Questionnaire ID _____

State	FSW/MSM	CO		

Evaluation of Avahan Community Mobilization Phase III

Community Organization (CO) Assessment Tool

Population Council
New Delhi, India

INTRODUCTION

- Greetings (for example: Good Morning/Good Afternoon/Good Evening).
- Introduce yourself.
- Emphasize the confidentiality and importance of the responses.
- Thank the person for having agreed to participate.

The CO tool, will be canvassed to assess the strength of the community organizations in various dimensions. The information can be collected by interviewing the concerned persons as well as reviewing the records.

BLOCK 1A

This section deals about the facts on various issues related to CO. These data have to be collected in a joint sitting of CO leadership/management team.

QID	Question	Response categories	Code	Skip to
Q1	Name and code of the state	Andhra Pradesh Karnataka Tamil Nadu Maharashtra Telangana	1 2 3 4 5	
Q2	Name and code of the CO	_____		
Q104	Date of interview	DD/MM/YYYY		
Q4	Language of interview	Hindi Telugu Kannada Marathi Tamil	1 2 3 4 5	
Q5	Designation of the respondents present at the time of interview	Designation of respondent 1 Designation of respondent 2 Designation of respondent 3 Designation of respondent 4 Designation of respondent 5		

QID	Question	Response categories	Code	Skip to
105.	Type of CO	FSW MSM/TG	1 2	
106.	When was the CO registered?	DD/MM/YYYY		
107.	Type of location of the CO headquarter	Rural Urban	1 2	
108.	Does the CO work both in urban and rural area or only in one specific area?	Both rural and urban Only rural Only urban	1 2 3	
109.	Estimated number of KPs in the CO coverage area	A. FSW _____ B. MSM _____		
110.	Number of (ever) registered members of CO	Members _____		
111.	How many members were registered in last 3 years?	Members _____		
112.	How many members were registered in last 12 months?	Members _____		
113.	Total number of CO staff (paid)	Number_____		
114.	Total number of CO staff (unpaid)	Number_____		
115.	Does the CO have its own office space?	Owned Rented	1 2	
116.	Does the CO have exclusively laptops/computers to execute official work?	Yes No	1 2	
117.	Does your CO have internet connection?	Yes No	1 2	
118.	Does the CO run the TI program?	Yes No	1 2	
119.	Number of TI programs the CO has	Number of TIs_____		
120.	Does your CO have FCRA?	Yes No	1 2	
121.	Does your CO have 12A?	Yes No	1 2	
122.	Does your CO have 80G?	Yes No	1 2	
123.	Was the annual statutory auditing for the CO's accounting system was done in the last 12 months?	Yes No	1 2	
124.	Has the CO filed the income tax returns in last 12 months?	Yes No	1 2	
125.	How many members are there in your CO board?	Number_____		
126.	How many board meetings were held in past one year?	Number_____ No meeting	0	►**128**
127.	How many board members attended in last board meeting?	Number_____		
128.	How many program review meetings were conducted by CO in last one year	Number_____	0	►**130**
129.	For how many of these meetings, minutes are prepared and shared with other members?	Number_____		
130.	The last time you organized the program review meetings, how many registered members attended the meeting?	Number_____		
131.	Was the annual general body meeting (with quorum) conducted in last 12 months?	Yes No	1 2	►**134**

QID	Question	Response categories	Code	Skip to
132.	Was the financial statement presented in the annual general body meeting?	Yes No	1 2	
133.	Was minutes of meeting prepared and shared with all for the last AGBM?	Yes No	1 2	
134.	Was any election for key positions of the CO conducted in last 12 months?	Yes No	1 2	►**140**
135.	Was it as per the "by-laws"?	Yes No	1 2	
136.	How many registered members voted in the last election?	Number_____		
137.	How many members were elected in the last election?	Number_____		
138.	Of these, how many were elected for the first time?	Number_____		
139.	Was there any conflict between members of CO at the time of election?	Yes No	1 2	
140.	Did you receive any fund from Swasti after the CO and Swasti signed contract?	Yes No	1 2	►**142**
141.	What is the amount of fund you have received from Swasti till date after signing the contracct? (**Write the exact amount**.)	INR_____		
142.	Did the CO receive any projects/funds for Non-HIV related activities in past three years?	Yes No	1 2	►**145**
143.	How many non-HIV related projects/funds CO has received in last 3 years	Number_____		
144.	What is the amount of fund you have received from non-HIV related projects/funds in last 3 years? (**Write the exact amount**.)	INR_____		
145.	Beside these funds, did the CO undertake any other income generating activities in the past 3 years?	Yes No	1 2	►**149**
146.	What are the different income generating activities undertaken by the CO in last one year?	A. Events B. Camps (Specify)_____ C. Social development projects D. Skill development projects E. Donations F. Annual membership fees G. Other (specify)	A B C D E F G	
147.	What is the total amount of fund raised through these income-generating activities in last 3 years?	Amount_____		
148.	What is the total amount of fund raised through these income-generating activities in last one year?	Amount_____		
149.	Think before 3 years, was the CO engaged in any other income generating activities?	Yes No	1 2	
150.	What is amount of corpus fund CO has currently?	INR_____		
151.	What was the amount of corpus fund CO had 3 years before?	INR_____		
152.	Has the CO prepared an annual budget for different expenses for the current financial year?	Yes No	1 2	

