

**Stepping Stones**  
**A Strategy to Facilitate the Sustainable Return of Liberian IDPs:**  
**Emergency Shelter - Final Report**

**Agreement No. DFD-G-00-06-00195-00**  
**U.S. Agency for International Development, Office of Foreign Disaster Assistance**  
**September 7, 2006 - April 30, 2007**

**OVERVIEW**

In September 2006, ARC signed a grant agreement with OFDA for the provision of emergency shelter toolkits to communities of high return in Bong and Lofa Counties. Funding from this grant has allowed 61 communities to reconstruct or rehabilitate more than 750 homes. This final report reflects activities, achievements, and challenges faced during the project cycle beginning September 1, 2006 and ending April 30, 2007.

**Objective:** *To provide emergency shelter assistance for returning IDPs and other vulnerable, conflict affected persons in areas of return.*

In order to meet this objective, the following activities were successfully completed during the project period:

- Staff hiring and training
- Community selection
- Community Needs Assessment
- Mobilization and training of Project Management Committees (PMCs)
- Procurement and toolkit distribution
- Monitoring of toolkit communities

*Hiring and training of staff*

The community development program team consisted of one expatriate Program Manager and 10 national staff: 4 social workers, one technical construction advisor, 2 field supervisors, and 3 agricultural technicians. Five staff and the Program Manager were hired and trained during the first reporting period. An additional 5 staff were hired in December. All staff received training on participatory methodology, a review of the 2006 toolkits project in relation to the current one, and basic project cycle management. Staff meetings are held on a weekly basis.

*Community Selection*

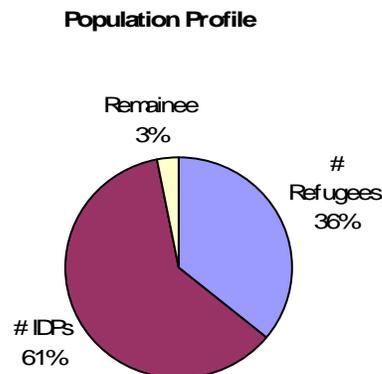
The focus of this project objective was to meet immediate shelter needs, especially of returnees and other vulnerable, conflict-affected community members. Initially, ARC planned to distribute toolkits to 40 communities in 4 districts (Zorzor & Salayea in Lofa; Zota & Panta in Bong). However through its continual work in these areas, ARC began to realize that several of the communities in these 4 districts were being saturated with assistance services whilst several communities in Voinjama District, Lofa County lay neglected. Additionally, with sustained peace and increasing pressure on limited farmland it was observed that repatriation movements began to shift from roadside communities to more remote and underserved communities throughout Voinjama for 2007. ARC therefore made a formal request to OFDA to shift partial funding for this project in order to target smaller towns in the Voinjama District. Upon approval of this request, ARC identified 14 communities in Voinjama for toolkit distribution.

In total, ARC allocated shelter toolkits to 61 communities<sup>1</sup> spanning 5 districts: representing an estimated beneficiary population of 51,111<sup>2</sup>. Population totals of the communities increased from an estimated 48,260 individuals to 51,111 from the initial identification to the final monitoring visit. This represents an approximate population increase of nearly 3,000 individuals from the 61 communities targeted for toolkit distribution.

Table One: Total Estimated Beneficiary Population

Allocated Communities		
District	N.Comm	Total Pop
Zota	10	<b>11250</b>
Panta	6	<b>17858</b>
Zorzor	15	<b>9528</b>
Salyea	16	<b>6048</b>
Voinjama	14	<b>6427</b>
Total	61	<b>51111</b>

As can be seen in the figure below, 61% of the targeted population was returning IDPs, 36% were returning refugees, and 3% remained during the war<sup>3</sup>.



