

Form-1 Irrigation Beneficiary List

Region..... ZoneWoreda.....Kebele.....Scheme

Scheme type..... Scheme GPS coordinatesAltitude range.....Date of data collection.....

No	Name of HH head	Age	Sex	Family size	Area of farm land in ha				List of main crops cultivated under irrigation			List of main crops cultivated under Rainfed			Membership (Yes/No)			
					Irrigable command area	Rainfed under delineated watershed	Rainfed out of delineated watershed	Total land in ha	crop-1	crop-2	crop-3	crop-1	crop-2	crop-3	IWUA	Coop		
																Multi	Irrigation	RUSACCO

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....

Form-2 Watershed Beneficiaries Under Rainfed List

Region..... ZoneWoreda.....Kebele.....Scheme

Watershed Name..... Watershed area in haDate of data collection.....

No	Name of HH head	Age	Sex	Family size	Area of farm land in ha			List of main crops cultivated			Membership (Yes/No)		
					under delineated watershed Rainfed	Rainfed out of delineated watershed	Total land size	crop-1	crop-2	crop-3	Coop		
											Multi	Irrigation	RUSACCO

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....

Form-3 IWUAs Basic Data

Region.....Zone.....Woreda.....
 Kebele.....Scheme
 IWUA total members.....IWUA capital.....
 Legal certification (yes.....no.....) Date of data collection.....

No	Activity descriptions	Unit	Quantity	Remark
1	IWUAs committee			
1.1	Executive committee			
	Total			
	• Male	Number		
	• Female	Number		
	Total Youth			
	• Male youth	Number		
	• Female youth	Number		
	Non youth(Adult)	Number		
1.2	Control committee			
	Total	Number		
	• Male	Number		
	• Female	Number		
	Total Youth	Number		
	• Male youth	Number		
	• Female youth			
	Non youth(Adult)	Number		
1.3	conflict resolution committee			
	Total	Number		
	• Male	Number		
	• Female	Number		
	Total Youth	Number		
	• Male youth			
	• Female youth	Number		
	Non youth(Adult)	Number		
2	IWUAs members			
	Total	Number		
	• Male	Number		
	• Female	Number		
	Total Youth			
	• Male youth	Number		
	• Female youth	Number		
	Non youth(Adult)	Number		
3	Fees collected			
	Registration fee per member	Birr		
	Registration fee collected in total	Birr		
4	Operation and maintenance (O&M) fee collected			
	O&M fee per member (average)	Birr		
	O&M fee in total	Birr		
5	Expenditure			
	For O&M	Birr		
	For Office expense	Birr		
	For others	Birr		

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....

Form-4 coop service delivery data

Region..... Zone..... Woreda..... Kebele.....

Coop Name..... Coop total members.....

Coop capital.....Coop office GPS coordinates.....

Number of contracts with buyers..... Date of data collection

No	Activity descriptions	Unit	Quantity	Remark
1	Coop members from PASIDP II irrigation schemes and watershed beneficiaries			
	Total	Number		
	• Male	Number		
	• Female	Number		
	Total Youth	Number		
	• Male youth	Number		
	• Female youth	Number		
	Non youth(Adult)	Number		
2	Services provision for PASIDP-II irrigation schemes and watershed beneficiaries			
2.1	Input (yes..... No.....)			
2.1.1	Fertilizer			
	Fertilizer requested	Qt		
	Fertilizer supplied	Qt		
	Average price	Birr		
	Farmers received fertilizer	Number		
2.1.2	Improved Seed			
	Seed requested	Qt		
	Seed supplied	Qt		
	Average price	Birr		
	Farmers received seed	Number		
2.1.3	Chemical			
	Chemical requested	Lt/kg		
	Chemical supplied	Lt/kg		
	Average price	Birr		
	Farmers received chemical	Number		
2.1.4	Farm tools			
	Sprayer	Number		
	Wheelbarrow	Number		
	Watering can	Number		
	Shovel	Number		
	Pick axe	Number		
	Sickle	Number		
	Others			
2.2	Output market (yes/no)			
2.2.1	Crop-1	Qt		
	Average price	Birr		
	Farmers sold to coop	Number		
2.2.2	Crop-2	Qt		
	Average price	Birr		
	Farmers sold to coop	Number		
2.2.3	Crop-3	Qt		
	Average price	Birr		
	Farmers sold to coop	Number		
3	New jobs created under coop through PASIDP interventions			
	Total	Number		
	• Male	Number		
	• Female	Number		
	Total Youth	Number		
	• Male youth	Number		
	• Female youth			
	Non youth(Adult)	Number		

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....

