



## ACTIVITY 8

# Monitoring Plan



**Duration**  
4 hours

**"We have already taken many steps.  
Now it is time to take a leap."**

Malala Yousafzai



## Actividad 8 - PLAN

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### Activity 8. Monitoring plan

- Making decisions -

#### Summary

The group decides how often and under what indicators they will follow up on the activities of the plan to ensure they are being carried out and to determine who will be responsible for measuring and reporting.

#### Purposes

**To showcase** and celebrate the work of the PASSA Group.

**To get feedback** from the community.

**To develop** a procedure for checking on progress in the implementation of the improvements in shelter safety.

## ACTIVITY 8

### PLAN

## Materials



#### **Monitoring chart\***

Previously prepared on two sheets of B1 flipchart paper as shown in the model.



#### **Illustrations set B\***

Illustrations selected during Activity 6 as 'safe' options.



#### **Pen, pencils & erasers\***

Some to write and draw (better if erasable); others to color.  
**Alternative:** chalk, markers, pens.



#### **Digital Track\***

For project management.

## Considerations

1. Encourage the group to include both men and women, and people from different sectors of the community within the PASSA Group in monitoring roles.
2. It might be appropriate for the coordinators of the different parts of the plan to also act as monitors. This makes things much simpler, but there may be a risk of loss of transparency or suspicion of unfairness, especially when it concerns activities involving the use of money or other resources. If this is the case, monitoring should be done by someone who is not a coordinator.

