Field Monitoring Plan

January - December 2021

Project Name: Human Rights and Justice Programme, UNDP

DATE (Month/Year)	LOCATION (District / Upazila)	MISSION MEMBERS (Name / Designation)	PURPOSE	METHODOLOGY
January 2021	*Manikganj*	- *Andrew Macgregor, Chief Technical Adviser, HRJP* - *Shankor Paul, Communities and Minorities Expert, HRJP* -	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs and other stakeholders* - *Discussion with beneficiaries and key stakeholders*
February 2021	*Dhaka (IPDS)*	- *Andrew Macgregor, Chief Technical Adviser, HRJP*	- *Online Programme discussion on Indigenous Rights and Policy issues* - *Provide information in the policy discussion*	- *Meeting with CSOs and other stakeholders*
March 2021	*Dinajpur.*	- *Shankor Paul, Communities and Minorities Expert, HRJP*	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders* -
April 2021	*Rajshahi*	- *Bithika Hasan, Gender Expert, HRJP* - *Andrew Macgregor, Chief Technical Adviser, HRJP*	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders*
	Cox's Bazar	- *Andrew Macgregor, Chief Technical Adviser, HRJP* - *Shankor Paul, Communities and Minorities Expert, HRJP/M&E Expert*	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs coalition and Radio NAF officials* - *Discussion with beneficiaries and key stakeholders*

May 2021	*Khulna;*	- *Lubna Yasin, Human Rights and investigation Expert, HRJP* - *Md Mahbubul Haque, Data Analysis Expert, HRJP*	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders*
June 2021	*Satkhira;*	- *Mong Sing Neo, Programme Officer, HRJP* - *Nondon Chandra Paul, Programme Assistant/M&E Expert*	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders*
July 2021	*Cox's Bazar*	- *Md Mahbubul Haque, Data Analysis Expert, HRJP* - *Durlov Chowdhury, Finance and Admin Associate, HRJP* -	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders*
August 2021	*Barishal*	- *Oli Chowdhury, Communication Expert, HRJP* - *Nondon Chandra Paul, Programme Assistant/M&E Expert* -	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders*
September 2021	*Mymensingh*	- *Taslima Islam , National Programme Coordinator , HRJP* - *Durlov Chowdhury, Finance and Admin Associate, HRJP* -	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders*
October 2021	*Moulvibazar;*	- *Andrew Macgregor, Chief Technical Adviser, HRJP* - *Shankor Paul, Communities and Minorities Expert, HRJP/M&E Expert*	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders*

November 2021	Habiganj	- *Shahreen Srabon Tilottoma, Programme Officer, Justice Component, HRJP* - *Durlov Chowdhury, Finance and Admin Associate, HRJP*	- *Progress monitoring and monitoring the activities of the partner CSOs* - *Provide quality assurance and programmatic support*	- *Field observations* - *Meeting with CSOs representatives* - *Discussion/Interview with beneficiaries and key stakeholders*

Guideline

- Use the table above. Expand it, if needed. Info in *Italic* is shown as an example.

- Add all field monitoring visits **planned in 2021**. **Plan is tentative due to the COVID-19 situation.**

- **Add only M&E-related field visits**. DO NOT ADD any other field visit for attending a workshop/meeting, which is not relevant to M&E.

- M&E-related field visits include but are not limited to: **progress monitoring, results/data verification, data quality check, survey preparation, field testing of survey instruments, enumerator's training, and data collection monitoring.**

- **Describe a methodology briefly**, if the purpose of field visit is progress monitoring or results/data verification, or data quality check. It cannot be a rigorous method due to limited time of a field visit, but a rapid method should be identified before going to the field.