

Annex A: PHCU Monitoring Tool for KCPs: MNCH-CBNC Demand Creation Action

Serial Number: /_/_/_/_/_

Form DC-I: CMI ACTIVITIES MONTHLY MONITORING TOOL – HEALTH CENTRE TO KCP

Woreda Name: _____ Supervising Health Centre: _____ Name of Health Post supervisor: _____ Responsible person: _____ Data collector _____ Name of Health Post: _____ Kebele Name: _____ Health Post code: _____

S/N	Activities	Progress			Date Activity Completed (DD/MM/YYYY)
		Not Done (0%)	Partially Done (1-99%)	Fully Done (100%)	
	Activities as per the Demand Creation Cycle				
1	Community Meeting #1: Organise the Community, Part I				
1.1	PHCU PRT oriented KCPs about MNCH-CBNC Strategy				
1.2	PHCU PRT together with KCPs identified community groups and individuals interested, affected, marginalised and influential to work on MNCH-CBNC issues				
1.3	PHCU PRT supported KCPs to prepare for their community meeting(s) to invite participation of those most interested/affected and the broader community				
1.4	KCP has conducted broader community meeting				
1.5	KCPs developed/adopted a mobilizing goal				
2	Community Meeting #2: Organise the Community, Part 2				
2.1	PHCU PRT has facilitated KCP Capacity Self-Assessment and reviewed the results				
2.2	PHCU PRT has built basic understanding of key MNCH-CBNC desired outcomes				
2.3	KCP has included interested and affected groups in its MNCH and has written a strategy				
2.4	KCP has clarified MNCH-related roles and responsibilities				
2.5	KCP has set norms for working together (how to work, when to meet, where)				
2.6	KCPs has documented MNCH baseline data				
2.7	KCP has regular meeting schedule				
3	Community Meeting #3: Explore and Plan, Part I				
3.1	PHCU PRT has explored MNCH-CBNC with KCP				

3.2	KCP has utilised MNCH Problem Tree (maternal and newborn) analysis with the community				
3.3	KCP has utilised MNCH Resource Map with the community				
3.4	KCP has utilised Small Group Discussion Guides with the community				
4	Community Meeting #4: Explore and Plan, Part 2				
4.1	KCP has analysed information learned during Explore phase				
4.2	KCP has set MNCH-CBNC priorities				
4.3	PHCU PRT has shared community MNCH-CBNC action plan matrix with the KCP				
4.4	KCP has discussed and decided who to invite to help with community MNCH-CBNC action plan				
4.5	KCP has set dates for community MNCH action planning				
5	Community Meeting #5: Support Community MNCH-CBNC Action Planning				
5.1	KCP has drafted its MNCH action plan based on priorities set in the previous stage				
6	Community Meeting #6: KCP-Conducted Meeting to Share the Action Plan with the Broader Community				
6.1	KCPs has assigned specific roles to CBOs in the kebele in its MNCH Community Action Plan				
7	Community Meeting #7: Act Together and Monitor				
7.1	PHCU PRT has conducted orientation on participatory leadership (for MNCH) for the KCP				
7.2	PHCU PRT has conducted orientation on resource mobilization and management mentoring for the KCP				
7.3	PHCU PRT has conducted orientation on conflict resolution for the KCP				
7.4	KCP is using the Community MNCH Bulletin Board and CBNC data as reflected in its minutes (to be filled and filed at every visit afterwards)				
7.5	KCP is conducting monthly meeting to review progress of demand creation activities (to be filled and filed at every visit afterwards)				

8	Community Meeting #8: Evaluate and Re-Evaluate (Once per Year)				
8.1	KCP has evaluated successes and challenges				
8.2	KCP organised events to celebrate successes				
8.3	KCP has re-done its MNCH-CBNC Action Plan for the new year				

Key Challenges Identified	Key Strengths Identified	Key Actions (Agreed)
_____	_____	_____
_____	_____	_____
_____	_____	_____
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ATTACH AN EXTRA SHEET IF NEEDED