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ASSISTANCE TO LEGISLATIVE BODIES AFGHANISTAN (ALBA)

[PERFORMANCE MONITORING AND EVALUATION PLAN]

JUNE 2013

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ASSISTANCE TO LEGISLATIVE BODIES OF AFGHANISTAN (ALBA)

[PERFORMANCE MONITORING AND EVALUATION PLAN]

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ACRONYMS

ANDS	Afghanistan National Development Strategy
COP	Chief of Party
CSO	Civil Society Organization
DAI	Development Alternatives Incorporated
DCOP	Deputy Chief of Party
GIRoA	Government of Islamic Republic of Afghanistan
IR	Intermediate Result
IT	Information Technology
M&E	Monitoring and Evaluation
MJ	Meshrano Jirga
PIRS	Performance Indicator Reference Sheet
PMEP	Performance Monitoring and Evaluation Plan
PSP	Parliamentary Strengthening Program
PTL	Project Team Lead
TAMIS	Technical and Administrative Management Information System
USAID	United States Agency for International Development
USG	United States Government
WJ	Wolesi Jirga

A. INTRODUCTION

This Performance Monitoring and Evaluation Plan (PMEP) is designed to enable the staff of the Assistance to Legislative Bodies of Afghanistan (ALBA) project to monitor, record and measure program performance against established targets and ultimately measure progress towards achievement of the program objectives. As such, this PMEP reflects USAID's latest approaches in performance monitoring and reporting, as embodied in its January 2011 *Evaluation Policy* and its *Evaluating Democracy and Governance Effectiveness* program: namely, be thoughtful, thorough and well organized to ensure objective findings and paint the clearest picture possible of program performance.

This PMEP presents a combination of output, outcome and impact indicators, cost-effective data collection and verification systems, rigorous analysis, and efficient reporting procedures. The key features of this PMEP are:

- A summary of the institutional setting in which ALBA operates;
- A description of the performance management system designed to ensure accurate and timely reporting of appropriate performance indicators, including data collection and analysis, reporting, training and a monitoring schedule;
- A clear Results Framework that links the achievements of the program to both intermediate results and higher strategic goals of USAID Afghanistan; and,
- Detailed Indicator Reference Sheets which provide required background information relating to each of the indicators designed for the program.

B. SUMMARY OF INSTITUTIONAL SETTING, OBJECTIVES, AND ORGANIZATION

1. Background

The bicameral Afghan Parliament has made significant strides since the 2005 elections, emerging with a new political and legal structure with critical support from USAID. The training activities and expert support provided through USAID's APAP were instrumental in the establishment of a working legislature and jump-started a process of institutional development. Notably, USAID supported Parliament's role in the budget process through macro-level budget analysis and financial overviews; many of the commissions are active, calling ministry officials to meetings and engaging on key issues. USAID's support helped to keep the Wolesi Jirga (WJ) operational during the 2010 post-election crisis.

Serious challenges remain, however, especially in light of the security and political transition beginning in 2014, before Afghanistan becomes a more democratic and stable state. Underlying traditional/cultural norms and economic constraints encourage political

reliance on narrow patronage networks, inhibit women's full political participation, and lead to nepotistic hiring practices in both ministries and Parliament. The Executive branch is overly powerful and lacks transparency. Parliament performance has improved over the years, but the institution has not yet lived up to its full constitutional mandate to hold the government to account.

Both Houses of Parliament—the WJ and the upper House Meshrano Jirga (MJ) — need to improve their performance in key areas. The commissions in both Houses need to step up their capacity and performance not only to carefully review and analyze proposed laws, but also to garner public input for important policy reforms. While members of both Houses need the incentives, skills, and capacity to respond to constituent needs – especially in the face of 2015 elections – the MJ requires positive and more consistent linkages to decision makers at provincial and local levels. Finally, the two Houses of Parliament must work together in a more coherent fashion, and without delay; the quality of forthcoming priority legislation of the GIRoA will have a long-term impact on Afghanistan's political future.

In response, USAID has designed the Assistance to Legislative Bodies of Afghanistan (ALBA) project to prepare both Houses of Parliament for greater self-reliance. ALBA will build on the foundation of USAID's previous and current programs while expanding support to the Meshrano Jirga (MJ). More specifically, ALBA's objectives are:

1. Strengthened Legislative Processes;
2. Improved Oversight;
3. Increased Outreach; and,
4. Increased Institutional Development.

2. GIRoA and USG Context

GIRoA Strategic Goals. The Afghanistan National Development Strategy (ANDS) serves as Afghanistan's Poverty Reduction Strategy Paper. The pillars and goals of the ANDS are:

Security: Achieve nationwide stabilization, strengthen law enforcement, and improve personal security for every Afghan.

Governance, Rule of Law and Human Rights: Strengthen democratic processes and institutions, human rights, the rule of law, delivery of public services and government accountability.

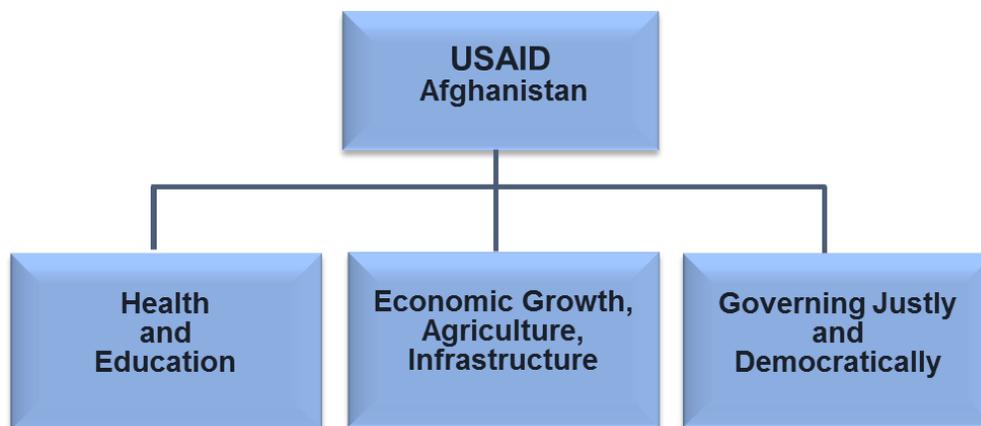
Economic and Social Development: Reduce poverty, ensure sustainable development through a private-sector-led market economy, improve human development indicators, and make significant progress towards the Millennium Development Goals (MDGs).

USG Policy Priorities. The USG has identified continuing development support to the National Assembly of Afghanistan as a policy priority as detailed in the Embassy’s Parliamentary Engagement Plan (January 31, 2011). Supporting institutional checks and balances is a core principle of the USG governance strategy and is a high priority USG foreign policy objective. In addition, the Afghanistan and Pakistan Regional Stabilization Strategy which sets forth a ‘whole-of-government strategy to protect vital U.S. interests in Afghanistan and Pakistan and bring stability to both nations, lists as one of its key functional objectives ‘Strengthening Afghan Governance’.

