



USAID | GHANA
FROM THE AMERICAN PEOPLE

[ACTIVITY TITLE]

Activity Monitoring and Evaluation Plan (AMEP)

[Contract/Agreement] Number: [Insert number]

Submission Date: [e.g. January 1, 2015]

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[ACTIVITY TITLE]

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Submitted To:

[COR/AOR] Name: [Insert name]

Submitted by:

[Insert name], Chief of Party

[Name of Prime Implementing Partner]

[Insert address]

Tel: [Insert number including country code]

Email: [Insert email address]

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TABLE OF CONTENT

1.	List of Abbreviation.....	2
2.	Introduction and Project Background	3
3.	Project Theory of Change and Result Framework.....	3
4.	Activity Monitoring and Evaluation System	3
4.1	Monitoring and Evaluation Guiding Principles.....	3
4.2	Plan for Performance Monitoring	4
4.3	Data Quality Control and Assessment.....	4
4.4	Plan for Project Baseline, Evaluations and Special Studies (As applicable)	4
4.5	Performance Monitoring Tasks and Responsibilities.....	4
4.6	Monitoring and Evaluation Budget.....	5
5.	Performance Indicators Reference Sheets (PIRS)	5
6.	Performance Indicators Tracking Table	0
7.	Annex 1: Data Collection Tools/Forms (As applicable)	0
8.	Annex 2: Data Quality Assessment Checklists (As applicable).....	0
9.	Annex 3: [Others as deemed appropriate].....	0

I. LIST OF ABBREVIATION

[Insert List of Abbreviation]

2. INTRODUCTION AND PROJECT BACKGROUND

[Guidance: Two pages max. Provide clear and precise overview and purpose of the Activity Monitoring and Evaluation Plan (AMEP), and detail out what the objective of the AMEP is and how useful it is to the project management and to USAID|Ghana and other related stakeholders. Also provide a clear and precise description on content, project goal, purpose, objectives, and geographic focus as well as how the activity (project) contributes to the attainment of USAID|Ghana Development Objectives (DO) and Intermediate Results (IRs).]

3. PROJECT THEORY OF CHANGE AND RESULT FRAMEWORK

(Guidance: Provide clear and precise description on the project theory of change, showing how the project strategy and activities will lead to the project desired effect (immediate outputs, outcomes and long-term impacts). Also present a Result Framework¹ (usually a graphical presentation or flow chart/diagram) and narrative showing the hierarchy of key project activities and how they are linked to results and outcomes. Provide a matrix² of project activities and key performance indicators³ indicating how performance (project progress) would be measured. Where possible, provide a brief narrative indicating how/why these key performance indicators were selected. Provide key assumptions underlying the project results framework, where applicable. Assumptions are critical issues when not held constant can have detrimental effects on the project.

4. ACTIVITY MONITORING AND EVALUATION SYSTEM

Every year, your project would be required to submit an annual indicator report and narratives to USAID|Ghana. To effectively and efficiently meet these requirements, you would need a detailed plan. This sections details out your project Monitoring and Evaluation system that would guide how data would be collected, analyzed and reported.

4.1 Monitoring and Evaluation Guiding Principles

(Guidance: One page max. Provide clear and precise descriptions of the guiding principle for this M&E plan, e.g. its focus, economy of effort, participation, transparency, and contribution or complementary to USAID|Ghana's Performance Management Plan – PMP or M&E processes, etc.)

¹ The result framework must be self-explanatory and follow the implementation logic

² Tabular presentation showing the project goal, intermediate results (IR), sub-IR and indicators

³ Performance indicators should be selected from USAID standard “F”, national, U.N. or other international standard indicators, as well as project custom indicators that may be of value to project management.

4.2 Plan for Performance Monitoring

(Guidance: Provide clear and precise descriptions on the project's plan for collecting and reporting data. Answer the questions: what type of indicator data will the project be collecting (output, outcome and impacts)? What would these indicator data be used for and by whom? What data collection methods will the project use to collect beneficiary-based data and survey data, where applicable? Who will be responsible for collecting the data? It is essential to state the role of project stakeholders, including beneficiaries and project communities/agent in collecting data for reporting.

Provide precise description of any data collection tools/forms the project intend to use. Attach them as annexes if they are available and ready for use at the time of the development of this M&E plan. Where they do not exist, attached them in future, and keep them in versions when changes occur. Include a data flow diagram showing the flow of data from collection point to final reporting.

