



FEED THE FUTURE

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



FY 2019 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 2019

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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
- **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 (a procurement vehicle to execute an activity or set of activities at USAID; equivalent to an activity or 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 FACTSInfo 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 indicator 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). All partner USG agencies contribute annual narratives on their food security work.

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 our [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 Mission'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 Partner Reporting Tool (FFPPRT), 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 under the Global Food Security Strategy, 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 contains data on over 2,500 activities, with approximately 700 of those being active in any given year. FTFMS has over 1,200 users between the Interagency, USAID OUs, and USAID Implementing Partners (IPs).

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

Focus Countries (Phase I):

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

¹ Some USAID OUs, such as Afghanistan and Pakistan have different arrangements for reporting directly into FTFMS even though they receive EG.3 and/or HL.9 funding.

Basic Reporting Requirements

The basic reporting requirements due annually in the system vary slightly by your role, but 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 results & targets for IM-level data • Review data for accuracy • Submit to OU 	<ul style="list-style-type: none"> • Enter indicator results & targets for OU-level data • Review *both* OU and IM data for accuracy • Approve in FTFMS (this submits it to BFS) 	<ul style="list-style-type: none"> • Enter indicator results & targets • Review data for accuracy • Approve in FTFMS
<ul style="list-style-type: none"> • Write and submit your IM Performance Narrative 	<ul style="list-style-type: none"> • Write and submit your FTF Key Issue Narrative • Write and submit your BFS HQ Country Narrative(s) (BFS IMs only) 	<ul style="list-style-type: none"> • Write and submit your Program-level Narrative

The timeline for FY19 data entry is as follows:

- System OPENS: **Tuesday, Oct 15** (after Columbus Day holiday)
- System DEADLINES:
 - ✓ FOR USAID:
 - IP data due to OUs for review: **Friday, Nov 15**
 - OUs approval of data in FTFMS: **Friday, Dec 6**
 - BFS HQ MEL TA Review & OU / IP Corrections: Dec 9 – Jan 31
 - ✓ FOR INTERAGENCY:
 - Data approved by: **Friday, Jan 17**
 - Reviewed by FTFMS System Admin: Jan 21 – Jan 31
 - ✓ FOR USAID / FFP:
 - Data approved by: **Friday, Jan 24;**

*****ALL DATA due in FINAL form: Monday, Feb 3rd!*****

Important Notes & Links:

System Access:

- Website: www.ftfms.net
 - **New Users:** Send requests for new accounts to Mike at our Help Desk (Support@ftfms.net). If you are an IP, cc your USAID AOR/COR/AM for verification.
 - **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, e.g. TRN_kawest@usaid.gov)

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 (kawest@usaid.gov)

Key Links:

- [FTFMS Resources Website](http://www.agrilinks.org/ftfms) (*Tools, timelines, templates!*)
[<https://www.agrilinks.org/ftfms>]
- [FTF Indicator Handbook](https://www.agrilinks.org/post/feed-future-indicator-handbook) (*Revised version published Sept 2019*)
[<https://www.agrilinks.org/post/feed-future-indicator-handbook>]
- [FY19 FTFMS Webinar event page](https://www.agrilinks.org/event/webinar-fy19-ftfms-reporting) (*recording of Oct. 9th webinar will be here!*)
[<https://www.agrilinks.org/event/webinar-fy19-ftfms-reporting>]
- [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, each of which has different required actions:

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

The key required actions for each role are as follows (with details in the table below). Note that for USAID, the AORs/CORs/AMs at the Mission or BFS HQ have the first and last required action (with IP action in between).

USAID AORs/CORs/AMs (at Missions or in BFS HQ):

- Ensure all your FTF-funded IMs are listed in FTFMS and all descriptive info is correct/complete [\[steps 1-3 in checklist below\]](#)
- Ensure that all the appropriate indicators are assigned to your IMs and assign commodities to commodity-related indicators [\[step 4 in checklist below\]](#)
- Click “Start Data Entry” to open the IM for reporting. *You must do this in order for your IPs to be able to enter data!* [\[step 5 in checklist below, and step 6 if applicable\]](#)

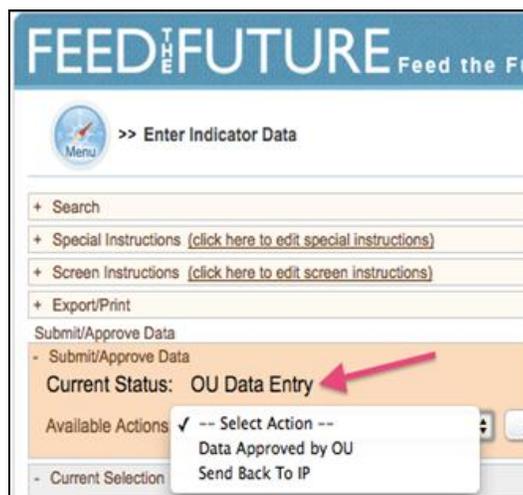
USAID Implementing Partners (IPs):

- Enter the results and targets for all your assigned indicators [\[step 7 in checklist below\]](#)
- Fill out any needed deviation narratives and/or indicator comments, as well as IM Comments if needed [\[step 8 in checklist below\]](#)
- Enter your IM Performance Narrative [\[step 9 in checklist below\]](#)
- *For core-funded BFS HQ IMs only:* Also enter your BFS HQ Country Narrative [\[step 10 in checklist below\]](#)
- Review all data for accuracy and completeness and submit to your OU [\[step 12 in checklist and on screen shown below\]](#)



USAID OU staff - general:

- Enter your OU-level indicator data, including National-level results and/or ZOI-level results, etc., under the ‘placeholder IM’ named ‘High-level Indicators -- [Country Name]’ in FTFMS [\[step 7 in checklist below\]](#)
- Fill out any needed deviation narratives and/or indicator comments, as well as IM Comment if needed [\[step 8 in checklist below\]](#)
- Enter your FTF Key Issue narrative under the same ‘placeholder IM’ [\[step 11 in checklist below\]](#)
- Review all your OU-level data and approve it in FTFMS [\[step 12 in checklist below\]](#)
- Review all indicator and narrative entries entered by IPs and, once correct, approve the data in FTFMS (each IM may be done by its AOR/COR/AM) [\[step 12 in checklist and on screen shown below\]](#)



- If helpful, generate the 'PPR prep' report from FTFMS, which will aggregate all the results contributions from IMs on the standard F indicators and provide an OU total for you to enter in your PPR [\[step 13 on checklist below\]](#)

Interagency:

- Ensure all your activities and their descriptive details are listed in FTFMS [\[steps 1-3 in checklist below\]](#)
- Ensure all the appropriate indicators and commodities are assigned to each activity and hit "Start Data Entry" [\[steps 4, 5 in checklist below\]](#)
- Enter indicator results and targets, as well as deviation narratives and indicators comments, and any IM comments, if applicable. [\[steps 7, 8 in checklist below\]](#)
- Review all your data for accuracy and completeness and approve it in the FTFMS [\[step 12 in checklist below\]](#)

Use the checklist below to ensure you complete all the required steps for FTFMS data entry this year. Check the "Who is Responsible" column to see which tasks apply to you.

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 your portfolio.

