Food Aid Quality Review Phase III: Technical Report No.1

February 2016 – March 2016

This report was produced for the United States Agency for International Development. It was prepared by Tufts University, under the terms of contract AID-OAA-C-16-00020 awarded to the Friedman School of Nutrition Science and Policy.
### Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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</thead>
<tbody>
<tr>
<td>CSB</td>
<td>Corn Soy Blend</td>
</tr>
<tr>
<td>COR</td>
<td>Contracting Officer’s Representative</td>
</tr>
<tr>
<td>FAQR</td>
<td>Food Aid Quality Review</td>
</tr>
<tr>
<td>FBF</td>
<td>Fortified Blended Food</td>
</tr>
<tr>
<td>FFP</td>
<td>Office of Food for Peace (USAID)</td>
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<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
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<tr>
<td>IRSS</td>
<td>Institut de Recherche en Sciences de la Santé</td>
</tr>
<tr>
<td>MAM</td>
<td>Moderate Acute Malnutrition</td>
</tr>
<tr>
<td>MSF</td>
<td>Médecins Sans Frontières</td>
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<tr>
<td>REFINE</td>
<td>Research Engagement on Food Interventions for Nutritional Effectiveness</td>
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<tr>
<td>UNICEF</td>
<td>United Nations Children’s Fund</td>
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<td>USAID</td>
<td>United States Agency for International Development</td>
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<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
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<tr>
<td>UN</td>
<td>United Nations</td>
</tr>
<tr>
<td>ViM</td>
<td>Victory Against Malnutrition</td>
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<tr>
<td>WFP</td>
<td>World Food Programme (United Nations)</td>
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Background Information

The United States Agency for International Development’s (USAID) Office of Food for Peace (FFP) awarded the Food Aid Quality Review Phase III contract to Tufts University’s Friedman School of Nutrition Science and Policy for the period covering February 1, 2016 to January 31, 2019. The Food Aid Quality Review (FAQR) seeks to provide USAID and its partners with actionable recommendations on ways to improve nutrition among vulnerable people for whom the direct distribution of food aid can make a significant impact. The first phases of FAQR involved reviews of nutrition science; the findings of FAQR Phase I were published as a report, Delivering Improved Nutrition: Recommendations for Changes to U.S. Food Aid Products and Programs (USAID, April 2011), which is available at http://www.foodaidquality.pbworks.com and at http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/resources/research-and-policy-papers. That led to FAQR Phase II’s focus on reformulating Fortified Blended Foods (FBFs), the inclusion of lipid-based products in FFP’s commodity list, and testing new products under field conditions. A full summary of FAQR Phase II accomplishments is highlighted in the Food Aid Quality Review Phase II Closeout Report (forthcoming, April 2016).

FAQR Phase III will conclude Phase II activities, while also responding to additional (new) FFP priorities. FAQR Phase III will focus on generating links between research on food product formulation with recommendations on cost-effective programming and policy-level action among national and multilateral institutions engaged in food assistance. Tufts will work closely with several key domestic and international collaborators, USAID, the United States Department of Agriculture (USDA), and with United Nations (UN) partners, all of which are committed to strengthening the evidence base for use of specialized food products for targeted nutrition goals.

Phase III Priority areas include:

1. Researching the effectiveness and cost effectiveness of new food products;
2. Studying improved packaging and delivery approaches to enhance logistics;
3. Organizing consultative and expert meetings synthesizing state-of-the-art evidence on food based delivery of micronutrients;
4. Defining and disseminating improved field tools for calculating the cost-effectiveness;
5. Exploring food technology innovation in processing and packaging;
6. Enhancing supply chain oversight;
7. Establishing stronger and more user-friendly quality assurance; and
8. Facilitating institutional harmonization and enhanced processes.

The framework for FAQR III focuses on: 1) Products, 2) Programming, and 3) Processes:

Products
FAQR will examine such mission-critical issues as: how food matrices affect bioavailability of nutrients and digestibility of products; the potential for thermal/non-thermal processing technologies to improve food matrices; potential roles for existing products that are rarely used today, as well as new products (which may include fortificant powders) and novel packaging technologies to improve resistance to infestation, shelf life, and efficiency of handling; dual-use products for emergency response; completion of the data collection, analysis, and reporting on field studies that assess the
effectiveness and cost-effectiveness of various newly formulated food products.

