



# **East Georgia Community Mobilisation Initiative**

## **Community Mobilisation Manual**

December 2003

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## ABBREVIATIONS:

APM	Action Plan Meeting
CIG	Community Initiative Group
CM	Community Mobilization
CMC	Community Mobilization Coordinator
COP	Chief of Party
EGCMI	East Georgia Community Mobilization Initiative
DDAO	Depute Director of Admin Operations
F&CD	Finance and Compliance Director
GD	Grants Director
MC	Mercy Corps
NGO	Non Governmental Organization
PD	Program Director
SPWG	Social Policy Working Group
SOM	Sub Office Manager
USAID	United States Agency for International Development
USD	United states Dollar

## 1. Background

The East Georgia Community Mobilisation Initiative is a 4-year program funded by USAID and implemented by Mercy Corps. It has been operating since September 2000 covering 6 areas of East Georgia: Tbilisi, Samtskhe Javarkheti, Shida Kartli and Kakheti, Kvemo Kartli and Mskheta Mtianeti. At the heart of the program is the community mobilization process, which aim to mobilize and empower communities to solve their own problems and act as agents of social change within their own and wider communities.

Target communities are identified initially at the level of local administration, meaning the *sakrebulo* in rural areas (an administrative unit comprising between two and five villages), districts within Tbilisi, and whole towns elsewhere. They are selected on the basis of: low level of income, poor socio-economic infrastructure and willingness to participate. Priority is given to mixed ethnicity areas and those where there has been little NGO involvement. Firstly a comparison with other *sakrebulo*s in the districts is carried out using data from district authorities and key informants. Then a visit is paid to the *sakrebulo* to verify the information, assess the level of interest and to identify key informants who will identify people to participate in the Action Planning Meeting (APM).

Three key informants nominate honest and respected individuals from different socio-economic groups, age, sex, and ethnic minorities within their communities. People are randomly selected from the three lists by Mercy Corps staff. The APM is held at *sakrebulo* level and uses a participatory methodology to generate lists of community problems and resources, develop project ideas and prioritize them. In rural areas projects are identified for individual villages and/or for whole *sakrebulo*s, and in some cases projects take place simultaneously at both levels. In urban areas projects may be identified for specific institutions (commonly schools and kindergartens) or sub-districts or communities (e.g. residents of specific streets or buildings). Thus a more specific participant community is implicitly identified for each project proposed.

Once selected, the highest priority project is then taken forward to an open meeting with the specific participant community, at which the priority is verified, and a Community Initiative Group (CIG) elected. The CIG then becomes responsible for developing a project proposal, including a detailed budget, with training and support from Mercy Corps staff. The CIG divides its responsibilities into mobilization/information, finance, technical and usually elects a chair.

Initial projects must include a contribution from the community of at least 25% of the overall budget, and the maximum amount available from Mercy Corps is \$6,000. (In subsequent rounds the required contribution rises to 50%, then 75%, and any community can carry out a maximum of 3 projects. Mercy Corps' maximum contribution remains fixed). The community contribution can take the form of money, materials, labor and services, and usually involves a combination of these. Contributions are also encouraged from the government and business sector. CIG responsibilities include mobilizing this contribution during the project's implementation, managing the implementation of the projects, providing monthly financial and end of project narrative reports and ensuring maintenance plans are implemented.

During first round projects, CIG members receive relatively intensive support and training from Mercy Corps, to enable them to develop good proposals and make realistic plans. In subsequent rounds CIGs are able to perform these tasks more independently, though CIG members continue

to participate in training relating to wider issues and skills such as leadership, conflict resolution and advocacy. Project selection for second and third rounds often emerges naturally from the priorities established at the initial APM but at a minimum another verification meeting is held to ensure that the proposed project is still supported by the community as a priority.

A central principle throughout the mobilization process is transparency, and this is established at the outset by the participatory nature of the APM and selection of the CIG. As these are public and collective events community members are fully aware of how priorities have been arrived at, and who is representing or serving them in the CIG, and know that they have had a say in this. Once projects are agreed and the contract between the CIG and Mercy Corps signed all information about the project is available to community members, including the accounts. In most cases budgets and expenditure are displayed in a public place within the community, as well as records of who has made these expenditures. Purchasing is always carried out by groups rather than individuals, on the basis of competitive bids or an independently verified price list and CIG meetings are open. In addition, at the end of the project, the CIG meets with the community to report on the achievement and expenditures and the reflect on the problems and performance of the CIG members. This focus on transparency has been both necessary and effective in minimizing actual and perceived corruption, and thus generating trust, which in turn facilitates greater participation and community buy-in.

Before and after the third phase project, CIGs are encouraged to carry out activities without MC resources. These are usually rehabilitation or environmental projects using community resources, but they increasingly contain an advocacy component. All CIGs are assisted to develop a strategic plan for their activities after Mercy Corps has left the area and are provided with information on prospective donors and other NGOs and CIGs in their areas. The most organised CIGs have also been given the opportunity to develop pilot community income generation activities to generate income to continue community development activities.

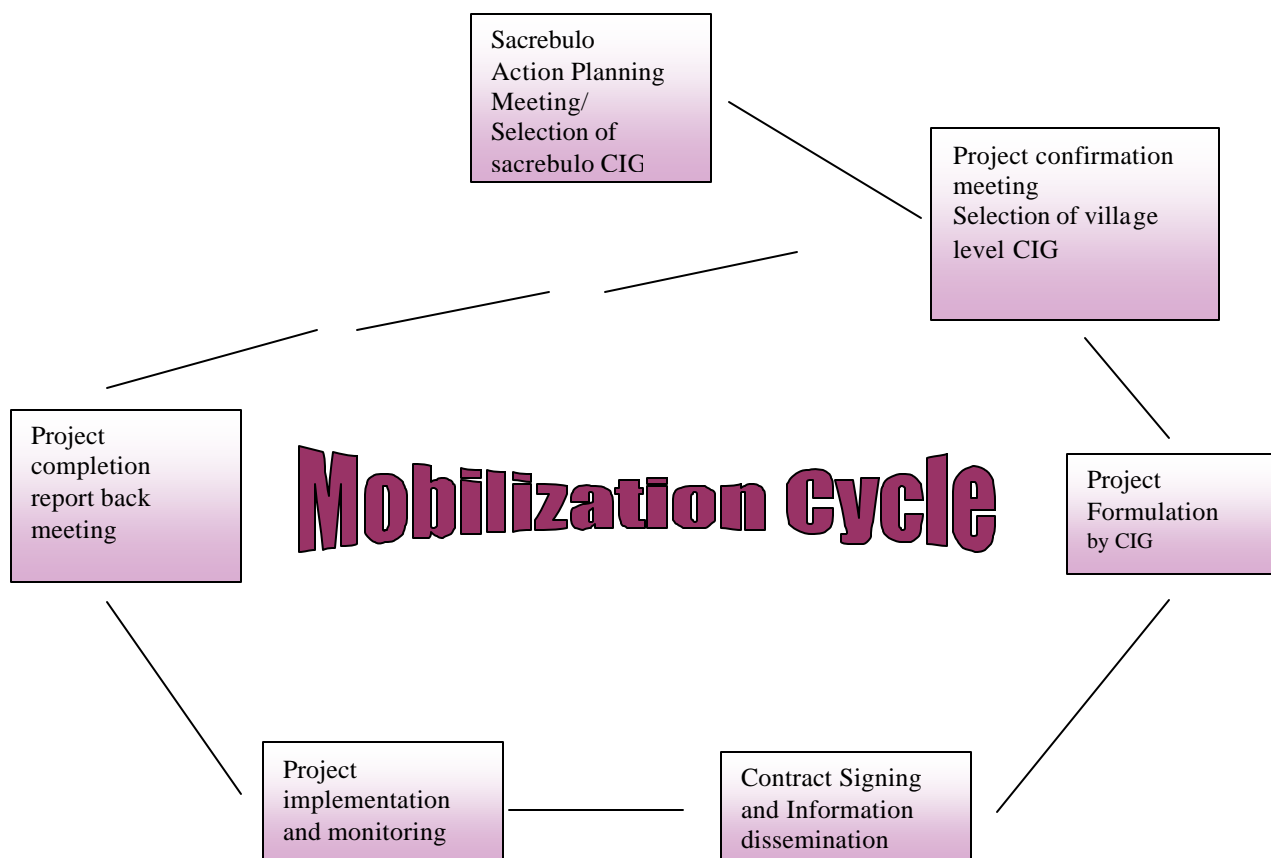
Throughout the process, CIGs are encouraged to ensure that vulnerable groups are involved in and will benefit from the project and to organize support for particularly vulnerable individuals. Disabled access is considered in the rehabilitation of buildings where appropriate. CIGs also receive information and have an opportunity to input into various social policy reforms and can participate in the regional level social policy working groups.

## **2. Community Mobilization Cycle**

The overriding aim of the mobilization program is to mobilise and empower communities to solve their own problems and act as agents of social change within their own and wider communities. In order to do this, it is necessary to engage communities at an early stage in practical activities where they see results of their actions and gain trust both in Mercy Corps and in resolving problems collaboratively.

All sectors of the community are encouraged to participate in project selection and implementation in a meaningful way. They are involved in making the decisions about community projects and how they are implemented including: assessing the situation and determining priority problems, planning actions and implementing and monitoring them, as well as evaluating the results of these actions. They also contribute their labor, cash and material resources.

The process of community mobilization is shown in the diagram below:



In EGCM, each community goes through up to three mobilization cycles. Each mobilization cycle builds on earlier success and lessons learned and have a distinct objective and emphasis. The intention is that each cycle should incrementally increase the capacity and confidence of the community initiative groups and the community as a whole. The phases can be characterized as follows:

**Phase 1**

**Objective:** Confidence and trust building, awareness raising, consensus building and gaining experience in project implementation.

**Emphasis:** Process, transparency and accountability

**Contribution:** Minimum 25% community contribution;

**Maximum time for proposal submission since APM :** 3 months

**Implementation period:** 6 – 9 months,

## **Phase 2**

A community should submit their project within three months after completion of the first phase project

**Objective:** Consolidation of CIG, increasing organizational and mobilization capacities of CIG, strengthening trust and confidence within the community, raising awareness and understanding of linkages and policy issues.

**Emphasis:** Accountability, transparency, confidence building and developing linkages with policy issues

**Contribution:** Overall minimum contribution from non MC sources: 50%  
Community minimum if overall minimum is reached: 40% (not only labour, except in some urban areas)

**Maximum time for proposal submission since re-confirmation meeting :** 3 months

**Implementation period:** 3-6 months

## **Phase 3**

A community should submit their project in three months after completion of the 2-phase project

**Objective:** Sustainable, multifaceted Community Initiative Groups (CIGs), increase understanding of development processes and linkages to policy issues, proactively carry out advocacy and independent activities and provide support to vulnerable individuals in their community

**Emphasis:** Accountability, transparency, increased understanding of leadership and organizational development, advocacy, independent activities.

**Contribution:** Overall minimum contribution from non MC sources: 75%  
Community minimum if overall minimum is reached: 60%  
(not only labor, some cash necessary)

If the community cannot reach the contribution, but have met the other criteria, then independent activities can also be considered as a contribution and should be included in the budget where possible.

**Maximum time for proposal submission since re-confirmation meeting :** 3 months

**Implementation period:** 3-6 months

Experience has shown that continuing to work with communities through more than one phase increases the confidence and trust within the communities and between the communities and Mercy Corps. The fact that Mercy Corps works very closely with the community initiative groups also helps the communities and individual CIG members to overcome their fears and lack of knowledge about some of the technical aspects of project implementation.

### **3. Community Mobilization Process**

#### **Sacrebulo selection**

Sacrebulos should be selected by discussing with key informants at district level including: the district gangebali, the head of the district health and education departments and at least representative from the civic sector, preferably an NGO working in the area.

Basic information should be requested from them on the following criteria, which are listed in the order of importance:

- existence and condition of basic social infrastructure;
- socio-economic level;
- low level of development activity by other organizations particularly regarding infrastructure rehabilitation (we also need to discuss with other organizations working with the area, whether they feel our activities would disrupt their work in any way);
- Mixed populations or proportion balance of villages of different ethnicity;

Information is also collected on:

- the number Georgian and minority population;
- number of villages (for clustering of villages);

This information should be summarized in the Sacrebulo Selection Form (annex 1), and the SOM should make a recommendation of which sacrebulo should be further investigated. Once the recommendation is approved by the Program Director an in-depth sacrebulo assessment is carried out in the communities using Sakrebulo Profile to verify this information (annex 2). The Sub Office manager should meet with the local government and community representatives and their infrastructures to collect this information and to assess their willingness to engage in the process.