Step	Task	Who is Responsible ?	Description	FTFMS Screen / Menu Item
1	Confirm list of active IMs / Activities	USAID: OU Staff; Interagency: HQ staff	After clicking on "Enter Mechanism Info" in the menu, ensure that all your active IMs / projects are listed there for your Mission / Office. For USAID, all IMs need to be entered into your Mission's Operational Plan (OP) in FACTSInfo NextGen to show up in FTFMS. If you are unable to locate an IM: →IPs: Contact your USAID Mission/Office →OUs: Contact your BFS MEL TA or your Program Office to confirm it's in your Mission's OP →Or, contact the FTFMS HelpDesk at Support@ftfms.net	Enter Mechanism / Project Information
2	Hide Extra	USAID: OU	You should hide any completed IMs or activities plus hide any old,	Enter

	IMs / Activities	Staff; Interagency: HQ staff	<p>duplicate, non-activity IMs (e.g. admin support funds, etc.) so that your view shows only actively reporting IMs and activities. 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 you hide an IM, you must select a reason, so we can distinguish between closed-out (but valid) projects versus duplicates, errors, non-activity IMs (e.g. admin support funds, etc.), etc.</p>	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!), including 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 you can) – <i>important! Can be updated anytime, directly in FTFMS</i> • --Website (if applicable) • --IM Contact and Contact Type (e.g. AOR, IP, Mission, etc.) – <i>important! Can be updated anytime, directly in FTFMS</i> • --Life of IM (start date to end date)* <p>*For USAID mechanisms: Some fields are grayed-out (un-editable), because the info is transferred from your Mission's OP in the FACTSInfo NextGen system over to FTFMS each night. For needed updates to the un-editable fields (starred with an asterisk above and on the FTFMS screen), ask your Program Office to make those adjustments in the OP module of FACTSInfo NextGen and it will update FTFMS in the nightly transfer.</p> <p>→OU staff: For the asterisked items, ask your Program Office to make the edits in your OP in the FACTSInfo Next Gen system. For all other items, edit directly in FTFMS. →IPs: Alert your AOR/COR of missing/erroneous IM details →BFS AORs/CORs: For the asterisked items, ask the SPPM/Budget Team to make adjustments in the BFS OP. For all other items, edit directly in FTFMS.</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.</p> <p>Remember that activities continuing beyond Sept. 30, 2019 should have transitioned to the new indicators outlined in the March 2018 Handbook (now revised Sept 2019 with minor edits) by setting targets for them last year, and reporting results starting this year (results achieved during FY19).</p> <p>A quick list of all the indicators and how they've transitioned can be found under the 'Key Resources' section of the FTFMS Resources webpage: https://www.agrilinks.org/ftfms.</p> <p>Delete indicators and commodities no longer being reported by that IM / Activity (historical data will still be saved).</p>	Select Indicators & Commodities

Select commodities for indicators that disaggregate by commodity.

Note that commodities must be selected for the following indicators (or choose “Disaggregates Not Available” or “Not Applicable” as your commodity choice, if that applies (see PIRS for reference):

The set of commodity-related indicators reported annually:

- 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 producers 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]

The following two indicators are reported at variable timelines (not usually annually), and commodities can be selected for these at the time of reporting:

- EG.3.2-a: Percent of producers who have applied targeted improved management practices or technologies [ZOI-level]
- EG.3-h Yield of targeted agricultural commodities within target areas [ZOI-level]
- FTF Context-11: Yield of targeted agricultural commodities [National-level]

For those finishing out reporting on the old indicators (**only those projects that have ended by Sept 2019**), the **2016** set of commodity-related indicators are as follows. Since this is the last year of reporting for these, we assume you would have already selected and reported on commodities for these in prior years:

- 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]
- 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]

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:

- EG.3.3-a: Prevalence of women of reproductive age who consume targeted nutrient-rich value chain commodities

			<p>[ZOI-level]</p> <p>➤ EG.3.3-b: Prevalence of children 6-23 months who consume targeted nutrient-rich value chain commodities [ZOI-level]</p>	
5	Open Data Entry	<p>USAID: OU Staff;</p> <p>Interagency: HQ staff</p>	<p>Click the “Start Data Entry” link for each IM / Activity (link is next to the name in the far right column), once Steps 1-4 above are complete. This action will open the IM / Activity to Implementing partners (IPs) and send e-mail notifications. IPs will <u>not</u> be able to start data entry until this step is completed!</p>	Select Indicators & Commodities
6	Bypass Implementing Partners (USAID OU's choice)	<p>USAID: OU Staff;</p> <p>Interagency: HQ staff</p>	<p>USAID OUs who choose to enter data into FTFMS (instead of having their Implementing Partners (IPs) enter it directly) need to 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.”</p> <p>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 date review before approval.</p>	Enter Indicator Data
7	Enter Indicator Data	<p>USAID: Implementing Partners (IPs) --or-- OU Staff;</p> <p>Interagency: HQ staff</p>	<p>Enter the indicator results for the FY19 Actual value, and three out-year targets (FY20/21/22 targets), as well as the baseline value (if it's a new mechanism).</p> <p>If your project is ending before the last out-year, leave non-applicable out-year targets blank (just blank - do not put a “0”!). (Confirm that your "Life of IM" dates in the IM Details screen show the correct end date.)</p> <p>Do not enter "0" when you should actually leave a cell blank because it is not applicable, since zero is a real number. 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.</p>	Enter Indicator Data
8	Enter Deviation Narratives, Indicator Comments, and / or IM Comments	<p>USAID: IPs or OU staff;</p> <p>Interagency: HQ staff</p>	<p>Enter a short deviation narrative for FY19 results if your actual value is 10% above or below the target value.</p> <p>Enter additional indicator comments as needed, under the “2019 Comment” link. Some indicators require additional info to be entered here - see an indicator's PIRS for specifics.</p> <p>Enter "IM Comments" (at the bottom of the screen) if you need to explain context that applies to the entire activity (not just that indicator).</p>	Enter Indicator Data
9	Enter IM Performance Narratives	<p>USAID: IPs</p> <p>Interagency: n/a</p>	<p>For all USAID IMs, IPs should enter a brief performance narrative for each IM, using the provided template (in Appendix and on FTFMS Resources Website). Please ensure the data in the narratives are consistent with the indicator data entered into FTFMS (i.e. don't report one number in your indicator data and a different number in your narrative text!), and follow the instructions found in the template.</p>	Enter or View Narratives
10	Enter BFS HQ Country Narratives	<p>USAID: BFS HQ IMs only!</p> <p>Interagency: n/a</p>	<p>For centrally-funded BFS HQ IMs only, you must <u>also</u> enter a Country Narrative for each country where your IM is working. This is in addition to the IM Performance Narrative, which discusses the work of your IM overall.</p> <p>In the FTFMS there are three short tabs to fill out for each country, and this data is compiled for the Country Program Summaries (CPSs) sent to all USAID Missions to alert them of centrally-funded efforts being planned for or implemented in their country.</p>	Enter or View Narratives

11	Enter FTF Key Issue Narrative	USAID: OU staff Interagency: n/a	<p>For USAID OUs only, Mission/OU staff should enter the FY19 FTF Key Issue narrative (one per Mission/OU) using the provided template (in Appendix and on FTFMS Resources Website).</p> <p>Put this narrative in the “placeholder IM” called “High Level Indicators - [Country Name]”. Any USAID OU receiving FTF funds is required to report against the FTF Key Issue.</p> <p>This narrative was formerly also required in the Mission’s/OU’s PPR in the FACTSInfo system, but now Missions/OUs only need to enter it into FTFMS. Follow the instructions on the template.</p>	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 15.</p> <p>--Mission / OU Staff: After reviewing all IP submissions for accuracy and completeness, approve the data within FTFMS and according to OU policy (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]” placeholder IM. Everything must be approved by Friday, December 6.</p> <p>--USAID / FFP: The FFP HQ office (in USAID/DCHA) copies data entered by FFP partners in their system named FFPMIS into FTFMS and does an internal review before approving all FFP IMs in FTFMS. Approval of all FFP IM data is due by Friday, January 24, 2020.</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 17, 2020.</p>	Enter Indicator Data <i>(in orange bar in middle of screen)</i>
13	Generate FTFMS PPR Report	USAID: OU staff; Interagency: n/a	<p>USAID only: FTFMS has a feature to help you prepare for your Mission’s/OU’s data entry into the annual PPR (which is performance reporting for your whole Mission/OU, including FTF).</p> <p>To do this, 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!</p> <p>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 activity contributing to those same indicators, where applicable). You will need to coordinate with your Mission’s Program Office on this task.</p>	Download Reports <i>(“Generate PPR Report” tab)</i>

Key Changes & Highlights for FY19

Revised Handbook (originally published March 2018; revised Sept 2019)

For FY19 reporting, the only major changes from last year are a few revisions we made to the FTF Indicator Handbook. You'll remember that we originally published the new handbook in March 2018, and you used that handbook for reporting results and targets last year. Throughout the year, we noticed some errors that needed to be corrected, some clarifications that should be added, and some changes that would help to improve our performance measures. Therefore, we made those updates in a revised version of this handbook, which we just released in Sept. 2019, published here: <https://www.agrilinks.org/post/feed-future-indicator-handbook>. This revised version is what should be used for FY19 reporting.

We describe all the edits we made in Appendix 3 of the revised handbook (starting on page 279 of the file at link above), but below are the key revisions and title changes of which to be aware:

KEY CHANGES:		
Indicator #	Indicator TITLE	Notes
EG.3.2-29 (now CBLD-9)	<p><u>Old title:</u> EG.3.2-29 Number of organizations with increased performance improvement with USG assistance [IM-level]</p> <p><u>New title:</u> CBLD-9 Percent of USG-assisted organizations with improved performance [IM-level]</p>	<ul style="list-style-type: none"> EG.3.2-29 was changed to calculate a percent (instead of a numerical count) of organizations with improved (instead of increased) performance, where the numerator is 'number of orgs with improved performance' and the denominator is 'number of USG-assisted orgs receiving organizational capacity development support'. Because this is such a significant change, a new number (CBLD-9) was assigned Both the numerator and denominator will be disaggregated by type of organization and new organization type disaggregates were added / defined
EG.3.1-d	<p><u>Old title:</u> EG.3.1-d Number of milestones in improved institutional architecture for food security policy achieved with USG support [Multi-level]</p> <p><u>New title:</u> EG.3.1-d Milestones in improved institutional architecture for food security policy achieved with USG support [Multi-level]</p>	<ul style="list-style-type: none"> EG.3.1-d was changed from capturing the number of milestones in the FTFMS, to requesting that users instead fill out a standard table with information on the milestones in IA achieved Standard template table is available on https://www.agrilinks.org/post/institutional-architecture-assessment-food-security-policy-change Users should simply mark a '1' on the data entry screen in FTFMS to indicate they have uploaded the table
HL.9-15 (now deleted!)	<p><u>Now deleted:</u> Percent of participants of community-level nutrition interventions who practice promoted infant and young child feeding behaviors [IM-level]</p>	<ul style="list-style-type: none"> HL.9-15 is being archived and removed from the system after consensus was reached with GH and FFP regarding its lack of overall utility in tracking activity progress for informed decision-making.

CHANGES/EDITS THAT OCCURRED IN SEVERAL PLACES IN THE HANDBOOK

(See Appendix 3 for details of edits for specific indicators):

- For the ZOI-level indicators collected through a population-based survey (PBS), we made edits in three sections of the PIRS:
 1. In the 'Frequency of Collection' section, we changed the first sentence to read, 'Data should be collected at baseline and during each subsequent ZOI-level population-based survey thereafter.' (it used to refer to 2018 and 2019)
 2. In the 'Baseline Info' section, we changed the wording to read, "A baseline is required, and the value is from the FTF phase two baseline ZOI survey."
 3. In the 'FTFMS Reporting Notes' section, we clarified the example entry of data points to reflect that a Handbook user would only be entering overall indicator value and population numbers in their relevant ZOI/area (e.g. "Target Country ZOI), not in all of the ZOIs/areas.
 - Any aggregation across ZOI/areas will be entered separately by BFS or the Mission, depending on whether the ZOI/areas overlap geographically or not.
 - Note that the FTFMS data entry screen for the PBS ZOI-level indicators has rows available for all three ZOIs/areas (Target or Aligned Country ZOI, FFP development program area, or Resilience to recurrent crisis area), as well as rows for the overall aggregated value for all ZOIs/areas, but regular Handbook users can just enter for their relevant ZOI/area and leave the other rows blank.
- In places where the gendered household types (GHHTs) were listed, either as disaggregates or example data entry points, we corrected the order to have the most common GHHT first, i.e. "Male and Female Adults (M&F)" before "Adult Female No Adult Male (FNM)", etc.
- In most cases, we changed "Percentage" --> "Percent" for grammatical clarity.
 - 'Prevalence' is used to talk about a condition like stunting or exclusive breastfeeding, while 'percent' is used if it's people with the condition - i.e. prevalence of condition X among Y people vs percent of Y people with condition X.

CHANGES TO INDICATOR TITLES

(this is just a list of title changes for ease of viewing; details for each indicator in Appendix 3 of revised handbook):

- EG-g Percent of **h**Households below the **c**Comparative **t**Threshold for the **p**Poorest **q**Quintile of the Asset-Based Comparative Wealth Index [ZOI-level]
- EG.3-g Employment in the agri-food system ("**AgEMP+**") [National-level] ---> *not really a title change; just addition of the nickname*
- EG.3.1-d **Number-of-m**Milestones in improved institutional architecture for food security policy achieved with USG support [Multi-level]

- EG.3.2-26 Value of annual sales of **producersfarms** and firms receiving USG assistance [IM-level]
- ~~EG.3.2-29 CBLD-9 PercentNumber~~ of **USG-assisted** organizations with **improvedincreased** performance ~~improvement with USG assistance~~ [IM-level]
- EG.3.2-a **PercentProportion** of producers who have applied targeted improved management practices or technologies [ZOI-level]
- EG.3.3-10 Percent**age** of female participants of USG nutrition-sensitive agriculture activities consuming a diet of minimum diversity [IM-level]
- EG.4.2-7 Number of individuals participating in **USG-assisted** group-based savings, micro-finance or lending programs ~~with USG assistance~~ [IM-level]
- EG.4.2-a **PercentProportion** of households participating in group-based savings, micro-finance or lending programs [ZOI-level]
- EG.10.4-8 Number of **adultspeople** who perceive their tenure rights to land or marine areas as secure **withas-a result of** USG assistance [IM-level]
- HL.8.2-5 Percent**age** of households with soap and water at a handwashing station **on premises commonly used by family members** [IM-level]
- HL.8.2-a Percent**age** of households with access to a basic sanitation service [ZOI-level]
- HL.8.2-b Percent**age** of households with soap and water at a handwashing station **on premises commonly used by family members** [ZOI-level]
- ~~HL.9-15- This indicator is now archived! No longer required for reporting --->~~ Percent of participants of community-level nutrition interventions who practice promoted infant and young child feeding behaviors [IM-level]
- HL.9.1-a **PercentPrevalence** of children 6-23 months receiving a minimum acceptable diet [ZOI-level]
- HL.9.1-d ~~PercentPrevalence~~ of women of reproductive age consuming a diet of minimum diversity [ZOI-level]
- RESIL-c **PercentProportion** of households that believe local government will respond effectively to future shocks and stresses [ZOI-level]
- FTF Context-1 Percent**age** of Households below the Comparative Threshold for the Poorest Quintile of the Asset-Based Comparative Wealth Index [National-level]
- FTF Context-9 **PercentPrevalence** of people who are 'Near-Poor', living on 100 percent to less than 125 percent of the \$1.90 2011 PPP poverty line [ZOI-level]
- FTF Context-19 **PercentPrevalence** of children 6-23 months receiving a minimum acceptable diet [National-level]
- FTF Context-21 **PercentPrevalence** of women of reproductive age consuming a diet of minimum diversity [National-level]
- FTF Context-25 **PercentAverage percentage** of women achieving adequacy across the six indicators of the Abbreviated Women's Empowerment in Agriculture Index [ZOI-level]

As it was laid out in the March 2018 handbook, our 78 total indicators are organized into performance vs. context indicators, and within each of those, by the level at which they are measured (IM-level, National-level, ZOI-level, etc.), as explained further in the handbook introduction and listed out below.

- **53 Performance Indicators (we're accountable!)**
 - 26 IM-level
 - 6 National-level
 - 1 Multi-level
 - 20 ZOI-level
- **25 Context Indicators (information / observation!)**
 - 17 National-level
 - 5 ZOI-level
 - 1 Global-level
 - 2 Recurrent Crisis Area-level

USAID:

- IPs should report on the 26 IM-level performance indicators, as applicable.
- Missions / OUs should report on the six national-level performance ones, if data are available, plus the multi-level performance one if applicable, and any IM-level performance ones that are also appropriate at the OU level.
- Target country Missions / OUs are also responsible for reporting on the 20 ZOI-level performance ones as their PBS data are available, and on all 25 context ones as data are available.

