

The monitoring process in the framework of a Forecast-based Financing intervention is carried out in two phases. One is the monitoring conducted during the design and setup of the FbF interventions (Monitoring of activities according to logical framework), while the other is focused on the monitoring between the activation and finalization of the FbF mechanism, meaning once the forecast reaches the danger level and the standard operating procedures (SOP) are triggered until the moment when there are no more tasks specified in the SOP.

In this guide, we will concentrate in the second component of the monitoring process. Monitoring during the activation of the FbF mechanism.

### Monitoring of Standard Operating Procedures Format

Name of Monitoring

Focal Point: \_\_\_\_\_ Date: \_\_\_\_\_

FbF Action: \_\_\_\_\_

Monitoring element	Responses (code: Yes=1 No = 0)	Justification	Action Point/ Comments	Responsible
1. Are all the financial resources available as planned?	<i>e.g. 0</i>	<i>e.g. Funds for payment of volunteers allowances and transport of volunteers to the target areas are delayed.</i>	<i>e.g. Speed up payment process</i>	<i>e.g. Project coordinator</i>
2. Is all the people in charge of implementing the SOP conducting their respective task?	<i>e.g. 0</i>	<i>e.g. the finance officer is participating in a training abroad. No replacement has been defined</i>	<i>e.g. Urgent request to Secretary General to assign a financial focal point who can cover the gaps.</i>	<i>e.g. Head of mission</i>

3. Are all the tasks implemented in the order described in the SOP?	<i>e.g</i> <i>0</i>	<i>e.g. task X was implemented before task Y in order to speed up the process.</i>	<i>e.g. no required – Lesson: review SOP after activation</i>	
4. Has the early action been implemented in the timeframe established?	<i>e.g</i> <i>1</i>	<i>e.g the cash distribution to 3000 HHs was done on the (date), 5 days before the expected event.</i>		
5. Did the Government counterparts executed their tasks as agreed?	<i>e.g</i> <i>0</i>	<i>e.g the representative of department of health who was not engaged in the SOP development, supported the department of DRR to implement the Hygiene promotion campaign agreed in the SOP</i>	<i>e.g Involved Department of health in SOP revision,</i>	<i>e.g Project Coordinator</i>
6. Did the NGO counterpart executed their tasks as agreed	<i>e.g</i> <i>1</i>			
7. Are there logistics constraints that are delaying the implementation of the SOP?	<i>e.g</i> <i>1</i>	<i>e.g The pre-arranged trucks that will transport NFIs are detained by the police for lack of documentation. They will be retained for 3 days.</i>	<i>e.g Request other organizations to lease trucks (WFP, World vision, municipality)</i>	<i>e.g Logistic officer</i>

<p>8. Is there any conflict at community level that is jeopardizing the implementation of the SOPs?</p>	<p><i>e.g</i> <i>0</i></p>	<p><i>e.g The community health committee is protesting given that they were not informed of the vaccination campaign organized by XRC and the DRR municipal department. At community level the only people aware was the community leader and the DRR committee.</i></p>	<p><i>e.g Meeting with all community committees to clarify the situation. Lessons: review SOP and post monitoring visit to agree in new tasks that involve all concerned community committees.</i></p>	<p><i>e.g</i> <i>Community organizer</i></p>
<p>9. Are the communication channels functional as planned?</p>	<p><i>e.g</i> <i>0</i></p>	<p><i>e.g The trigger message from the Met office did not reach the RC Branch Z as planned.</i></p>	<p><i>e.g Transmit message from XRC HQ to RC Branch Z.</i></p>	<p><i>e.g Head of Operations</i></p>
<p>10. Was the trigger message transmitted clearly/timely by the Met office?</p>	<p><i>e.g</i> <i>0</i></p>	<p><i>e.g The Met office didn't use pre-agreed trigger message for the the XRC HQ.</i></p>	<p><i>e.g RCCC clarifies the message. All the XRC departments are informed.</i></p>	<p><i>e.g RCCC</i></p>