UNICEF ePD Step by step guide

Purpose: Creating a results structure

Who: Partner / UNICEF focal point

When: PD/SPD is in a development phase, the partnership focal person enters the results framework as part of the most important process of PD (Programme Document).

Important: Results Frameworks of PDs/SPD are integrated with the Partner Reporting Portal for CSO (Civil Society Organization) partner to report progress.

📖 Knowledge: The results structure of workplan informs us of "What," "How" and "Where" programme results will be achieved. The logical result framework includes the PD outputs, SMART (Specific, Measurable, Achievable, Relevant and Time bound) indicators with or without disaggregation, baselines, targets and means of verification by location and their linkage to country programme outputs and/or humanitarian response plan. Data entry in this section can be done by both UNICEF and CSO
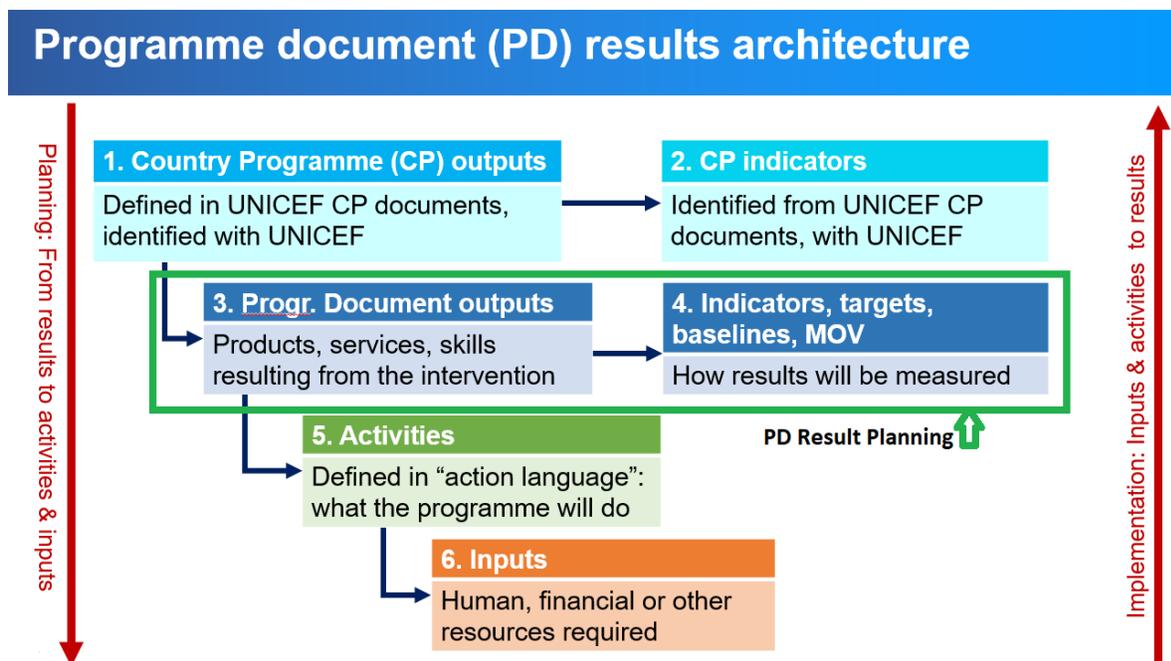
Step 1: To create the results structure, go to the workplan tab in the ePD and navigate to the results structure section.

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Step 2: The results structure offers three data entry and view settings. Select your preferred view.

- The Results view will permit data entry/view for only workplan results in logical structure
- The Budget view will permit data entry/view for only the workplan budget, and
- Combined view will permit data entry and view for all the results and budgets as a full workplan view.
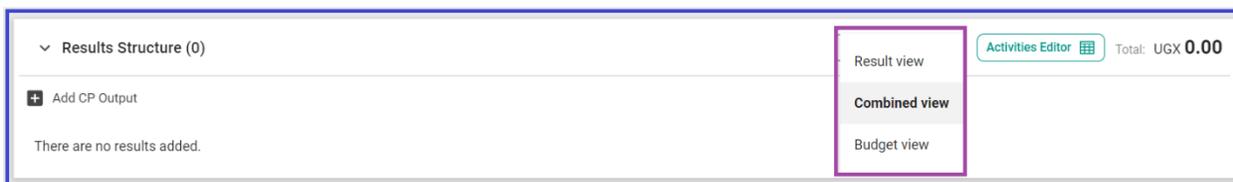
Note: The next steps will be performed using the results view in this guide.

