iMonitor

iMonitor reporting template

Monithon reporting module for monitoring public contracts

MONITORING PUBLIC CONTRACTS

Monitoring a public contract is another dimension of **civic monitoring** that allows you to make sure that the funds allocated to your community are effectively reaching the people who should benefit from them.

Public contracts are a key piece of how public resources are transformed into **actual goods, services, or infrastructure that directly affect citizens' lives**. They define the conditions by which selected SUPPLIERS, i.e. companies hired to provide them, are to deliver those goods, services, or works when and where they are needed.

At the same time, public procurement is a part of the public administration that is vulnerable to **inefficiencies and loss of resources through corruption and fraud**, and this can happen in many different ways. For instance, ideally, suppliers are selected through **competition** to allow public agencies to award contracts under the most cost-beneficial conditions. However, often contracts are awarded in a way that lets someone unduly profit from them. This may be the case if the selection process is **deliberately made less competitive to benefit a particular supplier**, perhaps a company linked to public officials involved in the selection process. A supplier may also receive the contract at a higher cost than necessary or justifiable. In some cases, problems are observed when the contract is being implemented: the conditions established by the contract are not met by the supplier and those who should benefit from the contracted goods, services, or works receive them in lesser amounts or substandard quality, or in serious cases may not receive them at all.

Monithon now allows you to monitor this side of public policy implementation as well.

Through the iMonitor initiative, you can access a series of training modules to help you understand basic aspects of public procurement and how it can be manipulated against the public interest. These will show you how to monitor selected contracts on the ground, collect evidence of whether a contract is being correctly implemented or not, and report the problems identified to the right authorities using this reporting tool. This can effectively help **identify problems while they can still be remedied**, making sure that goods, services, and works are being delivered effectively to citizens.

The reporting template includes three parts, following a similar structure as the report for monitoring projects, where you will do your part:

Step 1 - Desk analysis

Step 2 - Contract implementation

Step 3 - Results and impact

Each section has additional instructions on what pieces of information can be collected, where and how to collect them, as well as what is most relevant about them and what you should keep an eye out for.

All fields can be filled in automatically, but thanks to the Opentender URL some might appear pre-compiled. Always check for the information to be correct!

The questionnaire covers many aspects of monitoring a contract, **but all questions are optional and responses can be edited before the report is submitted**. The more information you collect, the better! You can find practical tips for writing your report in our iMonitor manual: Monitoring Public Contracts.

URL of the selected contract from Opentender:

Once you insert the URL of the selected contract from Opentender, some sections might be automatically filled in through the import of data. Yet, not all information is always available in their database. Always check twice if data has been imported and if not, you need to search for them manually.

[IMPORT DATA

Report title

Author of the report

These three sections (URL, Title and Author) remain visible for the whole completion of the form

STEP 1 - DESK ANALYSIS

MONITUTOR - STEP 1

Monitoring the **implementation of a contract** involves essentially verifying whether what is defined on paper, i.e. in the contract, is taking place in reality, where the contract is being implemented.

To assess this, some basic information from the contract itself and other related documents is important. Key documents may include:

- **contract**;
- **contract extensions and modifications** (if applicable);
- **contract implementation reports**;
- **payment orders** and **invoices**;
- for construction projects, **technical documents** (e.g. blueprints, material specifications), and **progress reports**.

Relevant background information on the awarding process may also be useful to gather information on how the supplier was selected. For this, an additional document that may be obtained is the **bid evaluation report** issued by the tender evaluation committee.

These may be accessed through online platforms with public procurement data, or requested by a public information request to the contracting agency or the responsible public procurement authority.

Other additional information may be useful too. For example, you can conduct a web search on key terms from the contract description (e.g. construction of a school in district XYZ) and the buyer (e.g. Municipality of XYZ) to find relevant background information on the contract or related project, which helps to understand more about the context of this particular contract and to what policy it is related. This can be reported in **Section A: Project/Programme information**. In this section, there is also an indication if the contract is linked to a project funded by the EU and where you can find information about it.

