

Grant Set Up Form

Organisation Information

Organisation Name	SAARC Business Association for Home Based Workers Nepal (SABAH Nepal)
Organisation Registered Address	Kusunti-13, Lalitpur, Nepal
Organisation Main Office Address (if different to above)	
Primary Contact Details	<p>Name: Robin Man Amatya</p> <p>Email: robin@sabahnp.org</p> <p>Telephone number: +977 9849063684</p> <p>Skype name: robin.amatya</p> <p>Whatsapp phone number (if you use) 9849063684</p>
Contact details for CEO or Chair of board (who is responsible for how funds are used at the organisation).	<p>Name: Sristi Joshi Malla</p> <p>Email: sristi.sabahnepal@gmail.com</p> <p>Telephone number: 9851026012</p>

Project Information

Project Name	Livelihood Recovery Project
Project Duration	1 year
Project start date	1 st October 2016

Project end date	31 st September 2017
Project Description (this is the brief description approved by the funder – see below for more details).	<p>Increase vocational skills of at least 252 home-based working women in Khawa and Nala in Kavrepalanchok district and, in turn, increase their earnings through training, provision of equipment, support with housing, funding to purchase new equipment, technical training, management and marketing skills, leadership training, and assistance with product assessment and design.</p> <p>The earnings of home-based women workers will be increased through a multi-pronged approach outing them on the path towards full self-sufficiency.</p>
Location	Khawa, Nala in Kavrepalanchok district
<p>Please add any comments about the project start phase.</p> <p><i>What do you need to do to start the project? Do you anticipate any challenges at this stage?</i></p>	<p>Orientation/induction program will be conducted.</p> <p>Meeting with stakeholders and Skill training need assessment will be carried out, accordingly training course will be designed.</p> <p>The major challenge will be the time management of the participants as most the women home based workers in the area are involved in agricultural work.</p>

Monitoring and Evaluation

The following table requires for you to review the suggested outputs and outcomes for the project. It asks you to describe the information or data you currently have for the project and the methods of data appropriate. We can work with you to develop an M&E framework for your project if needed.

Suggested key outputs	<p>1) To establish and equip Common Facilitation Center (CFC) at Nala and Khawa as training and production hubs for 252 home based women</p>
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	<p>2) Provide 252 home based women workers with provision of vocational training through the CFCs</p> <p>3) 500 additional families to access the CFCs managed and operated by SABAH members.</p>
<p>What information / statistics do you currently have to measure this?</p>	<p>SABAH Nepal’s current database of HBWs of the area which includes background information of community members.</p>
<p>What data collection methods will you use to collect this information?</p>	<ul style="list-style-type: none"> - Existing Database of members at SABAH office. - Survey of local community or target groups - Rapid assessment to collect data on Reduction of income, current income, loss in traditional skill, challenges in reviving, need of skill based training for new alternative source of income.
<p>Suggested key outcomes. This is the information that will show you the change you expect to see from your work.</p>	<p>1) % increase in earnings of women supported</p> <p>2) % or number of women that have up graded their technical skills and confidence to generate their own income</p> <p>3) # of members independently managing the CFCs</p>
<p>What information / statistics do you currently have to measure this?</p>	<ul style="list-style-type: none"> - Survey data of local women - Case studies
<p>What methods of data collection will you use to collect outcomes data?</p>	<ul style="list-style-type: none"> - Skills survey after training and 6 months later (post test and post-post-test) - Income survey of participants (before training and after six months of training)
<p>What data collection & analysis training and development do you think you</p>	<ul style="list-style-type: none"> - Data collection tool and template development training - Data analysis training (SPSS etc)

<p>and your team would benefit from to ensure you have best impact possible?</p>	<ul style="list-style-type: none"> Monitoring and Evaluation template development trainings
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Compliance Questions

