



**USAID**  
FROM THE AMERICAN PEOPLE

## Performance Monitoring

### **Session 3b**

# **Documenting Indicators Using Performance Indicator Reference Sheets (PIRS)**



## Session Objective

**By the end of this session, participants should be:**

- Familiar with the **friendly** Performance Indicator Reference Sheet and its value and uses

## What is a PIRS ?

A Performance Indicator Reference Sheet (PIRS) is a *comprehensive record* of a given performance indicator.

- A PIRS details:
  - what an indicator means,
  - its source,
  - how it is collected,
  - who is responsible,
  - data quality issues,
  - baseline timeframe and target rationale,
  - changes to indicator.

**PIRS is not  
a place to  
store data**

But, you might view or use PIRS differently depending on what your role is, what you want to achieve, or when you are using it.

## Why use a PIRS?

- **Clarity** in indicator definition, methodology, responsibilities
- **Consistency** in data collection and use across USAID staff and IPs
- **Transparency** and **documentation** in decision-making around indicator selection and indicator changes
- **Collaboration** between USAID and partners to collect the data we want and need and eventually
- **Higher quality data!**





# Performance Indicators Reference Sheet Templates



Performance Indicator Reference Sheet	
LINKAGE TO MISSION PMP	
Mission Development Objective:	
Mission Intermediate Result:	
Mission sub-Intermediate Result:	
IDENTIFICATION	
Activity Development Objective/Goal/Purpose:	
Activity Intermediate Result:	
Activity Sub-Intermediate Result:	
Name of Indicator:	
Indicator Type: <input type="checkbox"/> Activity Custom <input type="checkbox"/> Activity Standard <input type="checkbox"/> Mission PMP	
Is this a PPR indicator? <input type="checkbox"/> No <input type="checkbox"/> Yes, for Reporting Year(s) _____	
DESCRIPTION	
USAID Definition (if applicable):	
Precise Definition(s):	
Unit of Measure:	
Method of calculation:	
Disaggregated by:	
Justification:	
Utility:	
PLAN FOR DATA ACQUISITION	
Data Collection Method:	
Data Source(s):	
Method of transfer to USAID:	
Frequency & Timing of Data Acquisition:	
Estimated Cost of Data Acquisition:	
Individual Responsible at USAID:	
Individual Responsible for providing data to USAID:	
Location of data storage:	
DATE QUALITY ISSUES	
Date of Initial Data Quality Assessment:	
Known Data Limitations and Significance (if any):	
Actions Taken or Planned to Address Data Limitations:	
Date of Future Data Quality Assessments:	
Procedures for Future Data Quality Assessments:	
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING	
Data Analysis:	
Presentation of Data:	

Detailed guidance  
on how to complete  
it

USAID Performance Indicator Reference Sheet	
Name of Result Measured (Goal, DO, IR, sub-IR, Project Purpose, Project Output, etc.):	
Name of Indicator:	
Is this a Performance Plan and Report indicator? No <input type="checkbox"/> Yes <input type="checkbox"/> for Reporting Year(s) _____	
If yes, link to foreign assistance framework:	
DESCRIPTION	
Precise Definition(s):	
Unit of Measure:	
Disaggregated by:	
Rationale or Justification for indicator (optional):	
PLAN FOR DATA COLLECTION BY USAID	
Data Source:	
Method of data collection and construction:	
Reporting Frequency:	
Individual(s) responsible at USAID:	
DATA QUALITY ISSUES	
Dates of Previous Data Quality Assessments and name of reviewer:	
Date of Future Data Quality Assessments (optional):	
Known Data Limitations:	
TARGETS AND BASELINE	
Baseline timeframe (optional):	
Rationale for Targets (optional):	
CHANGES TO INDICATOR	
Changes to indicator:	
Other Notes (optional):	
THIS SHEET LAST UPDATED ON:	

### 1. Identification:

- Name of the indicator
- The result it measures
- F or a PPR indicator, or Mission required?

### 2. Description:

- Definition
- Method of calculation
- Unit of measure
- Disaggregation
- Management utility

IDENTIFICATION
Activity Development Objective/Goal/Purpose:
Activity Intermediate Result:
Activity Sub-Intermediate Result:
Name of Indicator:
Indicator Type: <input type="checkbox"/> Activity Custom <input type="checkbox"/> Standard F <input type="checkbox"/> Mission PMP
Is this a PPR indicator? <input type="checkbox"/> No <input type="checkbox"/> Yes, for Reporting Year(s) .....
DESCRIPTION
USAID Definition (if applicable):
Precise Definition(s):
Unit of Measure:
Method of calculation:
Disaggregated by:
Justification & Management Utility:

## Discussion

5 minutes in groups + 5 minutes discussion

### **Indicator 1: Number of health providers trained**

What information do you need to collect this?

What does “trained” mean?

What does provider mean?

How will this be disaggregated?

What location details would you need (for DevResults)?

### **Indicator 2: Percentage of students reporting preparedness**

What information do you need to collect this?

Numerator: what would this be?

Denominator: what would this be?

What does “preparedness” mean?

### 3. Data Acquisition:

- Data collection method
- Data source and data collection frequency
- Individual responsible

### 4. Data Quality Issues

- Known data limitations and significance
- Actions to address the limitation

### 5. Data Analysis and Reporting

- Data analysis
- Presentation of data
- Review of data

PLAN FOR DATA ACQUISITION
Data Collection Method:
Data Source(s):
Method of transfer to USAID:
Frequency & Timing of Data Acquisition:
Estimated Cost of Data Acquisition:
Individual Responsible at IP (title):
Individual Responsible for providing data to USAID:
Location of data storage:
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment:
Known Data Limitations and Significance (if any):
Actions Taken or Planned to Address Data Limitations:
Date of Future Data Quality Assessments:
Procedures for Future Data Quality Assessments:
PLAN FOR DATA ANALYSIS, REVIEW, & REF
Data Analysis:
Presentation of Data:





## Tips and lessons learned for completing a PIRS

- **Indicator** – Make sure that indicators are numbered in PIRS (and elsewhere) to reflect position in RH
- **Definitions** –
  - Each word that might be understood differently by different people should be defined. What do you mean by “effective?”
  - List specific details of what your activity counts under general topics such as the title of trainings that count for “trained”
- **Unit of measure** – Define both numerator and denominator for percentages
- **Method of data collection** - “implementing partner reports” is not a method of data collection
- Make sure that program staff review and understand PIRS for indicators regarding their work
- Some sections will be the same for all your PIRS, complete them first and then share the template



## Tips and lessons learned for completing a PIRS

- Standard Indicators already have PIRSs
- HOWEVER, you may need to add specifics
- Find them at the KaMP
- Ask PRO team / your AOR/COR for the most updated version