

HOW TO PREPARE AND MANAGE FFP MID-TERM EVALUATIONS

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September 22nd, 2015

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Session Objectives

Participants will:

1. Recognize requirements for a mid-term evaluation (MTE)
2. Identify steps to prepare and manage a MTE

Case Example

Your organization was awarded a 5-year FFP development food assistance project in Madagascar. You are the Chief of Party. Answer the following questions:

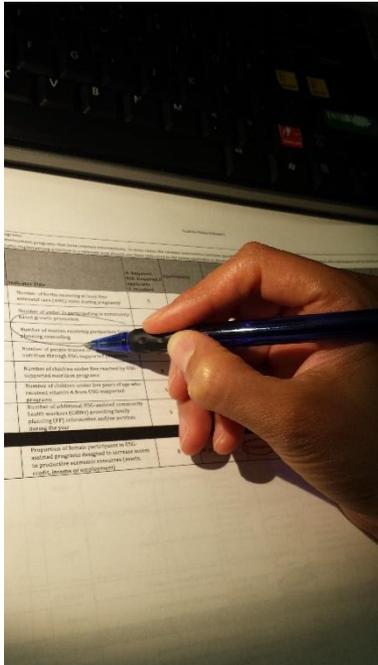
1. Is your project required to have a mid-term evaluation?
2. Should the MTE be a process evaluation?
3. Should the MTE be conducted by an internal or external evaluation team?
4. What is the main role of USAID and Awardee Project staff regarding the MTE?

Case Example

Answers:

1. Is your project required to have a mid-term evaluation?
 - Yes, MTE are required for FFP awards longer than 4 years
2. Should the MTE be a process evaluation?
 - Yes, MTE should be a process evaluation and should focus on implementation processes
3. Should the MTE be conducted by an internal or external evaluation team?
 - MTE shall be externally led. No member of MTE should have had any responsibility in design/implementation of project
4. What is the main role of USAID and Awardee Project staff regarding the MTE?
 - Informant and observer

Roles of USAID and Awardee Project Staff



Informant and observer

- May review and provide comments on data collection tools and instruments
- Cannot be interpreters, enumerators, or supervisors

During data collection and analysis, the primary roles of project staff, responsible FFP Officer, AOR, and any other USAID or awardee staff member with a stake in project are as informants and observers.

MTE Objectives

MTE design and support should be strongly oriented toward Objective 1

- 1**
 - a) Adherence to terms agreed
 - b) Target communities' perceptions of intervention
 - c) Factors challenging or supporting implementation

- 2**
 - Intended and unintended changes

- 3**
 - Adjustments to implementation and ToC or RF



Photo by: Alex Harsha/Medic Mobile

Key Evaluation Questions

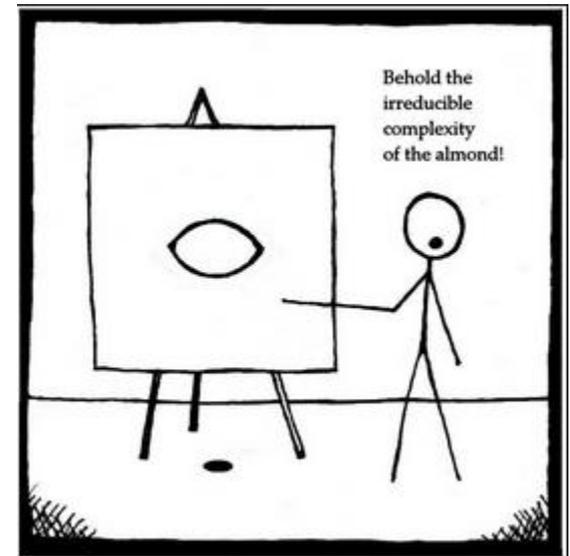
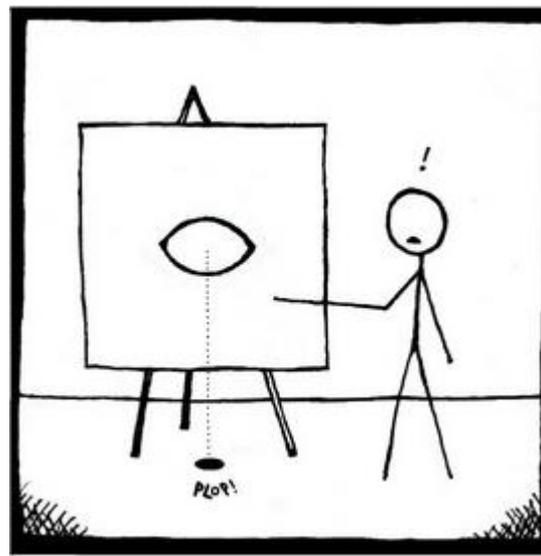
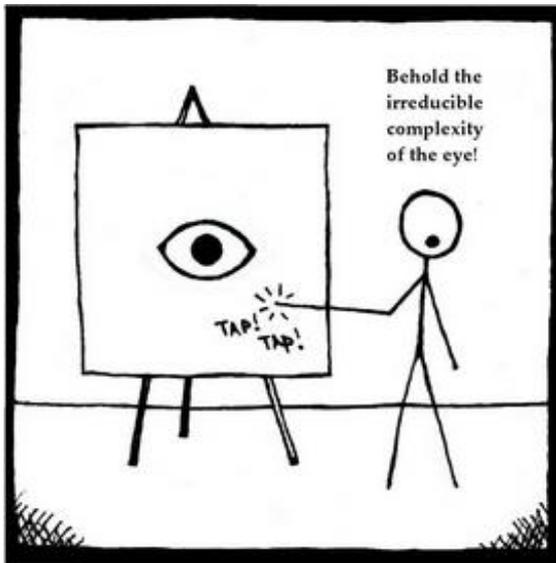
Focus of evaluation



