



FEED^{THE}**FUTURE**

The U.S. Government's Global Hunger & Food Security Initiative



FY 2018 Feed the Future Monitoring System (FTFMS) Guidance

Feed the Future is the U.S. Government's global hunger and food security initiative. It works to give families and communities in some of the world's poorest countries the freedom and opportunity to lift themselves out of food insecurity and malnutrition. By equipping people with the knowledge and tools to feed themselves, we are addressing the root causes of poverty and hunger, helping people end their reliance on aid, and creating important opportunities for a new generation of young people—all while building a more stable world.

October 2018

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Acronyms Commonly Used

- **AOR / COR / AM** = Agreement Officer's Representative / Contracting Officer's Representative / Activity Manager, i.e. the person at USAID who manages the agreement or contract we have with an Implementing Partner or the technical aspects of an activity
- **BFS** = Bureau for Food Security at USAID
- **F** = Office of Foreign Assistance Resources at the Department of State
- **FAQ** = Frequently Asked Questions
- **FTF** = Feed the Future
- **FTFMS** = Feed the Future Monitoring System
- **GFSA** = Global Food Security Act
- **GFSS** = Global Food Security Strategy
- **HQ** = Headquarters
- **IM** = Implementing Mechanism (equivalent to an activity at USAID and a project outside of USAID)
- **M&E** = Monitoring and Evaluation
- **MEL** = Monitoring, Evaluation & Learning
- **OP** = Operational Plan (annual budget planning document done in FACTSInfo/NextGen)
- **OU** = Operating Unit (a USAID Bilateral Mission, Regional Mission, Headquarters Office, etc.)
- **PIRS** = Performance Indicator Reference Sheet
- **PPR** = Performance Plan & Report (annual performance reporting document done in NextGen)
- **TA** = Technical Advisor
- **USAID** = United States Agency for International Development
- **ZOI** = Zone of Influence (targeted geographic area where we expect greatest impact)

Overview

The Feed the Future Monitoring System (FTFMS) is part of an interagency effort to consolidate U.S. Government (USG) reporting on Feed the Future activities. Eleven USG agencies partner on food security efforts for Feed the Future and six of those agencies contribute data to FTFMS, including the U.S. Agency for International Development (USAID), the U.S. Department of Agriculture (USDA), Millennium Challenge Corporation (MCC), Peace Corps, Department of Treasury, and the U.S. African Development Foundation (USADF).

FTFMS indicator data are the official results for Feed the Future, they provide the foundation for public documents like the Feed the Future Progress Snapshot, and they inform decisions on future programming, policy planning, and budget allocations.



For USAID, FTFMS collects and stores information at the Implementing Mechanism (IM) level for all¹ Operating Units (OUs) receiving funding under the categories of EG.3 Agriculture or HL.9 Nutrition of the [Standardized Program Structure](#), including buy-ins to Washington-managed IMs and pooled donor funding (prorated for USG contribution). Food for Peace (FFP) Title II development funds (which are almost always programmed at least in part under EG.3 and HL.9 in your USAID OU's Operational Plan (OP)) are also considered Feed the Future and are captured in FTFMS; however, FFP Implementing Partners (IPs) report results into the FFP Management Information System (FFPMIS), and then FFP/Washington reviews the data and transcribes it into FTFMS after approval. Data for population-based survey (PBS) indicators and national-level indicators from the 19 FTF Focus Countries for Phase I and the 12 Target Countries for Phase II, as well as regional-level indicators are also entered in the FTFMS; PBS indicators track results in the FTF Zone of Influence (ZOI), i.e. the targeted geographic area where we expect the greatest impact.

For the contributing USG agencies outside of USAID, FTFMS collects and stores information at the activity, post, or project level, depending on the organizational structure.

Activity- / Project- / IM- level data is reported annually into the FTFMS, while ZOI-level and National-level indicators have variable reporting timelines, depending on the indicator and country. The FTFMS has over 1000 users and contains data on over 2500 activities, with approximately 700 of those being active in any given year.

Focus Countries:

- | | |
|----------------------|-----------------------|
| 1. <u>Bangladesh</u> | 11. <u>Mali</u> |
| 2. <u>Cambodia</u> | 12. <u>Mozambique</u> |
| 3. <u>Ethiopia</u> | 13. <u>Nepal</u> |
| 4. <u>Ghana</u> | 14. <u>Rwanda</u> |
| 5. <u>Guatemala</u> | 15. <u>Senegal</u> |
| 6. <u>Haiti</u> | 16. <u>Tajikistan</u> |
| 7. <u>Honduras</u> | 17. <u>Tanzania</u> |
| 8. <u>Kenya</u> | 18. <u>Uganda</u> |
| 9. <u>Liberia</u> | 19. <u>Zambia</u> |
| 10. <u>Malawi</u> | |

Target Countries (Phase II):

1. Bangladesh
2. Ethiopia
3. Ghana
4. Guatemala
5. Honduras
6. Kenya
7. Mali
8. Nepal
9. Niger
10. Nigeria
11. Senegal
12. Uganda

¹ Some USAID OUs, such as Afghanistan and Pakistan have not always reported into FTFMS even though they receive EG.3 and/or HL.9 funding, although we are coordinating with them to report FY18 results.

Basic Reporting Requirements

The reporting requirements due annually in the system vary slightly by user role, and are summarized as follows:

USAID Implementing Partner (IP)	USAID Operating Unit (OU) (Mission or BFS HQ staff, including AORs/CORs/AMs)	Interagency
<ul style="list-style-type: none"> Enter indicator baselines, results & targets for IM-level data Review data for accuracy Submit to OU 	<ul style="list-style-type: none"> Enter indicator baselines, results & targets for OU-level data Review *both* OU and IM data for accuracy Approve in FTFMS 	<ul style="list-style-type: none"> Enter indicator baselines, results & targets Review data for accuracy Approve in FTFMS
<ul style="list-style-type: none"> Write and submit the IM Performance Narrative 	<ul style="list-style-type: none"> Write and submit the FTF Key Issue Narrative Write and submit the BFS HQ Country Narrative(s) (BFS IMs only) 	<ul style="list-style-type: none"> Write and submit the Program-level Narrative

The timeline for FY18 reporting is as follows:

- System opens: Monday, Oct 15
- System deadlines:
 - ✓ FOR USAID:
 - IP data due to OUs for review: **Friday, Nov 16**
 - OUs approve data in FTFMS: **Friday, Nov 30**
 - BFS HQ MEL TA Review & OU / IP Corrections: Dec 1 – Feb 14
 - ✓ FOR INTERAGENCY:
 - Data approved by: **Friday, Jan 18**
 - Reviewed Jan 21 – Feb 14
 - ✓ FOR USAID / FFP:
 - Data approved by: **Friday, Jan 25;**
 - Reviewed Jan 28 – Feb. 14



***** ALL DATA due in FINAL form: Friday, Feb 15*****

Important Notes & Links:

System Access:

- Website: www.ftfms.net
- New Users: Send requests for new accounts to Mike at the Help Desk (Support@ftfms.net). If you are an IP, cc your USAID AOR/COR/AM.
- Existing Users: Select “forgot password” on the login screen if it’s been more than 90 days since you accessed the system (**which would be most everyone**)
- For practice, use the Training Version of FTFMS: www.training.ftfms.net (same username and password except add “TRN_” to the beginning of username)

Questions:

- System or account questions? = Support@ftfms.net (it’s Mike at our Help Desk!)
- Technical or indicator questions? =
 - If you’re an IP = contact your USAID Mission or BFS HQ POC
 - If you’re a USAID Mission = contact your BFS MEL TA (list in the Annexes)
 - If you’re in the Interagency = contact Katie West

Key Links:

- [FTFMS Resources Website](http://www.agrilinks.org/ftfms) (*Tools, timelines, templates, guidance*)
[<https://www.agrilinks.org/ftfms>]
- [FTF Indicator Handbook](https://www.agrilinks.org/post/feed-future-indicator-handbook) (*Published March 2018*)
[<https://www.agrilinks.org/post/feed-future-indicator-handbook>]
- [FY18 FTFMS Webinar event page](https://www.agrilinks.org/event/webinar-fy18-ftfms-reporting-feed-future-mel-webinar-series) (*recording from Oct. 4th Webinar here*)
[<https://www.agrilinks.org/event/webinar-fy18-ftfms-reporting-feed-future-mel-webinar-series>]
- [MEL Toolbox](https://www.agrilinks.org/post/feed-future-monitoring-evaluation-and-learning-mel-toolbox) (*multiple resources!*)
[<https://www.agrilinks.org/post/feed-future-monitoring-evaluation-and-learning-mel-toolbox>]

FTFMS To-Do Checklist

FTFMS has three main user roles:

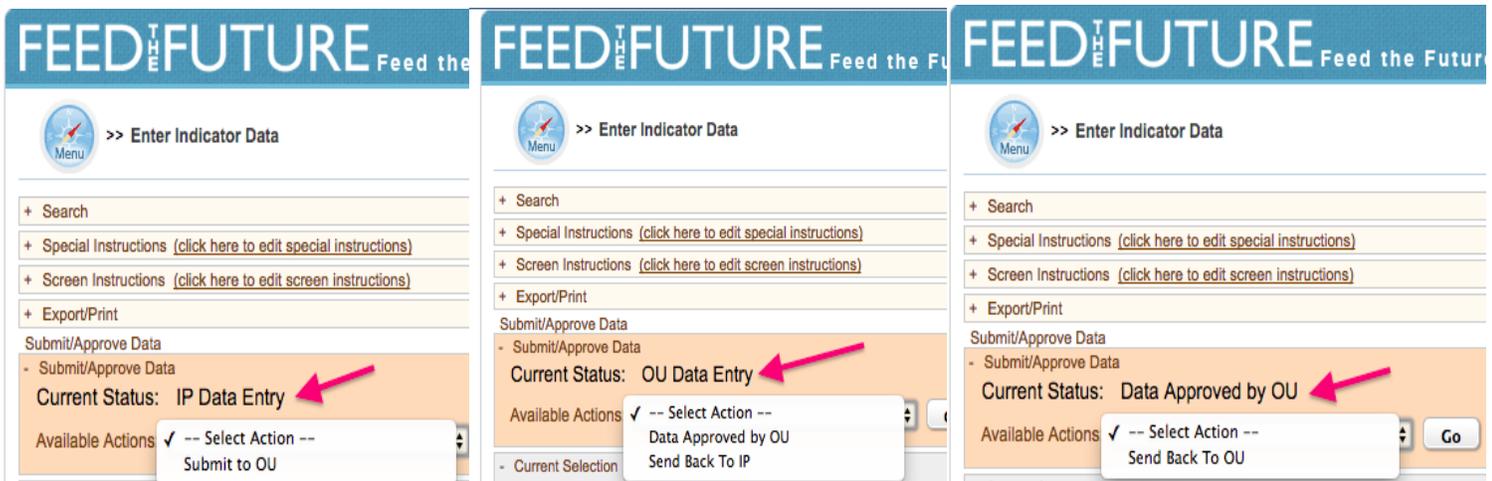
1. USAID Implementing Partner (IP)
2. USAID Operating Unit (OU), including Mission and BFS HQ staff and AORs/CORs/AMs
3. Interagency staff

Each user has different required actions. For USAID, the AORs/CORs/AMs at the Mission or BFS HQ have the first and last required action (with IP action in between). The process is described in the checklist below.

System workflow

On the “Enter Indicator Data” screen in FTFMS (reference Steps 7 and 8 on the checklist below), the system has a built-in workflow process that each IM / Activity moves along during the reporting process, and the status is displayed in an orange bar in the middle of the “Enter Indicator Data” screen in FTFMS. On this screen, each user must push the IM / Activity forward in the system workflow (which has three stages) as they complete their required steps.

The three stages of the workflow on the “Enter Indicator Data” screen are pictured below, which starts in “IP Data Entry” where the USAID IP or Interagency data enterer enters their indicator results and targets. Once completed, the user then selects “Submit to OU” (as pictured in dropdown of first image) to push the data forward to the next stage of “OU Data Entry”. In this stage, the OU (usually the AOR/COR/AM) or Interagency Data Reviewer reviews the data for accuracy and can either “Send back to IP” for needed corrections or select “Data Approved by OU” if everything is correct (see middle image in screenshot below). This action pushes it to the final stage of “Data Approved by OU”, which is the final workflow stage that indicates all data has been reviewed for accuracy and completeness and is ready for inclusion in FTF initiative-wide publication of data.