Villages will be clustered as following:

1. Villages should be clearly geographically distinct;
2. Minimum 100 household unless there is a very strong case for a one-off exception;
3. Maximum 50 GEL per beneficiary per project unless there is a very strong case for a one-off exception.

#### **4. Action Planning Meeting**

Once the Sakrebulo is selected, the Mobilizer visits the villages and identifies 3 respected people including the Sakrebulo gamgebeli to draw up a list of potential participants for the Action Plan Meeting (APM). The individuals identify around 60 trusted and respected people of different socio-economic status, different age, sex and ethnicity. At least 50% of the invitees should be women. The lists, which include, name age, status and professions are collected by the Mobilizer and sent to Community Mobilization Coordinator, who randomly select from the 3 lists based on gender, socio-economic status, age and ethnic balance, profession. Invitations are sent to all selected attendees explaining the purpose of the meeting. The mobiliser with the help of community representatives arranges an appropriate venue for the APM (e.g. club building, cultural house or school building) and appoints the date and time for the meeting.

#### **Steps in the Action Planning Meeting (annex 3)**

##### **a) Assessment of current situation by community**

Team members (one table is considered as a team) discuss Sakrebulo and village problems and resources (buildings, human and natural resources, materials). Each team agrees on a couple of suggestions that are verbally presented to the facilitator who writes them on a flip chart.

##### **b) Community action planing**

The groups are then mixed and each group member individually writes 5 action sentences on how to solve the above-mentioned problems with community involvement. The group members share their ideas with each other and choose 3-4 best clear and specific sentences that they all agree on, which they record on a card. There should be sentence per card an action verb in

sentence and each sentence should have from three to nine words. Time allocated for the exercise 30-40 minutes.

The facilitator then asks the participants to cluster the statements according to the village, similar actions or ideas and then summarize the clusters under one strategy

### **c) Main projects for future**

Each participant chooses the strategy that they are most interested in developing, by sticking yellow stickers with their names on it to the cluster (subject) that they want to work on.

They are given the criteria of the project:

- ◆ Mercy Corps will give 75% (6 000 USD) of the total amount of the first project. Community contribution should be no less than 25% (money, materials, labour etc.);
- ◆ Wide support and participation from the community;
- ◆ Common benefit for community;
- ◆ Results in 6 months;
- ◆ Sustainability of the project.

They then are asked to come up with the following information:

**What has to be done:** The participants identify the recommended steps for solving the problem. Ideas can be straight from the card, combination of few cards (clustering cards) or a totally new idea that comes from the group.

**Our contribution:** What can be viewed as the contribution from the village, what resources can be found in the village for successful implementation of the project;

**Who will benefit:** participants write the number of people, who will benefit from the project

**Partner organizations** The participants identify partner organizations e.g. be local or regional governmental organizations, which could be involved and helpful in project implementation.

The names of group members are written in the relevant section.

If a Sakrebulo project is selected, then the Sakrebulo CIG members are selected.

The Action Planning Meeting is then documented by the mobiliser and a copy sent to the CIGs and CMC and placed in the regional office project file and Tbilisi project file.

### **Project confirmation meetings**

Shortly after the APM, community meetings are held in each village/community in order to decide on which identified project should be selected and nominate the Community Initiative Group.

At least 50% households should be represented in decision making about the project for it to be accepted. If people will not come to a community meeting, other means of ensuring that people agreed with the decision of the meeting should be used e.g. neighborhood or street meetings or collecting signatures etc. Documentation must be kept to show/verify how a consensus was reached

Participants in the meeting nominate people who are active, interested, agree and carry out the responsibilities given as follows:

- Regular Meetings;
- Liase with community groups and participate in relevant trainings and workshops;
- Inform the community of EGCMi grants programs;



- Provide ongoing advice and support to the field office;
- 1 year voluntary commitment;
- At least 30% of CIG members should be women

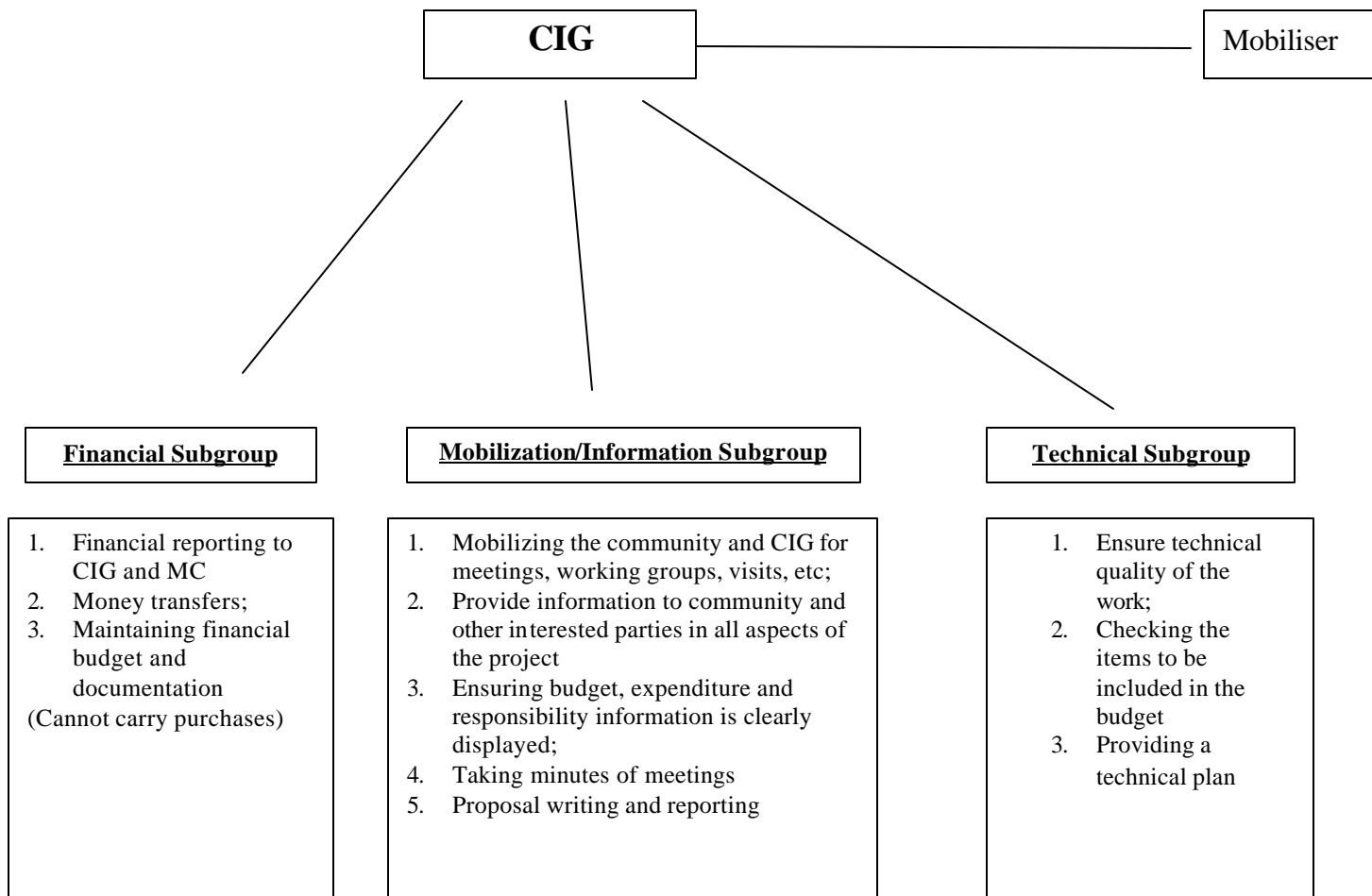
If the nominated person is not presented at the meeting, his/her name is included in the list and approved after his/her permission. Participants are encouraged to include both men and women from a variety of socio-economic backgrounds, although it is recommended that the gamgebeli is not elected the head of the CIG, as the project should be community owned not government led. Members of the same household and 1st line relatives (siblings, parent, child) should not be elected to the CIG.

Community re-confirmation meetings are also held to agree the second and third phase projects and reflect on the CIG performance and if necessary re-elect the CIG. If an adequate number of people do not attend the meetings, other means of ensuring that people agreed with the decision of the meeting should be used e.g. neighborhood or street meetings or collecting signatures on a particular decision etc. The Mobiliser/CIG should take minutes of the meeting to be kept in the folders with the CIG, sub-office and Tbilisi office.

As soon as the community meeting has taken place, the Sub Office Manager informs the Community Mobilization Unit so that the Community Mobilization Co-ordinator or Program Director can visit the new project before the proposal is written in order to identify any potential problems early on.

### **5. CIG structure**

Shortly after the community meeting, the mobiliser holds a meeting with the CIG. The members divide up responsibilities as follows:



- Procurement can be carried out by any CIG members other than those in the financial subgroup

There should be at least two members of each subgroup. In some cases a head of the CIG will be selected, in others they will nominate a person who will be authorized to sign off on vouchers and financial reports. Any two CIG members may carry out purchasing, except those members of the financial sub group.

The Mobiliser provides coaching in proposal writing and the finance and administration officers provide training in financial management. A detailed explanation is provided on contribution, action planning and mobilization of community for project implementation. Procedures for groups working should be set up e.g. how often and when shall they meet. All CIG members should have a copy of the proposal and budget.

## **6. Project preparation and approval**

The mobiliser reviews the proposal with the whole CIG and ensures that the community contribution is the maximum possible and is agreed and understood by the whole community.

Communities should be encouraged to provide as much contribution as they can for a project. Skilled labor such as painting, plastering, brickwork should be carried out by skilled workers with the assistance of unskilled community workers. Skilled work provided by people resident in the community should be paid at half price or less.

Approval of third phase projects will also require that a community has carried out an independent activity after the phase 2 project. If the minimum contribution is not reached for a 3rd phase project, other independent activities, including advocacy activities can be carried out as part of the project.

The engineer then checks the budgets, ensuring all works are properly calculated and whether the community can make further contribution. The mobiliser should meet the CIG to go through and ensure that they cannot cover items. If the budget is below the contribution level, a community meeting should be held to see how the rest of the contribution could be made up. If it is still not achieved, the Sub Office manager should also hold a meeting with the whole community.

### **The proposal must include:**

**Vulnerable groups** Every project must explicitly list which vulnerable groups exist in the community, the direct benefit the project will bring to them and how this will be measured. The CIG should also promote community support to particularly vulnerable groups.

**Expected impact** Every project must give details of what exactly will change (measurable differences) once the project is completed including impact on gender roles and access and control of resources.

**Toilets:** Encourage rehab/construction of toilets for public facilities with water for washing of hands. There should be at least one toilet per 50 students and separate for girls and boys. Pit latrines should be at least 30m from any groundwater source and no more than 50m from the school. Cleanliness of toilets should be checked during monitoring visits and should be a

condition for new projects. Toilets should be at least 2m deep and 1m diameter as well as being 1.5m above the water table. If possible improved designs should be used.

**Roads:** Will only be carried out only if the community commits itself to annual maintenance of the road and if a detailed and convincing plan for maintenance is submitted.

### **Permissions**

The CIG should always obtain a letter from the local government for permission for the project and that they will take responsibility for the maintenance in conjunction with the community.

*Ambulatory/Schools/Libraries/Cultural Centres etc.:* should always get a letter saying that the facility will not be closed in next 5 years.

*Gas and electricity:* should always get a letter from the local department saying that they give permission for the extension of the gas/electricity and have done/checked the technical specifications.

*Water certificates* should be obtained from the sanitary and hygiene department before and after the project and every 6 months for potable water projects.

If possible a sketch of the project works should be submitted along with the proposal.

**Health education session:** should be conducted for all 1st phase projects by doctors, nurses from the community. The interest of doctors and nurses living in the community should be assessed before they are trained and receive leaflets, posters and training materials on the issues. Four separate sessions should be carried out for different groups e.g. men, women, children and youth, older people on different topics according to their requirements. The session should be in a place/time that is most appropriate to community members. At least 25 people should attend each session. The mobilisers should complete the health education report (annex 4) and submit to CMC and keep a copy in the project file. Community mobilisers should attend at least one of the sessions preferably monitor the first to ensure quality.

### **Urgent need of project**

If there are no significant problems within the village then the community should be encouraged to think of Sakrebulo problems or give project to a neighbouring community. Encourage communities to think how their project can benefit other communities. Project should make a significant impact to reduce suffering in the community

### **Maintenance plans :**

Every project must spell out in detail its maintenance plan, including how the project will be maintained, who will be responsible for checking every 6 months, who should prepare the plan, who will collect contributions and mobilize the community. CIG's should be encouraged to develop detailed and realistic plans when they are writing the proposals. In the case of economic projects, there should be clear income projections, identification of responsible people, who keep the money etc. This should also include running plans for cultural centers, libraries, ambulatory, sports facilities i.e. what will be carried out, when, for whom etc. The Mobiliser should check that this has been carried out before the next project is submitted.

