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Monitoring, Evaluation and Technical Support Services (METSS II) Project Project Monitoring and Management Plan (PMMP)

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List of Abbreviations

ADS	Automated Directive System
AOP	Annual Operational Plan
AOR	Agreement Officer Representative
APS	Agricultural Production Survey
AT+	AID Tracker Plus
CDCS	Country Development Cooperation Strategy
COR	Contracting Officer Representative
DIP	Detailed Implementation Plan
DO	Development Objective
DO2	Development Objective 2
DP	Development Partner
DQA	Data Quality Assessment
EG	Economic Growth
FAS/OCBD	Foreign Agriculture Service/Office of Capacity Building and Development
FTF	Feed the Future
FTFMS	Feed the Future Monitoring System
FY	Fiscal year
GIS	Geographical Information System
GoG	Government of Ghana
IP	Implementing Partner
IR	Intermediate Result
KMRS	Knowledge Management Reporting Specialist
KSU	Kansas State University
LOA	Life of Activity
LOP	Life of Project
MDA	Ministries, Departments, and Agencies
M&E	Monitoring and Evaluation
M&ERS	Monitoring and Evaluation Reporting Specialist
METSS	Monitoring, Evaluation, and Technical Support Services
MIS	Management Information System
PASA	Participating Agency Service Agreement
PBS	Population-Based Survey

PIRS	Performance Indicator Reference Sheet
PITT	Performance Indicator Tracking Table
PMMP	Performance Monitoring and Management Plan
PMP	Performance Management Plan
PPR	Performance Plan and Report
Q	Quarter
RF	Results Framework
SOP	Standard Operating Protocol
SOW	Scope of Work
Sub-IR	Sub-Intermediate Result
UCC	University of Cape Coast
USAID	United States Agency for International Development
USAID Ghana	United States Agency for International Development's Ghana Mission
USDA	United States Department of Agriculture
USDA/FAS	United States Department of Agriculture/Foreign Agricultural Service
USG	United States Government
ZOI	Zone of Influence

1.0. Introduction and Project Background

Ghana is a focus country of the United States Government (USG)'s Feed the Future (FTF) Initiative. In order to ensure accountability and measure progress, FTF has instituted rigorous monitoring and evaluation (M&E) requirements. To meet these requirements and support the United States Agency for International Development (USAID) Ghana Mission's efforts toward evidence-based planning and performance management, the USAID|Ghana Economic Growth (EG) Office and United States Department of Agriculture (USDA) Foreign Agriculture Service's Office of Capacity Building and Development (FAS/OCBD) entered into a five-year Participating Agency Service Agreement (PASA) to initiate Monitoring Evaluation and Technical Support Services (METSS), which ended in 2014. After that, a second 4.5-year (2014-2018) phase of the PASA (METSS II) was started. USDA has oversight of METSS II and has contracted Kansas State University (KSU) to provide management and research support. The University of Cape Coast (UCC) is also a partner within the PASA agreement.

The USAID METSS II project activities are designed around four programmatic components:

- M&E;
- Research and special studies;
- Capacity building and support services; and
- Knowledge management.

These activities are designed to achieve two intermediate results (IRs):

- IR 1: Performance management of USAID|Ghana EG Office-funded projects increased to meet USAID M&E requirements; and
- IR 2: Increased knowledge, data, and information for use in policy, strategic planning, project design, and implementation.

The USAID METSS II project activities under IR 1 are expected to achieve three outcomes that are critical to effective management of the USAID|Ghana EG portfolio:

- Improved M&E plans;
- Improved confidence in and quality of the implementing partners (IPs') performance data; and
- Better surveys, analytical studies, and project assessments to inform project evaluations and new project designs.

The USAID METSS II project activities under IR 2 are expected to help support and sustain USAID|Ghana's EG activities to increase access to data, information and knowledge for use in policy, strategic planning, project design and implementation by:

- Strengthening the technical capacity of Government of Ghana (GoG) agencies for effective policy contributions to the achievement of the USAID|Ghana Country Development Cooperation Strategy (CDCS), Development Objective 2 (DO2), and its IRs; and
- Increasing access to and use of evidence-based data, information, and knowledge to support better policy and project design and implementation.

The USAID METSS II project Performance Monitoring and Management Plan (PMMP) is a tool for monitoring the project's progress toward the achievement of its principal results and annual targets for activities that are set by the USAID|Ghana EG Office.

The PMMP is organized into six sections:

- **Section One** includes an introduction and project background
- **Section Two** provides an overview of:
 - The USAID METSS II project's development hypothesis;
 - The results framework, which provides a graphical representation of the relationship between USAID|Ghana's DO and the USAID METSS II project's objectives, IRs, sub-IRs, and expected results; and
 - The indicators that the project is proposing to collect in order to measure its performance over time;
- **Section Three** describes:
 - The guiding principles/approach, management and methodology for data collection, data entry, storage, communication and reporting of the performance monitoring system, and data quality control and assessments; and;
 - How this information will be used;
- **Section Four** presents the Performance Indicator Reference Sheet (PIRS) that will describe how the data for each indicator will be collected;
- **Section Five** describes the draft indicator tracking table which can be used as a tool for showing the cumulative results of the project for its major output and outcome indicators; and
- **Section Six** describes the proposed process that the USAID METSS II project is planning to use to report on the PMMP data in its programmatic reporting to USAID|Ghana EG Office. These reports and the consultative process that feeds into them is critical to helping the USAID|Ghana EG Office and the United States Department of Agriculture/Foreign Agriculture Service (USDA/FAS) Office to:
 - Make informed decisions about the overall management and performance of the project;
 - Identify areas to expand or contract certain groups of activities or components; and
 - Provide a rationale for any changes to the project's implementation or design.

2.0. Project Development Hypothesis and Results Framework

2.1. Development Hypothesis

The METSS II project was designed to strengthen the USAID|Ghana EG Office's ability to support "improved evidence-based project planning, implementation, and reporting."¹

The underlying development hypothesis for METSS II is that (Figure 1):

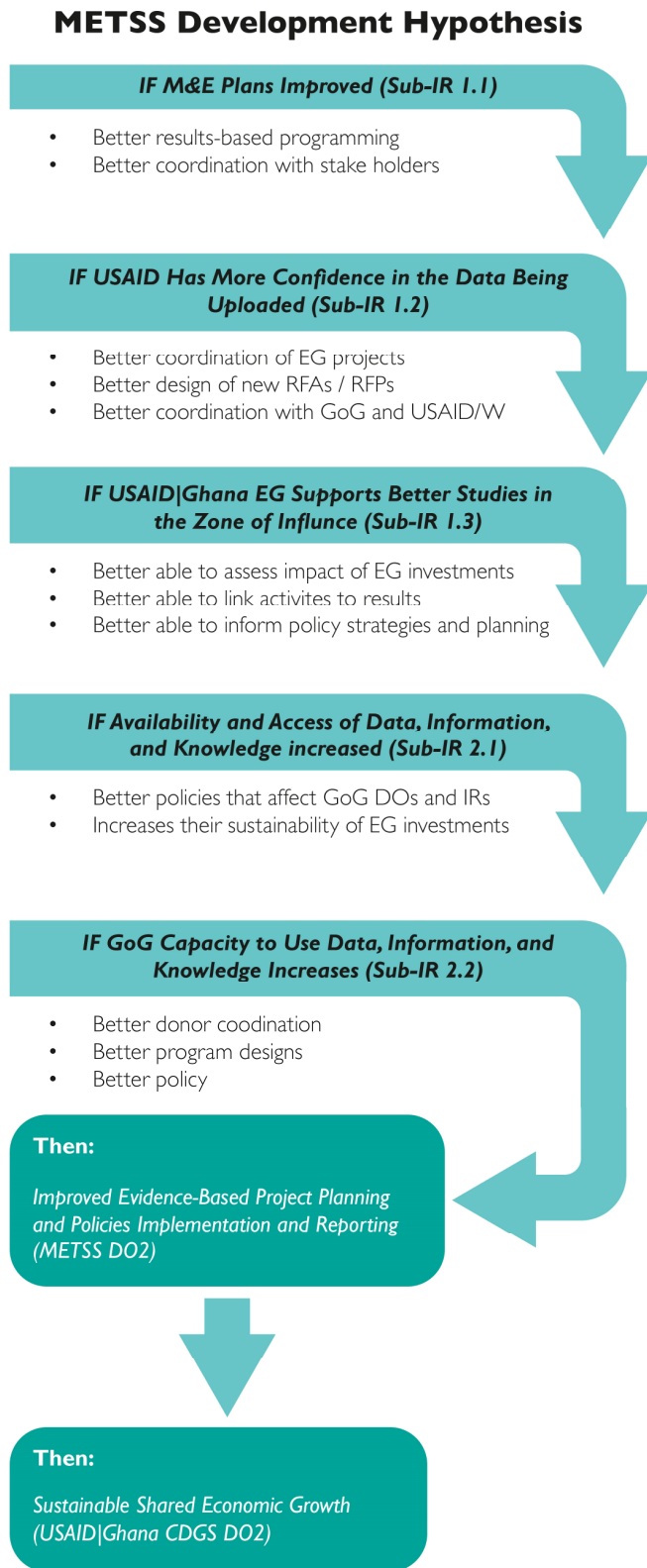
- IF the USAID|Ghana EG partners have improved M&E plans (Sub-IR 1.1); and
- IF the USAID|Ghana EG Office has greater confidence in the M&E data being generated by its partners (Sub-IR 1.2); and
- IF the USAID|Ghana EG Office increases its capacity to conduct policy relevant surveys, analytical studies, and project assessments in the zone of influence (ZOI) (Sub-IR 1.3); and
- IF there is more easy-to-access evidence-based data, information, and knowledge to support better policy and project design and implementation (Sub-IR 2.1); and
- IF the GoG ministries, departments, and agencies (MDAs) increase their capacity to use this data, information, and knowledge (Sub-IR 2.2);

THEN,

- Improved evidence-based project planning, implementation, and reporting will occur in the USAID|Ghana EG ZOIs of Northern Ghana and the Western and Central regions of Ghana (METSS II DO), as well as all of the USAID-funded FTF projects and the various presidential initiatives that support it (like Trade Africa and Power Africa initiatives); which contribute to.....
- Sustainable and broadly shared economic growth in Ghana (USAID|Ghana CDCS DO2).

¹ Improved "evidence-based project/program planning, implementation, and reporting" was a cross-cutting guiding theme in all six of USAID|Ghana's guiding principles for its performance management plan (PMP) process (USAID. [2014]. PMP. Accra: USAID, p. 6).

Figure 1. METSS II Development Hypothesis



2.2. Results Framework

The METSS II results framework provides a graphical representation between the FTF Goal, USAID|Ghana’s DO2, METSS II DO, and the project’s IRs and sub-IRs (Table 1).

Table 1. Draft Results Framework for METSS II—Proposed in 2016

FTF Goal: Poverty and hunger in focus countries sustainably reduced.			
<i>USAID Ghana DO2: Sustainable and broadly shared economic growth.</i>			
METSS II DO: Improved evidence-based policies and project planning, implementation, and reporting.			
<i>IR 1: Performance management of USAID Ghana EG-funded projects increased to meet USAID M&E requirements.</i>		<i>IR 2: Increased knowledge, data, and information for use in policy, strategic planning, project design, and implementation.</i>	
Sub-IR 1.1: Improved M&E plans developed by USAID Ghana EG partners meet USAID M&E requirements.	Sub-IR 1.2: Improved confidence in and quality of the USAID Ghana EG partners’ performance data and information.	Sub-IR 2.1: Increased availability and access to evidence-based data, information, and knowledge to support better policy and project design and implementation.	Sub-IR 2.2: Strengthened capacity of GoG MDAs to use evidence-based data, information, and knowledge for more effective policy and programmatic contributions to the achievement of USAID Ghana DO2 and GoG goals.
Sub-IR 1.3: Increased capacity of USAID Ghana’s EG Office to conduct ² surveys, analytical studies, and project evaluations.			

Source: METSS II project, August 2015. Amended November 30, 2016.

2.3. Indicators

METSS indicators do not contribute directly to the USAID|Ghana EG Office Performance Plan and Report (PPR). The performance indicators specify the data that the USAID METSS II projects M&E system will collect to measure its progress and compare results over time against its targets in the USAID METSS II Project performance indicator tracking table (PITT).

The indicator list identifies two categories of indicators for each of the project’s major Sub-IRs (Table 2):

- The outcome indicators (shaded), which measure expected outcomes of the activities; and
- The output indicators (unshaded), which measure the principal outputs that METSS II is supporting to achieve the expected outcome.

² The term *conduct* implies the full process—i.e. procurement, undertaking the surveys, managing the process, reviewing the reports, and publishing the findings.

Since the METSS II project is a PASA, it has flexible activity targets that are co-negotiated with the USAID|Ghana EG Office during the joint project-work planning meeting each year. Since these targets may change over the course of each year, any target setting is indicative.

Table 2. METSS II Project Development Goals, Intermediate Results, Sub-Intermediate Results, and Indicators

Proposed IRs, Sub-IRs, and Performance Indicators	Definition	Frequency	Disaggregation	Data Collection Tools and Responsible Agent
IR 1: Performance management of USAID Ghana EG-funded projects increased to meet USAID M&E requirements.				
<i>Sub-IR 1.1: Improved M&E plans developed by USAID Ghana EG partners meet USAID M&E requirements.</i>				
Outcome Indicator 1.1: Number of USAID Ghana EG partners with approved M&E plans.	This measures the number of USAID Ghana IPs and GoG partners that have aligned their M&E framework—including results framework, reporting protocols, data management, and reporting platforms—to the EG Office M&E framework. IPs or GoG partners should be counted under this indicator when they have developed and/or revised their original M&E frameworks <u>and</u> expanded those frameworks into M&E plans.	Semiannual	For IPs and GoG partners	Tool 1 provides objective rankings of the four key variables for the M&E Reporting Specialist (M&ERS) to use to track this indicator. Agent: M&ERS
1.1.1. Number of <u>new</u> USAID Ghana EG partners with approved M&E plans.	This measures the number of <u>new</u> USAID Ghana EG IPs, including GoG partners, that have received assistance from METSS II to develop their M&E plans, and whose M&E plans were approved by USAID Ghana during the current reporting period. ³	Semiannual	For IPs and GoG partners	Tool 1 collects qualitative data on the METSS II support provided until an M&E plan is approved, and the level of approval of the plans. Agent: M&ERS
1.1.2. Number of existing USAID Ghana EG partners assisted in	This measures the number of existing USAID Ghana EG IPs and GoG partners assisted in revising their M&E plans at the	Semiannual	For IPs and GoG partners by type of assistance	Tool 1 collects IP and GoG partners' specific data on the types and level of assistance provided to them.

³ New partners are those IP projects that are/were procured during the reporting/current fiscal year. A project will be considered new if it has closed one phase of the project and started a new phase (usually a follow-on) in the same reporting year. A project will not be counted as a new project if it has only received a modification.

