



SCIENCE GRANTING COUNCIL INITIATIVE

Outcome Diary Log Sheet (ODLS) Manual

Version 15/12/2021

Introduction

The Outcome Diary Log Sheet (ODLS) borrows from the Outcome Mapping and Outcome Harvesting approaches – Outcome journals specifically. Outcome Mapping was originally developed by the International Development Research Centre (IDRC) in Canada, and the first comprehensive Outcome Mapping manual was produced in 2001. Just like Outcome Mapping, the ODLS seeks to identify and assess changes in the behavior of the Councils and their staffs because of engaging with SGCI. The ODLS does not seek to prove causality or attribution for those changes, but instead attempts to show logical linkages between the observed changes and the Initiative’s activities across the five thematic areas, thereby enabling the Initiative’s contribution to change to be understood.

The tool appreciates that outcomes or changes can be both positive and negative, and/or intended or unintended; therefore, both the Councils, CTAs and IMT are encouraged to document both. Additionally, it also gives emphasis on the documentation of the outcomes or behavioral changes rather than activities conducted or services received by the Councils from the CTAs. The tools also seeks to promote self-reporting by the Councils, hence putting them at the center stage of the SGCI MEL; based on the learning acquired from SGCI I. Based on this, Councils are highly encouraged to implement the tool.

Purpose of the Manual

The purpose of this document is to guide the Science Granting Councils, (SGCs), Collaborating Technical Agencies (CTAs) and the Initiative Management Team (IMT) on how to access and use the Outcome Diary Log Sheet or ODLS.

How to Access the ODLS

Between November 2021 to March 2022, the ODLS will be accessed via KoboCollect, through this link: <https://ee.kobotoolbox.org/x/XL9yQapr>. Thereafter, the tool will be uploaded on the SGCI communication platform currently being developed by the Scinnovent Centre.

ODLS Features

The ODLS entails two sections. The “Introduction” and the “Outcome Log Sheet”. The features of these two sections differs whether you are Science Granting Council (SGC), Collaborating Technical Agency (CTA) or a member of the Initiative Management Team (IMT). Based on this, we will look at the features for each as highlighted below:

1. For Science Granting Councils (SGCs) platform

The figures and tables below provide a summary of the ODLS features for the Science Granting Councils (SGCs) platform.

▼ INTRODUCTION

*** Select whether you are a Council, CTA or IMT**

Science Granting Council (SGC) ▼

Name of the Science Granting Council (SGC)
From the drop-down list, select the name if your SGC

none selected ▼

*** Name and Title of the person logging**
Enter your full names and your title. E.g. Donnelly Mwachi (SGCI MEL Technical Lead).

*** Date of Entry**
Enter today's date.

yyyy-mm-dd 

The first part of the platform is the “Introduction”. This section is meant for documenting the details of the organisation and person logging the observed outcome or change. It entails four fields as illustrated in the picture above and the table below.

Feature	Explanation	Example
Select whether you are a Council, CTA or IMT	<p>This is a drop-down list with the following options:</p> <ul style="list-style-type: none"> • Science Granting Councils (SGC) • Collaborating Technical Agencies (CTAs) • Initiative Management team (IMT) <p>Councils are advised to select the first option – i.e., Science Granting Councils.</p>	Select first option – i.e. Science Granting Council (SGC)
Name of the Science Granting Council	<p>This a drop-down list with the following options:</p> <ul style="list-style-type: none"> • Kenya - National Research Fund • Uganda - Uganda National Council for Science and Technology • Tanzania - Tanzania Commission for Science and Technology • Ethiopia - Ministry of Science and Technology • Zambia - National Science and Technology Council • Malawi - National Commission for Science and Technology • Zimbabwe - Research Council of Zimbabwe • Mozambique - Fundo Nacional de Investigação • Botswana - Ministry of Tertiary Education, Research, Science and Technology • Ghana - Ministry of Environment, Science, Technology and Innovation • Burkina Faso -Fonds National de la Recherche et de l'Innovation pour le Developpement • Côte d'Ivoire- Programme d'Appui Stratégique à la Recherche Scientifique • Rwanda - National Council for Science and Technology • Namibia - National Commission on Research Science and Technology • Nigeria - Tertiary Education Trust Fund • Senegal -Ministère de l'Enseignement supérieur, de la Recherche et de l'Innovation <p>Councils are advised to select the name of their Councils. Refer to the example on the right.</p>	Select the name of your Council. For example, Malawi - National Commission for Science and Technology

