



**The United Republic of Tanzania  
Ministry of Energy**

**MONITORING AND EVALUATION MANUAL  
FOR THE ENERGY SECTOR**

**June 2024**

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## List of Abbreviations

<b>Acronyms</b>	<b>Abbreviations</b>
<b>BPS</b>	Bulk Procurement System
<b>EWURA</b>	Energy and Water Utilities Regulatory Authority
<b>ITT</b>	Indicator Tracking Table
<b>KII</b>	Key Informant Interviews
<b>KPI</b>	Key Performance Indicators
<b>M&amp;E</b>	Monitoring and Evaluation
<b>MDAs</b>	Ministry Department and Agencies
<b>MoE</b>	Ministry of Energy
<b>PBPA</b>	Petroleum Bulk Procurement Agency
<b>PURA</b>	Petroleum Upstream Regulatory Authority
<b>REA</b>	Rural Energy Agency
<b>SADC</b>	Southern African Development Community
<b>SDGs</b>	Sustainable Development Goals
<b>SMART</b>	Specific, Measurable, Achievable, Relevant, And Time-Bound
<b>SP</b>	Strategic Plan
<b>TANESCO</b>	Tanzania Electric Supply Company
<b>TEITI</b>	Tanzania Extractive Industry Transparency Initiative
<b>TIME</b>	Tanzania Institute of Monitoring and Evaluation
<b>ToR</b>	Terms of Reference
<b>TPDC</b>	Tanzania Petroleum Development Corporation

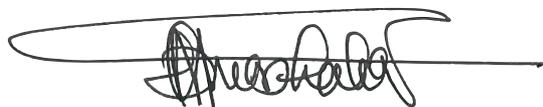
## FOREWORD

The Ministry of Energy in Tanzania underscores the significance of energy as a crucial resource that necessitates systematic development, harnessing, and management within a structured sector. A well organized and managed energy sector is essential for national development and influencing productivity across all economic sectors. This realisation highlights the importance of a comprehensive Energy Sector Monitoring and Evaluation (M&E) Manual to standardize collection, storage, analysis, and dissemination of energy statistics from resource endowment from the production to consumption. This context prompted the Ministry of Energy (MoE) to create the Energy Sector M&E Manual to enhance performance, transparency, and accountability regarding the sector's technical and associated objectives.

The Monitoring and Evaluation Manual establishes a robust tracking system to manage information transparently, objectively, and accurately reflecting the implementation progress and achieving the desired outcomes in Tanzania's energy sector. Developed through a consultative process to ensure all stakeholders' collective engagement and effective participation, this approach enhances the MoE efficiency and effectiveness in fulfilling its core mandate of formulating the National Energy Policy (NEP). This document guides the M&E processes for the MoE, affiliated institutions, and the entire Energy Sector. The energy sector's processes, outputs, outcomes, and impacts, outlined in the annual work plans at various levels, will be governed by this document. However, while providing conceptual guidance, the design and implementation of M&E processes will require case-specific judgments. The concepts should be applied with flexibility, considering varying parameters for each program and project.

Monitoring indicators, the roles of involved parties, and the frequency of reporting may need to adjust to meet specific and overall objectives of such programmes and projects. Notably, case-specific processes must incorporate mechanisms for corrective actions when interim M&E results necessitate course adjustments and remedial measures.

The MoE extends its gratitude to all stakeholders who contributed to developing this Monitoring and Evaluation Manual. Your dedication, tireless efforts, support, encouragement, and additional guidance were instrumental in the creation of the Manual.



Dr. Doto Mashaka Biteko (MP)

**DEPUTY PRIME MINISTER AND MINISTER FOR ENERGY**

## ACKNOWLEDGEMENT

The Ministry of Energy (MoE) extends its profound gratitude to all stakeholders who have played a pivotal role in developing the Energy Sector Monitoring and Evaluation (M&E) Manual. The successful formulation of this Manual is a testament to the dedication, expertise, and collaborative efforts of numerous individuals and institutions.

We are deeply grateful to the following entities:

- **Government Institutions:** We acknowledge the unwavering support from various MoE-affiliated institutions. Your insights and feedback have been invaluable in shaping a comprehensive and robust M&E framework.
- **Development Partners:** We thank in a very special way our international development partners, who provided both technical and financial support. Your contributions have been critical in ensuring that the M&E Plan aligns with global best practices and standards.
- **Private Sector:** Inputs from the private sector have been instrumental in addressing practical challenges and ensuring the Plan is pragmatic and implementable. Your involvement underscores the importance of public-private partnerships in the energy sector.
- **Civil Society Organizations (CSOs):** The perspectives and advocacy from CSOs have been crucial in ensuring that the M&E Plan is inclusive and considers the needs and voices of all stakeholders, including marginalized communities.
- **Media:** We thank the media for disseminating information and raising public awareness about the M&E Plan. Your coverage has been essential in fostering transparency and accountability.
- **Consultants and Experts:** The technical expertise provided by consultants and subject matter experts has been fundamental in the detailed and precise formulation of the M&E Plan. Your professional guidance has ensured the Plan's quality and relevance.
- **Internal Teams:** We recognize the tireless efforts of the MoE internal teams, which coordinated the entire process. Your dedication, from the initial drafting to the finalization of the Plan has been exemplary.

The collaborative and participatory approach adopted in developing this M&E Manual reflects our collective commitment to improving the energy sector in Tanzania. We believe that with continued support and cooperation from all stakeholders, implementing this Plan will significantly enhance the performance, transparency, and accountability of the energy sector, contributing to the sustainable development of our nation.

Thank you all for your invaluable contributions.



Eng. Felchesmi Jossen Mramba  
**PERMANENT SECRETARY**

## Glossary

**Data Management** refers to the collection, collation, analysis, synthesis, and dissemination processes of data.

**Data Quality Assurance** is the process of profiling data to identify inconsistencies and other anomalies during data cleansing (e.g., removing outliers and missing data interpolation) to improve data quality.

**Downstream** covers all activities in refining crude oil, distributing, and retailing petroleum products, including natural gas.

**Evaluation** is the systematic and objective assessment of an ongoing or completed project, program or policy, project design, implementation, and project results. Evaluation aims at determining the relevance and fulfilment of the objectives, development efficiency, effectiveness, impact, and sustainability. An evaluation should provide credible and valuable information, enabling the incorporation of lessons learned in the decision-making process of both recipients and donors.

**Impact** measures the effects of a number of programs, which can seldom be attributed to a single or several programs.

**Input** is the people, training, equipment, and resources, which are put into a project to achieve the outputs.

**Interventions**, in the context of the Tanzanian energy sector, refer to the actions, strategies, or projects implemented to address specific challenges, achieve outlined goals, or capitalize on opportunities within the energy sector. These interventions are designed to influence the sector's development trajectory, improve its performance, and ensure the sector contributes effectively to the national socio-economic development and environmental sustainability.

**The mandate** is the authority granted to an individual or an institution to carry out specific functions or duties.

**Mission** describes the means of achieving the organization's vision. It also articulates the direction and the mandate of the institution.

**Midstream** involves the gathering, processing, transportation, and storage of crude oil and natural gas.

**Monitoring and Evaluation Plan (M&E Plan)** is an integral tool for a project or program management supervision that provides the means for monitoring and evaluating progress of the programs/project implementation and performance in achieving the objective(s). It enables a comprehensive assessment of effectiveness and the impact of the interventions.

**A Monitoring and Evaluation (M&E) Manual** is a comprehensive document that outlines the policies, procedures, tools, and methodologies used to systematically monitor and evaluate the progress and performance of projects, programs, or initiatives. The manual

serves as a guide for M&E practitioners, project managers, and stakeholders to ensure consistent, effective, and transparent monitoring and evaluation processes.

**Monitoring** is the continuing function that systematically collects data on specified indicators to inform the management and the main stakeholders of the development of the ongoing intervention, indicating achievement of the intervention objectives in using the allocated funds.

**Objective** describes a state or a goal that should be specific, measurable, attainable, realistic, and time-bound. It is the end that an organization's efforts or actions are intended to attain or accomplish.

**Offshore** is the area extending from the lowest limit of low spring tides or baseline to the edge of the continental shelf and is normally located in a water depth equal to or greater than 200 meters.

**Onshore** is an area away from the shore located on land or water depth of less than 200 meters.

**Outcomes** are describable or measurable changes derived from an initiative's outputs.

**Outputs** are the results of program activities, the direct products, or deliverables of program activities. Outputs are the activities or services delivered to achieve the outcomes.

**The performance Monitoring and Evaluation Chain** is the series of the ongoing routine monitoring, annual reviews, and evaluations that comprise the performance M&E chain. The former occurs more frequently at lower levels and focuses mainly on outputs, whereas the latter occurs less frequently at higher levels and focuses more on outcomes and impact.

**Triangulation** refers to analysing and using data from multiple sources obtained by different methods. Findings can be corroborated, and the weakness (or bias) of any one method or data source can be compensated for by the strengths of another, thereby increasing the validity and reliability of the results.

**Upstream** encompasses all activities related to the exploration, drilling, and extraction of crude oil and natural gas.

# CHAPTER ONE

## INTRODUCTION

### 1.1 Purpose of the M&E Manual

The Monitoring and Evaluation (M&E) Manual has been designed to guide the systematic tracking, assessment, and reporting of Strategic Plan implementation and performance within the MoE. The manual will ensure consistency in data collection, analysis, and reporting by standardizing the processes and procedures for monitoring and evaluation. This standardization will maintain data integrity and comparability across different projects and programmes.

Enhancing accountability and transparency has been a key objective of the M&E Manual. By clearly outlining specific roles and responsibilities, the manual will hold all stakeholders accountable for their contributions to the M&E process. Transparent reporting mechanisms will ensure that progress and outcomes are openly communicated to all relevant parties, thus, fostering trust and accountability.

The M&E Manual will support data-driven decision-making by providing a structured framework for collecting and analysing performance data. The framework will ensure that relevant and reliable data are available to inform strategic decisions, optimize resource allocation, and improve project design and implementation. Data-driven insights will help the MoE make informed choices that enhance the effectiveness and the impact of MoE initiatives.

Continuous improvement has been the central purpose of the M&E Manual. By systematically tracking project progress and evaluating outcomes, the manual will help the MoE identify areas for improvement and innovation. Feedback loops and learning mechanisms embedded in the manual will enable the MoE to adapt and refine its strategies, ensuring that projects remain relevant and effective over time.

The M&E Manual will also serve as a training and reference resource for all stakeholders involved in monitoring and evaluation activities. By providing comprehensive guidance on M&E tools, techniques, and concepts, the manual will build the capacity and competence of staff and partners. Capacity building will ensure that all stakeholders can effectively perform their M&E tasks.

Effective communication and dissemination of M&E findings will be crucial for the engagement of stakeholders and knowledge sharing among them. The M&E Manual has outlined the strategies and channels for disseminating evaluation results, lessons learned, and best practices. These strategies and channels will promote transparency, encourage stakeholder participation, and facilitate the scaling up of successful interventions.

Finally, the M&E Manual will support Strategic Planning and resource allocation. The manual will help the MoE align its projects and programmes with strategic objectives by providing a framework for systematic monitoring and evaluation, ensuring that resources are effectively utilized to achieve desired outcomes. The manual will also aid in identifying priority areas for investment and intervention.

## **1.2 Scope and Application**

The Monitoring and Evaluation (M&E) Manual outlines the framework and processes of systematically tracking, assessing, and reporting on the MoE Strategic Plan and its initiatives. This manual provides a comprehensive guide for implementing effective M&E practices that align with the strategic goals and objectives of the MoE. The sections hereunder present the scope and application of the M&E Manual.

### **1.2.1 Scope**

- ✓ **Framework for M&E Activities:** The manual provides a structured framework for conducting M&E activities within the MoE. It ensures consistency and standardization in the methods and tools used for data collection, analysis, and reporting across various projects and programs.
- ✓ **Standardized Indicators and Data Collection:** The manual includes standardized indicators and methodologies for data collection for comparing outputs and outcomes across different interventions consistently. This standardization ensures that the data collected are reliable, valid, and can be used effectively for decision-making.
- ✓ **Guidance for all Levels:** The manual is applicable at all levels from high-level strategic planning to daily operations within the MoE. The manual is designed to be used by M&E staff, Project Managers, and other stakeholders involved in implementing and evaluating energy sector projects.
- ✓ **Integration with Strategic Plans:** The M&E Manual is closely integrated with the MoE Strategic Plan and objectives. It (the manual) outlines how M&E

activities will support the MoE achieve these goals by providing regular feedback and facilitating continuous improvement.

### 1.2.2 Application

- ✓ **Project Planning and Implementation:** The Manual is used during the planning phase of the projects to define M&E requirements and ensure that appropriate mechanisms for tracking progress and evaluating outcomes are made available. It guides the development of project-specific M&E plans that align with the overall strategic objectives of the MoE.
- ✓ **Data Management and Reporting:** The Manual provides detailed data collection, management, and reporting procedures. These include developing and using data collection tools, data quality assurance processes, and reporting templates to ensure accuracy and consistency in gathering and disseminating information.
- ✓ **Capacity Building:** The Manual emphasizes the importance of capacity building for effective M&E. It outlines training programs and continuous technical assistance to equip MoE staff and stakeholders with the necessary skills and knowledge to perform M&E tasks efficiently.
- ✓ **Evaluation and Learning:** The Manual describes the evaluation processes, including mid-term and end-term assessments. It emphasizes using the findings of the evaluation to inform decision-making and improve future project planning and implementation.
- ✓ **Stakeholder Engagement:** The Manual details the mechanisms for engaging stakeholders in the M&E process. This includes regular communication, feedback loops, and participatory approaches to ensure that all relevant parties are informed and involved in the M&E activities.
- ✓ **Continuous Improvement:** The Manual outlines procedures for monitoring and reviewing M&E practices. It ensures that M&E activities are regularly assessed and updated to incorporate new insights, address emerging challenges, and improve overall effectiveness.

### 1.3 Target Audience

The Monitoring and Evaluation (M&E) Manual is intended for a diverse group of stakeholders involved in implementing, overseeing, and utilizing the MoE projects and programmes. The target audience is described hereunder.

### 1.3.1 MoE Staff

- **Senior Management:** To enable the Management understand the overall framework and strategic importance of M&E activities and ensuring alignment with organizational goals.
- **M&E Department:** to provide the Department with detailed guidance on M&E tasks, including data collection, analysis, and reporting.
- **Project Managers:** To enable Managers integrate M&E activities into project planning and implementation and ensuring that projects meet their objectives.
- **Technical Staff:** To enable Staff perform specific M&E activities such as data collection, data entry, and preliminary analysis of data.

### 1.3.2 Stakeholders and Partners

- **Donors and Funding Agencies:** To enable Agencies review and understand the M&E processes and standards that ensure accountability and transparency in using funds.
- **Implementing Partners:** Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs), private sector entities, and other organizations involved in project implementation will use the Manual to align their M&E activities with the requirements of the MoE.

### 1.3.3 Independent Evaluators and Auditors

- The Manual is intended to provide Independent Evaluators and Auditors a reference for conducting objective assessments of the projects and ensuring that evaluations align with the MoE M&E Framework.

### 1.3.4 Training and Capacity Building Coordinators

- The Manual is intended to enable capacity building coordinators to design and deliver training programmes for MoE staff and other stakeholders, and ensuring that everyone involved has the necessary skills and knowledge to perform M&E tasks effectively.

### 1.3.5 Policy Makers and Planners

- The Manual is intended to enable policy makers and planners to utilize the findings and data generated through the M&E processes for informed decision-making and strategic planning.

### **1.3.6 Beneficiaries and Community Representatives**

- The Manual is intended to enable beneficiaries and community representatives understand the monitoring and evaluation processes and how their feedback and data contribute to the overall effectiveness and improvement of energy projects and programs.

### **1.3.7 Academic and Research Institutions**

- The Manual is intended to be used for academic purposes, such as research and analysis, and to contribute to the development of best practices in monitoring and evaluation. Thus, the M&E Manual has been designed to be a comprehensive resource that supports a wide range of users, ensuring that all relevant parties are equipped with the information and tools necessary to effectively monitor, evaluate, and improve the performance and impact of MoE projects and programmes.

### **1.3.8 Agencies within MoE**

- The Manual will provide standardized procedures and guidelines to ensure consistency and reliability in M&E activities. It aids in planning and designing M&E frameworks aligned with strategic goals, specifies data collection and management methods, and guides performance measurement against the set targets. The Manual outlines reporting and communication protocols for transparency and accountability, provides evaluation methodologies to facilitate learning and improvement, and includes provisions for building M&E capacity among staff. Quality assurance mechanisms are also detailed to maintain high standards, and feedback mechanisms are established for continuous refinement of the programmes. Additionally, the Manual ensures that agency M&E activities are aligned with national frameworks, thus, contributing to broader development goals in the energy sector.

## **1.4 Structure of the Manual**

This Monitoring and Evaluation (M&E) Manual is organized as follows:

Chapter 1 introduces the Manual by providing an overview of its purpose, scope, target audience, and structure. This chapter establishes the framework for guiding M&E processes in the Ministry of Energy.

Chapter 2 explores the monitoring of the Strategic Plan, detailing the processes and tools used for monitoring implementation. This includes performance management tools,

integration with strategic objectives, monitoring of results, and data collection methodologies and the types of evaluations (independent, performance, self-evaluation, and special studies).

Chapter 3 includes procedures for conducting evaluations, ensuring alignment with strategic goals, and focusing on learning, accountability, and informed decision-making.

Chapter 4 outlines the roadmap for implementing and rolling out the M&E Plan. It details the steps and timeline for the implementation within the Ministry of Energy, ensuring effective integration and stakeholder engagement.

Chapter 5 presents annexes that provide additional information and resources related to the M&E Manual. This chapter includes supporting tables and figures, such as frameworks, tracking tools, reporting templates, and performance tracking schedules.

# CHAPTER TWO

## MONITORING OF THE STRATEGIC PLAN

### **2.1 Introduction**

The Monitoring and Evaluation (M&E) components of the MoE Strategic Plan for 2021/22 - 2025/26 are essential for tracking the progress and effectiveness of its initiatives. The monitoring process is divided into two main types: Implementation Monitoring and Results Monitoring. Implementation Monitoring focuses on overseeing the execution of activities and projects to ensure adherence to planned schedules, budgets, and specifications. It involves using various tools and methodologies to monitor progress, efficiency, and effectiveness, providing real-time data and insights for timely corrective actions.

Results Monitoring on the other hand assesses the Strategic Plan's outputs, outcomes, and impacts. It evaluates whether the activities achieve their intended results and contribute to strategic objectives. Results monitoring involves collecting and analysing data on key performance indicators (KPIs) to measure progress towards goals.

By integrating these components, the MoE aims to enhance data-driven decision-making, improve accountability and transparency, and ensure continuous improvement. The systematic tracking, assessment, and reporting provided by these monitoring activities support the Ministry in achieving its strategic goals and objectives, contributing to sustainable development and energy security in Tanzania.

### **2.1 Implementation Monitoring**

Implementation Monitoring is key to the MoE Monitoring Plan for the 2021/22 - 2025/26 Strategic Plan. It concentrates on overseeing the execution of activities and projects, ensuring they adhere to the planned schedule, budget, and specifications. This monitoring provides real-time data and insights, facilitating the prompt identification of any issues or deviations. Implementation Monitoring is crucial for maintaining efficiency and effectiveness of the Ministry's initiatives, thus, guaranteeing that all activities are performed according to the established timelines, budgets, and specifications.

Implementation Monitoring within the MoE Strategic Plan will be conducted systematically to ensure that all objectives and initiatives remain on track. This involves a detailed process using various tools and methodologies to monitor the progress, efficiency, and effectiveness of projects and activities.

The section hereunder provides a detailed overview of the various tools and methodologies used to systematically track, assess, and report on the implementation and performance of the MoE Strategic Plan for 2021/22 - 2025/26. These tools are designed to support data-driven decision-making, enhance accountability and transparency, and facilitate continuous improvement across all initiatives.

### **2.1.1 Performance Management Tools**

The Performance Management Framework (PMF) will assess progress towards strategic objectives by measuring specific indicators outlined in the Results Framework. The PMF utilizes the Results Framework, as presented in Annex 1, to monitor the implementation of the Strategic Plan. The PMF assesses progress towards the objectives by measuring the indicators outlined in the Results Framework.

The Results Framework as presented in Table 1 was reviewed alongside MoE staff and major stakeholders in the energy sector, focusing on (a) the suitability of each indicator for measuring results at various levels, and (b) the relevance of the verification methods. This collaborative effort was designed to align the M&E framework with the specific conditions of the local projects. The comprehensive Results Framework is presented in Annex 1

**Table 1: Results Framework**

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tools	Frequency	Responsibility
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### **Results Framework Description**

- **Expected Results:** Refer to the anticipated Results levels (Output, Outcome, and Impact) or achievements that a Strategic Plan aims to accomplish within a specified timeframe. These results are usually aligned with the initiative's overall strategic goals and strategic objectives (see Table 2 for details).
- **Indicators:** Indicators are specific, measurable criteria used to track and assess the progress and success of the expected results. They provide quantifiable evidence of the achievements and the impact of the Strategic Plan.
- **Indicator Description:** This tool provides detailed information about what the indicator measures, how it is calculated, and what it represents. It includes the rationale for selecting the indicator and the relevance of the indicator to the expected results.

- **Baseline Data:** These refer to the initial set of data collected before the Strategic Plan begins, serving as a reference point against which future progress and achievements are measured. Baseline Data provide a snapshot of the current situation and help to set realistic targets.
- **Target:** this is the specific, quantifiable goal, which the Strategic Plan aims to achieve within a defined period. A target is set based on the baseline data and represents the desired level of performance or achievement for each indicator.
- **Data Sources:** These are the origins of the necessary data for indicators. They can include official reports, surveys, administrative records, databases, project documents, and other relevant sources of information.
- **Data Collection Methods/Tools:** Refer to the techniques and instruments used to gather data for the indicators. These include surveys, questionnaires, interviews, observations, automated systems, and other relevant methods.
- **Frequency:** Refers to how often data are collected and reported. It specifies the intervals at which data collection occurs, such as monthly, quarterly, annually, or at specific milestones.
- **Responsibility:** This outlines who is accountable for collecting, analysing, and reporting the data for each indicator. This typically includes specific roles or individuals, such as Project Managers, Monitoring and Evaluation Officers, Data Analysts, and other relevant stakeholders.

## **Steps to Complete the Framework**

### **1. Gather Relevant Information**

- Collect all necessary baseline data, target information, and sources from relevant departments and reports.

### **2. Consult Stakeholders**

- Engage with key stakeholders, including Ministry officials, Department Heads, and other relevant parties, to ensure accuracy and buy-in.

### **3. Document and Validate**

- Fill in each column of the framework systematically, documenting the information clearly and validating it with responsible parties.

### **4. Review and Approve**

- Have the completed framework reviewed and approved by senior management or the Oversight Committee to ensure alignment with strategic goals.

## 5. Implement and Monitor

- Use the filled Results Framework to guide implementation, regularly monitor progress, and make adjustments as necessary to stay on track with targets.

*Table 2: Example of Results Description*

<b>Expected Results</b>	Increase in renewable energy capacity from wind energy sources
<b>Indicator</b>	Number of megawatts (MW) of wind energy installed
<b>Indicator Description</b>	Measures the total installed capacity of wind energy projects, capturing the direct output of wind energy investments
<b>Baseline Data</b>	The current installed wind energy capacity is 100 MW (as of the project start date)
<b>Target</b>	Achieve the additional 50 MW of installed wind energy capacity within three years
<b>Data Sources</b>	National energy production reports, wind farm project reports, data from power grid operators
<b>Data Collection Methods/Tool</b>	Monthly energy production logs, automated monitoring systems, and progress reports from wind energy projects
<b>Frequency</b>	Monthly data collection, quarterly reviews, and annual performance evaluations
<b>Responsibility</b>	Wind Energy Project Manager, Monitoring and Evaluation Officer, Energy Production Analyst, and Wind Energy Specialist.

**Source: A consultant Compilation Various Sources**

### 2.1.3 Key Tools and Methodologies

Data collection and reporting tools are crucial for effectively monitoring and evaluating the MoE Strategic Plan 2021/22 - 2025/26. These tools provide a systematic approach to gathering, analysing, and reporting data, enabling the Ministry to track progress against KPIs, assess the effectiveness of strategic initiatives, and ensure accountability and transparency. They include methods for collecting data at various frequencies (weekly, monthly, quarterly, annually) tailored to the specific needs of each indicator, and mechanisms for verifying data quality and addressing discrepancies. This comprehensive framework supports informed decision-making and continuous improvement within the Ministry. The following section details the data collection and reporting tools used in the Monitoring and Evaluation of the MoE Strategic Plan 2021/22 - 2025/26.

#### 2.1.3.1 Indicator Tracking Table (ITT)

The Indicator Tracking Table (ITT) as presented in Annex 2 is a tool used for quarterly reporting, plays a key role in implementing a Strategic Plan. It monitors the progress of indicators outlined in the M&E Plan toward the goals of the Strategic Plan and is submitted

as part of the quarterly reports. The data collected through the ITT are used to guide the implementation of the Strategic Plan for internal and external reporting purposes.

### **Indicator Levels**

This M&E Plan uses three standard indicator levels in its ITTs: (i) Impact, (ii) Outcome, and (iii) Output. The Strategic Plan logic determines an indicator's level and the specific result statement the indicator is meant to monitor.

**Impact Indicators** quantify the intended effect of a Strategic Plan on economic growth and poverty reduction.

**Outcome Indicators** measure the intermediate effects of activities within the same intervention, directly linked to the outputs through Strategic Plan logic.

**Output Indicators** describe and quantify the goods and services produced directly by the implementation of an intervention.

Impact indicators are not included in the ITT because measurable effects may not be seen during the Strategic Plan lifecycle or might require sample-based surveys. Such indicators are reserved for independent evaluation. Similarly, outcome indicators might also be reserved for independent assessment if their data require careful analysis to understand changes or attribution issues.

### **Indicator Classification**

The M&E Plan classifies indicators into three categories: (i) Level, (ii) Cumulative, (iii) Date. These classifications define how data are reported in the ITT.

- **Level Indicators** report the total value measured during the reporting period. Each value is calculated independently of previous periods, tracking trends, which may fluctuate. Reporting periods for level indicators vary based on the indicator's definition and frequency of data availability. For example, an annual dropout rate is recorded yearly, capturing all dropouts throughout the school year.
- **Cumulative Indicators** report the total progress achieved in the current quarter. Each reported value includes the previous data point plus any progress made during the current period, with the total progress referred to as the incremental actual.

- **Date Indicators** use calendar dates (formatted as DD-MMM-YY) for targets and actual values; recording the date a milestone is achieved within the quarter it occurs.

The ITT as presented in **Error! Reference source not found.** was developed based on the M&E Plan, which provides a comprehensive framework for tracking and evaluating the Strategic Plan. Indicators are mapped to the results framework to deliver timely, high-quality data on whether the Strategic Plan is progressing as intended. Typically, indicator data (reported values) are updated at least annually, except for date indicators, which are reported once per program and should be easily interpretable by the public. Monitoring data can come from various sources, including administrative data and consultants' reports, rather than being based on sampling or provided by independent programme evaluators.