**Programming**
FAQR will focus on program cost-effectiveness of various intervention designs. This will include strategy development for pre-positioned food stocks, guidance on options for deployment of specialized products, elaboration of a strategy for responding to food needs in the initial stages of a sudden onset emergency, and dissemination of cost calculation tools. It will also generate improved technical guidance, share details on research protocols used in testing new products, finalize specification templates, and address food quality assurance monitoring. A formal assessment of FAQR’s progress during FAQR II will lead to an ‘Evidence Summit’ in FY18 to share widely and discuss all empirical findings and recommendations from the FAQR as a whole.

**Processes**
FAQR III will provide recommendations on institutional and industry processes, including the institutionalization and strengthening of interagency technical consultation processes, mechanisms to ensure greater policy and product harmonization (domestically and internationally), providing recommendations for enhanced supply chain oversight, establishing stronger and more user-friendly quality assurance feedback loops, as well as promoting food safety and quality standards that can also be applied to local and regional food procurement.

### Activities for the period February 1 – March 31, 2016

**Implementation of Phase III**
During this quarter, the following activities were undertaken.

**A. Products**

1. **Fortified Rice Accelerated Shelf Life Trials**
The FAQR team began work on the Fortified Rice Accelerated Shelf Life Trials protocol. The team communicated with USAID/FFP to determine study goals for researching the fortified rice products and to identify existing rice trials; drafted a protocol; and communicated with testing laboratories on storage and sampling methods for similar trials to inform an eventual Request for Proposal for the fortified rice accelerated shelf life trials.

2. **The Role of Dairy in Supplementary Foods**
This quarter, the Tufts FAQR team began preparing a poster titled *The role of dairy in the comparative effectiveness and cost of fortified blended foods versus ready-to-use foods in treatment*
of children with moderate acute malnutrition, for poster presentation in April at Experimental Biology 2016.

B. Programs
Overview: Phase II data analysis, poster presentation at Experimental Biology, Institutional Review Board (IRB) and final report writing for Malawi study; beneficiary enrollment, data collection and entry, data entry template revisions, porridge sample analysis and IRB in Burkina Faso study; data entry, data analysis, poster presentation, IRB and report writing for Sierra Leone study; relocation of the Four Foods Treatment Study.

I. FAQR Field Studies

a. Feasibility and Acceptability Study-Malawi

1. Manuscript submission
This quarter, the Tufts FAQR team submitted the first Malawi manuscript, Program changes are effective and cost-effective in increasing the amount of oil used in preparing corn soy blend porridge for treatment of moderate acute malnutrition in Malawi, to Maternal & Child Nutrition. This manuscript addresses the main research objective: change in Corn Soy Blend (CSB) porridge oil density.

2. Additional manuscripts
The team is in the process of drafting additional manuscripts including (1) a methodological paper to compare oil amounts estimated by the mother’s demonstration with the oil amount results from the laboratory analysis; (2) a comparison of observed versus self-reported sharing of porridge to explore mothers’ willingness to say that they share and; and (3) a validation of the Care Group Model in changing behavior/communicating CSB porridge messages.

3. IRB
The FAQR team submitted and received annual approval from the Tufts University IRB for the continuation of the Malawi research. Approval allows the FAQR team to continue to do any work associated with the Malawi research study, specifically, continued analysis, report writing, and manuscript preparation.

4. Experimental Biology 2016 Conference
This quarter, the Tufts FAQR team began preparing a poster titled A Tale of Two Measures: Self-Report and Lab-Assessed Values in Amount of Oil Added to CSB Porridge Prepared by Caregivers of Children with Moderate Acute Malnutrition in Southern Malawi, for poster presentation in April at Experimental Biology 2016.
b. Effectiveness and Cost-Effectiveness Study – Prevention of stunting and moderate acute malnutrition (MAM) - Burkina Faso

1. Beneficiary Enrollment and Follow-up
This quarter the field team continued follow-up measurements of beneficiary children. The total number of beneficiary children enrolled is 6,101. Annex 1 summarizes the follow-up information and measurements for the quarter.

