

# Developing a logframe

## About this guidance

This guidance seeks to ensure that UK Aid Direct applicants and grant holders understand what the Foreign, Commonwealth & Development Office (FCDO) means by logframes, and more specifically, that they:

- Understand the terms used in relation to logframes in UK Aid Direct guidance and templates
- Learn the purpose of logframes, what they help us to achieve and why they are a useful tool for project management
- Know how to develop a logframe and how to use it during the project management cycle.

Each of these areas is addressed in the following sections. At the end of the document, there is a list of useful websites for further information and reference.

## Why do we need logframes?

Logframes, also known as Results Frameworks, are essential throughout the project cycle. It informs decision-making at each stage including identifying options and risks, designing the project, monitoring and evaluation.

Logframes are the essential underpinning source for results reporting in FCDO, with results from individual project logframes feeding into results for UK Aid Direct and FCDO as well as Millennium Development Goal (MDG) monitoring. They allow us to communicate clear evidence of what our projects are achieving. FCDO offers [comprehensive guidance](#) on logframes.

## 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. For instance, 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 project evaluations, identifying lessons about what has worked and not worked, assessing the direct and indirect results of your project and ensuring 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 FCDO.

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

### A Theory of Change (see separate guidance sheet)

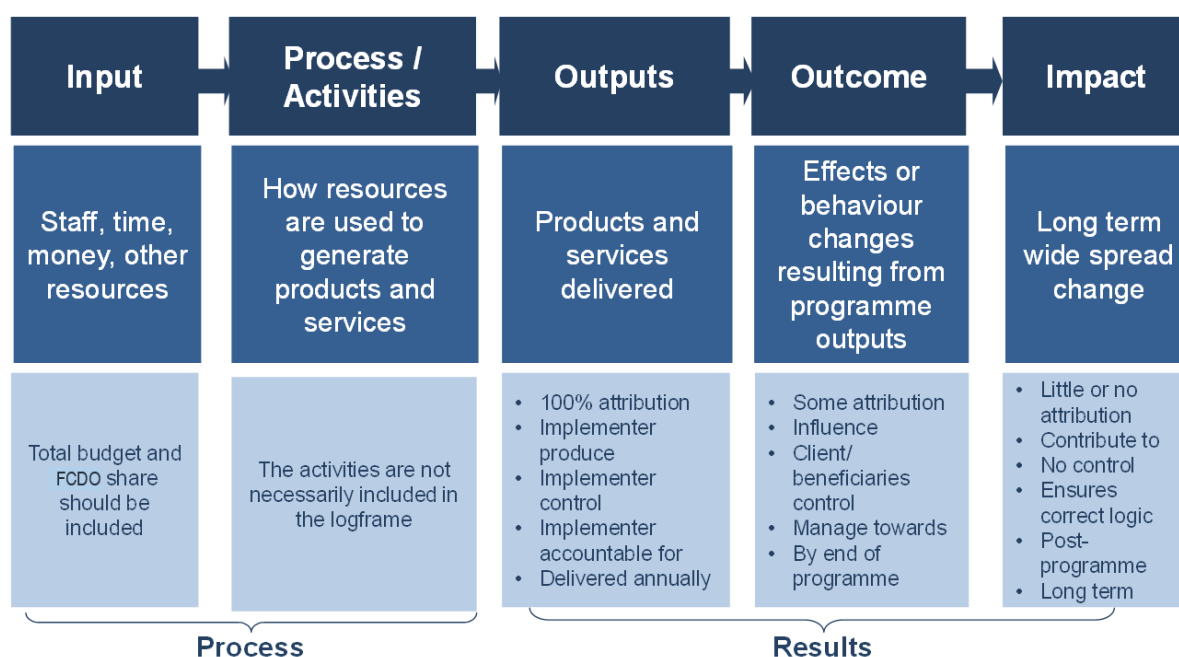
- Maps out multiple causal pathways
- Explores what is implicit - spelling out assumptions
- Cites the evidence (or lack of it) relating to each causal link
- Prompts critical reflection and re-thinking of approach
- Is of particular value for evaluation.

### 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.

An example of this is shown in the figure below:



### Logframe

A logical approach to the expression of the results chain showing the results you expect the project to achieve

- 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 we 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.

### What do we 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; you must be able to verify it by some means. Do not include elements of baseline or target (e.g. outpatient utilisation rate in targeted areas). You must have baseline data.

### What do we 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 six outputs; four to five is ideal.

### Output indicators

There should be a maximum of three 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.
- 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.

### Milestones

- Set milestones for each year of the project.

- Set a target for the end of the project.
- Use absolute numbers not percentages 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 Fund Manager (FM) as soon as you know and revise your logframe milestones up for the subsequent year milestones/ targets.

### 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.

The following checks are helpful to consider 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

### Involving 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 considered 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.

### Ensuring Value for Money

Value for Money (VfM) means that we maximise the impact of each pound spent to improve lives. Using the results chain, we can ensure that the outputs and outcomes projected for the programme represent good value for the invested resources throughout its life. 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.

### 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?

### Further reading and references

For FCDO guidance on using the revised Logical Framework, see the How-to-note (front page shown): <https://www.gov.uk/government/publications/dfid-how-to-note-guidance-on-using-the-revised-logical-framework>