### **ITT Description**

Name of the Indicator: The specific measure used to assess progress and performance towards a goal. A good example is the "Number of Megawatts from Wind Energy, as presented in Additional Components, Definitions

- **Level, Unit, and Classification**
  - ✓ **Level:** Indicates the stage at which the indicator (e.g., output, outcome, and impact) is measured.
  - ✓ **Unit:** The measurement unit (e.g., megawatts, percentage, number).
  - ✓ **Classification:** The category of the indicator based on its purpose (e.g., quantitative, qualitative).
- **Baseline Values and Yearly and End-of-Programme Targets**
  - ✓ **Baseline Values:** Initial data points collected before the project starts, serving as a reference for future comparisons.
  - ✓ **Yearly Targets:** Specific, quantifiable goals set for each year of the programme.
  - ✓ **End-of-Programme Targets:** The final objectives to be achieved by the end of the programme.
- **Data (Reported Values) Up to the Current Quarter**
  - ✓ **Reported Values:** The actual data collected and reported up to the current quarter showing progress.

- **Progress towards Yearly and End-of-Programme Targets**

- ✓ **Progress Assessment:** The evaluation of the progress of the project towards its yearly and overall targets based on the reported data.

### **Steps to Complete the ITT**

#### **1. Collect Data**

- Gather baseline data, targets, and actual values for each indicator from relevant sources.

#### **2. Enter Baseline Data**

- Record the baseline value for each indicator in the "Baseline" column.

#### **3. Enter Quarterly Data**

- For each quarter, input the target and actual values and calculate the percentage of the target achieved.

#### **4. Calculate Annual and Year to Date Values**

- Sum the quarterly actual values to get the year-to-date actual value.
- Compare the year-to-date actual value with the annual target to get the percentage of the annual target achieved.

#### **5. Calculate LoP Values**

- Sum the actual values across all periods to get the LoP actual value.
- Compare the LoP actual value with the LoP target to get the percentage of the LoP target achieved.

#### **6. Review and Validate**

- Ensure all data entries are accurate and validated by responsible departments or personnel.

#### **7. Update Regularly**

- Regularly update the ITT with new data as they become available to keep track of progress and make necessary adjustments.

Table 3: ITT Format

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															

**Source: The Consultant's Compilation from Various Sources**

## Additional Components, Definitions

- **Annual Target:** The specific goal set to be achieved within a particular year.
- **Year to Date Actual:** The actual performance or achievement recorded from the start of the year to the current date.
- **% of Annual Target:** The percentage of the annual target achieved so far.
- **Life of Plan Target:** The cumulative target to be achieved over the entire duration of the programme.
- **LoP (Life of Plan) Actual:** The actual performance or achievement recorded over the entire duration of the programme to date.
- **% of LoP Target:** The percentage of the total programme target achieved so far.

*Table 4: Example of ITT Data for one Indicator*

<b>Indicator</b>	Number of Megawatts from Wind Energy
<b>Level</b>	Output
<b>Unit</b>	Megawatts (MW)
<b>Classification</b>	Quantitative
<b>Baseline Value</b>	100 MW (initial capacity)
<b>End-of-Program Target</b>	160 MW (total capacity)
<b>Annual Target</b>	20 MW for the current year
<b>Year to Date Actual</b>	25 MW
<b>% of Annual Target</b>	125%
<b>Life of Plan Target</b>	160 MW
<b>LoP Actual</b>	125 MW
<b>% of LoP Target</b>	78%

**Source: The Consultant Compilation**

### *2.1.3.2 Project/Programme Management Tools*

Project management tools are critical for ensuring that projects are completed on time, within budget, and to the desired quality standards. They provide a structured framework for planning, executing, and monitoring project activities, enhancing team members' coordination and communication. These tools enable the systematic tracking of progress against goals and deadlines, facilitate effective resource allocation, and help identify and mitigate risks. By providing clear documentation and real-time updates, project management tools support informed decision-making, improve accountability, and ensure alignment with strategic objectives, ultimately leading to successful project outcomes.

This section provides project management tools, such as operational/annual work plans, the essentials for tracking and managing project progress and ensuring alignment with strategic goals. The operational/work plan entails goals, objectives, and activities, while tools for

analysing planned versus actual activities and budget tracking ensure financial accountability. A deliverables schedule tracks major outputs and deadlines, and an activity monitoring schedule oversees task progress. These tools facilitate systematic monitoring, informed decision-making, and continuous improvement, thus, enabling projects to meet their objectives efficiently.

### **The Annual Implementation Plan**

The Annual Implementation Plan (AIP) (see) is a detailed blueprint designed to translate strategic goals into actionable tasks over a year. It provides a structured approach for organizations, including MoE and its entities, to achieve their strategic objectives through systematic planning and execution.

## **Step-by-Step Guide to Filling the Annual Implementation Plan Reporting Template**

### **Section 1: Basic Information**

#### **1. Reporting Period**

- Enter the start and end dates for the reporting period.
- Example: From: January 1, 2024 to: December 31, 2024.

#### **2. Department/Unit**

- Specify the department or unit within the Ministry of Energy that is completing the report.
- Example: The Department of Renewable Energy.

### **Introduction**

This section explains the purpose of the template, highlighting its role in facilitating the systematic collection, analysis, and reporting of annual activities and performance. It underscores the importance of transparency, accountability, and continuous improvement.

### **Results Area**

#### **1. Activities Undertaken**

- List all the activities planned and executed during the reporting period.
- Example:
  - ✓ Conducted feasibility studies for new solar projects;
  - ✓ Organized community engagement workshops;
  - ✓ Implemented pilot solar energy projects in three villages.

## **2. Achievements**

- Detail the accomplishments and outcomes of the activities undertaken.
- Example:
  - ✓ Completed feasibility studies for five new solar projects; identifying suitable locations and potential capacity;
  - ✓ Held five community engagement workshops with over 200 participants;
  - ✓ Successfully installed solar panels in three pilot villages, providing electricity to 150 households.

## **3. Challenges Experienced**

- Identify any obstacles or issues encountered during the execution of the activities.
- Example:
  - ✓ Delays due to unforeseen regulatory approvals;
  - ✓ Limited community participation in initial workshops;
  - ✓ Technical difficulties with solar panel installations due to weather conditions.

## **4. Lessons Learned**

Reflect on the insights gained and what could be improved in future activities.

Example:

- ✓ Streamlining the regulatory approval process can significantly reduce project delays;
- ✓ Enhancing community outreach and engagement strategies to increase participation;
- ✓ Conducting installations during favourable weather conditions to avoid technical issues.

## **5. Next Steps**

- Outline the planned actions or follow-up activities based on the achievements and challenges.
- Example:
  - ✓ Initiate the procurement process for solar project implementation in identified locations.

- ✓ Develop a more comprehensive community outreach plan for future workshops.
- ✓ Schedule installations during the dry season to avoid weather-related delays.

## **Final Section: Completion and Approval**

### **1. Completed by**

- Enter the name, position, and signature of the person who completed the report.
- Example:
  - ✓ Completed by: Jactany Sunguruma
  - ✓ Position: Project Manager
  - ✓ Signature: [Signature]

### **2. Date of Completion**

- Specify the date when the report was completed
- Example: Date of Completion: January 15, 2025.

### **3. Date of Submission**

- Enter the date when the report is submitted.
- Example: Date of Submission: January 20, 2025.

### **4. Approved by Head of Department/Unit**

- Provide the name, position, and signature of the Head of the Department or Unit who approved the report.
- Example:
  - ✓ Approved by: Jactany Sunguruma
  - ✓ Position: Department Head
  - ✓ Signature: [Signature]

### **5. Date of Submission:**

- Reiterate the date of submission by the approving head.
- Example: Date of Submission: January 20, 2025.

## **Budget Tracking Tool**

The Budget Tracking Tool, as presented in Annex 4, is an essential tool designed to monitor and manage the financial aspects of a project. It provides a detailed framework for tracking expenditures, comparing actual costs against the budget, and ensuring financial accountability throughout the project lifecycle. This tool helps

Project Managers, Financial Officers, and stakeholders to stay informed about the financial status and make necessary adjustments to keep within the budget.

The rate at which resources are utilized serves as an indirect indicator of progress in the project implementation. A slow resource utilization rate signals potential delays and indicates that corrective actions may be necessary to improve project execution. Each project must analyse the planned versus the actual expenditure quarterly and explain any variance exceeding 10 per cent. This analysis should align with the budget lines established in the financial system.

## **Step-by-Step Guide to Filling the Budget Tracking Tool**

### **Section 1: Basic Information**

#### **1. Reporting Period**

- Enter the start and end dates for the reporting period.
- Example: From: January 1, 2024 to: December 31, 2024.

#### **2. Department/Unit**

- Specify the department or unit within the Ministry of Energy that is completing the report.
- Example: Department of Renewable Energy.

### **Introduction**

This section explains the purpose of the Budget Tracking Tool, emphasizing its role in monitoring and managing the financial aspects of projects. It highlights the importance of tracking planned versus actual expenditures to ensure efficient use of resources, transparency, accountability, and fiscal discipline.

### **Tracking Planned versus Actual Expenditure per Project**

#### **1. Budget Line**

- List each budget line item relevant to the project. Common budget lines might include:
  - ✓ Salaries and benefits
  - ✓ Equipment
  - ✓ Travel costs
  - ✓ Operations and maintenance
  - ✓ Project implementation

## 2. Planned Expenditure (TZS)

- Enter the planned expenditure for each budget line item as per the approved budget.
- Example:
  - ✓ Salaries and benefits: 100,000,000 TZS
  - ✓ Equipment: 50,000,000 TZS
  - ✓ Travel costs: 20,000,000 TZS
  - ✓ Operations and maintenance: 30,000,000 TZS
  - ✓ Project implementation: 200,000,000 TZS

## 3. Actual Expenditure (TZS)

- Enter the actual expenditure incurred for each budget line item during the reporting period.
- Example:
  - ✓ Salaries and benefits: 95,000,000 TZS
  - ✓ Equipment: 55,000,000 TZS
  - ✓ Travel costs: 25,000,000 TZS
  - ✓ Operations and maintenance: 28,000,000 TZS
  - ✓ Project implementation: 210,000,000 TZS

## 4. Variance

- Calculate the variance for each budget line item by subtracting the actual expenditure from the planned expenditure. Indicate whether the variance is positive (underspend) or negative (overspend).
- Example:
  - ✓ Salaries and benefits: 100,000,000 TZS - 95,000,000 TZS = +5,000,000 TZS
  - ✓ Equipment: 50,000,000 TZS - 55,000,000 TZS = -5,000,000 TZS
  - ✓ Travel costs: 20,000,000 TZS - 25,000,000 TZS = -5,000,000 TZS
  - ✓ Operations and maintenance: 30,000,000 TZS - 28,000,000 TZS = +2,000,000 TZS
  - ✓ Project implementation: 200,000,000 TZS - 210,000,000 TZS = -10,000,000 TZS

## 5. Total

- Sum up the planned and actual expenditures for all budget lines to get the total planned expenditure, actual expenditure, and total variance.
- Example:
  - ✓ Total Planned Expenditure: 400,000,000 TZS
  - ✓ Total Actual Expenditure: 413,000,000 TZS
  - ✓ Total Variance: -13,000,000 TZS

## Final Section: Completion and Approval

### 1. Completed by

- Enter the name, position, and signature of the person who completed the report.
- Example:
  - ✓ Completed by: Jactany Sunguruma
  - ✓ Position: Financial Officer
  - ✓ Signature: [Signature]

### 2. Date of Completion

- Specify the date when the report was completed.
- Example: Date of Completion: January 15, 2025.

### 3. Date of Submission

- Enter the date when the report is submitted.
- Example: Date of Submission: January 20, 2025.

### 4. Approved by Head of Department/Unit

- Provide the name, position, and signature of the Head of Department or Unit who approved the report.
- Example:
  - ✓ Approved by: Jactany Sunguruma
  - ✓ Position: Department Head
  - ✓ Signature: [Signature]

### 5. Date of Submission

- Reiterate the date of submission by the approving head.
- Example: Date of Submission: January 20, 2025.

**Project Quarterly Financial Status**

This section summarizes the project's or programmes financial status based on monthly reports for the reporting quarter. The Officer in Charge should refer to the monthly financial management report delivered to each Project/Programme Manager's inbox by the business objectives system. It is crucial that this summary, as presented in Completed *by* \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

Date of Completion \_\_\_\_\_ Date of Submission \_\_\_\_\_

Approved by Head of department/Unit \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_

*Annex 5*, aligns with and reflects the information in the monthly project financial management report.

## **Step-by-Step Guide to Filling the Project Quarterly Finance Status**

### **Section 1: Basic Information**

#### **1. Reporting Period**

- Enter the start and end dates for the quarterly reporting period.
- Example: From: January 1, 2024 to: March 31, 2024.

#### **2. Department/Unit**

- Specify the department or unit within the Ministry of Energy that is completing the report.
- Example: Department of Renewable Energy.

### **Introduction**

- This section explains the purpose of the Project Quarterly Finance Status tool, emphasizing its role in the regular monitoring and reporting of the financial status of projects. It highlights the importance of documenting and analysing financial performance, including budget allocation and expenditure tracking, to ensure projects remain financially on track.

## **Project Quarterly Finance Status**

### **1. Total Budget to Date**

- Enter the total budget allocated to the project up to the end of the reporting period.
- Example: 500,000,000 TZS.

### **2. Total Expenses to Date**

- Enter the total expenses incurred by the project up to the end of the reporting period.
- Example: 350,000,000 TZS.

### **3. % of Total Budget**

- Calculate the percentage of the total budget that has been spent by dividing the total expenses by the total budget to date multiplying by 100.
- Example:  $(350,000,000 \text{ TZS} / 500,000,000 \text{ TZS}) * 100 = 70\%$ .

#### **4. Annual Budget**

- Enter the annual budget allocated for the current fiscal year.
- Example: 200,000,000 TZS.

#### **5. Annual Expenses**

- Enter the total expenses incurred during the current fiscal year up to the end of the reporting period.
- Example: 120,000,000 TZS.

#### **6. % of Annual Budget**

- Calculate the percentage of the annual budget that has been spent to date. This is done by dividing the annual expenses by the annual budget, and then multiplying by 100.
- Example:  $(120,000,000 \text{ TZS} / 200,000,000 \text{ TZS}) * 100 = 60\%$ .

### **Final Section: Completion and Approval**

#### **1. Completed by**

- Enter the name, position, and signature of the person who completed the report.
- Example:
  - ✓ Completed by: Jactany Sunguruma
  - ✓ Position: Financial Officer
  - ✓ Signature: [Signature]

#### **2. Date of Completion**

- Specify the date when the report was completed.
- Example: Date of Completion: April 10, 2024.

#### **3. Date of Submission**

- Enter the date when the report is submitted.
- Example: Date of Submission: April 15, 2024.

#### **4. Approved by the Head of Department/Unit**

- Provide the name, position, and signature of the Head of the Department or Unit who approved the report.
- Example:
  - ✓ Approved by: John Sunguruma
  - ✓ Position: Department Head
  - ✓ Signature: [Signature]

## **5. Date of Submission**

- Reiterate the date of submission by the approving head.
- Example: Date of Submission: April 15, 2024.

### **Activity Monitoring Schedule**

The activity monitoring schedule as presented in Annex 6 is a vital tool designed to oversee and track the progress of all activities within a project. It serves as a detailed framework for recording, monitoring, and managing the various tasks and milestones, thus, ensuring that the project is on course and meets its objectives. The tool in Annex 6 presents the Activity Monitoring Schedule, this will be customized per each results area.

### **Institutional Performance Tracking Tools**

The Institutional Performance Tracking Sheet, as presented in Annex 7, is a structured tool designed to monitor and evaluate the performance of institutions under the MoE. This tool provides a comprehensive framework for tracking progress against KPIs, targets, and timelines over the strategic period of 2021/22 - 2025/26. This tool includes KPIs, baseline data, annual targets, and the actual performance data. It outlines methods for data collection, verification, and risk management. Additionally, it specifies the frequency of reporting and identifies responsible departments. The tool aims to enhance progress evaluation, accountability, and continuous improvement toward strategic goals, thus, helping institutions to systematically monitor and improve their performance.

### **Semi-Annual and Quarterly Reporting Tool**

The Semi-Annual and Quarterly Reporting Tool is a structured framework designed to monitor and evaluate the progress of projects, programmes, or interventions over specific periods. This tool is essential for tracking performance, identifying challenges, and ensuring that objectives are being met timely the report template as presented in Annex 8 will be prepared and disseminated to the Management and the Ministry of Finance

## **2.2 Results Monitoring**

Results monitoring assesses outputs, outcomes, and impacts of the Strategic Plan. This type of monitoring evaluates whether the executed activities are achieving their intended results

and are contributing to the strategic objectives. Results monitoring involves collecting and analysing data on KPIs to measure progress toward goals. Results Monitoring offers critical feedback on the effectiveness of strategies and interventions, thus, enabling the Ministry to make informed, data-driven decisions and adjustments to optimize the overall performance and the impact. The subsequent sections comprehensively describe the methodologies and processes for achieving Results Monitoring.

### ***2.2.1 Outputs Monitoring***

Monitoring of outputs will be conducted systematically to ensure that each expected result is tracked, evaluated, and adjusted as necessary. This process involves identifying specific indicators, collecting baseline data, setting targets, and using various data sources and collection methods to measure progress. The frequency of data collection and the responsibilities assigned to different departments are also outlined to ensure accountability and timely reporting.

## **2.3 Frequency of Data Collection and Reporting**

The Strategic Plan outlines a thorough approach to the frequency of data collection across various indicators, ensuring a robust framework for monitoring and evaluation. The plan distinguishes different types of data collection frequencies, including annual, semi-annual, and quarterly intervals, tailored to the specific needs of each indicator. This subsection presents a detailed explanation of the frequency of data collection across various indicators.

### ***2.3.1 Semi-Annual and Quarterly Data Collection***

For indicators that require frequent monitoring to capture dynamic changes or to promptly address any deviations from the plan, semi-annual or quarterly data collection frequencies are utilized as presented in **Error! Reference source not found.**8. This ensures that the MoE remains agile in responding to emerging challenges or opportunities, allowing for mid-course corrections to strategies and activities as necessary. The report will be prepared and disseminated to the Management and the Ministry of Finance.

### ***2.3.2 Annual Data Collection***

Several indicators within the Strategic Plan are monitored annually. This frequency is typically applied to indicators that track progress on longer-term objectives or do not necessitate frequent updates. Annual data collection allows for a comprehensive review of yearly progress. It aligns with the fiscal

year, facilitating the integration of Strategic Plan monitoring with other annual planning and reporting cycles. The report will be prepared and disseminated to all stakeholders.

#### **2.4 Approach and Methodology to Data Collection**

The Strategic Plan's data collection approach and methodology have been designed to ensure comprehensive and accurate monitoring and evaluation of the plan's implementation. The data collection process will be divided into four key stages.

- Firstly, a baseline survey will be conducted before the inception of the Strategic Plan or, if not feasible, in the first year of implementation. This baseline survey aims to establish a reference point for future comparisons by collecting both quantitative and qualitative data from secondary sources (the existing data and reports) and primary sources (surveys, interviews, and focus groups).
- Secondly, data collection will continue during the implementation phase through ongoing monitoring. This monitoring process will involve regular reporting of project activities, monitoring visits, and periodic surveys to track progress against the baseline and ensure that activities are on track to meet targets. The data collected during this phase will be quantitative and qualitative, derived from regular reports, monitoring visits, and surveys.
- The third stage will occur midway through the implementation of the strategic plan and will involve a midterm evaluation. This evaluation will assess the effectiveness of the plan's implementation, make necessary adjustments, and ensure alignment with strategic objectives. Comprehensive reviews of monitoring data, additional surveys, and stakeholder consultations will provide quantitative and qualitative data for this evaluation.
- Finally, after the conclusion of the Strategic Plan, a final evaluation will be conducted. This evaluation will assess the overall impact of the Strategic Plan and derive lessons for future planning. The final review will utilize quantitative and qualitative data collected through final performance reports, impact assessments, and stakeholder feedback.

Various data collection methods will be employed throughout these stages, including surveys and questionnaires for quantitative data, interviews with key stakeholders for in-depth qualitative data, focus group discussions for group perspectives, documentary reviews of the

existing reports and publications for secondary data, and field visits and observations to verify the reported data.

Data sources for the collection process will be divided into primary sources, which will come directly from project activities, stakeholders, and beneficiaries; and secondary sources, including the existing reports, studies, and administrative data from relevant agencies and organizations.

Reporting will be done at multiple intervals: monthly reports for internal monitoring and management review, quarterly reports for tracking progress and making necessary adjustments, annual reports for evaluating yearly progress and informing stakeholders, and a final report for evaluating the overall impact and effectiveness of the Strategic Plan.

The responsibility for data collection will be shared across various departments and units within the Ministry; each will be responsible for collecting, processing, and reporting data related to their specific areas of responsibility. The Monitoring and Evaluation (M&E) team will oversee data collection, ensure data quality, and compile reports for the management and stakeholders. Additionally, External Evaluators will be engaged in the midterm and final evaluations to provide independent assessments of the implementation and the impact of the Strategic Plan.

This structured approach will ensure that data are collected systematically, timely, and are aligned with the objectives of the Strategic Plan, enabling effective monitoring, evaluation, and continuous improvement.

## **2.6 Data Collection Methods**

Various methods will be employed to gather both quantitative and qualitative data. Surveys and questionnaires will be used to collect quantitative data from many respondents, capturing a wide range of indicators relevant to the Strategic Plan. Interviews with key stakeholders will gather in-depth qualitative data through structured and semi-structured formats, providing detailed insights into experiences and perceptions. Focus groups will explore specific issues in greater depth with stakeholders, facilitating understanding of collective perspectives and experiences. Documentary review will analyse the existing reports, publications, and administrative records to gather secondary data, providing context and background information. Field and observations will involve on-site visits to observe activities and verify reported data, ensuring accuracy and authenticity.

### ***2.6.1 Data collection for establishing a baseline for the impact statements***

The collection of baseline data is an essential component of any M&E framework. It refers to the existing situation or starting point of the project before an intervention, against which ‘change’ can be measured over time using indicators. The baseline is established only for each of the impact and outcome indicators. Baseline for project-related products and services is not relevant as these will begin with their implementation; thus, they are non-existent in the baseline (pre-project period).

To establish a baseline for the impact statements related to the enhanced utilization of energy resources for sustainable development in Tanzania, several key data sources will be utilized, each providing crucial baseline data to measure current conditions and set benchmarks for future progress .

- **The Ministry of Energy Reports:** These reports offer vital baseline data by detailing current energy production capacities, the existing energy infrastructure, and initial performance metrics of the ongoing energy projects. By providing a comprehensive overview of the current energy landscape, these reports establish the starting point for energy production and distribution capabilities, giving insight into the operational efficiency and potential areas for improvement within the energy sector.
- **The National Bureau of Statistics (NBS) Reports:** The NBS reports supply essential statistical data on energy consumption by sector (residential, industrial, commercial), energy access rates, and demographic profiles related to energy usage. These data show how different population segments utilize energy, providing a comprehensive demographic and sectorial energy consumption pattern. Additionally, these reports include economic indicators such as GDP contribution, employment figures, and investment levels related to the energy sector, providing a macroeconomic context for assessing the impact of energy resource utilization on the national economy.
- **TANESCO (Tanzania Electric Supply Company Limited) Reports:** These reports provide current electricity generation capacities, distribution network coverage, electricity consumption rates, and grid reliability metrics. These data are crucial for setting a benchmark for electricity supply and access, offering a clear picture of the current state and reliability of the national electricity grid.

Understanding these metrics allows for targeted improvements in the electricity distribution network and helps identify areas that require infrastructure development.

- **Environmental Monitoring Agency Reports:** These reports offer initial data on emissions, pollution levels, and environmental impacts of the current energy production methods. By establishing the environmental footprint of the existing energy production and utilization practices, these reports are instrumental in assessing the sustainability of current energy practices. These baseline data help to evaluate the ecological impact and support the development of more sustainable energy production methods to mitigate negative environmental effects.
- **Petroleum Reserve Reports:** These reports provide detailed information on the current levels of petroleum reserves, extraction rates, and utilization efficiencies. Establishing a baseline for the role and sustainability of petroleum resources in the energy mix, these data are crucial for understanding the long-term viability of petroleum as an energy source. They help in planning for sustainable extraction and utilization practices that ensure that the petroleum resources are managed efficiently.
- **Energy Production Reports:** These reports include detailed production figures for various energy sources, such as renewable (solar, wind, hydro, biomass) and non-renewable (coal, natural gas, oil). By establishing the baseline for energy diversity and production capacity, these reports help the MoE to assess the current contribution of different energy sources to the overall energy supply. These data are vital for developing strategies of increasing the share of renewable energy sources in the national grid and reducing dependence on non-renewable sources.
- **Industry Reports:** Industry reports provide insights into energy consumption patterns of key industries, the existing efficiency measures, and the initial contributions to the overall energy use. These data establish a baseline for the industrial energy consumption and efficiency, thus, helping to identify areas where energy use can be optimized. Understanding these patterns is essential for implementing targeted energy efficiency measures within the industrial sector, contributing to the overall energy savings and sustainability.

- **Energy Audits:** Initial audit results from major energy-consuming facilities identify current inefficiencies and energy usage patterns. These audits set a benchmark for energy efficiency improvements in the targeted facilities by providing a clear starting point for implementing energy-saving measures. The data from energy audits are crucial for developing tailored strategies for enhancing energy efficiency in specific sectors or facilities, contributing to the overall energy conservation efforts.
- **National Energy Efficiency Reports:** These reports provide data on the current status of energy efficiency initiatives, the existing energy savings, and the adoption rates of energy-efficient technologies. By establishing the starting point for national energy efficiency efforts, these reports help track progress and measure the effectiveness of energy efficiency programmes. These baseline data are essential for planning and implementing initiatives to reduce energy consumption and improve energy use practices across the country.

These comprehensive data sources will establish a robust baseline for the impact statements related to the enhanced utilization of energy resources for sustainable development in Tanzania. This baseline will facilitate effective monitoring and evaluation of progress, ensuring that the initiatives contribute effectively to sustainable development goals.

## **2.7 Implementation and Quality Assurance**

Continuous training and capacity-building for MoE staff and key stakeholders will ensure effective implementation of the M&E Plan. Regular data quality reviews and validation processes will maintain data accuracy and reliability. Systematic reporting at specified intervals (weekly, monthly, quarterly, and annually) will keep all stakeholders informed and engaged.

This sampling strategy ensures that data collected throughout the lifecycle of the Strategic Plan are representative, reliable, and actionable, thus, enabling informed decision-making and continuous improvement.

# CHAPTER THREE

## EVALUATION OF STRATEGIC PLAN

### 3.1 Introduction

The evaluation component of the Monitoring and Evaluation (M&E) Plan for the MoE Strategic Plan (2021/22 - 2025/26) is designed to assess the effectiveness, efficiency, relevance, impact, and sustainability of the Ministry's interventions and activities. This component ensures alignment with the Ministry's vision and mission and is structured to support informed decision-making and strategic adjustments. Through comprehensive and systematic evaluations, the MoE aims to understand the causal impacts of its Strategic Plan, thus, ensuring that the intended outcomes are achieved effectively and efficiently.

