Accountability, Equity, Inclusion and Conflict

Instructions

General Instructions:

● The 3MDG AEI&CS Assessment tool is to be used and completed by the AEI&C
to discuss and ask the opinions of four groups of people: Project SMT, Field staff,

● All questions refer to the 3MDG project except where otherwise noted (i.e. orga

● The only cells on this tool in which data can be added are colored in pale green

● Fill out the Operating Definitions prior to conducting interviews.

● Fill out the Methodology Form after conducting each interview. The completed M

Tool Instructions - Section 1:

● The AEI & CS Assessment Team Leader should start with completion of Section

    a. Name of Implementing Partner**:** Insert the name of their organisation that i

    b. Date when AEI & CS Assessment Tool is completed: Insert the date that t

    c. Year of AEI & CS Assessment (2015 or 2016): Indicate which year the AE

    d. Organisation Leading the Assessment: This could be 3MDG's Implementi

    e. Name and position of AEI & CS Assessment Team Leader: Indicate the n

Tool Instructions - Section 2:

● The AEI & CS Assessment Team Leader together with the Assessment team sh

    a. Use the inputs from the 4 discussion groups to score each indicator. Choc
Note that levels are additive, meaning that a Level 4 score assumes all previ

    b. Use the drop down box to designate a score (on the 0-4 scale) for the orga
relevant to project/organization. Please explain NA in Notes section.

    c. This should be done for all indicators applicable to the project/ organizatio

● In order to score their organisation's performance against any single indicator (c

    a. Review information from the discussions with PSMT, Field Staff, Commun

    b. Aggregate the PSMT, Field Staff, Communities and Partners to determine
best reflects for this indicator.

● Once a score has been designated for an indicator, the AEI & CS Assessment T
column. This should be done for EVERY indicator for which as organisation is des

● It is recommended to complete one standard before moving on to the next.

● Subtotal scores for each standard, Total Score and Percentage (%) will be auto

What's next?

● Once the AEI & CS Assessment Team Leader has completed this tool, he/she s
& CS Assessment Coordination Group to ensure agreement and consensus.

● Once consensus is agreed among the AEI&CS Assessment Coordination Grou
tool (Excel file) along with completed operating definitions and methodology form t

CS Assessment Team Leader. In order to complete the tool, it is necessary
Intended Project Beneficiaries, and Partners.
nizational policy)
.

Methodology Form should be sent along with the completed tool.

1 as follows:
is being assessed
he 3MDG AEI&CS Assessment Tool is completed
I&CS Assesment is conducted (2015 or 2016)
ng Partner or an external organisation
ame and position of the AEI&CS Assessment Team Leader

ould then complete Section 2 as follows:
se the level that best reflects the reality of your organization/ the project.
ous levels are also true (except for Level 0).

anisation's performance on that indicator. Select NA when indicator is not

n.

on the 0-4 scale), the AEI & CS Assessment Team Leader should first:

ities and Partners in order to indicate the score.
a score (on the 0-4 scale) that he/she (the AEI & CS team leader) feels

Team Leader should indicate the reasons/evidence for the score in the Notes
ignated a score.

omatically calculated.

should review scores, reasons and evidence for each indicator, with the AEI

p, the AEI&CS Assessment Team Leader should send the final assessment
:o Dr. Cho Zin Than (**czinthan@pactworld.org**)