*Community needs assessments in target areas*

ARC held discussions with local authorities, LRRRC, the DDC and other NGOs working in the region to make an initial preliminary selection of communities. This allowed ARC to verify which communities had received the least assistance to date. Based upon our findings, a preliminary selection of communities was established from which the team was sent to conduct a primary assessment. Assessments were carried out by appointment in a public place, at a time established by the community. A general meeting, as well as separate focus group discussions for women, men, and youth was held to ensure maximum participation by all community members. Communities, at this time, were informed about ARC and OFDA’s goals and objectives regarding this project. Information was conveyed that would allow the communities to understand the need to especially target vulnerable individuals, IDPs and returning refugees with shelter assistance. Additionally, the Community Development team collected data which was meant to:

<sup>1</sup> The 61 communities represent a total of 72 towns. Where towns were too small to warrant a single distribution but were within a short distance of each other and fell under the same chief, ARC worked with the towns to reach an agreement to allow for a single distribution which could then be shared among the towns making up the 1 community. Ensured in these instances was PMC representation from each town; a consensus was reached regarding the placement of the warehouse

<sup>2</sup> This number was deduced from information provided by the Norwegian Refugee Council, the LRRRC, and the DDCs.

<sup>3</sup> These numbers do not reflect the increased population as more up-to-date information could not be provided.

- Understand the major needs related to shelter in the working area.
- Understand how individuals design strategies to meet their shelter needs.
- Determine the town's level of vulnerability.
- Assist the community to understand how ARC, in collaboration with OFDA, could help the community to help themselves with regards to shelter needs.
- Assist the community to identify the resources (human, financial, and community) they would provide for the project
- Assist the community to prioritize the tools needed for shelter construction and/or rehabilitation

The community assessments revealed that as a result of the war, there is a serious shelter problem in target areas in addition to general needs for infrastructure and basic services. Shelter was an especially important problem for IDP and refugee returnees. Several categories of shelter-related problems were identified in the target communities such as:

- Several houses were destroyed during the war or are in need of rehabilitation; problems include leaking roofs, collapsing walls, lack of a latrine, inadequate ventilation/windows
- Individuals lacking appropriate shelter facilities are generally being accommodated by relatives/friends
- Reasons for poor housing conditions were attributed to war, sickness, few productive household members and a shortage of building materials such as zinc, nails, etc.
- Many of the houses are exceedingly vulnerable to heavy rains, wind and storms.
- In all communities, residents expressed that access to tools and materials (such as nails) would greatly help them in the maintenance and construction of their shelters.

66 community assessments were carried out; 61 communities were targeted for distribution. The 5 communities that were dropped were found to be non-participative and uncooperative.

#### *Mobilization and training of Project Management Committees*

A total of 61 Project Management Committees (PMCs) were established for the project representing the 61 communities. Several communities had already well-established community development committees; ARC worked with these committees – selecting its PMC from within, to implement the toolkit project. In communities with non-existent committees, members for the PMCs were elected by the communities themselves. To ensure transparency, the list of names and position were then handed to ARC and read publicly in the community. In some instances objections were raised during the public reading and certain members of the PMC were duly reconsidered.

The number of PMC members was decided on by the community, based on the amount of time members felt they could devote to the project. On average, each PMC comprises between 6-8 members, with equal gender representation. ARC ensured that representatives of each quarter and any minority group living in the town were included.

The PMC structure includes a secretary (responsible for recording tool usage and purpose); a chairman and chairwoman (responsible for gathering the group for meetings and facilitating decision making) and a treasurer (responsible for keeping the cash box safe). These three members participated in day-long workshops on management of toolkits, record-keeping, cost-recovery, community leadership and mobilization, and trouble shooting of common problems. Workshop participants additionally learned how this training could be transferred toward the management of community projects outside of the project objectives. For example, several of the communities selected for toolkit distribution maintain the use of “susu’s” as a form of rural informal banking. Group facilitation and record-keeping skills learnt in this training could be transferred to improve transparency of village banking transactions within these “susu’s”. Following the workshop, ARC provided the Toolkit Committees with stationery to assist them with toolkit management, including ledgers, notebooks, folders, pens and rulers. Additional support has been provided on a one-on-one basis for individual PMCs by ARC.

PMC's were encouraged to establish rules for the use of the toolkits. This could include tool rental rates and policies, maintenance and upkeep of tools. Fees charged would be used for the repair and maintenance of tools in the future. During the 2005-6 project cycle it was found that tools were sold by community members and/or PMCs. The CDP staff therefore decided that, as a precondition for distribution, communities should construct a small,

independent warehouse to receive the tools in. The warehouse should be in a visible area in the centre of the community. The warehouse would then be equipped with a signboard listing the type of tool and quantity. This was done to try to reduce incidents of the PMC selling off tools on the local market, and ensuring proper use and maintenance of the tools.

