Credit: Mariel Harrison

SUPPLEMENTARY GUIDANCE

Supplementary Logframe Guidance

This document outlines some key guiding principles to consider when developing a logframe for the Biodiversity Challenge Funds (Darwin Initiative, Illegal Wildlife Trade (IWT) Challenge Fund, and Darwin Plus).

Please note this document should be used alongside the Monitoring, Evaluation and Learning (MEL) Guidance which can be found under Resources on the Monitoring, Evaluation and Learning page on each fund's website. It is intended to present some illustrative examples of good (and not so good!) practice when it comes to developing a logframe. You can also see a wide range of full project logframes in project application forms and reports that have been uploaded to Project pages on the respective fund websites:

- Darwin Initiative
- IWT Challenge Fund
- Darwin Plus

Logical Structure

When starting to develop your logframe, it is important to consider the overall logical structure – how do the different components interact with and complement one another? Do they reflect your project's objectives? Will they ensure achievement of your project's overall aims? As a reminder, the Biodiversity Challenge Funds (BCFs) defines key logframe components as follows:

- **Impact:** The long-term objective that your project will contribute to, but will not be solely achieved by your project (and might fall outside of project timeframe) – you should only have **one** Impact.
- **Outcome:** Your project's main objective. It is the change you expect to achieve as a result of and within the timeframe of this project. It should identify what will change, and who will benefit. There should be a clear link between the Outcome and the Impact– you should only have **one** Outcome.
- **Outputs:** The specific, tangible results from the completion of more than one activity. Their delivery is totally attributable to your project; they would not happen without your project. Outputs will provide the conditions necessary to achieve your intended Outcome – you should have between **2-5** Outputs.
- **Activities:** The actions and work that are carried out by the lead organisation and partners in implementing your project.

In short, the activities should support the achievement of the Outputs which will in turn support the achievement of the Outcome and longer-term Impact.

Please see the "Results Chains" section of the BCFs Monitoring, Evaluation and Learning Guidance for more detail on how the various key logframe components fit together.

Credit: Yannick Hillier

Format

To support the logical structure, it is critical to include all keys aspects of the logframe, ensuring you abide by wordcounts and that there are no gaps or empty boxes.

The Biodiversity Challenge Funds (BCFs) provides a template either within the application form or as a separate template (please be sure to check requirements for the scheme you are applying to) on which all applicants are required to submit their logframe. The template outlines a clear format which should not be altered, or else your application may be made ineligible. The below example of a logframe template highlights some of the key things you should consider:

Project Summary	**SMART Indicators (including disaggregated targets)**	**Means of Verification**	**Important Assumptions**
Impact: the long-term objective that your project will contribute to, but will not be solely achieved by your project (and might fall outside of project timeframe) – you should only have **one** Impact.			
Outcome: your project's main objective. It is the change you expect to achieve as a result of and within the timeframe of this project. It should identify what will change and who will benefit. There should be a clear link between the Outcome and the Impact – you should only have **one** Outcome.	Outcome indicators should be numbered as follows. 0.1 0.2 Etc. Aim for at least 2 indicators at Outcome level.	Means of verification should be numbered according to the indicator they support. At Outcome level, this should be: 0.1 0.2 Etc.	*Ensure you provide relevant assumptions*
Outputs: the specific, tangible results from the completion of more than one activity. Their delivery is totally attributable to your project; they would not happen without your project. Outputs will provide the conditions necessary to achieve your intended Outcome – you should have between **2-5** Outputs	Output indicators should be numbered according to the Output they support. For Output 1, this would be: 1.1 1.2 Etc. Aim for at least 2 indicators per Output.	Means of verification should be numbered according to the indicator they support. For Output 1, this would be: 1.1 1.2 Etc.	*Ensure you provide relevant assumptions*
Activities: the actions and work that are carried out by the lead organisation and partners in implementing your project. Activities should be numbered according to the Output they support.			

SMART Indicators

SMART is an acronym which provides a useful guide to ensuring the project indicators you have included in your logframe are robust and capable of measuring project progress. To breakdown what we mean by SMART:

S stands for Specific: indicators should be clearly defined and unambiguous, with sufficient detail to ensure that change can be evidenced using appropriate means of verification (MoV).

M stands for Measurable: indicators should be observable and trackable over time.

A stands for Achievable: indicators should be realistic and attainable within the scope of your project.

R stands for Relevant: indicators should directly relate to your project's goals and objectives – specifically, it should be capable of demonstrating progress towards/achievement of its corresponding Output / Outcome it sits beside.

T stands for Timebound: indicators should have a clear timeframe for achievement.

When developing your indicators you should ensure all aspects of SMART are included in each indicator. This will help ensure that the indicators included within your logframe are capable of demonstrating progress and achievement of the relevant Output or Outcome.

To breakdown what we mean by SMART, see the *How to Develop SMART Indicators* guide which can be found under Resources on the MEL page on each fund's website.

Stronger example:

Output 3 Statement: At least four community groups established to support livelihood diversification for 500 households (>3,000 people) through engagement in biodiversity-friendly products.
Output Indicator 3.1: 4 community business groups representing 500 households are established with members trained in business planning and finance management by the end of Y1 with a minimum 30% female membership.

