**Reporting Format-B**

**Structure of the Detailed Reporting format**

**(To be submitted by Evaluators to SACS for each TI evaluated with a copy to NACO)**

**Introduction**

*o Background of Project and Organization*

* The organization is a non-government and non-profit making organization registered under Section 21 of Societies Registration Act 1860 India) (79/Goa/96 UNDER SOCIETYACT 1860); Registered in 1996 under 1860 society Act

OBJECTIVE;-

1. To promote and practice of all type of sports and cultural activities.
2. To promote personal & friendly relations among the member of the society.
3. To help its member to defend their moral economic & social interests.
4. To maintain libraries & reading rooms.
5. To help student in their study.
6. To help poor people.
7. To carry out cultural activities by opening centers to provide training in music , dramatics, dances etc.
8. To provide social & economic betterment of its members through self help & mutual aid in accordance with co-operative principals.
9. To promote economic & social development of its members either by itself or in co-operation with other organization.
10. To run the different projects; which are funded by government, semi government, & co-operate sectors.
11. To carry out educational activities by opening institutions for providing technical, general, professional & vocational education.
12. To provide practical training for the formation of self help group.
13. To provide awareness programme for the society i.e. health issues, substance, abuse, HIV/AIDS etc.
14. To provide service of different types of insurance to the society.
15. To promote the Ayurveda, Yoga, Unani, homeopathy & naturopathy.
16. Run different type of training programmes
17. To undertake any other activities which are conducive & necessary to attain its objectives?

SAI LIFE CARE GOA is a nonprofit community based organization. SAI LIFE CARE was formed in 1993.

**Mission statement is -Upliftment of the society**

**The NGO is running following programmes for the benefit of the project area population which helps the staff to break out the stigma in outreach, availing services, and building linkages for health services:**

**FSW- TI programme with GSACS,**

**Rural Information Technology Youth Development centre (NYK)**

**Crèche Courses (Migrants) (Goa State Social Welfare Board)**

**Bridges Courses (Goa State Social Welfare Board)**

**Alternative Innovative Centers (Migrants) (Goa SARVA S A)**

**Awareness Generation Programme (Camps for Women) (Goa State Social Welfare Board)**

**Day Care Center (UMMID) (Directorate of Social Welfare Board)**

**Utility Vehicle (Donated by Shri Shripad Y. Naik Hon’ MP, North Goa, under MPLAD Scheme)**

**Project on Adolescents - MANTHAN. Reproductive Child Health,**

**Family Counselling Center.**

VISION; to improve the quality of life of in state of GOA through mobilizing, organizing and strengthening and providing services.

Name and address of the Organization

SAI LIFE CARE, Head Office - Kothambi-Pale Goa

Project /TI Office Address: SAI sports and Cultural Association, 2nd Floor, Yeshwanth samruddhi building, Opp. Goa State Co-operative Bank, Tisk –Usgaon, Ponda, Goa -403 406.

Phone. 2344444.

*o* Chief Functionary*:*

***Mrs. Sulakshna Pramod Sawant, Project Director***

*Governing body of SAI LIFE CARE;*

**President** -**Ravi Parab**

**Project Director**- **Sulakshana Sawant**

**Vice President** -**Sanchita Parab**

**Secretary**- **Arjun Parab**

**Treasurer**-**Pandurang Kuttikar**

*Year of establishment*

Established in 1993

*Year and month of project initiation:*

TI project running since more than Eight years.

Project Start in November 2008

*Evaluation team*

Lenin shyamraj , Miss. Priyanka sarhar & shahista (GSACS Representative) and .Mr. Vinay- Finance Evaluator

*Time frame*

2 days -8th and 9th march 2016

**Profile of TI**

(Information to be captured)

Target Population Profile: FSW / MSM / IDU / TG/TRUCKERS / MIGRANTS

FSW

Type of Project: Core/ Core Composite / Bridge population

Core project

Size of Target Group(s)

650 target. ( Total Registration – 667)

Sub-Groups and their Size

HB-, 381 SB- 272 , LB-13 Tracked

Target Area

Tisk, Pale, Usgaon, Velguem, Mollem and Phonda [ 6 sites with 13 Hotspots]

Pratapnagar, dharbandora sugar factory avantinagar takiwada tisk siddheshwarnagar hanumanagar kasailem kellini sainagar nagzari nagamasjid haveli shahpur marutinagar bethorda dattagad sainagar bhumikanagar bhamai tiral chinchwada curti deepnagar zingrimal.

