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NAFAKA STAPLES VALUE CHAIN ACTIVITY

PROJECT MONITORING AND LEARNING PLAN (PMLP)

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LIST OF ACRONYMS

ACDI/VOCA	Agricultural Cooperative Development International/Volunteers in Overseas Cooperative Assistance
AIRD	Associates for International Resources and Development
CoP	Chief of Party
CRS	Catholic Relief Services
DCF	Data Collection Form
DCoP	Deputy Chief of Party
DQA	Data Quality Assessment
DQR	Data Quality Review
EMRP	Environmental Monitoring Reporting Plan
FIPS	Farm Input Promotions-Africa
FtF	Feed the Future
IFDC	International Fertilizer Development Centre
IP	Implementing Partners
IPTT	Indicator Performance Tracking Table
IR	Intermediate Result
KPL	Kilombero Plantation Limited
KVTC	Kilombero Valley Teak Plantation Company
LSPs	Local Service Providers
M&E	Monitoring and Evaluation
MSC	Most Significant Change
MEL	Monitoring, Evaluation and Learning
Mitchell Group	Former USAID Tanzania M&E Contractor
Monsanto	International Sustainable Agriculture Company Dealing with agricultural products.
MoU	Memorandum of Understanding
MVIWATA	An Apex Farmers Organization in Tanzania abbreviated in Kiswahili as "Mtandao Wa Vikundi Vya Wakulima" Tanzania
NAFAKA	Feed the Future Tanzania Staples Value Chain Activity with the "NAFAKA" Acronym
PDSA	Plan-Do-Study-Act
PIRS	Performance Indicator Reference Sheet
PMP	Performance Management/Monitoring Plan
PMLP	Project Monitoring and Learning Plan (PMLP)
RUDI	Rural and Urban Development Initiatives
SAGCOT	Southern Agricultural Growth Corridor of Tanzania
SOW	Scope of Work
SRI	System of Rice Intensification
STTA	Short-Term Technical Assistance
Syngenta	International company dealing with crop protection and seed production
TBD	To be Determined
USAID	United States Agency for International Development
Yara	International Fertilizer Company

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1 INTRODUCTION

The NAFAKA Project Monitoring and Learning Plan (PMLP) is a living document that describes to staff and project stakeholders (e.g. partners, donors, host country government, and beneficiaries) in detail how NAFAKA will establish and implement a system to monitor, evaluate, analyze, and report on the results of the project.

This document provides a background on data management standards and practices as they apply to NAFAKA program. This plan was developed by compiling information from key ACDI/VOCA documents and specific NAFAKA guiding documents, namely the project start-up report and the USAID/FtF indicator handbook. In some instances, indicator definitions from Feed the Future Indicator Guide have been modified to suit specific NAFAKA context and facilitate understanding of the project's data management practices and components. Given that NAFAKA is a multi-component project with a mixture of extension approaches, there are many activities that are generating performance data for aggregation and subsequent reporting to USAID/FTFMS and other stakeholders.

NAFAKA Project Monitoring and Learning Plan (PMLP) is a working document that outlines the approach that the project will use over its five-year implementation period (2011-2016) to track, assess, and document the following:

1. Progress of implementation of the project's components, and whether or not implementation is progressing as intended;
2. Progress towards achievement of changes in knowledge, skills, behavior, and system performance; and
3. Contribution of the project towards reducing the vulnerabilities of rural communities to climate change impacts.

The PMLP describes the management structure for establishing and implementing the M&E system, such as data quality management and protocols for data collection and reporting. The PMLP includes a brief description of the context for the design of the NAFAKA project and performance monitoring and measurement.

1.1 BACKGROUND

Given the increasing number of internal and external partnerships that are being formed to accomplish NAFAKA goals as the project evolves, a need has emerged for an M&E system that encompasses these broader partnership efforts. This, and other reasons highlighted below, has made it necessary for NAFAKA to re-configure its approach to data collection, analysis, and reporting to better correspond with these new developments. NAFAKA will use a variety of data collection approaches from informal and less structured methods to more structured and more formal methods.

Currently, formal data collection methods include the use of official NAFAKA Data Collection Forms (DCFs) to document all activities and beneficiaries; specially designed surveys, panel surveys, and reviews of current secondary data. Less formal approaches include community interviews, key informant interviews, focus group discussions, and direct observation. Data collection methods are continuously being developed, refined, and adopted by considering tradeoffs with respect to data requirements (quality), cost, and timeliness. Some of the main lessons that have informed revision of the PMLP include:

- Formation of new alliances/partnerships with major investors such as KPL and KVTC in developing and up-scaling the SRI technology1;
- Partnerships with input companies such as Yara, Syngenta, Monsanto in disseminating Good Agricultural Practices (GAP) training curriculum to smallholder farmers;
- Formation of agro-dealers' network to strengthen access and quality service delivery;
- Emergence of individuals and groups as BDS providers as a result of NAFAKA interventions (e.g. tractor rental services, ripping services);
- DQA recommendations by former USAID M&E sub-contractor The Mitchell Group and internal NAFAKA quality control mechanisms; and
- Data and information requirements by different stakeholders.

Other factors that have necessitated the revision of this Project Monitoring and Learning Plan (PMLP) include changes in operationalization of some indicator definitions based on continued updates to the Feed the Future Indicator Handbook.

The NAFAKA Staples Value Chain Activity places a strong emphasis on monitoring evaluation learning, and evidence-based program management. This Project Monitoring and Learning Plan (PMLP) serves as the road map and reference tool for monitoring and evaluating the NAFAKA program performance over its implementation period.

1.1.1 THE PMLP APPROACH

The NAFAKA PMLP takes a learning and evidence-based approach in applying Monitoring & Evaluation (M&E) that promotes project quality, facilitates evidence-based decision making, sparks innovation, and advances critical information to thought leaders in the given context. The PMLP also includes our approach to data management and utilization of technology relevant to M&E and lays out the organizational structure (both personnel and workflow) for implementing the project's M&E system.

The project M&E system is structured around a data collection and analysis cycle that establishes the learning environment for the program involving a cycle of planning, implementation, monitoring, evaluation, and subsequent re-examination of actions. It includes a series of feedback loops that provide managers and decision-makers with information on the premise of their choices, results of past management decisions, and data on present conditions.

In addition to indicator data, specific thematic questions have been devised to contribute to a broader program "learning agenda"; and the methods for obtaining data on these questions, individuals responsible, dates, and products anticipated are identified. The project team will use information collected to adapt both our actions and the conceptual framework of the program as needed.

The Results Framework (see Section II) is the foundation of the PMLP. It outlines the key results that the project intends to achieve, the activities that will be implemented to achieve those results, and the indicators that will provide the evidence of the accomplishment of the results. Additionally, the Logical Framework, in particular, highlights assumptions about the factors that stand to influence the realization of the project's results.

[1] The System of Rice Intensification (SRI) developed in 1983 in Madagascar is an innovation applying less water for the rice production and also reducing rice seed production from 21 days to just eight.

1.1.2 KEY CONTENTS OF THE PMLP

The PMLP explains in details the NAFAKA process of monitoring, analyzing, evaluating, and reporting progress toward achieving its objectives. PMLP is a manual detailing the following:

1. Indicator Performance Tracking Table (IPTT) that includes a list of key indicators that are used to provide evidence of accomplishment and tracks reporting period and cumulative results The table provides space for recording the baseline values and performance targets established for the project IRs and all Sub-IRs on which the IRs depend.
2. Performance Indicator Reference Sheets (PIRS) that provide a summary of the definitions for each indicator, formulas for calculating each indicator, as well as guidelines on data acquisition and management processes and known data quality for each indicator (ANNEX 1).
3. Evaluation Plan that identifies planned evaluations over the project timeframe, including possible evaluation questions and ideas for evaluation design and methodologies to be used.
4. Learning and Knowledge Management section that details NAFAKA's learning priority areas, documentation, knowledge sharing, and dissemination of best practices as a critical element of its M&E and Learning Plan. NAKAKA's PMLP highlights some of the main features of the projects' learning and knowledge management processes, which include how the project will document and share with its stakeholders some key lessons from project implementation.

2 NAFAKA PROJECT GOALS AND OBJECTIVES

The NAFAKA Staples Value Chain Activity is one of several activities funded under the USAID Tanzania Feed the Future initiative. It is a five-year USAID/Tanzania project, administered by ACDI/VOCA. The goal of NAFAKA is to sustainably reduce poverty and hunger through a growth and poverty reduction strategy. The project will focus activities to achieve 4 main intermediate results: 1) Improved Agricultural Productivity 2) Expanding markets and Trade 3) Increased Investment in Agricultural Related Activities and 4) Increase Resilience of Vulnerable Communities and Households.

The NAFAKA program Zone of Influence (ZOI) is Kilombero and Mvomero districts in the Morogoro region (for paddy production); and in Kongwa in the Dodoma region and Kiteto in the Manyara region (for maize production). These areas were purposefully selected due to their concentrated production in the respective commodities. Indeed, the Morogoro region was targeted for rice because of its location within the Southern Agricultural Growth Corridor (SAGCOT), its current rate of production (it contributes 20 percent of Tanzania's rice), and its close proximity to busy transport corridors and the Dar es Salaam port. Within this region, NAFAKA will focus on the districts of Kilombero and Mvomero due to their high volumes of rice production.

Regarding maize production, Kongwa and Kiteto were selected due to their strategic locations as catchment areas for one of the largest maize markets in East Africa, the Kibaigwa market. In addition, Kiteto, with an annual surplus of approximately 25,000 tons of maize, is considered the breadbasket for the surrounding food-insecure districts in the Manyara, Dodoma, and Morogoro regions. It is hoped that increasing productivity in Kiteto will not only impact the incomes of value chain actors in the district but will also result in lower prices for the neighboring food-insecure regions.

2.1 IMPLEMENTING PARTNERS AND APPROACH

The NAFAKA team is composed of a consortium of partners, including: 1) ACDI/VOCA – Overall project management, operations, and technical leadership 2) Rural and Urban Development Initiative (RUDI) – Tanzanian NGO focused on farmer's associations and collective marketing in target locations 3) Mtandao Wa Vikundi Vya Wakulima Tanzania (MVIWATA) – Tanzanian NGO focused on farmer's associations, collective marketing, and productivity enhancement in target locations 4) Farm Input Promotions-Africa (FIPS) – an East African organization developing sustainable village-based extension, 5) International Fertilizer Development Center (IFDC) – provides technical expertise in rice production, irrigation, and agro-dealer networks 6) Danya International – provides technical expertise in behavior change communications 7) Catholic Relief Services (CRS) – addresses the needs of the most vulnerable in target regions.

A value chain approach is used to improve the competitiveness of the maize and rice subsectors to the benefit of smallholders and poor rural households. The key features of the value chain approach include focusing on actors up and down the value chain - from field to fork - to improve market relationships, efficiencies, and develop win-win strategies for market players. Key features of the implementation approach include facilitating changes in firm or farmer behavior, transforming relationships between value chain actors, targeting leverage points, and empowering the private sector.

2.2 NAFAKA PERFORMANCE MANAGEMENT SYSTEM

The NAFAKA Performance management is a systematic process of (a) monitoring the achievements of the project operations; (b) collecting and analyzing performance information to track progress toward planned results; (c) using performance information and evaluations to influence management decision-making and resource allocation; and (d) communicating results achieved, or not achieved, to advance organizational learning and inform key stakeholders.

The performance management (or monitoring, evaluation, and reporting) system consists of a number of elements that, when combined, assist managers in instituting evidence-based programming. These elements include:

- The Performance Management Plan.
- Data Tables.
- Data Analysis (systems and processes set up to process data Evaluations.
- Data Quality Assessments.

2.2.1 THE PERFORMANCE MANAGEMENT PLAN (PMP)

The Performance Management Plan (PMP) is a tool designed to assist in setting up and managing the process of monitoring, analyzing, evaluating, and reporting progress toward achieving the project objectives. The NAFAKA PMP includes sets of indicators upon which the project performance will be measured and provides a framework for data collection, which includes both Feed the Future indicators and NAFAKA custom indicators ***(ANNEX 6)***. It also provides information for each indicator on the data source, the method of data collection, frequency and timing of data collection, tools that will be used to collect data on the indicator, and the use of the collected data. The framework also highlights the party responsible for collecting data, as well as when the information needs to be reported (see Table 5 below).

The Results framework below is the foundation for the PMP. The PMP should include a graphic representation of the Results Framework and corresponding indicators. This provides an overall picture of the program and how it will be monitored.

The NAFAKA Project Results Framework

The NAFAKA project M&E approach is fully results-based, with a detailed Results Framework that explains the causal argument of how various NAFAKA activities will lead to change. The Results Framework guides how a project will unfold and be measured and responds to the following questions;

1. Overall, what does the project want to change and how?
2. What specific changes must occur before the main desired change is realized?
3. What will be the indicators of change, and how will performance be measured?

Fig 1 below shows the NAFAKA's Results Framework. It explains the causal argument on how various NAFAKA activities will lead to change. The framework also conveys the development hypothesis implicit in the strategy and the cause-and-effect linkages between the intermediate results and the objective. It includes any critical assumptions that must hold in order for the development hypothesis to lead to achieving the relevant objective. In short, a person looking at a results framework should be able to both

understand the premises underlying the strategy and to see within the framework those intermediate results critical to achieving the objective.

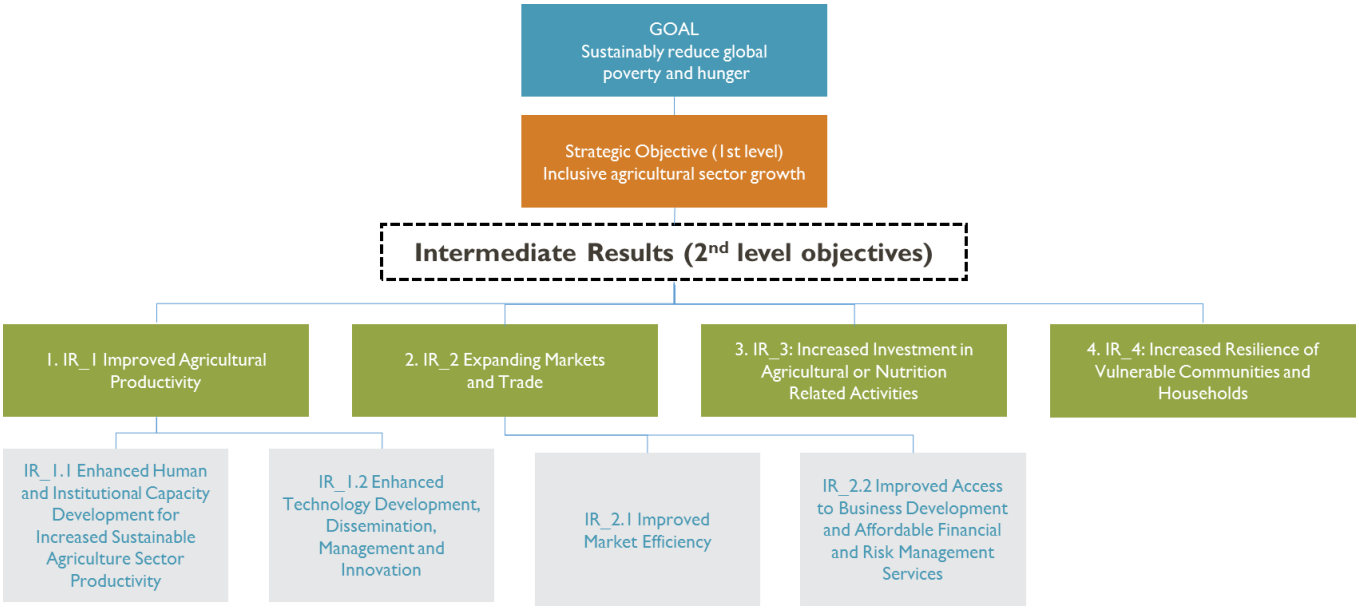


Figure 1: Pictorial Representation of NAFAKA Results Framework

NAFAKA's Results Framework identifies four key components (result areas) that it aims to achieve:

- Component 1 : Value Chain Analysis and Strategy Development
- Component 2: Improved Productivity
- Component 3: Improved Competitiveness & Trade
- Component 4: Increased Incomes for vulnerable women and men
- Component 5: Unleashing Innovation & Private Sector Investment

Note that component 1 activities were mainly implemented in the 1st year of the project start-up.

Each of the results areas in the Results Framework are measured using a number of performance indicators that are organized in the PMP. NAFAKA will collect quantitative data for each and summarize this data in the Performance Management/Monitoring Plan (PMP) data matrix.

Table 1: NAFAKA Result Framework with Key Indicators

GOAL	**Sustainably Reduce Global Poverty and Hunger**			**s/no**
IR_1	**Improved agriculture productivity**			
	FTF- 4.5-16,17,18 Gross margin per hectare of Rice and Maize crops (RiA) (Outcome)			1
	USAID Tanzania : Yields: KG/Ha for rice, maize and horticulture cultivated (Outcome)			2
	IR_1.1	**Enhanced Human and Institutional Capacity Development for Increased Sustainable Agriculture Sector Productivity**		
		FTF-4.5.1-27	Score, in percent, of combined key areas of organization capacity amongst USG direct and indirect local implementing partners (S)	3
		FTF-4.5.2-7	Number of individuals who have received USG supported short-term agricultural sector productivity or food security training (RiA) (Output)	4
		FTF-4.5.2-42	Number of private enterprises, producers organizations, water users associations, women's groups, trade and business associations and community-based organizations (CBOs) that applied improved technologies or management practices as a result of USG assistance (RiA) (WOG (Outcome)	5
		FTF-4.5.2-11	Number of food security private enterprises (for profit), producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) receiving USG assistance (RiA) (WOG) (Output)	6
		FTF-4.5.2-5	Number of farmers and others who have applied improved technologies or management practices as a result of USG assistance (RiA) (WOG)	7
		FTF 4.5.2-39	Number of technologies or management practices in one of the following phases of development: • in Phase I: under research as a result of USG assistance • in Phase II: under field testing as a result of USG assistance • in Phase III: made available for transfer as a result of USG assistance (S)	8
	IR_1.2	**IR_1.2 Enhanced Technology Development, Dissemination, Management and Innovation**		
		FTF 4.5.2-13	Number of rural households benefiting directly from USG interventions (S) (Output)	9
		NAFAKA	Number of beneficiaries reached (both direct and indirect) (Output)	10
		FTF-4.5.2-2	Number of hectares under improved technologies or management practices as a result of USG assistance (RiA) (WOG) (Outcome)	11
IR_2	**IR_2: Expanded Market and Trade (Corresponds to NAFAKA Component 2 Activities)**			
	FTF 4.5.2-23 Value of incremental sales (collected at farm-level) attributed to FTF implementation (RiA) (Outcome)			12
	NAFAKA: Number and Value of buyer agreements (informal or formal) (Output)			13
	NAFAKA: MT sold by producer associations (Output)			14
	IR_2.1	**Improved Market Efficiency**		
		FTF 4.5-10	Total increase in installed storage capacity (m3) (S) (output)	**15**
	IR_2.2	**Improved Access to Business Development and Affordable Financial and Risk Management Services**		
		FTF-4.5.2-29	Value of agricultural and rural loans (RiA) (WOG) (Output)	16
		FTF 4.5.2-30	Number of MSMEs, including farmers, receiving USG assistance to access loans (S) (Output)	17
		FTF 4.5.2-37	Number of MSMEs, including farmers, receiving business development services from USG assisted sources (S) (Output)	18
IR_3	**IR_3: Increased Invesment in Agricultural or Nutrition Related Activities (Corresponds to NAFAKA Component 5 Activities)**			
	FTF-4.5.2-12 Number of public-private partnerships formed as a result of FTF assistance (S) (Output)			19
	FTF 4.5.2-43 Number of firms (excluding farms) or Civil Society Organizations (CSOs) engaged in agricultural and food security-related manufacturing and services now operating more profitably (at or above cost) because of USG assistance (RiA) (outcome)			20
	FTF-4.5.2-38 Value of new private sector investment in the agriculture sector or food chain leveraged by FTF implementation (RiA) (Outcome)			21
IR_5	**IR_5: Increased Resilience of Vulnerable Communities and Households (Corresponds to NAFAKA Component 4 Activities**			
	FTF-4.5.2-14 Number of vulnerable households benefiting directly from USG assistance (S) (OUTPUT)			22
	NAFAKA: Value of savings accumulated by SILC Groups under NAFAKA (Output)			23
	NAFAKA: Number of beneficiaries with access to home gardens or alternate crops as a proxy to nutritious foods and income			24

Note that the two highlighted indicators 'FtF 4.5.2-39 and FtF 4.5.2-43' are no longer monitored by NAFAKA

The PMP descriptive matrix includes:

- Both output and outcome indicators through which project performance will be measured
- Detailed definition of each indicator and its disaggregation
- The sources of data, unit of measure, and use of data
- Party responsible for collecting data, and
- The methods and frequency of data collection

Performance Indicator Reference Sheet (PIRS)

PIRS capture all the required elements of each indicator. They provide a summary of the definitions for each indicator, formulas for calculating each indicator, as well as guidelines on data acquisition and management processes. The PIRS for each of NAFAKA's twenty-two current indicators can be found in ANNEX I and include both NAFAKA custom indicators and standard FtF indicators used by NAFAKA. While all indicators will be included in the NAFAKA web-based M&E system for data entry, NAFAKA will request USAID to include its custom indicators in the FtF system for conclusive reporting.

3 M&E AND LEARNING IMPLEMENTATION STRATEGY

3.1 MONITORING, EVALUATION, AND LEARNING STAFFING

The M&E functions are the entire project team's responsibility. The Director of Program Systems and Capacity Development, with supervision by the Chief of Party (CoP), will provide the overall technical leadership for implementing the Monitoring and Evaluation (M&E) system. He/she will be responsible for providing technical oversight, mentoring, and support, as well as quality control for sub-team leaders, implementing partners, and other technical specialists engaged in each of the project components. CoP will share concepts, components, and project progress with USAID, the Government of Tanzania, and other stakeholders. Technical management of the day-to-day M&E operations will be carried out and supervised by a Monitoring and Evaluation Manager, reporting to the Director of Program Systems and Capacity Development.

The Monitoring, Evaluation, and Learning team is comprised of 17 staff members and constitutes one of the largest teams on the project (see the organizational structure below). This clearly underscores the importance NAFAKA places on M&E.