Interagency:

- Report on the 26 IM-level performance indicators as appropriate

Transition to new indicators

As we explained last year, Feed the Future took advantage of the transition to phase two of Feed the Future under the Global Food Security Strategy to revisit its standard performance monitoring indicators in order to make improvements and ensure measures of progress against each result in the Global Food Security Strategy results framework. This resulted in the publication of the March 2018 FTF Indicator Handbook (and now recently revised Sept 2019 version), and last year was the start of the transition to using this new/improved set of measures.

During this transition, those IMs / Activities ending before Oct. 1, 2019 were permitted to finish out their reporting using the old (2016) set of indicators, while ongoing and new IMs / Activities were required to at least set targets against the new set of indicators, and report results against them starting this year (FY19 results).

- **This means that all IMs / Activities that are still active need to report both results and targets using the new set of indicators from the March 2018 (now revised Sept 2019) version of the Handbook**, as listed and defined here: <https://www.agrilinks.org/post/feed-future-indicator-handbook>.
 - Please review the “quick reference sheet” of the indicators to make sure you’ve made the correct transitions to the new set, available in the ‘Key Resources’ section of the FTFMS Resources webpage: <https://www.agrilinks.org/ftfms>.
 - Some examples of correct transitions from old to new indicators are:

<i>If you were formerly reporting on this indicator...</i>	<i>Active IMs should now switch to this indicator...</i>
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]
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]
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]
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]

EG.3.2-19 Value of small-holder incremental sales	EG.3.2-26 Value of annual sales of producers and firms receiving USG assistance [IM-level]
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
EG.3.2-3 Number of micro, small, and medium enterprises (MSMEs), including famers, receiving agricultural-related credit as a result of USG assistance	

- Only those IMs / Activities that finished up during FY19 and are reporting their final results achieved during FY19 should be using the old (2016) set of indicators in FTFMS. After this reporting season, we will no longer be collecting, reviewing, or aggregating any of the old (2016) set of indicators, although you are welcome to keep using them for your own custom purposes if desired.

Narrative changes

Each year, 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 Summary Narrative (one per centrally-funded BFS HQ IM per year)

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 all be entered directly into FTFMS on the “Enter / View Narratives” screen. You cannot simply upload a narrative in the system, since we use the direct entry to allow exporting and searching of the narrative text.

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.

We recommend drafting your narrative using the template, and then copying and pasting each narrative section into its corresponding tab in FTFMS. For a visual step-by-step of how to do this, 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 of this narrative is to provide context to the numbers being reported in FTFMS and to provide a better understanding of the performance of your IM;
- ✓ The ‘project summary’ section should be a description of your IM / Activity aimed at an external audience.
- ✓ 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** (USAID OUs only) [template [here](#)]:

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

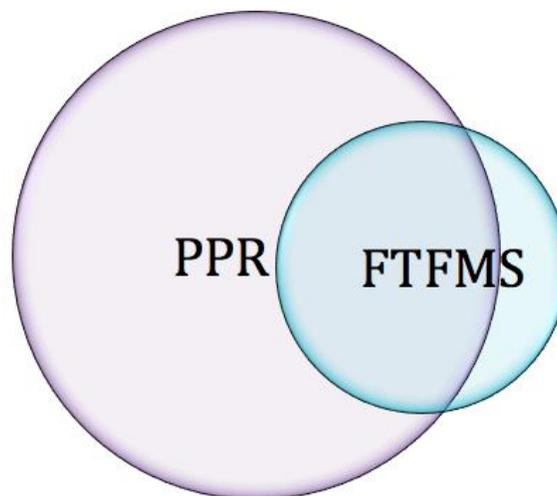
Notes to remember on the **BFS HQ Country Summary Narrative** (USAID BFS HQ-funded IMs only) [template [here](#)]:

- ✓ These short narratives are for BFS HQ (i.e. centrally-funded) IMs only.
- ✓ These are in addition to the IM Performance Narrative required for those IMs.
- ✓ The data entered here helps to build the "Country Program Summaries (CPSs)" we send to Missions listing all the centrally-funded work happening in their 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, HL.9 Nutrition, and FFP-development 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/or HL.9 Nutrition funding and/or FFP-development funds.
- 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 when funds are received), 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 (again, the same in both systems).
- If you notice missing data in your IM details in FTFMS, such as "TBD" in a field, you can update the information yourself directly in the system *except for* data fields marked with a red asterisk (*), which indicate data that is copied over systematically from the OP (which is in FACTSInfo NextGen) into FTFMS, and therefore has to be updated in FACTSInfo NextGen instead. This means you may need to ask your USAID

contact, your Mission's Program Office, or your office's OP POC to make the update in FACTSInfo NextGen, and then look for it to 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 in FTFMS at any time.

Implementing Mechanism Details

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: Tanzania

Locations: *these two directly editable in FTFMS!*

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

Key Issue: Agriculture and Food Security - Feed the Future, Climate Change and Environment - GCC - Adaptation

IM Contact:

Fiscal Year Created: 2015

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

Trading Countries: Algeria, Angola, Benin, Botswana, Brunei, Burkina Faso

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 activities that are contributing to indicator results and targets).
- The FTFMS reporting schedule is aligned with the Performance Plan and Report (PPR) reporting period, and we recommend you fill in the more granular details in FTFMS first (which requests data at the IM-level), and then complete your 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 of where this is in FTFMS). 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, HL.9 Nutrition funding, and/or FFP-development funding.
 - ✓ If possible, please take advantage of the FTFMS “PPR Report” by entering FTF data in FTFMS before entering PPR values in FACTSInfo. It will make data entry for the PPR much easier.
- As was the case last year, some indicators were removed from the PPR (but were still kept in FTFMS), and these are identified by having a letter instead of a number directly after the dash at the end of its “SPSD location” (such as EG.3.1-**b**). None of these will pull into the PPR Report; only those indicators actually reported into the PPR (i.e. only those 26 FTF indicators that are also F standard indicators) will be aggregated in that function of FTFMS. If you need to see your Mission/OU total for one of these (e.g. if your OU selected an FTFMS-only indicator as a custom indicator for your PPR reporting), you can always get the total needed from the “Indicator by Data Source” report in FTFMS.

The screenshot shows the FEED THE FUTURE monitoring system interface. The header includes the logo and the text "Feed the Future Monitoring System" along with links for "Help", "About", and "Log Out". The user is logged in as "Kate West". The main navigation area includes a "Menu" icon and a link to "Download Reports and Check Data Entry Status". Below this are sections for "Search", "Screen Instructions", and "Export/Print". The "Current Selection" section shows filters for "Reporting Organization: USAID", "Bureau: Asia", and "Operating unit: Cambodia". A "Go" button is located to the right of these filters. At the bottom, there is a row of buttons: "By Status", "Export Data by IM", "Generate PPR Report", "Portfolio Report", "Export Narratives", and "Custom Reports". The "Generate PPR Report" button is highlighted with a pink arrow. A status bar at the bottom indicates "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 for verification) 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."

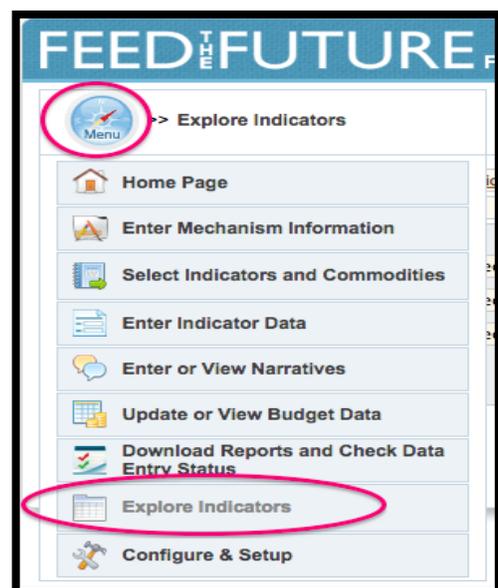
This computer system may be monitored and information disclosed for any lawful purposes, including for the management and maintenance of the system, to ensure that the system is authorized to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational 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 will be held on Wednesday, October 9th to review the guidance and other FTFMS questions. Use this link to join this informational webinar live, access a recording of the webinar, download the slides used, and access other resources: <https://www.agrilinks.org/event/webinar-fy19-ftfms-reporting>.

