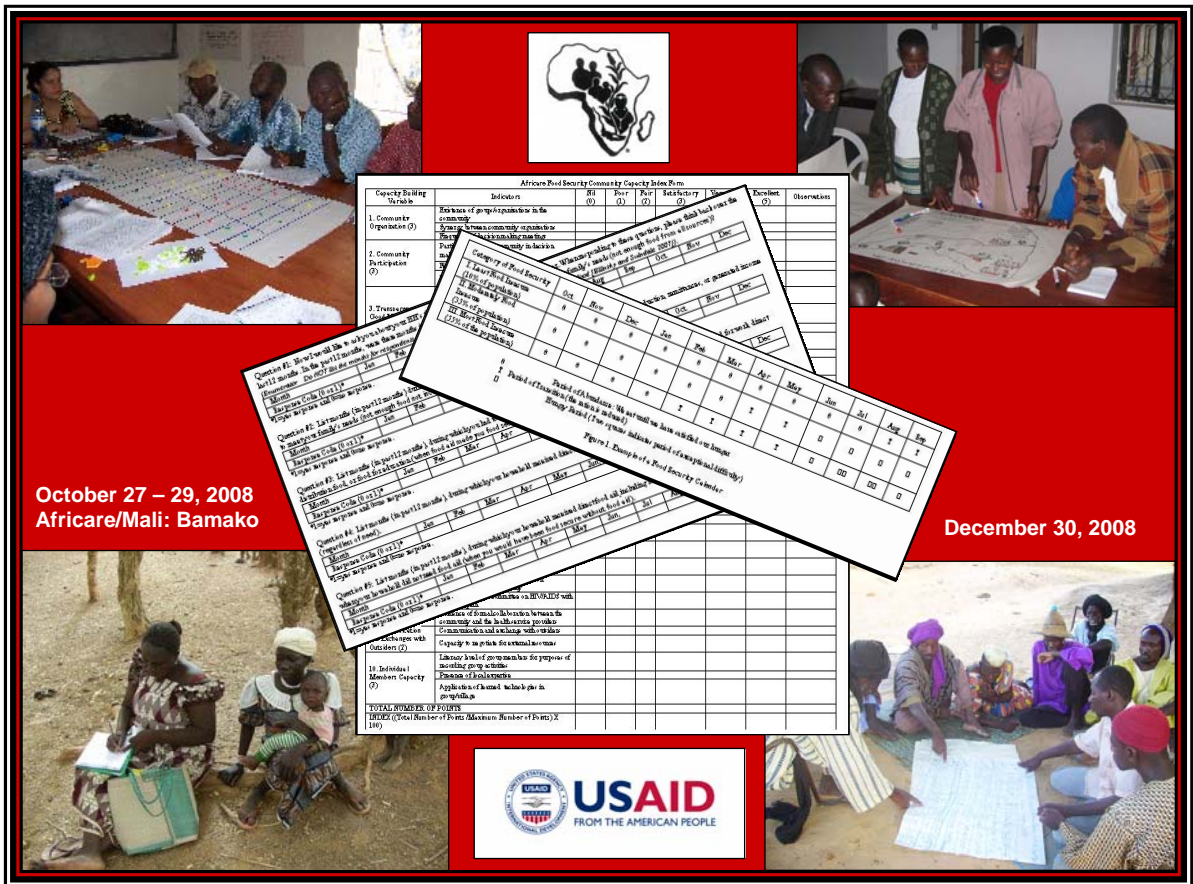


**Africare Office of Food for Development
FY08 Title II ICB Workshop Proceedings**

**Harmonization Workshop:
Standardizing Data Collection for Tracking
Food Insecurity Vulnerability**



October 27 – 29, 2008
Africare/Mali: Bamako

December 30, 2008



Facilitators: Issa Konda, Al-Hassana Outman, Pascal Payet, and Harold Tarver

Proceedings Editors: Della E. McMillan and Leah A.J. Cohen



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Acronyms

AIDS	Acquired Immune Deficiency Syndrome
AFSR	Africare Food Security Review paper series
ATTFSI	Agadez and Tillaberi Food Security Initiative
CS	Cooperating Sponsor
CSPro	Census and Survey Processing System
FANTA	Food and Nutrition Technical Assistance Project
FSC	Food Security Committee
FSCCI	Food Security Community Capacity Index
FSPCI	Food Security Program Capacity Index
FY	Fiscal Year
HDDS	Household Dietary Diversity Score
HFIAS	Household Food Insecurity Access Scale
HIV	Human Immunodeficiency Virus
ICB	Institutional Capacity Building Grant (Title II)
ISA	Institutional Support Assistance Grant (Title II)
IR	Intermediate Result
MAHFP	Months of Adequate Household Food Provisioning
M&E	Monitoring and Evaluation
NAV	Norton Anti Virus
OFFD	Africare Office of Food for Development
PVO	Private Voluntary Organization
SO	Strategic Objective
TFSI	Timbuktu Food Security Initiative
UNICEF	United Nations Children's Fund
USAID/FFP	United States Agency for International Development/Office of Food for Peace
USDA	United States Department of Agriculture
USG	United States Government
WHO	World Health Organization

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1.0. Introduction

This proceedings volume summarizes the presentations, delivered outputs and priority actions identified at the Africare October 2008 food security workshop, “Harmonization Workshop: Standardizing Data Collection for Tracking Food Insecurity Vulnerability.” This workshop was held over a two-day period from October 27-29, 2008 in the Africare conference room in Bamako Mali. The workshop is one in a series of seven workshops focused on building Africare’s capacity under three strategic objectives (SOs) and eleven intermediate results (IRs) that began in 2004 with Africare’s Institutional Capacity Building (ICB) grant from USAID/FFP (FY 2004-2008) (Tables 1 and 2).

This proceedings volume on is composed of five sections:

- Section 1.0: Workshop overview and context,
- Sections 2.0-4.0: Summary of principal objectives and outputs for each of the three workshop days;
- Section 5.0: List of priority follow-up actions; and
- Section 6.0: List of references cited.

This is followed by

- Annex 1: Final (adjusted) workshop program,
- Annex 2: Original Indicator Performance Tracking Tables (IPTT) for the three programs and suggested revisions that programs are considering based on feedback during workshop (as separate electronic files),
- Annex 3: Model for a standard table of contents developed in Burkina Faso and example data summary tables and figures for baseline surveys,
- Annex 4: List of attendees of the workshop, and
- Annex 5: Revised set of “prototype” questionnaires on health and nutrition for Chad that incorporate feedback from FANTA.

1.1. Africare ICB Workshops (2004-2008)

The first ICB-sponsored workshop, “Good Tools...and How to Use them (Part I),” was held in French in Burkina Faso July 5-9, 2004 and in English in Mozambique April 26-30, 2004. It focused on the revision of basic tools developed under the Institutional Support Assistance (ISA) grant (FY1999-2003) (Table 2). Particular emphasis was placed on the Food Security Community Capacity Index (FSCCI), the Months of Adequate Household Food Provisioning (MAHFP) qualitative analysis, the Food Security Program Capacity Index (FSPCI), and identifying some of the key deliverables to be developed under Strategic Objective Three (SO3) of the ICB, which focused on food programming (McMillan et al. 2004).

Table 1. Strategic Objectives and Intermediate Results of the Africare ICB Grant (FY 2004-2008)

SO & IR #	Text of the SO and IR
SO1	Title II field level impact increased by developing better methodologies for enhancing local capacity to identify and reduce food insecurity in vulnerable groups, including HIV/AIDS affected households
IR 1.1	Common indicators for community self-assessment of food insecurity strengthened (MAHFP)
IR 1.2	Common indicators for community self-assessment of local capacity strengthened to reduce food insecurity and vulnerability
IR 1.3	Innovative models for using Food for Work and high protein, nutrient-dense products to address food insecurity and improve the quality of life of people living with HIV/AIDS pilot tested in Title II programs and shared with other Cooperating Sponsors
SO2	Program impact and efficiency increased by better systems for enhancing and measuring Title II staff capacity
IR 2.1	Technical and management ability of mid-sized Title II PVOs to design and implement effective Title II programs increased by better systems for monitoring staff capacity through the use of the FSPCI
IR 2.2	Technical and management ability of mid-sized Title II PVOs to design and implement effective Title II programs increased by the development of better systems for tracking employee expertise and capacity
IR 2.3	Technical and management capacity of mid-sized Title II CSs to design and implement affective Title II programs increased by the development of standard systems for training staff on writing meaningful, informative reports and proposals
IR 2.4	Technical and management ability of mid-sized Title II NGOs to design and implement effective Title II programs increased by developing a series of training modules on Title II financial reporting
IR 2.5	Innovative models for developing national Africare staff career tracks and capacity pilot tested
SO3	Evidence base for more effective policy and program approaches improved by developing criteria for determining when direct distribution or Food for Work is appropriate, identifying state of the art models for monetization, and the refinement of an index for measuring capacity for managing food resources
IR 3.1	Criteria for determining when it is appropriate to use direct distribution or Food for Work in Title II programming developed and shared with Title II CSs
IR 3.2	Innovative methodologies for identifying the development impacts of different monetization mechanisms developed and shared with Title II CSs
IR 3.3	Technical and management ability of mid-sized Title II CSs to manage food resources increased by better systems for monitoring staff capacity through the use of the FDCCI (Food Distribution Country Capacity Index)

The second ICB-sponsored workshop, "Good Tools...and How to Use Them (Part II)," (held simultaneously in French and English in Niamey, Niger September 3-10, 2007) focused on consolidating and incorporating program responses to the guidance papers on the FSCCI, MAHFP qualitative analysis, and the FSPCI that were developed in the 2004 workshop and on finalizing each of the guidance papers (Table 2) (McMillan et al. 2007). This workshop also:

- Included a series of case studies showing how the MAHFP and FSCCI tools could be used to identify and track project impact on risks,

- Described some of the pilot initiatives being developed in Rwanda and Burkina Faso that would use food aid to improve the living standard and reduce vulnerability of households affected by HIV, and
- Outlined the key issues to be addressed in five finance and management training modules that Africare committed to under the ICB.

The third workshop, “Food Resources Workshop: Institutional Capacity Building, Monetization, Food for Work, and Direct Distribution,” was held immediately following the second workshop (September 10-12, 2007 in Niamey Niger). It focused on (Table 2):

- Producing a comprehensive review of Africare experiences with Title II and non-Title II emergency and non-emergency direct distribution and Food for Work programming,
- Delivering a series of presentations to help staff better understand recent shifts in the macro-economic and macro-policy environment for food programming, and
- Enabling working groups to develop recommendations for indicators to track developmental impacts of monetization.

The fourth workshop, “Good Tools...and How to Use them (Part III),” held in South Africa (March 31 – April 2, 2008) focused on (Table 2) (McMillan et al. 2008):

- Development of some of the few remaining outstanding ICB deliverables (e.g., the finance and management training modules),
- Consolidation of existing ICB tools, and
- Preparation of a number of new tools (such as short bibliographies of critical resources for field staff, a quantitative guidance for the MAHFP, and training modules on early warning and response systems) that were requested by field staff.

A fifth workshop, “Food Resources Workshop: Monetization, Food for Work, and Direct Distribution” was held immediately following this workshop April 3rd and 4th, 2008 in the same location. The workshop focused on (Table 2);

- A comprehensive review of Africare experiences with emergency and non-emergency direct distribution and Food for Work programming and
- Recommendations for indicators to track developmental impacts of monetization.

The sixth workshop, “Harmonization Workshop: Standardizing Data Collection for Tracking Food Insecurity Vulnerability,” (which is summarized by these proceedings) was held in French in Bamako, Mali (October 27 – 29, 2008). It focused on (Table 2):

- Harmonizing and simplifying the design, data entry, and analysis of the Africare baseline surveys scheduled for FY09 and FY10 for the West Africa region and

- Increasing the capacity of country programs to use these survey data to track vulnerable groups' participation in and benefit from Title II programs.

The seventh workshop, entitled "FY08 Africare/Food for Development Title II Food Management Workshop," was held in Ouagadougou, Burkina Faso November 17 - 21, 2008. It provided basic training and retraining for food programming officers or managers associated with almost all of Africare's Title II programs. The themes addressed included:

- History of PL 480;
- Types of USG (United States Government)-Assisted Food Aid Programs (e.g., USAID, USDA);
- Africare's history with food resources;
- Introduction to monetization;
- Managing Title II commodities; and
- Criteria for Food Distribution (e.g., Food for Work and HIV status).

1.2. Workshops in the Context of Africare ICB Working Groups

The themes, presentations, and outputs of all seven workshops (2004, 2007, and 2008) were connected to the activities of the four Africare working groups developed and supported under the ICB:

- The Monitoring and Evaluation (M&E) and Reporting Working Group,
- The Health, Nutrition, and HIV/AIDS Working Group,
- The Finance and Management Working Group, and
- The Food Management Working Group.

Table 2 outlines the evolution of the specific activities and outputs of the four working groups at the seven workshops under Africare's ICB grant.