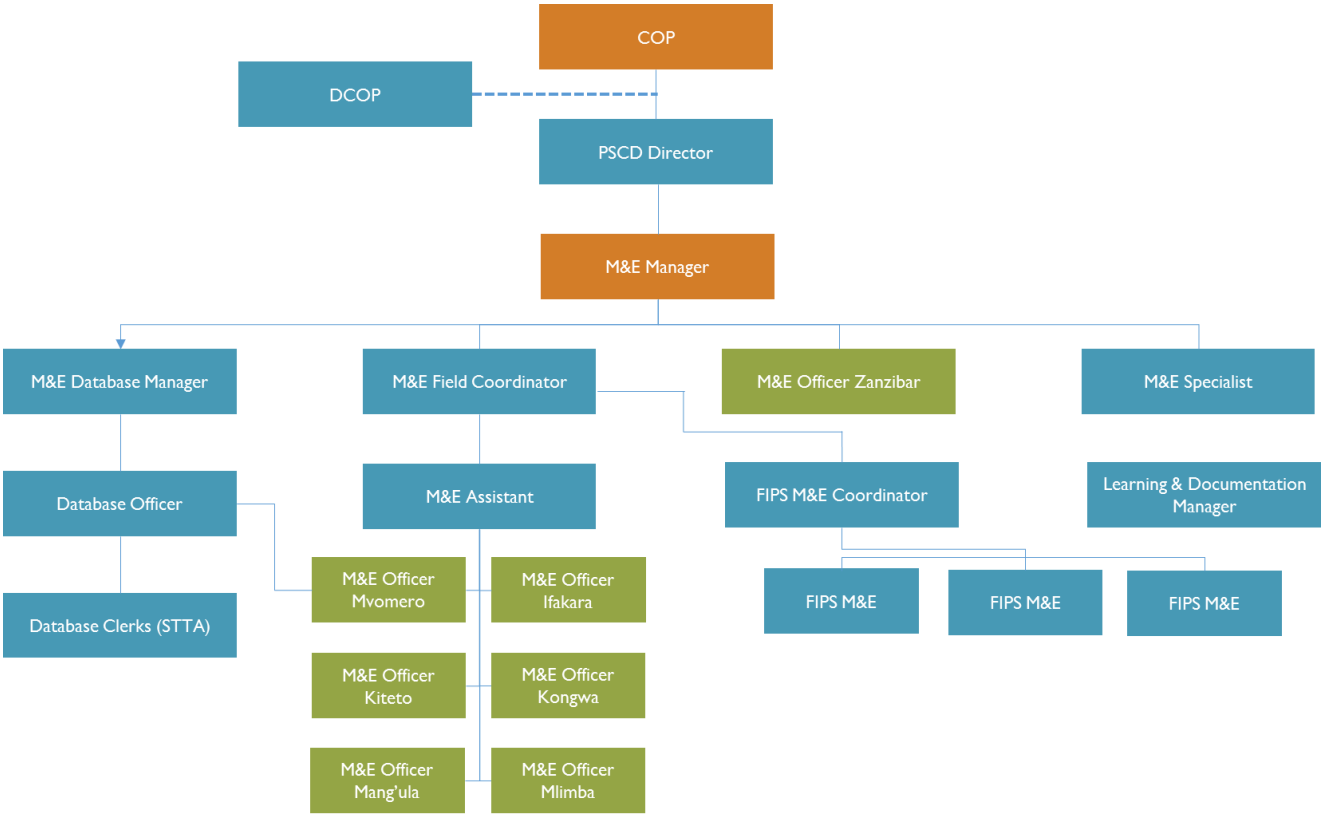
Table 2: Team Composition

Position	Brief SOW
Management Team	
M&E MANAGER: *Based in Dar es Salaam*	Works with the management team to ensure all are developing, implementing, and adapting their sub-unit plans. Develops SOW for surveys. Liaises with HQ M&E Support. Represents ME&L at official events. Communicates with USAID. Ensures that NAFAKA meets contractual requirements on M&E. Provides mentoring and guidance to staff. Main M&E point of contact with COP and HR manager.
Learning & Analytics Manager	Ensures that data is being stored, reviewed, and analyzed appropriately for project learning and reporting. Institutionalizes learning unit. Represents ME&L at Morogoro senior management meetings. Facilitates Learning Working Group meetings. Develops workplans with each sub-unit (database management and learning) and ensures that staff members are following their workplans.
M&E Field Manager	Closely coordinates cluster-level components field activities monitoring, learning and reporting. Ensures that data is constantly flowing from the field/implementation into the database and knowledge management system. Ensures all field agents have the resources they need to perform on the job. Works with field M&E Field officers to develop workplans per data needs and technical teams training schedules. Identifies capacity building needs of field M&E agents. Works with database manager to identify data gaps and proactively mitigate these gaps. Represents ME&L at senior management meetings in Morogoro.
Database Manager	Maintains Access database. Works with field manager and technical team to ensure that all data gets into the system in a timely manner. Conducts initial data analysis for submission to Learning/Analytics manager and quarterly reporting. Continuously develops/upgrades the Access database system with support from Regional M&E Advisor, as well as HQ M&E staff. Ensures all reporting and data is stored/filed appropriately. Instigates regular mini-data quality audits in coordination with Field M&E Manager; notifies Field M&E Manager of data gaps.
Learning and KM Manager	In charge of the newly started Learning and KM sub-unit. Will bring best practices in learning and KM to NAFAKA project. Works with **Learning and Analytics Manager** to develop yearly, quarterly, and bi-weekly workplans. Work with technical team to address and refine learning questions. Ensures that knowledge management initiatives are moving forward and manages workload of LKM Associates.
Senior M&E Field Officer	Proposed to act as Field M&E Manager's deputy. To be deployed to field locations as necessary to conduct refresher trainings or work with team to obtain necessary data.
M&E Field Officers	Work with technical team in field to ensure timely collection, audit, and flow of data from the field level each month. They also ensure that event documentation or registration takes place. Field-based M&E Officers will be deployed in each cluster to supervise M&EL activities and report to the Field M&E Manager. Note that the Zanzibar-based M&E Field Officer reports directly to the M&E Manager in Dar es salaam because of proximity.

Position	Brief SOW
Management Team	
Database Assistant	Supports database upkeep and development under the direction of Database Manager, who ensures data is being entered in a timely manner.
Learning and Knowledge Management Associate	Supports the new learning unit. Initial activities include taking on knowledge management tasks (developing Information Center, NAFAKA stakeholders "yellow pages", etc). Work under the direction of Learning and KM Manager to coordinate learning activities, surveys, etc.

Program Systems & Capacity Development (M&E) Organizational Chart

Figure 2: Program Systems & Capacity Development (M&E) Organizational Chart



Implementing Partners

NAFAKA Implementing Partners (IPs) Rural Urban Development Initiatives (RUDI), MVIWATA, IFDC, FIPs-Africa, CRS, and Danya will carry out their M&E responsibilities within the framework of their Memorandums of Understanding (MoUs) and/or Management Contracts. NAFAKA M&E Team will ensure that its staff and its implementation partners (IPs)/sub-contractors are familiar with all relevant project reporting requirements and that all applicable guidelines and formats are available to and adhered by staff and IPs.

3.2 M&E CAPACITY BUILDING APPROACH TO TRAINING

For the NAFAKA M&E system to be functional, it is imperative that everyone involved in implementation is clear on the system and its proper operation. To facilitate this process, the project is using training plans developed annually, as well as user guidelines and training manuals. The project will also conduct formal M&E training workshops for technical and sub contractors' staff. Where and

when possible, these M&E trainings will be linked and integrated with other training sessions organized by the project.

Key topics for technical staff trainings sessions will include detailed explanation on all aspects of the NAFAKA M&E system, including explanation and correct application of indicators, reporting requirements, the overall M&E process, data flow procedures, data quality assurance mechanisms, and priorities areas for each year.

Key topics for sub-contractors' staff will include an M&E plan overview, stakeholder responsibilities, appropriate data sources, indicator matrix review, data flow procedures, reporting forms and formats, tutorials on completing data collection/reporting forms, and data auditing requirements. In addition, the M&E Team will provide technical support through on-going coaching and mentorship through emails and phone calls and direct assistance during field visits.

The M&E training programs and supportive supervision visits will refresh trainee knowledge on monitoring and evaluation processes, integrate feedback mechanisms within program activities, and introduce any enhanced reporting requirements, in addition to familiarizing staff on data collection needs for the project outputs and results. M&E Manager will lead and coordinate all training programs.

Additionally, regular STTA support will be used to streamline, strengthen, and adapt the current M&E structure and processes through training, feedback, analysis, and regular technical assistance.

4 NAFAKA DATA COLLECTION PROCESSES

Currently, NAFAKA M&E Team collects data on four aspects of the project:

1. Baseline
2. Routine Monitoring Data Collection
3. Annual Outcome Monitoring
4. Other Assessments

4.1 OVERVIEW OF THE BASELINE STUDY

Three Baseline Surveys have been completed: 1) NAFAKA project-based for Mainland Tanzania 2) NAFAKA project-based for Zanzibar Island and 3) USAID-FtF Unified Baseline Survey (UBS). The UBS collected data on all impact and outcome level indicators and was conducted by the USAID/FtF-recruited M&E contractor TMG. It focused on the overall Results Framework for Feed the Future (FtF) Tanzania. The USAID/FtF-recruited contractor collaborated with the National Bureau of Statistics (NBS) to implement the survey.

NAFAKA project-based Mainland Baseline was conducted by Kimetrica in March 2012; the Island Baseline was conducted in December 2013 by TRACE consultants. All three Baseline Surveys collected comprehensive, reliable, and comparable household-level data that will be used to track the progress of the NAFAKA project and measure its impact in the final evaluation.

The Mainland Baseline interviewed 2,000 households from four project districts of Kongwa (600), Kiteto (600), Kilombero (400), and Mvomero (400) districts. The Island Baseline interviewed 703 households randomly selected from the two islands of Unguja (422) and Pemba (281) to establish the current conditions. Both Mainland Baseline Surveys used a combination of quantitative and qualitative methodologies to gather data in the field: questionnaire for interviewing the individual sampled households; Focus Group Discussions (FGD); key informant interviews; and observations. The surveys included questions on crops production and productivity; competitiveness and trade; vulnerability and household incomes growth; and general livelihood strategies.

Generally, the baseline surveys have confirmed that original project assumptions were largely correct and that the activities planned are in line with the major needs of the targeted areas. One of the objectives of the NAFAKA program is to introduce and encourage the use of new technologies and improved inputs for increasing productivity. Extension services in the targeted areas are currently limited, indicating a need to expand NAFAKA extension activities. Households confirmed that irrigation, conservation agriculture, soil fertility management, green manure, pest management, and soil conservation for maize and rice are the topics with the highest demand for training services, suggesting that NAFAKA extension services will be well received by the communities. Data for some baseline information will be reviewed for updates after the Midterm Evaluation.

4.2 ROUTINE MONITORING DATA COLLECTION

Routinely, the technical field staff are required to report on accomplishments of activities against targets set for a specific reporting period, outputs resulting from those activities, variance, and reasons for variations. Each output indicator has standardized collection methods and tools to be used during data collection.

4.2.1 DATA COLLECTION FORMS

NAFAKA has developed a set of data collection forms (DCFs) that are used by field staff to gather specific information. Currently, a total of ten DCFs are deployed to collect routine data/information

resulting from NAFAKA interventions. Data Collection Forms (DCFs) are the primary tool used to track individuals, groups, organizations, and interventions. Technical field staff are required to fill in these forms whenever they conduct an intervention and/or event.

Data is extracted from these DCFs by cluster-level M&E Field Officers and entered into spreadsheets. The data is then reviewed, verified, and uploaded into the NAFAKA Database by Morogoro-based M&E staff. Hard copies of all DCFs are scanned and stored in NAFAKA M&E servers. This process ensures that reported beneficiaries and activities can be validated by reviewing original data submissions.

NAFAKA DCFs include:

1. Groups and associations inventory form
2. Individuals registry (non-members of groups and associations)
3. Training registry form
4. Demonstration plot registration form
5. Maize/paddy sales form
6. Home garden registry form
7. Loan disbursement form
8. Value of saving and lending (silc)
9. Village mapping form
10. Association service transaction forms

The forms are used as source documents that collect raw data from the field before the data is analyzed for reporting.

Table 3: Data Collection Forms Used by NAFAKA

DCF No.	DCF Name	Types of data/information collected
DCF01	*Farmers Group*	This form collects information on all groups that are involved NAFAKA interventions. Data collection is at group level and is to be collected by the Association Development Officers (RUDI, KPL AND MVIWATA), Field agents (CRS), KINNAPA, ZARI and KATI Implementing Staff. Data collected using this form populate data for the following indicators • Number of food security private enterprises (for profit), producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) receiving USG assistance
DCF02	*Individual membership*	This form will be used to collect individual farmer information. Similar data can be captured from other activity forms such as training or demonstration plots attendance list. The form will also collect the name of the individual farmers that are NONE GROUP MEMBERS). This data is to be collected routinely and aggregated/ collated/processed and reported on a monthly basis. Data collected will be populated and reported quarterly for the following indicators; i. Number of beneficiaries reached(both direct and indirect) ii. Number of rural households benefiting directly from USG interventions
DCF03	*Training*	This data will be collected ROUTINELY during trainings session conducted by NAFAKA for both group and individual farmers. Collect the names of individuals attending trainings and ensure that each participant's signs/thumb prints each day s/he attends the training session. The trainings can be Post-Harvest training, Organization Development training, Gender training, environmental compliance Record Keeping training and others. This data will be collected by all Implementing Partners (RUDI, FIPS-Africa, CRS, IFDC, DANYA, and MVIWATA), ACDI/VOCA implementers (Access to Finance, Productivity, Association Development Officers and Marketing Officers. The raw data shall be aggregated/collated/processed and reported each quarter for the following indicator i. Number of individuals who have received USG supported short-term agricultural sector productivity or food security training ii. Number of beneficiaries reached (both direct and indirect) (People trained will also be counted as beneficiaries e.g. government officials, etc.)
DCF04	*Demo plots registration*	This form will be used to register all demonstration plots established by NAFAKA with the purpose of testing different technologies. Total hectares under improved technologies or management practices

DCF No.	DCF Name	Types of data/information collected
		for demonstration plots, seed production fields, KPL adoption plots, and model farms are included in this form.. The plot area should be counted each time it is cultivated with one or more improved technologies
DCF06	*Quantity of maize/paddy sold*	The form capture the sales that are made by associations, or members of the associations or groups through bulking or any other form of con-tracts. The sales may involve formal or informal arrangement which must be captured by associations themselves or NAFAKA staff. Generally associations or members associations are bulking paddy or maize to be sold later when the prices are favorable. Note that the sales figures recorded by using this form are not used for calculating the Gross Margins or incremental sales. Data for collecting Gross Margin and Incremental sales is obtained through an outcome survey that is done once in every year. A separate market survey is also done once a year to help recalculate/or complement data for Gross Margin and Incremental Sales. This form will be filled in by association leaders or Association Development Officers during the marketing season and will be reported annually
DCF07	*beneficiaries with home gardens*	Data for this indicator will be collected by (Component 4- CRS) and FIPS DCOs that are involved assisting farmers to establish home gardens. This data will be collected and reported on a quarterly basis. Care must be taken when counting. Count one unit for each person that owns a home garden. Two individuals owning the same garden will be counted only once. If two or more members of a households owns the gardens separately, then each member will be counted separately under the garden they report to be owning. All gardens counted must be verified through physical observation
DCF09	*Value of loan disbursed*	The form allow to capture data for the FtF indicators 'Value of agricultural and rural loans and Number of MSMEs, including farmers, receiving USG assistance to access loans'. It will be used to capture the number of beneficiaries who have received loans and the value of loans received. The data has to sum up cash loans made (i.e. disbursed) during the reporting year to direct beneficiary, producer farmers, input suppliers, transporters, processors, and loans to other MSMEs in rural areas. The data will be gathered from associations, financial institutions, and MSMEs issuing loans to farmers as a result of NAFAKA linkages. This data will be collected by Access to Finance Specialist, Association Development Officers, The FtF indicator has an annual reporting requirement, but NAFAKA routinely collects the data and reports it on quarterly basis. *NOTE: Only data on loans disbursed to the recipient will be collected and not loans merely made (e.g. in process, but not yet available to the recipient*
DCF10	*Value of saving and lending (SILC)*	The form simply capture Savings made or established by Saving Internal Lending Community (SILC) groups. The established SILC groups that NAFAKA is working with are facilitated to be able to mobilise savings in groups and Implementing Partner that is supporting them (i.e. CRS) will gather this information from SILC group records. The data will be collected and reported on quarterly basis. Note that CRS have their database that keeps a lot other data on saving and credit, but data collected from this form will be saved in the NAFAKA database and therefore CRS Field agents have to make sure that the data they collect using this form match with what is in their database.
DCF10	*Village mapping*	This form will be used to collect coordinates for villages that NAFAKA has interventions and beneficiaries. The data collected will assists NAFAKA in mapping out areas of its work to include villages, wards and districts. The coordinates are recorded only once when NAFAKA registers the villages and they will provide guide to anyone that wants to reach these villages. In future these geographical coordinates will help NAFAKA integrate high resolution imagery of any specific area of interest in its Zone of Influence (ZOI). Note that all current villages that NAFAKA is operational need to have information about its location (including village name and geographic coordinates) and any new village that is introduced to NAFAKA at any time the location need to be recorded promptly
DCF12	*Member services/ transactions count*	This form will be kept by the association and will record names of members that received the services. Note that there are ten basic services that associations can provide to their members (see key below). However, there are some services that are disaggregated into other transactions/services. For example, postharvest services include services for drying, cleaning, sorting, grading, weighing, and fumigation, but the association might have provided services for just one or two of these items. Please explain this in the "Comments" column.

In general, all the DCFs mainly collect quantitative data focused on the project's output and outcome indicators. The forms are meant to collect data from beneficiary groups, individuals, associations and cooperatives, input suppliers, private sector participants, and other agro-business dealers.

Data Ledger Books

In addition to the data collection forms, NAFAKA has instituted a couple of Data Ledger Books that different beneficiary groups are keeping and recording relevant data/information as a way of tracking their efforts. While DCFs are designed for primarily for single events and activities that take place, ledger books are more useful for documenting several interactions with the same set of beneficiaries.

For instance, the VBAA Ledger Book is designed to enable Villages Based Agricultural Advisors (VBAAs) to keep detailed records of all farmers that they are reaching. The individual farmer details (ID, Names, Sex, Age, HH gendered type) and association membership status are listed once, then various types of assistance are indicated beside the farmer's name - GAP technologies that have been applied (use of improved rice or maize seed variety, use of alternative crops, use of fertilizer, etc.) and trainings received.

As the number of NAFAKA beneficiaries grows, M&E is considering transitioning more data collection from DCFs to ledger books to further streamline data entry and improve beneficiary recognition processes.

Table 4: Summary of all NAFAKA DCFs

Name of Form	Purpose	Indicators:	Frequency of Collection	Data Collection Level	Responsible for Collecting	Use of data
DCF01: Groups and Associations	An Inventory of groups and association working with NAFAKA	4.5.2-11, 4.5.2-13, 4.5.2-14, & Direct and Indirect beneficiaries	Quarterly with monthly updates	Groups and associations	Association Dev. Officers (RUDI, KPL, MVIWATA, and ACDIVOCA), Field Agents (CRS), KINNAPA, and ZARI and KATI Implementing Staff	Tracks NAFAKA capacity building efforts to civil society
DCF02: Individuals	Register individuals that NAFAKA intervenes with but are not members of any group	4.5.2-13, 4.5.2-14, & Direct and Indirect beneficiaries	Quarterly with monthly updates	Individuals	Agronomists, VBAAs, Private Service Providers (PSP) on productivity and marketing	Track total outreach of NAFAKA and understand effects on these during impact evaluation
DCF03: Training	Collect the names of individuals attending all the trainings supported by	4.5.2-7, .5.2-13, 4.5.2-14, & Direct and Indirect beneficiaries	Quarterly with monthly updates	Individual	All Implementing Partners and sub-contractors (RUDI, FIPS-Africa, CRS, IFDC, DANYA, MVIWATA, etc.)	Tracks farmers capacity building efforts in GAP and SRI methodologies
DCF04: Inventory of Demonstration Plots	Register all demo plots that are established with the purpose of testing different technologies	4.5.2-2 (ha under improved technologies)	Annual with quarterly updates	Plots	Agronomists, DCOs, Seed Specialists, Agro dealer Specialists, Irrigation Specialists	To track ha under improved technologies through the demo plots. Documents costs in establish the plots
DCF06: Maize/Paddy Sales Form	Capture the sales that are made by associations, or members of the associations or groups through bulking or any other form of contracts.	NAFAKA: MT of Paddy or Maize Sold by Producer Associations	Annually	Individual and associations	Association leaders or Association Development Officers during the marketing season	Assess NAFAKA efforts towards collective marketing as well as warehouse storage use.
DCF07: Home Gardens	Simply collects number of beneficiaries owning home gardens or alternate crops as a proxy for access to nutritious foods and income	CUSTOM Indicator	Data collected on quarterly basis	Individuals	Collected by Component 4- CRS and FIPS DCOs	Monitor the availability alternative sources of income and nutritious foods for the vulnerable groups
DCF09: Agricultural Loan Disbursement	Capture the number of beneficiaries who have received loans and the value of loans received. It also records the number of MSMEs, including farmers, receiving USG	4.5.2-29 and 4.5.2-30	Quarterly with monthly updates	Individuals and groups	Collected by Access to Finance Specialist, Association Development Officers,	Monitor if MSMEs and individuals are being helped to access finances so as to increase investment and the value of output

Name of Form	Purpose	Indicators:	Frequency of Collection	Data Collection Level	Responsible for Collecting	Use of data
	assistance to access loans					
DCF10: Savings	Simply capture Savings made or established by Saving Internal Lending Community (SILC) groups	CUSTOM: Value of savings accumulated by SILC groups under NAFAKA	Collected and reported on quarterly basis	Groups	CRS Field agents	To monitor the trend of growth and quality of the savings portfolio
DCF11: Village Mapping	Collect coordinates for villages that NAFAKA has interventions and beneficiaries	No indicator	Recorded only once when NAFAKA registers new villages	Village	By Field staff and M&E Field Officers	Assists NAFAKA in mapping out areas of its work to include villages, wards and districts
DCF12: Association Service Transactions	Records services that associations provide to members as benefits/advantages for them being the members of the associations	4.5.2-37 Number of MSMEs, including farmers, receiving business development services (BDS)	Counted routinely at the time when services happen	Individuals and associations	Association Development Officers	Helping in assessing the capacity of associations to provide different services to the members

4.3 ANNUAL OUTCOME (MONITORING) SURVEYS

On an annual basis, NAFAKA conducts the beneficiary-based Annual Outcome Survey (AOS), the purpose of which is to inform project management whether the interventions are bringing the expected changes to the project beneficiaries. The findings of the AOS help management to make informed decisions on the future direction of the project.

Data is collected from a sample of randomly selected individual households with whom the project has significantly interacted/touched. NAFAKA uses the panel survey approach in which individual households interviewed in previous years are interviewed each subsequent year, while adding new households to reflect any percentage increase in new households reached by the project in that year. Prior to implementation of each survey, detailed protocols will be developed to determine the sample size, as well as tools/instruments to be used for data collection.

4.4 OTHER SURVEYS CONDUCTED

4.4.1 BCC CAMPAIGNS EFFECTIVENESS ASSESSMENTS

NAFAKA's Behavior Change Communication (BCC) activities aim at promoting adoption of Good Agricultural Practices (GAP) by dissemination of messages through a series of media channels, including radio and print materials (radio programs, T-shirts, brochures, posters, etc). The BCC campaigns follow the cropping cycle of the two value chains promoted by the project and target different behaviors throughout each phase. In conjunction with the M&E Team, Campaign Effectiveness Assessments are conducted by the BCC Team to assess the quality and overall effectiveness of campaign. Ideally, a Campaign Effectiveness Assessment should be conducted after every campaign; however, due to logistics and cost implications, only two assessments are conducted each year.

4.4.2 BCC INTERVENTION'S EFFECTIVENESS ASSESSMENT

Evaluation of the effectiveness of BCC interventions is an important component of the NAFAKA BCC M&E plan used to track changes resulting from BCC campaign activities and as part of the project's overall M&E strategy.