### 3.2 Summary of Evaluation Strategy

The evaluation strategy employs various methodologies to comprehensively understand the causal impacts of the Strategic Plan and assesses cost-effectiveness. The primary goals include:

- Analysing the achieved results against the expected outcomes;
- Ensuring effective implementation and attainment of the intended outcomes;
- Providing evidence-based insights for decision-making;
- Identifying the lessons learned and best practices; and
- Enhancing accountability and transparency.

Evaluations are categorized into four main activities: Independent Evaluation, Performance Evaluation, Self-Evaluation, and Special Studies. These evaluations will be publicly available to all stakeholders.

### 3.3 Evaluation Types

#### 3.3.1 *Independent Evaluations*

##### **Overview**

Independent evaluations will be crucial to the MoE Monitoring and Evaluation (M&E) Plan. These evaluations will provide objective and systematic assessments of the Ministry's interventions and activities, ensuring that the strategic objectives and targets will be met effectively and efficiently. Third-party evaluators will conduct independent evaluations to maintain neutrality and credibility, which will ensure that the evaluations are unbiased and objective.

Although independent, the evaluations will be reviewed by the MoE to ensure that the proposed evaluation activities will be feasible and align with the Ministry's objectives and strategies. The MoE will provide feedback to the Evaluators on their activities and reports. This collaborative approach will help refine the evaluation process and ensure the final evaluation products are technically and factually accurate. The MoE's involvement will also ensure that the evaluations will be relevant and that the recommendations provided can be practically implemented to improve future projects and programs.

### ***3.3.2 Performance Evaluations***

#### **Overview**

Performance Evaluations within the MoE Monitoring and Evaluation (M&E) Plan are intended to fulfil two primary objectives: Accountability and learning. The following procedure will be used to conduct Performance Evaluations.

### ***3.3.3 Self-Evaluation***

#### **Overview**

Self-Evaluation within the MoE Monitoring and Evaluation (M&E) Plan is structured to enable internal assessments while allowing for the potential engagement of external expertise. This approach is flexible and adaptive, focusing on continuous improvement and accountability. It consists of Midterm Evaluations and the Annual End-of-Year Reporting; the following procedure will be used to conduct this Self-Evaluation.

### ***3.3.4 Special Studies***

#### **Overview**

Special Studies within the MoE Monitoring and Evaluation (M&E) Plan are designed to address specific evaluation needs or research requirements beyond regular M&E activities. These studies provide in-depth insights into the effectiveness, efficiency, and impact of specific activities of the Strategic Plan's or the entire project. They include ad-hoc evaluations, potential midterm evaluations by external consultants, and comprehensive annual reporting that documents implementation experiences and lessons learned.

## **3.4 Evaluation Criteria**

This Manual will provide the basis for which MoE will conduct evaluations by the use of Evaluation criteria as a benchmark to assess interventions.

Evaluation criteria adopt the Organisation for Economic Cooperation and Development – Development Assistance Committee (OECD-DAC) and African Evaluation Principles. Evaluation criteria are objective principles that organize the analysis and findings to provide useful information on the extent to which the intervention was relevant, appropriate, efficient, and effective.

The application of the DAC criteria is based on two proposed principles discussed below.

### **Principle 1**

To conduct a high-quality and meaningful evaluation, it is essential to apply the criteria thoughtfully. This means contextualizing the criteria, which involves understanding them in relation to the specific evaluation, the intervention being assessed, and the stakeholders involved. The evaluation questions (what you aim to discover) and the intended use of the answers should guide the interpretation and analysis of the criteria. .

### **Principle 2**

The application of the criteria is guided by the evaluation's objectives. The criteria should not be applied mechanically; instead, they should be tailored to the needs of the relevant stakeholders and the specific evaluation context. Depending on the evaluation's goals, varying amounts of time and resources may be devoted to analysing each criterion. Factors such as data availability, resource constraints, timeliness, and methodologies can influence how (and whether) a particular criterion is addressed.

The Evaluator (whether appointed or internal) must clarify the evaluation criteria in the evaluation framework. This framework should also specify the evaluation approach, the tools to be used, and the sources of information. Table 5 outlines the main evaluation criteria, their objectives, and key questions for each criterion.

The evaluation questions briefly outlined above will need to be further unpacked. The Terms of Reference (ToR) should clearly detail the need for the service provider to develop an evaluation framework explaining the evaluation criteria against which the specific programme will be evaluated.

Table 5: OECD DAC Evaluation Criteria

Evaluation Criteria	Objective	Questions it responds to
<b>Relevance</b>	Measures the extent to which the programme design meets the need or problem it is intending to address. Are we doing the right thing?	<ul style="list-style-type: none"> <li>• To what extent is the programme aligned to the government priorities?</li> <li>• Identify the main problem or need that the programme seeks to address?</li> </ul>
		<ul style="list-style-type: none"> <li>• To what extent is the programme approach or design able to address the policy or programme issue identified?</li> <li>• To what extent does the Theory of Change (ToC) outline the causal mechanism for achieving the envisioned outcomes and Impacts?               <ul style="list-style-type: none"> <li>✓ What are the assumptions underpinning the ToC?</li> <li>✓ Have the indicators for success been defined and are they SMART?</li> <li>✓ Are there appropriate financial and measurement systems in place?</li> </ul> </li> </ul>
<b>Coherence</b>	Examines the Programmes compatibility with other interventions in the country, sector, or institution, How well does the Intervention fit?	<p>To what extent is the intervention aligned with wider policy frameworks and other interventions of the institution?</p> <p>To what extent is the intervention aligned with external policy commitments of the country, sector, and institution?</p>
<b>Efficiency</b>	Measures the extent to which the intervention achieves, or is likely to achieve its intended results timely and economically	Have the results of the intervention been achieved in a cost-efficient manner?
	How well are resources being used?	<p>Are there alternatives for achievement of the results with less inputs or funds?</p> <p>Where the results achieved within the intended timeframe?</p> <p>How do the assumptions made in the design of the programme influence the implementation?</p> <p>What are the main enablers and constraints/ barriers to efficient implementation?</p>

<b>Evaluation Criteria</b>	<b>Objective</b>	<b>Questions it responds to</b>
<b>Effectiveness</b>	Measures the extent to which outcomes were achieved, or expected Is the intervention achieving its objectives?	What factors contributed to or prevented the achievement of objectives?
		To what extent did the different beneficiary groups find the intervention valuable?
		Are the beneficiaries able to recognise and identify the changes brought about by the interventions?
<b>Impact</b>	The effects due to the implementation of the intervention. This could be Intended or unintended effect. It can be primary or secondary effects What difference Does the intervention make?	What has been the social, environmental, and economic effects of implementing the intervention?
		How has the intervention affected its beneficiaries?
		What are some of the emerging lessons and learning from the programme?
<b>Sustainability</b>	Examines the extent to which the benefits of the intervention continue or likely to continue Will the benefits last after the programme has been completed?	Are there any indications that the impacts from the programme are sustainable over a long-term? <ul style="list-style-type: none"> <li>✓ If yes, what factors influence the sustainability of the programme?</li> <li>✓ If not, how can the results be maintained over a long term?</li> </ul>
		Is there any Investment sustainability plan for the completed project?

### **3.4.1 Evaluation Approaches**

There are approaches, which can be utilized when conducting an evaluation. Multiple evaluation approaches can be employed in a single evaluation. The Request for Proposal (RFP) or Terms of Reference (ToR) should ask evaluators (individuals or consultancy firms) to specify the evaluation approach they will use and justify its selection. Recently, Prof. Michael Q. Patton introduced the concept of 'mixology,' where different evaluation approaches are combined. This approach also incorporates theories and methods. Typically, one evaluation approach is predominant and is used alongside others. For example, an evaluator (internal or external) might combine a utilization-focused evaluation with a participatory evaluation. The choice of these approaches is guided by the evaluation questions. Table 6 provides an overview of different evaluation approaches.

Table 6: Evaluation approaches

Approach	Key Issues	Timing
Utilisation Focused	This approach asserts that an evaluation should be assessed based on its usefulness to its intended users. These intended users, who can be the primary beneficiaries of the evaluation, need to be clearly identified and actively involved from the start of the evaluation process. Throughout the evaluation, it is crucial to ensure that these users guide all subsequent decisions. This approach aims to maximize the utilization of the findings.	From the start to the end of an intervention
Participatory evaluation	Participatory evaluations can be conducted by the intended beneficiaries of a project or programme. These beneficiaries are, to some extent, involved in decisions regarding the collection, analysis, and use of information. Additionally, the process should integrate considerations for disability and children through specific measures in the design, implementation, monitoring, and evaluation of policies and programmes.	From the start to the end of an evaluation
Theory-based Evaluation	The evaluation begins with a theory of change, outlining how a project or programme is expected to function and detailing the causal pathways between interventions and the desired outcomes. This theory of change may be created before the evaluation is commissioned or developed (or adjusted) as part of the evaluation process. The evaluation aims to test this theory.	At any time depending on the availability of Theory of Change
Developmental evaluation	This evaluation approach can assist social innovators develop social change initiatives in complex or uncertain environments.	From start to Finish of an evaluation
Gender responsive	Gender-responsive evaluations measure how much an intervention has contributed to progress (or lack thereof) towards the intended and unintended outcomes related to gender equality. These evaluations should also be inclusive, participatory, and respectful processes, often guided by feminist theories.	From the start to the end of an evaluation
Disability response evaluation	A disability evaluation put into consideration the rights of persons with disabilities. It is key to consider the people with disability during the design and implementation of interventions	From the start to the end of an intervention
Social-Equity responsive evaluation	The evaluation closely examines inequalities and discriminatory structures to provide evidence on who benefits from development policies and programmes and who does not. Without a focus on equity and gender in evaluations, there is a risk of maintaining discriminatory structures and practices	From the start to the end of an evaluation

## **When to Conduct an Evaluation?**

Evaluations are conducted at different times and for various purposes throughout the Strategic Plan (SP) period to ensure that the objectives are being met and that necessary adjustments can be made based on the findings. All evaluations of national flagship or importance will be evaluated based on the following criteria.

### **1. Budget Considerations**

Evaluations are required for projects based on specific financial thresholds. Projects with a projected or actual budget of at least TZS 10 million must conduct both a midterm evaluation (including process/implementation evaluation) and a final evaluation (including outcome and impact evaluations). For projects with a budget between TZS 5 million and TZS 10 million, either a midterm evaluation (inclusive of process/implementation evaluation) or a final evaluation (inclusive of outcome and impact evaluations) must be carried out. Projects with a budget below TZS 5 million may also be evaluated if deemed strategically important, pending the approval from the Minister of the requesting ministry or the accounting authority of the requesting government entity.

### **2. Duration**

Projects with specific minimum durations are mandated for evaluation. Projects with a duration of at least five years must plan and conduct either a mid-term or final evaluation, as well as an ex-post evaluation (inclusive of Meta and Impact Evaluations). The mid-term evaluation should be conducted midway through the project to assess the ongoing relevance of the intervention and the progress made towards carrying out the planned activities. Additionally, public service institutions are generally encouraged to perform a final or end-line evaluation upon project completion.

### **3. Scaling –up/Termination of a Project**

All projects that have completed the piloting phase must undergo evaluation to determine their suitability for scaling up or potential termination. The decision to scale up or abandon the project/programme will be based on the findings and insights obtained from the evaluation.

## **Methods of Data Collection during an Evaluation**

- i. Document Review:** This qualitative data collection method involves examining key programme documents and reports to analyse documented issues (Evaluand). This includes reviewing essential programme documents provided by the programme team,

such as memorandums of understanding, service level agreements, contracts, performance reports, and site visit data and reports. Programmes and implementing partners must provide prompt access to any additional relevant documentation.

- ii. Literature Review:** Evaluators must review relevant non-programme literature and findings, including the existing reports and journal articles on the Evaluand. The credibility of the sources used must be carefully considered.
- iii. Interviews:** Conduct interviews with key stakeholders (e.g., programme beneficiaries, implementing agents/partners, funders) to gather qualitative data. Interviews can be structured, semi-structured, or unstructured and should involve a sample of previously engaged stakeholders when possible. Depending on the purpose, interviews may be conducted with individuals, groups, or key informants.
- iv. Surveys:** Utilize structured sets of usually closed-ended questions to solicit responses from respondents, collecting feedback from a broad range of direct beneficiaries and policymakers.
- v. Focus Group Discussion:** Engage approximately ten relevant individuals in group discussions to extract comments and ideas on specific themes.
- vi. Baseline Study:** Analyse the current situation prior to implementing a policy, strategy, programme, or a project, serving as a reference for assessing progress and making comparisons.
- vii. Questionnaire:** Use structured sets of usually closed-ended questions to solicit responses from respondents, gathering feedback from a broad range of direct beneficiaries and policymakers.
- viii. Case Study:** Develop principles of general characteristics of a specific group by clarifying these characteristics through interviews, observations, and the accumulation of similar cases.
- ix. Mixed Method Design:** Employ several data collection methods, both quantitative and qualitative, to address diverse evaluation questions. Evaluations in MDAs, RSs, and LGAs are encouraged to use a mixed-method approach, integrating both quantitative and qualitative methods.

## **Steps in Data Collection**

**Step 1:** Before beginning the data collection process, the evaluator should create an evaluation matrix that outlines measurement priorities, evaluation questions, and the methods to be used, including data collection instruments. The questions in the evaluation matrix must be specific, measurable, and concise, designed to either validate or invalidate solutions to the identified problems or opportunities. Additionally, applications for ethical approval should be made where necessary.

**Step 2:** The draft evaluation matrix, data collection instruments, and ethical approval must be reviewed by the methodological peer reviewer and the Evaluation Steering Committee.

**Step 3:** The Evaluation Manager should consolidate all comments and inputs received on the evaluation matrix and data collection instruments. These comments and inputs are then shared with the evaluator.

**Step 4:** The evaluator incorporates the comments and inputs from the Evaluation Steering Committee and peer reviewer. The revised draft evaluation matrix and data collection instruments are then submitted to the Evaluation Steering Group.

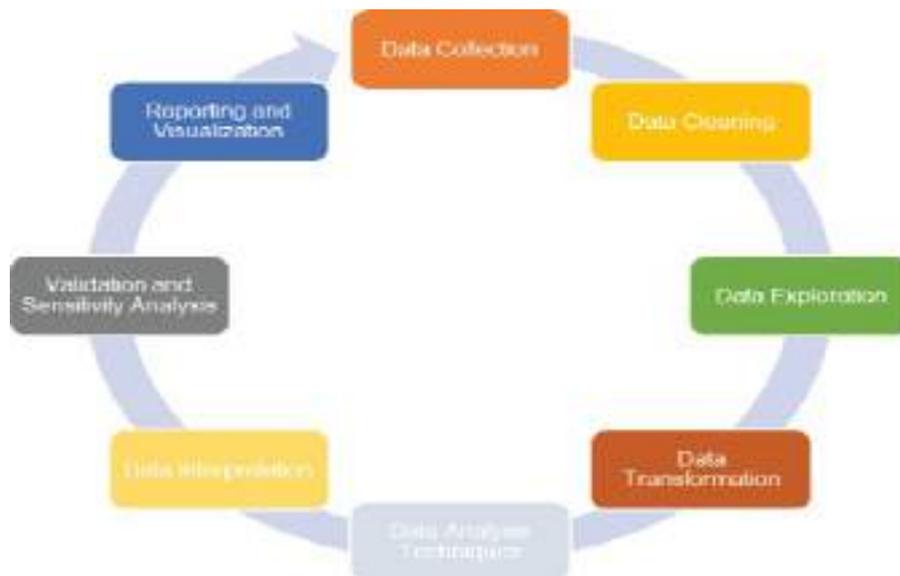
**Step 5:** The Evaluation Manager should schedule a meeting with the Evaluation Steering Committee to present and approve the evaluation matrix and data collection instruments. The Evaluation Steering Committee approves the documents if it is satisfied that all comments and inputs have been adequately addressed, following any necessary ethical approvals.

## **Step 6: The Beginning of Data Collection Process**

The beginning of the data collection process during evaluation is crucial as it sets the stage for a structured and efficient collection of data. This phase ensures that the evaluation is based on accurate, relevant, and comprehensive data, which is essential for drawing meaningful conclusions and making informed decisions

**Data Analysis Process:** The evaluator should analyse the raw data to extract relevant information that answers the evaluation questions, thereby promoting evidence-based policy and decision-making. Info graphics may be used to present the data, accompanied by a concise write-up explaining their contents.

Figure 1: Data Analysis Process



Upon data collection by evaluators, including MoE and internal and external consultancy firms, the analysis phase begins. This critical process involves evaluating, cleaning, transforming, and interpreting data to extract valuable insights and facilitate informed decision-making. Typical data analysis activities are explained below.

- **Data Collection:** Gather relevant data from various sources such as surveys, experiments, observations, interviews, or databases, spreadsheets, and other repositories.
- **Data Cleaning:** Once acquired, the data must be cleaned and pre-processed to eliminate errors, inconsistencies, missing values, or extraneous information. This step ensures the data's quality and suitability for analysis.
- **Data Exploration:** Investigate the data to gain preliminary understanding of its characteristics. This includes summarizing statistics, visualizing data, and identifying patterns or trends.
- **Data Transformation:** Modify the data as needed to align with the analysis and the objectives, making it suitable for specific techniques or models.
- **Data Analysis Techniques:** Select appropriate data analysis methods based on the data type and research objectives. For quantitative data, generate inferential and descriptive statistics. For qualitative data, perform thematic and contextual analysis. Utilize various software tools such as SPSS, Microsoft Excel, STATA, NVivo, ATLAS.ti, and PowerBI. Public institutions are encouraged to leverage the existing

technologies developed by the E-Government Authority, such as the e-Dodososurvey system.

- **Data Interpretation:** Analyse the results to derive meaningful conclusions and insights. It is crucial to consider the context and limitations of the analysis.
- **Validation and Sensitivity Analysis:** Validate the results by checking for consistency and conducting sensitivity analyses to understand how changes in assumptions or input data affect the outcomes.
- **Reporting and Visualization:** Present the analysis results clearly and comprehensibly. Use visualizations such as charts, graphs, and dashboards to effectively communicate complex data. For qualitative data, create networks and relationship diagrams using tools such as ATLAS.ti

### **Evaluation Phases**

Evaluations typically proceed through several key phases, each involving distinct activities and outputs. These phases ensure a structured and systematic approach to gathering and analysing data, ultimately leading to well-informed conclusions and recommendations.

### **Evaluability Assessment**

The OECD-DAC defines evaluability as the extent to which an activity or project can be evaluated in a reliable and credible manner (OECD-DAC 2010, P21). Literature indicates that evaluability can be considered in two contexts: "in principle" evaluability pertains to the nature of project design, including the theory of change, assessing whether the project can be evaluated as it is currently described. "In practice" evaluability, on the other hand, focuses on the availability of relevant data and the systems and capacities required to access that data.

Thus, an evaluability assessment is meant to examine elements of programme design, implementation, and contextual issues of an evaluation. It is a critical component of evaluation quality assurance, ensuring evaluations are cost-effective. Conducting evaluability assessments at this stage is crucial as it allows for the selection of evaluations that have passed the assessment, thereby conserving state resources.

Table 7: Evaluation Assessment Checklist

S/N	Evaluability Assessment Checklist	Yes	No
1	Does the subject of the evaluation have a <b>clearly defined theory of change</b> ? Is there common understanding as to what initiatives will be subject to evaluation?		
2	Is there a <b>well-defined results framework for the initiative(s)</b> that are subject to evaluation? Are goals, outcome statements, outputs, inputs and activities clearly defined? Are indicators SMART (Specific, Measurable, Assignable, Relevant and Time-bound).		
3	Are there <b>sufficient data for evaluation</b> ? This may include baseline data, data collected from monitoring against a set of targets, well documented progress reports, field visit reports, reviews, and previous evaluations.		
4	Is the planned evaluation <b>still relevant</b> , given the evolving context? Are the purpose and scope of the evaluation clearly defined and Commonly shared among stakeholders? What evaluation questions are of interest to whom? Are these questions realistic, given the project design and likely data availability and resources available for the evaluation?		
5	<b>Will political, social and economic factors</b> allow for effective Implementation and use of the evaluation as envisaged?		
6	Are there <b>sufficient resources</b> (human and financial) allocated to the evaluation?		

### Preparing for the Evaluation

Conducting an evaluation is a complex and demanding process that requires comprehensive and robust planning. This preparation involves multiple steps, each critical to the overall success of the evaluation. It is important to note that these planning steps do not necessarily follow a strict sequential order but can be iterative and overlapping. Key steps include the following.

#### Step I: Define the Purpose of the Evaluation

The starting point and most important step in preparing for an evaluation process is to have clear understanding of the evaluation utilization. The purpose may include:

- Understanding the extent to which the design and/or the implementation process of a development intervention have contributed to its success;
- Identifying the challenges or success factors;

- Identifying the conditions in which the intervention can be successfully replicated;
- Assessing whether the resources have been spent efficiently and/or effectively; and
- Assessing the intervention's impacts.

### **Step II: Determine the Type of Evaluation and Who to Undertake the Evaluation**

Determine the type of evaluation needed based on the project stage and objectives. This includes options such as process evaluations, outcome evaluations, impact evaluations, or meta-evaluations. The chosen type should align with the evaluation matrix and address specific questions about the project's design, implementation, and results.

The responsibility for conducting the evaluation can fall to internal teams within the MoE or be outsourced to external consultancy firms. The selection of evaluators depends on the project's complexity, the required expertise, and available resources. Internal evaluations might be handled by designated departments or units within the MoE, while external evaluations could be conducted by specialized consultancy firms with relevant experience and qualifications.

### **Step III: Define Stakeholders, their Roles and Mode of Engagement**

Key stakeholders to be involved in the evaluation should be identified and their roles and modalities of engagement defined (consultation/discussion of documents, country workshop, accompanying group, comments on the draft report, etc.).

### **Step IV: Prepare an Evaluation Schedule and Budget**

Evaluation requires adequate financial and logistical resources. It is therefore important that the budgeting process is comprehensive and covers all costs related to the evaluation. Items to be considered during the preparation of the evaluation budget include:

- Professional fees for all evaluators or thematic experts undertaking the evaluation.
- Additional and non-professional costs such as daily subsistence allowance, transport expenses.
- Translation costs for interviews, field visits, validation, and dissemination workshops.
- Any costs related to focus group meetings or data-collection meetings (venue hire, snacks, participant transport, etc.).
- Communications costs including editing, publication, and dissemination costs. Stakeholder, validation, or workshop costs.

Relevant programme staff should be involved in the budgeting process or consulted about the budget and should be encouraged to give feedback. Once the budget is made, there is need to prepare an evaluation schedule to help the Evaluation Technical Reference Group and evaluation teams manage the evaluation.

#### **Step V: Prepare Terms of Reference**

The ToR document comprehensively defines how a consultant or an evaluation team will carry out an evaluation. It details the objectives, scope, methodology, deliverables, timeline, and budget for the evaluation. The ToR also specifies the roles and responsibilities of the evaluator(s), the criteria for selecting the evaluation team, and the reporting requirements. This document serves as the foundation for the contractual arrangement between the commissioning organization and the evaluator(s) and acts as the main reference document throughout the evaluation process, ensuring that all parties have clear understanding of the expectations and requirements. Additionally, the ToR includes the terms of payment and outlines the process for amending the work plan if necessary, ensuring effective management of time and resources.

#### **Step VI: Constitute Evaluation Technical Reference Group (ERG)**

The Evaluation Technical Reference Group (ERG) is established to provide technical oversight, guidance, and support throughout the evaluation process of the [Project/Programme Name]. The ERG ensures the evaluation methodological rigour, relevance, and alignment with best practices and standards. The primary purpose of the ERG is to enhance the quality and credibility of the evaluation by:

- Providing expert advice on evaluation design, methodology, and implementation.
- Reviewing evaluation deliverables and offering constructive feedback.
- Ensuring that the evaluation addresses key objectives and questions effectively.
- Facilitating the dissemination and use of evaluation findings.

The ERG will be active throughout the evaluation period, from the initial planning phase to the final reporting stage. Specific timelines for meetings and deliverables will be aligned with the evaluation work plan.

#### **Step VII: Identifying an Evaluator**

Selecting a qualified evaluator is a critical step in ensuring the success of the evaluation. The evaluator will be responsible for designing, conducting, and reporting on the evaluation in a

manner that is methodologically sound and aligned with the objectives and scope of the evaluation. The selection of the evaluator will be approved by the Evaluation Steering Committee. The Committee will also oversee the evaluator’s work throughout the evaluation process.

### Key deliverables

The ToR should clearly outline the key deliverables expected from the evaluator. These deliverables are crucial components of the evaluation process and provide benchmarks for measuring progress and success. At a minimum, the following key deliverables should be included:

*Table 8: Key Outsourced Evaluation Deliverables*

<b>Key deliverables</b>	<b>What deliverable aims to achieve</b>
<b>Inception Report</b>	Detailing the understanding of the evaluation, the approach and the methodology
<b>Evaluation framework</b>	Outlines the approach to the evaluation confirming the evaluation questions, the instruments to be used and the sources of information
<b>Evaluation draft report</b>	Draft report for review and consultation
<b>Evaluation final report</b>	Report including key findings and recommendations, including a condensed summary of the report (e.g., executive summary). Submission should include background information and supporting data, references, and appendices (e.g., list of interviewees).
<b>Revised Theory of Change</b>	The evaluation’s findings and recommendations may result in the need to amend the intervention’s theory of change. As such, the revised theory of change must be submitted once the evaluation has been completed.
<b>A final power-point presentation</b>	Outlining the evaluation framework, process, findings, and recommendations.

### Work plan

The evaluation work plan and terms of payment must be included in the evaluation ToR. This plan outlines the deliverables, budget allocations, and timeframes for each deliverable, facilitating effective time and stakeholder management. The Evaluation Steering Committee can schedule its meetings to approve deliverables based on this work plan and payment terms. The Director of Monitoring and Evaluation (M&E) must ensure that any amendments to the work plan, as well as additional information included in the evaluation work plan template, are incorporated into the inception report approved by the Evaluation Steering Committee. Furthermore, ensure that contracts have been signed by each team member.

## **CHAPTER FOUR**

### **ROADMAP FOR IMPLEMENTATION AND ROLLOUT OF THE M&E PLAN**

The Monitoring and Evaluation (M&E) Plan serves as an essential framework for systematically tracking and evaluating implementation and performance indicators of the Strategic Plan. This roadmap delineates a structured methodology to ensure the M&E Plan is effectively executed and seamlessly integrated within the MoE strategic framework.

This technical overview establishes the foundation for the detailed phases and activities articulated in the roadmap, as presented in Table 9, underscoring the criticality of a systematic approach to monitoring and evaluation. The ensuing sections will elaborate on the preparation phase, capacity building, data collection and management, implementation, evaluation, stakeholder engagement, and continuous improvement phases, guaranteeing a comprehensive and efficient rollout of the M&E Plan.

