



# FEED THE FUTURE

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

# FY13 Feed the Future Monitoring System Guidance



Feed the Future is the United States Government's global hunger and food security initiative. It supports country-driven approaches to address the root causes of hunger and poverty and forge long-term solutions to chronic food insecurity and under-nutrition. Drawing upon resources and expertise of agencies across the U.S. Government, this Presidential Initiative is helping countries transform their own agricultural sectors to grow enough food sustainably to feed their people.

*Cover photo: Karidja Tou waters saplings at a tree nursery in Burkina Faso, part of a MCC program to prevent erosion and rejuvenate soil. Photo by Jake Lyell.*

September 2013

## 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. The U.S. Agency for International Development (USAID), Department of Agriculture, Millennium Challenge Corporation, Peace Corps, Department of Treasury (contribution to the Global Agriculture and Food Security Program), The International Fund for Agricultural Development (IFAD), and the US-Africa Development Foundation contribute data to FTFMS. FTFMS indicator data are the official results for Feed the Future, help USAID/Bureau for Food Security (BFS) support your work in the field, provide the foundation for public documents like the Feed the Future Scorecard and Progress Report, and inform decisions on future programming and budget allocations.

FTFMS collects and stores information at the implementing mechanism (IM) level for all USAID Missions receiving 4.5 Agriculture (FTF Focus, Aligned, and Strategic Partner countries), 3.1.9 Nutrition (Focus countries only), or Food for Peace development funding (all countries).<sup>1</sup> This includes buy-ins to Washington-managed IMs and pooled donor funding. Data for population-based survey (PBS) indicators from the 19 FTF Focus Countries are also entered in the FTFMS. PBS indicators track results in the FTF Zone of Influence and are collected and entered by either the centrally-funded FTF FEEDBACK mechanism or a Mission-procured M&E contractor,<sup>2</sup> along with indicators from secondary sources.

### FTFMS Basics and Support

- Open: October 1 – November 22, 2013
- Updates: December 9-20, 2013
- Mission Portfolio Reviews: February 2014
  
- Website: [www.ftfms.net](http://www.ftfms.net)
- Send requests for new accounts to Lela Makbul at FTFMS Help Desk ([Support@ftfms.net](mailto:Support@ftfms.net))
- Existing users: select “forgot password” on the login screen if old password is lost
- FTFMS [webinar](#) October 3, 2013 (8:00-9:30 a.m. Washington time)

#### **Hyperlinks**

- Annex I: FTF Indicators
- Annex II: Attributions
- Annex III: Sample IM Performance Narrative
- Annex IV: Annotated Screenshots
- Annex V: FY13 FTFMS Training Exercise
- Revised FTF Indicator Handbook: [www.FeedtheFuture.gov/progress](http://www.FeedtheFuture.gov/progress).
- Go to [www.Agrilinks.org](http://www.Agrilinks.org) to view recorded FTF M&E webinars and other resources.

Contact John Spears ([jspears@usaid.gov](mailto:jspears@usaid.gov)) for system issues, Anne Swindale ([aswindale@usaid.gov](mailto:aswindale@usaid.gov)) for indicators, Tatiana Pulido ([tpulido@usaid.gov](mailto:tpulido@usaid.gov)) for budget/attribution, and your BFS M&E POC for other reporting questions.

<sup>1</sup> Aligned Missions only report 3.1.9 Nutrition funding in the PPR. FTFMS only collects nutrition results in FTF Zones of Influence.

<sup>2</sup> Population-based survey (PBS) indicators are collected by the centrally-funded FEEDBACK mechanism for the following Focus Countries: Malawi, Mali, Mozambique, Rwanda, Senegal, Tajikistan, Uganda, and Zambia.

## New Features and Updates

There are a number of changes to FTFMS this year to improve system performance and to make the information stored in FTFMS more accessible.

- **Tags and Key Issues:** IMs can now be “tagged” for important USAID-wide initiatives such as Local Solutions (IPR) or technical themes like agricultural productivity. FTFMS is also adding Key Issue tags to the import of basic implementing mechanism (IM) data from Mission Operational Plans (via FACTSInfo, the State/USAID budget and performance system). Tags will allow searches to identify IMs addressing priority USAID and technical issues.
- **Merger of “PPR” and “Updated” columns:** FTFMS required users to enter data in separate columns during the main reporting period and the update period each of the last two years. Going forward, FTFMS will only have one column for “FY13 Actual” or “FY14 Target” instead of two. This change will reduce confusion and remove unnecessary complexity from the database.
- **Location:** FTFMS is now able to collect location information for each IM. Mission users and/or implementing partners are asked to use drop-down menus to identify all countries (admin 0), regions (admin 1), and sub-regions (admin 2) where a mechanism operates. Multiple locations can be added to each IM and there is no need to list all sub-regions (admin 2) if an IM operates in all sub-regions within a region (admin 1). Adding location information to FTFMS will allow us to visualize FTFMS data, combine it with other data sources on maps, and contribute IM location information to multi-donor efforts to map all development activities.
- **Hide Duplicate IMs:** Duplicate IM entries transferred from FACTSInfo caused confusion last year. It was unclear which IM was current and data were entered under different entries in some cases. The solution: Mission users can now hide duplicate or unneeded mechanisms in FTFMS. Instructions are provided in the “required tasks” table and in the annotated screenshots at the end of this guidance.
- **Auto-generated password option:** Use this if you do not like setting FTFMS passwords.
- **Performance Narratives:** Narratives should now be entered in a text box instead of uploaded as a Word document. Entering the narratives in a text box will allow the narratives to be searchable and more accessible. We have also created a narrative template (page 5) this year to improve and standardize narrative submissions.
- **Indicator Numbers:** Several indicator numbers have changed since last year. The indicator table in annex 1 shows the old indicator numbers in red.
- **Revised PIRS:** Substantial revisions and additional explanation have been provided for four indicators: 4.5-4 Gross margin, 4.5.2-2 Number of hectares under improved technologies, 4.5.2-5 Number of farmers and others who have applied new technologies, and 4.5.2-23 Value of incremental sales. Please read the revised PIRS in the September 2013 version of the Feed the Future Indicator Handbook [[http://feedthefuture.gov/sites/default/files/resource/files/ftf\\_handbook\\_indicators\\_sept2013\\_2.pdf](http://feedthefuture.gov/sites/default/files/resource/files/ftf_handbook_indicators_sept2013_2.pdf)].

## FTFMS and FACTSInfo (Operational Plans/PPR)

**FTFMS and the PPR:** The FTFMS reporting schedule is aligned with the Performance Plan and Report (PPR) reporting period and FTFMS data can be used in the PPR. Missions can generate a FTFMS PPR Report that aggregates indicator data from the mechanism level to the Mission level (see example in Annex 3). Indicator totals from the FTFMS PPR Report can be entered into the PPR without modification if all mechanisms that contribute to an indicator are FTF mechanisms. Non-FTF mechanisms are mechanisms that do not 1) receive 4.5 Agriculture funding or 2) do not implement any 3.1.9 Nutrition funded-activities within FTF Focus Countries' Zones of Influence (see below). Missions are strongly encouraged to enter FTF indicator data in FTFMS before entering data in the PPR to improve consistency between the results in each system.

Nutrition results are different in the FTFMS and PPR.

- FTFMS: Focus Countries: only report nutrition results that occurred within a FTF Zone of Influence. Aligned countries: do not report 3.1.9 Nutrition results in FTFMS.
- PPR: All Missions enter all 3.1.9 funded nutrition results (total for ZOI and non-ZOI, national level numbers for DHS-related indicators.)

**FTFMS and Operational Plans:** FTFMS is pre-populated with implementing mechanism information from Mission Operational Plans via FACTSInfo. The transfer includes:

- Basic Info: name, life of project, implementing partner, FACTSInfo ID number, award number;
- FY12 budget allocation, Key Issues selected; and
- Implementing mechanism planning narratives and FTF Key Issue planning narratives.
- The transfer **does not** include indicators or indicator data.

The FTFMS/Operational Plan link saves time and ensures IM consistency between FACTSInfo and FTFMS. Changes or corrections to the basic implementing mechanism information must be made in FACTSInfo (Operational Plan). Edits entered in FACTSInfo are transferred to FTFMS every day at 12:01 a.m. Washington time.

## Roles and Responsibilities

There are three main FTFMS user types: implementing partner, Mission staff, and OU-funded M&E contractors. Data can be entered by implementing partners directly, by M&E contractors, CORs/AORs or the Program Office. E-mail notifications are sent to Mission staff when implementing partners submit data to the Mission-level. Mission staff approves all implementing mechanism data before it is reviewed by BFS. Please remember to approve data for each implementing mechanism.

- Each Mission is free to determine who enters and approves FTFMS implementing mechanism data
- Missions can choose to enter all data on behalf of implementing partners

## Access and Training

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

Current users can still login to FTFMS using their existing username (full e-mail address) and password. Select “forgot password” on the login screen if you do not have your old password. 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](mailto:Support@ftfms.net)) if you need to create an account.

**Webinar:** A webinar on October 3<sup>rd</sup> from 8:00-9:30 a.m. Washington time will review the guidance and other FTFMS questions. Click or enter this link to register for the webinar: <http://agrilinks.org/events/fy13-feed-future-monitoring-system-ftfms-guidance-review>. You can also visit the same link after the webinar to view a recording of the event and download the presentation.

**Explore Indicators:** This screen in FTFMS allows users to see how the data entry screen is configured for each of the 57 FTF indicators and export the indicators 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 site is a copy of FTFMS. Feel free to enter data or other actions. The training site is completely separate from FTFMS and the data are not saved. Log in to the testing site by adding “tst\_” to your username (tst\_xyz@usaid.gov or tst\_abc@IM.org). The password is the same. It may take an hour or two after you change your password in FTFMS for it to work on the testing site.

