



Child Domestic Labour (CDL) Project

Project Toolkit

Monitoring and Quality Improvement/Research Tools

Sr#	Description	Language	Responsibility	Frequency/Update
Key Project Information				
1.	Introduction of ITA, MoSWSE	English	Research & Documentation Officer	
2.	Project Brief - Introduction of Project, Objectives and Activities Pre-Project Activities Training Strategy	English/Urdu	Research & Documentation Officer ,Quality Insurance Representatives	
Establishment of BEEP Center				
2.	Initial Survey Form	English/Urdu	Survey Team	Start of Project
3.	Survey analyses report Format	English	Survey Team	Start of Project
4.	List of items in "Students Portfolio"	English, Urdu	Research & Doc Officer, Quality Insurance Team	Once
5.	Center Inventory List	English	Cluster Coordinator	Twice a month
6.	List of Items to be purchased from Monthly Petty Cash by BEEP Centre teachers	English, Urdu	Research & Documentation Officer , Quality Insurance Team	Every Month
Students Record & Operating Tools				
7.	Enrollment Status-Class wise/Age wise (Whole Month)	English	Teachers	Every Day
8.	Students Kit issue Form	English	Teachers	When ever Item Issue
9.	Student Records – DB report format	English	Teachers, Cluster Coordinator	When ever student enrolled
10.	Attendance Register (Students & Teacher)	English	Teachers, Check Cluster Coordinator, Quality Insurance Team	Daily
11.	Gender based / Age based Summary Sheets	English	Fill : Cluster Coordinator ; Check by : Quality Insurance Team	Every Start Month
12.	Beep Center –Monitoring Form	English	Cluster Coordinator	Weekly

13.	Monthly Center Enrollment Status	English	Fill : Cluster Coordinator Check by : Assistant Project Coordinator, Project Coordinator	Every month
14.	Portfolio	English	Teachers	When ever student enrolled
15.	Stock Register & Maintenance guideline	English	Teachers, Check Cluster Coordinator, Quality Insurance Team	When Needed
16.	Attendance Register (Students & Teacher)	English	Teachers, Check Cluster Coordinator, Quality Insurance Team	Daily
17.	Student Mainstream List Form	English	Fill : Teacher Check by : Cluster Coordinator	After Mainstream
18.	Mainstream Student List Before Mainstreaming	English	Fill : Cluster Coordinator Check by : Quality Insurance Team	Before Mainstream (September/August)
19.	Mainstream Tracking Form	English	Fill : Cluster Coordinator, Check by : Quality Insurance Team	Every Start Month
20.	Student Drop-Out Form	English	Fill : Cluster Coordinator Check by : Quality Insurance Team	Every Start Month
21.	Center Drop-Out List	English	Fill : Cluster Coordinator, Check by : Quality Insurance Team	Every Start Month
Quality / Counseling Tools				
22.	Classroom Observation	English	Research & Documentation Officer, Quality Insurance Team	Twice a month (During Follow up)
23.	Teacher Observation	English	Research & Documentation Officer, Quality Insurance Team	Every month (During Follow up)
24.	Monitoring & Progress Report	English	Research & Documentation Officer, Quality Insurance Team	Every month (During Follow up)
25.	Behavior Management Rules (Teachers & Students)	English, Urdu	Research & Documentation Officer, Quality Insurance Team	
26.	Checklist For Behavior (Teachers & Students)	English	Teachers	Monthly
27.	Use of Kits (booklet)	English, Urdu	Research & Documentation Officer, Quality Insurance Team	
28.	Co-Curricular Activities (e.g Poems/ banners, posters ect) guideline	English	Research & Documentation Officer	
Research Tools				
29.	Case Study Questionnaire	English	Research & Documentation Officer	
30.	Track Progress Report	English	Research & Documentation Officer	Every Month

Curriculum & Assessment Tools

31.	Pre-Test Student	English	Teachers	When ever student enrolled
32.	Teacher Test (for induction)	English/Urdu	Assistant Project Coordinator, Quality Insurance Team	When ever Teacher appointment
33.	Time Table	English	Quality Insurance Team	When Needed
34.	Curriculum (Age Wise / Class Wise)	English, Urdu	Quality Insurance Team	When Needed
35.	Assessment Strategy	English, Urdu	Quality Insurance Team	When Needed
36.	Assessment Tools	English	Quality Insurance Team, Teacher, Cluster Coordinator	Every Two Month
37.	Lesson Plan	English	Teachers, Check Cluster Coordinator, Quality Insurance Team	Weekly
38.	Life Skills	Urdu	Teachers, Cluster Coordinator, Quality Insurance Team	Weekly

