



FY15 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: The BFS Monitoring, Evaluation, and Learning (MEL) team. Watching your every move in FTMS since 2011.

Photo by Erica Teofilo

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, and the US-Africa Development Foundation contribute data to FTFMS. FTFMS indicator data are the official results for Feed the Future, provide the foundation for public documents like the Feed the Future Progress Report, inform decisions on future programming and budget allocations, and help USAID/Bureau for Food Security (BFS) support your work in the field.

FTFMS collects and stores information at the implementing mechanism (IM) level for all USAID Operating Units (OUs) receiving 4.5 Agriculture (FTF Focus, Aligned, and Strategic Partner countries), 3.1.9 Nutrition, or Food for Peace development funding.¹ This includes buy-ins to Washington-managed IMs and pooled donor funding. Data for population-based survey (PBS) indicators and national-level 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 by either the centrally-funded FTF FEEDBACK mechanism or an OU-procured M&E contractor,² along with indicators from secondary sources.

FTFMS Basics and Support

- **FTFMS Opens: October 1, 2015**
- **FTFMS Reporting Deadline: December 4th, 2015**
- **Final Data Update Deadline: January 22nd, 2016**
- Website: www.ftfms.net
- New Users: send requests for new accounts to Lela Makbul/FTFMS Help Desk (Support@ftfms.net)
- Existing users: select “forgot password” on the login screen if old password is lost
- FTFMS [webinar](#) October 13, 2015 (8:00-9:30 a.m. Washington D.C. time)

Hyperlinks

- Annex I: FTF Indicators
- Annex II: Attributions
- Annex III: Sample IM Performance Narrative
- Annex IV: Sample FTF Key Issue Narratives
- Annex V: Annotated Screen Shots
- Annex VI: FTFMS Training Exercise
- Revised (2014) FTF Indicator Handbook and FTF Progress Report: www.FeedtheFuture.gov/progress.
- Go to www.Agrilinks.org to view recorded FTF M&E webinars and other resources.

Contact Kate West (kate.west.ftf@gmail.com) for system issues, Erica Teofilo (eteofilo@usaid.gov) for budget/attribution, and your BFS M&E Technical Advisor (see page 3) for indicator and reporting questions.

¹ Aligned Missions are not required to report 3.1.9 Nutrition funding in FTFMS.

² Population-based survey (PBS) indicators are collected by the centrally-funded FTF-FEEDBACK mechanism for the following Focus Countries: Kenya (north), Malawi, Mozambique, Rwanda, Tajikistan, Uganda, and Zambia.

FTFMS Checklist

Task	Description	FTFMS Screen	Responsible
Confirm IM Information	Make sure basic IM information is correct (name, start/end dates, IP name, award number, etc.). Enter updates or corrections in FACTSInfo. Contact support@ftfms.net if you are unable to locate an IM.	Enter Mechanism Information	OU Staff
Hide Extra IMs	OUs can hide old, duplicate, or non-activity IMs (A&O, etc.). Click the  next to an IM you wish to hide.	Enter Mechanism Information	OU Staff
Add/Confirm IM Tags	Please select/confirm all relevant tags on left and move to box on the right.	Enter Mechanism Information (click  in IM Details column)	OU Staff or Implementing Partners (IP)
Add/Confirm IM Location	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 most sub-regions in a region, just select the region/admin 1 level. This does not need to be repeated each year.		
Select/Confirm Indicators and Commodities	Assign appropriate FTF indicators to each implementing mechanism. Select commodities for indicators that disaggregate by commodity.	Select Indicators & Commodities	OU Staff
Open Data Entry	Click “Start Data Entry” for each mechanism. This action will open the mechanism to implementing partners and send e-mail notifications.	Select Indicators & Commodities	OU Staff
Bypass Implementing Partners	OUs not asking implementing partners to enter data must bypass the implementing partner stage to enter data. Change the status in “Submit/Approve Data” from “IP Data Entry” to “OU Data Entry.”	Enter Indicator Data	OU Staff
Enter Indicator Data	FY15 Actual, targets for FY16, FY17 & FY18, Baseline value (if new mechanism or not entered previously)	Enter Indicator Data	IP, OU Staff, M&E Contractors (M&EC)
Enter Deviation Narratives and Comments	Enter a short deviation narrative for FY15 results if actual performance was 10% above or below the target level. Enter additional indicator comments as needed.	Enter Indicator Data	IP, OU Staff, M&EC
Enter Smallholders Estimate	Estimate the number and percentage of FTF beneficiaries holding five hectares or less of arable land or equivalent livestock. Entry is in “High Level Indicators” (focus) or “FTF Key Issue/Smallholders” (other OUs).	Enter Indicator Data	OU Staff
Enter IM Performance Narratives	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, OU Staff
Upload FTF Key Issue/PPR Narrative	Enter the FY15 FTF Key Issue narrative in “High-Level Indicators” (focus countries) or “FTF Key Issue Narrative/Smallholders” (regional/aligned OUs). Focus countries: please select and follow the template.	Enter or View Narratives	OU Staff
Submit and Approve Data	Implementing Partners and M&E Contractors: submit data to the OU. OU Staff: Approve the data within FTFMS and according to OU policy.	Enter Indicator Data	IP, OU Staff, M&EC
Generate FTFMS PPR Report	Export an Excel file of all FTFMS data for an OU. Data will be available at the IM and OU levels.	Generate Data Entry Status Report	OU Staff

See the screenshots in Annex V and the on-screen instructions in FTFMS for more details

USAID/BFS M&E Technical Advisors

Lindsey Anna lanna@usaid.gov	Brazil, Burma, Egypt, Georgia, Guatemala, Guinea, Honduras, India, Kyrgyzstan, Liberia, Timor-Leste, South Africa, Sierra Leone, Yemen
Jessica Cagley jcagley@usaid.gov	Nigeria
Salik Farooqi sfarooqi@usaid.gov	Bangladesh, Cambodia, Nepal
Madeleine Gauthier mgauthier@usaid.gov	Ghana, Haiti, Mali, Senegal
Lesley Perlman lperlman@usaid.gov	BFS, Regional Missions
Tatiana Pulido tpulido@usaid.gov	Rwanda, Tajikistan, Uganda
Farzana Ramzan framzan@usaid.gov	Democratic Republic of Congo, Ethiopia, Kenya, South Sudan, Tanzania
Sally Rey srey@usaid.gov	Sahel Regional
Anne Swindale aswindale@usaid.gov	Malawi, Mozambique, Zambia, Zimbabwe

Updates

Unlike previous years, the reporting requirements, indicators, and FTFMS system have not changed. We have made a few behind-the-scenes changes to FTFMS but all of these changes are minor fixes.

