INTERNAL MIDTERM EVALUATION OF THE FOOD NEEDS ASSESSMENT PROJECT 1987-1989

Submitted to FVA/PPM/AID/Washington September 1989 (Unofficial)

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FOREWORD

The Pragma Corporation, as the prime contractor, conducted its own unofficial midterm evaluation of the Food Needs Assessment Project during August, 1989. The evaluator, Ms. Dina Towbin, has been working with the project since its inception. For this evaluation, she interviewed Food Needs Assessment (FNA) team members and project officer, as well as the responsible contractor and subcontractor. As no official midterm evaluation of the Food Needs Assessment Project was envisioned by the contract, we hope the findings and recommendations of this review will provide the necessary information for the fine tuning and modification of the contract. The following has not been sanctioned by AID/W and reflects only the opinion of the Pragma Corporation.
EXECUTIVE SUMMARY

The Food Needs Assessment Project's major achievements have been:

1. A complete revision of the food needs assessment methodology in "A Manual for Food Needs Assessment" and an overhaul of the corresponding Lotus template;

2. Conducting nine food needs assessments covering Ethiopia, Mozambique, the Sudan, the Gambia, Angola, Kenya, Ecuador and Madagascar;

3. Conducting a successful training conference in Harare, Zimbabwe in March, 1988;

4. Training additional field staff at eight USAID Missions where food needs assessments were conducted as well as the staff at the GIEWS Division of the FAO, World Food Programme (WFP), Harvard Institute for International Development (HIID) and AID/Washington;

5. Mass mailing of the FNA manual and template to over 385 recipients;

6. Working successfully across organizations to achieve consensus on appropriate methodology for determining aggregate food analysis; consistently sharing common concerns and reflecting these in the FNA methodology;

7. Preparing presentations on Food Security for use by FVA/PPM using the latest in computer graphics technology.

Plans for the project include conducting additional food needs assessments; preparing training materials for three phases of training; training additional AID/W and USAID Mission staff as requests are received; giving formal lectures and presentations on food security; and, working on the "hunger" issue.

Despite problems between team members and with FVA/PPM staff, the team, overall, has accomplished its objectives. FVA/PPM has found this especially admirable considering that the composition of the project team has, at times, dwindled to one person.

Based on interviews of project and AID/W staff and reading of project documentation, my recommendations for the second half of project implementation are:

1. Develop a work plan for 1989-90 that will include:
   
   o Establishing a follow-up system to insure continued contact with FAO, World Food Programme, the Oxford Food Studies Group, Harvard Institute for International
Development, USDA, and other organizations working on food aid and food security issues to ensure that the FNA methodology is evolving in a direction compatible with the needs of the food aid community;

- Follow-up of the food needs assessments done during 1987-88, including contact with the Missions;
- Continued transfer of FNA technology to interested parties;
- Follow-up of the FNA mailing with updates on training activities and changes to the manual and/or template;
- Development of further training materials and continued training on the FNA methodology and template;
- Continued work on the food security issue;
- Development of an on-call training and food needs assessment capability to respond to USAID Missions and AID/W training and assessment needs;

2. Immediate selection of candidates to fill the two vacant economist positions;

3. Removal of the issue of a data base from contractual activities;

4. Conducting another "Harare-style" conference either in the USA (possibly at the next Food for Peace Officers conference) or in West Africa, to attract potential users from the Sahel region.
I. THE FOOD NEEDS ASSESSMENT PROJECT

A. HISTORY

The Food Needs Assessment Project (FNAP) began with the signing of the contract on September 14, 1987 between AID/Washington and the Pragma Corporation with E/DI as the subcontractor to Pragma. The contract runs through September 13, 1990. The FNA team office is at 1730 N. Lynn St., Suite 802, Rosslyn, Virginia, a few blocks from the FVA/PPM office.

The project was designed to extend and adapt the existing Bureau for Food for Peace and Voluntary Assistance (FVA) Food Needs Assessment methodology, initially designed in 1985. Under Ms. Patricia Rader, Project Manager, Laura Tuck had worked on early versions of the software and manual.

Since the signing of the FNAP contract, there have been several changes both in FVA/PPM and project staff. In December, 1987, Ms. Rader moved to the Africa Bureau and her position was temporarily filled by Jon O’Rourke of FVA/PPM. In early 1988, Tom Ross was brought in to the position of Project Manager and has continued in that post.

The initial key project staff were as follows:

- Project Manager Alan Fleming (Pragma)
- Economist Jeffrey Marzilli (Pragma)
- Economist Michele McNabb (E/DI)
- Program Coordinator Asif Shaikh (E/DI).

Under a mutual agreement with A.I.D., Mr. Fleming left the project in late September, 1987. His replacement, Dr. Bruce Cogill, was hired in November, 1987. Dr. Cogill left the project in August 1988; Mr. Marzilli left in January, 1989 and Ms. McNabb during the summer of 1989. Mr. Jim Kelly of E/DI temporarily replaced Mr. Shaikh when Mr. Shaikh's overseas schedule became too demanding.

The current staff on the project is as follows:

- Project Manager Mohammad Fatoorechie (Pragma)/ (temporary)
- Economist Dina Towbin (Pragma)
- Economist vacant (E/DI)
- Program Coordinator Asif Shaikh (E/DI)
- Consultants: Melaniee Lwdermilk (E/DI)
  Jeffrey Marzilli (Pragma)
  Millie Gadbois (Pragma)

As of April, 1989, Dr. Fatoorechie of the Pragma Corporation is filling the role of Project Manager temporarily and Ms. Towbin the position of economist. Ms. Melaniee Lwdermilk, on staff at E/DI, came on board as a consultant in March, 1989 and E/DI is currently
proposing that she fill the vacant economist position. Mr. Marzilli was hired back as a consultant in August, 1989 to assist in training. Ms. Millie Gadbois, a consultant for Pragma, was hired in August, 1989 to assist the project.

The project structure was originally set up in the traditional fashion, with a Program Manager acting as the supervisor of the two economists and as the chief liaison between AID/FVA/PPM and the team. Dr. Cogill was brought on in November, 1987 to fill this role as Program Manager. When he left the project in August 1988, FVA/PPM decided the traditional project setup was not to their liking and instead preferred to have three economists working at an equal level. Although Pragma submitted many well-qualified candidates for the third economist position, FVA/PPM did not select any of them. In its most recent pipeline analysis, Pragma replaced the position of Project Manager with that of an economist. As of August, 1989, FVA/PPM is evaluating Ms. Gadbois for this position.

B. CONTRACTUAL OBLIGATIONS

The objective of the FNA Project is clearly stated in the contract:

"...to provide technical assistance in food needs assessment to AID/W, field missions and host governments which receive food aid."

To reach that objective, Pragma is obligated to accomplish the tasks listed below:

1. Adapt and Extend A.I.D. Methodology

Pragma will revise the existing FVA/FNA methodology to reflect current thinking on assessment issues and incorporate new information and analytical methods as presented in relevant recent literature which postdate the publication of the original manual. These revisions will be done annually. They will include linking national level and local level assessments; discussions of techniques for estimating food deficits not caused by climatic emergencies or production shortfalls; treatment of closing stock balances; explanation of how to examine nutritional need and non-emergency situations; treatment of more diverse diets of non-African countries; and revision of the A.I.D. "A Manual for Food Needs Assessment," June, 1985, in French, Spanish and English, in accordance with the items above.

2. Revise the FNA Lotus 1-2-3 Template

These revisions will include:

- A more flexible treatment of closing stock balances for specific LDCs;
3. **Undertake Food Needs Assessments in Selected Countries Using the Current Lotus Template and Manual as Revised Above**

Collect and analyze food sector data to determine the food deficit or surplus in countries as designated by FVA. Assess the most appropriate source for each variable, collect the information, assemble in a usable format and run an analysis according to A.I.D. methodology.

These assessments will typically be completed in the field in 1-2 weeks and examine, at a minimum, the following variables: population; historical per capita consumption levels from aggregate consumption data; composition of diet by commodity; aggregate gross production data by commodity; seed norms by commodity; feed and waste rates, by commodity; milling extraction rates by commodity; and opening and closing stock data.

The assessment assignments may also include participation in FAO Assessment Teams, Mission Food Sector Strategy Analyses, as appropriate, and Food Needs Assessment Assistance as requested in different countries.

4. **Training**

This will include training AID/W and USAID Mission staff and host government personnel as requested in the FNA methodology. Pragma will develop the necessary training materials and visual aids.

5. **Analysis**

Pragma will undertake the analysis of food needs and food aid data for specific policy or programming questions.

6. **Data Base**

The Pragma team will develop and maintain a food needs data base; analyze mission and other relevant documentation on food needs by country; send information/analysis to field missions; disseminate information to field missions and relevant office in AID/W; review periodically the data bases of USDA/ERS, PPC/CDIE and FAO and incorporate relevant, accurate information into the A.I.D. data base to establish and maintain a historical data base by country. The team will make recommendations on software improvements to carry out project activities more efficiently and
will also draft correspondence requesting data-base information from the field and be responsible for follow-up. Correspondence shall be provided to FVA on a IBM/Wang diskette for transmission to the field.

7. Methodological Review

The team shall conduct a periodic review and analysis of relevant methodological issues. This will include the review of:

- USDA/ERS Food Needs and Availabilities to determine differences from A.I.D. methodology and provide input into A.I.D.'s food program decision-making;

- FAO food needs assessment methodology to determine differences from A.I.D. methodology. Draw conclusions on implications for A.I.D. food aid programming decisions;

- Other relevant projects, documentation within and outside A.I.D. which impact directly on A.I.D. food needs assessment.

8. Food Needs Assessment Data Review

The team will review mission estimates in view of USDA/ERS estimates to determine consistency in USG estimates and monthly Africa Bureau FEWS Reports to ensure Agency-wide accuracy and consistency in food needs reporting.

9. Linkage with Geneva Net

The team will maintain a linkage with the U.N. Geneva Net to input the A.I.D. Food Needs Data Base, download FAO and other Donor information and integrate data with other FVA and A.I.D. data systems.

10. Establish an Automated Telecommunications Capability Between the Pragma Office and the FVA/PPM Office

The telecommunications capability should include the following:

- Ability to upload/download files between AID/Pragma team computer systems

- Ability to allow unattended remote operation of Pragma team's computer by A.I.D. at designated times

- Ability to accomplish linkage with Geneva Net and other relevant on-line databases as described above
Review and/or recommendations of PC-based telecommunications software suitable for contract activities.

The team's computers will be totally dedicated to the performance of this contract.

11. Purchase Computer Hardware and Software

ADP and appropriate software and printers were to be approved by A.I.D., subject to the budget constraints of the contract. All equipment and software purchased requires the prior approval of the project officer and the contracting officer.

12. Reporting Requirements

The project team will provide the following information (either in written or oral format) to the project officer in PPM:

- A monthly report that includes budget expenditures, progress made on the tasks listed above, trip reports from field visits, and special issues
- Weekly reports on the status of requests from the field for technical assistance, assessments, and/or materials, as well as responses to these requests
- Bi-weekly updates of data base of food needs in countries requiring food aid
- Quarterly analysis and comparisons of FAO, USDA/ERS and USAID Mission estimates of food needs assessments.
C. ACCOMPLISHMENTS

At present, the majority of the tasks required under the contract and approved by FVA/PPM have been accomplished or are in the process of being done. The following summarizes work done on the different tasks. There is considerable overlap between several of the tasks.

1. Adapt and Extend A.I.D. Methodology

To date, a majority of the team's time has been spent on adapting/extending A.I.D. methodology. The revisions were not done annually, but continually from project start-up until the March 1989 version was completed. "A Manual for Food Needs Assessment," originally published in June, 1985, went through four revisions (see Attachment 1), in July 1988, October, 1988 (draft and final), and March, 1989. The changes made to the methodology included those required by the contract.

The changes have been so extensive that the March, 1989 version should remain current for several years. FVA/PPM believes that the methodology should be reviewed in a year to see if it continues to conform with current trends and the template should also be reviewed to see if it can be further refined.

