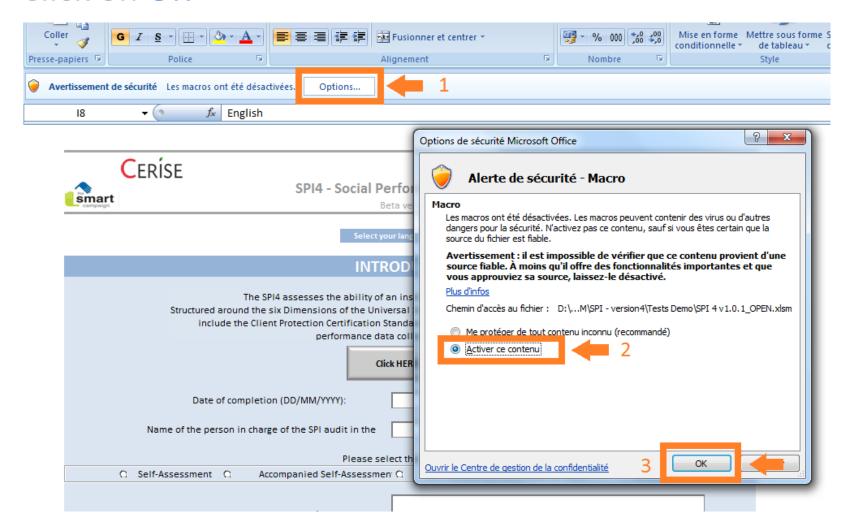


SPI4
STEP BY STEP

WELCOME PAGE

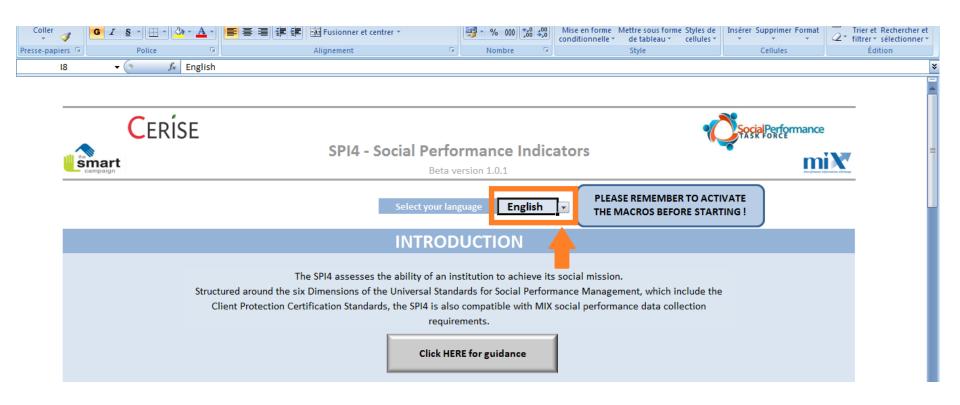
1. The first thing to do is activate the macros:

- Click on Options
- Select Enable this content
- Click on OK



2. Select your language:

- Click on on top of the welcome page, and choose your language from the list



3. Fill in the **contact information** and the **type of assessment** you plan to do (<u>more info</u> about the assessment types)

	INTRODUCTION			
The SPI4 assesses the ability of an institution to achieve its social mission. Structured around the six Dimensions of the Universal Standards for Social Performance Management, which include the Client Protection Certification Standards, the SPI4 is also compatible with MIX social performance data collection requirements. Click HERE for guidance				
Date of completion (D	D/MM/YYYY):			
Name of the person in charge of th	ne SPI audit in the			
	Please select the type of assessment :			
O Self-Assessment O Accom	panied Self-Assessment O Self-Assessment with External Audit O External Audit			
Name of the person in charge of the supp	ort/external audit:			
Contact Information	Organization:			
	Country:			
	Tel:			
	Email:			

If you click on

Click HERE for guidance

you will be redirected to the SPI4 Wiki.

