# FbF Early Action Protocol (EAP)

# Action Implementation Monitoring Form

***EXAMPLE, to be adapted to the country context***

Once a forecast reaches a predefined danger level, the early action protocol (EAP) is triggered. This sets in motion the implementation of the forecast-based actions, according to the responsibilities, timelines and locations defined in the EAP.

This form is an example of how teams can track the progress and results of their EAP implementation. It is suggested to creating a separate EAP monitoring form for each early action protocol. You can prepare the form in advance, to be ready for activation, by copying the actions and responsibilities from the EAP into this form.

An example of an online reporting form is included in section B. below. You can freely adapt and modify this to your needs.

**Country:** Examplandia

**Name & type of hazard:** Severe flooding following tropical storm *SoakusMaximus*

**Name of EAP / forecast-based action:** Cholera outbreak prevention: distribution of water purification tablets, water storage containers (jerry cans) and information materials

**Trigger: date & time danger level was reached:** 5 February 2018, 11:00 AM

**Expected lead time until hazard peak:** 4 days: flood peak expected for 9 February 2018 at 12:00 noon.

**Logframe / M&E plan reference:**

* Expected outcomes, outputs and activities included in logframe Outcome 2 (see [logframe example, Outcome 2](https://docs.google.com/document/d/1RikS4y9WQk42o7cgl_ucKZJcz2MuI29XmhsMNhz6zKk/edit))
* Indicator definitions, data collection mechanisms, responsibilities & frequencies in M&E plan (see [M&E plan example, Outcome 2](https://docs.google.com/document/d/1CeaTSs8ztOO2NXR8oyNzIBEjEQ80-yHyjZk4xijlhIw/edit))

**Name of M&E / EAP monitoring focal point:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. FUNDING MECHANISM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monitoring element** | **Responses (Yes / No)****(100%-0%)** | **When (in relation to trigger)** | **Justification** **(why?)** | **Action Point/ Comments** | **Responsible & by when** |
| 1. Have all the financial resources been released as planned? | *e.g. YES* | *e.g. 5 hours after trigger* | *e.g. Authorizing signature was delayed b/c trigger verification was requested by national disaster management office* | *e.g. Clarify trigger verification process with all relevant stakeholders before next activation to speed up process* | *e.g. FbF project coordinator, after current activation* |
| 2. Were all funds accessible for immediate action implementation?  | *e.g. NO* | *e.g. Only checks were available (starting 5 hours after trigger);**Cash available after 24 hours* | *e.g. Long queues at the bank meant delays in accessing cash; procurement of items had to rely on checks during the first day which caused delays with some vendors who usually don’t accept checks* | *e.g. Need to preposition cash in office safe, or establish agreement with bank branch for quick access to cash* | *e.g. Head of organization/ head of finance, as soon as possible* |
| 3. Were any irregularities encountered in managing the EAP funds? | *e.g. NO* | *e.g. N/A* | *e.g. All financial rules and regulations of the implementing organization were followed; separation of duties maintained* | *e.g. Payment processes could be further accelerated by switching to electronic payment receipts; consider this for next activation* | *e.g. Head of finance, after current activation* |

**B. ACTION IMPLEMENTATION MONITORING**

* When preparing this form for your country context, ensure to include all EAP actions and responsibilities in this table.
* This table can also be used for continuous monitoring during implementation; you can update the STATUS column regularly with the current status, or indicate the percentage completion (for example, “*action 35% completed*”)
* An [example of an online monitoring form](https://kobo.humanitarianresponse.info/#/forms/abWMHsFzqK87sQ3U5LiWRD) can be accessed [here](https://kobo.humanitarianresponse.info/#/forms/abWMHsFzqK87sQ3U5LiWRD), using [KoBo Toolbox](https://kobo.humanitarianresponse.info) (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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTION****(copy from EAP)** | **STATUS: Progressing/ completed as planned?** **(Yes / No / Completed)** | **Timing** **(in relation to trigger)****(copy from EAP)** | **Are responsibilities being fulfilled as assigned in EAP?****(copy responsibilities from EAP)** | **Any constraints to implementation? (logistics, access, conflict, etc.)** | **Any early feedback or reactions from beneficiaries/ affected communities?** | **Action points/ comments** | **Responsible & by when** |
| 1. Water purification tablets & jerry can distribution |
| 1.1 Update distribution plan according to the latest location and population figures in the impact-based forecast | **Completed as planned** | Planned: when trigger is reachedActual: when trigger was reached | FbF team: ✓ | Official population statistics for affected communities are outdated; needed to estimate current figure based on average population growth rate  | N/A | Work with government to get updated official population statistics asap | M&E focal point, as soon as possible |
| 1.2 Organize 4 trucks for distribution from government transport office | **No, completed late** | Planned: Within 12 hours of triggerActual: 24 hours | FbF team: ✓ (staff went to depot as agreed)Government: No, only 3 trucks are currently functional and ready for use | Shortage by 1 truck means an extra truck had to be hired from a commercial vendor at extra cost | N/A | Establish information sharing mechanism to have up-to-date information about vehicle availability at all times to avoid surprises in the future | Logistics focal point, after current activation |
| 1.3 Use trucks to fetch prepositioned AquaTab stocks and jerry cans from central warehouse | **No, completed late** | Planned: Within 16 hours of triggerActual: 26 hours | FbF team & government: ✓ (staff & trucks drove to warehouse as agreed)Warehouse owner: No, agreed supply quantities were not available at warehouse | Instead of 2,000 30-day rations, only 1,800 were available200 rations could be mobilized from other partnersHeavy traffic meant additional delays in fetching supplies | N/A | Establish information sharing mechanism to have up-to-date information about stock availability at all times to avoid surprises in the future | Logistics focal point, after current activation |
| 1.4 Convene volunteers in district office to organize groups for distribution & orient them on protocol | **Completed as planned** | Planned: Within 36 hours of triggerActual: 36 hours | Yes | Heavy rains meant meant difficulties for some volunteers to get to the meeting point | N/A |  |  |
| 1.5 Organize vehicles to bring volunteers to communities for distribution | **Completed as planned** | Planned: Within 36 hours of triggerActual: 36 hours | Yes | N/A | N/A |  |  |
| 1.6 Distribute 30-day supply of AquaTabs to each vulnerable household in affected communities | **Yes** | Planned: Within 48 hours of trigger; 100% of vulnerable community populationActual: 45 hours (ongoing but almost complete); 60 out of 100 vulnerable households reached | Yes | Of the 2,000 targeted households, 35 had already evacuated to neighbouring communities and were therefore not reached.There were 600 additional households in the target communities who were similarly vulnerable but for whom no supplies were available | Many beneficiaries indicated that they prefer liquid purification substances since they dissolve faster (perceived to purify faster)There was considerable outrage among those households who did not get any supplies but who felt they should be eligible | Review eligibility criteria for receiving AquaTabs in next revision of EAP | FbF team (led by coordinator), after current activation |
| 2. Information & sensitization campaign about cholera risks and safe WASH practices |
| Continue here... |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |