

**Guideline**  
**on**  
**SHOUHARDO III Plus**  
Routine Monitoring Tracking Sheet (RMTS)

Date: 5<sup>th</sup> September 2023

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## LIST OF ACRONYMS

USAID	: United States Agency for International Development
SHOUHARDO	: Strengthening Household Ability to Respond to Development Opportunities
CDCS	: Country Development Cooperation Strategy
RMTS	: Routine Monitoring Tracking System
AWP	: Annual Work Plan
QPR	: Quarterly Progress Report
ARR	: Annual Result Report
ITT	: Indicator Tracking Table
PIRS	: Performance Indicator Reference Sheet
STREAM	: System for Tracking Result and Evidence for Adaptive Management
LSP	: Local Service Provider
FF	: Field Facilitators
PO	: Project Officer
M&E	: Monitoring & Evaluation
PM	: Program Manager
MIS	: Management Information System
GIS	: Geographical Information System
MEL	: Monitoring, Evaluation, and Learning
CBDO	: CARE Bangladesh Dhaka Office
PTS	: Participants Tracking System
DIS	: Development Information Solution
GSM	: Global System for Mobile Communications
RFSA	: Resilience Food Security Activity (RFSA)
PPR	: Performance Plan and Report
DQA	: Data Quality Assessment
VSLA	: Village Savings and Loan Association
GF	: Girls Forum
DAE	: Department of Agriculture Extension
DLS	: Department of Livestock Services
MoH&FW	: Ministry of Health and Family Planning Welfare
PCSBA	: Private Community Skilled Birth Attendants
UNCC	: Upazila Nutrition Coordination Committee
DNCC	: District Nutrition Coordination Committee
VDC	: Village Development Committees
SMC	: Social Marketing Company
GMP	: Growth Monitoring and Promotion
SS	: Shonchoy Sathi
PEP	: Poor and Extreme Poor
BSP	: Blue Star Provider
IYCF	: Infant and Young Child Feeding
GBV	: Gender-Based Violence

## I. Introduction

In September 2022, CARE was awarded a two-year Cooperative Agreement No. 72038822CA00007 by the United States Agency for International Development (USAID) to lead the *SHOUHARDO III Plus* activity. Prior to this award, CARE Bangladesh implemented the “Strengthening Household Ability to Respond to Development Opportunities III” (SHOUHARDO III) program. SHOUHARDO III plus aimed to improve gender equitable food security, nutrition, and resilience of vulnerable people in Bangladesh by 2024. The activity promoted enduring change for 168,521 poor and extremely poor households in eight vulnerable districts in Char and Haor regions, 23 Upazilas, and 115 unions of Bangladesh.

As per the SHOUHARDO III Plus strategy, the program comprises a total of 19 indicators, which include standard indicators from Feed the Future (FtF) and USAID Country Development Cooperation Strategy (CDCS) Objectives, as well as CARE customized indicators to meet the SHOUHARDO III Plus requirements. Out of the 19 indicators, 13 outcome level indicators data will be collected through Participants Base Survey (PaBs), while the remaining 6 indicators will be collected through the Routine Monitoring<sup>1</sup> using routine monitoring tracking system (RMTS). The activity has initiated routine monitoring tracking system to collect data for these 6 indicators using project-promoted tools, methods, and data collection system. Additionally, staff capacity has been promoted to collect and effectively use RMTS tools to capture program output. The main objective of routine monitoring is to assess program performance at regular intervals and provide relevant information to facilitate the decision-making process of the management.

Besides the ITT indicator’s data collection, the key activities of the Annual Work Plan (AWP) are also tracked in the routine monitoring system. In addition to that, as per program requirement some additional information of ongoing activities also track through the routine monitoring initiative which is known as non-ITT/AWP RMTS. The source of the routine data collection is program records, including participant records, training records, workshop/event records, community records/ infrastructure records, and LSP records. To collect data for routine monitoring, several tools have been developed and have designed an online based data collection system i.e., System for Tracking Result and Evidence for Adaptive Management (STREAM) to track these achievements. (Attached in Annex)

### **Routine Monitoring:**

The SHOUHARDO III Plus activity has established a system to capture real time data to track progress of key outputs/outcomes using Routine Monitoring. Technical guidance from the technical leads and advisors was used to develop a set of routine monitoring tools that are aligned with the Performance Indicator Reference Sheet (PIRS) requirements. Additionally, the Team Leaders are responsible for developing outlines for documenting source information in the field that aligns with the RMTS. The activity has promoted the use of various RMTS tools, which are described in the table below.

Name of RMTS	Activity	Result area covered
RMTS 01: LSP Mobilize farmers on Banana stem haylage.	Mobilize farmers to practice/ use banana stem haylage	Intermediate Result Area I
RMTS 02 A: VSLA Member Information	Village Savings and Loan Association member enrollment information	Intermediate Result Area I
RMTS 02 B: VSLA Savings & Loan Information	Village Savings and Loan Association member savings and loan information	Intermediate Result Area I
RMTS 03: Girls Forum	Community based Girls Forum and its member information.	Intermediate Result Area I

<sup>1</sup> Routine Monitoring: Systematic documentation of periodic achievement will be applicable for real-time data collection through MIS (i.e., STREAM/ONA/ODK/PTS)

Name of RMTS	Activity	Result area covered
RMTS 03 B: Girls Forum Session	Number of sessions conduct by peer leader of the Girls Forum	Intermediate Result Area 1
RMTS 04: Male Champion	Number of discussion sessions conducted by Male Champions to enhance men and boys' engagement in addressing increasing risk of GBV	Intermediate Result Area 1
RMTS 05: GoB/Private Sector visit	GoB/Private sector representatives visit in program area	Intermediate Result Area 1 & 2
RMTS 06: Orient farmers on MAT	Orient (Seed Agents and or ICT Champaign) farmers on modern agricultural technologies including use of digital platform.	Intermediate Result Area 1
RMTS 07: Advocacy issue	Different Advocacy Initiatives undertaken by CARE under SHOUHARDO III plus.	Intermediate Result Area 1 & 2
RMTS 08: Meeting Event	Information of different meeting and events as part of AWP activities	Intermediate Result Area 1 & 2
RMTS 09: Training Singing Sheet	Attendance sheet of training participants	Intermediate Result Area 1 & 2
RMTS 11: LSP Service Tracking	Information of service delivery and linkage with GoB/private sectors by Local Service Providers	Intermediate Result Area 1 & 2
RMTS 12: LSP Counselling on NSFP	PCSBA & BSP provide counselling to individual HHs on nutrition sensitive food production	Intermediate Result Area 2
RMTS 13: PW Counselling	PCSBA & BSP provide counselling to pregnant Women	Intermediate Result Area 2
RMTS 14: LM IYCF Counselling	PCSBA & BSP provide counselling to Lactating Mother with children aged under 5	Intermediate Result Area 2
RMTS 15: Vitamin A	Child under five aged, received Vitamin A	Intermediate Result Area 2
RMTS 16: GBV Services	People Reached by GBV services	Intermediate Result Area 1
RMTS 17 A: VDC Reformation Information	Village Development committee (VDC) reformation information	Intermediate Result Area 1 & 2
RMTS 18: Collective Action	Collective action initiated by community people	Intermediate Result Area 1
RMTS 19: Safety Net	Participant received Safety Net support as a result of VDC's advocacy with UP	Intermediate Result Area 1 & 2
RMTS 20: Vaccination Campaign	Information of vaccination campaign	Intermediate Result Area 1

## **2. Method of Conducting Routine Monitoring**

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The SHOUHARDO III Plus activity aims to enhance sustainability and improve the delivery of Local Service Provider (LSP) services through strengthening and active engagement of the LSPs. Accordingly, most of the SHOUHARDO III Plus interventions are designed to be implemented by the LSPs. Program staff will play a facilitative role with the LSPs to accomplish the activities. At the field level, Field Facilitators (FFs) and LSPs will be responsible for collecting and managing routine monitoring information. The FFs will keep a record of all the activities they perform and will also collect information from the LSPs regarding their own activities. This information will be sourced from the LSPs' own records and notes, and the FFs will gather it accordingly.

In some cases, few activities will be conducted by the Project Officer (PO). In such instances, the PO will be responsible for providing routine monitoring information. The FFs, PO, and M&EO will all transmit this routine monitoring data to the project's soft version, using a program-specific application that has been designed on the STREAM/ KOBO platform.