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. Feel free to enter data or take 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 and practice data entry and submission!



Tips & Clarifications

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

- If you're an IP = contact your Mission or USAID POC;
 - If you're a USAID Mission = contact your 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 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 your 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 EG.11 CC-Adaptation or HL.6 - 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, and regardless of which office within a Mission manages the activity.

 - **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.3.2-24 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]*
 - ✓ *EG.3.2-26 Value of annual sales of producers and firms receiving USG assistance [IM-level]*
 - ✓ *EG.3-10, -11, -12 Yield of targeted agricultural commodities among program participants with USG assistance [IM-level]*
 - ✓ *EG.10.4-8 Number of adults who perceive their tenure rights to land or marine areas as secure with USG assistance [IM-level]*
 - ✓ *EG.3-6, -7, -8 Gross Margin*
 - ✓ *EG.3.2-18 Number of hectares under improved technologies or management practices*
 - ✓ *EG.3.2-17 Number of farmers and others applying improved technologies or management practices*
 - ✓ *EG.3.2-19 Value of Incremental Sales*
 - ✓ *EG.3.3-10 Percentage of female participants of USG nutrition-sensitive agriculture activities consuming a diet of minimum diversity*

 - **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.

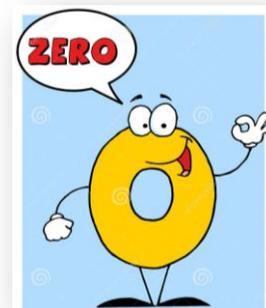
 - **Out-Year Targets:** Failing to set out-year targets gives the impression that overall FTF results are projected to decline in the out-years. Out-year targets are required for on-going mechanisms, at the overall indicator and the disaggregate levels. If possible, please enter out-year targets for 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.

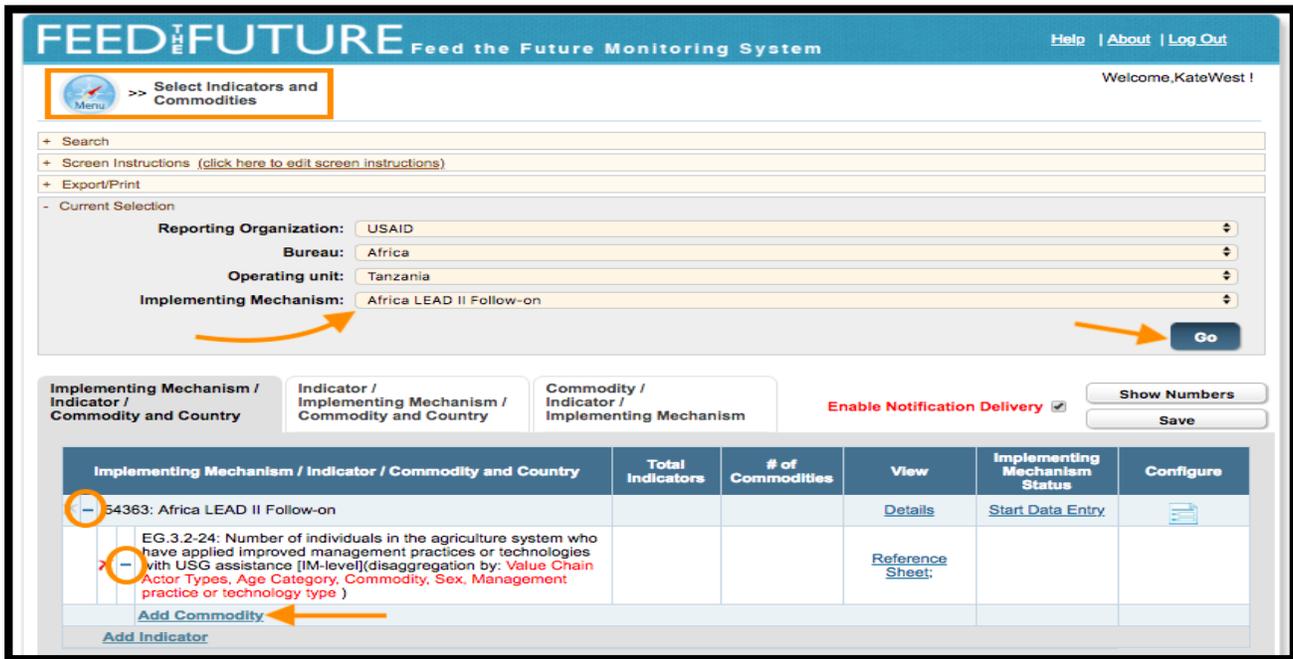
- ✓ If your project is ending before the three out-years in FTFMS (confirm from the “Life of IM” dates in the IM Details screen), leave those targets blank and insert an ‘IM comment’ noting the date the project is ending. Do **not** put “0” as an out-year target, which would mean your goal is to have no results.

- **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:

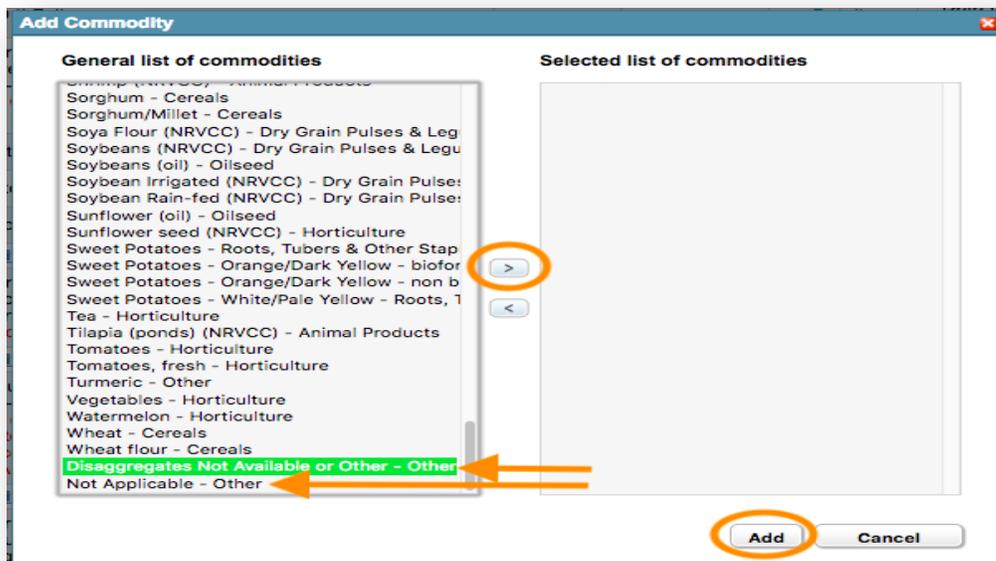
- **Zero vs. blank:** Zero is a *real* number. Do not put a zero when you mean a blank or no data.
- **Disaggregates:** In FTFMS, enter data at the disaggregate level and, in most cases, FTFMS will roll up / calculate any totals and display at the top and/or in header rows.
 - ✓ Some disaggregates allow 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).



- **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. See the screenshot of where this is done 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)



Complex Indicator Guidance

In the Feed the Future handbook, there are several more complex indicators that warrant some additional explanation and guidance. The notes below are only key points -- please read the entire PIRS for each of these indicators for a full, detailed explanation.