In **Section B: Contract information**, by inserting the link to the selected contract on the platform opentender.eu in the corresponding field, basic data on the contract will be automatically imported, including a contract integrity profile. You can edit that information or enter contract details from the contract obtained through the collected documentation or official

data. These offer an overview of <u>what</u> the supplier is supposed to deliver, <u>when</u> and <u>at what cost</u>, and also some key conditions for the delivery, as well as whether there have been relevant modifications to those terms, which can sometimes indicate some type of manipulation.

Finally, if you want to dig a bit deeper you can also do some research on the supplier and add the information you find in **Section C: Supplier information**. These cover contact and registration information about the supplier, as well as other relevant information that you may find which could indicate additional corruption risks in how the contract was awarded. If there are subcontractors specified in the contract, you can also look up the same information on them and include them in the report.

Section A: Project/Programme information

Is this contract related to an EU-funded project?

[automatically imported from opentender.eu] YES/NO

[*If yes, this question appears, then the following:*]

URL of the project

If you have identified an EU-funded project to which this contract is linked, you can include the corresponding URL here. General information on relevant EU-funded projects can be found on the EU Regional Policy portal, and more detailed project information is also available on the Kohesio portal and on projects funded by the Recovery and Resilience Facility.

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[*If no, we go directly to the following questions:*]
Total amount of funding received by the project

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Main policy area

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[selection menu with a list of options amongst: Transportation, Environment, Education, Innovation,
Culture and Tourism, Health, Energy, Urban and rural regeneration, Enterprise
competitiveness,Employment and labor, Public order and security]
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Policy programme

If you have identified a policy programme to which this contract is linked, you can mention it here. You may find information about this in the contract itself, through an online search on the object of the contract, or when you interview representatives from the contracting agency. If you're able to, include the link to the Policy programme information you found.

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Section B: Contract information

MONITUTOR

This section imports several fields automatically from data available for this contract on opentender.eu. It also includes an integrity profile for each tender and contract, based on selected procurement corruption red flags. A lower integrity score is associated with a higher risk of procurement corruption.

If you have not selected the contract directly on opentender.eu, the information can be included by inserting the corresponding opentender.eu link at the top. You can complement it with information from other sources (e.g. national procurement portal, copy of contract). If you find a divergence of information between data from opentender.eu and the original contract, you can correct the information in the corresponding field. In that case, please make sure to attach the respective documentation to justify your corrections.