Based on the reports submitted by PNGOs, the program will generate information for Quarterly Progress Report (QPR), Annual Result (AR) Report, Indicator summary Table i.e. Indicator Tracking Table (ITT) including GoB. requirements i.e. FD6 report.

## **3. Process/Steps Follow for Routine Monitoring**

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- a. The Field Facilitator (FF) and Project Officer (PO) will regularly record field information in the prescribed format/RMTS at the source document to maintain data integrity.
- b. The FF will collect information from Local Service Providers (LSPs) using approved RMTS verifying the LSP's records/notes.
- c. Once the data has been reviewed, the respective personnel (FF/PO/M&EO) will initiate data entry into the STREAM/KOBO application using a handheld device or web application.
- d. The Program Manager (PM) of Partner Organizations, along with the Monitoring and Evaluation Officer (M&EO) and other senior officers, will randomly review the accuracy of FFs' data entry on a sample basis to ensure data accuracy.
- e. In some cases, the M&EO will directly enter program achievement data using the Desktop version of the web platform. Additionally, the M&EO will assist in entering field achievement data when the FF/PO encounters any difficulties in updating field progress to avoid underreporting.
- f. Data will be collected in a regular interval, such as monthly, quarterly, depending on the program's requirements.
- g. Primary data will be gathered from participants at the village level and from the LSPs using tablets/smartphones. In addition, MIS&GIS coordinator/manager integrated dashboards, including GIS and graphical presentation in a web application, will be added for better visualization.

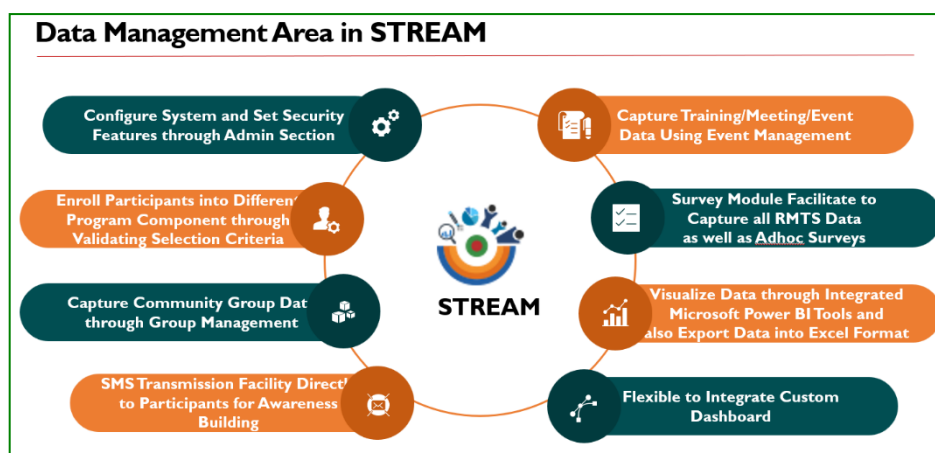
## 4. Data Export, Import and Reporting procedure.

- After collecting data, staff from PNGO download and review the data from the web-based system to minimize errors and avoid duplicate entries. The Senior Monitoring, Evaluation, and Learning (MEL) officer at CARE works closely with the Partner M&E Officers to ensure consistency, availability of required data, and accuracy of the data.
- In each month, Regional M&E staff reviewed data progress, crosscheck collected data, provide feedback to PNGOs and make necessary adjustments if required. In addition to that regional M&E staff ensure authenticity of reported data through ongoing regular field visits.
- PNGO should keep all supporting documents for the data to undergo Data Quality Assessment and audit. Every quarter, MIS&GIS coordinator/ manager organizes a central level two-days M&E workshop with CARE and Partner M&E Officers to clean and summarize program data for reporting.
- At the CARE Bangladesh Dhaka Office (CBDO) level, the MIS&GIS Coordinator/M&EMIS Manager analyze and generates activity level output tables for monthly, quarterly, annually, and ad-hoc reporting purpose. They are also the custodian for all reported data and are ready to provide any required audit information.
- The program will continue to use the Participants Tracking System (PTS<sup>2</sup>) database for data management and for smooth and seamless reporting to the USAID Development Information Solution (DIS) system. To do this, the MIS&GIS Coordinator/M&EMIS Manager imports the final aggregated/compiled dataset into the PTS to meet reporting requirements.

## 5. System for Tracking Result and Evidence for Adaptive Management (STREAM)

The System for Tracking Results and Evidence for Adaptive Management (STREAM) is an online-based routine monitoring data collection system utilized by SHOUHARDO III Plus. The purpose of STREAM is to collect data from remote locations and provide data visualization for management decision-making purposes. STREAM consists of two

distinct modalities, namely Android Apps and a Web Application. The Android Apps mode will be utilized for offline data collection from remote locations, which will then be synchronized to a central server through the GSM network. On the other hand, the Web Application mode will be utilized for data extraction, visualization, and reporting purposes.



## 6. Participants Tracking System (PTS)

<sup>2</sup> This system was originally developed by SHOUHARDO III in-house. The system was later successfully deployed and used in CARE Niger and CARE Mali for RFSA and FtF activities

The Participants Tracking System (PTS) is a data management and reporting system developed in-house by CARE Bangladesh SHOUHARDO III M&E units using Microsoft Access applications. The system has been successfully deployed and utilized in CARE Niger and CARE Mali for RFSA and FtF activities. The system's automated query and reporting features facilitate program and partner organizations in reporting key achievements by intervention, calculating unique beneficiaries, and reporting annual monitoring indicators (both FtF and CARE Custom). PTS also enables reporting of USAID indicator summary tables, such as Indicator Tracking Table (ITT) and Performance Plan and Report (PPR). The SHOUHARDO III plus intends to continue using the PTS database for data management and streamlined reporting to the USAID Development Information Solution (DIS) system. Primary data will be collected through an online system (STREAM/KOBO) and imported into PTS to generate indicator reporting to meet donor requirements.



## 7. Data Quality Assessment (DQA)

Data quality is a major concern of SHOUHARDO III Plus activity. To maintain quality of routine monitoring data SHOUHARDO III Plus activity developed a DQA process and tools following USAID's DQA guidelines ensuring its five domains of data quality: validity, reliability, timeliness, precision, and integrity. Program staff will lead the DQA with support from the M&E team on a six-month basis. CARE and PNGOs staff will be involved in the data quality assessment process.

The CARE M&E team will conduct DQA semiannually on selected indicators based on the submission of PNGO reports, with CARE colleagues following the DQA guidelines. The findings from these assessments will be well-documented and shared with PNGOs and CARE colleagues for the purpose of improving data quality. Additionally, the CBDO M&E team will also conduct DQA assessments during their field visits.

## 8. Routine Monitoring Tracking Tools

### 8.1. RMTS 01: LSP Mobilize farmers on Banana stem haylage.

The purpose of this tool is to gather information of the participants/farmers who are trained on Banana stem haylage production and its uses. The LSP Vaccinator will select farmers based on set criteria and facilitate knowledge to farmers on Banana stem haylage and its uses. The FF will collect relevant data/information from the vaccinator on a regular basis, which will be recorded in STREAM using their handheld device. They will keep recording using this format if there is an issue with the STREAM during data update and they will update into STREAM when issue is resolved.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
AG03-The vaccinators mobilize farmers to practice/use banana stem haylage at feasible communities.	Event Based	





### 8.3. RMTS 02 B: VSLA Savings & Loan Information

This tool is designed to record the savings and loan activities of members of a Village Savings and Loan Association (VSLA) group. At the end of every quarter, the data will be collected by FF. The Village Agent, also known as Sanchay Shathi, will monitor this data regularly, and in addition to the VSLA register/RMTS format, they will maintain their own register to track the information. FF will gather this data quarterly from the Village Agent's register and will be uploaded data in STREAM.