QID	Question	Response categories	Code	Skip to
153.	Did the CO prepare annual budget during last year?	Yes No	1 2	
	CHECK: ANSWER "NO" IN BOTH Q152 AND Q153	Yes No	1 2	**►156**
154.	Since when you are preparing annual budget?	Years____		
155.	Who all are involved to prepare the annual budgets?	CO manager Board members Second line leaders/Champions Other CO staff (FWs, UHD, Mentors) Non-CO staff Other (Specify)_____	A B C D E F	
156.	Who oversees the expenditure of funds for different activities?	CO manager Board members Second line leaders/Champions Other CO staff (Accountant) Non-CO staff Other (Specify)_____	A B C D E F	
157.	Is there a committee/an individual who reviews and approves the expenditure?	Yes No	1 2	
158.	Does the CO maintain a record of all financial transactions done?	Yes No	1 2	**►161**
159.	Since when CO is maintaining a record of all financial transactions?	Number of months Do not know	--	
160.	What kind of mechanism CO adopting to keep record on all financial transactions?	Accounting software (Tally) MS Excel Paper based No record keeping	1 2 3 4	
161.	Has any of the CO members attended any training on finance management system in last 3 years?	Yes No	1 2	**►164**
162.	When was the last time someone from CO attended such training?	Number of months ago_____		
163.	Does the CO have a dedicated committee for resource mobilization?	Yes No	1 2	

		164. Does your CO have a letter of engagement from _____ in your area?	165. In past 1 year, how many times have you engaged someone from these ---- in different events or meetings organized by CO?	
		Yes = 1 No = 2	Number	
	A. Police			
	B. Health official/MoIC			
	C. Women and child development			
	D. Social welfare department			
	E. Judiciary			
	F. DAPCU			
	G. Banks			
	H. Cooperatives			
	I. Panchayati Raj Institutions/Municipal bodies			
	J. Civil society organizations/NGOs			
	K. Cultural organizations			
	L. SHGs (Self-help groups, CBG/CIGs))			

166.	Has the CO made any partnership with another CO in last 12 months?	Yes No	1 2	

QID	Question	Response categories	Code	Skip to
167.	Has the CO made any media engagement in last 12 months?	Yes No	1 2	
168.	Has the CO organized any advocacy events in last 12 months?	Yes No	1 2	
169.	How many financial literacy trainings were conducted by CO for its members in last 3 years?	Number_____ No training	0	►**172**
170.	How many financial literacy trainings were conducted by CO for its members in last 12 months?	Number_____ No training	0	►**172**
171.	How many your staff/registered members trained on financial literacy?	Number_____		
172.	Was there any financial literacy training conducted by CO for its members before 3 years?	Yes No	1 2	
173.	How many awareness trainings on social protection schemes were conducted by CO for its members in last 3 years?	Number_____ No training	0	►**177**
174.	How many awareness trainings on social protection schemes were conducted by CO for its members in last 12 months?	Number_____ No training	0	►**177**
175.	How many your staff/registered members trained on social protection schemes?	Number_____		
176.	Was there any awareness training on social protection schemes conducted by CO for its members before 3 years?	Yes No	1 2	
177.	How many legal awareness trainings were conducted by CO for its members in last 3 years?	Number_____ No training	0	►**180**
178.	How many legal awareness trainings were conducted by CO for its members in last 12 months?	Number_____ No training	0	►**180**
179.	How many your staff/registered members trained on legal awareness?	Number _____		
180.	Was there any legal awareness training conducted by CO for its members before 3 years?	Yes No	1 2	
181.	How many trainings on crisis management were conducted by CO for its members in last 3 years?	Number_____ No training	0	►**184**
182.	How many trainings on crisis management were conducted by CO for its members in last 12 months?	Number_____ No training	0	►**184**
183.	How many your staff/registered members trained on crisis management?			
184.	Was there any training on crisis management conducted by CO for its members before 3 years?	Yes No	1 2	
185.	How many trainings on project management were conducted by CO for its members in last 3 years?	Number_____ No training	0	►**188**
186.	How many trainings on project management were conducted by CO for its members in last 12 months?	Number_____ No training	0	►**188**
187.	How many of your staff/registered members trained on crisis management?	Number _____		

