

PROJECT INFORMATION

Project Number:

Project Title:

Length of Project:

Date of Project Commencement:

Project implementation Year:

Name of M&E Team member:

Date of visit:

Critical success factor	Key result area	Scoring 1 to 5	Comments
Project Management			
Management of the Filing Systems / Record keeping	Does the project have functioning filing systems to account for financial records, project outputs and other records? (Team, physically verify the files.)		
Materials management and storage	Does the project and communities have adequate materials, implements and equipment to carry out planned activities?		
Monitoring and evaluation (M&E)	Are the relevant M&E tools and methods currently being used consistent with CABMACC or District expectations and with adequate funding? Is the project able to find creative solutions to their problems/challenges?		
Office Equipment management and care	Is the office equipment being cared for and used for project purposes alone?		
Overall Score on project management			
Project Activities			
Relevance and achievement of project Objectives against plans	Is the project achieving its intended objectives, milestones and indicators?		
Project Implementation, involvement, supervision and reporting	Is the implementation plan up-to-date while using relevant plans and project documents		

Beneficiaries selection, management and involvement	Are activities reaching the target groups who are actively involved in planning, monitoring and record keeping while getting necessary feedback?		
Collaboration With other key stakeholders in Capacity Building	Are all collaborators actively involved in project activities without any conflicts or collisions and the overall networking within the area while encouraging learning?		
Overall score on project activities			
REPORTING			
Project reporting and involvement of stakeholder	Overall rating on project reporting with respect in inclusiveness, quality and timely submission		
Overall Score on reporting			
BUDGET and finances			
Financial Record keeping	Are the overall financial, records, reporting, accounting systems functioning adequately to account for the funds?		
Absorption Variances	How do activities carried out compare with the budget consumed?		
Operational Funds versus Activities	Is the project utilizing enough funds to carry out activities?		
Financial Reports and Transactions:	Is the expenditures within limits and team submitting the required reports on time?		
Projects sustainability	Overview of sustainability measures being put in place by the project, beneficiaries and other collaborators		
Overall rating on Finances			
Project Overall Rating			