Data Entry Tasks

While the details are described in the checklist below, the summary of tasks for each role are as follows:

USAID AORs/CORs/AMs:

1. Ensure all your FTF-funded IMs are listed in FTFMS and all descriptive info is complete.
2. Ensure that all the appropriate indicators (including the new ones!) are assigned to your IMs. Assign commodities to commodity-related indicators.
3. Click “Start Data Entry” to open the IM for reporting.

USAID Implementing Partners (IPs):

1. Enter the results and targets for all your assigned indicators.
2. Fill out any needed deviation narratives and/or indicator comments, as well as IM Comments if needed.
3. Enter your IM Performance Narrative.
4. Review all data for accuracy and completeness and submit to your OU.

USAID OU staff:

1. Enter your OU-level data under the “dummy IM” named “High-level Indicators -- [Country Name]”.
2. Enter your FTF Key Issue narrative under the same “High-level Indicators -- [Country Name]” IM.
3. Review all your OU-level data and approve it in FTFMS.
4. Review all indicators and narratives entered by IPs and, once correct/finalized, approve the data in FTFMS (each IM may be done by its AOR/COR/AM).

Interagency:

1. Ensure all activities and their descriptive details are listed in FTFMS.
2. Ensure all the appropriate indicators and commodities are assigned to each activity and hit “Start Data Entry”.
3. Enter indicator results & targets, as well as deviation narratives and indicators comments, and any IM comments, if applicable.
4. Review all data for accuracy and completeness and approve it in the FTFMS.

Use the checklist below to ensure the completion of all the required steps for FTFMS data entry. Check the “Who is Responsible” column to see who is responsible for each task.

For a visual step-by-step of the checklist tasks below, see the “[Screenshot Instructions](#)” document available on the FTFMS Resources Page (<https://agrilinks.org/ftfms>)

Please complete the tasks below for each active IM / Activity in the portfolio.				
Step	Task	Who is Responsible?	Description	FTFMS Screen / Menu Item
1	Confirm list of active IMs / Activities	USAID: OU Staff; Interagency: HQ staff	<p>Click on "Enter Mechanism Info" in the menu, ensure all active IMs / projects are listed for your Mission / Office. For USAID, all IMs need to be entered into the Mission's Operational Plan (OP) in FACTSInfo NextGen to show up in FTFMS.</p> <p>If unable to locate an IM: →IPs: Contact the USAID Mission/Office →OUs: Contact the BFS MEL TA →Or, contact the FTFMS HelpDesk at Support@ftfms.net</p>	Enter Mechanism / Project Information
2	Hide Extra IMs / Activities	USAID: OU Staff; Interagency: HQ staff	<p>Hide any completed old, duplicate, and non-activity IMs / Activities (e.g. admin support funds, etc.) so that only actively reporting IMs and activities are visible. Hiding does not delete any previously-reported data.</p> <p>Click the green check mark icon  next to an IM in the list you wish to hide.</p> <p>When an IM is hidden, select the reason as prompted (completed, duplicate, non-activity, etc.)</p>	Enter Mechanism / Project Information

3	Add / Confirm *all* IM Details	USAID: OU Staff; Interagency: HQ staff	<p>Click on the pencil icon  next to each IM and ensure all the information in the pop-up window is complete and accurate (meaning no "TBD" or blanks!) in the following fields:</p> <ul style="list-style-type: none"> --IM Name --Prime Partner --Award Type --Award Number --Benefiting Country/ies --IM Location (for all - be as granular as possible) --Website (if applicable) --IM Contact and Contact Type (e.g. AOR, IP, Mission, etc.) --Life of IM (start date to end date) <p>For USAID mechanisms: If some fields are grayed-out (un-editable), the update must be made in the OP in FACTSInfo (ask the Program Office to help!) and it will update FTFMS in the nightly transfer.</p>	Enter Mechanism / Project Information (click the "pencil icon"  in IM Details column)
4	Select / Confirm Indicators and Commodities	USAID: OU Staff; Interagency: HQ staff	<p>Assign appropriate FTF indicators to each IM / Activity. Remember to add the new indicators from the 2018 Handbook for those IMs / Activities continuing beyond Sep 30, 2019 (at a minimum, targets should be set for new indicators).</p> <p>Delete indicators and commodities no longer being reported by that IM / Activity (historical data will still be saved).</p> <p>Note that commodities <u>must</u> be selected for indicators that disaggregate by commodity (or choose "Disaggregates Not Available" or "Not Applicable" as your commodity choice, if that applies (see PIRS for reference)). Those indicators are:</p> <p>NEW! 2018 set of Commodity-related indicators reported annually:</p> <ul style="list-style-type: none"> ➤ EG.3-10, 11, 12: Yield of targeted agricultural commodities among program participants with USG assistance [IM-level] ➤ EG.3.1-c: Value of targeted agricultural commodities exported at a national level [national-level] ➤ EG.3.2-26: Value of annual sales of farms and firms receiving USG assistance [IM-level] ➤ EG.3.2-24: Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance [IM-level] ➤ EG.3.2-25: Number of hectares under improved management practices or technologies with USG assistance [IM-level] <p><i>The following two indicators are reported at variable timelines (not usually annually), and commodities can be selected for these at the time of reporting:</i></p> <ul style="list-style-type: none"> ➤ EG.3.2-a: Proportion of producers who have applied targeted improved management practices or technologies [ZOI-level] ➤ FTF Context-11: Yield of targeted agricultural commodities [National-level] <p>2016 set of Commodity-related indicators:</p> <ul style="list-style-type: none"> ➤ EG.3-6, -7, -8: Farmer's gross margin per hectare, per animal or per cage obtained with USG assistance [IM-level] ➤ EG.3.1-a: Percent change in value of intraregional trade in targeted agricultural commodities [NR-level] ➤ EG.3.2-17: Number of farmers and others who have applied improved technologies or management practices with USG assistance [IM-level] 	Select Indicators & Commodities

			<ul style="list-style-type: none"> ➤ EG.3.2-18: Number of hectares of land under improved technologies or management practices with USG assistance [IM-level] ➤ EG.3.2-19: Value of small-holder incremental sales generated with USG assistance [IM-level] ➤ EG.3.2-23: Value of targeted agricultural commodities exported with USG assistance [IM-level] ➤ EG.3.3-11: Total quantity of targeted nutrient-rich value chain commodities produced by direct beneficiaries with USG assistance that is set aside for home consumption [IM-level] <p><i>The following two indicators are reported with the entry of ZOI-level data from the PBS, and commodities can be selected for these at the time of reporting:</i></p> <ul style="list-style-type: none"> ➤ EG.3.3-a: Prevalence of women of reproductive age who consume targeted nutrient-rich value chain commodities [ZOI-level] ➤ EG.3.3-b: Prevalence of children 6-23 months who consume targeted nutrient-rich value chain commodities [ZOI-level] 	
5	Open Data Entry	USAID: OU Staff; Interagency: HQ staff	Click the “Start Data Entry” link for each IM / Activity (link is next to the name in the far right column), once Steps 1-5 above are complete. This action will open the IM / Activity for Implementing partners (IPs) and send e-mail notifications. IPs will <u>not</u> be able to start data entry until this step is completed!	Select Indicators & Commodities
6	Bypass Implementing Partners (USAID OU's choice)	USAID: OU Staff; Interagency: HQ staff	USAID OUs may choose to enter data into FTFMS (instead of having their IPs enter it directly) and can bypass the system workflow stage of “IP Data Entry” in order to open it up for direct Mission/OU data entry instead. To do this, change the status in the orange status box entitled “Submit / Approve Data” from “IP Data Entry” to -->> “OU Data Entry.” Note: the Interagency does not have IPs enter data, but they can use the “IP Data Entry” step for draft data entry and the “OU Data Entry” step for data review before approval.	Enter Indicator Data
7	Enter Indicator Data	USAID: Implementing Partners (IPs) --or-- OU Staff; Interagency: HQ staff	Enter the indicator results for FY18 and out-year targets for FY19, FY20, and FY21, as well as the baseline value (if it's a new mechanism). Complete targets only through the life of the IM / Activity. Leave non-applicable out-year targets blank. Note that zero is a real number and zero should not be entered if the cell should be blank. For example, you would not have a target of "0", unless your intention is to have no results for that specific indicator in that specific year. <i>(Note the only exception to this is for indicator HL.9-5 where “0” could be entered as a target for years before the multi-sectoral nutrition policy is anticipated to be approved.)</i>	Enter Indicator Data
8	Enter Deviation Narratives, Indicator Comments, and / or IM Comments	USAID: IPs or OU staff; Interagency: HQ staff	If FY18 results are 10% above or below the target value, enter a short deviation narrative (required by system). Enter additional indicator comments as needed, under the “2018 Comment” link. Some indicators require additional info to be entered here - see an indicator’s PIRS for specifics. Enter “IM Comments” (at the bottom of the screen) if additional context is needed that applies to the entire IM / Activity (not just that indicator).	Enter Indicator Data
9	Enter IM Performance Narratives	USAID: IPs Interagency: n/a	For all USAID IMs, IPs submit a brief (1-2 page) performance narrative for each IM, using the provided instructions and template (in Appendix and on FTFMS Resources Website). Ensure the data in the narratives are consistent with the indicator data entered into FTFMS, and non-FTF numbers quoted also list a source.	Enter or View Narratives

10	Enter BFS HQ Country Narratives	USAID: BFS HQ IMs only! Interagency: n/a	For centrally-funded BFS HQ IMs only, you must also enter a Country Narrative for each country where your IM is working. In the FTFMS there are three short tabs to fill out for each country, and this data is compiled for the Country Summary Sheets sent to all USAID Missions to alert them of centrally-funded efforts planned for their country.	Enter or View Narratives
11	Enter FTF Key Issue Narrative	USAID: OU staff Interagency: n/a	For USAID OUs only, Mission/OU staff should enter the FY18 FTF Key Issue narrative (one per Mission/OU) using the provided template (in Appendix and on FTFMS Resources Website). Put this narrative in the “dummy IM” called “High Level Indicators - [Country Name]”. All USAID OUs receiving FTF funds are required to submit the FTF Key Issue Narrative. This narrative was formerly required in the Mission’s/OU’s PPR in FACTSInfo, but now Missions/OUs only need to enter it into FTFMS. Follow the instructions on the template.	Enter or View Narratives
12	Submit and Approve Data	USAID: IPs or OU staff; Interagency: HQ staff	<p>--USAID IPs and M&E Contractors: submit data to the Mission/OU (after you review for accuracy and completeness!) by Friday, November 16.</p> <p>--Mission / OU Staff: Review all IP submissions for accuracy and completeness, approve the data in FTFMS (approval in FTFMS submits it to the BFS HQ MEL team). Do the same for OU-level data you entered under the “High-level Indicators -- [Country Name]” IM. Everything must be approved by Friday, November 30.</p> <p>--USAID / FFP: The FFP HQ office (in USAID/DCHA) copies data entered by FFP partners in their system named FFP MIS into FTFMS and does an internal review before approving all FFP IMs in FTFMS. Approval of all FFP IMs is due by Friday, January 25, 2019.</p> <p>--Interagency (non-USAID): Submit through your office’s workflow to your HQ for review and then approve in the system. All activities must be approved by Friday, January 18, 2019.</p>	Enter Indicator Data <i>(in orange bar in middle of screen)</i>
13	Generate FTFMS PPR Report	USAID: OU staff; Interagency: n/a	FTFMS has a feature to help you prepare for your Mission / OU annual PPR (which captures performance reporting of the whole Mission/OU, including FTF). Navigate to the “Generate PPR Report” tab on the “Download Reports” screen. Find your OU, hit “Go” and then hit “Export Historical Data to Excel”. This report can take up to 45 minutes to run, so be patient! Once it exports, the report will have data at the IM and OU levels. You can copy and paste the OU-level totals into your Mission’s/OU’s PPR (adding in any other Mission project contributing to those same indicators, where applicable). You will need to coordinate with your Mission’s Program Office on this task.	Download Reports <i>(“Generate PPR Report” tab)</i>

Key Changes & Highlights for FY18

The key changes and highlights for this year are (1) the new indicator handbook, (2) the transition to the new indicator set, and (3) changes to the narrative requirements. Details for each of these is below.