### **Participatory Planning**

Work with communities on appropriate planning and participatory planning was informed by the needs assessments and re-emphasized during the training for the PMCs. For example, many Liberian returnees opt to construct homes built of sticks and mud which typically last only 2-3 years. Community members were informed about the advantages of constructing more durable homes built of brick and mud. A technical shelter advisor provided shelter guidance on an as-needed basis. Advice centered on topics such as safe construction, appropriate local materials, choosing an appropriate building site, space management and environmental considerations. The shelter advisor visited all communities where toolkits had been distributed. For tools that required particular technical expertise, the technical advisor helped communities to identify individuals who are able to use the tools and provided training as necessary.

The program aims to support the local economy and encourage sustainable solutions by using local materials and skills in the construction of houses. Therefore, as a part of the action plan, communities were asked to identify those resources in their community (such as labor and local materials) that could be used to meet needs. Local authorities and community representatives were involved in sourcing local materials and in motivating community members to come together to construct shelters for returning or vulnerable individuals.

Liberian Communities share a common interest in the rebuilding of their homes and their communities. Therefore, they were easily encouraged to work communally on shelter assistance. In order to accomplish cooperation, Liberians oftentimes form a “ku” system whereby a group of individuals ranging from 5-7 people to 25-30 people will work together in communal farming, communal building, etc. This was strongly encouraged as it can result in improved social cohesion amongst disparate community groups.

### *Procurement and distribution of tools*

Before tools were distributed, ARC engaged PMC members in establishing local mechanisms to facilitate the effective and fair use of the tools by all residents. The community members and the PMCs agreed to provide appropriate storage for the tools and identified suitable locations. The tools are available upon request and the PMCs approve the use and distribution of the tools. The allocation of tools is recorded and a time for return is set. A small cash donation is also requested in most communities. Records of use and return of the tools are maintained by the secretary of the PMC.

Tools were procured in 3 installments from Monrovia and were stored at the ARC office warehouses in Zorzor & Voinjama towns, Lofa County. The toolkit distribution commenced in the beginning of January 2006 and was completed for 60 of the 61 communities on May 30; 54 of these communities had received toolkit distribution by the project end of April 30, 2007. Following the distribution of community toolkits to the town of Nyesu, Salayea District, an error was realized. The town of Nyesu, Salayea, population of 378, received toolkit distribution on 2 occasions. The second distribution was allocated toward the town of Nyesue, Zota District, with a population of 785. Unfortunately, due to the shared nature of the town names – Nyesue, Zota has not yet received its toolkit distribution. The purchasing of the tools and subsequent distribution, monitoring, and support will be provided to Nyesue, Zota District in the coming months. The tools that were initially earmarked for Nyesue, Zota but delivered to Nyesu, Salayea could no longer be recovered from the town located in Salayea. These tools were, nevertheless, accounted for upon a monitoring visit; it was found that Nyesu, Salayea inhabitants are eagerly using the additional tools accidentally distributed to them.

Tools were allocated based on the size of the community. A rough costing scale was applied, (see below). However, depending on the real size of the community the actual cost of the kit to be distributed was modified within the scope of the scale. For example, a community of 360 members could be allocated a distribution costing closer to \$925-935 USD than \$900 USD. In the same way, communities over 1000 inhabitants received allocations closer to \$2000 USD rather than \$1500 USD.

200+	400+	600+	800+	1000+
\$900.00	\$950.00	\$1,000.00	\$1,250.00	\$1,500.00

ARC found that the tools were also used by the communities for community infrastructure projects (primarily in the construction of wells and rehabilitation of school buildings) as well as for agricultural purposes – both for communal farms as well as individual farming. This is not surprising given that the tools were largely distributed over the seasons in which farmers prepare their lands for rice planting. Communities have since increased the concentration on the rebuilding of shelter assistance.