Proposed IRs, Sub-IRs, and Performance Indicators	Definition	Frequency	Disaggregation	Data Collection Tools and Responsible Agent
revising their M&E plans.	request of the USAID Ghana EG Office or IP staff. This is usually due to a shift in guidance, a modification to their activities, or changes in the project-enabling environment due to external factors.			Agent: M&ERS
<i>Sub-IR 1.2: Improved confidence in and quality of the USAID Ghana EG partners' performance data and information.</i>				
Outcome Indicator 1.2: Percentage of USAID Ghana EG Office standard indicators for which all IPs have had a data quality assessment (DQA).	This measures the percentage of USAID Ghana active EG Office standard indicators with completed DQAs, evident by a field report and completed mandatory DQA worksheet for each indicator covered. ⁴	Semiannual	By indicator for each IP reporting on a USAID Ghana EG Office indicator (if demanded or needed)	Tool 2 collects IPs' specific data on the current status of all DQAs from the METSS II management information system (MIS) and provides a mechanism for the existing rate of completion for the mandated 3-year period for which a DQA is required. Agent: M&ERS
1.2.1. Number of USAID Ghana EG partners' staff trained in M&E techniques.	This measures the count of individuals who have received training in a variety of M&E topics such as M&E framework/M&E plan design, developing performance indicators, PIRS, indicator data collection, data entry into FTF Monitoring System (FTFMS), AIDTracker Plus (AT+),	Semiannual	For IPs and GoG partners by number of people trained by gender	Tool 2 collects data on different types of training, date of training, status of the person trained (consultant, technical, M&E, administrator), and gender Agent: M&ERS

⁴ DQAs should be conducted for each standard indicator at least 6 months after the indicator has become ACTIVE (i.e. the IP has signed an agreement and has started project implementation), and/or before the first annual report is made on the indicator in question. Each ACTIVE indicator should have a DQA done, with a DQA worksheet, at least once every 3 years in compliance with Automated Directive System (ADS) 203.35.1 and other derivative directives from the ADS. The number reported in the table is the percentage of indicators for the current fiscal year.

Proposed IRs, Sub-IRs, and Performance Indicators	Definition	Frequency	Disaggregation	Data Collection Tools and Responsible Agent
	indicator data verification, and DQA, among others. An individual will be counted if she/he has received training in any two topics, including M&E framework/M&E plan design.			
1.2.2. Number (and percentage) of USAID Ghana EG partners using documented M&E techniques, tools, protocols, and guidelines.	<p>This measures the number of USAID Ghana EG IPs and GoG partners that have either designed, adapted, or documented the following as a result of METSS II assistance in six areas:</p> <ol style="list-style-type: none"> 1. M&E plan (framework); 2. PIRS that followed the recommended formats as outlined in the M&E plan; 3. Data-collection instruments for indicators; 4. Data-verification procedures and standard operating protocols (SOPs); 5. Reporting formats and established reporting timelines; and 6. Data-quality strategy/guidelines <p>IPs and GoG partners meeting the <u>first three</u> items on the above list of attributes shall be counted as meeting the requirements of the indicator.</p>	Semiannual	For IPs and GoG partners by level of use of standard techniques	<p>Tool 2 includes objective rankings of the six variables used to measure this indicator.</p> <p>Agent: M&ERS</p>

Proposed IRs, Sub-IRs, and Performance Indicators	Definition	Frequency	Disaggregation	Data Collection Tools and Responsible Agent
1.2.3. Number of USAID Ghana EG partners oriented and trained in the utilization of the FTFMS and AT+.	This measures the number of IP and GoG projects that have been linked to the FTFMS and AT+ and are using the systems to enter, store, and process indicator data and generate indicator reports for semiannual and annual reporting to the USAID Ghana EG Office. IPs that are only linked to the FTFMS and AT+ and are not producing indicator reports shall not be counted.	Semiannual	For IPs and GoG partners	Tool 2 provides objective rankings that M&ERS can use to rank linkage and level of use of the MIS by IP and GoG agencies. Agent: M&ERS
1.2.4. Number of USAID Ghana EG partners that have completed and documented DQAs for all of their indicators.	This measures the aggregate number (and percentage) of USAID Ghana EG IPs and GoG partners that have completed and documented the DQAs they are required to conduct as part of their M&E plans within a 3-year period.	Semiannual	For IPs and GoG partners	Tool 2 provides objective data on the percentage of indicators that have benefitted from a DQA in the last 3 years. The tool will also provide objective rankings that the M&ERS can use to assess the degree to which IPs and GoG agencies are able to conduct internal DQAs and generate reports. Agent: M&ERS
1.2.5. Percentage of USAID Ghana EG partners' results validated by METSS II.	This measures the percentage of USAID Ghana EG IP and GoG partner results (indicator data)	Semiannual	For IPs and GoG partners	Tool 2 documents what percentage of the IP/GoG reports that have been verified by METSS II. Agent: M&ERS

Proposed IRs, Sub-IRs, and Performance Indicators	Definition	Frequency	Disaggregation	Data Collection Tools and Responsible Agent
	reported that were validated by METSS II. ⁵			
<i>Sub-IR 1.3: Increased capacity of USAID Ghana's EG Office to conduct surveys, analytical studies, and project evaluations.</i>				
Outcome Indicator 1.3: Number of research papers, policy papers, and analytical studies conducted with assistance from METSS II.	This measures the number of research papers, policy papers, and analytical studies produced as a result of METSS II assistance. ⁶	Semiannual	By category of report: 1. Research paper 2. Policy paper 3. Analytical study	Tool 3 provides an objective definition of the different reports that the Research Reporting Specialist assigned to track this indicator can use to classify all three categories of reports—past and present—as well as any reports in process or being finalized. Agent: Research Reporting Specialist
1.3.1. Number of population-based surveys (PBSs) completed directly by or with assistance from METSS II.	This measures whether a survey was conducted.	Semiannual	Status reports in the semiannual reports will include disaggregation: By major survey: 1. PBS	Tool 3 tracks the progress of each PBS by step: 1. Survey design and execution 2. Dissemination 3. Data-set management A more fine-tuned analysis of where the survey stands in

⁵ Verification activities will be undertaken in collaboration with the IP and GoG partner projects' agreement officer representatives (AORs)/contracting officer representatives (CORs) to check the consistency of results reported by the IP and GoG projects and what exist in the field.

⁶ (1) A research paper is a report on a thematic issue or project with the following elements: purpose, scope, objectives, hypothesis, methodology, findings, limitations, and recommendations. (2) A policy paper presents a set of ideas on a current, emerging, or anticipated issue with the principal aim being to inform decision making. (3) An analytical study provides support to the development of policy. The goal of such studies is to guide USAID|Ghana, the GoG, USAID|Ghana EG partners, as well as other development partners working in the ZOI in making policy decisions and investments.

Proposed IRs, Sub-IRs, and Performance Indicators	Definition	Frequency	Disaggregation	Data Collection Tools and Responsible Agent
			2. Agricultural production survey 3. Poultry survey 4. Other (TBD) By step: 1. Survey design and execution 2. Dissemination 3. Data-set management	terms of execution, dissemination, and data-set management can be conducted using the same tool. Agent: Research Reporting Specialist
1.3.2. Number of USAID Ghana EG project performance evaluations and assessments conducted with support from METSS II.	This measures the number of USAID Ghana EG project performance evaluations and assessments that METSS II has conducted or supported. ⁷	Semiannual	For IPs and GoG partners by level of involvement: 1. Executed by METSS II 2. Assisted by METSS II	Tool 3 tracks the level of support (i.e. direct execution, scope of work [SOW] development, identification of consultant, etc.) for project evaluations by IPs and GoG partners. Agent: Research Reporting Specialist
IR 2: Increased knowledge, data, and information for use in policy, strategic planning, project design, and implementation.				
<i>Sub-IR 2.1: Increased availability and access to evidence-based data, information, and knowledge to support better policy and project design and implementation.</i>				
Outcome Indicator 2.1: Percentage of USAID Ghana EG staff, IP staff, and GoG	This measures the current level of use of the Ghanalinks.org online resources such as the library, analytical database, mapping tool,	Mid-Year Year 5 (FY2018) only	For: 1. IPs 2. USAID Ghana EG staff	Tool 4 includes objective rankings of different levels of the use of online tools that METSS II developed to help

⁷ Performance evaluations can be either mid-term evaluations or final evaluations. Usually, these evaluations are conducted by either a consulting firm or group of individual experts identified and grouped for the purpose of executing the evaluations. Baseline surveys should not be counted as part of this indicator. Other research that does not assess the performance of project activities should not be included in this indicator.

Proposed IRs, Sub-IRs, and Performance Indicators	Definition	Frequency	Disaggregation	Data Collection Tools and Responsible Agent
partner staff that use online library, database, and analytics developed by METSS II.	online discussion forum, and other resources developed by METSS II in support of the functions of the USAID Ghana IPs, GoG partners, and EG staff. ⁸		3. GoG partners	USAID Ghana IPs and EG staff increase their access to and use of relevant policy documents Agent: The METSS II Knowledge Management, Learning, and Communication team
2.1.1. Number of databases developed and in use.	This measures the number of databases in use by METSS II, the EG Office, and its partners such as the IPs, GoG partners, and other development partners (DPs) collaborating with USAID Ghana. ⁹	Semiannual	By database	Tool 4 Agent: The METSS II Knowledge Management, Learning, and Communication team
2.1.2. Number of geographical information system (GIS) layers developed and available to clients.	This measures the number of GIS layers produced from data obtained from various sources and shared with USAID Ghana, other development actors, and/or the public. This includes: 1. Those produced from data obtained in .shp files 2. Those obtained in other formats requiring conversion 3. Those that needed digitizing	Annual	By category of GIS layer	Tool 4 Agent: The METSS II Knowledge Management, Learning, and Communication team

⁸ The other resources include the analytics that can be obtained by querying the aWhere database. A staff person should be counted only when he or she has used at least two of the Ghanalinks.org resources, and for more than one occasion.

⁹ Examples of a database could be Ghanalinks.org, PBS analytics database, the DP database, the agricultural production survey (APS), the poultry database (once created), and the METSSII PMMP database (once created). Databases developed/created by METSSII for IP and GoG partner projects to use to manage their indicator data should be included in this indicator.

Proposed IRs, Sub-IRs, and Performance Indicators	Definition	Frequency	Disaggregation	Data Collection Tools and Responsible Agent
<i>Sub-IR 2.2. Strengthened capacity of GoG MDAs to use evidence-based data, information, and knowledge for more effective policy and programmatic contributions to the achievement of USAID Ghana DO2 and GoG goals.</i>				
Outcome Indicator 2.2: Number of USAID Ghana EG GoG partners that report using the METSS II research papers, policy papers, and/or analytical studies to support policy and project planning.	This measures the extent to which USAID Ghana EG GoG partners report using the three categories of reports supported by METSS II—research papers, policy papers, and analytical studies—to inform their policy decision making and project design and planning. ¹⁰	Semiannual	By GoG agency By type of paper or study	Tool 5 includes objective rankings of different levels the embedded advisors can use to assess if and how the different categories of reports produced by METSS II (and specific reports) have been and/or are currently being used. Agent: The METSS II Capacity Building and Support Services (CBSS) team.

Source: Meetings with METSS II component staff, August 17-September 1, 2016. Updated November 13, 2016.

¹⁰ (1) A research paper is a report on a thematic issue or project with the following elements: purpose, scope, objectives, hypothesis, methodology, findings, limitations, and recommendations. (2) A policy paper presents a set of ideas on a current, emerging, or anticipated issue with the principal aim being to inform decision making. (3) An analytical study provides support to the development of policy.

2.4. **Key Assumptions**

The key assumptions undergirding the METSS project include:

- That METSS will use the documented FTF results framework, the Automated Directive System (ADS) Chapter 203, and other USAID M&E guidance documents in building M&E capacity at the partner level and in the design and implementation of M&E systems for the USAID|Ghana EG Office;
- Regular involvement in USAID|Ghana country and/or regional M&E meetings will enable METSS to keep informed of the anticipated needs of the USAID|Ghana EG Office and to respond to emerging changes in its M&E process;
- Timely guidance from USAID in regards to anticipated changes in M&E procedures, FTF results framework, and indicators will assist METSS in responding to any necessary modification of its key deliverables; and
- That METSS will have access to partner data and results reporting and, that if access becomes an issue, METSS can seek guidance from the USAID|Ghana EG Office to address any challenges.

3.0. Performance Monitoring Plan

3.1. Monitoring and Evaluation Guiding Principles

Three principles have been identified as important for operationalizing the METSS II PMMP, for ensuring that the METSS II project is responsive to the evolving needs of the USAID|Ghana EG Office, and for promoting a performance-oriented culture for the project:

- The PMMP will focus on collecting data on a minimum number of indicators needed for the staff, lead university partners KSU and UCC, USAID|Ghana EG Office, and USDA/FAS Office to track the most important outputs and outcomes it was designed to support;
- The PMMP will be carried out in a well-coordinated, collaborative manner using tools that each component of the project can use to track its principal outputs and outcomes; and
- The M&E process will be done in a way that allows continual feedback to the METSS II component staff and allows them to better tailor their activities to increase the project's efficiency, effectiveness, and impact.

3.2. Plan for Performance Monitoring

The METSS II PMMP process will collect the output and outcome data used internally by the project to track progress and inform implementation, as well as externally to communicate the progress the project is making to the USAID|Ghana EG Office and other stakeholders like the USDA/FAS Office, KSU, UCC, and the EG Office's IPs and GoG partners.

3.2.1. Data Collection Methodologies

The foundation of the METSS II PMMP data collection is the detailed PIRS. For each indicator, PIRS will provide a precise definition, data-collection method, data-collection schedule, data source, person responsible for collecting data, plan for data analysis, and any known potential data-quality issues.

Five tools have been developed to help the component staff collect and present the data for the indicators they are reporting on (Table 2, Annex 1). Data quality will be ensured by reducing the opportunity for mistakes through:

- A precise and thorough PIRS;
- Use of simple data-collection tools that will be managed by one staff member from each of METSS II's four components and internally verified by designated project team members;
- Simple methods for entering the data collected by each of the five tools into the PMMP database; and

- The ability to generate reports from the PMMP database, allowing the METSS II Director of Operations and others to view newly entered data for inconsistencies and anomalies.

The PMMP data will be available for analysis only after approval by the METSS II Director of Operations. Once the data is reviewed and approved, the METSS II Director of Operations—with input from the technical leads for each of the four project components (i.e. M&E, research and special studies, capacity building and support services, and knowledge management)—will analyze the data for reporting and adaptive management. Other METSS II staff and USAID|Ghana EG staff will have access to view but not change data for analysis, reporting, and project management.

