

Programme Outcome Indicators Framework (PoIF)

User Guide to the Results Database

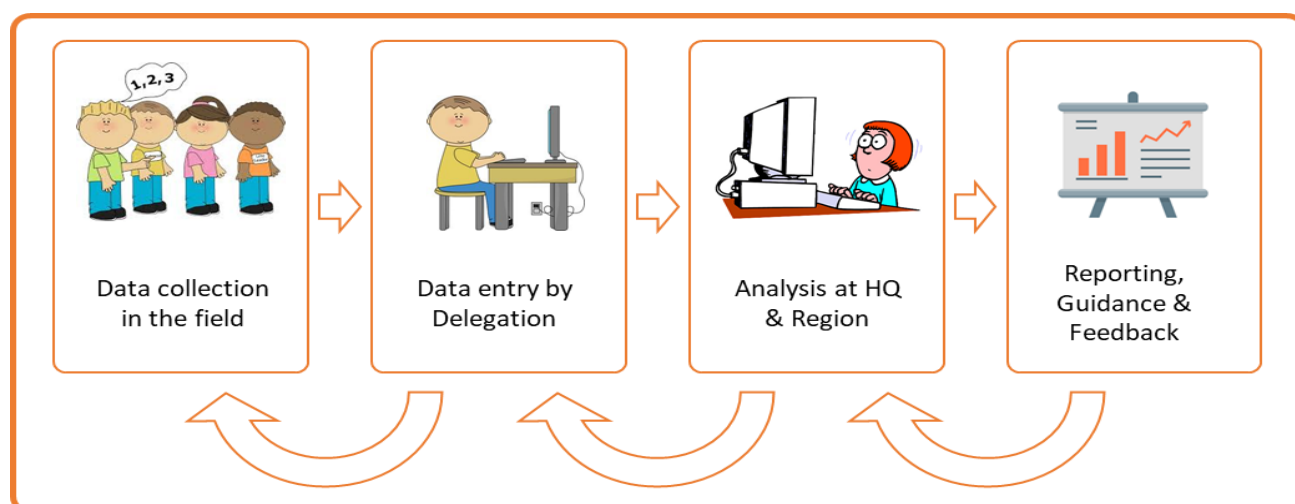
Introduction

The Results Database is an Excel Online workbook that users at Country, Region & HQ can access on One Drive. A link will be e-mailed to all users enabling them to open the file.

There is one Results Database for each of the five priority programmes (Health, Exploitation, JJ, Migration & DAH). However, for some programmes, there may be separate workbooks for each Region.

The databases are to be used to record progress against the programme indicators that are part of the PoIF. The indicator being worked on will provide detailed guidance on how frequently the results data will have to be entered; it will normally be once or twice a year.

Once data has been entered, it will be analysed at Region and HQ levels, feedback and guidance will then be given to the field and the information used as part of Tdh's reporting and strategic management processes.



Detailed guidance on the PoIF can be found in the 'PoIF Guidance Document' on the Q&A website ([link to website](#)).

Workbook Structure

There are three types of worksheet in the workbook that users can access:

Guidance Notes	Definitions	Country Data Entry Sheets
<ul style="list-style-type: none">Brief notes on the workbookLinks to other information	<ul style="list-style-type: none">Descriptions of the indicators, reporting frequency & disaggregation categoriesLanguage Selection Function	<ul style="list-style-type: none">Table for entering progress against indicatorsTable for entering targetsTable of summarised progress

When a workbook is opened, it will do so on the worksheet and cell that was in use when it was last saved. To minimise the chance of trying to enter data in the wrong place, it is recommended that you go to the **Guidance Notes** or **Definitions** worksheets, then go to your Country Data Entry worksheet.

Excel Online is a much simpler version of the standard Excel programme that you are probably more familiar with. There are a few differences in how some of the functions work. This guide brings the relevant differences to your attention.

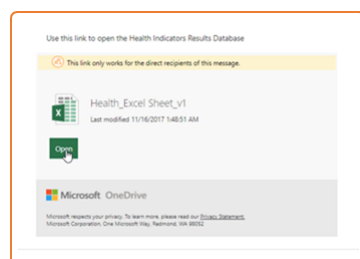
Please note, these are shared files to enable collaborative working, so there may be more than one person trying to use the file at the same time. However, if someone is already editing the file when you want to use it, it is best to wait until they have finished.

