



ANNUAL RESULTS REPORT GUIDANCE

BUREAU FOR HUMANITARIAN ASSISTANCE

Fiscal Year 2020

For formerly Food for Peace funded
Emergency Activities and
International Food Relief Partnership (IFRP) Activities

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ACRONYMS

ADS	Automated Directives System
AOR	Agreement Officer's Representative
APS	Annual Program Statement
ARR	Annual Results Report
BHA	Bureau for Humanitarian Assistance
BEHT	Bill Emerson Humanitarian Trust
DFSA	Development Food Security Activity
DEC	Development Experience Clearinghouse
DNA	Disaggregates Not Available
EFSP	Emergency Food Security Program
FANTA	Food and Nutrition Technical Assistance III Project
FFP	Office of Food for Peace
FFPIB	Food for Peace Information Bulletin
FFW	Food for Work
FTF	Feed the Future Presidential Initiative
FY	Fiscal year (October 1 – September 30)
GAM	Global Acute Malnutrition
HDDS	Household Dietary Diversity Score
IDA	International Disaster Assistance
IDP	Internally Displaced Person
IFRP	International Food Relief Partnership
IPTT	Indicator Performance Tracking Table
ITSH	Internal Transportation, Storage, and Handling
IR	Intermediate result
LOA	Life of Award
LRIP	Local, Regional, and International Procurement
MT	Metric Ton

NGO	Non-governmental Organization
OCO	Overseas Contingency Operations
OMB	Office of Management and Budget
PDM	Post Distribution Monitoring
PRT	Partner Reporting Tool
PVO	Private Voluntary Organization
R	Required (indicator or ARR component)
RiA	Required if Applicable (indicator or ARR component)
SO	Strategic Objectives
USAID	U.S. Agency for International Development
USG	United States Government

PURPOSE AND APPLICABILITY

The Annual Results Report (ARR) is an annual reporting requirement for awards funded by the Office of Food for Peace (FFP), which is now the Bureau for Humanitarian Assistance (BHA). This guidance covers awards implemented by U.S. or non-U.S. non-governmental organizations (NGOs), including private voluntary organizations (PVOs). BHA awardees that receive funding from the Food for Peace Act (Title II), International Disaster Assistance (IDA) account, Overseas Contingency Operations (OCO) account, and/or Community Development Funds (CDF) are required to submit ARR. These include emergency, non-emergency, and international food relief partnership (IFRP) awards. For jointly funded awards with the former Office of U.S. Foreign Disaster Assistance (OFDA), awardees should submit ARR for the FFP portion of the award. This should include all sections of the ARR that are applicable to the award. The ARR narrative should only describe the FFP portion of the award.

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

ARR replaces the fourth quarter quarterly report presenting progress and results for the entire reporting FY¹—not just the final quarter. NGO and PVO awardees must submit ARR for each fiscal year (FY) during which activities were implemented, except for awards that were signed in the last quarter (July 1- September 30) of the reporting FY. Awardees must report even if the activity began late, ended early in the FY having implemented few interventions, or achieved limited or no results. If activities were not implemented during the reporting FY, awardees should discuss with the agreement officer's representative (AOR) which components of the ARR to be submitted.

In situations where the activity's Final Performance Report is within three months of the ARR submission, an awardee may request the AOR for a combined report that includes ARR and Final Performance Report. On approval, the awardee must follow the ARR guidance for the combined reporting and submit the report within the ARR submission deadline. For awards that span over more than one fiscal year, awardees will have to report on the current FY as well as cumulative (LoA) achievements in ARR Narrative Report. Additionally, awardees will be required to present key overarching challenges and successes.

Please read the following list while preparing for the FY 2020 ARR:

1. The FY 2020 ARR submission deadline is November 2, 2020, 12:00 pm Eastern Standard Time.
2. Awardees must submit ARR in FFP [Partner Reporting Tool \(PRT\)](#). Please direct questions or problems only related to PRT to prt-helpdesk@usaid.gov
3. Awards that end prior to the end of the FY and prior to the release of any updated guidance, if applicable, should follow the previous year's ARR guidance for reporting, however, provide entry and upload data in the PRT.
4. Awardees must submit the complete ARR package by the above-stated deadline or within 90 days of the date of the award's expiration, whichever comes first.

¹ FY runs from October 1 through September 30

5. Within approximately one week of submitting ARR, awardees should receive an ARR submission acknowledgement from BHA. Once an ARR is submitted, PRT does not automatically notify awardees when the submission status changes. Awardees must login to the site to see the current status of submission.
6. Unless an awardee obtained a waiver from BHA for a specific award, awardees are required to upload all survey data (including post distribution monitoring, food security monitoring surveys and the baseline/endline survey data (if applicable) collected during the reporting FY to the [Development Data Library \(DDL\)](#).
7. Unless an awardee obtained a waiver from BHA for a specific award, awardees are required to upload all BHA approved final reports from baseline/final evaluation and any research activities conducted during the reporting FY² to both PRT and the [Development Experience Clearinghouse \(DEC\)](#), even when these activities are conducted by third-party firms. If final reports for evaluation and research activities are not finalized or approved by BHA at the time of ARR submission, awardees should note this in the ARR narrative and request to modify the ARR in PRT at a later date in order to upload them. This will not affect the approval status of the ARR.
8. Awardees must submit the ARR documents to the DEC within 30 days of AOR approval. The submission should include the ARR narrative, indicator table, and the success stories and lessons learned. For more information on DEC submission requirements, please refer to USAID ADS 540, DEC, and/or the AOR. When submitting the ARR package to the DEC, awardees should do the following:
 - under Document Type, select “Annual Report;”
 - under Primary Subject, select “Food Aid Programs;” and
 - under Additional Information, include the following text: “Add the following USAID Thesaurus Terms and Tags: Food for Peace Title II, Food Security, Nutrition Security”
9. After submitting the ARR package to the DEC, awardees are responsible for sending the link of the uploaded document(s) to the AOR.

2 Per the 2020 APS, USAID/FFP requires all awards that are 12 months or longer in duration to conduct a baseline study and mixed methods final evaluation.

COVID-19 GUIDANCE FOR FY20 ARR

Partners are required to submit a FY20 ARR for former FFP-funded Emergency activities awarded prior to July 01, 2020, including the COVID-19 supplemental IDA funded activities. Activities implementing COVID-19 supplemental IDA funded responses should provide additional monthly reporting on select required if applicable (RiA) indicators in PRT. Partners do not need to submit a FY20 ARR for activities funded on or after July 01, 2020.