**Key Findings and recommendations on Various Project Components**

**I. Organizational support to the programme**

*Interaction with key office bearers, 2-3, of the implementing NGO/CBO to see their vision about the project, support to the community, initiation of advocacy activities, monitoring the project etc…*

## Key Findings and recommendations on Various Project Components

## I. Organizational support to the programme

*Interaction with key office bearers, 2-3, of the implementing NGO/CBO to see their vision about the project, support to the community, initiation of advocacy activities, monitoring the project etc…*

We have interacted with the Programme Manager, Counselor and 3 ORWs M&E cum accountant , counselor cum ANM . The Executive Director of the Board is the Project Manager for this project.

Project Manager is monitoring whole project activities on day to day basis. Project Manager is well qualified and providing the field supervision to the ORWs and Counselor. All TI staffs is given appointment letters and job profiles and are working towards the program needs. They have also conducted Advocacy meetings and given their support at the time of crisis, most of the crisis within the partners of KP are been resolved by the Project Staff. It is found that the staffs are empowered.

**II. Organizational Capacity**

1. Human Resource, staffs, governing board, Peer Educators are in place, capacity building and the support by the Governing board is satisfactory.

At the project level following staff structure is functioning as per the TI Requirements & Guidelines

* Project Director
* Project Manager
* Counselor
* M&E Cum Accountant
* Out reach worker 3and
* Peer Educators : 11

No staff or peer turnover is observed. All staff members as well as peer educators are aware about their respective roles and responsibilities. He is supervising and monitoring the project activities well.

1. Capacity building: nature of training conducted, contents and quality of training materials used, documentation of training, impact assessment if any.

During the year following trainings were conducted and the details are as follows

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Training conducted By | Topics covered | Staff attended |
| 18-19 June 2013 | GSACS | Counselling | 1 |
| August 2013 | GSACS | Peer | 8 |

Various inhouse trainings were conducted:

ORW- April, May, June, Oct, Nov & Dec.

PE- April, May, July, Sept & Dec.

Coun- Oct, Nov & Dec.

1. Infrastructure of the organization

The Organization has its office and DIC at primary location. All assets are properly codifies and asset register is maintained.

1. Documentation and Reporting: Mechanism and adherence to SACS protocols, availability of documents, mechanism of review and action taken if any, timeliness of reporting and feedback mechanism, dissemination and sharing of the reports and documents for technical inputs if any.

Organization is preparing and submitting all necessary reports/CMIS in time to GSACS. Reports are prepared as per GSACS & TSU guidelines.

**III. Program Deliverables**

**Outreach**

1. Line listing of the HRG by category.

Line listing is updated and NGO has maintained both soft and hard copies. Though the TI is given for 500 FSW, as per line list total registered FSW 557.Whereas Dropouts are 04, which has rejoined after 6 months.

*2. Registration of migrants from 3 service sources i.e. STI clinics, DIC and Counseling.*

1. *Registration of truckers from 2 service sources i.e. STI clinics and counseling.*
2. Micro planning in place and the same is reflected in Quality and documentation.

Organization is using tools for preparing Micro plan. Site map, individual due details are maintained, they have recently learned about the condom gap analysis and have done it once.

1. Coverage of target population (sub-group wise): Target / regular contacts only in HRGs

TI target is 667 FSW, Regular Contact Average 85%.

1. Outreach planning – quality, documentation and reflection in implementation

Outreach Planning is in place duly supervised and monitored by NGO. Staff and Peers are well conversant with the planning and reporting. Form B/B 1 are maintained by ORWs. Documentation is in place. Peer are empowered and well conversant with all the IEC tools. TI components too.

1. PE: HRG ratio, PE:

PE:HRG ratio is 1:60

1. Regular contacts ( as contacting the community members by the outreach workers / Peers at least twice a month and providing services such as condoms and other referral services for FSW and MSM, TG and 20 days in a month and providing Needle and Syringes) - understanding among the project staff, reflection in impact among the community members

Average monthly outreach with any service is given to 100% of FSWs (667). Average monthly regular contact with any service is above 85% . No of HRGs attending RMC is above 80% HIV testing & RPR tests done of 488 one time and 977 twice in 12 months.

1. Documentation of the Peer educators.

Peers are not maintaining the documents/diaries, ORWs are monitoring and maintain the reports of peers. Peers are well conversant with the form B/B1 and can explain it at the field level. Weekly it was cross verify by the project manager.

1. Quality of peer education- messages, skills and reflection in the community

Peers are having good rapport with the community. They are reaching the given targets.

1. Supervision- mechanism, process, follow-up in action taken etc.

Counselor is effectively supervising and monitoring the day to day project activities. All staff meetings are held on weekly basis for review and further planning. Timely submission of CMIS report is done.