Activity Title in AWPI Indicator title	Data Collection Frequency	Data Source
Indicator: (EG.4.2-7)- Number of individuals participating in USG-assisted group-based savings, micro-finance, or lending programs [IM-level]	Quarterly	

CARE Bangladesh, SHOUHARDO III Plus activity <u>VSLA saving and loan Information.</u>		(RMTS- 02_B_VSLA_SavingsLoan_Information)
Region:	District:	Upazila:
Union:	Village:	Village Code:

Name of VSLA:	VSLA ID:	Total Existing Members	# of members Saved	Total Savings Amount	# of members received loan	Total Loan Disbursed	Remarks

Prepared by:  
Signature, Name,  
Designation, Date

#### 8.4. RMTS 03: Girls Forum

This tool is designed for the purpose of collecting information about members of Girls forums (GF). The FFs facilitate communities to form and maintain Girls Forum in the 945 communities. The primary objective of Girls forums are to promote women's empowerment (WE), prevent gender-based violence (GBV), and prevention of child marriage. After formation of GF, the respective FF will update this tool and will provide this information to respective M&E team through their supervisor. M&E team will ensure that GF group and member information has been updated into STREAM using web application.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
AG15- Facilitate communities to form and maintain 945 Girls Forum in existing villages to facilitate WE/GBV issue and prevention of child marriage.	Event Based	

[illegible]

### 8.5. RMTS 03 B: Girls Forum Session

This tool has been designed to capture monthly Girls Forum sessions which will be conducted by peer leaders of the Girls Forum. As per guideline, the Peer Leader will be organized subject based discussion sessions in each month with the girls forum members. During the session FF will provide technical support to the Peer Leader and make them responsible for documenting the session in the register. FF will update the session information from the register using their handheld device on a monthly basis.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
AG15-The FFs facilitate communities to form and maintain 947 Girls Forum in existing villages to facilitate WE/GBV issue and prevention of child marriage.	Event Based	

CARE Bangladesh, SHOUHARDO III Plus activity				(RMTS- 03_B_Girls_Forum_Session)						
Monthly issue based discussion of Village level Girls Forum										
Data Collection date...../...../..... (dd/mm/yy)										
<b>A. Area Information:</b>										
Area	Name	Code								
PNGO										
District										
<b>B. Information on issue based discussion :</b>										
SL	Village Name	Village Code	Discussion Issue	Date of Discussion			# of participants attended	Month:	Presence of FF (Yes/No)	Remarks
				Day	Month	Year				

**Discussion Issues:** 1. Vision setup 2. Gender based social norms /customs/ beliefs 3. Socialization of men and discrimination against women 4.Difference between sex and gender 5.Rights on adolescent girls 6.Early marriage 7.Reproductive health 8.Fertility and production 9.Menstruation/ Period 10.Men women engagement in household cohort 11.Cost and consequence of women against violence 12.Leadership 13.Household level decision making 14.Economic control 15.Service providers and their service 16.Freedom for women mobility

**Prepared by:**

(Signature, date, name stamp)

## 8.6. RMTS 04: Male Champion

Engaging men is central for SHOUHARDO III Plus towards ending patriarchy and addressing unequal power relations in the community. Boys and men are considered as partners/allies in achieving the goal of gender equality. In line with that, SHOUHARDO III plus engage Male Champions to enhance men and boys' engagement in addressing increasing risk of GBV and ensure enable environment for service availability for women and girls with aim to ensure - Joint/ Mutual decision making, sharing of household responsibility, and Freedom from violence. The Male Engagement discussion will be facilitated by existing male champions in the respective community in each month. FF will provide technical support to the male champions and guide for discussion documentation. Adult Male group and adolescent boy's groups members are the targeted participants.

The tool will be used to collect information of male champion sessions and its participants details in each session. After each session, the FF/Male champion will record the information into STREAM.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
AGI6-The FFs facilitate Male Champions to enhance men and boys' engagement in addressing increasing risk of GBV and ensure enable environment for service availability for women and girls.	Monthly	

**CARE Bangladesh, SHOUHARDO III Plus activity** RMTS- 04\_Male\_Champion

**Facilitate Male Champions to Enhance Men and Boys Engagement in Addressing GBV**

**Data Collection date** ...../...../..... {dd/mm/yy}

**A. Area Information:**

Area	Name	Code
District		
Upazila		

Area	Name	Code
Union		
Village		

**B. Forum Basic Information:**

Participant: Adult Male/Adolescent boy/Mixed	
Discussion facilitated by: FF/Male Champion	

Discussion Topic:	
Discussion date:	

**C. Tracking table:**

Sl	Name of participant	Participant type (Adult Male/Adolescent)	Participant ID	Remarks

**Prepared by:**  
{Signature, date, name stamp}

## 8.7. RMTS 05: GoB/Private Sector visit

The purpose of this tool is to document field visits made by government and private sector officials to SHOUHARDO III Plus sites. These visits aim to provide a platform for LSP/households to interact with officials and discuss their critical needs. Each visit made by an individual or a group of officials will be recorded as one field visit.

This RMTS tool will be used to track the number of events organized during the reporting quarter. These events include exposure visits for financial institutions on VSLA, exposure visits for the Department of Agriculture Extension (DAE) and the Department of Livestock Services (DLS),

monitoring visits with the Social Marketing Company (SMC) for Blue Star Providers (BSP), and exposure visits for the national level Ministry of Health and Family Planning Welfare (MoH&FW). The program officer (PO)/respective facilitator of the partner organization will facilitate these events and will be responsible for updating the event information in the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
<ul style="list-style-type: none"> <li>AG10-Facilitate exposure visit for stakeholder (e.g. Bangladesh Bank) &amp; conduct linkage meeting with Financial Institutions for VSLAs.</li> <li>AG12-Facilitate exposure visit for national level Department of Agriculture Extension (DAE) and Department of Livestock Services (DLS) officials.</li> <li>N02-The PO will organize monitoring visits with Social Marketing Company (SMC) to strengthen nutrition activities at community level through the Blue Star Provider (BSP) network.</li> <li>N08-Technical Lead facilitates exposure visit for national level MoH&amp;FW officials to understand ground reality and provide support accordingly.</li> </ul>	Event Based	Event Report

**CARE Bangladesh, SHOUHARDO III Plus activity**  
 GoB/Private Sector Officials Visit information

(RMTS\_05\_Gov\_Private\_Visit)

Data Collection Date...../...../..... (dd/mm/yy)

**B. Visit information tracking table:**

SI	Activity Name as per DIP AG12. Exposure visit for Bangladesh Bank Financial Inclusion Department. AG13. Exposure visit for national level Department of DAE and DLS officials. N04. Monitoring visits with SMC at community level through BSP network. N09. Exposure visit for national level MoH&FW officials.	Name of Govt/Private sector Officials	Department	Designation	Date of visit			Event location					Available relevant documents (Visit report/ Note Other Specify.....)	Remark
					Day	Month	Year	District	Upazila	Union	Village	Village code		

**Prepared by:**  
(Signature, date, name stamp)

## 8.8. RMTS 06: Orient farmers on Modern Agricultural Technologies (MAT)

To achieve the SHOUHARDO III Plus goal, the activity aims to develop ICT champions in each SHOUHARDO III plus village. Field Facilitator (FF) will be selected two ICT champions in each village as per program defined standard/criteria. After participants selection, the program will build capacity of ICT champions through organizing a day long orientation on mobile agricultural apps (krishoker Janala, Livestock Diary, Fosholi etc.) so that they can disseminate knowledge to farmer and farmers can easily get information on Crop Production, Crop Protection, smart farming with agriculture, and allied services from the apps. The purpose of the tools is to capture the possible ICT champions list and their details information. FF will update the possible ICT champion list using this tools and PNGO will review and finalize the list for training and details training information will be captured for selected champions through signing sheet.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
AG06- Orient (Seed Agents and or ICT Champaign) farmers on modern agricultural technologies including use of digital platform.	Event Based	None

**CARE Bangladesh, SHOUHARDO III Plus activity**  
 Orient Farmers on Modern Agricultural Technologies

RMTS: 06\_Orient farmers on MAT

**A. Area Information:**

Area	Name	Code
PNGO		
District		

Area	Name	Code
Upazila		
Union		

**B. Detail list:**

Village	Village Code	ICT Champion Name	Gender (Male/Female)	Age (Year)	Education	Mobile #	Main Occupation	PEP / Non-PEP	Member ID for PEP

Prepared by:  
 (Signature, date, name stamp)

