



# **U.S. Agency for International Development**

## **Bureau of Democracy, Conflict, and Humanitarian Assistance**

### **Office of Food for Peace**

# **FY 2014 Annual Results Report Guidance**

## LIST OF ACRONYMS

ADS	Automated Directives System
AER	Annual Estimate of Requirements
AIDS	acquired immune deficiency syndrome
AOR	Agreement Officer's Representative (formerly agreement officer's technical representative or cognizant technical officer)
ARR	Annual Results Report
BEHT	Bill Emerson Humanitarian Trust
BMI	body mass index
CP	commodity pipeline
DEC	Development Experience Clearinghouse
DIP	detailed implementation plan
DQA	data quality assessment
FANTA	Food and Nutrition Technical Assistance III Project
FFA	Food-for-Assets
FFP	Office of Food for Peace
FFPMIS	Food for Peace Management Information System
FFP/M/R	Food for Peace/Mission and/or Regional Office, as appropriate
FFP/W	Food for Peace/Washington
FFPIB	Food for Peace Information Bulletin
FFT	Food-for-Training
FFW	Food-for-Work
FY	fiscal year (October 1 – September 30)
GPI	Gender Parity Sub-Index
GPRA	Government Performance and Results Act
HDDS	Household Dietary Diversity Score
HHS	Household Hunger Scale
HIP	Hygiene Improvement Project
HIV	human immunodeficiency virus
IY	implementation year
IDP	internally displaced person
IFRP	International Food Relief Partnership

IPTT	indicator performance tracking table
ITSH	internal transportation, storage, and handling
IR	intermediate result
LOA	life of award (same as LOP in FFPMIS until updated)
LOP	life of program (used in FFPMIS in select instances)
MAD	Minimum Acceptable Diet
MAHFP	Months of Adequate Household Food Provisioning
MGD	Millennium Development Goal
MT	metric ton
MTZ	monetization
NICRA	Negotiated Indirect Cost Rate Agreement
OMB	Office of Management and Budget
ORS	oral rehydration solution
OVC	orphans and vulnerable children
PIRS	performance indicator reference sheet
PLHIV	people living with HIV
PMTCT	Prevention of Mother-to-Child Transmission
PREP	pipeline and resource estimate proposal
PVO	private voluntary organization
SAPQ	standardized annual performance questionnaire
SO	strategic objectives
TB	tuberculosis
USAID	U.S. Agency for International Development
USG	United States Government
WEAI	Women's Empowerment Agriculture Index

## **Table of Contents**

I. Background, Purpose, and Applicability .....	5
II. Annual Results Report Deadline and Submission Process .....	6
III. Annual Results Report Format.....	7
IV. Annual Results Report Submission Requirements .....	8
V. Annual Results Report Components .....	10
ANNEX A – Standardized Annual Performance Questionnaire (SAPQ) .....	A-1
ANNEX B – Definitions for FFP Annual Results Report (ARR) .....	B-1
ANNEX C – Success Story Writing 101 .....	C-1
ANNEX D – Reference Documents and Websites.....	D-1
ANNEX E – List of ARR Templates.....	E-1

## **I. Background, Purpose, and Applicability**

The Annual Results Report (ARR) is an annual reporting requirement for current and recently closed Office of Food for Peace (FFP) awards implemented by private voluntary organizations (PVOs)<sup>1</sup> during the fiscal year (FY). Awardees that receive funding from the Food for Peace Act Title II, International Disaster Assistance (IDA) account, and Community Development Funds (CDF) are required to submit ARR. These include development food assistance projects, emergency food assistance projects, and International Food Relief Partnership (IFRP) grants.

ARRs are required to assist FFP with (1) understanding, assessing, and managing the performance of FFP projects at all levels; (2) meeting statutory requirements and management needs in compliance with the Government Performance and Results Act (GPRA) Modernization Act of 2010 and other external policies; and (3) providing information to relevant stakeholders, such as FFP and USAID missions and/or regional offices, the U.S. Government (USG) Feed the Future (FTF) Initiative, U.S. Congress, Department of State's Office of U.S. Foreign Assistance Resources (F), and Office of Management and Budget (OMB), among others. In addition, FFP development food assistance projects are considered part of FTF and, therefore, their indicator results are reported to the FTF Monitoring System (FTFMS) via the Food for Peace Management Information System (FFPMIS).

PVO awardees are required to submit an ARR for each FY during which activities were implemented, even if the food assistance project began late or expired early in the fiscal year and implemented few award activities or achieved limited or no results, and regardless of when funding or food aid commodities were provided.<sup>2</sup> An ARR covers results realized from award activities implemented only during the reporting FY. Note that fiscal years run from October 1 through September 30. For the FY 2014 ARR, for example, awardees should report on activities and results realized from October 1, 2013 to September 30, 2014. If activities were not implemented in the reporting fiscal year, e.g., due to late food aid commodity arrivals, awardees should discuss with the appropriate agreement officer's representative (AOR) which components of the ARR for the fiscal year should be included in the report.

For FY 2014 results reporting, FFP has revised the ARR guidance to improve the overall quality and consistency of information across projects and facilitate PVO awardees' annual reporting on project performance and lessons learned. The revised ARR includes an analytical narrative results report, lessons learned, success stories, and standardized annual project questionnaire (SAPQ). To improve user experience in annual performance data entry and reduce data entry errors this year, FFP has made significant improvements to the SAPQ module in FFPMIS.

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<sup>1</sup> To qualify as a PVO, organizations must be registered with USAID.

<sup>2</sup> Awardees with development projects issued during FY 2014 are required to submit an FY 2014 ARR. The only required ARR component for these projects is the SAPQ, which should include targets for the next three FYs.

Awardees are encouraged to coordinate with FFP throughout the life of the award to ensure fulfillment of reporting requirements. Questions about these requirements should be directed to the award's AOR.

NOTE: The Government Performance and Results Modernization Act (GPRAMA) requires that a data quality assessment (DQA) must occur for indicators, which are reported externally, sometime within the three years before submission. USAID Missions/Offices may choose to conduct data quality assessments more frequently if needed. Indicator data submitted through the ARR are therefore subject to a DQA. During a DQA, awardees may be requested to provide information related to the quality of the data provided, regardless of whether the food assistance project continues to be active.

## II. Annual Results Report Deadline and Submission Process

- The ARR is due **no later than 12:00 pm Eastern Standard Time on the first Monday in November. For the FY 2014 ARR, the deadline is November 3, 2014.** Exemptions from this deadline will only be granted under exceptional circumstances. **If exceptions are required, awardees must reach a written agreement for an alternate due date with the AOR at least one week before the due date.**
- Food assistance projects that expired prior to the end of the fiscal year and prior to the release of any updated guidance, if applicable, should follow the previous year's ARR guidance for reporting. Awardees must submit the project's final ARR by the above-stated due date for the reporting FY or within 90 days of the date of the project's expiration, whichever comes first.
- Questions related to the ARR and SAPQ may be directed to [FFPdocs@amexdc2.com](mailto:FFPdocs@amexdc2.com). Questions related to individual awards and performance should be directed to the award's AOR.
- Awardees are required to submit all ARR information through FFPMIS (<https://usaid-ffp.entellitrak.com>). FFPMIS Users' Guides can be found at (<http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-resources>). Questions or problems related to FFPMIS may be directed to the Help Desk at [FFPMIS\\_Support@devis.com](mailto:FFPMIS_Support@devis.com). The Help Desk hours are Monday to Friday from 9 am to 5 pm EST/EDT.
- In addition, awardees are required to upload to FFPMIS final reports from all evaluation- and research-related activities conducted during the reporting FY. Awardees must submit the reports even when these activities are conducted by third-party firms.<sup>3</sup> Examples of evaluation- and research-related activities are included in section V.2. If final reports for evaluation- and research-related activities are not available at the time of ARR submission, awardees should note this in the ARR

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<sup>3</sup>In addition to submitting through FFPMIS, FFP requires awardees to submit final reports and supporting documentation from all evaluation- and research-related activities to USAID's Development Experience Clearinghouse (DEC).

narrative and request to modify the ARR at a later date in order to upload them to FFPMIS.

- Within approximately two weeks of submitting an ARR, awardees should receive an ARR submission completeness check and/or comments from FFP. The awardee should revise and resubmit the ARR within one week of receipt of the comments and/or completeness check notification.
- Once an ARR is submitted, FFPMIS does **not** automatically notify the awardee when the submission status changes. Awardees must log into the site to see the current status of submission and are responsible for keeping track of status changes.
- The awardee must submit the ARR to USAID’s Development Experience Clearinghouse (DEC) within 30 days of the approval of the AOR’s ARR. For more information on DEC submission requirements, please refer to USAID ADS 540, the Development Experience Clearinghouse webpage, and/or the appropriate AOR. When submitting the ARR to the DEC, awardees should do the following:
  - under Document Type, select “Annual Report;”
  - under Primary Subject, select “Food Aid Programs;” and
  - under Additional Information, include the following text: “Add the following USAID Thesaurus Terms: Food for Peace Title II, Food Security, Maternal Child Health Care, Malnutrition, Child Nutrition, Maternal Nutrition, and Disadvantaged Groups.” Depending on the program’s activities and interventions, awardees can also include these thesaurus terms to the DEC submission: Development Assistance, Maternal Child Feeding Programs, Sustainable Agriculture, Livelihoods, Family Planning, Orphan and Vulnerable Children, Sanitation, Hygiene, Humanitarian Assistance, Disaster Recovery, Disaster Relief and Response, Displaced Persons, Natural Resource Management, and Poverty Reduction.
  - Upon submission of the ARR to the DEC, awardees are responsible for sending the link of the uploaded document(s) to the AOR.