**Training Exercise (see Annex V):** Covers the main features in FTFMS: configuring mechanisms, selecting indicators and commodities, entering data, entering narratives, submitting/approving data, and generating reports. It can be used with the FTFMS Training site and is meant to provide hands-on experience to complement the FTFMS webinar.

## Narratives

FTFMS requires IM performance narratives, indicator deviation narratives/comments, and FTF Key Issue narratives (OUs can use the same FTF Key Issue narrative as in the PPR). Narratives are very important to help interpret FTFMS data and prepare for the FTF Portfolio Reviews.

**Indicator Deviation Narratives:** Deviation narratives are required if the FY13 actual deviates +/- 10% from the FY13 target. Deviation narratives may be short (two or three sentences), but must directly address the deviation. BFS will carefully review each narrative and will request more information if they do not address the deviation. Deviation narratives entered in FY12 were very helpful and BFS uses them during frequently to answer stakeholder questions.

**Indicator Comments:** Please enter indicator comments to provide details, explain unique circumstances or outline data collection challenges. Indicator comments should be used to list important information like public-private partnerships, names of firms or CSOs, or similar details.

## IM Narrative Template:

FTFMS requires a one to two page narrative for each IM. Narratives should add value to the data by explaining how FY13 results are linked to desired outcomes (instead of just repeating the results) and provide context. Please identify successes and challenges and mention unique conditions or circumstances. Spell-out project names and acronyms, do not use jargon. A template is available on the narratives screen in FTFMS and an example narrative is included in Annex 3.

1. **Project Summary** *(one short paragraph listing project context, purpose, scope, key approaches, and goals. Mention the main beneficiaries and key stakeholders/partners– one option is to modify/update the OP narrative.)*
2. **FY13 Performance** *(Discuss significant FY13 results and key FY13 actions. Describe the main beneficiaries. Why are the results important?)*
3. **Successes and Challenges** *(How will successes lead to desired outcomes? How is the IM adapting?)*

## FY13 FTFMS OU/FTF Key Issue Narrative

All FTF Missions are required to upload their FTF Key Issues narrative in FTFMS (the same narrative submitted for the PPR). Missions are also encouraged to upload Key Issue narratives for Nutrition and any other relevant Key Issue. Missions may include additional detail in the narratives uploaded to FTFMS since FTFMS does not have a character limit. Key Issue narratives should be uploaded in the “High Level Indicators” entry for each Mission.

In addition to following the FY13 PPR guidance, please be sure to link qualitative discussion of the interventions with the quantitative results. Explain the importance of the results and show the connections between two or more indicators.

## **Focus Areas for FY13 Reporting**

The points below discuss new requests, clarifications, or common mistakes from FY12. The bullets below will also be covered in the FTFMS webinar. Please review and contact your Mission or BFS M&E POC with questions.

- **Tags:** FTF leadership is requesting IMs be tagged for the items below to identify FTF IMs addressing priority issues.
  - Local Solutions (IPR), Climate Smart Development, Gender Equality and Women’s Empowerment, Improved Nutrition, Private Sector Engagement, Scaling Technology, Ag/nutrition Integration, Building Resilience, Research and Development, Human and Institutional Capacity Building, Employment Generation, Post-harvest Handling, Public-Private Partnership, Water, Energy, Agricultural Productivity. Overlap with Key Issues is fine.
- **Counting smallholders:** Demonstrating FTF’s work with smallholder farmers is especially important as we justify FTF activities to key stakeholders. Starting in the FY13 reporting cycle, Feed the Future is requiring that a **new data point - number of direct beneficiaries** covered by the indicator - be reported under **4.5.2-23 value of incremental sales**. We added the requirement to report on number of direct beneficiaries covered to this indicator for two reasons: 1) to better interpret reporting year versus baseline sales values when IM direct beneficiary numbers change (usually increase) over time; and, because the population reported on by **4.5.2-23 value of incremental sales** is defined as direct beneficiary small-holders, 2) to track the number of small-holders that Feed the Future is assisting.

In addition to the above, BFS is preparing additional guidance to report the estimated number or percent of smallholders. The guidance will be sent out soon.

- **Jobs created:** Jobs lasting less than one month are not counted, emphasizing jobs that provide more stability through length. If an IM has employment creation as an activity objective, and wants to report seasonal agricultural labor generated as a result of its activities under this indicator, it must be able to track the number of consecutive days per person generated so only employment for more than 30 consecutive days in length is counted. The IM should not sum person-days of seasonal agricultural labor generated over the production cycle(s) and divide by 260 to determine FTEs.
- **Extrapolation:** Many IM-level indicators require data that reflect the total for all direct beneficiaries (e.g. total production, total value of sales, total quantity of sales, total recurrent cash input costs, total units of production (hectares, animals, cages) by commodity and sex for *4.5-16,17,18 Gross Margin*; total hectares under improved technologies for *4.5.2-2 number hectares under improved technologies*, total baseline and reporting year sales for *4.5.2-23 Value of Incremental Sales*). If data are collected from a sample of direct beneficiaries, sample averages must be extrapolated to the total direct beneficiary population. Do not enter sample totals or averages.
- **Baselines:** If the baseline for an indicator is not available, leave it blank. Do not enter 0, which is a real value.
- **Out-Year Targets:** Please enter out-year targets when possible, even for implementing mechanisms still in the procurement phase. Failing to report out-year targets gives the impression that overall FTF results are declining. Targets for implementing mechanisms in the procurement stage can be entered by creating a TBD mechanism in FACTSInfo. Missions will have multiple opportunities to update out-year targets as needed.
- **Nutrition:** Please make sure nutrition activities are reported in FTFMS. All 3.1.9 nutrition mechanisms operating in FTF Focus Country Zones on Influence are required to report into the FTFMS.

### **High-Level/PBS Indicators**

- **Agricultural GDP:** The baseline for *4.5-3 Percent change in agricultural GDP* should be agricultural GDP in local currency in 2010. Actual agricultural GDP for each reporting year should be converted to constant 2010 local currency before entering in FTFMS. We recognize that GDP data is usually only available for calendar years and thus is somewhat lagged. For example, GDP data for January – December 2012 are often the most recently available for FY 2013 reporting. Users should enter the most recently available GDP data in constant 2010 local currency, and note the period that the GDP data cover in the FTFMs indicator comment box.
- **Zone of Influence Population-based Indicators:** The 13 Zone of Influence population-based indicators have been assigned to “High-Level Indicators – name of country.” Please enter the data from the Zone of Influence population-based survey (ZOI-PBS) in this location. Do not assign the ZOI-PBS indicators to M&E contractor mechanisms. M&E contractors are able to enter the data from the ZOI-PBS in the High-Level Indicator section. If you want to hold implementing mechanisms accountable for changes in any of the 13 PBS indicators, e.g. stunting, among the population within their program area or among their direct beneficiaries, you can assign the same indicators at the implementing mechanism level, but you must enter a description of the population covered by the indicator in an Indicator Note so it is clear how the data reported under the indicator at the implementing mechanism level differs from the Zone of Influence population-based data entered at the High Level Indicator level.

## **Loans and Investment**

- **Value of loans:** 4.5.2-29 *Value of Agricultural and Rural Loans* only counts cash loans disbursed by registered financial institutions. Do not count in-kind credit. Do not count the value of the entire loan portfolio, only loans actually disbursed during the reporting year. Do not count loans made by informal groups such as village savings/loan groups.
- **Private sector investment leveraged:** Only investments made by private sector, for-profit, formal companies should be reported under 4.5.2-38 *Value of new private sector investment in the agriculture sector or food chain leveraged by FTF implementation*. Do not include investments made by individuals, e.g. direct beneficiary farmers.

## **Gross Margin**

- **Gross Margin Baseline, Actual and Targets:** All five data points (production, area, value of sale, volume of sale, input costs) should be entered for Gross Margin baseline and actual reporting. The unit of measure for production (e.g. kg, mt, liter) must be the same as the unit of measure for volume of sales. The form of the product (e.g. in shell vs. shelled) for production must also be the same as the form of the product for volume of sales. Enter targeted GM for the out-years (e.g. \$280/ha); you do not need to enter targets for the five data points. If data for the five GM data points were collected from a sample survey of direct beneficiaries rather than a census of all beneficiaries, sample results must be extrapolated to the total beneficiary population level before entering in FTFMS, to ensure accurate calculation of weighted average GM per commodity across implementing mechanisms at the OU level and across countries for FTF overall reporting.
- **Gross Margin PPR reporting:** Because aggregating across different units of measure (hectare, animal, crate) does not make sense, a separate GM indicator for each unit of measure has been created in the PPR. The FTFMS PPR report will provide the weighted average GM for each of these indicators for entry into the PPR. FTFMS commodity-specific GM will be used for FTF reporting
- **Gross Margin and Value of Incremental Sales Horticulture Disaggregation:** Gross Margin reporting for horticultural products should be disaggregated by the specific horticultural product (e.g. tomato, onion). If an IM is working with many different horticultural products, it may report on gross margins for the five most important. Product-specific disaggregation is not required for Incremental Sales; the overall “horticulture” commodity disaggregate can be used.
- **Smallholders only!:** Only report results for smallholder direct beneficiaries, even if the IM reaches larger farmers.

