सत्यमेव जयते

GOI - UN JOINT PROGRAMME ON CONVERGENCE

UNITED NATIONS
संयुक्त राष्ट्र

PAHELI 2011- TOOLS

(PEOPLE'S ASSESSMENT OF HEALTH, EDUCATION AND LIVELIHOOD)

VILLAGE FACILITIES- JUNE 2011 (ENGLISH)

Investigators 1..... 2. .....

District .....

State.....

Supervisor..... **Signature**.....

Supported by:

unicef

UNFPA

UNDP
Empowered lives.
Resilient nations.

असर
ASER

Introduction

PAHELI 2011 is a rapid assessment of the prevailing status of human development in a district and covers four major sectors: life and livelihood (correlates of poverty); water and sanitation; mother and child health and education and literacy.

The broad objective is to create a set of simple to use tools that can be implemented by ordinary people to track international MDGs as well as assess progress towards national objectives of poverty reduction, social protection and development of human capabilities.

Supported by the Government of India- United Nations Joint Programme on Convergence (GoI-UNJPC), Pratham and ASER Centre have carried out PAHELI 2011 along with local district organizations and other partners. In each district, a local organization, usually an NGO was the PAHELI 2011 partner. At the national level, two other partners, Accountability Initiative and Arghyam collaborated on the design as well as in data analysis. In each state and district, the district administration and the Government of India- United Nations Joint Programme on Convergence (GoI-UNJPC) team provided valuable assistance, input and support.

PAHELI 2011 focuses on selected, basic dimensions of people's lives. It uses a participatory approach, basic indicators, simple tools and easily replicable processes for collecting primary data. It combines activities, observations and questions. Wherever possible, pictorial survey tools have been used. The use of activities and the pictorial survey have been very useful in increasing involvement and engagement of those who are surveying and those who are being surveyed.

The PAHELI 2011 tools were created with the view to be rigorous as well as simple to administer, i.e. amenable to rapid assessment and building “engagement”. We hope these tools can be used in either the current form or any modified form to suit local needs that can be used by a wide array stakeholders, starting from ordinary citizens, panchayats, block / district level government officials, NGOs, PRIs, colleges, for decentralized planning.

Expressed in simple terms and language, the PAHELI 2011 effort does not intend to replace or substitute ongoing sources of data. It is a tool that stakeholders can use to benchmark and monitor the state of human development.

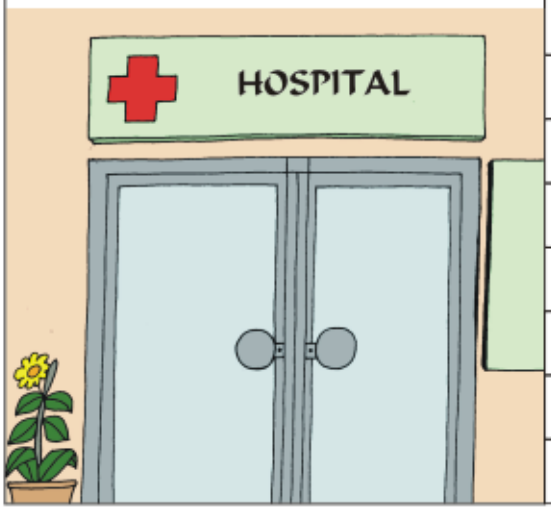
Table of Contents

S.No.	Table of Content	Page No
A.	General Information	1
B.	Village Observation- Water	2
C.	Map of the Village	3-4
D.	Facilities General Information	5
E.	Anganwadi Centre	6-12
F.	Anganwadi Fund Tracking	13-14
G.	School Observation Sheet	15-16
H.	MDM Fund Tracking	17
I.	PDS Outlet	18
J.	ASHA Worker Questionnaire	19
K.	Health Sub Centre	20-24
L.	Sub Centre Fund Tracking	25-26
M.	MGNREGS Work-site	27-29
N.	Water Quality Testing	30

A- General Information

Name of village		Name of the surveyors	
Name of block		1	
Name of district		2	
Date of arrival in village		3	
Starting time:		Ending time:	

Village Facilities

Indicators		Observe	(Code: 1-Yes; 2-No)
Electricity in the village		Electricity connection in the village	
Transport related facilities		Village with all weather road	
		Bus stop in the village	
Communication related facilities		Post office	
		STD booth	
		Internet access	
Other facilities		Bank	
		PDS outlet	
Education related facilities		Private Nursery/ Pre-school	
		Private primary school	
		Private secondary school	
		Government primary school	
		Government middle school	
		Government secondary school	
Medical related facilities 		Medicine Shop	
		Ambulance service (Govt./Pvt.)	
		Government hospital	
		Private doctor	
		Private hospital	
		Sub centre	
		Primary health centre	
		Community health centre	
		Other health services (specify)	

B- Village Observation- Water

Instructions:

After marking the village water sources on the map with codes beginning WS1, WS2 etc. Fill out the table below for the 5 most prominent sources- ensure that they are representative of the whole village. Write the type of source next to the source code in the map for these 5 sources (for eg. public tap, hand-pump etc.) Then write down the appropriate code in the table below. Test each of these sources for fluoride. Write down the fluoride results after the test is over.

Source Code (Eg. WS1, WS2, WS3, WS4, WS5)	**Type Of Source** (Codes: 1-Public tap, 2-Hand-pump, 3-Well, 4-Reservoir, 5-Pond/lake, 6-Canal, 7-River 8-Any other-specify _____)	**Fluoride Level** (Codes: 1-0 mg/l; 2- 0.5 mg/l; 3- 1 mg/l; 4-1.5 mg/l; 5-2 mg/l; 6 - 3 mg/l)

9. Fill out the form below once the results for the **Faecal Coliform** test are available.

Testing of Household Water for Bacterial Contamination	
HH. NO.	BACTERIAL CONTAMINATION (Codes: 1-Yes, 2-No)

Village Bacterial Testing		
TYPE OF FACILITY (1-Anganwadi, 2-School, 3-Other specify)	BACTERIAL CONTAMINATION (Codes: 1-Yes, 2-No)	

Instructions:

Answer the following based on observation and discussions with villagers.

1- Does your village have government water supply?

1=Yes;
2=No

2- Do the water sources for the village, provide water throughout the year?

1=Yes;
2=No

3- What are the common methods of waste-water disposal in the village? Select the top two.

1-Soaking pit, 2-Kitchen garden,
3-Cesspool, 4-Drain,
5-Fields, 6-Road,
7-Surface water body, 8-Others

4- Have any of these sources dried up/changed in the last one year?

