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|  | **MAWA PROJECT MONITORING VISITS CHECKLIST v 2** |  |
| **Ensuring a good start 🡺🡺🡺🡺🡺🡺🡺** | **Optimizing the time together 🡺🡺🡺** | **Maximizing learning benefits** |
| **Preparing for the meeting** | **Managing the proceedings** | **Communicating the outcomes** |
| * **Staff member communicates the event by (1 month before)**
* Ensuring that visit needs are noted in the monthly work plan
* Selecting sites and informing the Program Manager and field staff of the upcoming visit
* Requesting for travel and vehicle use at the beginning of the team monthly plan
* **Staff member communicates the event by (2 weeks before)**
* Reviewing previous reports and action plans from earlier meetings
* Setting clear expectations for visit
* **Staff member organizes all necessary items for the visit by (1-2 days before)**
* Preparing materials list to carry to the field (flipchart, marker pens, notebook, pen, camera, etc)
* Printing and carrying at least 10 data quality assessment forms for the relevant strategic objective
* Printing and carrying the most recent Field Supervisor, Field Agent and/or Health Promoter report for the area to be visited
 | * **Staff member arrives on-time.**
* **Staff member reviews tasks and activities undertaken by checking**
* Frequency of visits/trainings by Field Supervisors to Field Agents
* Frequency of visits/trainings by Field Agents and /or Health Promoters to groups
* If the farmers/groups/nutrition volunteers have received the designated monthly lesson
* **Staff member monitors progress by**
* Discussing adoption of practices and linkages across technical strategies
* Checking the accuracy of record keeping and reporting documentation according to project requirements by
* using data quality assessment forms
* comparing with Field Agent and or Health Promoter monthly report
* **Staff member listens and learns from beneficiaries by**
* Getting a sense of their appreciation of the project
* Listening to the challenges raised
* Seeking deeper understanding of what they say by asking ‘why’ type questions
 | * ***Before* returning, staff members organize their initial thoughts and learning by**
* Debriefing the beneficiaries and field staff member(s) being visited, including
* feedback on project achievements
* asking for and listening to their ideas
* discussing those and agreeing on any priorities, if appropriate
* Writing up brief ‘reminder’ notes, ideas and general impressions before departing
* Debriefing the Program Manager and Field Supervisor before leaving the district
* ***At the office*, staff members communicate their monitoring visit report and learning by (1 week after)**
* Submitting data quality assessment forms to the M&E Officer for review
* Preparing the site visit report according to the project report template format
* Sending the draft report to all relevant team members inviting their comment and questions
* Seek opportunities to discuss any issues arising with relevant staff members
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**This checklist is not intended to be comprehensive but to serve as a ‘memory jogger’ for when monitoring visits are scheduled.**