



**TOPS Monitoring and Evaluation Plan Workshop  
for USAID/ Food for Peace 2014 Awardees  
February 9-13, 2015**

**Blantyre, Malawi**

**Co-Facilitators:** Alice Willard, Ph.D., TOPS Consultant  
Della E. McMillan, Ph.D., TOPS Consultant

**Training Objectives:**

- To increase participant knowledge about what a Monitoring and Evaluation Plan (especially the data quality sections) is and how it can best be used.
- To guide participants on how to design/write an M&E plan and how to use the plan to increase program effectiveness, based on the earlier M&E Start- Up workshop.

**Agenda:**

Session	Session Title	Estimated Time
<b>Day 1: Monday</b>		
1.1	Registration & Introductions <i>Handout 1</i>	8:00 – 8:30
1.2	Opening Remarks <ul style="list-style-type: none"> <li>• Why FFP thinks this training is important (Dan Houston, M&amp;E Officer, USAID Regional Office)</li> <li>• How the M&amp;E Plan fits within the Mission’s M&amp;E requirements (Steve Sibande: Program Management Specialist - Food Security Monitoring, USAID/Malawi and Abel C. Caricoquila: M&amp;E Specialist, USAID/Malawi)</li> <li>• Why USAID/Washington thinks this training is important (Shahina Malik, Malawi FFP AOR/USAID/W)</li> </ul>	8:30 - 9:00
1.3.	Overview of TOPS (Julia Crowley, TOPS) & Distribution of TOPS Task Force Sign –Up Sheets	9:00 - 9:30
1.4	Workshop Pre-test & Distribution of Evaluation Forms <i>Handouts 2.a. &amp; 3</i>	9:30 – 10:00
	Coffee and Tea Break	10:00 – 10:20



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Session	Session Title	Estimated Time
1.5	Overview of the workshop, its objectives and what you can expect to get out of it <i>Handout 4</i>	10:20 – 11:20
1.6	Activity 1: Ice Breaker (20 minute team scramble) <i>Handout 5: Ice Breaker (Facilitated by the COPs and TOPS consultants)</i>	11:20 – 11:50
1.7.	Brief review of the morning exercise	11:50 -12:00
	Lunch Break	12:00 – 13:00
1.8.	Afternoon Break-out session (by project)	13:00 - 16:00
	Tea Break	14:30 - 15:00
1.9.	Report-out (Plenary session), daily evaluation	16:00 – 16:30
<b>Day 2: Tuesday</b>		
2.1.	Review Day 1 & Questions	8:00 – 8:30
2.2.	Section 6.0 (Checklist). Annual Monitoring Plan <i>Handout 6</i>	8:30 - 10:00
	Tea Break	10:00 - 10:20
2.3.	Annual Monitoring Plan Presentation cont'd - Activity 2 (3 mixed groups)	10:20 - 11:45
2.4.	Brief review of the morning exercise	11:45 – 12:00
	Lunch Break	12:00 – 13:00
2.5.	Afternoon Work Groups (by project)	13:00 - 16:00
	Tea Break	14:30 - 15:00
2.6.	Report-out (Plenary session); daily evaluation	16:00 - 16:30







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Session	Session Title	Estimated Time
	-Presentation - Handout 8	
4.5.	Brief review of the morning exercise	11:50 - 12:00
	Lunch	12:00 - 13:00
4.6.	Afternoon Work Groups (by project)	13:00 - 16:00
	Tea Break	12:00 - 12:30
4.8.	Report-out (Plenary session)	16:00 - 16:30
<b>Day 5: Friday</b>		
5.1	Day 5 Overview Concluding Remarks from USAID/FFP (Dan Houston, M&E Officer, USAID Regional Office)	8:00 – 8:15
5.2	Groups present their proposed next steps	8:15 - 10:00
	Tea Break	10:00 - 10:20
5.3	Closure/Next Steps, Photograph, Certificates	10:20 - 12:00
	Lunch Break	12:00 – 13:00
	Workshop Post Test; Workshop Evaluation. (Handouts 2.b & 3)	During Lunch

# Module 1.3

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# 1.3. An Overview of The TOPS Program

TOPS M&E Plan Workshop  
Blantyre, Malawi  
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## What is TOPS?



