

# Doc 6.7: How to Assess Corporate Community Groups

## Content

Interviewers/Assessors

### Selecting the CCG

Conducting the interview

- Interview tools
- Interview strategy
- Opening the interview

Interviewing CCG Officers

- General information of CCG
- Co-Fund operation
- Issues and problems encountered

Interviewing CCG Members

- Personal information
- Funding assistance acquired
- Benefits derived from CCG/Co-Fund
- Problems and recommendations
- Closing the interview

Preparing the Report

Annexes

Interview Sheet for CCG Officers

Interview Sheet for CCG Members

## How to Assess Corporate Community Groups

### 1. Interviewers/assessors

- Who conducts the assessment - The assessment of corporate community groups is done through field interviews. It is conducted by an independent local consultant.
- Orientation seminar for interviewers - The interviewers or assessors has to undergo orientation seminar on the TREE Methodology which is being conducted by the Project staff. This is necessary in order that the interviews will be focused on the goals and objectives of the TREE project. The understanding of the concept of the TREE project and its methodology is crucial in the flow of assessment and in the preparation of reports.

### 2. Selecting the CCG

- Selecting fully operational CCG systems - The corporate community group to be assessed are those that have undergone complete capability building from the TREE Project. This means that they have been properly organized and they have undergone workshops on the operation of their community fund or Co-Fund. Most important is that the CCG has already their seed capital and has completed at least one year of Co-Fund Operation.
- Identifying the Contact persons – The interviewer will have an easier time if he/she is able to talk to a contact person for the particular enterprise project. The contact persons are usually on the file of TREE Project together with their addresses and, in most instances, their telephone numbers.
  - The Community Training and Employment Coordinators or CTEC
  - The Focal person of the implementing agency
- Approaching the target groups – The first persons to be located are the officers of the CCG particularly the Chair of the Executive Committee and the Fund Manager. Once these people are located the rest of the target-interviewees can easily be located.

### 3. Conducting the interview

- Interview tools – For the purpose of this study the TREE Project is utilizing the instrument called **Tool No.6-D – How to assess Corporate Community Groups**. The tool is composed of two interview instruments:
  - Interview instrument for Co-Fund officers - The instrument is designed to look at the operation of the Co-Fund Scheme
  - Interview instrument for CCG members – This instrument is designed to look at the operation of selected enterprise projects of members

- Interview strategy – The interview requires administering the questions to different groups:
  - For the Co-Fund operation the officers of the CCG particularly the Chair of the Executive Committee, the Co-Fund Manager and the Treasurer are the major respondents.
  - For the operation of enterprise projects the major respondents are the members who have acquired funding assistance from the Co-Fund.
  - Hence the interviewer must be able to schedule the interviews in such a way as to administer the right questionnaires to the right persons at the right time. It will be easier if the interview will follow the progression as the questions are arranged in the instrument.
- Opening the interview - The interviewer starts with the interviewer introducing him/herself. This is followed with a short account of the background of the TREE Project and Methodology and by stating the purpose of the study. This kind of opening provides a relaxed atmosphere for the interviewees so that they can give honest and accurate information for the study.

## **I - Interviewing CCG Officers**

### 1. General Information

This portion of the interview can be done with the Chair of the Executive Committee of the Co-Fund Manager.

1.1 Name of CCG- refers to the name of the group operating the Co-Fund, its official name indicated in its registration papers.

1.2 Location/Address- refers to the area of operation of the CCG. The actual and specific location and address must be properly indicated to include the house number (if any), street, municipality/city and province.

1.3 Number of active members- refers to the actual members actively involved and participating in the operation and affairs of the CCG.

1.4 Date of registration-refers to the date of the registration of the CCG to any appropriate government agency.

1.5 Name of registering government agency-refers to the registering agency where the

group is registered (e.g. SEC, DOLE, CDA). Indicate the official address of the said agency.

1.6 Start-up Co-Fund Capital- refers to the actual amount of money available to members for development finance and micro-lending assistance.

1.7 Starting Amount- refers to the amount of capital initially available for members for development and micro-lending assistance.

1.8 Source/s- refers to donor/s of the start-up Co-Fund Capital. Indicate the it official name including the address.

1.9 Type of assistance- refers to the kind and conditions assistance. It is categorized into grant, endowment, group savings or loan/credit.

1.9.1 Grant - if the assistance is given to CCG without any obligation to return it to donors.

1.9.2 Endowment- if the assistance provided to CCG is to be returned to the donor after utilizing the money for a period of time.

1.9.3 Group Savings- if the funds utilized for the Co-Fund came from the group's money or savings

1.9.4 Loan/credit- if the assistance provided is to be returned to the donor with interest

1.10 Conditions of assistance - refers to any prior agreement set forth by the donor which has to be fulfilled by the CCG before the assistance is given.

1.11 Depository Bank & Address of Bank- refers to bank or any other institution where the funds of the CCG are deposited for safe-keeping. Indicate the address.

1.12 Present Asset of the CCG/Co-Fund- refers to all properties (real and personal)

owned by the CCG

## 2. Co-Fund Operation

This portion of the interview can be done with the Co-Fund Manager and the Treasurer or bookkeeper

2.1 Amount of bank deposit - refers to the total amount of money actually deposited in the bank by the CCG and in the name of the CCG.

2.2 Cash on hand - refers to the total amount of money in the possession of the treasurer or any other duly authorized officer of the CCG.

2.3 Total amount currently tied-up in DEFA - refers to the total amount released to the members for development finance assistance for venture projects.

