**Monitoring**

- Monitoring
- Activation of Monitoring
- Monitoring Module (instances added for IP)
  - Monitoring tab
  - Documents tab (guidance under development)
  - Tracking tab (guidance under development)

**Monitoring**

Monitoring is an essential part of the internal mechanisms for project management. The Monitoring tool in GMS helps to capture, organize and provide quality information in order to support all stakeholders (particularly HFU and implementing partner) in exercising their tasks and responsibilities with regards to monitoring and reporting.

The Monitoring tool will be displayed in the “timelines”-tab in the GMS. The HFU will activate the monitoring instance, fill in the necessary information, and update the recommended actions. The HFU can then send them to the Implementing Partner or Cluster Coordinator, as necessary. An email alert will be sent to the IP/CC based on the party who receives the task.

### Activation of Monitoring

1. On the Timelines tab, scroll down to the Monitoring Timelines section.

<table>
<thead>
<tr>
<th>Requesting Organisation</th>
<th>XXXX (XXXXX XXXX XXXX XXXX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Type</td>
<td>Budget</td>
</tr>
<tr>
<td>Project Title</td>
<td>Wheat cultivation in besieged areas of Home and Home.</td>
</tr>
<tr>
<td>Fund Project Code</td>
<td>TUN-02/3000/6/RI/0000/XXX</td>
</tr>
<tr>
<td>Actual Date [Start - End]</td>
<td>01/01/2015 - 31/07/2016</td>
</tr>
</tbody>
</table>

Project Duration: 01/10/2015 - 31/07/2016

Mandatory fields are marked with an asterisk *. Always save your information before changing data.
Click on the **Add Monitoring** button to add a new row in the table to add the monitoring details.

### Monitoring Timeline(s)

<table>
<thead>
<tr>
<th>Monitoring Type</th>
<th>Due Date</th>
<th>Active Date</th>
<th>Status</th>
<th>Update Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Select Monitoring Type</em></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Field Visit</td>
<td>31/03/2016</td>
<td>*</td>
<td>*</td>
<td>![Add Monitoring]</td>
</tr>
<tr>
<td>Financial Spot Check</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Visit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web-based Survey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Brief descriptions of the columns present on the Monitoring Timeline(s) table are:

- **Monitoring Type** (drop down box): Select the type of monitoring which is required.
- **Monitoring Name**: Displays the name of the monitoring instance. The name will be created only when the monitoring activity has been activated by HFU or by GMS system.
- **Due Date** (Date box): It defaults to the Project end date.
- **Active Date** (Date box): Define the active date on which the GMS system will activate the monitoring activity in GMS.
- **Status**: Displays the current status of the monitoring activity.
- **Update Detail**: Displays the creator and updater user details.
- **Action Column**: Click on the **Delete** icon to delete the monitoring request if not yet activated in the system.

After providing the required information, click on the **Save Monitoring Timelines** button.

Activation of the Monitoring type can be done by clicking on the **Activate** button for the selected monitoring type. (**Activate** button will only be displayed if the project has been approved) or it will be automatically triggered as per the timeline defined.

### Monitoring

<table>
<thead>
<tr>
<th>Monitoring Type</th>
<th>Date</th>
<th>Active Date</th>
<th>Monitor Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Visit</td>
<td>03/02/2016</td>
<td>17/02/2016</td>
<td>MTI 1</td>
<td>![Activate]</td>
</tr>
<tr>
<td>Web-based Survey</td>
<td></td>
<td></td>
<td>WS 1</td>
<td></td>
</tr>
</tbody>
</table>

**Note**: You can have multiple monitoring types open at the same time and the different types will stay open until the project closes.

2. After a monitoring type has been activated in the GMS system, go to the fund homepage and click on **Monitoring Overview** icon on the **Quick Access** dashboard to open the Monitoring overview screen.
To generate a Monitor Overview, select one or more filters from the filters section.

The filters available are:

- **Select Allocation Year** (drop down box): Lists the years of allocation available in the GMS system for the pooled fund.
- **Select Allocation Type** (drop down box): List of all projects submitted in the GMS system with the allocation type and year for the pooled fund.
- **Select Cluster** (drop down box): List of clusters defined for the pooled fund.
- **Select Organisation Type** (drop down box): List of Organisation Type in the pooled fund. (International NGO, National NGO, Other, UN Agency)

Based upon the criteria selected above, click the Reload Filters button to load the filtering options below.

