

Monitoring

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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.

Strategic Review 2
Technical Review 3
HC Final Approval 4

[Add Comments](#) | [More Comments](#)

Cover Page
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Logical Framework
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Locations
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Disbursement

Requesting Organisation	XXXX (XXXXX XXXX XXXX XXX)	Primary cluster	Sub cluster
Allocation Type	Rolling basis	Food Security	None
Project Title	Wheat cultivation in besieged areas of Homs and Hama.		
Fund Project code	TUR-00/0000/R/FS/INGO/0000		
Actual Date [Start - End]	01/10/2015 - 31/07/2016	OPS Code	-

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

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

Activation of Monitoring[Top](#)

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

Monitoring Timeline(s)

(default # of days to report are 15)

Monitoring Type	Monitoring Name	Due Date	Active Date	Status	Update Detail
<div style="border: 1px solid #ccc; display: inline-block; padding: 2px 5px;">+ Add Monitoring</div>					

Save Monitoring Timelines

Click on the **Add Monitoring** button to add a new row in the table to add the monitoring details.

Monitoring Timeline(s)
(default # of days to report are 15)

Monitoring Type	Monitoring Name	Due Date	Active Date	Status	Update Detail	
Select Monitoring Type *		31/07/2016 *				✘
Select Monitoring Type Field visits Financial Spot Check Remote Call Web-Based Survey Third Party Peer Monitoring ad hoc visit					<input type="button" value="Add Monitoring"/>	

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
(default # of days to report are 15)

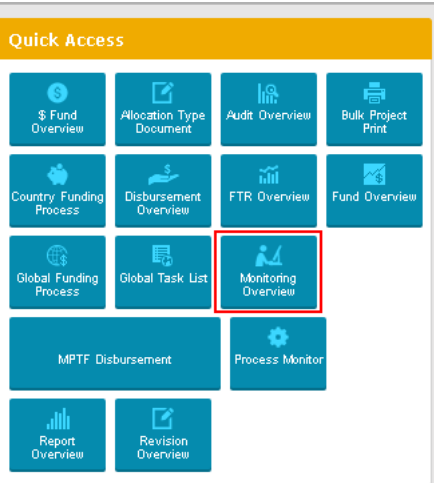
Monitor Type	Due Date	Active Date	Monitor Name	Status
Field Visit	01/02/2016	17/01/2016		<input type="button" value="Activate"/>

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

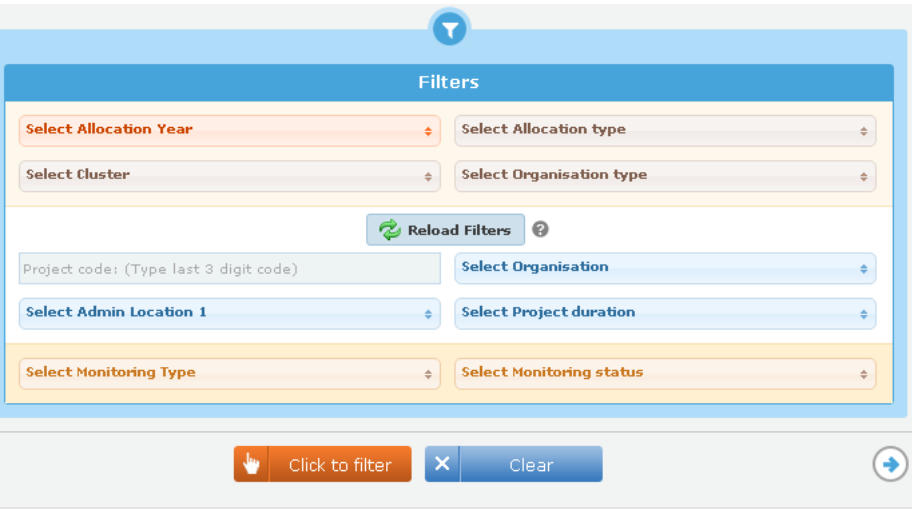
Monitoring Timeline(s)
(default # of days to report are 15)