Opentender.eu source

```
[link to opentender.eu page]
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Contract title

[automatically imported from opentender.eu]

Contract object: What is the exact product you are monitoring? (CPV code and description)

[automatically imported from opentender.eu]

Contracting body: Which agency awarded the contract?

[automatically imported from opentender.eu]

Supplier: Who was awarded the contract?

[automatically imported from opentender.eu]

Contract value: What is the total contract value, as established in the original contract?

If the final price imported from opentender.eu does not correspond to the contract value as specified in the contract, please include the original contract amount here.

[automatically imported from opentender.eu]

Contract integrity profile (opentender.eu - Overall Score automatically generated)

Indicator	Score	Raw value
Integrity		
Bidder number		
Call for tender		
Procedure type		
Advertisement period		
Length of decision period		
Tax haven		
Benford's law		
Supplier's contract share of buyer spending on public procurement		
Distinct markets		

What type of contract are you monitoring?

This refers to the primary category of the public contract you are monitoring. Public contracts can generally be classified into three main types: supplies (goods), services and works.

- *Supplies: Contracts related to the purchase of physical items, such as office supplies, vehicles, or medical equipment. For example, if your city government is buying new office furniture, it falls under the "supplies" category.*
- *Services: Contracts for various services, such as* **engineering design service, supervision and audit of a waste management process, environmental impact assessment***.*
- *Works: These contracts involve construction or infrastructure projects, including roads, bridges, public buildings, and utilities. For instance, if your local government is building a new park or renovating a school, this contract would fall under the "works" category.*

[automatically imported]

[In case the option "Works" is flagged, this additional Monitutor section appears:]

MONITUTOR

The new edition of the iMonitor project aims to address high-risk areas, like construction projects, to contribute to increased oversight for EU-wide policy priorities. Since you have chosen a project within this area, you can find additional questions and guidance in this questionnaire, as well as in the training materials you were provided in earlier stages of the project.

Signature date: When was the contract officially signed?

[date]

Start date: What is the start date of the contract period, as established in the original contract?

[date]

End date: What is the end date of the contract period, as established in the original contract?

Please, specify here the original date as established in the original contract. Any change in this original date must be reported in Step 2 - Contract Implementation

[date]

Implementation/Delivery site: Where are the purchased goods/hired services/contracted works to be delivered?

You can include here the address of the implementation/delivery site as specified in the contract. If there is more than one site, please use the "Add further Implementation/ Delivery site" button below.

+   Add Another Implementation/Delivery site

[MAP APPLICATION FOR VISUALISATION]

Implementation/Delivery schedule: If this information is available in the contract, when are the purchased goods/hired services to be delivered? / What is the planned date of completion for the contracted works, if specified in the contract?

Contract supervisor: What is the name of the person designated by the contracting agency to supervise the contract and its implementation?

The **contract supervisor** *is the person in charge of overseeing and ensuring the proper execution of the contract for the contracting agency. Their role is crucial in public procurement to guarantee that the contracted work or services meet the specified standards. The contract supervisor is responsible for:*

- *Monitoring Progress: They track the project's progress to ensure it stays on schedule and within budget.*
- *Quality Assurance: They ensure that the delivered goods, works, or services meet the required quality and performance standards.*
- *Compliance: The supervisor ensures that the contractor follows all specified terms and conditions in the contract, including legal and environmental regulations.*

Contract supervision is essential in public procurement as it helps prevent issues such as cost overruns, delays, and substandard work. It also ensures transparency and accountability, as the supervisor acts as a watchdog on behalf of the public. For instance, if a city hires a construction company to build a new school, the contract supervisor ensures that the supplier meets contract conditions and completes the project on time while adhering to safety and quality standards.

Subcontracting: Does the contract designate other companies to provide part of the contracted services/works?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Kommentiert [4]: @alan@monithon.eu in all "yes-no-third option" answers, the last "third" option and the lines below have changed compared to iMonitor1.0

[*If yes, another set of questions appear, until "Contract modifications"*]

Who is/are the subcontractor(s)?

Subcontractor name	Subcontract value

+   Add Another subcontractor