Over 750 copies of the manual and template (March, 1989) were distributed in a mass mailing between June - July, 1989 to AID/W and USAID Missions, other donor agencies, and interested university professors. The mailing has promoted greater interest in training on the FNA methodology and template. The team has already responded to calls from UNICEF and the World Food Programme asking for training assistance.

The manual and template are currently being translated into French; a target date of November 1, 1989 has been set for publication of the French version of the manual and translation of the template. Mr. Dale Humphrey of USAID/Guatemala is having the manual and template translated into Spanish.

2. Revise the FNA Lotus 1-2-3 Template

The template has been overhauled to make it user-friendly and to reflect changes in the methodology. A programmer (Jeff Kahn) was hired by the project in 1988 to make the necessary revisions to the template. He has also been employed on an as-needed basis to debug the program as problems surfaced when the template was used in assessments overseas. At present, the template is working well.
3. Undertake Food Needs Assessments in Selected Countries Using the Current Lotus Template and Manual as Revised Above

To date, food need assessments have been conducted in nine countries: Twice in Ethiopia and Mozambique, and once in the Sudan, Ecuador, Kenya, Ghana, and Madagascar. Using available information in the U.S., a food needs assessment has been conducted for Angola and one is being conducted for Zaire. For the latter half of 1989, overseas assessments are planned for Guinea, Zaire and Mauritania.

These countries were selected for assessments by FVA/PPM based on requests from the USAID Mission; a critical food situation or food security problems; and strong interest from AID/W in conducting an assessment. The USAID Mission's interest in conducting an assessment should be well-established prior to the start of the assessment and the arrival of the team members in-country. This strategy follows problems in countries where the team members were not well received or there was not sufficient notice of their arrival.

Team members were sent to these countries to help institutionalize food needs assessments and do on-site training. Generally, the Missions had been doing the assessments, perhaps intermittently, and perhaps not very well. The team members helped train the responsible individuals in the methodology and template while doing an assessment.

As part of the assessments, the FNA team visited SADCC, REDSO/East and REDSO/West, as well as the FAO in Rome, and shared their findings with interested desk officers at the Missions and SADCC and the Global Information and Early Warning System (GIEWS) Division of the FAO. These meetings were important for several reasons:

- From a public relations standpoint to publicize the work being done by the FNA team;
- To coordinate the team member's report with the report put out by FAO or to review the numbers with REDSO;
- To train interested Mission or FAO staff in the FNA methodology and template;
- To share ideas and get input on food aid trends;
- To gather information on changing food consumption patterns in Africa.

Additional training is covered in (4) below.
4. Training

In March, 1988 in Harare, Zimbabwe, the FNA team put on its most extensive training seminar to date. Thirty participants from twelve Southern and Eastern Africa, including both A.I.D. staff and their counterparts, attended. While most participants were drawn from USAID regional and country offices, host government ministry and cabinet-level staff were also in attendance. The conference was also visited by the Regional Directors of the FAO and World Food Programme. The nine-nation Southern African Development Coordination Conference (SADCC) sent a team of seven food security specialists. Ms. McNabb and Mr. Marzilli did the majority of the training. The participants were given an overview of the FVA/FNA conceptual framework and its importance in food security analysis and monitoring. The trainers took the class through a case study assessment, explaining the use of the methodology through the template with and without a computer. They also worked on the further development of a consensus as to the desired structure and format of the template. The team received favorable comments from the participants.

The Harare conference was organized by ISTI, using funds left over from their earlier contract with FVA/PPM, and chaired by Dr. Richard Huntington. In addition to the two trainers, Dr. Bruce Cogill and Mr. Jon O' Rourke of FVA/PPM spoke at the conference and Ms. Patricia Rader, the former FNA Project Officer now working in the Africa bureau, was also in attendance. Training materials and visual aids were prepared by the FNA team and Pragma for the conference.

Ms. McNabb went to Rome in June, 1989 specifically to train several FAO and World Food Programme staff members in the current FNA methodology and template. In addition, the team frequently stops over at REDSO and/or the FAO and trains staff. Ms. Lowdermilk also conferred with the FAO and WFP on her return from an assessment in Madagascar in June, 1989 and conferred with the Oxford Food Studies Group on her way to Madagascar.

Ms. McNabb also trained several staff members at the Harvard Institute for International Development (HIID) in June, 1989 after they had requested training on the template. The manual and template were then used at a HIID seminar, the Africa Regional Workshop on Food and Agricultural Policy Analysis, in July, 1989. In their evaluation of the seminar, the participants stated their interest in learning more about the template.

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1 For further details on the conference, see "Food Needs Assessment Conference, Harare, Zimbabwe, March 7-11, 1988" trip report by Jeffrey Marzilli, the Pragma Corporation.
Ms. McNabb and Ms. Lowdermilk attended the conference on "Hunger Research: Briefing and Exchange" given at Brown University in the spring of 1989. The FNA manual and template were made available for distribution but due to the layout of the conference were not distributed to all the participants.

Currently, the FNA team is conducting training on the FNA methodology and template on an as-requested basis in Washington, D.C. Recently a USAID/Cape Verde staffer and a USAID/Malawi Program Officer received training.

Training materials are currently being designed for use in three different phases of training. First, an overview of a food needs assessment for those interested in its importance, how it works, and what the benefits are to the user; second, a more detailed presentation on food needs assessment, including examples of the template in use; and third, a complete guide for conducting a food needs assessment. This final phase will include doing a step-by-step assessment both on the computer and manually.

With the transfer of technology, in this case the FNA methodology—a major goal of this project—the development of an on-call capability in training and food needs assessments would be a logical progression in the project's life. In addition, there have been increased requests for training and assessments following the mass mailing of the FNA manual and template in the spring and summer of 1989. Recently the project received calls from UNICEF, requesting that its regional officers be trained in the methodology. WFP has also requested additional training. The Guatemala Mission is interested in the FNA methodology and there is some initial interest in El Salvador as well. To respond to these requests, the project should train several trainers in the methodology and target Francophone and Spanish speaking users as well as the English speaking community in food aid assistance. With this capability, the project would be much more responsive to the AID/W and USFID Missions' needs.

