Instructions for Completing the Performance Indicator Reference Sheet

USAID Result(s) : Enter the number and full name of the USAID result(s) to which your result contributes
Grantee Result: Enter the number and full name of the Result,
Name of Indicator: Enter the number and full title of the indicator.
Is this indicator used in USAID's Annual Report? Enter yes or no, and clarify which reporting years(s).
DESCRIPTION
Precise Definition: Define each word or concept used in the indicator so that an outsider knows exactly what to measure .
Unit of Measure: Enter the unit of measure (*number of…*, *percent of…*, *US dollars*). If a score in a range, clarify the minimum or maximum values (*minimum score is 1.0 and maximum score is 5.0*). Clarify if the number is cumulative or specific to the year. If a ratio or %, define how the numerator and denominator are calculated
Disaggregated by: List any planned ways of disaggregating the data (*male/female, youth/adult, urban/rural, region, etc.*) and justify why useful.
Management Utility/Justification: Briefly describe *why* this particular indicator was selected and *how* it will be useful for managing performance of the grant. What decisions will data for the indicator support?
PLAN FOR DATA ACQUISITION BY GRANTEE
Data collection method: Describe the *tools* and *methods* for collecting the raw data. Examples include: ledger of participant names, document review, structured interviews, focus group interviews, written survey, direct observation, self-reported information, and so on. Who collects the raw data and where is it stored before it gets to a user?
Data Source: Identify the source of data (e.g., DHS survey; ministry data; partner records.) If the Grantee collects the data directly, who does it?
Frequency and timing of data acquisition: Describe *how often* data will be received by the Grantee, and *when*.
Estimated cost of data acquisition: Estimate the cost (in dollars and/or level of effort) of collecting, analyzing and providing the data to users. Clarify if there are any direct costs for collecting these data, or if the costs are included in an existing activity or sub-contract.
Individual(s) responsible: Identify the specific staff member who will be *directly responsible* for acquiring the data.
Location of Data Storage: Identify where the data will be maintained by the Grantee (e.g., specific file cabinet, or specific folder on shared computer).
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: Enter the date of initial data quality assessment and the responsible party.
Known Data Limitations and Significance (if any): Describe any data limitations discovered during the initial data quality assessment. Discuss the significance of any data weakness that may affect conclusions about the extent to which performance targets have been achieved.
Actions Taken or Planned to Address Data Limitations: Describe how you have or will take corrective action, if possible, to address data quality issues.
Date of Future Data Quality Assessments: Enter the planned date for subsequent data quality assessments.
Procedures for Future Data Quality Assessments: Describe *how* the data will be assessed in the future (e.g., spot checks of partner data, financial audit, site visits, or software edit check).
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Describe *how* the raw data will be analyzed, *who* will do it, and *when*.
Review of Data: Describe *when* and *how* the Grantee will review the data and analysis (e.g., during quarterly review, review with Partners, or activity-level reviews with staff).
Presentation of Data: Describe how tables, charts, graphs, or other devices will be used to present data, either internally within staff, or externally to USAID or other audiences.
Reporting of Data: List any internal or external reports that will feature the data and/or analysis of this indicator (e.g., Quarterly or Annual Report data tables, Annual Report narrative, or activity manager's report).

<table>
<tr><td colspan="6">Individual Responsible for Providing Data for Reports: Which staff member(s)?</td></tr>
<tr><th colspan="6">OTHER NOTES</th></tr>
<tr><td colspan="6">Notes on Baselines/Targets: Explain how the baselines and targets were set and identify any assumptions made. If baselines and targets have not been set, identify when and how this will be done.</td></tr>
<tr><td colspan="6">Other Notes: Use this space as needed.</td></tr>
<tr><th colspan="6">PERFORMANCE INDICATOR VALUES</th></tr>
<tr><th colspan="2">Baseline</th><th colspan="4">Targets</th></tr>
<tr><th>Year</th><th>Actual</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th></tr>
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<tr><td colspan="6">THIS SHEET LAST UPDATED ON: mm/dd/yy To avoid version control problems, type the date of most recent revision or update to this reference sheet.</td></tr>
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