U.S. Agency for International Development

Bureau of Democracy, Conflict, and Humanitarian Assistance

Office of Food for Peace

FY2016 Annual Results Report Guidance

10/13/2016

LIST OF ACRONYMS

ADS	Automated Directives System
AOR	Agreement Officer's Representative
ARR	Annual Results Report
BEHT	Bill Emerson Humanitarian Trust
BMI	Body Mass Index
CDF	Community Development Funds
DEC	Development Experience Clearinghouse
DIP	Detailed Implementation Plan
DNA	Disaggregates Not Available
DQA	Data Quality Assessment
FANTA	Food and Nutrition Technical Assistance III Project
FFA	Food-for-Assets
FFP	Office of Food for Peace
FFPMIS	Food for Peace Management Information System
FFPIB	Food for Peace Information Bulletin
FFW	Food-for-Work
FTF	Feed the Future Presidential Initiative
FTFMS	Feed the Future Monitoring System
FY	Fiscal year (October 1 – September 30)
GPRAMA	Government Performance and Results Act Modernization Act of 2010
HDDS	Household Dietary Diversity Score
IDA	International Disaster Assistance
IDP	Internally Displaced Person
IFRP	International Food Relief Partnership
IPTT	Indicator Performance Tracking Table
ITSH	Internal Transportation, Storage, and Handling
IR	Intermediate result
IY	Implementation Year
LOA	Life of Award (same as LOP in FFPMIS until updated)

LOP	Life of Program (used in FFPMIS in select instances)
LRP	Local and/or regional procurement
OCO	Overseas Contingency Operations
MT	Metric Ton
MTZ	Monetization
NGO	Non-governmental Organization
OMB	Office of Management and Budget
PDM	Post Distribution Monitoring
PIRS	Performance Indicator Reference Sheet
PREP	Pipeline and Resource Estimate Proposal
PVO	Private Voluntary Organization
R	Required (indicator)
RiA	Required if Applicable (indicator)
SAPQ	Standardized Annual Performance Questionnaire
SO	Strategic Objectives
USAID	U.S. Agency for International Development
USG	United States Government

Table of Contents

I. Background, Purpose, and Applicability 1
II. Annual Results Report Deadline and Submission Process 2
III. Annual Results Report Format 3
IV. Annual Results Report Submission Requirements 6
V. ARR Components 8
Uploads to FFPMIS 8
Other Attachments in FFPMIS 16
B. Success Stories (applicable but optional for development and emergency food assistance projects as well as IFRP) 16
C. Indicator Performance Tracking Table (IPTT) (required for development food assistance projects) 16
D. Indicator List (required for emergency projects awarded in response to 2015 APS; optional for emergency projects awarded before 2015) - Emergency projects should upload the indicator list in place of IPTT 17
E. IPTT/ Indicator Data Source Descriptions (required for development food assistance projects and optional for emergency projects) 17
F. Detailed Implementation Plan (DIP) (required for development food assistance projects) 17
G. Technical Sectors Tracking Table (required for both development and emergency food assistance projects) 18
H. Assessment, Evaluation, and Study Reports (required for both development and emergency food assistance projects) 18
I. Supplemental Materials 18
FFPMIS Data Entry 19
ANNEX A: Standardized Annual Performance Questionnaire (SAPQ) 30
ANNEX B: Definitions for FFP ARR 39
ANNEX C: Success Story Writing 101 51
ANNEX D: Checklist on Integrating Gender in FFP ARR 54
ANNEX E: Indicator Performance Tracking Table Checklist in FFP ARR 56
ANNEX F: ARR Narrative Quality Review Checklist 57
ANNEX G: Checklist on Integrating Climate and Environment in FFP ARR 59
ANNEX H: Reference Documents and Websites 61
ANNEX I: List of ARR Templates 63

I. Background, Purpose, and Applicability

The Annual Results Report (ARR) is an annual reporting requirement for current and recently closed Office of Food for Peace (FFP) awards implemented by U.S. or non-U.S. non-governmental organizations (NGOs) including private voluntary organizations (PVOs)[1] during the fiscal year (FY). FFP awardees that receive funding from the Food for Peace Act (Title II), International Disaster Assistance (IDA) account, Overseas Contingency Operations (OCO) account, and/or Community Development Funds (CDF) are required to submit ARRs. These include development food assistance projects, emergency food assistance projects, and international food relief partnership projects (IFRP).

ARRs assist FFP with: (1) understanding, assessing, and managing the performance of FFP projects at all levels; (2) meeting statutory requirements and management needs in compliance with the Government Performance and Results Act Modernization Act (GPRAMA) of 2010 and other external policies; and (3) providing information to relevant stakeholders, such as (United States Agency for International Development (USAID) missions and/or regional offices, the United States Government (USG) Feed the Future (FTF) Presidential Initiative, U.S. Congress, Department of State's Office of U.S. Foreign Assistance Resources, and Office of Management and Budget (OMB).

NGO and PVO awardees are required to submit an ARR for each FY during which project activities were implemented, except for the projects (development, emergency and IFRP) that were awarded in the last quarter (July 1- September 30) of the reporting FY. The ARR is required even if the project began late, ended early in the FY having implemented few activities, or achieved limited or no results. An ARR covers results realized from award activities implemented only during the reporting FY. Note that the FY runs from October 1 through September 30. For the FY 2016 ARR, awardees should report on activities and results realized from October 1, 2015 through September 30, 2016; for FY 2017, from October 1, 2016 through September 30, 2017. If activities were not implemented during the reporting FY, e.g., due to late food aid commodity arrivals, awardees should discuss with the agreement officer's representative (AOR) which components of the ARR for the FY should be submitted.

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

Awardees are required to submit the ARR through the Food for Peace Management Information System (FFPMIS). Note that FFP development food assistance projects are part of the FTF Initiative and, therefore, their indicator results are reported to the FTF Monitoring System (FTFMS) via FFPMIS. FFP will ensure that indicator result data is included in FTFMS; therefore, awardees and/or USAID Missions should NOT report on this data directly to FTFMS.

[1] To qualify as a PVO, organizations must be registered with USAID.

NOTE: GPRAMA requires USG agencies to conduct a data quality assessment (DQA) for indicators that are reported externally. Although GPRAMA requires conducting a DQA sometime within the three years before submission of the results, USAID Missions may choose to conduct DQAs more frequently if needed. USAID Mission-conducted DQAs are separate from internal DQAs that an awardee must conduct to ensure data quality. Therefore, indicator data submitted through the ARR are subject to a USAID Mission-conducted DQA. During a DQA, awardees may be requested to provide information related to the quality of the data provided, regardless of whether the food assistance project continues to be active.

II. Annual Results Report Deadline and Submission Process

- The ARR is due **no later than 12:00 pm Eastern Standard Time on the first Monday in November**. **For the FY 2016 ARR, SAPQ and IPTT for the development projects, the deadline is November 7, 2016. ARR narrative report with all associated tables and attachments are due by November 14, 2016.** Exemptions from this deadline will only be granted under exceptional circumstances. **If exceptions are required, awardees must reach a written agreement for an alternate due date with the AOR at least two weeks before the due date.**
- Food assistance projects that end prior to the end of the FY and prior to the release of any updated guidance, if applicable, should follow the previous year's ARR guidance for reporting.
- Awardees must submit the project's final, approved ARR, with attachments, including a copy of the Standardized Annual Performance Questionnaire (SAPQ)[2] tables, by the above-stated due date for the reporting FY or within 90 days of the date of the project's expiration, whichever comes first.
- Food assistance projects awarded less than three months prior to the ARR submission due date for the FY that they were awarded, are not required to submit an ARR for the reporting FY.
- Questions related to the ARR and SAPQ may be directed to FFPdocs@usaid.gov. Questions related to individual awards and performance should be directed to the AOR.
- Awardees are required to submit all ARR information through FFPMIS. FFPMIS Users' Guides can be found in the FSN Network site. Questions or problems related to FFPMIS may be directed to the Help Desk at FFPMIS_Support@devis.com. The Help Desk hours are Monday to Friday from 9 am to 5 pm EST/EDT, not including holidays.
- Awardees are required to upload to FFPMIS and the Development Experience Clearinghouse (DEC), approved final reports from all evaluation- and research-

[2] The SAPQ allows Awardees to report indicator targets and disaggregated annual results.

related activities conducted during the reporting FY. Awardees are required to upload all survey and evaluation data collected during the reporting FY to Development Data Library. Awardees must submit the reports even when these activities are conducted by third-party firms or submitted with the Pipeline and Resource Estimate Proposal (PREP). If final reports for evaluation- and research-related activities are not finalized at the time of ARR submission, awardees should note this in the ARR narrative and request to modify the ARR at a later date in order to upload them to FFPMIS.

- Within approximately two weeks of submitting an ARR, awardees should receive an ARR submission completeness check and/or comments from FFP. Awardees should revise and resubmit the SAPQ within one week of receipt of the comments and for all other ARR components within two weeks of receipt of the comments.
- Once an ARR is submitted, FFPMIS does **not** automatically notify awardees when the submission status changes. Awardees must login to the site to see the current status of submission and/or check with the AOR to inquire whether the ARR has been approved.
- Awardees must submit the ARR to the DEC within 30 days of AOR approval. The submission should include ARR narrative, an exported PDF copy of the SAPQ results (for development projects), a copy of the success stories and lessons learned. For more information on DEC submission requirements, please refer to USAID ADS 540, the DEC page, and/or the AOR. When submitting the ARR to the DEC, awardees should do the following:
  - under Document Type, select "Annual Report;"
  - under Primary Subject, select "Food Aid Programs;" and
  - under Additional Information, include the following text: "Add the following USAID Thesaurus Terms and Tags: Food for Peace Title II, Food Security, Food and Nutrition Security, Maternal Child Health Nutrition, Malnutrition, Child Nutrition, Maternal Nutrition, and Disadvantaged Groups."
    - Depending on the project's activities and interventions, awardees can also include these thesaurus terms and tags to the DEC submission:
    - Development Assistance, Maternal Child Feeding Programs, Sustainable Agriculture, Livelihoods, Family Planning, Orphan and Vulnerable Children, Sanitation, Hygiene, Gender, Humanitarian Assistance, Disaster Recovery,
    - Disaster Relief and Response, Displaced Persons, Natural Resource Management, and Poverty Reduction.
  - Upon submission of the ARR to the DEC, awardees are responsible for sending the link of the uploaded document(s) to the AOR.

III. Annual Results Report Format

Awardees must submit all ARR information into FFPMIS through both data entry and document upload (see section IV for more information). Documents that are uploaded to FFPMIS should be in a printer-friendly format, particularly Microsoft Excel tables. ARRs that are not submitted

according to the standards requested in this guidance will not be accepted and resubmission will be flagged in the completeness check notification.

Please adhere to the following formats and guidance:

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

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

- The ARR narrative should be no more than 23 pages in length, excluding cover page, list of acronyms, photos, and attachments.
- All documents must be written in English.
- The narrative should be prepared in Microsoft Word in 12-point, Gill Sans font with one-inch margins, left justification, and a footer on each page with the page number, date of submission, award number, and food assistance project name.
- Include an acronym list. Create acronyms only when necessary and easier for the reader.
- Avoid using jargon and technical terms specific to the project. The audience of the report includes staff from FFP, USAID Missions and Bureaus, USG agencies, and other stakeholders, who may not be familiar with the particular terms.
- Ensure that the report is reviewed through proper channels within the awardee's organization for accurate content and correct grammar.
- Spreadsheets should be prepared in Microsoft Excel in 12-point, Gills Sans font, with print areas set to 8.5 x 11 inch, letter-sized paper. Only the indicator performance tracking tables (IPTT) may be submitted on 8.5 x 14 inches, legal-sized paper.

- Data for the Monetization (MTZ) and Cost Recovery tables (if applicable), Unique and Direct Participants, Participant and Resource by Program Elements, Direct Participant Receiving Multiple Interventions by Sector table, Actuals Table (if applicable), and SAPQ will be entered directly into FFPMIS.

IV. Annual Results Report Submission Requirements

Awardees should write the ARR narrative to reflect important successes and challenges in implementing FFP food assistance projects during the reporting FY, providing an analysis of achievements, and outlining challenges. The narrative must be supported by data and evidence of progress of award activities and results, targets for future FYs, and lessons learned about ways to improve the implementation of current food assistance programming.