- **EG.3-2 Number of individuals participating in USG food security programs [IM-level]**
 - The purpose of this indicator is to capture breadth of our work –*who do we reach?* **All USAID IMs and all OUs should report on this.**
 - *Each USAID IM should count the individuals with whom it works with and report that number under their IM in FTFMS, being careful to enter the unique number (no double-counting) under the “Sex” and “Age Category” disaggregates.*
 - *Then, the USAID Mission/OU should aggregate across IMs to report an overall Mission-wide total, after removing any double counting of individuals being reported by more than one IM, and report that total under the Mission’s placeholder IM titled “High-level Indicators – [COUNTRY NAME]”, using the same disaggregate categories.*
 - Enter all your direct participants by Sex, Age, Type
 - Children <5 yrs reached with nutrition-specific interventions go under HL.9-1 instead (*except those reached with school-feeding program *can* be counted here*)
 - Activities working with multiple members of a HH, only count those who actually participate
 - Activities working with private sector firms can include firm employees only if they reach them with specific, tangible services, such as training.
 - For HH-level interventions (e.g. sanitation) – count all HH members

The FTFMS screen looks like this:

EG.3-2: Number of individuals participating in USG food security programs [IM-level]
Reminder: Only school-aged children reached through school feeding programs should be counted here. Children under 5 reached with nutrition interventions should be reported under HL 9-1 instead. However, all other participants of any FTF-funded program should be counted here.
Sex of individuals participating (no double counting)
Male
Female
Not Applicable (for household members counted from HH-level interventions)
Disaggregates Not Available
Age Category of individuals participating (no double counting)
School-aged children (only for total reached by USG school feeding programs, regardless of actual age)
15-29
30+
Not Applicable (for household members counted from HH-level interventions)
Disaggregates Not Available
Type of individuals participating (double-counting allowed)
Parents/caregivers
Household members (household-level interventions only)
School-aged children (only for USG school feeding programs)
People in government
People in USG-assisted private sector firms
People in civil society
Laborers (Non-producer diversified livelihoods participants)
Producer: Smallholder farmer
Producer: Non-smallholder farmer
Producer: Aquaculture
Producer: size Disaggregate Not Available
Type of individual Not Applicable
Type of Individual Disaggregates Not Available

- **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 includes a broad range of actors throughout the value chain
 - Only report individual producers in this indicator if they are applying improved practices to individually-managed hectares of land or water. Then also report their hectares under indicator EG.3.2-25
 - Report these individuals by: **Sex / Age / Management Practice or Tech Type they're applying / Commodity (if applicable)** -->> *Unique number in Sex & Age but double-counting allowed under Management Practice and under 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), she would be counted once under Irrigation and only once under Pest and Disease Management, i.e. double-counting across disaggregate categories is ok, double-counting within categories is not.

- Same thing with commodities. A farmer producing maize and soy target crops applying multiple practices in maize and practices in soy gets counted once under maize and once under soy.
- An example screenshot in FTFMS looks like this:

Indicator data

Indicator: EG.3.2-24: Number of individuals in the agriculture system who have applied improved management practices or technologies Calculate totals

[<< Go to Previous Indicator](#) [Go to Next Indicator >>](#) Save

Indicator / Disaggregation	2018 Deviation Narrative	2018 Comment	Baseline Year	Baseline Value	2018	2019	2020	2021
					Target	Actual	Target	Target
EG.3.2-24: Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance [IM-level] <small>This is not the same as the old indicator #EG.3.2-17 since its definition has been expanded to capture a larger number of participants throughout the entire value chain, versus just farmers. See page 89 of Handbook.</small>	Add	Add						
+ Value Chain Actor Type: Smallholder producers								
+ 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								
+ Value Chain Actor Type: Others								
+ Value Chain Actor Type: Disaggregates Not Available								

Indicator / Disaggregation	2018 Deviation Narrative	2018 Comment	Baseline Year	Baseline Value	2018	2019	2020	2021	
					Target	Actual	Target	Target	Target
+ 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 indicator captures a broad range of 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!
- However, some extensively landscapes, like rangelands, conservation/protected areas, and freshwater or marine ecosystems under the “Type of Hectares” disaggregate that are communally- or group-managed, can be reported under this indicator in the association-applied category under the Sex and Age disaggregate.
- Report these hectares by: **Sex of Owner / Age of Owner / Management Practice or Tech Type being applied to them / Commodity** -->> *Unique number in Sex & Age but double-counting 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 ok, double-counting within categories is not.
 - Same thing with commodities. A farmer producing maize and soy target crops applying multiple practices in maize and practices in soy gets counted once under maize and once under soy.
- An example screenshot from FTFMS looks like this:

Indicator / Disaggregation	2018 Deviation Narrative	2018 Comment	Baseline Year	Baseline Value	2018		2019		2020		2021	
					Target	Actual	Target	Target	Target	Target		
EG.3.2-25: Number of hectares under improved management practices or technologies with USG assistance [IM-level] <small>This is not the same as the old indicator #EG.3.2-18 since its definition has been expanded to capture intensive and extensive management practices on different types of hectares, and to include hectares in aquaculture and fisheries. See page 95 of Handbook.</small>	Add	Add										
+ Type of Hectare: Crop land												
+ Type of Hectare: Cultivated pasture												
+ Type of Hectare: Rangeland												
+ Type of Hectare: Conservation/protected area												
+ Type of Hectare: Freshwater or marine ecosystems												
+ Type of Hectare: Aquaculture												
+ Type of Hectare: Disaggregates Not Available												

Indicator / Disaggregation	2018 Deviation Narrative	2018 Comment	Baseline Year	Baseline Value	2018	2019	2020	2021
					Target	Actual	Target	Target
EG.3.2-25: Number of hectares under improved management practices or technologies with USG assistance [IM-level]								
<small>This is not the same as the old indicator #EG.3.2-18 since its definition has been expanded to capture intensive and extensive management practices on different types of hectares, and to include hectares in aquaculture and fisheries. See page 95 of Handbook.</small>	Add	Add						
- Type of Hectare: Crop land								
Sex of Owner (no double-counting)								
Male								
Female								
Association-applied								
Disaggregates Not Available								
Age category of Owner (no double-counting)								
15-29								
30+								
Association-applied								
Disaggregates Not Available								
Management Practice or Tech Type (double-counting allowed)								
Crop genetics								
Cultural practices								
Livestock management								
Wild-caught fisheries management								
Aquaculture management								
Natural resource or ecosystem management								
Pest and disease management								
Soil-related fertility and conservation								
Irrigation								
Agriculture water management-non-irrigation based								
Climate mitigation								
Climate adaptation/climate risk management								
Other								
Commodity								
Coffee								

- **EG.3.2-26 Value of annual sales of producers and firms receiving USG assistance [IM-level]**

- This includes sales from a broad range of actors across the value chain.
- The steps for data entry in FTFMS are:
 - [1]: If going to report on a commodity, choose it on the “Select Indicators & Commodities” screen;
 - [2]: On the “Enter Indicator Data” screen, choose Type of Product / Commodity / Type of Service from menu
 - [3]: Choose Producer size or Firm size and expand section
 - [4]: Enter Value \$ / Number of participants / Volume (for commodities) by Sex and Age Category
- An example screen in FTFMS for a smallholder producer reporting on sales of groundnuts/peanuts:

EG.3.2-26: Value of annual sales of producers and firms receiving USG assistance [IM-level]
 This indicator simplifies the previous calculation to generate annual sales instead of incremental sales, as was previously requested under #EG.3.2-19. Sales captured here now include more groups, such as non-smallholder farmers and firms as well as farms. There are also additional disaggregates.

Groundnuts/peanuts (NRVCC) ▼

— Producer - smallholder

Value of sales (in \$USD)

Volume of sales (in MT)

Number of participant producers

Sex of Producer

Females - Value of sales (in \$USD)

Females - Volume of sales (in MT)

Females - Number of participant producers

Males - Value of sales (in \$USD)

Males - Volume of sales (in MT)

Males - Number of participant producers

Mixed Sexes - Value of sales (in \$USD)

Mixed Sexes - Volume of sales (in MT)

Mixed Sexes - Number of participant producers

Disaggregates Not Available (for sex of producer) - Value of sales (in \$USD)

Disaggregates Not Available (for sex of producer) - Volume of sales (in MT)

Disaggregates Not Available (for sex of producer) - Number of participant producers

Age of Producer

Age 15-29 years - value of sales (in \$USD)

Age 15-29 years - Volume of sales (in MT)

Age 15-29 years - Number of participant producers

Age 30+ years - Value of sales (in \$USD)

Age 30+ years - Volume of sales (in MT)

Age 30+ years - Number of participant producers

Mixed Ages - Value of sales (in \$USD)

Mixed Ages - Volume of sales (in MT)

Mixed Ages - Number of participant producers

Disaggregates Not Available (for age of producer) - Value of sales (in \$USD)

Disaggregates Not Available (for age of producer) - Volume of sales (in MT)

Disaggregates Not Available (for age of producer) - Number of participant producers