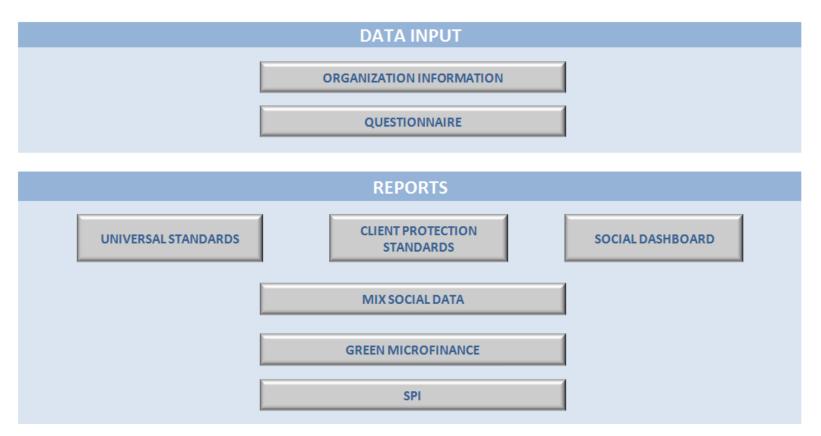
4. Add the relevant the lens(es):

- For each lens, select Yes if you want to add it to the core questionnaire, No if it does not concern your institution
- Once the relevant lens(es) is/are selected, click on the button on the right side of the page



The bottom part of the page allows you to navigate in the tool.

- DATA INPUT allows you to go to the sections that need to be filled in:
 - Organization Information: profile data and quantitative indicators
 - Questionnaire: indicators from the USSPM and optional lenses
- REPORTS provides links to the different reports available, and generated based on information provided in the DATA INPUT section



ORGANIZATION INFORMATION

The **PROFILE** section includes:

Questionnaire

- General Information on your institution
- Complementary information to enable peer group analysis, based on MIX groups
- Monetary context collects information related to the currency used. Inflation Rate and GNI/capita (USD) are automatically calculated based on the country of operations

ORGANIZATION INFORMATION

Board Composition aims at clarifying your governance structure.

General information Report for fiscal year ended (DD/MM/VVV) Exchange of

Ger	neral information
Report for fiscal year ended (DD/MM/YYYY)	
Currency used in the report (in international currency code)	
Name of the institution	
Country of operations	
Year microfinance operations began	
Legal form	

Complementary information for peer grouping (MIX)				
Financial intermediation				
Main methodology				
Scale	(Outstanding Loan Portfolio in US\$)			
Latin America				
Rest of the world				
Zone of intervention				
Outreach				
Status				

Monetary context				
Exchange rate local currency: US\$1 =				
Click here to access online converter				
Exchange rate date (DD/MM/YYYY)				
Annual Inflation Rate (%)	#N/A			
Click here to see the source of information for the calculation of the				
inflation rate				
GNI/capita (USD)	#N/A			
GNI/capita (local currency)	#N/A			

Board Composition	Number
Total board members	0
Government representatives	
Community leaders	
Client representatives	
Local Organizations	
For Profit	
Non Profit	
International Organizations	
For Profit	
Non Profit	

In the Target Market section:

- Select and rank your target clients, from 1 (most important) to 5 (least).
- Check the poverty level of the clients you aim to reach, and the poverty line used.

TARGET MARKET

Which of the following clients represent your target market? Please rank them in order of importance. Select only those that apply:

Women	
Adolescents and youth (below 18)	
Clients living in urban areas	
Clients living in rural areas	
Other (Please specify):	

What is the poverty level of the clients that your institution aims to reach? Please check all that apply:

	Very poor clients
	Poor clients
П	Low income clients
Г	No specific poverty target

What is the poverty line used by your institution?

National poverty line	П
USD 1.25 a day international poverty line	П
USD 2.50 a day international poverty line	П
Food poverty line	П
Poorer 20% of the national population or nearest equivalent	П
Poorer 40% of the national population or nearest equivalent	Г
Poorer 60% of the national population or nearest equivalent	П

The **Results Indicators** section gathers operational data, in volume and numbers.

Please note that all cells in blue are automatically calculated based on your inputs in the white cells (see example below)

RESULTS INDICATORS INSTITUTIONAL

Branches	Number
Urban areas	2
Rural areas	12
Total	14
Please specify number of branches in excluded/poor areas	5

Staff composition	Women	Men	Total
Loan officers	25	56	81
Branch managers	2	10	12
Middle managers	2	5	7
Senior managers	1	3	4
Total	30	74	104

Staff turnover	Women	Men	Total
Number of staff at the end of the period	30	74	104
Number of staff at the beginning of the period	30	60	90
Staff employed for one year of more	28	60	88
Salaried staff who left over the period	2	14	16
Staff turnover	7%	21%	16%
Promoted staff	1	5	6

