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**U.S. Agency for International Development
Bureau of Democracy, Conflict, and Humanitarian Assistance
Office of Food for Peace**

Annual Results Report Draft Guidance

Awardee Name /Host Country

(Insert) _____

Award Number

(Insert) _____

Submission Date: _____ *(mm/dd/yy)*

Applicable Fiscal Year: _____ **(Use this format: FY 20XX)**

(Include the following information)

Awardee HQ Contact Name	
Awardee HQ Contact Address	
Awardee HQ Contact Telephone Number	
Awardee HQ Contact Fax Number	
Awardee HQ Contact Email Address	

(Include the following information)

Host Country Office Contact Name	
Host Country Office Contact Address	
Host Country Office Contact Telephone Number	
Host Country Office Contact Fax Number	
Host Country Office Contact Email Address	

LIST OF ACRONYMS

5DE	Five Domains of Empowerment
ADS	Automated Directives System
AER	Annual Estimate of Requirements
AIDS	acquired immune deficiency syndrome
AOR	Agreement Officer's Representative (formerly agreement officer's technical representative or cognizant technical officer)
ARR	Annual Results Report
BEHT	Bill Emerson Humanitarian Trust
BMI	body mass index
CP	commodity pipeline
CVS	comma separated value file format
DEC	Development Experience Clearinghouse
DIP	detailed implementation plan
DQA	data quality assessment
FANTA	Food and Nutrition Technical Assistance III Program
FFA	Food for Assets
FFP	Office of Food for Peace
FFPMIS	Food for Peace Management Information System
FFP/M/R	Food for Peace/Mission and/or Regional Office, as appropriate
FFP/W	Food for Peace/Washington
FFPIB	Food for Peace Information Bulletin
FFT	Food for Training
FFW	Food for Work
FY	fiscal year (October 1 – September 30)
GPI	Gender Parity sub-Index
GPRA	Government Performance and Results Act
HDDS	Household Dietary Diversity Score
HHS	Household Hunger Scale
HIP	Hygiene Improvement Project
HIV	human immunodeficiency virus
IY	implementation year

IDP	internally displaced person
IFRP	International Food Relief Partnership
IPTT	indicator performance tracking table
ITSH	internal transportation, storage, and handling
IR	intermediate result
JMP	joint program
LOA	life of award (same as LOP in FFPMIS until updated/corrected)
LOP	life of program (used in FFPMIS in select instances)
MAD	Minimum Acceptable Diet
MAHFP	Months of Adequate Household Food Provisioning
MGD	Millennium Development Goal
MT	metric ton
MTZ	monetization
NICRA	Negotiated Indirect Cost Rate Agreement
OMB	Office of Management and Budget
ORS	oral rehydration solution
OVC	orphans and vulnerable children
PIRS	performance indicator reference sheet
PLHIV	people living with HIV
PMTCT	Prevention of Mother to Child Transmission
PREP	pipeline and resource estimate proposal
PVO	Private Voluntary Organization
SAPQ	standardized annual performance questionnaire
SO	strategic objectives
TB	tuberculosis
USAID	U.S. Agency for International Development
USG	United States government
WEAI	Women's Empowerment Agriculture Index

**U.S. Agency for International Development
Bureau for Democracy, Conflict, and Humanitarian Assistance
Office of Food for Peace
Annual Results Report Guidance**

I. Background, Purpose, and Applicability

The Annual Results Report (ARR) is an annual reporting requirement for current and recently closed Office of Food for Peace (FFP) awards implemented by private voluntary organizations (PVOs)¹. FFP requires an ARR from all awardees at the completion of the fiscal year (FY). Note that fiscal years run from October 1 through September 30. For example, current awards finishing a year of activities on September 30, 2014, as well as an award that ended in June 2014, would both submit ARR for FY 2014. FFP awardees that must submit ARR include development food assistance projects, emergency projects, and International Food Relief Partnership (IFRP) grants.

ARRs are required in order to assist FFP with (1) understanding, assessing, and managing the performance of FFP projects at all levels; (2) meeting statutory requirements and management needs in compliance with the Government Performance and Results Act (GPRA) Modernization Act of 2010 and other external policies; and (3) providing information to relevant stakeholders, such as missions and/or regional offices (FFP/M/R), U.S. Congress, Department of State's Office of U.S. Foreign Assistance Resources (F), and the Office of Management and Budget (OMB), among others.

PVO awardees are required to submit an ARR for each fiscal year during which activities were implemented, even if the food assistance project began late or expired early in the fiscal year and implemented few award activities or achieved limited or no results, and regardless of when funding or food aid commodities were provided. An ARR covers results realized from award activities implemented only during the reporting fiscal year. For example, for the FY 2014 ARR, awardees should report on activities and results realized from October 1, 2013 to September 30, 2014. If activities were not implemented in the reporting fiscal year, e.g., due to late food aid commodity arrivals, awardees should discuss with the appropriate agreement officer's representative (AOR) which components of the ARR for the fiscal year should be included in the report.

For FY 2014 results reporting, FFP revised the ARR guidance to improve the overall quality and consistency of information across projects and facilitate PVO awardees' annual reporting on project performance and lessons learned. The revised ARR includes an analytical narrative results report, lessons learned, success stories, and standardized annual project questionnaire (SAPQ). To improve user experience in annual performance data entry and reduce data entry

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

errors this year, FFP has made significant improvements to the SAPQ module in the Food for Peace Management Information System (FFPMIS).

NOTE: FFP is required to conduct data quality assessments (DQAs) on information that is reported to U.S. Government stakeholders. The Automated Directives System (ADS) specifies that DQAs are to be conducted every three years or six months after the inclusion of the indicator. Data submitted through any of the ARR components are therefore subject to a DQA. During a DQA, awardees may be requested to provide information related to the quality of the data provided, regardless of whether the food assistance project continues to be active.