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

- This indicator includes all types of financing (debt + non-debt). The types of financing accessed that are captured in this indicator are: Cash Debt; In-kind Debt; Non-Debt.
- 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 indicator is complicated because we:
 - Are collecting yield of many different commodities (e.g. bananas vs. cattle);
 - Need to disaggregate by farm size or production system and then by age and sex of the producer; and
 - There are different default units of measure for different commodity groups. [Note that “default units” refer to preferred Unit of Measure for TP and the required Unit of Measure for UP as listed in PIRS.] See the list of commodity groups and their default units below and in the Appendices.
 - ✓ In the case where you are unable to use the default units, 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.
 - The six Yield Commodity Groups (and their default units) are below. See the list of commodities below and in the Appendices for which group each commodity belongs to (note that any new commodities added will be assigned to their appropriate Yield Commodity Group as well):
 - (1) **Crops**: metric tons / hectare

- ✓ disaggregated by farm size (smallholder vs. non-smallholder producer), then sex and age category
 - (2) **Pond aquaculture:** KGs / hectare of surface area;
 - (3) **Cage aquaculture:** KGs/ cubic meter of cage
 - ✓ These two have no farm size disaggregate, but still disaggregated by sex and age category
 - (4) **Dairy:** liters of milk / max number of milking animals during the reporting year
 - (5) **Eggs:** number of eggs / max number of producing hens during the reporting year
 - (6) **Livestock:** weight in KGs of offtake (entire animal(s)) / total number in herd / flock / other group during the reporting year
 - ✓ These three disaggregated by production system (Rangeland, 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) On the “Enter Indicator Data” screen, you will notice that FTFMS will automatically display the appropriate disaggregates and units of measure for whichever commodities you selected, and you may change from the default units of TP and UP if you are unable to use those for your reporting.
 - (3) For each commodity, then enter the Number of Participants, Total Production, and Units of Production -->> Each by Sex and Age Category!
 - (4) Click ‘Calculate Totals’ at the top of the data entry screen (near the ‘Save’ button), then 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 by alphabetical order of commodity is available in the Appendices):

Pond aquaculture Yield Commodity Group (KGs / hectare of surface area)

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

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

- Fish (open-water cages) (NRVCC)

Dairy Yield Commodity Group (Liters of milk / max number of producing animals during the reporting year)

- 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 / max number of producing hens during the reporting year)

- Eggs (NRVCC)

Livestock Yield Commodity Group (weight in KGs of offtake (entire animal(s)) / total number in herd / flock / other group during the reporting year)

- Camel (live) (NRVCC)
- ~~Camel (meat) (NRVCC)~~ -- even if the commodity being sold, consumed or gifted is meat, what you are reporting is the weight of the animal that was slaughtered (i.e. offtake), not of its meat, so choose "Camel (live)" instead
- ~~Cattle (Beef) (NRVCC)~~ – use the generic "Cattle (live)" instead
- Cattle (live) (NRVCC)
- Chickens/poultry (live) (NRVCC)
- Goat (live) (NRVCC)
- ~~Goat (meat) (NRVCC)~~ -- even if the commodity being sold, consumed or gifted is meat, what you are reporting is the weight of the animal that was slaughtered (i.e. offtake), not of its meat, so choose "Goat (live)" instead
- ~~Sheep (lamb/mutton) (NRVCC)~~ -- even if the commodity being sold, consumed or gifted is meat, what you are reporting is the weight of the animal that was slaughtered (i.e. offtake), not of its meat, so choose "Sheep (live)" instead
- Sheep (live) (NRVCC)

Crop Yield Commodity Group (MT/Ha)

- | | |
|---|---|
| <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 | <ul style="list-style-type: none"> • Coffee • Conventional Cotton • Cotton • Cowpeas (NRVCC) • Cucumber • Dark green leafy vegetables (NRVCC) • Eggplant • Fava Beans (NRVCC) • Flowers • Forage/Fodder • Forestry products • Fruits • 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

'Other' Yield Commodity Group (default units for both UP and TP will be 'Other' in FTFMS)

- Hides/Skins/Leather
- Honey
- Handicrafts

Appendices

Appendix 1: FTF Indicators

There are 78 indicators in the March 2018 (now revised Sept 2019) version of the FTF Indicator Handbook.

The Feed the Future indicators fall into two main categories:

- (1) **Performance** [53 of 78] - the normal indicators that measure our performance and to which we are accountable;
- (2) **Context** [25 of 78] - a new group of indicators of important things to observe in our working environment, but for which we are not accountable for results

The Feed the Future indicators are further divided into categories representing different levels over which data is collected:

- ✓ **53 Performance (we're accountable for achieving results!)**
 - 26 IM-level
 - 6 National-level
 - 1 Multi-level
 - 20 ZOI-level
- ✓ **25 Context (we use this for information / observations of our working environment!)**
 - 17 National-level
 - 5 ZOI-level
 - 1 Global-level
 - 2 Recurrent Crisis Area-level

Tables 1 and 2 from the Handbook (also pasted below) clearly lay out all the indicators and their categories:

Table 1: Feed the Future Performance Indicators by Level: Zone of Influence, National, and Implementing Mechanism (53 total Performance Indicators)

Zone of Influence (20 of 53 indicators)²

- 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 Percent 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 Percent of producers who have applied targeted improved management practices or technologies
- EG.4.2-a Percent of households participating in group-based savings, micro-finance or lending programs
- HL.8.2-a Percent of households with access to a basic sanitation service
- HL.8.2-b Percent of households with soap and water at a handwashing station on premises
- 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 Percent 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

² ZOI indicators marked with an asterisk (*) are required for Feed the Future target countries; the remaining ZOI indicators are required-as-applicable.

- HL.9.1-d Percent 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 Percent of households that believe local government will respond effectively to future shocks and stresses

National (6 of 53 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 53 indicators)

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

Implementing Mechanism (26 of 53 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 producers 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
- CBLD-9 Percent of USG-assisted organizations with improved performance t
- EG.3.3-10 Percent of female participants of USG nutrition-sensitive agriculture activities consuming a diet of minimum diversity
- EG.4.2-7 Number of individuals participating in USG-assisted group-based savings, micro-finance or lending programs
- 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 adults who perceive their tenure rights to land or marine areas as secure with 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 Percent of households with soap and water at a handwashing station on premises
- 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
- 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</u> (17 of 25 indicators)</p> <ul style="list-style-type: none"> ● FTF Context-1 Percent 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 Percent 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 Percent 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</u> (5 of 25 indicators)</p> <ul style="list-style-type: none"> ● FTF Context-9 Percent 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 Percent 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)</u> (2 of 25 indicators)</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</u> (1 of 25 indicators)</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 II status, i.e. a definition exists but data are not regularly produced by countries.

Appendix 2: 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 each assigned to cover a set of FTF countries, and serve as their POC for all MEL-related questions and to review their FTFMS data entries. Some MEL TA assignments have changed since last year, so please check the following chart to see who your MEL TA is this year:

Country Coverage FY19:

Country	A&L Advisor
TARGET COUNTRIES	
Asia	
Bangladesh	Lesley Perlman
Nepal	Lesley Perlman
Latin America and the Caribbean	
Guatemala	Janina Mera
Honduras	Janina Mera
East Africa	
Ethiopia	Julie Uwimana
Kenya	Janina Mera
Uganda	Tatiana Pulido
West Africa	
Ghana	Madeleine Gauthier
Mali	Melissa Levenger
Niger	Melissa Levenger
Senegal	Madeleine Gauthier
Nigeria	Lindsey Anna
FORMER FOCUS COUNTRIES	
Asia	
Cambodia	Lesley Perlman
Tajikistan	Tatiana Pulido
Latin America and the Caribbean	
Haiti	Melissa Levenger
East Africa	
Rwanda	Tatiana Pulido
Tanzania	Lindsey Anna
Southern Africa	
Malawi	Lindsey Anna

