# **Annex-3. Checklist for Monitoring Mission**

The following checklist contains a list of questions and actions that may guide the monitoring process. Not all questions and actions need to be considered/taken during the process.

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| Criteria | Questions to be considered |
| Input | * Is finance available on time and in the right quantities and quality?
* Is materials (procurement) available on time and in the right quantities and quality?
* Are intangible inputs (e.g. human resources like staff qualifications, supportive mood of the project team, logistical support) located and available in the right place?
* Is there any shortfall in resources? If so, why?
* Is there any disaggregated unit cost for activities compared to the other project sites? (Too expensive? Too cheap?)
* Are there issues to respond providing early warning of the kinds of logistical challenges that may limit project effectiveness?
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| Activities | * Are activities being implemented on schedule and within budget?
* Are the scope of activities being implemented essential for the project success?
* Are activities targeted what and where, following the project document and annual work plan?
* Are there any comments and opinions from project stakeholders, and project surrounding local people, in terms of project implementation?
* Are there issues to respond providing early warning of the kinds of activity implementations that may limit project effectiveness?
* Are there any issues which evaluation, excluding the planned ones?
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| Output  | * Are activities leading to the expected outputs?
* How do project beneficiaries feel about the work?
* Are the range of current and expected outputs essential for the project success?
* Are there any difficulties to measure the project outputs?
* Are there any similar outputs in different projects? If so, any lessons-learned to recommend to address issues from the project?
* Are projects having high potential to be replicated in the future? If so, why?
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