LEADING THROUGH LEARNING GLOBAL PLATFORM (LTLGP)

Activity Monitoring, Evaluation, and Learning Plan (AMELP)

Revision July 2024

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Leading Through Learning Global Platform
Activity Monitoring, Evaluation, and Learning Plan

Revision January 2024

Overview of AMELP updates: The 2021 AMELP has been revised to better measure LTLGPs work (outputs) and progress toward objectives and goals (outcomes). This includes organizing indicators by Objective / IR and Sub IRs per a revised Results Framework, adding new indicators, deleting indicators entirely, slightly modifying the construct measured by the indicator, clarifying language of indicator name, and/or adding clarification to the indicator definition, disaggregation, and measurement protocols. New indicators or changes to indicator titles from what was in the 2021 AMELP are in red text.[1] The framing language of the AMELP and the Theory of Change remains the same, though a revised graphical results framework is provided. Additional sections detailing new measurement protocols (social network analysis, macro-analysis of activities) and revised details for previously planned protocols (member survey) are also provided and are marked by red headings. Finally, an additional section detailing the LTLGP Secretariat's plans for data reflection and activity response is provided (heading in red).

Revision July 2024

Overview of AMELP updates: This AMELP has been revised to reflect adjustments made to the LTLGP project's end date and budget, which has implications on some MEL milestones, as detailed below:

- *Social network analysis will not be conducted*
- *Only one member survey will be conducted (in July 2024) instead of two (in July 2024 and again at the end of the project in 2025). Findings from the July 2024 member survey will be reflected in a full internal report, internal meeting, and in FY2024 annual indicator reporting.*
- *The originally-planned mid-term report on LTLGP Effectiveness will be canceled. The final LTLGP effectiveness report (May 2025) will be produced, and consolidate findings from the member survey, activity-level reporting, and other routine MEL conducted during the life of the project. This report will be used to inform the LTLGP Final Report.*
- *Collaboration, learning, and adapting activities have been reduced given shorter timeline to adjust based on findings*
- *Adjusted some targets for Years 4 and 5 based on removal of or reductions for associated activities*

[1] Some revised indicators were first adopted in Q2FY2023, and reported as such in quarterly reports. Others will appear in the first FY2024 quarterly report.

Overview

Leading Through Learning Global Platform's (LTLGP) overall goal is to improve USAID education program quality and thought leadership in accord with approved learning agendas through support for education learning networks. The specific objectives of the project include that USAID staff and implementing partners:

Objective 1. Have evidence based and evidence informed technical tools and resources for education programming: This objective will update, contextualize, and/or disseminate existing tools and resources and develop new tools and resources as suggested by USAID and by the learning networks in education aligned with USAID priorities and demand from regional practitioners. Tools and resources will be disseminated through documents, training, and other forums supported by LTLGP.

Objective 2. Have increased knowledge and skills in topics aligned to USAID education priorities:This objective will address USAID's and its partners' needs for timely, context appropriate professional development by offering a forum through which Mission staff and partners can voice their needs and access appropriate expertise locally in the form of field-based specialists and facilitate peer learning around shared topics of interest and participate in professional development activities.

Objective 3. Collaborate and share evidence-based practices related to USAID education sector priorities: Through a distributed network of hubs and learning networks, this objective focuses on facilitating local, regional, and international professional networking, skills exchange, and leadership development.

LTLGP operates across four functional teams (FTs): 1) Hub and Learning Network (LN) Development (NetHub); 2) Evidence and Learning (E&L); 3) Professional Development (PD); and 4) Communications and Events (Comms). Together, these teams aim to advance collective learning and collaboration. As such, the following are the key functions within LTLGP:

- Network expansion, development and maintenance: Through hub and LN coordination and management.
- Evidence and learning: Through the production and dissemination of knowledge products, such as toolkits or white papers.
- Professional development: Through training and learning sessions.
- Communications and events: Through list-serve based dissemination of hub and LN newsletters and more targeted communications as needed; regular social-media based communications; posting of materials and announcements on EduLinks website in coordination with DEVELOP; support for public, activity-related calls or campaigns and virtual and face-to-face events; ensuring access to resources and learning across networks, including translation services and other accessibility considerations.

Monitoring, Evaluation, and Learning Plan Overview, Approach, and Results Framework

In accordance with USAID ADS 203, this Activity Monitoring, Evaluation and Learning Plan (AMELP) contains:

