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

PERFORMANCE MONITORING

FACILITATOR'S GUIDE

USAID
FROM THE AMERICAN PEOPLE

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H. Materials, Supplies and Checklist

Session Materials

Session Four

- ☐ PowerPoint slides
- ☐ PIRS Templates (in participant guide)

Supplies

Have the following standard office supplies available:

- ☐ Pads of paper
- ☐ 5 x 7 index cards (different colors)
- ☐ Extra Pens
- ☐ Mr. Sketch markers (for facilitators and each table)
- ☐ Colored felt-tipped pens (for each table)
- ☐ Masking tape or painter's tape
- ☐ Suction cups for banners
- ☐ Paper clips
- ☐ Stapler and staples
- ☐ Scissors
- ☐ Post-It Notes (3x3, different colors)
- ☐ Chocolate (a must!!!)

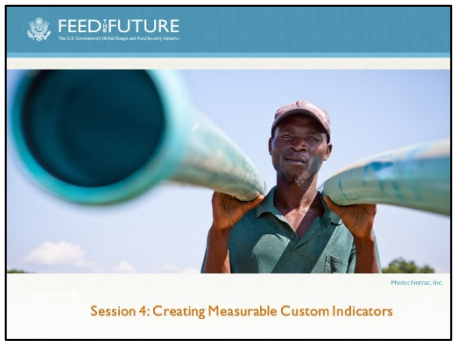
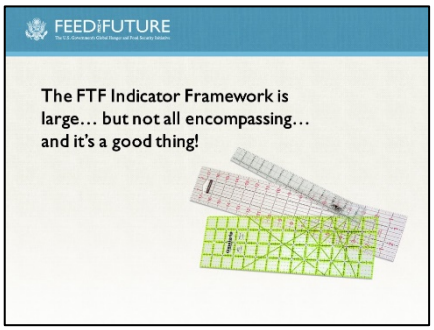
Equipment

- ☐ LCD project and screen
- ☐ Laptop loaded with course PowerPoint slides
- ☐ Internet access
- ☐ Speakers
- ☐ Remote for LCD projector/PowerPoints and extra batteries
- ☐ Microphones (if necessary)
- ☐ Flipchart stands and paper (one stand per table plus two stands for facilitators)
- ☐ Chimes to ring at breaks
- ☐ Camera for photos during session
- ☐ Note: Additional laptops are needed for individual sessions (see session list of materials)

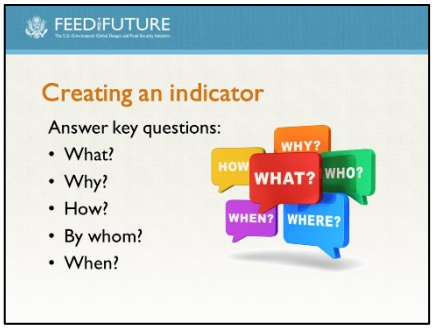
Session 4: Creating Measurable Custom Indicators

Session Goal:	Create custom indicators for FTF activities that are measurable
Learning Objectives:	• Recognize when you need to create a custom performance indicator and create measurable custom performance indicators • Identify and create measureable custom indicators to monitor your activity's performance
Session Length:	120 minutes
Session Materials:	• Session 4 slides • NUTSENAG Case Study • 4 PIRS templates

Facilitator Notes:

Time & Facilitator	Content/Activities	Materials
11:15am (15 min.)	**Slide 1**  Say: "But what if none of the standard indicators measure what you are trying to measure? That's where this session comes in. **Slide 2**  Say: FTF's indicator framework explicitly recognizes that the indicators we have identified do not constitute the entire universe of indicators that missions and implementing partners should use. Custom indicators developed by missions and IPs play a vital role in FTF's approach towards strategic, adaptive management. These custom indicators should be developed and used to measure parts of your results frameworks that are not addressed by adequate FTF indicators. These custom indicators should be created to measure changes at the outcome level and activity at the output level, where FTF indicators are either not present or inadequate given your specific interventions and the change you are seeking to measure. Here, let's quickly and briefly recall from our M&E 101 days, best practices for indicator development…	

Slide 3



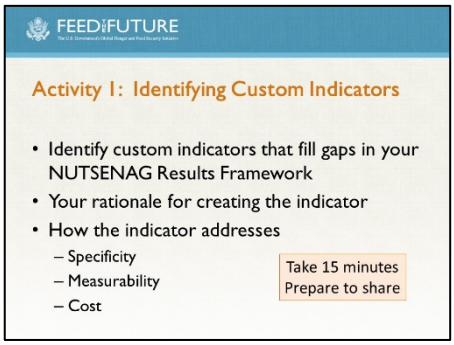
Say: When creating an indicator you need to ask yourself:

