# Programme Outcome Indicators Framework (PoIF)

# User Guide to the Results Database

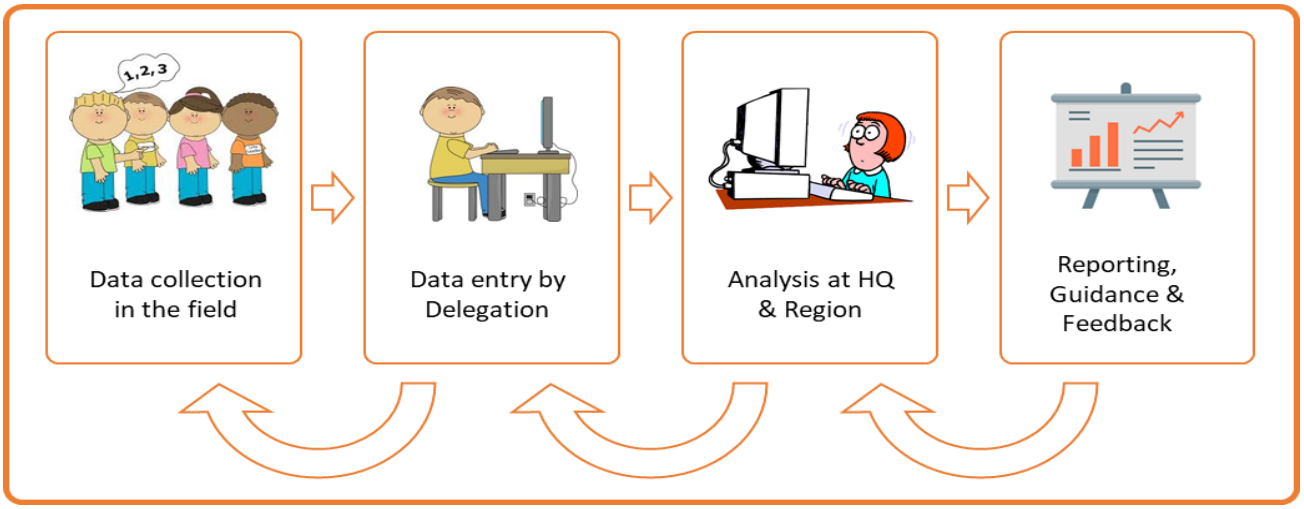
## Introduction

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

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

**Guidance Notes**

- Brief notes on the workbook
- Links to other information

**Definitions**

- Descriptions of the indicators, reporting frequency & disaggregation categories
- Language Selection Function

**Country Data Entry Sheets**

- Table for entering progress against indicators
- Table for entering targets
- Table of summaried 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.

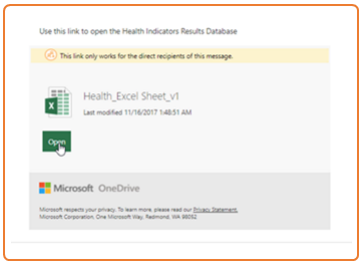
Excel Online is a much simpler version of the standard Excel programme that you are probably more familiar with. There are a few differences in how some of the functions work. This guide brings the relevant differences to your attention.

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.

