

# Question-Answer Session Notes

## FFP DC M&E Information Sharing Meeting

### December 13, 2016 - Washington DC

#### TIMING

1. **What are the dates for the various M&E requirements, especially those requiring AO/AOR approval?**

Answer: These were covered in the slide presentation.

2. **Confirm dates for M&E workshops, baseline workshops, and baseline studies.**

Answer: These were already covered in the slide presentation, although the dates may change somewhat. Since some of the USAID's Office of Food for Peace (FFP)/FANTA/Private Voluntary Organization (PVO) personnel involved will work on both the Democratic Republic of Congo (DRC) and Ethiopia, it makes sense to run the DRC and Ethiopia M&E workshops sequentially. Furthermore, in both cases (DRC and Ethiopia), the M&E and baseline workshops will also be run back-to-back.

3. **What M&E information will be required for the FY 2018 Pipeline and Resource Estimate Proposal (PREP)? (With an eye to what information will be available by this time, based on the previous bullet.)**

Answer: FFP will get back to awardees with this information.

4. **M&E documents for Ethiopia are due in April (60 days after workshop), but PREP due in May and June (very close). Should M&E documents submitted in April reflect reality at proposal time or reality after one year of implementation – given that PREP (which is supposed to reflect plans for the following year) is due so close afterwards? It does not make sense for two sets of documents to be due one month apart if they reflect differing realities.**

Answer: FFP will try to resolve this and will get back to them.

5. **There is a contradiction between what the award/grants document says (M&E documents due 20 days after workshop) versus what the slide presentation said (M&E documents due 60 days after workshop).**

Answer: 60 days after workshop is actual due date, as per the now-finalized FFP M&E policy and guidance document.



- 6. The DRC Theory of Change workshop is planned for September (since baseline data will be available by then), and 60 days later the M&E Plan is due (by the end of November). However, the ARR is also due the first week of November (with indicator information to be included in the IPTT). How should awardees reconcile this timing issue?**

*Answer:* Awardees don't need to wait until the end of year to start working on indicators; they should start early so that most will be ready in time for ARR submission. As an example, information on FFP indicators will be available earlier and in good time for the ARR submission.

## GPS

- 1. Can FFP provide details of the GPS mapping FFP has asked them to implement and its linkages to M&E?**

*Answer:* FFP wants to know where intervention communities are located and wishes to track this over time. Also, there is a desire to track GPS for households as well (although this is not an M&E requirement).

- 2. How will GPS data be shared, with whom, and how will FFP ensure data privacy?**

*Answer:* Awardees need to obtain informed consent from households to collect and share PII (personal identifier information) such as GPS. Furthermore, they need to adhere to host government policy on this. Host country IRB approval should be obtained, as well.

- 3. Are there trainings planned on this topic?**

*Answer:* There are no trainings planned but if one is needed, FFP will consider it.

## M&E WORKSHOPS

- 1. Can you shed more light on M&E and baseline workshop content? Will staff need to be present for the total two weeks (for Ethiopia)?**

*Answer:* The two-week workshop in Ethiopia is now one-week long. The content is under revision due to PSNP's fixed Theory of Change, which means that the standard FFP exercise of TA to strengthen the Theory of Change and LogFrame at the workshop may no longer be relevant. FFP is working with the Mission to figure out what the workshop content should be, including what areas of PSNP are fixed and which are not.

For DRC, there will be two days of overview of FFP M&E requirements and approaches, followed immediately by three days of the baseline study planning workshop.

- 2. What is the content of the baseline study planning workshop?**

*Answer:* The workshop will address sampling plans, questionnaire contextualization, logistics, project-specific indicators, timeline, and PVO involvement.

**3. Who should attend the M&E workshops?**

*Answer:* Typically, FFP invites the following: COP, DCOP, M&E, technical leads, as well as country backstop and M&E backstop from HQ and USAID backstops and staff - from both the prime awardee and the subcontractors. However, as the content/duration of the workshops is currently under discussion, stay tuned for further details.

**4. Can awardees bring junior field staff (e.g., data entry clerks) to the workshops?**

*Answer:* Awardees have the discretion to bring staff they feel would benefit from the workshops. However, there are space/numeric constraints and the workshop content typically will not benefit these types of staff, as discussions are usually higher-level and not about the nuts-and-bolts of data collection.

