



USAID
FROM THE AMERICAN PEOPLE

Performance Monitoring

Session 1

Introduction and Course Overview – Day Two



Course Objectives

By the end of this course, USAID staff and Implementing Partners staff should be better able to:

- Work together to manage, measure and report on program performance
- Be energized about monitoring your projects and activities as a means to helping achieve USAID results
- Work together to enhance the quality and utility of performance monitoring data



Please line up in a circle according to height and introduce your neighbor:

- Name
- Office/Activity
- Position/Title
- M&E role

Slide 3

ST1

While participants are introducing themselves, the facilitators should record P's responses to the question about PM issues and questions. If two more Ps say essentially the same thing, put check marks after the original statement, instead of repeating items on the flip charts.

When a flip chart is filled up, tape it on the wall. This allows everyone to see all the items at a glance, and to catch repeated responses. Make sure to keep these on the wall during the remainder of the course (or keep them in a safe place). They will be used at the end of the course, during the session "Putting the Pieces Together.")

Shadi Tanash, 04/14/2015



Norms and Housekeeping

- **Norms**
- **Charts**
 - Issues & Questions Parking Lot
 - Delta Chart: + = Likes and Δ = To Change
 - Learning Lab ideas
 - KaMP ideas
- **Facilities**
- **Don't forget to sign up for Office hours on Wednesday**

Exercise

5 minutes in groups

Brainstorm top 3 ways that performance monitoring helps your team do its work. Be sure to include examples from your own experience.

Report back in plenary.



Performance Monitoring

How it Helps Us as Development Professionals

**Designing programs
and interventions**

**Determining
priorities**

**Analyzing what is
working and what is
not**

**Maximizing
development
outcomes**

**Evaluating strategies
and projects**

**Determining
resource allocation**

**Highlight
accomplishments**

**Strengthening
discipline of
development**

**Identifying
course
corrections**



What is the correct term for each definition?

Exercise

5 minutes in groups

20 minutes game

In your group, read the definitions provided and try to find out what is the correct term for each of them.

Slide 7

ST4

Consider having one slide for each term with the extended definition in the notes. Terms will be shown on the screen and the answer displayed once identified by Ps.

Shadi Tanash, 04/14/2015



What is the correct definition for each term?

Automated Directives System (ADS)

Contains the organization and functions of USAID, along with the policies and procedures that guide the Agency's programs and operations.



What is the correct definition for each term?

Performance Monitoring:

The ongoing and routine collection of performance indicator data to reveal whether desired results are being achieved and whether implementation is on track.



What is the correct definition for each term?

Evaluation:

The systematic collection and analysis of information about the characteristics and outcomes of programs and projects as a basis for judgments, to improve effectiveness, and/or inform decisions about current and future programming.



What is the correct definition for each term?

Learning:

A continuous process of analyzing a wide variety of information sources and knowledge leading to iterative adaptation of strategy, project design and/or implementation.



What is the correct definition for each term?

Performance Management Plan:

A tool to plan and manage the process of monitoring, evaluating, and analyzing progress toward achieving results identified in a CDCS and project LogFrame in order to inform decision-making, resource allocation, learning, and adapting projects and programs.



What is the correct definition for each term?

Results:

A significant, intended, and measurable change.



What is the correct definition for each term?

Results Framework:

A graphical representation of the development hypothesis that includes the Goal, Objectives, Intermediate Results (IR), sub-IRs, and performance indicators.



What is the correct definition for each term?

Project:

A set of executed interventions, over an established timeline and budget intended to achieve a discrete development result, through resolving an associated problem.



What is the correct definition for each term?

Logical Framework:

A rigorous methodological tool used for project or activity design that focuses on the causal linkages between inputs, outputs, sub-purpose, purpose, and goal.



What is the correct definition for each term?

Activity:

A sub-component of a project that contributes to a project purpose. It typically refers to an award.



What is the correct definition for each term?

Activity-level oversight:

Day-to-day assessment of contractor/grantee implementation by a COR/AOR or others through site visits, stakeholder meetings, and the verification of implementation inputs, outputs and deliverables.



What is the correct definition for each term?

Activity M&E Plan:

A plan for monitoring and evaluating USAID activities at the activity/implementing mechanism level.



What is the correct definition for each term?

Performance Indicator:

Measure a particular characteristic or dimension of strategy, project, or activity level results.



What is the correct definition for each term?

PIRS:

A document for capturing all reference information about a performance indicator.



What is the correct definition for each term?

Data Quality Assessment:

An examination of the quality of performance indicator data to ensure that decision makers are fully aware of the strengths and weaknesses to ensure data can be relied on when making management decisions and reporting.



What is the correct definition for each term?

Performance Baseline:

The value of an indicator at the onset of implementation of USAID-supported strategies, projects, or activities.



What is the correct definition for each term?

Performance Target:

The specific, planned level of result to be achieved within a specific timeframe with a given level of resources.



What is the correct definition for each term?

Context Indicator:

Measure conditions relevant to the performance of projects, programs, and Activities such as macro-economic, social, and critical assumptions of a Strategy, Project or Activity.



What is the correct definition for each term?

Input:

A resource, such as technical assistance, commodities, training, or provision of USAID or IP staff, that is used to create an Output.



What is the correct definition for each term?

Output:

A tangible, immediate, and intended product or consequence of an activity