USAID
FROM THE AMERICAN PEOPLE

# SURVEYS FOR MONITORING IN RESILIENCE AND FOOD SECURITY (SMRFS)

# Monitoring, Evaluation, and Learning Plan

Submission Date: November 8, 2021
Resubmission Date: February 10, 2022

Task Order Number: 7200AA21M00009
Activity Start Date and End Date: August 9, 2021, to August 8, 2026
COR: Lindsey Anna

Submitted by:

**ICF Incorporated, LLC**
530 Gaither Road
Rockville, MD 20850

This document was produced for review by the Bureau for Resilience and Food Security, United States Agency for International Development.

# TABLE OF CONTENTS

List of Abbreviations ..... ii
1. Introduction ..... 1
    1.1 SMRFS PROJECT FRAMEWORKS ..... 1
2. Performance Management Plan ..... 3
    2.1 Performance Monitoring ..... 3
        2.1.1 Tool Design ..... 3
        2.1.2 Data Collection ..... 4
        2.1.3 Data Review ..... 4
        2.1.4 Data Management ..... 5
        2.1.5 Data Analysis ..... 5
        2.1.6 Data Application ..... 5
    2.2 Context Monitoring ..... 5
3. Beneficiary Feedback Plan ..... 6
4. Evaluation Plan ..... 6
    4.1 Internal Evaluation Plan ..... 6
    4.2 Plans for Collaborating with External Evaluators ..... 6
5. Collaborating, Learning, and Adapting Approach ..... 6
    5.1 After Action Reviews ..... 6
    5.2 Pause and Reflect ..... 7
    5.3 Pivot Log ..... 7
6. Resources ..... 7
7. Roles and Responsibilities ..... 7
8. Schedule of Activity MEL Plan Tasks ..... 8
9. Schedule of Activity MEL Plan Deliverables to USAID ..... 9
10. Change Log for MEL Plan Revisions ..... 9
Annex 1: Indicator Summary Table ..... 10
Annex 2: Performance Indicator Reference Sheets ..... 12

## List of Abbreviations

| | |
|---|---|
| AAR | After Action Review |
| BHA | Bureau for Humanitarian Assistance |
| CAT | Capacity Assessment Tool |
| CLA | collaborating, learning, and adapting |
| DMP | Data Management Plan |
| DQA | data quality assessment |
| MEL | monitoring, evaluation, and learning |
| PBS | population-based survey |
| PII | personally identifiable information |
| PIRS | performance indicator reference sheet |
| RFS | Bureau for Resilience and Food Security |
| SMRFS | Surveys for Monitoring in Resilience and Food Security |
| SOP | standard operating procedure |
| USAID | United States Agency for International Development |
| ZOI | Zone of Influence |

# MONITORING, EVALUATION AND LEARNING PLAN

## I. Introduction

ICF presents this Monitoring, Evaluation, and Learning (MEL) Plan in support of the United States Agency for International Development's (USAID) Bureau for Resilience and Food Security (RFS) five-year Surveys for Monitoring in Resilience and Food Security (SMRFS) task order, from August 2021 to August 2026. The goal of the SMRFS project is to improve the quality and use of population-based survey (PBS) data to inform strategic and programmatic decision making in Feed the Future target, resilience focus, and Bureau for Humanitarian Assistance (BHA)-funded Resilience Food Security Activity countries.

SMRFS work can be understood in two parts. Survey Activities (Part A) will support the design and implementation of PBS data collection, analysis, and reporting while a series of Support Activities (Part B) will enhance the methodological, technical, capacity strengthening, and communication products available to internal and external users of the PBS data.

The purpose of the MEL Plan is to define performance indicators and benchmarks to track progress against high-level objectives and goals of the award, specify data sources, data collection and quality assurance methods, and present the timeline for data collection and analysis, and processes for using data to improve performance. Consequently, the MEL Plan ensures accountability in meeting targets, contributes explanatory data about why the SMRFS project has or has not met targets, enables adaptive management by providing evidence to improve implementation, and provides the information base with which to tell the SMRFS story.

This MEL Plan presents a conceptual framework and results chain showing how project activities contribute to anticipated outcomes and impact (Section 1); a performance monitoring plan describing how the project will collect, analyze, and manage data across selected indicators to track progress across the SMRFS results chain(Section 2); a Beneficiary Feedback Plan (Section 3); the evaluation plan (Section 4); the approach to collaborating, learning, and adapting (CLA) and how adaptive management changes will be documented (Section 5); allocated resources for MEL implementation (Section 6); roles and responsibilities for implementing the MEL Plan (Section 7); a summary of key MEL tasks (Section 8); a list of MEL deliverables (Section 9); and a change log to document significant changes as the MEL Plan is updated.

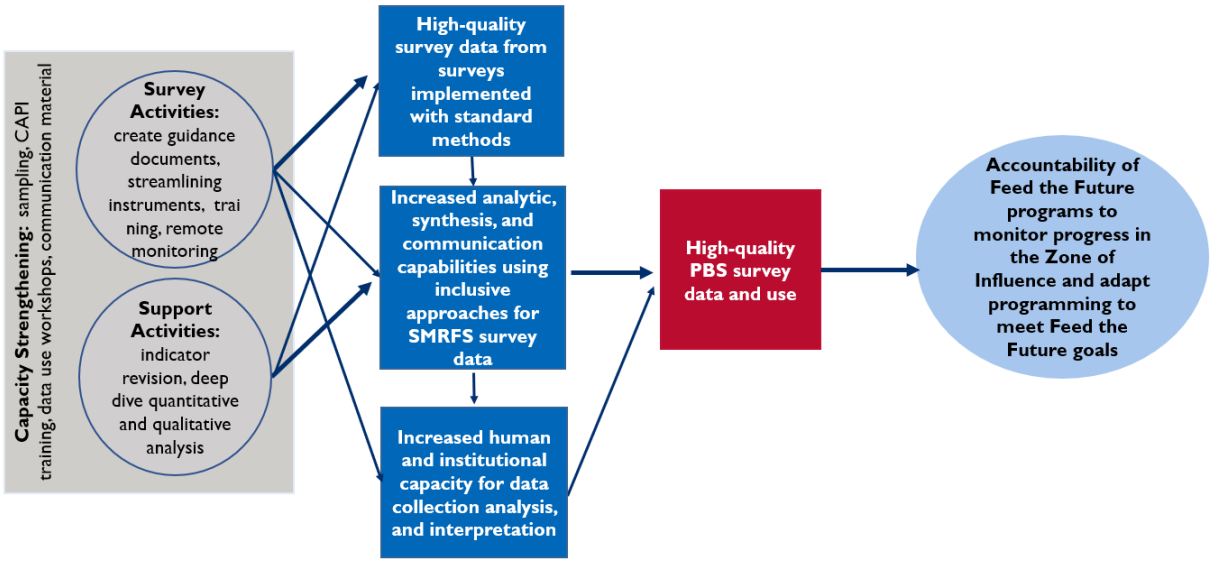
The MEL Plan covers the five-year life of project but is designed to be a living document that will be updated annually. The team will update the MEL Plan each year following work planning, according to changes in implementation and reflection on the best approaches to MEL. All substantial changes will be documented in the Pivot Log (Section 5.3) and submitted to USAID for approval.

### 1.1 SMRFS PROJECT FRAMEWORKS

To ensure that the project interventions are based on logical connections and pathways, the SMRFS team created a high-level conceptual framework (see Figure 1) and a results chain (see Figure 2).

The conceptual framework depicts the implicit relationships between SMRFS activities and higher-level objectives and goal.

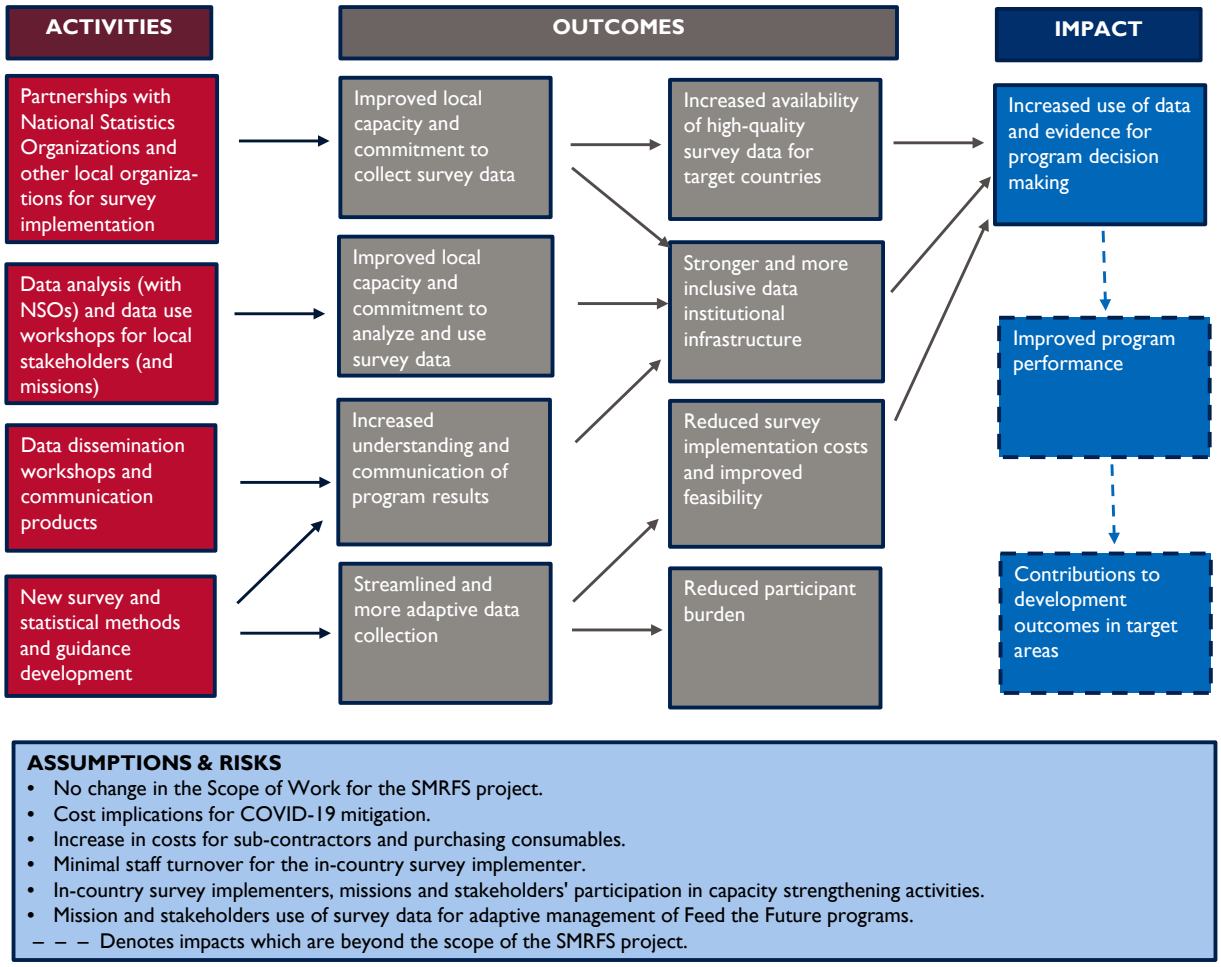
**Figure 1. SMRFS Conceptual Framework**




Similarly, the results chain outlines how SMRFS activities contribute to outcomes that lead to impacts. The red boxes represent project activities which are expected to lead to the outcomes shown in grey. Each of the arrows indicates a causal relationship which can be tested and refined through CLA (for details, see Section 5). Certain risks exist in implementation, so the visual also presents the assumptions that provide the basis for smooth implementation.

When anticipated results/outcomes are not realized, the team will use an annual pause and reflect session (described in Section 5) to discuss causal pathways and strategize about what needs to be adjusted about the approach to meet the corresponding objective going forward. Indicators have been selected to reflect multiple points across the framework to enable the team to identify the cause of any failure to meet anticipated outcomes or impact.

**Figure 2. SMRFS Results Chain**




# 2. Performance Management Plan

## 2.1 Performance Monitoring

SMRFS will use performance monitoring indicators to track progress in meeting the goal and objectives of the award. Performance indicators have been intentionally selected to reflect various output and outcome-level results across the SMRFS Results Chain (see Figure 2), which include 18 custom indicators and 1 standard indicator. Annex 1 provides a summary of the indicators, including the indicator, level, frequency, disaggregates, baseline values, and targets. Individual performance indicator reference sheets (PIRS) are provided in Annex 2. The PIRS detail the definition, data source, and other indicator parameters.

### 2.1.1 Tool Design

Following best practices provided in USAID's Digital Strategy, SMRFS will use digital data collection to collect performance monitoring indicator data. Data requisition will be done with mobile forms prepared on the Microsoft Forms platform, which enables data to be submitted with a smartphone or

tablet when in the field, or from a laptop when back in the office. Data collection tools will be designed to mirror the requirements and language used in the PIRS. The Senior Capacity Strengthening Advisor and MEL Specialist will design tailored capacity assessment tools to conduct initial and follow-up assessments of partners, in accordance with the SMRFS Capacity Strengthening Strategy.

