



# Disability, HIV and AIDS Trust [DHAT]

Creating an Inclusive Society

## Field Visit Monitoring Template

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## Site Visit Monitoring and Reporting Form

**1.0 Name of Project:** \_\_\_\_\_

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

**Location** : \_\_\_\_\_

**Monitored by Name(s): and position:** \_\_\_\_\_

**Focal person at the field Name(s)** \_\_\_\_\_

### 2.0 Objectives of the field visit

The objectives of the field visit are

(a) \_\_\_\_\_

(b) \_\_\_\_\_

### 3.0 Data Collected

(a) Number of beneficiaries ( and gender proportions) in the project\_\_\_\_\_

(b) Number of equipment being used in the project\_\_\_\_\_

(c) Documents examined related to projects ( project expenditure and income, registers etc) \_\_\_\_\_

(d) Project performance ( No. of functional equipment, No. of products produced, amount of money generated per month etc)\_\_\_\_\_

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**4.0 Methodologies used**

(Direct observation, Interview, questionnaire etc)

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**5.0 Summary of major findings/Observations**

(a) Is the project being implemented according to agreed plans/ expectations?

Yes/No Why

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(b) Are there any challenges in the manner in which the project is implemented

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(c) What measures are required to address challenges

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**6.0 Recommendations**

(c) -----

(d) -----

(e) -----

**7.0 Next Visit Follow up Issues**

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