QID	Question	Response categories	Code	Skip to
188.	Was there any training on project management conducted by CO for its members before 3 years?	Yes No	1 2	
189.	Has the CO established a crisis response system to address violence issues of key population?	Yes No	1 2	►191
190.	Since when the crisis response system is in place?	Number of months ago_____		
191.	Do you have a project monitoring system for all the projects implemented by CO?	Yes No	1 2	►194
192.	What kind of mechanism CO adopting for project management system?	Software Application using computers/Mobile MS Excel Paper based No record keeping	1 2 3 4	
193.	Who manages the project monitoring system of the CO?	CO manager Other CO staff (specify designation)	1 2	
194.	In past 12 months, how many times CO manager reviewed the different activities undertaken by CO?	Number_____ Never reviewed	0	►196
195.	The last time CO manager reviewed activities of CO, who else were part of the review exercise?	NGO staff CO member Field Worker Champion Other (Specify) _____	A B C D E	
196.	Does the CO have a lawyer who provides advice and services to CO for any crisis?	Yes No	1 2	
197.	Does the CO have a helpline number to CO members can call and get help at the time of crisis?	Yes No	1 2	
198.	Does the CO have Unified Help Desk (UHD)?	Yes No	1 2	
199.	Does the CO have an outreach team to enhance membership and ensure services to CO members?	Yes No	1 2	

		200. Does your CO have a visible representation at ?	201. Was the CO represented at district level or sub-district level?	202. How many staff/registered members represented your CO in past 1 year?	
		Yes = 1 No = 2	Yes = 1 No = 2	Number	
		If 'No' skip to Next row	**If 'No' skip to Next row**		
	A. Outreach committee for TI				
	B. Drop in centre management committee				
	C. Crisis response committee				
	D. Advocacy committee				
	E. Condom committee				
	F. STI clinic committee				
	G. Social protection committee				
	H. Other non-HIV committee				

203.	Do you have full time staff for the following activities		Y	N	
	A. Outreach activity		1	2	
	B. Crisis response management		1	2	

QID	Question	Response categories	Code		Skip to
	C. Unified help desk		1	2	
	D. Program management		1	2	
	E. Resource mobilization		1	2	
	F. Advocacy and networking		1	2	
204.	Was any of the key CO position lying vacant continuously for 3 months or more in last 12 months?	Yes No	1 2		
205.	Does your CO have_____?		Y	N	
		A. Grievances redressal system	1	2	
		B. Transparent internal communication protocols	1	2	
		C. Crisis response committee	1	2	
		D. Resources mobilization committee	1	2	
		E. Network/advocacy committee	1	2	

Block B: Vignettes (ASK ONLY FOR FSW CO)

Below are some of the situations experienced by key population from various places. Cos working in those areas addressed their concerns to the maximum extent of their ability and accordingly we have placed below. However, we would like to know about your understanding on those situations and COs response.

		Extremely good	Somewhat good	Marginally good	Not at all good
206	Rina is a 25-year-old sex worker who travels to city for sex work. She has been picked up by police while soliciting clients in bus stand. Police did not explain to her the reason for her arrest and took away all the condom packets she was carrying. The Police Station is beyond the working area of Rina's CO. She tried but could not contact the CO manager or champion. One of her fellow female sex worker who was soliciting in the same place informed Rina's CO to arrange help for her.				
A	Rina's CO attempted to reach her. However, as the police station was beyond their working area they could not do anything to help her. **How appropriately did Rina's CO handle the situation?**				
B	The CO manager promptly visited the Police Station without consulting the lawyer. **How appropriately did Rina's CO handle the situation?**				
C	Rina's CO contacted the other CO working in the area where she was arrested and sought their help. **How appropriately did Rina's CO handle the situation?**				
207	Madhuri is a 30-year-old married female practicing sex work without the knowledge of her husband. One day her husband gets to know about her activities. He beats her up and locks her in the house. After few days of her absence local champion came to know about Madhuri's situation and informed the CO.				

