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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 |

**This checklist is not intended to be comprehensive but to serve as a ‘memory jogger’ for when monitoring visits are scheduled.**