FILLED-IN EXAMPLE

KPI Reference Sheet

Youth Pathways Program, Horizon Child Fund, KPI YP-03 (fictional organizations)

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
Graduates in work or training six months after the course

Code and version
YP-03, version 1.1

Program
Youth Pathways Program, 40 partners

Type: output or outcome
Outcome

Core (every partner) or partner-specific
Core: every partner reports it

Stages where it applies
From stage 2, Delivering

2. Definition

Why we measure it Who uses it, for which decision	Program team: which partners need help with employers and placement. Board: the program's outcome target. Each partner: its own trend, cohort by cohort.
Definition Every term a partner could read two ways	Young people who completed the course and who, six months after their last session, are in paid work (employed or self-employed, at least 10 hours a week) or enrolled in education or training. Completed = attended 80% of sessions or more.
Unit of measure Number, percentage, yes/no, level	Percentage of graduates, always shown with the number of graduates
Numerator What is counted	Graduates of the cohort in paid work, education or training at the six-month follow-up call
Denominator Out of what; who is left in	All graduates of the cohort, including those the partner could not reach
Disaggregation Split by sex, age, disability, place...	Sex; age group (15-19, 20-24); disability (self-reported); urban or rural

3. Data collection

Data source
Course register and follow-up call log

Frequency and reporting deadline
Quarterly; 15 days after the quarter ends

Owner at the partner (job title)
Program coordinator

Reviewed by (job title)
MEAL officer, Horizon Child Fund

Baseline (value and date)
53% (2025 cohorts, first 10 partners)

Target (value and date)
60% by December 2027

Method of collection Tool, steps, what happens to missing data	Partner staff call each graduate six months after the last session, with the program's five-question script. Three attempts on different days; anyone not reached is recorded as not reached, never left out.

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): 50% of graduates in work or training

Also report: graduates per partner, the lowest and highest partner, and the share of graduates reached

Never: average the partners' percentages, or rank partners on this KPI alone

5. Data quality checks, before anything is added up

Check	Rule for this KPI	If it fails
Completeness	Every partner with a cohort due has reported; missing is marked missing, never 0	Reminder after 5 days; shown as missing in the report
Consistency	Numerator not above denominator; the splits add up to the total	Returned to the partner before it is added
Plausibility	More than 20 points away from last quarter, or under 70% of graduates reached	The partner explains; the note goes in the report
Duplicates	The same phone number in two partners' registers	Counted once, by the partner that ran the course
Verification	Five follow-up records per partner per year, called back by Horizon	Talked through with the partner; definition clarified

6. Limitations

Known limitations What it does not show	Self-reported by phone. Six months is short for seasonal work. Says nothing about pay or the quality of the job. A rate from fewer than 30 graduates swings widely.
Do not use it to Decisions it must not drive	Rank partners or decide funding: local labor markets differ more than partners do. Compare each partner with its own baseline first.

7. Version log

Version	Date	What changed and why	Agreed with
1.0	Jan 2026	First version: in paid work at six months.	8 partners, workshop
1.1	Sep 2026	Education and training added to the numerator; graduates not reached kept in the denominator.	All 40 partners, online

8. Agreed by

Program MEAL lead
Lucy Wanjiru, Horizon Child Fund

Partners consulted (who, how)
Partner working group (6) + all 40 online

Date agreed
22 September 2026

Next review
September 2027

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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