ULTIMATE OUTCOME: A strengthened, effective and transparent legal framework reflecting the needs of citizens and supporting equitable economic growth.
Intermediate Outcome 1: Strategic planning and management processes being applied by MOJ and line ministries in the law-making process Intermediate Outcome 2: Increased participation in legislative development by citizens and the private sector Intermediate Outcome 3: Enhanced coherence and standardization in the country lawmaking process Intermediate Outcome 4: Improved quality of economic legislation developed through pilot programs

Component One: Strategic Planning	**Component Two: Policy Development**		**Component Three: Legislative Drafting**		**Component Four: Legal System Coherence**
IMMEDIATE OUTCOMES					
Immediate Outcome 1.1: Improved capacity of partners to engage in strategic planning processes, to apply gender sensitive analysis, to monitor performance and to report on results	Immediate Outcome 2.1: Improved capacity of line ministries to conduct policy research and analysis (including gender analysis) and policy impact assessments	Immediate Outcome 2.2: Improved capacity of MOJ and line ministries to conduct consultations with citizens and the private sector throughout policy development processes	Immediate outcome 3.1: Improved capacity of drafters to draft LNDs in accordance with the approved policy and recognized standards, including use of gender sensitive language	Immediate outcome 3.2: Legislative drafting processes are well-coordinated amongst ministries and between central and local levels.	Immediate Outcome 4.1 Increased capacity of MOJ and partners to ensure laws are consistent, organized and accessible.

OUTPUTS

Output 1100: Support partners in strategic planning to implement the LPNLD (including institutional development, RBM and gender integration)	Output 2100: Support provided to partners for the development of tools for policy development	Output 2300: Support provided to partners to improve public consultation which incorporates gender perspectives	Output 3100: Support provided to partners for the development of the tools for Legislative Drafting	Output 3300: Support provided to improve coordination and harmonization of policies and LDs between local and central levels and between ministries	Output 4100: Support provided to partners to enable codification
	Output 2200: Support provided to enhance partners' capacity in policy development including gender integration		Output 3200: Support provided to enhance partners' capacity in legislative drafting		Output 4200: Support provided to partners to conduct post-adoption reviews,periodical reviews and monitoring and evaluation of the performance of LDs based on common standards

					Output 4300: Support to development of standards/tools and means of communication
					Output 4400: Support to development and (piloting) implementation of institutional learning strategies
					Output 4500: Pilot initiatives conducted for selected LNDs that serve to provide models for the processes, standards and tools for lawmaking

ULTIMATE OUTCOME: A strengthened, effective and transparent legal framework reflecting the needs of Vietnamese citizens and supporting equitable economic growth.

Intermediate Outcome 1: Strategic planning and management processes being applied by MOJ and line ministries in the law-making process

Intermediate Outcome 2000: Increased participation in legislative development by citizens and the private sector

Intermediate Outcome 3000: Enhanced coherence and standardization in the Vietnamese lawmaking process

Intermediate Outcome 4: Improved quality of economic legislation developed through pilot programs

Component One: Strategic Planning	Component Two: Policy Development		Component Three: Legislative Drafting		Component Four: Legal System Coherence

IMMEDIATE OUTCOMES

Improved capacity of PROJECT partners to engage in strategic planning processes, to apply gender sensitive analysis, to monitor performance and to report on results	Immediate Outcome 2.1: Improved capacity of line ministries to conduct policy research and analysis (including gender analysis) and policy impact assessments	Immediate Outcome 2.2: Improved capacity of MOJ and line ministries to conduct consultations with citizens and the private sector throughout policy development processes	Immediate outcome 3.1: Improved capacity of drafters to draft LNDs in accordance with the approved policy and recognized standards, including use of gender sensitive language	Immediate outcome 3.2: Legislative drafting processes are well-coordinated amongst ministries and between central and local levels.	Immediate Outcome 4.1 Increased capacity of MOJ and PROJECT partners to ensure laws are consistent, organized and accessible.

OUTPUTS and ACTIVITIES

Output 1100: Support PROJECT partners in strategic planning to implement the LPPROJECT (including institutional development, RBM and gender integration)	Output 2100: Support provided to PROJECT partners for the development of tools for policy development	Output 2300: Support provided to PROJECT partners to improve public consultation which incorporates gender perspectives	Output 3100: Support provided to PROJECT partners for the development of the tools for Legislative Drafting	Output 3300: Support provided to improve coordination and harmonization of policies and LDs between local and central levels and between ministries	Output 4100: Support provided to PROJECT partners to enable codification
1110: Support for the conduct of CEA Assessment	2110: Support for the development of the policy development guidebooks (including methods, tools and instrument for policy development, including policy appraisal)	2310: Support for development of consultation practices (manual/guideline on consultation process in policy development	3110: Support for development of legislative drafting guidebooks (including: processes, standards, and instruments for legislative drafting)	3310: Support training for drafters to use drafting instructions	4110: Support for the development of methods, standards, and tools for codification
1120: Support the drafting	2120: Support for establishment	2320: Support for PROJECT	3120: Support for comparative	3320: Support for development	4120: Support PROJECT partner in

and adoption of the new LPLND, and the corresponding implementation documents	of communication and operational rules between policy makers and legislative drafters	partners in inclusive consultation with citizens, different social groups and private sectors (incorporating gender perspectives)	reviews on efficiency of drafting practices [including drafting techniques, standards and tools]	of criteria and best practices for inter-ministerial drafting groups	capacity building and conducting codification initiatives
1130: Support to strategic and institutional planning (iProjectucing RBM to law making as per LPLND)		2330: Support for periodic consultative process through enlarged forums for NA	3130: Support for development of translation standards and interpretation rules	3330: Support for the harmonization of local LND drafting with national policy, national drafting standards and international commitments	
1140: Capacity building for PROJECT partners in strategic planning and application of RBM to law making as per LPLND			3140: Support for policy reviews and harmonization with existing LNDs	3340: Support for the development of lexicon(s)	
1150: Support MOJ in development of the law implementation monitoring framework					
	Output 2200: Support provided to enhance PROJECT partners' capacity in policy development including gender integration		Output 3200: Support provided to enhance PROJECT partners' capacity in legislative drafting including gender integration		Output 4200: Support provided to PROJECT partners to conduct post-adoption reviews, periodical reviews and monitoring and evaluation of the performance of LDs based on common standards
	2210: Support for development of learning strategies on policy development (including training need assessment, training programs and curricula, capacity building for the trainers		3210: Support for development of learning strategies on legislative drafting (including training need assessment, training programs and curricula, capacity building for the trainers		4210 - Support PROJECT partners and Bureau of Post-Review MOJ for development of tools to standardize post review process
	2220: Implementation of Capacity building programs (skills training, workshops, coaching, study mission) for PROJECT partners in		3220: Capacity building for PROJECT partners in legislative drafting (via study mission, training, coaching and mentoring)		4220: Support PROJECT partners and the Bureau of Post-Review MOJ for post-review in the direction of transition f rom post-review to pre-

	to policy development		which is gender sensitive		review
	2230: Support for the establishment and operation of the Gender Working Group to ensure gender integration in policy development as per LPLND and the existing Gender Equality Law (2006)		3230: Support for development/revision of GE tools in legislation drafting as per LPLND and Law on Gender Equality		
	2240: Support NA deputies, NA committees, OOG, legal officers {at central and local level) to develop GE and policy appraisal skills				
					Output 4300: Support to development of standards/tools and means of communication
					4310: Support for development of IT tools (LIMS) for policy and legislation making/codification and reviews
					4320 - Support for the development of a common state-run legislative web portal that is reliable and accessible for Vietnam's national-level LNDs
					4330 - Support for ministries' use of various social media to communicate legislative information to the public or to relevant stakeholders
					Output 4400: Output 4400: Support to development and (piloting) implementation of institutional learning strategies
					4410: Support for the establishment

					of professional support networks for policy analysts and for legislative drafters
					4420: Engaging legislative drafters in certified educational programs and policy makers in professional and continuous education
					Output 4500: Pilot initiatives conducted for selected LNDs that serve to provide models for the processes, standards and tools for lawmaking
					4510: Support to pilot initiatives in the legislative development process

FULL WORK BREAKDOWN STRUCTURE (WBS)   1
Developed by Isabeau Vilandre

ULTIMATE OUTCOME: Increased contribution of Ethiopia's extractive mineral sector to State fiscal revenue, employment and income generation opportunities for women and men.

INTERMEDIATE OUTCOMES:

Intermediate Outcome 1: More effective and proactive licensing and administration (management, monitoring and auditing) of mineral licences including environment, social and gender issues.

Intermediate Outcome 2: Improved management, and coordination of Human Resources of the Ministry of Mines, Petroleum and Natural Gas (MoMPNG) and Geological Survey of Ethiopia (GSE), at the National and Regional level including environment, social and gender issues.

Intermediate Outcome 3: Increased use and relevance of the Geoscience information to support mineral exploration and beneficiation by the private sector and by government

STRATEGIC OBJECTIVE - COMPONENT ONE: A consistent, predictable and transparent licensing system is established and administered by competent, accountable, efficient personnel.	STRATEGIC OBJECTIVE - COMPONENT TWO: The mining sector is advanced through establishment of an inclusive and stakeholder collaborations, coherent institutional frameworks, structures and processes.	STRATEGIC OBJECTIVE - COMPONENT THREE: Investment is promoted through increased capacity and competence to provide and promote World Class geoscience information and priority industrial minerals services and opportunities.	STRATEGIC OBJECTIVE - COMPONENT FOUR: Project Management contributes to collaborative work and enables the MoMPNG to monitor and coordinate resources of the Project for sustainable results
WBS 1000: Support has been provided to establish a consistent, accountable and transparent licensing system and put in place standards, norms and practices are in place for effective delivery of licence administration.	**WBS 2000:** Technical assistance and support is provided for institutional structures that progressively and inclusively establish, coordinate and adapt a coherent, coordinated, stakeholder responsive, framework for advancement of the minerals sector.	**WBS 3000:** Capacity building to meet modern requirements to support the development of the minerals and mining sector in order to advance and receive the benefits of investment in priority industrial and other minerals through optimization of the use of geoscientific data and information.	**WBS 4000:** Project Management

IMMEDIATE OUTCOMES						
Upgraded and improved Federal and Regional Cadastre units responsible for licensing procedures, system and practices.	Improved capacity for administration (management, monitoring and auditing) of licences, at federal and regional level, including environment and social impact assessments according to international standards.	Improved human resources planning, organisational structure and administrative management framework, operational procedures and processes including those affecting gender and environment.	Improved consistency and efficiency of coordination and governance between federal and regional levels including through gender dimensions of participation and engagement	Improved capacity to generate, analyze, integrate, manage and disseminate geoscience data.	Improved capacity to analyze, evaluate and promote the processes involved in the domestic use of industrial minerals.	Project (PMU and Project Office) is effectively and efficiently organized, managed and operates to contribute to successful project coordination and implementation.

WBS (Output) 1101 Improved administrative mechanisms, protocols and processes for granting, termination, relinquishment, transfer, renewal, monitoring and reporting of licences.	WBS (Output) 1201 Capacity development on technical aspects of licencing completed.	WBS (Output) 2101 Technical assistance on Strategic planning accounting for all dimensions of goals, objectives, mandates and activities.	WBS (Output) 2201 Awareness created for the regional mining bureau and other relevant stakeholders on the role, needs and priorities of sector.	WBS (Output) 3101 Integrated geospatial database management system developed and installed.	WBS (Output) 3201 Assessment of priority industrial minerals, their markets, value addition opportunities and economic development potential.	WBS (Output) 4101 Project management in partnership, ensuring sustainability, coordination of project resources, reporting on results, planning, monitoring and evaluation framework
WBS 1101.1 Assessment of administrative licencing procedures. WBS 1101.2 Support for regular review, consolidation and revisions of administrative procedures	WBS 1201.1 Specialized, introductory Induction training for new hires and existing personnel. (urgent activity to address newcomers) WBS 1201.2	WBS 2101.1 Organizational Assessment Study integrating all technical and operational needs assessments. WBS 2101.2 Capacity development on strategic planning and related monitoring and	WBS 2201.1 Support for dialogues on licensing management and administration procedures and clarification of roles and responsibilities. WBS 2201.2 Development of promotional	WBS 3101.1 Needs assessments on geospatial database management system to be developed and installed. WBS 3101.2 Training on creation of a web portal	WBS 3201.1 Support for general review of industrial minerals and their potential, including for value addition. WBS 3201.2 Market study for high-	WBS 4101.1 – Coordination, Supervision and Project Management with PMU WBS 4101.2 – Technical Assistance Team (TAT) WBS 4101.3 – Project Accounting and Financial Reports

