Overview

**INDICATOR REFERENCE SHEET TOOL**

An indicator reference tool is one tool to help think through the information necessary in selecting and developing performance indicators. Instructions are included in the second column of this tool, and a blank tool is provided on p.3.

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| **Required Information** | **Instructions: To Be Completed** |
| **Indicator** | *The indicator language should be concise and very clear about what exactly is being counted or measured and should spell out acronyms.* |
| **Definition** | *The definition explains how you will calculate the data collected to measure the change expected.* *Clarify everything the program design team needs to know to understand how to use this indicator:*   * *Define all potentially subjective terms in the indicator (e.g., what specifically counts as being “trained” or not for purposes of this indicator)* * *Define all technical terms so non- subject matter experts can understand* * *Clarify how frequently the subject of the indicator should be counted (e.g., count each person once even if they receive multiple interventions, or count each instance of the intervention)* * *For “percent” indicators, define what should be counted toward the Numerator and what should be counted toward the denominator* * *Clarify any minimum or maximum values or scales that are relevant for this indicator*   *For milestone indicators, clarify who and what is expected to be entered in response to the indicator, such a completion date or a qualitative response about the milestone.* |
| **Linkage to Long-Term Outcomes** | *Briefly describe the relationship of the indicator to the desired long-term outcome or impact it supports. Answers might describe the indicator’s role in the underlying theory of change, the anticipated effect on longer-term outcomes resulting from a positive or negative shift in this indicator, and/or why the indicator represents a good proxy of progress toward desired goals.* |
| **Reporting Type** | *Specify one of the following units of reporting for this indicator:*   * *“Number”* * *“Percent”* * *“Date” (Specify if it is a 2-digit month and/or a 4-digit year)*   *“Qualitative Response” (Specify set response options if applicable, or very specific instructions for the desired response; note that these are for short qualitative responses of a few words with a max limit of 15 characters and not intended for capturing lengthy narratives.)* |
| **Use of Indicator** | *Briefly identify how this indicator will be used to monitor progress in achieving program goals and objectives. Also note if this indicator will be used to monitor progress in achieving bureau or office strategic objectives in the Functional Bureau Strategy (FBS) or Joint Regional Strategy (JRS) (or other such ongoing bureau meetings or progress reviews) and/or how this indicator is used to meet external reporting requirements (such as the name of the report in which it is used.)*  **INDICATOR REFERENCE SHEET TOOL** |
| **Reporting Frequency** | *Frequency for reporting results and setting targets (i.e., quarterly, annually, every two/three/etc. years).* |
| **Data Source** | In order to track progress and to properly set baselines and targets, data will need to be collected. *Specify how and when data for this indicator will be generated in very practical terms. Include the specific acceptable method(s) by which data for this indicator are/will be/should be collected. There are two different types of data sources, including those that are specific to your program (primary data) and secondary data sources:*  *Data collection tools should be easy to use for both the participant and the person responsible for analyzing the data. Suggested primary data collection tools include, but are not limited to:*   * *Pre- and post-tests* * *Informal pre- and post- intervention surveys/questionnaires* * *Formal pre- and post- intervention surveys/questionnaires* * *Meeting minutes* * *Attendance sheets* * *Site visit checklists* * *Interviews (key informant and community)* * *Direct observation* * *Focus groups* * *Program reports*   *Examples of secondary data sources include, but are not limited to*   * *Host country government reports/data* * *UN, World Bank, and other relevant data* * *Document review (reports, studies, evaluations of similar programs, etc.* * *Official government records*   *Official reports from implementing partner(s)* |
| **Bureau Owner(s)** | ***Bureau, Office, or Post****: (provide as much organizational detail as possible, starting with the bureau and drilling down).* ***POC****: Provide at least one point of contact and their name, phone, and email from the owner bureau(s) for consultation and records management purposes.* |
| **Disaggregate(s)** | *To disaggregate data means to break it down by subgroups. It is important to consider only the information that you need to know, as there are infinite ways to disaggregate information.* *Note that all people-level indicators must be sex-disaggregated. Bureaus, offices, and posts are encouraged to limit disaggregates to what is reasonable and feasible to obtain in the field.* |

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| **Required Information** | **Instructions: To Be Completed** |
| **Indicator** | Click or tap here to enter text. |
| **Definition** | Click or tap here to enter text. |
| **Linkage to Long-Term Outcomes** | Click or tap here to enter text. |
| **Reporting Type** | Click or tap here to enter text. |
| **Use of Indicator** | Click or tap here to enter text. |
| **Reporting Frequency** | Click or tap here to enter text. |
| **Data Source** | Click or tap here to enter text. |
| **Bureau Owner(s** | Click or tap here to enter text. |
| **Disaggregate(s)** | Click or tap here to enter text. |

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