



**Decentralization Enabling Environment
(DEE)**

**Performance
Monitoring Plan**

**Adjusted as of
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The views expressed and opinions contained in this publication are those of the authors and are not intended as statements of policy of USAID or the authors' parent organization.

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Acronyms

AMHON: Honduran Municipal Association

CEDE: Executive Commission for State Decentralization

CONCAM: National Policy Council for the Municipal Training and Technical Assistance

CSO: Civil Society Organizations

DEE: Decentralization Enabling Environment Project

EMPR: Environmental Mitigation & Monitoring Plan

FND: National Forum for Decentralization

FOPRIDEH: Federation of non-Governmental Organizations for the Development of Honduras

GOH: Government of Honduras

LCAM: Municipal Administrative Career Law

MAMSA: Mancomunidad de Municipios Mártires de la Sierra de Agalta

MANOFM: Mancomunidad de Municipios del Norte y Occidente de Francisco Morazán

MANSUCOPA: Mancomunidad de Municipios del Suroeste del Valle de Comayagua y la Paz

MANVASEN: Mancomunidad de Municipios del Valle de Sensenti

MGC: Municipal Grant Challenge

MUNASBAR: Mancomunidad de Municipios de la Región Sur Oeste de Santa Bárbara

MAMLESIP: Mancomunidad de Municipios Lencas de la Sierra de la Paz

PEDM: Municipal Development Strategic Plans

PIM: Municipal Investment Plans

PMP: Performance Monitoring Plan

PRODEL: National Program of Decentralization and Municipal Development

SDHJGD: Secretary of Human Rights, Justice, Governance and Decentralization

SEFIN: Secretary of Finance

SELCOM: Selection Committee

SEPLAN: Secretary of Planning and Cooperation

SETCAM: Technical Secretariat of Municipal Administrative Career

UTI: Inter municipal Technical Unit

UFIM: Inter Municipal Finance Unit

USG: United States Government

TSC Supreme Audit Institution

I. Introduction

A Performance Monitoring Plan (PMP) is a critical tool for planning, managing, and documenting data collection. It contributes to the effectiveness of the performance monitoring system by assuring that comparable data will be collected on a regular and timely basis. These are essential to the operation of a credible and useful performance management approach.

PMPs promote the collection of comparable data by sufficiently documenting indicator definitions, sources, and methods of data collection. This enables operating units to collect comparable data over time to assess achievement of results. PMPs support timely collection of data by documenting the frequency and schedule of data collection as well as by assigning responsibilities. Operating units should also consider developing plans for data analysis, reporting, and review efforts as part of the PMP process.

The contents of the PMP for the Decentralization Enabling Environment (DEE) program according with the Agreement No. AID 522-A-11-00001 with the modification number 7 signed by the Agreement Officer of USAID on February 27th 2015, includes: a brief description of the project objectives in accordance with Cooperative which include in Chapter I, Background in Chapter II and Chapter III presents an **Outline of Results and objectives**. This is a schematic summary of the results and goals.

Chapter IV **Territorial Coverage** shows a graphic map with the associations served by the project. At the same time, this table details the “*municipal associations*” and other important information, with the purpose defining the area of intervention of the DEE.

Chapter V presents the Diagram of the **Result Indicators**, whitening the logical order of indicator Results by results.

Chapter VI represents the FOPRIDEH/DEE **Relationship Coordination**, with different stakeholders; Next find a schematic description of the **Data Line Base** is presented (Chapter VII).

Finally, **the Summary Performance Data Table Indicator Baseline, Target and Actual Values** (Chapter VIII) presents expected targets for each indicator to be achieved by DEE every year.

As requested by USAID, Annex 1, present Performance Reference Sheets for each indicator under the four results: Result 1 - Comprehensive legal framework for increased municipal autonomy strengthened (3 indicators), Result 2 Legal framework for municipal fiscal autonomy strengthened (3 indicators), Result 3 Cross cutting actions of civil society participation in the decentralization processes increased (2 indicators) and Result 4 Municipal Grant Challenge (2 indicators). Additionally for each result/indicators, the performance indicator reference and data quality assessment sheets are defined.

Annex 4 shows the F Indicators: F Indicator 1 Number of laws or amendments promoting decentralization drafted with USG assistance, F Indicator 2 Number of individuals who received USG assisted training, including management skills and fiscal management, to strengthen local government and/or decentralization.

II. Background

The United States Agency for International Development (USAID) Mission in Honduras has granted The Federation of Non-Governmental Organizations for the Development of Honduras, (FOPRIDEH) resources to in support of a Decentralization enabling Environment (DEE) Cooperative Agreement No.AID-522-A-11-00001 from February 22, 2011 through February 22, 2016.

The purpose of this assistance award is to promote the enabling environment necessary for decentralization of government services to the local level in order to better respond to citizen needs. The partnership with FOPRIDEH is oriented to encourage broad-base support for decentralization by strengthening the capacities of national institutions, local governments, and civil society organizations to advocate, for enact and implement legislative framework for decentralization and its implementation, comprising fiscal, legal and administrative reforms that encourage local development, municipal autonomy, consensus building, broad participation, and open policy dialogue between central and local authorities and other stakeholders.

FOPRIDEH will work with national government, to focus first in legal reforms, having cross-sector influence on the implementation of decentralization reforms of different sectors related with this issue, in accordance with the Secretary of Human Rights, Justice, Governance and Decentralization, Secretary of Planning, Secretary of Finance and The Executive Commission For State Decentralization (CEDE in Spanish), with other Social society organizations and international cooperation. Will also work in line with Secretaries such as education, health and other related actors. FOPRIDEH should promote consensus building with civil society organizations that have cross-Sectorial influence with local government. Similarly be coordinated efforts with other USAID program to promote Sectorial de centralization.

This is a five-year project with estimated resources of US \$.2, 000,000.00 from USAID, and a counterpart from FOPRIDEH in the amount of US \$ 400,000, for an overall investment of US \$2,400,000. The project will enhance the current process of decentralization by means of strengthening the capacities of national institutions, local governments and civil society organizations, with a scope of work in forty-four (44) municipalities and six (6) municipal associations distributed in the four (4) of FOPRIDEH's representation regions, including seven (7) regions stated by the Plan for the Nation and Vision for the Country document.

FOPRIDEH/DEE has reviewed the functionality of municipal government associations, "*Municipal associations*" and their geographical location, to evaluate cost and benefit of providing technical assistance. . This is explained in the Chapter IV.

According with the Domestic Finance for Development (DF4D) program announced by Secretary Clinton in May 2011 that aims to support stronger revenue mobilization, greater budget and fiscal transparency, and anti-corruption policies and activities in countries receiving U.S. development assistance, USAID/Honduras' proposed **Municipal Grant Challenge** seeks to address the shortfall and raise additional resources to improve locally delivered services with priority given to activities that enhance citizen security.

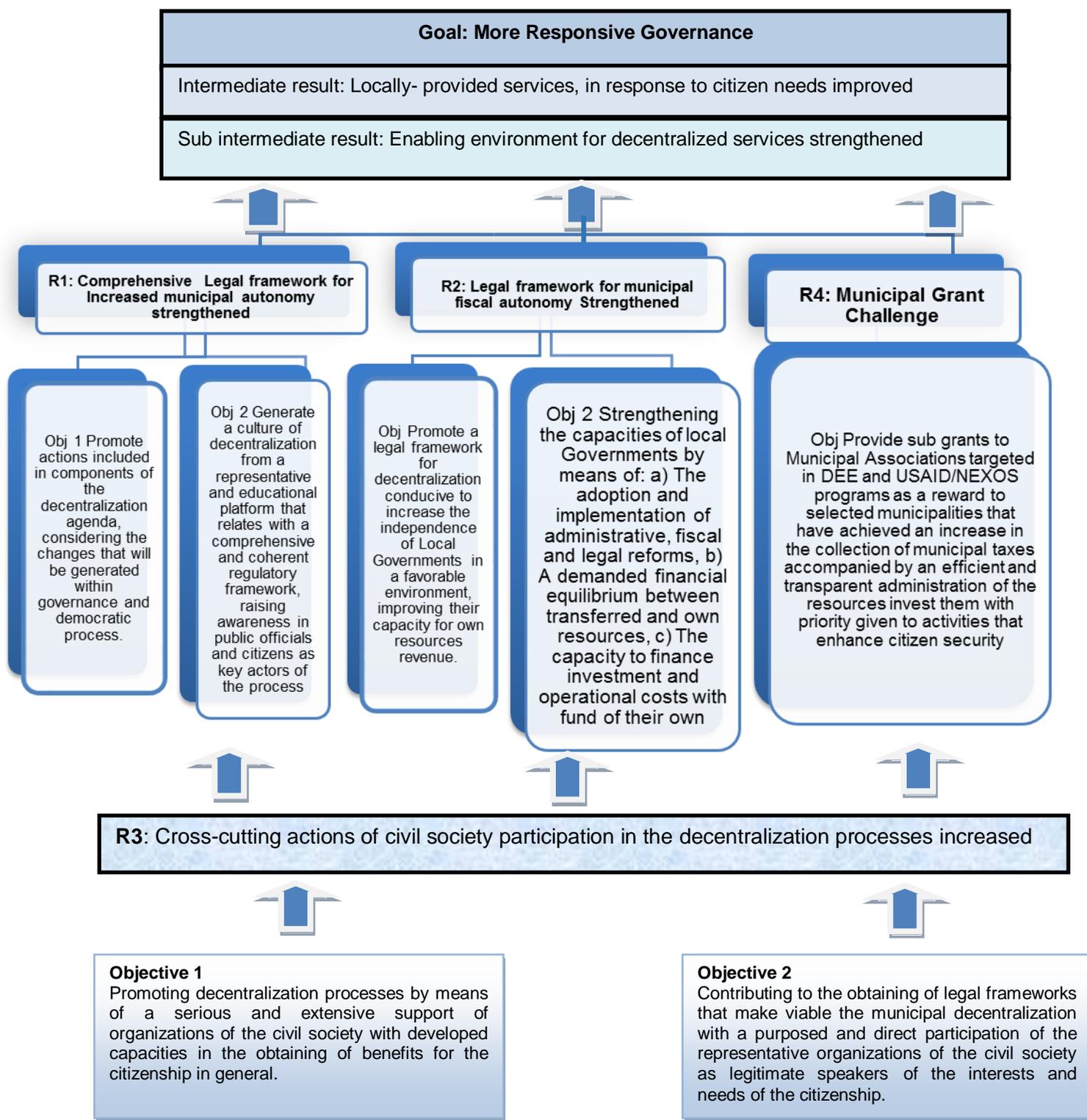
USAID/Honduras requested FOPRIDEH to submit an application that details the technical and administrative approach to implement the Municipal Grant Challenge of \$1.5 million over two years requiring modifications to the original agreement FOPRIDEH/DEE will advertise available sub-grants to municipal associations to present projects to improve locally provided services to be implemented in member municipalities.

The original effective date of the Cooperative Agreement was February 22, 2011 until February 22, 2016 but the modification No. 7 obligates as a completion date on February 28, 2017 and the following funding summary modification: amount prior to this modification \$.2, 000,000.00, change made by this modification \$.1, 500,000.00, new current total \$.3, 500,000.00 with a cost-sharing amount of \$ 844,660.60.

Municipal Grant Challenge becomes the Result 4 to manage grants funds to improve local services and accountability in municipal associations targeted by USAID/NEXOS and FOPRIDEH/DEE programs. Association will be eligible to compete for resources through their corresponding municipal association, based on 1) their success at improving collection of own source revenue 2) their efficient and transparent management of resources collected.

III. Outline of results and objectives

Figure 1 Result and Objectives of Decentralization Enabling Environment



IV. Territorial Coverage

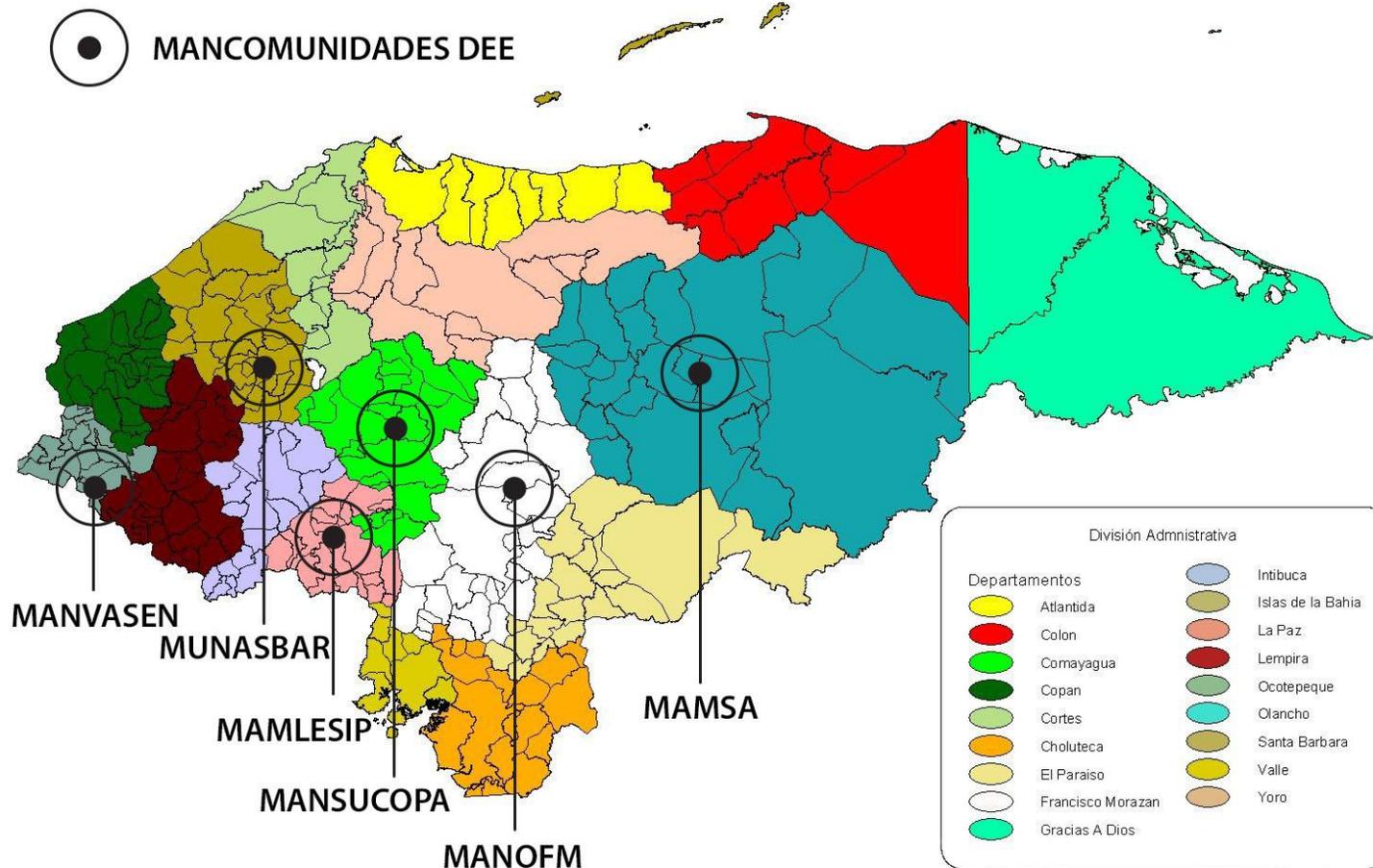
The geographical coverage of the DEE Project has a coverage of 6 *Municipal associations* that includes approximately 44 municipalities, which have a presence of NGOs affiliated to FOPRIDEH.

DEE PROJECT GEOGRAPHICAL INTERVENTION BY MUNICIPAL ASSOCIATIONS

No	MANCOMUNIDAD	MUNICIPALITIES	NO. MUNICIPALITIES
1	MANOFM Mancomunidad de Municipios del Norte y Occidente de Francisco Morazán	Cantarranas, Guaimaca, Valle de Ángeles, Villa de San Francisco, San Ignacio, El Porvenir, Marale, Vallecillo, Orica, Talanga, Tatumbula y San Antonio de Oriente	12
2	MANSUCOPA Mancomunidad de Municipios del Suroeste del Valle de Comayagua y la Paz	Cané, La Paz, San Pedro de Tutule (departamento de La Paz), Comayagua: Ajuterique, Lejamaní, Lamaní, Humuya, Villa de San Antonio, San Sebastián, (departamento de Comayagua)	9
3	MUNASBAR Mancomunidad de Municipios de la Región Sur Oeste de Santa Bárbara	El Nispero, Arada, San Vicente Centenario, San Nicolás , Nuevo Celilac, Atima	6
4	MANVASEN Mancomunidad de Municipios del Valle de Sensenti (Ocotepeque)	Mercedes, San Marcos , San Francisco del Valle	3
5	MAMLESIP Mancomunidad de Municipios Lencas de la Sierra de la Paz	La Paz: Santa Elena, Yarula, Cabañas , Santa Ana, Opatoro, Márcala	6
6	MAMSA Mancomunidad de Municipios Mártires de la Sierra de Agalta (Olancho)	Catacamas, San Francisco de la Paz , Gualaco, San Esteban, Guarizama, Manto, Santa María del Real, Dulce Nombre de Culmí,	8
		Total Municipalities	44

Observation: Modification N°7 of the original agreement and only for Result 4 includes municipal associations of USAID / NEXOS program.

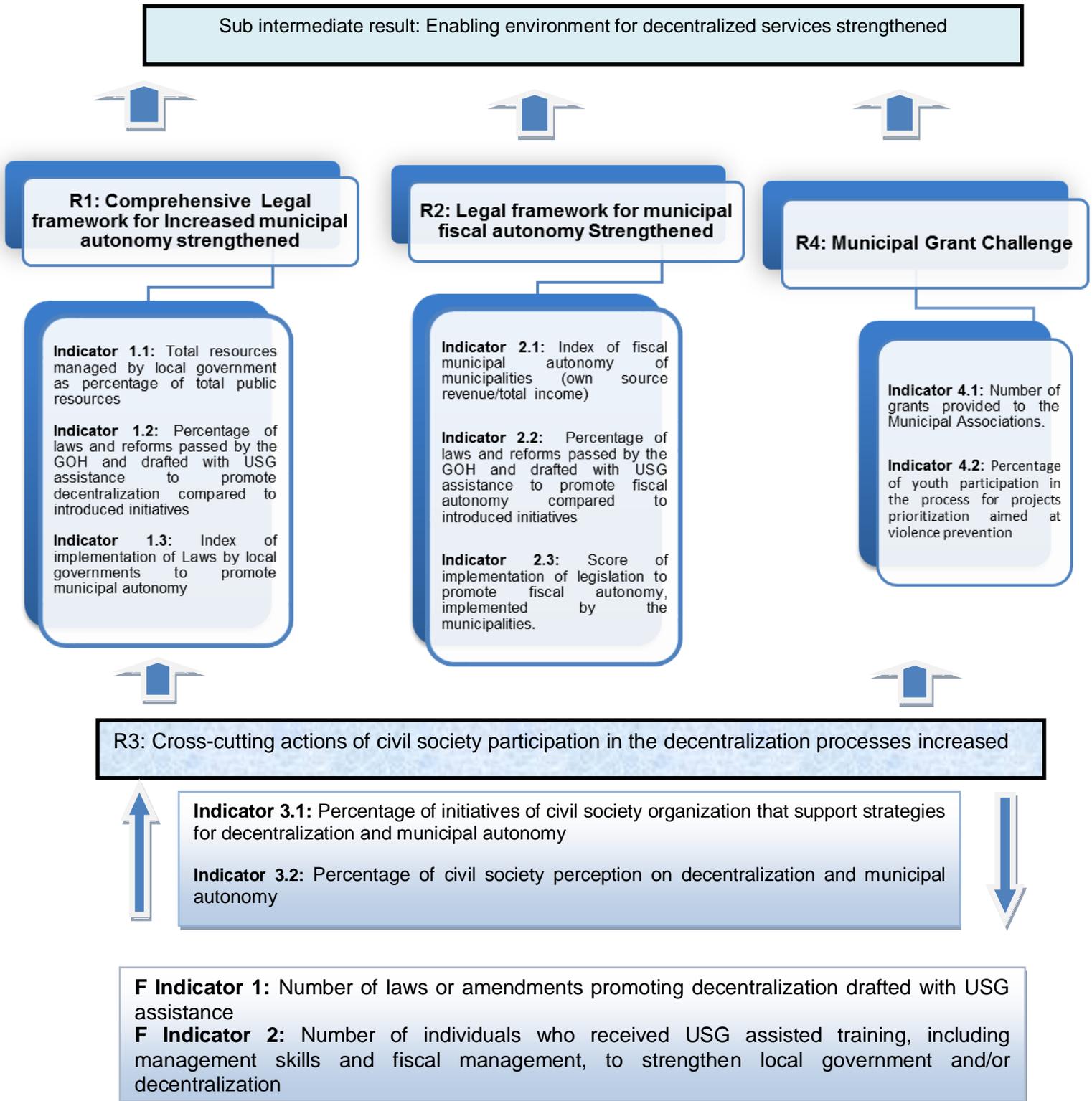
Figure 2: TERRITORIAL COVERAGE DEE MAP



<http://cidbimena.desastres.hn/staticpages/index.php?page=20060705105134280>

V. Result Indicator System

Figure 3: Result and Objectives of Decentralization of Enabling Environment



Coordination FOPRIDEH/ DEE Relationships

The following figure represents the FOPRIDEH/DEE relationship coordination, with different stakeholders, in order to promote the identifying the level of action (national, regional and local), the result of DEE which contributes to this relationship and the most important concept of the need to coordinate.

The relations of coordination of the project are extensive. The partners at central and local levels are variable and involve different levels of effort. The coordination with the partners has a degree of contribution to the project according to indicators of the level in question. So we find that the central level, the contribution is more oriented to indicators of legal and policy reforms affecting the 3 results. Meanwhile at the local level, work contributes more for operational indicators involving more responsibility working with Municipal associations and a direct engagement of CSOs, which basically are registered with the drill results 2 and 3 (see diagrams).

Figure 4: Coordination FOPRIDEH/DEE Relationships at the Central Level

LEVEL	DEE RESULTS	STAKEHOLDERS	COORDINATION	INDICATORS RELATED
CENTRAL LEVEL	R1: Comprehensive legal framework for increased municipal autonomy strengthened	CSO AMHON	Advocate and influence institutional authorities to promote changes in legislation and policies of decentralization and fiscal autonomy	R1.1: Total resources managed by local government as % of total public resources
	R2: Legal framework for municipal fiscal autonomy strengthened	Advocacy Commission of FOPRIDEH		R1.2: Percentage of laws reforms passed by the GOH and drafted with USG assistance to promote decentralization compared to introduced initiatives
	R3: Cross-cutting actions of civil society participation in the decentralization and municipal autonomy processes increase.	Secretariat involved in general decentralization SDHJGD SEFIN SEPLAN	Negotiation about presented draft by USG about policies and legal reforms.	R 2.2 Percentage of laws and reforms passed by the GOH and drafted with USG assistance to promote fiscal autonomy compared to introduced initiatives
	R4: Municipal Grant Challenge.	Special Decentralization forums and commissions CEDE FND Decentralization Bureau Secretaries by sector (health, education, environment)	CSO presentation of draft proposal for legal and policies reforms. Participation in Bureau discussion with different proposal to improve fiscal autonomy	R 3.1: Percentage of civil society participation to support strategies for decentralization and municipal autonomy
		Legislature Congress Commissions of municipal decentralization and municipal development	Incidence to approval the legal reforms proposed by government institutions	R3.2: Percentage of civil society perception on decentralization and municipal autonomy R4.1: Number of Grants provided to the Municipal Associations R4.2: Percentage of youth participation in the process for projects prioritization aimed at violence prevention.

a) Central Level

At the central level, relations in general are characterized by a working knowledge generation and approval of decentralization and fiscal autonomy through meetings, trainings, forums, meetings, which will be of much benefit for civil society organizations.

Key actors are distinguished for coordination relationships: i) civil society organizations who will advocate and provide technical support to the DEE in the presentation legal reforms and policies. AMHON is the representative body of the 298 municipalities in the country; ii) public sector with the closest competitor to the fiscal autonomy and decentralization, in the case Secretary of Human Rights, Justice, Governance and Decentralization (SDHJGD), SEFIN, SEPLAN, among others; iii) public sector with responsibility for sector development and environment, education, health, etc., which support reforms related to decentralization and decentralized fiscal revenue impacts; and iv) the legislature represented by Congress, which is the space where the laws and legal reforms are passed.

These relations of coordination with the partners mentioned are registered in the indicators for each project result and clearly contribute to their achievements (last column of the diagram).

b) Territorial Level (Local and Municipal associations)

FOPRIDEH / DEE, has a network of affiliates, some of them located in the area of project intervention. For affiliates begin work in support of DEE and municipalities, they provide training on decentralization, fiscal autonomy, advocacy and other issues that will be recorded in a Special Training Program that covers the three Results of the project.

Attention to the regional level will be through associations, coordinated the work plan with the UTI offices.

1. The local level includes the perspective of municipal officials attending training events and technical assistance provided by the project (economy scale events).
2. The type of assistance the project will be in two ways: through consultants and technical staff employed directly by the project (direct mode) and with the support of strategic partners and / or any specific support of some members of FOPRIDEH on the attended territory.
3. DEE project will coordinate efforts with other projects within FOPRIDEH to achieve economies of scale in training, meetings with municipal authorities and officials.
4. In particular the issue of social audit, show efforts in the introduction of citizenship to more precise approaches to work on municipal functioning, with contributions from DEE to records, audit reports that can benefit the subjects of fiscal autonomy.

See next diagram.

Figure 5: Coordination FOPRIDEH/DEE Relationships at the Local Level

LEVEL	DEE RESULTS	STAKEHOLDERS	COORDINATION	INDICATORS RELATED
T E R R I T O R I A L L E V E L	Result 1: Comprehensive legal framework for increased municipal autonomy strengthened	<u>CSOs</u> CSOs that are affiliated in the intervention area DEE	CSO For affiliates begin work in support of DEE and municipalities, they provide training on decentralization, fiscal autonomy, advocacy and other issues that will be recorded in a Special Training Program.	R1.1: Total resources managed by local government as % of total public resources. R1.3: Index of implementation of the Municipal Administrative Career Law (LCAM) by local governments to promote municipal autonomy
	Result 2: Legal framework for municipal fiscal autonomy strengthened	<u>MANCOMUNIDADES</u> MAMVASEN MUNASBAR MANSUCOPA MANOFM MAMSA MAMLESIP	CSOs join the efforts of DEE influence and support best practices in municipal fiscal autonomy and decentralization agenda to turn to influence others.	R 2.1 Index of fiscal municipal autonomy of municipalities (own source revenue/total income) R 2.3 Score of implementation of legislation to promote fiscal autonomy, implemented by the municipalities
	Result 3: Cross-cutting actions of civil society participation in the decentralization processes increased	<u>OTHER ACTORS</u> Secretary Health Secretary Education Others Regional Council of National Plan	Accompany the municipalities and their authorities in the incidence with other agencies of government for decentralization promotion.	R 3.1: Percentage of initiatives of civil society organization that support strategies for decentralization and municipal autonomy R 3.2: Percentage of civil society perception on decentralization and municipal autonomy
	Result 4: Municipal Grant Challenge	<u>MANCOMUNIDADES</u> DEE <u>MANCOMUNIDADES</u> USAID NEXOS	Coordination's activities with the municipalities during execution of grant.	R 4.1: Number of grants provided to the Municipal Associations. R4.2: Percentage of youth participation in the process for projects prioritization aimed at violence prevention.

The project will develop technical coordination relations with other Agency projects that are currently being implemented in the country and others who just began operations in late 2011. The common characteristic with these projects, on one hand the financing from USAID and the most important is its action-oriented benefit of Honduras municipalities with goals that help in improving governance and better delivery of services to citizens.

For this FOPRIDEH / DEE, a Steering Committee integrated by USAID projects, looking for following key aspects:

1. Mutual collaboration to achieve the goals of improving governance and promote decentralization specifically in health and education sectors
2. Harmonize views on the national reality and continually share observation of the changes.
3. Share their experiences of working to achieve mutual support

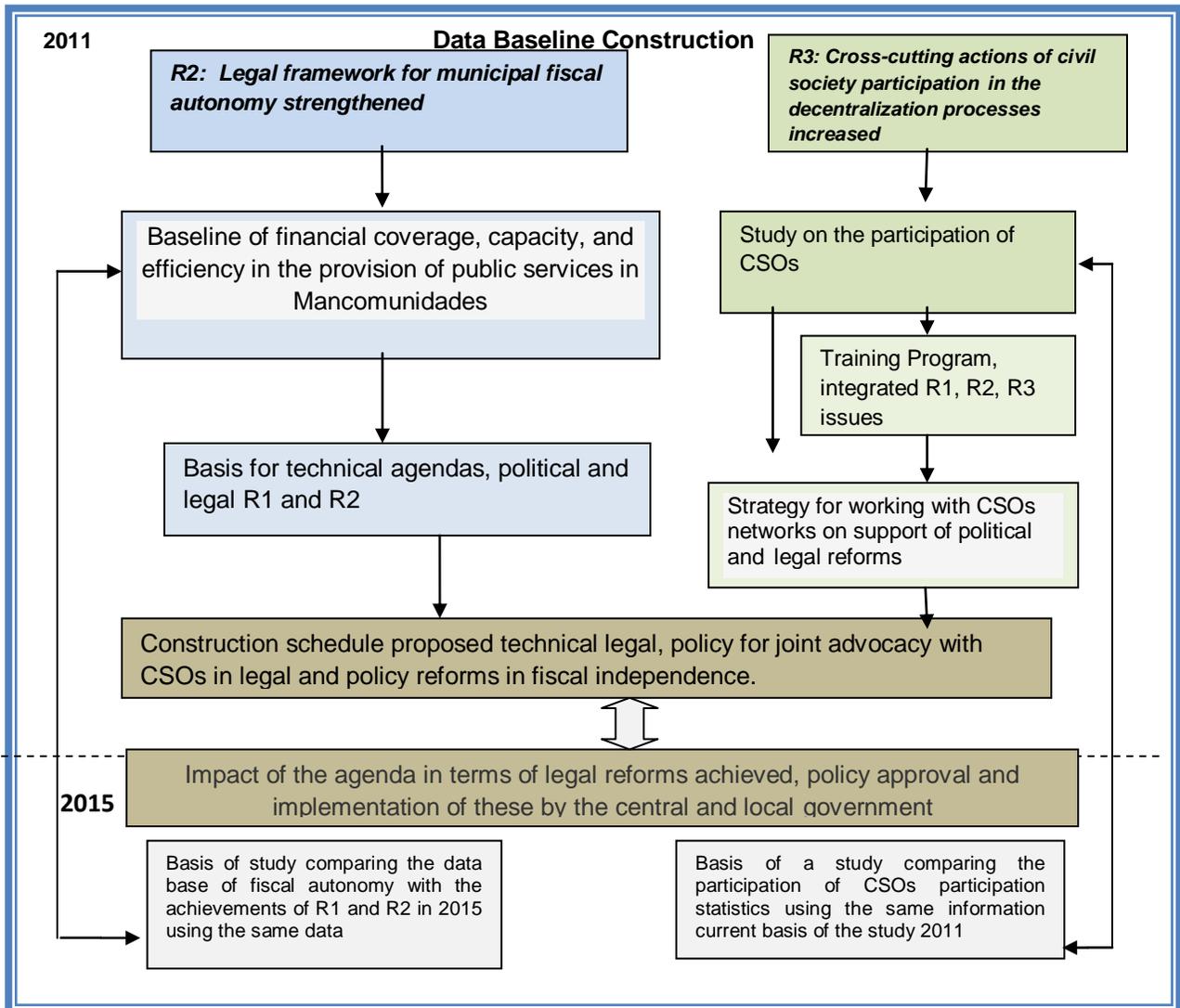
4. Join forces in political advocacy strategies to address different actors in national forums, research, training, forums for dialogue, others.
5. To systematize and share successful experiences according to the focus of each project.
6. To review and define actions based complementary intervention municipal associations geographical and municipalities and with each project.

Activities with the Committee and the results of this work with other projects will be duly recorded in the operative plan and DEE reports.

VI. Results Data Baseline

The baseline or study is the first measurement or starting point about the related issues with the Project Results and its indicators at the project beginning. The baseline is usually quantitative and qualitative (studies, statistical dates, surveys). It will be useful to compare the Zero year (2010) with the final project year. It will express the changes for the influence of DEE intervention.

The project (Specifically applies only to Results 2 and 3) will construct its baseline, from two studies that are going to be made and they will be useful to build a part the agenda legal and political draft contributions and advocacy issues. For Result 1 Baseline study is not necessary.



At the same time, the Study about CSO is important to build a Training Program that complements knowledge while at the same time contributing to build de advocacy agenda.

The studies assessed qualitative and quantitative approaches to determine the current status of the institutional capacity policy and data analyses capacity for each subject area.

Result 1: Comprehensive legal framework for increased municipal autonomy strengthened

Result 2: Legal framework for municipal fiscal autonomy strengthened

Result 3: Cross-cutting actions of civil society participation in the decentralization processes increased

Result 4: Municipal Grant Challenge

F Indicator 1: Number of laws or amendments promoting decentralization drafted with USG assistance

F Indicator 2: Number of individuals who received USG assisted training, including management skills and fiscal management, to strengthen local government and/or decentralization and municipal autonomy

VII. Summary Performance Data Table Indicator

Baseline, Target and Actual Values

AO1 Summary Performance Data Table Indicator Baseline, Target and Actual Values

AO, IR or Sub-IR	Indicator	Unit of Measurement	Disaggregation	Base-line Year	Base-line Value	2011 Target	2011 Actual	2012 Target	2012 Actual	2013 Target	2013 Actual	2014 Target	2014 Actual	2015 Target	2015 Actual
Result 1: Comprehensive legal framework for increased municipal autonomy strengthened															
IR 1.1	Indicator 1.1: Total resources managed by local government as percentage of total public resources	Percent age Change	Municip alities	Data 2010	7%	8%		9%		10%		11%		11%	
IR 1.2	Indicator 1.2: Percentage of laws and reforms passed by the GOH and drafted with USG assistance to promote decentralization compared to initiatives introduced in the chamber.	Percent age		2010	0	0		1/10 x 100 = 10%		4/10 x 100 = 40%		80%	12	80%	15

AO, IR or Sub-IR	Indicator	Unit of Measurement	Disaggregation	Base-line Year	Base-line Value	2011 Target	2011 Actual	2012 Target	2012 Actual	2013 Target	2013 Actual	2014 Target	2014 Actual	2015 Target	2015 Actual
IR 1.3	Index of Implementation of the Municipal Administrative Career Law by Local Government to promote municipal autonomy	Scale or %	Municipalities	N/A	NA	0		0		(1/4 x 100)= 25%		(2/4 x 100)= 50%		(3/4 x 100) = 75%	

AO2: Summary Table Data Baseline, Objectives, Values, Actual

AO, IR or Sub-IR	Indicator	Unit of Measurement	Disaggregation	Base-line Year	Base-line Value	2011 Target	2011 Actual	2012 Target	2012 Actual	2013 Target	2013 Actual	2014 Target	2014 Actual	2015 Target	2015 Actual
R 2 :Legal framework for municipal fiscal autonomy strengthened															
IR 2.1	Index of fiscal municipal autonomy of municipalities (own source revenue/total income)	Percentage of fiscal autonomy	Municipalities by quarter	Data collected in 2010	24.1 %	0		5% of Index Increase							
IR 2.2	Percentage of laws and reforms passed the GOH and drafted with USG assistance to promote fiscal autonomy compared to introduced initiatives	Percentage of laws or policies approved		2010	0	0		(1/10 X 100) = 10%		(2/10 X 100) = 20%		(4/10 X 100) = 75%		(6/10 X 100) = 80%	
IR 2.3	Score of implementation of legislation to promote fiscal autonomy, implemented by the municipalities	Percentage points (pp)	Municipalities by quarterly	2010	0	0	12.5	10 pp Increase							

AO3: Summary Table Data Baseline , Objectives, Values, Actual

AO, IR or Sub-IR	Indicator	Unit of Measurement	Disaggregation	Base-line Year	Base-line Value	2011 Target	2011 Actual	2012 Target	2012 Actual	2013 Target	2013 Actual	2014 Target	2014 Actual	2015 Target	2015 Actual
R3: Cross-cutting actions of civil society participation in the decentralization processes increased															
IR 3.1	Number of representatives from civil society organizations who contribute in project activities	number	By Sex	2011	0	n/a		450		500		500		300 Women = 180 Men = 120	
IR 3.2	Percentage of civil society perception on decentralization and municipal autonomy	Percentage points or exchange rate	Perception Opinions	2012	0	n/a		Baseline		20% increase from previous year				20% increase from previous year	DEE ends in 2016

AO4: Summary Table Data Baseline, Objectives, Values, Actual

AO, IR or Sub-IR	Indicator	Unit of Measurement	Disaggregation	Base-line Year	Baseline Value	2015 Target	2015 Actual	2016 Target	2016 Actual	2017 Target	2017 Actual
R4: Municipal Grant Challenge											
R 4.1	Number of grants provided to the Municipal Associations.	Number	Municipalities	n/a	n/a	6 /10 grants		4 /10 grants		Result 4 ends in 2017	Result 4 ends in 2017
IR 4.2	Percentage of youth participation in the process for projects prioritization aimed at violence prevention	Percent	Municipalities by gender	n/a	n/a	20% youth participation Women = 60% Men = 40%		20% Youth participation Women = 60% Men = 40%		Result 4 ends in 2017	Result 4 ends in 2017

AO5: Summary Table Data Baseline , Objectives, Values, Actual

AO, IR or Sub-IR	Indicator	Unit of Measurement	Disaggregation	Base -line Year	Base -line Value	2011 Target	2011 Actual	2012 Target	2012 Actual	2013 Target	2013 Actual	2014 Target	2014 Actual	2015 Target	2015 Actual
F INDICATOR															
F Indicator	F Indicator 1: Number of laws or amendments promoting decentralization drafted with USG assistance	Number	None	Data Base line in 2011	0	1		4		4		12		15	Project finished in February 2016

AO, IR or Sub-IR	Indicator	Unit of Measurement	Disaggregation	Base-line Year	Base-line Value	2011 Target	2011 Actual	2012 Target	2012 Actual	2013 Target	2013 Actual	2014 Target	2014 Actual	2015 Target	2015 Actual
F Indicator	Indicator F2: Number of individuals who received USG assisted training, including management skills and fiscal management, to strengthen local government and/or decentralization	Number of participants	Number of participants by gender	2010	0	140		300		250		350		160 Women = 96 Men = 140	DEE ends in 2016

TABLE OF INDICATOR EVALUATION

Measurement Criteria	Rangos
Beyond expectation	> 100%
Acceptable	$\geq 86\% \leq 100\%$
At Risk	$\geq 70\% \leq 85$
Below expectation	< 70%

ANNEX 1

Result 1: Comprehensive legal framework for increased municipal autonomy strengthened

- **Indicator 1.1:** Total resources managed by local government as percentage of total public resources
- **Indicator 1.2:** Percentage of laws and reforms passed by the GOH and drafted with USG assistance to promote decentralization compared to introduced initiatives
- **Indicator 1.3:** Index of implementation of the Municipal Administrative Career Law by local governments to promote municipal autonomy

Performance Indicator Reference Sheet

Result 1 Comprehensive legal framework for increased municipal autonomy strengthened

- 1. **Assistance Objective 1:** More Responsive Governance
- 2. **Intermediate Result 1.2:** Locally-provided services in response to citizen needs improved
- 3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened

Indicator 1.1: Total resources managed by local government as percent of total public resources

- 4. **State Performance Goal:** CAS Goal of Governing Justly and Democratically
- 5. **Geographic Focus:** Municipalities targeted by DEE

DESCRIPTION

6. **Precise Definition (s):** The intent of the Municipal Law is to increase national government transfers to local governments (LGs) as set forth Law Article 91: "State will transfer annually to the municipalities, by advance monthly installments of tax revenues of INCOME general Budget and Expenditures of the Republic and directly from the Secretary of State for Finance (SEFIN) to national accounts registered in banking Nationally, 7% in 2010, then 8% in 2011, then 9% in 2012, with 10% in 2013, and 11% in 2014 onwards. This % will be distributed as follows: 1) a 50% transfers equally distributed to municipalities, 2) 20% of projected population, 3) 30% of poverty, according to the proportion of poor population of each municipality based on the method of on unsatisfied basic needs, according to the last census of population and housing.

The increase will be relative to the base year (Y_b).

$$\text{Percent of total public resources} = \frac{\text{Resources Managed by LGs}}{\text{Total CG public resources}}$$

CG = Central Government
 LG =Local Government

- 7. **Unit of Measure:** Percentage Points or Percentage Change
- 8. **Disaggregated by:** Municipalities
- 9. **Justification & Management Utility:** This indicator shows whether the central government fulfills its responsibility for resource transfers in the interest of improving the development of municipalities. The breakdown by municipality will tell us whether the government is fulfilling its responsibility in the same way or if there is a difference in some municipalities. Having this information will allow DEE to alert the partners to take appropriate measures if the government is not complying with the Municipal Law reform by decree number 143-2009

PLAN FOR DATA ACQUISITION

- 10. **Data collection method:** The coordinator of the result will build a data table in Excel with data provided by 44 municipalities via email from Intermunicipal Technical Units (UTI). At the same time, the coordinator of the result will review the information on the websites of the transfers from the Secretary of Finance and Secretary of Human Rights, Justice, Governance and Decentralization. These data will be compared with each other to verify compliance differences and time of transfer of resources as set by the Municipalities Law
- 11. **Data Source:** Municipalities, Secretary of Human Rights, Justice, Governance and Decentralization
- 12. **Method of data acquisition:** Reports of the DEE and reviewing information from the websites of the Secretary of Finance and the Secretary of Human Rights, Justice, Governance and Decentralization.
- 13. **Frequency and timing of data acquisition** quarterly, the base year is 2010
- 14. **Estimated Cost of Data Acquisition:** None
- 15. **Individual responsible** Coordinator Result 1 Comprehensive legal framework for increased municipal autonomy strengthened

DATA QUALITY ISSUES

16. **Date of Initial Data Quality:** Reviewed June 2014

17. **Known Data Limitation and Significance (if any):** There could be discrepancies between the numbers reported by finance and municipal records. See accompanying DQA for more details

18. **Actions Taken or Planned to Address Data Limitations:** See DQA for more details.

19. **Date of Future Data Quality Assessments:** Not Applicable or as request by AOR

20. **Procedures for future Data Quality Assessments:** SEFIN direct consultations

PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

21. **Data analysis:** The data will be analyzed by the coordinator of the result to see if the required transfers are being made This information will be send to the decentralization observatory managed by DEE

22. **Presentation of Data:** Data will be shared with project partners and other stakeholders

23. **Review of Data:** The complete data will be presented semiannually, but will be collected by quarters.

24. **Reporting of Data:** Semiannual Reports of the project

Other notes

25. **Notes on Baselines/Targets:** Was taken as the base year 2010, in order to compare the increase in transfers per year according to the Law on Municipalities.

27. **This sheet last updated on:** June 2014

28. PERFORMANCE INDICATORS VALUE

Year	Target	Actual	Notes
2011	8%		Data base year is 2010 with 7%
2012	9%		
2013	10%		
2014	11%		
2015	11%		This year in January, 2015 measured, 2014 data

Data Quality Assessment Worksheet

AO or IR: Comprehensive legal framework for increased municipal autonomy strengthened

Indicator: 1.1: Total resources managed by local government as percent of total public resources

Date Reviewed: Semiannually, but will be collected by quarters.

Data Source: Municipalities, Secretary of Finance and Secretary of Human Rights, Justice, Governance and Decentralization

Is this indicator reported to W/USAID? Yes

Criterion	Definition	Y/N	Explanation
1. Validity	<p>Do the data clearly and adequately represent the intended result? Some issues to consider are:</p> <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	Data registered by the project clearly reflect each year the behavior of transfers and is completely valid to analyze if the central Government enforced or not the legal mandate.
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	Y	Data records will be exchanged with different information sources, in order to carry out comparisons to verify its integrity, although the delay in transfer deposits could generate some margin of error in the information.
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	Y	Data transfers are estimated with official information from the General Income Budget managed by the Ministry of Finance, guaranteeing precision due to systematized information.
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	Y	Data is reliable.
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	Y	Data collection processes greatly depend on the timing in which official figures become available.
A Summary of Key Issues and Recommendations:			

Performance Indicator Reference Sheet

Result No1 Comprehensive legal framework for increased Municipal Autonomy strengthened

- 1. **Assistance Objective 1:** More Responsive Governance
- 2. **Intermediate Result 1.2:** Locally-provided services, in response to citizen needs improved
- 3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened
- 4. **Indicator 1.2:** Percentage of laws and reforms passed by the GOH and drafted with USG assistance to promote decentralization compared to introduced initiatives
- 5. **State Performance Goal:** CAS Goal of Governing Justly and Democratically
- 6. **Geographic Focus:** National

DESCRIPTION

7. Precise Definition (s):

The index measures the number of laws and reforms to promote decentralization. Laws and reforms are defined as: acts, decrees, policies, bylaws, ordinances, agreements, resolutions and national level laws among others passed by the Government of Honduras at local and national levels.

$$\text{Percentage of passing of laws and reforms} = \frac{\text{Number of laws and reforms passed by the GOH (Central and Local)}}{\text{Number of laws and reforms drafted with project support}} \times 100$$

Numerator:

Includes the number of legislative laws state policies and reforms passed by Congress and the agreements, provisions, resolutions and others approved by National and Local Governments.

Denominator:

Includes the number of laws, reforms and state policies including agreements, provisions, ordinances, policies, resolutions, bylaws and other laws and reforms drafted with support of the project for local or national government approval.

For the approval of laws and reforms above mentioned the project will perform advocacy actions concerning the following subjects: Decentralization and Municipalities draft Laws, Municipal Service Law Manuals and Bylaws and the State Procurement Law.

In order to collect and process the data the following table will be used:

Promoted tools or subjects concerning regulations:	Number of regulations promoted annually		Number of regulations approved annually		% of approval	
	2014	2015	2014	2015	2014	2015
Decentralization Law	1		1		100%	
Law of Municipalities		1	-	1		
Municipal Service Law	10	10	9	8	90%	80%
Municipal Service Bylaws	1		-		-	
State Procurement law	-	4	-	4		100%
Total	12	15	10	13	83.33%	86.67%

By decentralization we mean the process of transfer of competences, resources and decision-making from central government to local governments. Examples of laws, regulations and reform that promote decentralization and municipal autonomy may include: electoral reform, civil service, environment, infrastructure, health, training and general municipal framework.

8. **Unit of Measure:** Percentage

9. **Disaggregated by:** Laws, reforms, agreements, provisions ordinances, policies, resolutions and bylaws and policy measures passed to promote the decentralization.

10. **Justification & Management Utility:**

This indicator will provide information to measure political will of the government to promote the decentralization.

PLAN FOR DATA ACQUISITION

11. **Data collection method:** The information will be collected through minutes of meetings where the final version of the draft policy or decree has been prepared, in addition to the records of the official newspaper *La Gaceta* once it is approved.

12. **Data Source:** Observatory of Decentralization, an instrument of Honduran society created by DEE to influence and monitoring public policy and regulatory frameworks at national and local levels, that promote the decentralization or limit the exercise of local autonomy in its different dimensions: political, administrative and fiscal. Its usefulness is based on information available to the social organizations and stakeholders, promoting social and political debates.

13. **Method of data acquisition:**

DEE reports, free request information to the Observatory.

14. **Frequency and timing of data acquisition by USAID:** semiannually

15. **Estimated Cost of Data Acquisition:** no relevant

16. **Individual responsible:** Coordinator Result 1 Comprehensive legal framework for increased municipal autonomy strengthened.

DATA QUALITY ISSUES

17. **Date of Initial Data Quality:** Reviewed June 2014

18. **Known Data Limitation and Significance (if any):** None

19. **Actions Taken or Planned to Address Data Limitations:** none identified

20. **Date of Future Data Quality Assessments:** Not Applicable or as request by AOR

21. **Procedures for future Data Quality Assessments:** SEFIN direct consultations

PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

22. **Data analysis:**

A qualitative analysis of the data to determine the laws and reforms with an impact on the regulatory framework for decentralization. Then proceed to compare initiatives passed finally against total of initiatives developed under the project DEE, to obtain a quantitative analysis by the observatory for public knowledge.

23. **Presentation of Data:** The data will be shared with project partners

24. **Review of Data:** Quarterly reported semiannually

25. **Reporting of Data:** Semiannually disaggregated by quarters.

Other notes

26. Notes on Baselines/Targets:

There is no database, the starting point will be the laws and policies approved during the life of the project.

27. This sheet last updated on: June 2014

28. PERFORMANCE INDICATOR VALUES

1. Year	2. Target	3. Actual	4. Notes	
2011	0%		Each year	
2012	10%		Baseline is 0	
2013	40%			
2014	80%			
2015	80%			

Data Quality Assessment Worksheet			
AO or IR: R1 Comprehensive legal framework for increased municipal autonomy strengthened			
Indicator 1.2: Percentage of laws and reforms passed by the GOH and drafted with USG assistance to promote decentralization compared to introduced initiatives			
Date Reviewed: Semiannually reported quarterly.			
Data Source: Observatory reports			
This indicator is reported to USAID/W? Si			
Criterion	Definition	Y/N	Explanation
1. Validity	Do the data clearly and adequately represent the intended result? Some issues to consider are: <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	Data is accurate in this matter and serve to measure the project's contribution to reforms and state policies drafted with support of the project for central government approval. As well as the agreements, provisions, ordinances, policies, resolutions, bylaws and other regulations that have been promoted by the project for local or national government approval . Oriented to decentralization. Presentation of laws and their eventual passage signals that institutions have the capacity to build consensus on reforms in order to get reforms passed.
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	N	Information integrity is absolute as a result of the institution's official records which furthermore have public monitoring and civil society thereto.
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	N	Data is reliable.
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	S	Data is reliable throughout the life of the project and the person responsible for collecting and analyzing this data will use the same methods, each time the data is collected and analyzed. This includes using the same definition of what is meant by promotion of decentralization.
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	Y	In this case, government institutions records are immediate and timely for project management.
A Summary of Key Issues and Recommendations:			

Performance Indicator Reference Sheet

Result No1 Comprehensive legal framework for increased municipal autonomy strengthened

1. Assistance Objective 1: More Responsive Governance

2. Intermediate Result 1.2: Locally-provided services, in response to citizen needs improved

3. Sub Intermediate Result 1.2.3: Enabling environment for decentralized services strengthened

4. Indicator 1.3: Index of implementation of the Municipal Administrative Career Law (LCAM) by local governments to promote municipal autonomy.

5. State Performance Goal: CAS Goal of Governing Justly and Democratically

6. Geographic Focus: Municipalities targeted by DEE

DESCRIPTION

7. Precise Definition (s): The index measures the application of the Municipal Administrative Career Law through the tools defined by the law: Human Resource Plan and Municipal Management Manuals.

To apply these tools, FOPRIDEH will provide technical assistance to the municipalities' members of at least three Municipal associations partners of the Project. The information to monitoring the index implementation, is provided by surveys applied by Municipal Technical Units that are responsible of human resource management.

The surveys will contain the following questions:

- a) Does the Municipality have a Generic Manual of job's position and Wages? Yes = 1, No = 0
- b) Does the Municipality have an Annual Plan for Human Resources Management? Yes =1, No= 0
- c) Has the Municipality carried out annual performance evaluations? Yes = 1, No = 0
- d) Has the Municipality applied tests of merit, ability and competencies of at least 25% of the permanent staff annually? Yes = 1, No = 0

$$\frac{\text{Index of implementation of the Municipal Administrative Career Law (LCAM)}}{\text{Total of municipality}} = \frac{\text{Results of the score questions (1 to 4) in each Municipality } M1 + M2 + M3... + Mn.}{\text{Total of municipality}}$$

This index means the level application of the Municipal Administrative Career Law referenced to the above questions in every municipality to the answer that could be: extremely low, low, medium, high its measuring it depend of the numbers of affirmative responses.

To measure this index the following parameters will be applied:

- ≤ 25 is extremely low
- ≤ 50 is low
- > 50 < 75 is medium
- ≥ 75 is high

8. Unit of Measure: Number

9. Disaggregated by: Municipalities

10. Justification & Management Utility: The Municipal Administrative Career Law goes into effect in 2012. The generic manual referrals are new, their application is innovative and very useful to support the sustainability of actions of human resource development which in turn contribute to greater job security, and creating conditions for improving municipal autonomy as a condition of promote decentralization to municipalities that are capable of better performance of duties by the sustainability of its staff.

PLAN FOR DATA ACQUISITION

11. Data collection method: Survey questions will be conducted by UTI member, who will be trained once in the life of the project on how to conduct the survey. As the survey is conducted the UTI members will request evidence of every survey question as follows.

- a) Does the Municipality have a Generic Manual of job's position and Wages? = Copy of a Generic Manual for the first time, latter just watches the existence of the manual.
- b) Do the Municipalities have an Annual Plan for Human Resources Management? = Existence of the Plan and Act Corporative approbation signed in the X day.
- c) Has the Municipality carried out annual performance evaluations of Human Resources? = Copy of annual evaluation. existence of the Plan and Act Corporative approbation signed in the X day
- d) Tests of merit, ability and suitability have been applied to 25% of the plant's staff annually? Resolutions and records of the municipal corporations and boards of Municipal associations.

The survey will be sent to Inter-municipal Technical Units for each Municipal association, previous training for application provided by DEE. The surveys will be conducted once a year, exactly a year later after the previous survey. In the first year; SETCAM (Technical Secretariat of Municipal Administrative Career) will be invited to accompany the UTI members as they conduct the survey. In Year 2 SETCAM will be invited to conduct the same methodology in other municipalities. The data collected will be analyzed with SETCAM in accordance to the normative of application where they can take advocacy actions about the results.

12. Data Source: Structured Survey results

13. Method of data acquisition: UTI members will lift the surveys in each municipality

14. Frequency and timing of data acquisition: Annually disaggregated by quarter

15. Estimated Cost of Data Acquisition:

The costs of specialized consulting contract for the design Human Resources Plans and the implementation of the Generic Manual, including the costs of mobilization and training of UTIs Intermunicipal Technical Units for the lifting of the information first year. The UTIs employee will apply the surveys, and DEE will support the cost for travel and interviews with municipal officials, at an estimated cost of: US\$ 200 for each municipality once a year for all municipalities visited (30) that belong to the pilot municipal association support the DEE for 2012 through 2014 (three years) equal to US\$ 18,000.

16. Individual responsible Coordinator Result 1 Comprehensive legal framework for increased municipal autonomy strengthened

DATA QUALITY ISSUES

17. Date of Initial Data Quality: Reviewed June 2014

18. Known Data Limitation and Significance (if any):

It is not possible to guarantee that municipal authorities will provide relevant and timely information when requested by the DEE on the implementation of LCAM.

19. Actions Taken or Planned to Address Data Limitations: Advocacy through SETCAM, so that local authorities implement tools supported by the DEE.

20. Date of Future Data Quality Assessments: Not Applicable or as request by AOR

21. Procedures for future Data Quality Assessments: SEFIN direct consultations

PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

22. Data analysis:

A score of 1 or fewer correct answers out of 4 answers is low, a score of 2 correct answers out of 4 answers is medium, and a score of 3 or more correct answers out of 5 will be considered high application of the law.

22. Presentation of Data: Data will be shared with project partners

23. Review of Data: Quarterly reported semiannually

24. Reporting of Data: Semiannual reports of the project

Other notes

25. Notes on Baselines/Targets: The political will of mayors / mayors to implement the LCAM and manuals, as well as generate opportunities for the development and execution of the Human Resources Management is a new situation in municipal institutional culture. The position of the authorities willing will be very important in the provision of information. Is important and the means to integrate the new database that the tool has to be followed by the Mayors. In addition employees must be able to provide the information truthfully provided they have permission to do so.

26. This sheet last updated on: June 2014

27. PERFORMANCE INDICATOR VALUES

Year	Target	Actual	Notes
2011	0	0	The Law was approved in 2010, and will be implemented from the second semester of 2011. The base line year will be 2011
2012	0	0	
2013	25%		
2014	50%		
2015 June	75%		Plus 3/4 is considered high implementation
2016			The project will register information until December of 2015, because end in February of 2016

Data Quality Assessment Worksheet

AO or R1 Result 1: Comprehensive legal framework for increased municipal autonomy strengthened

Indicator 1.3: Index of implementation of the Municipal Administrative Career Law (LCAM) by local governments to promote municipal autonomy.

Date Reviewed: Quarterly reported semiannually.

Data Source: Structured interviews results

Criterion	Definition	Y/N	Explanation
1. Validity	Do the data clearly and adequately represent the intended result? Some issues to consider are: <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	Information on LCAM implementation expresses both, project efforts in providing tools for its implementation, as well as municipalities' efforts for enforcement of this law. Results are valid for both sides; however, the use of information by the municipalities is always subject to the political will of the authorities in the decision-making process.
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	Y	Staff responses to interviews, structured to confirm Law enforcement and the provision of checking tools to measure the progress in planning, manuals, etc., allows confirmation as if the information is or not reliable.
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	Y	Accuracy depends largely on the capacity for implementation and the political will to enforce tools provided by the project.
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	Y	Because we have developed a standardized set of questions and scoring rubric, the data will reflect consistent data collection and analysis processes over time. Additionally, people will be trained in conducting the survey to ensure that it is administered correctly.
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	Y	Municipalities' information to institutionalize project proceedings through the UTIs will be carried out in key moments of the year, reflecting a level of compliance with the measures set forth in the LCAM.

A Summary of Key Issues and Recommendations:

ANNEX 2

Result 2: Legal framework for municipal fiscal autonomy strengthened

Indicator 2.1 Index of fiscal municipal autonomy of municipalities (own source revenue/total income)

Indicator 2.2: Percentage of laws and reforms passed the GOH and drafted with USG assistance to promote fiscal autonomy compared to introduced initiatives

Indicator 2.3: Score of implementation of legislation to promote fiscal autonomy, implemented by the municipalities

Performance Indicator Reference Sheet

Result No 2 Legal framework for municipal fiscal autonomy strengthened

- 1. **Assistance Objective 1:** More Responsive Governance
- 2. **Intermediate Result 1.2:** Locally-provided services, in response to citizen needs improved
- 3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened
- 4. **Indicator 2.1:** Index of fiscal municipal autonomy of municipalities (own source revenue/total income)
- 5. **State Performance Goal:** CAS Goal of Governing Justly and Democratically
- 6. **Geographic Focus:** Targeted DEE municipalities

DESCRIPTION

- 7. **Precise Definition (s):** This indicator determines what percentage own resources represents compared to municipal budget's total income.

Own source revenue is defined as municipal revenue collection from tax and non-tax revenues, as established in Article 73 of the Municipal Law. Tax revenues are those coming from taxes, public services fees and contributions; and non-tax revenues are those collected by the municipalities in terms of sales, transfers, subsidies, inheritances, donations, fines and penalties, interest and credit.

In order to establish a clear revenue classification, Article 74 of the Regulations of the Municipal Law, states the following:

a) Current Income and b) Capital Income.

Current income is the income collected from municipal's normal activities, which do not represent falling into debt or reducing the state property. This type of income is divided into:

1) Tax and 2) Non Tax.

The tributaries include funds or income from tax collection, public service charges and other rights. Non-tax collection revenues include fines, penalties, recovery by collection of delinquent accounts and other current income.

Capital income are those altering the municipal property, such as, income from contracting loans, sale of assets, proceeds from Contributions for improvement, those generated from bonds sale, grants, subsidies, inheritances, donations, loans and, in general, any other income of this nature.

$$\frac{IP}{TR_{1-44} Y_{1-4}} (100) =$$

IAFM = Municipal Fiscal Autonomy Index

IP = current income + asset sales and municipal property
 TR = Total Revenue

A = Year

Activities to benefit 44 municipalities will be perform; however a greater efforts will be made in those municipalities part of the four pilot associations to improve contribution of their own resources in relation to total revenues of the municipal budget's total income.

Rate	Definition
A	> 50% = High financial autonomy, less than 50% of total income come from external sources or the municipality has a positive surplus (if the numerator is higher than the denominator)
B	> 40% < 50% = Medium financial autonomy, more than 50% but less than 60% of total income come from external sources
C	> 10% < 40% = Low financial autonomy, more than 60% but less than 90% of total income come from external sources
D	< 10% = Extremely low autonomy, more than 90% of total income come from external sources

Examples:

A)

Own source revenue	4300,000.00	0.61 * 100	61.43%
Total income	7000,000.00		
			38.57%

High Financial Autonomy, less than 50% of total income come from external sources 38.57%

B)

Own source revenue	2900,000.00	0.41 * 100	41.43%
Total income	7000,000.00		
			58.57%

Medium Financial Autonomy, more than 50% but less than 60% of total income come from external sources, i.e., 58.57%

C)

Own source revenue	900,000.00	0.13 * 100	12.86%
Total income	7,000,000.00		
			87.14%

Low Financial Autonomy, more than 60% but less than 90% of total income come from external sources, i.e., 87.14%

D)

Own source revenue	600,000.00	0.09 * 100	8.57%
Total income	7,000,000.00		
			91.43%

Extremely Low Financial Autonomy, more than 90% of total income come from external sources, i.e., this amount does not even reach 10% of total income, 91.43% of total income come from external sources

8. Unit of Measure: Percentage %

9. Disaggregated by: Municipalities and quarter.

10. Justification & Management Utility: The indicator is a sign of alarm to promote own income increases and improve expenditure management. Municipal autonomy Index will measure progress made by municipalities in terms of managing their own resources to improve financial balance.

PLAN OF DATA ACQUISITION

11. Data collection method: Income data may be collected in two different ways.

Three Technical Facilitators hired to fill an application in Excel, the information that will be given directly from the eight municipal associations and that is necessary to update the index. The information will be given directly from the eight municipal associations.

Steps and frequency for data acquisition to build this indicator:

- 1- A technical facilitator from DEE project will train the person in charge of the UFIM or any other member from the UTI.
- 2- Once a month the technical facilitator from DEE project will perform a field visit to collect Excel's datasheet application; otherwise it will be requested via email.
- 3- Every two months the technical facilitator from DEE project will perform a field visit to check data's veracity.

To collect the information throughout the 6 municipal associations the facilitators are going to be distributed as follow:

- a) A facilitator will work with two municipal associations at the western side of the country.
 - b) A facilitator will cover two municipal associations at the center and east side of the country.
 - c) A facilitator t will cover two municipal associations at the center and west side of the country.
- The three technical facilitators will also give assistance in finance and tax administration.

12. Data Source: Budget Execution report, UTI (Inter-municipal Technical Unit), *Municipal associations*, and Secretary of Human Rights, Justice, Governance and Decentralization (SDHJGD).

13. Method of data acquisition: Information for each quarter will be available in Excel tables, and may be requested from the project team, field facilitators and UTIs.			
14. Frequency and timing of data acquisition: Annually or quarterly.			
15. Data collection costs: The work of collecting information through the seven municipal associations will be estimated as follows. The costs related to the collection of information by the three facilitators is estimated annually by L 360,000.00			
16. Individual responsible: Coordinator Result 2 Legal framework for municipal fiscal autonomy strengthened			
DATA QUALITY ISSUES			
17. Date of Initial Data Quality: Reviewed June 2014			
18. Data limitation awareness (if applicable): Official data issued by the municipalities and Secretary of Human Rights, Justice, Governance and Decentralization (SDHJGD), are not always timely and accurate. Additionally, they lack the quality and transparency needed. By developing clear methods and instructions for providing this data, FOPRIDEH will minimize the opportunity for errors.			
19. Actions Taken or Planned to Address Data Limitations: In the case that systems are automated, the support team's coordinator of the result will look for the reports produced by those systems. If not exist, the coordinator of the result will go to the UTI to confirm the information provided for the data registration, looking for more quality.			
20. Date of Future Data Quality Assessments: Not Applicable or as request by AOR			
21. Procedures for future Data Quality Assessments: The same procedures of the initial data quality assessment.			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
22. Data analysis; Index data will serve to analyze historical trends comparing this year's data against the previous year and, in general, during the four years of the life of the project. This data is used to inform municipal authorities on their fiscal situation and influence improvement through specific measures. Also, the results serve to analyze fiscal autonomy trends (causes and effects).			
23. Presentation of Data: The data will be shared with project partners			
24. Review of Data: Quarterly reported semiannually.			
25. Reporting of Data: DEE reports semiannually.			
Other notes			
26. Notes on Baselines/Targets: Data will be collected until January 2011 whereas the fiscal year ends in December every year and taking as a baseline year 2010.			
27. This sheet last updated on: June 2014			
28. PERFORMANCE INDICATOR VALUES			
Year	Target	Actual	Notes
2011	5% index Increase		Baseline data will be collected until November 2011.
2012	5% index Increase		Comparison is made with each year data in relation to the previous year
2013	5% index Increase		Comparison is made with each year data in relation to the previous year
2014	5% index Increase		Comparison is made with each year data in relation to the previous year
2015	5% index Increase		Increase total percentage on analyzed trends
29. THIS SHEET LAST UPDATED ON: June 2014			

Data Quality Assessment Worksheet

AO or R2: Legal framework for municipal fiscal autonomy strengthened

Indicator 2.1 : Index of fiscal municipal autonomy of municipalities (own source revenue/total income)

Date Reviewed: Quarterly reported semiannually.

Data Source: Municipal Annual Budget, UTI *Municipal associations* and Secretary of Human Rights, Justice, Governance and Decentralization (SDHJGD).

Is the Indicator Reported to USAID/W? Yes

Criterion	Definition	Y/N	Explanation
1. Validity	<p>Do the data clearly and adequately represent the intended result? Some issues to consider are:</p> <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	<p>Reflects real fiscal autonomy based on the revenue, expenditure record structure defined in the Municipal Law, Article 73. There are probably errors of measurement for data quality; however, the indicator is always valid to analyze the balance between income and expenses.</p> <p>An example of these errors is derived from the original source of the data record depend on the good done in the municipality and that control is outside the scope of FOPRIDEH</p> <p>The data reflects project efforts in providing a tool to measure fiscal autonomy and make available to local authorities the results for analysis and decision- making to improve the collection of own resources level.</p>
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	Y	We cannot always guarantee the integrity and quality of information; however, the Project provides alternative methods for comparison with other sources to verify its integrity for example the SDHJGD
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	Y	Precise information depending on the quality of the data with an acceptable margin of error; nonetheless, serves to guide the decision-making on behalf of municipal authorities as to their fiscal autonomy.
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	Y	Data is consistent with the line items set forth in the Municipal Law, in Article 73, and are very important for municipalities to review each year, tax effectiveness and make decisions to improve their own income.
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	N	<p>They are not always on time, municipalities have delays in recording the information, in most cases, do not keep updated records. However, it is possible to influence decision-making since they referred to the previous fiscal year when the new year begins, at least the first quarter, when there is still time for the collection and improvement of tax revenues overall.</p> <p>FOPRIDEH will send reminder notes to ensure the updating of the information and that it is presented on time</p>

Performance Indicator Reference Sheet

Result No 2 Legal framework for municipal fiscal autonomy strengthened

1. **Assistance Objective 1:** More Responsive Governance
2. **Intermediate Result 1.2:** Locally-provided services, in response to citizen needs improved
3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened
4. **Indicator 2.2:** Percentage of laws and reforms passed by the GOH and drafted with USG assistance to promote fiscal autonomy compared to introduced initiatives
5. **State Performance Goal:** CAS Goal of Governing Justly and Democratically
6. **Geographic Focus:** National

DESCRIPTION

7. Precise Definition (s):

This indicator measures the number of laws and reforms that promote the municipal fiscal autonomy approved by national and local governments, such as: Laws, policies, bylaws, agreements, provisions, ordinances, resolutions policies and regulations.

% of approved regulations=
$$\frac{\text{Number of regulations passed by the local government of Honduras}}{\text{Number of regulations promoted by the project}}$$

Numerator:

Includes the sum of the agreements, provisions, ordinances, resolutions, bylaws and other regulations approved by Local Governments

Denominator:

Includes the sum of the agreements, provisions, ordinances, policies, resolutions, bylaws and other regulations promoted by the project for Local Government approval.

For the approval of the regulations aforementioned, the project will advocate for Local Governments Accountability Report, Municipal Investment Reports and Fiscal Legal Mediations.

In order to collect and process the data this table will be applied:

Promoted tools or subjects concerning regulations:	Number of regulations promoted		Number of regulations approved annually		% of approval	
	2014	2015	2014	2015	2014	2015
Local Governments Accountability Report	20	25	15	20	75%	80%
Municipal Investment Reports	20	25	15	20	75%	80%
Fiscal Legal Mediations	12	-	10	-	83%	
Total	52	50	40	40	76.92%	80.00%

It is important to mention that the project's advocacy actions will focus on the approval of laws, bylaws and reforms with local implications, none the less, there will be greater advocacy resulting in the discussion of municipal investment reports and fiscal legal mediations local government accountability reports during the municipal corporation meeting.

8. Measure unit: Percentage																								
9. Disaggregated by: Laws, reforms, agreements, disposition, ordinances, resolutions and bylaws and policy measures implemented.																								
10. Justification & Management Utility: Legal reforms in decentralization require technical work for its legal formulation provided by DEE of the draft bill proposal to be submitted to the National Congress. This index will measure DEE's success in influencing legislation bodies in the approval of regulations that promote decentralization and fiscal autonomy.																								
PLAN FOR DATA ACQUISITION																								
11. Data collection method: Data on filed initiatives will be recorded according to draft articles provided by the DEE project and received by Secretary of Human Rights, Justice, Governance and Decentralization (SDHJGD) and Sectorial Secretaries for discussion and approval. Approved reforms will be collected in the government official newspaper <i>La Gaceta</i> .																								
12. Data Source: Drafts, acknowledge receipt notes for drafts, official newspaper <i>La Gaceta</i>																								
13. Method of data acquisition: Consultation on National Congress website, <i>La Gaceta (official newspaper)</i> , and through the Observatory of Decentralization reports.																								
14. Frequency and timing of data acquisition: Each time drafts prepared by DEE are submitted and related reforms approved in Congress, to be recorded during the life of the project.																								
15. Estimated Cost of Data Acquisition: Costs will be included in the Observatory's operating costs																								
16. Individual responsible: Coordinator Result 2 Legal framework for municipal fiscal autonomy strengthened																								
DATA QUALITY ISSUES																								
17. Date of Initial Data Quality: Reviewed June 2014																								
18. Known Data Limitation and Significance (if any): Non identified date																								
19. Actions Taken or Planned to Address Data Limitations: Non necessary																								
20. Date of Future Data Quality Assessments: Not Applicable or as request by AOR																								
21. Procedures for future Data Quality Assessments: Secretary of Human Rights, Justice, Governance and Decentralization (SDHJGD) meetings with congressional committees and to review drafts submitted by the DEE and Civil Society Commissions.																								
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING																								
22. Data analysis: A qualitative analysis of the data to determine the laws and reforms with an impact on the regulatory framework for decentralization. Then proceed to compare initiatives passed finally against total of initiatives developed under the project DEE, to obtain a quantitative analysis. The coordinator of the result with the support of the observatory and DEE team evaluating legal reforms or the new legal framework making comparisons of the planned changes based on the achievements																								
23. Presentation of Data: Data will be shared with project partners																								
24. Review of Data: Quarterly reported semiannually																								
25. Reporting of Data: Semiannually																								
Other notes																								
26. Notes on Baselines/Targets: The DEE will carry out a study of the legal framework for fiscal decentralization, and will be the basis to determine strategies to follow and which laws to advocate and, at the same time, compare progress achievement at the end of the project																								
27. This sheet last updated on: June 2014																								
28. PERFORMANCE INDICATOR VALUES																								
<table border="1"> <thead> <tr> <th>Year</th> <th>Target</th> <th>Actual</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>10%</td> <td></td> <td></td> </tr> <tr> <td>2012</td> <td>20%</td> <td></td> <td></td> </tr> <tr> <td>2013</td> <td>40%</td> <td></td> <td></td> </tr> <tr> <td>2014</td> <td>75%</td> <td></td> <td>Reference in the projection of target's table</td> </tr> <tr> <td>2015</td> <td>80%</td> <td></td> <td>Reference in the projection of target's table</td> </tr> </tbody> </table>	Year	Target	Actual	Notes	2011	10%			2012	20%			2013	40%			2014	75%		Reference in the projection of target's table	2015	80%		Reference in the projection of target's table
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2014	75%		Reference in the projection of target's table																					
2015	80%		Reference in the projection of target's table																					

Data Quality Assessment Worksheet			
AO or IR: R2: Legal framework for municipal fiscal autonomy strengthened			
Indicator 2.2 : Percentage of laws and reforms passed the GOH and drafted with USG assistance to promote fiscal autonomy municipal compared to introduced initiatives			
Date Reviewed: Quarterly reported semiannually			
Data Source: Drafts, Notes of receipt of drafts, official newspaper <i>La Gaceta</i>			
Is the Indicator Reported to USAID/W? Yes			
Criterion	Definition	Y/N	Explanation
1. Validity	Do the data clearly and adequately represent the intended result? Some issues to consider are: <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	The data capture DEE's efforts to achieve legal reform. These will be easily visible and legally supported in the act record book of the municipal corporations.
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	Y	The reports issued will undergo revision and approval from the municipal corporations.
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	Y	There are not precision issues in this indicator.
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	Y	Relevant data will be used for approval benefitting the municipal fiscal autonomy.
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	N/A	Depends in time and form of approvals of reforms by the Municipal Corporations

Performance Indicator Reference Sheet

Result No 2 : Legal framework for municipal fiscal autonomy strengthened

1. **Assistance Objective 1:** More Responsive Governance
2. **Intermediate Result 1.2:** Locally-provided services, in response to citizen needs improved
3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened
4. **Indicator 2.3** Score of implementation of legislation to promote fiscal autonomy, implemented by the municipalities
5. **State Performance Goal:** CAS Goal of Governing Justly and Democratically
6. **Geographic Focus:** Targeted DEE municipalities

DESCRIPTION

7. Precise Definition (s):

This indicator determines whether municipalities enforce the Municipal Law specifically in cases involving debt identification, acceptance of municipal competition, recovery procedure through established channels and restrictions and payment facilities. The indicator measures in percentage terms the relationship between non collected values (owed) and those billed by the municipal administration.

To this regard, the articles of the Municipal Law that must be implemented are:

Debt Identification

Article 109: Payment delay of any municipal tax will cause payment of an annual interest equal to the bank rate used in active business operations, plus an annual two percent (2%) surcharge calculated on balances.

Municipal competition

Article 111: Any debt derived from payments of Property Tax, Industry, trade, public services, improvements contribution constitutes a privileged debt for the city and for its legal claim will proceed by executive action. The certification of the amount due will serve as executive action title, issued by the municipal mayor.

Proceedings for debt recovery

Article 112: Late payment of taxes imposed by this Law shall cause the municipality to practice the recovery exercise, legal proceedings prior to two requirements in writing with one month each interval and then initiate the pertinent levy against the delinquent taxpayer. The certification of the amount due will serve as Executive action title, issued by the municipal mayor.

Restrictions and payment facilities

Article 121: Except as otherwise authorized in this Municipal Law shall not condone municipal taxes, fines, arrears or penalty, notwithstanding remain empowered to set up payment plans. These activities will be made to the benefit of the 44 municipalities that are part of the eight municipal associations, however, a special effort will be made for those municipalities that are part of four Municipal associations chosen as pilots with the target to improve the implementation of the law specifically to enforce payment through legal and / or administrative actions

It establishes a 10% recovery of tax arrears in relation to the total of money, for which through the territorial technicians are going to be make advocacy actions in each municipality to maintain the provision of tax arrears update.

The measurement and analysis of the indicator is supported in the following table:

Rate	Definition
A	> 5% = High application of the law
B	> 3% < 5% = Medium application of the law
C	> 1% < 3% = Low application of the law

Recovery of tax arrears by municipality (M 1.+ M2 +...MT) $\times 100 = \%$ Average % of the total results
 Total of tax arrears by municipality (M1 + M2 +...MT)

8. Measure unit: Percentage Points
9. Disaggregated by: Municipality
<p>10. Justification & Management Utility: The degree of applicability of these items demonstrates the ability of fund collecting units to exercise control of updating and managing arrears to taxpayers. It will also identify whether the collection units arrange and execute available planning tools and perform operational recovery goals projecting decrease in tax arrears and strengthen the participation of their own income in relation to total revenue collected</p>
PLAN FOR DATA ACQUISITION
<p>Data collection method: Three Technical Facilitators hired to fill an application in Excel, the information that will be given directly from the six municipal associations and that is necessary to update the index. The information will be given directly from the six municipal associations.</p> <p>Steps and frequency for data acquisition to build this indicator:</p> <ol style="list-style-type: none"> 1- A technical facilitator from DEE project will train the person in charge of the UFIM or any other member from the UTI. 2- Once a month the technical facilitator from DEE project will perform a field visit to collect Excel's datasheet application; otherwise it will be requested via email. 3- Every two months the technical facilitator from DEE project will perform a field visit to check data's veracity. <p>To collect the information throughout the 6 municipal associations the facilitators are going to be distributed as follow:</p> <ol style="list-style-type: none"> a) A facilitator will work with two municipal associations at the western side of the country. b) A facilitator will cover two municipal associations at the center and east side of the country. c) A facilitator will cover two municipal associations at the center and west side of the country. <p>The three technical facilitators will also give assistance in finance and tax administration.</p>
11. Data Source: Municipal Budget Execution report submitted by UTI (Inter-municipal Technical Unit) <i>Municipal associations</i> , Secretary of Human Rights, Justice, Governance and Decentralization(SDHJGD).
12. Method of data acquisition by USAID missions: Information will be available in the Excel tables for each quarter, which may be requested from the project team, field facilitators and UTIs.
13. Frequency and timing of data acquisition: Annually, submitted quarterly
<p>14. Estimated Cost of Data Acquisition: The costs related to the collection of information by the three facilitators is estimated annually by L 360,000.00</p>
14. Individual responsible: Coordinator Result 2: Legal framework for municipal fiscal autonomy strengthened
DATA QUALITY ISSUES
15. Date of Initial Data Quality: June 2014
16. Known Data Limitation and Significance (if any): Baseline data for build-on indexes to be prepared by the municipality are not submitted on time.
17. Actions Taken or Planned to Address Data Limitations: DEE personnel will review information from random municipalities to verify the veracity
18. Date of Future Data Quality Assessments: Not Applicable or as request by AOR
19. Procedures for future Data Quality Assessments: Same method
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
20. Data analysis: The data will be analyzed by the coordinator of the result in order to influence in the authorities and municipal officials for the correct enforcement of the existing Municipal Law.
21. Presentation of Data: The data will be shared with project partners and published through the observatory
22. Review of Data: Quarterly reported semiannually
23. Reporting of Data: Semiannual reports disaggregated by quarter
Other notes
24. Notes on Baselines/Targets: Baseline reference for enforcement of Articles referred to in this

indicator is the Municipal Law, Articles: 109, 111, 112 and 121.

25. This sheet last updated on: June 2014

26. PERFORMANCE INDICATOR VALUES

Year	Target	Actual	Notes
2011	10 Percentage Point—score increase per municipality		The base year for the initial information will be 2010
2012	10 Percentage Point—score increase per municipality		Comparison is made with each year data in relation to the previous year
2013	10 Percentage Point—score increase per municipality		Comparison is made with each year data in relation to the previous year
2014	10 Percentage Point) score increase per municipality		Comparison is made with each year data in relation to the previous year
2015	10 Percentage Point—score increase per municipality		Comparison is made with each year data in relation to the previous year

Data Quality Assessment Worksheet

AO or IR 2: Legal framework for municipal fiscal autonomy strengthened

Indicator 2.3 Score of implementation of legislation to promote fiscal autonomy, implemented by the municipalities

Date Reviewed: Quarterly reported semiannually

Data Source: Municipalities Budget Execution report, UTI (Inter-municipal Technical Unit) *Municipal associations*, Secretary of Human Rights, Justice, Governance and Decentralization (SDHJGD).

Is the Indicator Reported to USAID/W? Yes

Criterion	Definition	Y/N	Explanation
1. Validity	Do the data clearly and adequately represent the intended result? Some issues to consider are: <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	Reflects real fiscal autonomy based on the revenue, expenditure record structure defined in the Municipal Law (Article 109, 111, 112 and 121). There are probably errors of measurement for data quality; however, the indicator is always valid. An example of these errors is derived from the original source of the data record depend on the good done in the municipality and that control is outside the scope of FOPRIDEH The data reflects project efforts in providing a tool to measure enforcement of these Articles and analyze implications there to, trends, errors, and make the results available to local authorities for analysis and decision-making to improve the level of implementation of the Law and control delinquent taxes
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	Y	We cannot always guarantee the integrity and quality of information provided by the municipalities because reporting is done through UTI. DEE personnel will review information from random municipalities to verify the veracity. There may be errors when collecting and preparing the information on their behalf. There is no one method of ensuring data integrity, however, notes were sent to each municipality in order to impact on the performance record of the information
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	Y	Precise information depending on the quality of the data with an acceptable margin of error; nonetheless, serves to guide the decision-making on behalf of municipal authorities as to their fiscal autonomy. There is a degree of error due to sample size, but this error is acceptable.
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	Y	Data is consistent with the line items set forth in the Municipal Law, in Articles 73 and 74, and are very important for municipalities to review each year, tax effectiveness and make decisions to improve their own income. Each semi-annual reporting period, FOPRIDEH will use the same method, documented in the indicator reference sheet, to collect and analyze the data. UTI personnel may make mistakes in analyzing the taxpayers' data due to misunderstanding of the collection/legal procedures. DEE personnel will conduct trainings and supervision to reduce these errors.
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	N	Municipalities are not always on time as have delays in recording the information and, in many cases, do not keep updated records. FOPRIDEH will send reminder notes to ensure the updating of the information and that it is presented on time

ANNEX 3

Result 3: Crosss-cutting actions of civil society participation in the Decentralization processes increased

Indicator 3.1 Number of representatives form civil society organization who contribute to project activities.

Indicator 3.2: Percentage of civil society perception of decentralization and municipal autonomy.

Performance Indicator Reference Sheet

Result No 3: Cross-cutting actions of civil society participation in the decentralization processes increased

1. **Assistance Objective 1:** More Responsive Governance
2. **Intermediate Result 1.2:** Locally-provided services, in response to citizen needs improved
3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened
4. **Indicator 3.1** Number of representatives from civil society organizations who contribute in project activities
5. **State Performance Goal:** CAS Goal of Governing Justly and Democratically
6. **Geographic Focus:** National and local

DESCRIPTION

Precise definition: This indicator is used to measure the amount of people who represent civil society organizations that are actively participating in workshops, meetings, technical assistance provided and promoted by the DEE three results, long term and short term to strengthen the participation of the individual on CSOs staff.

This indicator measures the number of participants and disaggregates the data by gender (men and women).

This indicator will collect information on the number of participants from civil society organization who participate within the three DEE results:

- R.1. Comprehensive legal framework for increased municipal autonomy strengthened.
- R.2. Legal framework for municipal fiscal autonomy strengthened.
- R.3. Cross-cutting actions of civil society participation in the decentralization processes increased

These actions will be carried out in an internal strategy framework for coordination and integration within the three listed results.

1. **Unit of Measure:** Number
2. **Disaggregated by:** Sex (Female and male)
3. **Justification & Management Utility:** To learn how many and which representatives from civil society organizations are actively participation in the project. This will provide information about which organizations have real interest and will compromise in actions that will enable the decentralization

PLAN FOR DATA ACQUISITION

4. **Data collection method:**
 DEE will keep record of all actions according to the type of event (workshops, forums, exchanges, meetings, discussions and others), with pertinent support or participation proof (lists, aid memoires, photos, agendas, reports, programs, trainers contracts, facilitators).

A ledger will be kept according to the following categories: oral contributions recorded in minutes of meeting, drafts of written or oral legal and political reforms proposals recorded in minutes of meeting or aid memoires, agendas, attendees list, initiatives reports submitted by CSOs commissions in different spots.

5. **Data Source:**
 Minutes of Meeting or meetings aid memoire, CSOs written reports for DEE, special commission reports, attendance lists to training events, internships, oral reports of forums, meetings, minutes of meetings, agendas of meetings, according to spots involving CSOs.
 Training Program development reports as follows: workshops and meetings agendas, forums, internships, exchanges and others duly registered by the project (lists of participants, photos, training evaluation forms).

6. **Method of data acquisition by USAID:** Reports submitted by DEE,
7. **Frequency and timing of data acquisition by USAID:** Semiannual, submitted quarterly.
8. **Estimated Cost of Data Acquisition:** not relevant.
9. **Individual responsible:** Coordinator Result 3 Cross-cutting actions of civil society participation in the decentralization processes increased

DATA QUALITY ISSUES

10. **Date of Initial Data Quality:** June 2014

11. Known Data Limitation and Significance (if any): None.
12. Actions Taken or Planned to Address Data Limitations: None
13. Date of Future Data Quality Assessments: Not Applicable or as request by AOR
14. Procedures for future Data Quality Assessments: Project team meetings with CSOs involved.
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
15. Data analysis: Data analysis generated by this indicator will enable information about representatives from civil society participation in project activities. This will increase project's actions towards civil society participation and their inclusion with the subject. At the same time, it will be used to review combined work strategies between DEE and CSOs in order to define CSOs progress in contribution strategy in the national political and legal arena concerning decentralization and municipal autonomy.
16. Presentation of Data: Semiannual Information will be shared with project partners
17. Review of Data: Semiannual reported quarterly
18. Reporting of Data: Semiannual reports disaggregated by quarter
Other notes
19. Notes on Baselines/Targets: To date, there is lack of systematic information on CSOs abilities and interests to participate in promoting municipal decentralization processes. To this end, FOPRIDEH will set forth a baseline used to assess CSOs acquired abilities and contribution initiatives in municipal autonomy decentralization and strengthening processes promoted by DEE.
CSOs starting point is to analyze and acknowledge weaknesses and strengths in the aforementioned subject (baseline) to build a strengthening and contribution strategy proposing working relationships with DEE's results and implementing abilities in the organizations in the political, technical and legal arena as to promote decentralization. This strategy will include both strengthening and assessment support issues.
20. This sheet last updated on: June 2014
21. PERFORMANCE INDICATOR VALUES
22. THIS SHEET LAST UPDATED ON: June 2014

Year	Target	Actual	Notes						
2011	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> </tr> </table>	M	W	Total	0	0	0		Baseline to be set forth in September 2011, with expected results in October, socialized with the same CSOs
M	W	Total							
0	0	0							
2012	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>250</td> <td>200</td> <td>450</td> </tr> </table>	M	W	Total	250	200	450		CSOs strengthening activities will begin in October 2011
M	W	Total							
250	200	450							
2013	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>270</td> <td>230</td> <td>500</td> </tr> </table>	M	W	Total	270	230	500		
M	W	Total							
270	230	500							
2014	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>270</td> <td>230</td> <td>500</td> </tr> </table>	M	W	Total	270	230	500		
M	W	Total							
270	230	500							
2015	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>200</td> <td>100</td> <td>300</td> </tr> </table>	M	W	Total	200	100	300		Upon completion of the project the project will compare baseline data against this indicator's final results
M	W	Total							
200	100	300							

THIS FORM WAS DULY COMPLETED: July 2014

Data Quality Assessment Worksheet			
AO or R3: Cross-cutting actions of civil society participation in the decentralization processes increased			
Indicator 3.1: Number of representatives from civil society organizations who contribute in project activities			
Date Reviewed: Quarterly reported semiannually.			
Data Source: Minutes of Meeting or meetings aid memoire, CSOs written reports for DEE, special commission reports, attendance lists to training events, internships, oral reports of forums, meetings, minutes of meetings, agendas of meetings, according to spots involving CSOs. ÷ Training Program development reports as follows: workshops and meetings agendas, forums, internships, exchanges and others duly registered by the project (lists of participants, photos, training evaluation forms).			
This indicator is reported to w/USAID? Yes			
Criterion	Definition	Y/N	Explanation
1. Validity	Does the information clearly and accurately represents the expected results? Following are some issues to consider: • Evident soundness: Could an outsider or an expert in the subject share the same opinion that this indicator is a sound and logical measure for the R3 result? • Acknowledgement: Does the indicator measures project contribution? • Measurement Error: Is there measurement errors affecting the information? Sampling and irrelevant sampling errors must be revised.	Y	Data reveals CSOs participation in the project activities.
2. Integrity	Has the collected, analyzed and reported data establish tools to reduce handling or simple errors in transcription?	Y	Data records shall be established in several ancillary tools to complement each other, i.e., agendas with aid memoires and record of minutes of meetings, lists of participants, inter alia.
3. Precision	Is accurate data available to offer a fair image on the outputs and to enable management decision-making in the proper levels?	Y	Data records shall reflect CSOs agreements, actions, recommendations and others.
4. Reliability	Do balance and sound processing data reflect data collection methods and analysis on time?	Y	The results will be used to define improvements for the CSOs participation strategy in the country's political and legal subjects concerning decentralization and municipal autonomy. The DEE project is responsible for the data collection processes, therefore, soundness is guaranteed under proper data management.
5. Timeliness	Is the data prepared on time as to influence in decision-making (in terms of frequency and occurrence)?	Y	Data collection processes are under the control of the DEE project, therefore, timely data delivery is guaranteed.
A Summary of Key Issues and Recommendations:			

Performance Indicator Reference Sheet

Result No 3: Cross-cutting actions of civil society participation in the decentralization processes increased

1. **Assistance Objective 1:** More Responsive Governance
2. **Intermediate Result 1.2:** Locally-provided services, in response to citizen needs improved
3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened
4. **Indicator 3.2:** Percentage of civil society perception of decentralization and municipal autonomy
5. **State Performance Goal:** CAS Goal of Governing Justly and Democratically
6. **Geographic Focus:** Municipalities targeted by DEE

DESCRIPTION

7. Precise definition:

This indicator is used to measure how key players in civil society perceive decentralization and municipal autonomy and their perception on progress DEE's three results. By Decentralization we mean as the transfer of authority, responsibility, skills, decision-making power and resources from central government to local governments. By Fiscal Decentralization we mean identify the level of government that can manage with greater efficiency and equity of public resources. By Municipal Autonomy understood as the power that is vested by the municipal government to plan, organize, direct, supervise and evaluate their programs and projects in the territory for the benefit of its population. By Fiscal Autonomy is the share of own revenues in relation to total revenue and the capacity of the first performance to meet the expenses necessary for the functioning of the municipality

$$\text{Percentage of civil society perception on decentralization and municipal autonomy} = \frac{\text{Number of people surveyed with positive perception of decentralization and municipal autonomy}}{\text{Number of people surveyed}} \times 100$$

The survey will be conducted by "mancomunidad". For each "mancomunidad" a sample size will be determined by result 3 coordinator. People surveyed will include key players, among others, CSOs directors, municipal authorities, government representatives and, finally major players identified in the three results of the project.

Each person surveyed will respond 7 questions (see table below). A positive answer to a question will represent all of the assigned points to the respective question. A negative answer equals 0 points. Those people who score 50 or above are considered to have positive perceptions and will be counted towards this indicator. Those who score 49 or less are considered to have negative perceptions and will not be counted.

Range; Perception level on decentralization and municipal autonomy will be measure amongst the total number of surveyed people. We may consider that perception level improves when survey positive replies gradually increases.

For example: In the year 2012, a survey poll is carried out to 100 key players. From the 100 surveyed people, 40 claim to have a favorable perception on decentralization and municipal autonomy, thus considering that 40% of the target group has a positive perception on decentralization.

In 2013, the same survey poll is carried out with the same key players and that year shows that 60% have a favorable opinion.

In this way we can compare that between both years, there was a change in decentralization and municipal autonomy perception, increasing positive perception by 20%.

		YEAR	
Percentage of positive perception	Formula:	Current 2013	Previous 2012
		$\frac{\text{Number of People surveyed with positive perception}}{\text{Number of people surveyed}} \times 100 = \%$	$\frac{60}{100} \times 100 = 60\%$

Percentage Variation of civil society perception on decentralization and municipal autonomy = Percentage number of respondents with positive perception about decentralization and municipal autonomy in the current year - Percentage number of respondents with positive perception about Decentralization and Municipal Autonomy in the previous year

60% - 40% = 20%

#	Social perception of the processes of decentralization and municipal autonomy		
		Yes	Not
1	Do you think the civil society proposals are considered in the decisions of local governments?	15	0
2	Do you think the municipal government has the necessary skills to promote actions related to the process of decentralization?	15	0
4	Do you agree that the economic resources given by the central government to the local Government should increase?	20	0
5	Do you think that the Mancomunidad has already empowered on municipal decentralization process?	15	0
6	Do you agree that the taxes collected by the municipality have increased the execution of projects in the municipality?	20	0
7	Do you agree with an increase in competition transfer to the local governments?	15	0
TOTAL		100	0

0-25%: very negative perception
 26-50%: negative perception
 51% -75% moderately positive perception
 76% -90% positive perception
 91% -100% very positive perception

As set forth in the Branding Plan agreed with USAID, all publications issued by DEE will be carried out accordingly.

Therefore, we assume that such improvement in perception is due to an increased level of awareness thereto by the surveyed players through actions promoted by the DEE project, as well as, for communication tools used during that time.

8. Unit of Measure: Percentage points

9. Disaggregated by: Mancomunidad

10. Justification & Management Utility:

The DEE project is oriented to promote changes in order to obtain a legal and juridical environment favorable to decentralization and municipal autonomy. Participation of partners (civil society organizations, local governments, government institutions) in influence, training, advice and technical assistance processes as well as access to communication tools and the transfer of information on technical, political and administrative issues promoted by the project, will allow to adapt decentralization and municipal autonomy importance. To the extent possible, if these actions are promoted during project implementation, related players will improve their awareness on the subject and by the extent of their knowledge, will improve their opinion on the importance of decentralization and municipal autonomy.

PLAN FOR DATA ACQUISITION

11. On a yearly basis (Except in 2014), a public opinion poll will be implemented to 100 key players from the project. This survey will be based on a simple survey with typical questions (yes, no, do not know/no answer) allowing a one-to-one measurement of each individual opinion. In order to guarantee inclusion of all worth measuring criteria on decentralization and municipal autonomy, the survey format will be build-on the consensus among those responsible for each result, and the donor agency.

12. Data Source: Perception surveys to pre-identified key players.			
13. Method of data acquisition by USAID missions: Annual report on survey perception results.			
14. Frequency and timing of data acquisition: Semiannually			
15. Estimated Cost of Data Acquisition: Printing and distribution costs for survey and printed and electronic communications tools will require the hiring of a specialized consultant.			
16. Individual responsible: Coordinator Result 3: Cross-cutting actions of civil society participation in the decentralization processes increased			
DATA QUALITY ISSUES			
17. Date of Initial Data Quality: June 2014			
18. Known Data Limitation and Significance (if any): none			
19. Actions Taken or Planned to Address Data Limitations: NA			
20. Date of Future Data Quality Assessments: Not Applicable or as request by AOR			
21. Procedures for future Data Quality Assessments: Data adjustment meetings with DEE staff.			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
22. Data analysis: As project implementation moves forward the opinion of surveyed players shall serve to measure the perception degree on the subject matter.			
23. Presentation of Data: Information will be shared with project partners			
24. Review of Data: Annually			
25. Reporting of Data: DEE reports semiannually.			
Other notes			
26. Notes on Baselines/Targets: The Decentralization Observatory will analyze the results from the survey poll, allowing us to reach specific and timely decisions regarding actions to further promote an attitude change (more positive) on all players toward municipal decentralization.			
27. This sheet last updated on: June 2014			
28. PERFORMANCE INDICATOR VALUES			
Year	Target	Actual	Notes
2011	0		Baseline to be set forth in September 2011, with expected results in October, socialized with the same CSOs
2012	Initial poll the this is the baseline, even though worked has started in 2011		CSOs strengthening activities will begin in October 2011
2013	A 20% increase in positive perception of initial survey		
2014			A closing survey will be performed in 2015
2015	A 20% increase in positive perception of initial survey		Upon completion of the project it shall be possible to compare baseline data against this indicator's final results
THIS FORM WAS DULY COMPLETED: June 2014			

Data Quality Assessment Worksheet			
AO or R3: Cross-cutting actions of civil society participation in the decentralization processes increased			
Indicator 3.2: Percentage of civil society perception on decentralization and municipal autonomy			
Date Reviewed: Annually			
Data Source: Perception surveys to pre-identified key players.			
This indicator is reported ti w/USAID? Yes			
Criterion	Definition	Y/N	Explanation
1. Validity	Does the information clearly and accurately represents the expected results? Following are some issues to consider: <ul style="list-style-type: none"> • Evident soundness: Could an outsider or an expert in the subject share the same opinion that this indicator is a sound and logical measure for the R3 result? • Acknowledgement: Does the indicator measures project contribution? • Measurement Error: Is there measurement errors affecting the information? Sampling and irrelevant sampling errors must be revised. 	Y	Perception views will be tabulated according to at- sight survey format, thus limiting any margin of error in the assigned survey. This tool will be build- on common consent so as to include all essential point of views to be taken into consideration on decentralization and municipal autonomy. The target group shall be composed of players related to the subject (OSC, Local and National Governments) and to project implementation in the project territory.
2. Integrity	Has the collected, analyzed and reported data establish tools to reduce handling or simple errors in transcription?	Y	There will be at-sight opinion survey enabling a reliable collection of given replies. Tabulation will use electronic means to obtain the necessary conclusions. Open and closed questions will be applied
3. Precision	Is accurate data available to offer a fair image on the outputs and to enable management decision-making in the proper levels?	Y	Data records shall reflect the real opinion of the surveyed players. Survey with typical questions shall guarantee a one-to-one of registered replies.
4. Reliability	Do balance and sound processing data reflect data collection methods and analysis on time?	Y	Finally validated methodological procedures shall be used in the analysis and data collection, such as: transparent surveys and tabulation processes, defined indicators, etc. The decentralization observatory will play an important role in build-on procedures to ensure the importance of the data.
5. Timeliness	Is the data prepared on time as to influence in decision-making (in terms of frequency and occurrence)?	Y	Survey results will be provided in due course as set forth in the Operating Plan of the DEE Project. Applied annually except in 2014.
A Summary of Key Issues and Recommendations:			

ANNEX 4

Result 4: Municipal Grant Challenge

- **Indicator 4.1:** Number of grants provided to the Municipal Associations.
- **Indicator 4.2:** Percentage of youth participation in the process for projects prioritization aimed at violence prevention.

Performance Indicator Reference Sheet

Result No 4 Municipal Grant Challenge

1. **Assistance Objective 1:** More Responsive Governance
2. **Intermediate Result 1.2:** Locally-provided services, in response to citizen needs improved
3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened
4. **Indicator 4.1:** Number of grants provided to the Municipal Associations.
5. **State Performance Goal:** DF4D Domestic Finance for Development.
6. **Geographic Focus:** Targeted DEE and USAID/NEXOS municipal associations

DESCRIPTION

7. Precise Definition (s):

The indicator measures the number of grants approved to Municipal Associations targeted in DEE and USAID/NEXOS programs as a reward to selected municipalities that have achieved an increase in the collection of municipal taxes through a transparent administration of resources that contribute to the implementation of projects that specifically increase the number of youth benefiting of municipal projects concerning prevention.

The grants will be provided as **Fixed Amount Awards (FAA)**, which is a type of assistance award where USAID provides a specific level of support and where payment is not based upon the actual costs incurred by the recipient. This type of Federal award reduces some of the administrative burden and record-keeping requirements for both the non-Federal entity and USAID. Accountability is based primarily on the programmatic accomplishments or results in establishing grant milestones are identified and the payment delivered to the grantee is performed with achievements according to the milestones established by the work plan of each project.

Based on FAA the duration of each Grant will not exceed one year, with a minimum of 10 Grants and a maximum of 20 during approximately 17 months with an estimated budget by each Grants of \$50,000.00 minimum and \$90,000.00 maximum.

Grants will be provided to fund municipal projects that can be grouped in activities such as to scale economics, social projects, and institutional strengthening projects that reduce the crime violence in which youth are involved.

Some of the benefits or services with the execution of the projects are the access to vocational training centers, culture and art centers, sport fields, Improvement or additions to the infrastructure of health and education, among others.

The targets for grants at the end of each year are as follows:

Target at the end of each year	
2015	2016
6-10	4-10

8. **Unit of Measure:** Number

9. **Disaggregated by:** Municipalities

10. **Justification & Management Utility:** by measuring the number of grants it is expected that competitiveness between municipalities based in the improvement of the tax collection and transparency in the use of resources collected is promoted. As grants will be provided to high performing municipalities. Grants encourage the implementation of projects with a transversal focus in citizen security and establish a direct relation between citizen security and DEE's goals for increasing participation for tax revenues collection in relation to the total collected revenues.

PLAN OF DATA ACQUISITION

11. Data collection method:

FOPRIDEH will keep record of all of grants approved according to the notifications of approval by USAID and grant allocation document.

12. **Data Source:** Grant allocation document approved by USAID.

13. Method of data acquisition: Data will be acquired through an official letter or email from USAID notifying FOPRIDEH of the final results of approval or disapproval of the grant.			
14. Frequency and timing of data acquisition: Semiannually			
15. Data collection costs: There will be no cost			
16. Individual responsible: FOPRIDEH/DEE- Result 4			
DATA QUALITY ISSUES			
17. Date of Initial Data Quality: Reviewed February 2017			
18. Data limitation awareness (if applicable): Project proposals not approved by USAID.			
19. Actions Taken or Planned to Address Data Limitations: Revised projects proposal with high technical requirements, before submitting to USAID. The R-4 technical team and Selection Committee review the whole process of the applications presented by the municipal associations to ensure they meet quality requirements to facilitate their approval by the agency.			
20. Date of Future Data Quality Assessments: Not Applicable or as request by AOR			
21. Procedures for future Data Quality Assessments: The same procedures of the initial data quality assessment.			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
22. Data analysis; data will be analyzed by FOPRIDEH through the Selection Committee who will review project proposals and all Application assessing the results through an evaluation tool (score application and evaluation form).			
23. Presentation of Data: The data will be shared with municipal associations.			
24. Review of Data: Semiannually.			
25. Reporting of Data: DEE reports semiannually.			
Other notes			
26. Notes on Baselines/Targets: Data will be collected Semiannually.			
27. This sheet last updated on: June 2015			
28. PERFORMANCE INDICATOR VALUES			
Year	Target	Actual	Notes
2015	6-10		Based on a minimum of 10 grants
2016	4-10		
2017	N/A		Result 4 end in 2017
29. THIS SHEET LAST UPDATED ON: June 2015			

Data Quality Assessment Worksheet

AO or R4: Municipal Grant Challenge

Indicator 4.1: Number of grants provided to the Municipal Associations.

Date Reviewed: Annually.

Data Source: Budget Execution report from the Inter-Municipal Technical Unit (UTI of the *Municipal Associations*,

Is the Indicator Reported to USAID/W? Yes

Criterion	Definition	Y/N	Explanation
1. Validity	<p>Do the data clearly and adequately represent the intended result? Some issues to consider are:</p> <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	<p>The data and results of the indicator can be clearly understood by any user can be such experts or inexperienced in the subject.</p> <p>It is also important to say that those principal errors that could affect the data are related with the time projected to provide the grants, efforts will be done to provide the numbers of grants according with the estimated times.</p>
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	Y	Actions of monitoring and evaluation will be taken to guarantee the integrity and quality of the information
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	Y	Quality will be ensured applying and evaluation tool to facilitate the revision of project proposals submitted will lead to guarantee the quality of the same.
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	Y	<p>The consistency and stability of data and the collection analysis methods over time rely on the use of the same standard and consistent Data collection tools, applied and the same way through out the project.</p>
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	N	They are not always on time, municipal associations and also the municipalities have delays in recording the information, in most cases, Foprیده will keep updated records of data. It is possible to influence decision-making through the technical field and the monitoring and evaluation officer (M&E-O) with a permanent presence

Performance Indicator Reference Sheet

Result No 4 Municipal Grant Challenge

1. **Assistance Objective 1:** More Responsive Governance
2. **Intermediate Result 1.2:** Locally-provided services, in response to citizen needs improved
3. **Sub Intermediate Result 1.2.3:** Enabling environment for decentralized services strengthened
4. **Indicator 4.2:** Percentage of youth participation in the process for projects prioritization aimed at violence prevention.
5. **State Performance Goal:** DF-4D Domestic Finance for Development.
6. **Geographic Focus:** Targeted DEE and USAID/NEXOS municipal associations.

DESCRIPTION

Precise Definition (s):

The indicator will measure the number of **youth participation** in the process for projects prioritization aimed at violence prevention in the municipality, in relation to the total of participants involved in the selection project ideas to select and approval the final project for grant funds.

The **participation** will take account the inscription on the list of participants **of all the people attending** to events such as: community assemblies, open meetings and/or others meetings. From the people who attend to any of the events listed above **the number of youth** with the following features **will be identified**:

“Young men and women being between ages 12 and 30 living in rural and urban areas of the municipality who live in situation of social risk due to delinquency situation” Pursuant to Article 2 of the framework law for the integral development of youth, It states: "They are young so the effects and benefits under this law the population whose age is between twelve and thirty years old”.

The main feature of the indicator is the **participation** in the process for project prioritization as a routine activity that the municipalities have to carry out when a new project is intended to be analyzed. Consequently, the process for project prioritization will contribute to **measure the participation** of youth taking into account their needs in issues related with violence prevention.

Coordination actions to measure **the participation** of youth in the process for project prioritization involve the following actors:

Action	Municipality	People Participating	Municipal Association	Result 4
Process for project prioritization aimed at violence prevention.	Through the Municipality staff and Municipal Corporation: <ul style="list-style-type: none"> - Leads the process for the identification and selection of the project ideas through convoke to the active forces of the community to attend the community assemblies, open meetings and/or others meetings. - Get the list of participation that show a record of youth by age and gender. - Approves and validates the final selection of the project for grant funds, a certification letter is emitted by the municipal secretary. - Developing the proposal project according to the Request for Application to the grant annexing the certification letter and participation's lists. 	Through people participation disaggregated by gender and age: <ul style="list-style-type: none"> - Provides ideas of projects and/or project proposals aimed at violence prevention. - Give the vote to select the projects. - It is recorded in the list of participants 	Through the UTI: <ul style="list-style-type: none"> - Support and monitoring to the municipality during the prioritization process. - Submit to Result 4 the certification letter and participation's lists annexed to the applications according to the Request for Application to the grant. 	Through the technical team: <ul style="list-style-type: none"> - Monitoring the prioritization process. - Get the certification letter and participation's lists annexed to the applications submitted by the Municipal Association.

Important note: The certification letter and participation's lists will be considered as the main instruments to record the participation of young people by gender and age.

The following formula will be applied:

$$\text{Percentage of youth participation in the process for projects prioritization aimed at violence prevention} = \frac{\text{Number of young participation in the process for projects prioritization aimed at violence prevention}}{\text{Total number of people participation in the process for projects prioritization aimed at violence prevention}} \times 100$$

Numerator:

Include only the number of youth men and women aged 12-30 years, living in rural and urban areas of the municipality, who participated in the process for projects prioritization aimed at violence prevention

Denominator:

Include the total of people that live in the municipality who participated in the process for projects prioritization aimed at violence prevention.

Important note: For the measure of the indicator will be considered just the project approved by USAID

Example:

1. By the year 2015 Is expected a 20% of youth participation in the process for projects prioritization aimed at violence prevention
2. USAID approved 6 of 10 Grants (Projects), 6 municipalities of 5 Municipal Associations
3. The results with the data processed are as follow:

Data collected for the first year of R4 (6 proyects approved, one for each Municipality)

Municipal Association	Municipality	Number of youth between ages 12 and 30 living in the rural area					Total people
		Man	%	women	%	Total	
Y ₁	X ₁	15	43%	20	57%	35	175
	X ₂	10	40%	15	60%	25	150
Y ₂	X ₃	7	70%	3	30%	10	50
X ₃	X ₄	8	38%	13	62%	21	80
X ₄	X ₅	7	29%	17	71%	24	120
X ₅	X ₆	6	32%	13	68%	19	95
TOTAL		53	40%	81	60%	134	670

$$\frac{134}{670} = 20\%$$

7. **Unit of Measure:** Percentage

8. **Disaggregated by:** Municipalities, age gender

9. **Justification & Management Utility:**

The process for project prioritization is a routine activity that the municipality have to carry out when a new project is intended to perform and there is additional need for promoting the participation of youth in the processes to prioritize municipal projects aimed at violence prevention

PLAN OF DATA ACQUISITION

Data collection method: The process of project prioritization and the final selection of the project for grant funds will be approved and validated through a ***certification letter emitted by the municipal secretary that include the participation's lists*** of all the people and the youth by age and gender.

Data Source: The UTI of the Municipal Association.

10. Method of data acquisition: The certification letter and participation's lists will be annexed to the applications submitted to FOPRIDEH / DEE / Result 4' technical team by the Municipal Association			
11. Frequency and timing of data acquisition: annually			
12. Data collection costs: None			
13. Individual responsible: Monitoring and Evaluation Officer of result 4			
DATA QUALITY ISSUES			
14. Date of Initial Data Quality: Reviewed July 2015			
15. Data limitation awareness (if applicable): Lack of records (attendance lists and Certification Letters) of youth who participated in prioritizing projects previous years			
16. Actions Taken or Planned to Address Data Limitations Monitoring actions during the process for projects prioritization will be made for ensure the data acquisition			
17. Date of Future Data Quality Assessments: February 2017			
18. Procedures for future Data Quality Assessments: The same procedures of the initial data quality assessment.			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
19. Data analysis; The list of participants will be compared with the certification emitted by the Municipal Secretary and also with the Monthly Technical Progress Report applied in the field by the R4 technical team.			
20. Presentation of Data: The data will be shared with municipal associations			
21. Review of Data: Annually.			
22. Reporting of Data: DEE reports annually.			
Other notes			
23. Notes on Baselines/Targets: Data will be collected once each year			
24. This sheet last updated on: March 2015			
25. PERFORMANCE INDICATOR VALUES			
Year	Target	Actual	Notes
2015	20%		Based on a minimum of 20% young people participating in the selection of projects in their community.
2016	20%		Based on a minimum of 20% young people participating in the selection of projects in their community.
26. THIS SHEET LAST UPDATED ON: June 2015			

Data Quality Assessment Worksheet

AO or R4: Municipal Grant Challenge

Indicator 4.2: Percentage of youth participation in the process for projects prioritization aimed at violence prevention.

Date Reviewed: Quarterly reported semiannually.

Data Source: UTIs technical team, municipal authorities and R4 team

Is the Indicator Reported to USAID/W? Yes

Criterion	Definition	Y/N	Explanation
1. Validity	Do the data clearly and adequately represent the intended result? Some issues to consider are: <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	<p>The data and results of the indicator can be clearly understood by any user can be such experts or inexperienced in the subject.</p> <p>The indicator contributes to promote youth participation submit project proposals aimed at preventing violence of the municipality the number of young people involved in the identification phase of the project proposals.</p> <p>There are possibilities of errors in measurement that can be solved with a process of review of the data.</p>
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	Y	Through a process established in the prioritization of projects in municipalities, DEE project verify whether this process was fulfilled and if the data collected do not suffer from handling errors.
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	Y	The effort should be aimed at reducing the inaccuracy of the data to identify sources of primary and secondary information.
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	Y	Reliability is a non-negotiable property must have all the means of verification of the information that will measure this indicator.
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	N	The data are appropriate to identify the project needs to be grantees.

ANNEX 5

F INDICATORS

F Indicator 1: Number of laws or amendments promoting decentralization drafted with USG assistance

F Indicator 2: Number of individuals who received USG assisted training, including management skills and fiscal management, to strengthen local government and/or decentralization

Performance Indicator Reference Sheet

F INDICATOR 1

- 1. **Assistance Objective 1:** More Responsive Governance
- 2. **F Indicator 1:** Number of laws or amendments promoting decentralization drafted with USG assistance
- 3. **State Performance Goal:** CAS goal of Governing Justly and Democratically
- 4. **Geographic Focus:** National

Description

- 5. **Precise Definition (s):** Included laws and amendments intended for debate and decision by national legislature. Promoting means advancing, favoring, enhancing and enabling decentralization. There is no threshold to the magnitude of change propose.
- 6. **Unit of Measure:** Number of draft or amendments
- 7. **Disaggregated by:** None
- 8. **Justification & Management Utility:** This indicator demonstrates support for DEE in provided drafted for law reforms or amendments proposals for promoting decentralization

PLAN FOR DATA ACQUISITION

- 9. **Data collection method:** Data collected via a sample presentation of the produced drafts
- 10. **Data Source:** Drafted reforms or amendments
- 11. **Method of data acquisition:** Collection of DEE reports
- 12. **Frequency and timing of data acquisition by USAID:** each year beginning in 2012
- 13. **Estimated Cost of Data Acquisition:** non relevant
- 14. **Individual responsible at USAID/Honduras office:** Not applicable

DATA QUALITY ISSUES

- 15. **Date of Initial Data Quality Assessment:** June 2014
- 16. **Known Data Limitation and Significance (if any):** None.
- 17. **Actions Taken or Planned to Address Data Limitations:**
- 18. **Date of Future Data Quality Assessments:** Not Applicable or as request by AOR
- 19. **Procedures for future Data Quality Assessments:** TBD

PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

- 20. **Data analysis:** FOPRIDEH will tally up the number of laws that fit the criteria discussed above and report this to USAID/Honduras on an annual basis.
- 21. **Presentation of Data:** Information will be shared with project partners
- 22. **Review of Data:** Quarterly.
- 23. **Reporting of Data:** DEE reports semiannually disaggregated by quarter

Other Notes

- 24. **Notes on Baselines/Targets:** none
- 25. **This sheet last updated on:** June 2014

26. PERFORMANCE INDICATOR VALUES

Year	Target	Actual	Notes
2011	Number of draft or amendments	1	
2012	Number of draft or amendments	4	
2013	Number of draft or amendments	4	
2014	Number of draft or amendments	12	
2015	Number of draft or amendments	15	

Data Quality Assessment Worksheet

AO : F Indicator

F Indicator 1: Number of laws or amendments promoting decentralization drafted with USG assistance

Date Reviewed: Quarterly

Data Source: DEE reports

This indicator is reported to W/USAID? Yes

Criterion	Definition	Y/N	Explanation
1. Validity	<p>Do the data clearly and adequately represent the intended result? Some issues to consider are:</p> <ul style="list-style-type: none"> • Face Validity: Would an outsider or an expert in the field agree that the indicator is a valid and logical measure for the stated result? • Attribution: Does the indicator measure the contribution of the project? • Measurement Error. Are there any measurement errors that could affect the data? Both sampling and non-sampling error should be reviewed. 	Y	The data reflect the efforts of DEE aimed to produce drafts for legal reforms and amendments to promote decentralization and fiscal autonomy
2. Integrity	Do the data collected, analyzed and reported have established mechanisms in place to reduce manipulation or simple errors in transcription?	Y	Will be produced inside DEE, it will be with integrity
3. Precision	Are data sufficiently precise to present a fair picture of performance and enable management decision-making at the appropriate levels?	Y	Data will be sufficiently precise in each draft
4. Reliability	Do data reflect stable and consistent data collection processes and analysis methods over time?	Y	Relevant data will be used for discussion and approval of laws benefitting the municipal decentralization.
5. Timeliness	Are data timely enough to influence management decision-making (i.e. in terms of frequency and currency)?	N/A	N / A depends in time and form of approvals and approved reforms by the National Congress.

A Summary of Key Issues and Recommendations:

1. Assistance Objective 1: More Responsive Governance
2. F Indicator 2: Number of individuals who received USG assisted training, including management skills and fiscal management, to strengthen local government and/or decentralization
3. State Performance Goal: CAS Goal of Governing Justly and Democratically
4. Geographic Focus: Municipalities targeted by DEE
<p>5. Precise definition:</p> <p>This indicator is used to measure training activities promoted by the DEE's three results, long term and short term to strengthen the abilities and skills of the individual on CSOs staff, municipal governments, UTIs, and other government institutions to strengthen local government and decentralization.</p> <p>This indicator measures the number of trained personnel and disaggregates the data by gender (men and women).</p> <p>This indicator will collect information on the number of participants from the DEE's three results:</p> <p>R.1. Comprehensive legal framework for increased municipal autonomy strengthened.</p> <p>R.2. Legal framework for municipal fiscal autonomy strengthened.</p> <p>R.3. Cross-cutting actions of civil society participation in the decentralization processes increased</p> <p>These actions will be carried out in an internal strategy framework for coordination and integration within the three listed results.</p> <p>A number of participant players by regions/<i>Municipal Associations</i> , types of organization (NGOs, SCOs, municipal governments, central government, organization networks and topics, inter alia) will be assigned.</p>
6. Unit of Measure: Number
7. Disaggregated by: Trained personnel according to gender (men and women) and areas of training
<p>8. Justification & Management Utility:</p> <p>The project will focus on promoting actions to help reduce the gap between women and men in civil society through promotion of decentralization and municipal autonomy. These actions will address the promotion of joint reflection processes and support initiatives aimed to achieve more equitable political participation. The training is justified to build capacities for decentralization.</p>
<p>9. Data collection method:</p> <p>Actions carried out by the project, both incidence and training actions, as well as, technical assistance, will be recorded according to its nature (workshops, forums, exchanges, meetings, discussions and others), with pertinent participation support or proof (lists, aid memoires, photos, agendas, reports, programs, trainers and facilitators contracts).</p> <p>All control tools will be the main input in processing different reports which must be prepared by the project coordinator of each result.</p>
<p>10. Data Source:</p> <p>Reports from liaison commissions to Project or Results Coordinators, aid memoires, lists of participants training events, exchanges, forums, agendas and minutes of meetings and workshops, allocation of participation in different spots, photographic records, actions assessment form, internal communication amongst coordinators.</p>
11. Method of data acquisition: Quarterly reports by DEE, special reports from commissions requested by DEE, and project special reports requested by USAID.
12. Frequency and timing of data acquisition: Semiannual

13. Estimated Cost of Data Acquisition: Costs not relevant
14. Individual responsible: DEE Project Coordinator jointly with players in charge of each Result (R1, R2 and R3).
15. Date of Initial Data Quality: June 2014 (Prior to reporting)
16. Known Data Limitation and Significance (if any): non relevant
17. Actions Taken or Planned to Address Data Limitations: NA
18. Date of Future Data Quality Assessments: Not Applicable or as request by AOR
19. Procedures for future Data Quality Assessments: Data review and corrections by project team.
20. Data analysis: Data analysis generated by this indicator will enable us to measure effectiveness of training events in terms of participants training and past events. It will also enable players to make acquaintances at participant level with gender approach in relation to a 60/40 ratio (man/woman). Data analysis will provide an economic investment degree in regards to training events budget in line items, such as: consultants and event direct costs (lodging, transportation, meals, per diem and training material).
21. Presentation of Data: Information will be shared with project partners.
22. Review of Data: Semiannually.
23. Reporting of Data: Data is reported semiannually disaggregated by quarters.
24. Notes on Baselines/Targets: To date, there is a lack of systematic information on CSOs abilities and interests to participate in promoting municipal decentralization processes. To this end, FOPRIDEH will set forth a baseline called identification of abilities and experiences in decentralization and local development in its members. This study will serve to assess CSOs acquired abilities and participation activities in the decentralization and municipal autonomy strengthening processes promoted by DEE. At the same time, this study will enable the identification of impact areas, training and technical assistance promoted by the DEE project, as required.

Year	Target	Actual	Notes						
2011	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>98</td> <td>42</td> <td>140</td> </tr> </table>	M	W	Total	98	42	140		Baseline to be set forth in September 2011, with expected results in October, socialized with the same CSOs. The estimated gender distribution is 70% male, 30% women in 2013. That date is expected an increase of 10% for the participation of women.
M	W	Total							
98	42	140							
2012	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>210</td> <td>90</td> <td>300</td> </tr> </table>	M	W	Total	210	90	300		CSOs strengthening activities will begin in October 2011
M	W	Total							
210	90	300							
2013	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>175</td> <td>75</td> <td>250</td> </tr> </table>	M	W	Total	175	75	250		
M	W	Total							
175	75	250							
2014	<table border="1"> <tr> <td>M</td> <td>W</td> <td>Total</td> </tr> <tr> <td>245</td> <td>105</td> <td>350</td> </tr> </table>	M	W	Total	245	105	350		
M	W	Total							
245	105	350							

2015	M	W	Total	Upon completion of the project it shall be probable to compare baseline data against this indicator's final results
	112	48	160	
THIS FORM WAS DULY COMPLETED: June 2014				

Data Quality Assessment Worksheet			
F INDICATOR 2: Number of trained personal to support decentralization and municipal autonomy strategies			
Date Reviewed: Semiannually			
Data Source: Reports from liaison commissions to Project or Results Coordinators, aid memoires, lists of participants training events, exchanges, forums, agendas and minutes of meetings and training, allocation of participation in different spots, photographic records, actions assessment form, internal communication amongst coordinators.			
Is this the indicator reported to USAID/W? Yes			
Criterion	Definition	Y/N	Explanation
1. Validity	Does the information clearly and accurately represents the expected results? Following are some issues to consider: <ul style="list-style-type: none"> • Evident soundness: Could an outsider or an expert in the subject share the same opinion that this indicator is a sound and logical measure for the R3 result? • Acknowledgement: Does the indicator measures project contribution? • Measurement Error: Is there measurement errors affecting the information? Sampling and irrelevant sampling errors must be revised. 	Y	Data shall reflect participants training and technical assistance actions, as well as, promoted efforts from the DEE project. Also, an overall view of consistent abilities and skills of the participant players in project actions will be offered.
2. Integrity	Has the collected, analyzed and reported data establish tools to reduce handling or simple errors in transcription?	Y	Data records shall be established in several ancillary tools to complement each other, i.e., agendas with aid memoires, consultants' contract with pertinent reports, evaluation reports of initiated processes, participants list, intermediate reports from DEE's results coordinators.
3. Precision	Is accurate data available to offer a fair image on the outputs and to enable management decision-making in the proper levels?	Y	Data records shall reflect the number of events and participants thereof and their linkage with gender participation.
4. Reliability	Do balance and sound processing data reflect data collection methods and analysis on time?	Y	Validated methodological procedures shall be used in the analysis and data collecting, such as, verification of gender (male / female) in the lists of activities involving The decentralization observatory will play an important role in build-on procedures to ensure the importance of the data. The obtained data is very important in order to indicate the impact contributions in the matter of workshops, meetings, discussions, and other types of participation in DEE's actions.
5. Timeliness	Is the data prepared on time as to influence in decision-making (in terms of frequency and occurrence)?	Y	Responses will be provided in due course as set forth in the Operating Plan and pertinent timeframes for the different results.