



USAID | **WESTBANK/GAZA**
FROM THE AMERICAN PEOPLE

CIVIC ENGAGEMENT PROGRAM II (CEP II)

PERFORMANCE MONITORING PLAN

MAY 2010

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ACRONYMS

CBRPM	Capacity Building and Reporting Program Manager
CB	Capacity Building
CBI	Capacity Building Items
CBO	Community Based Organization
CSO	Civil Society Organization
CEP	Civic Engagement Program
DGO	Democracy and Governance Office
GMS	Grant Management Specialist
GO	Government Office
FACTS	Foreign Assistance Coordination and Tracking System
LGU	Local Governmental Unit
M&E	Monitoring and Evaluation
OP	Operational Plan
PA	Palestinian Authority
PIRS	Performance Indicator Reference Sheet
PMP	Performance Monitoring Plan
SOW	Scope of Work
SO	Strategic Objective
STTA	Short-Term Technical Assistance
TA	Technical Assistance
USAID	United States Agency for International Development

1.0 INTRODUCTION AND BACKGROUND

The first Performance Monitoring Plan (PMP) for the Civic Engagement Project (CEP II) was prepared and submitted in December 2008 in accordance with the requirements of Contract DFD-I-00-05-00218-00 between ARD, Inc. and the United States Agency for International Development (USAID)/West Bank and Gaza. However, since the submission of the December 2008 PMP, significant changes have occurred to the technical and financial scope of the program, necessitating an updated PMP. Two particular events occurred in the last 18 months that significantly influence performance monitoring.

Although CEP II's December 2008 PMP was approved by the client, the performance indicators used to measure the success of the project was not congruent with USAID/West Bank Gaza's internal monitoring system (GEO MIS). CEP II was asked to adopt and report on new performance indicators that more closely matched USAID internal reporting requirements, leaving most of the previously approved PMP performance indicators obsolete. Also during this time, USAID increased the number of objectives of the project from:

- Support initiatives and processes that support a democratic, peaceful, and prosperous Palestinian state; and
- Strengthen reform-minded Palestinian leaders and institutions in support of improved service provision and increased responsiveness to citizen needs.

To (revised on April 1, 2009):

- Support initiatives and processes that support a democratic, peaceful, and prosperous Palestinian state.
- Strengthen reform-minded Palestinian leaders and institutions in support of improved service provision and increased responsiveness to citizen needs.
- Supply basic humanitarian commodities to disadvantaged groups, to preserve hope and moderation among impoverished populations.
- Distribute food and relief items directly or through work and training, to preserve hope and moderation among impoverished populations.

The increase in the numbers of objectives was also adopted to facilitate more accurate reporting by CEP II on the significant portion of humanitarian activities that were initiated in response to the Cast Lead Operation. The programmatic and objective-level changes also affected the relevancy of previously approved indicators such as “*number of executive office operations supported by USG assistance*” as well as “*number of reform minded leaders assisted to increase outreach to their constituents.*” As humanitarian assistance increases, these public sector strengthening indicators become less of a focus of the overall project goal.

As a result of the humanitarian crisis from Operation Cast Lead, USAID increased CEP II’s contract ceiling from \$20 million to \$60.5 million. While CEP II will continue to implement conventional in-kind grant activities across the West Bank and Gaza, the majority of grant funds are devoted to the Gaza Strip. This is diametrically opposite to the previous year’s geographic and programmatic objectives. Operation Cast Lead has been a “game changer” in terms of the scope and breadth of CEP II activities, affecting both programmatic results and operational functions.

To accurately and reliably measure program performance in light of the changes mentioned above, CEP II’s PMP is modified (hereby in this document) to reflect the changes in the social, financial, and programmatic environment with which CEP II is now working. This PMP will reflect the most up-to-date Monitoring and Evaluation (M&E) systems used by the CEP II program. The PMP is a living document and, as key assumptions or programmatic and technical focus shift, performance monitoring must reflect those changes. This is not to say that the PMP should be updated continuously—that would be impossible given the nimbleness and flexibility of CEP II’s work; however, programmatic and technical shifts do warrant a thoughtful review of performance metrics.

2.0 PROJECT MONITORING AND EVALUATION SYSTEM

To create a flexible and interactive PMP, CEP II has built on, and enhanced, sound and tested methodologies and systems from CEP I. These methods emphasize direct feedback on a grant-by-grant basis to facilitate program oversight and accountability. Given the quick-response nature of the program, review of performance for each grant is important to help the program continually adapt and evolve. The foundation of the PMP is the performance indicators. Performance indicators are the fundamental metric of success for the project, and allow stakeholders and decision makers to assess progress, and redesign activities and interventions as needed. In an attempt to align program activities and USAID-required reporting, CEP II has developed performance indicators that are responsive to USAID's GEO MIS. In an effort to consolidate results, the CEP II staff carefully reviewed the Mission's Sector and Sub-sector performance indicators to develop a list of CEP II performance indicators that would respond to the greatest number of USAID Mission indicators. In consultation with USAID, a list of 21 CEP II performance indicators were developed (Table 1). CEP II's final performance indicators are predominantly output-level indicators that directly coincide with USAID's GEO MIS.

2.1 DATA COLLECTION

CEP II uses established, standardized forms and templates for documentation and data collection. The CEP II dynamic and interactive database is capable of storing large amounts of programmatic and implementation data at the project level. Data are gathered by program staff from grantees, subcontractors, stakeholders, and beneficiaries during regular site visits. Data collection techniques include but are not limited to project documents (work plans, budgets, time sheets, participant lists, etc.), focus groups, key informant interviews, and surveys. As these data are collected, they are audited to ensure accuracy and reliability before being entered into the program database. Qualitative data obtained from engagements with grantees and beneficiaries as well as from observation are entered into the program database in the form of grant notes, final evaluation notes, and success stories. The Performance Reference Sheets (Annex B) detail the analysis required, per indicator. These reference sheets also provide clear definitions for each indicator.

2.2 REPORTING

The CEP II dynamic, interactive database is at the heart of the program's reporting system. In addition to aggregating all programmatic information and assisting with monitoring and evaluation, the database also facilitates immediate reporting to USAID by objective, grantee, and location, among other fields. CEP II will provide regular reporting against performance in several ways over the contract period. Regular reporting against project outputs and targets will be effected through the USAID Web-based geographic information system.