In this example, the indicator is:

- **Specific** because it clearly articulates who will be trained and what they will be trained in;
- **Measurable** because it is possible to observe and track the creation of community groups, the number of participants, and the delivery and uptake of appropriate training;
- **Achievable** in the context of this project where a year is sufficient time to establish 4 community groups and deliver training;
- **Relevant** and well framed to capture increased capacity to engage in the production of wildlife friendly products, which is a central component of this project; and
- **Timebound** as it clearly states this will be achieved and the change measurable by the end of year 1.

Weaker example:

Output 3 Statement: Capacity of community groups is increased to diversify livelihood opportunities based on biodiversity-friendly products.
Output Indicator 3.1: 4 community business groups are established and trained in business planning and finance management.

In this example, the indicator is is not SMART. Despite the inclusion of a target it does not clearly articulate who will be trained, by when. As a result it is difficult to know if this is measurable or achievable in the context of the project.

Credit: WCS

Credit: Zac Miller

Baselines

Baselines are important to know what was happening before your project started. This then allows you to establish where you are starting from (i.e. sets a benchmark), and to compare and evaluate progress.

You should include baselines for all indicators. If you are unable to establish a baseline for some indicators at the project design stage, you should be clear within the logframe when you expect to establish the baseline within the lifetime of the project. A best estimate of the baseline information you do have can also be helpful, even if you know this needs to be refined.

Baseline information should be as recent as possible, and consider including multi-year averages where possible to ensure the baseline doesn't reflect an unusual year.

Stronger example:

Output Statement: The Orangutan population is viable, with the nature reserve protected and illegal activities reduced; aided by strengthened local environmental stewardship and enhanced livelihoods.
Output Indicator 0.1: Orangutan population increased by at least 17% (baseline 138 individuals (2024 survey)), reaching and exceeding the minimum viable orangutan population size, by project end.

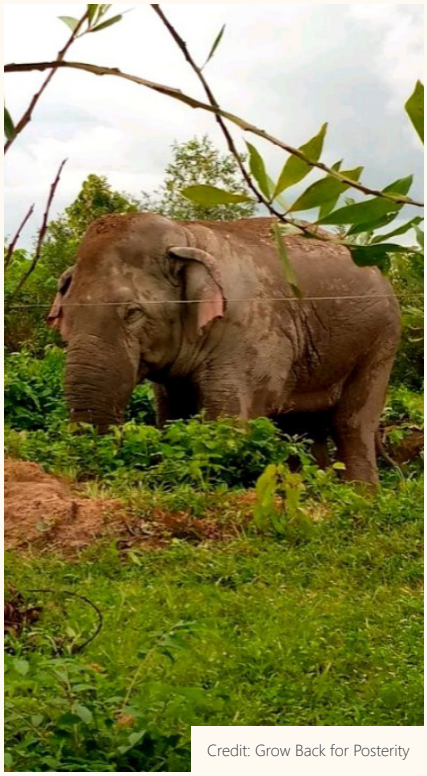
In this example, the baseline total and year are clearly articulated, and a clear target is included.

Weaker example:

Output Statement: The Orangutan population is viable, with the nature reserve protected and illegal activities reduced; aided by strengthened local environmental stewardship and enhanced livelihoods.
Output Indicator 0.1: Orangutan population increased by at least 17% reaching and exceeding the minimum viable orangutan population size, by project end.

Whilst a clear target is included in this example, the lack of baseline information will prevent the project from clearly demonstrating its progress.

Targets



Credit: Grow Back for Posterity

Each indicator within your logframe must have targets and annual milestones set before you begin implementing your project. The MEL Guidance includes a list of principles related to the establishment of robust targets. Key considerations include:

- Targets are within the lifetime of project. All targets must be within the lifetime of the project to ensure they can be attributed to the project.
- Avoid percentage (%) change targets if you don't have a clear baseline, as the scale of anticipated change is then unclear. If you are estimating a percentage change target against an estimated baseline, you should be clear on how you have made this estimate.
- Include indicators able to monitor expected change over the lifetime of the project and not simply measure change expected at the end of the project. It may be useful to consider interim targets for this purpose.
- All targets must include relevant disaggregation. This is particularly important for indicators related to people. All people indicators should be disaggregated by gender (men, women, other) and Indigenous People and Local Communities status (IPLC, other).[1]

Please see the Standard Indicator Guidance for further information on how to develop your indicators and consider disaggregation. This can be found under Resources on the MEL page on each fund's website.

Stronger example:

Output 3 Statement: Identification of alternative and/or enhanced livelihoods (including agroforestry and elephant-resilient crops) that promote human-elephant coexistence.
Output Indicator 3.1: Two viable elephant-friendly alternative livelihood options identified through community-led focus groups in 16 human-elephant conflict zones across the national park (including ca. 500 households) by end of year 1.

This example clearly states the target number of elephant-friendly livelihood options to be identified (2), how they will be identified (community-led focus groups), where they will be identified (in 16 human-elephant conflict zones across the park), and when they aim to have achieved this (by the end of year 1).