### III. Annual Results Report Format

Awardees must submit all ARR information through FFPMIS through data entry or document upload (see section IV for more information). Documents that are uploaded to FFPMIS should be in a printer-friendly format, particularly Microsoft Excel tables. ARR’s that are not submitted according to the standards requested in this guidance will not be accepted and resubmission will be flagged in the completeness check notification

Please adhere to the following formats and guidance:

- The cover page of the ARR must include the following table:

Awardee Name and Host Country	
Award Number	
Project Name	

Submission Date	(mm/dd/yyyy)
Reporting Fiscal Year	FY 20XX
Awardee HQ Contact Name	
Awardee HQ Contact Address	
Awardee HQ Contact Telephone Number	
Awardee HQ Contact Email Address	
Host Country Office Contact Name	
Host Country Office Contact Telephone Number	
Host Country Office Contact Email Address	

- The ARR Narrative should be no more than 20 pages in length, excluding cover page, list of acronyms, photos, and attachments;
- All documents must be written in English;
- The narrative should be prepared in Microsoft Word in 12-point, Times New Roman font with one-inch margins, left justification, and a footer on each page with the page number, date of submission, award number, and food assistance project name; and
- Include an acronym list. Create acronyms only when necessary and easier for the reader.
- Avoid using jargons and technical terms specific to the project. The audience of the report includes staff from FFP, USAID Missions and Bureaus, USG agencies, and other stakeholders, who may not be familiar with the particular terms.
- Ensure that the report is reviewed through proper channels within the awardee's organization at headquarters and overseas to ensure the content and grammar are accurate.
- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper. Only the indicator performance tracking tables (IPTT) may be submitted on 8.5 x 14 inches, legal-sized paper.
- Data for the Monetization and Cost Recovery Tables, Beneficiary and Resource Tracking Tables, and SAPQ will be entered directly into FFP MIS.

#### **IV. Annual Results Report Submission Requirements**

Awardees should write the ARR to reflect important successes and challenges in implementing FFP food assistance projects during the reporting fiscal year. The ARR must include evidence of progress of award activities and results, targets for future fiscal years, and success stories and lessons learned about ways to improve the implementation of current food assistance programming.

A complete ARR will include all of the applicable components listed below and detailed in Section V. The table below shows, by type of award, which components are required (R) and



those that are required if applicable (RiA). Awardees should verify with the AOR whether RiA components apply for an award.

*Annual Results Report Components:*

1. ARR Narrative containing:
  - A. Annual Food Assistance Project Activities and Results
  - B. Lessons Learned
2. Attachments to FFPMIS:
  - C. Success Stories
  - D. Indicator Performance Tracking Table (IPTT)
  - E. IPTT Data Source Descriptions
  - F. Detailed Implementation Plan (DIP)
  - G. Expenditure Report
  - H. Technical Sectors Tracking Table
  - I. Program Design and Performance Reports
  - J. Supplemental Materials
3. FFPMIS Data Entry:
  - K. Monetization and Cost Recovery Tables
  - L. Standardized Annual Performance Questionnaire (SAPQ)
  - M. Beneficiary and Resource Tracking Tables

**Table 1: ARR Requirements by Project Type**

Component	Attachment or Data entry	Development Projects	Emergency Projects	IFRP
A. Annual Food Assistance Activities and Project Results Narrative	Attachment	R	R	R
B. Lessons Learned	Attachment	R	R	R
C. Success Stories	Attachment			
D. IPTT	Attachment	R	RiA	
E. IPPT Data Sources	Attachment	R	RiA	
F. DIP	Attachment	R		
G. Expenditure Report	Attachment	R		
H. Technical Sectors Tracking Table	Attachment	R	R	R
I. Program Design and Performance Reports	Attachment	RiA	RiA	RiA
J. Supplemental Materials	Attachment	RiA	RiA	RiA
K. Monetization and Cost Recovery Tables	Data entry	RiA		
L. SAPQ	Data entry	R		
M. Beneficiary and Resource Tracking Tables	Data entry	R	R	R

## **V. Annual Results Report Components**

A complete ARR includes the timely submission of each component detailed below, provided in this order and with corresponding titles. Reference should be made to any sections of the approved award document or previous ARR(s) that are relevant to an issue or point addressed in the narrative (include page number and/or section references). Please include only the information requested. If any component is not relevant to the food assistance project, the awardee should state that the section is not applicable (N/A) and explain in the ARR Narrative.

The ARR should focus on reporting a food assistance project's progress (or lack of progress) against the approved plan and targets during the reporting fiscal year, using approved award objectives and performance indicators. The narrative should include discussion of results as reported in the program's IPTT.

Awardees may briefly discuss progress to date or results achieved over the life of award (LOA), *but emphasis must be on the reporting FY*. If the awardee submits quarterly reports as part of the award requirements, note that the ARR should cover the project's progress and results for the entire fiscal year—not just during the final quarter. The ARR replaces the fourth quarter report for the fiscal year; a separate quarterly report for the fourth quarter is not required.

### **1. ARR Narrative**

#### **A. Annual Food Assistance Project Activities and Results**

FFP requests that awardees consider the following in preparing the ARR:

- The ARR is a performance reporting tool; therefore, the awardee must present and analyze the activities and results against planned activities and targets or the annual plan approved in the Pipeline and Resource Estimate Proposal (PREP) for the reporting fiscal year. For emergency projects and IFRP grants, the activities and results must be analyzed against the plan proposed in the application and approved by FFP.
- The narrative must also include the number of individuals—disaggregated by sex—who benefited directly from the project. Note that the number of direct beneficiaries will be different from the number included in the Beneficiary Tracking Table. The tracking table requires awardees to count individuals in each program element from which s/he or it received direct benefits and therefore duplicates the number of beneficiaries (refer to information on the Beneficiary and Resource Tracking Tables in section V.3 below).
- The narrative ARR, SAPQ, and IPTT collectively complete the awardees annual performance reporting requirements. While the SAPQ and IPTT allow awardees to report indicator targets and disaggregated annual results, the ARR narrative contains an analysis and interpretation of the data presented in the SAPQ and IPTT to help understand the project's story during the reporting FY. The narrative

should look at what services were provided by the project; what was the quality of services; how outputs influenced practices, behaviors or systemic changes; and who benefited from the project activities. The awardee does not need to present indicator results in the ARR narrative but must refer to the specific indicator(s) from the SAPQ and/or IPTT. The presentation of the results may be provided in tabular form and should include all the relevant disaggregated indicators or indicator information (e.g., sex, age, and implementing partner) needed in order to understand the context and analysis of the results.<sup>4</sup> The analysis should take into account the project's design logic and use the results to demonstrate the incremental changes (if any) between outputs and outcomes. The analysis should highlight important differences in results across geographic areas, sex of beneficiaries, other relevant sub-groups, and, when in a consortium, implementing partner(s).

- Organize the narrative by the components of the Results Framework (strategic objectives (SO), intermediate results (IR), and sub intermediate results (Sub IR)) or Logical Framework (purpose, sub-purposes, immediate outcome, and outputs). In addition to the project design logic components, please report on gender integration, commodity, cash and voucher management, internal and external coordination, monitoring and evaluation, and learning.
- Identify the indicators that significantly over- or under-performed and provide an analysis, corrective action, if applicable, and explanation for the need to adjust future targets. Significant is defined as any indicator with a result of less than or greater than 10 percent of the targeted result.<sup>5</sup> Please note that any proposed revisions to additional activities, implementation areas, and future targets must be approved by the AOR in a subsequent PREP request or award extension. Awardees may not change activities, implementation areas or targets in the ARR.
- Provide adequate information to understand the perceived logical relationships among activities, outputs, and outcomes, given that presenting a single indicator value may not be enough to understand a story. Analysis should include discussion about underlying assumptions and contextual factors on which the project design depends and their continued relevance to the project. Any deviations from the original project design should be identified. Please note that if the original project design logic is no longer relevant or requires substantial

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<sup>4</sup> For example, if the project provided training on improved agricultural techniques in the reporting year, it is also important to highlight the result of the training. The narrative should identify how many farmers applied the acquired techniques and describe what the results were.

<sup>5</sup> For indicator values expressed as proportion, the difference between the FY target and achievement is greater or less than 10. For indicator values expressed as number, the difference in percent between the FY target and achievement is greater or less than 10.

revision, and the award will continue beyond the reporting FY, the awardee must consult with the AOR on how to move forward.

