INFORMATION BULLETIN (FFPIB)

Date: August 8, 2007

MEMORANDUM FOR ALL FOOD FOR PEACE OFFICERS AND COOPERATING
SPONSORS

TO: USAID/W and Overseas Distribution Lists; FFP Cooperating Sponsors

FROM: DCHA/FFP, William P. Hammink, Director

SUBJECT: New Reporting Requirements for Food for Peace

FFPIB 07-02

1. Summary

In 2006, the Office of Food for Peace (FFP) adopted a Strategic Plan covering the years 2006-
2010[1]. A new set of indicators was developed to track the progress of this strategy.
Accordingly, some changes have been made in reporting requirements applicable to Title II
programs.

Multi-Year Assistance Programs (MYAPs) are still required to have comprehensive monitoring
and evaluation (M&E) systems, including: measurable objectives, an Indicator Performance
Tracking Table (IPTT) with annual monitoring and impact indicators, baseline data, mid-term
and final evaluations, a plan for data collection and use, and environmental impact monitoring, if
applicable.

In addition to the IPTT, there are now two other methods for FFP to collect results data from
Cooperating Sponsors (CS). All MYAPs and Single-Year Assistance Programs (SYAPs) are
required to submit the Summary Request and Beneficiary Tracking Table each year with their
annual Results Report.[2] It contains data on projected and actual numbers of beneficiaries, per
technical sector. The second method that was implemented in fiscal year (FY) 2007 is the
Standardized Annual Performance Questionnaire (SAPQ). Each year, Title II CSs will be asked
to submit a completed SAPQ to FFP at the same time as their annual Results Report. The SAPQ
is a reporting form that collects data across a number of standard indicators, depending on the
content of each program, allowing FFP to aggregate results across countries and respond to its
stakeholders in the U.S. Government, including Congress. CSs are advised to identify which of
the required standard indicators apply to their program and integrate them into their M&E system
(and IPTTs, in the case of MYAPs).

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[1] Available online at http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffp_strategy.2006_2010.pdf
[2] An updated version of this table will be available in September 2007, for use by both SYAP and MYAP partners.

The SAPQ collects data on certain standard *annual monitoring indicators* and *impact indicators*, depending on the nature of a program's activities. MYAPs awarded in FY 2007 forward are required to report (each year) on all of the *annual* indicators that are applicable to their programs and on the applicable *impact* indicators in the appropriate years. MYAPs awarded prior to FY 2007 and all SYAPs are asked only to provide the data if they have it available. For many SYAPs, the majority of the SAPQ questions will not be applicable. SYAPs should, however, still fill in the relevant sections of the SAPQ.

The table below summarizes the required standard indicators. *Annual* data is expected to be based on regular monitoring of beneficiaries, whereas the collection of data for *impact* indicators (baseline and final evaluation) is expected to be based on a sample survey representative of the targeted population. MYAPs' M&E systems should contain the applicable indicators below, including the exact age groups and types of beneficiaries (individuals *vs*. households *vs*. communities) described. These indicators must be measured exactly as they are formulated. No modifications or substitutes will be made as FFP wants to collect standard data across programs.

