Session 3b

Documenting Indicators Using Performance Indicator Reference Sheets (PIRS)

By the end of this session, participants should be:

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

A Performance Indicator Reference Sheet (PIRS) is a *comprehensive rec*ord 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.

- **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

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: ☐ Activity Custom ☐ Standard F ☐ Mission PMP	
Is this a PPR indicator? ☐ No ☐ 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, & REP
Data Analysis:
Presentation of Data:

- **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

- 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