In this light, ALBA’s objectives are clearly in line with both GIRoA and USG strategic objectives and priorities.

3. USAID Mission Strategic Objective

USAID supports the building of a stable democratic state in Afghanistan. One of the three core objectives is the rehabilitation of Afghanistan as a nation-state. Programs in infrastructure, economic growth, and democratic governance are designed to support this objective.



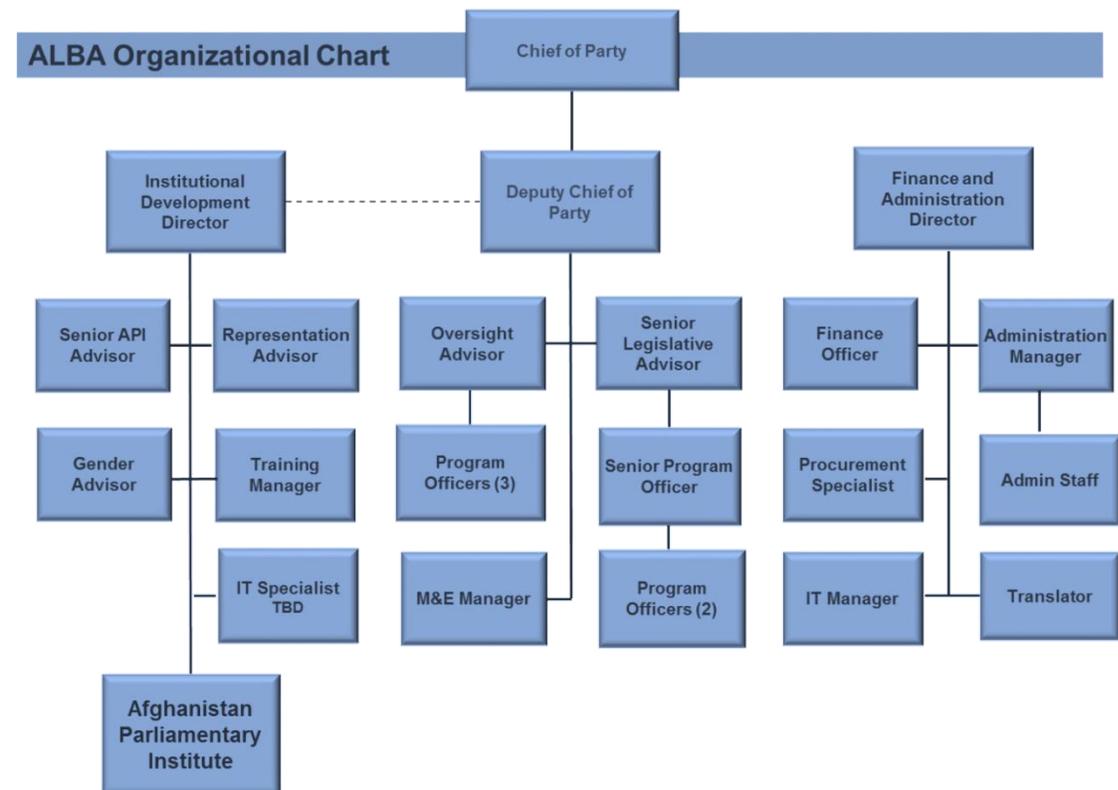
USAID democracy and governance (DG) assistance to Afghanistan enhances the government’s credibility and provides it with the tools and technical assistance to govern effectively. This program to support the establishment of the Afghan Parliament is consistent with USAID’s efforts to help create strong institutions of democratic governance in Afghanistan.

USAID’s overarching Assistance Objective (AO) 1 for Democracy and Governance in Afghanistan is *“Improved performance and accountability of governance.”* Five intermediate results (IR) comprise this AO. ALBA supports the third IR, *“Strengthened governance and service delivery at national and sub-national levels”*. Specifically, ALBA will support the fifth sub-IR, (IR 1.3.5), *“Institutional capacity and oversight capacity of elected bodies at all levels strengthened”*.

4. ALBA Management Structure

DAI has developed a management structure which supports the activities required to reach its program objectives as well as enable staff to monitor progress towards these objectives. The field team is augmented by support from DAI's Washington office, enabling the field staff to draw upon the expertise of the project support team and DAI's governance specialists. As with other DAI projects, the emphasis within the field staff has been towards hiring and development of local staff, to enhance legitimacy and ensure sustainability of program activities.

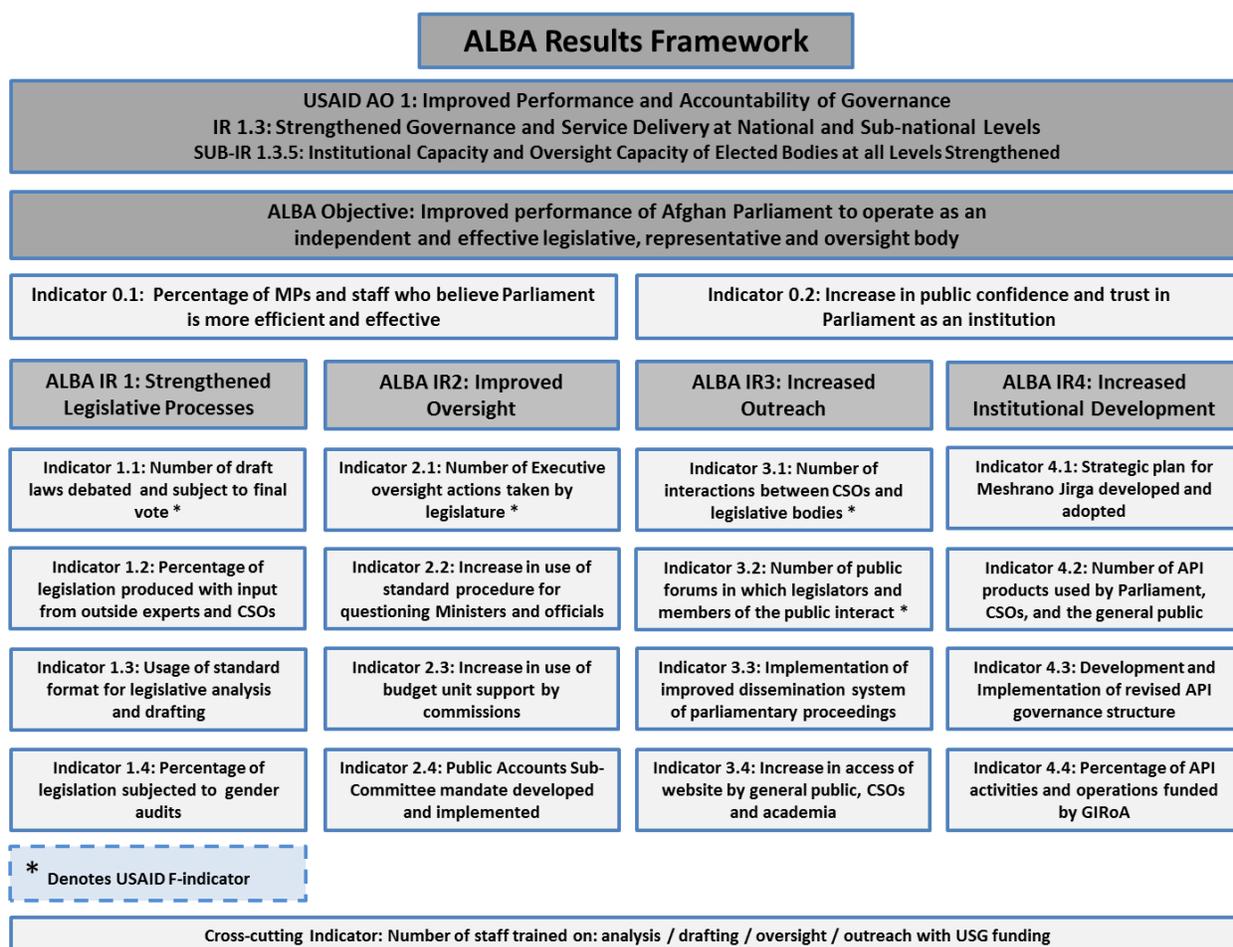
Within the organizational chart below, only the COP and DCOP are expatriate staff with the remainder being local employees. It is also important to note that, in line with this greater emphasis on 'Afghanization', the DCOP position will transition from an ex-pat to a local Afghan staff member approximately 18 months into the program.



