



**USAID** | **BURUNDI**  
FROM THE AMERICAN PEOPLE



# BURUNDI POLICY REFORM

## MONITORING AND EVALUATION PLAN: YEAR 2

**Submitted December 5, 2008, Revised January 9, 2009**

This publication was produced for review by the United States Agency for International Development by Chemonics International Inc.

# BURUNDI POLICY REFORM

## MONITORING AND EVALUATION PLAN: YEAR 2

**Contract No. DFD-I-00-05-00219-00 TO#217**

The authors' views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

## CONTENTS

---

### Monitoring and Evaluation Plan: Year Two

A.	Introduction and Background	4
B.	Approach to Monitoring, Evaluation, Analysis and Communication	4
C.	Critical Assumptions	5
D.	M&E Plan Design	6
E.	Data Quality Plan	9
	Annex A: Indicator Reference Sheets	10

## **MONITORING AND EVALUATION PLAN: YEAR TWO**

---

### **A. Introduction and Background**

The purpose of this monitoring and evaluation (M&E) plan is to inform and guide the project team and project stakeholders in collecting and managing high-quality performance information and using it for project management and communication of results.

This plan covers Year 2 of the Burundi Policy Reform Program, from October 2008 through September 2009. In Year 2, as required by Change Order 0001 and finalized in modification 3 to the task order, the program will address Congressional earmarks on water, women's leadership, women in development, and victims of torture (VOT), as well as activities related to anti-corruption and electoral policy reform. Although the policy topics will change from those addressed in Year 1, the project will continue to serve as a facilitator for "building constructive relationships between the executive, civil society, and the media through support for participatory policy processes."

Year 2 work is organized according to four components as follows:

- 5.1: Water Resources Management
- 5.2: Women's Leadership and Development
- 5.3: Victims of Torture
- 5.4: Elections and Political Processes

#### **A1. Organizational Structure**

The Chief of Party will lead the elections and political processes component and will be supported by technical leads for other components. Specifically, our water policy lead will be Albert Mbonerane, women in development/leadership lead will be Juliette Kavabuha, and victims of torture lead will be Gaudence Kabuyenge. Gerard Nzohaboha will have responsibility for victims of torture Tasks 5.3.3 and 5.3.4 as well as cross cutting communications support. The M&E and reporting tasks will be handled by the M&E specialist, Jeremie Nkunzimana, with oversight by the Training, Reporting, Administration, and Grants Manager, Karen Ottoni.

### **B. Approach to Monitoring, Evaluation, Analysis, and Communication**

Monitoring and evaluation will play a critical role in understanding, demonstrating, and communicating the results of the Burundi Policy Reform Program and in guiding the management of the contract. The project is a high profile project for USAID Burundi and we fully appreciate the need to show visible results in Year 2. In order to ensure successful outcomes, we will use our M&E system as a management tool to monitor the progress of our planned activities and to serve as an early warning system to alert our team of activities that are not progressing as planned or that are not having the intended result. In this way, our team will be using analysis of M&E data to strategically guide project decision-making and resource allocation.

Accordingly, our approach to M&E is guided by the following principles:

*Clear connection between tasks, expected results, and indicators.* During the year, we will be carrying out three to five tasks under each component, as required by the Year 2 scope of work. Each of these tasks is linked to an expected result. In developing the M&E plan, we and USAID have worked collaboratively to agree on indicators to match each expected result. Thus, there is a clear connection between the task, the result of the task, and how we will measure accomplishment of those results.

*Participatory.* Performance management is most effective when it involves the entire project team and relevant stakeholders. Technical staff members will be involved in data collection, interpretation, and in using M&E information. Since they will be in direct contact with our beneficiaries and data sources, they are well placed to efficiently collect and verify M&E data. It is also important to get our sub-awardees' buy-in to the anticipated project results and relevant indicators, and include them as partners in collecting and disseminating information about project results. This also serves the purpose of strengthening their capacity in performance monitoring after the project has ended.