Mozambique	Janina Mera
Zambia	Lindsey Anna
West Africa	
Liberia	Lindsey Anna
ALIGNED/OTHER COUNTRIES	
Afghanistan	Julie Uwimana
Burkina Faso	Melissa Levenger
Burma	Lindsey Anna
Dem. Rep. Congo	Lesley Perlman
Egypt	Julie Uwimana
Georgia	Julie Uwimana
Guinea	Julie Uwimana
India	Lindsey Anna
Jordan	Tatiana Pulido
Lebanon	Tatiana Pulido
Indonesia	Lindsey Anna
Pakistan	Julie Uwimana
Sierra Leone	Julie Uwimana
Somalia	Tatiana Pulido
South Sudan	Lesley Perlman
Timor Leste	Lindsey Anna
Yemen	Julie Uwimana
Zimbabwe	Janina Mera
BFS, Regionals	
Regional Missions	Madeleine Gauthier
BFS	Anupa Deshpande

Appendix 3: Tips for Reviewing Your FTFMS Data

It is imperative that all data entered into the FTFMS is 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 all their 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 in reviewing your data. This is not a comprehensive list of review hints, but rather some suggestions written from the perspective of a BFS HQ MEL TA to help improve your data quality. We suggest you apply these before submitting or approving your data in the system:

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 # 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. CBLD-9 Percent of USG-assisted organizations with improved performance) are complete and useful. Without this information, utility of the indicator is much less.
- Make sure deviation narratives align with data. (e.g. if decrease in price is given as explanation for not achieving sales target, do sales data show a price decrease since previous year (divide value of sales by volume of sales to get average price)?)
- 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 the 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 the number of children reached with nutrition-specific interventions (HL.9-1) is being reported with appropriate disaggregation by all relevant activities.
- Check to see if targets are provided for disaggregates.
- 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)?
- 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.

Consistency:

- Check to see if volume of sales reported under EG.3.2-26 total sales is equal to or less than total production reported under EG.3-10,-11,-12 yields.
- 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.
- Compare the number of smallholder and non-smallholder farmers under EG.3-2 individuals assisted, yields or gross margins, and total or incremental sales participants; do different indicators reporting number of participants align?
- 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 participant applying make sense?
- Are yields very high or very low compared with averages for the region? Does the number of units of production per participant make sense?
- 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 proportion applying make sense with yield / gross margin results?

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

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.
- 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 or yields are exactly the same for men and women, this is a red flag. If the multiplication factor from participant to sales or participant to gross margin is the same over two years, this is a red flag.

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
- Examine the credit amount per participant assisted that is reflected in the targets – is it reasonable?

Appendix 4: Attributions

USAID Operating Units (OUs) must report FY19 results (i.e. those results achieved during the timeframe of the FY19 fiscal year, which occurred from October 1, 2018 – September 30, 2019) 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 you may need to prorate results and targets before entering into 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 we can create an entry for the buy-in in FTFMS. 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.

Appendix 5: 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.

Instructions / Background:

- **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 FY2019 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.

IM Performance Narrative sections (appear as tabs in FTFMS):

- **Project Summary:** *One short paragraph that starts with a sentence or two that briefly describes what the IM is doing (especially for an external audience), lists project context, 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.*
- **FY2019 Performance:** *Discuss significant FY2019 results and key FY2019 actions. Describe the main beneficiaries. Explain how you have addressed the cross-cutting issues of gender and youth (where applicable), including collection your results disaggregated by sex and age in order to inform how the results affect the groups differently. Why are the results important?*
- **Successes:** *What were the key resources, actions, or environments that enabled your successes? How is the IM adapting to capitalize on these successes? How will successes lead to desired outcomes?*
- **Challenges:** *What posed the greatest obstacles to achieving desired outcomes? These might include internal challenges (e.g., project management issues) or external challenges (e.g., country context). Please strive to be honest and thorough in your assessment of challenges, so that other projects might learn from your experiences.*
- **Lessons Learned:** *List any approaches or insights you wish to share with other Feed the Future projects. How has your project changed as it has adapted to challenges or gained new knowledge?*
- **Description of Expected FY2020 Activities:** *Describe FY2020 activities from the activity work plan, key FY2020 indicator targets, including a breakdown of those targets by sex and age category, and how they relate to project goals.*

Here's what the FTFMS screen looks like with tabs on the side:

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 FY2019 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

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.

FY19 Performance

Successes

IM Challenges

Lessons Learned

Desc. of Expected Activities

Narrative Text : *Total Characters: 1201

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Paragraph, Font Family, Font Size, Undo, Redo, Link, Unlink, Table, and other formatting options.

Save

Close

Appendix 6: 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.

Instructions / Background:

- **Each USAID OU assigned the FTF/GFS Key Issue must write one FTF/GFS Key Issue Narrative**, using the instructions outlined below. Entering the FTF/GFS Key issue Narrative here replaces needing to enter it into your PPR in FACTSInfo. We worked with State/F to remove this duplication and entering into the FTFMS fulfills your requirements.
- 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 FY19 key issue narrative is organized to reflect the GFSS Results Framework and key principles.

FTF/GFS Key Issue Narrative sections (appear 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 - Objective 1 (tab 2 in FTFMS):** 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.
- **Key Results - Objective 2 (tab 3 in FTFMS):** 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.
- **Key Results - Objective 3 (tab 4 in FTFMS):** 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.
- **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 major FTF accomplishments, successes, or results from FY19.
- **Challenges (tab 7 in FTFMS):** Highlight key challenges faced during FY19 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 FY19, include a summary of the major conclusions (results and implications for programming.)

Appendix 7: Template for the BFS HQ Country Narrative – BFS HQ IMs only!

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

Instructions / Background:

- This is ****only**** for IMs under the BFS HQ Operating Unit (OU). Other IMs do ****not**** need to complete this.
- The information entered here is what builds the content of the 'Country Program Summary (CPS) reports' that BFS HQ sends out to Missions to inform them of the centrally-funded IMs working in their country.
- First choose the country where your IM is working from the dropdown menu. Then, fill in the three tabs of info (see instructions on each tab), and click 'save'. Repeat this for each country where your IM is working.

BFS HQ Country Narrative sections (appear as tabs in FTFMS):

- Country Narrative (tab 1): After you've chosen the country where your IM is working from the dropdown above, then write a short blurb (few sentences) here that describes the work your IM is doing in the selected country.
- In-Country Contact Info (tab 2): Enter the names and emails of the people/organizations you are working with in the selected country. Separate contacts by a semicolon (;).
- In-Country Partner Org(s) (tab 3): Enter the names the local (i.e. in that country) organizations you are working with in the selected country. Separate organization names by a semicolon (;).

Here's what the FTFMS screen looks like with tabs on the side:

The screenshot shows the FTFMS Country Narrative form. The form includes the following fields and sections:

- Narrative Type:** Performance Narratives
- Template *:** Country Narrative (Multi Tabs)
- Instruction:** Please complete all 3 sections: Country Narrative, In-Country Contact Info, In-Country Partner Info.
- Country *:** -- Select --
- Narrative Title *:** ARP- Bacterial Banana Wilt Resistance
- Country Narrative:** (Selected tab)
- In-Country Contact Info:** (Tab)
- In-Country Partners Org(s):** (Tab)
- Narrative Text:** *Total Characters: 1998
- Save** and **Close** buttons.

Numbered callouts (5-9) indicate the following steps:

5. Choose "Country Narrative" in the drop down
6. Choose the first country you'll write a narrative for
7. Fill in the info on the 3 tabs for the country you selected above
8. Click "Save"
9. Repeat process for each country where this IM works.

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.

YIELD Commodity Group	Commodity Name
Crop	Animal feed
Crop	Apples
Crop	Avocado
Crop	Bambara/Round nut (Vigna subterranea) (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)
<i>Use 'Camel (live)' for livestock yield instead</i>	Camel (meat) (NRVCC)
Pond Aquaculture	Carp (ponds) (NRVCC)
Crop	Carrots (NRVCC)
Crop	Cashews (NRVCC)
Crop	Cassava
<i>Use 'Cattle (live)' for livestock yield instead</i>	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)
<i>Use 'Goat (live)' for livestock yield instead</i>	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)
Other	Handicrafts
Crop	Hazelnuts (NRVCC)
Other	Hides/Skins/Leather
Other	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](#) *Originally published March 2018; Revised Sept 2019*
 - [FY19 FTFMS Webinar event page](#) (*join live on Oct. 9th; Recording will be posted here later*)
 - [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 [list in Appendix 2]
 - If you're in the Interagency --> contact Katie West [kawest@usaid.gov]