Name and Title of the person logging	This is a textbox. You are required to type your name and your title.	For example: Mike Kachedwa (SGCI Coordinator)
Date of Entry	This is a date function. Select today's date or the date when you are logging the outcome or change	For example: 2021-12-15

The second part of the platform is the "Outcome Log Sheet". This section is meant for documenting the specific outcome or change you want to report. The figure and table below illustrate its specific features.

▼ OUTCOME LOG SHEET

* 1. Description of Outcome

Provide description of the change/outcome (There is no small or big outcome. Document if you feel its a change/outcome!). These are significant instances only and may be positive or negative. Both SGCI, CTAs and IMT are encouraged to not to be explicit on when reporting the change or outcome.

* 2. Activity

Describe the specific SGCI activity (contributing factors/actors) that was conducted that contributed to the specific outcome/change reported.

3. Means of Verification

Source of evidence indicating the changes observed (if available – i.e., include any links)

Upload source of evidence (If available)



4. Gender and Inclusivity

What is the gender implication of the change/outcome observed? (if applicable)

5. Lessons and Action Points

Lessons learnt and any action to be taken by you.

6. SGCI Indicators

Select the associated SGCI indicator (if applicable)

Feature	Explanation	Example
Description of Outcome	<p>In this section, you are required to explain the specific outcome or behavioral change you would like to report on. You are advised to report one outcome per entry and therefore do not report more than one outcome in a single entry. You are also advised not to be too brief in your explanation. Provide details as much as possible to make the reader understand your outcome. Some potential outcomes that you can report on include (please note that these are just examples:</p> <ul style="list-style-type: none"> • The extent which your council is adopting/adapting emerging grant management practices <i>(includes the small steps/preparations you have taken towards the same. Something you regard as an achievement)</i> • The extent which your council is adopting/adapting digital grants management system <i>(includes the small steps/preparations you have taken towards the same. Something you regard as an achievement)</i> • The extent which your council is revising or developing organization MEL and Data Management systems <i>(includes the small steps/preparations you have taken towards the same. Something you regard as an achievement)</i> • How your Councils is using data and evidence in programme management and policy decision making processes <i>(includes the small steps/preparations you have taken towards the same. Something you regard as an achievement)</i> • How your Council is managing competitive research projects <i>(includes the small steps/preparations you have taken towards the same. Something you regard as an achievement)</i> • How you have managed as a Council to develop and operationalize your communication strategies <i>(includes the small steps/preparations you have taken</i> 	<p>Example1: In Malawi, we have drafted a Terms of Reference to engage an external consultant to support us in designing a digital grants management system. The Terms of Reference has so far been disseminated.</p> <p>Example2: Through support received from the Evi-pol project, in Senegal, we have so far reviewed our organization MEL framework. This included revision of key performance indicators and tools and aligning the same to our organization strategy for the period 2022-2027.</p> <p>Example3: In Burkina Faso, through the support received from HSRC, we have reviewed our grants management policy. So far, we have identified areas that needs to be strengthened to ensure that gender is well mainstreamed. A position paper to guide the revision of the policy to mainstream gender has been drafted. The revision of the policy is expected to commence in February 2022.</p>

	<p><i>towards the same. Something you regard as an achievement)</i></p> <ul style="list-style-type: none"> • How you have managed, as a Council, to take up knowledge outputs produced and disseminated during the Regional Meetings and Annual Forums (<i>includes the small steps/preparations you have taken towards the same. Something you regard as an achievement)</i> • How you are, as a Council, mainstreaming gender in your grant management policies (<i>includes the small steps/preparations you have taken towards the same. Something you regard as an achievement)</i> 	
Activity	This refers to the activity or support that you received from SGCI through a specific CTA (or otherwise), that contributed to the outcome that you have reported above.	Example1: AAU supported us in conducting a situational analysis of our grant management portfolio. The needs identified informed the design of the ToR.
Means of Verification (if available)	If available, this refers to any proof or source of evidence to justify what you have reported above as your outcome. This could be a term of reference, title of a report, link to a website etc.	<p>Example1: Terms of Reference for an external consultant to design a digital grants management system</p> <p>Example2: Position paper on how gender and inclusivity will be mainstreamed in the grants management policy in Burkina Faso</p>
Upload source of evidence (if available)	Based on what you have reported as means of verification, upload the document here. The function allows you to upload the following documents: pdf, ms word, and videos	No specific example provided. Refer to the explanation section.
Gender and Inclusivity (if applicable)	If applicable only, explain how the outcome or change you have reported, had any gender implications.	Example1: When drafting and advertising the ToR to engage an external consultant to support in the development of a digital grants management system, we emphasized on the importance of having

		<p>women consultants applying.</p> <p>Example2: Having realized the importance of mainstreaming gender in our grants management policy, we drafted a position to facilitate or guide the revision of the policy.</p>
Lessons and Action Points (If any)	<p>This refers to any lessons that might have emerged as a result of the outcome that you have reported. This also includes any action point that you would like to take or move forward with as a result.</p>	<p>Example1: We realized that we needed to draft a position paper on what gender and inclusivity means to our grant management processes in Burkina Faso. This position paper will guide us on how to revise the current grant management policy.</p>
SGCI Indicators	<p>Refers to the SGCI indicators. In total, SGCI has a total of 10 key performance indicators across the five thematic areas. These are aligned to the overarching ToC. Councils are expected to select the specific indicator associated with the outcome they have reported above. The list of indicators include:</p> <ul style="list-style-type: none"> • [1.1] SGCs adopting emerging grants management practices • [1.2] SGCs adopting digital grants management systems • [2.1] SGCs developing robust MEL and data management systems • [2.2] SGCs using data and evidence in programme management and policy/ decision making • [3.1] High quality research competitions by SGCs • [4.1] Communication strategies developed and operationalized by SGCs • [4.2] Knowledge outputs produced taken up by SGCs • [4.3] Networking events convened for SGCs and other stakeholders • [5.1] SGCs mainstreaming gender dimensions in their grant management policies and practices (including SGCI supported research projects) 	<p>Example1: Based on the first example provided in the outcome section, the Council may select the following indicator: “[1.2] SGCs adopting digital grants management systems”</p> <p>Example2: Based on the second example provided in the outcome section, the Council may select the following indicator: “[2.1] SGCs developing robust MEL and data management systems”</p> <p>Example3: Based on the third example provided in the outcome section, the Council may select the following indicator: “[5.1] SGCs mainstreaming gender dimensions in their grant management policies and practices</p>

	<ul style="list-style-type: none"> [5.2] Increased knowledge on structural gender and inclusivity issues in research, and greater participation by women scientists in research and innovation 	<i>(including SGCI supported research projects)</i>
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2. For Collaborating Technical Agencies (CTAs)

The figures and tables below provide a summary of the ODLS features for the Collaborating Technical Agencies (CTAs) platform.

▼ INTRODUCTION

*** Select whether you are a Council, CTA or IMT**

Collaborating Technical Agencies (CTA) ▼

Select the name of your organisation? or the organisation you are associated with in SGCI.

From the drop-down list, select the name of your organisation or the organisation you are associated with in SGCI.

none selected ▼

*** Name and Title of the person logging**

Enter your full names and your title. E.g. Donnelly Mwachi (SGCI MEL Technical Lead).

*** Date of Entry**

Enter today's date.

2021-12-15



The first part of the platform is the “Introduction”. This section is meant for documenting the details of the organization and person logging the observed outcome or change. It entails four fields as illustrated in the picture above and the table below.