#### **4.1 Preparation Phase**

The preparation phase will be the foundational stage for implementing and rolling out the M&E Plan. It will involve assembling a competent M&E Task Force, clearly defining roles and responsibilities, developing a comprehensive implementation plan, and creating robust SOPs for data-related activities. These steps explained hereunder will lay the groundwork for a systematic and effective rollout of the M&E Plan, ensuring that all subsequent phases are executed smoothly and successfully under the stewardship of the MoE.

- **Formation of the M&E Task Force**

The first step in the preparation phase will be the formation of the M&E Task Force. This task force will be a dedicated team assembled to manage and oversee the entire M&E Plan. The team will be led by the M&E Director, who will provide strategic direction and ensure that all activities align with the Ministry's objectives. The formation of the task force will involve selecting members with the necessary expertise and experience in monitoring and evaluation, project management, data analysis, and other relevant fields. The MoE will ensure that the task force is adequately supported and resourced.

- **Defining Roles and Responsibilities**

In clearly defining the roles and responsibilities of each task force, members will be crucial for ensuring accountability and efficient operation. Each team member must understand their specific duties, the scope of their work, and the expected outcomes. This clarity will help prevent overlaps and gaps in responsibilities, enhancing team coordination and effectiveness. The M&E Director, under the guidance of the MoE, will ensure that all members are aware of their roles and are equipped with the necessary tools and resources to perform their tasks effectively.

- **Development of the Detailed Implementation Plan**

The next step will be developing a detailed implementation plan. This comprehensive work plan will outline all activities required to implement the M&E Plan successfully. It will include:

- ✓ **Specific Activities:** A detailed list of all tasks and actions that will need to be completed.
- ✓ **Timelines:** Clear deadlines and timeframes for each activity to ensure timely completion.
- ✓ **Required Resources:** Identification of the resources needed, such as personnel, equipment, and budget.

The implementation plan will serve as a roadmap, guiding the task force through each step and ensuring that all activities are systematically planned and executed. The MoE will oversee the development of this plan to ensure that it aligns with the Ministry's strategic goals.

- **Development of Standard Operating Procedures (SOPs)**

Developing Standard Operating Procedures (SOPs) for data collection, processing, and reporting will be another critical aspect of the preparation phase. SOPs will have detailed, written instructions describing the exact steps to be followed to carry out specific processes consistently and accurately. They will help maintain high data quality standards and ensure that all team members follow the same protocols.

Key components of the SOPs will include:

- ✓ **Data Collection Procedures:** Methods for gathering data, including tools, frequency, and responsible parties.

- ✓ **Data Processing Guidelines:** Steps for cleaning, validating, and analysing data to ensure accuracy and reliability.
- ✓ **Reporting Standards:** Formats and protocols for reporting data, including frequency, templates, and distribution channels.

By establishing clear SOPs, the task force will ensure that data collection and management processes are standardized, reducing the risk of errors and inconsistencies. The MoE will approve and enforce these SOPs to maintain high data integrity and quality across all projects.

## 4.2 Capacity Building

Capacity building will be crucial in successfully implementing the M&E Plan, thus, ensuring that all stakeholders have the necessary skills and knowledge to execute their roles effectively. The Training Coordinator will spearhead this phase under the ownership of the MoE and will encompass a comprehensive approach to training and ongoing support.

- **Training Workshops**

The Training Coordinator will organize training workshops designed to educate stakeholders on various aspects of monitoring and evaluation. These workshops will cover a broad spectrum of topics explained hereunder to ensure a comprehensive understanding and practical application of M&E principles.

- ✓ **Focus on M&E Tools, Techniques, and Concepts:** The workshops will introduce stakeholders to essential M&E tools, such as data collection instruments, software for data analysis, and reporting templates. Techniques for effective monitoring and evaluation, including qualitative and quantitative methods, will be covered thoroughly. Fundamental M&E concepts such as the logic model, theory of change, and results-based management will be explained to provide a solid theoretical foundation.
- ✓ **Practical Training in Data Collection Methods:** Hands-on sessions will be conducted to teach stakeholders how to collect high-quality data. This will include training on how to design surveys, conduct interviews, and utilize observational techniques. Emphasis will be on ensuring data accuracy, reliability, and validity.
- ✓ **Quality Management:** Training will also cover quality management practices to ensure that data collection and processing maintain high standards. Stakeholders will learn about data quality assurance techniques, including data verification, validation,

and cleaning processes. This will help prevent errors and inconsistencies in data collection.

- ✓ **Reporting Standards:** Clear guidelines and standards for reporting M&E data will be provided. Stakeholders will be trained on how to compile and present data in a standardized format, making it easier for them to interpret and use the data for decision-making. This will include training them on using reporting templates and tools to generate consistent and comprehensive reports.

- **Continuous Technical Assistance**

In addition to the training workshops, continuous technical assistance will be provided to ensure stakeholders can effectively implement the M&E Plan.

- ✓ **Mentorship and Coaching:** Experienced M&E professionals will be assigned as mentors to less experienced stakeholders. This mentorship programme will provide one-on-one coaching, thus, helping individuals to build their confidence and competence in M&E practices. Through regular interactions, mentors will provide practical advice, share best practices, and offer constructive feedback.

- **Building a Sustainable Capacity Building Framework**

To ensure the sustainability of capacity-building efforts, the Training Coordinator will also focus on creating a framework that can be continuously improved and adapted.

- ✓ **Training Materials and Resources:** Comprehensive training materials and resources will be developed and made available to all stakeholders. These materials will include manuals, guides, video tutorials, and case studies that stakeholders can refer to even after the training workshops.
- ✓ **Feedback Mechanism:** A feedback mechanism will be established to gather inputs from stakeholders about the effectiveness of the training and technical assistance. This feedback will continuously refine and improve the capacity-building programmes, ensuring they remain relevant and effective.
- ✓ **Capacity Building for Trainers:** To expand the reach of capacity-building efforts, a train-the-trainer approach will be employed. Selected stakeholders will be trained to become trainers, thus, enabling them to conduct workshops and provide support within their organizations or communities. This will create a multiplier effect, extending the benefits of capacity building to a larger group of stakeholders.

### **4.3 Data Collection and Management**

The data collection and management phase will be a pivotal part of the M&E Plan implementation, ensuring that all necessary data are accurately and efficiently gathered, processed, and analysed. This phase will be led by the Data Manager and supported by Statisticians, who will own the MoE. The goal will be to develop robust data collection tools and systems to support the M&E framework effectively.

- **Development of Data Collection Tools**

The Data Manager and Statisticians will be responsible for leading the development of data collection tools. These tools must be user-friendly to ensure ease of use by all stakeholders involved in data collection. Additionally, they must be closely aligned with the M&E indicators to ensure that the data collected are relevant and useful for monitoring and evaluation purposes.

- **Pilot Testing**

After the initial design of the data collection tools, a pilot testing phase will be conducted to validate their effectiveness and usability. This will be critical to ensure the tools work as intended in real-world settings.

- **Feedback and Adjustments**

Feedback from the pilot phase will be crucial for refining the data collection tools. The Data Manager and statisticians will analyse the input to make necessary adjustments, ensuring the tools meet stakeholders' needs and are fit for the purpose.

### **4.4 Implementation of the M&E Plan**

The implementation phase involves data collection activities according to the M&E Plan schedule. The M&E Director and staff will ensure systematic data collection, maintaining consistency and accuracy across all project areas. Regular monitoring and reporting are critical during this phase. Routine monitoring visits and data quality assessments will be conducted to ensure high data standards. Additionally, quarterly and annual performance reports will be prepared and disseminated to stakeholders, thus, providing regular updates on progress and findings.

### **4.5 Evaluation and Learning**

Evaluations are a vital component of the M&E Plan. The M&E Director and staff will perform mid-term and end-term evaluations to assess the effectiveness and impact of the

Plan. Independent evaluators will be engaged to ensure objective assessments. Feedback collected from these evaluations and monitoring reports will be analysed to identify strengths and areas for improvement. Based on these findings, the M&E Plan will be revised to enhance its effectiveness and ensure continuous learning and adaptation.

#### **4.6 Stakeholder Engagement and Dissemination**

Engaging stakeholders is essential for the success of the M&E Plan. Regular quarterly and annual meetings will be organized to review progress and share findings. These meetings will ensure active participation from all key stakeholders. Additionally, a comprehensive communication strategy will be developed to disseminate M&E findings. Various channels such as reports, presentations, and digital platforms will be utilized to ensure timely and accurate information sharing with all relevant parties.

#### **4.7 Continuous Improvement**

Continuous improvement is necessary to keep the M&E Plan relevant and effective. Annual reviews will be conducted to assess and update the Plan based on new challenges, insights, and best practices. The M&E Director and staff will lead these reviews, ensuring that the Plan evolves with changing circumstances. Capacity enhancement is also a critical component of continuous improvement. Investing in new technologies and tools and providing ongoing professional development opportunities for staff will enhance M&E capabilities and ensure the team remains well-equipped to manage and implement the Plan effectively.

**Table 9: Proposed Roadmap for the Implementation and Rollout of the M&E Plan**

<b>S/N</b>	<b>Roadmap Sections</b>	<b>Strategy</b>	<b>Activity</b>	<b>Responsible Person</b>
<b>1</b>	<b>Preparation Phase</b>	Formation of the M&E Task Force	Establish a dedicated team to manage the M&E Plan	M&E Director
			Define roles and responsibilities clearly.	
		Development of the Implementation Plan	Create a detailed work plan with specific activities, timelines, and required resources.	
			Develop Standard Operating Procedures (SOPs) for data collection, processing, and reporting.	
<b>2</b>	<b>Capacity Building</b>	Training Workshops	Organize training sessions for stakeholders on M&E tools, techniques, and concepts.	Training Coordinator
			Emphasize data collection methods, quality management, and reporting standards.	
		Technical Assistance	Provide continuous technical support to stakeholders.	
			Set up a helpdesk for immediate troubleshooting and support.	
<b>3</b>	<b>Data Collection and Management</b>	Development of Data Collection Tools	Design and standardize user-friendly data collection tools aligned with M&E indicators	Data Manager/ Statisticians
		Pilot Testing	Conduct pilot tests to validate the effectiveness and usability of the tools.	
			Adjust the tools based on feedback from the pilot phase	
<b>4</b>		Rollout of Data Collection Activities	Start systematic data collection as scheduled in the M&E Plan.	
			Ensure consistency and accuracy across all project areas.	

S/N	Roadmap Sections	Strategy	Activity	Responsible Person
	<b>Implementation of the M&amp;E Plan</b>	Regular Monitoring and Reporting	Conduct regular monitoring visits and data quality assessments.	M&E Director and Staff
			Prepare and disseminate quarterly and annual performance reports.	
<b>5</b>	<b>Evaluation and Learning</b>	Conduct Evaluations	Perform mid-term and end-term evaluations to assess effectiveness and impact.	M&E Director and Staff
			Engage independent evaluators for objective assessments.	
		Feedback and Adaptation	Collect and analyse feedback from evaluations and monitoring reports.	
			Revise the M&E Plan based on findings to improve its effectiveness.	
<b>6</b>	<b>Stakeholder Engagement and Dissemination</b>	Regular Stakeholder Meetings	Organize quarterly and annual meetings to review progress and share findings.	M&E Director and Staff
			Ensure active participation from all key stakeholders.	
		Communication Strategy	Develop a plan to disseminate M&E findings to relevant parties.	
			Use various channels like reports, presentations, and digital platforms for information sharing.	
<b>7</b>	<b>Continuous Improvement</b>	Annual Review and Update of the M&E Plan	Conduct annual reviews to assess and update the M&E Plan's relevance and effectiveness.	M&E Director and Staff
		Capacity Enhancement	Build capacity through advanced training and professional development programs.	
			Invest in new technologies and tools to enhance M&E capabilities.	

Source: A consultant Compilation Various Sources

## ANNEXES

*Annex 1: Results Framework*

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
<b>Impact:</b> Enhanced utilization of energy resources for sustainable development in Tanzania.	Percentage of renewable energy share in the energy mix	This indicator reflects the extent to which a country is transitioning towards sustainable energy sources. A higher percentage indicates a significant shift away from fossil fuels, leading to long-term environmental benefits, reduced greenhouse gas emissions, and enhanced energy security. It demonstrates the impact of policies and investments aimed at promoting renewable energy.	0		Ministry of Energy Reports	Surveys, Documentation Review	Quarterly	Electricity and Renewable Energy Division
	Percentage share of traditional biomass (charcoal & firewood) in the energy mix	This indicator measures the reliance on traditional biomass, which has significant implications for deforestation, environmental degradation, and indoor air pollution. Reducing the share of traditional biomass in the energy mix indicates progress in adopting cleaner and more efficient energy sources. This has a direct impact on environmental sustainability, public health, and improved living standards, especially in rural areas.	0		National Bureau of Statistics, MoE Reports	Household Surveys, Energy Audits	Annual	Electricity and Renewable Energy Division
	Amount of carbon emission due to the use of renewable energy	This indicator measures the environmental impact of renewable energy production. Although renewable energy generally has low carbon emissions, this indicator helps track and ensure that renewable energy sources are contributing to the overall reduction in the carbon footprint of the energy sector. It is a crucial impact indicator for climate change mitigation efforts	0		Environmental Monitoring Agency Reports	Emission Monitoring Systems	Quarterly	Environmental Management Unit
	Amount of national strategic petroleum reserve available.	The indicator is for national energy security. It ensures that there is a buffer against supply disruptions, which can have severe economic and social consequences. This reserve impacts national resilience to geopolitical risks, natural disasters, and market volatility, thereby stabilizing the energy supply.	0		Petroleum Reserve Reports	Inventory Records, Audits	Monthly	Petroleum and Gas Division
	Total capacity for energy production	The indicator represents the country ability to meet its energy demands and support economic growth. It reflects the scale of infrastructure investments and the readiness of the energy sector to support development goals. This indicator impacts national energy policy, economic planning, and energy security.	0		Energy Production Reports	Production Logs, Capacity Reports	Quarterly	Electricity and Renewable Energy and Petroleum and Gas Division
	Proportion of Energy Efficiency Across Various Industries	The industries is directly influences economic competitiveness, environmental sustainability, and energy conservation. High energy efficiency indicates reduced energy waste, lower operational costs, and	0		Industry Reports, Energy Audits	Efficiency Audits, Surveys	Annual	Electricity and Renewable

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		reduced environmental impact, contributing to the overall sustainability and productivity of the industrial sector						Energy Division
	Proportion of Energy efficiency across all sectors	This indicator measures the overall energy efficiency in the economy, impacting national energy consumption, cost savings, and environmental sustainability. Improved energy efficiency across all sectors indicates better use of energy resources, reduced greenhouse gas emissions, and progress towards sustainable development goals.	0		National Energy Efficiency Reports	Surveys, Documentation Review	Annual	Electricity and Renewable Energy Division
	GDP per capita growth attributed to petroleum revenue.	This indicator is critical for understanding the economic impact of the petroleum sector on individual prosperity and overall economic growth. It reflects how petroleum revenues are contributing to economic development, infrastructure investments, and improved living standards. This indicator impacts fiscal policy, resource management, and economic diversification strategies	0		National Bureau of Statistics	Economic Analysis Reports	Annual	Policy and Planning Department
<b>Outcome 1:</b> Improved support services on HIV/AIDS infection and non-communicable diseases to staff.	Number of staff accessing counselling services.	This indicator reflects the direct result of initiatives aimed at promoting mental health and well-being among staff. The number of staff accessing counselling services indicates the effectiveness of awareness programs, availability, and accessibility of mental health support services. It measures the intermediate outcome of these initiatives on staff behaviour and well-being.	0		Counselling Session Records, EAP Reports	Service Usage Logs, Feedback Forms	Quarterly	Human Resources Management Departments (MoE and its Institutions)
	Level of staff satisfaction with support services on HIV/AIDS infection and non-communicable diseases	This indicator measures the level of satisfaction among staff with the support services provided for HIV/AIDS and non-communicable diseases, indicating the outcome of health support programs. High satisfaction levels suggest that the services are meeting the needs of the staff effectively. It reflects the intermediate outcome effects of the health support services on employee perceptions and well-being.	0		MoE Internal Reports, Staff Surveys	Surveys, Interviews, Feedback Forms	Annual	Human Resources Management Departments (MoE and its Institutions)
	Number of individuals Reached on Energy Safety and Efficiency Campaigns.	This indicator shows the direct reach and effectiveness of energy safety and efficiency campaigns. The number of individuals reached indicates the extent to which the campaign has successfully communicated its message and engaged the target audience. It measures the intermediate outcome effects of the campaigns in terms	0		Campaign Attendance Records, Public Outreach Reports	Attendance Logs, Survey Questionnaires, Campaign Reports	Quarterly	Communication Units and Electricity and Renewable

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		of awareness and education on energy safety and efficiency.						Energy Division
	Average amount of allowance provided staff living with HIV/AIDS	This indicator measures the financial support provided to staff living with HIV/AIDS in the form of allowances, reflecting the outcome of compensation policies and practices. The average amount of allowance provided per staff member indicates the organization's commitment to staff welfare and financial support. It reflects the direct result of the allowance policies on staff compensation.	0		Payroll Records, Financial Reports 0 0 0	Statistical Analysis, Payroll Review	Annually	Human Resources Management Departments (MoE and its Institutions)
	Number of staff participating in ongoing awareness programs annually.	This indicator reflects the direct result of initiatives to promote continuous awareness and professional development among staff. The number of staff participating in ongoing awareness programs indicates the effectiveness of professional development programs and the organization's commitment to staff growth and skill enhancement. It measures the intermediate outcome of these programs on staff engagement and participation in professional development activities.	0		Training Attendance Records, Educational Program Reports	Enrolments Logs, Program Completion Certificates, Surveys	Annual	Administration and Human Resources Management Department,
	Percentage of eligible staff who have received the allowance.	This indicator measures the proportion of eligible staff who have actually received the special diet allowance. It directly reflects the immediate outcome of disbursing the allowance to eligible staff members. This measure indicates the effectiveness and efficiency of the allowance distribution process	0		Payroll Records, HR Reports	Review of Payroll Logs, Employee Surveys	Quarterly	Administration and Human Resources Management Department,
<b>Output 1.1:</b> Special diet allowances provided to staff living with HIV/AIDS.	Frequency of allocation of special diet allowance	This indicator measures how often the special diet allowance is allocated to eligible staff within a specified period (e.g., monthly, quarterly, annually). It directly reflects the frequency of a specific administrative action taken to support staff health and well-being. This measure indicates the organization's adherence to policy and the regularity of support provided to staff requiring special dietary needs	0		Payroll Records, HR Reports	Review of Payroll Logs, Financial Audits	Monthly	Administration and Human Resources Management Department,
	Number of staff eligible for the special diet allowance.	This indicator measures the total number of staff members who meet the criteria to receive the special diet allowance. It represents the immediate result of the eligibility assessment process. This measure indicates the scope and reach of the allowance program within	0		HR Records, Employee Databases	Documentation Review, HR Database Analysis	Quarterly	Administration and Human Resources

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		the organization, reflecting the output of the eligibility determination process						Management Department,
	Total amount of funds disbursed as special diet allowances annually.	This indicator tracks the total financial amount disbursed for special diet allowances in a year. It represents the immediate financial output of the allowance program. This measure indicates the level of financial commitment and support provided by the organization for staff requiring special dietary needs.	0		Financial Reports, Payroll Records	Financial Audits, Budget Reviews	Annually	Finance and Accounts Unit
<b>Output 1.2:</b> HIV/AIDS and NCDs awareness seminars provided to staff.	Number of awareness seminars on HIV/AIDS	This indicator measures the total number of seminars conducted to raise awareness about HIV/AIDS among staff. It reflects the immediate result of organizing and holding awareness events. This measure indicates the level of effort and resources dedicated to educating staff about HIV/AIDS	0		Training Reports, Seminar Logs	Attendance Records, Seminar Reports	Quarterly	Administration and Human Resources Management Department,
	Number of awareness Seminars on Non-communicable diseases (NCDs)	This indicator measures the total number of seminars conducted to raise awareness about non-communicable diseases (NCDs) among staff. It represents the direct result of organizing and delivering educational events. This measure indicates the organization's commitment to informing staff about NCDs and promoting health education.	0		Training Reports, Seminar Logs	Attendance Records, Seminar Reports	Quarterly	Administration and Human Resources Management Department,
	Number of staff members who attended the awareness seminars on HIV/AIDS	This indicator measures the total number of staff members who participated in HIV/AIDS awareness seminars. It reflects the immediate output of the awareness program in terms of participant attendance. It quantifies the level of engagement and participation in the seminars provided by the organization.	0		Attendance Sheets, Seminar Reports	Attendance Logs, Participant Surveys	Quarterly	Administration and Human Resources Management Department,
<b>Outcome 2:</b> Enhanced implementation of the national anticorruption strategy.	Percentage change in corruption incidences	This indicator measures the variation in the number of reported corruption incidents within a specified period compared to the previous period. It reflects the intermediate effects of anti-corruption policies and measures. A decrease in corruption incidences indicates the effectiveness of these policies in altering behaviours and reducing corrupt practices within the organization.	0		MoE Internal Reports, Complaint Records	Surveys, Interviews, Complaint Logs	Annually	Administration and Human Resources Management Department,
	Percentage of Ministry Staff Completing Anti-Corruption Training	This indicator measures the proportion of Ministry staff who have completed anti-corruption training within a specified period. It reflects the immediate effect of training initiatives on staff awareness and	0		Training Attendance Records	Attendance Logs, Training Reports	Annually	Administration and Human Resources

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		understanding of anti-corruption practices. A higher percentage of trained staff indicates improved knowledge and capacity to prevent and combat corruption, leading to a more ethical organizational culture.	0					Management Department,
	Number of Reported Corruption Incidents	This indicator counts the number of corruption incidents reported within the MoE during a specified period. It reflects the intermediate effect of the Ministry's anti-corruption efforts. An increase in reported incidents indicate better detection and reporting mechanisms, while a decrease may suggest improved integrity and reduced instances of corruption	0		Complaint Records, Incident Reports	Documentation Review, Incident Logs	Quarterly	Administration and Human Resources Management Department,
	Level of Transparency and Integrity Ratings	This indicator measures the transparency and integrity of the MoE as rated by external assessments. It reflects the intermediate effects of the Ministry's efforts to improve transparency and integrity. Higher ratings indicate the success of these efforts in creating a more transparent and ethical organization.	0		External Audit Reports, Stakeholder Surveys	Surveys, Audit Reports	Annually	Administration and Human Resources Management Department and Internal Audit Unit
	Awareness rate among employees	This indicator measures the percentage of employees who are aware of key policies, procedures, and initiatives within the Ministry. It reflects the immediate effect of communication and awareness campaigns on employee knowledge and engagement. A higher awareness rate indicates successful dissemination of information and improved understanding among staff.	0		Surveys, Awareness Campaign Reports	Surveys, Feedback Forms	Annually	Administration and Human Resources Management Department,
	Level of customer service satisfaction	This indicator measures the satisfaction level of customers with the services provided by the Ministry. It reflects the intermediate effects of customer service initiatives and improvements. Higher satisfaction levels indicate that the services provided are meeting customer needs and expectations, leading to improved customer relationships and trust in the Ministry	0		Customer Feedback Forms, Surveys	Surveys, Feedback Forms	Quarterly	Administration and Human Resources Management Department,
	Number of whistles received	This indicator measures the total number of reports or complaints received through the whistleblower mechanism. It reflects the immediate result of the whistleblower system's implementation. The number of whistles received indicates the effectiveness of the mechanism in encouraging employees to report	0		Whistleblower Reports	Documentation Review, Incident Logs	Quarterly	Administration and Human Resources Management Department and Information

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		unethical or corrupt behavior, showing the system's reach and utilization						Communication Technology Unit
<b>Output 2.1:</b> Training sessions on ethical practices and anti-corruption measures delivered to employees.	Number of trainings on ethical practices conducted	This indicator measures the total number of training sessions conducted to educate employees on ethical practices. It reflects the immediate result of efforts to disseminate knowledge and promote ethical behaviour within the organization. The number of trainings conducted directly quantifies the organization's activities aimed at fostering an ethical workplace culture	0		Training Reports	Attendance Logs, Training Records	Annually	Administration and Human Resources Management Department,
	Number of trainings on anti-corruption measures conducted	This indicator measures the total number of training sessions conducted to educate employees on anti-corruption measures. It represents the direct output of initiatives aimed at raising awareness and understanding of anti-corruption practices among employees. The number of trainings conducted indicates the organization's commitment to preventing and combating corruption.	0		Training Reports	Attendance Logs, Training Records	Annually	Administration and Human Resources Management Department,
	Number of Employees Trained in Ethical Practices and Anti-corruption Measures	This indicator measures the total number of employees who have participated in training sessions on ethical practices and anti-corruption measures. It quantifies the immediate result of training initiatives designed to enhance employees' knowledge and capabilities in these areas. The number of trained employees reflects the organization's efforts to build a knowledgeable and compliant workforce.	0		Training Attendance Records	Attendance Logs, Surveys	Annually	Administration and Human Resources Management Department,
<b>Output 2.2:</b> An internal whistleblower Policy disseminated to staff with a secure method to report unethical practices	Percentage of employees who have received the whistleblower policy:	This indicator measures the proportion of employees who have been provided with information about the internal whistleblower policy. It reflects the immediate result of efforts to disseminate the policy to the workforce. The percentage indicates how well the organization has communicated the existence and details of the whistleblower policy to its employees.	0		HR Records	Surveys, Documentation Review	Annually	Administration and Human Resources Management Department,
	Percentage of employees who have completed training related to the whistleblower policy	This indicator measures the proportion of employees who have completed training specifically related to the whistleblower policy. It represents the direct result of training initiatives aimed at ensuring employees understand the whistleblower policy and know how to use it. The percentage reflects the organization's efforts	0		Training Attendance Records	Attendance Logs, Surveys	Annually	Administration and Human Resources Management Department,