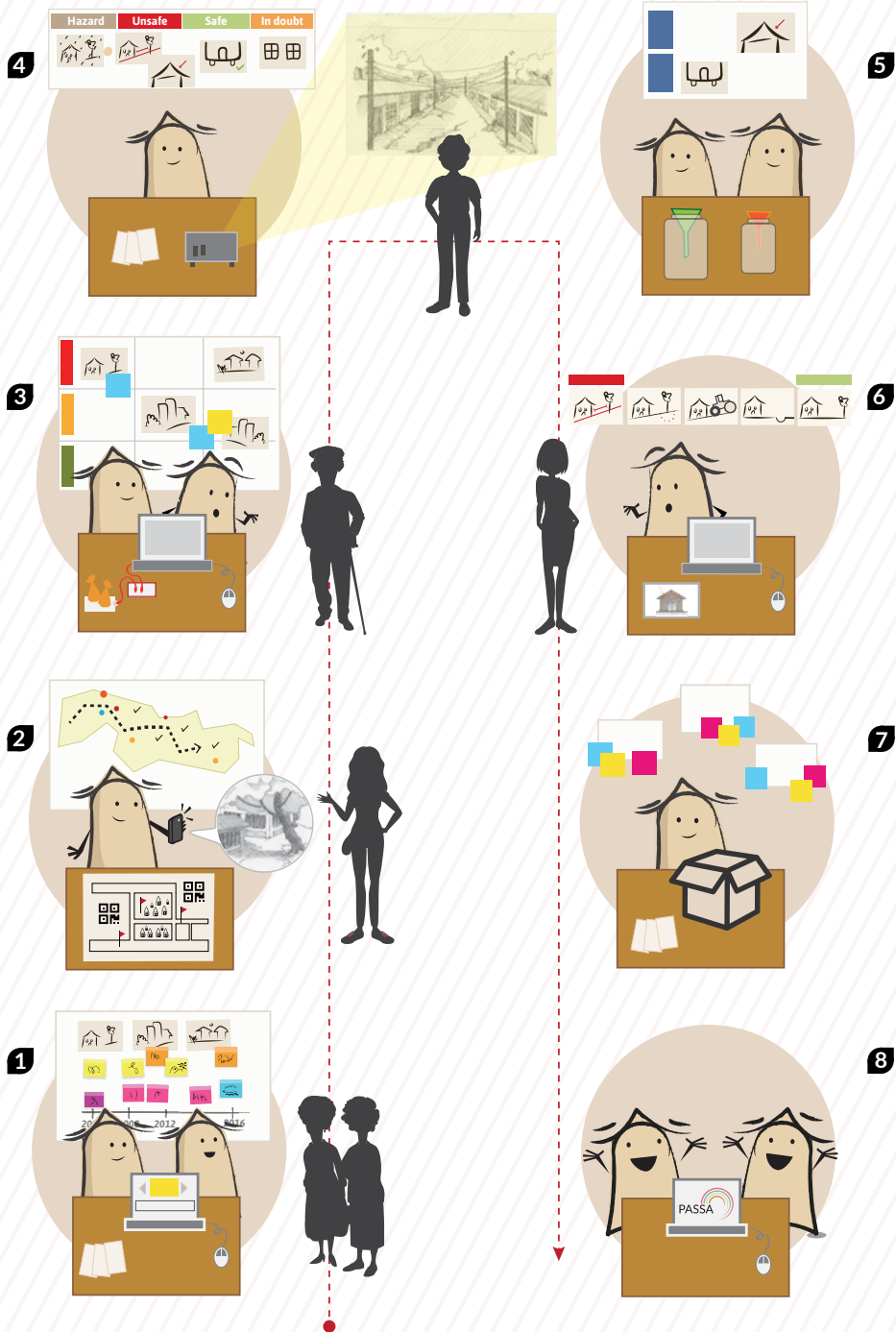
## Previous preparation

1. Have a monitoring chart ready. This is an extension of the group's plan from Activity 6 that starts with the 'safe (future)' column of the plan. The chart should have six columns:

- **Goals:** 'safe (future)' illustrations chosen by the group in the planning for change activity – e.g., safer houses.
- **How many:** e.g., how many houses are to be improved.
- **Indicator:** what should be measured – e.g., the number of houses improved. Guide the selection of indicators to some that are easy to measure and that provide information to show if the plan is progressing.
- **How to measure:** how to check the progress being made – e.g., how to check the number of houses improved (discussions with householders, house visits etc.)
- **Frequency:** how frequently the indicator should be measured (every week, every month etc.)
- **Who will measure:** who will be responsible for measuring progress – e.g., who will go and count the improved houses and keep records to inform the PASSA Group.

Goals (safe-shelter)	How many (numbers)	Indicators (what to measure)	How to measure	Frequency (how often)	Who measures?

2. Plan something special to celebrate the achievements of the PASSA Youth. Consider showcasing them to guests from the community, allies, local authorities or media. Check with the manager what would be appropriate within the context where you are working and let the participants know the plans in advance.





## Activity 8 - FACILITATE

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### Presentation



#### **Step 1**

Invite someone to present a brief summary of activity 7.



#### **Step 2**

Start a group dialogue to review any changes that have been made to the plan and to confirm its final content.



#### **Step 3**

Present the activity explaining that the group will decide how they are going to measure progress towards achieving the goals they have selected in activity 6.

### Action



#### **Step 4**

Have participants work together in one group. Ask the people who were selected to coordinate the plan during Activity 6 to facilitate this activity. Explain that they will be helping the group decide on how to verify that the plan they agreed to during the last meeting is actually being carried out. Ask them to stick the 'safe' illustrations representing their goals illustrations on the left-hand side of the chart.



#### **Step 5**

Ask the coordinator(s) to continue to fill in the columns on the chart, making sure they have clearly understood what is to go in each column. You may need to help them by providing an example to illustrate the process, but avoid



influencing their decisions. If necessary, take time with the coordinator(s) individually to explain the task and ensure they have fully understood.

### **Step 6**

After the chart has been filled in, facilitate a group discussion to check that the people chosen to carry out the monitoring plan are comfortable with this responsibility and have fully understood what it involves.

### **Step 7**

Ask the group for their ideas about how to involve or get support from other members of the community in checking the progress and achievement of the project goals.

### **Step 8**

Encourage the group to decide how monitoring information will be recorded and shared with the group and how they will determine what to do in case the project does not go according to plan.

### **Step 9**

Remind the group that this is the last activity before starting to carry out the plan. Discuss and agree on the arrangements for ongoing support to the PASSA Group, including one or more activities to monitor and evaluate progress.

## **Closing**

### **Step 10**

Ask some volunteers to make a copy of the monitoring plan.



## ACTIVITY 8

### DEBRIEF



#### **Step 11**

Take pictures of the plan and the participants to keep with the project files.



#### **Step 12**

End the session with some activity to celebrate the achievements obtained by the PASSA Group to this point. If the decision is to have external guests, you can have two different moments as shown in the graph at the beginning of this activity:

- Arrange the room with one station per activity to showcase what the PASSA Group has accomplished.
- Set up a small circle for guests to sit, and a larger circle around it for the PASSA Group and facilitators. Ask one young person to join the guests in the inner circle and moderate the conversation that can revolve around the ways in which the community and allies can support the PASSA Group with the implementation of their action plan. Everyone in the outer circle should listen carefully; if they want to ask a question they may give a sign to the youth representative in the inner circle (such as a tap on the shoulder) to move to the outer one and let the other participant continue moderating.

## Activity 8 - DEBRIEF

### ***Facilitator and manager***

- 1.** Verify that you are keeping the latest versions of all documents

and presentations.

2. Record all information on the final plan and the process so that you can document the closing of the PASSA Youth meetings.
3. Make a recount of all activities, possible experiences to share, and any concerns that have been left unresolved, to share with the project manager and other entities involved or who have provided support in the process.
4. Plan a closing meeting with local authorities and other entities that have facilitated the process in the community as well as with the families of the youth.