Step 3: To add a Country Programme (CP) output and its related RAM (Results Assessment Module) indicators, Click the add "+" icon next to CP output, select the relevant CP output and its related indicators to this PD from drop down list. Click save.

Note: CSO partner cannot view or add CP output and RAM indicators as it is a UNICEF internal requirement.
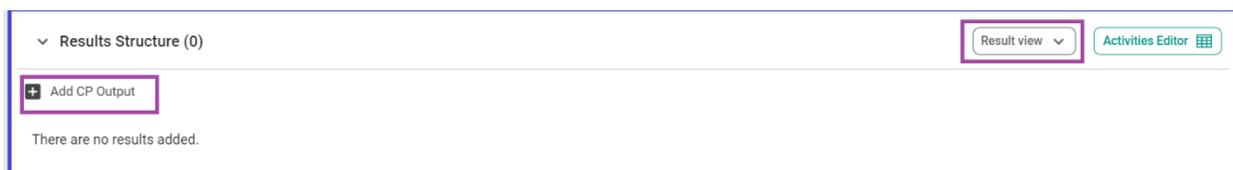
Step 4: To add the PD output, click the add icon "+" next to Programme Document outputs

Outputs are short statements that define products, services, and skills with a sense of achievement resulting from the intervention.
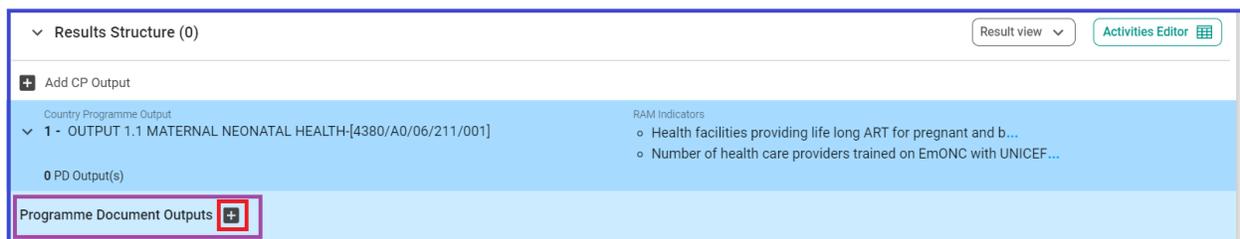
Step 5: Enter the programme document output and select save

📖 Knowledge: An Indicator provides a simple and reliable means to measure the achievement of a planned output statement with the intention of gauging programme performance. It specifies what is to be measured along a scale or dimension. Indicators should be SMART (specific, measurable, achievable, relevant and time bound. Add pop up screen for text in yellow). Indicators can be quantitative or qualitative.

Quantitative indicators are represented by a number, percentage, or ratio while qualitative indicators seek the quality or perception, opinion, or levels of satisfaction. In ePD, qualitative indicators need to be transformed into quantitative for the purpose of true data measurement and comparison. Depending on the programme requirement and needs, indicators can be captured as count, ratio, or percentage.

