

Template: Monitoring implementation of O&M/follow-up plan

Monitoring plan: In the upper section of the table below, list the tasks needed for correct O&M/follow-up after project completion. Specify who will carry out each task and how often. Ask the responsible person to annotate the date and sign this form each time he/she performs any of the tasks (under the column of the corresponding month). In the second section (down-left) list the material (e.g. spare parts) required, the name and contact of 1 or 2 convenient suppliers and the expected cost per unit on delivery. In the third section (down-right) list the components of O&M/follow-up that might require assistance. Write down the name and contact details of individuals/organizations that can be contacted to obtain that assistance. Discuss your plan with the local government and how can they support you and update the table if needed. Refer to the info sheet for further explanations and examples.

Task	Responsible	How often	Jan	Feb	Mar	Apr	May	June
Material (spare parts)	Name & contact of supplier	Expected cost per unit on delivery	Component		Name of technical assistant		Contact details	

Monitoring report:

Ask the community to write a monitoring report every 6 month following the structure in the table below: include copies of the forms signed by the responsible persons, information from the visit to the project site and from the interviews to users. Write conclusions and actions undertaken. Make the report available to the community and the local government. Refer to the info sheet for further explanations and examples.

Forms signed by responsible persons	...
Project site	...
Interviews with users	...
Actions undertaken	...
Communication of the report	...