*Monitoring of toolkit use and evaluation of project success*

Monitoring forms were created by the CDP team and utilized on each site visit<sup>4</sup>. Monitoring of the toolkits began in March, following the initial toolkit distribution. Monitoring efforts focused not only on the number of shelters constructed/rehabilitated, but also the success of the toolkit committees and problems they faced. During monitoring visits, ARC found that communities were abiding by their cost recovery policies and investing funds set aside for the repair of tools for this exact purpose. Many of the communities selected for toolkit distribution are located in very remote and inaccessible areas. This has caused a significant constraint in the Community Development Program team’s ability to access communities for follow-up monitoring visits. To date, each town has been visited by program staff at least 2 times; most of the communities have been visited 4-5 times. ARC intends to make spot selections of random communities over the coming months to ensure proper use of the tools. Updated information on toolkit use and houses constructed and/or rehabilitated can be made available for OFDA upon request

*Coordination*

The community development staff coordinated with local authorities in the working area and held regular meetings with District Development Committees, town chiefs and other local leaders to ensure that they were well informed of project activities and had a chance to voice opinions or concerns. Where possible, ARC encouraged LRRRC and DDC officials to join them on their distribution and monitoring trips.

In addition, Community Development staff worked closely with other ARC programs operating in the same communities. These programs included Community Empowerment Projects (CEPs), funded by UNHCR; gender-based violence prevention and response programming; and ARC’s business training and grants program, both funded by the US State Department’s BPRM. The toolkits enabled greater community participation in CEPs through the increased access to tools. For example, the town of Fatu Village, in Salayea District received toolkit distribution during this project cycle and have since been selected by the CDP team for the provision of basic materials enabling them to construct a primary school, a latrine, and have received seeds for planting of ground nuts, plantain, and beans. Tools have been used for the planting and harvesting of crops and will be used for the construction of the infrastructure projects. Furthermore, income earned from this livelihood project can go both to support the upkeep of the tools as well as needs for the school.

**Challenges**

- Many of the communities ARC serves are several hours walk from the nearest car access point. This means that not as many communities can be served or monitored as one might want in one day.
- Logistic challenges and bad road conditions meant that it was impossible to carry out distributions over the 4 districts simultaneously. This dragged out the distribution period and therefore also impacted on the monitoring of the project as staff was largely engaged in distribution for a long period of time.
- Due to the abovementioned logistical constraints, training of Toolkit Committees was, at times, conducted after the toolkit distribution. Records of toolkit usage were sometimes calculated inconsistently and errors recorded. The CDP team worked one-on-one with the PMCs located in these communities on record-keeping skills.
- The town of Nyesu, Salayea received 2 distributions of toolkits due to the fact that it shares the same name with a town located in Zota District; while the town of Nyesue, Zota has, to date, not received toolkit distribution. ARC is making arrangements to distribute the allocated tools to Nyesue, Zota; in the future ARC staff will always use the Place Codes

<sup>4</sup> See Appendix I for sample Monitoring form.

## **Sustainability**

The impact of the project will be realized beyond the time frame of this grant. Due to a late start in toolkit distribution as highlighted above, the numbers presented will not be representative of total use of toolkits for building reconstruction and rehabilitation. It is expected that after the planting season and rainy season, toolkits will continue to be used to reconstruct and rehabilitate new structures and then continue to repair existing structures. Systems for tool management by the community have been implemented through training received during this project

*Progress against Indicators*

**Objective One: To provide emergency shelter assistance for returning IDPs and other vulnerable, conflict affected persons in areas of return.**