## **Value of Incremental Sales**

- **Value of Incremental Sales Baseline Year Sales:** The Value of Incremental sales indicator cannot be calculated if the baseline sales are not entered. If the value of baseline sales prior to project is not available, use the reporting year sales value from the first year it was reported as the baseline.
- **Value of Incremental Sales Horticulture Disaggregation:** Unlike the gross margin indicator, product-specific disaggregation is not required for Incremental Sales; the overall “horticulture” disaggregate can be used.
- **Farm level, not farm gate:** “Farm level” does not equal “farm gate”. All sales of targeted commodities by small-holder direct beneficiaries are included in 4.5.2-23 *Value of incremental sales*, not just farm-gate sales.
- **Smallholders only!:** Only report results for smallholder direct beneficiaries, even if the IM reaches larger farmers.

## Disaggregation

- **Disaggregation for Required if Applicable indicators:** Reporting of disaggregates is expected for all indicators, but it is required that disaggregates be reported for Required if Applicable indicators.
- **Indicators with Stages and Phases:** Two indicators are disaggregated by stage or phase: "Number of New Technologies or Management Practices in the Following Phases of Development" and "Number of Policies/Regulations/Administrative Procedures in the following Stages of Development." Add a brief comment when reporting against these indicators, especially when activities do not advance systematically over time through all the stages/phases. For "Number of Policies/Regulations/Administrative Procedures in the following Stages of Development", report the highest stage reached if more than one stage was reached during the year.
- **Sex Disaggregation:** Sex disaggregation is a crucial part of FTF reporting and frequently requested by stakeholders. We expect this information to be available from all implementing partners. Sex disaggregation is required for all applicable indicators.
- **Sex disaggregate category added:** "Joint" and "Association-applied" sex disaggregate categories were added for 4.5-16,17,18 *Gross margin* and 4.5.2-2 *Number of hectares under improved technologies*. They were not added to 4.5.2-5 *Number of farmers and others who have applied improved technologies* because the indicator counts individuals (direct beneficiaries), and only two categories – male and female – are relevant.
- **Disaggregates dropped:** The Location disaggregate has been dropped from 3.1.9-7 *Number of health facilities with capacity to manage acute undernutrition* and 3.1.9.1-2 *Women's Dietary Diversity*; the Location and Sex disaggregates have been dropped from 3.1.9.2-3 *Number of children who received Vitamin A*.
- **Hectares under Improved Technology Type Disaggregation:** The number of hectares under each technology type should be entered under the appropriate disaggregate. In addition, the total number of hectares with one or more improved technologies should always be entered under the # of ha with one or more Technology Type disaggregates. This allows entering of same hectares under multiple technology types to permit accurate numbers of hectares under each type while preventing double-counting. See below:

Example: An activity supports dissemination of improved seed, Integrated Pest Management and drip irrigation. During the reporting year, a total of 1,000 hectares were under improved technologies: 800 with improved seed, 600 with IPM and 950 with drip irrigation. FTFMS Technology Type disaggregate data entry would be as follows:

| Technology Type                            |      |
|--|------|
| crop genetics                              | 800  |
| pest management                            | 600  |
| disease management                         |      |
| soil-related                               |      |
| irrigation                                 | 950  |
| Water management                           |      |
| Climate mitigation or adaptation           |      |
| Other                                      |      |
| Total with one or more improved technology | 1000 |

## Required Tasks

| Task   | Description  | FTFMS Location   | Responsible   |
|--|--|--|---|
| <b>Confirm basic IM information</b>            | Make sure basic IM information is correct (name, start/end dates, IP name, award number, etc.). Enter updates or corrections in FACTSInfo. Contact <a href="mailto:jspears@usaid.gov">jspears@usaid.gov</a> if you are unable to locate an IM.   | Enter Project Information  | Mission Staff   |
| <b>Hide extra IMs</b>                          | Missions can hide old, duplicate, or non-activity IMs (A&O, etc.). Click the ✓ next to an IM you wish to hide.   | Enter Project Information  | Mission Staff   |
| <b>Add IM Tags</b>                             | Please select all relevant tags on left and move to box on the right.  | Enter Project Information (click  in IM Details column) | Mission Staff or Implementing Partners (IP)               |
| <b>Add IM Location</b>                         | Select “Add location.” Use the drop-down menus to select country, region, sub-region levels. Add as many locations as needed. If IM activities cover all (or almost all) sub-regions/admin 2 in a region/admin 1, just select to the region/admin 1 level. Contact <a href="mailto:jspears@usaid.gov">jspears@usaid.gov</a> if location options are incomplete or incorrect. |  |   |
| <b>Add IM Contacts</b>                         | Choose from list on the left and move contacts to box on the right. Select at least one IP and one Mission user.   |  |   |
| <b>Select indicators and commodities</b>       | Assign appropriate FTF indicators to each implementing mechanism. Select commodities for indicators that disaggregate by commodity.  | Select Indicators  | Mission Staff   |
| <b>Open Data Entry</b>                         | Click “Start Data Entry” for each mechanism. This action will open the mechanism to implementing partners and send e-mail notifications.   | Select Indicators  | Mission Staff   |
| <b>Bypass Implementing Partners</b>            | Missions not asking implementing partners to enter data must bypass the implementing partner stage to be able to enter data. Change the status in “Submit/Approve Data” from “IP Data Entry” to “OU Data Entry.” See the screenshot in Annex IV.   | Enter Indicator Data   | Mission Staff   |
| <b>Enter Indicator data</b>                    | <ul style="list-style-type: none"> <li>• FY13 Actual</li> <li>• FY14 Target</li> <li>• Out year targets for FY15 &amp; FY16</li> <li>• Baseline value (if new mechanism)</li> </ul>  | Enter Indicator Data   | IP, Mission Staff (if IP bypassed), M&E Contractors (M&E) |
| <b>Enter Deviation Narratives and Comments</b> | Enter a short deviation narrative for FY13 results if actual performance was 10% above or below the target level. Enter additional indicator comments as needed.   | Enter Indicator Data   | IP, Mission Staff, M&E                                    |
| <b>Enter IM Performance Narratives</b>         | Enter a 1-2 page performance narrative for each IM, using the provided template. Please ensure the data in the narratives are consistent with the data submitted online, and that the narrative adds value to the numbers.   | Enter or View Narratives   | IP, Mission Staff   |
| <b>Upload FTF Key Issue/PPR Narrative</b>      | Enter the FY13 FTF Key Issue narrative to “High-Level Indicators.” Can be the same as the FTF key issue narrative in the PPR. Please consider entering other relevant Key Issue narratives (e.g. Nutrition) and including additional detail in the FTFMS version.  | Enter or View Narratives   | Mission Staff   |
| <b>Submit and Approve Data</b>                 | Implementing Partners and M&E Contractors: submit data to the Mission<br><br>Mission Staff: Approve the data within FTFMS and according to Mission policy.   | Enter Indicator Data, Generate Data Entry Status Report  | IP, Mission Staff, M&E                                    |
| <b>Generate FTFMS PPR Report</b>               | Export an Excel file of all FTFMS data for a Mission. Data will be available at the IM and Mission levels.   | Generate Data Entry Status Report  | Mission Staff   |

**See the screenshots in Annex III and the on-screen instructions in FTFMS**

## Annex I: FTF Indicators

### Old indicator numbers in red

Eight indicators are required (R) for each of the 19 Focus Countries.<sup>3</sup> Twenty-one indicators are required if applicable (RiA) in all countries receiving FTF funding (4.5 Ag: DA, ESF, AEECA; 3.1.9 Nutrition: GHP-USAID).<sup>4</sup> Nine of the RiA indicators are also Whole-of-Government (WOG). The remaining 29 indicators are standard (S) F/PPR indicators.

Please see the revised FTF Indicator Handbook at [www.feedthefuture.gov/progress](http://www.feedthefuture.gov/progress) for full indicator details.

### Zone of Influence Population-based Survey Indicators

| SPS-ID            | Indicator   | Required? | Collected by                                    |
|-------------------|---|-----------|---|
| 3.1.9-6           | Prevalence of anemia among women of reproductive age  | RiA       | FEEDBACK or Mission-funded M&E Contractor (M&E) |
| 3.1.9-11          | Prevalence of stunted children under five years of age                                      | R         | FEEDBACK or M&E                                 |
| 3.1.9-12          | Prevalence of wasted children under 5 years of age  | R         | FEEDBACK or M&E                                 |
| 3.1.9-13          | Prevalence of underweight women   | R         | FEEDBACK or M&E                                 |
| 3.1.9-14          | Prevalence of anemia among children 6-59 months   | S         | FEEDBACK or M&E                                 |
| 3.1.9-16          | Prevalence of underweight children under 5 years of age                                     | R         | FEEDBACK or M&E                                 |
| 3.1.9.1-1         | Prevalence of children 6-23 months receiving a minimum acceptable diet                      | RiA       | FEEDBACK or M&E                                 |
| 3.1.9.1-2         | Women's dietary diversity: Mean number of food groups consumed by women of reproductive age | S         | FEEDBACK or M&E                                 |
| 3.1.9.1-3 & 4.7-4 | Prevalence of households with moderate or severe hunger                                     | RiA       | FEEDBACK or M&E                                 |
| 3.1.9.1-4         | Prevalence of exclusive breastfeeding of children under six months of age                   | RiA       | FEEDBACK or M&E                                 |
| 4-17<br>(4-16)    | Prevalence of Poverty: Percent of people living on less than \$1.25/day                     | R         | FEEDBACK or M&E                                 |
| 4.5-9             | Per capita expenditure (as a proxy for income) of USG targeted beneficiaries                | R         | FEEDBACK or M&E                                 |
| 4.5-19<br>(4.5-?) | Women's Empowerment in Agriculture Index (WEAI)   | R         | FEEDBACK or M&E                                 |

