



F.No. 22040/40/2017-NGO  
Government of India  
Ministry of Tribal affairs  
( NGO Division )

New Delhi-01, Shastri Bhavan,  
Room No.400 B Wing  
Dated 03<sup>rd</sup> August 2017

To

1. The Principal Secretaries/Secretaries  
Department of Tribal/Social Welfare Department  
All State Governments
2. Secretaries, NGOs/VOs as per list enclosed.

Subject: Use of Mobile Application "Tribal Diaries" for Sharing success stories and inspection reports by Non -Governmental Organizations / Voluntary Organizations.

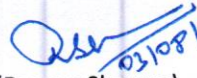
The Ministry has recently developed an android based mobile application called "*Tribal Diaries*". This mobile application intends to connect various stakeholders associated with tribal development in the country including officials, researchers, social workers, teachers, students, beneficiaries etc. This application provides an opportunity to get visual feedback in terms of photographs and videos of various aspects of the projects.

2. The Ministry intends to use this application to get an overview of the various projects undertaken by organizations that are funded by Ministry of Tribal Affairs under Grant-in-Aid to voluntary organisation working for the welfare of scheduled tribes. The organizations heads are required to use this application to share success stories and self-inspection reports. The beneficiaries of the projects should also be encouraged to use this application to share success stories. Each organization is required to submit at least 2-3 success stories and self-inspection report at the earliest possible.

3. Detailed instruction for registering and use of the application is attached.

Encl: as above

Yours faithfully,

  
(Reema Sharma)

Under Secretary to the Government of India

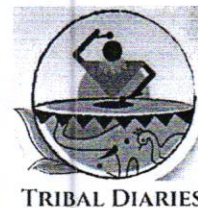
Tel : 01123387187

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Copy to: Dir. NIC, Ministry of Tribal Affairs for Uploading in the Ministry's website.

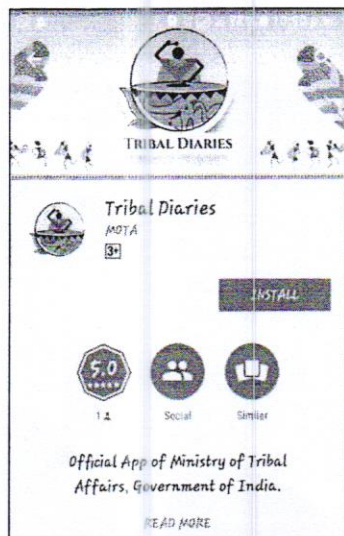
# Tribal Diaries" Mobile app

## A Brief User Guide for NGO Functionaries



*Sharing of "Visual Feedback, Inspection, Monitoring reports & success stories Of Scheme/Projects from the Remotest Tribal Area of India to The Ministry of Tribal Affairs is Just A Few Clicks Away"*

### Introduction



The mobile application is intended to help you interact with the Ministry of Tribal affairs more quickly and efficiently, it is primarily for monitoring of various projects undertaken by Ministry of Tribal Affairs (MoTA), Government of India, by getting visual feedback in terms of photographs and video of various aspects of the projects. This application will be used during official tours, inspections, research, third party evaluation studies and will also serve as a repository of good practices and success stories.

### Tribal Diaries and its use by Voluntary Organization

The Tribal Diaries Mobile Application is also intended to help the voluntary organization (VO) / Non-governmental organization (NGO) engaged in the conduct and promotion of social welfare of Scheduled Tribes (ST), who are registered with MoTA under NGO-GIA scheme and getting Grant-In-Aid under various sectors like Education, Health, sanitation and malnutrition and Employment and Livelihood related projects.

### After installing the Mobile App, You will be able to:

- Submit inspection reports including audio visual, videos and Photographs.
- Submit successful case studies
- Submit progress and status report, self-inspection reports of various projects and utilization certificate.
- Do third party evaluation studies and much more.
- Share your success stories with other registered NGO/VO in this app and also interact with them, sharing documents, photographs and videos of your success with others will motivate them to take up such good initiative and if there are any challenges, issues which you have face during implementation please share with your fellow friends, this will give them learnings and will results in effective implementation and monitoring of the projects.

For any query please contact: Subrat Kumar Nayak, Project Officer, MoTA – 8527137199, subrat.iit-b@hotmail.com



## Installation and Registration

The Tribal Diaries Mobile App can be downloaded from google store (Android version 4.4. version and above). Make sure prior to registration, you have an email ID and mobile number ready with you. The registration is through a onetime password authentication process (OTP), which will be sent to your mobile number and after successful authentication your account will be activated from the administrator. You may use the mobile app after activation.

