

Direct Beneficiary Monitoring Form

(To be completed before the training, 6 months after the training)

Name of Enumerator:

District:

Date:

DEMOGRAPHIC INFORMATION

Beneficiary code:

First Name:

Middle Name:

Last Name:

Address

(Province, District, Village, etc.)

Email:

Tel number:

Sex: ☐ Male ☐ Female

Date of birth:

Ethnicity/Caste: ☐ Brahman/Chhetri, ☐ Tarai/Madhesi Other Castes, ☐ Dalits,
☐ Newar, ☐ Janajati, ☐ Muslim,
☐ Other (Marwari, Bangali, Jain, Punjabi/Sikh, Unidentified Others)

HH origin: ☐ Terai, ☐ Hill, ☐ Mountain

Marital status: ☐ Married, ☐ Single, ☐ Widowed, ☐ Divorced

Type of HH: ☐ Male headed, ☐ Female headed

Name of head of HH:

Relationship to head of HH:

No. of HH members: Total _____ Male _____ Female _____

HH members by age: Below 6 yrs. _____ 6-14 yrs. _____

15 to 59 _____ 60 or above _____

EDUCATION

Can you read and write?

☐ Yes ☐ No

Have you ever attended school?

☐ Yes ☐ No

What is the highest educational level completed?

☐ Informal Education

☐ Primary school (up to class 5)

☐ Secondary school (class 6 to 10)

☐ Secondary school (SLC)

☐ Secondary school (10+2)

☐ Tertiary

☐ Other, specify _____

Have you taken any skills training(s) in the past? ☐ Yes ☐ No

If yes, please provide more details:

Training on what occupation/skill	Training Provider	Training duration		Did you complete the training? (Yes/No)
		From: (mm/yy)	To (mm/yy)	

If you **did not** complete the training(s), please explain why_____

Did you receive any certification from the training(s)?

☐ Yes, please specify_____

☐ No

Have you applied the skills/knowledge obtained from the training(s) in the last 6 months?

☐ Yes ☐ No

If yes, did you apply the skills/knowledge for:

☐ Work

☐ Home

☐ Other, specify_____

Please provide any additional details on how you have used the skills/knowledge:

If you did not apply the skills/knowledge, please explain why?

Did you learn any of these additional skills during the training?

☐ Money management

☐ Time Management

☐ Communication

☐ Team work/cooperation

- ☐ Leadership
- ☐ Negotiation
- ☐ Problem solving
- ☐ CV development, job applications/interviews
- ☐ Business plan development
- ☐ Stress management
- ☐ Know Your Rights
- ☐ Other_____

Have you applied the soft/life skills obtained from the training(s) in the last 6 months?

☐ Yes ☐ No

If yes, did you apply these for:

Work

Home

Other, _____

Please provide details of how you applied these soft/life skills: _____

If you did not apply the soft skills, please explain why?

Employment

Employment status in last 6 months:

- ☐ Paid ☐ Unpaid ☐ Self-employed ☐ Unemployed ☐ On the job training Apprenticeship /Internship
- ☐ Retired ☐ Unable to work ☐ Other, specify_____

Employment type in the last 6 months:

- ☐ Regular¹ ☐ Task based² ☐ Time based³
☐ Casual⁴ ☐ Part time⁵ ☐ Other, specify_____

Employment location in the last 6 months:

- ☐ Own district, ☐ Other district in Nepal, specify_____
☐ Abroad, specify_____

Primary sectors/industry of activity in last 6 months:

- | | |
|---|--|
| ☐ Agriculture; plantations; other rural sector | ☐ Utilities (water; gas; electricity) |
| ☐ Transport (railways; road transport) | ☐ Postal and telecommunications services |
| ☐ Mining (coal; other mining) | ☐ Media; culture; graphical |
| ☐ Forestry; wood; pulp and paper | ☐ Food; drink; tobacco |
| ☐ Shipping; ports; fisheries; inland waterways | ☐ Chemical industries |
| ☐ Mechanical and electrical engineering | ☐ Public service |
| ☐ Health services | ☐ Hotels; catering; tourism |
| ☐ Textiles; clothing; leather; footwear | ☐ Education |
| ☐ Construction | ☐ Commerce |
| ☐ Transport equipment manufacturing | ☐ Financial services; professional services |
| ☐ Oil and gas production; oil refining | ☐ Domestic work |
| ☐ Basic metal production | ☐ Other, specify_____ |

Occupations(s) in the last 6 months

¹ "Regular employment" means any employment other than those specified in sub-sections (2), (3) and (4)

² Task based employment" means an employment to be given or given in which a particular task or service specified by the employer is required to be accomplished.