WBS 1101.3 Training in revised administrative procedures.	Training of technical personnel in Mineral exploration (e.g. geology, geochemistry, geophysics, remote sensing) for different deposit types and sizes. **WBS 1201.3** Technical training of selected staff in key topics that will include but is not limited to: • Feasibility studies, resource, reserve and production estimation techniques • Mine geology. • Mining engineering • Mineral economics • Mineral processing • Mine surveying. **WBS 1201.4** Training in negotiation and mediation techniques and methods linked to mineral licencing. **WBS 1201.5** Training in methods and approaches to provide, monitor and report on gender-responsive services and outreach to users including mining and exploration companies, artisanal and special small scale miners.	evaluation incorporating: • human resources • policy • implementation **WBS 2101.3** Identification, establishment and support for activities of technical working groups through TORS. **WBS 2101.4** Support for internal consultations, collaborative dialogues and contributions. **WBS 2101.5** Support for strategic plan and change management development processes (e.g. terms of reference for minerals policy completion, master plans, etc.). **WBS 2101.6** Training on best practice in Ministerial and Directorate Monitoring and Evaluation processes and mechanisms	materials and holding events highlighting economic and social contributions of the minerals sector. **WBS 2201.3** Development of sensitization materials on best practice (including for environmental rehabilitation, gender inclusiveness). **WBS 2201.4** Sensitization of federal and regional stakeholders (including high level decision makers, parliamentarians, judiciary, Civil Society Organizations (CSOs), etc.) on nature and practices of the mining sector and its contributions (with specific attention to actual and possible benefits for women's empowerment).	and concepts of geospatial data **WBS 3101.3** Design, test and deploy the system **WBS 3101.4** Establish mentorship relationship with another Geoscience Data Center on state-of-art applications, upgrading and global trends	priority industrial minerals.	**WBS 4101.4** – Logistics, Procurement and Administration **WBS 4101.5** – RBM, PMF monitoring and Evaluation **WBS 4101.6-** – Semi-Annual and Annual Narrative Reports **WBS 4101.7** –Annual Workplans **WBS 4101.8** –Cross-cutting themes, gender, environment, climate change. **WBS 4101.9** –Project Steering Committee Meetings **WBS 4101.10** –Project Academic Advisory Committee (AAC); Technical Assistance and meetings for WBS updates (Draft item) **WBS 4101.11-** Communication strategy with local stakeholders and project partners, including publication and Knowledge management and communication or results (website and dissemination)
WBS (Output) 1102 Provision of computing and scientific equipment, software, upscaling and updates, etc. required for licensing and administration.	**WBS (Output) 1202** Capacity developed to assess, monitor and enforce financial aspects of mine operations, revenue collection and reporting.	**WBS (Output) 2102** Policy, legal, regulatory and institutional review process completed incorporating best practice including emerging key themes such as climate change.	**WBS (Output) 2202** Technical assistance for regional mining bureau.	**WBS (Output) 3102** Capacity building completed on the use, implementation and management of a geospatial database management system.	**WBS (Output) 3202** Provision and improvement of facilities for material testing and characterization.	
WBS 1102.1 Needs assessment of scientific equipment and software in regional and federal mining cadastre system. **WBS 1102.2** Procurement and installation of required equipment and software.	**WBS 1202.1** Training in specific aspects that will include but is not limited to: • Exploration and mining financial monitoring and auditing • Exports, sales, expenditures and revenue monitoring and auditing.	**WBS 2102.1** Technical assistance for establishment of Codification Task Force and process support (review, systematize, harmonize, consolidate policy, laws, regulations, administrative procedures, guidelines and directives).	**WBS 2202.1** Needs assessment on regional mining bureaus and entry points for intervention. **WBS 2202.2** Collaborative selection of two pilot regions based on specific criteria.	**WBS 3102.1** Engagement and training in collecting, analyzing, management and dissemination of geoscience information to agreed upon on protocols for data handling, meta data and management of the IGIMS.	**WBS 3202.1** Review and update inventory of locally available analytical, testing and related equipment and facilities. **WBS 3202.2** Needs assessment of	

		WBS 2102.2 Review and revise frameworks for (not limited to): • licensing management and administration • environmental and social management (impact assessment, public consultation and engagement, resettlement action plans (RAPs), community development agreements, etc). • occupational safety and health. • Climate change resilience (integrating the Climate Resiliency and Green Economy strategy (CRGE)). • Socio-economic development (including local content, value addition, women's empowerment) • Certification of "Qualified Persons" (geoscientists, Environmental Impact Assessments (EIA) • Geo-information management • fiscal frameworks (including royalty and taxation regimes, benefit sharing). **WBS 2102.3** Review and revise federal and regional institutional framework (jurisdictions and competence). **WBS 2102.4** Study missions integrating multiple priorities of policy, legal, fiscal and institutional frameworks.	**WBS 2202.2** Support for awareness campaigns in two pilot regions. **WBS 2202.3** Periodically assess lessons learned from pilot regions and develop strategies for scaling up. **WBS 2202.4** Establishment of data exchange and communication protocols.	**WBS 3102.2** Consultation and training of primary entities to provide data in required formats with verification and validation including implementation of "data certification" protocols **WBS 3102.3** Strengthen and formalize coordination between GSE, regional bureaus, universities, STEM project and others to collect and share geosciences data.	material testing equipment, bench scale equipment and lab facility up-scaling requirements **WBS 3202.3** Purchase and install materials testing equipment and conduct facility improvements.	
Output 1103 Provision of stable, reliable data internet and data transfer infrastructure for cadastre management at federal and regional level	**Output 1203** Capacity developed in revising policy and legal frameworks, proclamations, regulations, directives and procedures.	**Output 2103** Gender analysis and annual gender audits completed on all strategic plans, policies, laws, instruments, work plans, budgets, procedures and M&E frameworks.	**Output 2203** Capacity building to create an interface between the federal and regional levels to exchange information (including those related to gender needs).	**Output 3103** Capacity development on the production of mineral potential and prospectivity maps completed.	**Output 3203** Develop capacity of professionals on analysis and characterization of industrial minerals.	
WBS 1103.1 Needs assessment of hardware, software and service requirements for federal, regional, zonal and woreda offices.	**WBS 1203.1** Support for training and international networking and exposure of key licensing, inspection, environmental and	**WBS 2103.1** Provide support to establish a Gender Expert Working Group (GEWG) to develop its own Terms of Reference for roles, responsibilities	**WBS 2203.1** Support to reinforce capacity for implementation of consultations, collaborative dialogues and contributions with and from	**WBS 3103.1** Training in statistical and probabilistic techniques used in the creation of prospectivity maps using GIS software and database	**WBS 3203.1** Needs assessment of human resources capacity. [also part of 3202]	

WBS 1103.2 Procurement, installation and contracting of required internet hardware and services.	social personnel on policy, legal and regulatory frameworks in other sectors and jurisdictions. **WBS 1203.2** Support for internal consultation and review of gaps, needs and priorities.	and working arrangements. **WBS 2103.2** Training of the GEWG and other MoMPNG/GSE Gender officers on: • Gender leadership and advocacy • Gender strategic planning and budgeting • Gender and M&E • Gender Analysis of mining policy and law. **WBS 2103.3** Support to finalize the Gender Equality Strategy (GES) of the Project, including gender interventions (see Output 2109). **WBS 2103.4** Support for participation in ongoing monitoring and evaluation. **WBS 2103.5** Review international experience and identify good practice in increasing gender accountability and improving gender performance. **WBS 2103.6** Support to the GEWG for ongoing input into all strategies, needs assessments, workplans, budgets, policy, legal, institutional reform processes and instruments and review prior to finalization.	communities, stakeholders and industry. **WBS 2203.2** Ongoing dialogues and forums between federal and regional stakeholders (including in environmental and social management aspects).	mineral-systems data. **WBS 3103.2** Training in the field and office on metallogenic and industrial minerals map preparation including collection, integration and analysis of geophysical, geochemical and mineral-systems data. **WBS 3103.3** Training in the field and office on: • placer gold deposits including training on geomorphological aspects of placer deposition and prospecting techniques for artisanal miners; • radiometric dating techniques, sample collection campaign for dating of mineral deposits; • geochemical campaign design, sample collection and analysis and statistical analysis of results • preparation of map based products (1:1M geological map) and technical report as well as integration into 1:1M metallogenic and geologic maps; • ground geophysics? • specific mineral deposit (mineral-systems) models, • sample collection and analysis of results including modelling and preparation of map based products and technical report; integration into 1:1M metallogenic and geological map. **WBS 3103.4** Collection and validation of mineral occurrence information to update mineral occurrence map.	**WBS 3203.2** Provision and/or improvement of equipment for testing and training of laboratory staff on its use and maintenance including creating a maintenance and user manual **WBS 3203.3** Provide training on analysis and characterization of industrial minerals and interpretation of results.	
Output 1104 Federal and regional professional staff and technical support staff have sufficient capacity to manager and administer an efficient,	**Output 1204** Capacity building on environmental and social management across the mine life cycle, including rehabilitation, climate change	**Output 2104** Transparency and accountability mechanisms, protocols and instruments are reviewed and consolidated.	**Output 2204** Support provided for networking and coordination between the Ministry, Geological Survey universities, industry and regions	**Output 3104** Capacity development on quality geoscience data generation and analysis including GIS and Remote Sensing data completed.	**Output 3204** Development of promotional materials on industrial minerals.	

functioning, transparent and user-friendly cadastre portal for data dissemination established.	resilience, gender, planning and monitoring completed.		(including environment, gender and mining bureaus)			
WBS 1104.1 Assessment of best practice in technical requirements for modern, transparent cadastre portals, including technical requirements, user interfaces and administrative controls. **WBS 1104.2** Training of professional and technical support staff in all procedures and practices and methods and approaches for outreach services/assistance suited to the needs of different operators. **WBS 1104.3** Support for effective communication to different users about mining cadastre web portal.	**WBS 1204.1** Specialized Induction training and preparation of training materials for future use on: • Global exploration and mining sector. • Sustainable development concepts in mining and across the mine life cycle. • Intro to extraction, mineral processing and mine waste management. • Intro to Mine closure planning, rehabilitation and reclamation. • Intro to environmental, social and occupational safety and health impacts and mitigation measures. • Intro to community development approaches **WBS 1204.2** Training on environmental and social impact assessment (ESIA), risk assessment, gender impact assessment and related auditing including: • Short course: Classroom and field training in case study areas. • Reviewing ESIAs. **WBS 1204.3** Training in environmental and social management plans (ESMPs), including field tools, techniques and methods in planning, monitoring/auditing, evaluation and enforcement across the mine life cycle. **WBS 1204.4** Technical training of selected staff in key topics that will include but is not limited to:	**WBS 2104.1** Technical assistance identification and development of transparency and accountability mechanisms, including gender inclusion mechanisms.	**WBS 2204.1** Conduct stakeholder mapping of projects, institutions, potential partners and sector stakeholders. **WBS 2204.2** Create an interface with other projects (e.g. STEM, VCEG) and institutions to ensure: gender concerns and empowerment opportunities are considered; and coordination with key project components (e.g. 2200, 3200) improves outcomes. **WBS 2204.3** Provide support for participation in minerals sector conferences and forums for management and technical staff: • Policy, legal, institutional • Industrial minerals promotion • Investment promotion, including industrial minerals and support for a booth (Prospectors and Developers Association of Canada (PDAC), South Africa INDABA, etc.) • Addressing specific-technical gaps (licencing, environmental and social management, gender) • Best practice regulation and auditing of financial practices in exploration and mining (e.g. Global Reporting Initiative (GRI), international exploration accounting principles) **WBS 2204.4** Provide support for development of investor roadmaps (tailored to the different scales of investors) providing basic guidance for licensing and compliance	**WBS 3104.1** Training on radiometric dating techniques, sample collection campaign for dating of critical rock units to update stratigraphy and intrusive history; on the analysis and integration of remote sensing data into geoscience maps and technical reports; on the use of GIS systems for data collection and integration into reports and maps. **WBS 3104.2** Provide Training on terrain models, structure and tectonics, preparation of map based products and technical reporting; integration into 1:1M geological map. **WBS 3104.3** Support for conversion of ledger entry to digital formats and update catalogues. **WBS 3104.4** Establish a systematic review process (Quality Assurance/Quality Control) and attribution of technical products and reports; encourage outside publication of derivative products through journals and other types of publications.	**WBS 3204.1** Strategy development for dissemination and prioritization of target beneficiaries and commodities. **WBS 3204.2** Provide TA to identify existing resources for value addition beneficiation and develop small, low-cost prototypes for promotion of value addition. **WBS 3204.3** Develop promotional and sensitization materials for different target groups. **WBS 3204.4** Provide support for holding workshops, field trips, and conferences on industrial minerals. **WBS 3204.5** Provide support for participation in promotional conferences (for e.g. Prospectors and Developers Association of Canada (PDAC, South Africa INDABA, Sustainable Mineral Processing Conference, China Mining Conference, etc.) through a booth and involvement of technical staff	

