Food for Peace Monitoring and Evaluation Information Sharing Meeting for FFP Development Food Security Activities

Food for Peace Monitoring, Evaluation, and Reporting Requirements

December 13, 2016
Washington DC

Session Objective

Review FFP project lifecycle M&E and reporting requirements:

Start-Up Stage Requirements

Annual Requirements

Midway Requirements

Project-End Requirements

Start-Up Stage Requirements

Start-Up Stage Requirements

Annual Requirements

Midway Requirements

Project-End Requirements

Requirement 1: Theory of Change

- Basis for project design

- Should be based on evidence

- Basis for M&E systems (LogFrame and IPTT)

- Should address cross-cutting technical areas (gender, environment, community participation)

Requirement 1: Theory of Change

Diagram:

- Illustrates pathways linking outputs/ outcomes/preconditions to project goal

- Includes outcomes/preconditions outside project scope that are necessary to achieve the goal

- Provides greater depth for pathways within project purview

- Includes assumptions/rationales

- Use multiple diagrams if needed

Requirement 1: Theory of Change

Narrative:

- Supplements—but does not replicate—diagram

- Details assumptions

- Provides evidence for less obvious pathway elements

- Describes how preconditions/outcomes outside project scope will be achieved

Requirement 2: LogFrame

- A LogFrame is a matrix summarizing Theory of Change but focused on project outcomes

- Shows what project will do, how, key assumptions, and how outputs/outcomes will be monitored/evaluated

- Levels of LogFrame: Goal, Purpose, Sub-Purpose, Intermediate Outcomes, Outputs—all stated as results

- All LogFrame elements should be measurable and context-specific

Requirement 2: LogFrame

	Narrative Summary	Indicators (with targets)	Data Sources	Assumptions
Goal				
Project Purpose				
Sub-Purpose				
Intermediate Outcome				
Output				

Requirement 3: IPTT

IPTT should include all indicators for reporting:

- All applicable FFP "required" and "required if applicable" indicators

- Mission/State indicators

- Environmental indicators

- Indicators related to all levels of the LogFrame

- Indicator disaggregates and targets

Requirement 3: IPTT

In initial IPTT submission:

- Submit **baseline/final evaluation** targets as percentage point change. Update with real values after baseline survey

- Submit real values for annual monitoring indicator targets

- Provide base year values for annual monitoring indicators

Requirement 4: FFP M&E workshop

Awardees should attend the FFP/FANTA M&E workshop

- DRC: February 13 - 17, 2017

- Ethiopia: February 20-24 and 27 – March 3

- DRC: Two days followed by three days of baseline workshop

- Ethiopia: Two days of intro sessions followed by three days of ToC, LogFrame and IPTT refinement for each award

Requirement 4: Workshop Outcomes

Submit IPTT and <u>revised</u> LogFrame/Theory of Change (ToC) t*o FFP after the M&E workshop:*

- <u>Initial</u> IPTT (use FFP IPTT Template)
- <u>Revised</u> LogFrame and Theory of Change

Country	Submission Deadline
DRC	60 days after the ToC workshop (Sept'17)
Ethiopia	60 days after the M&E workshop (Feb'17)

Requirement 5: M&E Plan

- Theory of Change

- LogFrame

- Indicator Performance Tracking Table (IPTT)

- Performance Indicator Reference Sheets (PIRS)

- Annual Monitoring Plan: Annual monitoring strategy, data quality assurance/management/safeguard plan, M&E staffing/capacity development plan

- Evaluation Plan: Baseline study plan, mid-term evaluation plan, final evaluation plan

Requirement 5: M&E Plan

Country	Submission Deadline
Ethiopia	60 days after the M&E workshop
DRC	60 days after the ToC workshop

Requirement 6: Baseline Study

USAID Evaluation Policy issued in January 2011:

- Aims to help USAID learn more systematically from its work and increases accountability

- Calls for "large" and "pilot/innovative" projects (of any size) to undergo <u>external</u> evaluations

- Large projects designed based on a proven Theory of Change should undergo <u>performance evaluations</u>, whereas "pilot/innovative" projects should undergo <u>impact evaluations</u> (the latter only if feasible)

Requirement 6: Baseline Study

USAID Evaluation Policy issued in January 2011 (continued):

- Most FFP evaluations will be external (i.e., contract managed by USAID)

- Decision on whether impact or performance evaluation at discretion of operating unit (FFP)

- Most FFP food security projects will likely undergo performance evaluations (not impact evaluations)

