

Guide Book
for
Situation Analysis

Monitoring Evaluation and Research

National Rural Support Programme

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1. BACKGROUND

An important step in social mobilization strategy of NRSP is preparation of a Situation Analysis report. While all the regions are now doing this activity, some staff members are hesitant to do this activity regularly and consistently. The reasons for this are

- (a) objective and expected outcome of Situation Analysis was not clear.
- (b) many staff members were confusing data collection process as being the Situation Analysis.

Therefore, this Guide Book is being issued to clarify the objectives, expected outcomes and the procedures that are required to make the Situation Analysis report meaningful.

In order to develop this Guide Book, a participatory sharing and learning workshop was held at IRM Islamabad on 23rd August to 25th August 2001, in which social organizers and other professional staff participated who had previously conducted the surveys and Situation Analysis. Thus the Situation Analysis Report and Data Collection Formats and procedures have been developed through consensus by the participants. An attempt has been made to clarify the following issues related to Situation Analysis:

- a) Objectives of Situation Analysis
- b) Difference between the Situation Analysis Report and Data Collection
- c) What kind of data is required direct from the communities and what data from secondary sources (indirect)
- d) Agreed procedure and formats

This Guide Book and the procedure described in this Guide Book will be useful for only new Union Councils. A different procedure may be adopted for those Union Councils, where NRSP is already working.

2. **OBJECTIVES OF DOING SITUATION ANALYSIS**

The objective of doing Situation Analysis is not just to collect data but to determine:

- a) The economic status(poverty ranking) of people living in the selected Union Council
- b) the priorities of communities and possible interventions

However, in order to be logical, it is important that this analytical exercise is carried out based on some facts and brain storming. Therefore, data collection cannot be totally ignored.

During the process of discussing problems with the communities, some staff members try to restrict the communities to only such problems for which NRSP has some package. This is not a correct approach. NRSP's objective is to harness peoples potential. Therefore, NRSP staff should encourage the communities to identify such activities, which the community has the capacity to manage and own. For example, a community may not have the capacity to construct and maintain a metelled road but may have the capacity to manage a drinking water scheme or a sanitation project or a health centre. This should be included in the required interventions, whether or not NRSP has a package. This will help develop a package and NRSP will also be able to explore funding.

As the ultimate goal of NRSP is to reduce poverty, the situation analysis should focus on identification of the poor in the selected Union Council. This will help in developing pro-poor interventions and packages.

3 SITUATION ANALYSIS REPORT

As described above, Situation Analysis Report is more important than the Data Collection Sheets or Village Profiles. The Data Collection Sheets represent village profiles which do not mean anything unless the team analyze the data. The data is analyzed and interpreted in the Situation Analysis Report. Therefore, in this chapter, we will discuss the Report form and what must be included in the report.

3.1 Intended Audience of the Report

Our experience shows that the Situation Analysis is used by the following for different purposes:

- ◆ Field Staff / Implementers: To acquire knowledge about the people, area, community and resources, problems, needs and possible areas of intervention so as to develop a meaningful partnership with the community. This is also used for planning purposes.
- ◆ Management: To get knowledge about possible interventions that can be made in different areas and develop programme packages accordingly and to explore funding.

3.2 Difference between the Situation Analysis Report and Data Collection

We are attaching Data Collection Sheets at Annex I. These data collection sheets represent Village Profiles. They form the basis for doing a Situation Analysis. The team, which is responsible for doing the Situation Analysis, should use the data to analyze the situation. An analysis which is done without the support of data is mere a judgement which is of no use. However, just data sheets or village profiles do not mean much unless the data is analyzed and related to the brain storming sessions that are held as part of the Situation Analysis exercise.

While writing the report, please avoid phrases like many problems, too much poverty etc and relate your findings with the data.

In this Guide Book, we have deliberately described the Situation Analysis report first and then Data Collection Sheets so that the team focuses on analysis.

3.3 Responsibility for preparing the Report

Report will be prepared by the Field Team. It will be analyzed by Regional Professional - MAP and finally will be approved by RPM / RGM

3.4 SITUATION ANALYSIS REPORTING FORMAT

The report is divided into three parts as follows:

Part "A"	INTRODUCTION
Part "B"	PROBLEMS/NEEDS AND POSSIBLE INTERVENTIONS
Part "C"	ANALYSIS OF DATA

This sequence has been proposed so that the readers' focus remains on the problems and their solutions rather than on the data. However, in the Introduction a brief sketch of the Union Council is drawn. In the following paragraphs, contents of each part of the report are proposed.