If a program …	… then the CS is required to report in the SAPQ on:	
	Annual Indicators **A full census or a representative sample of beneficiaries**	**Impact Indicators** **A population-based representative sample survey, reported at baseline and final evaluation**
(a) implements activities to improve the health and nutrition *status* of program beneficiaries	• Child nutritional status using any one or more of the following anthropometric indicators. CSs should report on the anthropometric indicators and age groups most appropriate to their program: stunting (height-for-age), underweight (weight-for-age), wasting (weight-for-height), weight gain, growth faltering (trend of weight gain), body mass index (BMI), or middle-upper arm circumference (MUAC). • The number of beneficiaries (individuals) reached during the FY, per indicator	• Height-for-Age in children 6-59 months of age • Number of children 6-59 months of age in the target population and • Weight-for-Age in children 0-59 months of age • Number of children 0-59 months of age in the target population
	Accurately weighing and measuring children is important. CSs are encouraged to use the Anthropometric Indicators Measurement Guide, available at: http://www.fantaproject.org/publications/anthropom.shtml.	
(b) implements activities to improve health, nutrition, or hygiene *behaviors*	• One or more of the following standard behavior change indicators • The number of beneficiaries (individuals) reached during the FY, per indicator | **Human Capacity Objective**	**Behavior Change Indicators**
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To reduce the prevalence of chronic undernutrition among young children	% of children 0-6 months of age exclusively breastfed % of children 6-23 months of age with 3 appropriate infant and young child feeding practices (continued breastfeeding, age-appropriate dietary diversity, age-appropriate frequency of feeding) *Ref. KPC Module 2* % of caregivers demonstrating proper personal hygiene behaviors* % of caregivers demonstrating proper food hygiene behaviors* % of caregivers demonstrating proper water hygiene behaviors* % of caregivers demonstrating proper environmental hygiene behaviors*
To help prevent, treat	% of PLHIV eating the recommended # of times per day % of PLHIV eating the recommended number of food		

	and mitigate the impact of chronic diseases such as HIV/AIDS and TB	groups % of caregivers using diet appropriately to help manage symptoms or the side effects of medication % of caregivers demonstrating proper personal hygiene behaviors* % of caregivers demonstrating proper food hygiene behaviors* % of caregivers demonstrating proper water hygiene behaviors* % of caregivers demonstrating proper environmental hygiene behaviors* % of participants completing DOT,S	
	To enhance the nutritional status of women	% of women who consume food rich in iron % of women who consume food rich in vitamin A % of women who consume food rich in calcium % of women taking iron or iron folate supplements in last 7 days	
	To improve health status and contribute to improved household nutrition through improved water and sanitation infrastructure and practices	% of caregivers demonstrating proper personal hygiene behaviors* % of caregivers demonstrating proper food hygiene behaviors* % of caregivers demonstrating proper water hygiene behaviors* % of caregivers demonstrating proper environmental hygiene behaviors*	
	* The specific behaviors that comprise these indicators are to be defined by the Cooperating Sponsor in their M&E plan and included as a footnote to the IPTT.		
(c) implements activities to improve household access to food (e.g. programs in agriculture, micro-enterprise development, income generation and diversification)			• Number of months of adequate food provisioning • Household dietary diversity score • Number of households benefiting from activities to maintain or improve household access to food during the FY Indicator guides have been developed that provide a standardized questionnaire with data collection and analysis instructions for both of these indicators. It is important that Cooperating Sponsors follow standard methods in measuring these indicators. The indicator guides can be found at:

		http://www.fantaproject.org/focus/household.shtml
(d) provides farmers with agricultural extension/outreach services	• Number of farmers (individuals) that received extension/outreach services during the FY • Number of sustainable agricultural technologies being transferred • A list of those technologies • The minimum number of technologies that farmers are expected to adopt • The percentage of beneficiaries (individual farmers) who adopted that minimum number of technologies	
(e) assists communities to develop disaster early warning and response systems	• Total number of communities the CS plans to assist to develop early warning systems, over the life of the activity • Number of communities that had disaster early warning systems in place in the FY	
(f) assists communities to improve or develop physical infrastructure to mitigate the impact of shocks	• Total number of communities the CS plans to assist to improve or develop infrastructure to mitigate the impact of shocks, over the life of the activity • Number of communities that had improved infrastructure in the FY • A list of the kinds of infrastructure improved	
(g) assists communities to strengthen safety-nets to address the needs of their most vulnerable members	• Total number of communities the CS plans to assist to strengthen safety nets, over the life of the activity • Number of communities that had safety nets in the FY	
(h) helps strengthen community capacity	• Total number of communities the CS plans to assist to strengthen community capacity, over the life of the activity • A list of the components of community capacity that are being strengthened, choosing from a standard menu: governance structure, broad-based/equitable participation, transparency of operations, internal functioning, analysis and planning capacity, implementation capacity, external relations and advocacy, resource diversification, M&E, other • Number of communities that had strengthened community capacity in the FY	