**Appendix 10b: Project Administration and Monitoring Framework**

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| **What do you need to know for administration and monitoring?** | **Where and how to find the information** | **How and when should the information be provided?** | **Who does what?** |
|  | **Information needed (question to be asked by project co-ordinator)** | **Indicators to monitor the information needed** | **Source of verification** | **Type of reporting** | **Frequency of reporting** | **Collects data** | **Stores data** | **Process data** | **Report** | **Coordinates** |
| **Objectives** |  |  |  |  |  |  |  |  |  |  |
| **Outputs** |  |  |  |  |  |  |  |  |  |  |
| **Activities** |  |  |  |  |  |  |  |  |  |  |
| **Inputs** |  |  |  |  |  |  |  |  |  |  |
| **Assumptions** |  |  |  |  |  |  |  |  |  |  |
| **Other items** |  |  |  |  |  |  |  |  |  |  |