The purpose of the evaluation is to document the beneficiaries' awareness of the campaign messages, change in attitude, and change in behaviors in their farming practices. This evaluation documents BCC contribution, among other interventions, to the following NAFAKA project indicators: i) Number of beneficiaries adopting GAP methodologies and ii) Number of beneficiaries reached. BCC intervention effectiveness assessments are planned once every 6-9 months after the initial assessment. The BCC surveys takes a comparative-randomized approach in order to assign attribution to different project efforts/interventions. The comparisons are made between three categories of beneficiaries: a) NAFAKA beneficiaries who have been exposed to BCC campaigns b) NAFAKA beneficiaries who have not been exposed to BCC campaigns and c) Respondents who are beneficiaries of neither BCC nor other NAFAKA interventions (Control).

4.4.3 BENEFICIARIES CONTACT SURVEYS

A number of stakeholder discussion groups will be around key project components and outputs. These surveys or discussions will provide qualitative data and assist in reviewing information, identifying lessons

learned, and making recommendations on how to improve performance and maximize NAFAKA's impact.

Secondary data

Government and other stakeholders normally collect a range of population, economic, and agricultural statistics relevant to project M&E. This is termed secondary information, which is data collected by someone other than the user. Other sources of secondary data for social science include censuses, organizational records, and data collected through qualitative methodologies or qualitative research. Primary data, by contrast, are collected by the investigator conducting the research.

Qualitative data from the beneficiary contact survey will be collected using semi-structured and structured interviews, focus groups discussion, field notes, observation records and other personal, research-related documents.

Use of secondary data is advantageous for triangulation. Background work needed to support the data has already been carried out. However, use of secondary data needs additional validity, reliability, and accuracy checks before its use can be justified. Relevance, dependability, and reputation of both data sources and data itself must be guaranteed to confirm that secondary information can be used with confidence.

4.4.4 MONITORING GENDER OUTCOMES

Since its launch, NAFAKA has set out to increase awareness and improve understanding of the role of gender in development by integrating gender-related activities into all interventions. Before the start of the project gender assessment was done to analyze the gender roles, behaviors, and identify gender based constraints in Rice and Maize value chain, and opportunities along the maize and rice value chain. Then a strategy was developed to integrate gender in all project activities.

Various trainings and discussions with NAFAKA staff were done to ensure they understand the gender strategy and how the project intends to address gender related concerns during implementation. In collaboration with the M&E Team, the Gender and Training Specialist will routinely monitor gender-related results, using tools and processes that are developed to collect data relevant to the situation of women directly participating in or indirectly benefiting from project interventions.

The tools include questions that help understand how decisions are made at the household level relating to distribution of resources – use of proceeds from crops grown by the households, profits and other incomes. The tools also monitor participation of men and women in decision-making, and involvement of women in leadership at the community level, as well as aspects of access to and control of productive assets at the farmer group level.

To ensure that data collected by the project includes gender-specific information on activities and outputs, several considerations are routinely integrated into M&E processes:

How well is the project integrating gender components and performing in relation to:
1. Gender division of labor
2. Female decision-making at community meetings
3. Female decision-making within the household
4. Women's participation in self-help groups / networks
5. Women's confidence

4.4.5 MONITORING ENVIRONMENTAL COMPLIANCE

The overall goal of NAFAKA's environmental compliance policy is to achieve environmentally sound development, per the US Foreign Assistance Act. Environmental compliance requires that NAFAKA meets all local and international environmental regulations and policies, such as:

1. The Environmental Management Act, 2004
2. The Water Resource Management Act, 2009
3. The Plant Protection Act, 1997
4. The Tropical Pesticides Research Institute Act, 1979
5. FAO International Code of Conduct on the Distribution and Use of Pesticides, 2002
6. UN Earth Summit (1992)

To manage environmental litigation that may be posed against the project, an environmental assessment of the effects or impacts of the proposed NAFAKA project was done before the start of the project. This was in compliance to with the USAID environmental procedures codified in USAID CFR 216 – Part 216.3.

NAFAKA is required to monitor and address adverse impacts/risks that are possible effects caused by agricultural, industrial, infrastructural, or other development activity. The adverse impacts that need to be monitored include depletion of natural resources; pollution/degradation of air, water, or land; ecological risks or changes that alter important features of ecological systems; human health and safety risks; and social impacts.

To do so, NAFAKA has developed a guiding tool – the Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP), which is a report prepared before inception of any USAID-funded project that aims to provide guideline on the use of pesticides and chemicals. The first document was prepared in December 2010 and reviewed in 2012, per requirement. The document has two key parts:

1. An evaluation to assess the safety of pesticides used and proposed by NAFAKA and
2. An action plan to commit NAFAKA to mitigation measures that will be taken in the field and to develop tools to monitor

Monitoring Environmental Compliance

NAFAKA will monitor the implementation of mitigation measures, ensuring that mitigation conditions established by the PERSUAP document are being implemented and are effective. NAFAKA environmental mitigation measures include:

1. Good Agricultural Practices (GAP) and Integrated Pest Management (IPM) trainings through reviewing of GAP modules and IPM modules to ensure all issues related to environmental and natural resources management are addressed and reach beneficiaries.
2. Support NAFAKA BCC activities, especially in reviewing sensitization and campaign materials and tools, to ensure environmental and natural resources management awareness are addressed.
3. Develop affordable environmental management systems for NAFAKA project to ensure solid wastes and wastewater are integrated in NAFAKA activities and ensure their adoption.
4. Integrate Climate Smart Agriculture (CSA) approaches in NAFAKA activities (NEW). Facilitate the integration of CSA in NAFAKA productivity component through trainings emphasizing efficiency use of inputs while advocating resilience to climate change.

5 DATA MANAGEMENT AND REPORTING

5.1 THE NAFAKA DATABASE

NAFAKA Project has put in place a database that organizes, stores, and generates data in a systematic way to facilitate data sharing and reporting. The database will be upgraded to allow for online data handling, which will include direct data entry and editing, analysis, and presentation in the form of tables, graphs, photographs, and maps for inclusion in reports. This standardized data management system will allow NAFAKA to manage implementation more effectively and better inform USAID/FtF and other stakeholders on progress and results.

The database will maintain data on beneficiaries/partners, trainings, and technical assistance provided; production and productivity; market competitiveness, market systems, and trade; project grants; vulnerable groups and income; innovations and technologies; challenges, changes in behavior and management practices; beneficiary profile information, such as demographics, income, household data; and association, producer group, business service provider, and financial firm profiles and their respective financial data.

Overall, the NAFAKA database will allow management of all indicator data (both FtF and custom indicators), including storage and generation of data needed to inform the USAID/FtF monitoring systems and to accurately count and analyze beneficiary information.

The database will be administered by the Database Manager, who will be assisted by Database Officers. The Database Manager will provide guidance on how to ensure that the quality and security of the data stored are guaranteed. Access to the database by different groups of users will be limited by levels and through the use of passwords.

NAFAKA will develop a detailed manual that spells out how storage, data retrieval, and data use is handled using this database. The database will be updated routinely per the type and frequency of data collection as specified by the NAFAKA data collection framework (ANNEX 5).

5.2 SPATIAL DATA COLLECTION

Spatial data will be collected routinely and periodically using geographic positioning systems (GPS). Specifically, point data of villages, households, activity locations, demonstration farms, warehouse location, and markets will be collected and used to design point maps. The point maps will also be used to correlate project activities and related results. Geographical Information Systems (GIS) will be used to develop map products on different thematic areas. Project staff will be trained on how to collect spatial data.

The collection of spatial data will maintain the following data integrity based on GPS calibration:

GCS_Arc_1960
Prime Meridian: Greenwich (0.0)
Datum: D_Arc_1960
Data: Degree Decimal (5 decimal points)

5.3 DATA MANAGEMENT PROCEDURES

NAFAKA results will be communicated from one level to another based on a data flow and reporting schedule. This may take the form of verbal, telephonic, courier, electronic, or any other prescribed media of data communication and may be through one or more modes depending on the specific provisions for a given indicator.

The collection, compilation, analysis, documentation, preservation, and communication of any kind of information will be in the prescribed formats, specific to each indicator requirements and/or reporting format for that particular data/information as developed by the M&E Team and approved by project management team.

5.3.1 NAFAKA PROJECT INFORMATION FLOW CHART AND FEEDBACK MECHANISMS

A clear, logical, well-documented, and well-enforced M&E system that ensures that information is flowing smoothly in both directions (vertical and horizontal) is critical to an effective data collection and management process. With this understanding, NAFAKA has established mechanisms for sharing information/data between components, clusters, and project technical field staff to ensure that all stakeholders have access to the necessary project information generated by the M&E system.

There are mainly two different processes that are used to generate NAFAKA project data. i) Data collection that is done routinely and ii) data collection that is done through surveys (explained in a different section of this document). Routine data collection is done by individuals working as NAFAKA field agents at the grassroots level of implementation, such as VBAAs (refer to data flow chart in **ANNEX 4)**. At this level, data source documents will be the Farmer Registers / Ledger Books designed to collect data and information relevant to the agents' activities and/or DCFs relevant to individual activities.

The information and data collected from the field is of the following nature:

1. Production and productivity data for both maize and rice value chains (*Application of improved technologies used, Loans/source of funding, Size of the land and area under cultivation, Number of Demos Sites Selected, Selection and profiling of Farmers, Hectares planted)*
2. All trainings conducted and individuals reached by NAFAKA interventions *(GAP, SRI, marketing trainings, etc.)*
3. Marketing, association development, and access to finance, *Harvest and Post-harvest management practices, Value of Sales, volumes of Sales, all groups and marketing associations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs), buyer and market type, buying and selling agreements, marketing training conducted)*
4. Private sector investments *(in inputs, farm equipment, harvesting, processing, storage, transports, marketing, farm mechanization, ripping technologies, etc.)*
5. Savings and lending information *(individuals and MSMEs assisted to access loans, MSMEs receiving loans)*
6. MSMEs providing Business Development Services (BDS), MSMEs receiving technologies

Note that there is some other basic information that is collected through the Annual Outcome Survey (AOS). This includes; land preparation costs, planting, inputs and crop management costs, irrigation costs, harvesting and storage costs, production and post-harvest losses, volume sold (sales), finance and loans data, individuals applying new technologies, area in ha under improved technologies.

NAFAKA staff or agents handling any form of data will be responsible for verification and validation of the same before signing them off to the next information node. All information collected and verified shall be documented through paper, electronic, or any other prescribed media before it is passed along to the next level. All data collection forms will bear the signature of the officer who reviewed that data and approved it as being valid for inclusion into the NAFAKA Database.

Level 1: Data Collection at Village/Project Site

It is important to note that all primary data is collected at the field level by the field staff organizing particular events or activities – at the beginning, during, or directly afterwards, depending on the nature of the activity. This requires that the implementing field staff ensures that they have the proper data collection tools in order to document the event/activity. For instance, if there is a training, a sign-in sheet must be availed to participants to fill in their details; the training DCF includes clear directions regarding what information must be collected, as required by the indicator that the event or activity is linked to. Before asking participants to fill their information, the facilitator should explain how each column should be populated. This will ensure consistency in the manner in which data is captured in the forms.

Field-level staff (e.g. agronomists, District coordinators, agro-input specialists, seed and irrigation specialists, extension officers, Association Development Officers) will receive and verify data submitted to VBAAs, Lead Farmers, agro-dealers, and SILC Field Agents. After ensuring that the data captured in the DCFs and Registers / Ledger Books meets the required standards (i.e. accurate and reliable), field-level staff forwards it to the M&E Field Officers at the cluster level.

Level 2: Data Review, Verification, Compilation, and Entry at Cluster level

Each cluster-level M&E Field Officer will be responsible for all performance data coming from operational NAFAKA sites within that cluster. The officer will receive DCFs, registers, and ledger books from the field. M&E Field Officers then verify and validate this data before compiling it on a monthly basis into Excel spreadsheet templates for the cluster. At each cluster office, a logbook will be maintained to track and record all the submitted DCFs, ledger books, and any other reports. Data verification at the cluster level will mainly focus on ensuring that data is accurate, complete, and clean before entry into the mini-database (specifically designed for the cluster).

M&E Field Officers will be responsible for compiling indicator data and entering it into a template that will have all cluster level data and submit electronic copies to the Morogoro M&E Database office for verification and validation by the 15th of each month. Each cluster office will keep originals of data and information submitted by field staff for that specific cluster.

NAFAKA M&E Data Management Schedule

Step 1: DCFs and registers will be filled and submitted by technical officers conducting activities in the cluster to respective M&E officers. When possible, technical officers will coordinate the use of Farmer ID lists to populate DCFs and registers with proper Farmer IDs.

Step 2: Cluster M&E Officers will enter submitted data into data templates (Excel spreadsheets), clean and remove duplicates, and key in Farmers IDs that were not included when the templates were distributed. Cluster M&E Officers will generate new Farmer IDs for any new beneficiaries not previously registered by NAFAKA. These new Farmer IDs will be passed along to the relevant Implementing Staff, Association Leaders, VBAAs, and Lead Farmers.

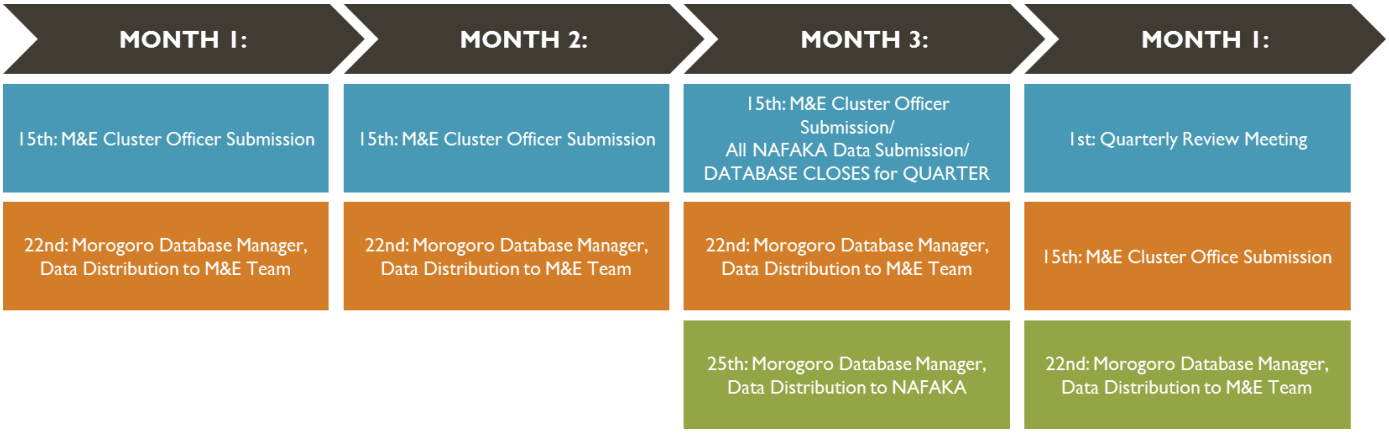
Step 3: Cluster M&E Officers will submit data spreadsheets by the **15th of every month** to Morogoro Database Manager.

Step 4: By the **22nd of each month**, Database Manager will:

1. Validate and import data from spreadsheets to Database, and provide direct feedback on any issues to Cluster M&E Officers, and
2. Share cumulative data (combined for all clusters) with the M&E Management Team.

Step 5: For the third month of each quarter, cumulative quarterly data will be shared with all NAFAKA Management and Component Leads by the 25th of the final month of the quarter. This official quarterly data is the only data that should be used for submission of all NAFAKA reports.

Figure 3: NAFAKA Data Submission Schedule and DATABASE CLOSING



Level 3: Data Processing/Aggregation and Analysis

Entering Data into Access Database

NAFAKA has an MS Access Database used to capture, store, summarize, and retrieve data for most project activities implemented by NAFAKA and its implementing partners. It provides an effective and efficient way to manage and report project-related data. Currently, the NAFAKA Database is managed in Morogoro, but in the near future the M&E Cluster Field Officers will have a major role in entering data into the database using appropriate designed templates.

Plans are underway to migrate NAFAKA Database online. This will allow multiple users to enter and retrieve data concurrently from their locations, depending on internet connectivity. Users will be assigned usernames and unique passwords and allocated user rights depending on their user requirements as determined by the Database Manager and the M&E Team.

Data collection forms (DCFs) are used to capture data that are entered into Excel spreadsheets. Thereafter, the entered data is imported from the Excel spreadsheet into the MS Access database by using *External Data Command Menu*. Alternatively, data can be copied and pasted into the database depending on the preference of the data entry person.

Procedures of importing data into the database using External Data Command Menu:

1. Open the **Access database**. Make sure the database is not read-only, and that you have permissions to make changes to the database.
2. On the **File menu**, point to **Get External Data**, and then click **Import.**
3. In the **Import dialog box,** in the Files type box, select **Microsoft Excel.**
4. Click the arrow to the right of the **Look in box,** select the drive and folder where the worksheet file is located, and then **double-click** its icon.
5. Follow the directions in the **Import Spreadsheet** Wizard dialog boxes, and finish importing.
6. Review the imported data and the error log table, and take corrective action to clean the data if required.

Data Cleaning

This is a process used to determine accuracy, completeness, or reliability of data in order to improve data quality through correction of detected errors and omissions.

The process of data cleaning includes:

1. **Format checks of data collection forms and database tables:** The data collection forms are uniform, and any modified data collection forms submitted by implementing staff are not acceptable. No one is allowed to change questions or variables on any DCF.
2. **Manual checks of the DCFs:** Completeness and legibility is important before submission of data collection forms to M&E. It is the responsibility of implementing staff/enumerators and M&E Field Officers to recheck all forms to ensure that each variable is complete, valid, and that everyone can read and understand them.
3. **Review of the data to identify duplicates:** This is done both manually and electronically. By using Excel spreadsheets, conditional formatting to identify duplicate names from the same group, association, or village is used. Verification is done by consulting group/association leaders or VBAAs through calling/mobile contact before deleting any duplicate data.
4. **Data Entry Errors:** Different errors, including transcription, copying, routing, consistency, and range errors, can occur in any data entry system. In order to prevent/minimize these errors during data entry, the following procedures have been developed:

    - Transcription and ranging error (e.g., 19 becomes 91 during data entry, or reporting a respondent with the age of 270 instead of 27). Solution: Maximum and minimum limit of numbers that the database will accept have been set. The databases will reject any number that lies outside the range.
    - Copying errors (e.g., 0 (zero) becomes letter O during data entry). A database is always set to accept number or alphabets only. If an entry point should include numbers only, the database has been set to reject any mistaken alphabetical entries – and vice versa.
    - Coding errors and consistency errors. Validation rules use drop-down menus, and the database has been set to follow 'skip question' rules automatically during data entry.

Data Queries

The primary mechanism used to retrieve information from a database is a query. Queries are used to filter data, to perform specific calculations, and to summarize data. Queries are also used to automate many data management tasks and to review changes in data before we commit to those changes. Queries assist NAFAKA M&E in cleaning different tables by identifying errors entered into the database. They are used to answer very specific questions about NAFAKA data that would be difficult to answer by looking at table data directly.

Creation of Query

Information can be retrieved from the database by using a single table or multiple tables depending on the type and format of data that is needed. Queries can also be created from existing queries and links with existing tables. The following is an example of creating query by using a single table from the database:

1. Open the database. On the Create tab, click Query Design.
2. In the Show Table box, on the Tables tab, double-click the Indicator/Beneficiary table, and then close the dialog box.
3. In the Indicator/Beneficiary table, Double-click Farmer Name, Sex, Age, Household Status to add these fields to the query design grid.
4. On the Design tab, click Run. The query runs and displays a list of farmers and their Age, Sex, and Household Status.

How to Open Query from Database

The NAFAKA Database has a number of pre-set queries to populate data and create different tables. These queries do not suffice to respond to numerous questions asked by the project partners due to different demands of disaggregation. So queries are almost designed routinely to respond to new demands.

In the database, a number of buttons on the switch board menu to open exiting queries have been created. The existing queries can also be opened from the navigation panes, but it is encouraged to use the switch board menu to open the queries.

Indicator Performance Tracking Table (IPTT)

The NAFAKA Database generates data used to populate the Indicator Performance Tracking Table (IPTT), which charts the progress of the project against planned targets. It tracks quarterly and annual data over the life of the project, including targets, percentages achieved, and any adjustments to reported figures. The IPTT includes indicator name, tracked activities, targets, and achievements.

5.3.2 DATA STORAGE

Specific Procedures to Enhance Precision, Validity, and Reliability

To ensure data quality, the following procedures will be used by NAFAKA project:

1. ***Late Data:*** If data is received after the database has been closed for the quarter (the 15th of the final month of each quarter), that data will be reported in the following quarter to avoid delaying the reporting processes. A note will be provided in the following quarter's data report to indicate that some data from the previous quarter has been included.
2. ***Incomplete and Missing Data:*** The M&E Manager will check all data for completeness before reporting to USAID. In case of incomplete or missing data, the M&E Manager will work with the responsible officer/manager to retrieve the data and include it in the reports.
3. ***Quarterly Date Overlaps:*** An activity may start on a date within one quarter and end on a date in the next quarter. The quantitative data for this activity will be reported during the quarter when it has ended. However, the progress can be noted in the narrative part of the quarterly report.
4. ***Data Entry:*** Once data from DCFs and ledger books has been verified and entered into the into Excel spreadsheets by M&E Field Officers to be sent to Morogoro by the 15th of each month, the

Database Manager will verify whether it is accurate before approving for final entry into the NAFAKA Database by Morogoro staff. Database Manager will provide feedback to M&E Field Officers in case of any gaps or issues of data quality.

5. ***Data Collection and Analysis Methods per Indicator:*** Data collection and analysis methods are described for each indicator in the Performance Indicator Reference Sheets (PIRS) and will be followed to ensure that the same type of data is collected and that the indicator value is calculated the same way each time, regardless of current M&E staff.
6. ***Data Storage:*** Data will be stored in hard and soft copies. All event forms containing data from events and activities, plus the sign-up sheets, will be filed in an M&E file kept by the Database Manager. The files will be divided by indicator so that all data for each indicator is filed together. All M&E files will be kept in safe, locked custody in the M&E or project management cabinet to avoid any tampering with data. Data from DCFs will be scanned and stored in the project servers. External hard drives will also be used to store data as a back-up mechanism.

5.3.3 REPORTING

In general, reports are used to assist management and stakeholders in gauging project performance in terms of various activities that are implemented in the field. Project performance reports will help show levels of achievement of all implemented activities against the work plan. Moreover, the reports will show the outputs realized after implementing activities during the period under review, as well as status of performance indicators both at output and outcome levels. 'Success Stories' that demonstrate project impact identified in the process of implementation and monitoring shall be regularly included to showcase project achievements.

Type of Periodic Reports

Three types of reports are to be prepared by NAFAKA technical staff: monthly, quarterly, and annual reports. Contents and time of their submissions are explained hereunder.

Monthly Reports

Project field staff and sub-contractor staff will submit monthly activity implementation reports in line with the annual work plan.

***Reporting deadline*:** NAFAKA monthly reports are required to be submitted by the technical Field Staff and subcontractors no later than the 25th of that particular month following the reporting period.

Report content: Contains both qualitative and quantitative information.

Reporting responsibility: Each field staff is responsible to prepare a monthly report that narrates the status of activities implemented during the month. The component leads will compile and summarize reports related to activities done by his/her component, and submit a final monthly report to the Deputy Chief of Party (DCOP) for review. All the monthly reports are also copied to M&E Manager, the Communications Specialist, and the Director of PSCD in order to extract data and information that will be used in the preparation for quarterly reports.

Monthly Reporting Template: (ANNEX 2). M&E will continuously review the template that is used for monthly report to suit the current information and data needs.

Routinely, project staff will be required to report output indicators using DCFs that will thereby be used to update the NAFAKA database. Details on DCFs have been explained in the section on "NAFAKA Data Flow."