- **Project Code** (text box): Search a project by Project Code (Last 3 digits of project code need to be mentioned)
- **Select Organisation** (drop down box): List of organisation names registered for the pooled fund.
- **Select Admin Location** 1 (drop down box): Lists the regional locations in the country for which the user is registered for.
- **Select Project Duration** (drop down box): Lists the duration periods set for the projects in the pooled fund. (1 month to 19 months)
Select Monitoring Type (drop down box): Lists the Monitoring types available based on the criteria set above.
Select Monitoring Status (drop down box): Lists the Monitoring statuses available based on the criteria set above.

Then click the Click to filter button to generate the Tasks Overview. To reset the filters, click the Reload Filters button (i.e. Select Allocation Year, Select Allocation Type, Select Cluster, Select Organisation type).

Click the Clear button to reset the entire set of filters. Click on the Back to Results icon to return back to the previously generated Tasks Overview page. (This button will be displayed only if there is a previously generated Tasks Overview page.)

The GMS will display all projects which are active/open for monitoring.

Note: The monitoring instances will no longer be blocked by active project revisions and can now be updated even after the project is closed.

### Projects Monitoring

<table>
<thead>
<tr>
<th>nr</th>
<th>Primary Cluster</th>
<th>Project Code / Allocation</th>
<th>Org</th>
<th>Project Title</th>
<th>Location</th>
<th>Budget</th>
<th>Project Status</th>
<th>Project Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Camp Coordination / Management (10%), Coordination and Support Services (15%), Education (15%), Emergency Shelter and NFI (10%), Food Security (15%), Health (15%), Logistics (15%), Protection (15%), Water, Sanitation and Hygiene (15%)</td>
<td>TUR-00/060/088/WFP/R/0001</td>
<td>ACTED</td>
<td>Assistance Humanitaire aux populations affectées par les conflits armés sur l`axe Wau-Juba/Makabola et dans la zone de santé de Minga au Nord-Kivu.</td>
<td>+ Ar-Raqqa</td>
<td>$5,614,628.02</td>
<td>Under Audit</td>
<td>07/12/2016 Third Party - Completed</td>
</tr>
</tbody>
</table>

| 2  | Education | TUR-00/060/093/WFP/R/0000 | UNICEF | Casualty Survey and Risk Education in Eastern Aleppo and Jabel | Aleppo | 1,351,340.63 | Disbursement | 08/12/2016 Remote Call - Active |

| 3  | Health | TUR-00/060/088/WFP/R/0000 | ACTED | Malaria campaign (using BR vaccines) among IDPs in North Kasa and IDPs in West Jarabulus | + Ar-Raqqa | 264,600.00 | Project Closed | 08/12/2016 Third Party - Completed |

3. Click on the monitoring instance which are showing Project Monitor status as Active to add monitoring information:

### Monitoring

**Active**

[Go back to Results]
### Monitoring

**Monitoring Name:** adhoc 1  
**Start Date:** 09/01/2018  
**End Date:** 10/11/2018

| Monitoring Round | 1 Round |

**Monitoring Participants**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Email</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:kosecm@un.org">kosecm@un.org</a></td>
<td>HAO, SHF FM</td>
<td>OCHA</td>
<td><a href="mailto:kosecm@un.org">kosecm@un.org</a></td>
<td>+254702991942</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>Justin Brady</td>
<td>Head of Office</td>
<td>OCHA Somalia</td>
<td><a href="mailto:brady@un.org">brady@un.org</a></td>
<td>+254</td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

**Monitoring Type**

- [ ] Field site monitoring
- [ ] Financial spot check
- [ ] Remote Call Monitoring
- [ ] Web based monitoring
- [ ] Survey
- [ ] ad hoc visit
- [ ] Third Party Monitoring
- [ ] Peer monitoring

**Implementation Progress Results**

- [ ] GOOD PERFORMANCE

**Add Recommendations/Actions**

**Recommendations/Actions:**

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
<th>Responsible for Taking Action</th>
<th>Action taken? (yes/no)</th>
<th>Remark</th>
<th>Update Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note for HFM & JPH:** Note that these actions will also appear in the Progress and Final Narrative reporting phases allowing HFM to update the check-box and put a remark if they have taken the necessary action.