## 8.9. RMTS 07: Advocacy issue

The SHOUHARDO III Plus activity takes initiative for, Advocacy for the establishment of Char Development Board/Foundation, Advisor, Women Empowerment(WE) & Advocacy Advocate for the establishment of Child Marriage prevention committee at the district level, also advocate with Government of Bangladesh to build capacity of the faith leaders so that they will be able to ensure proper documentation relating date of birth of girls child and support community to prevent child marriage. Concern technical lead of CARE Bangladesh will be responsible to conduct the initiative and CARE M&E team collect the information with prescribed tool from technical lead when the event will do.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
<ul style="list-style-type: none"> <li>AG14- Advocacy for the establishment of Char Development Board/Foundation</li> <li>AG10.1- Central level advocacy meeting with MOHFW to strengthen quality health service probation for the program participants.</li> <li>N11- Advocate for the establishment of Child Marriage prevention committee at the district level.</li> <li>N12- Advocacy with Government of Bangladesh to build capacity of the faith leaders so that they will be able to ensure proper documentation relating date of birth of girls child.</li> </ul>	Event Based	Event Report/Email or Formal Meeting Communication

## Advocacy Initiatives

Data Collection Date..... (dd/mm/yy)

## B. Advocacy Information:

SI	Activity Name as per AWP AG14. Advocacy for the establishment of Char Development Board/Foundation. N10.1. Central level advocacy meeting with MOHFW. N11. Advocate for the establishment of Child Marriage prevention committee. N12. Advocacy with Government of Bangladesh to build capacity of the faith leaders.	Name of department/ Sector	Main contact persons	Designation	Purpose of advocacy	Advocacy Date	Department/ Sector Address			Remark
							Division	District	Upazila	

Prepared by:

(Signature, date, name stamp)

## 8.10. RMTS 08: Meeting Event

The RMTS tool is designed to collect information about various meetings that take place during the reporting quarter. These meetings include linkage meetings between LSP and upazila stakeholders, Semi-annual linkage meetings with MoH&FW for PCSBA, Annual linkage meetings with SMC for Blue Star Providers, Upazila Nutrition Coordination Committee-UNCC meetings, and District Nutrition Coordination Committee-DNCC meetings. After completion of the event, the responsible person (Program Officer/Field Facilitator) will use the tool to report information in STREAM.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
<ul style="list-style-type: none"> <li>AG02- Facilitate quarterly linkage meeting between LSP and relevant stakeholders (Public and Private sector) at the Upazila level.</li> <li>AG09- Facilitate network meetings for Sanchay Sathis at the Upazila level to strengthen peer to peer support.</li> <li>AG12.1- Organize linkage meeting with Financial Institutions for accessing financial services by the VSLAs.</li> <li>N01- Organizes semi-annual linkage meetings with Ministry of Health &amp; Family Welfare (MoH&amp;FW) staff to enhance the technical capacity of Private Community Skilled Birth Attendant (PCSBA) in providing health and nutrition services.</li> <li>N06- Organize annual linkage meetings with Social Marketing Company &amp; other stakeholders to enhance technical capacity of Blue Star Providers &amp; PCSBA.</li> <li>N07- Facilitates Upazila Nutrition Coordination Committee-UNCC meetings bi-annually to ensure nutrition services particularly for the most vulnerable communities to troubleshoot ongoing challenges in the field and address numerous nutrition related issues by providing consistent support.</li> <li>N07.1- Facilitates District Nutrition Coordination Committee-(DNCC) meetings annually to ensure nutrition services particularly for the most vulnerable communities to troubleshoot ongoing challenges in the field and address numerous nutrition related issues by providing consistent support.</li> <li>N10- Linkage meeting with govt officials, existing network/ campaign to seek services relating social safety nets, health and child marriage prevention schemes from MOWCA and Social Welfare.</li> </ul>	Event Based	Event Report/Email or Formal Meeting Communication

**CARE Bangladesh, SHOUHARDO III Plus activity**  
**Meeting and Event information**

RMTS\_08\_Meeting\_Event

Data Collection Date: ...../...../..... (dd/mm/yy)

Tracking table:

SI	Name of meeting or Event: AG02. linkage meeting between LSP and upazila stakeholders. AG03. Network meetings for Sanchay Sathis at the Upazila level. AG12.1. Linkage meeting with Financial Institutions for accessing financial services. N01. Semi-annual linkage meetings with MoH&FW for PCSBA. N06. Linkage meetings with SMC & other stakeholders to enhance capacity of BSP & PCSBA. N07. Upazila Nutrition Coordination Committee- UNCC meetings. N07.1. District Nutrition Coordination Committee- DNCC meetings. N10. Linkage meeting with govt officials, existing network/ campaign to seek services.	DIP reference #	Total # of Participants			# of Program participant attended			# of GoB Officials/Private Sector representative attended			Date of Meeting			Meeting Place/ Venue	District	Upazila	Union	Remark
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Day	Month	Year					

Prepared by:  
(Signature, date, name stamp)

## 8.11. RMTS 09: Training Signing Sheet

The program aims to provide various training sessions on different issues to enhance the capacity of local service providers, household members, VDC leaders and peer leaders of girl's forums. The purpose of this tool is to gather information regarding the training details, such as the date, title, type, budget, and participants' details with disaggregation. The respective facilitator is responsible for using this tool to update the training information as the primary document. The field facilitator or M&EO will be primarily accountable for updating this information in the system. The training Sign In Sheet will serve as the source document for data entry, and it must be uploaded during the data entry process in STREAM.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
<ul style="list-style-type: none"> <li>AG04 - Organize 5 days training for the selected vaccinators to strengthen technical skills (Artificial Inseminations) with support of Department of Livestock Services (DLS) and Private companies at the district level.</li> <li>AG05 - Facilitate demonstration of homestead production on nutrition-sensitive agriculture (Agriculture, livestock) for selected program participants.</li> <li>AG06 - Orient (Seed Agents and or ICT Champaign) farmers on modern agricultural technologies including use of digital platform.</li> <li>AG08 - Organize training and equip new Shon choy Sathe to form and maintain VSLA Groups</li> <li>AG10.1 - Organize 3 days refresher training to the Shonchoy Sathi.</li> <li>AG15- Facilitate communities to form and maintain 945 Girls Forum in existing villages to facilitate WE/GBV issue and prevention of child marriage.</li> <li>N02- Organize training of PCSBA in collaboration with Ministry of Health &amp; Family Welfare (MoHFW).</li> <li>N03- Organize day long refresher training for BSP and PCSBA on GMP and social marketing at the District level in collaboration with Social Marketing Company (SMC) and Ministry of Health &amp; Family Welfare (MoHFW).</li> </ul>	Event Based	Signing Sheet



- N08- Strengthen locally-led advocacy process with the Union Parishads (UPs) and government departments e.g. Department of Agriculture Extension, Livestock, Health, Social Services, Women and Children Affairs, Relief and Rehabilitation, Relevant Private Sectors by the Village Development Committees (VDCs) in order to access services (WE & Advocacy Advisor)

**CARE Bangladesh, SHOUHARDO III Plus activity**  
**Training Sign in sheet**

(RMTS 09 Training SigninSheet)

1. Area information: District: ..... Upazila: .....

2. Training title: .....

☐ AG04. Organize training for the selected vaccinators to strengthen technical skills.  
☐ AG05. Facilitate demonstration of homestead production on nutrition-sensitive agriculture  
☐ AG06. Orient (Seed Agents and or ICT Champaign) farmers on modern agricultural technologies.  
☐ AG08. Organize training and equip new Sanchay Sathi to form and maintain VSLA Groups  
☐ AG10.1. Refresher training to the Sanchay Sathi.  
☐ AG15. Peer Leader Training for Girls Forum  
☐ N02. Organize training of PCSBA in collaboration with Ministry of Health & Family Welfare (MoHEW)  
☐ N03. Organize day long refresher training for BSP and PCSBA on GMP and social marketing.  
☐ N08. Strengthen locally-led advocacy process with the Union Parishads (UPs) and government departments

3. Training Type (✓): ☐ Basic training ☐ Entrepreneurship

4. Date (dd/mm/yy): Start date: ..... End date: ..... Duration: ..... (Days)

5. Method of training: ☐ In person ☐ Online ☐ Both

5. # of participants: ..... Male: ..... Female: ..... Total

6. Training venue name and location: .....

7. Training cost:

Line Items	USAID Budget Amount (\$)	USAID Actual Amount (\$)	GOB Cost	Other Cost
Induction				
Food				
Travel				

**8. Participant Training Sign in Sheet**

Sl.	Participant Name	Participant UID #	Sex (Male/ Female)	Date of Birth	Type of LSP	Village name and code	Mobile#	Participants Signature			
								Date: (Day 1)	Date: (Day 2)	Date: (Day 3)	Date: (Day 4)

Prepared by:  
Signature, Name,  
Designation, Date

Reviewed by:  
Signature, Name,  
Designation, Date

Approved by:  
Signature, Name,  
Designation, Date

## 8.12. RMTS II: LSP Service Tracking

SHOUHARDO III Plus activity prioritized the Local Service Provider (LSP) model to ensure sustainability of service provisioning. LSPs are trained to provide extension services such as knowledge, technology transfer, and training, especially for the poor and extreme poor (PEP). The LSP's services are fee based service. The program has developed LSPs by enhancing their skills, providing necessary resources, and establishing links with the GoB and private sectors to ensure quality service delivery.

