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## SHEBERGHAN GAS GENERATION ACTIVITY (SGGA)

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# Monitoring and Evaluation (M&E) Plan

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## List of Acronyms

GIRoA	Government of the Islamic Republic of Afghanistan
IR	Indicator Reference
M&E	Monitoring and Evaluation
MoMP	Ministry of Mines and Petroleum
PMP	Performance Monitoring Plan
SGDP	Sheberghan Gas Development Project
SGGA	Sheberghan Gas Generation Activity
TPAO	Turkish National Petroleum Corporation
USAID	United States Agency for International Development
USG	United States Government

## 1 ACTIVITY DESCRIPTION

This Sheberghan Gas Generation Activity (SGGA) provides technical assistance to the Government of the Islamic Republic of Afghanistan (GIRoA) to support implementation of the “on-budget” Sheberghan Gas Development Program (SGDP).

### Goals:

1. Attract Private Sector Interest in Gas Infrastructure Development
2. Attracting Private Sector Interest in Gas-to-Power Projects to meet demand for electric power at costs lower than that of imported and diesel generated electricity

### Objectives (each planned for completion on or about the end of FY 2016):

1. Provide technical advisory to MoMP in its management of drilling/rehabilitating three natural gas wells in the area of Sheberghan, Afghanistan, currently planned for completion near the end of Fiscal Year 2016)
2. Conduct a gas reservoir study detailing Afghanistan’s reserve information
3. Develop of a public-private partnership framework for the construction and operation of a gas processing plant.

SGGA assists GIRoA, primarily via the Ministry of Mines and Petroleum (MoMP) in technical areas related to achieving the SGDP objectives, provide quality assurance, report progress to USAID, and build capacity within GIRoA for additional hydrocarbon development activities.

SGGA’s support of SGDP will support Afghanistan’s economic growth by facilitating the development of critical energy infrastructure and capabilities required for Afghanistan’s energy security, and utilization of valuable natural resources. In order to develop its hydrocarbon industry, Afghanistan must first quantify known reserves, which it may then leverage to attract private sector investment in a variety of industrial development, including but not limited to gas processing, power generation, compressed natural gas production and distribution. SGDP’s Phase 1 activities will provide this highly valuable information on known reserves. Additionally, SGGA seeks to collaborate with MoMP to quantify information about all other known reserves previously studied in Afghanistan to provide context on the total potential for hydrocarbon development within Afghanistan.