II. Annual Results Report Deadline and Submission Process

- The ARR is due **no later than 12:00 pm Eastern Standard Time on the third Monday in October**. For the FY 2014 ARR, the deadline is October 20, 2014. If exceptions to this deadline are required, awardees must reach a written agreement for an alternate due date with the AOR at least one week **before** this due date.
- Food assistance projects that expired prior to the end of the fiscal year and prior to the release of any updated guidance, if applicable, should follow the previous year's ARR guidance for reporting. Awardees will submit the final fiscal year ARR by the third Monday of October following the date of expiration of the project or within 90 days of the date of expiration, whichever comes first.
- Awardees are required to submit all ARR information through FFPMIS. Awardees should also enter monetization, SAPQ, and beneficiary and resource tracking data directly into FFPMIS (See Annex B for more information).
- In addition, awardees are required to submit all assessments, evaluations, analyses, special studies, articles, action plans, and final reports for baseline surveys, mid-term evaluations, and final evaluations to FFPMIS.²
- Within approximately two weeks of submitting an ARR, awardees should receive an ARR submission completeness check results report from FFP. On the basis of this check, the awardee should revise and resubmit within two weeks of receipt of this report.
- Once an ARR is submitted, FFPMIS does **not** automatically notify the awardee when the submission status changes. Awardees must log into the site to see the current status of submission and are responsible for keeping track of status changes.
- In consultation with the AOR, the awardee must submit the ARR to USAID's Development Experience Clearinghouse (DEC) within 30 days of the approval of the AOR's ARR. For more information on DEC submission requirements, please refer to *USAID ADS 540*, the Development Experience Clearinghouse webpage and/or the

²In addition to submitting through FFPMIS, FFP requires awardees to submit final reports from assessments, evaluations, analyses, special studies, articles, baseline survey reports, mid-term evaluations, and final evaluations reports with supporting documentation to USAID's Development Experience Clearinghouse (DEC).

appropriate AOR. When submitting the ARR to the DEC, awardees should do the following:

- under Document Type, select “Annual Report;”
- under Primary Subject, select “Food Aid Programs;” and
- under Additional Information, include the following text: “Add the following USAID Thesaurus Terms: Food for Peace Title II, Food Security, Maternal Child Health Care, Malnutrition, Child Nutrition, Maternal Nutrition, and Disadvantaged Groups.” Depending on the program’s activities and interventions, awardees can also include these thesaurus terms to the DEC submission: Development Assistance, Maternal Child Feeding Programs, Sustainable Agriculture, Livelihoods, Family Planning, Orphan and Vulnerable Children, Sanitation, Hygiene, Humanitarian Assistance, Disaster Recovery, Disaster Relief and Response, Displaced Persons, Natural Resource Management, and Poverty Reduction.
- Upon submission of the ARR to the DEC, awardees are responsible for sending the link of the uploaded document(s) to the AOR.

III. Annual Results Report Format

Awardees must submit all ARR information through FFPMIS either by entering data manually or uploading documents when applicable (see section IV for more information). Documents that are uploaded to FFPMIS should be in a printer-friendly format, particularly Microsoft Excel and Access tables. ARR that are not submitted according to the standards requested in this guidance will not be accepted. Please adhere to the following formats, as applicable:

- The ARR Narrative should be no more than 15 pages in length, excluding cover page, list of acronyms, photos and attachments;
- All documents should be written in English;
- The narrative should be prepared in Microsoft Word in 12-point, Times New Roman font with one-inch margins, left justification, and a footer on each page with the page number, date of submission, award number, and, as applicable food assistance project name; and
- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper. Only the indicator performance tracking tables (IPTT) may be submitted on 8.5 x 14 inches, legal-sized paper.

Note that data for Monetization Tables, Beneficiary and Resource Tracking Table, and Standardized Annual Performance Questionnaire will be entered directly into FFPMIS.

IV. Annual Results Report Submission Requirements

Awardees should write the ARR to reflect important successes and challenges in implementing FFP food assistance projects during the reporting fiscal year. The ARR must include evidence of progress of award activities and results, targets for future fiscal years, and success stories and

lessons learned about ways to improve the implementation of current food assistance programming.

A complete ARR will include all of the applicable components listed below and detailed in Section V. The table below shows, by type of award, which components are required (R) and those that are required as applicable (RiA). Awardees should verify with the AOR whether RiA components apply for an award.

Annual Results Report Components:

1. ARR Narrative containing:
 - A. Annual Food Assistance Project Activities and Results
 - B. Lessons Learned
2. Attachments to FFPMIS:
 - C. Success Stories
 - D. Indicator Performance Tracking Table (IPTT)
 - E. IPTT Data Source Descriptions
 - F. Detailed Implementation Plan (DIP)
 - G. Expenditure Report
 - H. Baseline Survey, Mid-term Evaluation, or Final Evaluation Reports
 - I. Technical Sectors Tracking Table
 - J. Supplemental Materials
3. FFPMIS Data Entry:
 - K. Monetization Tables
 - L. Standardized Annual Performance Questionnaire (SAPQ)
 - M. Beneficiary and Resource Tracking Table

Component	Attachment or Data entry	PVO Development Food Assistance Programs	PVO Emergency Programs	IFRP
A. Annual Food Assistance Activities and Project Results Narrative	Attachment	R	R	R
B. Lessons Learned	Attachment	R	R	R
C. Success Stories	Attachment			
D. IPTT	Attachment	R	RiA	
E. IPPT Data Sources	Attachment	R	RiA	
F. DIP	Attachment	R		
G. Expenditure Report	Attachment	R		
H. Baseline Survey, Mid-term Evaluation, and Final Evaluation	Attachment	RiA	RiA	

Reports				
I. Technical Sectors Tracking Table	Attachment	R	R	R
J. Supplemental Materials	Attachment	RiA	RiA	R
K. Monetization Tables	Data entry	RiA		
L. SAPQ	Data entry	R		
M. Beneficiary and Resource Tracking Table	Data entry	R	R	R

V. Annual Results Report Components

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

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

Awardees may briefly discuss progress to date or results achieved over the life of award (LOA), *but emphasis must be on the reporting fiscal year*. If the awardee submits quarterly reports as part of the award requirements, note that the ARR should cover the project's progress and results for the entire fiscal year—not just during the final quarter. However, the ARR replaces the fourth quarter report for the fiscal year; a separate quarterly report for the fourth quarter is not required.

1. ARR Narrative

A. Annual Food Assistance Project Activities and Results

FFP requests that awardees consider the following in preparing the ARR:

- The ARR is a performance reporting tool; therefore, the awardee must present and analyze the activities and results against planned activities and targets or the annual plan approved in the Pipeline and Resource Estimate Proposal (PREP) for the reporting fiscal year. For emergency projects and IFRP grants, the activities and results must be analyzed against the plan proposed in the application and approved by FFP.

