Webinar on Encoding Logframes

Starting Soon!

Thank you for joining us

- Language: English
- Other languages available at other times

- Webinar will be recorded (until the Q&A section)
- Recording available in Capacity4Dev Group
- PPT will be shared in the group too

- Use the Q&A function via the specific button
- Questions can be asked verbally at the end

Webinar for Implementing Partners delivered by meldea

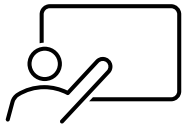
Encoding logframes

Webinar for Implementing Partners

meldea

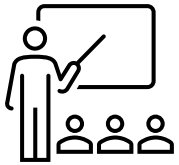
European Commission

Speakers



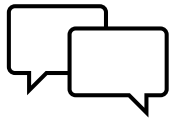
Facilitator:

- Katrina Bregovic
  - meldea



Facilitator:

- Paula García
  - meldea



Chat Support:

- Greta Sophie Codda
  - meldea

Agenda

Agenda

Accessing the system
Encoding Results
Encoding Predefined Indicators
Encoding Customised Indicators
Q&A

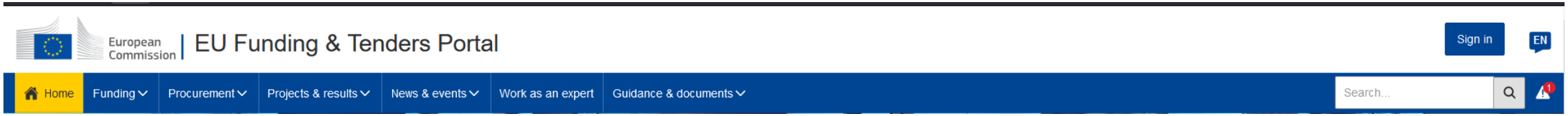
Not covered

- Any contractual questions → contact your EC Operational Manager
- Quality of logframe in general
- Relevance of indicators
- Topics
  - Effectiveness Score → Webinar on Current values
  - Gender Data Score → Webinar on Current values
  - Encoding Current values → Webinar on Current values
  - Predefined indicators → Webinar on Indicators

Accessing the System

Accessing the System

- For Implementing Partner via the EU Funding & Tenders Portal
  - Use Chrome or Firefox



- Requires an EU Login
  - Login via “Sign in” or click there to create an EU Login → “Create an account”

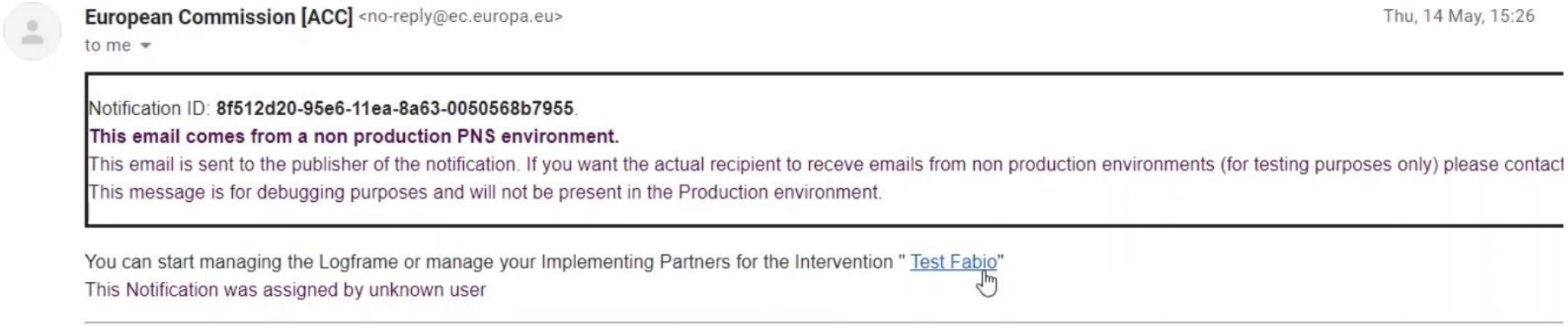
Accessing the System

- For the Intervention → Invitation needed

- **Both IP roles can edit the logframe without limitations.**
- **Only the LEAD IP role can submit the logframe (and current value) to the EC.**
- **There is no “View only” role.**

Accessing the System

- E-mail notification when invited (not required for accessing) → **EU Login existing**



European Commission [ACC] <no-reply@ec.europa.eu> Thu, 14 May, 15:26

to me

Notification ID: **8f512d20-95e6-11ea-8a63-0050568b7955**.

This email comes from a non production PNS environment.

This email is sent to the publisher of the notification. If you want the actual recipient to receve emails from non production environments (for testing purposes only) please contact

This message is for debugging purposes and will not be present in the Production environment.

You can start managing the Logframe or manage your Implementing Partners for the Intervention " Test Fabio"

This Notification was assigned by unknown user

Accessing the System

- E-mail notification when invited (not required for accessing) → **EU Login NOT existing**

From: Authentication Service <automated-notifications@nomail.ec.europa.eu>
Date: On Monday, October 9th, 2023 at 10:19
Subject: EU Login – Your access to Funding & tender opportunities
To: NAME <EMAIL>

Dear Implementing Partner Name,

European Commission has invited you to register to EU Login in order to access "Funding & tender opportunities".

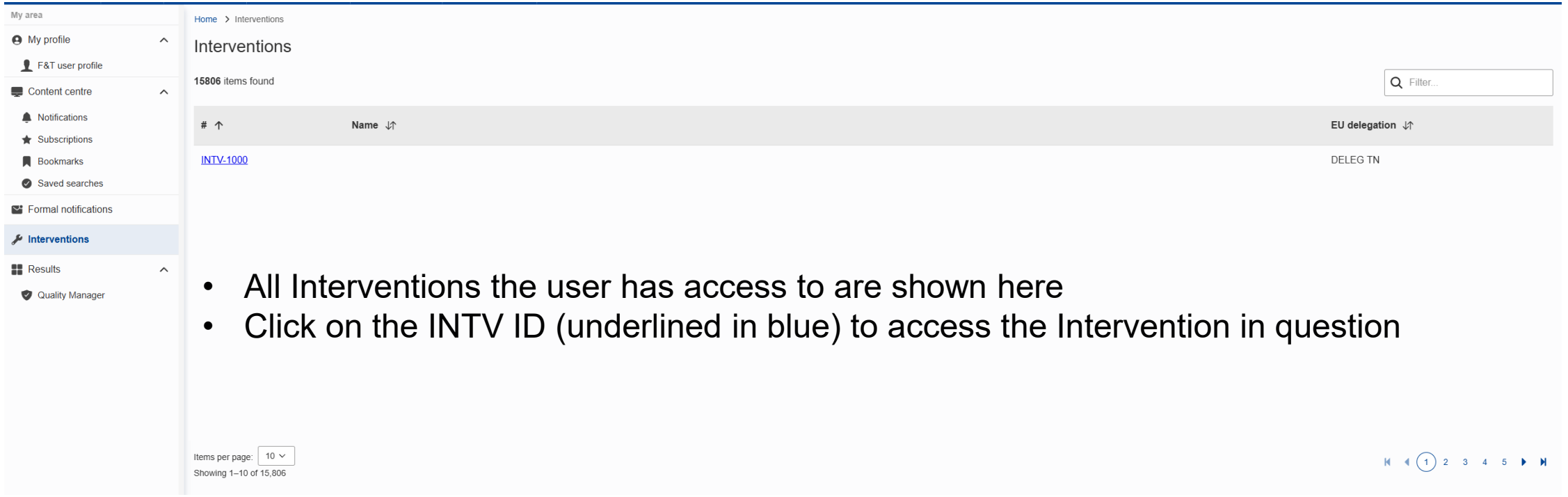
To accept the invitation, follow the link below:
<accept invitation>

If this email reached you in error, you can disregard it or decline the invitation:
<decline invitation>

Sent to you by EU Login

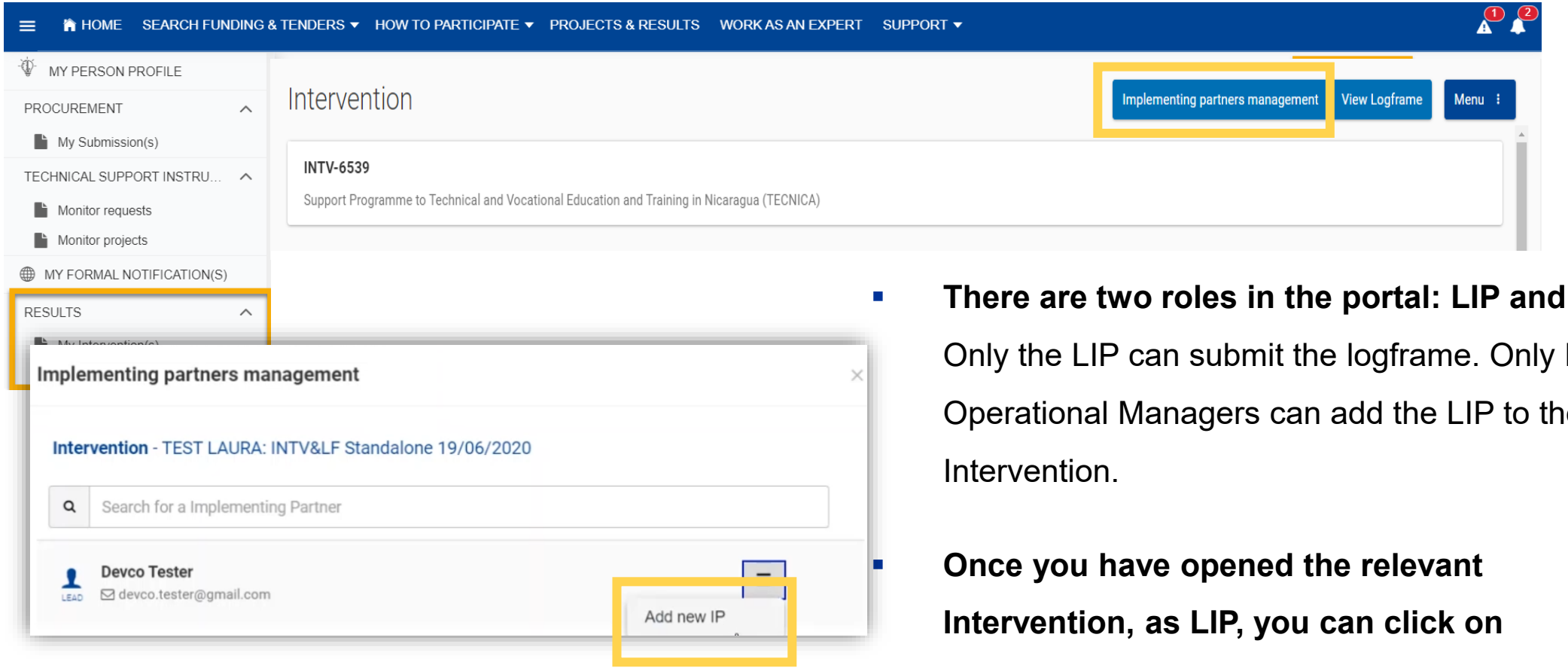
Accessing the System - DEMO

- From Menu → Results → Interventions



- All Interventions the user has access to are shown here
- Click on the INTV ID (underlined in blue) to access the Intervention in question

Accessing the System - DEMO

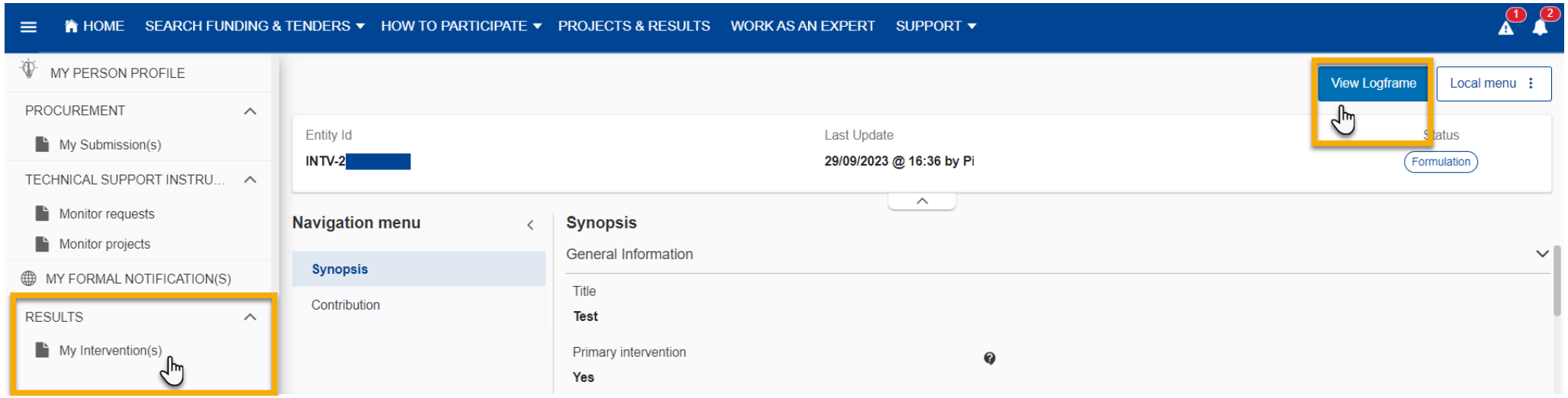


- **There are two roles in the portal: LIP and IP.** Only the LIP can submit the logframe. Only EC Operational Managers can add the LIP to the Intervention.