*Efficient and effective.* Our experience from Year 1 has been useful to streamline our systems of measurement so that we are collecting and reporting on the information that is most directly useful for performance management and that meets USAID's reporting needs. We have sought to decrease the management burden and cost while meeting our information needs, by standardizing our data collection forms, and will be attentive in other ways to do so.

Communications—both with USAID and external to the project—are vital in performance management. In communicating the project's results we will seek to share information in a transparent manner that will advance learning and accurately demonstrate results. We will communicate project results as jointly achieved by USAID, the government, and organizations that we'll be working with, and share performance information with local partners. We will also be careful to communicate limitations in data quality, if they exist, and communicate achievements and attribute results honestly.

### **C. Critical Assumptions**

In designing the Policy Reform Program M&E system, we focused on indicators within the manageable interest of the project and that directly related to accomplishing the expected results. This approach allows us to measure results that can be credited to the project. The project's ability to demonstrate improvement and/or success in these measures relies on the following basic assumptions:

*The development partnership with the Government of Burundi will remain intact.* To achieve our project objectives, we assume that the current development partnership with the Government of Burundi and Ministry of Good Governance will remain in place and operational

*The security situation remains stable.* Our ability to achieve project results depends on the relative stability of the current situation. The political situation with the FNL rebels is delicate. In addition, the country is planning elections in 2010 and it is anticipated that the political and security environment could deteriorate in 2009 in anticipation of these elections. We will be aware of and sensitive to the topics and people we are tasked to work with this year, such as victims of torture and elections. We will monitor how changes in the political and security environment affect our ability to achieve our targets, especially in aforementioned components. Our regular monitoring of activities and results would help us take timely action to reorient our

approach, in collaboration with USAID, if any problems should occur. Should the situation in Burundi develop to include insecurity in areas where the project operates, or other indicators of a fragile security situation, the project may request reconsideration revisions to indicators, targets, or results.

## **D. M&E System Design**

The detailed design of the M&E system is laid out in the indicator reference sheets in Annex A. These sheets spell out the precise definition of each indicator, management utility of tracking the information, unit of measure, method of acquisition, frequency of collection, data source, and project staff member responsible for collecting the data. By specifying each indicator in detail, we can help to ensure that data is handled consistently throughout the life of the project.

### **D1. Overview of Indicators, Baselines, and Targets**

*Custom indicators.* In response to the Year 2 expected results, we developed, with USAID guidance, custom indicators for reporting. Several of the indicators were derived from the United States Government Foreign Assistance Framework (FAF), but were modified slightly to better report on the intended result of project activities. Our custom indicators, which have been aligned to FAF Program Areas and Program Elements, are shown in Annex A.

*Disaggregation.* Where useful and appropriate, indicator data will be disaggregated by geographic location, sex, profession, target institution, and other criteria.

*Targets.* We have aligned our targets directly with the expected results in the modified task order. Our activities and work plan have been devised specifically to achieve these targets by the end of Year 2 in September 2009. We have every intention to achieve these targets, however, if there is any impediment to that success, such as a change in critical assumptions, any adjustments will be discussed with USAID.

See Table 1 below for quick and easy reference to the Year 2 indicators and targets. The table shows the project tasks that will contribute to achievement of targets.

