## 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, J	anuary 13, 2016						
8:30-5:30	Technical Assistance Session						
Thursday, Janu	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, Janu	Thursday, January 21, 2016						
8:30-5:30	Technical Assistance Session						

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 ROM THE AMERICAN PROFILE FANTA III **fhi**1360 Slide 2

#### Welcome!

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

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

FANTA III

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#### **Introductions**

- Name
- Organization
- Title/role in the project

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

### **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 Slide 6 **Pre-Workshop Survey Findings** 2016 USAID's Office of Food for Peace (FFP) Monitoring and Evaluation Workshop

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Agenda	
2016 USAID's Office of Food for Peace (FFP) Monitoring and Evaluation Workshop	
Instructions for Pre-Test	
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# 2016 FFP M&E Workshop Website http://www.fantaproject.org/monitoring-and-evaluation/foodfor-peace-ffp-monitoring-evaluation-new-awardees 2016 USAID's Office of Food for Peace (FFP) Monitoring and Evaluation Workshop Slide 10

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

#### 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.