	• Mine waste and water management. • De-commissioning, reclamation, rehabilitation, restoration and post-mining land uses. **WBS 1204.5** Support and training to establish an Environmental and Social Information Management System (ESIMS) to compile, analyse, interpret, report on and disseminate information on environmental, Occupational Health and Safety and social aspects of the minerals sector and establish related linkages with the mining cadastre and geo-information system.		processes (including environmental and social requirements) **WBS 2204.5** Support to reinforce existing employment and competence boosting efforts (e.g. UNESCO Institute for Lifelong Learning (UIL) Forum, Internships, graduate research)			
Output 1105 Capacity development in revised organizational structure for licensing and administration.	**WBS (Output) 1205** Support for formation and capacity building of Climate Change Resilience Unit.	**Output 2105** Support for assessments and capacity development results in development and implementation of a Recruitment and Retention Strategy (include strategies and actions to improve women's employment opportunities).	**Output 2205** Provision of equipment to support IT networking.	**Output 3105** Capacity building on dissemination and promotion of geoscience data completed.	**Output 3205** Support the vision for establishment of an Institute for Minerals Development (IMD) or other similar entity.	
WBS 1105.1 Support for an assessment of organizational structure and arrangement. **WBS 1105.2** Training of key personnel on revised organizational structure and arrangements.	**WBS 1205.1** Support for formation of a Climate Change Resilience Unit. **WBS 1205.2** Technical assistance to review national climate resilience guidelines and tools and develop actions and recommendations for the mining sector. **WBS 1205.3** Support to integrate climate change recommendations, strategies and actions into related mining sector policies, laws, guidelines, checklists and procedures. **WBS 1205.4** Training in modeling climate related impacts in and from mining	**WBS 2105.1** Tracking study completed analyzing causes for retention/losses considering including workforce profiles (age, gender, education, payscale, etc) and different factors. **WBS 2105.2** Study missions on relevant international practice on recruitment and retention strategies. **WBS 2105.3** Review of existing recruitment and retention practices and benchmarking against good practice (including promotion, women's recruitment, public service mechanisms, criteria for merit-based promotion, etc.). **WBS 2105.4**	**WBS 2205.1** Undertake needs assessment of networking and coordination equipment and software. **WBS 2205.2** Purchase requirements. **WBS 2205.3** Training in equipment and software use and maintenance.	**WBS 3105.1** Develop an implementation and investment promotion strategy for geoscience information. **WBS 3105.2:** Prepare a strategy for dissemination of geoscience information by commodity and targeting of different users. **WBS 3105.3:** Update "fact sheets" prepared in 2010 with new information and maps. **WBS 3105.4:** Provide technical assistance to identify, profile and highlight staff and expertise **WBS 3105.5:**	**WBS 3205.1:** Assess resource requirements for IMD by benchmarking similar institutions and assessing opportunities for support and collaboration, including by twinning with other institutions. **WBS 3205.2:** Support forums and dialogues, e.g. brownbag lunch events to refine the vision.	

	and communities (including GIS training).	Technical assistance to develop a Recruitment and Retention Strategy inclusive of activities, workplans, budgets, and monitoring and evaluation frameworks.	Provide technical assistance to assist holding workshops, field trips, conferences on industrial minerals and on precious and base metals for other government departments and private sector. **WBS 3105.6:** Disseminate geoscience knowledge and skills via workshops on prospecting and exploration skills for artisanal miners focused on gold and platinum minerals accounting for gender dimension. **WBS 3105.7:** Provide support for participation in promotional conferences (for e.g. PDAC, South Africa INDABA, China Mining Conference etc.) through a booth and involvement of technical staff)	
	Output 1206 Capacity development for occupational health and safety completed.	**Output 2106** Support for assessments and capacity development results in development and implementation of a Training Strategy.	**Output 3106** Equipment purchased and installed.	
	WBS 1206.1 Training on occupational safety and health impact assessment. **WBS 1206.2** Training on occupational safety and health good practices, methods and techniques for mining including: risk identification, assessment, prevention, mitigation and management; OSH management systems and plans. **WBS 1206.3** Training on OSH monitoring tools, techniques and methods, including analysis and interpretation of results	**WBS 2106.1** Training needs assessment for all directorates, units and offices. **WBS 2106.2** Technical assistance on review of training systems and approaches. **WBS 2106.3** Technical assistance to develop a Training Strategy inclusive of activities, workplans, budgets, and monitoring and evaluation frameworks.	**WBS 3106.1** Needs assessment (hardware, software) incl. related to remote sensing, field sampling etc. **WBS 3106.1** Purchase, install and provide training on the use of equipment required, in seven categories.	
	Output 1207 Capacity development on stakeholder engagement and community development aspects	**Output 2107** Support for assessments and capacity development results in development and implementation of a Knowledge	**Output 3107** Support development of customized GSE strategy to attract experienced personnel and retain	

	including administration and monitoring, public consultation and conflict resolution.	and Communication Management Strategy (KCMS).		and train staff.	
	WBS 1207.1 Support for review and exposure to best practice approaches to public consultation, engagement and community development agreements. **WBS 1207.2** Training on planning, monitoring and evaluating community development projects and their administration. **WBS 1207.3** Training on negotiation, mediation and conflict resolution techniques and methods. **WBS 1207.4** Training on design, implementation and M&E of public consultation and engagement processes.	**WBS 2107.1** Knowledge and Communication management assessment. **WBS 2107.2** Technical assistance to consolidate, catalogue, digitize and archive knowledge management products. **WBS 2107.3** Technical assistance on review and revision of records management procedures **WBS 2107.4** Technical assistance to develop a Knowledge and Communication Management Strategy and practice inclusive of activities, guidelines, procedures, work plans, budgets, and monitoring and evaluation frameworks.		**WBS 3107.1** Human resource capacity needs assessment. **WBS 3107.2** Review and consolidate existing assessments of retention and training issues in GSE and map ex-GSE experienced staff. **WBS 3107.3** Develop and integrate with a MoMPNG HR strategies a customized strategy to: • Engage experienced GSE staff and other Ethiopian experts and institutionalize their engagement in the GSE. • Update operational/standards manual, including gender specific issues, and develop and institutionalize training strategy. • Implement other retention strategies.	
	Output 1208 Support to develop and disseminate strategic plans, guidance documents, checklists and procedures	**Output 2108** Organizational structure, operational procedures and processes assessment completed.			
	WBS 1208.1 Support to finalize the Community Development and Environmental Management Strategy (CDEMS) **WBS 1208.2** Support to review international best practice on key topics and develop, obtain stakeholder input on, pilot, finalize and disseminate sectoral guidelines, checklists and other materials on: • Environmental and social impact assessment. • Environmental and social management plans • Occupational safety and health	**WBS – 2108.1** Revise Citizen Charter and management of grievance and reporting mechanisms **WBS 2108.2** Revise procedures for human resources. **WBS 2108.3** Revise procedures for licensing technical functions (e.g. security, data management, storage, backups, confidentiality), data sharing and access and assistance to Clients to equitably access, use and benefit			

	• Climate resilience • Public participation, consultation and engagement • Community development • Others (tbd) **WBS 1208.3** Support for best practice forums, dialogues, "seminars and other events to raise awareness and improve coordination, including with regional (e.g. Regional Environmental Bureau) stakeholders.	from cadastre portal information. **WBS 2108.4** Revise procedures for review of environmental and social management plans.			
	Output 1209 Scientific testing, sampling and inspection equipment purchased, installed and used.	**Output 2109** Technical assistance and capacity building supports gender equality and women's empowerment at federal and regional levels.			
	WBS 1209.1 Undertake mapping of environmental and geochemical laboratories capacity. **WBS 1209.2** Assess needs for scientific testing, inspection and sampling equipment, tools, instruments (For example: GPS, compass, total station, pH-Eh diagrams, electrical conductivity metres, air and noise metres, dust, water and soil sampling equipment and instruments, portable X-ray fluorescence analyzers, digital camera, field devices etc), software and consumables. **WBS 1209.3** Procurement of required tools, instruments, software and related consumables needed for field testing, inspection and sampling. **WBS 1209.4** Field and classroom training in use and maintenance of equipment, tools, instruments and software.	**WBS 2109.1** Technical assistance to review of Gender Mainstreaming Guidelines and preparation of related sensitization and training materials. **WBS 2109.2** Support for gender mainstreaming sensitization and training campaigns targeting: Upper management and technical staff of MoMPNG and GSE; RMB gender and mining officers; and private sector (mining companies, cooperatives). **WBS 2109.3** Support for preparation and dissemination of "best practice" examples in gender and mining (e.g. case studies, policy/legal). **WBS 2109.5** Support for gender and mining forums, dialogues, "brown bag lunches", seminars and other events to raise awareness and improve coordination. **WBS 2109.5** Additional Gender interventions -			

		tbd. Awaiting input from Gender Equality Working Group			
		Output 2110 Equipment to support knowledge management is provided			
		WBS 2110.1 Assess needs for knowledge and communications management hardware and software. **WBS 2110.2** Procurement of required hardware and software. **WBS 2110.3** Provide training in use and maintenance of hardware and software.			

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Developed by Isabeau Vilandre

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
Ultimate outcome: A strengthened, effective and transparent legal framework reflecting the needs of Vietnamese citizens and supporting equitable economic growth.	(a) Rankings on the ease of doing business (b) National Law Database (at MOJ) provides access to LNDs in Vietnam	(a) Annual enterprise survey by WB (b) Timeliness and availability of the LNDs published on National Law Database	(a) As of 2013 Vietnam 's rankings on the ease of doing business is 99th (out of 189 economies) (b) 2014: Website exists and database has been set in place, but no measurable content yet	(a) Improvement in the ranking on the ease of doing business 89Th by 2017, 79th by 2018 (b) 90% of all LNDs at the central level are systematically posted on the MOJ website [by date]	(a) Annual enterprise survey by World Bank (b) Review National Law Database (hosted by MOJ)	(a) Project Office to review the WB reports (b) MOJ to describe the status of the Database	(a) Annually (b) Annually

COMPONENT ONE: STRATEGIC PLANNING

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
Intermediate Outcome 1: Strategic planning and management processes being applied by MOJ and line ministries in the law-making process	**Indicator a.** Proportion of PROJECT partners that have set legislative priorities and multi-year plans/ roadmaps for implementation	Proportion of partner Ministries and OOG with documented priorities for legislative development and comprehensive plans/ roadmaps in place for their implementation	The partners have annual legislative development plans that do not contain a majority of the required content or adequate levels of analysis.	At least 75% of PROJECT partner line ministries approve a multiyear legislative development plan that include: objectives, priority policy issues/ laws, gender mainstreaming, Monitoring and Evaluation/indicators, resources/inputs, sequencing (planning & finance department, personnel, legal; key technical departments).	Expert review of partners' multiyear legislative development plans.	Project Office to contract expert(s) Expert(s) to review available plans Project partners to provide plans and assign the drafters to work with the experts	Mid-term (March 2018) and end of project

	Indicator b. Extent to which PROJECT partner Ministries are effectively applying their action plans or road maps	Evidence that partners' legislative projects are aligned with the priorities, outcomes and actions specified in ministry priority setting and roadmaps	Retrospective baseline (TBD)	The partners implement activities in annual legislative plans that correspond to the multi-year priorities and roadmaps, and include relevant M&E/ internal reviews.	Expert review of alignment of partners' legislative projects.	Project Office (to contract experts) Expert(s) (to review implementation) Project partners (to provide details on legislative projects and assign personnel to work with the experts)	Mid-term (March 2018) and end of project
	Indicator c. Efficiency in delivery of detailing documents corresponding to new laws and ordinances	Time between promulgation of new laws and ordinances and detailing documents Extent of reduction in number of detailing documents needed	Retrospective baseline (TBD)	By the end of the project life (2018): All PROJECT partner ministries: max 2 decrees and 3 circulars per law/ordinance, published within reasonable time of effective date of new legislation	Partners to track the time between the effective date of new legislation and the publication of all required detailing documents The Partners to record the number of decree and circular per newly developed/amended/ revised law/ordinance in one year. Numbers will be compared on an annual basis to chart year over year progress.	Project Office to review data and assess indicator status Project partners to provide details for each new law/ ordinance issued	Annually
Immediate Outcome 1.1: Improved capacity of PROJECT partners to engage in strategic planning processes, to apply gender sensitive analysis, to monitor performance and to report on results.	**Indicator a.** Partners' self assessment of the extent they have improved their ability to set legislative priorities and plan multi year roadmaps	Aggregated and disaggregated mean scores on partners' self-assessment survey	N/A: Baseline can be considered N/A or zero because indicators are improvement-based	Mean = 4 (meaningful improvements in all targeted areas) [based on 5-point Likert style survey scale]	Self-assessment survey of sample of selected Partners, administered semi-annually, covering relevant question areas (i.e., To what extent do you feel your skills and expertise related to strategic planning have improved as a result of project support in this area; To what extent has your ability to actually implement effective strategic planning improved as a result of project support in this area)	Project Office to send the survey questionnaire; the partners (focal points to help collecting data	Semi-annually reporting Data collection immediately following the implementation of selected relevant activities
	Indicator b. Degree to which partners have been able to sequence their priorities in an	Technical specialists assess partners' planning documents	Retrospective baseline (TBD)	75% or more of documents assessed by technical specialists demonstrate improvements in	Strategic Planning Specialist assessment of Partner-produced planning documents and/ or	Partners to provide planning documents for review	Annually, following the production of

	action plan/roadmap that integrates gender mainstreaming considerations and results-based monitoring			strategic planning, gender sensitive analysis, monitoring performance, or reporting on results.	other relevant documents, relative to the project-develop rubric.	Project office to contract expert and oversee the review process	new planning documents
Output 1100: Support PROJECT partners in strategic planning to implement the LPPROJECT (including institutional development, RBM and gender integration).	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[1] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annually
		Number of appropriate beneficiaries reached directly through planning activities (planning workshops OR priority setting exercises integrated in other activities)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annually
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	At the end of each activity where the technical materials are produced

