



Association for the Development of Pakistan

Monthly Report

01-2015



Association for the Development of Pakistan			January 2015					
New Proposals							Approved from screen	
							Rejected	
Project Name	NGO	Budget	Description	Project location	Next Steps	Proposal Received	Screeener	Screening Decision made/ expected?
Children Health and Education Foundation	CHAEF	\$22,500	Hand pumps	Thatta	Rejected. The NGO is a big organization that focuses mainly on health centers and not on water projects. In addition, they seemed to be having trouble answering our questions during the screening process.	11/6/2014	Mehreen Siddiqi	January 2015
Friends Welfare Association Pakistan	FWAP	\$9,698	Construction of a new school	AJK	Rejected. The NGO is supporting government schools, with the government rather than NGO remaining in charge and in ownership. This makes accountability and M&E difficult.	12/11/2014	Anam Zakaria	January 2015
Shama Development Organization	Shama	\$24,809	WSS through gravity flow	AJK	Rejected. NGO didn't have sufficient experience and organizational capacity didn't seem very strong either - e.g. no paid employees etc.	1/2/2015	Mehreen Siddiqi	January 2015
Participatory Rural Development Services	PRDS	\$24,000	Hand pumps	Charsadda	Approved. Team staffed.	1/4/2015	Mehreen Siddiqi	January 2015
	Current Month	Previous Month						
Early Stage	0	2						
Approved	1	2						
Rejected	3	2						
On hold	0	0						
Total	4	6						

Association for the Development of Pakistan										
January 2015										
Projects Under Review										
Project Name	NGO	Location	Budget	Description	Project Team	Evaluation Committee	Next Steps	Proposal Received	Decision made/expected	Diligence Stage
Childrens Cancer Hospital	CCH	Karachi, Sindh	\$14,000	Child life services at CCH	Nadia Siddiqui, Sameer Sabir	Mehreen Siddiqi	Probability of getting funded.	August 2014	Feb - 15	End
Association of Development Awareness and Motivation	ADAM		\$13,034	Installation of Hand pumps	Neha Hassan, Zahra Ahmed, Khalid Arif	Mehreen Siddiqi	Site visit has been conducted. Team to make a decision soon.	November 2014	Feb - 15	End
Burhad Literacy and Community Council	BLCC	Peshawar, KPK	\$25,000	Construction of a new school	Izza Tahir, Sobha Nusrat, Cheez Rasool, Shakir Sajid	Anam Zakaria	Mid stage of evaluation. Site visit to be conducted soon.	December 2014	March 15	Mid
Sahara for Life Trust	SFLT	Stiakot, Punjab	\$17,697	Expansion of an existing school	Fariqah Shaikh, Ayesha Akbar, Womni Abrar, Yumna Khan	Nabeel Shakeel	Initial stage of evaluation	November 2014	March 15	Early
Participatory Rural Development Society	PRDS	Charsadda	\$24,000	Hand pumps	Rugayya Ramzan, Hasan Kaz, Syed Sohail Hassan, Ameen Khalid	Mehreen Siddiqi	Initial stage of evaluation	January 2014	March 15	Early
Project Status										
Early Stage Diligence	2									
Mid-Stage Diligence	1									
Final Stage Diligence	2									
Rejected	0									
Approved	0									
Total	5									