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		to educate its employees on the procedures and protections associated with the whistleblower policy.						
<b>Outcome 3:</b> Improved power generation, transmission, and distribution infrastructures.	Percentage of power stability in the country	This indicator measures the percentage of time during which the power supply remains stable and uninterrupted across the country. It reflects the intermediate effects of improvements in the power infrastructure and grid management. Higher power stability indicates successful implementation of measures to enhance grid reliability, reduce outages, and ensure a consistent power supply.	0		Power Supply Reports, TANESCO Data	System Monitoring, Reliability Reports	Quarterly	Electricity and Renewable Energy Division
	Proportion of Energy efficiency across all sectors	This indicator reflects the results of energy efficiency programs and initiatives aimed at reducing energy consumption and improving energy use efficiency. Improved energy efficiency across sectors indicates effective adoption of energy-saving practices and technologies	0		National Energy Efficiency Reports	Surveys, Energy Audits	Annually	Electricity and Renewable Energy Division
	Access rate to electricity	This indicator reflects the intermediate effects of policies and programs aimed at expanding electricity infrastructure and providing access to underserved areas. Higher access rates indicate successful implementation of electrification projects and initiatives to increase energy access.	0		National Grid Connection Reports	Surveys, Connection Logs	Quarterly	Electricity and Renewable Energy Division
	Percentage reserve margin power capacity	The indicator reflects the intermediate effects of planning and investments in power generation capacity. A higher reserve margin indicates the system's ability to meet peak demand without interruptions, ensuring reliability and stability.	0		Power Supply Reports, Grid Data	System Monitoring, Capacity Reports	Quarterly	Electricity and Renewable Energy Division and TANESCO
	Energy intensity	The indicator reflects the results of efforts to improve energy efficiency and reduce energy consumption relative to economic activity. Lower energy intensity indicates a more energy-efficient economy, where less energy is used to produce each unit of economic output.	0		National Energy Statistics	Energy Audits, Statistical Analysis	Annually	Electricity and Renewable Energy Division
	Percentage contribution of power source to the generation mix	The indicator reflects the intermediate effects of diversifying the energy mix and promoting different energy sources. A balanced generation mix indicates successful implementation of policies to diversify energy sources and reduce dependence on any single source.	0		Generation Reports, Power Plant Data	Documentation Review, Statistical Analysis	Quarterly	Electricity and Renewable Energy Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Number of households connected	This indicator reflects the results of electrification programs and initiatives aimed at expanding the electricity grid to reach more households. An increase in connected households indicates successful efforts to provide electricity access to more people, improving their quality of life.	0		Connection Logs, National Grid Reports	Documentation Review, Surveys	Quarterly	Electricity and Renewable Energy Division
	Number of villages connected	This indicator reflects the intermediate effects of rural electrification programs and initiatives. An increase in connected villages indicates successful efforts to extend the electricity grid to rural areas, promoting rural development and improving living standards.	0		Connection Logs, National Grid Reports	Documentation Review, Survey	Quarterly	Electricity and Renewable Energy Division,
	System average interruption duration index (SAIDI)	SAIDI measures the performance and reliability of the power system by tracking the duration of interruptions experienced by customers. It reflects the results of operational practices, maintenance activities, and infrastructure investments aimed at improving service reliability. While it provides valuable information about the effectiveness of these efforts, it does not directly measure broader, long-term impacts on the economy or societal well-being.	0		TANESCO Reports	Outage reports	Monthly	TANESCO
	Customer average interruption duration Index (CAIDI)	CAIDI measures the average duration of interruptions that a customer experiences, calculated by dividing the total duration of customer interruptions (in minutes) by the total number of customer interruptions. This metric provides insights into the effectiveness and efficiency of the utility's response to power outages and their ability to restore service. It reflects the outcomes of operational procedures, maintenance activities, and response strategies aimed at minimizing the duration of power outages for customers.	0		TANESCO Reports	Outage reports	Monthly	TANESCO
	System average interruption frequency Index (SAIFI)	SAIFI measures the frequency of interruptions in the power supply experienced by customers. It is calculated by dividing the total number of customer interruptions by the total number of customers served. This indicator provides insight into the reliability and performance of the power system by showing how often customers experience outages. It reflects the effectiveness of operational and maintenance activities and the robustness of the infrastructure, similar to SAIDI.	0		TANESCO Reports	Outage reports	Monthly	TANESCO

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Number of hamlets connected	This indicator reflects the results of efforts to expand electricity access to smaller, often remote, communities. An increase in connected hamlets indicates the success of initiatives to provide electricity to underserved and isolated areas, enhancing social and economic development	0		Connection Logs, National Grid Reports	Documentation Review, Surveys	Quarterly	Electricity and Renewable Energy Division
<b>Output 3.1:</b> New generation power mix systems contracted.	Number of megawatts added to the national power grid	This indicator reflects the immediate result of efforts to increase power generation capacity. The number of megawatts added directly quantifies the output of infrastructure projects aimed at boosting the grid's capacity to meet energy demands	0		Power Generation Reports, TANESCO Data	Production Logs, Capacity Reports	Quarterly	Electricity and Renewable Energy Division
	Number of power plants constructed	This indicator reflects the direct result of construction projects aimed at expanding energy generation infrastructure. The number of power plants constructed quantifies the immediate output of these development activities.	0		Project Reports, Construction Logs	Site Inspections, Documentation Review	Annually	Electricity and Renewable Energy Division
<b>Output 3.2:</b> Transmission lines constructed.	Length of transmission lines constructed	This indicator reflects the direct result of infrastructure development projects. The length of transmission lines constructed quantifies the immediate output of efforts to expand the grid's reach and capacity.	0		Transmission Project Reports, Construction Logs	Site Inspections, Documentation Review	Quarterly	Electricity and Renewable Energy Division
	Number of sub-stations constructed	This indicator reflects the direct result of projects aimed at improving the transmission and distribution of electricity. The number of sub-stations constructed quantifies the immediate output of these development activities	0		Project Reports, Construction Logs	Site Inspections, Documentation Review	Annually	Electricity and Renewable Energy Division
<b>Output 3.3:</b> Existing transmission lines upgraded.	Number of transmission lines upgraded	This indicator reflects the direct result of infrastructure improvement projects. The number of upgraded transmission lines quantifies the immediate output of efforts to improve the efficiency and reliability of the power grid.	0		Transmission Project Reports, Upgrade Logs	Site Inspections, Documentation Review	Quarterly	Electricity and Renewable Energy Division
	Voltage level of transmission lines upgraded	This indicator reflects the immediate result of projects aimed at enhancing the capacity and efficiency of the transmission network. The voltage level upgrades directly quantify the technical improvements made to the grid infrastructure.	0		Upgrade Reports, Technical Specifications	Documentation Review, Technical Inspections	Quarterly	Electricity and Renewable Energy Division
<b>Output 3.4:</b> Power distribution networks extended	Length of power distribution networks extended	This indicator reflects the direct result of projects aimed at increasing the reach of electricity distribution. The length of distribution networks extended quantifies the immediate output of efforts to provide electricity access to additional areas	0		Distribution Project Reports, Construction Logs	Site Inspections, Documentation Review	Quarterly	Electricity and Renewable Energy Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Voltage level of distribution networks upgraded	This indicator reflects the immediate result of projects aimed at enhancing the distribution network's capacity and efficiency. The voltage level of extended networks quantifies the technical improvements made to the distribution infrastructure	0		Upgrade Reports, Technical Specifications	Documentation Review, Technical Inspections	Quarterly	Electricity and Renewable Energy Division
<b>Outcome 4:</b> Increased share utilization of new and renewable energy resources in the Tanzania national grid.	Percentage contribution of renewable energy to the energy mix in the country	The indicator reflects the intermediate effect of policies and initiatives aimed at increasing renewable energy adoption. A higher percentage contribution indicates successful implementation of these policies, showing progress towards a more sustainable and environmentally friendly energy	0		Renewable Energy Reports, National Energy Statistics	Statistical Analysis, Documentation Review	Annually	Electricity and Renewable Energy Division
	Percentage of total energy consumption from renewable sources	This indicator reflects the intermediate effect of efforts to promote renewable energy use among consumers and industries. A higher percentage of consumption from renewable sources indicates a shift towards more sustainable energy consumption patterns, demonstrating the impact of these efforts.	0		National Energy Statistics, Consumption Reports	Statistical Analysis, Energy Audits	Annually	Electricity and Renewable Energy Division
	Annual Energy Production from New Renewable Sources	This indicator reflects the immediate effect of investments and projects aimed at expanding renewable energy capacity. The increase in annual production from new sources indicates the success of these initiatives in enhancing the country's renewable energy infrastructure	0		Renewable Energy Production Reports	Production Logs, Energy Audits	Quarterly	Electricity and Renewable Energy Division
	Percentage of Energy efficiency in consumption. across Various Industries	This indicator reflects the intermediate effect of energy efficiency programs and initiatives targeting industries. Higher energy efficiency percentages indicate that industries are effectively reducing energy waste and improving their energy use, demonstrating the impact of these programs	0		Energy Efficiency Reports, Industry Audits	Surveys, Documentation Review	Annually	Electricity and Renewable Energy Division
	Promotion of renewable energy to the public	This indicator reflects the intermediate effect of awareness and promotional campaigns designed to encourage the adoption of renewable energy. Increased public awareness and positive attitudes towards renewable energy indicate the success of these promotional efforts in shaping public perceptions and behaviors.	0		Campaign Reports, Outreach Logs	Surveys, Attendance Records	Annually	Electricity and Renewable Energy Division
<b>Output 4:1:</b>	Number of renewable energy Projects Completed.	This indicator reflects the intermediate effects of investment and policy initiatives aimed at expanding renewable energy capacity. The completion of renewable energy projects indicates progress towards	0		Project Reports	Documentation Review, Site Inspections	Annually	Electricity and Renewable

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
New renewable energy resources developed		increasing the country's renewable energy infrastructure and capacity, demonstrating the tangible results of strategic planning and implementation efforts.	0					Energy Division
<b>4.2</b> Renewable energy information systems developed	Level of the progress made in developing a Renewable energy information system	This indicator measures the extent and effectiveness of efforts to develop and implement a comprehensive Renewable Energy Information System (REIS). It evaluates the progress in establishing a system that collects, processes, and disseminates data related to renewable energy sources, production, and usage. The indicator tracks milestones such as system design, development, testing, deployment, user training, and operational status.	0		Project reports Progress reports from the development team Stakeholder feedback System usage logs Implementation timeline	Surveys and questionnaires for stakeholder feedback Interviews with the development team and stakeholders Monitoring and evaluation reports System analytics and usage statistics Regular progress meetings and reports	Quarterly	Electricity and Renewable Energy Division
<b>Output 4.3</b> Amount of renewable energy resources generated	Number of Megawatts from wind energy	This indicator measures the total installed capacity and production of electricity generated from wind energy sources. It tracks the number of megawatts (MW) produced by wind turbines and wind farms. This indicator directly quantifies the immediate results of investments and projects in wind energy infrastructure. It reflects the tangible output of operational wind energy systems, contributing to the overall renewable energy capacity.	0		Wind farm production reports, grid operator data, renewable energy databases	Monthly energy production logs, automated monitoring systems, progress reports	Quarterly	Electricity and Renewable Energy Division
	Number of Megawatts from geothermal	This indicator measures the total installed capacity and production of electricity generated from geothermal energy sources. It tracks the number of megawatts (MW) produced by geothermal power plants. This indicator directly measures the immediate results of geothermal energy projects. It captures the tangible outcome of developing geothermal resources and reflects the operational capacity of geothermal power plants.	0		Geothermal plant production reports, grid operator data, renewable energy databases.	Monthly energy production logs, automated monitoring systems, progress reports.	Quarterly	Electricity and Renewable Energy Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Number of Megawatts from solar energy	This indicator measures the total installed capacity and production of electricity generated from solar energy sources. It tracks the number of megawatts (MW) produced by solar panels and solar farms. This indicator quantifies the direct output of solar energy installations. It reflects the immediate results of investments in solar technology and infrastructure, contributing to the overall renewable energy output.	0		Solar farm production reports, grid operator data, renewable energy databases.	Monthly energy production logs, automated monitoring systems, progress reports.	Quarterly	Electricity and Renewable Energy Division
	Number of Megawatts from large hydropower	This indicator measures the total installed capacity and production of electricity generated from large hydropower sources. It tracks the number of megawatts (MW) produced by large hydropower plants and dams. This indicator directly measures the output of large hydropower projects. It captures the immediate results of hydropower infrastructure investments and reflects the operational capacity of large hydropower facilities.	0		Hydropower plant production reports, grid operator data, renewable energy databases.	Monthly energy production logs, automated monitoring systems, progress reports.	Quarterly	Electricity and Renewable Energy Division
<b>Output 4:4:</b> Public awareness campaign on utilization of renewable energy resources provided.	Number of awareness campaigns conducted.	This indicator immediate result of project implementation activities. The completion of these projects directly quantifies the work done to expand renewable energy capacity, providing a tangible measure of the organization's efforts to increase the availability of renewable energy sources.	0		Campaign Reports, Outreach Logs	Documentation Review, Attendance Records	Annually	Electricity and Renewable Energy Division
	Number of Individuals Reached by the Public Awareness Campaign	This indicator it quantifies the direct activities undertaken to educate and inform the public. The number of campaigns conducted reflects the organization's efforts to raise awareness and disseminate information about energy issues	0		Campaign Reports, Outreach Logs	Surveys, Attendance Records	Quarterly	Electricity and Renewable Energy Division
	Number of Informational Materials Distributed	This indicator quantifies the direct products of the organization's efforts to educate and inform. The distribution of these materials reflects the organization's activities in raising awareness and providing information to the public	0		Distribution Logs, Campaign Reports	Documentation Review	Quarterly	Electricity and Renewable Energy Division
<b>Outcome 5:</b> Enhanced energy efficiency, security, and planning.	Percentage of energy utilization in public buildings.	This indicator reflects the intermediate effects of energy efficiency policies and programs targeting public buildings. An increased or decreased percentage indicates how effectively these buildings are managing their energy consumption, showing the impact of energy efficiency initiatives and operational improvements.	0		Energy Audits, Utilization Reports	Energy Audits, Surveys	Annually	Electricity and Renewable Energy Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Percentage share of energy sources in the national energy mix.	This indicator reflects the intermediate effects of energy policies and investments aimed at diversifying the energy mix. Changes in the percentage share of various sources indicate the impact of these policies on the country's energy production and sustainability efforts.	0		National Energy Statistics, Generation Reports	Statistical Analysis, Documentation Review	Annually	Electricity and Renewable Energy Division
	Percentage of energy (Electricity) imports relative to total energy consumption	This indicator reflects the intermediate effects of national energy policies, domestic production capacity, and energy security strategies. A lower percentage of energy imports indicates increased self-sufficiency and effectiveness of policies aimed at boosting local energy production.	0		National Energy Statistics, Import Records	Statistical Analysis, Documentation Review	Annually	Electricity and Renewable Energy Division
	Percentage of energy imports (Fossil fuel) relative to total energy consumption	This indicator is considered an output indicator because it captures the direct result of energy import activities and their contribution to the overall energy consumption. It reflects the immediate outcome of energy sourcing decisions, indicating how much of the energy consumed comes from imported fossil fuels. This provides insight into the energy mix and dependency on external energy sources.	0		Import records, national energy consumption statistics, reports from energy regulatory bodies, data from energy importers	Review and analysis of import records, compilation and analysis of national energy data, integration of import data with total energy figures, use of statistical tools	Annually	Petroleum and Gas
	Percentage share of energy import geographical distribution	This indicator reflects the intermediate effects of international energy trade policies and geopolitical strategies. A diversified import geographical distribution indicates the effectiveness of policies aimed at reducing dependency on specific regions and enhancing energy security.	0		Import Records, National Energy Statistics	Statistical Analysis, Documentation Review	Annually	Electricity and Renewable Energy Division and Petroleum and Gas
	Percentage of redundancy in the national grid system	This indicator reflects the intermediate effects of infrastructure investments and grid management strategies. Higher redundancy indicates a more robust and resilient grid capable of maintaining stability and preventing outages.	0		Grid Reports, Reliability Logs	System Monitoring, Reliability Reports	Quarterly	Electricity and Renewable Energy Division
	Percentage of energy projects that have been completed within a specified timeframe	This indicator reflects the effectiveness of project management and implementation strategies. A higher percentage of timely completed projects indicates successful planning, resource allocation, and execution processes.	0		Project Reports, Completion Logs	Documentation Review, Site Inspections	Annually	Electricity and Renewable Energy Division and Petroleum and Gas

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Level of public awareness on energy efficiency	This indicator reflects the intermediate effects of educational campaigns and informational programs. Higher levels of public awareness indicate successful outreach and education efforts, leading to behavioural changes and improved energy efficiency practices.	0		Surveys, Awareness Campaign Reports	Surveys, Feedback Forms	Annually	Electricity and Renewable Energy Division
	Proportion of the population that has reliable electricity service	This indicator reflects the intermediate effects of infrastructure development and service improvement initiatives. A higher proportion indicates the success of efforts to expand and stabilize electricity access for the population.	0		Customer Surveys, Service Reliability Reports	Surveys, System Monitoring	Quarterly	Electricity and Renewable Energy Division
	Percentage share of different energy sources	This indicator reflects the intermediate effects of energy diversification policies and investments. Changes in the share of different sources indicate progress towards a more balanced and sustainable energy mix.	0		National Energy Statistics, Generation Reports	Statistical Analysis, Documentation Review	Annually	Electricity and Renewable Energy Division and Petroleum and Gas Division
	Estimated reserves of key energy sources	This indicator reflects the intermediate effects of exploration, resource management, and policy decisions on the availability of energy resources. Accurate estimates of reserves indicate effective resource management and planning for future energy needs.	0		Geological Surveys, Reserve Reports	Documentation Review, Statistical Analysis	Annually	Electricity and Renewable Energy and Petroleum and Gas Division
	Number of relevant tools adapted for energy planning purposes.	This indicator reflects the intermediate effects of efforts to improve energy planning capabilities. The adoption of relevant tools indicates progress towards more effective and efficient energy planning and decision-making processes.	0		Planning Reports, Tool Utilization Logs	Documentation Review	Annually	Electricity and Renewable Energy and Petroleum and Gas Division
<b>Output 5.1:</b> Energy efficiency audits conducted across major industrial sectors.	Number of energy efficiency audit reports produced	This indicator quantifies the direct result of conducting energy efficiency audits. The number of reports produced reflects the immediate output of activities aimed at evaluating and improving energy efficiency practices.	0		Audit Reports, Energy Efficiency Records	Documentation Review	Quarterly	Electricity and Renewable Energy Division
	Number of audits completed on petroleum operations	This indicator quantifies the direct result of auditing activities. The number of completed audits indicates the immediate output of efforts to ensure compliance and improve operational efficiency within the petroleum sector.	0		Internal Audit Reports, Compliance Records	Documentation Review, Audit Logs	Annually	Petroleum and Gas Division
	Number of energy efficiency audits conducted	This indicator quantifies the direct activities undertaken to evaluate energy use and identify areas for improvement. The number of audits conducted	0		Energy Efficiency	Surveys, Documentation Review	Annually	Electricity and Renewable

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		reflects the immediate output of efforts to promote energy efficiency			Reports, Audit Logs			Energy Division
<b>Output 5.2:</b> Public Energy Efficiency Awareness campaigns created	Number of energy efficiency awareness campaigns conducted	This indicator quantifies the direct result of outreach and educational activities. The number of awareness campaigns conducted reflects the immediate output of efforts to inform and engage the public on energy efficiency topics.	0		Campaign Reports, Outreach Logs	Surveys, Attendance Records	Annually	Electricity and Renewable Energy Division
	Number of media broadcasts promoting energy efficiency	This indicator quantifies the direct activities undertaken to disseminate information and raise awareness. The number of broadcasts indicates the immediate output of media and communication efforts to promote energy efficiency.	0		Broadcast Logs, Media Reports	Documentation Review, Media Surveys	Quarterly	Communication unit.
<b>Output 5.3:</b> Adequate energy supply established for the entire population	Number of new tools introduced for energy planning purposes.	This indicator quantifies the direct result of efforts to develop and implement new planning tools. The number of tools introduced reflects the immediate output of activities aimed at enhancing energy planning capabilities	0		Planning Reports, Tool Implementation Logs	Documentation Review, Usage Reports	Annually	Electricity and Renewable Energy and Petroleum and Gas Division
	Total capacity of energy production	This indicator quantifies the direct result of infrastructure development activities. The total capacity added reflects the immediate output of efforts to expand the country's energy production capabilities.	0		Energy Production Reports, Capacity Logs	Production Logs, Statistical Analysis	Quarterly	Electricity and Renewable Energy and Petroleum and Gas Division
	Percentage share of energy resources	This indicator quantifies the immediate result of efforts to diversify the energy mix. The percentage share reflects the output of policies and investments aimed at balancing the energy sources used in production	0		National Energy Statistics, Generation Reports	Statistical Analysis, Documentation Review	Annually	Electricity and Renewable Energy and Petroleum and Gas Division
<b>Output 5.4:</b> Comprehensive energy planning tools on forecasting and resource allocation introduced	Number of employees attended training on energy planning	This indicator quantifies the direct result of capacity-building activities. The number of trained employees reflects the immediate output of efforts to enhance knowledge and skills in energy planning	0		Training Attendance Records	Attendance Logs, Training Reports	Annually	Administration and Human Resources Management Department
	Number of trainings provided on energy planning.	This indicator quantifies the direct activities undertaken to build capacity and improve energy planning capabilities. The number of training sessions reflects the immediate output of educational and professional development efforts.	0		Training Reports	Attendance Logs, Training Records	Annually	Administration and Human Resources Management Department

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
<b>Output 5.5:</b> A national energy security strategy developed for stability and continuous energy supply in the country	Level of progress made on developing a national energy security strategy	This indicator quantifies the direct result of strategic planning and policy development activities. The level of progress reflects the immediate output of efforts to establish a robust framework for ensuring national energy security	0		Strategy Development Reports	Documentation Review, Progress Reports	Annually	Electricity and Renewable Energy and Petroleum and Gas Division
<b>Outcome 6:</b> Improved management of petroleum resources for sustainable national development.	Level of adherence to audit findings.	This indicator reflects the intermediate effects of audit processes and the organization's commitment to improving its practices. High levels of adherence indicate effective implementation of audit recommendations, demonstrating improved compliance and operational performance.	0		Audit Reports, Compliance Records	Documentation Review, Compliance Logs	Annually	Internal Audit Unit
	Percentage of petroleum projects compliant with environmental standards.	This indicator reflects the intermediate effects of environmental policies and monitoring efforts. A higher percentage indicates that the projects are effectively managing their environmental impact and complying with regulatory requirements, demonstrating the success of environmental governance in the petroleum sector.	0		Environmental Audit Reports, Compliance Logs	Site Inspections, Documentation Review	Annually	Environmental Management Unit
	Percentage of exploration wells with commercial quantity of petroleum	This indicator reflects the intermediate effects of exploration activities and geological assessments. A higher percentage indicates successful exploration efforts, leading to increased petroleum production potential and resource development.	0		Exploration Reports, Well Logs	Documentation Review, Production Logs	Annually	Petroleum and Gas Division
	Level of public satisfaction with petroleum resource management.	This indicator reflects the intermediate effects of resource management policies and public engagement efforts. High levels of public satisfaction indicate effective management practices and positive public perception of the petroleum sector's governance and operations	0		Public Surveys, Feedback Reports	Surveys, Feedback Forms	Annually	Petroleum and Gas Division
<b>Output 6.1:</b> Exploration, development, and production of petroleum resources	Number of exploratory wells drilled per year.	This indicator quantifies the direct result of drilling activities undertaken to discover new petroleum resources. The number of wells drilled reflects the immediate output of exploration efforts	0		Exploration Reports, Drilling Logs	Documentation Review, Site Inspections	Annually	Petroleum and Gas Division
	Number of local companies	This indicator quantifies the direct result of procurement activities and efforts to engage local	0		Procurement Reports,	Documentation Review, Surveys	Annually	Petroleum and Gas Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
undertaken in the country	participating in the procurement of petroleum products	businesses. The participation of local companies reflects the immediate output of initiatives to support local economic development.	0		Supplier Records			
	Amount of 2D kilometre line of seismic data collected	This indicator quantifies the direct activities of seismic data acquisition. The amount of data collected reflects the immediate output of efforts to map and understand subsurface geology for exploration purposes.	0		Seismic Survey Reports, Data Logs	Documentation Review, Data Analysis	Annually	Petroleum and Gas Division
	Coverage area of Amount of 3D seismic data collected (in square kilometres).	This indicator quantifies the direct activities of 3D seismic surveys. The coverage area reflects the immediate output of efforts to acquire detailed subsurface data to enhance exploration and drilling decisions	0		Seismic Survey Reports, Data Logs	Documentation Review, Data Analysis	Annually	Petroleum and Gas Division
	Number of exploratory wells drilled per year.	This indicator quantifies the direct result of the organization's exploration activities The number of exploratory wells drilled is an immediate output of the exploration phase in the petroleum industry. It represents the direct efforts and resources allocated towards discovering new petroleum reserves.	0		Development Reports, Drilling Logs	Documentation Review, Site Inspections	Annually	Petroleum and Gas Division
	Number of development wells completed	This indicator quantifies the direct result of drilling activities aimed at developing petroleum resources. The number of wells completed reflects the immediate output of efforts to bring discovered resources into production	0		Development Reports, Drilling Logs	Documentation Review, Site Inspections	Annually	Petroleum and Gas Division
	Percentage of production capacity utilized.	This indicator quantifies the direct result of operational activities and efficiency in utilizing production capacity. The utilization rate reflects the immediate output of efforts to maximize production capabilities	0		Production Reports, Capacity Logs	Statistical Analysis, Documentation Review	Quarterly	Petroleum and Gas Division
	Number of exploration licenses granted	This indicator quantifies the direct result of regulatory activities aimed at promoting exploration. The number of licenses granted reflects the immediate output of efforts to encourage exploration and resource development.	0		Licensing Reports, Application Records	Documentation Review, Licensing Logs	Annually	Petroleum and Gas Division
	Number of Production sharing agreements (PSAs) monitored	This indicator quantifies the direct activities of oversight and compliance monitoring. The number of PSAs monitored reflects the immediate output of efforts to ensure contractual adherence and resource management	0		PSA Reports, Compliance Logs	Documentation Review, Compliance Reports	Annually	Petroleum and Gas Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
<b>Output 6.2:</b> Processing, Transmission, and distribution of petroleum products undertaken	Length pipeline for transmission	This indicator quantifies the direct result of pipeline construction and maintenance activities. The length of pipelines reflects the immediate output of efforts to enhance transmission infrastructure.	0		Construction Reports, Project Logs	Site Inspections, Documentation Review	Annually	Petroleum and Gas Division
	Volume of petroleum products distributed	This indicator quantifies the direct result of distribution activities. The volume distributed reflects the immediate output of efforts to deliver petroleum products to end users	0		Distribution Reports, Inventory Logs	Documentation Review, Statistical Analysis	Quarterly	Petroleum and Gas Division
	Total quantity of petroleum products processed annually (in barrels or tons).	This indicator quantifies the direct result of processing operations. The total quantity processed reflects the immediate output of efforts to convert crude oil into finished products.	0		Processing Reports, Production Logs	Documentation Review, Statistical Analysis	Annually	Petroleum and Gas Division
	Processing capacity utilization rate (percentage of total capacity that is actually used).	This indicator quantifies the direct result of processing operations. The utilization rate reflects the immediate output of efforts to optimize processing capacity	0		Processing Reports, Capacity Logs	Statistical Analysis, Documentation Review	Quarterly	Petroleum and Gas Division
	Length of petroleum distribution network constructed	This indicator quantifies the direct result of construction activities. The length constructed reflects the immediate output of efforts to expand the distribution network.	0		Construction Reports, Project Logs	Site Inspections, Documentation Review	Annually	Petroleum and Gas Division
	Length of petroleum transportation pipeline constructed	This indicator quantifies the direct result of construction activities. The length constructed reflects the immediate output of efforts to enhance transportation infrastructure.	0		Construction Reports, Project Logs	Site Inspections, Documentation Review	Annually	Petroleum and Gas Division
	Yield efficiency (percentage of crude oil converted to high-demand products).	This indicator quantifies the direct result of refining operations. The yield efficiency reflects the immediate output of efforts to optimize product yields.	0		Production Reports, Yield Logs	Statistical Analysis, Documentation Review	Quarterly	Petroleum and Gas Division
	Length of transmission infrastructure maintained	This indicator quantifies the direct result of maintenance activities. The length maintained reflects the immediate output of efforts to preserve the infrastructure.	0		Maintenance Reports, Project Logs	Site Inspections, Documentation Review	Annually	Petroleum and Gas Division
	Length of transmission infrastructure constructed	This indicator quantifies the direct result of construction activities. The length constructed reflects the immediate output of efforts to expand the transmission network	0		Construction Reports, Project Logs	Site Inspections, Documentation Review	Annually	Petroleum and Gas Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Average time or cost per unit of product transmitted.	This indicator quantifies the direct result of transmission operations. The average time or cost reflects the immediate output of efforts to optimize transmission efficiency	0		Financial Reports, Operational Logs	Statistical Analysis, Cost Reports	Quarterly	Petroleum and Gas Division,
	Number of distribution outlets serviced.	This indicator quantifies the direct result of distribution activities. The number of outlets serviced reflects the immediate output of efforts to ensure product availability.	0		Distribution Logs, Service Reports	Documentation Review, Site Inspections	Quarterly	Petroleum and Gas Division
	Number of distribution points serviced	This indicator quantifies the direct result of distribution activities. The number of points serviced reflects the immediate output of efforts to ensure product availability.	0		Distribution Logs, Service Reports	Documentation Review, Site Inspections	Quarterly	Petroleum and Gas Division
	Number of households connected to natural gas	This indicator quantifies the direct result of connection activities. The number of households connected reflects the immediate output of efforts to expand natural gas access.	0		Connection Logs, National Grid Reports	Documentation Review, Surveys	Quarterly	Petroleum and Gas Division
	Number of Institutions connected to natural gas	This indicator quantifies the direct result of connection activities. The number of institutions connected reflects the immediate output of efforts to expand natural gas access.	0		Connection Logs, National Grid Reports	Documentation Review, Surveys	Quarterly	Petroleum and Gas Division
	Number of Industries connected to natural gas	This indicator quantifies the direct result of connection activities. The number of industries connected reflects the immediate output of efforts to expand natural gas access.	0		Connection Logs, National Grid Reports	Documentation Review, Surveys	Quarterly	Petroleum and Gas Division
	Number of Vehicles connected with CNG Gas	This indicator quantifies the direct result of conversion activities. The number of vehicles connected reflects the immediate output of efforts to promote alternative fuel use.	0		Registration Records, CNG Station Logs	Documentation Review, Surveys	Quarterly	Petroleum and Gas Division
	Volume of petroleum products distributed annually.	This indicator quantifies the direct result of distribution activities. The annual volume distributed reflects the immediate output of efforts to deliver petroleum products to end users.	0		Distribution Reports, Inventory Logs	Documentation Review, Statistical Analysis	Annually	Petroleum and Gas Division
<b>Output 6.3:</b> Awareness seminars on petroleum	Number of awareness programs conducted	This indicator quantifies the direct result of educational activities. The number of programs conducted reflects the immediate output of efforts to raise awareness.	0		Campaign Reports, Outreach Logs	Documentation Review, Attendance Records	Annually	Petroleum and Gas Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
resource utilizations are provided	Level of participant satisfaction with the seminars	This indicator quantifies the immediate result of the seminar activities. Participant satisfaction reflects the immediate output of efforts to deliver effective educational sessions	0		Seminar Feedback Forms, Surveys	Feedback Forms, Post-Seminar Surveys	After each seminar	Administration and Human Resource Management Department
<b>Outcome 7:</b> Improved supply and utilization of petroleum	Amount of petroleum products reserved	This indicator reflects the intermediate effects of strategic planning and resource management efforts aimed at ensuring energy security and stability. A larger reserve indicates successful implementation of policies and initiatives to stockpile petroleum products, thereby enhancing the country's ability to respond to supply disruptions and manage demand fluctuations.	0		Reserve Reports, Inventory Logs	Documentation Review, Audits	Quarterly	Petroleum and Gas Division
	Percentage in petroleum supply reliability	This indicator reflects the intermediate effects of infrastructure investments, supply chain management, and regulatory policies. Higher percentages indicate the effectiveness of these efforts in ensuring a reliable petroleum supply, which is critical for economic stability and energy security	0		Supply Reports, Reliability Logs	System Monitoring, Reliability Reports	Quarterly	Petroleum and Gas Division
	Percentage in petroleum utilization efficiency	This indicator reflects the intermediate effects of efficiency programs, technological advancements, and best practices in petroleum utilization. Higher efficiency percentages indicate successful efforts to reduce waste and optimize the use of petroleum resources, leading to economic and environmental benefits.	0		Utilization Reports, Efficiency Audits	Energy Audits, Statistical Analysis	Annually	Petroleum and Gas Division
<b>Output 7.1:</b> Infrastructure for petroleum storage facilities upgraded	Number of petroleum storage facilities upgraded.	This indicator quantifies the direct result of upgrade activities aimed at enhancing the storage capacity, safety, and efficiency of petroleum facilities. The number of facilities upgraded reflects the immediate output of infrastructure improvement efforts.	0		Upgrade Reports, Project Logs	Documentation Review, Site Inspections	Annually	Petroleum and Gas Division
	Number of storage facilities developed	This indicator quantifies the direct result of construction activities aimed at expanding the storage infrastructure. The number of facilities developed reflects the immediate output of efforts to increase storage capacity.	0		Construction Reports, Project Logs	Documentation Review, Site Inspections	Annually	Petroleum and Gas Division
	Volume of storage capacity upgraded	This indicator quantifies the direct result of capacity enhancement activities. The volume upgraded reflects the immediate output of efforts to improve the storage capacity and efficiency of petroleum facilities.	0		Upgrade Reports, Capacity Logs	Documentation Review, Site Inspections	Annually	Petroleum and Gas Division