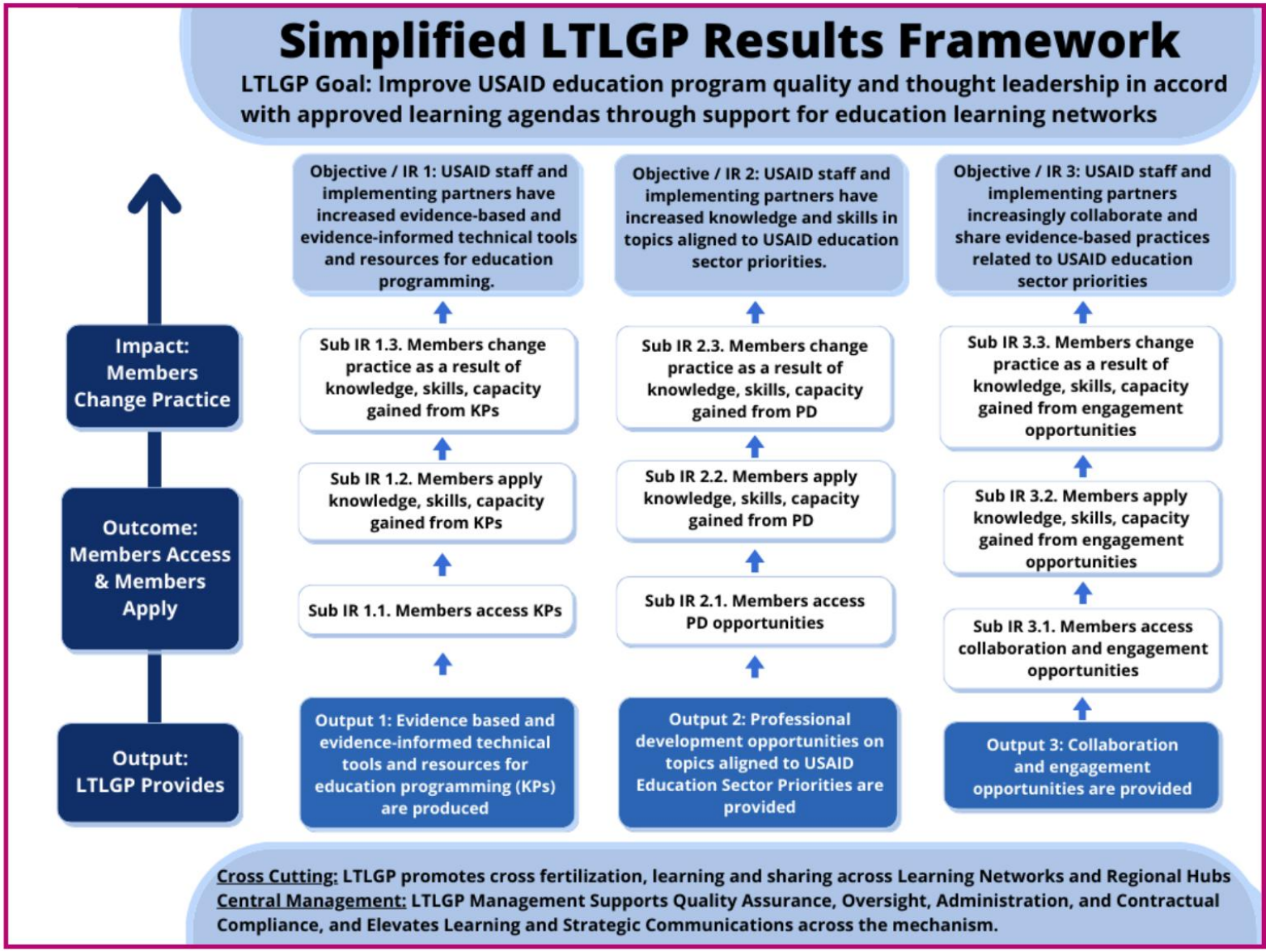
- Performance evaluation overview
- Results framework of the project
- LTLGP performance monitoring indicators, including performance indicator reference sheets (PIRS)
- Description of the data collection and management system

The LTLGP Theory of Change is that:

IF LTLGP produces relevant, high quality outputs (evidence based and evidence informed technical tools; professional development; opportunities for member collaboration and sharing) **AND IF** LTLGP facilitates members' access to all of these outputs through strategic communication and dissemination strategies,
THEN LTLGP members will access these resources and learning opportunities, and
THEN LTLGP members will apply them to project work, and
THEN, ultimately, a global education learning system will have been created and expanded **AND** LTLGP members will change/improve their practice in ways that enhance program quality **AND** improved program quality will further position USAID as a thought leader in knowledge management for development.

This Theory of Change is implicit in the LTLGP Results Framework, which was revised in 2023 and is presented in Figure 1 below.

Figure 1: Simplified LTLGP Results Framework



Output Monitoring: At the most basic level, we will track LTLGP's success ***delivering outputs*** associated with each Objective, by each Unit (Learning Network / Regional Chapters), and which are associated with Learning Agenda Questions. These outputs will be determined on an annual basis, through the work planning process, and LTLGP's delivery progress will be noted through quarterly reports, then summarized at year's end through an annual progress report. If certain outputs require a longer delivery timeframe than one year, these will be continued into the subsequent program year; if their delivery is complete, or is deemed to no longer be necessary, these outputs will be discontinued.

Outcome Monitoring: While output monitoring is essential for ensuring short-term accountability, true progress monitoring for LTLGP resides in tracking progress toward access, application and changed practice within each of the Objectives. To facilitate monitoring for the three Objectives, we have broken out progress into stages, which align with the **IF** and **THEN** statements in the Theory of Change above.

In summary, the stages to be monitored are:

1. Resource, tool, or opportunity is produced (output)
2. Resource, tool, or opportunity is made available (output)
3. Members access (initial engagement with) resource, tool, or opportunity (outcome, level 1)
4. Members access (deeper engagement with) resource, tool, or opportunity (outcome, level 1)
5. Members 'apply' resource, tool, or opportunity (outcome, level 2)
6. Resource, tool, or opportunity is reflected in changed practice (outcome, level 3 / LTLGP impact level)

Progress for each outcome, and each outcome level, is defined through indicators and data collection methods, as outlined in the following section.

Performance Monitoring Indicators

In accordance with the special nature of the project as a global platform (rather than a country-based development project), all but one of the indicators for USAID LTLGP are *custom* indicators. Table 1 below offers an overview of the unique indicators and primary data sources. Following that, a larger Table 2 provides the indicators organized by Objective - meaning some indicators are repeated given they apply to multiple Objectives - and with further details on disaggregation, reporting frequency, and targets ; further details on each individual indicator can be found in the Performance Indicator Reference Sheets in Annex 1. Details on disaggregation, additional explanations as to how we will attribute Objective / IR and Unit (ECCN, GRN, HELN, LAC, Africa Chapter) contributions to outcomes, and a summary table of what constitutes access, application, and changed practice, follows Table 2.

