# Ocean Community Empowerment and Nature Grants Programme (OCEAN) - Logframe Guidance

For use by Community Grant and Partnership Grant grantees.

**How to develop the logframe**

The logframe is a tool to plan, monitor and evaluate the specific changes a project aims to achieve. While the Theory of Change lays out the important steps needed for a project to lead to change, the logframe sets out how to measure and assess that change. Work with your project team to fill in the OCEAN logframe table. You need to include:

1. **Outcome & Output Statements**
* **Write one Outcome statement** which summarises the changes in marine environment, multidimensional poverty, and Gender Equality, Disability & Social Inclusion (GEDSI) that you aim to achieve by the end of your project. See the Complete Guidance for Applicants for more information on Multi-dimensional Poverty and GEDSI.
* **Identify two to five Outputs** and detail these statements in the table. Outputs are the specific, tangible results, products or services delivered through the project's activities.
* **Ensure Outcome & Output statements are clear and concise** – aim to stay under 100 words for the Outcome, and under 50 words for each Output statement.
1. **Indicators**

Indicators are the specific measures of the benefits and effects of your project. Choose indicators that are possible and affordable to measure within the context of your project. Remember to plan for the time and resources you will need to measure them (e.g. in the project Work Plan and Budget).

* Identify **two to five Outcome Indicators** to assess progress towards or achievement of your end of project Outcome. Number your Marine Environment Outcome indicators E.1, E.2, etc. Number your Multidimensional Poverty Outcome indicators P.1, P.2, etc. Number your GEDSI indicators G.1, G.2, etc.
* Identify **two to five Output Indicators** to assess progress towards or achievement of each Output. You should number your Output Indicators 1.1, 1.2; 2.1, 2.2 etc.
* Aim to make your indicators **Specific, Measurable, Achievable, Relevant and Timebound (SMART).**
1. **Baselines, Milestones & Targets**
* **The baseline** is where your indicator started from, a snapshot of the current situation before your activity starts. Include a baseline for each of your indicators. If you do not yet have this information, indicate when it will be available (e.g., after baseline survey in Year 1).
* **Targets:** Targets are the end result you are hoping to achieve for your indicator. You should provide a target for each indicator in your logframe.
* **Milestones:** Where relevant, we recommend to set annual targets (i.e. milestones) for each indicator. These are not required but can help to demonstrate progress in your annual reports.
* **Disaggregation:** Wherever possible, break down your indicators to measure how changes or benefits might differ among **specific subgroups**, e.g., people of different genders, age groups, disability status, or different locations or habitats. OCEAN requires disaggregation by gender in relevant indicators at a minimum.
1. **Means of Verification**

Means of verification are the sources of evidence you will use to demonstrate progress toward achieving indicators. This could include, but is not limited to, survey data, interviews, photographs, meeting minutes, training logs, etc.

1. **Assumptions**

Identify the most important assumptions (external factors or conditions) that could affect the project’s ability to achieve the Outputs and Outcome. Consider:

* What needs to happen or to be true to achieve the expected outcome?
* What external events or conditions(s) could prevent the achievement of the expected outcome?
* **If** you run your activities **and** your assumptions hold true, **then** you should be able to achieve your expected Outputs. **If** you achieve your planned Outputs **and** your assumptions hold true, **then** your project should achieve its expected Outcome. You can review this regularly in your project’s implementation.

**Completing your Logframe**

* Review the instructions in the template and the OCEAN MEL Guidance to understand what your completed logframe should look like.
* Fill in the white cells in the template, following the above instructions and the Guidance Text in the table [in square brackets]. Remember to enter your Application Reference and Project Title at the top of the page.
* Make sure the Outcome and Outputs in your logframe align with your Outcome and Outputs in your Theory of Change and Workplan.
* Delete this guidance and the guidance text [the text in square brackets] and ask someone to proofread your text.
* Upload your completed Logframe as a Word document in the application in Flexi-Grant.