C. THE PERFORMANCE MANAGEMENT SYSTEM

1. The Results Framework

The following represents the suggested Results Framework for ALBA, which will guide our approach to monitoring and evaluation during the course of the program. It is important to note that, considering the planned duration of the program, this framework may undergo periodic revision over the upcoming four years.



ALBA has identified two overarching program indicators, which will measure, over the course of the program, the change in perceptions – both internally and externally – of the Parliament as a critical institution within the governance architecture of Afghanistan:

Indicator 0.1: Percentage of MPs and staff who believe Parliament is more efficient and effective

Indicator 0.2: Increase in public confidence and trust in Parliament as an institution

Also included in this framework are four standard USAID F-indicators:

Indicator 1.1: Number of draft laws debated and subject to final vote

Indicator 2.1: Number of Executive oversight actions taken by the legislature as a result of ALBA interventions and training

Indicator 3.1: Number of interactions between CSOs and legislative bodies

Indicator 3.2: Number of public forums in which legislators and members of the public interact

It is important to note that all four are very broad in their definitions and for the purposes of this PMEP will be disaggregated to illustrate critical progress in certain important areas. For example, Indicator 1.1 will be disaggregated to measure the overall number of drafts laws ‘moving through the system’, but will also show the number of laws which have a gender and/or youth focus, and the number of laws which originate within the Parliament itself, initiated by individual MPs or informal parliamentary groups. Similarly, the number of Executive oversight actions taken by the legislature, will be disaggregated to show the actions taken by the Parliament on provincial priority issues in addition to present an overall figure for legislative initiatives in this area.

The remaining indicators are designed to directly reflect the activities accomplished by the program. Performance indicator data sheets are provided at the end of this report for each of the indicators. These sheets include definitions information, data quality issues, and plans for data collection and reporting for each indicator.

2. Data Quality Issues

Data Collection and Analysis. A performance management system is only as good as the data that enters the system, so it is imperative to have quality measures and controls in place up front. Relevant project personnel will be trained in basic M&E methodology and data quality standards, given tools to use in data collection, updated regularly on program progress, and mentored on an ongoing basis (see Training section below). Data quality training, using the same framework used by USAID when conducting Data Quality Assessments (DQA), will help staff and implementing partners avoid common data quality pitfalls by focusing on key questions such as whether there is a direct relationship between the activity and what is being measured.

The project will use simple but statistically sound procedures to collect the program metrics. Data collection will utilize uncomplicated, user-friendly tools (such as questionnaires) to ensure that consistent and high-quality data are collected. When program indicators are informed by multiple data sources, the M&E team will critically review and compare each dataset. All data collected will be checked for integrity and accuracy.

Use of Public Perception Surveys. Although simple questionnaires will be employed to augment the data collected by the program staff and M & E team, one of the indicators discussed above, Indicator 0.2, “Increase in public confidence and trust in Parliament as an institution” will require the efforts of Charney and Associates, a public opinion and polling firm with extensive experience in Afghanistan. To establish a baseline of public attitudes towards the Parliament, Charney and Associates will work with The Asia Foundation (TAF) in order to coordinate a series of questions for inclusion into their upcoming country-wide survey for 2014. Thereafter, ALBA will work with Charney and TAF to measure changes in this indicator for each year of the project’s duration.

Technical and Administrative Management Information System (TAMIS). TAMIS is a customized and customizable database system developed by DAI that plays an important role in providing a methodology and structure for organization, planning, and information sharing. It has been used by more than 100 DAI long-term projects. The standard TAMIS model has three integrated components: work plan management, impact and performance monitoring, and project administration. Impact and performance monitoring in TAMIS occurs at a strategic level, in which individual tasks contribute toward fulfillment of the project’s goals and objectives; at the work plan level, in which the outputs of individual tasks are monitored, noting progress toward completion of the work plan; and at the contract level, in which individual tasks contribute to fulfillment of contract deliverables. The ALBA TAMIS will house all project performance indicator data and facilitate reporting on the indicators. The key to the efficiency of TAMIS is that all data that are required for monitoring implementation are entered only once by staff into a single database at the completion of their routine work.

After data is entered and stored in TAMIS, validation checks will be used to check for missing data, outliers, or other data consistency issues. Typically, to confirm accuracy of data entry, project staff, under the supervision of the M&E coordinator will check hard copies against entered and compiled data.