**IV. Services**

1. Availability of STI services – mode of delivery, adequacy to the needs of the community.

Project is having PPP linkages with two private practitioners, All records are maintained by Counselor at the project office. PPP are been provided with the STI kits at their clinic. Project also organizes health camps on their sites with the help of their PPP.

1. Quality of the services- infrastructure (clinic, equipment etc.), location of the clinic, availability of STI drugs and maintenance of privacy etc.

PPP clinic is located in central location and they have STI kits and equipments. They are referring clients to testing and treatment to Govt. Hospital. SAMPURNA BHOMKAR female Doctor looking the cases

3.In case of migrants and truckers the STI drugs are to be purchased by the target population, whether there is a system of procurement and availability of quality drugs with use of revolving funds. NA

1. Quality of treatment in the service provisioning- adherence to syndromic treatment protocol, follow up mechanism and adherence, referrals to VCTC,ART, DOTS centre and Community care centres.

HIV & RPR testing done at ICTC centre at MHC & GMC. 1 HRG is linked to ART and PT was given to 4 HRGs. Treatment is been provided to the HRGs under STI setup with the PPP. . 25 DOT cases refer to the GOVT hospital 25 TB case detected in the current year.

1. Documentation- Availability of treatment registers, referral slips, follow up cards (as applicable- mentioned in the proposal), stock register for medicines, documents reflecting presence of system for procurement of medicines as endorsed by NACO/SACS and the supporting official documents in this regard.

All clinic related documentation is maintained by Counselor and updated, all project registers are in place. Referral records are maintained properly. Crosschecking with ICTCs was done and observed that all the referrals are maintained. Counselor giving the information HRGs regarding the GOVT benefits and its avail by the HRGs.

1. Availability of Condoms- Type of distribution channel, accessibility, adequacy etc.

Free condom distribution is done on the basis of need; condoms are mainly distributed by peer educators. Outlets including blind depots are there. Social marketing of condoms 3761 are distributed balance 145.

1. No. of condoms distributed- No. of condoms distributed through different channels/regular contacts.

During the year total no of condoms distributed for free are 141791 and SM condoms sold are 3761

8. No. of Needles / Syringes distributed through outreach / DIC. -NA

1. Information on linkages for ICTC, DOT, ART, STI clinics.

Organization has effective linkages with ICTC, ART, DOTS and STI clinics. All the referrals done to ICTCs were actually tested for HIV and RPR. Till date one FSW is linked with ART and one is still not linked. In last nine months no positive case is detected for HIV and TB.

10. Referrals and follows up

Follow-up was done very effectively by counselor for the due list. From 13 HIV positive cases detected till date by the organization. 6 HRGs are in on ART follow up done by the respected ORWs. 7 HRGs are in pre ART registration .need to counseling regularly.

***V. Community participation***

1. *Collectivization activities: No. of SHGs/Community groups/CBOs formed since inception, perspectives of these groups towards the project .*

3 Groups of 15 each members are there. There are six committees formed by the project and there is community participation. Recommended to have more groups of SHGs. Khushi, sa ikrupa, Navageevan.

1. *Community participation in project activities- level and extent of participation, reflection of the same in the activities and documents*

DIC level events are not been organized due to lack of budget.

***VI. Linkages***

1. *Assess the linkages established with the various services providers like STI, ICTC, TB clinics etc…*

TI staff and community is having good access to ICTC, ART center.

1. *Percentages of HRGs tested in ICTC and gap between referred and testeud.*

No gap found in number of HRG Referred and actually tested at ICTCs. Total registered population is 667, out of the same are tested once and 997 are tested twice.

1. *Support system developed with various stakeholders and involvement of various stakeholders in the project.*

Meetings conducted with major stake holders are as per the need. Stake holders when asked said that they are happy with the project services, they are supportive to the ORWs and Peers at the field level especially during crises situations.

***II. Financial systems and procedures***

1. *Systems of planning: Existence and adherence to NGO-CBO guidelines/ any approved systems endorsed by SACS/NACO- supporting official communication.*

*Project follows the NGO/CBO Guidelines.*

Vouchers and bills are maintained with approval. The vouchers and bills are in place. The SOEs are submitted to GSACS office and taking acknowledgment. April and may 2013 due to unavailability of funds the SOE is not been submitted, advised to submit NIL SOE.