Requirement 6: Baseline Study

Third-party survey firm to conduct baseline study

- Quantitative study must use population-based household survey (simple pre-post designs required only)

- Baseline survey must be comparable to the final evaluation survey

- Data collected for impact and some outcome indicators from IPTT; includes FFP gender indicators

Requirement 6: Baseline Study

Third-party survey firm to conduct baseline study

- Completed within first year of implementation as early as possible

- Baseline report will provide results by <u>award</u> and for the <u>overall FFP program implementation areas</u>

- Datasets also required to be submitted to comply with USG Open Data requirements
  - Development Data Library (DDL) – Raw data in machine readable format
  - Development Experience Clearinghouse (DEC) – USAID record depository which includes research reports, evaluations and assessments, tutorials, and training materials.

Requirement 6: Baseline Study

Third-party survey firm to conduct baseline study

- Awardees need to provide list of target communities to FFP by February

- Awardees can start implementation before data collection for the baseline is complete!

Requirement 6: Baseline Planning Workshop

Awardees should attend the Baseline Planning workshop

- DRC: With the M&E Workshop: February 13 - 17, 2017

- Ethiopia: March 13-15, 2017

Requirement 6: Baseline Planning Workshop

Baseline contractor will collect information to:

- Operationalize sample design

- Contextualize PIRS

- Adapt questionnaire to country-specific context

- Clarify design and content of the qualitative study (Ethiopia)

- Gather information on ground realities to inform logistical aspects of the field work

Requirement (DRC): ToC workshop

Awardees should attend the ToC workshop in September (5 to 6 days)

- Review the findings from the refinement phase – studies, assessments, consultations, and baseline study

- Refine the theory of change based on the learning from the refinement phase

- Refine LogFrame and IPTT based on the refined ToC

Annual Requirements
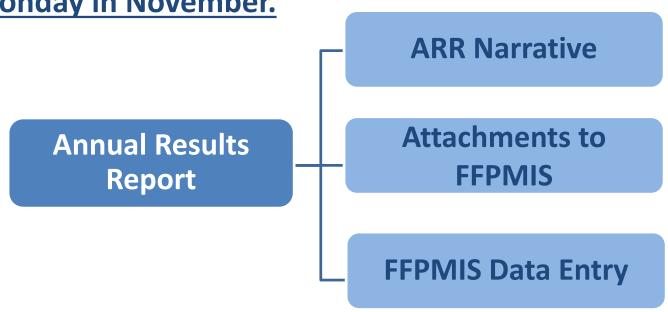
**Start-Up Stage
Requirements**

**Annual
Requirements**

**Midway
Requirements**

**Project-End
Requirements**

Requirement 7: Annual Results Report

Submit annual results report (ARR)—retrospective reporting relative to US fiscal year (Oct .1–Sept. 30)—<u>by the first Monday in November.</u>

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                              ┌──────────────────────┐
                              │    ARR Narrative      │
                              └──────────────────────┘
┌──────────────────┐          ┌──────────────────────┐
│  Annual Results  │──────────│    Attachments to     │
│      Report      │          │        FFPMIS         │
└──────────────────┘          └──────────────────────┘
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                              │   FFPMIS Data Entry   │
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Requirement 7: Annual Results Report

1. **ARR Narrative containing (max. 23 pp.):**
   - Annual Food Assistance Project Activities and Results
   - Direct participants receiving multiple interventions by sector (SO/P) table
   - Emphasis on quality; developed checklists as tools to help projects: ARR narrative; IPTT; Gender; Environment checklist
   - Challenges, Successes and Lessons Learned

Requirement 7: Annual Results Report

2.   **Attachments to FFPMIS:**

- Success Stories

- IPTT

- Detailed Implementation Plan (DIP)

- Technical Sectors Tracking Table

- Assessment, Evaluations and Study Reports
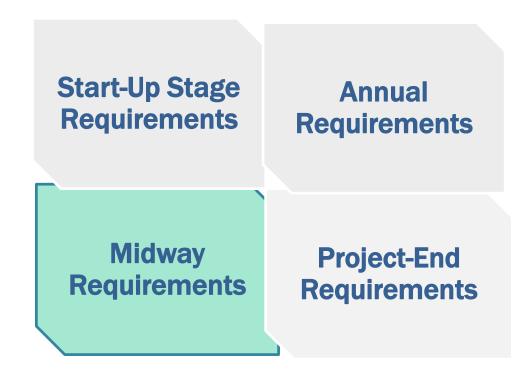
- Supplemental Materials