³ "Time based employment" means an employment to be given or given in which a worker is required to provide a service or accomplish a task within a period fixed by the employer.

⁴ Casual employment means an employment to be given or given in which a worker is engaged for seven or less than seven days within a period of one month to provide any service or accomplish a task given by the employer.

⁵ "Part time employment" means an employment to be given or given in which a worker is engaged by the employer for thirty five hours or lesser than thirty five hours in a week to accomplish any work.

How did you get job(s)?

- ☐ Recruiter/Contractor
- ☐ After training placement
- ☐ Applied for vacancy
- ☐ Own Business
- ☐ Friends
- ☐ Family/Relatives
- ☐ Neighbour
- ☐ Other, Specify_____

INCOME

Sources of your income in the last 6 months:

- ☐ own farm ☐ salary/wages
- ☐ own business
- ☐ Others, specify: _____

Has your income changed in the last 6 months?

- ☐ Stayed the same
- ☐ Increased
- ☐ Decreased

DEBTS

Do you have any debts?

- ☐ Yes, amount Rs._____
- ☐ No

Does your HH have any debts?

- ☐ Yes, amount Rs._____
- ☐ No

Who are these HH debts owed to?

- ☐ Banks/Microfinance Institutions
- ☐ Cooperatives
- ☐ Family/Relatives
- ☐ Friends/neighbours
- ☐ Individual moneylenders
- ☐ Recruiters/Contractors
- ☐ Employer
- ☐ Other, specify_____

Have your debts changed in the last 6 months? ☐ Stayed the same
☐ Increased
☐ Decreased

ASSETS/EXPENDITURE

What was your monthly expenditure in the last 6 months on:

Items	Amount (Rs.)	Items	Amount (Rs.)
Food		Mobile/communications	
Education		Transportation	
Health		Loan interest	
Recreation		House renovations	
Religious/cultural expenses		Livestock	
Utilities		Tools	
Clothes		Seeds	
Rent		Other, specify:	

Does your family own its house? ☐ Yes ☐ No

If yes, what is the house structure: ☐ Cemented (Cement, rod, sand, brick)
☐ Soft (Mud, stone)
☐ Cottage (Wood, Grass)

Current HH assets:

HOUSEHOLD ASSETS: (e.g. Sewing machine, washing machine, stove, bicycle, rickshaw, motorbike, car, refrigerator, generator, TV, cell phone, computer..)

_____	_____
_____	_____
_____	_____
_____	_____

LIVESTOCK (e.g. cattle, horse, donkey, pig, goat, chicken, ducks....)

_____	_____
_____	_____
_____	_____
_____	_____

REAL ESTATE (e.g. residential house, warehouse/storage shed/livestock house/other agricultural structure, agricultural land, other land for non-agricultural purposes...)

_____	_____
_____	_____
_____	_____
_____	_____

FARM ASSETS (e.g. tractor, plough, cart...)

_____	_____
_____	_____
_____	_____
_____	_____

OTHER ASSETS OF VALUE:

_____	_____
_____	_____
_____	_____

What assets have you bought in the last 6 months?

_____	_____
_____	_____
_____	_____
_____	_____

What is the estimated total value of the assets you bought in the last 6 months (Rs.)?

VULNERABILITIES

Have you felt any discrimination in employment in the last 6 months?

☐ Yes

☐ No

If yes, do you believe this discrimination was based on your:

☐ Caste/Ethnicity

☐ Age

☐ Sex

☐ Other, specify_____

Have you experienced any of the following situations in your past employment?