5. Analysis

This has been done infrequently as approved by FVA/PPM.

6. Data Base

The food needs data base has been a bone of contention throughout the life of the project. The initial purposes of the data base were to handle a broad range of countries (40-50) and to download information to/from the template. From the onset, the team resisted setting up a data base for several reasons. CDIE already had an agency-wide database and the amount of information needed to be useful for the FNA template was not available. For example, when food needs assessments were made mandatory for the Missions in Latin America and the data was sent to AID/W, it did
not reach the FNA team until six months later, out of date. And other food needs assessments that were received by the FNA team were done incorrectly. These latter assessments, however, did receive comments and corrections from the team.

FVA/PPM felt that the project staff was too small to handle the management of a large data base and therefore eliminated this activity from the project's responsibilities. FVA/PPM mentioned that the contract was written hastily and all the tasks were not fully considered before the contract was finalized. During the course of project implementation, the Bureau became interested in a large data base which would provide information on food security. FVA/PPM is now planning to construct its own data base which would include food needs as well as other statistics.

Information/analysis was sent to field missions and relevant offices in AID/W. In addition, the contract discusses periodically reviewing other data bases. The team has access to and has used food aid data furnished by the AID/W CDIE Project on a country-by-country basis. The USDA/ERS World Food Needs and Availabilities reports were reviewed by the FNA team as discussed in (7) below.

The team reviews FAO data when it is available, but the FAO statistics are often not in the public domain and cannot be referenced.

7. Methodological Review

The methodological review has been conducted on an ongoing basis. Revisions were made to the FNA methodology to bring it more in line with the food needs assessments done by the FAO and USDA. The FNA methodology remains very similar to the FAO's food needs assessment methodology.

The team also kept in contact with the staff at the Economic Research Service of USDA. Until March, 1989, quarterly meetings were held with Mr. Ray Nightingale and his staff at ERS/USDA to review the World Food Needs & Availabilities (FANA) statistics published by the USDA. One problem with this arrangement was that FVA/PPM lacked the data to back up the statistics in the report. Although A.I.D. has not renewed its contract with USDA this year for the FANA, USDA is mandated by Congress to do the FANA reports. The FNA team and FVA/PPM no longer review the report.

8. Food Needs Assessment Data Review

The team did the FNA data review as stated in the contract on a limited basis.

9. Linkage with Geneva Net

There has been an informal transfer of information through the Geneva Net to the project, on an as-needed basis.
10. Establishment of an Automated Telecommunications Capability

An automated telecommunications capability exists within the project, through fax machines and modems. The fax machines are used frequently, whereas the modems have never been used to transfer files between the two FNA offices. The team did not generate enough data/files that would have necessitated electronic transfer, (see (6) above), and, the proximity of the two offices (within walking distance of one another) made the electronic transfer unnecessary.

11. Purchase Computer Hardware and Software

One of the first accomplishments of the project was to outfit the team, the FNA home office and the FNA office at FVA with computers and peripherals. A list was generated by FVA/PPM (see Attachment 2) and reviewed by E/DI and Pragma. Each team member was given a laptop computer and a desktop machine was installed at each FNA office.

As the project progressed, additional computer software, including updates, and hardware were requested by the team and the Project Officer, approved by the Contracts Office and purchased. In 1989, for example, an 80 megabyte hard disk and VGA monitor were installed in the 386 computer and its 40 megabyte hard disk and EGA monitor were added to the 286 computer. A Hewlett Packard Vectra LS/12 laptop was purchased in the spring of 1989 to facilitate the use of the template on the computer. Another laptop was rented for use during the FAO training session.

In addition to the computer equipment, a screen and overhead projector were purchased prior to the Harare conference to project the image from the computer monitor onto a large screen.

12. Reporting Requirements

FVA/PPM felt the reporting system at the start of the project was weak. The Bureau changed the reporting requirements during the first year of the project from weekly to monthly, but monthly reports were discontinued after Dr. Cogill left the project. Weekly reports on the progress of the FNA Project, as requested by FVA/PPM, provide the Bureau with information for its own weekly reports. FVA/PPM is now satisfied with the reporting system.

Budget expenditures are sent to the Project Officer on a monthly basis. One complaint from FVA/PPM, however, is that E/DI is one to two months behind in its submission of vouchers. E/DI has recently hired a new accountant and moved the project accounts from New York to Washington, D.C. It is hoped that this will facilitate a faster transfer of information.
Two pipeline analyses have been approved by the Project Officer and one is awaiting approval in Contracts. The team members meet once a week with the Project Officer to review their assignments, report on progress made and/or work to be done. I have been submitting weekly reports to the Project Officer since April, 1989 on project activities. The quarterly analysis and comparisons of other agencies and A.I.D. Mission estimates of food needs assessments were done by the team on an irregular basis, in response to the USDA FANA Report. Since FVA/PPM eliminated the development of a database from project activities, updates were no longer necessary.

A quarterly report was written for the first quarter of the project, but dropped after the Bureau complained it was taking up too much of the team's time and was not required by the contract. The FNA team also put out two newsletters (see attachment 3), one in June, 1988 and one in November, 1988. The newsletter was initially requested by Mr. Owen Cylke, the Acting Assistant Administrator of FVA/PPM, who was very interested in publicizing the project through newsletters. One impediment to their success was resistance from the team; they felt there was no clear mandate as to the audience or the information to be included, and they covered limited new information from the field. Another impediment was the extensive and time consuming review required by FVA/PPM prior to their release.
II. EXCEPTIONS AND CHANGES IN THE SCOPE OF WORK

One of the more consistent aspects of this project is its ability to change and adapt to the needs of FVA/PPM. According to FVA/PPM, this has also been one of the project's biggest difficulties. In their opinion, the team members have had problems adjusting to the changes. Since the project's inception, the daily routine of the team members has been shaped by requests from FVA/PPM. These include requests for briefing papers/briefing books on the food situation in various countries for use in Congressional testimony and responses to cables containing food needs assessments conducted overseas.