Client composition (at the end of the period)	Men				Poor	Total
Number of active borrowers	14000	10000	20000	4000	6000	24000
Number of voluntary savers	5000	1200	6000	200	120	6200
Total number of clients (or members)	16000	11000	23000	4000	6020	27000

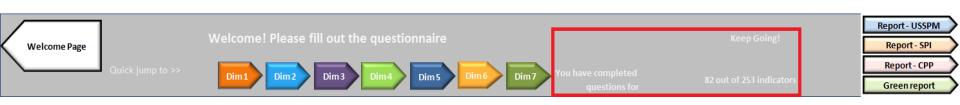
- This sections also includes an APR estimation module: allows you to estimate your average Annual Percentage Rate
- More precise guidance on how to fill this module is available here

Loan Products Analysis	Product 1	Product 2	Product 3	Product 4	Product 5	Product 6
Name of the product						
Purpose						
% of active borrowers						
% of gross loan portfolio						
Methodology						
Currency (in international currency code)						
Loan amount (min)						
Loan amount (most frequent)						
Loan amount (max)						
Term & Repay Frequency in number of periods (min)						
Term & Repay Frequency in number of periods (most frequent)						
Term & Repay Frequency in number of periods (max)						
Frequency of installments						
Grace or Prepay (in number of installments)						
Security Deposit (%) [Upfront]						
Interest rate method						
Nominal Annual Interest Rate						
Up-front fee(s) in % of the loan amount						
Fees (%) [Ongoing]						
Insurance fees in % of the loan amount						
Any additional flat fee (in amount)						
Average APR of the product	n/a	n/a	n/a	n/a	n/a	n/a

QUESTIONNAIRE

The upper part of the questionnaire provides you with quick links to jump from one dimension to another, and direct access to the available reports.

It also features a progress tracking system (in red below) that tells you how many indicators you have already completed.



SPI4 is divided in 5 different levels:

Dimension

The questionnaire is organized into six different dimensions. This is the highest level.

Standard

Standards are simple definitions of what the institution should achieve.

EP

Essential Practices are the management practices that the institution must implement in order to meet the standard.

Indicator

One or more indicators per Essential Practice, which an institution can use to assess whether it has implemented the practice. If there is no detail level underneath, your input will be at this level.

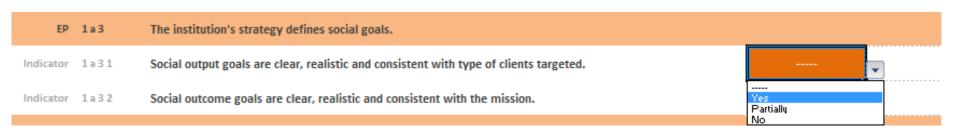
Detail

If the Indicator level is too general and needs additional information, those additional sub-indicators will be indicated under **Detail**. In this case, your input will be at the **Detail** level.

Dimension	1	DEFINE AND MONITOR SOCIAL GOALS	
Standard	1 a	The institution has a strategy to achieve its social goals.	
EP	1 a 1	The institution's strategy includes a formal mission statement, which includes increasing access to financial services for vulnerable or excluded target groups and creating benefits for these clients.	
Indicator	1a11	The institution's mission statement specifies:	
Detail	1a111	Target clients, which include vulnerable or excluded groups	
Detail	1a112	The expected social outcomes, including access to financial services for target clients and creating benefits for these clients	
Detail	1a113	How the institution will meet the needs of the target group	

If your input is required at the **Indicator** level:

- For each indicator, select the relevant answer by clicking on
- - Select Yes if you are formally and totally implementing this practice in your organization.
 - Select Partially if you are implementing only part of the practice, or if this is not formalized.
 - Select No if you are not implementing this practice at all.



Please note that for a small number of indicators, you will also be able to select **n/a** as an answer.