**Table 1**

*Task/Expected Result #	Indicator	Target
<b>WATER</b>		
5.1.1a & 5.1.2	# of frameworks on water resource management developed	2
5.1.1b & 5.1.3	# of sector policies on water resource management developed and validated with USG assistance.	2
5.1.2	# of USG facilitated events to inform and validate proposed sector policies at the community and executive level	8
<b>WOMEN</b>		
5.2.1	# of USG supported women leaders attending to international conferences to enhance their skills and awareness to participate to political processes	18
5.2.2	# of USG training events organized to promote women participation to political processes	2
	# of members of women-led organizations participating in USG training events	50
5.2.3	# of USG-supported facilitated events geared toward strengthening women leaders with mechanisms to fight corruption	8
	# of USG-supported events geared towards strengthening women leaders with mechanisms to mitigate conflicts	8
5.2.4	# of government officials receiving USG-supported anti-corruption training	20
	# of people affiliated with non-governmental organizations receiving USG-supported anti-corruption training	140
	# of women leaders receiving USG supported conflict mitigation training	160
<b>VICTIMS OF TORTURE</b>		
5.3.1	# of people benefiting from USG-supported legal and healing services	125
5.3.2	# of USG-assisted organizations and/or service delivery systems strengthened to provide legal and healing services to vulnerable populations	2
5.3.3	# of mechanisms created to advocate for political reform that eradicate torture as a result of USG assistance	1
	# of civil society organizations using USG assistance to promote political participation	4
5.3.4	# of victims-led associations supported by USG to promote advocacy against torture	5
5.3.5	# of members of victims associations participating to USG-supported programs to increase awareness of torture-related issues at the community level	25
<b>ELECTIONS AND POLITICAL PROCESSES</b>		
5.4.1	# of legal frameworks drafted to contribute to more credible elections	1
5.4.2	# of participants gathered to discuss electoral transparency and fraud prevention	60
5.4.3	# of assessments, including recommendations, completed on policies and statutes for the inclusion of disenfranchised groups in the electoral process	1

\*see task order for full text.

## **D2. Data Sources and Collection Methods**

Data will be collected on a monthly or quarterly basis, as necessary according to the indicator. Data will be obtained from partners, internal project records, and questionnaires, etc. The specific data source, frequency of collection, and reporting for each indicator is identified in Annex A.

*Primary data from project records.* A number of the proposed indicators directly measure outputs of project activities, hence data can be easily attained from project records. For example, since training, workshops, and roundtables are key project activities, we will systematically track trainee numbers and basic demographic facts through sign-in sheets, and we will draw upon these records for reporting and planning purposes.

*Primary data from questionnaires.* We will also develop and use training evaluation forms, or questionnaires, to capture qualitative information. We expect to use the questionnaires specifically for the international conferences and study tours, to determine participants' awareness and skills prior to the international training and what they gain after the training. The post-training questionnaires will not only gauge increases in the participants' awareness of issues, but also discern increases in skills and ability to apply lessons learned.

## **D4. Reporting**

M&E data will be included in quarterly and annual reports. In quarterly and annual reports, we will present progress on targets achieved during the reporting period as well as aggregate data for the year. The annual report will contain Year 2 indicator values along with the conclusions drawn from the evaluation activities, such as an analysis of project outcomes, a discussion of best practices and lessons learned, and presentation of success stories.

Additionally, the project will report local training activities of three days or 15+ contact hours in TraiNet, as well as international training activities, in accordance with ADS 253 requirements. The M&E specialist will be responsible for data entry, and the Training, Reporting, Administration and Grants Manager will be responsible for verifying the entered data.

## **D5. Responsibilities of Project Staff**

The building blocks of an M&E system are the various data elements that make up the indicators. These data elements come from every aspect of program implementation, covering diverse topics. To manage these data elements effectively requires active involvement of all technical staff.

The *M&E specialist* will manage the M&E system and supervise data collection by technical staff, ensuring that they have the necessary tools and that they do so systematically. He will analyze and report correct, consistent, and complete data in a timely and regular manner, to allow for appropriate monitoring of the task order activities and meet reporting requirements.

The *Training, Reporting, Administration, and Grants Manager* will oversee the M&E system and data collection, and ensure results are being achieved. She will guide the M&E specialist in ensuring compliance with USAID and M&E Plan requirements and communicate with the chief of party if, based on data analysis, adjustment of activities is necessary. She will also contribute to M&E sections of quarterly and annual reports.



*Technical staff.* The technical staff members will be responsible for managing the process of primary data collection in the area of his/her activity. After analysis and quality control by the M&E specialist, the technical staff, with partners and the COP, will use the information to make management decisions about the implementation of activities.

*Chief of Party,* Jean Lavoie will supervise the overall M&E system and will utilize the information for ongoing decision-making.

## E. Data Quality Plan

To ensure that project M&E data is of the highest possible quality, and to meet USAID data quality standards (see box), we have identified and planned data quality control measures for each indicator, as detailed in the indicator reference sheets in Annex A. Additionally, we will conduct an internal data quality assessment of indicator data annually in conjunction with the M&E Plan review.

The component leaders are best placed to provide first-order quality control for the various M&E data elements. Upon collection of data forms, each component leader will examine the quantitative data to identify common errors including logical inconsistencies, or other errors. Should any problem be identified, the component leader is responsible for verifying data against original sources and other forms of verification that may be required, such as cross-verification from alternate data sources.

The M&E specialist is responsible for additional primary data quality control, and will work closely with the component leaders in this aspect. This will help to ensure that errors are identified early, and the M&E specialist can make appropriate corrections by consulting the data source if possible. Our observance of sound data quality practices will facilitate a smooth process for USAID's annual data quality assessment.

### USAID's Data Quality Standards

**Validity** – Data should clearly and adequately represent the intended result and reflect no bias

**Reliability** – Data should reflect consistent collection and analysis methods over time

**Timeliness** – Data should be sufficiently current and available to be practical for use by management

**Integrity** – Mechanisms must be in place to reduce the possibility for manipulation of data

**Precision** – Data should be precise enough to present a fair picture of performance and enable management decision-making

**ANNEX A: INDICATOR REFERENCE SHEETS**

---

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.2 Good governance			
<b>Name of Program Element :</b> 2.2.2: Public Sector Executive Function			
<b>Name of Indicator:</b> Number of institutional frameworks on water resource management developed.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Frameworks can be institutional or legal.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> None			
<b>Justification &amp; Management Utility:</b> The institutional framework will provide a plan for and clarity on responsibilities between ministries. The legal implementation framework will provide an action plan on how to implement policies.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> Information on the development of frameworks on water resource management will be tracked by the water policy specialists. The draft decree for an institutional framework and legal framework will serve as documentation and filed by the monitoring and evaluation specialist.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner Report			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low, project staff will collect this as a part of regular work plan activities.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID- Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009.			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009.			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b> Targets will be reviewed once partner is on board			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	2		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.2 Good governance			
<b>Name of Program Element :</b> 2.2.2 Public Sector Executive Function			
<b>Name of Indicator:</b> Number of sector policies on water resource management developed and validated with USG assistance.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2008			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Sector policies drafted on water resource management with attention to issues related to health and agriculture.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> None			
<b>Justification &amp; Management Utility:</b> These policies will recommend revisions of standards for water quality, pollution, irrigation etc. for their improvement.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The M&E specialist will file the draft of the two sector policies on water resource management relative to health and agriculture.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner Report			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low cost. The project technical specialists are responsible to provide information on support provided to executive office operations.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID- Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b> Targets will be reviewed once partner is on board			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	2		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.2 Good governance			
<b>Name of Program Element :</b> 2.2.2 Public Sector Executive Function			
<b>Name of Indicator:</b> Number of USG facilitated events to inform and validate proposed sector policies at the community and executive level.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Events will be workshops at the regional and national level.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Gender			
<b>Justification &amp; Management Utility:</b> These events will create buy-in from the population on the proposed policies.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The M&E specialist will file the report, including input from government authorities participating in the four regional workshops for the set up of a legal framework, as well as reports of the four workshops to be held at the community level.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner Report			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low, this data will be collected as a part of regular work plan activities.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID- Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b> Targets will be reviewed once partner is on board			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	8		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.2 Good Governance			
<b>Name of Program Element:</b> 2.2.4 Anti-corruption reforms.			
<b>Name of Indicator:</b> Number of USG supported women leaders attending to international conference to enhance their skills and awareness to participate in political processes.			
<b>Is this an Annual Report indicator?</b> ___ Yes ___, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> This indicator focuses on heightening awareness and skills to improve women’s political participation.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> None			
<b>Justification &amp; Management Utility:</b> These conferences will expose participants to new ideas and skills from different context and countries and build their awareness of how greater participate politically in Burundi.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> Participants will submit expressions of interest and will be selected based on established criteria. Participants’ attendance will be collected by the women’s component leader during the international conference using a pre-designed attendance form. Furthermore, the M&E specialist will keep in the file other activity information including the agenda and a report on the conference. We will also include a questionnaire identifying participants’ skills and awareness before and after the conference.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner report			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low, this data will be maintained by project technical team members as a part of normal tracking activities.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID- Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkunzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b> Targets will be reviewed once partner is on board			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	18		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.4 Civil Society			
<b>Name of Program Element :</b> 2.4.1 Civic Participation			
<b>Name of Indicator:</b> Number of USG training events organized to promote women participation to political processes.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Training events on subject matters that aid in enhancing political participation.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> None			
<b>Justification &amp; Management Utility:</b> Female participation in political process is essential to citizen participation and accountability of all branches of government.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The Project M&E specialist will file the reports of the training activities.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner report			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Any cost of data acquisition will be included in assistance given to partner.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID- Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and in Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b> Accuracy of reported figures depends on completeness and accuracy of partner CSO reports.			
<b>Actions Taken or Planned to Address Data Limitations:</b> The monitoring and evaluation specialist will verify reported activities through quarterly/semi-annual visits to the CSO partner(s).			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	2		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.4 Civil Society			
<b>Name of Program Element :</b> 2.4.1 Civic Participation			
<b>Name of Indicator:</b> Number of members of women-led organizations participating in USG training events.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Women participating in the training events will be primarily from grassroots organizations.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> None			
<b>Justification &amp; Management Utility:</b> The indicator measures the output of USG assistance programs designed to enhance women's participation in political process.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The participants information will be tracked by the M&E specialist, using a pre-designed attendance form.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner report			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low, this information will be collected as part of ongoing project operations.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID- Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	50		
<b>THIS SHEET LAST UPDATED ON:</b>			



## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.4 Civil Society			
<b>Name of Program Element :</b> 2.4.1 Civic Participation			
<b>Name of Indicator:</b> Number of USG-supported facilitated events geared toward strengthening women leaders in mechanisms to fight corruption.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Women leaders may include lawyers, jurists, and members of civil society.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> None			
<b>Justification &amp; Management Utility:</b> This element measures efforts of USG partners to strengthen women leaders in anti-corruption			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The training event information will be tracked by the M&E specialist, in collaboration with the Women in Development & Leadership specialist. The M&E specialist will collect and maintain documentation of activities such as the report and the agenda.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Progress reports			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low. Data will be collected as part of regular technical activities.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkunzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b> Accuracy of reported figures depends on completeness of and accuracy of CSO partner reports.			
<b>Actions Taken or Planned to Address Data Limitations:</b> The project Women in development and Leadership specialist will verify all reported activities.			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b>			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b>			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	8		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.4 Civil Society			
<b>Name of Program Element :</b> 2.4.1 Civic Participation			
<b>Name of Indicator:</b> Number of government officials receiving USG-supported anti-corruption training			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Officials may include parliamentarians			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Profession			
<b>Justification &amp; Management Utility:</b> Shows output of assistance programs working to enhance female leaders' skills in anti-corruption			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> Participants information will be tracked and maintained by the M&E specialist using a pre-designed attendance form.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low, any cost of data acquisition will be included in campaign budget. Data will also be collected as a part of normal program activities.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and in Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009.			
<b>Known Data Limitations and Significance (if any):</b> Accuracy of reported figures depends on completeness and accuracy of partner CSO reports.			
<b>Actions Taken or Planned to Address Data Limitations:</b> The training specialist will verify reported activities through visits to the activities and verification of attendance list.			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b>			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b>			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	20		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.4 Civil Society			
<b>Name of Program Element :</b> 2.4.1 Civic Participation			
<b>Name of Indicator:</b> Number of people affiliated with non-governmental organizations receiving USG-supported anti-corruption training.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Members of organizations are women leaders in civil society organizations, including women jurists and lawyers.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Profession			
<b>Justification &amp; Management Utility:</b> This measures output of training for non-governmental participants			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> Participant information will be collected during every project-supported training event using a pre-designed attendance form.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low cost. The project technical specialists are responsible to provide information on support provided to executive office operations.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID- Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	140		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.4 Civil Society			
<b>Name of Program Element :</b> 2.4.1 Civic Participation			
<b>Name of Indicator:</b> Number of civil society organizations using USG assistance to promote political participation			
<b>Is this an Annual Report indicator?</b> ___ Yes ___, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s) :</b> Organizations will receive technical assistance to advocate for political reforms that eradicate torture			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> organization			
<b>Justification &amp; Management Utility:</b> This will aid in increasing political participation of CSOs in a conjoint manner			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The project will develop a plan for technical assistance for specific CSOs who attend the roundtable. This plan and the roundtable attendance form will serve as data.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner report			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Any cost of data acquisition will be included in assistance given to partner.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID- Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and in Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	4		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> 1 – Peace and Security.			
<b>Name of Program Area:</b> 1.6 Conflict Mitigation and Reconciliation			
<b>Name of Program Element :</b> 1.6.1 Conflict mitigation			
<b>Name of Indicator:</b> Number of USG-supported events geared toward strengthening women leaders with mechanisms to mitigate conflicts.			
<b>Is this an Annual Report indicator?</b> ___ Yes ___, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Events will include trainings on the topic.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> None			