In addition, the shape of the project changed considerably in April, 1989 when Dr. Fatoorechie and myself were added to the project. Prior to that in September, 1988, a subcontract with the Futures Group had been added on to the original contract whose scope of work was outside the original scope of work. The Futures Group were to do a computer graphics presentation on food security using statistics available through the FNA project. After they had completed this presentation, Dr. Fatoorechie began working with Mr. Forrest Duncan, Chief Economist of FVA/PPM, to put together a computer graphics presentation using the Futures Group data and Pragma's Macrovision Technology system. To date, this 18 minute food security presentation, which includes narration, has been shown to several members of FVA/PPM and is ready for its final revision.

My work on the project has included assisting in the food security presentation, working on budget issues, specifically the pipeline analyses, preparing training materials and administering the project.

Mr. O'Rourke has suggested the addition of a new component to the project, a manual on hunger which would define who are the hungry segments of the population. He has requested issue papers from several authorities on the subject of food hunger. The Bureau is also considering this subject as a follow-up to the current project.

III. PROBLEMS

In general this project has done the work requested and required. A central problem, however, has been an inability to look beyond the daily activities to the future of the project and shape an overall workplan. Part of that problem is that requests from FVA/PPM change from one day to the next. For example, team members have complained of not knowing when or where they were going to do a food needs assessment until a few days before they left. This indecision on FVA/PPM's part has brought considerable frustration to the team members and I believe, is responsible, in part, for the decision of several of the team members to leave the project.
Bureau also mentioned that this problem was part of a larger intra-team problem when Dr. Cogill was Project Manager; they felt he was not an effective manager and did not work in a team fashion, but they also acknowledged that he did have to deal with conflicting ideas at FVA.

In addition, the changing focus of daily activities delayed many of the team's contractual activities, a problem that was cited by FVA/PPM in the request for removal of Dr. Cogill in August 1988. Since Dr. Cogill's departure, the project's progress has been further impeded by FVA/PPM's failure to choose new team members. Mr. O'Rourke's decision to look at the hunger issue as one component of the second half of the project is a good first step in pushing the project forward. However, at this stage, Mr. O'Rourke is looking for outside consultants to do the work, not the team members.

Another problem cited by team members is the lack of follow-up to food needs assessments conducted in 1987-88. The Bureau looks at this from another angle; they feel that the transfer of technology, (e.g., FNA methodology and template), is one of the major goals of the project and this transfer is made during an assessment, so following up on an assessment is not a priority.

Both the team and FVA/PPM staff now realize that for a food needs assessment to be successful, there has to be strong interest from the Mission. The interest should begin from the team member's initial reception and extend beyond the team member's departure.

The team members have also cited their interest in working more closely with the GIEWS Division of FAO. However, they are blocked by several factors. First, AID/W and the FAO are not on good terms; and second, the data the FNA team receives from GIEWS is not official FAO data and, therefore, cannot be released. FAO has an agreement in each country where it works that any FAO reports or statistics released must have the host government's approval. This delays the release of valuable data and the data released may have been changed to reflect the host government's preferences.
IV. CONCLUSION AND RECOMMENDATIONS

The Food Needs Assessment Project's major achievements have been:

1. A complete revision of the food needs assessment methodology in "A Manual for Food Needs Assessment" and an overhaul of corresponding Lotus template;

2. Conducting nine food needs assessments, covering Ethiopia, Mozambique, the Sudan, the Gambia, Angola, Kenya, Ecuador and Madagascar, with plans for assessments in Mauritania, Zaire, and Guinea in 1989;

3. Conducting a successful training conference in Harare, Zimbabwe in March, 1988;

4. Training additional field staff at each USAID Mission where food needs assessments were conducted as well as at the staff at the GIEWS Division of the FAO, World Food Programme, Harvard Institute for International Development and AID/Washington;

5. Mass mailing of the FNA manual and template to over 385 recipients;

6. Working successfully across organizations to achieve consensus on what methodology is appropriate for determining aggregate food analysis. Consistently sharing common concerns and reflecting these in the FNA methodology; and

7. Preparing presentations on Food Security for use by FVA/PPM using the latest in computer graphics technology.

Plans for the project include doing additional food needs assessments; preparing training materials for three phases of training; training additional AID/W and USAID Mission staff as requested; making formal lectures and presentations on food security; and working on the "hunger" issue.

Despite problems between team members and with FVA/PPM staff, the team, overall, has accomplished its objectives. FVA/PPM has found this especially admirable considering the project team has, at times, dwindled to one person.

Based on interviews of project and AID/W staff and reading of project documentation, my recommendations for the second half of project implementation are:

1. Develop a work plan for 1989-90 that will include:

   - Continued contact with FAO, World Food Programme, the Oxford Food Studies Group, Harvard Institute for
International Development, USDA, and other organizations working on food aid and food security issues to ensure that the FNA methodology is evolving in the direction compatible with the needs of the food aid community:

- Follow-up of the food needs assessments done during 1987-88;

- Continued transfer of FNA technology to interested parties;

- Follow-up of the FNA mailing with updates on training activities and changes to the manual and/or template;

- Development of further training materials and continued training on the FNA methodology and template;

- Development of an on-call training and food needs assessment capability to respond to USAID Missions and AID/W training and assessment needs; and

- Continued work on the food security issue;

2. Immediate selection of candidates to fill the two vacant economist positions;

3. Removal of the issue of a data base from contractual activities;

4. Conducting another "Harare-style" conference either in the USA (possibly at the next Food for Peace Officers conference) or in West Africa, to attract potential users from the Sahel region.
People Interviewed or Contacted for this Evaluation

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E/DI

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Technical Advisor  
E/DI

Tom Ross  
Project Officer  
FVA/PPM

Reviewed Reports By:

Bruce Cogill  
Oxford Food Studies Group

Michele McNabb  
E/DI
## Attachments

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<tr>
<td>1</td>
<td>FNA Manual covers</td>
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<td>2</td>
<td>List of computer equipment purchased in 1987</td>
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<tr>
<td>3</td>
<td>Newsletters</td>
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</table>
A MANUAL FOR THE FVA FOOD NEEDS ASSESSMENT MODEL
CONCEPTUAL DEVELOPMENT AND SOFTWARE DOCUMENTATION
for VERSION 2.3
July, 1978

by
Bruce Copi, Michele McNabb, Jeffrey Marnill

Comments, suggestions, or additional information, please contact:
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Produced for the Bureau of Food for Peace and Voluntary Assistance,
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Washington, D.C. U.S.A.

