



SUSTAINABLE ACCESS TO LAND EQUALITY (SALE) PROJECT

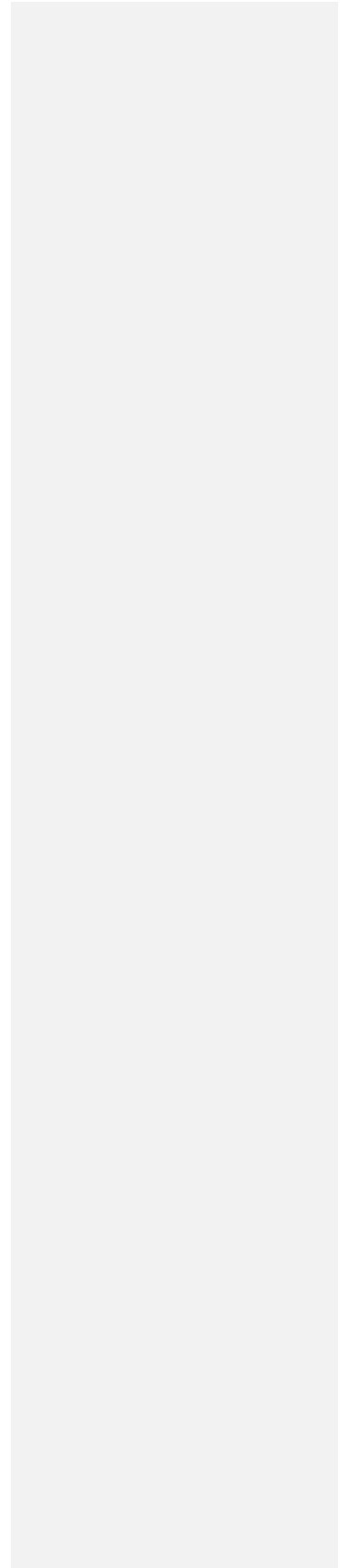
Baseline orientation report.docx

Proshika HDRC Trust, Koitta, Manikgonj

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Report on Baseline Survey

Event duration: 11.08.2013 to 13.08.2013 (03 days)

Venue: IDRT Center, Tala, Satkhira

Introduction:

UTTARAN is the pioneer leading national non-government to promote rights for landless people of Bangladesh since 1985. Uttaran could organize a movement with the landless people to claim and establish their khasland. Uttaran recently implementing a project namely Sustainable Access to Land Equality (SALE) in association with CARE International and Manusher Jonno Foundation funded by European Union. The Overall objectives of the project is Strengthen access to land and property rights for all citizens especially the poorest part of the community in line with the overall Access-to-Land program. This project is being implemented in three district under three upazilas of Bangladesh: Amtali upazila of Barguna, Jamalpur sadar upazila of Jamalpur and Mohonpur upazila of Rajshahi District. SALE Project conducts baseline survey to know the existing scenario of the working area. So that the organization arrange a Orientation workshop on baseline survey. A consultants namely Dr. Md. Khurshid Alom facilitate the orientation session in association with the Project Coordinator of SALE project Mr. Sk. Mamun Ur Rashid and Head of Participatory Monitoring & Evaluation (HPM&E) of SALE project Mrs. Suraiya Ferdous. Through this orientation concerned enumerators are able to build their capacity to carry out the objective of the survey.

Objective of the event:

Main objective: To capacity building of staffs for baseline survey quantitative and qualitative data collection.

Specific objective:

- Data collection methodology
- Questionnaire finalization
- Field test
- Fixed the performance indicator of the project staff
- Formation of Ward and Union level landless identification Committee

Participants: 29 SALE project staffs

Facilitator:

- Dr. Md. Khurshid Alom, Consultant
- Mr. Sk. Mamun Ur Rashid, Project Coordinator of SALE Project
- Mrs. Suraiya Ferdous, HPM&E of SALE Project
- Mr. Moniruzzaman Zomadder, APC of APAR Project

Key topics covered:

- Concept of baseline survey
- Baseline survey methodology
- Data collection approach
- Field test
- Base line questionnaire finalization
- Survey team formation
- Fixed the performance indicator of the project staff

Materials used:

Baseline Survey Questionnaire (Draft), Banner, festoons, multimedia projector, laptop, banner, poster, VIPP card, masking tape, marker, note book, pen, scissor, camera and posters.

Data collection projection

- Total target of data collection: 15000
- Target per person per day: 10
- Total day for data collection: 22 working days
- Target date of data collection beginning : 1st October 2013

Program briefing

Dr. Md. Khurshid Alom addresses his remarks that the project plan was started from 2009 for implementing. He also discussed about the Land rights and property rights. He fixed some expected results that's are given bellow

- Improve institutional capacity of union parishad, NGOs, CBOs and land offices authorities.
- People would be aware of
- Working in a different area is a part of learning
- Poverty would be reduced and Income of the people would be increased

- Cases and hassle for land would be decreased
- Given certificate to the land owner
- Well know about the khasland and the location of khasland

Why baseline survey is needed?