Situation	Description/example	In the last 6 months (Yes/No)	Anytime in your life (Yes/No)	Comments
1. Abuse of vulnerabilities	The fact of being in a vulnerable position, for example, lacking alternative livelihood options, does not necessarily lead a person being in forced labour. It is when an employer takes advantage of a worker's vulnerable position, for example, to impose excessive working hours or to withhold wages. Also cases of multiple dependency on the employer, such as when the worker depends on the employer not only for his or her job but also for housing, food and for work for his or her relatives.			
2. Deception	Deception relates to the failure to deliver what has been promised to the worker, either verbally or in writing. Had the worker known the reality, they would never have accepted the job offer. Deceptive recruitment practices can include false promises regarding working conditions and wages, but also regarding the type of work, housing and living conditions, job location or the identity of the employer.			
3. Restriction of movement	If workers are not free to enter and exit the work premises, subject to certain restrictions which are considered reasonable. Legitimate restrictions might include those relating to			

	protection of the safety and security of workers in hazardous work sites. Examples of forced labour situations include being locked up and guarded to prevent a worker from escaping, at work or while being transported. Also having their movements controlled inside the workplace, through the use of surveillance cameras or guards, and outside the workplace by agents of their employer who accompany them when they leave the site.			
4. Isolation	Workers may not know where they are, the worksite may be far from habitation and there may be no means of transportation available. But equally, workers may be isolated even within populated areas, by being kept behind closed doors or having their mobile phones or other means of communication confiscated, to prevent them from having contact with their families and seeking help.			
5. Physical and sexual violence	Violence is not acceptable as a disciplinary measure under any circumstances. Violence can include forcing workers to take drugs or alcohol so as to have greater control over them. Violence can also be used to force a worker to undertake tasks that were not part of the initial agreement, such as to have sex with the employer or a family member or, less extreme, to undertake obligatory domestic work in addition to their “normal” tasks. Physical abduction or kidnapping is an extreme form of violence which can be used to take a person captive and then force them to work.			
6. Intimidation and threats	In addition to threats of physical violence, other common threats used against workers include denunciation to the immigration authorities, loss of wages or access to housing or land, sacking of family members, further worsening of working conditions or withdrawal of “privileges” such as the right to leave the workplace. Constantly insulting and undermining workers also constitutes a form of psychological coercion, designed to increase their sense of vulnerability.			
7. Retention of identity documents	The retention by the employer of identity documents or other valuable personal possessions is an element of forced labor if workers are unable to access these items on demand and if they feel that they cannot leave the job without risking their loss.			

8. Withholding of wages	Irregular or delayed payment of wages does not automatically imply a forced labor situation, but when wages are systematically and deliberately withheld as a means to compel the worker to remain, and deny him or her of the opportunity to change employer, this points to forced labor.			
9. Debt bondage	Forced laborers are often working in an attempt to pay off an incurred or sometimes even inherited debt. The debt can arise from wage advances or loans to cover recruitment or transport costs or from daily living or emergency expenses, such as medical costs.			
10. Abusive working and living conditions	Extremely bad working and living conditions alone do not prove the existence of forced labor; unfortunately, people may sometimes “voluntarily” accept bad conditions because of the lack of any alternative jobs. However, abusive conditions should represent an “alert” to the possible existence of coercion that is preventing the exploited workers from leaving the job.			
11. Excessive overtime	As a rule of thumb, if employees have to work more overtime than is allowed under national law, under some form of threat (e.g. of dismissal) or in order to earn at least the minimum wage.			

FUTURE PLANS

After the skills training would you like to be:

- ☐ Trained on starting your own business
- ☐ Placed in wage employment
- ☐ Linked to Employment Service Centres
- ☐ Other, specify_____

Where would you like to work:

- ☐ In your current district
- ☐ Elsewhere in Nepal, Specify_____
- ☐ Abroad, Specify_____

POST TRAINING (only for endline)

Did you receive any equipment or tools to keep from the training provider?

☐ Yes ☐ No

If yes, please list the equipment or tools equipment received

Did you receive any of the following post training support?

- ☐ Start your own business training
- ☐ Placement for wage employment
- ☐ Link to Employment Service Centres
- ☐ Other_____

Did the post-training support lead to employment?

☐ Yes ☐ No

Do you believe the training was relevant to the labour market needs?

☐ Yes ☐ No

Which aspect of the training worked best?

Which aspects of the training worked worst?

Confidentiality

All responses given in this form, including any personal information you provide, will be kept strictly confidential. Your input will only be used in combination with the responses of others participating. Your individual responses are not shown to anyone.

Respondent's signature:**Date:****Enumerator's signature:****Date:**

Would you be prepared to be interviewed further on your experiences?☐ Yes ☐ No