

# Income & Work

## Department Summary

*Please summarize your department's work this month*

- Nicole, a foreign volunteer, conducted 3 weeks training on crochet skills
- Started One Livelihood Program Phase II, 3 women were enrolled into the One Livelihood Project Phase II and 1 woman returned to the course
- New advisor for Micro-Department from Oxfam OQ
- Completed quarter I activity plan of Sewing Trainer and Vocational Training Coordinator
- Completed Oxfam OQ budgeting of One Livelihood Program Phase II
- Completed Quarter II month two check list of DCA program
- Completed health follow up to 22 pilot family members
- The blood pressure of two older members of pilot families dropped to normal

## Vocational Training

*Reporting: SOEUR Sokunthea*

### 1. Sewing

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

#### Highlights:

- Conducted crochet training for women and girls by Nicole (***Please see a detailed report by Nicole about the workshop***)
- One Livelihood Program Phase II been started and 3 more women were recruited into the program
- Women and girls made some crochet samples including hats, bags, dolls, scarves, flowers and so on
- 51 sets of Kungfu uniforms were made
- Decorated and prepared the classroom to be more attractive and a good place for women to feel comfortable to study and enjoy the surroundings
- 102 sets of football uniforms were organized and prepared for the football team
- 8 women and girls received food boxes and pocket money
- 3 women were enrolled into One Livelihood Project Phase II and 1 woman returned to the course:
  - **K S**                                  **Sewing generation II**
  - **H S**
  - **MSM**
  - **C C**

#### Challenges

- Some women and girls are irregular attendees to classes
- Hygiene in the class is still not sufficient
- Some women and girls still speak inappropriately
- The behavior between each lady is still less than perfect but some of them are new to each other

#### Activities for Next Month

- Provide food box money and pocket money to women and girls
- Continue to recruit more women for the program
- Visit Westline University to discuss student uniforms
- Field trip for women and girls to further explore social activities

- Buy material for the class every week
- Cooperate with Nurse and foreign volunteer to conduct workshops on Domestic Violence, HIV and trafficking with women and girls
- Teach dress form skills every Monday
- Teach women and girls how to make shirts (theory in the morning, practice in the afternoon)
- Teach women and girls how to make mens trousers (theory in the morning, practice in the afternoon)

## 2. Handcraft

**Staff in charge: Soeur Sokunthea**

### Highlights

- One women was interviewed for Handicraft

### Challenges

- N/A

### Activities for Next Month

- Open the class
- Continue to recruit more women for the program
- Develop a variety of new products that are price competitive and marketable
- Marketing visit to sell and promote handicraft products
- Buy material for the class every week

### Job Placement

**Reporting: Ms. SOEUR Sokunthea**

### Highlights

- Found a job for **MS** at **SMARTERIA** at a salary of \$85 a month

### Challenges:

- **KR (women in the community)** who found a job in February has performed poorly and, always arrived for work late. She will be sacked if her performance does not improve
- **SS** (client in generation) failed her interview and test at **SMARTERIA**

### Plan for next Month

- Keep looking to find jobs for women and girls if there is a job opportunity from RKF partners

### Piecework (Boostraps)

**Reporting: SOEUR Sokunthea**

### Highlights

- **LS** continues to perform well and demonstraes a good effort to learn the skills

### Challenges

- **KS** has a family issue and has been unable to attend the course at **Hagar** regularly (*Please see social work report for further detail*)

### Activities Next Month

- Keep in touch with partner NGO's to follow up clients' performance and progress

### Financial Training Seminar

**Reporting: SOEUR Sokunthea**

### Highlights

- N/A

## Challenges

- N/A

## Next Month

- N/A

## *Administration and Record Keeping* *Reporting: METH Savda*

### Highlights

- Micro-Admin Assistant led 9 hours Advocacy Walk
- The inventory had been checked by auditor from FDC
- New advisor for Micro-Department from Oxfam OQ came to work with Micro-team
- Completed quarter I activity plan of Sewing Trainer and Vocational Training Coordinator
- Completed Oxfam OQ budgeting of One Livelihood Program Phase II
- Micro-Admin Assistant participated in Parental Training at ICC
- Vocational Training Coordinator participated in Livelihood Development at Chab Dai Coalition

### Challenges:

- We were unable to show **Judith (Oxfam advisor)** around the communities due a conflicting task that arose on the same day we planned this activity

### Plans for next Month

- Update customer list for the Singapore team
- Participate in Child Development workshop at ICC
- Introduce new staff to the community
- Participate in staff weekly meeting every Monday
- Participate in Livelihood Development at Chab Dai Coalition
- Meet with Casefile staff to update women and girls details for Quarter II

## *Loan*

### *Reporting: METH Savda*

### Highlights

- Reconciled community and staff loan balance for January 2012 to December 2012 for FDC
- Staff repaid loans regularly

### Challenges:

- Mr S R asked to defer his loan payment again because he has a problem with his business. He has promised to recommence payments as soon as possible when his business is stable again
- I was unable to collect community loan payments because I needed to attend to other higher priority tasks first

### Plan for next Month

- Write a letter about an inactive borrower to PD/Singapore
- Complete loan confirmation of staff and community loans to the end of December 2012
- Introduce new staff in charge of loans to all borrowers

## *Direct Cash Aid*

### *Reporting: METH Savda*

### Highlight

- Completed Quarter II month two check list

- Completed health follow up to 22 members of pilot families (***please see an attached file with this report for further details***)
- Provided DCA support to 11 GRGs cycle IX , 10 GRBs cycle V and five pilot families
- **SD** the boy who was enrolled into Kindergarten class last month, was sent to see an ear doctor by the Nurse (details of his ailment are contained in the Nurse's report)
- The blood pressure of two older members of pilot families dropped to normal. (for further details please see the attached health report follow up)
- Children from the pilot families attended the RKF classes and state school classes irregularly

### Challenge

- **LS** has been cut from the Direct Cash Aid support program because she been absent from class for three months (***please see Get Ready Program report for details***)
- Three members of a pilot family got food poisoning early in the month but are better now after they received intravenous injections from the doctor.

### Next Month

*Please briefly describe activities planned for next month*

- Conduct monthly health check follow ups with the Nurse's cooperation
- Home visits to pilot families at least twice a month
- Complete Quarter II check list
- Provide DCA support to GRGs, GRBs and pilot families