2.4 Total amount currently tied-up in MILA - refers to the total amount released to members as micro-lending assistance.

2.5 Total Assets - refers to all the funds and properties of the CCG.

2.6 Development Finance and Micro-Lending Assistance - refers to the status of Co-

Fund operation of the CCG. Indicate the names of all members that have availed of the assistance, the kind of enterprise projects they have engaged into and the amount of the venture capital assistance. It is further categorized into individual, group, CCG-owned and others.

2.6.1 Individual- if the project is operated by one person or with assistance of members of the family.

2.6.2 Group – if the project is operated by two or more members of the CCG.

2.6.3 CCG-owned enterprise/ projects - if the project is operated by the CCGs itself as common service facility for income-generation and benefit of members

2.6.4 Other community projects directly assisted by the CCG/Co-Fund- if the project is operated by the CCG for the benefit of the members and not income-

generating in nature.

### 3. Issues and Problems Encountered

This questions is directed to the Co-Fund Manager together with the members of assessment and collection as well as field audit committees

#### 3.1 Coverage - refers to any matter or concern relating to the operation of the Co-Fund

which involve the following- systems and procedure, members, officers, community and others. Facilitate, systems and procedure is further categorizes into borrowing, collection, record keeping and fund management.

3.1.1 Borrowing - refers to transactions related to application, assessment, approval and release of assistance.

3.1.2 Collection - refers to transaction related to audit, payment of venture assistance and profit sharing.

3.1.3 Record keeping - refers to the keeping of records relating to release of assistance, payment, repayment and condonation.

3.1.4 Fund Management - refers to transaction related to prioritization, release of assistance, financial operations and other allied concerns.

#### 3.2 Actions Taken and Recommendations- Action taken refers to any remedial

measures undertaken to solve the problems identified while recommendations are suggestions and measures that were not undertaken.

## **II – Interviewing CCG Members**

This interview is conducted with members of the CCG who have received financial assistance from their Co-Fund. These members can be selected from the records of the Fund Manager. To be reliable the interview should be made to at least 20% of the member-borrowers.

1. Name and address of the CCG – Each interview sheet for the members must be properly labeled with reference to the CCG for which they are members.
2. Personal information – While this information can be taken from CCG records it would be more effective if the interviewer asks for this information from the respondents. This

approach provides time for the interviewer for informal introductions without appearing like the interview is an audit.

### 3. Funding assistance acquired from the CCG-Co-Fund

This information is available from the records of the Fund Manager. Hence, it can be lifted from such files by the interviewer before the member's interview. However, the interviewer can also ask the members to check on its figures and veracity.

#### 3.1 Development Finance Assistance (DEFA) acquired from the Co-Fund – This refers to funding assistance related to the operation of an enterprise or income-generating project of the member.

3.1.1 Name/ kind/ description of the enterprise – This refers to the name of enterprise for which the funding assistance was used by the member. The enterprise should be categorized into individual (e.g. run by the member and his family) and group (e.g. run by several members). The study also asks information on the duration of the enterprise projects that was funded by the Co-Fund.

3.1.2 Amount of financial assistance – This refers to the exact amount released by the Co-Fund. It does not ask for the total amount of capital for the enterprise since it might be a combination of personal money and borrowings. The study also asks whether the money borrowed from the Co-Fund has been paid already or not at the time of the Interview.

#### 3.2 Micro-lending Assistance (MILA) received – This refers to the funding assistance applied for and approved for home and family needs and for emergencies. This information must also be disaggregated as required in the boxes. The study also asks whether the money borrowed has been paid already or not at the time of the interview.

### 4. Benefits derived from the CCC/Co-Fund

The portion of the study wants to focus on the personal and family benefits that the member has derived from the operation of their CCG/Co-Fund. Hence, the questions are deliberately structured to look at some basic needs of the individual and his/her family and to what extent the CCG/Co-Fund is able to help them.

4.1 Shelter – this refers to improvements in the house and its environs

4.2 Home amenities – this refers to home furnishings and basic home appliances

4.3 Food – this refers to the number and variety of meals improvements

4.4 Personal amenities – this refers to basic personal needs as clothing, personal

grooming, simple luxuries, etc.

4.5 Education – this refers to the children’s schooling

4.6 Health care – this refers to the ability to buy medicines and health care services in times of emergencies

4.7 Leisure – this refers to the capacity of the member to engage into sports and similar social activities

4.8 Incomes and occupations – this refers to income increases and possible changes on occupational mobility that happened to the member and his/her family as a result of their membership in the CCG.

5. Problems and recommendation – The interview should solicit information on the

problems and issues met or encountered by the member in relation to his/her membership in the CCG/Co-Fund especially its operation. This information is necessary so that the TREE Project will be able to design future action programs or package of assistance necessary for the enhancement and sustainability of the CCG, its Co-Fund and the enterprise projects of the members. It is also necessary for the identification of strategies in mainstreaming the CCG into the development programs of the area and to the formal sector.

### **III - Closing the interviews**

The Interviewer closes the dialogue with a short summary check of the answers to further confirm the answers and make sure that nothing has been omitted. This is followed by the standard courtesy and thanks for the cooperation of the respondent to the study.

1. Name and signature of respondent – The respondent must be ask to the interview

sheet for authentication purposes.

2. Name and signature of interviewer – The interview sheet must likewise be signed by

the interviewee in the presence of the respondent.

3. Date of interview - refers to the date when interview or evaluation was conducted.

### **IV - Preparing the report**

The interviewer prepares a narrative report of the interviews. The report should based its analysis and recommendations on the findings in relation to the overall goals of the TREE Project and



Methodology, the concept and objectives of the CCG/Co-Fund scheme as described in its performance indicators in the implementing guidelines.