Monitoring

- Monitoring
- Activation of Monitoring
- Monitoring Module (instances added for IP)

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.

   ![Monitoring Timelines](image)

   - Monitoring Type
   - Monitoring Name
   - Due Date
   - Active Date
   - Status
   - Update Detail

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

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** (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)
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>Primary Cluster</th>
<th>Project Code</th>
<th>Project Title</th>
<th>Location</th>
<th>Budget</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Camp Coordination / Management (15%), Coordination and Support Services (15%), Education (10%), Emergency Shelter and HI, Food Security (10%), Health (10%), Logistics (10%), Protection (10%), Water Sanitation Hygiene (10%)</td>
<td>TUR-06/008/R/COM-COC-E-BP-PS-PH-WASH/HIS/0000</td>
<td>ACTED</td>
<td>Ant-Manara</td>
<td>$5,614,620.01</td>
<td>Under Audit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number</th>
<th>Project Code</th>
<th>Project Title</th>
<th>Location</th>
<th>Budget</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TUR-06/008/R/COM-COC-E-BP-PS-PH-WASH/HIS/0000</td>
<td>ACTED</td>
<td>Ant-Manara</td>
<td>$5,614,620.01</td>
<td>Under Audit</td>
</tr>
</tbody>
</table>

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

![Monitoring](https://example.com_MONITORING.png)

- **Monitoring**
  - Active

- **Save & Exit**

- **Add Comments**

- **View Comments**

### Monitoring Details

<table>
<thead>
<tr>
<th>Requesting Organisation</th>
<th>Allocation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNHCR (UNHCR 10010)</td>
<td>Reserve 2016</td>
</tr>
</tbody>
</table>

**Primary cluster:**

- **Water, Sanitation and Hygiene**

**Sub cluster:**

- None

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HOME - https://gms.unocha.org
### Monitoring

**Monitoring**

- **Monitoring Name:** ajax 1
- **Start Date:** 01/01/2019
- **End Date:** 10/10/2019
- **Monitoring Round:** 1

**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:koseom@un.org">koseom@un.org</a></td>
<td>HAO, SHF FM</td>
<td>OCHA</td>
<td><a href="mailto:koseom@un.org">koseom@un.org</a></td>
<td>+254732509942</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
- [ ] Web-based monitoring
- [ ] Third Party Monitoring
- [ ] Peer monitoring

**Implementation Progress Result**

- [ ] GOOD PERFORMANCE

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

**Remark**

As her visit with representatives from SHF donors (Sweden), mission participants discussed the project implementation progress with the HP staff and interacted with the affected population and project beneficiaries.

---

### Comments for Monitoring

**By Date**  **By Status**  **View all comments**

**Leave Comments**

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.

<table>
<thead>
<tr>
<th>Recommendations/Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>1</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>Recommendations/Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>1</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.

### Notes:

- 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 the monitoring instance 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

Send Back to HFU

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

<table>
<thead>
<tr>
<th>Requesting Organisation</th>
<th>ACR1007 (Dummy Org 1007)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Type</td>
<td>Standard Allocation</td>
</tr>
<tr>
<td>Project Title</td>
<td>Dummy Project Title</td>
</tr>
<tr>
<td>Fund Project code</td>
<td>TUR-00/0008/Rw/WASH/INGO/0090</td>
</tr>
<tr>
<td>Actual Date [Start - End]</td>
<td>01/07/2016 - 31/03/2017</td>
</tr>
</tbody>
</table>

Primary cluster
Sub cluster
OPS Code

PREVIOUS MONITORING
No previous monitoring

MONITORING

<table>
<thead>
<tr>
<th>Monitoring Name</th>
<th>FSC 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>22/11/2016</td>
</tr>
<tr>
<td>End Date</td>
<td>30/11/2016</td>
</tr>
<tr>
<td>Monitoring Round*</td>
<td>1 Round</td>
</tr>
</tbody>
</table>

Participants:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>sdfdsfg</td>
<td>sdfdsgf</td>
<td>sdf</td>
<td><a href="mailto:sdfg@sdfdsfg.com">sdfg@sdfdsfg.com</a></td>
<td>sdfsdgs</td>
</tr>
</tbody>
</table>

Monitoring Type:
- Field site monitoring
- Remote Call Monitoring
- Survey
- Financial spot check
- Web-based monitoring
- Third Party Monitoring
- Peer Monitoring
- A d hoc visit

Implementation Progress Result:
OUTSTANDING PERFORMANCE

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>
</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></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>

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:

<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>Fixed Security and Agriculture</td>
<td>YEM-00/SDG011SA</td>
<td>FAO</td>
<td>Emergency livestock restocking in Taiz and Hajjah governorates</td>
<td>2,200,021.95</td>
<td>Implementation &amp; Reporting</td>
<td>13/01/2017 Peer Monitoring - Active</td>
</tr>
<tr>
<td>2</td>
<td>Fixed Security and Agriculture</td>
<td>YEM-00/SDG011SA</td>
<td>FAO</td>
<td>Support to fishing communities directly affected by cyclones Chapala and Megh</td>
<td>2,200,000.75</td>
<td>Refund received</td>
<td>13/01/2017 Third Party - Active</td>
</tr>
</tbody>
</table>

Total: 3,400,021.70
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></td>
</tr>
<tr>
<td>05/02/2017 - 09/02/2017</td>
<td>1 Round</td>
<td>ad hoc visit</td>
<td>OUTSTANDING PERFORMANCE</td>
<td>Under Actions-IP/Cluster</td>
</tr>
<tr>
<td>05/02/2017 - 09/02/2017</td>
<td>2 Round</td>
<td>ad hoc visit</td>
<td>GOOD PERFORMANCE</td>
<td>Under Actions-IP/Cluster</td>
</tr>
</tbody>
</table>

### Monitoring

**Monitoring Name:** WBS 1

**Start Date:** 05/02/2017  
**End Date:** 06/02/2017

**Participants:**
- Name: [name]
- Title: [title]
- Organization: [organization]
- Email: [email]
- Phone: [phone]

**Monitoring Type:**
- Field site monitoring
- Remote Call Monitoring
- Survey
- Web-based monitoring
- ad hoc visit

**Implementation Progress Result:** GOOD PERFORMANCE

### 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>Test</td>
<td>Clusters leads and support officers</td>
<td>yes</td>
<td>test</td>
<td></td>
</tr>
</tbody>
</table>

**Notes for RFP & 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 actions.

### 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.
### List of Recommendations/Actions for follow up

<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 agency and local level structures, low infant intake of ORS/P at OCHA, high incidence of malnutrition among children admitted to OCHA. High incidence of MAM among children admitted to OCHA and high deficiency of maternal health care. Inadequate preparedness and reporting systems, shortage of equipment in stabilization center and weight measuring stand in OCHA.</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 start and run the TSFP without delay. Especially for hotspot priority one woreda. CARE has to start the communication with WFP and make all the arrangements to implement the project with good referral linkage between CARE and MAM.</td>
<td>Agencies/Partners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bott test distribution for health centers - there was a plan to distribute into the containers for health centers. However, Woreda health office indicated that health centers are equipped with adequate bottles. Therefore, CARE are recommend to discuss with the woreda and verify WASH related needs.</td>
<td>Agencies/Partners</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>