If you have any questions about how to fill in this template, please contact our Helpdesk at helpdesk@oceangrants.org.uk. Include your application reference and a member of the OCEAN Grant Administration Team will be in touch to offer support.

# Ocean Community Empowerment and Nature Grants Programme (OCEAN) –

# Logframe Template

For use by Community Grant and Partnership Grant grantees.

|  |  |
| --- | --- |
| **Application reference number:** |  |
| **Project title:** |  |

|  | **Statement** | **Indicators** | **Baselines, Milestones, Targets** | **Means of Verification** |
| --- | --- | --- | --- | --- |
| **OUTCOME** | [A clear, concise description of the specific changes or benefits your project contributes towards **marine environment, multidimensional poverty reduction, and gender equality, disability & social inclusion** in the short to medium-term. Reflect only what you expect will be **achieved by the end of the project** (Max 100 words).] | [ Develop 1-3 indicators to show the short to medium-term effects of the project on a specific **marine environment** measure.]**E.1** [Indicator text]**E.2** [Optional]**E.3** [Optional] | [Specify the status of each indicator before implementation (baseline), and the planned status by project end (target). Optional to specify annual targets (milestones). Where relevant, disaggregate by different subgroups e.g. habitat, or locations.]**E.1 Baseline:** [status before interventions]**E.1 Milestones:** [optional yearly targets]**E.1 Target:** [status by end of project] | [Specify the sources of evidence/data you will use to document the status of indicators, e.g. Ecological monitoring data, satellite data, photographs, etc.] |
| [ Develop 1-3 indicators to show the short to medium-term effects of the project on **multidimensional poverty** i.e. the empowerment, wellbeing, and livelihoods of people.]**P.1** [Indicator text]**P.2** [Optional]**P.3** [Optional] | [Disaggregate by gender in all relevant indicators. Where relevant, disaggregate by other groups e.g. age, disability status]**P.1 Baseline:** [status before interventions, of which X women]**P.1 Milestones:** [optional yearly targets, of which X women]**P.1 Target:** [status by end of project, of which X women] | [Specify the sources of evidence/data you will use to document the status of indicators, e.g. Survey data, interviews, meeting minutes, training logs, etc.] |
| [ Develop up 1-3 indicators to show the short to medium-term effects of the project outputs on Gender Equality, Disability and Social Inclusion (GEDSI).]**G.1** [Indicator text]**G.2** [Optional]**G.3** [Optional] | [Disaggregate by gender in all relevant indicators. Where relevant, disaggregate by other groups e.g. age, disability status]**G.1 Baseline:** [status before interventions]**G.1 Milestones:** [optional yearly targets]**G.1 Target:** [status by end of project] | [Specify the sources of evidence/data you will use to document the status of indicators, e.g. Survey data, interviews, meeting minutes, training logs, etc.] |
| **Assumptions:** [Describe up to six of the most important assumptions, external factors or conditions that could affect the project’s ability to achieve the Outcome.] |
| **OUTPUT 1** | [a specific, tangible result, product or service delivered as a result of the project's activities.] | [What will you measure to find out if your activities have led to this output? Develop 1-3 indicators that describe the specific data, subgroups and the measurement timeframe.] **1.1** [Indicator text]**1.2** [Optional]**1.3** [Optional] | [Disaggregate by gender in all relevant indicators. Where possible, disaggregate by other groups e.g. age, disability status] |  |
| **OUTPUT 2** |  | **2.1** [Indicator text]**2.2** [Optional]**2.3** [Optional] |  |  |
| **OUTPUT 3**[optional] |  |  |  |  |
| **OUTPUT 4**[optional] |  |  |  |  |
| **OUTPUT 5**[optional] |  |  |  |  |
| **Assumptions:** [Describe up to six of the most important assumptions, external factors, or conditions that could affect the project’s ability to achieve the Outputs.] |