1=Yes;
2=No

C- Map of the Village

Instructions:

- Marking and numbering sections on the map : If the village has hamlets, then mark the hamlets on the map and number them. If the village is one continuous habitation then divide the entire village in 4 sections. For each hamlet/section, note the estimated number of households and the social composition of the hamlet/section. Verify all the information on the map with people in the village as you walk around. Use the map sheet provided and fill out all the information.

- Mapping water sources and open defacation areas: Talk to people and ask them where they defecate. If there is open defacation mark the areas. Mark the village water sources on the map with codes- WS1, WS2 etc. Mark all the sources with these codes. Then fill the table below with source code for the 5 most prominent sources- ensure that they are representative of the whole village. Mention the type of source. Then test each of these sources for fluoride and bacterial contamination.

***Caste(Codes): 1-** Scheduled tribe ; **2-** Scheduled caste ; **3-** Other backward classes ; **4-** Others

S.No.	Name of hamlet	Estimated no. of households	Estimated population	Caste* composition of the hamlet	Any other details about village

Note : Indicate main hamlets or sections of the village in each hamlet/section, give name of the hamlet (if any) and indicate approximate number of households/population/caste. Also mark all the facilities in the village.

Instructions:

Locate the anganwadis, health sub centre (SC), school, PDS outlet, ASHA, MGNREGS work-site in the village and write the total number of each in the village. Write the dates when you are in the village- in the day 1, day 2 , day 3 column. Write the codes given below when you visit the facilities.

Facilities General Information			Please Use Codes Below*		
Serial No	**Facilities**	**Total number in the village**	**Day 1: ……/……/……**	**Day 2: ……/……/……**	**Day 3: ……/……/……**
1.	Anganwadi centre				
2.	PDS outlet				
3.	ASHA worker				
4.	Health sub centre (SC)				
5.	MGNREGS work-site				

***Codes: 1**- Visited and shut ; **2** - Visited but could not get information ; **3**- Visited but got partial information ; **4**- Visited and got complete information

Note: If there is no MGNREGS work-site in the village, then fill the table below		
	Location of the nearest work-site (Village name)	Distance of the work-site from the village (In kms)
MGNREGS work-site		

E- Anganwadi Centre

This observation-cum-survey sheet is to be filled in ONE randomly selected Anganwadi in the village.

Type of centre (please tick): AWC Mini AWC

1- **Was the centre open when it was visited?** Yes=**1**; No=**2** ☐

Anganwadi Basic Information

Note: *Question 2 to 5, to be asked of AWW/AWH*

Timings

2- **In the last month, for how many days did the anganwadi centre work?** ☐

Record actual no. of days:.....(write 25 if they say it was open everyday)

3- **Everyday the AWC opens at.....and closes at.....** ☐
(Total time.....hours)

Building

4- **Where does the AWC run from?**

School =**1**, Home of the AWW/AWH =**2**;
Any other house =**3**; Government building =**4**;
Public place(specify.....)=**5**; Open place=**6**;
Others (specify.....)=**7** ☐

5- **Type of building ?**

Pucca=**1**, Semi-pucca=**2**,
Kutcha =**3** In the open=**4**, ☐

Staff, Children and Equipment

6-

Subject	Appointed/ Enrolled (write in numbers	Present (write in numbers)
Anganwadi worker		
Anganwadi helper/sevika		
Total no. of children		
Total no. of girls		

Equipment		Present in usable condition	Present in poor condition	Not Present
Please tick accordingly				
Weighing machine: Adults				
Weighing machine: Children				
Child growth charts				
Essential drugs (check expiry date)				
Toys for children				
Utensils and stove				

Observation

Note: *Do not ask question 7 to 15, record by observations*

7-

Is there electricity in the anganwadi?

Yes=**1** ;
No=**2**;
No electricity connection=3

8-

Is drinking water available in the centre or nearby?
If NA, skip to Q. 10

Running water=**1**; Stored water=**2**;
Hand-pump=**3** ;
Others (specify) .....=**4**,
NA=**99**

9-

Is the drinking water usable?

Yes =**1**;
No =**2**

10- **Is there a usable, functional and clean toilet in the anganwadi?**

Functional and clean toilet=**1**
Functional but dirty=**2**
Toilet exists but not functional=**3**
No toilet=**4**

11- **Is there a separate space for kitchen in the anganwadi?**

Yes =**1**;
No =**2**

12- **Is there a separate room for storage in the anganwadi?**

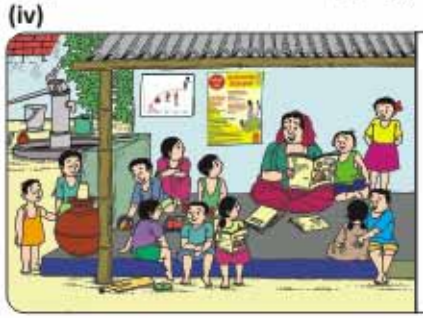
Yes =**1**;
No =**2**

13- **What activities were going on at the time of visit? (please tick all that apply)**

(i)
Children eating

(ii)
Children being weighed

(iii)
Immunization being done

(iv) 
Any non-formal education related activity like story-telling, games, singing etc..

(v) **Pregnant or lactating mothers being given food**

(vi) **Any other (specify).....**

14- **Are there any health and nutrition related/infant feeding related/Janani Suraksha Yojana/immunization related posters on the walls?**

Yes =**1**;
No =**2**

15- **Are there any food supplies stored in the anganwadi?**

Stored and kept covered =**1**;
Stored but kept uncovered=**2**;
Not stored =**3**

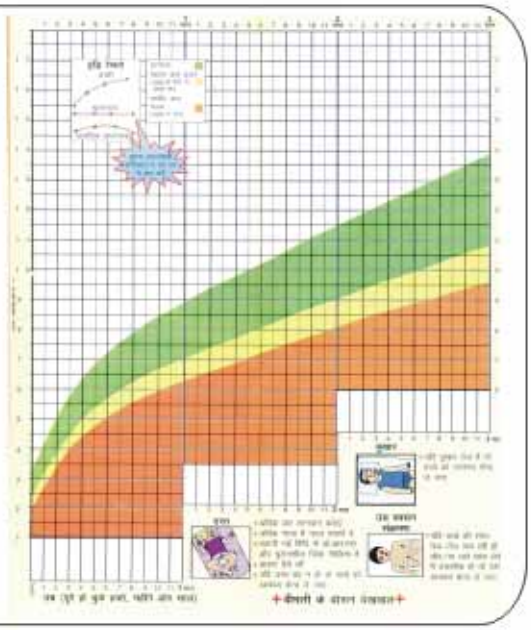
Knowledge and Awareness (Ask Anganwadi Worker)

Note: *Question 16 to 21 has to be answered by anganwadi worker. Skip Question 16 to 21, if anganwadi worker is not available.*

What Are Growth Monitoring Charts?

