

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

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