

Saugaht Foundation

Answers to Asha SF follow up questions 17 May, 2014

(These questions were mainly based on site visit observations and suggestions)

Further clarifications requested from Saugaht Foundation after site visit results and answers to their follow-up questions to chapter in Mar/Apr 2014

Dated: May 5, 2014

Notes:

- All of the questions below require answers/clarifications in writing
- In addition to your written clarifications, some questions will need additional documentation. These will be marked in **green**
- **Red** means this item requires a revision/inclusion in budget
- You know your project best. Please do not feel any pressure to agree with what the site visitor and/or Asha SF suggests. The site visitor suggested changes that may revise your budget downwards or upwards. While we encourage you to keep your revised budget at approximately the same level as before, if you feel that that is not possible, do not hesitate to increase the budget. However, please explain in detail your proposed plans, costs and cost revisions

1. **Premises** - Site visitor shared that you are no longer planning to operate the school in proposed premises (community hall/shed). You are now planning to use a room provided free-of-cost by someone. Please share more details on this arrangement. Why are you considering this new option? **Please provide (formal/informal) letter** from this person that specify the terms agreed upon, or a simple letter indicating his pro-bono offer to Saugaht. For example, even if unlikely, what happens if he changes his mind and starts charging rent and/or stops allowing the school to run? What are your backup plans?

Ans :- Yes, this is mentionable that in our project proposal we informed that a community shed would be used for the classes. But afterwards we found that due to other internal politics in the village it won't be wise to use that community hall(not shed), So now we want to avoid the same. In the mean time we had an unique opportunity. One local person, Mr. Rajendra Choudhary of the community has offered us his two rooms free of charge for the school to run.He has assured us that we can use those rooms as long as we can run the project. **A signed letter of undertaking on Govt. stamp paper from Mr. Rajendra Choudhary is enclosed.**

Asha SF comment – For confidentiality considerations, this letter has not been made public. Please note that it has been duly received by us and found to be satisfactory.

2. **No of school days** - You and site visitor agreed that school will be open for 220-240 days, and not 300 days. Please confirm that you agree?

Ans:- Regarding the number of school days, the site visitor mentioned that Ideally all other schools remain off for Sundays, summer vacation and winter vacation including other holidays - national , state , festivals etc. So maximum days they run for 220-240 days. Instantly during the site visit I could not oppose his argument that in all normal cases, like all the other community schools remains open for maximum 240 days. But we failed to make him understand that the objective of our project school is not similar with all other schools. We like to keep those tribal kids in our schools whose mothers go to their work place generally leaving behind their children in the community unprotected. Our school will give them protection as well as education. So we should not be guided by the general rules of summer vacation and winter vacation. We have seen that mothers go to their work place six days a week, so one day is weekly off-day. They don't go to work during their festival days. There is no summer or winter vacation for mother to go their workplace. Hence to fulfill the objective of those children's protection we have calculated that out of 365 days in a year, the school will remain closed on 52 weekly holidays and additionally we have considered 13 days closer for various festivals in a year. So altogether, we proposed in our original project application 65 off-days and 300 school days. But I personally felt delicacy to properly communicate the whole idea to the site visitor during his visit and could not oppose his argument of normal school days. But in view of the project objective I don't agree to run the proposed school for 220-240 days and would like to stick to 300 school days. Hope you will appreciate our clarification.

3. **Sanitary Kit** - Based on your discussion with site visitor, we propose to provide a sanitary kit for every child once every two/three months, instead of once every month. Please reconfirm if you agree. Please **revise** this amount in budget.

Based on our discussion with site visitor, we would like to revise our proposal to provide a sanitary kit for every child once every two months, instead of once every month. In other word we hereby reconfirm that we agree to provide sanitary kit worth Rs 50 per month or Rs 100 for two months. This amount in budget is also being revised.

4. **Adult Literacy** - This question relates to item 8 - "cost of conducting parent's education @Rs 500 per head". Please explain how this cost is arrived at. Who will facilitate these trainings? The teachers of the school? Are you paying the facilitator salary/fees? Please note you have specified in your answers that adult literacy will be done every day (excluding Sundays). What will be the materials/topics covered?

We have already mentioned earlier that while the tribal people come back, many of them get together in groups in certain places in forest fringe for resting and drinking water from spring. We will motivate them to come to the center where we will provide them drinking water. We will utilize this time and place for their literacy which will be around one hour in the afternoon. "Cost of conducting parent's education @Rs 500 per head" or (Rs 500/X37= Rs18500/- yearly). In fact we have budgeted a lump sum overhead cost on an average to cover all relevant cost for running this Adult Literacy Center. In order to arrive this cost we have calculated some expenses to arrange drinking water at the center . We will engage one local person by paying Rs 20/- daily to carry and store clean cold drinking water adequately in earthen pitchers to be kept at this center. The cost break up is given below.