Form-5 Farm Gate Storage

Region..... Zone..... Woreda..... Kebele..... Scheme.....

Storage size in m3..... Type of Storage construction(stone, wood, iron sheet) othersDate of data collection

No	Name of farmers used storage	Major crops									
		Crop-1		Crop-2		Crop-3		Others		Total	
		Volume in qt.	Storage days	Volume in qt	Storage days	Volume in qt	Storage days	Volume in qt	Storage days	Volume in qt	Average storage days

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....

Form-6.1 Farmers Training list

Region..... Zone..... Woreda..... Kebele... Scheme.....
Training titles..... Training date.....to..... Place of training.....
Total number of trainees.....M.....F..... Total YouthM.....F.....

No	Name of trainees	Sex	Age	Position in the community	Remark

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....

Form-6.2 Regional training participants list

Region..... Training title..... Training date.....to..... Place of training.....

Total number of trainees.....M.....F..... Total YouthM.....F.....

No	Name of trainees	Sex	Age	kebele expert	Woreda experts	Zone experts	Region experts	Place of work	Profession	Responsibility	Phone number	Email

Collected by: Name Position Signature.....Date.....
 Approved by: Name Position Signature.....Date.....

FORM -7 Training Report Format/Layout

1. Introduction and Background
2. Rationale for the training
3. Broad and specific Objectives of the training
 - 3.1. Broad objective
 - 3.2. Specific objectives
4. Training place and duration
5. Training participants composition
6. Training Methods
 - 6.1. Introduction
 - 6.2. Curriculum

Lesson	Topic	Learning output	Trainees activity	Resources
1				
2				
3				
4				

- 6.3. Training techniques
7. List of materials distributed
 - 7.1. Power point presentation notes on
 - 7.2. Exercises
 - 7.3. Additional materials
8. Participants Evaluation and feedback
 - 8.1. Feedbacks
 - 8.2. Evaluation

No	Statement	Score				
		Strongly agree	Agree	Neutral	Disagree	Strongly disagree

9. Challenges encountered
10. Learning and future Recommendations
11. Plans of activities at work place (after training)
12. Training cost

Annex

- List of participants
- Time schedule(time table)
- Evaluation questionnaire

Form -8 Lending Institutions Assessment Report Outline

1. Introduction
 - Objectives of the assessment
 - Rationale of the assessment
 - Scope of the assessment
2. Institutions addressed in the assessment
3. Areas covered by financial Institutions
4. Major services delivered by the FI for smallholder farmers
5. Criteria and procedures to deliver financial services
6. Repayment period for agricultural inputs by each FIs
7. Interest rate set for different services by FIs
8. Strategy developed to minimize the risk of loan default by FIs
9. Existence of policy that encourage saving and loan for small holder farmers
10. Findings on major challenges in loan facilitation for small holder farmers
11. Conclusion and recommendations to improve the loan facilitation challenges

Form 9- Handover

Form 9.1- Site handover

1. Place and Location

1.1 Region _____ Zone _____

Woreda _____ Kebele _____

1.2 Geographic location & altitude

Latitude _____ Longitude _____ Altitude _____

1.3 Distance of the Scheme from Woreda town (km) _____

2. Name of the Project (Scheme) _____

3. Type of the Scheme _____

4. Command area in ha _____

5. Number of Beneficiary HHs: Male _____ Female _____ Total _____

6. Client of the project _____

7. Contractor's Name _____

8. Consultant's name _____

9. Period of agreement: Starting date _____ Completion date _____

10. Project Agreement Cost _____

SECTION ONE – ISSUES FOR CONTRACTOR AGREEMENT		
No.	Description	Remarks
1	Weir (Head works): _____, Type of weir: _____	
	Pump: No. _____, KVA: _____	
	Pond: No. _____, Storage capacity (m3): _____	
2	Main canal	
2.1	Main canal 1: Earthen canal (km) : _____, Lined canal (km): _____	
2.2	Main canal 2: Earthen canal (km) : _____, Lined canal (km): _____	
2.3	Main canal 3: Earthen canal (km) : _____, Lined canal (km): _____	
3	Secondary canal	
3.1	Secondary 1: Earthen canal (km) : _____, Lined canal (km): _____	
3.2	Secondary 2: Earthen canal (km) : _____, Lined canal (km): _____	
3.3	Secondary 3: Earthen canal (km) : _____, Lined canal (km): _____	
3.4	Tertiary canal	
4.1	Tertiary 1: Earthen canal (km) : _____, Lined canal (km): _____	