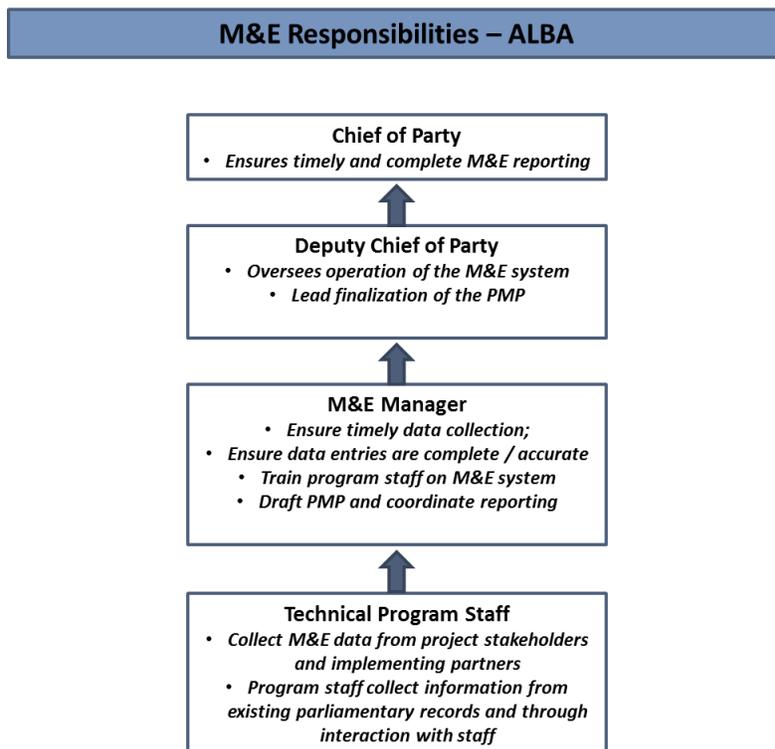
Data Quality Assessment. Internal DQAs will be undertaken by program staff, led by the M&E coordinator, on a bi-annual basis, beginning September 2013, and using well-developed internal quality assurance procedures, such as field testing questionnaires, random post checking of completed questionnaires, and random data entry checks. These internal DQAs will build on the results of previous assessments as well as the observation and recommendations of USAID Afghanistan Mission assessments.

Reporting. ALBA will report results regularly to USAID through quarterly and annual reports, and will provide information as needed to support USG reporting requirements. In addition, we will inform other stakeholders about ALBA and its initiatives. This reporting will both cover established indicators and tell a much broader story about the project successes. In exchange for this information to stakeholders, we will solicit feedback that is then incorporated into project adaptation.

Gender Reporting. Stark and persistent differences exist in Afghanistan within Parliament in terms of decision making, responsibility, and access to leadership positions – as well as outside of Parliament in term of women’s access to information on laws, and elected representation. The content of the laws can also affect women. For this reason, we will pay special attention to monitoring the impact of the program on women, and identifying how program activities can be adjusted to meet their special needs. ALBA performance indicators will be disaggregated by gender, where appropriate and feasible, to assess how well the program is maintaining gender balance in its program activities and the extent to which gender-based constraints and opportunities exist.

Training. Training sessions will be undertaken to support this performance management system. Initially, the M&E coordinator has worked with an M&E specialist to design the revisions to this PMEP. In early July 2013 the M&E coordinator will conduct briefing sessions with relevant program staff to introduce the revised results framework, and highlight their responsibilities with respect to both data collection and reporting. The M&E coordinator will hold subsequent sessions with project staff to review progress in their respective areas and to confirm appropriate data collection/reporting processes on a quarterly basis. In addition, the M&E will brief program staff on the requirements of a data quality assessment so that they are aware of the standards required by USAID with respect to the five main criteria of quality data.

Performance Management Responsibilities. Although the M&E manager is the key player in the system, a successful effort is the result of several different staff members. Within ALBA, the following have the responsibilities specified below:



Performance Monitoring Schedule for Year One. The performance monitoring schedule for Year 1, which includes the data collection for indicators on a quarterly and annual basis as well as preparation of the quarterly and annual reports, is attached at Annex A to this document.

The DCOP will review the Performance Management Schedule with the M&E Coordinator on quarterly basis. This will help the program stay abreast of data needs for reporting and management decision-making, and will help identify any problems that are emerging in either data collection, or progress towards performance targets.

3. Challenges and Mitigation Strategies

ALBA has identified several challenges to their approach to M&E activities which must be addressed, and appropriate mitigation strategies developed. These include:

Recordkeeping. The state of recordkeeping within the commissions and plenary can be described as poor, and activities and decisions can be difficult to determine in a precise and timely fashion. As many of our indicators involve input from parliamentary sources, ALBA will place extra emphasis on data quality issues when measuring progress of those indicators requiring the use of parliamentary records as a secondary source. Program staff of ALBA will be tasked with assisting our M&E efforts in this regard. It will be the responsibility of ALBA M&E team to ensure data quality through spot checks, random sampling and, if required, site visits.

Security Issues. Another assumption which relates to this program is security. While it has suffered both direct and indirect assaults in the past, attacks by armed opposition groups on the Parliament can be described as rare, most likely due to the preponderance of security layers protecting the Parliamentary precinct as well as the sheer number of other likely targets in and around Kabul. Attacks on prominent government figures in the provinces, however, are a major feature of the security environment, and field visits and other events involving travel to the regions outside of Kabul must be considered and planned with the utmost care.

Provincial / Regional Activities. Related to the security issue is the inability to specify the particular provinces and districts in which ALBA can work – especially with such high-profile individuals and groups as individual MPs and commissions. Meeting and exceeding stated targets will demand conducting timely evaluations, including detailed security assessments from a wide variety of sources. These sources will include ALBA’s own security contractors, USG and GIRoA security organizations, and of course the specific CSOs active in those areas with which we would partner. Furthermore, as the security situation can be described as dynamic, this planning will have to be undertaken as close to the time of execution as possible.

D. PERFORMANCE INDICATOR REFERENCE SHEETS

ALBA Performance Indicator Reference Sheet

Indicator No. 0.1: Percentage of MPs and staff who believe Parliament is more efficient and effective				
DESCRIPTION				
Precise Definition(s): the number of respondents to a series of internal surveys who believe that the processes and impacts of Parliament and its component bodies are becoming more efficient (process improvements) and more effective (increased impact)				
Calculation: N/A				
Disaggregated by: staff / member / House / gender				
Activities: all program activities				
Justification & Management Utility: this indicator will be used to measure any long-term impact that ALBA and its activities may have on the perceptions of overall functioning of Parliament				
LINK TO PROJECT'S FRAMEWORK				
Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened				
Name of Project Objective: All				
Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4				
PLAN FOR DATA ACQUISITION & MONITORING				
Data collection method: yearly questionnaire administered to Parliamentary staff and MPs / Senators				
Data Source: questionnaire results				
Data monitoring/verification method and frequency: annual data collection				
Method of internal reporting monitored data & who is responsible: M & E manager				
Location of Data Storage: TAMIS				
PLAN FOR REPORTING DATA TO USAID				
Frequency and timing of reports to USAID mission: Annual Reports				
DATA QUALITY ISSUES				
Date of Initial Data Quality Assessment: May 2014				
Known Data Limitations and Significance (if any): No data limitations are anticipated				
Estimated Date of Future Data Quality Assessments: Annual – May 2015				
Date of the last Data Quality Assessment: N/A				
BASELINE & TARGETS				
Notes on Baseline and Annual Targets:				
TARGET TIMELINE				
Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
TBD	TBD	TBD	TBD	TBD
NOTES				
Other Notes: Baseline and annual targets remain to be developed				
THIS SHEET LAST UPDATED ON: 30 June 2013				