Quarterly Progress Reports

Purpose: The purpose of these reports is to provide an overview of what has been achieved by project in that particular quarter.

Content: The reports will quantify progress made against the work plan – and will report data on output indicators for the previous three months, identify challenges, problems, and constraints, and suggest possible solutions to address problems and constraints encountered (ANNEX 3).

Reporting responsibility: All components leads and subcontractors are involved in the preparation of quarterly reports that are submitted to the DCOP (copied to M&E Manager, Communications Specialist, and the Director of PSCD).

Reporting Deadline: NAFAKA quarterly reports are submitted from subcontractors and component leads no later *than the 25th of the final month of the reporting period.*

The quarterly reports from component leads and subcontractors will detail out the following:

- Achievements of results against targets established for the quarter, including reasons targets were either not met or exceeded with a description on how performance within the quarter is affecting direction of results in subsequent quarters;
- Challenges, constraints, and problems encountered, corrective actions taken, and proposed means to address them;
- Activities and targets proposed for the next period, noting any deviance from the annual work plan;
- Critical gender issues or dynamics over the quarter and how gender factors critical to achievements of results in the quarter were addressed;
- Critical environmental impact issues and actions taken;
- Evaluations and assessments within the quarter and how results from the evaluations and assessments influenced decisions on the program and activities work plan; and
- Status of supporting documents for information reported in the quarter.

The M&E Manager and the Communications Specialist will compile the NAFAKA project quarterly report abiding to the reporting template provided by USAID (Tanzania).

In accordance with USAID guidelines, these quarterly reports shall be submitted to USAID Tanzania within thirty (30) days after each quarter ends: December 31, March 31, and June 30 of each year. In place of a quarterly report at the end of the 4th quarter, NAFAKA submits an annual progress report. Internally, the project will maintain regular reporting at various levels in order to inform the implementation progress.

Annual Progress Reports

At the end of every fiscal year, the project will provide a complete overview of progress. All three quarterly progress reports from the year will be used to compile the report, in addition to activities and outcomes from the final quarter. The fourth quarter progress report will not be written as a separate document, but its contents will be incorporated during the preparation of the annual report.

The annual report will detail performance over the fiscal year (i.e. October to September) to include:

- Progress made over the previous year as per requirements for annual progress reporting;
- Overall performance against targets during the fiscal year and why targets were not achieved or were exceeded;
- In the context of the overall goals of the program, illustrative activities to demonstrate whether goals are being achieved;
- Prospects for achieving longer-term impact where applicable;
- Critical gender issues/dynamics over the year and whether gender factors were critical to the achievement of results in the year;
- Status of environmental compliance and actions to be taken in subsequent years to assure compliance;
- Partnerships established and collaborative efforts with stakeholders including civil society, private sector, government, and other donors;
- Evaluations and assessments over the year and how recommendations are being used to improve program performance;
- Status of supporting documents for information reported in the year; and
- Challenges and constraints experienced during the fiscal year period.

Reporting deadline: NAFAKA annual reports are required to be submitted by the technical Field staff on October the 10th.

Final Report

The project will submit a detailed final report within ninety (90) days of the agreement termination. Utilizing the results of the final evaluation, the report will highlight major successes achieved during the agreement period and discuss any shortcomings and difficulties encountered. It will also outline lessons learned and make recommendations for follow-on activities. Specifically, the final report will include:

1. Life-of project results against targets towards achieving program goals, including any unmet targets with reasons for these shortcomings and recommendations regarding incomplete work;
2. Program's contribution to higher level outcomes and sector objectives;
3. Important challenges that emerged during program implementation and the lessons learned;
4. Critical gender issues/dynamics over program duration;
5. Program's impact on the environment;
6. Partnerships formed; and
7. Index of all reports and information products produced under the grant.

6 ENSURING DATA QUALITY & RISK MANAGEMENT

NAFAKA M&E activities involve the collection, collation, management, and reporting of data and must ensure that data meets minimum criteria for data quality (validity, reliability, timeliness, precision, and integrity). NAFAKA has established and outlined roles, responsibilities, strategies, and procedures for acquiring, maintaining, accessing, disseminating, and disposing of data. The project will establish an effective Data Quality Management System (DQMS) that will ensure that stakeholders and partners receive data which meets all the criteria for data quality.

Benefits of NAFAKA Server for M&E

- **Easy and Fast Data Sharing** –Once files are on the NAFAKA M&E server, anyone within the M&E group can access them easily and quickly. There is no longer the need to copy files for distribution to particular staff.
- **User Management** – Some files, such as the NAFAKA Database, can be user-restricted to only a few people, either for privacy or data integrity concerns.
- **Central Storage** – To better manage data and document organization, staff can submit and find all files in one area.
- **Security** – The server architecture will be built with data security in mind so all the data in the server will be well-secured.
- **Back Up & Restore** – In case of any disaster, data is regularly backed up in a secure location that can be restored in the case of any loss.

6.1 DATA QUALITY REVIEWS/ASSESSMENTS

6.1.1 INTERNAL DATA QUALITY ASSESSMENT (IDQA)

NAFAKA believes that good data quality is a necessary pre-requisite for an M&E system oriented to accountability and learning. As such, NAFAKA M&E guidelines have embedded Internal Data Quality Assessment (IDQA) as a critical process aimed at improving the quality of data generated by the project. The IDQA will be conducted at least mid-yearly by NAFAKA project M&E staff.

The NAFAKA Internal Data Quality Assessment (IDQA) approach involves two phases. The first phase consists of appraising the M&E system in terms of key components, documentation, and understanding of the procedures. The second phase evaluates the application of the procedures at different levels within the data flow, as well as verifying the data currently used.

To ensure the quality of NAFAKA data, the IDQA will routinely supervise the M&E system and data quality at two levels: 1) Service Delivery Points: Farmer demo plots, warehouses/bulking centers, women or farmer organizations, etc. and 2) Intermediate Aggregation Levels: Districts, Wards, Clusters, etc. These RDQAs will be conducted by the NAFAKA M&E Team by travelling to the field within the specified period (e.g. monthly, quarterly) as per the project PMLP Manual to validate data at the site level. Site visits/spot checks are critical processes as far as data quality monitoring is concerned.

In addition to these site visits, the project will carry out annual or semi-annual assessments of the M&E system at all levels, which may include support from the Regional or HQ M&E Specialists. A full checklist for the IDQA will be developed for specific use in this assignment.

6.1.2 EXTERNAL DATA QUALITY ASSESSMENT (EDQA)

According to USAID's Automated Directives System (ADS) 203, "Data Quality Standards," performance data must meet certain data quality standards to be credible for reporting and useful for performance management. These standards are validity, integrity, precision, reliability, and timeliness. USAID missions, according to ADS 203, are responsible for collecting, maintaining, and reviewing performance data to ensure that it meets these standards.

DQA specific requirements include:

- Review the existing system for routine data recording and reporting implemented by NAFAKA;
- Assess the quality of routine data recorded and reported in light of validity, reliability, system integrity, and accuracy, using the standard data quality audit tools developed and approved by USAID;
- Utilize findings in order to provide recommendations to NAFAKA for improvement and maintenance of quality data collection; and
- Support data management and information use for decision making processes.

An External Data Quality Assessment should be conducted at least once every three years for data/information that is reported to Washington, the Tanzania Feed the Future Monitoring and Evaluation Project (TFtF-M&E), , is the one responsible for conducting an External Data Quality Assessment (DQA).

6.1.3 DOUBLE COUNTING AND HOW TO ADDRESS IT

"Double counting" is a particularly important data quality problem that can be detrimental to program planning and data-driven decision-making. Double counting results in over reporting (i.e. reporting more services or beneficiaries than were actually provided or served). It occurs when the project as a whole mistakenly counts an eligible person or event more than once during a reporting period, thereby inadvertently inflating project results.

Double counting occurs in a variety of forms: when the same individual beneficiary is counted more than once by the same implementing partner, when the same individual is counted for the same service by two or more different implementing partners, or when the same service site is counted by two or more different partners.

6.1.4 APPROACHES THAT NAFAKA TEAMS HAVE TAKEN TO DEAL WITH DOUBLE COUNTING

Unique Identifier for Individuals (Farmers IDs)

To reduce incidences of double counting, NAFAKA assigns all beneficiaries a unique identification number in order to isolate them from all other beneficiaries. This approach is employed in both paper-based and computer-based data capture systems. For NAFAKA, unique identification of individuals offers

several benefits. It allows NAFAKA project to monitor the number of beneficiaries served, the services that each individual received, and the outcomes of those services.

In practice, unique identifiers function best when the project uses electronic records, which is why NAFAKA developed an Access Database to store all the individuals that were reached using their unique identification number. The database has some built-in validations that detect and reject duplicate data that is not required – and is especially efficient given the high number of beneficiaries with which NAFAKA works

6.2 DATA RISK MANAGEMENT

For NAFAKA, it is important that data risk management processes and procedures be part of a coordinated and thoughtful strategy for security of its data. NAFAKA M&E, in coordination with NAFAKA IT staff, will develop security measures to ensure that most of the risks associated to loss of data are minimized. Some of the measures that will be employed include:

- Introduction of server that will be used for storage of all NAFAKA data;
- Development of database security mechanism (e.g. ensuring few people have access to the database, data back-up procedures etc.
- All paper-based, or electronically submitted results data will be entered into the main database;
- All paper-based data will be scanned and stored in the server. Upon entering all data, all paper forms or source documents will be maintained in a properly catalogued filing system.

7 NAFAKA'S KNOWLEDGE MANAGEMENT STRATEGY

7.1 DEFINING LEARNING PRACTICES

Building on USAID's Collaboration, Learning, and Adapting framework, NAFAKA's knowledge management strategy will ensure that results and lessons learned from our work are collected, analyzed, and disseminated regularly to on-the-ground partners, other FTF projects in Tanzania, and USAID. During implementation, NAFAKA will be testing innovative approaches and best practices in promoting GAP methodologies through a value chain approach. In this regard, it will be important to understand the degree to which these best practices and innovations work in the Tanzanian context and under what conditions. There are also opportunities for learning during implementation as the project team works towards ensuring the best outcomes for beneficiaries through evidence-based decision-making. It will be valuable for the NAFAKA team and its stakeholders to investigate key questions that can inform the implementation of the project, provide information about its results, and highlight key lessons. Below are examples of questions which may be of interest to NAFAKA and its stakeholders.

For NAFAKA, opportunities for learning will be integrated at two stages in the project life cycle: implementation and project closeout.

1. ***During Implementation:*** Throughout NAFAKA implementation, the timely collection and analysis of data from the field will be essential to provide the project team with useful information on the quality of project the implementation and any challenges that may exist in order to make informed project management decisions. Analysis will be led by the NAFAKA M&E Team and shared with the broader project team. At the end of each year, a project review using the monitoring data will be conducted, which will give an indication on the progress made towards achieving the desired results

and what unintended outcomes (negative or positive) may be emerging. The review will identify best practices, what is working, what is not working, lessons, challenges, and opportunities. A stakeholders' review meeting will also be conducted to share the finding of the review study. This will be an opportunity for the team to discuss and document findings and ensure recommendations are incorporated back into the program strategy.

2. ***During Project Closeout:*** A final evaluation of the project will be initiated approximately four months before project closeout. The final evaluation will be designed to inform the project and its stakeholders about the contribution of NAFAKA to food security and poverty reduction in Tanzania. The findings will add to the body of knowledge about what works best and will document challenges in implementing facilitative interventions within the rice and maize value chains in Tanzania, specifically in the NAFAKA Zone of Influence. The M&E Manager, under the guidance of the Chief of Party and with the support of the NAFAKA M&E team, will lead the final evaluation. The scope of work for the final evaluation, including the evaluation questions, will be developed in consultation with project stakeholders. Knowledge management is closely linked to the M&E system but also focuses on learning, documentation and knowledge sharing.

Data Use and Dissemination

Therefore, the following key M&E activities will be planned and implemented as part of NAFAKA's Knowledge Management and Learning:

1. Quarterly results and performance reviews in which we work with staff and local implementing partners to assess performance, learn from one another, and tailor methodologies and curriculum as necessary;
2. M&E & KM Working Group that will convene monthly;
3. Monthly newsletter that provides key updates on project activities and results to stakeholders, FTF projects, and USAID;
4. Workshops, conferences, and brown bags on NAFAKA knowledge products;
5. Identification of local partners and institutions in which to house best practices, lessons learned, and improved curriculum tailored for specific regions;
6. Utilization of contextual analysis (social, environmental, and economic) in order to analyze where things are changing and why; and
7. Documentation of insights regarding knowledge, attitudes, and practices of target audiences to help identify key behaviors to be changed, key influencers, appropriate channels, barriers to behavior change, and champions of change.

Learning / Knowledge Management Working Group

To enhance Knowledge Management and Learning by both internal and external stakeholders, NAFAKA will form a Learning / Knowledge Management Working Group that will be led by one of the project's senior officers, not necessarily from the ME and Learning department. The working group will be responsible for periodic analysis of the ME and Learning data and information in order to draw out major lessons from findings of the analysis. The technical group will also be responsible for identification of key performance questions to be explored through special studies as part of the learning agenda. The group will be composed by both technical staff and M&E staff.

The Learning / Knowledge Management Working Group will meet monthly and facilitate peer-to-peer learning. The meeting will be structured and held in similar/familiar manner each time, in order for them to be effective and institutionalized. Activities for the group will be structured around one learning

question, or multiple learning questions. Feedback and ideas for activities will be solicited a week prior to the meeting. .

7.2 THE PROJECTS LEARNING AGENDA FRAMEWORK

The NAFAKA approach to Monitoring Evaluation and Learning (M&EL) will facilitate assessment of project impact, learning from experiences of project implementation, and increased accountability to different stakeholders. It is built on a number of key principles, namely the use of different processes for different needs; integration of M&E into everyday work; linking learning with decision-making; and active involvement of key stakeholders. The process is designed to incorporate the views of key project stakeholders through information collection processes and by including them in reflection and learning events. Information obtained through M&E activities will enable NAFAKA to provide an informed and objective account of its decisions and actions, relying on a suite of processes, including systematic monitoring against program indicators, building organizational knowledge and accountability, and feeding learning into decision-making.

NAFAKA utilizes knowledge/learning methodology that builds in continuous learning and evaluating about 'what works' and 'what does not'. During implementation NAFAKA will respect sharing their experience with stakeholders and Implementing Partners in whatever they are doing ***(Action***), re-examine deeply on what happened, why, what caused what ***(Reflection)***, make meaning of why did this happen and what theory can we draw out of this and what new insights are emerging ***(Learning).*** In NAFAKA Monitoring Evaluation approach, learning is key because it guides our future actions (and learning). The core "insights" that we draw out during implementation have to be translated into decisions that will ensure future improved practice in order to achieve the project expected results. These decisions then become part of the future planning processes ***(Planning)*** of NAFAKA.

Through action learning and reflection, NAFAKA has compiled a number of learning questions that is working to address them

7.3 PROJECT EVALUATION

Evaluation is a learning tool because it facilitates learning by doing. It is learning from experience as it allows us not to repeat the same mistakes. . The evaluation exercise assesses the project's rationale, effectiveness, efficiency, and sustainability. It strives to estimate impacts on the targeted beneficiaries and wider national or regional economy. The evaluations will provide project management and stakeholders with information – during project implementation – on whether or not the intended outcomes are likely to be achieved, and – at project end – on whether the impacts from those outcomes are attributable to the program.

For evaluation to make a useful contribution to improving the impact of a project, there must be a concentrated focus on learning. Evaluation will serve as a learning tool during project implementation and beyond. Although an objective and independent tool for assessing the program, NAFAKA will strive to conduct evaluations in a participatory way to ensure their success and relevance; strong collaboration between USAID/FtF and NAFAKA will maximize learning from evaluations. Evaluations will be guided by

estimated project impacts and research questions – and will be tested using the following development hypotheses:

Productivity

1. If farmers have access to agricultural technology and the ability to apply these technologies, then adoption rates will increase.
2. If farmers adopt improved technologies, production and productivity will increase.
3. If farmers have access to agricultural technology, knowledge on improved agronomic practices, (use of fertilizer, zero tillage), and better management practices (post-harvest handling, storage, water management), production and productivity will increase.

Income and Food Security

1. If production and productivity increase – and farmers have access to markets, then household incomes will increase.
2. If household incomes increase, households will be more food secure.

Cross-Cutting issues

1. If gender is integrated into project activities, women will become more empowered.
2. If environmental stewardship is integrated into project interventions, beneficiaries will benefit for an extended period of time after project completion.

The general and specific learning questions and their respective methods of being addressed (evaluation types) are listed in the table below:

Table 5: List of Learning Questions

Learning Questions 2013-2014	
Productivity	• What productivity-enhancing campaigns that NAFAKA is promoting have the highest application uptake and result in the most favorable gross margins across rice-producing areas: SRI (KPL zone), GAP (other project areas), irrigation. Do farmers indicate a willingness to maintain these practices over time? • What productivity-enhancing campaigns that NAFAKA is promoting have the highest application uptake and result in the most favorable gross margins across maize-producing areas? • What alternative dry land crops or drought-resistant seeds perform best in NAFAKA target regions? Which ones are farmers most interested in trying out or adopting (intercropping, alternative crops, or replacement crops)? • What are the main factors influencing the adoption of new farming technologies/ management practices? • What are the benefits/drawbacks of the various service provision models the project is promoting (VBAAs, agro-dealers, SILC groups); how sustainable will these service providers be after project cessation? • Can private extension models be effectively paired with government extension systems? How can projects effectively engage government extension systems? • Are farmers really interested in margins? (Or are they interested in social status, other socio-political interests?)
Livelihoods	• How are farmers coping with (real or perceived) changing climatic conditions in the project area? • How do conflicts affect our work (specifically referring to conflict between pastoralists and farmers in Mvomero, but this may apply to other conflicts that may arise)? How does the project address or respond to conflicts in the intervention areas? • Which livelihood strategies are applied by farmers/households during the storage/waiting periods? Drought or floods that affect their main crop production? During food shortages?
Markets/ Finance	• What types of association linkages have been most effective? With which partners (banks, buyers, input suppliers, and other value chain actors)? How can we build on that? • What types of interventions have attracted private sector investment in agriculture? Are these interventions affecting stakeholder behavior? Are they sustainable?

Learning Questions 2013-2014	
	• What are the current successes/failures around the NAFAKA collective marketing strategy? How can we improve upon it? • What are the current successes/failures around the NAFAKA co-investment grant programs (progressive farmers, warehouses, agro-dealers)? How can we improve upon them? What can we learn from other projects? • How have individual farmers benefited from membership in associations? • What financial models have worked for smallholder beneficiaries? Which have not? What can we replicate with our farmers in the next two/three growing seasons? (Review Yosefo, NMB, other programs, etc) • How have loans provided through the SILC model, Yosefo, NMB, etc. contributed to poverty reduction? Have they benefited men or women more?
Gender	• Does increased rights awareness supported by NAFAKA impact women's access to resources and more collaborative decision-making among male and female household members? • Does women's leadership (stand-alone as lead farmers, working with men or boards, or within women-majority groups) lead to better or different results for both female and male group members? Specifically, does their leadership lead to (i) increased inclusiveness of women in the group membership and/or (2) increased adoption of technologies by the group and its members? • How do socio-cultural practices affect gendered participation in our project implementation? How can this be addressed in a culturally sensitive manner? • How can youth (particularly young men) be motivated to participate fully in agricultural activities?

On-Going Evaluation: This critical reflection on implementation progress will be conducted internally by the project stakeholders under the leadership of the NAFAKA M&E Team. The project will make use of the existing forums, such as monthly, quarterly, semi–annual, and annual meetings to critically reflect on what has gone well and what has not and will come up with a plan of action to address problems that have been encountered during the course of implementing the project. The outputs of this exercise will feed into the project's periodic planning processes.

Mid-Term Evaluation: The Mid-Term Evaluation will be conducted around September 2014 to assess progress in meeting project goals, objectives, and outcomes. It will provide early lessons learned and identify any significant discrepancies between expected results and actual achievements, including an analysis of these discrepancies. The purpose of the Mid-Term Evaluation will be to inform management and stakeholders about necessary corrections that may be needed. This evaluation will provide feedback to management and stakeholders on the implementation experience to reinforce positive impact and to mitigate adverse impact through modifications to design and implementation.

Final Evaluation: A final evaluation will be conducted at the end of 2017 to assess achievements of intermediate project objectives. The evaluation will seek to establish the project contribution to household incomes and associated benefits in the project target areas – and to what extent poverty and hunger have been reduced. The project will recruit an independent consultant to conduct the evaluation through a representative, household-based survey using the same methodology and tools used in the secondary baseline study. Simultaneously, USAID/FTF will recruit an M&E contractor to conduct a unified final evaluation using the same tools used in the primary unified baseline.

The final evaluation will assess and report on the relevance of the project's interventions; efficiency and effectiveness in project implementation; impact and outcome level progress toward the program's goal and objectives (inclusive of both intended and unintended outcomes of the project); and sustainability of interventions. In addition, it will outline lessons and experiences in implementing the project and also offer guidance and recommendations in any areas of deficiency. A closeout workshop will facilitate sharing of the evaluation report and dissemination of lessons emanating therein.

