

# 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

	Type of Monitoring Visit and by whom	Issues to Undertake
1	Monitoring Visit 1 - TIPs Implementation Provincial and National Level Supervisors <i>(To coincides with counselling visit)</i>	<ol style="list-style-type: none"> <li>1. Review the following TIPs Tools completed by district officers: <ul style="list-style-type: none"> <li>• Tool 2.A and Tool 5 and respond to issues raised on these 2 tools;</li> <li>• Note down the advice given to the District TIPs Implementer in Column 2 of Tool 5 as per instructions;</li> <li>• Review Tool 2.B and critically look at the possible improvements for negotiation with TIPs household, and where necessary, advise accordingly</li> </ul> </li> <li>2. Participate in some of the counselling sessions and provide support, where necessary;</li> <li>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</li> </ol>
2	Monitoring Visit 2 – TIPs Implementation Provincial and National Level Supervisors <i>(To coincides with 2<sup>nd</sup> follow-up visit or last- evaluation home visit)</i>	<ol style="list-style-type: none"> <li>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;</li> <li>2. Assist district officers to summarize information collected on each household (on Tool 4) to compile it onto Tool 6;</li> <li>3. Assist provincial supervisors to summarize information collected by each district officer (on Tool 6) to compile it onto Tool 7;</li> <li>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.</li> </ol>
3	Monitoring Visit 1 - Promotion of Tested Improved Recipes District, Provincial and National Level Supervisors <i>(after one month up-start)</i>	<p>Joint monitoring visit to:</p> <ul style="list-style-type: none"> <li>• Monitor number of cooking demonstrations, attendance per cooking demonstration and record keeping using the form provided by the project;</li> <li>• Monitor number of mothers being reached by each peer educator, and the outcome;</li> <li>• Provide technical support, where necessary.</li> </ul>
4	Monitoring Visit 2 - Promotion of Tested Improved Recipes District, Provincial and National Level Supervisors <i>(2 weeks before Project Evaluation Workshop)</i>	<p>Joint monitoring visits to:</p> <ul style="list-style-type: none"> <li>• Assess number of households that are adopting improved complementary feeding practices</li> <li>• Determine willingness of mother to continue with improved feeding practices;</li> <li>• Identify issues requiring further attention or investigation, through simple community records and focus group discussions with participating households</li> <li>• Assist in the preparation of a provincial report for presentation at the project evaluation workshop.</li> </ul>