Presentation

How to fill out a Log Frame

Structure of a Logframe Matrix

HORIZONTAL LOGIC →	VERTICAL LOGIC		↓
	Intervention Logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions and Risks
Long-term objective				
Short-term objective				
Expected results				
Activities 1, 2, 3, 4…		*Means:*	*Costs:*	

Why do we use LogFrame?

➤ Used by major Donors to design, implement and monitor projects

➤ Used for planning at all stages of the project cycle

➤ Clarifies expectations of stakeholders

➤ Standardises and systematises planning process

➤ Differentiates types of objectives

➤ Checks the logic of the project design

➤ Helps to assess project risks

Hierarchy of objectives
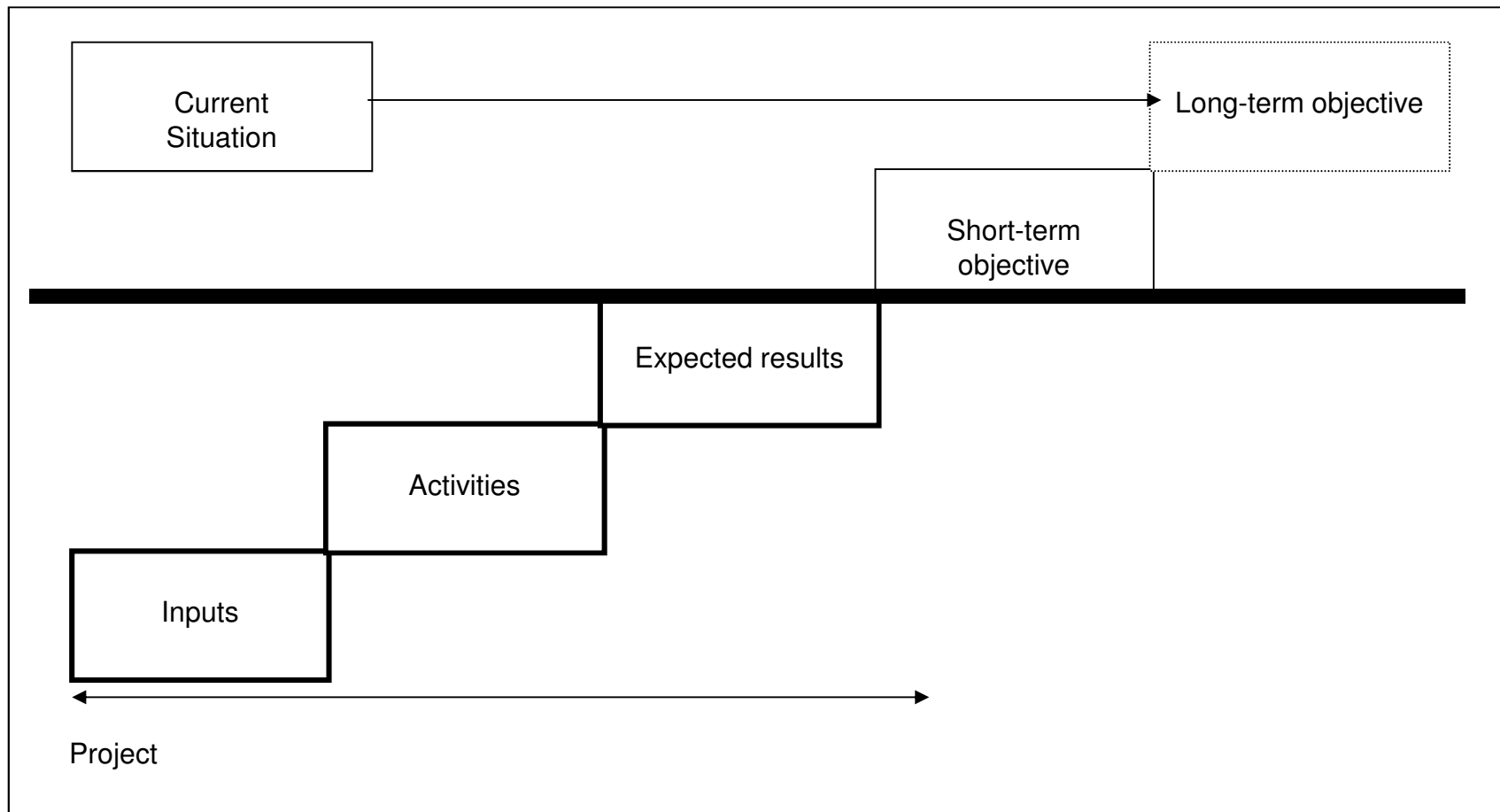
Terminology

Long-term objective

Why is the project relevant to society, in terms of the longer-term benefits to beneficiaries and the wider benefits to other groups? The long-term objective will not be achieved by the project alone, but will require the impacts of other programmes and projects as well.

