**Checklist for Quality of Logframe and Tracker Data**

**General Considerations for the logframe:**

1. **Develop and agree the logframe within the 3-way-working method:** Country Office, Fund Raising, Initiatives.
2. There must be an **approved Logframe in ProMIS**, which has the adequate and must-have CBM Standard Indicators.
3. Only those IND that are in the Logframe will appear in the Tracker. Only if Standard IND are used, CBM can collect this data for its Report of Activities.

**Detailed Check of the Logframe:**

1. When using one Indicator several times, avoid the risk of double counting. Do not use one Indicator in the specific objective and again in the output.
2. Ensure the correct association of IND - the measurement unit must be the same in the custom and in the associated IND.
3. Limit the number of IND as much as possible – enhance efficiency of data reporting.
4. **Target values per year** must be included in the Logframe. This is crucial for our Annual Report of Activities and “Forward Reporting” for the coming years. Progress can only be monitored by comparing actuals with targets.
5. Baseline, target, and all actual values are reported for all activities and results that are **within the scope of CBM's project contract.**
6. Ensure you set the correct reporting frequency for custom IND. For all IND besides NTD, the semi-annual reporting applies, for all NTD Indicators, the annual reporting applies.

**Detailed Checks of the Indicator Tracker:**

1. Confirm that data have been provided for the correct project and in the correct reporting period.
2. Confirm that the data is complete:
   1. Gender and age disaggregated data needs to be inserted for almost all IND.
   2. Take care of the third gender/other category – this can only be reported in a few countries.
   3. Ensure that the number of “persons with and without disabilities” is equal or higher than the number of “persons with disabilities”.
   4. For IEH it will mostly only be possible to provide numbers for persons with disabilities for IND1000 “Total Number of persons reached in IEH”.
   5. Ensure that in case nothing can be reported in the respective period, partners insert a “0”.
3. Ensure that comments are given as needed and that they make sense:
   1. An explanation is expected if a value of zero “0” is inserted although there is a target value.
   2. A comment is needed if the agreed target value is over- or underreported.