- The ARR for emergency projects should describe how the strategies and activities helped to accelerate the establishment and/or reestablishment of beneficiaries' livelihoods and self-sufficiency, such as resettlement or rehabilitation. It should describe the change in context and situation over the reporting period, and how activities and objectives evolved and changed in response.
- Report on new initiatives, innovations (e.g., approaches, methods, tools, and processes), and collaborations with other stakeholders and include the implications, challenges, and plan to move forward. Since a detailed plan will be presented in the PREP, a brief summary of these in the ARR should suffice.
- Describe how the management of the project has facilitated its implementation and discuss any major challenges in project management and/or consortium management during the reporting year that might have hindered implementation.

## **B. Challenges, Successes, and Lessons Learned**

The ARR should describe how the project used monitoring data, site visits, cross visits, meetings and workshops, baseline report, mid-term evaluation report, and staff insights to learn lessons. What were the significant lessons learned during the reporting period and how were they applied?

Awardees should describe any challenges, successes, and lessons learned from activities implemented during the reporting fiscal year. Awardees should relate how these lessons learned apply to the specific activities, overall objectives, and progress.

The awardee should also describe lessons learned on the progress towards gender integration in the project. This section should note not only successes, but also challenges and constraints that the project will need to address to achieve the objective of gender integration to promote gender equality as a result of project activities.

In presenting challenges, the awardee should identify and describe the obstacle, including primary stakeholders, factors contributing to the challenge, timing and means of identification, steps taken (or in the process of being taken) to address the issue, and resolution or lessons learned if applicable.

In presenting successes, the awardee should identify and describe the achievement, including primary stakeholders, factors contributing to the success, how the program will build on or leverage the success for future activities, and any lessons learned if applicable.

The lessons learned should reflect new lessons, although they may be modifications, expansions or limitations on lessons reported in previous years. They should not repeat ideas that are already

generally known (e.g., the idea that sustainability needs to be built into a project from the start). The ARR should discuss how the lessons learned will be applied to the project going forward (i.e., which changes will be made to the project as a result of the lessons learned); what is the plan to internalize the learning; and how will the awardee share the lessons learned with other stakeholders.

## **2. Other Attachments in FFPMIS**

The following attachments should be submitted in conjunction with the narrative provided above, as applicable. Please note that the letters for the following subsections correspond to the letter of the ARR attachments.

### *C. Success Stories*

As per USG guidance, success stories are optional; however, they are very valuable in telling FFP's story. Awardees are encouraged to provide this input for public diplomacy and public outreach purposes. Please follow the guidance for success stories in Annex C.

### *D. Indicator Performance Tracking Table (IPTT)*

Awardees should include a complete IPTT with indicator results added for the reporting FY. The IPTT for FFP development projects must include targets for the next three future FYs. For example, an IPTT submitted for FY 2014 would include targets for FY 2015, 2016, and 2017. (Note: Projects with less than three years remaining in their awards should include targets for the remaining FYs.) The IPTT must include results and targets for each disaggregated indicator by category. Numbers in the IPTT must match corresponding numbers presented in the ARR Narrative and, when applicable, in the SAPQ.

### *E. IPTT Data Source Descriptions*

Awardees should describe how data presented on the IPTT was collected for the reporting fiscal year. Most commonly, this will be a report or other document describing how the awardee used an annual monitoring survey and/or routine monitoring data to calculate indicator values. The narrative should describe the methods used for the survey and/or to apply routine data monitoring. The narrative should include a description of sampling and timing of collection. For indicators that are presented as percentages, the number of beneficiaries, sites, and/or households sampled for each indicator (i.e., the denominator) should be presented. For disaggregated indicators, the number in each category should be shown.

### *F. Detailed Implementation Plan (DIP)*

Awardees should attach the DIP(s) submitted with the approved PREP(s) for the reporting FY. For some food assistance projects, the reporting FY may cover two

implementation years—each with a separate DIP. In those cases, the awardee should submit the DIPs for the two implementation years.

### *G. Expenditure Report*

The expenditure report in the ARR should detail approved budget and actual expenditures for the reporting FY, in addition to estimates of expenses accrued during the year. For some food assistance projects, the expenditure report may detail expenditures from two implementation years. For example, for a five-year development food assistance project that began in April, the first fiscal year expenditure report would include the start of the project, April 1 through the end of the fiscal year on September 30. The second expenditure report would include expenditures during the rest of the first implementation year (October 1 to March 31) and the start of the second implementation year (April 1 to September 30).

### *H. Technical Sectors Tracking Table*

The Technical Sectors Tracking table should be prepared using the format provided in the attachment. Awardees must indicate all the technical sectors and sub-sectors in which their emergency and development projects implemented activities during the reporting FY. If the project did not implement activities in a particular sector or sub-sector during the FY, the column for that sector or sub-sector should be marked “no” in the spreadsheet, even if these activities were included in the project’s approved PREP(s). Note that this is a tracking tool for FFP and that more boxes with “yes” responses is not better or even more desirable.

### *I. Program Design and Performance Reports*

As part of the ARR, awardees must submit the final reports, with all annexes, related to program design and performance conducted by the awardee or a third-party firm during the reporting FY. Examples of documents that must be submitted include baseline surveys, mid-term evaluations, final evaluations, gender analysis, formative research, barrier analysis, operational research, environmental monitoring reports, assessments, action plans, and/or case studies. If the final reports are not finalized and available at the time of ARR submission, awardees should note in the ARR narrative that these activities were conducted during the FY and, at a later date, request to modify the ARR in order to upload them to FFP MIS.

If the award receives an extension or is reduced in length, awardees may need to modify the timing and scope of the mid-term and final evaluations to reflect the change in duration. If such an adjustment was agreed upon by the appropriate AOR, please discuss the timing and coverage of such evaluations in the ARR.

### *J. Supplemental Materials*

Awardees must provide supplemental information only if it directly supports information requested in this guidance. This may include articles and/or photos, for example.

## **3. FFPMIS Data Entry**

### *K. Monetization and Cost Recovery Data*

Please enter monetization and cost recovery data into FFPMIS based on the fiscal year. The monetization data enables the AOR to determine whether monetization proceeds are on target for the approved budget or whether changes are needed.

- i. **Life of Award (LOA) Analysis for Monetization Proceeds:** Awardees should include the LOA analysis for monetization proceeds data if the food assistance project includes monetization. LOA expenditures are expected to stay within approved LOA budget levels. The amount of monetization proceeds generated should match the awardee's monetization budget. Any inconsistencies should be discussed with the appropriate AOR and highlighted in the ARR narrative.
- ii. **Anticipated Monetization Proceeds and Cost Recovery:** Data on anticipated monetization proceeds and cost recovery are captured in a development food assistance project proposal or PREP submission. Awardees should leave this tab blank when submitting the ARR.
- iii. **Actual Monetization Proceeds and Cost Recovery:** Awardees should complete the actual monetization proceeds and cost recovery figures for the reporting year.

### *L. Standardized Annual Performance Questionnaire (SAPQ)*

Awardees should fully read the definitions and instructions included in Annex B for submitting an SAPQ. All FFP development food assistance projects are required to enter complete SAPQ data into FFPMIS as part of their annual results reporting. The SAPQ is a reporting tool used by FFP to collect standard indicator data across host countries and food assistance projects on an annual basis. In addition, indicator data from the SAPQ is reported to the FTF Initiative and included in FTF progress reports.

#### ***Projects awarded prior to or in FY 2011***

Development projects awarded prior to or in FY 2011 are required to report on all applicable (1) annual indicators based on actual performance during the reporting FY and (2) impact indicators in the appropriate years (i.e., the years when the baseline survey and final evaluation are conducted).

Awardees must provide data only for the indicators that exactly match the indicators in the SAPQ module in FFPMIS. The data entered must not reflect any modifications

or substitutes in the definitions because FFP will aggregate these standard data across all food assistance projects.

Deviation narratives are required for each indicator where the FY 2014 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. For projects awarded prior to or in FY 2011, awardees should include the deviation narratives in a separate Word document, as part of the ARR, titled “Deviation Narratives” and submitted in conjunction with other documents.

For additional information on FFP reporting requirements and indicator definitions, please refer to Food for Peace Information Bulletin (FFPIB) 07-02, *New Reporting Requirements for Food for Peace*; FFPIB 09-07, *Description of Food for Peace Awardee Reporting Requirements*; FFPIB 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*; the *FFP Standard Indicators Handbook*; and the *Feed the Future Handbook of Indicator Definitions*.

#### ***Projects awarded in and after FY 2012***

Development projects awarded in and after FY 2012 must do the following:

- (1) report on FFP required (R), required if applicable (RiA), and standard (S) annual monitoring indicators, based on actual performance during the reporting FY;
- (2) establish targets for annual monitoring indicators for the next three FYs; and
- (3) report on baseline and final evaluation indicators in the years when the baseline survey and final evaluation are conducted. Projects that conducted their baseline surveys during the reporting FY must also include final evaluation targets for those indicators.

While new awards made in the reporting FY will not have indicator results for the year, these awardees must submit targets for the next three FYs in the SAPQ. For example, for awards made in FY 2014, awardees must enter annual monitoring indicator targets for FY 2015, 2016, and 2017. These awardees will be able to modify these targets in FY 2015 after the approval of the project’s Logical Framework (LogFrame) and IPPT, which will be refined during the M&E workshop.

