

Food for Peace Monitoring and Evaluation Workshop for FFP Development Food Security Activities

Food for Peace Monitoring, Evaluation, and Reporting Requirements

January 2018
Kampala, Uganda

Food and Nutrition Technical Assistance III Project (FANTA)
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FOOD AND NUTRITION
TECHNICAL ASSISTANCE

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THE SCIENCE OF IMPROVING LIVES

Session Objectives

By the end of the session, participants will have:

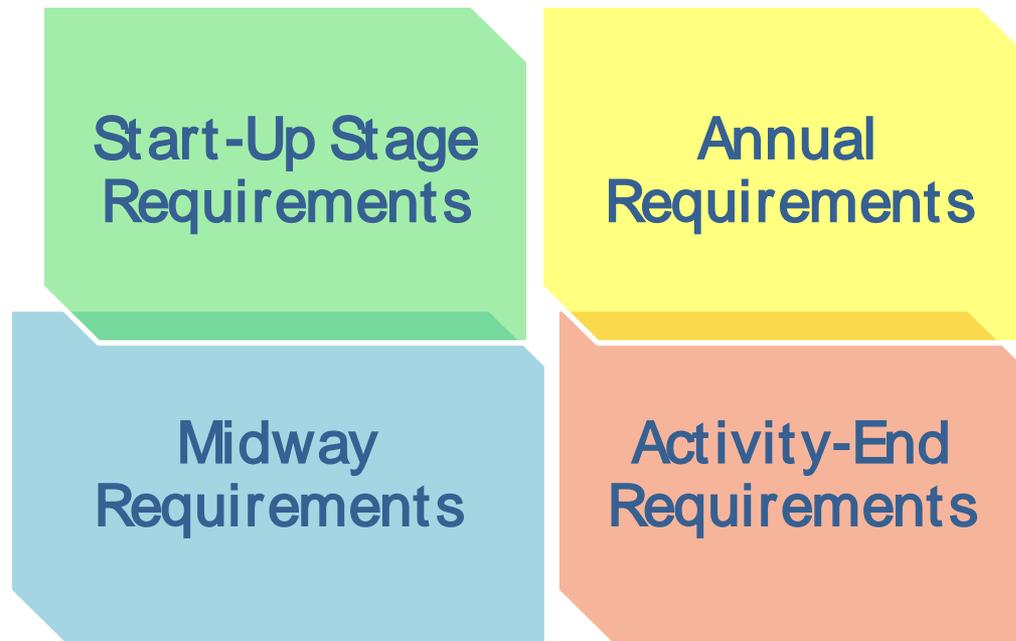
1. Shared their thoughts about the benefits of M&E
2. Reviewed the FFP M&E and Reporting Requirements and identified those that seem challenging to their projects

Activity 1: Share your thoughts ...

Who will benefit from your M&E work? How? Why?

Session Objective

Review FFP activity lifecycle M&E and reporting requirements:





FFP M&E and Reporting Policy and Guidance

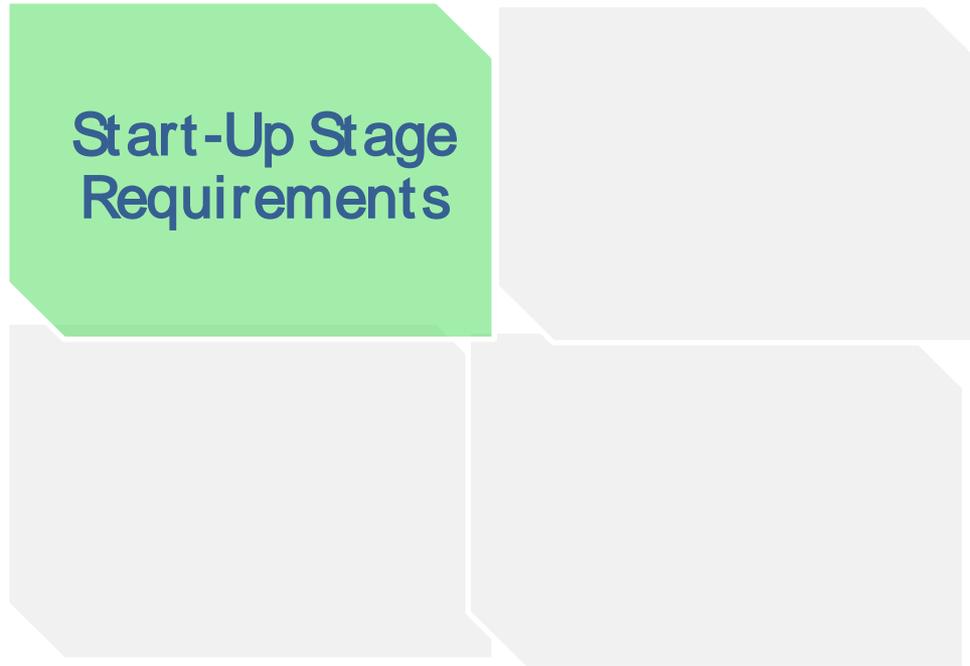
USAID'S OFFICE OF FOOD FOR PEACE
POLICY AND GUIDANCE FOR MONITORING,
EVALUATION, AND REPORTING FOR
DEVELOPMENT FOOD SECURITY ACTIVITIES