2.2.1 Periodic Reporting

Weekly bullet points on project progress are submitted every week for inclusion with the Mission's bullet points. Monthly reports providing a brief description of activities, impacts, issues, and constraints encountered; suggestions for additional actions; and up to three one-page success stories will be submitted five days after the end of each month.

2.2.2 USAID GEO MIS

CEP II's database has been modified to include all new indicators. The database facilitates entry of data directly into the USAID web-based geographic information system (GEO MIS) to report performance. Regular reporting against project outputs and targets will be effected through the USAID web-based geographic information system throughout the life of each grant. As results are met per grant, these data are inputted into the GEO MIS for real-time review of CEP II results by USAID. CEP II provides GIS data for construction activities allowing stakeholders to review the spatial data on the project's construction sites.

2.3 QUALITY ASSURANCE

Quality of the data entered into the database for analysis will be assured in several ways. During project development, program staff refers to the extensive guidance provided through USAID GEO MIS for standard definitions of data and Performance Indicator Reference Sheets for clear definitions of the indicators.

The Monitoring and Evaluation Specialist supported by the DCOP Program will provide overall oversight of data quality through verification of the selection of indicators and other programmatic data during the final stages of project development and project evaluation to ensure accuracy, consistency, reliability, and currency of data entered into the database. This oversight will help to bring consistency to indicator and data selection and definition, facilitating effective reporting against performance. As noted above, intervention strategies and project activities are varied.

3.0 IMPACT EVALUATION

While the CEP II PMP captures the quantity of effort and achievement of outputs, the monitoring framework does not capture the successes of the program at the outcome level such as changes in attitudes and practices, or improvements in capacities of people, institutions, and systems. With that in mind, CEP II proposes a series of evaluative activities under each objective that will help CEP II convey our story to USAID through the words, stories, perceptions, and opinions of beneficiaries of the program.

ARD has past experience using beneficiary engagement as a measure of contract performance. Using this approach, USAID will be able to gain a simple yet rich understanding of CEP II performance across project types that form a significant proportion of program interventions, without having to compare differing project outputs or attempt to account for contextual changes during implementation. In addition, CEP II will be able to gather impact evaluation data that can be used to enhance program management and implementation. CEP II will evaluate impact under each of its four objectives and under its Capacity Building component. This process is described in detail below.

- 1. Support initiatives and processes that support a democratic, peaceful, and prosperous Palestinian state.**
- 2. Strengthen reform-minded Palestinian leaders and institutions in support of improved service provision and increased responsiveness to citizen needs.**

In order to assess the impact of our activities under CEP II’s objectives 1 and 2, we will hold focus groups with stakeholders (local government officials, NGO and community leaders, and other community members such as youth and women) who were involved in the development and/or implementation of CEP II projects under these objectives. In the broadest sense, these focus groups will measure “customer satisfaction”—an important outcome within objectives 1 and 2 of CEP II.

CEP II’s objective 1 and 2 projects have been implemented across nine governorates in the West Bank. These projects engaged moderate-minded community and local government leaders in the process of project development and implementation. CEP II will conduct focus groups in each of these governorates:

North	Nablus	Jenin	Salfit	Qalqalia
Center	Jericho	Jerusalem	Ramallah	
South	Bethlehem	Hebron		

CEP II will select 12 stakeholders in each governorate to participate in each focus group. In each targeted governorate, CEP II will hold two focus groups to discuss CEP II project impact by sector, such as youth activities, and infrastructure and construction projects (school, parks, roads, etc). Beyond specific project impact discussions, CEP II will also evaluate the impact of the CEP II participatory project development process on the stakeholders. CEP II engages in extensive collaborative dialogue with community members and government officials on project identification and on the project’s sustainability. Most CEP II projects have a large community cost share where the community provides labor, goods, land, or cash for the CEP II projects. This cost share is in addition to the assistance that USAID/CEP II provides. In this way, the CEP II project is used as a tool to gather citizens and local government together to take ownership in the development of their community.

The focus groups will be comprised of approximately 12 persons each, and participants will be selected from a pool of stakeholders identified by the CEP Grants Management Specialist who is responsible for activities in that governorate. Focus groups will be run by a trained facilitator, assisted by a silent note taker to capture data and comments. The activity, limited to 90 minutes, will focus on six to eight key questions, where the primary questions will be answered by either development of lists or characteristics, or a show of hands, and then followed by a discussion period for participant comments. Each question will be ended by finding consensus on what should be reported.

The stakeholders will be asked to generate a list of CEP II projects/activities that have happened in their community. The stakeholders will be asked about their attitudes towards community ownership of these projects, local government participation, and the impact these projects might have had of their community and, if applicable, their organization.

The focus group administration will be guided by the principles of:

- *Objectivity* – ensuring that there is no conflict of interest.
- *Relative Simplicity* – focusing on “telling the story” over complicated survey methodologies and statistical treatment, resulting in learning that is easy to understand.
- *Time Efficiency* – getting the studies done in a short timeframe so as not to disrupt ongoing programming.
- *Management Efficiency* – ensuring the surveys do not over-burden staff or administrative or logistical systems.

A scope of work for the study will be developed and submitted to USAID for approval. CEP II will utilize an unbiased Palestinian organization to implement the focus group activities. The use of CEP II staff could create a bias in the findings and would take them away from their work in the final year of the project. This will be tendered through a RFP or RFA to local organizations or one of the larger universities. A regular service contract would be signed with experienced local short-term technical assistance (STTA) to include the assessment itself, the production of a report, and a presentation of findings to USAID and CEP II staff.

CEP II will conduct initial focus groups over the summer of 2010 to gather impact, develop a baseline, and follow up with another round of focus groups a year later to further assess impact in these communities.