<b>Justification &amp; Management Utility:</b> This element measures efforts of USG partners to strengthen women leaders in conflict mitigation.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The training event information will be tracked by the M&E specialist, in collaboration with the Women in Development & Leadership specialist. The M&E specialist will collect and maintain documentation activities such as the report and the agenda.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Progress reports			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low. Data will be collected as part of regular technical activities.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkunzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and in Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b> Accuracy of reported figures depends on completeness of and accuracy of partner reports.			
<b>Actions Taken or Planned to Address Data Limitations:</b> The project Women in development and Leadership specialist will verify all reported activities.			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b>			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b>			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	8		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> 1 – Peace and Security.			
<b>Name of Program Area:</b> 1.6 Conflict Mitigation and Reconciliation			
<b>Name of Program Element :</b> 1.6.1 Conflict mitigation			
<b>Name of Indicator:</b> Number of women leaders receiving USG-supported Conflict mitigation training.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Women leaders can include parliamentarians, lawyers and jurists.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Profession			
<b>Justification &amp; Management Utility:</b> Shows output of assistance programs working to enhance female leader' skills in conflict mitigation			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> Participants information will be tracked and maintained by the M&E specialist using a pre-designed attendance form.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Quarterly			
<b>Estimated Cost of Data Acquisition:</b> Low, any cost of data acquisition will be included in campaign budget. Data will also be collected as a part of normal program activities.			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkunzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and in Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009.			
<b>Known Data Limitations and Significance (if any):</b> Accuracy of reported figures depends on completeness and accuracy of partner reports.			
<b>Actions Taken or Planned to Address Data Limitations:</b> The training specialist will verify reported activities through visits to the activities and verification of attendance list.			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b>			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> The team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b>			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	160		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> 3 Investing in people			
<b>Name of Program Area:</b> 3.3 Social Services and Protection for Especially Vulnerable People			
<b>Name of Program Element :</b> 3.3.2 Social Services			
<b>Name of Indicator:</b> Number of people benefiting from USG-supported legal or healing services			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Legal can include consultations or care management. Healing can include therapy or forms of psychological assistance.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Gender			
<b>Justification &amp; Management Utility:</b> This assistance will aid victims in receiving proper legal and psychological aid			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The project will sign sub-awards with local organizations to provide legal services or healing opportunities to victims of torture. The organizations will produce monthly reports. These monthly reports done by the sub-awardees will report on the number of victims of the torture supported and what type of support was provided.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Low cost. The project technical specialists are responsible to provide information on support provided to executive office operations.			
<b>Estimated Cost of Data Acquisition:</b> Included in grant			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkunzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	125		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> 3 Investing in people			
<b>Name of Program Area:</b> 3.3 Social Services and Protection for Especially Vulnerable People			
<b>Name of Program Element :</b> 3.3.2 Social Services			
<b>Name of Indicator:</b> Number of USG-assisted organizations and/or service delivery systems strengthened to provide legal and healing services to vulnerable populations.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Include providing managerial skills to CSOs			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Gender			
<b>Justification &amp; Management Utility:</b> Improving management of CSOs will indirectly, improve their ability to assist victims.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The project will provide managerial assistance through a sub-award to civil society organizations working with victims of torture to expand the availability of legal recourse, as well as healing opportunities. The M&E specialist will keep the documentation of these sub-awards grants, as well as the assessment report of managerial capacity of service providers, and the final training report.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner assessment and training reports.			
<b>Frequency and timing of data acquisition by USAID:</b> Low cost. The project technical specialists are responsible to provide information on support provided to executive office operations.			
<b>Estimated Cost of Data Acquisition:</b> Included in grant			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	2		
<b>THIS SHEET LAST UPDATED ON:</b>			



## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> 3 Investing in people			
<b>Name of Program Area:</b> 3.3 Social Services and Protection for Especially Vulnerable People			
<b>Name of Program Element :</b> 3.3.2 Social Services			
<b>Name of Indicator:</b> Number of Mechanisms created to advocate for political reform that eradicate torture as a result of USG assistance.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Mechanism will be a consortium of CSOs who will jointly advocate for political reforms			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> n/a			
<b>Justification &amp; Management Utility:</b> As a consortium the CSOs will be able to coordinate efforts and increase impact			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> Following an initial assessment to investigate the main barriers to reform, and current advocacy activities, the project will hold a roundtable. During the roundtable, the project will define a plan to provide technical assistance to CSOs engaged in advocating for reforms for the eradication of torture. That plan will be outlined in a report, filed by the M&E specialist. Hence, the mechanism will be developed during the roundtable.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Low cost. The project technical specialists are responsible to provide information on support provided to executive office operations.			
<b>Estimated Cost of Data Acquisition:</b> Included in grant			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkunzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	1		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> 3 Investing in people			
<b>Name of Program Area:</b> 3.3 Social Services and Protection for Especially Vulnerable People			
<b>Name of Program Element :</b> 3.3.2 Social Services			
<b>Name of Indicator:</b> Number of victim-led associations supported by USG to promote advocacy against torture.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2008			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Support can include organizational and financial support through roundtable and media programs.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Association			
<b>Justification &amp; Management Utility:</b> This will assist organizations to be better equipped to advocate.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The M&E specialist will maintain documents of grants with the supported associations, as well as the report on the activities of these associations during the International Day in Support of Torture.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Low cost.			
<b>Estimated Cost of Data Acquisition:</b> Included in grant			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	5		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> 3 Investing in people			
<b>Name of Program Area:</b> 3.3 Social Services and Protection for Especially Vulnerable People			
<b>Name of Program Element :</b> 3.3.2 Social Services			
<b>Name of Indicator:</b> Number of members of victims associations participating in USG-supported programs to increase awareness of torture-related issues at the community level.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Programs will entail study tours to two locations on relevant topics			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Gender, association			
<b>Justification &amp; Management Utility:</b> Study tours will provide lessons learned torture issues that can be applied at the community level			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> That USG-supported program will be international study tours .The M&E specialist will maintain travelers' information including the list of selected traveler candidates, the mission report after the trip, the awareness questionnaire before the trip and the feedback questionnaire at the end.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Low cost.			
<b>Estimated Cost of Data Acquisition:</b> Included in grant			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkunzimana, M&E specialist.			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	25		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.3 Political Competition and Consensus-Building			
<b>Name of Program Element :</b> 2.3.2 Elections and Political Processes			
<b>Name of Indicator:</b> Number of legal frameworks drafted to contribute to more credible elections			
<b>Is this an Annual Report indicator?</b> No ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Legal frameworks includes (electoral law, penal law, Civil Society Law) with clear enforcement measures and offences			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> n/a			
<b>Justification &amp; Management Utility:</b> This framework will foster electoral integrity.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The M&E specialist will file the drafted legal framework.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b>			
<b>Estimated Cost of Data Acquisition:</b> Included in grant			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	1		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.3 Political Competition and Consensus-Building			
<b>Name of Program Element :</b> 2.3.2 Elections and Political Processes			
<b>Name of Indicator:</b> Number of participants gathered to discuss transparency in electoral processes and fraud prevention			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Participants will attend a sector roundtable			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b> Gender, profession			
<b>Justification &amp; Management Utility:</b> This discussion will be relevant for the upcoming 2010 elections.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The M&E specialist will track participant information using a pre-designed attendance form. He will also file the training report and agenda.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Low cost.			
<b>Estimated Cost of Data Acquisition:</b> Included in grant			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations</b>			
<b>Date of Future Data Quality Assessments:</b> : October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	60		
<b>THIS SHEET LAST UPDATED ON:</b>			