- **Once you have opened the relevant Intervention, as LIP, you can click on "Implementing Partners management" to give access to other Implementing Partners (IP).**

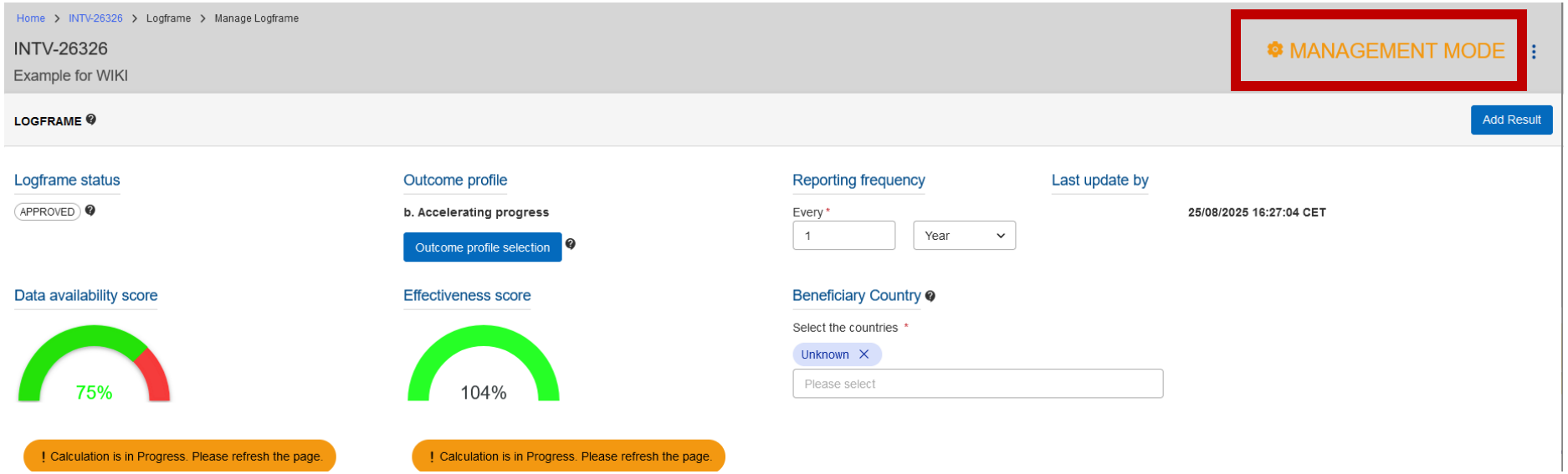
Accessing the System - DEMO

- In the Intervention view click on
  - **Create Logframe** → when no logframe is encoded
  - **View Logframe** → after logframe encoding has started



The basics and header

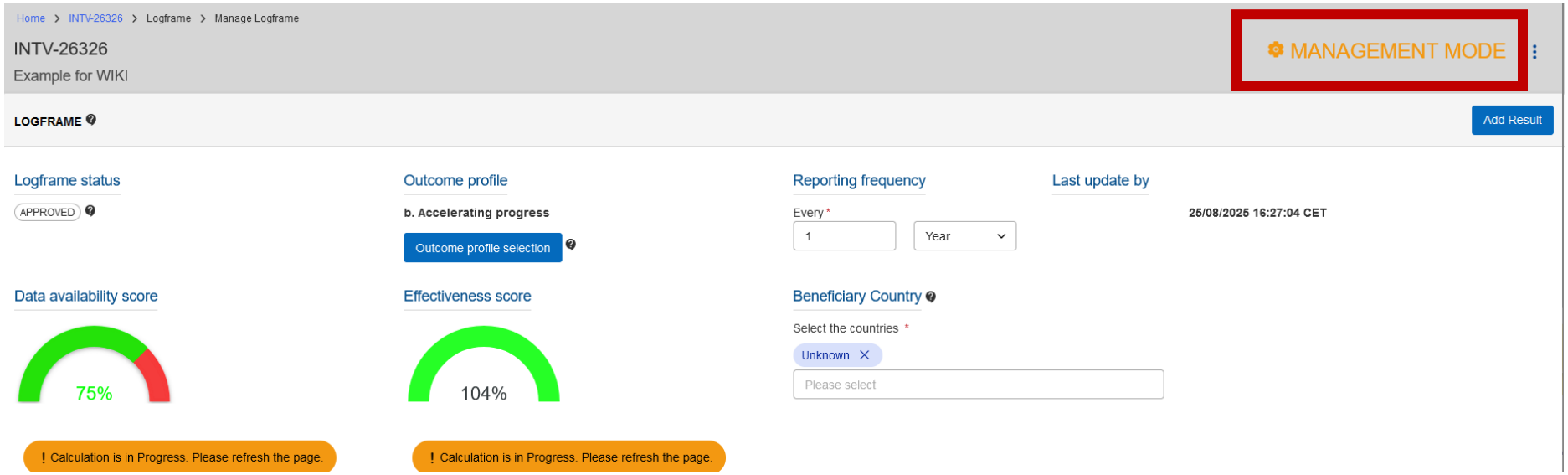
Logframe header



- **The following actions <u>can</u> be done in Management Mode**
  - Adding, deleting (limited) Beneficiary Country
  - Adding, editing, and deleting Results
  - Adding, editing (limited), and deleting Indicators
    - *When no current values are encoded*

- **The following actions <u>cannot</u> be done in Management Mode**
  - Submitting logframe for approval
  - Adding, editing, and deleting current values
  - Submitting current values for approval
  - Adding, editing, and deleting matching indicators

Beneficiary Country

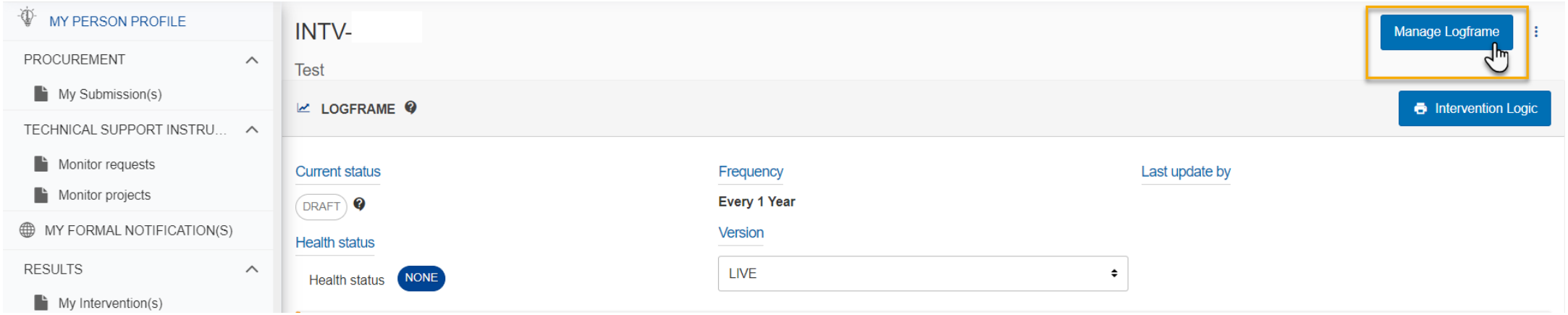


- New functionality to allow aggregation of results by country on indicator level
- Initial release only asks for identification of ALL beneficiary countries, where activities are implemented
- Next step in the release to come in early 2026, ALL logframes with more than one country encoded are expected to get FULLY disaggregated data for each indicator (reporting needs to be done accordingly)
- Remove unknown and replace with relevant countries
- Once the logframe and countries are approved, new countries can be added, but no previously added country can be removed anymore.

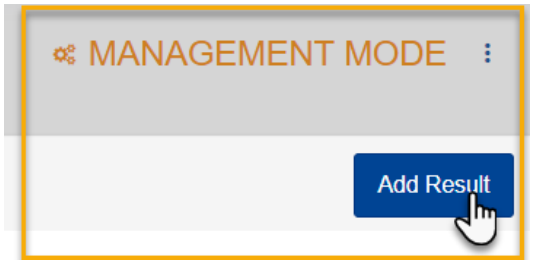
Encoding Results

Encoding Results

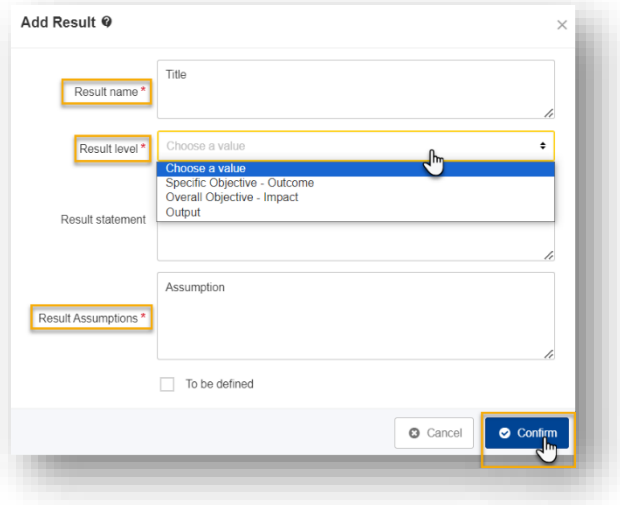
- Click on “Manage Logframe”
- **New logframe automatically opens in “Management Mode”**



Encoding Results

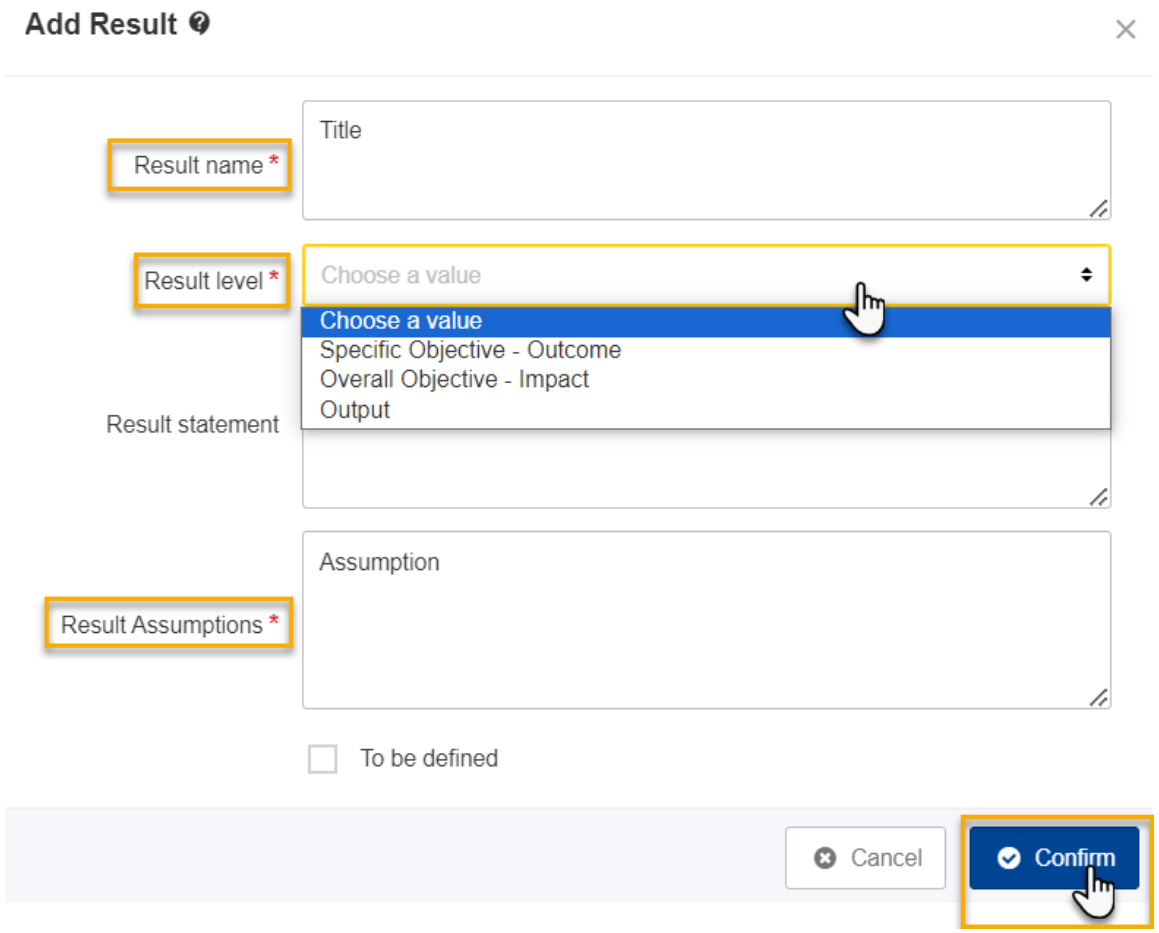


- After clicking on “manage logframe”, you will see the logframe in “management mode”. Results can only be added in “management mode”.