## 2 LOGFRAME

Figure 1 - SGGA Logframe

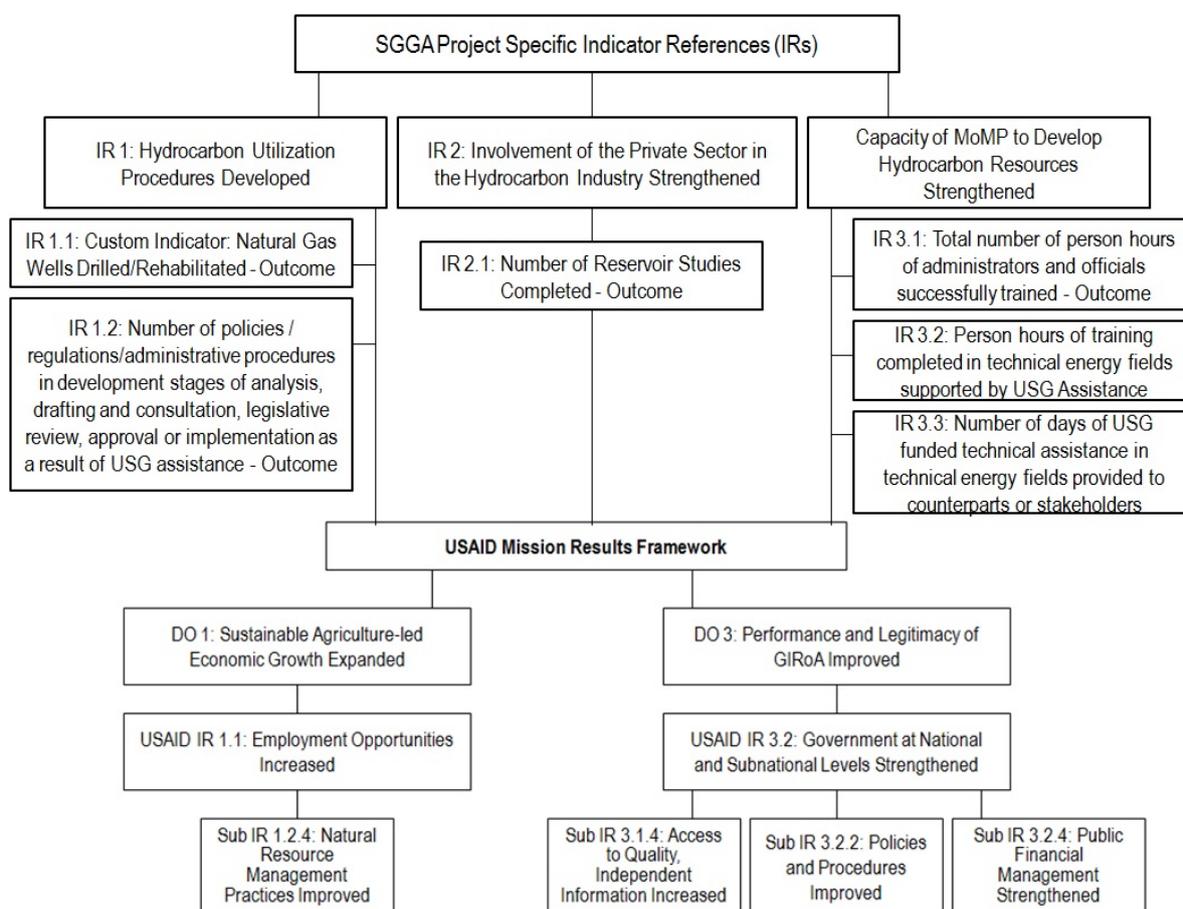


Table 1 - List of Indicators

SGGA Project Specific Performance Indicators (As Referenced at Top of Logframe)
<b>IR 1: Hydrocarbon Utilization Procedures Developed</b>
<b>IR 1.1:</b> Custom Indicator: Number of Natural Gas Wells Drilled/Rehabilitated with Technical and Contract Management Support – Outcome
<b>IR 1.2:</b> (F-State Indicator No. 4.4. 1-24) Number of policies/regulations/administrative procedures in development stages of analysis, drafting and consultation, legislative review, approval or implementation as a result of USG assistance – Outcome
<b>IR 2: Involvement of the Private Sector in the Hydrocarbon Industry Strengthened</b>
<b>IR 2.1:</b> Custom Indicator: Number of Reservoir Studies Completed – Outcome
<b>IR 3: Capacity of MoMP to Develop Hydrocarbon Resources Strengthened</b>
<b>IR 3.1:</b> (F-State Indicator No. 3.2.1-43): Total number of person hours of administrators and officials successfully trained – Output
<b>IR 3.2:</b> (F-State Indicator 4.4.1-34) Person hours of training completed in technical energy fields supported by USG assistance – Output
<b>IR 3.3:</b> (F-State Indicator 4.4.1-35) Number of days of USG funded technical assistance in technical energy fields provided to counterparts or stakeholders – Output

### 3 MONITORING AND EVALUATION SYSTEM

SGGA's Monitoring & Evaluation (M&E) Plan establishes the framework for data collection, processing and reporting to monitor project performance and progress. It includes the definition of the project indicators, their sources and limitations, as well as the resources and schedules for routine monitoring, data checking and revision of the M&E Plan methodology and indicators.

The information elaborated contained herein may guide decision-makers, including project management, partners, and beneficiaries, and inform donor and local institutions. Information is both quantitative and qualitative in nature: the routine collection of project performance field data is integrated with direct observation and ad-hoc reviews on relevant topics. A database and pictorial documentation are part of the overall M&E system. This process allows the presentation of the project activities, results and impacts, and provides the basis for adjustments to accommodate evolving security challenges and new governance policies and strategies.

