**EXERCISE 13. MONITORING**

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| *OBJECTIVE*  **After this exercise the participants will be able to:**   * Develop a participatory monitoring system for the group’s activities. | |
| *EQUIPMENT NEEDED*   * Flipchart paper, marker pens, cards | *EXPECTED OUTPUTS*   * A set of forms the group can use for monitoring |
| *TIME*  60 minutes | *PREPARATION*  None |

This exercise helps participants develop a monitoring system for their activities.

*SUGGESTED PROCEDURE*

1. Divide the participants into groups of about 5–6 people each. Ask them to think of **questions** to answer if they want to know if the group and its members are making progress on their activities. Ask the groups to write the questions on cards (one on each card) and hand them to you.
2. In plenary discussion, group the questions into similar topics. Rewrite them if necessary to make them clearer. Make sure the group as a whole agrees on the questions.
3. Break the participants into new groups of about 5–6 persons. Ask the groups to identify **indicators** to measure the answer to each question.
4. Ask a representative from each group to present the results of their work. Write the list of questions and indicators on a flip chart so all can see.
5. Look at the indicators and identify the ones that are most suitable and easiest to measure – i.e., they must be **SMART**: specific, measurable, attainable, relevant and time-bound.
6. Divide the questions and indicators among the subgroups. Ask each group to discuss **how** to measure the indicator, **who** should be responsible, **where** to do the measurements, **with what** and **when**. They should write down their decisions in a table (see next page).
7. When the groups have filled in their monitoring plan, rotate the groups so that each group has the plan of another group in front of them. Let the new group discuss, review and, if needed, revise the plan.
8. In a plenary discussion, review the results of the groups.

**Monitoring form**

ORGANIZING AND MANAGING FARMERS’ GROUPS

153

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| **QUESTION** | **WHAT** | **HOW?** | **WHO?** | **WHERE?** | **WITH WHAT?** | **WHEN?** |
| **Key question to answer** | **Indicators to measure** | **Tools, methods for gathering information** | **Who is responsible for gathering and analyzing information** | **Group or individual, location** | **Resources you will need** | **Dates, frequency** |
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