



TEMPLATE: PERFORMANCE INDICATOR SUMMARY TABLE

Introduction

Activity Monitoring, Evaluation, and Learning (MEL) Plans must include performance indicators and supplemental information about each performance indicator.

There is no required format or method for organizing and displaying this indicator information in these plans. This document provides an example template for organizing indicators in an easy-to-read Indicator Summary Table. USAID operating units may choose to use or adapt this table for their MEL Plans.

Background

Per USAID ADS 201.3.4.10 and ADS 201.3.5.6, Activity MEL Plans must include relevant performance indicators of the activity's outputs and outcomes, their baselines values (or plan for collecting baseline), and annual targets.

Template

An example Indicator Summary Table template for MEL Plans is attached below. The example includes a row for each indicator included in the MEL plan and columns of additional information about each indicator. The purpose of the Indicator Summary Table is to provide the reader of the plan with a summary picture of the full set of performance indicators in the plan. Missions, MEL specialists, COR/AORs, and partners are welcome to adapt this table and include other information based on what is most relevant to their needs.

PLEASE NOTE TWO IMPORTANT POINTS:

1. An Indicator Summary Table does not fulfill the requirement for a completed Performance Indicator Reference Sheet (PIRS) for each performance indicator. Per ADS 201.3.5.6.D., a PIRS is required for each performance indicator. A [template and guidance for developing a PIRS](#) is available in the USAID Monitoring Toolkit.
2. An Indicator Summary Table is not the same as an indicator-tracking table or information system for storing indicator *data*. Per ADS 201.3.5.6 performance indicator *data* must be stored in an indicator-tracking table or information system that allows for quantitative analysis of indicator data. Beginning in FY 2021, USAID OUs must use the Agency-wide portfolio-management system, the Development Information Solution (DIS).

Template: Performance Indicator Summary Table

Indicator	Result Measured by Indicator	Type of Indicator	Data Source	Frequency	Unit of Measure	PPR (Y/N)	Baseline		Target (if applicable)	
							Date	Value	Date	Value
<i>Examples...</i>										
<i>Indicator DR.1.5-1 Number of USG-assisted courts with improved case management systems</i>	<i>Improved operations of East Tambou civil courts.</i>	<i>Performance / Standard</i>	<i>Implementing Partner count of courts assisted.</i>	<i>Reported annually.</i>	<i>Number</i>	<i>Y</i>	<i>09/2017</i>	<i>0</i>	<i>09/2022</i>	<i>120</i>
<i>Indicator 3.4.1(a) Neonatal mortality rate (number of deaths of infants during the first 28 days of life per 1,000 live births) in childbirth facilities in the southern region of East Tambou.</i>	<i>Improved child birth outcomes in the southern region of East Tambou.</i>	<i>Performance / Custom</i>	<i>Survey of child birth facility vital registration data.</i>	<i>Reported quarterly.</i>	<i>Number per 1,000</i>	<i>Y</i>	<i>01/2016</i>	<i>55.3</i>	<i>09/2021</i>	<i>40.0</i>
<i>Indicator 3.4.1(b) FEMALE - Neonatal mortality rate (number of deaths of infants during the first 28 days of life per 1,000 live births) in childbirth facilities in the southern region of East Tambou.</i>	<i>Improved child birth outcomes in the southern region of East Tambou.</i>	<i>Performance / Custom</i>	<i>Survey of child birth facility vital registration data.</i>	<i>Reported quarterly.</i>	<i>Number per 1,000</i>	<i>Y</i>	<i>01/2016</i>	<i>55.2</i>	<i>09/2021</i>	<i>40.0</i>
<i>Indicator 3.4.1(c) MALE - Neonatal mortality rate (number of deaths of infants during the first 28 days of life per 1,000 live births) in childbirth facilities in the southern region of East Tambou.</i>	<i>Improved child birth outcomes in the southern region of East Tambou.</i>	<i>Performance / Custom</i>	<i>Survey of child birth facility vital registration data.</i>	<i>Reported quarterly.</i>	<i>Number per 1,000</i>	<i>Y</i>	<i>01/2016</i>	<i>55.4</i>	<i>09/2021</i>	<i>40.0</i>

Template: Performance Indicator Summary Table

- 1. Indicator:** State the name and unique identifier for the indicator that will measure the expected result listed in the next column. Disaggregates of an indicator may be listed on a separate row below the parent indicator.
- 2. Result Measured by Indicator:** State the result statement and the unique identifier for the expected result in the theory of change that the indicator intends to measure.
- 3. Type of Indicator:** State whether the indicator is (1) a “Performance” indicator or a “Context” indicator, and (2) a “Standard” indicator or a “Custom” indicator.
- 4. Data Source:** State the source of the data or planned source of the data.
- 5. Frequency:** State how often the data are reported to USAID.
- 6. Unit of Measure:** State the unit of measure (e.g., number of hours, percent of households).
- 7. PPR:** State “Y” if this indicator is included in the Operating Unit’s annual Performance Plan and Report (PPR) or “N” if this indicator is not included in the PPR. (Note: standard indicators are required to be reported in the PPR.)
- 8. Baseline Date:** State the month and year (mm/yyyy) when the baseline data were collected. If baseline is still planned, state the month and year when the baseline is planned to be collected.
- 9. Baseline Value:** State the value of the indicator at “baseline,” i.e., before major implementation actions of the planned USAID-supported activity. Enter “TBD” if the baseline has not yet been collected.
- 10. Target Date:** If the indicator has a target, state the year, quarter, or month and year (mm/yyyy) for when the target is expected to be achieved.
- 11. Target Value:** State the specific value of the indicator expected on the target date.