A complete ARR will include all of the applicable components listed below and detailed in Section V. Table 1 below shows which components are required (R), and those that are required if applicable (RiA), optional (O), and not applicable (N/A), by type of award. Awardees should verify with the AOR whether RiA components apply for an award.

ARR Components as uploads to FFPMIS or Data Entry:

1. Uploads to FFPMIS:
   A. ARR Narrative
      i. Project Activities and Results
      ii. Direct Participants by Strategic Objective/Purpose (SO/P)
      iii. Challenges, Successes, and Lessons Learned
   B. Success Stories
   C. IPTT [for development projects]
   D. Indicator List [for emergency projects]
   E. IPTT Data Source Descriptions
   F. Detailed Implementation Plan (DIP)
   G. Technical Sectors Tracking Table
   H. Assessment, Evaluation, and Study Reports
   I. Supplemental Materials

2. FFPMIS Data Entry:
   J. Unique and Direct Participants
   K. ARR Program Element Information
      a. Project Participant and Resource Tracking Tables
   L. MTZ and Cost Recovery Tables (if applicable)
   M. SAPQ
   N. Actuals Table

Table 1: ARR Requirements by Project Type

Component	Upload or Data entry	Development Projects	Emergency Projects	IFRP Projects
A. ARR Narrative i. Project Activities and Results	Uploads	R	R	R
ii. Direct Participant by Strategic Objective/Purpose	Uploads	R	N/A	N/A
iii. Challenges, Successes and Lessons Learned	Uploads	R	R	R
B. Success Stories	Uploads	O	O	O
C. IPTT	Uploads	R	N/A	N/A
D. Indicator List	Uploads	N/A	R*	N/A
E. IPTT/Indicator Data Source Descriptions	Uploads	R	O	N/A
F. DIP	Uploads	R	N/A	N/A
G. Technical Sectors Tracking Table	Uploads	R	R	R
H. Assessment, Evaluation and Study Reports	Uploads	R	R	RiA
I. Supplemental Materials	Uploads	RiA	RiA	RiA
J. Unique and Direct Participants	Data entry	R	R	R
K. ARR Program Element Information	Data entry	R	R	R
L. MTZ and Cost Recovery Data Tables	Data entry	RiA	N/A	N/A
M. SAPQ	Data entry	R	N/A	N/A
N. Actuals Table (for projects that used cash/voucher/local and/or regional procurement (LRP))	Data entry	RiA	RiA	N/A

R=Required; O=Optional; RiA= Required if Applicable; N/A= Not applicable

*Required for all emergency projects awarded since 2015 based on 2015 APS but Optional for emergency projects that were awarded before 2015 or based on a previously issued APS.

V. ARR Components

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

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

Awardees should limit discussion of progress to date or results achieved over the life of award (LOA), *and instead highlight activities and progress during the reporting FY*. The ARR replaces the fourth quarter quarterly report, but covers the project's progress and results for the entire FY—not just the final quarter.

Uploads to FFPMIS

A. ARR Narrative (required for development and emergency food assistance projects, as well as IFRP projects)

i) Project Activities and Results

The ARR is a performance reporting tool; therefore, awardees must present and analyze the FY's activities and results against either planned activities and targets or the annual plan approved in the PREP for the reporting FY.

Development Food Assistance Projects [All development projects are required to submit an ARR (except for the projects awarded during the last quarter of FY 2016)]

The ARR narrative, SAPQ, Actuals table (if applicable), IPTT and other requested requirements collectively complete awardees' annual performance reporting requirements. While the SAPQ and IPTT allow awardees to report indicator targets and disaggregated annual results, the ARR narrative provides an analysis of the key data presented in the SAPQ, Actuals Table, and IPTT and supports the project's story during the reporting FY. The narrative discusses how outputs influenced practices, behaviors or systemic changes; and who benefited from the project activities. Awardees do not need to present indicator results in the ARR narrative but must refer to the specific indicator(s) from the SAPQ and/or IPTT to substantiate the conclusions. Awardees are encouraged to identify the most pertinent indicators for each of the project components (SO/P, SP/IR, IO/SIR, etc.) that would provide a strong basis for

understanding the results accomplished for the year. The presentation and analysis of the results should include only the relevant disaggregated indicators or indicator information (e.g., sex, age, geographic) needed in order to understand the context and analysis of the results.

FFP requests that the awardees with development food assistance projects consider the following in preparing the ARR narrative:

- Organize the narrative by the components of the Results Framework (strategic objectives (SO), intermediate results (IR), and sub intermediate results (Sub IR)) or LogFrame (purpose, sub-purposes, intermediate outcomes, and outputs). Projects that are organized by results framework only (awarded before FY 2013) are not required to include a TOC; however, please use the example in 4a. below as a guide.

- Development food assistance projects awarded since FY 2014 should use the updated[3] theory of change (TOC) as the basis for clearly articulating the following:

    1. Analyze the **most relevant** indicator actuals from your IPTT and SAPQ tables (only the group of indicators that tell the project's story for this FY), compare them against the targets and present only the analysis and interpretation on the level of progress towards achieving the results or outcomes.
    2. During the analysis, reference any sex-disaggregated results for these indicators that show the level of achievement in the project's results framework or LogFrame.
    3. Include only the analysis and explain how the data influences technical strategies, activities, underlying assumptions or the project's ability to achieve key outputs, outcomes, where applicable.
    4. Use the analysis or evidence to show specifically the level of progress towards achieving the results including gender dynamics, underlying assumptions, contextual factors or other key factors that led to the level of progress within the FY.

        a. For example: IR 1.3 Diversification of income sources in men and women increased
        TOC: Not only is it necessary that families increase their production from access to food, but also their income to procure a variety of foods. The hypothesis is that when families increase their income sources, they are

[3] The TOC is supposed to be revisited and revised annually during the PREP process. The Awardee should submit the most updated (revised) version (could be different from the original submission) with the ARR.

more likely to also increase diversification of income sources and increase their access to food.

Using this example, awardees should consider the following illustrative (not exhaustive) questions and present the analysis and conclusion in the ARR narratives.

What are the most relevant indicators (refer to the IPTT/SAPQ) that show progress toward achieving IR 1.3? Based on the analysis of the most relevant indicators, interpret the analysis and discuss the progress or lack of progress towards achieving the result. Have income sources increased or decreased and what happened to men and women (based on the sex disaggregated data and qualitative information) as a result of the change? What contextual, underlying assumptions, programming changes, technical strategies or key activities led to the changes? What does that imply about the technical approach, quality of the intervention, targeting, gender dynamics or other factors? During this year of the program, is there evidence that the hypothesis is working or not? Is there a logical progression from outputs to outcomes? Based on all the above and any other evidence (quantitative or qualitative) including analysis of annual surveys, comparison against last FY, beneficiary feedback, what is the level of progress towards achieving the IR? Present the analysis and conclusion in the ARR narrative.

- Integrate gender throughout the analysis and narrative instead of as a separate cross-cutting section. Explain any significant gender differences or gaps in the results being reported. If a project has a separate IR/sub-purpose focused on gender as a cross-cutting area, ensure that related sex-disaggregated data for the most relevant indicators are analyzed and reported under the respective IR/sub-purpose.

- Any observed synergy (i.e. combined effect) of activities that transform gender relations for the better, support women and men of various ages in making their lives more food secure, or conversely, make things more difficult for women, men, girls and boys, including putting them at risk, should be included in the narrative.

- Refer to Annex D as a guide on how to integrate gender into the narrative.

- When applicable, reference any other data sources that show the level of progress towards achieving results including analysis and conclusions from annual surveys, monitoring data analysis, recommendations from special studies, or other relevant studies that supports data presented during the FY.

- Using the Direct Participant Receiving Multiple Interventions by Sector (Strategic Objective/Purpose) table, interpret the data collected on the table and the plan to improve greater integration of interventions. See page 14 for more information about how to fill in the table.

- Analyze and interpret the data reported on to the actuals table. For example, an awardee using cash and/or vouchers needs to report planned and actual transfers. When the planned and actuals are very different, what were the challenges faced; how were they addressed? Were the transfers always on time? Why not? What was the extent of the delay? How did the delayed transfer affect the food security/welfare of the participating households? Did the transfer achieve intended objectives and intended benefits (e.g. targeting women has an implicit objective but experience shows that in many cases women do not get to decide or control the use of the transfer)? Was there any problem with redeeming the vouchers (if applicable)? What was the effect on the local market? In the case of LRP, how did it affect the market?

- Report on commodity, cash, and voucher management, internal and external coordination, environmental integrations, monitoring and evaluation, and learning.

- Describe how management of the project facilitated its implementation, and discuss any major challenges in project management and/or consortium management that might have hindered implementation during the reporting year.

- Report on new initiatives, innovations (e.g., approaches, methods, tools, and processes), and collaborations with other stakeholders and include the implications, challenges, and plan to move forward. Since a detailed plan will be presented in the PREP, a brief summary in the ARR should suffice.

- When presenting or referencing any data that is expressed as a percentage include the absolute number (i.e 35 percent (196) of...) in parenthesis.

Development Food Assistance Projects Responded To Emergency Needs

During the FY, if a development food assistance project implemented emergency activities to respond to a shock, the Awardee needs to describe the activities and outputs. In this section, the ARR should also indicate whether the project resources were used or the project received emergency funding to implement these activities. In addition, the section should also describe the overall effect of planned development activities as a result of the shock.

Emergency Food Assistance Projects [All emergency projects are required to submit an ARR (except for the projects awarded during the last quarter of FY 2016)]

FFP requests that awardees with emergency food assistance projects consider the following in preparing the ARR narrative:

a. **Project Summary**
   Highlight overall project achievements and milestones. Provide a general update on the food security situation and contextual changes.

b. **Project Outputs**
   Reflect project output achievements as planned versus actuals. Deviation narratives are required for each indicator where the FY 2016 result achieved is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. It should also state why the result achieved is +/- 10 percent.

c. **Programming Performance**
   Present quantitative and qualitative analyses of the results from outcome and process indicators. This includes data from baselines, post distribution monitoring (PDM), feedback mechanisms and final assessments.

d. **Market Analysis**
   Analyze and present results from market assessments and monitoring (source and last mile markets). Discuss trends and potential programming impacts. In reporting price changes over time, comparisons should be made to any regular seasonal changes of prices. In the absence of robust pre-existing market information systems, awardees should utilize the most accurate, regular, and relevant prices available. Unexpected market impacts or disincentives to local production should be explained in the ARR, along with course corrections made.

e. **Cross-cutting Elements**
   Describe how the project assessed and addressed gender, protection, and conflict sensitive needs and issues. Consider transfer modalities and participant perception about the effects of transfers on different group (e.g. sex, age, ethnicity); utilization of the transfers (both cash and vouchers); challenges encountered and the project's responses to address each of the challenges; and actions taken to protect the dignity, human rights and safety of project participants.

All Emergency Awardees must report annual progress against targets on the following indicators.

Table 2: Emergency Food Assistance Projects – Annual reporting indicators progress against targets		
Indicator	**Disaggregates**	**Comment**
Total number of project participants targeted	Male	Please do not count project participants multiple times if they are reached by more than one modality. If project participants are reached by more than one modality, please note this in the narrative.
	Female	
Total number of project participants reached	Male	
	Female	
Actual average cost per project participant	Cash	Calculated by dividing the total project costs [direct and indirect costs] by the total number of actual project participants (without double counting).
	Voucher	
	LRP	
	U.S. In-Kind	
Average cost per project participant per month	Cash	Calculated by dividing the total project costs [direct and indirect costs] by the average total number of actual project participants (without double counting) per month divided by the number of months that participants received assistance.
	Voucher	
	LRP	
	U.S. In-Kind	

- Awardees with cash, vouchers, local, regional, and/or international procurement should complete the Actuals Table in the FFPMIS. International procurement should be included in the regional column. If a participant received conditional and unconditional transfers in the same month, the participant should be counted twice in reporting under actuals table.