- The narrative must also include the number of unique individuals—disaggregated by sex—who benefited directly and indirectly from the project. The number of direct and indirect beneficiaries must be presented separately in the narrative. Note that the number of unique beneficiaries will be different from the number included in the Beneficiary and Resource Tracking Table. The tracking table requires awardees to count individuals and households in each program element from which s/he or it received direct benefits and therefore duplicates the number of beneficiaries (refer to information on the Beneficiary and Resource Tracking Table in section 3 below).
- For key indicators³, present both output- and outcome-level results with adequate analysis and interpretation of the data to help understand the story. The presentation of the results may be provided in tabular form and should include all of the relevant indicator disaggregations or information (e.g., sex, age, and implementing partner) needed in order to understand the context and analysis of the results⁴. The analysis must not only describe the meaning of the results, but also how the project's inputs and implementation (i.e., delivery of good and services) may have contributed to the result. Analysis should highlight differences in geographic areas, sex of the beneficiaries, and, when in a consortium, implementing partner(s).
- Identify the indicators that significantly over- or under-performed and provide an analysis, corrective action, if applicable, and explanation for the need to adjust future targets. Significant is defined as any indicator with a result of less than or greater than 10 percent⁵ of the targeted result. Please note that any proposed revisions to additional activities, implementation areas, and future targets must be approved by the AOR in a subsequent resource request or extension. Awardees may not change activities, implementation areas or targets in the ARR.
- Organize the narrative by the components of the Results Framework (strategic objectives (SO), intermediate results (IR), and sub intermediate results (Sub IR)) or Logical Framework (Purpose, Sub-purposes, immediate outcome and Outputs). In addition to the SOs and IRs, please report on commodity, cash and voucher management, internal and external coordination, monitoring and evaluation, and learning.

³ There is no need to present all indicators from the IPTT. Identify the key indicators based on the activities implemented in the reporting year.

⁴ For example, if the project provided training on improved agricultural techniques in the reporting year, it is also important to highlight the result of the training. The narrative should identify how many farmers applied the acquired techniques and describe what the results were.

⁵ For indicator values expressed as proportion, the difference between the FY target and achievement is greater or less than 10. For indicator values expressed as number, the difference in percent between the FY target and achievement is greater or less than 10.

- Provide adequate information to understand the story, given that presenting just a single indicator value may not be enough to understand a story. Analysis should highlight important differences in results across geographic areas, sex of the beneficiaries, implementing partner, and other relevant sub-groups. Additional data can be provided in parenthesis. For example, if an ARR states that 20 percent of the participants developed a business plan, please include in parenthesis the absolute number of participants who developed a plan and how many of them are female participants. If an ARR reports that maize productivity increased by 20 percent, please include in parenthesis the number of male and female beneficiaries who reported an increase in maize yield.
- The ARR for emergency projects and IFRP grants should describe how the strategies and activities helped to accelerate the establishment and/or reestablishment of beneficiaries' livelihoods and self-sufficiency, such as resettlement or rehabilitation. It should describe the change in context and situation over the reporting period, and how activities and objectives evolved and changed in response.
- Provide an analysis of the relevancy of the project's theory of change (TOC), including whether the underlying assumptions and contexts identified during the project design were still relevant during the reporting year. Any deviations from the TOC should be identified. Please note that if the TOC is no longer relevant or requires substantial revision and the award will continue beyond the reporting FY, the awardee must consult with the AOR on how to move forward.
- Report on new initiatives, innovations (e.g., approaches, methods, tools, and processes), and collaborations with other stakeholders and include their implications, challenges, and plan to move forward. Since a detailed plan will be presented in the PREP, a brief summary of these in the ARR should suffice.
- Please describe how has the management of the project facilitated implementation and discuss any major challenges in project management and/or consortium management during the reporting year that might have hindered implementation.
- Include an acronym list.
- Avoid using jargons and technical terms specific to the project. The audience of the report includes staff from FFP, USAID Missions and Bureaus, and other USG agencies and other stakeholders, who may not be familiar with the particular terms.
- Ensure that the report is reviewed and edited by a native English speaker with strong editing and communications skills.

B. Challenges, Successes, and Lessons Learned

The ARR should describe how the project used monitoring data, site visits, cross visits, meetings and workshops, baseline report, mid-term evaluation report, and staff insights to learn lessons. What were the significant lessons learned during the reporting period and how they were used?

Awardees should describe any challenges, successes, and lessons learned from activities implemented during the reporting fiscal year. Awardees should relate how these lessons learned apply to the specific activities, overall objectives, and progress.

In presenting challenges, the awardee should identify and describe the obstacle, including primary stakeholders, factors contributing to the challenge, timing and means of identification, steps taken (or in the process of being taken) to address the issue, and resolution or lessons learned if applicable.

In presenting successes, the awardee should identify and describe the achievement, including primary stakeholders, factors contributing to the success, how the program will build on or leverage the success for future activities, and any lessons learned if applicable.

The lessons learned should reflect new lessons, although they may be modifications, expansions or limitations on lessons reported in previous years. They should not repeat ideas that are already generally known (e.g., the idea that sustainability needs to be built into a project from the start). The ARR should discuss how the lessons learned will be applied to the project going forward (i.e., what changes will be made to the project as a result of the lessons learned); what is the plan to internalize the learning; and how will the awardee share the lessons learned with other stakeholders.

2. Other Attachments in FFP MIS

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

C. Success Stories

As per United States Government (USG) guidance, success stories are optional; however, they are very valuable in telling FFP's story. Awardees are encouraged to provide this input for public diplomacy and public outreach purposes.

Please follow the guidance presented in the quarterly performance report guidance for success stories.

D. Indicator Performance Tracking Table

Awardees should include a complete IPTT with indicator results added for the reported fiscal year. The IPTT for FFP development projects must include targets for the next three future fiscal years. For example, an IPTT submitted for FY 2014 would include targets for FY 2015, 2016, and 2017. The IPTT must include results and targets for each indicator's disaggregation categories. Numbers in the IPTT must match corresponding numbers presented in the ARR Narrative.

E. IPTT Data Source Descriptions

Awardees should attach a current performance indicator sheet (PIRS) for each program-defined indicator (i.e., not on the FFP list of indicators) in the IPTT.

In addition, awardees should describe how data presented on the IPTT was collected for the reporting fiscal year. Most commonly, this will be a report or other document describing how the awardee used an annual monitoring survey and/or routine monitoring data to calculate indicator values. The narrative should describe the methods used for the survey and/or to apply routine data monitoring. The narrative should include a description of sampling and timing of collection. For indicators that are presented as percentages, the number of beneficiaries, sites, and/or households sampled for each indicator (i.e., the denominator) should be presented. For indicators with disaggregation categories, the number in each category should be shown.

F. Detailed Implementation Plan

The DIP table should be prepared using the format provided in the attachment. Awardees should complete the last column of the DIP table (current status), which was left blank when the DIP table was submitted with the most PREP submission.

When completing the last column, awardees should indicate whether the activity is completed, delayed, cancelled or ongoing.

G. Expenditure Report

The expenditure report in the ARR should detail actual expenditures during the reported fiscal year, in addition to estimates of expenses accrued during the year. Totals provided in the expenditure report should match totals provided in the applicable resources summary table, which is part of the tracking tables for beneficiaries and resources, as well as total expenditure estimates for the fiscal year submitted as part of an awardee's quarterly federal financial report.

For some food assistance projects, this means that the expenditure report may detail expenditures from two implementation years. For example, for a five-year development food assistance project that began in April, the first fiscal year expenditure report would include the start of the project, April 1 through the end of the fiscal year on September 30. The second expenditure report would include expenditures during the rest of the first implementation year (October 1 to March 31)

and the start of the second implementation year (April 1 to September 30). Similarly, the third and fourth expenditure reports would include parts of two implementation years, and the fifth expenditure report would cover October 1 through the expiration of the project on March 31.

H. Baseline Survey, Mid-Term Evaluation or Final Evaluation Reports

As part of the ARR, awardees must submit the final reports and anonymized datasets, from any baseline survey, mid-term evaluation, or final evaluation conducted during the reporting fiscal year. Respondents in these datasets must be made anonymous to protect individuals' confidentiality.

The following documents must be uploaded to FFPMIS:

- Final approved report with all annexes.
- For quantitative surveys, the following must be included:
 - Sampling frame;
 - Raw data set in SPSS format;
 - Cleaned final data files in SPSS and comma-separated values (CSV) formats with all computed variables, including age in months for children under five years of age;
 - Edit rules;
 - Data dictionary/codebook in CSV format;
 - SPSS syntax files;
 - Weighting files in CSV format;
 - Text file with names and descriptions for all data files to allow easy recognition; and
 - Location information and associated data collected using GPS units.

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

Awardees may conduct the final evaluation study as close as possible to the expiration of the FFP project, but in time to meet the due date for submission of the final evaluation study report. Awardees should take into consideration that at least one year is needed for arranging for an external evaluator; developing an appropriate sampling frame and study design; obtaining FFP approval of the statement of work, study design, and evaluation team; conducting data collection and analysis; drafting, reviewing, and finalizing the evaluation report; and getting FFP approval of the final report. Awardees submitting subsequent proposals for new projects in the same country must incorporate the final evaluation's findings.

Note: If the award receives an extension or is reduced in length, awardees may need to modify the timing and scope of the mid-term and final evaluation schedules to reflect the change in duration. If such an adjustment was agreed upon by the

appropriate AOR, please discuss the timing and coverage of such evaluations in the ARR.

I. Technical Sectors Tracking Table

The Technical Sectors Tracking table should be prepared using the format provided in the attachment. Awardees must indicate with a check mark all the technical sectors in which the projects implemented activities during the reporting year. If the project has activities in a technical sector, but no activities were implemented during the reporting year, the column for that sector should be left blank in the spreadsheet.

J. Supplemental Materials

Awardees must provide supplemental information only if it directly supports information requested in this guidance. This may include formative research reports, gender analysis reports, case studies, and/or photos, for example.

3. FPMIS Data Entry

K. Monetization Tables

Please provide information for each of the following monetization tables based on the fiscal year. If requests for resources were not tied to the fiscal year, totals provided in the ARR section of the monetization tables (proceeds expended, etc.) may not match those provided in the resources summary table (part of the tracking tables for resources and beneficiaries). The monetization tables enable the AOR to determine whether monetization proceeds are on target for the approved budget, or whether changes are needed. Awardees should note that the monetization attachments are combined into one spreadsheet.

- i. *Life of Award Analysis for Monetization Proceeds:* Awardees should complete the LOA analysis for monetization proceeds table if the food assistance project includes monetization. LOA expenditures are expected to stay within approved LOA budget levels. The amount of monetization proceeds generated should match the awardee's monetization budget. Any inconsistencies should be discussed with the appropriate AOR and highlighted in the ARR narrative.
- ii. *Anticipated Monetization Proceeds and Cost Recovery:* Data on anticipated monetization proceeds and cost recovery are captured in a development food assistance project proposal or PREP submission. Awardees should leave this tab blank when submitting the ARR.
- iii. *Actual Monetization Proceeds and Cost Recovery:* Awardees should complete the actual monetization proceeds and cost recovery figures for the previous year.

- iv. *Anticipated or Actual Monetization Results*: In the text boxes provided, awardees should provide an analysis of their monetization transactions during the previous year and monetization results. This should include a discussion on how monetization proceeds were maximized as well as any monetization sales impacts registered.

L. *Standardized Annual Performance Questionnaire (SAPQ)*

It is important that awardees fully read the definitions and instructions included in Annex B for submitting an SAPQ. All FFP development food assistance projects are required to enter complete SAPQ data into FFP MIS as part of annual results reporting. The SAPQ is a reporting tool used by FFP to collect standard indicator data across host countries and food assistance projects on an annual basis.

Projects awarded prior to or in FY 2011

Development projects awarded prior to or in FY 2011 are required to report each year on all applicable (1) annual indicators and (2) impact indicators in the appropriate years (i.e., the years after the baseline survey and final evaluation are conducted) based on actual performance during the reporting fiscal year.

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

Deviation narratives are required for each indicator where the FY 2014 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. For projects awarded prior to or in FY 2011, awardees should attach a document, as part of the ARR, with the deviation narratives.

For additional information on FFP reporting requirements and indicator definitions, please refer to Food for Peace Information Bulletin (FFPIB) 07-02, *New Reporting Requirements for Food for Peace*; FFPIB 09-07, *Description of Food for Peace Awardee Reporting Requirements*; FFPIB 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*; the *FFP Standard Indicators Handbook*; and the *Feed the Future Handbook of Indicator Definitions*.

Projects awarded in and after FY 2012

Development projects awarded in and after FY 2012 are required to enter baseline indicator results and final evaluation targets and, on an annual basis, report on FFP required (R), required if applicable (RiA), and standard (S) indicators, based on actual performance during the reporting fiscal year. All FFP projects awarded starting in FY 2012 should reference the new list of FFP indicators

to determine required and applicable indicators for which they are accountable. While new awards made in the reporting fiscal year will not have indicator results for the year, these awardees should enter into the SAPQ future fiscal years' targets for annual monitoring indicators. For example, for awards made in FY 2014, enter annual monitoring indicator targets for FY 2015, 2016, and 2017.

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

Awardees must provide deviation narratives for each indicator where the FY 2014 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. Awardees should enter deviation narratives in the comments area for the corresponding indicator in the SAPQ module in FFPMIS.

For additional information on FFP indicators, refer to the *FFP Standard Indicators Handbook* and the *Feed the Future Handbook of Indicator Definitions*. For additional information on FFP's reporting requirements, please refer to FFPIB 09-07, *Description of Food for Peace Awardee Reporting Requirements* and FFPIB 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*.