T Technical  
O Operational  
P Performance  
S Support

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## Who we are

 **Save the Children.**  
USA


 **coregroup**  
Advancing community health worldwide.


 **MercyCorps**

 **TANGO**  
TECHNICAL ASSISTANCE to N.G.O.'s

 **fh**  
food for the hungry

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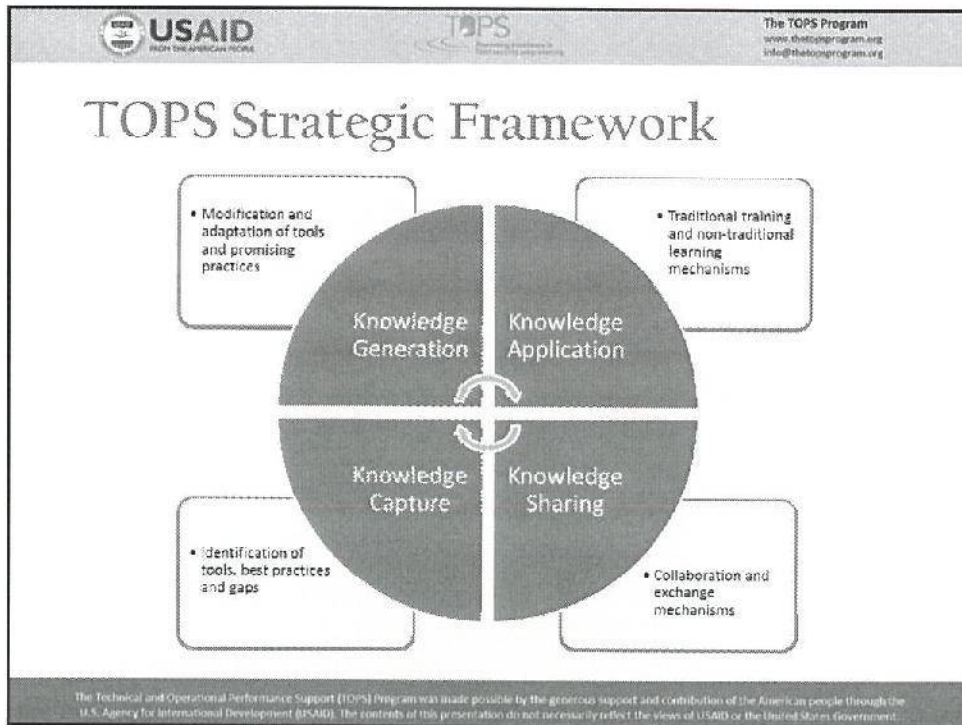
## TOPS Strategic Objective

- The highest quality information, knowledge, and best practices for improved methodologies in program performance are identified, established, shared and adapted





Come one, come all!  
Board the knowledge train!

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- ## Operational mechanisms
- |   |   |
|---|---|
| <p><b>Capacity Strengthening</b></p> <ul style="list-style-type: none"> <li>Food Security and Nutrition Community of Practice</li> <li>Direct Capacity Strengthening</li> <li>Small Grants Program</li> <li>Leader with associate awards</li> </ul> | <p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>Technical task forces</li> <li>Technical knowledge sharing meetings</li> <li>Web portal</li> <li>Newsletter and email group</li> </ul> |
|---|---|
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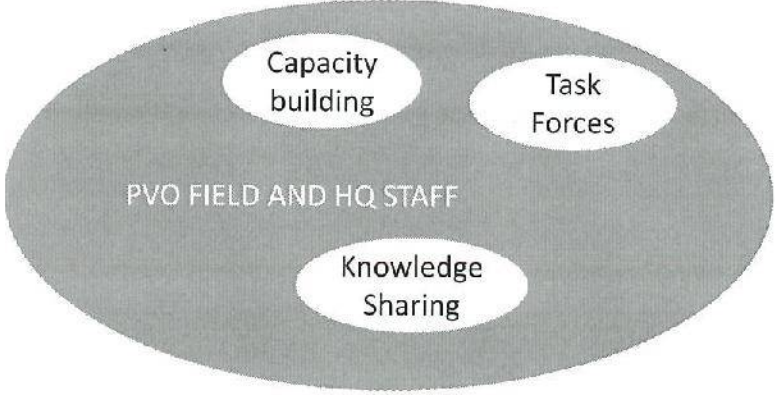
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## TOPS Implementation Model


### CROSS ORGANIZATIONAL COLLABORATION



The diagram illustrates the TOPS Implementation Model for Cross Organizational Collaboration. It features a large grey oval representing the 'PVO FIELD AND HQ STAFF'. Inside this oval are three smaller white ovals: 'Capacity building' at the top left, 'Task Forces' at the top right, and 'Knowledge Sharing' at the bottom center.