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
<b>Output 7.2:</b> Public awareness campaigns on the safe and efficient use of energy products launched.	Number of awareness campaigns conducted per month/quarter/year	This indicator quantifies the direct result of outreach and educational activities. The number of campaigns conducted reflects the immediate output of efforts to raise awareness and engage the public or industry stakeholders.	0		Campaign Reports, Outreach Logs	Documentation Review, Attendance Records	Annually	Communication Unit
	Number of regions/districts where the awareness campaigns were conducted.	This indicator measures the direct result of the campaign's geographical outreach. It reflects the immediate activity of conducting awareness campaigns across different regions or districts. By counting the number of regions/districts, we can assess the breadth of the campaign's reach	0		Campaign records, regional/district reports	Administrative records review, geographic information system (GIS) mapping	Quarterly.	Campaign coordinators, M&E officers
	Total number of people who attended the awareness campaigns.	This indicator measures the immediate outcome of the campaign in terms of attendance. It reflects the direct engagement and participation of people in the awareness activities. The total number of attendees provides a quantitative measure of the campaign's reach and engagement.	0		Attendance sheets, registration forms	Manual count, registration forms, electronic attendance systems.	Per campaign event.	Event organizers, M&E officers
	Number of informational brochures, leaflets, or other materials distributed during the campaigns	This indicator measures the tangible products of the campaign's informational efforts. It reflects the direct result of creating and distributing materials to raise awareness. The number of distributed materials indicates the scale of the campaign's efforts to disseminate information.	0		Inventory records, distribution logs	Inventory tracking, distribution logs	Per campaign event	Campaign staff, logistics team, M&E officers
	Number of media outlets (e.g., TV, radio, newspapers) that covered the awareness campaigns	This indicator measures the immediate result of media engagement efforts. It reflects the extent to which the campaign successfully secured coverage in various media outlets. The number of media outlets covering the campaign indicates the campaign's visibility and public exposure	0		Media monitoring reports, press clippings	Media monitoring services, internet searches, press clippings collection.	Monthly	Communications team, M&E officers
	Number of social media posts related to the campaigns and their reach (e.g., likes, shares, comments).	This indicator measures the immediate activity of social media engagement. It reflects the campaign's efforts to promote awareness through social media platforms. The number of posts and their reach (engagement metrics) indicate the campaign's effectiveness in utilizing social media to spread its message.	0		Social media analytics, platform insights	Social media analytics tools (e.g., Facebook Insights, Twitter Analytics).	Monthly	Social media managers, M&E officer
	Number of stakeholders (e.g., NGOs, community leaders, government	This indicator measures the direct result of efforts to engage and involve various stakeholders in the planning and execution of awareness campaigns. It reflects the immediate outcome of collaboration and	0		Meeting minutes, partnership agreements	Stakeholder mapping, meeting attendance records.	Quarterly	Campaign coordinators, M&E officers

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility								
	officials) involved in planning and conducting the campaigns	partnership-building activities, indicating the breadth and diversity of stakeholder engagement.	0													
	Number of surveys conducted before and after the campaigns to measure changes in awareness levels among the target audience	This indicator measures the immediate activity of conducting surveys to assess awareness levels. It reflects the campaign's efforts to gather baseline and follow-up data, providing a direct measure of the campaign's scope in terms of monitoring and evaluation activities.	0		Survey reports, pre- and post-campaign survey data	Online surveys, paper-based surveys, interview guides.	Before and after each campaign	M&E officers, survey teams								
	Number of training sessions held for campaign facilitators or volunteers.	This indicator measures the direct result of capacity-building efforts aimed at preparing facilitators and volunteers for the campaigns. It reflects the immediate outcome of training activities, indicating the extent of efforts to equip individuals with the necessary skills and knowledge to effectively conduct the campaigns.	0		Training attendance records, training schedules.	Attendance sheets, training logs	Per training session	Training coordinators, M&E officers								
	Average feedback scores from participants regarding the usefulness and quality of the campaigns	This indicator measures the immediate outcome of feedback collection efforts from participants. It reflects the direct result of soliciting and analyzing participant feedback, providing a quantitative measure of the perceived effectiveness and quality of the campaigns as experienced by the participants.	0		Feedback forms, evaluation surveys	Feedback forms, online surveys	Per campaign event	Event organizers, M&E officers								
<b>Outcome 8:</b> Improved support services in the energy sector	Number of power outages in the country	This indicator reflects the intermediate effects of efforts to improve the stability and reliability of the power grid. A reduction in the number of power outages indicates the effectiveness of infrastructure investments, maintenance activities, and grid management practices in providing a consistent and reliable power supply. This demonstrates progress towards enhanced energy security and reliability for consumers and businesses.	0		Outage Logs, System Reliability Reports	System Monitoring, Documentation Review	Quarterly	Electricity and Renewable Energy Division								
<i>Annex 2: Indicator Tracking Table</i>																
Indicators	Baseline	Q1 Reporting Period	Q2 Reporting Period	Q3 Reporting Period	Q4 Reporting Period	Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target	Survey reports, pre- and post-campaign survey data	Surveys, Feedback Forms	Quarterly	Administration and Human Resources Management Department,	
	Date	Value	Target	Actual	% of Target	Target	Actual	% of Target	Target	Actual	% of Target	Target	Actual	% of Target	Target	Actual

**Outcome 1: Improved support services on HIV/AIDS infection and non-communicable diseases to staff.**

Level of staff satisfaction with																	
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Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		expectations, demonstrating improvements in service quality and customer relations.						
	Number of support service issues resolved within the first contact.	This indicator measures the immediate result of support service interactions by quantifying how many issues are resolved during the first contact. It reflects the efficiency and effectiveness of support services in providing quick resolutions, which is a direct outcome of the support process	0		Customer service logs, CRM systems	Analysis of service logs, CRM report	Monthly	Support service managers, M&E officers
	Number of support service channels available to energy sector stakeholders.	This indicator measures the direct outcome of efforts to provide multiple channels for stakeholders to access support services. It reflects the availability and accessibility of different support avenues, which is a tangible result of service provision efforts	0		Internal service documentation, IT infrastructure record	Review of service documentation, IT system audit.	Quarterly	IT department, support service managers
	Percentage of support service staff receiving regular training and professional development.	This indicator measures the immediate result of training and professional development activities by quantifying the proportion of staff who receive regular training. It reflects the investment in staff development, which directly impacts the quality of support services provided.	0		HR training records, professional development logs	Review of HR records, training attendance logs.	Bi-annually	HR department,
	Number of complaints related to support services received and resolved.	This indicator measures the direct outcome of handling complaints by tracking the number received and resolved. It reflects the responsiveness and effectiveness of the support service in addressing issues raised by stakeholders.	0		Complaint logs, customer feedback forms	Analysis of complaint logs, feedback forms	Monthly	Customer service team, quality assurance officers
	Overall performance rating of support services in the energy sector.	This indicator measures the immediate outcome of performance evaluations by quantifying the overall rating of support services. It reflects stakeholders' assessments of support service quality, which is a direct result of service delivery.	0		Customer satisfaction surveys, performance evaluations	Survey distribution and analysis, performance review forms.	Annually	M&E officers
	Number of innovative solutions implemented to enhance support services in the energy sector.	This indicator measures the direct outcome of innovation efforts by quantifying the number of new solutions implemented. It reflects the tangible results of initiatives aimed at improving support services through innovative approaches	0		Project management records, innovation logs	Review of project documentation, innovation tracking reports.	Annually	Innovation team, support service managers
	Frequency of support service evaluations and audits conducted	This indicator measures the direct outcome of evaluation and audit activities by tracking how often they are conducted. It reflects the regularity and thoroughness of assessments aimed at ensuring service quality and compliance.	0		Audit reports, evaluation logs	Review of audit schedules, evaluation report	Quarterly	Internal audit department.

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	User satisfaction rate with support services in the energy sector.	This indicator measures the immediate outcome of satisfaction surveys by quantifying the rate of user satisfaction. It reflects stakeholders' perceptions of support service quality, which is a direct result of service interactions.	0		User satisfaction surveys, feedback forms.	Survey analysis, feedback form reviews	Bi-annually	M&E officers
	Response time for support service requests within the energy sector.	This indicator measures the immediate result of handling support service requests by quantifying the average response time. It reflects the efficiency of the support service in addressing requests promptly	0		Service request logs, CRM systems.	Analysis of response time logs, CRM reports	Monthly	IT department
<b>Output 8.1:</b> Technical training programs focused on managing and maintaining modern energy systems delivered to staff.	Number of technical training programs on managing and maintaining modern energy systems	This indicator quantifies the direct result of training activities designed to enhance the technical skills and knowledge of the workforce. The number of training programs conducted reflects the immediate output of efforts to build capacity and expertise in modern energy system management and maintenance.	0		Training Reports	Attendance Logs, Training Records	Annually	Administration and Human Resources Management Department,
	Number of energy sector employees attended technical training programs on managing and maintaining modern energy systems	This indicator quantifies the direct result of participation in capacity-building initiatives. The number of employees trained reflects the immediate output of efforts to improve the technical capabilities and proficiency of the workforce in the energy sector.	0		Training Attendance Records	Attendance Logs, Training Reports	Annually	Administration and Human Resources Management Department,
<b>Output 8.2:</b> Legal and regulatory framework regulating energy sector implemented in the energy sector	Level of progress made in reviewing the legal and regulatory framework	This indicator quantifies the direct result of activities aimed at evaluating and revising existing laws and regulations. The level of progress made reflects the immediate output of efforts to modernize and enhance the regulatory environment, ensuring it supports the development and operation of the energy sector effectively	0		Regulatory Reports, Legal Reviews	Documentation Review, Progress Reports	Annually	Legal Services Unit
	Number of New Laws/Regulations Enacted	This is an output indicator measures the number of new laws or regulations that have been formally enacted within a specific period. This is an output indicator because it directly measures the immediate products or deliverables of a regulatory or legislative process. It reflects the tangible outcomes of efforts to create new legal frameworks and is an essential step towards achieving broader regulatory or policy goals	0		Government records Official gazettes Legislative tracking systems	Review of official government publications and records Analysis of legislative tracking systems	Quarterly	Legal Services Unit

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Number of Revised Laws/Regulations	This indicator Counts the number of existing laws or regulations that have been formally revised or amended. This is an output indicator as it measures the direct result of efforts to update and improve the existing legal framework. It indicates progress in refining and adapting regulations to current needs and standards, which is crucial for effective governance and regulatory compliance.	0		Government records Official gazettes Legislative tracking systems	Review of official government publications and records Analysis of legislative tracking systems	Quarterly	Legal Services Unit Legislative bodies M&E officers
	Number of training programs conducted for regulatory staff	This indicator Tracks the number of training programs provided to regulatory staff to enhance their knowledge and skills. This is an output indicator because it measures the immediate result of capacity-building efforts. Training programs are a direct output of initiatives aimed at improving the capabilities of regulatory staff, which is essential for effective implementation and enforcement of laws and regulations.	0		Training attendance records HR training logs Training program report	Review of attendance records and training logs Analysis of training program report	Bi-annually	Legal Services Unit HR departments Training coordinators M&E officers
<b>Output 8.3:</b> Administration of procurement laws and regulations implemented in the energy sector.	Number of Minutes of MPMU conducted	This indicator Tracks the number of meeting minutes documented during MPMU (Ministry Project Management Unit) meeti, This is an output indicator as it measures the immediate product of administrative activities, reflecting the organizational effort to document and manage meetings.	0		Meeting minutes, MPMU records	Review of meeting minutes, administrative records.	Monthly	MPMU secretariat, M&E officers
	Level of progress made in preparing the procurement plan.	This indicator Measures the stages completed in the preparation of the procurement plan. This is an output indicator as it measures the direct result of the planning process, indicating progress towards developing a procurement strategy.	0		Procurement planning documents, progress reports.	Review of planning documents, progress reports.	Quarterly.	Procurement department,.
	Number of assets updated	This indicator Counts the number of assets for which records have been updated. This is an output indicator as it measures the immediate result of asset management activities, reflecting efforts to maintain accurate asset records.	0		Asset management system, inventory logs	Review of asset records, inventory updates	Quarterly	Procurement Department
	Number of assets procured	This indicator Counts the number of new assets acquired. This is an output indicator as it measures the tangible results of procurement activities, showing the immediate outcome of procurement efforts	0		Procurement records, purchase orders	Review of procurement records, purchase orders.	Quarterly	Procurement Department

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Number of Contract Registered	This indicator Tracks the number of contracts formally registered. This is an output indicator as it measures the immediate product of contract management activities, reflecting efforts to formalize agreements.	0		Contract registry, legal department records.	Review of contract registry, legal records.	Quarterly.	Legal department
	Number of Minutes of Minister conducted	This indicator Measures the number of meeting minutes documented during ministerial meetings. This is an output indicator as it measures the immediate product of administrative activities, reflecting the organizational effort to document and manage meetings.	0		Meeting minutes, ministerial records.	Review of meeting minutes, administrative records.	Monthly	Ministerial Secretariat
	Average time taken from the initiation of a procurement process to the award of the contract.	This indicator Measures the average duration from the start of the procurement process to the contract award. This is an output indicator as it measures the efficiency of the procurement process, reflecting the time taken to complete a procurement cycle	0		Procurement process records, timeline	Analysis of procurement records, timeline tracking	Quarterly	Procurement Department
	Number of procurement processes that experienced delays beyond the standard cycle time.	This indicator Counts the number of procurement processes that exceeded the standard cycle time. This is an output indicator as it measures deviations from the planned timeline, reflecting delays in the procurement process.	0		Procurement records, process timelines.	Analysis of procurement records, delay tracking.	Quarterly	Procurement Department
	Percentage of procurement notices and tender documents published on public platforms.	This indicator Measures the proportion of procurement notices and tender documents made publicly available. This is an output indicator as it measures the transparency of the procurement process, reflecting efforts to publicize procurement opportunities.	0		Public platforms, procurement records	Review of public platforms, analysis of procurement records	Quarterly	Procurement Department
	Number of procurement-related complaints received and the percentage resolved within a specified timeframe	This indicator Tracks the number of complaints about procurement processes and the percentage resolved within a set timeframe. This is an output indicator as it measures the immediate result of complaint resolution efforts, reflecting the responsiveness of the procurement system.	0		Complaint logs, resolution records.	Analysis of complaint logs, resolution tracking.	Quarterly	Procurement Department
	Number of training programs conducted for procurement staff on procurement laws and regulations	This indicator Counts the number of training sessions provided to procurement staff on laws and regulations. This is an output indicator as it measures the direct result of capacity-building efforts, reflecting training activities conducted.	0		Training records, HR logs	Review of training records, HR logs.	Bi-annually	HR department, training coordinators, M&E officers.

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Percentage of procurement staff trained in the latest procurement laws and regulations	This indicator Measures the proportion of procurement staff who have received training on the latest laws and regulations. This is an output indicator as it measures the immediate result of training efforts, reflecting the level of staff compliance with current regulations.	0		Training attendance records, HR logs	Review of attendance records, HR logs.	Bi-annually	HR department, training coordinators,
	Amount of cost savings achieved through competitive procurement processes	This indicator Measures the financial savings achieved by using competitive procurement methods. This is an output indicator as it measures the direct financial benefit of procurement activities, reflecting cost efficiency	0		Financial records, procurement reports	Analysis of financial records, procurement cost analysis.	Quarterly	Finance department, Procurement Department
	Percentage of contracts completed on time, within budget, and meeting quality standards	This indicator Measures the proportion of contracts that meet time, budget, and quality criteria. This is an output indicator as it measures the immediate result of contract management activities, reflecting the success of procurement projects	0		Contract performance reports, project records.	Review of performance reports, project evaluations.	Quarterly	Procurement Department,
	Ratio of actual procurement spend to the estimated budget	This indicator Compares the actual spending on procurement to the estimated budget. This is an output indicator as it measures the efficiency of budget management, reflecting adherence to financial plans.	0		Financial records, Budget Reports	Analysis of financial records, budget comparison.	Quarterly.	Finance Department, Procurement Department
<b>Output 8.4:</b> ICT communication infrastructure installed within energy sector	Number of ICT communication infrastructure installations completed within the energy sector.	This indicator Tracks the number of new ICT communication infrastructure installations completed. This is an output indicator as it measures the immediate result of ICT infrastructure deployment efforts, reflecting the tangible completion of installation projects.	0		Installation records, project completion reports.	Review of installation logs, project reports.	Quarterly.	ICT department, project managers
	Percentage in ICT communication infrastructure coverage within the energy sector	This indicator Measures the percentage increase in the area covered by ICT communication infrastructure within the energy sector. This is an output indicator as it quantifies the direct result of infrastructure expansion efforts, reflecting the increase in coverage area	0		GIS mapping, coverage reports	GIS analysis, review of coverage reports.	Annually	ICT department, GIS analysts
	Average downtime of ICT communication infrastructure within the energy sector.	This indicator Measures the average amount of time the ICT communication infrastructure is non- operational. This is an output indicator as it measures the operational efficiency and reliability of the installed infrastructure, reflecting the direct impact of maintenance and support activities	0		System logs, maintenance records.	Analysis of system logs, review of maintenance record	Monthly	ICT department

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	User satisfaction rate with ICT communication infrastructure in the energy sector	This indicator Measures the satisfaction levels of users with the ICT communication infrastructure. This is an output indicator as it measures the immediate impact of infrastructure on user experience, reflecting the quality and effectiveness of ICT services.	0		User surveys, feedback forms	Survey distribution and analysis, feedback form reviews.	Bi-annually	ICT department
<b>Output 8.5:</b> ICT systems developed within energy sector	Number of ICT systems developed specifically for the energy sector	This indicator Counts the number of ICT systems created specifically to support the energy sector. This is an output indicator as it measures the tangible result of system development efforts, reflecting the completion of new ICT systems.	0		Development logs, project reports	Review of development logs, analysis of project reports.	Quarterly.	ICT development
	Percentage of energy sector projects utilizing newly developed ICT systems	This indicator Measures the proportion of energy sector projects that are using the newly developed ICT systems. This is an output indicator as it measures the direct result of system deployment efforts, reflecting the adoption rate of new technologies	0		Project usage reports, adoption logs.	Analysis of usage reports, review of adoption logs.	Quarterly.	ICT development
	Time taken to develop and deploy new ICT systems in the energy sector	This indicator Measures the duration from the initiation of development to the deployment of new ICT systems. This is an output indicator as it measures the efficiency and timeliness of the system development process, reflecting the direct output of development efforts.	0		Project timelines, development logs	Analysis of project timelines, review of development logs	Quarterly	ICT development
	Staff training hours dedicated to the new ICT systems	This indicator Tracks the total number of hours spent training staff on the new ICT systems. This is an output indicator as it measures the immediate result of training activities, reflecting the effort invested in capacity building	0		Training attendance records, HR logs.	Review of attendance records, analysis of HR logs.	Bi-annually.	HR department
	Number of successful pilot tests conducted for new ICT systems within the energy sector	This indicator Counts the number of pilot tests that have been successfully conducted for new ICT systems. This is an output indicator as it measures the immediate result of pilot testing efforts, reflecting the validation and testing of new systems	0		Pilot test reports, testing logs.	Review of pilot test reports, analysis of testing logs.	Quarterly.	ICT development
	Time taken to develop and deploy new ICT systems in the energy sector	This indicator Measures the duration from the initiation of development to the deployment of new ICT systems in the energy sector. This is an output indicator as it measures the efficiency and timeliness of system development and deployment	0		Project timelines, development logs	Analysis of project timelines, review of development logs.	Quarterly.	ICT development

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		processes, reflecting the immediate result of development efforts.						
<b>Output 8.6:</b> Regular physical monitoring visits conducted for all development projects/programmes	Number of physical monitoring visits conducted per quarter for development projects/programmes	This indicator Tracks the number of physical monitoring visits conducted for development projects/programmes each quarter. This is an output indicator as it measures the direct effort of conducting monitoring visits, reflecting the tangible activities undertaken to oversee project progress.	0		Visit logs, monitoring schedules.	Review of visit logs, monitoring schedules.	Quarterly.	Monitoring and Evaluationtea Unit
	Number of monitoring reports generated from physical visits	This indicator Counts the number of monitoring reports produced as a result of physical monitoring visits. This is an output indicator as it measures the immediate result of monitoring activities, reflecting the documentation of findings from physical visits	0		Monitoring reports, visit records	Review of monitoring reports, visit records.	Quarterly	Monitoring and Evaluationtea Unit
	Number of projects/programmes demonstrating improved performance after physical monitoring visits	This indicator Measures the number of projects/programmes that show improved performance following physical monitoring visits. This is an output indicator as it measures the immediate impact of monitoring visits on project performance.	0		Project performance reports, monitoring records.	Analysis of performance reports, review of monitoring records.	Quarterly	Monitoring and Evaluationtea Unit
	Percentage of issues identified during physical monitoring visits that are resolved within a specified timeframe	This indicator Measures the proportion of issues identified during physical monitoring visits that are resolved within a specified timeframe. This is an output indicator as it measures the immediate response to issues identified during monitoring visits, reflecting the effectiveness of the issue resolution process.	0		Issue tracking logs, resolution records.	Analysis of tracking logs, review of resolution records.	Quarterly	Monitoring and Evaluation Unit
	Satisfaction rate of stakeholders with the physical monitoring process	This indicator Measures the satisfaction levels of stakeholders with the physical monitoring process. This is an output indicator as it measures the immediate impact of the monitoring process on stakeholder satisfaction.	0		Stakeholder surveys, feedback forms.	Survey distribution and analysis, feedback form reviews.	Bi-annually	Monitoring and Evaluationtea Unit
<b>Output 8.7:</b> Comprehensive evaluation reports generated for	Number of comprehensive evaluation reports generated per year	This indicator Counts the number of comprehensive evaluation reports produced annually for development projects/programmes	0		Evaluation reports, project records.	Review of evaluation reports, project records.	Annually	Monitoring and Evaluationtea Unit

