ACTIVITY MONITORING & EVALUATION TEMPLATE

(NEITI Departments)

Background Information

Department	XXX						
Reporting Month/Year	xxx						
Departmental focal personnel							
Name/Signature of supervising officer or designate							
Overall Activities Summary Short summary of the focus of the activities w	Overall Activities Summary Short summary of the focus of the activities within the reporting period						

Activity Progress Table for the Reporting Period

Departmental Activities

List all activities, objectives and strategic goals in the reporting period as stated in the work-plan

S/No	Departmental	Tim	eline		tatus of Act		Objective	NEITI Strategic
	Activities			(mark X	in the appr	opriate box) Completed	(As stated in the	goal
	(As stated in the	Start End		Not	Not In		work-plan)	
	work-plan)	Month	Month	Started	Progress	_		
1								
2								

Other activities (not included in the work-plan) carried-out or implemented with partner(s) during the reporting period

S/No	Activities	Time	eline	Status of Activities (mark X in the appropriate box)			Activity objective	Activity goal
		Start Month	End Month	Not Started	In Progress	Completed	objective	

Level of achievement of key activities

Did the activity achieve more or lesser than expected within the reporting period? Yes/No Give reasons to justify your response.

S/No	Activity]	Level of Achieveme	Justification	
		Under Achieved	Achieved	Over Achieved	

Constraints & Mitigation Measures

Are the	ere oth	er challer	nges del	aying the implementation of the key activity(ies) within the reporting period?
		Yes		No
L				

Are there any mitigation measures that have already been or proposed to be implemented to facilitate the progress of the key activities?

S/No	Challenges	Mitigation Measures
	!	

Has any of the	Has any of the key activities been changed, added or removed?							
	Yes	No						
	omes or re	ch and provide rate sults of the activitiate box						

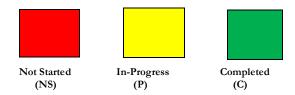
S/No	Activity	Changed	Added	Removed	Rationale	Outcome/Result

Key Activities against Key Performance Indicators (KPI) Mark X in the appropriate box

S/No	Activity	Key Performance	KPl	Performan	ice Level	Comment
	(As stated in the	Indicator		In		
	work-plan)	(As stated in the	Started	Progress	Completed	
		work-plan)				

For the Monitoring & Evaluation Unit only

Evaluation Score Sheet



S/No	Activity (As stated in the work-plan)	Activity Status	KPI (As stated in the work-	KPI Status	Activity Ranking			
			plan)		NS	Р	С	

The NEITI Outcome Map

Sphere of Influence

Sphere of Interest

Sphere of Control

NEITI'S KEY
ACTIONS/ACTIVITIES LISTE
IN THE WORKPLAN

CHANGES IN THE BEHAVIOUR
OF STAKEHOLDERS, INCLUDING

- better capacity to deliver on mandate; better revenue generation from extractive sector; compliance with standards; law enforcement; effective oversight by legislators; civil society creates demand; reduced tolerance for corruption; more fraud cases reported and prosecuted; better investment climate; open government partnership, etc

Wider changes in government accountability systems; Economic prosperity; Social – improved interacy levels; health indices; improved juality of life; environmental sustainability; good governance; etc

Actions: Grantee Activities



Outcomes:

Changes in Stakeholder Behavior influenced by NEITI's key actions



Interest:

Changes in State and population indicative of resource curse reversal

 1 - Deepen openness in the extractive sector through timely audits and other impactful studies 	Result From theory of change	Indicator	Definition/Disaggregation Further define/unpack indicator as well as disaggregation strategy (where applicable)	Baseline	Target	Means of Verification/ Data Source	Freq of Data Collection/Dat a Collection tool/Method	Responsib le Party (By whom?)	Timeline
	Data Gathering	Level of complianc e with terms of reference and audit process	-Terms of reference specifies -Data collection template; -Data validation template; - Data reconciliation template; -Data attestation; - El report.	Quality comprehe nsiveness and timeliness of data,	3 weeks ToR. 6 weeks data collection. 2 weeks data	ToR, Completed Templates, Data validation report. •Sign off by CEs El report	Yearly during audit exercise; Quarterly when the system is automated	Director Technical	El report 5Month from the date of signed contract
	Timeliness of report in line with EITI standards	1.2Level of complianc e with Ranking system	System to track timeliness, completeness and quality of data submitted.	Same as above	End of data collection deadline	Ranking and compliance report.	Per audit cycle	Director Technical Ranking committee	Period to data collection
	Comprehe nsiveness of data	1.4- Extent of comprehe nsiveness of data	As may be determined by the NSWG	Undefine d materialit y threshold for the audit	As may be determine d	Materiality report	As may be required	Director Technical	Data collection period
Strategic Objective 1 - De	Accessibili ty of data	1.5- Extent to which available data is presented in accessible format (e.g. Excel or CSV)	"Open means anyone can freely access, use, modify, and share for any purpose (subject, at most, to requirements that preserve provenance and openness)." Data disaggregated in a usable format that is accessible and user friendly	Currently, data is in open format	Informatio n exist in MS word and excel	Data set Available online on NIETI website.	Per Audit cycle	Director Technical IT Unit Communicati ons Dept.	Data collection period

ll governance nter-agency	Result From theory of change	Indicator	Definition/Disaggregation Further define/unpack indicator as well as disaggregation strategy (where applicable)	Baseline	Target	Means of Verification/ Data Source	Freq of Data Collection/Dat a Collection tool/Method	Responsib le Party (By whom?)	Timeline
rategic Objective 2 - Shape extractive sector policies and overall governance reforms through policy engagements, thought leadership and inter-agency									
active sector po nents, thought l									
Strategic Objective 2 reforms through po									
S									

Strategic Objective 3 - Strengthen demand for accountability in use of extractive revenues through strategic communication with critical stakeholders and	Result From theory of change	Indicator	Definition/Disaggregat ion Further define/unpack indicator as well as disaggregation strategy (where applicable)	Baseline	Target	Means of Verification/ Data Source	Freq of Data Collection/Dat a Collection tool/Method	Responsib le Party (By whom?)	Timeline
accountability in with critical stak									
itegic Objective 3 - Strengthen demand for accountability in use of extracterences through strategic communication with critical stakeholders and									
tive 3 - Strength Irough strategic									
Strategic Objec revenues th									

Strategic Objective 4 - Increase operational capacity, legitimacy & support through effective financial, administrative and human resource management and	Result From theory of change	Indicator	Definition/Disaggregation Further define/unpack indicator as well as disaggregation strategy (where applicable)	Baseline	Target	Means of Verification/ Data Source	Freq of Data Collection/Dat a Collection tool/Method	Responsib le Party (By whom?)	Timeline
ategic Objective									
Str									