Are all subcontractors named in the contract (or formal notice) before starting implementation?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Total value of subcontracted services: What is the total value of services/works to be provided by other companies, according to the contract?

[automatically calculated from previous fields]

% of services subcontracted

This refers to what share of the works or services in a government contract are outsourced to other companies, compared to the whole contract's value. It helps us see how much subcontracting is happening in the contract and how it affects the project. Procurement legislation often limits how much of the work can be subcontracted in a government contract. For example, in a given jurisdiction the law might say that no more than 30% of the contract's value can be subcontracted. These rules are there to avoid overreliance on other companies and to ensure that the primary supplier still plays the main role in implementing the contract.

[automatically calculated from previous fields]

[If option "Works" is flagged, the following questions appear:]

Are there implementers observed on site/in deliverables who are not listed as supplier/subcontractor?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

[If yes to the above, the following box of questions appear:]

Name(s) / company(ies):	

Where was it/were they observed (site location or deliverable reference):	
Date/time observed:	
Description of evidence (logos/badges, vehicle markings, staff lists, metadata, signatures, etc.):	

You can add any relevant files/photos/docs to document this finding in the "Documents upload" section.

Contract modifications: Has the contract been amended or extended?

Contract modifications alter the contract's initial terms and conditions and can involve adjustments to project scope, budget, timelines, and other crucial elements. They must comply with the conditions for modifications established in the original contract, as well as with limits established in the applicable public procurement legislation (at the national and EU level). The publication of a contract modification notice is also required.

These modifications are typically made to accommodate unexpected situations, changing project needs, or to correct errors or omissions in the original contract. They may, for instance, be used to extend the contract's duration beyond the initially set end date, due to reasons such as project delays, additional work requirements, or the need for extra time to complete the project, or also to adjust the contract value within legally defined limits.

Contract modifications can be vulnerable to corrupt practices if they lack transparency and proper oversight. They can be exploited to manipulate contract terms and inflate costs, resulting in the misappropriation of public funds. Therefore, it is important to closely monitor these aspects of a contract because they can significantly impact the use of public funds and the overall project's outcome, and it is essential to ensure that these changes are justified, within legal limits and in the public interest.

It is also important to note that these modifications should not change the environmental requirements set out in the development consent or environmental decision (if such a decision was issued), especially when the project was subject to an Environmental Impact Assessment (EIA) procedure. Environmental conditions may concern for example the methods of carrying out construction works, water management, the protection of flora and fauna, environmental compensation measures, or additional monitoring requirements.

A useful question to assess the extent of this change is: How many modifications resulted from circumstances that a diligent contracting authority could not have foreseen, and/or from additional works, services, or supplies by the original contractor that became necessary but were not included in the initial procurement?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation
Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

[*If yes, another set of questions appears:*]

Were the modification(s) published and signed?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation
Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

What does/do the modification(s) change?

☐ Value increase
☐ Time extension
☐ Scope change
☐ Other:

[*In case of "time extension", this set of questions appears:*]
Extended end date:

You can fill out the corresponding field depending on how the extension is defined in the contract modification. Some contracts may specify a new end date, others may define an extension for a certain period (e.g. 90 days).

What is the new end date of the contract period, as defined in the last contract modification?

By how many days is the initial contract period being extended in the contract modification(s)?

% increase in contract duration

[automatically calculated from previous fields]

Is there a written justification citing the legal ground(s) or unforeseeable circumstances?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

New contract value

You can fill out the corresponding field depending on how this is defined in the contract modification. Some contracts may specify a new total contract value, others may define an amount by which the contract value is increased (e.g. an increase of EUR 30 250).

What is the new total contract value, as defined in the last contract modification?

By how much is the initial total contract value being increased in the contract modification(s)?

% increase in contract value

[automatically calculated from previous fields]

Section C: Supplier information