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[1] Some key products have been delived timely in the previous years: in March 2015, CEA assessment report is submitted to, validated and approved by PROJECT partners; In 2015, the LPLD was adopted by NA; The detailing documents (Decree and Circular) of the LPLD have been promulgated according to the agenda (at the enforcement of LPLD).

| | Indicator b. Level of satisfaction with project capacity building and other types of technical assistance related to planning | Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported) | N/A (Baseline can be considered N/A because indicators refer directly to project implementation). | Mean = 4 (satisfied)

Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.) | Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities. | Project Office to design the Satisfaction Assessment Sheet and entry the data, process data;

Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet | Immediately following the implementation of selected activities |

COMPONENT TWO: POLICY DEVELOPMENT

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
Intermediate Outcome 2: Increased participation in legislative development by citizens and the private sector	**Indicator a.** Extent to which affected groups are identified and engaged in consultative activities by PROJECT partners	*(KPI carried over)* Extent to which affected groups are identified and engaged in consultative activities by PROJECT partners. (based on partner report)	N/A as the LPLD was not adopted [hence it was not compulsory that the policy development must include consultancy with targeted groups]	75% or more of law/ordinance development proposal dossiers (in the policy development stage) indicate that the affected groups have been identified and consulted (in number and content of consultation and how their feedback/comments are considered)	The policy development specialist review the law/ordinance development proposal dossiers prepared by the partners	Project Office to hire the expert for review the partners' dossiers; Project partners to provide the dossiers	Annually (from 1 June 2016 on)
Immediate Outcome 2.1: Improved capacity of line ministries to conduct policy research, analysis (including gender analysis), policy impact assessments and appraisal	**Indicator a.** Partners' self-assessment of improvements in policy research and analysis (including gender analysis), policy impact assessments (including gender impact assessments) and appraisals	Aggregated and disaggregated mean scores on partners' self-assessment survey	Retrospective baseline (TBD)	Mean = 4 (significant improvement in capacity on at least two of three areas) Capacity Improvement Areas: policy research and analysis (including gender analysis), policy impact assessments (including gender impact assessments) and **appraisals.**	Partners' self-assessment survey	Project Office to design survey and entry the data, process data; Specialists to review survey and results Partners (focal person) to help disseminate the survey	End of Project Year 3 (Phase 2) (March 2018); after all capacity building related to policy development delivered.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
	Indicator b. Extent to which partners demonstrate improvements in policy research and analysis (including gender analysis), policy impact assessments and appraisals	*(KPI carried over)* % of PROJECT partner policy proposals for laws/ ordinances that receive formal approval by NA (or are approved for inclusion in the annual legislative agenda)	N/A as the LPLD was not adopted [hence it was not compulsory that the policy development is a must in the legislation process]	75% or more of PROJECT partner policy proposals for laws/ordinances that receive formal approval by NA (or are approved for inclusion in the annual legislative agenda).	Partner report	MOJ to provide data for all ministries partners (MARD, MOIT, MOF and MOJ)	From 2017 onward
		Technical specialist assessment of partners': (1) policy proposals prepared by ministry partners and (2) the policy appraisals (by OOG and MOJ) Did the appraisal comply with the criteria in the LPLND?	Retrospective baseline (TBD) [The specialists will review the policy dossiers which were developed before any PROJECT supported capacity building activities on policy development conducted]	75% or more of PROJECT partners' reviewed policy proposals for laws/ordinances are assessed of good quality by specialists. 75% or more of policy appraisal dossiers (by OOG and MOJ) are assessed of good quality by specialists	The policy development specialist review the law/ordinance development proposal dossiers prepared by the partners and policy appraisal dossiers (by OOG and MOJ)	Project Office to recruit specialists Partners to provide the law/ ordinance development proposal dossiers and policy appraisal dossiers	Annually (from 1 June 2016 on)
Output 2100: Support provided to PROJECT partners for the development of tools for policy development	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[2] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Number of appropriate beneficiaries reached	N/A Baseline can be considered N/A because	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached	Comparison of YTD planned versus actual beneficiaries reached through relevant TA	Project Office to record and compare between the actual	Semi-annual

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[2] Key products that have been delived in the previous years include Policy Development Handbook.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
		directly through planning activities	indicators refer directly to project implementation.	through the implementation of planned activities	activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	implementation and the AWP	
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities
Output 2200: Support provided to enhance PROJECT partners' capacity in policy development including gender integration	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[3] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities	Project Office to record and compare between the actual implementation and the AWP	Semi-annual

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[3] Key products that are expected include: Admenmend to the Circular 17 (Gender Mainstreaming in Legislation Process Tools); Admendmend to Law on Gender Equality.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
				completed versus planned to date, and/ or number of knowledge products expected to be completed.]			
		Number of appropriate beneficiaries reached directly through capacity building activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities
Immediate Outcome 2.2: Improved capacity of MOJ and line ministries to conduct	**Indicator a.** Partners' self-assessment of improvements in conducting consultations with citizens and the private	Aggregated and disaggregated mean scores on partners' self-assessment survey	Retrospective baseline (TBD)	Mean = 4 (significant improvement in capacity)	Partners' self-assessment survey	Project Office to design survey and entry the data, process data;	Mid-term (March 2018) and end of project

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
consultations with citizens and the private sector throughout policy development processes	sector throughout policy development processes (including gender impact assessments)					Specialists to review survey and results Partners (focal person) to help disseminate the survey	
	Indicator b. Extent to which partners demonstrate improvements in conducting consultations with citizens (M/F) and the private sector throughout policy development processes	Evidence of direct engagement with stakeholders; # of stakeholder groups; geographic scope, # of methods applied; evidence of gender considerations	N/A as the LPLD was not adopted [hence it was not compulsory that consultation with targeted group in policy development stage was not a must]	75% or more of approved policies show evidence of gender considerations.	The policy development specialists and gender specialist review (approved) proposal dossiers	Project Office to recruit specialists Partners to provide the approved proposal dossiers or any materials that describe how consultations have been conducted	Annually
		Extent to which new processes established to support consultative processes in PROJECT partner ministries/ agencies include key elements (see qualitative elements above)	N/A	New consultative processes established by all PROJECT partner ministries (MOJ, MOF, MOIT, MARD) include: - How to engage private sector stakeholders - How to ensure gender considerations are integrated in consultation process	The policy development specialists and gender specialist review the Document that describe the consultative processes established by all PROJECT partner ministries	Project Office to recruit specialists Partners to provide the proposal dossiers or any materials that describe how consultations have been conducted	Annually (from 1 June 2016 on)
Output 2300: Support provided to PROJECT partners to improve public consultations which incorporate gender perspectives	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery) Quality and timeliness of products delivered.	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[4] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number	Project Office to record and compare between the actual implementation and the AWP	Semi-annual

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[4] Key products that are expected include: Admenmend to the Circular 17 (Gender Mainstreaming in Legislation Process Tools); Admendmend to Law on Gender Equality.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
					of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]		
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities

COMPONENT THREE: LEGISLATION DRAFTING

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
Intermediate Outcome 3: Enhanced coherence and standardization in the Vietnamese lawmaking process	**Indicator a**. Extent to which common procedures are used consistently across ministries and relevant bodies at every stage of the law making process	Technical specialists assessment of improvements in the use of common procedures, evidenced by: - % of policy dossiers satisfactorily appraised - Consistency of partners' application of the procedures and drafting conventions/ standards set out in the applicable manuals/ handbooks	There are not common procedures which are used consistently across ministries and relevant bodies at every stage of the law making process; The process of pre-review (appraisal and verification) has been conducted, but the quality is low (LPLD 2008, Decree 24/2009	After two years of implementation of LPLD, the common procedures have been used consistently across ministries and relevant bodies at every stage of the law making process	Expert review of relevant documentation and input from partners related to law making procedures.	Partners to participate in working sessions with specialists and provide relevant documentation on common procedures Project office to contract expert and oversee review process	Mid-term (March 2018) and end of project
Immediate Outcome 3.1: Improved capacity of drafters to draft LNDs in accordance with the approved policy and recognized standards, including use of gender sensitive language	**Indicator a**. Partners' self-assessment of improvements in drafting LNDs in accordance with the approved policy and recognized standards, including gender mainstreaming	Aggregated and disaggregated mean scores from Partner's survey (especially OOG and MOJ)	Retrospective baseline (TBD)	Mean = 4 (meaningful improvements in targeted areas, as measured by self-assessment tool covering the relevant areas and applicable standards) [based on 5-point Likert style survey scale]	Partners' self-assessment survey	Project Office to design survey and entry the data, process data; Specialists to review survey and results Partners (focal person) to help disseminate the survey	Annually, once the related capacity building activities have been completed
	Indicator b. Extent to which partners demonstrate improvements in drafting LNDs in accordance with the approved policy and recognized standards, including gender mainstreaming	Technical specialists' assessment of partners' legislative drafts (adherence to the approved policy).	N/A (Baseline can be considered N/A or zero because indicators are improvement-based)	Meaningful improvements in targeted areas, as measured by specialized assessment rubric covering the relevant areas and applicable standards.	Expert review of documentation including law/ ordinance drafts and related approved policy documents	Partners to participate in working sessions with specialists and to provide the law/ordinance drafts and the related approved policy	Mid-term (March 2018) and end of project

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
						Project office to contract expert and oversee review process	
Output 3100: Support provided to PROJECT partners for the development of the tools for Legislative Drafting	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[5] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced

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[5] Key products that have been delived in the previous years include Policy Development Handbook.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities
Output 3200: Support provided to enhance PROJECT partners' capacity in legislative drafting.	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[6] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annual

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[6] Key products that are expected include: Admenmend to the Circular 17 (Gender Mainstreaming in Legislation Process Tools); Admendmend to Law on Gender Equality.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities
Immediate Outcome 3.2: Legislative drafting processes are well-coordinated amongst ministries and between central and local levels.	a. Extent to which consistent standards are applied by PROJECT partner ministries during the drafting process [including consistent language and terms]	Technical specialists assessment of the consistency of standards used in legislative drafting	N/A based on lack of standards at project inception	Need specialist's inputs (here) to describe what are standards must be/should be applied	Expert review of relevant documentation and input from partners related to drafting processes	Project Office to contract specialists Partners to provide relevant documentation for review, and to participate in review process	Mid-term (March 2018) and end of project
	b. Extent to which legislative drafting processes are well-coordinated amongst ministries and between central and local levels	Technical specialists assessment of inter- and intra-ministerial coordination in legislative drafting processes	Retrospective baseline (TBD)	Need specialist's inputs (here) to describe what legislative drafting processes should be coordinated	Expert review of relevant documentation and input from partners related to drafting processes	Project Office to contract specialists Partners to provide relevant documentation for review, and to participate in review process	Mid-term (March 2018) and end of project

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
Output 3300: Support provided to improve coordination and harmonization of policies and LDs between local and central levels and between ministries.	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[7] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will	Project Office to design the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities

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[7] Key products that are expected include: Admenmend to the Circular 17 (Gender Mainstreaming in Legislation Process Tools); Admendment to Law on Gender Equality.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
	selected non-training technical assistance	activities in this component, to be listed when the data is reported)			include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	

COMPONENT FOUR: SYSTEM COHERENCE

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
Intermediate Outcome 4: Improved quality of economic legislation developed through pilot programs	**Indicator a**. Extent to which economic and other legislation is coherent with policy directions and strategic plans	Technical specialist assessment of alignment between relevant legislation, policy, and strategic plans	Retrospective baseline (TBD)	Meaningful improvements in targeted areas.	Expert Review of relevant legislation, policy, and strategic plans, and input from partners, leading to an assessment based on project-developed rubric	Project Office to contract specialists Partners to provide relevant documentation for review, and to participate in review process	Mid-term (March 2018) and end of project
	Indicator c. *[KPI carried over]* Ranking of Vietnam on [regulations] protecting minority investors in comparison with other country KIM's comment: this is focused on securities legislation only – not all economic legislation; not sure we should keep it)	Enterprise survey conducted early by World Bank	As of 2013: Ranked 157 (out of 189 countries surveyed) [the WB, 2014]	Improving … grade Annually	Project Office to get data from World Bank Report	Project Office	Annually
Immediate Outcome 4.1: Increased capacity of MOJ and PROJECT partners to ensure laws are consistent, organized and accessible	**Indicator a**. Partners' self-assessment of their capacity to systematize (organize) laws, identify and avoid potential conflicts between laws (consistency) and publish laws and draft laws in plain language (accessibility)	Aggregated and disaggregated mean scores from Partner's survey	N/A (Baseline can be considered N/A or zero because indicators are improvement-based)	Mean = 4 (meaningful improvements in targeted areas, as measured by self-assessment tool covering the relevant areas such as accessibility/ extent to which laws are published and written in plain language) [based on 5-point Likert style survey scale]	Partners' self-assessment survey	Project Office to design survey and entry the data, process data; Specialists to review survey and results Partners (focal person) to help disseminate the survey	Mid-term (March 2018) and end of project