**Expected Result 1.1: 40 communities of return receive emergency shelter tools**

Indicator	Progress September-July 2007	Comments																																				
# communities toolkits distributed	60	60 <sup>5</sup>																																				
# and types of tools selected by communities	<p>The following tools were selected and distributed to communities:</p> <table border="0"> <tr> <td>Cutlass</td> <td>1102</td> <td>MeasuringTape (5m)</td> <td>221</td> </tr> <tr> <td>Hammer</td> <td>245</td> <td>Jack Plane</td> <td>139</td> </tr> <tr> <td>Pingling</td> <td>219</td> <td>Sharpening Stone</td> <td>218</td> </tr> <tr> <td>Shovel</td> <td>314</td> <td>Trowel</td> <td>215</td> </tr> <tr> <td>Wheelbarrow</td> <td>241</td> <td>Level</td> <td>215</td> </tr> <tr> <td>Zinc Bucket</td> <td>562</td> <td>Carpentry Square</td> <td>218</td> </tr> <tr> <td>Barrel (B)</td> <td>109</td> <td>Carpentry Clamp</td> <td>216</td> </tr> <tr> <td>Barrel (S)</td> <td>240</td> <td>Pinch Bar</td> <td>226</td> </tr> <tr> <td>Nails</td> <td>399</td> <td>Watering Can</td> <td>199</td> </tr> </table>	Cutlass	1102	MeasuringTape (5m)	221	Hammer	245	Jack Plane	139	Pingling	219	Sharpening Stone	218	Shovel	314	Trowel	215	Wheelbarrow	241	Level	215	Zinc Bucket	562	Carpentry Square	218	Barrel (B)	109	Carpentry Clamp	216	Barrel (S)	240	Pinch Bar	226	Nails	399	Watering Can	199	
Cutlass	1102	MeasuringTape (5m)	221																																			
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Barrel (S)	240	Pinch Bar	226																																			
Nails	399	Watering Can	199																																			

<sup>5</sup> While 61 communities in total were allocated tools, confusion over a town name led to one town (Nyesu, Salayea) receiving toolkit distribution for two separate towns (Nyesu, Salayea, and Nyesue, Zota). The town of Nyesue, Zota, therefore, has yet to receive its too kit distribution. It is expected that this community will receive the distribution in the coming weeks.

	Digger	363	DrillBit	204		
	Hoe	491	Drill	206		
	Hand Saw	410	PadLock	289		
	Rake	377	Hinges	346		
	Axe	299	Hatch & Staple	316		
	File	273	Wheelbarrow Pump	61		
	Knife	187	Drill bit Set (all sizes)	61		
	Handgloves	198	Jack Plane Blade	122		
	Rope ( <i>Building Line</i> )	224	Cash Boxes	60		
	Rope ( <i>HeavyDuty</i> )	217	Sign Boards	60		
	Of the above items distributed, the following remain in the community:					
		Distributed	Remaining	Distributed	Remaining	
# and type of tools remaining in the community	Cutlass	1102	1102	MeasuringTape (5m)	221	221
	Hammer	245	245	Jack Plane	139	139
	Pingling	219	219	Sharpening Stone	218	218
	Shovel	314	314	Trowel	215	215
	Wheelbarrow	241	241	Level	215	215
	Zinc Bucket	562	562	Carpentry Square	218	218
	Barrel (B)	109	109	Carpentry Clamp	216	216
	Barrel (S)	240	240	Pinch Bar	226	226
	Nails	399	104	Watering Can	199	199
	Digger	363	363	DrillBit	204	202
	Hoe	491	491	Drill	206	206
	Hand Saw	410	410	PadLock	289	22
	Rake	377	410	Hinges	346	39

	Axe	299	299	Hatch & Staple Wheelbarrow	316	60	
	File	273	192	Pump	61	61	
	Knife	187	183	Drill bit Set (all sizes)	61	61	
	Handgloves	198	164	Jack Plane Blade	122	121	
	Rope ( <i>Building Line</i> )	224	222	Cash Boxes	60	60	
	Rope ( <i>HeavyDuty</i> )	217	207	Sign Boards	60	60	
# of shelters built/repared in the communities	188 houses constructed; 562 rehabilitated						
# of persons per shelter (re) constructed	1230 persons benefit from shelter assistance or average of less than 2 persons per shelter (re) constructed						
<b>Expected result 1.2: Technical assistance and material resources for construction are provided on site to assist IDP to (re) construct shelters</b>							
<b>Indicator</b>	<b>September 2006-July, 2007</b>						<b>Comments</b>
# of IDP/vulnerable individuals in satisfactory shelters after distribution	1230						
% of returning IDPs/vulnerable individuals with satisfactory shelter who utilized the tools	100% of returning refugees and IDPs with satisfactory shelter has utilized the tools.						
# of persons involved with the selection of toolkit contents and the management of the toolkit	Depends on Community						Community Meetings were held on days and times established beforehand by the community and in a public place to encourage maximum participation. On average a committee of between 7-10 people was selected to manage the warehouse and record the use of the

