

Guidelines for the asset management exercise implementation

BEFORE THE FIELD VISIT

Prior to any field trip, the Capacity Building Officer (CBO) shall:

- 1- Contact the community focal point (mayor, school director, NGO manager, etc.) to inform the latter about the activity that CSP TO3 aims to do (asset management exercise) and share the identity and role of the intern that is going to conduct the visit.
- 2- Schedule the date and time of the visit.
- 3- Inform the focal point that his presence is mandatory during the day of the visit (mention that she/ he would need to stamp and sign on two copies of the inventory tracker).
- 4- Emphasize that the intern will need to physically check all the assets during the day of the visit. For instance, in case of having assets stored in closed rooms for example, please ask to have access to the latter.
- 5- Coordinate with the intern and set a plan for the field visits/ to be updated on a weekly basis.
- 6- Share the visits plan on a weekly basis.

Prior to any field trip, the intern shall:

- 1- Have the exact address/ location, name, and phone number of the focal point from the community she/ he will be visiting.
- 2- Check that all materials and documents that need to be used on field are available and in good condition (printer, tagging machine, laptop, copy of an attendance sheet, needed stationary)
- 3- On the inventory tracker, make sure to do the filter by selecting the community to be visited (Beneficiary or Counterpart Name/ Column AS), and check that the hiding of specific information is done properly (as per CSP's indications)

DURING THE FIELD VISIT

During the field visit, the intern (with or without the presence of the CBO) shall:

- 1- Introduce her/himself to the community.
- 2- Fill the attendance sheet (type of visit is CE- please ask for the CBO's guidance in this regard).
- 3- Take pictures.
- 4- Show the inventory to the focal point using the laptop and brief the latter about the exercise's steps that are going to follow during the visit.
- 5- Ask to do a physical check to all the assets listed in the inventory.

- 6- Print and stick the tagging number on the asset.
- 7- Fill all rows highlighted in yellow using the laptop.
- 8- Save the filled inventory (the latter should be then shared with the focal point as PDF by email).
- 9- Print two copies of the inventory printable version (to fit into an A4 format- as per CSP's indications).
- 10- On both copies, ask for the focal point's full name to be written, her/ his signature and the organization's stamp.
- 11- Ask for the focal point's email address (needed to share the full inventory version as PDF following the visit).

FOLLOWING THE FIELD VISIT

Following the field visit, the intern shall:

- 1- Draft a report describing the visit in general and listing the challenges/ if any.
- 2- In one email, share with CSP team the following (ask for the CBO's guidance in this regard):
 - ✓ Attendance sheet
 - ✓ Pictures
 - ✓ Report
 - ✓ Filled inventory tracker (Soft copy/ Excel sheet)
 - ✓ Scanned filled inventory tracker signed and stamped (as PDF)
- 3- Properly keep the signed hard copy in a file as all hard copies need to be shared with CSP offices- ask for the CBO's guidance in this regard.