CEP’s Capacity Building Component

This component seeks to support local institutions in the West Bank that positively impact the Palestinian community. CEP II activities are developed to strengthen the managerial and technical capabilities of 10 targeted Palestinian institutions. CEP II assists each organization to thoughtfully prepare a baseline self-assessment through CEP II’s Organizational Capacity Self-Assessment Tool. This assessment tool enables organizations to identify the areas requiring further development and training. This tool is administered at the beginning of CEP II’s engagement with the local institution as a baseline and done again at the end of the assistance as a capacity impact evaluation tool. This tool evaluates the following organizational areas:

Institutional Resources	Institutional Performance	Institutional Sustainability
Planning	Constituency and Target Audience	Relationship with others
Management & Governance	Managing Activities	Monitoring and Evaluation
Human Resources		
Managing Resources		

- 3. Supply basic humanitarian commodities to disadvantaged groups, to preserve hope and moderation among impoverished populations.**
- 4. Distribute food and relief items directly or through work and training, to preserve hope and moderation among impoverished populations.**

CEP II objectives 3 and 4 relate to the humanitarian assistance and early recovery grants that focus on assisting Palestinians in Gaza, specifically providing basic needs after the IDF operation “Cast Lead.” In order to evaluate the impact of these activities on the beneficiaries, CEP II will survey a sample of the total number of beneficiary families from ongoing or planned projects for the next year. The beneficiaries will be asked questions from a simple standard questionnaire to evaluate how receiving CEP II goods impacted their lives. CEP II will also gather impact data on the benefits of the trainings and workshops conducted under these objectives, specifically the early recovery grants. CEP II will consolidate and analyze this information as part of an overall report for USAID.

ANNEX A: INDICATORS AND TARGETS

Project data collected will be measured against established project indicators (Table 1). CEP II performance indicators were chosen by CEP II staff in collaboration with USAID. CEP II's performance indicators are predominantly output indicators—they measure the direct results of project activities.

Most grant activities are request-driven, conducted at the behest of the USG and do not lend themselves to conventional program planning and setting of targets. However, targets have been set for Operational Plan and Managerial Plan indicators at USAID's request (see Table 1). Longer-term capacity-building interventions will be subject to a customized and separate M&E framework that will be developed in tandem with long-term action plans for discrete packages of institutional assistance combining grants and Short-Term Technical Assistance.

Table 1: CEP II Performance Indicators

Sector	Sub-Sector	Indicator Number	Performance Indicator	Fiscal Year 2009-2010 Target	Fiscal Year 2009-2010 Actual	Fiscal Year 2010-2011 Target	Fiscal Year 2010-2011 Actual
1. Education/Basic Education	Construction/renovation of classrooms and related facilities	1.1	Number of educational rooms constructed/renovated/rehabilitated	150			
2. Education/Youth	Construction/renovation of facilities for youth	2.1	Number of youth facilities constructed(built)/renovated/rehabilitated	7			
		2.2	Number of youth facilities furnished/ equipped	9			
3. Water	Provision of emergency water related services	3.1	Number of water/ roof tanks provided	0			
4. Roads/Other Infrastructure	Construction/improvements of interior and connecting roads (non-agricultural)	4.1	Number of square meters of sidewalks, fences, school fences, retaining walls, terraces, shades, balconies, roofs, constructed, renovated, rehabilitated, or painted	14,500			
5. Humanitarian Assistance	Supply of basic humanitarian commodities to disadvantaged groups	5.1	Number of community centers constructed/ renovated/ equipped	5			
		5.2	No. of public parks/ recreational areas constructed/ renovated	4			
		5.3	Number of students/children and individuals from disadvantage groups benefiting from humanitarian assistance (uniforms, bags, clothing, hot meals, household items, medical aids, coupons, stationary supplies, CBI kits, other)	356,914			
		5.4	Number of households benefiting from humanitarian assistance	43,210			
		5.5	Metric tons of food commodities distributed	701			
6. Democracy & Governance /Civil Society	Support needy institutions to deliver better services (NGO, CSO, private, etc...)	6.1	Number of CSO/NGOs, GOs and LGUs benefiting from TA/CB/infrastructure activities	50			
		6.2	Number of workshops/events/media campaign/ TV messages and informal education conducted	243			
7. Health/ Psychological	Provision of CBI training and basic psycho-social support	7.1	Number of participants in psycho-social activities.	7,870			
8. Economic Growth /Agriculture	Assistance to small farmers and households	8.1	Number of farmers and fisher folk benefiting	1,818			
Cross Cutting		9.1	Number of people employed in short-term jobs as a result of USG-supported social assistance programming	574			
		9.2	Number of grants provided	89			
		9.3	Person-Days of employment generated	55,162			
		9.4	Number of people benefiting through CSO/NGO/LGU/HA activities (i.e., total beneficiaries)	462,369			

ANNEX B: PERFORMANCE INDICATOR REFERENCE SHEETS (PIRS)

Performance Indicator Reference Sheet	
Indicator (#): 1.1	Number of educational rooms constructed/renovated/rehabilitated
Date Revised:	December 2009
a. Description	
<p>Precise Definition(s): Educational rooms include all rooms of a schoolhouse that are used for educational purposes. Schools include both sector and religious institutions. The program will also count rooms that although not directly part of a school, do provide educational facilities to children as its focus. Constructed are those rooms that are built (new structures). Renovated are rooms that are restored to their earlier condition; and rehabilitated are rooms that are “reused”. For example a building that had rooms that were not used for educational purposes but now are. Keeping the building the same but change the use.</p> <p>Unit of Measure: Educational Rooms (Number)</p> <p>Disaggregated by: Type room change (constructed, renovated, rehabilitated) and location.</p> <p>Justification/Management Utility: The more educational rooms, provide more space for learning and more children to be taught. Children may have to travel less distance to school, and classrooms with fewer students, facilities a more educated and aware society.</p>	
b. Plan for Data Collection	
<p>Data Collection Method: Site observations from CEP II staff, (construction) contractors, and grantees. Program documents (per designed CEP II data collection forms); as well as grantee and contractor monitoring and evaluation forms.</p> <p>Data Source(s): Contractors, Grantee, CEP II GMS, CEP II M&E representative (as relevant and available)</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II’s database. Data will also be input and stored in USAID’s GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>	
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)	
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, contractor, beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS, they are verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID’s GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>	
d. Data Quality Issues	
<p>Known Data Limitations and Significance (if any): N/A</p> <p>Actions Taken or Planned to Address Data Limitations: N/A</p>	

Performance Indicator Reference Sheet

Indicator (#): 2.1 Number of youth facilities constructed(built)/ renovated/rehabilitated

Date Revised : December 2009

a. Description

Precise Definition(s): Youth facilities are any building or structure that are designed specifically for and/or accommodate youth. Youth are considered male and females between the ages of 13-25. Constructed are those rooms that are built (new structures). Renovated are rooms that are restored to their earlier condition; and rehabilitated are rooms that are “reused”. For example, a building that had rooms that was not used for educational purposes but now are. Keeping the building, the same but change the use.