1. a) Adherence to terms
- b) Target perceptions
- c) Factors

2. Intended and unintended changes

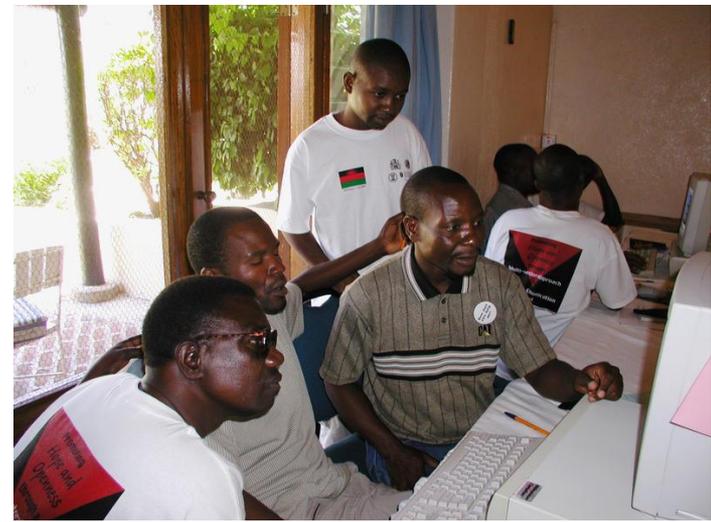
3. Adjustments to implementation



MTE Methods

FFP discourages large-scale quantitative surveys

MTE Methods



- Unstructured or semi-structured interviews
- Observation

**Mostly
Qualitative**

MTE Methods

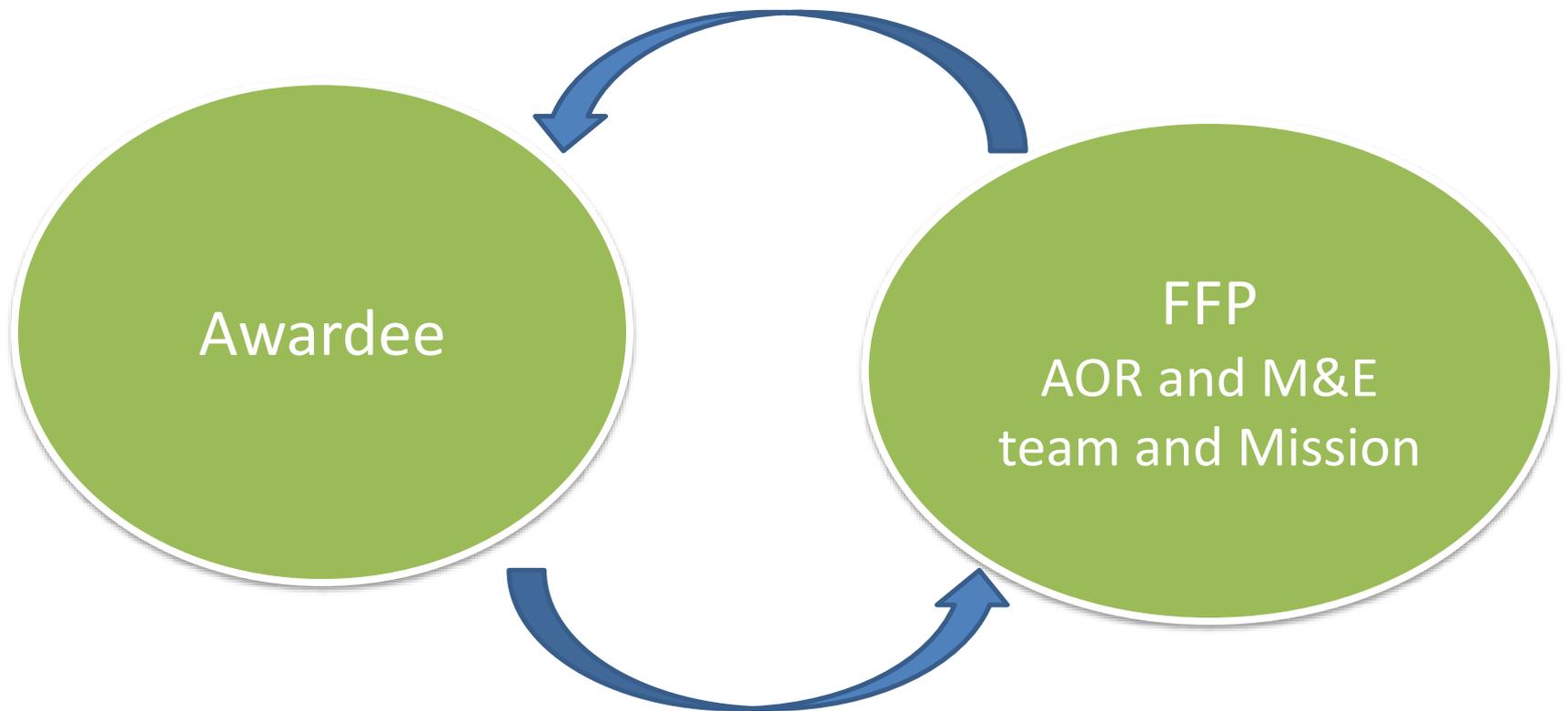
What kinds of quantitative data collection methods are encouraged?

- Project data and secondary data analysis
- Small-scale surveys to:
 - ✓ Test hypothesis
 - ✓ Capture perceptions
 - ✓ Cross-check local findings



Preparing the Statements of Work (SOW)

Cooperative and iterative process among



Illustrative MTE SOW

- A. Introduction (overview, project background)
- B. MTE Objectives
- C. MTE Methods
- D. Contractor Responsibilities
- E. MTE Team Composition, Qualifications, and Roles
- F. Project Responsibilities
- G. Intellectual Property
- H. Ethical Guidelines

Project Responsibilities

1. Prepare SOW
2. Select evaluation team
3. Provide secondary data
4. Serve as informant
5. Provide logistical advice
6. Offer administrative support (optional)



Project Responsibilities: Provision of secondary data

- Geographic orientation documents
- Proposal and amendments
- Reports to USAID
- M&E plan
- Intervention protocol descriptions
- Intervention reports and data
- Exit strategy and sustainability plan