- Tool 1 will provide a mechanism for the appropriate METSS II component staff to collect and analyze the data that is needed to measure the outcome indicator and the two output indicators for Sub-IR 1.1;
- Tool 2 will collect the IP and GoG partner-specific data needed to measure the outcome indicator and five output indicators for Sub-IR 1.2;
- Tool 3 will collect the IP and GoG partner-specific data needed to measure the outcome indicator and two output indicators for Sub-IR 1.3;
- Tool 4 will collect the IP and GoG partner-specific data needed to measure the outcome indicator and two output indicators for Sub-IR 2.1; and
- Tool 5 will collect the IP and GoG partner-specific data needed to measure the outcome indicator for Sub-IR 2.2.

3.2.2. Data Flow

3.2.2.1. Data Collection Tools by Component. At least two staff associated with each of the four components of the project will be responsible for refining and pilot testing the draft tools that are being proposed for data collection and analysis. The results of this initial pilot test will be reviewed in January-February 2017 so project staff can start collecting the data for fiscal year (FY)2017. The tools will be finalized after the pilot test. And, as a living document, the tools will be refined annually and/or as necessary.

3.2.2.2. Data Uploading. The final data collection tools will be integrated into the METSS II management information system (MIS), with one data-entry person clearly identified for each of the four project components.

3.2.3. Database

The METSS II project MIS simplifies data flow and management by decentralizing data entry and allowing for entry and analysis. The PMMP database system will be simple and easy to use. The database will use application software and will be structured by Sub-IR, which will make it easier to perform internal data quality assessments (DQAs). The indicator reports will be generated by the application and checked by the Director of Operations. The METSS II database manager will be responsible for managing the PMMP database and reporting system.

3.2.4. Management of the METSS II PMMP Process

To encourage staff participation and buy-in of the system, each of the four METSS II component leads will be in charge of the data collection and write up of the data for the indicators that are directly linked to the activities that they oversee. The central management of the PMMP process and reporting will be vested in the METSS II Director of Operations.

3.3. Communication and Reporting

3.3.1. Plan for Performance Management

The goal of the annual review, one of two joint supervision missions held with all of its principal partners conducted annually during the last 60 days of the fourth quarter, is to assure that the METSS II activities are “effective and accountable to the project objectives.”¹¹

Based on the annual work planning review, the project staff has developed a detailed implementation plan (DIP) and annual operational plan (AOP) used to manage and monitor METSS II activities and key outputs.

Biweekly staff meetings at the METSS II Ghana Office provide management and staff an opportunity to review progress on defined and new emerging activities. Implementation challenges are discussed and solutions found.

Monthly management meetings are organized by conference calls between the METSS II partners, USDA, KSU, UCC, and the METSS II Ghana Office. These meetings allow for discussion of METSS II performance, and adjustments so forward planning can be made.

A minimum of two annual management and research visits (one of them in conjunction with the annual planning review) by KSU and USDA to the USAID METSS II project office in Ghana have been established. These visits provide another mechanism to review performance and interact with management and staff to address implementation challenges.

3.3.2. Reporting Requirements

METSS II is contractually obligated to submit four reports a year to USAID:

- Two quarterly reports (Quarter [Q]1 and Q3) that report on administrative matters covering, at a minimum: (1) expenditure status; and (2) status of personnel

¹¹ PASA between USAID and USDA FAS/OCBD. (2014). Washington, DC: USAID. METSS II Contract, p. 11.

employed under the agreement. The reports are due within 15 days after the end of the quarter being covered; and

- Two semiannual technical progress reports (Q2 and Q4) that “*address the status of the work under the agreement (1) indicating progress made with respect to the goals set forth in...[the] statement of work, and (2) setting forth plans for the ensuing period, including recommendations covering the current needs in the fields of activity that are covered under the terms of this agreement.*”¹² The reports are due within 45 days following the end of the period being covered.

USDA is also contractually obligated to submit a draft final report to USAID|Ghana that will detail what was done under the project, what was accomplished, and lessons learned within 90 days of completion of the project. The METSS II contract specifies that USAID|Ghana and USDA will jointly define all reporting formats.

3.3.3. Reporting Format and Processes

3.3.3.1. Existing Format—FY2014-FY2016. Since 2014, the semiannual report has followed a format that describes the major activities under each of the project’s principal components (i.e. M&E, research and special studies, capacity building and support services, and knowledge management) for the reporting period. This system of reporting focused on most of the aggregate indicators identified in the 2014 M&E plan. It did not, however, present this information in the standard format of an indicator tracking table nor include any sort of disaggregated analysis by gender or category of client (i.e. IP vs. GoG partner) for a given year, as this was neither required nor expected when the project was designed.

3.3.3.2. Proposed Format—FY2017-FY2018. While a report format that focuses on single-year achievements was very appropriate in the context of the first three years in which the core activities and tools of the PASA were being established to respond to USAID’s new performance management plan (PMP), it is less useful in the final two years of METSS II when the USAID|Ghana EG Office is going to start shifting its focus toward:

- Capitalizing on some of the achievements of the PASA’s first three years; and
- Determining which activities need to continue beyond the current METSS II funding.

To address this issue, the project is recommending that the future semiannual reports situate each year’s achievements within a broader context by adopting a new format, which emphasizes:

- Writing about cumulative as well as single-year progress in achieving the project’s targets for certain IR and sub-IR output and outcome indicators (aka, writing to results);

¹² PASA between USAID and USDA FAS/OCBD. (2014). Washington, DC: USAID. METSS II Contract, p. 17.

- Providing a precise and concise summary of the activities during that reporting period for each of the project's four components (M&E, research and special studies, capacity building and support services, and knowledge management);
- Setting forth plans for the ensuing period, including recommendations covering the current needs in the fields of activity that are covered under the terms of this agreement; and
- Attaching an updated indicator tracking table as an annex to the report.

This shift in focus should make it easier for the USAID|Ghana EG Office, USDA, and other stakeholders (IPs, GoG partners) to:

- Appreciate the cumulative impact of the project's activities to date on the portfolio;
- Better streamline their priorities for the remaining two years (FY2017 and FY2018); and
- Better identify some of the gaps and what types of activities might be needed to redress those gaps.

3.3.3.3. Proposed Writing Process. To facilitate the new format for reports, the design team is developing a draft template (Section 6) as a tool for helping component staff understand which indicators they are responsible for writing and how those indicators need to provide the basic skeleton of the text. In addition to providing a more focused view of the project's cumulative results to date, this new format should save time by providing a clear simple framework for reporting. The final responsibility for reviewing the report will rest with the METSS II Director of Operations and KSU with assistance from USDA/FAS.

3.4. Data Quality Control and Assessment

METSS II recognizes the significance of accurate, adequate, reliable, and timely data in decision making and planning.

3.4.1. Internal Controls

To verify the quality and consistence of the data collected for the indicator tracking table, each of the four component leads will nominate one staff member to be responsible for that component's data entry. A second staff member will provide internal verification of this information every quarter. These internal processes will be overseen by the technical leads for each METSS II component and the Director of Operations when component lead positions are vacant.

3.4.2. External Data Quality Assessment

At the end of each fiscal year, the USAID|Ghana EG Office's agreement officer representative (AOR) responsible for METSS II, or the AOR's designated person or consultant, will verify and

validate the data being reported for each indicator in the tracking table to insure their validity, integrity, precision, reliability, and timeliness.

This verification/validation process will produce a report shared with the USDA/FAS project manager or M&E contact. The USDA/FAS project manager or M&E specialist will also be invited to share in some of the verification/validation activities.

3.5. PMMP Tasks and Responsibilities

All of the key PMMP activities will occur on a predictable annual cycle that will link to the contractual obligations for joint supervision missions and reporting (Table 3).

Table 3. METSS II PMMP Operational Plan for FY2017¹³

PMMP Activity	PMMP Products	Responsible Person Within METSS II	FY2017											
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
Review the METSS II project scope and revise the PMMP results framework (RF) to reflect existing needs of USAID Ghana EG Office	PMMP draft		X	X										
Revise the existing PMMP, including setting up an M&E system in line with revision made to the RF	PMMP					X	X							
Collect and enter performance indicator data into the METSS II internal MIS	System for collection and analysis of PMMP data in place						X	X	X	X	X	X	X	X
Update the performance indicators data using new data available	Draft updated indicator		X	X	X	X	X	X	X	X	X	X	X	X
Conduct review/joint partner ¹⁴ supervision of METSS II	Component staff reviews & ideas for new							X					X	

¹³ Certain activities in the first year will not be repeated in later years.

¹⁴ KSU, USDA, and UCC with USAID|Ghana EG and METSS II staff.

PMMP Activity	PMMP Products	Responsible Person Within METSS II	FY2017											
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
performance on semiannual basis	DIP/review DIP													
Informal joint DQA with USAID Ghana EG Office of indicator data ¹⁵	DQA performance indicators												X	
Quarterly and semiannual reports prepared and submitted ¹⁶				X		X				X			X	

Source: Meetings with METSS II component staff, August 17-September 1, 2016. Revised November 13, 2016.

¹⁵ In preparation for the annual review meeting. Executed by METSS II in collaboration with the USAID|Ghana AOR for METSS II or his designated person from the EG Office.

¹⁶ One implicit goal of the PMMP process outlined in this document is to shorten the time needed to prepare the two semiannual reports by making it easier for the component staff to prepare the data needed in September so that it can be quickly written up in October. The report is legally due 45 days after the close of the reporting period, which would be mid-November.

3.6. Project Final Assessment

Since the USDA/FAS PASA is not required to track any of the required USAID or FTF indicators, there is no requirement for a baseline or endline survey. It is expected, however, that some sort of final evaluation of the project (internal or external) will be conducted during the last year. The planning for this final assessment will likely occur during Q2 of FY2018.

If this assessment is internal, the METSS II Director of Operations will develop a draft scope of work (SOW) to conduct this evaluation based on the existing PMMP data sets, and present and discuss the draft results during one of the semiannual joint supervision missions with USAID|Ghana EG Office, USDA, KSU, and UCC.

If this evaluation is external, a revised version of the same SOW could be used to hire a consultant that all of the key institutional partners could agree on to lead the process, which would be based on the same methodology as the internal assessment and include focus group discussions with a representative sample of the IPs and GoG partners.

4.0. Performance Indicator Reference Sheets¹⁷

USAID Performance Indicator Reference Sheet (Outcome Indicator 1.1)
Name of Result Measured: Sub-IR 1.1. Improved M&E plans developed by USAID Ghana EG partners meet USAID M&E requirements.
Name of Indicator: 1.1. Number of USAID Ghana EG partners with approved M&E plans.
Reporting Year(s) _____
DESCRIPTION
Precise Definition(s): This measures the number of USAID Ghana IPs and GoG partners that have aligned their M&E framework—including results framework, reporting protocols, data management, and reporting platforms—to the EG Office M&E framework. IPs or GoG partners should be counted under this indicator when they have developed and/or revised their original M&E frameworks <u>and</u> expanded those frameworks into M&E plans.
Unit of Measure: Number
Disaggregated by: USAID Ghana EG IPs and GoG MDAs
Rationale or Justification for Indicator (optional): An M&E plan is a guidance document that details out how the implementing partner plans to collect, process, analyze, and report on indicators for performance measurements. It is assumed that a well-designed M&E plan is the first step to ensuring compliance with USAID M&E requirements. Having the plan approved is an assurance that the M&E plan, including the results framework, are aligned to USAID programming and M&E framework.
PLAN FOR DATA COLLECTION BY USAID
Data Source: USAID Ghana IP projects and GoG MDAs records
Method of Data Collection and Construction: METSS II M&E staff will use Tool 1, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office
Reporting Frequency: Semiannual
Individual(s) Responsible at METSS II: M&ERS assigned to track this indicator.
DATA QUALITY ISSUES
Dates of Previous DQAs and Name of Reviewer: N/A
Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS. External DQAs will be done by USAID Ghana at least once a year, or within every three years from the last date of the previous DQA.
Known Data Limitations: To ensure that no unapproved M&E plans are counted, the METSS II M&E staff will request for approval letter/email from AOR as proof of approval for each M&E plan reviewed.
TARGETS AND BASELINE
Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP projects with an approved M&E plan before the METSS II project start date would be counted as part of the baseline number.
Rationale for Targets (optional): Since new projects are always being added to the EG portfolio, the unofficial target is always 100% of the projects that are not in their first year of execution. METSS II is not, however, planning to report against any target on this indicator.
CHANGES TO INDICATOR
Changes to Indicator:
Other Notes (optional):
THIS SHEET LAST UPDATED ON: 12/2/2016

¹⁷ METSS indicators do not contribute directly to the USAID|Ghana PPR (See Section 2.0).

USAID Performance Indicator Reference Sheet (Output Indicator 1.1.1)

Name of Result Measured: Sub-IR 1.1. Improved M&E plans developed by USAID|Ghana EG partners meet USAID M&E requirements.

Name of Indicator: 1.1.1. Number of new USAID|Ghana EG partners with approved M&E plans.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the number of new USAID|Ghana EG IPs, including GoG partners, that have received assistance from METSS II to develop their M&E plans, and whose M&E plans were approved by USAID|Ghana during the current reporting period.

New partners are those IP projects that are/were procured during the reporting/current fiscal year. A project will be considered new if it has closed one phase of the project and started a new phase (usually a follow-on) in the same reporting year. A project will not be counted as a new project if it has only received a modification.

Unit of Measure: Number

Disaggregated by: USAID|Ghana EG IPs and GoG MDAs

Rationale or Justification for Indicator (optional): A high proportion of staff time is devoted to helping new projects comply with USAID guidance. It is assumed that training new staff about the USAID M&E requirements will improve the quality of the M&E plans to meet USAID M&E requirements.

PLAN FOR DATA COLLECTION BY USAID

Data Source: USAID|Ghana IP projects and GoG MDAs records

Method of Data Collection and Construction: METSS II M&E staff will use Tool 1, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.

Reporting Frequency: Semiannual

Individual(s) Responsible at METSS II: M&ERS assigned to track this indicator.

DATA QUALITY ISSUES

Dates of Previous DQAs and name of reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the M&ERS. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQA.

Known Data Limitations: There is a high temptation for counting unapproved M&E plans under this indicator and for IP projects that did not receive support from METSS to develop their M&E plans. To ensure that this indicator only counts IP projects that received support from METSS to develop their M&E plans, this indicator will be cross referenced with Indicator 1.1.2. To ensure that only approved M&E plans are counted under this indicator, METSS II M&E staff will request for approval letter/email from AOR as proof of approval for each M&E plan removed.

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP projects that received support from METSS II to develop their M&E plans and received approval before the METSS II project start date could be counted as part of the baseline number.

Rationale for Targets (optional): Since new projects are always being added to the EG portfolio, the unofficial target is always 100% of the projects that are not in their first year of execution. METSS II is not, however, planning to report against any target on this indicator.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Output Indicator 1.1.2)

Name of Result Measured: Sub-IR 1.1. Improved M&E plans developed by USAID|Ghana EG partners meet USAID M&E requirements.

