

I dashur \_\_\_\_\_

Ju lutemi gjeni bashkengjitur disa instrumenta te programit KVKTNj ne lidhje me vazhdimin e punes per ndertimin e SMI. Keto jane vazhdimi i mesazheve te meparshme qe ju kemi derguar. Ju lutemi ti plotesoni dhe ti dorezoni ne forme elektronike se bashku me raportet narrative ne daten 1 tetor 2007. Ju lutemi sigurohuni qe te mberrijne ne kohe.

Nese keni ndonje pyetje mos hezitoni te na kontaktoni.

#### Instruksione per plotesimin e instrumentave

Ky dokument eshte krijuar per tju mundesuar ju te mblidhni te dhenat numerike te projektit tuaj rreth indikatoreve te SMI te KVKTNj. Ne kete dokument ka tre fletepune.

- a) Bashkia/komujna – kjo eshte fleta e punes ku ju do te vendloni te dhenat tuaja.
  - b) Qark/prefektura – kjo fletepune ka formula te lidhura me fleten e punes se baskive/komunave qe automatikisht konsolidojne te dhenat qe ju vendloni tek fleta e punes sse baskive/komunave. Kjo fletepune eshte e mbrojtur me password dhe nuk mund te modifikohet nga perdoruesi.
  - c) Permbledhsja – kjo permbledh te dhenat ne nivel prefektura nga formula te lidhura me fleten e punes se qark/prefecture. Kjo fletepune eshte e mbrojtur me password dhe nuk mund te modifikohet nga perdoruesi.
- o Ky dokument duhet te plotesohet nga nje staff qe di te punoje dhe kupton Excel. (I mbeshtetur nga kolege te tjere qe kane mbledur te dhenat).
  - o Ju duhet te plotesoni dhe vendloni informacionin ne fletat e punes qe jane ne nivel Komune. (fletet e tjera do te undaten automatikisht)
  - o Ka nje dokument per secilin indicator te KVKTNj per te cilin projekti juaj kontribon. Ju lutemi te lajmeroni Alketa Gaxha nese ju nuk keni nje dokument per secilin indicator te KVKTNj qe ju do te raportoni.
  - o Numrat duhet te dizagregohen (ndahen) sipas kategorive te dhena ne secilen table. (nivele te ndryshme dizagregimi kerkohen sipas secilit indicator). Ju lutemi te beni kujdes kur ju duhet ti dizagregoni te dhenat tuaj jo vetem sipas gjinise pore dhe sipas grup moshave)
  - o Ju duhet te raportoni numrat ne baze tremujori. Ju lutemi te mbani mend se KVKTNj dhe USAID duhet te perdorin kete informacion per te raportuar ne baze vjetore tek qeveria amerikane. Qeveria amerikane perdor sistemin e vitit fiskal (FY) Tetor deri ne Shator. Keshtu qe fletet e punes jane krijuar bazuar mbi kete FY dhe jo sipas muajve qe zbatohen projektet tuaja. Per raportimin tuaj perfundimtar ju duhet vetem te mblidhni te dhenat e vitit FY 2007 me FY 2008 se bashku.

Programi I KVKTNj e ka te qarte se keto indikatore numerike ndoshta nuk reflekrojne te gjitha te dhenat tuaja numerike te projektit tuaj specific. Instrumenta suportuese per te kapur kete informacion sasior dhe cilesor jane krijuar dhe do te testohen dhe shperndahen per ju dhe partnered tanë ne seminarin e tectorit..

Ju lutemi konsultohuni ne monitoruesin e KVKTNj per programin tuaj nese keni ndonje pyetje se si ti perdorni keto instrumenta dhe nese keni instrumenta shtese qe ju do te deshironi ti perdorni per te mbledhur informacion te rendesishem te projektit tuaj qe kuk perfshihet ne instrumentat e KVKTNj.

Ne I mirepresim komentet tuaja dhe sugjerimet rreth ketyre instrumentave per te mbledhur te dhenat.

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Dear \_\_\_\_\_

Please find attached the MIS instruments that are in continuance to the other messages that we have previously sent to you. Please fill these excel tables and sent these in electronic form together with your narrative reports within COB 1 October 2007. Please make sure that the forms arrive on deadline.

If you have any question please don't hesitate to contact us.

#### Instructions to complete the instruments

This Excel workbook is designed to enable you to consolidate your project's key numerical data about CAAHT MIS Indicators. There are three worksheets within the workbook:

- a) Municipality/commune – this is the worksheet where you will insert your data.
  - b) Quark/prefecture – this worksheet has formulas linked to the Municipality/commune worksheet that automatically consolidate the data you insert in the municipality/commune worksheet. This worksheet is password protected, and cannot be modified by the user.
  - c) Cumulative – this totals the data by prefecture from formulas linked to the quark/prefecture worksheet. This worksheet is password protected, and cannot be modified by the user.
- o The worksheet should be completed by a staff member who understands and knows to work in Excel (supported by other colleagues that have collected the data)
  - o You need to enter information and complete the sheets that have information based on commune level. (the other sheets will be updated with information automatically)
  - o There is one workbook for each CAAHT indicator to which your project contributes. Please advise Alketa Gaxha if you do not have a workbook for each CAAHT indicator you are reporting on.
  - o The numbers will need to be disaggregated based categories created in the table. (Various levels of Disaggregating are requested according to the topic of the indicator. Please note whether you are being asked to organize your data disaggregated not only by gender but also by age groups.)
  - o You will have to report numbers on a quarterly basis. Please remember that CAAHT and USAID have to use this information to report annually to the US government. The US government uses the fiscal year (FY) system of October to September. Therefore the workbooks are designed according to FY rather than the months that your specific project is being implemented. For your final project reporting, please just add your FY 2007 and FY 2008 figures together.

The CAAHT program is aware that these numerical indicators do not necessarily reflect in total the numeric data that is relevant to your specific project. Supporting instruments to capture other common qualitative and quantitative data about these activities among all CAAHT grantees are also being prepared to distribute and test with our partners in October 2007.

Please consult with your CAAHT grant monitor if you have any questions about these data gathering instruments and if you have additional instruments you would like to use to capture important data about your project that is not already accounted for in the CAAHT instruments.

We welcome your comments and suggestions about these data gathering tools.