

**Arab Partnership Programme Fund (APPF) and
Arab Partnership Economic Facility – Country Impact Fund (CIF)
Logical Framework Guidance Note**

All APPF and APEF-CIF full project proposals must include a Logical Framework (known as a logframe). The format for the Logical Framework is in a separate Excel file. The logframe is a tool for showing what the project involves and the results we can expect from it – how our efforts have made a difference. It also serves as a framework against which the project can be monitored and evaluated.

The guidance below is to help those involved in completing a Logical Framework better understand what is required. We have also provided a worked up example to show you what the completed logframe should look like. The Embassy project officer may be able to provide further guidance, but should not be asked to complete the logframe on the implementers' behalf.

Logframe Section	Details	BENEFITS	Checklist for Approval
Project Title	A meaningful, easily understood (plain English) Project Title	All stakeholders can quickly and easily understand what the project is about.	Does this Title adequately describe the project for people who know nothing about the project?
Impact (AP theme i.e overall goal)	The Impact is not intended to be achieved by the project alone. It is a desired end-state or changed situation that the project will contribute towards achieving, such as “enhanced freedom of expression” or “increased political participation”.	By defining the Impact we are acknowledging that the project is part of a multi-stakeholder effort to achieve impact in a specific area. We do not expect the project to be the sole factor in achieving the higher goal: there will be many other factors involved. But if impact is well defined, we can see whether our projects are contributing to this Impact, and assess whether or not more should be done if it is off track. The Impact provides the final link in the chain from inputs and activities up through outputs to the ultimate achievements that a number of stakeholders are striving for.	Is there a clear logic leading from the Project Purpose to the AP theme (overall goal)?

Project Purpose	There can only be one Project Purpose for the project. The Project Purpose should identify what will change, who will benefit and how it will contribute to the overall Impact or AP goal.	<i>The Project Purpose provides clarity about the specific results that we aim to achieve through this particular project.</i>	Is the Project Purpose clear, concise and directly linked to the Outputs? Does the Project Purpose identify <i>what</i> will change, and <i>who</i> will benefit.
Outputs	Outputs are the specific, direct deliverables of the project. These will provide the conditions necessary to achieve the Project Purpose. The link between Output and Project Purpose should be clear and stand up to scrutiny.	<i>Well-defined Outputs tell us exactly what we expect to see as a result of our project. If the individual desired situations (Outputs) have not materialised by the end of the project, we are unlikely to achieve our Project Purpose.</i>	Are the Outputs expressed clearly and concisely? Is the sum of the Outputs likely to achieve the Project Purpose? Have you kept the number of Outputs to a minimum?
Indicators	Indicators are performance measures, which tell us what we are going to measure not what is to be achieved. Indicators should be specific, usable and clearly measurable. The basic principle is that “if you can measure it, you can manage it”. Examples of indicators include Number of girls and boys enrolled in primary school; % of citizens who say that they have access to court systems to resolve disputes; Number of publicly advertised meetings on security issues as a result of the project % survey respondents over age 18 (male/ female) able to identify 3 or more civil rights in x and y districts Each Indicator you choose to measure your objectives must be verifiable by some means. If they are not, you should find another indicator. Best Practice suggests a <u>maximum</u> of three Indicators per Output.	<i>By making sure that indicators are really only a statement of ‘what you are going to measure’, and by using the standard indicators where appropriate, it will be easier for project managers to interpret the data, and be confident that projects have the necessary information to <i>measure results</i>.</i>	Do the indicators <i>only</i> respond to the question: ‘what will you measure?’ (i.e. they should not respond to the question: ‘what will you achieve?’) Is it clear that these are measurable? Where possible, are the indicators disaggregated e.g. by gender or geographical area? If there are more than 3 indicators per output, is this justified?
Baselines	Baselines describe the situation before the project starts. To make sure that baseline information is robust, the project might involve commissioning new analysis. But as a general rule, projects should draw on existing data	<i>Clarifies the rationale for the project in a concise and accessible way. Provides the foundation on which targets are built and helps to show progress. The logframe should present the key quantitative and qualitative information in a concise and</i>	Is the baseline data robust? Is the data clearly relevant to the outputs, Project Purpose and impact?

	(for example, from the World Bank, a partner government statistical office, or analysis produced to support another project, or e.g. UNDP Human Development Report). What is important is that the data and analysis are current, consistent and as accurate as can be reasonably achieved and disaggregated by sex where appropriate.	accessible way. Or you can attach data where appropriate – putting the key headlines into the logframe.	If there is no baseline data, does the proposal provide: A justification for this A plan to ensure baseline data will be collected during the first phase of the project?
Targets	Targets should indicate the desired result at the end of the project and be Specific, Measurable, Achievable, Relevant and Time bound (SMART). Most targets include numbers: dates, percentages, increases or decreased. Targets should be disaggregated by sex where appropriate.	Essential for describing the tangible results envisaged, tracking progress and communicating results.	Are the targets “SMART” and clearly defined in terms of dates/numbers, percentages etc?
Source	The ‘Source’ provides the information you need in order to demonstrate what has been accomplished. This may be feedback survey of beneficiaries or participants. But it could also be an external organisation, for example ‘World Bank Governance Indicators’.	Of most benefit to implementers’ project officers, who will have a clear indication from the outset of the information they will need to collate and analyse throughout the lifetime of the project.	Is the source information reliable and easy to obtain?
Risk Rating	Risk ratings should be recorded as Low, Medium or High and must relate to a robust analysis and show mitigation	Robust risk appraisal and management is very important. This quick-glance view of the risk rating can be helpful in making decisions, and in determining the level of oversight required.	Have you included risk for the context e.g. political context as well as relating to deliver of the outputs? Is there robust risk analysis and clear mitigation?
Activities	Activities can either be recorded as part of the logframe, or in a related, but separate, sheet.	Activities are the foundation of the project – they articulate the requirements for management and are the building blocks for realistic budgeting. They tell us exactly what will be done, and therefore allow us to appraise what outputs can be reasonably expected.	