SECTION ONE – ISSUES FOR CONTRACTOR AGREEMENT		
No.	Description	Remarks
4.2	Tertiary 2: Earthen canal (km) : _____ , Lined canal (km): _____	
4.3	Tertiary 3: Earthen canal (km) : _____ , Lined canal (km): _____	
5	Division box: No.	
6	Drop Structure: No.	
6.1	0.5m depth drop: No.	
6.2	1.0m depth drop: No.	
6.3	Inclined drop: No.	
7	Check Structure: No.	
8	Inverted Siphon: No.	
9	Chute: No.	
10	Culvert: No.	
10.1	Foot path-Slab: No.	
10.2	Road Crossing or vehicles path: No.	
10.3	Drainage: No.	
11	Turn out: No.	
12	Flume: No.	
13	Cattle trough	
14	Washing basin	
15	Design Document with drawing	
15.1	Document: Available or not Available	
15.2	Drawing: Available in No. _____ , Not available in No. _____	
17	Operation and Maintenance manual	
17.1	Manual: Available or not Available	
18	General condition of the Project	
a)	Project contractor opinion	
b)	Client opinion	

SECTION TWO- COMMUNITY CONTRIBUTION						
No.	Description	Unit	Quantity	Unit price	Amount in birr	Remarks
1	Access road					
2	Site clearing					
3	Stone crashing and transportation					
4	Sand supply					
5	Excavation					
6	Cart away					
7	Contribution In cash					
	Total					

Site handed over by:

Bureau of water and irrigation

Name _____ Position _____ Address _____

Signature _____ Date _____

Site handed over to:-

A. Contractor

Name _____ Position _____

Address _____ Signature _____ Date _____

B. IWUAs Committees and kebele administration

i. Kebele administrator Name _____ Address _____

Signature _____ Date _____

ii. Village leader Name _____ Address _____

Signature _____ Date _____

iii. IWUA chairman Name _____ Address _____

Signature _____ Date _____

Witnesses:-

1) Bureau of Agriculture

Name _____ Position _____ Address _____

Signature _____ Date _____

2) Regional PASIDP-II

Name _____ Position _____ Address _____

Signature _____ Date _____

3) Woreda Water Office

Name _____ Position _____ Address _____

Signature _____ Date _____

4) Woreda Administration

Name: _____ Position _____ Address _____

Signature _____ Date _____

Note: The handover team/ technical team members must comprise those experts who have been supervising the study & design as well as the construction process.

Form -9.2 Provisional Handover of Irrigation Schemes

1. Place and Location

1.1. Region _____ Zone _____ Woreda _____

Kebele _____

1.2. Geographic location & altitude

Latitude _____ longitude _____ Altitude _____

1.3. Distance of the Scheme from Woreda town (km) _____

2. Name of the Project (Scheme) _____

3. Type of the Scheme _____

4. Command area in ha _____

5. Number of Beneficiary HHs: Male _____ Female _____ Total _____

6. Client of the project _____

7. Contractor's Name _____

8. Consultant's name _____

9. Date of agreement _____

10. Date of Completion _____

11. Project Agreement Cost _____

12. Actual Project (Construction) Cost _____

13. Date of Provisional Handover _____

14. Technical Evaluation

14.1. Major Activities Performed during Scheme Construction

No	Detail activities	Unit	Quantity	Remark
1	Works executed based on the agreement			
1.1				
1.2				
1.3				
2	Works executed out of the agreement			
2.1				
2.2				

14.2. Quality of Construction Works

14.3. Construction works that are not completed as per the agreement

15. General suggestion on the project

15.1. Handover team views

15.2. Community views

Scheme handed over by Contractor:-

Name _____ Position _____

Address _____ Signature _____ Date _____

Scheme handed over to IWUAs Committees:-

1. Name _____ Position _____ Address _____

Signature _____ Date _____

2. Name _____ Position _____ Address _____

Signature _____ Date _____

3. Name _____ Position _____ Address _____

Signature _____ Date _____

Witnesses:-

I. Bureau of water and irrigation

Name _____ Position _____ Address _____

Signature _____ Date _____

II. Bureau of Agriculture

Name _____ Position _____ Address _____

Signature _____ Date _____

III. Regional PASIDP-II

Name _____ Position _____ Address _____

Signature _____ Date _____

IV. Woreda Water Office

Name _____ Position _____ Address _____

Signature _____ Date _____

V. Woreda Admin

Name: _____ Position _____ Address _____

Signature _____ Date _____

Note: The handover team/ technical team members must comprise those experts who have been supervising the study & design as well as the construction process.