<sup>3</sup> Bangladesh, Cambodia, Ethiopia, Ghana, Guatemala, Haití, Honduras, Kenya, Liberia, Malawi, Mali, Mozambique, Nepal, Rwanda, Senegal, Tajikistan, Tanzania, Uganda, Zambia

<sup>4</sup> The 19 Focus Countries and Regional Missions, plus: Burma, Brazil, Democratic Republic of Congo, Dominican Republic, Egypt, Georgia, India, Indonesia, Kyrgyz Republic, Lebanon, Nigeria, South Africa, South Sudan, Timor-Leste, Ukraine, West Bank & Gaza, Yemen, Zimbabwe

## National/Regional Indicators

| SPS I.D.       | Indicator   | Required? | Collected by  |
|----------------|---|-----------|---|
| 3.1.9.3-1      | Percentage of national budget invested in nutrition   | RiA       | Mission or M&E                                      |
| 4-16<br>(4-17) | Ease of Doing Business rank   | S         | Mission or M&E                                      |
| 4.5-3          | Percent change in agriculture GDP   | RiA       | Mission or M&E                                      |
| 4.5-12         | Percentage of national budget invested in agriculture   | S         | Mission or M&E                                      |
| 4.5.1-26       | Average number of days required to trade goods across borders (average of export/import time)                         | RiA       | Mission or M&E                                      |
| 4.5.2-35       | Percent change in value of intra-regional trade in targeted agricultural commodities ( <i>for regional Missions</i> ) | R         | Regional Mission Staff or Implementing Partner (IP) |

## Implementing Mechanism Indicators

| SPS I.D.                | Indicator   | Required? | Collected by |
|-------------------------|---|-----------|--------------|
| 3.1.9-1                 | Number of people trained in child health and nutrition through USG-supported programs   | S         | IP           |
| 3.1.9-15                | Number of children under five reached by USG-supported nutrition programs   | S         | IP           |
| 3.1.9.2-2<br>(3.1.9-7)  | Number of health facilities with established capacity to manage acute under-nutrition   | S         | IP           |
| 3.1.9.2-3               | Number of children under five years of age who received vitamin A from USG-supported programs   | S         | IP           |
| 3.3.3-15                | Number of USG social assistance beneficiaries participating in productive safety nets   | S         | IP           |
| 4.5-2                   | Number of jobs attributed to FTF implementation   | RiA       | IP           |
| 4.5-10                  | Total increase in installed storage capacity (m3)   | S         | IP           |
| 4.5-11                  | Market discount of targeted agriculture commodities   | S         | IP           |
| 4.5-16,17,18<br>(4.5-4) | Gross Margin per unit of land, kilogram, or animal of selected product (crops/animals selected varies by country)   | RiA       | IP           |
| 4.5.1-17                | Kilometers of roads improved or constructed   | RiA/WOG   | IP           |
| 4.5.1-21                | Number of climate vulnerability assessments conducted as a result of USG assistance   | S         | IP           |
| 4.5.1-22                | Number of rural hectares mapped and adjudicated   | S         | IP           |
| 4.5.1-24                | Numbers of Policies/Regulations/Administrative Procedures in each of the following stages of development as a result of USG assistance in each case:<br>Stage 1: Analyzed<br>Stage 2: Drafted and presented for public/stakeholder consultation<br>Stage 3: Presented for legislation/decreed<br>Stage 4: Passed/approved<br>Stage 5: Passed for which implementation has begun | S         | IP           |
| 4.5.1-25                | Number of households with formalized land   | RiA/WOG   | IP           |
| 4.5.1-28                | Number of hectares with irrigation and drainage services  | RiA/WOG   | IP           |

|                        |   |         |    |
|------------------------|---|---------|----|
| 4.5.2-2                | Number of hectares under improved technologies or management practices as a result of USG assistance  | RiA/WOG | IP |
| 4.5.2-5                | Number of Farmers and others who have applied new technologies or management practices as a result of USG assistance  | RiA/WOG | IP |
| 4.5.2-6                | Number of individuals who have received USG supported long-term agricultural sector productivity or food security training  | S       | IP |
| 4.5.2-7                | Number of individuals who have received USG supported short-term agricultural sector productivity or food security training   | RiA/WOG | IP |
| 4.5.2-11               | Number of food security private enterprises (for profit), producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) receiving USG assistance   | RiA/WOG | IP |
| 4.5.2-12               | Number of public-private partnerships formed as a result of FTF assistance  | S       | IP |
| 4.5.2-13               | Number of rural households benefiting directly from USG interventions   | S       | IP |
| 4.5.2-14               | Number of vulnerable households benefiting directly from USG assistance   | S       | IP |
| 4.5.2-23               | Value of incremental sales (collected at farm-level) attributed to FTF implementation   | RiA     | IP |
| 4.5.2-25               | Number of people with a savings account or insurance policy as a result of USG assistance   | S       | IP |
| 4.5.2-27               | Number of members of producer organizations and community based organizations receiving USG assistance  | S       | IP |
| 4.5.2-29               | Value of agricultural and rural loans   | RiA/WOG | IP |
| 4.5.2-30               | Number of MSMEs, including farmers, receiving USG assistance to access bank loans   | S       | IP |
| 4.5.2-32               | Number of stakeholders using climate information in their decision making as a result of USG assistance   | S       | IP |
| 4.5.2-34               | Number of stakeholders implementing risk-reducing practices/actions to improve resilience to climate change as a result of USG assistance   | S       | IP |
| 4.5.2-36               | Value of exports of targeted agricultural commodities as a result of USG assistance ( <i>for bilateral Missions</i> )   | S       | IP |
| 4.5.2-37               | Number of MSMEs, including farmers, receiving business development services from USG assisted sources   | S       | IP |
| 4.5.2-38               | Value of new private sector investment in the agriculture sector or food chain leveraged by FTF implementation  | RiA     | IP |
| 4.5.2-39               | Number of new technologies or management practices in one of the following phases of development:<br>...in Phase I: under research as a result of USG assistance<br>...in Phase II: under field testing as a result of USG assistance<br>...in Phase III: made available for transfer as a result of USG assistance | S       | IP |
| 4.5.2-41               | Number of water resources sustainability assessments undertaken   | S       | IP |
| 4.5.2-42<br>(4.5.2-28) | Number of private enterprises (for profit), producers organizations, water users associations, women's groups, trade and business associations, and community-based organizations (CBOs) that applied new technologies or management practices as a result of USG assistance  | RiA/WOG | IP |
| 4.5.2-43               | Number of firms (excluding farms) or NGOs engaged in agricultural and food security-related manufacturing and services now operating more profitably (at or above cost) because of USG assistance   | RiA     | IP |
| CBLD-5<br>(4.5.1-27)   | Score, in percent, of combined key areas of organization capacity amongst USG direct and indirect local implementing partners   | S       | IP |

## Annex II: Attributions

FTFMS ties budget obligations with project performance to the extent possible. Missions/Operating Units must report results for all activities funded through Feed the Future allocations, including buy-ins to Washington-managed mechanisms and activities that pool donor funding. FTFMS uses the budget allocation transferred from FACTSInfo to determine the amount of FTF funding for each mechanism. As needed, FTFMS can produce reports that determine the results attributable to FTF (4.5 Agriculture, 3.1.9 Nutrition). For example, a project is 70% FTF funded and 30% funded through Global Climate Change Initiative funds and supported 100 individuals in long-term training. The implementing partner will enter 100 as the result under # of individuals with long-term training indicator. FTFMS would attribute 70% of results (i.e. 70 individuals trained) to FTF funding. However, since information on the allocation of funding under pooled donor activities is not available in FACTSInfo, only the proportion of results attributable to USAID funding for multi-donor activities should be entered into FTFMS. We attribute the full results from the Zone of Influence population-level indicators to FTF because of our essential contribution to host country, whole-of-government, and multi-donor coordinated efforts.

**Food for Peace, USDA 632b Agreements, and Peace Corps:** Food for Peace development food aid programs are considered part of FTF and are included in FTFMS. Reporting for all FFP mechanisms will be entered by DCHA/FFP. As usual, USDA sends data for 632b agreements to the USAID Agreement Manager. The Agreement Manager is responsible for entering project data into the FTFMS. Please coordinate with Peace Corps to ensure PAPAs and other USAID-funded mechanisms implemented by Peace Corps are reported to Mission staff and entered into FTFMS.

**Nutrition:** Results will be different in the FTFMS and PPR.

- FTFMS: For FTF Focus countries: only enter nutrition results that occurred within FTF Zone of Influence. For all other FTF countries: do not report 3.1.9 nutrition results in FTFMS.
- PPR: Enter all 3.1.9 funded nutrition results for all countries and all nutrition funding. Please reference the GH PPR Annex for further information.

**Buy-ins to central/BFS-managed mechanisms:** Missions should coordinate with BFS to report buy-ins to Washington-managed mechanisms. We can create an entry for the buy-in in FTFMS and, in most cases, the data will be entered by the IP in the buy-in entry at the same time data are entered for the centrally-managed mechanism.

## Annex III: Sample IM Performance Narrative

### 1. **Project Summary** *(one short paragraph listing project context, purpose, scope, and goals. Mention the main beneficiaries and key stakeholders/partners— one option is to modify/update the OP narrative.)*

The FTF Joint Enterprise Development Initiative (JEDI) activity, now in its fourth year, works with the Government of Hectaria, the Morogoro Horticultural Export Council, the Songea Farmers Alliance, Integral Foods and others to reduce constraints in the horticulture and fish value chains and open new markets. Horticulture and aquaculture production have declined by 85% since 1986 due to disruptions caused by a decade-long civil war and a devastating hurricane in 2004. Many farmers now lack needed skills and capital. By increasing the competitiveness of the value chain, JEDI is helping to increase the quality of horticultural and aquaculture production and create new income generating opportunities for 75,000 smallholder farmers in the Ancud delta.

