**Annex 13: quality review on monitoring**

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| --- | --- |
| Project name & acronym |  |
| Project reference number |  |
| Project officer |  |
| Title of call for subgrant proposals |  |
| Project beneficiary managing the sub-grant scheme |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Checks | | Yes/No N.A. | Comments |
| Does the project beneficiary? | | | |
|  | Ensure a mechanism for all questions and answers on implementation be publicised to all sub-grantees? |  |  |
|  | Carry out and document regular monitoring activities of the sub-grants? |  |  |
|  | Develop a plan for monitoring visits? |  |  |
|  | Ensure a risk management plan, including risk managers and/or committee? |  |  |
|  | Ensure that the risk register is updated regularly? |  |  |
|  | Develop a formalised data collection system including a regularly updated dashboard? |  |  |
|  | Ensure a whistle-blowing mechanism for sub-grant applicants managed by an independent person? |  |  |
| Are the procedures respected for all sub-grants?[[1]](#footnote-1) | | | |
|  | Are the mission reports for participation in activities properly filled-in and signed? |  |  |
|  | Are the minutes of the management follow-up visits properly filled-in and signed |  |  |
|  | Is the individual risk assessment grid updated after each visit? |  |  |

<Place>, <date> Prepared by <name of person who filled-in the checklist>

Signature

1. These checks may be carried out on a sample basis [↑](#footnote-ref-1)