New Indicator Handbook

We published a [New FTF Indicator Handbook](#) in March 2018 (click link for access). This Handbook replaces all previously published FTF Indicator Handbooks. Please read the Introduction section for more background on our performance reporting, and Appendix 2, which clearly lists out the new, archived, and modified indicators.

The new handbook contains definition sheets for 79 Indicators, the majority of which are new indicators (see pie chart at right). A handful are the same as the previous FTF indicators, and others either have very minor changes or are F standard indicators that have been adopted by FTF.

These indicators can be organized into performance or context, and then by the level at which they are measured, as explained further in the handbook introduction and listed out below.

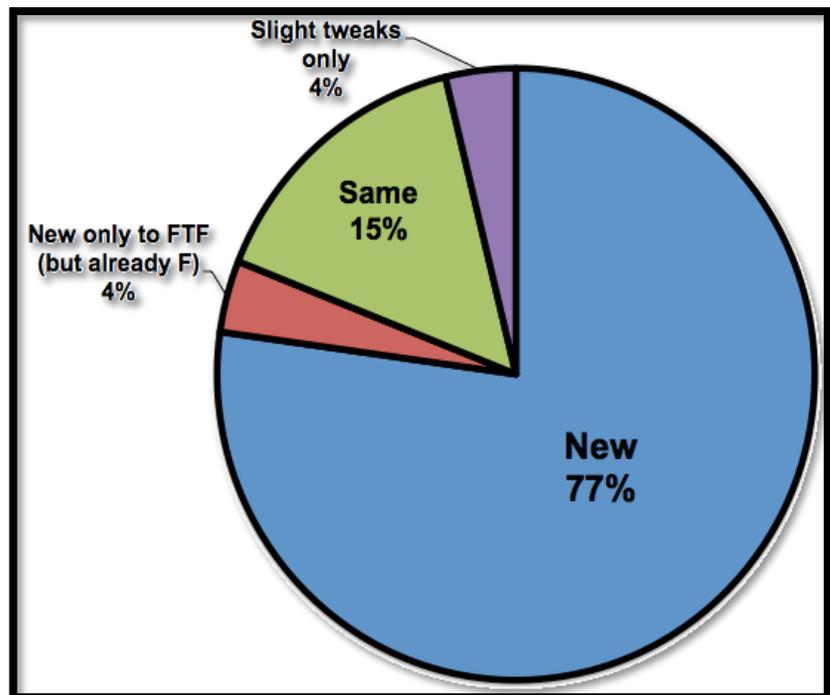
- **54 Performance Indicators (we're accountable!)**
 - **27 IM-level** - available in FTFMS now!
 - **6 National-level** - one available now, remaining five available later!
 - **1 Multi-level** - available now!
 - **20 ZOI-level** - available later!
- **25 Context Indicators (information / observation!)**
 - **17 National-level**
 - **5 ZOI-level**
 - **1 Global-level**
 - **2 Recurrent Crisis Area-level**

Transition to new indicators

With the publication of the new FTF Indicator Handbook, certain IMs / Activities and OUs will need to transition to the new indicators. See this Guidance document's Appendices for a table summarizing the transition details.

The transition requirements are as follows:

- IMs / Activities ending before Oct. 1, 2019 --> **Keep using old (2016) set of indicators to finish out reporting!**



USAID:

- IPs should report on the 27 IM-level performance indicators (and the one multi-level one), as applicable to programming;
- Missions / OUs should report on the six national-level performance indicators, if data are available, plus the multi-level performance indicator if applicable, and any IM-level performance indicators that are appropriate at the OU level.
- Missions / OUs are responsible for reporting on the 20 ZOI-level performance indicators when their PBS data are available, and on all 25 context indicators if/when data is available.
- Note that the ZOI-level Performance indicators and all the Context indicators will be available in FTFMS later.

Interagency:

- Report on the 27 IM-level performance indicators as appropriate

- IMs / Activities that are new or that end after Oct. 1, 2019 --> **Make the switch!**
 - ✓ This year = Results in the OLD indicators; Targets in NEW
 - ✓ Next year = Results & Targets in NEW
 - ✓ *Exception!* --> Can use any new indicator now if you fully align with definition



IMPORTANT!

If you are choosing to use new indicator(s) that are replacing similar old indicators...

*e.g. EG.3.2-17 and EG.3.2-24;
EG.3.2-18 and EG.3.2-25; FTF01 and EG.3-2
(see full list of pairs below)*

...be sure NOT to report results on both the old and new indicator for any indicator pairs.

For each 'pair' of indicators, report results in either the new or old and set targets in the new.

"Matched pairs" of IM-level Performance Indicators

Note this list only includes those sets of indicators where the same thing that was reported under the old is being reported at least in part under the new version, so reporting on both indicators would entail double counting.

Old indicator	New indicator	Notes
FTF01 Estimated number and percentage of FTF beneficiaries holding 5 hectares or less of arable land or equivalent units of livestock (Smallholders)	EG.3-2 Number of individuals participating in USG food security programs [IM-level]	Expands on FTF 01, to include all participants reached, not just smallholder producers.
EG.3-6, -7, -8 Gross Margins	EG.3-10, -11, -12 Yield of targeted agricultural commodities among program participants with USG assistance [IM-level]	Yield is a simplified agricultural productivity measure and collects two of the five previous gross margins data points (Total Production and Units of Production) so data previously collected to report on gross margins can be used to report on the IM-level yield indicator.
EG.3.2-22 Value of new private sector capital investment in the agriculture sector or food chain leveraged by Feed the Future implementation	EG.3.1-14 Value of new USG commitments and private sector investment leveraged by the USG to support food security and nutrition [IM-level]	Reporting now includes new long-term capital investments and new operating capital investments leveraged by the USG. Private sector co-investment – both cash and in-kind – for implementing specific activities should also be included.

EG.3.2-17 Number of farmers and others who have applied improved technologies or management practices with USG assistance	EG.3.2-24 Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance [IM-level]	This indicator has been retitled with an expanded definition to explicitly capture a larger number of participants throughout the entire value chain, rather than focusing primarily on producers.
EG.3.2-18 Number of hectares of land under improved technologies or management practices with USG assistance	EG.3.2-25 Number of hectares under improved management practices or technologies with USG assistance [IM-level]	This indicator has new disaggregations to capture intensive and extensive management practices on different types of hectares, while also expanding to include aquaculture and fisheries.
EG.3.2-19 Value of small-holder incremental sales	EG.3.2-26 Value of annual sales of farms and firms receiving USG assistance [IM-level]	This indicator simplifies the previous calculation to generate annual sales instead of incremental sales. Sales captured in this indicator are expanded to include firms as well as farms, and farms are not restricted to smallholders only.
EG.3.2-6 Value of agriculture and rural loans as a result of USG assistance	EG.3.2-27 Value of agriculture-related financing accessed as a result of USG assistance	This indicator expands the type of financing, both debt and non debt, accessed. Data points include the amount of financing and the number of recipients.
EG.3.2-3 Number of micro, small, and medium enterprises (MSMEs), including farmers, receiving agricultural-related credit as a result of USG assistance		

Narrative changes

FTFMS collects several types of narratives, including:

1. The IM Performance Narrative (one per IM per year);
2. The FTF Key Issue Narrative (one per USAID OU per year);
3. The BFS HQ Country Narrative (one per year for each country where a centrally-funded BFS HQ IM is working)

Note: Interagency colleagues have separate narrative requirements discussed separately with them.

The IM Performance Narrative, the FTF Key Issue Narrative, and the BFS HQ Country Summary Narrative must be entered directly into FTFMS on the “Enter / View Narratives” screen. However, there are templates in Word document format available on the FTFMS Resource Website (<https://www.agrilinks.org/ftfms>) and also in the Appendices of this Guidance document, which enable easier drafting of the narrative text.

While the types of narratives are the same as last year, the instructions and content requirements have changed slightly, so please follow the instructions on the templates and do not use a previous year’s template. Copy and paste each narrative section into its corresponding tab in FTFMS if using the Word document template. For the visual step-by-step of this process, refer to the [Screenshot Instructions document](#) on the FTFMS Resources Website.

Notes to remember on the **IM Performance Narrative** [template [here](#)]:

- ✓ Please be succinct! This is not an annual report.
- ✓ The purpose is to provide context to the numbers being reported in FTFMS and to provide a better understanding of the IM’s performance;
- ✓ 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 FTF indicator numbers referenced in the narrative should match what is reported elsewhere in FTFMS. Any other numbers quoted should have a source identified.

Notes to remember on the **FTF Key Issue Narrative** [template [here](#)]:

- ✓ The purpose is to provide an overview of the Mission's / OU's work in FTF.
- ✓ The narrative asks for information on how the Mission / OU has addressed Objectives 1-3 of the FTF Results Framework.
- ✓ This year, enter the FTF Key Issue Narrative in FTFMS only. It does not need to be duplicated in the PPR. Other Key Issue Narratives still need to be entered in the PPR, per the PPR Guidance.

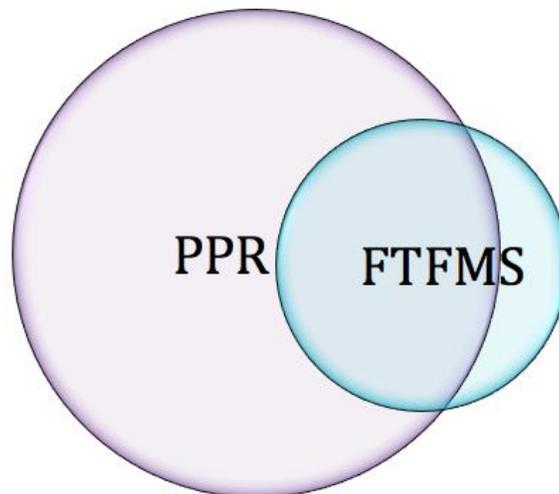
Notes to remember on the **BFS HQ Country Narrative**:

- ✓ These short narratives are for BFS HQ (i.e. centrally-funded) IMs only.
- ✓ Each centrally-funded BFS HQ IM must enter one Country Narrative for each country in which their IM is working (this could be several).
- ✓ These are in addition to the IM Performance Narrative required for those IMs (one per IM).
- ✓ These narratives provide the basis the "Country Summary Sheets" sent to Missions listing all the centrally-funded work happening in each country.

FTFMS and FACTSInfo Next Gen (OP/PPR) – for USAID staff only

Data in FTFMS versus FACTSInfo NextGen:

- The State Department's Office of Foreign Assistance Resources (State/F) is responsible for all USG foreign assistance funding, and Feed the Future efforts (funded through EG.3 Agriculture and HL.9 Nutrition monies) are only a part of the USG's overall foreign assistance work.
- State/F manages a system called FACTSInfo NextGen that collects annual budget planning data (in the *Operational Plan* or "OP") and annual performance reporting data (in the *Performance Plan & Report* or "PPR").
- Both the OP and the PPR represent all foreign assistance funding at an Operating Unit (meaning Mission, office, regional bureau, etc.), while the FTFMS only collects data on efforts funded (in part or wholly) by EG.3 Agriculture and HL.9 Nutrition funding.
- The FTF Initiative uses the FTFMS (in addition to an OU's reporting in the OP and PPR) because it provides more granular performance reporting at the IM level (the PPR only asks for OU-level totals) and also allows for interagency, initiative-wide reporting.
- Most of the annually-reported FTF indicators are also F standard indicators, and therefore get reported into the PPR. However, FTF is only a portion of what the Mission reports into the PPR (which captures all Mission work). Also, there are some indicators that are FTFMS-only and not reported into the PPR. The Venn diagram below depicts this relationship:



FTFMS and the OP:

- Every spring (or now for the delayed FY18 OP!), State/F requires each OU to complete an OP in the FACTSInfo NextGen system, which details the OU's planned budget with funding planned out by IM, i.e. award.
- Every IM entered into the OP that is partially or wholly-funded by EG.3 Agriculture or HL.9 Nutrition funds and/or FFP Development funds automatically transfers to FTFMS on a nightly basis so that results can be reported against a consistent list of IMs. This means Mission and BFS HQ users should see a list of all their FTF-funded IMs in both the OP and in FTFMS, and they are identified by a unique six-digit IM ID number (the same in both systems).
- If there is missing data in the IM details in FTFMS, such as "TBD" in a field, please update the information directly in the system *except for* data fields marked with a red asterisk (*), which indicates data that is transferred from the OP into FTFMS, and therefore has to be updated in FACTSInfo instead. Please ask a USAID contact, the Mission's Program Office, or the office's OP POC to make the update in FACTSInfo

NextGen, which should then update overnight into FTFMS. See screenshot below of IM details where some fields are grayed out (and marked by red asterisk) versus the other data fields, such as "Locations" and "IM Contact" that are directly editable.