### 2.1.2 Data Collection

To support systematic data collection of quantitative data, and thus ensure the reliability of data reported to USAID, each indicator will have a PIRS as well as standard operating procedures (SOPs). The SOPs detail the specific processes and steps for collecting, submitting, and analyzing data for team members to follow, clearly laid out by who should do what step and when. Data will be collected by the ICF Country Leads, MEL Specialist, Senior Capacity Strengthening Advisor, and Communications Advisor. The MEL Specialist will provide training on the specific parameters for each indicator as well as roles and responsibilities for each person. SOPs mirroring this training will be provided to all parties involved in data collection, and one-on-one follow-up support will be provided as needed. The PIRS provide detail on disaggregates, data sources, person(s) responsible for data collection, and known data quality limitations. To ensure timeliness, data will be collected by Country Leads as they become available, with all data due within 10 business days after the end of the second quarter and the end of the fiscal year for inclusion in the semi-annual and annual reports. With the exception of capacity building assessments, the nature of the indicators identified in the Summary Table in Annex 1 do not require a baseline assessment or survey. Initial capacity assessments will be done on a rolling basis as we begin work with new stakeholders who will receive capacity strengthening support.

Qualitative data will be used for CLA (see Section 5) as well as to confirm and explain quantitative data. Qualitative data will be compiled through observation, team discussions, and dialogue with beneficiaries. This will take place both in planned and iterative processes described in Section 5 but may also take place through spontaneous discussions and other engagements. Best methods and individuals who should participate in discussions will be determined for each CLA activity. This may include any stakeholders or partners, but the SMRFS team will work to gather and include feedback from a diverse group of individuals from all stakeholder groups. Qualitative data will be reported through narratives in the report explaining the indicator results, as well as through CLA results, such as best practices and lessons learned which the team will incorporate into future planning.

### 2.1.3 Data Review

As data are submitted, the MEL Specialist will review all incoming submissions for completion, accuracy, and validity. Data must be submitted with supporting documentation, which will be used for verification. The MEL Specialist will use questions specific to each indicator to check submissions against USAID's data quality standards, and if submissions are incomplete, or data do not meet validity, reliability, or precision standards, the submission will be returned to the provider with a request for an updated submission, detailing the specific issue. Recurrent issues will be addressed with additional training or updated tools or SOPs, as relevant.

In preparation for annual reporting and data entry into the Development Information System, the MEL Specialist will perform an additional review of aggregate results prior to reporting to ensure that documentation is in place and results have been calculated according to the SOPs.

Internal data quality assessments (DQAs) will be performed in Year 1 and Year 4. The MEL Specialist will meet with key staff to identify priority indicators and discuss data to focus on during the DQA. The MEL Specialist will use the USAID DQA checklist and perform the assessment with a review of tools

and SOPs, a comparison of data to documentation, and an interview with relevant technical staff or partners.

#### 2.1.4 Data Management

SMRFS has two main data streams: survey data and performance monitoring data. This MEL Plan details how the team will manage performance monitoring data, and the DMP details how SMRFS will manage PBS and other survey data. The DMP includes a description of each dataset, guidance on data privacy and use descriptions, a description of the processing of personally identifiable information (PII), and a plan for submission to the Data Development Library. The DMP will be updated with specific datasets and corresponding protocols for each country.

Performance monitoring data submitted, along with their supporting documentation, will be kept in the Microsoft Forms database. Indicators on training and capacity building may require collection of PII. Careful management of monitoring data, especially PII, is a central value to MEL. Following *Considerations for Using Data Responsibly,*[1] SMRFS will not collect PII unless necessary, and all PII will be maintained on secure platforms. Data will be maintained in their original form and platform wherever possible. Staff are discouraged from emailing monitoring data, and all monitoring data will be maintained in the Microsoft Forms database. Summary performance indicator results will be aggregated in an Excel file, which will be maintained on Microsoft Teams. Staff access to raw data, inclusive of PII, and aggregate data will be limited, and those who are provided access can be designated as "viewer" access or "editing" access. Performance results will be available for all staff through the database.

#### 2.1.5 Data Analysis

Performance indicator results are calculated using basic descriptive statistics. The calculation formula will be documented in each indicator's SOPs, with specific steps to calculate the results. In addition, the MEL Specialist will analyze reported data and prescribed disaggregates to identify any successes, gaps, or trends that can be used for learning discussions and reporting.

#### 2.1.6 Data Application

Indicator results will be used in a variety of ways. First, data are reported in the semi-annual and annual reports (according to the frequency identified in Annex I). This ensures timely reflection on whether the team is on course to meet the targets. Data can demonstrate the SMRFS project's successes and challenges and provide critical details for understanding SMRFS performance. Second, data will be used for discussions on the conceptual framework and identifying where implementation approaches may need to shift. These adaptive management discussions will identify why the SMRFS project is not meeting targets and provide information to maximize results. Data will be submitted to the Development Information System in accordance with requirements.

### 2.2 Context Monitoring

SMRFS does not anticipate conducting any context monitoring at this time as part of its performance monitoring approach for the award. However, survey data will provide context monitoring across a set of specified indicators, as delineated in each survey SOW. If needs arise during implementation to incorporate context monitoring into the performance monitoring approach for the award, the team will discuss them and revise the MEL Plan accordingly.

[1] https://www.usaid.gov/responsibledata

# 3. Beneficiary Feedback Plan

For SMRFS activities, USAID/RFS, USAID Missions, USAID implementing partners, in-country survey implementers, and other in-country survey stakeholders (eg. government ministries) will be considered beneficiaries. SMRFS will solicit feedback on SMRFS activities and performance through interviews with stakeholders in each country where a survey takes place, with a specific request that they provide input from a diverse group of individuals, including women and youth when possible.

# 4. Evaluation Plan

## 4.1 Internal Evaluation Plan

An internal evaluation is not anticipated at this time. SMRFS activities will be monitored and evaluated through the Activity MEL Plan. As needs evolve over the course of implementation, if an internal evaluation is needed, the team will update the MEL Plan accordingly.

## 4.2 Plans for Collaborating with External Evaluators

SMRFS will support all external evaluators contracted by USAID. The team will be available to provide access to documentation and answer questions from the evaluator.

# 5. Collaborating, Learning, and Adapting Approach

The SMRFS project will employ CLA to ensure that the team identifies best practices and gaps in performance and proactively changes course where needed. The team will conduct rapid, lower-level adaptive management discussions called After Action Reviews (AARs) (see Section 5.1) to discuss the success of specific activities, as well as a more formal pause and reflect session (see Section 5.2) to discuss the success at the project level once a year. This regular culture of formal and informal learning will act as a feedback loop to inform future actions.