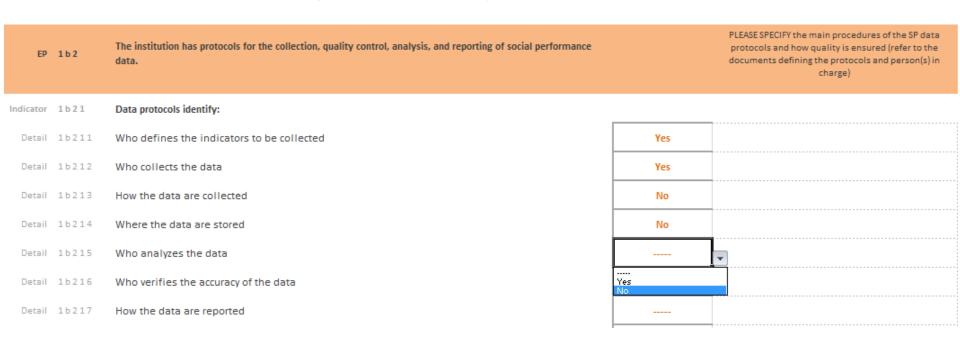
n/a can only be selected if the corresponding indicator does not apply at all to the institution.

<u>In the example below</u>: you may choose **n/a** in the case where there is no credit bureau in the country and the organization does not use group lending.

EP	4 a 2	The institution uses credit bureau and competitor data, when feasible in the local context. (Client Protection standard 2.3)	
Indicator	4 a 2 1	[credit bureau] The institution's policies include clear consultation and sharing of client data (for all loan cycles).	
Indicator	4 a 2 2	[credit bureau] The institution systematically reviews client data from the credit bureau (for borrowers' current debt levels and repayment history) to assess the client repayment capacity prior to disbursement at each loan cycle. The institution also systematically reports client data to the credit bureau.	
Indicator	4 a 2 3	[credit bureau] [group lending] Groups access up-to-date data from the credit bureau regarding borrower credit history: group members are provided with the credit bureau credit checks done on other members.	
Indicator	4 a 2 4	[no credit bureau] Policies include clear consultation and sharing of client data (for all loan cycles), with competitors, as feasible in local context.	nda No Yes

If your input is required at the **Detail** level:

- For each detail point, select the relevant answer by clicking on
 - Select Yes if this aspect is valid for your organization
 - Select No if this aspect is not implemented



On the right side of the questionnaire, a Please Specify column allows you to give more insight on how your organization implements the corresponding practice.

This information is **crucial** for an **accurate analysis** of the indicator and should not be avoided.

Under a small number of detail points, further input may be required.

- Double-click on the grey box if the option applies to your institution, this will check the box and a x will then appear
- To uncheck the box : double-click again

Level	Num	Label	Answers	Concrete practices, comments and clarifications
Indicator	1b41	The institution's management information system generates reports that disaggregate by gender and all other breakdowns that are relevant to its social mission (see examples below):		
Detail	1b411	Women/men	Yes	
Detail	1 b 4 1 1	At least one characteristic among the ones listed below:	Yes	
•	1 b 4 1 2 i	Youth/adult	Х	
•	1b413i	Urban/rural	Х	
•	1b414i	Client household income level, i.e. poverty level	Х	
•	1b415i	Activities to be financed, including sector and size of business		
•	1b416i	Membership in a marginalized group (e.g. indigenous, disabled)	Double Cl where	ic
•	1b417i	Product usage	relevant	
•	1b418i	Other		PLEASE SPECIFY those used by your institution

REPORTS

With the data provided in the **Organization Information** section, a **Social Dashboard** is automatically generated.

This Dashboard visually represents key social indicators and ratios.

This Dashboard allows you to track key social performance indicators to communicate on internally or with external partners using a common language.



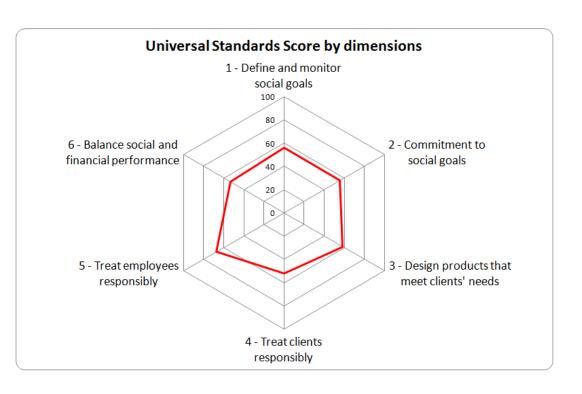
Based on your answers in the questionnaire, two reports on the Universal Standards are automatically generated