**Remark**

Ad hoc visit with representatives from SHF donors (Sweden). Mission participants discussed the project implementation progress with the IP staff and interacted with the affected population and project beneficiaries.

**Comments for Monitoring**

**By Date**  
**By Status**

**Leave Comments:**

No Comments

---

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Fields Description:

- **Start Date** (date dropdown): Select the date on which the monitoring activity has to be started.
- **End Date** (date dropdown): Select the date on which the monitoring activity has to end.
- **Monitoring Round** (dropdown box): Select the applicable monitoring round.
- **Monitoring Participants**: Follow the below mentioned steps to add the monitoring participants. Click on the **Add Participant** button to add participants.

Field Description:

- **Name** (Textbox): Enter the participant name.
- **Title** (Textbox): Enter the participant title.
- **Organization** (Textbox): Enter the organization name to which the participant belongs to.
- **Email** (Textbox): Enter the email address of the participant.
- **Phone** (Textbox): Enter the contact details of the participant.

Click on the **Save** button to add the participant details. Click on the **Edit** link to modify the participant details or click on the **Delete** link to remove the participant from the monitoring list.

- **Monitoring Type** (Check box): Select the type of monitoring.
- **Implementation Progress Result** (dropdown box): Select the appropriate implementation progress result.

Note: Implementation Progress Result will be used for scoring the Performance Index of the Implementing Partner.

- **List Recommendations/Actions for follow-up**: The Recommendations/Actions shown here will also appear at the Progress and Final Narrative reporting phases, thus allowing the IP to update the check-box and put a remark if they have taken the necessary action.

Click on the **Add Recommendations/Actions** button to add recommendations/Actions.

Field Description:

- **Action** (Textbox): Enter the action name.
- **Responsible for taking action** (dropdown box): Select the person responsible for taking appropriate action.
- **Is Action Taken** (Checkbox): Select the checkbox if the action has been taken by the responsible person.

Click on the **Save** button to add the details.

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
<th>Responsible for Taking Action</th>
<th>Action taken? (yes/no)</th>
<th>Remark</th>
<th>Update Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>act1</td>
<td>Humanitarian Financing Unit (HFU)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the **Edit** link present at the last column of the “Recommendations/Actions” to update whenever action has been taken:

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
<th>Responsible for Taking Action</th>
<th>Action taken? (yes/no)</th>
<th>Remark</th>
<th>Update Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>act1</td>
<td>Humanitarian Financing Unit (HFU)</td>
<td>Yes</td>
<td>done</td>
<td></td>
</tr>
</tbody>
</table>

Click on the **Delete** link present at the last column of the “Recommendations/Actions” to delete the required Recommendation/Action.

All action points from the monitoring tool will be automatically shown in the Progress and Final Narrative report of the IP.

The **IP** and **CC** will have access to update the recommended actions only and no other data. Once done, they should send the monitoring instance back to the HFU. Once the information is verified, the HFU can click on **Monitoring Completed** button.

---

**Note:**

- If the IP ticks the check box as YES, the action point will turn green both in the reporting module and in the monitoring module. If HFUs do not agree on an action indicated as “taken”, they can always send the report back to the IP with comments - but the system will be in sync at any time.

- The monitoring module workflow has been updated in order to remain editable for HFUs. This is necessary as monitoring is an ongoing process and HFUs may need to update the information about eventual actions taken by the IPs at a later time. Once the monitoring instance has been activated, HFUs will not see any workflow buttons anymore - except for the “save”-button. The “save”-button will allow HFUs to edit the monitoring module as actions are addressed or changed. The module remains editable until the project is closed.

After the HFU has activated the monitoring instance, filled in the necessary information, and updated the recommended actions, the HFU can either send them back to the Implementing Partner or Cluster Coordinator, as deemed necessary or activate the monitoring as complete. An email alert will be sent to the IP/CC based on the party who receives the task.