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## Priority Technical Areas

- Nutrition & Food Technology
- Agriculture & NRM (ANRM)
- Social and Behavior Change (SBC)
- Monitoring and Evaluation (M&E)
- Commodity Management
- Gender
- Knowledge Management



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## Capacity Strengthening Efforts

- Define core competencies of staff
- Conduct capacity assessments
- Assess skills and knowledge gaps
- Design trainings accordingly



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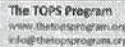
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## TOPS Capacity Strengthening Workshops

<p><b>ANRM:</b></p> <ul style="list-style-type: none"> <li>• Drought cycle management</li> <li>• Permagardens</li> <li>• Post harvest losses</li> <li>• Value chain development</li> </ul>	<p><b>Commodity management:</b></p> <ul style="list-style-type: none"> <li>• (A to Z)</li> <li>• Warehouse Safety</li> </ul>
<p><b>Nutrition:</b></p> <ul style="list-style-type: none"> <li>• Maternal nutrition</li> <li>• Infant and young child feeding</li> <li>• Supervising anthropometric measurement</li> <li>• Modified Trials of Improved Practices</li> </ul>	<p><b>M&amp;E:</b></p> <ul style="list-style-type: none"> <li>• Qualitative (multiple)</li> <li>• Quantitative (multiple)</li> <li>• Preparing for Mid-Term Review</li> <li>• Specific indicators: Minimum Adequate Diet, agriculture, other</li> </ul>
<p><b>SBC:</b></p> <ul style="list-style-type: none"> <li>• Designing for Behavior Change</li> <li>• Care Group approach</li> <li>• Make Me a Change Agent!</li> </ul>	<p><b>Integrated:</b></p> <ul style="list-style-type: none"> <li>• Designing for behavior change in agriculture and gender</li> <li>• Gender in commodity management</li> <li>• Integrated agriculture &amp; nutrition</li> </ul>



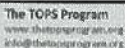
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## Task Forces

- Each technical area conducts partner meetings
- Build consensus around tools & best practices
- Develop new tools
- Share knowledge and new information



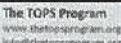
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## M&E Task Force

- **Goal:** Improve the effectiveness of Monitoring and Evaluation of Food Security and Nutrition programs.
- **Objectives:**
  - Ensure that the priorities of implementing agencies are reflected in donor RFA guidance;
  - Identify and disseminate successful methods, tools and practices
  - Improve monitoring and evaluation skills of implementing agencies at the Headquarters and at the field, and
  - Networking among M&E practitioners



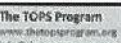
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## Food Security and Nutrition Network

- Platform for information sharing
- Biweekly Newsletter
- Resource library
- Discussion groups
- Web portal: [www.fsnnetwork.org](http://www.fsnnetwork.org)

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## TOPS Timeframe


- August 13, 2010 – August 12, 2015
- Funded by USAID Office of Food for Peace
- TOPS Program Award: \$20 million
- Leader with Associate Cooperative Agreement: \$75 million ceiling authorization LOA
- Small grants program: \$3.5 million
  - Examples of Small Grants in M&E:
    - **Information System for Management, Analysis, and Reporting Timeliness (I-SMART)**
    - **Market Analysis and Response Kit (MARKit)**

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## Do you want to subscribe to the FSN Network?



**FSN Network**  
Food Security and Nutrition Network

The FSN Network is an initiative of the world's leading food security and nutrition organizations and researchers through knowledge sharing, discussion, and regional programming and implementation.



**Upcoming Events**

**FSN Network Technical Knowledge Sharing and FFSR Capacity Strengthening Workshop**, September 13-15, 2011, Maputo, Mozambique

**Workshop to Rebuild Climate Resilient COPE Group**, African Red Cross, October 9-11, 2011, 2025 E St, NW, WDC

**Global Nutrition Update 2011**, FAO, IFAD, WFP, WFP, November 4, 2011, Rome

**Integrating Nutrition into Health and Development Programs**, September 20-21, 2011, Atlanta, Georgia

**Commission UNISCA**, November 14-15, 2011, Addis

**FSN Network News**

August 8, 2011

There are many ways to participate in the FSN Network. To learn more about the FSN Network's fast news, technical knowledge sharing, meetings and opportunities click [here](#).