### 2. **FY13 Performance** *(Discuss significant FY13 results and key FY13 actions. Describe the main beneficiaries. Why are the results important?)*

During FY 2013, JEDI expanded interventions in the southern reaches of the Ancud delta, which is part of Feed the Future Zone of Influence. As detailed below, the project has made significant progress towards achieving its goals including sales growth, job creation, and increased investment.

To meet the growing demand of the market, JEDI assisted its horticulture partner organizations to increase their production and improve the quality of their products through trainings, farmer field schools, and increasing farmer access to markets and finance. JEDI trained and assisted approximately 30,000 farmers to enhance their capacity for better production and increase the supply of sweet potato, eggplant, and mango for domestic markets and potential export markets. JEDI-assisted farmers jointly increased incremental sales from \$3 million to \$7.8 million and applied one or more new technology to 8,788 hectares. A new partnership with First National Bank of Hectaria led to \$2.75 million in new loans to farmers for the purchase of inputs. The bank was convinced to make loans to the farmers after noting the increased production and quality that are a result of JEDI training courses and technical assistance.

JEDI's contract farming systems provided support to 12,632 contract farmers (41% female) to introduce orange-flesh sweet potato production (complementing the popular local variety). The farmers received a two week training to reduce vine perishability and explain the use of biodegradable bags to avoid large post-harvest losses. The training and support made significant positive changes in both the quality and quantity of farmer outputs: incremental sales jumped from \$500,000 in FY12 to \$3.5 million in FY13 and gross margins increased 36% on the 800 hectares with the new technologies. Integral Foods was encouraged by the progress and invested \$4.5 million to construct a new storage and distribution facility.

In the aquaculture sector, 7,000 farmers learned group marketing techniques and were linked to high quality seed producing hatcheries, nurseries, and feed millers. These market linkages resulted in higher production and a 50% increase in sales (\$2.6 million). The shrimp subsector received workforce development assistance for better export processing, creating 97 FTE jobs (92% women). JEDI also arranged several awareness creation campaigns to stop malpractice and adulteration in the shrimp sector.

### 3. **Successes and Challenges** *(How will the successes lead to desired outcomes? How is the activity adapting to meet the challenges?)*

JEDI-supported organizations generated \$7.8 million in incremental sales and leveraged \$10.17 million in private sector investment. This is a significant increase from the previous year (approx. \$4 million) and is mostly attributable to a JEDI-facilitated contract between Integral Foods and the Songea Farmers Alliance signed in 2012. Integral Foods purchased \$4.4 million worth of specialty sweet potatoes and striker fish unique to the Ancud delta, raising farmer incomes and food security. The successful partnership with Integral Foods is one example of how JEDI-supported progress will be sustained once the activity ends in 2014.

Establishing market access to the 15,000 mango farmers on the big island of Uyuni remains a challenge. Despite repeated promises from the GOH, the road link to the island nearly destroyed by Hurricane Bridget remains passable only for pedestrian traffic. The GOH has also failed to repair roads on the island. An alternative plan to transfer the mangos to the mainland by boat failed since the nearly impassable roads on the island resulted in 70% post-harvest losses before the mangos ever reached the boat. JEDI hopes to rehabilitate a long-neglected system of canals on the island that would allow farmers to send mangos to the mainland more quickly and with a 65% reduction in post-harvest losses.

# Annex IV: Annotated Screenshots

## Login Screen

Enter your password from last year. Or enter your temporary password if you are a new user or forgot your old password (see "forgot password" box below). A password reset screen will appear. FTMS passwords last for 90 days.

Enter your full e-mail address (xyz@USAID.gov)

Click "forgot password" to have a temporary password sent to your e-mail address. You will be asked to set a custom password when you log in.

The screenshot shows the FTMS login interface in Internet Explorer. The page title is "FEED THE FUTURE Feed the Future Monitoring System". It features a world map on the left and a padlock icon in the center. The login form includes fields for "Username" and "Password", and a "Log In" button. Below the form is a "Forgot password" link. A "USAID SECURITY/MONITORING STATEMENT" is displayed, along with system compatibility information for Internet Explorer 9.0 and a minimum screen resolution of 1024x768. The Windows taskbar at the bottom shows several open applications, including Microsoft Outlook and a search results page.

**Change Password**

\* - Required Field

If you would like to use the auto generated password, click 'Save' to log in. The password will be sent via e-mail for future use.

If you prefer to create a custom password, please enter it below (press 'auto-generate' if you change your mind)

**FTMS Password Requirements:**

- At least 12 characters
- No more than 3 sequential letters
- Password should not contain any portion of username longer than 2 characters
- Password can't begin or end with a number
- Must include characters from at least 3 of the following groups: uppercase, lowercase, symbols, numbers.
- Must not repeat previous passwords

New Password \*

Confirm Password \*

Auto-Generate Save Cancel

The "Change Password" dialog box provides instructions for password creation. It offers an option to use an auto-generated password or to create a custom one. The custom password must meet specific requirements: at least 12 characters, no more than 3 sequential letters, cannot contain the username, cannot start or end with a number, must include characters from at least three groups (uppercase, lowercase, symbols, numbers), and must not be a previous password. The dialog includes input fields for the new password and its confirmation, and buttons for "Auto-Generate", "Save", and "Cancel".

# FTFMS Menu

Use the menu to navigate from screen to screen, or click on the links at the bottom of the Home Page. (you will only see the menu options you need)

**FEED THE FUTURE** Feed the Future Monitoring System

Help | About | Log Out

Welcome, John Spears !

Menu >> Home Page

- Home Page
- Explore indicators
- Enter Project Information
- Select Indicators
- Enter Indicator Data
- Enter or View Narratives
- Update or View Budget Data
- Generate Data Entry Status Report
- Configure & Setup

|                              |                                   |
|------------------------------|-----------------------------------|
| Select Indicators            | Update or View Budget Data        |
| Enter Indicator Data         | Generate Data Entry Status Report |
| Enter or View Narrative data | Configure & Setup                 |

Done

Local intranet 100%

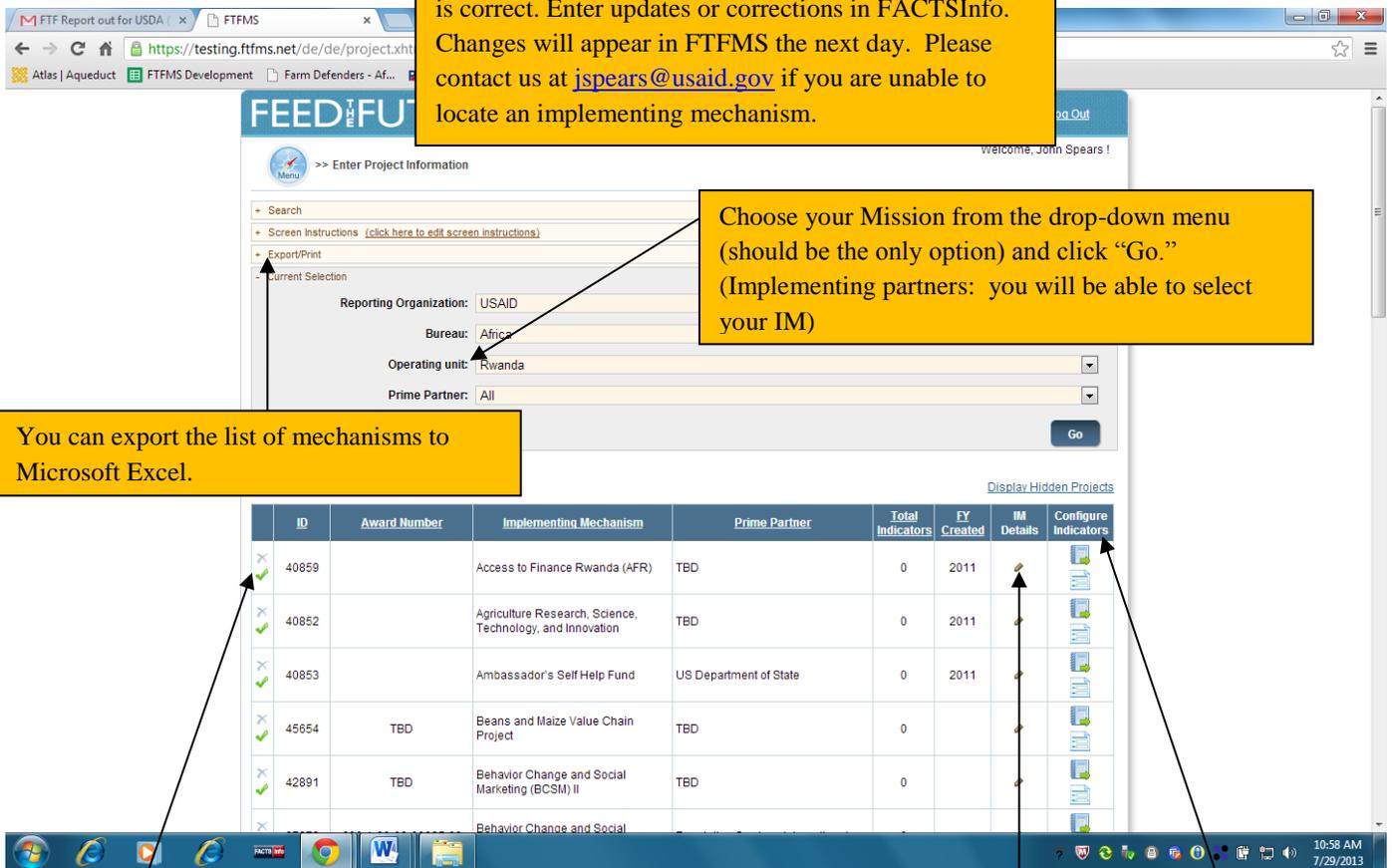
Start | 3 Microsoft Out... | New Tab - Googl... | FY12 FTFMS Gui... | 5 VoIPTrainer C... | FTFMS - Windo... | 5:40 PM

# Enter Project Information Screen

Make sure basic implementing mechanism information is correct. Enter updates or corrections in FACTSInfo. Changes will appear in FTFMS the next day. Please contact us at [jspears@usaid.gov](mailto:jspears@usaid.gov) if you are unable to locate an implementing mechanism.