Monitoring Type	Monitoring Name	Active Date	Status	Update Detail	
Field Visit	MT1 1	24/05/2016	Active		✘
Web-Based Survey	WBS 1	24/05/2016	Active		✘

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

#	Primary Cluster	Project Code [Allocation]	Org	Project Title	Location	Budget	Project Status	Project Monitoring
1.	Camp Coordination / Management (10%), Coordination and Support Services (15%), Education (10%), Emergency Shelter and NFI (20%), Food Security (5%), Health (15%), Logistics (10%), Protection (10%), Water Sanitation Hygiene (5%)	TUR-00/0000/R/CCM-CCS-E-NFI-FS-H-L-P-WASH/INGO/0000 [Rolling basis]	ACTED	Assistance Humanitaire aux ménages affectés par les conflits armés sur l'axe Walkale -Mubi-Njingala et dans la zone de sante de Piinga au Nord-Kivu.	• Ar-Raqqa	53,614,828.81	Under Audit	07/12/2016 Third Party - Completed 02/12/2016 Third Party - Under Actions-IP/Cluster
2.	Education	TUR-00/0000/SA0000/E/UN/0000 [Standard Allocation]	UNICEF	Casualty Survey and Risk Education in western Aleppo and Idleb	• Aleppo	1,391,940.63	Disbursement	08/12/2016 Remote Call - Active
3.	Health	TUR-00/0000/RA/H/INGO/0000 [Rolling basis]	ACTED	Measles campaign (using MR vaccines) among IDPs in North Azaz and IDPs in West Jesr Eshoughour	• Ar-Raqqa	364,000.00	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

 Print Monitoring

Monitoring Completed Send to IP for Actions Send to CC for Actions





Save & Stay Save & Exit

[ Add Comments] [ More Comments]

Monitoring Document Tracking

Created By: kovacm@un.org on 13/12/2016 12:11:35 PM

Last updated by: xxxx on 17/12/2016 05:11:41 PM

Requesting Organisation	XXXXX (XXXX XXXX)	Primary cluster	Water, Sanitation and Hygiene	Sub cluster	None
Allocation Type	Reserve 2016				
Project Title	Provision of WASH facilities for the IDPs in Zonna K, Mogadishu				
Fund Project code	SOM-xx/xxxx/R/WASH/NGO/xxxx				
Actual Date [Start - End]	10/06/2016 - 09/12/2016	OPS Code	SOM-16/WS/88275	   View OPS Details  View FTS Contribution	

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

PREVIOUS MONITORING

No previous monitoring

MONITORING

Monitoring Name	adhoc 1																						
Start Date*	09/11/2016	End Date*	10/11/2016																				
Monitoring Round*	1 Round																						
Monitoring Participants*	Add Participants																						
Participants:																							
<table border="1"><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>kovaom@un.org</td><td>HAO, SHF FM</td><td>OCHA</td><td>kovaom@un.org</td><td>+25473239042</td><td>Edit Delete</td></tr><tr><td>Justin Brady</td><td>Head of Office</td><td>OCHA Somalia</td><td>bradyj@un.org</td><td>+254</td><td>Edit Delete</td></tr></tbody></table>						Name	Title	Organization	Email	Phone	Action	kovaom@un.org	HAO, SHF FM	OCHA	kovaom@un.org	+25473239042	Edit Delete	Justin Brady	Head of Office	OCHA Somalia	bradyj@un.org	+254	Edit Delete
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Monitoring Type*	<input type="checkbox"/> Field site monitoring <input type="checkbox"/> Financial spot check <input type="checkbox"/> Third Party Monitoring <input type="checkbox"/> Remote Call Monitoring <input type="checkbox"/> Web-based monitoring <input type="checkbox"/> Peer monitoring <input type="checkbox"/> Survey <input checked="" type="checkbox"/> ad hoc visit																						
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#	Action	Responsible for Taking Action	Action taken? (yes/no)	Remark	Update Details																		
1																							
Note for HFU & IP: Note that those 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.																							
Remark	<p>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.</p>																						

[Save & stay](#) [Save & Exit](#)

Comments for Monitoring

By Date By Status [View all comments](#)