For daily news from the Food Security and Nutrition Network follow us on Twitter @FSNNetwork.

**FSN Network Technical Meeting in Maputo: September 21-23**

Session topics are now available and can be viewed [here](#). The technical knowledge sharing meeting is open to the broad food security and nutrition community. It has been designed to maximize dialogue and knowledge engagement on future collaborative activities, and to promote knowledge sharing and networking around approach and implementation.

To register and for information about the FSN meeting please click [here](#).

**TOPS Training Workshop September 18-20**

Participants selection is underway for the top selection and training workshop for the FSN meeting in Maputo. Nominating organizations should have closed their selection by August 15.

**To subscribe: Go to [fsnnetwork.org](http://fsnnetwork.org)**

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# Module 1.5

# 1.5. M&E Workshop Overview

TOPS M&E Plan Workshop  
Blantyre, Malawi  
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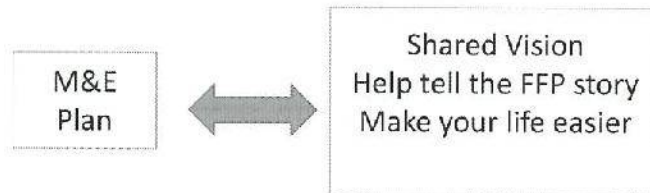
## Why is USAID/FFP Focusing on M&E Plans in the New Guidance?

- To promote a shared vision between community, NGOs, and the donor
  - Increases transparency and accountability
  - Helps coordination and collaboration
  - Helps programs better measure success
  - Among others!

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## Projected impact of the new guidance internationally and on your respective programs?



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## Projected impact of the new guidance internationally and on your respective programs?

- Increases accountability and transparency
- Measures results and generates evidence for future programs

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## Projected Utility at Program Level

- Coordination and collaboration (including sub contractors and local government partners)
- Buy-in ownership
- Institutional memory (paper trail)
- Informed decisions

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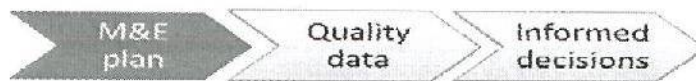
## Projected Utility at Donor Level

- Stronger two-way communication with FFP
- Evidenced-based decisions
- Higher quality reporting
- Comparable data across programs
- Protect FFP funding stream

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## What does a M&E Plan Look Like?

A document that describes a system which links strategic information from various data collection systems to decisions that will improve programs.



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## Key elements of the M&E Plan

- Theory of Change
- Logical Frameworks
- IPTT (Indicator Performance Tracking Table)
- Performance Indicator Reference Sheets (PIRS)
- Annual Monitoring Plan (AMP)
- Data Quality Assurance and Safeguard plan
- Data Dissemination and Use Plan
- M &E Staffing Plan and Capacity Development Strategy

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## What did you learn at the M&E Start-up Workshop? (FANTA, Dec 2014)

- Theory of Change
- Logical Frameworks
- IPTT (Indicator Performance Tracking Table)
- Performance Indicator Reference Sheets (PIRS)\*

- Annual Monitoring Plan (AMP)
- Data Quality Assurance and Safeguard plan
- Data Dissemination and Use Plan
- M&E Staffing Plan and Capacity Development Strategy

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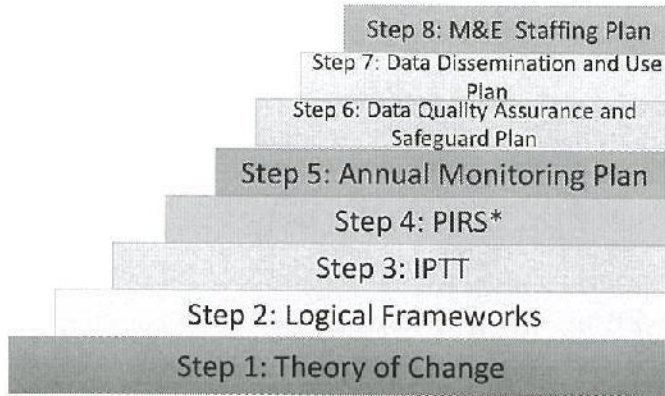
\*PIRS: not specifically covered in FANTA workshop but a key component of a M&E Plan

