Step 2: Monitor the activation

Monitoring should start right with EAP activation to ensure the FbF team will learn whether it was successful in acting early and as planned. The monitoring process should follow the details laid out in the M&E plan and the EAP monitoring form.

- Use the EAP monitoring form for the triggered EAP to monitor implementation – you can print the form and give it to NS staff and volunteers who are deployed to the field and then return them to the M&E focal point for consolidation.
    - Tool: EAP monitoring form template or EAP online monitoring form with examples.

You can track the EAP implementation progress either online or offline, depending on your preference.

Materials offline:

- Print out the EAP monitoring form on a large sheet of paper (A3 or larger), or copy to a flipchart, and continuously populate it as new information comes in. This has several benefits:
    - Everyone can see what information is being tracked and where the team stands vis-a-vis the EAP.
    - It increases the likelihood that the team captures all relevant pieces of information, new observations and learnings
    - Remaining empty fields will quickly (and visually) indicate potential focus areas where increased effort is needed.

Materials online:

- Or, use electronic tools for data collection. Consolidate information with M&E focal point and share with everyone involved in implementing actions.