<p>Please confirm that you have the following policies in place or that you will develop written policy within three months (Please send a digital copy of policy if available). We can help you develop these policies if needed.</p> <p><i>Delete YES / NO as appropriate</i></p>	<p>[NO] Equal opportunities policy</p> <p>[NO] Health and safety procedures</p> <p>[NO] Child Protection / Safeguarding policy and procedures</p> <p>[NO] Working with Vulnerable People policy and procedures</p> <p>[NO] Conflict of Interest policy</p> <p>[YES] Written financial procedures and checks</p> <p>[NO] Employer volunteer insurance - for staff and volunteers (please share a certificate or letter if possible)</p>
<p>How do you ensure that staff, volunteers and the community are given equal opportunities?</p>	<p>SABAH is a membership based organization owned by the members themselves. Members are graded on their skills on regular basis and provided opportunities on the basis of their grades. SABAH practices democratic process for conduction of programs/ events. Members are involved in decision making processes whenever required.</p>
<p>How do you ensure the safety and well-being of children and vulnerable people that your project will reach?</p>	<p>We have a code of conduct and which is signed by the members for the ethical considerations.</p> <p>Pre-consent forms will be filled before working with children and vulnerable people.</p>

<p>How would you deal with a conflict of interest in your organisation? (e.g. staff who is also a user who must decide whether fees from users should be increased. OR a committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.)</p>	<ul style="list-style-type: none"> • Staffs will have clear job description and TOR. • Staff and member code of conduct will be developed. • Project staffs will be assigned to execute the project whereas the members will be the beneficiaries and will not have project execution role. • We will comply with the financial policies of the organization.
<p>Which month do you complete and publish your annual financial accounts? <i>(Remember you will need to acknowledge the grant specifically in your annual accounts.)</i> <i>(Remember you will need to acknowledge the grant specifically in your annual accounts.)</i></p>	<p>July 16- July 15 fiscal year Report will be published by the end of September</p>

Payment Schedule

Grant Amount	£24,823 GBP
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In the table below, suggest the when would you like to receive grant funds. We will review your suggested payment schedule with you and may make changes depending on when funds are required.

Please note you must spend these funds according to the budget (this has been attached to the email). *Failure to do this without written confirmation could result in GlobalGiving suspending or withdrawing funding. Funds can only be released when you have approved due diligence with GlobalGiving.*

	Amount Requested	When	Description of use
Payment 1	£ 12,411.5	1 st October, 2016	<ul style="list-style-type: none"> · Assessment · To buy machinery & equipment · Skill enhancement trainings
Payment 2	£ 9,929.2	1 st February, 2017	<ul style="list-style-type: none"> · Skill enhancement trainings · On the Job Trainings
Payment 3	£ 2,482.3	1 st June, 2017	<ul style="list-style-type: none"> · Assessments · Reporting

Grant Set Up Form Completed by

Name: Kalash R Shakya

Date: 24th July 2016

Project Overview

Project Summary and Location	Citizen identified need	Intended Impact	Key Outcomes	Funding required	Organisation Info
<p>SAARC Business Association of Home Based Workers Nepal (SABAH Nepal) Improving income of at least 252 home-based women workers through vocational training and support in Kavrepalanchok District.</p>					
<p>Providing local home-based women workers in Kavrepalanchok District, Khawa and Nala villages with support groups (organised by trade), a facility for training and equipment storage, funding to purchase new equipment, technical training, management and marketing skills, leadership training, and assistance with product assessment and design.</p> <p>Conduct market analysis to help guide the women toward niche products.</p>	<p>SABAH surveys indicated that home-based earnings for women in this district declined 60% after the earthquake due to the cost of collapsed houses and the loss of specialized equipment and tools (for agriculture, weaving, knitting, and other occupations).</p> <p>In this as in many other Nepal communities, women are often the only wage earners due to men departing abroad to seek work.</p>	<p>This project aims to increase the earnings of home-based women workers through a multi-pronged approach outing them on the path towards full self-sufficiency.</p>	<p>252 members residing in the targeted district (and more than 500 additional families in the two villages), will access the newly created Common Facilitation Centre (CFC) run jointly by SABAH staff and local leaders.</p> <p>The CFC will be the hub for the project: training, support groups, livelihood classes, market research, and equipment provision and storage.</p> <p>Women will receive specific vocation training, equipment (if indicated), and entrepreneurship support.</p>	<p>£24,823 to deliver tailored training, support and equipment to more than 250 women.</p>	<p>SABAH Nepal was established in 2008 and has reached over 10,000 poor and marginalized home-based women.</p> <p>It currently has operations in 26 areas of Nepal, providing livelihood assistance, training, and education to over 1,400 members.</p>