## Performance Indicator Reference Sheet

<b>Name of Functional Objective:</b> A2 – Governing, Justly and Democratically			
<b>Name of Program Area:</b> 2.3 Political Competition and Consensus-Building			
<b>Name of Program Element :</b> 2.3.2 Elections and Political Processes			
<b>Name of Indicator:</b> Number of assessments, including recommendations, completed on policies and statutes for the inclusion of disenfranchised groups in the electoral process.			
<b>Is this an Annual Report indicator?</b> ___ Yes ____, for Reporting Year(s) 2009			
<b>DESCRIPTION (Refer to Toolkit Part 2, Task 2)</b>			
<b>Precise Definition(s):</b> Will assess current policies, statutes, regulations and/or make recommendations.			
<b>Unit of Measure:</b> Number			
<b>Disaggregated by:</b>			
<b>Justification &amp; Management Utility:</b> Will increase awareness of inclusion or exclusion of disenfranchised groups in elections.			
<b>PLAN FOR DATA ACQUISITION BY USAID (Refer to Toolkit Part 2, Task 3)</b>			
<b>Data collection method:</b> The M&E will maintain a copy of the assessment including recommendations.			
<b>Data Source:</b> Chemonics			
<b>Method of data acquisition by USAID:</b> Partner reports			
<b>Frequency and timing of data acquisition by USAID:</b> Low cost.			
<b>Estimated Cost of Data Acquisition:</b> Included in grant			
<b>Individual responsible at USAID:</b> Chantal Ninteretse, USAID Burundi			
<b>Individual responsible for providing data to USAID:</b> Jérémie Nkuzimana, M&E specialist			
<b>Location of Data Storage:</b> Electronic Burundi files and hard copies in LPC/Burundi office file and Burundi office.			
<b>DATA QUALITY ISSUES (Refer to Toolkit Part 2, Task 4)</b>			
<b>Date of Initial Data Quality Assessment:</b> October 2009			
<b>Known Data Limitations and Significance (if any):</b>			
<b>Actions Taken or Planned to Address Data Limitations:</b>			
<b>Date of Future Data Quality Assessments:</b> October 2009			
<b>Procedures for Future Data Quality Assessments:</b> Visit partner and review reports, field visit confirmation			
<b>PLAN FOR DATA ANALYSIS, REVIEW, &amp; REPORTING (Refer to Toolkit Part 2, Task 6)</b>			
<b>Data Analysis:</b> Data will be statistical data that will be analyzed by Monitoring and Evaluation Officers/or the responsible in charge of reporting to USAID from each partner prior to submittal to USAID in April & October annually.			
<b>Presentation of Data:</b> Data will be presented in tables, charts and graphs as appropriate.			
<b>Review of Data:</b> SO team will review data in preparation for the annual portfolio review and end-of-year USAID Burundi annual report.			
<b>Reporting of Data:</b> Data and/or analysis will be included in USAID Burundi annual reports and budget justifications, as well as individual SO partner reports			
<b>OTHER NOTES (Refer to Toolkit Part 2, Task 5)</b>			
<b>Notes on Baselines/Targets:</b>			
<b>Other Notes:</b>			
<b>PERFORMANCE INDICATOR VALUES</b>			
<b>Year</b>	<b>Target</b>	<b>Actual</b>	<b>Notes</b>
2009	1		
<b>THIS SHEET LAST UPDATED ON:</b>			