BHA prioritizes Do No Harm policy for implementing partner staff, contractor staff, activity participants and communities. The June 2020 [Interim Guidance for Applicants Engaging in COVID-19 Humanitarian Response](#) encouraged partners to collect monitoring data as safety permitted. BHA encouraged partners to minimize in-person data collection and use remote monitoring methods wherever possible. BHA understands that many activities either paused implementation of planned interventions and/or pivoted to respond to COVID-19 related shocks. Please note of the following key points for the FY20 ARR:

Activity Level COVID-19 Deviation Narrative: For the FY20 ARR, BHA waives the requirement to provide deviation narratives for individual indicators due to COVID-19 pandemic's negative impact on activity implementation. Instead, partners should provide a *COVID-19 Deviation Narrative* for the whole activity as direct data entry in PRT that has a new text box for this specific reporting. For FY20, deviation narrative boxes for individual indicators in PRT should indicate "See Activity Level COVID19 Deviation Narrative", if applicable. The deviation narrative must share the contextual details of the pandemic's impact on activity implementation, monitoring data collection, innovative data collection ways used (if any), and the current and future plans to address the stated problems. In addition to the direct data entry, partners must provide the *COVID-19 Deviation Narrative* and any additional COVID-19 related details in the ARR Narrative Report under the *Challenges, Successes, and Learning* section, and other sections, as applicable.

Activities that pivoted their award funds to provide local COVID-19 response (Non COVID-19 supplemental IDA funds): If any FFP funded activity has partially/completely stopped its initially planned interventions and pivoted the activity funds to provide a local COVID-19 response, partners are still required to submit the ARR. In addition to the initial award-specific agreed upon indicators, partners must report on two new BHA COVID-19 WASH indicators: [COVID19-1](#) and [COVID19-2 \(RiA\)](#).

Activities implementing COVID-19 supplemental IDA-funded response: Partners that received COVID-19 supplemental IDA-funded awards to respond to COVID-19 emergencies should follow the standard ARR requirements like any other emergency award PLUS submit the applicable COVID-19 mandatory monthly indicators and 2-page narrative updates via PRT. Please refer to section 5 of [Interim Guidance for Applicants Engaging in COVID-19 Humanitarian Response](#).

Please see the detailed reporting requirement notes for [COVID-19 supplemental IDA-funded responses](#):

Annual reporting

- Any agreed upon indicators in LogFrame
- Two new BHA COVID-19 WASH indicators (RiA) [COVID19-1](#) and [COVID19-2](#)
- COVID-19 supplemental IDA funding mandatory FFP indicators as listed below (Select ARR in the drop-down menu and then provide data)

Monthly reporting

- COVID-19 supplemental IDA funding mandatory FFP indicators as listed below (Select month

name in the drop-down menu)

COVID-19 supplemental IDA funding mandatory FFP indicators

1. Number of individuals participating in USG food security programs
2. In-kind food commodity quantity distributed (MT), by commodity
3. Number of unique participants receiving in-kind food
4. Cash/Food transfers - Total amount distributed (US\$), by modality (cash and voucher)
5. Number of unique participants receiving support, per modality (cash and voucher)
6. WASH - Total number of people receiving WASH NFIs assistance through all modalities

FY20 EMERGENCY ARR PACKAGE

Awardees must submit ARR in PRT via direct data entry and uploading documents. A complete Emergency FY20 ARR will include the applicable components listed in tables 1 and 2.

Documents should be written in English and formatted in a printer-friendly format.

TABLE 1: UPLOAD AS DOCUMENTS

Document	Emergency Activity	IFRP
ARR Narrative Report	R	R
Indicator Table	R	R
Baseline, Evaluation, Assessments, and Research Reports	R	O
Success Stories	O	O

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

TABLE 2: DIRECT DATA ENTRY

ARR Section	Emergency Activity	IFRP
IDP and Refugee Participants	RiA	RiA
Unique and Direct Participants	R	R
Emergency Indicators	R	R
LRIP and Modality Actuals	R	RiA
Specialized Foods Distribution	RiA	RiA
COVID-19 Deviation Narrative for Activity	RiA	RiA
Monthly Reporting Indicators	RiA for COVID-19 supplemental IDA funded COVID-19 Response Activities	No

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

ARR: DOCUMENTS TO UPLOAD

A. ARR NARRATIVE REPORT

The ARR narrative comprises the analysis of successes and challenges faced in activity implementation during the reporting FY, and their effect on the award's strategic objectives, purposes, and outputs etc. The narrative should include a reflection on lessons learned, and how that learning will inform current/future interventions, for example, revising targets. The cover page of the ARR narrative must include the following table:

TABLE 3: ARR NARRATIVE COVER PAGE

Reporting fiscal year	FY 20XX
Awardee name	
Host/implementation country	
Award number	
Activity name	
Activity start date	
Activity end date	
Submission date	(mm/dd/yyyy)
List of ARR documents uploaded in PRT	
Awardee HQ contact person Name, Email, Phone, Office Address	
Awardee host country contact person Name, Email, Phone, Office Address	

1. The ARR narrative should be no more than 23 pages in length, excluding cover page, list of acronyms, photos, and attachments.
2. ARR narrative should be prepared in Microsoft Word in 12-point, Gill Sans font with one-inch margins, left justification, and a footer on each page with the page number, date of submission, award number, and food security activity name.
3. Include an acronym list.
4. Avoid using jargon and technical terms specific to the award. The full audience of the report may not be familiar with the particular terms.
5. Spreadsheets should be prepared in Microsoft Excel in 10-point, Gills Sans font, with print areas set to 8.5 x 11-inch, letter-sized paper.

In the ARR Narrative, please provide a list of all partner uploaded documents in PRT, such as baseline report, evaluation report, and any other study report. Please also include the links if those documents were uploaded to the DEC and any data sets were uploaded to DDL.

ACTIVITY RESULTS

Emergency awards should present the achieved results against targets for the reporting FY while addressing the following key areas:

AWARD SUMMARY

Highlight the activity achievements, milestones and challenges for FY 2020. Note other complementary interventions implemented by other actors that may have contributed to the food security outcomes, as well as discuss how program participants adjusted/coped with the initial shock for which this program was designed, and any subsequent food security shocks encountered during the reporting period

OUTPUT REPORTING

Reflect output achievements as planned versus actuals per month for each month under the life of the award in a table as illustrated below.