Unit of Measure: Youth Facilities (Number)

Disaggregated by: Type room change (constructed, renovated, rehabilitated) and location.

Justification/Management Utility: Providing constructive and safe environments for youth is essential fact for reducing violence by and against youth. The more new and upgraded youth facilities will mean that more youth have constructive, and supervised outlets for their creative, intellectual, and physical energy. These are also places where youth can interact, dispelling differences among groups, as well as socialize.

b. Plan for Data Collection

Data Collection Method: Site observations from CEP II staff, (construction) contractors, and grantees. Program documents (per designed CEP II data collection forms); as well as grantee and contractor monitoring and evaluation forms.

Data Source(s): Contractors, Grantee, CEP II GMS, CEP II M&E representative (as relevant and available)

Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.

Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection

Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)

Location of Data Storage: Data will be stored in CEP II’s database. Data will also be input and stored in USAID’s GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.

c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)

Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.

Presentation of Data: Numerical; with qualitative data and photographs.

Review of Data: GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, contractor, beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS, they are verified with accurate and reliable supporting documents.

Reporting of Data: Data will be entered into USAID’s GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.

d. Data Quality Issues

Known Data Limitations and Significance (if any): N/A

Actions Taken or Planned to Address Data Limitations: N/A

Performance Indicator Reference Sheet	
Indicator (#): 2.2 No. of youth facilities furnished/ equipped	
Date Revised: December 2009	
a. Description	
<p>Precise Definition(s): Youth facilities are any building or structure that are designed specifically for and/or accommodate youth. Youth are considered male and females between the ages of 13-25. Furnished refers to the successful procurement of furniture; equipped refers to the successful procurement of equipment (computers, sporting goods, learning material, etc) that is not furniture that contributes to providing leisure and activities for youth.</p> <p>Unit of Measure: Youth Facilities (Number)</p> <p>Disaggregated by: Location, whether youth facility was furnished or equipped.</p> <p>Justification/Management Utility: If CEP II was just to provide structures for youth facilities, and did not help to furnish and equip them, they would not be utilized to their full capacity. CEP II realizes that many of the communities where we work are disadvantaged and people don't have the resources to properly furnish and equip these facilities, therefore CEP II can fill that role, making these facilities a place where youth can engage with each other, learn, and dialogue about important issues, and most importantly be a place where they want to go.</p>	
b. Plan for Data Collection	
<p>Data Collection Method: Site observations from CEP II staff with local contractor and/or grantee to ensure that material were successfully delivered. Photographs. Program documents (invoices of procured goods)</p> <p>Data Source(s): Contractors, Grantee, CEP II GMS, CEP II M&E representative (as relevant and available); beneficiaries (youth that use the facility)</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>	
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)	
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, contractor, beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS, they are verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>	
d. Data Quality Issues	
<p>Known Data Limitations and Significance (if any): N/A</p> <p>Actions Taken or Planned to Address Data Limitations: N/A</p>	

Performance Indicator Reference Sheet	
Indicator (#): 3.1	No. of water/ roof tanks provided
Date Revised: December 2009	
a. Description	
<p>Precise Definition(s): Tanks are locally and USG approved container that store water for households during times of water scarcity. Provided means successfully installed and working.</p> <p>Unit of Measure: Water/Roof Tanks (Number)</p> <p>Disaggregated by: Location</p> <p>Justification/Management Utility: Water is a necessity of life, therefore providing water storage is a human right.</p>	
b. Plan for Data Collection	
<p>Data Collection Method: Site observations from CEP II staff with local contractor and/or grantee to ensure that material were successfully delivered and is functioning. Photographs. Program documents (invoices of procured goods)</p> <p>Data Source(s): Contractors, Grantee, CEP II GMS, CEP II M&E representative (as relevant and available); beneficiaries (household members that have received a water storage container)</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>	
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)	
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, contractor, beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS, they are verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>	
d. Data Quality Issues	
Known Data Limitations and Significance (if any): N/A	
Actions Taken or Planned to Address Data Limitations: N/A	

Performance Indicator Reference Sheet

Indicator (#): 4.1 Number of square meters of sidewalks, fences, school fences, retaining walls, terraces, shades, balconies, roofs, constructed, renovated, rehabilitated, or painted

Date Revised: December 2000

a. Description

Precise Definition(s): Shades are any of various devices used to reduce or screen light or heat. Constructed are new structures. Renovated are structures and/or objective that are restored to their earlier condition; and rehabilitated are structure that are converted from one purpose to another such as recycled material used to create a school fence.

Unit of Measure: Square Meters (M2) (Number)

Disaggregated by: Type of structure (sidewalk, fence, school fence, retaining wall, terrace, shades, balcony, roof); type of improvement (construction, renovation, rehabilitation, painted)

Justification/Management Utility: Upgrades and construction of infrastructure helps restores aesthetic and functional value.

b. Plan for Data Collection

Data Collection Method: Site observations from CEP II staff, (construction) contractors, and grantees. Program documents (per designed CEP II data collection forms); as well as grantee and contractor monitoring and evaluation forms.

Data Source(s): Contractors, Grantee, CEP II GMS, CEP II M&E representative (as relevant and available)

Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.

Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection
Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)

Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.

c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)

Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.

Presentation of Data: Numerical; with qualitative data and photographs.

Review of Data: GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, contractor, beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS, they are verified with accurate and reliable supporting documents.

Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.

d. Data Quality Issues

Known Data Limitations and Significance (if any): The metric is squared meters, and for some of these structures upgraded and/or construction above (i.e. sidewalks) the square meter figure is often not provided by the contractor but its rather expressed in linear meters.