2. Post-intervention Follow-up
At the end of this quarter, 662 children have exited the Victory Against Malnutrition (ViM) program. Of these, 609 children were measured in March 2016. Annex 2 summarizes the post-intervention follow-up. The team determined a post-intervention follow-up strategy for children exiting the ViM program, and began implementing this strategy. Children will be measured monthly for three consecutive months after graduating from the ViM program.

3. Surveys and Data Collection
The team continued field supervision and quality control of data collection. The field team conducted regular meetings with supervisors, in-home observers, enumerators, interviewers, and focus group facilitators. Additionally, the team trained 16 new enumerators to be focal points for mobilizing women in communities for follow-up measurements at home.

4. Data Entry
The field team continuously entered monthly data on anthropometric measurements and morbidities for each child included in the study and already in the database. The team sent out recruitment letters for two new part-time data entry professionals to assist in data entry.

5. Database Templates
The data team continued to revise the data entry templates as they became available from Institut de Recherche en Sciences de Santé (IRSS). At the end of the quarter, the remaining templates to be revised were the promoter interview and lead mother interview.

6. Water Samples
The team has collected 100 percent of water samples from completed in-depth interviews, shown in Annex 3.
7. Warehouse Visits
The field team made visits to the product warehouse to better understand the storage process and monitoring documentation involved in the storage and transport of program goods. The information will be used in estimating program costs for cost-effectiveness analysis.

8. Costing
The FAQR data team continued to review the costing matrix and to plan the cost-effectiveness analysis.

c. Effectiveness and Cost-Effectiveness Study – Treatment of MAM – Sierra Leone

The FAQR Phase II treatment study data collection in Sierra Leone was terminated in July 2014 due to the Ebola virus outbreak. FAQR Phase III is planning to implement a new treatment of MAM study in Sierra Leone. The Phase II treatment study activities are referred to in this section as ‘terminated study’.

1. Data Analysis – terminated study
This quarter, the FAQR Tufts team and the Washington University team finalized all clinic and survey data analysis for Sierra Leone research.

2. IRB – terminated study
The FAQR team submitted and received annual approval from the Tufts University IRB for the continuation of the Sierra Leone research. Continuing review approval allows the FAQR team to continue to do any work associated with the Sierra Leone research study, in this case to continue data analysis, report writing, and preparation of publications.

3. Manuscript Preparation – terminated study
The team continued revising the manuscript reporting the Sierra Leone findings. This included discussions on how to frame the manuscript and how to interpret findings pre and during the Ebola virus outbreak.

4. New Treatment Study
This quarter, the FAQR team finalized the decision to implement a treatment study in Sierra Leone. This will allow the team the opportunity to complete this research in full and conclude findings with the appropriate sample size. The team
continued with planning the treatment study, which included updating the study
design, discussing the study arms, and planning the sub-studies.

This quarter, the FAQR team continued working on the cost projection tool user manual.

C. Processes
Overview: USAID/USDA Interagency; Harmonization process; Research Engagement on Food
Innovation for Nutritional Effectiveness (REFINE)

1. USAID/USDA Interagency
The FAQR team continued to follow-up on work streams from the 11th USAID/USDA
Interagency meeting held on February 1, 2016 as part of FAQR Phase II. The team compiled
the meeting notes, and worked on a summary report of meeting outcomes that will be
disseminated next quarter.

2. Harmonization process
This quarter, the FAQR team worked with USAID to plan for the next International Inter-
Agency meeting, scheduled for May 31– June 1, 2016 with partners from USAID, the World
Food Programme (WFP), the United Nations Children’s Fund (UNICEF), and Médecins Sans
Frontières) (MSF). The team reviewed the outcomes from the last meeting, and drafted an
agenda for this upcoming meeting.

3. REFINE (Research Engagement of Food Innovation for Nutritional Effectiveness)

The FAQR team continued updating the REFINE research and publication database, and
shared updates in the REFINE resource update. During this quarter, REFINE sent out 16
tweets to Twitter followers, and received 12 retweets, 5 likes, and 17 link clicks.

The FAQR team continued working with the Tufts web development team to create a new
REFINE website to improve the website user-interface and functionality. The team also
continued drafting a landscape analysis on research gaps and a REFINE research uptake
strategy.

Meetings and Events during the period February 1 – March 31, 2016

The team continued to hold working group meetings throughout the quarter to plan FAQR
Phase III activities. Selected specific meetings included the following:

• FAQR Phase III Kick-Off Call
March 2, 2016
The Tufts FAQR team held a Phase III kick off call to provide an overview of FAQR Phase III activities and introduce all collaborators. **Annex 4** details the agenda and includes the list of collaborators.

- **FAQR Phase II Close-Out and Phase III Start-Up Conference Call**
  **March 2, 2016**
  The FAQR team held a conference call with USAID/FFP to discussed the remaining Phase II deliverables and the Phase III start-up activities. The start-up activities include the Phase III work plan, comprehensive management plan, and marking and branding guidelines. **Annex 5** details the meeting agenda.

- **FAQR Work Plan Conference Calls**
  **Ongoing**
  The FAQR team held several conference calls with USAID/FFP, FAQR team members, and FAQR research partners throughout the quarter to discuss the different Phase III work streams.

- **Treatment Study Design Conference Calls**
  **Ongoing**
  The FAQR team held several conference calls with USAID/FFP, WFP, and Washington University to discuss the treatment study design and next steps.

**Administration and Budget**

During this quarter, the following activities were undertaken.

**A. Work Plan**

The FAQR team created a template for the FAQR Phase III work plan, which includes: grouped work streams (based on FAQR Phase III proposal), sub-activities, timelines, milestones/outputs, and responsible team members. The team received work plan template approval from the Contracting Officer’s Representative (COR) and drafted the majority of sections in the work plan.

**B. Comprehensive Management Plan**

The FAQR team drafted the template for the FAQR Phase III Comprehensive Management Plan, which includes the following sections: Project Description, Comprehensive Management Plan Purpose, Project Deliverables and Milestones, Project Roles and Responsibilities, Timeline Management, Project Cost Management, and Project Communications Management. The COR approved this template.
C. Budget
The FAQR team monitored the budget and made projections based on real-time expenditures and assessments of fiscal realities. FAQR Phase III currently has obligated funding through September 30, 2016.

D. Consultant Contract and Subcontracts
The FAQR team finalized contracts for the following consultants:
- Data Manager
- Food Technologist
- Cost-Effectiveness Expert
- Report Editor
- Field Research Coordinator (Prevention Study-Burkina Faso)

The FAQR team finalized subcontracts with Northeastern University and ACDI/VOCA. The FAQR team continued to negotiate subcontracts with Global Food and Nutrition, Washington University, and Save the Children/U.S.

The FAQR team worked closely with IRSS, the local research firm in Burkina Faso, to obtain SAM.gov registration. IRSS activated their SAM.gov registration for all awards on March 31, 2016, and became eligible to become a FAQR Phase III subcontractor.

E. Staffing
The FAQR team hired a treatment study sub-study research assistant, Krista Zillmer, to conduct literature reviews that will contribute to the design of the three treatment study sub-studies. Krista is a current student in the Friedman School’s Food Policy and Applied Nutrition masters program.

The FAQR team posted two full-time positions at Tufts University: (1) Field Research Manager (Treatment Study-Sierra Leone), and (2) Cost Specialist/Data Analyst.

Plans for the coming quarter (April-May 2016)
April-May 2016 represents the second quarter of implementation for FAQR Phase III. The following activities are outlined based on the work plan.