In contracts involving multiple enterprises (enterprises that submitted their proposal but were not awarded the contract), it is important to identify potential connections among the awarded company and them, in order to assess whether genuine competition existed during the public procurement process. This includes research and analyse data for all the bidding enterprises that participated in the procurement process but that they were not awarded the contract.

Company information

Based on the company's location data, you can also verify images of its address on Google Street View, if available. You can also conduct a basic internet search with the company's name to see what additional information can be found.

| Name | [automatically imported from opentender.eu] |

Address	[automatically imported from opentender.eu]

Postal code	[automatically imported from opentender.eu]
City	[automatically imported from opentender.eu]
NUTS code	[automatically imported from opentender.eu]
Country	[automatically imported from opentender.eu]

Contact information

Phone number	
Email	
Website	
Other	

Registration information

Registration information about a company can typically be obtained from public sources, such as government agencies responsible for business registrations. In many countries, this information is available through dedicated online platforms or entities such as business registries, chambers of commerce, or private providers. However, some common restrictions may exist:
- *Personal information of company owners or shareholders may be restricted by data protection regulations;*
- *Fees may be charged for accessing documents or conducting searches on a company;*
- *Access may be subject to security measures, like captchas or user registration or authentication, to prevent misuse or unauthorised access.*

At the European level, there is a [centralised search engine](#) *that retrieves information from national registers in member countries. Data from other jurisdictions can be accessed on* [opencorporates.com](#)*.*

Company ID	
ID type	[Company registry ID, VAT ID]
Business activities (and codes)	

Foundation date	
A younger supplier (e.g. a company constituted less than 12 months before being awarded the contract) may indicate a risky supplier profile.	
Legal representative(s) - name and ID	
Shareholder(s) - name and ID	
Other related individual(s) - name and ID	

+   **Add another company (e.g. subcontractor)**

Additional relevant information

MONITUTOR:

Here you may report any additional information that might be associated with a higher risk of corruption or irregularity associated with this supplier. You may consider the questions below:

1. Does this company lack sufficient indication that it is a legitimate and established business (e.g. no website or presence on web platforms that promote its business; no physical indication of its activities on an image of its headquarters; no other information on the company on the web)?

2. Have you identified any links between individuals related to the supplier and the contracting agency? You can perform web searches with their names and check whether any of them is a public official linked to the agency that awarded the contract, which could indicate a potential conflict of interest.

3. Have you identified any links between the supplier and a political figure? You can check if individuals linked to the company occupy or have occupied elected office or have known connections to politicians, according to the web search.

4. Have you identified any links between the supplier and other firms? You can see, for instance, whether the supplier's representatives, managers or shareholders are also registered in connection with other companies. You can also check whether there are other companies with the same address or contact information (phone number, e-mail).

5. If you are monitoring a works contract and you have had access to the technical documentation of the project, you may consider verifying whether there are immediately apparent links between the supplier and the company/professionals responsible for elaborating that documentation, which could be an indication of access to privileged information.

6. Can you find information that this company has been previously sanctioned for failing to deliver on other public contracts? You can check information on blacklisted suppliers often disclosed on public procurement portals or submit an information request to the public procurement authority, for instance.

- **Save**

STEP 2 - CONTRACT IMPLEMENTATION

MONITUTOR:

Now that you and your team have done your homework and collected the necessary background information and documentation, it is time to monitor actual contract implementation. In general, this is best done by visiting the contract implementation site, or selected sites, if there is more than one. There you can verify concretely whether the goods, services or works hired are being or were delivered according to contract conditions. You can consult the iMonitor manual **Monitoring Public Contracts** for practical guidance on how to plan and organise this part of the monitoring work, what to look for and how to document the evidence collected for reporting later.

Even if you are unable to inspect the implementation site, try to conduct the assessment based on the documentation obtained during the desk analysis. You can also gather information by interviewing relevant individuals, such as a representative of the contracting authority, in particular the designated contract supervisor, or a representative of the supplier. If you are monitoring a works contract and cannot access the site directly, you can try interviewing residents in the surrounding area.

