Citizen-Based Monitoring Project close-off Reporting Template

For use by Citizen-Based Monitors

This template serves as a standardised format to capture and report on the results, challenges, and outcomes of Citizen-Based Monitoring (CBM) related to Municipal Infrastructure projects, e.g. water and sanitation projects within your Local Municipality. This reporting template ensures accountability and promotes transparency around municipal projects, empowers citizens to participate actively in governance and gives feedback and learning to the Council.

Section A: Basic Information

Ward Number	
Project Name and Location	
Name of Monitor(s)	
Date of Report Submission	

Section B: Progress Update on Water and Sanitation Projects

1. Project Overview and Milestones:
Briefly summarise, in bullet points, the project goals and planned activities.

2. Activities Monitored:

Date	Activity monitored	Responsible Party	Observation by Monitor/s
	e.g Pipe Construction	e.g Contractor	e.g 75% complete

Section C: Community Feedback and Public Participation

1. Community Involvement:

Describe how the community was engaged in the decision-making of the project/s:

. 1.1 If they were not, state the reasoning or the response from the Municipal Administration.

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1.2 If there were public meetings or consultations? Provide details (e.g., date, attendance, key issues raised and citizen monitors appointed).

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2. Citizen Feedback:
Summarize the feedback received from community members regarding the project when the monitor or ward committee provided feedback.

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3. Public Participation Challenges:
Highlight barriers to effective community involvement, if any.

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Section D: Challenges Identified

1. Key Challenges:

Outline any issues or delays encountered during the reporting period (e.g., technical, financial, or operational).

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Section E: Monitoring Outcomes

1. Current Status of the Project:
Provide a summary of progress against planned timelines.

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2. Impact on the Community:
Report on any improvements observed on the project e.g. access or quality due to the project interventions.

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3. **Recommendations for Improvement:**
List actionable recommendations for Council or implementing agencies to improve future project implementation.

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Section F: Additional Information

1. **Any Other Observations or Comments:**

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2. **Supporting Evidence:**
Attach photos, meeting minutes, or any other documentation supporting the report.

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Signatures

Citizen-Based Monitor(s):

Name: _____ Signature: _____ Date: _____

Public Participation Officer:

Name: _____ Signature: _____ Date: _____

Council Acknowledgment:

Name: _____ Signature: _____ Date: _____