

6. CHECKLIST FOR MENTOR/S

A mentor is one who provides policy or programme oversight to the implementing or partner agency and provides supervisory support, facilitates capacity building and onsite technical assistance. A mentor acts as a guide but is also responsible for quality assurance. The mentor does so through monitoring tools and checklists. Following a monitoring system (see sample checklist in the Annex) helps in improving the quality of work. A mentor or a consultant should, in addition, pay attention to the following issues:

- ◆ Are those members, who could play an important role in fostering intervention support, once the situation and response assessment comes to its completion, included in the advisory / steering committee?
- ◆ Has the participation of drug users been ensured in every stage of the assessment?
- ◆ Are the trainees getting enough opportunity to raise their concerns, ask questions and clarify their doubts during training?
- ◆ Is the safety of field workers adequately ensured? (It is important that the respondents are not endangered because of being involved in the assessment, for example, through leakage of information to the police.)
- ◆ Are the field workers properly introducing themselves and the purpose of the assessment? Are they ensuring confidentiality and voluntary participation and obtaining informed consent before undertaking any data collection activity with a participant or a group of participants?
- ◆ Are the rules of 'not buying articles or accepting gifts from respondents' and 'not raising false hopes in the community' being followed during fieldwork?
- ◆ Have linkages been forged with health care outlets and addiction treatment centres where respondents could be referred if the necessity arises?
- ◆ Is the interim qualitative data analysis being conducted and fed back to the field workers for further in-depth exploration of issues?
- ◆ Is there a reporting mechanism from the field to the central coordinating office?