Table 1: Summary of Indicators and Data Source(s)

#	Indicator name	Data source(s)

1	# of tools and resources updated, contextualized, or developed by or in direct partnership with LTLGP (Output)	Project records
2	# of knowledge sharing sessions produced & hosted by or in direct partnership with LTLGP (Output)	
3	# of professional development/ training courses held in-person or made available as online training by LTLGP (Output)	
4	# of communications products developed to facilitate LTLGP members' access to resources, learning/ knowledge sharing events, and professional development/ training (Output)	
5	# of LTLGP NetHub Development events (Output)	
6	# of LTLGP collaborative efforts (Output)	
7	# of mailing list subscriptions (cumulative) (Outcome)	GovDel unit reports
8	# of LinkedIn followers (cumulative) (Outcome)	LinkedIn analytics
9	PO.1.1- Custom - # of partners engaged in USAID-led Communities of Practice that advance the goals of the Education Strategy (cumulative) (Outcome)	LTLGP membership GoogleForm
10	# of users accessing resources updated, contextualized, or developed by LTLGP (cumulative)(Outcome)	Edulinks pageviews via Google analytics
11	# of attendees accessing LTLGP learning/ knowledge sharing events (Outcome)	Zoom + Eventbright
12	# of attendees completing LTLGP professional development opportunities (Outcome)	Attendance sheets (in person or online)
13	# of attendees to NetHub Development events (Outcome)	Zoom + Eventbright
14a	# and % of individuals accessing KP agreeing that goal of KP has been achieved (Outcome)	Post-event Zoom polling
14b	# and % learning event attendees who agree that goal of learning event has been	

	achieved (Outcome)	
14c	# and % network event attendees who agree that goal of event has been achieved (Outcome)	
15	# and % PD completers with improved knowledge and skills (Outcome)	Course evaluations
16	% and # of collaborative activities with satisfactory collaboration from members (Outcome)	Secretariat Activity Manager rating
17	# of all LTLGP members reporting applying resources, knowledge, PD (Outcome)	Member survey + activity-level assessments
18	# of LTLGP members reporting changed practice resulting from application of LTLGP resources, knowledge, and/or professional development (Outcome)	

Table 1: 2023 Indicators by Objective/IR and Sub-IR

	Indicator	Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
Objective 1 / IR1: USAID staff and implementing partners have increased evidence-based and evidence-informed technical tools and resources for education programming.												
Sub IR 1.1: Members access knowledge products												
1	Number of tools and resources updated, contextualized, or developed by or in direct partnership with LTLGP (Output)	This indicator measures the number of tools and resources developed by LTLGP and made available through publication on the LTLGP website. Excludes resources that LTLGP has promoted but has not had a direct role in producing	Quarterly tracking sheet (manual)	Unit Region	Quarterly	*50*	**50**	As per annual work plan deliverables				
10	Number of users accessing resources updated, contextualized, or developed by LTLGP (Outcome Level 1) (cumulative)	User clicks on LTLGP-produced tools/resources (products counted in Indicator 1)	Google Analytics per resource	Unit Region	Quarterly	*5400*	**12000**	na	3k	8k	10k	12k
14a	# and % of individuals accessing KP agreeing that goal of KP has been achieved (Outcome Level 1)	Each activity producing a KP will have its own method for determining the sample of persons who will respond to questions about whether or not the KP achieved its objective. Number will be extrapolated from sample.	Member survey & Activity assessment	Unit Region	Annual beginning 2023	–	**3000 (25%)**	na	na	25%	25%	25%
Sub IR 1.2: Members apply knowledge, skills, capacity gained from KPs												

	Indicator	Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
17[2]	See end of table											
Sub IR 1.3: Members change practice as a result of knowledge, skills, capacity gained from KPs												
18[3]	See end of table											
Objective 2 / IR2: USAID staff and implementing partners have increased knowledge and skills in topics aligned to USAID education sector priorities.												
Sub IR 2.1: Members access professional development opportunities												
2	Number of knowledge sharing sessions produced and hosted by or in direct partnership with LTLGP (Output)	Includes webcasts, webinars, conference presentations - primary objective to share knowledge or skills but not PD courses. Excludes panels hosted by another entity in which an LTLGP Secretariat member participates	Quarterly tracking sheet (manual) or Zoom	Unit Region	Quarterly	*34*	**150**					As per annual work plan deliverables
3	Number of professional development/ training courses held in-person or made available as online training by LTLGP (Output)	Includes courses or training modules into which a person is enrolled and participates in all components of the training that has a set of learning objectives and measurement of knowledge.	Quarterly tracking sheet (manual)	Unit Region	Quarterly		**5**					As per annual work plan deliverables

[2] Indicator 17 is a single indicator with associated LTLGP-wide targets that will be disaggregated by Objective, so it appears three times in this table under each Objective (Sub-IR 1.2, Sub IR 2.2, Sub IR 3.2)

[3] Indicator 18 is a single indicator with associated LTLGP-wide targets that will be disaggregated by Objective, so it appears three times in this table under each Objective (Sub-IR 1.3, Sub IR 2.3, Sub IR 3.3)

	Indicator	Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
11	Number of attendees accessing LTLGP learning/ knowledge sharing events (Outcome Level 1)	Attendees to (live staying for 50% or more or viewed after 50% or more of recording) LTLGP-produced learning / knowledge sharing events (counted in Indicator 2)	Zoom and Eventbright	Unit Region Location Org type	Quarterly	*1700*[4]	**5100**	100	1500	1500	1500	500
12	Number of attendees completing LTLGP professional development opportunities (Outcome Level 1)	Attendees to (virtual or in-person) LTLGP-produced PD opportunities and attending 80% or more of all modules (Counted in indicator 3)	Attendance sheets	Unit Region Location Org type	Quarterly		**125**	0	50	50	25	0
14b	# and % learning event attendees who agree that goal of learning event has been achieved (Outcome Level 1)	This measures perceived effectiveness of learning events counted in Output 2. Specific questions will customized around the specific and clearly stated goal of the learning event, but will	In-event poll with standard questions for all events	Unit Region	Annual beginning 2023	*1445*[5]	**4080 (80%)**	na	na	80%	80%	80%
15	# and % PD completers with improved knowledge and skills (Outcome Level 1)	Based upon PD-specific assessment of pre and post skills (for PD counted in Indicator 3)	Course evaluations	Unit Region	Annual		**100 (80%)**	na	80%	80%	80%	80%
Sub IR 2.2: Members apply knowledge, skills, capacity gained from KPs												

[4] Target set in contract combined all types of learning event as 'virtual or in-person workshops' while LTLGP now distinguishes learning events and formal PD courses, and separates targets and counting as such.

