National Solidarity Program
Monitoring & Evaluation Department

Institutional Maturity Index (IMI)

Community Profile

Province		Date of assessment and filling IMI form	...../...../.......
District		Date of FP first entry to the community	...../...../.......
Community Name		Date of CDC election	...../...../.......
Community Code		Date of CDC first re-election	...../...../.......
FP Name		Date of CDC second re-election	...../...../.......
NSP Phase		CDC records/documents transferred from old CDC to newly elected CDC	Yes ☐ No ☐
Number of families		Number and types of sub projects completed	1-
Number of male community members			2-
Number of female community members			3-
			4-

IMI administration at the time of:

☐ Complete utilization of 1st block grant entitlement (NSP III new roll out)

☐ Before remobilization of the community for the repeater block grant (NSP III RBG)

☐ Complete utilization of the repeater block grant entitlement (NSP III RBG)

CDC composition/CDC structure	Number of male CDC members	Number of female CDC members
Mix Gender CDC		
CDC with male and female committees		
Only Male CDC		Not applicable

A. # of CDC and community members being interviewed for maturity assessment:

The number of participants in each Focus Group Discussion should be:
Between 5-9 CDC members and 7 - 9 non CDC members

Number of CDC and non CDC members Participated in **Male** Focus Group Discussion		Number of CDC and non CDC members Participated in **Female** Focus Group Discussion	
# of CDC members	# of non CDC members	# of CDC members	# of non CDC members
CDC Office bearers		CDC Office bearers	
CDC Non office bearers		CDC Non office bearers	

B. Capacity Building of CDCs			Score obtained		Source of verification
			Male FGD	**Female FGD**	
S/N	Has the CDC participated and utilized any of the following mentioned trainings?				
1	Social mobilization and basic rural appraisal skills	• Participated and utilized in practice (1 Points) • Participated but not utilized in practice (0 Point)			Focus group discussion and CDC documentation
2	CDC office bearer training				
3	Gender mainstreaming				
4	Financial management				
5	Procurement management				
6	Basic project cycle management				
7	CPM training				
8	Social audit				
9	Environmental and social safeguards				
10	Conflict resolution/ management				
11	CDC by Law				
Maximum Score:		**22**	Total Score obtained:		

1. CDC Functionality			Score obtained		Source of verification
			Male FGD	**Female FGD**	
1.1	How many meetings have you held in the last one year?	• More than 6 meetings were held (2 Points) • 4-6 meetings were held (1 Point) • Less than 4 meetings were held (0 Points)			CDC documentation
1.2	Have you recorded the minutes of the meetings?	• Minutes of all meetings recorded (2 points) • Minutes of some meetings recorded (1 Point) • No minutes were recorded (0 Points)			CDC documentation
1.3	How many CDC members have participated in the meetings?	• More than 50% CDC members on average (2 Points) • 25-50% CDC members on average (1 Point) • Less than 25% CDC members on average (0 Points)			CDC documentation
1.4	What are the issues discussed in the monthly meetings?	• Discussions revolved around a wide range of issues including NSP (2 Points) • Discussions revolved only around NSP (1 Point) • No discussions on NSP /development issues (0 Points)			CDC documentation
1.5	Are you clear about the role of CDC?	• Fully clear (2 Points) • Average clear (1 Point) • Unclear (0 Points)			check it with comment 1
1.6	Do you share the information/decisions of the meetings with the rest of the community members?	• With both male and female community members • (2 Points) • With male community members • (1 Point) • With female community members (1 Point) • None of them (0 Points)			Focus Group Discussion
Maximum Score:		**24**	Total Score obtained:		

2. Participation and Decision making			Score obtained		Source of verification
			Male FGD	Female FGD	
2.1	Was the CDP prepared with consultation of community members?	• Consulted with both male and female community members (2 Points) • Consulted with male community members (1 Point) • Consulted with female community members (1 Point) • Only among the CDC (0 Points)			Focus Group Discussion
2.2	Have the priorities, needs and problems of male and female community members been considered in the CDP preparation?	• Both male and female priorities (3 Points) • Only male (1 point) • Only female (1 point) • Only CDC members (0 Points)			Focus Group Discussion
2.3	How are decisions at the community level made by the CDC?	• Decisions are made in consultation with all members (2 Points) • Only CDC members are consulted in the process of decision making (1 Point) • Chairperson/CDC office bearers take decisions on his/her/their own (0 Points)			Focus Group Discussion
2.4	Are the male and female CDC committees sharing information and decisions with each other?	• Yes most of the time (2 points) • Sometimes (1 Point) • No, never (0 Points)			Focus Group Discussion (male and female)
Maximum Score:	**18**	Total Score obtained:			