ALBA Performance Indicator Reference Sheet

Indicator No. 0.2: Increase in public confidence and trust in Parliament as an institution				
DESCRIPTION				
Precise Definition(s): the percentage of respondents who indicated a level of public confidence and trust in the Parliament				
Calculation: N/A				
Disaggregated by: region / age / gender / education				
Activities: all				
Justification & Management Utility: this broad indicator will assist in measuring the overall confidence of the public in the Parliament and measure any change in this perception over the course of the ALBA project				
LINK TO PROJECT'S FRAMEWORK				
Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened				
Name of Project Objective: all				
Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4				
PLAN FOR DATA ACQUISITION & MONITORING				
Data collection method: surveys administered annually as part of TAF public opinion research project				
Data Source: survey data				
Data monitoring/verification method and frequency: annually				
Method of internal reporting monitored data & who is responsible: M&E Manager				
Location of Data Storage: TAMIS				
PLAN FOR REPORTING DATA TO USAID				
Frequency and timing of reports to USAID mission: Annual Reports				
DATA QUALITY ISSUES				
Date of Initial Data Quality Assessment: June 2014				
Known Data Limitations and Significance (if any): as per known limitations of TAF survey methodology				
Estimated Date of Future Data Quality Assessments: June 2015				
Date of the last Data Quality Assessment: N/A				
BASELINE & TARGETS				
Notes on Baseline and Annual Targets: Baseline and annual targets will be determined after consultations with ALBA polling partner and TAF management in Fall 2013				
TARGET TIMELINE				
Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
TBD	TBD	TBD	TBD	TBD
NOTES				
Other Notes:				
THIS SHEET LAST UPDATED ON: 30 June 2013				

ALBA Performance Indicator Reference Sheet

Indicator No. 1.1: Number of draft laws debated and subject to final vote				
DESCRIPTION				
Precise Definition(s): The number of draft laws that are the subject of plenary session debate, commission review and vote in the plenary.				
Calculation: Simple count of draft laws				
Disaggregated by: Overall number of laws / laws that originate within Parliament / laws that include focus on gender and/or youth issues				
Activities: 1.1.1 / 1.1.2 / 1.1.3 / 1.1.4 / 1.3.1 / 1.3.2				
Justification & Management Utility: This will serve as a measure of the general efficiency of the legislative process, and through disaggregation will: 1) indicate the increase in the ability of the Parliament and its MPs to initiate its own legislation; and, 2) measure the extent to which gender and youth issues are increasingly addressed.				
LINK TO PROJECT'S FRAMEWORK				
Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened				
Name of Project Objective: P.O. 1 – Strengthened Legislative Processes				
Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4				
PLAN FOR DATA ACQUISITION & MONITORING				
Data collection method: Primary data collection by ALBA program staff				
Data Source: Parliamentary Records / Official Gazette				
Data monitoring/verification method and frequency: Quarterly				
Method of internal reporting monitored data & who is responsible: M&E Manager				
Location of Data Storage: Official Gazette / TAMIS				
PLAN FOR REPORTING DATA TO USAID				
Frequency and timing of reports to USAID mission: Quarterly and Annual Reports				
DATA QUALITY ISSUES				
Date of Initial Data Quality Assessment: Sept 2013				
Known Data Limitations and Significance (if any): No data limitations are anticipated				
Estimated Date of Future Data Quality Assessments: Bi-annual – Feb 2014				
Date of the last Data Quality Assessment: N/A				
BASELINE & TARGETS				
Notes on Baseline and Annual Targets: For the purposes of this plan, the baseline has been set at 0. There are 18 drafts laws in the current legislative agenda of the government. It is estimated that 10-12 are likely to be subject to a final vote before the end of Year 1. As the mid-point of Year 2 of the program represents a full year prior to the 2015 Parliamentary elections there is little likelihood of new legislation being introduced; rather the remaining laws within the government's agenda will be the focus of debate and vote within the two Houses. Similarly, with elections occurring at the mid-point of Year 3 we can expect a significant disruption in the legislative agenda. However, Year 4 should witness a re-invigorated pace of legislation with the new slate of MPs and commission leadership.				
TARGET TIMELINE				
Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	10-12	4-6	4-6	24
NOTES				
Other Notes: None				
THIS SHEET LAST UPDATED ON: 30 June 2013				

ALBA Performance Indicator Reference Sheet

Indicator 1.2: Percentage of legislation produced with input from outside experts and CSOs

DESCRIPTION

Precise Definition(s): The number of draft laws debated and subject to final vote that feature amendments which received input from outside experts and CSOs, gathered during expert testimony or other legislative consultations at the commission level.

Calculation: Number of laws which include CSO / expert input over the total number of laws passed in a program year.

Disaggregated by: Issue area / gender / youth

Activities: 1.1.1 / 1.1.2 / 1.1.3 / 1.1.4 / 1.3.1 / 1.3.2 / 2.2.2 / 3.1.1 / 3.1.2 / 3.2.1 / 3.2.2 / 4.1.2 / 4.1.5 / 4.2.1

Justification & Management Utility: This serves as an indicator of the increase in the practice of commissions to seek and receive external guidance and advice when considering draft legislation. This practice will result in higher quality legislation that is more responsive to the needs of the people of Afghanistan.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 1 – Strengthened Legislative Processes

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary data collection by program staff / secondary data collection through commission questionnaires

Data Source: Parliamentary Records / Official Gazette / Commission Records / Commission Questionnaires

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: M&E Manager

Location of Data Storage: Official Gazette / TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly and Annual Reports

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: September 2013

Known Data Limitations and Significance (if any): Determination of actual external input into commission deliberations; this is deemed critical and primary data collection will also be augmented by collection of commission agendas and witness lists

Estimated Date of Future Data Quality Assessments: Bi-annual – Feb 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: It is currently estimated that only 10% of legislation reflects any inputs from outside experts and CSOs at the commission level; throughout the course of the program that rate should rise as ALBA facilitates greater interaction between qualified experts and CSOs and the commission staff and members and more commissions establish external input as part of their routine activity planning.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
10%	25%	25%	60%	70%

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 1.3: The percentage of commissions that use a standard format developed by ALBA for legislative analysis and drafting

DESCRIPTION

Precise Definition(s): The number of commissions out of the total number of commissions which employ a standard format developed by ALBA for legislative analysis and drafting

Calculation: Number of commissions

Disaggregated by: By commission and draft legislation

Activities: 1.1.1 / 1.1.2 / 1.1.3 / 1.3.1 / 2.3.2

Justification & Management Utility: a standard approach to analysis and drafting will ensure a higher overall quality of these practices, as well as ensuring that approaches used include examination of draft legislation with respect to important social impacts, such as gender, youth, regional balance, etc.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 1 – Strengthened Legislative Processes