[5] The contract set targets for 'Number of mission staff and IPs with improved knowledge and skills' for any type of training.

Indicator		Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
17[6]	See end of table											
Sub IR 2.3: Members change practice as a result of knowledge, skills, capacity gained from learning events and PD												
18[7]	See end of table											
Objective 3/ IR3: USAID staff and implementing partners increasingly collaborate and share evidence-based practices related to USAID education sector priorities												
Sub IR 3.1. Members access collaboration and engagement opportunities												
4	Number of communications products developed to facilitate LTLGP members' access to resources, learning/ knowledge sharing events, and professional development/ training (Output)	This indicator measures the total number of all USAID-approved communications products developed to facilitate LTLGP members' access to any resources (not only those produced by LTLGP). This indicator includes newsletters, emails, videos, blogs, LinkedIn posts that aim to push out LTLGP's work, or solicit LTLGP member input or participation.	Look Ahead Sheet completed by Comms	Unit Region	Quarterly	*156*[8]	**1500**	As per annual work plan deliverables				

[6] Indicator 17 is a single indicator with associated LTLGP-wide targets that will be disaggregated by Objective, so it appears three times in this table under each Objective (Sub-IR 1.2, Sub IR 2.2, Sub IR 3.2)

[7] Indicator 18 is a single indicator with associated LTLGP-wide targets that will be disaggregated by Objective, so it appears three times in this table under each Objective (Sub-IR 1.3, Sub IR 2.3, Sub IR 3.3)

[8] Larger target than what is in contract is primarily due to inclusion of individual LinkedIn posts on the count.

	Indicator	Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
5	Number of LTLGP NetHub Development events (Output)	In person or virtual public gatherings primarily aimed toward networking, strategic development of networks, though may also have objective toward sharing knowledge	Unit lead manual tracking or Zoom	Unit Region	Quarterly	*87*[9]	*16*	As per annual work plan deliverables				
6	Number of LTLGP collaborative efforts (Output)	The number of activities (documented in annual workplan and budget, or ad hoc) wherein a product or group of related products (e.g. those captured in Indicators 1, 2, 3, 5; some under 4) are outputs and for which one or more opportunities for collaboration with and/or contributions from members is included	Unit lead manual tracking	Unit Region	Quarterly	–	**200**	As per annual work plan deliverables				
7	Number of mailing list subscriptions (cumulative) (Outcome Level 1)	The total number of subscriptions across all units. One individual may represent up to 5 subscriptions.		Unit	Quarterly	–	**80000**	4k	20k	60k	70k	80k
8	Number of LinkedIn followers (cumulative) (Outcome Level 1)	Total number of followers of any unit page (ECCN, GRN, HELN, or LAC) on LinkedIn; individuals may be counted multiple times if they are following more than one page		Unit	Quarterly	–	**10000**	0	1k	6k	8k	10k

[9] In the original contract, what we are now considering 'networking events' was classified as 'member events' which was likely envisioned to include some learning events that were not counted under 'number of virtual or in-person workshops facilitated' for which the total target was 34. The total number of events on the original contract was therefore 34 workshops + 74 member events = 108. This AMELP has categorized three types of event: learning event, formal PD, networking event and redistributed the total counts, and added more learning events: 150 learning events + 5 formal PD + 20 networking events = 175.

	Indicator	Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
9	PO.1.1- Custom - Number of partners engaged in USAID-led Communities of Practice [ECCN, GRN, HELN, LAC Hub] that advance the goals of the Education Strategy (cumulative) (Outcome Level 1)	# LTLGP members added per registration via EduLinks page[10]	GoogleForm	Unit Location Org type	Quarterly	*9000*	**9000**	6k	7k	8k	8.5k	9k
13	Number of attendees to NetHub Development events[11]	Live attendees to LTLGP-produced networking events (counted in Indicator 5)	Zoom and eventbrite	Unit Region Location Org type	Quarterly	*4000*[12]	**1350**	100	500	250	250	250

[10] (LTLGP membership is joining one or more LNs but individual counted once if registers for more than one LN; LN membership is by LN and an individual may be counted in each of the LNs for the disaggregated figure). 3933 email addresses were inherited from GRN and ECCN mailing lists combined (multiple individuals may have registered for both networks and are counted twice in this figure). During the time period in which members joined via GovDel, location and organization information is not available. Only those members who joined LTLGP via a 'Signup Builder' during the GovDel period (meaning, they clicked on an LTLGP-produced link to membership that have since been changed to point toward the GoogleForm). Original Google Form active from April 15, 2021 to July 19, 2022. New GoogleForm Active from November 28, 2022 to present. Between July 20 and November 28, GovDel 'signup builder' emails are counted as members. Across the list of all members, duplicate registrations are removed (e.g. if one person signed up for ECCN twice, their initial sign up is counted but not subsequent signup(s)). Consolidated list will have: inherited emails (GoogleGroup list = 3933 emails) + Old Form signups (Apr 2021-Jul2022) + Gov Del Signup builder (Jul - Nov 2022) + New Form .

