



USAID | **HAITI**
FROM THE AMERICAN PEOPLE

Implementing Organization:

Project Title:

Project Period: -

Fiscal Year:

Performance Monitoring Plan

Date Submitted: /..... / /..... /

Contact Person:

I – NARRATIVE

- **Overview of the Implementing Organization**

- **Overview of the project**

II - Project Goal, Objectives, and Expected Results

III - Key Project Activities

IV – Project Monitoring & Evaluation

- *Describe the structure of the M&E unit, mentioning the key positions (personnel in charge of M&E, key roles and responsibilities of each member of the M&E team, type of resources available within the unit in order to implement the activities*
- *Describe the structure, tools and guidelines existing or to be developed in order to ensure proper management of the project Information System*
- *Describe the mechanisms, structure and flow related to information dissemination within each level and from one level to another one (type of information and within which timeframe at each level)*
- *Describe the data collection process (staff involved, tools available, validation process)*
- *Describe the mechanism how data collected will be analyzed and used for decision making*
- *Describe how the data collected will be used*
- *Describe the type of evaluation planned, methodology that will be used, staff involved and the timeline (Data Quality assessment, special studies)*

V – PMP Summary Table

Code	Performance Indicator	Unit of Measure	Disaggregated by:	Data source	Baseline (Year / month)	Baseline value	Target FY 2012	Result FY 2012	Target 2013	Target 2014
Project Objective:										
	Indicator 1									
	Indicator 2									
Intermediate Result 1:										
	Indicator 1.1									
	Indicator 1.2									
	Indicator 1.3									
Intermediate Result 2:										
	Indicator 2.1									
	Indicator 2.2									
	Indicator 2.3									

VI – Performance Indicators Reference Sheet (PIRS)

Project Objective:	
Intermediate Result:	
Indicator Title:	
Is this an Annual Report indicator? No ☐ Yes ☐ for reporting Year(s) _____	
DESCRIPTION	
Definition:	
Rationale:	
Unit of Measure:	
Disaggregated by:	
Type: output/outcome	Direction of Change:
Data Source:	
Measurement notes: <i>(in case there is special clarification for the indicator to be measured)</i>	
PLAN FOR DATA ACQUISITION BY USAID	
Data collection method:	
Method of data acquisition by USAID:	
Frequency and timing of data acquisition by USAID:	
Estimated Cost of Data Acquisition:	
Individual responsible at USAID:	
Individual responsible for providing data to USAID:	
Location of Data Storage:	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Known Data Limitations and Significance (if any):	
Actions Taken or Planned to Address Data Limitations:	
Date of Future Data Quality Assessments:	

Procedures for Future Data Quality Assessments:			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis:			
Presentation of Data:			
Review of Data:			
Reporting of Data:			
OTHER NOTES			
Notes on Baselines/Targets:			
PERFORMANCE INDICATOR VALUES			
Year	Target	Actual	Notes
FY 2012			
FY 2013			
FY 2014			
LOP			
THIS SHEET LAST UPDATED ON:			

ANNEXES

A.1. Guidance in order to fill out the Summary Table

In order to be able to fill properly this table, you should refer to the Results Framework designed for your project. From the project results framework, select all the project objectives, the Intermediate Results and indicators. This table is only an illustration but it's possible to have more than one project objective, more than two indicators per the project objective. If there is more than one project objective, we should first put all the information concerning all the related indicators and intermediate results before moving to the other one.

It's also possible to have more than two Intermediate Results per Project Objective and more than three indicators under each Intermediate Results. For each Intermediate Results, all the related indicators should be in the frame before moving to another Intermediate Result.