## 5.1 After Action Reviews

Certain key interventions will be followed by a brief AAR in which the MEL Specialist and other SMRFS staff at ICF involved in the intervention will discuss tailored questions to ensure that the activity worked as intended and that there were no unintended negative consequences.

AARs for survey activities will be held as an internal learning tool after training and data collection and dissemination and further analysis. Illustrative questions for AARs focused on survey activities could include:

- What went well during training and data collection? What challenges arose?
- What can be done differently to address and/or mitigate challenges?
- Are standardized tools and guidance meeting the needs of survey design, prep, and data collection? In what ways have they needed to be revised or tailored?

AARs will also be used to review capacity strengthening interventions. Illustrative questions for AARs focused on capacity strengthening could include:

- Was the capacity strengthening support well-received? What was the most challenging aspect of providing capacity strengthening support?

- Were there any unintended results of capacity strengthening support that we did not expect?
- What adaptations should be made to our capacity strengthening approach going forward?

As other SMRFS activities take place, the team will discuss whether other AARs are relevant, and if so, the MEL Specialist will designate questions for the team's discussion in advance.

### 5.2 Pause and Reflect

The SMRFS team will incorporate strategic collaboration, intentional learning, and proactive adapting through an annual pause and reflect session, with results feeding into the following year's work plan so that lessons learned are applied to the following period. For this session, the MEL Specialist will compile performance results and gather qualitative input and feedback from USAID Missions, in-country survey implementers, and other stakeholders. Together, the ICF team will review the SMRFS results chain to discuss whether it is holding true and discuss what has been successful and what has not been successful, and work to understand why. Any knowledge gaps will be recorded, and the MEL team will build in a plan to address the knowledge gaps over the following year.

Learning questions will focus on key SMRFS priorities, including but not limited to the following:

- To what extent is our support increasing capacity of stakeholders at all levels?
- To what extent do we have evidence that survey data are being used?
- What types of support seem most effective at increasing use of data?
- What should we do differently to ensure stakeholders are using the data?

If opportunities for adaptation are identified during the pause and reflect session, the team will discuss alternative approaches, including potential gains and risks. Any changes will be incorporated into the annual work plan, and outcomes from the pause and reflect session documented in the SMRFS annual report.

### Pivot Log

| Date | Adaptive Management Change | Rationale/Discussion |
|---|---|---|
| | | |
| | | |

## 6. Resources

Budget allocations for MEL are included in the annual work plan.

## 7. Roles and Responsibilities

A strong MEL system with high-quality data requires the participation of numerous parties. Table 1 outlines roles and responsibilities for various members of ICF staff and partners.

**Table 1. Roles and Responsibilities**

| SMRFS Staff | Role |
|---|---|
| Chief of Party/Project Director | • Review and approve MEL Plan for submission to USAID<br>• Provide general oversite to ensure adherence to MEL Plan |

| SMRFS Staff | Role |
|---|---|
| | • Discuss data quarterly with the MEL Specialist |
| MEL Specialist | • Prepare data collection tools and related SOPs<br>• Provide training and ongoing support to technical staff and partners to ensure that data are collected according to PIRS and data quality standards<br>• Review indicator data on an ongoing basis<br>• Review indicator data quarterly for accuracy<br>• Review MEL data and discuss with Chief of Party quarterly<br>• Improve MEL data collection, analysis, and use based on feedback<br>• Prepare annual MEL report<br>• Work with relevant staff to prepare and lead learning activities<br>• Incorporate lessons learned and improvements into knowledge management/MEL/CLA activities |
| Deputy Director for Survey Operations | • Provide oversight of indicator data on an ongoing basis<br>• Collect and review indicator data on an ongoing basis<br>• Review indicator data quarterly for accuracy<br>• Spot-check indicator data annually for accuracy<br>• Incorporate lessons learned and improvements into knowledge management/MEL/CLA activities<br>• Suggest improvements to data collection |
| Country Leads | • Collect and review indicator data on an ongoing basis<br>• Review indicator data quarterly for accuracy |
| Senior Capacity Strengthening Advisor | • Prepare capacity assessment tools, SOPs, and analysis plan<br>• Review Capacity Assessment Tool data on an ongoing basis<br>• Perform analysis for trends and performance results<br>• Reflect on performance during activities and suggest improvements and solutions |
| Communications Advisor | • Collect and review indicator data on an ongoing basis<br>• Review indicator data quarterly for accuracy<br>• Reflect on performance during activities and suggest improvements and solutions |
| Data Processing Chief | • Maintain the Survey Status Tracker Dashboard and ensure that indicators tracked on the dashboard are updated on an ongoing basis |
| **External Parties** | **Role** |
| USAID RFS | • Review MEL data annually and provide feedback<br>• Discuss lessons learned and possible solutions as applicable to improve activities |
| Survey implementing partners | • Participate in SMRFS project activities<br>• Provide feedback on SMRFS project activities |

Due to the many actors involved in this space, integration with other partners will be an essential component of implementation. ICF anticipates collaborating with internal and external partners, including, but not limited to, the following: Resilience Evaluation and Analysis for Learning Activity; Knowledge, Data, Learning, and Training Activity; World Bank; ADVISE Activity; USAID Missions; Ministries of Agriculture; country-specific RFS implementing partners; and interagency partners (Peace Corps, Center for Water, Center for Resilience, Center for Nutrition). SMRFS will include relevant actors in each year's learning activities (see Section 5). See the Year 1 work plan for details on their technical involvement. Specific areas of collaboration related to MEL are detailed throughout this MEL Plan, most notably in the PIRS.

## 8. Schedule of Activity MEL Plan Tasks

Table 2 outlines recurring tasks related to monitoring, evaluation, CLA, and other planned learning efforts during the activity and the individuals who are responsible for them.

**Table 2. Schedule of Recurring Tasks**

| Tasks | Frequency | Responsible Person or Team |
|---|---|---|
| Compilation of data for semi-annual report | Six months into every program year | MEL Specialist |
| Review of aggregate data | Annually | MEL Specialist |
| Compilation of data for annual report | At the end of every program year | MEL Specialist |
| Development Information System submissions | Annually | MEL Specialist |
| Internal DQA | Year 1, Year 4 | MEL Specialist |

Routine meetings to discuss results will not be planned, because USAID will have access to up-to-date results on key indicators through the survey status tracker dashboard; however, the SMRFS team will be available for discussions should USAID request a meeting.

## 9. Schedule of Activity MEL Plan Deliverables to USAID

Table 3 outlines the key MEL deliverables that will be provided to USAID.