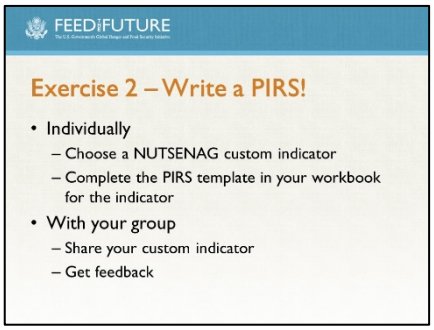
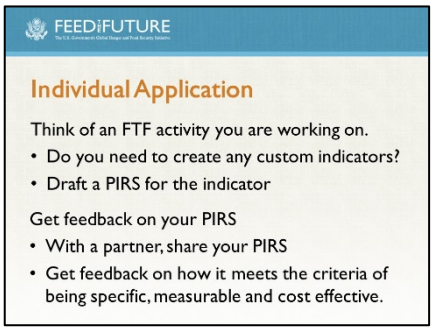
- What am I trying to measure? E.g. Increased sales of groundnut
- Why am I trying to measure it? E.g. because it tells us whether the farmer's income is rising
- How am I going to collect the data on sales? E.g. through a beneficiary based survey asking for farmer recall
- Who is going to collect this data and create the computation? E.g. the IP
- When will the data be collected? E.g. annually

Slide 4

Say: Remember to keep in mind to:

- Be specific about the units of quantity you will observe, e.g. Kgs.
- Make sure that what you want to observe is actually measurable – e.g. an actual sale of commodities is measurable, but a future sale without a binding contract for it, is not.
- And make sure to consider the cost of data collection! If the monetary cost, and the time burden is too high, then either the indicator may be discontinued in the future, or you may run the risk of creating a data quality hazard.

11:30 am (30 min.)	**Group Activity – Exercise I** **Slide 5**  **Directions:** Say: Let's go back to your NUTSENAG Results Framework. If you recall, you identified gaps in the RF, where implementing mechanism level FTF indicators were not present to allow you to measure your work. Now, you will get in your groups and identify the custom indicators you will need to develop to fill up those gaps so that you more completely monitor the project's performance and practice successful adaptive management. You have 15 minutes to identify and discuss the custom indicators you would create to fill gaps in your NUTSENAG Results Framework and your rationale for creating the indicator, including how the indicator fills a gap in the NUTSENAG RF and how the indicator addresses the three principles of specificity, measurability, and cost. **Debrief:** • Have each group share their custom indicator. • Compare/contrast indicators. Note: Potential indicators may include: • Volume, value of soy & groundnut production • Yield of soy and groundnut • #smallholders accessing market information systems • MAD indicator at NUTSENAG beneficiary level • WDD indicator at NUTSENAG beneficiary level • EBF indicator at NUTSENAG beneficiary level • % children 6-23 months consuming soy/groundnut • % women 15-49 yrs consuming soy/groundnut • #malnourished children under five referred to health post for evaluation • #children under five screened for malnutrition	NUTSENAG Case Study

12:00 pm (30 min.)	**Individual – Exercise 2** **Slide 6**  ***Individual Activity*** Say: Now, let's get some practice in really getting into the weeds of indicator development, so that you get some practice in thinking through how to define and measure a custom indicator. Often it happens that as you really work through an indicator, you find that it is, in fact, not going to be possible to measure, or that perhaps data collection would be too expensive. So, let's have you give a try at this. Working individually now, choose a custom indicator that your team identified. Using the blank PIRS template provided in your participants guide, complete the PIRS for it. ***Small Group Activity*** Say: Once you are done, discuss your PIRS with others in your group. What are the strengths and weaknesses of your PIRS? What are the strengths and weaknesses of theirs?	PIRS template
12:30 pm (60 min.)	**Lunch**	
1:30 pm (15 min.)	**Individual Application** **Slide 7**  ***Individual Reflection:*** Say: Think of an FTF activity you are working on. Do you need to create custom indicators? Think about what gap the indictor is filling? Draft a PIRS making sure it meets the criteria of being specific, measurable, and cost effective. *Pair Share:* With a partner, share your PIRS and get feedback. ***Debrief:*** Ask 2 or 3 participants to share the PIRS they created giving their rationale.	PIRS template

SPS LOCATION: INITIATIVE AFFILIATION:	
INDICATOR TITLE:	
DEFINITION:	
RATIONALE:	
UNIT:	*DISAGGREGATE BY:* Technology type: Sex: FTFMS-only disaggregate:
TYPE:	*DIRECTION OF CHANGE:*
DATA SOURCE:	
MEASUREMENT NOTES: ➢ LEVEL OF COLLECTION: ➢ WHO COLLECTS DATA FOR THIS INDICATOR: ➢ HOW SHOULD IT BE COLLECTED: ➢ FREQUENCY OF COLLECTION:	

BIOGRAPHIES –

Salik Farooqi serves as Technical Advisor for Monitoring, Evaluation & Learning in the Bureau for Food Security, and oversees the Bangladesh portfolio. He also developed, and now manages, the flagship Feed the Future Monitoring, Evaluation, and Learning mechanism, PEEL. Salik joined the Bureau in September 2012 as a Presidential Management Fellow. A few weeks prior to coming on board, he completed his PhD in Sociology and Public Policy at the University of Michigan with a successful defense of his dissertation in which he conducted a sociological analysis of development effectiveness. Salik earned his Bachelor's degree in Economics and Political Science at McGill University in Montreal, Canada and his Juris Doctorate at William and Mary School of Law, where he focused on International Law.

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FOR MORE INFORMATION:

For more information about the Feed the Future Performance Monitoring Course, contact:
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