ANNEXES

ANNEX 1: PERFORMANCE INDICATOR REFERENCE SHEET (PIRS)

1. FTF 4.5-16, 17, 18 GROSS MARGIN PER HA (OUTCOME)
Name of Strategic Objective: Sustainably reduce global poverty and hunger
Intermediate Result (IR-1): Improved Agricultural Productivity
Indicator Title: 4.5-16,17,18 Gross margin per hectare, animal, or cage of selected product (RiA)
DESCRIPTION
Precise Definition: The gross margin is the difference between the total value of sales of the agricultural product (crop, livestock, fish) and the cost of producing that item, divided by the total number of units (hectares of crops, kilograms of fish, number of animals for livestock) in production. Gross margin per hectare, or per animal, or per kilogram of fish for targeted commodities, is a measure of net income for that farm/fishery/livestock-use activity. Input costs included should be those significant input costs that can be easily ascertained. These are likely to be the cash costs, such as purchased water, fuel, electricity, seed, feed or fish meal, fertilizer, pesticides, hired labor, hired enforcement, and hired machine/veterinary services. Reporting of current-year results for individuals and firms who have benefited in previous years from this same USG assistance should be included along with current-year results of current beneficiaries. Reporting all data elements (Area, Production, Quantity of Sales, Value of Sales, and Purchased Input Cost) requested is critical to the ability to aggregate results across missions.
Unit of Measure: US Dollars/Hectare
Method of calculation: Gross margin is calculated from five data points, reported as totals for all direct beneficiaries. Gross margin per ha = [(TP x VS/QS) – IC] / UP 1. Total Production by direct beneficiaries during reporting period (TP) 2. Total Value of Sales (USD) by direct beneficiaries during reporting period (VS) 3. Total Quantity (volume) of Sales (MT) by direct beneficiaries during reporting period (QS) 4. Total Recurrent Cash Input Costs of direct beneficiaries during reporting period (IC) 5. Total Units of Production: Hectares planted (for crops) (UP) The formula above will be used to calculate the average maize and rice gross margins per hectare based on the sample of farmers interviewed during the Annual Outcome Survey (AOS), and the average commodity-specific gross margins will be disaggregated by sex. To calculate Gross Margins for the entire pool of direct beneficiaries. Ratios/weights obtained from the sample survey will be extrapolated to the total cumulative number of direct beneficiaries reached as of time of conducting the survey. However, since some of NAFAKA direct beneficiaries are not necessary engaged in farming, the total number of direct beneficiaries to be used will have to be reduced by the number of non-farming beneficiaries such as agro dealers, service providers, civil servants (trained government extension officers) etc. To minimise the margins of error, weighted values will be calculated per commodity.
Disaggregated by: Type of crop: Maize and Rice; Sex of farmer: Male and Female, Joint, and Association-applied.
Justification & Management Utility: Improving the gross margin of Maize and Rice value chains for farming communities to increasing agricultural productivity and profitability. This will increase farmer's income, and thus directly contribute to the IR of improving production and the goal indicator of reducing poverty.
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Data on the five data points needed to calculate gross margin are collected through the Annual Outcome Survey (AOS), in which a sample of farmers is randomly selected in both paddy and maize growing areas. An AOS tool has been designed specifically to collect data on this indicator.
Data Source: NAFAKA Database and AOS
Method of Data Reporting to USAID: NAFAKA enters the value of calculated gross margin directly into FTFMS, as well as project reports and data matrices.
Frequency and Timing of Data Acquisition by USAID: Annually
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: March 2013

Known Data Limitations and Significance (if any): There is inadequate record-keeping by farmer groups and individuals served by NAFAKA. Therefore, heavy reliance on farmer recall as the main source of information during surveys impacts reliability of the information provided by the respondents. Additionally, there is concern regarding the time delay between the events for which the data is being collected, i.e. planting, and the implementation of the AOS. (See 2013 NAFAKA DQA report.) Seasonal price fluctuations, combined with the fact that farmers sell their produce at different prices at different times, will cause differences in margins that may or may not be a direct result of project interventions.
Actions Taken or Planned to Address Data Limitations: Collecting data on input utilization, farm management, etc. as they happen during the cropping/growing season. Conducting follow-up surveys to update the price data for the purpose of recalculating and adjusting indicator values.
Procedures for Future Data Quality Assessments:
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data is calculated and summarized by M&E Specialists.
Presentation of Data: Data is presented in narrative and tabular form, using other illustrations (e.g. photographs, charts, or histograms) as appropriate.
Review of Data: Data is reviewed by the M&E Manager and COP.
Reporting of Data: Data is reported to USAID on an annual basis via FTFMS and the NAFAKA Annual Report.
OTHER NOTES
THIS SHEET LAST UPDATED ON: June 30, 2014

2. FTF 4.5.2-2 HA UNDER IMPROVED TECHNOLOGY (OUTCOME)
Name of Strategic Objective: Sustainably reduce global poverty and hunger
Sub-Purpose (IR-1.2): Introduce new technologies & management practices
Name of Program Area: Agriculture
Indicator Title: 4.5.2-2 Number of hectares under improved technologies or management practices as a result of USG assistance (RiA) (WOG)
DESCRIPTION
Precise Definition: This indicator measures the area (in hectares) of land cultivated using USG-promoted improved technologies or management practices during the current reporting year. Technologies to be counted here are agriculture-related, land-based technologies, and innovations, including those that address climate change adaptation and mitigation. Significant improvements to existing technologies should be counted.
Unit of Measure: Hectares

Method of Calculation: Total Hectares Under Improved Technology = Hectares from Annual Outcome Survey (A) + Hectares from Activity Results (B)

A: Hectares from Annual Outcome Survey
Total hectares of sampled respondents who applied one or more USG-promoted improved technologies or management practices without double-counting hectares. These values are extrapolated from sampling estimate weights applied to the relevant beneficiary universe.

Total Hectares Under Improved Technology from AOS = Weight x Universe

Weight = Proportion of AOS respondents who have applied one or more improved technologies or management practices divided by total AOS sample size

Universe = Total Beneficiaries Receiving USG Assistance to Apply Improved Technology in Reporting Year x Average Hectares Under Improved Technology from AOS

Average Hectares Under Improved Technology = Total hectares under one or more improved technologies or management practices divided by the number of people applying improved technologies or management practices to those hectares

B: Hectares from Activity Results
Total hectares under USG-promoted improved technologies or management practices directly documented through activity results, including demonstration plots, seed production fields, KPL adoption plots, and model farms. These values are based on actual numbers and are not extrapolated from sampling estimates.

Specific Instructions:
If a beneficiary cultivates a single plot of land more than once in the reporting year, the plot area should be counted each time it is cultivated with one or more improved technologies. However, the farmer would only be counted once under indicator 4.5.2-5 *Number of farmers and others who have applied improved technologies.* Additionally, regardless of the number of improved technologies applied, the area of the plot is only counted once per cultivation period.

For example, because of access to irrigation as a result of a Feed the Future activity, a farmer with 5 hectares can now cultivate a second crop during the dry season, in addition to the regular crop during the rainy season. This same farmer has also started using improved seeds and fertilizers as a result of FtF training. Because the farmer has applied FtF-promoted technologies to the plot during both the rainy season and the dry season, the area of the plot would be counted twice under this indicator.

5 Hectares x 2 Growing Seasons = 10 Hectares Total

If a group of beneficiaries, such as an association, cultivates a plot of land together on which improved technologies are applied, the area of the communal plot should be counted under this indicator and recorded under the disaggregate "association-applied." The group of association members should be counted once under *4.5.2-42 Number of private enterprises, producer organizations… and community-based organizations (CBOs) that applied improved technologies.*

If a lead farmer cultivates a plot used for training, such as a demonstration plot used for Farmer Field Days or Farmer Field School, the area of the demonstration plot should be counted under this indicator, and the farmer should be counted once under 4.5.2-5 *Number of farmers and others who have applied improved technologies.* However, if the demonstration or training plot is cultivated by extensionists or researchers, such as a demonstration plot in a research institute, neither the area nor the extensionists/researchers should be counted under the respective indicators.

Technology Type Disaggregation: If more than one improved technology is being applied to a hectare, the hectare itself will be counted only once under the indicator. However, the hectare will also be counted once under each technology type disaggregation (i.e. will be double-counted). Since it is very common for Feed the Future activities to promote more than one improved technology, not all of which are applied by all beneficiaries on the same plot during the same season, this approach allows Feed the Future to accurately track and count the uptake of different technology types, while also accurately counting the total number of hectares under improved technologies.

For example, if an activity supports dissemination of improved seed, integrated pest management IPM), and drip irrigation. During the reporting year, a total of 1,000 hectares were under a combination of these improved technologies: 800 with improved seed, 600 with IPM, and 950 with drip irrigation. FtFMS Technology Type disaggregates data entry would be as follows:

Technology Type	
Crop Genetics	**800**
Pest Management	**600**
Disease Management	
Soil-Related	
Irrigation	**950**
Water Management	
Climate Mitigation or Adaptation	
Other	
Total w/One or More Improved Technology	**1,000**

New/Continuing Disaggregation: If a hectare is under more than one improved technology, some of which continue to be applied from the previous year and some of which were newly applied in the reporting year, count the hectare under 'New.' Any first-time application of an improved technology categorizes a hectare as new, even if other improved technologies being applied are continuing.

Disaggregated by:
Technology type:
Crop genetics, pest management, disease management, soil-related (fertility and conservation, including tillage), irrigation, water management, climate mitigation or adaptation, other, and total w/one or more improved technology

Duration:

- New = This is the first year the hectare came under improved technologies or management practices
- Continuing = The hectare being counted continues to be under improved technologies or management practices from the previous year (i.e. technology/practice was applied for two consecutive years – the reporting year and the year prior), and no additional improved technology/practice is being newly applied. If additional improved technology/practices were applied for the first time during the reporting year, count the hectare under "New."

Sex: Male, Female, Joint, Association-applied ("Joint" means partners make joint decisions about what to plant on the plot of land and how to manage it for that particular beneficiary and targeted commodity.)
NOTE: The sum of hectares under the Sex disaggregate, and the sum under New/Continuing disaggregate should equal the total under the "Total w/one or more improved technology" Technology Type disaggregate.

Justification & Management Utility:
Tracks successful application of technologies and management practices in an effort to improve agricultural productivity, sustainability, and resilience to climate impacts. ,

PLAN FOR DATA ACQUISITION BY USAID

Data Collection Method:
NAFAKA agronomists count the hectares under improved technology on demo plots, adoption plots, and seed producer plots; number of individual farmers; number of farmer associations; and number of hectares cultivated under new technologies in accordance with technologies disseminated through demonstration plots. Also, data for this indicator is collected through annual beneficiary-based Annual Outcome Survey.

Data Source: NAFAKA collects this data through Annual Outcome Survey (AOS) of direct beneficiaries, direct observations of land, farm records, and activity documents.

Method of Data Reporting to USAID: Data collected is directly entered into USAID FTFM system and through hard copies during Annual reporting.

Location of Data Storage: NAFAKA Database

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: March 2012

Known Data Limitations and Significance (if any): No

Actions Taken or Planned to Address Data Limitations: None

PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

Data Analysis: Raw data are calculated and summarized by M&E Team.

Presentation of Data: Data is presented in narrative and tabular form, as well as illustrations such as photographs and charts.

Review of Data: Data is reviewed by M&E Manager and COP before submission to USAID

Reporting of Data: Annually

OTHER NOTES

THIS SHEET LAST UPDATED ON: June 30, 2014

3. FTF 4.5.2-5 INDIVIDUALS APPLYING TECHNOLOGIES (OUTCOME)

Name of Strategic Objective: Sustainably reduce global poverty and hunger

Sub-Purpose (IR-1.3): Increase the capacity of farmer organizations

Name of Indicator: 4.5.2-5 Number of farmers and others who have applied improved technologies or management practices as a result of USG assistance (RiA) (WOG)

DESCRIPTION

Precise Definition:
This indicator measures the total number of direct beneficiary farmers and individual processors (not firms), rural entrepreneurs, managers, and traders etc. that applied improved technologies as a result of USG assistance through NAFAKA during the reporting year. This includes innovations in efficiency, value-addition, post-harvest management, marketing, sustainable land management, water management, managerial practices, and input supply delivery. Technologies to be counted here are agriculture-related technologies and innovations, including those that address climate change adaptation and mitigation.

Relevant technologies could include:

- Mechanical and physical: New land preparation, harvesting, processing and product handling technologies, including biodegradable packaging;
- Biological: New germ plasm (varieties, breeds, etc.) that could be higher-yielding or higher in nutritional content and/or more resilient to climate impacts; bio-fortified commodities such as vitamin A-rich rice or high-protein maize; or soil management practices that increase biotic activity and soil organic matter levels;
- Chemical: Fertilizers, insecticides, and pesticides sustainably and environmentally applied; or soil amendments that increase fertilizer-use efficiencies;

Management and cultural practices: Sustainable water or land management practices; information technology; improved/sustainable agricultural production and marketing practices; increased use of climate information for planning disaster risk strategies in place, climate change mitigation, and energy efficiency; and natural resource management practices that increase productivity and/or resiliency to climate change.

Unit of Measure: Number of individuals

Method of Calculation: Count *individuals* who applied improved technologies

A beneficiary is counted once regardless of the number of technologies applied during the reporting year. If more than one beneficiary in a household is applying improved technologies, count each beneficiary in the household who does so. If a beneficiary cultivates a plot of land more than once in the reporting year, a farmer should be counted once if he or she applied an improved technology during any of the production cycles during the reporting year. A farmer should not be counted each time an improved technology is applied.

For example, because of new access to irrigation as a result of a Feed the Future activity, a farmer can now cultivate a second crop during the dry season in addition to her/his regular crop during the rainy season. If the farmer applies FtF-promoted technologies to her/his plot during one season and not the other, or in both the rainy season and the dry season, that farmer would only be counted once under this indicator. However, the area under improved technologies should be counted each time it is cultivated under indicators 4.5-15 *Gross margin per unit of land* and 4.5.2-2 *Number of hectares of land under improved technologies*.

Beneficiaries who are part of a group that applies improved technologies on a demonstration or other common plot with other beneficiaries are not counted as having individually applied an improved technology. The group should be counted as one (1) beneficiary group and reported under 4.5.2-42 *Number of private enterprises, producer organizations… and community-based organizations (CBOs) that applied improved technologies*. The area of the communal plot should be counted under 4.5-15 *Gross margin per unit of land* and 4.5.2-2 *Number of hectares of land under improved technologies.*

If a lead farmer cultivates a plot used for training, such as a demonstration plot used for Farmer Field Days or Farmer Field School, the beneficiary farmer should be counted under this indicator, and the area of the demonstration plot should be counted under 4.5-15 *Gross margin per unit of land*, if applicable and 4.5.2-2 *Number of hectares of land under improved technologies*. However, if the demonstration or training plot is cultivated by extension agents or researchers, e.g., a demonstration plot in a research institute, neither the area nor the extension agent/researcher should be counted under the respective indicators.

Disaggregated by: Duration: New, Continuing; Sex: Male, Female

Justification & Management Utility: Technological change and its adoption by different actors in the agricultural supply change will be critical to increasing agricultural productivity which is the Intermediate Result under which this indicator falls.

PLAN FOR DATA ACQUISITION BY USAID

Data Collection Method: NAFAKA uses Beneficiary-Based Annual Outcome Survey to collect data on this indicator:

Data Source: Data will be collected through NAFAKA Annual Outcome Survey (AOS)

Method of Data Reporting to USAID: Data is entered directly into FTFMS and is submitted in hard copies as annual implementation reports.

Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year

Location of Data Storage: NAFAKA Database

DATA QUALITY ISSUES

Date of Initial Data Quality Assessment: March – Sept 2013

Known Data Limitations and Significance (if any):
Heavy reliance on farmer recall. Farmers sometimes forget information on input application, plot sizes, etc.

Actions Taken or Planned to Address Data Limitations: Conducting phased surveys in specific periods of the season, where data is collected when key agricultural activities are happening (e.g. land preparation, planting, weeding, etc.)
Date of Future Data Quality Assessments: March 2015
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized by M&E Team.
Presentation of Data: Data is presented in narrative and tabular form, as well as other illustrations such as photographs and charts.
Review of Data: Data is reviewed the M&E Manager and the COP.
Reporting of Data: Quarterly, Annually
THIS SHEET LAST UPDATED ON: June 30, 2014

4. FTF 4.5.2-7 INDIVIDUAL TRAINED (OUTPUT)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Name of Intermediate Result 1: Improved Agricultural productivity
Custom Indicator: 4.5.2-7 Number of individuals who have received USG supported short-term agricultural sector productivity or food security training (RiA) (WOG)
DESCRIPTION
Precise Definition(s): The number of individuals to whom significant knowledge or skills have been imparted through interactions that are intentional, structured, and purposed for imparting knowledge or skills should be counted. The indicator includes farmers and other primary sector producers who receive training in a variety of best practices in productivity, post-harvest management, linking to markets, etc. It also includes rural entrepreneurs, processors, managers, and traders receiving training in application of new technologies, business management, linking to markets, etc., as well as training to extension specialists, researchers, policymakers, and others who are engaged in the food, feed, and fiber system and/or natural resources and water management. Trainings could include food security, water resources management/IWRM, sustainable agriculture, and climate change risk analysis, adaptation, mitigation, and vulnerability assessments as they relate to agriculture resilience, but should not include nutrition-related trainings, which should be reported under indicator #3.1.9-1 instead. There is no pre-defined minimum or maximum length of time for the training; what is key is that the training reflects a planned, structured curriculum designed to strengthen capacities, and there is a reasonable expectation that the training recipient will acquire new knowledge or skills that s/he could translate into action. Count an individual only once, regardless of the number of trainings received during the reporting year and whether the trainings covered different topics. Do not count sensitization meetings or one-off informational trainings.
Unit of Measure: Number of individuals
Method of Calculation: Totaling reported number of beneficiaries who have received training during the reporting period. Care should be taken to avoid double-counting.
Disaggregated by: *Type of individual:* -Producers (e.g. farmers, fishers, pastoralists, ranchers, etc.) -People in government (e.g. policy makers, extension workers) -People in private sector firms (e.g. processors, service providers, manufacturers) -People in civil society (e.g. NGOs, CBOs, CSOs, research and academic organizations) *Sex:* Male, Female
Justification & Management Utility: Measures enhanced human capacity for increased agriculture productivity, improved food security, and policy formulation and/or implementation, which is key to transformational development.
PLAN FOR DATA ACQUISITION
Data Collection Method: Data is collected through DCF 3 from training attendance registers
Data Source(s): From partners, training registers, training reports, Village-Based Agriculture Agent registers, lead farmer registers, and/or service provider registers
Frequency & Timing of Data Acquisition (by USAID): Quarterly
Location of data storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): There is a great potential for double-counting beneficiaries reported under this indicator (e.g. multiple trainings received by the same beneficiary at different times).
Actions Taken or Planned to Address Data Limitations: Unique IDs will be provided to all beneficiaries in the NAFAKA Database in order to identify beneficiaries receiving multiple trainings during the reporting period.
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

Data Analysis: NAFAKA M&E team will analyze the data generated from the database by using simple computer program such as excel, and sort the data by sex, new and continuing, type of trainings, category of beneficiaries such as lead farmers, civil servants, ordinary farmers etc.
Presentation of Data: Data will be presented in quarterly and annual reports using a combination of narrative and tables.
Review of Data: Data will be reviewed by the M&E Manager and the COP before submission to USAID.
Reporting of Data: Quarterly
THIS SHEET LAST UPDATED ON: June 30, 2014

5. FTF 4.5.2-27 CAPACITY ASSESSMENT SCORE (OUTCOME)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Sub Purpose (IR-1.1): Enhanced human and institutional capacity development for increased sustainable agriculture sector productivity
Indicator Title: 4.5.2-27 - CBLD-5 Score, in percent, of combined key areas of organization capacity amongst USG direct and indirect local implementing partners (S)
DESCRIPTION
Precise Definition: The reporting of the combined key area score will represent the capacity of FTF-assisted local organizations measured across seven key capacity areas using the Organizational Capacity Assessment (OCA) tool. The key capacity areas include: 1. Governance 2. Administration 3. Human Resources Management 4. Financial Management 5. Organizational Management 6. Program Management 7. Project Performance Management The result entered for this indicator is calculated using the following numerator and denominator. **Numerator:** Total number of points scored **Denominator:** Total number of points possible, which may vary depending on the inclusion of optional OCA sections where relevant (e.g. the sub-grant management section may or may not be relevant to the organization depending on the program) NOTE: Operating units should record score data for each organization in their performance management plan files so that changes in scores for each organization can be monitored over time, although it is not necessary to report each organization's score. For purposes of indicator reporting, a "local organization" must: 1. Be organized under the laws of the recipient country; 2. Have its principal place of business in the recipient country; 3. Be majority-owned by individuals who are citizens or lawful permanent residents of the recipient country or be managed by a governing body, the majority of whom are citizens or lawful permanent residents of a recipient country; and 4. Not be controlled by a foreign entity or by an individual or individuals who are not citizens or permanent residents of the recipient country. The term "controlled by" means a majority ownership or beneficiary interest as defined above or the power, either directly or indirectly, whether exercised or exercisable, to control the election, appointment, or tenure of the organization's managers or a majority of the organization's governing body by any means (e.g. ownership, contract, or operation of law). "Foreign entity" means an organization that fails to meet any part of the "local organization" definition.
Unit of Measure: Percentage

Method of Calculation: OCA Score = Numerator / Denominator x 100 Note that the actual score is the one which is entered for that specific year Numerator: Total number of points scored Denominator: Total number of points possible The average OCA percent change for an Operating Unit is the average of the percent change on OCA scores for each organization divided by the total number of organizations assessed. The average percent change on OCA scores for each organization would be [(Current reporting year OCA score – Previous reporting year OCA score) / Previous year OCA score] * 100. An average has been chosen because it is recognized that the number of organizations USAID works with may change overtime. Operating units should retain data disaggregated by organization in their performance management plan files. In addition, each operating unit must include the assessment tool they are using, a description of the methodology employed for its implementation, and the data source identified as the basis for the rating of each factor in their performance management plan files.
Disaggregated by: Organizations
Justification & Management Utility: Building the capacity of local institutions is crucial to sustainable development and long-lasting changes in a community. This indicator measures progress in actual local capacity development and will be used by NAFAKA management to report on progress towards achieving USAID Forward local capacity development objectives.
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Assessment of each partner organization through desk interviews with management and staff, review of their procedures and systems
Data Source: Partner organisations reports, documents and interviews
Method of Data Reporting to USAID: Data for this indicator will be reported through entry into the FTFMS and submission of organizational capacity assessment reports. The information will also be reflected in the project;s Annual Performance Report.
Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year
Individual Responsible for Providing Data to USAID: NAFAKA M&E Manager and COP
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: None
Known Data Limitations and Significance (if any): None
Actions Taken or Planned to Address Data Limitations: None
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized by M&E Team.
Review of Data: Data is reviewed by M&E Manager and COP
Reporting of Data: Annually
THIS SHEET LAST UPDATED ON: June 30, 2014

6. FTF 4.5.2-11 BUSINESSES OR ASSOCIATIONS RECEIVING USG ASSISTANCE (OUTPUT)
Name of Strategic Objective: Sustainably reduce global poverty and hunger
Sub-Purpose (IR-1.3): Increase the capacity of farmer organizations
Indicator Title: 4.5.2-11 Number of food security private enterprises (for profit), producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) receiving USG assistance (RiA) (WOG)
DESCRIPTION

Precise Definition:

Total number of private enterprises, producers' associations, cooperatives, water users associations, women's groups, trade and business associations, and community-based organizations, including those focused on natural resource management, that received USG assistance related to food security during the reporting year. This assistance includes support that aims at organizational functions, such as member services, storage, processing, and other downstream techniques, and management, marketing and accounting. "Organizations assisted" should only include those organizations in which USAID/NAFAKA have made a targeted effort to build their capacity or enhance their organizational functions.
In the case of training or assistance to farmer's association or cooperatives, individual farmers are not counted separately, but as one entity.

A producer organization in this context is any grouping of people involved in agriculture, including input suppliers, transporters, farmers, processors, etc. that is organized around adding value to agricultural production. A community based organization (CBO) in this context is simply an organization involved in supporting any type of agricultural activity (e.g. post-harvest transformation, promotion of thriftiness for purposes of creating savings and loans among members of SILC groups) and is based in a community and made up principally of individuals from the local community. USG assistance can include any help provided to either type of organization to expand coverage, services provided, information, etc. Some examples are organizational capacity building, training, provision of supplies and materials, encouragement and motivation for improvements, etc.

Unit of Measure: Number of entities

Method of Calculation:
Counting the number of each type of organization receiving assistance from USAID through NAFAKA – productivity groups, SILC groups, associations, etc. For groups that form higher tier organisations, such as farmers associations, water users associations, or apexes, only higher tier organisations should be counted and not the individual groups (i.e. don't count the groups under associations but count the associations/higher tiers only once).

The method of calculation is simply summing up the total of the number of entities (groups or associations); For example, based on NAFAKA's beneficiaries, this indicator will be computed as follows:

= All SILC Groups + All Associations + All Productivity Groups + All Water Users Associations + VBAAs Apex Associations + Women's Groups + Youth Groups + Agro dealers+ Service Providers (for profit CRS PSPs and VBAAs providing services on fees) + Other Groups/Organizations

Disaggregated by:
Type of organization: Food security private enterprises (for profit), producers' organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs). (SILC groups will be counted under CBO disaggregate.)
re
New/Continuing:

- *New* = Entity is receiving USG assistance for the first time during the reporting year
- *Continuing* = Entity received USG assistance in the previous year and continues to receive it in current reporting year

Justification & Management Utility: Tracks civil society capacity building that is essential to building agricultural sector productivity.

PLAN FOR DATA ACQUISITION BY USAID

Data Collection Method: Data will be collected by using DCFs that are customized forms for registering NAFAKA's individual beneficiaries, groups, and associations. Technical field staff will be involved in administering these forms in the field.