### **Maintenance of previous projects**

A project will not be approved unless the maintenance of previous projects has been carried out, infrastructure has been kept clean especially parks and sanitary facilities, that the water certificates have been collected every 6 months.

**Environmental impact assessment** should be completed for all projects and should refer to the relevant USAID environmental standard. The completed form should specifically mention which number guideline (19.1, 19.2 etc.) it refers to.

**Refer to annex reservoir guideline** (annex 5)

**Cash needs to be stated separately at the bottom of the budget and the items it refers to bolded in the budget.**

**The name of the CIG should be unique for all three phase projects.**

**Beneficiary numbers are calculated as follows:**

<b>Schools/ kindergartens</b>	Number of children registered in the previous academic year plus staff
<b>Health facilities</b>	Number of patients registered in the past 12 month period plus staff (in rural areas this can be the whole village)
<b>Cultural centers/libraries/sports facilities</b>	The number of people who used the center/library regularly i.e. at least once a month
<b>Roads</b>	The number of individuals that use the road regularly, i.e. at least once a month
<b>Utilities</b>	The number of people receiving the full benefit of the rehabilitation
<b>Children/youth</b>	under 18 years
<b>Older people</b>	under 65 years for men and 60 years for women
<b>Female</b>	should include adults, children/youth and older people
<b>Minorities</b>	These should be non-ethnic Georgians regardless of whether they are the minority or majority in the community.

### **Photographs**

All projects should be photographed before they begin and after project completion. Copies should be sent clearly marked to the Special Projects Officer.

### **Approval Procedure**

The Mobiliser checks the proposal (annex 6 which can remain in handwritten form) and budget (which is entered into excel). The mobiliser includes the price index reference in the budget, and fills out the Community Mobiliser Comment sheet (annex 7) and Environmental Assessment Checklist (annex 8) and Environment Memorandum (annex 9) and Database Information sheet (annex 10). The Sub Office Manager thoroughly checks the project and signs

off on the Environmental Assessment Checklist and Environmental Memorandum, which is submitted to Tbilisi/HQ for review/comments and approval.

Any comments/clarifications must be added to the CIG's version of the proposal before the project is approved.

The Community Mobilization Coordinator (CMC) fills out Proposal Review and Approval Sheet (annex 11), Finance Director (F&CD) or her delegate, Grants Director (or her delegate), Program Director (PD) and Chief of Party (CoP), approve the proposal. Where projects have a significant health component, the Health Director may also be asked to approve. The time frame for proposal review/approval process in Tbilisi is two weeks. After the project is approved, the Community Mobilization Coordinator assigns the project number and passes the project to the finance officer to enter it into the database.

The Sub Office Manager then signs the agreement with the CIG (annex 12) during the community confirmation meeting, to which all member of the community are invited and the budget and proposal is read out.

Once the project agreement is signed, the budget for the project and responsibilities of the CIG should be clearly displayed in a public place throughout the project implementation and at least 6 months afterwards. For durability, the budgets should be covered in plastic and should be displayed in two secure places in the community.

The CM unit will prepare budget modifications for approval by the PD. Approved modifications will be submitted to Senior Finance Officer (SFO) for the further entry to the GM database. SFO will sign on the back of the modification document to verify the entry into the database. Copies of modifications will be kept with Finance Unit, originals will be returned to the CM unit.

## **7. Capacity Building of the CIG**

It is the responsibility of the Mobilizer to build the capacity of the CIG through mentoring, provision of information, advice and following up trainings. The Mobiliser should also encourage the CIG to analyze, resolve and address other community problems as its own and carry out advocacy activities. CIGs should be encouraged link and work with other CIGs.

Formal trainings are provided to at least two CIG members in the following areas:

- Leadership and group working;
- Conflict resolution;
- Basic and advanced advocacy;
- Trainings have also been provided to local government representatives in public participation in local decision-making and participatory methodologies.

Any training opportunity should be used to its maximum. Sufficient numbers of people should be invited and confirm their attendance to reach the specified numbers. A condition of any training is that the trainee should agree to share the training ideas with the rest of the CIG. The mobiliser is responsible to ensure that this is done. Also all trainees should prepare a report and action plan at the end of the training that the mobiliser should follow up.

Gender and ethnicity balance should be considered and separate trainings should be provided for these groups or simultaneous translation should be provided to overcome language or cultural barriers, where necessary.

Exchange visits should be carried out for newly formed CIGs in the local area and established CIGs to other outside the area CIGs who have faced and resolved similar problems.

If the Mobiliser is not able to fulfil requests for information from the CIG they should contact other organizations in their area, which can provide or send the request for information to the CMC's.

CIG's should be able to stand on their own feet at the end of the project. In order to ensure this we should give them as much support as is necessary during the project phases, encourage them to carry out independent and advocacy activities during the project phases and develop a coherent practical strategic plan at the end of the 3rd phase.

### **Project completion meeting**

Following the completion of the project the CIG holds a project completion meeting with the whole community to present the final progress report, read out the expenditures and discuss problems that occurred during the implementation of the project and the ways of resolution and lessons learned.

### **Gender**

We need to ensure adequate participation of women in the decision making of projects. It is fundamental that they are adequately represented at the APM, in the CIG, community meetings and trainings and workshops.

Where there is known to be low participation of women in public fora and meetings should be carried out beforehand to ensure their participation by a woman. If necessary separate APM's and community meetings should be held with women in their native language. 50% of invitees at all APMs, workshops and trainings should be women and a minimum of 1/3 CIG members should be women. If necessary women CIG members could meet as a subgroup and exchange information with the rest of the CIG on less regular meetings, or in the presence of the mobiliser.

### **Minorities**

We should always ensure that minorities are adequately represented in our programs and the medium of communication is appropriate to include all sectors of communities. We should encourage strengthening of linkages between different ethnic groups and tolerance and understanding through our interventions.

## **8. Financial Procedures**

(Refer to finance and compliance manual for more details)

### **a) Request for transfers:**

This should initially come from the engineer or works supervisor on the rehabilitation. The head of the finance group should then check the request against the budget and cumulative balance on the expense statement report and fill in the request form.

The names and signatures of a minimum of 2 CIG members who will be collecting the money and making the purchase should be written on the form. The Head of the CIG or nominated representative should then authorize the expenditure once she/he is satisfied that the item is appropriate and the budget is available.

The Mobiliser should then check the request against the price index, the budget (ensuring that previous balances have been cleared) and the SOM should authorize the transfer when it is under GEL 5,000. If it is over 5,000GEL, the Programme Director will approve the transfer once the CMC has verified that it is consistent with the price index. The Chief of Party (COP) approves the transfer over 10,000 GEL.

This means that there is no reason why the Mobiliser should be accompanying CIGs to the bank. The CIG members who collect the money can bring their ID and their signatures checked against the request form.

#### **b) Purchases**

Mobilisers should only accompany CIGs for purchases as follows:

- 1st phase projects: for the first 3 purchases over GEL 500;
- 2nd and 3rd phase purchases over GEL 3,000 and where there are well-founded and documented concerns about a purchase;

All people that carry out the purchases should sign on the back of the receipt for monitoring and accountability purposes. The CIG members should sign at the top and if the Mobiliser goes he/she should sign on the bottom. (It is not necessary to sign on the front of the receipt, as there is constant confusion between the seller and purchaser in practice)

The vouchers should be prepared by the finance person and approved by the head of the CIG. The MC Mobiliser should check the voucher against the receipt and verify that it is purchase is appropriate and write the price index reference number on both the voucher and receipt/match form. The regional finance and admin officer should check this has been done before sending the financial package to Tbilisi.

**c) Cashbook reports:** The Cashbook should be prepared independently by the finance person. The finance person should sign and the head of the CIG/ nominated representative should approve. This should then be checked and signed by the MC Finance Officer. MC Head Office does not require that these cash books are produced electronically.

**d) Expense statement report :** CIGs should start to prepare expense statement report during the 2nd project phase and should be doing this independently by the 3rd phase. The finance officer should provide the CIG with a template containing the approved budget and the cumulative expenses from the previous expense statement report. The CIG then should complete by hand the reporting period expenses. Again the finance person and the head of the CIG should sign this report. The MC Finance officer then enters it into excel to get the cumulative balance checks the report and signs it as does the SOM.



It is the responsibility of either the Mobiliser or the Finance/Admin Officer to provide coaching and advice/training to CIGs when they begin to prepare their own expense statement reports so as to reduce the number of errors.

A copy of the completed report should be provided to the CIG for checking and reference (this also includes 1st phase CIGs). It is fundamental that all expense statement reports are bilingual Georgian/English or in some cases Russian/English so that CIG members understand and can use the information.

In Tbilisi, the finance officer checks the expense statement reports for:

- accuracy;
- the completeness of support documentation;
- against the price index;

The CMC then checks that the expenditures are logical and as per the project progress, particularly the balance between community and MC expenses. If a project is completed then it is entered into the CIG summary sheet. The Programme Director then approves the expenditure.

### **9. Price Index Procedure**

The Sub Office prepares the price index ensuring that the description of the item is specific enough for someone not familiar with the price list to identify the item and that there are no double entries. This is then verified by the Logistics Manager, checked by the DDAO and approved by the CoP. The Price Index will be updated on a quarterly basis with monthly updates whenever needed. The Sub Office Manager should carefully verify the draft price index and submit any revisions before the Programme meeting when all SOMs will sign the price index.

#### *Additional price lists*

If the price of the is not in the Price Index an additional Price List will be prepared by SOMs on monthly basis, verified by the Logistics Manager, checked by the DDAO, approved by the CoP and attached to the active Price Index for further use. In exceptional circumstances, if the price varies considerably from the Price Index, it will be considered on case basis and will go through the same verification and approval procedure as any new price.

Dates should be clearly stated on price index and these lists should be kept on file for the duration of the project (Do not throw away old lists). There should also be a statement printed clearly on the list describing what the price list is based on – for example “The prices on this list are the lowest prices of items most commonly purchased under the GCMI. These prices are based on a competitive analysis of multiple vendors (at least three) selling their products in the main market of Gori.” These lists should be reviewed regularly by the Tbilisi based Logistics department to verify the lists as well as to ensure the lists are updated regularly.

2nd hand items should have separate prices and should be clearly marked in budgets as second hand. 2nd hand items can only be purchased under cost sharing (Match) and not under MC funds).

### **10. Documentation**

#### **With the CIG**

The CIG is responsible to keep APM and community meeting minutes, Project Proposal; budget and signed agreement; water certificate, permissions, any correspondence of important CIG

trainings, meetings, financial reports, procurement and bid analyses copy. All documents should be securely kept in a folder and should be available for presentation. If they do not have their own folder MC can provide.

**In the sub office:**

A file should be kept for each CIG including:

Village assessment or any other background information on the area; APM and community meeting minutes, Project Proposal; budget and signed agreement;

Copies of consultant agreement and consultant reports and any drawings or plans for the project.

All narrative and financial reports (monthly and final); general correspondence to include any memos or letters requesting a budget revision) related to the implementation of the project.

Documentation of key decisions taken by communities or CIGs and the resolution of key problems and any changes in planned activities, monitoring reports, final progress report completed by the CIG.

**In the head office:**

Sacrebulo selection and assessment or any other background information on the area; APM and community meeting minutes, Project Proposal; budget and signed agreement;

Copies of consultant agreement and consultant reports and any drawings or plans for the project (as relevant). All narrative and financial reports (monthly and final); general correspondence to including any memos or letters requesting a budget revision) related to the implementation of the project, any monitoring reports, final progress report completed by the CIG

**11. Planning**

**a) 3 month plans**

MC Georgia's planning cycle is 3 months. Every 3 months each program unit prepares a 3 months plan, which they discuss at the component meeting as well as reviewing the achievements of the previous 3 months plan. Opportunities for integration should be identified at this point. The Tbilisi plans are then sent to the sub offices that develop their plans share it with the other components in the regions and identify opportunities for integration.

Prior to this discussion the 3 months strategic monitoring exercise is carried out in order to identify examples of positive, negative and no change regarding the empowerment process. Indicators of what change are expected in mobilized communities were drawn up by staff and concrete examples are discussed and action points identified in order to feed into the planning process. The information is documented and sent to Tbilisi and the next planning meeting any action points are revisited.

**b) Programme meetings**

Take place every last Friday of the month. The agenda is sent round beforehand and SOMs should add other issues they want to discuss including difficulties and share best practices and insights. The SOM is responsible to ensure that their staff are briefed on the issues raised at the meetings.

**c) Regional meetings.**

SOMs are responsible to meet with Horizonti regional staff every week to inform them of which CIGs the mobilisers have identified that require information on social policy issues and to review interventions from the previous week. SOMs should meet with staff every week to review their progress and discuss plans for the next week.

