

Quarterly Monitoring Visit report

Background information

| Project name(s) – Please list all project names in instances where a partner is involved with more than one project: | |
|---|--|
| Project number(s) - Please list all project numbers in instances where a partner is involved with more than one project: | |
| Partner: | |
| District / province: | |
| Report author(s): | |
| Date of report: | |

Visit details

| Date of visit: | |
|--|--------|
| Names and positions of | |
| Sightsavers staff present: Names and positions of | |
| partner staff present: | |
| Did visit include a field trip? (delete as applicable) | YES/NO |
| If YES, please give field location(s) visited: | |

Visit objectives

(NB: please insert any specific additional objectives as necessary)

- 1. To review progress against any actions raised at the last monitoring visit
- 2. To review YTD outputs and activities against targets and the workplan
- 3. To review YTD expenditure against the project budget
- 4. To follow-up on actions from QSATs and check data submissions

SECTION 1: Progress against actions from last monitoring visit:

| Action(s) from last meeting (insert extra lines if necessary) | Completed? (Y/N) | Comments |
|---|------------------|----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

SECTION 2: Progress against planned activities

2.1. According to your detailed review of the **project workplan**, is progress against planned activities Green, Amber or Red, according to the definitions below? (tick one)

| GREEN | AMBER | RED |
|----------------------------------|----------------------------------|----------------------------------|
| (Progress is where it should be, | (We have had some challenges | (We have had major obstacles. |
| and we have completed all the | but activities scheduled to date | Many of the scheduled activities |
| activities scheduled to date) | are at least 75-80% complete) | are less than 75% complete.) |
| | | |
| | <u> </u> | |
| 2.2 What are the main points | s of interest? If/where progress | s on activities is behind |
| - | ns behind it and what mitigatin | |
| Scriedale, what are the reason | ns berma it and what mitigatin | g actions will you take: |
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SECTION 3: Progress against planned outputs

3.1. According to your detailed review of project **output statistics**, is progress against planned outputs Green, Amber or Red, according to the definitions below? (tick one)

| GREEN | AMBER | RED |
|-----------------------------------|------------------------------------|-------------------------------------|
| (Project outputs are on track and | (Project outputs are slightly off | (Project outputs are significantly |
| by the end of the year should be | track but by the end of the year | off track, and may be seriously off |
| on or above the targets set.) | will be at least 75-80% of target) | target by the end of the year.) |
| | | |
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| 3.2. What are the main points of interest? If/where progress on outputs is behind schedule, what are the reasons behind it and what mitigating actions will you take? | |
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SECTION 4: Progress against planned expenditure

4.1. According to your detailed review of the **project budget**, is expenditure Green, Amber or Red, according to the definitions below? (tick one)

| , , , , , , | | |
|---|---|--|
| GREEN | AMBER | RED |
| (Expenditure is on track and | (Expenditure is slightly off track | (Expenditure is significantly off |
| within +/- 10% of planned levels for this point at the year.) | but by the end of the year will be within +/- 10% of planned levels) | track, and by the end of the year will be over +/- 10% of plan.) |
| ioi una point at the year.) | Within 47 1070 of planned levels) | Will be over 47 1070 of plant.) |
| | | |
| | s of interest? If/where oversperns behind it and what mitigating | |
| Have any thematic quality starelate to the partner/project v Office PCM QSAT relate to the below then update the assessing Project No(s). QSAT Theme (e.g. Cataract, | on Quality Standards As andards assessments (QSATs) isited or do any improvement ane partner/project visited? Pleasment action plan(s) and notify DR, etc): | been carried out which actions from the Country use provide brief information PSMT |
| progress; pending; not applic | · · · · · · · · · · · · · · · · · · · | Actions complete, in |
| SECTION 6: Data Check | • | |
| data to confirm that outputs w | dicators from the most recent quere accurately aggregated and ther observations on data man | d reported to Sightsavers. |
| Project No(s). | | |
| Comments: | | |
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SECTION 7: Field trip details

At least one monitoring visit per year should include a trip into the field. If this particular visit included such a trip, please give details of any key observations or findings below:

| SECTION 8: | Beneficiary | y Feedbacl | K |
|-------------------|-------------|------------|---|
|-------------------|-------------|------------|---|

| Beneficiary feedback is important to our work and we need to capture information which can feed into project implementation, monitoring and evaluation. Use this section to record beneficiary feedback (both collecting from beneficiaries and giving back to beneficiaries): |
|--|
| |
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| SECTION 8: Other notes |
| Include details of any else of importance that was discussed. This might include progress against outcomes (if observable), details of any qualitative discussions, a review of audit action points or progress on activities related to partner capacity building. |
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SECTION 9: Agreed actions

List any actions agreed at the visit, together with details of who is responsible for delivering it and the timeframe for completion (insert extra lines if necessary).

| Issue identified | Proposed action | Who responsible | Deadline |
|------------------|-----------------|-----------------|----------|
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SECTION 10: Key attachments

Attach and file relevant documents with this report, e.g.:

| Document | Attached? (tick once complete) |
|---|--------------------------------|
| Output statistics / monitoring framework | |
| Workplan review | |
| Budget review | |
| Case study (optional - but please attach if you have one) | |
| Data sheets | |
| QSAT action plan updates | |

| Signed and agreed by: | *Signed and agreed by: |
|-----------------------|--|
| | |
| (Sightsavers) | (Partner) |
| Date: | Date: |
| | *If partner signature cannot be obtained on this report their agreement by phone / email is adequate (agreement by phone should be logged). |