3.4.1 PART "A" of the report:

This part is titled as INTRODUCTION. It should be given on maximum two pages. Under this heading please give a brief profile of the Union Council as a whole. Please do not repeat all the data and just give a summary in one or two pages under the following headings:

- ✓ Area
- ✓ Topography
- ✓ Population
- ✓ Caste / biradary
- ✓ Social Trend & Past History
- ✓ Behaviour and Cultural Norms
- ✓ Number of Villages
- ✓ Personal observations of the enumerator

For example, under Population you can write as follows:

" Total population of Union Council XYZ is 18,000 of which 59% represent male and 41% female. 45% fall under 18 years of age and 55% over 18 years. 40% of the population represents poor and very poor.

3.4.2 PART "B" Needs Prioritization

After the Introduction, briefly state the main problems and then describe the needs/potentials as prioritized by the community for all the villages in the form of the following table.

Village	Sanitation System	Availability of Agri inputs	DWSS	Prevention of malaria	Teacher for School	Livestock prevention	Irrigation	Mother-Child health care	Culverts
Surgwal		7	9	8			5	4	6
Hattar		9		8	5	3	7	6	4
Thana	8	6	9	7	5	4	3		
Ari Khan		8		9	7	5	4		6
Total points	8	30	18	32	17	12	19	10	16
Rank	9	2	4	1	5	7	3	8	6
The maximum number of needs is 9. The point against each need shows the priority. Highest number means the top priority and the lowest number means the lowest priority.									

(For details regarding how the above table is developed please see [Annex III](#))

Then add another table in the report, which should elaborate the possible interventions against each need in the order of its ranking. An example is as follows:

Needs		Possible interventions
Rank	Description	
1	Prevention of malaria	<ul style="list-style-type: none"> • Linkage with DHO • Supply of medicine for spray
2	Availability of inputs on time and at low cost	<ul style="list-style-type: none"> ▪ Credit for agri inputs

Please try to focus on the exact intervention/need and do not mention general solutions.

3.4.2 PART C: Analysis of Data

In this part, please summarize and analyze the data for the Union Council.

Please ensure that the data summary provided in the report is duly supported by detailed schedules which should be available in your files. Please analyze the following data for the Union Council in the report.

- ✓ Poverty Ranking along with the indicators set by the community
- ✓ Migration Trends
- ✓ Housing structure
- ✓ Major occupations
- ✓ Credit and Savings (Credit repayment history)
- ✓ Landholdings
- ✓ Crop production (major crops, production, source of irrigation, farm machinery used etc.)
- ✓ Livestock (livestock population, arrangement for livestock treatment etc.)
- ✓ Educational status (Institutions, Status, Enrollment)
- ✓ Health Status (Institutions, status, diseases)
- ✓ Village infrastructure (irrigation system, drinking water, sanitation etc)

4 PROCEDURE

4.1 Selection of Union Council

Ideally programme should be introduced Union Council wise. Therefore, Situation Analysis should also be done of that Union Council which is selected for programme implementation. It should be done before the programme is introduced. The selection of Union Council will depend on the management decision.

4.2 Team for conducting Situation Analysis

Two male and one female team members (preferably Social Organizers). In new areas, the Regional Head should lead the team.

Male Team members to collect information on the Information collection format designed for conducting Situation Analysis

Female Team member to collect information from women on following issues

1. Women Economic Activities
2. Health
3. Education
4. Sanitation
5. Drinking water

4.3 Duration

Time required to complete Situation Analysis study is maximum of 15 days. It includes

- ✓ Three days for collection of Secondary Information
- ✓ Nine days for collection of information from field.
- ✓ Three days for final report preparation

4.4 Data collection from communities and secondary data collection

The Annex II shows which data must be collected from the communities and which from secondary sources. The data collected from secondary sources should be cross-checked with the communities to record changes.

