

## REVIEW CBHFA PMER by PMI (2012)

Overview	CBHFA PMER TOOLKIT (IFRC GUIDELINE)	CBHFA PMER TOOLKIT (ADOPT by PMI )	Initiatives/ Additional Tools by PMI	Means of Verification and Supporting Tools Based on Example LogFrame
<b>1. PLANNING</b>	1.1. Concept paper template 1.2. Proposal template 1.3. Logframe template 1.4. CBHFA Indicator guide 1.5. M&E plan template 1.6. Plan of action template 1.7. Sustainability planning template	1. Concept paper template 2. Proposal template 3. Logframe template 4. CBHFA Indicator guide 5. Village Plan of Action Template 6. Project Exit/Sustainability Task-list	1.	<ul style="list-style-type: none"> <li>• Latest work plan for next year (which determine some activities as a prove of sustainability)</li> <li>• Organization guidelines and regulation</li> <li>• Filling system guidelines</li> <li>• Structure Organization</li> <li>• Expansion work plan document</li> <li>• POA documents from the communities</li> <li>• Social Micro Project proposal document</li> <li>• POA document for school activities</li> </ul>
<b>2. MONITORING</b>	2.1. Volunteer record book 2.2. Home visit guide 2.3. Supportive supervision checklist 2.4. Community Health Committee visit and community satisfaction checklist	1. Volunteers Household Visits Record 2. Volunteers Team Leaders Log 3. Village Health Committee Progress Report 4. Template of health community sign	1. Training, Orientation & Workshop Form 2. List of VHV response FA & Health Promotion 3. Q & A data Bank of CBHFA 4. Monitoring Checklist	<ul style="list-style-type: none"> <li>• Performance Appraisal for staff</li> <li>• Monitoring and visit reports</li> <li>• Incoming and Outgoing letters record</li> </ul>

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		board 5. Village Health Committee Supervision Checklist 6. community satisfaction checklist	5. Performance Review Staff	
<b>3. EVALUATION</b>	3.1. Case study guide 3.2. Survey (baseline-endline) guide 3.3. Survey questionnaire 3.4. Training module for CBHFA survey 3.5. Database for data entry and analysis	1. Survey (baseline-endline) guide 2. Survey questionnaire 3. Training module for CBHFA survey	1. Manual for using mobile phone data collection and analysis	<ul style="list-style-type: none"> <li>• OD assessment (base line and end line).</li> <li>• Final Evaluation document/ report</li> <li>• KAP survey (base line and end line).</li> <li>• Secondary data: Health status from <i>Puskesmas / Posyandu</i> and DHO.</li> </ul>
<b>4. REPORTING</b>	4.1. Community level monthly report 4.2. Community progress report – reporting back to community 4.3. Branch monthly reporting format 4.4. Indicator tracking table	1. Branch Monthly Report 2. Chapter/Province Monthly Report 3. Indicator Tracking Table 4. Quarterly Progress Report (QPR)	1. Staff & Training Volunteer Data Based 2. Program Inventory 3. Staff & Training Volunteer Data Based 4. Financial Report	<b>Report:</b> <ul style="list-style-type: none"> <li>• PMI Headquarter, Chapter and Branch Annual Report</li> <li>• Branch and Chapter report signed by Boards.</li> <li>• Activity report (Minutes of meeting) + List attendance</li> <li>• Activity report of village committee and village volunteers</li> </ul>

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			5. Document Filling	<ul style="list-style-type: none"> <li>• Attendance list for staff and volunteers</li> <li>• Semester and annual financial reports</li> <li>• Internal Audit report</li> <li>• Social service activity report</li> <li>• MoU signed</li> <li>• Fundraising activity report</li> <li>• Quarterly Inventory report</li> <li>• Maintenance logsheet</li> </ul> <p><b>Publication:</b></p> <ul style="list-style-type: none"> <li>• News in Web page</li> <li>• Clipping/ articles of public news paper or local news paper.</li> <li>• IEC Media (brochure, leaflet)</li> <li>• Article/clipping Decree Letter signed by the Chairman</li> <li>• Picture/video activities</li> </ul> <p><b>Data Base:</b></p> <ul style="list-style-type: none"> <li>• HR Database: <ol style="list-style-type: none"> <li>1. ToR / Job description signed by the staff.</li> <li>2. Employment contract for staff</li> </ol> </li> <li>• Inventory data/ Documentation of property</li> </ul>

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				<ul style="list-style-type: none"> <li>• Donatour database</li> <li>• Volunteer database</li> <li>• Blood donor database</li> <li>• Funds Donor database</li> <li>• Voluntary corps Database</li> <li>• Database of active youth volunteers</li> <li>• Database of active village volunteers and village committee</li> </ul>

BEST PRACTICE	CHALLENGES	KEY LESSON LEARN & RECOMENDATION
<ul style="list-style-type: none"> <li>▪ Living document and files</li> <li>▪ The participation of health committee</li> <li>▪ Priority health issue can be showed</li> <li>▪ Able to analyze and to avoid duplication</li> <li>▪ Improving Village volunteer capacity in reporting</li> <li>▪ Good Monitoring on Target VS Actual</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervision and coaching system</li> <li>▪ Level of education and understanding of VHV and Branch Volunteer/ Facilitator</li> <li>▪ Some finding of 5 health issue sometimes different with DHO data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improve Supervision and coaching system</li> <li>▪ Criteria and Selection of VHV and Branch Volunteer</li> <li>▪ Linked with DHO data and key person for community assesment</li> </ul>