

Community Action for Disaster Response (CADRE II Project)

MINIMUM QUALITY STANDARD (MQS)**Minimum Quality Standard on Training**

- **Frequency:** In each training
- **Responsibility:** Observer
- **Required template** Form # 1

Minimum Quality Standard on Provincial Training Hub

- **Frequency:** In three months after training material in place
- **Responsibility:** Observer, Project Coordinator and PMER Officer
- **Required template** Form # 2

Minimum Quality Standard on Simulation

- **Frequency:** In each simulation
- **Responsibility:** Observer
- **Required template** Form # 3

Minimum Quality Standard on Functional Response Committee

- **Frequency:** at least every three months
- **Responsibility:** PMER Officer and Training Officer
- **Required template** Form # 4

Minimum Quality Standard on Ward level Response Plan

- **Frequency:** at least every six months
- **Responsibility:** PMER Officer and Training Officer
- **Required template** Form # 5

Minimum Quality Standard on Response Kits Management

- **Frequency:** at least every three months
- **Responsibility:** PMER Officer and Training Officer
- **Required template** Form # 6

Minimum Quality Standard on Scaling up CADRE Tool and Approach

- **Frequency:** At least every six months
- **Responsibility:** Project_Coordinator and PMER Officer
- **Required template:** Form # 7

Community Action for Disaster Response (CADRE) II Project

MINIMUM QUALITY STANDARD ON TRAINING

(Checklist to be completed in each training by Observer)

Type of training:

Level of training (National/District/Community):

District, Metro/Sub Metro/Municipality//Rural Municipality:

SN	Criteria	Basic guidance/Mean of Verification (MoV)	Yes	No
1.1	Participants selected according to the agreed criteria	<i>Check criteria / SOP of CADRE training</i>		
1.2	Minimum of 40% of women participants is ensured	<i>Observation</i>		
1.3	Appropriate venue with adequate space for exercise and station management	<i>Observe the venue</i>		
1.4	Arrangement of instructors according to SOP of CADRE training	<i>Check SOP / ToR</i>		
1.5	Pre-test and post test conducted and result published	<i>Check test results</i>		
1.6	Unit test conducted to determine participant's success	<i>Check test results</i>		
1.7	Course review and evaluation conducted everyday	<i>Observation</i>		
1.8	Training certificate distributed to the successful participants	<i>Observation</i>		

Overall comments/recommendations:

i).....

ii).....

iii).....

Name(s) of quality observer:

Position:

Date:

Signature(s):

Community Action for Disaster Response (CADRE) II Project

MINIMUM QUALITY STANDARD ON PROVINCIAL TRAINING HUB

(Checklist to be completed in three months after training material in place by Observer, Project Coordinator and PMER Officer)

District, Metro/Sub Metro/Municipality #:

Discussed with (name/position):

SN	Criteria	Basic guidance/MoV	Yes	No
2.1	Training kits provided in box and stored in secured place	<i>Observation of stored place</i>		
2.2	Training materials/equipment is provided as per the list	<i>Observe Materials and equipment</i>		
2.3	A readable list of items is available	Check the list of items		
2.4	District focal person assigned	<i>Consult with DC Chairperson</i>		
2.5	Training kits utilization guideline is in place	<i>Check guideline</i>		
2.6	Instructor roster maintained and taken print out	<i>Check roster</i>		
2.7	Training manual and participants workbook is displayed/kept for demonstration	Observe training manual		
2.8	Training request related correspondences is recorded / filed appropriately	<i>Check if any correspondence</i>		
2.9	Database is maintained to track utilization of training materials	<i>Check database</i>		

Overall comments/recommendations:

- i)
- ii)
- iii)

Name(s) of quality observer:

Position:

Date:

Signature(s):

Community Action for Disaster Response (CADRE) II Project

MINIMUM QUALITY STANDARD ON SIMULATION

(Checklist to be completed during each simulation by **Observer)**

District, Metro/Sub Metro/Municipality/Rural Municipality & Ward #:

Name of community/tole/location:

SN	Criteria	Basic guidance/MoV	Yes	No
3.1	Is the simulation conducted based on ToR / Concept note?	<i>Check concept note/ToR</i>		
3.2	Has the participants' registration maintained?	<i>Check minute</i>		
3.3	Are minimum of 40% women participated?	<i>Check minute</i>		
3.4	Has instruction made clear before simulation started?	<i>Observe the event</i>		
3.5	Did the response committee hold emergency meeting to respond the scenario?	<i>Observe the event</i>		
3.6	Have different injects (scenario) performed and included the context of vulnerable people?	<i>Observe the event</i>		
3.7	Was debrief conducted and feedback given?	<i>Observe the event</i>		
3.8	Has the event note taken for reporting?	<i>Observe the event</i>		
3.9	Did anyone get injured during the simulation?	<i>Observe the event</i>		

Overall comments/recommendations:

i).....