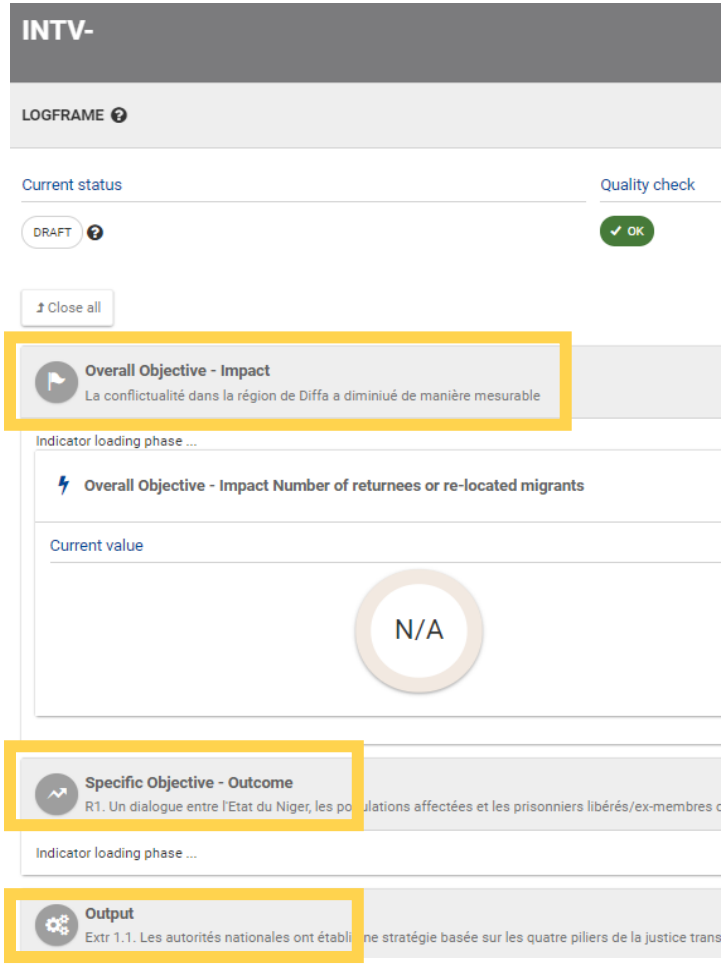
- In management mode, when you click on “Add result”, a pop up will appear

Encoding Results



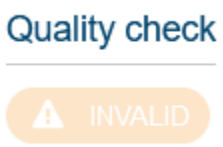
- **You will need to populate the following fields in the pop up:**
  - **Add the Result name**
    - Copy it from the Word/Excel document of the logframe
  - **You need to encode the relevant Result levels:**
    - Impact, Outcome, Output
  - **Add additional information**
    - Add in Results statement (not mandatory field). Data in this field is not visible in the overview of the logframe
  - **Add Result Assumptions**
    - Only for outcomes and outputs
    - Select “To be defined” if it is not available in your Agreement
  - Click on **Confirm**

Encoding Results

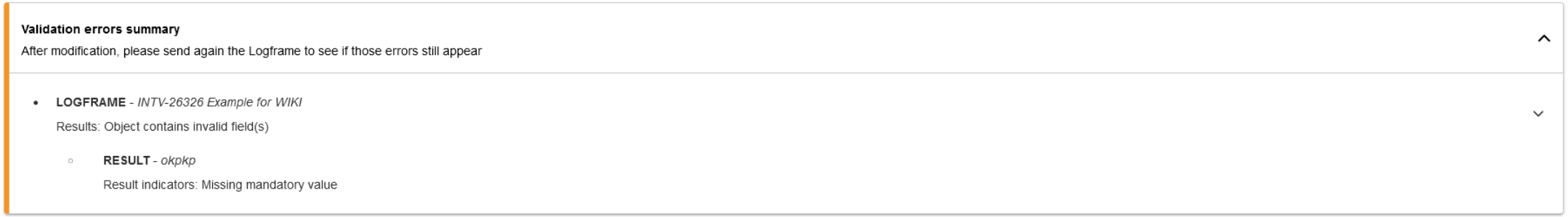


- Once you populate the fields in the pop up, this is how your logframe will look like in OPSYS.
- The **Quality check** has moved to the ***green OK sign***.

Encoding Results



- When encoding Results and saving them without indicators, an error message indicating an “Invalid” Quality Check will appear in Management Mode
- Error list



This is a completion check in the system to verify if every encoded Result has at least one indicator attached.

Encoding Results

- **Edit Results**
  - Can be done in any form and way → No limitations

Green and or blue button with arrows reorganise the order of Results within the logframe.

Encoding Results

- Deleting Results via the little blue arrow → Delete Result

All indicators encoded under the Result **will be deleted**

- Cannot be undone
- Only works when NO current values are encoded

Short Q&A on Encoding Results

5 minutes

Encoding Predefined Indicators

In EU interventions: predefined and customised indicators

Predefined indicator

Good practice indicators validated by the thematic units

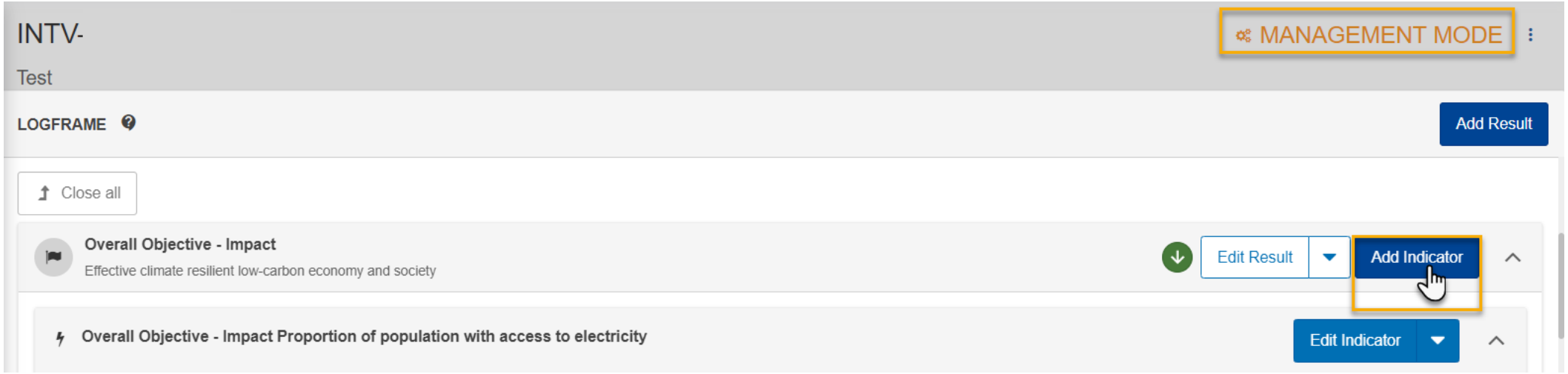
Preencoded in OPSYS; values can be aggregated, making visible the contributions made to EU results by projects and implementing partners.

Customised indicator

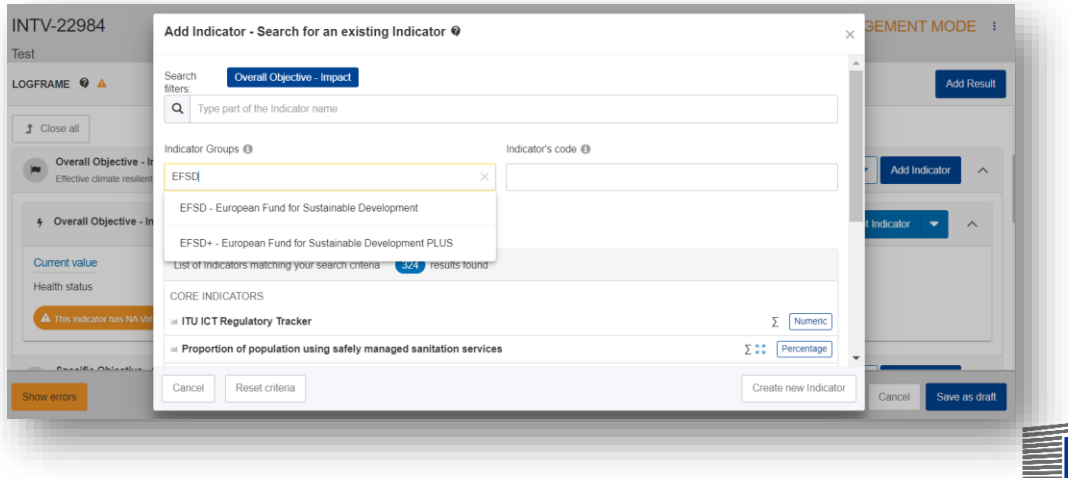
Indicators developed by the implementing partner or operational manager

Customised indicators can only be re-used by the encoder in OPSYS. No aggregation, less visibility.

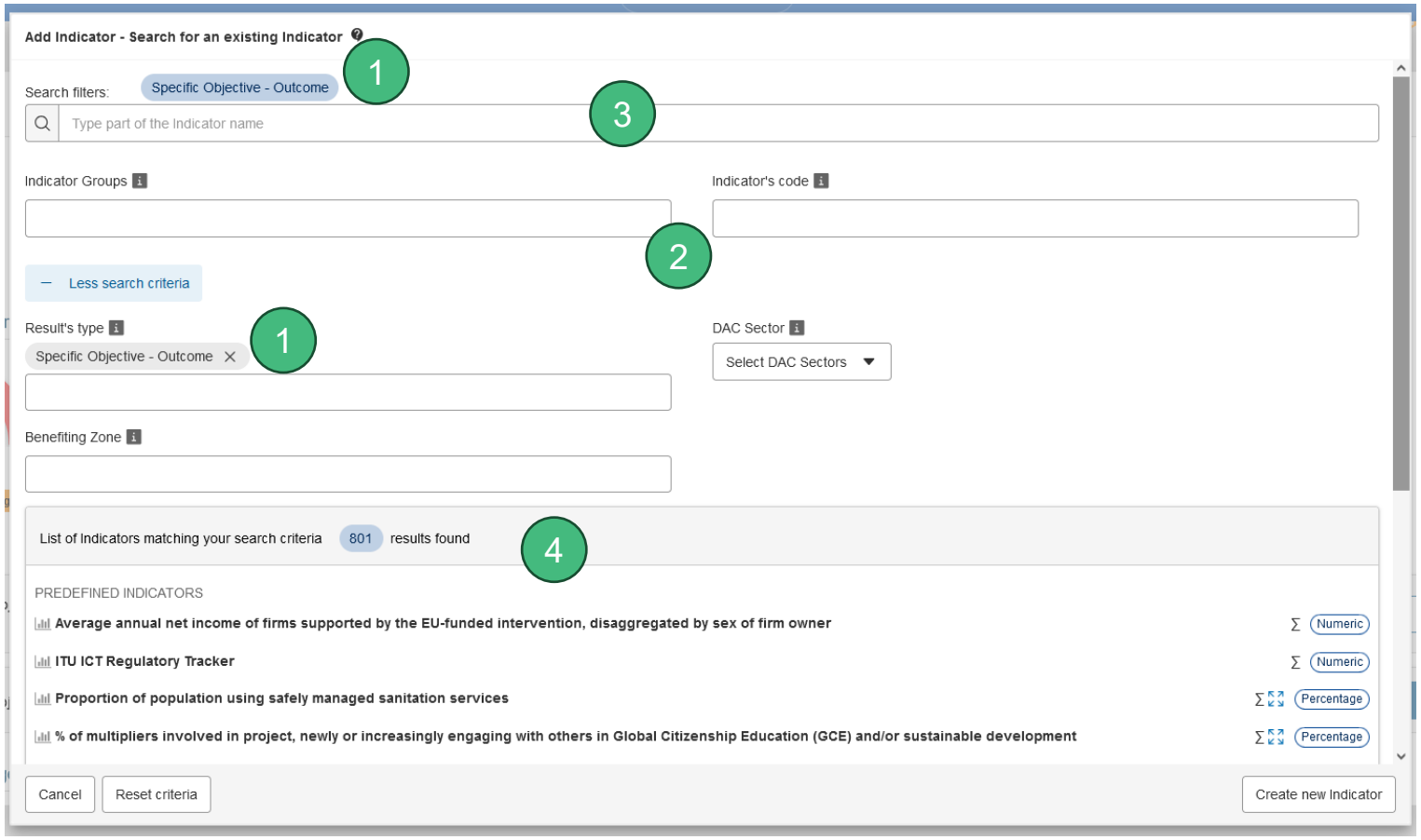
Encoding Predefined Indicators



- In management mode, when you click on **Add indicator** a pop up will appear
- Ensure you click on the correct result → Indicators cannot be moved between results