Code	Performance Indicator	Unit of Measure	Disaggregated by:	Data source	Baseline (Year / month)	Baseline value	Target FY 2012	Result FY 2012	Target 2013	Target 2014
Project Objective: Write down the exact and full wording of the project objective as mentioned in the project proposal and the Results Framework. If there is more than one Project Objective, you should first finish with all the information related this one (like indicators, intermediate results). Then, it will be possible to start with the same format for all the other project objectives, if necessary										
Write down the code related to each indicator (number assigned by USAID for the standard indicators or assigned directly by the implementing partner from the project)	Indicator 1: write down the exact and full wording for each indicator available at the project objective level. If there is more than two indicators, other rows should be added at this level in order to capture all of them	Write down the unit of measurement that should be used for this indicator (number: # / percentage:% / dollars:\$)	Describe how data related to this indicator will be disaggregated (male/female; rural/urban)	Write down how data related to this indicator will be collected	Write down the month and year when the baseline data related to this indicator was collected	Write down the baseline data (or data collected at the beginning of the project) related to this indicator	Write down the target related to this indicator for the fiscal year 2012	Write down the result related to this indicator for the fiscal year 2012, if necessary	Write down the target related to this indicator or for the fiscal year 2013	Write down the target related to this indicator or for the fiscal year 2014

Code	Performance Indicator	Unit of Measure	Disaggregated by:	Data source	Baseline (Year / month)	Baseline value	Target FY 2012	Result FY 2012	Target 2013	Target 2014
	Indicator 2: write down the exact and full wording for each indicator available at the project objective. If there is more than two indicators, other rows should be added at this level in order to capture all of them	Write down the unit of measurement that should be used for this indicator (number: # / percentage:% / dollars:\$)	Describe how data related to this indicator will be disaggregated (male/female; rural/urban)	Write down how data related to this indicator will be collected	Write down the month and year when the baseline data related to this indicator was collected	Write down the baseline data (or data collected at the beginning of the project) related to this indicator	Write down the target related to this indicator for the fiscal year 2012	Write down the result related to this indicator for the fiscal year 2012, if necessary	Write down the target related to this indicator for the fiscal year 2013	Write down the target related to this indicator for the fiscal year 2014
Intermediate Result 1: Write down the exact and full wording of each Intermediate Result under each Project Objective as mentioned in the project proposal and the Results Framework. If there is more than two Intermediate results under one project objective, you should first finish with all the information related their indicators. Then, other rows should be added, if necessary, in order to capture all of the intermediate results using the same format for all the other Intermediate Results.										
	Indicator 1.1: write down the exact and full wording for each indicator available for this specific Intermediate result. If there is more than three indicators, other rows should be added at this level in order to capture all of them	Write down the unit of measurement that should be used for this indicator (number: # / percentage:% / dollars:\$)	Describe how data related to this indicator will be disaggregated (male/female; rural/urban)	Write down how data related to this indicator will be collected	Write down the month and year when the baseline data related to this indicator was collected	Write down the baseline data (or data collected at the beginning of the project) related to this indicator	Write down the target related to this indicator for the fiscal year 2012	Write down the result related to this indicator for the fiscal year 2012, if necessary	Write down the target related to this indicator for the fiscal year 2013	Write down the target related to this indicator for the fiscal year 2014
	Indicator 1.2: write down the exact and full wording for each indicator available for this specific Intermediate result. If there is more than three indicators, other rows should be added at this level in order to capture all of them	Write down the unit of measurement that should be used for this indicator (number: # /	Describe how data related to this indicator will be disaggregated (male/female;	Write down how data related to this indicator will be collected	Write down the month and year when the baseline data	Write down the baseline data (or data collected at the	Write down the target related to this indicator	Write down the result related to this indicator for the	Write down the target related to this indicator	Write down the target related to this indicator