[11] In the first version of the AMELP and on reporting up to end FY2023, attendees to networking events and learning events were counted together. This revised AMELP separates them out given each type of event falls under a specific objective and have unique approaches and activity-level goals.

[12] In the original contract, what we are now considering 'networking events' was classified as 'member events' which was likely envisioned to include some learning events that were not counted under 'number of virtual or in-person workshops facilitated' for which the total attendee target was 1700. The total number of attendees on the original contract was therefore 1700 workshops attendees + 4000 member event attendees = 5700 total attendees to any event.

Indicator		Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
14c	# and % network event attendees who agree that goal of event has been achieved	"Event Attendees" are those who have stayed for the duration of the event - polling occurs at the end - and have opted into taking the poll at that point. Agreement that the objective has been obtained is based on respondents saying that they 'agree' or 'strongly agree' (or the 4-point scale equivalent) that the respective objective has been met. Objectives for events will vary but be discretely defined, and clearly identified as the objectives within the poll.	Post-event Zoom survey	Unit Region	Annual beginning 2024	–	**1080(80%)**	na	na	80%	80%	80%
16	% and # of collaborative activities with satisfactory collaboration from members	Denominator: # activities with collaboration opportunity 'spots' made available to members (Ind 6) Numerator: # activities determined by LTLGP to have been adequately collaborative	LTLGP Secretariat activity manager rating of satisfaction	Unit Region	Annual	–	**140 (70%)**	na	na	60%	65%	70%
Sub IR 3.2. Members apply knowledge, skills, capacity gained from collaboration and engagement opportunities												

This AMELP has categorized three types of event: learning event, formal PD, networking event and redistributed the total attendee counts, and added more learning events to surpass initial attendee totals: 5100 for learning events + 125 for formal PD + 1350 for networking events = 6575 total event attendees.

Indicator		Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
17[13]	% and n umber of LTLGP members reporting ***applying*** learning gained through collaboration and engagement opportunities (Outcome Level 2)	This measures LTLGP members reporting that they have applied LTLGP outputs in their work. "Applied" is defined as one or more instances ever of: a) Deploying a tool accessed from LTLGP and/or b) taking actions or decisions informed by concepts, guidance, conversations, or KPs accessed or acquired via LTLGP. Number will be extrapolated from a sample.	Member survey ; activity assessments	Unit Region Location Org type	Annual beginning 2024	*4350*[14]	**48% (4350)**	na	na	1000	1500	2850
Sub IR 3.3. Members change practice as a result of knowledge, skills, capacity gained from collaboration and engagement opportunities												
18[15]	% and number of LTLGP members reporting ***changed practice*** (Outcome Level 3 / Impact)[16]	This measures LTLGP members reporting that: a) Their practice (or their organization's practice) has changed/improved as result of applying LTLGP-produced KPs, PD, collaboration opportunities ***and*** b) They can provide corroborating documentation to	Member survey; activity assessments	Objective Unit Region Location Org type	Annual beginning 2024	*3288*[17]	**37% (3288)**	na	na	500	1000	1788

[13] Indicator 17 is a single indicator with associated LTLGP-wide targets that will be disaggregated by Objective, so it appears three times in this table under each Objective (Sub-IR 1.2, Sub IR 2.2, Sub IR 3.2)

[14] The original contract separated this outcome by Objective, with 3240, 300, and 810 members applying tools, knowledge from PD, and knowledge from networking events, respectively. The individual counts have been combined for LTLGP-wide reporting, but will be disaggregated during annual reporting.

[15] Indicator 18 is a single indicator with associated LTLGP-wide targets that will be disaggregated by Objective, so it appears three times in this table under each Objective (Sub-IR 1.3, Sub IR 2.3, Sub IR 3.3)

[16] Indicator 18 is a single indicator with associated LTLGP-wide targets that will be disaggregated by Objective, so it appears three times in this table under each Objective (Sub-IR 1.3, Sub IR 2.3, Sub IR 3.3)

[17] The original contract separated this outcome by Objective, with 2592, 210, and 486 members with improved practice via tools, PD, and networking events, respectively. The individual counts have been combined for LTLGP-wide reporting, but will be disaggregated during annual reporting.

Indicator		Definition	Data source(s)	Disaggre-gation	Reporting frequency	Contract LOP target	Suggested Revised Targets					
							LOP	Y1	Y2	Y3	Y4	Y5
		support this assertion of changed/improved practice. "Practice" may include policy work, planning, and/or any element of the project cycle for education programs. Number will be extrapolated from sample.										

Table 2, below, provides the disaggregation categories or unit, regional focus, location, organization type, and Objective / IR.

Table 2: Disaggregation categories

Unit	HELN, ECCN, GRN, Africa Chapter, LAC Hub/Chapter producing / leading on an output and therefore primarily associated with resulting outcomes.
Region	Sub-Saharan Africa, Asia Pacific, Europe and Eurasia, LAC, MENA, North America. This reflects the **focal region of the activity**, as designated at the outset of activity planning. Not all activities will have a focal region.
Location	Sub-Saharan Africa, Asia Pacific, Europe and Eurasia, LAC, MENA, North America. This reflects the **location of the member,** as they have voluntarily self-reported (so, data are not always available).
Org type	Donor (USAID / Non-USAID), International NGO, Local NGO, Education Institution, Government, Other. This reflects the **organization type of the member,** as they have voluntarily self-reported (so, data are not always available).
Objective	Objective 1: Products that are technical tools and resources (knowledge products (KPs)); Objective 2: Professional development (PD) and learning events; Objective 3: collaboration and sharing opportunities.