## What you will learn from the M&E Plan Workshop? (TOPS, Feb 2015)

- Theory of Change
- Logical Frameworks
- IPTT (Indicator Performance Tracking Table)
- Performance Indicator Reference Sheets (PIRS)
- Annual Monitoring Plan (AMP)
- Data Quality Assurance and Safeguard plan
- Data Dissemination and Use Plan
- M&E Staffing Plan and Capacity Development Strategy

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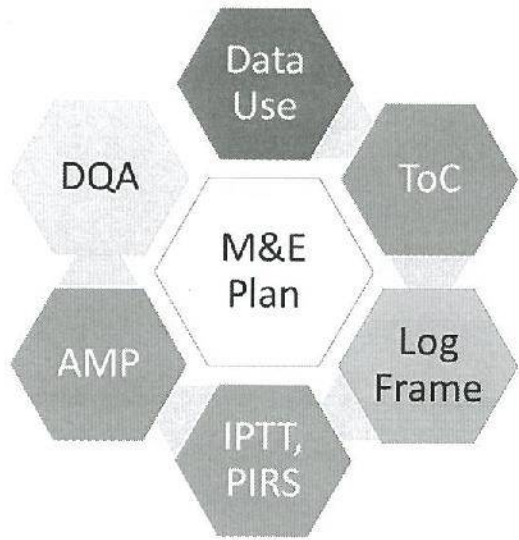
# TOPS and FANTA workshops build on each other



\* Not specifically covered in FANTA workshop but needed for the M&E Plan

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How it all fits together



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## How the workshop is organized

- Days 1-5 AM: Information Sharing about the new Guidance
- Days 1-5 PM: Technical Assistance to help teams produce draft elements of the new M&E Plan



## How the workshop is organized

- Day 1: Orientation and application
- Day 2: Annual Monitoring Plan
- Day 3: Data Quality Assurance and Safeguard Plan
- Day 4: Data Dissemination and Use Plan and M&E Staffing Plan and Capacity Development Strategy

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Distribute checklist (short and long form); note that the short form includes the basic four reports with the short headings of each element in the four reports. The rest of the checklist provides more detail on the content in each report. Along with this checklist, the team will also be distributing optional outlines for each of the four reports. Your organization may already have other formats that they use; FFP does not yet have formats or templates, so you have more flexibility this year.

## Everything old is new again

- FFP has new requirements to add to the M&E plan
- Most organizations have had something similar in the past (how to check your data, how to make sure staff have the right skills, etc.)
- This training provides an orientation to FFP's approach to these new requirements.

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Ask what sorts of formats or approaches the cooperating sponsors may have used in past programs for annual monitoring or for data quality.

## The Checklist and the Notebook

- The checklist and the notebook are organized in the same way.
- The major headings are on the first page of the checklist.
- The smaller sub-sections are part of the following pages and provide more detail.

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## Things to remember

- Expected to submit your M&E plan in 30 calendar days following this workshop
- The M&E plan is a living document (needs to be reviewed at least annually, and revised as needed)

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## Workshop Rules

- Provide Feedback: This is a work in progress!
- Kill your cellphone and email because you are important!

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# Activity 1.6

## Module 2.2



# 2.2. Annual Performance Monitoring Plan (AMP)

TOPS M&E Plan Workshop

Blantyre, Malawi

February 9-13, 2015

## Overview

### Overview of Annual Performance Monitoring Plans (AMPs):

- Why do we need one?
- What is it?
- What does it include?



## Why do we need an AMP?

- Every year, your project will need to submit annual indicator data to FFP via the Food for Peace Management Information System (FFPMIS) in two places:
  - Annual Results Report: Standardized Annual Performance Questionnaire (SAPQ) section
  - Upload updated IPTTs with current FY values for all annual data
- To effectively and efficiently meet these requirements, you will need a detailed plan!

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Annual performance monitoring is an opportunity for FFP and awardees to analyze the progress and performance of activities in order to make programmatic changes and evaluate the relevance of the theory of change.

Partners are required to submit annual indicator data to FFP each year as part of Annual Results Report (ARR) submissions. Specifically, awardees must upload updated IPTTs that contain current FY values for all annual data. They must also submit data on FFP annual indicators through the Standardized Annual Performance Questionnaire (SAPQ) section of the ARR.

