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.
- 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.
- Fill out the Operating Definitions prior to conducting interviews.
- Fill out the Methodology Form after conducting each interview. The completed Methodology Form should be sent along with the completed tool.
- 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.

Tool Instructions - Section 1:
- The AEI & CS Assessment Team Leader should start with completion of Section 1:
  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 AEI & CS Assessment Tool is completed.
  c. Year of AEI & CS Assessment: Indicate which year the AEI & CS Assessment is conducted (2015 or 2016).
  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:
  a. Use the inputs from the four discussion groups to score each indicator. Chose the level that best reflects the reality of your organisation/ the project.
  b. Aggregate the PSMT, Field Staff, Communities and Partners to determine a score (on the 0-4 scale) that he/she feels best reflects for this indicator.
  c. This should be done for all indicators applicable to the project/ organization.

- In order to score their organisation’s performance against any single indicator (c).
  a. Review information from the discussions with PSMT, Field Staff, Communities and Partners.
  b. Aggregate the PSMT, Field Staff, Communities and Partners to determine best reflects for this indicator.

- 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.

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 t
Sensitivity (AEI&CS) Assessment Tool

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.

General Instructions:

- 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.

Tool Instructions - Section 1:

- Fill out the Operating Definitions prior to conducting interviews.
- 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. 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.
  c. Review information from the discussions with PSMT, Field Staff, Communities and Partners in order to indicate the score.
  d. Use the level that best reflects the reality of your organization/ the project. Choose the level that best reflects the reality of your organization/ the project.
  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:

- 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.

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)