Defining Access, Application, and Changed Practice

To provide more clarity to the definitions provided in the Indicator table above, Table 3 provides LTLGP's illustrative examples for what could classify as access, apply, and change practice, per objective and deliverable type. They are organized as such because each product will have different goals in terms of what counts as successful access, application, and changed practice. Accordingly, members may need additional guidance on what those classifications mean so these examples will be used to form specific survey questions for activity-level assessments, and items on the member survey The following cross cutting definitions should also be considered:

- Collaboration and consultation: Collaboration and consultation refers specifically to instances in which a member actively and purposefully works on or provides some degree of input to an LTLGP product. This could include participation in member consultations, responding to calls for content or feedback meant to inform the development of a KP, being accepted as a concept note submitter and working on an activity, or joining a steering group to inform LTLGP unit decisions and work.
- Engagement: Engagement describes a person's relative activity related to a certain product or LTLGP more generally. Engagement could range from simply accessing a product (e.g. clicking a link in a newsletter) to actively participating in all learning events held by an LN. Also included are instances in which an individual submits a concept note or other application to participate (e.g. to participate in a consultation, to be on a steering group), whether accepted or not. Indicators related to access are measuring various modalities of engagement, though they are of course not exhaustive of all possible ways to measure engagement. The communications team explores relationships around member engagement using the same data generated by the MEL team for reporting on the indicators related to access.

Table 3: Defining Outcomes for Objectives and associated products

	Access / Initial Engagement	**Access / Deep Engagement**	**Apply**	**Change Practice**
	Short term	*Short term*	*Medium term (3 to 6-months)*	*Longer term (6+ months)*
Obj1: KP	Click it /	Read it / reflect on quality	Deployed tool; used evidence	KP is referenced in an solicitation;

	browse it		curated to make a decision; used tool or evidence curated as part of a presentation or proposal, practice level training, guidance or staff resource	KP is referenced in organizational-level guidance, training, resource or policy.
Obj2: Learning Event	Arrive to it	Stay for duration / ask questions or give comments / reflect on quality	Recalled knowledge gained in making a programmatic decision; used knowledge gained to pursue further resources for the development of a presentation, proposals, training guidance or other staff resource	A new approach is referenced in organizational level guidance, training, resource or policy
Obj2: PD Course	Arrive to it	Complete it / participate actively in it / reflect on quality	Deployed skills, knowledge, resources and/or tools from PD course to make a decision; as part of a presentation or proposal, practice level training, guidance or staff resource	A new approach is referenced in organizational level guidance, training, resource or policy shared has been institutionalized into an organization's way of working
Obj3: Network/Hub Events	Arrive to it	Stay for duration / actively participate in discussions / connect with others / reflect on quality	Reached out to a new connection made during an event	Formed partnership with new organization for future work; knowledge and/or contacts gained are referenced in organizational level guidance, training, resource

				or policy
Obj3: Consultation / Collaboration	Express interest in collaborating	Provide input to it	Deployed skills, knowledge, resources, tools and/or professional contacts f to make a decision or as part of a presentation or proposal, practice level training, guidance or staff resource	Formed partnership with new organization for future work; knowledge and/or contacts gained are referenced in organizational level guidance, training, resource or policy

How we will measure learning network and regional chapter contributions to outcomes

While the LTLGP Results Framework and Indicator table are organized as LTLGP-wide, all indicators will be disaggregated by Unit (e.g. a Learning Network, LAC Hub, Africa Chapter), and (as relevant) regional focus in order to see the LN / Hub/ Chapter level contributions to LTLGP's progress. Each product is, upon writing of the SOW, primarily associated with a single Unit, single learning agenda question, and single Objective (deliverable type). Many activities have a regional focal area, too. As such, outputs can be easily categorized primarily led by a single Unit and at times, a regional focal area.

Also, most outcomes are associated with individual products. For example, we count access to individual KPs, then aggregate this data to report on an all-KP count of access (Indicator 10); we count access to individual learning events, then aggregate this data to report on an all-learning event count of access (Indicator 11). Because each deliverable is attributed to a single unit then outcomes resulting from individual products can be attributed to a single unit by simple disaggregation. Cross Cutting activities will be reported separately. Some activities involve two or more units collaborating. In these cases, the main unit associated on the SOW will be the one counted though it will be possible to examine, as needed, different outcomes for products that involve multiple units vs. single-unit efforts.

This information will constitute the main data source for Crosscutting Activity 1.1 (see LTLGP Year 4 Workplan), to provide a focused presentation as to how LTLGP's learning networks have contributed .

How we will measure Objective / IR contributions to outcomes

Indicators 17 (application) and 18 (changed practice) are both crosscutting for all three Objectives/IRs and will be reported on at the LTLGP-wide level. However, this reporting will allow for disaggregation by Objective / IR because of the way that the data informing these indicators are collected: members are asked to reflect on specific products they have accessed and then from there, whether they have applied the product and whether that application has contributed to changed practice. Also, each product is, upon production of the SOW, primarily associated with a single unit, single learning agenda question, and single Objective / IR. This will facilitate disaggregation, allowing us to group together product types under specific Objectives / IRs and note the degree to which application and changed practice differs across product types under each of the Objectives / IRs.

It is possible that members' decision to change practice was the result of not just one product, but from a bundle of products with a common application /changed practice aim (e.g. if applying learning about X new approach was obtained by accessing a learning event, a KP, and an opportunity to discuss). In this case, the member will be asked to identify which deliverable had the strongest influence on the step toward application, and that one will be counted toward this indicator. Additional nuance around the

effectiveness of the bundled approach to enhance application and changed practice will be provided by follow-up interviews among those reporting application and changed practice in the surveys.