*The suggested skill level for attending this workshop should ensure that the participants are very familiar with SAPQs and IPTTs, however, if an individual requires additional information, links to guidance are included in the reportbook.*

## What is an AMP?

- A section of the post-award M&E plan.
- Describes the project's plan for collecting and processing data that will be reported for each annual indicator (FFP, Mission, and project-specific) in the project's IPTT.
- Reminder!
  - Due 30 calendar days after this workshop

Total time for submission of the full M&E Plan is 60 calendar days; FFP might modify this timeframe for subsequent awards if they compress the two workshops.

## What does an AMP include?

- Part I - 5.1. Routine monitoring systems
- Part II - 5.2. Beneficiary-based surveys
- Part III - 5.3. Coordination among consortium members
- Part IV - 5.4. Complex indicators
- Part V - 5.5. Description of data collection tools
- Part VI - 5.6. Data flow diagram
- Part VII - 5.7. Beneficiary databases

# Major elements of the AMP

## 5.1. Routine monitoring system

The routine monitoring system elaborates the data collection methods you use for your annual indicators. There are a variety of methods you have already identified in your DFAP, as well as in the documents you have already submitted to FFP as part of your M&E Plan. This element of the M&E plan is specific to the annual monitoring indicators and will probably be something that you can create using existing materials (from the M&E Plan, especially from PIRS).



## Part I - 5.1. Description of data collection methods for each annual indicator

- Annual indicators measure change among direct beneficiaries.
  - *Example: no. of people trained in village savings & loans*



Do not use population-based surveys to collect annual monitoring information without approval from FFP M&E specialist and AOR.

Annual indicators measure change among direct beneficiaries.

*Before mouse click, ask a participant to provide their interpretation of DIRECT beneficiaries.*

**Per FFP guidance:** *Direct beneficiaries include individuals, households; communities; institutions; micro, small and medium enterprises (MSMEs) that benefit directly from project intervention. This includes those who do not have direct contact with project staff but who are exposed to the intervention through direct, planned channels, e.g., those reached through cascade training or a facilitative approach.*

Rarely, and only with clear justification and approval of the AOR, should annual results be measured in the general population of the project's geographic activity area. Reasons for not using population based data are: expense, sampling (also note the census vs. sample issue), timing of information, rate of change. *Are there others?*

*Ask participants for examples of general population data that are inappropriate to use without AOR approval .*

## 5.1. Description of data collection methods for each annual indicator

- Annual indicator values should be derived from data collected from **all beneficiaries** participating in a particular project activity, **not a subset!**
- Rare exceptions may allow the project to reduce data collection to a subset
  - Only following case-by-case review
  - Sample and sampling methodology needs approval from FFP M&E specialist and project AOR
  - Justification for reduced sampling must be described in Annual Monitoring Plan.

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The annual indicator values are typically derived from data collected for all beneficiaries, not a subset. The number of beneficiaries may change each year, as new communities come on-line for different project activities.

*Facilitator emphasize that annual reporting based on only a sample of the direct beneficiaries or outputs is generally undesirable and will be considered only on case-by-case. The distinct differences between routine monitoring systems and beneficiary-based surveys are discussed later in this session.*

Reporting based on a sample and the sampling methodology must be approved by the project's AOR after review by the FFP M&E specialist responsible for the project.

In these exceptional cases, the justification for the reduced sampling, the sampling frame and selection process must be described in this section.



## 5.1. Description of data collection methods for each annual indicator

- Accepted methods to collect data for annual performance indicators:
  - **Routine monitoring systems**
    - FFP-preferred
  - **Beneficiary surveys**
    - Typically only for indicators for which data collection through routine monitoring is not feasible or reliable
    - Only after very specific approval process
  - **Combination of methods**

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As mentioned, in the annual monitoring section of your M&E plan you will need to describe the project's plan for collecting and processing data that will be reported for each annual indicator (FFP, Mission, and project-specific) in the project's IPTT. To do this, you first need to describe the methods you will use to collect the data. Reminder: you have already done this as part of the PIRS.

Generally, awardees may collect annual performance indicators through routine monitoring systems, beneficiary surveys, or a combination of these modalities. Different approaches may be necessary for different indicators.