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. OUs can generate a FTFMS PPR Report that aggregates indicator data from the mechanism level to the OU level (see example in Annex V). 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 receive 4.5 Agriculture funding or 3.1.9 Nutrition funding. Please take advantage of the FTFMS “PPR Report” by entering FTF data in FTFMS before entering PPR values in FACTSInfo. Missions can then run a “PPR Report” in FTFMS to aggregate all of the FTFMS results for the PPR.

Nutrition Results in FTFMS and PPR: As of FY14, nutrition results in FTFMS are no longer restricted to the FTF zone of influence in FTF focus countries. Focus countries should report all nutrition results in FTFMS regardless of location (same as the PPR).

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

- Name, life of project, implementing partner, FACTSInfo ID number, award number; FY15 budget allocation, Key Issues selected, 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, operating unit (OU) staff, and OU-funded M&E contractors. Data can be entered by implementing partners directly, by M&E contractors, by CORs/AORs or by the Program Office. E-mail notifications are sent to OU staff when implementing partners submit data to the OU-level. OU staff approve all implementing mechanism data before the BFS data review. Please remember to approve data for each implementing mechanism by selecting “Data Approved by OU”. Once an OU user approves data in FTFMS it is released to BFS for review (December 4 deadline) or for final reporting (January 22 deadline).

- Each OU is free to determine who enters and approves FTFMS implementing mechanism data
- OUs can choose to enter all data on behalf of implementing partners
- Please follow any existing OU policies for approving final FTFMS data

Access and Training

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

Current users can log in 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) if you need to create an account.

Webinar: A webinar will be held on October 13th from 8:00-9:30 a.m. Washington time to review the guidance and other FTFMS questions. Click or enter this link to register for the webinar: <http://agrilinks.org/events/fy15-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 indicator 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 website is a copy of FTFMS. Feel free to enter data or other actions. The training site is separate from FTFMS and the data are not saved. Log in to the testing site by adding “trn_” to your username (trn_xyz@usaid.gov or trn_abc@IM.org). Use your regular FTFMS password.

Training Exercise (see Annex VI): 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 indicator deviation narratives/comments, IM performance narratives, and FTF Key Issue narratives – the FTF Key Issue narrative is the same narrative required for 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 FY15 actual deviates +/- 10% from the FY15 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.

Indicator Comments: Please enter indicator comments to provide details, list public-private partnerships, explain unique circumstances or outline data collection challenges. Refer to the indicator PIRS to determine if specific comment is required for an indicator.

IM Performance Narrative Template:

FTFMS requires a one or two page performance narrative for each IM. Narratives should complement the data by explaining how FY15 results are linked to the desired outcomes (instead of just repeating the activities or 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 III.

- 1. Project Summary** *(one short paragraph listing project context, geographic location (for BFS mechanisms), purpose, scope, key approaches, and goals. Mention the main beneficiaries and key stakeholders/partners– one option is to modify/update the OP narrative.)*
- 2. FY15 Performance** *(Discuss significant FY15 results and key FY15 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?)*
- 4. Description of Expected FY2015 Activities** *(Only required for BFS IMs. Describe FY15 activities from the activity work plan, FY15 indicator targets, and relate to project goals.)*

FY15 Key Issue Narrative Template (regional and focus country OUs)

Focus country OUs must follow the template below when completing the FTF Key Issue for the PPR (also uploaded to FTFMS). The template is organized around the agriculture and nutrition ZOI outcomes identified in the 2015 FTF Portfolio reviews. In addition to following the standard PPR Key Issue guidance, the narrative must demonstrate how FY15 data are leading to the FTF ZOI-level outcomes. The FTF Key Issue narratives will be used as a key input to the 2016 FTF Portfolio Reviews and for reporting to Congress. OUs may upload a longer narrative to FTFMS beyond the 10,000 character limit for the PPR.

- 1. FY15 Results:** *(Please describe how FY15 data support each ZOI outcome target. Be sure to identify key FY15 actions taken to support the scaling plans. Mention key projects and implementing mechanisms. Discuss the location of nutrition and FFP activities relative to the FTF ZOI.)*

Outcome Target #1:

FY15 Outputs and Intermediate Results:

Scaling - FY15 Actions:

Outcome Target #2:

FY15 Outputs and Intermediate Results:

Scaling - FY15 Actions:

Outcome Target #3:

FY15 Outputs and Intermediate Results:

Scaling - FY15 Actions:

Outcome Target #4: (nutrition)

- 2. FY16 Expected Results:** *(Discuss how FTF projects during FY16 will build on FY15 success or address challenges. Mention potential use of field support mechanisms. Explain how new or modified mechanisms in the FY16 mission procurement plan will ensure adequate density of FTF activities in the ZOI needed to implement scaling plans and meet output targets.)*

Focus Areas for FY15 Reporting

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

- **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:** Failing to report out-year targets gives the impression that overall FTF results are projected to decline. Out-year targets are required for on-going mechanisms, at the overall indicator and the disaggregate levels. If possible, please enter out-year targets for implementing mechanisms still in the procurement phase, at a minimum at the overall indicator level. Straight-lining the most recent fiscal year actuals may make sense in some cases if out-year targets are not available. OUs will have multiple opportunities to update out-year targets as needed.
- **Nutrition:** Focus country OUs, please make sure nutrition activities are reported in FTFMS. OUs should now report all 3.1.9 Nutrition results regardless of location relative to the FTF ZOI.
- **Agriculture results in FTF Focus Countries:** All 4.5 Agriculture results should also be reported in FTFMS, even if some results are from outside the FTF ZOI.