**Table 3. Schedule of Activity MEL Plan Deliverables to USAID**

| Deliverable | Frequency | Mode of Transmission to USAID | Description of Content |
|---|---|---|---|
| MEL Plan | Annually | Email | MEL Plan or revised MEL Plan |
| Data Development Library submissions | As outlined in DMP | Data Development Library portal | As described in DMP |
| Submissions to the Development Information System (DIS) | Annually | Direct data entry into DIS | Indicator results and performance narratives |
| Semi-annual updates for performance indicators | Semi-annually | Email, included in semi-annual report | Performance indicator results for all indicators |
| Annual updates for performance indicators | Annually | Email, included in annual report | Performance indicator results for annual indicators, lessons learned from pause and reflect session |

## 10. Change Log for MEL Plan Revisions

This is the first MEL Plan, so no changes have been made to date. As the MEL Plan is revised each year, Table 4 will document key changes that are made, along with the reason they were made.

**Table 4. Change Log**

| Date | Description of Change | Rationale |
|---|---|---|
| | | |
| | | |

## Annex 1: Indicator Summary Table

This table summarizes the performance indicators which will be monitored under the Surveys for Monitoring in Resilience and Food Security (SMRFS) project, presented under the relevant project objective. Full details will be made available for each indicator in the respective performance indicator reference sheet (see Annex 2). All annual targets are discrete for the fiscal year of the project.

| | Indicator | Indicator Type | Reporting Frequency | Baseline | Target | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| **Goal: Improve the quality and use of population-based survey data to inform strategic and programmatic decision making in Feed the Future target, resilience focus, and Bureau for Humanitarian Assistance Resilience Food Security Activity countries** | | | | | | | | | |
| 1 | Percent of stakeholders who report satisfaction with the quality and utility of population-based survey data | Outcome | Annually | N/A | N/A | TBD | TBD | TBD | TBD |
| **PART A: Survey Activities—Support the design and implementation of PBS data collection, analysis, and reporting [COUNTRY-LEVEL]** | | | | | | | | | |
| **1.1 Design and implement PBS data collection and analysis** | | | | | | | | | |
| 2 | Number of SOWs received | Output | Semi-annually | 0 | 8 | 10 | 8 | 4 | 0 |
| 3 | Number of surveys completed through fieldwork | Output | Annually | 0 | 0 | 6 | 7 | 8 | 4 |
| 4 | Number of surveys with response rates at or above expected levels | Outcome | Annually | 0 | 0 | 6 | 7 | 8 | 4 |
| **1.2 Report and disseminate survey results** | | | | | | | | | |
| 5 | Number of survey reports and products delivered | Output | Annually | 0 | 2 | 4 | 4 | 4 | 4 |
| 6 | Number of survey reports and products disseminated | Output | Annually | 0 | 0 | 6 | 7 | 8 | 4 |
| 7 | Number of surveys with public access datasets submitted to the DDL | Output | Annually | 0 | 0 | 6 | 7 | 8 | 4 |
| **1.3 Strengthen capacity** | | | | | | | | | |
| 8 | Number of individuals participating in U.S. Government food security programs (EG 3-2) | Output | Annually | 0 | 18 | 21 | 24 | 15 | 0 |
| 9 | Number of people trained who demonstrate increased capacity[2] | Outcome | Semi-annually | 0 | TBD | TBD | TBD | TBD | TBD |
| 10 | Number of stakeholders with completed initial Capacity Assessment Tools | Output | Annually | 0 | 18 | 21 | 24 | 15 | 0 |
| 11 | Number of stakeholders with completed follow-up Capacity Assessment Tools | Output | Annually | 0 | 0 | 18 | 21 | 24 | 15 |
| 12 | Number of survey organizations with improved capacity in at least two technical areas | Outcome | Annually | 0 | 0 | 0 | 6 | 15 | 4 |
| **PART B: Support Activities—Enhance the methodological, technical, capacity building, and communication products available to internal and external users of PBS data [GLOBAL-LEVEL]** | | | | | | | | | |

[2] This indicator reports in-country participants as well as global participants.

| | Indicator | Indicator Type | Reporting Frequency | Baseline | Target | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| **2.1 Provide methodological support/products to improve the collection, analysis, and use of PBS data** | | | | | | | | | |
| 13 | Number of analytical products delivered | Output | Annually | 0 | 0 | 2 | 2 | 2 | 2 |
| 14 | Number of methodological or guidance documents and products delivered | Output | Annually | 0 | 5 | 4 | 4 | 4 | 3 |
| **2.2 Provide technical support to improve the collection, analysis, and use of these data** | | | | | | | | | |
| 15 | Number of people using the SMRFS Survey Status Tracker Dashboard | Outcome | Semi-annually | 0 | 10 | 50 | 60 | 30 | 10 |
| 16 | Number of registered users on SMRFS GitHub page | Outcome | Annually | 0 | TBD | TBD | TBD | TBD | TBD |
| **2.3 Provide capacity building support** | | | | | | | | | |
| 17 | Number of data use, data utilization, data visualization curricula modules and tools developed | Output | Semi-annually | 0 | 1 | 2 | 2 | 2 | 2 |
| 18 | Number of registrations for SMRFS Academy courses | Outcome | Semi-annually | 0 | TBD | TBD | TBD | TBD | TBD |
| 19 | Number of courses developed for the SMRFS Academy | Output | Semi-annually | 0 | 0 | 2 | 2 | TBD | TBD |

## Annex 2: Performance Indicator Reference Sheets

*Indicator 1*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Percent of stakeholders who report satisfaction with quality and utility of population-based survey data |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** The proportion of people interviewed who report some level of satisfaction with use of population-based survey data. "Satisfaction" is determined by responses that indicate either "satisfied" or "highly satisfied."<br><br>Stakeholders include any groups listed on the country's statement of work, such as but not limited to the USAID Mission, Bureau for Resilience and Food Security, local ministries, etc. |
| **Unit:** Percentage |
| **Data Type:** Outcome |
| **Disaggregated by:** Type of stakeholder (USAID Mission, survey implementing partner, local stakeholder) |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Questionnaire completed by stakeholders |
| **Method of Data Collection and Construction:** The MEL Specialist will send the survey to stakeholders 3 months, 6 months, and 9 months after the respective support/intervention to determine if they are satisfied with the quality and utility of population-based survey data collected. The MEL Specialist will calculate the percent of respondents who report satisfaction.<br><br>**Numerator:** Total number of people surveyed who said they are satisfied or highly satisfied<br>**Denominator:** Total number of people surveyed who provide a response to the satisfaction question |
| **Reporting Frequency:** Annually |

| TARGETS AND BASELINE |
| --- |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** Satisfaction is subjective and may not be an accurate measure of quality and utility. |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 2*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of SOWs received |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** Number of scopes of work (SOWs) received for Survey and Support Activities from the Contracting Officer Representative (COR). |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Communications from the COR |
| **Method of Data Collection and Construction:** Project Director will report each SOW. The MEL Specialist will conduct a direct count of all SOWs received during the period. |
| **Reporting Frequency:** Semi-annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |

| CHANGES TO INDICATOR |
| --- |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 3*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of surveys completed through fieldwork |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** The number of surveys that have completed the fieldwork phase, which is indicated in the field check tables which show that all households are completed. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** Survey type (Feed the Future phase two ZOI Baseline Surveys, Feed the Future phase two ZOI Midline Surveys, Feed the Future phase two ZOI Midline + Resilience Focus Zone Surveys (RFZ), and RFZ + Bureau for Humanitarian Assistance Resilience Food Security Activity Surveys), Recurrent Monitoring Surveys (RMS)), survey implementing partner type (government/non-government) |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Survey Status Tracker Dashboard |
| **Method of Data Collection and Construction:** The Senior Sampling Statistician will confirm that all households are completed by reporting the figures shown on the Survey Status Tracker Dashboard. The figure used is the direct count of households. |
| **Reporting Frequency:** Annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |

| |
|---|
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 4*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of surveys completed with response rates at or above expected levels |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** The response rate is the number of households who completed the survey out of all sampled households found to be occupied, expressed as a percentage.' Households do not need to respond to all modules.<br><br>"Expected level" refers to the target response rate, which is 95% for all countries. |
| **Unit:** Number |
| **Data Type:** Outcome |
| **Disaggregated by:** Survey type (baseline, midline, endline) |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Raw data of households completed, sample frame of target number of households |
| **Method of Data Collection and Construction:** At the end of fieldwork, the Senior Sampling Statistician will confirm the response rate which is displayed in the Field Check Tables on the Dashboard. If the survey achieved the response rate of 95% or greater, the survey will be counted. If the number of households completed out of all sampled households does not reach 95%, the survey will not be counted. |
| **Reporting Frequency:** Annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |

| |
|---|
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 5*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of survey reports and products delivered |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** This indicator counts all survey-related reports and products that communicate or present the final results of a survey. Survey reports notably include the final survey report. Survey products include key finding reports, fact sheets, presentations, workshops, social media toolkits, infographics, or other products related to presenting final survey results.<br><br>Only final versions that have been submitted to USAID may be counted for this indicator. Products that are delivered in multiple languages may be counted once per language. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Copy of report or product |
| **Method of Data Collection and Construction:** Communication Advisor will compile details about each report or product. The MEL Specialist will conduct a direct count of each report or product. |
| **Reporting Frequency:** Annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |

| |
|---|
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 6*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of survey reports and products disseminated |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** This indicator counts all survey-related reports and products that communicate or present the final results of a survey. Survey reports notably include the final survey report. Survey products may include key finding reports, fact sheets, presentations, workshops, social media toolkits, infographics, or other products related to presenting final survey results.<br><br>Only items that have been approved by USAID may be disseminated. Communication products may be delivered through any of the dissemination channels outlined in the Communication Strategy, including but not limited to Agrilinks website and social media channels, Feed the Future website and social media channels, SMRFS academy, GitHub, and USAID's Development Experience Clearinghouse (DEC) (https://dec.usaid.gov/dec/home/Default.aspx). Once the report is available to the public, the document may be counted.<br><br>If the same product is disseminated through multiple channels, it may only be counted once. Products that are disseminated in multiple languages may be counted once per language. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Links to location where report or product has been made public |
| **Method of Data Collection and Construction:** The Communication Advisor will compile data for all documents disseminated. The MEL Specialist will perform a direct count of reports and products. |
| **Reporting Frequency:** Annually |

| TARGETS AND BASELINE |
| --- |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 7*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of surveys with public access datasets submitted to the DDL |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** This indicator counts surveys which have completed the delivery phase and have been submitted to the Development Data Library (DDL). A dataset is considered submitted when entered into the DDL system and submitted or sent for review by the Data Services Team. Due to the rigorous review process by the Data Services Team which can take several months, the survey dataset does not need to be publicly available on the DDL prior to being counted for this indicator. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** Survey type (baseline, midline, endline, etc.) |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** DDL dataset ID |
| **Method of Data Collection and Construction:** Country Leads will provide the dataset to the Data Processing Chief who will review, format, and submit the data to the DDL. The Data Processing Chief will record the dataset ID for all surveys which have been submitted. The MEL Specialist will perform a direct count of all datasets submitted. |
| **Reporting Frequency:** Annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |

| |
|---|
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 8*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of individuals participating in U.S. Government food security programs (EG 3-2) |
| **Is This a Performance Plan and Report Indicator? No _____ Yes _X____ for Reporting Years 2021-2025** |
| **DESCRIPTION** |
| **Precise Definition:** This indicator is designed to capture the breadth of our food security work. This indicator counts participants of Feed the Future-funded programs, including those we reach directly, those reached as part of a deliberate service strategy, and those participating in the markets we strengthen. For the purposes of SMRFS, this indicator counts the following:<br><br>• People in civil society organizations and government whose skills and capacity have been strengthened by projects or project-supported actors<br><br>For SMRFS, relevant individuals include those involved with a survey at the country level, such as survey implementing partners, Mission staff, and other stakeholders.<br><br>This includes participation in trainings, workshops, or capacity strengthening curricula. People cannot be counted twice if they attend multiple trainings or workshops. SMRFS staff will not be counted.<br><br>An individual is a participant if they come into direct contact with the set of interventions (goods or services) provided or facilitated by the activity. The intervention needs to be significant, meaning that if the individual is merely contacted or touched by an activity through brief attendance at a meeting or gathering, they should not be counted as a participant. An intervention is significant if one can reasonably expect, and hold operating units and implementors responsible for achieving progress toward, changes in behaviors or other outcomes for these individuals based on the level of services or goods provided or accessed.<br><br>Individuals who are trained by an implementor as part of a deliberate service delivery strategy (e.g., cascade training), who then go on to deliver services directly to individuals or to train others to deliver services, should be counted as participants of the activity—the capacity strengthening is key for sustainability and an important outcome in its own right. The individuals who then receive the services or training delivered by those individuals are also considered participants. However, spontaneous spillover of improved practices to neighbors does not count as a deliberate service delivery strategy; neighbors who apply new practices based on observation or interactions with participants who have not been trained to spread knowledge to others as part of a deliberate service delivery strategy should not be counted under this indicator.<br><br>SMRFS Definition: Relevant work under SMRFS includes all people trained, as trainings will improve capacity of participants to better fulfill their respective food security programs. Participants may include any in-country data users, such as USAID Missions, Feed the Future implementing partners, |

host country governments and ministries, development partners, interagency partners. Trainers and SMRFS staff may not be counted as participants.

An individual who attends various activities or trainings will only be counted once.