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Name(s) of quality observer:

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Signature(s):

Community Action for Disaster Response (CADRE) II Project

MINIMUM QUALITY STANDARD ON FUNCTIONAL RESPONSE COMMITTEE

(Checklist to be completed at least once in every three months by PMER Officer and Training Officer)

District, Municipality/Rural Municipality & ward #:

Name of Response Committee:

Discussed with (name/position):

SN	Criteria	Basic guidance/MoV	Yes	No
4.1	Response committee formed as per guideline developed	<i>Check guideline</i>		
4.2	Regular (at least quarterly) meeting conducted	<i>Check meeting minute</i>		
4.3	Response actions of Volunteer documented/minute	<i>Check meeting minute</i>		
4.4	Response kits and list of CADRE volunteers available	<i>Observe material and printed roster</i>		
4.5	Committee members roles and responsibilities defined/clarified	<i>Discuss with committee member(s)</i>		
4.6	Ensured at least 40% women's representation in the committees	<i>Check committee formulation minute</i>		
4.7	At least one female member is represented in the leadership (chairperson/secretary/treasurer) positions	<i>Check committee formulation minute</i>		
4.8	Information flex of committee members kept at NRCS sub chapter / ward office	<i>Observe Info flex</i>		

Overall comments/recommendations:

i).....

ii).....

iii).....

Name(s) of quality observer:

Position:

Date:

Signature(s):

Community Action for Disaster Response (CADRE) II Project

MINIMUM QUALITY STANDARD ON WARD LEVEL RESPONSE PLAN

(Checklist to be completed at least once in every six months by PMER Officer and Training Officer)

District, Municipality/Rural Municipality & ward #:

Discussed with (name/position):

SN	Criteria	Basic guidance/MoV	Yes	No
5.1	Documented info/findings from, historical timeline, hazard ranking, seasonal hazard, problem analysis, institutional analysis and availability of resource.	<i>Check document/plan</i>		
5.2	Key activity matrix is developed to respond disaster	<i>Check document/plan</i>		
5.3	Necessary resources identified to support the plan	<i>Check document/plan</i>		
5.4	Local government bodies (Ward executive committee members) are aware of response plan	Interact with committee member		
5.5	Local government bodies (Ward executive committee members) can explain the needs of response plan	Interact with committee member		
5.6	Response plan approved by local government	<i>Check endorsement letter</i>		
5.7	Ward conducts preparedness activities like simulation, training or support to buy response kit	Check document/plan		

Overall comments/recommendations:

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iii).....

Name(s) of quality observer:

Position:

Date:

Signature(s):

Community Action for Disaster Response (CADRE) II Project

MINIMUM QUALITY STANDARD ON RESPONSE KITS MANAGEMENT

(Checklist to be completed at least once in every three months by PMER Officer and Training Officer)

District, Municipality/Rural Municipality & ward #:

Discussed with (name/position):

SN	Criteria	Basic guidance/MoV	Yes	No
6.1	As per need and prevailing disaster, response tools provided to community (e.g. life jacket, helmet, head lamp, masks, gloves, boots, rope etc.)	<i>Check response distribution list</i>		
6.2	Community response kits are stored in a box and found in a good and secured condition (with key)	<i>Check the box/key/items</i>		
6.3	A readable list of items is available	Check the list of items		
6.4	Response kits utilization guideline is in place	<i>Check utilization guideline</i>		
6.5	Response kits are kept at under custody of response committee or ward committee	<i>Interact with response committee or ward committee representative</i>		
6.6	Ensured easy access to the response kits, when needed	<i>Check the kits' location</i>		

Overall comments/recommendations:

- i).....
- ii).....
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Name(s) of quality observer:

Position:

Date:

Signature(s):

Community Action for Disaster Response (CADRE) II Project
MINIMUM QUALITY STANDARD ON SCALING UP CADRE TOOL AND APPROACH

(Checklist to be completed at least once every six months by Project Coordinator and PMER Officer)

District, Municipality/Rural Municipality & ward #:

Discussed with (name/position):

SN	Criteria	Basic guidance/MoV	Yes	No
7.1	CADRE curriculum revised/updated	<i>Check curriculum</i>		
7.2	Provincial training hub established equipped with roster/database of trained facilitators and complete training kits	<i>Check annual report</i>		
7.3	Maintained database/roster of facilitators and CADRE Volunteers	<i>Check database/roster</i>		
7.4	Response kit provided, and response committee members are aware to use and maintain it	<i>Check response kits and guideline</i>		
7.5	Response action by CADRE volunteers regularly captured	<i>Check response data/report</i>		
7.6	Minimum of 75% of newly trained volunteers retained knowledge	<i>Check knowledge test result</i>		
7.7	At least 40% female are participated in every event (e.g. training, response committee formation and simulation etc.)	<i>Check annual report</i>		
7.8	DPRP prepared/updated and is in place	<i>Check DPRP</i>		
7.9	At district level, NRCS conduct and documents outreach meetings to promote CADRE as a tool with other organizations or government offices (at least quarterly)	<i>Check quarterly report</i>		
7.10	At national level, NRCS conduct and documents outreach meetings to promote CADRE as a tool with other organizations or government offices (at least quarterly)	<i>Check quarterly report</i>		

Overall comments/recommendations:

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