Actions Taken or Planned to Address Data Limitations. All calculations that are not in square meters must be converted. The CEP II engineer will work with staff and contactors to ensure that square meters for all work done is provided.

Performance Indicator Reference Sheet
Indicator (#): 5.1 No. of community centers constructed/ renovated/ equipped Date Revised: December 2009
a. Description Precise Definition(s): Community centers are any structural pleases, acknowledged by the community as a whole, where all community members (no exclusionary practices) are able to gather for social, physical, and educational activities. Constructed are new structures. Renovated are rooms and/or buildings that are restored to their earlier condition. Equipped refers to the successful procurement of equipment (computers, sporting goods, learning material, etc) that is not furniture that contributes to providing leisure and activities for the community center. Unit of Measure: Community Centers (Number) Disaggregated by: Location Justification/Management Utility: Similar to the need for youth faciliaties, community centers provide space for all members of the community to gather for social, physical, and educational related activities. Where members of the community can strengthen bonds among community members.
b. Plan for Data Collection Data Collection Method: Site observations from CEP II staff, (construction) contractors, and grantees. Program documents (per designed CEP II data collection forms); as well as grantee and contractor monitoring and evaluation forms. Program documents (invoices of procured goods) Data Source(s): Contractors, Grantee, CEP II GMS, CEP II M&E representative (as relevant and available) Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed. Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection Responsible Organization/Individual(s): CEP II Project Field Staff (GMS) Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility) Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes. Presentation of Data: Numerical; with qualitative data and photographs. Review of Data: GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, contractor, beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS, they are verified with accurate and reliable supporting documents. Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.
d. Data Quality Issues Known Data Limitations and Significance (if any): N/A Actions Taken or Planned to Address Data Limitations: N/A

Performance Indicator Reference Sheet

Indicator (#): 5.2 No. of public parks/ recreational areas constructed/ renovated

Date Revised: December 2009

a. Description

Precise Definition(s): Public parks and recreational areas are spaces created, established, designated, maintained, provided or set aside by a local government unit, for the purposes of public rest, play, recreation, enjoyment or assembly, and all buildings, facilities and structures located thereon or therein.

Unit of Measure: Public parks/recreational areas (Number)

Disaggregated by: Location; constructed/renovated

Justification/Management Utility: Providing more and upgraded public space where the community can interact, enjoy nature, and have a safe and productive environment is critical to an individuals well being. Creating these places increases and strengthens the aspect of community.

b. Plan for Data Collection

Data Collection Method: Site observations from CEP II staff, (construction) contractors, and grantees. Program documents (per designed CEP II data collection forms); as well as grantee and contractor monitoring and evaluation forms.

Data Source(s): Contractors, Grantee, CEP II GMS, CEP II M&E representative (as relevant and available)

Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.

Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection

Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)

Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.

c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)

Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.

Presentation of Data: Numerical; with qualitative data and photographs.

Review of Data: GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, contractor, beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS, they are verified with accurate and reliable supporting documents.

Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.

d. Data Quality Issues

Known Data Limitations and Significance (if any): N/A

Actions Taken or Planned to Address Data Limitations: N/A

Performance Indicator Reference Sheet

Indicator (#): 5.3 Number of students/children and individuals from disadvantage groups benefiting from humanitarian assistance (uniforms, bags, clothing, hot meals, household items, medical aids, coupons, stationary supplies, CBI kits, other)

Date Revised: December 2009

a. Description

Precise Definition(s): These projects provide essential items to both children and adults to allow them basic needs like food, clothing, and medical supplies, as well as educational items to help children succeed in school. Uniforms are school uniforms; Bag are considered school bags or educational bags that will help the student bring educational material to and from school/class; household items are all items that are regularly used in an average household and include diapers, cleaning supplies, soap, and laundry supplies, medical aids are all and any item that promotes and improves health and hygiene. Coupons are vouchers that can be exchanged for goods and services. Stationary supplies are materials that help support educational learning such as pens, paper, erasers, etc. Most of CEP II projects that are humanitarian in nature are in Gaza

Unit of Measure: Individuals (Number)

Disaggregated by: Location, gender, youth, disability, fisherfolk, farmers, vulnerable

Justification/Management Utility: For those suffering as the result of the lock down of Gaza, these supplies are critical. Many of these families don't have the resources to provide these materials on their own, and desperately need these supplies to have healthy, educated and happy families.

b. Plan for Data Collection

Data Collection Method: Site observations from grantee (and sub-grantee if appropriate). Program documents (designed CEP II data collection forms including signed/dated beneficiary lists); these data are also triangulated with grantee budgets and invoices.

Data Source(s): Grantee, CEP II GMS, beneficiaries

Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.

Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection
Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)

Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.

c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)

Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.

Presentation of Data: Numerical; with qualitative data and photographs.

Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents.

Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.

d. Data Quality Issues

Known Data Limitations and Significance (if any): Sometimes these items are provided to a household, and the entire household benefits. It's nearly impossible from a data collection standpoint to get all of the household members to sign that they have received assistance (that can be counted towards this indicator) in a timely manner.

Actions Taken or Planned to Address Data Limitations: For items that benefit the entire household CEP II will require that the head of the household/recipient of the package sign their name that they have received the package. By signing off that they have received this package it will be assumed that the entire family will benefit (for packages that are intended to help the entire family, medical supplies, hot meals, in some cases clothes, etc), and for each household the project will multiple by 7 (the average number of people per household) to determine the number of beneficiaries for this indicator.