Step 6: To add a PD indicator, check the add icon "+" next to Programme Document indicators and enter the required information in the pop-up window
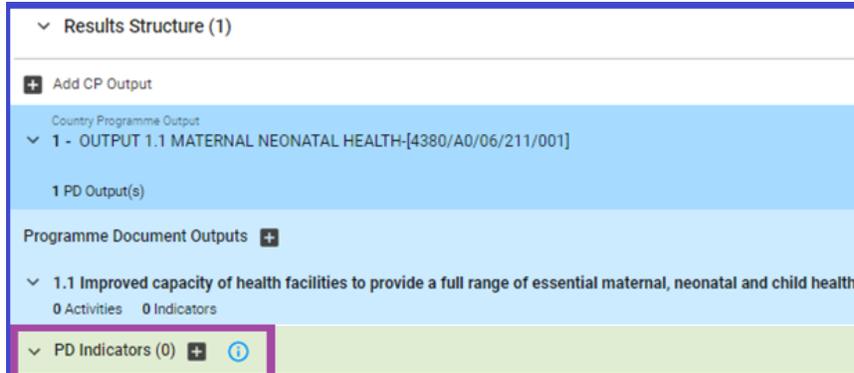
Step 7: Select the indicator calculation method. There are two types of calculation methods: **Quantity** (by default) and **Percent/Ratio**
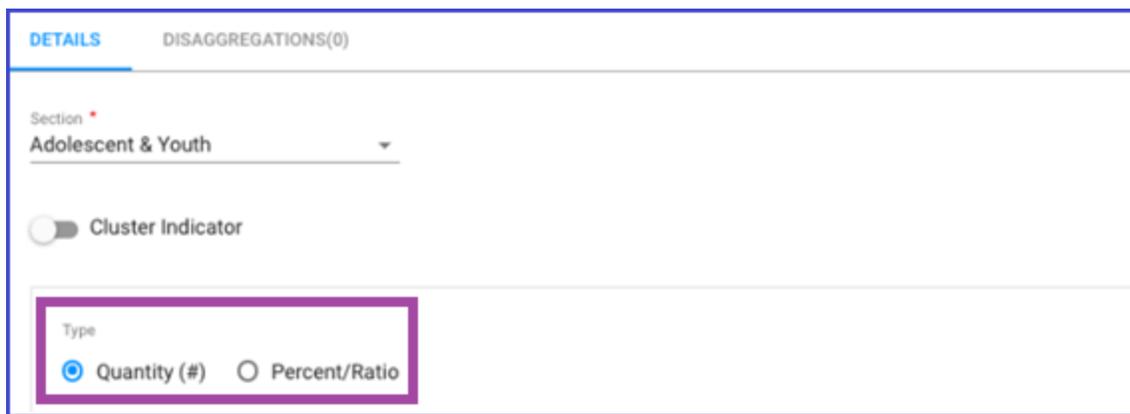
- If you select type **Quantity/scale**, enter mandatory fields: Indicator name, target, and locations. Include the baseline and the means of verification. If baseline is not available then select "unknown," please note zero "0" is start of baseline which if different from unknown.
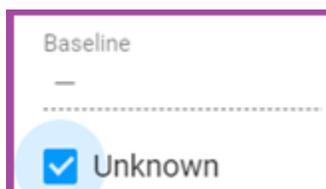
- If you select Percent/Ratio, then you will need to select either **Percentage** or **Ratio. The screen will change depending on the indicator type selected, filling all the mandatory fields.**
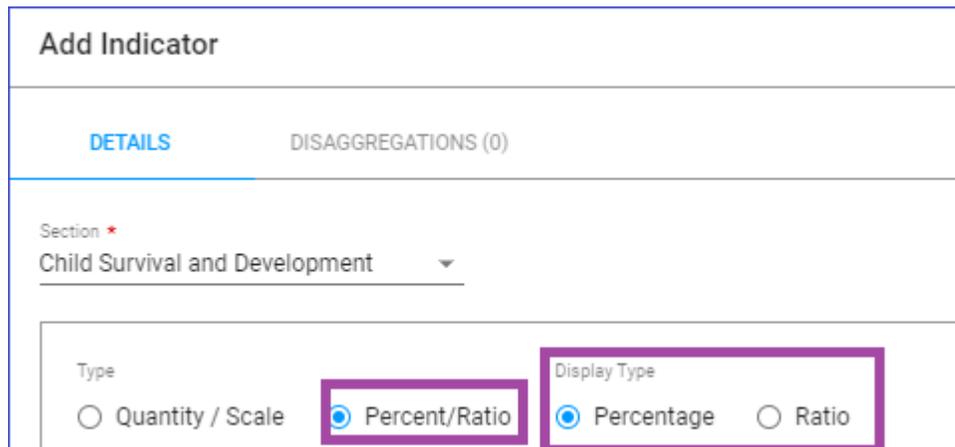
Add Indicator

DETAILS   DISAGGREGATIONS (0)

Section *
Child Survival and Development

Type
○ Quantity / Scale   ◉ Percent/Ratio

Display Type
◉ Percentage   ○ Ratio

- Fill in the **fields** taking note of the mandatory ones
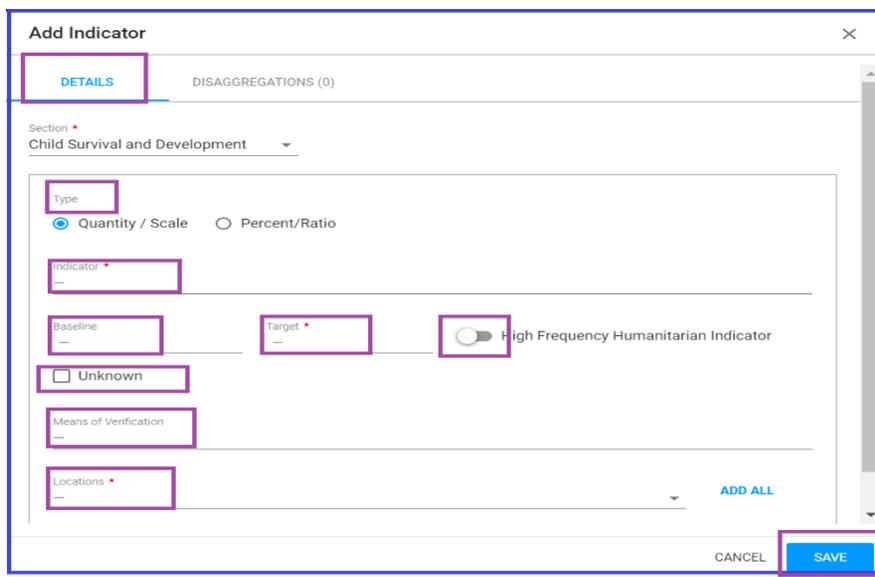
Add Indicator   ✕

