Mechanic Monitoring and Evaluation
Peer Organization for Youth Development

2022

منظمة التقران لتنمية الشباب (منظمة غير حكومية)

PEER Organization For Youth Development (N.G.O)

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.1   Introduction

It's a peer organization monitoring and evaluation framework for youth development in any program to show methods, tools, activity data collection, data analysis and reporting processes. The main purposes of monitoring and evaluation of a Musharaka program include supporting effective program management at all levels, ensuring and encouraging outcomes internal and external reporting requirements, measuring, participatory learning and reflection (reflection) through reliable and timely data collection, analysis and communication.

Enhancing program performance: The Peer Organization Management Information for Youth Development are required to review progress and assess performance by comparing actual goals and achievements. Making timely decisions and adapting program interventions to change contexts and address implementation constraints requires timely and reliable information**.**

Reporting and Accountability: Meet the requirements for regular reporting to provide feedback (feedback) within program management and external stakeholders on the timing, relevance, efficiency, and effectiveness of interventions.

Measuring outcomes and enhancing learning: This involves using qualitative and quantitative data to determine whether and why interventions are producing desired outcomes within a given context, including what worked and what didn't.

The system primarily tracks outcome and outcome indicators, focusing on organizational capacity development and program outcomes. Program outcome indicators are measured periodically while program outputs are routinely monitored such as the number of people who attended events (eg CSO hubs and fairs) and training on an ongoing basis. Both indicators help assess progress and review and improve activities.

.2   Monitoring and evaluation methods

The Musharakah program uses different methods of monitoring and evaluation depending on the type of activities and indicators being measured. It seeks to obtain data from various sources using project log/MIS, assessment of exercises participatory methods and feedback surveys (comments).

2.1   Keeping records of activities

Data will be conducted for a large class of activities such as training, meeting and grants on an ongoing basis when notable activities have been completed. The data will be entered regularly into a database system to process and generate information to the practical extent and disaggregated by important variables of interest such as gender, gender, age, location, minority status, etc.

2.2   Evaluate the exercises

Since training includes an important component of Musharaka program activities, the monitoring and evaluation system collects data on the number of participants according to the type of training as well as measures knowledge retention through training beneficiaries surveys. Training evaluation focuses on the trainee's reaction and learning outcomes. Certain survey tools will be developed based on the training agendas for the exercises provided under the programme.

the training course: the place of s reaction to' Trainee's reaction: This is the trainee the training, the facilitator, the content and the importance of the course. This is done at the end of the training using closed questions (with short answers or answers with yes or no) with classification or open questions that have no specific answers.

- Closed Question Example: Rating Rating (Example of a reaction to a 5-point (rating
- Examples of open-ended questions: eg what was most useful, what could have been improved?

Learning: This is based on covered training modules and training outcomes to improve training knowledge on a specific topic. The indicator that is measured is the percentage increase in the trainees' test score for post-training as compared to the pre-training test score. The same questions are administered immediately before and after training. The test questions will have the following possible response (response) .formats

- Yes or no
- Multiple responses
- Fill the void
- Matching
- Open-ended questions (preferably a few)

The test results before and after the training are compared face to face with the training topics covered which will serve as a basis for determining the contribution of the .training and preparing a report on the results

Feedback 2.3   Surveys (Feedback)

An activity/event feedback survey is conducted to assess the reaction and opinion of the participating beneficiaries within the targeted CSOs or local communities on the coverage and benefits of peer-supported activities for youth development . Surveys are usually conducted at the end of an event with representative (typical) samples from a subset of the population of interest or coverage of the total population by program subcomponents depending on the size of the population reached. At least 30 participating beneficiaries will be interviewed for each feedback survey with random selection to the extent feasible. If participants are less than 30, interviews will be .conducted with all participants

Examples of the survey questionnaire include opinion polls/interviews with those who attended the exhibition and the center of civil society organizations, and surveys of feedback from beneficiaries of the Peer Organization Program for Youth

Development and the Ministry of Youth and Sports . Specific questionnaires will be designed in collaboration with responsible program staff, monitoring and evaluation.

