

CCMN Oversight Visit Tool

Date of Site Visit (DD/MM/YYYY): __/__/____

Name of OC members:.....

Instruction: Please circle the correct response or fill in the blanks.

I. Background Information of the Visited Site

S.N.	Question	Answer	Remarks
1	Name of organization	
2	Address	
3	Role in the grant	1. PR 2. SR 3. Sub-SR 4. Service delivery site 5. Training 6. Other (specify).....	
4	Working area	1. HIV/AIDS 2. Tuberculosis 3. Malaria	
5	Grant Start Date (DD/MM/YYYY)	__/__/____	
6	Total Global Fund Budget (in NPR)	

2. People Met in the Site and Their Role

S.N.	Name	Position	Role
1			
2			
3			
4			
5			
6			

3. Observations/ Findings

<p><i>Some of the area to be included (as appropriate) in the visit report</i></p> <p>Key staff, Money, Stocks and drugs, Facilities, Accessibility of site, Observable interactions between providers and clients, Feedback from staff and providers, Feedback from clients and people at risk, Feedback from community members, leaders, and other stakeholders,</p>

4. Key Findings and Action Points

Key finding and action points can be structured around critical areas and key questions, such as, finance, procurements, implementation bottlenecks, results, Risk assessment, regular reporting, technical assistance need, and implementation coordination and so on. General impressions and issues to be addressed by the CCM

S.N.	Key Findings	Action Point	Key Responsible Person	Remarks
1				
2				
3				
4				
5				
6				

5. Major Recommendations to CCM for Further Action

S.N.	Major Recommendation	Remarks
1		
2		
3		
4		

Submitted by:	Submitted to:
Signature:	
Date:	

Guidelines: Oversight Visit to the PRs, SRs, and Service Delivery Sites

Purpose of Site Visits

Site visits are not undertaken to address day-to-day management issues (a PR role, see section 3.2) or to audit regular reports (a Local Fund Agent role). Instead, the CCMN's site visits have four main objectives:

- Make sure that activities are taking place in the field as defined in the grant and work plans
- Gain an impression of the quality of services, activities, and communications between providers and clients and an impression of the level of stigma around the programs and Global Fund diseases
- Observe the level of stock of drugs and pharmaceutical products and status of the last disbursement received
- Show staff, clients, and community that national leaders are interested in their situation by gathering comments regarding the programs and diseases to build credibility and trust

Guidelines for Site Visits

- **Issue-driven site visits.** These formal visits take place after the CCM Nepal meetings as a follow-up to the decisions made regarding a specific issue that have generally been identified through the oversight reports (especially dashboards). The purposes of such problem-driven site visits are to do the following:
 - Clarify issues arising from the oversight reports
 - Seek additional information on specific issues to enable the CCM Nepal to make appropriate decisions
 - Follow up on CCM Nepal decisions
- **General site visits.** Although site visits are usually undertaken as single-purpose, issue-driven trips, other general site visits may be conducted as an adjunct to on-going activities or systems (e.g., using existing monitoring systems). For example, PRs might bring some CCM Nepal members on their regular field visits. Similarly, if a CCM Nepal member is visiting an area with grant activity for other purposes, he or she may undertake a site visit as a CCM Nepal member. The main purpose of these additional visits is to help CCM Nepal members become more familiar with the grants. As with issue-driven site visits, even these general site visits are planned with site staff beforehand to avoid surprise visits and disruptions of grant implementation.
- **Logistics.** Site visits can take place at PR's or SR's offices, or project implementation sites. The number of participants to a field site (e.g., CCM Nepal members, PR representatives, and observers) should be limited to a small group that will be effective without overwhelming site operations
- **Role of associations of people living with and/or affected by the Global Fund diseases and CCMN members based outside the capital city.** These individuals are asked to carry out site visits in their geographic zones on a semi-annual or annual schedule. Transportation support may be provided if needed. Visitors report back on their visits to the full CCM Nepal during meetings or through their newsletter or minutes.
- **Sites to be visited shall be given adequate notice.** No surprise visits are allowed. Protocol must be observed (including providing prior notice of at least seven days and obtaining letters of introduction or approval from authorities to conduct the visits).

Sample Questions for Team Members to consider:

- PLWD/KAP – (1) What do you think of the service you have received here today or last time? (2) What aspects of the services you like? And Why? (3) What aspects of the services you do not like? And why? (4) Were there any difficulties for you to get to the service last time you used it? And why?
- Finance – (1) Did you receive your last disbursement? If so, when did you receive it and how much was it? (2) Do you still have funds in your account? (3) May we review together your disbursement plan for SRs and sub-SRs?
- PSM – (1) When did you receive your last delivery of drugs or supplies? (2) When did you last order more drugs or supplies? (3) Do you have any stock-outs today? (4) Have you sent drugs or supplies to SRs or sub-SRs? (5) Do you have any short-term expiries?
- Programme – (1) Have you received the SR reports on time? May we review together the SRs' activities according to their work plans? (2) Have you hired the staff as planned in the Global Fund project? (3) Did new staff receive the necessary training? (4) Is there evidence of harmonization of Global Fund activities with the other activities of the site?
- Risk management – (1) Do you have risk assessment and management plan? (2) What are the key risk you have identified or foresee during the implementation period (3) How do you think such risk can be minimised and whose role is it to address the risk