

Tool 16: Monitoring Plan

Instructions: The tool below lists examples of questions asked in each form of monitoring, with some examples of indicators and methods of collecting the information.

An example of a monitoring table

Key questions	Indicator	Data collection method
<p>Are activities being implemented as planned?</p> <p>Are outputs being delivered as planned?</p> <p>Are activities within the budget?</p>	<p>On the basis of the implementation schedule, plan of action and budget, for example:</p> <p>number of participants in meetings</p> <p>number of posters produced and distributed</p> <p>number of radio spots aired</p> <p>number of volunteers trained and engaged in social mobilization</p> <p>number of households visited</p> <p>costs within budget</p>	<p>Activity reports</p> <p>Attendance sheets</p> <p>Financial reports</p>
Process	Indicator	Data collection method
<p>Is the message or activity reaching the people for whom it was designed?</p> <p>Is participation good?</p> <p>To what extent are outbreak interventions being adapted to local needs?</p> <p>Is there a recent change or trend that should be considered?</p> <p>Are there any changes in the social, political or policy context that might affect the control measures and the COMBI strategy?</p>	<p>Examples of quantitative indicators:</p> <p>% of target population who have heard or seen messages and activities</p> <p>% of target audience who understand, like or agree with messages</p> <p>% of target audience who know the symptoms of the disease</p> <p>numbers of women and men who have been actively involved in social mobilization and other outbreak control interventions</p> <p>Examples of qualitative indicators:</p> <p>Existence of circulating rumours or messages that promote non-participation</p> <p>Participants feel that their concerns and ideas are taken into account by the local outbreak management committee</p> <p>Interventions are perceived as relevant and responding to the expressed needs of the target population</p> <p>Examples of quantitative indicators</p> <p>% accurate media reporting and coverage</p> <p>Examples of qualitative indicators:</p> <p>Evidence of communication hoaxes that undermine response strategies</p> <p>Evidence of conflicting messages</p>	<p>Rapid surveys, interviews and observation through:</p> <p>central location intercept interview</p> <p>focus group discussions</p> <p>observation at service and delivery points</p> <p>interviews with field personnel involved in outbreak response</p> <p>observation of field staff carrying out interventions in local communities</p> <p>review and analysis of media coverage</p> <p>Informal conversations and meetings with key. grass roots organizations, journalists etc</p>

Behaviour	Indicator	Data collection method
<p>As a result of the interventions, are target populations adopting the desired behaviour?</p> <p>Objective 1</p> <p>Objective 2</p> <p>Objective 3</p>	<p>Examples of quantitative indicators:</p> <p>% of target population who have adopted the desired behaviour</p> <p>% who can describe risk reduction practices and say they are carrying them out</p> <p>Examples of qualitative indicators:</p> <p>Members of target populations believe that the proposed behaviour is effective in reducing risk</p> <p>Observation of applied risk reduction practices</p>	<p>Local authority report cards</p> <p>Rapid survey</p> <p>Health facility data or investigation forms</p> <p>Focus groups</p> <p>Key informant interviews</p>
<p>Are activities being implemented as planned?</p> <p>Are outputs being delivered as planned?</p> <p>Are activities within the budget?</p>		
<p>Process</p> <p>Is the message or activity reaching the people for whom it was designed?</p> <p>Is participation good?</p> <p>To what extent are outbreak interventions being adapted to local needs?</p> <p>Is there a recent change or trend that should be considered?</p> <p>Are there any changes in the social, political or policy context that might affect the control measures and the COMBI strategy</p>		
<p>Behaviour</p> <p>As a result of the interventions, are target populations adopting the desired behaviour?</p>		