Requirement 7: Annual Results Report

3. FFPMIS Data Entry:

- Unique Direct Participant, Program Element and Resource Tracking Tables

- Monetization and Cost Recovery Tables

- Standardized Annual Performance Questionnaire (SAPQ)

- Actuals table if activities include LRP, cash transfer or voucher)

Midway Requirements

**Start-Up Stage
Requirements**

**Annual
Requirements**

**Midway
Requirements**

**Project-End
Requirements**

Requirement 8: Mid-Term Evaluation (Ethiopia)

Purpose of MTE:

- Review project implementation/ service delivery mechanisms

- Explore how well project follows implementation plans/meets targets

- Acceptability of methods to beneficiaries

- Signs of change associated with project interventions

- Ground-truth ToC

Requirement 8: Structured Joint Monitoring (DRC)

Purpose of Joint Monitoring:

- Review project implementation/ service delivery mechanisms

- Explore how well project follows implementation plans/meets targets

- Acceptability of methods to beneficiaries

- Signs of change associated with project interventions

- Ground-truth ToC

Requirement 8: Mid-Term Evaluation (Ethiopia)

Ethiopia Methodology:

- Primarily qualitative. Participatory methods are encouraged

- Focus on processes rather than results

- Review quality of service delivery, processes to create access to and demand for services, motivation of and capacity to provide services, and linkages.

- Not required to include quantitative component

Requirement 8: Mid-term Evaluation (Ethiopia)

Staffing:

- Team leader must be external

- MTE team should comprise expertise in all technical sectors and cross-cutting issues addressed by project

- No MTE team members should have previous responsibility in design/implementation of project under evaluation

Requirement 8: Mid-Term Evaluation (Ethiopia)

Process:

- Obtain approval for timing within 15 months of award

- Draft SOW for approval within 18 months of award

- Final report submitted within 36 months of award

- Final report uploaded to FFPMIS and DEC/datasets submitted to AOR within 30 days of final report approval

- Follow-up action plan submitted for AOR/USAID Mission approval within 45 days of FFP approval of final report
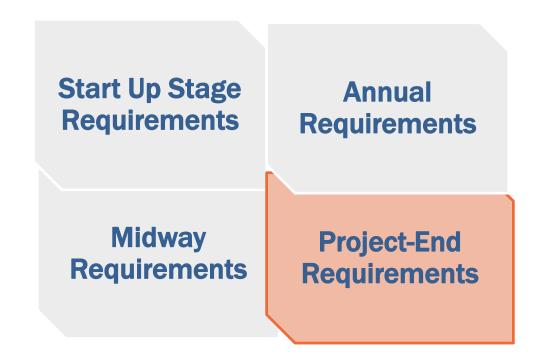
Midway Requirements

Requirement 8: Structured Joint Monitoring (DRC)

Process:

- Develop SOW within 18 months of award
- Team members include both FFP and awardee technical specialists
- Focus on processes
- Review quality of service delivery, processes for creating access to and demand for services, building capacity of service providers and investment on linkages.

Project-End Requirements

Start Up Stage Requirements

Annual Requirements

Midway Requirements

Project-End Requirements

Requirement 9: Final Evaluation Study (Ethiopia)

- External managed by FFP

- Mixed method

- Quantitative study must use population-based household survey (simple pre-post designs required only).

- Final evaluation survey must be comparable to the baseline survey:

  Same impact and outcome indicators and questionnaires

  Same time of year (even if baseline not conducted during lean season)

- Most will be performance evaluations with pre-post designs.

Requirement 9: Interim Evaluation (DRC)

- External managed by FFP

- Mixed method

- Quantitative study must use population-based household survey (simple pre-post designs required only).

- Final evaluation survey must be comparable to the baseline survey:

  <u>Same</u> impact and outcome indicators and questionnaires

  <u>Same</u> time of year (even if baseline not conducted during lean season)

- Most will be performance evaluations with pre-post designs.

Requirement 9: Interim Evaluation (DRC)

- Within four months of the interim external evaluation, FFP will notify awardees about extension

- Only exceptionally high performing/high achieving activities will be considered for an extension

  – Progress with key indicators

  – Sustainability

Resources

Resources

FFP Request for Applications http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/programs/development-programs

FFP ARR Guidance http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/implementation-and-reporting

USAID Evaluation Policy http://www.usaid.gov/evaluation/

FFPMIS http://www.fsnnetwork.org/food-peace-management-information-system-ffpmis-resources

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