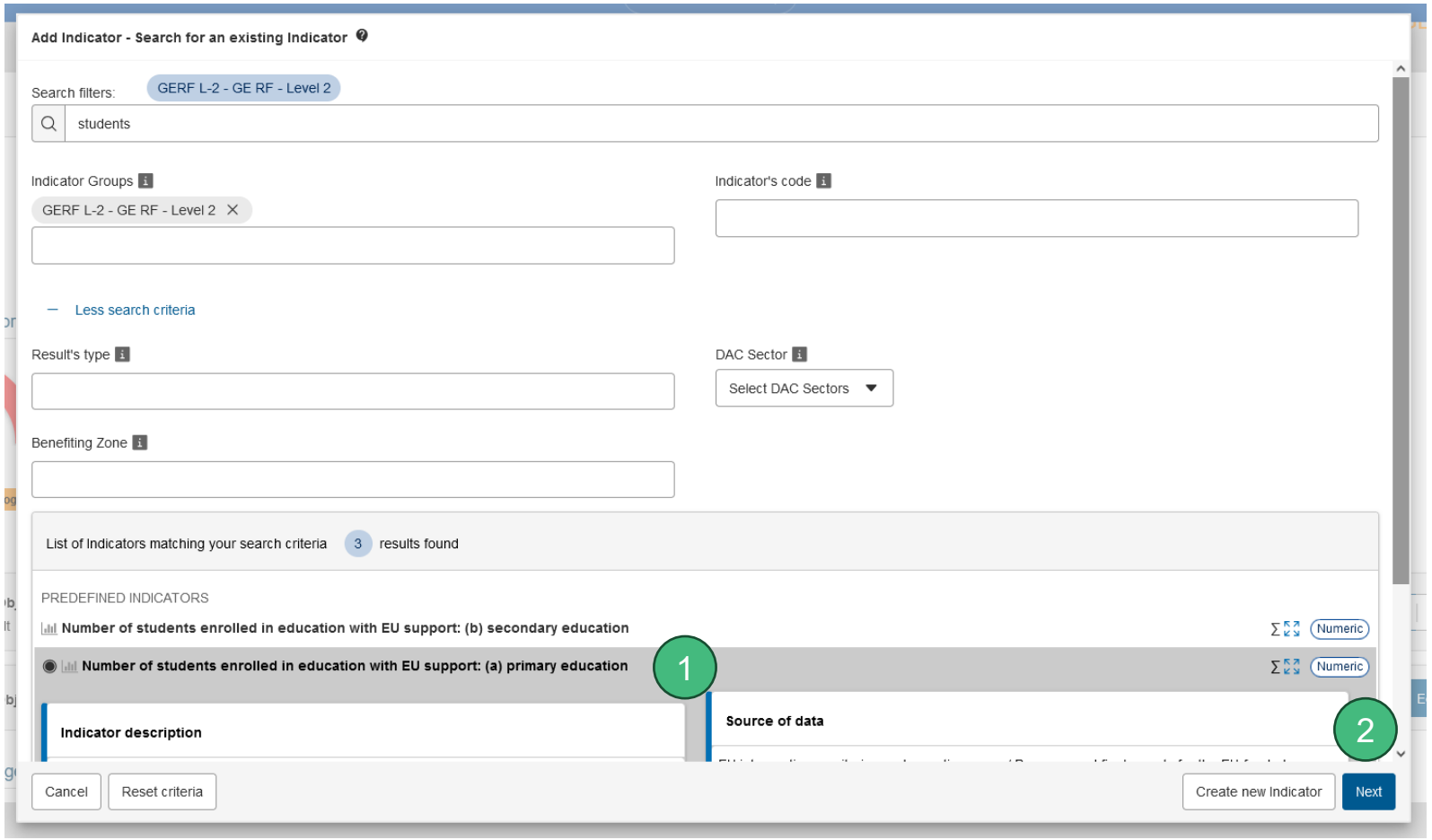


Encoding Predefined Indicators



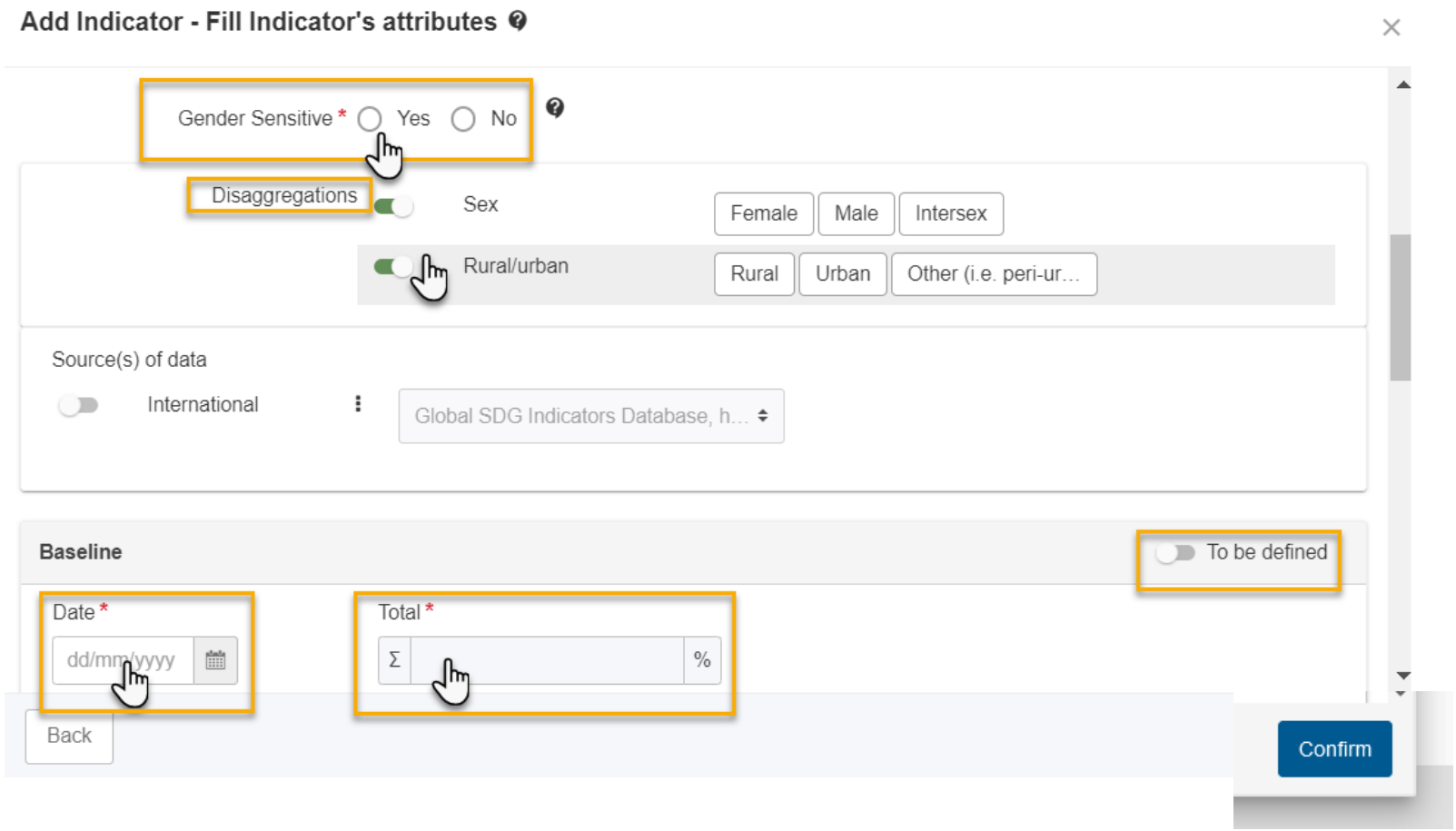
1. List of predefined indicators is pre-filtered based on the result level
2. Filter Options available to simplify the search
3. Search by keywords that can be found in sequence in the indicator name
4. Relevant results are displayed

Encoding Predefined Indicators



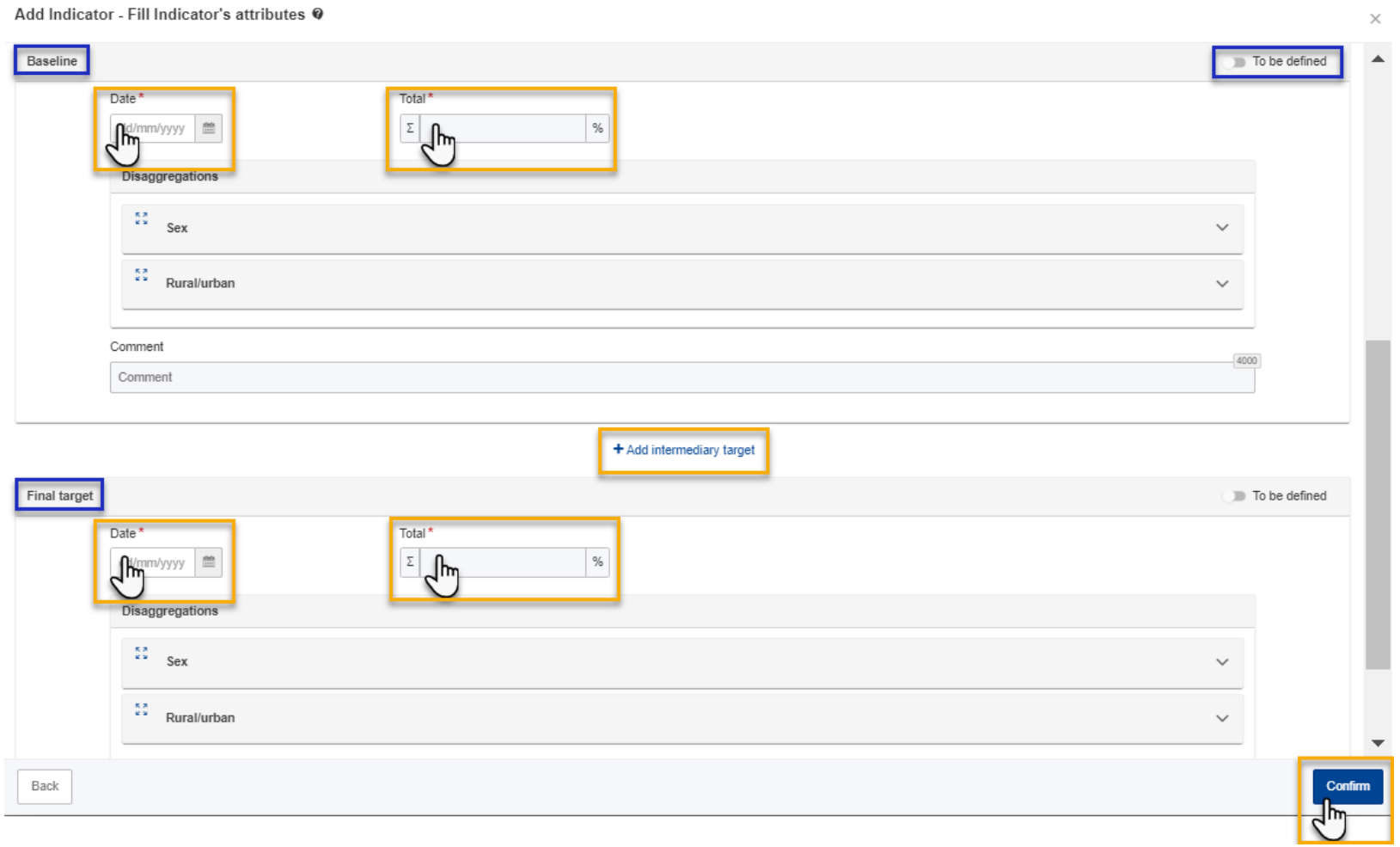
1. Select indicator by clicking in the row
2. Select “Next”

Encoding Predefined Indicators



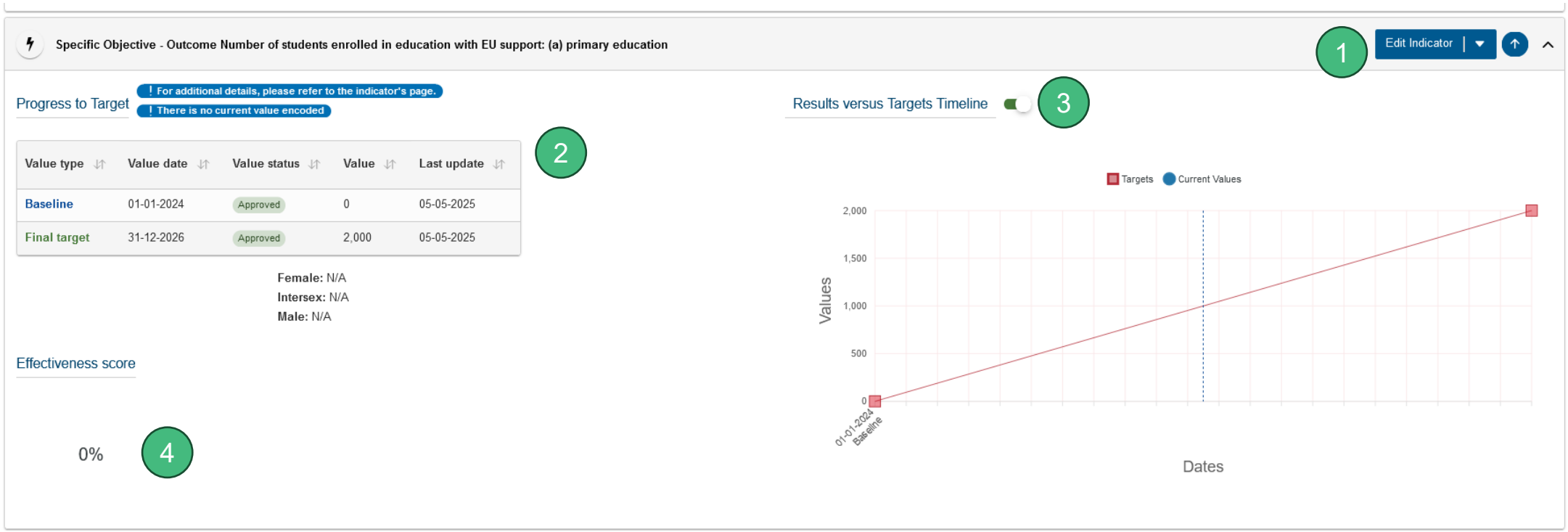
- **You will need to populate the following fields to encode the indicator attributes:**
  - Select the appropriate option for Gender Sensitive flag
  - Add the relevant disaggregation and sources of data
  - Include the Baseline details. If there is no information, you can select “To be defined”

Encoding Predefined Indicators



- It is mandatory to fill in the Baseline and Target or indicate 'To be defined'.
- Intermediate targets are optional → Outcome profiles
- When all is filled → CONFIRM

Encoding Predefined Indicators



1. Can be edited or deleted (as just created, everything can be possible → never approved)
2. The Baseline and Target
3. A visual representation (for quantitative indicators only)
4. The Target achievement (will be explained later)

