

ARC ICB Final Evaluation. December 20, 2007. Annex I.

SO/IR/Output/ Sub-Output	Baseline	Year One		Year Two		Year Three		Year Four		Year Five		LOP A/P
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	
between pilot national societies and national/local governments and or NGOs												
# of effective collaborations between an ONS and another institution	0	0	0	0	0	0	n/a	0	(1) In progress	5		

**Annex II. List of ICB Project Activities, FY06-FY08**

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
<p><b>Intermediate Result 1: ARC Improves its Institutional and Technical Capacity to Design and Manage Food Aid and Nutrition Interventions as an Effective Response to Emergencies (Post- Midterm: ARC improves its institutional and technical capacity to design and manage food aid and nutrition interventions as an effective response to food insecure populations including people affected by emergencies)</b></p>					
<p><b>Output 1.1: Enhanced ARC staff technical knowledge base</b></p>					
<p><i>Sub-output 1.1.1: Improved tools for needs assessment, nutritional surveillance, and planning for emergency interventions</i></p>					
<p><b>#1 FOOD SECURITY BASICS</b></p>					
a) General awareness building	<p>Four sessions form the ARC Food University which were then posted on the web (made available to 30,000 staff).</p>	<p>-One-on-one training by Tufts of food program advisor seconded to WFP for Tsunami Relief and congressional advisor                      -World food day session (did educational sessions of all ARC staff) (2 slide shows). Other institutions associated: Save the Children, Africare, WFP, Congressional Hunger Committee                      -June 11, United Against Hunger run in Greater New York and Washington DC</p>	<p>Tufts modules are housed in the food unit but not being systematically used                      Food program advisor presentation of ICB to HQ international staff</p>	<p>Food program Advisor presentation to HQ international staff on Vietnam monetization experience</p>	<p>Brown Bags:                      6 planned                      1 ICB evaluation                      1 Nutrition Cambodia                      2 Lesotho/Southern Africa                      1 Case studies                      1 M&amp;E TRP</p>

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
<p>b) Specialized conferences, workshops and meetings</p>		<p>Two staff participated in inter-agency community-based therapeutic care meeting (2/28-2/2/05) hosted at ARC</p> <p>One food programming person attended food aid conference in Kansas City</p> <p>Two people trained in health positive deviance methodology at workshop</p> <p>One person attended workshop on USAID rules and regulations of commodity management (D)</p>	<p>Food program advisor attended regional workshop on US rules and regulations (Tanzania)</p> <p>Food program advisor attended regional Red Cross meeting in southern Africa associated with developing a regional food security strategy</p>	<p>USAID grant negotiation and compliance</p> <p>Workshop on RC Societies' food security programs in Africa</p> <p>Building capacity to support integrated food/health program</p> <p>Appreciative Inquiry for behavior change</p> <p>ERU review with Food Security presentation</p>	<p>Logframe/Plan of Action development meeting for development of Southern African Food Security Action Plans</p> <p>ERU training</p> <p>RDRT training facilitated</p>

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
c) Case study material on actual projects that will build staff understanding of key concepts		Two case studies by Ilisa Gertner with input from Tufts (Bulgaria and Viet Nam) <sup>46</sup> for intended (but never actualized) Tufts training	TOR developed for collaborative research by AED to build up evidence base around food value in integrated programs is planned	Case study themes in Lesotho and Mozambique identified  Food Security Advisor debrief of participation in Review of African National Societies Longer Term Interventions in Food Security	Case studies/evaluation produced in Lesotho, Mozambique, Indonesia
<b>#2 INTEGRATED PROGRAMMING PLAN</b>				EIG roundtable: 3 staff attend  American Evaluation Association: 4 staff (Sr. m&e advisor, two TRP m&e advisor and Federation TRP M&E lead (seconded by ARC to Geneva) participate and present (3 ICB funded)	EIG 2 staff attend  AEA 3 staff attend

<sup>46</sup> Case studies helped us to learn valuable lessons learned and challenges. Bulgaria focused on elder



IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
a) IPP materials development/revision	<p>Consultancy to revise and upgrade ARC IPP handbook and training materials</p>	<p>Consultant completed revision More specialized guidance on proposal writing developed for the Tsunami Jan –Feb 95 paid for ICB</p>	<p>More specialized guidance on reporting revised in September 2006, paid for by Tsunami funds Continual improvement of quarterly report format (staff and partners are getting reporting guidance)</p>	<p>RFP for warehouse software produced; LOGIC software subsequently developed</p>	<p>Project Design training materials/method revised</p>
b) Formal training sessions on IPP <sup>47</sup>		<p>Two staff trained in needs assessment before emergency deployment</p>	<p>20 ARC HQ staff (five day) 37 field ARC staff trained in two five day workshops (Sri Lanka, India, Maldives, Indonesia, Thailand) (four staff conducted field trainings which were led by the st. M&amp;E advisor)</p>	<p>None of entire TRP m&amp;e staff who move to field conduct m&amp;e training based on IPP and planned module that one TRP advisor authoring (moving from log-frame to m&amp;e plan)</p>	<p>Project design training for NHQ staff</p>

<sup>47</sup> On site training in Kenya, Portugal, Cambodia, Bulgaria, Kazakhstan, and Costa Rica occurred under the ISA

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
c) Non-funded uses of materials developed			Haiti, Indonesia, Sri Lanka	Widespread in TRP (\$400,000,000) (partners and ARC itself uses project design template, including log-frames)  Pre-eval being used for ICB evaluation	
<b>#3 EMERGENCY/TRANSITION TARGETING OF BENEFICIARY</b> (Targeting of beneficiaries during emergency, transition, and on to recovery)  Revision of IDR Materials for targeting  Technical assistance and proposal reviews in Indonesia—people on the ground working (targeting less an issue because entire community wiped out)	---	Evaluation of materials as part of Sri Lanka evaluation led to revision of materials for testing  The IDP project, school feeding project and nutritional education project in Indonesia	Revised IFRC materials (Sri Lanka) part of broader initiative to revise training	Revision of Training Manual and Use of Manual for training	Ongoing training
<b>#4 FOOD COMMODITY MANAGEMENT (logistics, warehousing, distribution with dignity, and monetization where relevant)</b>  a) Commodity management toolkit  b) Humanitarian Logistics Software (warehouse management)	Bulgaria	Bulgaria, Viet Nam  Secondment of Ben Kim to IFRC to verify phase 1 completion and define phase 2 scope and facilitate implementation	Secondment of Ben Kim to IFRC to verify phase 1 completion and define phase 2 scope and facilitate implementation  Develops RFP packet for outsourcing	Proposals received and reviewed.  Seconded staff returns  LOGIC warehouse software in use Summer 07	

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
<i>b. 1. Phase I: Pipeline software</i>	Pipeline finalized in 04	In use during Tsunami in FY05 (not funded by ICB; only participation of technical people funded)  Helios Project (paid for by Fritz Institute entirely; technical input from ARC included)			
<i>b. 2. Phase II: Warehouse software</i>		Nestle produces software package that goes from warehouse to distribution and it is rejected as too complicated	Helios isn't producing  Request for proposal launched to identify a third option; 14 proposals received for review	RFP scored, awarded and LOGIC software in use summer 07	
<i>b. 3. Phase III: Distribution software (excel based)</i>	In use 04	In use 05	In use 06 (assessed as adequately)		
c) Hand held Personal Digital Assistance (PDAs) to facilitate nutritional assessments, commodity tracking, and data collection in emergencies <sup>48</sup>	Progress made based on existing models (see FY04 annual report) based on extremely successful model used for measles assessments	Pilot testing continued  PowerPoint presentation at the American Evaluation Association about "lessons learned"	Decision made that ARC will confine use of PDAs to baseline surveys and nutritional assessments (not commodity management)		

<sup>48</sup> One input into the process was development of a detailed systems requirement document to ensure that ARCE requirements are in-line with federation requirements (and reflected in Helios)



IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
d) Strengthen ARC capacity to oversee monetization when necessary in emergency and non-emergency situations		On-site training in commodity management and monitoring associated with Regis Chapman's visit to Viet Nam	Viet Nam (March-USAID) Viet Nam (September-USAID)	Vietnam USDA x 3 On-site training to local staff	Nothing planned
<b>#5 IMPROVED M&amp;E IN GENERAL (for all ARC programs using food)</b>					
a) ARC/CRS modules		Shared with relevant ARC programs and other Title II CSs	Shared with relevant ARC programs and other Title II CSs		
<i>Getting the most out of Technical Assistance</i>		Haiti	Indonesia, Sri Lanka, El Salvador	Indonesia again	
<i>Hiring an M&amp;E Specialist</i>		Sri Lanka			
<i>Success Stories</i>		Shared with relevant ARC programs			
<i>Pre-Evaluation Planning</i>			Honduras, ICB, Albania, and Cambodia	ICB for Final Evaluation TRP for mid-term PSP	TRP
b) Surge capacity indicators	Planned, but not executed	Under discussion	Discussions under way to better define what capacities are needed, how to measure, what kind of field follow-up is needed from volunteers, and which types of volunteers (trained vs. non) over time (technical areas needed, etc.)	Not a priority and doesn't fit well with pilot country activities- dropped	n/a



IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
c) Technical assistance & formal training		Tanzania, Sri Lanka, Indonesia, Kenya (funded the Kenyan Red Cross)		Vietnam, Indonesia SPMI project, Mozambique Lesotho, TA on 7 Southern Africa RCNS Food Security Strategies and regional Movement strategy  Review team on African National Society progress in implementing longer-term food security program as identified  Ouagadougou Action Plan	On-going in pilot countries and in Southern Africa.  Broader in review and revision of RDRT training and deployments and ERU training
a) Pilot country case studies	Preliminary discussion of choice	Preliminary discussion of choice	Collaboration with IDR associated with the selection of ICB pilot countries (TOR for position, recruitment)  Development of TOR for relief delegate position in Harare	Themes identified for Mozambique and Lesotho	Mozambique, Lesotho and Evaluation/briefing paper for SPMI project

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
b) Southern Africa Training of Regional Volunteer Network			IDR agrees to assign staff member to work w/ food program advisor on design & execution of training	Sponsors 2 participants from Lesotho to be trained as RDRT. ARC regional delegate observes	IDR Director and/or staff to help revise training materials and possibly co-facilitate RDRT training
a) Food/nutrition needs assessment training (classic training)	Planned, but did not take place (for International Rescue Team members)	Planned, but did not take place (for IRT members)	Dropped	Dropped	Dropped
b) Develop and promote use of core group of emergency M&E indicators		“Risk and vulnerability practitioners forum” was planned, but not executed	Abstract submitted and accepted for panel discussion on lesson learned from M&E during the emergency phase for ARC M&E in emergencies (paid for by Tsunami)	Accountability framework for TRP defines set of indicators for recovery programs, including livelihood	Accountability Framework ISD
a) IDR staff attend food security seminars and conferences	World Food Day and Food seminars (Tufts)	Tracey Reines participated in joint evaluation mission	Tim Cummings ARC delegate in Lesotho attended regional workshop on food security-Dar es Salaam	Fd Security Delegate attend Southern Africa meeting food security  (IDR Africa director attended cash transfer =CFW and cash grants workshop)	
b) IP senior programs and key personnel trained as trainers in IP			Limited training in 06	Cancelled	Not planned

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
<b>#6: Pilot Country Program Case Studies/Evaluations</b>					
Lesotho				Draft module prepared and presented at refresher course	Evaluation and briefing papers to be produced
Mozambique					Consultant to prepare reports and briefing paper Also Evaluation paper
Indonesia					Evaluation as base for case study
<b>Output 1.2: Expanded collaboration between ARC and other PVOs [and institutions]<sup>49</sup> in the design and management of food and nutrition interventions in emergencies (Post Mid-term: 1.2: Enhanced collaboration between the ARC and other PVOs in the design and management of food and nutrition interventions in emergencies in emergencies and risks mitigation environment)</b>					
Potential long-term food security partners					
a) Title II grant	0	0	0	0	
b) USDA		Viet Nam	Viet Nam II	Viet Nam II	
c) Other	Colombia	Colombia	Colombia	Livelihood programs include CIIF, Mercy Corps	
d) WFP	0	Major partners in Tsunami relief in Indonesia ARC seconded a food program advisor to WFP for 2005	TOR for collaborative research developed WFP longer-term Community Health program approved	Indonesia SPMI	Indonesia SPMI

<sup>49</sup> The phrase “and institutions” was added to underscore the enhanced collaboration with WFP.



IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
<p>e) AED f) FAO livelihoods WWF (review shelter, watsan, livelihood, DM proposals re environment or sustainable development)</p>		<p>f) negotiations</p>	<p>c) AED on WFP Evaluation f) FAO negotiations WWF joins to assist project design g) project review by WWF</p>	<p>e) AED on WFP Evaluation and Appreciative Inquiry BCC for nutrition in SPMI project f) fisheries project approved g) on going WWF support</p>	<p>f) and g) continue</p>
<p>Potential long-term partners for M&amp;E (to help get info on development M&amp;E)</p>		<p>Modules developed</p>	<p>Modules posted on the EIG website Modules posted on the CRS website Modules posted on Red Cross website</p>	<p>WFP in monitoring and food logistics with National Societies</p>	
<p>Support to EIG as a mechanism for facilitating exchange between NGOs and between ARC and other NGOs <i>--ARC hosts EIG (Evaluation Interest Group) attached to Interaction</i></p>	<p>ARC sponsored at least one meeting and was heavily involved in initial organization of EIG during FY04</p>	<p>Meetings and presentations ARC sponsored five meetings</p>	<p>Meetings and presentations ARC sponsored five meetings</p>	<p>Evolved into Interaction valuation and Program Effectiveness Working Group and list serve.</p>	
<p><i>--Policy paper on Demonstrating NGO Effectiveness (self-certification process)</i></p>	<p>Draft policy paper produced with ARC staff person working in collaboration with Interaction working group including reps from CARE, Food for Hungry Int'l, Action Aid, and other NGOs</p>		<p>Interaction EIG paper on NGO effectiveness completed and voted in by the Interaction Board</p>		



IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
AED (Academy for Educational Development)		TOR developed		Dealt with ABOVE	
FANTA and FFP workshops and meetings	Regular participation	Regular participation <sup>50</sup>	Regular participation	Regular attendance	Regular attendance
ARC collaboration in new project designs	Design of projects as part of consortia (new to ARC) -Tajikistan: collaboration with CDC, Care, Counterpart, Save the Children and Mercy Corps -Malawi collaboration with CARE, CRS, Africare, Save the Children, Salvation Army, and World Vision	Proactive role of ARC in facilitating collaboration with World Wildlife Fund, Mercy Corps, into the Tsunami relief effort executed by WFP	TRP collaborations continue	TRP collaborations continue with PVO and other long-term food security partners as above	
Collaboration related to food and M&E (mentioned in reports)	Feinstein Institute, World initiative for soy in human health, World Vision, Africare, the Congressional Hunger Center, Tufts University for training and workshops, and CRS	Tufts and CRS continue collaboration			
<b>Output 1.3: Established [ARC domestic chapter-advocacy-network-and]<sup>51</sup> support material for promoting the importance and need of food in international emergency responses [among ARC domestic chapters] (Post-Midterm: 1.3 Established materials for promoting the importance and need of food in international emergency and vulnerability reduction responses)</b>					

<sup>50</sup> Active participation in reviewing the household food security index and other performance monitoring indicators.

<sup>51</sup> Text deleted at the request of USAID/FFP in FY04.

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
Website postings	<p>United Against Hunger (UAH) campaign was created during year one of the ARC ICB program. UAH was initiated by WFP to build awareness in the US of international and domestic hunger and one of the first invitations to participation came to the ARC International Services Food Working Group<sup>52</sup></p>	<p>Tsunami communication highlights food aid as integral part of response</p>	<p>One page fact sheet on Africa food crisis Africa food crisis paper One website link on food security</p>	<p>Della I have requested the final update but had tracked 83,000 on general international 7901 food security related</p>	
ARC annual conventions	<p>ARC annual convention (presentation) 1520 people at 47 chapters took International relief and development course<sup>53</sup></p>		<p>Poster Show on the Africa food crisis Chapters dropped as target group, focus on website</p>		<p>Chapters dropped as target group focus on website</p>
Regional meetings of ARC chapters	<p>January 2004 conference with 15 chapters held in California at which information on the materials was presented</p>	<p>Large chapter regional meeting in De Moines (attended by university people and local leaders) (80 people attended) (Mark Smith represented ARC)</p>	<p>Nine-chapter focus groups on foreign assistance</p>		

<sup>52</sup> Information posted on the ARC website in preparation of UAH and World Food Day included two slide shows highlighting Title II programs in Malawi and a USDA/Food for Education program in Viet Nam. Complementing this, the food programming pages of the ARCE web site were also updated.

<sup>53</sup> 1520 people out of 2571 people that attended the courses in this year. All persons who attended the courses were exposed to the core content on ARC International Services core competencies including food programming.