Name of Indicator: 1.1.2. Number of existing USAID|Ghana EG partners assisted in revising their M&E plans.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the number of existing USAID|Ghana EG IPs and GoG partners assisted in revising their M&E plans at the request of the USAID|Ghana EG Office or IP staff. This is usually due to a shift in guidance, a modification to their activities, or changes in the project-enabling environment due to external factors.

Unit of Measure: Number

Disaggregated by: USAID|Ghana EG IP and GoG partner by type of assistance

Rationale or Justification for Indicator (optional): An M&E plan is a guidance document that details how the implementing partner plans to collect, process, analyze, and report on indicators for performance measurements. It is assumed that many partners with approved M&E plans will need revision assistance, usually because of a new reporting requirement and/or because they were not working with METSS at the time their original plans were designed. This assistance is generated by requests from the USAID|Ghana EG Office. This assistance is expected to help ensure that the revised M&E plans are aligned to the USAID programming and M&E framework.

PLAN FOR DATA COLLECTION BY USAID

Data Source: USAID|Ghana IP projects and GoG MDAs records

Method of Data Collection and Construction: METSS II M&E staff will use Tool 1, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.

Reporting Frequency: Semiannual

Individual(s) Responsible at METSS II: M&ERS assigned to track this indicator.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the M&ERS. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQA.

Known Data Limitations: There are two potential problems with this indicator. The first is the risk of confusing new M&E plans with the revision of existing plans. The second is the risk of counting unapproved M&E plans under this indicator. To ensure that these limitations are removed, METSS II M&E staff will distinguish between: (1) IPs and GoG partners that they assist with the development of new M&E plans; (2) those with existing plans that they help to revise; and (3) require each IP and GoG partner they assist to submit a copy of the request for approval letter/email from AOR as proof of approval for each M&E plan.

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP projects that requested and received assistance from the METSS II project in the revision of an approved M&E plan that rolled over to the new project (in FY2014) will be counted in the baseline indicator.

Rationale for Targets (optional): Any IP project that has received a written request from USAID|Ghana for help with revising an approved plan can be counted in the annual target for this indicator.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional): Report narrative will indicate number trained/assisted and number that had their M&E plans approved, but these details are not reported in the tracking table.

THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Outcome Indicator 1.2)

Name of Result Measured: Sub-IR 1.2. Improved confidence in and quality of the USAID|Ghana EG partners' performance data and information.

Name of Indicator: 1.2. Percentage of USAID|Ghana EG Office standard indicators for which all IPs for which all IPs have had a DQA.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the percentage of USAID|Ghana active EG Office standard indicators with completed DQAs, evident by a field report and completed mandatory DQA worksheet for each indicator covered. DQAs should be conducted for each standard indicator at least 6 months after the indicator has become ACTIVE (i.e. the IP has signed an agreement and has started project implementation), and/or before the first annual report is made on the indicator in question. Each ACTIVE indicator should have a DQA done, with a DQA worksheet, at least once every 3 years in compliance with ADS 203.35.1 and other derivative directives from the ADS. The number reported in the table is the percentage of indicators for the current fiscal year.

Unit of Measure: Percentage

Disaggregated by: USAID|Ghana EG IPs and GoG MDAs

Rationale or Justification for Indicator (optional): Ensuring that each IP project reporting on a standard indicator goes through the DQA processes gives the Mission the confidence that the data generated and reported by the IPs are credible and can be relied upon for decision-making.

PLAN FOR DATA COLLECTION BY USAID

Data Source: USAID|Ghana projects and GoG MDAs records

Method of Data Collection and Construction: METSS II M&E staff will use Tool 2, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.

Reporting Frequency: Semiannual

Individual(s) Responsible at METSS II: M&ERS assigned to track this indicator.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the M&ERS. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQA.

Known Data Limitations: Since multiple IPs can report on the same standard USAID|Ghana EG Office indicator, it is important to ensure that each IP is meeting USAID standards for that indicator. To ensure that this occurs, METSS II M&E staff will request and approved DQA report from the AOR as proof that the DQA was executed and that the report was approved.

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP projects that have a documented DQA that has been approved by the AOR within the last three years can be counted as part of this baseline number.

Rationale for Targets (optional): The annual target for this indicator will be IPs that are in the third year after the last DQA for the indicator they report on, and/or in the first year. If an IP has an approved DQA for the standard indicator it reports on in Years 1 and 2, it would not be listed in this target.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Output Indicator 1.2.1)
Name of Result Measured: Sub-IR 1.2. Improved confidence in and quality of the USAID Ghana EG partners' performance data and information.
Name of Indicator: 1.2.1. Number of USAID Ghana EG partners' staff trained in M&E techniques.
Reporting Year(s) _____
DESCRIPTION
Precise Definition(s): This measures the count of individuals who have received training in a variety of M&E topics such as M&E framework/M&E plan design, developing performance indicators, PIRS, indicator data collection, data entry into FTFMS, AT+, indicator data verification, and DQA, among others. An individual will be counted if she/he has received training in any two topics, including M&E framework/M&E plan design.
Unit of Measure: Number
Disaggregated by: IPs and GoG partners by number of people trained by gender
Rationale or Justification for Indicator (optional): Building capacity is one of METSS core activities and its objective is to ensure that staff working on USAID projects are abreast of the USAID standards and requirements, and that they are able to function well in their positions. Training of USAID Ghana partners staff therefore contributes to the USAID Forward agenda of local capacity building. It is also an assurance that the staff will be able to produce data and information that meets USAID M&E principles.
PLAN FOR DATA COLLECTION BY USAID
Data Source: USAID Ghana IP projects and GoG MDAs records
Method of Data Collection and Construction: METSS II M&E staff will use Tool 2, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.
Reporting Frequency: Semiannual
Individual(s) Responsible at METSS II: M&ERS assigned to track this indicator.
DATA QUALITY ISSUES
Dates of Previous DQAs and Name of Reviewer: N/A
Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the M&ERS. External DQAs will be done by USAID Ghana at least once a year, or within every three years from the last year of the previous DQA.
Known Data Limitations: It is easy for IPs to double count trainees and to not disaggregate the trainees by category of trainee (i.e. NGO staff, NGO consultants, GoG permanent staff, GoG consultants, local government officials, USAID staff, and consultants from the Ghana office or other regional or headquarters office). To ensure that this limitation is removed, the METSS II M&E staff will develop a standard form that identifies staff as individuals and by category that respects USAID norms for protecting trainees' identities. This form will discriminate between formal in-class trainings and trainings that are METSS II facilitated and monitored (for standards).
TARGETS AND BASELINE
Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP staff who have participated in a formal METSS II-sponsored project training before the METSS II project start date will be counted as part of this baseline number. The tracking number will also report training frequency (i.e. how many have had 1-5+ trainings).
Rationale for Targets (optional): Since the implicit target for training staff is 100% (i.e. all staff participating in some sort of formal training program each year), the most meaningful target will be the targets set for ensuring staff participate in more than one training and/or specific clusters of training that they need to complete their job starting in FY2017.
CHANGES TO INDICATOR
Changes to Indicator:
Other Notes (optional):
THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Output Indicator 1.2.2)

Name of Result Measured: Sub-IR 1.2. Improved confidence in and quality of the USAID|Ghana EG partners' performance data and information.

Name of Indicator: 1.2.2. Number (and percentage) of USAID|Ghana EG partners using documented M&E techniques, tools, protocols, and guidelines.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the number of USAID|Ghana EG IPs and GoG partners that have either designed, adapted, or documented the following as a result of METSS II assistance in six areas:

1. M&E plan (framework);
2. PIRS that followed the recommended formats as outlined in the M&E plan;
3. Data-collection instruments for indicators;
4. Data-verification procedures and SOPs;
5. Reporting formats and established reporting timelines; and
6. Data-quality strategy/guidelines

IPs and GoG partners meeting the first three items on the above list of attributes shall be counted as meeting the requirements of the indicator.

Unit of Measure: Number and percentage

Disaggregated by: USAID|Ghana IP and GoG partner by level of use of standard techniques

Rationale or Justification for Indicator (optional): Since the number of projects changes from year to year, it is important for METSS II to stay abreast of shifts in capacity of the EG partners to use certain tools. This has been implicit in METSS II's work and tracked informally. Better tracking of the cumulative ups and downs in IP and GoG partner capacity should help the USAID|Ghana EG Office and METSS II project to better understand the challenges of tracking and monitoring this capacity.

PLAN FOR DATA COLLECTION BY USAID

Data Source: USAID|Ghana IP projects and GoG MDAs records

Method of Data Collection and Construction: METSS II M&E staff will use Tool 2, Annex I to collect data from IP and GoG projects for the EG Office.

Reporting Frequency: Semiannual

Individual(s) Responsible at METSS II: M&ERS assigned to track this indicator.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the M&ERS. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQAs.

Known Data Limitations: There is a risk of confusion in reporting on this indicator unless the specific tools the IPs and GoG partners need to report on their projects to the standards identified by USAID are identified. To ensure that this limitation is removed, the METSS II M&E staff have developed a tool to rank each IP and GoG partner's capacity for each of the six core capacities identified above based on objective, verifiable criteria.

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP and GoG partner projects with approved M&E plans before the METSS II project start date would be counted as part of the baseline number. METSS II staff will retroactively rank (with active input from the IP and GoG partner staff) all IP and GoG partner projects' capacity in the six core areas being monitored.

Rationale for Targets (optional): Annual targets will be set for each of the six core capacities starting in FY2017.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Output Indicator 1.2.3)
Name of Result Measured: Sub-IR 1.2. Improved confidence in and quality of the USAID Ghana EG partners' performance data and information.
Name of Indicator: 1.2.3. Number of USAID Ghana EG partners oriented and trained in the utilization of the FTFMS and AT+.
Reporting Year(s) _____
DESCRIPTION
Precise Definition(s): This measures the number of IP and GoG projects that have been linked to the FTFMS and AT+ and are using the systems to enter, store, and process indicator data and generate indicator reports for semiannual and annual reporting to the USAID Ghana EG Office. IPs that are only linked to the FTFMS and AT+ and are not producing indicator reports shall not be counted.
Unit of Measure: Number
Disaggregated by: USAID Ghana IP and GoG partner
Rationale or Justification for Indicator (optional): The FTFMS and AT+ are critical to the development of sustainable reporting on the USAID Ghana EG portfolio since they are the mechanism that IPs and GoG partners must use to upload their data. It is critical, therefore, for the USAID Ghana EG Office to know how many IPs and GoG partners are able to use this system correctly. Having an average or above-average knowledge of both systems is an assurance that the IP or GoG partner can continue reporting to USAID in the correct manner and to USAID Ghana EG in a timely manner.
PLAN FOR DATA COLLECTION BY USAID
Data Source: USAID Ghana EG IP projects and GoG MDAs records
Method of Data Collection and Construction: METSS II M&E staff will use Tool 2, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.
Reporting Frequency: Semiannual
Individual(s) Responsible at METSS II: M&ERS assigned to track this indicator.
DATA QUALITY ISSUES
Dates of Previous DQAs and Name of Reviewer: N/A
Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the M&ERS. External DQAs will be done by USAID Ghana at least once a year, or within every three years from the last date of the previous DQA.
Known Data Limitations: There is a high temptation to report yes/no on this indicator, which obscures the fact that the IPs and GoG partners vary widely in their ability to use both the FTFMS and AT+. To address this issue, the METSS II M&E staff will measure each IP and GoG partner's ability to use both systems using objective and verifiable criteria.
TARGETS AND BASELINE
Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All projects working with METSS II will be measured for this indicator retroactively.
Rationale for Targets (optional): Annual targets will be set for moving the percentage of IPs and GoG partners with average or above average to use both systems in FY2017 and FY2018.
CHANGES TO INDICATOR
Changes to Indicator:
Other Notes (optional):
THIS SHEET LAST UPDATED ON: 12/30/2016

USAID Performance Indicator Reference Sheet (Output Indicator 1.2.4)

Name of Result Measured: Sub-IR 1.2. Improved confidence in and quality of the USAID|Ghana EG partners' performance data and information.

Name of Indicator: 1.2.4. Number of USAID|Ghana EG partners that have completed and documented DQAs for all of their indicators.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the aggregate number (and percentage) of USAID|Ghana EG IPs and GoG partners that have completed and documented the DQAs they are required to conduct as part of their M&E plans within a 3-year period.

Unit of Measure: Number and percentage

Disaggregated by: USAID|Ghana IP and GoG partner

Rationale or Justification for Indicator (optional): Up-to-date DQAs are critical to ensuring that the data that the USAID|Ghana EG Office reports reflects field realities. It is assumed that the current regulations requiring all standard indicators to have at least one DQA every three years is the first step to ensuring high-quality data. More accurate and timely data on which IPs and GoG partners are up to date on their DQAs should help the USAID|Ghana EG Office and METSS II better understand which IPs and GoG partners have strong, average, and weak reporting systems, and what measures need to be taken to sustain high-quality reporting.

PLAN FOR DATA COLLECTION BY USAID

Data Source: USAID|Ghana IP projects and GoG MDAs records

Method of data collection and construction: METSS II M&E staff will use Tool 2, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.

Reporting Frequency: Semiannual

Individual(s) Responsible at METSS II: M&ERS assigned to track this indicator.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the M&ERS. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQA.

Known Data Limitations: One of the major risks associated with this indicator is the tendency to count the physical execution of a DQA without having an approved DQA (mandatory) worksheet or report. To ensure that this limitation is addressed, METSS II M&E staff will request the DQA (mandatory) worksheet or report as proof of approval for each DQA conducted.

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP and GoG partner projects working with the project in this year will be counted as part of the baseline number.

Rationale for Targets (optional): The targets set for FY2017 and FY2018 will reflect the number of IPs and GoG partners identified by METSS II as needing to update their DQAs.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON: 12/3/2016

USAID Performance Indicator Reference Sheet (Output Indicator 1.2.5)

Name of Result Measured: Sub-IR 1.2. Improved confidence in and quality of the USAID|Ghana EG partners' performance data and information.

Name of Indicator: 1.2.5. Percentage of USAID|Ghana EG partners' results validated by METSS II.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the percentage of USAID|Ghana EG IP and GoG partner results (indicator data) reported that were validated by METSS II.

Verification activities will be undertaken in collaboration with the IP and GoG partner projects' AORs/contracting officer representatives (CORs) to check the consistency of results reported by the IP and GoG projects and what exist in the field.

Unit of Measure: Percentage

Disaggregated by: USAID|Ghana EG IP or GoG partner

Rationale or Justification for Indicator (optional): More accurate and timely data that reflects what pertains in the field will give USAID|Ghana the opportunity to accurately measure progress or lack of it thereof. Field verification of IP and GoG partner results will also give the visiting staff an opportunity to gather beneficiaries' perceptions of the results from the EG program interventions and the tacit knowledge and information could be used to better inform project implementation.

PLAN FOR DATA COLLECTION BY USAID

Data Source: USAID|Ghana IP projects and GoG MDAs records

Method of Data Collection and Construction: METSS II M&E staff will use Tool 2, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.

Reporting Frequency: Semiannual

Individual(s) responsible at METSS II: M&ERS assigned to track this indicator.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the M&ERS. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQA.