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff reports / Secondary – staff questionnaire

Data Source: Commission records

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: Program staff and M&E manager

Location of Data Storage:

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly and Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Sep 2013

Known Data Limitations and Significance (if any): Quality of commission records

Estimated Date of Future Data Quality Assessments: Feb 2013

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: It is anticipated that after initial training by ALBA and ICLAD consultants, 25% of commission staff will be employing a standard format for analysis and drafting. In Year 2 this effort will intensify and our target becomes 75% of all commission staff. With buy-in from parliamentary leadership to make this standard mandatory, the target becomes full use of a standard approach from Year 3 onwards.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0%	25%	75%	100%	100%

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 1.4: Percentage of legislation subjected to gender audits				
DESCRIPTION				
Precise Definition(s): Percentage of legislation subjected to gender audits				
Calculation: Number of legislation subject to gender audits over the overall number of draft laws introduced				
Disaggregated by: Issue area / commission				
Activities: 4.2.1				
Justification & Management Utility: The increase in the use of gender audits when considering draft legislation is an important measure of the extent to which gender issues and impacts are integrated into the regular processes of analysis and drafting; ideally, all legislation should be subjected to such audits, especially in an environment such as Afghanistan where access for women to legislative information, decision-makers, avenues for advocacy are extremely limited.				
LINK TO PROJECT'S FRAMEWORK				
Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened				
Name of Project Objective: P.O. 4 – Increased Institutional Development				
Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4				
PLAN FOR DATA ACQUISITION & MONITORING				
Data collection method: Primary – program staff / Secondary – staff questionnaire				
Data Source: Commission records / commission staff				
Data monitoring/verification method and frequency: Bi-annually				
Method of internal reporting monitored data & who is responsible: Program staff and M&E team				
Location of Data Storage: TAMIS				
PLAN FOR REPORTING DATA TO USAID				
Frequency and timing of reports to USAID mission: Quarterly and Annually				
DATA QUALITY ISSUES				
Date of Initial Data Quality Assessment: Feb 2014				
Known Data Limitations and Significance (if any): Quality of parliamentary records				
Estimated Date of Future Data Quality Assessments: Sep 2014				
Date of the last Data Quality Assessment: N/A				
BASELINE & TARGETS				
Notes on Baseline and Annual Targets: the use of gender audits will increase following initial capacity building activities in this area with commission and directorate staff during Year 1, and with standardization of legislative analysis and drafting procedures, it can be expected that gender audits at some level are incorporated into the standard format for all legislation by the end of Year 3.				
TARGET TIMELINE				
Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	20%	50%	100%	100%
NOTES				
Other Notes: None				
THIS SHEET LAST UPDATED ON: 22 May 2013				

ALBA Performance Indicator Reference Sheet

Indicator 2.1: Number of Executive oversight actions taken by legislature

DESCRIPTION

Precise Definition(s): this is a broad indicator which ALBA will define as being formal, structured oversight actions which include: calling Ministers and Ministerial officials before plenary and commission sessions, hearings on provincial or national priorities, inquiries into government performance at the national and sub-national levels, etc.

Calculation: number of oversight actions

Disaggregated by: issue area / Ministry / province or region

Activities: 1.2.1 / 1.2.2 / 2.1.1 / 2.1.2 / 2.1.3 / 2.2.1 / 2.2.2 / 2.3.1 / 2.3.2 / 2.3.3

Justification & Management Utility: This is an F-indicator which seeks to measure the ability of the Parliament and its component bodies to conduct effective oversight over Executive plans, priorities and performance, a hallmark of a functioning representative body.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 2 – Improved Oversight

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff reports / Secondary – staff questionnaire

Data Source: Parliamentary Records / Official Gazette / Commission Records / Commission Questionnaires

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: Program staff and M&E manager

Location of Data Storage: Parliamentary records / TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly and Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Oct 2013

Known Data Limitations and Significance (if any): Quality of parliamentary records

Estimated Date of Future Data Quality Assessments: Mar 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: Although such oversight actions – such as questioning Ministers – already occur, they are for the most part unstructured and ad hoc, without prior planning or research. We will seek to define formal oversight actions as those which are part of a coherent oversight strategy, with issues clearly identified and government data and other information is accessed prior to bringing officials before the plenary or commission session. Although the targets appear to be unduly modest, they represent a more considered approach to the current practice, with interventions becoming more deliberate and well-planned.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	35	15	40	45

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 30 June 2013

ALBA Performance Indicator Reference Sheet

Indicator 2.2: The number of times a standard procedure for questioning Ministers and officials as developed by ALBA is used

DESCRIPTION

Precise Definition(s): This is a measure of the use of a standard format, developed by ALBA in Year 1, to question Ministers and officials

Calculation: Number of times format is used

Disaggregated by: Ministry / commission

Activities: 1.2.1 / 2.1.1 / 2.1.2 / 2.2.1

Justification & Management Utility: as described in the previous sheet, at present questioning of Ministers and officials is lacking a standard format, leading to uneven and unsatisfactory outcomes, with sessions often reduced to vague accusations and name-calling. This indicator will measure the increase in use of a standard format which will increase the likelihood of questions leading to meaningful answers and corrective actions. This format will be developed by ALBA throughout consultations with the Speakers and commission chairs.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 2 – Improved Oversight

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff reports / Secondary – staff questionnaire

Data Source: Parliamentary Records / Official Gazette / Commission Records / Commission Questionnaires

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: Program staff and M&E team

Location of Data Storage: Parliamentary records / TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly and Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Mar 2014

Known Data Limitations and Significance (if any): Quality of parliamentary records

Estimated Date of Future Data Quality Assessments: Sep 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGET

Notes on Baseline and Annual Targets: As with the previous indicator, we will assume that a standard format is not employed at present, even though ad hoc questioning does occur at the plenary and commission levels. Therefore the baseline is set at 0. It is assumed that we can ensure a steady growth in the use of a standard format throughout the life of the program, especially with buy-in from parliamentary leadership – particularly the Speakers, who should begin to demand such rigor in the plenary sessions.