Performance Indicator Reference Sheet
<p>Indicator (#): 5.4 No. households benefiting from humanitarian assistance Date Revised: December 2009</p>
a. Description
<p>Precise Definition(s): Household is a domestic unit consisting of the members of a family who live together along with nonrelatives. The averages household in Gaza has seven (7) members, therefore if household supplies are given to a household (per Indicator 5.3) one household is benefiting (per this indicator 5.4) and 7 individuals are also benefiting that contributes to indicator 5.3 “<i>Number of students/children and individuals from disadvantage groups benefiting from humanitarian assistance (uniforms, bags, clothing, hot meals, household items, medical aids, coupons, stationary supplies, CBI kits, other)</i>”</p> <p>Humanitarian assistance is promotes the stability of human welfare.</p> <p>Unit of Measure: Household (Number) Disaggregated by: Location</p> <p>Justification/Management Utility: Same utility as indicator 5.3; however this indicator addresses the number of households rather than individuals benefiting.</p>
b. Plan for Data Collection
<p>Data Collection Method: Site observations from grantee (and sub-grantee if appropriate). Program documents (designed CEP II data collection forms including signed/dated beneficiary lists); these data are also triangulated with grantee budgets and invoices.</p> <p>Data Source(s): Grantee, CEP II GMS, beneficiaries</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II’s database. Data will also be input and stored in USAID’s GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID’s GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>
d. Data Quality Issues
<p>Known Data Limitations and Significance (if any): More than one family receives assistance. From a common distribution point it’s hard to determine if there are multiple people are from the same household.</p> <p>Actions Taken or Planned to Address Data Limitations: Beneficiary list will help minimize this, as well as distributors asking if they represent one family (household)</p>

Performance Indicator Reference Sheet	
Indicator (#): 5.5	Metric tons of food commodities distributed
Date Revised:	December 2009
a. Description	
<p>Precise Definition(s): Food commodities include both liquid and solid nutritional sustenance.</p> <p>Unit of Measure: Metric Tons (food commodities)</p> <p>Disaggregated by: Location, type of food</p> <p>Justification/Management Utility: People are not able to provide the needed caloric and nutrient requirement due to poverty, and other social factor. The project is supplementing these individuals with vital food that they need for their families to grow and prosper.</p>	
b. Plan for Data Collection	
<p>Data Collection Method: Site observations from grantee (and sub-grantee if appropriate). Program documents (designed CEP II data collection forms including signed/dated beneficiary lists); these data are also triangulated with grantee budgets and invoices.</p> <p>Data Source(s): Grantee, CEP II GMS, beneficiaries</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>	
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)	
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>	
d. Data Quality Issues	
<p>Known Data Limitations and Significance (if any): Sometimes the food is delivered to the grantee in pallets that don't specify the specific weight of each food stuff (e.g. X cans of tuna fish), thereby making a weight calculation impossible.</p> <p>Actions Taken or Planned to Address Data Limitations: The grantee and distributing sub-grantee will be asked to provide documentation whenever possible and applicable to the weights of food stuff so that the project is able to calculate results towards this indicator</p>	

Performance Indicator Reference Sheet
<p>Indicator (#): 6.1 No. of Civil Society Organizations (CSOs)/Non-Government Organizations (NGOs), Government Offices (GOs), and Local Government Units (LGUs), benefiting from technical assistance (TA) /capacity building (CB)/infrastructure activities</p> <p>Date Revised: December 2009</p>
<p>a. Description</p> <p>Precise Definition(s): Civil Society Organizations are...those nongovernmental organizations (NGOs), community based organizations (CBOs), scientific, professional and cultural societies and clubs working in different fields with the common objective of helping out where the national and local authorities help is not sufficient, as in humanitarian assistance, or in subjects that are not for governmental authorities to deal with, as in conflict resolution, civic participation and watchdog functions.</p> <p>Governmental Offices are those entities that are central government offices and ministries.</p> <p>Local Governmental Units are Municipalities and village councils.</p> <p>NGOs are private voluntary organizations</p> <p>Technical assistance is any human or financial support that is normally in the form of training and mentoring.</p> <p>Capacity Building are those events where the final, intended result is to improve the efficiency, effectiveness, scope, and/or custom satisfaction of the organization/individual</p> <p>Unit of Measure: Number (CSOs, NGOs, GO, and LGUs)</p> <p>Disaggregated by: Type of entity (CSO, NGO, GO, and/or LGU), Location</p> <p>Justification/Management Utility: Even with the best of intentions, CSO/NGO/GO, and LGU effectiveness is often severely limited by lack of capacity. In the Palestinian context, where disposable income is low and the bulk of donor funding for capacity building is directed at nascent PA institutions, the capacity of these entities and organizations to leverage funds and provide services at reasonable cost is often key to their survival as service providers. This indicator is a measure of how many CSOs/NGOs/GOs and LGUs are receiving assistance to improve their performance.</p>
<p>b. Plan for Data Collection</p> <p>Data Collection Method: Site observations from CEP II staff, grantees and when applicable and relevant sub-grantees. Program documents (per designed CEP II data collection forms such as service agreements for technical experts, sign-in lists for trainings and workshops, etc).</p> <p>Data Source(s): Grantee, Sub-grantee (when applicable), CEP II GMS, CEP II M&E representative (as relevant and available)</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>
<p>c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)</p> <p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>
<p>d. Data Quality Issues</p> <p>Known Data Limitations and Significance (if any): Data for this indicator is strictly at the output level and measures the amount of assistance provided. However the indicator does not measure how the technical assistance improved the CBO/NGO, GO, and/or LGU. These outcome level data are not part of this indicator</p> <p>Actions Taken or Planned to Address Data Limitations: Whenever possible, CEP II's GMSs will follow up with CBOs/NGOs, GOs and LGUs that have received technical assistance to assess the impact of the assistance provided.</p>

Performance Indicator Reference Sheet	
Indicator (#): 6.2	Number of workshops/events/media campaign/ TV messages and informal education conducted
Date Revised:	December 2009
a. Description	
<p>Precise Definition(s): This indicator measures the number of workshops, events, and media campaigns/messages developed by CEP II as key components of project to promote participation in the project's activities and benefits. The project is not counting the number of times that CEP II activities are highlighted in the media (e.g., an article in the local paper about an CEP II event) as these are independent of the activity. CEP II will only count media message that have been developed by the project such as media campaign, radio spots, etc.</p> <p>Unit of Measure: Number (workshops/events/media campaigns, TV messages)</p> <p>Disaggregated by: Location, venue of message (i.e., workshop, event, etc)</p> <p>Justification/Management Utility: One of the requirements of CEP II is to facilitate participatory processes for the local community. This indicator demonstrates the extent to which participatory methods and processes are used as a key part of grant design and implementation. This indicator demonstrates the extent to which CEP II uses media as a key outreach tool in project design to expand public knowledge and awareness of events and issues in the public interest, and essential and specialized services which require sensitive and active promotion to facilitate citizen uptake.</p>	
b. Plan for Data Collection	
<p>Data Collection Method: Site observations from CEP II staff, grantees and when applicable and relevant sub-grantees. Program documents (per designed CEP II data collection forms such as service agreements for technical experts, sign-in lists for trainings and workshops, etc).</p> <p>Data Source(s): Grantee, Sub-grantee (when applicable), CEP II GMS, CEP II M&E representative (as relevant and available)</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>	
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)	
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>	
d. Data Quality Issues	
<p>Known Data Limitations and Significance (if any): N/A</p> <p>Actions Taken or Planned to Address Data Limitations: N/A</p>	