M. Beneficiary and Resource Tracking Table

It is important that awardees read and refer to the definitions and provided in Annex A. The data and information provided in the Beneficiary and Resource Tracking Table allows FFP to determine how food assistance resources are programmed and disaggregated by program elements and target groups in order to compare beneficiary projections with final results and respond to U.S. Government reporting requirements.

All awardees are asked to assign resources and beneficiaries to the relevant program element in the Beneficiary and Resource Tracking Table in FFPMIS. Awardees should assign activities and resources to program elements based on the definitions below. For each program element, awardees should specify the number of beneficiaries in the following categories: male; female; pregnant and lactating women; children 0 to 23 months; children 24 to 59 months; and children 5 to 17.9 years. An individual or household that benefits directly from multiple interventions within a program element should only be counted once. An individual or household that benefits directly from interventions in more than one program element should be counted once in each program element from which s/he or it received benefits.

Program Element	Definitions
HIV/AIDS	Reduce the transmission and impact of HIV/AIDS through support for prevention, care and treatment programs.

Civic Participation	Strengthen the capacity of Civil Society Organizations (CSOs) for policy analysis, advocacy, coalition building, internal governance, membership representation and services, and engage in other activities aimed at fostering more peaceful and democratic societies. Areas of capacity building may include, but are not limited to, technical expertise, e.g. human rights, legal reform); CSO self-regulation, e.g. establishing NGO Codes of Conduct; organizational capacity, e.g. strategic planning, financial management and accountability, public relations, issue management, and outreach, revenue generation, accountable fundraising; and targeted advocacy training and technical assistance.
Maternal and Child Health	Increase the availability and use of proven life-saving interventions that address the major killers of mothers and children and improve their health status, including effective maternity care and management of obstetric complications; prevention services including newborn care, routine immunization, polio eradication, safe water and hygiene; and treatment of life-threatening childhood illnesses.
Family Planning and Reproductive Health	Expand access to high-quality voluntary family planning (FP) services and information, and reproductive health (RH) care. This element contributes to reducing unintended pregnancy and promoting healthy reproductive behaviors of men and women, reducing abortion, and reducing maternal and child mortality and morbidity.
Water Supply and Sanitation	Ensure broadly accessible, reliable and economically sustainable water and sanitation services for health, security, and prosperity. (Note that this element does not include the household behavior aspects found in Sub-Element 1.6.7 or water issues directly relating to Agriculture – found in Sub-Element 3.1.6.8 or water issues.)
Nutrition	Increase availability and use of proven nutrition interventions to reduce mortality, morbidity, and food insecurity, including nutrition education to improve maternal diets, nutrition during pregnancy, exclusive breastfeeding, and infant and young child feeding practices; fortified or bio-fortified staple foods, specialized food products, and community gardens to improve consumption of quality food; and delivery of nutrition services including micronutrient supplementation and community management of acute malnutrition. Strengthen host country capacity by advancing supportive nutrition and food security policies and improving nutrition information systems.
Basic Education	Improve early childhood education, primary education, and secondary education, delivered in formal or non-formal settings. It includes literacy, numeracy, and other basic skills programs for youth and adults.
Social Assistance	Cash or in-kind transfers to the poor or to those suffering from temporary shocks. Health services provided in-kind should be captured under the respective health element(s).
Agricultural Sector Capacity	Sustain the productivity of the agricultural sector through investments that foster increasing returns to land, labor, and capital. Targeted interventions to male and female producers provide improvements in technology and management practices, expanded access to markets and credit, increased organizational and market efficiency, and restoration and protection of resiliency in production and livelihood systems.
Strengthen Microenterprise Productivity	Support the start-up and expansion of self-employment and micro and small enterprises owned and operated by low-income people.
Natural Resources and Biodiversity	Conserve biodiversity and manage natural resources in ways that maintain their long term viability and preserve their potential to meet the needs of present and future generations. Activities include combating illegal and corrupt exploitation of natural resources and the control of invasive species. Programs in this element should be integrated with the Agriculture Area under Economic Growth and Conflict Mitigation and Reconciliation Area under the Peace and Security

	Objective, when applicable and appropriate.
Protection and Solutions	Ensure full respect for the rights of the individual and communities in accordance with the letter and the spirit of the relevant bodies of law (international humanitarian, human rights, and refugee law). This involves both legal and practical approaches for implementation in humanitarian situations, including efforts to ensure humanitarian access, incorporate protection strategies in assistance programming and other measures to reduce vulnerability and uphold human dignity for all victims of conflict and disasters. Activities included herein should be linked to relevant GJD/Human Rights elements.
Assistance and Recovery	Provide goods, personnel, services and assistance to meet basic human needs in order to foster transition from relief according to principles of universality, impartiality and human dignity. This element should be employed, when possible, as part of an integrated, coordinated and/or multi-sector approach.
Capacity Building, Preparedness and Planning	Improve the ability of the USG, host countries and other partners to prepare for and mitigate the effects of disasters, including both natural disasters and complex emergencies, in a manner that accommodate varying physical, cultural and social abilities to move freely and access information and services. Activities under this component include any efforts to enhance the capacities of the USG (in Washington and in the field), humanitarian assistance providers, national host country authorities, and local communities to engage in disaster reduction and response activities. Activities consist of standardized and coordinated assessments, monitoring, information sharing, data and situational analysis, joint planning; enhancement of coping mechanisms, including the capacity to address adaptation to constantly changing situations on the ground including climate variability and climate change.

Bill Emerson Humanitarian Trust Reporting: Should an awardee receive BEHT resources for unanticipated emergencies during the course of the LOA, the awardee will be required to report BEHT metric tonnage and/or cash and target populations reached by BEHT resources via the Beneficiary and Resource Tracking Table in the ARR for that particular fiscal year. Awardees should contact the appropriate AOR with any questions regarding BEHT and related reporting.

ANNEX A

Definitions for Beneficiary and Resource Tracking Table and SAPQ Reporting

Accrual

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

Agriculture Technologies

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

Annual Estimate of Requirements (AER) and Commodity Pipeline spreadsheet (CP)

An *Annual Estimate of Requirements* (AER) reflects a food aid project's proposed commodity needs for both direct distribution and monetization over the course of an implementation year. The *Commodity Pipeline* (CP), and corresponding Awardee Summary sheet, details how these food aid commodities, as well as dollar resources, will be programmed over a given implementation period. The *AER & CP* include a *Food Aid Ration Calculator* tab that disaggregates and justifies a food aid project's direct distribution commodity request.