4.5 Village wise information collection

- One format to be filled for one Revenue Village. In areas where village population is settled at one location (i.e., compact settlement), hundred percent villages will be covered, filling one format for each village in that particular Union Council.
- In the areas, where Revenue Village comprises of more than one hamlets / settlements / locations, information to be collected from some of the settlements by getting a sample of all the locations in that village and finally

one format has to be filled in for one Revenue Village. It is upto the local team as how much sample size will be taken. However, sample size should be reasonable and defined by the reporter in the report.

4.6 STEPS FOR DATA COLLECTION

4.6.1 Collect Secondary information and do a transect Walk

It must be collected prior to the field visit as it has to be cross checked while conducting study in the field. Standard Data Collection Format is designed for minimum information that has to be collected from all the areas. If there are any important information about which questions are not included, it should be recorded and must be reported in the final report. The formats are provided at Annex I. In order to familiarize with the ground situation, a transect walk is also suggested along with the data collection. This will help in brain storming with the communities.

4.6.2 Select the village

Based on secondary information and other factors such as convenience, select villages / settlements / mohalla as may be relevant for data collection and meeting with the community.

4.6.3 Arrange meetings with the communities

Take the secondary data sheets with you and other material which can help such as Voters List or Landholding list from the Agriculture Department. In the meeting, do the following:

- a) collect primary data regarding economic status of people such as poverty ranking (page 6 of Annex I) and other information that is required from the community as per check list on Annex II;
- b) verify the data that has already been collected from secondary sources.
- c) help the community identify and prioritize problems/ opportunities and possible interventions(explained in Annex III)
- d) identify potential activists

4.6.4 Poverty Ranking

As one of the main objectives of Situation Analysis is to identify the target group so poverty ranking has to be done for the area where study is conducted. There are two possible ways to do the poverty ranking, it is up to the local teams to decide which method they are going to apply.

1. Ask the community to set indicators for each category i.e., Well to do, Better off, Poor, Very poor and Destitute. Then make a list of the households with the help of voters' list and ask the community to rank these households on the basis of indicators set by them. In this case voters'

list has to be attached along with the poverty indicators set by the community.

2. Ask the community to set indicators for each economic category i.e., Well to do, Better off, Poor, Very Poor and Destitute, then ask the respondents to divide the total number of households of their village into these five categories according to the indicators set by them.

4.6.5 Ranking of Prioritized Needs

It should be done in a way that needs are identified from the problems discussed by the respondents keeping in mind the willingness and potential (as what they can do) of the community. For each of the need identified, there must be suggestions about the possible interventions that can be made considering the local resources available. After listing down all the needs (in the sense of potential) identified in a meeting, ask the respondents to do the ranking of these needs according to their priorities. Please remember that only those needs should be prioritized and listed which the communities have the capacity to manage. Format for prioritizing needs has been provided as part of the Data Collection Sheets ([Annex I page 6](#))

4.6.6 Data Compilation and Report Writing

Please consolidate all the data for all the villages/settlements/mohallas in a work sheet with the help of some computer operator. RP/MAP should also assist the team in this process. While the Situation Analysis team is responsible for the basic work, the RP MAP is required to assist the team in giving the report a final shape. The RPO/RPM is required to review the report and relate the report with the data collected. All the data collection sheets should be filed properly and referenced in the draft report.

4.7 Common Mistakes

As all the information has to be collected from a group of people not from individuals, so the team must avoid some of the common mistakes done in the field during information collection such as

- ✓ Not listening carefully and giving advice during answering
- ✓ Asking unclear questions
- ✓ Providing help in answering, leading them to a solution
- ✓ Completing the incomplete answers
- ✓ Imposing opinions on explanation.
- ✓ Not writing complete answers
- ✓ Drawing major conclusions from few information
- ✓ Preference only to educated, rich, elders and men
- ✓ Giving preference to statistics

Situation Analysis Data Collection Format

Date of profile : _____ Filled by : _____

1. Basic information (FROM SECONDARY SOURCE: CENSUS REPORT)

District : _____ Tehsil : _____
 Field unit : _____ Region : _____
 Union council : _____ Revenue Village _____
 Location / settlement _____
 Distance from tehsil headquarter _____ (km) Distance from metalled road (km) _____ (km)

Distribution of population by age

	No. of Male	No. of Female	Total
Under 18 years			
18 years & above			
Total			

Total number of households _____ Average household size : _____

2. Biradarries (FROM PRIMARY SOURCE: COMMUNITY)

Biradary							
# of hhds.							