Feature	Explanation	Example
Select whether you are a Council, CTA or IMT	This is a drop-down list with the following options: <ul style="list-style-type: none"> • Science Granting Councils (SGC) • Collaborating Technical Agencies (CTAs) • Initiative Management team (IMT) 	Select second option – i.e. Collaborating Technical Agencies (CTAs)
Select the name of your organization? Or the organization you are associated with in SGCI?	This a drop-down list with the following options: <ul style="list-style-type: none"> • Theme1: AAU • Theme2: ACTS • Theme4: Scinnovent Centre • Theme5: HSRC <p>CTAs (and affiliates) are advised to select the name of their organizations. Refer to the example on the right.</p>	Select the name of your Council. For example, “Theme2 – ACTS”
Name and Title of the person logging	This is a textbox. You are required to type your name and your title.	For example: Rebecca Hanlin (Evi-Pol Coordinator)
Date of Entry	This is a date function. Select today’s date or the date when you are logging the outcome or change	For example: 2021-12-15

The second part of the platform is the “Outcome Log Sheet”. This section is meant for documenting the specific outcome or change you want to report on. The figure and table below illustrate its specific features.

▼ OUTCOME LOG SHEET

* 1. Description of Outcome

Provide description of the change/outcome (There is no small or big outcome. Document if you feel its a change/outcome!). These are significant instances only and may be positive or negative. Both SGCS, CTAs and IMT are encouraged to not to be explicit on when reporting the change or outcome.

* 2. Activity

Describe the specific SGCI activity (contributing factors/actors) that was conducted that contributed to the specific outcome/change reported.

3. Means of Verification

Source of evidence indicating the changes observed (if available - i.e., include any links)

Upload source of evidence (If available)

Click here to upload file. (< 10MB)



4. Gender and Inclusivity

What is the gender implication of the change/outcome observed? (if applicable)

5. Lessons and Action Points

Lessons learnt and any action to be taken by you.

6. SGCI Indicators

Select the associated SGCI indicator (if applicable)

Feature	Explanation	Example
Description of Outcome	In this section, you are required to explain the specific outcome or behavioral change you would like to report on. You are advised to report one outcome per entry and therefore do not report more than one outcome in a single entry. You are also advised not to be too brief in your explanation. Provide details as much as possible to make the reader understand your outcome. Some potential outcomes that you can report on include (please note that these are just examples:	<p>Example1: In Malawi, the Council has drafted a Terms of Reference to engage an external consultant to support them in designing a digital grants management system. The Terms of Reference has so far been disseminated.</p> <p>Example2: In Senegal, the Council has reviewed their organization MEL framework. This included</p>

	<ul style="list-style-type: none"> • The extent which the council you are supporting is adopting/adapting emerging grant management practices (AAU) • The extent which the council you are supporting is adopting/adapting digital grants management system (AAU) • The extent which the council is revising or developing organization MEL and Data Management systems (ACTS) • How the supported Council is using data and evidence in programme management and policy decision making processes (ACTS) • How the supported Council is developing and operationalizing its communication strategy (Scinnovent) • How the supported Councils are taking up knowledge outputs produced and disseminated during the Regional Meetings and Annual Forums (Scinnovent) • How the supported Council is mainstreaming gender in their grant management policies (HSRC) 	<p>revision of key performance indicators and tools and aligning the same to their organization strategy for the period 2022-2027.</p> <p>Example3: In Burkina Faso, the Council has reviewed their grants management policy. So far, they have identified areas that needs to be strengthened to ensure that gender is well mainstreamed. A position paper to guide the revision of the policy to mainstream gender has been drafted. The revision of the policy is expected to commence in February 2022.</p>
Activity	<p>This refers to the activity or support that was offered by you as a CTA to the Council to achieve the outcome reported above.</p> <p>.</p>	<p>Example1: AAU supported Council of Malawi in conducting a situational analysis of their grant management portfolio. The needs identified informed the design of the ToR.</p>
Means of Verification (If available)	<p>If available, this refers to any proof or source of evidence to justify what you have reported above as your outcome. This could be a term of reference, title of a report, link to a website etc.</p>	<p>Example1: Terms of Reference for an external consultant to design a digital grants management system</p> <p>Example2: Position paper on how gender and inclusivity will be mainstreamed in the grants management policy in Burkina Faso</p>
Upload source of evidence (if available)	<p>Based on what you have reported as means of verification, upload the document here. The function allows you to upload the</p>	<p>No specific example provided. Refer to the explanation section.</p>