Annual Results Report (ARR)

The Annual Results Report is a report required of all FFP awardees and details reports activities implemented and results in the fiscal year that just ended. ARR's are due no later than the third Monday in October. The final fiscal year ARR is due by the third Monday of October following the date of expiration of the food aid project, or within 90 days of date of expiration, whichever comes first.

Anthropometric Indicators

Anthropometry is the quantitative measurement ("metric") of the human body ("anthro"). Anthropometric indicators are measures of the absolute and relative variability in size, shape, and weight of the human body. Anthropometry follows a rigorous set of guidelines that include

standardization of the measurement techniques and uniform reference standards and cutoffs. Anthropometry is a widely used, inexpensive and non-invasive measure to assess and predict performance, health, and survival of individuals and reflect the economic and social well-being of populations. A technical guide to anthropometry can be found with the reference documents.

Beneficiaries

Direct beneficiaries are those who come into direct contact with the set of interventions (goods or services) provided by the project in each technical area. Individuals who receive training or benefit from project-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Note: all recipients are beneficiaries, but not all beneficiaries are necessarily food ration recipients. Services include training and technical assistance provided directly by project staff, and training and technical assistance provided by people who have been trained by project staff, (e.g., agricultural extension agents, village health workers). If cooperatives or organizations receive training or technical assistance from the project, all members of the cooperative/organization are considered direct beneficiaries. In a Food-for-Training (FFT) activity, the direct beneficiaries are those trained under the program. In a Food-for-Work (FFW) or Food-for-Assets (FFA) activity implemented as a stand-alone, (i.e., not as part of a wider set of interventions in the technical sector), direct beneficiaries are those who directly participate in the activity, (i.e., receive a ration, not all of those who use or benefit from the infrastructure/asset created, e.g., a road). If a FFW or FFA activity forms part of a set of activities in a technical sector, (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct beneficiaries include FFW participants and the farmers receiving the technical assistance and the two groups may overlap.

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

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

Beneficiaries Reached

Defined as contact with a beneficiary regardless of the number of times or amount of assistance received in a given program element.

Bill Emerson Humanitarian Trust (BEHT)

A food reserve administered under the authority of the Secretary of Agriculture. This reserve is available to meet emergency humanitarian food needs in developing countries, allowing the United States to respond to unanticipated food crises. Under the Food for Peace Act, as amended

by the Agricultural Act of 2014, the Administrator of USAID oversees release and use of these funds.

Carryover

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

Communities

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

Community Capacity

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

Direct Distribution Food Aid Commodities

Food aid commodities that are provided directly to beneficiaries as in-kind take home rations or for on-site feeding (versus food aid commodities sold for monetization proceeds).

Disaster Early Warning and Response System

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

Exclusive Breastfeeding

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

Expenditure

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

FFP Funding Sources - Emergency Resources

FFP resources used to fund emergency response and disaster risk reduction-type activities. Emergency resources may be used in a development project for expanded safety net and asset protection activities that target populations suffering from transitory food insecurity during a shock or transition from an emergency situation, as well as to fund disaster risk reduction and early warning activities.

FFP Funding Sources - Development Resources

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

Financial Services

Financial services refer to services provided by formal or non-formal groups for the management of money. This includes credit (loans), savings, and insurance schemes run by for-profit, non-profit, and governmental organizations. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook at [http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf].

Fiscal Year (FY)

The U.S. Government's fiscal year begins October 1 and ends the following September 30.

Hand Washing Stations

A hand washing station refers to a designated place where household members and guests can find soap and water for washing their hands. The prevalence of households with hand washing stations with soap and water is a measure of progress toward improved hygiene practices. The data for this indicator, adapted from the USAID Hygiene Improvement Project (HIP) document Access and Behavioral Outcome Indicators for Water, Sanitation, and Hygiene (2010), is collected through the household questionnaire in a population-based survey. The population-based survey is conducted among all households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

HIV Programming

Resources used for activities directly targeting people infected or affected by HIV or that use HIV-related factors, such as chronic illness, as part of the vulnerability criteria used for project entry/eligibility. This includes People Living with HIV (PLHIV), such as children; clients of Prevention of Mother to Child Transmission (PMTCT) activities; Orphans and Vulnerable Children (OVC); the families and caregivers of PLHIV and OVC; and service providers supported through Food-for-Training (e.g., peer educators, home-based care volunteers, etc.).

Note: Orphans are defined as children under the age of 18 years who have lost one or both parents to AIDS, and vulnerable children are those affected by HIV through the illness of a parent or principal caregiver. If there is a national-level definition of OVC, awardees should use the national definition instead. Note: The latest U.S. Government definition of OVC can be found on PEPFAR's website.

Household Dietary Diversity Score (HDDS)

HDDS is a proxy measure of household socioeconomic status. It is derived from the number of different food groups consumed by a household over a 24-hour recall period. It is not a measure of dietary quality. Data are collected through a household questionnaire consisting of one single question, using 12 standard food groups, asked of the person responsible for food preparation in the household. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the MAHFP Indicator Guide.

Household Hunger Scale (HHS)

HHS is a measure of household food access. Data is collected from survey questions that measure the percentage of households with moderate or severe hunger over the four weeks preceding the survey. Data for this measure is collected using a household survey questionnaire that consists of three questions asked of the household member in charge of food preparation, about the frequency with which the three events were experienced by any household member in the last four weeks. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

Implementation Year (IY) (versus Fiscal Year)

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

Improved Drinking Water Source

An improved water source, as defined by the Joint Monitoring Programme (JMP), is a source that, by nature of its construction or through an active intervention, is protected from outside contamination, in particular from contamination with fecal matter. Protected sources include piped water into dwelling, plot, or yard; public tap/standpipe; tube well/borehole; protected dug well; protected spring; or rainwater collection. All other sources are considered to be "unimproved," e.g., unprotected dug well, unprotected spring, cart with small tank/drum, tanker truck, and surface water such as a river, dam, lake, pond, stream, canal, and irrigation channel. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is conducted among all households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

Improved Sanitation Facility

A sanitary facility is one that meets the improved sanitation standards defined in the Millennium Development Goals (MDGs). (Improved sanitation is further defined under this specific indicator on the link below.) The data for this indicator is collected through the household questionnaire in a population-based survey. During the survey, the household head or a responsible adult is asked to identify the kind of toilet facility that household members usually use. The population-based survey is conducted among all households selected in a representative sample. The questionnaire

and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

Improved Storage Practices

“Improved” storage techniques are methods for storing seeds, grains, animal feed, and aquaculture products that are cost-effective and allow for long-term storage. These techniques allow a farmer to safely store excess harvest from the plot where the farmer has decision-making power for subsequent sale, consumption, and/or propagative plant material, (e.g., seeds for future planting). Improved storage techniques should minimize post-harvest losses and maximize profits by allowing farmers to sell their products later in the season when excess product supply has diminished. Data on the percentage of farmers who used improved storage practices in the past 12 months is collected through a population-based household survey questionnaire. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook .

Indirect Beneficiaries

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

Indirect Costs

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

Internally Displaced Person (IDP)

According to the USAID Assistance to Internally Displaced Persons Policy [<http://www.usaid.gov/policy/ads/200/200mbc.pdf>], IDPs are persons involuntarily uprooted within their country of origin due to a specific crisis or shock. IDPs are distinguished from refugees, who have crossed an international border.

Mean Depth of Poverty

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

Metric ton(s) (MT)

Metric tons are the standard unit of measurement for Title II commodities. One metric ton equals 1,000 kilograms.

Minimum Acceptable Diet (MAD)

MAD is a measure of nutritional status of children that considers both frequency and diversity of diet. The method of measurement depends on the age of the child. If a child meets the minimum feeding frequency and minimum dietary diversity for his or her age group and breastfeeding status, then the child is considered to be receiving a minimum acceptable diet. Data for this indicator is collected through a population-based household survey questionnaire. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

Monetization (MTZ)

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

Negotiated Indirect Cost Rate Agreement (NICRA)

See indirect costs.

Number of Months of Adequate Household Food Provisioning (MAHFP)

The number of months of adequate household food security provisioning is a standard food access indicator measuring the number of months during the previous 12 months for which a household reported having enough food to meet its members' needs. It is derived by asking two questions to the person in the household responsible for food preparation. The population-based survey is usually conducted during the hungry season on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the Indicator Guide.

PEPFAR

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

Physical Infrastructure to Mitigate the Impact of Shocks

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

Pipeline and Resource Estimate Proposal (PREP)

A PREP describes an awardee's food aid resource needs and activities for a food aid project over the course of the upcoming implementation year, even if additional resources will not be

requested. PREPs must be submitted annually for every development project on a date negotiated by the awardee, FFP/Washington (FFP/W) and the FFP/Mission and/or Regional Office, as appropriate (FFP/M/R).

Prevalence of Poverty

Prevalence of poverty is the proportion of a population expending less than \$1.25 per day, converted into local currency at 2005 “Purchasing Power Parity” (PPP) exchange rates, for food and other essential consumables, as opposed to durable assets. Measurement is based on the value of average daily consumption expenditure per person. Food and other items that a household produces for consumption are counted as if the household purchased those items at market prices. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the Performance Indicators Reference Sheets for FFP Indicators [<http://www.usaid.gov/sites/default/files/documents/1866/PIRS%20for%20FFP%20Indicators.pdf>]

Program Element

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

Refugee

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

Safety Net

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

Shock

A rapid or slow onset event (or set of events) that has a detrimental effect on a population’s food security status by impeding one or more of the three elements of food security—availability, access, and utilization. Shocks can occur occasionally or recurrently. The source of the shock(s) can be: natural (drought, floods, earthquake, hurricane, etc.); political (conflict, civil war);

economic (employment insecurity, hyper-inflation, collapsed terms of trade); and/or health-related (epidemics, endemic disease, and widespread malnutrition).

Stunting

Stunting is a condition of slowed growth due to chronic malnutrition that has permanent effects on physical and mental capacity. It is identified using measure of height compared to a standard, sex-specific, reference for height (height-for-age)). The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FANTA Anthropometric Indicators Measurement Guide.

Sustainable Agriculture

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

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

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

An illustrative list of sustainable agriculture practices and techniques can be found in the FFP Standard Indicators Handbook.

Underweight

Underweight is a condition of weighing less than is considered nutritionally healthy—either due to slowed growth (stunting) or thinness (wasting). For FFP, the condition of underweight for children under 5 years of age is determined by comparing an individual’s weight to an age- and sex-specific standard. . The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FANTA Anthropometric Indicators Measurement Guide.

Underweight among Women of Reproductive Age

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

Indicators Reference Sheets for FFP Indicators at
[<http://www.usaid.gov/sites/default/files/documents/1866/PIRS%20for%20FFP%20Indicators.pdf>].

Value Chain Activities

Value chain activities in agriculture are defined as a set of actors and activities that bring a basic agricultural product from production in the field to final consumption, where at each stage value is added to the product. A value chain can be a vertical linking or a network between various independent business organizations and can involve processing, packaging, storage, transport and distribution [<http://www.fao.org/docrep/013/i2008e/i2008e04.pdf>]. Value chain activities include, but are not limited to, pre- and post-harvest activities, such as joint purchase of inputs, bulking transporting, sorting, grading, processing, trading/marketing (wholesale, retail, export). Projects for which this indicator is applicable need to pre-identify a list of value chain activities that the project will be promoting during the life of the award so that the baseline survey is able to measure the percentage of farmers that are already practicing these specific value chain activities. This will later be compared to the percentage of farmers practicing these value chain activities during the final evaluation survey at the end of the project. More on value chain activities can be found at the USAID's value chain wiki link:

[http://apps.develebridge.net/amap/index.php/Value_Chain_Development]. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

Vulnerable Children

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

Women's Dietary Diversity Score

Women's dietary diversity score is a measure of the micronutrient adequacy of the diet based on the mean number of food groups consumed in the previous day by women of reproductive age (15–49 years). Data is tabulated by averaging the number of food groups consumed out of the specified nine food groups across all women of reproductive age in the sample with data on dietary diversity. The data for this indicator is collected through the household questionnaire in a population-based survey. The population-based survey is usually conducted during the hungry season, on all the households selected in a representative sample. The questionnaire and instructions for data collection, tabulation, and analysis can be found in the FFP Standard Indicators Handbook.

Women's Empowerment in Agriculture Index (WEAI)

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

the empowerment of women in five areas; and the Gender Parity sub-Index (GPI) measures the average level of equality in empowerment of men and women within the household. Guidance on data collection and calculations of the WEAI can be found in the Feed the Future Handbook of Indicator Definitions.

Draft for Public Comment

ANNEX B

FFP Standardized Annual Performance Questionnaire (SAPQ)

Purpose

The Standardized Annual Performance Questionnaire (SAPQ) allows Food for Peace (FFP) to collect and aggregate standardized data across all FFP development food assistance projects and host countries on an annual basis. These data are aggregated so that FFP can report to the U.S. Congress, Feed the Future Presidential Initiative, and other stakeholders on annual project results.