2.4   Participatory Methods

Participatory methods assist in assessing the perspectives and perceptions of a small group of informed stakeholders including citizens, CSO members and government representatives, and will be conducted by PPP staff and implementing partner CSOs at different levels as needed and according to monitoring and reporting schedules.

Methods will include interviews with key respondents, direct observation, focus group discussions (target group), and case studies.

Interviews with key respondents: Interviews will be conducted with key respondents, who are well-informed to provide information on the relevance, appropriateness perceptions and reactions to the various interventions of the organization's programmes. Potential sources of information include community leaders, religious leaders, elders, members of civil society organizations, etc.

Focus group discussions (target group): This includes gathering information and opinions from a small group of individuals using the focus group discussion guide (target group). A group can be homogeneous or heterogeneous depending on the subject and objective of the evaluation.

Direct observation: On-site observation of the participation program interventions such as that the meetings and events of civil society organizations have direct information on the quantity and quality of the interventions. This will be done using appropriate note lists.

Case study: This involves analyzing a qualitative case to provide an account of how the organization's program interventions affect the individuals, groups, communities or organizations involved.

The .3 main tools of monitoring and evaluation

The primary tools for monitoring and evaluation in collecting indicators for monitoring the performance of the organization's programs at the activity level will be follow-up forms (signing of activity sheets and records), survey questionnaires, semi-structured interview guides (focus group discussions and key respondents) and observation lists. Activity logs are designed based on the type of activities and provide disaggregated data whenever possible by gender, age, location, etc. The form and content of tools, questionnaires will depend on the topics the activities are covering (eg CSO fairs/ hub activities, trainings).

3.1 Monitoring and evaluation tools for the creation of a participation program

The following two tools will be used primarily in monitoring the events organization's programmes through direct observation and feedback surveys (feedback).

The activity/event participant login sheet: It is to provide information about the background of the participants in the activity/event organized by the organization's programs and level of attendance. If the size of the activity/event is reasonable (leadable management), attendees will log in using this sheet. This sheet includes the participant's name, age, gender, location and affiliation.

Activity/Event Participant Summary Form: This form is used to summarize the number of participants in all activities organized by the organization's programs It provides basic information on the number of attendees by gender, location (governorate / district / sub-district) and affiliation.

Meetings/Discussions Follow-up Form: It is for following up and preparing reports on the meeting/event organized by the organization's programs and partners, and it provides the number of participants by type of organization and gender as well as the agendas discussed, resolutions passed and any noteworthy observations.

Activity/Event Feedback Survey Tool: The feedback survey questionnaire collects information about participants' evaluation of the event/organised activity, which will be determined on the basis of the activity held and the respondent's background such as gender, age and affiliation. In addition to assessing the perception, it will also serve as feedback in the organization of similar events in the future.

3.2 Monitoring and evaluation tools for training

The following three tools will be used to monitor and report on training activities related to the organization's programmes

Training participant's signature sheet : It is to provide basic information about the participants' background in training courses and level of attendance. It records the names of the participants, the organization they represent, gender, age, location and address.

Training evaluation form : It is to seek feedback from the trainees' attendance about the training, the importance of the content and the performance of the facilitator in providing training.

Training participants summary form : It is to summarize the number of participants invited and attending the training courses organized by the organization's programs.

3.3 Monitoring and Evaluation Tools for the FAO Fund to Support Iraqi War Victims (illustrative example)

OIC Victims of War Fund project during implementation and ultimately for evaluation.

Population profile of the organization 's fund to support Iraqi war victims: A set of personal data will be made on the communities that implement the projects of the organization fund to support Iraqi war victims to identify needs and prepare detailed project proposals and basic information. Community profiles include specific demographic and project data. The profile presents the size of the target groups and serves as the basis for determining the beneficiaries of the project.