Data Source: Groups and Associations registers, implementation reports by staff and partners,

Method of Data Reporting to USAID Collected data will be reported through quarterly and annual reports, as well as the FTFMS system.

Frequency and Timing of Data Acquisition by USAID: Quarterly

Location of Data Storage: NAFAKA Database

DATA QUALITY ISSUES ;

Date of Initial Data Quality Assessment: March & September 2013

Known Data Limitations and Significance (if any): No

Actions Taken or Planned to Address Data Limitations: None

PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING

Data Analysis: Raw data are calculated and summarized by M&E Team.

Review of Data: Data is reviewed by the M&E Manager and COP.

Reporting of Data: Quarterly

OTHER NOTES

THIS SHEET LAST UPDATED ON: June 30, 2014

7. FTF 4.5.2-12 NUMBER OF PUBLIC-PRIVATE PARTNERSHIPS FORMED (OUTPUT)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Intermediate Result 3 (IR-3): Increased Investment in Agriculture & Nutrition Related Activities
Sub-Purpose (IR-3.1): Facilitate Public-Private Partnerships
Name of Program Area: Agriculture
Indicator Title: 4.5.2-12 Number of public-private partnerships formed as a result of FTF assistance (S)
DESCRIPTION
Precise Definition: Number of public-private partnerships in agriculture or nutrition formed during the reporting year due to Feed the Future intervention. Public-private partnerships can be long or short in duration; length is not a criteria for measurement. Partnerships with multiple partners should only be counted once. A public-private partnership is considered formed when there is a clear agreement, usually written, to work together to achieve a common objective. There must be either a cash or in-kind significant contribution to the effort by both the public and the private entity. USAID, through NAFAKA, must be counted as one of the public partners. A public entity can be national or sub-national government, a donor-funded implementing partner, or a state enterprise that is non-profit. A private entity can be a private company, a community group, an NGO, or a state-owned enterprise which seeks to make a profit (even if unsuccessfully).
Unit of Measure: Number of partnerships
Method of Calculation: Counting number of partnerships formed. In counting partnerships, we are not counting transactions with a partner entity; we are counting the number of partnerships formed during the reporting year. An agricultural activity is any activity related to the supply of agricultural inputs, production methods, agricultural processing, or transportation. Any partnership that was formed in a previous year should not be included. Each partnership's formation should only be reported once in order to add the total number of partnerships across years.
Disaggregated by: *Partnership focus*: Agricultural production, agricultural post-harvest transformation, nutrition, other (do not use this for multi-focus partnerships), or multi-focus (use this if there are several components of the above sectors in the partnership)
Justification & Management Utility: If more partnerships are formed, it is likely that there will be more investment in agriculture or nutrition-related activities. This will help achieve IR3 which then contributes to the Key Objective of agriculture sector growth.
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Counting partnership agreements signed
Data Source: Technical implementation reports, validated by memorandums of understanding where available
Method of Data Reporting to USAID: Data will be entered into FTFMS; implementation reports will be submitted.
Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year
Location of Data Storage: NAFAKA Database, implementation reports
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any):
Actions Taken or Planned to Address Data Limitations:
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis:
Presentation of Data: Data is presented in narrative and tabular form, as well as other illustrations such as photographs and charts.
Review of Data: Data is reviewed by the M&E Manager and COP.
Reporting of Data: Annually
OTHER NOTES
Notes on Baselines/Targets:
THIS SHEET LAST UPDATED ON: June 30, 2014

8. FTF 4.5.2-13 NUMBER OF HOUSEHOLDS BENEFITING (OUTPUT)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Sub Purpose (IR-1.2): Enhanced Technology Development, Dissemination, Management, and Innovation
Indicator Title: 4.5.2-13 Number of rural households benefiting directly from USG interventions (S)
DESCRIPTION

Precise Definition: A household is a beneficiary if it contains at least one individual who is a beneficiary. An individual is a direct beneficiary if s/he comes into direct contact with the set of interventions (goods or services) provided by the activity. The intervention needs to be significant, meaning that if the individual is merely contacted or touched by an activity through brief attendance at a meeting or gathering, s/he will not be counted as beneficiary. Individuals who receive training or benefit from activity-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. (An indirect beneficiary, on the other hand, does not necessarily have direct contact with the activity but still benefits, such as the population who uses a new road constructed by the activity or the individuals who hear a radio message but don't receive any other training or counselling from the activity.)
Unit of Measure: Number of households
Method of Calculation: Counting rural households benefiting in the current reporting year. Any household that benefited in a previous year but is not benefiting in the reporting year should not be included. However, the project will keep cumulative records of all households that were reached by the project interventions. Since NAFAKA interacts with individual beneficiaries as opposed to households, determination of the number of households benefiting from USAID support through NAFAKA will be based on a ratio obtained through a systematic sampling procedure. This ratio will be reviewed/updated every year so as to minimize bias and will be multiplied by the number of total beneficiaries reached at the time of reporting to give the figure for households reached during the year. The number of households reached will normally be less than the total number of direct beneficiaries reached because there are cases in which two or more direct beneficiaries come from the same households. Number of Households Benefiting = Number of Direct Beneficiaries as per NAFAKA Database * Ratio For example, if the number of beneficiaries reached as per NAFAKA database is 40,000, and the ratio is 0.967, then the total number of households reached will be computed as follows: *Households Reached: 38,800 = 40,000 * 0.967*
Disaggregated by: *Gendered household type:* Female no male (FNM); male no female (MNF); male and female (M&F), child no adult (CNA) *Duration*: Continuing vs. New households NOTE: Disaggregation will be based on ratio established through Annual Outcome Survey or by simply analyzing beneficiary information contained in the NAFAKA Database where feasible.
Justification & Management Utility: Tracks equitable access to services in targeted area
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Count rural households benefiting in the current reporting year.
Data Source: Implementing Partners
Method of Data Reporting to USAID: Data collection templates obtained through partners, direct entry into FTFMS
Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): No
Actions Taken or Planned to Address Data Limitations: None
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized by M&E Team.
Review of Data: Data will be reviewed by the M&E Manager and COP.
Reporting of Data: Annually
OTHER NOTES
THIS SHEET LAST UPDATED ON: June 30, 2014

9. FTF 4.5.2-14 NUMBER OF VULNERABLE HOUSEHOLDS BENEFITING (OUTPUT)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Sub Purpose (IR-1.2): Enhanced Technology Development, Dissemination, Management, and Innovation
Indicator Title: 4.5.2-14 Number of vulnerable households benefiting directly from USG assistance (S)
DESCRIPTION
Precise Definition: A household is a beneficiary if it contains at least one individual who is a beneficiary. An individual is a direct beneficiary if s/he comes into direct contact with the set of interventions (goods or services) provided by the activity. The intervention needs to be significant, meaning that if the individual is merely contacted or touched by an activity through brief attendance at a meeting or gathering, s/he should not be counted as beneficiary. Individuals who receive training or benefit from activity-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Possible vulnerable groups include, but are not limited to: HIV/AIDS sufferers and their families; those affected by drought, conflict, and/or low assets (poverty traps); single family head of household; marginalized ethnic groups; those vulnerable to climate change and variability; etc. Note that households counted under this indicator # 4.5.2-14 could be part of the total in #4.5.2-13, so that one would have "Number of rural households benefiting directly from USG assistance, of which x number are vulnerable." The definition of rural should be the definition used by the National Bureau of Statistics (NBS).
Unit of Measure: Number of households
Method of Calculation: NAFAKA will report all members of SILC groups as vulnerable under this indicator. In order to convert, the total number of SILC beneficiaries contained in the database will be multiplied by a ratio in order to convert them into households by accounting for the potential of multiple beneficiaries to live within the same household. The ratio will be developed by analyzing data in the database or through a sample survey of beneficiaries to determine "the beneficiaries to households ratio" to be used during the reporting period. Currently, the ratio of beneficiaries to households is 1:0.967. Further efforts are underway to determine the number of vulnerable beneficiaries that are being reached by the project interventions in all areas where the project is operating.
Disaggregated by: *Gendered household type:* female no male (FNM); male no female (MNF); male and female (M&F); child no adult (CNA) *Continuing vs. New households: , where "continuing" represents those households that benefited from USG support during the previous reporting quarter/period and continue to work with the project during the current reporting period, and "New" means those households who are new to the project and have just started receiving interventions during the current reporting period.*
RATIONALE: Inclusive agriculture sector growth is dependent on equitable access, and it is a key tenet of Feed the Future to bring in typically marginalized groups.
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Information will be collected through DCFs 1 and 2 which are basic registers of SILC beneficiaries.
Data Source: SILC member registers through DCFs 1 and 2
Method of Data Reporting to USAID: Data collected will be directly entered into FTFMs and also reported through implementation reports that are submitted in hard copies.
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): No
Actions Taken or Planned to Address Data Limitations: None
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data is calculated and summarized.
Review of Data: Data is reviewed by the M&E Manager and the COP.
Reporting of Data: Annually at end of fiscal year
OTHER NOTES
Notes on Baselines/Targets:
THIS SHEET LAST UPDATED ON: June 30, 2014

10. 4.5.2-23 FTF VALUE OF INCREMENTAL SALES (OUTCOME)
Name of Strategic Objective: Sustainably reduce global poverty and hunger
Intermediate Result 2 (IR-2): Expanding Markets and Trade
Indicator Title: 4.5.2-23 Value of incremental sales (collected at farm-level) attributed to FTF implementation (RiA)
DESCRIPTION

Precise definition: This indicator will collect both volume (in metric tons) and value (in US dollars) of purchases from small-holder direct beneficiaries of targeted commodities. This includes all sales by the small-holder direct beneficiaries of the targeted commodity (ies), not just farm-gate sales. Only count sales in the reporting year attributable to the Feed the Future investment, i.e. where FtF assisted the individual farmer directly. Examples of FtF assistance include facilitating access to improved seeds and other inputs and providing extension services or marketing assistance that benefited small-holders.
The value of incremental sales indicates the value (in USD) of the total amount of targeted agricultural products sold by small-holder direct beneficiaries relative to a base year - and is calculated as the total value of sales of a product (crops) during the reporting year minus the total value of sales in the base year. It is absolutely essential that a Baseline Year Sales data point is entered. The *Value of Incremental Sales* indicator value cannot be calculated without a value for Baseline Year Sales. If data on the total value of sales of the value chain commodity by direct beneficiaries prior to Feed the Future activity implementation started is not available, do not leave the baseline blank or enter '0'. Use the earliest Reporting Year Sales actual as the Baseline Year Sales. This will cause some underestimation of the total value of incremental sales achieved by the Feed the Future activity, but this is preferable to being unable to calculate incremental sales at all. If a direct beneficiary sample survey is used to collect incremental sales data, sample survey estimates must be extrapolated to total beneficiary estimated values before entry into FTFMS to accurately reflect total sales by the activity's direct beneficiaries. The number of direct beneficiaries of Feed the Future activities often increases over time as the activity rolls out. Unless an activity has identified all prospective direct beneficiaries at the time the baseline is established, the baseline sales value will only include sales made by beneficiaries identified when the baseline is established during the first year of implementation. Thus, the baseline sales value will underestimate total baseline sales of all beneficiaries and, consequently, will overestimate incremental sales for reporting years when the beneficiary base has increased. To address this issue, Feed the Future requires reporting the number of direct beneficiaries along with baseline and reporting year sales so that baseline sales and reporting year sales data can be better interpreted, and actual incremental sales better estimated. NOTE: Quantity of sales is part of the calculation for gross margin under indicator #4.5-15, and in many cases this will be the same or similar to the value reported here.
Unit of Measure: US dollar
Method of Calculation: Value of incremental sales in current year = [Volume (in metric tons) sold x Crop price in previous year] – [Volume (in metric tons) sold x Crop Price in base year] NOTE: Convert local currency to US dollars at the average market foreign exchange rate for the reporting period
Disaggregated by: Commodity
RATIONALE: Value (in US dollars) of purchases from small-holders of targeted commodities is a measure of the competitiveness of those small-holders. This measurement also helps track access to markets and progress toward commercialization by subsistence and semi-subsistence smallholders. Improving markets will contribute to the Key Objective of increased agricultural productivity and production, which in turn will reduce poverty and thus achieve the goal. Lower level indicators help set the stage to allow markets and trade to expand.
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Data points used in calculating the value of incremental sales are collected through a sample survey of NAFAKA beneficiaries as part of its Annual Outcome Survey.
Data Source: Questionnaire-based household survey/interviews
Method of Data Reporting to USAID: Data collected and analyzed is entered directly into FTFMS and submitted in hard copies as project's annual implementation reports.
Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): Records being maintained by smallholder farmers used as the source of the data are often unreliable.
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized by M&E Team.
Review of Data: Data is reviewed by M&E Manager and COP.
Reporting of Data: Annually
OTHER NOTES
THIS SHEET LAST UPDATED ON: June 30, 2014

11. FTF 4.5-10 TOTAL INCREASE IN INSTALLED STORAGE CAPACITY (OUTPUT)
Name of Strategic Objective: Sustainably reduce global poverty and hunger
Intermediate Result 2: Expanding Markets and Trade / Sub IR 2.3: Improved market efficiency
Name of Program Area: Agriculture
Indicator Title: 4.5-10 Total increase in installed storage capacity (m3) (S)
DESCRIPTION
Precise Definition: This indicator measures total increase during the reporting year in functioning (refurbished and new) cubic meters of storage capacity that have been installed through USG programming and leverage. Installed storage capacity is an aggregate amount that encompasses on-farm and off-farm storage, dry goods, and cold chain storage. Both newly installed and refurbished storage should be counted here.
Unit of Measure: Cubic meters
Method of Calculation: For new warehoue capcaity, will we calculate the cubic meters installed based on records and actual measurements. For refurbished warehouse capcity, the increase in metric tones of crop nstored shall be used as a proxy for determing the physical incraese in storage capacity as reported in cubic meter.
Disaggregated by: Commodity
Justification & Management Utility: Post-harvest losses of foodstuffs and other agricultural products are typically a significant proportion of overall initial production in developing countries. A reduction in post-harvest losses through greater storage capacity could, therefore, substantially increase both food and income available to rural households and increase food availability to urban areas as well.
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Data is collected from copies of sales receipts for storage and warehouses construction, equipment, and installation services.
Data Source: NAFAKA records of sales receipts for storage and warehouses construction, equipment, and installation services.
Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year
Individual Responsible for Providing Data to USAID: M&E Manager and COP
Location of Data Storage: Data will be stored into NAFAKA database
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: March 2013
Known Data Limitations and Significance (if any): Data collected for this indicator has some validity issues, and activities currently undertaken by NAFAKA cannot be measured by this indicator. Due to the introduction of warehouse grants, it is anticipated that the indicator will start to be measured in the season Oct 2014- Sept 2015.
Actions Taken or Planned to Address Data Limitations: NAFAKA to start monitoring this indicator
Date of Future Data Quality Assessments: May 2015
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized by the M&E Team.
Presentation of Data: Data is presented in narrative and tabular form, as well as other illustrations such as photographs and charts.
Review of Data: Data will be reviewed by M&E Manager and the COP
THIS SHEET LAST UPDATED ON: June 30, 2014

12. FTF 4.5.2-29 VALUE OF LOANS (OUTPUTS)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Intermediate Result 2 (IR-2): Expanding Markets and Trade
Indicator Title: 4.5.2-29 Value of Agricultural and Rural Loans (RiA) (WOG)
DESCRIPTION
Precise Definition: This indicator sums cash loans made during the reporting year to direct beneficiary producers, input suppliers, transporters, processors, and loans to other MSMEs in rural areas that are in a targeted agricultural value chain, as a result of USG assistance. The indicator counts loans disbursed to the recipient, not loans merely made (e.g. in process, but not yet available to the recipient). The loans can be made by any size formally registered financial institution from micro-credit through national commercial bank, and includes any type of micro-finance institution, such as an NGO.
Unit of Measure: US Dollars
Method of Calculation: Convert Tanzanian Shillings to US Dollars at the average market foreign exchange rate for the reporting period
Disaggregated by: - *Type of loan recipient:* producers, local traders/assemblers, wholesalers/processors, and others - *Sex of recipient person or organization:* For producers, the sex of the person should be used to classify the recipient. For firms, if the enterprise is a single proprietorship, the sex of the proprietor should be used for classification. For larger enterprises, the majority ownership should be used. When this cannot be ascertained, the majority of the senior management should be used.

Justification & Management Utility: Making more financial loans shows that there is improved access to business development and financial services. This in turn will help expand markets and trade (and ought to also contribute to IR1's expanding agricultural productivity) which will help achieve the key objective of inclusive (the MSMEs) agriculture sector growth (with agriculture sector being defined broader than just crop production). In turn this contributes to both goals of reducing poverty and hunger.
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Review of loan disbursements reports and schedules from bank/lending institution records through official letters of request for information, implementation reports from project staff, and association records where feasible. Only count cash loans; do not include in-kind loans. Only count loans made by formally registered financial institutions, and not informal groups such as village savings and loan groups and SILC groups.
Data Source: Bank/lending institution records or NAFAKA beneficiaries who received loans
Method of Data Reporting to USAID: Data will be reported through FTFMS and in hard copies in form of project's progress implementation reports.
Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance: Validity issues due to sensitivity of information disclosure by banks.
Actions Taken or Planned to Address Data Limitations: None
Date of Future Data Quality Assessments: March 2015
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized by M&E Team.
Review of Data: Data will be reviewed by M&E Manager and COP.
Reporting of Data: This data will be reported annually
OTHER NOTES
Notes on Baselines/Targets:
Other Notes:
THIS SHEET LAST UPDATED ON: June 30, 2014

13. FTF 4.5.2-30 NUMBER OF MSMES ASSISTED TO ACCESS LOANS (OUTPUT)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Intermediate Result 2 (IR-2): Expanding Markets and Trade
Indicator Title: 4.5.2-30 Number of MSMEs, including farmers, receiving USG assistance to access loans (S)
DESCRIPTION
Precise Definition: Total number of micro (1-10) small (11-50) and medium (51-100) (parenthesis = number of employees) enterprises (MSMEs). Number of employees refers to full time-equivalent workers during the previous month. MSMEs include producers (farmers). Producers should be classified as micro, small or medium-enterprise based on the number of FTE workers hired (permanent and/or seasonal) during the previous 12 months. If a producer does not hire any permanent or seasonal labour, s/he should be considered a micro-enterprise. To be counted an MSME must have received USG assistance which resulted in a loan from any financial institution, formal or informal, including MFIs, commercial banks, or informal lenders, as well as from in-kind lenders of equipment (e.g. tractor, plough) or other agricultural inputs (e.g., fertilizer or seeds), or transport, with repayment in cash or in kind. USG assistance may include partial loan guarantee programs or any support facilitating the receipt of a loan.
Unit of Measure: US Dollars
Method of calculation: Convert local currency to US dollars at the average market foreign exchange rate for the reporting period.
Disaggregated by: Size: Micro, Small, Medium Sex of owner/producer: Male, Female, Joint, n/a
Justification & Management Utility: The lack of access to financial capital is frequently cited as a major impediment to the development of MSMEs, thus helping MSMEs access finances is likely to increase investment and the value of output (production in the case of farmers, value added for agricultural processing). This will directly contribute to the expansion of markets, increased agricultural productivity, and the reduction of poverty.
PLAN FOR DATA ACQUISITION BY USAID
Data collection method: Counting the number of loans made. The indicator does not measure the value of the loans, but the number of MSMEs that received USG assistance and accessed loans. Only count the MSME once per reporting year, even if multiple loans are accessed.
Data Source: Bank/lending institution records or NAFAKA targeted MSMEs receiving loans
Method of data reporting to USAID: Data collected is entered directly into the USAID system
Location of Data Storage: NAFAKA Database

DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): None
Actions Taken or Planned to Address Data Limitations: None
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized by M&E Team.
Reporting of Data: This data will be reported annually
OTHER NOTES
THIS SHEET LAST UPDATED ON: June 30, 2014

14. FTF 4.5.2-37 NUMBER OF MSMES RECEIVING BDS (OUTPUT)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Intermediate Result 2 (IR-2): Expanding Markets and Trade
Indicator Title: 4.5.2-37 Number of MSMEs, including farmers, receiving business development services from USG assisted sources (S)
DESCRIPTION
Precise Definition: Total number of micro (1-10), small (11-50,) and medium (51-100) enterprises (parenthesis = number of employees) receiving services from Feed the Future-supported enterprise development providers. Number of employees refers to full time-equivalent (FTE) workers during the previous month. MSMEs include producers (farmers). If a producer does not hire any permanent or seasonal labor, s/he should be considered a micro-enterprise. Business development services may include, among other things, business planning, procurement, technical support in production techniques, quality control and marketing, micro-enterprise loans, etc. Clients may be involved in agricultural production, agro-processing, input suppliers, or other small businesses receiving USG assistance to access markets. These services identify/establish new markets for small enterprise (SE) products; facilitate the creation of links between all the actors in a given market and enable buyers to expand their outreach to, and purchases from, SEs; and enable SEs to develop new products and produce them to buyer specifications. Only count the MSME once per reporting year, even if multiple services are received. **Input Supply:** These services help SEs improve their access to raw materials and production inputs; facilitate the creation of links between SEs and suppliers; and enable the suppliers to both expand their outreach to SEs and develop their capacity to offer better, less expensive inputs. **Technology and Product Development:** These services research and identify new technologies for SEs and look at the capacity of local resource people to produce, market, and service those technologies on a sustainable basis; develop new and improved SE products that respond to market demand. **Training and Technical Assistance:** These services develop the capacity of enterprises to better plan and manage their operations and improve their technical expertise; develop sustainable training and technical assistance products that SEs are willing to pay for and they foster links between service providers and enterprises. **Access to Finance:** These services help SEs identify and access funds through formal and alternative channels that include supplier or buyer credits, factoring companies, equity financing, venture capital, credit unions, banks, and the like; assist buyers in establishing links with commercial banks (letters of credit, etc.) to help them finance SE production directly. **Infrastructure:** These services establish sustainable infrastructure (refrigeration, storage, processing facilities, transport systems, loading equipment, communication centers, and improved roads and market places) that enables SEs to increase sales and income.
Unit of Measure: Number
Method of Calculation: Counting MSMEs and farmers receiving business development services from NAFAKA-assisted sources. Count only beneficiaries who have received services or goods from providers who have been assisted by NAFAKA to provide such services or goods as part of NAFAKA's sustainability strategy. In most cases, such services involves a fee and may include hire of tractors and machinery services, transportation of goods, provision of agricultural extension services, and microfinance and money transfer services. Don't count beneficiaries who have received goods or services from NAFAKA staff or agents such as VBAAs, lead farmers etc. if that good or service has been directly funded by USAID through NAFAKA. Only SEs that have accessed services or goods as a result of the agents or providers offering that service on a sustainable manner because of initial USAID support that the provider would continue to provide the service even if USAID support has phased out. The main categories of service providers in include tractor service providers, agro-dealers, Youth Service Groups, and SILC Private Service Providers (PSPs).
Disaggregated by: *Size:* Micro, Small, Medium, as defined above *MSME Type:* Agricultural producer, Input supplier, Trader, Output processors, Non-agriculture, Other *Sex of Owner/Producer:* Male, Female, Joint, n/a
Justification & Management Utility: This indicator measures directly the sub-IR of access to business development services which contributes to the IR of expanding markets and trade. The IR impacts on the Key Objective of increasing agricultural productivity, which will help achieve the goal of reducing poverty and hunger.
PLAN FOR DATA ACQUISITION BY USAID