Known Data Limitations: None

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP and GoG partner projects that had their results (indicator data) validated by METSS II under the previous project could be counted as part of this baseline number.

Rationale for Targets (optional): The targets set for FY2017 and FY2018 should be 100% of the target set for Indicator 1.2.4.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Outcome Indicator 1.3)

Name of Result Measured: Sub-IR 1.3. Increased capacity of USAID|Ghana's EG Office to conduct surveys, analytical studies, and project evaluations.

Name of Indicator: 1.3. Number of research papers, policy papers, and analytical studies conducted with assistance from METSS II.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the number of research papers, policy papers, and analytical studies produced as a result of METSS II assistance.

1. A research paper is report on a thematic issue or project with the following elements: purpose, scope, objectives, hypothesis, methodology, findings, limitations, and recommendations.
2. A policy paper presents a set of ideas on a current, emerging, or anticipated issue with the principal aim being to inform decision making.
3. An analytical study provides support to the development of policy.

The goal of such studies is to guide USAID|Ghana, the GoG, USAID|Ghana EG partners, as well as other development partners working in the ZOI in making policy decisions and investments.

Unit of Measure: Number

Disaggregated by: Category of report: research paper, policy paper, analytical study

Rationale or Justification for Indicator (optional): New and existing USAID|Ghana projects and GoG policies need to be justified with evidence-based research papers, policy papers, and analytical studies. The METSS II project was expected to increase the available supply of evidence-based research and policy papers and analytical studies for the ZOI.

PLAN FOR DATA COLLECTION BY USAID

Data Source: METSS II records

Method of Data Collection and Construction: METSS II M&E staff will use Tool 3, Annex I to collect data on the current status of the production, archiving, and distribution of all of its research and policy papers and analytical studies.

Reporting Frequency: Semiannual

Individual(s) Responsible at METSS II: Research Reporting Specialist assigned to track this indicator.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the Research Reporting Specialist. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQA.

Known Data Limitations: It is tempting to count any paper or study that is published and posted on the METSS II web portal. To address this limitation, the METSS II M&E staff will collect data only on documents that were produced with METSS II project assistance since FY2014. If the project identifies other IP or GoG-produced documents that are considered sufficiently important to post, they can be tracked separately.

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. Any study that was started under the old project can be counted as part of the baseline number.

Rationale for Targets (optional): The annual targets for this indicator in FY2017 and FY2018 will reflect the expected planning of the project. To accommodate new priorities and needs, these targets will be adjusted each year.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Output Indicator 1.3.1)
Name of Result Measured: Sub-IR 1.3. Increased capacity of USAID Ghana's EG Office to conduct surveys, analytical studies, and project evaluations.
Name of Indicator: 1.3.1. Number of PBSs completed directly or with assistance from METSS II.
Reporting Year(s) _____
DESCRIPTION
Precise Definition(s): This measures whether a survey was conducted.
Unit of Measure: Number
Disaggregated by: FTF ZOI PBS, agricultural production survey (APS) and other surveys (TBD). A more fine-tuned analysis of where the PBS survey stands in terms of execution, dissemination, and data-set management can also be conducted using the same tool and reported in the text of the semiannual reports, but not in the tracking table.
Rationale or Justification for Indicator (optional): Good PBS research is critical to building the types of results-based information that the GoG partners, IPs, and USAID Ghana need for effective policy. USAID requires all of its projects to: (1) anticipate which groups need to be targeted by the dissemination of the research results, and (2) make the cleaned data sets available to other groups to increase the value added of the initial investment in data collection.
PLAN FOR DATA COLLECTION BY USAID
Data Source: USAID Ghana IP projects and GoG MDAs records
Method of Data Collection and Construction: METSS II M&E staff will use Tool 3, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.
Reporting Frequency: Semiannual
Individual(s) Responsible at METSS II: Research Reporting Specialist assigned to track this indicator.
DATA QUALITY ISSUES
Dates of Previous DQAs and Name of Reviewer: N/A
Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the Research Reporting Specialist. External DQAs will be done by USAID Ghana at least once a year, or within every three years from the last date of the previous DQA.
Known Data Limitations: There is a temptation for counting only the physical execution and write up of a survey/analytical study/project evaluation with little attention focused on dissemination or database management. To ensure that this limitation is removed, METSS II M&E staff will track the physical execution of the survey, as well as the status of the survey/analytical study/project evaluation for dissemination and database write up.
TARGETS AND BASELINE
Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All surveys, analytical studies, and project evaluations produced or disseminated with METSS II support are eligible for inclusion in this baseline figure.
Rationale for Targets (optional): The target numbers for FY2017 and FY2018 will reflect the METSS II project goals for survey/analytical studies and project evaluation production, dissemination, and database management in these years. Since USAID Ghana priorities change, these targets may be adjusted annually.
CHANGES TO INDICATOR
Changes to Indicator:
Other Notes (optional):
THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Output Indicator 1.3.2)
Name of Result Measured: Sub-IR 1.3. Increased capacity of USAID Ghana's EG Office to conduct surveys, analytical studies, and project evaluations.
Name of Indicator: 1.3.2. Number of USAID Ghana EG project performance evaluations and assessments conducted with support from METSS II.
Reporting Year(s) _____
DESCRIPTION
Precise Definition(s): This measures the number of USAID Ghana EG project performance evaluations and assessments that METSS II has conducted or supported. Performance evaluations can be either mid-term evaluations or final evaluations. Usually, these evaluations are conducted by either a consulting firm or group of individual experts identified and grouped for the purpose of executing the evaluations. Baseline surveys should not be counted as part of this indicator. Other research that does not assess the performance of project activities should not be included in this indicator.
Unit of Measure: Number
Disaggregated by: IPs and GoG partners.
Rationale or Justification for Indicator (optional): High-quality project performance evaluations, surveys, and analytical studies are critical to achieving results-based planning. It is assumed that METSS II technical backstopping will increase efficiency, efficacy, and impact of the USAID Ghana EG-funded projects' evaluations.
PLAN FOR DATA COLLECTION BY USAID
Data Source: USAID Ghana IP projects and GoG MDAs records
Method of Data Collection and Construction: METSS II M&E staff will use Tool 3, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.
Reporting Frequency: Semiannual
Individual(s) Responsible at METSS II: Research Reporting Specialist assigned to track this indicator.
DATA QUALITY ISSUES
Dates of Previous DQAs and Name of Reviewer: N/A
Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the Research Reporting Specialist. External DQAs will be done by USAID Ghana at least once a year, or within every three years from the last date of the previous DQA.
Known Data Limitations: The level of support provided by METSS II for project surveys, analytical studies, and project evaluations varies widely. Some require a lot of detailed technical back up, and some do not. This wide variation could lead staff to underestimate or overestimate the number of projects that received this type of assistance. To address this limitation, the METSS II M&E staff will track the actual level of support.
TARGETS AND BASELINE
Baseline Timeframe (optional): Baseline year for this indicator is FY2014. All IP projects that received METSS II assistance in the design, execution, or write up of a survey, analytical study, or project evaluation before the METSS II start-up date can be included in this baseline number.
Rationale for Targets (optional): The targets reported in the tracking table for FY2017 and FY2018 identify IP and GoG projects that have requested and/or are expected to request METSS II assistance with EG performance evaluations and assistance. Since the number of new projects and new IPs and GoG partners changes annually, these targets are indicative (e.g. not fixed) subject to explanation and/or USAID Ghana requests.
CHANGES TO INDICATOR
Changes to Indicator:
Other Notes (optional):
THIS SHEET LAST UPDATED ON: /12/2/2016

USAID Performance Indicator Reference Sheet (Outcome Indicator 2.1)
Name of Result Measured: Sub-IR 2.1. Increased availability and access to evidence-based data, information, and knowledge to support better policy and project design and implementation.
Name of Indicator: 2.1. Percentage of USAID Ghana EG staff, IP staff, and GoG partner staff that use online library, database, and analytics developed by METSS II.
Reporting Year(s) _____
DESCRIPTION
Precise Definition(s): This measures the current level of use of the Ghanalinks.org online resources such as the library, analytical database, mapping tool, online discussion forum, and other analytical resources developed by METSS II in support of the functions of the USAID Ghana IPs, GoG partners, and EG staff. The other resources include the analytics that can be obtained by querying the aWhere database. A staff person should be counted only when he or she has used at least two of the Ghanalinks.org resources, and for more than one occasion.
Unit of Measure: Percentage
Disaggregated by: USAID Ghana IPs, EG staff, and GoG partners
Rationale or Justification for Indicator (optional): Just producing more knowledge, data, and information does not necessarily lead to its use in policy strategic planning, project design, and implementation. It is important to measure how people access and use the new information. This information on access and use should provide valuable information to the USAID Ghana EG Office and METSS II on how its existing systems for increasing knowledge, data, and information are working for particular target audiences.
PLAN FOR DATA COLLECTION BY USAID
Data Source: USAID Ghana IP projects and GoG MDAs records
Method of Data Collection and Construction: METSS II M&E staff will use Tool 4, Annex I to collect data from IP projects and GoG MDAs implementing project/activities for the EG Office.
Reporting Frequency: Mid-Year Year 5 (FY2018) only
Individual(s) Responsible at METSS II: The METSS II Knowledge Management, Learning, and Communication team.
DATA QUALITY ISSUES
Dates of Previous DQAs and Name of Reviewer: N/A
Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the METSS II Knowledge Management, Learning, and Communication component staff. External DQAs will be done by USAID Ghana at least once a year, or within every three years for each M&E plan reviewed.
Known Data Limitations: There is a temptation to count use of data, information, or knowledge as a simple yes/no. This overlooks the wide differences that exist between and within the USAID Ghana EG Office's target audiences. To address this limitation, the METSS II M&E staff will refine a draft index (Tool 4, Annex I) that can help identify different levels of use of specific categories of information on the METSS II web portal. This information will help the project better tailor the tools it uses to facilitate IP, GoG MDA, and EG staff access to the site.
TARGETS AND BASELINE
Baseline Timeframe (optional): The baseline year for this indicator is FY2015. Since the Ghanalinks.org web-portal became active in FY2016, the baseline value for this indicator will be zero (0).
Rationale for Targets (optional): The figures reported as the targets for FY2017 and FY2018 would be the project's expected goals for each of these global categories. These global targets would be weighted averages of the METSS II targets for all of its IPs, GoG partner MDAs, and EG staff. This information should help METSS II and USAID Ghana identify what assistance the partners need to increase their use of the online tools and resources.
CHANGES TO INDICATOR
Changes to Indicator:
Other Notes (optional):
THIS SHEET LAST UPDATED ON: 12/28/2016

USAID Performance Indicator Reference Sheet (Output Indicator 2.1.1)

Name of Result Measured: Sub-IR 2.1. Increased availability and access to evidence-based data, information, and knowledge to support better policy and project design and implementation.

Name of Indicator: 2.1.1. Number of databases developed and in use

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the number of databases developed and in use by METSS, the EG Office, and its partners such as the IPs, GoG partners, and other DPs collaborating with USAID|Ghana. Examples of a database could be Ghanalinks.org, PBS analytics database, the DP database, the APS, the poultry database (once created), and the METSS II PMMP database (once created). Databases developed/created by METSS II for IP and GoG partner projects to use to manage their indicator data should be included in this indicator. The number of reported in the tracking table is the number of databases ranked as functional.

Unit of Measure: Number

Disaggregated by: By database

Rationale or Justification for Indicator (optional):

PLAN FOR DATA COLLECTION BY USAID

Data Source: METSS II project records

Method of Data Collection and Construction: METSS II M&E staff will use Tool 4, Annex I to collect data from IP projects and GoG MDAs implementing projects/activities for the EG Office.

Reporting Frequency: Semiannual

Individual(s) Responsible at METSS II: The METSS II Knowledge Management, Learning, and Communication team.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the METSS II Knowledge Management, Learning, and Communication component staff. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQA.

Known Data Limitations: Since individual IPs and GoG partners are likely to post some project-specific databases on the web portal, as they are required to do so by USAID, there could be some confusion about which ones are METSS II-developed and/or executed. There is also a temptation to list a database as being operational when it is still in the process of being set up and/or designed. To ensure that these limitations are removed, the indicator will only count the databases that METSS II has facilitated and approved as fully operational.

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. Any database that was developed and in use before the METSS II project start date should be counted as part of the baseline number.

Rationale for Targets (optional): The targets set of FY2017 and FY2018 should identify the principal new and/or revised databases that the project hopes to develop.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Output Indicator 2.1.2)

Name of Result Measured: Sub-IR 2.1. Increased availability and access to evidence-based data, information, and knowledge to support better policy and project design and implementation.

Name of Indicator: 2.1.2. Number of GIS layers developed and available to clients.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the number of GIS layers produced from data obtained from various sources and shared with USAID|Ghana, other development actors, and/or the public. This includes: (1) those produced from data obtained in .shp files; (2) those obtained in other formats requiring conversion; and (3) those that needed digitizing.

Unit of Measure: Number

Disaggregated by: By category of GIS layer

Rationale or Justification for indicator (optional): Given the importance that the USAID|Ghana EG Office attaches to developing better spatial analysis of development information, it is important for METSS II to have solid systems for processing this information and to understand how its IPs and GoG partners are using this information.

PLAN FOR DATA COLLECTION BY USAID

Data Source: METSS II records.

Method of Data Collection and Construction: METSS II will use Tool 4, Annex I to collect data from the responsible staff at METSS II.

Reporting Frequency: Annual

Individual(s) Responsible at METSS II: The METSS II Knowledge Management, Learning, and Communication team.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the METSS II Knowledge Management, Learning, and Communication component staff. External DQAs will be done by USAID|Ghana at least once a year, or within every three years from the last date of the previous DQA.

Known Data Limitations: None

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2014. Any GIS layer developed and available to clients before the METSS II project start date should be counted as part of the baseline number.

Rationale for Targets (optional): The USAID|Ghana EG Office works with METSS II to develop soft targets for the GIS systems for each year to be included in the DIP. These targets will be reviewed and set annually by the USAID|Ghana EG Office.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON: 12/2/2016

USAID Performance Indicator Reference Sheet (Outcome Indicator 2.2)

Name of Result Measured: Sub-IR 2.2. Strengthened capacity of GoG MDAs to use evidence-based data, information, and knowledge for more effective policy and programmatic contributions to the achievement of USAID|Ghana DO2 and GoG goals.

Name of Indicator: 2.2. Number of USAID|Ghana EG GoG partners that report using the METSS II research papers, policy papers, and/or analytical studies to support policy and project planning.

Reporting Year(s) _____

DESCRIPTION

Precise Definition(s): This measures the extent to which USAID|Ghana EG GoG partners report using the three categories of reports supported by METSS II—research papers, policy papers, and analytical studies—to inform their policy decision making and project design and planning.