DETAILS   DISAGGREGATIONS (0)

Section *
Child Survival and Development

Type
◉ Quantity / Scale   ○ Percent/Ratio

Indicator *
—

Baseline   Target *   ◯ High Frequency Humanitarian Indicator
—   —

☐ Unknown

Means of Verification
—

Locations *   ADD ALL
—

CANCEL   **SAVE**

- **Turn on for High** Frequency Humanitarian Indicator **toggle** when the indicator contributes to humanitarian response and more frequent progress, reports are required than standard quarterly reports.

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Add Indicator

DETAILS   DISAGGREGATIONS (0)

Section *
Child Survival and Development

Type
○ Quantity / Scale   ◉ Percent/Ratio

Display Type
◉ Percentage   ○ Ratio

Indicator *
Numerator criteria are the processes or outcomes expected for each patient, procedure, or other unit of measu

Numerator Label
—

Denominator Label
—

Baseline
—

Target *
—

⬤ High Frequency Humanitarian Indicator

☐ Unknown

Means of Verification
—

CANCEL   **SAVE**

📖 Knowledge: The numerator is the outcome unit of measurement against a denominator value. It indicates the achievement **over a period against a fixed** denominator. The Denominator is the population from which the numerator was derived.

For percentage indicator, the programme focal person is required to fill in the numerator and denominator labels e.g., students in classroom.

For ratio indicators, fill in the numerator and denominator labels along with base line and target which are required to achieve and report during implementation.

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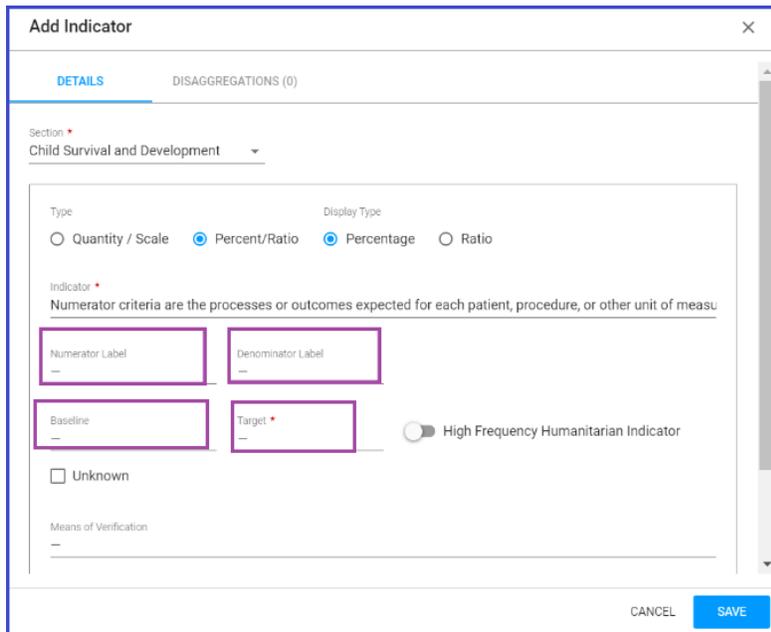
Step 8: Select the disaggregation if any.

To add a disaggregation, select add disaggregation, from the drop down select the relevant disaggregation

Knowledge: Disaggregation of programme intervention indicators enables UNICEF and partners to track results and ensure that all groups, including vulnerable populations, are reached. Relevant disaggregation categories might include sex, age, social characteristics, geography, etc.

Disaggregation categories selected for a programme intervention appear at the time of partner progress reporting.

A maximum of 3 disaggregation should be entered per indicator. However, these need first to be defined by UNICEF PME (Planning, Monitoring & Evaluation) in "Settings" tab in eTools

Step 9: select save.

Repeat the action for adding more indicators for an output.