Pragms Corporation Energy/Development International

A Manual for Food Needs Assessment:
Conceptual Framework and Software Documentation

A Manual for The Food Needs Assessment:
Conceptual Framework and Software Documentation
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1 386 clone
1 Zenith Z-181 LAP TOP
1 Zenith Z-183 HARD DISK
1 Epson LQ 1000 Ribbon Cartridge
1 HP LJII LASER PRINTER
2 US Robotics 1200 EXTERNAL MODEM
0 Fax.
1 Golden Bow SOFTWARE STORAGE
2 Watson
1 PC Buss (Mouse)
3 Brooklin Bridge Programs all HARD DISK
1 Word Perfect
1 Sideways
1 Page Maker
2 123
1 Fancy Font
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2 Direct Access
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7 service laptops
1 service HPLJII

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FOOD NEEDS
ASSSESSMENT
PROJECT

NEWSLETTER
Vol. 1, No. 1: June, 1988
FVA/PPM -- FOOD FOR PEACE
USAID • Pragma • Ed/I

PRIORITY COUNTRY PROFILES

ANGOLA: The recent political activity affecting Angola has created interest in the current food needs for this war-torn country. FAO reports that the outlook for the 1988 cereal crop remains poor and cassava, a major staple, is below normal levels. Data are quite poor but the government has requested 179,000 tonnes of supplementary foods for 1988/89 to reach the 25 percent of the population considered totally dependent on assistance. FAO estimates that after deducting late 1987/88 food aid pledges, the uncovered cereal deficit for 1988/89 is 72,000 tonnes (excluding supplementary food). The FAO figure has questionable subtracted pledged food aid which has yet to arrive. The unpledged requirements of 72,000 tonnes consist of 58,000 tonnes of coarse grains and 14,000 tonnes of wheat. The combination of pledged and unpledged food aid of 150,000 tonnes may affect the ability of the country to store, transport, and distribute the food as it exceeds past levels of imports. Much of the food aid is targeted to the urban population and the displaced or affected rural population. The majority of the rural population is self sufficient although experiencing chronic levels of undernutrition.

TUNISIA: A combination of the worst drought in decades and locust attacks have greatly reduced the estimated production of food grains. A May 31 cable from the Mission detailed production estimates at 18 percent of last year’s bumper crop and 27 percent of average. Setting the cereal production figure at 350,000 tonnes, the Mission stressed the drought will affect other agricultural producers including export crops of almonds and olives. Total cereal import needs for CY 88 are estimated at 225 million dollars. Of the total imports required for 1988, already 608,000 tonnes have been received, 397,000 tonnes have been ordered, and 1,236,000 tonnes have to be procured. Against the backdrop of a worsening macroeconomic situation, the Mission is concerned about the long-term situation. It has requested an additional 13 million dollars of PL 480 resources for FY 88. The reported numbers compare with the February USDA estimates. The USDA Spring Update reported a record 1987/88 production of 1.9 million tonnes of cereals will be cut by 80 percent to just 400,000 tonnes in 1988/89. Much of the losses are expected in the wheat crop (1 million tonnes) and the barley crop (480,000 tonnes loss). Based on historical consumption levels, the USDA estimates the food needs for 1988/89 to be 739,000 tonnes of cereal equivalents.

ETHIOPIA: The inadequate second season or Belg rains has further reduced food availability especially in the previously drought affected areas of Wollo and north-east Shoa where the Belg usually yields half the annual cereal requirement. The south-eastern pastoral areas are also affected. Meanwhile, the increased road closures and civil strife has worsened the situation in the northern regions of Tigray and Eritrea (which are less affected by the Belg failure). The food aid accumulation at the ports will reduce the chance for the movements of the covered commitment of 1.2 million tonnes. Recent cable reporting suggests that end-of-year stockpiles of food will exceed 570,000 tonnes. In addition to cancelling the third tranche, the mission requested trading among the NGO's of food to meet shortfalls where they exist. While food distribution efforts continue to be hampered, there have not been the reports expected of widespread camps being formed in the worst affected areas.

MOZAMBIQUE: Despite favorable rains in other parts of Southern Africa, Mozambique is experiencing erratic rainfall, and serious crop and food supply situations. The weather, civil strife, and other factors have increased overall food needs but continued logistical constraints have reduced the maximum absorbable food needs. The food needs for emergency relief and regular commercial sales have been estimated by the FNAP at 600,000 tonnes. The food needs include maize (60%), wheat (18%), and rice (22%). The emergency portion of the food aid has been set at 250,000 tonnes, much lower than the previously estimated requirement for the 25 percent of the population dependent on free distribution of food aid. The lower figure is due to the Government of Mozambique's assumption that 50 percent of the population dependent on food aid are self-sufficient and that logistical constraints and civil strife also affect the total needs.

MALAWI: Southern Africa has experienced good rains for the main cereal harvest (May-June) increasing the estimates for the 1988 harvest for Malawi. Cereal imports are still necessary to replenish stocks as well as to meet the emergency requirements for the 550,000 refugees from Mozambique, arriving at a rate of 20,000 per month. There still exists a well founded concern for food security which currently does not exist due to the inability of Malawians to acquire sufficient food through agriculture or purchasing power. The Mission is working on an updated food needs assessment and will be reporting to the new Ambassador, George Trail, who was briefed by the team prior to departing Washington.
FVA/FNA METHODOLOGY UNDER EXTENSIVE REVISION

The food needs assessment methodology currently in use by FVA analysts and mission personnel has been put under the knife.