Implementing Mechanism Details * FACTSInfo Transferred

IM ID: * 57398

IM Name: AFRICAN RISING- African Research in Sustainable Intensification for the next Gen

Prime Partner: International Institute of Tropical Agriculture, The

Type: Contribution to an international organization

Award Number: BFS-G-11-00002

Website:

Reporting Organization: * USAID

Operating Unit: Tanzania

Benefiting Country: The country (ies) which benefit from the implementing mechanism, even if the implementing mechanism is not physically located there.

Afghanistan AFR-SD African Union Albania Algeria All 15 ECOWAS countries Tanzania

Locations: The physical place(s)/geographic location(s) where the implementing mechanism is operating.

[Remove Location](#) [Add Location](#)

IM Tag: Agricultural Markets and Trade Agricultural Productivity Agriculture and Food Security - Feed the Future (F Agriculture/Nutrition Integration Building Resilience

Key Issue: Adaptation Adaptation - Indirect Advancing Human Rights Agriculture and Food Security - Dairy Atrocity Prevention Capacity Building - Relief to Development Agriculture and Food Security - Feed the Future Climate Change and Environment - GCC - Adaptation

IM Contact:

[Remove Contact](#) [Add Contact](#)

Fiscal Year Created: 2015

Life of IM: from (YYYY) 2011-01- to (YYYY) 2016-09-

ACPA

Trading Countries: Algeria Angola Benin Botswana Brunei Burkina Faso

[Create new](#)

[Save](#) [Cancel](#)

FTFMS and the PPR:

- Similarly, State/F requires each OU to complete a Performance Plan & Report (PPR) each December, which reports on results against a common set of indicators at the OU-level (meaning, the summation of the results of all of an OU's IMs that are contributing to indicator results and targets).
- The FTFMS reporting schedule is aligned with the Performance Plan and Report (PPR) reporting period, and it is recommended you fill in the more granular details in FTFMS first (which requests data at the IM-level), and then complete the PPR (which requests data at the OU-level).
- OUs can generate a "PPR Report" from the FTFMS that aggregates indicator data from the IM-level to the OU level (see screenshot below). Indicator totals from the FTFMS PPR Report can be entered into the PPR without modification if only FTF mechanisms contributed to the indicator for an OU, and if there is no double-counting across IMs on the same indicators. (Missions should attempt to eliminate double-counting to the best of their ability when reporting the OU/Mission totals in the PPR, e.g. for # of children reached, # of individuals reached). "Non-FTF" mechanisms are mechanisms that do not receive EG.3 Agriculture funding or HL.9 Nutrition funding.
- Note that not all FTF standard indicators go into the PPR. For example, all ZOI-level indicators are reported in FTFMS only.
 - ✓ Please take advantage of the FTFMS "PPR Report" after entering FTF data in FTFMS. Export the report before entering PPR values in FACTSInfo

The screenshot displays the FEED THE FUTURE monitoring system interface. At the top, the logo "FEED THE FUTURE" is followed by "Feed the Future Monitoring System" and navigation links for "Help", "About", and "Log Out". A user greeting "Welcome, Kate West !" is visible on the right. Below the header, there is a "Menu" icon and a link to "Download Reports and Check Data Entry Status" with a pink arrow pointing to it. The main content area includes sections for "Search", "Screen Instructions", "Export/Print", and "Current Selection". Under "Current Selection", there are dropdown menus for "Reporting Organization" (USAID), "Bureau" (Asia), and "Operating unit" (Cambodia). A "Go" button is located to the right of these dropdowns, with a pink arrow pointing to it. Below the "Current Selection" section, there is a row of buttons: "By Status", "Export Data by IM", "Generate PPR Report" (highlighted with a pink arrow), "Portfolio Report", "Export Narratives", and "Custom Reports". At the bottom of the page, a status message reads: "Data refreshed every 24 hours, last refreshed time: Sep 22, 2017 at 05:08 US ET".

Access & Training

FTFMS (www.ftfms.net) is a web-based program that can be accessed at any computer running at least Windows XP and Internet Explorer 7 or Google Chrome. Software installation is not required. Safari (Macintosh) and Firefox typically work, but are not officially supported. Users having trouble with FTFMS using Safari or Firefox should try Internet Explorer or Google Chrome.

Current users can log in to FTFMS using their existing username (full e-mail address) and password. If necessary, select "forgot password" on the log in screen. FTFMS will prompt users to create a new password every 90 days. Users also have the option to use a random system-generated password. Please contact the FTF Help Desk (Support@ftfms.net) (IPs also need to cc their USAID AOR/COR/AM) if you need to create an account.



FEED THE FUTURE
Feed the Future Monitoring System

Username Password [Forgot password](#)

USAID SECURITY/MONITORING STATEMENT
You are using an official United States Government system, which may be used only for authorized U.S. Government purposes. Unauthorized access or use of this system may subject you to administrative, civil, or criminal actions, as well as fines or other penalties. In accordance with Federal Regulations, employees have "a duty to protect and conserve Government property and must not use such property, or allow its use, for other than authorized purposes."

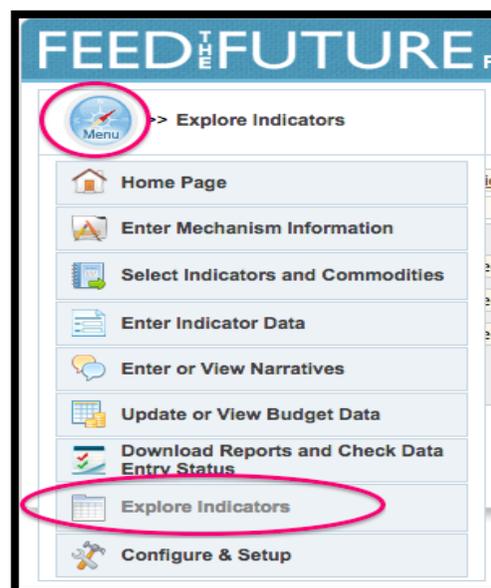
This computer system may be monitored and information disclosed for any lawful purposes, including for the management and maintenance of the system, to ensure that the system is authorized to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. You have no reasonable expectation of privacy while using this system. Use of this system by any user, authorized or unauthorized, constitutes express consent to this monitoring.

Minimum required screen resolution is 1024x768.

Webinar: A webinar was held on Thursday, October 4th to review the guidance and other FTFMS questions. Use [this link](#)² to watch this informational webinar, access a recording of the webinar, download the slides used, and access other resources.

Explore Indicators: This screen in FTFMS allows users to see how the data entry screen is configured for each indicator and allows users to export the indicator data entry screen to Excel. The exports can be used as a template if data needs to be collected outside FTFMS.

Training Site: You can experiment with FTFMS at <https://training.ftfms.net>. This website is a copy of FTFMS. Practice entering data or other actions, like deleting, submitting, etc. The training site is separate from FTFMS and the data are not saved. Log in to the testing site by adding "trn_" to the beginning of your username (trn_xyz@usaid.gov or trn_abc@IM.org). Use your regular FTFMS password.



² <https://www.agrilinks.org/event/webinar-fy18-ftfms-reporting-feed-future-mel-webinar-series>

Tips & Clarifications

The points below highlight common mistakes and/or answer frequently-asked questions. Still have questions?

- If you're an IP = contact the Mission or USAID POC;
 - If you're USAID Mission or BFS HQ staff = contact the BFS MEL TA (list in Appendices of this document)
 - If you're in the Interagency = contact Katie West
-
- **Nutrition and Agriculture results in FTF Focus or Target Countries:**
 - In FTFMS you should report all results achieved in whole or in part with EG.3 Agriculture or HL.9 Nutrition funds, regardless of whether those results are achieved solely in the FTF ZOI in Focus or Target Countries.
 - There may be additional agriculture or nutrition indicator results reported in the PPR that are not included in FTFMS because some IMs are funded outside of FTF (i.e. not with EG.3 or HL.9 funds), yet still contribute to nutrition or ag-related results (for example GCC- or MCH-funded work).
 - Please make sure nutrition activities are reported in FTFMS. OUs should report all HL.9 Nutrition results regardless of location relative to the FTF ZOI in Focus and Target Countries.
 - For USAID, after FTFMS closes on Feb 15, 2018, there will be a follow-up via email for the indicator HL.9-1 *Number of children under five reached with nutrition-specific interventions...* to reconcile any differences between values reported in FTFMS and in FACTSInfo to report country-wide numbers.

 - **Extrapolation:** Many IM-level indicators require data that reflect the total for all direct participants and/or the number of participants. If data are collected from a sample of direct participants, sample-weighted totals (reflecting totals across all participants) must be entered into FTFMS. Do not enter totals or averages or number of participants for the sampled participants only. This applies to indicators like:
 - ✓ *EG.3-6, -7, -8 Gross Margin:* Total production, total value of sales, total quantity of sales, total recurrent cash input costs, total units of production (hectares, animals, cages) and number of participants by commodity and sex;
 - ✓ *EG.3.2-18 Number of hectares under improved technologies or management practices:* Total hectares under improved technologies;
 - ✓ *EG.3.2-17 Number of farmers and others applying improved technologies or management practices:* Total number of farmers (by sex) or others (by sex);
 - ✓ *EG.3.2-19 Value of Incremental Sales:* Total baseline sales, Reporting year sales, Number of participants
 - ✓ *EG.3.3-10 Percentage of female participants of USG nutrition-sensitive agriculture activities consuming a diet of minimum diversity:* number of female participants

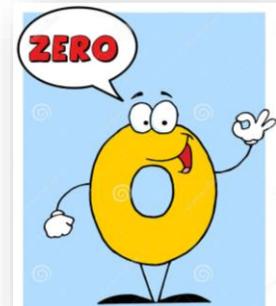
 - **Baselines:** If the baseline for an indicator is not available, leave it blank. Do not enter 0, which is a real value, unless the baseline value is actually 0 (often the case for output indicators). See the PIRS of each indicator for its specific baseline info.

 - **Out-Year Targets:** Failing to set out-year targets gives the impression that overall FTF results are projected to decline in the out-years. Out-year targets are required for on-going mechanisms, at the overall indicator and the disaggregate levels. If possible, please enter out-year targets for IMs / Activities still in the procurement phase, at a minimum at the overall indicator level, even if not at the disaggregate level. Straight-lining the most recent fiscal year actuals may make sense in some cases if out-year targets are not available. OUs will have additional opportunities to update out-year targets once IMs are awarded.

- ✓ If an IM / Activity is ending before the three out-years in FTFMS (confirm from the “Life of IM” dates in the IM Details screen), leave those targets blank and insert an IM comment noting the date the project is ending. Do **not** put “0” as an out-year target, which would indicate that the intention is to have no results. (Note the only exception to this is for indicator HL.9-5 where “0” could be entered as a target for years before the multi-sectoral nutrition policy is anticipated to be approved.)

- **FTFMS - FACTSInfo connection (For USAID OUs only):** IMs entered into your OP in FACTSInfo auto feed into FTFMS nightly. Check your IM list! Screenshot below demonstrates how to find this list in FTFMS:

- **Zero vs. blank:** Zero is a *real* number. Do not put a zero when you mean a blank or no data.
- **Disaggregates:** In FTFMS, enter data at the disaggregate level and FTFMS will calculate totals and display at the top and/or in header rows.
 - ✓ Some disaggregates allow double-counting, some do not [a pop-up window with a validation message will appear if there's error!]
 - ✓ Disaggregates are required, but a row for “Disaggregates not Available” is an option in extreme cases where disaggregates cannot be entered or are unknown (see orange arrows below).