- | | | | |
|---|----|----|-----------|
| 1) 5 medium size earthen pitchers @ Rs.200per pieceX5 | -- | -- | = Rs 1000 |
| 2) Drinking water lifting, carrying @ Rs 20 X 300 days | - | - | = Rs 6000 |
| 3) Educational kit- yearly books,exercise books,pencils @Rs 250/head X37 | = | | Rs 9250 |
| 4) Cost for quarterly progress evaluation tests @ Rs 10/- per head X37 X4 | = | | Rs 1480 |
| 5) Monthly mothers meeting with teachers –Tea exp@ Rs 50/-monthly X12 | = | | Rs 600 |
| 6) Roll call register & Other miscellaneous Expanses (Annual)- | -- | | =Rs 170 |

TOTAL ANNUAL EXPENDITURE = Rs 18500

Yes, the teachers of our school will also facilitate these teaching in the parents' education center.

We will not give any extra salary to the teachers for this work. They will get monthly salary of Rs.2500/- each for teaching children in the morning school and the parents in the afternoon school.

The materials/topics covered are given below:-

- ▶ Development of willingness in reading and writing, pre-reading and pre-writing skills, ability in reading and writing in mother tongue
- ▶ Writing own name developing own specimen signature
- ▶ Learning numerical and development of pre-mathematics skill,
- ▶ Learning common words in English of various objects from natural or manmade world, relationships etc.
- ▶ Learning rudimentary geometrical shapes.
- ▶ Basic General knowledge about our Country and State. Etc.

We are considering this Adult literacy Center not merely as a school but also as a community development center. So , after few months we will start giving them orientation on child development, mothers' reproductive health education, Family planning, Proper housekeeping, Food and nutrition for family members, small savings, Self Help Group Development Etc. Hence our idea behind this school is to utilize this center to strengthen family support mechanism towards community development through a child centric intervention by an integrated process.

5. **Project Staff** - This question relates to item 13 “Traveling cost of two project staff”. Based on your discussions with site visitor, it was proposed during the visit that ONE project staff comes once every week, instead of two project staff coming once every month. The proposed cost per visit for this one staff person is Rs 500. Do you agree with this? Also, please explain Rs 500 cost per visit. Does this include salary? What does it include? In any case, please **revise this item** in new budget. Mention no of project staff, frequency of visits, cost per visit (including break down) and any other info.

The site visitor advised us to keep one paid project staff/ coordinator who will come to supervise the project center once every week. So we are now changing our plan accordingly to engage one paid project staff instead of two voluntary project staff . We hereby reduce the cost @ Rs 250 per week as travelling and refreshment expenses instead of Rs 500 cost per visit. This doesn't include salary. As per advice of the visitor we are making provision of salary for one project coordinator @ Rs 3000 per month. However total budget won't be increased.

6. **Teacher Training** - It appeared to site visitor that the two proposed teachers need to undergo some training via training programs, exposure visits, training materials and weekly newspapers. Do you agree, or do you think that the proposed teachers are qualified and ready? What are your plans, if any, to train these teachers and when will they be trained? If you are asking for funding support from Asha SF, please **include this in revised budget** by adding it. Please include detailed info (plan) on what training includes and how the cost is arrived at.

We admit that this is a good advice to organize teachers training. We propose that we will send our two teachers to a city based good English medium KG / Nursery school for training for few days. The President of Sought Foundation has good rapport with such school Principals. Hence we will organize this teachers orientation. We don't want to include any additional expenses under this head and any cost related to this will be borne by Sought Foundation.

7. **Food** - According to your answers to our questions, you mentioned that children will be provided light tiffin around 9:30 am in the morning (Rs 4 per child) and then “main food” in the afternoon (Rs 4 per child). We would like to know what is included in “light tiffin” and “main food”. Please provide details. Also, in your opinion, is this much food enough to meet their nutritional needs? Does the “main food” include cooked, hot lunch? What are your limitations in providing more/better/fresh/cooked food? If it is cost, then **revise the budget** to Asha SF, but explain in detail what all the meals will include, whether they will be fresh, when will they be served, will they meet daily nutritional requirements, how will they be organized (very important), whether you have resources to organize this etc.

If you cannot provide cooked food at this stage, consider an alternative breakfast menu which includes fruit, bread, eggs etc

Please note that based on your discussions with site visitor, we understand that school days are 220-240, not 300. Is it accurate then that meals will be provided for 220-240 days? Or will meals be provided for any different no of days? **Please revise budget and please provide details.**

We have already communicated in response to your previous set of questions that - Considering the poor health of the students due to lack of nutrition, we propose to keep provision nutritional food support for all the children of education center. In view of the logistics, we would start with nutritional dry food packet to be arranged by project staff. But in the long run we will go for serving nutritional cooked food to be prepared by one of the project teachers . As we have mentioned, children will be served food two times, at the beginning and at the end of school. Ideally we will give light Tiffin in the morning. The main food will be given in the afternoon. "Light tiffin" means locally available snacks and other nutritional food like fruit, bread, eggs etc , while "main food" means cooked fresh hot lunch of staple food, created mostly from locally grown tropical crops, which are varied and rich with nutritional value. It is obvious that provision of more budget will enable us to give them better food to the children. But we feel our proposed budget is apparently okay to serve the purpose to meet their nutritional needs. So we don't want to increase the budget in this year. If required we will increase it in future years. How will they be organized: - The cooked food for 37 little kids is not a very huge quantity and one of the teachers can do that . Sought Foundation will gradually develop these cooking arrangements. In future we will insist the mothers Self Help Groups to organize this so that the community can take care of this. .

Please note that we have given our explanation that the school will remain open for 300 days. Since we are not reducing our school days, naturally there won't be any change in budget for providing food.

8. **Assistant -** It appeared to site visitor that school really needs an assistant. Do you agree? Who will this person be? **Please revise budget**

No, we don't agree. We have two teachers. One class room school of 37 children will be managed by one teacher in each period. So the other teacher will remain free to do other jobs like cooking etc. Community will take care for sweeping and cleaning the school. Additionally the person who will lift and store drinking water on daily wage , will be asked to do the sundry jobs. Ultimately we want the forth coming Self Help Group (to be formed by the mothers and other male members of the community) to takeover

various responsibilities of this educational cum community development center for its future sustenance. So no assistant is required and no change in budget for that.

The New Budget is given below

REVISED BUDGET

Column					
A	B	C	D	E	F
S. No.	Item	Amount (Rs)	One Time/ Annual	Ranking	Other comments
1.	One time cost for one black board, some teaching materials like pictures of various items, toys, chalk, duster, roll call register etc. for 2 units of the school etc. for the school. @ Rs. 2500 x2	5000	One Time	1	
2.	One time cost for mats for seating children , one water filter for safe drinking water and 2 glasses and some other essential items for the school @ Rs. 3000	3000	One Time	2	
3.	One Time cost for educational kit including bag, pencil, writing slate, exercise book, etc. for all the 37 students @ Rs 300/- per student on an average (300 x 37)	11100	One Time	5	
4.	One Time cost for two sets of school dress (200x2) with one pair of shoes & socks(150) (to be given one time in each year) for all the37 students @ Rs. 550- per head (550 x 37)	20350	One Time	7	
5.	Monthly cost to supply daily use items like toothpest,toothbrush, soap, hair-oil, comb,detergent powder etc. to maintain hygienic way of living for all the37 students @ Rs. 50 per month per student (50X12X37)	22200	Annual	6	Changed
6.	Annual cost for nutritional support (dry food packets will be given to each student twice daily – before the school starts and after the school is over) for 37 student for 300 school–days per year.@ Rs. 4/- per food pkt (Rs4 x 2 times X 300 days x 37 heads)	88800	Annual	4	

7.	One Time cost 37 Food serving bowl for all the students @ Rs 25 per bowl (25X37)	925	One Time	15	
8.	Cost of conducting elementary education for 37 adult members /parents of this clan for one year (1st year only)@ Rs 500 per head on average covering all relevant exp. for their basic education (500X37)	18500	One Time	9	
9.	Annual cost for monthly salary for 2 teachers cum social animetor of the project @ Rs. 2500/- per head per month (2500 x 12 x 2)	60000	Annual	3	
10.	Annual cost for monthly salary of the doctor for weekly health check up of all the students under this project (excluding medicine cost)@ Rs. 2500/- per month including conveyance(2500 x 12)	30000	Annual	10	
11.	Annual cost for medicine for all the students as an when required @ Rs.500/- per month on an average (500 x 12)	6000	Annual	11	
12.	Annual cost for salary of one part time accountant @ Rs. 500/- per month (500 x 12)	6000	Annual	12	
13.	Weekly Travelling and refreshment cost for one project staff @ Rs 250 / per visit (250x4x12)	12000	Annual	8	Changed
14.	Reporting , printing , office stationaries, photographs, telephone , meeting cost etc @Rs1500 per month x12	18000	Annual	13	
15.	Annual cost for monthly salary for 1 project staff to supervise the project @ Rs. 3000/- per head per month (3000 x 12)	36000	Annual		New
16.	Various Cooking and serving Utensils and one Cooking oven including fuel	3000	One Time		New
17.	Miscellaneous cost for any other minor unforeseen expenditure @monthly Rs. 100 X12	1200	Annual	14	Changed
Total (Rupees Three Lakhs Forty two Thousands Seventy-five)		342075			

Special Note : We did a gross mistake in calculating Miscellaneous cost in original project budget which has been rectified . Agreeing with advices of project visitor we made some internal adjustment without making any change in total project budget .

