

# Income & Work

## Department Summary

*Please summarize your department's work this month*

- Caroline Chou (volunteer) assisted the micro-team to create a new template of the minute report, and a summary event report
- Completed a health follow up with a DCA client and their family members, with the cooperation of the nurse
- Completed the last session of Financial Management classes, in cooperation with the Get Ready Program
- Completed a reflection meeting before the graduation of all women and girls in vocational training
- Made 400 star ornaments for a Singapore order
- Helped 2 women get a safe job at the Smarteria Shop
- Completed the DCA program planning, Program assumption and Program risk registration with support from Susan

## Vocational Training

### Reporting: SOEUR Sokunthea

#### 1. Sewing

**Staff in charge: Ms. MARCH Samphas**

#### Highlights:

- 5 women and 2 girls graduated from the program
- 15 women and girls from sewing class, handcraft class, and outside training, participated in the Financial Management final session III for women and girls at Aden Garden
- 63 boy's shirts were made by women and girls
- 5 women and 2 girls participated in Human Trafficking Training conducted by the Social team
- The sewing trainer designed 2 new models of bead necklaces and 2 new baby dress models
- Completed teaching women and girls how to tailor women's trousers
- One life skill lesson (*To alert someone before going somewhere*) was conducted with the women and girls in the sewing class
- 4 women passed the selection to continue their vocational training program into phase II
  - I.C.
  - N.D.
  - P.T.
  - O.S.E.

#### Challenges

- The number of uniforms made were less than last month because the women and girls were busy helping the handcraft class to complete the 400 Star ornaments for a Singapore order
- K.C. was absent from the class about 3 weeks to look after her ill grandmother (who passed away)
- 3 women did not pass the selection to continue into phase II of One Livelihood project
  - K.C.
  - P.S.
  - M.S.P.

## Activities for Next Month

- Design a new necklace/bracelet, Kung Fu clothes and a new baby dress model
- Find jobs for the 3 women who didn't pass the selection to continue into phase II of the project

## 2. Handcraft

**Staff in charge: Soeur Sokunthea**

### Highlights

- Made 400 star ornaments for a Singapore order
- The women showed a lot of discipline, took the trainer's advice, and helped each other to work hard

### Challenges

- The class didn't manage to stick to the lesson plan because of a sudden order from Singapore. We had to postpone the lessons and complete the order from Singapore for the whole month.

### Activities for Next Month

- Teach women how to make a complex butterfly and bird ornament
- Counsel one of the Handcraft women who wants to quit the program
- Facilitate sending 400 star ornaments to Singapore

## Job Placement

**Reporting: Ms. SOEUR Sokunthea**

### Highlights

- Helped 2 women got a job at Smarteria Shop (one is the girl in the previous cycle, and the other one is a girl in the community), they could get 80\$ for the probation, work 5 days a week and have 2 days off on Saturday and Sunday
  - S.S. : program participant
  - K.R. : from the community

### Challenges:

- The workplace is far from their house and they need to pay transportation fees for their 1<sup>st</sup> month of work in advance, until they can afford to buy a bike after receiving their 1<sup>st</sup> month's salary.

### Plan for next Month

- Find jobs for the 3 women who didn't pass the selection to continue into phase II of the One Livelihood Project

## Piecework (Boostraps)

**Reporting: SOEUR Sokunthea**

### Highlights

- 2 women who studied at Hagar have graduated from their class, and Hagar is still searching for a job for them
  - C.R.
  - S.S.
- Women who have studied at Hagar have kept in touch with RKF staff and have always asked for support/counseling when they have problems

### Challenges

- Sometimes women have had problems with their teachers but dare not to tell anyone.

### Activities Next Month

- Pre-registration & interviews for 3 women in vocational training for the next bootstrap cycle
- Assist an Oxfam visit in the community and do a presentation about the project
- Recruit new women and girls for the One Livelihood Project Phase II
- Meet with Hagar staff to follow up on women's cases

### Financial Training Seminar

#### Reporting: SOEUR Sokunthea

### Highlights

- Participants now understand the definition of saving well
- They understand how they can plan their saving (Short term and long term)
- They understand the different methods of saving
- They understand the advantages and disadvantages to different saving methods

### Challenges

- There are 2 new groups participating in the training (Bootstrap and Handcraft), and they had difficulty following the lesson
- A few of the women felt tired, exhausted and somewhat sleepy. They couldn't pay attention to all of the training

### Next Month

- N/A

### Administration and Record Keeping

#### Reporting: METH Savda

### Highlights

- Conducted the Financial Training Final session with the women and girls in the sewing class, handcraft class and from outside training with the cooperation of the Get Ready Program Coordinator (Bootstrap)
- Participated in Project Management Training conducted by Oxcel
- The Vocational Training Coordinator and Sewing Trainer participated in a Business Strategy workshop
- Completed a draft Oxfam report for the Program Director
- Micro-department key staff participated in email communication training conducted by Elain.
- Worked with the Program Director in interviewing 2 women, 2 trainers and 1 key staff member of the One Livelihood project
- Worked with Susan in making the DCA project plan, project assumption and project risk registration
- The Vocational Training Coordinator and sewing assistant participated in an exhibition at CJCC
- Caroline Chou (*Volunteer*) supported and assisted the Micro-team in designing a new template for minutes, completely rewrote the uniform flyer, and worked on the report template

### Challenges:

- I had to delay the scheduled monthly action plan and monthly plan report because team members were unable to provide their report on time
- Team members have been tardy to the morning meetings

### Plans for next Month

- Will conduct the graduation ceremony for women and girls in vocational training program

- Will write the monthly action plan and budget plan
- The Vocational Training Coordinator is going to meet Watana Printing and Embroidery to discuss the production of football shirts

### **Loan**

#### **Reporting: METH Savda**

#### **Highlights**

- O.T. (staff member at RKF) accessed an emergency loan to conduct her mother's 100 day funeral
- 8 loanees repaid their loan

#### **Challenges:**

- K and T.P. have delayed their loan repayments for 2 months
- H.S. moved house to live at Kampong Speu, and she will finish her loan payments when she returns to live in Phnom Penh
- S.H. asked to delay the loan repayment
- K.S. delayed her loan repayment due to her weak health and inability to open her business

#### **Plan for next Month**

- Home visits and collection of loan repayments from clients

### **Direct Cash Aid**

#### **Reporting: METH Savda**

#### **Highlight**

- 22 clients got a health follow up from the nurse (***detail please see an attach files with the report***)
  - Aged 5 years old and below: 7 clients
  - Aged over 5 years old: 15 clients
- 11 women in the Vocation training received a Food box and Pocket money support
- 5 women in the Handcraft training received Food box support
- 28 DCA clients received DCA support
  - 11 GRBs families
  - 12 GRGs families
  - 5 Pilots families
- The DCA program pilot families' children attended the state school/extra classes regularly
- Conducted a parental meeting with GRG families and Pilot families at Blum with the Get Ready Program Coordinator

#### **Challenge**

- A family of GRG got a warning, because the girl didn't attend one class in this month

#### **Next Month**

*Please briefly describe activities planned for next month*

- Provide DCA support to GRGs and pilot families
- Provide food box support to women in vocational Training
- Do a home visit of pilot families and GRGs/GRBs families.
- Conduct parental meetings with GRG families, Pilot families and the new batch of GRB with the GR Program Coordinator
- Complete family assessments and evaluations in the new GRB batch
- Complete the budget expenditure for the new cycle of GRB

