# FY18 IM Performance Narrative Template *(all IMs reporting)*

**FTFMS requires a one-page performance narrative for each Implementing Mechanism (IM).** Narratives should include the components described below and *complement / provide context for* the indicator data reported into FTFMS by explaining how FY2018 results are linked to the desired outcomes -- do not just repeat the numerical data you entered in the indicators. Please identify successes and challenges and mention unique conditions or circumstances. Be sure to highlight challenges that are both within your manageable control and those that are not. Spell-out project names and acronyms; do not use jargon.

While you can type your narrative directly into the system (there’s a tab for each section listed below), you can also use this Word document template as an easier way to collect the narrative text, and then simply copy and paste each section below into FTFMS once you’re ready. An example narrative is included on the FTFMS Resources Website: <https://www.agrilinks.org/ftfms>.

***We recommend you use this template to prepare your narrative in Word, and then copy/paste each section into the various tabs in FTFMS.***

***Please be succinct! This is not an annual report. Remember:***

*◦ The purpose is to provide context to the numbers being reported in FTFMS and to provide a better understanding of the performance of your IM;*

*◦ These narratives should be short, provide highlights only, and could be similar to what one might put in an executive summary of an Annual Report;*

*◦ Any numbers referenced in the narrative should match what is reported elsewhere in FTFMS. Numbers quoted should have a source identified.*

IM PERFORMANCE NARRATIVE SECTIONS (displayed as tabs in FTFMS):

* **Project Summary:**  *One short paragraph that starts with a sentence or two that briefly describes what the IM is doing (especially for an external audience), lists project context, geographic location (for centrally-funded BFS mechanisms), purpose, scope, key approaches, and goals. Mention the main beneficiaries and key stakeholders/partners, etc. One option is to start by modifying/updating the OP Planning Narrative for your IM.*
* **FY2018 Performance:** *Discuss significant FY2018 results and key FY2018 actions. Describe the main beneficiaries. Explain how you have addressed the cross-cutting issues of gender and youth (where applicable), including collection your results disaggregated by sex and age in order to inform how the results affect the groups differently. Why are the results important?*
* **Successes:**  *What were the key resources, actions, or environments that enabled your successes? How is the IM adapting to capitalize on these successes? How will successes lead to desired outcomes?*
* **Challenges:** *What posed the greatest obstacles to achieving desired outcomes? These might include internal challenges (e.g., project management issues) or external challenges (e.g., country context). Please strive to be honest and thorough in your assessment of challenges, so that other projects might learn from your experiences.*
* **Lessons Learned:** *List any approaches or insights you wish to share with other Feed the Future projects. How has your project changed as it has adapted to challenges or gained new knowledge?*
* **Description of Expected FY2019 Activities:**  *Describe FY2019 activities from the activity work plan, key FY2019 indicator targets, including a breakdown of those targets by sex and age category, and how they relate to project goals.*

**In FTFMS, the entry screen for this narrative will look like this:**