The purpose of the LSP service tracking tools is to collect information on the services provided by Local Service Providers and their linkage capacity with the GoB and Private sectors. At the end of each reporting quarter, the Field Facilitator (FF) will conduct interview with the LSPs and collect necessary information mentioned in the RMTS-II and update it in the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
Indicator: Custom-Percentage of LSP received service from private companies.	Quarterly	

**CARE Bangladesh, SHOUHARDO III Plus activity**  
**Local Service Provider's service tracking**

RMTS\_11\_LSP\_Service Tracking

RMTS update progress as of ...../...../..... (dd/mm/yy)

Area	Name	Code
PNGO		
District		

Area	Name	Code
Upazila		
Union		

SI	Name of LSP	Type of LSP	LSP received Service from private company or government department			LSP service coverage and income			Use of Digital platform				Environmental Compliance Management			Challenges/difficulties and overcome			Remark
			Did you receive service from any private company or government department in (Year/Ma)	If "Yes" mention the company or government department name where from you received service.	If "Yes" - What type of service received (Technical support or Related kind or other Training or other (Specify...))	Did you provide LSP service to community people in (Year/Ma)	If "Yes" How many people you approximately covered	Average monthly income for LSP provision	Did you use any Mobile App to provide service (Year/Ma)	Which mobile App you used (LSP user related App)	What type of service did you receive from mobile App	How many people you approximately covered using App	Did you buried empty vaccine container, syringe in a safe place and 3.0 ft. under ground (applicable for LSP-Vaccinator)	Did you sterilized sharp medical waste by bleach and water solution and buried all medical waste in a safe place and 3.0 ft. under ground (applicable for LSP-PCSBA)	Did you provided environmental measures (like use of only registered pesticide, use of natural safety measures, IPM practice, natural etc.) to the farmer (applicable for LSP-Seed Agent)	Did you face any challenge (Year/Ma)	If yes, What challenge did you face (Year/Ma)	Overcame (Year/Ma)	

Prepared by :  
(Signature, date, name stamp)

### 8.13. RMTS 12: LSP Counselling on Nutrition Sensitive Food Production

The program will implement intervention “Household counselling on Nutrition Sensitive Food production and uses” through engaging the local service providers named Blue Star Providers (BSP) and Private Community Skilled Birth Attendants (PCSBA). The Field Facilitator will motivate BSP and PCSBA to carry out the intervention. The LSPs will conduct counselling during their field visit to the community or at their service center.

The RMTS tool will be used to collect data on counseling provided to individual households/groups regarding nutrition-sensitive food production and utilization. FF will facilitate PCSBA and BSP for conducting counselling at household level and keep records in his/her notebook. The FF will collect information from the LSPs and enter it into the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
N05- Support PCSBA & BSP to provide counselling session to individual HHs/group on nutrition sensitive food production and their use.	Monthly	

[illegible]

#### 8.14. RMTS 13: PW Counselling

The RMTS tool will be used to collect information on maternal and child nutrition counseling sessions held with pregnant women. Private Community Skilled Birth Attendants (PCsBA) and Blue Star Providers (BSP) conduct counseling sessions with pregnant women on maternal and child nutrition issues and record the details in a register. At the end of each quarter, the Field Facilitator (FF) will collect data on counseling sessions from the register and update it in the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
ITT (HL.9-3)- Number of pregnant women reached with nutrition-specific interventions through USG-supported programs [IM-level].	Monthly	

## CARE Bangladesh, SHOUHARDO III Plus activity

### Maternal and/or Child Nutrition Counselling with Pregnant Women

(RMTS\_13\_PW\_Counselling)

Data Collection date...../...../..... (dd/mm/yy)

**A. Area Information:**

Area	Name	Code
Region		
PNGO		
District		

Area	Name	Code
Upazila		
Union		
Village		

**B. Tracking table:**

Sl	HH Head name	HH WBA ID	Name of Pregnant Women	Did Pw received counselling on maternal and/or child nutrition (Yes/ No)	Counselling received month, Year
1	2	3	4	5	6

**Prepared by:**  
(Signature, date, name stamp)

### 8.15. RMTS 14: LM IYCF Counselling

The activity will implement nutrition education to lactating mothers to improve infant and young child feeding (IYCF) practices. This will be implemented by mobilizing Blue Star Providers (BSP) and Private Community Skilled Birth Attendants (PCSBA). The RMTS tool will be used to collect information of infant and young child feeding (IYCF) counseling participants covered by the program. Private Community Skilled Birth Attendants (PCSBA) and Blue Star Providers (BSP) will conduct IYCF counseling with the Lactating Mothers and record the details in a register. At the end of each quarter, the Field Facilitator (FF) will collect data on counseling from the BSP/PCSBA register and upload it to the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
HL 9.2 Number of children under five (0-59 months) reached with community-level nutrition interventions through USG-supported programs [IM-level]	Monthly	

**CARE Bangladesh, SHOUHARDO III Plus activity**  
**IYCF Counselling with Lactating Mother (Child U5 age)**

(RMTS\_14\_LM\_IYCF\_Counselling)

**Data Collection Date..... (dd/mm/yy)**

**A. Area Information:**

Area	Name	Code	Area	Name	Code
Region			Upazila		
PNGO			Union		
District			Village		

**B. Tracking table:**

Sl	HH Head name	HH WBA ID	Name of Mother	Did mother received counselling on IYCF (Yes/ No)	Counselling received month,
1	2	3	4	5	6

**Prepared by:**  
(Signature, date, name stamp)

### 8.16. RMTS 15: Vitamin A

The SHOUHARDO III Plus activity aims to support the front-line staff of the Ministry of Health and Family Planning Welfare (MoH&FW) department, to achieve maximum coverage with vitamin A supplementation of under five children in SHOUHARDO III plus working areas. In line with that, the Local Service Providers (PCSBA, BSP) have been assisting MoH&FW frontline staff during the vitamin A campaign for children aged 6-59 months.

The RMTS tool will be used to collect information on children aged 6-59 months who received vitamin A capsules in the reporting quarter. After vitamin A capsule campaign, Private Community Skilled Birth Attendants (PCSBA), Blue Star Providers (BSP) and VDC will jointly collect children's information, who received vitamin A capsule from the campaign and document the information. As this is event-based information, the Field Facilitator (FF) will collect data related to vitamin A from the VDC register/document using the RMTS tool and update the system accordingly.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
Indicator: HL.9-I-Number of children under five (0-59 months) reached with nutrition-specific interventions through USG-supported programs [IM-level].	Event Based	

**CARE Bangladesh, SHOUHARDO III Plus activity**  
**Children (6-59 months) reached by nutrition-specific interventions**

(RMTS-15\_Vitamin\_A)

Data Collection date...../...../..... (dd/mm/yy) Vitamin A distribution Date:

**A. Area Information:**

<table border="1" style="width: 100%;"> <tr> <th>Area</th><th>Name</th><th>Code</th></tr> <tr> <td>Region</td><td></td><td></td></tr> <tr> <td>PNGO</td><td></td><td></td></tr> <tr> <td>District</td><td></td><td></td></tr> </table>	Area	Name	Code	Region			PNGO			District				<table border="1" style="width: 100%;"> <tr> <th>Area</th><th>Name</th><th>Code</th></tr> <tr> <td>Upazila</td><td></td><td></td></tr> <tr> <td>Union</td><td></td><td></td></tr> <tr> <td>Village</td><td></td><td></td></tr> </table>	Area	Name	Code	Upazila			Union			Village		
Area	Name	Code																								
Region																										
PNGO																										
District																										
Area	Name	Code																								
Upazila																										
Union																										
Village																										

**B. Tracking table:**

Sl	HH Head name	HH WBA ID	Mothers Name	Child Name	Did child receive Vitamin A (Yes/No)
1	2	3	4	5	6