Health Tools

39.	Health Strategy, Frame Work & Roles of Teacher and Cluster Coordinators	English/Urdu	Health Person	Stock update weekly
40.	Items In First Aid Kits	English/Urdu	Health Person	Stock update weekly
41.	First Aid Procedure / Medicine Usage	English / Urdu	Health Person	When every new item add
42.	Checking and maintenance of the First Aid kit (Update Stock)	English	Fill : Teacher, Check by Cluster Coordinator & Quality Insurance Team	Cluster Coordinator every Month: Health Person: Every 2 months
43.	Medical Referral	English	Fill : Teacher, Check by Cluster Coordinator & Quality Insurance Team	When Needed
44.	Health Checklist (Monthly)	English	Fill : Teacher,/ CDL Check by Cluster Coordinator & Quality Insurance Team	Daily Basis
45.	Weekly Health Checklist	English	Fill : Cluster Coordinator Check by : Quality Insurance Team	Weekly Basis
46.	Health Interventions	English	Fill : Quality Insurance Team Check / Assistant Project Coordinator	Twice a month
47.	Student Health History (Medical Portfolio of the Student) + Health	English	Fill : Cluster Coordinator Check by : Quality Insurance Team	Every Start Month

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	Monitoring Form			
48.	Chronic Illness / Long Term Disability Monitoring Form	English	Report Teacher Fill by Heath Representatives	When Needed
49.	Casualty Form	English	Report Teacher Fill by Heath Representatives	When Needed
50.	Referral Form	English	Doctor	When Needed
51.	Monthly Health Status Gender wise	English	Fill : Cluster Coordinator Check by : Quality Insurance Team	Every Start Month
Prevocational Tools				
52.	Need assessment Form (pre vocational skills)	English	Cluster Coordinator, check: Assistant Project Coordinator, Research & Documentation Officer	
53.	Action Plan for Vocational Trainer	English	Trainer	Weekly
54.	Follow up for pre vocational training	English	Trainer	Weekly
55.	Pre-vocation training Outline/Curriculum	English	Trainer	Before Start
56.	Costing of Vocational Items	English	Trainer	Before Start/Every Month
57.	Enrollment of Students	English	Trainer	Weekly
58.	Vocation Weekly Work Plan/ Time Table	English	Trainer	Before Start
Vigilance Committee Tools				
59.	VC Register	English	Cluster Coordinator, Check Assistant Project Coordinator, Quality Insurance Team	In Meeting
60.	Details of VC Member	English	Cluster Coordinator, Check Assistant Project Coordinator, Quality Insurance Team	When Needed
61.	Role of VC	Urdu	Cluster Coordinator, Check Assistant Project Coordinator, Quality Insurance Team	When Needed
62.	Letter for Monthly Meeting/Confirmation & Agenda	English	Cluster Coordinator, Check Assistant Project Coordinator, Quality Insurance Team	3 days before Meeting
63.	Agenda	English	Cluster Coordinator, Check Assistant Project Coordinator, Quality Insurance Team	3 days before Meeting
64.	Minutes of VC meeting	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	2-4 days after Meeting

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65.	Action/Follow up of VC meeting	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	2-4 days after Meeting
Linkages				
66.	Details of area Schools	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	
67.	Details of area NGOs	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	
68.	Details of Teachers	English	Cluster Coordinator,	
69.	Details of area Vocational Institutes	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	
70.	Details of area Heath Centers / Institutes	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	
71.	Details of Key Person (Area)	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	Twice a month
72.	PBM Forms Filling Guideline	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	When Needed
73.	List of Children with filled PBM Forms	English	Cluster Coordinator, Checked by Assistant Project Coordinator, Quality Insurance Team	When Needed
Work Plans				
74.	TORs of Project Team and CDL Teachers	English, Urdu	Research & Documentation Officer, Quality Insurance Team	
75.	Weekly Work Plan	English	Teacher, File, Cluster Coordinator, Assistant Project Coordinator, Project Coordinator	Every Friday/Saturday for next week
76.	Monthly Work Plan	English	Teacher, File, Cluster Coordinator, Assistant Project Coordinator, Project Coordinator	28 th Teacher + 29 th Cluster Coordinator 30 th Assistant Project Coordinator, Project Coordinator every month
77.	Follow up, Activity form	English	All staff	When Event/Follow up
78.	Activity Report Form	English	All staff	When attend any Training/Seminar

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Project Reporting Tools				
79.	Project Work Plan	English	Asp, Project Coordinator	1 st Month of Project
80.	Action Plan	English	Assistant Project Coordinator, Project Coordinator	1 st of Every Moth
81.	Project Profile	English	Assistant Project Coordinator, Project Coordinator	
82.	Cash Plan (Yearly)	English	Assistant Project Coordinator, Project Coordinator	Start of Financial Year
83.	Annual Work Plan	English	Assistant Project Coordinator, Project Coordinator	Start of Financial Year
84.	Quarterly Physical Targets	English	Assistant Project Coordinator, Project Coordinator	Start of every Quarter
85.	Project Profile	English	Assistant Project Coordinator, Project Coordinator	1 st Month of Project
Protection Laws & Legal Framework				
86.	ILO Conventions No. 138	English	Cluster Coordinator, Asp, Project Coordinator	
87.	ILO Conventions No. 182	English/Urdu	Cluster Coordinator, Asp, Project Coordinator	
88.	CRC & CEDAW	English	Cluster Coordinator, Asp, Project Coordinator	
89.	Labour Laws in Pakistan.	English	Cluster Coordinator, Asp, Project Coordinator	
90.	Child Protection Law	English	Cluster Coordinator, Asp, Project Coordinator	