All FFP projects awarded starting in FY 2012 should reference the new list of FFP indicators to determine required and applicable indicators for which they are accountable.

Awardees must provide data only for the indicators that exactly match the indicators in the SAPQ module in FFP MIS. The data entered must not reflect any modification or substitutes in the definitions and data collection methodology because FFP will aggregate these standard data across all food assistance projects.



Awardees must provide deviation narratives for each indicator where the FY 2014 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. Awardees should enter deviation narratives in the comments area for the corresponding indicator in the SAPQ module in FFPMIS.

For additional information on FFP indicators, refer to the *FFP Standard Indicators Handbook* and the *Feed the Future Handbook of Indicator Definitions*. For additional information on FFP's reporting requirements, please refer to FFPIB 09-07, *Description of Food for Peace Awardee Reporting Requirements* and FFPIB 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*.

### *M. Beneficiary and Resource Tracking Tables*

Prior to entering data in the Beneficiary and Resource Tracking tables in FFPMIS, emergency and development project awardees should read and refer to the definitions for program elements provided below in Table 2. The Department of State and USAID jointly developed common definitions to describe and account for foreign assistance programs. The U.S. Foreign Assistance's Standardized Program Structure and definitions establish a consistent way to categorize and account for State-USAID managed assistance, including a set of commonly agreed definitions. The information provided in the Beneficiary and Resource Tracking Tables allows FFP to determine how food assistance resources are programmed and disaggregated by program elements and target groups in order to compare beneficiary projections with final results and respond to USG reporting requirements.

Based on the definitions in Table 2 below, awardees must report on all relevant program elements in which the project is implementing activities and assign beneficiaries and resources to each. In the Beneficiary Data table in FFPMIS, awardees must specify the number of planned and reached beneficiaries for each program element in the following categories: male; female; pregnant and lactating women; children 0 to 23 months; children 24 to 59 months; and children 5 to 17.9 years. (Note: An individual who benefits directly from multiple interventions within a program element should only be counted once. An individual who benefits directly from interventions in more than one program element should be counted once in each program element from which s/he or it received benefits.)

In the Resources table, awardees must assign resources expended under each program element during the reporting FY for the following funding categories: monetization proceeds; section 202(e) funds; internal transportation, storage, and handling (ITSH); CDF; IDA; Overseas Contingency Operations (OCO); Bill Emerson Humanitarian Trust (BEHT); IFRP; cost share; and other.

If an awardee received specialized food products from FFP during the reporting FY, the nutrition program element must be selected. In the Specialized Food Products table in FFP MIS, the awardee must report beneficiary numbers for the following specialized food products: A-20, A-28, A-29, Harvest Lentil Pro, Nutributter, RUSF, RUTF, and Supercereal Plus. For each specialized food product, the awardee must specify the number of planned and reached beneficiaries in the following categories: children 0 to 23 months male and female; children 24 to 59 months male and female; and other male and female.

**Table 2: Foreign Assistance Standardized Program Structure - Program Elements and Definitions Related to FFP Food Assistance Projects**

<b>Program Element</b>	<b>Definitions</b>
HIV/AIDS	Reduce the transmission and impact of HIV/AIDS through support for prevention, care and treatment programs.
Civic Participation	Strengthen the capacity of Civil Society Organizations (CSOs) for policy analysis, advocacy, coalition building, internal governance, membership representation and services, and engage in other activities aimed at fostering more peaceful and democratic societies. Areas of capacity building may include, but are not limited to, technical expertise, e.g. human rights, legal reform); CSO self-regulation, e.g. establishing NGO Codes of Conduct; organizational capacity, e.g. strategic planning, financial management and accountability, public relations, issue management, and outreach, revenue generation, accountable fundraising; and targeted advocacy training and technical assistance.
Maternal and Child Health	Increase the availability and use of proven life-saving interventions that address the major killers of mothers and children and improve their health status, including effective maternity care and management of obstetric complications; prevention services including newborn care, routine immunization, polio eradication, safe water and hygiene; and treatment of life-threatening childhood illnesses.
Family Planning and Reproductive Health	Expand access to high-quality voluntary family planning (FP) services and information, and reproductive health (RH) care. This element contributes to reducing unintended pregnancy and promoting healthy reproductive behaviors of men and women, reducing abortion, and reducing maternal and child mortality and morbidity.
Water Supply and Sanitation	Ensure broadly accessible, reliable and economically sustainable water and sanitation services for health, security, and prosperity. (Note that this element does not include the household behavior aspects found in Sub-Element 1.6.7 or water issues directly relating to Agriculture – found in Sub-Element 3.1.6.8 or water issues.)
Nutrition	Increase availability and use of proven nutrition interventions to reduce mortality, morbidity, and food insecurity, including nutrition education to improve maternal diets, nutrition during pregnancy, exclusive breastfeeding, and infant and young child feeding practices; fortified or bio-fortified staple foods, specialized food products, and community gardens to improve consumption of quality food; and delivery of nutrition services including micronutrient supplementation and community management of acute malnutrition. Strengthen host country capacity by advancing supportive nutrition and food security policies and improving nutrition information systems.
Basic Education	Improve early childhood education, primary education, and secondary education, delivered in formal or non-formal settings. It includes literacy, numeracy, and other basic skills programs for youth and adults.

Social Assistance	Cash or in-kind transfers to the poor or to those suffering from temporary shocks. Health services provided in-kind should be captured under the respective health element(s).
Agricultural Sector Capacity	Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices, expanded access to markets and credit, increased organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.
Strengthen Microenterprise Productivity	Support the start-up and expansion of self-employment and micro and small enterprises owned and operated by low-income people.
Natural Resources and Biodiversity	Conserve biodiversity and manage natural resources in ways that maintain their long term viability and preserve their potential to meet the needs of present and future generations. Activities include combating illegal and corrupt exploitation of natural resources and the control of invasive species. Programs in this element should be integrated with the Agriculture Area under Economic Growth and Conflict Mitigation and Reconciliation Area under the Peace and Security Objective, when applicable and appropriate.
Protection and Solutions	Ensure full respect for the rights of the individual and communities in accordance with the letter and the spirit of the relevant bodies of law (international humanitarian, human rights, and refugee law). This involves both legal and practical approaches for implementation in humanitarian situations, including efforts to ensure humanitarian access, incorporate protection strategies in assistance programming and other measures to reduce vulnerability and uphold human dignity for all victims of conflict and disasters. Activities included herein should be linked to relevant GJD/Human Rights elements.
Assistance and Recovery	Provide goods, personnel, services and assistance to meet basic human needs in order to foster transition from relief according to principles of universality, impartiality and human dignity. This element should be employed, when possible, as part of an integrated, coordinated and/or multi-sector approach.
Capacity Building, Preparedness and Planning	<p>Improve the ability of the USG, host countries and other partners to prepare for and mitigate the effects of disasters, including both natural disasters and complex emergencies, in a manner that accommodate varying physical, cultural and social abilities to move freely and access information and services.</p> <p>Activities under this component include any efforts to enhance the capacities of the USG (in Washington and in the field), humanitarian assistance providers, national host country authorities, and local communities to engage in disaster reduction and response activities. Activities consist of standardized and coordinated assessments, monitoring, information sharing, data and situational analysis, joint planning; enhancement of coping mechanisms, including the capacity to address adaptation to constantly changing situations on the ground including climate variability and climate change.</p>

**Bill Emerson Humanitarian Trust Reporting:** Should an awardee receive BEHT resources for unanticipated emergencies during the course of the LOA, the awardee is required to report BEHT metric tonnage and/or cash and target populations reached by BEHT resources for the reporting FY via the Beneficiary and Resource Tracking Tables in the ARR. Awardees should contact the appropriate AOR with any questions regarding BEHT and related reporting.

## ANNEX A

### Standardized Annual Performance Questionnaire (SAPQ)

#### Purpose

The SAPQ allows FFP to collect and aggregate standardized data across all FFP development food assistance projects and host countries on an annual basis. These data are aggregated so that FFP can report to the U.S. Congress, Feed the Future Presidential Initiative, and other stakeholders on annual project results.

The SAPQ is a reporting tool and is not used to evaluate individual food assistance projects. Awardees should only provide in the SAPQ the information requested in the manner requested.

#### Applicable Projects

The SAPQ is an annual data collection requirement for performance information for current and recently closed FFP development food assistance projects. **Indicator results reported in the SAPQ should be for all activities implemented in the most recent FY.** For example, current awards finishing a year of activities on September 30, 2014, as well as awards that ended in June 2014, should submit an SAPQ for FY 2014. While new awards made in the most recent fiscal year will not have indicator results for the year, these awardees should submit an SAPQ with future FYs' targets for annual monitoring indicators. For example, awardees with projects issued in July 2014 would submit an FY 2014 SAPQ with annual monitoring indicator targets for FY 2015, 2016, and 2017. In FY 2015, these awardees' SAPQ would include 1) FY 2015 results and FY 2016, 2017, and 2018 targets for annual monitoring indicators, 2) baseline indicator results, and 3) targets for final evaluation indicators.