- The LRP Actuals table allows reporting on 10 different commodities. Reporting for the food parcels with composite commodities would be based on how they were procured. If the food parcels were procured as composite food parcels, the awardee should report them as composite parcel on the actuals table and explain the commodity composition, proportion of different commodities, and unit price on the narrative report. If the commodities were procured separately, they should be reported separately. If the commodity is not available from the drop down menu please select "OTHER" and save. This will generate a space to enter the name of the commodity.

- Provide an analysis and interpretation of the activities, outputs and results to help understand the project's story during the reporting FY. Discuss how the project activities performed; the quality of those activities; who benefited from the project activities and how the project's activities assisted the participants who received them? Describe the effects of the project's activities on men, women, boys and girls, challenges faced (if any), and also lessons learned.

ii) Direct Participant Receiving Multiple Interventions by Sector (Strategic Objective/Purpose SO/P)

Evidence from past FFP projects show that project participants who participated in multiple interventions from different sectors achieved greater successes in terms of food security outcome indicators compared to the participants who participated in interventions only from one sector (SO/P). FFP requests that awardees analyze and report the participation data to assess how well the projects integrated the interventions at the participant level. In cases where integration was not planned or feasible for some interventions, please state this briefly in the narrative. Note that this is different from the analysis of unique and direct project participants. Please report the data in a table following the format presented in Table 3.

Table 3: Number of Direct Participant Receiving Multiple Interventions by Sector (Strategic Objective/Purpose)

Column	A	B	C	D	E	F	G	H	I
	Total unique direct participant (should match with the unique and direct participant table reported on SAPQ)	SO/P 1 only	SO/P 1 & 2	SO/P 2 only	SO/P 2 & 3	SO/P 3 only	SO/P 1 & 3	SO/P 1, 2, 3	Etc… (as needed)
	(B+C+D+E+ FD+G+H+I…)								
Male									
Female									
Total									

Should there be more than three purposes, add columns to report data for additional purposes and participation across the purposes. Describe how the awardees count direct unique participants for each SO/P and multiple SO/Ps. An example of such a table is presented below.

Example: Table 3: Number of Direct Participant Receiving Multiple Interventions by Sector (Purpose/ Strategic Objective)								
	Total unique direct participant	SO/P 1: Agr/ Livelihood	SO/P 2: MCHN & WASH	SO/P 3: DRR/ CCA	SO/P 1 & 2: Agr/ Livelihood & MCHN/ WASH	SO/P 2 & 3: MCHN/ WASH & DRR/ CCA	SO/P 1 & 3: Agr/ Livelihood & DRR /CCA	SO/P 1,2 & 3: Agr/ Livelihood & MCHN/ WASH & DRR/CCA
Male	5350	3000	150	200	450	0	1200	350
Female	4970	220	2000	1100	300	1050	0	300
Total	10320	3220	2150	1300	750	1050	1200	650

Using the example from table 3, awardees should enter the information from their projects, interpret the data, and plan to improve integration of interventions as appropriate and feasible given the scope of the project.

iii) Challenges, Successes, and Lessons Learned

Present a brief summary of key challenges encountered, notable successes, and lessons learned during the FY based on the monitoring data, site visits, cross visits, meetings and workshops, baseline report[4], mid-term evaluation report[4], gender analysis, and staff insights.

This brief summary should include a discussion on any challenges, successes, and lessons learned related to interventions addressing gender gaps, promoting gender equality, and transforming gender dynamics between women and men, and young and old. The ARR for development projects should also include a discussion on climate and environmental considerations and any other cross-cutting area that is relevant for this FY's reporting.

This section should focus on the following:

- Challenges: Identify and describe the obstacle, including primary stakeholders, factors contributing to the challenge, timing and means of identification, steps taken (or in the process of being taken) to address the issue, and resolution or lessons learned if applicable.

- Successes: Identify and describe the successes or achievements, including primary stakeholders, factors contributing to the success, how the program will build on or leverage the success for future activities, and any lessons learned if applicable.

[4] If the report is published during the reporting period.

- Lessons Learned: Identify and reflect new lessons, or modifications, expansions or limitations on lessons reported in previous years. Please do not repeat ideas that are already generally known (e.g., the idea that sustainability needs to be built into a project from the start). For example, instead of *youth need jobs* as the heading of a lesson learned, the actual lesson should be *improve youth-friendly methodologies* based on an annual survey or feedback from a study.

  The lessons learned section should include a reflection on the gender integration strategy in relation to the theory of change (e.g. is it working? does it need to be changed?) and discuss briefly how project activities could be modified to address the gender gaps identified in the annual monitoring results. Refer to the checklist in Annex D for guidance.

  The ARR for development projects should also discuss the activities related to climate and environment safeguards in relation to the theory of change and discuss briefly how project activities could be modified to avoid harm to natural resources (i.e., introduction of invasive species), and/or seek strategies to address the evolving climate risks identified in the annual monitoring results. Refer to the checklist in Annex G for guidance.

  Specify how the lessons learned will be applied to the project in the following year(s) (e.g., state briefly what changes will be made to the project interventions and when as a result of the lessons learned); include any plans to internalize the learning and share the lessons learned with other stakeholders.

Other Attachments in FFPMIS

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

B. Success Stories (applicable but optional for development and emergency food assistance projects as well as IFRP)

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

C. Indicator Performance Tracking Table (IPTT) (required for development food assistance projects)

Development food assistance awardees should include a complete IPTT with indicator results added for the reporting FY. The IPTT for FFP development

projects must include targets for the next three future FYs. For example, an IPTT submitted for FY 2016 would include targets for FY 2017, 2018, and 2019. Note: Projects with less than three years remaining in their awards should include targets for the remaining FYs and LOA. The IPTT must include results and targets for each disaggregated indicator by category. Numbers in the IPTT must match corresponding numbers presented in the ARR narrative and, when applicable, in the SAPQ in FFPMIS. Awardees are encouraged to use the ARR IPTT Checklist in Annex E.

D. Indicator List (required for emergency projects awarded in response to 2015 APS; optional for emergency projects awarded before 2015) - Emergency projects should upload the indicator list in place of IPTT

Emergency projects awarded in 2015 should attach a complete list of indicators from the LogFrame and M&E Plan. The indicator list for emergency projects must include targets and achievements for the FY. Emergency awards that track indicators related to protection, environment, gender equality, and coverage of need should include them into the indicator list.

This is an optional requirement for emergency projects awarded before 2015. If the project has developed an indicator list, they are requested to upload it.

E. IPTT/ Indicator Data Source Descriptions (required for development food assistance projects and optional for emergency projects)

Awardees should describe how data presented in the IPTT (for development projects) or indicator list (for emergency projects) was collected for the reporting FY. Most commonly, this will be a report or other document describing how awardees used an annual monitoring survey and/or routine monitoring data to calculate indicator values. The narrative should describe the methods used for the survey and/or to apply routine data monitoring. The narrative should include a description of the sampling strategy (if applicable), timing of collection, data processing and data analysis. For indicators that are presented as percentages, the number of project participants, sites, and/or households sampled for each indicator (i.e., the denominator) should be presented. For disaggregated indicators, the number in each category should be shown. For data collected via beneficiary-based sampling survey, the sample weighting process should be explained and presented.

F. Detailed Implementation Plan (DIP) (required for development food assistance projects)

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

implementation years (IY)—each with a separate DIP. In those cases, awardees should submit the DIPs for the two IYs.

G. Technical Sectors Tracking Table (required for both development and emergency food assistance projects)

The Technical Sectors Tracking Table should be prepared using the format provided in the in the following link: https://www.usaid.gov/documents/1866/arr-technical-sectors-tracking-table. Awardees must indicate all the technical sectors and sub-sectors in which their emergency and development projects implemented activities during the reporting FY. If the project did not implement activities in a particular sector or sub-sector during the FY, the column for that sector or sub-sector should be marked "no" in the spreadsheet, even if these activities were included in the project's approved PREP(s). Note: this is a tracking tool for FFP. Partners are encouraged to only check a box if it represents a significant project focus.

H. Assessment, Evaluation, and Study Reports (required for both development and emergency food assistance projects)

As part of the ARR, awardees must submit the final reports, with all annexes, for any assessment, study, evaluation, or research conducted by the awardee or commissioned by the awardee to a third-party firm during the reporting FY. Examples of documents for development projects may include baseline surveys, mid-term evaluations, final evaluations, gender analysis, formative research, barrier analysis, operational research, environmental monitoring reports, assessments, action plans, and/or case studies. Examples of documents for emergency projects may include assessment reports, and lessons learned. If the reports are not finalized and available at the time of ARR submission, awardees should note in the ARR narrative that these activities were conducted during the FY and, at a later date, request to modify the ARR for the sole purpose of uploading them to FFPMIS.

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

I. Supplemental Materials

Awardees should upload all the documents to the ARR Documents section on the FFPMIS. The following documents are listed as document types. All other documents should be uploaded as Supplemental Materials. However the awardees should provide an appropriate document title to each of the attachments.

- Indicator Performance Tracking Table

- Detailed Implementation Plan
- Expenditure Report
- Baseline Survey, Mid-Term or Final Evaluation Reports
- Narrative

FFPMIS Data Entry

J. Unique and Direct Participants (required for development, emergency food assistance projects, and IFRP)

For the Unique and Direct Participants[5] table, awardees must report on the number of planned and reached individuals—disaggregated by sex and age—who participated directly in the project during the reporting FY, as well as the number of planned project participants for the next three future FYs. The age categories are the following: 0 to 23.9 months; 24 to 59.9 months; 5 to 17.9 years; 18-49.9 years; and over 50 years. The awardees will also report the number of planned project participants for the future FY (if the project continues to the following FY).

Note that the number of unique and direct participants will be different from the numbers included in the Participant Data table for the reporting FY (see below for additional information).

IFRP projects should determine the direct participants based on the proposal. The proposal defines the potential beneficiaries. If a project provides training to health workers and staff to deliver, prepare, and handle the food, they are not direct participants.

This is the link for the Unique and Direct Participant table spreadsheet. This spreadsheet is designed to aid the awardees in gathering data from the field. FFP does not require this spreadsheet be uploaded with the ARR. See also the FFPMIS ARR instructions available on the TOPS FSN Network site.

K. ARR Program Element Information (required for development and emergency food assistance projects, and IFRP)

The ARR Program Element section consists of four tables:

1. Participant by Program Element
2. Participant by Age, Sex, and Program Element
3. Resources by Program Element
4. Specialized Food Products

[5] Unique and direct participants refer to individuals that directly participate and benefit from the project. One participant may benefit from multiple interventions or from more than one program element, however when reporting on the total number of unique and direct project participants, this individual should only be counted once.

Awardees with development and emergency food assistance projects must complete and submit data on participants reached during the reporting FY through FFPMIS. The specific reporting requirements for each type of project follow.

Prior to entering data in FFPMIS, awardees should read and refer to the program element definitions in Table 4 below[6]. The Department of State and USAID jointly developed common definitions to describe and account for foreign assistance programs. The U.S. Foreign Assistance Standardized Program Structure and definitions establish a consistent way to categorize and account for State-USAID managed assistance, including a set of commonly agreed definitions. The information provided in the Project Participant and Resource Tracking Tables allows FFP to determine how food assistance resources are programmed and disaggregated by program elements and target groups in order to compare project participant projections with final results and respond to USG reporting requirements.

Development Food Assistance Projects

For the Participant Data, Participants Data by Age, and Resources tables, awardees must report based on all relevant program elements in which the project is implementing interventions; and assign project participants and resources based on the program element definitions in Table 4. An individual who participates in multiple interventions within a program element should only be counted once. However, an individual who participates in interventions in more than one program element should be counted once in each program element from which s/he received benefits. Since the Participant Data and Participants Data by Age tables require awardees to count individuals in each program element in which s/he directly participated, the total number of participants will be likely be higher than for the Unique and Direct Participants table.

In the Participants Data table, for each program element, awardees must specify the number of project participants, sex disaggregated, *reached* during the reporting FY as well as sex disaggregated targets for all following years.

In the Participants by Age table, for each program element, awardees must specify the number of project participants, sex disaggregated, *reached* during the reporting FY in the following categories: pregnant and lactating women; children 0 to 23.9 months male and female; children 24 to 59.9 months male and female; and children 5 to 17.9 years male and female.

[6] Note that recently State Department revised the list of program areas and program elements. FFP has reviewed the changes and determined that they will not require any substantial changes to awardees financial management or reporting. FFP will communicate the changes for FY 17 reporting year.

In the Commodity table, for each program element, awardees must report commodities distributed (in metric tons (MT)) by commodity type.

In the Specialized Food Products table, for each program element, awardees must report specialized food products distributed and planned, by sex and by commodity type.

In the Resources table, awardees must assign resources expended under each program element during the reporting FY for the following funding categories: monetization proceeds; section 202(e) funds; internal transportation, storage, and handling (ITSH); CDF, BEHT, IFRP, cost share; and other. If a development project received and used emergency resources from FFP to respond to an emergency and provided support for consumption smoothing or to cope with an emergency, the resources and participants should be reported under "(Emr) Protections and Solutions" program element. However, if a development project provided emergency support to project participants for consumption smoothing or to cope with an emergency using its own development resources, the Awardee should report the participants under "(Dev) Protections and Solutions" program element.

Emergency Food Assistance Projects

For the Participants by Age and Resources tables, most awardees with emergency food assistance projects should *only* report on the "Assistance and Recovery" program element and assign project participants and resources to that program element. Emergency projects that will continue in the following FY should report targets for the future year. If an emergency project was awarded for two years, and the project is reporting for the first year, please provide targets for the next year and leave the other future years blank.

However, if an emergency project awardee received specialized food products from FFP during the reporting FY, the awardee must also report on project participants and resources under the "Nutrition" program element. In addition, in the Specialized Food Products table, the Awardee must report project participant numbers for the following specialized food products: A-20, A-28, A-29, Harvest Lentil Pro, Nutributter, RUSF, RUTF, and Super-Cereal-Plus. For each specialized food product, the Awardee must specify the number of *planned* and *reached* project participants in the following categories: children 0 to 23.9 months male and female; children 24 to 59.9 months male and female; and other male and female.

In the Resources table, awardees must assign resources expended under each program element during the reporting FY for the following funding categories: MTZ proceeds; section 202(e) funds; IDA; OCO; cost share; and other.

IFRP Projects

For the Participants by Age and Resources tables, awardees should *only* report on the "Nutrition" program element and assign project participants and resources to that program element. IFRP projects should report targets for the future year.

In the Specialized Food Products table, the awardee must report project participant numbers for the following specialized food products: Harvest Lentil Pro, Nutributter, and Plumpy Doz. For each specialized food product, the awardee must specify the number of *planned* and *reached* project participants in the following categories: children 0 to 23.9 months male and female; children 24 to 59.9 months male and female; and other male and female.

In the Resources table, awardees must assign resources expended under the nutrition program element during the reporting FY for the Title II resources.

Table 4: Foreign Assistance Standardized Program Structure - Program Elements and Definitions Related to FFP Food Assistance Projects[7]

Program Element	Definitions
HIV/AIDS	Reduce the transmission and impact of HIV/AIDS through support for prevention, care and treatment programs.
Civic Participation	Strengthen the capacity of Civil Society Organizations (CSOs) for policy analysis, advocacy, coalition building, internal governance, membership representation and services, and engage in other activities aimed at fostering more peaceful and democratic societies. Areas of capacity building may include, but are not limited to, technical expertise, e.g. human rights, legal reform); CSO self-regulation, e.g. establishing NGO Codes of Conduct; organizational capacity, e.g. strategic planning, financial management and accountability, public relations, issue management, and outreach, revenue generation, accountable fundraising; and targeted advocacy training and technical assistance.
Maternal and Child Health	Increase the availability and use of proven life-saving interventions that address the major killers of mothers and children and improve their health status, including effective maternity care and management of obstetric complications; prevention services including newborn care, routine immunization, polio eradication, safe water and hygiene; and treatment of life-threatening childhood illnesses.

[7] Emergency projects awarded in 2014 and before do not need to report age disaggregated participant data if they do not collect such information.

Family Planning and Reproductive Health	Expand access to high-quality voluntary family planning (FP) services and information, and reproductive health (RH) care. This element contributes to reducing unintended pregnancy and promoting healthy reproductive behaviors of men and women, reducing abortion, and reducing maternal and child mortality and morbidity.
Water Supply and Sanitation	Ensure broadly accessible, reliable and economically sustainable water and sanitation services for health, security, and prosperity. (Note that this element does not include the household behavior aspects found in Sub-Element 1.6.7 or water issues directly relating to Agriculture found in Sub-Element 3.1.6.8 or water issues.)
Nutrition	Increase availability and use of proven nutrition interventions to reduce mortality, morbidity, and food insecurity, including nutrition education to improve maternal diets, nutrition during pregnancy, exclusive breastfeeding, and infant and young child feeding practices; fortified or bio-fortified staple foods, specialized food products, and community gardens to improve consumption of quality food; and delivery of nutrition services including micronutrient supplementation and community management of acute malnutrition. Strengthen host country capacity by advancing supportive nutrition and food security policies and improving nutrition information systems.
Basic Education	Improve early childhood education, primary education, and secondary education, delivered in formal or non-formal settings. It includes literacy, numeracy, and other basic skills programs for youth and adults.
Social Assistance	Cash or in-kind transfers to the poor or to those suffering from temporary shocks. Health services provided in-kind should be captured under the respective health element(s).
Agricultural Sector Capacity	Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices, expanded access to markets and credit, increased organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.
Strengthen Microenterprise Productivity	Support the start-up and expansion of self-employment and micro and small enterprises owned and operated by low-income people.
Natural Resources and Biodiversity	Conserve biodiversity and manage natural resources in ways that maintain their long term viability and preserve their potential to meet the needs of present and future generations. Activities include combating illegal and corrupt exploitation of

	natural resources and the control of invasive species. Programs in this element should be integrated with the Agriculture Area under Economic Growth and Conflict Mitigation and Reconciliation Area under the Peace and Security Objective, when applicable and appropriate.
Assistance and Recovery	Provide goods, personnel, services and assistance to meet basic human needs in order to foster transition from relief according to principles of universality, impartiality and human dignity. This element should be employed, when possible, as part of an integrated, coordinated and/or multi-sector approach.
Capacity Building, Preparedness and Planning	Improve the ability of the USG, host countries and other partners to prepare for and mitigate the effects of disasters, including both natural disasters and complex emergencies, in a manner that accommodate varying physical, cultural and social abilities to move freely and access information and services. Activities under this component include any efforts to enhance the capacities of the USG (in Washington and in the field), humanitarian assistance providers, national host country authorities, and local communities to engage in disaster reduction and response activities. Activities consist of standardized and coordinated assessments, monitoring, information sharing, data and situational analysis, joint planning; enhancement of coping mechanisms, including the capacity to address adaptation to constantly changing situations on the ground including climate variability and climate change.

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

L. Monetization and Cost Recovery Data (only applicable for some development food assistance projects)

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

i) Analysis for MTZ Proceeds: awardees should include the analysis for MTZ proceeds data if the food assistance project includes MTZ. The expenditures are expected to stay within approved budget levels.

1. Monetization budget request: awardees should enter the MTZ budget requested for the report year.
2. Monetization Approved Budget: awardees should enter the amount approved by FFP for the report year.
3. Monetization Proceeds: The amount received through MTZ in the report year.
4. Monetization Proceeds Expended: awardees should enter how much MTZ proceeds expended in the report year.

Any inconsistencies should be discussed with the appropriate AOR and highlighted in the ARR narrative.

M. Standardized Annual Performance Questionnaire (SAPQ) (only applicable for development food assistance projects)

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

For post FY 2012 awards, please enter the names of second level administrative units from which the annual monitoring data were collected in the indicator comments tab. Also please note the unit of measurements in the comment tab where it is applicable and not obvious (e.g., gross margin five data points have different units of measurements).

In FY 2016, the US Department of State revised the standard foreign assistance indicators. While many of these changes are primarily limited to minor changes, such as updating the indicator title or indicator number, major updates were made to a relatively small number of indicators. The minor changes have minimal effect on the indicator definitions and disaggregation, and there are no changes in the calculations. To incorporate these changes, FFP requests that the awardees update the IPTT and PIRS, and submit with the ARR for approval. The changes will affect FFP development food assistance projects differently depending on their award year. This section provides information on the effect of the changes to projects, and how these changes need to be reflected in the IPTT:

Development projects awarded prior to and in FY 2010 should follow reporting requirements as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*.

- These projects are required to report on the following impact indicators: stunting, underweight, months of adequate household food provisioning, and household dietary diversity score (HDDS), in the FYs in which the final evaluation is conducted.
- On an annual basis, these projects are required to report on all applicable annual indicators. In addition, these projects must report on the following (R and RiA FFP indicators:

    - FFP 34 (4.5.2 - 14): Number of vulnerable households benefiting directly from USG interventions;
    - FFP 56 (3.1.9 - 1): Number of people trained in child health and nutrition through USG-supported programs;
    - FFP 57 (3.1.9 - 15): Number of children under five reached by USG-supported nutrition programs; and
    - FFP 58 (3.1.9.2 - 3): Number of children under five who received vitamin A from USG-supported programs.

Awardees should include the deviation narratives in a separate Word document, as part of the ARR, titled "Deviation Narratives" and submitted in conjunction with other documents.

For additional information on FFP reporting requirements and indicator definitions for projects awarded prior to FY 2011, please refer to Food for Peace Information Bulletin (FFPIB) 07-02, *New Reporting Requirements for Food for Peace*; FFPIB 09-07, *Description of Food for Peace Awardee Reporting Requirements*; *and Part II: Annual Monitoring Indicators*; and the *Feed the Future Handbook of Indicator Definitions*.

Development projects awarded in FY 2011 through FY 2013 are required to report on all applicable (1) annual indicators based on actual performance during the reporting FY and (2) impact indicators in the appropriate years (e.g., the years when the baseline study and final evaluation are conducted).

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

Deviation narratives are required for each indicator where the FY 2016 result achieved is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. It should also state why the result achieved is +/- 10 percent. For projects awarded in FY 2011 through FY 2013, awardees should include the deviation

narratives in a separate Word document, as part of the ARR, titled "Deviation Narratives" and submitted in conjunction with other documents.

For additional information on FFP reporting requirements and indicator definitions for projects awarded in FY 2011 through FY 2013, please refer to FFPIB 07-02, *New Reporting Requirements for Food for Peace*; FFPIB 09-07, *Description of Food for Peace Awardee Reporting Requirements*; *and Part II: Annual Monitoring Indicators.*

Development projects awarded *since* ***FY 2014*** are required to report on R and RiA indicators in the *FFP Indicators List* issued in April 2015.

- These projects are required to report on applicable impact and outcome indicators in the FYs in which the baseline and final evaluation are conducted.
- On an annual basis, these projects are required to report on R and RiA annual monitoring indicators, as per their approved IPTT.

The data entered in the SAPQ module in FFPMIS must not reflect any modification or substitutes in the definitions and data collection methodology because FFP will aggregate these standard data across all food assistance projects.

Awardees must provide deviation narratives for each indicator where the FY 2016 achieved result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. It should also state why the result achieved is +/- 10 percent. Awardees should enter deviation narratives in the comments area for the corresponding indicator in the SAPQ module in FFPMIS.

Indicator number FFP 76, 77, 78, 79 and 80 are new RiA indicators. The PIRS for these indicators can be found here. While the awardees are not required to report on these indicators for FY 2016, they need to add the indicator(s) 76, 77, 78, 79 and 80(only if applicable) to their SAPQ and IPTT, and provide three out year targets (both in the SAPQ and IPTT).

FFP #	New Indicators for out year targets only
76	*Number of institutional settings gaining access to basic drinking water services as a result of USG assistance*
77	*Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance*
78	*Number of individuals receiving nutrition-related professional training through USG-supported programs*
79	*Number of children under two (0-23 months) reached with community-level nutrition interventions through USG-supported programs*

80	*Number of pregnant women reached with nutrition-specific interventions through USG-supported programs*

N. Actuals Table (applicable for development and emergency projects that use cash, voucher or LRP)

The Actuals Table is designed for projects that use cash, voucher or LRP to report information including quantity procured, cost, origin, transfers, and participants. Data for the Actuals table must be reported into the FFPMIS. To report "# of participants per month who received transfers", the awardee should report average # of participants per month. If a project provided conditional and unconditional transfers to the same participant, the awardee should count the participant twice to estimate average.

