



# **Association for the Development of Pakistan**

## **Monthly Report**









Association for the Development of Pakistan		May 2014		
Other Initiatives				
Initiatives	Description	Volunteers	Updates	Expected Completion Date
Media Team	The media team has overall responsibility for dissemination and promotion of activities and information.	Leads: Nabeel Shakeel, Anam Zakaria and Sabah Baxamoosa	Develop a new Media Team.	Ongoing
Knowledge Management System	To develop a tool that will capture and share key learnings from the projects evaluated by ADP every year	Lead: Tarim Wasim	On hold at this time	TBD
Fundraising	To actively raise funds to meet the funding needs of approved projects and to develop a more formal fundraising format for ADP	Leads: Tarim Wasim, Mubarak Imam, Anam Zakaria and Sabah Baxamoosa	(i) Improve communications with donors. Duty of Communications Lead. (iii) Plan fundraising events (iv) Foundation Fundraising (v) Donor receipts and letters	Ongoing
Focus on sectors	Improve ADP's knowledge in the sectors its involved in and the type of projects it funds.	Education Lead: Anam Zakaria Water Lead: Mehreen Siddiqi	To develop a framework for each of these sectors and then develop more knowledge around the norms and meeting with/talking to all relevant players.	Education sector strategy complete. Water strategy in process.
Improve existing volunteer management system	Improve volunteer retention / engagement	Lead: Operations Manager (with support from Mehreen Siddiqi and Sabah Baxamoosa)	Establish relationships with existing and new volunteers to improve existing system	Ongoing
Experts panel	Develop a panel of experts who can provide expertise to project teams during project evaluations	Lead: Operations Manager (with support from Mehreen Siddiqi and Anam Zakaria)	Identify experts/organizations and reach out to them to see if they're willing to be on an ADP panel of experts	Ongoing
Bank account for ADP in Pakistan	To open a bank account so fundraising can be initiated in Pakistan	Lead: Mehreen Siddiqi and Anam Zakaria	Bank has been contacted. Documents will be submitted within July, 2014	August 2014

Volunteers

	Total			New (this month)			Notes
	Staffed(1)	Needed(2)	Available(3)	Signups(4)	Selected	Trained	
		end of the mon	to be staffed				
Permanent Evaluation Committee	7	2	5	-	-	-	
Project Team Leads	7	2	9	-	-	-	A few PTLs have been identified and are in the process of promotion
Project Team	21	6	64	11	2	2	Some of the signups did not respond to our introduction email
Site Visits	2	1	24	9	1	1	Those who haven't been selected did not respond to the introduction email sent to them. Available SVV volunteers may not necessarily be in the same area as to be visited.
Fundraising	-	-	-	-	-	-	
Media	6	-	-	6	0	0	The signups were not up to the mark and were considered for other options that they had chosen such as SVV
Other							
<b>Total</b>	<b>38</b>	<b>11</b>	<b>102</b>	<b>20</b>	<b>3</b>	<b>3</b>	

	February	March	April	May
Total signups	17	19	19	20
Initial Outreach - Days	2	3.1	4.3	1.75
% staffed within 30 days (as of signup)	-	-	-	20%
NPS	-	-	-	-
Promotions	0	0	0	1
New projects staffed	2	0	0	2
Number of people responding to survey for NPS				

**Issues:**  
 Need to expand our PEC / PTL pool  
 Need to work on establishing a regular site visit volu

**Initiatives:**  
 Have conversations with all PTLs to determine an ac  
 Move volunteers up to PTL level  
 Determine whether any PTLs can be moved up to th

**Key:**  
 (1) Actively engaged on a current project  
 (2) Number of current openings or expected near-term needs  
 (3) Qualified and trained volunteers that have available capacity (can include Staffed volunteers)  
 (4) Total adds up to more than actual signups since people indicate multiple interests