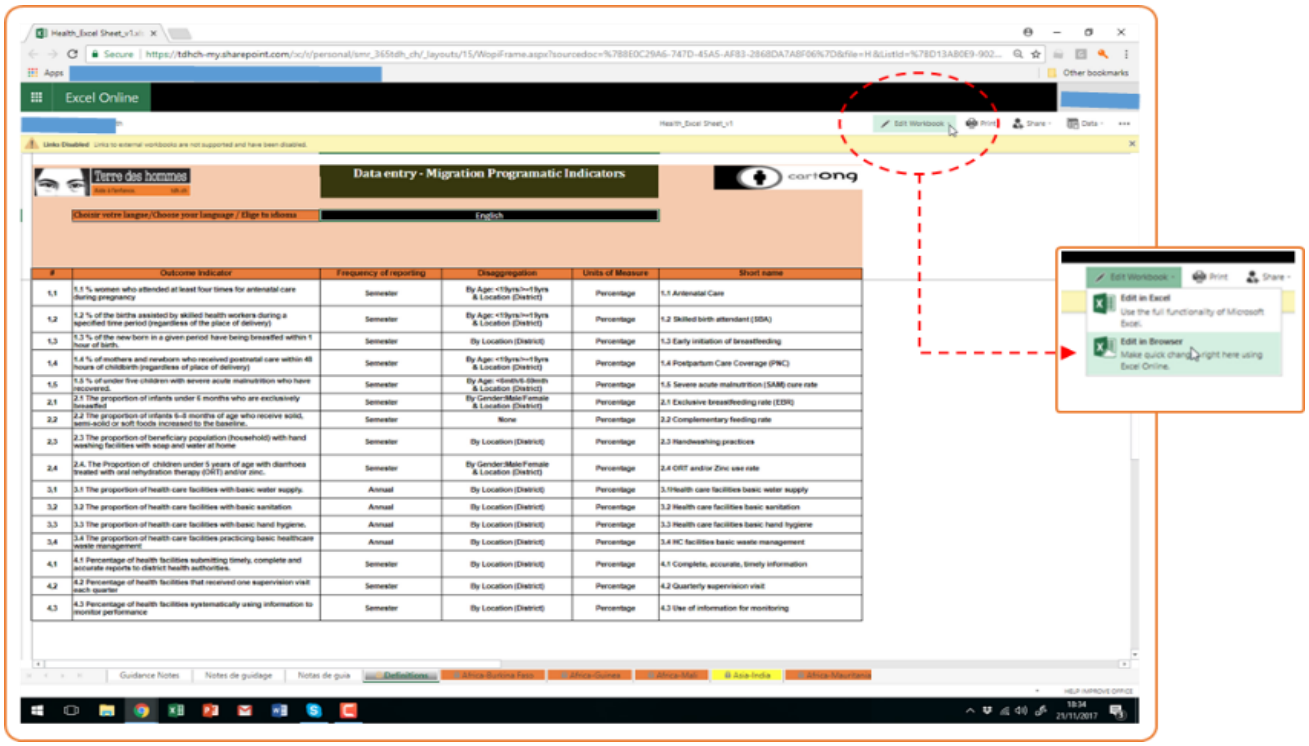



The link will **only** work for the e-mail user that the link was sent to.

Click on 'Open' to access the file.

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

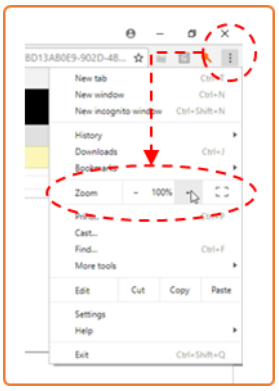
Click on **Edit Workbook**, then select **Edit in Browser**



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.

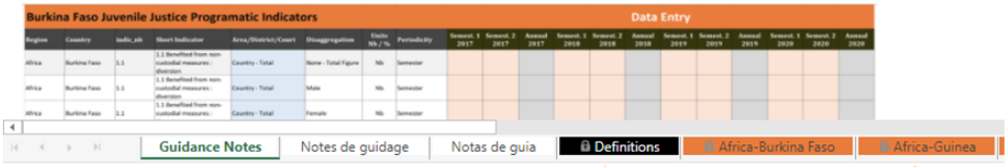
**Definitions sheet**

Brief introduction to the Results Database

The Definitions sheet provides details of the Indicators relating to the progammatic 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**