TABLE 4: UNIQUE PARTICIPANTS COUNT

	Number of participants reached per month												Annual total participants (unique)
Female: Planned													
Female: Actual													
Male: Planned													
Male: Actual													

OUTCOME AND PROCESS REPORTING

Present quantitative and qualitative analyses of outcome and process indicators. This includes data from the baseline report, the endline report, feedback mechanism, sectoral assessment, and/or post distribution monitoring (PDM) report. This requirement is not applicable for IFRP awards.

MARKET, LOCAL REGIONAL AND INTERNATIONAL PROCUREMENT (LRIP), AND MODALITY ACTUALS

Analyze and present the results from market assessments and monitoring (for both source and last mile markets). Analyze and present the data reported in the Local Regional and international procurement (LRIP) and Modality Actuals Table in the ARR. Some questions to consider are: what were the delivery challenges and how were they addressed? Were the transfers always on time? If not, why not? What was the extent of the delay? How did the delayed transfer affect the food security/welfare of the participating households? Did the transfer achieve intended objectives and intended benefits? For example, targeting women has an implicit objective, but experience shows that in many cases women do not get to decide or control the use of the transfer. Were there any problems redeeming vouchers, and what was the effect on the local market? In the case of local and/or regional procurement (LRP), how did it affect the market?

Analyze and present results from market assessments and monitoring (for both source and last mile markets). Discuss trends and potential programming impacts. If the reported prices change over time, comparisons should be made to any regular seasonal changes of prices. Unexpected market impacts or disincentives to local production should be explained in the ARR, along with course corrections made. This requirement is not applicable for IFRP awards.

CROSS-CUTTING ELEMENTS

Describe how the award assessed and addressed gender, youth, social dynamics, protection, and conflict sensitive needs and issues. Consider transfer modalities and participant perception on the effects of transfers on different groups (e.g., sex, age, ethnicity); utilization of the transfers (both cash and vouchers); challenges encountered and the responses to address each of the challenges; and actions taken to protect the dignity, human rights, and safety of participants etc.

CHALLENGES, SUCCESSES, AND LESSONS LEARNED

Present a brief summary of key challenges encountered, notable successes, and lessons learned during the FY. This section should focus on the following:

Challenges: Describe the obstacles, factors contributing to the obstacles, timing and means of identification, and steps taken (or in the process of being taken) to address those.

Successes: Describe the successes, factors contributing to the success, and how the program will build on or leverage the success for future activities.

Lessons learned: Describe the lessons learned such as realizing that literacy programs need to be incorporated because they are essential to creating and sustaining women's cooperatives, or such as how the activity became aware of additional gender or environmental gaps in its approach.

Note: It is important to share *how* the lesson(s) learned have been or will be applied to the project in the following year(s). BHA is also interested in learning of any plans to institutionalize the learning.

B. INDICATOR TABLE

Awardees upload the output and outcome indicators table in PRT in FFP recommended format, refer to FFP's 2020 [APS](#). The indicator table must include all R, RiA, and custom indicators. Please be sure to include indicators related to protection, environment, gender equality, and coverage of need as appropriate. Note: IFRP awards should submit an indicator list only.

1. Each indicator should have a life of award (LOA) target value and reporting FY actual values for ARR.
2. Each indicator should have actual values for baseline/endline (if applicable).
3. Each indicator should have the information on methods used for data collection. For example, Food Consumption Score (FCS) may be measured by a participant-based baseline survey at baseline and endline, and through Post Distribution Monitoring (PDM). Be as specific as possible and avoid generic terms like "project records". This description should provide enough information so that a reviewer would know where to look in the M&E Plan for a more detailed description of the methods that will be used.
4. For older emergency programs that don't have the current indicator table template, please use separate documents for sharing the indicator data sources.

C. BASELINE, EVALUATION, ASSESSMENTS, AND RESEARCH REPORTS

As part of the ARR, awardees must submit the baseline report/final evaluation (if applicable), final comprehensive activity report with all annexes, and any assessment, study, or research conducted by

the awardee or commissioned by the awardee to a third-party firm during the reporting FY. If the reports are not finalized and approved by BHA at the time of ARR submission, awardees should note in the ARR narrative that these activities were conducted during the FY and, at a later date, request to modify the ARR and upload them. Optional for IFRP awards.

D. SUCCESS STORIES

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

ARR - DIRECT DATA ENTRY

PARTNER REPORTING TOOL (PRT)

For the FY20 ARR, all awardees must use PRT (<https://arr-prt.net/>). BHA authorizes and creates users accounts in PRT for each awardee organization. Please note that each organization will receive only one set of PRT login id and password.

TABLE 5: PRT LOGISTICS

PRT website	https://arr-prt.net/
Partner login credentials	Each awardee will have only one set of user id and password. BHA will create user accounts for each awardee organization.
Forgot password	Awardees can use <i>Forgot password</i> link at the bottom of PRT webpage to receive password reset link. Please note the password reset link will be sent to the email id used to create the user account in question.
Contact BHA <i>For technical or process difficulties in using PRT website</i>	Awardees can use the <i>Contact us</i> link at the bottom of the PRT webpage for asking questions. Please note that this link should only be used for questions related to the PRT website and not for the ARR requirements for an award. For questions on ARR requirements for an award, awardees should contact the respective BHA AOR and consult FFP 2020 APS.
ARR approval status 	ARR public status on for each award will reflect the current public <i>ARR Status: Open/ Under review/ Rejected/ Accepted by BHA.</i>

PRT HOME PAGE

Immediately after the PRT login, a Home Page will present the list of all BHA funded activities/awards. BHA reviewers can see all awards but awardees can only see their own. For example, ABC organization cannot see activities implemented by other awardees and vice versa. On this page, the user should identify the award for ARR and click on 'Go to report'. This action will direct the user to the ARR Base Page.

