**Test – Project Officer Shelter and Relief**

August 21 2010

1. CRS is implementing its Shelter and Relief project through national NGO (local partners).
	1. Describe the monitoring process you would develop to be used during the implementation phase of Shelter program?
	2. How will you utilize the information gathered through monitoring?
2. If you are given assignment of planning a project regarding Shelter and Relief then:
	1. What are the essential stages of project planning?
	2. How will you ensure participation of the community or reflect on community needs during each stage of project planning?
3. If you are going to distribute shelters to 100 families in three villages and you have one day to distribute and train these 100 families on standard shelter construction guidelines for the project. How will you ensure that each and every family is informed and knows to follow shelter construction guidelines and procedures of the project?
4. What is the importance of Hygiene program in a flood response? How you will integrate hygiene component in the shelter and relief distributions?
5. You are supposed to write a project completion report.
	1. What might be the objective(s) of that report?
	2. What will be the essential components of that report?
6. Describe how you would ensure that women equitably participate in, and benefit from, all project activities.
7. Why do we develop Detailed Implementation Plans (DIP)? Describe how you would develop a DIP and how you will ensure that DIP is followed?
8. What is an M&E plan and how you will ensure that it is followed?

Good Luck