DECEMBER 2016

**Start-Up Stage
Requirements**

Start-Up Stage Requirements

**Start-Up Stage
Requirements**



Requirement 1: Theory of Change

1. Basis for activity design
2. Should be based on evidence
3. Basis for M&E systems (LogFrame and IPTT)
4. Should include cross-cutting areas such as (gender and environment)
5. Should include pathways to achieve sustainability

Requirement 1: Theory of Change

Diagram:

1. Illustrates pathways linking outputs/ outcomes/preconditions to activity goal
2. Includes outcomes/preconditions outside activity scope that are necessary to achieve the goal
3. Provides greater depth for pathways within activity purview
4. May include assumptions/rationales
5. Use multiple diagrams if needed

Requirement 1: Theory of Change

Narrative:

1. Supplements—but does not replicate—diagram
2. Details assumptions
3. Provides evidence for less obvious pathway elements
4. Describes how preconditions/outcomes outside activity scope will be achieved

Requirement 2: LogFrame

- A LogFrame is a matrix summarizing the portion of the Theory of Change (ToC) that is within your activity's manageable interest
- Shows what your activity will do, how, key assumptions, and how outputs/outcomes will be monitored/evaluated
- All LogFrame elements should be measurable and context-specific

Requirement 2: LogFrame

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

Requirement 3: IPTT

IPTT should include *all* indicators for monitoring and reporting:

- All applicable FFP “R” and “RiA” indicators
- Relevant custom indicators
- Mission/State indicators
- “Environmentalization” of relevant 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

January 2018 workshops

- Baseline workshop: January 10-12
- Gender & Youth workshop: January 16-18
- **M&E workshop January 19 & 22-25, 2018** (5 days)

Requirement 4: Workshop Outcomes

Submit IPTT and revised LogFrame/Theory of Change (ToC) to FFP 20 *business* days after the M&E workshop:

- Initial IPTT (use FFP IPTT Template)
- Revised LogFrame and Theory of Change

Requirement 5: M&E Plan

- Theory of Change
- LogFrame
- IPTT
- Annual 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 6: Baseline Study

EVELYN conducts baseline study

- Quantitative study with a population-based household survey (simple pre-post design only)
- Baseline survey must be comparable to the final evaluation survey
- Data collected for impact and outcome indicators; includes FFP gender indicators

Requirement 6: Baseline Study

Timeline & Results

- Completed within first year of implementation as early as possible
- The baseline will be designed to generalize the results to Apalou and Nuyok
- Baseline report will provide results by award *and* for the overall FFP program implementation areas

Requirement 6: Baseline Study

Baseline documents

- 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

Baseline Start-up

- FFP shares DFSA proposal narratives with EVELYN
- Partners provide a list of implementation villages
- Partners submit Baseline Planning: Preliminary Info

Note: Partners can begin implementation now, and do not need to wait until data collection has finished.

Combining Baseline with the Endline

- 2018 baseline population-based survey (PBS) for the DFSAs will double as the endline PBS for the DFAPs
- The sample design will be powered accordingly.