FIGURE I: PRT HOME PAGE

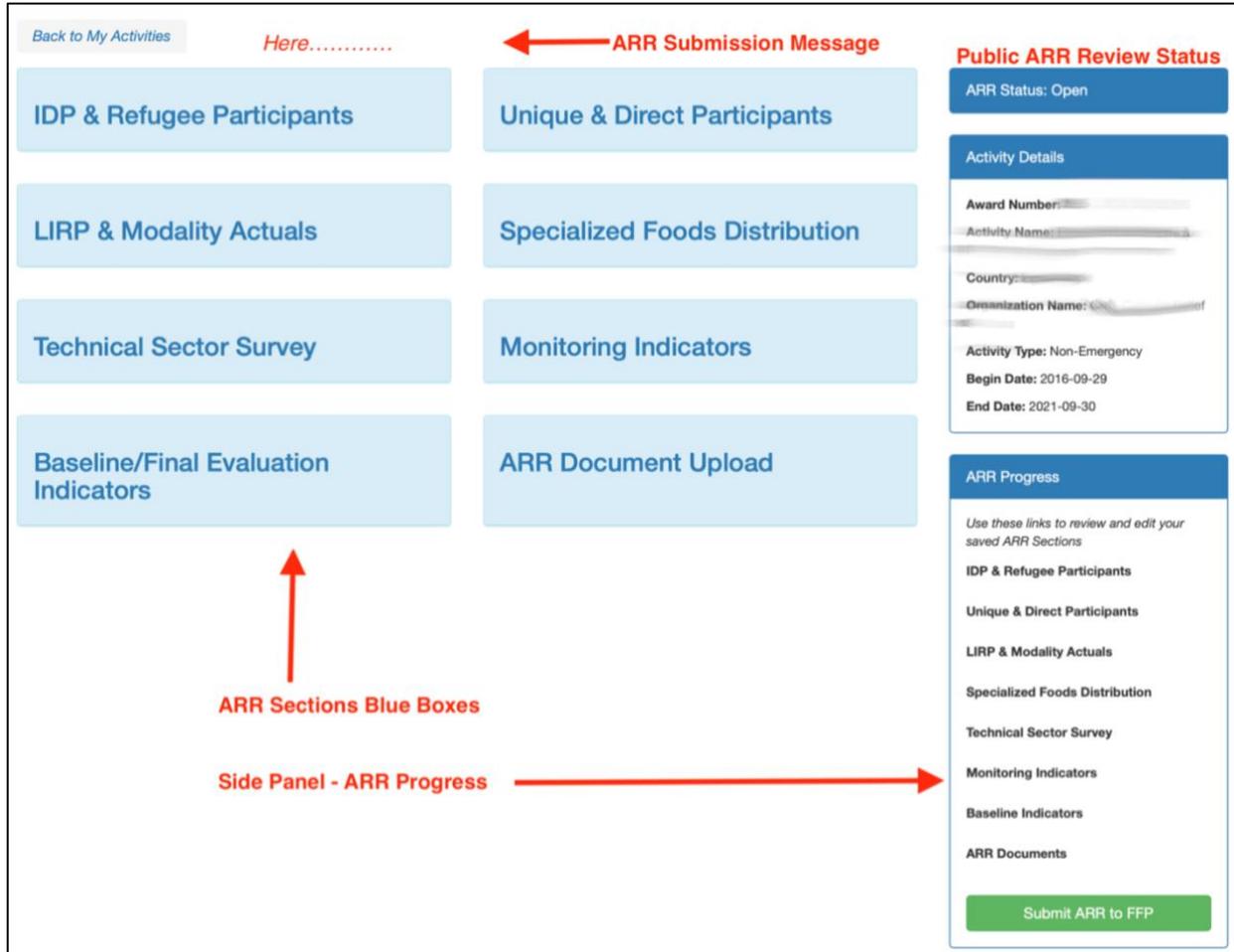
Award Number	Activity Name	Activity Type	Country	ARR
AWARD NUMBER	ACTIVITY NAME	Non-Emergency	Burundi	 Go to Report
AWARD NUMBER	ACTIVITY NAME	Non-Emergency	Democratic Republic of the Congo (Kinshasa)	Go to Report
AWARD NUMBER	ACTIVITY NAME	Emergency	Democratic Republic of the Congo (Kinshasa)	Go to Report

ARR BASE PAGE

The ARR base page contains all applicable sections for the ARR. Awardees can concurrently enter and save data in different ARR sections. Awardees do not need to complete all data fields to save an ARR

section. They can come back and edit any ARR section several times, before submitting the completed ARR to BHA. The base page has a hub and spoke design for easy navigation. PRT users need to click on Back to Annual Results Report link situated on top left to get back to the ARR base page. Alternatively, PRT automatically brings users back to the ARR base page after saving the data in a section.

FIGURE 2: ARR BASE PAGE



A side panel appears for each ARR. The panel continually monitors and shows the ARR progress as well current approval status.

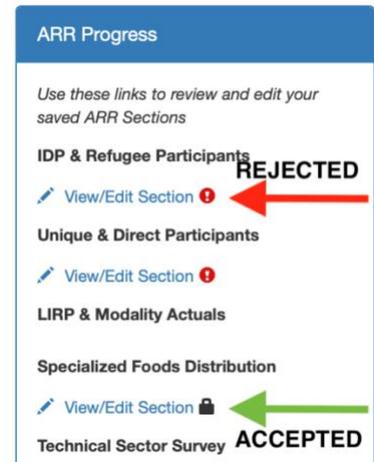
SIDE PANEL: STATUS

The ARR approval status for each ARR is visible to all users. This status is displayed at the top of the side panel and can only be changed by a BHA reviewer. The default ARR status for all awards is *Open*. PRT users can see the status anytime they open an ARR.

SIDE PANEL: ARR PROGRESS

As soon as an ARR section is saved, a *View/Edit Section* link will appear for that section on the side panel. The side panel will turn into a summarized version of ARR highlighting all completed/edited sections. Realistically, awardees complete a given ARR over a few days. PRT users can see the data entry progress in the side panel without visiting each ARR section.