Table 2. Evolution of Activities and Deliverables of the Africare Food Security Working Groups and the ICB-Sponsored Africare Food Security Workshops (2004-2008)

Working Group(s)	Burkina Faso and Mozambique Workshops (2004)	Niger Workshops (2007)	South Africa Workshops (2008) (Numbers refer to Annex Number/Title in the Workshop Proceedings Volume) ¹	Bamako Workshop (October 2008)	Ouagadougou Workshop (November 2008)
Health, Nutrition, and HIV/AIDS	<p>1. “Good Tools....and How to Use Them (Part I)” 1.a: Burkina Faso 1.b: Mozambique</p> <p>No specific outputs (plenary sessions on major Title II tools) and country programs with HIV/AIDS programming</p>	<p>2. “Good Tools....and How to Use Them (Part II)”</p> <p>--Plans for Title II programming in the context of HIV (BF, Rwanda) --Overview of the Vita Cow/Goat technology and draft manual --Presentation of draft AFSR paper on success story guidance</p>	<p>4. “Good Tools....and How to Use Them (Part III)”</p> <p>3.1. Food and Nutrition Security (FNS) in Context of HIV 3.2. Communities of Practice: An initiative in Malawi integrating FNS and HIV/AIDS 3.3. CRIB #1: FANTA Nutritional Impact Indicators for PLWHA 3.4. CRIB #2: Use of FANTA Food Assistance Programming in Context of HIV/AIDS 3.5. CRIB #3: FANTA Identification of Proxy Indicators for PLWHA and</p>	<p>6. “Harmonization Workshop: Standardizing Data Collection for Tracking Food Insecurity Vulnerability”</p>	<p>7. “FY08 Africare/Food for Development Title II Food Management Workshop”</p>

¹ The first three days focused on the activities of the Health, Nutrition, and HIV/AIDS; the M&E and Reporting; and the Finance and Management Working Groups. The last two days focused on Food Management Working Group, but was attended by the members of all four working groups.

	Burkina Faso and Mozambique Workshops (2004)	Niger Workshops (2007)	South Africa Workshops (2008) (Numbers refer to Annex Number/Title in the Workshop Proceedings Volume)¹	Bamako Workshop (October 2008)	Ouagadougou Workshop (November 2008)
			their HH 3.6. Food by Prescription and Food Assistance: Complementary Food Programming in HIV/AIDS 3.7. Nutrition and HIV Training Module 3.8.-3.10. US Potato Board and Use of Dehydrated Potato Flakes		
HNH/A and M&E Collaboration	None	Joint review of various AFSR technical papers dealing with the use of MAHFP and FSCCI to track project impact on health programs	4.1.1. Case studies of the use of MAHFP and FSCCI to develop, execute, and guide health, nutrition, and HIV/AIDS programming	--Special problems of tracking vulnerable groups participation in and benefits from Title II funded health programs --Challenges of standardizing training between and within programs for anthropometric measurement	
M&E (and Reporting)	Harmonization and consolidation of revised FSCCI, MAHFP (qualitative), FSPCI	--Presentations of draft AFSR case studies of country experiences using the revised guidance --Additional revision (in English and French) of the draft guidance (FSCCI,	4.1. Case studies on use of MAHFP and FSCCI to track vulnerability 4.2. Outline for development of MAHFP quantitative guidance 4.3. Analysis of lessons	Harmonization of baseline survey methods with new USAID requirements for the West Africa region (Niger,	

	Burkina Faso and Mozambique Workshops (2004)	Niger Workshops (2007)	South Africa Workshops (2008) (Numbers refer to Annex Number/Title in the Workshop Proceedings Volume)¹	Bamako Workshop (October 2008)	Ouagadougou Workshop (November 2008)
		MAHFP, FSPCI) in the AFSR series --Review of draft model of Africare food security technical paper series (AFSR) as a model for presenting tools	learned from current use of the FSPCI 4.4. Case studies of two models for EWS/RU (SCAP/RU systems) 4.5. ICB tool M&E plan	Chad, Mali)	
Finance and Management	No specific activities	Detailed outline of 5 training modules in response to field program demand	5.1-5.5Preparation and review of draft modules		
Food Management	-Review of Africare capacity index used for tracking Africare national programs' capacity for monetization as well as Food for Work and Direct Distribution -Proposed revision of the FDPCI (Food Distribution Program Capacity Index) which tracks national program capacity for food programming ²	3. "Food Resources Workshop: Institutional Capacity Building, Monetization, Food for Work and Direct Distribution"	5. "Food Resources Workshop: Monetization, Food for Work, and Direct Distribution"		Basic training for food officers and managers from 7 countries in accepted food management programming and reporting requirements.
		-Comprehensive review of Africare experiences with emergency and non-emergency direct distribution and Food for Work programming. -Team developed recommendations for indicators to track developmental impacts of monetization.	-Separate two-day sub-workshop that identified best practices of Africare country programs for direct distribution, Food for Work, and monetization. --Refine draft pilot indicators for tracking developmental impact of monetization.		

² This index parallels the FSPCI (Food Security Program Capacity Index).

2.0. Day One

The principal objectives of the first day were:

- Provide a full explanation of the objectives of the workshop, the context, and proposed deliverables as well as,
- Share specific program indicators.

2.1. Introduction: Context, Objectives, and Anticipated Outputs of the Workshop

The central focus of the morning plenary presentation was a keynote by Africare Office of Food for Development Director **Harold Tarver**.

2.1.1. Context of the Workshop

The concept of vulnerability to food insecurity is central to all Africare's programs in West Africa and to the USAID Food for Peace Strategy (USAID/FFP/DCHA 2005). In keeping with this commitment, most of Africare's Title II food security programs include improved agriculture, household nutrition, community capacity strengthening, direct distribution, Food for Work, credit, and training activities that are designed to reduce the percentage of households classified as highly vulnerable to food insecurity. To track the impact of these activities, Africare has relied heavily on a qualitative indicator that it pilot tested in its programs—the Months of Adequate Household Food Provisioning (MAHFP).

More recently, USAID offered Title II programs the alternative of substituting (or complementing) the MAHFP core indicator (which fills one of three required categories of "core" indicators [Box 1]) with a new questionnaire method for assessing household food access—the Household Food Insecurity Access Scale (HFIAS). The HFIAS was jointly developed through a collaborative research program involving Africare, the Division of Nutritional Sciences at Cornell University, and the USAID-funded Food and Nutrition Technical Assistance (FANTA) project (Nanama and Souli 2007 [AFSR No. 5]).

To date, however, the vast majority of Africare's vulnerability analyses have focused on assessing the aggregate impact of programs on average MAHFP in the entire project area and on the percent of households classified as highly vulnerable (based on the MAHFP). Far less attention has been paid to analyzing how the vulnerability status of a household correlates with other issues.

Box 1. Categories of Standard Indicators Required for all Title II Food Security Programs (FY 2008)

- Infant Malnutrition (wasting—technical term; stunting optional)
- MAHFP or HFIAS
- Household Dietary Diversity Scale (HDDS)

Examples include linking vulnerability to participation in household nutrition activities (i.e., monitoring infant growth and nutritional status) and participation in, and benefit from, improved agriculture (i.e., crop extension and livestock) activities.

The chief reason for the lack of more in-depth analysis of vulnerability in the Africare project areas has been the lack of standardized methods for tabulating and reporting data linking vulnerability and other program activities and impacts. While Africare has begun and continues to develop standard guidance for the core indicators³ and to distribute standardized survey forms that are methodologically sound, there is more work to be done on standardizing analysis procedures using these forms and the data they supply. The disparity in methods used by field staff to tabulate and report on data collected dates from a time prior to when USAID/FFP and Africare emphasized standardizing reporting on the handful of harmonized indicators for food availability, access, utilization, and risk management and vulnerability. The lack of standardized data entry formats and analytical tools has resulted in high costs in terms of staff and consultant labor for data entry, interpretation, and analysis.

The problem is especially serious for Africare's nutrition and health activities in the food security programs, given the critical importance of training staff in standard protocols for anthropometric measurement and calculation. In the absence of standard training protocols and analysis methods, projects have difficulty tracking their impact between years or between their program areas and comparing results to the more broad-based studies conducted by UNICEF and the World Food Programme.

Technical assistance is needed to help Africare:

- Develop a more standardized format for data entry, analysis, and write up of its baseline, mid-term, and final surveys and
- Strengthen staff capacity in design and analysis of standard health and nutrition indicators that Africare collects in all of its West Africa programs (and any additional indicators that are now required) so that they are compatible with the reporting standards of USAID/FFP, United States Foreign Assistance Operational Plans, and the United National Children's Fund (UNICEF).

³ Africare has recently devoted resources to standardizing methods for collecting data on the MAHFP indicator by developing and publishing a guidance that specifically outlines the steps to be used in calculating MAHFP quantitatively (Konda et al. 2008 [AFSR No. 17]).

2.1.2. Workshop Objectives and Expected Outputs

The current workshop was designed to help Africare address these issues by providing a forum for three country programs that are scheduled to execute baseline surveys during FY09 and FY10 (Chad, Mali, and Niger) to develop a more unified model for data collection, entry, and analysis. The workshop was scheduled to follow a five-day workshop sponsored by USAID/FFP and implemented by the FANTA project on the indicators for newly approved PL 480 Title II programs (including those for health and nutrition) that all Title II food security projects must include. While the USAID/FFP workshop presented the indicators and standard guidance for data collection on the indicators, it did not cover data entry or analysis. Africare's workshop was designed to be hands on and focused on the more specific problems of sampling, data collection, analysis, and write up in baseline and final surveys. The results of the workshop will be a pilot for a standardized model of data entry and analysis that will strengthen Africare's ability to analyze vulnerability in its baseline and final quantitative surveys.



Attendees of the USAID/FFP workshop preceding the Africare workshop. Photo Credit: USAID Workshop Photographer.

The specific objectives of the Bamako workshop were discussed as:

- (1) Sharing each programs' revised indicators (Chad, Mali, and Niger);
- (2) Reviewing the methods for core indicators proposed by FANTA and Africare technical papers;
- (3) Developing a standardized table of contents format for baseline and vulnerability studies;
- (4) Presenting and discussing FANTA and Africare's standardized guidance and methods for measuring key indicators (targeting); and
- (5) Presenting modules for data collection and entry.

The projected outputs and benefits of the activities for Africare included:

- Creation of a draft of a standard model for data entry and analysis for each of the key indicators (e.g., wasting, MAHFP, HDDS, and proxy indicators for HIV/AIDS impacts) that can be generalized to all Africare's Title II programs;
- Development of a standard model for baseline, mid-term, and final surveys that can be adapted to the specific strategic objectives of programs, but organized in such a way as to facilitate exchange between programs;

- Production (over the course of the next year) of three high quality baseline or final surveys that provide clear analyses of the core indicators (when possible)⁴ required by USAID and FFP (Box 1);
- Enhanced collaboration between Africare country programs (through exchange of personnel to assist with baseline and final surveys, as well as email exchanges about specific problems) and between individual Africare food security programs for the sharing best practice methods for identification and tracking of project impact on vulnerable groups; and
- More standardized methods for anthropometric measurement within and between Title II programs, including greater use of a training module that was developed by the Africare/Burkina Faso program under Phase I of the Zondoma Food Security Initiative.

2.1.3. Workshop Leadership

Africare/Chad played a lead role in design and execution of the workshop. This was advantageous for two reasons:

- Chad's baseline survey is scheduled to take place before the baseline surveys for Mali and Niger and
- The extensive experience of Africare's senior food security advisor in Chad, Mr. Issa Konda,⁵ in the design, execution and management of quantitative surveys that comply with FANTA guidelines.

Technical assistance was sought from Mr. Beguerang Topour—an economist with extensive experience in design and analysis of food security data for UNICEF in Chad. His assistance addressed a number of issues, including:

- Development of a prototype set of core data forms, data entry formats (or masques), and analyses for key indicators required by Africare, USAID/FFP, and UNICEF;
- Training staff in data entry and analysis (once the forms and tools are developed);
- Assisting staff in developing sample frames (i.e., the list of individuals from which to select samples) that correspond to USAID/FFP and international statistical standards; and
- Providing on-site technical assistance to individual teams during data entry and analysis tutorials.

Mr. Konda and Mr. Topour were assisted by Al-Hassana Outman, the Africare country representative in Chad, and Harold Tarver, the Office of Food for Development (OFFD) director at Africare/Headquarters in Washington.

⁴ Since Burkina Faso is doing a final evaluation they cannot address all the core indicators.

⁵ During his career at Africare, which includes both technical and administrative positions in Burkina and Chad, Mr. Konda has led six major quantitative surveys. He is an agronomist with an extensive background in agronomic research and data analysis.

2.1.4. Logistics of Data File Sharing at the Workshop

Prior to distributing the materials, the facilitators required each participant to conduct a thorough virus update and to upload the most recent virus profiles for Norton Anti Virus (NAV). Workshop participants were trained in how to download updates of the NAV virus profiles to an external flash drive. This information is useful for field staff working in areas without or with poor internet connections. In the past, the lack of a good internet connection made it impossible for field staff to update their virus profiles. Now the most recent virus profiles can be downloaded to a flash drive in the capital city (or where ever there is a good internet connection) and dropped into an envelope and sent to field staff on a monthly basis. Field staff were reminded that NAV is the only antivirus program supported by Africare and they were encouraged to purchase a single multi-user license for all the country program's computers, rather than buying individual licenses that expire at different times and are difficult for field staff to renew in the field.

The other materials that were then uploaded from external memory keys included:

- The Chad prototype questionnaire, proposed sample frame, proposed table of contents, and other background materials needed for the workshop discussions;
- The critical guidance for completing standardized baseline surveys; and
- A draft of a suggested standard table of contents for reports.

Materials that were available, but not always uploaded included the anthropometric training materials developed by the Africare/Burkina program, as well as background materials on the three country programs and their IPTTs (Indicator Performance Tracking Tables) and the indicator guidance documents from FANTA and the Africare Food Security Review Paper (AFSR) series.

2.2. Indicator Sharing and Harmonization

2.2.1. Indicator Sharing

The next three sessions (Annex 1) of the workshop focused on individual country presentations of their IPTTs. The three country presentations are attached in Annex 2. These sessions enabled the participants to query their colleagues about the techniques used to collect and analyze information on particular FANTA and Africare indicators and to identify (themselves) areas where the three programs did or did not comply with USAID/FFP, FANTA, and/or international (e.g., WHO and UNICEF) standards.

2.2.2. Indicator Harmonization

The country presentations of IPTTs were followed by a one hour presentation in which the three country programs made recommendations for harmonization of the IPTTs and baseline survey methods needed to collect the data for what would be the revised and harmonized IPTTs. A number of conclusions regarding harmonization were made and were organized into the main food insecurity themes of food availability, food access, food utilization, community capacity, and vulnerability.