### Follow 5 small steps for registration

**Step.1.** Download and install the “Tribal Diaries” App from google play store

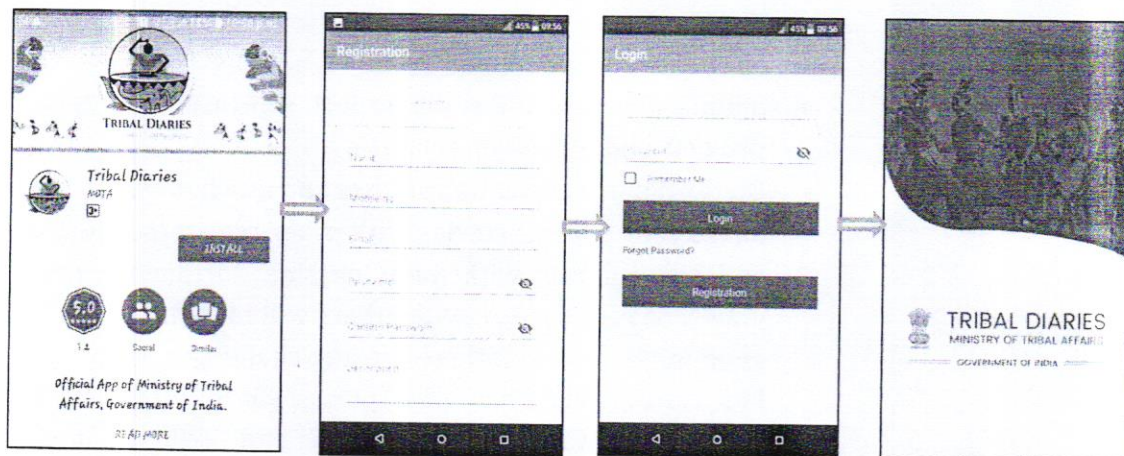
**Step.2.** Register by providing basic information

**Step.3.** Authenticate by using OTP

**Step.4.** Wait for activation by administrator

**Step.5.** Tribal diaries is ready for use and the Ministry is just a few click away

Figure.1.1. Tribal diaries mobile application and registration



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## Use of the Application

1. The mobile application provides the facilities to add success stories & self-inspection reports by the voluntary organization (VO) and non-voluntary organizations (NGO), a detail of which is mentioned below:

### 1.1 Success stories:

A success stories showcase the project outcomes. In a time of greater demand for accountability and performance measurement, success stories provide a qualitative measure of the success of the project. The success stories will serve as a readily available piece of information for project impact. In addition, they will also serve as a Model for replication. The organizations are required to share such success stories from various projects they are implementing.

### 1.2. Self-Inspection Reports

A self-inspection report of the project can be shared with all relevant documentation.

- a) **Schools:** If you are running a school, the documentation can include pictures of the premises including compound wall, signs and boards, toilet facilities, class rooms, videos of class room sessions, playground and so on.
- b) **Hospitals:** In case your organisation is running a hospital, beyond pictures depicting infrastructure, you can include videos of daily outpatient turn up, responses from beneficiaries and their individual stories if worth sharing.
- c) **Livelihood Promotion and other developmental activities:** Along with a small note on the project you can share pictures of the training sessions, success stories of the participants especially of tribal women, details of their earnings, pictures of the products etc.

### Sharing Beneficiary responses

Beneficiary responses would add to the quality of your stories. You can add videos and photos of beneficiaries explaining how your project changed their lives and what more should be added for the success of it. By uploading the stories from field, you can share it with other organisations undertaking similar projects in the different parts of the country. You can read their experiences too and find out replicable initiatives and find solutions for many of your challenges. The officials who visit and inspect projects will also upload their observations and inspection reports through the app.

1. The application also provides the feature to upload videos, photographs and documents (in PDF, word and excel formats).
  - a) The photographs can be provided for infrastructures, beneficiaries, project location and anything related to the project.
  - b) In videos, the organization may capture the activities which has been carried out under any project sanctioned to them, brief interview of the beneficiaries basically focusing on the benefits which they availed under the project and what are the further support they were expecting etc. and the beneficiary may also give suggestion on improvement of the project.

- c) The documents can be a project proposal document in the prescribed format, physical and financial progress report, utilization certificate, achievements if any and any other project related documents which are important.

### 3. Instructions

You are requested to download this app and start using it to document your project work. Upload your first success story or self-inspection report about the project implementation within 15 days of receiving this circular. The success story preferably shall include photos and videos. The first five stories from the beneficiaries will receive appreciation letter and prizes from the Ministry of Tribal Affairs, Government of India. So hurry up!

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