

Note from Kaitlyn Smoot: This document includes the two sections of Winrock International’s proposal for the Senegal Water Health and Sanitation project proposal which I was responsible for, but it leaves out the other components of the proposal.

Monitoring, Evaluation, and Learning

The Contractor will measure progress on key indicators shown in Table 7 below (disaggregates will include sex, age, and wealth quintile for all person-level indicators). Following the baseline assessment, indicators and targets will be revised and detailed in the Activity Monitoring, Evaluation, and Learning (MEL) Plan. The Contractor will collect monitoring data on an on-going basis and conduct beneficiary surveys annually and will identify an external firm to conduct mid-term and final evaluations. Learning will be embedded in project design, implementation, and adaptation through inclusive participatory processes, such as multi-stakeholder coordination groups and pause-and-reflect sessions. A draft Quality Assurance Surveillance Plan (QASP) with a surveillance schedule and methods is located in *Annex VIII*.

Table 1. Indicators and Targets

Illustrative Indicator and Target	Annual Targets (cumulative)					Measurement Method
	Y1	Y2	Y3	Y4	Y5/LOP	
Objective 1: Mobilized public and private financing for the WASH sector						
HL.8.4-1: Value of new funding mobilized for WASH	\$300K	\$1M	\$2M	\$4M	\$6M	FI, partner org & internal finance records
EG.2-12: # of private enterprises with increased access to finance	5	20	35	50	60	Supported enterprise annual survey
Objective 2: Enhanced effectiveness and accountability of WASH governance structures						
HL.8.3-3: # water & sanitation sector institutions strengthened	0	10	25	40	45	Partner organization annual survey
DR.2.4-2: # mechanisms for external oversight of public resource use	0	10	25	40	50	Partner organization annual survey
Objective 3: Strengthened market systems for sanitation and water						
STIR-11: # of innovations supported with demonstrated uptake	0	8	15	20	20	Partner org & enterprise annual surveys
EG.3.2-26: Value of annual sales of supported firms	+0% over baseline	+5%	+15%	+25%	+40%	Supported enterprise annual survey
Custom 1: % change in perceived strength of WASH Market System	+0%	+10%	+20%	+35%	+ 50%	Annual stakeholder market perceptions survey
Objective 4: Increased demand for quality WASH products and services						

HL.8.1-1: # people gaining access to basic drinking water services	4,000	12,000	20,000	35,000	50,000	Supported enterprise annual survey backed up with customer records, triangulated with Annual household survey (of random sample of household reported served)
HL.8.2-2: # people gaining access to a basic sanitation service	30,000	80,000	140,000	220,000	300,000	
HL.8.2-7: # people receiving improved sanitation services	5,000	25,000	50,000	80,000	100,000	
Custom 2: sanitation or water products/services purchased/sold	3,300	10,800	20,000	32,800	45,000	
HL.8.2-1: # villages certified ODF	0	60	150	240	300	Project CLTS event logs + GOS Certification records
Custom 3: # households reached with CLTS-h, other SBCC activities	0	17,000	42,500	68,000	85,000	Project CLTS and other SBC event logs
Cross-Cutting (Locally Led Development, GESI)						
CBLD-9: % supported organizations with improved performance	0% (0/15)	43% (13/30)	50% (20/40)	70% (47/68)	90% (61/68)	Annual Organizational Capacity Assessment
Custom 4: % of users served who report all WASH needs met reliably	45%	50%	57%	64%	70%	Annual household survey

Notes: Baseline levels are not shown, as all are "0" or TBD after baseline assessment. Some additional QASP indicators are disaggregates of the above, others will be measured and reported separately

ANNEX VII: DRAFT QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

This quality assurance surveillance plan (QASP) provides a systematic method for the United States Agency for International Development (USAID) to monitor progress on the performance work statement (PWS). The QASP will correspond to overall performance objectives and standards—including the timeliness, accuracy, quantity, and quality of each objective—and will ensure quality control mechanisms are in place to deliver results. The purpose of the QASP is to provide the United States (U.S.) Government and the Contractor with measurable criteria that determines whether required deliverables/outputs have been achieved and is based on the premise that the Contractor is responsible for managing its own quality controls and ensuring that the Contractor's execution of contract meets the specified terms.

Quality Assurance Process

Within 90 days of contract award, the Contractor will update the QASP in conjunction with the initial activity, monitoring, evaluation, and learning plan (AMELP). The Contractor will work with USAID to finalize all monitoring methods, the frequency of measurement, and the method for working with USAID to resolve any issues that may arise.

In addition to the QASP procedures outlined here, the Contractor will measure quality through our internal quality control program, which includes compliance with regulatory standards. The Contractor's quality

control program is subject to regular third-party audit and verification to ensure adherence to international standards.

The contract requirements listed in the PWS summarize the specific scope of work to be performed under this contract. The required performance standards and/or acceptable quality levels are defined in the PWS and the QASP and will be monitored by USAID as delineated in Table V.2. If the Contractor does not meet the required service and performance levels defined, such deficiencies will be identified and documented by USAID based on program impacts and technical severity with either a Corrective Action Plan, Negative Event Report, and/or in the U.S. Government’s Contractor Performance Assessment Reporting System (CPARS) in accordance with contract terms and conditions. Similarly, if the Contractor exceeds the service or performance levels defined, such performance will also be documented in CPARS. The CPARS system allows USAID to document performance and allows the Contractor to respond and comment on the rating. CPARS will be completed on a yearly basis.

Roles and Responsibilities

The goal of the QASP is to ensure that Contractor performance is effectively monitored and documented. The USAID Contracting Officer’s Representative (COR) will use the methods contained in this QASP to undertake surveillance and ensure that the Contractor is in compliance with contract requirements. The COR will maintain a Quality Assurance Tracker and will discuss ongoing monitoring actions and any outstanding or new corrective actions necessary, and the steps being taken to address them. As USAID aggregates and analyzes findings, the Contractor will help staff to properly incorporate findings into implementation. During startup, experts from the Contractor’s home office (HO) monitoring, evaluation, and learning (MEL) Department will lead training and capacity building initiatives to equip field staff to conduct effective monitoring and surveillance. This training, conducted with participation from the COR, will reinforce the delineation of duties between USAID and Contractor staff in quality assurance.

Performance Standards and Monitoring Methods

The Contractor has defined performance standards and acceptable quality levels (AQLs) in Table V.2 for key activities outlined in the PWS. The Contractor has defined quality for each aspect through several measures—including whether the action was completed, whether it was completed as intended, and whether it was completed on time. Table V.1 highlights the Contractor’s proposed monitoring methods, which will guide USAID’s assessment of the Contractor’s performance under the contract. The Contractor will use a mix of primary source evidence, such as direct observation and stakeholder feedback and secondary evidence, such as document reviews, as appropriate.

Table V.1: Monitoring Methods for Performance Standards

Monitoring Methods	
Document or Data Review	Scheduled and/or unscheduled collection or evaluation of information in existing external records and internal program documents, e.g., progress reports, datasets, and research
Periodic Inspection	Scheduled and/or unscheduled evaluation (site visits) of selected outputs
Direct Observation	Periodic or continued (100%) surveillance
Progress or Status Meetings	Internal meetings and meetings with implementing partners and USAID to allow for discussion on progress, challenges, and remedies to current challenges

Monitoring Methods	
Stakeholder Feedback	Scheduled or unscheduled meetings with stakeholders (including USAID) or survey to solicit satisfaction; may combine elements of random inspection
Internal Audits	Internal audits of activity to reinforce consistent, efficient, and effective service to clients and field offices

Decision tables. Decision tables will guide the COR in identifying whether performance standards were met. The contract’s decision table will be developed during project startup by the Contractor’s team and COR and will include each of the performance standards, space for identifying the likely cause for not meeting the AQL (if applicable), and potential corrective actions. USAID will use the decision table to suggest to the Contractor’s team corrective actions and modifications to current systems to resolve disputes and meet proposed quality standards.

QASP MATRIX

Table V.2 identifies precisely what activities the COR will be observing/inspecting and how frequently per monitoring period, and highlights illustrative performance standards to be reviewed and finalized with USAID upon award. These standards are designed to be relevant, measurable, credible, verifiable, sensitive to cultural and social issues, and complementary to the MEL plan. To allow flexibility, the performance standards and AQLs will be revisited and updated as necessary in collaboration with the COR, stakeholders, and partners.

Table V.2: Quality Assurance Surveillance Plan Matrix

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
OBJECTIVE 1: Mobilized public and private financing for the wash sector					
Objective 1 overall	Improved effectiveness of existing Water, Sanitation, and Hygiene (WASH) sector financing Increased financing mobilized to WASH sectors from various sources	Annual WASH Market perceptions survey financing effectiveness sub-score increase $\geq 50\%$ by Y5 Total in WASH financing provided from various sources by Y5 \geq \$6 million by	P: Document and Data Review—finance data from all partners, annual WASH stakeholder market perceptions survey results, Annual household survey results, project reports S: Progress	Annually Y1–Y5	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
	Development and implementation of creative and sustainable financing approaches to incentivize user payment for water services and household investment in sanitation	Y5 Number of financing approach innovations (aimed at household WASH payments and investments) supported with demonstrated uptake ≥ 3 by Y5	meetings— participate in annual Pause and Reflect sessions to discuss status of these targets and adjustments needed to reach goals		
Result 1.1: Financial institution (FI) understanding of WASH sector opportunities expanded	Improved commercial orientation and reduced investment risks with FIs and community-based micro-savings and loans associations for WASH businesses	Number of new WASH financial products aimed at households or small- and medium-sized enterprises (SMEs) developed by FIs ≥ 6 by Y5	P: Document Review—project reports, Annual supported enterprise survey S: Stakeholder Feedback— interviews with FI partners	Annually Y1–Y5	USAID COR
Result 1.2: Access to affordable finance for WASH SMEs increased	Improved access to public or private financing for private sector WASH enterprises, especially those with a plan to reach under-served groups and those with climate-smart products or services	Number of businesses accessing WASH grants or financial products because of the project ≥ 60 by Y5	P: Document and Data Review— Annual supported enterprise survey results, project reports S: Stakeholder Feedback— interviews with 3+ businesses receiving funding	Annually, Y1–Y5	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
			each year		
Result 1.3: Access to finance for households to purchase WASH products and services increased	Increased reach of WASH interventions by private sector actors to include underserved and marginalized households	Number of underserved or marginalized households accessing WASH financing \geq 1,000 by Y5	P: Document and Data Review— Annual household survey results, project reports	Annually, Y1–Y5	USAID COR
Result 1.4: Accountability of public WASH funds improved	Increased disbursement, effectiveness, and equitable distribution of national and local government funds to address affordability and sustainable management of WASH services	Increase in budgets for WASH at supported public institutions \geq +2% from baseline to Y5	P: Document and Data Review— project reports, Partner Organization annual surveys (backed up by official public records) S: Progress meetings— participate in 1 project meeting annually with national WASH authorities	Annually, Y1–Y5	USAID COR
OBJECTIVE 2: Enhanced effectiveness and accountability of national and local governance structures in delivering water and sanitation services					
Objective 2 overall	Strengthened Government of Senegal (GOS) support for ongoing sector reforms in	Number of water and sanitation sector institutions strengthened \geq 45 by Y5	P: Document and Data Review— Partner organization annual survey results,	Annually, Y1–Y5	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
	<p>both the sanitation and water sectors—including developing public policy, improving performance of key ministries and local government institutions, ensuring cost recovery, and ensuring inclusion of disadvantaged groups</p> <p>Increased number of mechanisms for external oversight of public resource use</p>	<p>Number of mechanisms for external oversight of public resource use ≥ 50 by Y5</p>	<p>project reports</p> <p>S: Progress meetings—participate in annual Pause and Reflect sessions to discuss status of these targets and adjustments needed to reach goals</p>		
<p>Result 2.1: Build local government capacity to implement WASH service delivery</p>	<p>Improved ability of GOS to enforce equitable and sustainable water and sanitation services</p>	<p>Percent of supported WASH institutions with improved performance on Operational Capacity Assessments (OCA) $\geq 90\%$ by Y5</p>	<p>P: Document and Data Review—project reports, OCA results</p> <p>S: Stakeholder Feedback—interview with 2+ government institutions each year</p>	<p>Annually, Y1–Y5</p>	<p>USAID COR</p>
<p>Result 2.2: Data collection and learning</p>	<p>Improved integrated data collection, monitoring, and</p>	<p>Percent of supported WASH institutions with improved</p>	<p>P: Document and Data Review—project reports, OCA results</p>	<p>Annually, Y1–Y5</p>	<p>USAID COR</p>

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
across government levels coordinated	learning in government coordination and capacity building initiatives	performance on OCA sub-score for data collection, monitoring and learning $\geq 90\%$ by Y5	S: Stakeholder Feedback—interview with 2+ government institutions each year		
OBJECTIVE 3: Strengthened market systems for sanitation and water products and supply chain business support services					
Objective 3 overall	Strengthened and increased sustainable supply of sanitation and water products and supply chain business support services in rural communities	Percent increase in perceived strength of Market System in annual stakeholder survey $\geq + 50\%$ by Y5	P: Document and Data Review—results of Annual stakeholder market perceptions survey S: Progress meetings—participate in annual Pause and Reflect sessions to discuss status of these targets and adjustments needed to reach goals	Evaluation Reports in Y3 and Y5 and Pause and Reflect Sessions 2x per year, from Y1–Y5	USAID COR
Result 3.1: Private sector capacity to deliver quality WASH products and services strengthened	Improved private sector understanding of the WASH market, resulting in improved performance of supported WASH	Percent of supported SMEs with improved performance on OCA $\geq 90\%$ by Y5 Average increase in	P: Document and Data Review—OCA results, Annual supported enterprise survey results, and annual reports	Annually, Y1–Y5	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
	businesses	sales over baseline by supported SMEs \geq +40% by Y5	S: Stakeholder feedback—interview 3+ private sector partners each year		
Result 3.2: Private sector participation and coordination in WASH sector increased	Strengthened WASH market systems and improved relationships between market actors Reduced market weaknesses and supply chain challenges in sanitation and water sectors	Percent increase in perceived strength of Market System (market actor coordination sub-score) in annual stakeholder survey \geq + 50% by Y5	P: Document and Data Review—Annual stakeholder market perceptions survey results	Annually, Y1–Y5	USAID COR
Result 3.3: Availability of WASH products and services to meet community needs increased	Increased development of best practices and appropriate services and products	Number of innovations (of new products, marketing methods and operational systems) implemented by SMEs or public institutions \geq 20 by Y5	P: Document and Data Review—annual reports, Supported enterprise annual survey and Partner organization annual survey results	Annually, Y1–Y5	USAID COR
OBJECTIVE 4: Increase demand of quality local WASH products and services in rural communities					
Objective 4 overall	Increased demand for quality WASH products/services	Number of people who by Y5 gain access to basic	P: Document and Data Review—annual reports,	Annually, Y1–Y5	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
	<p>in rural communities</p> <p>Increased number of people’s access to basic and improved drinking water and sanitation services and reliably have their WASH needs met</p>	<p>sanitation services ≥ 300,000 by Y5</p> <p>Number of people who by Y5 gain access to improved sanitation services ≥ 100,000</p> <p>Number of people who by Y5 gain access to basic drinking water services ≥ 50,000</p> <p>% of individuals reporting that all their WASH needs were met reliably in the past year ≥ 70% by Y5 overall and for all sub-groups</p>	<p>results of Supported enterprise annual survey (backed up by customer records), annual household survey results</p> <p>S: Progress meetings— participate in annual Pause and Reflect sessions to discuss status of these targets and adjustments needed to reach goals</p>		
<p>Result 4.1: WASH practices in rural communities improved</p>	<p>Increased number of households reached with social behavior change communication (SBCC) activities to improve WASH practices</p> <p>Increased number of villages certified Open Defecation</p>	<p>Number of households reached with community-led total Sanitation and hygiene (CLTS-H) and other SBCC campaigns ≥ 85,000 by Y5</p> <p>Number of villages Open Defecation Free (ODF) certified</p>	<p>P: Document and Data Review— project reports, CLTS and SBCC event logs summary results (backed up by Government of Senegal records on ODF certification), Annual household survey results</p>	<p>P: Annually, Y2–Y5</p> <p>S: 1 time in Y4</p>	<p>USAID COR</p>

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
	Free	≥ 300 by Y5	S: Periodic Inspection—site visits to see 5+ random villages with ODF certification and 3+ marketing events		
Result 4.2: WASH product and service sales increased in rural communities	Increased number of sanitation or water products and services purchased/sold	Number of sanitation or water products/services purchased/sold ≥ 45,000 by Y5	P: Document and Data Review—project reports, Annual household survey and Supported enterprise annual survey results	Annually, Y1–Y5	USAID COR
Result 4.3: Local advocacy for quality WASH services improved	Improved advocacy and local community feedback mechanisms used to improve WASH sector accountability and service delivery	Number of local advocacy/local community feedback mechanisms established and actively operating ≥ 20 by Y5	P: Document and Data Review—project reports, Partner organization annual survey results S: Periodic Inspection—site visits to see 3+ community feedback events or meetings	Annually, Y4–Y5 S: 1 time in Y4	USAID COR
CROSS-CUTTING REQUIREMENTS AND FOUNDATIONAL ACTIVITIES					
Gender Analysis Report submitted	Gender Analysis Report submitted on time and up to quality standards	Gender Analysis Report submitted within 90 days of contract award, to include examination	P: Review Gender Analysis report	Y1	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
		of different roles, risks of exclusion, etc. of women versus men in WASH			
Gender Action Plan submitted	Gender Action Plan submitted on time and up to quality standards	Gender Action Plan submitted within 90 days of contract award, to include activity work plan and AMELP modifications based on results of Gender Analysis Report	P: Review Gender Action Plan	Y1	USAID COR
Task FA.1: WASH Market System Mapping completed	WASH Market System Mapping completed on time and comprehensively to inform project planning	WASH Market System Mapping completed within 6 months of contract award, to include an inventory of WASH market actors, identification of entry points, and opportunities for market development, input for market segment identification	P: Review WASH Market System Mapping report	Y1	USAID COR
Task FA.2: WASH Sector Knowledge, Attitudes and Practices (KAP) Analysis conducted	KAP Analysis conducted and submitted on time, with comprehensive data collected to inform project planning	KAP Analysis completed within 6 months of award, to include identification of socio-cultural behaviors, drivers, and challenges related to WASH practices, generate	P: Review KAP Analysis	Y1	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
		recommendations for SBCC, and WASH marketing tasks, input for market segment identification			
Task FA.3: WASH Market Segmentation Studies conducted	WASH Market Segmentation Studies submitted on time, with comprehensive data collected to inform project planning	WASH Market Segmentation Studies completed within 12 months of award, will include estimated demand and willingness to pay for WASH products and services, financing sources, preferred marketing methods and most effective business models for all identified WASH market segments	P: Review WASH Segmentation Studies	Y1	USAID COR
Organizational Capacity Assessment scores increased	Improvement in scores on Organizational Capacity Assessments by supported organizations' (private sector, government, and community-based organizations)	Average improvement on Organizational Capacity Assessment $\geq +40\%$ by Y5 Percent of supported organizations with improved performance on Organizational Capacity Assessment $\geq 90\%$ by Y5	P: Document and Data Review—annual reports and Organizational Capacity Assessment annual results	Annually, Y1–Y5	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
Operations and Management					
Project operational setup completed	Information Technology (IT) system set up, financial software installed, financial personnel trained, office set up, office equipment procured, internal controls set up, expatriate staff fielded, local staff hired, subcontract agreements executed	Office lease signed and move-in date established within 3 months of contract signing and 100% of operational setup achieved by end of Year 1	P: Site visit to office S: Review of lease agreement, security assessment, progress reports, employment, and subcontract agreements	End of Y1	USAID COR
Quarterly progress reports submitted highlighting key activities	Quarterly progress reports submitted on time and up to quality standards	# of reports submitted within 30 days of end of reporting period: 20 over life of project (LOP)	P: Review of quarterly reports	Quarterly, Y1–Y5	USAID COR
Annual progress reports submitted highlighting key activities	Annual progress reports submitted on time and up to quality standards	# of reports submitted within 10 days of end of fiscal year: 5 over LOP	P: Review of annual reports	Annually, Y1–Y5	USAID COR
Activity Geospatial Data submitted	Activity Geospatial Data submitted on time and up to quality standards	Updated Activity Geospatial Data submitted as annex with each second quarter and each annual report, with	P: Review Activity Geospatial Data	Bi-annually, Y1–Y5	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
		physical location data (at least to commune level) for each activity, linked to other activity information— including duration, description, and status			
Annual work plans submitted	Annual work plans submitted on time and up to quality standards	# of work plans submitted within 60 days of contract award and subsequently within 30 days of end of fiscal year— including clearly identified workstreams, line item financing requirements, and inputs: 5 over LOP	P: Review of annual work plans	Annually, Y1–Y5	USAID COR
Activity, Monitoring, Evaluation, and Learning Plan submitted	AMELP submitted on time and up to quality standards, and updated annually if changes are made	AMELP submitted within 60 days after contract award (or 30 days after end of fiscal year, for potential revision)— including clearly defined indicators, data collection and analysis methods, and Collaborating, Learning, and Adapting (CLA)	P: Review of AMELP and any subsequent AMELP revisions	Y1, then annually Y2–Y5 if needed	USAID COR
Baseline	Baseline Report	Baseline Report	P: Review Baseline	Y1	USAID

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
Report submitted	submitted on time and up to quality standards	submitted within 90 days after contract award and includes baseline estimations of all AMELP indicators	Report		COR
Quality Assurance Surveillance Plan submitted	QASP submitted on time and up to quality standards	Final QASP submitted within 30 days of contract award, in agreement with COR, which includes plan for project surveillance and correction of any challenges	P: Review QASP	Y1	USAID COR
Revised Climate Risk Management Plan submitted	Climate Risk Management Plan submitted on time and up to quality standards	Climate Risk Management Plan submitted within 45 days after contract award	P: Review Climate Risk Management Plan	Y1	USAID COR
Environmental Mitigation and Monitoring Plan (EMMP) submitted	EMMP submitted on time and up to quality standards	EMMP submitted within 60 days after contract award	P: Review EMMP	Y1	USAID COR
Water Quality Assurance Plan (WQAP) submitted	WQAP submitted on time and up to quality standards	WQAP submitted within 60 days after contract award	P: Review WQAP	Y1	USAID COR
Annual Pause and Reflect Sessions	Annual Pause and Reflect sessions conducted in a	Pause and Reflect sessions conducted within 30 days of	P: Participation in Pause and Reflect	Annually, Y1–Y5	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
Conducted	timely manner, with stakeholder participation and facilitation up to quality standards	completion of annual report, conducted in a data-driven manner with high engagement of participants representing all the types of project stakeholders	session meetings		
Collaborating , Learning and Adapting Report submitted	CLA report submitted on time and up to quality standards	CLA report submitted within 14 days of annual Pause and Reflect session, summarizing learnings and major conclusions of that session	P: Review of CLA reports	Annually, Y1–Y5	USAID COR
Annual Inventory submitted	Annual Inventory completed on time and up to quality standards	Comprehensive Annual Inventory submitted within 30 days of end of reporting year	P: Review of Annual Inventory document	Annually, Y1–Y5	USAID COR
Bi-monthly updates submitted	Bi-monthly updates completed on time and up to quality standards, to prepare for bi-monthly meetings with COR	Bi-monthly update document completed every second and fourth Thursday of each month, briefly summarizing key status updates of the activity	P: Review of bi-monthly updates, then participate in bi-monthly meetings	Bi-monthly, Y1–Y5	USAID COR
Short-term Consultant Reports	Short-term Consultant Reports completed on time	Short-term Consultant Reports submitted within 14	P: Review Short-term Consultant Reports	Regularly, after each consultant	USAID COR

PWS Aspect	Performance Standard(s)	Acceptable Quality Level	Monitoring Method P=primary S=secondary	Frequency	Tasked
submitted	and up to quality standards	days of end of every consultancy summarizing activities, accomplishments, and recommendations of consultant		contract ends	
Quarterly Accruals Report submitted	Quarterly Accruals Report submitted on time and up to quality standards	Quarterly Accruals Report submitted 2 weeks before the end of each quarter, showing cumulative disbursements and estimated undisbursed accruals	P: Review Quarterly Accruals Report	Quarterly, Y1–Y5	USAID COR
Final reports submitted	Final reports submitted on time and up to quality standards	Reports submitted within 10 days of end of project	P: Review of final reports	End of Project	USAID COR
Data submitted to Development Data Library (DDL)	Dataset created or obtained submitted to DDL on time and up to quality standards	Copy of any dataset created or obtained in performance of this award, including datasets produced by a subcontractor at any tier submitted in a machine readable, non-proprietary format within 30 days after award completion	P: Review of DDL submission	End of Project	USAID COR