

SOND Monitoring:

ISSUES TO BE MONITORED DURING IMPLEMENTATION OF PROJECTS

- **The project officer to see whether the activities are implemented in the area of operation and within the stipulated time as planned according to the project proposal.**
 - Daily Field Report of Field officer.
 - Weekly discussions and Reports.
 - Monitoring through direct Field Visits.

- **Undertake monitoring through forms designed (These forms shall be prepared jointly by the Program and project officers)**
 - Formulate forms for monitoring focusing on activities contained in the project and monitor the target achieved and target to be achieved at present
 - These forms shall be issued to each beneficiary of the project by the field officer. These form should contain needs and problems of the beneficiary as well as the opinion of the Field Officer.
 - Action must be taken to identify problems and needs and carry out activities to solve .

- **Monitor whether the Advance Work Plan designed and activities contained in the project are implemented in the area identified according to the time frame for the beneficiaries by the officers responsible.**
 - Daily Field Visit Report by the Field Officer
 - Weekly discussions & Report

- **Monitor whether the project structure is in accordance with the practice and methodology**
 - The project officer is to see at the end of the daily field visit whether the advance work plan designed beforehand and files of terms and conditions are prepared during implantation of a project accordingly.

- **Monitor whether the field staff appointed under the project carry out activities with the better knowledge about the project.**
 - Explain to all field staff about the full detail of the project.
 - Prepare Advance Work Plan for activities to be carried out accordingly.
 - The Project officer to monitor whether the Field staff perform their duties according to the Advance Work Plan through their field visits and daily and weekly discussions.

- **The project officer is to monitor whether the Field staff report about the constraints if any to the officers concerned forthwith during implementation of the projects.**
 - The project officer is to undertake field visit once in two week **at random** basis.
 - To examine the reports of Field Staff and see whether they put forward problems identified by them in the field

- **To monitor whether the allocated fund is utilized properly for relevant activities during the implementation of the project.**
 - The project officer, Program officer and the Finance Officer are to see weekly whether the expenses are classified and spent according to the budget.
 - When releasing fund, the Field Officer who is responsible for undertaking expenses, has to sign a letter of agreement. After recommending of the Project officer and the program officer in this letter only, the fund is released for the appointed activities in order to avoid misappropriation of fund.

- **To monitor whether the staff perform their duties with commitment and cooperation.**
 - The field Staff are provided with Advance Work Plan prepared as per discussions conducted weekly for the activities to be carried out every week relating to the project.
 - Whether they achieved the target according to the work plan prepared will be discussed fully at subsequent discussion and monitored
 - Preference will be given to activities which were left out according to the Work Plan of previous week and these activities are incorporated in the advance work plan prepared for the subsequent week.

- **To monitor the ground situation of the division where the project is to be implemented.**
 - This can be monitored through the daily Field Visit of the Field Officer.
 - Weekly Discussion and Report
 - Through direct field visit.
 - Through the monthly Review discussion.

- **To monitor number and quality of materials purchased.;**
 - Hand over the list of articles/materials allocated division-wise according to the budget to the respective field staff.
 - Call for 3 quotations for each item to be purchased in the respective area.
 - The Project officer is to obtain these quotations from the Field staff and hand over same to the Program officer.
 - Thereafter, the program officer and the Finance officer to grant approval for the Project officer to purchase the goods according to the budget.

- **To monitor whether the relevant reports of the project are provided to the relevant officers.**
 - The program officer will monitor whether the daily field visit reports are provided to the project officer by the field staff.
 - Coordinating Secretary is to see whether the field staff and the project officer hand over the weekly/monthly reports to the program officer.

- **To monitor whether the people of the division provide participatory support in the project division during project implementation.**
 - To observe whether all beneficiaries of the project participate at the monthly discussions held for them.
 - To observe whether the beneficiaries not incorporated under the project provide any suggestion relating to the project.;

Monitoring about projects being implemented.