**12. Monitoring**

The Mobilizer carries out weekly monitoring of the projects to ensure that the work is being carried out as planned, the materials purchased are used properly and the number of days worked are recorded correctly. The Mobiliser should record the outcome of her/his visit in the monitoring reporting form that they show to the Sub Office Manager when they have their weekly meetings.

The Mobiliser also meets with the whole CIG at least every two weeks to ensure that the work is being carried out smoothly, and any disputes are prevented or resolved and advice or support is given. The Mobilizer should meet with other community members to ensure that there is clear information about the program and that there is positive involvement of all the community.

The sub office manager meets with the Mobiliser at the beginning of every week to review the previous weeks work, discuss problems and plan the following weeks work. Where a problem is not resolved, the sub office manager may need to support the Mobiliser to resolve the problem. The sub office manager should visit the projects at least once a month and projects with problems more frequently to ensure that projects are being carried out as planned and to support the Mobiliser in resolving problems.

The Community Mobilization Coordinator (CMC) should visit projects identified as problematic and other projects on a regular basis. A monitoring visit report should be drawn up following this identifying recommendations and agreed actions copied to the PD and the sub office.

**EGCMI monitoring system**

<b>Tool</b>	<b>Aim</b>	<b>Who</b>	<b>When</b>
<b>Community Mobilizer monitoring form</b> (annex 13)	Summarize outcomes and follow on action to CIGs (discussed with SOMs at weekly meetings)	CM	Every visit to CIG
<b>CMC monitoring form</b> (annex 14)	record whether procedures have been followed for each CIG	CMCs	Every visit to CIG (updated)

<b>CIG summary form</b> (annex 15) responsibilities	Summary information about project status, responsibilities, budget, problems	SOM	4th week of every month
<b>Project completion report</b> (annex 16)	Narrative report on progress, activities, problems and how they were resolved	CIG	Immediately after completion of the project, before signing of next project
<b>CIG project impact form</b> (annex 17, 18)	Realistic quantitative and qualitative social and economic impact of the project (as per suggested indicators)	CM	As soon as impact can be seen. (maximum 3 months after the completion of the project)
<b>The empowerment impact form</b> (annex 19, 20)	How communities have been empowered as per 7 key indicators through the mobilization process.	SOM/CM	At completion of 3rd phase project
<b>Strategic visioning form</b> (annex 21)	Whether the CIG has developed a coherent vision for the future, what technical assistance they might need to implement it and the change in the types of independent activities before after the intervention that has been achieved.	CM/CIG	At the end of the 3rd phase project
<b>3 monthly strategic monitoring form</b> (annex 22)	To monitor regional activities as per strategic indicators and identify action points for 3 month plan	SOM with input from all SO staff	At three month meeting
<b>Cross visit reporting format and training forms</b> (annex 23, 24)	Information about what CIGs/staff learned and will use form cross visits/external trainings	CIGs/staff	Immediately after trainings/cross visits



**Sacrebulo selection:**

sakrebulo SerCeva:

District:

raioni

Key informants interviewed:

gasaubreba informaciis ZiriTad momwodeblebTan:

Sacrebulo sakrebulo	Georgian pop. qarTuli mosaxleoba	Minority pop. erovnuli umciresobani	No. of villages soflebis raodenoba	km from district centre manZili raionul centridan	Condition of social infrastructure imfrastruqturis mdgomareoba	Socio-economic level socialur-ekonomokuri done	No other organisations working there: past/present arc erTi sxva organizacia ar muSaobs: warsulSi/amJamad

Which sacrebulo do you suggest and rationale:

Annex 1

<b>Other reasons for not selecting uaryofis sxva mizezebi</b>

**Sakrebulo/ Profile**

Name of Area \_\_\_\_\_

Name of District \_\_\_\_\_

**POPULATION CHARACTERISTICS**

Total population \_\_\_\_\_ # Males \_\_\_\_\_ # Females \_\_\_\_\_

# families \_\_\_\_\_

# under 15 years \_\_\_\_\_ # 15 – 49 yrs \_\_\_\_\_ # over 50yrs \_\_\_\_\_

**Main ethnic Group** \_\_\_\_\_ % \_\_\_\_\_

Other ethnic groups \_\_\_\_\_ % \_\_\_\_\_

\_\_\_\_\_ % \_\_\_\_\_

**Main Religion** \_\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_ % \_\_\_\_\_

Other religions \_\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_ % \_\_\_\_\_

**ECONOMIC ACTIVITIES**

What are the main sources of income for people in the Area?

\_\_\_\_\_  
\_\_\_\_\_

What other economic activities are there in the Area?

\_\_\_\_\_

**MAJOR PROBLEMS**

\_\_\_\_\_  
\_\_\_\_\_

**RESOURCES**

\_\_\_\_\_  
\_\_\_\_\_



**CRIMINAL SITUATION AND TYPE OF CRIMES**

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**RELATIONSHIP WITH LOCAL GOVERNMENT**

Are the members of the Sakrebulo considered active \_\_\_\_\_

Is the Gamagebeli considered active \_\_\_\_\_

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**ARE THERE POLICE UNITS?/IF YES ARE THEY ACTIVE?**

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**SOCIO-ECONOMIC INFRASTRUCTURE AND COMMUNAL FACILITIES**

Is there a school/**Kindergarten** in the Area? Y/N

Is there a school secondary or primary? \_\_\_\_\_

How many pupils attend \_\_\_\_\_

What condition is the school in:            good / fair / bad

Is there a health **point** in the Area? Y/N

Describe the health point (eg ambulatory, policlinic etc) \_\_\_\_\_

How many patients attend on average per day? \_\_\_\_\_

What condition is it in ?            good / fair / bad

Are there any other **communal facilities** (eg club, hall, playground, parks etc) How often are they used and what condition are they in?

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What is the condition of the **communal infrastructure**?

Roads \_\_\_\_\_

Bridges \_\_\_\_\_

Domestic water \_\_\_\_\_

Waste Disposal (Garbage) \_\_\_\_\_

Electricity \_\_\_\_\_

Gas \_\_\_\_\_

**ON-GOING PROJECTS**

Please give details of any on-going projects being implemented by the Gamgeoba, NGOs, CBOs or any other organizations.

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**COMMUNITY ORGANISATIONS**

What community organizations already exist? Who are the leaders of these groups?

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Have any community projects been implemented during the last 5 years? Please give details. Did the community participate? If so how?

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Who are considered the most vulnerable people in the community?

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How are they currently supported by the community?

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How do people get information in the Area? (TV, Radio, Newspapers etc.)

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Are people willing to talk and cooperate?

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**Comments**

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## **East Georgia Community Mobilization Initiative**

### **Action Planing Meeting**

#### **Agenda**

- Introduction of the facilitators and the Mercy Corps/E-GCMI
- Registration of attendees
- Importance of the gender balance at the meeting
- Agenda of the day (posted on a wall)
- Norm of behavior (posted on a wall)
- Introduction - brief description of work
- Evaluation of current situation
- Strategy development
- Review of main future projects
- Selection of first project of community/ranking
- Establishment of Community Initiative Group (CIG)

#### **Evaluation of the present situation by the community**

**Procedure:** Attendees of the meeting are divided by 5-6 groups and discuss village resources and problems. Five main aspects of the components will be distinguished. Each group presents the points written on the papers to the meeting participants. Each of these points is written on a paper (posted on the wall)

#### **Problems/Resources**

The participants individually write the resources on a paper available in their community that is presented by a representatives of each group (posted on the wall)

#### **Community Action Planning**

**Procedure:** Each group member individually writes five action sentences. The members of group share among each other the best sentences. All sentences are considered and team chooses 5-7 clear, specific sentences, to which all groups agree. The sentence should contain not less 3 and not more 9 words. Each sentence is written on the card. The sentences have to be written in capital letters and should contain action verbs. The facilitators put the sticker on the flipchart and doing clustering of flipchart according to the problem.

#### **Subject for discussion**

Which practical, specific, primary actions have to be implemented for the establishment of community, which will actively participate in local development process.

**Think about**

The participants think about the problems of the Sakrebulo and their village.  
How will vulnerable people (elderly, disabled, very poor) in the community benefit from the project?  
How will women be affected and involved  
How does the community support

Recent accomplishments	Major trends impacting us
------------------------	---------------------------

Focus Question:  
" What are specific, practical, priority actions that we need to take in your community in the next 4 years to work together as citizens, local government, private sector, and civil society organizations to foster effective community participation in local development, increase capacity to deliver sustained social services and to stimulate the local economy?"

**Helpful Thoughts**

- recommendations, alternatives, proposals for the future;
- possible projects, programs, campaigns and etc. based on local resources and strengths.
- Community members are ready to participate
- Local government is ready to participate

**Main Project for the Future**

**Procedure:** The meeting participants select individually the strategy on which they will work during next 45-60 minutes. The group members will determine the activities that have to be undertaken. The idea for proposal could be selected directly from the cards, can be the combination of 1 or several cards or a new issue coming from the community. The group selects the partner organization for the project implementation (local and regional organizations, government, NGOs involved in project implementation). The surnames of group members will be indicated in the appropriate box.  
The group member has to be selected, who will make 3-5 minute statement.

**What needs to be done/Our Contribution/Who will benefit/Partner organizations/Group members**

**Elections**

**Procedure:** Elections are held on all community projects. The project is selected by the method of voting. The yellow attaching points were given to every participant. The participants give votes to the most important project. He/she writes number on the point and gives to E-GCMI representatives. The representatives will stick the points on appropriate projects. Each participant can vote only for one project.

### **Community Initiative Group**

The volunteer is selected from each group, who will work on the project with EGCM I  
The list of activities of initiative group is the following;

- Regular meetings;
- Mediating between community and office
- Participating in program training and working meetings
- Informing society about E-GCMI
- Volunteerism

We offer - Transparent, rapid support  
Financial assistance  
Trainings  
Linkages with other organizations

We require from you - Honesty  
Participation  
Inclusiveness  
Sharing information/benefits  
Accountability  
Transparency

## Health Education Session Monitoring Form jandacvis leqciis monitoringis forma

Name of the Health Education provider: \_\_\_\_\_  
treneris gvari, saxeli, gvari:

Topic provided: \_\_\_\_\_  
saleqcio Tema:

No of participants attended: \_\_\_\_\_ Men: \_\_\_\_\_ Women: \_\_\_\_\_  
monawileTe raodenoba:      mamakacebi      qalebi:

Date: \_\_\_\_\_ Region/District/ village: \_\_\_\_\_  
Catarebis TariRi: regioni/raioni/sofeli

Key issues covered:  
ZiriTadi ganxiluli sakiTxebi:

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Questions discussed by the participants:  
Temis mier dasmulis SekiTxvebi:

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What additional information/action needed:  
damatebiT ra informacia/aqtivoba sWirdebaT.

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Mobilizer: \_\_\_\_\_  
mobilizatori:

Mobilizer attended the session: Y /N  
daeswro Tu ara mobilizatori leqcias: diax, ara.

Mobilizer' comments:  
mobilizatoris komentari:

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Date:  
Sevsebis TariRi:

**Guidelines for reservoir construction**

1. Engineer/Mobilizer carries out initial assessment of the project. If his/her professional skills are not sufficient to make project's proper assessment and Mobilizer feels that it is necessary to have professional hydro-geologist opinion, he/she asks sub-office manager to do so.
2. Sub-office manager consults with CMC and after approval of Project director Mercy Corps hires short-time expert/hydro-geologist.
3. Hydro-geologist together with Mobilizer inspects the prospective place of reservoir establishment and makes engineering assessment.
4. Hydro-geologist provides his/her report to Mercy Corps, where conclusion clearly has to be stated.
5. If Hydro-geologist gives negative conclusion, reservoir construction wouldn't be financed by Mercy Corps and community has to choose another priority for the project.
6. If Hydro-geologist gives positive conclusion, he/she also must give instructions what types of necessary analysis (soil analysis, etc) has to be undertaken to make final assessment of possibility and safety of reservoir construction. Engineer also has to indicate organizations, which can do such kind of analysis and anticipated prices.
7. If there is community decision, necessary analysis has to be done. All costs for this (about 1,000-1,500 GEL) must be covered by the community.
8. Based on the results of analysis, Hydro-geologist has to give final advice:
  - do not construct the reservoir;
  - to construct reservoir based on design, prepared by Mobilizer/Local engineer with his/her assistance;
  - to order preparation of professional project design to the special company.

