

Technical Assistance for Capacity building in Midwifery, Information and Logistics

Grants Program-Monitoring and Mentoring of Grantees

Subsequent to award of grant, monitoring and mentoring of grantees is an ongoing process. TACMIL health project, aims at exploring and finding out areas of improvement to add value to the program through the conventional monitoring process. The process is carried out for both technical and financial aspects of the program

Under each of these areas actions are carried out onsite as well as offsite. For onsite technical monitoring, Grants Technical Advisor (GTA) and Provincial Coordinators (PC) visit the program sites and to observe activities for quality, compliance and value addition. Besides observing the activities, follow-up of the Logical Framework for Monitoring is also carried out. This two-pronged strategy of guiding on a real time basis as well as following up with the design-stage documents ensures that the activities are on schedule, being conducted properly, quality standards as well as contractual and regulatory requirements are met. A time-bound action plan is developed in consultation with the grantee for corrective actions and quality improvement. This action plan is also followed up by GTA and PCs during their subsequent visits. PCs facilitate the work of GTA and issue technical directions through him. This eliminates confusion among grantees about source of technical direction/ guidance.

For onsite financial monitoring and mentoring, Grants Manager reviews the financial records for compliance with policies of the organization, contractual terms and applicable USAID regulations. Findings are discussed with grantees and corrective actions which could be initiated immediately are taken while actions requiring some time for implementation are documented and communicated to grantee. Follow-up of financial review findings is also carried out during subsequent visits.

Both the GTA and PCs make monthly travel plans with Grants Manager to synergize monitoring and mentoring efforts.

For offsite monitoring the GTA and grants manager work at TACMIL office. They monitor and mentor the NGOs through e-mails and telephonic discussions. Technical actions include:

- approval of event reports submitted by grantees
- approval of narrative progress reports submitted by grantees
- review and approval of IEC material developed by grantees
- technical assistance in areas of routine activities and program events

Similarly, while monitoring and mentoring budgetary and financial aspects of grants off site, invoices are reviewed for arithmetical accuracy, reasonableness and compliance with contractual and USAID regulations. Technical assistance is also provided in the areas of managing budgets and compliance with contractual/ USAID regulations.