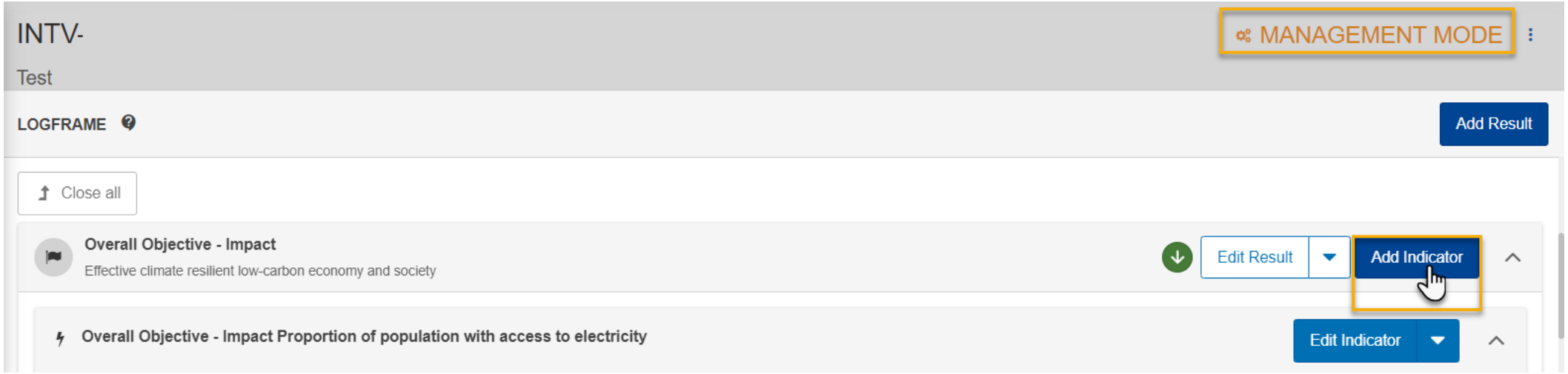
Short Q&A on Encoding Predefined Indicators

5 minutes

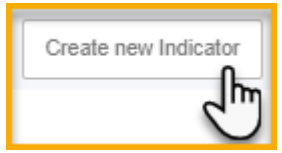
Encoding Customised Indicators

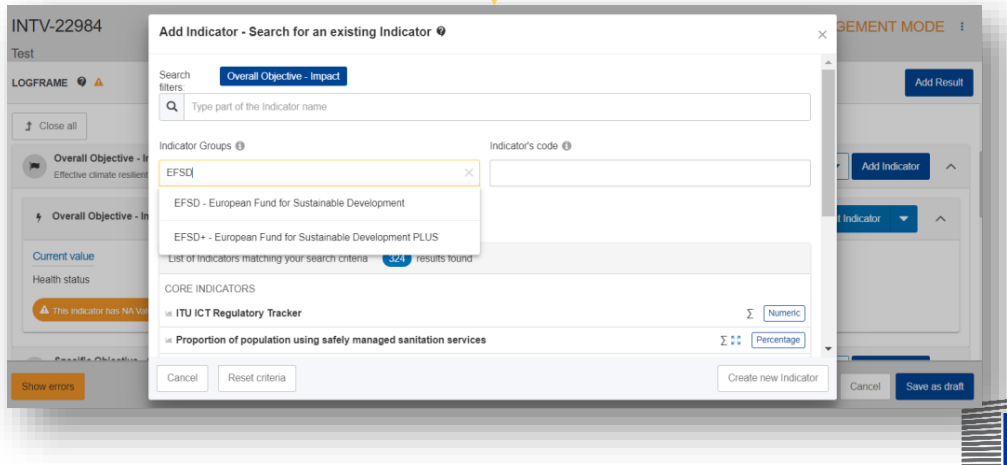
NOT for FPI-funded Interventions

Encoding Customised Indicators

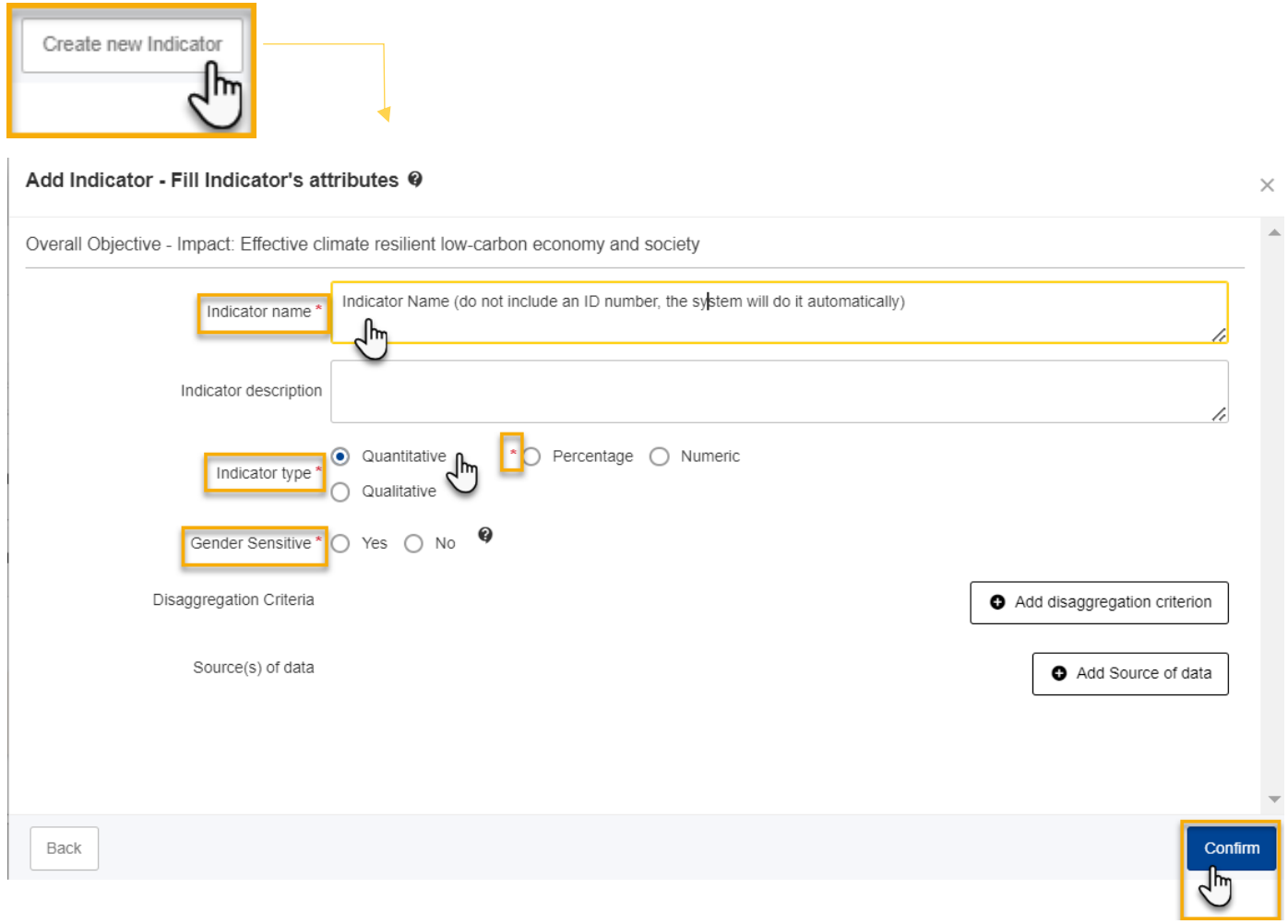


- In management mode, when you click on “Add indicator” a pop up will appear. Click at the bottom right on “create a new indicator”





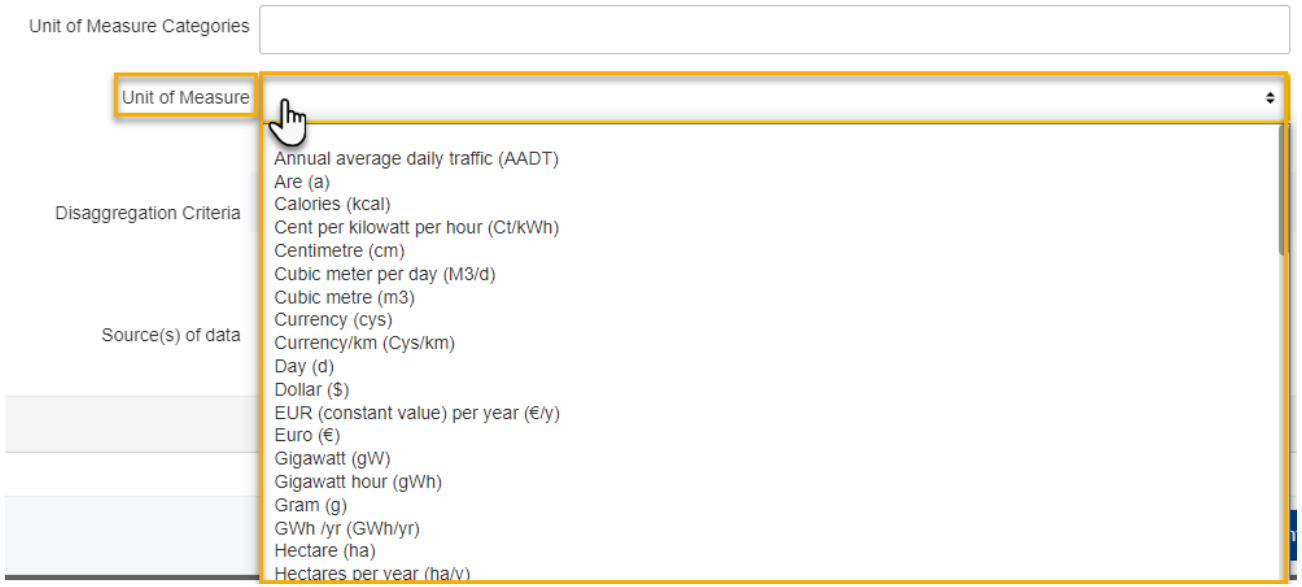
Encoding Customised Indicators



- **Encode the following information in the pop up:**
  - *Indicator title,*
  - *Description (to explain acronyms for example),*
  - *mention the type of indicator (quantitative=numerical ; qualitative=text),*
  - *add a unit of measure (percentage of numeric) for quantitative indicators*
  - *You can add source of data and disaggregation*
  - *Click on “confirm” (only when baseline/target is also encoded)*

Encoding Customised Indicators

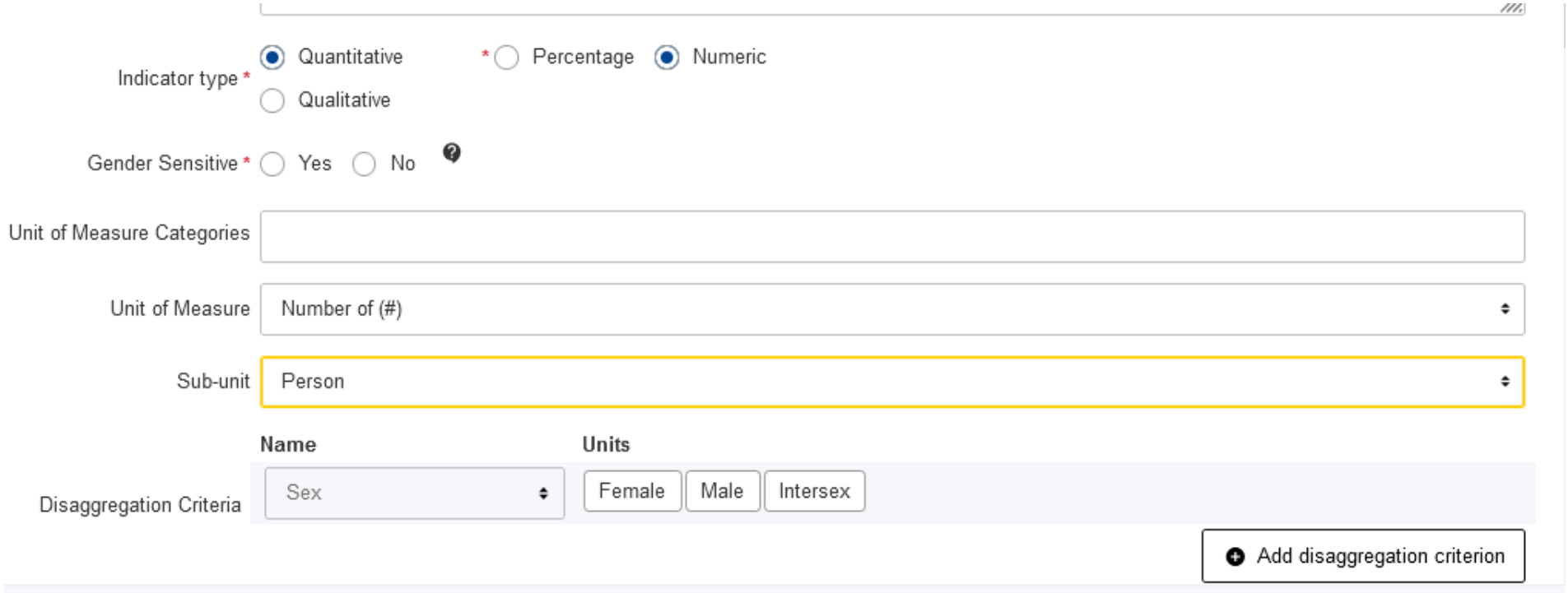
Examples of units of measure for Quantitative Indicators



Megawatt (mW)
Megawatt hour (mWh)
Meter (m)
Meter per second (m/s)
Metric ton (t)
Microgram (mcg)
Microgram per cubic meter (µg/m3)
Milligram (mg)
Millimetre (mm)
Minute (min)
Month (M)
Mt CO2-equivalent (MtCO2e)
Newton (N)
Number of (#)

