

Indicator Elaboration Sheet

An indicator elaboration sheet has three main functions.

- Filling out the sheet helps planners to define properly the indicator and relate it to relevant development hypotheses or the theory of change underpinning the project.
- The precise description reveals the specific information that is required and the means for collecting and processing it. This allows the feasibility of using the indicator to be determined in terms of time, money and expertise required.
- Other people can understand the indicator and use it in other settings and at other times in ways that allow the readings to be comparable.

Indicator Elaboration Worksheet	
Parameter or Variable	Describe the aspects of the objective or assumption or negative side-effects that are to be measured.
Indicator	Answer the following questions: <ul style="list-style-type: none"> • What exactly should be observed or measured? • Who is the target group (how can you determine who is in or who is out)? • What is the direction of the desired changed (high/low, increase/decrease)? • By when should how much of the described parameter be achieved? (Schedule milestones.)
Rationale	Describe why this is a good indicator for measuring or observing the parameter.
Definitions	<ul style="list-style-type: none"> • Define precisely all key terms used to describe the indicator. • Show any formulas that will be used to calculate indicator values.
Targeting	How and on the basis of what information is the description of the target group to be elaborated?
Validity/ Limitations	<ul style="list-style-type: none"> • Describe the conditions under which the indicator provides relevant and accurate information. • Describe which aspects of the parameter are not covered. • Describe other indicators needed to cover all aspects of the parameter.

Indicator Elaboration Worksheet

Data Collection

- Describe the information that is required.
- Describe where this information is available.
- Describe the means for collecting the information.
- Describe methods for verifying the quality of the information.
- Describe how the trustworthiness of data sources can be verified.

Source: German Agency for Technical Cooperation. (1998). *Impact monitoring: Approaches and indicators*. Eschborn, Germany: Author.