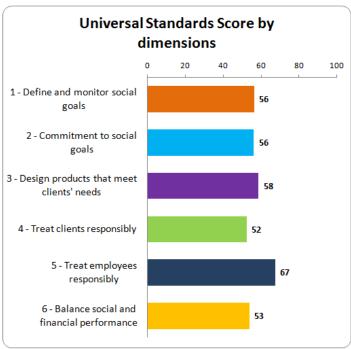
The first gives a score out of 100 for all Dimensions,
Standards and
Essential Practices

Welcome Page	UNIVERSAL STANDARDS REPORT (1/2)		Second Universal Standards report	
Level	Number	Label	Score	+
Dimension	1	DEFINE AND MONITOR SOCIAL GOALS	56	
Standard	1 a	The institution has a strategy to achieve its social goals.	60	
Essential Practice	1 a 1	The institution's strategy includes a formal mission statement, which includes increasing access to financial services for vulnerable or excluded target groups and creating benefits for these clients.	75	
Essential Practice	1 a 2	The institution's strategy defines the specific characteristics of its target clients.	63	
Essential Practice	1 a 3	The institution's strategy defines social goals.	50	
Essential Practice	1 a 4	The institution's strategy defines measurable social targets for client-level outputs and outcomes.	50	
Essential Practice	1 a 5	The institution's strategy defines social indicators to measure progress toward social goals.	50	
Essential Practice	1 a 6	The institution's strategy articulates how its products, services, delivery models and channels will achieve its social goals.	75	
Standard	1 b	The institution collects, reports, and ensures the accuracy of client-level data that are specific to the institution's social goals.	52	
Essential Practice	1 b 1	The institution collects data for each of its social goals and the MIX social performance data.	50	
Essential Practice	1 b 2	The institution has protocols for the collection, quality control, analysis, and reporting of social performance data.	44	
Essential Practice	1 b 3	The institution ensures the quality of the data collected by validating its data and training its employees on data collection and entry.	50	
Essential Practice	1 b 4	The institution's management information system disaggregates data by gender and other client characteristics.	50	
Essential Practice	1 b 5	If the institution states poverty reduction as one of its social goals, it monitors the poverty levels of its clients using a poverty assessment tool.	66	
Essential Practice	1 b 6	The institution discloses social performance information, including the MIX Social Performance data.	50	
Dimension	2	ENSURE BOARD, MANAGEMENT AND EMPLOYEE COMMITMENT TO SOCIAL GOALS	56	
Standard	2 a	Members of the board of directors hold the institution accountable to its mission and social goals.	54	Г
Essential Practice	2 a 1	The institution provides board members with an orientation on the social mission and goals and the board's responsibilities related to the social performance management of the institution.	54	
Essential Practice	2 a 2	The board reviews social performance data, including: mission compliance, performance results, human resource policy, social performance related risks, client protection practices, growth, and profit allocation.	67	
Essential Practice	2 a 3	The board uses social performance data to provide strategic direction, taking into account both social and financial goals.	50	
Essential Practice	2 a 4	The board incorporates social performance management criteria into its performance evaluation of the CEO/Managing Director.	50	
Essential Practice	2 a 5	The board has a documented strategy to prevent institutional mission drift during changes in ownership structure and/or legal form.	50	

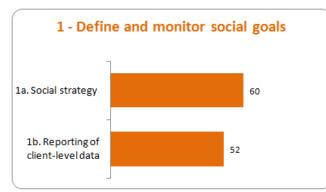
The second report on the **Universal Standards** presents results graphically

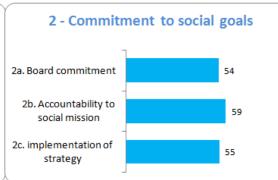
by **Dimension** ...





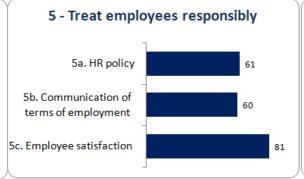
... and by **Standard**.