A. Food Matrices
   a. Post position for Food Matrices Research Assistant and hire candidate
   b. Complete concept note outlining the purpose/scope, objectives, protocol, and methodology for the work stream
c. Host a meeting with Natick and animal feed stakeholders to understand ongoing work and to review the scope of the concept note

d. Begin a literature review/landscape analysis on current food matrices and gaps in data

B. Food Aid Basket

a. Post position for the Food Aid Basket Research Assistant and hire candidate

b. Complete concept notes outlining the purpose/scope, objectives, protocol, and methodology for each sub-work stream

c. Create a data collection plan, including the list of stakeholders to interview for the food basket with existing commodities

d. Begin collecting and reviewing reports on discontinued/never used products and document/compile lessons learned

e. Begin drafting case studies highlighting examples of discontinued products

f. Begin developing interview guides and collecting data to quantify use of products in the food aid basket

g. Consult with USAID and USDA on the introduction of new products, and define a process for setting up a Technical Advisory Group (TAG)

h. Create a data collection plan based on input from stakeholders on new products, technologies and formulations, and deployment

i. Begin creating a repository of all products developed that are new and obtain prototypes

j. Create a database of potential suppliers

k. Continue developing a study protocol for fortified rice accelerated shelf life trials and review with USAID/FFP

l. Issue a Request for Proposal and select testing laboratory for the fortified rice accelerated shelf life trials.

m. Begin managing trial results

C. Commodity Management Systems

a. Complete concept notes outlining the purpose/scope, objectives, protocol, and methodology for each sub-work stream

b. Consult with USAID on concept notes to gain feedback and finalize sub-activities in each sub-work stream

c. Conduct a landscape analysis of current resources available through the FFP website

d. Begin reviewing existing fact sheet templates to create a revised proposed template for fact sheets

e. Continue to update the CRG, Commodity Fact Sheets for new and modified products, and other tools for programming new or modified specialized products

f. Begin reviewing all currently used documents and processes for harmonized specifications and templates among U.S. and non-U.S agencies.

D. Food Quality and Safety in the Supply Chain

a. Post position for the Food Aid Protection Research Assistant and hire candidate
b. Complete concept notes outlining the purpose/scope, objectives, protocol, and methodology for each sub-work streams
c. Begin reviewing literature on packaging technology
d. Begin reviewing key aspects of supply chain oversight
e. Begin assisting FFP as it implements a transition from Good Manufacturing Practices and Food Safety Modernization Act principles to a Hazard Analysis and Critical Control Points approach
f. Begin planning a focused interagency harmonization session on auditing, sampling, and inspection of processing facilities
g. Begin reviewing relevant Commodity Requirements Documents to assess possible enhancements to audit process, and to develop protocols for food safety inspections under the new systems
h. Plan the supply chain oversight sub-work stream activities and timeline

E. Cost Tools
a. Post position for Cost Specialist/Data Analyst and hire candidate
b. Plan the cost-effectiveness in response to emergencies sub-work steam activities and timeline
c. Plan the cost tool sub-work steam activities and timeline

F. Field Research
a. Malawi Feasibility Study
   i. Present poster at Experimental Biology 2016
   ii. Complete all manuscripts and case studies for the Malawi feasibility study
b. Burkina Faso Prevention Study
   i. Continue quantitative and qualitative data collection
   ii. Continue data entry
   iii. Determine plan for disposition of eventual excess commodities post-intervention and research
   iv. Continue cost-effectiveness analysis
   v. Post position for French Translation Research Assistant and hire candidate
c. Sierra Leone Treatment Study
   i. Post position for treatment study Field Research Manager and hire candidate
   ii. Post position for treatment study sub-study Research Assistant and hire candidate(s)
   iii. Procure treatment study foods
   iv. Develop smaller packaging and messaging
   v. Complete the study protocol for main research and sub-studies. Develop a detailed work plan for all treatment study activities (to include: logistics, acceptability tests, ethical approval, selection of study sites, etc.)