## **BASELINE STUDY/ENDLINE EVALUATION**

**1. Given the confusion with the endline in DRC this year (where partners were asked to collect data at the last minute), can FFP make a clear statement right now about who will collect both baseline study and endline evaluation data (an external agency or partners)?**

*Answer:* There was confusion in DRC because FFP decided not to conduct an external endline, and partners were permitted to conduct an endline if they had budgeted for it. There is always a possibility that FFP will ask awardees to undertake baseline or endline studies, as a large number of factors can influence FFP's ability to implement these studies. For this reason, awardees are asked to budget for such activities each year in case of this eventuality. However, funds for baseline/endline studies comes from a different pot than project implementation.

**2. How much notices would awardees receive in case they need to conduct their own evaluations?**

*Answer:* FFP will let them know before they submit the PREP, so that awardees can put this in their budgets for the following year.

**3. Clarification is needed on the difference between an endline and interim evaluation.**

*Answer:* The interim evaluation is very similar in format/content to the endline, but labelled interim because the project may be extended afterwards (the potential case in DRC, which is a refine-and-implement country). By contrast, projects definitely end after an endline evaluation (such as in Ethiopia, which is a non-refine-and-implement country).

**4. Typically, three years' elapse between a baseline and endline. Will targets be pro-rated to reflect three vs. five years of implementation.**

*Answer:* Yes. Also, evaluations may focus more on outcome-level, behavior change indicators vs. impact indicators. This means that does not demonstrate huge changes in stunting (an impact-level indicator), but demonstrates large changes in related outcome indicators, may still potentially be considered a success (boding well for project extension in refine-and-implement countries).

## ADDITIONAL QUESTIONS/COMMENTS

1. **Based on CARE Mali experience, there seemed to be significant overlap between baseline study qualitative findings and awardee qualitative, formative research. Would FFP consider removing the qualitative component of the baseline study? This would enable awardees to receive the baseline results sooner.**

*Answer:* This will be the case in DRC – there will be no qualitative study affiliated with the baseline study.

2. **When will baseline data collection commence?**

*Answer:* In Ethiopia, baseline data collection for the last round of awards was predominantly in July. This time around, the baseline (for the new awards) and endline (for the previous round) will be combined into one study, with data collection for both taking place at the same time. This means data collection should take place around July, to be consistent with the earlier baseline data collection.

For DRC, baseline data collection will not have a qualitative component, which often slows down the process. Also, the DRC Theory of Change workshop may be moved to August (instead of September), though this is under discussion.

3. **Can deliverables from requirement 4 (M&E Workshop) and 5 (M&E Plan) from the slide presentation be combined in terms of submission? As a reminder, the deliverables due after the M&E workshops include revised Theory of Change and LogFrame, initial IPTT, and M&E Plan.**

*Answer:* Yes. The Theory of Change, LogFrame, and IPTT are submitted as part of the M&E Plan.

4. **The slide presentation discussed the need to submit a list of communities in advance of the baseline study. Who should these be sent to?**

*Answer:* To the AOR.

5. **Will awardees need to report on food transfers even though cash is now more the norm?**

*Answer:* Awardees need to submit a report if they used cash, vouchers, or LRPs using project resources. But if project did not procure any of these, then they don't need to report on them.

*Additional Comment:* World Vision, Ethiopia is involved in capacity building in relation to cash transfer, but not involved in the transfer itself, a situation very specific to Ethiopia. Other awardees may report on both capacity building and resource aspects of cash transfers – if they undertake activities on both.

6. **Could FFP confirm that awardees will enter baseline *results* into the FFP MIS (as part of the SAPQ and IPTT), but that the external contractor will upload baseline *data* to the DDL? Also, please confirm that awardees will have access to the baseline estimates before they have to submit ARR.**

Answer: Both assumptions are correct.

7. **Most baseline indicators are FFP indicators; but some are project specific. Will the external contractor collect data for both FFP and non-FFP indicators?**

Answer: Yes, provided that FFP approves the proposed project-specific indicators

8. **Will awardees learn about Mission indicators before the M&E workshop?**

Answer: Mission indicators are usually described *at* the M&E workshop (by the Mission). Typically, Missions list indicators already included within the FFP list and rarely are new ones articulated. By the way, Feed the Future has a new indicators handbook that was published in September 2016. Awardees should use the PIRS from this publication. FFP will share the link with awardees.

#### **ADDITIONAL COMMENTS FROM FFP**

1. As awardees build databases and undertake beneficiary registration, they should consider collecting base values for some of the annual monitoring indicators from beneficiaries at the same time as registration – to avoid another round of data collection.