Food Availability. All programs will adopt the Household Dietary Diversity Score (HDDS) as one of the impact indicators for food access. Programs should refer to FANTA guidance (Swindale and Bilinsky 2006) on HDDS (which is available in English at http://www.fantaproject.org/downloads/pdfs/HDDS_v2_Sep06.pdf and in French at http://www.fantaproject.org/downloads/pdfs/HDDS_v2_French.pdf).

Food Access. The principal indicator of food access is the USAID-mandated MAHFP. In the past many programs—including Chad, Mali, and Niger—have sometimes mixed the use of the qualitative (Africare 2007 [AFSR No 1]) and the quantitative (Konda et al. 2008 [AFSR No. 17]) MAHFP in their IPTT tracking tables. All programs agreed to use the standard Africare guidance for the quantitative MAHFP, which was revised during the Africare Title II workshop in Niger in 2007 and formally adopted during the Africare Title II workshop in South Africa in 2008. The quantitative guidance is posted on the Africare Food Security Review website (<http://www.africare.org/news/tech/ASFR-intro.php#Paper17>).

Food Utilization. Pursuant with USAID/FFP guidance all three programs agreed that the principal indicators for food utilization in all programs will be two indicators for infant malnutrition: one will be a standardized indicator of wasting (i.e., weight for height) and one will measure stunting (i.e., height or length for age) (Cogill 2003). To facilitate a more harmonized approach to anthropometric measurement of these indicators, all programs agreed to disseminate and try to use the enumerator training module developed by the Burkina Faso program (Nanama 2000) and to pay attention to the use of standardized calculation methods. While some country programs may choose to track other nutritional measures in order to coordinate with national standards or other national or international donor standards (such as those set by UNICEF) these are not to be included in the official IPTT that is submitted to USAID.

Community Capacity. Although not required by USAID, the three programs will continue the Africare policy of including the FSCCI in all country programs. While the FSCCI can be used to measure the capacity of a variety of community organizations, all three country programs agreed that the one to be reported in the IPTT would be for the Food Security Committees (FSCs). In contrast to the MAHFP—which is required by USAID to be based on the quantitative indicator—

the FSCCI can be reported annually since it is a qualitative indicator and does not require a full quantitative survey (Africare 2007 [AFSR No. 2]).

Vulnerability. To date, most Africare programs have tracked project impact on vulnerable groups by calculating the percentage of households in the most vulnerable category based on the MAHFP. However, care must be taken to ensure that all programs use the appropriate guidance to measure this indicator. This guidance is different for impact indicators (which are measured for baseline, mid-term, and end of project) and for monitoring indicators.

- The guidance for the impact indicator is the Africare MAHFP Quantitative Guidance (Konda et al. 2008 [AFSR No. 17]);
- The guidance for the monitoring indicator is the Africare MAHFP-PRA Guidance (Africare 2007 [AFSR No. 1]).

All three programs (Chad, Niger, and Mali) agreed to revise their IPTTs to conform to the standardized list of internal indicators presented above. The draft⁶ versions of the revised IPTTs are attached in Annex 2.

3.0. Day Two

The principal objectives of day two of the harmonization workshop were to:

- Review core indicator questionnaires and guidance developed by USAID and Africare⁷;
- Develop a standardized table of contents format for the baseline surveys that would be compatible with the suggested Africare table of contents for the Results Report (Cooperating Sponsor Results Reports), mid-term and final surveys, and evaluations;
- Present and conduct an informal critique of the Chad program proposal for a prototype set of questionnaires to collect baseline data needed to measure the standard USAID and Africare indicators; and
- Assess special challenges of identifying and tracking project impact on vulnerable groups (especially groups affected by HIV/AIDS).

3.1. Review Core Indicator Questionnaires and Guidance

To ensure that programs use the standard indicator questionnaires and formats, the facilitators distributed electronic copies. A critical bottleneck for all participants is the lack of access to a standard French version of the guidance and format on some of the standard USAID/FFP indicators and guidance sheets, as well as those recommended by Africare (Table 3). In the past, many country programs conducted their own translations and used these to train staff. While the translations were useful, they were often inadequate for two reasons. First,

⁶ The final versions of the revised IPTT will not be produced until the end of the baseline surveys in each country.

⁷ This activity was originally scheduled for day one but was moved to day two.

the unofficial translations were often adapted to the special needs and concerns of particular programs (i.e., they did not follow the standardized guidance exactly). Secondly, the translations were often out-of-date (i.e., translations of older versions of the guidance that had been superseded, but were still used because of the difficulty and expense of translation). While the issue was raised at the workshop no action was taken to assign responsibility for translation.

Table 3. Location of Standard Questionnaires and Guidance for Core Indicators to be used by Africare Title II Programs in English and French

Core Indicator	Source of Standard Questionnaire and Guidance in English	Source of an Approved/Standardized Version of the Guidance/Questionnaire in French	Africare OFFD Action Needed
MAHFP (Quantitative) --Average MAHFP --Number of households in most vulnerable category (based on the MAHFP) ⁸	<p>Impact Indicators: Africare MAHFP Quantitative Guidance (which is compatible with the USAID guidance for the MAHFP) Konda et al. 2008: (http://www.africare.org/news/tech/ASFR-intro.php#Paper17 and Bilinsky and Swindale 2007: http://www.fantaproject.org/downloads/pdfs/MAHFP_Jun07.pdf)</p> <p>Monitoring Indicator: Africare MAHFP-PRA Guidance (cannot be used for impact indicator) (Africare 2007: http://www.africare.org/news/tech/ASFR-intro.php#Paper1)</p>	FANTA (<i>Bilinsky and Swindale 2007</i> : http://www.fantaproject.org/downloads/pdfs/MAHFP_Jun07_French.pdf)	Standardized translation in French of Africare guidance for qualitative and quantitative MAHFP.
HDDS	Household Dietary Diversity Score (HDDS) for Measurement of Household Food Access: Indicator Guide, Version 2 (Swindale and Bilinsky 2006: http://www.fantaproject.org/downloads/pdfs/HDDS_v2_Sep06.pdf)	(<i>Swindale and Bilinsky 2006</i> : http://www.fantaproject.org/downloads/pdfs/HDDS_v2_French.pdf)	Africare to distribute FANTA's French version to staff
Infant Malnutrition	Out with the old? In with the new? Implications of the new WHO 2006 Child Growth Standards (Tumilowicz and Deitchler, 2006 http://www.fantaproject.org/downloads/pdfs/WHO_growth_July2006.pdf)	Africare/BF guidance (Nanama 2000) on standardized weighing (in French only)	Standardized translation of Nanama guide to English
	Anthropometric Indicators Measurement	FANTA 2003	

⁸ If this indicator is an impact indicator, programs must use the quantitative MAHFP—and the Africare quantitative MAHFP guidance—to measure it. If this indicator is listed as a monitoring indicator—and measured annually—then programs may use the Africare PRA guidance. Care must be taken to clarify (through a footnote) which guidance is used to measure it to avoid potential conflicts during a mid-term and final program evaluation since the quantitative data will be used to calculate this figure during a baseline and a final survey and the figures may not match the PRA figures.

	Guide (Cogill 2003: http://www.fantaproject.org/downloads/pdfs/anthro_2003.pdf)	Anthropometric Indicators Measurement Guide (Cogill 2003: http://www.fantaproject.org/downloads/pdfs/anthro_2003_french.pdf).	
Community Capacity	Guidance: How to Measure the Food Security Community Capacity Index (FSCCI) (Africare 2007: http://www.africare.org/news/tech/ASFR-intro.php#Paper2).	None	Translate into French
Vulnerability	The Link between Health/Nutrition and Household Vulnerability for Phase II of the Zondoma Food Security Initiative in Burkina Faso: MAHFP as a Tool for Targeting Project Interventions ⁹ (Nanema et al. 2008 [AFSR No. 9]: http://www.africare.org/news/tech/ASFR-intro.php#Paper9)	None	Translate into French

3.2 Development of a Standardized Table of Contents Format: Presentation of Burkina Faso Example

One objective of the ICB was to improve the quality of country program reporting. Under the ICB grant—and its predecessor the ISA (Institutional Support Assistance) grant—Africare developed several tools to help country programs improve reporting. One tool—which was developed under the ISA—was the Africare user-friendly guidance for Results Report reporting (an internal document not posted on the Africare website). This guidance included a standard table of contents to help guide Results Report reporting and facilitate the comparative analysis of similar components in different Title II programs. Toward the end of the ISA, Africare/HQ worked with the Guinea program to develop a generic table of contents that could help harmonize all of its major reports including baseline surveys, annual reporting, and final surveys. The results of this exercise were presented and discussed in a session focused on this topic at the first ICB workshop (in Mozambique and Burkina Faso).

One objective of the current workshop was to encourage country programs to use the concept of the “generic table of contents” to harmonize their reporting of

⁹ While this paper shows how the quantitative MAHFP can be used to track vulnerable households’ participation in and benefit from Title II programs, the paper suffers from the lack of appropriate statistical analyses (tests of significance, etc.). The team that prepared the paper was unable to overcome this weakness because they did not control the data set. One of the principal objectives of the workshop was to reduce the reoccurrence of problems like this by simplifying data entry and analysis.

research results. The strength of adopting a standardized table of contents during a baseline is that it creates a standard model that makes it easy to locate and report on the major USAID and Africare indicators. Specifically:

- It creates a model that can facilitate annual tracking and assessment of the core USAID/FFP and Africare indicators (i.e., during the first two years of Results Reports, the mid-term, the third and fourth year Results Report, and the final survey) and
- It facilitates comparisons between programs on key indicators (e.g., FSCCI, MAHFP, HDDS, stunting, and wasting).

The revised pilot standardized table of contents and examples of data summary tables are presented in Annex 3.

In the absence of standard indicators and a standard format for reporting related to the strategic objectives (SOs), the OFFD office in Washington can waste substantial amounts of time “digging out” information on the standard indicators and programs have more difficulty comparing their program results with similar programs in other countries. To facilitate reflection on this topic, Pascal Payet and Harold Tarver presented the modified generic version of the table of contents that was used by Burkina for its baseline survey. All programs agreed with the general format. It was agreed, however, that individual programs would need to re-submit their standard tables of contents in order to ensure that the new table of contents reflect any updates made to the IPTT.

3.3. Chad Proposal for a Prototype Questionnaire Methodology and Country Critiques

Beguerang Topeur and Issa Konda presented the Chad forms used in their survey and proposed data entry and analysis templates. This was followed by a description of the proposed sampling technique and some of the ways the team was forced to adjust the sample frame to take into account the comparison of new project villages (i.e., villages where the project had not been active before) with old project villages (i.e., villages in which the project had conducted previous activities).

All three programs agreed that it was a good idea to harmonize the questionnaire and other forms. Chad was tasked with:

- Advancing the prototype of data entry on **Census and Survey Processing System (CSPPro)**, enumerators, and data entry training modules;
- Sharing them with the other programs; and
- Preparing draft training modules for enumerators and data entry agents.

It was originally anticipated that these revised forms (in French)—which would also take into account the feedback from the workshop—would be included in the proceedings. However, based on the post-workshop review (received in late December) of the proposed questionnaire packet by FANTA, the Chad team

decided to completely restructure the health and nutrition questionnaires in order to have them better comply with standard measures that are used in these countries, such the Knowledge, Practices, and Coverage (KPC) and the international health and demographic survey, as well as the World Health Organization's forthcoming standard questions for measuring childhood malnutrition and to encourage the use of standard questions whenever they are available to facilitate comparisons between and within countries. Since the other Chad questionnaires are not dramatically different from the revised versions that were distributed at the workshop, the proceeding volume includes only the revised health and nutrition questionnaire, which was completely revised before the actual Chad survey started in January 2009 (Annex 5).

3.4. Special Challenges of Identifying and Tracking Project Impact on Vulnerable Groups (especially groups affected by HIV/AIDS)

To date, most Africare country programs have reported project impact on vulnerable groups by tracking the average number of households in the most food insecure categories identified by the quantitative or qualitative MAHFP. The special challenges of using the Africare quantitative MAHFP and the MAHFP-PRA guidance are discussed earlier in section 2.2.2 of this document.

One cross-cutting objective of the three IR's under SO1 of Africare's ICB was to pilot test the utility of the MAHFP and FSCCI in tracking project impact on another vulnerable group—households affected by HIV/AIDS. To date, two Africare Title II country programs have pilot tested the use of these methods to track project impact on people living with HIV (PLWHA) that have been summarized in briefing papers in the Africare Food Security Review paper series:

- Use of MAHFP to Track Vulnerability in Households of People Living with HIV (PLHIV) in Food Security Programs in Burkina Faso: A Focus on Food Security Status, Household Risk Factors (Badiel et al. 2008 [AFSR No. 24]) and
- Use of the MAHFP and FSCCI to Track Vulnerability in Households of People Living with HIV (PLHIV) in Food Security Programs in Rwanda (Maslowsky et al. 2008 [AFSR No. 11]).

All three country programs (Chad, Mali, and Niger) agreed to:

- Try to conduct more in-depth analyses of vulnerable groups' participation in and benefit from Title II programming by using the quantitative MAHFP indicator;
- Familiarize project staff with the vulnerability analyses that have been presented in the Africare Food Security Review series including the two mentioned above (Badiel et al. 2008 [AFSR No. 24] and Maslowsky et al. 2008 [AFSR No. 11], as well as Africare/Burkina Faso's analysis of the patterns of participation in and impact of Africare Title II programs on health standards and health seeking behavior (Nanema et al. 2008 [AFSR No. 9]).

