Programme/project: ................................................................................................................ Project code: .............................

**MONITORING SHEET FOR INCOME GENERATING ACTIVITIES**

GENERAL INFORMATION

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| Name of interviewer: | Region: |
| Date of interview: | Village / Town: |
| Beneficiary (surname/first name): | |

|  |  |
| --- | --- |
| Type of IGA (activity sector): | Note whether the IGA is: □ group; □ individual |
| Number of employees: | Month/year of start-up: |

MONITORING OF THE IGA

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| --- | --- | --- |
| What is the current status of the project? | * Not yet purchased the assets * Started but stopped * In the process of starting up * Fully operational * Other (specify) | |
| If not yet operational, give the reason: | | |
| Use of management tools | Cash journal: □ YES; □ NO  Receipt: □ YES; □ NO  Issue slip: □ YES; □ NO  Invoice: □ YES; □ NO  Stock management: □ YES; □ NO  Inventory sheet: □ YES; □ NO  *List the tools, and tick YES / NO for each one* | |
| If NO, give the reason: | | |
| Income (period: month, week, etc.) | | *Note the amount and period* |
| Expenditure (period: month, week, etc.) | | *Note the amount and period* |

|  |  |
| --- | --- |
| In general terms, what are the main difficulties you face in regards to proceeding / succeeding with the IGA?  *List the types of difficulties most appropriate to the context* | |
| * Suppliers * Lack of inputs * Customers (purchase on credit) * Competition * Insufficient money to invest * Maintenance (equipment, facilities, etc.) * Marketing | * Legal problem * Price increases * Internal conflict (IGA member) * Employees / workers * Lack of skills * Other (specify) |
| What have you done to resolve the various difficulties mentioned? | |
| Do you have any specific difficulties in relation to procurement? □ YES; □ NO; If "YES", give details: | |
| Do you have any specific difficulties in relation to production? □ YES; □ NO; If YES, give details: | |
| Do you have any specific difficulties in relation to marketing? □ YES; □ NO; If "YES", give details: | |
| Do you have any specific difficulties in relation to internal organisation (shifts, absences, etc.)? □ YES; □ NO  If "YES", give details: | |
| What have you done to resolve the various difficulties mentioned? | |

MONITORING THE BUSINESS PLAN

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| --- |
| * Promotional activities: □ Completed; □ Ongoing; □ Not yet started * Communications activities: □ Completed; □ Ongoing; □ Not yet started * Product diversification: □ Completed; □ Ongoing; □ Not yet started   *List the activities outlined in the simplified IGA business plan.* |
| If "Not yet started", give the reason: |

GENERAL MONITORING

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| What knowledge do you apply in your business acquired through the training?  *List the knowledge acquired and check off the knowledge that the beneficiary(ies) apply* |
| In general terms, which statement best describes the situation concerning your IGA?   * The IGA is working very well (it is working well, and I expect it to be extended) * The IGA is working well (it is working well, and I am optimistic about the future) * The IGA is working normally (working moderately well) * The IGA is working poorly (has problems making progress) * The IGA is not working well (it has problems moving forward and I am pessimistic about the future) * The IGA is not working well and I think I should stop the activity |