Indicator Clarifications

- **Number of technologies or management practices in phases of development (4.5.2(39)):** The purpose of the indicator is for research activities to track the progression of new or significantly improved technologies through the research and development process. It should not be used to track the number of available technologies being disseminated by value chain or other activities. Technologies reported under Phase III “made available for transfer as a result of USG assistance” should be those that have reached the stage in the R&D process where they can now be made available to the market or partners for dissemination to farmers. A value chain activity that facilitates farmers’ access to a newly certified seed or other technology/management practice should not be assigned this indicator.
- **Number of Public-Private Partnerships formed (4.5.2(12)):** Additional explanation on what counts as a PPP under this indicator is needed. Feed the Future pursues PPPs to leverage additional resources toward our public good goals. Thus the indicator should not count as a PPP an agreement that involves the private entity simply attending to its day-to-day business needs (e.g., a processor purchasing produce). To count as a PPP, the private entity must spend or contribute something additional above and beyond what it would normally spend/contribute as a usual cost of doing business.

The essential characteristics of a PPP are 1) that the objective of the partnership agreement between the public and private entity(ies) is to achieve a common good, 2) that the private sector partner's contribution to the PPP goes beyond the private sector partner's immediate commercial interests, and 3) and that the public contribution is leveraging additional private resources the entity otherwise would not be contributing. Purchase agreements between a firm and a project's beneficiaries, investments made by a firm in its own operations, and loans made under a USAID loan guarantee do not count as a private sector contribution to a PPP.

- **Total quantity of targeted nutrient-rich value chain commodities set aside for home consumption (4.5.2.8(TBD3)):** This indicator was introduced in FY14, and, if applicable, should only be assigned to activities awarded in FY14 or later. This indicator should only be used to report on nutrient-rich commodities supported by value chain activities with explicit nutrition objectives. To qualify as a value chain commodity under the indicator, at least part of the increased smallholder production being supported under the activity should be market-oriented. If you have questions about whether a commodity qualifies as a value chain commodity or is nutrient-rich, consult the Performance Indicator Reference Sheet and associated Q&A in the FTF Indicator Handbook or your BFS M&E POC.

“Set-aside” for home consumption includes the amount consumed prior to or at harvest plus any amount stored with the intent of home consumption in the future. The amount that a direct beneficiary producer household may already have consumed from the harvest(s) and the amount still in storage with the intent of future consumption will vary depending on the characteristics of the commodity and the timing of data collection.

High-Level/PBS Indicators and Smallholders Estimate

- **Zone of Influence Population-based Indicators:** The 16 Zone of Influence population-based indicators have been assigned to “High-Level Indicators – name of country.” Please enter the data from the baseline and interim zone of influence population-based surveys (ZOI-PBS) in this location. Do not assign the ZOI-PBS indicators to M&E contractor mechanisms in FTFMS. 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 16 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.
- **Smallholders Estimate:** The smallholders estimate (FTF01) is very important for FTF internal use and helps us justify FTF activities to key stakeholders. Please enter the **estimated** number and **estimated** percentage of beneficiaries in each disaggregate category who hold five hectares or less of arable land or equivalent units of livestock. The estimated percentages under each disaggregate category should reflect the percent of the beneficiaries in each category that meet the relevant smallholder definition, not the percent of all beneficiaries that meet the relevant definition. **Estimate** the disaggregation between beneficiaries owning land or livestock.* If a beneficiary owns both land and livestock, report under "livestock" only if the OU is working with the beneficiary through a livestock value chain project.

***Units of Livestock:** Cattle: 10 beef cows, Dairy: two milking cows, Sheep and Goats: five adult ewes/does, Camel Meat and Milk: five camel cows, Pigs: two adult sows, Chickens: 20 layers and 50 broilers

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 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*. Include only capital investments. Do not include funds used for operating capital. 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 and must be selected in the “unit of measure” drop-down menus. 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.
- **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.

Value of Incremental Sales

- **Number of direct beneficiaries:** FTFMS calculates average sales per beneficiary to account for the rise or fall in the number of direct beneficiaries each year. Reporting the number of beneficiaries for each value chain is required. **FTFMS will not calculate a value if the number of beneficiaries at baseline and for the reporting year is not entered.**
- **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.
- **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.

Disaggregation

- **Sex Disaggregation:** Both FTF guidance and ADS 203 require disaggregation by sex for relevant indicators, in the FTFMS and PPR. Sex disaggregation is also a crucial part of FTF reporting and frequently requested by stakeholders. **All OUs/implementing partners must provide sex disaggregated data for FY15 actuals.**
- **Disaggregation for Required if Applicable indicators:** Reporting of disaggregates is expected for all indicators, but **must** be reported for Required if Applicable indicators.
- **Number of farmers applying improved technologies and management practices (4.5.2(5)):** The technology type disaggregate was added to this indicator in FY14, and activities for which this indicator is applicable were requested to set out year targets. This year, activities should report FY15 actuals for the technologies type disaggregate in addition to setting out year targets.
- **Hectares under and Farmers applying Improved Technology Type Disaggregation:** The number of farmers or hectares under each technology type should be entered under the appropriate disaggregate. In addition, the total number of farmers applying or hectares with one or more improved technologies should always be entered in the “Total with one or more improved technology” row. This allows entering farmers or hectares under multiple technology types 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
cultural practices (<i>new for FY15</i>)	
pest management	600
disease management	
soil-related	
irrigation	950
Water management	
Climate mitigation or adaptation	
Other	
Total with one or more improved technology	1000

Annex I: FTF Indicators

The “TBD” indicators from last year still do not have a FACTSInfo number and do not appear in the PPR

Please see the FTF Indicator Handbook at www.feedthefuture.gov/progress for full indicator details.

Eight indicators are required (R) for the 19 Focus Countries.³ Twenty-three indicators are required if applicable (RiA) in all countries receiving FTF funding (4.5 Ag: DA, ESF, AEECA; 3.1.9 Nutrition: GHP-USAID, FFP).⁴ Nine of the RiA indicators are Whole-of-Government (WOG). The remaining 22 indicators are standard (S) F/PPR indicators.

Focus Country FTF 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	FTF FEEDBACK or OU-funded M&E Contractor (M&EC)
3.1.9(11)	Prevalence of stunted children under five years of age	R	FTF FEEDBACK or M&EC
3.1.9(12)	Prevalence of wasted children under 5 years of age	R	FTF FEEDBACK or M&EC
3.1.9(13)	Prevalence of underweight women	R	FTF FEEDBACK or M&EC
3.1.9(14)	Prevalence of anemia among children 6-59 months	S	FTF FEEDBACK or M&EC
3.1.9(16)	Prevalence of underweight children under 5 years of age	R	FTF FEEDBACK or M&EC
3.1.9.1(1)	Prevalence of children 6-23 months receiving a minimum acceptable diet	RiA	FTF FEEDBACK or M&EC
3.1.9.1(2)	Women’s dietary diversity: Mean number of food groups consumed by women of reproductive age	S	FTF FEEDBACK or M&EC
3.1.9.1(3) & 4.7(4)	Prevalence of households with moderate or severe hunger	RiA	FTF FEEDBACK or M&EC
3.1.9.1(4)	Prevalence of exclusive breastfeeding of children under six months of age	RiA	FTF FEEDBACK or M&EC
4(17)	Prevalence of Poverty: Percent of people living on less than \$1.25/day	R	FTF FEEDBACK or M&EC
4(TBD8)	Depth of Poverty: The mean aggregate consumption shortfall relative to the \$1.25 poverty line	R (FFP)	FTF FEEDBACK or M&EC

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

⁴ The 19 Focus Countries and Regional Missions, plus: Burma, Brazil, Democratic Republic of Congo, Egypt, Georgia, Guinea, India, Nigeria, Sierra Leone, South Africa, South Sudan, Yemen, Zimbabwe

		RiA(econ. resilience)	
4.5(9)	Per capita expenditure (as a proxy for income) of USG targeted beneficiaries	R	FTF FEEDBACK or M&EC
4.5(19)	Women's Empowerment in Agriculture Index (WEAI)	R	FTF FEEDBACK or M&EC
4.5.2(TBD1)	Prevalence of women of reproductive age who consume targeted nutrient-rich value chain commodities	S	FTF FEEDBACK or M&EC
4.5.3(TBD2)	Prevalence of children 6-23 months who consume targeted nutrient-rich value chain commodities	S	FTF FEEDBACK or M&EC

National/Regional Indicators

SPS I.D.	Indicator	Required?	Collected by
3.1.9.3(1)	Percentage of national budget invested in nutrition	RiA	OU or M&E
4.5(3)	Percent change in agriculture GDP	R	OU or M&E
4.5(12)	Percentage of national budget invested in agriculture	RiA	OU or M&E
4.5.2(35)	Percent change in value of intra-regional trade in targeted agricultural commodities (<i>for regional OUs</i>)	RiA	Regional OU 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)	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(16,17,18)	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(24)	Numbers of policies completing the following processes/steps of development as a result of USG assistance in each case: analysis; stakeholder consultation/public debate; drafting or revision; approval (legislative or regulatory); full and effective implementation	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
4.5.1(TBD9)	Number of national-level policies required for full implementation of a regionally agreed-upon policy progressing through necessary steps as a result of USG assistance.	S	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(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(34)	Number of people 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 OUs</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: ...in Phase I: under research as a result of USG assistance ...in Phase II: under field testing as a result of USG assistance ...in Phase III: made available for transfer as a result of USG assistance	S	IP
4.5.2(42)	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
4.5.3(TBD3)	Total quantity of targeted nutrient-rich value chain commodities set aside for home consumption by direct beneficiary producer households.	RiA	IP

Annex II: Attributions

USAID Operating Units must report FY15 results for all activities funded through Feed the Future allocations, beginning with the FY11 OP. Reporting should include buy-ins to Washington-managed mechanisms and activities that pool donor funding. FTFMS imports all implementing mechanisms from FACTSInfo that receive FTF funding (4.5 Ag: DA, ESF, AEECA; 3.1.9 Nutrition: GHP-USAID, FFP).

IMs with FTF and non-FTF USG funding: Please report all results from implementing mechanisms that receive FTF and non-FTF funding.

FTF Zone of Influence Population-level Indicators: We attribute the full results from these 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 OU staff and entered into FTFMS.

Multi-donor Activities: Please enter only the proportion of results attributable to USAID funding.

Buy-ins to central/BFS-managed mechanisms: OUs should coordinate with BFS to report buy-ins to Washington-managed mechanisms. If a buy-in does not appear in the OU operational plan we can create an entry for the buy-in in FTFMS. In most cases data will be entered by the IP in the buy-in entry at the same time data are entered for the centrally-managed mechanism.

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. FY15 Performance *(Discuss significant FY15 results and key FY15 actions. Describe the main beneficiaries. Why are the results important? Include results from custom indicators, if applicable.)*

During FY 2015, 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 technologies 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 FY13 to \$3.5 million in FY15 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 2016.

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 been unable to repair roads on the island. An alternative plan to transfer mangos to the mainland by water 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: Sample FY15 FTF Key Issue Narrative

Focus country OUs must follow the template below when completing the FTF Key Issue for the PPR (also uploaded to FTFMS). The template is organized around the ZOI outcomes identified in the 2015 FTF Portfolio reviews. In addition to following the standard PPR Key Issue guidance, the narrative must demonstrate how FY15 data are leading to the FTF ZOI-level outcomes. The FTF Key Issue narratives will be used as a key input to the 2016 FTF Portfolio Reviews and for reporting to Congress. OUs may upload a longer narrative to FTFMS beyond the 10,000 character limit for the PPR.

Agriculture is a critical part of the Hectarian economy and accounts for an estimated 48 percent of employment. However, the average farm size of 1.2 acres is declining due to continued population growth coupled with traditional land distribution and inheritance practices. Feed the Future (FTF) interventions are focused in a zone located in the south and southwest regions of Hectaria with a population of over 30 million. USAID selected this zone based on its potential for significant agricultural growth and because relatively high poverty rates, high risk of severe tidal surges, annual flooding, and increasing soil and water salinization have all historically hampered production in the region. Furthermore, poverty, limited dietary diversity, and poor hygiene contribute to one of the highest child malnutrition rates in the world. In Hectaria, 36 percent of children under five years of age are underweight and 41 percent are stunted. Malnutrition is a significant cause for concern as studies have shown that malnutrition in the first 1,000 days of a child's life can have irreversible, long-term effects on cognitive development, eventually leading to decreased workforce productivity.

- FY15 Results:** *(Please describe how FY15 data support each ZOI outcome target. Be sure to identify key FY15 actions taken to support the scaling plans. Mention key projects and implementing mechanisms. Discuss the location of nutrition and FFP activities relative to the FTF ZOI.)*

Outcome Target #1: Increase rice yield by 15% - 20% on 1.6 million hectares out of a total of 2.8 million hectares under rice cultivation in the FTF ZOI. Estimated increase in production of about 830 thousand metric tons per year.

FY15 Outputs and Intermediate Results: In FY 2015, 343,282 farmers in the FTF zone adopted high-yielding and stress-tolerant rice varieties on 47,690 hectares of agricultural land. Furthermore, FFP programs helped 1,751 farmers reduce catastrophic crop failure from floods and spread their risk using early maturing rice varieties, harvesting twice instead of just once a year. These improved varieties allowed farmers to adapt to increasing salinization and flooding. To directly improve agricultural productivity, USAID's FTF program facilitated the adoption by approximately 3.2 million smallholder farmers (including 1.9 million new farmers) of improved agronomic technologies such as urea deep placement and water cooperatives to rehabilitate irrigation canals that make more efficient use of agricultural inputs such as fertilizer, seed, and water. USAID contributed to this technology adoption through various activities including rice field demonstrations and agricultural extension training, and training input suppliers and seed distributors. The main technologies USAID promotes are fertilizer deep placement and improved seed varieties. The deep-placement method can, in the long run, help decrease fertilizer costs and improve its efficiency by reducing fertilizer runoff during heavy rains. Importantly, fertilizer deep placement has increased rice production by 15% while reducing the amount of fertilizer used. During FY 2015, FTF expanded fertilizer deep placement technology to a total of 1,161,797 hectares in the FTF zone and an additional 405,551 hectares outside the zone, leading to incremental rice sales of \$57 million in the FTF zone and an additional \$20 million outside the FTF zone. USAID also expanded technical training in farm management and business record keeping skills. Overall through FTF programs, USAID trained more than 406,973 individuals on aquaculture, fertilizer deep placement and improved seeds, farm management, integrated pest management, post-harvest handling, home gardening, and group marketing.

Scaling - FY15 Actions: USG agencies partnered with researchers, extension workers, and service providers from the public, private and NGO sectors, as well as other donors, to enable the rapid dissemination and adoption of improved seeds, farm practices and management approaches. USAID also carried out over 17,000 adaptive trials and demonstrations of short duration, submergence and salinity tolerant rice seed varieties as well as high yielding varieties of various vegetables, including genetically engineered eggplant. The mission is also close to releasing a new scaling plan for mechanization/service delivery.

Outcome Target #2: Increase yields of fish and shrimp by over 100% and 75% respectively on more than 70% of the ponds in the FTF ZOI, resulting in incremental sales of \$215 million.

Outputs and Intermediate Results: In the aquaculture sector, USAID activities strengthened fish and shrimp cultivation, expanding access to a critical source of protein and raising rural household income. USAID worked with 35 private hatcheries to improve fish and shrimp spawn nursery management. This increased household access to improved spawn and expanded fish and shrimp production by more than 100,000 hectares to a total of 210,000 hectares. In addition, FFP programs provided technical training and spawn to 10,932 of the most impoverished households to bolster their household production and income. Overall, USAID assistance was responsible for \$127 million in incremental sales of fish and shrimp in the FTF zone.

Scaling - FY15 Actions: The scaling plan for fish/shrimp was revised and finalized. The new plan moves beyond a focus on Tilapia to a broader range of fish and shrimp. The scaling plan includes a broad range of technologies and management practices with a particular focus on sustainable dissemination “pathways” outside the project modality, with a particular focus on the use of mobile technology to provide market information to producers.

Outcome Target #3: Increase in percentage of children aged 6 – 23 months in the Zone of Influence receiving a minimum acceptable diet from 24% to 34%.