#### Submission

Awardees should enter SAPQ data into FFP MIS (<http://usaid-ffp-training.entellitrak.com>) as part of the ARR submission.

#### Support and Questions

FFP MIS Users' Guides can be found at <http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-resources>. Questions or problems related to FFP MIS may be directed to the Help Desk at [FFPMIS\\_Support@devis.com](mailto:FFPMIS_Support@devis.com).

Questions directly related to the SAPQ may be directed to [FFPdocs@amexdc2.com](mailto:FFPdocs@amexdc2.com). Questions related to individual awards and performance should be directed to the award's AOR.

### SAPQ Instructions

#### Awardee Project and Contact Information

**Awardee Name(s):** Formal organization name or acronym is acceptable. If the food assistance project is implemented by a consortium, list the lead awardee name and include the names of the sub-awardees and/or partner organizations in parentheses.

**Host Country(ies):** Fill in the name of the host country(ies) where activities are implemented. In cases where one food assistance project operates in multiple countries or in a geographical region, please specify the region and list the applicable host countries.

**Project locations in host country:** List the first- and second-level administrative divisions in the country where activities took place.

**Awardee Contact Information:** Include the name, email address, address, and phone number of the main person(s) responsible for completing the food assistance project's SAPQ. Should additional information be required, FFP will contact this person(s).

### Definitions

- Age groups are inclusive. For example, "6-59 months" refers to children from 6 to 59.9 months of age or all children from 6 months to under 60 months of age.
- The indicators of number of months of adequate food provisioning (MAHFP) and household dietary diversity score (HDDS) are measured in particular ways that are explained in the "Definitions" in Annex A. If an awardee does not use the same method that is described, the data should not be included in the SAPQ.

### SAPQ General Instructions

- Awardees should refer to the SAPQ templates included as an attachment to this ARR guidance for additional information and data entry instructions for FFP indicators.
- Awardees should submit one SAPQ per food assistance project. If working in several different regions or provinces in one host country under a single development project, the awardee should submit a single SAPQ covering the entire project implementation area.
- Annual monitoring indicators are those for which the awardee collects data every year based on beneficiary monitoring. Baseline and final evaluation indicators are collected at the start and end of the project through a population-based representative sample survey.
- If the indicator data collected by the project does not exactly correspond to the particular FFP indicator, please do not provide that data. For example, if the project measures the prevalence of underweight among children aged 6-36 months, but the FFP indicator measures the prevalence of underweight for children aged 0-59 months, please do NOT provide the project's data.
- Awardees must enter into FFPMIS all indicator data from baseline studies and final evaluations, even when these activities are conducted by a third-party firm managed by the awardee or FFP.
- ***Development projects awarded prior to and in FY 2010*** should follow reporting requirements as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*.
  - These projects are required to report on the following impact indicators: stunting, underweight, months of adequate household food provisioning, and household

dietary diversity score, in the FYs in which the baseline and final evaluation are conducted.

- On an annual basis, these projects are required to report on all applicable annual indicators. In addition, these projects must report on the following required (R) and required if applicable (RiA) FFP indicators:
  - 34 (4.5.2 - 14): Number of vulnerable households benefiting directly from USG interventions;
  - 56 (3.1.9 - 1): Number of people trained in child health and nutrition through USG-supported programs;
  - 57 (3.1.9 - 15): Number of children under five reached by USG-supported nutrition programs; and
  - 58 (3.1.9.2 - 3): Number of children under five who received vitamin A from USG-supported programs.
- ***Development projects awarded in FY 2011*** should follow reporting requirements as per FFPIB 07-02 and FFPIB 11-03.
  - These projects are required to report on applicable impact and outcome indicators as per FFPIB 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*, in the years in which the baseline and final evaluation are conducted.
  - On an annual basis, these projects are required to report on all applicable annual indicators as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*. In addition, these projects must report on the following required (R) and required if applicable (RiA) FFP indicators:
    - 34 (4.5.2 - 14): Number of vulnerable households benefiting directly from USG interventions;
    - 56 (3.1.9 - 1): Number of people trained in child health and nutrition through USG-supported programs;
    - 57 (3.1.9 - 15): Number of children under five reached by USG-supported nutrition programs; and
    - 58 (3.1.9.2 - 3): Number of children under five who received vitamin A from USG-supported programs.
- ***Development projects awarded in and after FY 2012*** are required to report on required, required if applicable, and standard indicators in the list of FFP indicators issued on April 9, 2013. This list includes indicators for baseline, final evaluation, and annual monitoring.
  - These projects are required to report on applicable impact and outcome indicators in the years in which the baseline and final evaluation are conducted.
  - On an annual basis, these projects are required to report on required, required if applicable, and standard annual monitoring indicators, as per their approved IPTT.
  - For projects awarded in FY 2014, awardees must submit targets for the next three FYs in the SAPQ. These awardees will be able to modify these targets in FY 2015 after the approval of the project's Logical Framework (LogFrame) and IPPT, which will be refined during the M&E workshop.

- ***All development projects*** must include targets for indicator results for the next three FYs. For example, the SAPQ with indicator values for FY 2014 would include targets for FY 2015, 2016, and 2017. For future year targets, the awardee should provide the most current thinking on those targets. However, if changes to targets are made, the awardee should seek approval from the AOR prior to entering the new targets in the SAPQ.
- ***All development projects*** must include deviation narratives for each indicator where the FY 2014 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. For projects awarded prior to and in FY 2011, awardees should include the deviation narratives in a separate Word document titled “Deviation Narratives” and submitted in conjunction with the ARR narrative. For projects awarded in and after FY 2012, awardees must enter deviation narratives in the comments area for the corresponding indicator in the SAPQ module in FFPMIS.

## ANNEX B

### Definitions for FFP Annual Results Report

#### Accrual

Accruals are the estimated cost of goods and/or services or other performance received but not yet paid. Accruals help provide current information on the financial status of an activity(ies), agreement, or project.

#### Agriculture Technologies

Agriculture technologies refer to a number of techniques, tools, and practices employed in: 1) combining land, labor, capital, and knowledge to 2) produce, market, distribute, utilize, and trade 3) food, feed, and fiber products. Illustrative sustainable agriculture technologies may include, but are not limited to, low-input approaches, crop rotation, i.e., for soil fertility enhancement and/or pest management, intercropping, integrated farm systems (for example, tree-crop-fish pond-livestock systems), reforestation, water conservation and harvesting, cover cropping, green manure, effective composting, erosion control, improved seed varieties, non-invasive species, and integrated pest management. PVOs are free to define "technology." One approach, however, is to say that agricultural technologies are transferred as a *package* of technologies that, when used in combination, have a proven *desired outcome*, such as increased yield or reduced soil erosion or a decrease in post-harvest losses. For instance, an Integrated Rice System is a package designed to increase rice yields that consists of five technologies: seed selection, transplanting, water control, weeding, and fertilizing. Research shows that a 50 percent increase in yield if all five technologies are used, while the use of three or four of the technologies will increase yield, but not by 50 percent.

#### Annual Estimate of Requirements (AER) and Commodity Pipeline spreadsheet (CP)

An *Annual Estimate of Requirements* (AER) reflects a food aid project's proposed commodity needs for both direct distribution and monetization over the course of an implementation year. The *Commodity Pipeline* (CP), and corresponding Awardee Summary sheet, details how these food aid commodities, as well as dollar resources, will be programmed over a given implementation period. The *AER & CP* include a *Food Aid Ration Calculator* tab that disaggregates and justifies a food aid project's direct distribution commodity request.

#### Annual Results Report (ARR)

The Annual Results Report is a report required of all FFP awardees and details reports activities implemented and results in the fiscal year that just ended. ARR's are due no later than the third Monday in October. The final fiscal year ARR is due by the third Monday of October following the date of expiration of the food aid project, or within 90 days of date of expiration, whichever comes first.

#### Anthropometric Indicators

Anthropometry is the quantitative measurement ("metric") of the human body ("anthro"). Anthropometric indicators are measures of the absolute and relative variability in size, shape, and weight of the human body. Anthropometry follows a rigorous set of guidelines that include



standardization of the measurement techniques and uniform reference standards and cutoffs. Anthropometry is a widely used, inexpensive and non-invasive measure to assess and predict performance, health, and survival of individuals and reflect the economic and social well-being of populations. A technical guide to anthropometry can be found with the reference documents.

### **Beneficiaries**

For the purposes of reporting, beneficiaries are defined as direct beneficiaries. Direct beneficiaries are those who come into direct contact with the set of interventions (goods or services) provided by the project in each technical area. Individuals who receive training or benefit from project-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Note: all recipients are beneficiaries, but not all beneficiaries are necessarily food ration recipients. Services include training and technical assistance provided directly by project staff, and training and technical assistance provided by people who have been trained by project staff, (e.g., agricultural extension agents, village health workers). If cooperatives or organizations receive training or technical assistance from the project, all members of the cooperative/organization are considered direct beneficiaries. In a Food-for-Training (FFT) activity, the direct beneficiaries are those trained under the program. In a Food-for-Work (FFW) or Food-for-Assets (FFA) activity implemented as a stand-alone, (i.e., not as part of a wider set of interventions in the technical sector), direct beneficiaries are those who directly participate in the activity, (i.e., receive a ration, not all of those who use or benefit from the infrastructure/asset created, e.g., a road). If a FFW or FFA activity forms part of a set of activities in a technical sector, (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct beneficiaries include FFW participants and the farmers receiving the technical assistance and the two groups may overlap.