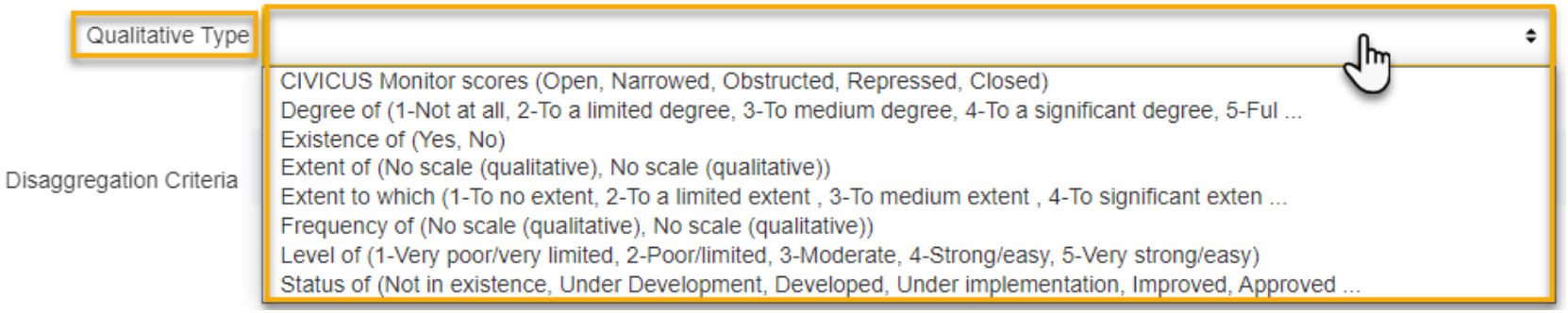
- **Options of Unit of Measure for Quantitative Indicators**
  - Another example (right)

Encoding Customised Indicators



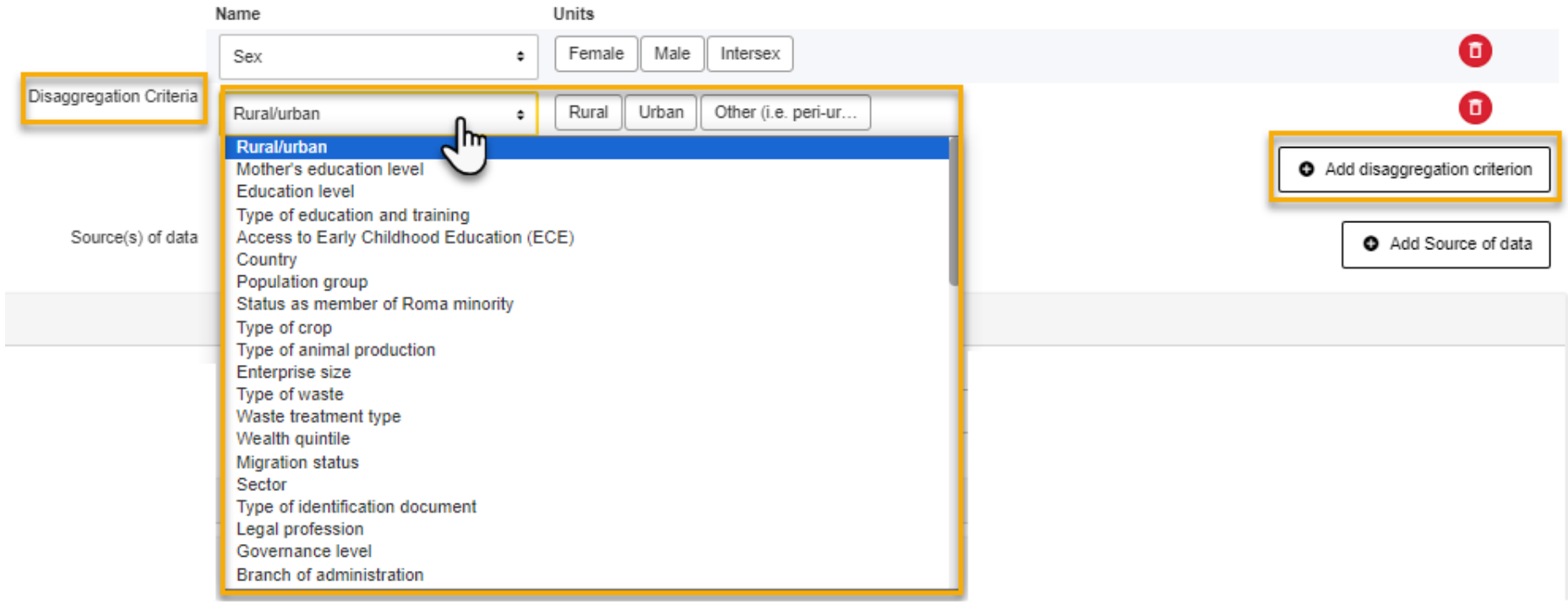
- The "Unit of Measure" Number of has two "Sub-units", Person and Other
- When "Person" is selected, sex disaggregation is mandatory
- Always to be used when counting people (no matter how they are called in the indicator)

Encoding Customised Indicators



- Different list for **Qualitative Indicators**
- The list in Qualitative Types in the system is limited

Encoding Customised Indicators

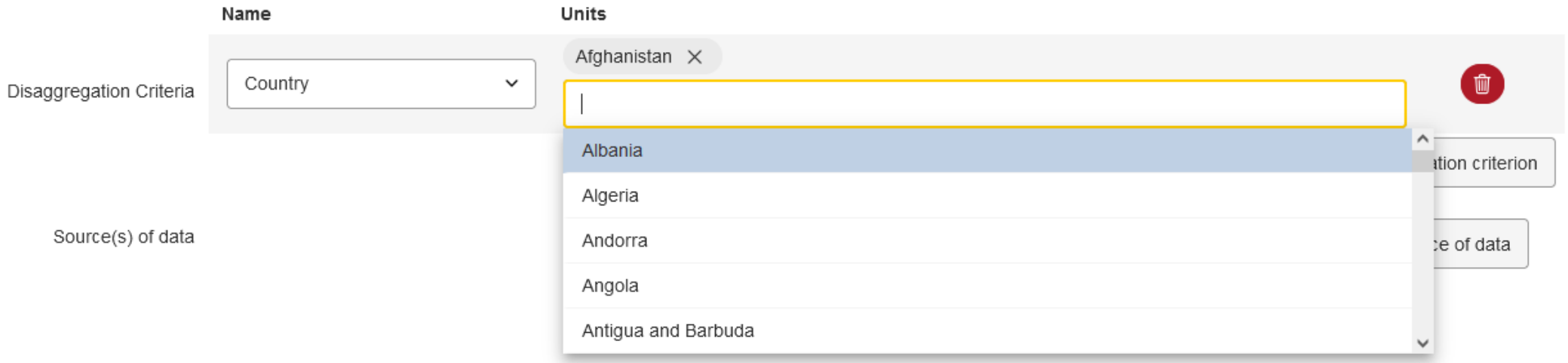


- You can add a new **disaggregation criteria** and choose the **disaggregation type** and **sub type** from the dropdown list.

- Click on **confirm** to go to the next step

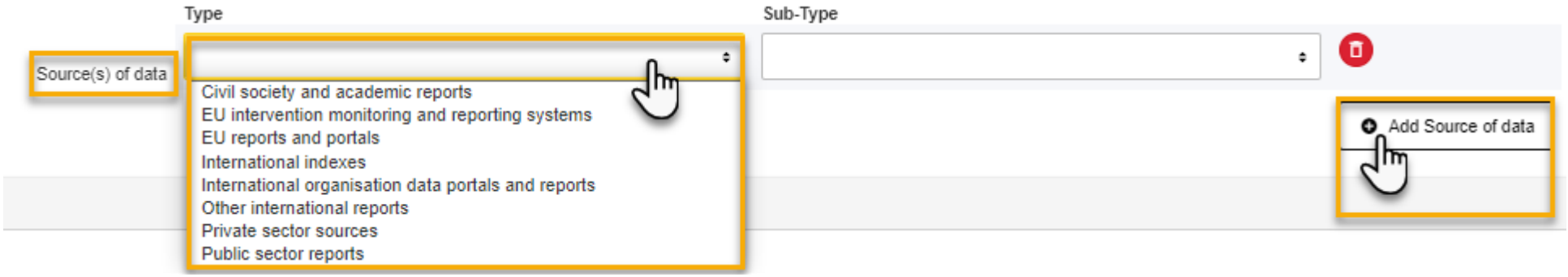
Disaggregation cannot be changed once an indicator has been approved.

Encoding Customised Indicators



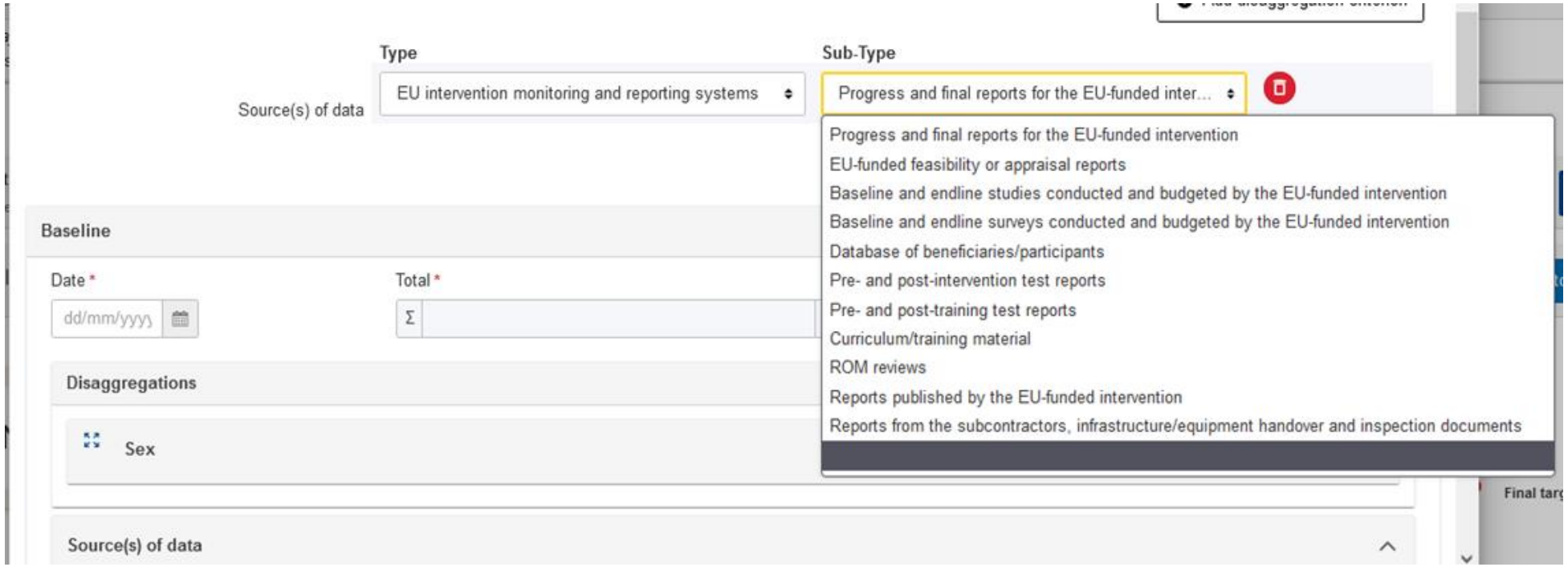
- For the disaggregation “Country” instead of seeing all 190+ countries in the disaggregation criteria, relevant countries are to be selected only.

