

# Annex IV. Monitoring Tool



International Organization for Migration (IOM)

## ANNEX IV. MONITORING TOOL



### OBJECTIVE

This simple tool is intended to help the project manager keep track of how the project has incorporated an RBA. The monitoring tool is a self-check tool that is easy to use and the idea is that the project manager or other core project staff starts to use it already during the situation assessment and analysis phase to make sure that the RBA has been incorporated from the beginning. The monitoring tool includes various statements covering rights principles such as non-discrimination, participation, transparency, etc. For each one of these statements, the project manager will tick the box “yes” or “no” depending on if the statement is accurate. If the project manager ticks “yes” it will then be important to explain “how” the particular principle has been incorporated. If the PM ticks “no” there is an option to explain why or mention if it will be addressed. It will be up to the PM to decide on how much to elaborate on each statement and whether or not any evidence or data should be provided. However, for future reports and evaluations, it will be easier if you try to elaborate a bit more and provide some data or other forms of evidence.

<b>Human Rights Principles</b> (Universality, Participation, Non-Discrimination, Interrelatedness, Transparency and Accountability)	<b>During Situation Assessment</b>	<b>During Planning and Design</b>	<b>During Implementation</b>
All marginalized and groups at risk have been identified and consulted.	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?
All stakeholders have been able to participate freely and meaningfully (e.g. CSOs, NGOS etc.).	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?
All data is disaggregated appropriately e.g. by sex, age and applicable prohibited grounds of discrimination or other relevant grounds.	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?
Steps have been taken to avoid, detect and address any potential discrimination.	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?
The project has taken steps to identify potential negative effects and/or conflicting right(s) for certain groups/ individuals and taken steps to mitigate these effects.	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?	How? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? Will this be addressed and how?