

Project ID and Title: **Displacement Programme Somalia (DPS)****Monitoring Activities – Project Level** (UNDP standard monitoring activities the project level. Please add/remove/revise as necessary.)

Monitoring Action	Source/Method of Collection	Due Dates	Responsible Staff	Resources (\$)	Risks and Assumptions
<i>Monitoring action</i>	<i>Specific publication, evaluation, survey, field observation, interviews, etc.</i>	<i>Specific dates for each period</i>	<i>for collecting and reporting data</i>	<i>Estimated cost</i>	<i>Any risks or assumptions concerning data collection</i>
Quarterly Financial Reporting (FACE) Reports (Accurately complied FACE form reflecting expenses by partner for the quarter submitted to UNDP)	Meeting minutes BTOR Partners Monthly reports Quarterly progress reports Annual reports FACE form reports	End of each QTR (Mar/Jun/ Sept/Dec)	Project Manager/ Coordinator	\$0.00	-Limited understanding of the IPs on the FACE form reporting and delayed reporting
Quarterly Progress Reports/Briefs - QPRs (Progress to be reported in the agreed/UNDP template as per the reporting requirements of the project)	Annual work plans BTORs Meeting minutes Annually reports Project progressive report Media/Newsletter	End of each QTR (Mar/Jun /Sept/Dec)	Project Manager/ Coordinator	\$0.00	-Late submission of Quarterly reports -Data inconsistency - shifting to a result based management at field level may take sometime
Project Board Meeting (Progress to be reviewed by the Project board including monitoring of Capacity Development and actions recommended, measurement of progress/ indicators Explanations for slippage and variance against budget, risk logs, issue log)	Board meeting minutes Annual Work plan Project Monthly Newsletters Field observation Media/Interviews	Mid Jan/Apr/Jul/Oct (quarterly or biannual depending on the project arrangements)	Project Board/ Steering Committee (organized by Project Man.)	\$0.00	--Low stakeholder's participation -Substandard representations from the key ministries -Project board meeting to be time consuming
Annual Progress Reports (mostly based on QPRs to be compiled for review by an Annual Review Meeting/ Project Board/ Steering Committee)	BTORs Meeting minutes Quarterly progress reports Annual work plans Project Monthly Newsletters Media/Newsletter Quarterly Financial Reporting (FACE) Reports	15-30 January for previous calendar year.	Project Manager/ Coordinator	\$0.00	-. IDP profiling data inconsistency -Delay in the financial reporting submission
Capacity Development (review and update CD component of the project, sustainability)	Baseline and needs assessment reports Project portfolio meeting minutes Project progressive reports	June and December	Project Manager, CD/ Programme Mgmt Team	\$0.00	--Limited resources to support the existing gaps -duty-bearers do not have the capacity to meet their obligations in the Project

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Annual Audits (Annual NIM/DIM/IP Audit for prior financial year)		March/ April	UNDP CO with IP/RP	\$0.00	-Limited access to some project sites due to insecurity -Limited documentation of project success, lessons learnt and best practices
Monitoring Missions (project monitoring, audit/spot check, project management training, review of progress)	BTORs Project Monthly Media/Newsletter Field observation Interviews Annual work plans Registration forms Attendance sheets Meeting minutes Training reports Activity pictures Quarterly reports Annually reports	At least 2 per year	Project Manager/ Programme Team/ TPM/M & E Officer	\$0.00	-Restriction of movement due to insecurity in some project sites.

Monitoring Activities – Output Level (These monitoring activities need to be defined by the project manager/ subject matter expert)

Expected Results (Outcomes & Outputs)	Indicators, Baselines and Targets	Monitoring Event and Data Collection Plan					
		Monitoring Action	Source/ Method of Collection	Due Dates	Responsible Staff	Resources (\$)	Risks and Assumptions
<i>Obtained from development plan and project Results Frameworks)</i>	<i>Obtained from the CPAP and project Results Frameworks)</i>	<i>Monitoring action</i>	<i>Specific publication, evaluation, survey, field observation, interviews, etc.</i>	<i>Specific dates for each period</i>	<i>for collecting and reporting data</i>	<i>Estimated cost</i>	<i>Any risks or assumptions concerning data collection</i>
Output 1: Reintegration of refugees and IDPs in Somalia strategically supported	<p>Baseline:</p> <ol style="list-style-type: none"> No development support to develop a comprehensive Durable Solutions Strategy (DSS) No Displacement Programme Document <p>Indicators:</p> <ol style="list-style-type: none"> The extent to which development support is provided to the DSRSG on DSS Draft Displacement Programme Document 	<ol style="list-style-type: none"> Hiring of an international consultant Development of detailed TOR with deliverables and scope of work Coordinating, input provision, attending missions and advising consultant on the project implementation and monitoring 	<ul style="list-style-type: none"> -Field visit BTORs -Training/Workshop /study reports -quarterly and annual reports -Attendance sheet/activity reports -Midterm and end term monitoring reports -Signed LoAs/ MCGs/contracts -AWPs reflection -Meeting minutes -TOR -ProDoc 	End of each QTR (Mar/Jun /Sept/Dec)	Project Manager Project officer M&E Officer Partners focal points	Project M & E budget Expert, consultant recruited	<ul style="list-style-type: none"> -the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits - duty-bearers do not have the capacity to meet their obligations in the Project

	<p>Targets:</p> <ol style="list-style-type: none"> 1. <i>Development support is provided to the DSRS on DSS</i> 2. <i>Draft Displacement Programme Document produced</i> 		<ul style="list-style-type: none"> -Case studies -IDP profiling reports 				
<p>Output 2: solution provided for IDPs living in ex UNDP compound in Lido</p>	<p>Baseline: 57 IDP families (363 persons) have no alternative but to live in UNDP Compound in Lido</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. of IDP families provided with solutions to relocate from UNDP Compound in Lido <p>Target:</p> <ol style="list-style-type: none"> 1. # of IDP families provided with solutions to relocate from UNDP Compound in Lido. 	<ol style="list-style-type: none"> 1. 57 IDP families (363 persons) in LIDO supported with alternative livelihoods 2. 57 IDP families (363 persons) in LIDO provided with solutions to relocate from UNDP Compound in Lido. 	<ul style="list-style-type: none"> -Progress report -# of IDPs HHs supported with alternative livelihood and re-integration solutions -Selection criteria -Attendance sheets -Minutes -Case studies -Field visits -BTORs -Monitoring reports 	End of each QTR (Mar/Jun/Sept/Dec)	<ul style="list-style-type: none"> -Project manager -Project field staffs -UNDP field Engineer -M & E officer 	Project M & E budget Expert, consultant recruited	- The Project potentially involve temporary or permanent and full or partial physical displacement
<p>Output 3: Production of project documents associated to Output 1 and Output 2</p>	<p>Baseline: No project document.</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. # of Project document developed. <p>Target: <i>One project Doc developed</i></p>	<ol style="list-style-type: none"> 1. Project documents established for Output 1 to Reintegration of refugees and IDPs in Somalia strategically supported 2. Project documents established for Output 2 to support solution provided for IDPs living in ex UNDP compound in Lido 	<ul style="list-style-type: none"> -Project progress reports (Monthly, Quarterly & Annual) -PRODOC 	End of each QTR (Mar/Jun/Sept/Dec)	<ul style="list-style-type: none"> -Project manager -Project field staffs -UNDP field Engineer -M & E officer 	Project M & E budget Expert, consultant recruited	<ul style="list-style-type: none"> - None existence of IDPs frameworks and policy may delay the development of the project ProDoc - IDPs profiling data inconsistency