4.0. Day Three

The objectives for day three of the harmonization workshop were:

- Additional discussion of the potential benefits of using standard prototype data entry and analysis templates (or *masques*), such as those developed by the Africare/Chad program and
- To cultivate a better understanding of key impact indicator targets (e.g., the process of setting targets and when it is permissible to change targets) and monitoring indicator targets.

4.1. Potential Benefits from Using Standard Prototype Data Entry and Analysis Templates (or *masques*)

The morning session started with Beguerang Topeur presenting the standard data entry templates (*masques*) and the standard questionnaires that the Chad program is proposing to use to measure the key USAID/FFP and Africare indicators, as well as the program specific indicators in their IPTT. A PDF version of these templates will be circulated to programs in January 2009. The software for data entry and analysis is called CSPro¹⁰ 3.3 and was developed by the US Census Bureau (Washington DC 20 233 8860, email cspro@lists.census.gov, website www.Census.gov).

4.2. The Process of Setting, Revising, and Monitoring Indicator Targets

The second morning session of the day focused on the process of setting, revising, and monitoring indicator targets. The point was emphasized that despite the critical importance of indicator targets to project reporting, many of the rules for calculating and revising indicators are informal—i.e., they are not codified or written out in any official USAID/FFP program document. To address this issue, Catholic Relief Services (CRS) and the American Red Cross (ARC) used Title II ICB funds to develop a training module on indicators and IPTT development and use (McMillan et al. 2007). This IPTT training module draws extensively from Africare IPTT experiences.¹¹

Project Proposal (MYAP). The presentation emphasized the critical importance of including targets in a proposal (MYAP). Failure to do so constitutes a red flag to potential donors that suggests that project staff have insufficient understanding of the site. The point was raised that these targets must be based on pre-existing data and information from the project. The critical importance of documenting the basis for indicator baseline measurements in a proposal—as well as

¹⁰The **C**ensus and **S**urvey **P**rocessing System (CSPro) is a software package for entering, editing, tabulating, and disseminating data from censuses and surveys. CSPro combines the features of the **I**ntegrated **M**icrocomputer **P**rocessing **S**ystem (IMPS) and the **I**ntegrated **S**ystem for **S**urvey **A**nalysis (ISSA).

¹¹ CRS went on to synthesize this IPTT training module in its Short Cuts series (Willard 2008: http://www.crs.org/publications/showpdf.cfm?pdf_id=287).

targets—with footnotes was emphasized. These footnotes become extremely important when questions are asked later in the project about how the original targets and baseline estimates were made.

First Year Results Report. Once the baseline quantitative survey is completed, programs have the opportunity to revise the baseline measures for all indicators in the official IPTT, as well as their targets. Care should be taken, however, to explain major changes in the IPTT in footnotes in at least the version kept in the official project record (preferably as an annex to the first year [FY01] Results Report). This information can be very useful in a mid-term evaluation when an external review team is asked to conduct a complete review of the indicators, targets and likelihood of attaining targets by the end of the project. It is also wise to include a detailed written record of any proposed changes to the indicator targets in the cover letter that accompanies the first year (FY01) Results Report, as well as the M&E section of the report.

Mid-Term Evaluation. Although USAID/FFP no longer requires a quantitative mid-term survey, most projects still conduct a smaller scale (relative to a baseline or final survey) quantitative survey within the project area to measure the major impact indicators. This information—plus information from the annual update of the monitoring indicators in the IPTT—is the principal basis for the project’s mid-term evaluation. One major objective of a mid-term evaluation is to conduct a thorough review of all the indicators, their targets, and likelihood of attaining the project’s life of activity (LOA) aims. Based on the analysis, a mid-term evaluation team can propose minor changes in the indicators themselves (especially suppression of certain indicators), the methods used to calculate indicators, and targets for the remaining years of the project. If the project staff members agree with the proposed changes, they can request the proposed changes in the cover letter that accompanies the mid-term evaluation report. USAID’s acceptance of the report and/or the Results Report (usually the third year FY03 report) that accompanies the mid-term evaluation constitutes their acceptance of the proposed changes. Should USAID/FFP dispute the validity of the proposed changes (in indicators or indicator targets) this must be considered. Care should be taken to keep all official

correspondence about any proposed changes in indicators, the methods for calculating specific indicators, and/or targets in a folder so it can be considered by any future external evaluation and/or USAID/FFP review team or audit.

FY04 to Final Evaluation. Once a project has passed its mid-term evaluation, neither the donor (USAID/FFP) nor Africare should anticipate major changes in the indicator tracking table targets or indicators. Occasionally a



*Participants of the Africare October 2008
workshop in Bamako, Mali.
Photo Credit: Harold Tarver.*

project may make small changes in the final (i.e., fifth year) targets for a monitoring indicator. However, if this is done, the targeted changes must be requested and approved by USAID/FFP in the official cover letter that accompanies the fourth year (FY04) Results Report.

5.0. Priority Follow-Up Activities

5.1. Priority Actions

Based on the discussion at the workshop, three activities were deemed priority actions for all three programs (Chad, Mali, and Niger):

- Translation or gaining access to quality translations of the major indicator guidance documents;
- Facilitating Africare/HQ conducting a comprehensive review of the current IPTTs for the three programs (Chad, Mali, and Niger) for whom baseline surveys are scheduled in the next six months, which is critical for ensuring Africare/HQ works with the field programs to harmonize interpretations of lessons learned from the workshop; and
- Reviewing the revised Scope of Work (SOW) and proposed table of contents for baseline surveys to see what (if any) revisions might be needed based on information received or decisions made during the workshop.

Based on a comprehensive review of the different IPTTs and any proposed changes for the new programs, Africare/HQ needs to make a firm decision about which set of guidance documents to use in calculating the percentage of households in the most vulnerable category based on the MAHFP. This decision is critical to ensuring a more harmonized approach to Africare conducting more rigorous comparisons of the impact of different project components—such as agriculture, NRM, and health and nutrition education—on vulnerability.

The Chad program expressed a need for technical support from consultants to assist them in the baseline survey. This need is especially urgent because the Chad program is adding a large second intervention area and has lost many trained staff due to competition for trained staff from the Eastern Chad emergency aid programs. One of the areas of greatest need is for assistance with the baseline survey sub-teams focused on health, nutrition, and HIV/AIDS. In particular, they feel they need assistance with anthropometric measurements and nutrition assessments.

5.2. Revised Timeline for Follow-up

Table 4 presents a list of activities that were identified as priorities for the three programs during the workshop. The table has been updated to take into account activities during the workshop and follow-up actions that country programs need within the coming months.

Table 4. Critical M&E Support Activities for the Forthcoming Baseline Surveys in Chad, Mali, and Niger and Follow-up Actions Needed

Pre-Planning and Workshop Activities (x=Workshop activity)				Follow-Up			
Activities Conducted Before Workshop	Chad	Mali	Niger	Actions Needed After Workshop	Chad	Mali	Niger
Develop and present a set of prototype questionnaires that will collect standardized data on key indicators required by Africare and USAID, as well as others identified by the project (for presentation at workshop) (In French)	Sept-Oct			Based on input from the workshop, Africare/Chad needs to circulate a revised set of questionnaires that include a set of instructions for the Mali and Niger programs that alert them to the most relevant sections of the questionnaires for their country programs.	Jan		
Develop and presentation of prototype data entry mask and format (for presentation at workshop) (in French)	Sept-Oct						
Develop SOW for any forthcoming baseline or final surveys including proposals for sampling frame, team composition, time table in local language (for discussion and amendment prior to and during workshop) (In French)	Sept-Oct initial drafts			Chad, Mali and Niger need to submit a revised SOW that takes into account lessons learned from the workshop and the current IPTT plus any proposed changes for the IPTT.	Drafts to be revised Dec-Jan		
				Translate essential guidance of all major USAID/FFP mandated and Africare indicators (see Table 2 in this report). Africare/OFFD needs to ask country programs to volunteer to translate specific sets of guidance and to ask FANTA whether an approved French translation of the HDDS has been written.	Jan	Jan	Jan
				Develop country-specific questionnaire draft (as a basis for adapting the Chad prototype to the specificities of this particular country program)		Dec-Jan	

				Distribution of Burkina anthropometric manual by Nanama (in French)	Jan	Jan	Jan
				Africare/HQ to identify any other relevant country specific or FANTA endorsed materials	Jan-Feb	Jan-Feb	Jan-Feb
Technical backstopping of programs on questionnaire design, data entry, and analysis (to try to maintain a harmonized format)	X	X	X	Technical backstopping of analysis and write-up			
				-- <i>Nutrition and Health/HIV/AIDS</i>	Feb	TBD	TBD
				-- <i>Agriculture/NRM</i>	Feb	TBD	TBD
				-- <i>Capacity building (FSCCI)</i>	Feb	TBD	TBD
				-- <i>Vulnerability and early warning & response</i>	Feb	TBD	TBD
				-Assistance with preparation of 20 page English summary for presentation to USAID/FFP along with a revised IPTT (indicator list and targets) for each project for presentation to USAID/FFP and for sharing with other Africare programs	Feb	TBD	TBD
				Final formatting of French and English version of the baseline survey (written in French by staff members)*	Feb	TBD	TBD

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Annex 1: Final Workshop Program

Program for *Harmonization Workshop: Standardizing Data Collection for Tracking Food Insecurity Vulnerability*

(HT=Harold Tarver; IK=Issa Konda; AIO=Al-Hassana Outman; BT=Beguerang Topeur; PP=Pascal Payet; OA=Oumar Aboubacrine; EB=Ed Baxter; AA=Alassane Aguilii; SAM=Seydou Alassane Maiga)

Time	Activity	Persons Involved	Output
Monday, October 27, 2008			
Objectives: <ul style="list-style-type: none"> - Full Understanding of Goals of Workshop and Proposed Deliverables - Sharing of program indicators - Review of core indicator questionnaires and formats 			
08:15 – 08:30	Doors open and Harold welcomes everyone		
08:30 – 09:15	Introduction: <ul style="list-style-type: none"> - Goal, Objectives and Anticipated Outputs (1) Sharing of each program's revised indicators (Chad, Mali, Niger) (2) Review of methodology for core indicators proposed by FANTA technical papers (3) Development of a standardized table of contents format (4) Presentation and discussion of FANTA and Africare standardized guidance and methodology for measuring key indicators (targeting) (5) Presentation of modules for data collection and entry - Introduction of the Facilitators (Issa Konda, Al-Hassana Outman, and Beguerang Topeur)	HT	Group understanding and ownership of conference goals
09:15 – 09:45	Distribution of background materials on external keys: <ul style="list-style-type: none"> (a) Clean laptops of Viruses and load latest NAV Update: (b) Chad prototype questionnaire, proposed sample frame, proposed table of contents and any other background materials needed to discuss; (c) Critical guidance for completing standardized baseline surveys. (d) Draft suggested standard Table of Contents for reports 	Same as 09:00 – 09:15	Distribution of materials
09:45 – 10:15	Coffee break		
10:15 – 12:00	Chad presents BOFSI indicators	IK	Group understanding of Chad's indicators
12:00 – 13:30	Lunch		
13:30 – 15:00	Mali presents TFSI indicators	PP	Group understanding of Mali's indicators
15:00 – 16:30	Niger presents ATFSI indicators	OA	Group understanding of Niger's indicators

Time	Activity	Persons Involved	Output
16:30 – 17:30	Harmonization of indicators among programs	IK	Group understanding of standard core indicators
Tuesday, October 28, 2008			
Objectives: – Full Understanding of Chad Program's proposal for "prototype" methodology – Each country makes an informal critique of the proposed Chad Model for questionnaires, data analysis, write up, and table of contents			
08:30 – 10:00	Review of method for core indicators proposed by FANTA technical papers: HDDS MAHFP - Average Underweight Stunting	Niger and Mali	Group understanding of the core indicators and questionnaire format
10:00 – 10:30	Tea Break		
10:30 – 12:00	Review of method for core indicators proposed by Africare technical papers: MAHFP - PRA FSCCI	Chad	Group understanding of the core indicators and questionnaire format
12:00 – 13:30	Lunch		
13:30 – 14:30	Development of a standardized table of contents format: Presentation of BF example	PP; HT	A standard TOC for baseline surveys
14:30 – 15:30	Proposed Generic Questionnaires and Methodology for the Baseline Survey – Overview of the new Chad framework and the statistical sampling frame being proposed	BT	Proposed for a questionnaire prototype that would respond to USAID
15:30 – 16:00	Tea Break		
16:00 – 16:45	No PowerPoint. <u>Discussion on Technical Assistance Needs:</u> Special challenges of training staff to use standardized methodologies for anthropometric measurement (using Africare materials) and linking vulnerability analyses to health and nutrition issues using the proposed methodology	SAM	Challenges that programs face and an understanding of what type of technical assistance is needed
16:45 – 17:30	No PowerPoint: <u>Discussion on Technical Assistance Needs:</u> Special challenges of identifying and tracking project impact on vulnerable groups (especially groups affected by HIV/AIDS) using the proposed method	SAM	Challenges that programs face and an understanding of what type of technical assistance is needed
Wednesday, October 29, 2008			
Objective: – Groups work to apply data entry and write up prototype modules to their programs – Better understanding of key indicator targets and monitoring indicator targets			
08:30 – 10:00	Presentation of prototype modules for data entry (masques) and write up	BT	Harmonization of data entry and write up methods
10:00 –	Tea break		

Time	Activity	Persons Involved	Output
10:30			
10:30 – 12:00	Discussion of standardized guidance and method for key indicators and setting of monitoring indicator targets (targeting/sampling)	PP	Group understanding of key indicator targets and targets for sample of monitoring indicators for improved targeting
12:00 – 12:30	Closing	HT	

**Annex 2: Suggested Revisions Programs are Considering to Strengthen
Compliance/Harmonization of Indicators between Africare Programs**

*(separate electronic files—unedited and left in their original format from country
programs)*

Annex 3: Suggested Models for a Generic Table of Contents and Data Summary Tables and Figures for Title II Quantitative Surveys Africare/OFFD (December 2008)¹²

A good baseline survey is one of the best investments that a project administrator can make. It provides a chance to ground-truth many of the assumptions in the proposal and to adjust program activities and targets. However, to date the vast majority of projects focus their attention on their individual project survey design, data entry, and analysis. Far less attention has focused on presenting the information in a way that it can be easily compared with later surveys and surveys from other projects or programs and/or used to galvanize additional funds.¹³

This annex provides a prototype table of contents (3.A) and suggested data summary tables and figures (3.B) that programs can use to help organize, analyze, and report on their baseline survey data to highlight baseline information on food insecurity, risk, and vulnerability. The data summary tables can also be used and expanded during later comparative mid-term or final surveys to highlight change and project impact (or lack of impact) on average food insecurity, vulnerability, and risk, as well as critical intra-regional variations. These tables and figures are examples and country programs should determine which types of tables are most appropriate for their activities and region. Supporting data tables can also be added to Annexes 3, 4, and 5 (etc.) of the baseline survey so as not to clutter the main text.