3. Sub-Project implementation, maintenance and sustainability (NSP BG funded)			Score obtained		Source of verification
			Male FGD	Female FGD	
3.1	Has your CDC successfully implemented the infrastructure sub project/s?	• 100% completed successfully (3 Points) • between 70-100% (2 Point) • between 40-70% (1 Point) • less than 40% (0 Points)			Site observation and CDC documentation
3.2	How many of the completed sub-projects are functional?	• 100% sub-projects (3 Points) • between 70-100 % sub-projects (2 Points) • 40-70% sub-projects (1 Point) • Less than 40% sub-projects (0 Points)			Site observation
3.3	How many of sub-projects have failed?	• None (2 Points) • 10-50% (1 Point) • 50-100%(0 Points)			CDC Documentation & Observation
3.4	How many of the community members use and benefit from the completed sub-projects (please calculate the percentage)?	• 70-100% of the community members (3 Points) • 50-70% (2 Points) • 20-50% (1 Point) • 0-20% (0 Points)			Focus Group Discussion
3.5	Do you have the O&M plan for the sub projects implemented in your community?	• for all sub projects implemented (2 Points) • for some of the subprojects (1 point) • for none of them (0 Points)			CDC records

			Score obtained		Source of verification

3.6	Did you mobilize any resources (cash or in kind) at your community for ensuring maintenance related expenses?	• Yes on a regular basis (2 Points) • Yes, whenever required (1 Point) • No (0 Points)			Documentation -Focus group discussion
3.7	Have you carried out any maintenance /repair/up-gradation work (pertaining to the sub-project) after its completion?	• Yes, whenever necessary (2 Points) • Not required (2 Points) • Sometimes (1 Point) • Never (0 Points)			Site observation
3.8	Has the CDC successfully collected the community contribution for the implementation of the sub-project?	• More than 10% (3 Points) • 10 % (2 Points) • No (0 Points)			CDC Documentation
Maximum Score:	**40**	Total Score obtained:			

4. Transparency and Accountability			Score obtained		Source of verification
			Male FGD	**Female FGD**	
4.1	Are the NSP required financial procedures in placed and adhered by CDC	• adhered (2 Points) • Not adhered (0 Points)			CDC Documentation
4.2	Was the community made aware by the CDC of the BG entitlement?	• 70-100% of community (3 Points) • 50-70% (2 Point) • 30-50% (1 Point) • Less than 30% (0 Points)			Focus Group Discussion
4.3	Are the procurement documents and information related to the sub-project/s available at the community?	• Yes, all of them (2 Points) • Yes, some of them (1 Point) • None (0 Points)			CDC Documentation
4.4	Has the CDC informed the community members on the details of the finalized sub-project proposal before approval?	• Yes (2 Points) • No (0 Points)			Focus Group Discussion
4.5	Does the community have access to the notice board which displays the sub-project's expenses?	• Yes, for all sub-projects (2 Point) • Yes, for some of the sub-projects (1 Point) • No (0 Points)			Observation
4.6	Have the CDC members participated in social audit meetings held by the social audit committee or the CPM team?	• Yes (2 Points) • No (0 Points)			CDC Documentation
Maximum Score:	**26**	Total Score obtained:			
The below two questions should be asked only in the communities where CPM team has been established.					
4.7	Have the CDC members participated in CPM meetings (sharing the findings regarding the sub-project implementation)?	• Yes, in all meetings (2 Points) • Yes, in some of the meetings (1 Point) • No (0 Points)			Interview with CPM team
4.8	Has the CDC followed up and resolved the issues raised by the CPM team?	• Yes, all of them (2 Points) • Yes, some of them (1 Point) • No, none of them (0 Points)			Interview with CPM team
Maximum Score	**8**	Total Score obtained:			
5. Linkages			Score obtained		Source of

To Government authorities			Male FGD	Female FGD	verification
5.1	How many times has the CDC been to the NSP PMU office since starting NSP?	• 3 and more (2 Points) • Once or twice (1 Point) • Not visited (0 Points)			Focus Group Discussion
5.2	How many times has your CDC visited district governors / district departments for the last year?	• 4 and more (2 Points) • Twice or thrice (1 Point) • One or none (0 Points)			CDC Documentation
5.3	Have you been able to attract any state benefits to your community as a result of linkages with district authorities rather than NSP?	• More than one sub-project committed/implemented (3 Points) • At least one sub-project committed/implemented (2 Points) • None (0 Points)			CDC Documentation
I/NGOs or development actors/donors					
5.4	How many times has the CDC visited any development actors or I/NGOs at the district level for the last year?	• 3 and more visits (2 Points) • Once or twice (1 Point) • Not visited (0 Points)			CDC documentation
5.5	Have you been able to attract any benefits to your community as a result of linkages with I/NGOs or other development actors?	• More than one sub-project committed/implemented (3 Points) • At least one sub-project committed/implemented (2 Points) • No (0 Points)			CDC documentation
Internal Linkages					
5.6	With how many CDCs are you in contact?	• More than two CDC (2 Points) • one CDC (1 Point) • None (0 Points)			Focus Group Discussion
5.7	How often have you visited those CDCs?	• More than 3 times (2 Points) • One or two times (1 Point) • Never (0 Points)			Focus Group Discussion
5.8	Did you learn anything from the visits to those CDCs?	• Yes, learnt something and used it (2 Points) • Yes, learnt something but have not used it yet (1 Point) • No (0 Points)			Focus Group Discussion
5.9	Is there someone from your CDC representing your community in the cluster council or district development Assembly?	• Yes (2 Points) • No (0 Points)			CDC documentation
Maximum Score:	**40**	Total Score obtained:			