[This section appears only if "Works" as contract type is flagged:]

Before visiting any construction site, you must first obtain approval from the client or relevant authorities. This ensures that your visit is authorized and coordinated with the site management to avoid disruptions and potential conflicts. Always confirm the date, time, and point of contact before traveling to the site.

Construction sites can be hazardous environments. Risks include moving machinery, falling objects, uneven surfaces, and restricted zones. Exercise extreme caution at all times:

● Wear appropriate protective gear (helmet, safety boots, high-visibility vest).
● Stay within designated safe areas and follow all site instructions.
● Do not interfere with ongoing work or equipment.

Site inspection: Were you able to carry out a site visit (of any of the implementation/delivery site(s) indicated in the contract)?

Site visits often require prior approval to enter the premises, particularly for secure or restricted locations (e.g. construction sites, storage yards, or controlled facilities). In most cases, the contracting authority (client) or the main contractor is responsible for granting access.

If you were not able to visit the site, please indicate whether:

- *You were denied or not granted entry, or*
- *The question was not applicable [for example, if the contract involves only services or supplies with no physical site], or*

☐ Yes
☐ No

[If Yes is selected, an additional question appears as to which site(s).] If No is selected, two additional questions appear on why not]

Which site has been inspected?

Here you can select the site from the ones indicated in the previous section. If you and your monitoring team visited more than one site, you can use the "Add another site" button below. Please include the date when you conducted the inspection.

Inspected site	Inspection date
[drop-down selection from the sites listed in the previous section]	

+ Add another inspection

Update inspection site list

[If No is selected, an alternative question appears on why not]

Why not?

You can indicate here one or more reasons why you/your monitoring team were not able to visit an implementation site.

☐ Access to the site was denied.
☐ The site could not be precisely located.
☐ Insufficient resources.
☐ Other:

If possible to understand, who refused access? Record name, date/time, and stated reason

What is the implementation status of the project?

☐ A. Not started (The contract is in force but actual implementation has not begun according to the implementation schedule.)
☐ B. Ongoing (Implementation has already begun.)
☐ C. Finished (Implementation reported as completed and the contract has ended.)

NOT STARTED: [If A is selected, an additional question appears on reasons for the delay]

If you have information on why implementation has not started as planned, you can include them here.

ONGOING: [If B is selected, additional questions appear, until "Investigation methods":]

Is contract implementation following the established schedule?

Consider whether the delivery of goods/services/works has started according to the agreed schedule and if implementation is progressing without significant delays. This data can be obtained from contract implementation reports, on-site observations, or interviews with individuals overseeing the implementation process. If there have been delays, try to gather and report information on what has caused them.

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Are goods/services/works delivered in the quantities and quality required in the contract?

You can check whether the documented deliveries on-site match the quantities specified in the contract. It is also important to verify if the goods, services, or works delivered meet the agreed-upon technical specifications. For instance, ensure that purchased notebooks contain the correct number of pages and paper density, or that purchased computers have the specified processor speed.

Interviews with recipients or beneficiaries of these goods and services can also provide valuable insights into whether the quantities delivered and the quality of the items meet expectations for their use.

If you are monitoring a works contract and have access to technical documentation, you can

assess whether the delivered works correspond to the blueprints and material specifications. You can also observe the overall quality of the delivered works from a technical standpoint, looking for any visible flaws or technical issues.

[For "Works" contracts, the following section appears:]

In the construction projects you may verify if the environmental protection measures and devices were implemented in accordance with the approved design and technical specifications. For example, aspects such as water drainage, retention reservoirs, greenery planting, and noise protection devices. Where possible to observe, list up to 3 specific items (e.g. m2 paving, lm kerb, m3 concrete, playground equipment, trees, benches) and note any variance >5% between observed and paid quantities).

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Are issued payments consistent with the observed implementation status?