		tools.
% of beneficiaries satisfied with the contents of the tool kits	All beneficiary communities expressed satisfaction with the work of ARC and assistance provided by OFDA tools; however, in all communities there was a desire to obtain a larger allocation of tools.	
Perception of communities regarding the benefits and appropriateness of the village planning exercise and technical guidance as measured in post intervention assessment	Communities displayed enthusiasm over the benefits and appropriateness of the village planning exercise and technical guidance provided	
<b>Expected result 1.3: 320 community members trained in community mobilization, resource management and village mapping as well as toolkit management</b>		
<b>Indicator</b>	<b>September 2006-July 2007</b>	<b>Comments</b>
8-person toolkit management committees elected in target communities, including 50% women and representation from all section of community	The number of people involved in the PMC is decided on by communities. This is because the time each member can devote to PMC duties depends on their other commitments.	However, on average a committee of between 7-10 people was selected to manage the warehouse and record the use of the tools.
3-day training conducted for Toolkit Committees in community mobilization, resource management, village mapping and toolkit management	61 PMCs representing 61 communities have received the Trainings and were provided with stationary (Hardback notebook, highlighters, ruler and pens)	Due request by communities, PMC training was reduced to one full day and close follow-up. This was because of constraints on community members time
% Toolkit Committees that maintain accurate records of toolkit use and shelter construction	100% <sup>6</sup>	.

<sup>6</sup> During monitoring visits to the too kit communities, CDP program staff ensure that they have retained record-keeping skills learnt during the PMC training.



# COMMUNITY TOOL KITS

## Final Evaluation Form 2007

<b>District:</b>	
<b>Date:</b>	
<b>Project Period:</b>	Sept 12 2006 - April 31 2007
<b>Name of Evaluation Team Members:</b>	

Name of Town:						
No. Monitoring Visits During Project Period						
Est No. Population:						
Est No. Returnees:						
Total No. of Returnees who accessed the TK during the Project period as per PMCs records:						
No. Shelters Rehabilitated/Constructed in the Community over the Project period:						
No. Shelters Rehabilitated/Constructed over the Project Period which used TK tools, as per PMCs records:						
Est.No.of People in Shelters Constructed with TK tools over the Project Period:	Total	Male	Female	Children	Elderly	Disabled

Other Projects TK tools have been used for during the Project Period:			Comments						
	Individual Agriculture								
	Kuu Agriculture on Individual Farms								
	Kuu Agriculture for Community Services rendered (Volunteer Teachers, TBA etc)								
	Community Brushing of Town								
	Community Brushing of Roads								
	Repair of Roads & Bridges								
	Other								
<b>Management</b>									
Has the Management Committee Changed over the Project Period:		If so, Why:							
Are records being kept as per Indicators & Training:		If not, Why?							
How are Tools Issued to the Community:	Free of Charge:		Daily Hire:		Other (Specify):				
	with Fee (LRD):		Weekly Hire:						
Has this changed over the Project Period:		Why?							
Is the Complete set still available:		If not, Why?							
Initial No. of tools issued in the TK:		No.remaining in Good Repair		No.in need of Repair		No. Unusable		No. Dissappeared	

How are broken/damaged tools replaced								
What happens if tools are not returned:								
Warehouse is:	In good Condition		Needs Repair		No longer used		Why:	
The Signboard listing available tools is:		In good repair & visible			In need of repair/repaint		No longer there/Unreadable	
Community Members are:		Aware of What is available & access tools easily:				Aware of What is available & but do not access tools easily:		Why?
		Not very Aware what is available & do not access tools regularly				Why?		



## COMMUNITY TOOL KITS User Recording Format

<i>General Information to be recorded &amp; updated on the first pages of the PMC Notebook:</i>												
Name of Town:												
Position on PMC:	Chairperson											
Name of ToolKit Committee Members												
Changes in Position over the months:	<b>Jan</b>	<b>Feb</b>		<b>March</b>		<b>April</b>		<b>May</b>				
Who & Why:												

Est No. Population:	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
Est No. Returnees:											
Total No. of Tools in Initial TK:			Initial Condition of TK Tools:				Comments:				
The Set Available:	<b>March</b>		<b>April</b>		<b>May</b>		<b>June</b>		<b>July</b>		
	Complete	No.Items damaged/missing	Complete	No.Items damaged/missing	Complete	No.Items damaged/missing	Complete	No.Items damaged/missing	Complete	No.Items damaged/missing	
How are damaged/missing items replaced:											