Data Collection Method: Using the indicator *4.5.2-11 Number of food security private enterprises (for profit), producers organizations…and community-based organizations (CBOs) receiving USG assistance* to identify primary MSMEs that a) receive assistance through NAFAKA and that b) provide business development services, count the number of farmers or other businesses who have received BDS directly from these primary businesses.
Data Source: MSMEs providing BDS, as well as MSMEs and farmers receiving business development services
Method of Data Reporting to USAID: Data collected will be reported through FTFM system and also in hard copies during annual reporting processes
Frequency and Timing of Data Acquisition by USAID: Annually at end of USAID fiscal year
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): No
Actions Taken or Planned to Address Data Limitations: None
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized.
Review of Data: Data is reviewed by M&E Manager and COP.
Reporting of Data: Annually
OTHER NOTES
THIS SHEET LAST UPDATED ON: June 30, 2014

15. FTF 4.5.2-38 VALUE OF NEW PRIVATE SECTOR INVESTMENT (OUTCOME)
Name of Strategic Objective: Sustainably reduce global poverty and hunger
Intermediate Result 8 (IR-8): Improved Enabling Policy Environment for both Agriculture and Nutrition
Indicator Title: 4.5.2-38 Value of new private sector investment in the agriculture sector or food chain leveraged by FTF implementation (RiA)
DESCRIPTION
Precise Definition: Investment is defined as any use of private sector resources intended to increase future production output or income, to improve the sustainable use of agriculture-related natural resources (soil, water, etc.), to improve water or land management, etc. The food chain includes both upstream and downstream investments. Upstream investments include any type of agricultural capital used in the agricultural production process, such as animals for traction, storage bins, and machinery. Downstream investments could include capital investments in equipment, etc. to do post-harvest transformation/processing of agricultural products, as well as the transport of agricultural products to markets. Private sector includes any privately-led agricultural activity managed by a for-profit formal company. A CBO or NGO resources may be included if they engage in for-profit agricultural activity. Leveraged by FTF implementation indicates that the new investment was directly encouraged or facilitated by activities funded by the FTF initiative. Investments reported should not include funds received by the investor from USG as part of any grant or other award. New investment means investment made during the reporting year.
Unit of Measure: US Dollars
Method of Calculation: Summing up the values monies in USD invested by partners, farmers associations and service providers as a result of NAFAKA intervention. Typical for NAFAKA the investors could be any associations and businesses that received project's support through trainings, grants, information sharing or any form of interventions that motivated them to invest in agriculture. The investment can be in any form such as purchase of machinery, infrastructure development, funds used by partners to train famers as is the case at KPL, provided that it adds value or have an impact on the maize and rice value chains that the project is promoting e.g. construction of warehouses by a farmers group or an association, funds provided by project's partners such as agro input dealers to support farmers trainings and other forms of capacity building etc. Values in UDSD of inputs provided by input companies or agro dealers to support demonstration activities to farmers will also be counted as invest because the providers expect some returns from these expenditure outlays .
Disaggregated by: None
Justification & Management Utility: Increased investment is the predominate source of economic growth in the agricultural and other economic sectors. Private sector investment is critical because it indicates that the investment is perceived by private agents to provide a positive financial return and is therefore likely to lead to sustainable increases in agricultural production. Agricultural growth is critical to achieving the overall FTF goal to 'Sustainably Reduce Global Poverty and Hunger.'
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Review of partner and beneficiary records of investment expenditure in agriculture; review of reports submitted by technical teams; rapid assessments and surveys targeted at individual beneficiaries, groups, association, partners and other organisations known to have invested as a result of USAID support through NAFAKA

Data Source: Investor records of expenditure on investments made in agriculture; progress reports from technical team
Method of Data Reporting to USAID: Data will be directly entered into the USAID/FTFMS and will be reported in annual performance report
Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any):
Actions Taken or Planned to Address Data Limitations: Documenting all possible investments that could be possible done by all expected investors
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized.
Review of Data: Data is reviewed by M&E Manager and COP
Reporting of Data: Annually at end of fiscal year
OTHER NOTES
THIS SHEET LAST UPDATED ON: June 30, 2014

16. FTF 4.5.2-28 ASSOCIATIONS APPLYING IMPROVED TECHNOLOGIES (OUTCOME)
Name of Strategic Objective: Sustainably reduce global poverty and hunger
Sub-Purpose (IR-1.3): Increase the capacity of farmer organizations
Indicator: 4.5.2-42 Number of private enterprises, producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) that applied improved technologies or management practices as a result of USG assistance (RiA) (WOG)
DESCRIPTION
Precise Definition: Total number of private enterprises (processors, input dealers, storage, and transport companies), producer associations, cooperatives, water users associations, fishing associations, women's groups, trade and business associations, and community-based organizations (CBOs), including those focused on natural resource management, that applied improved technologies or management practices at the organizational level during the reporting year. Organization-level technologies and management practices include those in areas such as management (financial, planning, human resources), member services, procurement, technical innovations (processing, storage), quality control, marketing, etc. as a result of USG assistance in the current reporting year.
Unit of Measure: Number
Method of Calculation: Only count the entity once per reporting year, even if multiple technologies or management practices are applied. Any groups applying a technology that was first applied in the previous reporting year and continues to be applied in the current reporting year should be included under "Continuing." However, if the organization added a new technology or management practice during the reporting year to the ones they continued to apply from previous year(s), they would be counted as "New." No organization should be counted under both 'New' and 'Continuing.'
Disaggregated by: *Type of organization*: Private enterprises, producers organizations, water users associations, women's groups, trade and business associations, or community-based organizations (CBOs) *Duration:* New or Continuing
Justification & Management Utility: Tracks private sector and civil society behavior change to increase agricultural sector productivity
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Data on this will be collected through the assessment of the associations buy using comprehensive assessment tool. The assessment will be conducted annually.
Data Source: Progress reports from Technical Team; structured assessment reports
Method of Data Reporting to USAID: Annual performance reports
Frequency and Timing of Data Acquisition by USAID: Annually at end of fiscal year
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): None
Actions Taken or Planned to Address Data Limitations:
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Review of Data: Data will be reviewed by the M&E Manager and the COP.
Reporting of Data: Annually
OTHER NOTES
THIS SHEET LAST UPDATED ON: June 30, 2014

17. YIELDS: KG/HA FOR RICE AND MAIZE (OUTCOME)
Name of Strategic Objective: Inclusive agricultural sector growth
Intermediate Result - IR 1: Improved Agricultural Productivity
Sub Intermediate Result – IR 1.1: Adoption of new farming technologies
Sub Sub Intermediate Result – IR 1.1.1: Improved and expanded extension delivery mechanisms
Indicator: USAID/T Custom: Yields: KG/Ha for rice and maize (OUTCOME)
DESCRIPTION
Precise Definition: Yield is measured as kilograms per hectare of harvested land of rice, maize, and horticultural crops. Production data on maize and rice relate to crops harvested for dry grain only. Crops harvested for hay or harvested green for food, feed, or silage and those used for grazing are excluded. Most of a crop harvested near the end of a year will be used in the following year.
Unit of Measure: Kilograms per hectare
Method of Calculation: Yield is measured by dividing total production by the area used to produce its results.
Disaggregated by: Maize and Rice
Justification & Management Utility: Measures enhanced human capacity for increased agriculture productivity and improved food security.
PLAN FOR DATA ACQUISITION
Data Collection Method: Annual Outcome Survey (AOS),
Data Source: Project records, AOS results
Method of Acquisition (by USAID): Annual performance reports
Frequency & Timing of Data Acquisition (by USAID): Annually at end of fiscal year
Location of Data Storage: NAKAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): None
Actions Taken or Planned to Address Data Limitations: N/A
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data is calculated and summarized by the M&E Team.
Presentation of Data: Data is presented in tabular and narrative forms, as well as other illustrations (e.g., photographs, charts, or histograms) as appropriate.
Review of Data: Data is reviewed by M&E Manager and COP.
Reporting of Data: Annually
OTHER NOTES
Notes on Baselines/Targets:
Other Notes:
THIS SHEET LAST UPDATED ON: June 30, 2014

18. NUMBER OF DIRECT AND INDIRECT BENEFICIARIES REACHED (OUTPUT)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Sub Purpose (IR-1.2): Enhanced Technology Development, Dissemination, Management, and Innovation
Indicator Title: Number of direct and indirect beneficiaries reached
DESCRIPTION
Precise Definition: Beneficiaries are those individuals within the target area that receive direct benefits (i.e., goods or services) from the program (including where applicable, families receiving food rations). For NAFAKA, beneficiaries include individuals who receive training, participate in demo plots, benefit from grants/loans, receive inputs to test various technologies such as seeds or fertilizers, SILC members, and MSMEs who receive assistance to provide services along the key value chains, amongst others. Farmers who work directly with input suppliers, agro-businesses, processors, or through training of trainers (TOT) will still be direct beneficiaries. Under this particular indicator, because NAFAKA interventions work with farming families, a multiplier is applied to direct beneficiaries to estimate the number of household members affected by the intervention.
Unit of Measure: Number of individuals
Method of Calculation: Direct beneficiaries are individuals benefiting directly from NAFAKA interventions in the current reporting year. Any individual that benefited in a previous year but is not benefiting in the reporting year should not be included. Indirect beneficiaries are estimated by multiplying direct beneficiary count by .967 to eliminate the potential for double-counting households in which more than one direct beneficiary is present. This household number is then multiplied by 4.8 to represent all beneficiaries reached – both direct and indirect. The factor of 4.8 is based upon the 2010 Census data and shall be reviewed on a yearly basis based on the findings of NAFAKA Annual Outcome Survey. This multiplier will be further revised to reflect household size per districts and wards where feasible.
Disaggregated by: *Sex:* Female or Male *Duration:* Continuing vs. New

Justification & Management Utility: Tracks access and equitable access to services in targeted area
PLAN FOR DATA ACQUISITION BY USAID
Data Collection Method: Implementing Partners will count individuals benefiting in the current reporting year.
Data Source: DCFs
Method of Data Reporting to USAID: Data will be reported through USAID FTFMS and submission of project progress reports in hard copies.
Frequency and Timing of Data Reporting USAID: Quarterly within quarterly performance reports
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): No
Actions Taken or Planned to Address Data Limitations: None
Procedures for Future Data Quality Assessments: The external M&E Contractor will assess data collection, management and analysis methodologies employed under this indicator and randomly select a number of sites for field data verification.
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data are calculated and summarized.
Presentation of Data: Data is presented in narrative and tabular form, as well as other illustrations such as photographs and charts.
Review of Data: Data is reviewed by M&E Manager and COP.
Reporting of Data: Quarterly and Annually
THIS SHEET LAST UPDATED ON: June 30, 2014

19. VALUE OF BUYER AGREEMENTS (INFORMAL OR FORMAL) (OUTCOME)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Name of Intermediate Result: IR 2 – Expanding Markets and Trade
Sub Intermediate Result: IR 2.3 – Improved Market Efficiency
Indicator: Value of buyer agreements (informal or formal)
DESCRIPTION
Precise Definition: Value of informal or formal agreements between farmers/producer organizations and value chain actors. The operational definition of the indicator should guide that non-financial agreements should also be counted.
Unit of Measure: USD
Method of Calculation: Add values of agreements that associations negotiated of buyers
Disaggregated by: None
Justification & Management Utility: Track access to markets and progress toward commercialization by subsistence and semi-subsistence smallholders
PLAN FOR DATA ACQUISITION
Data Collection Method: Review of sales records kept by beneficiaries; project reports and assessments
Data Source: Sales data kept by groups, individual farmers records, project documents
Method of Reporting to USAID: Data will be directly entered into the USAID system on annual basis.
Frequency & Timing of Data Acquisition (by USAID): Annually at end of fiscal year
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): None
Actions Taken or Planned to Address Data Limitations: None Insufficiently defined and may prove difficult to measure as written This indicator should be reformulated into two indicators and clarified in terms of the precise nature of a "buyer agreement;" and, that information should be codified on the PIRS for the indicator. This indicator should be reformulated into two indicators and clarified in terms of the precise nature of a "buyer agreement;" and, that information should be codified on the PIRS for the indicator. This indicator should be reformulated into two indicators and clarified in terms of the precise nature of a "buyer agreement;" and, that information should be codified on the PIRS for the indicator.
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data will be aggregated and compared across districts.
Review of Data: Periodic verification of data through review of documentation
Reporting of Data: Annually
OTHER NOTES
THIS SHEET WAS UPDATED ON: June 30, 2014

20. MT OF PADDY, RICE OR MAIZE SOLD BY PRODUCER ASSOCIATIONS (OUTCOME)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Intermediate Result: IR 2 – Expanding Markets and Trade
Sub Intermediate Result: IR 2.3 – Improved Market Efficiency
Indicator: MT of paddy, rice, or maize sold by producer associations **ACDI1.2.2** MT of paddy, rice or maize sold by producer associations
DESCRIPTION
Precise Definition: All produce sold by an association or members of an association or group through bulking or any other form of contracts. The sales may involve formal or informal arrangements which must be captured by associations themselves or NAFAKA staff.
Unit of Measure: Metric Tons
Method of Calculation: Add all tonnage that producer associations have managed to sell.
Disaggregated by: *Value chain:* Rice or Maize
Justification & Management Utility: For outcomes and impact evaluation
PLAN FOR DATA ACQUISITION
Data Collection Method: NAFAKA technical field teams and subcontractors will collect information from associations.
Data Source(s) (for partner): Productivity reports, associations & beneficiary sales and records.
Method of Acquisition (by USAID): Data collected will be reported through annual reports
Frequency & Timing of Data Acquisition (by USAID): Annually at end of fiscal year
Location of Data Storage: Project data base, hard copies in Project Files
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): None
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data will be aggregated and compared across districts
Review of Data: Data to be reviewed by M&E Manger and COP
Reporting of Data: Consolidated data will be reported annually
OTHER NOTES
Other Notes: None
PERFORMANCE INDICATOR VALUES
THIS SHEET WAS UPDATED ON: June 30, 2014

21. VALUE OF SAVINGS ACCUMULATED BY SILC GROUPS (OUTCOME)
Name of Strategic Objective: Inclusive Agricultural Sector Growth
Name of Intermediate Result: Improved Access to Business Development and Affordable Financial Risk Management
Sub Intermediate Result:
Indicator: Value of savings accumulated by SILC groups under NAFAKA
DESCRIPTION
Precise Definition: Through the SILC methodology, community members will self-select into groups of 15 to 25 people. SILC groups focus on vulnerable populations. SILC members will receive intensive capacity building training to strengthen their skills in group and financial management through internal savings and lending.
Unit of Measure: Value in USD
Method of Calculation: Adding the value of savings from all SILC members
Disaggregated by: *Sex (male and female)*
Justification & Management Utility: To monitor the trend of growth and quality of the savings portfolio.
PLAN FOR DATA ACQUISITION
Data Collection Method: NAFAKA project staff under CRS will collect portfolio data from registers of all established SILC groups using DCFs
Data Source: SILC records
Method of Acquisition (by USAID): Data will be directly entered into FTFMS on annual basis.
Frequency & Timing of Data Acquisition (by USAID): Quarterly and annually at end of fiscal year
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): None
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data will be aggregated and compared across districts.
Review of Data: The M&E Manager and COP will review data.
Reporting of Data: Quarterly and Annually
OTHER NOTES
THIS SHEET WAS UPDATED ON: June 30, 2014

22. ACCESS TO HOME GARDENS (OUTPUT)
Name of Strategic Objective: Inclusive agricultural sector growth
Intermediate Result: IR 5: Increased resilience of vulnerable communities and households
Custom Indicator: Number of beneficiaries with access to home garden (annual report Indicator)
DESCRIPTION
Precise Definition: Home gardening, particularly vegetable gardening, is one of the activities promoted by NAFAKA as an agricultural practice that helps target beneficiaries to supplement their incomes and improve nutritional intake within their households. Under NAFAKA's interventions, this activity targets beneficiaries working under NAFAKA's Component 4: Increased Resilience of Vulnerable Communities and Households. Home gardening activities contribute to Feed the Future's overall goal of increasing productivity, incomes, and profitability, as well as improving nutrition. Apart from contributing to this overall objective, home gardening encourages effective use of land and labor. A home garden is distinct from traditional farm field crops that generally emphasize food staples, such as grains, roots, tubers, and/or non-food commercial crops, and generally focuses more on horticultural crops (e.g. Chinese cabbage, okra, African eggplant, eggplant, Amaranthus species, carrots, and onions). Home gardens are developed in areas surrounding the household so that family members can easily access and manage them. Home gardens vary in size (on average 1.5m width to 4.5m length) and style (e.g. some are sack gardens or double-dug beds) but are intended to best utilize available space near residential areas and reduce distances to farm fields or market places. This indicator counts only direct beneficiaries who own/owned home gardens during the reporting year. The beneficiaries will be counted only once during the reporting period, regardless of the number of gardens they owned during the reporting year. An individual is a direct beneficiary if s/he comes into direct contact with the set of interventions (goods or services) provided by the activity. If a household has two beneficiaries each owning his or her own garden, then the two gardens will be counted separately. But if two or more beneficiaries from the same household report on the same garden, then only one beneficiary will be counted under this indicator. Beneficiaries who have merely received donations of inputs such as vegetable seed pack, fertilizers, or any form of support from the project intended for the establishment of home gardens should not be automatically considered as owning home gardens unless there is proof that the beneficiaries have actually deployed the inputs on creating gardens and that the reviewer has actually observed the home gardens in place.
Unit of Measure: Number of individuals
Method of Calculation: Counting one unit for each unique person that owns a unique home garden. Two individuals owning the same garden will be counted only once; one individual owning two or more gardens will be counted only once. If two or more members of a household own separate gardens, then each member will be counted separately under the garden they report to be owning. Existence of gardens must be verified through physical observation by reporting staff/entity
Disaggregated by: *Male/Female*, *Cluster*, and *Crop Type*
Justification & Management Utility: Feed the Future's vegetable gardening and nutrition interventions are helping vulnerable households in the most remote areas to increase their earning potential and improve nutritional intake.
PLAN FOR DATA ACQUISITION
Data Collection Method: DCF
Data Source(s): Data will be collected from SILC and FIPS beneficiaries who received support on preparation of home gardens. Data will also be sourced from any other NAFAKA beneficiaries who will have received support on establishment of home gardens.
Method of Acquisition (by USAID): Reported into FtFMS Database; Project annual performance reports
Frequency & Timing of Reporting to USAID: Annually at end of fiscal year
Individual Responsible for Providing Data to USAID: M&E Manager and COP
Location of Data Storage: NAFAKA Database
DATA QUALITY ISSUES
Known Data Limitations and Significance (if any): There may be challenges in attributing some of the gardens installed to project support, as gardening in a traditional practice that is now being scaled up by the project.
Actions Taken or Planned to Address Data Limitations: N/A
Date of Future Data Quality Assessments: TBD
Procedures for Future Data Quality Assessments: Quarterly spot checks of data entry points and validation for selected indicators. Monthly audit of data sources at the field level.
PLAN FOR DATA ANALYSIS, REVIEW, & REPORTING
Data Analysis: Raw data is calculated and summarized by M&E Team.
Presentation of Data: Data is presented in tabular and narrative forms, using other illustrations (e.g., photographs, charts, or histograms) as appropriate.
Review of Data: Data reviewed by M&E manager and COP before submission to USAID .
Reporting of Data: Annually
OTHER NOTES
Other Notes:
THIS SHEET LAST UPDATED ON: June 30, 2014

ANNEX 2: MONTHLY NARRATIVE REPORTING TEMPLATE

Executive summary

1. Introduction

Indicate activities according to our entry clusters and associations i) Ifakara North ii) Mang'ula, iii) Mlimba, iv) Teak plantation v) KPL exclusive zone, v) Mvomero vi) Kongwa and Kiteto) and vii) Crosscutting (Gender, vulnerable households behavior and behavioral changes, grants, Rice Council)

You are expected to include in each cluster activities related to; productivity, Input supply, processing, warehouse and storage, marketing, access to finance, savings and credit schemes (SILC approach). Under each cluster/association, each cluster leader/manager has to report on the above and specify subcontractors involved in the cluster (FIPS, WRS, MVIWATA, RUDI, and IFDC)

2. Implementation progress by entry clusters

2.1. Planned Activities and Targeted beneficiaries

For each cluster please indicate the activities that were planned, in which location (ward and village) and the number of beneficiaries' targeted (individuals, households and groups, as appropriate for each activity).
Please refer to the work plan submitted. Indicate activities planned and when they had been scheduled for implementation. The project work-plan should be the reference material as much as possible. An explanation is required for any deviation from the work-plan. It is important to include cross-cutting issues among planned activities

2.2. Activity Achieved and beneficiaries reached

For each entry cluster please indicate the activities that actually were done, location where they happened (ward and village) and the number of beneficiaries reached (households, individuals, groups by type of group). If an activity took place in more than one location (e.g. the same training was carried out in several villages), please explain that clearly. List all stakeholders and partners who participated in any activities (e.g. government, NGOs, other partners, etc.). If the same stakeholder participated to multiple activities in more than one district, please add rows accordingly.

Summarize the achievements in a form below

Planned Activity	Target	Achieved	Variance

Discuss the achievements of the results against established targets for the month. Discuss also how performance within the month will affect direction of results in the subsequent months, and the extent that the achievement contributes to the relevant NAFAKA indicators

Variance and Reasons (Explanation for variances)

Give reasons why targets established were not achieved or exceeded.

3. Challenges Experienced

Discuss any constraints/problems encountered, corrective actions taken, and any additional means of resolution.

4. Lessons Learned

Show lessons learned in the course of implementing activities.

5. Recommendations or suggestions

Give recommendations regarding how the project can improve its planning, implementation or monitoring and evaluation.

6. Planned Activities for the next month

Indicate activities and targets proposed for the next month, noting if there are any deviations from the work plan.

Annex

Any additional annexes that you consider relevant to the monthly report. This may include items such as lists of farmers that attended a training, training schedules, success stories etc.

ANNEX 3: NAFAKA QUARTERLY REPORT TEMPLATE (USAID TEMPLATE)

1) EXECUTIVE SUMMARY

2) Introduction

i) Brief Project Description
- Goals and objectives

3) Implementation Progress

- Narrative information for each implemented activity organized around the FTF-T results framework– so implementation results contributing to achieving the 8 Intermediate results(Pick those applicable to your project): –.
  i. *IR.1:* Improved Agriculture Productivity
  ii. IR 2: Expanding markets and trade
  iii. IR 3: Increased private investment in agriculture & nutrition-related activities
  iv. IR 4: Increased resilience of vulnerable communities and households
  v. IR 5: Improved access to diverse and quality foods
  vi. IR 6: Improved nutrition-related behaviors
  vii. IR 7: Improved utilization of maternal and child health and nutrition services
  viii. IR 8: Improved Enabling Policy Environment for both Agriculture & Nutrition

4) Activities Implemented in Zanzibar (Unguja and Pemba)

- Narrative information for each implemented activity and results thereof

5) Key Achievements/ Results

- Highlight key achievements/results realized towards overall goals and objectives

6) Problems/Challenges

- Challenges
- Implementation Issues

7) Planned Activities

8) Special Issues

- Coordination among IPs or with other DPs
- Evaluation/Assessment Status or Plans etc.

