FREE TEMPLATE

KPI Reference Sheet

One sheet per KPI, written and agreed with partners before the first one reports.

How to use this sheet

1. **Write it with partners.** Draft the sheet, then go through it with a few partners before anyone reports.
2. **Test the definition.** Two partners and a colleague count the same five cases; every difference is a sentence to add.
3. **Share one version.** Every partner reports from the same sheet, and sees the same version log.
4. **Check, then add up.** Run the checks on page 2 before any total reaches a report.

1. The indicator

KPI name	**Code and version**
Program	**Type: output or outcome**
Core (every partner) or partner-specific	**Stages where it applies**

2. Definition

Why we measure it Who uses it, for which decision	
Definition Every term a partner could read two ways	
Unit of measure Number, percentage, yes/no, level	
Numerator What is counted	
Denominator Out of what; who is left in	
Disaggregation Split by sex, age, disability, place...	

3. Data collection

Data source	**Frequency and reporting deadline**
Owner at the partner (job title)	**Reviewed by (job title)**
Baseline (value and date)	**Target (value and date)**

Method of collection Tool, steps, what happens to missing data	

Output or outcome? An output is what the partner delivers and controls: a course run, people trained. An outcome is the change that follows: graduates in work. Outcomes need the tightest definitions, because each partner's context shapes them.

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4. Aggregation rule: how partners' values are added up

- ☐ **Sum** — counts of unique people or things, defined the same way by everyone; rule out double counting.
- ☐ **Pooled rate** — for percentages: add all numerators, add all denominators, then divide.
- ☐ **Partners per level** — for levels, ratings and stages: count partners at each level; never average.
- ☐ **Share of partners at a threshold** — the partners at or above a set value, with their names.
- ☐ **Median and range** — when partners differ a lot in size or context.
- ☐ **Not aggregated** — partner-specific KPIs, read partner by partner.

Threshold (if any):

Also report:

Never:

5. Data quality checks, before anything is added up

Check	Rule for this KPI	If it fails
Completeness		
Consistency		
Plausibility		
Duplicates		
Verification		

6. Limitations

Known limitations What it does not show	
Do not use it to Decisions it must not drive	

7. Version log

Version	Date	What changed and why	Agreed with

8. Agreed by

Program MEAL lead

Partners consulted (who, how)

Date agreed

Next review

Change the sheet once a year, never in the middle of a reporting round, and say how old values carry over. Every partner works from the same version, and can see it.

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