Requirement 6: Baseline Workshop

At the baseline workshop, EVELYN:

- Discussed custom indicators and related PIRS
- Adapted questionnaire to country-specific context
- Clarified design and content of the qualitative study
- Gathered information on ground realities to inform logistical aspects of the field work

Annual
Requirements

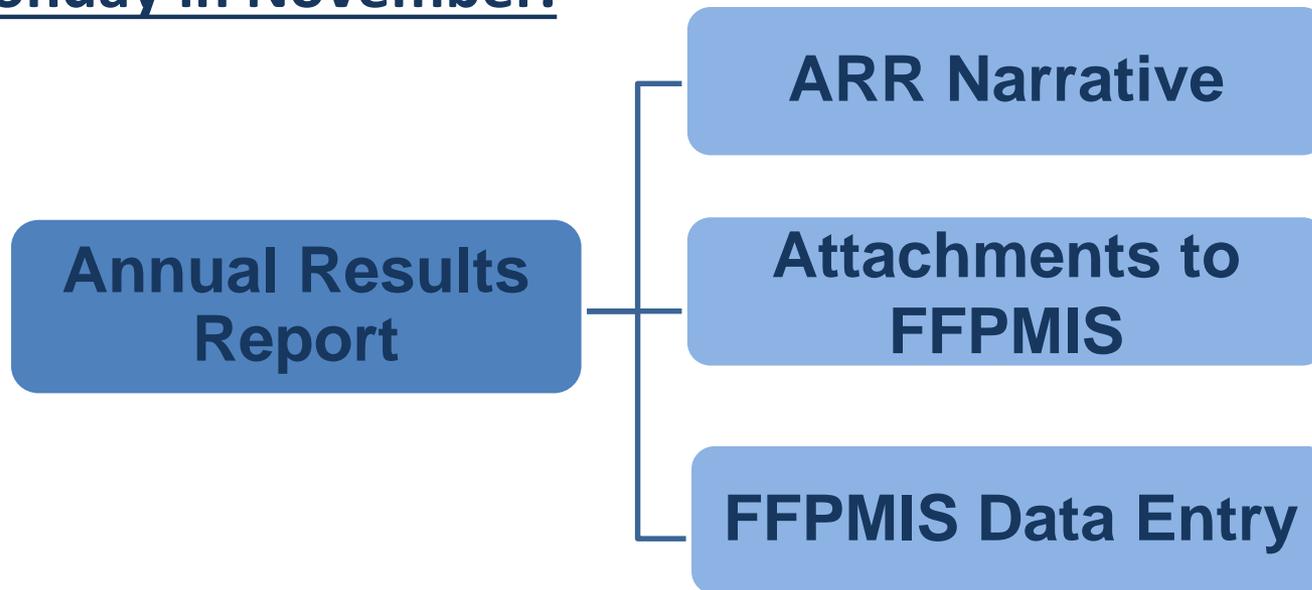
Annual Requirements



Annual
Requirements

Requirement 7: Annual Results Report

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



Annual Results Report (continued)

1. ARR Narrative containing (max. 23 pp.):

- Present progress towards Intermediate Results by analyzing challenges, successes and lessons learned, and how those influenced performance
- Direct participants receiving multiple interventions by sector (SO/P) table
- Emphasis on quality; FFP developed several checklists to support reporting: ARR narrative; IPTT; Gender; Environment checklist

2. Attachments to FPMIS:

- Success Stories
- IPTT
- Detailed Implementation Plan (DIP)
- Technical Sectors Survey
- Assessment, Evaluations and Study Reports
- Supplemental Materials

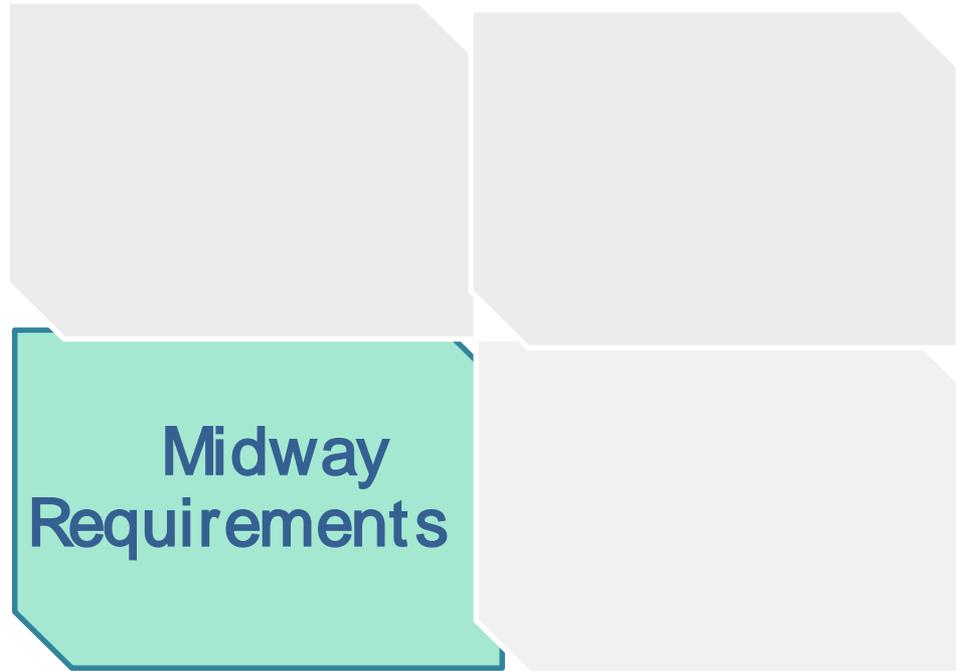
Annual Results Report (continued)