Performance Indicator Reference Sheet	
Indicator (#): 7.1	No. of participants in psycho-social activities.
Date Established: December 2008	
a. Description	
<p>Precise Definition(s): This indicator measures the number of workshops, activities, and trainings developed by CEP II to teach women and youth strategies to deal with trauma, especially feelings of stress and helplessness.</p> <p>Unit of Measure: Number (individuals)</p> <p>Disaggregated by: Location, gender, youth, vulnerable.</p> <p>Justification/Management Utility: Years of war and hardship have led to symptoms of trauma in the Palestinian population. These symptoms are particularly evident in women and children and have increased since the IDF Operation "Cast Lead". Psycho-social activities seek to alleviate some of the effects of this trauma and assist the participants to become more active and engaged in society.</p>	
b. Plan for Data Collection	
<p>Data Collection Method: Site observations from CEP II staff, grantees and when applicable and relevant sub-grantees. Program documents (per designed CEP II data collection forms such as service agreements for technical experts, sign-in lists for trainings and workshops, etc).</p> <p>Data Source(s): Grantee, Sub-grantee (when applicable), CEP II GMS, CEP II M&E representative (as relevant and available).</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP Project staff, CBRPM, Grantee</p> <p>Location of Data Storage: Data will be stored in CEP's database and in M&E files.</p>	
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)	
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>	
d. Data Quality Issues	
<p>Known Data Limitations and Significance (if any): n/a</p> <p>Actions Taken or Planned to Address Data Limitations: n/a</p>	

Performance Indicator Reference Sheet
Indicator (#): 8.1 Number of farmers and fisher folk benefiting Date Revised: December 2009
a. Description
<p>Precise Definition(s): Farmers are both men and women that would self describe themselves as working primarily in agriculture. Fisher folks are both men and women that would self describe themselves as working primarily within the fishing sector. Benefiting in this context refers to technical and financial assistance including but not limited to training (both formal and informal), mentoring, as well as the procurement of material.</p> <p>Unit of Measure: Number (individuals of fisher folk)</p> <p>Disaggregated by: Location, gender, youth, disability, vulnerable, famers, fisher folk</p> <p>Justification/Management Utility: Both farmers and fisher folk are in a particularly vulnerable group in terms of economic growth. These sectors face considerable constraints in from imports, thereby jepordizing their livelihoods. These two groups technical and financial support to increase production and reduce loss to better compete in the value chain.</p>
b. Plan for Data Collection
<p>Data Collection Method: Site observations from grantee (and sub-grantee if appropriate). Program documents (designed CEP II data collection forms including signed/dated beneficiary lists).</p> <p>Data Source(s): Grantee, CEP II GMS, beneficiaries</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>
d. Data Quality Issues
<p>Known Data Limitations and Significance (if any): N/A</p> <p>Actions Taken or Planned to Address Data Limitations: N/A</p>

Performance Indicator Reference Sheet	
Indicator 9.1	No. of people employed in short-term jobs as a result of USG-supported social assistance programming
Date Revised:	December 2009
a. Description	
<p>Precise Definition(s): Short terms jobs are jobs less than three months. Employed means that they received salary for work conducted. Jobs for all CEP II projects will be counted towards this indicator (not solely infrastructure projects).</p> <p>Unit of Measure: Individual (number)</p> <p>Disaggregated by: Location, gender, youth, disability, vulnerable, fisher folk, farmer.</p> <p>Justification/Management Utility: Unemployment is a significant problem in the PA. Therefore CEP II aims to help provide economic growth through job creation. Job creation will help keep families from descending lower into poverty by providing income.</p>	
b. Plan for Data Collection	
<p>Data Collection Method: Timesheets from workers (construction) contractors, and grantees. Program documents (per designed CEP II data collection forms); as well as grantee and contractor monitoring and evaluation forms.</p> <p>Data Source(s): Workers will provide timesheets to the Contractors who will provide these data to the Grantee and CEP II GMS; who will in turn provide these data to CEP II M&E representative</p> <p>Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed.</p> <p>Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection</p> <p>Responsible Organization/Individual(s): CEP II Project Field Staff (GMS)</p> <p>Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>	
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)	
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes.</p> <p>Presentation of Data: Numerical; with qualitative data and photographs.</p> <p>Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents.</p> <p>Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>	
d. Data Quality Issues	
<p>Known Data Limitations and Significance (if any): Getting signed timesheets from employees has proven difficult. CEP II GMS's tell the contractors as well as staff that these names are necessary and not shared with any governmental entity. It appears that workers are afraid that if they provide their name, other assistance they receive will be cut off.</p> <p>Actions Taken or Planned to Address Data Limitations: Signed document/memo from the contractor overseeing the workers detailing the number and worker days for each project. This should be signed off by the grantee and the GMS as well.</p>	

Performance Indicator Reference Sheet
<p>Indicator (#): 9.2 Number of grants provided Date Revised: December 2009</p>
<p>a. Description</p> <p>Precise Definition(s): Total number of grants approved</p> <p>Unit of Measure: Grants (number) Disaggregated by: project type, location, partner type Justification/Management Utility: One of the key requirements of the CEP II Contract is that the Contractor will maintain a rapid and flexible response capacity to emerging needs. On average, CEP II grants – once approved – are implemented within a 6-week period. This indicator demonstrates the rapid-response capacity of the program in terms of the number of grants approved .</p>
<p>b. Plan for Data Collection</p> <p>Data Collection Method: After project has been approved, program staff will enter grant number into database. Data Source(s): Project records Timing/Frequency of Data Collection: Every quarter. Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection Responsible Organization/Individual(s): CEP II Grants staff as well as the CEP II Monitoring and Evaluation Specialist Location of Data Storage: Data will be stored in CEP II’s database. Data will also be input and stored in USAID’s GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>
<p>c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)</p> <p>Data Analysis: Data will be presented in numeric form, Presentation of Data: Numerical; Review of Data: data will be kept on when the grant was signed, implemented and closed out. Also data will be kept on other grant status changes, such as if a grant is canceled, or is pending. Reporting of Data: Data will be entered into USAID’s GEO MIS when the grant is signed.</p>
<p>d. Data Quality Issues</p> <p>Known Data Limitations and Significance (if any): N/A Actions Taken or Planned to Address Data Limitations: N/A</p>