Growth monitoring charts are maintained for all **<6** year old children enrolled in the anganwadi. These charts are like graphs for plotting the child's weight against his/her age. There are plots already drawn for 'normal growth'; 'slight malnourishment' and 'severe malnourishment'. Ideally the plot line for each child should be on or above normal growth plot. If the plot for the child is below the normal the plot it means the child's growth is not normal and the mother needs to be advised suitably. If the child's growth plot is nearing the plot for severe malnutrition or below it, then immediate action has to be taken.

A sample of growth monitoring chart is shown here. There might be state variations in the appearance of the chart but all growth monitoring charts will have the basic component of child's age, weight and the standard growth curves against which the child's growth needs to be compared.



Some Points for your Knowledge

- A new born child should not be fed anything except mother's milk from birth to **6** months of age
- After **6** months, other semi-solid mashed foods like mashed banana, dal etc., should be given to the baby in addition to mother's milk.
- A less than **3** year old child enrolled in the anganwadi centre should be weighed every month. His/her weight should be plotted on the growth chart to see whether he/she is growing normally.
- A **3** to **6** year old child enrolled in the anganwadi centre should be weighed every three months in the anganwadi centre. His/her weight should be plotted on the growth chart to see whether he/she is growing normally.

16- Can AWW explain the growth monitoring chart maintained at anganwadi?

Yes=**1**, No=**2**,
Partially =**3**, Don't know=**4**,

17- Should a newborn be given water along with milk from birth to 6 months?

Yes=**1**, No=**2**,
Sometimes if the weather is very hot =**3**,
Don't know=**4**,

18- By what age should breastmilk be supplemented by other foods?

After 6 months=**1**; 4 to 6 months= **2** ;
Any other (specify.....)=**3**;
Don't know= 4

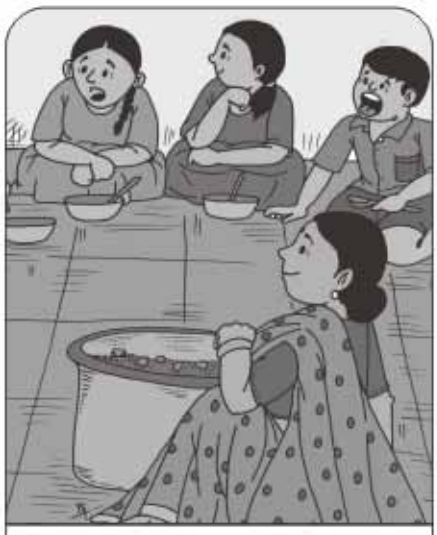
19- How often should the <3 year old children enrolled at the anganwadi be weighed?

Monthly=**1**;
Every three months/quarterly =**2**;
Others(specify.....)=**3**;
Don't know=**4**;

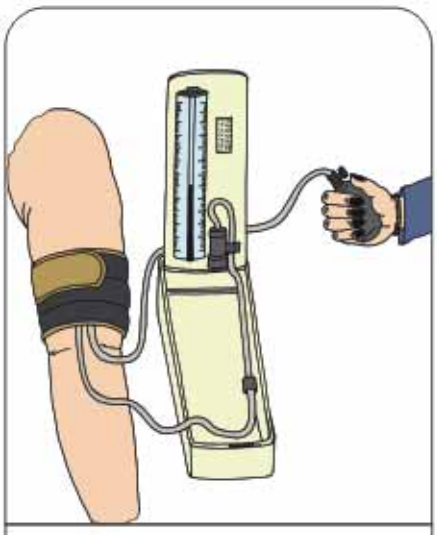
20- How often should the 3 to 6 year old children enrolled at the anganwadi be weighed?

Monthly=**1**;
Every three months/quarterly =**2**;
Others(specify.....)=**3**;
Don't know=**4**;

21- What advice would you give to a pregnant and lactating mother? Tick key words from the list below as the AWW responds. Do not prompt.



Food ☐



ANC (ACU): Weight, blood pressure ☐

IFA tablets ☐

TT injections ☐

Institutional delivery/skilled birth attendant/delivery preparedness/ JSY ☐

Post-natal care within 48 hours ☐

Breastfeeding within 1 hour of birth and for six months ☐

Home based newborn care ☐

Any other (specify)..... ☐

Anganwadi: All the data pertaining to the services and the beneficiaries has to be captured at this level. This data capturing is done by the anganwadi worker through maintenance of several registers which are updated periodically. From these registers the anganwadi worker generates information in the form of reports and transmits them to the next higher level.

Supervisor: In the hierarchy of the anganwadi system, the immediate next higher level is that of a supervisor. A supervisor generally supervises a group of about **20** to **25** anganwadis. The supervisor is responsible for ensuring that all the anganwadis under her supervision, record and report the information correctly.

CDPO at the project/block level: A Project is under the supervision of a Child Development Project Officer (CDPO)/ ACDPO. Apart from supervising the working of the anganwadis, the CDPO/ ACDPO has to ensure the provisions of all logistic support for anganwadis, and co-ordination with other departments responsible for providing support services. The CDPO consolidates the reports received from the anganwadis, adds on some information of the activities/details of the block and transmits the block report to the district level.

Note: *Information for question 22, has to be taken from the enrollment register.*

22-

Enrollment	6 months to 2 years 11 months		3 years to 6 years		Pregnant and lactating Mothers	
	Girls	Boys	Girls	Boys	Pregnant	Lactating
Apr/11						
May/11						
Jun/11						
Jul/11						

23- How often do you have immunizations?

1=Weekly; **2**=Fortnightly,
3=Monthly,
4=Once in 3 months/quarterly;
5=Once in 6 months,
6=Doesn't happen

To take from the immunization register

Note: *Information for question 24, has to be taken from the immunization register. If the register is not available write 'NA'*

24- How many children were immunized (complete routine immunization includes BCG, 4 Polio, 3 DPT and 1 Measles in the last financial year? (TOTALS)

To be administered to the AWW and/or AWH

Note: *Information for question 25 to 29, has to be asked of the AWW and/or AWH. Food can include hot cooked meal or dry rations.*

25- Have children from 3-6 years been given food at the anganwadi in the last three days?