Clearly describe the data capture (data entry into computer), storage and analysis plan. How will the project capture and store the data it collects (i.e. databases or a management information system - MIS), and how will the data be transformed/processed into useful information for management decision making. Develop and operationalize a database administration policy and train all project staff on its use.

Include a section on project reporting and communication. What are the mandatory reports the project and reporting formats for the project? How will the project communicate its successes and challenges? Provide precise description of these under a "Communication and Reporting" sub-heading)

4.3 Data Quality Control and Assessment

(Guidance: Provide clear and precise descriptions on data quality assurance procedures that will be used to verify and validate the measured values of actual performance. Ideally, provide a data flow chart to show quality controls at each point of the data journey from point of collection to the M&E unit, analysis and reporting of the data. Where applicable, develop and attached as annexes, data quality Standard Operation Procedures (SOPs) to the AMEP).

4.4 Plan for Project Baseline, Evaluations and Special Studies (As applicable)

(Guidance: Provide clear and precise descriptions on any plans to conduct a beneficiary-based baseline survey for the project's outcome and or impact indicators. If the project intends using beneficiary-based surveys for annual indicator data collection, provide clear and precise description of such internal/external quantitative and/or qualitative assessments, surveys, and/or evaluations, and where applicable, state the type of assessment/survey/evaluation and topics of the studies, timeline, implementers, plans for data use, etc.)

4.5 Performance Monitoring Tasks and Responsibilities

(Guidance: Provide a matrix (gant chart) indicating the planned tasks, frequency, timeline, responsible persons, etc., for performance monitoring. If the monitoring schedule is already included in the workplan, relevant information may be copied and pasted here from the workplan. Where one does not exist in the workplan, identify the relevant M&E tasks and responsibilities and assign responsible persons and timelines to those tasks)

4.6 Monitoring and Evaluation Budget

(Guidance: Specify the budget allocated to M&E tasks under this Activity by listing the tasks, estimated budget, and proportion of the budget comparing to the overall Activity budget. This must be consistent to the plans (especially those listed under 3.4 and 3.5) listed above.)

5. PERFORMANCE INDICATORS REFERENCE SHEETS (PIRS)

(Guidance: PIRSs provide the foundation for Data Quality. USAID relies on the PIRS to make sure that clear methodologies are developed to collect data for each selected indicator and that all who report to this indicator understands the purpose of the indicator and how to collect data in systematic, coherent way. PIRS exist for all USAID Standard indicators. Collaborate with the Mission or its M&E Contractor (METSS) to obtain PIRS for all of your standard indicators. It is not recommended to change the methodology for collecting data for USAID standard indicators. However, where there is the need to make any changes, involve all who will be measuring it to define the indicator and its data collection methodology. For custom indicators, define them as is relevant to the project and share definitions with all who will be measuring it for their concurrence and inputs. Use the structured format below for all of your PIRS).

USAID Performance Indicator Reference Sheet	
Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):	
Name of Indicator:	
Is this a Performance Plan and Report indicator? No ___ Yes ___, for Reporting Year(s) _____	
If yes, link to foreign assistance framework:	
DESCRIPTION	
Precise Definition(s):	
Unit of Measure:	
Disaggregated by:	
Rationale or Justification for indicator (optional):	
PLAN FOR DATA COLLECTION BY USAID	
Data Source:	
Method of data collection and construction:	
Reporting Frequency:	
Individual(s) responsible at USAID:	
DATA QUALITY ISSUES	
Dates of Previous Data Quality Assessments and name of reviewer:	
Date of Future Data Quality Assessments (optional):	
Known Data Limitations:	
TARGETS AND BASELINE	
Baseline timeframe (optional):	

Rationale for Targets (optional):
CHANGES TO INDICATOR
Changes to indicator:
Other Notes (optional):
THIS SHEET LAST UPDATED ON:

