PRINCIPLES FOR HUMANITARIAN ACTION

PROJECT MONITORING AND EVALUATION

Project monitoring is about reviewing inputs and activities to track progress of the indicators towards the achievement of outputs.

The check-list below provides some key questions or elements to be checked during focus groups, interviews or direct observation in relation to the indicators as to ensure protection is effectively mainstreamed during the project implementation and/or redirect activities as needed. According to the circumstances, the development of specific tools could be required to track the proposed variables.

PRIORITIZE SAFETY AND DIGNITY AND DO NO HARM— CHECK PROGRESS ON INDICATORS WITH THE HELP OF THE TIPS BELOW

▶ Number of **safety incidents** reported and addressed (disaggregated by sex and age, diversity). ▶ Specific project targeting criteria (vulnerability) are explained in a language understandable to all.	▶ **Develop tool to track all incidents making sure to disaggregate by sex, age, type of incident etc.) and possible actions taken to respond to them.** ▶ **Determine whether this information is provided and if it is accessible (physically) and understanble to all.**
▶ Number of **staff training on internal policies and referral pathways** and number of reported issues by staff after training.	▶ **Have referrals pathways been established for GBV, child protection, trafficking, security incidents and if yes, are training being conducted by IOM or others? Specificy number and sex of participants. Ensure that there is a post-training evaluation filled out by participants.**
▶ Number of **risk assessments** conducted throughout the project implementation time. ▶ Number of **risk mitigation measures** taken to redirect projects as per risks assessment results.	▶ **Determine the number of risk assessments conducted.** ▶ **Compare the assessments's results and the changes made in the project.** ▶ **Is sensitive data managed safely? Please refer to IOM data protection principles for safety management of personal data.**

MEANINGFUL ACCESS—CHECK PROGRESS ON INDICATORS WITH THE HELP OF THE TIPS BELOW

▶ Number of individuals accessing services (age and sex disaggregated data) ▶ Number and type of measures implemented to adapt services as per profile of the population (sex, age and diversity, etc.)	▶ **Determine number of individuals accessing each type of service (sex, age, disability disaggregated data).** ▶ **What adaptations/changes have to be done to ensure services or activities are accessed by all profiles of the population (children, disable individuals, medical cases and so on). Please document the number and type of adaptation/changes done.**

PROJECT MONITORING AND EVALUATION

MEANINGFUL ACCESS—CHECK PROGRESS ON INDICATORS WITH THE HELP OF THE TIPS BELOW (CONTINUED)

▶ If variables describe lack/weak access, number and type of measures taken to re-direct services as needed. ▶ Number of individuals (disaggregated by sex and age, diversity) satisfied with access to services (suggested use of post-delivery questionnaires).	▶ **Observe if any individual/profile/group faces specific barriers to access to certain services (e.g. irregular migrants, specific ethnic minorities and so on.) Determine what changes were done to improve access to services. Information available through contact with beneficiaries.** ▶ **Post-assistance monitoring forms able to gather level of beneficiaries' satisfaction and participation to specific activities.**
▶ Number of individuals participating to consultation meetings with beneficiaries and partners on the satisfaction on services (disaggregated by sex, age and diversity).	▶ **Ensure that there is informed consent by the beneficiaries to the disclosure of personal information and to the participation to specific activities.** ▶ **Document number (sex, age and disability disaggregated data) of individuals participating to consultation meetings.**

PARTICIPATION, EMPOWERMENT AND ACCOUNTABILITY– CHECK ON PROGRESS ON INDICATORS WITH THE HELP OF THE TIPS BELOW

▶ Number and type of feedback collected on services provided (disaggregated sex, age and diversity)	▶ **Are feedback from a representative group (of beneficiaries) regularly collected and addressed in the framework of the project?**
▶ Number (age, sex and diversity disaggregated data) of beneficiaries participating in committees and/or members of committee (disaggregated by sex) in charge of specific elements of the project (formulating of targeting criteria, management of a service, etc.)	▶ **Are committees established around particular groups at risk, ensuring representative participation from members of the group?**
▶ Positive self-protection practices used as elements to counter harmful practices /protection incidents	▶ **Have self-protection capacities been understood and enhanced in the framework of the project?**
▶ Number of and participation to meetings dedicated to identify solutions to protection incidents happening in a given area (sex, age and diversity disaggregated data) ▶ Number and type of measures taken to address complaints.	▶ **Have the State as well as local actors (including representative members of the affected population) been consulted and involved in the implementation of the project (depending on context for armed conflict settings)?** ▶ **Is there a mechanism for beneficiaries to raise complaints and for the project /action to address these complaints?** ▶ **Ensure to keep track of the different complaints to identify trends that may need to be addressed more broadly.**

EVALUATION

For projects, evaluation is the systematic or objective assessment of the project to determine its overall relevance, effectiveness, impact or efficiency. Evaluation also refers to the process of determining the worth or significance of an activity, policy or programme. For emergency response projects, evaluation could focus on potential impact and sustainability through institutionalization of processes and enhanced capacities of local partners, project beneficiaries and other affected communities.

For specific guidance on how to plan and conduct evaluations, please refer to IOM's guidelines on evaluation : and the IOM project handbook: section on evaluation .

SOME EVALUATION TIPS

☑	Ensure a participatory process that is inclusive of all the diverse groups (age, sex, diversity) targeted by the project so that everyone has a voice.
☑	Choose the most appropriate evaluation methodology according to the evaluation questions you wish to ask. IOM project handbook provides a selection of the most common evaluation methodologies.
☑	Use the evaluation findings to improve future actions, propose course correctors and brief staff and partners on the findings if deemed to be of interest to the larger community.