9) Cross-Cutting Issues

- Gender
- Climate change
- HIV/AIDS etc

10) Financial Summary

11) ANNEXES -

i) ANNEX I: A Matrix on Performance against PMP Indicators (Very Important)

INDICATOR NUMBER	INDICATOR TITLE	FY12 TARGET	FY 12 Actual				% Achievement
			Q 1	Q2	Q3	Q4	
4.5.2(7)	No of individuals receiving USG supported short-term training in ag sector productivity/ food security						

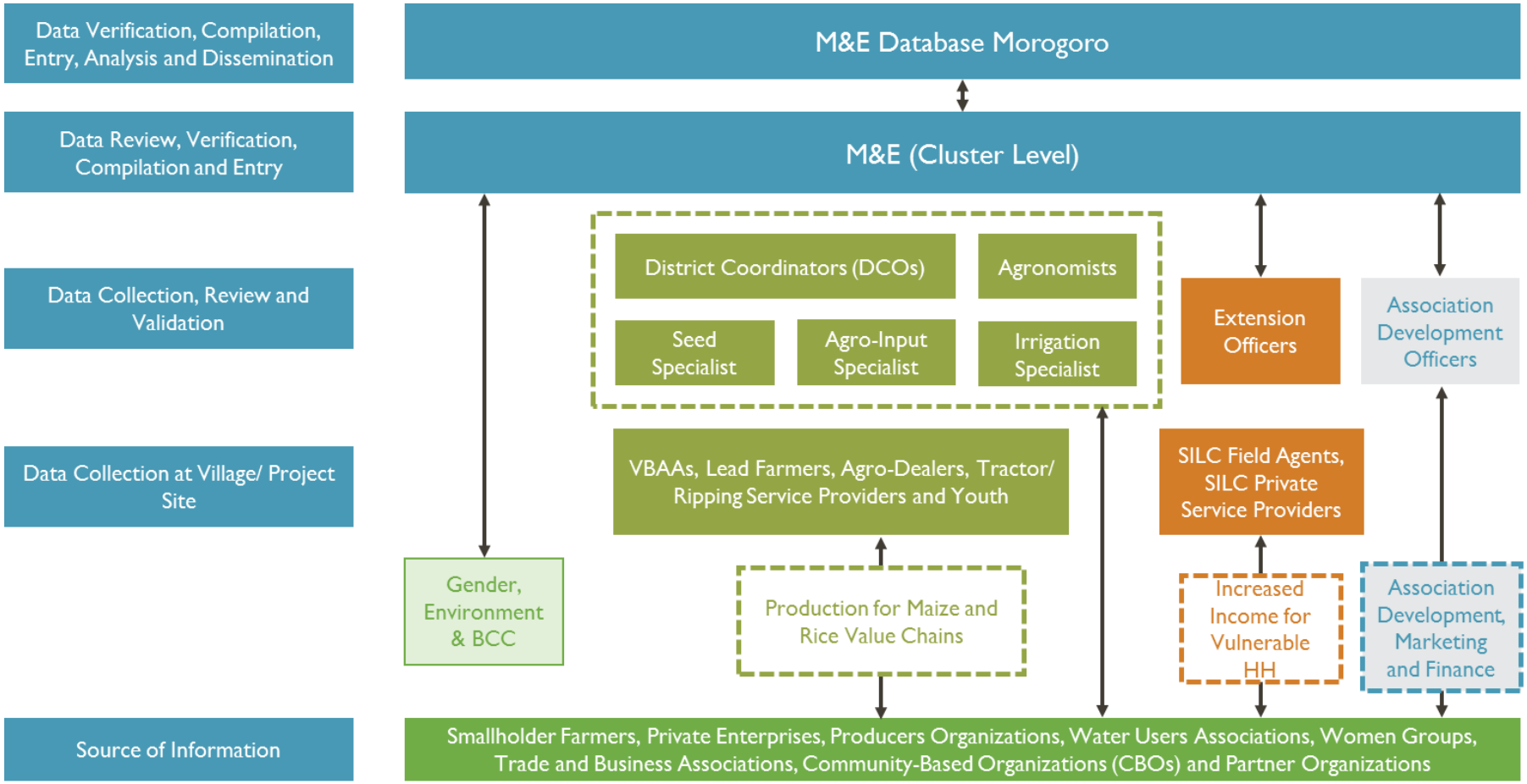
ii) ANNEX 2: Success stories (if any)

NOTE:

- Tables, Graphs, Charts, Diagrams are highly encouraged.
- Quarterly end dates are: 1st Quarter Dec 31st,
  2nd Quarter March 31st,
  3rd Quarter June 30th,
  4th Quarter Sept 30th (also the last quarter of the Fiscal Year)

First, second, and third quarterly reports may have a similar approach. The fourth quarter report will be the annual report – and will consolidate information from quarters 1-3, plus quarter 4, of the reporting year.

ANNEX 4: DATA FLOW CHART



ANNEX 5: NAFAKA DATA COLLECTION FRAMEWORK

	Performance Indicators and Disaggregation Levels	Data Source	Use of Data	Method of data collection	Frequency and Timing	Reporting	Target Group	Data collection tools	Party Responsible
GOAL: Sustainably reduce global poverty and hunger									
IR_1: Improved Agricultural Activity									
1	4.5-4 Gross margin per unit of land (RiA) (OUTCOME)	Productivity reports, associations & beneficiary sales and records	For impact and outcome evaluation	Annual surveys & reviews of technical reports	Annual (seasonal)	Annual (seasonal)	Smallholder farmers	NO DCF	M&E Team
2	USAID: Yields: KG/Ha for rice, maize and horticulture cultivated (OUTCOME)	technical field reports & secondary reports	For impact and outcome evaluation	Technical field reports, rapid surveys,	Annual (seasonal)	Annual (seasonal)	Smallholder farmers	NO DCF	M&E Team, Agronomist, Association Development officers and District Coordinators and or/VBAA's
IR_1.1: Enhanced Human and Institutional Capacity Development for Increased Sustainable Agriculture Sector Productivity									
3	4.5.1-27 and CBLD-5 Score, in percent, of combined key areas of organization capacity amongst USG direct and indirect local implementing partners (S) (OUTCOME)	Baseline, Annual, Mid-Term and Final Survey Reports	For evaluating capacity gaps & design interventions for Capacity Building	Organizational Capacity Assessment (OCA)	Annual (seasonal)	Annual (seasonal)	Producer Associations/ organisations	Organisational Capacity Assessment tool	Component leaders, STTA, M&E
4	4.5.2-7 Number of individuals who have received USG supported short-term agricultural sector productivity or food security training (RiA) (WOG) (OUTPUT)	Project records, training reports, stakeholders review meeting	tracking progress on capacity building	training reports and registers	Routine as they happen	Quarterly	Smallholder farmers	DCF-NAFAKA /03	District Coordinators (FIPS), Association development field officers (RUDI, MVIWATA and KPL), Agronomist,, Field Agents (SILC), M&E Team, and Consultant.
5	FTF-4.5.2-5: Number of farmers and others who have applied new technologies or management practices as a result of USG assistance (RiA) (WOG) (OUTCOME)	Project repots, surveys based on a rep sample	Tracks successful application new technologies and management practices	Annual Survey of sampled Project beneficiaries	quarterly	Annually reported	Smallholder farmers	NO DCF	M&E Team
6	4.5.2-28 Number of private enterprises, producers organizations, water users associations, women's groups, trade and business associations and community-based organizations (CBOs) that applied new technologies or management practices as a result of USG assistance (RiA) (WOG) (OUTCOME)	Monthly data forms	Tracks private sector and civil society behavior change to increase agricultural sector productivity	Observation, project records & registers	Annual (seasonal)	Annual (seasonal)	Producer Associations/ organizations, business associations and CBOs	NO DCF	Agronomist ,Association Development officers and District Coordinators of/VBAA's

	Performance Indicators and Disaggregation Levels	Data Source	Use of Data	Method of data collection	Frequency and Timing	Reporting	Target Group	Data collection tools	Party Responsible
GOAL: Sustainably reduce global poverty and hunger									
7	4.5.2-11 Number of food security private enterprises (for profit), producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) receiving USG assistance (RiA) (WOG) (OUTPUT)	Project records, organizations/ association reports	Tracks civil society capacity building	Project records of training	Annual (seasonal)	Annual (seasonal)	All groups and associations	DCF01	Agronomist, Association Development officers and District Coordinators of/ VBAA's,field Agent(SILC)
IR_1.2 Enhanced Technology Development, Dissemination, Management and Innovation									
8	4.5.2-13 Number of rural households benefiting directly from USG interventions (S),	Beneficiary registers and records kept in groups and associations leaders	As input for impact evaluation and measurement of outreach	Quarterly Reviews of technical reports	Quarterly	Monthly	Rural Households	DCF01 DCF02 DCF03	Field officers of Mviwata, KPL,RUD I,and Field Agents of component 4(SILC)
9	4.5.2-2 Number of hectares under improved technologies or management practices as a result of USG assistance (RiA) (WOG) (OUTCOME)	Surveys and yields reports by project staff and extension officers	Tracks successful adoption of technologies and management practices	Annual Survey of sampled Project beneficiaries	Annual (seasonal)	Annual (seasonal)	Smallholder farmers	DCF04	M&E Team
10	NAFAKA: Number of targeted direct beneficiaries reached (OUTPUT)	Beneficiary registers and records	for impact evaluation and outreach	Review of beneficiary registers and Records	Monthly	Monthly	Smallholder farmers	DCF01 DCF02 DCF03	Field officers of Mviwata,KPL,RUDI,and Field Agents of component 4(SILC)
IR_2: Expanded Market and Trade (Corresponds to NAFAKA Component 2 Activities)									
11	4.5.2-23 Value of incremental sales (collected at farm-level) attributed to FTF implementation (RiA)	Sales data kept by groups, business contracts and project document	Track access to markets and progress toward commercialization by subsistence and semi-subsistence smallholders	Annual Survey of sampled Project beneficiaries	Annual (seasonal)	After colleting data on the following season to compare with the previous one	Smallholder farmers	NO DCF	M&E Team, Access to Finance, Marketing linkages and Association Development
12	NAFAKA: Number and Value of buyer agreements (informal or formal)	Sales data kept by groups, project documents	Track access to markets and progress toward commercialization by subsistence and semi-subsistence smallholders	Review of sales records kept by beneficiaries and project reports and assessments	Annual (seasonal)	Annual (seasonal)	subsistence and semi-subsistence smallholders	NO DCF	Association development officers (RUDI,KPL), Access to Finance, Marketing linkages and Association Development
13	NAFAKA: MT of Paddy, Rice or Maize Sold by Producer Associations	Productivity reports, associations & beneficiary sales and records	For outcomes and impact evaluation	Review of sales records kept by associations, contracts	Annual (seasonal)	Annual (seasonal)	Producer Associations	DCF6	Association development officers (RUDI,KPL), Access to Finance, Marketing linkages and Association Development
R_2.1: Improved Market Efficiency									
14	4.5-10 Total increase in installed storage capacity (m3) (S)	Copies of sales receipts for construction, equipment and installation services; IP records	Check if a reduction in post-harvest losses through greater storage capacity is happening	Annual surveys & physical observation and actual measurements of size	Annual (seasonal)	Annual (seasonal)	Producer Associations and individual farmers	NO DCF	Association development officers (RUDI,KPL), Access to Finance, Marketing linkages

	Performance Indicators and Disaggregation Levels	Data Source	Use of Data	Method of data collection	Frequency and Timing	Reporting	Target Group	Data collection tools	Party Responsible
GOAL: Sustainably reduce global poverty and hunger									
R_2.2 Improved Access to Business Development and Affordable Financial and Risk Management Services									
15	4.5.2-29 Value of Agricultural and Rural Loans (RiA) (WOG) (Tsh in Millions)	Staff records, bank/lending institution records, associations and groups loans records	Monitor if individuals are being helped to access finances so as to increase investment and the value of output	Survey of targeted beneficiaries and records review	Annual (seasonal)	Quarterly	Value Chain Actors	DCF09	Access to Finance, Marketing linkages
16	4.5.2-30 Number of MSMEs, including farmers, receiving USG assistance to access loans (S)	Project records, MSME financial records	Monitor if MSMEs are being helped to access finances so as to increase investment and the value of output	Survey of targeted farmers, activity reports on access to finance	Annual (seasonal)	Quarterly	MSMEs, including farmers	DCF09	Association Development, Access to Finance, Marketing linkages
17	4.5.2-37 Number of MSMEs, including farmers, receiving business development services from USG assisted sources (S)	Training participant records	measure directly the access to business development services that will contribute to expanding markets and trade	Actual counting of MSMEs and targeted farmers, activity reports on access to finance	Annual (seasonal)	Quarterly	MSMEs, including farmers	DCF12	Association Development, Access to Finance, Marketing linkages
IR_3: Increased Investment in Agricultural or Nutrition Related Activities (Corresponds to NAFAKA Component 5 Activities)									
18	4.5.2-12 Number of public-private partnerships formed as a result of FTF assistance (S)	Project records of partnerships created	check if more partnerships are formed that will lead to more investment in agriculture	Project records of partnerships created	Annual (seasonal)	Annual (seasonal)	Public/Private enterprise	NO DCF	Association development specialist, Access to finance
19	4.5.2-38 Value of new private sector investment in the agriculture sector or food chain leveraged by FTF implementation (RiA)	Private sector financial records, project data	to check if investment by private agents provide a positive financial return and therefore lead to sustainable increases in agricultural production	Private sector financial records, project data	Annual (seasonal)	Annual (seasonal)	Private Sector Investors	NO DCF	Association Development, Access to Finance, Marketing linkages
R 5: Increased Resilience of Vulnerable Communities and Households (Corresponds to NAFAKA Component 4 Activities)									
20	4.5.2-14- Number of vulnerable households benefiting directly from USG assistance (S) (OUTPUT)	Quarterly Reviews of technical reports	As input for impact evaluation and measurement of outreach	Beneficiary registers and records kept in groups and associations leaders & HH (VBAAS) & Lead Farmers, training forms, progressive farmers	Routinely and quarterly	Monthly	Rural Households	DCF01 DCF02 DCF03	Technical field teams, implementing partners & M&E
21	NAFAKA: Value of Savings accumulated by SILC groups under NAFAKA>	SILC Records, MIS	To monitor the trend of growth and quality of the savings portfolio	Review records	Routine (monthly	Quarterly	Vulnerable Household	DCF10	Field agent (SILC), Access to finance, Grant Management
22	NAFAKA: Number of beneficiaries with access to nutritious foods via adopting home gardens or alternate crops	SILC Records, MIS	Monitor the availability alternative sources of income and nutritious foods for the vulnerable groups	Review Records	Annual	Annual (seasonal)	Vulnerable Household	DCF7	Field agent (SILC), Agronomists, Association Development

ANNEX 6: PMP DATA MATRIX

NAFAKA Quarterly PMP Data Matrix[2]											
SR/ NO	FtF/ NAFAKA	Performance Indicator	FY**** Actuals					Percent Achieved FY****	FY**** Target	Cumulative To-Date[3]	LOP Target
			Q1	Q2	Q3	Q4	Year-To-Date[4]				
IR_1: Improved Agricultural Productivity											
IR_1.1: Enhanced Human and Institutional Capacity Development for Increased Sustainable Agriculture Sector Productivity											
4	**FTF-4.5.2-7**	**Number of individuals who have received USG supported short-term agricultural sector productivity or food security training (RiA) (WOG) (OUTPUT)**									
Abbreviated Indicator Definition: The number of individuals to whom significant knowledge or skills have been imparted through interactions that are intentional, structured, and purposed for imparting knowledge or skills should be counted. This includes farmers, and other primary sector producers who receive training in a variety of best practices in productivity, post-harvest management, linking to markets, etc. It also includes rural entrepreneurs, processors, managers, and traders receiving training in application of new technologies, business management, linking to markets, etc., as well as training to extension specialists, researchers, and others who are engaged in the food, feed, and fiber system and/or natural resources and water management. Farmers that receive training via input supplies, agro-business, processors, or through NAFAKA supported training of trainers (ToT) rather than directly with farmers themselves are considered direct beneficiaries.										
7	**FTF-4.5.2-11**	**Number of food security private enterprises (for profit), producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) receiving USG assistance (RiA) (WOG) (OUTPUT)**									
Abbreviated Indicator Definition: Total number of private enterprises, producer associations, cooperatives, producer organizations, fishing associations, water users associations, women's groups, trade and business associations, and community-based organizations, including those focused on natural resource management, that received USG assistance related to food security during the reporting period. Organizations assisted should only include those organizations for which implementing partners have made a targeted effort to build their capacity or enhance their organizational functions.											
IR_1.2 Enhanced Technology Development, Dissemination, Management, and Innovation											
8	**FTF-4.5.2-13**	**Number of rural households benefiting directly from USG interventions (S) (OUTPUT)**									
Abbreviated Indicator Definition: A household is a beneficiary if it contains at least one individual who is a direct beneficiary. An individual is a direct beneficiary if s/he is engaged with a project activity or s/he comes into direct contact with the set of interventions (goods or services) provided by the project. Individuals merely contacted or involved in an activity through brief attendance (non-recurring participation) does not count as a direct beneficiary. See indicator *Number of beneficiaries reached (direct and indirect)* for a comprehensive definition of a beneficiary. This indicator includes vulnerable households. To prevent double-counting of households that may contain more than one direct beneficiary, total direct beneficiaries are adjusted by .967 (derived from internal estimates based on the NAFAKA Annual Outcome Survey).											

[2] The NAFAKA Quarterly PMP Data Matrix presents a snapshot view of quarterly progress for the current reporting year.

[3] Cumulative-to-Date figures are the sum total of all final Year-to-Date figures for each reporting year.

[4] Year-to-Date figures are the sum total of all unique beneficiaries for each quarter within the current reporting year. Disaggregations for all indicators can be found in the NAFAKA IPTT, distributed each quarter in Excel format with the NAFAKA Quarterly Performance Report.

NAFAKA Quarterly PMP Data Matrix[2]											
SR/ NO	FtF/ NAFAKA	Performance Indicator	FY**** Actuals					Percent Achieved FY****	FY**** Target	Cumulative To-Date[3]	LOP Target
			Q1	Q2	Q3	Q4	Year-To-Date[4]				
9	**NAFAKA**	**Number of beneficiaries reached (OUTPUT)**									
Abbreviated Indicator Definition: Beneficiaries are those individuals within the target area that receive direct benefits (i.e., goods or services) from the program (including where applicable, families receiving food rations). For NAFAKA, beneficiaries include individuals who receive training, participate in demo plots, benefit from grants/loans, receive small packs of technologies, receive technical assistance from VBAAs, participate in SILC groups, receive support to improve business operations, or receive technical assistance from a variety of BDS providers with whom NAFAKA has worked. Farmers (and other primary producers) that work directly with input suppliers, agro-businesses, processors, or through training of trainers (TOT) with whom NAFAKA works will still be direct beneficiaries. After multiplying the total number of direct beneficiaries by .967 to adjust for potential double-counting of beneficiaries living within the same household (derived from internal estimates based on the NAFAKA Annual Outcome Survey), a cluster-level household multiplier is then applied to account for family members indirectly impacted, which is based upon official census data.										
IR_2: Expanded Market and Trade (Corresponds to NAFAKA Component 2 Activities)											
R_2.1: Improved Market Efficiency											
R_2.2: Improved Access to Business Development and Affordable Financial and Risk Management Services											
15	**FTF-4.5.2-29**	**Value of agricultural and rural loans (RiA) (WOG) (OUTPUT)**									
Abbreviated Indicator Definition: Total value of formal loans disbursed during the reporting period to producers (farmers, fishers, etc.), input suppliers, transporters, processors, and other MSMEs in rural areas that are in a targeted agricultural value chain, as a result of USG assistance. The indicator counts loans disbursed to the recipient, not loans merely made (e.g. in process, but not yet available to the recipient). The loans can be made by any size formal financial institution from micro-credit through national commercial bank, and includes any type of micro-finance institution, such as an NGO.											
16	**FTF 4.5.2-30**	**Number of MSMEs, including farmers, receiving USG assistance to access loans (S) (OUTPUT)**									
Abbreviated Indicator Definition: Total number of micro (1-10), small (11-50), and medium (51-100) (parentheses = number of employees) enterprises (MSMEs) that have received USG assistance which resulted in a loan from any financial institution, formal or informal, including MFIs, commercial banks, or informal lenders, as well as from in-kind lenders of equipment (e.g. tractor, plow) or other agricultural inputs (e.g., fertilizer or seeds), or transport, with repayment in cash or in kind. USG assistance may include partial loan guarantee programs or any support facilitating the receipt of a loan.											
17	**FTF 4.5.2-37**	**Number of MSMEs, including farmers, receiving business development services from USG assisted sources (S) (OUTPUT)**									
Abbreviated Indicator Definition: Total number of micro (1-10), small (11-50), and medium (51-100) enterprises (parentheses = number of employees) receiving services from FTF-supported enterprise development providers. Services may include, among other things, business planning, procurement, technical support in production techniques, quality control and marketing, micro-enterprise loans, market linkages, input access, etc. Clients may be involved in agricultural production, agro-processing, community forestry, fisheries, input suppliers, or other small businesses receiving USG assistance.											
IR_3: Increased Investment in Agricultural or Nutrition Related Activities (Corresponds to NAFAKA Component 5 Activities)											
19	**FTF-4.5.2-38**	**Value of new private sector investment in the agriculture sector or food chain leveraged by FTF implementation (RiA) (OUTCOME)**									
Abbreviated Indicator Definition: Investment is defined as any use of private sector resources intended to increase future production output or income, to improve the sustainable use of agriculture-related natural resources (soil, water, etc.), or to improve water or land management, etc. – in both upstream and downstream investments. Upstream investments include any type of agricultural capital used in the agricultural production process such as animals for traction, storage bins, and machinery. Downstream investments could include capital investments in equipment, etc. to do post-harvest transformation/processing of agricultural products as well as the transport of agricultural products to markets. Private sector includes any privately-led agricultural activity											

NAFAKA Quarterly PMP Data Matrix[2]											
SR/ NO	FtF/ NAFAKA	Performance Indicator	FY**** Actuals					Percent Achieved FY****	FY**** Target	Cumulative To-Date[3]	LOP Target
			Q1	Q2	Q3	Q4	Year-To-Date[4]				
managed by a formal, for-profit company.											
R 5: Increased Resilience of Vulnerable Communities and Households (Corresponds to NAFAKA Component 4 Activities)											
20	**FTF-4.5.2-14**	**Number of vulnerable households benefiting directly from USG assistance (S) (OUTPUT)**									
Abbreviated Indicator Definition: As a proxy for vulnerable households, NAFAKA uses the total number of SILC group members and applies its .967 multiplier to account for the potential of more than one beneficiary living in the same household.											
21	**NAFAKA**	**Value of savings accumulated by SILC groups under NAFAKA (OUTCOME)**									
Abbreviated Indicator Definition: Through the SILC methodology, community members self-select into groups of 15 to 25 people who receive intensive capacity building to strengthen their skills in group and financial management through internal savings and lending. SILC groups focus on vulnerable populations.											
22	**NAFAKA**	**Number of beneficiaries with home gardens or alternate crops as proxy for access to nutritious foods and income (OUTCOME)**									
Abbreviated Indicator Definition: Beneficiaries refer to target individuals who own or have owned a home garden during the reporting year. A home garden generally emphasizes staple crops and horticultural products and is in close proximity to the household. Within a household, each beneficiary with a distinct home garden may be counted once each, but several household members sharing one home garden will only be counted once. A garden generally focuses more on mixed cropping with emphasis on vegetables and fruits but may include grains, roots, tubers and other traditional staple crops as well. A garden may be used for home consumption or commercial sale or a mix of the two. Home gardens refer to those managed by an individual household – not by an entire community.											

** Although NAFAKA previously reported this indicator on a quarterly basis, it is now collecting data and reporting on an annual basis only.

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