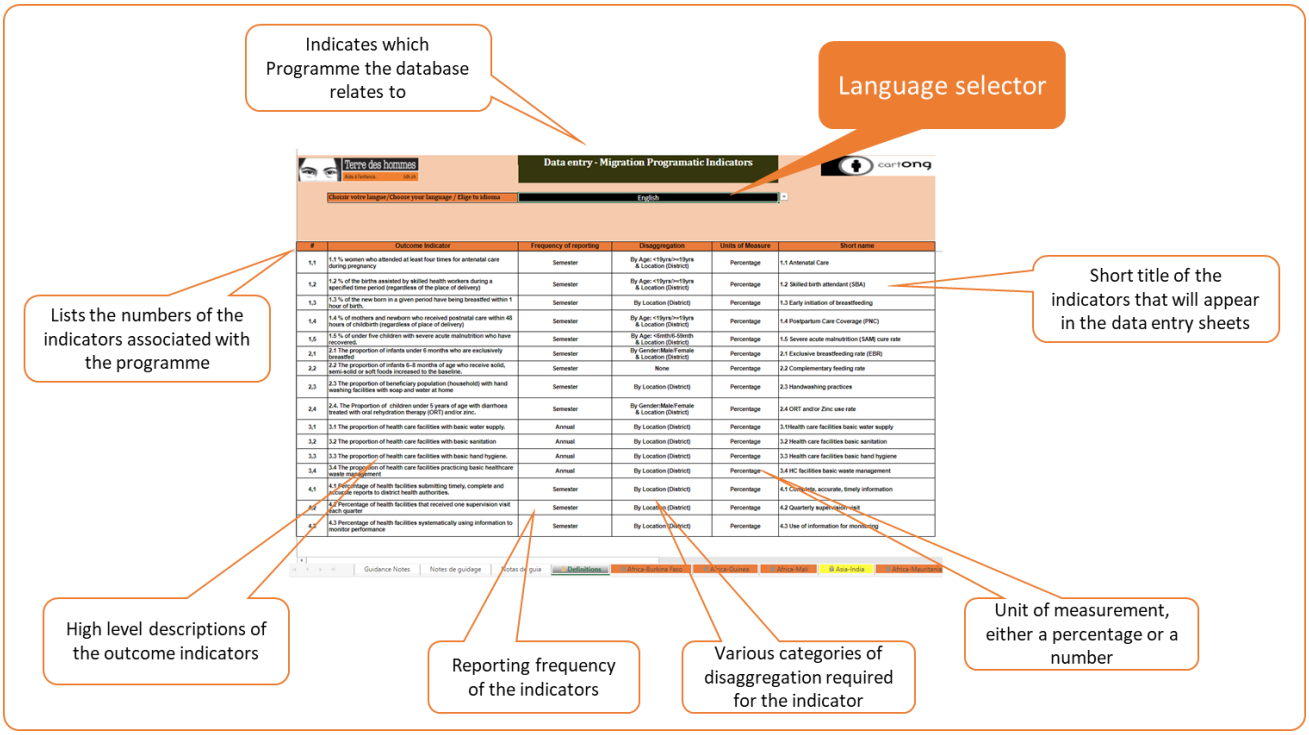

Guidance Notes in FR/EN/ES

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.

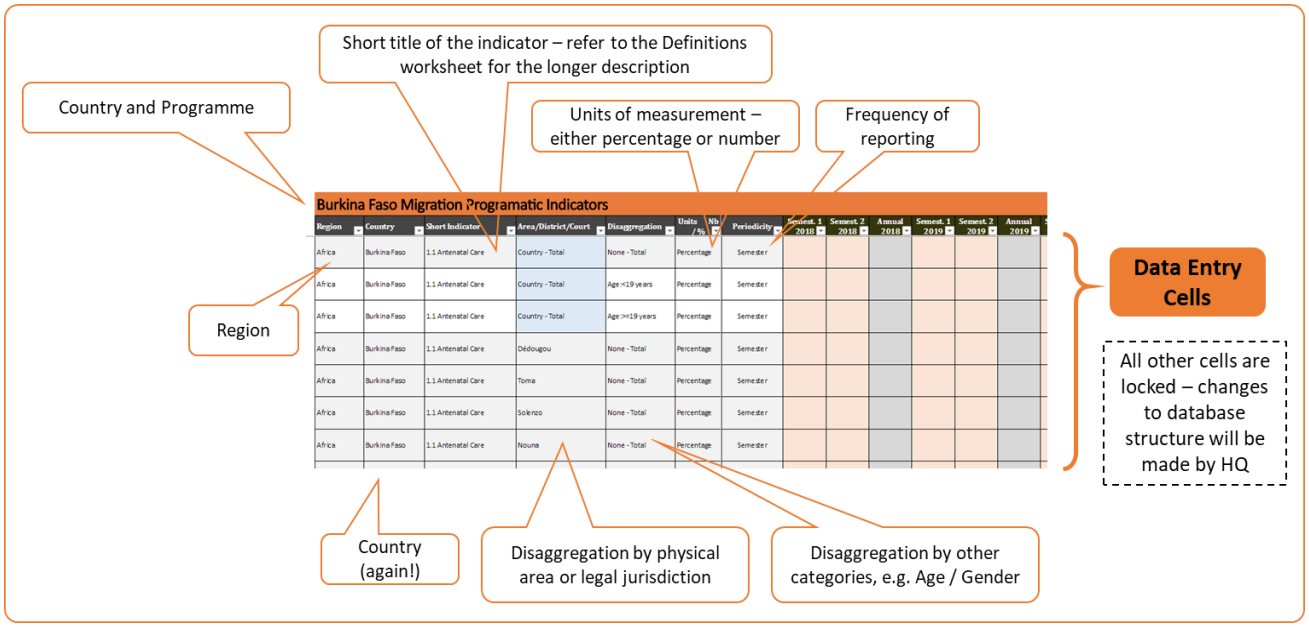
### *Definitions Worksheet*




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.