A	CO sends a staff along with the champion to communicate and counsel Madhuri's husband. **How appropriately did Madhuri's CO handle the situation?**				
B	CO consulted the lawyer and filed a case of domestic violence against Madhuri's husband. **How appropriately did Madhuri's CO handle the situation?**				
C	The CO board intervened and freed her. Now she is living with a fellow sex worker. **How appropriately did Madhuri's CO handle the situation?**				
208	Hema is an old sex worker and not getting many clients these days. She has five family members who depend on her income. To supplement her income, she is planning to set up a local business but does not have enough money. She approached local bank to get a loan of INR 50,000. Bank informed loan can be sanctioned if she brings a guarantor having an account with their bank. Hema then contacted the CO and sought their advice.				
A	CO advised her to take loan from a local money lender so that she does not require any guarantor. **How appropriately did Hema's CO handle the situation?**				
B	CO board discussed and agreed to serve as a guarantor. **How appropriately did Hema's CO handle the situation?**				
C	CO board decided to lend her the required amount from the corpus fund of CO. **How appropriately did Hema's CO handle the situation?**				
209	Firoza is new to sex work and has recently moved to a new town. She does not have any identity card. She went to make a Aadhar Card but due to lack of supporting documents her application for AADHAR card was rejected. Being new to the town, she is not a registered member of the CO. However, one of the champions brought her situation to UHD facilitator and CO board members.				
A	Champion asked her to register with the CO first, then only CO can facilitate her application. **How appropriately did the CO handle Firoza's situation?**				
B	The Champion took her to UHD facilitator who facilitated her application process. Subsequently, she was asked to register in the CO. **How appropriately did the CO handle Firoza's situation?**				
C	UHD facilitator suggested her to go back to her native place and apply for the AADHAR card. **How appropriately did the CO handle Firoza's situation?**				

210	A CO conducted a fundraising event where they invited the District Collector and other dignitaries. They were able to mobilize a fund of INR 5 lakh from that event. The CO management planned a set of activities to utilize the fund in six months' time. After 6 months the CO management reviewed the financial transactions and activities undertaken. It came to their notice that there had been some mismatch in the expenditure.				
A	The management discussed with the board members and decided to do a thorough auditing of the CO account. **How appropriately did the CO handle the situation?**				
B	The management discussed with the board members and decided to contribute from their own earnings to settle the mismatch in finances. **How appropriately did the CO handle the situation?**				
C	The management asked the CO manager to review the expenses and come up with a solution. The management decided to defer the discussion till the next meeting. **How appropriately did the CO handle the situation?**				
211	CO had its Annual General Body Meeting for which all the members were informed priori. The agenda for the meeting was shared in advance with all its registered members. About 80% of the members attended the meeting. All agenda items were discussed and the decisions were taken accordingly. Once all the agenda items were covered, one of the committee head proposed to increase the annual membership fees by INR 20.				
A	The CO Manager moved the decision as a resolution and most of the members voted in favour of it without further discussion. **How appropriately did the CO handle the situation?**				
B	When the forum was open for discussion, some of the members raised their concern about the increase. The board members explained the rationale for the increase and opened the forum for voting. **How appropriately did the CO handle the situation?**				
C	As it was not in the agenda earlier the board members decided to defer the issue till the next AGBM. **How appropriately did the CO handle the situation?**				
212	Mala is a field worker working for a CO since last five years. She is supported by a group of champions. Latika is one of the champion supporting her and has contributed significantly by engaging new members into the program. In the review meeting, Mala was felicitated and highly appreciated for her outstanding work which was led by Latika.				
A	Latika independently shared the activities she performed to the Board members. After hearing her, the board members acknowledged her contribution. **How appropriately did the CO handle the situation?**				

B	The CO Manager came to know about Latika's contribution from other champions. The Manager informed as per rule only staff can be felicitated. **How appropriately did the CO handle the situation?**				
C	The board members were informed by another field worker about Latika's contribution and that she is feeling demotivated. The board members met Latika personally to encourage her and informed that she could not be felicitated as she is junior to Mala. **How appropriately did the CO handle the situation?**				

Block C: Vignettes (ASK ONLY FOR MSM CO)

Below are some of the situations experienced by key population from various places. Cos working in those areas addressed their concerns to the maximum extent of their ability and accordingly we have placed below. However, we would like to know about your understanding on those situations and COs response.