- Click on the **Send to IP for Actions** button to send the monitoring recommendation to Implementing Partner for actions.
- Click on the **Send to CC for Actions** button to send the monitoring recommendation to the Cluster Coordinator for actions.
- Click on the **Monitoring Completed** button to close the monitoring task.

The IP and CC will have access to update the recommended actions only and no other data. Once done, they should send the monitoring instance back to the HFU. Once the information is verified, the HFU can click on **Monitoring Completed** button.
### Monitoring

**Actions by IP**

---

**Within the Monitoring**

- Send Back to HFU

- **IP should send the Monitoring back to HFU once the actions have been updated.**

---

**Requesting Organization**

- ACR1007 ( Dummy Org 1007 )

---

**Allocation Type**

- Standard Allocation

---

**Project Title**

- Dummy Project Title

---

**Fund Project Code**

- TUR-00/0008/RAW/WASH/INGO/0090

---

**Actual Date [Start - End]**

- 01/07/2016 - 31/03/2017

---

**Primary Cluster**

- None

---

**OPS Code**

- -

---

**PREVIOUS MONITORING**

- No previous monitoring

---

**MONITORING**

- **Monitoring Name:** FSC 1

- **Start Date:** 22/11/2016

- **Monitory Round:** 1 Round

- **End Date:** 30/11/2016

---

**Participants:**

- **Name:** John Doe

- **Title:** Field Officer

- **Organization:** UNOCHA

- **Email:** john.doe@unocha.org

- **Phone:** 123-456789

---

**Monitoring Type**

- Field site monitoring

---

**Implementation Progress Result**

- OUTSTANDING PERFORMANCE

---

**Recommendations/Actions**

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
<th>Responsible for Taking Action</th>
<th>Action taken?</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Action 1</td>
<td>Agencies/Partners</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Action 2</td>
<td>Agencies/Partners</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Action 3</td>
<td>Clusters leads and support officers</td>
<td>No</td>
<td>done</td>
</tr>
<tr>
<td>4</td>
<td>Actions 4</td>
<td>Clusters leads and support officers</td>
<td>Yes</td>
<td>ok</td>
</tr>
<tr>
<td>5</td>
<td>Actions 4</td>
<td>Clusters leads and support officers</td>
<td>Yes</td>
<td>done</td>
</tr>
</tbody>
</table>

---

**NOTE:** IP can update the actions assigned to them only by clicking on ‘edit’.
The monitoring instance will be visible on the Agencies/Partners fund landing page. Access to IPs (view only)

**Note:** Partners will have access to add comments and to update the status of action point/s at the Interim and Final Narrative Reporting-stages:

In the Monitoring instances pop-up, the standard view magnifier icon indicates what is clickable.

If the monitoring template in the GMS is active but no information has been filled in yet, IPs will see it as follows:

**The Monitoring Tab**

<table>
<thead>
<tr>
<th>#</th>
<th>Primary Cluster</th>
<th>Project Code</th>
<th>Org</th>
<th>Project Title</th>
<th>Budget</th>
<th>Project Status</th>
<th>Project Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Food Security and Agriculture</td>
<td>YEM-02/06/2016</td>
<td>FAO</td>
<td>Emergency livestock racketing in Taiz and Hodeidah governorates</td>
<td>2,200,000.00</td>
<td>Implementation &amp; Reporting</td>
<td>15/01/2017 - Peer Monitoring - Active</td>
</tr>
<tr>
<td>2</td>
<td>Food Security and Agriculture</td>
<td>YEM-02/06/2016</td>
<td>FAO</td>
<td>Support to fishing communities directly affected by cyclones Chapala and Haghi</td>
<td>1,290,000.00</td>
<td>Refund received</td>
<td>15/01/2017 - Third Party - Active</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,490,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Requesting Organisation</th>
<th>AAA (Anonymous agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Type</td>
<td>Standard Allocation</td>
</tr>
<tr>
<td>Project Title</td>
<td>Assistance Humanitaire aux personnes affectées par les conflits urbains à Kinshasa et dans la zone de pointe de Kinshasa au Nord-Kivu.</td>
</tr>
<tr>
<td>Fund Project code</td>
<td>TUR-08/8088/5A 8088/P/0/0888</td>
</tr>
<tr>
<td>Actual Date (Start - End)</td>
<td>08/11/2016 - 07/02/2017</td>
</tr>
</tbody>
</table>

