

MONITORING MECHANISM for SOND.

A process to monitor our activities and project has been created. Accordingly, Field Officers have been appointed to monitor field activities. Field Officers to cover each divisional secretariat where we are working in Jaffna have been appointed.

Similarly two Field Officers per each district for the districts of Jaffna Battaicaloa, and Ampara are appointed. They are responsible to monitor activities of CBOs and NGOs which coordinate activities with them. They monitor daily activities and projects of such organizations and guide for the improvement of the organizations. They write reports relating to such issues and hand them over to the Field Coordinators in the office of eastern region and in Jaffna.

The Field Coordinators- F.C in turn check such reports and see how far their field work is materialized, visiting directly to each district. The field work carried out by the Field Officers will be checked by F.C and help them to perform in better manner by the Field Coordinators.

Thereafter, the Program Officer monitors the field activities as and when required and see whether the project activities are carried out and implemented in proper and qualitative manner. The Program Officers attached to both offices carry out such monitoring activities and send its reports monthly to the respective offices through the Coordinating Secretary. The Co-coordinating Secretaries forward it along with the monthly reports to the Coordinator at the Head Office.

The Coordinator with the Executive Director take the necessary steps to do the follow up

The Executive Director visits all districts at least once in two months, monitor field activities directly and discuss with the beneficiary-organizations.

Similarly, activities of all staff are assessed once in three months by the Coordinator along with the Executive Director. On this basis, activities relating to their improvement are studied and implemented with their participation.

At least once in 6 months, a meeting is held for all staff where their duties, responsibilities and progress are discussed.

All activities are properly monitored within the stipulated period by the respective staff and better implementation is facilitated through this Monitoring Mechanism.