- The now three year old Lotus based software has moved to the next phase of its development reflecting the experiences of its users. In addition to important technical changes to the methodology, the software will be user friendly.
- Menus will be used extensively to guide the user through the spreadsheet.
- In addition to being visually appealing, the software will be enhanced for greater flexibility. More choices in estimating the components of the methodology as well as special modules for application to food aid programming will be available.
- The final product will also have greater compatibility with FAO’s recently revised methodology so that confusion over terminology will be reduced.
- The ease of use of the software will be matched by a revised manual and software documentation.
- For the computerless analyst or computerphobe, the spreadsheet will be available as worksheets so that an assessment can be carried out on paper.
- The revision of the software, rewriting of the manual, and the development of the data base will be available as a working draft at the end of June, 1988. The dissemination of the material will then begin.

Questions or comments should be directed to the team members.

EDITORIAL

This newsletter is the first of a series to inform interested readers of the efforts and progress of the recently expanded Food Needs Assessment Project. Many of the descriptions of country and regional concerns will be drawn from our analyses and those of the Missions. The reports of FAO, FEWS and others will also be included when appropriate for your information. We invite comments, questions, and contributions from readers. The newsletter is a forum for discussion and information. It is not, however, an official representation of the positions, policies, or programs of the FVA Bureau, AID, or the U.S. Government.

FOOD NEEDS ASSESSMENT PROJECT ESTABLISHED

Information systems are grist for AID mills and this is well illustrated by the recent funding of a three-year project to focus on food availability gaps in selected countries. It was felt among knowledgeable people that the existing supply of information was not adequate for the FVA bureau’s need to allocate food aid resources where they were most needed. The Food Needs Assessment Project (FNAP) grew out of this desire to meet the information needs of Washington and mission policy makers.

Drawing on the skills of Pragma Corporation and EDI Company, the three-year project built on the earlier work of the ISTI firm. Fortunately, much has already been done in developing a basic methodology of assessing food needs and this has meant a quick application of the information generated. The project has significantly expanded the level of training, data collection, and analysis and there is a lot more to accomplish. The work of the project can be summarized as follows:

- Provide concise, accurate, and timely food situation analyses for Washington and Mission policy makers
- Train and support users of the FVA methodology so that they can collect, collate, enter, analyze, and report information
- Build local and regional capacity to undertake appropriate food needs assessments
- Improve existing methodology to reflect current thinking of users, researchers, FAO, and others
- Develop database of historical and current information from project and mission reporting as well as FAO and others for access by bureau users
- Networking with other information systems including FEWS, GIEWS, USDA, Cornell Surveillance Program, and others

The project staff include economists with training in nutrition, demography, agricultural economics, and computers. The recent workshop in Harare and various interactions with missions have begun what will be three years of directed and necessary application of information related to closing the increasing food gaps.

WORKSHOP IN ZIMBABWE

During the second week of March, 30 participants from REDSO, USAID missions, host governments, and international organizations came together with the FNAP team and AID/W officers to study FNA. Representing ten countries in Eastern and Southern Africa, the participants shared their experiences in the use of information for policies to enhance food security and programming food aid.

The five days were devoted to the concepts behind the methodology, carrying out an assessment using a case study and paper worksheets, computer training and analysis, and review of the use of the information. Presentations by FVA and Africa Bureau staff included the role of information in African food aid programming.
LOCUSTS CONTINUE TO THREATEN AFRICAN FOOD PRODUCTION

The continuing threat of locusts in northern Africa has drawn the attention of donors and international organizations. Considered the worst infestation since the late 1950's, early 1960's the swarms have affected over two million hectares, an area roughly twice the size of Texas. Algeria and Tunisia have been most affected but coordinated large-scale control efforts by OFDA, USAID, FAO, and affected countries have largely prevented widespread crop losses. Recent reports of swarms having crossed the Sahara and moving into south-central Mauritania, Senegal, Gambia, Mali, and Cape Verde will be followed closely.

DATA BASE DEVELOPMENTS

The FNAP is currently reviewing the database requirements of the bureau so that the information generated by their assessments can be stored in an accessible manner.

This significant development will enable data to be automatically read from the FVA Lotus worksheet as well as access other relevant information such as the USDA, FAO, WFP data bases. Historical production and consumption data will be compiled by commodity by country in one location at the FVA offices.

Interested users will have computer access to these data for their reports. Attention is also being given to matching the data base with the data base needs of the FVA bureau.

VIETNAM REQUESTS EMERGENCY FOOD AID

Recent press reports indicate that Vietnam is experiencing deteriorating food production approaching a "catastrophic" situation. The EC Commission has noted the 1987 harvest was seriously affected by the drought, typhoons and insect infestation resulting in a rice shortfall of 1.5 million tonnes (population 65 million). The Government of Vietnam has reported a 1987 production of 17.6 million tonnes of cereals of which 15.3 million tonnes were paddy rice production. And the 1988 production of cereals is expected to be only one-third of average. In partly addressing what is a chronic situation of poor infrastructure, limited marketing system, and low producer prices for rice, the EC Commission has recently allocated 10,000 tonnes of rice for emergency food aid through WFP. FAO reports that approximately 7 million Vietnamese, mainly in the northern regions, are affected and that emergency food distribution and relief operations are currently underway.

Surplus in the south are being transferred and a request for aid has gone out to international donors. Unmet pledges for emergency assistance currently stands at 60,000 tonnes. AID is closely monitoring the situation.
FAO REVISES FNA METHODOLOGY

FAO has made extensive revisions to the FVA methodology for use in their food needs assessment work. This development while still in draft form is important because of FAO’s major role in providing timely food gap analyses world-wide.

The Global Information Early Warning System (GIEWS) staff are responsible for the development of the methodology and based the changes on the well known FVA methodology. Known as the CCBS or Country Cereal Balance System, the Lotus software combines the slightly different needs of the GIEWS team and the Basic Food Stuff Service (ESCB). Extensive use is made of the FAO mainframe data base (AGROSTAT) which is downloaded (as needed) onto the microcomputer. The added flexibility of the spreadsheet enables the user to correct the database and upload the corrections back to the mainframe.