G. Interagency and Harmonization
a. Plan and Facilitate a Harmonization Meeting in Rome from May 31-June 1. The purpose of this meeting is to review accomplishments since the April 2015 meeting; to discuss the Terms of Reference of the food aid Inter-agency working group to define the main goals, objectives, outputs, criteria for organization membership, and working rules; to discuss MNP updates from each agency; to discuss the programmatic component of food aid and nutrition delivery; and to discuss inter-agency involvement in research harmonization.

b. Plan the next steps for institutionalizing of interagency consultations activities and timeline

H. Knowledge Sharing
a. Complete the FAQR Phase II Close-Out Report and submit to USAID/FFP
b. Consult with COR to develop Summary of Accomplishments/Scorecard Report
c. Plan meeting with stakeholders to disseminate Scorecard Report
d. Plan the evidence summit sub-work stream activities and timeline
e. Continue disseminating REFINE resource updates every other month
f. Continue sending REFINE tweets
g. Complete REFINE website update
h. Complete REFINE Landscape Analysis
i. Complete REFINE Research Uptake Strategy
j. Post position for FAQR Communications Research Assistant and hire candidate(s)
k. Plan the FAQR communications sub-work stream activities and timeline

I. Administration and Budget
a. Work Plan
   i. Continue to draft remaining sections of the Work Plan via conference calls and in-person meetings with working group team members
   ii. Seek approval from the COR for updated work plan
b. Comprehensive Management Plan
   i. Finalize comprehensive management plan and submit to COR for approval
c. Consultant Contracts and Subcontracts
   i. Submit FAQR Phase III contract modification request to USAID
   ii. Finalize contracts with: food engineer consultant, neurocognitive sub-study design consultant
   iii. Finalize subcontracts with: Global Food & Nutrition, Save the Children/U.S., Washington University in St. Louis, and IRSS (upon receipt of contract modification)

### Enrollment and follow-up information, Burkina Faso FAQR, March 2016

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<th>Group</th>
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<th>Excluded for SAM* at enrollment</th>
<th>SAM* Referrals: Follow-up</th>
<th>Deaths</th>
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<td>Group 3</td>
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<td>Group 4</td>
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<td>TOTALS</td>
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*Severe Acute Malnutrition screened using mid-upper arm circumference, where < 115 mm = SAM

### Summary of follow-up measurements, Burkina Faso FAQR, February-March 2016

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<td>% measured at site</td>
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<th>Group</th>
<th>Number of children exiting ViM program</th>
<th>Number of exiting children measured</th>
<th>Number of children between follow up month 1 - month 3</th>
<th>Number of children at their last post-intervention follow-up (month 3)</th>
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<td>Group 4</td>
<td>174</td>
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### Annex 3. Cumulative porridge and water sample collection, Burkina Faso, March 2016

Cumulative porridge and water sample collection, Burkina Faso FAQR, March 2016*

<table>
<thead>
<tr>
<th>Porridge Samples</th>
<th>% porridge samples per completed interview</th>
<th>Water tests</th>
<th>% water tests per completed interview</th>
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<tr>
<td>771</td>
<td>88%</td>
<td>1372</td>
<td>100%</td>
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*Denominator excludes interviews in the RUSF branch, as no porridge collection takes place in this branch, and includes interviews conducted at the end of in-home observations.
Annex 4. FAQR Phase III Kick-Off Call Agenda

Food Aid Quality Review Phase III

Kick-Off Call Agenda

March 2, 2016

11 AM-12 PM (EST)

Please call phone # 1-866-741-6770 (US Participants), 1-210-301-7060 (International Participants) and use passcode 6006194.

Purpose: To provide an overview of FAQR Phase III activities and introduce all collaborators

➢ Welcome and FAQR Phase III Overview
  Patrick Webb, Principal Investigator
  Beatrice Rogers, Co-Principal Investigator

➢ Introductions
  Tufts Employees
  Shelley Walton, Project Manager
  Jocelyn Boiteau, Program Administrator
  Barbara Gardner, Associate Director, Tufts University Research Administration
  Irv Rosenberg, Senior Research Specialist
  Ken Chui, Biostatistician
  Ilana Cliffer, Field Research Director (Burkina Faso)
  Breanne Langlois, Data Analyst
  Lauren Wilner, Data Analyst
  Kristine Caiafa, Research Engagement on Food Innovations for Nutritional Effectiveness (REFINE) Research Assistant

