General Instructions:
- The 3MDG AEI&CS Assessment tool is to be used and completed by the AEI&CS Assessment Team Leader. All questions refer to the 3MDG project except where otherwise noted (i.e. organizational policy).
- All questions refer to the 3MDG project except where otherwise noted (i.e. organizational policy).
- The only cells on this tool in which data can be added are colored in pale green. The only cells on this tool in which data can be added are colored in pale green.
- The AEI & CS Assessment Team Leader should start with completion of Section 1 as follows:
  a. Name of Implementing Partner: Insert the name of their organisation that is being assessed.
  b. Date when AEI & CS Assessment Tool is completed: Insert the date that the 3MDG AEI&CS Assessment Tool is completed.
  c. Year of AEI & CS Assessment (2015 or 2016): Indicate which year the AEI & CS Assessment is conducted.
  d. Organisation Leading the Assessment: This could be 3MDG's Implementing Partner or an external organisation.
  e. Name and position of AEI & CS Assessment Team Leader: Indicate the name and position of the AEI & CS Assessment Team Leader.

Tool Instructions - Section 1:
- The AEI & CS Assessment Team Leader should start with completion of Section 1 as follows:
  a. Name of Implementing Partner: Insert the name of their organisation that is being assessed.
  b. Date when AEI & CS Assessment Tool is completed: Insert the date that the 3MDG AEI&CS Assessment Tool is completed.
  c. Year of AEI & CS Assessment (2015 or 2016): Indicate which year the AEI & CS Assessment is conducted.
  d. Organisation Leading the Assessment: This could be 3MDG's Implementing Partner or an external organisation.
  e. Name and position of AEI & CS Assessment Team Leader: Indicate the name and position of the AEI & CS Assessment Team Leader.

Tool Instructions - Section 2:
- The AEI & CS Assessment Team Leader together with the Assessment team should then complete Section 2 as follows:
  a. Use the inputs from the 4 discussion groups to score each indicator. Choc Note that levels are additive, meaning that a Level 4 score assumes all previous levels are also true (except for Level 0).
  b. Use the drop down box to designate a score (on the 0-4 scale) for the organisation's performance on that indicator. Select NA when indicator is not relevant to project/organization. Please explain NA in Notes section.
  c. This should be done for all indicators applicable to the project/organization.
  d. Once a score has been designated for an indicator, the AEI & CS Assessment Team Leader should indicate the reasons/evidence for the score in the Notes column. This should be done for EVERY indicator for which an organisation is designated a score.
  e. In order to score their organisation's performance against any single indicator (or standard) the AEI & CS Assessment Team Leader should discuss and ask the opinions of four groups of people: Project SMT, Field staff, Communities and Partners.
  f. Aggregate the PSMT, Field Staff, Communities and Partners to determine a score (on the 0-4 scale) that best reflects the reality of your organisation/ the project.
  g. It is recommended to complete one standard before moving on to the next.
  h. Aggregate the PSMT, Field Staff, Communities and Partners to determine a score (on the 0-4 scale) that he/she (the AEI & CS team leader) feels best reflects for this indicator.
  i. Once the AEI & CS Assessment Team Leader has completed this tool, he/she should review scores, reasons and evidence for each indicator, with the AEI & CS Assessment Coordination Group to ensure agreement and consensus.

What’s next?
- Once the AEI & CS Assessment Team Leader has completed this tool, he/she should review scores, reasons and evidence for each indicator, with the AEI & CS Assessment Coordination Group to ensure agreement and consensus.
• Once consensus is agreed among the AEI&CS Assessment Coordination Group, the AEI&CS Assessment Team Leader should send the final assessment tool (Excel file) along with completed operating definitions and methodology form to Dr. Cho Zin Than (czinthan@pactworld.org).
Sensitivity (AEI&CS) Assessment Tool

To complete the tool, it is necessary to discuss and ask the opinions of four groups of people: Project SMT, Field Staff, Intended Project Beneficiaries, and Partners.

General Instructions:
- The 3MDG AEI&CS Assessment tool is to be used and completed by the AEI&CS Assessment Team Leader. In order to complete the tool, it is necessary to discuss and ask the opinions of four groups of people: Project SMT, Field Staff, Intended Project Beneficiaries, and Partners.
- The AEI & CS Assessment Team Leader should start with completion of Section 1 as follows:
  - Name of Implementing Partner: Insert the name of their organisation that is being assessed.
- The only cells on this tool in which data can be added are colored in pale green.
- Once a score has been designated for an indicator, the AEI & CS Assessment Team Leader should indicate the reasons/evidence for the score in the Notes column. This should be done for EVERY indicator for which an organisation is designated a score.
- It is recommended to complete one standard before moving on to the next.
- Subtotal scores for each standard, Total Score and Percentage (%) will be automatically calculated.

Section 1:

1. Name and position of AEI & CS Assessment Team Leader: Indicate the name and position of the AEI&CS Assessment Team Leader.
2. Date when AEI & CS Assessment Tool is completed: Insert the date that the 3MDG AEI&CS Assessment Tool is completed.
4. Organisation Leading the Assessment: This could be 3MDG’s Implementing Partner or an external organisation.

Section 2:

b. Use the inputs from the 4 discussion groups to score each indicator. Choose the level that best reflects the reality of your organization/the project. Levels are additive, meaning that a Level 4 score assumes all previous levels are also true (except for Level 0).

e. The AEI & CS Assessment Team Leader should indicate the reasons/evidence for the score in the Notes column. This should be done for EVERY indicator for which an organisation is designated a score.

f. Review information from the discussions with PSMT, Field Staff, Communities and Partners in order to indicate the score.

What's next?
Once consensus is agreed among the AEI&CS Assessment Coordination Group, the AEI&CS Assessment Team Leader should send the final assessment tool along with completed operating definitions and methodology form to Dr. Cho Zin Than (czinthan@pactworld.org).