6. Conflict resolution and Peace Building			Score obtained		Source of verification
			Male FGD	**Female FGD**	
6.1	Were there any conflicts successfully resolved in your community by your CDC?	• More than one conflict was resolved (3 Points) • Yes, one conflict was resolved (2 Points) • There was no conflict (1 Point) • No, it was not resolved (0 Points)			Focus Group Discussion/ documentation
6.2	Did the CDC refer to the district authorities to get their help in resolving the conflict whenever required?	• Yes, (2 Points) • No, it was not required, the CDC themselves resolved the problem (2 Points) • No, CDC did not refer when it			Focus Group Discussion

			was required (0 Points)			
Maximum Score:	**10**	Total Score obtained:				

7. Self-initiative of CDCs			Score obtained		Source of verification
			Male FGD	**Female FGD**	
7.1	Have you initiated any concrete action (additional project, plantation, road repair, canal cleaning, protection wall, etc) in the community?	• Two or more initiatives (2 Points) • 1 initiative (1 Point) • No initiative (0 Points)			Focus Group Discussion/ documentation
7.2	Has the community benefitted from the CDC development initiatives?	• Both male and female community members (4 Points) • Male community members (1 Points) • Female community members (1 Points) • Just CDC members (0 Point)			Focus Group Discussion
7.3	Do you utilize and manage CPRs belong to your community (forest, irrigation canal, grazing land, etc)?	• Yes (2 Points) • No (0 Points)			Focus Group Discussion
7.4	Have you devised any system/rules for equitable distribution of resources from the CPRs?	• Yes (2 Points) • No (0 Points)			Focus Group Discussion
Maximum Score	**20**	Total Score obtained:			

8. Vision and Future direction of CDCs			Score obtained		Source of verification
			Male FGD	**Female FGD**	
8.1	Does your CDC have any strategies on how to support the community's development once the NSP withdraws?	• Yes and the strategy is written down (2 Points) • Yes, the CDC has discussed issues but there is nothing written yet (1 Point) • No (0 Points)			Focus Group Discussion + Documentation
8.2	Does the CDC address basic issues like primary education, health and environmental in their planning?	• Yes, they address health issues (1 Point) • Yes, they address primary education issues (1 Point) • Yes, they address environmental issues (1 Point) • Yes, all of them (3 Points) • No, none (0 Points)			Focus group discussion
8.3	Do you have any plan for raising resources to address the emerging issues like mentioned in 8.2?	• Yes and the resources were already raised (2 Points) • Yes, there is a plan (1 Point) • No (0 Points)			Focus group discussion
8.4	Have other development actors rather than NSP involved the CDC in development initiatives at the community level and used it as a development gateway?	• Yes (2 Points) • No (0 Points)			CDC documentation

8.5	Have non-NSP stakeholders involved the CDC in governance-related initiatives at the community level?	• Yes (1 Point) • No (0 Points)			Focus group discussion
Maximum Score:	**20**	Total Score obtained:			

9. Perception of Community members			Score obtained		Source of verification
			Male FGD	**Female FGD**	
9.1	Are you satisfied with overall performance of the CDC since inception	• Very Satisfied (2 Points) • Satisfied (1 Point) • Not satisfied (0 Points)			Focus Group Discussion
9.2	Has the CDC provided appropriate leadership to the community?	• Yes as expected (2 Points) • Yes, average (1 Point) • Below expectation (0 Point)			Focus Group Discussion
9.3	Are concerns properly heard by the CDC/sub-committees?	• Heard most of the time (2 Points) • Heard sometimes (1 Point) • Never heard (0 Points)			Focus Group Discussion
Maximum Score	**12**	Total Score obtained:			

Comment 1: The role and responsibility of the CDCs as described in the CDC by-law: design & preparation of CDP based on community consultation; establish and administer a community development fund; maintain linkages to improve community development; convene regular community meetings; prepare and maintain financial documents and report to community members; implement the Shura's decisions; encourage community members and establish industries at the community level; cooperate in the implementation of government and non-government programs at the community level; Address people's rights and freedoms; the Shura can mediate to solve the arguments and disputes of community members.

Comment 2: Definition of 'Contact': relation of CDCs with government and nongovernmental entities to share their problems or needs through conducting meetings and getting their support.

Comment 3: Definition of 'Representation': the CDC has been voted for and is elected by the community to be the trusted and eligible entity in the community to make decisions on their behalf and to speak for the community inside the community itself and to the outside government/other entities in development issues.

IMI form filled by:

   Name: _____   Position: _____   Signature: _____

Approved by NSP PMU manager:

   Name: _____   Date: _____   Signature: _____