  FAQR Phase III Consultants
  Steve Vosti, Costing Specialist, University of California, Davis
  Devika Suri, Data Manager, University of Wisconsin
  Quentin Johnson, Food Technologist, Quican Inc.
  Sajid Alavi, Food Engineer, Kansas State University

  FAQR Phase III Partners
  Global Food & Nutrition
  Northeastern University
  Institut de Recherche en Sciences de Sante
  ACDI/VOCA
  Save the Children US
  Washington University in St. Louis

➢ Questions
Annex 5. FAQR Phase II Close-Out and FAQR Phase III Start-up Agenda

FAQR Phase II Close-Out and FAQR Phase III Start-Up
Meeting Agenda
March 1, 2016
3 PM- 4:30 PM (EST)

Call-in: Please call phone # 1-866-741-6770 (US Participants) and use passcode 6006194.

Attendees: Judy Canahuati, Ruffo Perez, Patrick Webb, Bea Rogers, Shelley Walton, Jocelyn Boiteau

➢ Remaining Phase II Deliverables (Note: for reference, the FAQR Phase II Deliverable Checklist is attached)
  ❖ Pending USAID approval
    ▪ Malawi Report
    ▪ Salone Report
    ▪ Uses of Data Report
    ▪ Interagency Meeting Report Out (Notes, presentations and circulated materials)
      o Is this final and OK to send out to meeting participants
  ❖ Pending Submission to USAID
    ▪ Malawi Formative Report
      o Status update-In the hands of our copy editor. Plan to submit before the end of March
    ▪ Product Roll-Out Report
      o Status update-In the hands of our copy editor. Plan to submit before the end of March
    ▪ Malawi Manuscript
      o Status update-Ready for submission. Would Judy and Ruffo like read before submission?
    ▪ Cost Tool and Scenario Write-Up
      o Status update-In the hands of our copy editor. Plan to submit before the end of March
    ▪ Comprehensive Phase II Report
      o Status update-Second draft complete. Still plan to submit by the end of March 2016
    ▪ Data Sets
      o Still analyzing both the Malawi and Sierra Leone datasets. Can we clarify timeline for when these must be submitted?
  ❖ Others?
    o Judy mentioned ‘briefers’ for Malawi and Sierra Leone results.

➢ FAQR Phase III
Work Plan

- Would like to discuss format and components to include in work plan. Can share the template we have created.
- **Award pg. 30** “FAQR III programs will be guided by the SOW response, which will provide an overall project ‘map’ that indicates broad activities, expected outcomes, annual milestones, and budget along the four year timeline. Annual work plans (AWP) are developed yearly and include proposed activities for the given year, time-frame, implementation of activities, an itemized and detailed budget, review of the previous year’s accomplishments (if applicable), problems and challenges encountered in achieving specified results, proposed annual outputs, and progress towards achieving results. The AWPs must also describe a plan and timeline. The AWPs will be developed by the Contractor in cooperation with FFP, project staff, sub-contractors and selected stakeholders such as USDA and WFP.”

Comprehensive Management Plan

- Would like to discuss format and components to include in plan and how does this differ from work plan
- **Award pg. 27** “The Comprehensive Management Plan (CMP) will guide key project activities, and the associated specific deliverables. This plan must be developed by the Contractor, reviewed, and approved by the Contracting Officer’s Representative (COR). The plan will be finalized no later than 90 days after the contract award date. The final CMP will be incorporated into the contract by reference. The CMP must take into account the requirements for reporting: the selection of activities and deliverables consistent with Contractor’s annual work plan. The Contractor may suggest relevant activities and deliverables to achieve progress and report on the outcomes of the project, taking into account the FAQR recommendations. However, the COR will make final selection of activities and deliverables upon the review and approval of the CMP”.

Marking and Branding

- Do we need to adjust the existing banners and flipbooks used in Burkina Faso? They currently have ACDI/VOCA, SAVE, SNV, and USAID logos as per their DFAP.