

## Monitoring Visit Protocol

### 1. VISIT DETAILS

1.1 Completed by	<Insert details>
1.2 Location	<Insert details>
1.2 Name of Institution	<Insert details>
1.4 Dates	<Insert details>

### 2. PROGRAM DETAILS

2.1 Name of program	<Insert details>
2.2 Target groups	<Insert details>
2.3 Name of staff responsible for the program and department	<Insert details>
2.4. Special equipment used within the framework of DARE	<Insert details>

### 3. PROGRAM DESCRIPTION

3.1. What issue or problem does this program address?	Briefly explain the issue or the problem that the program is aiming to contribute or solve and how it correlates with the aim of DARE project
3.2 What is the goal of the program?	Briefly explain the goal of the project. It should be borne in mind that this goal is most probably a solution to the issues or problems mentioned in the section 3.1 or closely to them. Do not describe the project activities here. Do describe the main changes that the project activities are expected to bring about.
3.3 Program description	Please provide a short description of the program
3.4 How is progress towards the achievement of the program's goal tracked? Please specify which indicators are being utilised to measure progress.	What are the qualitative and quantitative indicators showing whether and to what extent the program's specific goals are achieved? (What data is used? Who collects the data? How often is it collected? Where is it obtained from? How, and to whom, is this data then disseminated?)



#### 4. PROBLEMS

List the specific issues / problems that were identified during the visit (financial, contractual, administrative, legal and practical problems). Then identify the actions that need to be taken to solve the problem

#### 5. DELIVERABLES

List the specific outcomes (intangible) and outputs (tangible) of the program.



## 6. SUCCESS

What has gone particular well in the program? Indicate significant progress towards achieving specific goals, unexpected positive impacts and developments, other improvements and developments in the program, the positive events, solved bottlenecks etc. If you have future recommendations please add it here.

## 7. IMPACT

What has changed in the way that the institution and target groups operate because of these activities?



## 8. SUSTAINIABILITY

What measures are taken to sustain the program beyond the project lifetime?

## 9. GENERAL OBSERVATION

Insert your general observations from the monitoring visit here. Include photos, case studies and quotes to illustrate your points.

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_