Infobox: If you have access to payment orders and invoices, you can check whether goods/services/works documented as having been delivered and paid for correspond to what has been observed on-site or to what is documented in implementation or progress reports. This can be especially relevant in a contract with multiple implementation phases and payments in installments after each phase is concluded. For example, in the construction of a playground, you can check if all parts of the project reported as implemented and paid for have in fact been concluded or not.

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

*[displayed only when contract modifications are indicated in the previous section - both conditions apply, option B **and** modifications]*

Have contract modifications been justified in writing?

Contract modifications usually require written justification as to why they are needed for the continuation and conclusion of the contract. You can check if the obtained documentation includes detailed justifications for any existing contract modification.
If you are monitoring a works contract, you can also assess whether contract modifications are justified from a technical perspective. For example, you can assess whether the changes involve services that were clearly needed and should have been part of the initial tender, or conversely, if they include services that are unnecessary or not cost-effective from a technical perspective. In cases where there are cost modifications, you can also consider whether the pricing of the included services aligns with market standards.

Also, were environmental mitigation measures consistent with the contract modification?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Where possible, do observed on-site changes correspond to signed, priced modifications (variation orders) approved by the buyer?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Are other contract provisions being fulfilled?

Public contracts have other specific provisions for proper implementation. Here are some relevant points to check while monitoring them:
- Are goods/services/works being provided only by the supplier and subcontractors specified in the contract? This can be verified by examining documentation, identifying equipment on the site, checking workers' uniforms, and interviewing individuals at the site and nearby residents. If there is evidence of informal or additional subcontracting, please provide a description and mention which other companies seem to be involved in the contract's execution.
- Is the contract being supervised by the assigned contract supervisor from the contracting agency? You can check if implementation documents (such as payment orders and progress reports) are signed by them or by asking people at the site if they regularly visit. Note that, in large infrastructure projects, the works supervisor can be a company, selected via separate procurement procedure. The supervision team can also include environmental supervisors that monitor environmental mitigation plans. Is that applicable as per contract?
- If award criteria referring to green procurement be introduced, was the fulfillment of above mentioned criteria monitored during performance of the contract?
- If the supplier violated any contract provisions, have any penalties been imposed according to the contract terms? You can review the implementation documents to see if there are records of written notices or fines applied.

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Where possible to observe, do company identifiers on site (equipment decals, PPE logos, vans) match the supplier/subcontractors listed in the contract?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

[*If no to the above is selected:*]
Please, list the observed identifiers:

FINISHED: [If C is selected, additional questions appear, until "Investigation methods"]

Did the supplier fully deliver the agreed goods/services/works as specified in the contract?

> *Here, you can report whether the implementation as observed at the site matches completion certificates or if it's incomplete. If you are monitoring a works contract, check if the contracting agency conducted a proper inspection of the completed project. You can also talk to recipients or beneficiaries of goods or services and find out if they have any complaints about partial delivery.*

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Did the delivered goods/works remain in an acceptable state following contract completion?

> *If the implementation of your selected contract was complete at the time of monitoring, you can also observe the conditions in which the goods and works delivered were found when you visited the site. Some observable issues (e.g. loosening paint, wall cracks, poorly installed equipment) only a few months after completion could point to inadequate contract implementation and are worth reporting.*

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Are the procured goods being used for the intended purpose and by the intended beneficiaries?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

In the case of a works contract, is the project complete and fully operational?

☐ Yes
☐ No
☐ If you can't answer yes or no, please provide explanation

Please include more detailed information in the field below. If your answer was "No", describe the problems uncovered. If you can't answer yes or no, please provide an explanation. Remain as factual and precise as you can.

Additional relevant information

Investigation methods

Sources
[multiple choice]

☐ Web research
☐ Request for documentation
☐ Site inspection
☐ Interview/meeting with representatives of the contracting authority
☐ Interview/meeting with contract supervisor