	following documents: pdf, ms word, and videos	
Gender and Inclusivity (if applicable)	If applicable only, explain how the outcome or change you have reported, had any gender implications.	<p>Example1: When drafting and advertising the ToR to engage an external consultant to support in the development of a digital grants management system, HSRC supported the Council of Burkina Faso to emphasize on the importance of having women consultants applying.</p> <p>Example2: Having realized the importance of mainstreaming gender in their grants management policy, the Council of Burkina Faso drafted a position to facilitate or guide the revision of the policy.</p>
Lessons and Action Points (If any)	This refers to any lessons that might have emerged as a result of the outcome that you have reported. This also includes any action point that you would like to take or move forward with as a result.	<p>Example1: HSRC realized the importance of guiding the Council of Burkina Faso to draft a position paper on what gender and inclusivity means would mean their grant management processes in in Burkina Faso. This position paper will guide the Council on how to revise the current grant management policy.</p>
SGCI Indicators	<p>By default, the system has been designed such that a CTA can only view and select the SGCI indicators that they are responsible for as classified below.</p> <p><u>Theme1: AAU</u></p> <ul style="list-style-type: none"> • [1.1] SGCs adopting emerging grants management practices • [1.2] SGCs adopting digital grants management systems <p><u>Theme2: ACTS</u></p>	<p>Example1: Based on the first example provided in the outcome section, the CTA may select the following indicator: “[1.2] SGCs adopting digital grants management systems”</p> <p>Example2: Based on the second example provided in the outcome section,</p>

	<ul style="list-style-type: none"> • [2.1] SGCs developing robust MEL and data management systems • [2.2] SGCs using data and evidence in programme management and policy/ decision making <p><u>Theme4: Scinnovent</u></p> <ul style="list-style-type: none"> • [4.1] Communication strategies developed and operationalized by SGCs • [4.2] Knowledge outputs produced taken up by SGCs • [4.3] Networking events convened for SGCs and other stakeholders <p><u>Theme5: HSRC</u></p> <ul style="list-style-type: none"> • [5.1] SGCs mainstreaming gender dimensions in their grant management policies and practices (including SGCI supported research projects) • [5.2] Increased knowledge on structural gender and inclusivity issues in research, and greater participation by women scientists in research and innovation 	<p>the CTA may select the following indicator: “[2.1] SGCs developing robust MEL and data management systems”</p> <p>Example3: Based on the third example provided in the outcome section, the CTA may select the following indicator: “[5.1] SGCs mainstreaming gender dimensions in their grant management policies and practices (including SGCI supported research projects)”</p>
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Frequency of Reporting

There is no frequency as when a Council, CTA, or member of the IMT should document the outcomes in the ODLS. The ODLS should be treated as a diary and therefore any changes or outcomes should be documented as soon as they have been experienced or observed. Councils and CTAs are advised to discuss and agree internally who and how the data will be collected, who shall be responsible for logging the data in the ODLS.

How to Access the Data

We take notice that the current system only allows the Councils, CTAs and IMT to input data but not directly access the same. However, in case you would like to access your data including what others have been documenting), you are advised to contact the SGCI MEL Technical Lead via mwachimel@gmail.com. However, once the system is migrated to the new SGCI online platform, currently being developed by Scinnovent Centre, one will be able to access their data whenever they need it, including viewing (only) entries made by others.

Using the Collected Data

The data collected via ODLS is of great significance, however, its usage might vary from individual to individual, and/or organization to organization.

- For **Councils**, the data will play a significant role in assessing the impact of the different SGCI offerings, by CTAs across the five thematic areas, to your organization. Additionally, the data will also be useful to the Council for planning and engaging with the various CTAs on areas that needs improvement to maximize the Initiative's impact. It is also expected that the information collected will also facilitate learning among Councils during the regional meetings and the annual forums.
- For **CTAs**, the data will be useful in assessing the impact of their offerings to the respective Councils. Feedback received from the Councils will enable strengthening of the CTA's approaches for delivering the respective offerings to the Councils. Most importantly, synthesized summaries from the ODLS will inform CTAs six months progress reporting.
- For **IMT**, the data will not only be useful in understanding the voices of the Councils based on their feedback received but will also be useful in determining whether the Initiative is making progress towards its overarching Theory of Change. The information collected will also inform the SGCI Annual Reporting.
-