Indicator / Disaggregation	2018 Deviation Narrative	2018 Comment	Baseline Year	Baseline Value	2018		2019		2020		2021	
					Target	Actual	Target	Target	Target	Target		
GNDR-2: Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources (IM-level)		Add				3.33%						
Numerator: Number of female program participants							10.00					
Denominator: Total number of male and female participants in the program							300.00					

- **Commodities:** Some indicators require a commodity selection in order for data entry cells to appear. Indicators with this requirement are listed in the “FTFMS To-Do Checklist” earlier in this document. This is a two-step process on the “Select Indicators and Commodities” screen in FTFMS:

- ✓ In some cases you are reporting on a commodity-related indicator, but do not have commodity-specific data. In that case:
 - Choose “**Disaggregates not available**” from the Commodity List (see screenshot below) if disaggregating by commodity is not meaningful or possible (e.g. multiple crops intermixed in the same plot or agroforestry with a number of different species);
 - Choose “**Not Applicable**” from the Commodity List if not reporting on a commodity, but still reporting on a commodity indicator, e.g. EG.3.2-24 when counting “people in government”; or for EG.3.2-25 when reporting under the Conservation/protected area extensive hectare type)

Indicator / Disaggregation	2018	2018	Baseline	Baseline	2018	2019	2020	2021
	Deviation	Comment			Year	Value	Target	Actual
+ Value Chain Actor Type: Non-smallholder producers								
+ Value Chain Actor Type: People in government								
+ Value Chain Actor Type: People in private sector firms								
- Value Chain Actor Type: People in civil society								
Sex (no double-counting)								
Male								
Female								
Disaggregates Not Available								
Age category (no double-counting)								
15-29								
30+								
Disaggregates Not Available								
Management Practice or Tech Type (double-counting allowed)								
Crop genetics								
Cultural practices								
Livestock management								
Wild-caught fisheries management								
Commodity								
Disaggregates Not Available or Other								
+ Value Chain Actor Type: Others								

- **EG.3.2-25 Number of hectares under improved management practices or technologies with USG assistance [IM-level]**
 - This new indicator expands on EG.3.2-18 to include more types of hectares, including aquaculture and fisheries, and both intensive and extensive management practices
 - Remember individual producers of individually-cultivated hectares reported here should be counted as “individuals applying” under EG.3.2-24 (*similar to connection between EG.3.2-17 and EG.3.2-18 last year*)
 - Report these hectares by: **Sex of Owner/Manager / Age of Owner/Manger / Management Practice or Tech Type being applied to them / Commodity** --> Unique number in Sex and Age is required but double-counting is allowed under Management Practice and in Commodity
 - Notes on double-counting:
 - Count across more than one disaggregate category, but only once *within* each disaggregate category. For example, if a farmer is applying one type of irrigation practice and two types of pest and disease management practices (e.g. aflasafe and pesticide), her hectares would be counted once under Irrigation and only once under Pest and Disease Management, i.e. double-count across disaggregate categories is acceptable, double-counting within categories is not.
 - Similarly for commodities, if a farmer is producing maize and soy target crops and applying multiple practices in maize and practices in soy, these hectares get counted once under maize and once under soy.
 - An example screenshot from FTFMS looks like this:

- **EG.3.2-27 Value of agriculture-related financing accessed as a result of USG assistance [IM-level]**

- This indicator now includes all types of financing (debt and non-debt) and expands on EG.3.2-3 (Number of micro, small, and medium enterprises (MSMEs), including farmers, receiving agricultural-related credit as a result of USG assistance) and EG.3.2-6 (Value of agricultural and rural loans as a result of USG assistance)
- The types of financing accessed that are captured in this indicator are: Cash Debt; In-kind Debt; Non-Debt
- First choose the Type of financing accessed, and then enter:
 - The **Value** of Financing by Recipient Size / Sex / Age
 - The **Number** of Recipients by Recipient Size / Sex / Age
- FTFMS will roll up the totals on-screen and display them at the top
- An example screenshot from FTFMS for reporting on “Cash Debt” looks like this:

TOTAL NUMBER of financing recipients by Size, Sex, and Age:	
TOTAL VALUE of DEBT financing received by recipient Size, Sex, and Age:	
TOTAL NUMBER of DEBT financing recipients by Size, Sex, and Age:	
Type of financing accessed: Cash Debt	
VALUE of financing received by recipient Size, Sex, and Age:	
Size of recipient(s):	Individuals / Microenterprises - value received by this recipient size Small & Medium Enterprises - value received by this recipient size Large Enterprises & Corporations - value received by this recipient size Disaggregates Not Available (for size of recipient) - value received by this recipient size
Sex of recipient(s) (if sex of proprietor(s) if financing received by a firm):	Female - value received by this recipient sex Male - value received by this recipient sex Mixed (for enterprises) - value received by this recipient sex Disaggregates Not Available (for sex of recipient) - value received by this recipient sex
Age of recipient(s) (if age group of proprietor(s) if financing received by a firm):	15-29 - value received by this recipient age group 30+ - value received by this recipient age group Mixed Ages (for enterprises) - value received by this recipient age group Disaggregates Not Available (for age of recipient) - value received by this recipient age group
NUMBER of financing recipients by Size, Sex, and Age:	
Size of recipient(s):	Individuals / Microenterprises - Number of recipients of this size Small & Medium Enterprises - Number of recipients of this size Large Enterprises & Corporations - Number of recipients of this size Disaggregates Not Available (for size of recipient) - Number of recipients of this size
Sex of recipient(s) (if sex of proprietor(s) if financing received by a firm):	Female - Number of recipients of this sex Male - Number of recipients of this sex Mixed (for enterprises) - Number of recipients of this sex Disaggregates Not Available (for sex of recipient) - Number of recipients of this sex
Age of recipient(s) (if age group of proprietor(s) if financing received by a firm):	15-29 - Number of recipients of this age group 30+ - Number of recipients of this age group Mixed Ages (for enterprises) - Number of recipients of this age group Disaggregates Not Available (for age of recipient) - Number of recipients of this age group
Type of financing accessed: In-Kind Debt	
Type of financing accessed: Non-Debt	

- **EG.3-10, -11, -12 Yield of targeted agricultural commodities among program participants with USG assistance [IM-level]**

- Yield is calculated as = Total Production (TP) / Units of Production (UP)
- This new indicator replaces Gross Margin (EG.3-6, -7, -8) with a simplified measure of agricultural productivity, but several data points used under Gross Margin continue to be used in this yield indicator (TP, UP, number of participant producers)
- This indicator is complicated because we are collecting yield of many different commodities that report in various units of measure. To address this, FTFMS will collect yield data in six different yield commodity groups, which each have the appropriate disaggregations and default units for the commodities in that group.
- All commodities belong to one of the six yield commodity groups, and that list is below and in the Appendices of this Guidance document. Any new commodities added will be assigned to their appropriate Yield Commodity Group as well).

- ✓ In the case where you are unable to use the default units for a commodity's yield, you can change the default to another selection, but reporting under units other than the default means the data will **not** be part of the overall yield averages totaled at the top (on-screen) nor in the overall yield totals displayed in reports. [Note: Although this is unavailable at this time, we are working on allowing this to be programmed into FTFMS soon.]
- The six Yield Commodity Groups (and their default units) are:
 - (1) **Crops:** metric tons (Mt) / hectare (Ha)
 - ✓ Disaggregated by farm size (smallholder vs. non-smallholder producer), then Sex and Age Category
 - (2) **Pond aquaculture:** Kilograms (Kgs) / hectare (Ha) of surface area;
 - (3) **Cage aquaculture:** Kilograms (Kgs) / cubic meter of cage
 - ✓ Both pond and cage aquaculture have no farm size disaggregate, but are still disaggregated by Sex and Age Category
 - (4) **Dairy:** Liters of milk / Maximum number of producing animals during the reporting year
 - (5) **Eggs:** Number of eggs / Maximum number of producing hens during the reporting year
 - (6) **Livestock:** Weight in Kilograms (Kgs) of offtake (entire animal(s)) / max number in herd / flock / other group during the reporting year
 - ✓ Dairy, Eggs, and Livestock are disaggregated by Production System (Rangeland, Rural mixed livestock-crop, Urban/peri-urban, and Intensive, commercial), then Sex and Age Category
- Steps for data entry in the system are:
 - (1) Select the yield indicator (EG.3-10, -11, -12) on the "Select Indicators & Commodities" screen in FTFMS.
 - (2) Assign appropriate commodities to that indicator on the same screen.
 - (3) Then, on the "Enter Indicator Data" screen, you will notice that FTFMS automatically displays the appropriate disaggregates and units of measure for whichever commodity you selected.
 - ✓ *You may change from the default units of TP and UP if you are unable to use those for your reporting, but then your numbers are not included in overall yield calculations at this time.*
 - (3) For each commodity, then enter the Number of Participants, Total Production, and Units of Production, each disaggregated by Sex and Age Category.
 - (4) Check that FTFMS automatically calculated yield totals at top (only applies if you use the default units).
- Example screenshot in FTFMS if reporting on a commodity that falls under the "Crop" Yield Commodity Group:

CROP yield sub-indicator:	
Commodity (choose from list in FTFMS) --> see column A of Commodities tab on this spreadsheet for which commodities belong in "Crops"	
Average YIELD (TP/UP) of this commodity overall	
Farm size: Smallholder producer	
Average YIELD (TP/UP) of this commodity for Smallholder Producers	
Average YIELD (TP/UP) of this commodity for Female Smallholder Producers	
Average YIELD (TP/UP) of this commodity for Male Smallholder Producers	
Average YIELD (TP/UP) of this commodity for Sex Disagg Not Available Smallholder Producers	
Average YIELD (TP/UP) of this commodity for Smallholder Producers aged 15-29 years	
Average YIELD (TP/UP) of this commodity for Smallholder Producers aged 30+ years	
Average YIELD (TP/UP) of this commodity for Age Disagg Not Available Smallholder Producers	
Number of Participants	
Total Number of Participants by Sex	
Male	
Female	
Disaggregates Not Available	
Total Number of Participants by Age Category	
15-29	
30+	
Disaggregates Not Available	
Total Production (TP)	
Total Production by Sex (convert all to Metric Tons for entry below)	
Male - Total production in MT on plots managed by Males	
Female - Total production in MT on plots managed by Females	
Disaggregates Not Available - Total production in MT on plots managed by people whose sex disagg is not available	
Total Production by Age Category (convert all to Metric Tons for entry below)	
15-29 - Total production in MT on plots managed by people aged 15-29 years	
30+ years - Total production in MT on plots managed by people aged 15-29 years	
Disaggregates Not Available - Total production in MT on plots managed by people whose age category is not available	
Units of Production (UP)	
Units of Production by Sex (convert all to Hectares for entry below)	
Male - Total hectares in production managed by Males	
Female - Total hectares in production managed by Females	
Disaggregates Not Available - Total hectares in production managed by people whose sex disagg is not available	
Units of Production by Age Category (convert all to Hectares for entry below)	
15-29 - Total hectares in production managed by people aged 15-29	
30+ - Total hectares in production managed by people aged 30+	
Disaggregates Not Available - Total hectares in production managed by people whose age category is not available	
Farm size: Non-smallholder producer	

List of Commodities in their Yield Commodity Group

(This same list with commodities listed in alphabetical order instead of by Yield Commodity Group is available in the Appendices of this Guidance document)

Pond aquaculture Yield Commodity Group (Kilograms (Kgs) / hectare (Ha) of surface area)

- Carp (ponds) (NRVCC)
- Fish (ponds) (NRVCC)
- Shrimp (NRVCC)
- Tilapia (ponds) (NRVCC)

Cage aquaculture Yield Commodity Group (Kilograms (Kgs) / cubic meter of cage)

- Fish (open-water cages) (NRVCC)

Dairy Yield Commodity Group (Liters of milk / Maximum number of producing animals during the reporting year; disaggregated by Production System)

- Dairy (non-milk products, e.g. yogurt) (NRVCC)
- Milk (Camel) (NRVCC)
- Milk (Cow) (NRVCC)
- Milk (general, not animal-specific) (NRVCC)

- Milk (Goat) (NRVCC)
- Milk (Sheep) (NRVCC)

Eggs Yield Commodity Group (Number of eggs / Maximum number of producing hens during the reporting year; disaggregated by Production System)

- Eggs (NRVCC)

Livestock Yield Commodity Group (Weight in Kilograms (Kgs) of offtake (entire animal(s)) / max number in herd / flock / other group during the reporting year; disaggregated by Production System)

