

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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Washington, DC

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Session Objective

**Review FFP project lifecycle M&E
and reporting requirements**

**Start Up Stage
Requirements**

**Annual
Requirements**

**Midway
Requirements**

**Project End
Requirements**

Next Section

**Start Up Stage
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Requirement 1: Theory of Change

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

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

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

- 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

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

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

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

Submit IPTT and revised LogFrame/Theory of Change (ToC) to FFP 30 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
- 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

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

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 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

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

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 (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

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

PVOs should attend the Baseline Planning workshop

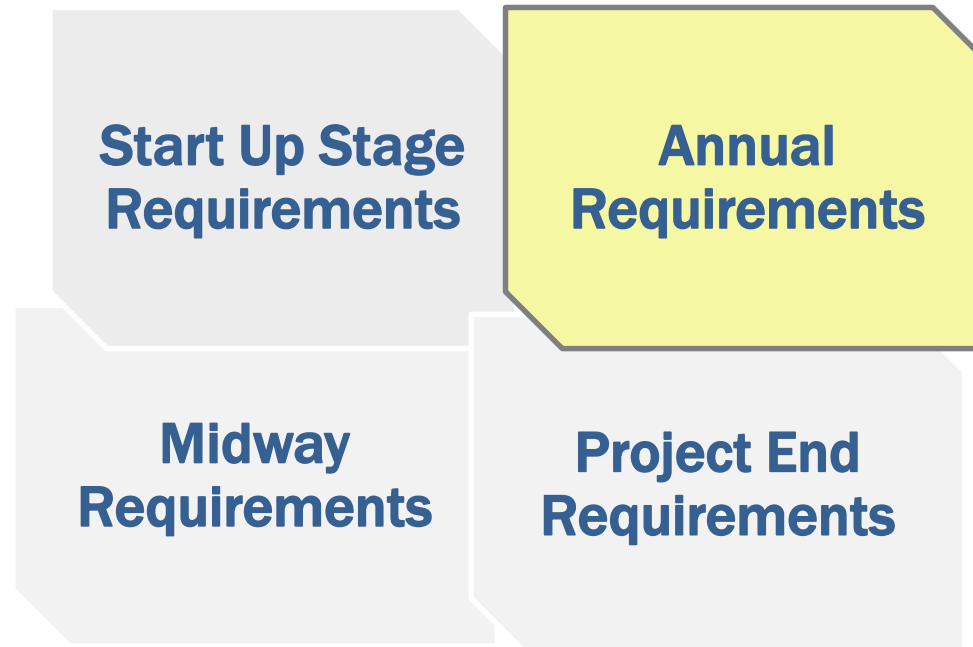
- **Bangladesh:** January 25–28, 2016
- **Mali:** TBD

Requirement 6: Baseline Planning Workshop

Baseline contractor will collect information to:

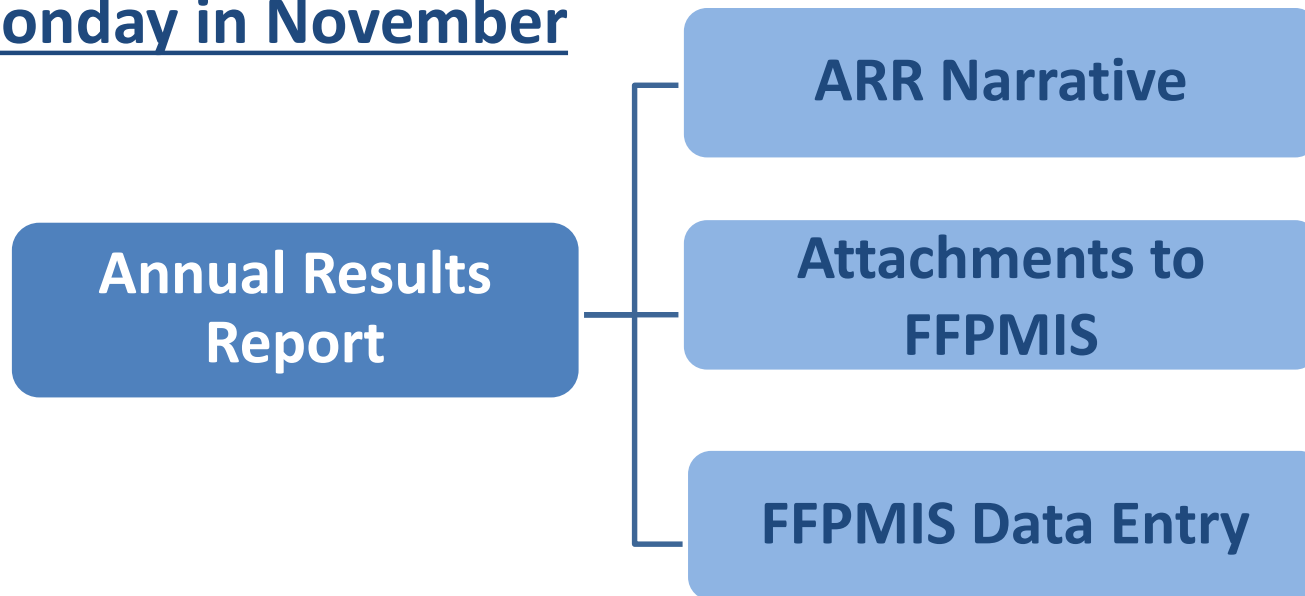
- Operationalize sample design
- Adapt questionnaire to country-specific context
- Clarify design and content of the qualitative study
- Gather information on ground realities to inform logistical aspects of the field work

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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)

1. ARR Narrative containing (max. 20 pages):

- Annual Food Assistance Project Activities and Results
- Lessons Learned

Annual Results Report (continued)

2. Attachments to FFPMIS:

- 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)

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

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

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

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

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

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

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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