**Prepared by:**  
(Signature, date, name stamp)

## 8.17. RMTS 16: GBV Services

This tool is to monitor and record data pertaining to cases and survivors of gender-based violence (GBV). The VDC, WE leader and Girl's forum are working to reduce GBV in their respective communities. The Field Facilitator (FF) will gather GBV information from VDC register. The reported incidents primarily encompass issues such as child marriage, domestic violence, and dowry-related problems. After collecting the information, FF will update information into the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
Indicator: GNDR-6 Number of people reached by a USG funded intervention providing GBV services.	Event Based	

**CARE Bangladesh, SHOUHARDO III Plus activity**  
**People Reached by Providing GBV Services**  
 Data Collection Date:...../...../..... (dd/mm/yy)

RMTS: 16\_GBV\_Service

**A. Area Information:**  

Area	Name	Code
Region		
District		
Upazila		
Union		
Village		

Area	Name	Code
PNGO		

**B. Tracking table:**  

SL	GBV Survivor's Name	WBA	HH Head Name	Type of service provided to the GBV survivor by VDC/WE leader 1. Legal 2. Health 3. Bath	Type of Violence 1. Child Marriage 2. Wife beating 3. Dowry 4. Others (Please specify)	If child marriage, who reported to the child marriage 1. VDC 2. Girl Forum 3. WE	Did survivor referred to any agency (Yes/No)	If yes, who referred 1. VDC 2. WE 3. Peer Leader 4. Other	If yes, where survivor referred 1. UP/NHPC 2. Office of woman affair 3. Law enforcement Agency 4. Community Clinic 5. Upazila Health Complex 6. Other Organization	If other Organization, Organization Name	Referred date			Remark
											Day	Month	Year	

**Prepared by:**  
 (Name, designation, signature, date)

## 8.18. RMTS 17 A: VDC Reformation Information

Utilize this tool for monitoring and recording the specific details of Village Development Committee (VDC) groups and their members within the community. Field Facilitator (FF) will gather the necessary information from the VDC register and provide it to M&E team through their supervisor to update into the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
N07 - FFs facilities strengthening Village Development Committees (VDCs) along with the thematic focal persons to make VDCs capable to identify their own development issues and solve accordingly.	Event Based	

**CARE Bangladesh, SHOUHARDO III Plus activity**  
**Village Development Committee (VDC)**  
**Member initial information**

(RMTS-17\_A\_VDC\_Reformation\_Information)

**Reporting date (dd/mm/yy):**

**PNGO:**  
**Union:**

**District:**  
**Village:**

**Upazila:**  
**Village Code:**

**VDC reform Date:**

**VDC member details**  

Sl	VDC Member's Name	Father/ Husband name	Designation of the Member	Thematic Representative (Ag/HN/WE/DRR/IF-Inclusion)	PEP/ Non PEP	WBA ID for PEP	Mobile number	Remark
1								
2								
3								
4								
5								
6								
7								

**Prepared by:**  
 (Signature, date, name stamp)

## 8.19. RMTS 18: Collective Action

Collective action refers to action taken together by a group of people whose goal is to enhance their condition and achieve a common objective. In SHOUHARDO III plus activity, VDC is treated as fundamental vehicle for village development. The village development committee works with the community people to identify and solve their common problems through collective action.

The program aims to tackle shared challenges and drive positive transformation at the community level through a diverse range of activities. These activities encompass initiatives such as tree plantation, construction of bamboo bridges, maintenance, and construction of small roads, advocating collectively with local authorities and government bodies, purchase or distribute seeds collectively for agricultural development, coordinating disaster response efforts, and various other undertakings. The Field Facilitator (FF) will gather information from the VDC register using this tool and subsequently update it into the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
Non-ITT/AWP RMTS: Community level collective action	Event Based	

**CARE Bangladesh, SHOUHARDO III Plus activity**  
 Routine Monitoring Tracking Sheet (RMTS)  
**Community level collective action**

(RMTS-18\_Collective action)

**Data Collection Month**...../...../..... (dd/mm/yy)

**A. Area Information:**

Area	Name	Code
Region		
District		
Upazila		
Union		
Village		

Area	Name	Code
PNGD		

**Tracking table:**

Sl	Type of collective action: 1.Tree plantation 2.Bamboo Bridge Construction 3.Small Road Construction/maintenance 4.Collective demand to UP & NBDs 5.Seed purchase and distribution 6.Disaster Response 7.Other	If others, please specify	Date of Event			Community member participated									Remark		
			Day	Month	Year	Total members			PEP members			Non PEP members					
						Male	Female	Total	Male	Female	Total	Male	Female	Total			

**Prepared by:**  
(Name, designation, signature, date)

## 8.20. RMTS 19: Safety Net

The Social Safety Net Programs (SSNPs) play a key role in Bangladesh to protect the poor households from poverty and vulnerability. Bangladesh Government has been operating social safety net programs to protect the poor from all types of social, economic and natural shocks. The SHOUHARDO III plus activity has been treating VDC as fundamental vehicle for village development. The village development committees are working with the community people, especially poor and extreme poor to identify and solve their own problems and ensure different GoB services through ensuring their active participation. In line with that VDCs have been acting as an informal institution to raise voice to Union Parishad to

access government safety net facilities and other services like latrine, tube-well etc. for the poor and extreme poor households. This tool will be utilized to capture information related to the safety net and GoB services that obtained for PEP through VDC advocacy, which includes such as VGD (Vulnerable Group Development), VGF (Vulnerable Group Feeding), widow allowance, disability allowance, old-age allowance, 100 days employability, 40 days employability, maternity allowance, food-for-work programs, test relief, tube well installation, latrine construction, and agricultural subsidies. VDC will keep detailed documentation of safety net recipients in VDC register. The Field Facilitator (FF) will gather information from the VDC register and subsequently update it into the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
Non-ITT/AWP RMTS: SOUHARDO III Plus facilitated Safety Net/Other Government facilities from Union Parishad for PEP	Event Based	

**CARE Bangladesh, SHOUHARDO III Plus activity**
(RMTS-19-Safety-Net)

**SOUHARDO III Plus facilitated Safety Net/Other Government facilities from Union Parishad for PEP**

Data Collection Date...../...../..... (dd/mm/yy)

**A. Area Information:**

Area	Name	Code
Region		
District		
Upazila		
Union		
Village		

Area	Name	Code
PNGO		

**Tracking table:**

SL	WBA ID	HH head name	Facility Type*	When received last facility		
				Day	Month	Year

**Facility type:** 1.VGD, 2.VGF, 3.Widow allowance, 4.Disability allowance, 5.Old allowance, 6.100 Dayz employability, 7.40 Dayz Employability, 8.Maternity Allowance, 9.Food for Work, 10.Test relief, 11.Tube Well, 12.Latrine, 13.Agriculture Subsidy

**Prepared by:**

(Name, designation, signature, date)

## 8.21. RMTS 20: Vaccination Campaign

The program emphasis to extend livestock vaccination among the program community through the LSPs, to achieve the vaccination coverage and increase awareness of farmers to make decisions on vaccinating their animals for reducing deaths, severe disease and overall disease burden as well as help improve animal welfare. To support this effort, Field Facilitators (FFs) will motivate LSPs to organize vaccination campaign throughout the program community. During the campaign, the VDC/LSPs will use this tool to collect information in VDC register. The Field Facilitator (FF) will gather information from the VDC register and subsequently update it into the system.