1. *Systems of payments- Existence and adherence of payments endorsed by SACS/NACO, availability and practice of using printed and serialized vouchers, approval systems and norms, verification of documents with minutes, quotations, bills, vouchers, stock and issue registers, practice of settling of advances before making further payments.*

All vouchers are in printed form and machine numbered, ledger is maintained on computer in Tally package and also on books. All payments are made obtaining bills and supporting documents. Salaries and TA are paid to staffs by their SB accounts.

*3. Systems of procurement- Existence and adherence of systems and mechanism of procurement as endorsed by SACS/NACO, adherence of WHO-GMP practices for procurement of medicines, systems of quality checking.*

Since there was no purchases procurement was not applicable.

*4. Systems of documentation- Availability of bank accounts(maintained jointly, reconciliation made monthly basis), audit reports*

All vouchers are in printed form and machine numbered, ledger is maintained on computer in Tally package and also on books. Cash book is maintained on daily basis/entry made in the software tally (verified cash book and interviewed accountant.

***VIII. Competency of the project staff***

*VIII a. Project Manager*

*Educational qualification & Experience as per norm, knowledge about the proposal, Quarterly and monthly plan in place, financial management, computerization and management of data, knowledge about program performance indicators, conduct review meetings and action taken based on the minutes, mentoring and field visit & advocacy initiatives etc.*

The Project Manager is working with the project since its beginning. He is executive Director of the governing board. He had good vision about the progress of the project. Has good communication with staff. He has effective supervisory capacity about overall management of the project including programmatic and financial procedures. He is also actively participating in the field level activities.

*VIII b. ANM/Counselor*

*Clarity on risk assessment and risk reduction, knowledge on basic counseling and HIV, symptoms of STIs, maintenance and updating of data and registers, field visits and initiation of linkages etc*

Counselor was first working as ORW in Migrants Project of the Organization and then later she is been promoted as Counselor in FSW project. She is working with the organization for more than 7 years. With counseling activity she is also computing and compiling all the data needed for the project. Compiling monthly reports, doing all the activities of M & E officer. She is counseling all the STI cases and visits to the field regularly. She is an asset for this organization.

*VIII c. ANM/Counselor in IDU TI*

*Clarity on risk assessment and risk reduction, knowledge on basic counseling and HIV, symptoms of STIs, maintenance and updating of data and registers. Working knowledge about local drug abuse scenario, drug-related counseling techniques (MET, RP, etc.), drug-related laws and drug abuse treatments.*

*For ANM, adequate abscess management skills.*

*NA*

*VIII d. ORW*

*Knowledge about target on various indicators for their PEs, outreach plan, hotspot analysis, STI symptoms, importance of RMC and ICTC testing, support to PEs, field level action based on review meetings etc..*

Both the ORWs of the project are Graduate standard pass. They are very much committed to the project activities. Have good rapport with community members. Have good coordination with peer educators. They are able to give information on STI and HIV. They themselves taking clients to the STI and ICTC at Govt. Centre. They are maintaining and supervising the condom outlets.

*VIII e. Peer educators*

*Prioritization of hotspots, importance of RMC and ICTC testing, condom demonstration skill, knowledge about condom depot, symptoms of STI, knowledge about service facilities etc.*

Peer educators are having good and effective rapport with community members. They are doing condom distribution based on demand and need as well at outlets. They are empowered and demonstrated condom demo satisfactorily.

*VIII f. Peer educators in IDU TI*

*Prioritization of hotspots, condom demonstration, importance of RMC and ICTC testing, knowledge about condom depot, symptoms of STI, working knowledge about abscess management, local drug abuse scenario, de-addiction facilities etc.*

*VIII g. Peer Educators in Migrant Projects*

*Whether the Peers represent the source States from where maximum migrants of the area belong to, whether they are able to prioritise the networks/locations where migrants work/reside/access high risk activities, whether the peers are able demonstrate condoms, able to plan their outreach, able to*

*NA*

*manage the DICs/ health camps, working knowledge about symptoms of STI, issues related to treatment of TB, services in ICTC & ART.*

*VIII h. Peer Educators in Truckers Project*

*Whether the peers represent ex-truckers, active truckers, representing other important stake holders, the knowledge about STI, HIV, and ART. Condom demonstration skills, able to plan their outreach along with mid-media activity, STI clinics.*

*NA*

*VIII i. M&E officer*

*Whether the M&E officer ( FSW and MSM/TG TIs with more than 800 population and all migrant Tis are eligible for separate M&E officer) is able to provide analytical information about the gaps in outreach, service uptake to the project staff. Whether able to provide key information about various indicators reported in TI and STI CMIS reports.*

*NA*

***IX. a. Outreach activity in Core TI project***

*Interact with all PEs (FSW, MSM and IDU), interact with all ORWs. Outreach activities should reflect in the service uptake. Evidence based outreach plan, outreach monitoring, hotspot wise micro plan and its clarity to staff and PEs etc.*

Outreach activities are well planned as per the micro-planning. Project outreach is 100% with at list one service. Coordination between ORWs, Counselor and Peers is very good and well planned. All staff is aware and adhering to their roles and responsibilities.