- Camel (live) (NRVCC)
- *Camel (meat) (NRVCC) -- remember you are reporting weight of animal, not its meat, so choose "Camel (live)" instead*
- *Cattle (Beef) (NRVCC) -- remember you are reporting weight of animal, not its meat, so choose "Cattle (live)" instead*
- Cattle (live) (NRVCC)
- Chickens (poultry) (NRVCC)
- Goat (live) (NRVCC)
- *Goat (meat) (NRVCC) -- remember you are reporting weight of animal, not its meat, so choose "Cattle (live)" instead*
- Hides/Skins/Leather
- Sheep (lamb/mutton) (NRVCC)
- Sheep (live) (NRVCC)

Crop Yield Commodity Group (Metric tons (Mt) / hectare (Ha); disaggregated by farm size)

- | | |
|---|---|
| <ul style="list-style-type: none"> • Animal feed • Apples • Avocado • Bambara/Round nut (Vigna subterranea) (NRVCC) • Bananas • Beans (biofortified) (NRVCC) • Beans (non-biofortified) (NRVCC) • Beans and pulses (NRVCC) • Beans, sugar (NRVCC) • Birds Eye Chili (NRVCC) • Bt cotton • Butternut Squash (NRVCC) • Cabbage (NRVCC) • Carrots (NRVCC) • Cashews (NRVCC) • Cassava • Cauliflower (NRVCC) • Cherries • Chickpea (NRVCC) • Chilies (NRVCC) • Citrus (NRVCC) • Cocoa • Coffee • Conventional Cotton • Cotton • Cowpeas (NRVCC) • Cucumber • Dark green leafy vegetables (NRVCC) • Eggplant • Fava Beans (NRVCC) • Flowers • Forage/Fodder • Forestry products • Fruits | <ul style="list-style-type: none"> • Ginger • Gourd • Gourd, bitter (NRVCC) • Gourd, bottle (NRVCC) • Gourd, sweet (NRVCC) • Grapes • Green Beans • Groundnuts/peanuts (NRVCC) • Handicrafts • Hazelnuts (NRVCC) • Honey • Horticulture • Jute • Kale (NRVCC) • Lentil (NRVCC) • Lettuce • Maize • Maize flour • Maize grain • Maize, fresh (green mealies) • Maize, irrigated • Maize, orange (NRVCC) • Maize, unmilled • Mango (NRVCC) • Millet • Moringa (NRVCC) • Mung Bean (NRVCC) • Muskmelon (NRVCC) • Okra (NRVCC) • Olive Oil • Onions/Shallots • Organic Cotton • Papaya (NRVCC) • Paprika • Passion fruit (NRVCC) |
|---|---|

- Peanuts (oil)
- Peas, green (NRVCC)
- Peppers, Chile (NRVCC)
- Peppers, Sweet (NRVCC)
- Peppers, various types or type unknown (NRVCC)
- Pigeon peas (NRVCC)
- Pineapples (NRVCC)
- Potatoes
- Pulses (NRVCC)
- Pumpkin (NRVCC)
- Rice
- Rice grain
- Rice-irrigated
- Rice-lowland
- Rice-rainfed
- Roots and Tubers
- Sesame Seed (NRVCC)
- Sesame Seed (oil)
- Sorghum

- Sorghum/Millet
- Soya Flour (NRVCC)
- Soybean Irrigated (NRVCC)
- Soybean Rain-fed (NRVCC)
- Soybeans (NRVCC)
- Soybeans (oil)
- Sunflower (oil)
- Sunflower seed (NRVCC)
- Sweet Potatoes
- Sweet Potatoes - Orange/Dark Yellow - biofortified (NRVCC)
- Sweet Potatoes - Orange/Dark Yellow - non biofortified (NRVCC)
- Sweet Potatoes - White/Pale Yellow
- Tea
- Tomatoes
- Tomatoes, fresh
- Turmeric
- Vegetables
- Watermelon

Appendices

Appendix 1: FTF Indicators

There are 79 indicators in the New FTF Indicator Handbook.

The Feed the Future indicators fall into two main categories:

- (1) **Performance** [54 of 79] - the indicators that measure performance at different levels and for which the USG is accountable;
- (2) **Context** [25 of 79] - a new group of indicators that monitor factors outside the USG's control that have the potential to affect the achievement of results, and are therefore important to observe

Tables 1 and 2 below (also in the Handbook list all 79 performance and context indicators and their different levels over which data is collected, including IM-level, National-level, ZOI-level, Global-level, and Recurrent Crisis Area-level:

Table 1: Feed the Future Performance Indicators by Level: Zone of Influence, National, and Implementing Mechanism (54 total Performance Indicators)

Zone of Influence (20 of 54 indicators)

- EG-c Prevalence of Poverty: Percent of people living on less than \$1.90/day 2011 PPP
- EG-e Prevalence of moderate and severe food insecurity in the population, based on the Food Insecurity Experience Scale (FIES)
- EG-g Percentage of Households below the Comparative Threshold for the Poorest Quintile of the Asset-Based Comparative Wealth Index
- EG-h Depth of Poverty of the Poor: Mean percent shortfall of the poor relative to the \$1.90/day 2011 PPP poverty line
- EG.3-f Abbreviated Women's Empowerment in Agriculture Index
- EG.3-h Yield of targeted agricultural commodities within target areas
- EG.3.2-a Proportion of producers who have applied targeted improved management practices or technologies
- EG.4.2-a Proportion of households participating in group-based savings, micro-finance or lending programs
- HL.8.2-a Percentage of households with access to a basic sanitation service
- HL.8.2-b Percentage of households with soap and water at a handwashing station commonly used by family members
- HL.9-a Prevalence of stunted (HAZ < -2) children under five (0-59 months)
- HL.9-b Prevalence of wasted (WHZ < -2) children under five (0-59 months)
- HL.9-d Prevalence of underweight (BMI < 18.5) women of reproductive age
- HL.9-i Prevalence of healthy weight (WHZ ≤ 2 and ≥ -2) among children under five (0-59 months)
- HL.9.1-a Prevalence of children 6-23 months receiving a minimum acceptable diet
- HL.9.1-b Prevalence of exclusive breastfeeding of children under six months of age
- HL.9.1-d Prevalence of women of reproductive age consuming a diet of minimum diversity
- RESIL-a Ability to recover from shocks and stresses index
- RESIL-b Index of social capital at the household level
- RESIL-c Proportion of households that believe local government will respond effectively to future shocks and stresses

National (6 of 54 indicators)

- EG-d Prevalence of Poverty: Percent of people living on less than \$1.90/day 2011 PPP
- EG-f Prevalence of moderate or severe food insecurity in the population, based on the Food Insecurity Experience Scale (FIES)
- EG.3-e Percent change in value-added in the agri-food system ("Ag GDP+")
- EG.3-g Employment in the agri-food system
- EG.3.1-c Value of targeted agricultural commodities exported at a national level
- HL.9-h Prevalence of stunted (HAZ < -2) children under five (0-59 months)

Multi-level (1 of 54 indicators)

- EG.3.1-d Number of milestones in improved institutional architecture for food security policy achieved with USG support

Implementing Mechanism (27 of 54 indicators)

- EG.3-2 Number of individuals participating in USG food security programs
- EG.3-10,11,12 Yield of targeted agricultural commodities among program participants with USG assistance
- EG.3.1-1 Kilometers of roads improved or constructed as a result of USG assistance
- EG.3.1-14 Value of new USG commitments and private sector investment leveraged by the USG to support food security and nutrition
- EG.3.2-2 Number of individuals who have received USG-supported degree-granting non-nutrition-related food security training
- EG.3.2-7 Number of technologies, practices, and approaches under various phases of research, development, and uptake as a result of USG assistance
- EG.3.2-24 Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance
- EG.3.2-25 Number of hectares under improved management practices or technologies with USG assistance
- EG.3.2-26 Value of annual sales of farms and firms receiving USG assistance
- EG.3.2-27 Value of agriculture-related financing accessed as a result of USG assistance
- EG.3.2-28 Number of hectares under improved management practices or technologies that promote improved climate risk reduction and/or natural resources management with USG assistance
- EG.3.2-29 Number of organizations with increased performance improvement with USG assistance
- EG.3.3-10 Percentage of female participants of USG nutrition-sensitive agriculture activities consuming a diet of minimum diversity
- EG.4.2-7 Number of individuals participating in group-based savings, micro-finance or lending programs with USG assistance
- EG.10.4-7 Number of adults with legally recognized and documented tenure rights to land or marine areas, as a result of USG assistance
- EG.10.4-8 Number of people who perceive their tenure rights to land or marine areas as secure as a result of USG assistance
- ES.5-1 Number of USG social assistance beneficiaries participating in productive safety nets
- HL.8.2-2 Number of people gaining access to a basic sanitation service as a result of USG assistance
- HL.8.2-5 Percentage of households with soap and water at a handwashing station commonly used by family members
- HL.9-1 Number of children under five (0-59 months) reached with nutrition-specific interventions through USG-supported programs
- HL.9-2 Number of children under two (0-23 months) reached with community-level nutrition interventions through USG-supported programs
- HL.9-3 Number of pregnant women reached with nutrition-specific interventions through USG-supported programs
- HL.9-4 Number of individuals receiving nutrition-related professional training through USG-supported programs
- HL.9-15 Percent of participants of community-level nutrition interventions who practice promoted infant and young child feeding behaviors
- GNDR-2 Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources
- RESIL-1 Number of host government or community-derived risk management plans formally proposed, adopted, implemented or institutionalized with USG assistance
- YOUTH-3 Percentage of participants in USG-assisted programs designed to increase access to productive economic resources who are youth (15-29)

Table 2: Feed the Future Context Indicators by Level: Global, National, Zone of Influence, and Resilience to Recurrent Crisis areas (25 total Context Indicators)

<p><u>National (17 of 25 indicators)</u></p> <ul style="list-style-type: none"> • FTF Context-1 Percentage of Households below the Comparative Threshold for the Poorest Quintile of the Asset-Based Comparative Wealth Index • FTF Context-2 ** Average income of small-scale food producers, by sex and indigenous status (SDG indicator #2.3.2) • FTF Context-3 ** Volume of production per labour unit by classes of farming/pastoral/forestry enterprise size (SDG indicator #2.3.1) • FTF Context-4 * Percentage of 15-29 year olds who are Not in Education, Employment or Training (NEET) (SDG indicator #8.8.6) • FTF Context-5 Prevalence of wasted (WHZ < -2) children under five (0-59 months) • FTF Context-6 Depth of Poverty of the poor: Mean percent shortfall relative to the \$1.90/day 2011 PPP poverty line • FTF Context-10 Risk to well-being as a percent of GDP • FTF Context-11 Yield of targeted agricultural commodities • FTF Context-15 ** Proportion of agricultural area under productive and sustainable agriculture (SDG indicator #2.4.1) • FTF Context-16 Prevalence of healthy weight (WHZ ≤ 2 and ≥-2) among children under five (0-59 months) • FTF Context-17 Prevalence of underweight (BMI < 18.5) women of reproductive age • FTF Context-18 * Prevalence of undernourishment (SDG indicator #2.1.1) • FTF Context-19 Prevalence of children 6-23 months receiving a minimum acceptable diet • FTF Context-20 Prevalence of exclusive breastfeeding of children under six months of age • FTF Context-21 Prevalence of women of reproductive age consuming a diet of minimum diversity • FTF Context-23 Share of agriculture in total government expenditure (%) • FTF Context-24 Proportion of total adult rural population with secure tenure rights to land, (a) with legally recognized documentation and (b) who perceive their rights to land as secure 		
<p><u>Zone of Influence (5 of 25 indicators)</u></p> <ul style="list-style-type: none"> • FTF Context-9 Prevalence of people who are 'Near-Poor', living on 100 percent to less than 125 percent of the \$1.90 2011 PPP poverty line • FTF Context-12 Average Standard Precipitation Index score during the main growing season • FTF Context-13 Average deviation from 10-year average NDVI during the main growing season • FTF Context-14 Total number of heat stress days above 30 °C during the main growing season • FTF Context-25 Average percentage of women achieving adequacy across the six indicators of the Abbreviated Women's Empowerment in Agriculture Index 	<p><u>Recurrent crisis areas (if data not available, National) (2 of 25 indicators)</u></p> <ul style="list-style-type: none"> • FTF Context-7 U.S. government humanitarian assistance spending in areas/populations subject to recurrent crises • FTF Context-8 Number of people in need of humanitarian food assistance in areas/populations subject to recurrent crises 	<p><u>Global (1 of 25 indicators)</u></p> <ul style="list-style-type: none"> • FTF Context-22 Food security and nutrition funding as reported to the OECD DAC

* Indicates an SDG indicator in TIER I status, i.e. a definition exists and data for the indicator are available;

** Indicates an SDG indicator in TIER III status, i.e. definition is still being defined.

Indicator Timing

Not all of these indicators will be programmed into the FTFMS by October 15th season opening. The 27 IM-level performance indicators, one of the National-level indicators (EG.3.1-c *Value of targeted agricultural commodities exported at a national level*), and the multi-level indicator (EG.3.1-d *Number of milestones in improved institutional architecture for food security policy achieved with USG support*) will be ready for data entry at that time (in addition to the indicators already in FTFMS). The rest of the national-level performance indicators, the 20 ZOI-level performance indicators, and all 25 Context indicators will be programmed in the system later, to be completed by spring 2019.

Appendix 2: Transition to the New FTF Indicators

Here is a “Quick Reference Guide” for which IMs / Activities need to make the transition to the new indicators and when:

Type / Age of Implementing Mechanism (IM)	What to do in FTFMS this year ^[1] (Oct/Nov 2018)	What to do in FTFMS next year (Oct/Nov 2019)
IMs that end <u>on or before</u> September 30, 2019	<ul style="list-style-type: none"> Report results achieved during FY2018 on the current set of <u>old</u> (i.e. Feed the Future phase one) indicators Set targets for any remaining project years on the current set of <u>old</u> indicators 	<ul style="list-style-type: none"> Report results and set targets on the existing set of <u>old</u> indicators until the IM ends
IMs that end <u>after</u> September 30, 2019	<ul style="list-style-type: none"> Report results achieved during FY2018 on the current set of <u>old</u> indicators Report results achieved in FY2018 on any <u>new</u> (i.e. Feed the Future phase two) indicators <i>if</i> complete indicator definition is met Set targets for any remaining project years on the set of <u>new</u> FTF phase two indicators Set targets for any remaining project years on any <u>old</u> indicator on which the IM wishes to continue reporting 	<ul style="list-style-type: none"> Report results achieved during FY2019 on the <u>new</u> set of FTF phase two indicators Set targets for remaining project years on the <u>new</u> set of FTF phase two indicators Report results and set targets on any continued reporting on any <u>old</u> indicator on which the IM wishes to continue reporting⁽¹⁾
New activities that haven't ever reported on <u>old</u> indicators^(1, 2)	<ul style="list-style-type: none"> Report results achieved during FY2018⁽²⁾ on the <u>new</u> set of indicators Set targets set for out-years on <u>new</u> set of indicators 	<ul style="list-style-type: none"> Continue reporting results and targets on the <u>new</u> set indicators

1. Old indicators will still be available in FTFMS, but would be considered custom, if used.

2. New activities or IMs, depending when they started, may not have results achieved during FY2018 to report on, but should still set targets for the out-years.

Appendix 3: BFS HQ MEL TA Coverage -- *USAID OUs only!*

The MEL team in USAID/BFS HQ consists of a team of Technical Advisors (TAs) who are assigned to cover a set of FTF Missions / OUs, and serve as the POC for all FTF MEL-related questions and review their FTFMS data and narratives. The updated MEL TA assignments are posted on the [FTFMS Resources Website](https://www.agrilinks.org/ftfms): <https://www.agrilinks.org/ftfms>.

Appendix 4: Tips for Reviewing Your FTFMS Data

All data entered into the FTFMS needs to be reviewed for accuracy and completeness.

- ✓ USAID IPs need to review their data before submission to the USAID OU;
- ✓ USAID OUs need to review their own OU-level entered data and the data submitted by IPs before approving it in the FTFMS;
- ✓ Interagency colleagues need to review all their data before approving it in the FTFMS.

Below is a list of tips of what to look for when reviewing data. This is not a comprehensive list, but provides some suggestions from the perspective of a BFS HQ MEL TA to support improved data quality.

Prerequisites:

- 1) Know the programs, apply that knowledge. Read relevant narratives (e.g. IM narrative) first!
- 2) Read the Indicator Handbook cover-to-cover (and keep by your side at all times!)

Accuracy:

- Pay attention to indicator comments and deviation narratives – these often highlight errors in indicator understanding.
- Check for missing data points, especially number of participants, and missing disaggregates. If missing, question why and whether IP is setting up systems to report in future.
- Make sure that the indicator comments for indicators that require them (e.g. EG.3.1-12 Number of agricultural and nutritional enabling environment policies analyzed, consulted on, drafted or revised, approved and implemented with USG assistance) are complete and useful. Without this information, utility of the indicator is limited.
- Make sure deviation narratives align with data. (e.g. if decrease in price is given as explanation for not achieving gross margin target, do GM data show a price decrease since previous year (divide value of sales by volume of sales to get average price)?)
- If IP reports that a very large number of organizations was assisted (EG.3.2-4), make sure assistance was designed to increase their capacities *as organizations*, not that the IP was just using the (e.g. producer) organization as a means to reach its members (e.g. as service delivery strategy). If assisting organizations, is IP reporting on application (EG.3.2-20)?
- The number of participants applying technologies should be less than the total number of participants assisted.
- It is OK if the IP extrapolates, as long as their assumptions are updated every ~2 years; these assumptions should be noted in the indicator comments.
- If reporting or targeting against climate mitigation technology type disaggregate, confirm that the disaggregate is interpreted correctly according to the PIRS (Mitigation is an explicit attempt to lower GHG emissions). One indication that mitigation definition might be misunderstood is if climate adaptation and mitigation numbers are the same, or if hectares are reported under mitigation but not under adaption.

- New vs continuing: The number of those continuing can't be greater than previous FY actual.
- Hectares and numbers of participants applying technologies under the Technology Type disaggregate should usually add up to more than sum under the Sex disaggregate. We usually promote technologies and practices in packages; therefore, participants are usually applying more than one Technology type, and participants should be counted under all relevant technology Types.
- Make sure the correct commodity is selected (e.g. OFSP could be Sweet potato biofortified or Sweet potato not biofortified)
- Make sure private investment reported under EG.3.2-22 is for capital investments only (capital = equipment; things that depreciate; durable goods, non-consumables). Note that for the NEW indicator, EG.3.1-14, operating capital investments can be included.
- Make sure public-private partnerships (PPPs) reported under EG.3.2-5 really are PPPs. Note that this indicator is being archived, so only FY18 and FY19 results will be reviewed for those IMs already reporting on this indicator.
- Make sure the number of children reached with nutrition-specific interventions with is being reported with appropriate disaggregation by all relevant activities.
- If IM is reporting on HL.9-2 number of children under two reached, make sure they are also setting targets against the new associated outcome indicator HL.9-15 (if IM will be active after Sept 30, 2019).
- Check to see if targets are provided for disaggregates.

Consistency:

- Check to see if sales volume and value and number of participants are the same for both gross margins and incremental sales, with the exception of horticulture. IPs can report sales for horticulture as a category but must report gross margins for individual horticultural commodities.
- Check to see if volume of sales is less than total production
- Compare the number of smallholder farmers with gross margins and incremental sales (or value of sales) participants; do different indicators reporting number of participants align (e.g. # HH assisted and # children under five reached + FTF-01)?
- Are same Tech Type categories used for farmers and hectares (as applicable)?
- Is IP or OU prorating results if activity is multi-donor funded?

Feasibility:

- Does the number of hectares per beneficiary applying make sense?
- Are gross margins very high or very low? Check each component of gross margins – yield, price, input cost/ha, sales/beneficiary – does relationship among them make sense? Is reporting identical between men and women? (If data show this, it indicates that IP did not collect actual disaggregated data but just applied a proportionality assumption).
- Performance over time – are there unrealistic amounts of increase or decrease over time, especially in comparison w/number of participants? Number of participants under incremental sales and gross margins is very valuable - are the numbers of participants changing over years?

- Remember that this is an annual snapshot in results, and emphatically not a cumulative roll-up across the years. Key red-flag words include “life of project targets...”

Theory of Change:

- Does number applying make sense compared to numbers trained or organizations assisted?
- Does proportion applying make sense with yield/GM results?
- Do targets for associated indicators (e.g. farmers applying and hectares applying) move together reasonably?

Gender differences:

- Proportion of male vs female, actuals and over time – are targeted decreases in gender gaps “good enough” – are they the best they can achieve and enough to accomplish gender objectives?
- Look at application rates (number of M/F applying) compared to training rates (number of M/F being trained). Generally, training rates are close to parity, while application rates have big M/F gaps! Ask why in your comments.
- Number and proportion of males vs females assisted to access credit (EG.3.2-3), compare with amount of cash loans disbursed by sex – reasonable? If not, ask if credit accessed wasn’t cash loans
- If there is a large gender differential for gross margins: look at gender-disaggregated yield, price, % sales, sales/participant, inputs/ha
- If you see lots of switching over the years of M/F/joint application, this suggests that one or more of those years might have been misreported.
- If gross margins are exactly the same for men and women, this is a red flag. If the multiplication factor from participant to sales or participant to GM is the same over two years, this is a red flag.
- Use [country fact sheets](#) to check indicators for partial or no sex disaggregation.

Targets:

- Targets compared to number of participants (divide by # of participants; targets should go up and # of participants increase, but a dramatic increase in the target without a corresponding dramatic increase in participants is also a red flag)
- Targets compared to end of the life of activity: there should be targets for every out-year within the life of activity.
- Out-year targets adjustment should be based on target achievement and deviation narrative.
- Targets relative to baseline and to actual– do they seem reasonable? If not, are target assumptions documented in indicator comment? Request this if they are not.
- Incremental sales data point targets – compare volume and value to get price; also compare sales per participant with actuals and change over time; compare the loan amount per participant assisted (recognizing not all assisted to get cash loans).

Appendix 5: Attributions

USAID Operating Units (OUs) must report FY18 results (i.e. those results achieved during the timeframe of the FY18 fiscal year, which occurred from October 1, 2017 – September 30, 2018) for all activities funded through Feed the Future allocations. Reporting should include buy-ins to Washington-managed mechanisms and activities that pool donor funding. FTFMS imports all implementing mechanisms automatically from FACTSInfo NextGen that receive FTF funding [*i.e. EG.3 Agriculture: DA, old ESF, and AEECA funds and HL.9 Nutrition: GHP-USAID and FFP development funds.*]

- **IMs with FTF and non-FTF USG funding:** Please report all results from implementing mechanisms that receive both USG FTF and USG non-FTF funding (i.e. are only partially-funded through FTF-designated funds).
- **FTF Zone of Influence (ZOI) Population-level Indicators:** We contribute to these results through host country, whole-of-government, and multi-donor coordinated efforts.
- **Food for Peace (FFP):** FFP Development Food Security Activities (DFSAs) are considered part of FTF and are included in FTFMS. Reporting for all FFP mechanisms in FTFMS will be entered by DCHA/FFP in Washington and do **not** need to be entered by anyone from the Mission or IP. Mission's are responsible for reporting on DFSA results in the PPR.
- **USDA 632b Agreements:** USDA sends data for 632b agreements to the USAID Agreement Manager. The Agreement Manager is responsible for entering project data into the FTFMS.
- **Peace Corps:** Please coordinate with Peace Corps to ensure PAPAs and other USAID-funded mechanisms implemented by Peace Corps are reported to USAID OU staff and entered into FTFMS. Peace Corps also enters its own Peace Corps-funded IMs directly into FTFMS.
- **Multi-donor Activities:** Please enter only the proportion of results attributable to USAID funding. This means results and targets may need to be prorated before entering into the FTFMS.
- **Buy-ins to central/BFS-managed mechanisms:** OUs should coordinate with BFS to report buy-ins to Washington-managed mechanisms. If a buy-in does not appear in the OU operational plan, an entry can be created in FTFMS for the buy-in. In most cases data will be entered by the IP in the buy-in entry at the same time data are entered for the centrally-managed mechanism. Do not duplicate results -- the IP should coordinate between BFS HQ and the OU with the buy-in for where (i.e. under which OU) results and targets should be entered.

Appendix 6: Template for the IM Performance Narrative -- USAID IMs only!

Note: This template is also available on the [FTFMS Resources Website](#) as a downloadable Word file.