Activity Title in AWP/ Indicator title	Data Collection Frequency	Data Source
--	---------------------------	-------------



**CARE Bangladesh, SHOUHARDO III Plus activity**  
**SOUHARDO III facilitated Cattle/Poultry Vaccination by NBDs**  
 Data Collection Date...../...../..... (dd/mm/yy)

(RMTS-20-Vaccination\_Campaign)

**A. Area Information:**

Area	Name	Code
Region		
District		
Upazila		
Union		
Village		

Area	Name	Code
PNGO		


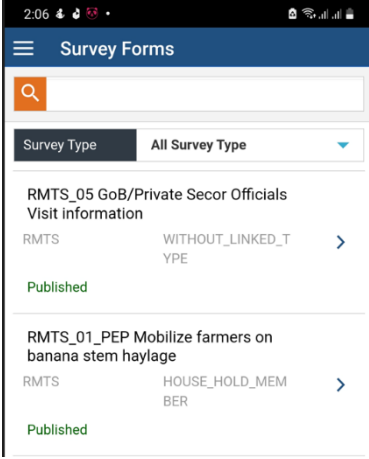









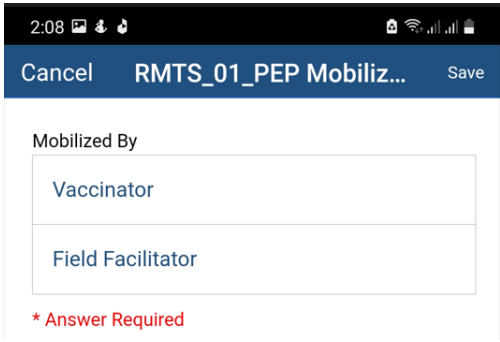


**Tracking table:**

SL	HH Head Name	HH Head Gender	Participant Type 1. PEP 2. Non PEP	HH Head WBAID (if PEP)	Vaccination date			Name of Vaccination Spot	Vaccin Provided By 1. DLS/Govt 2. Local Service Provider (Vaccinator) 3. Jointly (DLS & LSP)	No. of Chicken Vaccinated	No. of Goat/Sheep Vaccinated	No. of Cow Vaccinated	No. of Duck Vaccinated	Remarks
					Day	Month	Year							



**Prepared by:**  
(Name, designation, signature, date)

In conclusion, the field staff collects information using program-approved Routine Monitoring Tools according to the data collection guidelines. This information is kept for future reference and for data quality assessments. The tools and guidance will be updated based on the program's needs. We request everyone to consider the above RMTS tools and guidelines as the final version until new tools or revised guidelines are put in place.

## ANNEX A: STREAM RMTS Update Guideline


	<p>Click Survey Option from the STREAM features</p>
	<ul style="list-style-type: none"> <li>Click on Search Box (  ) to find expected survey form.</li> <li>Click on individual survey form (  ) for starting specific survey.</li> <li>Click on Navigation Menu (  ) for see other survey options.</li> </ul>
	<ul style="list-style-type: none"> <li>Select Operational Period</li> <li>Click Next (  ) button for select catchment area.</li> <li>Click Back (  ) button for go back to the survey form list.</li> </ul>
	<ul style="list-style-type: none"> <li>Select your desired catchment area.</li> <li>Click Next (  ) button for Form Details.</li> <li>Click Back (  ) button for go back to the selecting Operational Period.</li> </ul>
	<ul style="list-style-type: none"> <li>Update all survey information.</li> <li>Click Save (  ) button for saving the information.</li> <li>Select Cancel (  ) button for go back to catchment area</li> </ul>

## ANNEX B: Signing Sheet Update Guideline

 <b>SHOUHARDO III Plus Custom</b>	Click SHOUHARDO III Plus Custom Option from the STREAM web application
 <b>Signing Sheet</b>	Click on Signing Sheet option to update the signing sheet and it will brought to the summary list of the training completed.





 Download Sign-In List
  Download Member List

 **NEW SIGNING SHEET**




 **LIST OF TRAINING COMPLETED**

Filter:

Show: 10

catchment_code	district_name	upazilla_name	training_title	start_date	end_date	quarter_name	venue_location	no_of_male_participants
29092	Sunamganj	Tahirpur	Train Peer Leader of Girls Forum	3/29/2023 12:00:00 AM	3/30/2023 12:00:00 AM	Q2	Dakshin Baradal UP hall room	0
no_of_female_participants				22				
total_participants				22				
instruction_cost_budget				2240				
instruction_cost_actual				2284				
food_cost_budget				11200				
food_cost_actual				9600				
travel_cost_budget				9600				
travel_cost_actual				9600				
Action				   				
29092	Sunamganj	Tahirpur	Train Peer Leader of Girls Forum	3/29/2023 12:00:00 AM	3/30/2023 12:00:00 AM	Q2	Dakshin Sreepur UP hall room	0

### Overview of Different Buttons

 Download Sign-In List	This button will allow user to download all signing sheet summary list which has been completed.
 Download Member List	This button will allow user to download all members list who has been taken training in different event over the period.
 <b>NEW SIGNING SHEET</b>	To add a new signing sheet information, user needs to follow this link.



To view the specific event details, user should follow this link and it will provide the member list who has been attended to that specific event along with signed source document (ref. below Fig. Record view of existing event).



To edit specific event information, user should use this edit button which will allow users to update information for that specific selected event. Please note that if selected event is verified, user will not have this option available. Means, before verified, user will be able to edit and update information.



To delete any specific event records, user should use this option. Please note that if selected event is verified, user will not have this option available. Means, before verified, user will be able to delete the records.



Once record is updated into the system, specific user (e.g. M&E) will verify the records and they should use this option to update verification status.

**LIST OF PARTICIPANTS**

Filter:  Show:

lsp_name	lsp_gender	lsp_mobilen	lsp_type
SATE	Female		Peer Leader
LEJA	Female		Peer Leader
REMA	Female		Peer Leader
JANNATUL	Female		Peer Leader
SADEYA	Female		Peer Leader
JOHANA	Female		Peer Leader
PARVINA	Female		Peer Leader
SANTONA	Female		Peer Leader
YAKIA	Female		Peer Leader
TAKMINA	Female		Peer Leader

Showing 1 to 10 of 22 entries

**SHOUBHO III Plus Program, CARE Bangladesh**  
(M&E Training Sign Sheet)

1. Area Information: District: SURMAGATA Upazila: THAKUR

2. Training site: Peer Leader Training for Girls Forum

3. Training type: ☒ Basic training ☐ Entrepreneurship ☐ Peer Leader Training for Girls Forum

4. Training start date: 30/03/23 End date: 01/04/23 Duration: 02 (Day)

5. Training location: Dakshin Barada U.P Hall Room

6. Training time: 09:00 AM to 04:00 PM

7. Training cost: 10000

8. Participant Training Sign Sheet


Sl	Participant Name	Participant ID #	Signature	Date (Day)
1	YAKIA	090521001		30/03/23
2	LEJA	090521002		30/03/23
3	REMA	090521003		30/03/23
4	JANNATUL	090521004		30/03/23
5	SADEYA	090521005		30/03/23
6	JOHANA	090521006		30/03/23
7	PARVINA	090521007		30/03/23
8	SANTONA	090521008		30/03/23
9	TAKMINA	090521009		30/03/23
10	YAKIA	090521010		30/03/23

Page 1 / 3

Fig. Record view of existing event

## New Signing Sheet Update

[BACK TO LIST](#)

 Training: Sign in Sheet

### BASIC INFORMATION

**District**

Sunamganj

**Upazilla**

Tahirpur

**From Date**

03/29/2023

**To Date**

03/30/2023

**Training Title**

Train Peer Leader of Girls Forum

**Venue/Place Name**

Dakshin Baradal UP hall room

### TYPE OF PARTICIPANTS

- ☐ name
- ☐ Blue Star Provider
- ☐ PCSBA
- ☐ Sanchay Sathi
- ☐ Collector
- ☐ Fish Fry Hawker
- ☐ Seed Agent
- ☐ Vaccinator
- ☒ Peer Leader

### BUDGET INFORMATION

Line Items	USAID Budget Amount (\$)	USAID Actual Amount (\$)	GOB Cost	Other Cost
Instruction cost (tuition, fees, course materials etc.)	2240	2284	0	0
Food cost (per diem, medical, insurance, tax etc.)	11200	9600	0	0
Travel/conveyance cost	9600	9600	0	0

Select Sign-In Sheet

[Browse...](#) No file selected.

[Generate List](#)

This is the first step of the signing sheet update process. Users will have to specific catchment area, event start and end date, training title as well venue. Also, it is required to select the specific types of participants to whom this training is conducted. Also, the user will have to provide the budget and expenditure information for that specific training.

It must be noted here that it is mandatory to upload the signing sheet for that specific event. Without having this document, system will not allow user to select the training participants. After providing all information, the user should click on “Generate List” which will provide all eligible list of participants to select for that specific event.

