



B A S I S

Guidance for Filling Out Performance Indicators Spreadsheet

These indicators are required for BASIS to report on annually to USAID, and are one of the ways by which USAID evaluates the performance of BASIS. We recognize that these targets are estimates, but please make the estimates as accurate as you can.

General Tips

- If disaggregates are requested, please disaggregate whenever possible – this is a very important measurement that we are frequently contacted for.
- Not all of these indicators will apply to all projects; there is no need to worry about the ones that clearly do not apply to your project. However, please try to collect and report on as many indicators as possible.
- Please give all the information you can – the more information you give me here, the less info I have to bug you for at other times throughout the year.
- You can only update targets for future years; please do not alter the targets for past or current reporting periods.
- If it is not clear from the nature of your project how these numbers were calculated, please make sure to make a note in the notes column.
- If you have baselines available for before the intervention was commenced, please include the baseline values.

Specific Indicator Guidelines

- A household counts as **“new”** if they had not benefited from the project in a previous year. It is counted as **“continuing”** if it had benefited in a prior year. So, for example, if you sell 1,000 insurance contracts in year one, and 1,500 in year 2 (750 of which were repeat buyers from year one), then in year one 1,000 would be new and zero continuing, and in year two 750 would be new and 750 continuing.
- Whenever the indicator refers to **“as a result of USG assistance”**, this indicator is trying to assess what occurred that would not have occurred without BASIS support. So, for example, if your project is a strict impact evaluation and had no involvement in the project design, then the households in the project are not benefiting as a result of USG assistance. If, on the other hand, your project either suggested or helped to craft the nature of the intervention your project is evaluating, then your project has benefited households as a result of USG assistance. If you would like any clarification or advisement on how to interpret this, please contact
- Also, when looking at “as a result of USG assistance”, be sure to include only those who benefit, not those who might have benefited. For example, if you have a pilot area of 3,000 (excluding control areas, which will not benefit), and expect take-up rates around 10%, then you would only put 300.
- basis@ucdavis.edu or call (530) 752-7252.

If you have any questions about any of these indicators or how to interpret and report on them, please follow up with Tara Steinmetz via basis@ucdavis.edu or (530) 752-7252.