How to write a logframe

Why do we need logframes?

Results frameworks and logframes are essential throughout the project cycle, informing decision-making at each stage from identifying options, designing the project, identifying risks, monitoring and evaluation.

Logframes are the essential underpinning source for results reporting in DFID, with results from individual project logframes feeding into results for the whole of UK Aid Direct, DFID's results and MDG monitoring. They allow us to communicate clear evidence of what our projects are achieving.

What's the purpose of a logframe?

The logframe is used for a number of purposes, including:

- **Regular programme monitoring** – the logframe enables you to monitor whether your project is on track, measuring results achieved against what was expected (targets) at regular milestones, and to take action where required. The logframe should be used regularly to monitor progress throughout the full project lifetime.

- **Annual reviews** – the logframe provides a robust framework for measuring progress at each milestone and comparing achieved results against those planned; does the programme still represent good value for money? This information is used to inform the project score assigned at the Annual Review.

- **Project completion reports** – the logframe is used to measure the overall performance of your project over the course of its lifetime, by comparing planned and achieved results.

- **Evaluation** – the logframe can help evaluate projects, identifying lessons about what has worked and not worked, assessing the direct and indirect results of your project and ensure greater accountability.

- **Results reporting** – specific results indicators included in your logframe will also contribute towards the fund results and therefore play an important role in contributing towards aggregate results achievements reported by DFID.

How do I design a logframe?

As part of the preparation in designing a logframe, it is best practice to review the evidence about what has worked in the past and take into account lessons learned (from evaluation and research evidence, and lessons from other projects) and an analysis of context. This evidence can help inform the results chain and logframe and enable you to identify realistic targets in your logframe: how much change does evidence suggest might be achieved over the project period?

The following checks are helpful to consider to check the underlying logic of your logframe.

- IF we undertake the activities AND the assumptions hold true, THEN we will create the outputs

- IF we deliver the outputs AND the assumptions hold true, THEN we will achieve the outcome

Involve partners and beneficiaries

Engaging with partners and beneficiaries in the design of your logframe is good practice. The best logframes are built upon clear stakeholder involvement using a participatory approach. This will ensure that the experience and opinions of relevant partners, stakeholders and beneficiaries are taken into account and support shared understanding on the key aspects of the project and the results to be delivered. Getting feedback from beneficiaries during programme implementation can help test key assumptions, assess quality of implementation, identify risks and offer a valuable 'sense check' on programme activities.

Ensure Value for Money

Value for Money (VfM) in DFID means that we maximise the impact of each pound spent to improve poor people's lives. Ensure through the use of the results chain that the outputs and outcomes projected for the programme represent good value for the invested resources, at the beginning of the project, and through its life. Does this programme maximise impact or could it be further improved? Consider at what point the project would no longer represent VfM, and how factors such as risk and adaptive programming affect this. Where feasible include VfM metrics in the logframe to help with VfM assurance at each annual review.

How do I ensure the logframe is robust?

Where possible, the logframe will use data from existing sources which are current, consistent and as accurate as can be reasonably achieved,. In some cases you may need to commission a new data collection to set a robust baseline and ensure regular data availability to monitor progress and evaluate the success of your project.
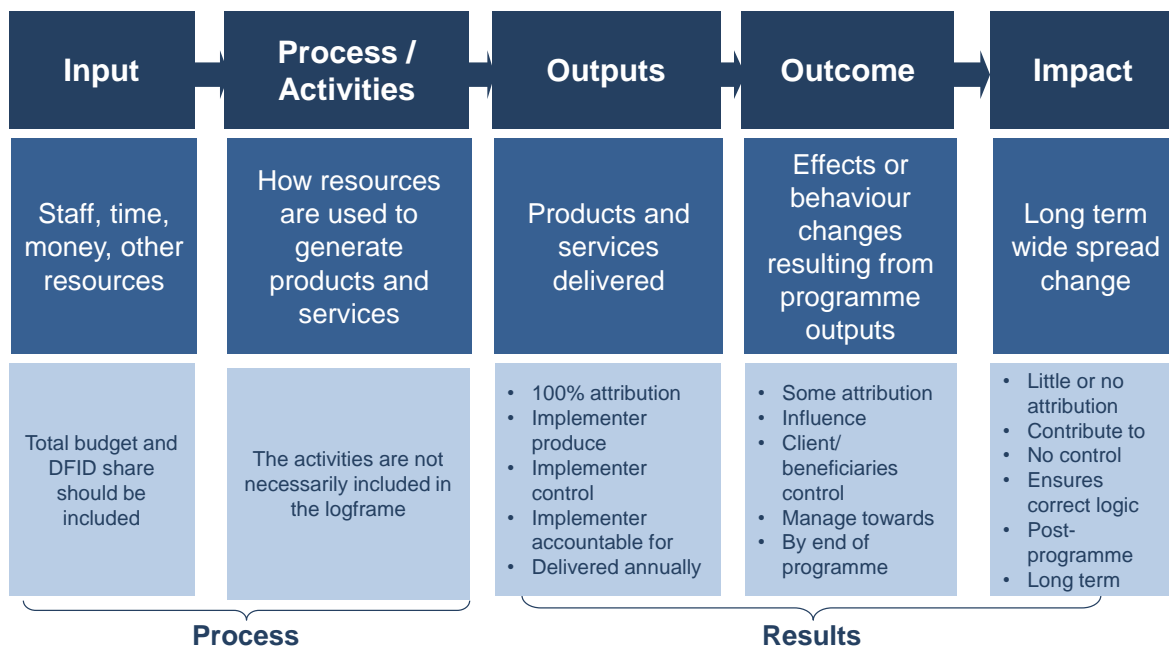
What is the difference between a theory of change, a results chain and the logframe?

