COMMUNITY MONITORING TOOLKIT

What is Community Monitoring?

Community Monitoring is a process of measuring, collecting, recording, processing and periodic analysis of information by community members themselves. It follows the action-reflection-action framework where communities reflect on previous activities to adjust or continue with the implementation of their development plans. The end goal of CM is to facilitate collective decision-making through the use of gathered information. In CM, people decide for themselves what they want to monitor, why they want to monitor, and what standards they will adopt for monitoring.

In Accelerated CEAC, CM is a series of activities from theirs first BA until the conduct of Accountability Reporting while in regular CEAC, it starts during the PSA and ends during the AR. In the conduct of CM, communities look into the activities and outputs, KC-NCDDP LGU and community commitments, sub-project implementation and lessons during the cycle.

Who are involved in Community Monitoring?

1. One Community Monitoring Volunteers for every sitio/purok, with a Chairperson to be selected among the group. In regular CEAC where there is already a set of PSA volunteers, the PSA volunteers will become the CM Volunteers.
2. ACT and SRPMO/RPMO staff to provide guidance and technical support
3. LGU and MCT staff to provide necessary data and technical assistance
4. Community Members who will approve the plans and discuss monitoring findings
5. Other stakeholders within the community

What are the activities in Community Monitoring?

The following are the activities to be conducted under Community Monitoring:

Activities	Regular CEAC	Accelerated CEAC	Details
Start of CM	2nd BA	1st BA	• CM volunteers selected (PSA Volunteers will become CM volunteers for municipalities implementing Regular CEAC) • Chairperson selected among the volunteers • CM volunteers adopt BAP or List of Prioritized Needs during 1st BA (for Accelerated CEAC) as basis of CM plan

CM Volunteers Planning	After 1 week	After 1 week	CM volunteers • Identify key activities and outputs from the BAP or List of Prioritized Needs • Prepare Monitoring Plan • Prepare Work Plan
Approval of Monitoring Plan	3rd BA	After another 1 week	• In regular CEAC, community agrees on activities and outputs to be monitored • In Accelerated CEAC, all community members serving as volunteers meet for a special meeting to agree on the activities and outputs to be monitored.
Mid Cycle Monitoring	After MIBF	After Municipal Forum	Based on CM Plan, CM Volunteers collect and analyze data
Data Analysis	1 week before presentation	1 week before presentation	CM Volunteers • Check gathered information • Group information based on Monitoring Plan • Compare information from different sources • Look into anecdotes and reasons behind the data
Mid Cycle reporting and updating of Monitoring Plan	During SP implementation, depending on CM Volunteers, ACT and MCT agreement	During SP implementation, depending on CM Volunteers, ACT and MCT agreement	Mid-cycle findings are discussed with all volunteers, ACT/MCT, other members of the community and with other stakeholders
End of Cycle Monitoring	After SP completion	After SP completion	Based on CM Plan, CM Volunteers collect and analyze data
Data Analysis	1 week before Brgy AR	1 week before Brgy AR	CM Volunteers • Check gathered information • Group information based on Monitoring Plan • Compare information from different sources • Look into anecdotes and reasons behind the data
Barangay Level Accountability Reporting	End of Cycle	End of Cycle	CM Volunteers • present both mid-cycle and end of cycle monitoring findings

			• facilitates discussion on lessons and insights in CDD implementation and recommendations for the next cycle

What are the tools to be used during CM?

Community Monitoring volunteers will use the following tools:
1. Monitoring Plan
2. Work Plan
3. Data Gathering Guide
4. Guide Questions: Interviews, Consultations & Meetings

How do CM volunteers prepare the Monitoring Plan?

To prepare the Monitoring Plan, CM volunteers must first identify key activities based on the BAP or the List of Prioritized Needs. Once done, they will also identify the necessary preparatory activities that should be done to execute their plans. They will then identify target outputs and beneficiaries. Aside from monitoring the implementation of their plans, CM volunteers will also look into how KC-NCDDP is being implemented in their barangay. In this regard, they will also identify KC-NCDDP LGU and community commitments, KC-NCDDP activities, sub-projects to be funded which will be determined after MIBF in regular CEAC and after Municipal Forum for Accelerated CEAC. Once all of these have been identified, CM Volunteers will then identify the sources of information. Below is a template for the Monitoring Plan.

Monitoring Plan Template

Areas of Monitoring	Required Key Activities	Expected Outputs/ Beneficiaries	Sources of Information	Accomplishments by Mid Cycle	Accomplishments by End of Cycle	Remarks
BAP						
Commitments						
KC-NCDDP Implementation						
SPI						

How do CM Volunteers prepare the Work Plan?

After completing their Monitoring Plan, CM Volunteers prepare their Work Plan for the whole cycle. To do this, they will have to identify the simplest way of getting the required data and distribute the task among themselves. CM volunteers will also have to include in their work plan the preparatory activities and data analysis. Finally, they need to identify and address other requirements such as transportation costs, meeting place and other logistics. As a guide, CM volunteers can also refer to the Data Gathering Guide in implementing their work plan. This guide already identifies common information needs and who can help them getting said information. However, CM volunteers, with the assistance of ACT, MCT and LGU staff can identify other sources of data relevant to their Monitoring Plan. Below is a sample Work Plan and Data Gathering Guide.

Work Plan Template

Major Activities	Specific Activities	When	Who are Involved?	Resources Needed
Mid Cycle Monitoring	Ex. Community meeting, Interview MPDC, Review KC database			
End of Cycle Monitoring				

Data Gathering Guide

Areas of Monitoring	Information Needs	Source	How to get Info	Who can help?
BAP Status	Activity Updates	LGU and other partners' reports; Households, BAP	Interview, Group discussion, Review Reports, Survey	MIAC, MCT, BLGU
	Outputs			
KC-NCDDP Commitments	Technical Assistance	LGU reports, MOA, SIA	Interview, Group Discussion, Review Reports	ACT, MCT
	Institutionalization			
	Finance	ACT/LGU Financial docs.		
KC-NCDDP Implementation	KC-NCDDP Activities	KC-NCDDP database	Interview, Group Discussion, Review Reports, Review Database	
	Outputs			
Sub-project Implementation	Findings on completed sub-project	SPCR, Households	Review Reports, Interview, Survey	BSPMC, ACT, MCT, Mun. Engineer

What are the steps in data processing and analysis?

During data processing and analysis, CM volunteers are reminded to first review the data they have gathered and check if these are correct. By consolidating data from different sources, they can triangulate and determine if these are consistent with each other. Inconsistencies do not necessarily mean that the data are incorrect as there are cases where there are dissenting opinions among the different stakeholders. Based on the gathered information, CM volunteers must do the following:

1. Check if target activities where conducted
2. Determine if outputs were delivered
3. Identify reasons behind the accomplishment
4. Include anecdotes that will shed light to findings

Finally, CM volunteers should keep their data and findings in secured location for future reference.

How are community monitoring data to be used during Barangay Accountability Reporting?

During Barangay Accountability Reporting, CM volunteers will present their findings per monitoring area. They will also solicit feedback from the community, LGU and other stakeholders on their opinion and ideas from the presented information. As a community, they will identify how the monitoring data and feedback will affect KC-NCDDP implementation and in general, the development activities in the barangay.   Finally, they will facilitate discussion on how the monitoring findings will affect PSA revalidation, the crafting of the new BAP and in implementing KC-NCDDP in the next cycle.