Choose your Mission from the drop-down menu (should be the only option) and click "Go."  
(Implementing partners: you will be able to select your IM)

You can export the list of mechanisms to Microsoft Excel.



Mission users: Click on the green checkmark to hide an IM that is a duplicate or will not be used (e.g. "Program Support" or a similar IM). IMs can be recovered by selecting "display hidden projects"

Click on the pencil icon in the "IM Details" column. A pop-up screen will appear. See next screenshot.

Click "Configure Indicators" to move to the "Select Indicators" or "Enter Indicator Data" screen for the selected IM.

# IM Details

This screen appears after clicking on the pencil icon in the "IM Details" column ("Enter Project Information" screen – previous screenshot).

**NEW!** – we added tags this year to help track cross-cutting and priority issues across FTfMS IMs. Please select all tags that apply. And feel free to create a new tag (select "create new").

Most IMs were transferred from your Mission's Operational Plan via FACTSInfo. For FACTSInfo-transferred IMs, fields with a red "\*" are locked in FTfMS. Edits to these fields must be made to your Mission's 2013 OP in FACTSInfo (FACTSInfo pushes updates to FTfMS daily).

Some IMs are created in FTfMS directly. This is usually done to create a placeholder when an IM does not appear in the OP for some reason. In this case, fields with a red \* will be unlocked.

**NEW!** – select contacts for each IM. Missions decide who should be listed as a contact, but the COR/AOR and the COP are two likely choices. Move to the box on the right.

Please list any partner organizations (local and non-local). You can select from the lists or click on "create new" to enter a new partner. This information allows us to search by partner name and helps answer Front Office information requests.

**NEW!** – create locations for each IM. You may create as many locations as needed. If a IM operates in all (or most) of a region/admin1, no need to select multiple sub-regions/admin 2.

# Select Indicators Screen

FEED THE FUTURE Feed the Future Monitoring System

[Help](#) | [About](#) | [Log Out](#)

Welcome, John Spears !

Menu >> **Select Indicators**

---

+ Search

+ Screen Instructions [\(click here to edit screen instructions\)](#)

+ Export/Print

- Current Selection

Reporting Organization:

Bureau:

Operating unit:

Implementing Mechanism:

Implementing Mechanism / Indicator / Commodity

Indicator / Implementing Mechanism / Commodity

Commodity / Indicator / Implementing Mechanism

**Enable Notification Delivery**

| Implementing Mechanism / Indicator / Commodity   | Total Indicators | # of Commodities | View                    | Implementing Mechanism Status    | Configure |
|--|------------------|------------------|-------------------------|----------------------------------|-----------|
| <input checked="" type="checkbox"/> + 46723: Administration and Oversight  |                  |                  | <a href="#">Details</a> | <a href="#">Start Data Entry</a> |           |
| <input checked="" type="checkbox"/> + 42231: Agricultural Capacity Development and Regional Research Linkages Program in the DRC |                  |                  | <a href="#">Details</a> | <a href="#">Start Data Entry</a> |           |
| <input checked="" type="checkbox"/> + 42323: Agricultural SME development GDA  |                  |                  | <a href="#">Details</a> | <a href="#">Start Data Entry</a> |           |
| <input checked="" type="checkbox"/> + 46711: Agriculture NRM Linkages  |                  |                  | <a href="#">Details</a> | <a href="#">Start Data Entry</a> |           |

Choose the implementing mechanism from the drop-down menu. Mission users: select "all" to see all IMs

Leave this checked. FTFMS will send e-mails to the implementing partners once data entry is opened.

Click to see selected indicators. Click "add indicator" to select more indicators from a list of the 57 FTF indicators.

You will see a similar option for indicators that require a commodity. Click the "+" sign next to the indicator and choose from a list of commodities.

**VERY IMPORTANT**

**MISSION STAFF: CLICK HERE TO OPEN THE IMPLEMENTING MECHANISM FOR DATA ENTRY. IMPLEMENTING PARTNERS (OR ANYONE ELSE) WILL NOT BE ABLE TO ENTER DATA UNTIL THIS STEP IS COMPLETED.**

## Enter Indicator Data Screen (Part 1)

FTFMS - Windows Internet Explorer provided by USAID

https://testing.ftfms.net/de/de/indicatorData.xhtml

Live Search

Home Page Safety Tools

FEED THE FUTURE Feed the Future Monitoring System

Help | About | Log Out

Welcome, Emily Hogue!

>> Enter Indicator Data

+ Search

+ Special Instructions [\(click here to edit special instructions\)](#)

+ Screen Instructions [\(click here to edit screen instructions\)](#)

+ Export/Print

- Submit/Approve Data

Current Status: IP Data Entry Submitted Versions

Available Actions: -- Select Action --

- Current Selection

Reporting Organization: USAID

Bureau: Bureau for Food Security

Operating unit: USAID/BFS HQ

Prime Partner: All

Implementing Mechanism: The Africa Leadership Training and Capacity Building Program (AFRICA LEAD)

Indicator data

or food s

Local intranet 100%

### VERY IMPORTANT

**Implementing Partners:** Please select "Submit to OU" and click "Go" once data entry is complete.

**Mission Staff:** Data entry will be locked for you until one of two things happen:

1. The implementing partner enters data **and submits it to you.**
2. You bypass the implementing partner stage (because the implementing partner is not using FTFMS). Bypass the implementing partner stage by selecting "Submit to OU" and click "Go."

**Mission Staff:** Once data entry is complete, please select "Clear/Authorize" and click "Go" to send the data to BFS.

## Enter Indicator Data Screen (Part 2)

Please note that the total for each disaggregate must match. FTFMS will alert you if they do not match.

Indicators selected for the IM will appear. Move between indicators using the drop-down menu.

Indicator data

Indicator:

| Indicator / Disaggregation  | 2013 Deviation Narrative           | 2013 Comment                       | Baseline Year | Baseline Value | 2013   |        | 2014   | 2015   | 2016   |
|---|------------------------------------|------------------------------------|---------------|----------------|--------|--------|--------|--------|--------|
|   |                                    |                                    |               |                | Target | Actual | Target | Target | Target |
| <a href="#">4.5.2(7): Number of individuals who have received USG supported short-term agricultural sector productivity or food security training</a> | <input type="button" value="Add"/> | <input type="button" value="Add"/> |               | 100            |        |        |        |        |        |
| Type of individual  |                                    |                                    |               | 100            |        |        |        |        |        |
| Producers   |                                    |                                    |               |                |        |        |        |        |        |
| People in government  |                                    |                                    |               |                |        |        |        |        |        |
| People in private sector firms  |                                    |                                    |               |                |        |        |        |        |        |
| People in civil society   |                                    |                                    |               |                |        |        |        |        |        |
| Disaggregates Not Available   |                                    |                                    |               | 100            |        |        |        |        |        |
| Sex   |                                    |                                    |               | 100            |        |        |        |        |        |
| Male  |                                    |                                    |               |                |        |        |        |        |        |
| Female  |                                    |                                    |               |                |        |        |        |        |        |
| Disaggregates Not Available   |                                    |                                    |               | 100            |        |        |        |        |        |

| First name  | Last name | Comment date | Implementing Mechanism | Comment |
|---|-----------|--------------|------------------------|---------|
| <a href="#">Add comment about this mechanism (not about an indicator)</a> |           |              |                        |         |

**Do not** add deviation narratives or indicator comments here. Only enter comments that apply to the entire implementing mechanism.

Click "Add" to enter a deviation narrative or comment. Type the deviation narrative/comment into the box that will appear. FTFMS will alert you to enter a deviation narrative for results that are 10% above or below target (unless you already entered it).

Enter data in the yellow cells (13 actual, 14/15/16 targets)

## Enter or View Narratives Screen

The screenshot shows the 'FEED THE FUTURE Feed the Future Monitoring System' interface. The main header includes 'Help | About | Log Out' and a user greeting 'Welcome, John Spears!'. The left sidebar contains navigation options like 'Menu', 'Search', 'Screen Instructions', 'Export/Print', and 'Current Selection'. The main content area is titled 'Enter or View Narratives'. An 'Add Narrative' dialog box is open, displaying 'Narrative Type' as 'Performance Narratives' and 'Template' as 'FY13 IM Performance Narrative'. Below the template selection is a rich text editor for 'Narrative Text' with a 'Total Characters: 1703' counter. The dialog box has 'Save' and 'Close' buttons at the bottom right. Two yellow callout boxes with arrows provide instructions: one points to the 'Add Narrative' button in the sidebar, and the other points to the 'Save' button in the dialog box.

Click "Add Narrative" to open the box above. Select the "FY13 IM Performance Narrative" template.

Type the narrative in the text box (or cut/paste from a Word doc – most formatting will be preserved)

Click save.