(1) A research paper is a report on a thematic issue or project with the following elements: purpose, scope, objectives, hypothesis, methodology, findings, limitations, and recommendations. (2) A policy paper presents a set of ideas on a current, emerging, or anticipated issue with the principal aim being to inform decision making. (3) An analytical study provides support to the development of policy.

Unit of Measure: Number

Disaggregated by: Type of paper or study and by category of partner (IP, GoG Partner)

Rationale or Justification for Indicator (optional): Having access to evidence-based data and information is a precursor to effective policy-making. The indicator will measure the number of GoG partners that not only have access to evidence-based data and information, but are effectively utilizing them in their decision-making.

PLAN FOR DATA COLLECTION BY USAID

Data Source: METSS II records.

Method of Data Collection and Construction: METSS II staff will use Tool 5, Annex I to collect data from USAID|Ghana EG Office partners.

Reporting Frequency: Semiannual

Individual(s) Responsible at METSS II: The METSS II Knowledge Management, Learning, and Communication team assigned to track this indicator.

DATA QUALITY ISSUES

Dates of Previous DQAs and Name of Reviewer: N/A

Date of Future DQAs (optional): Internal assessments done as part of routine internal DQAs of the METSS II MIS by the METSS II Knowledge Management, Learning, and Communication component staff. External DQAs will be done by USAID|Ghana at least once a year, or within three years from the last date of the previous DQA.

Known Data Limitations: There is a temptation for IPs and EG partners to overestimate their use of METSS II-generated knowledge, data, and information for use in policy strategic planning and project design and implementation. To address this limitation, the METSS II M&E staff will require documentation of use and note the documentation in the reporting system.

TARGETS AND BASELINE

Baseline Timeframe (optional): Baseline year for this indicator is FY2016..

Rationale for Targets (optional): METSS II will establish targets on an annual basis considering the number of research and policy papers targeted to be executed in each FY.

CHANGES TO INDICATOR

Changes to Indicator:

Other Notes (optional):

THIS SHEET LAST UPDATED ON:1/27/2017

5.0. METSS II Performance Indicators Tracking Table—FY2014-FY2018

Proposed IRs, Sub-IRs, and Performance Indicators (x.x.x=Output Indicators)	Reporting Frequency	FY2014 Actual ¹⁸	FY2015 Actual ¹⁹	FY2016 Actual ²⁰	FY2017		FY2018		Life of Activity Target
					Target	Actual	Target	Actual	
IR 1: Performance management of USAID Ghana EG-funded projects increased to meet USAID M&E requirements.									
Sub-IR 1.1: Improved M&E plans developed by USAID Ghana EG partners meet USAID M&E requirements.									
Outcome Indicator 1.1: Number of USAID Ghana EG partners with approved M&E plans.	Semiannual								
1.1.1. Number of <u>new</u> USAID Ghana EG partners with approved M&E plans.	Semiannual								
1.1.2. Number of existing USAID Ghana EG partners assisted in revising their M&E plans.	Semiannual								
Sub-IR 1.2: Improved confidence in and quality of the USAID Ghana EG partners' performance data and information.									
Outcome Indicator 1.2: Percentage of USAID Ghana EG Office standard indicators for which all IPs have had a DQA.	Semiannual								
1.2.1. Number of USAID Ghana EG partners' staff trained in M&E techniques.	Semiannual								
1.2.2. Number (and percentage) of USAID Ghana EG partners using documented M&E techniques, tools, protocols, and guidelines.	Semiannual								
1.2.3. Number of USAID Ghana EG partners oriented and trained in the utilization of the FTFMS and AT+.	Semiannual								
1.2.4. Number of USAID Ghana EG partners that have completed and documented DQAs for all of their indicators.	Semiannual								

¹⁸ Retroactive calculations to be conducted as feasible with existing data.

¹⁹ Retroactive calculations to be conducted as feasible with existing data.

²⁰ Retroactive calculations to be conducted as feasible with existing data.

1.2.5. Percentage of USAID Ghana EG partners' results validated by METSS II.	Semiannual								
Sub-IR 1.3: Increased capacity of USAID Ghana's EG Office to conduct surveys, analytical studies, and project evaluations.									
Outcome Indicator 1.3: Number of research papers, policy papers, and analytical studies conducted with assistance from METSS II.	Semiannual								
1.3.1. Number of PBSs completed directly or with assistance from METSS II.	Semiannual								
1.3.2. Number of USAID Ghana EG project performance evaluations and assessments conducted with support from METSS II.	Semiannual								
IR 2: Increased knowledge, data, and information for use in policy, strategic planning, project design, and implementation.									
Sub-IR 2.1: Increased availability and access of evidence-based data, information, and knowledge to support better policy and project design and implementation.									
Outcome Indicator 2.1: Percentage of USAID Ghana EG staff, IP staff, and GoG partner staff that use online library, database, and analytics developed by METSS II.	Mid-Year Year 5 (FY2018) only								
2.1.1. Number of databases developed and in use.	Semiannual								
2.1.2. Number of GIS layers developed and available to clients.	Annual								
Sub-IR 2.2: Strengthened capacity of GoG MDAs to use evidence-based data, information, and knowledge for more effective policy and programmatic contributions to the achievement of USAID Ghana DO2 and GoG goals									
Outcome Indicator 2.2: Number of USAID Ghana EG GoG partners that report using the METSS II research papers, policy papers, and/or analytical studies to support policy and project planning.	Semiannual								

Source: Meetings with METSS II component staff, August 17-September 1, 2016. Updated December 10, 2016.

*=Retroactive calculations to be conducted as feasible with existing data.

6.0. Draft Reporting Template (Semiannual Report)

Cover Page

Executive Summary

List of Abbreviations

1.0. METSS II Overview

2.0. IR1: Performance management of USAID|Ghana EG-funded projects increased to meet USAID M&E requirements.

Description of expected outcomes of the activities under IR1.

2.1. Sub-IR 1.1: Improved M&E plans developed by USAID|Ghana EG partners meet USAID M&E requirements.

2.1.1. Evolution of Project Outputs

- What has been the overall progress toward executing the key outputs identified in the tracking table (output indicators) since 2014? This could be summarized in a small table.
- How have these outputs advanced during the current reporting period?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or life of activity [LOA] results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

2.1.2. Progress Toward Principal Outcomes

Description of the expected outcomes of the activities under this Sub-IR, including the outcome indicator.

- What has been the overall progress toward executing the outcome identified in the tracking table since 2014?
- What progress (against targets) has been made in the current fiscal year? What progress has been expected in the current fiscal year? How likely is the project to achieve its LOA targets for this indicator?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

2.1.3. Identified Needs for the Next Six Months

Based on this analysis, what are identified needs for the next six months and what are their expected impacts on the projected outcome and/or LOA target for the outcome indicator for particular categories of client (e.g., USAID|Ghana EG IPs and GoG partners)?

2.2. Sub-IR 1.2: Improved confidence in and quality of the USAID|Ghana EG partners' performance data and information.

2.2.1. Evolution of Project Outputs

- What has been the overall progress toward executing the key outputs identified in the tracking table (output indicators) since 2014? This could be summarized in a small table.
- How have these outputs advanced during the current reporting period?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

2.2.2. Progress Toward Principal Outcomes

Description of the expected outcomes of the activities under this Sub-IR, including the outcome indicator.

- What has been the overall progress toward executing the outcome identified in the tracking table since 2014?
- What progress (against targets) has been made in the current fiscal year? What progress has been expected in the current fiscal year? How likely is the project to achieve its LOA targets for this indicator?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

2.2.3. Identified Needs for the Next Six Months

Based on this analysis, what are identified needs for the next six months and what are their expected impacts on the projected outcome and/or LOA target for the outcome indicator for particular categories of client (e.g., USAID|Ghana EG IPs and GoG partners)?

2.3. Sub-IR 1.3: Increased capacity of USAID|Ghana's EG Office to conduct surveys, analytical studies, and project evaluations.

2.3.1. Evolution of Project Outputs

- What has been the overall progress toward executing the key outputs identified in the tracking table (output indicators) since 2014? This could be summarized in a small table.
- How have these outputs advanced during the current reporting period?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

2.3.2. Progress Toward Principal Outcomes

Description of the expected outcomes of the activities under this Sub-IR, including the outcome indicator.

- What has been the overall progress toward executing the outcome identified in the tracking table since 2014?
- What progress (against targets) has been made in the current fiscal year? What progress has been expected in the current fiscal year? How likely is the project to achieve its LOA targets for this indicator?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

2.3.3. Identified Needs for the Next Six Months

Based on this analysis, what are identified needs for the next six months and what are their expected impacts on the projected outcome and/or LOA target for the outcome indicator for particular categories of client (e.g., USAID|Ghana EG IPs and GoG partners)?

3.0. IR2: Increased knowledge, data, and information for use in policy, strategic planning, project design, and implementation.

Description of the principal objectives and expected results of the activities under this IR and the structure of the METSS II staff that support these activities, including embedded advisors in MDAs and joint programs like Power Africa and Trade Africa.

3.1. Sub-IR 2.1: Increased availability and access to evidence-based data, information, and knowledge to support better policy and project design and implementation.

3.1.1. Evolution of Project Outputs

- What has been the overall progress toward executing the key outputs identified in the tracking table (output indicators) since 2014? This could be summarized in a small table.

- How have these outputs advanced during the current reporting period?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

3.1.2. Progress Toward Principal Outcomes

Description of the expected outcomes of the activities under this Sub-IR, including the outcome indicator.

- What has been the overall progress toward executing the outcome identified in the tracking table since 2014?
- What progress (against targets) has been made in the current fiscal year? What progress has been expected in the current fiscal year? How likely is the project to achieve its LOA targets for this indicator?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

3.1.3. Identified Needs for the Next Six Months

Based on this analysis, what are identified needs for the next six months and what are their expected impacts on the projected outcome and/or LOA target for the outcome indicator for particular categories of client (e.g., USAID|Ghana EG IPs and GoG partners)?

3.2. Sub-IR 2.2: Strengthened capacity of GoG MDAs to use evidence-based data, information, and knowledge for more effective policy and programmatic contributions to the achievement of USAID|Ghana DO2 and GoG goals.

3.2.1. Evolution of Project Outputs

- What has been the overall progress toward executing the key outputs identified in the tracking table (output indicators) since 2014? This could be summarized in a small table.
- How have these outputs advanced during the current reporting period?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

3.2.2. Progress Toward Principal Outcomes

Description of the expected outcomes of the activities under this Sub-IR, including the outcome indicator.

- What has been the overall progress toward executing the outcome identified in the tracking table since 2014?
- What progress (against targets) has been made in the current fiscal year? What progress has been expected in the current fiscal year? How likely is the project to achieve its LOA targets for this indicator?
- Has there been any major deviation (Note: A deviation occurs if an indicator annual and/or LOA results is + or -10% of the target)? If so, please explain why.
- What have been the major successes achieved during the reporting period? Lessons learned? Challenges encountered and how they have been resolved?

3.2.3. Identified Needs for the Next Six Months

Based on this analysis, what are identified needs for the next six months and what are their expected impacts on the projected outcome and/or LOA target for the outcome indicator for particular categories of client (e.g., USAID|Ghana EG IPs and GoG partners)?

4.0. Administration and Human Resource Issues

5.0. Priority Activities for the Next Phase

Short 1-2 page table by IR. Table should include a column for identified need, target for LOA, and target for next reporting period.

6.0. Updated Performance Indicator Tracking Table

Annex I. Updated Summary of New Reports/Data Added to Ghanalinks.org

Short 1-2 page summary with weblink, including a snapshot of Google analytics for the whole Ghanalinks.org site.

7.0. Annex I. Data-Collection Tools

No.	IR	Sub-IR	Indicator Title	Data Collection Tool	
7.1.1.	IR 1: Performance management of USAID Ghana EG-funded projects increased to meet USAID M&E requirements.	Sub-IR 1.1: Improved M&E plans developed by USAID Ghana EG partners meet USAID M&E requirements.	1.1. Number of USAID Ghana EG partners with approved M&E plans.	Tool 1, Annex I	
7.1.2.			1.1.1. Number of new USAID Ghana EG partners with approved M&E plans.	Tool 1, Annex I	
7.1.2.			1.1.2. Number of existing USAID Ghana EG partners assisted in revising their M&E plans.	Tool 1, Annex I	
7.2.1.		Sub-IR 1.2: Improved confidence in and quality of the USAID Ghana EG partners' performance data and information.		1.2. Percentage of USAID Ghana EG Office standard indicators for which all IPs have had a DQA.	Tool 2, Annex I
7.2.2.				1.2.1. Number of USAID Ghana EG partners' staff trained in M&E techniques.	Tool 2, Annex I
7.2.3.				1.2.2. Number (and percentage) of USAID Ghana EG partners using documented M&E techniques, tools, protocols, and guidelines.	Tool 2, Annex I
7.2.3.				1.2.3. Number of USAID Ghana EG partners oriented and trained in the utilization of the FTFMS and AT+.	Tool 2, Annex I
7.2.4.				1.2.4. Number of USAID Ghana EG partners that have completed and documented DQAs for all of their indicators.	Tool 2, Annex I
7.2.5.				1.2.5. Percentage of USAID Ghana EG partners' reports validated by METSS II.	Tool 2, Annex I
7.3.1.				Sub-IR 1.3: Increased capacity of USAID Ghana's EG Office to conduct surveys, analytical studies, and project evaluations.	
7.3.2.		1.3.1. Number of PBSs completed directly or with assistance from METSS II.	Tool 3, Annex I		
7.3.3.		1.3.2. Number of USAID Ghana EG project performance evaluations and assessments conducted with support from METSS II.	Tool 3, Annex I		
7.4.1.		IR 2: Increased knowledge, data, and information for use in policy, strategic planning, project design, and implementation.	Sub-IR 2.1: Increased availability and access to evidence-based data, information, and knowledge to support better policy and project design and implementation.	2.1. Percentage of USAID Ghana EG staff, IP staff, and GoG partner staff that use online library, database, and analytics developed by METSS II.	Tool 4, Annex I
7.4.2.	2.1.1. Number of databases developed and in use.			Tool 4, Annex I	
7.4.3.	2.1.2. Number of GIS layers developed and available to clients.			Tool 4, Annex I	
7.5.1.	Sub-IR 2.2. Strengthened capacity of GoG MDAs to use evidence-based data, information, and knowledge for more effective policy and programmatic contributions to the achievement of USAID Ghana DO2 and GoG goals.		2.2. Number of USAID Ghana EG GoG partners that report using the METSS II research papers, policy papers, and/or analytical studies to support policy and project planning.	Tool 5, Annex I	

7.1. METSS II Project, Tool 1

7.1.1. Indicator Title: 1.1. Number of USAID|Ghana EG partners with approved M&E plans.²¹

Line A.1: Reporting period: (dd/mm/yyyy)

Line A.2: Reporting year: (dd/mm/yyyy)

B.1. Name of IP/GoG partner	B.2. Type of partner ²²	C. Ranking by variable					D. Has IP or GoG partner developed and/or revised their original M&E frameworks and expanded these frameworks into M&E plans (Yes/No)
		C.1. Revision of original results framework ²³	C.2. Expansion of results framework into M&E plan ²⁴	C.3. Compliance with standard reporting protocols ²⁵	C.4. Degree to which data management and reporting platforms are linked to the USAID Ghana EG Office platform ²⁶	C.5. Sub-total for reporting period as a % of possible value (9 point maximum)	

- Line E.1: Is this the initial team ranking? (Yes/No)
- Line E.2: Is this DQA internal or external? (Internal/External)
- Line E.3: Is this figure approved by the Director of Operations for entry into the tracking table? (Yes/No)

²¹ **Indicator Definition:** This measures the number of USAID|Ghana IPs and GoG partners that have aligned their M&E framework—including results framework, reporting protocols, data management, and reporting platforms—to the EG Office M&E framework. IPs or GoG partners should be counted under this indicator when they have developed and/or revised their original M&E frameworks and expanded those frameworks into M&E plans (Column D).

