

Food for Peace Monitoring and Evaluation Information Sharing Meeting  
FFP Development Food Assistance Projects

# Food for Peace Monitoring, Evaluation, and Reporting Requirements

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December 15, 2015  
Washington, DC

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# Session Objective

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Review FFP project lifecycle M&E and reporting requirements

**Start Up Stage  
Requirements**

**Annual  
Requirements**

**Midway  
Requirements**

**Project End  
Requirements**

# Next Section

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**Start Up Stage  
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## **Requirement 1: Theory of Change**

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1. Basis for project design
2. Basis for M&E systems (LogFrame and Indicator Performance Tracking Table (IPTT))
3. Should address crosscutting technical areas (gender, environment, community participation)

## **Requirement 1: Theory of Change**

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### **Diagram:**

1. Illustrates pathways linking outputs/outcomes/pre-conditions to project goal
2. Includes outcomes/pre-conditions outside project scope that are necessary to achieve the goal
3. Provide greater depth for pathways within project purview
4. Include assumptions/rationales
5. Use multiple diagrams if needed

## **Requirement 1: Theory of Change**

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### **Narrative:**

1. Supplements –not replicates– diagram
2. Details assumptions
3. Provides evidence for less obvious pathway elements
4. Describes how pre-conditions/outcomes outside project scope will be achieved

## **Requirement 2: LogFrame**

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- 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

## Start Up Stage Requirements

# Requirement 2: LogFrame

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



## **Requirement 3: IPTT**

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IPTT should include all indicators for reporting:

- All applicable FFP “required” and “required if applicable” indicators
- Mission/F indicators
- Environmental indicators
- Custom indicators
- Indicators related to all levels of the LogFrame
- Indicator disaggregates and targets

## **Requirement 4: IPTT**

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In initial IPTT submission:

- Leave baseline values blank until baseline study is complete
- Submit baseline/final evaluation targets as percentage point change. Update with real values after baseline survey
- Submit real values for annual monitoring indicator and targets
- Submit base year values for annual monitoring indicators

## Requirement 4: FFP M&E workshop

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PVOs should attend the FFP/FANTA M&E workshop.

- **Bangladesh:** January 10–21, 2016
- **Mali:** TBD

Workshops include two days of intro sessions followed by several days' technical assistance for each award.

## Requirement 4: Workshop Outcomes

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Submit IPTTT and revised LogFrame/Theory of Change (ToC) to *FFP 30 days after the M&E workshop*:

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

## **Requirement 5: M&E Plan**

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- 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**

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**Submit comprehensive M&E Plan 60 days after M&E workshop to FFP.**

## Requirement 6: Baseline Study

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### 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 external evaluations
- Large projects designed based on a proven Theory of Change should undergo performance evaluations, whereas “pilot/innovative” projects should undergo impact evaluations (the latter only if feasible)

## **Requirement 6: Baseline Study**

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### **USAID Evaluation Policy issued in January 2011 (continued):**

- Most FFP evaluations will be external (i.e., third-party contractor or grantee managed by USAID, not by the implementing partners)
- Most FFP food security projects will likely undergo performance evaluations (not impact evaluations)



## **Requirement 6: Baseline Study**

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### **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

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### Third-party survey firm to conduct baseline study

- Completed within first year of implementation as early as possible (and ideally during the “lean season”)
- Baseline report will provide results by PVO and for the overall FFP program implementation areas
- Datasets also required to be submitted to comply with USG Open Data requirements

## Requirement 6: Baseline Study

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### Third-party survey firm to conduct baseline study

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

## **Requirement 6: Baseline Planning Workshop**

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PVOs should attend the Baseline Planning workshop

- **Bangladesh:** January 25–28, 2016
- **Mali:** TBD

## **Requirement 6: Baseline Planning Workshop**

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Baseline contractor will collect information to:

- Operationalize sample design
- Adapt questionnaire to country-specific context
- Clarify design and content of the qualitative study
- Gather information on ground realities to inform logistical aspects of the field work

# Next Section

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**Start Up Stage  
Requirements**

