

# USAID's Office of Food for Peace (FFP) Monitoring and Evaluation (M&E) Workshop for Newly Awarded FFP Development Food Assistance Projects

January 10–21, 2016 | Dhaka, Bangladesh

## AGENDA

The FFP M&E workshop in Bangladesh will consist of two separate workshops. The first (January 10–14) will target staff of the new development food assistance project awarded to CARE and its subgrantees. The second (January 17–21) will target HKI and World Vision and subgrantee staff. Each five-day workshop will begin with two days of introductory sessions, followed by three days of targeted technical assistance to help PVOs finalize project Theories of Change, Logical Frameworks (LogFrames), and IPTTs. Please see the following pages for details.



## Workshop for CARE (January 10–14, 2016)

### Sunday, January 10, 2016

8:30–9:30	<b>Opening</b>
9:30–11:00	<b>1. FFP M&amp;E and Reporting Requirements</b>
11:00–11:15	Morning Break
11:15–12:45	<b>2. Theory of Change</b>
12:45–1:45	Lunch
1:45–2:45	<b>3. M&amp;E Plan</b>
2:45–3:00	Afternoon Break
3:00–5:00	<b>4. LogFrames</b>
5:00–5:15	<b>Wrap-Up</b>

### Monday, January 11, 2016

8:30–8:45	<b>Daily Review</b>
8:45–10:45	<b>5. IPTT</b>
10:45–11:00	Morning Break
11:00–12:00	<b>6. Baseline/Final Evaluation Indicators</b>
12:00–1:00	Lunch
1:00–2:30	<b>7. Annual Monitoring Indicators</b>
2:30–3:00	<b>8. Gender Integration</b>
3:00–3:15	Afternoon Break
3:15–4:15	<b>9. Environmental Considerations</b>
4:15–5:15	<b>10. Mission Indicators</b>
5:15–5:30	<b>Post-Test and Wrap-Up</b>

### Tuesday, January 12, 2016

8:30–5:30	<b>Technical Assistance Session</b>
-----------	-------------------------------------

### Wednesday, January 13, 2016

8:30–5:30	<b>Technical Assistance Session</b>
-----------	-------------------------------------

### Thursday, January 14, 2016

8:30–5:30	<b>Technical Assistance Session</b>
-----------	-------------------------------------

## Workshop for HKI/World Vision (January 17–21, 2016)

### Sunday, January 17, 2016

8:30–9:30	<b>Opening</b>
9:30–11:00	<b>1. FFP M&amp;E and Reporting Requirements</b>
11:00–11:15	Morning Break
11:15–12:45	<b>2. Theory of Change</b>
12:45–1:45	Lunch
1:45–2:45	<b>3. M&amp;E Plan</b>
2:45–3:00	Afternoon Break
3:00–5:00	<b>4. LogFrames</b>
5:00–5:15	<b>Wrap-Up</b>

### Monday, January 18, 2016

8:30–8:45	<b>Daily Review</b>
8:45–10:45	<b>5. IPTT</b>
10:45–11:00	Morning Break
11:00–12:00	<b>6. Baseline/Final Evaluation Indicators</b>
12:00–1:00	Lunch
1:00–2:30	<b>7. Annual Monitoring Indicators</b>
2:30–3:00	<b>8. Gender Integration</b>
3:00–3:15	Afternoon Break
3:15–4:15	<b>9. Environmental Considerations</b>
4:15–5:15	<b>10. Mission Indicators</b>
5:15–5:30	<b>Post-Test and Wrap-Up</b>

### Tuesday, January 19, 2016

8:30–5:30	<b>Technical Assistance Session</b>
-----------	-------------------------------------

### Wednesday, January 20, 2016

8:30–5:30	<b>Technical Assistance Session</b>
-----------	-------------------------------------

### Thursday, January 21, 2016

8:30–5:30	<b>Technical Assistance Session</b>
-----------	-------------------------------------