<b><i>On Page to be filled for Each User:</i></b>											
Name of Individual User or Head of the Group:											
Are tools being taken for Individual Household use or for Group Work:											
If group, how many people in the Group			Name of Group (example: Kuu, Youth, Mosque etc)								
What work is to be done:											
Own/ Family Member Shelter Rehabilitation:		Own/Family Member Shelter Construction		Other HHs Shelter Construction							
If Work is Shelter related, please fill in the following - no. of				Total	Male	Female	Children	Elderly	Disabled	Other (Specify)	

each of the following categories will be living in the shelter to be constructed/rehabilitated:								
Individual Agriculture		Community Brushing of Town		Other (Specify):				
Kuu Agriculture on Individual Farms		Community Brushing of Roads						
Kuu Agriculture for Community Services rendered (Volunteer Teachers, TBA etc)		Repair of Roads & Bridges						

List of Tools Taken:	Name of Tool	Quantity	No. days		Name of Tool	Quantity	No. days
	1			16			
	2			17			
	3			18			
	4			19			
	5			20			
	6			21			

	7				22			
	8				23			
	9				24			
	10				25			
	11				26			
	12				27			
	13				28			
	14				29			
	15				30			
List of Tools Returned		Name of Tool	Quantity Returned	Condition Returned In		Name of Tool	Quantity Returned	Condition Returned In
	1				16			
	2				17			
	3				18			
	4				19			
	5				20			
	6				21			
	7				22			

	8			23		
	9			24		
	10			25		
	11			26		
	12			27		
	13			28		
	14			29		
	15			30		

I will use the tools for the purpose described above, taking responsibility for their condition and returning the same number of tools as I take out today within the agreed time period. I am responsible for maintaining the condition of the tools whilst they are in my care.

<b>Fee Paid:</b>	Yes	No	<b>Amount (LRD):</b>		<b>Comments:</b>	
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<b>Name &amp; Signature of Person receiving tools:</b>		<b>Date Actually Returned:</b>	
<b>Name &amp; Signature of PMC Member Disbursing Tools:</b>		<b>Name &amp; Signature of Person returning tools:</b>	
<b>Date Taken Out:</b>		<b>Date to be Returned:</b>	<b>Name &amp; Signature of PMC Member Collecting returned tools:</b>



No. of Returnees who accessed the TK during the monitoring period as per PMCs records:						
Are the Tools mainly used by Working Groups or Individuals:			Individuals		Wk Grp	
No. Shelters Rehabilitated/Constructed in the Community over the monitoring period:						
No. Shelters Rehabilitated/Constructed which used TK tools, as per PMCs records:						
Est.No.of People in Shelters constructed using TK tools over the monitoring period:	Total	Male	Female	Children	Elderly	Disabled
Other Projects TK tools have been used for during the Monitoring Period:			No of Times x Monitoring Period	Comments		
	Individual Agriculture					
	Kuu Agriculture on Individual Farms					
	Kuu Agriculture for Community Services rendered (Volunteer Teachers, TBA etc)					
	Community Brushing of Town					
	Community Brushing of Roads					
	Repair of Roads & Bridges					
	Other:					
<b>Management</b>						
Has the Management Committee Changed over the Monitoring Period:		If so, Why:				
Are records being kept as per Indicators & Training:		If not, Why?				
How are Tools Issued to the Community:	Free of Charge:		Daily Hire:		Other	

		with Fee (LRD):				Weekly Hire:		(Specify):	
Is the Complete set still available:				If not, Why?					
Initial No. of tools issued in the TK:		No.remaining in Good Repair		No.in need of Repair		No. Unusable		No. Disappeared	
How are broken/damaged tools replaced									
What happens if tools are not returned:									
Warehouse is:	In good Condition		Needs Repair		No longer used		Why:		
The Signboard listing available tools is:	In good repair & visible			In need of repair/repaint			No longer there/Unreadable		
Community Members are:	Aware of What is available & access the tools easily:				Aware of What is available & but are not able to access tools easily:			Why?	
	Not very Aware what is available & do not access tools regularly				Why?				