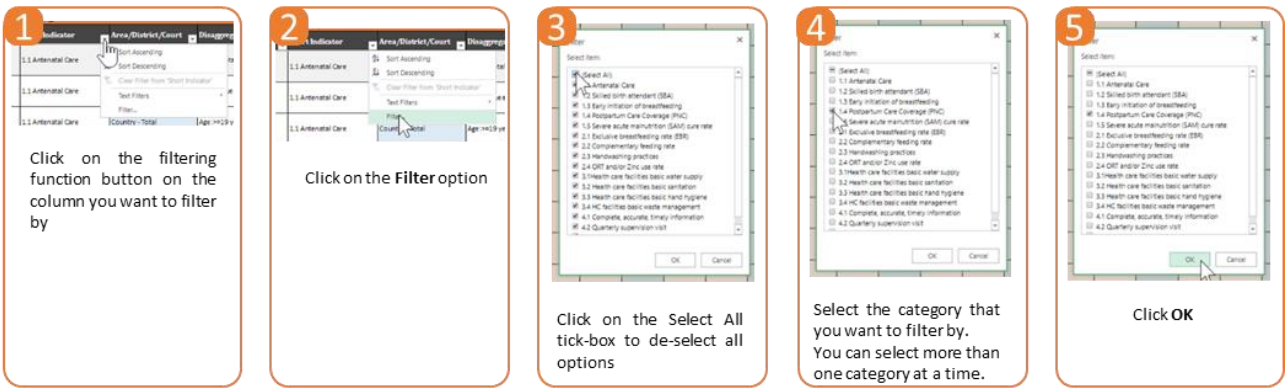
This worksheet also allows you to select either French, English or Spanish as the preferred language for the Definitions and Country Data Entry worksheets. Click on the language selector cell and chose from the drop-down menu.

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



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:

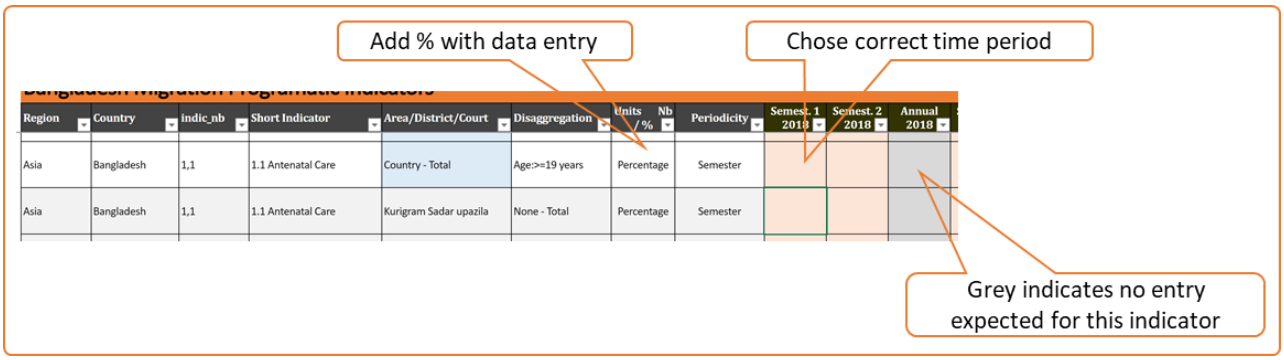



You can have more than one filter set at the same time. For example, you might first filter by Short Indicator, then sort by Area/District/Court, and then by Disaggregation.