The number to be reported in the tracking table is the number of IP and GoG partners that have developed and/or revised their original M&E frameworks and expanded these frameworks into M&E plans.

²² Rankings: 1 – IP; 2 – GoG partner.

²³ Rankings: 0 – RF not revised yet; 1 – Started, but can't complete before year end; 2 – Started, near completion; 3 – completed (possible values 3).

²⁴ Rankings: 0 – Not started; 1 – At M&E plan drafting stage; 2 – Draft submitted for approval; 3- M&E plan received approval (possible values 3)

²⁵ Rankings: 0 – No; 1 – Yes.

²⁶ Rankings: 0 – Not linked; 1 – Partially linked; 2 – Adequately linked.

7.1. METSS II Project, Tool 1

7.1.2. Indicator Title:

- **1.1.1.** Number of new USAID|Ghana EG partners with approved M&E plans.²⁷
- **1.1.2.** Number of existing USAID|Ghana EG partners assisted in revising their M&E plans.²⁸

A.1: Reporting period: (dd/mm/yyyy)

A.2: Reporting year: (dd/mm/yyyy)

B.1. Name of EG Office partners	B.2. Type of partner ²⁹	C. Type of M&E plan? ³⁰	D. Rankings				
			D.1. The IP developed an M&E plan? (Yes/No)	D.2. Is the M&E plan approved by the AOR/COR? (Yes/No)	D.3. Did the IP receive assistance to develop the M&E plan? (Yes/No)	D.4. Type of assistance received ³¹	D.5. Is this verified? (Yes/No)

- Line E.1: Is this the initial team ranking? (Yes/No)
- Line E.2: Is this DQA internal or external? (Internal/External)
- Line E.3: Is this figure approved by the Director of Operations for entry into the tracking table? (Yes/No)

²⁷ **Indicator Definition:** This measures the number of new USAID|Ghana EG IPs, including GoG partners, that have received assistance from METSS II to develop their M&E plans, and whose M&E plans were approved by USAID|Ghana during the current reporting period.

The number reported in the tracking table is the number of IP and GoG partners with verified assistance (Column D.5).

²⁸ **Indicator Definition:** This measures the number of existing USAID|Ghana EG IPs and GoG partners assisted in revising their M&E plans at the request of the USAID|Ghana EG Office or IP staff. This is usually due to a shift in guidance, a modification to their activities, or changes in the project-enabling environment due to external factors.

The number reported in the tracking table is the number of IP and GoG partners with verified assistance (Column D.5).

²⁹ Rankings: 1 – IP; 2 – GoG partner.

³⁰ Rankings: 1 – New; 2 – Existing.

³¹ Rankings: 0-5 (to be defined).

7.2. METSS II Project, Tool 2

7.2.1. Indicator Title: 1.2. Percentage of USAID|Ghana EG Office standard indicators for which all IPs have had a DQA.³²

A.1: Reporting period: (dd/mm/yyyy) A.2: Reporting year: (dd/mm/yyyy) _____

DQA status	IPs responsible for reporting on standard indicators									
B.1. Name of IP (write out)	IP1	IP2	IP3	IP4	IP5	IP6	IP7	IP8	IP9	IP10
B.2. IP code number ³³										
C.1. USAID Ghana Standard DO2 Indicator (write out number)										
C.2. Standard indicator code number (code) ³⁴										
D. Date IP signed an agreement and started project implementation (dd/mm/yyyy)										
E. Date of the most recent DQA (dd/mm/yyyy)										
F. Was the worksheet submitted to METSS II? (Y/N)										
G. If IP project is new, no DQA (tentative date scheduled) (dd/mm/yyyy)										
H. Will project end before the next possible DQA? (Y/N)										

- Line I.1: Is this the initial team ranking? (Yes/No)
- Line I.2: Is this DQA internal or external? (Internal/External)
- Line I.3: Is this figure approved by the Director of Operations for entry into the tracking table? (Yes/No)

³² **Indicator Definition:** This measures the percentage of USAID|Ghana active EG Office standard indicators with completed DQAs, evident by a field report and completed mandatory DQA worksheet for each indicator covered.

DQAs should be conducted for each standard indicator at least 6 months after the indicator has become ACTIVE (i.e. the IP has signed an agreement and has started project implementation), and/or before the first annual report is made on the indicator in question. Each ACTIVE indicator should have a DQA done, with a DQA worksheet, at least once every 3 years in compliance with ADS 203.35.1 and other derivative directives from the ADS. The number reported in the tracking table is the percentage of indicators for the current fiscal year.

³³ Rankings: To be defined.

³⁴ Rankings: To be defined.

7.2. METSS II Project, Tool 2

7.2.3. Indicator Title:

- **1.2.2.** Number (and percentage) of USAID|Ghana EG partners using documented M&E techniques, tools, protocols, and guidelines.³⁸
- **1.2.3.** Number of USAID|Ghana EG partners oriented and trained in the utilization of the FTFMS and AT+.³⁹

A.1: Reporting period: (dd/mm/yyyy)

A.2: Reporting year: (dd/mm/yyyy)

B. List of IPs and GoG partners for the fiscal year	C. Output Indicator 1.2.2.						D. Output Indicator 1.2.3.		
	C. Documented M&E Techniques, Tools, Protocols, and Guidelines ⁴⁰						C.7. Indicator ranking (If Yes to C.1, C.2 and C.3 rank Yes, else rank No)	D.1. Is the IP linked to both FTFMS and AT+ ⁴¹	D.2. Is the IP uploading and downloading reports from both FTFMS and AT+? (Yes/No)
	C.1. PMP or M&E framework	C.2. PIRS that follow recommended format	C.3. Data-collection instruments for indicators	C.4. Data-verification procedure/SOPs	C.5. Reporting formats and establishes reporting timelines	C.6. Data quality strategy guidelines			
IPs									
GoG Partners									

- Line E.1. Is this the initial team ranking? (Yes/No)
- Line E.2. Is this DQA internal or external? (Internal/External)
- Line E.3. Is this the figure approved by the Director of Operations for entry into the tracking table? (Yes/No)

³⁸ **Indicator Definition:** This measures number of USAID|Ghana EG IPs and GoG partners that have either designed, adapted, or documented the following as a result of METSS II assistance in six areas: (1): M&E plan (framework); (2): PIRS that followed the recommended formats as outlined in the M&E plan; (3): Data-collection instruments for indicators; (4): Data-verification procedures and SOPs; (5): Reporting formats and established reporting timelines; and (6): Data quality strategy/guidelines. IPs and GoG partners meeting the first three items on the above list of attributes shall be counted as meeting the requirements of the indicator.

The number reported in the tracking table means level 3 or higher on all three items (Column C.7).

³⁹ **Indicator Definition:** This measures the number of IP and GoG projects that have been linked to the FTFMS and AT+ and are using the systems to enter, store, and process indicator data and generate indicator reports for semiannual and annual reporting to the USAID|Ghana EG Office. IPs that are only linked to the FTFMS and AT+ and are not producing indicator reports shall not be counted.

The number reported in the tracking table is a yes/no response in Column D.2.

⁴⁰ Rankings: 0 – Have not designed or adapted tool/protocol/guidelines; 1 – Tool/protocol/guideline developed, but not yet in use; 2 – Tool/protocol/guideline developed and in use; 3 – Tool/protocol/guideline revised and in use.

⁴¹ Rankings: 0 – Not linked to either FTFMS or AT+; 1 – Linked to FTFMS only; 2 – Linked to only AT+; 3 – Linked to both FTFMS and AT+.

7.2. METSS II Project, Tool 2

7.2.5. Indicator Title: 1.2.5. Percentage of USAID|Ghana EG partners' results validated by METSS II.⁴³

A.1: Reporting period: (dd/mm/yyyy) A.2: Reporting year: (dd/mm/yyyy)

B. List of IPs and GoG partners for the fiscal year	C. Results verification information				D. Compliance level for results verification? ⁴⁴ (Yes/No)
	C.1. Have IP results been verified during this reporting period? (Yes/No)	C.2. Date of most recent results verification (dd/mm/yyyy)	C.3. Has the verification exercise been documented and on file with IP/GoG partner or METSS II? (Yes/No)	C.4. Did the verification fall within the required timeframe of reporting period? (Yes/No)	

- Line E.1: Is this the initial team ranking? (Yes/No)
- Line E.2: Is this DQA internal or external? (Internal/External)
- Line E.3: Is this the figure approved by the M&E component advisor and/or the Director of Operations for entry into the tracking table? (Yes/No)

⁴³ **Indicator Definition:** This measures the percentage of the USAID|Ghana EG IP and GoG partner results (indicator data) reported that were validated by METSS II.

Verification activities will be undertaken in collaboration with the IP Projects AOR/CORs to check the consistency of results reported by the IP projects and what exist in the field. This calculation is based on the information in C.1-4 and other records.

⁴⁴ The response (Yes/No) in Column D needs to be verified by the by the staff member responsible for data entry and reporting for this indicator and the METSS II M&E component advisor semiannually.

7.3. METSS II Project, Tool 3

7.3.3. Indicator Title: 1.3.2. Number of USAID|Ghana EG project performance evaluations and assessments conducted with support from METSS II.⁵²

A.1: Reporting period: (dd/mm/yyyy) A.2: Reporting year: (dd/mm/yyyy)

B. FY	C.1. Client (write out)	C.2. Client category ⁵³	D. Type of evaluation		E. Type of Assistance			F. Comments (write out)
			D.1. Write out here	D.2. Code ⁵⁴	E.1. Survey design and execution? (Yes/No)	E.2. Dissemination assistance (Yes/No)	E.3. Dataset management (Yes/No)	

- Line G.1: Is this the initial team ranking? (Yes/No)
- Line G.2: Is this DQA internal or external? (Internal/External)
- Line G.3: Is this the figure approved by the M&E component advisor and/or the Director of Operations for entry into the tracking table? (Yes/No)

⁵² **Indicator Definition:** This measures the number of USAID|Ghana EG project performance evaluations and assessments that METSS II has conducted or supported.

Performance evaluations can be either mid-term evaluations or end final evaluations. Usually, these evaluations are conducted by either a consulting firm or group of individual experts identified and grouped for the purpose of executing the evaluations. Baseline surveys should not be counted as part of the indicator. Other research that does not assess the performance of project activities should not be included in this indicator. The number reported is the number of evaluations conducted by category of client (i.e. IP vs. GoG partner).

⁵³ Rankings: 1 – IP Partner; 2 – GoG partner.

⁵⁴ Rankings: 1 – Midterm performance evaluation; 2 – Final or end of term performance evaluation; 3 – Impact Assessment.

7.4. METSS II Project, Tool 4.

7.4.1. Indicator Title: 2.1. Percentage of USAID|Ghana EG staff, IP staff, and GoG partner staff that use online library, database, and analytics developed and/or promoted by METSS II.⁵⁵

Instructions: Rank each variable for each component on a scale of 0-5. If a component only has one variable (such as Component 1) then put the ranking on that line. Once all of the variables for the component are ranked, the database management software will calculate the weighted average for that component for base 10. This means that if the IP or EG staff’s use of the portal (Component 1) is ranked as “average” in 2017 (Year 4 of the METSS II project), it will be noted as a 3 in Column B, which means a score of 3 out of 5 possible points. This score translates into a score of 6/10 points on base 10. This conversion to base 10 allows the METSS II team or the GoG team that may be tasked with sustaining certain elements of the system to add (or subtract) other variables to the ranking as the knowledge management, learning, and communication system continues to evolve after the current project ends.

Name of IP or GoG Partner Organization or EG Staff member completing form (write out):

Project ID: _____ Partner Category: _____⁵⁶

A. Indicators	Weighted average (base 10) for each sub-component and component assessed, total unadjusted and adjusted scores	
	B. FY2017	C. FY2018
Component 1. Poverty and nutrition dashboards ⁵⁷		
Component 2. Databases relevant to USAID Ghana EG joint initiatives with the GoG ⁵⁸		

⁵⁵ **Indicator Definition:** This measures the current level of use of the Ghanalinks.org online resources such as library, analytical database, mapping tool, online discussion forum, and other resources developed by METSS II in support of the functions of the USAID|Ghana IPs, GoG partners, and EG staff. The other resources include the analytics that can be obtained by querying the aWhere database. A staff person should be counted only when he or she has used at least two of the Ghanalinks.org resources, and for more than one occasion.

The number to be reported in the tracking table is the average/mean and median of IP and GoG partner and EG staff values. Each IP and GoG partner value is a % of possible values. The EG staff values are based on a group response at the time of data collection. The average/mean and median value that are reported in the tracking table for each category of staff (IP, GoG partner, EG) are based on these values.