☐ Interview/meeting with people responsible for contract implementation
☐ Interview/meeting with final beneficiaries of contracted goods/services/works
☐ Interview/meeting with other types of people (e.g. nearby residents)
☐ Other:

In the case of online sources, which ones did you use?

Who did you interview? You can list here their names and roles.

Name	Role

+ Add another interviewee

Have you been able to access all the key documentation for the monitoring?

	Yes	No
Contract	☐	☐
Contract extensions and modifications (if applicable)	☐	☐
Contract implementation reports	☐	☐
Payment orders and invoices	☐	☐
For construction projects: technical documents (e.g. blueprints, material specifications) and progress reports	☐	☐
Bid evaluation report	☐	☐

If you could not access all documentation, please indicate the obstacles faced. You can add additional comments below

☐ Documentation was incomplete
☐ Documentation was not obtained in time
☐ Request for access was not granted
☐ Other:

Please include more detailed information in the field below. Remain as factual and precise as you can.

File upload (Step 1: contract, contract extension, documents, screenshots with supplier/subcontractor information; Step 2: pictures, videos)

Upload here the documentation and other relevant information you were able to collect from the desk analysis and on-site.

If you like, you can add a brief note about that file and what it documents [e.g. Contract, Extension, Picture of …, Video of …].

If you have more than one file, use the "Add another file" button below.

! Max document size per upload: 8mb

[file name]	[description]

+ Add another file

Connect the dots: final summary

In this answer, we would like to read a final summary of your monitoring. Tell us the story of what you saw, read and listened to. This content will be then reported at the top of the report, as an abstract which could be useful if your report will be filled before a national authority if some relevant irregularities have been detected or if it will be distributed more widely. Be as precise and objective as possible; the summary should be based on the data collected throughout the monitoring process. Don't make statements that can't be proven with the data obtained, that should be included in the report. Use respectful, clear, and concise language.

- **This report is ready to be reviewed**
  This report is now closed for changes by monitors, and the Editorial team will take it in charge

- **Save**

STEP 3 - RESULTS AND IMPACT

This section aims to be a tool for promoting monitors' reflection to provide their personal perspective on the monitoring process. Your contribution to this section will bring important value to the iMonitor methodology and contribute to improving it.

This final step focuses on insights, lessons learned, and the perceived impact of the activity from your point of view. This process is about creating dialogue and awareness. Even small findings can bring important debate about integrity in public procurement as well as to raise awareness and support the visibility of civic monitoring.

You are encouraged to:

- *Share openly your impressions, even if the results achieved during the monitoring process are not "impressive" or you have not found any irregularity in the contract. Every observation is valuable and contributes to building a realistic picture of the situation.*
- *Consider how the monitoring process and/or an anonymous version of the report could be disseminated and if you are planning any dissemination.*

Public authorities

If this report was sent to a public anticorruption authority, have they reacted to your report?

- ☐ Yes, feedback was provided about the report
- ☐ The authority acted upon (e.g. an investigation has started or other actions)
- ☐ No

New connections that you generated

How did you disseminate or are you disseminating the results of your civic monitoring?

- ☐ X/Twitter
- ☐ Facebook
- ☐ Instagram
- ☐ Local events
- ☐ Team/organisation blog/website
- ☐ Flyers or other offline methods (non-Internet)
- ☐ Requests for private hearings or meetings
- ☐ Media interviews
- ☐ Other:

With whom have you created connections for discussing the results of your monitoring?

Person	Role	Organisation	Connection type
			[selection menu]

+ Add subject

Has the media talked about your monitoring?

☐ Yes
☐ No

[*If yes, another question appears*]

The monitoring results have been shot by this media:

☐ Local TV
☐ National TV
☐ Local newspapers
☐ National newspapers
☐ Blog or other online news outlet
☐ Other:

Did you have contacts with public administrations (Mayor or executive personnel) to show or discuss with them your monitoring results?

☐ Yes
☐ No

[*If yes, another question appears*]

Have the public administrations responded to your requests or problems raised?

☐ No response
☐ Some have responded, others not
☐ They gave us formal or generic responses
☐ At least one of those contacted gave us concrete feedback
☐ They put our recommendations into practice and the project is now in progress or more effective
☐ We reported a problem that has now been resolved
☐ Other:

Describe your case. Which material facts or events lead you to believe that your civic monitoring had (or did not have) an impact on the organisations involved in the contract you monitored?

- **This report is ready to be reviewed**
  This report is now closed for changes by monitors, and the Editorial team will take it in charge

- **Save**
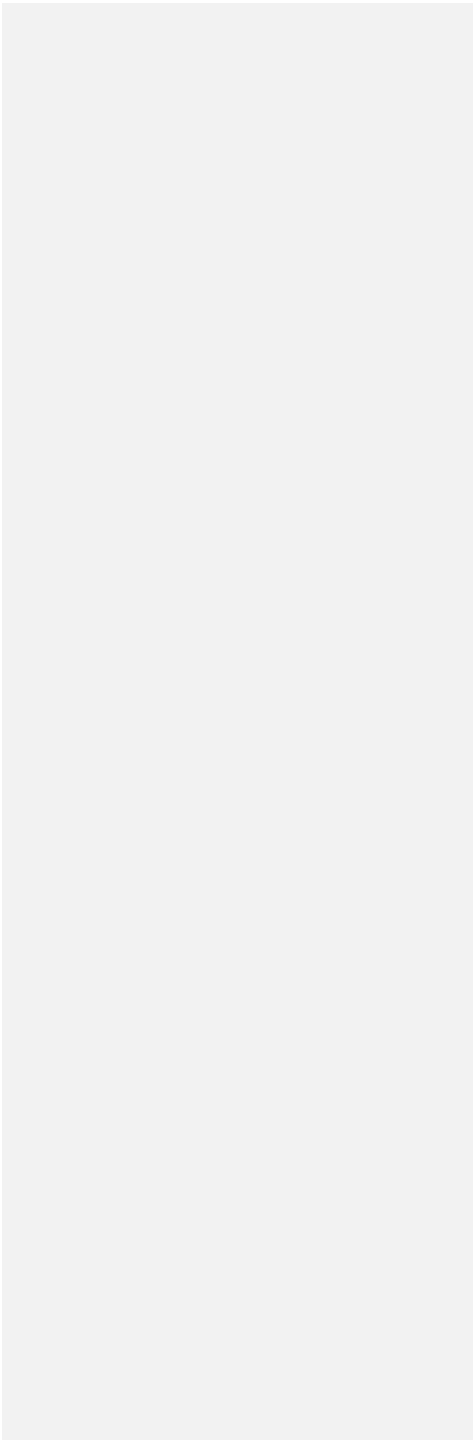
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