		Extremely	Somewhat	Marginally	Not at All
213	Ramesh is a 25-year-old male who travels to city for soliciting male clients. He has been picked up by police while soliciting clients in bus stand. Police did not explain to him the reason for his arrest and took away all the condom packets he was carrying. The Police Station is beyond the working area of Ramesh's CO. He tried but could not contact the CO manager or champion. One of his friend who was soliciting in the same place informed Ramesh's CO to arrange help for him.				
A	Ramesh's CO attempted to reach him. However, as the police station was beyond their working area they could not do anything to help him. **How appropriately did Ramesh's CO handle the situation?**				
B	The CO manager promptly visited the Police Station without consulting the lawyer. **How appropriately did Ramesh's CO handle the situation?**				
C	Ramesh's CO contacted the other CO working in the area where he was arrested and sought their help. **How appropriately did Ramesh's CO handle the situation?**				
214	Manoj is a 30-year-old married male engaged in MSM activities without knowledge of his wife. One day his wife's relative gets to know about his activities. They beat him up and locks him in the house. After few days of his absence local champion came to know about Manoj's situation and informed the CO.				
A	CO sends a staff along with the champion to communicate and counsel Manoj's wife and relatives. **How appropriately did Manoj's CO handle the situation?**				
B	CO consulted the lawyer and filed a case against relatives of Manoj's relatives. **How**				

	appropriately did Manoj's CO handle the situation?				
C	The CO board intervened and freed him. Now he is living with his male partner in another locality. **How appropriately did Manoj's CO handle the situation?**				
215	Mahesh is an aged MSM and don't have any substantial income from any source. He has five family members who depend on his income. To supplement his income, he is planning to set up a local business but does not have enough money. He approached local bank to get a loan of INR 50,000. Bank informed loan can be sanctioned if he brings a guarantor having an account with their bank. Mahesh then contacted the CO and sought their advice.				
A	CO advised him to take loan from a local money lender so that he does not require any guarantor. **How appropriately did Mahesh's CO handle the situation?**				
B	CO board discussed and agreed to serve as a guarantor. **How appropriately did Mahesh's CO handle the situation?**				
C	CO board decided to lend him the required amount from the corpus fund of CO. **How appropriately did Mahesh's CO handle the situation?**				
216	Santosh is new to MSM activity and has recently moved to a new town. He does not have any identity card. He went to make an Aadhar Card but due to lack of supporting documents his application for AADHAR card was rejected. Being new to the town, he is not a registered member of the CO. However, one of the champions brought his situation to UHD facilitator and CO board members.				
A	Champion asked him to register with the CO first, then only CO can facilitate his application. **How appropriately did the CO handle Santosh's situation?**				
B	The Champion took him to UHD facilitator who facilitated him application process. Subsequently, he was asked to register in the CO. **How appropriately did the CO handle Santosh's situation?**				
C	UHD facilitator suggested him to go back to his native place and apply for the AADHAR card. **How appropriately did the CO handle Santosh's situation?**				
217	A CO conducted a fundraising event where they invited the District Collector and other dignitaries. They could to mobilize a fund of INR 5 lakh from that event. The CO management planned a set of activities to utilize the fund in six months' time. After 6 months the CO management reviewed the financial transactions and activities undertaken. It came to their notice that there had been some mismatch in the expenditure.				

A	The management discussed with the board members and decided to do a thorough auditing of the CO account. **How appropriately did the CO handle the situation?**				
B	The management discussed with the board members and decided to contribute from their own earnings to settle the mismatch in finances. **How appropriately did the CO handle the situation?**				
C	The management asked the CO manager to review the expenses and come up with a solution. The management decided to defer the discussion till the next meeting. **How appropriately did the CO handle the situation?**				
218	CO had its Annual General Body Meeting for which all the members were informed priori. The agenda for the meeting was shared in advance with all its registered members. About 80% of the members attended the meeting. All agenda items were discussed and the decisions were taken accordingly. Once all the agenda items were covered, one of the committee head proposed to increase the annual membership fees by INR 20.				
A	The CO Manager moved the decision as a resolution and most of the members voted in favor of it without further discussion. **How appropriately did the CO handle the situation?**				
B	When the forum was open for discussion, some of the members raised their concern about the increase. The board members explained the rationale for the increase and opened the forum for voting. **How appropriately did the CO handle the situation?**				
C	As it was not in the agenda earlier the board members decided to defer the issue till the next AGBM. **How appropriately did the CO handle the situation?**				
219	Vincent is a field worker working for a CO since last five years. He is supported by a group of champions. Raju is one of the champion supporting him and has contributed significantly by engaging new members into the program. In the review meeting, Vincent was felicitated and highly appreciated for his outstanding work which was led by Raju.				
A	Raju independently shared the activities she performed to the Board members. After hearing him, the board members acknowledged his contribution. **How appropriately did the CO handle the situation?**				
B	The CO Manager came to know about Raju's contribution from other champions. The Manager informed as per rule only staff can be felicitated. **How appropriately did the CO handle the situation?**				
C	The board members were informed by another field worker about Raju's contribution and that he is feeling demotivated. The board members met Raju personally to encourage him and informed that he could not be felicitated as he is junior to				

	Vincent. **How appropriately did the CO handle the situation?**				