FY15 Outputs and Intermediate Results: USAID strongly focused on improved coordination among its FTF, FFP and health programs. For example, USAID established a group comprised of leadership teams from eight FTF and FFP projects to coordinate nutritional activities and use the most effective approaches to reduce malnutrition. As a result, USAID initiated farmer field schools that provided both training on household vegetable, poultry and fish production, as well as direct nutrition and hygiene counseling to 28,115 women. These courses provide families with the value of, and the know how to, grow the vegetables and meats that will provide them with proper nutrition. In addition, USAID trained 14,000 health and agriculture workers who conducted over 1.1 million nutrition counseling sessions. USAID’s FFP programs augmented this work by supporting 19,435 sessions on nutrition counseling and cooking demonstrations for pregnant and lactating mothers and behavior change communication (bcc) educational broadcasts to encourage nutritional behaviors that reached over ten million children per week.

Scaling - FY15 Actions: The plan for scaling aquaculture technology was finalized. Scaling of aquaculture technology will increase productivity in fish and shrimp through the use of improved varieties of fingerlings, and fish feed.

2. **FY16 Expected Results:** *(Discuss how FTF projects during FY16 will build on FY15 success or address challenges. Mention potential use of field support mechanisms. Explain how new or modified mechanisms in the FY16 mission procurement plan will ensure adequate density of FTF activities in the ZOI needed to implement scaling plans and meet output targets.)*

During FY 2016, the Mission will launch several new projects including a \$33 million agriculture value chain project, a \$15 million public-private sector partnership project to develop a cold chain for horticulture, a \$15 million government to government agreement to construct and/or rehabilitate agricultural infrastructure including roads and markets, and a \$12 million trade facilitation program to expand the trade of agricultural commodities.

The new projects will further consolidate and intensify FTF activities in the ZOI and strengthen the coordination of agriculture and nutrition activities.

Annex V: 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. FTFMS 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 a note that the system is compatible with Internet Explorer 9.0 and requires a minimum screen resolution of 1024x768. The Windows taskbar at the bottom shows several open applications, including Microsoft Outlook and a search results window.

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)

FTFMS 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 is displayed over the login screen. It provides instructions for using an auto-generated password or creating a custom one. The custom password requirements are listed, and there are input fields for the new password and its confirmation. Three buttons are at the bottom: "Auto-Generate", "Save", and "Cancel".

FTFMS Menu

The screenshot displays the FTFMS Home Page. At the top left, the logo reads "FEED THE FUTURE". In the top right corner, there are links for "Help | About | Log Out" and a user greeting "Welcome, John Spears |". On the left side, a vertical menu is visible with a "Menu" icon and a "Home Page" link. A yellow callout box with a black border contains the text: "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)". An arrow points from this box to the "Menu" icon. The main content area features a grid of function tiles with icons and labels: "Enter Indicator Data", "Enter or View Narratives", "Update or View Budget Data", "Download Reports and Check Data Entry Status", "Explore Indicators", and "Configure & Setup".

FEED THE FUTURE

Help | About | Log Out

Welcome, John Spears |

Menu >> Home Page

Home Page

Enter Mechanism Information

Select Indicators and Commodities

Enter Indicator Data

Enter or View Narratives

Update or View Budget Data

Download Reports and Check Data Entry Status

Explore Indicators

Configure & Setup

Enter Indicator Data

Enter or View Narratives

Update or View Budget Data

Download Reports and Check Data Entry Status

Explore Indicators

Configure & Setup

Enter Mechanism 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 Support@ftfms.net if you are unable to locate an implementing mechanism.

FEED FUTURE Fee

Help | About | Log Out

Welcome, John Spears!

Menu >> Enter Mechanism Information

+ Search

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

+ Export/Print

Current Selection

Reporting Organization: USAID

Bureau: Africa

Operating unit: Democratic Republic of the Congo

Prime Partner: All

Go

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)

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

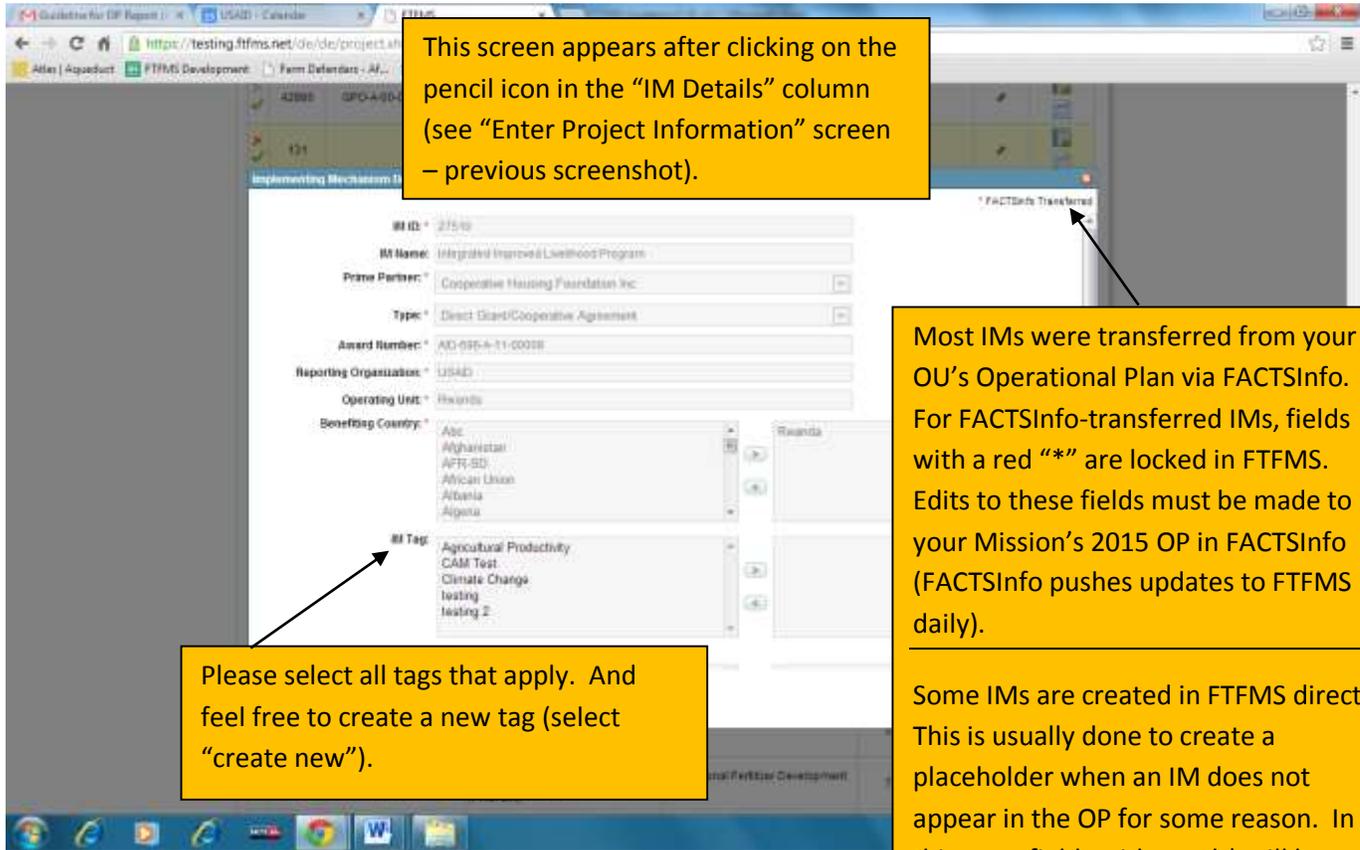
You can export the list of mechanisms to Microsoft Excel.