1=Yes; **2**=No;
3=Given but not every single day

26- Have children from 0-3 years been given food at the anganwadi in the last three days?

1=Yes; **2**=No;
3=Given but not every single day

27- If NO, are children given food to take home?

1=Yes;
2=No

28-If YES, how frequently?

1-Daily; 2=Weekly;
3-Once in 15 days; 4-Monthly;
5-Once in 6 Months; 6-Yearly;
7-NA

29-Have pregnant and lactating women been given food to take home?

1=Yes;
2=No

30-If YES, how frequently?

1-Daily; 2=Weekly;
3-Once in 15 days; 4-Monthly;
5-Once in 6 Months; 6-Yearly;
7-NA

31-Has the supervisor/lady health worker visited the anganwadi for monitoring in the last 2 months?
If NO, skip to Q. 33

1=Yes;
2=No

32-If YES, how many times?

1=Weekly; 2=Monthly;
3=Once in three months/quarterly;
4=Once in 6 months,
5=Others specify.....

33-Has the CDPO visited the anganwadi for monitoring in the last 3 months?
If NO, skip to Q. 35

1=Yes;
2=No

34-If YES, how many times?

1=Weekly; 2=Monthly;
3=Once in three months/quarterly;
4=Once in 6 months;
5=Others specify.....

35-Whom do you approach first if the grants don't arrive in time? (Please mention the designation). If the designation is not known please write 'don't know'.

36-How much salary does the AWW get in a month?

37-Did you get your salary last month?

1=Yes;
2=No;
3=Don't know

38-How much salary does the AWH get per month?

39-Did you get your salary last month?

1=Yes;
2=No;
3=Don't know

Instructions:

In the first column we want to know the training type. Three types of regular trainings are imparted to AWWs, AWHs, Supervisors, CDPOs/ACDPOs etc. These are:-

- Induction training (on initial engagement/appointment)
- Job training (during service period)
- Refresher training (in-service, once every two years)

Apart from the above, specific need based training programmes are organized by States/UTs under the 'other training' component, whereby the states/UTs are given flexibility to identify state specific problems that need more focused or innovative training and take up such training activities. These trainings should be written as 'other - training name'

In the first column, please write down the names of the trainings received.

In the second and third column we want to know the number of days for which the training was received. Please write the number of days in FY **2010-11** and FY **2011**-till date of survey. Please note, we don't want the month or the date but for each training type we want the TOTAL number of days in the financial year.

In the last column, please write the DESIGNATION of the person imparting the training. Please do not write short forms. For instance if the "Medical Officer at the Block level" gives the training,please write "Medical Officer at Block". If the training is imparted by an NGO (say Pratham) then write "PRATHAM (NGO)"

40-

Training Type for AWW: The section should be administered first to the AWW and then to the AWH.			
Training Type	**Days (April 2010-March 2011)**	**Days (April 2011-date of survey)**	**Who imparts the training (please mention the designation. If the AWW does not know the designation, please write: Don't know)**

41-

Training Type for AWH			
Training Type	**Days (April 2010-March 2011)**	**Days (April 2011-date of survey)**	**Who imparts the training (please mention the designation. If the AWH does not know the designation, please write: Don't know)**

Which of the following items came to the anganwadi in the last financial year (FY 2010-11)? (please tick accordingly)

a) Pre-school kit ☐

b) Medicine kit for adolescent girls ☐

c) Medicine kit for children ☐

d) Weighing scale for adults ☐

e) Weighing scale for infants ☐

f) Furniture (almirah, table, chair , chowky etc.) ☐

List of things to ask about:

1) Contingency grant
2) Information, Education and Communication (IEC)
3) Rent
4) Equipment and furniture
5) Flexi funds
6) Money for ration for 3-6 year olds
7) Uniform
8) Any other (specify)_____

S.No	Grant	Date received (dd/mm/yyyy)	Grant for which period	Amount received (Rupees)	Date spent on (dd/mm/yyyy)	Amount spent (Rupees)	Utilised for

How Frequently do you receive?
1-Monthly,; **2**-Once in three month/quarterly; **3**- Once in 6 months; **4**- Once a year; **5**-Other(specify)..... ; **6**-Did not get the food item; **7**- No such food item comes to this anganwadi; **8**-Could not get the data. In case of code 8 write the reason why data couldn't be obtained in the "comments" section

S.No	Item	How frequently do you receive? (Use the codes above)	When did you receive it last time? (MM/YYYY)	Comments
1	Food given to pregnant women and lactating mothers			
2	Food given to 6 months to 2 years 11 months			
3	Binning			
4	Rice			
5	Wheat			
6	Any dal			
7	Refined oil			
8	Sugar			
9	Channa			
10	Gud			
11	Laiyya (puffed rice)			
12	Other (specify)			

Instructions : Visit any government school (Std. I to VIII). If there is no school in the village which has std. from I to VIII then from the remaining government schools, visit the one which has the highest enrollment in Std. I to V. Do not visit a government school if it has no classes from Std. I to V. Meet Head Master (In absence of the HM, meet the senior most teacher of the school). Documents required: Enrollment/Attendance register . If a standard has many sections, choose any one.

Name of school	Name of Village		Name of Gram Panchyat	Block	District
From which Std.. to which Std. (Codes: 1- std. I-VII/VIII, 2- Std. I-IV/V, 3-others)		DISE code	Date of visit	Arrival time	Departure time
When was the school established? (Write year)					

I. Children enrollment and attendance

	Childrens enrollment (Take from register yourself)		Childrens attendance today*	
	Male	Female	Male	Female
Std. I				
Std. II				
Std. III				
Std. IV				
Std. V				
Std. VI				
Std. VII				
Std. VIII				

* Note: Take a headcount of children in the room. If merged groups, ask the children of each class to raise their hands separately and then count accordingly

II. Teachers (Ask HM/Head teacher)	Number appointed	Number present (at time of Survey)	Number not present (at time of Survey)
Head teacher			
Regular govt. teachers (Don't include head teacher)			
Para teacher/contract teacher			
Any other person(s) teaching in the school			

III. Class Room Observations

Observe		Std. II		Std. IV	
		Yes	No	Yes	No
Are the children of this Std. sitting with children from any other Std..?					
Where were they seated (tick one)	Classroom				
	Verandah				
	Outdoors				
Is there a blackboard for this class?					
Could you easily write on the blackboard?					
Apart from text books, did you see any other supplementary material (e.g. Books, charts on the wall, board games etc.) available in the room?					