- **The program officer is to monitor whether the Field officers having completed their daily field visit relating to project being implemented and discuss with the Project officer about the ground situation and problems.**
 - The project is to supervise the daily report and see whether the activities planned according to Advance Work Plan, are carried out and completed on time.
- **To monitor whether the needs, problems and ground situation are discussed weekly with the project officers.**
 - The program officer is to see and monitor whether the project officer and the Field staff discuss about problems in the daily report of the field staff for which solution is not found;
- **To monitor whether the discussion is conducted at the Monthly Revive Meeting about problems and shortcomings which are not solved.**
 - The program officer and the Coordinating Secretary are to monitor whether the project officer and the Field officers discuss about problems for which no solution is found according to the daily and monthly report of the field officers.
 - Project officers and all Field Officers shall make submission about problems and shortcomings faced by them in the field at monthly discussion conducted. The program officer and the Coordinating Secretary are to monitor whether these problems and shortcomings are incorporated.
- **Either the program officer or the Field Coordinator shall undertake sudden monitoring visit once in a month in the project division.**
 - The project officer is to prepare Advanced Work Plan and make field visits accordingly to the project area.
 - There, the discussion is held with the project officer about the problems identified by the program officer and find solution.

Monitoring the Staff;

- **The Coordinating Secretary is to monitor whether the staff perform the duties properly according to the Advanced Work Plan.**
 - The project officer is to monitor whether the Field staff work according to the Advanced Work Plan of the week
 - The program officer is to monitor whether the project officer has achieved the target planned.
 - The Coordinating Secretary is to monitor daily whether other staff including program officer perform their duties according to their Advanced Work Plan

To monitor whether the duties assigned are performed effectively. Each staff is provided with an exercise book for them to record their daily activities and the Coordinating Secretary shall monitor such exercise books;

- Monitor whether the respective officers complete performing the duties assigned within the time frame and submit report at the right time.
 - Actions are taken by the office against the staff who have not submitted the report within the time frame and imposed fine for the failure.
- **Monitor whether the staff carry out their duties in the field at the appointed time.**
 - The copy of the Advanced Work Plan is available with the Project officer who observes the work carried by the Field staff in the field during his field visit.
 - The Field staff makes entries with regard to their field visits in the register whenever they make field visits. The project officer monitors whether the Field staff carry out work in the field according to the entries made and the Advanced Work Plan.
- **Monitor whether the staff attend to the office on time.**
 - An officer has been appointed to see whether the staff attend to office before 9.00am and leaves office before 5.00pm. He maintain reports in this regard.
 - This officer is taken by the Coordinating Secretary to the staff meeting held daily for submitting these reports and discussion.
- **Monitor whether the problem is brought out from the lower level in process and whether any alternative arrangement is made thereto.**
 - Problems are examined through a group of 3 staff appointed.
 - In case when problems are not solved by this group, it is taken up to the Executive Director for solution.
- **Monitor whether other staff take sides whenever problems cropped up.**
 - The Executive Director undertakes an Evaluation with regard duties of the staff once in three months. They talk about their problems they face open heartedly at this session.
 - The Coordinating Secretary monitors about the conducts and problems faced by each staff daily and submits reports to the Executive Director at the end of the month.
- **Monitor whether the staff who obtain leave for educational purposes, utilize the privilege effectively..**
 - Monthly discussion with the family members.
 - Observation at the performance at the examination.
 - Make observation whether the staff engage in any innovative activities related to the subject they study.(They discuss about it at monthly meeting)

- **Monitor whether the staff at higher level take sides (bias)**
 - Based on decisions taken by them with regard to duties of the staff.
 - Notice the staff in writing about the mistakes done by the staff.

- **Monitor whether mutual relationship is existing among all staff at office .**
 - Sharing responsibilities of duties.
 - Whenever a staff is punished
 - Communication of the staff
 - The attitude of helping with commitment

- **Monitor the qualitative performance of duties of all staff from issues submitted by them at Monthly Revive Meeting..**
 - The manner how they submit.
 - The Coordinating Secretary monitors whether the staff complete carrying out all activities according to the Work Plan.