In the case of food rations, direct beneficiaries include the individual recipient in the case of individual rations, and the recipient plus his/her family members in the case of family rations.

Direct beneficiaries do not include those who benefit indirectly from the goods and services provided to the direct beneficiaries, e.g., members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by FFW; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes. Such individuals are considered *indirect beneficiaries* (see definition for Indirect Beneficiaries below).

### **Beneficiaries Reached**

Defined as contact with a beneficiary regardless of the number of times or amount of assistance received in a given program element.

### **Bill Emerson Humanitarian Trust (BEHT)**

A food reserve administered under the authority of the Secretary of Agriculture. This reserve is available to meet emergency humanitarian food needs in developing countries, allowing the

United States to respond to unanticipated food crises. Under the Food for Peace Act, as amended by the Agricultural Act of 2014, the Administrator of USAID oversees release and use of these funds.

### **Carryover**

Food aid commodities or funds unused during a fiscal year that are transferred to the budget or planning levels for the following financial or reporting year.

### **Communities**

This is intentionally left undefined so that projects may use their own definition of what constitutes a "community." A "community" could be a village, but it doesn't necessarily have to be. A community is meant to be a geographic grouping (e.g., neighborhood, village, or commune) and does not refer to a group of people who all have a similar characteristic, like women or farmers.

### **Community Capacity**

In this context, community capacity refers to a 'community's ability to govern itself; to organize, analyze, plan, manage, problem-solve, implement actions, and represent its interests and participate in broader fora. This goes beyond targeted efforts to strengthen communities in nutrition, agriculture, infrastructure, early warning, or other topics covered elsewhere in FFP guidance.

### **Direct Distribution Food Aid Commodities**

Food aid commodities that are provided directly to beneficiaries as in-kind take home rations or for on-site feeding (versus food aid commodities sold for monetization proceeds).

### **Disaster Early Warning and Response System**

A community-based system that identifies increasing stress or oncoming shocks, indicates when actions need to be taken, and identifies what the appropriate responses should be.

### **Exclusive Breastfeeding**

Exclusive breastfeeding means that an infant received breast milk (including milk expressed or from a wet nurse) and might have received properly prepared oral rehydration solution (ORS), vitamins, minerals, and/or medicines, but did not receive any other food or liquid. A proxy measure is the percentage of children under 6 months exclusively breastfed during the day preceding the survey.

### **Expenditure**

The sum total of disbursements and accruals in a given time period. Expenditures are estimates of the total cost incurred for a given agreement, activity, or project.

### **Female Empowerment**

When women and girls acquire the power to act freely, exercise their rights, and fulfill their potential as full and equal members of society. While empowerment often comes from within, and individuals empower themselves, cultures, societies, and institutions create conditions that facilitate or undermine the possibilities for empowerment. (ADS Chapter 205).

### **FFP Funding Sources - Emergency Resources**

FFP resources used to fund emergency response and disaster risk reduction-type activities. Emergency resources may be used in a development project for expanded safety net and asset protection activities that target populations suffering from transitory food insecurity during a shock or transition from an emergency situation, as well as to fund disaster risk reduction and early warning activities.

### **FFP Funding Sources - Development Resources**

Development resources are used in development projects for activities that target chronically food insecure populations. These activities include long-term safety nets and interventions to enhance human capacities, livelihood capabilities, and community resiliency and capacity. Activities may also include disaster risk reduction and early warning interventions.

### **Financial Services**

Financial services refer to services provided by formal or non-formal groups for the management of money. This includes credit (loans), savings, and insurance schemes run by for-profit, non-profit, and governmental organizations. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [[http://pdf.usaid.gov/pdf\\_docs/PNADZ580.pdf](http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf)].

### **Fiscal Year (FY)**

The U.S. Government's fiscal year begins October 1 and ends the following September 30.

### **Gender**

Gender is a social construct that refers to relations between and among the sexes, based on their relative roles. It encompasses the economic, political, and socio-cultural attributes, constraints, and opportunities associated with being male or female. As a social construct, gender varies across cultures, is dynamic and open to change over time. Because of the variation in gender across cultures and over time, gender roles should not be assumed but investigated. Note that gender is not interchangeable with women or sex (ADS Chapters 200-203).

### **Gender Analysis**

A gender analysis is an analytic, social science tool that is used to identify, understand, and explain gaps between males and females that exist in households, communities, and countries, and the relevance of gender norms and power relations in a specific context. Such analysis typically involves examining differences in the status of women and men and their differential access to assets, resources, opportunities and services; the influence of gender roles and norms on the division of time between paid employment, unpaid work (including subsistence production and care for family members), and volunteer activities; the influence of gender roles and norms on leadership roles and decision-making; constraints, opportunities, and entry points for narrowing gender gaps and empowering females; and potential differential impacts of development policies and programs on males and females, including unintended or negative consequences (ADS Chapter 205).

## **Gender Equality**

Gender equality concerns fundamental social transformation, working with men and boys, women and girls to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females (ADS Chapter 205).

## **Gender Equity**

Gender equity is the process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent women and men from otherwise operating on a level playing field. Equity leads to equality. (ADS Chapters 200 - 203).

## **Gender Integration**

Gender integration refers to identifying and addressing gender inequalities during strategy and program design, implementation, and monitoring and evaluation. Since the roles and power relations between men and women affect how an activity is implemented, it is essential that project managers address these issues on an ongoing basis (ADS Chapter 205).

## **Gender-Sensitive Indicators**

Gender-sensitive indicators highlight to what extent and in what ways development projects achieved results related to gender equality and whether and how reducing gaps between males and females and empowering women leads to better program/development outcomes (ADS Chapter 205).

## **Hand Washing Stations**

A hand washing station refers to a designated place where household members and guests can find soap and water for washing their hands. The prevalence of households with hand washing stations with soap and water is a measure of progress toward improved hygiene practices. The data for this indicator, adapted from the USAID Hygiene Improvement Project (HIP) document Access and Behavioral Outcome Indicators for Water, Sanitation, and Hygiene (2010), is collected through the household questionnaire in a population-based survey. The population-based survey is conducted among all households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

## **HIV Programming**

Resources used for activities directly targeting people infected or affected by HIV or that use HIV-related factors, such as chronic illness, as part of the vulnerability criteria used for project entry/eligibility. This includes People Living with HIV (PLHIV), such as children; clients of Prevention of Mother to Child Transmission (PMTCT) activities; Orphans and Vulnerable Children (OVC); the families and caregivers of PLHIV and OVC; and service providers supported through Food-for-Training (e.g., peer educators, home-based care volunteers, etc.).

*Note:* Orphans are defined as children under the age of 18 years who have lost one or both parents to AIDS, and vulnerable children are those affected by HIV through the illness of a

parent or principal caregiver. If there is a national-level definition of OVC, awardees should use the national definition instead.

### **Household Dietary Diversity Score (HDDS)**

HDDS is a proxy measure of household socioeconomic status. It is derived from the number of different food groups consumed by a household over a 24-hour recall period. It is not a measure of dietary quality. Data are collected through a household questionnaire consisting of one single question, using 12 standard food groups, asked of the person responsible for food preparation in the household. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the MAHFP Indicator Guide.

### **Household Hunger Scale (HHS)**

HHS is a measure of household food access. Data is collected from survey questions that measure the percentage of households with moderate or severe hunger over the four weeks preceding the survey. Data for this measure is collected using a household survey questionnaire that consists of three questions asked of the household member in charge of food preparation, about the frequency with which the three events were experienced by any household member in the last four weeks. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

### **Implementation Year (IY) (versus Fiscal Year)**

The implementation year is a 12-month period of time during which a food assistance project may operate, in contrast to the U.S. Government's FY. The implementation year begins on the date that the food assistance project award becomes effective, as detailed in the award agreement. Given award approval dates and the life of food assistance project awards, one implementation year will likely straddle two FYs.

### **Improved Drinking Water Source**

An improved water source, as defined by the Joint Monitoring Programme (JMP), is a source that, by nature of its construction or through an active intervention, is protected from outside contamination, in particular from contamination with fecal matter. Protected sources include piped water into dwelling, plot, or yard; public tap/standpipe; tube well/borehole; protected dug well; protected spring; or rainwater collection. All other sources are considered to be "unimproved," e.g., unprotected dug well, unprotected spring, cart with small tank/drum, tanker truck, and surface water such as a river, dam, lake, pond, stream, canal, and irrigation channel. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is conducted among all households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

### **Improved Sanitation Facility**

A sanitary facility is one that meets the improved sanitation standards defined in the Millennium Development Goals (MDGs). (Improved sanitation is further defined under this specific indicator on the link below.) The data for this indicator is collected through the household questionnaire in

a population-based survey. During the survey, the household head or a responsible adult is asked to identify the kind of toilet facility that household members usually use. The population-based survey is conducted among all households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

### **Improved Storage Practices**

“Improved” storage techniques are methods for storing seeds, grains, animal feed, and aquaculture products that are cost-effective and allow for long-term storage. These techniques allow a farmer to safely store excess harvest from the plot where the farmer has decision-making power for subsequent sale, consumption, and/or propagative plant material, (e.g., seeds for future planting). Improved storage techniques should minimize post-harvest losses and maximize profits by allowing farmers to sell their products later in the season when excess product supply has diminished. Data on the percentage of farmers who used improved storage practices in the past 12 months is collected through a population-based household survey questionnaire. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook .

### **Indirect Beneficiaries**

Indirect beneficiaries are those who benefit indirectly from the goods and services provided to the direct beneficiaries (as defined above). For example, indirect beneficiaries include members of the household of a beneficiary farmer who received technical assistance, seeds, and tools, other inputs, credit, and livestock; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural activity necessary to increase incomes.

### **Indirect Costs**

Indirect costs are the expenses an organization incurs in doing business that are not readily identified with a particular project, but are necessary for the general operation of the organization and the conduct of activities it performs. An example would be the salary of an organization’s president. A Negotiated Indirect Cost Rate Agreement (NICRA) is the U.S. Government's negotiated indirect cost rate with individual awardees.

### **Internally Displaced Person (IDP)**

According to the USAID Assistance to Internally Displaced Persons Policy [<http://www.usaid.gov/policy/ads/200/200mbc.pdf>], IDPs are persons involuntarily uprooted within their country of origin due to a specific crisis or shock. IDPs are distinguished from refugees, who have crossed an international border.

**Mean Depth of Poverty**

Mean depth of poverty is a measurement based on the value of average daily consumption expenditure per person, where food and other items that a household consumes out of its own production are counted as if the household purchased those items at market prices.

**Metric ton(s) (MT)**

Metric tons are the standard unit of measurement for Title II commodities. One metric ton equals 1,000 kilograms.

**Minimum Acceptable Diet (MAD)**

MAD is a measure of nutritional status of children that considers both frequency and diversity of diet. The method of measurement depends on the age of the child. If a child meets the minimum feeding frequency and minimum dietary diversity for his or her age group and breastfeeding status, then the child is considered to be receiving a minimum acceptable diet. Data for this indicator is collected through a population-based household survey questionnaire. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

**Monetization (MTZ)**

Monetization is the sale of food aid commodities to obtain cash for use in development food assistance projects. Awardees monetize U.S. Government-donated food aid commodities to generate cash resources (proceeds) to cover expenses associated with implementing development food assistance projects. Monetization can be conducted by direct negotiation or through sealed-bid auctions. Typical buyers include governments, parastatals, wholesalers and mid-level merchants.

**Negotiated Indirect Cost Rate Agreement (NICRA)**

See indirect costs.

**Number of Months of Adequate Household Food Provisioning (MAHFP)**

The number of months of adequate household food security provisioning is a standard food access indicator measuring the number of months during the previous 12 months for which a household reported having enough food to meet its members' needs. It is derived by asking two questions to the person in the household responsible for food preparation. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the Indicator Guide.

**PEPFAR**

The United States President's Emergency Plan for AIDS Relief (PEPFAR) aims to reduce the transmission and impact of HIV/AIDS through support for prevention, care, and treatment. Refer to [[www.pepfar.gov](http://www.pepfar.gov)] for additional information.

### **Physical Infrastructure to Mitigate the Impact of Shocks**

Physical infrastructure includes structures, such as cyclone shelters, natural and artificial barriers, (e.g., flood embankments and tree plantations), and soil and water conservation and retention structures, (e.g., gully plugs).

### **Pipeline and Resource Estimate Proposal (PREP)**

A PREP describes an awardee's food aid resource needs and activities for a food aid project over the course of the upcoming implementation year, even if additional resources will not be requested. PREPs must be submitted annually for every development project on a date negotiated by the awardee, FFP/Washington (FFP/W) and the FFP/Mission and/or Regional Office, as appropriate (FFP/M/R).

### **Prevalence of Poverty**

Prevalence of poverty is the proportion of a population expending less than \$1.25 per day, converted into local currency at 2005 "Purchasing Power Parity" (PPP) exchange rates, for food and other essential consumables, as opposed to durable assets. Measurement is based on the value of average daily consumption expenditure per person. Food and other items that a household produces for consumption are counted as if the household purchased those items at market prices. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the Performance Indicators Reference Sheets for FFP Indicators [<http://www.usaid.gov/sites/default/files/documents/1866/PIRS%20for%20FFP%20Indicators.pdf>]

### **Program Element**

A Program Element is a category within a Program Area in the U.S. Government Foreign Assistance Standardized Program Structure (SPS). The Department of State and USAID, drawing on technical expertise within both agencies, jointly developed common definitions to describe and account for foreign assistance programs. The SPS and accompanying definitions establish a consistent way to categorize and account for State- and USAID-managed assistance, including a set of commonly agreed definitions. Program Elements are mutually exclusive and exhaustive categories and reflect the different types of activities within a Program. Food for Peace resources in the form of direct distribution food aid commodities, monetization proceeds, section 202(e) funds, Community Development Funding (CDF), and internal transportation, storage, and handling (ITSH) funds focus on selected program elements.

### **Refugee**

The 1951 Refugee Convention establishing the United Nations High Commissioner for Refugees defines a refugee is someone who owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality, and is unable to, or owing to such fear, is unwilling to avail himself of the protection of that country. A refugee is distinguished from an internally displaced person (IDP) who has not crossed an international border.

### **Safety Net**

A system for addressing the food security needs of vulnerable people. A community-based safety net is one that is managed and maintained by the community; internally resourced, at least in



part; and can be year-round or seasonal. Examples include community food banks or insurance schemes.

### **Shock**

A rapid or slow onset event (or set of events) that has a detrimental effect on a population's food security status by impeding one or more of the three elements of food security—availability, access, and utilization. Shocks can occur occasionally or recurrently. The source of the shock(s) can be: natural (drought, floods, earthquake, hurricane, etc.); political (conflict, civil war); economic (employment insecurity, hyper-inflation, collapsed terms of trade); and/or health-related (epidemics, endemic disease, and widespread malnutrition).

### **Stunting**

Stunting is a condition of slowed growth due to chronic malnutrition that has permanent effects on physical and mental capacity. It is identified using measure of height compared to a standard, sex-specific, reference for height (height-for-age)). The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FANTA Anthropometric Indicators Measurement Guide.

### **Sustainable Agriculture**

The term “sustainable agriculture” ([U.S. Code Title 7, Section 3103](#)) refers to an integrated system of plant and animal production practices having a site-specific application that will over the long-term:

- Satisfy human food and fiber needs.
- Enhance environmental quality and the natural resource base upon which the agriculture economy depends.
- Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls.
- Sustain the economic viability of farm operations.
- Enhance the quality of life for farmers and society as a whole.

Sustainable agriculture seeks to sustain farmers, resources and communities by promoting farming practices and methods that are profitable, environmentally sound and good for communities.

An illustrative list of sustainable agriculture practices and techniques can be found in the FFP Standard Indicators Handbook.

### **Underweight**

Underweight is a condition of weighing less than is considered nutritionally healthy—either due to slowed growth (stunting) or thinness (wasting). For FFP, the condition of underweight for children under 5 years of age is determined by comparing an individual's weight to an age- and sex-specific standard. . The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FANTA Anthropometric Indicators Measurement Guide.

### **Underweight among Women of Reproductive Age**

For women, underweight is based on having a body mass index (BMI) < 18.5 kg/m<sup>2</sup>. The prevalence of underweight women indicator measures the percent of non-pregnant women of reproductive age (15-49 years). To calculate an individual's BMI, weight and height data are needed. BMI is equal to weight (in kg) divided by height squared (in meters) multiplied by a correction factor. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the Performance Indicators Reference Sheets for FFP Indicators at [<http://www.usaid.gov/sites/default/files/documents/1866/PIRS%20for%20FFP%20Indicators.pdf>].

### **Value Chain Activities**

Value chain activities in agriculture are defined as a set of actors and activities that bring a basic agricultural product from production in the field to final consumption, where at each stage value is added to the product. A value chain can be a vertical linking or a network between various independent business organizations and can involve processing, packaging, storage, transport and distribution [<http://www.fao.org/docrep/013/i2008e/i2008e04.pdf>]. Value chain activities include, but are not limited to, pre- and post-harvest activities, such as joint purchase of inputs, bulking transporting, sorting, grading, processing, trading/marketing (wholesale, retail, export). Projects for which this indicator is applicable need to pre-identify a list of value chain activities that the project will be promoting during the life of the award so that the baseline survey is able to measure the percentage of farmers that are already practicing these specific value chain activities. This will later be compared to the percentage of farmers practicing these value chain activities during the final evaluation survey at the end of the project. More on value chain activities can be found at the USAID's value chain wiki link: [[http://apps.develebridge.net/amap/index.php/Value\\_Chain\\_Development](http://apps.develebridge.net/amap/index.php/Value_Chain_Development)]. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

### **Vulnerable Children**

According to the PL 109-95 Implementation Strategy (May 2006), highly vulnerable children are “children and youth who are under 18 years whose safety, wellbeing, growth and development are at significant risk due to inadequate care, protection, or access to essential services.” Refer to [[www.hvcassistance.org](http://www.hvcassistance.org)] for further information.