**Routine monitoring systems** make use of data collected routinely as part of the implementation or the project M&E processes. FFP prefers routine monitoring systems to beneficiary surveys, as they are usually less resource intensive and provide ongoing feedback on project performance at regular intervals. FFP strongly encourages partners to develop routine monitoring processes that capture and report data throughout the year so that annual reporting values for all or most indicators can be derived from these data.

**Beneficiary surveys** are specifically designed and implemented for the purpose of annual reporting. Projects should consider annual beneficiary surveys only for those indicators for which data collection through routine monitoring is not feasible or reliable. Examples are when the project takes a facilitation approach and has little direct contact with beneficiaries, and for some indicators, especially outcomes, that can be assessed more accurately through direct observation.



## 5.1. Description of data collection methods for each annual indicator

- Rationale
- Method(s) of collection
- Staff roles and responsibilities
- Community members' roles and responsibilities (for community-based monitoring)
- Timing and frequency of data collection
- Instruments and tools that will be used
- Summaries and analyses that will be made across sites
- Data bases to maintain the data

The Project and Operational Performance Support (POPS) Program was made possible by the generous support and contribution of the American people through the U.S. Agency for International Development (USAID). The contents of this presentation do not necessarily reflect the views of USAID or the United States Government.

*This is an overview slide. More details on each required component are provided in subsequent slides.*

The methodology described for Routine Project Monitoring Systems (i.e., regular and ongoing information collected directly from beneficiaries, project recipients or implementation area for the purposes of the awardee) must include the components listed on the screen.

Your Performance Indicator Reference Sheets (PIRS) should already include the definitions and data collection processes for all indicators in your IPTT. The AMP highlights those indicators that are reported annually. If you do not already have PIRS, the work on the AMP will give you a head start in completing those.

*Facilitator: Stress that the promotion of routine monitoring systems is relatively new for FFP. These systems are very different from annual surveys. The systems are not, however, new to most of the implementing partners!*

## Part II - 5.2. Required process for annual beneficiary-based surveys

- Prior to survey implementation, the AOR must approve the survey SOW that outlines:
  - Justification for using a survey instead of data collection methods
  - Sampling methodology
  - Awardee and/or external contractor responsibilities and qualifications
  - Timeline for activities and deliverables.
- FANTA will soon have detailed guidance on annual surveys

The In-Person and Operational Performance Support (IPPS) Program was made possible by the generous support and contribution of the American people through the U.S. Agency for International Development (USAID). The contents of this presentation do not necessarily reflect the views of USAID or the United States Government.

If the awardee elects to conduct annual beneficiary-based surveys, the AOR must approve the survey SOW prior to implementation of the survey. The beneficiary-based survey SOW must include the components listed on the screen.

Annual monitoring surveys should collect data **only** from project beneficiaries. Many FFP projects include numerous interventions, each of which benefits different individuals, households, and communities. Therefore, when designing an annual survey, a sampling frame must be developed for each set of beneficiaries affected by that indicator. It may be that you determine that you need to do an annual survey when routine monitoring demonstrates some inconsistencies or requires additional contextual information.

*Facilitator, emphasize that FANTA detailed guidance on annual surveys is forthcoming. This is currently available in draft and could be used for consultation on the process.*

*Facilitator, emphasize that the decision to carry out an annual survey must be based on an in-depth review of specifically why it is needed. These surveys are quite complicated and the project will likely need external assistance---many projects do not have the technical capacity to carry out such a survey. Many FFP projects include numerous interventions, each of which benefits different individuals, households, and communities.*

*Additionally, beneficiary-based surveys are quite costly. If this method of monitoring is selected, the M&E budget must adequately reflect the required costs.*

*In summary-Think critically about which method is most appropriate for your project and IPTT indicators!*



## 5.2. Required elements in the AMP for beneficiary-based surveys

- Rationale
- Survey methodology
- General sampling plan for each method used as applicable
- Sampling frames
- Timing of data collection
- Instruments and tools that will be used
- Technical capacity (Submit TOR for any external assistance)

If AOR approval for an annual beneficiary-based survey is obtained, an updated Annual Monitoring Plan section must describe:

- Purpose of survey and rationale;
- Survey methodology (i.e., quantitative or mixed methods);
- General sampling plan for each method as applicable (i.e., quantitative and qualitative);
- Sampling frames;
- Staff roles and responsibilities;
- Timing of data collection;
- Type of instruments and tools that will be used (e.g., paper and pen, electronic, etc.)
- Technical capacity: Submit Terms of Reference for external technical assistance

*A data analysis plan can be a helpful addition to this section so it is clear how you will use the information. This helps the people reviewing the survey methodology. Rule of thumb for any indicator or survey is that anything with a human face should be gender-disaggregated.*



## Part III - 5.3. Coordination among Consortium Partners

- For partnership and consortium-managed awards:
  - Describe how individual partners share responsibilities for data collection processes and indicator reporting
  - Standardization of forms, timing, etc.
  - Identify where responsibility lies for finalizing the indicator values.
  
