Examples of monitoring mechanisms for DDR in Afghanistan

Monthly reports

Monthly reports must summarize the particulars of each former combatant, detail components of reintegration packages, such as toolkits, agricultural packages, and training materials. They must summarize the type of support provided, and the location of the training or implementation site. Monthly reports must be submitted together with a financial report and invoices. Where direct inputs were delivered to former combatants, these need to be detailed with either signature or fingerprints of former combatants from the caseload list affirming receipt of inputs.

Monthly reports are descriptive reports, and should include five elements:

- Tracking table for ex-combatants
- Activities and accomplishments
- Challenges encountered and lessons learned
- Planning ahead
- Financial Report with invoices attached

Quarterly reports:

The quarterly report is more detailed than the monthly report. In addition to the consolidated numerical facts, this report is supposed to present some qualitative aspects as well.

The quarterly report should include a detailed description of methods of implementation, the procedures for internal monitoring & evaluation, and details about co-operation with other organizations.

Quarterly reports are descriptive reports, and should include five elements:

- Assessment of IMPACT
- Assessment of RELEVANCE
- Assessment of EFFECTIVENESS
- Assessment of EFFICIENCY
- Assessment of APPROPRIATENESS
- Assessment of ATTRACTIVENESS and QUALITY
- Analysis of BEST PRACTICES:

Final reports:

The final report is far more detailed than the monthly or quarterly report. It summarizes and analyses the accumulative information over the period covered by the contract. The focus of the final report is on the overall impact of the project and on lesson learned for a possible replication in the future. The final report should cover the following areas:

- Assessment of IMPACT & SUSTAINABILITY
- Assessment of RELEVANCE
- Assessment of EFFECTIVENESS
- Assessment of EFFICIENCY
- Assessment of APPROPRIATENESS
- Assessment of ATTRACTIVENESS
- Analysis of BEST PRACTICES:
- Contribution to CAPACITY DEVELOPMENT

Source: ANBP programme, Afghanistan