This annex was developed with considerable input from the Africare Burkina baseline survey (Konda and Nanema 2005) and the Africare/ADRA Chad Batha livelihood survey that was conducted in late 2007 (TANGO 2008). It is a living document that will continue to be improved and adjusted as Africare tests the concept of standardized table of contents and data summary tables for quantitative surveys. Africare/OFFD office hopes to amend it based on feedback from the Title II baseline surveys scheduled in Chad, Mali, and Niger (that attended this workshop) during FY09 and Burkina Faso during FY10.

It is anticipated that each of the baseline surveys being targeted by this exercise will be written in French. A separate 20-page summary of the larger document will be prepared by Africare/OFFD once the document is completed and submitted with the IPTT to USAID. A French version of the complete survey will also be submitted. A standardized table of contents and data summary tables can help all three programs by facilitating comparison between programs for key USAID/FFP and Africare indicators and long-term reporting by making it easier to identify baseline measurements and the calculation methods.

Outline of Annex 3:

Annex 3.A:	Prototype Table of Contents for Quantitative Surveys.....	2
Annex 3.B:	Supplementary Models for Data Summary to Consider Using in Baseline Surveys that Help Identify and Track Project Impact on Food Insecurity, Vulnerability, and Risk	6
Annex 3.B.1:	Livelihood Assessment Data	7
Annex 3.B.2:	M&E, Indicator, and Target Revisions.....	18
Annex 3.B.3:	Vulnerability, Community Capacity, and Links between Indicators	24

¹² This draft prototype was prepared by Issa Konda, Della E. McMillan, and Leah A.J. Cohen based on the presentation of the draft prototype table of contents from Burkina Faso and recommendations from the October 2008 Africare workshop.

¹³ One of the best illustrations of how a solid investment in a good baseline can generate longer term payoffs comes from CARE/Niger, which used mission close-out funds to conduct baseline livelihood surveys in almost all the major regions of Niger. Project administrators used this information to create more than a score of small and large donor funded projects.

Annex 3.A: Prototype Table of Contents for Quantitative Surveys

	Page
Acknowledgments	
Executive Summary (cross references to IPTT)	
List of Tables, Figures, and Boxes	
List of Acronyms	
Maps of Project Intervention Areas	
1.0. Chapter One: Presentation of Study and Project Intervention Area	
1.1. Introduction	
1.2. Project Region and Sites	
1.3. The Baseline Study.....	
1.2.1. Goals and Objectives.....	
1.2.2. Methods	
1.2.2.1. General.....	
1.2.2.2. Vulnerability Analysis ¹⁴ (using the MAHFP)	
1.4. Survey Steps.....	
1.5. Organization of the Chapters	
2.0. Chapter Two: Socio-Demographics Characteristics and Risk in Project Target Area...	
2.1. History of Major Shocks and Risks	
<i>(Note: See section 3.B.3, Table 46 for example table format.)</i>	
2.2. Past (including unofficial) and Current Systems for Early Warning and Response (Regional and National Level).....	
2.3. Food Insecurity Levels (including sources of data).....	
2.4. Average Food Insecurity (based on MAHFP)	
2.4.2. Average Food Insecurity Levels (based on MAHFP).....	
2.4.3. Percentage of Households in Different Categories of Food Insecurity.....	
2.5. Livelihood Systems ¹⁵ of Vulnerable Groups (based on the MAHFP)	
2.6. Emergency Coping Strategies of Vulnerable Groups (based on the MAHFP) ¹⁶	
2.7. Food Insecurity Levels of Other Types of Vulnerable Groups.....	
<i>(Note: See section 3.B.3 below for example tables and figures.)</i>	
2.7.1. Female-Headed Households (<i>Percentage and food insecurity levels based on MAHFP</i>)	
2.7.2. Elderly or Child-Headed Households (<i>Percentage and food insecurity levels based on MAHFP</i>)	
2.7.3. Social Minorities (e.g., pastoralists) (<i>Percentage and food insecurity levels based on MAHFP</i>).....	

¹⁴ In other words, explain how the forms and methods are anticipated to use the MAHFP to track project participation in and impact on vulnerable groups.

¹⁵ Each project should choose approximately 10 indicators with which to compare and contrast household livelihood systems (e.g., HH size, irrigated and non-irrigated crop production, livestock holdings and production activities, and different types of income generating activities) that provide a useful basis of comparison across vulnerable groups. Using this type of livelihood analysis in a baseline facilitates impact analysis at a later date. This livelihood analysis can be constructed from existing questions in the survey. A simple tabular form that lists the indicators in the first column and the strategies for each vulnerable group in the other columns is probably the easiest way to present the data (see tables in section 3.B.1 and Table 30 as examples).

¹⁶ One goal of the project is to document what if any impact the project has on how people manage risk. If the baseline survey did not ask questions concerning this, a smaller sub-survey could be used to gather this information with focus groups. Here again, a simple table format that lists the coping strategies in the first column and the percentage of households responding “yes” in the other columns is probably the clearest way of presenting the data. (see Table 28 in section 3.B.1 as an example).

2.7.4.	Other Vulnerable Groups (e.g., <i>HIV/AIDS affected, if possible</i> ¹⁷)	
2.7.	Conclusions and Lessons Learned.....	
2.7.1.	Major Constraints and Opportunities	
	<i>(Note: Based on the analysis this chapter what are the major constraints and opportunities of the vulnerable groups identified by the analysis?)</i>	
2.7.2.	Project Monitoring and Evaluation System	
	<i>(Note: Based on the analysis in this chapter, are the current systems proposed for tracking vulnerable groups participation in and benefits from project adequate? If not, what needs to be added?)</i>	
2.7.3.	Activities and Sustainability Plan	
	<i>(Note: Are the special needs and concerns of the vulnerable groups identified by this analysis adequately address in the current program? If not, what activities should the project consider adding? What partnerships with area development agencies may be especially important to sustain reductions in vulnerability in the area? Are the proposed systems for tracking these strategic partnerships and activities sufficient?)</i>	
3.0.	SO1: (Insert text of SO here)	
3.1.	IR 1.1: (Insert text of IR here)	
3.1.1.	Activity Group 1	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.1.2.	Activity Group 2.....	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.1.3.	Activity Group 3.....	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.1.4.	Activity Group 4.....	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.2.	IR 1.2: (Insert text of IR here)	
3.2.1.	Activity Group 1	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.2.2.	Activity Group 2.....	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.2.3.	Activity Group 3.....	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.2.4.	Proposed Intervention Are 4: Relevant Background Data from the Survey	
3.3.	IR 1.3: (Insert text of IR here)	
3.3.1.	Activity Group 1	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.3.2.	Activity Group 2.....	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.3.3.	Activity Group 3.....	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.3.4.	Activity Group 4.....	<i>(Note: Relevant Quantitative and Qualitative data and findings from the survey.)</i>
3.4.	Conclusions and Recommendations	
3.4.1.	Constraints and Opportunities	<i>(Note: Based on the analysis in this chapter, what are the major constraints and opportunities for achieving this strategic objective over all? How can vulnerable groups' participation in and benefit from these programs be strengthened?)</i>
3.4.2.	Project Monitoring and Evaluation System	

¹⁷ If it was not possible to include certain questions that identify HIV/AIDS affected households as it is sometimes possible to do in areas of high HIV prevalence, describe what measures are in place (if any) to identify HIV/AIDS affected households by the project.

(Note: How will vulnerable peoples' participation in and benefit from this group of activities be tracked? Based on the analysis in this chapter, are the current systems proposed for tracking execution of the most relevant activities (i.e., monitoring indicators) and the impact of these activities (i.e., impact indicators) adequate? Should any monitoring or impact indicators—or the method for tracking these indicators—be changed? Based on the information gathered in the survey, what are realistic targets for the indicators?)

3.4.2.1. Monitoring Indicators

(Note: Are the monitoring indicators which were proposed in the approved MYAP still the most appropriate? Do some indicators and/or the methodology for calculating the indicators need to be changed?)

3.4.2.2. Impact Indicators

(Note: Are the impact indicators which were proposed in the approved MYAP still the most appropriate? Do some indicators and/or the methodology for calculating the indicators need to be changed?)

3.4.2.3. Systems for Tracking Vulnerable People's Participation in and Benefits from SO Activities.....

(Note: How does the project propose to track vulnerable groups' participation in and benefit from the activities being proposed under this SO? Are these systems adequate? Can they be strengthened? Which areas require special attention in project tracking?)

4.0. SO2: (Insert text of SO here).....

4.1. IR 2.1: (Insert text of IR here)

5.1.1. Activity Group 1

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

5.1.2. Activity Group 2.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

5.1.3. Activity Group 3.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

5.1.4. Activity Group 4.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.2. IR 2.2: (Insert text of IR here)

4.2.1. Activity Group 1

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.2.2. Activity Group 2.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.2.3. Activity Group 3.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.2.4. Activity Group 4.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.3. IR 2.3: (Insert text of IR here)

4.3.1. Activity Group 1

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.3.2. Activity Group 2.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.3.3. Activity Group 3.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.3.4. Activity Group 4.....

(Note: Relevant Quantitative and Qualitative data and findings from the survey.)

4.4. Conclusions and Recommendations

4.4.1. Constraints and Opportunities

(Note: Based on the analysis in this chapter what are the major constraints and opportunities for achieving this strategic objective over all? How can vulnerable groups' participation in and benefit from these programs be strengthened?)

4.4.2. Project Monitoring and Evaluation System
(Note: Based on the analysis in this chapter, are the current systems proposed for tracking the execution of the most relevant groups of activities (i.e. monitoring activities) and the impact of these activities (i.e. impact indicators) adequate? How will vulnerable peoples participation in and benefits from this group of activities be tracked? Should any monitoring or impact indicators—or the methodology for tracking these indicators-- be changed? Based on the information gathered in the survey, what are realistic targets for the indicators? [Include one summary table showing the revised list of monitoring and impact indicators, baseline measures and targets].)

4.4.2.1. Monitoring Indicators
(Note: Are the monitoring indicators proposed in the approved MYAP still the most appropriate? Are changes needed to some of the indicators and/or methods for calculation?)

4.4.2.2. Impact Indicators
(Note: Are the impact indicators proposed in the approved MYAP still the most appropriate? Are there changes needed to some of the indicators and/or methods for calculation?)

4.4.2.3. Systems for Tracking Vulnerable Groups' Participation in and Benefit from SO Activities
(Note: How does the project propose to track vulnerable groups' participation in and benefit from the activities proposed under this SO? Are these systems adequate? Can they be strengthened? Which areas require special attention in project tracking?)

5.0. SO3: (Insert text of SO here).....
(Same as above with sections for IRs and conclusions and recommendations)

6.0. SO4: (Insert text of SO here).....
(Same as above with sections for IRs and conclusions and recommendations)

7.0. Other Important Considerations (if applicable).....
(Note: Some programs include additional analyses such as (in Burkina) a multifactor analysis of health. This is at the discretion of the program. This section can also be used to correlate data from different chapter above to illustrate important relationships in the project area [for example see Annex 3.B.3].)

8.0. Summary Program and M&E Recommendations.....
(Note: This would be a brief summary [possibly in table format as is illustrated for program recommendations in Table 45 in section 3.B.3 and Tables 35-38 in section 3.B.2] that pulls from each of the program and indicator and tracking recommendations in the individual chapters. Projects may decide to include one table that shows any revised indicators here rather than at end of each SO chapter. Alternatively, in order to build staff capacity, some programs put recommendations at the end of each SO chapter.)

Annex 1: Revised Indicator Tracking Table for the Project

(Note: This table presents the revised version of the IPTT that will be submitted with the first fiscal year results report. While this IPTT takes the IPTT which was submitted with the approved MYAP as its point of departure, it incorporates lessons learned from the revised survey for indicators, indicator baseline measurements, and targets. Given the critical importance of the revised IPTT as an output of the baseline survey exercise, this annex should be first.)

Annex 2: Questionnaire Packet

(Note: Each questionnaire should be labeled separately [e.g., Annex 2.1, 2.2, 2.3, 2.4]).

Annex 3: SO1 Supplemental Tables

Annex 4: SO2 Supplemental Tables
Annex 5: SO3 Supplemental Tables
Annex 6: SO4 Supplemental Tables

Annex 3.B: Supplementary Models for Data Summary to Consider Using in Baseline Surveys that Help Identify and Track Project Impact on Food Insecurity, Vulnerability, and Risk

The tables and figures in this annex provide field programs with different models for presentation of field data in ways that highlight food insecurity, vulnerability, and risk in project intervention areas.