Development Food Assistance Projects

All development food assistance projects that used cash, voucher, and/or LRP in FY 2016 should create and report on the Actuals table (*Guide to Reporting on Cash Transfers, Vouchers, and LRP in the FFPMIS).*

The Actuals table is developed for quarterly reporting, so FFP requests that the development food assistance projects select Q4 from the drop down menu and report for the entire FY. Development projects are **not required** to provide information quarterly for the Actuals table. The project is requested to use an FFPMIS template that was developed for quarterly reporting.

For LRP, please report **all** information requested in the Actuals table including the quantity of commodities procured and distributed, costs, program element(s) and specific activities for which the commodities were used, effects on market, and number of people benefited.

For cash and vouchers, please report **all** information requested in the Actuals table including the value of transfer, number of cash or vouchers planned and distributed, number of participants per month and number of month, cost per month, and planned and actual participants for the FY.

Emergency Food Assistance Projects

All emergency food assistance projects that use cash, voucher, and/or LRP are required to submit a *quarterly report* for information sought in the Actuals table (*Guide to Reporting on Cash Transfers, Vouchers, and LRP in the FFPMIS).*

Unlike development projects, emergency projects are required to report the information sought in the Actuals table quarterly. FFP will aggregate the quarterly

reports to generate an annual report for FY 2016. Therefore, it is extremely important that all emergency projects that use cash, voucher, and/or LRP ensure that they have submitted all required quarterly reports - including the data for the actuals table in FFPMIS - to enable FFP to generate an annual report.

ANNEX A: Standardized Annual Performance Questionnaire (SAPQ)

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

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

Applicable Projects

The SAPQ is an annual data collection requirement for performance information for current and recently closed FFP development food assistance projects. **Indicator results reported in the SAPQ should be for all activities implemented in the most recent FY.** For example, current awards finishing a year of activities on September 30, 2016, as well as awards that ended in June 2016, should submit an SAPQ for FY 2016.

The FY 2016 development food assistance awards are not required to submit an SAPQ for FY 2016.

Submission
Awardees should enter SAPQ data into FFPMIS as part of the ARR submission.

Support and Questions
FFPMIS User guides and additional FFPMIS resources can be found on the FSN Network site. Any technical questions on use of FFPMIS must be emailed to FFPMIS_Support@devis.com. The FFPMIS helpdesk is staffed from 9:00 a.m. to 5:00 p.m., Monday through Friday.

Questions directly related to the SAPQ may be directed to FFPdocs@usaid.gov. Questions related to individual awards and performance should be directed to the award's AOR.

SAPQ Instructions

Awardee Project and Contact Information

Awardee Name(s): Use the drop down menu.

Host Country(ies): Use the drop down menu.

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

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

Definitions

- Age groups are inclusive. For example, "6-59 months" refers to children from 6 to 59.9 months of age or all children from 6 months to under 60 months of age.
- The indicator HDDS is measured in a particular way that is explained in the "Definitions" in Annex A. If an awardee does not use the same method that is described, the data should not be included in the SAPQ.

SAPQ General Instructions

- Awardees should refer to the SAPQ indicator template for additional information on FFP indicators and for data entry instructions for the SAPQ module in FFPMIS.

- Awardees should submit one SAPQ per food assistance project. If working in several different regions or provinces in one host country under a single development project, awardees should submit a single SAPQ covering the entire project implementation area.

- Annual monitoring indicators are those for which awardees collect data every year based on monitoring of project participants. Baseline and final evaluation indicators are collected at the start and end of the project through a population-based representative sample survey.

- The ARR submission provides awardees the last opportunity to request changes to the IPTT's annual targets[8] for the year following the reporting year (2017 and onwards) for all annual monitoring indicators and for final evaluation indicators in the final year. Once approved, these targets cannot be changed again; they serve as points of comparison to the year's actual achievements. Future year, (except in the final year of the award), LOA, and final evaluation targets may be changed at any time, with justification and AOR approval.

- If the indicator data collected by the project does not exactly correspond to the particular FFP indicator, please do not provide that data. For example, if the project measures the prevalence of underweight among children aged 6-36 months, but the FFP indicator measures the prevalence of underweight for children aged 0-59 months, please do NOT provide the project's data.

- Awardees must enter into the FFPMIS all indicator data from baseline studies and final evaluations, even when these activities are conducted by a FFP- or Awardee- managed third-party firm.

[8] Awardees should have submitted the request for revising indicator targets with the PREP. ARR should be the last opportunity to revise the following FY's target.

SAPQ Specific Instructions

Development projects awarded prior to and in FY 2010 should follow reporting requirements as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*.

- These projects are required to report on the following impact indicators: stunting, underweight, months of adequate household food provisioning, and HDDS, in the FYs in which the final evaluation is conducted.

- On an annual basis, these projects are required to report on all applicable annual indicators. In addition, these projects must report on the following R andRiA FFP indicators:
    - FFP 34 (4.5.2 - 14): Number of vulnerable households benefiting directly from USG interventions;
    - FFP 56 (3.1.9 - 1): Number of people trained in child health and nutrition through USG-supported programs;
    - FFP 57 (3.1.9 - 15): Number of children under five reached by USG-supported nutrition programs; and
    - FFP 58 (3.1.9.2 - 3): Number of children under five who received vitamin A from USG-supported programs.

Development projects awarded in FY 2011 through FY 2013 should follow reporting requirements as per FFPIB 07-02.

- These projects are required to report on applicable impact and outcome indicators in the FYs in which the final evaluation is conducted.
- On an annual basis, these projects are required to report on all applicable annual indicators as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*. In addition, these projects must report on the following R and RiA FFP indicators:
    - FFP 34 (4.5.2 - 14): Number of vulnerable households benefiting directly from USG interventions;
    - FFP 56 (3.1.9 - 1): Number of people trained in child health and nutrition through USG-supported programs;
    - FFP 57 (3.1.9 - 15): Number of children under five reached by USG-supported nutrition programs; and
    - FFP 58 (3.1.9.2 - 3): Number of children under five who received vitamin A from USG-supported programs.

Development projects awarded since FY 2014 are required to report on R and RiA indicators in the *FFP Indicators List* issued in April 2015.

- These projects are required to report on applicable impact and outcome indicators in the FYs in which the baseline and final evaluation are conducted.

- In FY 2016, the Department of State went through a major revision of State indicators (previously known as F indicators). This has resulted in major changes to a number of indicators that FFP awardees have been tracking. Some of them are new, while others are existing indicators that have been revised so substantially that FFP and BFS are considering them new. USAID is requesting all awardees add the following new RiA indicators and provide ***three out year targets in the SAPQ and IPTT*** unless noted otherwise. The PIRS for these indicators can be found here.

    1) NEW FFP 76 (HL 8.1-4) Number of institutional settings gaining access to a basic drinking water services as a result of USG assistance. Disaggregated by institutional settings defined as schools and health facilities.
    2) NEW FFP 77 (EG 11-6) Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance. Indicator is a combination of two dropped F indicators. Disaggregated by sex (male, female). One of the dropped F indicators is FFP 13 Number of people implementing risk-reducing practicing/actions to improve resilience to climate change as a result of USG assistance. For FY 2016 ARR, if applicable, report results in FFP 13 only. Do not report results in #77. However, from FY 2017, FFP will replace FFP 13 with FFP 77.
    3) NEW FFP 78 (HL 9-4) Number of individuals receiving nutrition-related professional training through USG-supported programs. Individuals include health professionals, primary health care workers, community health workers, volunteers, policy makers, researchers, students, and non-health (e.g. agriculture extension workers) who are to receive training. While not available in SAPQ yet, **it is included in the revised SAPQ template**. Provide three out year targets in IPTT only. Disaggregated by sex (male, female), training (non-degree, degree) and duration of degree seeking only (new, continuing).
    4) NEW FFP 79 (HL 9-2) Number of children under two (0-23 months) reached with community-level nutrition interventions through USG-supported programs. Children are counted as reached if their mother/caregiver participated in the community-level nutrition program. Disaggregated by sex (male, female).
    5) NEW FFP 80 Number of pregnant women reached with nutrition-specific interventions through USG-supported programs. This indicator captures the reach of activities that are targeted toward women during pregnancy, intended to contribute to the health of both the mother and the child, and to positive birth outcomes. Disaggregated by nutrition-specific interventions: 1) Iron and folic acid supplementation 2) Counseling on maternal and/or child nutrition 3) Calcium supplementation 4) Multiple micronutrient supplementation 5) Direct food assistance of fortified/specialized food products (i.e. CSB+, Supercereal Plus, RUTF, RUSF, etc.).

Special note for FY 14 awardees in reporting poverty indicators:

- To be consistent with the FTF reporting, FFP requests that FY14 awardees report both poverty thresholds ($1.25 and $1.90) in the SAPQ including the final evaluation targets for each thresholds. Note that the baseline contractor has already provided poverty estimates using both thresholds to the awardees. Please use the appropriate baseline tables for the correct threshold indicator:

    1) FFP 2 (4-17) Prevalence of poverty: Percent of people living on less than $1.25/day. FFP has adopted the new poverty threshold of $1.25/day.
    2) FFP 3 (4-TBD8) Depth of poverty: Mean percent shortfall relative to the $1.25/day. FFP has adopted the new poverty threshold of $1.25/day.
    3) FFP 2a (EG-a) Prevalence of poverty: Percent of people living on less than $1.90/day. FFP has adopted the new poverty threshold of $1.90/day.
    4) FFP 3a (EG-b) Depth of poverty: Mean percent shortfall relative to the $1.90/day. FFP has adopted the new poverty threshold of $1.90/day.

- Projects awarded in FY15 are requested to report the baseline estimates for poverty indicators using only $1.90 poverty threshold:

    1) FFP 2a (EG-a) Prevalence of poverty: Percent of people living on less than $1.90/day. FFP has adopted the new poverty threshold of $1.90/day.
    2) FFP 3a (EG-b) Depth of poverty: Mean percent shortfall relative to the $1.90/day. FFP has adopted the new poverty threshold of $1.90/day.

All development projects will continue to report the following RiA impact and annual monitoring indicators with minor changes: to title, title and disaggregation, and disaggregation. For these minor changes, awardees are asked to make the corresponding changes in title and disaggregation in their IPTT and PIRS, and follow the following specific instructions:

Title Only Change

- FFP 10 (EG 3.2-4) Number of for-profit private enterprises, producers organizations, water users associations, women's groups, trade and business associations and community-based organizations (CBOs) that applied improved organization-level technologies or management practices with USG assistance. Private enterprise is explicitly "for-profit" and "applied improved organization-level technology" is emphasized.
- FFP 12 (EG 3.2-20) Number of for-profit private enterprises, producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) receiving USG food security related organizational development assistance. Private enterprise is explicitly "for-profit" and "USG food security related organization development assistance" is emphasized.

- FFP 19 (EG 3.1-1) Kilometers of roads improved or constructed as a result of USG assistance. For the Department of State indicators that are outputs, they end with "as a result of USG assistance", while outcome indicators end with "with USG assistance".
- FFP 23 (EG 3.2-60) Value of agricultural and rural loans as a result of USG assistance. For the Department of State indicators that are outputs, they end with "as a result of USG assistance", while outcome indicators end with "with USG assistance".
- FFP 60 (GNDR 2) Percentage of participants in USG-assisted programs designed to increase access to productive economic resources (assets, credit, income or employment) that are female. Re-worded to better collect intended data.
- FFP 50 (HL 8.2-1) Number of communities verified as "open defecation free" as a result of USG assistance. Changed "certified" to "verified". Open defecation free status must be verified through an established certification process, reviewed by a third party, or a review by the implementing partner.

