

# Developing a logframe

## About this guidance

This guidance seeks to ensure that UK Aid Match applicants and grant holders understand what a logframe is, why it is useful and how to develop a high quality logframe.

## Why do we need a logframe?

A logframe is another name for a Logical Framework or Results Framework and is essential throughout the project cycle to inform decision-making at each stage including identifying options and risks, designing the project, monitoring and evaluation.

Logframes are the underpinning source for results reporting, with results from individual project logframes feeding into results for the UK Aid Match fund, Foreign, Commonwealth & Development Office (FCDO) as well as the Sustainable Development Goal (SDGs) monitoring. They allow us to communicate clear evidence of what projects are achieving. FCDO offers comprehensive guidance on logframes.

## What is the purpose of a logframe?

Within UK Aid Match, a logframe is used for:

- Regular programme monitoring: the logframe enables you to monitor whether your project is on track, measure results achieved against what is expected (targets) at regular milestones, and to take corrective 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. For instance, reflecting on whether the project interventions continue to represent good value for money? This information is used to inform the annual review assessment.
- Project completion reports: the logframe is used to measure the overall performance of your project over the course of its lifetime, by comparing targets and achieved results.
- Evaluation: the logframe supports project evaluations, identifying lessons about what has worked and not worked, assessing direct and indirect results, and ensuring greater accountability.
- Results reporting: specific indicators included in your logframe will support your ability to demonstrate the impact of your project, as well as contribute towards the UK Aid Match fund results and aggregate results achievements reported by FCDO.

## Developing a logframe

The best projects are designed with clear stakeholder involvement at all stages using a participatory approach. Engaging partners and beneficiaries will ensure that the experience and opinions of relevant stakeholders are considered and support shared understanding on the key aspects of the project and results to be delivered. Getting feedback from beneficiaries during project implementation can help test key assumptions, assess quality of implementation, identify risks and offer a valuable 'sense check' on project activities.

## What is the difference between a theory of change, a results chain and a logframe?

### A theory of change

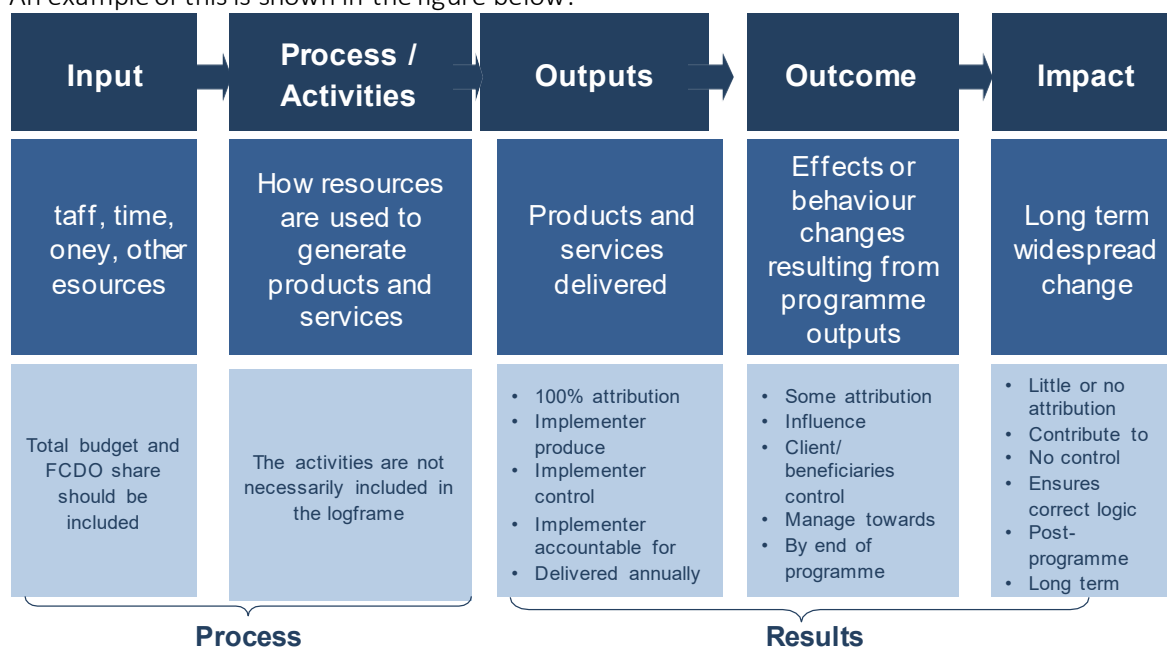
- Maps out multiple causal pathways
- Explores what is implicit - spelling out assumptions
- Cites the evidence (or lack of it) relating to each causal link
- Prompts critical reflection and re-thinking of approach
- Is of particular value for evaluations.

### 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.

An example of this is shown in the figure below:



## Logical Framework

An expanded form of the results chain showing the results you expect the project to achieve.

- It is used as a monitoring tool to measure progress against the results chain, comparing planned and actual results
- It includes indicators, baselines, targets and sources to measure progress
- It outlines the assumptions which are linked to the realisation of a project's success, such as contextual factors.