Code	Performance Indicator	Unit of Measure	Disaggregated by:	Data source	Baseline (Year / month)	Baseline value	Target FY 2012	Result FY 2012	Target 2013	Target 2014
		percentage:% / dollars:\$)	rural/urban)		related to this indicator was collected	beginning of the project) related to this indicator	r for the fiscal year 2012	fiscal year 2012, if necessary	or for the fiscal year 2013	or for the fiscal year 2014
	Indicator 1.3: write down the exact and full wording for each indicator available for this specific Intermediate result. If there is more than three indicators, other rows should be added at this level in order to capture all of them	Write down the unit of measurement that should be used for this indicator (number: # / percentage:% / dollars:\$)	Describe how data related to this indicator will be disaggregated (male/female; rural/urban)	Write down how data related to this indicator will be collected	Write down the month and year when the baseline data related to this indicator was collected	Write down the baseline data (or data collected at the beginning of the project) related to this indicator	Write down the target related to this indicator for the fiscal year 2012	Write down the result related to this indicator for the fiscal year 2012, if necessary	Write down the target related to this indicator or for the fiscal year 2013	Write down the target related to this indicator or for the fiscal year 2014
Intermediate Result 2: Write down the exact and full wording of each Intermediate Result under each Project Objective as mentioned in the project proposal and the Results Framework. If there is more than two Intermediate results under one project objective, you should first finish with all the information related their indicators. Then, other rows should be added, if necessary, in order to capture all of the intermediate results using the same format for all the other Intermediate Results.										
	Indicator 2.1: write down the exact and full wording for each indicator available for this specific Intermediate result. If there is more than three indicators, other rows should be added at this level in order to capture all of them	Write down the unit of measurement that should be used for this indicator (number: # / percentage:% / dollars:\$)	Describe how data related to this indicator will be disaggregated (male/female; rural/urban)	Write down how data related to this indicator will be collected	Write down the month and year when the baseline data related to this indicator was collected	Write down the baseline data (or data collected at the beginning of the project) related to this indicator	Write down the target related to this indicator for the fiscal year 2012	Write down the result related to this indicator for the fiscal year 2012, if necessary	Write down the target related to this indicator or for the fiscal year 2013	Write down the target related to this indicator or for the fiscal year 2014
	Indicator 2.2: write down the exact and	Write down	Describe	Write down	Write	Write	Write	Write	Write	Write

Code	Performance Indicator	Unit of Measure	Disaggregated by:	Data source	Baseline (Year / month)	Baseline value	Target FY 2012	Result FY 2012	Target 2013	Target 2014
	full wording for each indicator available for this specific Intermediate result. If there is more than three indicators, other rows should be added at this level in order to capture all of them	the unit of measurement that should be used for this indicator (number: # / percentage:% / dollars:\$)	how data related to this indicator will be disaggregated (male/female; rural/urban)	how data related to this indicator will be collected	down the month and year when the baseline data related to this indicator was collected	down the baseline data (or data collected at the beginning of the project) related to this indicator	down the target related to this indicator for the fiscal year 2012	down the result related to this indicator for the fiscal year 2012, if necessary	down the target related to this indicator for the fiscal year 2013	down the target related to this indicator for the fiscal year 2014
	Indicator 2.3: write down the exact and full wording for each indicator available for this specific Intermediate result. If there is more than three indicators, other rows should be added at this level in order to capture all of them	Write down the unit of measurement that should be used for this indicator (number: # / percentage:% / dollars:\$)	Describe how data related to this indicator will be disaggregated (male/female; rural/urban)	Write down how data related to this indicator will be collected	Write down the month and year when the baseline data related to this indicator was collected	Write down the baseline data (or data collected at the beginning of the project) related to this indicator	Write down the target related to this indicator for the fiscal year 2012	Write down the result related to this indicator for the fiscal year 2012, if necessary	Write down the target related to this indicator for the fiscal year 2013	Write down the target related to this indicator for the fiscal year 2014

A.2. Guidance in order to fill out the Performance Indicators Reference Sheet (PIRS)