Most of the cells in the worksheets that you will be using are locked to prevent users accidentally changing the structure of the database. Access to the database is also restricted to a managed user-group. **However**, it is possible for one country to change or delete another country's data. There will be regular backups of the database made and the change history between backups will be recorded, but **please** be careful to only enter / change data in the correct places.



Workbook Opening & Set-up

The Results Database(s) will be stored in Microsoft's OneDrive cloud space. Users will receive an e-mail with a message and link.



The link will **only** work for the e-mail user that the link was sent to.

Click on 'Open' to access the file.


Once the workbook opens, to enter data, it must be switched to the **Edit in Browser** mode.

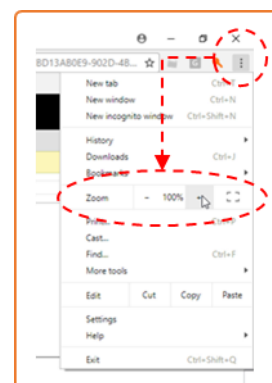
Click on **Edit Workbook**, then select **Edit in Browser**

#	Outcome Indicator	Frequency of reporting	Disaggregation	Units of Measure	Short name
1.1	1.1 % women who attended at least four times for antenatal care during pregnancy	Semester	By Age: <15yrs=15yrs & Location (District)	Percentage	1.1 Antenatal Care
1.2	1.2 % of the births assisted by skilled health workers during a specified time period (regardless of the place of delivery)	Semester	By Age: <15yrs=15yrs & Location (District)	Percentage	1.2 Skilled birth attendant (SBA)
1.3	1.3 % of the new born in a given period have been breastfed within 1 hour of birth	Semester	By Location (District)	Percentage	1.3 Early initiation of breastfeeding
1.4	1.4 % of women and newborn who received genital care within 48 hours of childbirth (regardless of place of delivery)	Semester	By Age: <15yrs=15yrs & Location (District)	Percentage	1.4 Postpartum Care Coverage (PPCC)
1.5	1.5 % of under five children with severe acute malnutrition who have recovered	Semester	By Age: <5yrs=5yrs & Location (District)	Percentage	1.5 Severe acute malnutrition (SAM) cure rate
2.1	2.1 The proportion of infants under 6 months who are exclusively breastfed	Semester	By Gender: Male/Female & Location (District)	Percentage	2.1 Exclusive breastfeeding rate (EBFR)
2.2	2.2 The proportion of infants 6-8 months of age who receive solid, semi-solid or soft foods (excludes breast milk)	Semester	None	Percentage	2.2 Complementary feeding rate
2.3	2.3 The proportion of beneficiary population (household) with hand washing facilities with soap and water at home	Semester	By Location (District)	Percentage	2.3 Handwashing practice
2.4	2.4 The Proportion of children under 5 years of age with diarrhea treated with oral rehydration therapy (ORT) and/or zinc	Semester	By Gender: Male/Female & Location (District)	Percentage	2.4 ORT and/or Zinc use rate
3.1	3.1 The proportion of health care facilities with basic water supply	Annual	By Location (District)	Percentage	3.1 Health care facilities basic water supply
3.2	3.2 The proportion of health care facilities with basic sanitation	Annual	By Location (District)	Percentage	3.2 Health care facilities basic sanitation
3.3	3.3 The proportion of health care facilities with basic hand hygiene	Annual	By Location (District)	Percentage	3.3 Health care facilities basic hand hygiene
3.4	3.4 The proportion of health care facilities practicing basic healthcare waste management	Annual	By Location (District)	Percentage	3.4 HC facilities basic waste management
4.1	4.1 Percentage of health facilities submitting timely, complete and accurate reports to district health authorities	Semester	By Location (District)	Percentage	4.1 Complete, accurate, timely information
4.2	4.2 Percentage of health facilities that received one supervision visit each quarter	Semester	By Location (District)	Percentage	4.2 Quarterly supervision visit
4.3	4.3 Percentage of health facilities systematically using information to monitor performance	Semester	By Location (District)	Percentage	4.3 Use of information for monitoring

Another difference between Excel and Excel Online is the zoom control.

To 'zoom' in or out when using Excel Online, you will need to use the browsers zoom control.

This is typically in the settings control box (which in Chrome  is in the top right corner of the browser window).