Association for the Development of Pakistan							January				
Volunteers											
	Total			New (This Month)		Notes	Staffed	Available	On Hold	Promoted	
	Staffed(1)	Needed(2)	Available(3)	Selected(4)	Trained(5)						
	end of the month		to be staffed								
Permanent Evaluation Committee	3	4	1	-	-		Nabeel Shakeel Mehreen Sidd Anam Z	Rameez Dossa Khurram Jamali Shahan Zafar			
Project Team Leads	4	4	2	-	-	Most 'available' PTLs are off for the Dec-Jan period	Farooq Shaikh, Ruqaiya Ramzan, Neha Hassan, Izza Tahir	Maheen Qureshi, Moiz Khan, Ammar Sarwar	Izza and Neha, new PTLs on their first project	Zohaib Memon promoted to PTL (available after March)	
Project Team	12	12	23	3	4	Momin Abrar, Yumna Khan, Aimen Khalid (new PTMs staffed)					
Site Visits	1	1	34	1	1	Reflects entire pool of SVVs	Naeem Abbas (SOS)				
Fundraising	-	-	2	-	-	Sobia, Tehniyat					
Other			4			Farhan, Talal, Moiz staffed on sector teams. Hunain helping with website					
Total	27	21	66	4	5						
	February	March	April	Jun/July	August	September	October	November	December	January	
Total signups	17	19	19	34	10	77	17	20	39	9	
Initial Outreach - Days	2	3.1	4.3	2	2	2	2	2	2	2	
NPS	-	-	-	-	-	-	-	74%	74%	67%	
Promotions	0	0	0	0	0	4	1	1	1	1	
New projects staffed	2	0	0	2	1	1	0	1	1	2	
Number of people responding to survey for NPS							10	13	13	7	
Issues:											
Need to expand our PEC / PTL pool											
Need to work on establishing a regular site visit volunteer netwo											
Initiatives:											
Have conversations with all PTLs to determine an active PTL list											
Move volunteers up to PTL level											
Determine whether any PTLs can be moved up to the PEC level											
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 specifically this month (excluding Staffed volunteers)											
(4) New volunteers from our waiting list that were staffed (inclusive of the total number)											
(5) New sign ups this month that were trained and are now ready to be staffed											

Strategic	Emails to Volunteers	Emails to Donors	Dastak	Website Analytics	
Website mock-ups and content in progress for revamp	Selected volunteers, requesting their availability/status in 2015	Requesting completion against their pledges for 2014	01/07 - update 2014 to everyone	More activity on website in Jan as compared to Dec, 20% visitors returning which used to be less than 10 before	www.developpakistan.org/beta
Dashboard development begun - volunteers recruited: Farhan and Talal	Social Media email	Soliciting funds from donors in ADP donor network	01/15 - water fundraising update		
		Project specific updates sent to donors; receipt acknowledging donations	1/31 - education email		

Association for the Development of Pakistan			January 2015	
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 Shakéel, 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 task has been delegated to Nabeel Shakeel.	Oct. 2014
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, 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. Fundraising plans in Pakistan delayed because of bank account.
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.	Basic strategies are complete. Fleshing them out further is ongoing.
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 fundraisi can be initiated in Pakistan	Lead: Mehreen Siddiqi and Anam Zakaria	Process started in a new Bank.	February 2015
Celebrating 10 years of ADP	T shirts and Thank you cards to be sent to active volunteers and selected donors	Lead: Mehreen Siddiqi, Anam Zakari Sabah Baxamoosa, Anum Malik	T-shirt and Card distribution commenced in Pakistan and Canada. Only US T shirts left, to be couriered to Sabah.	Ongoing
Setting up University Chapters	To contact universities for recruiting their students as volunteers	Lead: Anum Malik, Sabah Baxamoo	Our volunteer, Tehniyat has offered to assi	On hold because of fundraising delays till next year
Recruiting young professionals through alumni networks	Contacting LUMS and IBA alumni Farhan Banduka and Talal Butt to help Sabah with personal donor dashboard. Moiz Khan and Mariam Zameer helping Anam with Education. Rameez Dossa helping Mehreen with water. More to be recruited for both water and education	Lead: Anum Malik	Many signups from LUMS and IBA Alumni networks coming in	Ongoing
Sector Strategy Teams for Water and Education		Lead: Anum Malik, Mehreen Siddiqi, Anam Zakaria, Sabah Baxamoosa	An email and recruitment form has been sent to all volunteers	Ongoing

	Advisory Board	An Advisory Board comprising of the leadership to be set up for better management and communication with volunteers and donors	Lead: Anum Malik, Rameez Dossa	Spreadsheet has been created. Assignments to be revised, need to discuss with entire team on next leadership call.	Ongoing
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