

Step 1: Define how EAP activations will be monitored

The project or programme that was established in a given country to set up the FbF system, should have its own monitoring plan, in line with the project logframe. Once, the system is set up, a monitoring plan is also needed for the implementation of the EAP. This plan should cover the period starting from the moment the forecast reaches the pre-identified impact level and the EAP is triggered until the end of the activation. Monitoring tracks the performance of the implementing actors vis-a-vis their agreed and planned roles and responsibilities. The collection of monitoring data related to the performance of the EAP implementation will be important to later analyze whether the NS managed to act as early as planned and with the expected efficiency. The objective is to make sure that practices, behaviors and ways of implementing the EAP are analyzed to identify any shortcomings, constraints or bottlenecks that need to be removed and to identify design problems that must be addressed before the next activation.



Develop an EAP monitoring to clearly define which elements of the activation will be monitored and by whom – 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.

You can use the [EAP monitoring form template](#) or [EAP online monitoring form](#) with examples and adapt it to your EAP.

Note:

You need to [create a KoBo Toolbox account](#) to be able to access, copy and adapt this form; accounts are free for humanitarian organisations with unlimited use.

Clemens Gros describes the process of developping an M&E plan:

Video: <https://www.youtube.com/watch?v=1i9Kj6qJxn4&t=25s>