Display Hidden Projects

ID	Award Number	Implementing Mechanism	Prime Partner	Total Indicators	FY Created	IM Details	Configure Indicators
50661	TBD	Agriculture Policy Support	TBD	0	2013		
42234		Cassava III Supplement	International Institute of Tropical Agriculture, The	1	2012		
42324	AID-623-A-09-00014	Farmers to Market (Paul Carlson Partnership)	The Paul Carlson Partnership	1	2009		
42229	AID-623-C-11-00008	Food Production Processing and Marketing Activity (FPPM)	Development Alternatives, Inc.	3	2012		

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

IM Details

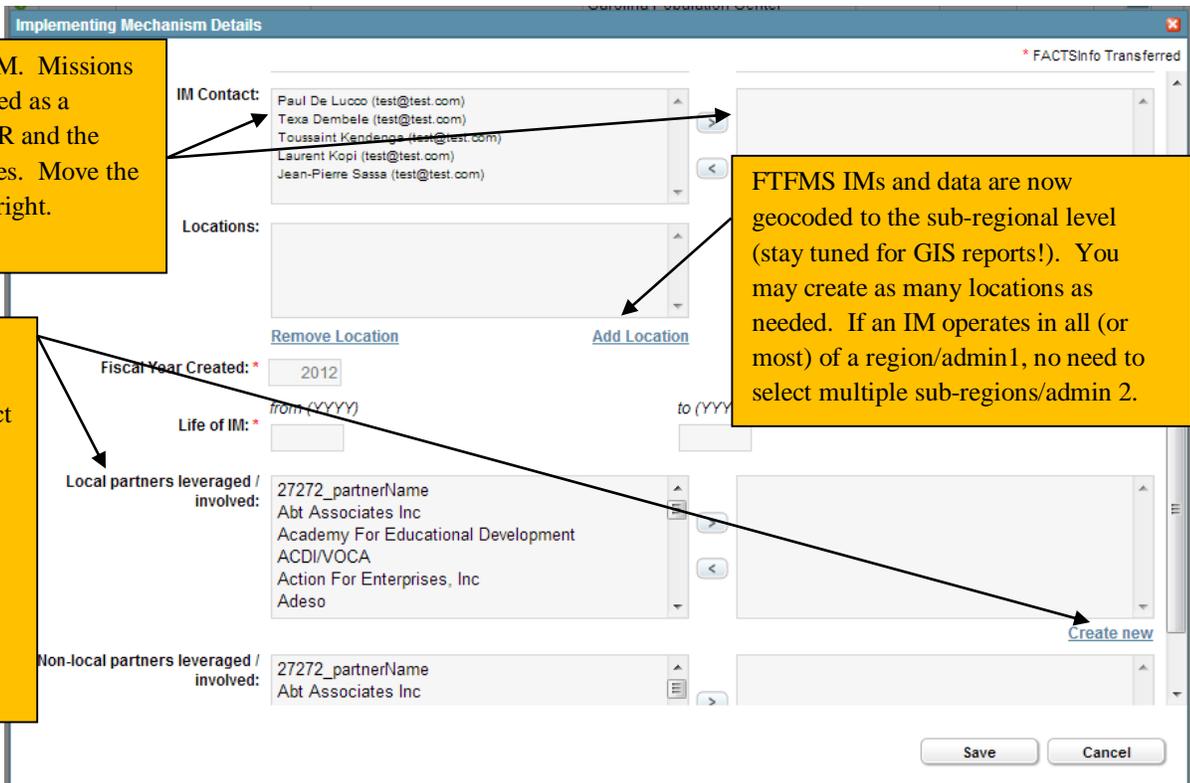


This screen appears after clicking on the pencil icon in the "IM Details" column (see "Enter Project Information" screen – previous screenshot).

Please select all tags that apply. And feel free to create a new tag (select "create new").

Most IMs were transferred from your OU'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 2015 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.



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 the contact 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.

FTfMS IMs and data are now geocoded to the sub-regional level (stay tuned for GIS reports!). You may create as many locations as needed. If an IM operates in all (or most) of a region/admin1, no need to select multiple sub-regions/admin 2.