Title and Disaggregation Change

- FFP 24 (EG 3.2-3) Number of micro, small, and medium enterprises (MSMEs), including farmers, receiving agricultural-related credit as a result of USG assistance. Changed title from receiving "loans" to "agricultural-related credit" to better align with definition in PIRS. Also changed definition to state that number of employees refers to full time-equivalent workers during the reporting year rather than previous month. Included enterprise size in disaggregate categories.
- FFP 47 (HL 8.1-1) Number of people gaining access to a basic drinking water services as a result of USG assistance. "Basic" was added to the indicator to emphasize the level of water quality. "Basic" refers to "improved". Location (urban, rural) disaggregation added to indicator. While wealth quintile was recommended, FFP will not report on wealth quintile.
    1) For the location disaggregation, awardees should provide the value if data is available, otherwise, enter the value in DNA (data not available).
    2) Provide three out year targets in SAPQ.
- FFP 48 (HL 8.2-2) Number of people gaining access to a basic sanitation facility service as a result of USG assistance. "Basic" was added to the indicator to emphasize the level of sanitation quality. "Basic" refers to "improved". Location (urban, rural) disaggregation added to indicator. While wealth quintile was recommended, FFP will not report on wealth quintile.
    1) For the location disaggregation, awardees should provide the value if data is available, otherwise, enter the value in DNA.
    2) Provide three out year targets in SAPQ.
- FFP 42 (HL 8.3-5) Percentage of households with soap and water at a handwashing station commonly used by family members. Changed percent to percentage. Location (urban, rural) disaggregation added to indicator. (BL/EL indicator)
    1) For the location disaggregation, awardees should provide the value if data is available, otherwise, enter the value in DNA in SAPQ Baseline tab.

- FFP 43 (HL 8.3-6) Percentage of households in target areas practicing correct use of recommended household water treatment technologies. Changed percent to percentage. Disaggregate change in Technology type: Chlorination or Flocculant/Disinfectant, Filtration, Solar disinfection, Boiling; and Location (urban, rural) disaggregation added to indicator. (BL/EL indicator)
    1) For Technology disaggregation, Awardees should provide the value if data is available in the appropriate disaggregates, otherwise, enter the value in DNA in SAPQ Baseline tab.
- FFP 45 (3.1.6.8-3) Percentage of population in target areas practicing open defecation. Changed percent to percentage. Location (urban, rural) and sex (male and female) disaggregation were added to indicator. (BL/EL indicator)
    1) For the location disaggregation, Awardees should provide the value if data is available, otherwise, enter the value in DNA.
    2) For Sex disaggregation, Awardees should provide the value if data is available, otherwise, enter the value in DNA.

Disaggregation Only Change

- FFP 8 (EG 3-6, 3-7, 3-8) Farmer's gross margin per hectare, animal or cage obtained with USG assistance. Added sixth layered data point: number of direct beneficiaries of commodity value chain activities disaggregated by sex. This data point is not included in the gross margin formula. Definition also clarified Unit of Production for livestock: – Number of animals in herd for live animals and meat sales – Number of animals in production to be used for dairy and eggs.
    1) Enter the number of male and female direct beneficiaries of commodity value chain activities in the SAPQ if data is available, otherwise, enter value in DNA.
    2) Provide three out year targets in SAPQ.
    3) Add sixth layered data point: number of direct beneficiaries of commodity value chain activities disaggregated by sex and provide three out year targets in the IPTT.

There are indicators that were significantly changed that require special instructions. These indicators are structurally different and require special instructions. For example the changes include, two indicators combined, new disaggregation, split disaggregates, two layer disaggregation and/or combination of these changes. Awardees are asked to make the changes to the IPTT and PIRS, and follow these instructions for entering in SAPQ:

- FFP 51a (EG 3-1) Number of households benefiting directly from USG assistance under Food for Peace[9]. Indicator is a combination of two indicators "Number of rural households benefiting" and "Number of vulnerable households benefiting". Instead of measuring vulnerable households, all benefiting households will be counted and disaggregated by location (urban/peri-urban, rural). In this way,

[9] FFP development food assistance projects are FTF projects.

indicator will also collect data on rural households. Gendered household disaggregation is removed but Duration disaggregation continues to be collected.

1) Awardees reporting this Required indicator should continue to report FFP 34 on vulnerable HHs. FFP 34 will be archived in 2016.
2) Report rural HHs in FFP 51a. In SAPQ, enter value in DNA for all disaggregates not available.
3) Awardees are asked to adjust their out year targets to reflect the new indicator wording in SAPQ and IPTT.

- FFP 57 (HL 9-1) Number of children under five (0-59 months) reached with nutrition specific interventions through USG-supported programs. Indicator specified the age group in the indicator. New disaggregation added to provide more info about the type of USG-supported nutrition programs: Parents/caretakers received BCC interventions for essential IYCF behaviors; Received vitamin A supplementation in the past 6 months; Received zinc supplementation during episode of diarrhea; Received Multiple Micronutrient Powder (MNP) supplementation; Admitted for treatment for SAM; Admitted for treatment for MAM; Received direct food assistance fortified/specialized food products.
    1) For FY 2016, awardees will enter total children under five (0-59 months) reached by USG-supported nutrition programs in Intervention disaggregation DNA.
    2) Awardees are not required to report results by the new disaggregates in FY 2016 but should provide three out year targets for them in the SAPQ and IPTT. FFP will require reporting for new disaggregates in FY 2017.

- FFP 15 (EG 3.2-18) Number of hectares under improved technologies or management practices with USG assistance. Split Climate Mitigation and Adaptation under Technology Type disaggregate into two categories: Climate Mitigation, Climate Adaptation.
    1) For FY 2016, awardees may report in both disaggregates if data is available. Or awardees may select the most appropriate climate change disaggregate and report results under the separated climate change disaggregate(s).
    2) Awardees are requested to provide out year targets for the new disaggregates in the SAPQ and IPTT.

- FFP 9a (EG 3.2-17) Number of farmers and others who have applied improved technologies or management practices with USG assistance. Indicator was modified because of the change in the disaggregation. It is now required to enter layered disaggregated data - first by Producer or Other, then by Technology Type and Sex. Indicator split Climate Mitigation and Adaptation category under Technology Type disaggregate into two categories: Climate Mitigation, Climate Adaptation.
    1) Development projects awarded before FY 2016, will continue to enter results in FFP #9 but will be asked to switch over to #9a in FY 2017.

2) Awardees are also asked to provide three out year targets in the SAPQ for #9a.

- FFP 11a (EG 3.2-1) Number of individuals who have received USG-supported short-term agricultural sector productivity or food security training. Indicator was modified because of the change in the disaggregation. It is now required to enter layered disaggregated data - first by Type of Individual then by Sex.
    1) Development projects awarded before FY 2016, will continue to enter results in FFP #11 but will be asked to switch over to #11a in FY 2017.
    2) Awardees are also asked to provide three out year targets in the SAPQ for #11a.

- FFP 13 (4.5.2-34) Number of people implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance. This indicator is recently revised by the Department of State. The revised indicator number and title is: FFP 77, Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance.
    1) If this indicator is already included in the IPTT, for FY 2016 ARR, report results in FFP 13;
    2) Report three out year targets in FFP 77.
    3) FFP will archive FFP 13 and will require awardees to report FFP 77 in FY 2017.
    4) Transfer any base value data from FFP 13 to FFP 77 if available.

ANNEX B: Definitions for FFP ARR

Accrual

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

Agriculture Technologies

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

Annual Results Report (ARR)

The Annual Results Report is a report required of all FFP Awardees and details activities implemented and results in the FY that just ended. ARRs are due no later than the first Monday in November. The final FY ARR is due by the first Monday of November following the end date of the food assistance project, or within 90 days of the end date, whichever comes first.

Anthropometric Indicators

Anthropometry is the quantitative measurement (metric) of the human body (anthro). Anthropometric indicators are measures of the absolute and relative variability in size, shape, and weight of the human body. Anthropometry follows a rigorous set of guidelines that include standardization of the measurement techniques and uniform reference standards and cutoffs. Anthropometry is a widely used, inexpensive and non-invasive measure to assess and predict performance, health, and survival of individuals and reflect the economic and social well-being of populations. A technical guide to anthropometry can be found with the reference documents.

Basic Drinking Water Source

Basic drinking water services, according to the Joint Monitoring Program (JMP), are defined as improved sources or delivery points that by nature of their construction or through active intervention are protected from outside contamination, in particular from outside contamination with fecal matter, and where collection time is no more than 30 minutes for a

roundtrip including queuing. Drinking water sources meeting this criteria include: piped drinking water supply on premises; public tap/standpost; tube well/borehole; protected dug well; protected spring; rainwater; and/or bottled water (when another basic service is used for hand washing, cooking or other basic personal hygiene purposes).

Basic Sanitation Facility
A basic sanitation facility service, defined according to the Joint Monitoring Program (JMP), is a sanitation facility that hygienically separates human excreta from human contact, and that is not shared with other households. Sanitation facilities meeting this criteria include: flush or pour/flush facility connected to a piped sewer system; a septic system or a pit latrine with slab; composting toilets; or ventilated improved pit latrines (with slab).

All other sanitation facilities do not meet this definition and are considered "unimproved." Unimproved sanitation includes: flush or pour/flush toilets without a sewer connection; pit latrines without slab/open pit; bucket latrines; or hanging toilets/latrines. Households that use a facility shared with other households are not counted as using a basic sanitation facility. All other services are considered to be "unimproved", including: unprotected dug well, unprotected spring, cart with small tank/drum, tanker truck, surface water (river, dam, lake, pond, stream, canal, irrigation channel), and bottled water (unless basic services are being used for hand washing, cooking and other basic personal hygiene purposes).

Bill Emerson Humanitarian Trust (BEHT)
BEHT is a food reserve administered under the authority of the Secretary of Agriculture. This reserve is available to meet emergency humanitarian food needs in developing countries, allowing the United States to respond to unanticipated food crises. Under the Food for Peace Act, as amended by the Agricultural Act of 2014, the Administrator of USAID oversees the release and use of these funds.

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

Climate and Environmental Integration
Under the USAID policies and procedures described in 22 CFR 216 and Climate Change Executive Order 13677, integration of climate and environmental sensitivities is simply identifying such coupled risks and opportunities across the project life cycle. Since global drivers of climate change are already threatening natural resource-based components of food security, project managers must consider best available climate data and adaptation measures in designing activities. How these climate stressors interact with the natural capital base upon which livelihoods depend, reinforces the importance of incorporating environmental safeguards across the FFP project.

To do so, implementing partners cross-walk IPTT indicators with the approved project EMMP, which includes climate threats and opportunities, under the EO 13677. This cross walking

contextualizes IPTT indicators to local environmental baseline conditions. More information can be found in ADS 204 and upcoming changes to ADS 201, as well as in *USAID's Office for Food for Peace Policy and Guidance for Monitoring and Evaluation and Reporting for Development Food Assistance Projects*.

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

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

Direct participants reached
Direct participants include all individuals, households, communities, institutions, and groups that receive significant goods, services, and/or other support as a direct result of project interventions. In cases where an intervention employs a deliberate strategy of training a small number of individuals to deliver services or pass knowledge directly to other individuals or organizations (e.g., cascade training), both 1) those who are directly trained by project personnel and 2) the individuals who directly benefit from the services or training delivered by the project-trained individuals or organizations as part of that service delivery or knowledge-transfer plan are considered direct participants.

Direct Distribution Food Aid Commodities
Food aid commodities that are provided directly to project participants as in-kind take home rations or for on-site feeding (versus food aid commodities sold for MTZ proceeds).

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

Environmental Assessment (EA)
Triggered by a Positive Determination as identified in the project IEE, the EA is a detailed study of the reasonably foreseeable significant effects, both beneficial and adverse, of a proposed action on the environment. The EA is preceded by a Scoping Statement, in which a thorough stakeholder consultation process with community members, government, research, private, and non-profit institutions, serves to identify significant environmental issues to be evaluated in the full EA.

Environmental Mitigation and Monitoring Plan (EMMP)
An EMMP is a document that establishes the set of actions that seek to avoid, mitigate, or compensate for the reasonably foreseeable impacts of project activities identified by environmental impact analysis. The EMMP also sets out the indicators or criteria that will be used to monitor (1) whether the mitigation actions have been implemented, and (2) whether they are effective and sufficient. The EMMP also specifies the parties responsible for these actions and the schedule for these tasks.

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

Executive Order (EO) 13677
The EO 13677 on Climate Resilient International Development requires that USG agencies with international development programs must systematically incorporate climate-resilience considerations into international development strategies, planning, programming, investments, and related funding decisions.