The SAPQ is a reporting tool and is not used to evaluate individual food assistance projects. Awardees should only provide the information requested in the manner requested. The Indicator Performance Tracking Table (IPTT) for development projects and Annual Results Report (ARR) narrative for both development and emergency projects are the appropriate place to tell the full story of a food assistance project, not the SAPQ.

Submission

Awardees should enter SAPQ data into FFP MIS as part of the ARR submission.

Applicable Projects

The SAPQ is an annual data collection requirement for performance information for current and recently closed FFP development food assistance awards. **Indicator results reported in the SAPQ should be for all activities implemented in the most recent fiscal year.** For example, current awards finishing a year of activities on September 30, 2014, as well as awards that ended in June 2014, would submit an SAPQ for FY 2014. While new awards made in the most recent fiscal year will not have indicator results for the year, these awardees should submit an SAPQ with future fiscal years' targets for annual monitoring indicators. Note that targets for final evaluation indicators can be set after baseline results have been received. For example, awardees with projects issued in July 2014 would submit an FY 2014 SAPQ with annual monitoring indicator targets for FY 2015, 2016, and 2017. In FY 2015, these awardees' SAPQ would include 1) FY 2015 results and future fiscal years' targets for annual monitoring indicators, 2) baseline indicator results, and 3) targets for final evaluation indicators.

Questions

Questions directly related to the SAPQ may be directed to AMEX International Inc. at FFPdocs@amexdc2.com. Questions related to individual awards and performance should be directed to the award's AOR.

SAPQ Instructions

Awardee Project and Contact Information

Awardee Name(s): Formal organization name or acronym is acceptable. If the food assistance project is implemented by a consortium, list the lead awardee name and include the names of the sub-awardees and/or partner organizations in parentheses.

Host Country(ies): Fill in the name of the host country(ies) where activities are implemented. In cases where one food assistance project operates in multiple countries or in a geographical region, please specify the region and list the applicable host countries.

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

Project Start Date: List the project start date as provided on the original Transfer Authorization. Dates should be provided in the following format: MM/DD/YY.

Project Expiration Date: List the expiration date for the food assistance project as provided in the award agreement or subsequent award modifications, as appropriate. Dates should be provided in the following format: MM/DD/YY.

Project Name: List the formal name of the food assistance project as promoted by the awardee, if available.

Award Number: An award agreement is a document signed by the awardee and FFP that describes the food aid commodities being requested and the food assistance project in which they will be used. Award numbers are usually found on the first page or pages of FFP agreements. In the case of WFP, Project Numbers should be provided.

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

Definitions

- Age groups are inclusive. For example, “6-59 months” refers to children from 6 to 59.9 months of age or all children from 6 months to under 60 months of age.
- The indicators of number of months of adequate food provisioning (MAHFP) and household dietary diversity score (HDDS) are measured in particular ways that are explained in the “Definitions” in Annex A. If an awardee does not use the same method that is described, the data should not be included in the SAPQ. If an awardee has particular indicators to share with FFP, i.e., indicators that do not match those in the SAPQ, the awardee should report them in the IPTT, not the SAPQ.

SAPQ General Instructions

- Development projects awarded **prior to and in FY 2010** should follow reporting requirements as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*. These projects are required to report on all applicable annual indicators each year. These projects are also required to report on applicable impact indicators, i.e., stunting, underweight, months of adequate household food provisioning, and household dietary diversity score, in the fiscal years in which the baseline and final evaluation are conducted.

- Development projects awarded **in FY 2011** are required to report on all applicable annual indicators each year as per FFPIB 07-02, *New Reporting Requirements for Food for Peace*. For the baseline study and final evaluation, these projects are required to report on applicable impact and outcome indicators as per FFPIB 11-03, *Revision to Food for Peace Standard Indicators Collected in Baseline Surveys and Final Evaluations*, in the years in which the baseline and final evaluation are conducted.
- Development projects awarded **in and after FY 2012** are required to report on required, required if applicable, and standard indicators in the list of FFP indicators issued on April 9, 2013. This list includes indicators for baseline, final evaluation, and annual monitoring. For projects awarded in FY 2013, whose baseline studies were contracted to a third-party firm, awardees are responsible for entering all indicator data into FFPMIS.
- Annual monitoring indicators are those for which the awardee collects data every year based on beneficiary monitoring. Baseline and final evaluation indicators are collected at the start and end of the project through a population-based representative sample survey.
- If the indicator data collected by the project does not exactly correspond to the particular FFP indicator, please do not provide that data. For example, if the project measures the prevalence of underweight among children aged 6-36 months, but the FFP indicator measures the prevalence of underweight for children aged 0-59 months, please do NOT provide the project's data.
- Awardees should also include targets for indicator results for the next three fiscal years. For example, the SAPQ with indicator values for FY 2014 would include targets for FY 2015, 2016, and 2017. For future year targets, the awardee should provide the most current thinking on those targets. However, if changes to targets are made, the awardee should seek approval from the AOR prior to entering the new targets in the SAPQ.

Deviation narratives are required for each indicator where the FY 2014 result is 10 percent greater or less than the target. As required by OMB, the deviation narrative must specifically state the problems encountered and describe what will be done to address challenges and overcome difficulties for meeting the target. For projects awarded prior to and in FY 2011, awardees should include the deviation narratives in a separate attachment submitted in conjunction with the ARR narrative. For projects awarded in and after FY 2012, awardees should enter deviation narratives in the comments area for the corresponding indicator in the SAPQ module in FFPMIS.

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

ANNEX C

Reference Documents

Development Experience Clearinghouse <https://dec.usaid.gov/dec/home/Default.aspx>

FANTA Anthropometric Indicators Measurement Guide
<http://www.fantaproject.org/sites/default/files/resources/anthropometry-2003-ENG.pdf>

FANTA Months of Adequate Household Food Provisioning (MAHFP) for Measurement of Household Food Access: Indicator Guide
http://www.fantaproject.org/sites/default/files/resources/MAHFP_June_2010_ENGLISH_v4.pdf

Feed the Future Agricultural Indicators Guide
http://agrilinks.org/sites/default/files/resource/files/FTF_Agriculture_Guide_Jan2014.pdf

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

Food for Peace Information Bulletins <http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/food-peace-information-bulletins>

Food for Peace Standard Indicators Handbook http://pdf.usaid.gov/pdf_docs/PNADZ580.pdf

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

List of FFP Standard Indicators
http://www.usaid.gov/sites/default/files/documents/1866/FFP%20Indicators%20List_April%209%202013%20%281%29.pdf

PEPFAR Guidance for Orphans and Vulnerable Children Programming
<http://www.pepfar.gov/documents/organization/195702.pdf>

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

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