**CIG Project Proposal Format****Members of Initiative Group:**

M/F    first name        last name        position        responsibility

**Contact Information:** (phone or address of a person)

**1. Background**a) 1st phase project

Project description:

Was maintenance required:

If yes, what was done and when:

b) 2nd phase project

Project description:

Was maintenance required:

If yes, what was done and when:

c) Independent activities carried out:

<u>Date</u>	<u>What done</u>	<u>Who carried out</u>	<u>No and type of Beneficiaries</u>	<u>Whether this type of activities were carried out before MC intervention</u>

d) Vulnerable individuals helped:

<u>Date</u>	<u>What done</u>	<u>Who carried out</u>	<u>No and type of Beneficiaries</u>

e) Training/exchange visits received:

<u>Date</u>	<u>Type of training</u>	<u>Who attended</u>	<u>What done as a result</u>	<u>To whom did they disseminate the training content?</u>

f) **SPWG activities**

Have community members been involved in SPWG activities? If so, how?

g) **Government relationship**

Have community members worked with the government to solve any other problems? If so how?

**2. Statement of the Problem**

Mercy Corps International - East Georgia Community Mobilization Initiative



State the problem in terms of the undesirable situation you are trying to improve or key constraints that may be diminished or removed by your project. Results of assessment.

### 3. Project Goal and Objectives

The goal should be stated as a general statement of what your organization intends to achieve. It is broader in scope than can realistically be achieved by any one project. The objectives are the specific results or desired effects of the project you hope to achieve. The objectives should contribute toward, but not in itself satisfy, achievement of the “project goal”.

### 4. Expected Outputs

Describe the anticipated results or outputs that will measure the achievement of the “Project Purpose”. State the kind and magnitude of outputs in terms of quantity and target dates in order to enable verification of progress. Include the impact on communities in terms of mobilization and participation in project activities.

### 5. Expected impact

What impact/change is the project expected to effect:

Description of anticipated impact	Number of households affected	Quantifiable indicators of impact*

\*e.g. approx. increase in disposable income/time saved per household per month

### 6. Project Activities Plan

What activities will be undertaken to achieve your expected results? What is the sequence of these activities? What is the time frame for the activities? Who will be responsible for carrying out each activity? Clearly describe how community members, at all levels, will be actively engaged throughout the duration of the project.

<u>ACTIVITY</u>	<u>PERSON RESPONSIBLE</u>	<u>NO OF OTHERS INVOLVED IN IMP</u>	<u>TIME REQUIRED</u>
-----------------	---------------------------	-------------------------------------	----------------------

- 1.
- 2.
- 3.
- 4.

% of households who will contribute labor or materials to the project?

### 7. Community Participation

What will the community/communities contribute to your project? Again, this can be in the form of financial, material or human resources. Explain how communities will be involved in planning and implementing the project. Describe how the private sector and government will contribute to the project. How will women and men be involved?

### 8. Sustainability

Describe how the activities you are proposing will be sustained over the long-term, beyond the life of the project. Please describe your plan for sustainability. Describe any maintenance plan that may be necessary and the role of the stakeholders in this plan.

<u>MAINTENANCE ACTIVITY</u>	<u>PERSON RESPONSIBLE</u>	<u>HOW WILL ORG.</u>
-----------------------------	---------------------------	----------------------

1. Checking construction
2. Planning maintenance
3. Collection of cash

## 4. Mobilisation

**9. Vulnerable groups**

How are you helping vulnerable groups as part of the programme?

**10. Women**

How have women been involved in the selection and design of the project? How else were they involved?

**11. BUDGET**

How does your budget relate to the project? Complete the budget by line-item for each category of budget expenditure that you are requesting in this grant application. The budget should only include items that are appropriate for the proposed initiative.

**PROJECT BUDGET**

PI ref	SN	Description	Unit	Quantity	Unit cost	Total	Community contrib	MC contrib.
	I	Salary for skilled labour						
		Total for skilled labour						
	II	Salary for unskilled labour						
		Total for unskilled labour						
	III	Materials and transport						
		Total for materials and trasport						
		TOTAL project cost						

**Percent of MC/USAID requested funding to total cost of program = \_\_\_\_\_%**

**Percent of other sources of funding to total cost of program = \_\_\_\_\_%**

**Community Mobilisers Proposal Comment Sheet**  
**saTemo mobilizaciis proeqtis ganaxadis komentarebis furceli mobilizatorebisaTvis.**

1. Previous projects

wina proeqtebi

**Project 1 description:**

pirveli proeqtis mokle aRwera (daxasiaTeba)

**% actual community contribution:**

Temis faqtiuri kontribucia (ara dagegmili) %-Si

**% actual government contribution:**

mTavrobis faqtiuri kontribucia %

**% actual private contribution:**

biznesis an kerZo piris kontribucia. %

**Date completed:**

proeqtis dasrulebis TariRi:

**Maintenance checked:**

SesakeTebeli samuSaoebi dasWirda: ki ----- ara -----

Cautarda ----- ar Cautarda \_\_\_\_\_

Tu ar Cautarda Ratom -----

**Date:**

SekeTebis TariRi:

**Project 2 description:**

meore proeqtis mokle aRwera

**% actual community contribution:**

Temis faqtiuri kontribucia (ara dagegmili) %-Si

**% actual government contribution:**

mTavrobis faqtiuri kontribucia %

**% actual private contribution:**

biznesis an kerZo piris kontribucia. %

**Date completed:**

proeqtis dasrulebis TariRi:

Maintenance checked:

SesakeTebeli samuSaoebi dasWirda: ki ----- ara -----

Cautarda ----- ar Cautarda \_\_\_\_\_

Tu ar Cautarda Ratom -----

Date: SekeTebis TariRi:

## 2. Independent activities carried out:

Temis mier Catarebuli damoukidebeli samuSaoebi:

What:

ra:

When:

rodis:

Checked:

Semowmda (mobilizatoris mier)

Date:

TariRi:

If the contribution is not reached, please explain why and what you have done to ensure maximum contribution has been secured?

im SemTxvevaSi, Tu ki ar iqna miRweuli dagegmili kontribuciis raodenoba, axseniT mizezi. ra gaakeTeT imisaTvis, rom migeRwiaT kontribuciis maqsimumis misaRwevad.

Any other comments on the proposal:

sxva komentari proeqTan dakavSirebiT:

**Additional Checklist Questions**  
damatebiTi sakontro;lo CamonaTvali

1. Community meeting held to agree project Date:\_\_\_\_ No. men:\_\_\_\_ No. women:\_\_\_\_  
proeqtis SesarCevi saTemo krebis Catarebis TariRi----- kacebis r-ba-----  
qalebis r-ba-----
2. Two copies of budget and work-plan and CIG members with responsibilities sealed in plastic and publicly displayed Y/N  
biejetis ori kopia, samuSaoTa gegma da Tsj wevrebis sia pasuxismgeblobebiT,  
laminirebuli da gamokruli sajaro adgilebze diax/ara.
3. CMC/PD visited project: who: date:  
proeqti naxa saTemo mobilizaciis koordinatori/programis direqtori vin:  
TariRi:
4. Project should make a significant impact to reduce suffering in the community.  
Y/N  
proeqti moaxdens mniSvnelovan gavlenas Temis gaWirvebis Sesamcireblad  
diax/ara
5. Health education session carried out. Date: issue:  
saganmanaTleblo sesia jandacvaSi Catarda. TariRi:  
Tema:
6. Toilet provision:  
tualetis mowyoba:
7. Disabled access:  
miasvleli unarSezRudulTaTvis:
8. Project impact form completed: Y/N  
proeqtis gavlenis forma Sevsebulia: diax/ara

## garemos Sefasebis furceli

### Environmental Assessment Checklist

**garemos Sedegebi:** SeamowmeT Sesabamisi grafa diax rogorc (d), SesaZleblebia (S), ara (a), sasikeTo (s). mokled aRwereT (d), (S), da (s) Semdeg nawilSi, "gammartebani". pasuxi (d) aucileblad ar aRniSnavs mniSvnelovan Sedegs, ufro sakiTxs, romelic saWiroebs koncentrirebul ganxilvas.

**ENVIRONMENTAL CONSEQUENCES:** Check the appropriate column as Yes (Y), Maybe (M), No (N) or Beneficial (B). Briefly explain Y,M and B checks in next Section, "Explanations". A "Y" response does not necessary indicate a significant effect, but rather an issue that requires focused consideration.

- |   |       | <u>d, S, a an s</u><br><u>Y,M,N or B</u> |
|---|-------|--|
| <b>1. miwis resursebi</b>   |       |  |
| <b>Earth Resources</b>  |       |  |
| a. arxis gaWra, miwis moTxra> 1.0 heqtari   | _____ |  |
| a. grading, trenching or excavation > 1.0 hectare   | _____ |  |
| b. geologiuri saSiSroebani (ziani, zvavi, daweva, arakonstuirebuli Txrili da a.S.)                  | _____ |  |
| b. geologic hazards (faults, landsides, liquefaction, unengineered fill, etc)                       | _____ |  |
| g. dabinZurebuli miwa an wyali adgilze  | _____ |  |
| c. contaminated soils or ground water on the site   | _____ |  |
| d. zedmeti gadatvirTva/nagvis gadatana an ormoebis saWiroeba> 1 tona                                | _____ |  |
| d. offsite overburden/waste disposal or borrow pits required > 1.0 ton                              | _____ |  |
| e. maRali xarixsi miwebis dakargva>10 heqtari   | _____ |  |
| e. loss of high quality farmlands > 10 hect ares  | _____ |  |
| <b>2. haeris resursebi</b>  |       |  |
| <b>Air Quality</b>  |       |  |
| a. haeris dabinZurebis mniSvnel;vani gazrda (mSenebloba/samuSaoebi)                                 | _____ |  |
| a. substantial increase in onsite air pollutant emissions (construction/operation)                  | _____ |  |
| b. haeris dabinZurebis daSvebuli normebs an garemoSi koncentraciis standartebis darRveva            | _____ |  |
| b. violation of applicable air pollutant emissions or ambient concentration standards               | _____ |  |
| g. transportis moZraobis mniSvnelovani zrdaMmSeneblobis an samuSaoebis Sesrulebis dros              | _____ |  |
| c. substantial increase in vehicle traffic during construction or operation                         | _____ |  |
| d. daSla/dangreva an afeTqebis gamoyeneba mSeneblobis dros  | _____ |  |
| d. demolition of blasting for construction  | _____ |  |
| e. sunis mniSvnelovani zrda mSeneblobis an samuSaoebis Sesrulebis dros                              | _____ |  |
| e. substantial increase in odor during construction or operation                                    | _____ |  |
| v. mikroklimatis realuri cvlileba   | _____ |  |
| f. substantial alteration of microclimate   | _____ |  |
| <b>3. wylis resursebi da xarixsi</b>  |       |  |
| <b>Water Resources and Quality</b>  |       |  |
| a. mdinare, nakaduli an tba mdebare mSeneblobidan 30 metrSi   | _____ |  |
| a. river, stream or lake onsite or within 30 meters of construction                                 | _____ |  |
| b. zedapiruli an gruntis wyle bis gamoyeneba wyalSi raimes Casxmis an piriqiT wylis amoRebis mizniT | _____ |  |
| b. withdrawals from or discharges to surface or ground water  | _____ |  |
| g. miwis moTxra, xreSis amoReba mdinaridan, nakadulidan an tbidan                                   | _____ |  |
| c. excavation or placing of fill, removing gravel from, a river, streak or lake                     | _____ |  |
| d. sawvavis an saSiSi masalebis didi raodenobiT Senaxva obieqtis adgilze                            | _____ |  |
| d. onsite storage of liquid fuels or hazardous materials in bulk quantities                         | _____ |  |
| <b>4. kulturuli resursebi</b>   |       |  |
| <b>Cultural Resources</b>   |       |  |
| a. preistoriuli, istoriuli an paleontologiuri resursebi mdebare mSeneblobidan 30 metrSi             | _____ |  |
| a. prehistoric, historic or paleontological resources within 30 meters of construction              | _____ |  |
| b. unikaluri kulturuli an eTnikuri Rirebulebebis mqone obieqtebi                                    | _____ |  |
| b. site/facility with unique cultural or ethnic values  | _____ |  |
| <b>5. biologiuri resursebi</b>  |       |  |
| <b>Biological Resources</b>   |       |  |
| a. mcnareuli safaris amoReba an MmSenebloba sanapiro an Waobian adgilebze>1.0 heqtari               | _____ |  |
| a. vegetation removal or construction in wetlands or riparian areas > 1.0 hectare                   | _____ |  |
| b. pesticidebis/rodenticidebis, inseqticidebis an herbacidebis gamoyeneba> 1.0 heqtarze             | _____ |  |

- b. use of pesticides, insecticides or herbicides > 1.0 hectare
- g. mSenebloba nakrZalSi an mis mimdebare teritoriaze \_\_\_\_\_
- c. construction in or adjacent to a designated wildlife refuge

#### 6. dagegmareba da miwis gamoyeneba

##### Planning and Land Use

- a. potenciuri konflikti axlo mdebare miwis gamoyenebisas \_\_\_\_\_
- a. potential conflict with adjacent land users
- b. Seusabamoba arsebul kodebTan, gegmebTan an proeqtirebis faqtorebTan \_\_\_\_\_
- b. non-compliance with existing codes, plans, permits or design factors
- g. mSenebloba erovnul parkSi an gasarTob punqtebSi \_\_\_\_\_
- c. construction in national park or designated recreation area
- d. xelisSemSleli ganaTebis Seqmna \_\_\_\_\_
- d. create substantially annoying source of light or glare
- e. droebiTi gadasaxleba > 10 adamianis +6 TviT \_\_\_\_\_
- e. relocation of >10 individuals for +6 months
- v. saWiro mowyobilobebis an municipaluri momsaxurebis Sewyveta > 10 adamianisTvis + 6 TviT \_\_\_\_\_
- f. interrupt necessary utility or municipal service > 10 individuals for +6 months
- g. mineraluri da araganaxlebad resursebis araefecturi gamoyenebis mniSvnelovani danakargi - \_\_\_\_\_
- g. substantial loss of inefficient use of mineral or non-renewable resources
- T. arsebuli xmauris donis gazrda > 5 decibeli + 3 TviT \_\_\_\_\_
- h. increase existing noise levels >5 decibels for +3 months

#### 7. gza, transporti da cirkulacia

##### Traffic, Transportation and Circulation

- a. moZraobis gazrda > 20% an mniSvnelovani satransporto Seferxebis Seqmna \_\_\_\_\_
- a. increase vehicle trips >20% or cause substantial congestion
- b. dizainis detalebis gansazRvra usafrTxoebisaTvis \_\_\_\_\_
- b. design features cause or contribute to safety hazards
- g. araadekvaturi an sagangebo mzadyofna xalxis an transportis gansazRvruli raodenobis misaRebad \_\_\_\_\_
- c. inadequate access or emergency access for anticipated volume or people or traffic

#### 8. SemTxvevebi

##### Hazards

- a. xanZris, afeTqebis an SemTxveviTi qimiuri nivTirebebis gamodevnis riskis mniSvnelovani zrda \_\_\_\_\_
- a. substantially increase risk of fire, explosion or hazardous chemical release
- b. didi raodenobiT adgilze Senaxuli saSiSi masalebi an sawvavi + 3 Tve \_\_\_\_\_
- b. bulk quantities of hazardous materials or fuels stored on site +3 months
- g. adamianis janmrTelobisaTvis usafrTxoebis mniSvnelovani uzrunvelyofa \_\_\_\_\_
- c. create or substantially contribute to human health hazard

**ganmarteba: ganmartiT diax, SesaZloa da sasikeTo pasuxebi**

**Explanation: Explain Y,M and B responses**

#### rekomendirebuli mitigaciis zomebi

##### Recommended Mitigation Measures

#### rekomendirebuli moqmedeba (SeamowmeT Sesatyvisi moqmedeba):

##### Recommended Action (check appropriate action):

- (a) proeqts ar aqvs SesaZlebloba saSiSi Sedegebi iqonios garemosaTvis. am sakiTxis Semdgomi ganxilva ar aris saWiro.
- (a) The Project has no potential for substantial adverse environmental effects. No further environmental review is required
- (b) proeqts aqvs mcire potenciali, rom gamoiwvrios mavne Sedegebi garemosaTvis, miuxedavad amisa, rekomendirebuli mitigaciis zomebi (zemoaaRniSnuli) mTlianobaSi moyvanili iqneba samuSao aRwerilobaSi. garemos sakiTxTa Semdegi ganxilva ar saWiro.
- (b) The project has little potential for substantial adverse environmental effects, however the recommended mitigation measures (listed above) will be incorporated in the SOW. No further environmental review is required.

- (g) პროექტს აქვს რეალური მაგრამ ნაკლებად სასიხარულო შედეგები გარემოსათვის, მაგრამ რეკომენდირებული სამიტაციაო ზომები (ზემოარნიშნული) შეთანხმებულია სამუშაო არეზონანსისა.
- (c) The project has substantial but mitigable adverse environmental effects and required measures to mitigate environmental effects (listed above) will be included in the SOW.
- (d) პროექტს აქვს შესაძლებლობა, რომ იქონიოს მავნე შედეგები გარემოზე. საშრომო მეთი ანალიზი დაკვირვებით გამოვლინდება. დასკვნა გარემოს შესახებ მომზადებულია.
- (d) The project has potentially substantial adverse environmental effects, but requires more analysis to form a conclusion. An Environmental Assessment will be prepared
- (e) პროექტს აქვს პოტენციური შესაძლებლობა, რომ გამოიწვიოს სასიხარულო შედეგები გარემოსადმი. საშრომო პროექტის ხელახალი გადარჩენა ან ადგილმდებარეობის შეცვლა, ან ახალი ალტერნატივის მოძიება.
- (e) The project has potentially substantial adverse environmental effects and revisions to the project design or location or the development of new alternatives is required
- (v) პროექტს აქვს რეალური საფრთხის შემცირების საშრომობა. მიტაცია არის არასაკმარისი, რომ არმოქმედოს ეს საშრომობა და ალტერნატიული პროექტირება განუხორციელებადია. პროექტი არ არის რეკომენდირებული დაფინანსებისათვის.
- (f) The project has potentially substantial adverse environmental effects. Mitigation is insufficient to eliminate these effects and alternatives are not feasible. The project is not recommended for funding.

**დამტკიცება**  
**Approval**

პროექტის დირექტორი \_\_\_\_\_  
Sub Office Manager

თარიღი: \_\_\_\_\_  
Date



**garemosdacviTi memorandumi failebisaTvis**  
**Environmental Memorandum to the File**

programis ganmaxorcielebeli:  
 Program Implementator:

saqmianobis tipi:  
 Title of intervention:  
 adgilmdebareoba:  
 Location:  
 TariRi:  
 Date:

winamdebare memorandumis daniSnulebaa aRweros sareabilitacio an samSeneblo proeqtis saqmianobani da gamoyenebuli standartebi. memorandumi unda inaxebodes yvela ganxorcielebuli proeqtis failSi.

For the purposes of the any rehabilitation and/or building project, this memorandum serves to describe such activities undertaken, and the Standard Conditions, as described below, are applied. A memo to the file shall be kept for every project carried out.

saqmianobis dasaxeleba:  
 Description of Activity:

romeli standartis samuSao forma iyo gamoyenebuli proeqtSi:  
 Which Standard Conditions Worksheet was applied to the project:

sxva gansakuTrebuli problemebi da garemoebebi:  
 Any special problems or circumstances:

saqmianobis xelmZRvaneli: \_\_\_\_\_ TariRi \_\_\_\_\_  
 Sub Office Manager Date

**Database information sheet**

Round: 1 2 3 EO R

Project title

faza:

proeqtis saTauri

**Database project description:** monacemTa bazaSi Sesatani proeqtis aRweriloba

**Duration** (# of days): \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 xangrZlivoba (dReebis raodenoba) dan mde

**CIG name:** \_\_\_\_\_  
 Tsj saxeli

**Number of members of initiative group:**  
**sainiciativo jgufis wevrebis raodenoba**

Number of men/kacebis raodenoba:

Number of women/qalebis raodenoba:

**Region/district:** \_\_\_\_\_ / \_\_\_\_\_ **Rural or Urban** (underline one only)  
 regioni/raioni sofeli/qalaqi (SemoxazeT)

**Sakrebulo:** \_\_\_\_\_ **Community:** (i.e. which village) \_\_\_\_\_  
 sakrebulo Temi (anu sofeli)

total no of beneficiaries beneficiarTa r-ba	women qali	minorities erovnuli umciresoba	children/youth bavSvi/axalgazrd oba 18 mde	elderly moxucebi 60 da zeviT	IDP igp

**Total project cost:** \_\_\_\_\_  
 proeqtis Rirebuleba

**Mercy Corps contribution** \_\_\_\_\_  
 mersi qoris kontribucia :

**Community Contribution** \_\_\_\_\_  
 Temis wvlili

**Other sources:** governmental \_\_\_\_\_  
**sxva wyaro:** mTavroba

NGO \_\_\_\_\_  
 arasamTavrobo organizacia  
 private business \_\_\_\_\_  
 kerZo biznesi  
 other donors \_\_\_\_\_  
 sxva donorebi

unskilled labor \_\_\_\_\_  
 arakvalificirebuli muSaxeli

skilled labor \_\_\_\_\_

kvalificirebuli muSaxeli

materials/supplies \_\_\_\_\_

masala/miwodeba

cash \_\_\_\_\_

naRdi fuli

**Cost per ben.:** \_\_\_\_\_

Rirebuleba erT sulze:

# EAST GEORGIA COMMUNITY MOBILIZATION INITIATIVE

## Proposal Review and Approval Sheet

Project Title \_\_\_\_\_ Grant # \_\_\_\_\_

Implementing Community Initiative Group (CIG) \_\_\_\_\_  
CIG Phase \_\_\_\_\_

Mercy Corps % match \_\_\_\_\_ Community % match \_\_\_\_\_ Other source % match \_\_\_\_\_

Project Purpose  
\_\_\_\_\_  
\_\_\_\_\_

Number of Beneficiaries \_\_\_\_\_ Project code: \_\_\_\_\_

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**Approval** *(Before implementation, each project must be approved and signed by all of those named below.)*

**Community Mobilization Co-ordinator: Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Programme Director: Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Grants Department : Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Finance Department : Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Chief of Party: Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Project Agreement  
Between  
???Community Initiative Group  
and  
Mercy Corps**

Sub-agreement No 01-MCG-CM-MSA-...-

This agreement is between Mercy Corps, hereinafter referred to as MC, ....**Community Initiative Group**, hereinafter referred to as 'the Community Initiative Group'. It covers their joint efforts to implement the project entitled ".....". The agreement is made under the Mercy Corps implemented Georgia Community Mobilization Initiative. The aim of the initiative is to facilitate the development of a more engaged citizenry in targeted communities in Eastern and Southern Georgia, who possess the motivation and capacity to undertake the community building and problem solving measures that are relevant to the current day environment. This will be accomplished through a planned community outreach effort.

1. **Controlling Authority:** The funds provided for this project are provided by the United States Agency for International Development (USAID) through Mercy Corps in Georgia under Cooperative Agreement #114-A-00-00-00142-00. The contract between USAID and Mercy Corps will govern the obligations of the Community and Mercy Corps with respect to the project. Mercy Corps is responsible for meeting all the requirements set by USAID for the project. It will represent the community when liaising with USAID.
2. **Duration:** This agreement begins on ..... and ends on the date the community completes the project but no later than ..... This agreement may be extended beyond its termination date only by mutual written consent of Mercy Corps and the community.
3. **Budget:** The total budget of the project is GEL ..... The community has been allocated ..... to cover costs that it will incur to implement the project. That amount includes the cost of materials and labor. Mercy Corps shall not be liable for reimbursing the community for any costs in excess of the obligated amount.

The community agrees to contribute the cost of materials and labor in the equivalent of GEL ..... or .....% of the total budget. Details of the budget are set forth in the project proposal; attached to this agreement as Annex 1.

4. **Project Requirements:** The Community Initiative Group is responsible for the completing the tasks identified in Annex 1, including organizing laborers, procuring necessary materials, monitoring the project, and reporting on the project's progress to the Mercy Corps monitor. This project may be terminated at any time if the community is not participating or contributing as agreed. Other grounds for suspension or termination of the project are theft or misuse of project funds.
5. **Financial Reporting Requirements:** Payment will be made in cash installments via an authorized member of the Mercy Corps field office staff. The community will be required to submit monthly financial reports in the Mercy Corps community projects financial reporting format by the 5<sup>th</sup> day following the financial calendar month. Failure to comply with this essential requirement will result in future payments being suspended and/or the agreement being terminated.
6. **Procurement:** All procurement must comply with Mercy Corps and USAID guidelines. Only items outlined in the project proposal may be purchased, unless a written exception is provided before the purchase by Mercy Corps.

