

# READ ME

## Before diving in, a few tips to help you make the most of this template:

- Be mindful this version is best suited for using and sharing electronically, as the scrollable text boxes cannot be fully printed. If you plan to print, please use the Word version of this document, available [here](#).
- This fillable form is embedded with scrollable text boxes. To begin typing, simply click within the blue bounding box.
- To duplicate a page, go to: View > Tools > Organize Pages. From there, Option > Click (Mac) or Alt > Click (Windows) the thumbnail of the page you would like to duplicate and drag it to the desired order within the document.
- To duplicate a page, go to: View > Tools > Organize Pages. Then click the trashcan icon that should appear over the thumbnail of the page.
- The first page of each new section notes and links to its corresponding “Part” and/or “Step” within the Indicator Design Tool resource so that users can easily refer back to the main document.

## We also recommend:

- Downloading the [latest version](#) of the Adobe PDF reader.
- Using PDF comments to collaborate with colleagues. The comments function can be found on the right hand tools column.
- If you have any questions or need any guidance, please [email us](#).

# INDICATOR DESIGN TOOL TEMPLATE



**NAME:**

**COMPANY NAME:**

**SUMMARY OF ISSUE:**

**ADDITIONAL NOTES:**

# INDICATOR DESIGN TOOL TEMPLATE



## THEORY OF CHANGE AND CONTEXTUAL FACTORS

### STEPS 1-5

REFER TO PARTS 1-2 OF GUIDANCE

<b>INPUTS</b>	
<b>CONTEXTUAL FACTORS</b>	
<b>ACTIVITIES</b>	
<b>CONTEXTUAL FACTORS</b>	
<b>OUTPUTS</b>	

<b>CONTEXTUAL FACTORS</b>	
<b>PRACTICES &amp; BEHAVIORS</b>	
<b>CONTEXTUAL FACTORS</b>	
<b>OUTCOMES FOR PEOPLE</b>	
<b>CONTEXTUAL FACTORS</b>	
<b>OUTCOMES FOR BUSINESS</b>	

## NOTES ON THEORY OF CHANGE

### ADDRESSING CONTEXTUAL FACTORS

Use the table below to list risks and dependencies that require complementary actions, and for making notes about what that action is or might be.

CONTEXTUAL FACTOR	NOTES ABOUT COMPLEMENTARY ACTION

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## SETTING “OUTCOME FOR PEOPLE” TARGETS






### STEP 6

REFER TO PART 3 OF GUIDANCE

TARGET		
 <p><b>TIMING</b></p>	<p>The <b>time</b> by which we want to see the target achieved.</p>	
 <p><b>REACH</b></p>	<p>The <b>numbers of people, or the proportion of a target population</b>, that should experience the positive change.</p>	
 <p><b>OUTCOME</b></p>	<p>The <b>specific improvement in outcomes for people</b> for which we are setting a target.</p>	
 <p><b>MEASUREMENT</b></p>	<p>How might we measure this target (Indicators, Metrics, Data Sources)?</p>	
 <p><b>SDG CONTRIBUTION</b></p>	<p>Which SDGs does this target connect to?</p>	

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## DEVELOPING INDICATORS: BRAINSTORM SHEET

### STEP 7

REFER TO PART 3 OF GUIDANCE

	INDICATOR/IDEAS FOR WHAT TO MEASURE	NOTES ON DATA SOURCES
INPUTS		
CONTEXTUAL FACTORS		
ACTIVITIES		
CONTEXTUAL FACTORS		
OUTPUTS		
CONTEXTUAL FACTORS		
PRACTICES & BEHAVIORS		
CONTEXTUAL FACTORS		
OUTCOMES FOR PEOPLE		
CONTEXTUAL FACTORS		
OUTCOMES FOR BUSINESS		

# INDICATOR DESIGN TOOL TEMPLATE



## ARTICULATING INDICATOR DETAILS

### STEP 7

REFER TO PART 3 OF GUIDANCE

DESCRIPTION & TITLE	
RATIONALE	
METHOD OF MEASUREMENT	
DATA COLLECTION METHOD(S)	

DESCRIPTION & TITLE	
RATIONALE	
METHOD OF MEASUREMENT	
DATA COLLECTION METHOD(S)	

<b>DESCRIPTION &amp; TITLE</b>	
<b>RATIONALE</b>	
<b>METHOD OF MEASUREMENT</b>	
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