IV. Mid- Day Meal	
Write the respective code	**Codes**
Number of children availing MDM on given day? (Write in numbers)	
Compare attendance register with the physical presence of students and match it with the MDM register. Is there a gap? (Codes: 1-Yes, 2-No)	
What is the menu of the day as per the rule?	
Is the food served as per the menu of the day? (Codes: 1-Y es, 2-No)	
Is there a cook? (Codes: 1-Y es, 2-No)	
If no, who cooks? (Write in words)	
Is there a helper? (Codes: 1-Yes, 2-No)	
Is there a kitchen shed? (Codes: 1-Y es, 2-No)	
Utensils for cooking and serving (including cooking vessels, serving spoons, eating plates for children) (Codes: 1-Yes, 2-No)	
Containers for storage of food grains and other ingredients (Codes: 1-Yes, 2-No)	
Did you see children washing hands with soap before eating mid-day meal? (Codes: 1-Yes, 2-No)	

V. Facilities in the school (by observation)		
Total number of pucca rooms in the school (count yourself)		
Total number of rooms being used for teaching today (count yourself).		
Tick relevant box(✓)	Yes	No
Did you see a office/store/office-cum-store?		
Did you see a playground?		
Did you see library books in the school?		
If yes, did you see library books being used by children?		
Did you see a hand-pump or a tap?		
If there is a hand-pump/tap , could you use it to drink water?		
If there is no hand-pump/tap or it is not useable, did you see drinking water available?		
Did you see a complete boundary wall or fencing?		
Did you see computers in the school to be used by children?		
If yes, did you see children using them?		

VI. Toilets (Observe)				
Write the respective codes: (1-Yes, 2-No)	Is there a toilet? If NO, ignore next columns		Is it usable*?	
	Yes	No	Yes	No
Common toilet				
Separate girl's toilet				
Separate boy's toilet				
Teacher's toilet				

*Note: Usable toilet should have running water supply.

H- Funds for MDM

*Grants to be tracked: 1.Kitchen shed, 2.Kitchen utensils (utensils includes those used for cooking or serving food) 3.Money to cook MDM 4.Cook and helper salary

Note:- *All installments should be written separately.*

S.No	Grant/Item Please use the codes above	Date received (dd/mm/yyyy)	Grant for which period	Amount received (Rupees)	Date spent on (dd/mm/yyyy)	Amount spent (Rupees)

I- PDS Shop Questionnaire

1- Is there a ration shop in the village?

1-Yes, **2**-No

2- If there is no ration shop in the village, how far is the nearest ration shop? (In kms.)

Note: *If there is no ration shop, skip to next page.*

3- Where is the stock register? (Ask the ration dealer)

1-Ration shop, **2**-Panchayat,
3- Other (specify)_____)

4- How often is the stock replenished?

1- Once a month, **2**- Every 2 months ,
3- Every 3 months , **4**- Other(Specify)_____

Note: *This information should be taken from the stock register.*

5-

Give details of the provisions given, in June 2011, in the following table:						
	AAY		BPL		APL	
	Quantity Total	Price (per kg.)	Quantity Total	Price (per kg.)	Quantity Total	Price (per kg.)
Rice						
Wheat						
Oil						
Sugar						

6-

No. of ration cards in the village *(Note: Look at the register)*	**Write the No.**
BPL	
APL	
AAY	

7-

Does the ration dealer stay in this village? (Code: Yes=**1**,No=**2**)	
Is information about the following publicly displayed on the ration shop? (Code: Yes=**1**,No=**2**) ***Note:*** *If there is no display board please write NA.*	
Timings	
Prices	
Quotas (quantity in kgs.)	
Details of card holders	

J- ASHA Worker Questionnaire

Note: To be administered to the ASHAs.

1- When were you appointed?

(date in dd...../mm...../yyyy.....)

2- Number of days of training received in the 12 months after joining (Write the total number of days)

3- Have you received any trainings in the previous financial year (2010-11)?

1-Yes **2**- No

4- If YES, for how many days? (Write total number for the year)
If NO, go to question 6.

5- At what frequency?

1-Monthly **2**-Once in 2 months
3- Once in 6 months **4**- Once a year

6- What amount do you receive per delivery? (Write in Rs, if there is no such incentive please write NA)

1-Transport ____ **2**-Cash incentive ____
3-Stay, food etc ____

7- Do you receive any advances from the ANM?
If NO, go to question 9.

1-Yes **2**- No

8- How frequently do you get advances from the ANM?

1-Weekly **2**- Once in 15 days
3-Monthly **4**-Once in 2 months
5- Once in 6 months **6**- Once a year
7-Don't know, 8- Others (Specify)-- **9**-NA

9- How many days post delivery did you get the entire amount? (Write approximate number of days)

10- Who gave you the payment?

1-ANM **2**-Additional ANM
3-Supervisor/Lady health worker
4-Health worker (Male)
5-Medical officer from Primary Health Centre
6-Medical officer from Community Health Centre
7-Don't know
8-Any other source (specify)_____

11- What were the impediments in receiving the incentive or receiving it in time? (Write in words)

12- How often did you have meetings with the ANM last month?

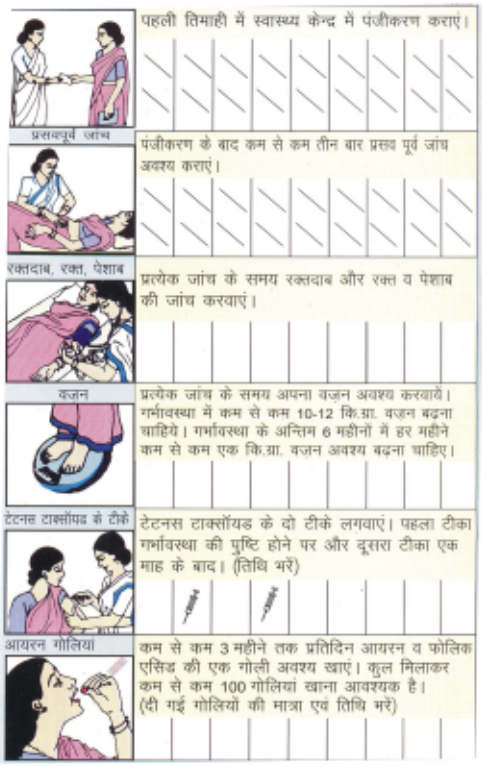
Weekly-**1** Fortnightly- **2**
Monthly- **3** Others - **4** (Specify.....)