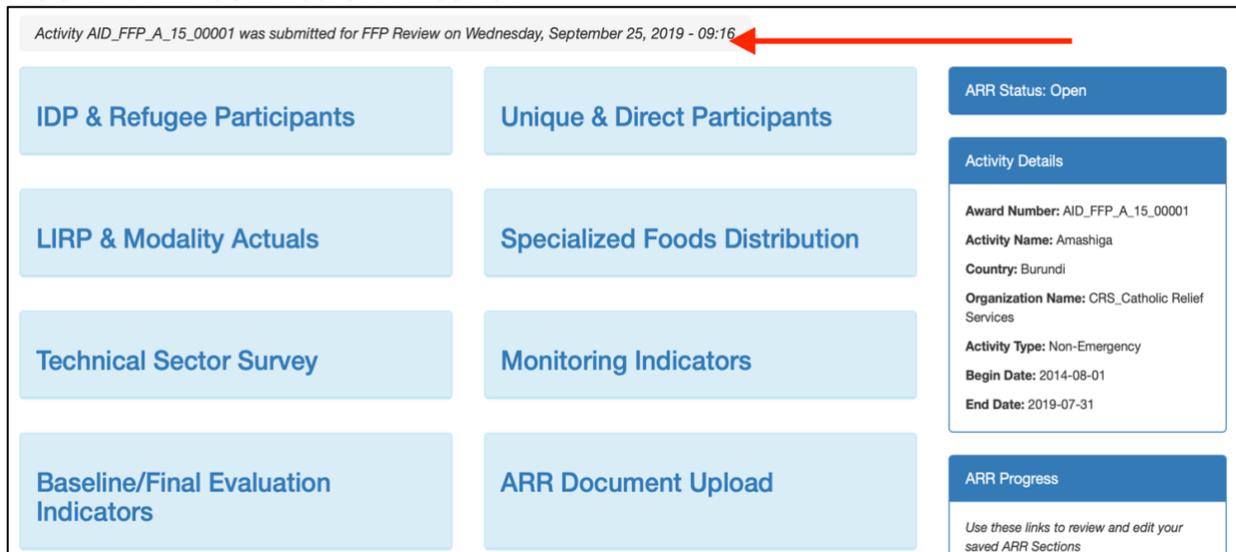
Please note all ARR sections can be edited and saved from the ARR Base Page blue boxes ONLY for the FIRST TIME. Any subsequent edits or review by all users MUST be made by clicking on the *View/Edit Section* links in the side panel otherwise the tool will not allow users to hit the *save* button. After BHA reviews an ARR, the side panel will show the accepted and rejected signs on the side panel next to the *View/Edit Section* links for each reviewed ARR section.



SUBMITTING THE COMPLETED ARR

To submit the completed ARR, awardees should hit the *Submit ARR to BHA* button on the side panel. Awardees can use the same button to resubmit an ARR that was previously rejected by BHA. Please note that a submission message will pop up on the award's ARR Base Page as soon as an ARR is submitted or resubmitted. The message will show the award number and date/time of the submission.

FIGURE 4: ARR SUBMISSION MESSAGE



DOCUMENT UPLOAD

The document upload section allows users to upload required and optional documents, one file at a time. Partners must clearly name the documents before uploading and not use generic names like *Doc1*,

Doc2 etc. Additionally correctly tag each document with the PRT provided dropdown options like Narrative report, IPTT, Baseline report etc. Any single document must not exceed 10 MB in size, and must be in one of the following formats:

TABLE 6: TYPE OF DOCUMENTS TO UPLOAD IN PRT

PDF Documents	.pdf
MS Word Documents	.doc and .docx
MS Excel Documents	.xls and .xlsx

IDP AND REFUGEE PARTICIPANTS

Awardees must report the count of unique refugees and IDPs who received support from the activity. Please note that both planned and actual numbers should be for the reporting **FY as well as the LoA**.

EMERGENCY INDICATORS

In addition to uploading the indicators table document, awardees must directly enter the data for FFP standard R and RiA emergency monitoring indicators, i.e. E1 to E9.

OUTPUT INDICATORS

- E1 - Number of individuals participating in USG food security programs. The disaggregates for this indicator have been updated to **Sex: Female, Male and Age: 0-23 months, 24-49 months, 5-17.9 years, 18 to 49.9 years, and Above 50 years.**
- E5 - Number of children under five (0-59 months) reached with nutrition-specific interventions through USG-supported programs
- E6 - Number of pregnant women reached with nutrition-specific interventions through USG-supported programs
- E7 - Number of children under two (0-23 months) reached with community-level nutrition interventions through USG-supported programs
- E8 - Number of individuals receiving nutrition-related professional training through USG-supported programs

The target values for output indicators should be for the life of award (LoA) but the actual values only for the reporting FY. This is because an award's start and end dates may not coincide with a FY. Awardees are required to provide a deviation narrative in the comment box if the actual value is +/- 10 percentage points of the target value, explaining the cause of the deviation.

OUTCOME INDICATORS

- E2 - Percentage of households with poor, borderline, and adequate Food Consumption Score (FCS) (RiA)
- E3 - Reduced Coping Strategies Index (rCSI)
- E4 - Prevalence of households with moderate or severe hunger (Household Hunger Scale, HHS)
- E9 - Prevalence of global acute malnutrition (GAM)

For outcome indicators, awardees can report estimates from the data collected during baseline, endline, and/or up to 2 rounds of routine monitoring (such as PDM and outcome monitoring surveys). Awardees should provide details on data source and survey design etc. in the *comments* column (last column). The description should provide enough information so that a reviewer can easily understand the methods used for survey design, data collection, and analysis. Be as specific as possible and avoid generic terms like “project records”. The disaggregated estimates for all outcome indicators are optional.

FIGURE5: EMERGENCY OUTCOME INDICATORS TEMPLATE

EFSP 2: Percentage of households with poor, borderline, and adequate Food Consumption Score (FCS) (RiA)							
Required							
Data Source	Data Collection Start Date	Data Collection End Date	Total Number of Participant Households	Poor FCS (% of HH)	Moderate FCS (% of HH)	Acceptable FCS (% of HH)	Comments
Baseline							
Monitoring Ro							
Monitoring Ro							
Endline							

BASELINE/ENDLINE

Please consult your award documents, FFP 2020 APS, and your respective AOR/COR to decide if your activity needs to report on baseline and endline data.

FIRST COLUMN: MONITORING ROUND 1 AND 2

Recognizing the contextual complexities and variety of implementation strategies in emergencies, awardees can report on a maximum of two routine monitoring rounds for outcome indicators. The monitoring data can be collected via PDMs or outcome monitoring surveys. BHA expects partners to conduct outcome monitoring every 5 to 6 months during the response. BHA recommends to not have a gap of more than 6 months between the two **monitoring** rounds.

For PDMs: A partner might conduct several rounds of PDMs during an emergency response. BHA does not expect the partner to report estimates from each PDM round or cumulatively from all PDMs. Please report using data only from the latest round of PDM conducted right before the reporting date.

UNIQUE AND DIRECT PARTICIPANTS

Awardees must report the count of unique activity participants disaggregated both by the sex and age categories. Please note that both the planned and actual values should be for the reporting FY, not the life of award (LoA). Awardees must provide deviation narrative in the comment box if the reporting FY actual value is +/- 10% of the target value, explaining the causes for deviation.