Type of decision making institutions prevalent in the village: _____

Social Trend, Behaviour and past history of the area: _____

4. Migration trends (FROM PRIMARY SOURCE: COMMUNITY)

Do people migrate yes _____ no _____

If yes, reasons _____ Time Period _____

5. Structure of the houses (FROM SECONDARY SOURCE: CENSUS REPORT)

Type	Number
Katcha	
Semi-pucca	
Pucca	

6. Major occupational groups (FROM PRIMARY SOURCE: COMMUNITY)

Distribution of employed persons by major occupational groups:

Occupation	Agriculture	Salaried	Self employed	Skilled labour	Unskilled labour	Total
# of persons						

Women economic activities (full time) _____

7. Credit and savings (FROM PRIMARY SOURCE: COMMUNITY)

Sources of available credit	Interest rate / Service charges	Conditions	Description about repayment histories
A) local money lender			
B) friends/relatives			
C) banks			
D) adbp			
E) other sources			

Total no. of persons borrowing loans _____

Main purpose of borrowing loans in the area: _____

8. Trade (FROM PRIMARY SOURCE: COMMUNITY)

(Only mention those products that can be produced locally but presently are imported)

Imports	Exports

NATURAL RESOURCE MANAGEMENT

9 a). Distribution of village land by type (acres) (FROM SECONDARY SOURCE: AGRI EXTENSION DEPTT)

Land classification	(acres)
Total area of village	
Cultivable area	
a) rain fed	
b) irrigated	
Total cultivated area	
a) rain fed	
b) irrigated	
Uncultivated area	
Uncultivable area	

B) Reasons for the land being uncultivated (FROM PRIMARY SOURCE: COMMUNITY): _____

C) Source of irrigation (FROM PRIMARY SOURCE: COMMUNITY)

(Please tick the appropriate cell)

Canal (Perennial)	Canal (Non perennial)	Tubewell	Karez	Well	Any other

10. Distribution of land ownership by size (FROM PRIMARY SOURCE: COMMUNITY)

Land ownership	Upto 5 Acres	5 –12.5 Acres	12.5 – 25 Acres	25 – 50 Acres	50 acres & Above	Landless	Total
# of hhds							

11. Agriculture machinery (FROM PRIMARY SOURCE: COMMUNITY)

Machinery	Number	No. of farmers using it
Tractors		
Threshers		
Spray machine		
Cultivator		
Planter		
Chiesel		
Any other		

12. Livestock (SECONDARY SOURCE: LIVESTOCK DEPARTMENT)

(Write production of milk in litre per day)

Category	No. of animals	Type/ breeds	Common diseases	Production
Cows				
Buffaloes				
Goats				
Sheep				
Poultry				

Veterinary facility/specialist available in the village (FROM PRIMARY SOURCE: COMMUNITY): Yes _____ No _____

13. Information on crops, vegetables and orchards (FROM PRIMARY SOURCE: COMMUNITY)

Major agriculture crops (including vegetables & fodder)	Name of seed variety	Per acre yield in maunds	Area under cultivation (percentage)
Rabi			
Kharif			

Fruits & orchards	Yield	Area (acres)

Problems / needs pertaining to agriculture/ horticulture/ livestock/poultry :
(FROM PRIMARY SOURCE: COMMUNITY)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

EDUCATION

14. Educational institutions within the village **(FROM PRIMARY SOURCE: COMMUNITY)**
 (Type of educational institutes means Girls Primary, Boys primary, middle, high, schools etc)

Type of educational institution	Number of institutes	No. of Students		No. of teachers	
		M	F	M	F

No. of children going to school (outside the village) _____ distance _____ (km)

15. School going age children **(FROM CENSUS REPORT AND PRIMARY SOURCE : COMMUNITY)**

(Information for 1st and 2nd column can be taken from Census Report and for 3rd and 4th column, includes total number of students that are enrolled whether within or outside the village)

Total number of school going age children in the village		Total number of school going age children enrolled (in and outside the village)	
Boys	Girls	Boys	Girls