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
Donor feasibility study			<p>Feasibility study of nine chapters to see what kinds of foreign assistance they might be interested in funding (famine relief and emergency ranked high) (not funded by ICB, but evidence that ARC takes it seriously)</p> <p>Survey sent to nine focus chapters to see what types of materials have been useful to them. ARC is working to better tailoring activities</p>		
Communications with ARC chapters and International Services course instructors	<p>Information on International Services course updates highlighting food programming and instructions on how to acquire additional communications and marketing information was provided</p>				
Contributions to emergency operations (food and non-food) or other priority concerns associated with use of food for relief, transition and recovery	<p>327 ARC chapters contributed to emergency operations (food and non food) \$1,018,105.73</p>	<p>\$570 million for Tsunami</p>			



IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
<b>Intermediate Result 2: Red Cross/Crescent Movement Partners Develop the Capacity to Design and Manage Food Aid and Nutrition Interventions as an Effective Response to Emergencies (Post-mid-term: Intermediate Result 2: Red Cross/Crescent Movement partners develop the capacity to design and manage food aid and nutrition interventions as an effective response to emergencies and longer term development)</b>					
<b>Output 2.1: Improved knowledge base in National Red Cross Societies to design and manage local food aid and nutrition interventions in emergencies</b>					
<b>Southern Africa Regional Food Security Training</b>			-Negotiate IDR leadership for collaboration with TS in executing training		
-- <i>Training and capacity building in four areas</i>					
-- <i>Training modules to be developed</i>					
----- <i>Basic Food Security Principles</i>					
----- <i>Food Commodity Management and Distribution</i>			-SOW and hiring of regional coordinator to oversee training		
----- <i>Beneficiary Targeting</i>					
----- <i>Monitoring, Evaluation, and Reporting</i>					
<b>Food Security Strategy Development/Implementation in Africa</b>					
<i>Review of African NS longer-term food security programs in context of Ouagadougou commitment</i>				Food Security Advisor part of evaluation team	
<i>Input in to 7 Southern Africa country food security strategies</i>				Review, comment of 7 country strategies Help develop regional strategy	Help develop m&e system for strategies and plan of action for implementation
<b>Pilot Country Programs</b>			-Selection of		



IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
--Training and capacity building in the four core areas targeted by the southern Africa Regional Initiative (using modules developed for Southern Africa Regional Food Security Programming)+ HIV/AIDS home-based care; <sup>54</sup> Addressing root causes of slow onset disasters that affect disaster incidence and response			countries -SOW and hiring of regional coordinator to oversee training and activities	Lesotho on-going Mozambique proposal designed Indonesia activities begun	These three countries
--Technical and (possibly) some limited financial assistance to enable national chapters to develop innovative partnerships, build capacity and programs					
<b>Other</b> Basic understanding of food security and emergency relief-development continuum			ARC food program advisor: -Reviewed first food security strategy concept paper by RC Mozambique -Participated in development of first Indonesian RC strategic planning		

<sup>54</sup> Federation and national societies developed a paper on HIV home based care that ARC supports.

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
Core organizational capacity assessments		Organizational capacity assessment carried out with Tanzania Red Cross with assistance from ARC	Food program advisor participated in food security workshop in southern Africa organized by IFRC that 33 staff from Red Cross National Societies attended		
Food commodity management		Eight ARC and Viet Nam Red Cross society program staff trained in commodity management	Food program advisor and two RC delegates from Mozambique and Lesotho (which are 2 of the 3 pilot countries) attended a regional USAID food aid management workshop  March-July 06: Technical backstopping to Viet Nam monetization for USDA commodities		
M&E and reporting	Technical assistance to IFRC and Nat. Societies	Technical assistance to IFRC and Nat. Societies	Technical assistance to IFRC and Nat. Societies		
Growth monitoring and promotion (food/nutrition capacity assessment)	no	Cambodian RC food nutrition capacity assessment carried out with assistance from ARC	No		

IR/Output/Activities	FY04	FY05	FY06	FY07	FY08
HIV/AIDS home based care			Federation and National Societies developed a paper on HIV/AIDS home based care (ARC supports)		
<b>Output 2.2: Enhanced coordination between National Red Cross Societies and local institutions in food and nutrition during emergencies</b>					
Build National Society capacity to identify appropriate partnerships with appropriate food and non-food actors					
<i>Lesotho</i>		See text	See text	See text	
<i>Mozambique</i>		See text	See text	See text	
<i>Indonesia</i>		PMI with WFP	PMI with WFP	PMI with WFP, AED contracted for training	
Build National Society capacity to build core community capacity needed to anticipate and manage disasters as well as chronic food security					
<i>Lesotho</i>		See text	See text	See text	
<i>Mozambique</i>		See text	See text	See text	
<i>Indonesia</i>		See text	See text	See text	

Source: Mid-Term Evaluation and Final Evaluation Focus Groups with and Review by Technical Assistance Unit director, senior food program advisor, and senior M&E advisor. September 2006 and December 2007.