Workbook Usage

Guidance Notes Worksheet

Introduction & Guidance Notes

The purpose of the workbook (the PoIF Results Database) is to enable progress relating to programme outcome indicators to be recorded in a systematic and collaborative way. This data capture process is part of the Programme Outcome Indicators Framework (PoIF).

The data recorded in the workbook will be analysed at Delegation, Regional & HQ levels, and used as an input to Tdh's annual reporting and programmatic steering processes.

Refer to the PoIF Guidance Document for detailed information on the framework. This can be found on the Q&A Website.

Workbook Structure

The workbook has two key types of worksheets that each Country Delegation will access; the Definitions sheet and their Country Data Entry sheet.

Definitions sheet

Indicator	Frequency of reporting	Disaggregation	Units of Measure	Description
1.1 Number of children in conflict with the law who benefited from non-custodial measures - alternative	Bi-annual	By Gender & Court	Number	1.1 Benefited from non-custodial measures - alternative
1.2 Number of children in conflict with the law who benefited from non-custodial measures - alternative to pre-trial detention	Bi-annual	By Gender & Court	Number	1.2 Benefited from non-custodial measures - alternative to pre-trial detention
1.3 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Number	1.3 Benefited from non-custodial measures - alternative to imprisonment
1.4 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Number	1.4 Benefited from non-custodial measures - alternative to imprisonment
1.5 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.5 Benefited from non-custodial measures - alternative to imprisonment
1.6 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.6 Benefited from non-custodial measures - alternative to imprisonment
1.7 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.7 Benefited from non-custodial measures - alternative to imprisonment
1.8 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.8 Benefited from non-custodial measures - alternative to imprisonment
1.9 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.9 Benefited from non-custodial measures - alternative to imprisonment
1.10 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.10 Benefited from non-custodial measures - alternative to imprisonment
1.11 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.11 Benefited from non-custodial measures - alternative to imprisonment
1.12 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.12 Benefited from non-custodial measures - alternative to imprisonment
1.13 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.13 Benefited from non-custodial measures - alternative to imprisonment
1.14 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.14 Benefited from non-custodial measures - alternative to imprisonment
1.15 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.15 Benefited from non-custodial measures - alternative to imprisonment
1.16 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.16 Benefited from non-custodial measures - alternative to imprisonment
1.17 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.17 Benefited from non-custodial measures - alternative to imprisonment
1.18 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.18 Benefited from non-custodial measures - alternative to imprisonment
1.19 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.19 Benefited from non-custodial measures - alternative to imprisonment
1.20 Number of children in conflict with the law who benefited from non-custodial measures - alternative to imprisonment	Bi-annual	By Gender & Court	Percentage	1.20 Benefited from non-custodial measures - alternative to imprisonment

Brief introduction to the Results Database

The Definitions sheet provides details of the Indicators relating to the programmatic area, reporting frequency, disaggregation categories and units of measurement.

This sheet also provides users with a language selection (French, Spanish or English)

Country Data Entry sheet

Burkina Faso Juvenile Justice Programmatic Indicators										Data Entry											
Region	Country	Indicator	Short Indicator	Area/Indicator/Level	Disaggregation	Units	Periodicity	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Africa	Burkina Faso	1.1	1.1 Benefited from non-custodial measures - alternative	Country - Total	None - Total figures	No	Bi-annual														
Africa	Burkina Faso	1.2	1.2 Benefited from non-custodial measures - alternative	Country - Total	Male	No	Bi-annual														
Africa	Burkina Faso	1.3	1.3 Benefited from non-custodial measures - alternative	Country - Total	Female	No	Bi-annual														

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Guidance Notes

Notes de guidage

Notas de guía

Definitions

Africa-Burkina Faso

Africa-Guinea

Guidance Notes in FR/EN/ES

Definitions

Country Data Entry Sheets

The **Guidance Notes** worksheet is a summarised version of this document. It gives an outline of the workbook and the various worksheets to be used.