16. Literacy ratio **(FROM SECONDARY SOURCE CENSUS REPORT)** Male _____ Female _____

Problems pertaining to education : **(FROM PRIMARY SOURCE : COMMUNITY)**

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

HEALTH

17. Type of health facilities (FROM PRIMARY SOURCE: COMMUNITY)

(List down those institutes where people of the village mostly go to when they fell ill along with its status)

Institutions	Number	Govt/ private	Status (availability of)			Distance (km)	Time taken
			Doctor	Dispenser	Medicine		

18. Common diseases/ mortality (FROM PRIMARY SOURCE: COMMUNITY)

Common diseases in the village	Epidemic/seasonal/ occasional/ frequent

19. Family planning services available : Yes _____ No _____ (Tick the appropriate)

(FROM PRIMARY SOURCE: COMMUNITY)

Problems related to health : (FROM PRIMARY SOURCE: COMMUNITY)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

20. Govt/ non govt. / private organisations working in the area: (FROM PRIMARY SOURCE: COMMUNITY)

Type of organization	Type of services	Frequency of visits

21. Physical infrastructure (FROM PRIMARY SOURCE: COMMUNITY)

No. of streets in the village paved _____ unpaved _____

Telephone services available in the village: yes (no. Of hhds) _____ if no, then distance from the nearest facility _____ (km)

Electricity available in the village: yes (no. Of hhds) _____ none _____

Total number of watercourses in the village _____ No. of lined water courses _____

Number of tubewells _____ water table _____

Source of drinking water _____ quality of underground water _____

Sanitation (detail about existing situation) _____

Problems related to infrastructure: **(FROM PRIMARY SOURCE: COMMUNITY)**

- 1) _____
- 2) _____
- 3) _____
- 4) _____

3. Poverty profiling (FROM PRIMARY SOURCE: COMMUNITY)

Indicators of poverty

(Poverty indicators will be decided by the villagers for each category e.g., landholding, housing condition, no. of livestock, access to education etc.)

Indicators				
Well to do	Better off	Poor	Very poor	Destitute

Poverty profiling of the households

	No. of households	%age
Well to do		
Better off		
Poor		
Very poor		
Destitute		
Total		

22. Prioritisation of needs/ problems (FROM PRIMARY SOURCE: COMMUNITY)

Problems	Need		Possible intervention
	Rank	Description	

SITUATION ANALYSIS REPORT FORMAT

Part A

Introduction.

Brief profile of the Union Council may provide information regarding

- ✓ Area
- ✓ Topography
- ✓ Population
- ✓ Caste / biradary
- ✓ Social Trend & Past History
- ✓ Behaviour and Cultural Norms
- ✓ Number of Villages
- ✓ Personal observations of the enumerator

Findings / recommendations based on needs.

Problems	Prioritized Needs	Possible Interventions

Part B

Summary of the Report

It should provide a brief information on following issues.

- ✓ Poverty Ranking along with the indicators set by the community
- ✓ Migration Trends
- ✓ Housing structure
- ✓ Major occupations
- ✓ Credit and Savings (Credit repayment history)
- ✓ Landholdings
- ✓ Crop production (major crops, production, source of irrigation, farm machinery used etc.)
- ✓ Livestock (livestock population, trend, livestock treatment arrangement etc.)
- ✓ Educational status (Institutions, Status, Enrollment)
- ✓ Health Status (Institutions, status, diseases)
- ✓ Village infrastructure (irrigation system, drinking water, sanitation etc)

RANKING OF NEEDS AT UNION COUNCIL LEVEL

Following is an example given to understand the process of Ranking of Needs at Union Council level

Surgwal, Hattar, Thana and Ari Khan are four villages of a Union Council where Situation Analysis was conducted.

Needs identified according to the ranking set by villagers is given in the following text boxes.