- **Monitor whether the staff carry out activities utilizing the training provided for them.**
 - Innovative attempts.
 - Progress of work
 - Interest in learning innovative issues.
 - Pursuit of new things

Issues to be monitored with regard to training

- Monitor whether the staff or the partner organizations are provided training in keeping with their duties or activities.
 - Asked them to point out about the training provided to them when they are introduced.

- Monitor whether the staff or the partner organizations share about the training they undergone with others at office .
 - Make observation whether all staff were acquainted with the issues learnt at the training when the evaluation conducted at end of the training

- Monitor about the changes effected in them after training provided.
 - Innovative attempts in activities.
 - Changes found in reports.
 - Changes in office structures.

- Monitor whether the follow up of the training provided by SOND is maintained or whether the same or new issues are incorporated relating to the said training.
 - If it is a follow up training, check the report of the training conducted previously
 - Pre plan the syllabus of the training to be conducted.

- Monitor whether the pre arrangements are made in proper manner for the training.
 - There is a list of issues to be checked before training is conducted. Monitor whether the materials/items needed for the training are arranged according to the list by the Training Assistant.
 - The training assistant to know that the events are conducted according to the Agenda.
 - The Resource Person to check beforehand whether the hall arrangement for the training is made in proper manner
 - Appoint staff responsible to provide meals, transport and take photographs at the training.

- Monitor whether the issues taught at the training are included in the report of the training.
 - The Resource person to compare and see whether the report of the training is in keeping with the syllabus.

- Monitor whether the report of the training is prepared in proper manner.
 - Introduction of the Resource Person.
 - Training introduction
 - Introduction of Participants.
 - Objectives of the training
 - Group work and presentations.
 - Opinions of participants.
 - Added opinion of the resource person.
 - Evaluation of Participants.
 - List of Participants.
 - Report on the expenses.
 - The resource person to observe whether Annexures such photos are taking place.

- Monitor whether the participants listen with interest when the training is conducted continuously.
 - Nature of the participation by the participants.
 - Opportunity to clear doubts.
 - Presentation in the group work of the participants
 - Asking more questions.
 - Answering questions.

- Monitor whether the environment of training conducted is suited to the participants
 - Their participation.
 - Their posture (Body language)
 - From the evaluation conducted at the end of the training.

- Monitor whether the training is started and ended on time according to the syllabus included and agenda..

- Compare with Agenda.

Issues to be monitored with regard to finance.

- Monitor whether the money is used economically.
 - When the Accountant makes payment for the expenses, he is to monitor whether the Finance Assistant examines and pays the money
 - Make observation on the system of undertaking monthly expenses.
 - The accountant to monitor whether the expenses are made according to the budget.
- Monitor whether all amount of fund received is deposited on time.
 - The Coordinating secretary is to monitor and examine whether the entries relating to money withdrawn and the deposit made at the bank are recorded in the register and fed up in the computer daily
 - At end of the month, the accountant compares and see whether the entries recorded and the entries in the Bank statement are tallied.
- Monitor whether the expenses are incurred in accordance with the budget.
 - The accountant is to examine whether the expenses are undertaken in accordance with the budget at the end of the month.
- Monitor and see whether daily income and expenses are recorded daily and the daily balance is checked.
 - The Coordinating Secretary is to check whether the daily income and expenditure are recorded in the computer in proper manner.
- Monitor whether the receipts for the expenses are received in proper manner
 - The accountant is to check and examine daily whether the receipt are received in proper manner for the money paid to the Finance Assistant.;
- Monitor whether the entries are made properly for the money deposited in the bank.
 - The Coordinating Secretary is to check and examine daily whether the amount deposited and withdrawn from the Bank daily are recorded in the register and the computer
 - The Accountant is to compare and see whether the entries made by him/her and the Bank statement are tallied at the end of the month.
- Monitor whether the administrative expenses of the organization are spent in keeping with the amount allocated.;
 - The accountant is to observe whether the expenses are made in keeping with the budget.

