**Appendix II-1: Essential Elements of the Monitoring Plan**

(Ref. Table 4 of the NPC Guideline 2067)

The  matters  to  be  included  in  the  monitoring  plan  depend  on  the  type,  amount  and  complexity  of  the  input.  The  project  itself  and  the  thematic  ministry,  taking  into  account  the input to monitor, should therefore determine it. The key points to be included in the monitoring plan should be as prescribed in the following table.

**Table II-1 (B): Essential Elements of the Monitoring Plan**

| **Elements** | **Proposed Content** |
| --- | --- |
| Objective and Scope | This includes review of input, goal, objective and outcome, relevance and significance of the monitoring system and discussion with the participants, analogy between quantitative and qualitative matters, resource requirement and the points the monitoring system intends to focus on. This will help the ways the monitoring system can assist to the management, to provide timely reporting and information to the stakeholders. |
| Concept | This identifies the method of the stakeholders' participation and its review, concept and application of learning, types of information and application regarding the methods of collecting information. The concept is framed on the subjects such as the extent of implementation of participatory approaches, the status of Geographical Information System (GIS), computerized information system and the base line survey. |
| Logical Framework and Indicators | Following matters should be included in the logical framework: The questions regarding work performance at every level mentioned above indicators and definition of information system; needs and relevance of information; technical knowledge; evaluation of feasibility of resources; need of information for key stakeholders and evaluation of feasibility of resources; need of information for key stakeholders and evaluation of their interest; evaluation of every monitoring related to indicators including the external factors; questions regarding work performance and selection of indicators etc. (In this process, things should be taken into consideration that will be affected by the climate, values, economic condition, policy change etc.) |
| Management Information System (MIS) and Report | This should include the objective of management Information system, collection and analysis of information, reporting, informal contact and feedback, flow of information regarding the results, reporting and its deadline, annual action plan, budget structure and procurement plan including other necessary details along with the physical and financial reports. |
| Monitoring Action Plan and Timeframe for Activities | This includes the subjects of monitoring such as resource, activities and effective management for implementation, outcomes and the impact of the implementation strategy. These can be done through collecting suggestions and comments, surveys, participatory annual review, workshop, midterm review & program completion report, monitoring action plan and other necessary things related to it. |
| Monitoring Organization/requirement of resources/ necessary conditions and capacity development | This includes the network and mechanism within the institution and one that requires contact with the stakeholders, structure and power in functioning and management of existing monitoring, needs identification of human resources, number of various stakeholders related to monitoring, their capacity, accountability and facility, training needs and assistance regarding vehicle, other equipment and the technical input. |
| Budget | This includes the summary of the budget allocation for monitoring. |
| Annexes | This includes the annexes related to subjects such as the proposed list of indicators, methods of data collection, annual and bi-annual timeframe for the activities, quarterly, bi-annual and annual reports, summary of key outcomes, status report of the input and resources, output and study of monitoring results, conclusion and summary of recommendations, questionnaires of baseline survey (if applied any), detail of the staff and status of their facilities, detail of the technical support (if any), monitoring framework and action plan, budget detail for monitoring, etc. the initial information and the revised one if any, should be provided for logical framework or framework in order to support, justify and elaborate the information mentioned prior to this box. |