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How to write a monitoring & evaluation framework

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Step 3: Defining each indicator

Why is it important to define the indicators?

So that you calculate them the same way every time.

Example

Indicator: Number of parents of children in Grade 6 who helped their children read at home in the last week.

Does this mean:

- The number who helped at least once, or every day in the week?
- What if they only helped for 5 minutes?
- Both parents helped, or only one?

	INDICATOR	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Goal	Percentage of Grades 6 students continuing on to Grade 7.							
Outcomes	Average national reading proficiency test score among children in Grade 6.							
Outputs	Number of Grade 6 students who completed a summer reading camp.							
	Number of parents of children in Grade 6 who helped their children read at home in the last week.							
Activities	Number of summer reading camps run for Grade 6 students.							
	Number of "Reading at Home" kits distributed to parents.							





Indicator		Definition
Percentage of Grades 6 students continuing on to Grade 7.	→	Number students who start the first day of Grade 7 divided by the total number of Grade 6 students in the previous year, multiplied by 100.
Average national reading test score among children in Grade 6.	→	Sum of all reading test scores for all students in Grade 6 divided by the total number of students in Grade 6.
Number of Grade 6 students who completed a summer reading camp.	→	Total number of students who were present during morning roll call on at least 10 out of the 12 days of the camp.
Number of parents of children in Grade 6 who helped their children read at home in the last week.	→	Total number of parents who answered “yes” to the question “ <i>Did you help your child read at home any time in the last week?</i> ”. Only one parent surveyed per household.
Number of summer reading camps run for Grade 6 students.	→	Number of summer reading camps that were fully completed during the 12 month program period.
Number of “Reading at Home” kits distributed to parents.	→	Number of complete “Reading at Home” kits given to students to pass on to their parents.

	INDICATOR	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Goal	Percentage of Grades 6 students continuing on to Grade 7.	Number students who start the first day of Grade 7 divided by the total number of Grade 6 students in the previous year, multiplied by 100.						
Outcomes	Average national reading proficiency test score among children in Grade 6.	Sum of all reading proficiency test scores for all students in Grade 6 divided by the total number of students in Grade 6.						
Outputs	Number of Grade 6 students who completed a summer reading camp.	Total number of students who were present during morning roll call on at least 10 out of the 12 days of the camp.						
	Number of parents of children in Grade 6 who helped their children read at home in the last week.	Total number of parents who answered "yes" to the question "Did you help your child read at home any time in the last week?". Only one parent surveyed per household.						
Activities	Number of summer reading camps run for Grade 6	Number of summer reading camps that were						



Tips for writing definitions





Make the definition as specific as possible, avoiding ambiguous words

Indicator		
Number of Grade 6 students who completed a summer reading camp.	Number of students present for most days of the camp.	Total number of students who were present during morning roll call on at least 10 out of the 12 days of the camp.

If there is a calculation, include the exact way to calculate it in the definition

Indicator		
Percentage of Grade 6 students continuing on to Grade 7.	Percentage of Grade 6 students who enter Grade 7.	Number students who start the first day of Grade 7 divided by the total number of Grade 6 students in the previous year, multiplied by 100.

If the indicator will be measured using a survey, include the exact survey question

Indicator		
Number of parents of children in Grade 6 who helped their children read at home in the last week.	Number of parents who report helping their child to read at home in the last week when surveyed.	Total number of parents who answered “yes” to the question “ <i>Did you help your child read at home any time in the last week?</i> ”. Only one parent surveyed per household.

Choose a standard definition wherever possible (avoid making up your own)

Examples

- ▶ HIV prevalence – use WHO definition.
- ▶ Percentage of households living below the national poverty line – use national bureau of statistics definition.