In addition to the participant count, awardees should report on implementation geography, at admin 1 (state/region) and admin 2 (district) levels. PRT reporting template allows reporting a maximum of 5 states/regions and 7 districts in each state/region.

SPECIALIZED FOODS DISTRIBUTION

Awardees must report on the following table if their award distributed specialized food products. The table contains a fixed set of BHA recommended food items that can be chosen using a dropdown list. PRT allows a maximum of 5 food items for each ARR. Awardees can choose the same food item more than once if the purpose of aid was different (*general food distribution/prevention/treatment*)

Please see the definitions of each column name:

TABLE 7: SPECIALIZED FOOD COMMODITY DATA DEFINITIONS

Specialized Food Item	Select the food item from the drop-down list.
Purpose of Aid	Select whether the food item was distributed for general food distribution, prevention, or treatment.
Males Reached	Count of male participants reached for the given combination: food item + purpose of aid.
Females Reached	Count of female participants reached for the given combination: food item + purpose of aid.
Quantity Procured	Provide the quantity in Metric Tons (MT).
Quantity Distributed	Provide the quantity in Metric Tons (MT).

LRIP AND MODALITY ACTUALS

LRIP stands for local, international, and regional procurement. The following table explains BHA's definition for each term:

TABLE 8: LIR PROCUREMENT DEFINITIONS

Local	commodities procured in the same country in which they are distributed.
Regional	commodities procured on the same continent as where they are distributed.
International	commodities procured on a different continent than where distributed.

Awardees must complete the LRIP and Modality Actuals section, in PRT if the activity has distributed food via in-kind, cash, and/or voucher modalities. There are four tables in this section: commodity procurement table, commodity delivery table, report on in-kind modality, and report on cash/voucher modality.

COMMODITY PROCUREMENT TABLE

Awardees should use the following table for reporting on the in-kind food commodities procurement. The table allows reporting on up to 10 commodities for each ARR. Awardees can use separate rows for the same commodity if purchased from multiple geographies (local, regional, international).

Please see the definitions of each column name:

TABLE 9: COMMODITY PROCUREMENT DATA DEFINITIONS

Commodity	Allows partner to write any commodity name.
Procurement type:	Choose the type of procurement from the drop-down list.
Quantity procured:	Provide the quantity in Metric Tons (MT).
Procurement value:	Provide the procurement cost in US\$.
Transport cost:	Provide the total cost of shipping and any inland transportation.
Total cost per MT:	Procurement + Transport cost per MT.
Purchase date:	The date on which the commodity was purchased, or a contract was put in place for purchase in the case of one purchase with multiple deliveries.
Source country:	The country from which a commodity is shipped to the cooperating/recipient country or the cooperating/recipient country itself if the commodity is located therein at the time of the purchase, irrespective of the place of manufacture or production, unless it is a prohibited source country. Where, however, a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse. (22 CFR § 228.01)
Origin country:	The country where a commodity is mined, grown, or produced. A commodity is produced when, through manufacturing, processing, or substantial and major assembling of components, a commercially recognized new commodity results that is significantly different in basic characteristics or in purpose of utility from its components.
Price per MT:	2 weeks prior to purchase.
Price per MT:	2 weeks after purchase.

COMMODITY DELIVERY TABLE

Awardees should use the following table for reporting on the in-kind food distribution. The table allows reporting on up to 10 commodities for each ARR.

Please see the definitions of data columns:

TABLE 10: COMMODITY DELIVERY DATA DEFINITIONS

Commodity delivered	Allows partner to write any commodity name.
Quantity delivered	Provide the quantity in Metric Tons (MT).
Unique participants	Count of unique individuals benefited even when the distributions were made for households. This count should provide the total count of individuals living in the benefitted households which can come from counting actual family members or using a local cluster accepted average household size.
Unique HH	Count of unique households benefited by commodity.

MODALITY REPORT: IN-KIND

Awardees should use the following table for reporting on the in-kind modality. The table allows the user to choose conditionality (cash for work, unconditional etc.) types for each data row.

Please see the definitions of each column name:

TABLE 12: IN-KIND DISTRIBUTION DATA DEFINITIONS

Conditionality	Choose the conditionality type from the dropdown menu. If no conditions were used, use option 'Unconditional'.
Modality	Choose between cash and voucher as modality. There can be multiple food baskets designed under each modality. Partners can use separate rows for each basket.
Number of unique HH	Count of unique households benefited.
Number of unique participants	Count of unique individuals benefited even when the distributions were made for households. This count should provide the total count of individuals living in the benefitted households which can come from counting actual family members or using a local cluster accepted average household size.
Percentage of household daily dietary needs	Provide the percentage of daily dietary needs met by a particular food basket.

MODALITY REPORT: CASH/VOUCHER

Awardees should use the following table for reporting on the cash/voucher modality. The table allows the user to choose both conditionality (cash for work, Training, unconditional etc.) and modality (cash/voucher) types for each data row. Partners can report on the same modality more than once for different conditionalities and vice-versa.

FIGURE 6: CASH/VOUCHER MODALITY REPORT

Conditionality	Modality	Total amount distributed in US\$	Number of Unique Households	Number of Unique Participants	Cash/Voucher Transfer value in US\$	Total Redeemed Value in US \$	% of household daily dietary needs met
- Select -	- Select -	\$			\$	\$	
- Select -	- Select -	\$			\$	\$	
- Select -	- Select -	\$			\$	\$	
- Select -	- Select -	\$			\$	\$	
- Select -	- Select -	\$			\$	\$	

Please see the definitions of each column name:

TABLE II: CASH AND VOUCHER MODALITY DATA DEFINITIONS

Conditionality	Choose the conditionality type from the dropdown menu. If no conditions were used, use option 'Unconditional'.
Modality	Choose between cash and voucher as modality. There can be multiple food baskets designed under each modality. Partners can use separate rows for each basket.
Total amount distributed	Provide the sum in US\$.
Number of unique HH	Count of unique households benefited.
Number of unique participants	Count of unique individuals benefited even when the distributions were made for households. This count should provide the total count of individuals living in the benefitted households which can come from counting actual family members or using a local cluster accepted average household size.
Cash/Voucher Transfer Value in US\$	Value of a single transfer
Total redeemed value in US\$	for vouchers or cash transfers, the amount used by beneficiaries, not the total amount distributed to beneficiaries.
Percentage of household daily dietary needs	Provide the percentage of daily dietary needs met by a particular food basket.