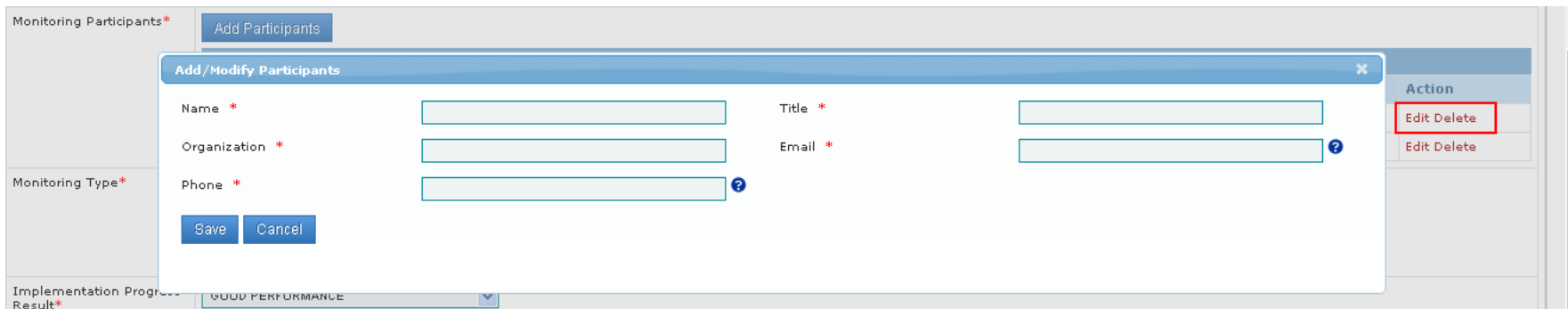
Leave Comment:

No Comments



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.

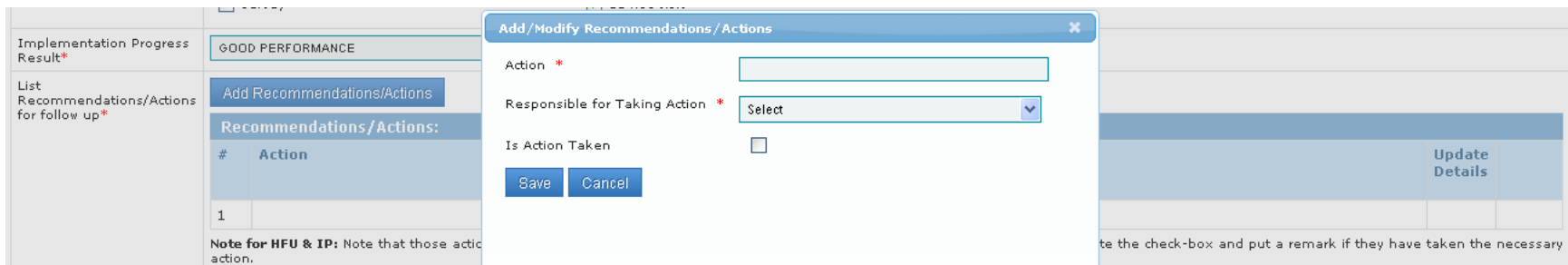
Click on the **Save** button to add the participant details. Click on the **Edit** link to modify the participant details or click on the **Delete** link to remove the participant from the monitoring list.

- **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.

Recommendations/ Actions:						
#	Action	Responsible for Taking Action	Action taken? (yes/no)	Remark	Update Details	
1	act1	Humanitarian Financing Unit (HFU)	No			Edit Delete

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

Recommendations/ Actions:						
#	Action	Responsible for Taking Action	Action taken? (yes/no)	Remark	Update Details	
1	act1	Humanitarian Financing Unit (HFU)	Yes	done		Edit Delete

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.

List Recommendations/ Actions for follow up	#	Action	Responsible for Taking Action	Is Action Taken	Remark
	1	CARE should conduct screening to further determine current case load.	Agencies/Partners	<input type="checkbox"/>	
	2	Address observed challenges including: inadequate community mobilization and linkage between health extension workers, health development army's and kebele level structures, low wait gain of the children admitted at OTPs, high Oedema cases among children admitted at OTP & SC, high defaulter, Shortage of routine medicine, inadequate Recording and reporting sharing, shortage of equipment in stabilization center and weight measuring stands in OTPs.	Agencies/Partners	<input type="checkbox"/>	
	3	TSFP - discussion and adequate preparation needs to be made to stat and run the TSFP without delay. Especially for hotspot priority one woredas, CARE has to start the communication with WFP and make all the arrangements to implement the project with good referral linkage between SAM and MAM.	Agencies/Partners	<input type="checkbox"/>	
	4	Roto distribution for health centers - there was a plan to distribute roto water containers for health centers. However, woreda health offices indicated that health centers are equipped with adequate rotos. Therefore, CARE are recommend to discuss with the woredas and verify WASH related needs.	Agencies/Partners	<input type="checkbox"/>	

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.

Send Back to HFU

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

Monitoring Document Tracking

Created By: on 22/11/2016 09:42:16 PM

Last updated by: bhatye@un.or

Requesting Organisation	ACR1007 (Dummy Org 1007)
Allocation Type	Standard Allocation
Project Title	Dummy Project Title
Fund Project code	TUR-00/0000/RA/WASH/INGO/0000
Actual Date [Start - End]	01/07/2016 - 31/03/2017

Primary cluster	Sub cl
1	None

OPS Code -

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

PREVIOUS MONITORING

No previous monitoring



MONITORING

Monitoring Name	FSC 1																																
Start Date*	22/11/2016	End Date*	30/11/2016																														
Monitoring Round*	1 Round																																
Monitoring Participants*	<p>Participants:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Organization</th> <th>Email</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>sfgsdfgsd</td> <td>sdfgsdfg</td> <td>sdf</td> <td>sdfg@sfgdsd.com</td> <td>sdfsdg</td> </tr> </tbody> </table>				Name	Title	Organization	Email	Phone	sfgsdfgsd	sdfgsdfg	sdf	sdfg@sfgdsd.com	sdfsdg																			
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#	Action	Responsible for Taking Action	Action taken? (yes/no)	Remark																													
1	Action 1	Agencies/Partners	Yes	} IP can update the actions assigned to them only by clicking on Edit																													
2	Action 2	Agencies/Partners	Yes																														
3	Action 3	Clusters leads and support officers	No																														
4	Actions 4	Clusters leads and support officers	Yes	ok																													
5	Actions 4	Clusters leads and support officers	Yes	done																													

Monitoring-Module (instances added for IP [Top](#))

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):

Active Instances							
Monitoring							
#	Primary Cluster	Project Code [Allocation]	Org	Project Title	Budget	Project Status	Project Monitor
1.	Food Security and Agriculture	YEM-00/0000/1SA 0000/FSAC/UN/0000 [First Standard Allocation - April 2016]	FAO	Emergency livestock restocking in Taizz and Hajjah governorates	2,200,001.05	Implementation & Reporting	 13/01/2017 Peer Monitoring - Active
2.	Food Security and Agriculture	YEM-00/0000/1SA 0000/FSAC/UN/0000 [4th Reserve Allocation - November 2015]	FAO	Support to fishing communities directly affected by cyclones Chapala and Megh	1,250,000.75	Refund received	 12/01/2017 Third Party - Active
Total					3,450,001.80		

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:

Monitoring | Document | Tracking

Created By: alemu5@un.org on 09/06/2016 06:08:39 PM

Requesting Organisation	CARE (Care Ethiopia)	
Allocation Type	2015 HRF Ethiopia Standard Allocation - Rolling Basis	WASH
Project Title	Emergency WASH response for drought affected people of East and West Hararghe	
Fund Project code	TUR-00/0000/RA/WASH/NGO/0000	
Actual Date [Start - End]	14/03/2016 - 14/09/2016	OPS Code -

Mandatory fields are marked with an asterisk*. Always save your information before changing tabs.

