USAID's Office of Food for Peace (FFP) Monitoring and Evaluation (M&E) Workshop for Newly Awarded FFP Development Food Assistance Projects

January 10–21, 2016 | Dhaka, Bangladesh

AGENDA

The FFP M&E workshop in Bangladesh will consist of two separate workshops. The first (January 10–14) will target staff of the new development food assistance project awarded to CARE and its subgrantees. The second (January 17–21) will target HKI and World Vision and subgrantee staff. Each five-day workshop will begin with two days of introductory sessions, followed by three days of targeted technical assistance to help PVOs finalize project Theories of Change, Logical Frameworks (LogFrames), and IPTTs. Please see the following pages for details.

Workshop for CARE (January 10–14, 2016)

Sunday, January 10, 2016

8:30–9:30	**Opening**
9:30–11:00	**1. FFP M&E and Reporting Requirements**
11:00–11:15	Morning Break
11:15–12:45	**2. Theory of Change**
12:45–1:45	Lunch
1:45–2:45	**3. M&E Plan**
2:45–3:00	Afternoon Break
3:00–5:00	**4. LogFrames**
5:00–5:15	**Wrap-Up**

Monday, January 11, 2016

8:30–8:45	**Daily Review**
8:45–10:45	**5. IPTT**
10:45–11:00	Morning Break
11:00–12:00	**6. Baseline/Final Evaluation Indicators**
12:00–1:00	Lunch
1:00–2:30	**7. Annual Monitoring Indicators**
2:30–3:00	**8. Gender Integration**
3:00–3:15	Afternoon Break
3:15–4:15	**9. Environmental Considerations**
4:15–5:15	**10. Mission Indicators**
5:15–5:30	**Post-Test and Wrap-Up**

Tuesday, January 12, 2016

8:30–5:30	**Technical Assistance Session**

Wednesday, January 13, 2016

8:30–5:30	**Technical Assistance Session**

Thursday, January 14, 2016

8:30–5:30	**Technical Assistance Session**

Workshop for HKI/World Vision (January 17–21, 2016)

Sunday, January 17, 2016

8:30–9:30	**Opening**
9:30–11:00	**1. FFP M&E and Reporting Requirements**
11:00–11:15	Morning Break
11:15–12:45	**2. Theory of Change**
12:45–1:45	Lunch
1:45–2:45	**3. M&E Plan**
2:45–3:00	Afternoon Break
3:00–5:00	**4. LogFrames**
5:00–5:15	**Wrap-Up**

Monday, January 18, 2016

8:30–8:45	**Daily Review**
8:45–10:45	**5. IPTT**
10:45–11:00	Morning Break
11:00–12:00	**6. Baseline/Final Evaluation Indicators**
12:00–1:00	Lunch
1:00–2:30	**7. Annual Monitoring Indicators**
2:30–3:00	**8. Gender Integration**
3:00–3:15	Afternoon Break
3:15–4:15	**9. Environmental Considerations**
4:15–5:15	**10. Mission Indicators**
5:15–5:30	**Post-Test and Wrap-Up**

Tuesday, January 19, 2016

8:30–5:30	**Technical Assistance Session**

Wednesday, January 20, 2016

8:30–5:30	**Technical Assistance Session**

Thursday, January 21, 2016

8:30–5:30	**Technical Assistance Session**

Slide 1

Food for Peace Monitoring and Evaluation Workshop for
FFP Development Food Assistance Projects

**2016 USAID's Office of Food for Peace (FFP)
Monitoring and Evaluation Workshop**

Food and Nutrition Technical Assistance III Project (FANTA)
FHI 360   1825 Connecticut Ave., NW   Washington, DC 20009
Tel: 202-884-8000   Fax: 202-884-8432   Email: fantamail@fhi360.org   Website: www.fantaproject.org

USAID FROM THE AMERICAN PEOPLE   FANTA III FOOD AND NUTRITION TECHNICAL ASSISTANCE   fhi360

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Slide 2

Welcome!
to
USAID's Office of Food for
Peace
Monitoring and Evaluation
Workshop

2016 USAID's Office of Food for Peace (FFP) Monitoring and Evaluation Workshop

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Slide 3

Visit the new FANTA website to see the project's latest resources and information

www.fantaproject.org

2016 USAID's Office of Food for Peace (FFP) Monitoring and Evaluation Workshop

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Slide 4

Introductions

- Name
- Organization
- Title/role in the project

2016 USAID's Office of Food for Peace (FFP) Monitoring and Evaluation Workshop

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Slide 5

Workshop Objectives

Two-day introductory presentations
- Become familiar with FFP M&E Requirements, Theory of Change, LogFrames, and the Indicator Performance Tracking Table (IPTT)

