# **Annex-2. Template for Monitoring Plan**

**C:\Users\Afoco\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Main Logo-symbol only.jpg**

**Monitoring Plan**

|  |  |
| --- | --- |
| **Project Profile** | |
| Project Code |  |
| Project Title |  |
| Project Duration | Start date:  End date: |
| Implementing Agency |  |
| Participating Countries |  |
| Project Site |  |
| Main Objective |  |
| Budget and Source of Finance | Total: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_   * AFoCO: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_ * National: US$ \_\_\_\_\_\_\_\_\_\_\_\_\_ * Others: US$ \_\_\_\_\_\_\_\_\_\_\_\_ (to be specified) |
| **Summary of Monitoring Report** | |
| Monitoring Period |  |
| Monitoring Site |  |
| Monitoring Check Points | * *(To include key issues and constraints.)* |
|  | |

❧ Contents ❧

[PLEASE INSERT THE PAGE NUMBER]

**Abbreviation & Acronyms**

**List of Tables**

**List of Figures**

1. **Introduction**
2. **Monitoring Scope and Methodology**
3. **Participants and Main Task for Monitoring**
4. **Budget Estimates**
5. **Monitoring Schedule**
6. **Implementation status of project activities, based on the document review**
7. **Appendix**

1. Introduction

*(To cover the decision of the PSC regarding the monitoring and its Terms of Reference)*

*(To cover the purpose of monitoring and current issues to be addressed)*

2. Monitoring scope and methodology

*(To describe the activities undertaken for the purpose of monitoring)*

*(To cover the specific methodology to check input/progress/output of each project activity, following the table below)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity No. | Activity | Performance Indicator | Monitoring Method | |
| Quantitative | Qualitative |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

3. Participants and main task for monitoring

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Affiliation | Main task |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

4. Budget estimates

*(The unit cost will follow the AFoCO financial regulation.)*

Airfare

Local Travel

Accommodation

DSA

Consultant Fee

Others (e.g. VISA)

5. Monitoring schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Date / Time | Description | Responsible person | Venue |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

6. Implementation status of project activities, based on the document review

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity no. | Activity description | Planned | Completed | Observation and further checkpoints, if any, based on the document review |
|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

7. Appendix

*(To add supplementary data, documents, etc. for the monitoring)*