Form -9.3 Final Handover of Irrigation Schemes

1) Place and Location

1.1. Region _____ Zone _____ Woreda _____

Kebele _____

1.2. Geographic location & altitude

Latitude _____ longitude _____ Altitude _____

1.3. Distance of the Scheme from Woreda town (km) _____

2) Name of the Project (Scheme) _____

3) Type of the Scheme _____

4) Command area in ha _____

5) Number of Beneficiary HHs: Male _____ Female _____ Total _____

6) Client of the project _____

7) Contractor's Name _____

8) Consultant's name _____

9) Date of agreement _____

10) Date of Completion _____

11) Date of provisional handover _____

12) Project Agreement Cost _____

13) Actual Project (Construction) Cost _____

14) Date of Provisional Handover _____

15) Technical/functionality Evaluation

No	Scheme functionality	Remark
1	Current Status of the headwork	
1.1		
1.2		
1.3		
2	Current Status of the infrastructures	
2.1		
2.2		

15.3. Durability of Construction Works

15.4. Construction works that are not completed as per the comments during provisional handover

16. General suggestion on the project

16.1. Handover team views/opinion

16.2. Community views/opinion

Scheme handed over by Contractor:-

Name _____ Position _____

Address _____ Signature _____ Date _____

Scheme handed over to IWUAs Committees:-

1. Name _____ Position _____ Address _____

Signature _____ Date _____

2. Name _____ Position _____ Address _____

Signature _____ Date _____

3. Name _____ Position _____ Address _____

Signature _____ Date _____

Witnesses:-

I. Bureau of water and irrigation

Name _____ Position _____ Address _____

Signature _____ Date _____

II. Bureau of Agriculture

Name _____ Position _____ Address _____

Signature _____ Date _____

III. Regional PASIDP-II

Name _____ Position _____ Address _____

Signature _____ Date _____

IV. Woreda Water Office

Name _____ Position _____ Address _____

Signature _____ Date _____

V. Woreda Admin

Name: _____ Position _____ Address _____

Signature _____ Date _____

Note: The handover team/ technical team members must comprise those experts who have been supervising the study & design as well as the construction process.

Form 10. Income generating activities (IGA) beneficiaries form

No	Name	Age	Sex	Education level	Position in the community	Type of IGA Training provided	Training duration	Type of IGA activities engaged in	Finance		Remark
									Source	Amount	
1											
2											
3											
4											
5											
6											
7											
8											
9											

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....

Form 11. Jobs Created under construction and S&W conservation

No.	Types major activities	Job opportunities created									Payment / person / day	Total payment	Remark
		Non youth			Youth only			Grand total					
		M	F	Total	M	F	Total	M	F	Total			
1	Scheme construction												
1.1	Skilled labour												
1.2	Unskilled labour												
2	Agriculture development												
2.1	Skilled labour												
2.2	Unskilled labour												
3	Watershed development												
3.1	Big Gullies treatment												
3.1.1	Skilled labour												
3.1.2	Unskilled labour												
3.2	Nurseries												
3.2.1	Skilled labour												
3.2.2	Unskilled labour												
4	Agricultural Marketing and processing												
4.1	Cooperatives												
4.1.1	Skilled labour												
4.1.2	Unskilled labour												
4.2	Youth groups												
4.2.1	Grading												
4.2.2	Loading unloading												
4.2.3	Transportation (local cart services)												
	Sub Total Skilled												
	Sub Total un Skilled												
	Total												

Note: All these data will be converted to full time job equivalent

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....

Form 12. Female headed household Energy saving Technologies beneficiaries list

No	Name	Age	Education level	Responsibility in the community	Type of energy saving tech, provided	Current status 1. Utilizing 2. Not utilizing	Reasons for not utilizing	Remark

Collected by: Name PositionSignature.....Date.....
 Approved by: Name PositionSignature.....Date.....

Form-13 Financial report

No.	Financer	Category	Component A		Component B		Component C		Total	
			Planned	Achieved	Planned	Achieved	Planned	Achieved	Planned	Achieved
1	IFAD Loan	I								
		II								
		III								
		IV								
		V								
		VI								
	Sub total									
2	IFAD Grant Loan	I								
		II								
		III								
		IV								
		V								
		VI								
	Sub total									
3	ASAP Grant	I								
		II								
		III								
		IV								
		V								
		VI								
	Sub total									
4	GOE	I								
		II								
		III								
		IV								
		V								
		VI								
	Sub total									
5	Bene.	I								
		II								
		III								
		IV								
		V								
		VI								
	Sub total									
	Total									

Collected by: Name PositionSignature.....Date.....

Approved by: Name PositionSignature.....Date.....