**Primary cluster**

- Protection

**Sub cluster**

- Child protection

If the template is active and includes information, IPs will see the following:
### Previous Monitoring

<table>
<thead>
<tr>
<th>Start-End Date</th>
<th>Round</th>
<th>Monitoring Type</th>
<th>Implementation Progress Result</th>
<th>Monitoring Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/02/2017 - 06/02/2017</td>
<td>1 Round</td>
<td>Third Party Monitoring</td>
<td>OUTSTANDING PERFORMANCE</td>
<td>Completed</td>
</tr>
<tr>
<td>02/02/2017 - 06/02/2017</td>
<td>3 Round</td>
<td>Poor monitoring</td>
<td></td>
<td>Under Actions-ID/Cluster</td>
</tr>
<tr>
<td>01/03/2017 - 02/03/2017</td>
<td>1 Round</td>
<td>ad hoc visit</td>
<td>OUTSTANDING PERFORMANCE</td>
<td>Under Actions-ID/Cluster</td>
</tr>
<tr>
<td>01/03/2017 - 02/03/2017</td>
<td>2 Round</td>
<td>ad hoc visit</td>
<td>GOOD PERFORMANCE</td>
<td>Under Actions-ID/Cluster</td>
</tr>
</tbody>
</table>

### Monitoring

**Monitoring Name**: WBS 1

**Start Date**: 01/03/2017

**End Date**: 06/02/2017

**Monitoring Period**: 2 Weeks

**Monitoring Participants**:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Email</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:gms@igm.com">gms@igm.com</a></td>
<td>TEST</td>
<td>TEST</td>
<td><a href="mailto:gms@igm.com">gms@igm.com</a></td>
<td>4566556</td>
<td></td>
</tr>
</tbody>
</table>

**Monitoring Type**:

- [ ] Field Visit monitoring
- [ ] Financial spot check
- [ ] Remote Call Monitoring
- [ ] Web-based monitoring
- [ ] Survey
- [ ] ad hoc visit

**Implementation Progress Result**: GOOD PERFORMANCE

**Recommendations/Actions**:

<table>
<thead>
<tr>
<th># Action</th>
<th>Responsible for Taking Action</th>
<th>Action taken? (yes/no)</th>
<th>Remark</th>
<th>Update Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Test</td>
<td>Clusters leads and support offices</td>
<td>yes</td>
<td>test</td>
<td></td>
</tr>
</tbody>
</table>

**Notes for RHUs & IPs**: Note that these actions will also appear at the Progress and Final Narrative reporting phases allowing IP to update the check-box and put a remark if they have taken the necessary action.

### Comments for Monitoring

Access to IPs (editable in the Reporting-stage): Action points from the monitoring tool will be automatically shown in the Interim and Final Narrative Report of the IP for updating actions and adding comment.
If there were no actions/recommendations from monitoring, partners view in reporting will be:

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
<th>Responsible for Taking Action</th>
<th>Is Action Taken</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CARE should conduct screening to further determine current case load.</td>
<td>Agencies/Partners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Address observed challenges including inadequate community mobilization and linkage between health extension workers, health development army’s and health service providers, low unit gain of the children admitted at OTP, high default cases among children admitted at ITP &amp; SC, high default, shortage of routine medicine, inadequate recording and reporting, alerting, shortage of equipment in stabilization center and weight measuring stands in OTPs.</td>
<td>Agencies/Partners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>TSFP - discussion and adequate preparation needs to be made to initiate and run the TSFP, without delay. Especially for hotspot priority one vector, CARE has to start the communication with WFP and make all the arrangements to implement the project with good referral linkage between CARE and WFP.</td>
<td>Agencies/Partners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Role distribution for health centers - there was a plan to distribute anti-malaria related items to the centers. Therefore, CARE are recommend to discuss with the hospital and verify WASH-related needs.</td>
<td>Agencies/Partners</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>