#### 3.1 M&E Staff Structure

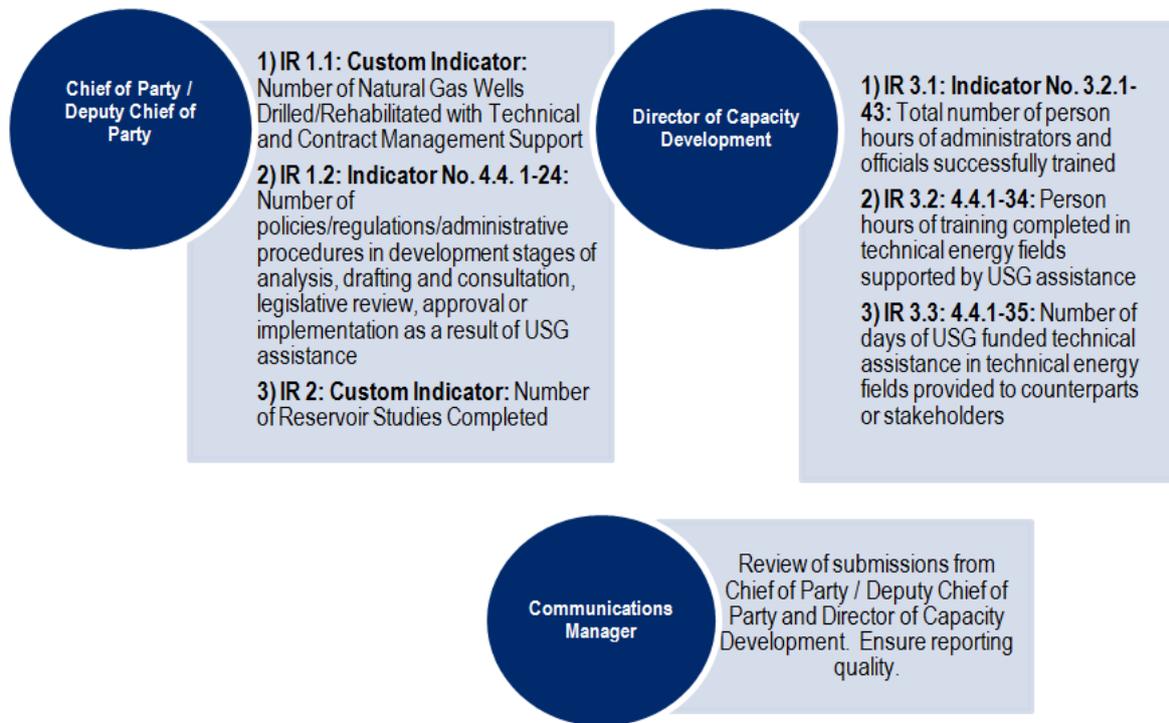
Due to SGGA's small organizational size and budget, it does not have a department with a designated sole responsibility for conducting M&E. Accordingly, staff members of functional work streams are responsible for M&E on each of their department's activity. The table below indicates the SGGA staff responsible for each indicator and roles of SGGA's support staff.

**Table 2 - SGGA's M&E Staff Responsibilities**

<b>Position</b>	<b>M&amp;E Duties</b>	<b>Indicators of Responsibility</b>
Chief of Party	Final validation, and reporting of data. This includes assessment of progress in drilling status, stage/status of achievement with regard to policy/regulation/administrative procedure development and reservoir study activities.	IR 1.1 IR 1.2 IR 2.1
Procurement Specialist, Deputy Procurement Specialist	Collection, initial validation and reporting of data to the Chief of Party	N/A
Director of Capacity Development	Collection, retention, and validation of attendance records, ensuring attendance sheet validity, collection and review of coaching/mentoring reports and time logs.	IR 3.1 IR 3.2 IR 3.3
Deputy Director of Capacity Development	Assistance with collection, management, and tabulation of participant attendance and mentoring records. Reports to Director of Capacity Development.	n/a
Communications Manager	Final assembly of indicator data, coordination for reporting in accordance with timeline set forth below.	n/a

The organogram below depicts which staff members will hold reporting responsibilities for the respective indicators.

Figure 2 - SGGA M&E Reporting Organogram



### 3.2 Methodology for Data Collection, Analysis, Data Management, and Reporting

Due to the fact that the indicators for IR1 and IR2 measure the completion of major project milestones, SGGA naturally keeps close track of their progress and will report completion once confirmed by the chief of party. Data regarding the custom indicator for completing of natural gas wells drilled will be collected by SGGA's field staff and submitted to SGGA chief of party for photo and video documentation analysis.