K- Health Sub Centre:
Survey and Observation Sheet

- This observation-cum-survey sheet to be filled in the health centre (sub centre) in the village selected.
- The abbreviations are - ANM: Auxiliary Mid-Wife; HW(M): Health Worker (Male).

Date: ...../...../.....

Time: .....



What is an ANC Card?

An ANC or Antenatal Care Card is made for every pregnant woman. This card has a record of all the ANC visits that the mother has made to the health centre or wherever the ANC services were available. For each visit, the health worker fills the details in the card.

A sample of ANC card is shown here. There might be state variations in the appearance of the cards but all ANC cards will have the basic component of mother's ANC visits , TT (Tetanus Toxoid) injections and IFA (Iron Folic Acid) tablets.

What is an Immunization Card?

An immunization card is made for every newborn child. This card has details of what vaccines the child has received. Every time a vaccine is administered to the child, a record is made in this card by the health worker. This also gives information about the date of birth of the child from which it's age can be calculated.

Health Centre Basic Information

***Note**: To be collected from ANM or any other staff.*

Timings

1- Was the sub centre open when it was visited? (Please observe)

Yes=1 No=2

2- For how many days does the centre function/remain open in a month? (Record actual no. of days.)

3- Every day the sub centre opens at.....and closes at..... (Total time.....hrs.).

Building

4- Does the sub centre have an exclusive building?

Yes=1
No=2
Don't know=3

Staff

- Ask and observe

Anganwadi staff information	Appointed/enrolled	Present
ANM		
Other staff (specify)		

5- Where does the ANM stay?

In the government quarter near the sub centre=1
Inside the village=2
Outside the village=3

6- Is there electricity supply?

Yes=1
No=2
No electricity connection =3

7- Is drinking water available in the centre or nearby?

Running water=1
Stored water=2
Hand pump=3
None = 4

8- Is there a usable, functional and clean toilet in the centre?

Functional and clean toilet=1
Functional but dirty toilet =2
Toilet exists but not functional=3
No toilet=4

9- Is there a separate toilet for women?

Yes=1 No=2

10- Does the centre have a clean labour room?

1-Yes 2- No

11- Does the sub centre have the following items?

A- ORS packets:

1-Yes 2- No

B- IFA tablets:

1-Yes 2- No

C- Vitamin A solution:

1-Yes 2- No

D- Functional BP apparatus:

1-Yes 2- No

E- Contraceptives:

1-Yes 2- No

F- Weighing machine:

1-Yes 2- No

ANM's Knowledge

***Note**: If the ANM is not available, then skip Questions 12-17.*

12- Can the ANM explain the ANC card given to mothers in terms of how the entries are made?

Yes=**1**
No=**2**
Partially =**3**

13- Can the ANM explain the immunization card/schedule maintained for children?

Yes=**1**
No=**2**
Partially =**3**

14- Should a newborn be given water along with milk from birth to 6 months?

Yes =**1**
No =**2**
Don't know=**3**

15- By what age should breastmilk be supplemented by other foods?

After 6 months=**1**
4 to 6 months= **2**
Any other (specify)..... =**3**
Don't know= **4**

16- By what age should a newborn receive measles injection?

9 months =**1**
Any other=**2** (Specify.....)

17- What advice would you give to a pregnant and lactating mother? Tick key words from the list below as the ANM responds. Do not prompt.

a. Food	☐
b. ANC(Ante-natal check-ups): weight, blood pressure	☐
c. IFA tablets	☐
d. TT injections	☐
e. Institutional delivery /skilled birth attendant/ delivery preparedness	☐
f. Possible complication	☐
g. Janani Suraksha Yojana (JSY)	☐
h. Post-natal care	☐
I. Breastfeeding	☐
j. Home based newborn care	☐
k. Any other (specify.....)	☐

Fund Flow

Note: Ask ANM

18- How many ASHAs are affiliated to you? (Write the number) ☐

19- Who makes the decision about expenditures/ planning of expenditures at the sub centre?

ANM =**1** ; Sarpanch/ Naib Sarpanch=2;
Block authorities=3; District authorities=4;
Medical officer of the PHC=5; Don't know=6;
Other (specify)=7

☐

20- How frequently do the male and female health supervisors from the PHC visit the sub centre for supervision and record keeping?

Weekly=**1**; Once in **2** weeks=**2**; Monthly=**3**;
Once in six months=**4**; Yearly=**5**; Never=**6**;
Don't know=**7**

☐

21- When was the last time the male and female health supervisors visited for supervision and record keeping?

(date in dd...../mm...../yyyy.....)

22- How frequently does the Medical Officer from the PHC visit the sub centre for supervision and record keeping?

Weekly=**1**; Once in **2** weeks=**2**; Monthly=**3**;
Once in six months=**4**; Yearly=**5**; Never=**6**;
Don't know=**7**

☐

23- When was the last time the Medical Officer from the PHC visited for supervision and record keeping?

(date in dd...../mm...../yyyy.....)

What is a Village Health and Sanitation Committee (VHSC)?
Every Gram Panchayat is supposed to have a Village Health and Sanitation Committee (similar to an SMC in the school).

25- Is there any Village Health and Sanitation Committee in the village?

Yes=1 No=2 ☐

26- If yes, are they involved in the functioning of the sub centre?

Yes=1 No=2 ☐

27- If yes, in what way?

.....

.....

.....

.....

.....

L- Sub Centre Fund Tracking-1

Note: *This section should be administered to the ANM because she manages the bank account details.*

Instructions:

Fund Tracking: Sub centre (SC)

Every sub centre has a bank account which is in the joint name of the ANM and the Sarpanch/Naib Sarpanch. In the following sections, we are trying to collect information on the 3 main grants received by the sub centre. This section is to be administered to the ANM.

Maintenance Grant: Every sub centre is meant to get Rs.10,000 every year as Maintenance Grant for the everyday maintenance of the sub centre.

Untied Fund Grant: Every sub centre is meant to get Rs. 10,000 every year for urgent(yet small) every day activities of the sub centre. This can include; minor modifications to the sub centre such as curtains, repair of taps, bulbs, and purchase of consumables such as bandages, cotton, disinfectants etc.

Advance Money (to be given to ASHA): District Authorities are meant to advance Rs.10,000 to each ANM as a recoupable imprest money for JSY fund. This money is to be kept in the joint account of the ANM and Sarpanch/Naib Sarpanch.

This joint account is different from the joint account already being operated for keeping the Untied Fund. The ANM would then "roll" the entire amount by advancing suitable minimum amount as assessed by her as advance to ASHA/AWW.

