

What would you consider in a particular monitoring situation?

OZGEKONURALP1 OCT 11, 2023 02:01PM UTC

Group 1:

asking for:

- explanation/justification for the delay
- a new activity/action plan
- their risk mitigation measures to avoid more delays
- if there's anything we can do to support them.

asking for regular communication to prevent major delays and to intervene in a timely manner

Group 2:

Grant beneficiary reported that elderly people (target group) are very satisfied with the in-house social service they receive. How they should prove that?

- definition of the term satisfaction
- developing need assessment form/Questionnaire (simple form)
- visit their activity
- social media posts
- photos
- examples of good practice/human stories by the participants/target group

Group 3:

Reviewing partnership agreement

Reviewing documents

Sending email for scheduling the meeting

Agenda, documents needed to be available during the meeting

First on-site visit, ensuring project team is available to attend the meeting.

staff in place, staff knowledge of procedures, each staff members having an accurate job description and are knowledgeable; procedures are in place, staff is aware of the logical framework of the project; budget is clear and activities are mostly reflected in the budget

Discussion regarding project activities

Check if everything is going fine, if there are some delays, areas to improve, some project adjustments.

Compliance with Grant Requirements

Ensure that grant beneficiary is following the terms and conditions of the grant agreement.

Quality control

Ensure that they are meeting the project's quality standards. Review financial documents to ensure that the project is staying within budget. Verify that they maintain detailed records of all project activities, including receipts, invoices, and correspondence.

Follow up and feedback

Group 4:

Opening event of a project

Preparatory meeting with grantee
Controlling the agenda for the opening event
Controlling visibility elements on the event: banner, list of participants, visibility materials
Observing appropriateness of the venue, target group
Observing list of speakers
Engagement of participants
Observing the organisation of the event, logistics, engagement of the organisation hosting the event
Observing rules set-up by the contracting authority