Definitions Worksheet

Indicates which Programme the database relates to

Language selector

Short title of the indicators that will appear in the data entry sheets

Lists the numbers of the indicators associated with the programme

High level descriptions of the outcome indicators

Reporting frequency of the indicators

Various categories of disaggregation required for the indicator

Unit of measurement, either a percentage or a number

#	Outcome indicator	Frequency of reporting	Disaggregation	Units of Measure	Short name
1.1	1.1 % women who attended at least four times for antenatal care during pregnancy	Semester	By Age <19yrs=>19yrs & Location (District)	Percentage	1.1 Antenatal Care
1.2	1.2 % of the births assisted by skilled health workers during a specified time period (percentage of the place of delivery)	Semester	By Age <19yrs=>19yrs & Location (District)	Percentage	1.2 Skilled birth attendant (SBA)
1.3	1.3 % of the new born in a given period have been breastfed within 1 hour of birth	Semester	By Location (District)	Percentage	1.3 Early initiation of breastfeeding
1.4	1.4 % of mothers and newborns who received postnatal care within 48 hours of childbirth (percentage of place of delivery)	Semester	By Age <19yrs=>19yrs & Location (District)	Percentage	1.4 Postpartum Care Coverage (PPCC)
1.5	1.5 % of under-five children who were acute malnourished who have been treated	Semester	By Age <5yrs=>5yrs & Location (District)	Percentage	1.5 Severe acute malnutrition (SAM) case rate
2.1	2.1 The proportion of infants under 6 months who are exclusively breastfed	Semester	By Gender Male/Female & Location (District)	Percentage	2.1 Exclusive breastfeeding rate (EBFR)
2.2	2.2 The proportion of infants 6-8 months of age who receive solid, semi-solid or soft foods (percentage of the baseline)	Semester	None	Percentage	2.2 Complementary feeding rate
2.3	2.3 The proportion of secondary population (household) with hand washing facilities with soap and water at home	Semester	By Location (District)	Percentage	2.3 Handwashing practices
2.4	2.4 The proportion of children under 5 years of age with diarrhea treated with oral rehydration therapy (ORT) within one week	Semester	By Gender Male/Female & Location (District)	Percentage	2.4 ORT and/or Zinc use rate
3.1	3.1 The proportion of health care facilities with basic water supply	Annual	By Location (District)	Percentage	3.1 Health care facilities basic water supply
3.2	3.2 The proportion of health care facilities with basic sanitation	Annual	By Location (District)	Percentage	3.2 Health care facilities basic sanitation
3.3	3.3 The proportion of health care facilities with basic hand hygiene	Annual	By Location (District)	Percentage	3.3 Health care facilities basic hand hygiene
3.4	3.4 The proportion of health care facilities practicing basic healthcare waste management	Annual	By Location (District)	Percentage	3.4 HC facilities basic waste management
4.1	4.1 Percentage of health facilities submitting timely, complete and accurate reports to district health authorities	Semester	By Location (District)	Percentage	4.1 Complete, accurate, timely information
4.2	4.2 Percentage of health facilities that received one supervision visit each quarter	Semester	By Location (District)	Percentage	4.2 Quarterly supervision visit
4.3	4.3 Percentage of health facilities systematically using information to monitor performance	Semester	By Location (District)	Percentage	4.3 Use of information for monitoring

The Definitions worksheet provides high level detail of the various indicators associated with the programme. Full details of the indicators can be found in the Indicator Reference Sheets which are available on the Q&A website or from the Programme's Focal Point.

This worksheet also allows you to select either French, English or Spanish as the preferred language for the Definitions and Country Data Entry worksheets. Click on the language selector cell and chose from the drop-down menu.

Country Data Entry Sheet Overview – 1/3: Data Entry Table

Country and Programme

Short title of the indicator – refer to the Definitions worksheet for the longer description

Units of measurement – either percentage or number

Frequency of reporting

Region

Country (again!)

Disaggregation by physical area or legal jurisdiction

Disaggregation by other categories, e.g. Age / Gender

Data Entry Cells

All other cells are locked – changes to database structure will be made by HQ

Region	Country	Short Indicator	Area/District/Case	Disaggregation	Units /%	Periodicity	Semest. 1 2018	Semest. 2 2018	Annual 2018	Semest. 1 2019	Semest. 2 2019	Annual 2019
Africa	Burkina Faso	1.1 Antenatal Care	Country - Total	None - Total	Percentage	Semester						
Africa	Burkina Faso	1.1 Antenatal Care	Country - Total	Age <19 years	Percentage	Semester						
Africa	Burkina Faso	1.1 Antenatal Care	Country - Total	Age >19 years	Percentage	Semester						
Africa	Burkina Faso	1.1 Antenatal Care	Département	None - Total	Percentage	Semester						
Africa	Burkina Faso	1.1 Antenatal Care	Toma	None - Total	Percentage	Semester						
Africa	Burkina Faso	1.1 Antenatal Care	Sokono	None - Total	Percentage	Semester						
Africa	Burkina Faso	1.1 Antenatal Care	Nouna	None - Total	Percentage	Semester						

The Data Entry Table is where your results are input. As there are many rows linked to indicators and disaggregations, you will need to use the filter function to find the correct location to enter your results.

