Effective monitoring is critical for deterring and detecting non-compliance or fraud (particularly nonfinancial varieties, which are invisible in accounts or audits). Systematic scrutiny can prevent noncompliance or fraud from occurring. If staff know they may be subject to unannounced spot checks at any time, this acts as a powerful deterrent to noncompliance or fraud.

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| ⬜ | Establish a practice of unannounced visits by senior management. |
| ⬜ | Ensure (wherever possible) that no individual monitors the same site two distributions in a row. Compare the results of two consecutive monitoring reports (each completed by a different monitor) at the same site. |
| ⬜ | Match the ration card/ID numbers recorded on the post-distribution monitoring questionnaire at the time of the interview against the master recipient list to validate that the interview was actually conducted. |
| ⬜ | Track incidences of noncompliance with distribution procedures and actions taken to remedy the problem. (Consider developing a spreadsheet or large wall chart with the name of each distribution site, problems identified, dates, and actions taken to correct problems.) |
| ⬜ | Compare distribution reports with the reports provided by the Food Distribution Monitoring Team to identify discrepancies. Remember, possible causes of discrepancies may include the following.* Lack of training or orientation
* Poorly designed reporting formats
* Site personnel’s fear of reporting honestly and freely on distribution activities/problems
* Receipt of short-weight deliveries from warehouses or transporters
* Collusion involving transporters and individual(s) responsible for receipt at the distribution site
* Damaged or spoiled commodities
 |
| ⬜ | Carry out qualitative interviews or focus groups with local authorities, staff, and recipients.  |
| ⬜ | Ensure feedback mechanisms for stakeholders to comment on monitoring reports. |
| ⬜ | Ensure distribution site reports and reports from monitoring visits are kept on file and made available to counterparts and donors as required. |
| ⬜ | Periodically assess the monitoring system itself to ensure it meets objectives. |