Performance Indicator Reference Sheet
<p>Indicator (#): 9.3 Person-Days of employment generated Date Revised: December 2009</p>
<p>a. Description</p> <p>Precise Definition(s): This indicator measures the number of days of employment created by all of CEP II activities that are a result of CEP II grant funding Only employees paid for by CEP II funds are counted under this indicator. These would typically include skilled and unskilled workers on site, technicians working on or examining the site. Unit of Measure: Person Days (Number) Disaggregated by: Location, gender, youth, disability, fisher folk, farmer, vulnerable Justification/Management Utility: Project activities generate employment at various levels. This indicator demonstrates the increased availability of economic opportunity created by CEP II activities.</p>
<p>b. Plan for Data Collection</p> <p>Data Collection Method: Timesheets from workers (construction) contractors, and grantees. Program documents (per designed CEP II data collection forms); as well as grantee and contractor monitoring and evaluation forms. Data Source(s): Workers will provide timesheets to the Contractors who will provide these data to the Grantee and CEP II GMS; who will in turn provide these data to CEP II M&E representative Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed. Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection Responsible Organization/Individual(s): CEP II Project Field Staff (GMS) Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>
<p>c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)</p> <p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes. Presentation of Data: Numerical; with qualitative data and photographs. Review of Data: Whenever possible, the GMS will conduct periodic on-site audits of project activities. The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents. Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>
<p>d. Data Quality Issues</p> <p>Known Data Limitations and Significance (if any): Getting signed timesheets from employees has proven difficult. CEP II GMS's tell the contractors as well as staff that these names are necessary and not shared with any governmental entity. It appears that workers are afraid that if they provide their name, other assistance they receive will be cut off. Actions Taken or Planned to Address Data Limitations: Signed document/memo from the contractor overseeing the workers detailing the number and worker days for each project. This should be signed off by the grantee and the GMS as well.</p>

Performance Indicator Reference Sheet
<p>Indicator (#): 9.4 No. of people benefiting through CSO/NGO/LGU/HA activities (i.e. total beneficiaries) Date Revised: December 2009</p>
a. Description
<p>Precise Definition(s): Number of people (citizens, grassroots, constituencies) who are direct beneficiaries of the project intervention as per USAID GEO MIS standard definitions: Schools: number of students and teachers benefitting in one year Parks, Clinics, Community and/or Youth Centers: number of people potentially benefitting from the services of the facility in one year, <u>not</u> the number of residents in the catchment area. Roads:</p> <ol style="list-style-type: none"> 1. Access roads: estimated number of regular commuters (<u>not</u> vehicles) that use the road over one year 2. Agricultural roads: estimated number of farmers or commuter to land using that road over one year. <u>Not</u> to include numbers of people using the road as general access road. 3. Interior roads: estimated number of people using the road over the life of the project. Number could be total number of residents in a village or neighborhood, if the road serves them all. <p>Training courses, workshops, campaigns: participants in the actual event, and trainers/organizers if they are paid. Provision of equipment through grants: staff of institution including board members. If equipment used by membership, then also include estimated number of users over one year. Technical Assistance: staff being trained Humanitarian: number of family members in the receiving household either targeted by the assistance, or whose members are employed during the implementation. Unit of Measure: Individuals (number) Disaggregated by: Gender, Location, youth, vulnerable, disability, Justification/Management Utility: This indicator demonstrates program coverage in terms of population, disaggregated by gender and location.</p>
b. Plan for Data Collection
<p>Data Collection Method: Site observations from grantee (and sub-grantee if appropriate). Program documents (designed CEP II data collection forms including signed/dated beneficiary lists, timesheets, participant sign in list for meetings, etc). Data Source(s): Beneficiaries; this data is collected by Grantee (and sub-grantee as applicable) which then goes to the CEP II GMS; who will in terms provide these data to CEP II M&E representative Timing/Frequency of Data Collection: Rolling basis as projects are implemented and activities completed. Estimated Cost of Collection: Data collection is included in the project budget, no outside costs for data collection Responsible Organization/Individual(s): CEP II Project Field Staff (GMS) Location of Data Storage: Data will be stored in CEP II's database. Data will also be input and stored in USAID's GEO MIS to provide analysis and reporting on geographic distribution of project interventions and activities.</p>
c. Plan for Data Analysis, Reporting, and Review (schedule, methodology, responsibility)
<p>Data Analysis: Data will be presented in numeric form, and, as appropriate, in brief narrative anecdotes. Presentation of Data: Numerical; with qualitative data and photographs. Review of Data: The GMS will talk with the grantee, (sub-grantee is appropriate), beneficiaries and stakeholder to ensure that data are accurate and reliable. The CEP II M&E Specialist will ensure that before data are input into GEO MIS that they verified with accurate and reliable supporting documents. Reporting of Data: Data will be entered into USAID's GEO MIS as results are met, and not only at the closing of the grant/project. Data will be presented to USAID and other stakeholders and decision-makers (as relevant) on quarterly basis per the Quarterly Report.</p>
d. Data Quality Issues
<p>Known Data Limitations and Significance (if any): For some events supported by CEP II, beneficiary lists are difficult to impossible to calculate. For an example, an open town meeting in a park, where people are able to come to events throughout the day. As people come and go, in an open air event, precisely counting the number of direct beneficiaries is impossible. Actions Taken or Planned to Address Data Limitations: The grantee, supported with photographs, must write up a memo for the files detailing the best estimate for the number of direct beneficiaries from the CEP II sponsored/assisted event. The justification must be logical and provide some background behind the estimate provided.</p>

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