### **Women's Dietary Diversity Score**

Women's dietary diversity score is a measure of the micronutrient adequacy of the diet based on the mean number of food groups consumed in the previous day by women of reproductive age (15–49 years). Data is tabulated by averaging the number of food groups consumed out of the specified nine food groups across all women of reproductive age in the sample with data on dietary diversity. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry

season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

### **Women's Empowerment in Agriculture Index (WEAI)**

The Women's Empowerment in Agriculture Index (WEAI) measures the empowerment, agency, and inclusion of women in the agriculture sector in an effort to identify and address the constraints that hinder women's full engagement in the agriculture sector. The WEAI is composed of two sub-indexes; the Five Domains of Empowerment sub-index (5DE) measures the empowerment of women in five areas; and the Gender Parity sub-Index (GPI) measures the average level of equality in empowerment of men and women within the household. Guidance on data collection and calculations of the WEAI can be found in the Feed the Future Handbook of Indicator Definitions at [<http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions>].

## ANNEX C

### SUCCESS STORY WRITING 101

#### *Why are success stories necessary?*

Success stories are helpful to further educate the public about food assistance programs, particularly to demonstrate the impact that food assistance programs have on peoples' lives around the world. The stories should describe the food assistance program in non-technical language and explain the results or benefit (where feasible).

#### *What type of stories is Food for Peace (FFP) expecting?*

FFP seeks descriptions of successes that go beyond the specifics of how much food was delivered and focus on progress made in reducing food insecurity in the populations receiving food assistance. In other words, they should showcase broad-scale sustainable development projects and/or highlight new, cutting edge innovations. FFP would like success stories from all regions. We welcome stories that focus on transformational impacts of our development programs – for example:

- Reducing stunting
- Raising household incomes
- Increased agricultural productivity
- Regenerating watersheds or other natural resources
- Improving and maintaining community infrastructure
- Empowering women
- Mitigating future disasters or existing threats through disaster risk reduction activities

We also welcome studies of our Title II and EFSP emergency programs and seek compelling stories of:

- Early response that clearly prevents loss of life or mitigates impacts of disasters
- Why flexibility to use cash-based resources was critical to an emergency response.
- Lives saved and suffering alleviated
- Documented reductions in malnutrition or other key indicators
- Food for asset and other activities that protect and/or advance livelihoods while saving lives
- Creative approaches applying technology or other tools that clearly improve response
- Strategic application of multiple resources to improve overall impact (e.g., sequencing EFSP and Title II programs that demonstrate the benefits of both resources and the improved response that results because both are available)
- Resilience building as part of an emergency response
- New opportunities and impacts for beneficiaries as a result of FFP and Feed the Future-funded projects (or other USAID projects including OFDA projects) running together or in close proximity to each other.

- Program outcomes and results. We know this is a much more difficult ask than simple output information (e.g. number of people trained vs. how did that training change a person’s behavior), but to the extent possible, USAID encourages partners to submit stories with this information.

The most effective success stories focus on the following:

- **Individuals Empowered** to help themselves
- **Sustainable change** rather than one-off successes
- Permanent **“leave behinds”** created, such as new infrastructure, skills that have a lasting impact, or reduced need for outside help in the future due to program results
- A **“new” approach to aid**, one that empowers targeted groups and works to avoid dependency

Also keep in mind that moral and ethical imperatives are a central part of the motivation for supporting assistance. Americans believe that the U.S. must act as a world leader to live up to its founding ideals. Try to factor this motivation into your story.

Just remember, all success stories should point to results!

*How will my success story be used?*

Selected stories may be included on the FFP website, in the annual U.S. International Food Assistance Report and in other communications products that highlight the work of FFP and its awardees.

*What does a great success story look like?*

The formula is simple: **use powerful statistics**; communicate **progress**; frame your story around **USAID’s larger Mission**, not a specific program; and bring it to life with a **personal narrative**. Success stories should including the following sections (text does not have to be in this order):

1. Title or Heading (approximately 5-10 words including country and/or region of project)
2. 1-2 sentences (approximately 50 words) briefly describing the situation in the country that required FFP assistance.
  - Example: In December 2010, violence surrounding the contested Presidential election forced many Ivoirians to flee from their homes. There are currently 15,725 internally displaced persons within Côte d’Ivoire and 69,561 refugees in Liberia, where UNHCR reported 160,000 refugees at the height of the displacement in 2011.
3. 3-4 sentences (approximately 100-150 words) describing the program being implemented in country.
  - Example: FFP is currently supporting an innovative World Food Program pilot program that uses cell phones to facilitate cash transfers to 54,000 people living in impoverished districts of Abidjan. These districts were badly affected in the post-election crisis and the lowest income families struggle to put food on the table. Through this program, more than 10,000 vulnerable households receive text messages on their cell phones alerting them to withdraw money from local cash

points. This unconditional cash transfer is being implemented as a pilot program over a two month period, with each household receiving a total of \$75 per month, equivalent to the food basket of an average family of five.

4. 1-2 sentences (approximately 25-50 words) describing why that program was the most appropriate response to the situation described.
  - Example: Beneficiaries describe how the cash transfer has allowed them to improve the quality of their family's meals, by purchasing meat and fish to add protein to their diet.
5. 1-2 sentences (approximately 25-50 words) describing the results and success of the implemented program.
  - Example: This innovative program pioneers new methods of fighting hunger in the technology age and shows how these tools can provide new solutions for providing food assistance in a challenging urban post-crisis setting.

If including a picture, use .jpg or .tiff format and a file that is at least 300 dots per inch (dpi). The photo caption should include the photographer's name and organization as well as a caption of 25 words or less summarizing what is occurring in the photo, including date, location, and names of person(s) in the photo.

For all beneficiaries named or photographed, verbal consent must be obtained prior to being featured within the story. USAID understands that beneficiaries may ask to use a different name to remain anonymous. This is especially true in situations where naming or photographing individuals accepting U.S. Government assistance poses a potential threat to their life. If this is the case, please note this within the submission.

#### *What are some DOs and DON'Ts of writing Success Stories?*

##### **DO...**

- DO try to use quotes when possible
- DO use powerful statistics
- DO lead with results
- DO tell stories that demonstrate sustainable change
- DO create emotional/personal connections that bring viewers into the scene
- DO think big picture

##### **DON'T...**

- DON'T use acronyms
- DON'T use technical speak
- DON'T use statistics that present numbers or percentages with no sense of context or scale
- DON'T lead with \$\$ amounts

*Last but not least, remember that success stories are a way to tell the world about the great work that USAID and our partners accomplish every day!*

## ANNEX D

### Reference Documents and Websites

Development Experience Clearinghouse <https://dec.usaid.gov/dec/home/Default.aspx>

FANTA Anthropometric Indicators Measurement Guide

<http://www.fantaproject.org/sites/default/files/resources/anthropometry-2003-ENG.pdf>

FANTA Months of Adequate Household Food Provisioning (MAHFP) for Measurement of Household Food Access: Indicator Guide

[http://www.fantaproject.org/sites/default/files/resources/MAHFP\\_June\\_2010\\_ENGLISH\\_v4.pdf](http://www.fantaproject.org/sites/default/files/resources/MAHFP_June_2010_ENGLISH_v4.pdf)

Feed the Future Agricultural Indicators Guide

[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)

Feed the Future Handbook of Indicator Definitions

<http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions>

FFPMIS Users' Guides

<http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-resources>

Food for Peace Information Bulletins <http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/food-peace-information-bulletins>

Food for Peace Standard Indicators Handbook [http://pdf.usaid.gov/pdf\\_docs/PNADZ580.pdf](http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf)

Foreign Assistance Standardized Program Structure <http://www.state.gov/f/indicators/>

List of FFP Standard Indicators

[http://www.usaid.gov/sites/default/files/documents/1866/FFP%20Indicators%20List\\_April%209%202013%20%281%29.pdf](http://www.usaid.gov/sites/default/files/documents/1866/FFP%20Indicators%20List_April%209%202013%20%281%29.pdf)

PEPFAR Guidance for Orphans and Vulnerable Children Programming

<http://www.pepfar.gov/documents/organization/195702.pdf>

USAID's ADS 203 <http://www.usaid.gov/ads/policy/500/203>

USAID's ADS 205 <http://www.usaid.gov/ads/policy/500/205>

USAID's ADS 540 <http://www.usaid.gov/ads/policy/500/540>

USAID Thesaurus [http://pdf.usaid.gov/pdf\\_docs/pnaea100.pdf](http://pdf.usaid.gov/pdf_docs/pnaea100.pdf)

## **ANNEX E**

### **List of ARR Templates**

1. Expenditure Report (Attachment G)
2. Technical Sectors Tracking Table (Attachment H)
3. SAPQ Indicator Template