SGGA's chief of party and deputy chief of party will collect information on indicator 4.4.1-24 as it develops. SGGA will consider the indicator achieved each time it electronically submits a policy framework for the Minister of MoMP's to review and discuss. As of the publishing of this M&E Plan, SGGA anticipates assisting only on a public private partnership framework for MoMP to develop a natural gas processing plant; however, other policy assistance may be required depending on SGDP development and actions from the MoMP Minister.

As with the policy indicator mentioned above, SGGA's executive staff will routinely collect information on the execution of a reservoir study. Data collected will include information sent from a selected subcontractor and analyzed by SGGA's chief of party and deputy chief of party. Once the executives deem the study as of sufficient professional quality and SGGA submits the study to USAID, it will consider the indicator as complete.

For the IR3 indicators, the director of capacity development routinely collects information, at the commencement and conclusion of short-term training activity. For long-term trainings (trainings lasting more than one month in duration) the director of capacity development collects attendance sheets on a monthly basis. SGGA's capacity development workstream verifies all attendance sheets for quality assurance and quality control.

SGGA will store and manage all data relevant to the performance indicators on its internal server, reporting completion of performance indicators as they occur in its semi-annual performance monitoring plan (PMP) reports, which cover the periods of October 1 – March 31 and April 1 – September 30. SGGA shall submit semi-annual reports one month after the completion of each semi-annual period until contract expiration, at which point it will submit a final PMP report.

### 3.3 Data Quality Assessment Plan and Procedures

SGGA's responsible staff members will ensure that all the data stored and reported to USAID is of high quality by completing USAID's Data Quality Assessment Checklist on an annual basis.

## 4 ANNEX 1: CALENDAR OF TASKS

SGGA will complete tasks for monitoring and evaluating progress of the indicators in accordance with the table below:

Table 3 - Timeline of Data Collection, Analysis and Reporting

Indicator	Data Collection	Data Analysis	Data Reporting / Updating the M&E Plan
IR 1.1: Custom Indicator: Number of Natural Gas Wells Drilled/ Rehabilitated with Technical and Contract Management Support	<b>Daily until end of contract.</b> SGGA will collect data from daily, weekly, and monthly reports from the field from both SGGA's Sheberghan Office and from reviewing TPAO's and MoMP's progress reports.	<b>Daily until end of contract.</b> SGGA's executive leadership detailed in section three will analyze reported data on a continual basis at its office in Kabul.	<b>Monthly at a minimum until end of contract, quarterly, and semi-annually.</b> Significant milestones will be reported to USAID as they occur through timely, direct communication to USAID via phone or email.
IR 1.2: Indicator No. 4.4. 1-24 Number of policies/regulations/administrative procedures in development stages of analysis, drafting and consultation, legislative review, approval or implementation as a result of USG assistance	<b>Monthly until end of contract.</b> SGGA will collect data pertaining to this indicator from exchanges with GIRoA counterparts, including but not limited to phone calls, text messages, meetings, emails, and hand-delivered correspondences.	<b>Monthly until end of contract.</b> Review of this data will be limited to SGGA's chief of party, deputy chief of party and its legal advisor, which they will conduct on a monthly basis at minimum.	<b>Quarterly, and semi-annually until end of contract.</b>
IR 2.1: Custom Indicator: Number of Reservoir Studies Completed	<b>Periodic until report received, which SGGA expects will prior to fiscal year 2017.</b> SGGA will collect data directly from the subcontractor to which it awards the reservoir study on a periodic basis and upon completion. Due to the study's implementation and completion contingency on compliance and participation from MoMP, which yet to be cooperative, SGGA cannot anticipate a firm progress timeline from which it can collect, analyze, or report data.	<b>Periodic until report received, which SGGA expects will prior to fiscal year 2017.</b> SGGA will analyze information it receives from the subcontractor during its performance and upon completion of its draft report.	<b>Quarterly and upon report completion.</b> SGGA will inform USAID periodically as progress on the study occurs. SGGA will restrict its reporting to a semi-annual basis until substantial progress occurs on the task, at which point it will report progress more frequently.