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

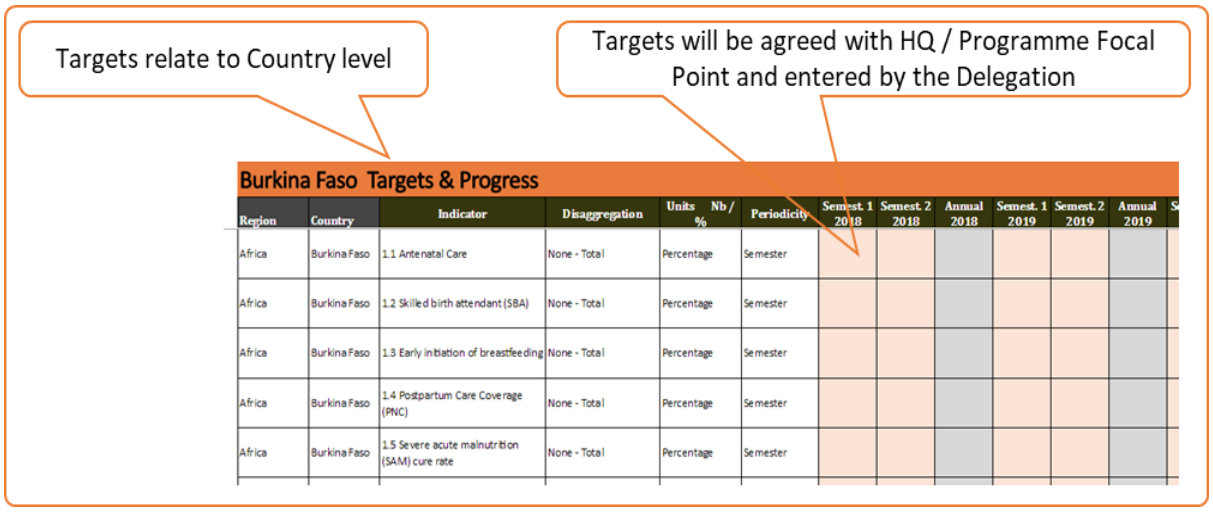
If the unit of measure is percentage, include a % in the data entry.

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




| Region | Country | indic_nb | Short Indicator | Area/District/Court | Disaggregation | Units Nb / % | Periodicity | Semest. 1 2018 | Semest. 2 2018 | Annual 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 | | | |

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



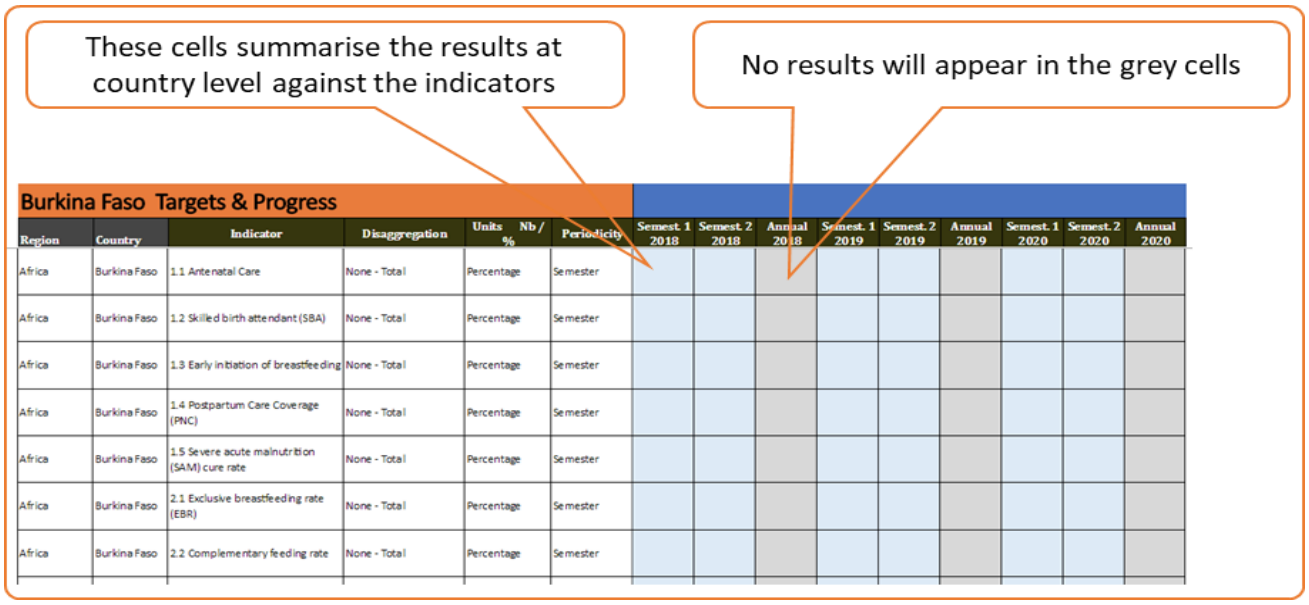

**Burkina Faso Targets & Progress**

| Region | Country | Indicator | Disaggregation | Units Nb / % | Periodicity | Semest. 1 2018 | Semest. 2 2018 | Annual 2018 | Semest. 1 2019 | Semest. 2 2019 | Annual 2019 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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***




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.