The purpose is to make quick disbursement to the beneficiary.

• In the first column we have the name of the grant. In case the name of grant is not known, write "Don't know" in serial no 4 of the grant column but take rest of the information.

In the second column please write the date on which the grant was received by SC. This should be written in DD/MM/YYYY format. Thus if the SC got the grant on 8th May 2011, please write 08/05/2011.

• In the third column we want to know for which period was the grant for. Sometimes the grants arrive late and are received in the next financial year. For example grant for FY 2009-10 comes in FY 2010-11. To capture this we ask which period this grant was for? Please fill the column in YYYY-YY format. Thus if the answer is 2009-10, please write 2009-10.

• In the fourth column we want to know the amount received.

• Column 5-6 follow the same pattern of date spent on and amount spent on.

• In the last column we want to know what are the kind of items for which the grant is to be spent. There will be multiple items, please write them all.

Important to note:

Expenditure of Grants: Grants may come or be spent multiple times. In case the grant has come or was spent in more than one installment, please write the first date on which the grant was received/spent, the last date in which the grant was received/spent and the total amount of that grant that has been received/spent during that period.

For example, if the Maintenance Grant has been spent in multiple installments starting on 25/06/2011 and continued to be spent till 30/03/2011. Please fill the format as follows:

Grant	Date received on	Grant for which period	Amount received	Date spent	Amount spent on	Utilised for
Maintenance Grant	15-05-2010	2010-11	10,000	25-06-2010		Fixing electrical wiring, bulbs, buying chair,
				30-03-2011	10,000	

Note: This section should be asked to the ANM because she manages the bank account details.

In case the expenditure is in more than 1 installment please take date of first installment, date of last installment and then the total expenditure that occurred during that time period. In case the name of the grant is not known, write "Don't know" in serial no.4 of the grant column but take rest of the information.

S.No	Grant	Date received (dd/mm/yyyy)	Grant for which period	Amount received (Rupees)	Date spent on (dd/mm/yyyy)	Amount spent (Rupees)	Utilised for (Write in words) (Record expenditure above Rs. 200)
1	Maintenance Grant						
2	Untied fund for sub centre						
3	Advance money given to ASHA)						
4							

Display Board		
5.	Is there a display board with grant information (for Maintenance and Untied Fund)? (Yes -1, No-2)	
6.	Could you easily see the display board? (Yes -1, No-2)	
7.	Was the display board updated (did it have information for 2010-11)? (Yes-1, No-2)	

M- MGNREGS Work-site

Instructions:

Your visit to the work-site should be unannounced, during work hours.
Start by observing the state of the work-site: What are the labourers doing? Which facilities are available? What is the mate doing? Whether any machines are being used?
Count the labourers.
One team member should take the 'mate' aside and keep him/her busy, so that the mate does not interfere with the discussions with individual labourers. Ask the 'mate' for 'muster rolls' and other records. If there is no MGNREGS work-site in the village, then please contact your supervisor.

S.No.	MGNREGS HH questions	Code
1.	**What is the type of work going on here?**	**1-** Yes **2 -** No
	i. Water conservation and water harvesting.	
	ii. Drought proofing (including afforestation and tree plantation).	
	iii. Irrigation canals including micro and minor irrigation works.	
	iv. Provision of irrigation facility to land owned by households belonging to people from the SCs and the STs or to land beneficiaries of land reforms or that of the beneficiaries under the Indira Awas Yojana(IAY).	
	v. Renovation of traditional water bodies including desilting of tanks.	
	vi. Land development.	
	vii. Flood control and protection works including drainage in water logged areas.	
	viii. Rural connectivity to provide all-weather access.	
	ix. Any other work which may be notified by the central government in consultation with the state government.	
2.	Is the land where work is going on belong to people of SC/ST category or general category? (1-SC/ST, 2- Other)	
3.	Was the muster roll available at the work-site when you arrived? (Ask the mate) (1 = Yes; 2 = No; 3 = Don't know)	
4.	If not, where was the muster roll, according to the mate? **1** = Available within the panchayat office **2** = Available elsewhere (explain) **99**=Not applicable (Muster roll was not available at work-site)	

5.	**If yes, was the muster roll "up-to-date" (today's attendance)?** (1 = Yes; 2 = No; 3 = Don't know)	
6.	**How many labourers were at the work-site today, according to the muster roll?** (Enter number of labourers in the box. If you can't tell, insert a dash '--')	
7.	**How many labourers were actually at the work-site when you arrived? (Observe)** (Enter number of labourers in the box. If you can't tell, insert a dash '--')	
8.	**Were the following facilities available at the work-site at the time of your visit?** **1** = Yes; **2** = No; **3** = Don't know	
	Shade to rest	
	Drinking water	
	First-aid kit	
	Child care facility	
9.	**Is there a board at the work-site?** **1** = Yes; **2** = No; 3 = Don't know	
10.	**Does the work-site board provide the following information?** (**1** = Yes; **2** = No)	
	Total amount sanctioned (Write the amount in Rupees)	
	Amount sanctioned for labour component (Write the amount in Rupees)	
	Minimum wage	
	Task required to earn minimum wage	

Note: *Questions 11-14 should be asked of the mate.*

11.	**Did you undergo any training?** 1 = Yes; 2 = No; 3 = Don't know	
12.	**If yes, how many days?** Enter number of days in the box, e.g. 3 days. If you can't tell, insert a dash '--'	
13.	**Do you do any measurement of work ?** 1 = Yes; 2 = No; 3 = Don't know	
14.	**Do you have the following equipment?** (**1** = Yes; **2** = No)	
	Measuring pole	
	Measuring tape	
	Calculator	
	Measurement sheet	
15.	**Total number of labourers at the work-site?** **(Write the number by observation)**	

Note: *Select 5 respondents who have received payments for MGNREGS work. This section should be asked of each labourer individually. Make sure that at least 3 out of 5 labourers are women.*

