



Association for the Development of Pakistan

Monthly Report

07-2014

Association for the Development of Pakistan		June 2014								
Projects In Progress										
Project Name	NGO	Location	Budget	Description	Start Date	Funding To Date	Remaining Funding	Next Reporting Date	Potential Disbursement (Y/N)	Notes (next milestone, issues etc.)
CFC	Concern for Children	Karachi	\$8,858	Upgrade of existing medical center	Aug-12	\$8,858	\$0	Report B (4 months after installation of equipment)	N	All funding released. Phase 2 of project has not been completed. ADP working with GSK to figure out next steps.
MHSF	MH Sufi Foundation	Hafizabad	\$25,000	Construction of a primary school	Apr-13	\$25,000	\$0	Report B (after construction is complete)	N	Construction of the building has been completed. Another site visit to be conducted in summer, 2014.
PRDS	Participatory Rural Development Society	Charsadda	\$11,161	Clean drinking water	Dec-13	\$11,161	\$0	Report B (3 weeks after receipt of 2nd tranche)	N	All funding released. Installation work to commence in August (post Ramadan).
FDO	Friends Development Organization	Gujranwala	\$12,600	Expansion of a school	Apr-14	\$9697	\$2,303	Progress reports to be sent monthly (once construction has started)	Y	Construction has begun and pictures have been shared.
PRES	Pakistan Renewables Energy Society	Attock	\$16,659	Solar energy	Apr-14	\$0	\$16,659	Report A to be received after installation of solar home systems	Y	Contract to be signed. Funding to be released thereafter.
SERVE	SERVE	D1 Khan	\$18,000	Primary education to the socially excluded /poor community	May-14	\$0	\$18,000	TBD after contract is finalized	Y	Contract being drafted. Funding to be released thereafter.
SCF	Sindh Community Foundation	UC Ghulam Shah Bagran, Sindh	\$15,420	Water supply scheme for 10 villages	July -14	\$0	\$15420	Monthly progress report. Report B and C after completion of each phase	Y	Contract has been signed by SCF. To be signed by ADP and 1st tranche to be released.
Projects in Progress		7								
Remaining Funding		\$62,382								

Association for the Development of Pakistan		June 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	(i) Develop a new Media Team (ii) The Nation has agreed to look into an op-ed on ADP. The Leadership Team has planned to propose the idea to selective volunteers who may wish to participate. On hold at this time	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		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, Mubarik 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 sectors by researching 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
Celebrating 10 years of ADP	To come up with different initiatives in which we can celebrate the ten year anniversary by involving all volunteers	Lead: Mehreen Siddiqi, Anam Zakaria, Sabah Baxamoosa, Anum Malik	Designs for giveaways to be shared with volunteers	Before the end of the year

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	8	-	-	-	More PTMs need to be promoted to PTLs
Project Team	21	6	88	30	2	2	Some of the signups did not respond to our introduction email. And priority is given to those who have been waiting for longer to be staffed
Site Visits	0	0	26	6	0	0	
Fundraising	-	-	-	-	-	-	
Media		-	-	0	0	0	
Other							
Total	35	10	127	36	2	2	

	February	March	April	May	Jun/July
Total signups	17	19	19	20	30
Initial Outreach - Days	2	3.1	4.3	1.75	2
% staffed within 30 days (as of signup)	-	-	-	20%	-
NPS	-	-	-	-	-
Promotions	0	0	0	1	0
New projects staffed	2	0	0	2	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 the

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