# Generate Data Entry Status Report Screen



>> Generate Data Entry Status Report

+ Search

+ Screen Instructions ([click here to edit screen instructions](#))

+ Export/Print

- Current Selection

Reporting Organization:

Bureau:

Operating unit:

Prime Partner:

Implementing Mechanism:

Indicator:

By Status | By Prime Partner | **Export Data by IM** | Generate PPR Report | OP Report (BFS only)

[Export to MS Excel file](#)

Use the "Export Data by IM" tab to export data for a specific IM.

Export FTFMS PPR Report: Make sure your mission is selected and click "Go." Click "Export to MS Excel File."

The "By Status" tab tells you the actions taken by the implementing partner and the mission. (Submitted, approved, etc.)

# Example of FTFMS PPR Report

| Indicator / Operating unit / Disaggregation   | Baseline Value | FY2011 Target PPR | FY2011 Actual PPR | FY2012 Target PPR | FY2012 Actual PPR | FY2013 Target PPR | FY2014 Target PPR |
|---|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 4.5(4): Gross margin per unit of land, kilogram, or animal of selected product (crops/animals selected vary by country) |                |                   |                   |                   |                   |                   |                   |
| USAID/BFS HQ  |                |                   |                   |                   |                   |                   |                   |
| 4.5(11): Market discount of targeted agriculture commodities  |                |                   |                   |                   |                   |                   |                   |
| USAID/BFS HQ  |                |                   |                   |                   |                   |                   |                   |
| 4.5.2(2): Number of hectares under improved technologies or management practices as a result of USG assistance          | 0.00           | 1,187,862         | 1,150,648         | 1,586,808         |                   | 1,000,019         | 2,083,892         |
| USAID/BFS HQ  | 0.00           | 1,187,862         | 1,150,648         | 1,586,808         |                   | 1,000,019         | 2,083,892         |
| Technology type   | 0.00           | 1,187,862         | 1,150,648         | 1,586,808         |                   | 1,000,019         | 2,083,892         |
| crop genetics   | 0.00           | 106,800           | 16,348            | 1,113,203         |                   | 822,365           | 1,376,242         |
| animal genetics   | 0.00           | 0.00              | 0.00              | 100.00            |                   | 200               | 1,000             |
| pest management   | 0.00           | 2,500             | 5,548             | 3,550             |                   | 22,000            | 24,000            |
| disease management  |                |                   |                   |                   |                   |                   |                   |
| soil-related  |                |                   |                   |                   |                   |                   |                   |
| irrigation  |                |                   |                   |                   |                   |                   |                   |
| water management  |                |                   |                   |                   |                   |                   |                   |
| post-harvest handling and storage   |                |                   |                   |                   |                   |                   |                   |
| processing  |                |                   |                   |                   |                   |                   |                   |
| climate mitigation or adaptation  | 0.00           | 64,320            | 116,563           | 82,655            |                   | 0.00              | 500,000           |

Click on this tab to see what each implementing mechanism's data, grouped by indicator.

Click on this tab to see the indicator totals and disaggregates at the Mission/OU level.

## Annex V: FY13 FTFMS Training Exercise

This training will cover the main features in FTFMS: configuring mechanisms, selecting indicators and commodities, entering data, entering narratives, submitting/approving data, and generating reports. Please see the FY13 FTFMS Guidance and FTFMS Webinar on [www.agrilinks.org](http://www.agrilinks.org) for more details.

The exercise is designed to be used by IPs and Mission staff working together. IPs will not be able to open their IMs for data entry without assistance from a Mission or Mission-funded M&E user. Contact John Spears ([jspears@usaid.gov](mailto:jspears@usaid.gov)) if you need help or have questions.

To begin, please log in to the **training version** of FTFMS (<https://training.ftfms.net>).

- User name: It is the same as FTFMS, except add “\_trn” to your full e-mail address (or the username you received) – e.g. `trn_jkerry@usaid.gov`
- Password: use the same password you use with FTFMS.

### Select, Edit, and Create Implementing Mechanisms:

1. Select “Enter Project Information” (use the menu at the top of the screen or the links at the bottom. Minimize the screen instructions during this exercise (top left).
2. **Implementing partners:** select your mechanism. **Mission staff and M&E:** select your Mission/OU.
3. Click “Go.” You will see a list of mechanisms. Mission staff will see all. IPs just one (usually)
4. Click on the pencil icon in the “IM Details” column. Mission users: choose any mechanism.
5. The “Implementing Mechanism Details” pop-up will appear. Review all of the fields. Fields with a red \* have been transferred from FACTSInfo and cannot be changed in FTFMS. Please make any changes in FACTSInfo and they will be transferred to FTFMS within a day.
  - a. **Fields transferred from FACTSInfo:** ID, Name, Prime Partner, Type, Award Number, Reporting Organization, Operating Unit, Benefiting Country, Key Issue, Fiscal Year Created, Life of IM
  - b. **IM Tag:** Choose one of the tags on the left and move it to the box on the right. These tags allow us to sort mechanisms by cross-cutting issues.
  - c. **IM Contact:** Move the COR and any IP staff from the box on the left to the box on the right.
  - d. **Locations:** Click on “add location.” Use the drop down menus to register project locations. You may add multiple locations.
  - e. **Local and non-local Partners Leveraged:** Please select from the list or create a new entry. FTF stakeholders are interested in organizations partnering with USAID and IPs.

#### Why are some mechanisms yellow?

IMs shaded in dark yellow on the “Enter Project Information” screen were created in FTFMS (and not transferred from FACTSInfo). The yellow shading helps easily identify mechanisms created in FTFMS. We have to create mechanisms in FTFMS if a mechanism does not exist in FACTSInfo for some reason.

#### Can I hide mechanisms we do not need?

Yes (Mission users only). On the “Enter Project Information” screen, click the green checkmark to the left of an IM. It will no longer appear in the list. Click “display hidden projects” to unhide. You may want to hide mechanisms that have expired or any administrative mechanisms.

## Select Indicators and Commodities

Mission staff and M&E are responsible for selecting indicators and commodities, but IPs also have access. Always consult with your Mission before adding or deleting indicators or commodities.

1. Go to the “Select Indicators” screen. There are two ways to get there: select from the menu at the top of the screen or click on this image in the “Configure Indicators” column: 
2. The drop down menus at the top should show the IM you selected on the previous screen. If not, select an IM. (Mission users: you can also see a list of all IMs on this screen)
3. Click the **+** to the left of the IM name (will become **-** once clicked) . All indicators currently selected for the IM will appear. Required disaggregates are listed in red and click on “reference sheet” to link to the FTF Indicator Handbook.
4. **Add indicators:** click on “add indicator” (appears beneath any previously-selected indicators). Make sure the following indicators are selected: 4.5.2-23, 4.5.2-2, 4.5.2-7.
5. **Add commodities to 4.5.2-23:** once you have added 4.5.2-23, look for the **+** sign to the left of the indicator name. Click it. And then click the option to “add commodity.” Select one or more commodities from the box on the left and move the selected commodities to the box on the right. Click “add.”

Implementing Mechanism / Indicator / Commodity

Indicator / Implementing Mechanism / Commodity

Commodity / Indicator / Implementing Mechanism

Enable Notification Delivery

| Implementing Mechanism / Indicator / Commodity   | Total Indicators | # of Commodities | View                            | Implementing Mechanism Status | Configure   |
|--|------------------|------------------|---------------------------------|-------------------------------|---|
| <span style="font-size: 1.2em;">✕</span> - 45654: Beans and Maize Value Chain Project  |                  |                  | <a href="#">Details</a>         | Data Entry In Progress        |  |
| <span style="font-size: 1.2em;">✕</span> - 4.5.2(2): Number of hectares under improved technologies or management practices as a result of USG assistance(disaggregation by: <span style="color: red;">Technology type, New/Continuing, Sex</span> )           |                  |                  | <a href="#">Reference Sheet</a> |                               |   |
| <span style="font-size: 1.2em;">✕</span> - 4.5.2(7): Number of individuals who have received USG supported short-term agricultural sector productivity or food security training(disaggregation by: <span style="color: red;">Type of individual, Sex</span> ) |                  |                  | <a href="#">Reference Sheet</a> |                               |   |
| <span style="font-size: 1.2em;">✕</span> - 4.5.2(23): Value of incremental sales (collected at farm-level) attributed to FTF Implementation(disaggregation by: <span style="color: red;">Commodity, Type of sales</span> )                                     |                  |                  | <a href="#">Reference Sheet</a> |                               |   |
| <span style="font-size: 1.2em;">✕</span> Beans (Dry Grain Pulses & Legumes)  |                  |                  |                                 |                               |   |
| <span style="font-size: 1.2em;">✕</span> Maize, unmilled (Cereals)   |                  |                  |                                 |                               |   |
| <a href="#">Add Commodity</a>  |                  |                  |                                 |                               |   |
| <a href="#">Add Indicator</a>  |                  |                  |                                 |                               |   |

## Start Data Entry

Mission users must click “start data entry” for each active IM in the “IM Status” column on the “Select Indicators” screen (see screenshot above). IP users will not be able to enter data until this happens. **IP users:** if your selected IM is not open for data entry, ask a Mission user to open it for you. Once you see “data entry in progress” (refresh your browser), click

 in the “Configure” column or select “Enter Indicator Data” from the menu.

## Data Entry and Deviation Narratives

Finally, the moment we have all been waiting for! Data entry is available to IPs and Mission staff/M&E, but not at the same time. FTFMS defaults to “IP Data Entry” when an IM is opened. Only IPs can enter data at this point.

**Mission staff/M&E:** you can bypass this stage by selecting “submit to OU” if data will be entered by the Mission directly.