Indicator	Data Collection	Data Analysis	Data Reporting / Updating the M&E Plan
<p><b>IR 3.1:</b> Indicator No. 3.2.1-43: Total number of person hours of administrators and officials successfully trained.</p>	<p><b>Monthly.</b> The director of capacity development will collect data on this mentoring and advisory data from SGGA's embedded advisors on a biweekly basis.</p>	<p><b>Monthly.</b> At the end of each month SGGA reviews and validates each attendance sheet for accuracy.</p>	<p><b>Semi-annually.</b> SGGA will report qualitative data pertaining to this indicator in its monthly and quarterly reports and will report specific numerical values in its semi-annual report.</p>
<p><b>IR 3.2:</b> 4.4.1-34 Person hours of training completed in technical energy fields supported by USG assistance</p>	<p><b>Monthly.</b> SGGA collects attendance sheets for technical trainings each month.</p>	<p><b>Monthly.</b> At the end of each month SGGA reviews and validates each attendance sheet for accuracy.</p>	<p><b>Semi-annually.</b></p>
<p><b>IR 3.3:</b> 4.4.1-35 Number of days of USG funded technical assistance in technical energy fields provided to counterparts or stakeholders - Output</p>	<p><b>Monthly.</b> SGGA will collect data on this mentoring and advisory data from SGGA's mentors and embedded advisors at the end of each month.</p>	<p><b>Monthly.</b> SGGA will collect and verify timesheets, while visiting the mentoring worksite on a periodic basis of approximately one time per month.</p>	<p><b>Semi-annually.</b></p>

## 5 ANNEX II: PERFORMANCE INDICATOR REFERENCE SHEETS

Indicator	<b>IR 1.1 Custom Indicator: Number of Natural Gas Wells Drilled/ Rehabilitated with Technical and Contract Management Support</b>
Definition	SGGA leadership provides technical and contract advisory to GIRoA to facilitate successful management of GIRoA's well drilling/rehabilitation contract with TPAO as part of Phase I of SGDP. Note: SGGA may only indirectly enhance the likelihood of this task's successful completion. Ultimate responsibility rests with GIRoA's ability to administer the contract as part of the SGDP on-budget process.
Linkage to Long-Term Outcome or Impact	Successful completion of drilling/rehabilitating wells in the Juma/Bashikurd field will provide accurate reservoir data that GIRoA may use to attract private sector investment. Drilling the wells will also decrease the capital investment required to further develop the fields and begin producing gas.
Indicator Type	Output
Unit of Measure	Number of wells drilled
Use of Indicator	Planning and reporting purposes by USAID
Data Source and Reporting Frequency	TPAO's daily drilling reports, MoMP reports and SGGA's field reports including photo and video documentation of drilling progress as well as engineer approval Frequency: Monthly
Known Data Limitations	None
Baseline Timeframe	Zero
Disaggregate(s)	Planned In progress Completed

Indicator	<b>IR 1.2: 4.4. 1-24 Number of policies/regulations/administrative procedures in development stages of analysis, drafting and consultation, legislative review, approval or implementation as a result of USG assistance</b>
Definition	<p>Number of reforms, regulations, and procedures drafted by USG implementers and discussed with local stakeholders.</p> <p>This indicator represents five different stages in the progression from design to implementation. SGGA's scope of work will address the first two stages, which include:  <b>Stage 1:</b> Policy/regulation/administrative procedure underwent review and analysis of existing policy, regulation, or administrative procedure and/or proposal of new policy, regulation or administrative procedure.  <b>Stage 2:</b> Policy/regulation/administrative procedure underwent was submitted to GIRoA, availing opportunity for public debate and/or consultation with stakeholders on the proposed new or revised policy/regulation/administrative procedure.</p>
Linkage to Long-Term Outcome or Impact	An improved enabling environment is essential for attracting investment and improving the sustainability of all energy services.
Indicator Type	Outcome
Unit of Measure	Number
Use of Indicator	Reporting and accountability by in-country program managers. It will also be used to explain to external stakeholders how the USG works to promote reform and influence developing country policies for enhancing sector governance.
Data Source and Reporting Frequency	SGGA: Executive leadership Frequency: Quarterly and semi-annually
Known Data Limitations	None
Baseline Timeframe	Zero. The primary policy/procedure that SGGA plans to impact, public private partnership for gas processing, has never previously been addressed
Disaggregate(s)	Stage 1: Reviewed, analyzed and policy/regulation/procedure outlined. Stage 2: Drafted and submitted to MoMP

Indicator	<b>IR 2.1: Custom Indicator: Number of Reservoir Studies Completed</b>
Definition	SGGA's scope of work includes delivering a comprehensive reservoir study of Afghanistan's natural gas reserves. This deliverable requires cooperation from MoMP, which SGGA has not received thus far, making this accomplishment of this deliverable uncertain.
Linkage to Long-Term Outcome or Impact	A reservoir study is a critical component to developing private sector investment by providing investors critical information on the supply of natural gas and therefore the economic potential and viability of Afghanistan's natural gas industry. Once confirming reserves, GIRoA could leverage the information to attract investors for gas processing, transportation, and power generation.
Indicator Type	Output
Unit of Measure	Number of studies completed
Use of Indicator	Planning and reporting purposes in addition to private sector engagement by USAID or MoMP
Data Source and Reporting Frequency	Reservoir study subcontractor Frequency: Quarterly
Known Data Limitations	None
Baseline Timeframe	Zero
Disaggregate(s)	Commenced Completed

Indicator	<b>IR 3.1: 3.2.1-43: Total number of person hours of administrators and officials successfully trained</b>
Definition	<p>SGGA will provide trainings to key MoMP personnel, focusing on the SGDP project manager and his staff which currently comprise the Afghanistan Petroleum Authority's Gas Development Office. Training comprised primarily of mentoring and coaching on contract management, report writing, and correspondence support MoMP's ability to manage the current drilling/rehabilitation contract with TPAO and future natural gas development projects.</p> <p>SGGA will also provide administrative training to MoMP staff members within the policy directorate of MoMP's headquarters in business-centered English, and basic and intermediate levels of English in Sheberghan to increase administrative proficiency of MoMP's field offices.</p> <p>This indicator uses the following equation to express the number of USG-supported training hours that were completed by training participants: Hours of USG supported training course x Number of people completing that training course Support from the USG: This indicator counts training hours that were delivered in full or in part as a result of USG assistance. This could include provision of funds to pay teachers, providing hosting facilities, or other key contributions necessary to ensure training was delivered. This indicator does not automatically count any course for which the USG helped develop the curriculum, but rather focuses on delivery of courses that was made possible through full or partial funding from the USG.</p> <p>People: Only people who complete the entire training course (minimum 60% attendance) are counted for this indicator.</p> <p>Training: Training is defined as sessions in which participants are educated according to a defined curriculum and set learning objectives. Sessions that could be informative or educational, such as meetings, but do not have a defined curriculum or learning objectives are not counted as training.</p>
Linkage to Long-Term Outcome or Impact	The ability to professionally develop and administer contracts, including understanding contract components, required administrative procedures, policies, and guidelines and the ability to correspond with contractors and report progress both within MoMP and to external audiences comprise critical capabilities for MoMP. With the experience of managing and reporting on the TPAO contract, with SGGA's capacity development guidance, MoMP will grow closer to being able to independently administer natural gas development projects.
Indicator Type	Output
Unit of Measure	Total number of person hours
Use of Indicator	Planning and reporting purposes in addition to private sector engagement by USAID or MoMP

Data Source and Reporting Frequency	Reservoir study subcontractor Frequency: Quarterly
Known Data Limitations	None
Baseline Timeframe	Zero
Disaggregate(s)	Number of male hours Number of female hours

Indicator	<b>IR 3.1: 3.2.1-43: Total number of person hours of administrators and officials successfully trained</b>
Definition	<p>SGGA will provide trainings to key MoMP personnel, focusing on the SGDP project manager and his staff which currently comprise the Afghanistan Petroleum Authority's Gas Development Office. Training comprised primarily of mentoring and coaching on contract management, report writing, and correspondence support MoMP's ability to manage the current drilling/rehabilitation contract with TPAO and future natural gas development projects.</p> <p>SGGA will also provide administrative training to MoMP staff members within the policy directorate of MoMP's headquarters in business-centered English, and basic and intermediate levels of English in Sheberghan to increase administrative proficiency of MoMP's field offices.</p> <p>This indicator uses the following equation to express the number of USG-supported training hours that were completed by training participants: Hours of USG supported training course x Number of people completing that training course Support from the USG: This indicator counts training hours that were delivered in full or in part as a result of USG assistance. This could include provision of funds to pay teachers, providing hosting facilities, or other key contributions necessary to ensure training was delivered. This indicator does not automatically count any course for which the USG helped develop the curriculum, but rather focuses on delivery of courses that was made possible through full or partial funding from the USG.</p> <p>People: Only people who complete the entire training course (minimum 60% attendance) are counted for this indicator.</p> <p>Training: Training is defined as sessions in which participants are educated according to a defined curriculum and set learning objectives. Sessions that could be informative or educational, such as meetings, but do not have a defined curriculum or learning objectives are not counted as training.</p>
Linkage to Long-Term Outcome or Impact	The ability to professionally develop and administer contracts, including understanding contract components, required administrative procedures, policies, and guidelines and the ability to correspond with contractors and report progress both within MoMP and to external audiences comprise critical capabilities for MoMP. With the experience of managing and reporting on the TPAO contract, with SGGA's capacity development guidance, MoMP will grow closer to being able to independently administer natural gas development projects.
Indicator Type	Output
Unit of Measure	Total number of person hours
Use of Indicator	Planning and reporting purposes in addition to private sector engagement by USAID or MoMP

Data Source and Reporting Frequency	Reservoir study subcontractor Frequency: Quarterly
Known Data Limitations	None
Baseline Timeframe	Zero
Disaggregate(s)	Number of male hours Number of female hours

Indicator	<b>IR 3.2: 4.4.1-34 Person hours of training completed in technical energy fields supported by USG assistance</b>
Definition	<p>This indicator uses the following equation to express the number of USG-supported training hours that were completed by training participants: Hours of USG supported training course x Number of people completing that training course support from the USG: This indicator counts training hours that were delivered in full or in part as a result of USG assistance. This could include provision of funds to pay teachers, providing hosting facilities, or other key contributions necessary to ensure training was delivered. This indicator does not automatically count any course for which the USG helped develop the curriculum, but rather focuses on delivery of courses that was made possible through full or partial funding from the USG.</p> <p>People: Only people who complete the entire training course (minimum 60% attendance) are counted for this indicator.</p> <p>Training: Training is defined as sessions in which participants are educated according to a defined curriculum and set learning objectives. Sessions that could be informative or educational, such as meetings, but do not have a defined curriculum or learning objectives are not counted as training.</p> <p>Modern energy services are defined as increasing the efficiency, reliability, diversity, and transparency of energy services and promote investment in the development, transport, processing, and utilization of indigenous energy sources and imported fuels.</p>
Linkage to Long-Term Outcome or Impact	The ability to professionally develop and administer contracts, including understanding contract components, required administrative procedures, policies, and guidelines and the ability to correspond with contractors and report progress both within MoMP and to external audiences comprise critical capabilities for MoMP. With the experience of managing and reporting on the TPAO contract, with SGGA's capacity development guidance, MoMP will grow closer to being able to independently administer natural gas development projects.
Indicator Type	Output
Unit of Measure	Total number of person hours
Use of Indicator	Planning and reporting purposes in addition to private sector engagement by USAID or MoMP
Data Source and Reporting Frequency	Reservoir study subcontractor Frequency: Quarterly
Known Data Limitations	None
Baseline Timeframe	Zero
Disaggregate(s)	Gender

Indicator	<b>4.4.1-35 Number of days of USG funded technical assistance in technical energy fields provided to counterparts or stakeholders</b>
Definition	The provision of goods or services to developing countries and other USAID recipients in direct support of a development objective-as opposed to the internal management of the foreign assistance program. Services could include the transfer of knowledge and/or expertise by way of staff, skills training, research work and financing to support quality of program implementation and impact, support administration, management, representation, publicity, policy development and capacity building. Technical assistance includes both human and institutional resources. Technical assistance does not include financial assistance. Modern energy services are defined as increasing the efficiency, reliability, diversity, and transparency of energy services and promote investment in the development, transport, processing, and utilization of indigenous energy sources and imported fuels.
Linkage to Long-Term Outcome or Impact	Technical assistance supports institutional capacity building, a key goal for long term sustainability.
Indicator Type	Output
Unit of Measure	Number of days of technical assistance provided in each reporting period. Rounded up or down into whole numbers
Use of Indicator	To convey the coverage and capacity building contribution of USG programs
Data Source and Reporting Frequency	SGGA's records on a semi-annual basis
Known Data Limitations	Validity: This indicator addresses only one of the limitations – exposure to concepts and systems that offer solutions to development problems or institutional gaps -- that prevent people from taking appropriate actions. Precision: Simply knowing the number of person days of technical assistance provided does not provide information about the quality and appropriateness of the technical advice provided
Baseline Timeframe	Zero
Disaggregate(s)	N/A