***IX. b. Outreach activity in Truckers and Migrant Project***

*Interact with all PEs and ORWs to understand whether the number of outreach sessions conducted by the team is reflecting in service uptake that is whether enough clinic footfalls, Counseling is happening. Whether the stake holders are aware of the outreach sessions. Whether the timings of the outreach sessions are convenient / appropriate for the truckers/migrants when they can be approached etc.*

*NA*

***X. Services***

*Overall service uptake in the project, quality of services and service delivery, satisfactory level of HRGs,*

Community's service uptake is good. Community members are availing PPP services and ICTC services. Staff is maintaining the confidentiality. DIC events need to be organized on regular basis.

***XI. Community involvement***

*How the TI has positioned the community participation in the TI, role of community in planning, implementation, Advocacy, monitoring etc*

As per the records and registers, community involvement in Advocacy, Crisis is good. Community is not actively taking part in planning of the project activities. Crisis, Prgramme, Condom promotion, DIC, Advocacy and Community mobilization Committees are formed and Minute register is maintained.

***XII. Commodities***

*Hotspot / project level planning for condoms, needles and syringes. Method of demand calculation, Female condom programme if any,*

Project is effectively doing condom distribution but still has vast scope for social marketing. Regular Condom Gap analysis should be done by the project staffs.

***XIII. Enabling environment***

*Systematic plan for advocacy, involvement of community in the advocacy, clarity on advocacy , networks and linkages, community response of project level advocacy and linkages with other services etc.* ***In case of migrants (project management committee) and truckers (local advisory committee) are formed and they are aware of their role, whether they are engaging in the programme.***

4 Advocacy meetings are conducted by the Project team, 3SHG of FSW available. Need to organize legal literacy programs for the HRGs.

1. ***Social protection schemes / innovation at project level HRG availed welfare schemes, social entitlements etc.***

No presence of such social entitlements is seen.

***XV. Best Practices if any.***

**Annexure C**

**Confidential Reporting form C**

**EXECUTIVE SUMMARY OF THE EVALUATION**

**(Submitted to SACS for each TI evaluated)**

**Profile of the evaluator(s):**

|  |  |
| --- | --- |
| **Name of the evaluators** | **Contact Details with phone no.** |
| **P Lenin shyamraj** | leninshyamraj.p@gmail.com |
| **Priyanka sarkar** |  |
| **Kiran chodenkar finance** |  |
|  |  |
| **Officials from SACS/TSU (as facilitator)** |  |

|  |  |
| --- | --- |
| **Name of the NGO:** | **Sai life care** |
| **Typology of the target population:** | **FSW** |
| **Total population being covered against target:** | **100.00%** |
| **Dates of Visit**: | **18th to 20th January 2014** |
| **Place of Visit:** | **NGO office PONDA ,Goa** |

**Overall Rating based programme delivery score:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Score Obtained (in %)** | **Category** | **Rating** | **Recommendations** |
| Below 40% | D | Poor | Recommended for |
| 41%-60% | C | Average | Recommended for |
| 61%-80% | B | Good | Recommended for continuation |
| **>80%**  **(88.90%)** | **A** | **Very Good** | **Recommended for continuation.** |

**Critical Observations:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas of the Project** | **Achievement** | **Areas of improvement** | **Recommendations** |
| **Organizational Capacity** | Strong Organisation | Community participation in project planning | All the PE s are very proactive need to give more space improve skills. |
| **Program Deliverables** |  |  |  |
| Out reach | 100% outrach | Micro-planning tools | More focus on field visit by the ORWs |
| Services | 100% coverage |  |  |
| Commodities |  | Improve condom social marketing | Increase the testing |
| Enabling Environment | Good rapport and support from Community. |  |  |
| **Financial systems, procedures and expenditure** | Proper systems are in place. |  |  |

**Specific Recommendations:**

|  |
| --- |
| **Community participation in planning and micro- plans.**  **Social marketing of Condoms as per demand.** |

**Name of the evaluators Signature**

|  |  |
| --- | --- |
| **P lenin shyam raj** |  |
| **Priyanka sarkar TSU** |  |
| **Kiran chodenkar Finance** |  |
|  |  |