How we will measure how we've advanced learning agenda questions

While there are no indicators or disaggregation around learning agenda questions, it will be possible to report on contributions to individual learning agenda questions at the output and outcome level because of the way that the data informing these indicators are collected: members are asked to reflect on specific products they have accessed and then from there, whether they have applied the product and whether that application has contributed to changed practice. Also, each product is, upon production of the SOW, primarily associated with a single unit, single learning agenda question, and single Objective / IR. This will facilitate disaggregation when we can group together product types under specific Learning Agenda Questions and as such, the degree to which application and changed practice differs across product types under each of the Learning Agenda Questions.

In addition to knowing about what outputs have been produced around each learning agenda question, and what sorts of outcomes have resulted in terms of access and application of those products, LTLGP will also track the main findings in terms of what content is provided in response to each respective learning agenda question. Activity managers will be tasked with, 10 days after activity completion, answering two questions:

1. What are the key findings (evidence, promising practices, other--describe) shared through this deliverable?
2. *[As relevant based on activity/deliverables]* What, if any, are limitations to the findings shared around this learning agenda question? Explain the source of the finding(s) provided, who contributed to it, who vetted it, etc.? What proportion of evidence shared was anecdotal vs. primary research/evaluation. Were there discrepancies in findings presented?

This information will constitute the database from which researchers engaging in Crosscutting Activity 1.2 (see LTLGP Year 4 Workplan) will conduct their analysis, alongside their detailed review of all LTLGP products that have been promoted, to reflect in detail on how LTLGP has advanced learning agenda questions.

Overview of MEL System and Activities

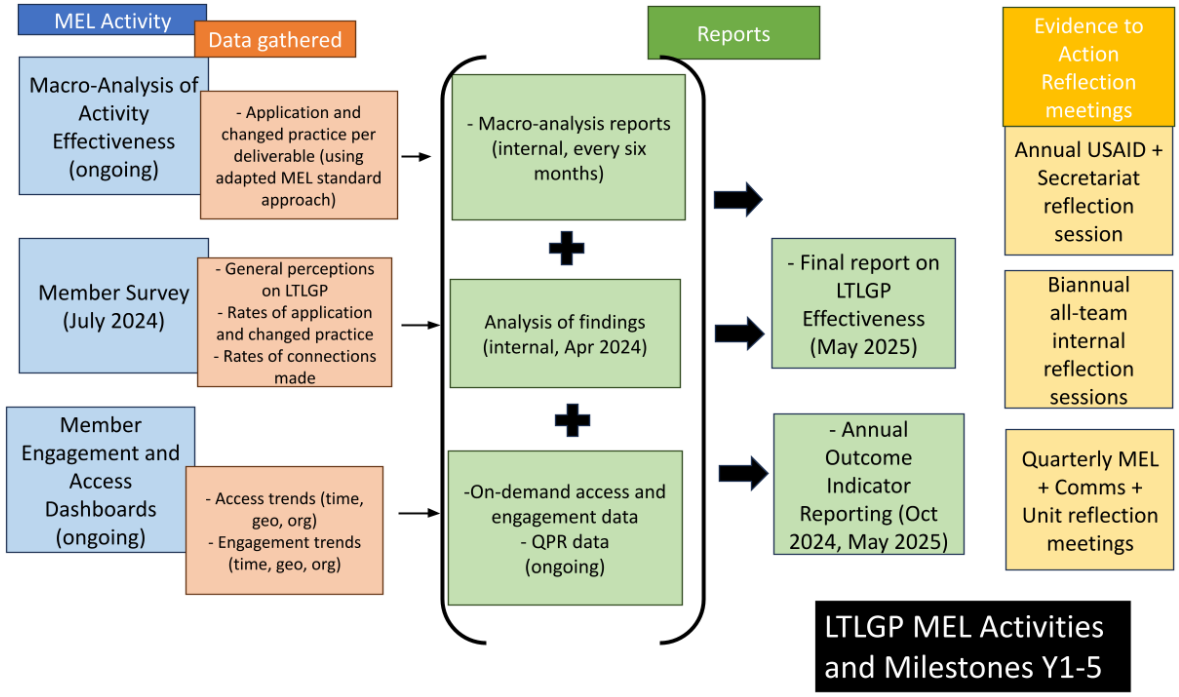
An adequate MEL system and associated activities must ensure that:

a) information about the project is captured on time and the data are of high quality, to facilitate regular and accurate reporting

b) the data are used for regular collaboration, learning, and adapting (CLA) at all levels of LTLGP (Secretariat, functional teams, Networks, individual activities) as possible

The types of performance data being collected by four core MEL activities, associated deliverables and CLA milestones are summarized in Figure 2, below. Additional details for each of the activities are in the narrative that follows.

Figure 2: Three core MEL activities, associated deliverables, and CLA milestones



Detailed MEL Activities

There are three primary MEL activities planned for the remainder of LTLGP: access and engagement dashboards, activity effectiveness monitoring and analysis; and an annual member survey. Each is described below.

Tracking short-term effectiveness: access (initial engagement and deeper engagement)

Access and engagement dashboards

LTLGP access data include those around initial engagement (e.g. signing up for newsletters, following a page on LinkedIn, clicking a resource, arriving to an event), and also those around deeper engagement (e.g. opening and clicking links in a newsletter, 'liking' and sharing posts on LinkedIn, staying for the duration of an event). Regularly tracking these data and providing regular updates on findings (e.g what

is driving increased engagement) facilitates LTLGP Secretariat adaptive management processes and enables us to comment on progress to USAID colleagues (outside of official reporting). Up to end FY2023, team members have been provided with these access updates directly from the MEL Specialist who does all the cleaning and analysis and as such, the team is only able to access the analysis as the MEL Specialist is able though such updates have been useful. Beginning FY2024, LTLGP is working with an outside vendor to help prepare weekly-updated dashboards so that Secretariat and USAID counterparts would benefit from being able to access, manipulate, and capture images of updated data themselves in a user-friendly and accessible format. The dashboards will be created to facilitate access to data and also to streamline indicator reporting.