Encoding Customised Indicators



- You can add a source of data from the dropdown list in the Portal

Encoding Customised Indicators

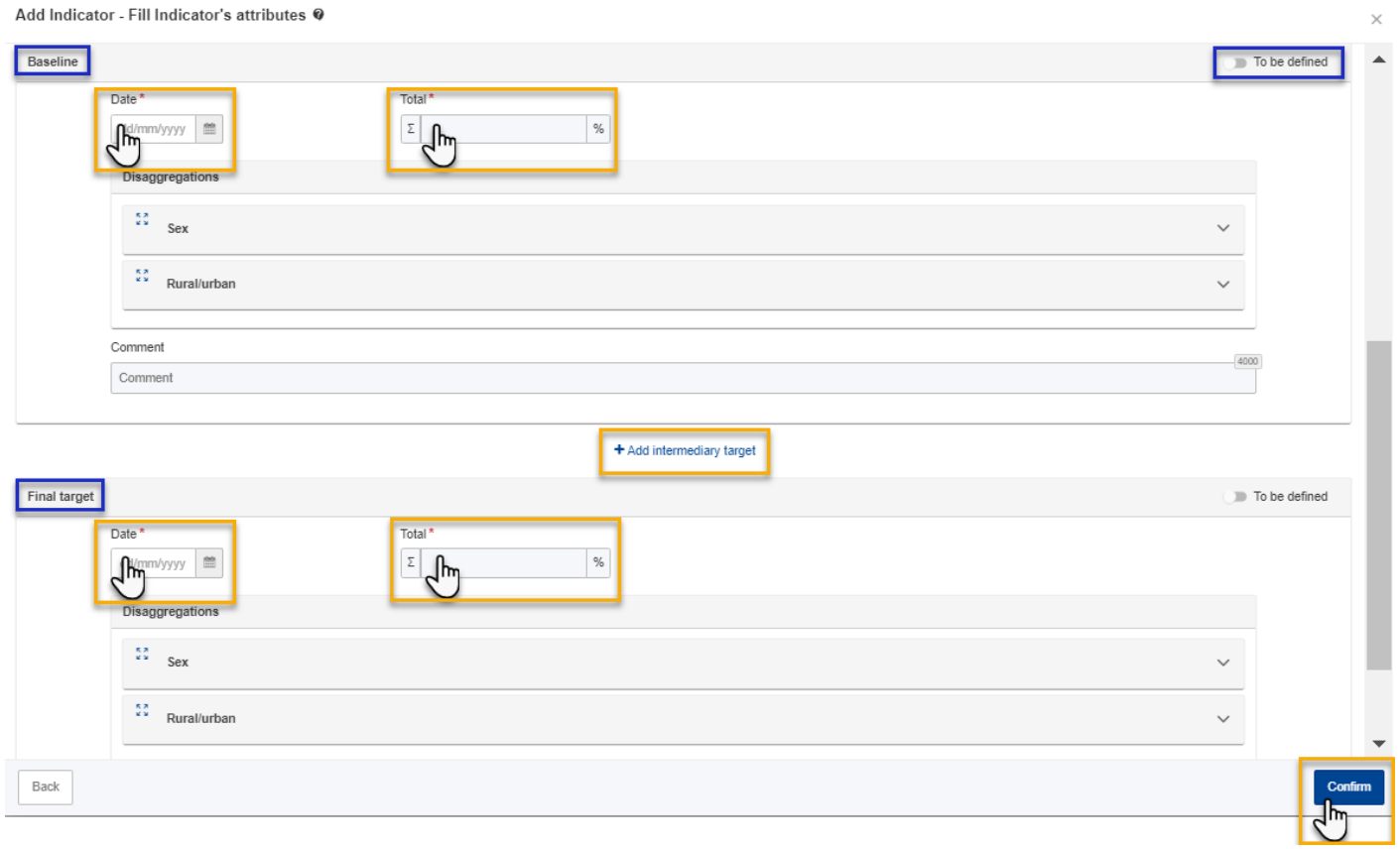


- In the Sub-Type select the correct or closest match
- If nothing fits, please select the last option with is "empty"

Encoding Customised Indicators

- In the Baseline as well as "current values" the Source(s) of data selected show up with "Description" text field, where more information can be entered
- The name of the document and page number for the data should be entered here

Encoding Customised Indicators



- **You will have to encode the Baseline and Final Target**
  - *If there is no information, click on "to be defined"*
  - *Otherwise encode the minimum information required i.e. date and total*
  - *Click on "confirm" to go to the next step*

Short Q&A on Encoding Customised Indicators

5 minutes

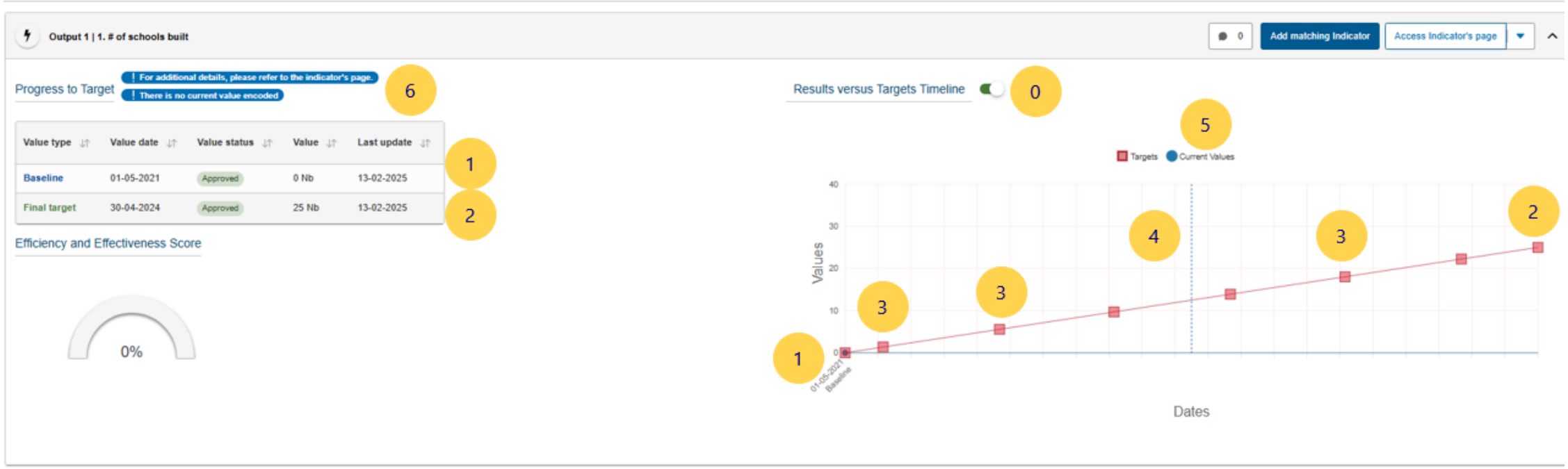
Intermediate Targets

Intermediate Targets

- Intermediate targets (milestones) are necessary to ensure meaningful **performance scores for quantitative indicators**, visualised as the Effectiveness Score.
- Performance at the indicator level can be assessed by comparing the current value (actual) with the intermediate target (expected) for the same date.
- No intermediate targets are added for impact-level indicators as they are not directly attributable to the implementation.
- Intermediate targets are automatically generated for every June 30 and December 31 date between the baseline and final target dates.
- Defining and encoding customised intermediate targets for outputs and outcomes can be laborious.
- The automatically generated intermediate targets are created and updated whenever “Save as Draft” is pressed in the Manage Logframe mode.

Intermediate Targets – Output level

- For output-level indicators, intermediate targets are generated by using a linear function between the baseline date and value, and the final target date and value.



Intermediate Targets – Outcome level

- For outcome-level indicators, which typically progress non-linearly, the outcome profile must be specified, but the profile type can be adjusted later if needed.
- Three non-linear profiles are suggested for automatic intermediate target generation. The outcome profiles are:

a. Steady progress: The outcomes are achieved **continuously throughout the second half of implementation.**

Intermediate Targets – Outcome level

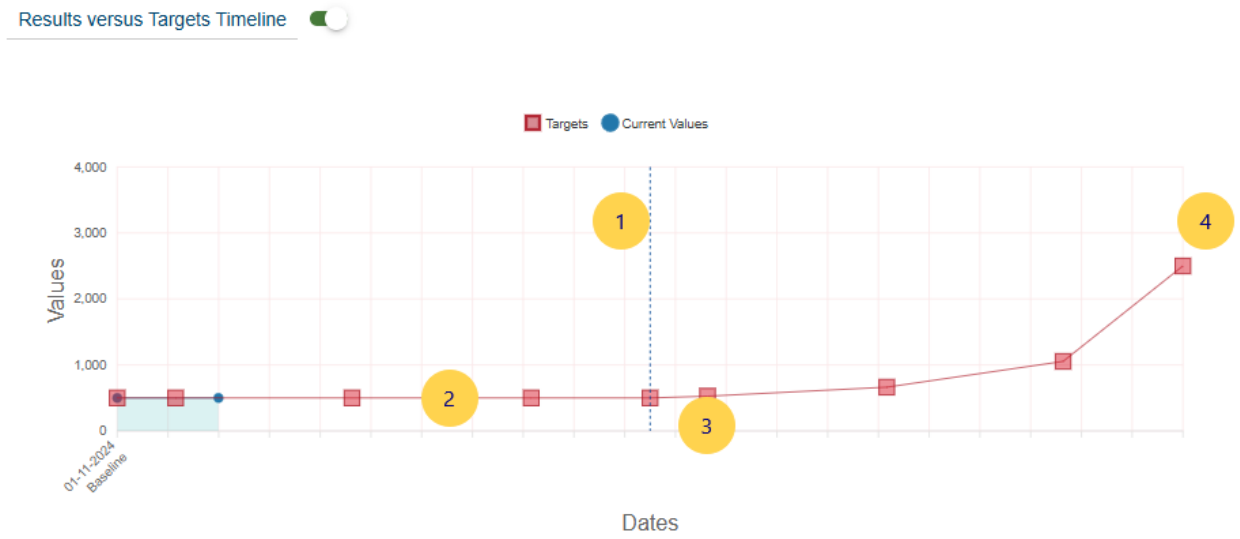
- For outcome-level indicators, which typically progress non-linearly, the outcome profile must be specified, but the profile type can be adjusted later if needed.
- Three non-linear profiles are suggested for automatic intermediate target generation. The outcome profiles are:

b. Accelerating progress: The outcomes are achieved **towards the end of the second half of implementation.**

Intermediate Targets – Outcome level

- For outcome-level indicators, which typically progress non-linearly, the outcome profile must be specified, but the profile type can be adjusted later if needed.
- Three non-linear profiles are suggested for automatic intermediate target generation. The outcome profiles are:

c. No progress until end (of the intervention): The outcomes are mostly achieved **at the end of the second half of implementation.**



Intermediate Targets – Outcome level

- For outcome-level indicators, which typically progress non-linearly, the outcome profile must be specified, but the profile type can be adjusted later if needed.
- Three non-linear profiles are suggested for automatic intermediate target generation. The outcome profiles are:

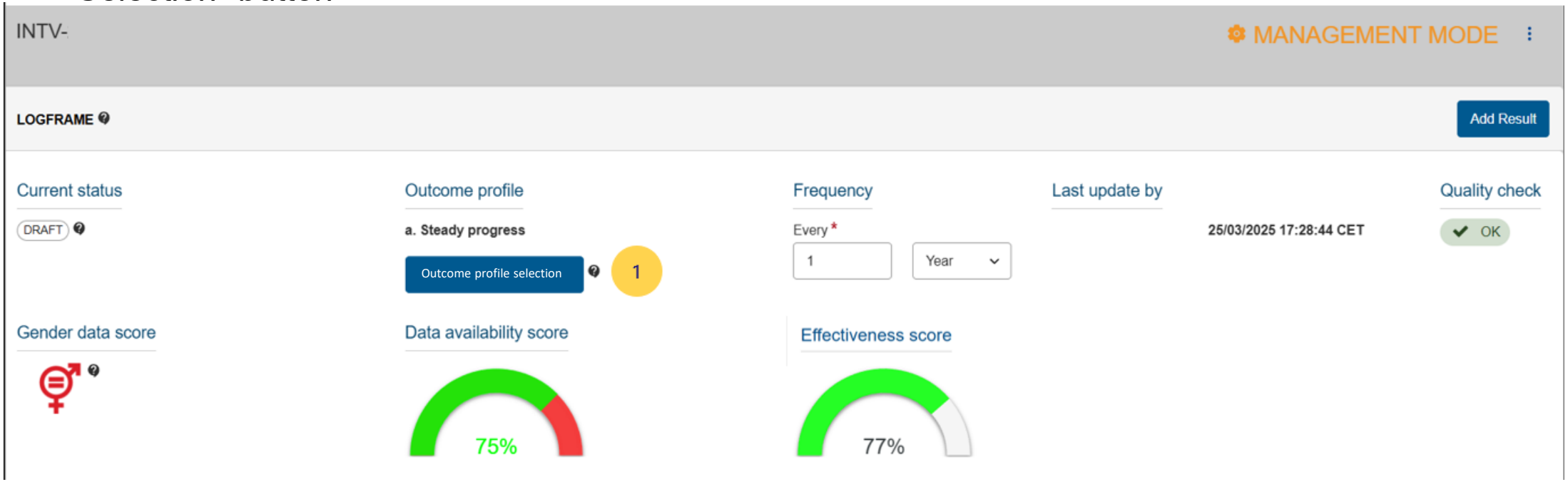
d. None of the above: Intermediate targets will have to be encoded manually.

- When no intermediate target is encoded manually, then the same approach will be taken by the system by default, as for output level indicators, which is a linear one but starting from the baseline date.

Please note that these automatically generated intermediate targets can always be modified later if needed, either collectively by changing the outcome profile selection or individually by changing specific intermediate targets.

Intermediate Targets – Outcome level

- Selected at the beginning for a new logframe and can be changed via the “Outcome Profile Selection” button



Intermediate Targets – Outcome level

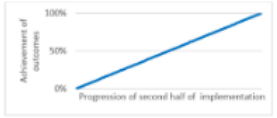
Outcome Profile Selection Form ×

A logframe provides data on target achievement that is used for performance measurement. To ensure meaningful performance scores, intermediate targets (milestones) are necessary. For outputs, these are automatically generated, assuming linear progression between baseline and target. However, for outcomes, which usually progress non-linearly, three non-linear profiles are suggested for automatic intermediate target generation. The outcome profile must be specified initially but can be changed later. Additionally, the automatically generated intermediate targets can be revised or removed as required.

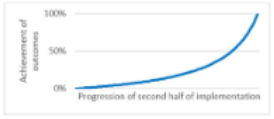
Please select the outcome profile *
Starting from halfway through implementation, which of the following profiles best describes the expected progress in the achievement of *outcomes**?

**Outcomes refer to the changes expected from the intervention. These can be changes in individuals, systems, policies, or institutions. They may reflect shifts in relationships, knowledge, awareness, capabilities, attitudes, and/or behaviors. Outcomes are only indirectly controlled by the intervention implementers.*

(●) a. Steady progress: The outcomes are achieved **continuously throughout the second half of implementation.**



( ) b. Accelerating progress: The outcomes are achieved **towards the end of the second half of implementation.**



( ) c. No progress until end: The outcomes are mostly achieved **at the end of the second half of implementation.**

( ) d. None of the above: Intermediate targets will be encoded manually.