Submit/Approve Data  
 - Submit/Approve Data  
 Current Status: IP Data Entry [Submitted Versions](#)  
 Available Actions: -- Select Action --   
 - Current Selection: Submit to OU

1. **IP users:** Select indicator 4.5.2-7 on the “Enter Indicator Data” screen for your IM.
2. Enter the data below:

|                                | FY13<br>Target | FY13<br>Actual | FY14<br>Target | FY15<br>Target | FY16<br>Target |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Type of Individual</b>      |                |                |                |                |                |
| Producers                      | 30             | 55             | 30             | 50             | 50             |
| People in govt.                | 20             | 12             | 20             | 25             | 25             |
| People in private sector firms |                |                |                |                |                |
| People in civil society        |                |                |                |                |                |
| Disaggregates not available    |                |                |                |                |                |
| <b>Sex</b>                     |                |                |                |                |                |
| Male                           | 25             | 30             | 25             | 35             | 35             |
| Female                         | 25             | 40             | 25             | 40             | 40             |
| Disaggregates not available    |                |                |                |                |                |

3. Click “calculate totals” to get a total for the two disaggregates and the overall indicator total. Click “save.”
4. There is one problem: one of the disaggregate totals does not match. Find it and adjust to match. Click “save” again.
5. A **deviation narrative** is required since the FY13 actual is more than 10% above target. Click “add” in the “FY13 deviation narrative” column and type a short explanation.

**Deviation narratives and indicator comments are very important and useful. Good deviation narratives that explain the reason(s) for the deviation will answer many questions the Mission and BFS may have about the data. And avoid follow-up in December!**

6. Select indicator 4.5.2-2. Enter the data below. Use the drop-down menu to enter for each commodity. Click “save.”

| Number of hectares under improved technologies or management practices | FY13 Target | FY13 Actual | FY14 Target | FY15 Target | FY16 Target |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>Technology Type</b>   |             |             |             |             |             |
| Crop genetics  |             |             |             |             |             |
| Pest management  |             |             |             |             |             |
| Disease management   | 80          | 80          |             |             |             |
| Soil-related   | 125         | 125         |             |             |             |
| Irrigation   | 125         | 125         |             |             |             |
| Water management   | 40          | 40          |             |             |             |
| Climate mitigation/adaption  |             |             |             |             |             |
| Other  |             |             |             |             |             |
| Total with one or more improved technology                             | 125         | 125         | 165         | 145         | 135         |
| Disaggregates not available  |             |             |             |             |             |
| <b>New/Continuing</b>  |             |             |             |             |             |
| New  | 125         | 125         | 45          | 0           | 10          |
| Continuing   |             |             | 120         | 145         | 125         |
| Disaggregates not available  |             |             |             |             |             |
| <b>Sex</b>   |             |             |             |             |             |
| Male   | 50          | 55          | 80          | 80          | 95          |
| Female   | 75          | 70          | 85          | 65          | 40          |
| Disaggregates not available  |             |             |             |             |             |

The “Technology Type” disaggregate is unique. The only row used for the indicator calculation is “total with one or more improved technology.” The individual technologies are not calculated since it is possible to have more than one technology on a single hectare.

7. Select indicator 4.5.2-23. Enter the data below. Click “save.”

| Value of Incremental Sales | Baseline | FY13 Target | FY13 Actual | FY14 Target | FY15 Target | FY16 Target |
|----------------------------|----------|-------------|-------------|-------------|-------------|-------------|
| <b>Commodity A</b>         |          |             |             |             |             |             |
| Baseline sales             | 500      |             |             |             |             |             |
| Reporting year sales       |          | 550         | 555         | 650         | 700         | 850         |
| Volume of sales            |          |             |             |             |             |             |
| <b>Commodity B</b>         |          |             |             |             |             |             |
| Baseline sales             | 750      |             |             |             |             |             |
| Reporting year sales       |          | 800         | 751         | 810         | 900         | 1000        |
| Volume of sales            |          |             |             |             |             |             |

A baseline is required for 4.5.2-23 in order to calculate the growth in sales since the beginning of the project. A baseline without a target or actual will result in a negative value.

Example of data entry form:

**Indicator data**

Indicator: 4.5.2(7): Number of individuals who have received USG supported short-term agricultural sector productivity or food Calculate totals

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

| Indicator / Disaggregation  | 2012 Deviation Narrative | 2012 Comment | Baseline Value | 2012   |        | 2013   | 2014   | 2015   |
|---|--------------------------|--------------|----------------|--------|--------|--------|--------|--------|
|   |                          |              |                | Target | Actual | Target | Target | Target |
| <a href="#">4.5.2(7): Number of individuals who have received USG supported short-term agricultural sector productivity or food security training</a> | Add                      | Add          | 0              | 50     | 52     |        |        |        |
| Type of individual  |                          |              | 0              | 50     | 52     |        |        |        |
| Producers   |                          |              | 0              | 30     | 42     |        |        |        |
| People in government  |                          |              | 0              | 10     | 7      |        |        |        |
| People in private sector firms  |                          |              | 0              |        |        |        |        |        |
| People in civil society   |                          |              | 0              | 10     | 3      |        |        |        |
| Disaggregates Not Available   |                          |              |                |        |        |        |        |        |
| Sex   |                          |              | 0              | 50     | 52     |        |        |        |
| Male  |                          |              | 0              | 30     | 28     |        |        |        |
| Female  |                          |              | 0              | 20     | 24     |        |        |        |
| Disaggregates Not Available   |                          |              |                |        |        |        |        |        |

|            |           |              |                                |
|------------|-----------|--------------|--------------------------------|
| First name | Last name | Comment date | Implementing Mechanism Comment |
|------------|-----------|--------------|--------------------------------|

[Add comment about this mechanism \(not about an indicator\)](#)

## Submitting/Approving Data

IM users: once data entry is complete, please submit your IM data to the Mission. Select “submit to OU” in the “submit/approve data” bar near the top of the screen (see page 3). Click “go.” The data are now locked (read-only) to IM users. The Mission will receive an e-mail notification.

Mission/M&E users: Look for submitted IMs on the “Generate Data Entry Status Report” screen, “by status” tab. Each submitted IM may now be reviewed and edited as needed. Missions then have two options in the “submit/approve data” bar.

- Send the data back to the IP
- Approve the data (send to BFS)

## IM Performance Narratives

A one-two page performance narrative is required for each IM.

1. Go to the “Enter or View Narratives” screen.
2. Make sure the “performance narratives” tab is selected and click “add narrative.”
3. Enter a test narrative in the text box (see next page). You may also cut/paste from Microsoft Word without losing formatting. We switched from uploading Word documents since the text box allows us to use the narratives in reports and make them more accessible.
4. Click “save” and the narrative will now appear. You may come back and edit the narrative at any time (it never locks).

IM Performance Narrative Screenshot:

The screenshot shows a web form titled "Add Narrative". At the top right, there is a red asterisk and the text "- Required Field". The form contains the following elements:

- Narrative Type:** A dropdown menu with "Performance Narratives" selected.
- Template:** A dropdown menu with "FY13 IM Performance Narrative" selected.
- Narrative Title:** A text input field with a red asterisk next to the label.
- Narrative Text:** A large text area with a rich text editor toolbar above it. The toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and other standard text formatting options. To the right of the text area, it says "Total Characters: 1703".
- Buttons:** "Save" and "Close" buttons are located at the bottom right of the form.

## Generate Reports

1. Go to the “Generate Data Entry Status Report” screen.
2. Report #1 (by IM): click on the “Export Data by IM” tab. Select an IM above. Click “Go.” Click on “Export to MS Excel file.”
3. Report #2 (PPR report): Click on the “Generate PPR Report” tab. Make sure “all” is selected in the IM menu. Click “Go.” Click on “Export to MS Excel file.” The PPR report is only available to Mission/M&E users and aggregates the totals for the IM-level data to the Mission level. This report can be used to enter Mission data in the PPR. A second tab includes the data at the IM-level and shows all deviation narratives and indicator comments.

The screenshot shows the 'FEED THE FUTURE' monitoring system interface. The main header includes the logo and 'Feed the Future Monitoring System'. A user is logged in as 'John Spears'. The current page is 'Generate Data Entry Status Report'. There are several navigation and utility links at the top: 'Menu', 'Search', 'Screen Instructions', and 'Export/Print'. The 'Current Selection' section contains several dropdown menus: 'Reporting Organization' (USAID), 'Bureau' (Africa), 'Operating unit' (Rwanda), 'Prime Partner' (All), 'Implementing Mechanism' (All), and 'Indicator' (All). A 'Go' button is located at the bottom right of this section. Below the selection section, there are five tabs: 'By Status', 'By Prime Partner', 'Export Data by IM', 'Generate PPR Report', and 'OP Report (BFS only)'. At the bottom, there is a link to 'Export to MS Excel file'.

## Passwords

FTFMS passwords are difficult since FTFMS is linked to the FACTSInfo reporting system. Strict passwords are required to maintain the link. You will be prompted to reset your password every 90 days.

1. Following the requirements, write a valid password in the box below.

The 'Change Password' dialog box contains the following text and elements:

- Change Password** (title bar)
- \* - Required Field** (legend)
- Following requirements apply to the password:**
  - No more than 3 sequential letters are allowed in the password.
  - Password should not contain portion of username with length more than 2 characters.
  - Password length should be minimum 12 characters.
  - Password should not begin or end with a number.
  - Characters from at least 3 following groups should be present in the password - uppercase, lowercase, symbols, numbers.
  - Password should not repeat previous 24 passwords.
- New Password \*** (input field)
- Confirm Password \*** (input field)
- Save** and **Cancel** buttons