PREVIOUS MONITORING

No previous monitoring

MONITORING

Monitoring Name: FV 1

Start Date*: End Date*:

Monitoring Round*:

Monitoring Participants*

Participants:		
Name	Title	Organization

Monitoring Type*

Field site monitoring Financial spot check
 Remote Call Monitoring Web-based monitoring
 Survey ad hoc visit

Implementation Progress Result*:

List Recommendations/Actions for follow up*

#	Action	Responsible for Taking Action
1		

Note for HFU: Please note that the monitoring module will remain editable even in the Completed Stage to update the status of actions and performance score (if needed). Do not forget to click on **Note for HFU & IP:** Note that those 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 actions.

Remark:

Comments for Monitoring

By Date | By Status

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

Monitoring | Document | Tracking

Created By: XXXX on 28/02/2017 06:12:36 PM | Last updated by: XXXXX on 28/02/2017 06:18:30 PM

Requesting Organisation	AAA (Anonymous agency)	Primary cluster	Sub cluster
Allocation Type	Standard Allocation	Protection	Child protection
Project Title	Assistance Humanitaire aux ménages affectés par les conflits armés sur l'axe Walikale - Mubi-Njingala et dans la zone de sante de Piinga au Nord-Kivu.		
Fund Project code	TUR-00/0000/SA 0000/P/D/0000		
Actual Date [Start - End]	08/11/2016 - 07/01/2017	OPS Code -	

Mandatory fields are marked with an asterisk *. Always save your information before changing tabs.

PREVIOUS MONITORING

Start-End Date	Round	Monitoring Type	Implementation Progress Result	Monitoring Status		
02/02/2017 - 06/02/2017	1 Round	Third Party Monitoring	OUTSTANDING PERFORMANCE	Completed		View
02/02/2017 - 08/02/2017	3 Round	Peer monitoring		Under Actions-IP/Cluster		View
01/03/2017 - 02/03/2017	1 Round	ad hoc visit	OUTSTANDING PERFORMANCE	Under Actions-IP/Cluster		View
01/03/2017 - 02/03/2017	2 Round	ad hoc visit	GOOD PERFORMANCE	Under Actions-IP/Cluster		View

MONITORING

Monitoring Name: **WBS 1**

Start Date*: 02/02/2017 End Date*: 05/02/2017

Monitoring Round*: 2 Round

Monitoring Participants*:

Name	Title	Organization	Email	Phone	Action
gms@trigyn.com	TESRT	TEST	gms@trigyn.com	4566656	

Monitoring Type*:

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

Implementation Progress Result*: GOOD PERFORMANCE

List Recommendations/Actions for follow up*:

#	Action	Responsible for Taking Action	Action taken? (yes/no)	Remark	Update Details
1	Test	Clusters leads and support officers	Yes	test	

Note for HFU & IP: Note that those 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.

Remark:

Comments for Monitoring

By Date By Status [View all comments](#)

Leave Comment:

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.

List Recommendations/Actions for follow up	#	Action	Responsible for Taking Action	Is Action Taken	Remark
	1	CARE should conduct screening to further determine current case load.	Agencies/Partners	<input type="checkbox"/>	
	2	Address observed challenges including; inadequate community mobilization and linkage between health extension workers, health development army's and kebele level structures, low wait gain of the children admitted at OTPs, high Oedema cases among children admitted at OTP & SC, high defaulter, Shortage of routine medicine, inadequate Recording and reporting sharing, shortage of equipment in stabilization center and weight measuring stands in OTPs.	Agencies/Partners	<input type="checkbox"/>	
	3	TSPF - discussion and adequate preparation needs to be made to stat and run the TSPF without delay. Especially for hotspot priority one woredas, CARE has to start the communication with WFP and make all the arrangements to implement the project with good referral linkage between SAM and MAM.	Agencies/Partners	<input type="checkbox"/>	
	4	Roto distribution for health centers - there was a plan to distribute roto water containers for health centers. However, woreda health offices indicated that health centers are equipped with adequate rotos. Therefore, CARE are recommend to discuss with the woredas and verify WASH related needs.	Agencies/Partners	<input type="checkbox"/>	

If there were no actions/recommendations from monitoring, partners view in reporting will be:

MONITORING	
List Recommendations/Actions for follow up	No Recommendation/Action defined

[Top](#)

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