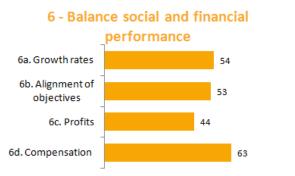












Clients living in urban areas Clients living in rural areas

Other (Please specify)

Process indicators 1. Mission and Social Goals Which of the following clients represent your target market? Please rank them in order of importance. Select only those that apply: Women Adolescents and youth (below 18)

Which development objectives does your institution specifically pursue through its provision of financial and non-financial products and services? Please rank them in order of importance. Select only those	
that apply:	
Increased access to financial services	0
Poverty reduction	0
Employment generation	0
Development of start-up enterprises	0
Growth of existing business	0
Adult education improvement	0
Youth opportunities	0
Children schooling	0
Health improvement	0
Gender equality and women's improvement	0
Access to water and sanitation	0
Housing	0
Other (please specify):	0

What is the poverty level of the clients that your institution aims to reach? Please check all that apply:	
Very poor clients	No
Poor clients	No
Low income clients	No
No specific poverty target	No

What is the poverty line used by your institution?	
National poverty line	No
USD 1.25 a day international poverty line	No
USD 2.50 a day international poverty line	No
Food poverty line	No
Poorer 20% of the national population or nearest equivalent	No
Poorer 40% of the national population or nearest equivalent	No
Poorer 60% of the national population or nearest equivalent	No

2. Governance	
Have members of your Board of Directors ever been trained on social performance management	Yes
Does your Board of Directors have a formal committee that monitors social performance?	Yes

3. Range of Products and Services	
Please indicate which credit products your institution offers:	
Business loans (start-up, working capital, investment)	No
Loans for life events (ex., weddings, funerals)	No

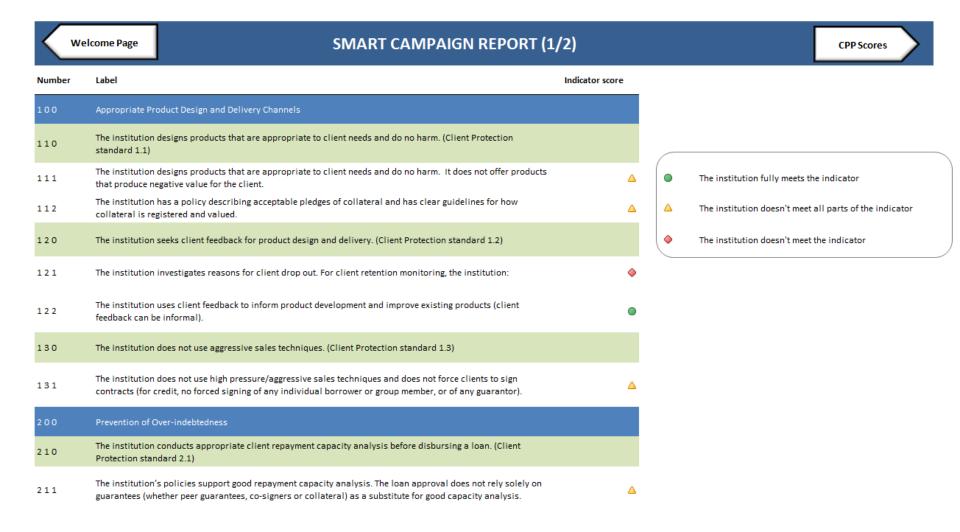
To encourage transparency,
SPI4 also generates a MIX
Report based on data from
the Organization Information
section and Questionnaire.

This report is fully aligned with current MIX indicators, and can thus be used to facilitate your SP reporting to the MIX Market.

SPI4 also generates **two Smart Assessment reports** based on your input in the questionnaire.

The scoring methodology is the same as the one used in the Smart Campaign Getting Started Questionnaire and Certification framework.

The first report details in a table the score your institution got for each standard

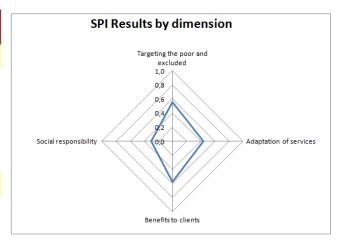


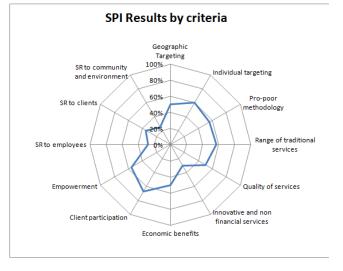
The second report displays the graphs for each principle