Village : Surgwal	
<u>RANK</u>	<u>NEEDS</u>
1.	DWSS
2.	Credit
3.	Sanitation system
4.	Culverts
5.	Tubewell for irrigation
6.	TBA

Village : Hattar	
<u>RANK</u>	<u>NEEDS</u>
1.	Sanitation system
2.	Credit
3.	Tubewell for irrigation
4.	TBA
5.	Teacher for school
6.	Culverts
7.	L/S Vaccination

Village : Thana	
<u>RANK</u>	<u>NEEDS</u>
1.	DWSS
2.	Lining of watercourse
3.	Credit
4.	Sanitation System
5.	Teacher for school
6.	L/S Vaccination
7.	Tubewell for irrigation

Village : Ari Khan	
<u>RANK</u>	<u>NEEDS</u>
1.	Credit
2.	Sanitation System
3.	Teacher for school
4.	Culverts
5.	L/S vaccination
6.	Tubewell for irrigation

To do the ranking of needs identified in these villages at Union Council level, we need to list down all the needs identified in these four villages (in single frequency)

Serial #	Needs
1	Lining of watercourse
2	DWSS
3	Credit
4	Sanitation system
5	Teacher for School
6	L/S vaccination
7	Tubewell for irrigation
8	TBA
9	Culverts

In this case total number of needs is 9.

Next step is to give points to each need according to its priority by giving highest number (i.e., 9 in this case) to top priority need, similarly second highest number (i.e, 8 in this case) to second priority need and so on.

Village : Surgwal		
<u>RANK</u>	<u>NEEDS</u>	<u>POINTS</u>
1.	DWSS	9
2.	Credit	8
3.	Sanitation system	7
4.	Culverts	6
5.	Tubewell for irrigation	5
6.	TBA	4

Village : Hattar		
<u>RANK</u>	<u>NEEDS</u>	<u>POINTS</u>
1.	Sanitation system	9
2.	Credit	8
3.	Tubewell for irrigation	7
4.	TBA	6
5.	Teacher for School	5
6.	Culverts	4
7.	L/S Vaccination	3

Village : Thana		
<u>RANK</u>	<u>NEEDS</u>	<u>POINTS</u>
1.	DWSS	9
2.	Lining of watercourse	8
3.	Credit	7
4.	Sanitation System	6
5.	Teacher for School	5
6.	L/S Vaccination	4
7.	Tubewell for irrigation	3

Village : Ari Khan		
<u>RANK</u>	<u>NEEDS</u>	<u>POINTS</u>
1.	Credit	9
2.	Sanitation System	8
3.	Teacher for School	7
4.	Culverts	6
5.	L/S vaccination	5
6.	Tubewell for irrigation	4

Next step is to draw a table listing all the needs identified and villages of Union Council in the following order. Give points to each need in a village.

Village	Lining of watercourse	Sanitation system	DWSS	Credit	Teacher for School	L/S vaccination	Tubewell for irrigation	TBA	Culverts
Surgwal		7	9	8			5	4	6
Hattar		9		8	5	3	7	6	4
Thana	8	6	9	7	5	4	3		
Ari Khan		8		9	7	5	4		6
Total Points	8	30	18	32	17	12	19	10	16
Rank	9	2	4	1	5	7	3	8	6
The maximum number of needs is 9. The point against each need shows the priority. Highest number means the top priority and the lowest numbers means the lowest priority.									

CHECK LIST

It comprises of following set of information that is to be collected from Primary and Secondary Source.
Note: Secondary Information may be collected prior to the field visit

Secondary Source (Census Report, Local Government, Agri - Extension Deptt., Livestock Deptt.)	Primary Source
Revenue Village, Location / settlement Union Council, Tehsil, District Total population and Age wise. Number of households Average Household size Housing conditions (Kacha / Pacca / Semi Pacca)	Distance from the main road. Settlements (household wise) No. of households biradary wise Behaviour / cultural norms / values / traditions Decision making structure Migrants / Immigrants Major occupations Women involvement in economic activities Problems : Needs : Possible interventions
Credit	
	Number of persons borrowing loans Main purpose of borrowing loans Credit repayment history Problems : Needs : Possible interventions
Natural Resource Management	
Total area of the village Distribution of village land by type (acres) Livestock (No. of animals) Cropping patterns, Average yield per acre	Reasons for land being uncultivated Sources of irrigation Distribution of land ownership by size Farm Machinery and its usage Common diseases, production Arrangement for livestock treatment & vaccination Name of seed variety, Area under cultivation Problems : Needs : Possible interventions
Education	
Literacy rate Number of school going age children	Educational institutions Number of schools Number of teachers Number of students School going age children enrolled Problems : Needs : Possible interventions