**Unit:** Number

**Data Type:** Output

**Disaggregated by:** Sex, age category, type of individual

Sex: The unique number of individuals should be entered here (i.e., no double-counting of individuals across disaggregate choices here).
- Male
- Female
- Not applicable (e.g., for household members counted from household-level interventions)
- Disaggregates not available

Age category: The unique number of individuals should be entered here (i.e., no double-counting of individuals across disaggregate choices here).
- 15-29
- 30+
- Not applicable (e.g., for household members counted from household-level interventions);
- Disaggregates not available

Type of individual: Double-counting individuals across types is permitted here.
- People in government (e.g., policy makers, extension workers, healthcare workers)
- People in U.S. Government-assisted private sector firms (e.g., agrodealers, traders, aggregators, processors, service providers, manufacturers)
- People in civil society (e.g., nongovernmental organizations, community-based organizations, civil society organizations, research and academic organizations, community volunteers)
- Not applicable
- Disaggregates not available

Although private sector firms are considered part of civil society more broadly, only count their proprietors under the "private sector firms" disaggregate and not the "civil society" disaggregate. Producers should be counted under the "producers" disaggregate, not the "private sector firms" disaggregate.

**PLAN FOR DATA COLLECTION**

**Data Source:** Training and workshop materials, attendance data, capacity strengthening activity records, trip reports

**Method of Data Collection and Construction:** Country Leads will report training records, and the Senior Capacity Strengthening Advisor will report data for capacity strengthening activities. All participants will sign in with an attendance form. The MEL Manager will aggregate results and ensure that there is no double-counting.

| |
|---|
| **Reporting Frequency:** Annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 9*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of people trained who demonstrate increased capacity |
| **Is This a Performance Plan and Report Indicator? No ___ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** The number of individuals who show that they have retained increased capacity from a SMRFS workshop, identified by a follow-up questionnaire or interview at least one month after the training/workshop, listing, and after fieldwork has ended.<br><br>Individuals refers to staff from USAID Missions, in-country survey implementers, and other stakeholders. |
| **Unit:** Number |
| **Data Type:** Outcome |
| **Disaggregated by:** Participant type (USAID Mission, survey implementing partner, local stakeholder), gender, age group, type of workshop |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Pre-tests and post-tests, Follow-up assessment |
| **Method of Data Collection and Construction:** As a preliminary gauge, Country Leads will administer pre/post-tests with all participants directly before and after the training. A follow-up assessment will be sent at planned intervals after the workshop is completed to determine the number who have retained knowledge from the support activity and demonstrated increased capacity. This indicator is a direct count of trainees who demonstrated increased capacity. The number of non-responses will also be reported for context, since this is reported as the number and not percentage. |
| **Reporting Frequency:** Semi-annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |

| DATA QUALITY ISSUES |
| --- |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 10*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of stakeholders with completed initial Capacity Assessment Tools |
| **Is This a Performance Plan and Report Indicator? No __X__ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:**<br>Stakeholders include USAID Mission, survey implementing partner, local stakeholders.<br><br>The SMRFS Capacity Assessment Tool (CAT) is designed to evaluate a stakeholder's capacity. Results of the CAT will enable each stakeholder to quantify performance gaps and determine capacity strengthening needs and priorities and will enable SMRFS to observe improved capacity as a result of capacity strengthening activities. A version of the CAT will be tailored for each stakeholder, with the CAT comprising numerous technical modules, covering core competencies along the survey continuum and examining overall institutional capacity of the organization.<br><br>The initial CAT is the assessment performed within the first month of the inception visit. The initial CAT is considered completed when it is received and determined to be complete by the Senior Capacity Strengthening Advisor. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** Stakeholder type (USAID Mission, survey implementing partner, local stakeholder) |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Completed CAT Excel file |
| **Method of Data Collection and Construction:** Stakeholders will self-administer the CAT following implementation guidelines. Potential scores for each variable range from 1 (Very little or no capacity) to 5 (Full capacity to carry out activity on own with appropriate level of quality). They will respond to modules that are relevant to them, and each scored item must be accompanied by a comment. The Senior Capacity Strengthening Advisor will review the CAT to determine completion, calculate the score, and submit copies of all completed CATs to the MEL Specialist for reporting. |
| **Reporting Frequency:** Annually |

| TARGETS AND BASELINE |
| --- |
| **Baseline Timeframe:** This indicator is the baseline assessment for which strengthened capacity will be gauged. The tool will be administered within the first month of the inception visit. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 11*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of stakeholders with completed follow-up Capacity Assessment Tools |
| **Is This a Performance Plan and Report Indicator? No __X__ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:**<br>Stakeholders include USAID Mission, survey implementing partner, local stakeholders.<br><br>The SMRFS Capacity Assessment Tool (CAT) is designed to evaluate a stakeholder's capacity. Results of the CAT will enable each stakeholder to quantify performance gaps and determine capacity strengthening needs and priorities and will enable SMRFS to observe improved capacity as a result of capacity strengthening activities. A version of the CAT will be tailored for each stakeholder, with the CAT comprising numerous technical modules, covering core competencies along the survey continuum and examining overall institutional capacity of the organization.<br><br>The follow-up CAT is the assessment performed within the one month of the completion of Data Dissemination and Data Use Workshops. The follow-up CAT is considered completed when it is received and determined to be complete by the Senior Capacity Strengthening Advisor. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** Stakeholder type (USAID Mission, survey implementing partner, local stakeholder) |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Completed CAT Excel file |
| **Method of Data Collection and Construction:** Stakeholders will self-administer the CAT following implementation guidelines. Potential scores for each variable range from 1 (Very little or no capacity) to 5 (Full capacity to carry out activity on own with appropriate level of quality). They will respond to modules that are relevant to them, and each scored item must be accompanied by a comment. The Senior Capacity Strengthening Advisor will review the CAT to determine completion, calculate the score, and submit copies of all completed CATs to the MEL Specialist for reporting. |
| **Reporting Frequency:** Annually |