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
development projects/programmes	for development projects/programmes	This is an output indicator as it measures the tangible results of evaluation activities, reflecting the documentation of comprehensive project assessments.						
	Percentage of development projects/programmes with completed evaluation reports	This indicator Measures the proportion of development projects/programmes that have completed evaluation reports. This is an output indicator as it measures the immediate result of evaluation efforts, reflecting the completion rate of project evaluations	0		Project records, evaluation reports.	Analysis of project records, review of evaluation reports.	Annually	Monitoring and Evaluationtea Unit
	Timeliness of evaluation report generation (average time from project completion to report issuance)	This indicator Measures the average time taken from project completion to the issuance of the evaluation report. Justification: This is an output indicator as it measures the efficiency and timeliness of the evaluation reporting process.	0		Project timelines, evaluation report records.	Analysis of project timelines, review of evaluation report records	Annually	Monitoring and Evaluationtea Unit
	Percentage of evaluation reports that include actionable recommendations	This indicator Measures the proportion of evaluation reports that contain actionable recommendations. This is an output indicator as it measures the quality and usefulness of evaluation reports, reflecting the inclusion of practical recommendations.	0		Evaluation reports, recommendation logs.	Review of evaluation reports, analysis of recommendation logs.	Annually	Monitoring and Evaluationtea Unit
	Satisfaction rate of stakeholders with the comprehensiveness and usefulness of the evaluation reports	This indicator Measures the satisfaction levels of stakeholders with the comprehensiveness and usefulness of evaluation reports. This is an output indicator as it measures the immediate impact of evaluation reports on stakeholder satisfaction.	0		Stakeholder surveys, feedback forms.	Survey distribution and analysis, feedback form reviews.	Annually.	Monitoring and Evaluationtea Unit
	<b>Output 8.8:</b> Communication Matters of energy sector shared to the public	Number of communication releases shared with the public regarding energy sector matters	This indicator Counts the number of official communication releases shared with the public about energy sector matters. This is an output indicator as it measures the direct result of communication efforts, reflecting the frequency of information dissemination	0		Communication logs, public relations records.	Review of communication logs, analysis of public relations records.	Quarterly.
Frequency of public updates on energy sector developments.		This indicator Measures how often public updates on energy sector developments are provided. This is an output indicator as it measures the regularity of communication efforts, reflecting the frequency of public engagement.	0		Update logs, communication schedules.	Review of update logs, analysis of communication schedules.	Quarterly.	Governemnt Communicatio Unit

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Percentage of the public reporting awareness of energy sector communications	This indicator Measures the proportion of the public that reports being aware of communications about the energy sector. This is an output indicator as it measures the immediate impact of communication efforts on public awareness.	0		Public surveys, feedback forms.	Survey distribution and analysis, feedback form reviews.	Annually.	Governemnt Communicatio Unit
	Number of platforms used to disseminate energy sector information to the public	This indicator Counts the number of different platforms used to disseminate information about the energy sector to the public. This is an output indicator as it measures the scope and diversity of communication channels used.	0		Communication records, platform usage logs.	Review of communication records, analysis of platform usage logs.	Quarterly.	Governemnt Communicatio Unit
	Engagement rate of the public with energy sector communication materials (e.g., website visits, social media interactions)	This indicator Measures the level of publicengagement with communication materials about the energy sector. This is an output indicator as it measures the immediate result of communication efforts in terms of public interaction and engagement	0		Website analytics, social media metrics	Analysis of website analytics, review of social media metrics.	Quarterly.	Governemnt Communicatio Unit
	Number of press conferences or public briefings held about energy sector issues	This indicator Counts the number of press conferences or public briefings conducted to address energy sector issues. This is an output indicator as it measures the direct result of public communication efforts, reflecting the frequency of press interactions	0		Event logs, press release records.	Review of event logs, analysis of press	Quarterly.	Governemnt Communicatio Unit
	Public satisfaction rate with the transparency and clarity of communications regarding the energy sector	This indicator Measures the satisfaction levels of the public regarding the transparency and clarity of communications about the energy sector. This is an output indicator as it measures the immediate impact of communication efforts on public perception and satisfaction.	0		Public surveys, feedback forms.	Survey distribution and analysis, feedback form reviews.	Annually.	Governemnt Communicatio Unit
	Number of feedback or inquiries received from the public about energy sector communications.	This indicator Tracks the number of feedback or inquiries received from the public regarding communications about the energy sector. This is an output indicator as it measures the direct engagement of the public with communication efforts.	0		Feedback logs, inquiry records.	Review of feedback logs, analysis of inquiry records.	Quarterly.	Governemnt Communicatio Unit
<b>Output 8.9:</b> Plans and budgets	Amount of budget allocated to the energy sector.	This indicator Measures the total budget allocated to the energy sector. This is an output indicator as it measures the financial resources provided for energy sector activities.	0		Budget records, financial reports.	Review of budget records, analysis of financial reports.	Annually.	Finance department, budget office, M&E officers.

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
Facilitated to Energy Sector	Percentage of budget utilization in the energy sector.	This indicator Measures the proportion of the allocated budget that has been utilized. This is an output indicator as it measures the efficiency of budget utilization, reflecting the direct use of financial resources.	0		Financial records, budget reports.	Analysis of financial records, review of budget reports.	Quarterly.	Finance department, budget office, M&E officers.
	Number of projects funded through the facilitated budgets in the energy sector	This indicator Counts the number of projects funded by the allocated budget in the energy sector. This is an output indicator as it measures the direct result of budget allocation on project funding.	0		Project records, financial reports.	Review of project records, analysis of financial reports	Annually.	Project managers, finance department, M&E officers.
	Number of stakeholders involved in the planning and budgeting process.	This indicator Measures the number of stakeholders participating in the planning and budgeting process. This is an output indicator as it measures the direct involvement of stakeholders in planning and budgeting activities	0		Meeting attendance records, planning documents.	Review of attendance records, analysis of planning documents.	Annually.	Planning department, finance department, M&E officers.
	Percentage of plans and budgets that meet predefined quality standards.	This indicator Measures the proportion of plans and budgets that meet predefined quality standards. This is an output indicator as it measures the quality of planning and budgeting efforts.	0		Quality assessment reports, planning documents.	Review of assessment reports, analysis of planning documents	Annually.	Quality assurance team, planning department, M&E officers.
	Number of training sessions conducted on planning and budgeting for energy sector staff.	This indicator Counts the number of training sessions held to enhance planning and budgeting skills among energy sector staff. This is an output indicator as it measures the direct result of capacity-building efforts.	0		Training attendance records, HR logs.	Review of attendance records, analysis of HR logs.	Bi-annually	Meeting attendance records, parliamentary logs.
	Number of Parliamentary committee Meetings attended	This indicator Tracks the number of parliamentary committee meetings attended by energy sector representatives. This is an output indicator as it measures the direct engagement with parliamentary committees	0		Meeting attendance records, parliamentary logs.	Review of attendance records, analysis of parliamentary logs.	Quarterly.	Energy sector representatives , M&E officers.
	Number of site visits organized for Parliamentary committee	This indicator Counts the number of site visits organized for parliamentary committee members. This is an output indicator as it measures the direct result of efforts to engage and inform parliamentary committees through site visits.	0		Visit logs, event records.	Review of visit logs, analysis of event records.	Quarterly.	Project managers, parliamentary liaisons

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Number of Parliamentary Seminars organized in energy sector	This indicator Measures the progress made in creating a Counts the number of seminars organized for parliamentary members about the energy sector. This is an output indicator as it measures the immediate result of educational and informational efforts aimed at parliamentary members.	0		Seminar records, event logs.	Review of seminar records, analysis of event logs.	Annually.	Energy sector representatives , parliamentary liaisons, M&E officers.
<b>Output 8.10:</b> Governance, Risks and Control Measures Addressed to energy Sector	Level of progress made in developing risk register	This indicator Measures the progress made in creating a comprehensive risk register for the energy sector. This is an output indicator as it measures the direct result of risk management efforts.	0		Risk management reports, development logs.	Review of risk management reports, analysis of development logs.	Quarterly.	Internal Adit Unit
	Number of Staffs trained on Governance, Risks and Control measures	This indicator Counts the number of staff trained on governance, risk management, and control measures. This is an output indicator as it measures the immediate result of training activities aimed at improving governance and risk management.	0		Training attendance records, HR logs.	Review of attendance records, analysis of HR logs.	Bi-annually	Internal Adit Unit
	Level of progress made in monitoring Ministerial risks	This indicator Measures the progress in monitoring risks identified at the ministerial level. This is an output indicator as it measures the direct result of risk monitoring activities.	0		Risk monitoring reports, tracking logs	Review of monitoring reports, analysis of tracking logs.	Quarterly.	Internal Adit Unit
	Number of governance issues identified and addressed in the energy sector.	This indicator Tracks the number of governance-related issues identified and addressed. This is an output indicator as it measures the immediate result of governance oversight activities.	0		Governance reports, issue logs.	Review of governance reports, analysis of issue logs.	Quarterly.	Internal Adit Unit
	Percentage of identified risks mitigated in the energy sector.	This indicator Measures the proportion of identified risks that have been mitigated within the energy sector. This is an output indicator as it measures the immediate results of risk management activities, reflecting the effectiveness of mitigation efforts.	0		Risk management reports, mitigation logs.	Analysis of risk management reports, review of mitigation logs	Quarterly.	Internal Adit Unit
	Number of control measures implemented in the energy sector.	This indicator Counts the number of control measures that have been implemented to manage risks within the energy sector. This is an output indicator as it measures the direct result of efforts to establish controls, reflecting the actions taken to mitigate	0		Control implementation logs, governance reports.	Review of implementation logs, analysis of governance reports.	Quarterly.	Internal Adit Unit
	Frequency of risk assessments	This indicator Measures how often risk assessments are conducted within the energy sector.	0		Risk assessment reports,	Review of assessment	Quarterly.	Internal Adit Unit

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	conducted in the energy sector.	This is an output indicator as it measures the direct activity of conducting risk assessments, reflecting the ongoing efforts to identify and manage risks.	0		assessment schedules.	reports, analysis of schedules.		
	Number of training sessions held on governance, risk management, and control measures for energy sector staff.	This indicator Tracks the number of training sessions conducted to educate staff on governance, risk management, and control measures. This is an output indicator as it measures the immediate result of training activities, reflecting the effort to build staff capacity in these areas.	0		Training attendance records, HR logs.	: Review of attendance records, analysis of HR logs	Bi-annually.	Internal Adit Unit
	Percentage of energy sector projects with documented risk management plans.	This indicator Measures the proportion of energy sector projects that have formal risk management plans in place. This is an output indicator as it measures the direct result of planning efforts, reflecting the adoption of risk management practices	0		Project records, risk management plans	Review of project records, analysis of risk management plans	Annually.	Internal Adit Unit
	Reduction in the number of governance-related incidents reported in the energy sector.	This indicator Measures the decrease in the number of reported governance-related incidents within the energy sector. This is an output indicator as it measures the immediate impact of governance improvements, reflecting the effectiveness of measures taken to address governance issues.	0		Incident reports, governance logs.	Analysis of incident reports, review of governance logs	Annually.	Internal Adit Unit
	Compliance rate with established control measures in the energy sector.	This indicator Measures the percentage of compliance with established control measures within the energy sector. This is an output indicator as it measures the direct result of implementing control measures, reflecting adherence to established guidelines and protocols	0		Compliance reports, audit records	Review of compliance reports, analysis of audit records	Quarterly.	Internal Adit Unit
	Number of audits conducted to evaluate governance and control measures in the energy sector.	This indicator Counts the number of audits performed to assess governance and control measures in the energy sector. This is an output indicator as it measures the immediate activity of conducting audits, reflecting the effort to evaluate and improve governance and control systems	0		Audit reports, internal audit records.	Review of audit reports, analysis of internal audit records.	Annually.	Internal Adit Unit

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
<b>Output 8.11:</b> Investment Opportunities in the Energy Sector promoted	Number of JPCs/JTCs attended to promote Investment Opportunities in Energy sectors	This Indicators Tracks the number of Joint Planning Committees (JPCs) and Joint Technical Committees (JTCs) attended to promote investment opportunities in the energy sector. This is an output indicator as it measures the direct effort of attending and participating in committees aimed at promoting investment opportunities.	0		Meeting attendance records, committee logs.	Review of attendance records, analysis of committee logs.	Quarterly.	Investment promotion team, M&E officers.
	Number of State and Ministerial Visits conducted to promote energy sector investment opportunities	This Indicators Counts the number of state and ministerial visits made to promote investment opportunities in the energy sector. This is an output indicator as it measures the immediate action taken to promote investment opportunities through high-level visits	0		Visit logs, ministerial records.	Review of visit logs, analysis of ministerial records.	Quarterly.	Investment promotion team, M&E officers.
	Number of investment opportunities identified and promoted in the energy sector.	This Indicators Measures the number of investment opportunities identified and actively promoted within the energy sector. This is an output indicator as it reflects the direct result of efforts to identify and promote investment opportunities.	0		Investment opportunity logs, promotional records.	Review of investment logs, analysis of promotional records	Quarterly.	Investment promotion team, M&E officers.
	Amount of capital invested in the energy sector as a result of promotional activities.	This Indicators Measures the total amount of capital invested in the energy sector as a direct result of promotional activities. This is an output indicator as it quantifies the financial impact of promotional activities on attracting investments.	0		Financial records, investment reports.	Analysis of financial records, review of investment reports.	Quarterly.	Finance department, investment promotion team, M&E officers.
	Number of promotional events or campaigns conducted to highlight investment opportunities in the energy sector.	This Indicators Counts the number of events or campaigns conducted to promote investment opportunities in the energy sector. This is an output indicator as it measures the immediate result of efforts to organize and conduct promotional activities.	0		Event logs, campaign records.	Review of event logs, analysis of campaign records	Quarterly.	Event organizers, investment promotion team, M&E officers.
	Number of investors expressing interest in the energy sector.	This Indicators Tracks the number of investors who express interest in investing in the energy sector. Justification: This is an output indicator as it measures the direct response to promotional activities and the level of interest generated. :	0		Investor inquiry logs, expression of interest records.	Review of inquiry logs, analysis of expression of interest records	Quarterly.	Investor relations team, investment promotion team, M&E officers

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Percentage of investment inquiries converted into actual investments.	This Indicators Measures the proportion of investment inquiries that result in actual investments. This is an output indicator as it measures the effectiveness of converting interest into tangible investments.	0		Analysis of conversion logs, review of investment records	Analysis of conversion logs, review of investment records	Quarterly.	Investor relations team, investment promotion team, M&E officers
	Number of partnerships or collaborations established through investment promotions.	This Indicators Counts the number of partnerships or collaborations formed as a result of investment promotion activities. This is an output indicator as it measures the direct result of promotional efforts in establishing new partnerships.	0		Partnership agreements, collaboration logs.	Review of partnership agreements, analysis of collaboration logs	Quarterly.	Partnership development team, investment promotion team, M&E officers.
	Feedback score from investors on the effectiveness of promotional materials and activities.	This Indicators Measures the feedback score given by investors on the effectiveness of promotional materials and activities. This is an output indicator as it measures the immediate impact of promotional efforts on investor perception.	0		Investor surveys, feedback forms.	Investor surveys, feedback forms.	Annually.	Investor relations team, M&E officers
	Number of informational materials distributed about investment opportunities in the energy sector.	This Indicators Counts the number of brochures, leaflets, or other informational materials distributed about investment opportunities. This is an output indicator as it measures the immediate distribution efforts of promotional materials.	0		Distribution logs, inventory records.	Review of distribution logs, analysis of inventory records.	Marketing team, investment promotion team, M&E officers.	Marketing team, investment promotion team, M&E officers.
	Reach and engagement metrics of online promotional activities.	This Indicators Measures the reach (e.g., views, impressions) and engagement (e.g., likes, shares, comments) of online promotional activities. This is an output indicator as it measures the direct impact of online promotional efforts.	0		Social media analytics, website metrics	Analysis of social media analytics, review of website metrics.	Quarterly.	Digital marketing team, M&E officers
	Reach and engagement metrics of offline promotional activities.	This Indicators Measures the reach (e.g., attendees, distribution) and engagement (e.g., feedback, participation) of offline promotional activities. This is an output indicator as it measures the direct impact of offline promotional efforts.	0		Event attendance records, feedback forms.	Review of attendance records, analysis of feedback forms. Frequency:	Quarterly.	Event organizers, M&E officers.

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Number of new projects initiated as a result of promoted investment opportunities in the energy sector.	This Indicators Counts the number of new projects started due to promoted investment opportunities. This is an output indicator as it measures the direct outcome of investment promotion efforts leading to new project initiations.	0		Project initiation records, investment reports.	Review of project initiation records, analysis of investment reports	Quarterly.	Project managers, investment promotion team, M&E officers.
<b>Output 8.12:</b> Energy Policy and Strategies Reviewed	Number of energy policies and strategies reviewed within the specified timeframe.	This indicator Measures the number of energy policies and strategies that have been reviewed within a given timeframe. This is an output indicator as it reflects the immediate results of review activities, indicating the extent of policy and strategy evaluations completed	0		Review logs, policy documents, progress reports	Review of logs, analysis of policy documents.	Annually.	Policy review team, M&E officers.
	Percentage of reviewed policies and strategies that have been updated or revised.	Measures the proportion of reviewed policies and strategies that have been updated or revised. This is an output indicator as it quantifies the direct result of the review process leading to updates or revisions.	0		Policy review reports, updated policy documents.	Analysis of review reports, review of updated documents.	Annually.	Policy review team, M&E officers.
	Number of stakeholder consultations conducted during the review process.	This Indicator Counts the number of consultations with stakeholders conducted during the review process of energy policies and strategies. This is an output indicator as it measures the direct engagement with stakeholders to gather input and feedback.	0		Consultation records, meeting minutes	Review of consultation records, analysis of meeting minutes	Annually.	Policy review team, stakeholder engagement officers, M&E officers.
	Timeliness of completing the review of energy policies and strategies.	This Indicator Measures the time taken to complete the review of energy policies and strategies. This is an output indicator as it reflects the efficiency and timeliness of the review process.	0		Project timelines, review logs.	Analysis of project timelines, review of logs	Annually	Policy review team, project managers, M&E officers.
	Number of recommendations generated from the review process.	This Indicator Counts the number of recommendations generated from the review of energy policies and strategies. This is an output indicator as it measures the immediate outcome of the review process in terms of actionable recommendations	0		Review reports, recommendation logs.	Review of reports, analysis of recommendation logs	Annually.	Policy review team, M&E officers.
	Implementation rate of recommendations from the policy and strategy reviews.	This Indicator Measures the percentage of recommendations from policy and strategy reviews that have been implemented.	0		Implementation reports, monitoring logs.	Analysis of implementation reports, review of monitoring logs.	Annually.	Policy review team, implementation managers, M&E officers.

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
		This is an output indicator as it quantifies the direct impact of the review process on policy implementation.						
	Number of reports or documents produced from the review of energy policies and strategies.	This Indicator Counts the number of reports or documents produced as a result of reviewing energy policies and strategies. Justification: This is an output indicator as it measures the tangible documentation resulting from the review process.	0		Review reports, document archives.	Review of reports, analysis of document archives.	Annually.	Policy review team, documentation officers, M&E officers
	Satisfaction rate of stakeholders with the reviewed and updated energy policies and strategies.	This Indicator Measures the satisfaction levels of stakeholders with the reviewed and updated energy policies and strategies. This is an output indicator as it reflects the immediate impact of the review process on stakeholder satisfaction.	0		Stakeholder surveys, feedback forms.	Survey distribution and analysis, review of feedback forms.	Annually.	Stakeholder engagement officers, M&E officers.
	Number of policy gaps identified and addressed during the review process.	This Indicator Counts the number of policy gaps identified and addressed during the review of energy policies and strategies This is an output indicator as it measures the immediate result of identifying and addressing policy gaps.	0		Review reports, gap analysis logs.	Review of reports, analysis of gap analysis logs.	Annually.	Policy review team, M&E officers
	Frequency of policy and strategy review cycles in the energy sector.	This indicator measures how often policy and strategy review cycles are conducted within the energy sector. It assesses the regularity and consistency with which these reviews are scheduled and completed	0		Review schedules, policy review logs, organizational calendars	Analysis of review schedules, review of logs.	Annually.	Policy review team, M&E officers
<b>Output 8.13:</b> Financial management Rules, Regulations and procedures within the energy sector complied	Number of projects audits reports in Prepared	This indicator Measures the total number of audit reports prepared for projects within a given period. This is an output indicator as it quantifies the immediate result of auditing activities, reflecting the number of completed audit reports.	0		Audit logs, project audit reports.	Review of audit logs, analysis of prepared audit reports.	Quarterly.	Internal audit team, M&E officers.
	Number of audit committee reports submitted	This indicator Counts the number of reports submitted by the audit committee within a specified timeframe. This is an output indicator as it measures the direct result of audit committee activities, indicating their reporting efficiency.	0		Audit committee records, submission logs.	Review of committee records, analysis of submission logs.	Quarterly.	Audit committee, M&E officers.

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Number of reports on departments and units audited	This indicator Measures the number of audit reports generated for different departments and units within the energy sector. This is an output indicator as it quantifies the audit coverage across various departments and units, reflecting the scope of auditing efforts.	0		Departmental audit logs, unit audit reports	Review of audit logs, analysis of audit reports.	Quarterly.	Internal audit team, M&E officers.
	Number of financial management rules, regulations, and procedures documented and disseminated within the energy sector.	This indicator Counts the number of financial management rules, regulations, and procedures that have been documented and shared within the energy sector. This is an output indicator as it measures the direct result of documentation and dissemination activities.	0		Documentation logs, dissemination records.	Review of logs, analysis of dissemination records.	Annually.	Financial management team, M&E officers.
	Percentage of energy sector entities in compliance with financial management rules, regulations, and procedures.	This indicator Measures the proportion of entities within the energy sector that comply with established financial management rules, regulations, and procedures. This is an output indicator as it quantifies the immediate result of compliance activities.	0		Analysis of compliance reports, review of audit findings	Analysis of compliance reports, review of audit findings	Quarterly.	Compliance officers, M&E officers
	Number of audits conducted to assess compliance with financial management rules and regulations.	This indicator Counts the number of audits conducted to evaluate adherence to financial management rules and regulations. This is an output indicator as it measures the direct effort to assess compliance.	0		Audit logs, compliance audit reports.	Review of audit logs, analysis of compliance audit reports.	Quarterly.	Internal audit team, M&E officers.
	Percentage of audit findings resolved within a specified timeframe.	This indicator Measures the proportion of audit findings that are resolved within a given period. This is an output indicator as it quantifies the immediate response to audit findings.	0		Resolution logs, follow-up reports	Analysis of resolution logs, review of follow-up reports	Quarterly.	Audit follow-up team, M&E officers
	Number of training sessions held on financial management rules, regulations, and procedures for energy sector staff.	This indicator Counts the number of training sessions conducted to educate staff on financial management rules, regulations, and procedures. This is an output indicator as it measures the direct result of training activities.	0		Training attendance records, HR logs	Review of attendance records, analysis of HR logs.	Bi-annually.	HR department, training coordinators, M&E officers.

Expected Results	Indicators	Indicator Description	Baseline Data	Target	Data Sources	Data Collection Methods/Tool	Frequency	Responsibility
	Percentage of staff in the energy sector who have completed training on financial management compliance.	This indicator Measures the proportion of energy sector staff who have completed training on financial management compliance. This is an output indicator as it quantifies the immediate result of training efforts.	0		Training completion records, HR logs.	Review of completion records, analysis of HR logs.	Bi-annually.	HR department, training coordinators, M&E officers.
	Number of non-compliance incidents reported within the energy sector.	This indicator Tracks the number of non-compliance incidents reported within the energy sector. This is an output indicator as it measures the direct result of compliance monitoring activities.	0		Incident reports, compliance logs.	Review of incident reports, analysis of compliance logs.	Quarterly.	Compliance officers, M&E officers.
	Number of financial irregularities or discrepancies in the energy sector.	This indicator Measures the number of financial irregularities or discrepancies identified within the energy sector. This is an output indicator as it quantifies the immediate result of financial monitoring and auditing activities.	0		Audit reports, discrepancy logs.	Review of audit reports, analysis of discrepancy logs.	Quarterly.	Internal audit team, M&E officers
	Frequency of reviews and updates to financial management rules, regulations, and procedures.	This indicator Measures how often financial management rules, regulations, and procedures are reviewed and updated. This is an output indicator as it reflects the regularity of efforts to maintain and improve financial management standards.	0		Review schedules, update logs.	Analysis of review schedules, review of update logs.	Annually.	Financial management team, M&E officers.
	Stakeholder satisfaction rate with the clarity and effectiveness of financial management rules, regulations, and procedures in the energy sector.	This indicator Measures the satisfaction levels of stakeholders with the clarity and effectiveness of financial management rules, regulations, and procedures. This is an output indicator as it reflects the immediate impact of financial management standards on stakeholder satisfaction.	0		Stakeholder surveys, feedback forms.	Survey distribution and analysis, review of feedback forms	Annually.	Stakeholder engagement officers, M&E officers.

