

**Performance Appraisal for Asst.Project Managers (Blockwise performance based on block progress will be made)**

<b>Name of the position</b>	<b>Key Performance areas</b>
<b>1. District Project Manager</b>	<ul style="list-style-type: none"> <li>• Timely submission of monthly/annual work plans reports and budgets</li> <li>• VPRCs in Phase I maintain proper books of accounts</li> <li>• VPRCs have display boards and transparency mechanisms in place.</li> <li>• Conduct of GB, EC meetings on time.</li> <li>• VPRCs adopt project principles and receive funds.</li> </ul>
<b>2. Assistant Project Manager - Village Funds</b>	<ul style="list-style-type: none"> <li>• Completion of compliance check for VPRC fund release as per service standards</li> <li>• GPs/ VPRCs / EAGs maintain accurate and updated accounts in a transparent manner.</li> <li>• VPRC and EAGs are following community procurement guidelines</li> <li>• Timely submission of SOEs.</li> </ul>
<b>3. Assistant Project Manager (Micro Finance, Business Finance)</b>	<ul style="list-style-type: none"> <li>• All eligible left out poor mobilised in SHGs</li> <li>• All eligible SHGs are credit rated</li> <li>• All poor SHGs receive either project benefits or from banks.</li> <li>• All new SHGs are supplied with registers and maintain books of accounts properly.</li> <li>• Poor SHGs are federated to PLF and PLF Functioning actively.</li> </ul>
<b>4. Assistant project Manager – Livelihoods and Environment</b>	<ul style="list-style-type: none"> <li>• Skill development training arranged for eligible target poor</li> <li>• Target poor received skill training from project are gainfully employed.</li> <li>• EAGs receive support for livelihood Proposal in accordance with agreed service standards</li> <li>• Develop ----- demononstration sites</li> <li>• Poor SHGs are mobilised in to EAGs and functioning profitably.</li> </ul>
<b>5. Assistant Project Manager Marketing, Linkages and Economic Activity Federations</b>	<ul style="list-style-type: none"> <li>• Organising yearly atleast 2 District level trade fairs and exhibitions and promoting EAGs to participate in various trade fairs and exhibitions</li> <li>• EAGs are working in partnership with private sector organizations or other institutions</li> <li>• Cluster based EAGs are federated and functioning as business enterprises in partnership with private sector organizations or other institutions are financially viable</li> </ul>

Name of the position	Key Performance areas
<p>6. Assistant Project Manager Capacity Building and Communication</p>	<ul style="list-style-type: none"> <li>• Quarterly workshops with PFTs organised to prepare the training calendar, schedule, training supportive material etc., for training GPs, VPRCs and its sub committees, SACs.</li> <li>• Exposure visits of PFTs / CBOs. Arranged once a year.</li> <li>• All VPRCs know their roles and responsibilities.</li> <li>• Master trainers are updated and their skills in specialised areas developed.</li> <li>• Minimum 7 para professionals to be developed in all the GPs and offering services.</li> <li>• Quarterly compilation of success stories and key learning.</li>   <li>• Preparation and Distribution of IEC materials at district level</li> <li>• Contributions to the monthly news letter on success stories reported.</li> <li>• Orient GPs and members on project principles to enable them to do activities under initiation fund.</li> </ul>
<p>7. Assistant Project Manager (Monitoring &amp; Learning &amp; HR)</p>	<ul style="list-style-type: none"> <li>• Conduct of internal learning meetings at district and cluster level every quarter in all VPRCs and feedback system established.</li> <li>• Sending timely reports of MPR, QPR and maintain village level database on project progress</li> <li>• All CBOs use community score cards and rated good.</li> <li>• All VPRCs maintain and update display boards and bulletin boards.</li> <li>• All decision-making positions in Village level Poverty Reduction Committee and EAGS are women</li> </ul>
<p>8. Assistant Project Manager – Social Safeguards</p>	<ul style="list-style-type: none"> <li>• All eligible identified disabled, tribal and vulnerable people are organized into functioning SHGs</li> <li>• All eligible disabled get id cards</li> <li>• All eligible disabled are assisted either through project funds or through convergence.</li> <li>• Special funds are spent by VPRCs for eligible special groups.</li> <li>• All BDFAs are monitored and receive quarterly payment in accordance with milestones.</li> <li>• All tribal SHGs are credit rated and linked with banks.</li> <li>• One block level federation of disabled formed and delivering services to the special groups</li> <li>• Eligible adult disabled and vulnerable people are engaged in profitable economic activities</li> </ul>