- 7. **Taxation:** Mercy Corps, by issuing this grant to the community, incurs no taxation liability under Georgian Taxation Legislation. The Community is wholly, exclusively, and necessarily liable and liable to the pertinent Georgian authorities for any income tax, social protection, medical tax deductions, employer's contributions, taxation, and/or corporation tax liabilities due under Georgian legislation.
- 8. **Communication:** The community and Mercy Corps agree to inform each other about their progress. Problems must be communicated immediately.
- 9. **Inspection:** Mercy Corps or USAID may visit sites, perform audits and make inquires of the community at any time. The community agrees to make all of its records available to Mercy Corps. Moreover, Mercy Corps and the community will maintain all records that pertain to the project for a term of three years after submission of the final narrative and financial report.
- 10. **Liability:** If someone or something is injured due to negligence or intentional act of the community in the course of its work under the project, the community will hold USAID, Mercy Corps and their offices, agents, and employees harmless from liability for the injury, death, or damage that occurs.
- 11. **Notice and Contact:** The Coordinator of this project is the Mercy Corps Field Office Manager. He/she is responsible for overall coordination of the project at the field level. The following people will represent the Community Initiative Group and Mercy Corps, respectively:

- a. .... for the Community Initiative Group members
- a. .... for Mercy Corps

The community or Mercy Corps must notify the other entity in writing if it wishes to change its designated representative.

- 12. **Entire Agreement:** This instrument and attachments contain the entire agreement between the community and Mercy Corps. It may be modified only in writing by mutual agreement of Mercy Corps and the community. There is no other contemporaneous understanding or agreement, oral or written, between the parties about the project. Neither the community nor Mercy Corps shall be bound by any statement or representation that is contained or incorporated herein. The official text of this Agreement shall be in the English language.

In witness whereof, ..... **Community Initiative Group** and Mercy Corps executed this agreement on the dates below.

**Community Initiative Group**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Mercy Corps**

By: \_\_\_\_\_  
..... SO Manager  
East Georgia Community Mobilization Initiative

Date: \_\_\_\_\_



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**CMC monitoring form**

CIG: \_\_\_\_\_ Date: \_\_\_\_\_ Filled by: \_\_\_\_\_  
 Sacrebulo: \_\_\_\_\_ District: \_\_\_\_\_ Region: \_\_\_\_\_

**Number of active CIG members:**

Responsibilities	Men	Women
<i>Financial reports</i>		
<i>Information</i>		
<i>Mobilisation</i>		
<i>Procurement</i>		
Gamgebeli in:		

Trainings received	Men	Women

Number of families in village/area:

APM \_\_\_\_\_ How many people from village/area attended: \_\_\_\_\_

**1st project:**

When finished: \_\_\_\_\_

Impact: \_\_\_\_\_

Community meeting held to agree project: Y/N \_\_\_\_\_ No. participants: \_\_\_\_\_ Men: \_\_\_\_\_ Women: \_\_\_\_\_  
 Project confirmation held: \_\_\_\_\_ No. participants: \_\_\_\_\_ Men: \_\_\_\_\_ Women: \_\_\_\_\_  
 How many families provided labour/material and cash contribution: \_\_\_\_\_  
 Extra contribution not in financial reports: Type: \_\_\_\_\_ Value: \_\_\_\_\_  
 Independent activities carried out: \_\_\_\_\_

Transparency meeting held: \_\_\_\_\_ How many people attended: \_\_\_\_\_ Men: \_\_\_\_\_ Women: \_\_\_\_\_

**2nd project:**

Impact: \_\_\_\_\_

When finished: \_\_\_\_\_

Community meeting held to agree project: Y/N \_\_\_\_\_ No. participants: \_\_\_\_\_ Men: \_\_\_\_\_ Women: \_\_\_\_\_  
 Project confirmation held: \_\_\_\_\_ No. participants: \_\_\_\_\_ Men: \_\_\_\_\_ Women: \_\_\_\_\_  
 How many families provided labour/material and cash contribution: \_\_\_\_\_  
 Extra contribution not in financial reports: Type: \_\_\_\_\_ Value: \_\_\_\_\_  
 Independent activities carried out: \_\_\_\_\_

**3rd project:**

What was done: \_\_\_\_\_

When finished: \_\_\_\_\_

Impact: \_\_\_\_\_

Community meeting held to agree project: Y/N \_\_\_\_\_ No. participants: \_\_\_\_\_ Men: \_\_\_\_\_ Women: \_\_\_\_\_  
 Project confirmation held: \_\_\_\_\_ No. participants: \_\_\_\_\_ Men: \_\_\_\_\_ Women: \_\_\_\_\_  
 How many families provided labour/material and cash contribution: \_\_\_\_\_  
 Extra contribution not in financial reports: Type: \_\_\_\_\_ Value: \_\_\_\_\_  
 Independent activities carried out: \_\_\_\_\_

**General**

Vulnerable helped: \_\_\_\_\_ How many: \_\_\_\_\_ How: \_\_\_\_\_

Budget currently displayed: Y/N \_\_\_\_\_ Where: \_\_\_\_\_

**Social policy meetings**

Date	Topic				Men	Women

What information interested in: \_\_\_\_\_

\*In case of sacrebulo this is the APM



Do they do more independent activities now than before:

Where does CIG meet:

How often:

Documentation they have:

Who keeps:

Health education session carried out: Y/N

When:

What topic:

Number of people attended:

Men:

Women:

**Problems:**

**Impact so far:**

**Action points:**

### ***Responsibilities of CIG Summary update***

- In order to update CIG summary it will be sent out to the sub office Managers/Mobilizers each month on Monday 3rd week and should be submitted to the head office on Friday 3rd week of the month.
- Sub office Managers should check and update all the aspects particularly: dates, project titles, budget, completion dates, independent activities, vulnerable support, maintenance, problems/comments, reason of stoppage; all the forms filled and submitted to the head office; as well as sheet # 2 (number of on going projects and NGOs implementing projects, number of replication and economic projects per Mobilizer, preparation and predicted etc) that will be sent to the grants unit for their comments or approval;
- Sub-office managers should indicate the date of the project completion (if the project is extended) based on the extension letter submitted by the community
- The CIG name should be unique for all three phases. Preferable the CIG name should be the village name.
- Independent activities and vulnerable activities should be activities that have been carried by CIG. The date of those activities should be written down
- In order to identify the changes easily it should be filled in different color (red, blue etc)
- Wednesday 3rd week will be sent out the reminder to the sub office Managers
- The completed date of the project as well as the names of Mobilizers per completed project phase have to be filled in *Italic*.
- If there will be any questions related to the projects and any information that should be entered in CIG summary can be discussed at the sub office Managers meeting conducted on last Friday of the month
- After the project approval and before submission the proposal to Finance Officer the coordinators should notify the person updating the CIG summary about the amount of (mercy corps) budget of the approved community project
- Financial reports should be checked by the person updating CIG summary in the head office in order to compare the original planned budget with the final budget spent on the project and accordingly make comments
- The project will be considered as completed after the submission of the final financial and final narrative reports that should be indicated under F forms as with the other relevant forms indicated in CIG summary

- During the field visit the Coordinators should have with them the last updated version of CIG summary forms in order to make changes related to the project if there will be any (date of project completion, any problems, independent activities, etc)
- The Project Director only is authorized to indicate the stoppage or additions of project for the next phases
- The date should be changed who last amended

CIG summary is accessible on Tamuna's shared documents

## Final Progress Report sabooloo angariSi

Name of Community Initiative Group \_\_\_\_\_  
 Temis sainiciativo jgufis saxeli  
 Title of Project: \_\_\_\_\_  
 proeqtis saTauri  
 Date of Submission of Final Report: \_\_\_\_\_  
 gariSis Cabarebis TariRi

### I. DESCRIBE THE PROBLEM WAS BEFORE THE PROJECT IN YOUR COMMUNITY AND ACTIVITIES THAT WERE CARRIED OUT

aRwereT probelma romelic Tqvens TemSi iyo proeqtis ganxorcielebamde da aRwereT saqmianoba romelic Catarda

### II. IF THERE WERE CHANGES IN PLANNED ACTIVITIES PLEASE DESCRIBE WHY.

dagegmili samuSaos ganxorcielbaSi raimo Tu Seicvala Tu SeiZleba aRwereT da mizezic miuTiTeT

### III. DESCRIBE WHAT SPECIFICALLY IMPROVED AS A RESULT OF THE PROJECT

aRwereT konkretulad ar gaumjobesda proeqtis Sedegad

Description of impact achieved miRweuli Sedegis aRwera	No. households affected komlebis raodenoba	Quantifiable indicators of impact* Sedegis raodenobrivi maCveneveli

- e.g. approx increase in disposable income/time saved per household per month etc.
- magaliTi: TveSi daaxloebiTi Semosvlis zrda/danazogi an drois danazogi TiToO komlze

### IV. DESCRIBE HOW WOMEN AND MEN WERE INVOLVED IN THE IMPLEMENTATION OF THE PROJECT?

arwereT rogor iyvnen qalebi da kacebi CarTuli proeqtis ganxorcielebaSi

**V. HOW WERE VULNERABLE GROUPS (ELDERLY, DISABLED ETC.) CONSIDERED DURING THE PROJECT?**

rogor iyvnen gaTvaliswinebulebi proeqtis msvlelobaSi soc. daucevli jgufebi (moxucebi, invalidebi)?

**VI. WHAT ARE THE NEW SKILLS GAINED IN THE COMMUNITY DURING PARTICIPATION IN THE PROJECT AND HOW WERE THEY USED?**

ra axali unarCvevebi iqna SeZenili Temis mier proeqtis ganxorcielebisas da rogor gamoiyeneT isini?

**VII. WHAT ARE THE CHANGES IN RELATIONSHIPS AND ATTITUDES BETWEEN PEOPLE AS A RESULT OF THE PROJECT?**

proeqtis DSedegidan gamomdinare ra cvlilebebia xalxis urTierT damokidebulebasa da midgomaSi?

**V. IF YOU CARRIED OUT THE PROJECT AGAIN WHAT CHANGES WOULD YOU DO DIFFERENT?**

Tavidan rom axorcielebdeT am proeqts ras SecvlidiT?

**VII WHAT INDEPENDENT ACTIVITIES WERE CARRIED OUT SINCE THE BEGINNING OF THE PROJECT?**

proectis dawyebis Semdeg ra saxis damoukidebeli saqmianobebi iqna Catarebuli?



**Suggested indicators for CIG project impact form****SemoTavazebuli indikatorebi Tsjs proeqtis Sedegis formisaTvis.**

(Please specify the concrete change that has taken place for each indicator)

(gTxovT detalurad ganmartoT konkretuli cvlileba saTiTao indikatoris mixedviT)

**Roads and Bridges:****gzebi da xidebi:**

1. Increase in disposable income per household per month.  
Semosavlis zrda TveSi TiTo komlze.
2. Time saved per household per month  
drois danazogi TveSi TiTo komlze.
3. New activities as a result of the project  
axli saqmianobebi, rogorc proeqtis Sedegi

**Irrigation****irigacia**

1. Increase in disposable income per household per month.  
Semosavlis zrda TveSi TiTo komlze.
2. No of additional hectares irrigated  
damatebiT gasarwyavebuli heqtrebis raodenoba.
3. Increased agricultural output per ha.  
sasoflo sameurne produqciis zrda TiToeul heqtarze.

**Gas/electricity/drinking water****gazi/eleqtrooba/sasmeli wyali.**

1. How much more gas/electricity/water is provided as a result of the project;  
proeqtis Sedegad ra raodenobiT eleqtro energia/wyali miwodeba mosaxleobas.
2. Increase in disposable income per month per household;  
Semosavlis zrda TveSi TiTo komlze
3. Amount of time saved;  
drois danazogi
4. New businesses/activities as a result of gas/electricity  
gazis/eleqtro energiis aRdgenis Sedegad axali saqmianobebi/biznesi.
5. Reduced environmental damage from wood cutting etc.  
Semcirda tyis gaCexviT garemosadmi zianis miyeneba

**Schools/ Health facilities/ Libraries/Cultural centres****skolebi/jandacvis obieqtebi/biblioTekebi/kulturis saxlebi**

1. Increase in attendance  
daswrebisa da vizitebis zrda
2. New services/activities provided as a result of the rehabilitation  
reabilitaciis Sedegad axali momsaxureobis/saqmianobebis danergva.
3. Time and money saved per household per month  
dazogili dro da fuli TiTo ojaxze TveSi
4. Increased employment opportunities  
gaizarda SesaZlebloba samuSao adgilebis

**General****zogadad**

Improved health or environmental conditions  
gaumjobesda jandacvis an garemosdacviTi mdgomareoba



### **Guideline for measuring empowerment impacts of CM process in particular villages.**

The aim of the community mobilisation component is to:

*To mobilise and empower communities to solve their own problems and act as agents of social change within their own and wider communities.*

At the end of our mobilisation cycle we need to evaluate the communities that we work with to see whether they have achieved this goal. One way is to see what concrete activities are they doing to solve their own problems, which should be recorded in the strategic vision form. However we also need to measure the POTENTIAL of our communities to do these things as maybe they haven't had the opportunities to change their environment etc. One way is to provide our assessment of how empowered communities are.