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
	Indicator b. Extent to which partners' demonstrate improvements in the systematization of (organization) laws; identification and avoidance of potential conflicts between laws (consistency) and publication of laws that are drafted in plain language (accessibility)	Technical specialists assessment of partners' legislative drafts	N/A (Baseline can be considered N/A or zero because indicators are improvement-based)	Mean = 4 (meaningful improvements in targeted areas, as measured by specialist assessment rubric covering the relevant areas, such as accessibility/ extent to which laws are published and written in plain language) [based on 5-point Likert style survey scale]	Expert Review of relevant and input from partners, leading to an assessment based on project-developed rubric	Project Office to contract specialists Partners to provide relevant documentation for review, and to participate in review process	Mid-term (March 2018) and end of project
Output 4100: Support provided to PROJECT partners to enable codification	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[8] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should	Project Office to record and compare between the actual implementation and the AWP	Semi-annual

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[8] Key products that have been delived in the previous years include Policy Development Handbook.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
					be taken from activity implementation reports.		
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities
Output 4200: Support provided to PROJECT partners to conduct post-adoption reviews, periodical reviews and monitoring and evaluation of the performance of LDs based on common	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[9] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annual

[9] Key products that are expected include: Admenmend to the Circular 17 (Gender Mainstreaming in Legislation Process Tools); Admendmend to Law on Gender Equality.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities
Output 4300: Support to development of standards/tools and means of communication	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[10] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a	Project Office to record and compare between the actual implementation and the AWP	Semi-annual

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[10] Key products that are expected include: Admenmend to the Circular 17 (Gender Mainstreaming in Legislation Process Tools); Admendmend to Law on Gender Equality.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
					proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]		
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
Output 4400: Support to development and (piloting) implementation of institutional learning strategies	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[11] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annual
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	Rigorous gender mainstreaming content has been fully incorporated into the majority of Technical materials	Gender specialist assessment or relevant knowledge products, activity reports, training materials etc. related to this output, based on the project-developed rubric.	Project Office to assign gender expert (or Project Officer) to review the Gender mainstreaming content	Upon the completion of each activity where the technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will	Project Office to design the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities

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[11] Key products that are expected include: Admenmend to the Circular 17 (Gender Mainstreaming in Legislation Process Tools); Admendmend to Law on Gender Equality.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
	non-training technical assistance	activities in this component, to be listed when the data is reported)			include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	
Output 4500: Pilot initiatives conducted for selected LNDs that serve to provide models for the processes, standards and tools for lawmaking	**Indicator a.** Relevant technical assistance provided to partners, including gender mainstreaming	Progress of technical assistance provision (including products delivery)	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% technical assistance as in the approved AWP 75% - 100% products[12] are delivered in good quality and on time as planned;	Comparison of YTD planned versus actual technical assistance delivered, calculated using budget rollup of relevant consultant fees and/ or consultant LoE as a proxy. [Alternately, can be calculated based on number of TA events/ activities completed versus planned to date, and/ or number of knowledge products expected to be completed.]	Project Office to record and compare between the actual implementation and the AWP	Semi-annually
		Number of appropriate beneficiaries reached directly through planning activities	N/A Baseline can be considered N/A because indicators refer directly to project implementation.	75% - 100% of the targeted numbers of appropriate beneficiaries have been reached through the implementation of planned activities	Comparison of YTD planned versus actual beneficiaries reached through relevant TA activities. Planned beneficiaries should be outlined in AWP, and actual beneficiary numbers should be taken from activity implementation reports.	Project Office to record and compare between the actual implementation and the AWP	Semi-annually
		Gender mainstreaming content in technical materials	N/A Baseline can be considered N/A because	Rigorous gender mainstreaming content has been fully	Gender specialist assessment or relevant knowledge products, activity reports,	Project Office to assign gender expert (or Project Officer) to	At the end of each activity where the

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[12] Key products that are expected include: Admenmend to the Circular 17 (Gender Mainstreaming in Legislation Process Tools); Admendmend to Law on Gender Equality.

RESULTS	PROPOSED INDICATORS	PROSPECTIVE CRITERIA	BASELINE	TARGET [Level 4 in the Rubric]	DATA SOURCE/METHOD OF DATA COLLECTION	RESPONSIBLE PARTY	FREQUENCY
			indicators refer directly to project implementation.	incorporated into the majority of Technical materials	training materials etc. related to this output, based on the project-developed rubric.	review the Gender mainstreaming content	technical materials are produced
	Indicator b. Level of satisfaction with project selected capacity building (training course) and selected non-training technical assistance	Aggregated and disaggregated mean scores from beneficiary satisfaction survey (based on relevant selected activities in this component, to be listed when the data is reported)	N/A (Baseline can be considered N/A because indicators refer directly to project implementation).	Mean = 4 (satisfied) Note: The survey itself will further break down the criteria into the relevant elements (quality of TA, logistics, scope of activity etc.)	Survey of beneficiaries and/ or other relevant stakeholders in relation to the selected capacity building/ TA activities. Survey form will include both generic and activity-specific questions, and will be administered immediately following the implementation of the relevant activities.	Project Office to design the Satisfaction Assessment Sheet and entry the data, process data ; Partners who implement selected activities to help disseminate the Satisfaction Assessment Sheet	Immediately following the implementation of selected activities

Annual Work Plan: FY 2017 - 2018
Updated on dd/mm/yy

WBS Code	Implementation Partner	Activity Decription	Budget	Human Resources (Mandays) International al	Local	Situation at the end of previous year	Planned Schedule Quarter 1	Quarter 2	Quarter 3	Quarter 4	Actual Progress (updated monthly)	Variance	Observati ons
1110	MOJ	Activity 1110: Support for the conduct of CEA Assessment				Completed							
1120	MOJ	Activity 1120: Support the drafting and adoption of the new LPLND, and the corresponding implementation documents				Completed							
1130	All Partners	Activity 1130: Support to strategic and institutional planning (inlducing RBM to law making as per LPLND)		40	60						Has not started yet	On track	
1140	All Partners	Activity 1140: Capacity building for NLD partners in strategic planning and application of RBM to law making as per LPLND		40	60						Has not started yet	On track	
1150	MOJ	Activity 1150: Support MOJ in development of the law implementation monitoring framework		35	120	On-going					The second verson of the products have been handed in	On track	
2110	All Partners	Activity 2110: Support for the development of the policy development guidebooks (including methods, tools and instrument for policy development, including policy appraisal)											
2120	All Partners	Activity 2120: Support for establishment of communication and operational rules between policy makers and legislative drafters											
2200	All Partners	Output 2200: Support provided to enhance NLD partners' capacity in policy development including gender integration											
2210	MOJ	Activity 2210: Support for development of learning strategies on policy development (including training need assessment, training programs and curricula, capacity building for the trainers											
2220	All Partners	Activity 2220: Implementation of Capacity building programs (skills training, workshops, coaching, study mission) for NLD partners in to policy development											
2230	MOJ (main)	Activity 2230: Support for the establishment and operation of the Gender Working Group to ensure gender integration in policy development as per LPLND and the existing Gender Equality Law (2006)											
2240	National Assembly	Activity 2240: Support NA deputies, NA committees, OOG, legal officers {at central and local level) to develop GE and policy appraisal skills											
2300	All Partners	Output 2300: Support provided to NLD partners to improve public consultation which incorporates gender perspectives											
2310	All Partners	Activity 2310: Support for development of consultation practices (manual/guideline on consultation process in policy development											
2320	All Partners	Activity 2320: Support for NLD partners in inclusive consultation with citizens, different social groups and private sectors (incorporating gender perspectives)											
2330	National Assembly	Activity 2330: Support for periodic consultative process through enlarged forums for NA											
3110	All Partners	Activity 3110: Support for development of legislative drafting guidebooks (including: processes, standards, and instruments for legislative drafting)											
3120	MOJ	Activity 3120: Support for comparative reviews on efficiency of drafting practices [including drafting techniques, standards and tools]											
3130	MOJ	Activity 3130: Support for development of translation standards and interpretation rules											
3140	MOJ	Activity 3140: Support for policy reviews and harmonization with existing LNDs											
3200	All Partners	Output 3200: Support provided to enhance NLD partners' capacity in legislative drafting											

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WBS Code	Implementation Partner	Activity Decription	Budget	Human Resources (Mandays)		Situation at the end of previous year	Planned Schedule				Actual Progress (updated monthly)	Variance	Observations
				International	Local		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
3210	MOJ	Activity 3210: Support for development of learning strategies on legislative drafting (including training need assessment, training programs and curricula, capacity building for the trainers											
3220	All Partners	Activity 3220: Capacity building for NLD partners in legislative drafting (via study mission, training, coaching and mentoring) which is gender sensitive											
3230	MOJ	Activity 3230: Support for development/revision of GE tools in legislation drafting as per LPLND and Law on Gender Equality											
3310	All Partners	Activity 3310: Support training for drafters to use drafting instructions											
3320	All Partners and two provinces	Acitivity 3320: Support for development of criteria and best practices for inter-ministerial drafting groups											
3330	All Partners	Activity 3330: Support for the harmonization of local LND drafting with national policy, national drafting standards and international commitments											
3340	MOJ	Activity 3340: Support for the development of lexicon(s)											
4110	MOJ, MOF, MOIT, MARD	Activity 4110: Support for the development of methods, standards, and tools for codification											
4120	MOJ, MOF, MOIT, MARD	Activity 4120: Support NLD partner in capacity building and conducting codification initiatives											
4200	MOJ	Output 4200: Support provided to NLD partners to conduct post-adoption reviews, periodical reviews and monitoring and evaluation of the performance of LDs based on common standards											
4210	MOJ	Activity 4210 - Support NLD partners and Bureau of Post-Review MOJ for development of tools to standardize post review process											
4220	MOJ	Activity 4220: Support NLD partners and the Bureau of Post-Review MOJ for post-review in the direction of transition from post-review to pre-review											
4310	MOJ	Activity 4310: Support for development of IT tools (LIMS) for policy and legislation making/codification and reviews											
4320	MOJ	Activity 4320 - Support for the development of a common state-run legislative web portal that is reliable and accessible for Vietnam's national-level LNDs											
4330	All Partners	Activity 4330 - Support for ministries' use of various social media to communicate legislative information to the public or to relevant stakeholders											
4410	All Partners	Activity 4410: Support for the establishment of professional support networks for policy analysts and for legislative drafters											
4420	All Partners	Activity 4420: Engaging legislative drafters in certified educational programs and policy makers in professional and continuous education											
4500	All Partners	Output 4500: Pilot initiatives conducted for selected LNDs that serve to provide models for the processes, standards and tools for lawmaking											
4510	All Partners	Activity 4510: Support to pilot initiatives in the legislative development process											
5100	Project Office	WBS 5100 - Project Management											
5120	Project Office	WBS 5120 - Technical Advisory Team review progress on implementation of project activites and provide advice on project implementation											
5130	Project Office	WBS 5130 Project Accounting and Financial Reports maintain financial management systems in Canada and Hanoi to produce timely, relevant and relaible information using standard CBA and project management financial procedures											

WBS Code	Implementation Partner	Activity Decription	Budget	Human Resources (Mandays)		Situation at the end of previous year	Planned Schedule				Actual Progress (updated monthly)	Variance	Observations
				International	Local		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
5140	Project Office	WBS 5140 - Logistics, Procurement and Administration schedules logistical arrangements for project activities jointly managed by the CBA office and field office											
5150	Project Office	WBS 5150 - Monitoring and Evaluation establishes monitoring framework to ensure outputs are achieved											
5160	Project Office	WBS 5160 - Semi-Annual and Annual narrative Reports ensure compliance with all contractual reporting to DFATD											
5170	Project Office	WBS 5170 - Annual workplans provide proposed activities for each project year, their rational, expected inputs, outputs and outcome level project result											
5180	Project Office	WBS 5180- Gender Equality Implementation and Monitoring of GEP											
5190	Project Office	WBS 5190 - Project Steering Committee Meetings approves Annual Workplans and Annual Project reports, co-chaired by DFATD and the Ministry of Justice.											
5190A	Project Office	WBS 5190 - Communications Strategy ensure information about the project and process towards result is regularly and consistently shared through effective communication with senior government officials, partners and stakeholders and other donors											

SURVEY ON LEGISLATIVE DRAFTING CAPACITY BUILDING NEEDS
[Example]

Developed by Isabeau Vilandre

A. Introduction:

This survey is aimed at collecting feedback from officials of the Project's partner agencies on their needs for legislative drafting capacity building. Your feedback will be synthesized and provide input for the process of designing capacity building activities in the field of legislative drafting.

There are 28 questions in this survey.