Project Objective: Enter the relevant Project Objective, if any	
Intermediate Result: Enter the relevant Intermediate result, if any	
Indicator Title: Enter the full title of the indicator	
Is this an Annual Report indicator? No ____ Yes ____ for reporting Year(s) _____ Make a cross near to “yes” or “No” if it is an annual indicator or not. Then mention the years of reporting	
DESCRIPTION	
Definition: Define the indicator more precisely, if necessary. Define specific words or elements within the indicator as necessary	
Rationale: If it's a custom indicator, briefly describe why it was selected	
Unit of Measure: Enter the unit of measure (e.g. number of..., percent of..., US dollars, etc....)	
Disaggregated by: List planned data disaggregation: (<i>male/female, youth/adult, urban/rural, etc...</i>)	
Type: output/outcome Write down “output” or “outcome” depending if this indicator is an output or an outcome	Direction of Change: Describe in which direction this indicator should move in order to be in the right track (higher=better, lower=better and so on)
Data Source: Identify where and what support should be referred to in order to validate data reported if needed	
Measurement notes: (<i>in case there is special clarification for the indicator to be measured</i>)	
PLAN FOR DATA ACQUISITION BY USAID	
Data collection method: Describe the tools and methods for data collection (e.g., <i>site visits, surveys, host government briefings, etc...</i>)	
Method of data acquisition by USAID: Describe the form in which USAID will receive the data (e.g., <i>periodic monitoring report, compiled survey analysis report, etc...</i>)	
Frequency and timing of data acquisition by USAID: Describe how often data will be collected, and when	
Estimated Cost of Data Acquisition: Estimate the cost in dollars and/or level of effort for collecting data (low, medium, high)	
Individual responsible at USAID: Name the specific staff (AOTR or COTR) who will be directly responsible for acquiring these data	
Individual responsible for providing data to USAID: Write down the name of the staff who is in charge of providing data to USAID (Chief of party, deputy Chief of Party, M&E Officer or Program Manager and so on)	
Location of Data Storage: Identify where the data will be maintained (specific computer files or hard storage area)	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: Enter the date of initial data quality assessment and the responsible party	

Known Data Limitations and Significance (if any): Describe data limitations discovered during the initial data quality assessment, and the significance of any data weaknesses for management or reporting. Note: Attach completed DQA checklist, Memo to File, or other DQA documentation			
Actions Taken or Planned to Address Data Limitations: Describe how you have or will take corrective actions, if possible, to address data quality issues that have been identified			
Date of Future Data Quality Assessments: Enter the planned date for data quality assessment			
Procedures for Future Data Quality Assessments: Describe how the data will be assessed in the future (e.g., spot checks or partner data, financial audit, site visits, software edit check, etc...)			
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING			
Data Analysis: Describe how the raw data will be analyzed, who will do it and when			
Presentation of Data: Describe how tables, charts, graphs or other devices will be used to present data, either internally within the Operating Unit or externally			
Review of Data: Describe when and how the operation unit will review the data and analysis (e. g. portfolio review, activity level reviews with implementing partners etc...)			
Reporting of Data: List any internal or external reports that will feature data for this indicator (monthly, quarterly, semi-annual, annual)			
OTHER NOTES			
Notes on Baselines/Targets: write down any notes related to the baseline information related to this indicator (issues in order to facilitate availability, limitations and so on)			
PERFORMANCE INDICATOR VALUES			
Year	Target	Actual	Notes
FY 2012	Write down the target for the fiscal year	Write down the actual level of achievement during this fiscal year if possible	Write any note about the target or actual level of this indicator for the fiscal year
FY 2013	Write down the target for the fiscal year	Write down the actual level of achievement during this fiscal year if possible	Write any note about the target or actual level of this indicator for the fiscal year
FY 2014	Write down the target for the fiscal year	Write down the actual level of achievement during this fiscal year if possible	Write any note about the target or actual level of this indicator for the fiscal year
LOP	Write down the target for the project lifetime	Write down the actual level of achievement for the project lifetime	Write any note about the target or actual level of this indicator for the project lifetime
THIS SHEET LAST UPDATED ON: write down the date the sheet has been updated			