**Annex III.A: Tools Reported to USAID (October 2007)**

ORGANIZATION	# of GRANT FUNDING THIS TOOL	NAME OF TOOL	TYPE OF TOOL	WHAT DOES THE TOOL DO	DATE IT DEVELOPED	DEVELOPMENT LOCATION	WAS THE TOOL TESTED?	TESTING LOCATION	DATE	PARTY WHO TESTED THE TOOL	WAS TOOL A SUCCESS	WHY/WHY NOT	BRANDING/MARKETING REQUIREMENT MET	# OF PVO STAFF TRAINED TO USE TOOL	IF OF PVO STAFF TRAINED TO USE TOOL
American Red Cross (ARC)	AFP-A-00-03 00007-00	Capacity Building Guidance	manual	Provides tools and forms for simplifying, systematizing, planning, managing, evaluating and reporting on the delivery of any kind of CB services that involve the transfer or sharing of knowledge and skills.	Published in March 06. Final revision in July 07	USA	Yes	Hill for consulting consultant	ZBUS	MBE Program Advisor and Heidi Loetter MBE Program Project Team	Yes	Concrete guidance for those not having experience developing SDW or contracting	ARC, CRS and USAID logos are on the front page	Posted on ARC's website	CRS paid the consultant's fees. ARC's Sr. MBE Advisor and the MBE Program Advisor and the ARC Editor contributed time in the review, editing and formatting of this tool.
American Red Cross (ARC) in collaboration with CRS	AFP-A-00-03 00007-00	Preparing for the Evaluation	manual	This module provides support to the field (and NRC) to organize projects prior to conducting an evaluation and promotes field ownership of this process.	Published in February 06. Final revision in July 07	USA	Yes	ARC/ARC for ICB mid term evaluation	N/A	ICB Manager and External Consultant	Yes	Included gather all the information and documentation prior to the beginning of the evaluation. Tremendous gain of time and avoidance of a lot of frustrations	ARC, CRS and USAID logos are on the front page	Posted on ARC's website	CRS paid the consultant's fees. ARC's MBE Sr. MBE Advisor managed the consult. The ARC MBE Advisor, the MBE Program Advisor and the ARC Editor contributed time in the review and editing of this document.
American Red Cross (ARC) in collaboration with CRS	AFP-A-00-03 00007-00	Success and Learning Story Package	manual	This module provides guidance on how to write good impact stories to address the needs of a number of audiences, including PPP.	Published in February 06. Final revision in July 07	USA	Used but feedback not sought	N/A	N/A	N/A	N/A		ARC, CRS and USAID logos are on the front page	Posted on ARC's website	CRS paid the consultant's fees. ARC's Sr. MBE Advisor and the MBE Program Advisor and the ARC Editor contributed time in the review, editing and formatting of this tool.
American Red Cross (ARC) in collaboration with CRS	AFP-A-00-03 00007-00	Hiring M&E Field Staff	manual	This includes sample job descriptions and actual tests to assess skills when hiring M&E staff in the field.	Completed for scheduled for end of August 07	USA	Not at ARC's level	N/A	N/A	N/A	N/A		ARC, CRS and USAID logos are on the front page	Posted on ARC's website	CRS paid the consultant's fees. ARC's Sr. MBE Advisor and MBE Program Advisor contributed time in the review and the editing of this tool.
American Red Cross (ARC)	AFP-A-00-03 00007-00	Monitoring and Evaluation: Human Interest Stories Guidelines and Tools for Effective Report Writing	manual	See comment. Contract will be terminated	Not developed	Consultant had medical problems	N/A	N/A	N/A	N/A	N/A		N/A	N/A	N/A
American Red Cross (ARC)	AFP-A-00-03 00007-00	Guidelines and Tools for the Preparation and Use of Performance Indicator Tracking Tables (PIPTT)	manual	This module is a follow-up to the success story module, with technical guidance in the field on how to produce it, including writing, layout, and photographic tips.	First edit completed 5/07. Final revision scheduled for Aug. 07	USA	Not yet	N/A	N/A	N/A	N/A		ARC, CRS and USAID logos will be on the front page	Will be posted on ARC's website	CRS paid the consultant's fees. ARC's Sr. MBE Advisor and MBE program assistant contributed time in the review and editing, formatting of this tool.
American Red Cross (ARC)	AFP-A-00-03 00007-00	Guidelines and Tools for the Preparation and Use of Performance Indicator Tracking Tables (PIPTT)	manual	This module will provide guidance and suggestions on how to fill out the indicator performance tracking table used for USAID grants (and which provides the backbone of ARC's annual reporting system).	First edit completed in January 07. Final revision on 7/07	USA	Not yet	N/A	N/A	N/A	N/A		ARC, CRS and USAID logos will be on the front page	Will be posted on ARC's website	CRS paid the consultant's fees. ARC's Sr. MBE Advisor contributed time in reviewing this tool.
American Red Cross (ARC)	AFP-A-00-03 00007-00	Moving from the log/frame to the M&E Plan	manual	This module will provide guidance on how to use the log/frame to create the M&E plan for projects.	Being developed by ARC's MBE section	Field & ARCHQ	Not yet	N/A	N/A	N/A	N/A		Will mention ARC's and USAID's logos	Will be posted on the website	Two ARC's staff time will be permanent