| TARGETS AND BASELINE |
| --- |
| **Baseline Timeframe:** Indicator 10 is the baseline assessment for this indicator. The tool will be administered within the one month of the completion of Stage 4 (Data Dissemination and Data Use Workshops). |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 12*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of survey organizations with improved capacity in at least two technical areas |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:**<br>Organizations may include in-country survey implementers that are SMRFS partners engaged for collecting the survey data in each country.<br><br>The SMRFS Capacity Assessment Tool (CAT) is designed to evaluate a stakeholder's capacity. The CAT will be tailored to assess the survey implementing partner's capacity and readiness to implement SMRFS surveys. Results of the CAT will enable each entity to quantify performance gaps and determine capacity strengthening needs and priorities, and will enable SMRFS to observe improved capacity as a result of capacity strengthening activities. The CAT comprises numerous modules, covering core competencies along the survey continuum and examining overall institutional capacity of the organization.<br><br>Improved capacity may be demonstrated by improvement in the CAT scores (comparing baseline to follow-up) or through other metrics which are designated in the planning process with that entity. |
| **Unit:** Number |
| **Data Type:** Outcome |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Completed Initial and follow-up CAT excel files, report of increased capacity |
| **Method of Data Collection and Construction:** For metrics based on the CAT, the Senior Capacity Strengthening Advisor will compare the initial and follow-up forms to determine the number of technical areas in which there was any improvement. For other metrics, the lead SMRFS staff person will compare the baseline and endline of that metric to determine whether improvement has occurred. |
| **Reporting Frequency:** Annually |

| TARGETS AND BASELINE |
| --- |
| **Baseline Timeframe:** Baseline will be conducted on a rolling basis with each entity as capacity strengthening activities begin. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 13*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of analytical products delivered |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** This indicator counts any analytical product where deep dive analyses were conducted using survey data. The data used in conducting the analyses is not limited to SMRFS-collected data; analytical products can be based on secondary data sources.<br><br>Delivered is defined as being the final version and is submitted to USAID . |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Copy of analytical product |
| **Method of Data Collection and Construction:** Communication Advisor will report details about each analytical product. The MEL Specialist will perform a direct count of analytical products within the reporting period. |
| **Reporting Frequency:** Annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |

| |
|---|
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 14*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of methodological or guidance documents and products delivered |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** Guidance documents are items which support implementers in the survey design, prep, and implementation process. Products delivered include any methodological or qualitative projects carried out by the SMRFS team, such as methods papers, Livelihood Coping Strategies surveys, etc.<br><br>Documents and products are considered delivered when they have been submitted to the SMRFS COR. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Copy of document or product |
| **Method of Data Collection and Construction:** SMRFS staff assigned to lead a document or product will submit details to the MEL Specialist. This is a direct count of projects delivered. |
| **Reporting Frequency:** Annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |

| |
|---|
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 15*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of people using the SMRFS Survey Status Tracker Dashboard |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:** This indicator counts the total number of active users of the Survey Status Tracker Dashboard. A user will be counted based on a single login to the site during the time period. SMRFS staff will not be counted toward this number.<br><br>The SMRFS Survey Status Tracker Dashboard is found here: https://app.powerbi.com/groups/me/apps/2f4cdb34-ff03-45fc-bb70-a67b3832286c/reports/242fce9e-243c-4046-ac3d-bd77e55e0edf/ReportSection9b0a236c18a948a02132?ctid=4e4661d6-ae81-455a-b931-f2d512722404 |
| **Unit:** Number |
| **Data Type:** Outcome |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** PowerBI site usage data, post-training evaluations |
| **Method of Data Collection and Construction:** Blue Raster will check the Usage Metrics Report on PowerBI and submit the results to the MEL Specialist. |
| **Reporting Frequency:** Semi-annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |

| |
|---|
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 16*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of registered users for SMRFS GitHub page |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:**<br>This indicator counts the number registered users of the SMRFS GitHub repositories, which provide access to the Feed the Future Survey Methods Toolkit. |
| **Unit:** Number |
| **Data Type:** Outcome |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** GitHub statistics of followers |
| **Method of Data Collection and Construction:** Technical Deputy Director for Surveys will review statistics of followers for SMRFS content on GitHub. |
| **Reporting Frequency:** Annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |

| CHANGES TO INDICATOR |
| --- |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 17*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of data use, data utilization, data visualization curricula modules and tools developed |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:**<br>Data use curricula or tools are materials that are designed to support Basic and Advanced Data Use training modules and will be provided to SMRFS partners.<br><br>"Developed" is defined as being produced in a final version and shared/made available for use. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Copy of curriculum or tool |
| **Method of Data Collection and Construction:** Data analysts, Communication Advisor, and Senior Capacity Strengthening Advisor will submit each curriculum or tool to the MEL Specialist. The MEL Specialist will conduct a direct count of curricula and tools. |
| **Reporting Frequency:** Semi-annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |

| |
|---|
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 18*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of registrations for SMRFS Academy courses |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:**<br>This indicator counts each registration performed for SMRFS Academy courses. People are considered registered when they sign up for a course, even if they have not completed the course. This indicator counts courses, not people, so if an individual registers for multiple courses, each course registration will be counted separately. People who register may include survey implementing partners with responsibilities for CAPI programming; CAPI users; statisticians; and data analysts, such as USAID Missions, MEL technical advisors, and other RFS and BHA staff members. SMRFS staff may not be counted. |
| **Unit:** Number |
| **Data Type:** Outcome |
| **Disaggregated by:** Organization |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Registration data for each course |
| **Method of Data Collection and Construction:** Communication Advisor will check registrations for each course for a direct count of registrations. |
| **Reporting Frequency:** Semi-annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |

| |
|---|
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |

*Indicator 19*

| USAID Performance Indicator Reference Sheet |
|---|
| **Name of Indicator:** Number of courses developed for the SMRFS Academy |
| **Is This a Performance Plan and Report Indicator? No _X_ Yes ___** |
| **DESCRIPTION** |
| **Precise Definition:**<br>SMRFS Academy is the online platform for survey implementing partners and USAID stakeholders to access virtual courses and materials related to trainings, including, but not limited to, sampling workshops, data use workshops, computer-assisted personal interviewing, and tablet basics. Any course on the SMRFS Academy that is open to participants may be counted once. Courses cannot be recounted in separate years, even if they are still available. They should only be counted the year that they are first developed and available on SMRFS Academy, with the expectation that they will continue to be available. |
| **Unit:** Number |
| **Data Type:** Output |
| **Disaggregated by:** N/A |
| **PLAN FOR DATA COLLECTION** |
| **Data Source:** Course site link, copy of course materials |
| **Method of Data Collection and Construction:** Communication Advisor will compile data about each completed course and provide to the MEL Specialist for a direct count. |
| **Reporting Frequency:** Semi-annually |
| **TARGETS AND BASELINE** |
| **Baseline Timeframe:** Baseline data collection is not needed for this indicator. |
| **DATA QUALITY ISSUES** |
| **Dates of Previous Data Quality Assessments and Name of Reviewers:** N/A |

| |
|---|
| **Date of Future Data Quality Assessments *(optional)*:** July 2022 |
| **Known Data Limitations:** None |
| **CHANGES TO INDICATOR** |
| **Changes to Indicator:** N/A |
| **Other Notes *(optional):*** None |
| **THIS SHEET LAST UPDATED ON:** 02/08/2022 |