A Theory of Change
- Maps out multiple causal pathways
- Explores what is implicit - spelling out assumptions
- Cites the evidence (or lack of it) relating to each causal link
- Prompts critical reflection and re-thinking of approach
- Is of particular value for evaluation.

Results Chain – shows the logical (linear) relationship between:
- The resources that go into a project
- The activities the project undertakes
- The changes or benefits that result.

Input	Process / Activities	Outputs	Outcome	Impact
Staff, time, money, other resources	How resources are used to generate products and services	Products and services delivered	Effects or behaviour changes resulting from programme outputs	Long term wide spread change
Total budget and DFID share should be included	The activities are not necessarily included in the logframe	• 100% attribution • Implementer produce • Implementer control • Implementer accountable for • Delivered annually	• Some attribution • Influence • Client/ beneficiaries control • Manage towards • By end of programme	• Little or no attribution • Contribute to • No control • Ensures correct logic • Post-programme • Long term

Process (covers Input and Process / Activities)

Results (covers Outputs, Outcome and Impact)

Logframe – a logical approach to the expression of the results chain showing the results you expect the project to achieve (its Impact, Outcome and Outputs)

- Monitoring tool to measure progress against the Results Chain, comparing planned and actual results
- Includes indicators, baselines, targets and sources to measure progress
  Outlines the assumptions which are linked to the realisation of a project's success.

What do you mean by impact?

Impact is the shared vision that your project contributes to. It is not achieved solely by the project. What is the overall aim or objective that your project is **contributing** towards? Usually there is one impact statement. You should be able to get supporting national data to measure it.

Impact indicators

State what is to be measured, do not include elements of baseline or target. E.g. Under 5 mortality. You should have baseline data.

What do you mean by outcome?

The outcome is the specific objective for your project. What is the **change** you are expecting to happen through your project and who will benefit? There should be only one outcome statement.

Outcome indicators

Only state what is to be measured and you must be able to verify it by some means. Do not include elements of baseline or target. Eg outpatient utilisation rate in targeted areas. You must have baseline data.

What do you mean by outputs?

The outputs are the tangible **results** you expect from each activity. They are the specific deliverables of the project, the conditions necessary to achieve the outcome. There should be no more than 6 outputs.

Output indicators

There should be a maximum of 3 indicators per output. This is a performance measure – what you are going to measure, not what is to be achieved. They need to be specific, usable and clearly measurable.

What does a good indicator look like?

Use standard indicators for your sector or type of intervention, see Annex 1. Use your experience from other projects and adapt previous indicators accordingly. Keep your indicator as straightforward as possible. Do not try to measure multiple elements within an indicator or combine indicators within one indicator. An indicator should only be measuring one part of the intervention. Make sure your indicators can be measured objectively. Make sure you are clear on your sources and means of verification of the indicators (how will you measure whether you have achieved them?).

Ensure you have a mixture of qualitative and quantitative indicators. Sources of data for qualitative indicators should be available through your routine data systems and records. Qualitative indicators are measuring the results and the change you expect to happen. What will change look like? This is often measured through focus group discussions, surveys etc.

See Annex 2 for examples of good indicators

Milestones

Set milestones for each year of the project. Set a target for the end of the project. Use absolute numbers not %ages or proportions. Do not use multiple indicators. Milestones are cumulative; each year adds on from previous year. If you are meeting your milestones early then you will be expected to inform the FM as soon as you know and revise your logframe milestones up for the subsequent year milestones/ targets.

Assumptions

Define the important assumptions you are making that will affect whether the project will be successful. Check all the logic. If we undertake these activities and the assumptions hold true, then we will create the outputs, if we have created the outputs and the assumptions about the outputs hold true, then we will create the outcome.

Checklist for assessing your logframe

- Is the logframe consistent with the Theory of Change?
- Is the results chain clear and logical?
- Do the impact indicators measure long term goals to which the project contributes?
- Do the outcome indicators measure what will change and who will benefit?
- Do the output indicators measure the tangible services or facilities (results of your activities) that will be delivered by the project?
- Are all indicators relevant to the results chain?
- Are all indicators clearly defined and measurable?

- Have you considered using standard indicators / best practice indicators / learning from other projects?
- Are baselines included for all indicators?
- Are the targets and milestones realistic and achievable? Do the targets take into account time for project mobilization?
- Does the logframe represent good VfM? Could you include VfM metrics to help monitor VfM throughout the life of the project and provide assurance at Annual Review?
- Is the logframe gender sensitive? Is data disaggregated by sex and disability?
- Is source information clear and based on robust data sources, including data periodicity and availability, who will collect and report?
- Are qualitative indicators used where appropriate?

Logframe template with further guidance

Logframe template
UK Aid Match.xlsx

Taken from DFID SMART guide to logframes 2015 & 2011