- The tables in the first section of this annex (Annex 3.B.1) may be useful for presenting livelihood impacts. They are especially useful for describing the program livelihood systems that provide the focus of chapter three in the prototype table of contents (Annex 3.A).
- The tables in the second section (Annex 3.B.2) focus on presentation of revised indicators and indicator targets for the “monitoring and evaluation systems” sections of the chapters for each SO in the prototype table of contents (Annex 3.A).
- The tables in the third part of this annex (Annex 3.B.3) illustrate different ways of presenting data by vulnerability group (based on the MAHFP indicator), different levels of community organizational capacity (based on the FSCCI), and examples for looking at links between two or three project indicators.

Annex Section 3.B.1: Livelihood Assessment

Sample Tables from the Livelihood Vulnerability Assessment of the Batha Region in Chad (Tango International 2008)¹⁸

Characteristics of Sub-Regions in the Project Intervention Areas

(Note: Most project intervention areas are characterized by intra-regional variation in farming systems as well as risks. For example, some parts of the project intervention area may have access to flood recession agriculture and some may not; some may be more linked to markets than others; some may be more vulnerable to flooding than others; some areas may have more difficult access to potable water than others. Some of these factors help explain the variation in key indicators. They can also require different packages of project interventions and supports. It is therefore wise to try to identify these livelihood systems/risk zones up front. This also creates the possibility of disaggregating other types of information (e.g., yields, income, and malnutrition) at a later date to see if constraints are region wide or site specific).

Table 1: Characteristics of Sub-Regions in Batha¹⁹

Zone	Principal Income Sources	Principal Food Sources	Principal Livestock	Principal Risks ²⁰
Transhumant Livestock Zone (8) (Batha West)	Livestock Gathered products Labor Craftwork	Millet, sorghum	Horses, camels, cattle, sheep, goats, donkeys	
Central Flood-Retreat Cultivation and Fishing Zone (7) (Fitri)	Food crops Fishing Local labor Remittances from migrant workers Trade	Sorghum, millet, off-season millet, rain-fed millet	Cattle, sheep, goats	
Western Agro-Pastoral Zone (5) (Batha East and West)	Food crops Livestock Agriculture Labor Gathering products Trade	Sorghum, millet, off-season millet	Cattle, sheep, goats	

¹⁸ TANGO (Technical Assistance to NGOs) International. 2008. Livelihood Vulnerability Assessment in Chad. Tucson, Arizona: TANGO for ADRA (Adventist Development and Relief Assistance) and Africare.

¹⁹ Ibid.

²⁰ The original table did not include a column for risk. A project might consider adding this, however, to highlight the fact that some areas are more vulnerable to certain types of risk than others.

Table 2: Location of Sample Population

Department	Sub-Prefecture	Canton	Village
Batha West	Djedda	Wouled-Rachid	1. Zakhanti
			2. Al-Aggar
			3. Kadmoul
	Djaarine	Djatiné	4. Djaarine
	Koundjourou	Kouka	5. Katala
Ati	Salamat	6. Lamka	
Fitri	Abou Adjilitch	Kouzam	7. Kharcha
	AmDjamena Bilala	Fitri	8. Rahat Salamat
		Rachid	9. Assiheb
Batha East	Assinet	Bilala	10. Gambir
		Sadami	11. Arimele
	Amsack	Sadai	12. Guirnes
		Dap-kat	13. Gnalkata
		Ziout	14. Adougouli
	Oum Hadjer	Massalat	15. Dalakena
			16. Farouali
17. Amhabile			

Table 3: Population Data by Village

Dept.	Village	Estimated Population	Number of households	Number of male-headed households	Number of female-headed households	Percent of Female-headed households
Batha West	Zakhanti	500	146	103	43	29.5%
	Djaarine	518	223	211	12	5.4%
	Al Aggar	800	123	110	13	10.6%
	Kadmoul	85	18	13	5	27.8%
	Katala	315	63	42	21	33.3%
	Lamka	800	181	136	45	24.9%
	Kharcha	450	80	62	18	22.5%
Batha East	Arimele	800	162	124	38	23.5%
	Guirnes	703	149	127	22	14.8%
	Gnalkata	600	109	905	14	12.8%
	Adougouli	600	87	65	22	25.3%
	Amhabile	350	68	52	15	22.1%
	Farouali	3000	340	190	150	44.1%
	Dalakena	150	58	48	10	17.2%
Fitri	Gambir	1896	237	188	49	20.7%
	Rahat Salamat	850	160	119	41	25.6%
	Assiheb	720	144	123	21	14.6%
TOTAL	17	13137	2348	2618	539	N/A
MEAN		772.8	138.1	154	31.7	22%

Table 4: Resident Status

(Note: The issue of nomadic and semi-nomadic pastoralism as well as high rates of labor out migration made this an appropriate question in the context of Batha. The same information helps to highlight important differences between areas where the project intervenes in terms of the percentage of households that rely on pastoralism as their principal livelihood base.)

Resident Status	Department			Total (n=X)
	Batha West (n=X)	Batha East (n=X)	Fitri (n=X)	
Resident more than 3 years	81.0%	98.5%	82.5%	87.9%
Temporary resident	18.8%	1.2%	16.7%	11.6%

Table 5: Village Characteristics

	Estimated Total Population (n=X)	Total number of households (n=X)	Distance to nearest town (km) (n=X)	Distance to closest market (km) (n=X)
Mean	772.7	138.1	35.9	42.2
Minimum	85	18	3	3
Max.	3000	340	108	99

Table 6: Women-Headed Households by Department

(Note: This information is more commonly reported in the text and presented in a table format when additional information or categories are also presented.)

Department	Sample Size	Percent of women-headed households
Batha West		23%
Batha East		28%
Fitri		21%

Table 7: Ethnicity of Household Heads by Department

(Note: It is always helpful to include the sample size [n] when reporting descriptive statistics such as these.)

Ethnicity of household head	Department			Total (n=453) *3 households did not report ethnicity
	Batha West (n=188)	Batha East (n=183)	Fitri (n=82)	
Arab	86.7%	63.4%	42.7%	69.3%
Bilala	0%	1.1%	56.1%	10.6%
Kouka	13.3%	.5%	0%	5.7%
Massalat	0%	28.4%	0%	11.5%
Borno	0%	5.5%	0%	2.2%
Gouran	0%	1.1%	1.2%	.7%

Table 8: Type of Housing by Department

Location	Dominant type of housing	
	Straw/Clay	Tent
Batha West	39.4%	54.3%
Batha East	71.2%	22.8%
Fitri	58.3%	33.3%
Total (n=456)	55.7%	35.7%

Table 9: Common Household Goods

(Note: These data are often the basis of wealth analyses. There are numerous methods for determining wealth status and programs should develop one that is most relevant for their particular area. It may be useful to break out by geographical regions if the project expects to find important differences.)

Most Common Household Goods	Percent of Households in Different Vulnerability Groups (based on the MAHFP)			Mean Number per Household*
	Least Food Insecure (n=X)	Moderately Food Insecure (n=X)	Most Food Insecure (n=X)	
Clothes				15.3
Kitchen Utensils				12
Hoes				2.5
Large water containers				1.8
Beds				1.5
Mosquito nets				1.9
Kerosene lamps				.8
Buckets				.6
Quality of housing				

*Note: This is how data was presented by TANGO.

Table 10: Educational Level of Household Members

(Note: It may be useful to break this out by geographical regions if the project expects to find important differences. It is important to explain the method used to gather this information. For example whether it reported for everyone over a specific age in household and how non-independent samples dealt with.)

Educational Level	Frequency	Percent (n=X)
Illiterate	1718	79.5
Primary incomplete	118	5.5
Primary completed	12	.5
Secondary incomplete	3	0
Quranic school	309	14.2
Total	2161	100.0

Table 11: Principal Occupation by Department

(Note: It may be important to record main occupation of both the household head and other adults or persons conducting main livelihood activities in the household—see Table 12 below).

Occupation	Department			Total (n=1243)
	Batha West	Batha East	Fitri	
Agriculture	37.0%	78.8%	70.9%	58.1%
Animal husbandry	59.2%	14.0%	17.4%	35.5%
Housework	2.7%	5.5%	3.7%	3.9%
Business/commerce	.2%	.3%	.6%	.3%
Specialized manual labor	.2%	.6%	.3%	.4%
Student	.6%	.6%	7.0%	1.8%
Marabout*	.0%	.2%	.0%	.1%

* A marabout is a local specialist in Islamic sciences and traditional healing and divination.

Table 12: Secondary Occupation by Department

Occupation	Department			Total (n=1243)
	Batha West	Batha East	Fitri	
Agriculture	24.5%	13.5%	24.8%	19.5%
Animal husbandry	36.9%	50.7%	31.3%	42.3%
Housework	24.7%	18.4%	14.0%	20.0%
Business/commerce	8.8%	7.1%	11.2%	8.4%
Specialized manual labor	4.2%	9.2%	8.4%	7.2%
Government	0%	0%	.5%	.1%
Student	.9%	.7%	9.8%	2.3%
Marabout	0%	.3%	0%	.2%

Table 13: Households Practicing Agriculture

(Note: This information is more commonly reported in the text and presented in a table format when additional information or categories are also presented.)

Department			Total (n=456)
Batha West	Batha East	Fitri	
65.9%	89.6%	97.6%	81.3%

Table 14: Agricultural Calendar

Activities	Months of the Year
Land preparation	March – May
Planting	June – mid-July
Main harvest	mid-August – early November
Off-season land production	mid-November – January
Off-season harvest	January – April
Off-season harvest	January – April

Table 15: Crop Production I (Millet, Sorghum and Peanuts)

	Millet surface area (ha)	Millet production (kg)	Sorghum surface area (ha)	Sorghum production (kg)	Peanut surface area (ha)	Peanut production (kg)
Batha West	1.5	411	1	365	.55	376
Batha East	.79	262	1.2	338	.41	192
Fitri	1.9	369	2.52	446	.54	138

Table 16: Crop Production II (Sesame and Beans)

	Sesame area (ha)	Sesame production (kg)	Bean surface area (ha)	Bean production (kg)
Batha West	.27	78.7	.33	103.4
Batha East	.29	75.3	.39	68.2
Fitri	.36	200	.36	300

Table 17: Average Household Landholdings by Department

(Note: This information is more commonly reported in the text and presented in a table format when additional information or categories are also presented. Additional information that may be helpful include mean and distribution of land holdings for population.)

Department	Average household land holdings (hectares) (n=X)
Batha West	1.9
Batha East	1.4
Fitri	1.8

Table 18: Percentage of Households Practicing Animal Husbandry

(Note: This information is more commonly reported in the text and presented in a table format when additional information or categories are also presented. Additional information that may be helpful is how animal husbandry breaks out based on male and female headed households or other relevant characteristics.)

Department			Total (n=X)
Batha West	Batha East	Fitri	
85%	69.5%	73.8%	76.8%

Table 19: Average Household Livestock Holdings by Department

Location	Cattle	Sheep	Goats	Chickens
Batha West (n=X)	21.5	12.2	7.8	4.2
Fitri (n=X)	14.8	5.5	5.1	3.3
Batha East (n=X)	9.5	4.2	5.8	3.5
Overall (n=X)	13.4	6.9	5.7	3.3

*NB: Livestock figures were collected for each household and represent the average number of live animals owned by the household at present. Animals that were sold, lost or died during the past year were counted in the survey but not included in this average.

Table 20: Mean Earnings from Livestock Sales and Mean Livestock Prices

(Note: It may be useful to break out by geographical regions if the project expects to find important differences and to compare these earnings with other livelihood activities.)

Livestock	Avg. annual amount earned in sales (CFA) (n=X)	Avg. selling price (CFA) (n=X)
Cattle	266,837	100,100
Sheep	69,862	14,737
Goats	45,555	9,442

Table 21: Principal Income-Generating Activities by Department

Principal Activity	Department			Total (n=456)
	Batha West (n=X)	Batha East (n=X)	Fitri (n=X)	
Sale of agricultural products	15.4%	25.5%	16.7%	19.7%
Agricultural labor	2.7%	3.8%	11.9%	4.8%
Non-agricultural labor	3.2%	7.1%	4.8%	5.0%
Specialized labor	6.4%	12.0%	9.5%	9.2%
Commerce	9.0%	6.0%	6.0%	7.2%
Artisan	12.2%	9.8%	8.3%	10.5%
Animal husbandry	44.1%	29.3%	34.5%	36.4%
Raising chickens	.5%	.0%	.0%	.2%
Emigrant remittances	1.1%	1.1%	2.4%	1.3%
Market gardening	.0%	.5%	.0%	.2%
Sale of seeds	.5%	.0%	1.2%	.4%
Sale of wood or charcoal	1.1%	2.7%	1.2%	1.8%
Not applicable	3.7%	2.2%	3.6%	3.1%

Table 22: Seasonal Emigration of Household Members by Department

(Note: It would also be useful to include the criteria used to identify emigration.)

Batha West	Batha East	Fitri	Total (n=1816)
4.2%	5.9%	1.4%	4.3%

Table 23: Household Credit and Savings

Avg. amount of household savings (CFA) (n=X)	Avg. amount of total household debt (CFA) (n=X)	Avg. loan amount (CFA) (n=X)	Avg. interest rate (n=X)	Avg. length of loan (months) (n=X)
11,181.33	8,151.65	50,371.43	1.41%	2.86

Table 24: Major Sub-Regional Characteristics

Characteristic	Batha West	Batha East	Fitri
Dominant ethnic group	Arab	Arab	Bilala
Dominant livelihood system	Agro-pastoral (pastoral emphasis)	Agro-pastoral (agriculture emphasis)	Agro-pastoral (agriculture emphasis) and pisciculture in Lake Fitri
Principal occupation is agriculture	37%	78.8%	70.9%
Principal occupation is animal husbandry	59.2%	14%	17.4%
Population practicing agriculture	65.9%	89.6%	97.6%
Population practicing animal husbandry	85%	69.5%	73.8%
Number of months of food sufficiency	4.7	5	5.3
Mean landholdings (hectares)	1.9	1.4	1.8
Principal water source	Well	Stream	Pond
Avg. distance in minutes to collect water	83	37	98
Temporary residents	18.8%	1.2%	16.7%
Women-headed households	23%	28%	21.7%

Table 25: Average Number of Months of Household Food Provisioning from Agricultural Production

(Note: It would also be useful to present mean and distribution.)

Department	Average number of months of food provisioning
Batha West (n=X)	4.7
Batha East (n=X)	5
Fitri (n=X)	5.3
Total (n=X)	5.2

Table 26: Most Common Foods in Weekly Diet

(Note: It may be useful to break this out by geographical regions if the project expects to find important differences.)

Type of Food	Avg. number of days of consumption per week (n=X)
Grains	6.77
Sugar and honey	6.47
Oils and fats	5.62
Dairy products	4.83
Legumes	1.63
Meat	1.55

Table 27: Nutritional Indicators in Chad and Batha for Children Under Five

(Note: It may be useful to break out by geographical regions if the project expects to find important differences. If these data are from different sources a sample size will need to be reported for each indicator.)

Location	Severe stunting %	Moderate stunting %	Severe wasting %	Moderate wasting %	Severe underweight %	Moderate underweight %
Chad	23.2	40.9	3.1	13.5	14.0	36.7
Batha Region (n=X)	27.7	43.1	4.1	18.1	20.2	43.2

Table 28: Household Coping Strategies in Times of Food Shortage

(Note: it may also be useful to break out by geographical regions if the project expects to find important differences.)

Coping Strategy	Percent of Households Utilizing Strategy (n=X)	Percent of Households in Different Vulnerability Groups (based on the MAHFP)		
		Least Food Insecure (n-X)	Moderately Food Insecure (n=X)	Most Food Insecure (n=X)
Reduce number of meals per day	39			
Consuming atypical foods	35.5			
Gathering wild plants	35.5			
Sell livestock	34.4			
Reduce meal portions	20.8			
Borrowing food or money from relatives and friends	18.2			
Consuming seed stock	17.7			
Buying food on credit	9			
Reduce adult portions in favor of children	5.7			
Fishing	5.2			
Hunting	3.2			
Fasting for an entire day	3.2			
Send family member(s) to live elsewhere	2.8			
Sell household goods	2.8			

Table 29: Household Poverty Levels

(Note: It may be useful to report this data by vulnerability category.)

Perception of Poverty Level	Frequency	Percent
Poor 5 years ago and still poor now (n=X)	191	41.9
Poor 5 years ago and no longer poor now (n=X)	105	23.0
Was not poor 5 years ago and poor now (n=X)	105	23.0
Was not poor 5 years ago and not poor now (n=X)	55	12.1
Total (n=X)	456	100.0

Table 30: Demographic Characteristics and Livelihood Systems for Vulnerability Groups based on MAHFP

(Note: It is recommended that programs use the standard food insecurity categories based on MAHFP-quantitative method: 0 months = least food insecure; 1-3 months = moderately food insecure; and more than 3 months=most food insecure.)

Indicator ²¹	Least Food Insecure (n=X)	Moderately Food Insecure (n=X)	Most Food Insecure (n=X)
Grain production after harvest	1000-3000 kg	300-400 kg	100-200 kg
Cultivable land area	2.72-5.4 ha	1.8-3.6 ha	.54-1.4 ha
Quantity of seed stock reserved during rainy season	400-700 kg	100 kg	0 kg
Number of months of food insecurity	0-2	6-8	9-10
Number of cattle	6-125	1-10	0
Number of goats and sheep	115	2-30	0-5
Seasonal migration for manual labor in other parts of Chad or abroad	No	Yes	Yes
Number of wives (for men)	2-3	1	1
Access to potable water	No	No	No
Type of transportation	Donkey cart, horse	Donkey, horse	Donkey
Type of housing	Mud brick house or tent	Mud brick house or tent	Mud brick house or tent
Market gardening projects	No	No	No
Work as paid manual laborer	No	Yes	Yes
Work as shepherd for someone else's herd	No	Yes	Yes
Number of adult laborers in the household	2	2	1
Pilgrimage to Mecca	No	No	No

Note: TANGO did not use the MAHFP to determine vulnerability. This table has been altered to show how MAHFP could be used to determine vulnerability groups.

²¹ These were compiled from questions in the survey.

Table 31: Nationwide Health Indicators for Chad

Indicator	Data
Child mortality (0-1 year)	102 per 1000 live births
Infant-child mortality (0-4 years)	191 per 1000 live births (one in seven)
Life expectancy	49.6 years (48.5 for men and 50.6 for women)
Maternal mortality	827 per 1000 live births
Adult Mortality	16.3% (18.6% for men and 14.2% for women)
Women receiving prenatal care	43%
Child deliveries at home	86%
Children who have not received any vaccinations	44%
Infants 11-23 months having received all vaccinations	11%
Excision (clitoridectomy)	45% of females
Ablation of uvula (traditional practice)	47%

Table 32: Water Collection

Department	Avg. time to collect water (minutes)	Avg. amount of water collected daily for use in the household (liters)
Batha West (n=X)	83	116
Batha East (n=X)	37	94
Fitri (n=X)	98	110
Total (n=X)	67.6	106.9

Table 33: Principal Water Source

Water Source	Department			Total (n=X)
	Batha West (n=X)	Batha East (n=X)	Fitri (n=X)	
Pond	19%	35%	75%	35.3%
Improved well	63.2%	7%	4.7%	30%
Stream	16%	39%	19%	25.8%
Traditional well	1%	18%	1%	7.8%

Table 34: Nationwide Vaccination Coverage

Vaccination Type	Percent Children Vaccinated in Chad
Polio	36%
Diphtheria-Tetanus-Pertussis	20%
Rubella	23%
BCG	40%
Vitamin A supplements	32%
All recommended vaccinations	11%

Annex 3.B.2: M&E, Indicator, and Target Revisions

Sample M&E Tables from the Zondoma Food Security Initiative Phase II (ZFSI Phase II) Baseline Survey (Konda and Nanema 2005)²²

**Table 35. Proposed Reformulation of Impact Indicators 1.1. and 1.2 and Targets, ZFSI II
 Baseline, May 2005**

Monitoring and impact indicators	Baseline		FY05		FY06		FY07		FY08		FY09	
	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV
Impact Indicator 1.1. Months of adequate HH food provisioning	6.5						7.5				8.5	
Impact Indicator 1.2. Percent reduction in the 3 rd category or food insecure (≤ 3 months) to Impact Indicator 1.2 Percentage of food insecure PUs (> 3 months food insecurity)	53% MAHFP 58.6% Cornell/FANTA method based on the meaning of the questions *						50%				45%	

*Category 3 and 4 based on the Cornell/FANTA categories based on the meaning of the questions: 34.6% in category 3 and 24.0% in category 4=58.6% (Table 2.8).
 OV=old village, NV=new village.

²² Konda and Nanema (2005).

Table 36. Proposed Reformulation of Monitoring Indicators for Strategic Objective One (SO1) of ZFSI Phase II, May 2005

Monitoring Indicator (Original & Proposed Changes)	Baseline		AF 05		AF 06		AF 07		AF 08		AF09	
	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV
Monitoring Indicator 1.1. # of HHs adopting improved ag. techniques to Monitoring Indicator 1.1. Percentage of HHs ²³ adopting improved ag. techniques	19	9	21	10	25	12	35	15	45	20	50	25
Monitoring Indicator 1.2. # of hectares of improved irrigation infrastructures sponsored (vegetable gardens, lowlands) to Monitoring Indicator 1.2. Number of hectares developed for gardening by ZFSI Phase II (PPM, bas fond)	0		15		25		20		60			
Monitoring Indicator 1.3. # of HHs adopting improved livestock techniques ²⁴ to Monitoring Indicator 1.3. Percentage ²⁵ of PUs adopting livestock techniques	11		12		20		25		30		35	

²³ This percentage will be computed each year based on a questionnaire administered to 900 PUs (450 in original project villages and 450 in new project villages) selected randomly.

²⁴ Improved livestock techniques adoption will be measured by the adoption of three improved techniques, such as livestock infrastructure, improved feeding, and vaccination.

²⁵ This rate will be computed each year based on a questionnaire administered to 900 PU (450 in original project villages and 450 in new project villages) selected randomly.

Table 37. Proposed Reformulation of the Impact and Monitoring Indicators and Targets for Strategic Objective Three, ZFSI II Baseline, September 2005

Monitoring and impact indicators	Baseline		FY05		FY06		FY07		FY08		FY09	
	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV
3.1. Impact Indicator % of children 24-59 months stunted	36						34				32	
3.2. Impact Indicator. % children 0-36 months underweight	35						32				28	
3.3. Impact Indicator. % of 15-45 year old sexually active people utilizing condoms as HIV/AIDS prevention methods	30	25					35	30			55	50
3.4. Impact Indicator. Reduction in the rate of decline in body composition of PLWA as measured by BIA (bioelectrical impedance analyzer)	Propose dropping											
3.5. Impact Indicator. Maintenance or improvement of quality of life of PLWHA.	Propose dropping											
3.1. Monitoring Indicator: % of children enrolled (0-36 months) and actively monitored	48	0	50	0	55	0	60x	50	65x	55	70x	60
3.2. Monitoring Indicator: % of pregnant women monitored and referred by the Village Birth	77	0	0		1300		2400		3300		4000	

Monitoring and impact indicators	Baseline		FY05		FY06		FY07		FY08		FY09	
	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV
Attendants (AV)												
3.3. Monitoring Indicator: # of malnourished children rehabilitated in their own community	0		0		80		80		120		80	
3.4. Monitoring Indicator: # of persons newly reached with HIV/IEC	0				16,000		16,000		16,000		16,000	
3.5. Monitoring Indicator: PLWAHA households and HIV educators receiving food rations (years of feeding)	0		117		230		350		470		600	
3.6. # of HHs having access to potable water supplied by ZFSI	0		0		1,125		2,250		2,250		2,250	

Table 38. Proposed Reformulation of the Impact and Monitoring Indicators and Targets for SO2, ZFSI Phase II Baseline, May 2005

Monitoring and Impact Indicator	Baseline		FY05		FY06		FY07		FY08		FY09	
	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV	OV	NV
Impact Indicator 4.1: Increased community capacity as measured by the FSCCI (120 points adjusted to base 100 points)	50 pts	35 pts					80 pts	65 pts			90 pts	80 pts
Monitoring Indicator 4.1: % of activities outlined in village action plans implemented	65 %	34 %	65 %	34 %	70 %	45 %	75 %	50 %	80 %	60 %	80 %	70 %
Monitoring Indicator 4.2: From: # of food security committees autonomously using at least five PRA tools To: % of food security committees autonomously using at least five PRA tools.	36 %	0%	36 %	0%	50 %	30 %	70 %	50 %	90 %	80 %	100 %	95 %

Annex 3.B.3: Vulnerability, Community Capacity, and Links between Indicators

Sample Data Summary Tables from Papers in the Africare Food Security Review Paper Series for Programs to Use in Tracking Vulnerable Groups' Participation in and Benefits from Title II Programs

A. Data Summary Tables for Vulnerable Groups (based on the MAHFP)

Table 39. Food Security Level of HIV/AIDS-Affected Households Based on MAHFP

Food Security Category (based on MAHFP)	Number of Households of PLHIV	Percentage of Households of PLHIV	Percentage of Households in the ZFSI II Project Area**
Most Food Insecure	46	83.64	52.97
Moderately Food Insecure	6	10.90	33.91
Least Food Insecure	3	5.45	13.12
Total responding to this question	55*	100	100

*Not all of the 60 households responded to this question.

**Based on research conducted between June and July 2005 in conjunction with the project baseline evaluation.

Source: Badiel et al. (2008; AFSR No. 24)

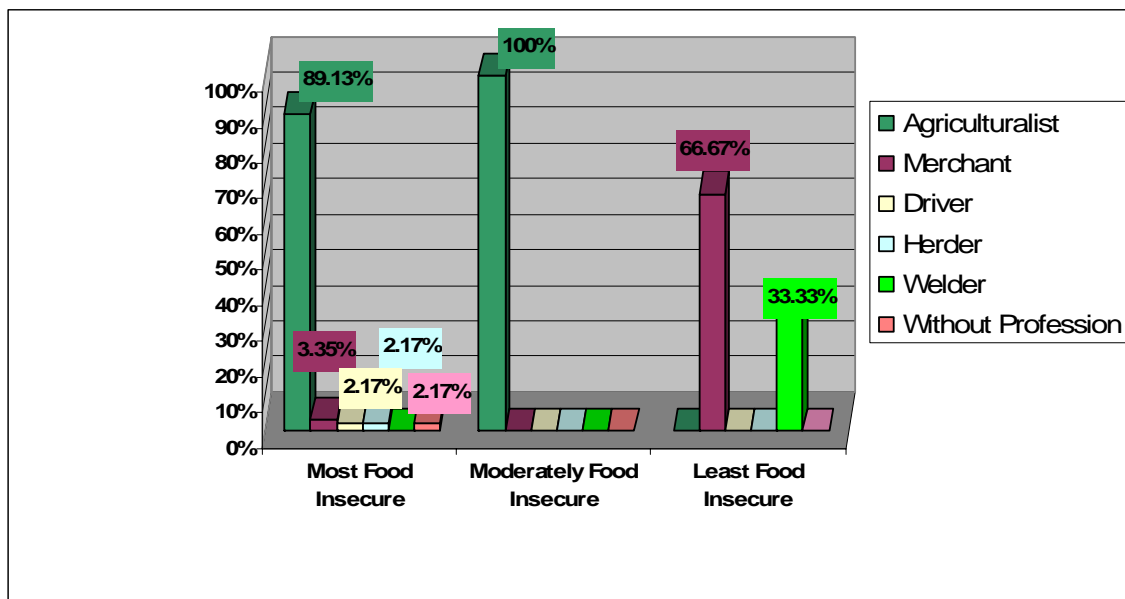


Figure 1. Profession of Heads of Households of PLHIV Compared to Food Insecurity Level based on MAHFP (Source: Badiel et al. 2008; AFSR No. 24)
 (Note: It would also be useful to present sample size.)

