# **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.

|  |  |
| --- | --- |
| 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? |
| 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? |
| 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? |