Weaker example:

Output 3 Statement: Identification of alternative and/or enhanced livelihoods (including agroforestry and elephant-resilient crops) that promote human-elephant coexistence.
Output Indicator 3.1: Community-led focus groups in human-elephant conflict zones across the national park assesses farmer receptiveness to viable elephant-friendly alternative livelihoods.

This example does not clearly state a target number of elephant-friendly livelihood options, a target number of beneficiaries, nor when they aim to have achieved this by.

Credit: M. Graham

[1] The term "Indigenous Peoples and local communities" and its acronym "IPLC" are widely used by international organisations and conventions to refer to individuals and groups who self-identify as indigenous or as members of distinct local communities. We adopt this terminology with particular emphasis on those who "maintain an inter-generational historical connection to place and nature through livelihoods, cultural identity, languages, worldviews, institutions, and ecological knowledge".

Credit: Justin Grubb

Means of Verification (MoV)

The means of verification (MoV) are the sources of evidence (e.g. datasets, surveys, reports, photographs, interview transcripts, minutes from meetings, published articles etc.) you will use to track and demonstrate achievement of your indicators. As mentioned above, all indicators should have a corresponding MoV. You should provide your MoVs in project reporting to demonstrate achievement of indicators.

When considering the most appropriate MoV, you should consider what source of evidence most accurately captures the expected change the relevant indicator outlines. For example, if training has been completed to build capacity of participants, although providing an attendance list demonstrates the training took place, it does not provide evidence that capacity of the participants has increased as a result of attending the training. Stronger MoVs could include feedback from participants to help capture information on the quality of training, and pre- and post-training assessments to capture changes to knowledge and understanding.

You should also:

- Specify the data sources and data collection method within the project design stage.
- Be clear on the frequency of data collection and ensure this aligns with the targets set.
- Outline who will be responsible for collecting data and reporting, including quality assurance.

Stronger example:

Output 1 Statement: Reduced direct threats to forest habitat and rare and threatened species, through effectively operating joint protection and monitoring units.
Output Indicator 1.2: Four protection and monitoring unit teams totalling 20 people, are trained in SMART patrolling and biodiversity monitoring by end of Y1Q4, with a minimum 30% female membership.
Output Indicator 1.2 MoV: Training reports and pre- and post-training test results, with all relevant data disaggregated by sex.

In this example, gender disaggregated pre- and post-training test results captured in training reports provide evidence that capacity of male and female participants has increased as a result of training attendance.

Weaker example:

Output 1 Statement: Reduced direct threats to forest habitat and rare and threatened species, through effectively operating joint protection and monitoring units.
Output Indicator 1.2: Four protection and monitoring unit teams totalling 20 people, are trained in SMART patrolling and biodiversity monitoring by end of Y1Q4.
Output Indicator 1.2 MoV: Attendance records

In this example, Attendance records fail to capture the change resulting from the training. Moreover, it is not clear that gender disaggregation will happen.

Assumptions

Project achievements will often be dependent on external conditions outside the control of your project. Any risks associated with external conditions should be noted within your project's risk register and related assumptions included within your project's logframe.

Assumptions should be risks the project team are monitoring or have mitigating measures in place for. These should be things the project team has no direct control over.

"Killer" assumptions are critical assumptions upon which the success of your project heavily depends. They are often external conditions that, if not met, could jeopardise the entire project. It is essential to address and resolve these assumptions to the extent possible during the project design process. For example, a killer assumption might be that "political and community will is favourable for marine protected area (MPA) establishment." In this case the project team should confirm during the design stage whether there is sufficient political will and community support to ensure the successful establishment of the MPA. Identifying and mitigating such killer assumptions early on can significantly enhance your project's chances of success.

Stronger example:

Outcome / Output	Assumption
Output 1: Regional policies, development and spatial plans, and sustainable financing mechanisms support the long-term protection of protected land and seascapes covering 4 million hectares.	Existing commitment and support of provincial government and communities is maintained for biodiversity friendly, low carbon development plans, integration of terrestrial spatial planning and coastal areas & small islands spatial planning.
Output 1: Communities understand ecological and socio-economic benefits of the existing MPA closure to create support for new closures.	Existing agreements with community members to share valid fish catch / income data are maintained.

In these examples it is clear that the project has already engaged with key project stakeholders to generate support for project interventions, and that this existing commitment will be monitored.

Weaker example:

Outcome / Output	Assumption
Output 1: Relevant local stakeholders are enabled to continuously and meaningfully engage in the designation, zoning and management of the marine protected area (MPA).	Political will is favourable for MPA establishment. Communities are amenable to MPA establishment and management. Adaptation of good governance and other best practices will result in sustainable and meaningful engagement of MPA stakeholders.
Output 1: Communities understand ecological and socio-economic benefits of the existing MPA closure to create support for new closures.	Community members will be willing to share valid fish catch / income data.

In these examples, whilst the project has identified the need for stakeholder support in the delivery of their project, work has not been done to generate this support during project design. This is a killer assumption because, if in implementation there is a lack of political will or community support, the project will fail.

Credit: Julian Tyne