



# FOOD FOR PEACE INDICATOR PERFORMANCE TRACKING TABLE (IPTT) GUIDANCE

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# IPTT TEMPLATE GUIDANCE

## A LIVING DOCUMENT

DEVELOPED  
after TOC &  
LogFrame  
approved

USED  
during project  
implementation

Monitoring

Analysis

Reporting

UPDATED  
at least annually

Record actual  
values

Calculate % of  
Target Achieved

Explain over- and  
under-  
performance

Revise targets &  
justify

Respond to  
changes in TOC

# IPTT TEMPLATE GUIDANCE

## STANDARD TEMPLATE

- Required to submit in **FFP Standard Template** format

<https://www.usaid.gov/documents/1866/food-peace-template-indicator-performance-tracking-table#overlay-context=>

- Instructions for filling the template are in **FFP's Policy and Guidance for Monitoring, Evaluation, and Reporting for Development Food Security Activities, December 2016**

[http://pdf.usaid.gov/pdf\\_docs/PBAAF103.pdf](http://pdf.usaid.gov/pdf_docs/PBAAF103.pdf)



# IPTT TEMPLATE GUIDANCE

## SUBMISSION FOR APPROVAL

- Initial submission is required post-award. Consult the Cooperative Agreement for the exact timing of the initial IPTT
- Annual submission with the ARR (target changes should be discussed prior to submission with the AOR and the regional FFP M&E Advisor)
- Annual submission with the PREP (target changes should be discussed prior to submission with the AOR and the regional FFP M&E Advisor)
- Revision (except current year targets) and submission at any time



# IPTT TEMPLATE GUIDANCE

## FFP STANDARD TEMPLATE

### 7 Unique sheets

- Baseline/Final Indicators\*
- Annual Monitoring Indicators
- Base Value Data Source
- Target Comment
- Deviation Narrative
- Archived Baseline/Final Indicators\*
- Archived Annual Monitoring Indicators

### This guidance will describe:

1. Components of the Annual Monitoring Indicators sheet and how they relate to the other sheets in this template
2. Remaining sheets in further detail

*\*Guidance for the Baseline/Final Indicators and the Archived Baseline/Final Indicators sheets are not included, however the components are described in the other sheets.*



# IPTT TEMPLATE GUIDANCE

## ALL SHEETS

**Version Date:** Enter the date the IPTT was submitted to the AOR for approval. This date should change with every submission.

**Awardee:** Identify the primary recipient of the award.

**Country:** Identify the country in which the award is being implemented

**Award:** Identify the award by name and/or award number

*Note: These will need to be filled on each sheet independently.*



# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS SHEET

### INDICATOR NUMBER

- Establish a permanent indicator number
- Sequential from the top of the IPTT **beginning with 1** (*Not the number associated with the LogFrame level!*)
- An indicator's number should never change after the AOR approves the initial IPTT

# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS SHEET

### DATA SOURCE

- “RM”, “AS” or “S”
  - routine monitoring, annual survey, secondary
- Must match entries on the LogFrame (if the indicator is there) and the indicator’s PIRS



# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS SHEET

### INDICATOR

- Must match the LogFrame, (if the indicator is there)
- FFP and Mission indicators titles must be entered exactly as they appear on the FFP and/or Mission list

# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS SHEET

### INDICATOR TYPE

- FFP and/or M, or C, plus E, as applicable
  - FFP, Mission, Custom, EMMP
- For FFP, add FFP number (required)
- For C and M, add number from USG Standard List (as applicable)
- Must match the PIRS



# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### DATA COLLECTION METHOD

A brief description of how the raw data used to calculate the indicator was collected. This must include:

- mode of collection (HH questionnaire, Intervention register, FGD, Observation...)
- location of collection (beneficiaries' homes, farmers' fields, site of asset created via C/FFA...)
- the source (report, agency, website...) of secondary data

# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### DESIRED DIRECTION OF CHANGE

- Select +, −, or NA
- Must match entry on the corresponding PIRS
- Use NA for Context indicators that the project does not seek to influence
- There may be other instances when NA would be appropriate (e.g., an indicator the project seeks to maintain constant)

# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### CUMULATIVE OR NON-CUMULATIVE

- Select C, NC, or NA
- Must match entry on corresponding PIRS
- Use NA for Context indicators that the project does not seek to influence

# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### BASE VALUE

- Enter the base value
- Some base values are not required on the initial IPTT
  - For indicators with base value known to be “0”, e.g., because it relies on USG assistance, “0” should be entered on the initial IPTT
- By the end of the second FY, of first FY for first quarter awards, every annual monitoring indicator and required disaggregate must have a base value



# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### BASE VALUE SOURCE

- Enter the comment number corresponding to a description of the data source in the Base Value Data Source sheet in the IPTT.
- Leave blank when the base value is 0 because the indicator measures something dependent on FFP assistance that has not yet started.
  - When a base value is measured as “0”, the source must be described



# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### TARGET

- On the initial IPTT, enter a target for all aggregate values for every year and LOA.
- Enter targets for all disaggregate values for every year and LOA when the base value for the indicator has been filled.
- For an indicator that depends on an intervention that will not start immediately, the base value may remain as the target until the FY in which the intervention is planned to start.



# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### TARGET

Remember that the LOA targets often will not be equal to the sum of the annual targets:

- For non-cumulative indicators, the LOA targets might equal the sum of the annual.
- For cumulative indicators, LOA targets must always be less than the sum of the annual targets .

# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### TARGET COMMENT

- When a target has been changed since the last approved IPTT, enter the corresponding comment number from the Target Comment sheet in the IPTT.
- When a target is unchanged from the last approved IPTT, leave this cell blank.
- Include all Target Comments from previously approved IPTTs.

# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### ACTUAL FY OR LOA VALUE

- With each FY's ARR submission, fill the Actual FY Value for that FY
- Once the Actual has been submitted and approved for a FY, the value should remain unchanged in all submissions that follow.
- Fill Actual LOA Value in the final FY ARR.

# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### % OF TARGET ACHIEVED

This cell will calculate automatically when the corresponding Actual, Target, and Desired Direction of Change is entered.

For indicators with positive direction of change:

$$\% \text{ of target achieved} = \frac{\text{reporting year actual value}}{\text{reporting year target value}} \times 100$$

For indicators with negative direction of change:

$$\% \text{ of target achieved} = \frac{\text{reporting year target value}}{\text{reporting year actual value}} \times 100$$



# IPTT TEMPLATE GUIDANCE

## ANNUAL MONITORING INDICATORS

### DEVIATION NARRATIVE

- If % of Target Achieved <90% or % of Target Achieved >110%, enter the comment number on the Deviation Narrative sheet that corresponds to a description of conditions that led to over- or under-performance.
- If % of Target Achieved falls in the range of 90-110% (inclusive), leave this cell blank.
- Deviation Narratives are only required for the indicator (aggregate level).



# IPTT TEMPLATE GUIDANCE

## BASE VALUE DATA SOURCE SHEET

**Comment number:** Assign sequentially throughout the LOA, beginning with 1.

**Base Value Data Source:** Succinctly describe how the base value was estimated by describing the sampling frame and the method and timing of data collection.



# IPTT TEMPLATE GUIDANCE

## BASE VALUE DATA SOURCE SHEET

- There is no column for indicator number on the Base Value Data Source sheet because more than one indicator may come from the same source. Thus, a single comment may be referenced from more than one indicator on the Annual Monitoring Indicator sheet.
- Every IPTT submission must include all Base Value Data Source comments from previously approved IPTTs.



# IPTT TEMPLATE GUIDANCE

## TARGET COMMENT SHEET

**Comment number:** Number comments sequentially throughout the LOA, beginning with 1.

**Target change date:** Enter the month and year when the target was changed in a sortable format (The IPTT template is formatted as DD-MMM-YY, e.g., 05-JUL-20).





# IPTT TEMPLATE GUIDANCE

## TARGET COMMENT SHEET

**Indicator number:** Note the Indicator No. from the first column of the Annual Monitoring Indicators sheet.

- Do not try to identify a disaggregate using the Indicator No. column.
- If a target of the aggregate and/or one or more disaggregate has changed, use a single comment to justify all changes.



# IPTT TEMPLATE GUIDANCE

## TARGET COMMENT SHEET

**FY of Target or 'LOA':** Enter the FY of the Target that was changed, or 'LOA' for LOA Target.

**Previous Target Value:** Enter the Target from the last approved IPTT.

**New Target Value:** Enter the newly established target.

**Target justification:** Describe the logic or calculations that led to the setting of the new target.



# IPTT TEMPLATE GUIDANCE

## TARGET COMMENT SHEET

If a FY or LOA target changes once or more over the life of the award, there should be multiple target comments in the Target Comment sheet with the same Indicator number.

- With each change, a new comment (and comment number) should be created, each with a different Target Change Date.
- The “Previous Target Value” should match the previous comment’s New Target Value
- Every IPTT submission must include all Target Comments from previously approved IPTTs.



# IPTT TEMPLATE GUIDANCE

## DEVIATION NARRATIVE SHEET

**Comment number:** Assign sequentially throughout the LOA, beginning with 1.

**FY or LOA:** Identify the target and deviation by FY or LOA.

**Indicator number:** Note the Indicator No. from the first column of the Annual Monitoring Indicators sheet for the indicator.

- **Enter only a single indicator number.** Even if the deviations in multiple indicators can be explained in the same way, repeat the information for each indicator in a separate row.

**% of Target Achieved:** This must match the % of Target Achieved on the Annual Monitoring Indicators sheet for the associated indicator.



# IPTT TEMPLATE GUIDANCE

## DEVIATION NARRATIVE SHEET

**Deviation Narrative:** Describe the circumstances that led to high over- or under-performance measured by the indicator. *Provide enough detail so that a reader who has not been involved in any previous discussion about the project's performance will understand what happened.* This is intended to be a historical record, and a future reader may have little previous knowledge of the conditions of implementation.

**Every IPTT submission must include all Deviation Narratives from previously approved IPTTs.**



# IPTT TEMPLATE GUIDANCE

## ARCHIVED ANNUAL MONITORING INDICATOR SHEET

**Indicator Number:** Enter the number assigned to the indicator when it was first added to the IPTT

**FY First Reported:** The FY in which the indicator was first included in the IPTT.

**FY Archived:** The FY in which the indicator was removed from the IPTT.

**Indicator:** Title that matches previous IPTTs, LogFrame, and the indicator's PIRS.

**Data Source:** RM, AS, or S



# IPTT TEMPLATE GUIDANCE

## ARCHIVED ANNUAL MONITORING INDICATOR SHEET

**Indicator Type:** FFP, M, C plus E, as appropriate; with FFP number or number from standard USG list, if applicable

**LogFrame Element Reference:** Identify the LogFrame element to which the indicator was associated by level and number, (e.g., IO 1.3.2 or OC 1.3.2.1)

**Indicator Level:** Impact, Outcome, Output, Context

**Justification Summary:** Enter comments to summarize the rationale for removing the indicator from the IPTT, i.e., why the indicator was no longer considered useful or appropriate.



# — QUESTIONS



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