Table 40. Number of HIV-Infected Persons Compared to Food Insecurity Level based on MAHFP

Level of Household Food Insecurity	Percentage of Households with 2 to 3 PLHIV
Most Food Insecure (n=46)	28.26
Moderately Food Insecure (n=6)	50
Least Food Insecure (n=3)	0

Source: Badiel et al. 2008 ; AFSR No. 24.

Table 41. Percentage of Malnourished Children for Different Household Food Security Categories

Indicator of malnourishment	Households with 0 months of insecurity (% of children)	Households with 1- 3 months of insecurity (% of children)	Households with > 3 months of insecurity (% of children)
Insufficient weight for children 0-36 months of age (W/A < -2ET) (n=X)	20.5	30.0	49.5
Stunting for children 24-59 months of age (H/A<-2ET) (n=X)	21.4	27.5	51.1
Wasting of children 0-36 months of age (W/H<-2ET) (n=X)	20.0	26.8	53.2

Source: Nanema et al. (2008; AFSR No. 9: 3).

B. Examples of Data Summaries for Community Capacity Indicators

Table 42. Percentage of Villages with Different Levels of Community Organizational and Management Capacity based on their FSCCI Rankings (FY05)

Capacity Level (FSCCI)	Districts where UFSI II Intervened			
	Rukungiri/ Kanungu (n=36)	Ntungamo (n=36)	Kisoro (n=36)	Kabale (n=36)
Strong community capacity (>70% possible points)	17	8	8	25
Average community capacity (51-70%)	67	58	42	58
Weak community capacity (< or = 50%)	16	34	50	17

Source: Final Quantitative Household Survey Data, UFSI II Project, December 2005; McMillan et al. 2006 and reprinted in Tushemerirwe and McMillan (2007; AFSR No. 6).

Table 43. District Level Capacity to Identify and Track Health and Nutrition Risks through the GnFSI Growth Monitoring Promotion Program Based on the Reanalysis of Existing Project Data on the FSCCI-SIAC²⁶ (Monitoring Indicator 1.5)

Level of Vulnerability Based on Level of Capacity (Based on the FSCCI-SIAC)	Criteria/Conditions	Dinguiraye		Dabola	
		Original Districts	New Districts	Extreme Poverty Districts	Medium Poverty Districts
Least Vulnerable Districts (Strong Capacity) (> or = 70% possible points on the FSCCI-SIAC)	- Community health agent (AC) compensated appropriately - Strong community support for FARN activities -Community support to volunteers in publicizing and arguing for the growth monitoring (SIAC) and nutrition programs	14 (46%)	7 (35%)	1 (9%)	0 (0%)
Vulnerable Districts (Medium Capacity) (50-69%)	-Little compensation given to the community health agents (AC) -Weak community support to FARN -Little support to volunteers for publicizing and arguing for growth monitoring and nutrition programs	16 (53%)	11 (55%)	4 (36%)	11(79%)
Most Vulnerable Districts (Weak Capacity) (<50%)	-Lack of support to the community agents -No contribution to the FARN -No community support for volunteers in either publicizing or arguing for growth monitoring and nutrition programs	0 (0%)	2 (10%)	6 (54%)	3 (21%)
Total		30	20	11	14

Source: Pogba et al. (2007; AFSR No. 7: 7).

²⁶ GnFSI developed the FSCCI-SIAC based on the Africare FSCCI model. The data for calculating the FSCCI-SIAC was collected during interviews with members of the village development committees. It is based on three variables and 16 indicators. This table—like the table used for the FSCCI—is intended to be a guide for the community to self-assess its strengths and weaknesses in the following areas related to community based health and nutrition programs: organization and management, community participation, and capacity for analysis and action (Pogba et al. 2007; AFSR No.7).

C. Examples of Data Summaries for Correlating or Cross Tabulating Indicators/Variables

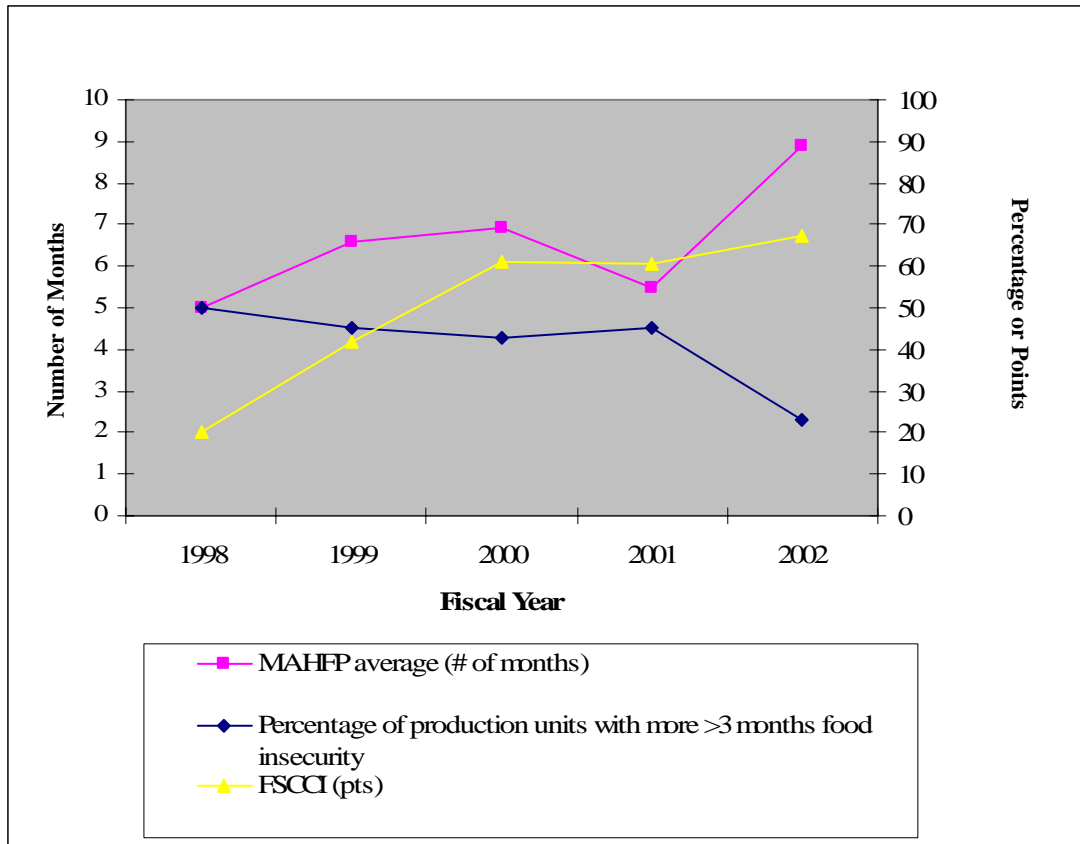


Figure 2. Trends in Food Security Measure-Chad

(Source: Figure from Bryson and Cohen (2008; AFSR No. 10) and data from Africare (2002), Ouaddai Food Security Initiative (OFSI) Fiscal Year 2002 Results Report, OFSI Final Household Survey.)

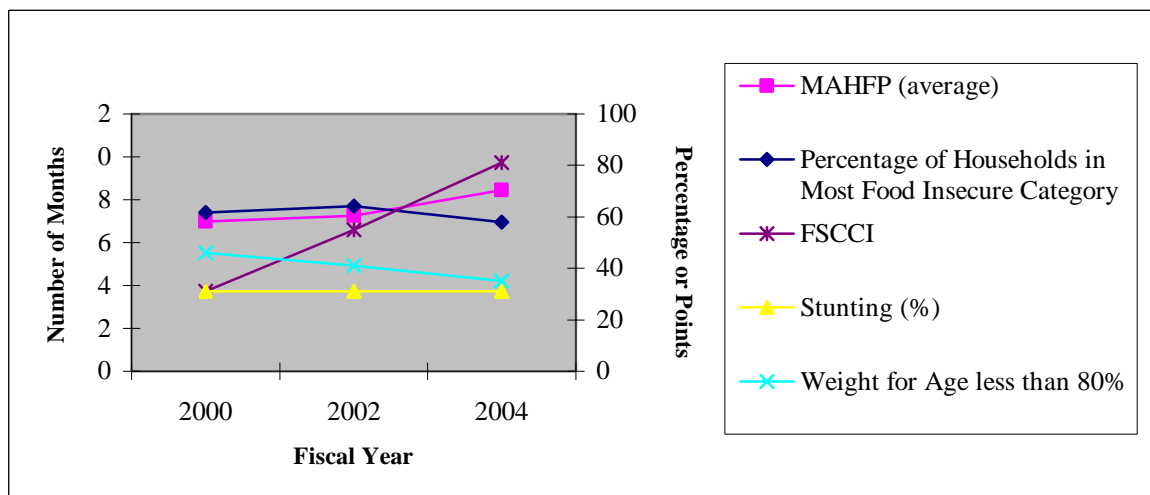


Figure 3. Trends in Food Security Measures- Burkina Faso

(Source: Bryson and Cohen [2008; AFSR No. 10] and Burkina Faso Zondoma Food Security Initiative Phase I.) **Note:** Sample size should be included in legend.

Table 44. Link between Institutional Capacity of Village Development Committees (VDC) to Support Growth Monitoring and Health and the Number of Children Monitored, Reported Levels of Malnourished Children, and the Independent Replication of the Hearth Model Programs

Community Capacity to Support GMP (based on the FSCCI-SIAC) ²⁷		% Children Weighed (n=X)	# Children Well Nourished	# Children Malnourished *(in yellow and red area on growth chart)	# Hearth Programs Executed	# of Hearth Programs Replicated (i.e., repeated without direct project assistance) ^{***}
Most Vulnerable Districts (Weak Capacity) <50%	Original districts	0	0	0	0	0
	New districts	83.7	96.2	3.8**	2	0
	Extreme poverty	86	90.9	9.1	2	0
	Medium poverty	77.6	85.9	14.2	1	0
Vulnerable Districts (Medium Capacity) 50 to 69%	Original districts	87.2	87.5	12.5	27	0
	New districts	77.4	83.5	16.5	25	2
	Extreme poverty	82.7	78.7	21.3	3	0
	Medium poverty	76.1	80.2	19.8	4	0
Least Vulnerable Districts (Strong Capacity) > or =70	Original districts	87.2	92.4	7.6	29	0
	New districts	82.4	82.3	17.7	13	0
	Extreme poverty	85.1	86.9	13.1	0	0
	Medium poverty	0	0	0	0	0
Total of Hearth (FARN) executed /replicated					106	2

**Peri-urban districts

Source: Pogba et al. (2007; AFSR No. 7: 8).

²⁷ GnFSI developed the FSCCI-SIAC based on the Africare FSCCI model. The data for calculating the FSCCI-SIAC was collected during interviews with members of the village development committees. It is based on three variables and 16 indicators. This table—like the table used for the FSCCI—is intended to be a guide for the community to self-assess its strengths and weaknesses in the following areas related to community based health and nutrition programs: organization and management, community participation, and capacity for analysis and action (Pogba et al. 2007; AFSR No.7).

D. Example Data Summary Tables for Recommendations (Chapter 8)

Table 45. Identified Needs, Recommendations and tools for Strengthening Evaluation and Monitoring of Link between GnFSI Project Foci and Crisis Management Using Food Aid

Identified Need	Sub-Recommendation	Period	Tool	Value Added
<p>#1 GMP as an early warning system: Strengthen the demonstrated capacity of community based growth monitoring promotion (GMP) programs that Africare coordinates with the Ministry of Health to serve as early warning systems</p>	<p>Explore ways that the GMP can be maintained and strengthened after the project closes</p>	<p>Annual</p>	<p>Collaborate with health districts in identifying what types of early warning information could be added to routine GMP forms</p>	<p>Increases prospects for sustaining the GMP's role in nutrition education and as an early warning system</p>
<p>#2 Food assistance and the FSCCI: Record better information on the link between food assistance and core capacity development</p>	<p>Create a structured mechanism (to be applied during the annual PRA updates) for measuring different types of food assistance coming into Africare villages through Title II and non-Title II programs</p>	<p>Annual</p>	<p>Annual PRAs in conjunction with the FSCCI</p>	<p>Helps USAID/FFP better justify investment in core capacity building as a strategic objective in Title II programs</p>
<p>#3 Food assistance and the MAHFP: Need for better information on patterns of participation of vulnerable households in direct food distribution programs and the impact of direct distribution on livelihoods</p>	<p>Identify food aid beneficiaries by their food security category as well as by number and name</p>	<p>Annual</p>	<p>Current tools used to track beneficiaries in Food for Work, Food for Training, etc.</p>	<p>Facilitates USAID/FFP and Africare tracking of vulnerable groups' participation in and benefits from direct distribution food aid programs</p>
<p>#4 Reporting: Need for standardized guidance to cooperating sponsors on where they should report on development relief achievements</p>	<p>Suggest places in the current CSR4 guidance and/or annexes that CS's should report on successes in development relief programming</p>	<p>Annual</p>	<p>Africare's "user friendly" guidance and (eventually) USAID/FFP guidance</p>	<p>-Creates a standard mechanism for reporting development relief achievements -Encourages the exchange of best practice between programs</p>

Source: Sidibe et al. (2007; AFSR No. 8: 7).

Annex 4: Workshop Participants

Africare Tchad

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3. Pascal Payet
4. Marie Aughenbaugh
5. Hamidou Idrissa

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Annex 5: Revised Health and Nutrition Questionnaire Package
(separate electronic file in French)