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ORGANIZATION	# of GRANT FUNDING THIS TOOL	NAME OF TOOL	TYPE OF TOOL/WHAT DOES THE TOOL DO	DATE/IF DEVELOPED	DEVELOPMENT LOCATION	WAS THE TOOL TESTED?	TESTING LOCATION	DATE	PARTY WHO TESTED THE TOOL	WAS TOOL A SUCCESS	WHY/WHY NOT	BRANDING/MARKETING REQUIREMENT MET	# OF PVO STAFF TRAINED TO USE TOOL	
American Red Cross (ARC)	AFP-A-00-03 00007-00	Integrated Planning Process Handbook (IPP)	manual The IPP is a planning process to facilitate the development of global, regional and country-level initiatives designed to increase access to quality and equitable services with the Red Cross Movement	Revision completed FY2006	ARC NHQ	Yes	NHQ, Indonesia, Sri Lanka	Jan-Apr 06	St. Mike Adhitya	The tool itself yes, although the project design section could be strengthened to provide more guidance on accountability and gender analysis. The overall training methodology is being revised	see previous box	Internal Document largely developed in the past. The revisions will be tracked when finally updated	ARC staff time (4), plus a part-time employee hired specifically to revise the tool created under a previous USA grant.	
American Red Cross (ARC)	AFP-A-00-03 00007-00	RFP solicitation packet for warehouse control software	solicitation and scoring packet	Completed Oct 2006	Geneva	Yes	Geneva	2006-2007	Ben Kim (ARC seconded staff to IFRC) and Hugh Peterken (IFRC)	Yes	contracted company that produced useful package	Internal IFRC document	The RFP itself is an example for future use. ARC staff persons time	
American Red Cross (ARC)		LOGIC warehouse control software	tool produced through the solicitation above	In-use as of August 07	Geneva and field	Yes	Geneva and field		IFRC IT and Disaster Response	Yes	Not funded by ICB, rather a consequence of tool above. Will be made available to ARC in October.	Tailored to Red Cross but will go to state permanent		
American Red Cross (ARC)	AFP-A-00-03 00007-00	Emergency Response Unit Training Manual (Update)	Training manual for emergency response unit members.											
			a) Training Revised Jan 06 based on evaluation of SL emergency response. The evaluation (not the revision) partially funded by ICB	Revised Jan 05	NHQ	Yes	NHQ and field	2005	Tracy Reines, ARC International Disaster Response	Yes		M/A Revision the findings from a) evaluation that was partially funded by ICB led to revision of the training manual	will be posted on the American Red Cross Website in September	Permanent
			b) Training revised to include food management component	Final use Sept 07	NHQ		NHQ	2007	Tracy Reines, ARC International Disaster Response	TBD		Staff time directly charged to ICB therefore not added log	Permanent	ARC staff person's time