Example: Youth unemployment decreased by 20%

Short-term objective

A specific change in a situation to be achieved immediately (on short term) after the termination of the project.

Defined in terms of the benefits to be received by the project beneficiaries or target group as a result of utilising the services provided by the programme.

Example: A business college functioning

Terminology

Expected results

The specific results that can be expected to be produced by the project itself

It should be possible for the project management to be **held accountable** for their delivery.

Example: Business college renovated and equipped

30 trainers trained

10 business curricula developed

4 of the college's managers trained

Activities

The actions to be performed in order to transfer inputs into results

Example: Train trainers

Implement of Management training

Identify and purchase of equipment

Inputs

The resources of the project

Example: 6 work months of consultancy

12 months of training

Resources for equipment and renovation

Confusing Words

Long-term objective: Wider Objective

Overall Objective

General Objective

Development Objective

Short-term objective: Specific Objective

Immediate Objective

Project Purpose

Expected results: Outputs

Outcomes

Activities: Actions

Inputs: Resources

Means

LogFrame - Objectives

Narrative

Long-term objective	

Short-term objective	

Expected results	

Activities	

Writing Objectives and Results

1. The verb should show a completed state (Typically the past tense)
2. Objectives are positive
3. Put the word at the end of the sentence
4. Typical language for expressing objectives

   Reduced - Minimized – Established - Improved - Enlarged - Maximized
   Strengthened - Achieved – Functioning - Enhanced - Reinforced - Decreased

   Examples:
   - Unemployment decreased
   - Management capacity enhanced

Writing Activities

1. Be specific and show action

2. Use present tense

3. Put the verb at the front of the sentence

4. Typical language for expressing activities

Set up - Determine – Establish - Advise - Hold - Run

Develop - Identify – Select - Conduct - Train

Examples: - Train 30 trainers

- Select 30 potential trainers

LogFrame - Indicators

	Narrative	Indicators of achievement
Long-term objective		
Short-term objective		
Expected results		
Activities		

How indicators are described

Target group (for whom/what to be measured)
- ➢ Quantity (how much)
- ➢ Quality (how well)
- ➢ Time (by when)
- ➢ Location (where)

Example
- ➢ Define objective - e.g. education status improved
- ➢ Define target group - e.g. graduates completing degree courses
- ➢ Specify quality - e.g. number of graduates completing degree courses increased
- ➢ Specify quantity - e.g. number of graduates completing degree courses increased from 500 to 1000
- ➢ Specify timeframe - e.g. number of graduates increased from 500 to 1000 per year by the year 2004
- ➢ Specify place - e.g. number of graduates from the Business College completing degree courses increased from 500 to 1000 per year by the year 2004

Some characteristics

- **Indicators are quantitative**

- **Indicators let you know that something is changing or has changed**

- **Indicators are measurable**

- **Indicators are selected/created by people**

- **Indicators can be different from situation to situation**

Indicators should be SMART

S – **Specific** - in terms of quantity, quality and time

M – **Measurable** - objectively verifiable at acceptable costs

A – **Achievable** - from existing sources or with reasonable efforts

R – **Realistic** - to objectives and sensitive to change

T – **Timely** - to ensure usefulness to managers

LogFrame – Sources of measurement

	Narrative	Indicators of achievement	Source of Measurement
Long-term objective			
Short-term objective			
Expected results			
Activities			