Instructions for Completing the Performance Indicator Reference Sheet
Name of Result Measured: Enter the full name and number (Goal, DO, IR, sub-IR etc. e.g. IR 2.1) of the relevant result.
Name of Indicator: Enter the full title of the indicator. If this is a foreign assistance standard indicator, include the indicator number. Consider using a naming convention that connects with USAID Ghana CDCS or with USAID State/F SPS
Is this a PPR indicator? Enter yes or no, and clarify which reporting years(s). Even if the indicator is not reported to PPR, it is useful to note the years the Mission expects to track the indicator If yes, link to foreign assistance framework: Enter the relevant program area, element, sub-element of the standardized program structure from the Director of Foreign Assistance.
DESCRIPTION
Precise Definition(s): Define the specific words or elements used in the indicator. The definition should be clear enough so that everyone reading the PIRS can understand what the indicator measures. This includes any formulas needed to calculate the indicator and description of the Numerator and denominator if the indicator is a percentage or ratio. NOTE: Look out for any vague words, these should be clarified. Common vague words: "Effective," "Quality," "Services," "Simplification," "Harmonization." Youth and other age-term should be defined by a year-range
Unit of Measure: Enter the unit of measure (<i>number of...</i> , <i>percent of...</i> , or <i>US dollars</i>). Convert all currencies to USD. Clarify the minimum or maximum values if needed (<i>minimum score is 1.0 and maximum score is 5.0</i>) and clearly specify the number of decimal places where it is a decimal. Clarify if the number is cumulative or specific to the year. Clarify numerator and denominator if applicable.
Disaggregated by: List any planned ways of disaggregating the data (Gender or sex - <i>male/female for all people indicators, youth/adult, urban/rural, region, etc.</i>) and justify why useful.
Rationale or Justification for indicator (optional): Briefly describe <i>why</i> this particular indicator was selected to measure the intended result and <i>how</i> it will be useful for managing performance.
PLAN FOR DATA COLLECTION BY USAID
Data Source: Identify the source of data (e.g., DHS survey; ministry data; partner records). "Partner reports" is not a data source, where are the Partners gathering the data? If using a third party source, such as the state statistics bureau etc., include the web-link
Method of data collection and construction: Describe the tools and methods for collecting the raw data. Examples include: ledger of patient names, document review, structured interviews, focus group interviews, written survey, direct observation, self-reported information, and so on. If the indicator is constructed, such as an index or an expert panel assessment, describe the procedure for construction. Who collects the raw data and where is it stored before it gets to USAID?
Reporting Frequency: Describe <i>how often</i> data will be received by USAID and <i>when</i> . The most common reporting frequencies are Quarterly, Semi-annual and Annual. It is recommended that the reporting frequency remain the same throughout the life of the indicator.
Individual(s) responsible at USAID: Identify the specific staff member <i>directly responsible</i> for acquiring the data.
DATA QUALITY ISSUES
Date of Previous Data Quality Assessments and name of reviewer: For any indicator reported to the PPR, State/F requires a DQA conducted within 6 months of being first reported. For any indicator reported externally (including to Washington), a DQA must be conducted, at least once, every 3 years. Enter the date of previous data quality assessments and the responsible party.
Date of Future Data Quality Assessments (optional): For any indicator reported externally (including to Washington), a DQA must be conducted, at least once, every 3 years. Enter the planned date for subsequent data quality assessments.
Known Data Limitations: Enter any major data limitations from summary section of DQA checklist. May be relevant to identify validity, Integrity, Precision, Reliability and Timeliness (VIPRT) issues.

TARGETS AND BASELINE
<p>Baseline timeframe (optional): State the timeframe (quarter, year, etc.) that will serve as the baseline value for this indicator. If baselines have not been set, identify <i>when</i> and <i>how</i> this will be done. While this information is optional for the PIRS, data tracking tables must identify a baseline timeframe and value. See ADS 203.3.9 for more information on baselines.</p>
<p>Rationale for Targets (optional): Explain the basis on which targets are set (e.g., identify specific trends to make reasonable projections based on anticipated level of effort and resources). While this information is optional for the PIRS, data tracking tables must include rationales for targets along with target values. See ADS 203.3.9 for more information on targets.</p>
CHANGES TO INDICATOR
<p>Changes to Indicator: Document here any changes to indicator, such as a change in the how frequently the data is collected, not changes in the indicator data. Specify (1) the date of the change (2) the change that was made, and (3) the reason for the change.</p>
<p>Other notes (optional): Use this space as needed.</p>
<p>THIS SHEET LAST UPDATED ON: mm/dd/yy</p> <p>To avoid version control problems, type the date of most recent revision or update to this reference sheet.</p>

- 7. ANNEX 1: DATA COLLECTION TOOLS/FORMS
(AS APPLICABLE)**
- 8. ANNEX 2: DATA QUALITY ASSESSMENT
CHECKLISTS (AS APPLICABLE)**
- 9. ANNEX 3: [OTHERS AS DEEMED APPROPRIATE]**