To do this:

1

Click on the filtering function button on the column you want to filter by

2

Click on the Filter option

3

Click on the Select All tick-box to de-select all options

4

Select the category that you want to filter by. You can select more than one category at a time.

5

Click OK

You can have more than one filter set at the same time. For example, you might first filter by Short Indicator, then sort by Area/District/Court, and then by Disaggregation.

Now select the cell corresponding to the time period of your data in the row of your disaggregated indicator.

If the unit of measure is percentage, include a % in the data entry.

Grey columns indicate that no entry is expected (e.g. if the reporting period is by semester, the annual column will be grey)

Bangladesh Integrated Programme Indicators									
Region	Country	indic_nb	Short Indicator	Area/District/Court	Disaggregation	Units / %	Periodicity	Semest. 1 2018	Semest. 2 2018
Asia	Bangladesh	1.1	1.1 Antenatal Care	Country - Total	Age >= 19 years	Percentage	Semester		
Asia	Bangladesh	1.1	1.1 Antenatal Care	Kurigram Sadar upazila	None - Total	Percentage	Semester		

Annotations:

- Add % with data entry (pointing to the 'Units / %' column)
- Chose correct time period (pointing to the 'Periodicity' column)
- Grey indicates no entry expected for this indicator (pointing to the greyed-out 'Annual' column)

Country Data Entry Sheet Overview – 2/3: Country Targets Table

Targets relate to Country level

Targets will be agreed with HQ / Programme Focal Point and entered by the Delegation

Burkina Faso Targets & Progress											
Region	Country	Indicator	Disaggregation	Units / %	Periodicity	Semest. 1 2018	Semest. 2 2018	Annual 2018	Semest. 1 2019	Semest. 2 2019	Annual 2019
Africa	Burkina Faso	1.1 Antenatal Care	None - Total	Percentage	Semester						
Africa	Burkina Faso	1.2 Skilled birth attendant (SBA)	None - Total	Percentage	Semester						
Africa	Burkina Faso	1.3 Early initiation of breastfeeding	None - Total	Percentage	Semester						
Africa	Burkina Faso	1.4 Postpartum Care Coverage (PNC)	None - Total	Percentage	Semester						
Africa	Burkina Faso	1.5 Severe acute malnutrition (SAM) cure rate	None - Total	Percentage	Semester						

At the appropriate time, country level targets for each of the indicators that the country's projects are contributing towards will be discussed / agreed with HQ & Programme Focal Points. The target information will be entered into the table by the Delegation. The grey cells indicate that no target is expected.

When entering the target information, any filters selected in the **Data Entry Table** need to be de-selected (if you do not, some of the rows of the Target / Performance Table may not be visible!)



Country Data Entry Sheet Overview – 3/3: Country Performance Table

These cells summarise the results at country level against the indicators

No results will appear in the grey cells

Burkina Faso Targets & Progress														
Region	Country	Indicator	Disaggregation	Units %	Nb / Periodicity	Semest. 1 2018	Semest. 2 2018	Annual 2018	Semest. 1 2019	Semest. 2 2019	Annual 2019	Semest. 1 2020	Semest. 2 2020	Annual 2020
Africa	Burkina Faso	1.1 Antenatal Care	None - Total	Percentage	Semester									
Africa	Burkina Faso	1.2 Skilled birth attendant (SBA)	None - Total	Percentage	Semester									
Africa	Burkina Faso	1.3 Early initiation of breastfeeding	None - Total	Percentage	Semester									
Africa	Burkina Faso	1.4 Postpartum Care Coverage (PNC)	None - Total	Percentage	Semester									
Africa	Burkina Faso	1.5 Severe acute malnutrition (SAM) cure rate	None - Total	Percentage	Semester									
Africa	Burkina Faso	2.1 Exclusive breastfeeding rate (EBR)	None - Total	Percentage	Semester									
Africa	Burkina Faso	2.2 Complementary feeding rate	None - Total	Percentage	Semester									

The figures in the blue cells are automatically calculated from the figures in the Data Entry Table

Online video tutorials for using the Results Database and other PoIF tools can be found on the Q&A website.