- **NOTE!** The methods and responsible parties for collection, aggregation, manipulation, and reporting *may differ for different indicators.*

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## Part IV - 5.4. Complex Indicators (such as)...

- **Indicator #8 (4.5-16, 17, 18):** Gross margin per hectare, animal, or cage of selected product
- **Indicator #9 (4.5.2-5):** Number of farmers and others who have applied improved technologies or management practices as a result of USG assistance
- **Indicator #15 (4.5.2-2):** Number of hectares under improved technologies or management practices as a result of USG assistance
- **Indicator #16 (4.5.2-23):** Value of incremental sales (collected at farm level) attributed to Feed the Future implementation

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If your IPTT includes these agriculture indicators, be sure to read the Feed the Future guidance document. These indicators require very specific measurement and collection processes and staff and volunteers will need to be trained accordingly.

[http://agrilinks.org/sites/default/files/resource/files/FTF\\_Agriculture\\_Guide\\_Jan2014.pdf](http://agrilinks.org/sites/default/files/resource/files/FTF_Agriculture_Guide_Jan2014.pdf)

## 5.4. Additional Support?

- Where can you go for help with complex indicators, such as Feed the Future?
- HQ M&E?
- Regional M&E?
- FFP M&E?
- TOPS M&E?
- FANTA M&E?

## Part V - 5.5. Data collection tools

- Include standardized tools used to ensure consistency across similar data
  - Efficient integration of data from routine monitoring relies on all partners using the same set of tools within a single project.
- Provide rationale for use of any non-standardized tools across partners or locations within a single project

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The Annual Monitoring Plan section must describe tools for collecting data for performance monitoring indicators.

To assure consistency, to the extent possible, similar data should be collected using tools that are standardized within the project application.

- Tools may not be consistent across partners' / country projects, but **MUST** be consistent across partners of a **single project**. Develop one set of tools for all partners to use so that all project data can efficiently integrated .

Reasons for any use of non-standardized tools, e.g., with different tools used by sub-partner or at different locations, must be included in the Annual Monitoring Plan.

Partners must attach data collection tools as an annex to the M&E Plan. Note: FFP recognizes that data collection tools may not be fully developed or refined at the time the M&E Plan is first submitted. Nevertheless, draft tools (identified as such) should be included with the initial submission, and revised, final forms must be submitted to replace earlier versions before project staff use them.



## 5.5. Data collection tools

- Plan for finalizing tools (if they are not completed), and a periodic review. Attach all data collection tools in English as an annex to the M&E plan
- Provide AOR with updated tools, if revised, for review prior to use, with an explanation for the change

Partners must attach data collection tools as an annex to the M&E Plan.

Note: FFP recognizes that data collection tools may not be fully developed or refined at the time the M&E Plan is first submitted. Nevertheless, draft tools (identified as such) should be included with the initial submission, and revised, final forms must be submitted to replace earlier versions before project staff use them. Changes to the data collection tools should also be date-indicated so that any changes to analysis and interpretation will also be clear.

## Part VI - 5.6. Data flow diagram and narrative

- Include a **data flow diagram** showing the flow of data from collection point to final reporting.
- Provide an accompanying **narrative** to describe the processing accomplished at each point and the frequency and timing of movement between points.
- Document any differences from standardized procedures and include the rationale.

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The Annual Monitoring Plan should include a diagram showing the flow of data from data collection point through the various offices or individuals that verify, aggregate, disaggregate, enter data into electronic devices and otherwise process the data to derive the values that are finally reported to FFP. Accompanying narrative should describe the nature of processing accomplished at each point and the frequency and timing of movement between points.

The plan should also show how any differences from standardized procedures or anomalies that occur during the course of the process would be captured and documented. Such differences and anomalies should be documented so that they can be highlighted in the annual results report (ARR).