SECTION B: BACKGROUND INFORMATION

1[B1]. Where do you work?	☐ Ministry of Justice ☐ Law Committee of the National Assembly ☐ Office of Government ☐ Ministry of Finance ☐ Ministry of Industry and Trade ☐ Others (specify)
2[B1]. Do you have a law degree?	☐ YES ☐ NO
3[B1]. How long have you been in a role that requires you to do legislative drafting?	☐ 1-3 years. ☐ 4-10 years. ☐ 11 + years. ☐ Not applicable – your role is focused on policy development, policy and legislative review, and other connected roles not directly focused on legislative drafting.
4[B1]. How much time would you be able to devote to receiving education and training in a given week while you are still working?	☐ 1-3 hours per week. ☐ 4-8 hours per week. ☐ More than 8 hours per week. ☐ Education and training is possible for me only in blocks of time away from the office.
5[B1]. How much time would you be able to devote to receiving education and training at training sessions held outside the office?	☐ 1 week. ☐ 2 weeks. ☐ 1 month. ☐ Education and training in blocks of time away from the office is not possible for me.
6[B1]. Is it important to you to receive official academic certificates or credentials for training you complete?	☐ YES ☐ NO
7[B1]. Would you regularly use a set of drafting resources if they were made available to you on the Internet?	☐ YES ☐ NO
8[B1]. Would it be useful to you to have a connected network where you could share resources, information and questions with other drafters?	☐ Yes but limited to my department. ☐ Yes including connections with drafters in other departments and Ministries. ☐ No.

9[B1]. If it was possible, would you be willing to take education and training on your own time if you received extra holidays as a reward for successful course completion?	☐ YES ☐ NO
10[B1]. If it was possible, would you be willing to take education and training on your own time in exchange for financial bonuses or incentives?	☐ YES ☐ NO
11[B1]. If it was possible, would you be willing to take education and training on your own time as part of a staff development plan that may increase your chances of promotion or special project assignments?	☐ YES ☐ NO
12[B1]. Can you think of any other initiatives that might be developed that would encourage and enable you to attend training sessions? =>	*Please write your answer here:*

SECTION C: THE IMPORTANCE OF STUDYING THE FOLLOWING SUBJECTS

Please rate how important it is for you to study the following subject areas

Subject *(Please choose the appropriate response for each item)*	Importance rating *1 = Not Important; 2 = Important; 3 = Very Important; 4 = Very Important and Urgent.*
13 PRINCIPAL CHARACTERISTICS OF LEGISLATIVE DRAFTING	
What are the principal characteristics of traditional legislative drafting?	1 ☐ 2 ☐ 3 ☐ 4 ☐
What are the responsibilities of legislative drafters and how do they fulfill them?	1 ☐ 2 ☐ 3 ☐ 4 ☐
Seven basic drafting practices to achieve the seven Cs of Legislative Drafting: capable of being Complied with; Clear; Comprehensible; Concise; Complete; Consistent; Certain.	1 ☐ 2 ☐ 3 ☐ 4 ☐
Why is grammar important for drafting and what common grammatical mistakes should we watch for?	1 ☐ 2 ☐ 3 ☐ 4 ☐
Legislative punctuation and capitalization.	1 ☐ 2 ☐ 3 ☐ 4 ☐
What can go wrong in legislative expression. Avoiding imprecise, ambiguous, defective and uncertain language.	1 ☐ 2 ☐ 3 ☐ 4 ☐
14 STRUCTURING LEGISLATIVE TEXT	
What guidelines should we follow in structuring a legislative text?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How should sentences in a section be arranged and when might paragraphing be used?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How and when should sections be linked or cross-referenced?	1 ☐ 2 ☐ 3 ☐ 4 ☐
When can we incorporate provisions from other legislation or from other jurisdictions?	1 ☐ 2 ☐ 3 ☐ 4 ☐
When and how is subsidiary legislation used?	1 ☐ 2 ☐ 3 ☐ 4 ☐
15 STYLE STANDARDS AND PRACTICES FOR LEGISLATIVE DRAFTERS	
What style practices get in the way of communication?	1 ☐ 2 ☐ 3 ☐ 4 ☐

Subject *(Please choose the appropriate response for each item)*	Importance rating *1 = Not Important; 2 = Important; 3 = Very Important; 4 = Very Important and Urgent.*
What is the aim of the plain language style?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How can the different impacts that LNDs may have on different genders be identified?	1 ☐ 2 ☐ 3 ☐ 4 ☐
What techniques can be used to ensure LNDs are written in gender equitable ways?	1 ☐ 2 ☐ 3 ☐ 4 ☐
16 UNDERSTANDING INTERPRETIVE APPROACHES AND RULES	
What we mean by "interpretive approaches and rules" and how should legislative drafters take this into account	1 ☐ 2 ☐ 3 ☐ 4 ☐
What a purpose clause is and when and how we draft one	1 ☐ 2 ☐ 3 ☐ 4 ☐
What application provisions are and when and how we draft them	1 ☐ 2 ☐ 3 ☐ 4 ☐
17 WORKING WITH CONSTITUTIONS, FUNDAMENTAL RIGHTS AND FREEDOMS, AND INTERNATIONAL STANDARDS	
How do we work with the Constitution and what are legislative drafters' responsibilities?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How do we work with fundamental rights and freedoms?	1 ☐ 2 ☐ 3 ☐ 4 ☐
Understanding international standards on human rights and how they affect domestic law.	1 ☐ 2 ☐ 3 ☐ 4 ☐
18 PRELIMINARY PROVISIONS, FINAL PROVISIONS AND SCHEDULES	
What matters are contained in preliminary or final provisions and how we draft them	1 ☐ 2 ☐ 3 ☐ 4 ☐
What schedules to legislative texts are and when and how we draft them	1 ☐ 2 ☐ 3 ☐ 4 ☐
19 RETROACTIVE, RETROSPECTIVE AND EXTRA-TERRITORIAL LEGISLATION	
When should retroactive or retrospective provisions be drafted?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How should extension provisions be drafted?	1 ☐ 2 ☐ 3 ☐ 4 ☐
20 AMENDMENT, TRANSITIONAL, REPEAL AND SAVING PROVISIONS	
What are amending and transitional provisions and how are they arranged?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How do repeals and amendments differ?	1 ☐ 2 ☐ 3 ☐ 4 ☐
What can go wrong when drafting repeals and amendments?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How do saving provisions differ from other transitional provisions?	1 ☐ 2 ☐ 3 ☐ 4 ☐
21 DRAFTING COMPLIANCE AND PENAL PROVISIONS	
When are penal provisions likely to be useful?	1 ☐ 2 ☐ 3 ☐ 4 ☐
What alternatives are there to penal provisions?	1 ☐ 2 ☐ 3 ☐ 4 ☐
What steps should we take to determine the content of penal provisions?	1 ☐ 2 ☐ 3 ☐ 4 ☐

Subject *(Please choose the appropriate response for each item)*	Importance rating 1 = Not Important; 2 = Important; 3 = Very Important; 4 = Very Important and Urgent.
22 SUBSIDIARY LEGISLATION	
How should we approach the drafting of subsidiary legislation?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How do we check to prevent unauthorised subsidiary legislation?	1 ☐ 2 ☐ 3 ☐ 4 ☐
23 POLICY DEVELOPMENT AND LEGISLATIVE DRAFTING INSTRUCTIONS	
How is a policy option developed into an operational scheme?	1 ☐ 2 ☐ 3 ☐ 4 ☐
How should drafting instructions be provided?	1 ☐ 2 ☐ 3 ☐ 4 ☐
What questions should instructions answer and what if they are incomplete?	1 ☐ 2 ☐ 3 ☐ 4 ☐
What should we be looking for when analysing instructions?	1 ☐ 2 ☐ 3 ☐ 4 ☐

24 INTERNATIONAL DRAFTING STANDARDS	
Would you be interested in taking seminars on international drafting practices such as: =>	*Please choose all that apply* ☐ Uniform Law Conference of Canada Drafting Conventions. ☐ Guide to Making Federal Acts and Regulations. ☐ Department of Justice Manual - Legislative Drafting (including "Legistics"). ☐ Statutory Instruments Act. ☐ Federal Cabinet Directive on Law Making. ☐ Others (Please specify)…………………………………………………………………………………
25 POSSIBLE PILOT PROJECTS	
Do you think any of the following pilot projects may be helpful : =>	*Please choose all that apply* ☐ In-person coaching and mentoring by a legislative drafting expert with expertise in drafting specific laws. ☐ Video conference consultation with a legislative drafting expert to respond to particular questions that arise during your drafting work. ☐ Email consultation with a legislative drafting expert to respond to particular questions that arise during your drafting work. ☐ In-person coaching by a team of experts composed of one policy development expert and one legislative drafting expert. ☐ Video conference consultation with a team of experts composed of one policy development expert and one legislative drafting expert. ☐ Email consultation with a team of experts composed of one policy development expert and one legislative drafting expert. ☐ Other (please specify)………………………………………………………………………………………
26 INTERPERSONAL SKILLS	
Would you be interested in attending seminars, workshops, or other education and training initiatives designed to develop	*Please choose all that apply* ☐ communication skills ☐ collaborative teamwork ☐ team leadership

your skills in the following areas? =>	☐ project design and management ☐ conflict management and resolution Additional comments and suggestions (please specify) …………………………………………………………………………………………
27	
With respect to your drafting responsibilities, do you have any particular needs/challenges (including new challenges resulting from the implementation of the new *Law on Promulgation of Legal Normative Documents*) that should be taken into consideration by the NLD Project in developing training courses that meet your expectations? =>	*Please write your answer here:*
28	
Do you have any additional comments or other topics you would like to suggest? =>	*Please write your answer here:*

Thank you for completing this survey.

<p style="text-align:center">**SURVEY OF NEEDS TO BUILD ACTIVITIES**</p>

<p style="text-align:center">**[TEMPLATE]**</p>

Developed by Isabeau Vilandre

A. Introduction:

This survey is aimed at collecting assessment from the Project's partner agencies on their needs for various interventions/activities for the annual planning. Your feedback will be synthesized and provide input for the process of designing activities in the Project's three domains: Strategic Planning, Policy Making and Legislation.

There are three main sections in this survey.

SECTION B: STRATEGIC PLANNING

B1. The current level of your organization in the field of strategic planning

Current Organizational Performance in	Performance Rating *[1 = Unsatisfied; 2 = Moderately performed; 3 = Performed; 4 = Highly performed]*
Long-term planning	1 ☐ 2 ☐ 3 ☐ 4 ☐
Gender sensitive analysis in planning	1 ☐ 2 ☐ 3 ☐ 4 ☐
Results-based Monitoring and Reporting	1 ☐ 2 ☐ 3 ☐ 4 ☐
Change Management in Tranformation Process	1 ☐ 2 ☐ 3 ☐ 4 ☐
Strategic Human Resource Management	1 ☐ 2 ☐ 3 ☐ 4 ☐
Others (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

B2. The importance of building the organizational capacity in the field of strategic planning

Competence to be built	Importance rating *1 = Not Important; 2 = Important; 3 = Very Important; 4 = Very Important and Urgent.*
Long-term planning	1 ☐ 2 ☐ 3 ☐ 4 ☐
Gender sensitive analysis in planning	1 ☐ 2 ☐ 3 ☐ 4 ☐
Results-based Monitoring and Reporting	1 ☐ 2 ☐ 3 ☐ 4 ☐
Change Management in Tranformation Process	1 ☐ 2 ☐ 3 ☐ 4 ☐
Strategic Human Resource Management	1 ☐ 2 ☐ 3 ☐ 4 ☐
Others (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

B3. Do you think any of the capacity building may be appropriate to build organizational capacity in the field of strategic planning

Type of Technical Support/Capacity Building Activities	Appropriateness Rating *1 = Not appropriate; 2 = Limited appropriate; 3 = Appropriate; 4 = Very appropriate.*
A review (study) on the current planning methods and practices	1 ☐ 2 ☐ 3 ☐ 4 ☐
(3 months or more) Training	1 ☐ 2 ☐ 3 ☐ 4 ☐
Short – term training (less then three months)	1 ☐ 2 ☐ 3 ☐ 4 ☐
Structured Study Tour	
In-person coaching and mentoring by an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Video conference consultation with an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Email consultation with an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Provide short-term expert(s) to work in-house at your organization in collaboration with the task-force	1 ☐ 2 ☐ 3 ☐ 4 ☐
Other (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

B4. Other information

How many people you are expecting to send them to the activities?	☐ Less than 5 people ☐ 5 – 10 ☐ 11 - 20 ☐ More than 20
How many of them are?	☐ Leaders ☐ Manager ☐ Senior staff ☐ Junior staff ☐ Others (specify)
If the activities are dully organized in the coming planning year, when will your organization initiate the new cycle of planning that apply the strategic approach as newly introduced?	☐ Less than 6 months. ☐ 6 months – 1 year ☐ More than 1 year ☐ Unclear
Can you think of any other initiatives that might be helpful to the Project in order to provide capacity building to the partner agencies?	*Please write your answer here:*

SECTION C: POLICY MAKING

C1. The current level of your organization in the field of policy making

Current Organizational Performance in	Performance Rating *[1 = Unsatisfied; 2 = Moderately performed; 3 = Performed; 4 = Highly performed]*
Conduct policy research and analysis	1 ☐ 2 ☐ 3 ☐ 4 ☐
Conduct policy impact assessments	1 ☐ 2 ☐ 3 ☐ 4 ☐

Gender integration in policy making	1 ☐ 2 ☐ 3 ☐ 4 ☐
Conduct policy appraisal	1 ☐ 2 ☐ 3 ☐ 4 ☐
Conduct consultations with citizens and the private sector throughout policy development processes	1 ☐ 2 ☐ 3 ☐ 4 ☐
Others (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

C2. The importance of building the organizational capacity in the field of policy making