Sources of Measurement

Specify

➢ Source of information
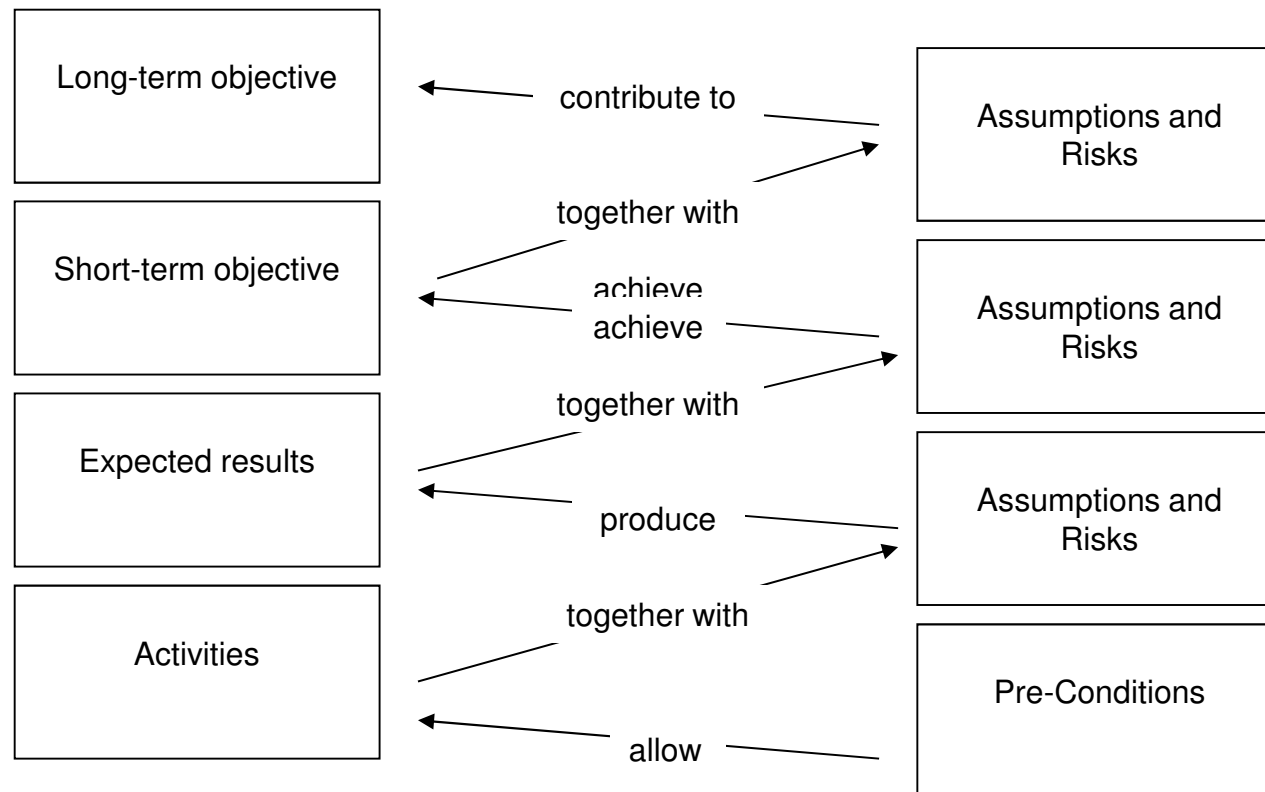
➢ Means of collection

Specify

➢ Format

➢ Who

➢ How regularly

Assumptions and Risks

	Narrative	Indicators of achievement	Source of Measurement	Assumptions and risks
Long-term objective				
Short-term objective				
Expected results				
Activities				Pre-conditions

The Role of Assumptions

Long-term objective	

| | contribute to | Assumptions and Risks |

together with

| Short-term objective | | Assumptions and Risks |

achieve

achieve

together with

| Expected results | | Assumptions and Risks |

produce

together with

| Activities | | Pre-Conditions |

allow

Fourth Column: Assumptions

- **Assumptions**: factors outside project management's control that may impact on the purpose-objective linkage (e.g. change in Government policy; change in client attitude; change in labour market situation)

- **Pre-conditions:** Things that have to be met before the project can start (e.g. Government financing; new regulation)

Example

	Narrative	Indicators of achievement	Source of Measurement	Assumptions and risks
Long-term objective	Decreased youth unemployment	Over 10 years 5% per year	national and regional statistics	National economy recovers steadily National vocational training strategy continues
Short-term objective	Business College functioning	300 students certified per year Balanced budgets	Yearbooks and other records Accounts	*College staff stays *State grants continue *Not more than normal drop-out rate
Expected results	1. College renovated and equipped 2. Curricula developed 3. Trainers trained	*10 classrooms *General facilities *10 two-year curricula *30 trainers	Site visits Progress reports	Enough trainers can be identified Building can be identified
Activities	*Identification and renovation of buildings *Purchase and installation * Develop Training curriculum and train trainers	Input	Costs	**Pre-conditions** All parties provide the agreed contributions No major changes in expert or purchasing prices