Kate Hamilton usefully disaggregated the concept into a number of indicators:

- **Moods and Attitudes:** positive shifts in terms of hope, confidence, ability to effect change, self image: strength, readiness to act
- **Human Capital:** skills, knowledge and understanding. e.g. project design and implementation, mobilisation skills, specific technical areas, new ways of working,
- **Organisational Capacities:** existence of distinct organisations within the communities, leadership structures, networks of people e.g. broader coalitions, parents, teachers and pupils working together, relationships with other entities
- **Community Cohesion:** closer community relationships, unity, trust and altruism, shared values.
- **Relationships with external entities:** relationships with authorities, NGOs, other CIGs,
- **Shared Material Assets:** sense of ownership and responsibility for public goods, does the infrastructure in itself increase community cohesion.
- **Information Flow:** the ability to receive and give information and communicate both within communities and beyond them. (we should be focusing on this more). TV towers may affect this or electricity, have they discovered new providers of information.

SOM's should carry out a series of focus group discussions with:

1. the CIG;
2. people not involved in the project;
3. people involved in the project;
4. local government and other key informants
5. Interviews the mobilisers
6. Use the information on the strategic visioning form.

Comments should be entered into the table (attached) on the different categories, being as specific as possible and backing up with evidence and quoting were possible comments that were made. It is also important to include what else could be/have been done to strengthen the CIG further in order to learn for the future.

Each category should be ranked in terms of the change that has occurred as a result of the programme and an overall ranking should be made of where the CIG is now according to the following criteria:

- 3 Highly mobilised: CIG and community highly motivated to improve their community together. Skilled CIG, with over 75% community backing, with clear responsibilities and vision and active but participatory leadership and strong, able to relate to other

institutions and access information from various sources. Very likely to continue to work together independently.

- 2 Medium: CIG and community moderately motivated to improve their community together. CIG has some capacity and 50-75% community backing, limited ability to relate to other institutions and access information from various sources. Will continue to carry out limited activities and maintenance together.
- 1 Not very mobilised: CIG and community not very motivated to improve their community together. CIG has limited capacity and less than 50% community backing, Unlikely to carry out new activities together.

**Empowerment impacts monitoring form: Tsj-s gaZlierebis monitoringis forma GA**

CIG Tsj \_\_\_\_\_ Date TariRi \_\_\_\_\_ Completed by/Sevsebulia: \_\_\_\_\_

**Method:** *The SOM should carry out interviews/focus group discussions with the following people in the community: the CIG;/meTodi: qve-ofisis menejerma unda Caataros interviuebi/ diskusiebi fokus jgufebTan da Temis Semdeg monawileebTan people not involved in the project/isini vinc ar iyvnen CarTulni proeqtSi; people in volved in the project/isini vinc iyvnen CarTulni proeqtSi; local government and key informants/adgilobrivi mTavrobis warmomadgenlebi da informaciis ZiriTadi momwodeblebi; the Mobilizers' involved/mobilizatori.*

*The SOM should then complete the form providing concrete examples and illustrations of how there has been change in the different categories. qve-ofisis menejeri valdebulia Seavsos forma konkretuli magaliTebis miTiTebiT da aRweros cvlilebebi sxvadasxva kategoriis mixedviT*

**Form:**

<b>Indicator/indikator</b>	<b>Observations/dakvirveba</b>	<b>Rating of change/Sefaseba</b> 3-High/maRali, 2-Medium/saSualo 1-Low/dabali
<p><b>Moods and Attitudes/ganwyoba da midgoma</b> Changes in hope, confidence, ability to effect change, self image: strength, ready to act imedi, rwmena, cvlilebaze xgavlana, sakuTari Tavis imiji, siZliere, mzad yofna</p>		

<p><b>Human Capital/adamianuri kapitali</b>  <i>Skills, knowledge and understanding. e.g. project design and implementation, mobilisation skills, specific technical areas, new ways of working</i>  <i>unar-Cvevebi, codna da gacnobiereba. magaliTad: proeqtis Sedgena da ganxorcieleba, mobilizaciis unar-Cvevebi, specifiuri teqnikuri sfero, axaleburi midgoma saqmisdmi</i></p>		
<p><b>Organisational Capacities/organizacieli SesaZleblobani</b>  <i>Existence of distinct organisations within the communities, leadership structures, networks of people e.g. broader coalitions, parents, teachers and pupils working together, relationships with other entities</i>  <i>TemSi gamokveTili organizaciebis arseboba, liderobis struqturebi, adamianTa kavSirebi, magaliTad: farTo koaliciebi, mSoblebis, maswavleblebisa da moswavleebis erToblivi muSaoba, sxvadasxva organizaciebTan urTierToba</i></p>		
<p><b>Community Cohesion/Temis erTianoba</b>  <i>Closer community relationships, unity, trust and altruism, shared values.</i>  <i>TemSi axdo urTierToba, erTianoba, ndoba da altruizmi, gaziarebuli faseulobani</i></p> <p><b>Relationships with other entities/urTierToba sxva organizaciebTan</b>  <i>Relationships with authorities, mutual attitudes, political participation,</i>  <i>urTierToba xelisuflebasTan, keTilganwyoba, politikuri monawileoba</i></p>		

<p><b>Shared Material Assets/saerTo materialuri mdgomareoba</b>  <i>Sense of ownership and responsibility for public goods, does the infrastructure in itself increase community cohesion.</i>  <i>kuTvnilebis grZnoba da sazogadoebriv qonebaze pasuxismgebloba, aZlierebs Tu ara infrastruqtura Temis erTianobas</i></p> <p><b>Information Flow/informaciis mimocvla</b>  <i>The ability to receive and give information and communicate both within communities and beyond them. (we should be focusing on this more). TV towers may affect this or electricity.</i>  <i>TemSi da Tems gareT informaciis mimocvla da komunikaciis SesaZlebloba (saWiroa meti yuradReba mivaqcioT am sakiTxs). am sakiTxze SeiZleba zegavlana igonios tele-anZam an eleqtroenergiam)</i></p>		
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**Overall ranking of where the CIG is now/saerTo Sefaseba Tu ra doneze imyofeba Tsj: \_\_\_\_\_**

- 3 *Highly mobilised/Zalian mobilizebuli: Able to relate to other institutions, strong CIG with clear responsibilities, strong leadership, 75% community backing/SeuZlia sxva organizaciebTan urTierToba, Zlieri Tsj, mkveTrad ganawilebuli valdebulebebi, Zlieri lideroba, 75% Temis Tanadgoma;*
- 2 *Medium/saSualo: Able to continue to do independent activities, CIG will continue to function, SeuZlia gaagrZelos damoukidebli RonisZiebebi, Tsj gaagrZebebs moRvaweobas;*
- 1 *Not very mobilised/naklebad mobilizebuli: CIG unlikely to continue activities on its own/naklebad savaraudoa rom Tsj damoukideblad ganagrZobs muSaobas.*

**Strategic visioning (to be carried out at the end of 3rd phase project. Facilitated by mobiliser/SOM together with all CIG members)**

strategiuli xedva (unda Catardes me-3 fazis proeqtebis bolos, mobilizatoris/som-is fasilitaciiT Tsjs wevrebTan erTad)

CIG: Sakrebulo:  
 Tsj: sakrebulo  
 District: Region:  
 raioni: regioni:  
 Mobiliser:  
 mobilizatori:  
 Date 3rd phase project completed: Date form filled:  
 me-3 fazis proeqtis dasrulebis TariRi: Sevsebis TariRi:

1. What joint activities did your community carry out before MC?  
 ra erToblivi RonisZiebebi Caatara Tqvenma Temma "mersi qoramde"?

Activity aqtivobebi	Who benefited? vin iyo mosargeble?	Who initiated? vin iyo iniciatori?	Who involved? vin iyo CarTuli?	Month and year Tve da ricxvi.

2. What independent activities has the community carried out since MC came:  
 ra damoukidebeli RonisZiebebi Caatara Temma "mersi Kqoris" Semdeg?

Activity aqtivobebi	Who benefited? vin iyo mosargeble?	Who initiated? vin iyo iniciatori?	Who involved? vin iyo CarTuli?	Month and year Tve da ricxvi.

3. What activities is the CIG planning for the next 3 years and how will they be carried out?  
 ra aqtivobebs gegmavs Tsj momavali 3 wlis ganmavlobaSi da rogor iqnebian isini Sesrulebuli?

4. What information/ training/ networking opportunities can MC help with to realize these plans?  
 ra informaciiT/treiningiT/kavSirebiT SeuZlia dagexmaroT "mersi qori" am gegmebis gansaxorcieleblad?

**Strategic monitoring format:**

Staff reflection on how we are and how we are not contributing to our strategic objectives:

**Community mobilization:** To mobilise and empower communities members to solve their own problems and act as agents of social change within their own and wider communities.

**Grants:** To develop and support NGO sector to assist vulnerable communities in identifying and solving their priority problems in effective and sustainable manner.

**Social policy:** Informed citizenry taking initiative to promote social development in a collaborative and strategic way with Government, NGOs and other civil society groups.

The following key indicators have been identified relating to the strategic objectives. These may be refined in future. At the 3 month meetings, all staff will suggest concrete examples that they observed in the past 3 months, that show positive, negative and no change in relation to the indicator. All components should reflect and comment on examples and present recommendations of how to capitalise on the changes, document them further, resolve if there is negative or no change. A summary of the table should also be sent to the programme director within one week of the 3 month meeting.

<b>INDICATOR</b>	<b>POSITIVE CHANGE IN THE LAST 3 MONTHS</b>	<b>NEGATIVE CHANGE IN THE LAST 3 MONTHS</b>	<b>NO CHANGE IN THE LAST 3 MONTHS</b>
<b>COMMUNITY MOBILISATION</b>			
Communities are resolving problems together without MC			
CIGs organisational capacities are increasing (effective functioning, ability to plan, report etc.)			
Communities are considering the needs of vulnerable and including them in decision making and project impacts.			
Real and effective partnerships are developed with other entities			

CIG, community action and activities are sustainable			
MC helping to resolve conflicts/tensions			
CIG information needs are being addressed			
<b>GRANTS</b>			
Improved capacity of NGOs to implement project (financial or admin systems, programming, strategy)			
Increased community participation in NGO projects			
NGO projects have sustainable results			
Improved conditions for the vulnerable			
NGO are linking to other entities			
<b>SOCIAL POLICY</b>			
Increased understanding of social policy reforms by communities			
People advocating for change at regional and district level			
Increased ability of SPWGs to plan and implement community based advocacy activities			
<b>GENERAL- to be discussed for each component</b>			
Inter-ethnic relations are enhanced			
Involvement of all groups (e.g. men, women, old and young) in decision making			
Increased integration between 3 components of EGCM			





**Cross visit reporting format (for all staff and CIG members who go on cross visits)**

გაცვლითი ვიზიტის ანგარიშის ფორმა (თანამშრომლებსა და ტესტის წევრებისთვის)

Name:

saxeli, gvari:

Date of visit:

Tარი:

Area visited:

regioni, sofeli:

Projects visited:

პროექტის სახელი:

Key observations:

ზრუნველობის დაკვირვებები:

What have you learnt that you can use in your programmes and how?

რა შეისწავლეთ ისეთი, რაც გამოგადგებათ თქვენი პროგრამებისთვის და როგორ გამოიყენებთ მათ?

What ideas from your own programme or elsewhere could be incorporated in the visited programme and how?

თქვენი საკუთარი პროგრამებიდან რა იდეები შეიზღებთ გამოვიყენოთ პროგრამაში, რომელიც ნახეთ და როგორ?



**Training report/treiningis mokseneba (for all staff attending external training/organizaciis yvela im wevrisaTvis romelic eswreba gare treinings)**

Name/saxeli:

Training title/treiningis dasaxeleba:

Organised by/organizatori:

Where held/Catarebis adgili:

Dates/TariRi:

Content/

Briefly describe the areas covered in training (please attach copies of any useful materials distributed at the training)

mokled aRwereT treiningze ganxiluli sakiTxebi (gTxovT daurToT treiningze mocemuli masalebi)

Application

What specific elements will use in your work and how? romel specifiur elementebS gamiyenebdiT muSaobis dros da rogor?

Any general recommendations for the incorporation of what you learnt into MC's strategy and programs?

zogadi rekomendaciebi Tu ra iswavleT da rogor gamiyenebdiT am codnas mersi qoris strategiasa da programebSi?

Evaluation/Sefaseba

What was your opinion about the content and training methods used? ra azrisa xarT treingis Sinaarssa da meTodebze?

How would you recommend the course could be improved in future? ris gaumjobesebas gauwevdiT rekomendacias momavalSi?

Would you recommend the course for other members of staff or partners, who?

gauwevdiT Tu ara rekomendacias amave treiningis Catarebis Tqveni TanamSromlebis an partniorebisaTvis, vis?