<b>Outcome 8:</b> Improved support services in the energy sector	Number of power outages in the country	This indicator reflects the intermediate effects of efforts to improve the stability and reliability of the power grid. A reduction in the number of power outages indicates the effectiveness of infrastructure investments, maintenance activities, and grid management practices in providing a consistent and reliable power supply. This demonstrates progress towards enhanced energy security and reliability for consumers and businesses.	0	Outage Logs, System Reliability Reports
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Annex 2: Indicator Tracking Table

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target	Other Feedbacks, Surveys
	Date	Value	Target	Actual	% of Target																
<b>Outcome 1: Improved support services on HIV/AIDS infection and non-communicable diseases to staff.</b>																					
Level of staff satisfaction with support services on HIV/AIDS infection and non-communicable diseases	<input type="checkbox"/>																				
Number of staff participating in ongoing awareness programs annually	<input type="checkbox"/>																				
Number of individuals Reached on Energy Safety and Efficiency Campaigns	<input type="checkbox"/>																				
Number of staff accessing counselling services.	<input type="checkbox"/>																				
Average amount of allowance provided staff living with HIV/AIDS	<input type="checkbox"/>																				
Percentage of eligible staff who have received the allowance.	<input type="checkbox"/>																				
<b>Output 1.1: Special diet allowances provided to staff living with HIV/AIDS</b>																					
Number of staff eligible for the special diet allowance.																					
Frequency of allocation of special diet allowance																					
Total amount of funds disbursed as special diet allowances annually.																					
<b>Output 1.2: HIV/AIDS and NCDs awareness seminars provided to staff.</b>																					
Number of awareness																					

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
seminars on HIV/AIDS																				
Number of awareness Seminars on Non-communicable diseases (NCDs)																				
Number of staff members who attended the awareness seminars on HIV/AIDS																				
<b>Outcome 2: Enhanced implementation of the national anticorruption strategy.</b>																				
Percentage change in corruption incidences																				
Percentage of Ministry Staff Completing Anti-Corruption Training																				
Number of Reported Corruption Incidents																				
Level of Transparency and Integrity Ratings																				
Awareness rate among employees																				
Level of customer service satisfaction																				
Number of whistles received																				
<b>Output 2.1: Training sessions on ethical practices and anti-corruption measures delivered to employees.</b>																				
Number of trainings on ethical practices conducted																				
Number of trainings on anti-corruption measures conducted																				
Number of Employees Trained in Ethical Practices																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
and Anti-corruption Measures																				
<b>Output 2.2: An internal whistleblower Policy disseminated to staff with a secure method to report unethical practices</b>																				
Percentage of employees who have received the whistleblower policy																				
Percentage of employees who have completed training related to the whistleblower policy																				
<b>Outcome 3: Improved power generation, transmission, and distribution infrastructures.</b>																				
Percentage of power stability in the country																				
Proportion of Energy efficiency across all sectors																				
Access rate to electricity																				
Percentage reserve margin power capacity																				
Energy intensity																				
Percentage contribution of power source to the generation mix																				
Number of households connected																				
Number of villages connected																				
System average interruption duration index (SAIDI)																				
Customer average interruption duration Index (CAIDI)																				
System average interruption																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
frequency Index (SAIFI)																				
Number of hamlets connected																				
<b>Output 3.1: New generation power mix systems contracted.</b>																				
Number of megawatts added to the national power grid																				
Number of power plants constructed																				
<b>Output 3.2: Transmission lines constructed.</b>																				
Length of transmission lines constructed																				
Number of substations constructed																				
<b>Output 3.3: Existing transmission lines upgraded.</b>																				
Voltage level of transmission lines upgraded																				
Number of transmission lines upgraded																				
<b>Output 3.4: Power distribution networks extended</b>																				
Length of power distribution networks extended																				
Voltage level of distribution networks upgraded																				
<b>Outcome 4: Increased share utilization of new and renewable energy resources in the Tanzania national grid.</b>																				
Percentage contribution of renewable energy to the energy mix in the country																				
Percentage of total energy consumption from renewable sources																				
Annual Energy Production from New Renewable Sources																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Percentage of Energy efficiency in consumption across Various Industries																				
Promotion of renewable energy to the public																				
<b>Output 4:1:</b> New renewable energy resources developed																				
Number of renewable energy Projects Completed																				
<b>4.2 Renewable energy information systems developed</b>																				
Level of the progress made in developing a Renewable energy information system																				
Number of training sessions conducted for stakeholders on how to use the information systems																				
Number of participants trained to use the information systems																				
Number of stakeholders involved in the development and implementation of the information systems (e.g., government agencies, NGOs, private sector)													•	•	•					
Average user satisfaction score from surveys or feedback forms.													•	•	•					

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Number of user suggestions/feed back implemented													•	•	•					
Number of reports or publications generated using data from the information systems.													•	•	•					
Frequency of report generation (e.g., monthly, quarterly).													•	•	•					
Number of other systems or databases integrated with the renewable energy information systems.													•	•	•					
Number of reports or publications generated using data from the information systems.													•	•	•					
Frequency of report generation (e.g., monthly, quarterly).													•	•	•					
<b>Output 4.3</b> Amount of renewable energy resources generated																				
Number of Megawatts from wind energy																				
Number of Megawatts from geothermal																				
Number of Megawatts from solar energy																				
Number of Megawatts from large hydropower																				
<b>Output 4.4: Public awareness campaign on utilization of renewable energy resources provided.</b>																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Number of awareness campaigns conducted.																				
Number of Individuals Reached by the Public Awareness Campaign																				
Number of Informational Materials Distributed																				
<b>Outcome 5: Enhanced energy efficiency, security, and planning.</b>																				
Percentage of energy utilization in public buildings.																				
Percentage share of energy sources in the national energy mix																				
Percentage of energy (Electricity) imports relative to total energy consumption																				
Percentage of energy imports (Fossil fuel) relative to total energy consumption																				
Percentage share of energy import geographical distribution																				
Percentage of redundancy in the national grid system																				
Percentage of energy projects that have been completed within a specified timeframe																				
Level of public awareness on energy efficiency																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Percentage share of different energy sources																				
Proportion of the population that has reliable electricity service																				
Estimated reserves of key energy sources																				
Number of relevant tools adapted for energy planning purposes																				
<b>Output 5.1: Energy efficiency audits conducted across major industrial sectors</b>																				
Number of energy efficiency audit reports produced																				
Number of audits completed on petroleum operations																				
Number of energy efficiency audits conducted																				
<b>Output 5.2: Public Energy Efficiency Awareness campaigns created</b>																				
Number of energy efficiency awareness campaigns conducted																				
Number of media broadcasts promoting energy efficiency																				
<b>Output 5.3: Adequate energy supply established for the entire population</b>																				
Number of new tools introduced for energy planning purposes.																				
Total capacity of energy production																				
Percentage share of energy resources																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
<b>Output 5.4: Comprehensive energy planning tools on forecasting and resource allocation introduced</b>																				
Number of employees attended training on energy planning																				
Number of trainings provided on energy planning.																				
<b>Output 5.5: A national energy security strategy developed for stability and continuous energy supply in the country</b>																				
Level of progress made on developing a national energy security strategy																				
<b>Outcome 6: Improved management of petroleum resources for sustainable national development</b>																				
Level of adherence to audit findings																				
Percentage of petroleum projects compliant with environmental standards.																				
Percentage of exploration wells with commercial quantity of petroleum																				
Level of public satisfaction with petroleum resource management																				
<b>Output 6.1: Exploration, development, and production of petroleum resources undertaken in the country</b>																				
Number of exploratory wells drilled per year																				
Number of local companies participating in the procurement of petroleum products																				
Amount of 2D kilometre line of seismic data collected																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Coverage area of Amount of 3D seismic data collected (in square kilometres).																				
Number of exploratory wells drilled per year																				
Number of development wells completed																				
Percentage of production capacity utilized.																				
Number of exploration licenses granted																				
Number of Production sharing agreements (PSAs) monitored																				
<b>Output 6.2: Processing, Transmission, and distribution of petroleum products undertaken</b>																				
Length pipeline for transmission																				
Volume of petroleum products distributed																				
Total quantity of petroleum products processed annually (in barrels or tons).																				
Processing capacity utilization rate (percentage of total capacity that is actually used).																				
Length of petroleum distribution network constructed																				
Length of petroleum transportation pipeline constructed																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Yield efficiency (percentage of crude oil converted to high-demand products).																				
Length of transmission infrastructure maintained																				
Length of transmission infrastructure constructed																				
Average time or cost per unit of product transmitted																				
Number of distribution outlets serviced																				
Number of distribution points serviced																				
Number of households connected to natural gas																				
Number of Institutions connected to natural gas																				
Number of Industries connected to natural gas																				
Number of Vehicles connected with CNG Gas																				
Volume of petroleum products distributed annually.																				
<b>Output 6.3: Awareness seminars on petroleum resource utilizations are provided</b>																				
Number of awareness programs conducted																				
Level of participant satisfaction with the seminars																				
<b>Outcome 7: Improved supply and utilization of petroleum</b>																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Amount of petroleum products reserved																				
Percentage in petroleum supply reliability																				
Percentage in petroleum utilization efficiency																				
<b>Output 7.1: Infrastructure for petroleum storage facilities upgraded</b>																				
Number of petroleum storage facilities upgraded.																				
Number of storage facilities developed																				
Volume of storage capacity upgraded																				
<b>Output 7.2: Public awareness campaigns on the safe and efficient use of energy products launched</b>																				
Number of awareness campaigns conducted per month/quarter/year																				
Total number of people who attended the awareness campaigns.																				
Number of informational brochures, leaflets, or other materials distributed during the campaigns																				
Number of media outlets (e.g., TV, radio, newspapers) that covered the awareness campaigns																				
Number of social media posts related to the campaigns and their reach (e.g., likes,																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
shares, comments).																				
Number of stakeholders (e.g., NGOs, community leaders, government officials) involved in planning and conducting the campaigns																				
Number of surveys conducted before and after the campaigns to measure changes in awareness levels among the target audience																				
Number of training sessions held for campaign facilitators or volunteers																				
Average feedback scores from participants regarding the usefulness and quality of the campaigns																				
<b>Outcome 8: Improved support services in the energy sector</b>																				
Number of power outages in the country																				
Level of customer satisfaction																				
Number of support service issues resolved within the first contact.																				
Number of support service channels available to energy sector stakeholders.																				
Percentage of support service staff receiving																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
regular training and professional development																				
Number of complaints related to support services received and resolved																				
Overall performance rating of support services in the energy sector.																				
Frequency of support service evaluations and audits conducted																				
Number of innovative solutions implemented to enhance support services in the energy sector.																				
User satisfaction rate with support services in the energy sector																				
Response time for support service requests within the energy sector.																				
<b>Output 8.1: Technical training programs focused on managing and maintaining modern energy systems delivered to staff.</b>																				
Number of technical training programs on managing and maintaining modern energy systems																				
Number of energy sector employees attended technical training programs on managing and maintaining modern energy systems																				
<b>Output 8.2: Legal and regulatory framework regulating energy sector implemented in the energy sector</b>																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Level of progress made in reviewing the legal and regulatory framework																				
Number of New Laws/Regulations Enacted																				
Number of Revised Laws/Regulations																				
Number of training programs conducted for regulatory staff																				
<b>Output 8.3: Administration of procurement laws and regulations implemented in the energy sector.</b>																				
Number of Minutes of MPMU conducted																				
Level of progress made in preparing the procurement plan.																				
Number of assets updated																				
Number of assets procured																				
Number of Contract Registered																				
Number of Minutes of Minister conducted																				
Average time taken from the initiation of a procurement process to the award of the contract																				
Number of procurement processes that experienced delays beyond the standard cycle time.																				
Percentage of procurement notices and																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target	
	Date	Value	Target	Actual	% of Target																
tender documents published on public platforms.																					
Number of procurement-related complaints received and the percentage resolved within a specified timeframe																					
Number of training programs conducted for procurement staff on procurement laws and regulations																					
Percentage of procurement staff trained in the latest procurement laws and regulations																					
Amount of cost savings achieved through competitive procurement processes																					
Percentage of contracts completed on time, within budget, and meeting quality standards																					
Ratio of actual procurement spend to the estimated budget																					
<b>Output 8.4: ICT communication infrastructure installed within energy sector</b>																					
Number of ICT communication infrastructure installations completed within the energy sector.																					
Percentage in ICT communication																					

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
infrastructure coverage within the energy sector																				
Average downtime of ICT communication infrastructure within the energy sector.																				
User satisfaction rate with ICT communication infrastructure in the energy sector																				
<b>Output 8.5: ICT systems developed within energy sector</b>																				
Number of ICT systems developed specifically for the energy sector																				
Number of ICT systems developed specifically for the energy sector																				
Percentage of energy sector projects utilizing newly developed ICT systems																				
Time taken to develop and deploy new ICT systems in the energy sector																				
Staff training hours dedicated to the new ICT systems																				
Number of successful pilot tests conducted for new ICT systems within the energy sector																				
Time taken to develop and deploy new ICT systems in the energy sector																				
<b>Output 8.6: Regular physical monitoring visits conducted for all development projects/programmes</b>																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Number of physical monitoring visits conducted per quarter for development projects/programmes																				
Number of monitoring reports generated from physical visits																				
Number of projects/programmes demonstrating improved performance after physical monitoring visits																				
Percentage of issues identified during physical monitoring visits that are resolved within a specified timeframe																				
Satisfaction rate of stakeholders with the physical monitoring process																				
<b>Output 8.7: Comprehensive evaluation reports generated for development projects/programmes</b>																				
Number of comprehensive evaluation reports generated per year for development projects/programmes																				
Percentage of development projects/programmes with completed evaluation reports																				
Timeliness of evaluation report generation (average time from project																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target	
	Date	Value	Target	Actual	% of Target																
completion to report issuance)																					
Percentage of evaluation reports that include actionable recommendations																					
Satisfaction rate of stakeholders with the comprehensiveness and usefulness of the evaluation reports																					
<b>Output 8.8: Communication Matters of energy sector shared to the public</b>																					
Number of communication releases shared with the public regarding energy sector matters																					
Frequency of public updates on energy sector developments.																					
Percentage of the public reporting awareness of energy sector communications																					
Number of platforms used to disseminate energy sector information to the public																					
Engagement rate of the public with energy sector communication materials (e.g., website visits, social media interactions)																					
Number of press conferences or public briefings held about energy sector issues																					

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Public satisfaction rate with the transparency and clarity of communications regarding the energy sector																				
Number of feedback or inquiries received from the public about energy sector communications																				
<b>Output 8.9: Plans and budgets Facilitated to Energy Sector</b>																				
Amount of budget allocated to the energy sector.																				
Number of projects funded through the facilitated budgets in the energy sector																				
Percentage of budget utilization in the energy sector.																				
Number of stakeholders involved in the planning and budgeting process.																				
Percentage of plans and budgets that meet predefined quality standards.																				
Number of training sessions conducted on planning and budgeting for energy sector staff.																				
Number of Parliamentary committee Meetings attended																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Number of site visits organized for Parliamentary committee																				
Number of Parliamentary Seminars organized in energy sector																				
<b>Output 8.10: Governance, Risks and Control Measures Addressed to energy Sector</b>																				
Level of progress made in developing risk register																				
Number of Staffs trained on Governance, Risks and Control measures																				
Level of progress made in monitoring Ministerial risks																				
Number of governance issues identified and addressed in the energy sector.																				
Percentage of identified risks mitigated in the energy sector.																				
Number of control measures implemented in the energy sector.																				
Frequency of risk assessments conducted in the energy sector.																				
Number of training sessions held on governance, risk management, and control measures for energy sector staff.																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Percentage of energy sector projects with documented risk management plans.																				
Reduction in the number of governance-related incidents reported in the energy sector.																				
Compliance rate with established control measures in the energy sector.																				
Number of audits conducted to evaluate governance and control measures in the energy sector.																				
<b>Output 8.11: Investment Opportunities in the Energy Sector promoted</b>																				
Number of JPCs/JTCs attended to promote Investment Opportunities in Energy sectors																				
Number of State and Ministerial Visits conducted to promote energy sector investment opportunities																				
Number of investment opportunities identified and promoted in the energy sector.																				
Amount of capital invested in the energy sector as a result of promotional activities.																				
Number of promotional events or campaigns conducted to highlight																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
investment opportunities in the energy sector.																				
Number of investors expressing interest in the energy sector.																				
Percentage of investment inquiries converted into actual investments.																				
Number of partnerships or collaborations established through investment promotions.																				
Feedback score from investors on the effectiveness of promotional materials and activities.																				
Number of informational materials distributed about investment opportunities in the energy sector.																				
Reach and engagement metrics of online promotional activities.																				
Number of new projects initiated as a result of promoted investment opportunities in the energy sector.																				
Reach and engagement metrics of offline promotional activities.																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
<b>Output 8.12: Energy Policy and Strategies Reviewed</b>																				
Number of energy policies and strategies reviewed within the specified timeframe.																				
Percentage of reviewed policies and strategies that have been updated or revised.																				
Number of stakeholder consultations conducted during the review process.																				
Timeliness of completing the review of energy policies and strategies.																				
Number of recommendations generated from the review process.																				
Implementation rate of recommendations from the policy and strategy reviews.																				
Number of reports or documents produced from the review of energy policies and strategies.																				
Satisfaction rate of stakeholders with the reviewed and updated energy policies and strategies.																				
Number of policy gaps identified and addressed during the review process.																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
Frequency of policy and strategy review cycles in the energy sector.																				
<b>Output 8.13: Financial management Rules, Regulations and procedures within the energy sector complied</b>																				
Number of projects audits reports in Prepared																				
Number of audit committee reports submitted																				
Number of reports on departments and units audited																				
Number of financial management rules, regulations, and procedures documented and disseminated within the energy sector.																				
Percentage of energy sector entities in compliance with financial management rules, regulations, and procedures.																				
Number of audits conducted to assess compliance with financial management rules and regulations.																				
Percentage of audit findings resolved within a specified timeframe.																				
Number of training sessions held on financial management rules, regulations, and																				

Indicators	Baseline		Q1 Reporting Period			Q2 Reporting Period			Q3 Reporting Period			Q4 Reporting Period			Annual Target	Year to Date Actual	% of Annual Target	Life of Plan Target	LoP Actual	% of LoP Target
	Date	Value	Target	Actual	% of Target															
procedures for energy sector staff.																				
Percentage of staff in the energy sector who have completed training on financial management compliance.																				
Number of non-compliance incidents reported within the energy sector.																				
Number of financial irregularities or discrepancies in the energy sector.																				
Frequency of reviews and updates to financial management rules, regulations, and procedures.																				
Stakeholder satisfaction rate with the clarity and effectiveness of financial management rules, regulations, and procedures in the energy sector.																				



**United Republic of Tanzania**

**Ministry of Energy**

**Tool No 1: Annual implementation Plan Reporting Template**

**Section 1: Basic Information**

Reporting Period: \_\_\_\_\_

From: [Start Date]\_\_\_\_\_ To: [End Date]\_\_\_\_\_

Department/Unit: \_\_\_\_\_

**Introduction**

This tool serves as a structured framework designed to facilitate the systematic collection, analysis, and reporting of the annual activities and performance across various departments and units within the Ministry. By using this template, departments can effectively document their achievements, challenges, lessons learned, and next steps, ensuring transparency, accountability, and continuous improvement in the delivery of energy services.

*Annual Work plan Reporting Template*

<b>Results Area</b>	<b>Activities Undertaken</b>	<b>Achievements</b>	<b>Challenges experienced</b>	<b>Lessons learned</b>	<b>Next steps</b>

Completed by \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

Date of Completion \_\_\_\_\_ Date of Submission \_\_\_\_\_

Approved by Head of department/Unit \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_



**United Republic of Tanzania**

**Ministry of Energy**

**Tool No 2: Budget Tracking Tool**

**Section 1: Basic Information**

Reporting Period: \_\_\_\_\_

From: [Start Date] \_\_\_\_\_ To: [End Date] \_\_\_\_\_

Department/Unit: \_\_\_\_\_

**Introduction**

This tool is essential for effectively monitoring and managing the financial aspects of various projects within the Ministry. It provides a structured framework for tracking planned versus actual expenditures, ensuring that financial resources are utilized efficiently and in alignment with the planned budget. By employing this tool, departments can maintain transparency, accountability, and fiscal discipline throughout the project implementation process.

Tracking planned versus Actual expenditure per project

Budget Line	Planned Expenditure (TZS)	Actual Expenditure (TZS)	Variance
Salaries and benefits			
Equipment			
Travel costs			
Operations and maintenance			
Travel costs			
Project implementation			
<b>TOTAL</b>			

Completed by \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

Date of Completion \_\_\_\_\_ Date of Submission \_\_\_\_\_

Approved by Head of department/Unit \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_

Annex 5: *Project quarterly Finance status*



**United Republic of Tanzania**

**Ministry of Energy**

**Tool No 3: Project quarterly Finance status**

**Section 1: Basic Information**

Reporting Period: \_\_\_\_\_

From: [Start Date]\_\_\_\_\_ To: [End Date]\_\_\_\_\_

Department/Unit: \_\_\_\_\_

**Introduction**

This tool is designed to facilitate the regular monitoring and reporting of the financial status of projects on a quarterly basis. It provides a structured format for documenting and analyzing the financial performance of projects, including budget allocation and expenditure tracking. By using this tool, departments can ensure that financial resources are being managed effectively and that projects remain on track financially.

Project quarterly Finance status

<b>Total Budget to date</b>	<b>Total Expenses to date</b>	<b>% of the total budget</b>	<b>Annual Budget</b>	<b>Annual Expenses</b>	<b>% of budget</b>

Completed by \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

Date of Completion \_\_\_\_\_ Date of Submission \_\_\_\_\_

Approved by Head of department/Unit \_\_\_\_\_  
Position \_\_\_\_\_

Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_

Approved by \_\_\_\_\_ Position \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_



**United Republic of Tanzania**

**Ministry of Energy**

**Tool No 4: Activity Monitoring Schedule**

**Section 1: Basic Information**

Reporting Period: \_\_\_\_\_

From: [Start Date] \_\_\_\_\_ To: [End Date] \_\_\_\_\_

Department/Unit: \_\_\_\_\_

**Introduction**

This tool is designed to facilitate the systematic monitoring and evaluation of project activities. It provides a comprehensive framework for documenting key details such as activity descriptions, target populations, rationales, geographic coverage, local contexts, associated assumptions, and lessons learned. By utilizing this tool, departments can ensure that activities are effectively tracked, evaluated, and aligned with overall project goals, thereby enhancing project management and accountability.

Activity monitoring schedule

Results area	
Staff responsible	
Location of project	
Activity description	
Target population/size/composition	
Activity rationale (Contribution of the activity to the overall objective goal)	
Activity geographic coverage (Include a map)	
Activity local context (local partners, county governments, local authority)	
Activity-associated assumptions (risks associated with the success of activities)	
Lessons learned	

Completed by \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_  
 \_\_\_\_\_  
 Date of Completion \_\_\_\_\_ Date of Submission \_\_\_\_\_  
 Approved by Head of department/Unit \_\_\_\_\_  
 Position \_\_\_\_\_  
 Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_

*Annex 7: Institutional Performance Tracking Tools*



**United Republic of Tanzania**

**Ministry of Energy**

**Tool No 5: Institutional Performance Tracking Tools**

**Section 1: Basic Information**

Institution Name: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

From: [Start Date] \_\_\_\_\_ To: [End Date] \_\_\_\_\_

Department/Unit: \_\_\_\_\_

This tool is designed to provide a comprehensive framework for tracking, evaluating, and reporting the performance of institutions within the Ministry. It encompasses key performance indicators (KPIs), baseline data, annual targets, and actual performance data. The tool also outlines the processes for data collection, verification, and risk management. By utilizing this tool, institutions can systematically monitor their progress towards achieving strategic goals and make informed decisions to enhance their performance.

**Section 2: Performance Indicators**

This is a table with a listing of all relevant KPIs, baseline data, annual targets, and actual performance data for each year within the

strategic period. This section captures the institution's progress towards achieving its goal

Institutional Performance Tracking Tools

No.	Results Area	Key Performance Indicator (KPI)	Baseline (2021)	Target (2022)	Actual (2022)	Notes

### Section 3: Monitoring and Evaluation

- **Frequency of Reporting:** Specifies how often performance data should be collected and reported (e.g., quarterly, semi-annually, annually).
- **Responsible Department:** The department or unit responsible for data collection, monitoring, and reporting.
- **Data Collection Method:** Methods used to collect performance data, such as surveys, field visits, or administrative records.
- **Verification Method:** Procedures for verifying the accuracy and reliability of the reported data, such as internal or external audits and stakeholder validation.
- **Risk Management:** Identifies potential risks that may affect performance and outlines strategies for mitigating these risks.

### Section 4: Comments and Recommendations

- **Progress Summary:** A narrative summary of the institution's progress, highlighting key achievements and milestones.
- **Challenges Encountered:** A description of any obstacles or issues faced during the reporting period.
- **Recommendations for Improvement:** Suggestions for addressing challenges and improving future performance

Completed by \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_

Date of Completion \_\_\_\_\_ Date of Submission \_\_\_\_\_

Approved by Head of department/Unit \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_



**United Republic of Tanzania**

**Ministry of Energy**

**Tool No 7: Quarterly Performance Report**

**Section 1: Basic Information**

Institution Name: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

From: [Start Date]\_\_\_\_\_ To: [End Date]\_\_\_\_\_

Department/Unit: \_\_\_\_\_

**Introduction**

This tool is designed to provide a structured framework for reporting the quarterly performance of various departments within the Ministry. It aims to capture key achievements, challenges, detailed activity descriptions, performance against key performance indicators (KPIs), and financial summaries. By utilizing this tool, departments can systematically track their progress, evaluate performance, and make informed decisions to enhance their operations.

**Executive Summary:**

**Section 2: Presentation of Findings**

- **Key Achievements**
- **Major Challenges**

**Detailed Activity Report:**

- Activity 1: Description, Outcome, Responsible Person
- Activity 2: Description, Outcome, Responsible Person

**Key Performance Indicators (KPIs):**

- **KPI 1:** Target vs. Actual
- **KPI 2:** Target vs. Actual

**Financial Summary:**

- Budget Allocated
- Budget Utilized

**Challenges and Mitigation:**

- Challenge 1: Mitigation Strategy
- Challenge 2: Mitigation Strategy

**Plans for Next Quarterly:**

- Plan 1
- Plan 2

Completed by \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Date of Completion \_\_\_\_\_ Date of Submission \_\_\_\_\_

Approved by Head of department/Unit \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_



**United Republic of Tanzania**

**Ministry of Energy**

**Tool No 8: Mid-Year Performance Report**

**Section 1: Basic Information**

Institution Name: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

From: [Start Date] \_\_\_\_\_ To: [End Date] \_\_\_\_\_

Department/Unit: \_\_\_\_\_

**Introduction**

This tool is designed to provide a structured framework for reporting the performance of various departments within the Ministry at the midpoint of the year. It aims to capture key achievements, major challenges, detailed activity descriptions, performance against key performance indicators (KPIs), and financial summaries for the first half of the year. By utilizing this tool, departments can systematically track their progress, evaluate performance, and make informed decisions to enhance their operations for the remainder of the year.

**Executive Summary:**

**Section 2: Presentation of Findings**

- Key Achievements
- Major Challenges

**Detailed Activity Report:**

- Activity 1: Description, Outcome, Responsible Person
- Activity 2: Description, Outcome, Responsible Person

**Key Performance Indicators (KPIs):**

- **KPI 1:** Target vs. Actual
- **KPI 2:** Target vs. Actual

**Financial Summary:**

- Budget Allocated
- Budget Utilized

**Challenges and Mitigation:**

- Challenge 1: Mitigation Strategy
- Challenge 2: Mitigation Strategy

**Plans for Second Half of the Year:**

- Plan 1
- Plan 2

Completed by \_\_\_\_\_ Position \_\_\_\_\_ Signature

\_\_\_\_\_   
Date of Completion \_\_\_\_\_ Date of Submission \_\_\_\_\_

Approved by Head of department/Unit \_\_\_\_\_   
Position \_\_\_\_\_

Signature \_\_\_\_\_ Date of Submission \_\_\_\_\_

*Annex 10: Monitoring and Evaluation Calendar*

<b>M&amp;E Activities</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>M&amp;E Plan Preparation</b>												
Prepare a schedule of M&E activities for the year												
Organize a retreat on indicator review												
<b>Implementation Monitoring</b>												
Data collection												
Data analysis												
Preparation of progress reports												
<b>M&amp;E Annual Report</b>												
Preparation of annual progress reports (APR)												
Internal review of APR												
Printing of APR												
<b>Dissemination and Communication of M&amp;E Results</b>												
Organize APR dissemination workshops												
Distribution of APR												
Stakeholder engagement on APRs												
<b>Participatory Performance Evaluation</b>												
Prepare for Participatory Performance Evaluation with Stakeholders [Every Two (2) Years]												
Train Personnel to conduct participatory performance evaluation [Every Two (2) Years]												
Conduct Participatory Performance Evaluation [Every Two (2) Years]												
<b>Evaluation</b>												
Terminal evaluation [at the end of the 4- year Plan period]												