

# *National Monitoring & Evaluation Report* 2011 Mid-Year MDA Scorecard Form



## **National Planning Commission** *The Presidency*

### **SECTION A: SIGNATURES**

Name of Ministry/Department/Agency: \_\_\_\_\_

Honorable Minister's Name: \_\_\_\_\_

Honorable Minister's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Secretary's Name: \_\_\_\_\_

Permanent Secretary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Note: If the MDA is not overseen by a Minister/Permanent Secretary, this section should be signed by the MDA's ranking official instead.)*

## SECTION B: MDA INFORMATION

--- MDA ---	
Name	
Acronym	
Address	
Mission Statement	
Agencies/Parastatals under responsibility	

--- CONTACT OFFICER ---	
Name	
Designation	
Phone	
Email	



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## Section C: **OUTCOMES** Key Performance Indicators (KPIs)

*Please read the notes below before completing!*

Name of Outcome KPI	2010 Baseline		June 2011 Report		Planned Targets			
	Actual Data (2010)	Source of Data	Actual Data (June 2011)	Source of Data	2011	2012	2013	2020
<b>Outcome 1</b>								
<b>Outcome 2</b>								
<b>Outcome 3</b>								
<b>Outcome 4</b>								
<b>Outcome 5</b>								

**\*\*\*IMPORTANT NOTE\*\*\***

- (a) For all MDAs: Please be clear about the **units of measurement** for all KPIs.
- (b) For MDAs that *did not report in 2010*: When 2010 Baseline data is not available, please provide the **most recent** data available, from 2005-2010, and specify the year.
- (c) For MDAs that *did report in 2010*: The column for %2010 Baseline+refers to the same data that was captured as %2010 Actual Values+on the 2010 Scorecard.
- (d) For MDAs reporting more than five Outcome KPIs, please replicate the above format and alter the numbering accordingly.



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## Section D: **OUTPUTS**

### Key Performance Indicators (KPIs)

*Please read the notes below before completing!*

Name of Output KPI		2010 Baseline (Actual)	2011 Target	Achievement as at June 2011	Budget Planned (NqM)	Amount of Budget Released (NqM) as at June 2011	Planned Output Targets		
							2012	2013	2020
Outputs relevant to Outcome 1	(a)								
	(b)								
	(c)								
Outputs relevant to Outcome 2	(a)								
	(b)								
	(c)								
Outputs relevant to Outcome 3	(a)								
	(b)								
	(c)								
Outputs relevant to Outcome 4	(a)								
	(b)								
	(c)								
Outputs relevant to Outcome 5	(a)								
	(b)								
	(c)								

**\*\*\*IMPORTANT NOTE\*\*\***

- (a) The %Outcomes+in this section correspond to those for which KPIs have been entered in Section C above.
- (b) Please do not repeat the same Outputs under different Outcomes.

## SECTION E. Evaluation (Performance Analysis)

- 1. Achievements:** Please describe the key achievements of the MDA during the past Financial Year (FY 2011).

**Note:** Achievements refer to any major policies, programs and projects of the MDA **not already reflected** in the Outcome and Output KPI sections above.

- a.
- b.
- c.

- 2. Challenges:** Please describe the key challenges that were faced by the MDA in the past Financial Year (FY 2011).

- a.
- b.
- c.

- 3. Planned Initiatives:** Please describe the key initiatives planned by the MDA for the coming Financial Year (FY 2012).

- a.
- b.
- c.

- 4. Risk Factors:** Please describe the future risks anticipated by the MDA in the coming Financial Year (FY 2012).

- a.
- b.
- c.

## **How to Submit This Form:**

Email soft copies to: [npc.monitoring@gmail.com](mailto:npc.monitoring@gmail.com)

Deliver hard copies to: **Office of the Director**  
Monitoring and Evaluation Department  
National Planning Commission  
Plot 421 Constitution Ave, CBD, Abuja

## **For Questions, Comments and Enquiries:**

This **Scorecard Form** should be completed with the guidance of the **NPC M&E Guidelines**, which provides more detailed instructions for completion and other information.

Email: [npc.monitoring@gmail.com](mailto:npc.monitoring@gmail.com)

Website: [www.npc.gov.ng](http://www.npc.gov.ng)