Technical Assistance (TA) sessions (approx. 3 days)
- Revise program's Theory of Change and LogFrame
- Develop IPTT

2016 USAID's Office of Food for Peace (FFP) Monitoring and Evaluation Workshop

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Slide 6

Pre-Workshop Survey Findings

2016 USAID's Office of Food for Peace (FFP) Monitoring and Evaluation Workshop

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Slide 7

Agenda

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Slide 8

Instructions for Pre-Test

Please put your birthday (just **month** and **day)** at the top right of your sheet.

For example, if your birthday is March 20, you should write: ***March 20.***

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Slide 9

2016 FFP M&E Workshop Website

http://www.fantaproject.org/monitoring-and-evaluation/food-for-peace-ffp-monitoring-evaluation-new-awardees

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Slide 10

This presentation is made possible by the generous support of the American people through the support of the Office of Health, Infectious Diseases, and Nutrition, Bureau for Global Health, and the Office of Food for Peace, Bureau for Democracy, Conflict, and Humanitarian Assistance, U.S. Agency for International Development (USAID), under terms of Cooperative Agreement No. AID-OAA-A-12-00005, through the Food and Nutrition Technical Assistance III Project (FANTA), managed by FHI 360. The contents are the responsibility of FHI 360 and do not necessarily reflect the views of USAID or the United States Government.

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Test Your Knowledge: FY16 FFP M&E Workshop

Answer *true* or *false* for each statement, to the best of your knowledge.

		True	False
1	FFP requires that baseline and final evaluation surveys have designs that include control groups in order that impact attributable to the program can be measured.		
2	The mid-term evaluation must be conducted by project personnel who helped design and implement the project.		
3	BL surveys are population-based while final evaluations are beneficiary-based.		
4	FFP has a new IPTT template that should be used to present your IPTT information.		
5	A comprehensive M&E plan includes sections on data quality assurance, data management, and M&E staffing.		
6	After the M&E plan has been written, it can never be changed.		
7	Projects should conduct annual data quality assessments on at least 10 indicators each year.		
6	Projects should begin developing a Theory of Change by focusing on the activities they plan to implement.		
7	The Theory of Change is the basis for a project's LogFrame.		
8	LogFrames should be logical: The lower level results *cause* the results above them.		
9	The following words/phrases indicate that a results statement has more than one level in it: to, through, by, via, in order to.		
10	The LogFrame is your program's road map: It describes your end objective and how you'll accomplish that objective.		
11	A good IPTT has as many indicators as possible.		
12	"% decrease in underweight" is a good indicator.		
13	The FFP Baseline and Final Evaluation indicators are only intended to be indicators for managing individual programs.		
14	The FFP Baseline and Final Evaluation indicators are divided into the following categories: 1. Household Food Access 2. Children's Nutritional Status and Feeding Practices 3. Women's Health and Nutrition 4. Water, Sanitation, and Hygiene (WASH) 5. Agriculture 6. Poverty Measurement 7. Gender		
15	FFP development programs must collect <u>all</u> FFP annual monitoring indicators.		
16	Beneficiary-based surveys require specific technical expertise in survey design and data analysis.		

Ground Rules

Please be on time

Put cell phones on silent or vibrate

Please step out to if you need to speak on the phone

Bring your workshop materials everyday

Turn off laptop computers during presentations (– You will be able to use them during activities)

Be respectful of your colleagues

All points of view are worthwhile

Respect the person who is speaking and give them your full attention

Questions are always welcome

You will be responsible for your own belongings

Keep the workshop rooms clean

Other:
You will be responsible for your own belongings and workshop materials

Please comment positively and with respect

All points of view are worthy of being discussed. Do not underestimate the values or ideas of others

Respect the person who is speaking and give them your full attention. If you have something to say, please wait to be called.

Questions are always welcome at any time. Questions form discussion and indicate a desire to learn.

Everyone has the right to "pass" if they don't feel comfortable answering a question or participating in an activity.