⁵⁶ IPs, GoG partners, and EG staff. 1-IP; 2-GoG Partner; 3-USAID|EG Office

⁵⁷ **Rankings Dashboards:**

- 0 – No knowledge
- 1 – Aware but have not used
- 2 – Aware and have accessed but have not done analyses
- 3 – Have used the dashboard
- 4 – Have used the tool/dashboard to obtain information for the project
- 5 – Have used the tool/dashboard to obtain information for the project and this information has informed decision making (e.g. helped the agency shift the focus of existing programs, develop new proposals, and/or affect policy issues in discussions with policy makers) and increased project efficiency and/or impact

⁵⁸ **Rankings Databases:** (grants and energy)

- 0 – No knowledge
- 1 – Aware but have not used
- 2 – Aware and have accessed but have not done analyses
- 3 – Have used the database to generate data

A. Indicators	Weighted average (base 10) for each sub-component and component assessed, total unadjusted and adjusted scores	
	B. FY2017	C. FY2018
2.1. Grants (scheduled 1st quarter FY2017)		
2.2. Energy database (scheduled FY2017)		
Component (all) (will be calculated automatically based on 2.1 and 2.2)		
Component 3. Electronic library ⁵⁹		
Component 4. Calendar ⁶⁰		
Component 5. Online partner forum ⁶¹		
Component 6. FTF Activity Map ⁶²		

4 – Have used the database to obtain information for the project that the project has used

5 – Same as 4 and this information has improved project efficiency and/or impact

⁵⁹ **Rankings Electronic Library:**

0 – No knowledge (never used the library or used the site and have never downloaded)

1 – Aware but have not used (know how to download but have not contributed a document)

2 – Aware and have accessed but have not done analyses (know how to download and have contributed an article or a resource to the electronic library)

3 – Have used the electronic library (know how to upload and download documents on their own and have contributed a document)

4 – Have used the electronic library to obtain information for the project and know how to conduct searches

5 – Have used the electronic library to obtain information for the project and this information has informed decision making (e.g. helped the agency shift the focus of existing programs, develop new proposals, and/or affect policy issues in discussions with policy makers)

⁶⁰ **Rankings Electronic Calendar:**

0 – No knowledge

1 – Aware but have not used

2 – Aware and send information for posting but not aware how to do on their own

3 – Use the system and update information regularly on events

4 – Use the system, update information regularly, and use the tool for better planning and coordination with other GoG and USAID|Ghana EG partners working on DO2 activities

5 – Active use of the calendar has helped improve coordination and project efficiency and impact

⁶¹ **Rankings Online Forum:**

0 – No knowledge or participation in the online forum

1 – Aware of forum but have not participated, or only one person has participated

2 – At least two persons have participated at least once but not regularly

3 – At least two persons participate regularly

4 – At least five persons from the IP or EG staff have participated in the forum and have learned something new that they have applied to the project

5 – At least five persons from the IP or EG staff have participated in the forum, have learned something new they have applied to the project, and project efficiency or impact has improved because of that

⁶² **Ranking FTF Activity Map:**

0 – Unaware of activity map

1 – Low Use: Aware of activity map but do not use

2 – Basic Use: Aware of activity map but do not use it much other than for viewing purposes

3 – Mid-Level Use: Aware of activity map and knows way around tools that have been served on the platform. This means being able to display each layer, view tables, perform simple queries, export data and print

4 – Super Use: Knows how to do basic analysis with the tools that have been served. This means being able to display specific layers, view tables, perform queries in separate layers and overlay them to answer real life problems, export data and print.

(saaka you might chck with Jennifer she did away aith levl 5)

A. Indicators	Weighted average (base 10) for each sub-component and component assessed, total unadjusted and adjusted scores	
	B. FY2017	C. FY2018
Component 7. Development Partners Map ⁶³		
Component 8. Specialized Maps ⁶⁴		
Component 9. Info-graphics ⁶⁵		
Component 10. Other partner tools and resources posted to the portal ⁶⁶		
Component 11. Enhancement of writing skills ⁶⁷		

⁶³ **Development Partners Map:**

- 0 – Unaware of activity map
- 1 – Low Use: Aware of activity map but do not use
- 2 – Basic Use: Aware of activity map but do not use it much other than for viewing purposes
- 3 – Mid-Level Use: Aware of activity map and knows way around tools that have been served on the platform. This means being able to display each layer, view tables, perform simple queries, export data and print
- 4 – Super Use: Knows how to do basic analysis with the tools that have been served. This means being able to display specific layers, view tables, perform queries in separate layers and overlay them to answer real life problems, export data and print.

⁶⁴ **Rankings Specialized Maps:** Indicates whether the IP, GoG partner or USAID|Ghana staff/people have requested assistance with developing specialized maps other than the FTF and DP.

- 0 – No knowledge that GIS support service is available at METSS
- 1 – Aware of the availability of GIS support service at METSS but not used it (i.e. not requested support)
- 2 – Aware of the availability of GIS support service at METSS and use it (i.e. requested support)
- 3 – Able to create online maps and applications with support from METSS
- 4 – Able to create online maps and applications with little or no support from METSS

⁶⁵ **Rankings InfoGraphics:** (SAAKA ARE THESE THE RIGHT ONES OR SHOULD IT BE MORE GENERAL DOCUMENT ENHANCEMENT?)

- 0 – Unaware of InfoGraphics
- 1 – Aware but unable to create graphics
- 2 – Able to create simple graphics
- 3 – Able to create simple graphics that have been used in IP or EG staff reports, presentations, or publications for USAID|Ghana or other stakeholders in the project
- 4 – Able to create more complex graphics that have been used in presentations or publications
- 5 – Able to create more complex graphics and to train other sub-partners in the project

⁶⁶ **Rankings Other Partner Tools and Resources Posted to the Portal:**

- 0 – No knowledge or participation in other partner tools function on the portal
- 1 – Aware of other tools function but have not accessed it
- 2 – Aware of other tools function and have accessed it
- 3 – Agency has posted a tool on the portal and accessed other tools posted there
- 4 – Agency has posted tools and received tools and is using some of this information in its project
- 5 – Inter-agency exchange of tools and resources through the portal has increased the efficiency and impact of the project and coordination with other partners on key areas

⁶⁷ **Rankings Writing Workshops:** (SAAKA REVIEW –ARE THESE THE RIGHT CODES? NOT ABOUT WORKSHOP)

- 0 – Reports no knowledge of or participation in the online forum
- 1 – Reports are written locally, but staff are not aware of expectations for format, table of contents, language, or writing to indicator

A. Indicators	Weighted average (base 10) for each sub-component and component assessed, total unadjusted and adjusted scores	
	B. FY2017	C. FY2018
<i>Total unadjusted score by variable (max 110 points)⁶⁸</i>		
<i>Adjusted score (base 100 points)⁶⁹</i>		

2 – Staff are aware of expectations, but limited local capacity within the program to write the reports, so heavily dependent on headquarters office.

3 – Average Capacity: Quality of reports meets USAID|Ghana EG quality standards after extensive editing by the IP headquarters and others

4 – Superior Capacity: Staff are able to write reports that meet USAID|Ghana EG quality standards for them and their sub-partners with limited editorial support from their headquarters offices

5 – Excellent Capacity: Quality of reports meets USAID|Ghana EG quality standards with minimal revisions and no revisions are requested by USAID|Ghana

⁶⁸ This score will be calculated automatically by the database. It represents the total of all the base 10 figures for the 13 variables.

⁶⁹ This score will be calculated automatically by the database. It will adjust the total score to a base of 100%. This means that a total unadjusted score of 100 points out of a total of 110 points represents a score of 76 (base 100) or 76% of the possible total. This adjustment is done to allow components and variables to be adjusted over the next two years.

7.4. METSS II Project, Tool 4

7.4.2. Indicator Title: 2.1.1. Number of databases developed and in use. ⁷⁰

A.1: Reporting period: (dd/mm/yyyy) A.2: Reporting year: (dd/mm/yyyy)

B. FY	C. Name of database		D. Level of system functioning	
	C.1. Name of database (write out)	C.2. Code ⁷¹	D.1. Describe the level of functioning (write out)	D.2. Code ⁷²

- Line E.1: Is this the initial team ranking? (Yes/No)
- Line E.2: Is this DQA internal or external? (Internal/External)
- Line E.3: Is this the figure approved by the M&E component advisor and/or the Director of Operations for entry into the tracking table? (Yes/No)

⁷⁰ **Indicator Definition:** This measures the number of databases in use by METSS, the EG Office, and its partners such as the IP projects, the GoG partners, and other DPs collaborating with USAID|Ghana. Examples of a database could be Ghanalinks.org, PBS analytics database, the DP database, the APS, the poultry database (once created), and METSS II PMMP database (once created). Databases developed/created by METSS II for IP projects to use to manage their indicator data should be included in this indicator.

The number reported in the tracking table is the number of databases ranked as “functional” (i.e. level 2 or more in ranking).

⁷¹ Rankings: 1 – Grants (scheduled 1st quarter FY2017); 2 – Energy database (scheduled FY2017); 3 – METSS II PMMP database

⁷² Rankings: More precise definitions of what constitutes rankings 1-5 will be added. 0 – Not functioning; 1 – Designed but not functioning; 2 – Designed and being pilot tested but not up for public use; 3 – Newly functioning; 4 – Functioning and being used by a small number of partners; 5 – Functioning at a high level and being used by all partners.

7.4. METSS II Project, Tool 4

7.4.3. Indicator Title: 2.1.2. Number of GIS layers developed and available to clients.⁷³

A.1: Reporting period: (dd/mm/yyyy) A.2: Reporting year: (dd/mm/yyyy)

B. FY	C. GIS layers			
	C.1. Description of the GIS layers		C.2. Availability of the GIS layers ⁷⁴	C.3. METSS II verification (Yes/No) ⁷⁵
	Write out here	Code ⁷⁶		

- Line D.1: Is this the initial team ranking? (Yes/No)
- Line D.2: Is this DQA internal or external? (Internal/External)
- Line D.3: Is this the figure approved by the M&E component advisor and/or the Director of Operations for entry into the tracking table? (Yes/No)

⁷³ **Indicator Definition:** This measures the number of GIS layers produced from data obtained from various sources and shared with USAID|Ghana, other development actors, and/or the public. This includes: (1) those produced from data obtained in .shp files; (2) those obtained in other formats requiring conversion; and (3) those that needed digitizing.

The number reported in the tracking table is a Yes/No in Column C.3 (i.e. Level 3 or more in Column C.2).

⁷⁴ Rankings: 1 – Planned; 2 – In early stages; 3 – Exists and being refined; 4 – Exists and being pilot tested on limited in-house use; 5 – Fully rolled out.

⁷⁵ Yes=Level 3-5.

⁷⁶ Exhaustive list of all GIS layers to be developed.

7.5. METSS II Project, Tool 5

7.5.1. Indicator Title: 2.2. Number of USAID|Ghana EG GoG partners that report using the METSS II research papers, policy papers, and/or analytical studies to support policy and project planning.⁷⁷

A.1: Reporting period: (dd/mm/yyyy) A.2: Reporting year: (dd/mm/yyyy)

B. EG Office partner		C. FY	D. Author, year, title, place of publication: publisher		E. Does the GoG partner report using it?		F. Use verification? (Yes/No)
B.1. Write	B.2. Code ⁷⁸		D.1. Write	D.2. Code ⁷⁹	E.1. How does the GoG partner report using it? Be specific.	E.2. Code ⁸⁰	

- Line G.1: Is this the initial team ranking? (Yes/No)
- Line G.2: Is this DQA internal or external? (Internal/External)
- Line G.3: Is this the figure approved by the M&E component advisor and/or the Director of Operations for entry into the tracking table? (Yes/No)

⁷⁷ **Indicator Definition:** This measures the extent to which USAID|Ghana EG GoG partners report using the three categories of reports supported by METSS II—research papers, policy papers, and analytical studies—to inform their policy decision making and project design and planning. (1) A research paper is a report on a thematic issue or a project with the following elements: the purpose, scope, objectives, hypothesis methodology, findings, limitations, and recommendations. (2) A policy paper presents a set of ideas on a current, emerging or anticipated issue with the principal aim being to inform decision making. (3) An analytical study provides support to the development of policy. The number reported in the tracking table is the number of GoG partners with verified reports (column F).

⁷⁸ Use METSS II master list of EG Office partners.

⁷⁹ B.1. and B.2. should cross reference to the documents and codes identified for **Outcome Indicator 1.3.** Number of research papers, policy papers, and analytical studies conducted with assistance from METSS II.

⁸⁰ Rankings: 1 – In a regional/district-level speech; 2 – In a national-level speech; 3 – To justify a proposal for a new program; 4 – In a newspaper/radio interview; 5 – To justify a change in national-level policy; 6-10 – TBD.

8.0. Annex II. METSS II DQA Checklist by Indicator

Project/Activity Name:	
Title of Performance Indicator:	
Result This Indicator Measures:	
Data Source:	
Period For Which the Data Are Being Reported:	
Data Quality Assessment Methodology:	
Date of Assessment:	
Assessment Conducted By:	

Category	Yes	No	Not Applicable/ Insufficient Information	Comments
A. Validity				
A.1. Does the indicator reflect the intended results of the activity—i.e. is it a useful indicator for activity management?				
A.2. Do the data being collected and reported match the intent or language of the indicator?				
A.3. Are the data-collection methods appropriate to produce good data?				
A.4. Are the data-collection procedures and/or sources relatively free of bias?				
A.5. Are the people collecting the data qualified and/or adequately experienced?				
A.6. Are the people collecting the data properly supervised?				
B. Reliability				
B.1. Are the definitions and procedures for data collection, calculation, and reporting clear and well understood by all relevant staff?				
B.2. Do the definitions and procedures for collecting and				

Category	Yes	No	Not Applicable/ Insufficient Information	Comments
calculating the data match the mission PIRS if applicable?				
B.3. If not, please describe the differences.				
B.4. Are data collection and analysis methods documented in writing in a PIRS or another form?				
B.5. Is a consistent data collection process used from year to year (describe any changes/differences observed if different from year to year)?				
(a) In all IPs?				
(b) In all GoG partners?				
(c) For all the mission PMP indicators?				
B.6. Are there procedures in place for periodic review of data collection, maintenance, and processing that can detect data-quality issues?				
B.7. Has one of the IPs/GoG partners/METSS II staff identified significant data quality limitations in the past?				
B.8. Were these communicated to USAID Ghana? To METSS II? If yes, describe how.				
B.9. Have these data-quality limitations been addressed by the IP/GoG partner? If yes, explain how?				
B.10. Has the partner identified significant data quality limitations in current data? If yes, please describe.				
B.11. Are these limitations described in the indicator PIRS or written data collection and analysis procedures? If yes, please describe.				
B.12. Are these limitations described in reporting to				

Category	Yes	No	Not Applicable/ Insufficient Information	Comments
USAID Ghana? If yes, please describe.				
C. Timeliness				
C.1. Are the data for this indicator reported to USAID Ghana by the method (i.e. semiannual report, quarterly report) and frequency required?				
C.2. Is this format and schedule appropriate for projects/activity management? If no, describe how it could be changed?				
D. Precision				
D.1. Is there a method for detecting duplicate data? If yes, please describe.				
D.2. If there is a duplication of data, is the level of duplication acceptable for this indicator? Describe why or why not.				
D.3. If there is unacceptable duplication of data, is it identified in the PIRS under data limitations or another section?				
D.4. If there is unacceptable duplication of data, has information on duplication been shared with USAID Ghana? With the METSS II administration? Describe how.				
D.5. Is there a method for detecting missing data? If yes, please describe.				
D.6. If there are missing data, is the level acceptable for this indicator? Describe why or why not.				
D.7. If there is an unacceptable amount of missing data, is this identified in the PIRS under data limitations or another section?				
D.8. If there are unacceptable amounts of missing data, has				

Category	Yes	No	Not Applicable/ Insufficient Information	Comments
information on missing data been shared with USAID Ghana? Describe how.				
D.9. Are the reported data disaggregated according to USAID guidance?				
E. Integrity				
E.1. Are there procedures in place to check for transcription errors at all levels of the data collection and reporting system?				
E.2. Are there proper safeguards in place to prevent unauthorized analysis of data and subsequent reporting?				
E.3. Are there safeguards in place to ensure that all relevant tools, tracking sheets, and data are backed up and protected from data loss?				