### LIST OF ELIGIBLE PARTICIPANTS/LSPS

[Add Selected Members](#)

Filter:

Show: 10

<input type="checkbox"/>	unique_id	Isp_name	Isp_gender	Isp_mobilen	Isp_type	Action
<input type="checkbox"/>	29092920718011506	MAKSURA	Female		Peer Leader	<a href="#">+</a>
<input checked="" type="checkbox"/>	29092920718010806	RUPALI	Female		Peer Leader	<a href="#">+</a>
<input type="checkbox"/>	29092920717010106	RUBINA	Female		Peer Leader	<a href="#">+</a>
<input type="checkbox"/>	29092920717002805	REKHA	Female		Peer Leader	<a href="#">+</a>
<input checked="" type="checkbox"/>	29092920716019704	ANARKOLI	Female		Peer Leader	<a href="#">+</a>
<input type="checkbox"/>	29092920716006605	RINA	Female		Peer Leader	<a href="#">+</a>
<input type="checkbox"/>	29092920715012504	RUPCANA	Female		Peer Leader	<a href="#">+</a>
<input type="checkbox"/>	29092920715007703	PAVIYA	Female		Peer Leader	<a href="#">+</a>
<input checked="" type="checkbox"/>	29092920714009904	SHIPRA RANI	Female		Peer Leader	<a href="#">+</a>
<input type="checkbox"/>	29092920714002604	SUMAIYA	Female		Peer Leader	<a href="#">+</a>

Showing 1 to 10 of 36 entries

← 1 2 3 4 →

After having all eligible list, user will follow the source document to select the participants who has been attended during the training event. After selecting the participants, user should click on the button “Add Selected members” and it will add selected members as training participants for that specific training event during the mentioned period.

LIST OF SELECTED PARTICIPANTS/LSPS

Date of Attendance

29/03/2023

Filter:

Type to filter...

Show:

10

Isp_name	Isp_gender	Isp_mobileneno	Isp_type	Action
PARVINA	Female		Peer Leader	
SANTONA	Female		Peer Leader	
YAKIA	Female		Peer Leader	
TAKMINA	Female		Peer Leader	
OPI ZANNAT	Female		Peer Leader	
MAHUA	Female		Peer Leader	
RAKIBA	Female		Peer Leader	
RUPA	Female		Peer Leader	
SHUVA	Female		Peer Leader	
TAKMIDA	Female		Peer Leader	



Showing 1 to 10 of 16 entries

1

2

Once participants is selected, the user will be able to remove the participants from the list using the delete icon under the action part. Date of attendance will provide the facility, if there is a participant attending on a particular day and absent in specific day. User will be able to make that adjustment under this section.

## ANNEX C: VSLA Group Update Guideline

 <b>SHOUHARDO III Plus Custom</b>	Click SHOUHARDO III Plus Custom Option from the STREAM web application
 <b>VSLA Group Formation</b>	Click on VSLA Group Formation option to update the group information and it will brought to the summary list of the group formed.

 Download Group List
  Download Member List





### NEW PARTICIPANTS GROUP

#### CATCHMENT INFORMATION





District	Upazilla	Union	Village	
Sunamganj				





#### LIST OF GROUP FORMED

Filter:  Search Show: 10

district_name	upazilla_name	unionname	village_code	village_name	group_id	group_name	group_type	group_formation_date
<input checked="" type="checkbox"/> Sunamganj	Tahirpur	Uttar Sreepur	0712	Baliyaghat	29092920712VFM2501	Jui Sanchoy dal	VSLA (Female 25+)	1/10/2023 6:00:00 PM
no_of_member					25			
QPR List								
Action					  			
<input checked="" type="checkbox"/> Sunamganj	Tahirpur	Uttar Sreepur	0712	Baliyaghat	29092920712VFM2503	Konokchapa VSLA	VSLA (Female 25+)	3/24/2023 6:00:00 PM

### Overview of Different Buttons

	This button will allow user to download all group summary list which has been formed under the specific catchment.
	This button will allow user to download all members list for the specific selected catchment who has been enrolled as a group member to the specific group.
	This button will allow user to generate the group list which has been created under the specific selected catchment.
	To add a new group information, user needs to follow this link.

	To view the specific group details, user should follow this link and it will provide the member list who has been added to that specific group.
	To edit specific group information, user should use this edit button which will allow users to update information for that specific selected group. Please note that if selected group is verified, user will not have this option available. Means, before verified, user will be able to edit and update group information.
	To delete any specific group records, user should use this option. Please note that if selected group is verified, user will not have this option available. Means, before verified, user will be able to delete the group records.
	Once record is updated into the system, specific user (e.g. M&E) will verify the group records and they should use this option to update verification status.

## New VSLA Group Update

[BACK TO LIST](#)

### Participant Group Management

#### CATCHMENT INFORMATION

**District**

Sunamganj

**Upazilla**

Tahirpur

**Union**

Uttar Sreepur

**Village**

Baliyaghat

#### BASIC INFORMATION

**Group Name**

Jui Sanchoy dal

**Group Type**

VSLA (Female 25+)

**Formation Date**

1/10/2023 6:00:00 PM

#### AVAILABLE HOUSEHOLD MEMBERS

**Sanchay Shathi**

BEIUTY (29092920715011602)

**Sanchay Shathi (SS) Mobile No**

01710669353

**SS exists in this village?**

☒ Yes ☐ No

 **Generate List**

This is the first step of group update process. Users will have to select a specific catchment area, Group Type and Formation Date and need to provide the Group Name. After providing all information, the user should click on “Generate List” which will provide all eligible list of participants to select for that specific group.



## LIST OF HOUSEHOLD MEMBERS

[+ Add Members](#)

Filter:

Show: 10

village_name	<input type="checkbox"/>	member_id	member_name	member_gender	member_dob	member_age	Action
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000202	SATHI	Female	7/4/1982 12:00:00 AM	41	<a href="#">+</a>
Baliyaghat	<input type="checkbox"/>	29092920712000302	SONDHA RANI	Female	6/7/1962 12:00:00 AM	61	<a href="#">+</a>
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000304	SUMA	Female	4/4/1993 12:00:00 AM	30	<a href="#">+</a>
Baliyaghat	<input type="checkbox"/>	29092920712000402	SEFALI RANI	Female	5/3/1972 12:00:00 AM	51	<a href="#">+</a>
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000403	DIPALI	Female	3/4/1996 12:00:00 AM	27	<a href="#">+</a>
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000502	RINA RANI	Female	6/3/1985 12:00:00 AM	38	<a href="#">+</a>
Baliyaghat	<input type="checkbox"/>	29092920712000602	SIMA RANI	Female	5/3/1990 12:00:00 AM	33	<a href="#">+</a>
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000604	JOMUNA DAS	Female	3/3/1962 12:00:00 AM	61	<a href="#">+</a>
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000702	NOMITA RANI	Female	8/14/1957 12:00:00 AM	66	<a href="#">+</a>
Baliyaghat	<input type="checkbox"/>	29092920712000801	BINODINI DAS	Female	6/4/1957 12:00:00 AM	66	<a href="#">+</a>

Showing 1 to 10 of 1,351 entries

← 1 2 3 4 5 ... 136 →

After having all eligible list, user will have to select the participants who has been enrolled to that specific group. After selecting the participants, user should click on the button “Add members” and it will add selected members as group members for that specific group.

## LIST OF SELECTED GROUP MEMBERS

Member Name

F/Husband Name

Gender

Age



Male

[+](#)

Filter:

Show: 10





member_id	membername	father_husband_name	gender	age	member_type	memberdesignation	Action
29092920712NPEP19	Tanjila	Dulu Mia	Female	30	NonPEP	Member	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP22	Takmida	Samsunnur	Female	32	NonPEP	Member	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP08	Sumaiya	Nazrul	Female	34	NonPEP	Member	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP02	Suma	Azizul	Female	30	NonPEP	Record Keeper	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP14	Samira	Alim	Female	38	NonPEP	Member	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP04	Samarin	Salim	Female	32	NonPEP	Cash Counter	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP01	Salma	Sabuj Alom	Female	39	NonPEP	Chairperson	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP17	Sadia	Salim	Female	37	NonPEP	Member	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP07	Ripta Moni	Harun	Female	33	NonPEP	Member	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>
29092920712NPEP06	Rezia	Al Amin	Female	36	NonPEP	Member	<a href="#">-</a> <a href="#">+</a> <a href="#">i</a> <a href="#">d</a> <a href="#">c</a> <a href="#">e</a> <a href="#">u</a>

Showing 1 to 10 of 25 entries

← 1 2 3 →

Once participants are selected, the user will be able to remove the participants from the list using delete icon under the action part. By default, all group members will be added with “Member” designation and user needs to update the other designation using the button under the action column and icon specification is given below -

<a href="#">-</a>	Delete the specific member from the group
<a href="#">+</a>	Change designation to “Chairperson”

	Change designation to "Record Keeper"
	Change designation to "Book Keeper"
	Change designation to "Cash Counter"
	Change designation to "Member"