3. FPMIS Data Entry:

- Unique Direct Participant, Program Element and Resource Tracking Tables
- Standardized Annual Performance Questionnaire (SAPQ)
- Actuals table

**Midway
Requirements**

Midway Requirements



**Midway
Requirements**

Requirement 8: Mid-Term Evaluation

Purpose of MTE:

- Process evaluation
- Review quality and effectiveness of activity implementation
- Explore how well activity follows implementation plans
- Acceptability of methods to beneficiaries
- Signs of change associated with activity interventions
- Ground-truth ToC

Requirement 8: Mid-Term Evaluation

Methodology:

- Primarily qualitative, participatory methods are encouraged
- Interview direct participants and non participants, staff, and partners
- Observe sessions as they naturally take place
- Review guidance, manuals, training curriculums, reports, theory of change, application, modifications, sustainability strategy, SBC strategy

Requirement 8: Mid-term Evaluation

Staffing:

- Team leader must be external
- MTE team should comprise expertise in all technical sectors and cross-cutting issues addressed by the activity
- No MTE team members should have previous responsibility in design/implementation of activity under evaluation

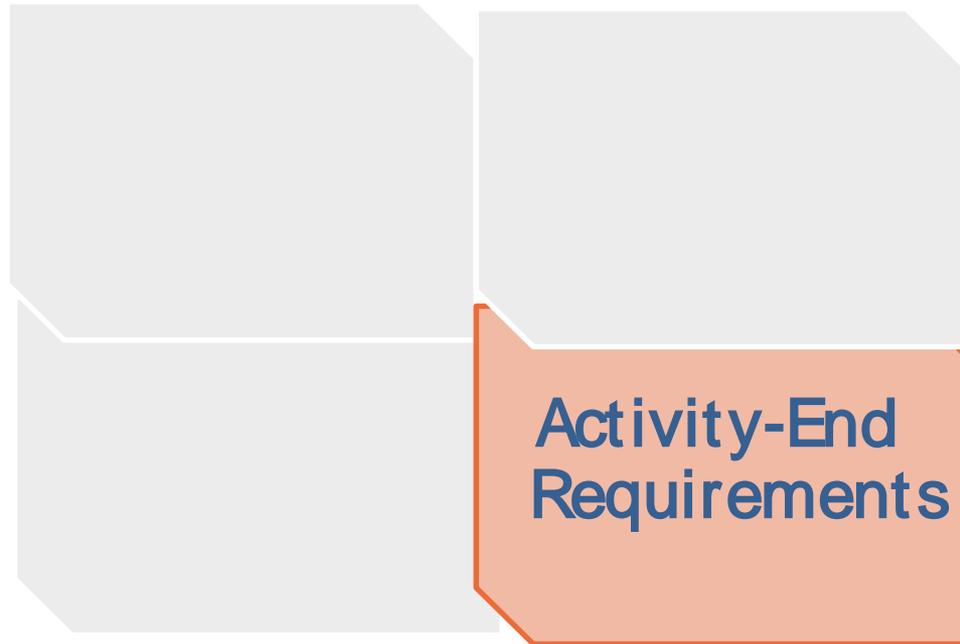
Mid-Term Evaluation (continued)

Process:

- Discuss with Mission and AOR timing of MTE
- Submit draft SOW for approval within 15 months of award
- Final report submitted within 36 months of award
- Final report uploaded to FFPMIS and DEC, and 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

Activity-End
Requirements

Activity-End Requirements



Requirement 9: Final Evaluation Study

- External, managed by FFP
- Mixed-methods
- Quantitative study uses population-based household survey (simple pre-post design only)
- Final evaluation survey must be comparable to the baseline survey:

Same questionnaire, same impact and outcome indicators

Same time of year

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>