TARGET TIMELINES

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	6	10	20	25

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 30 June 2013

ALBA Performance Indicator Reference Sheet

Indicator 2.3: The number of times the services of the budget unit are accessed by commissions

DESCRIPTION

Precise Definition(s): The number of times the budget unit is formally requested to assist in deliberations at the commission level

Calculation: Number of requests

Disaggregated by: Commission

Activities: 2.1.3 / 2.2.2 / 2.3.1 / 2.3.2 / 2.3.3

Justification & Management Utility: This indicator will measure the growth in expertise and utility of the budget units within Parliament as it provides vital expert advice and other support to the commissions as they deliberate on the national budget, the single most important piece of legislation submitted by the Executive.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 2 – Improved Oversight

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Interviews of budget unit staff / review of budget unit records / questionnaires to commission staff

Data Source: budget unit records / commission records

Data monitoring/verification method and frequency: Annually

Method of internal reporting monitored data & who is responsible: Program staff

Location of Data Storage: TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Mar 2014

Known Data Limitations and Significance (if any): Quality of parliamentary records

Estimated Date of Future Data Quality Assessments: Mar 2015

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: it is estimated that the budget units are severely underutilized, due to lack of expertise and manpower. By focusing on supporting the development of these important units, it is expected that usage will rise steadily until Year 3 of the program, at which time commissions will be calling upon the budget unit on average 3 – 4 times a year.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
10	30	60	90 – 120	90 – 120

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 2.4: The degree to which the Public Accounts Sub-Committee mandate is implemented

DESCRIPTION

Precise Definition(s): The extent to which the PACC mandate is developed, discussed and eventually implemented as a separate body within the Wolesi Jirga commission system.

Calculation: A percentage which describes the four stages of the entire process

Disaggregated by: None

Activities: 2.1.3

Justification & Management Utility: in most Parliaments the independence and jurisdiction of a body charged with scrutinizing Public Accounts in critical, as the Budget commission's mandate is in itself broad and requires an intense level of activity throughout the year. In many cases this vital commission is chaired by a member of the opposition in order to maintain a level of independence from government interference.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 2 – Improved Oversight

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 2

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary data collection through program staff

Data Source: Budget commission staff and records

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: Program staff

Location of Data Storage: TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly and Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Feb 2014

Known Data Limitations and Significance (if any): Quality of parliamentary records

Estimated Date of Future Data Quality Assessments: Sep 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: this indicator expresses the percentage of the overall process completed by the end of Year 2 of the program.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	50%	100%	---	---

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 3.1: Number of interactions between CSOs and legislative bodies

DESCRIPTION

Precise Definition(s): The number of formal interactions between the Parliament or one of its commissions and CSOs including formal legislative hearings, research sessions, advocacy meetings or any other planned, structured event.

Calculation: Number of interactions.

Disaggregated by: Commission / issue area / gender / region or province.

Activities: 3.1.1 / 3.1.2 / 3.2.1 / 3.2.2

Justification & Management Utility: this is a broad F-indicator which roughly measures several aspects of the program at once – the ability of the legislature to access expert advice, its ability to gauge regional / provincial priorities, the ability to conduct outreach as an institution, etc.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 3 – Increased Outreach

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff reports / Secondary – staff questionnaire / media reports

Data Source: Parliamentary Records / commission Records / project reports

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: Program staff and M&E team

Location of Data Storage: TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly and Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Oct 2013

Known Data Limitations and Significance (if any): Quality of parliamentary records

Estimated Date of Future Data Quality Assessments: Mar 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: Although CSOs and Parliament have signed an MOU, the practice of planning and initiating formal CSO interactions within the planning of commissions is uneven and relatively ad hoc. For the purposes of this this program ALBA will set the baseline at 0, with the aim of supporting the MOU in Years 1 and 2, and focusing on establishing standards best practices in this area following the 2015 Parliamentary elections.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	30	45	120	150

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 3.2: Number of public forums in which legislators and members of the public interact

DESCRIPTION

Precise Definition(s): Number of planned, formal interactions between groups of MPs and members of the public.

Calculation: Number of public forum

Disaggregated by: Issue area / province / region

Activities: None in Year 1

Justification & Management Utility: This is a broad F-indicator which roughly measures several aspects of the program at once – the ability of the legislature to access public opinion, its ability to gauge regional / provincial priorities, the ability to conduct outreach as an institution, etc.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 3 – Increased Outreach

Is this a project Annual Report indicator? Yes for Reporting Year(s) 2 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff / Secondary – staff questionnaire / media reports

Data Source: Parliamentary Records / commission Records / project reports

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: Program staff and M&E team

Location of Data Storage: TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission:

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Sep 2014

Known Data Limitations and Significance (if any): Quality of parliamentary records

Estimated Date of Future Data Quality Assessments: Feb 2015

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: Although legislators and the public have interacted in the past, the practice of planning and initiating formal interactions rare for parliamentary actors. For the purposes of this this program ALBA will set the baseline at 0, with the aim of supporting such interactions to a limited extent in Year 2 of the program, and then expanding and institutionalizing this practice following the 2015 Parliamentary elections with the new cadre of MPs.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	0	15	45	60

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 3.3: Implementation of improved dissemination system of parliamentary proceedings

DESCRIPTION

Precise Definition(s): Implementation of a systematic improvement of the way parliamentary proceedings, both plenary and commission sessions, are disseminated electronically. The stages of implementation would be 1) initial analysis; 2) development of action plan for identified changes; 3) procurement of new systems and staff training; 4) field testing and roll-out of new systems

Calculation: None

Disaggregated by: N/A

Activities: 3.2.1 / 3.2.2

Justification & Management Utility: The speed and accuracy with which these proceedings are disseminated has a direct effect on their utility for legislative and academic research, civil society advocacy, and for the general interest of the public in its governing institutions.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 3 – Increased Outreach

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff / Secondary – staff questionnaire

Data Source: Parliamentary website

Data monitoring/verification method and frequency: Program staff

Method of internal reporting monitored data & who is responsible: Quarterly

Location of Data Storage (raw/original, monitored, actual): Parliamentary Website / TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Sep 2013

Known Data Limitations and Significance (if any): None

Estimated Date of Future Data Quality Assessments: Feb 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: For the purposes of this plan the present system will be defined as the baseline; at the end of Year 1 the enhanced system should be at 50% implementation and the revised system of distributed should be complete at the end of Year 2.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
10	50%	100%	---	---

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 3.4: Number of times the parliamentary website is accessed

DESCRIPTION

Precise Definition(s): The number of hits on the website

Calculation: Number of hits/baseline

Disaggregated by: Area of website / province / region / unique visits

Activities: 3.2.1 / 3.2.2 / 3.3.1 / 3.3.2

Justification & Management Utility: The website can be a valuable tool for a variety of actors, and its role as an outreach vehicle cannot be overestimated. Measuring the increase in the use of the website will allow Parliament to gauge what areas it should resource, and how to guide further enhancements and development.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 3 – Increased Outreach

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Regular reports from webhosting service

Data Source: Webhosting Service

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: Program staff

Location of Data Storage: webmaster / TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission:

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Oct 2013

Known Data Limitations and Significance (if any): None

Estimated Date of Future Data Quality Assessments: Mar 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: The baseline for usage of the website will be determined during August 2013 once preliminary work in this area has begun. The target percentages represent the annual increase in access to the website from users outside of the Parliament.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
TBD	15%	45%	100%	150%

NOTES

Other Notes: none

THIS SHEET LAST UPDATED ON: 30 June 2013

ALBA Performance Indicator Reference Sheet

Indicator 4.1: Strategic plan for Meshrano Jirga developed and adopted

DESCRIPTION

Precise Definition(s): The extent to which a strategic plan for the Meshrano Jirga is: discussed, developed, finalized, and implemented by the leadership of the Upper House.

