Sakhis and DOs plotted against planned activities for a specific period. It should be possible to zoom in to the lowest possible level for each of the items on list.

What kind of questions will it answer?

* How have Pashu Sakhi’s under DO 1 performed against their plans?
* What are Pashu Sakhis in the project/block doing today?
* What are the activities planned for Pashu Sakhis in X area this week?
* What does the engagement for a particular DO look like this week?
* What does a particular PS’s engagement look like today?

What kind of decisions will it support?

* Which project resources to allocate in case of unplanned activities?
* Which project resources to involve in the new plan?
* Which project resources need to be reviewed for performance?

Where will it be used?

It will be used by the managerial staff on an ongoing basis to supervise and provide thematic/managerial support to the frontline staff.

Data Source: Pashu Sakhi status sheet, Meta Data from Pashu Sakhi data collection, Thematic Agenda-weekly/monthly, Community Interaction Tracker

Core Users: Block Manager, Team Lead, Thematic managers and Program Specialists

Core Users: Team Lead, Block Managers, Thematic Managers-Technical, M&E, Communications, PS, DO

### Team database

Purpose: This will provide basic profile of each of the actors in the project.

Component: This will provide key information about each of the actors in the project including name, background, experience, skills, contact, designation and select performance metrics of their constituency. E.g in case of a DO, besides the personal information mentioned above, it’ll also show the number/details of Pashu Sakhis, Groups and Women Goat rearers being supported by the specific person including the recent performance of these constituents; for example, in case of producer groups, it could give the number of functional producer groups, in case of Pashu Sakhis it could give a distribution of high performing and under performing Pashu Sakhis, in case of Goat-rearers, it could show key stats pertaining to goat health, goat management and goat sales.

What kind of questions will it answer?

* Who is the person responsible for X actions in Y area?
* How are the constituencies of DOs A and B comparing?
* What is the best way to reach a particular Pashu Sakhi/ DO/ BM/ PS?

What kind of decisions will it support?

* Which staff’s constituency needs more attention/support/resources?
* Which block needs more activities on gender/institutions?

Where will it be used?

It will be used by the managerial as well as the frontline staff on a need basis to contact/review? the other staff working with them.

Data Source:

Team Records

Core Users: Team Lead, Block Managers, Thematic Managers, PS, DO

### Communications portal

Purpose: This will house key communication documentation and media at a single spot.

Component: This should include the case-studies, stories from the field, relevant images and videos, interviews and other media which should be searchable by theme as well as actor.

What kind of questions will it answer?

* What are the qualitative changes happening in the women goat-rearers’ lives?
* What are the ways in which the Goat Management practices are changing?
* What is the best way to share the PoP for X project activity with Jeevika?
* What does the local market look like?

What kind of decisions will it support?

* Which activities to plan to support the project outcomes?
* What are the areas of intervention which are more/less acceptable to the community?
* Which actors in the value chain to ally with?

Where will it be used?

It will be used in the planning/review meetings by the managerial staff to investigate further the reasons/context to the quantitative data pouring in from other reports/dashboards.

Data Source:

Data Collection Tools, Field Interviews and Documentation

Core Users: TM-Communication, TL, AKF, BM, TM

### External Stakeholders’ reports

Purpose: This will house the record of joint activity and mutually agreed upon/voluntary disclosures of project performance to key external stakeholders.

Components: This should provide information on key metrics agreed to for sharing with the external stakeholders, especially Jeevika and Department of Animal Husbandry at previously decided intervals of time. In addition, it should also provide information about past/ongoing/planned project activities with each of the stakeholders including project partners like GALVmed, Anandi, NARI and Bihar Veterinary College.

What kind of questions will it answer?

* Which report should I share with official of Jeevika/AH?
* When should I share Goat Health status report with Jeevika’s state office?
* What are the activities done with Jeevika at State, Block and District office in last 1 month/select period?
* What has been the Project’s engagement with GALVmed in last 1 year?

 What kind of decisions will it support?

* How to bridge the gap between expected outcomes and the actual outcomes?
* How to prioritise themes whose outcomes are lagging behind?

Where will it be used?

This will be used by project staff responsible for communication with the external stakeholders to inform them of the project progress through official communication as well as in progress sharing meetings.

Data Source:

Data Collection Tools, Field Interviews and Documentation

Core Users: TM-Communication, TL, AKF, BM, TM

### Thematic Report Card- TM

Purpose: This will provide overview of thematic achievements in a select period.

Component: This should provide an overview of planned activities in select period, activities completed and key higher level metrics pertaining to the theme. e.g. For Technical/Preventive health care report card for the month of January, all the activities completed will be shown against planned activities, and key higher level metrics related to those activities will be displayed e.g. Service Provision Status, Goat Health Status etc. This will also include a report on the HR, Finance and other resource inputs for each of the activities done.

What kind of questions will it answer?

* How does the performance of theme (institutions) this month compare to its performance last month?
* Planning-wise, which months are the busiest for work on technical theme?
* What are activities in related themes which consume the most amount of HR/Finance/Resources?

What kind of decisions will it support?

* What activities are needed to bridge the performance gap in a particular theme?
* What are the key reasons behind the performance gap?

Where will it be used?

It will be used in the thematic planning/review meetings to discuss the plan vs achievement of different themes, as well as by the managerial staff to look at the performance of the project as disaggregated by theme.

Data Source:

Thematic Agenda, Project Health Tracker

Core Users: TL, BM, TM, PS-Gender and Institution, AKF

### Team Unit Report Card- Block, Team

Purpose: This will provide an overview of the project unit’s performance in physical terms.

Components: This will map out the major activity heads in a select period for different themes and give an account of plan vs achievement for each of these.

What kind of questions will it answer?

* How does performance of theme X compare to theme Y?
* Which theme is more resource intensive compared to the others?
* Are the budgetary stipulations being met?

Features: Disaggregated by area,

What kind of decisions will it support?

* How to bridge the gap between the resource allocation to different themes?
* How to improve the performance of the themes lagging in performance?

Where will it be used?

It will be used in reflection/review meetings by the block managers as well as Team Lead to get an overview of project performance.

Data Source:

Budget, Project Health Tracker- Team, Block

Core Users: TL, BM, Regional Manager, AKF

### Community Interaction Report

Purpose: This will provide an overview of the extent as well nature of community interaction of Pashu Sakhis, DOs and Program Specialists

Components: This will include a detailed activity-wise account of each set of the actors viz. Pashu Sakhis, DOs and Program Specialists which can disaggregated by theme, area, time

What kind of questions will it answer?

* Which block team has the highest levels community interaction?
* Which DO has the lowest community interaction?
* Which theme is the largest share of community interaction centred around?

What kind of decisions will it support?

* How to improve the community interaction around problem areas viz staff, area, theme?
* How to design the newer activities in a more inclusive and balanced way?

Where will it be used?

It will be used in reflection/review meetings by the block managers as well as Team Lead to get an overview of project performance.

Data Source:

Community interaction Tracker

Core Users: TL, BM, Program Specialist, Thematic managers