Welcome **SMART CAMPAIGN REPORT (2/2)** Page Number Label TBD n/a Appropriate Product Design and Appropriate Product Design and Delivery Channels **Delivery Channels** The institution designs products that are appropriate to client needs and do no harm. 110 0% 100% 0% 0% (Client Protection standard 1.1) 20% The institution seeks client feedback for product design and delivery. (Client Protection 120 0% 50% 50% 0% standard 1.2) 80% 130 The institution does not use aggressive sales techniques. (Client Protection standard 1.3) 0% 100% 0% Prevention of Over-indebtedness Prevention of Over-indebtedness The institution conducts appropriate client repayment capacity analysis before 210 0% 100% 0% 0% disbursing a loan. (Client Protection standard 2.1) 13% 220 The institution incentivizes quality loans. (Client Protection standard 2.2) 0% 80% 0% 83% The institution uses credit bureau and competitor data, when feasible in the local context. 230 17% 67% 17% 0% (Client Protection standard 2.3) Senior management and the board are aware of and concerned about the risk of over-240 0% 100% 0% 0% indebtedness. (Client Protection standard 2.4)

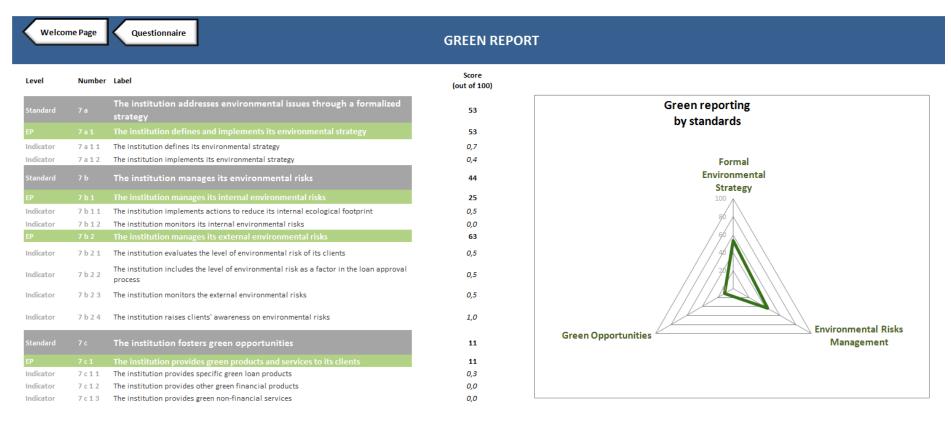
If you initially selected the SPI lens, a **SPI report** allows you to see your results based on the SPI 3.3 scoring method

<u>_</u>	/elcome Page Questionnaire	SPI REPORT	
SPI Cod	e Label	Answer	SPI SCORE
	Dimension 1: Targeting the Poor and excluded		
	Standard 1.1: Geographic Targeting		
1 1a	Geographic targeting is one of the important criteria reflected in the strategic planning of the institution	No	0
1 1b	Outreach to remote/rural communities	0	O
1 2	% of branches (underdeveloped areas)	27%	1
13	The institution conducts formal surveys on poverty conditions and exclusion in the areas or use of national data confirming poverty levels	Yes	2
14	% borrowers in rural areas	30%	1
	Standard 1.2: Individual Targeting		
1 6a	The institution systematically collects data to measure poverty outreach to new clients.	Yes	1
1 6b	The institution uses a poverty assessment tool (see list of existing tools below)	Yes	1
17	A quality control check of the accuracy of PPI/poverty data collection occurs by someone other than the original enumerator.	Yes	1
1 8a	Ability to recruit target clients	0	0
1 8b	Sensitivity to gender and other types of discrimination	0	0
19	% borrowers below poverty line	45%	1
1 10	% Female borrowers	30%	0
1 11	% borrowers from vulnerable communities	61%	2
	Standard 1.3: Pro-Poor methodology		
1 12a	Guarantee and/or guarantor requirements (e.g. soft or flexible physical collateral, financial books not necessary)	Yes	1
1 12B	The institución provides unsecured loans for more than 30 % of total active borrowers	Yes	1
1 14A	Size (e.g. small minimum loan and saving size)	No	o
1 148	The institution provides small loans (\le 20% GNI per capita) to facilitate access for the poor to 30 % of total active borrowers	No	0
1 15	The institution authorizes small installments (< 0.5% GNI per capita)	No	O
1 16A	Loan repayment schedules, savings withdrawal conditions (e.g. compatible with the cash-flows of the target populations)	No	0





If you initially selected the green lens and filled in this dimension in the questionnaire, you will have a **Green Report**



Need further assistance?

See: http://spi4wiki.pbworks.com or

Write to: spi4@cerise-microfinance.org