

Office of Food for Peace - Development Food Security Activities

Summary of FFP M&E Requirements–Schedule of Deliverables and Timelines

STARTUP STAGE

PVOs:

- Revised Theory of Change and Logframe and draft IPTT: due to FFP 20 business days after end of FFP M&E Workshop.
- M&E Plan:
- Performance Indicator Reference Sheets (PIRS) for custom baseline/final evaluation indicators submitted to external contractor before baseline study workshop.
- Baseline Study: PVOs to enter baseline values and final evaluation targets into IPTT and FFPMIS with Annual Results Report (ARR) for the year in which the baseline survey is completed. PVOs to upload baseline study report to FFPMIS with the ARR for the year in which it is approved.

External Contractor:

- Conduct baseline study – in first year of program implementation.

ANNUAL

PVOs:

- Annual Results Report (ARR)
 - Due 12:00 p.m. Eastern Standard Time on the 1st Monday in November.
 - Reported in relation to fiscal year just ended (retrospective).
 - Includes (all reported relative to US fiscal year – Oct 1-Sept 30):
 - ARR Narrative containing:
 - 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

- Attachments to FFPMIS:
 - Success Stories
 - Indicator Performance Tracking Table (IPTT)
 - Detailed Implementation Plan (DIP)
 - Technical Sectors Tracking Table
 - Assessment, Evaluation and Study Reports
 - Supplemental Materials
- FFPMIS Data Entry:
 - Unique Direct Participant, Program Element and Resource Tracking Tables
 - Standardized Annual Performance Questionnaire (SAPQ)
 - Actuals table

MIDWAY

PVOs:

- Midterm evaluation¹ –managed and conducted:
 - 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

PROGRAM END

External Contractor:

- Conduct final evaluation study – using same questionnaires and indicators as at baseline, same time of year.

¹ FFP in consultation with the PVO may decide to conduct the mid-term evaluation jointly, involving FFP, USAID Mission and PVO staff.