	Labourers	1	2	3	4	5
16.	Gender (please circle the appropriate gender).	M/F	M/F	M/F	M/F	M/F
17.	Were you employed on this work-site in response to an application for work? (**1** = Yes; **2**- No, I filled an application form after I got work; **3** = Did not fill any application form (either before or after work commenced); **4** = Other (specify) _____; **5**=Don't know)					
	Investigators: The following questions apply to the last payment made to the labourer.					
18.	Was the last payment made within 15 days of the work being done? (**1** = Yes; **2** = No, but payment was made within a month; **3** = No, and payment was not even made within a month; **4**=Don't know)					
19.	Did you get the minimum wage? (**1** = Yes; **2** = No; **3**=Don't know)					
20.	Was the payment made through bank/post office? (**1** = Yes; **2** = No; **3**=Don't know)					
21.	Did you sign the official muster roll after taking their wages? (**1** = Yes; **2** = No; **3**=Don't know)					
22.	Were the entries pertaining to your job card made in front of you? (**1** = Yes; **2** = No; **3**=Don't know)					
23.	How many days have elapsed since your work was measured? (Enter approximately number of days in the box, e.g. 30 days. If you can't tell, insert a dash '--')					
24.	Do you have any of the following complaints regarding the payment of wages? (Please write all applicable codes) **1**= Delays in wage payments **2**= Paid less than the minimum wage **3**= Paid less than what you were made to sign for **4**= Task is too much **5**= Problems in accessing post office/bank accounts **6**= Other (specify)_____					

N- Water Quality Testing

Parameters to be tested- Fluoride (at community drinking water sources) and Faecal Coliform (at households and the village facilities). Mark the name of the village on each of the household testing bottles.

1- Test the quality of drinking water by taking a water sample from the drinking water of the household.

Water in H2S vial turned Black within 36 hours [Contaminated]

Water in H2S vial did not turn black within 36 hours [Not contaminated]

Steps for testing water quality using H2S vials

- Take a small sample of DRINKING WATER from EACH HOUSEHOLD from the container where the household stores drinking water.
- Open the seal of the H2S bottle and carefully pour water in to the bottle.
- Do not fill the water to the brim. Keep to the "fill-line" shown.
- Close the bottle tightly. The bottles will have labels on which you should write the household number and the name of the village.
- Also record the exact date and time of collecting the sample. This is extremely important.
- Keep the bottle upright and check after 36 hours. If the water has turned black within this period, it is contaminated, If not, the water is not contaminated.
- Accordingly mark in the water-testing sheet.

2- Test the water source for fluoride.

Test the water from the most commonly used drinking water sources (identified during the time of mapping and village level interactions). Mark the source as WS1,WS2 etc. with the nearest landmark (near the temple, near the primary school etc.). Also mention the type of source in the observation sheet. Use the same source coding corresponding to your village map.

Wash and rinse all your plastic and glassware (sampling bottle, measuring cylinder, test tube, beaker etc.) with the source water.

Collect water from the source in a plastic bottle.

Pour water carefully in the measuring cylinder. Fill up to the 4 ml. mark. Check the volume of water keeping the waterline parallel to your eye to avoid parallax error.

Transfer the water to a test-tube.

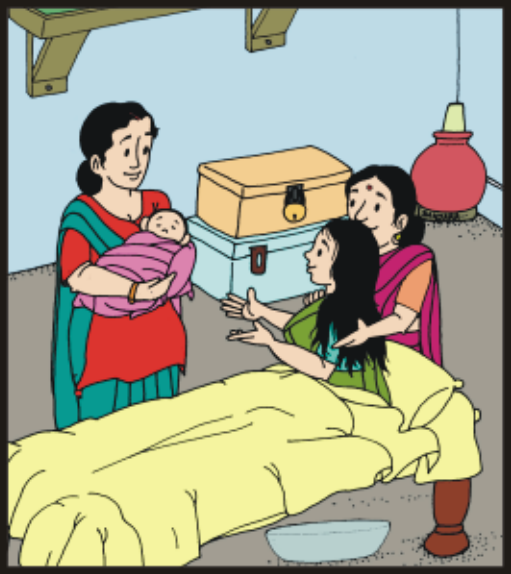
Add 15 drops of fluoride reagent to the test tube and cork it.

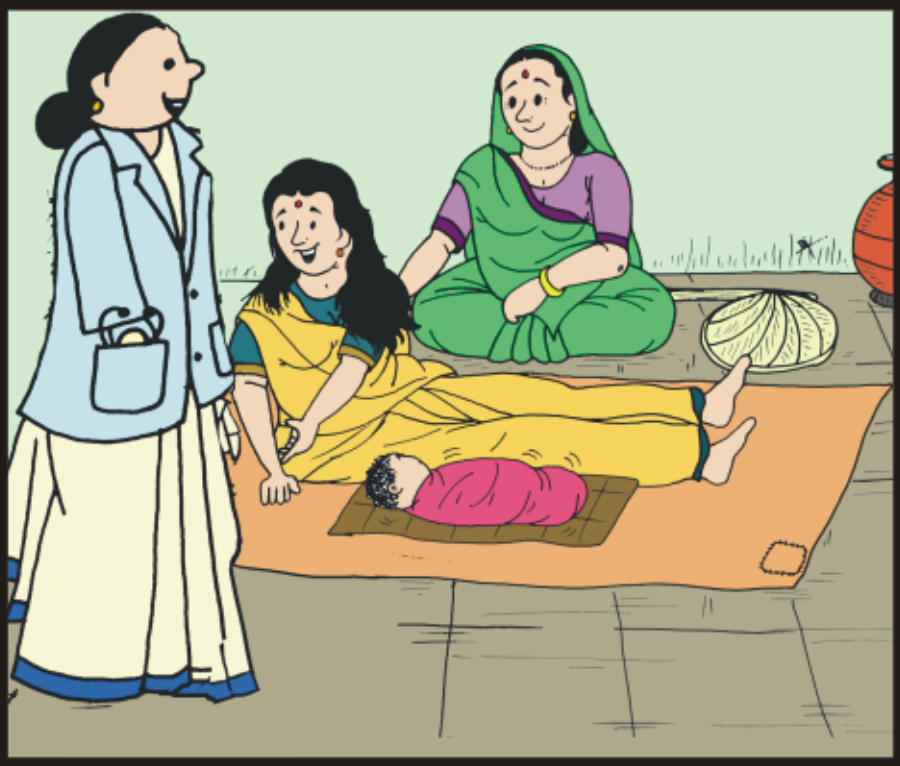
Invert the test tube 2-3 time and allow the contents to mix properly in order to develop colour.

Pull out the comparative colour-chart and match the colour developed in the test tube with the colour-chart.

Note down the concentration of fluoride in mg/l.

Note:
(1) Do not throw the test residues near the water sources.
(2) Make sure that your reagent bottle and test tubes are tightly corked to avoid spillages.
(3) Do not expose your reagents to direct sunlight.





ASER Centre
B4/54, Safdarjung Enclave
New Delhi-110029

Pratham Resource Centre
B4/58, Safdarjung Enclave
2nd Floor
New Delhi-110029