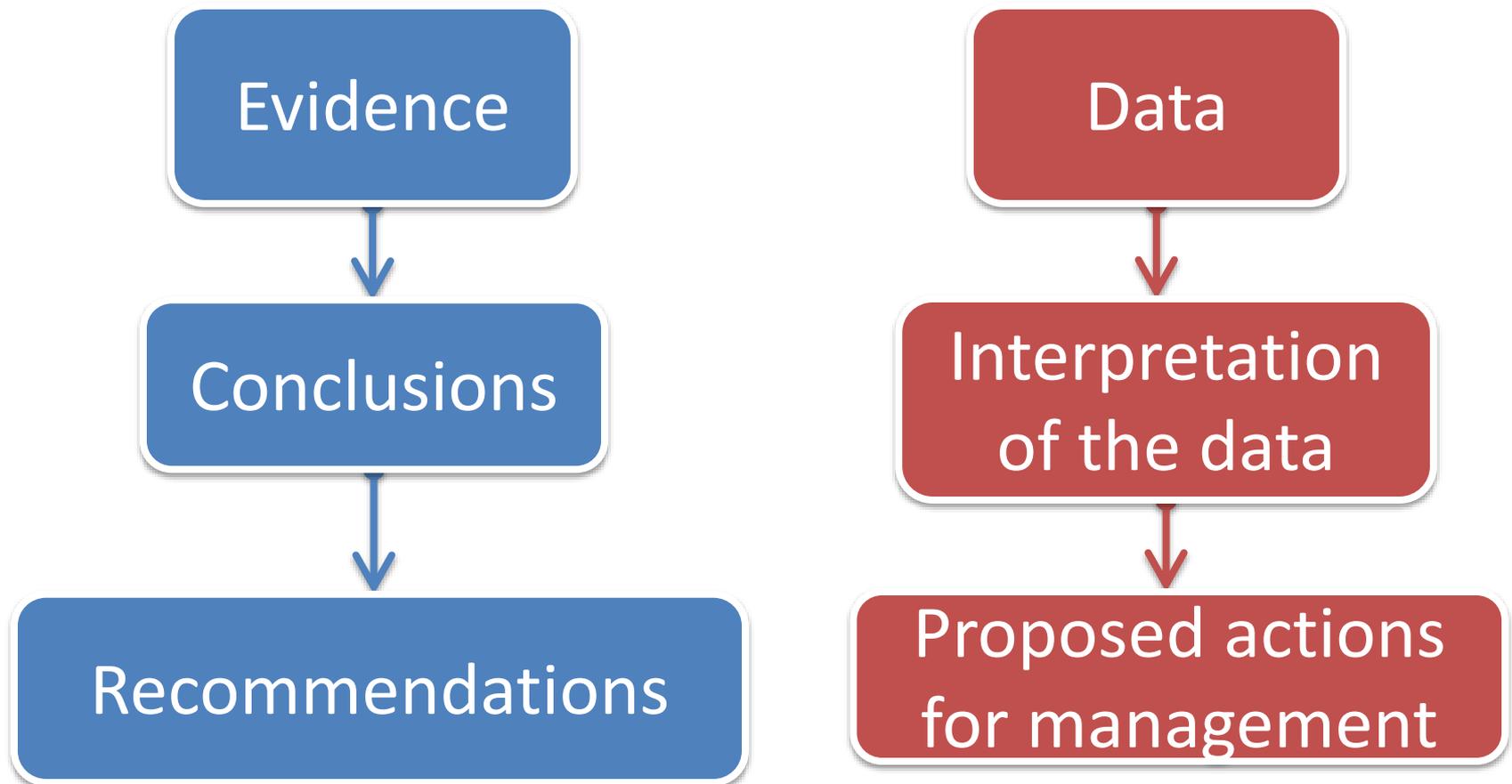
Contractor Responsibilities: MTE Report

MTE Report must:

- Clearly present evidence (not just conclusions) and identify sources of evidence
- Provide conclusions based on evidence presented
- Offer recommendations directly linked to conclusions

The SOW should specify that the report must clearly separate evidence collected by the evaluation team from the conclusions and recommendations based on the evidence in different sections of the report, sources of all evidence must be identified, conclusions must be based only on evidence presented in the report, and recommendations must directly correspond to the conclusions.