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

Female Empowerment
When women and girls acquire the power to act freely, exercise their rights, and fulfill their potential as full and equal members of society. While empowerment often comes from within, and individuals empower themselves, cultures, societies, and institutions create conditions that facilitate or undermine the possibilities for empowerment. More information can be found in ADS 205, Integrating Gender Equality and Female Empowerment in USAID's Program Cycle.

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

FFP Funding Sources - Emergency Resources
FFP resources used to fund emergency response and disaster risk reduction-type interventions. Emergency resources may be used in a development project for expanded safety net and asset protection activities that target populations suffering from transitory food insecurity during a

shock or transition from an emergency situation, as well as to fund disaster risk reduction and early warning activities.

Financial Services
Financial services refer to services provided by formal or non-formal groups for the management of money. This includes credit (loans), savings, and insurance schemes run by for-profit, non-profit, and governmental organizations.

Fiscal Year (FY)
The U.S. Government's fiscal year begins October 1 and ends the following September 30.

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

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

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

Gender Equity
Gender equity is the process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent

women and men from otherwise operating on a level playing field. Equity leads to equality. More information can be found in ADS Chapters 200 - 203.

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

Gender-Sensitive Indicators
Gender-sensitive indicators highlight to what extent and in what ways development projects achieved results related to gender equality and whether and how reducing gaps between males and females and empowering women leads to better program/development outcomes. More information can be found in ADS 205.

Hand Washing Stations
A handwashing station refers to a designated place where household members and guests can find soap and water for washing their hands. The prevalence of households with hand washing stations with soap and water is a measure of progress toward improved hygiene practices.

HIV Programming
Resources used for activities directly targeting people infected or affected by HIV or that use HIV-related factors, such as chronic illness, as part of the vulnerability criteria used for project entry/eligibility. This includes People Living with HIV (PLHIV), such as children; clients of Prevention of Mother to Child Transmission (PMTCT) activities; Orphans and Vulnerable Children (OVC); the families and caregivers of PLHIV and OVC; and service providers supported through Food-for-Training (e.g., peer educators, home-based care volunteers, etc.). (Note: Orphans are defined as children under the age of 18 years who have lost one or both parents to AIDS, and vulnerable children are those affected by HIV through the illness of a parent or principal caregiver. If there is a national-level definition of OVC, awardees should use the national definition instead.)

Household Dietary Diversity Score (HDDS)
HDDS is a proxy measure of household socioeconomic status. It is derived from the number of different food groups consumed by a household over a 24-hour recall period. It is not a measure of dietary quality. Data are collected through a household questionnaire consisting of one single question, using 12 standard food groups, asked of the person responsible for food preparation in the household. For additional information on HDDS, refer to the *FFP Indicators Handbook, Part I: Indicators for Baseline and Final Evaluation Surveys*.

Household Hunger Scale
Household Hunger Scale is a measure of household food access. Data is collected from survey questions that measure the percentage of households with moderate or severe hunger over the

four weeks preceding the survey. Data for this measure is collected using a household survey questionnaire that consists of three questions asked of the household member in charge of food preparation, about the frequency with which the three events were experienced by any household member in the last four weeks. For additional information on HDDS, refer to the *FFP Indicators Handbook, Part I: Indicators for Baseline and Final Evaluation Surveys*.

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

Initial Environmental Examination (IEE)
The first review of the reasonably foreseeable effects of a proposed action on the environment. Its function is to provide a brief statement of the factual basis for a Threshold Decision as to whether an Environmental Assessment will be required.

Improved Storage Practices
Improved storage techniques are methods for storing seeds, grains, animal feed, and aquaculture products that are cost-effective and allow for long-term storage. These techniques allow a farmer to safely store excess harvest from the plot where the farmer has decision-making power for subsequent sale, consumption, and/or propagative plant material, (e.g., seeds for future planting). Improved storage techniques should minimize post-harvest losses and maximize profits by allowing farmers to sell their products later in the season when excess product supply has diminished.

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

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

Internally Displaced Person (IDP)
According to the USAID Assistance to Internally Displaced Persons Policy http://pdf.usaid.gov/pdf_docs/PDACA558.pdf], IDPs are persons involuntarily uprooted within their country of origin due to a specific crisis or shock. IDPs are distinguished from refugees, who have crossed an international border.

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

Metric ton(s) (MT)
MT are the standard unit of measurement for Title II commodities. One MT equals 1,000 kilograms.

Minimum Acceptable Diet (MAD)
MAD is a measure of nutritional status of children that considers both frequency and diversity of diet. The method of measurement depends on the age of the child. If a child meets the minimum feeding frequency and minimum dietary diversity for his or her age group and breastfeeding status, then the child is considered to be receiving a minimum acceptable.

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

Negotiated Indirect Cost Rate Agreement (NICRA)
See indirect costs.

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

Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP)
The USAID regulatory analysis of any and all pesticides proposed for promotion, procurement, transport, storage or disposal. The PERSUAP evaluates the risk each proposed pesticide poses to human health and the environment, authorizes pesticides for specific uses and establishes mandatory conditions for safe use.

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

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

Prevalence of Poverty
Prevalence of poverty is the proportion of a population expending less than $1.25 per day, converted into local currency at 2005 "Purchasing Power Parity" (PPP) exchange rates, for food and other essential consumables, as opposed to durable assets. Measurement is based on the value of average daily consumption expenditure per person. Food and other items that a household produces for consumption are counted as if the household purchased those items at market prices.

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

Direct Project Participants
For the purposes of reporting, direct project participants are defined as individuals who come into direct contact with the set of interventions (goods or services) provided by the project in each technical area. Individuals who receive training or benefit from project-supported technical assistance or service provision are considered direct project participants, as are those who receive a ration or another type of good. Services include training and technical assistance provided directly by project staff, and training and technical assistance provided by people who have been trained by project staff, (e.g., agricultural extension agents, village health workers). In a Food-for-Training activity, the direct project participants are those trained under the program. In a Food-for-Work (FFW) or Food-for-Assets (FFA) activity implemented as a stand-alone, (e.g., not as part of a wider set of interventions in the technical sector), direct project participants are those who directly participate in the activity, (e.g., receive a ration, not all of those who use or benefit from the infrastructure/asset created, e.g., a road). If a FFW or FFA activity forms part of a set of activities in a technical sector, (e.g., FFW to build irrigation

infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the project direct project participants include FFW participants and farmers receiving technical assistance, and the two groups may overlap.

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

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

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

Safety Net
A system for addressing the food security needs of vulnerable people. A community-based safety net is one that is managed and maintained by the community; internally resourced, at least in part; and can be year-round or seasonal. Examples include community food banks or insurance schemes.

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

Stunting
Stunting is a condition of slowed growth due to chronic malnutrition that has permanent effects on physical and mental capacity. It is identified using measure of height compared to a standard, sex-specific, reference for height (height-for-age)).

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

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

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

Underweight
Underweight is a condition of weighing less than is considered nutritionally healthy—either due to slowed growth (stunting) or thinness (wasting). For FFP, the condition of underweight for children under 5 years of age is determined by comparing an individual's weight to an age- and sex-specific standard.

Underweight among Women of Reproductive Age
For women, underweight is based on having a body mass index (BMI) < 18.5 kg/m2. The prevalence of underweight women indicator measures the percent of non-pregnant women of reproductive age (15-49 years). To calculate an individual's BMI, weight and height data are needed. BMI is equal to weight (in kg) divided by height squared (in meters) multiplied by a correction factor. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the Performance Indicators Reference Sheets for FFP Indicators.

Value Chain Activities
Value chain activities in agriculture are defined as a set of actors and activities that bring a basic agricultural product from production in the field to final consumption, where at each stage value is added to the product. A value chain can be a vertical linking or a network between various independent business organizations and can involve processing, packaging, storage, transport and distribution [http://www.fao.org/docrep/013/i2008e/i2008e04.pdf]. Value chain activities include, but are not limited to, pre- and post-harvest activities, such as joint purchase of inputs, bulking transporting, sorting, grading, processing, trading/marketing (wholesale, retail, export). Projects for which this indicator is applicable need to pre-identify a list of value chain

activities that the project will be promoting during the life of the award so that the baseline survey is able to measure the percentage of farmers that are already practicing these specific value chain activities. This will later be compared to the percentage of farmers practicing these value chain activities during the final evaluation survey at the end of the project. More on value chain activities can be found at the USAID's value chain wiki link: [https://www.microlinks.org/good-practice-center/value-chain-wiki].

Vulnerable Children

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

Women's Dietary Diversity Score

Women's dietary diversity score is a measure of the micronutrient adequacy of the diet based on the mean number of food groups consumed in the previous day by women of reproductive age (15–49 years). Data is tabulated by averaging the number of food groups consumed out of the specified nine food groups across all women of reproductive age in the sample with data on dietary diversity.

Women's Empowerment in Agriculture Index (WEAI) and Abbreviated Women's Empowerment in Agriculture Index (A-WEAI)

The Women's Empowerment in Agriculture Index (WEAI) measures the empowerment, agency, and inclusion of women in the agriculture sector in an effort to identify and address the constraints that hinder women's full engagement in the agriculture sector. The WEAI is composed of two sub-indexes; the Five Domains of Empowerment sub-index (5DE) measures the empowerment of women in five areas; and the Gender Parity sub-Index measures the average level of equality in empowerment of men and women within the household.

The WEAI is the most comprehensive measure of empowerment in agriculture and requires significant time and money to implement – resources that many partners who could strongly benefit from using the tool do not have. A second version now available, called the Abbreviated WEAI or A-WEAI, that offers an alternative for those interested in a lighter, more user-friendly form. The A-WEAI is condensed, adjusted and reworked in such a way that it still covers the five domains that the original WEAI was designed to measure, but reduces the cost of fielding the WEAI and makes it easier to integrate into already large surveys.

Guidance on data collection and calculations of the WEAI can be found in the Feed the Future Handbook of Indicator Definitions at http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions.

Guidance for the A-WEAI is at https://feedthefuture.gov/article/lean-not-mean-streamlined-tool-measuring-women's-empowerment

ANNEX C: Success Story Writing 101

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

What type of stories is FFP expecting?
FFP seeks descriptions of successes that go beyond the specifics of how much food was delivered and focus on progress made in reducing food insecurity in the populations receiving food assistance. In other words, they should showcase broad-scale sustainable development projects and/or highlight new, cutting edge innovations. FFP would like success stories from all regions, and for both emergency and development projects.

We welcome stories that focus on transformational impacts of our development programs – for example:

- Reducing stunting
- Raising household incomes
- Increased agricultural productivity
- Regenerating watersheds or other natural resources
- Improving and maintaining community infrastructure
- Empowering women
- Mitigating future disasters or existing threats through disaster risk reduction activities
- Program outcomes and results. We know this is a much more difficult ask than simple output information (e.g. number of people trained vs. how did that training change a person's behavior), but to the extent possible, USAID encourages partners to submit stories with this information.
- New opportunities and impacts for beneficiaries as a result of FFP and BFS-funded projects (or other USAID projects including OFDA projects) running together or in close proximity to each other.

We also welcome compelling stories of:

- Early response that clearly prevents loss of life or mitigates impacts of disasters
- Why flexibility to use cash-based resources was critical to an emergency response
- Lives saved and suffering alleviated
- Documented reductions in malnutrition or other key indicators
- Food for asset and other activities that protect and/or advance livelihoods while saving lives
- Creative approaches applying technology or other tools that clearly improve response

- Strategic application of multiple resources to improve overall impact (e.g., sequencing EFSP and Title II programs that demonstrate the benefits of both resources and the improved response that results because both are available)
- Resilience building as part of an emergency response

The most effective success stories focus on the following:

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

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

Just remember, all success stories should point to results!

How will my success story be used?
Selected stories may be included on the USAID website, in the annual U.S. International Food Assistance Report and in other communications products that highlight the work of FFP and its awardees.

What does a great success story look like?
The formula is simple: **use powerful statistics**; communicate **progress**; frame your story around **USAID's larger Mission**, not a specific program; and bring it to life with a **personal narrative**.

Success stories should including the following sections (<u>text does not have to be in this order</u>):

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

household receiving a total of $75 per month, equivalent to the food basket of an average family of five.

