

General Principles for Developing Capacity Building Indicators

These General Principles aim to **support civil society organisations (CSOs) in developing indicators for monitoring and evaluation of capacity building activities**. They do not provide exhaustive guidance on developing indicators for capacity building, or for developing indicators for *all types* of capacity building. They are instead designed to **highlight commonalities in the format of some indicators that can be used to monitor this**, for example, developing resources for or providing training to different stakeholder groups.

Example of a General Principle

Counter trafficking CSOs deliver many different types of training, e.g., to law enforcement, local communities, and to service providers among others.

But often we may monitor what is delivered and the changes that result from delivery (outputs and outcomes) using similar indicators, adapted to the training context.

For example, common output and outcome indicators across these different types of training might respectively be:

- “Number of individuals who completed the training in [X]”
- “Number of trainees who report *using* [knowledge X / skills X] acquired during training Y months later”.

Applying the Principles

Adaptation: General indicators such as these must be adapted to the activities they are used to monitor (e.g., which trainings they are relevant to; whether the training aims to increase skills vs. knowledge; which skills or knowledge *specifically*, etc).

Indicator definitions: *Specific terms in indicators need to be clearly defined* by CSOs before use (e.g., what exactly counts as having ‘completed’ a training, what counts as ‘use’ of knowledge of skills, etc).

Output vs outcome indicators: In some cases, whether an indicator is an output or an outcome indicator is a matter of CSO objectives and therefore a matter of perspective.

If your CSO is engaged in capacity building activities, you may wish to consider adapting, defining, and using indicators as follows for (a) resource development; (b) resource dissemination; and (c) training delivery.

CTIP M&E Toolkit: RESOURCE

IF delivering:	THEN consider indicator(s) for:	Example Output Indicators	Example Outcome Indicators
Educational and Training Resources	Resource development	<ul style="list-style-type: none"> ● Total # of resources produced per [X timeframe] (e.g., 10 resources produced per year) ● Disaggregated by: Topic, language, level of expertise, target stakeholder/audience groups 	<ul style="list-style-type: none"> ● # resources disseminated per [x timeframe] ● Disaggregated by: Topic, language, level of expertise, target stakeholder/audience groups; dissemination channel (e.g., in-person, email, newsletter, social media) <p>See Example Output Indicators under “Resource dissemination” (an example of indicators that may be output or outcomes indicators, depending on the CSO’s monitoring and evaluation objective).</p>
	Resource dissemination	<ul style="list-style-type: none"> ● # resources disseminated per [x timeframe] ● Disaggregated by: Topic, language, level of expertise, target stakeholder/audience groups; dissemination channel (e.g., in-person, email, newsletter, social media) 	<p>Uptake and engagement per [x timeframe], e.g.,</p> <ul style="list-style-type: none"> ● # resources downloaded ● # hard copies delivered / received ● # requests for resources ● Disaggregated by: Topic, language, level of expertise, target stakeholder/audience groups
Training	Training delivery	<ul style="list-style-type: none"> ● # individuals who completed training per [x timeframe] ● Disaggregated by: individuals who completed full vs partial training; stakeholder category [e.g. # media organisations receiving training], topic, level ● # trainings delivered in total ● Disaggregated by CTIP topic, level of expertise, language 	<ul style="list-style-type: none"> ● # & % trainees who can demonstrate use / application of [X knowledge/ skills] within [Y time] ● # & % trainees who can articulate of [x number of CTIP principles] within [Y time] ● # [outcomes desired] e.g., # victims referred by trainees / # interviews conducted using X principles of a victim-centred approaches, etc)