Competence to be built	Importance rating *1 = Not Important; 2 = Important; 3 = Very Important; 4 = Very Important and Urgent.*
Conduct policy research and analysis	1 ☐ 2 ☐ 3 ☐ 4 ☐
Conduct policy impact assessments	1 ☐ 2 ☐ 3 ☐ 4 ☐
Gender integration in policy making	1 ☐ 2 ☐ 3 ☐ 4 ☐
Conduct policy appraisal	1 ☐ 2 ☐ 3 ☐ 4 ☐
Conduct consultations with citizens and the private sector throughout policy development processes	1 ☐ 2 ☐ 3 ☐ 4 ☐
Others (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

C3. Do you think any of the capacity building may be appropriate to build organizational capacity in the field of policy making

Type of Technical Support/Capacity Building Activities	Appropriateness Rating *1 = Not appropriate; 2 = Limited appropriate; 3 = Appropriate; 4 = Very appropriate.*
A review (study) on the current policy making methods and practices	1 ☐ 2 ☐ 3 ☐ 4 ☐
Development of tools for policy development (including gender integration in policy making)	1 ☐ 2 ☐ 3 ☐ 4 ☐
(3 months or more) Training	1 ☐ 2 ☐ 3 ☐ 4 ☐
Short – term training (less then three months)	1 ☐ 2 ☐ 3 ☐ 4 ☐
Structured Study Tour	
In-person coaching and mentoring by an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Video conference consultation with an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Email consultation with an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Provide short-term expert(s) to work in-house at your organization in collaboration with the task-force	1 ☐ 2 ☐ 3 ☐ 4 ☐
Other (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

C4. Other information

How many people you are expecting to send them to the activities?	☐ Less than 5 people ☐ 5 – 10 ☐ 11 - 20 ☐ More than 20
How many of them are?	☐ Leaders ☐ Manager ☐ Senior staff ☐ Junior staff ☐ Others (specify)
If the activities are dully organized in the coming planning year, when will your organization initiate the new cycle of policy development and apply the new methods introduced?	☐ Less than 6 months. ☐ 6 months – 1 year ☐ More than 1 year ☐ Unclear
Can you think of any other initiatives that might be helpful to the Project in order to provide capacity building to the partner agencies?	*Please write your answer here:*

SECTION D: LEGISLATION DRAFTING

D1. The current level of your organization in the field of legislation drafting

Current Organizational Performance in	Performance Rating *[1 = Unsatisfied; 2 = Moderately performed; 3 = Performed; 4 = Highly performed]*
Draft legal normative documents in accordance with the approved policy	1 ☐ 2 ☐ 3 ☐ 4 ☐
Draft legal normative documents in accordance with recognized standards	1 ☐ 2 ☐ 3 ☐ 4 ☐
The use of gender sensitive language in legal normative documents drafting	1 ☐ 2 ☐ 3 ☐ 4 ☐
Legislative drafting processes	1 ☐ 2 ☐ 3 ☐ 4 ☐
Legislative drafting coordination amongst ministries	1 ☐ 2 ☐ 3 ☐ 4 ☐
Legislative drafting coordination between central and local levels	1 ☐ 2 ☐ 3 ☐ 4 ☐
Others (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

D2. The importance of building the organizational capacity in the field of legislation drafting

Competence to be built	Importance rating *1 = Not Important; 2 = Important; 3 = Very Important; 4 = Very Important and Urgent.*
Draft legal normative documents in accordance with the approved policy	1 ☐ 2 ☐ 3 ☐ 4 ☐

Draft legal normative documents in accordance with recognized standards	1 ☐ 2 ☐ 3 ☐ 4 ☐
The use of gender sensitive language in legal normative documents drafting	1 ☐ 2 ☐ 3 ☐ 4 ☐
Legislative drafting processes	1 ☐ 2 ☐ 3 ☐ 4 ☐
Legislative drafting coordination amongst ministries	1 ☐ 2 ☐ 3 ☐ 4 ☐
Legislative drafting coordination between central and local levels	1 ☐ 2 ☐ 3 ☐ 4 ☐
Others (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

D3. Do you think any of the capacity building may be appropriate to build organizational capacity in the field of legislation drafting

Type of Technical Support/Capacity Building Activities	Appropriateness Rating 1 = Not appropriate; 2 = Limited appropriate; 3 = Appropriate; 4 = Very appropriate.
A review (study) on the current situation	1 ☐ 2 ☐ 3 ☐ 4 ☐
Development of tools for legislation drafting	1 ☐ 2 ☐ 3 ☐ 4 ☐
(3 months or more) Training	1 ☐ 2 ☐ 3 ☐ 4 ☐
Short – term training (less then three months)	1 ☐ 2 ☐ 3 ☐ 4 ☐
Structured Study Tour	
In-person coaching and mentoring by an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Video conference consultation with an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Email consultation with an expert or a combined team of experts	1 ☐ 2 ☐ 3 ☐ 4 ☐
Provide short-term expert(s) to work in-house at your organization in collaboration with the task-force	1 ☐ 2 ☐ 3 ☐ 4 ☐
Other (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

D4. Other information

How many people you are expecting to send them to the activities?	☐ Less than 5 people ☐ 5 – 10 ☐ 11 - 20 ☐ More than 20
How many of them are?	☐ Leaders ☐ Manager ☐ Senior staff ☐ Junior staff ☐ Others (specify)

If the activities are dully organized in the coming planning year, when will your organization apply the new methods/standards/procedures introduced?	☐ Less than 6 months. ☐ 6 months – 1 year ☐ More than 1 year ☐ Unclear
Can you think of any other initiatives that might be helpful to the Project in order to provide capacity building to the partner agencies?	*Please write your answer here:*

Thank you for completing this survey.

PROJECT ACTIVITY PLANNING AND REPORTING

Developed by Isabeau Vilandre

A. Activity General Information

Component	[Insert number and name of the Component from Project Implementation Plan (1000, 2000, 3000 or 4000)
Activity code and name	[Insert Activity code and name from Work Breakdown Structure (WBS)
Link to other Activities	[Insert the code and the name of the WBS-linked activities, it any]
Activity Implementing Partner	[Insert partner who is in charge of implementing the activity]
Activity is directly contributed to (and measured by indicators)	Output: [insert Code and name of the related Output from the Logic Model] Output Indicator [insert the code and name of the output indicators from the Performance Measurement Framework (PMF)]
Activity is indirectly contributed to (and measured by indicators)	Immediate outcome [insert Code and name of the related immediate outcome from the Logic Model] Immediate outcome indicator [insert the code and name of the immediate outcome indicators from the Performance Measurement Framework (PMF)
Project Officer(s) in charge	[Full name and position]

B. Activity Planning and Reporting

	Planned *[The plan is completed on dd/mm/yy]*	Actual Implementation (Reporting) *[The report is completed on dd/mm/yy]*
Date/Place	Start date: Completion date: Place:	Actual start date: Actual Completion date: Actual Place:
Participants	Total number (M/F): Agencies/Directorates/Organizations (that the participants are working at) The positions of the key participants (if those participants are influential to the success of the activity):	Actual total number (M/F): Actual Agencies//Directorates/Organizations (that sent participants): The key participants actually involved [if not as planned, give a brief explanation]:
Activity Objective	[Describe what this activity attempts to achieve in the context of the expected corresponding Output and Immediate Outcome as pertains to the PMF indicators?]	[Describe if the activity achieves its intended objective as planned or not. If not, give brief explanation what is the gap.]

	Planned *[The plan is completed on dd/mm/yy]*	Actual Implementation (Reporting) *[The report is completed on dd/mm/yy]*
Activity Methods	[Describe how activity is going to be implemented (E.g. is it a one-week training, a two-day workshop, a round-table, consultations with the citizens in the regions) and critical steps to complete the activity]	[Describe the actual steps taken to complete the activity and the methods applied. If there is change between the actual steps/methods and the planned, explain if the actual implementation is effective/efficient or not]
Inputs required/ Budget	Number of working days - Local expert(s): - International expert(s): - Partner staff/resource person (if any) - Other HR: Special inputs from[1]: - Local expert(s): - International expert(s): - Partner staff/resource person (if any): - Other HR: Key documents (if any): Total budget required:	Actual working days of - Local expert(s): - International expert(s): - Partner staff/resource person (if any): - Other HR: Actual inputs provided from: - Local expert(s): - International expert(s): - Partner staff/resource person (if any): - Other HR: Actual key documents made available for the activity (if any): Actual cost spent: [Explain briefly the reason for any remarkable difference between the planned inputs/budget and the actual inputs/cost]
Cross cutting issue (Gender Integration and Environment)	Few questions should be answered here: - How will this activity integrate gender-related issues/promote equality between males and females? - Will the activity involve any gender-based analysis? - How will this activity consider environmental impacts?	[Describe the actual gender integration/environment issues has been integrated in this activity]
Activity Evaluation	List the criteria which measure the success of the activity: - The completion of deliverables on schedule (name the produced materials/tangible products such as reports, reviews, materials, presentation and the completion dates of each deliverable) - The level of satisfaction of the partner on the produced materials/tangible products [expected level of 4 'satisfied''] Name the tools to be used for activity evaluation if any (such as Training Evaluation Sheet)	Describe: - The **actual** completion of deliverables (name the produced materials/tangible products and the **actual** date of submission) - The **actual** level of satisfaction of the partner on the produced materials/tangible products: as by interviews or from the evaluation sheet. If the deliverables are handed behind schedule, explain the reason; If the satisfaction of the partner is below level 4, explain the reason; what can be improvable. **The achievement of related Output:**

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[1] This information is useful for preparing TORs for local/international expert(s)

	Planned *[The plan is completed on dd/mm/yy]*	Actual Implementation (Reporting) *[The report is completed on dd/mm/yy]*
		- Describe to what extent the related Output Indicator has been achieved as mentioned in the above sections
Communication/Knowledge Management and Lessons learnt (*ony applied for reporting)*	Discuss the communication of the activity: - Who are the direct stakeholders that will be targeted to receive information of the activity? - How will the produced materials be archived and disseminated? - Will a wider audience be targeted to receive information about the activity?	**Communication:** Describe if having completed the activity, the communication of the activity have been conducted as planned or not. [This cell can be filled in one month after the activity has been completed.] **Lessons learned:** include lessons that are useful for the future activities.

<div align="center">

PRE AND POST REVIEW OF ACTIVITY CONDUCTED

[To be customized to fit with particular activity. Below is the example for the Activity of Development of the New Organizational Structure]

</div>

Developed by Isabeau Vilandre

Introduction: This survey is aimed to collect feedback of the Project's partner agencies at the beginning and the conclusion of any activity delivered within the Project Work Breakdown Structure (WBS).

Respondent Information (Check the box that applies or give the specific information where appropriate)

Date: dd/mm/yy   : _____

Full Name   : _____

Sex   : Female ☐ Male ☐

Organization/Institution   : _____

Current position   : _____

SECTION A: PRE_REVIEW

A1. Indicate your satisfaction with	Your satisfaction rating *1 = Not at all; 2 = Very little; 3 = Moderate; 4 = High;*
The current organizational structure	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
The structure of the board of director	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
The current staffing (number and qualification of the current employees in your organization)	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
The compensation system	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
The system of responsibility division (Job-Description)	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
The internal regulations and code of conducts	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
The HR development policies	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
The policy for junior/newly employees	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
The policy for consultants/advisors and volunteers	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:
Other (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐ Please specify how:

A2. Indicate your expectation to the activities and the level of importance to your organization

Your specific expectations [to be inserted by the interviewees]	Importance rating *1 = Not Important; 2 = Important; 3 = Very Important; 4 = Very Important and Urgent.*
	1 ☐ 2 ☐ 3 ☐ 4 ☐
	1 ☐ 2 ☐ 3 ☐ 4 ☐
	1 ☐ 2 ☐ 3 ☐ 4 ☐
	1 ☐ 2 ☐ 3 ☐ 4 ☐

	1☐ 2☐ 3☐ 4☐
	1☐ 2☐ 3☐ 4☐

SECTION B: POST_REVIEW [SATISFACTION OF THE RESULTS OF THE ACTIVITY]

B.1 The achievement of your expectation at the completion of the activity

Your specific expectation [to be copied from the A.2]	Importance rating *1 = Not achieved; 2 = Limited achieved; 3 = Achieved; 4 = Fully Achieved*
	1☐ 2☐ 3☐ 4☐
	1☐ 2☐ 3☐ 4☐
	1☐ 2☐ 3☐ 4☐
	1☐ 2☐ 3☐ 4☐
	1☐ 2☐ 3☐ 4☐

B.2 The Level of satisfaction with the results of the activities	Satisfaction Rating *1 = Not at all; 2 = Very little; 3 = Moderate; 4 = High;*
The new organizational structure	1☐ 2☐ 3☐ 4☐
The new structure of the board of director	1☐ 2☐ 3☐ 4☐
The new staffing (number and qualification of the current employees in your organization)	1☐ 2☐ 3☐ 4☐
The new compensation system	1☐ 2☐ 3☐ 4☐
The new system of responsibility division (Job-Description)	1☐ 2☐ 3☐ 4☐
The new internal regulations and code of conducts	1☐ 2☐ 3☐ 4☐
The new HR development policies	1☐ 2☐ 3☐ 4☐
The new policy for junior/newly employees	1☐ 2☐ 3☐ 4☐
The new policy for consultants/advisors and volunteers	1☐ 2☐ 3☐ 4☐
Other (specify)	1☐ 2☐ 3☐ 4☐