Tracking medium to longer-term effectiveness and impact: application and changed practice

To systematically measure the degree to which people apply the products they access and among those applying the products (Outcome 2), whether that changed their practice (Outcome 3), two main approaches will be used. This will ensure that we are able to both capture a large number and wide breadth of LTLGP members, and also to solicit detailed and nuanced information about their journey from access to changed practice. These approaches are described below.

Activity-level assessments and Macro-analysis of LTLGP Product Application

As part of activity implementation, LTLGP team members managing activities have their own approaches and questions that they may use to help them to learn about the degree to which a deliverable or bundle of deliverables has been applied by members, and whether that application has contributed to changed practice. This can generate useful anecdotes that may be reflected on at an activity-level basis, but LTLGP will establish a more systematic approach for collecting and analyzing this information. It will require different activity-level methods for tracking depending on the product type(s) (e.g. document versus webcast) and goal(s) of the product (e.g. teaching skills or facilitating connections), so each individual activity or group of similar activities will require its own post-production follow up MEL task. Examples of such tasks include conducting targeted outreach to known or expected end-users of a product (e.g. via a survey, email exchanges, short interviews to ask if they'd access and applied the product), document review (e.g. checking for reference to LTLGP products that would be expected to be reflected in certain documents), or requesting and analyzing partners' web analytics (e.g. to determine whether LTLGP communications products have led increased access to that partners' product). MEL will work with LTLGP's LNs, LAC Hub and functional teams as needed in planning - scopes of work will specify each activity's target audience, outcome(s), and relevant access and application indicators - and carrying out these activity-level assessment tasks, and then compile all findings from the activities to prepare a macro analysis of LTLGP's success toward achieving Outcomes 2 and 3. These findings will be shared in semi-annual all-team reflection meetings such that the project

team can learn from one another as to some successes and lessons learned as it relates to achieving LTLGP's goals.

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Member Survey

The member survey is a mixed-methods approach to learning more about members at the global scale. The member survey will capture all LTLGP products from inception up to January 2024. Type of information gathered will include:

- General perspectives regarding relevance and effectiveness of LN and regional chapters' activities
- General perspectives regarding relevance and effectiveness of LTLGP functional areas - communications modalities, knowledge products, events and PD, engagement opportunities
- Perspectives on whether LTLGP engagement modalities are sufficiently accessible for various member types
- Degree to which members have made new and/or strengthened connections to other individuals or organizations
- Which specific products members have accessed and perspectives about the quality and relevance of those products
- Among accessed products, whether accessing a product led to application and changed practice. If not, why not? If so, what was the outcome?
- Perspectives on what more LTLGP and units can do to serve members

In addition, the survey will help us to identify individuals who are willing to participate in follow-up qualitative interviews to nuance the findings from the member survey.

Central Management will prepare a strategy to maximize its reach to LTLGP members, and encourage their participation, for example by working with unit leads to reach out to their members individually, or hosting a participation campaign similar to that which was done for the concept note process. Still, the sample will be biased, as all surveys of this nature are. An internal survey summary report and presentation during an internal meeting will help the LTLGP Secretariat and USAID reflect on success and how approaches may be modified.

Reporting

Monitoring data will be reported to USAID in **quarterly reports** along with relevant project implementation updates (outputs and certain outcome level 1 data); the final quarterly report and annual report of each year will include outcome level 1, 2, and 3 data. Data used to prepare quarterly reports will also be used as reflection points for MEL+Comms+ Unit reflection and action conversations . Data will also be used to prepare the LTLGP Final Report (see Revised 2024-2025 workplan).

In addition, the following **MEL-specific reports** will be produced:

- Member survey analysis of findings internal report (September 2024)
- Member survey external executive summary report (September 2024)
- Final report on LTLGP effectiveness (based on MEL data including access and engagement rates, member survey, macro-analysis of activities - will inform LTLGP Final Report that reflects more broadly on LTLGP using these data and more (see revised 2024-2025 workplan) (May 2025)

MEL Roles and Responsibilities:

The MEL Specialist will be responsible for establishing LTLGP-wide systems for activity-level monitoring and assessment tasks, designing protocols and managing discrete LTLGP-wide research tasks (e.g. member survey, activity-level assessment tools) , and compiling data from all data sources for the purposes of quarterly and annual tracking and reporting on indicators.

An external partner (Middlebury Institution for International Studies' META Lab) has been contracted to prepare dashboards for Access and Engagement. This includes pulling data directly from LinkedIn and Edulinks analytics.

The Communications team will be responsible for pulling Access and Engagement data (until the launch of dashboards, the databases are provided by the MEL Specialist, but ultimately they will have access to those dashboards as needed) for their own analysis and reflection, making adjustments as needed to their communications strategies and working with NetHub as relevant to refine those adjustments based on the data available.

International project coordinators in each unit will be responsible for providing raw data (e.g. Eventbrite registrant lists, Zoom attendee and duration stayed lists, attendance sheets to consultations, polling data from events, PD session evaluation surveys, lists of applicants to consultation/collaboration calls, etc.) as requested at quarterly and annual intervals when this information is not already being tracked by MEL, and will also be responsible for activity-level assessment (data collection, analysis) tasks that are determined at the activity level. The Evidence and Learning Team will be responsible for the completion of Crosscutting task 1.2 (LTLGP's contribution to learning networks).

Other LTLGP team members may dedicate LOE to MEL-specific tasks, for example in the completion of the activity-level assessments.

Annex 1: Performance Indicator Reference Sheets (PIRS)

https://docs.google.com/document/d/10mvaEif-jZWBRDQ-a7mZDI4uCWxSszXT/edit?usp=sharing&ouid=103046742393742567880&rtpof=true&sd=true