## TIPs Tool 8

### Checklist for Monitoring Visits
**By Provincial and National Level Supervisors**

Two monitoring visits are foreseen during TIPs implementation and an additional 2 during dissemination of well-tested recipes. Issues to cover in each of these monitoring visits are provided below.

<table>
<thead>
<tr>
<th>Type of Monitoring Visit and by whom</th>
<th>Issues to Undertake</th>
</tr>
</thead>
</table>
| **1** Monitoring Visit 1 - TIPs Implementation Provincial and National Level Supervisors *(To coincide with counselling visit)* | 1. Review the following TIPs Tools completed by district officers:  
  - Tool 2.A and Tool 5 and respond to issues raised on these tools;  
  - Note down the advice given to the District TIPs Implementer in Column 2 of Tool 5 as per instructions;  
  - Review Tool 2.B and critically look at the possible improvements for negotiation with TIPs household, and where necessary, advise accordingly  
  2. Participate in some of the counselling sessions and provide support, where necessary;  
  3. Note the reactions of caregivers and the agreed actions to take and assist the district officers to complete Column A of Tool 4 immediately after the counselling session, if there is need |
| **2** Monitoring Visit 2 – TIPs Implementation Provincial and National Level Supervisors *(To coincide with 2nd follow-up visit or last evaluation home visit)* | 1. Review the Column B of Tool 4 and participate in some of the final follow-up visit to gain insight into the views of caregivers;  
  2. Assist district officers to summarize information collected on each household (on Tool 4) to compile it onto Tool 6;  
  3. Assist provincial supervisors to summarize information collected by each district officer (on Tool 6) to compile it onto Tool 7;  
  4. Assist in the preparation of a brief provincial report and development of a draft workplan for training community nutrition promoters and refinement of the community level implementation strategy. |
| **3** Monitoring Visit 1 - Promotion of Tested Improved Recipes District, Provincial and National Level Supervisors *(after one month up-start)* | Joint monitoring visit to:  
  - Monitor number of cooking demonstrations, attendance per cooking demonstration and record keeping using the form provided by the project;  
  - Monitor number of mothers being reached by each peer educator, and the outcome;  
  - Provide technical support, where necessary. |
| **4** Monitoring Visit 2 - Promotion of Tested Improved Recipes District, Provincial and National Level Supervisors *(2 weeks before Project Evaluation Workshop)* | Joint monitoring visits to:  
  - Assess number of households that are adopting improved complementary feeding practices  
  - Determine willingness of mother to continue with improved feeding practices;  
  - Identify issues requiring further attention or investigation, through simple community records and focus group discussions with participating households  
  - Assist in the preparation of a provincial report for presentation at the project evaluation workshop. |