- To know the existing scenario of the area
- To know the entire information of the Primary Organization (PO) members and its store in Management Information System (MIS) department
- To know the changes of PO members
- To observe the change after implementing the project.

Challenges in conducting baseline survey

- more answer would be given in behind of one question
- Women would not given enough time
- Name, father's name, mother's name would be written in correctly
- More persons could be presented in same name in a house
- You could not got enough time as your requirement
- Information would be collected with correctly
- They could given false information in case of land, income etc.
- Answer would be collected from one person

Facilitator gives baseline survey questionnaire to all to study well. Then facilitator discusses every field of questions one by one how they will fill up the data fields. Facilitators discuss on quantitative and qualitative data, its nature, pattern, way of coding and data cross checking. Participants raise queries to be clearer and facilitator explains in details with example. The major components of the questionnaire are household identity, information of household members, income & expenditure, house pattern, sanitation, land, assets, loan etc in targeted survey area.

Performance Indicator of Project Staff: This session was facilitated the by Mr. Sk. Mamun Ur Rashid in association with the Mrs. Suraiya Ferdous. This are given bellow

Field Facilitator

Activities	Indicators
Landless identification Primary Organization (PO) formation	Correct information collection, Household introduction
Landless identification Committee formation	members are oriented, timely meeting, preparation of meeting minutes, Percentage of participation

Baseline Survey	Timely completed Collect the correct information
Organize local program like folk song	Venue selection/ Crowded place Adequate number of Audiences Evaluation sheet full-up
Organize Rally at local level	Preparation of Rally Ensure Participation in Rally

Field Supervisor:

Activities	Indicator
Baseline Survey (Ward and Union)	Timely completed Completely fill up the survey sheet, Collect the correct information
External voluntary management	Timely completion Ensure the correctly fill up the survey sheet Collect the correct information
Bhumi committee organization	Orientation Timely beginning Ensure Participation Follow the minutes of last meeting
Bill board, wall writing	Venue selection
Landless identification	Ensure timely and effective activities of Field Facilitator Ensure work quality Proper selection of landless

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Training and Advocacy Associates

Activities	Indicator
Baseline Survey (Ward and Union)	Timely completion Completely fill up the survey sheet Collect the correct information
Key Informant Interview	Timely completion Completely fill up the survey sheet Collect the correct information
supervisor's baseline survey of Field Facilitator	Check the filled up survey sheet Timely management Sign the sheet
Reporting Activity plan, Progress report and work plan	Prepare the reports within the 5 th of every month Report properly/right manners Staff are oriented
Media Photos, newspaper clipping, press release event report/ meeting minutes	Send the program report/ minutes with the required enclosures within 5 days after completion the program Ensure the quality of the report
Training	Ensure participation Ensure logistic support

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	Quality delivery
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Area Manager:

Activities	Indicator
District level inception meeting	Ensure guest attendance Ensure participation Ensure media attendance Timely beginning and ending
Coordinate UPS Khasland bandabasta committee	Ensure participation Media coverage Follow the decision
Coordinate with district Administration	Letter issue for landless identification Issuance of letter of TNO Launching events
Media mobilization	Key media are oriented New coverage
Recruitment	Adequate distribution of application form Timely recruitment Staffs are well guided on project and work location Fair and appropriate selection
Ensure	Reporting Workshop with Ups, CBO, NGO Field operation Financial reporting

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Accountant

Daily Activities
Attendance sheet check
Movement
Banking transaction with manager
Emergency field follow-up with manager
Daily amount payment and adjust
Cash book and laser book maintain
Stock maintain
Inventor
Cash transfer to manger after cash payment
Leave register maintain
Log book maintain
Office Clearness
Service staff management
Assist visitors
Logistic support to office

Others for Accountant

Activities	Indicator
Financial reporting <ul style="list-style-type: none"> • Bank reconciliation • Receive and payment • Bank statement 	Completed by last day of month 1 st / 2 nd of each month for the last month Scan, copy attach with report
Planning <ul style="list-style-type: none"> • Quarterly fund request • Cheque issue for monthly salary and monthly events (by 28th of month) 	
Technical support <ul style="list-style-type: none"> • Coordinate with project accountant 	

Formation of Ward and Union level landless identification Committee: This session was Facilitate by Mr. Moniruzzaman Zomadder. Total system for formation of committee and procedure for identification of landless was delivered by a power point presentation. In presentation he tried to deliver the practical experience of Paikgasa Upazila under the APAR project. First of all he divided his presentation into ten step

- Formation of ward and union level landless identification committee
- Orientation of ward and union landless identification committee
- Distribution of Application form
- Receive application form
- Landless identification program in ward level
- Landless list check and approved in union level
- Published draft landless list and
- Database management and published final list by upazila committee
- Use and distribution of final list by Upazila committee
- process continue