B.4 The effectiveness of the Technical Support deployed in this activity	Appropriateness Rating *1 = Not appropriate; 2 = Limited appropriate; 3 = Appropriate; 4 = Very appropriate.*
The situation review (study) on the current	1☐ 2☐ 3☐ 4☐
Training and workshop	1☐ 2☐ 3☐ 4☐
Consultations	
In-person coaching and mentoring by the combined team of experts	1☐ 2☐ 3☐ 4☐
Video conference consultation with the combined team of experts	1☐ 2☐ 3☐ 4☐
Experts work in-house at your organization in collaboration with the task-force	1☐ 2☐ 3☐ 4☐
Other (specify)	1☐ 2☐ 3☐ 4☐

B.5 The quality of the experts and resource persons	Rating *(1 = incapable; 2 = limitedly capable; 3 = moderately capable; 4 = capable)*
Knowledge	1☐ 2☐ 3☐ 4☐
Practical experience	1☐ 2☐ 3☐ 4☐

B.5 The quality of the experts and resource persons	Rating *(1 = incapable; 2 = limitedly capable; 3 = moderately capable; 4 = capable)*
Facilitation skills	1 ☐ 2 ☐ 3 ☐ 4 ☐
Teamwork and Collaboration	1 ☐ 2 ☐ 3 ☐ 4 ☐
Time management	1 ☐ 2 ☐ 3 ☐ 4 ☐
Product delivery	1 ☐ 2 ☐ 3 ☐ 4 ☐
Other (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

B.6 The quality of the Project Office Support in terms of	Rating *(1 = incapable; 2 = limitedly capable; 3 = moderately capable; 4 = capable)*
Travelling	1 ☐ 2 ☐ 3 ☐ 4 ☐
Documents	1 ☐ 2 ☐ 3 ☐ 4 ☐
Accommodation	1 ☐ 2 ☐ 3 ☐ 4 ☐
Communication	1 ☐ 2 ☐ 3 ☐ 4 ☐
Working spaces and facilities	1 ☐ 2 ☐ 3 ☐ 4 ☐
Others (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐

B.7 Suggestions for improvement

Thank you for your kind cooperation!

TIMELINE AND ROADMAP FOR PROJECT REPORTING_ Developed by Isabeau Vilandre

The reporting schedule below is as per the Agreement, which the Project agrees to. However, the timing of the production of the project Midyear and Annual Reports will be harmonized with the MoMPNG's reporting under the GTP2 – i.e., early July and early January – so as to streamline the collection of data relating to progress toward shared outcomes and objectives, to allow the data collection process to be used to build sustainable reporting and analysis capacity within the MoMPNG, and to avoid duplication of

TIMELINE	150 days after Assignment signed	DECEMBER 31ST (AND JULY 30TH)	MARCH 31ST	JULY 30TH	JULY 2021
FREQUENCY	ONCE	EVERY 6 MONTHS	EVERY 12 MONTHS	EVERY 12 MONTHS	ONCE
REPORT	BASELINE REPORT	SIX MONTH REPORT	(INITIAL) ANNUAL REPORT	ANNUAL REPORT	PROJECT END REPORT
FOCUS/HIGHLIGHT	Measuring the value for each and every indicator of the Performance Measurement Framework at outcomes level (immediate, intermediate and ultimate) and outputs where relevant	Progress on activities, outputs, immediate outcomes for the previous semester	Progress on activities, outputs (with estimate to the year end by July)	Progress on activities, outputs, immediate outcomes for the previous year	Cumulates and updates information from previous reports
	Data from comparison group to enable the measurement of counterfactuals.	Financial information for the previous semester	Financial information for the previous year (with estimate to the year end by July)	Financial information for the previous	Adding more information on design, methodology, program delivery
	Involving measurement of people must be sex- disaggregated		A review of immediate and intermediate outcomes and communication	A review of immediate and intermediate outcomes	Success factors, and lessons learned
			Basic information about the Project for communication purpose	Lesson learns	

OUTLINES					
	1. Cover page and table of contents **2. Executive summary** 2.1 Project description and context 2.2 Outcomes (ultimate, intermediate and immediate) **3. Project context** **4. Expected Outcomes and baseline** (Value of the indicators at the project outset and targets; relevant analysis) 4.1 Ultimate outcomes and baseline 4.2 Intermediate outcomes 4.3 Immediate outcomes 4.4 Outputs (if relevant) **5. Recommendations** 5.1 Data collection coordination 5.2 MoMPNG Partners Engagement 5.3 Canadian Engagement **6. Appendices** PMF update	**1. Cover Page and Table of Contents** **2. Executive Summary** 2.1 Short description of the Project 2.2 Key messages and issues (covering both operations and outcomes) **3. Project Description and Context** 3.1 Rationale 3.2 Context 3.3 Expected Outcomes (and the expected reach of the Project) **4. Operations for the last semester** 4.1 Progress on Implementation: The activities undertaken and outputs achieved in relation to the annual work plan. Variances between what was planned (Annual Work Plan) and what was accomplished Strengths and weaknesses in terms of output delivery Problems and difficulties encountered The priority areas that require improvement 4.2 Management Issues and Adjustments Immediate or short-term management issues affecting the evolution of the Project and its ability to achieve Project outcomes (how the Project is dealing with these issues or proposing to deal with them) (Needed, if any) Adjustments needed to the Logic Model, Risk Registry or Performance Measurement Framework Crosscutting themes of gender equality, environment and governance Adjustments proposed or implemented Lessons learned 4.3 Financial Report Actual costs incurred for the completed period, as compared to the forecast (Form B); Project-to-date actual costs as compared to budget (Form A); Year-to-date costs as of the date of the report, and updated forecast for the remaining quarters of the current Project year and the first quarter of the following Project year (Form A) Analytical comments on financial information concerning variances between forecasted and actual expenditures. **5. Outcomes** Overview of the Project's key achievements at the immediate outcome level over the semester **6. Appendices** 6.1 Activities and sub-activities 6.2 Part of PMF - Outputs and (intermediate) outcomes	**1. Implementation Progress** The activities undertaken and outputs achieved in relation to the annual work plan (with an estimate to the end of the project year – July) **2. Financial Report (Form E)** A comparison between the forecasted costs and the actual costs for the year just completed (with an estimate to the end of the project year – July) **3. Achievement of the expected results,** for each output and outcome, provide the following: Provide an Evidence-based narrative that describes the progress made during this reporting period on or towards achieving the outcome or output using the performance data collected on the indicators identified in the PMF. Progress from Project inception to date (Cumulative): Provide an evidence-based narrative that describes the progress made (from Project inception to date) on or towards achieving the output or outcome using the performance data collected on the indicators identified in the Performance Measurement Framework **4. Communications** For donor to publish basic information about the Project on the Internet: Web Description, Sector Information, Expected Results and a Statement of Cumulative Results Achieved; References to additional materials developed for communications purposes or to testimonials that help to validate Project results or confirm their value to stakeholders.	**1. Cover Page and Table of Contents** **2. Executive Summary** 2.1 Short description of the Project 2.2 Key messages and issues (covering both operations and outcomes to date, some discussion of challenges encountered) **3. Project Description and Context** 3.1 Rationale 3.2 Context 3.3 Expected Outcomes (and the expected reach of the Project) **4. Operations** 4.1 Progress on Implementation The activities undertaken and outputs achieved in relation to the annual work plan. Variances between what was planned (Annual Work Plan) and what was accomplished Strengths and weaknesses in terms of output delivery Problems and difficulties encountered The priority areas that require improvement 4.2 Management Issues and Adjustments Immediate or short-term management issues affecting the evolution of the Project and its ability to achieve Project outcomes (how the Project is dealing with these issues or proposing to deal with them) (Needed, if any) Adjustments needed to the Logic Model, Risk Registry or Performance Measurement Framework GAC's three crosscutting themes of gender equality, environment and governance Adjustments proposed or implemented 4.3 Financial Report (Form E) A comparison between the forecasted costs and the actual costs for the year just completed; Analytical comments on financial information concerning variances between forecasted and actual expenditures, successes or problems encountered in implementing activities and actions taken. Forecast for coming Project year; A list of the other sources of funding for the Project year just completed. **5. Outcomes** Outcomes achieved (including an overview of the Project's key achievements cumulatively and during the last year, and a snapshot of progress on Project outcomes) **6. Lesson learnt** Reflections on experience to date Areas for improvement and recommendations for any adjustments required in the next annual work plan. **7. Appendices** 7.1 Communications (text that GAC can use to publish basic information about the Project on the Internet through the Project Browser, including Web Description, Sector Information, Expected Results and a Statement of Cumulative Results Achieved; References to additional materials developed for communications purposes or to testimonials); 7.2 Latest version of the Logic Model, PMF and Risk Register 7.3 Achievement of the expected results, for each output and outcome, provide the following: Provide an Evidence-based narrative that describes the progress made during this reporting period on or towards achieving the outcome or output using the performance data collected on the indicators identified in the PMF. Progress from Project inception to date (Cumulative): Provide an evidence-based narrative that describes the progress made (from Project inception to date) on or towards achieving the output or outcome using the performance data collected on the indicators identified in the Performance	**1. Cover Page and Table of Contents** **2. Executive Summary** 2.1 Short description of the Project 2.2 Key messages and issues (covering both operations and outcomes to date, some discussion of challenges encountered) 3. 3. Project Description and Context 3.1 Rationale 3.2 Context 3.3 Expected Outcomes (and the expected reach of the Project) **4. Operations** 4.1 Progress on Implementation The activities undertaken and outputs achieved in relation to the Project Implementation Plan Variances between what was planned (Annual Work Plan) and what was accomplished Strengths and weaknesses in terms of output delivery Problems and difficulties encountered The priority areas that require improvement 4.2 Management Issues and Adjustments Immediate or short-term management issues affecting the evolution of the Project and its ability to achieve Project outcomes (how the Project is dealing with these issues or proposing to deal with them) (Needed, if any) Adjustments needed to the Logic Model, Risk Registry or Performance Measurement Framework GAC's three crosscutting themes of gender equality, environment and governance Adjustments proposed or implemented 4.3 Final Financial Report (Form C) An account of actual disbursements on the basis of a line item breakdown, in comparison to the budgetary estimates Brief analysis of initial budget forecasts as set out in Appendix C to the Agreement, compared to actual disbursements, for the Project as a whole as well as for each of the main set of activities and for each of the intermediate outcomes. An analysis of significant variances shall be provided. Advance Request and Reconciliation (Form D), if applicable, as support documentation for the final amount due. **5. Outcomes** 5.1 Highlights, including a recap of expected results and an overview of the Project's key achievements over the life of the Project 5.2 An analysis of Project performance, providing a self-assessment of the Project, using the following set of criteria: a) relevance and importance, b) appropriateness of design, c) sustainability, d) partnership, e) innovation, f) value-for-money and g) informed and timely action. **6. Lesson learnt and recommendations** 6.1 Reflections on experience to date 6.2 Future plans to build on the Project's achievements 6.3 Policy recommendation emerging from the Project **7. Appendices** 7.1 Communications Text that GAC can use to publish basic information about the Project on the Internet through the Project Browser, including Web Description, Sector Information, Expected Results and a Statement of Cumulative Results Achieved; References to additional materials developed for communications purposes or to testimonials); Press releases or other statements made to recognize GAC's Contribution to the Project. 7.2 Result and Risk Management Tools The final approved version of the Logic Model, PMF and Risk Register, including any revisions. Notes on historical changes may be provided if deemed necessary. 7.3 Annex on Outputs and Outcomes, for each output and outcome, provide the following: Cumulative Results: Provide an evidence-based narrative that describes cumulative results achieved from Project inception to date using the qualitative and quantitative performance data collected on the indicators identified in the Performance Measurement Framework. Variance and Unexpected Outcomes 7.4 List of Partners 7.5 List of all Project and technical reports 7.6 List of all Subcontractors: List Canadian, non-Canadian or international, and local Subcontractors, by support provided. 7.7 Cost-sharing 7.8 Intellectual Property Rights Distribution and Transfer of Project Assets, including location.

TIMELINE AND ROADMAP of PARTNER's REPORTING

TIMELINE	8 JULY 2015	DECEMBER 31ST (AND JULY 8TH)	JULY 8TH	JULY 2020
FREQUENCY	ONCE	EVERY 6 MONTHS	EVERY 12 MONTHS	ONCE
REPORT	BASELINE REPORT	SIX MONTH REPORT	ANNUAL REPORT	5 YEAR GTP II END REPORT
FOCUS/HIGHLIGHT	Measuring the baseline for each and every indicator of the GTP II (09 Annexed Tables of GTP II provide the sector performance indicators)	Progress on program implementation (activities) and the indicators at low level for the previous semester (data to be updated following the 09 Annexed Tables of GTP II which provide the performance indicators)	Progress on program implementation (activities) and the indicators at all levels; Data to be updated following the 09 Annexed Tables of GTP II which provide the performance indicators and the data on the sector contribution to economic growths (goals) to be updated and analysied	Cumulates and updates information from previous reports