**Guidance Note: Results Framework**

Purpose

The guidelines provide an overview for developing the results framework for humanitarian projects. The results framework includes a complete logical framework and workplan based on a results-oriented approach. The purpose of this document is to assist requesting members in clearly defining objectives, outcomes, and outputs, while establishing measurable indicators for success. By outlining a systematic process for planning and implementation, these guidelines ensure that all activities align with project goals and contribute to meaningful impact. Adopting this structured approach will enhance accountability, facilitate monitoring and evaluation, and ultimately drive successful project outcomes.

This guideline is read in conjunction with the Results Framework Microsoft Excel template.

Roles and Responsibilities

The requesting member and ACT Alliance Secretariat Humanitarian Program Officer jointly develop the results framework. The requesting member outlines the project objectives based on the needs analysis following the crisis, and the Humanitarian Program Officer provides real-time assistance to complete the various sections in the template. The results framework is a required document supporting the project proposals submitted to the secretariat for review and approval. This is also reviewed when appeals are revised.

Consolidated Results Framework

The consolidated results framework tab is the single location to input all the project’s objectives, indicators, and targets. It follows a logical framework template. A logical framework is a planning tool used to outline a project's goals, objectives, outcomes, and activities. It provides a structured format for defining key components, establishing measurable indicators, and facilitating monitoring and evaluation, ensuring alignment and accountability throughout the project lifecycle.

Objectives: These are the broad goals the project will achieve. They describe the overall changes or benefits the humanitarian intervention is aiming for.

* Example 1: To provide immediate life-saving multi-sectoral emergency support for IDPs and conflict affected population in Ukraine and refugees in Hungary, Poland, Romania and Slovakia.
* Example 2: To enable access to and restoration of basic services for conflict affected people in Ukraine and refugees in Hungary Poland, Romania, and Slovakia.
* Example 3: To strengthen the resilience of host communities and build social cohesion with IDPs and crisis affected population in Ukraine and refugees in Hungary, Poland, Romania, and Slovakia.

Outcome: This refers to the specific changes or results that will happen as a direct result of the activities. It’s what you expect to see after the project is implemented.

* Example 1: People affected by the conflict, both refugees and internally displaced, received immediate lifesaving, multi-sectoral emergency support.
* Example 2: Improved access to basic needs through group cash transfers to local responders.
* Example 3: People affected by the conflict, both refugees and internally displaced, availed emergency health services, medical supplies and medicines.

Outputs: These are the tangible products or services your project will deliver. Outputs are the immediate results of the activities, such as completed training sessions or materials produced.

* Example 1: People affected by the conflict, both refugees and internally displaced, have access to their food requirements.
* Example 2: People affected by the conflict, both refugees and internally displaced, received blankets, beddings, and other items they need while living in temporary spaces.
* Example 3: People affected by the conflict, both refugees and internally displaced, received multi-purpose cash that will support them with their daily expenses.

Key Indicator: This is a specific measure used to track progress toward the objectives and outcomes. It aids in assessing whether the project is on the right track, such as the number of people trained or the percentage of people with improved health results.

* Example 1. # of people receiving emergency food assistance
* Example 2. # of people receiving non-food items
* Example 3. # of persons benefitting from multipurpose cash for community groups

Target Number of Persons: Total number of **individuals** - not households or families - that will be reached by the output.

Target Locations: The geographic area where the individuals will be assisted, defined as local as possible to a municipality/district area.

Data Source / Collection Method: Data source refers to where you will get the information needed to measure your key indicators. Data sources can include surveys, interviews, reports, administrative records, or direct observations. Identifying reliable sources is crucial for accurate evaluation.

Data collection methods are the techniques you will use to gather data from your chosen sources. Common methods include surveys (questionnaires), focus group discussions, interviews, and observational studies. The choice of collection method depends on the type of data needed and the resources available.

Frequency of reporting: Refers to how often you will provide updates on your project's progress. This includes regular intervals at which you will collect data, analyze it, and share findings with stakeholders. Commons reporting frequencies include Monthly, Quarterly, Biannually or Annually. Establishing a clear reporting frequency helps ensure accountability, keeps stakeholders informed, and supports timely decision-making throughout the project lifecycle.

Workplan

A project workplan is a detailed document that outlines the specific activities, timelines, and responsibilities for a project. It serves as a roadmap, guiding the project team in planning and executing tasks efficiently. The workplan helps ensure that objectives are met on schedule and resources are used effectively.

Using the template, requesting members complete the planned activities, scheduled planned dates, planned geographic locations, and planned number of beneficiaries during submission. Planned targeted beneficiaries is further separated into age, sex, and disability disaggregated data.

The template requires a detailed list of activities and anticipated schedules.