Cancel Confirm

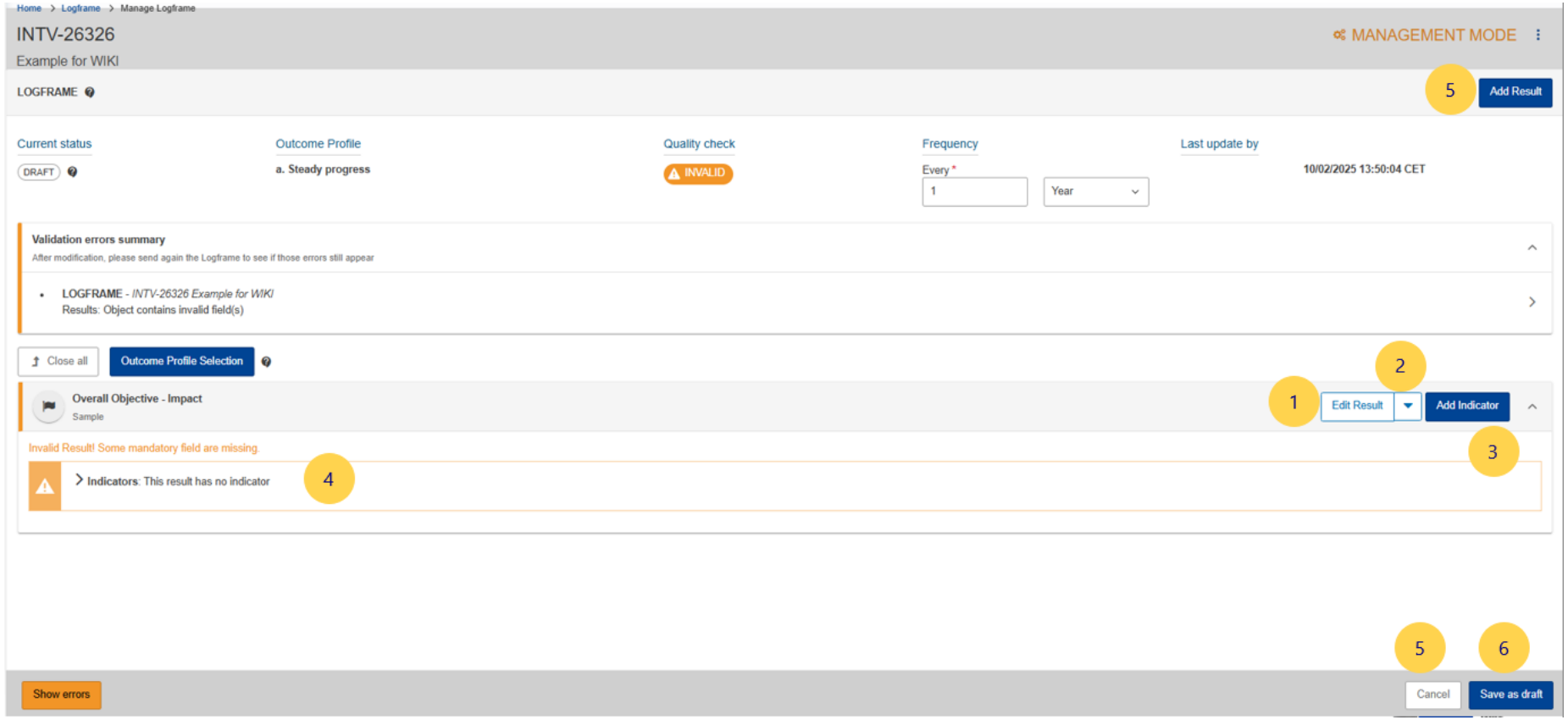
- Select profile most relevant for MOST outcome level indicators and manually adjust where necessary.

Short Q&A on Intermediate Targets

5 minutes

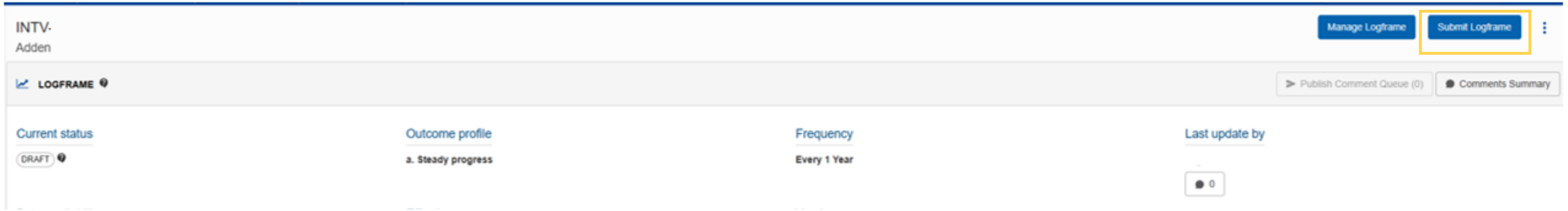
Submission of logframe

Saving



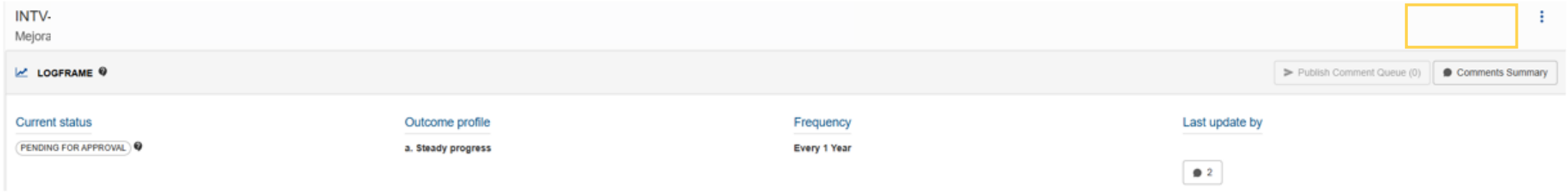
- Save the logframe often during the encoding phase → "Save as Draft" (6)
- *Cancel* does not save anything.

Submission of Logframe



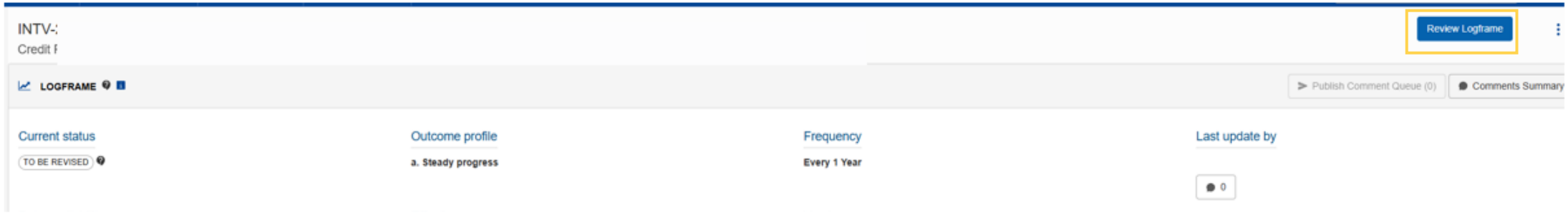
- From the main view the LIP can click on “Submit Logframe” to send it to the EC Operational Manager
- *This is only possible when logframe is in “Draft” Status*

Submission of Logframe



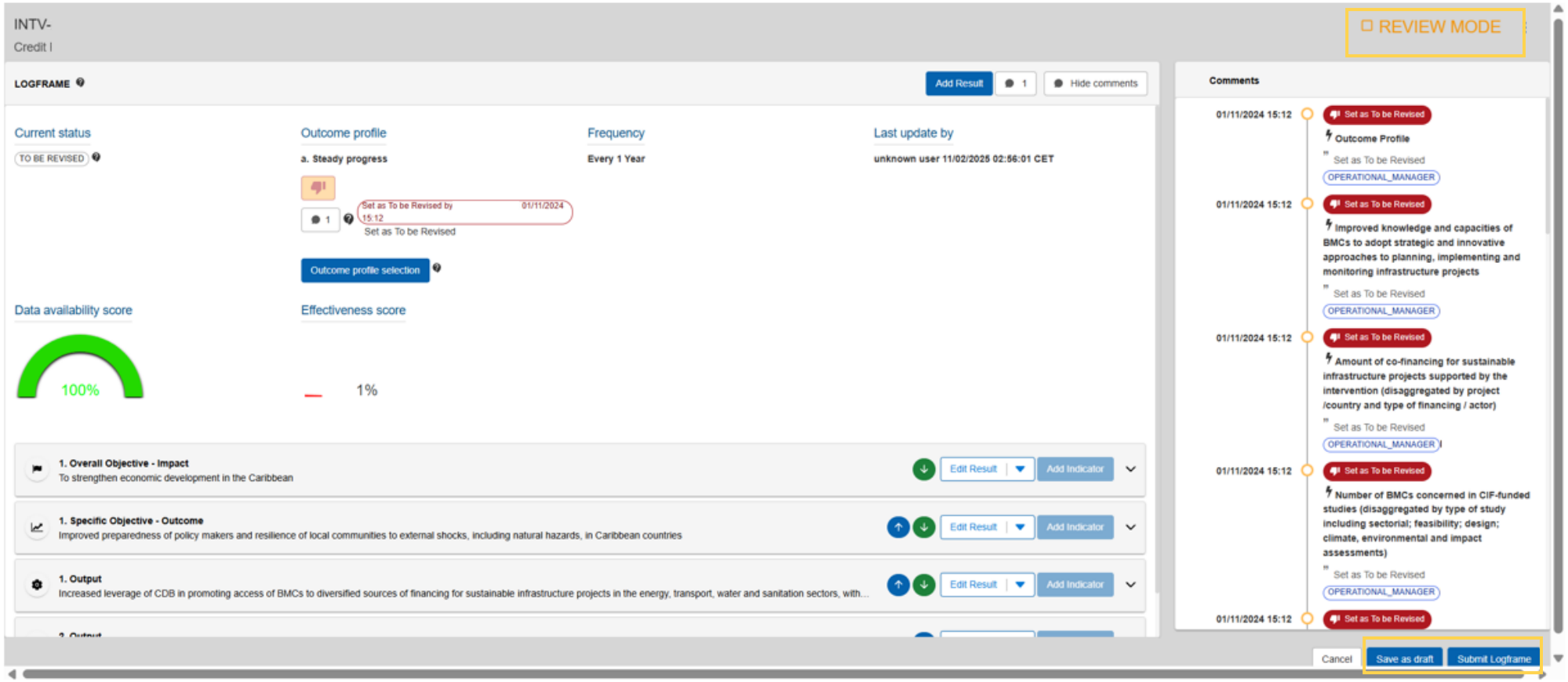
- In “Pending for Approval” mode, the logframe is blocked for any Implementing Partner
- *“Manage Logframe” is not visible*

Submission of Logframe



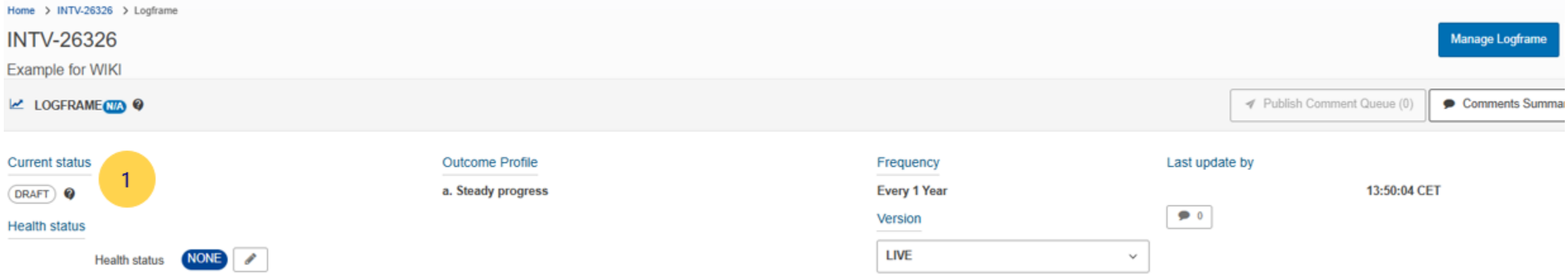
- In “To be Revised” mode, the logframe is blocked for the OM, and the IP can adjust it via the “Review Logframe” Button
- *“Manage Logframe” is not visible in this mode*

Submission of Logframe



- “Review Mode” is like “Management Mode”
- Comments are visible on the right side and detail what should be adjusted
- When done “Save as Draft” or “Submit Logframe” (bottom right corner)

Final Points



Status	Description
New	No data has been yet encoded or saved (ever)
Draft	The logframe is partially or fully encoded, but it has not been approved (or the logframe is adjusted and is pending re-approval)
Pending for approval	The logframe has been submitted by the Lead Implementing Partner (LIP)/Contractor and must be approved by the Operational Manager
To be revised	The logframe has been reviewed by the Operational Manager and must be revised by the LIP/Contractor
Approved	The logframe has been approved by the Operational Manager and it is now possible to add values

Next steps

- **Encode What's Required**
  - Make sure to complete any necessary actions following this webinar.
- **Join Our Follow-Up Q&A Webinar**
  - A pure Q&A session will take place in exactly one week (same time).
- **Explore More Webinars**
  - Check out other sessions if you're interested in learning more on related topics.
- **Stay Updated via Capacity4Dev**
  - Join our Design, Results and Reporting public group on Capacity4dev to stay informed.
- **Receive Weekly Updates**
  - In the group, *activate weekly notifications in your profile settings*.

Q&A

10 minutes

Thank you

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