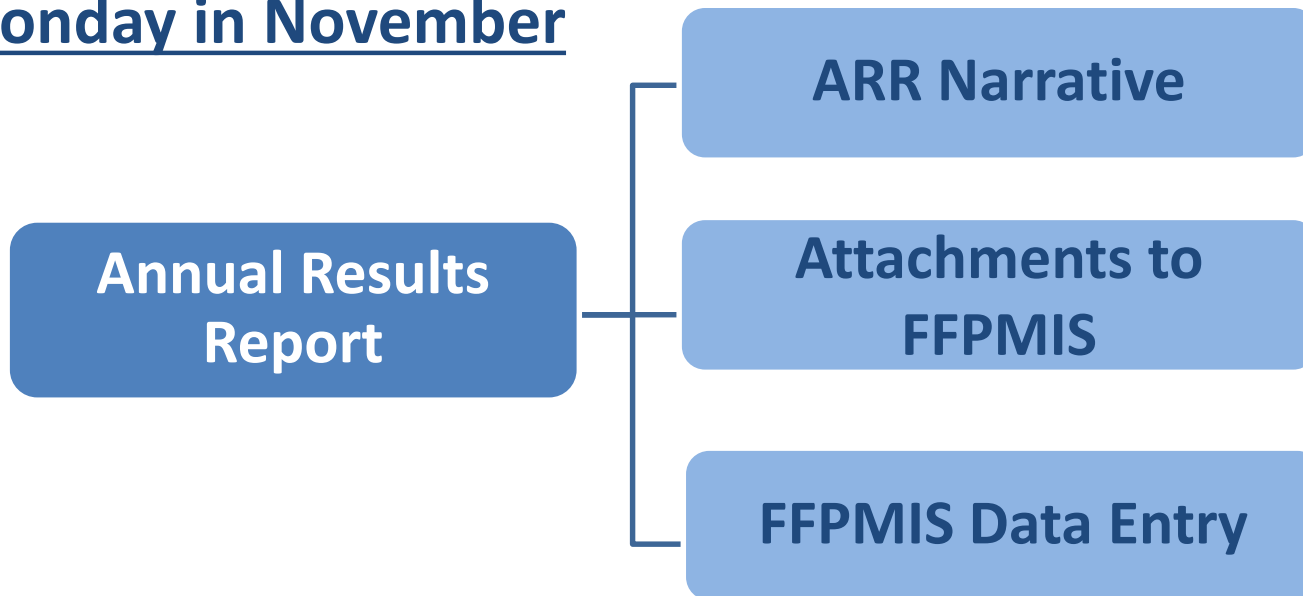
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## Requirement 7: Annual Results Report

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



# **Annual Results Report (continued)**

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- 1. ARR Narrative containing (max. 20 pages):**
  - Annual Food Assistance Project Activities and Results
  - Lessons Learned



# **Annual Results Report (continued)**

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## **2. Attachments to FPMIS:**

- Success Stories
- Indicator Performance Tracking Table (IPTT)
- IPTT Data Source Descriptions
- Detailed Implementation Plan (DIP)
- Technical Sectors Tracking Table
- Program Design and Performance Reports
- Supplemental Materials

## Annual Results Report (continued)

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### 3. FFPMIS Data Entry:

- Project Participant and Resource Tracking Tables
- Monetization and Cost Recovery Tables
- Standardized Annual Performance Questionnaire (SAPQ)

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## **Requirement 8: Mid-term Evaluation**

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### **Reasons for conducting MTE:**

- Explore how well project delivers services
- Acceptability of methods to beneficiaries
- Signs of change associated with project interventions
- Ground-truth Theory of Change

## Requirement 8 (PVO): Mid-term Evaluation

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### Methodology:

- Participatory, qualitative assessments are encouraged
- Process evaluation
- Large scale surveys are discouraged (e.g., population-based surveys such as baseline/final evaluation)
- Not required to include quantitative component, but project data and secondary data analysis and small-scale surveys are encouraged

## **Requirement 8 (PVO): Mid-term Evaluation**

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### **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**

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### **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/data sets 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

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## **Requirement 9: Final Evaluation Study**

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FFP advises whether evaluation will be managed by FFP or the Awardee

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

# Resources

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**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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