### **Logframe components**

The following is a breakdown of each component of a logframe. All of these components must be completed.

#### **What do we mean by impact?**

Impact is the shared vision that your project contributes to. It is not achieved solely by the project and answers the question: what is the overall aim or objective that your project is contributing towards? The impact statement may be related to a specific FCDO or SDG objective. Given that the project does not control this, secondary data such as national statistics are more appropriate to measure it.

#### **What do we mean by outcome?**

The outcome is the specific objective of your project. What is the change you are expecting to achieve by delivering your project and who (and how many people) will benefit? There should be only one outcome statement.

#### **What do we mean by outputs?**

The outputs are the tangible results you expect from each activity. Outputs are what the project has achieved in the short term and should not be confused with activities. Outputs provide the conditions necessary to achieve the outcome. There should be no more than six outputs; four to five is ideal.

#### **What does a good indicator look like?**

- Use standard indicators for your sector or type of intervention that are appropriate for your level (impact, outcome, output)
- Indicators should be specific, measurable, achievable, relevant and time-bound (SMART methodology).
- Proxy indicators can be used when the desired indicator is too complicated or costly to measure. The proxy must be appropriate for the context. The following are some examples of proxy indicators:
- the replacement of thatched roofs with corrugated iron roofs may be an indication that the economic situation of a household has improved

- A change in the average number of assault victims admitted to hospital emergency rooms may be an indication of a change in the level of violent crime.
- 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
- There should be a maximum of three indicators per output
- Strong logframes have a combination of qualitative and quantitative indicators.

Indicators should not presume a direction of change or have the baseline, milestone, or target included. For example, the indicator 'increased primary school enrolment at school A' presumes that primary school enrolment will increase in school A. A better indicator is 'change in primary school enrolment rate at school A'.

### **Baselines**

All UK Aid Match projects must share baseline data on impact, outcome, and output level indicators within three months of the project start date. Baseline data does not always need to be commissioned from new, primary analysis, especially for impact level data which can be drawn from existing national or international sources. It is important that data are current, consistent, and as accurate as can reasonably be achieved. If primary data collection is planned, a baseline data collection plan should be shared at project start-up. The logframe must be reviewed considering baseline data within three months of the project start date.

### **Targets and Milestones**

Targets are essential to evidence the tangible results envisaged and track progress towards those. Targets should follow the SMART methodology, which stands for specific, measurable, achievable, relevant and time bound.

Milestones support regular monitoring of progress towards the indicator target. Milestones should be set for each year of the project and should be stated as both cumulative (each year adds on from the previous years) and unique for that year. For example: Year 1 milestone: 100 beneficiaries, Year 2 milestone: 150 beneficiaries (50 new).

Targets and milestones that are percentages or proportions must be broken down into the associated absolute numbers.

If you are not delivering as expected and are either not on track to meet your milestones or will be meeting your milestones early, then you will be expected to inform the UK Aid Match team as soon as you know and revise your logframe milestones and final target for the

remainder of the project. Changes to logframes cannot be made within three months of annual review assessments.

### Sources

Information on the means of verification (data sources) should clearly show who will collect the data and how often it will be collected, analysed, and reported on. Data must be feasible to collect and rely on credible sources. For example: school attendance rates will be collected from class attendance registers weekly and aggregated and reported on by project monitoring and evaluation staff once a quarter.

### Disaggregation

All beneficiary data must be disaggregated by gender and disability status at minimum. Disaggregation by age, geographic locale, and other key population characteristics are strongly encouraged.

### Assumptions and risks

Assumptions are first explored through a theory of change. Key assumptions that underpin the theory of change should be incorporated into the project design. If at the end of the design phase, assumptions remain that are outside the scope of the project, these should be related to the specific output or outcome they refer to in the assumptions column and noted as a risk in the risks column. Assumptions and risks in the logframe must be monitored on a regular basis.

### Checklist for assessing your logframe

- Is the logframe consistent with the theory of change?
- Is the flow of outputs to outcomes to impact clear and logical?
- Will the outcomes and impact of the project add value to the evidence-base and be impactful?
- 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 results of project activities?
- Is the sum of the outputs likely to achieve the outcome?
- Do indicators only respond to the question 'what will you measure?' (not 'what will you achieve')?
- Are all indicators clearly defined, measurable and attributable towards the intervention?
- Do the indicators make sense in relation to the evidence presented in a theory of change?

- Have you considered using standard indicators from the standard indicators list in the logframe or a best practice indicator from rigorous evidence on other projects?
- Is a quantitative or qualitative indicator more appropriate for the associated statement?
- Are all indicators feasible to collect and likely to produce credible data?
- If a proxy indicator is used, is there evidence that it is appropriate and representative for the context?
- Are baselines included for all indicators and are they gender and disability-disaggregated?
- Is the baseline data likely to be robust and reliable?
- Are the targets and milestones realistic and achievable? Do the targets take time for project mobilization into account?
- Is the logframe gender and disability-sensitive? Is achievement data disaggregated by gender and disability?
- Is information on the means of verification clear and based on robust data sources, including data periodicity and availability and who will collect and report?
- Is there a plan in place to test assumptions incorporated into the project design and monitor risks?