4. 1-2 sentences (approximately 25-50 words) describing why that program was the most appropriate response to the situation described.

   Example: Beneficiaries describe how the cash transfer has allowed them to improve the quality of their family's meals, by purchasing meat and fish to add protein to their diet.
5. 1-2 sentences (approximately 25-50 words) describing the results and success of the implemented program.

   Example: This innovative program pioneers new methods of fighting hunger in the technology age and shows how these tools can provide new solutions for providing food assistance in a challenging urban post-crisis setting.

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

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

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

DO…

- DO include quotes as much as possible. Some USAID communications platforms will not post stories without quotes.
- DO use powerful statistics
- DO lead with results
- DO tell stories that demonstrate sustainable change
- DO create emotional/personal connections that bring viewers into the scene
- DO think big picture

DON'T…

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

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

ANNEX D: Checklist on Integrating Gender in FFP ARR

To determine the key gender issues to report on in the ARR and ensure they are effectively presented in the narrative, consider the following.	Yes	No	Issue to Explore Further or Address	Successes, Challenges, Other to Report in ARR
Changes in & Consequences of Gender Dynamics - *have you*				
1. Reviewed the gender analysis to recall the gender concerns and opportunities identified within the Theory of Change, or each Purpose/Sub-purpose, and ensure project is addressing issues and implementing recommendations?				
2. Discussed with colleagues and stakeholders their perception of: ● Whether women, girls, boys and men are all benefiting from project interventions and their potential is being tapped across program components? ● Ways in which gender roles and relations may be aiding or impeding project activities and outcomes? ● Whether project interventions are changing- for better or for worse- gender norms, roles and relations between women and men? ● How project activities are affecting women's time and what, if anything, can be done about it? ● If the attempt to empower women is creating excessive friction in households with the risk (or actual result) of triggering Gender-Based Violence?				
Data Presentation, Analysis & Interpretation - *have you*				
3. Indicated where targets versus actuals for sex disaggregated data presented in the IPTT/SAPQ differ significantly and provided possible explanations why?				
4. Provided a visual presentation of select indicators by sex and, if possible, age (e.g., graphs, charts, tables) that is useful to the reader to put the results from the fiscal year in context with progression towards the FY targets?				
5. Used qualitative and quantitative data to explain gender differences/ gaps related to the results being described in the narrative?				
Programmatic Implications & Actions – *have you*				
6. Discussed the implications (the "so what?") of the results being reported as it relates to achieving project outcomes for men and women, girls and boys?				
7. Identified where changes should be considered (activity implementation, theory of change) to make the project more gender sensitive?				

8. Considered specific actions that could be taken by the project to address gender gaps revealed by the annual monitoring results?				
In Summary – *have you*				
9. Provided a reflection/introspection on how the project is integrating gender to promote gender equality in order to achieve project/FFP objectives (e.g., is it working, does it need to be adjusted)?				

ANNEX E: Indicator Performance Tracking Table Checklist in FFP ARR

To examine the completeness and quality of your IPTT, review the IPTT and answer the following questions.	Yes	No	Note further actions needed
Overall Quality of the IPTT			
1. Are all the required disaggregations in the IPTT? Is each individual-level indicator sex and age disaggregated as appropriate?			
2. Where appropriate, do the disaggregation(s) add up to the overall indicator total? Where there is disaggregate "Total with one or more …", the disaggregation does not sum up.			
3. Is the formula for complex indicator(s) with multiple data points available for review in the formula box? Is the formula correct? Indicators #8 and #16 have complex formulas.			
4. Are targets available for at least three out-years from the current FY?			
5. Do all targets match their indicator in units of measurement?			
6. Are the base values entered?			
7. There are no blanks.			
Confirming Relationship between Indicators			
8. FFP #10 and #12: Groups that apply improved organization-level technologies and management practices are a subset of the groups that are assisted with food security related organizational development assistance. Note that length and timing of assistance and timing of application may offset these numbers in a reporting year.			
9. FFP #9 and #15: The farmers in #9 are the cultivators of the hectares in #15. Check that the average farmer per hectare is reasonable by comparing it throughout the project life of award.			
10. FFP #9 and #10: Count the organization (enterprise, association, cooperative or CBO) applying an improved technology or management practice as one entity, and not as the number of employees or memberships. For example, if a farmers' association incorporates improved maize storage as a part of member services, the application is counted as one association and not multiplied by the number of farmer-members. However, if individual direct beneficiaries then use the association's maize storage service to improve the post-harvest handling of their production, they can be counted under FFP #9 (EG.3.2-17) Number of farmers and others applying improved technologies.			

ANNEX F: ARR Narrative Quality Review Checklist

To ensure that key ARR components are effectively organized, analyzed and presented in the narrative, consider the following:	Yes	No	Issue to address	Additional topic to include
Overall report organization				
1. Is the narrative organized by the components of the Results Framework (strategic objectives (SO), intermediate results (IR), and sub intermediate results (Sub IR)) **or** LogFrame (purpose, sub-purposes, intermediate outcomes, and outputs)? Emergency projects that do not have a LogFrame should organize the report by objectives and key activities.				
Reporting results				
2. Are the operational environment and enabling factors that facilitated or hindered the achievements of planned results and activities explained (environmental conditions, contextual factors including government policies, stakeholder coordination, management issues)?				
3. Are any major challenges to project implementation highlighted and explained including the quality of project services (i.e. training, other inputs), technical challenges, sub-optimal design of interventions, missing complimentary services, critical barriers that are yet to be addressed?				
4. Does the narrative describe briefly how the project will address any issue/challenge identified and the lessons learned during the FY?				
5. Does the narrative address key management issues that have impacted the project during the FY (including partnership, staff turnover, inconsistent leadership, inadequate staff training, frequent breakdown of the resource pipeline, less than optimum gender equitable staff management)?				
6. Are any deviations from the original or most-recently approved project design identified?				
7. Did your development project receive emergency funds for activities during the FY? Does the ARR narrative include a description of these emergency activities, and the implications of the emergency or shock on the development activities and results? (Not applicable for emergency programs)				
Data presentation and analysis				
8. Does the report present and interpret the analysis of the most relevant indicators for this FY (including performance trends) to tell the story?				
9. Are activities and outcomes for this FY analyzed against planned activities and output/outcome targets to demonstrate how the project performed against the targets and the project's theory of change?				

10. Does the analysis highlight important differences in results across geographic areas, sex of project participants, or other relevant sub-groups?				
11. Is there an analysis, corrective action, and explanation for the need to adjust future targets (if applicable)? Is this information included in the deviation narrative?				
Technical interventions				
12. Does the narrative describe the quality of activities, technical strategies and linkages to the level of adoption of desired behaviors or practices? (Not applicable for short term projects that do not aim to change practices or behaviors)				
13. Does the narrative include which targeted group did or did not benefit as planned from project activities during the FY and explain why?				
14. Does the narrative describe the status of the sustainability strategy including what activities were implemented during the FY to promote sustainability and how any challenges to sustainability were addressed? (May not be applicable for short term emergency programs)				
Cross-cutting				
15. Is sex disaggregation and gender analysis integrated throughout the narrative? *Refer to checklist for integrating gender.*				
16. Are other cross-cutting issues integrated in the narrative including climate change and conflict?				
References, sources and attachments				
17. Does the narrative identify sources and methods used to obtain the information reported including beneficiary/stakeholder feedback, PDM/ survey results?				
18. Are indicators referenced by IPTT # in the narrative? (applicable for development projects)				
19. Are the most relevant and useful references and attachments included in the report and uploaded to the FFPMIS?				
20. Is the process for selection of beneficiaries described? Are changes over time to the selection criteria explained? (applicable for emergency programs only)				
21. Are activities and results against planned activities and targets analyzed for project outputs, processes, or outcomes quantitatively and qualitatively (including PDM feedback mechanisms, market assessments, and final assessments)?				
Overall				
22. Does the report tell the story and help the reader understand how the project activities led to the outcomes, what the challenges were, and how the project overcame them during the FY?				

ANNEX G: Checklist on Integrating Climate and Environment in FFP ARR

To determine the key Climate and Environment issues to report on in the ARR and ensure they are effectively presented in the narrative, consider the following.	Yes	No	Issue to Explore Further or Address	Successes, Challenges, Other to Report in ARR
Changes in Climate and Environmental Risk & Impact - *have you*				
1. Reviewed climate analyses, project's IEE, and/or relevant PERSUAP or EA to recall the climate and environmental risks and opportunities identified in these analyses? Strategically addressed these risks and opportunities via incorporation into the Theory of Change, Purposes/Sub-purposes and/ or EMMP?				
2. Discussed with colleagues and stakeholders their perception of: How the project has avoided causing detrimental impacts to the natural environment (e.g., project-related deforestation)? How the project can plan to improve community resilience to environmental degradation and climate-related shocks (e.g., potable water quality and supply)? How the project can plan to rehabilitate degraded natural resources that are relevant to food security objectives (e.g., poor soil fertility)? How the project can strengthen knowledge, and change attitudes among target beneficiaries to better manage communal natural resources (e.g, eradication of invasive plants)?				
Data Presentation, Analysis & Interpretation - *have you*				
3. Indicated where targets versus actuals for climate resilience data presented in the IPTT/SAPQ differ significantly and provided possible explanations why?				
4. Interpreted the results (e.g., in livelihoods or safety nets) to ensure that short-term annual gains are not at odds with concerns of longer term sustainability discussed in the project's Environmental Mitigation and Monitoring Plan (EMMP)?				
5. Used qualitative and quantitative data to explain climate and environmental risks related to the results being described in the narrative?				
Programmatic Implications & Actions – *have you*				

6. Discussed the implications (the "so what?") of the results being reported as it relates to achieving project outcomes that do no harm to the environment?				
7. Identified where changes should be considered (e.g., during activity implementation) to make the project more environment and climate sensitive?				
8. Considered specific actions that could be taken by the project to address environmental concerns revealed by the annual monitoring results?				
In Summary – *have you*				
9. Provided a reflection/introspection on how the project is integrating environment and climate sensitivities in order to achieve project/FFP objectives (e.g., is it working, does it need to be adjusted)?				

ANNEX H: Reference Documents and Websites

Development Experience Clearinghouse (DEC). https://dec.usaid.gov/dec/home/Default.aspx

FANTA Anthropometric Indicators Measurement Guide. http://www.fantaproject.org/tools/anthropometry-guide

FANTA Months of Adequate Household Food Provisioning (MAHFP) for Measurement of Household Food Access: Indicator Guide. http://pdf.usaid.gov/pdf_docs/Pnadk899.pdf

Feed the Future Agricultural Indicators Guide. https://agrilinks.org/library/feed-the-future-ag-indicators-guide

Feed the Future Handbook of Indicator Definitions. http://feedthefuture.gov/resource/feed-future-handbook-indicator-definitions

FFPMIS Users' Guides. http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-resources

FFP Information Bulletins. http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/food-peace-information-bulletins

FFP Indicators Handbook, Part I: Indicators for Baseline and Final Evaluation Surveys. http://www.usaid.gov/sites/default/files/documents/1866/Part%20I_Baseline%20and%20Final%20Evaluation_04.13.2015.pdf

FFP Indicators Handbook, Part II: Annual Monitoring Indicators. https://www.usaid.gov/sites/default/files/documents/1866/Part%20II%20Annual%20Monitoring%20Indicators_04.13.2015.pdf

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

FFP Indicators List. https://www.usaid.gov/sites/default/files/documents/1866/FFP Indicators List Revised 04.13.2015.pdf

PEPFAR Guidance for Orphans and Vulnerable Children Programming. http://www.pepfar.gov/reports/guidance/c53568.htm

USAID's ADS 203. https://www.usaid.gov/ads/policy/200/203

USAID's ADS 205. https://www.usaid.gov/ads/policy/200/205

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

USAID Thesaurus. http://pdf.usaid.gov/pdf_docs/pnaea100.pdf

ANNEX I: List of ARR Templates

Unique and Direct Project Participants Template.
http://www.usaid.gov/documents/1866/unique-and-direct-participant-table

Technical Sectors Tracking Table. https://www.usaid.gov/documents/1866/arr-technical-sectors-tracking-table

SAPQ Indicator Templates. https://www.usaid.gov/documents/1866/sapq-indicator-template