Basic Data for Individual/Community Equip Projects for the OIC Fund to Support Iraqi War Victims: This is to lay the foundation for each community or individual outfitting project identified to support funding from the OIC Fund to Support Iraqi War Victims. The tool is used to record the currently available (base), if any, and additional materials required to determine the level of need and support from the organization's fund to support Iraqi war victims.

Monitoring an individual/community equipping project for the organization's fund to support Iraqi war victims: These are completed at the time of project processing and provide information if the materials match the bills of quantities and meet the expectations of the beneficiaries.

Monitoring a community infrastructure project for the organization 's fund to support Iraqi war victims: In the event that the community decides to build an infrastructure/rehabilitation project, the staff of the Peer Organization for Youth Development and the implementing partner NGOs, in cooperation with the relevant authorities in the community and the government, conduct field visits to monitor the progress of work and ensure quality and the quantity of implementation and matching the schedule of quantities. In such cases project monitoring is usually conducted on an ongoing basis with more formal M&E reports generated at 30, 70 and 100% work completion stages.

Assessment of an Infrastructure Project Assessment of the Organization Fund to Support Iraqi War Victims: Within 60 to 90 days of completion of a specific community project, the staff of Peer Organization for Youth Development and implementing partner NGOs with stakeholders conduct an assessment visit to assess the use and maintenance of the project facilities as well as collect feedback (Feedback) from members of the beneficiary community using participatory assessment tools (direct observation, interviews with key respondents, focus group (discussions).

Beneficiary Business Survey Tool of the Organization Fund Project to Support Iraqi War Victims: About six months after submitting the small grant to the individual business or beneficiary who If the business is running, a feedback survey will be conducted to assess success and benefits in terms of income and improvement in the overall standard of living including whether the business is still operating, the level of income generated, job opportunities generated and any follow-up support that may be required. The evaluation questionnaire will be completed with all initially qualified grant recipients by the monitoring and evaluation staff of the organization's programmes and gradually by staff of partner NGOs implementing the fund Organization to support Iraqi war victims organizations.

.4   Data analysis and reporting

The M&E data collection for the participation program from different sources according to the schedules will be conducted primarily by the M&E staff of the Victim Support Fund Program with responsible organization staff and civil society organizations. The data will be entered into the appropriate program such as Excel, Access or Statistical Package for the Social Sciences Program SPSS Depending on the volume of data and the level of analysis required, which will be guided by program management and reporting needs. It will be ensured that data is disaggregated by relevant variables such as gender, age and geographic location, to determine the access and impact of participating program interventions on different groups. The information will be summarized and presented in usable forms including narrations, tables and graphs as appropriate.

Annex: Monitoring and Evaluation Tools for Participation Program

Activity/Event Participant Signature Sheet (01)

Theme of the event:
_____

No.	Name	Gender	age	From (Website/Community)	Affiliation (community member, civil society organization, government, media)	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Activity/Event Participant Brief Form (02)

1. :General information (to be completed by the event organizer)

1	The name of the intermediate score, sub-intermediate score, or activity	
2	Event title	
3	Event duration (dates)	
4	Location /venue	
5	Completion date (accomplishment)	

2. Summary of event participants by affiliation

Member of the organization/community			

3. Event participants by location

Attendees			Location (governorate / district / sub-district)
Youth (15-24 years old)	Females	Males	

Follow-up/Report of Meetings/Discussions Form (03)

	The name of the intermediate score, sub-intermediate score, or activity	1
	Date	2
	Governorate	3
	District / Sub-district	4
	Location/venue	5
:Start time_____ :End time_____	Duration of meeting/discussion	6

7.   : Attendance [1]

Attendees			Number of organizations	Member of the organization/community
Youth (15-24 (years old	female	male		
				Civil society organizations
				governmental organization
				Flags
				community members

8.   What were the main items/issues in the agenda that were discussed during the meeting

- _____
- _____
- _____
- _____
- _____
- _____
- _____

9. Were there any resolutions passed (adopted)? (Circle one of the two answers)

   A. yes

   B. both

If yes, indicate the decisions, and if no, provide reasons:

- _____
  _____

- _____
  _____

- _____
  _____

- _____
  _____

- _____
  _____

10. Were there any follow-up actions agreed/recommended related to the topic(s)?
    A. yes
    B. both
    If the answer is yes, include follow-up actions, and if no, provide
    the reasons:

- _____
  _____

- _____
  _____

- _____
  _____

- _____
  _____

- _____
  _____

11. :Any additional opinions, notes or comments

- _____
  _____

- _____
  _____

- _____
  _____

- _____
  _____

- _____
  _____

- _____
  _____

<u>Activity/Event Participant Feedback (Comments) Survey Form (04)</u>
<u>(Specific issues depending on the event)</u>

Section 1   General background information
(To be completed by the surveyor/interviewer)

	Governorate	1
	District / District	2
	Location/venue	3
	Feedback survey history	4
	The name of the intermediate score, sub-intermediate score, or activity	5
	The name of the interviewer	6

The second section is the feedback (comments)/evaluation of the participants
(to be completed by interviewing event/activity participants)

1. Please rate [event name] using the following rating scales

5	4	3	2	1
Minimum satisfaction Maximum satisfaction				

No.	Items (to be specific based on the event)	Category
1		
2		
3		
4		
5		
6		
7		
8		
9		

2. Please indicate whether or not you agree with the following statements

I don't know	Strongly Disagree	don't agree	I agree	I totally agree	Items (to be specific based on the (event	No.
					I am very familiar with (the case).	1
						2
						3
						4
						5
						6
						7
						8
						9
						10

Section III   Background (Basic Information) Respondent

affiliation		age		gender	
Citizen/community member	1	> 24 years old	1	males	1
Member/employee of a civil society organization	2	≤ 24 years old	2	females	2
Government	3				
Media	4				

Training/workshop participant's signature sheet (05)

:Training topic

_____

Signature	Telephone number	E-mail address	Name of the organization/institution	the age	sex	Participant name	T
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13
							14
							15
							16
							17
							18
							19
							20
							21
							22
							23
							24
							25

Training Participant Brief Form (06)

1. :General information (to be completed by a training officer)

	The name of the intermediate score, sub-intermediate score, or activity	1
	Training title	2
	Date	3
	Location/venue	4
	Training duration (dates)	5
	coach's name	6

2. Summary of the training participants

ready		invited		Number of organizations		Organization/community member
female	male	female	male	Present	invited	
						Civil society organizations
						governmental organization
						Flags
						community members

3. Training participants by location

ready		invited		Location (governorate / district / sub-district)
female	male	female	male	

4. Training participants by organization

ready		invited		Organization type (civil society organization, governmental, media)
female	male	female	male	

Training Evaluation Form (07)

:Date_____

Trainee name (optional)_____

1. :Training Objectives Evaluation Form and Course Contents

Strongly Disagree	disagree	I agree	I totally agree	questions
				The objectives of this training have been adequately met
				Training objectives were identified and followed for each topic.
				The training provided me with advanced knowledge, understanding and/or skills
				The topic was related to your background (your background information) and your experience
				Training will help you greatly in your profession/field
				The duration of the program was adequate (sufficient) to cover all subjects
				The quality of education (teaching) was good.
				I will be able to apply the knowledge I have learned.
				The content was organized and easy to follow.
				The materials distributed were important (relevant) and useful.
				Participation and interaction in the lecture was encouraged.
				Sufficient time was given (provided) for questions and discussion.
				The venue/location was appropriate for the event

2. Presenter/Trainer Rating (please tick appropriate rating)

Excellent	EXCEED EXPECTATIONS	meet expectations	below expectations	unsatisfactory	questions
					The presenter's ability to explain clearly was...
					How was the flexibility of the provider to suit your needs?
					Knowledge of the subject...

					How would you rate the presenter's ability to understand the participants' questions and observations?
					How did the trainer respond when the participants were asked to explain something or help them**?**
					How good is the presenter in making practical presentations of the topic**?**
					How was the presenter taking the reactions (notes) of the audience**?**

Population profile of the organization 's fund to support Iraqi war victims (08)

	Governorate
	District / Sub-district
	Processing project name
	Fulfillment employee name
	basic history

data source	percentage	number	description
			Total population (last year (_____
			Population by age
			Children (1-14)
			Youth (15-24)
			adults (+25)
			Population by gender
			males
			females

Master Data Form for a Project Preparation for the Organization 's Fund to Support Iraqi War Victims (09)

	Governorate
	District / Sub-district
	Processing project name
	Fulfillment employee name
	Basic history
	Evaluation date

B (additional amount required)	a (current amount available)	Unit	Name of the main materials required	T
				1
				2
				3
				4
				5
				6
				7
				8
				9
				10
				11
				12
				13
				14
				15
				16
				17
				18
				19
				20

Project Monitoring Form for Supplying/Receipt of the Organization's Fund to Support Iraqi War Victims (10)

	Governorate	1
	District / Sub-district	2
	Location/location	3
	Project Title	4
	received date	5
	Project cost (in Iraqi dinars)	6
	Monitoring team/person	7

First   **a summary of the project (problem statement, objectives, key process , indicators and intended beneficiaries)**

Second   **the views and comments provided by the beneficiary** (for community projects, no less than 5 for individual Marla projects, the beneficiary (himself/herself

Evaluation					Standards
Evaluator 5	Evaluator 4	Evaluator 3	Evaluator 2	Evaluator 1	
					contractor performance
					Quality (quality) of processed materials
					Quality (quality) of work
					Timeliness/project schedule
					Degree of satisfaction with the project

Exceeds Criteria = 4, Meets Criteria = 3, Below Standards = 2, Unsatisfactory = 1

Any comments/recommendation from the project owner:

Third   check the materials / quality (quality) and quantity [Please check according to the BOQ]

Quantity	Unit	Processed materials as specified in the table of quantities	T
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10

Fourth   the comprehensive evaluation procedures and recommended , follow-up

Evaluation and recommended corrective actions based on stakeholder) (interviews, observation and analysis).
1. Work performance (measurement unit or percentage)

	Actual quantity of work done
If there is a difference between the BOQ and the actual work, what are the reasons?	
	1.
	2.
	3.

2. Project execution

	late for schedule		according to the table
If he is late for the schedule, what are the reasons?			
			1.
			2.
			3.

3. Stakeholder participation/contribution

	below expectations		meet expectations		EXCEED EXPECTATIONS

?If it is below expectations, please specify the stakeholders and state the reasons

.1

.2

.3

Fifth, Beneficiaries of the project (to be verified from partner records, interviews : etc.)

	male
	female
	youths 24 - 15) years old)

Sixth recommendations and follow-up measures

_____

_____

_____

_____

_____

_____

_____

Infrastructure Project Monitoring Form for the Organization 's Fund to Support Iraqi War Victims (11)

				Governorate	1
				District / Sub-district	2
				Location/location	3
				Project Title	4
				Observation date	5
				Project cost (in Iraqi dinars)	6
				Monitoring team/person	7
	Project completion date			Project start date	8
	the third		the second	first	Observation phase (check mark)	9

First   a summary of the project (problem statement, objectives, key process , indicators and intended beneficiaries)

Second   the stakeholders who were interviewed [members of the community work group, contractor, project owner, beneficiary, etc].

position/name	
	.1
	.2
	.3
	.4

Third, the   opinions and comments of the stakeholders who were interviewed (assessing the performance of the project)

1. project owners

Evaluation	Standards
	1. contractor performance
	2. Quality (quality) of the materials used
	3. Quality (quality) of construction
	4. The appropriate timing for the project in the schedule
	5. Overall satisfaction with the project

Exceeds Criteria = 4, Meets Criteria = 3, Below Standards = 2, Unsatisfactory = 1

:Any comments/recommendation from the project owner

2. Beneficiaries/citizens at least 3 (optional)

Evaluation					Standards
Evaluator 5	Evaluator 4	Evaluator 3	Evaluator 2	Evaluator 1	
					contractor performance
					Quality (quality) of processed materials
					Quality (quality) of work
					Timeliness/project schedule
					Degree of satisfaction with the project

,Exceeds Criteria = 4, Meets Criteria = 3, Below Standards = 2, Unsatisfactory = 1
Don't Know = 0

:Any comments/recommendation from the beneficiaries

Fourth **check materials/quality (quality) and quantity** [please check **,**
according to the table of quantities]

Required/Recommended Action	Unprocessed materials as specified in the bill of quantities only the inclusion of materials of lower quality than specified) (in the bill of quantities	T
		1
		2
		3
		4
		5

.V **Comprehensive evaluation procedures and recommended follow-up**

Evaluation and recommended corrective actions for the M&E Officer based on)
interviews, observation and stakeholder analysis. It is recommended that the M&E
Officer conduct the overall evaluation with the responsible engineer/technical person
at ICDI/VOCA):

	illness		Warning		Risk
	The project is going as planned. All aspects of the project meet or exceed standards (eg use of ,materials, workmanship schedule).		Some aspects of the project are substandard (poor ,materials and workmanship .(.behind schedule, etc Requires informing the Kirkuk office (Director of Monitoring and Evaluation Department).		Most or all aspects of the project are substandard and the project cannot continue as is. Requires informing the Kirkuk office (director of the Monitoring and Evaluation .Department) immediately

3. Amount of work done (in percentage)

Actual		planned	
If there is a difference between the planned and actual work, please state the reasons?			
.1			
.2			
.3			

4. Establish (status) of the project schedule (check the appropriate box)

	behind schedule		As per schedule		ahead of schedule
If it is behind schedule, please state the reasons 1. 2. 3.					

5. Stakeholder participation/contribution (check the appropriate box)

	below expectations		meet expectations		EXCEED EXPECTATIONS
If it is below expectations, please give reasons .1 .2 .3					

6. Total quality of work (check the appropriate box)

	below standards		meet the standards		beyond standards
If it is below the standards, please state the reasons .1 .2 .3					

Sixth The main indicators of project performance (verified from partner records : interviews, etc.)

	male
	female
	Youth (15-24 years old)

Seventh recommendations and follow-up actions

_____

_____

_____

_____

_____

_____

_____

Infrastructure Project Evaluation Form for the Organization 's Fund to Support Iraqi War Victims (12)

				Governorate
				District / Sub-district
				Location/location
				Project Title
				Review/Evaluation Date
				Project cost (in Iraqi dinars)
	Actual start date		Planned start date	Project start date
	Actual completion date		Planned completion date	Project completion date

First: Basic information related to the project (providing a brief statement of the problem, objectives (and main results/impact indicators

secondly: Review/evaluation methodology (sources of information and stakeholders interviewed)

Third: Evaluation/evaluation of the project by the concerned authorities
Evaluation of the project owner 3.1

Evaluation	Criteria/indicator
	Project Efficiency
	The effectiveness of the project in achieving its objectives
	Improving access to services
	Improving the quality of services
	Leads to the intended beneficiaries
	project sustainability

.The rating is based on the satisfaction scale (5 = excellent, 4 = very good, 3 = good, 2 = average, 1 = poor)

Evaluation of beneficiaries/citizens (at least five beneficiaries/citizens) 3.2

Evaluator 5	Evaluator 4	Evaluator 3	Evaluator 2	Evaluator 1	Criteria/indicator
					Project Efficiency
					The effectiveness of the project in achieving its objectives
					Improving access to services
					Improving the quality of services
					Leads to the intended beneficiaries

.The rating is based on the satisfaction scale (5 = excellent, 4 = very good, 3 = good, 2 = average, 1 = poor)

Fourth: Evaluation of the review team
Evaluation team review/assessment: This section is completed based on an evaluation by the various stakeholders and the analysis of the data collected during the evaluation process by the evaluation team. Focus on changes after project implementation and lessons learned. Comment on the process and present the results to the intended beneficiaries. For example, if the project has built classrooms, the results and benefits of the project and its contribution to improving access to 5 education should be explained using outcome/impact indicators (eg how many children are enrolled in school before and after the project). Refer (reference) to the selected outcome/impact indicators in the project document. The most common way to demonstrate the impact of a project is by using quotes and case studies backed by some quantitative data. However the quote must be put in context. Is the quote a true representation of this case? How were the quotes obtained? If through interviews, how many people did you interview? How many of them share the same opinion? Were there differing opinions? Why? Disaggregate data where appropriate and possible (gender, age, disability, etc).

The beneficiaries of the project (to be verified from partner records, interviews, etc.) :Fifth

	male
	female
	Youth (15-24 years old)

Sixth: Conclusions and Recommendations
Conclusions 6.1

Recommendations 6.2

Survey tool for the beneficiaries of the project of the organization fund to support the victims of the Iraqi war (13)

	Governorate	1
	District / Sub-district	2
	Location/location	3
	Comments survey history (feedback)	4
	The name of the interviewer	5

First   basic information ,

		1
Marla Recipient Name (Owner)		2
type of employment		3

Was it work
  1. newly created
  2. has been expanded
		4

?Who is running/managing the business
  1. Owner/Beneficiary Marla
  2. Immediate family member (child, brother, sister, uncle, etc.)
  3. Manager - hired
  4. Manager - has a stake in the business
  1.
		5

Gender of operator/working manager
  1. Mention
  2. feminine
		6

On siness Manager		7

The highest degree of work operator/manager
  1. He has no formal education
  2. primary
  3. secondary
  4. Higher than secondary education
		8

Secondly   work evaluation ,

	1

Please select which answer best describes your work today?
  1. My original work is still working
  2. I sold my products to customers and did not reinvest
  3. I sold my products to another business and did not reinvest
  4. I sold my products to clients and reinvested in another business and it still works
  5. I sold my products to another business and reinvested in another business and it still works
  _____ Other (specify) .6	

			If you sell your products to customers and do not reinvest / sell your products for another business and do not reinvest (interviewer: I only ask this question if the answer to question 1 above is either 2 or 3)	2
month 3	month 2	month 1	Average net monthly income for working in Iraqi dinars in the last 3 months?	3

Monthly income	Number	Gender	How many people are fully employed by the business?	4
		male		
		female		

	5
Please identify and describe the obstacles or challenges you face in the success of your business and any suggestions	

suggested solutions	Obstacles/challenges
1.	1.
2.	2.
3.	3.

	6
How helpful was the Marla Small Business Training Course you received in running your business? 1. very helpful 2. Somewhat useful 3. not useful	

	7
What are the additional training topics that may benefit you? 1. _____ 2. _____ 3. _____	

	8
Please rate your overall satisfaction with your new job 1. unsatisfactory 2. below standards 3. meets the standards 4. beyond standards 5. excellent	

	9
Compared to your situation before you received your new job, how would you describe your outlook on life after the experience you received and running your new business? 1. much worse 2. Somewhat worse 3. No change 4. somewhat improved 5. improved a lot	