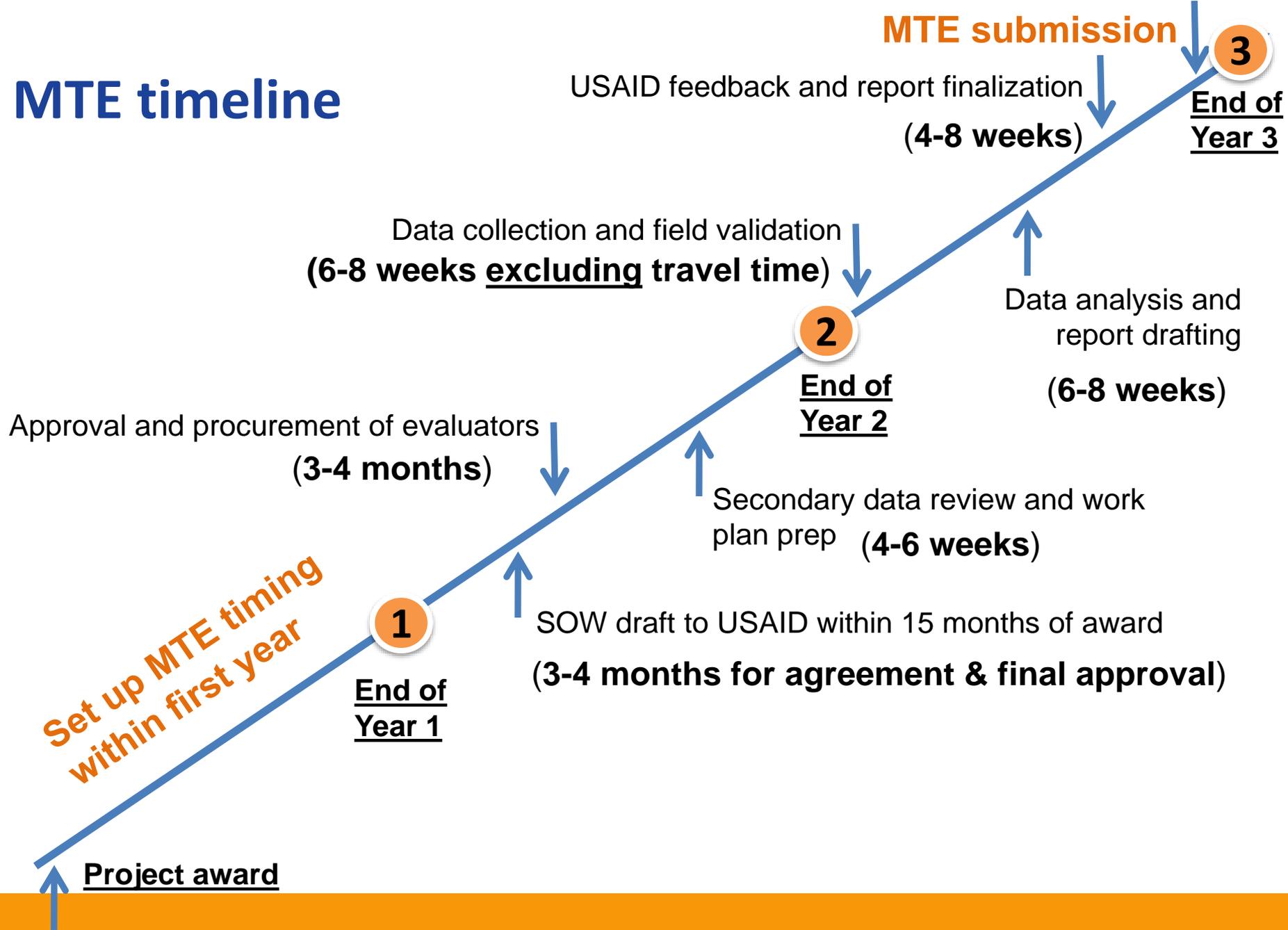
Contractor Responsibilities: MTE Report



MTE Timeline

- Setting MTE timing within first year
- MTE should take place mid-way through implementation period (MTE report submission within 36 months of award)
- No need for MTE to match BL/FE seasonal timing
- Timing should maximize evaluation team's opportunity to directly observe project outputs and interventions as they are implemented

MTE timeline



MTE Budget

- Awardees should allocate a minimum of \$150,000-300,000 per award to MTE costs
- These additional funds should be dedicated to more coverage of the interventions in the field
- Account for travel time to and among intervention sites in budget



Common Pitfalls to Avoid!

- Late or incomplete provision of secondary data
- Team leader with insufficient evaluation training or experience
- Logistics bias site selection (e.g., site selection is based on number of vehicles available for the MTE team instead of sound sampling design)

Common Pitfalls to Avoid! (cont.)

- MTE team not aware of logistical responsibilities (e.g., vehicles, interpreters)

MTE report:

- Recommendations not supported by conclusions
- No evidence provided to support conclusion

Resources

- Draft: USAID's Office of Food for Peace Policy and Guidance for Monitoring, Evaluation, and Reporting for Development Food Assistance Projects

**Submit comments on the draft guidance to
FACG@amexdc2.com by October 29, 2015!**



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This presentation is made possible by the generous support of the American people through the support of the Office of Health, Infectious Diseases and Nutrition, Bureau for Global Health, U.S. Agency for International Development (USAID) and the Office of Food for Peace, Bureau for Democracy, Conflict and Humanitarian Assistance, under terms of Cooperative Agreement No. AID-OAA-A-12-00005, through the Food and Nutrition Technical Assistance III Project (FANTA), managed by FHI 360. The contents are the responsibility of FHI 360 and do not necessarily reflect the views of USAID or the United States Government.