ANNEX A: DEFINITIONS FOR BHA ARR

Basic Drinking Water Source

Basic drinking water services, according to the Joint Monitoring Program (JMP), are defined as improved sources or delivery points that by nature of their construction or through active intervention are protected from outside contamination, in particular from outside contamination with fecal matter, and where collection time is no more than 30 minutes for a roundtrip including queuing. Drinking water sources meeting these criteria include piped drinking water supply on premises; public tap/stand post; tube well/borehole; protected dug well; protected spring; rainwater; and/or bottled water (when another basic service is used for hand washing, cooking or other basic personal hygiene purposes).

Basic Sanitation Facility

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

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

Bill Emerson Humanitarian Trust (BEHT)

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

Carryover

Food aid commodities or funds unused during a FY 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 BHA guidance.

Direct Distribution Food Aid Commodities

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

Direct Participants

For the purposes of reporting, direct participants are defined as individuals who come into direct contact with the set of interventions (goods or services) provided in each technical area. Individuals who receive training or benefit from activity-supported technical assistance or service provision are considered direct participants, as are those who receive a ration or another type of good. Services include training and technical assistance provided directly by activity staff, and training and technical assistance provided by people who have been trained by the activity staff, (e.g., agricultural extension agents, village health workers).

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

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

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.

FFP Funding Sources - Emergency Resources

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

Financial Services

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

Gender Equality

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

Gender Equity

Gender equity is the process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent women and men from otherwise operating on a level playing field. Equity leads to equality. More information can be found in [ADS Chapters 200 - 203](#).

Gender-Sensitive Indicators

Gender-sensitive indicators highlight to what extent and in what ways humanitarian projects achieved results related to gender equality and whether and how reducing gaps between males and females and empowering women leads to better program/development outcomes. Importantly, this refers not only to differences between men and women by sex disaggregation but also refers to differences by age within sexes, age and sex, and gendered household types. More information can be found in [ADS 205](#).

Global Acute Malnutrition (GAM)

GAM is a measurement of the nutritional status of a population that is often used in protracted refugee situations. GAM is the presence of both moderate acute malnutrition (MAM) and severe acute malnutrition (SAM) in a population. MAM is identified by moderate wasting weight-for-height < -2 z-score and > -3 z-score for children 0-59 months (or for children 6-59 months, MUAC < 125 mm and > 115 mm). SAM is identified by severe wasting weight-for-height < -3 z-score for children 0-59 months (or for children 6-59 months, MUAC < 115 mm) or the presence of bilateral pitting edema. A GAM value of more than 10 percent indicates an emergency. High prevalence rates outside of the seasonal norm are particular cause for concern.

Indirect Participants

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

Indirect Costs

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

Metric ton(s)

MT are the standard unit of measurement for Title II commodities. One MT equals 1,000 kilograms.

Safety Net

Safety net is a system to transfer cash and or in-kind transfers to extremely poor and vulnerable households, with the goal of protecting families from the impact of seasonal food shortage, economic shocks, natural disasters, and other crises. Examples include community food banks or insurance schemes.

Underweight

Underweight is a condition of weighing less than is considered nutritionally healthy—either due to slowed growth (stunting) or thinness (wasting). For BHA, 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 group of children who has no shortage of nutrition.

Underweight among Women of Reproductive Age

For women, underweight is based on having a body mass index < 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. Body mass index 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.

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.childrenadversity.gov for further information.

ANNEX B: ARR NARRATIVE CHECKLIST

To ensure that key ARR components are effectively organized, analyzed and presented in the narrative, consider the following:	Yes	No	Issue to address	Additional topic to include
Overall report organization				
1. Is the narrative organized by (1) the components of the theory of change (SO, IR, and Sub IR), or (2) LogFrame (purpose, sub-purposes, intermediate outcomes, and outputs), or (3) objectives and key activities?				
Reporting results				
2. Are the operational environment and enabling factors that facilitated or hindered the achievement of planned results and activities explained (environmental conditions, contextual factors including government policies, stakeholder coordination, management issues)?				
3. Are any major challenges to implementation highlighted and explained including the quality of activity services (i.e. transfers, training, other inputs), technical challenges, sub-optimal design of interventions, missing complimentary services, critical barriers that are yet to be addressed?				
4. Does the narrative describe briefly how the award will address any issue/challenge identified and the lessons learned during the FY?				
5. Does the narrative address key management issues that impacted the activity during the FY (including partnership, staffing, leadership, staff training, resource pipelines, gender equity, etc.)?				
6. Are any deviations from the original or most-recently approved design identified?				
7. Does the narrative describe any adjustments to the transfer baskets, the basis of adjustments, and how that impacted the participants' food security?				
Data presentation and analysis				
8. Does the report present an analysis on the <u>most relevant</u> indicators for this FY (including performance trends) to tell the story?				
9. Are interventions and outcomes for this FY analyzed against planned interventions and output/outcome targets to demonstrate how the award performed against the targets?				
10. Does the analysis highlight important differences in results across geographic areas, sex or age of project participants, or other relevant sub-groups?				

To ensure that key ARR components are effectively organized, analyzed and presented in the narrative, consider the following:	Yes	No	Issue to address	Additional topic to include
Technical interventions				
11. Does the narrative describe the quantity and quality or size of the transfers, how they are delivered, and how they are perceived by the participants? For complementary services, quality of goods and services, technical strategies and linkages to the level of adoption of desired behaviors or practices?				
12. Does the narrative include which targeted group did or did not benefit as planned during the FY and explain why?				
Cross-cutting				
13. Is sex disaggregation discussed and integrated throughout the narrative? <i>Refer to checklist for integrating gender.</i>				
14. Does the narrative describes the progress towards the implementation of an exit strategy? How will the activity smoothly wind down, transfer the responsibilities, and/or handover the role to a different entity?				
15. Are other cross-cutting issues integrated in the narrative such as protection, climate, and conflict?				
16. Does the narrative discuss the use and results of post distribution monitoring, food security monitoring, and performance monitoring, and any adjustments made because of those findings and/or the baseline or MTE results (as applicable)?				
References, sources and attachments				
17. Does the narrative identify sources and methods used to obtain the information reported including participants /stakeholder feedback, PDM and/or survey results?				
18. Are all references and attachments included in the report and uploaded to FFP PRT?				
19. Is the process for selection of participants described? Are changes over time to the selection criteria explained?				
20. Are interventions and results for activity outputs, processes, or outcomes analyzed quantitatively and/or qualitatively (including PDM feedback mechanisms, market assessments, and final assessments)?				
Overall				
21. Does the report tell the story and help the reader understand how the interventions led to the outcomes, what the challenges were, and how the activity overcame them during the FY?				