Calculation: None.

Disaggregated by: N/A

Activities: 4.3.1 / 4.3.2 / 4.3.3

Justification & Management Utility: The Meshrano Jirga requires a strategic plan to help guide such important issues as resource planning, capacity building for its members and component bodies, and changes to its structure as planned district council elections will alter its composition.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 4 – Increased Institutional Development

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 2

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff / Secondary – staff questionnaire

Data Source: Project reports / MJ secretariat

Data monitoring/verification method and frequency: Bi-annually

Method of internal reporting monitored data & who is responsible: Program staff

Location of Data Storage: TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission:

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Mar 2014

Known Data Limitations and Significance (if any): None

Estimated Date of Future Data Quality Assessments: N/A

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: The MJ's draft strategic plan was never finalized; further support is required to help the institution complete the plan, internalize it, operationalize it, and measure performance against it. In this light the baseline has been set at 10% to reflect this initial work, with complete finalization and implementation a target for the end of Year 1.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
10%	50%	100%	---	---

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 4.2: Number of branded products produced by API with the support of ALBA for use by Parliament, CSOs and the general public

DESCRIPTION

Precise Definition(s): Number of branded products – guides, handbooks, textbooks, etc. - produced by API for use by Parliament, CSOs and the general public

Calculation: Number of products

Disaggregated by: Issue area

Activities: 4.1.2 / 4.1.5

Justification & Management Utility: This measures the ability of the API to establish itself as a source for practical and useful resources relating the Parliament.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 4 – Increased Institutional Development

Is this a project Annual Report indicator? Yes for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff / Secondary – staff questionnaire

Data Source: API records

Data monitoring/verification method and frequency: Bi-annually

Method of internal reporting monitored data & who is responsible: API program staff

Location of Data Storage: API offices / TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission:

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Mar 2014

Known Data Limitations and Significance (if any): None

Estimated Date of Future Data Quality Assessments: Sep 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: Targets for branded API products are cumulative

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	10	25	50	80

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 4.3: Development and Implementation of revised API governance structure

DESCRIPTION

Precise Definition(s): The percentage of completion of the development and implementation of revised API governance structure

Calculation: Estimation of completion (tasks completed over the total number of tasks)

Disaggregated by: None

Activities: 4.1.1 / 4.1.3 / 4.1.4

Justification & Management Utility: the completion of a revised API governance structure will allow for greater buy-in from Parliamentary leadership and membership for the API as whole, as well as resulting in a more responsive and relevant curriculum, eventually leading to a sustainable API which is primarily funded by GIRoA.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 4 – Increased Institutional Development

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 2

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Primary – program staff / Secondary – staff questionnaire

Data Source: API records

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: API staff

Location of Data Storage: TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly and Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Sep 2013

Known Data Limitations and Significance (if any): None

Estimated Date of Future Data Quality Assessments: Feb 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: None

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	50%	100%	---	---

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Indicator 4.4: Percentage of API activities and operations funded by GIRoA

DESCRIPTION

Precise Definition(s): The percentage of API activities and operations that are part of a line item in the GIRoA budget that enables it to act in sustainable and independent fashion

Calculation: Percentage of API costs

Disaggregated by: Area of operation / activity

Activities: 4.1.1 / 4.1.3 / 4.1.4

Justification & Management Utility: This indicator serves a measure of the sustainability of the API not only in its present form but also as it seeks to subsume many of the training and capacity-building currently planned for under ALBA.

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 4 – Increased Institutional Development

Is this a project Annual Report indicator? Yes, for Reporting Year(s) 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Internal calculation of costs borne by GIRoA sources

Data Source: TAMIS / Secretariat Finance Office

Data monitoring/verification method and frequency: Annually

Method of internal reporting monitored data & who is responsible: ALBA Finance section and M&E Manager

Location of Data Storage: TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Mar 2014

Known Data Limitations and Significance (if any): None

Estimated Date of Future Data Quality Assessments: Mar 2015

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: At present, GIRoA sources provide some furniture for the API. The building costs were borne by international donors (Canada) and there has yet to be significant investment in the maintenance. Training costs and personnel were borne by USAID through APAP. For Year 1 ALBA will try to introduce the concept of sharing a greater share of costs however it is anticipated that only after Year 1, with the establishment of a new governing structure, will a greater share of the costs be borne by GIRoA sources. However, it is estimated there will always be some need, and interest from, international donors to provide some funding for API activities and operations.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0%	5%	25%	40%	75%

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013

ALBA Performance Indicator Reference Sheet

Cross-cutting Indicator: Number of staff trained on: analysis / drafting / oversight / outreach

DESCRIPTION

Precise Definition(s): The number of parliamentary staff trained by ALBA in the following: legislative analysis / drafting / oversight techniques / outreach approaches

Calculation: Number of trainees

Disaggregated by: Directorate / commission / MJ / WJ/gender

Activities: All

Justification & Management Utility: A broad output indicator measuring the level of training activity throughout the duration of the program

LINK TO PROJECT'S FRAMEWORK

Intermediate Result 1.3.5: Institutional capacity and oversight capacity of elected bodies at all levels strengthened

Name of Project Objective: P.O. 4 – Increased Institutional Development

Is this a project Annual Report indicator? Yes, for Reporting Years 1 – 4

PLAN FOR DATA ACQUISITION & MONITORING

Data collection method: Program staff to collect training numbers following each session /

Data Source: ALBA records

Data monitoring/verification method and frequency: Quarterly

Method of internal reporting monitored data & who is responsible: Program staff and M&E team

Location of Data Storage: TAMIS

PLAN FOR REPORTING DATA TO USAID

Frequency and timing of reports to USAID mission: Quarterly and Annually

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: Nov 2013

Known Data Limitations and Significance (if any): Quality of parliamentary records; double counting?? Or are we considering assigning a number or code to everyone???

Estimated Date of Future Data Quality Assessments: April 2014

Date of the last Data Quality Assessment: N/A

BASELINE & TARGETS

Notes on Baseline and Annual Targets: Although there has been training conducted in the past by ALBA's predecessor APAP, for the sake of our M&E activities we will assume a baseline of 0. Targets are not cumulative, and numbers can represent one staff member being trained on more than one topic. Increase in Years 3 and 4 reflect the greater emphasis on capacity building during the later years of the program.

TARGET TIMELINE

Baseline	Year 1 (04/13 – 03/14)	Year 2 (04/14 – 03/15)	Year 3 (04/15 – 03/16)	Year 4 (04/16 – 03/17)
0	120	250	600	800

NOTES

Other Notes: None

THIS SHEET LAST UPDATED ON: 22 May 2013