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 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 the narrative can be typed directly into the system (there's a tab for each section listed below), this Word document template can be used to draft the narrative text, and then simply copy and paste each section below into FTFMS. 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 FTF indicator values referenced in the narrative should match what is reported elsewhere in FTFMS. Non-FTF Indicator 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 (for an external audience), lists project context, purpose, scope, key approaches, and goals. Mention the main participants 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 participants. Explain how you have addressed the cross-cutting issues of gender and youth (where applicable), including collecting 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:

* - Required Field

Narrative Type
Performance Narratives

Template *
IM Performance Narrative (Multi Tabs)

Instruction
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. For reference, an example narrative is included on the FTFMS Resources Website: <https://www.agrilinks.org/ftfms>. Please fill in all six tabs / sections below.

Narrative Title *
Kate's TEST mechanism

Project Summary

FY18 Performance

Successes

IM Challenges

Lessons Learned

Desc. of Expected Activities

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.

Narrative Text : *Total Characters: 1201

B / U ABC [Alignment icons] Paragraph Font Family Font Size [List icons]

[Rich text editor icons]

Save **Close**

Appendix 7: Template for the FTF Key Issue Narrative -- USAID OUs only!

Note: This template is also available on the [FTFMS Resources Website](#) as a downloadable Word file.

Each USAID OU must write one FTF Key Issue Narrative, using the template outlined below. Note that this year, enter the FTF Key Issue Narrative into the FTFMS only, and this fulfills the narrative requirements for the PPR for this Key Issue as well.

The Key Issue Narrative is an important complement to quantitative standard indicator reporting and is used as a comprehensive summary of the Operating Unit's progress and challenges toward achieving the goal and objectives of Feed the Future under the Global Food Security Strategy (GFSS). The FY18 Key Issue Narrative is organized to reflect the GFSS Results Framework and key principles.

Please enter the narrative in the following sections and include information from all USAID GFSS funding streams (agriculture, nutrition, Food for Peace Title II Development). For reference, 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.

FTF KEY ISSUE NARRATIVE SECTIONS (displayed as tabs in FTFMS):

- **Overview (tab 1 in FTFMS):** 1-2 sentence summary of Operating Unit's overall objectives and approach to implementing Feed the Future, and major components of the program (e.g., key value chains, policy, nutrition, finance).
- **Key results – by GFSS Objective (tabs 2-4 in FTFMS):** For each of the three GFSS objectives, please outline the Operating Unit's most significant qualitative and quantitative results and use evidence to explain how these results are collectively leading to the goal of sustainably reducing global hunger, malnutrition, and poverty. You are encouraged to include results from cross-cutting areas such as policy, youth, gender, capacity development, finance, and natural resource management where applicable.
 - **Objective 1: Inclusive and sustainable agriculture-led economic growth:**
 - **Objective 2: Strengthened resilience among people and systems:**
 - **Objective 3: A well-nourished population, especially among women and children:**
- **Self-reliance, sustainability, and local ownership (tab 5 in FTFMS):** Using quantitative and qualitative evidence, describe progress of Feed the Future efforts to strengthen the commitment and capacity of public and private systems to sustain development results without Feed the Future assistance. Include major results in policy, market system or health system strengthening, building local ownership, public and private resource mobilization, and/or capacity development.
- **Success highlights (tab 6 in FTFMS):** List 1-3 of the most important FTF accomplishments, successes, or results from FY18.
- **Challenges (tab 7 in FTFMS):** Highlight key challenges faced during FY18 and your Operating Unit responses.
- **Learning and Adapting (tab 8 in FTFMS):** Highlight the major conclusions of performance data, evaluations, analyses, or other sources of evidence and how those conclusions informed programmatic or strategic adjustments to improve implementation and results. For focus countries with population-based survey data that became available during FY18, include a summary of the major conclusions (results and implications for programming.)

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

The screenshot shows the FTFMS narrative entry interface. At the top right, there is a red asterisk icon and the text "- Required Field". Below this, the "Narrative Type" is set to "Performance Narratives". The "Template" dropdown menu is set to "FTF Key Issue (Multi Tabs)". A blue-bordered box highlights the "Instruction" section, which contains the following text: "Each USAID OU assigned the FTF Key Issue must write one FTF Key Issue Narrative. This key issue is an important complement to quantitative standard indicator reporting and is used as a comprehensive summary of the Operating Unit's progress and challenges toward achieving the goal and objectives of Feed the Future under the Global Food Security Strategy (GFSS). The FY18 key issue narrative is organized to reflect the GFSS Results Framework and key principles. Please write your narrative under the following sections and include information from all USAID GFSS funding streams (agriculture, nutrition, Food for Peace Title II Development, water, sanitation, and hygiene). For reference, an example narrative is included on the FTFMS Resources Website: <https://www.agrilinks.org/ftfms>." Below the instruction is a text input field for the "Narrative Title" containing "Kate's TEST mechanism". A vertical sidebar on the left contains several sections: "Overview", "Key results - Objective 1", "Key results - Objective 2", "Key results - Objective 3", "Self-reliance & Sustainability", "Success highlights", "Challenges", and "Learning and Adapting". Each section has a blue arrow pointing to it from the left. The "Overview" section is currently selected and displays a description: "1-2 sentence summary of Operating Unit's overall objectives and approach to implementing Feed the Future, and major components of the program (e.g., key value chains, policy, nutrition, finance)." Below the sidebar is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The text area shows "Narrative Text : *Total Characters: 1201". At the bottom right, there are two buttons: "Save" and "Close", with a blue arrow pointing to the "Save" button.

Appendix 8: Yield Commodity Groups

Each commodity in FTFMS is assigned to its appropriate Yield Commodity Group, which defaults to the appropriate disaggregations and units of measure for Total Production (TP) and Units of Production (UP) for reporting on the yield indicator (EG.3-10, -11, -12), as described earlier in this Guidance.

Below is a list of all the commodities and which Yield Commodity Group they belong to. For any commodity, you can always change from the default units for reporting TP and UP, but doing so will exclude your results from the overall yield total calculations at this time. [Note: we are working on programming this capability into the FTFMS later.]

YIELD Commodity Group	Commodity Name
Crop	Animal feed
Crop	Apples
Crop	Avocado
Crop	Bambara/Round nut (<i>Vigna subterranea</i>) (NRVCC)
Crop	Bananas
Crop	Beans (biofortified) (NRVCC)
Crop	Beans (non-biofortified) (NRVCC)
Crop	Beans and pulses (NRVCC)
Crop	Beans, sugar (NRVCC)
Crop	Birds Eye Chili (NRVCC)
Crop	Bt cotton
Crop	Butternut Squash (NRVCC)
Crop	Cabbage (NRVCC)
Livestock	Camel (live) (NRVCC)
Livestock	Camel (meat) (NRVCC)
Pond Aquaculture	Carp (ponds) (NRVCC)
Crop	Carrots (NRVCC)
Crop	Cashews (NRVCC)
Crop	Cassava
Livestock	Cattle (Beef) (NRVCC)
Livestock	Cattle (live) (NRVCC)
Crop	Cauliflower (NRVCC)
Crop	Cherries
Livestock	Chickens (poultry) (NRVCC)
Crop	Chickpea (NRVCC)
Crop	Chilies (NRVCC)
Crop	Citrus (NRVCC)
Crop	Cocoa
Crop	Coffee
Crop	Conventional Cotton

Crop	Cotton
Crop	Cowpeas (NRVCC)
Crop	Cucumber
Dairy	Dairy (non-milk products, e.g. yogurt) (NRVCC)
Crop	Dark green leafy vegetables (NRVCC)
Crop	Eggplant
Eggs	Eggs (NRVCC)
Crop	Fava Beans (NRVCC)
Cage Aquaculture	Fish (open-water cages) (NRVCC)
Pond Aquaculture	Fish (ponds) (NRVCC)
Crop	Flowers
Crop	Forage/Fodder
Crop	Forestry products
Crop	Fruits
Crop	Ginger
Livestock	Goat (live) (NRVCC)
Livestock	Goat (meat) (NRVCC)
Crop	Gourd
Crop	Gourd, bitter (NRVCC)
Crop	Gourd, bottle (NRVCC)
Crop	Gourd, sweet (NRVCC)
Crop	Grapes
Crop	Green Beans
Crop	Groundnuts/peanuts (NRVCC)
Crop	Handicrafts
Crop	Hazelnuts (NRVCC)
Livestock	Hides/Skins/Leather
Crop	Honey
Crop	Horticulture
Crop	Jute
Crop	Kale (NRVCC)
Crop	Lentil (NRVCC)
Crop	Lettuce
Crop	Maize
Crop	Maize flour
Crop	Maize grain
Crop	Maize, fresh (green mealies)
Crop	Maize, irrigated
Crop	Maize, orange (NRVCC)
Crop	Maize, unmilled

Crop	Mango (NRVCC)
Dairy	Milk (Camel) (NRVCC)
Dairy	Milk (Cow) (NRVCC)
Dairy	Milk (general, not animal-specific) (NRVCC)
Dairy	Milk (Goat) (NRVCC)
Dairy	Milk (Sheep) (NRVCC)
Crop	Millet
Crop	Moringa (NRVCC)
Crop	Mung Bean (NRVCC)
Crop	Muskmelon (NRVCC)
Crop	Okra (NRVCC)
Crop	Olive Oil
Crop	Onions/Shallots
Crop	Organic Cotton
Crop	Papaya (NRVCC)
Crop	Paprika
Crop	Passion fruit (NRVCC)
Crop	Peanuts (oil)
Crop	Peas, green (NRVCC)
Crop	Peppers, Chile (NRVCC)
Crop	Peppers, Sweet (NRVCC)
Crop	Peppers, various types or type unknown (NRVCC)
Crop	Pigeon peas (NRVCC)
Crop	Pineapples (NRVCC)
Crop	Potatoes
Crop	Pulses (NRVCC)
Crop	Pumpkin (NRVCC)
Crop	Rice
Crop	Rice grain
Crop	Rice-irrigated
Crop	Rice-lowland
Crop	Rice-rainfed
Crop	Roots and Tubers
Crop	Sesame Seed (NRVCC)
Crop	Sesame Seed (oil)
Livestock	Sheep (lamb/mutton) (NRVCC)
Livestock	Sheep (live) (NRVCC)
Pond Aquaculture	Shrimp (NRVCC)
Crop	Sorghum
Crop	Sorghum/Millet

Crop	Soya Flour (NRVCC)
Crop	Soybean Irrigated (NRVCC)
Crop	Soybean Rain-fed (NRVCC)
Crop	Soybeans (NRVCC)
Crop	Soybeans (oil)
Crop	Sunflower (oil)
Crop	Sunflower seed (NRVCC)
Crop	Sweet Potatoes
Crop	Sweet Potatoes - Orange/Dark Yellow - biofortified (NRVCC)
Crop	Sweet Potatoes - Orange/Dark Yellow - non biofortified (NRVCC)
Crop	Sweet Potatoes - White/Pale Yellow
Crop	Tea
Pond Aquaculture	Tilapia (ponds) (NRVCC)
Crop	Tomatoes
Crop	Tomatoes, fresh
Crop	Turmeric
Crop	Vegetables
Crop	Watermelon
Crop	Wheat
Crop	Wheat flour

Appendix 9: Resources

- **KEY LINKS:**

- [FTFMS Resources Website](https://www.agrilinks.org/ftfms) (*https://www.agrilinks.org/ftfms*)
- [FTF Indicator Handbook](#) (*Published March 2018*)
- [FY18 FTFMS Webinar event page](#) (*recording available*)
- [MEL Toolbox](#) (*multiple resources*)
- [FTFMS website](#) / [FTFMS Training website](#)

- **NEED HELP or an FTFMS ACCOUNT?**

- Contact the HelpDesk at support@ftfms.net

- **FORGOT YOUR PASSWORD?**

- Click "Forgot password" at the bottom left of the [FTFMS log in screen](#)

- **NEED PRACTICE?**

- Visit the [FTFMS Training Site](#) (*just add "TRN_" before username; same pw*)

- **HAVE QUESTIONS LATER?**

- System or account questions? =
 - Support@ftfms.net (it's Mike at our Help Desk!)
- Technical or indicator questions? =
 - If you're an IP --> contact your Mission or USAID POC
 - If you're a USAID Mission --> contact your BFS MEL TA
 - If you're in the Interagency --> contact Katie West