ANNEX C: CHECKLIST FOR INCLUDING GENDER, YOUTH, AND SOCIAL DYNAMICS

To determine the key gender, youth, and social dynamics issues to report on in the ARR and ensure they are effectively presented in the narrative, consider the following.	Yes	No	Issue to Explore Further or Address	Successes, Challenges, Programmatic Changes, Other to Report in ARR
Changes in & Consequences of Gender, Youth, and Social Dynamics - have you				
1. Reviewed the gender analysis to recall the gender, youth, and social dynamics concerns and opportunities identified within the ToC, or each Purpose/Sub-purpose, and ensure award is addressing issues and implementing recommendations?				
2. Discussed with colleagues and stakeholders their perception of whether women, girls, boys and men are all benefiting from interventions and their potential is being tapped across activity components? <ul style="list-style-type: none"> • Ways in which gender roles and relations may be aiding or impeding interventions and outcomes? • Whether interventions are changing- for better or for worse- gender norms, roles and relations between women and men, among older and younger men and women? • How interventions are affecting women’s time and what, if anything, can be done about it? Are there any important differences or considerations by women’s age? • If the attempt to empower women is creating excessive friction in households with the risk (or actual result) of triggering Gender-Based Violence? Are there any important differences or considerations by women’s age? 				
Data Presentation, Analysis & Interpretation - have you				
3. Indicated where targets versus actuals for sex and age disaggregated data presented in the IPTT/SAPQ differ significantly and provided possible explanations why?				
4. Provided a visual presentation of select indicators by sex and, if possible, age (e.g., graphs, charts, tables) that is useful to the reader to put the results from the FY in context with progression towards the FY targets?				
5. Used qualitative and quantitative data to explain gender differences/ gaps related to the results being described in the narrative?				

To determine the key gender, youth, and social dynamics issues to report on in the ARR and ensure they are effectively presented in the narrative, consider the following.	Yes	No	Issue to Explore Further or Address	Successes, Challenges, Programmatic Changes, Other to Report in ARR
Programmatic Implications & Actions – have you				
6. Discussed the implications (the "so what?") of the results being reported as it relates to achieving outcomes for men and women, girls and boys?				
7. Identified where changes should be considered (activity implementation, ToC) to make the award more sensitive to gender, youth, and social dynamics issues?				
8. Considered specific actions that could be taken by the award to address gender and youth gaps revealed by the annual monitoring results?				
In Summary – have you				
9. Provided a reflection/introspection on how the award is integrating gender, youth, and social dynamics to promote gender equality in order to achieve activity/BHA objectives (e.g., is it working, does it need to be adjusted)?				

ANNEX D: SUCCESS STORY WRITING 101

Why are success stories necessary?

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

What type of stories is BHA expecting?

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

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

- Reducing stunting
- Raising household incomes
- Increased agricultural productivity
- Regenerating watersheds or other natural resources
- Improving and maintaining community infrastructure
- Empowering women and youth
- Mitigating future disasters or existing threats
- Demonstrating outcomes and results. Note: We know this is a much more difficult ask than simple output information (e.g. number of people trained vs. how that training changed a person's behavior), but to the extent possible, USAID encourages partners to submit stories with this information.
- Highlighting new opportunities and impacts for participants as a result of BHA and RFS-funded projects (or other USAID projects including OFDA projects) running together or in close proximity to each other.

We also welcome compelling stories of:

- Early response that clearly prevents loss of life or mitigates impacts of disasters
- Lives saved and suffering alleviated
- Documented reductions in malnutrition or other key indicators
- Food for asset and other interventions that protect and/or advance livelihoods while saving lives
- Creative approaches applying technology or other tools that clearly improve response
- Strategic application of multiple resources to improve overall impact (e.g., sequencing EFSP and Title II awards that demonstrate the benefits of both resources and the improved response that results because both are available)
- Resilience building as part of an emergency response

The most effective success stories focus on the following:

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

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

How will my success story be used?

Selected stories may be included on the USAID website, in BHA annual reports and in other communications products that highlight the work of BHA and its awardees.

What does a great success story look like?

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

1. Title or Heading (approximately 5-10 words including country and/or region of award)
2. 1-2 sentences (approximately 50 words) briefly describing the situation in the country that required BHA assistance.
3. 3-4 sentences (approximately 100-150 words) describing the award being implemented in country.
4. 1-2 sentences (approximately 25-50 words) describing why that activity was the most appropriate response to the situation described.
5. 1-2 sentences (approximately 25-50 words) describing the results and success of the implemented award.

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

DO...

- DO include quotes as much as possible. Some USAID communications platforms will not post stories without quotes.
- DO include a beneficiary or person involved in the activity. For beneficiaries, include complete information – name, age, village, family information. Most USAID platforms require this information. Note: if the beneficiary does not want their name or location used for security reasons, please state that.
- DO use powerful statistics
- DO lead with results
- DO tell stories that demonstrate sustainable change
- DO create emotional/personal connections that bring viewers into the scene
- DO think big picture
- DO include at least one good photo. All USAID platforms require at least one photo.

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

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

DON'T...

- DON'T use acronyms
- DON'T use technical speak

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

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

ANNEX E: REFERENCE DOCUMENTS AND WEBSITES

Development Data Library (DDL). <https://data.usaid.gov>

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

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

FANTA Months of Adequate Household Food Provisioning (MAHFP) for Measurement of Household Food Access: Indicator Guide. http://pdf.usaid.gov/pdf_docs/Pnadc899.pdf

FFP Annual Program Statement (APS) 2020. <https://www.usaid.gov/documents/fy-2020-international-emergency-food-assistance-annual-program-statement>

FFP Information Bulletins. <https://www.usaid.gov/food-assistance/resources/food-peace-information-bulletins>

USAID's ADS 201mat Climate Change in USAID Country/Regional Strategies.
<https://www.usaid.gov/sites/default/files/documents/1876/201mat.pdf>

USAID's 201 mal CRM for USAID Projects and Activities.
https://www.usaid.gov/sites/default/files/documents/1868/201mal_042817.pdf

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

USAID's ADS 201. <https://www.usaid.gov/ads/policy/200/201>

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

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

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