



Wednesday, February 19, 2020

5:30p.m.

MONTHLY MISSION/DELIVERABLES REPORT FOR THE PERIOD FROM December 26, 2019 THROUGH January 25, 2020

Report Prepared by: *Audifax Bakundukize*

Date of Submission: *Wednesday, February 19, 2020*

Purpose of Plan: Submit for *December 26 – January 25, 2020* Training Fees. January 26 through February 24 will be submitted on February 25, 2019.

1. Executive Summary

From 6th January, 2020 till 17th we gathered data from groups, 2nd session, using data collection forms. We also entered data in SAVIX MIS and write Project performance Report (PPR) and Data Review Report (DRR).

Unfortunately, we did not lead 48 group leaders’ Training as we got short of fund to do so. Let us mention, by passing we delayed even going on field as we had no means to do so. I also got seek before I could write report. About Commcare app, we waited the update that was happening in PCI. We are using it now from 17th till 25th, February, 2020.

Specific Achievements

Inputs processed	Outputs or deliverables
A. Gathering data from 48 groups using DCF	• 48 data collection forms
B. Enter in SAVIX MIS data from 48 groups	• Indicators’ rates for project performance(soft)
C. Writing Project performance report	• Project Performance Report (PPR)
D. Writing Data Review Report	• Data Review Report (DRR)
E. Report writing	• Receipts; sign in lists, Deliverables and Prior monthly summary report; February plan, invoices and Bank Transfer Orders, annex of next monthly fund to wire.

Note: Please, remember to send us money early to be able to cover what we planned to do. Thank you.