How is FAO’s methodology different to FVA’s current software? We are experiencing a convergence of the FVA and FAO methodologies. While the algorithms are the same, the two approaches differ slightly in that the users of the information differ. FAO is only interested in cereals and does not consider the contribution to the diet of pulses, roots and tubers, oils, meats and dairy products. FAO analysis deals in unmilled cereal terms with the exception of rice which is expressed in milled terms. There is no expression of food needs in terms of some base commodity. These and many other differences are relatively slight and the current revisions to the FVA methodology will further reduce the differences.

Is the FAO methodology going to be distributed? Eventually, the GIEWS group expects the methodology will be used in-country. The FAO people are currently working on the best way to train and disseminate the information.

What is currently available in the way of reporting from GIEWS? GIEWS reports “Foodcrops and Shortages” monthly and this report is restricted for official use. The restricted category limits the circulation but it does allow for quick non-doctored numbers to be presented which is in contrast to the officially screened numbers in the “Food Supply Situations” reports.

How can we get access to these reports? While the project receives FAO publications, a more exciting prospect is the electronic billboard or computer access being established from the FAO needs assessment spreadsheet described above. Scheduled for late 1988, this information will list, by country, for cereals, and for the current year, a summary of the food situation. Should a special request come for information for a country in which FAO is not active, then this capability will enable more efficient dissemination of information.

How reliable are the data generated by these FAO assessments? As noted above, the restricted food needs assessments are not reviewed by FAO’s lengthy review process and can be considered as good as the original data sources. As is always the case in food needs assessments, the quality of the reports will depend on the analyst’s ability to take the best information available and present it to the planners and policy makers.

WILL THE FNAP AND FVA COOPERATE WITH FAO? Yes, we are often dependent on the estimates of production and other data some of which goes back 25 years. FAO has one of the most extensive data bases available and appears committed to improving the local and international level of understanding of information needs. We have already received their full cooperation.

WFP TO GO ELECTRONIC WITH FOOD AID MONITORING

Staff at WFP are working on a food aid accounting data base and management tool known as INTERFAIS.

- Available late in 1988 as an electronic fact sheet via Geneva-net, the information will have direct relevance to the information needed in completing food needs assessments.
- The INTERFAIS system will be updated quarterly with monthly reports for emergency countries.
- Using telex reports from the field and donors, the report will list recipient country, type of aid, sales of food aid, beneficiary (e.g. NGO), donor reference number, terms of trade, channel organization, delivery agency, type of delivery, point of origin (if trilateral), commodity, quantity allocated, US dollar value, transportation costs, vessel or mode of transportation, port, quantity shipped, date of shipment and arrival for the particular program year.

FOOD NEEDS ASSESSMENT PROJECT
Revised Food Needs Assessment Template and Manual Completed

The revised Food Needs Assessment computer template and manual have been completed after months of work by the project team and a computer programmer. After field tests in December and review by key organizations and individuals, the manual and template will be prepared for final printing and distribution in January.

Although methodologically similar to the previous version, the template has been completely restructured. The new template is menu-driven, meaning that the user selects the desired function from a series of menu lines on the screen. In addition, the system has built-in “help” screens, designed to explain various menu options.

Another added feature in the new template allows the user to view and record the results of multiple options for calculating a single variable. For example, the methodology offers seven ways to calculate gross domestic production during the current year analysis. Several of these options are trends calculated automatically from historical data; other options direct the analyst to the data necessary for the calculation. The analyst can switch between options easily, compare results and, ultimately, choose the method that appears appropriate.

The template generates a series of reports and graphs, as seen in the examples. These reports and graphs can aid the user during the assessment, and can also be useful for preparing final reports and presentations. In the sample graph, the template automatically calculated a five-year average in the final data column. The user has the option to change this final data column to reflect current year estimates or projections.

This new system is designed to be easy to use for analysts with basic skills in Lotus 1-2-3 and with an understanding of the concepts behind the AID methodology for food needs assessment. These concepts are discussed thoroughly in The Manual for Food Needs Assessment: The Conceptual Framework and Software Documentation (October 1988). For copies of the manual and template, contact:

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Agency for International Development
Washington, D.C. 20523-0806

Telephone: (703) 875-4628
Telefax: (703) 875-4514
CDIE Offers Relevant Data on Computer Disks to AID Missions and Washington

Tired of carting around volume upon volume of IMF International Financial Statistics (IFS)? Convinced that FAO Trade and Production Yearbooks are only available for odd-numbered years? The PPC/CDIE Country Diskette Service can make data retrieval, storage and reporting a lot easier.

PPC/CDIE has developed and maintains the Economic and Social Data Base (ESDB), through which electronic data from a number of U.S. and international agencies (i.e. BuCENTUSDA, IMF, IBRD, WHO, and FAO) are downloaded regularly, reformatted, organized by country, and made available on diskette to all interested AID personnel.

For information on how to subscribe to this free service, contact the PPC/CDIE Economic and Social Data Service office at the following address:

ESDS Diskette Service
PPC/CDIE, Rm 208 SA-18
Agency for International Development
Washington, D.C. 20523
(703) 875-4816

Databases available through the ESDS Country Diskette Service include the following:

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<td>World Debt Tables (annual)</td>
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Food Needs Assessment Conducted in Ecuador; Ethiopia, Mozambique Scheduled for December

A Food and Feed Needs Assessment carried out in Ecuador in July revealed that the country will have a slight deficit in wheat this year, even after 360,000 tons of commercial imports. One important factor contributing to the deficit is the increased use of wheat as animal feed. The potential for substituting domestically produced yuca (cassava) for wheat in feed appears promising, especially if wheat prices are increased by the new government.

Although production of most commodities is expected to be about average this year, Ecuador's wheat production continues to decline. This year, gross domestic wheat production will meet less than five percent of total human wheat consumption requirements.

The project team will be testing the new FNA template during December assessments in Ethiopia and Mozambique. The TDY to Ethiopia has been scheduled to coincide with the FAO crop assessment mission, while the Mozambique TDY will assist the Mission with preparation of its Section 206 paper for 1989/90. The project team will also visit the USAID regional offices in Abidjan and Nairobi, as well as in FAO in Rome, to discuss the revised methodology.

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TO: