

# *XY State Monitoring & Evaluation Report*

## 20... Annual MDA Scorecard Form



### **XY State Planning Commission**

### **SECTION A: SIGNATURES**

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

Honorable Commissioner's Name: \_\_\_\_\_

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

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

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

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

## SECTION B: MDA INFORMATION

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

<b>--- CONTACT OFFICER ---</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Phone</b>	
<b>Email</b>	



**Outcome 4**

Indicator4(i)

Indicator4(ii)

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

- (a) For all MDAs: Please be clear about the **units of measurement** for all KPIs.
- (b) When 2010 Baseline data is not available, please provide the **most recent** data available, and specify the year.
- (c) For MDAs reporting more than four Outcome KPIs, please replicate the above format and alter the numbering accordingly.

## Section D: **OUTPUTS** Key Performance Indicators (KPIs)

*Please read the notes below before completing!*

Name of Output KPI	2010 Baseline (Actual)	2011 Target	Achiev ement as at June 2011	Achieve ment as at Dec 2011	Budget Planned (N'm)	Amount of Budget Released (N'm) as at Dec. 2011	Planned Output Targets			
							2012	2013	2015	2020
<b>Outputs relevant to Outcome 1</b>										
<b>Outputs relevant to Outcome 2</b>										
<b>Outputs relevant to Outcome 3</b>										
<b>Outputs relevant to</b>										



<b>Outcome 4</b>												
<b>Outputs relevant to Outcome 5</b>												
<b>Outputs relevant to Outcome 6</b>												
<b>Outputs relevant to Outcome 7</b>												

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

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

## SECTION E: **Evaluation (Performance Analysis)**

- 1. Achievements:** Please describe the key achievements of the MDA during the past Financial Year (FY 20.....). **(ITEMISE ACHIEVEMENTS FOR THE YEAR)**

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

- 2. Challenges:** Please describe the key challenges that were faced by the MDA in the past Financial Year (FY 20.....).

- 3. Planned Initiatives:** Please describe the key initiatives planned by the MDA for the coming Financial Year (FY 20.....).

- 4. Risk Factors:** Please describe the future risks anticipated by the MDA in the coming Financial Year (FY 20.....).

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

Email soft copies to:

Deliver hard copies to:

**Office of the Director**  
Monitoring and Evaluation Department  
State Planning Commission

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

Email: XXXXXXXXXXXXXX

Website: YYYYYYYYYYYYYY