Select Indicators and Commodities Screen

FEED THE FUTURE Feed the Future Monitoring System Help | About | Log Out

Welcome, John Spears |

Select Indicators and Commodities

Reporting Organization: USAID
 Bureau: Africa
 Operating unit: Democratic Republic of the Congo
 Implementing Mechanism: All

Enable Notification Delivery

Implementing Mechanism / Indicator / Commodity	Total Indicators	# of Commodities	View	Implementing Mechanism Status	Configure
50661: Agriculture Policy Support			Details	Start Data Entry	
42234: Cassava III Supplement			Details	Start Data Entry	
42324: Farmers to Market (Paul Carlson Partnership)			Details	Start Data Entry	
42229: Food Production Processing and Marketing Activity (FPPM)			Details	Start Data Entry	
28501: Integrated Health Project (IHP)			Details	Start Data Entry	
42364: Jenga Jamaa 2			Details	Start Data Entry	
FTFMS Only Pool: Pool Malebo Rice Intensification Project (Winrock-Bralima Rice GDA)			Details	Start Data Entry	
42355: Resources to improve food security in Eastern DRC (RISE)			Details	Start Data Entry	
42353: Tuendelee Pamoni			Details	Start Data Entry	

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 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

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 “Data Approved by OU” 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
4.5.2(7): Number of individuals who have received USG supported short-term agricultural sector productivity or food security training	<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
------------	-----------	--------------	------------------------	---------

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

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 (15 actual, 16/17/18 targets)

Enter or View Narratives Screen

The screenshot shows the 'FEED THE FUTURE' monitoring system interface. The main header includes the logo and the text 'Feed the Future Monitoring System'. A user is logged in as 'John Spears'. The main content area is titled 'Enter or View Narratives'. A modal window titled 'Add Narrative' is open, showing a form for creating a new narrative. The form includes a 'Narrative Type' dropdown set to 'Performance Narratives', a 'Template' dropdown with 'FY13 IM Performance Narrative' selected, and a 'Narrative Text' field with a rich text editor toolbar. The toolbar includes options for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert table, and insert code. The 'Total Characters' is displayed as 1703. At the bottom of the modal are 'Save' and 'Close' buttons. Arrows point from the 'Add Narrative' button in the sidebar to the modal, and from the 'Save' button in the modal to a yellow instruction box.

Click "Add Narrative" to open the box above. **Select the "FY15 IM Performance Narrative" template (except for BFS mechanisms).**

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

Download Reports and Check Data Entry Status Screen

The screenshot shows the 'Download Reports and Check Data Entry Status' screen in the FEED THE FUTURE monitoring system. The header includes the logo and navigation links. The main content area features a search bar, instructions, and a form for selecting reporting organization, bureau, and operating unit. Below the form are several tabs for different report types, each with a corresponding callout box explaining its function.

FEED THE FUTURE Feed the Future Monitoring System [Help](#) | [About](#) | [Log Out](#)

Welcome, John Spears |

Menu >> Download Reports and Check Data Entry Status

+ Search
+ Screen Instructions ([click here to edit screen instructions](#))
+ Export/Print
- Current Selection

Reporting Organization: USAID
Bureau: Africa
Operating unit: Democratic Republic of the Congo

Go

By Status | Export Data by IM | Generate PPR Report | Portfolio Report | Export Narratives | Custom Reports

Export to MS Excel file
Export Historical Data to Excel
Data refreshed every 24 hours. last refreshed time: Sep 17, 2014 at 06:38 US ET

Use the "Export Data by IM" tab to export data for a specific IM exactly as the data appear on the data entry screen.

The "Portfolio Report" creates a Word or PDF file of all the IM details (tags, key issues, start date) and the IM performance narratives. BFS uses this for the BFS Portfolio Reviews.

Click this tab to create custom reports. See next screenshot.

Export Narratives: Click this tab to export IM Performance Narratives. It is a Word-compatible file. All narratives for an OU can be exported in a single file.

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

Export FTFMS PPR Report: Make sure your mission is selected and click "Go." Click "Export to MS Excel File" for current data (FY15 actuals and FY16-18 targets). "Export historical data to Excel" will include all data since FY11, including current data.

Custom Reports

FEED FOR **FUTURE** Feed

Indicators by Reporting Organization/OU/IM/Y

This is the “Indicator by Data Source” report screen. Select it from the “Custom Reports” tab. Most FTFMS users will not need to create a custom report, but it could be useful in some cases.

- Click to collapse

Submit Reset

*- Required field

Reporting Organization: * USAID

Bureau: All

Implementing Mechanism: All

Indicator Filter: Active Indicators Only

Blue=Active Indicators, Green=Active Commodity Indicators, Black=inactive Indicators

Indicator: * PTF 01(: Estimated number and...
3.1.9(1): Number of people traine...
3.1.9(6): Prevalence of anemia ar...
3.1.9(11): Prevalence of stunted c...
3.1.9(12): Prevalence of wasted ci...
3.1.9(13): Prevalence of underwe...
3.1.9(14): Prevalence of anemia a...

Commodity: Animal feed
Apples
Avocado
Bananas
Beans
Beans and pulses
Birds Eye Chili

Groupings: Reporting Organization
Bureau
Operating Unit
Implementing Mechanism

Years: 2004
2005
2006
2007
2008
2009
2010

Values: * Baseline
Target
Actual

IM Tags: Agricultural Markets and Trade
Agricultural Productivity
Agriculture and Food Security - Fe...
Agriculture/Nutrition Integration
Building Resilience
Capacity building
Capacity Building (human and ine...

Convert to Metric Tons:

Include FFP IM's:

Show IM* Number:

Include Hidden IM's:

Show IM* Prime Partner:

Show IM* Locations:

Show IM* Deviation Narratives and Indicator Comments:

Show IM* Narrative/Comment Year: FY 2014

*Option requires IM/Activity be Included In Groupings selections
Green options only Included In Excel output.

Show Disaggregates:

Include Non-FFPs IM's:

Show IM* Life Of Activity:

Show IM* Tags:

Show IM* Activity* Comments:

Sort IM* Activity* Title:

↑ Move Up ↓ Move Down

Submit Reset

“Show life of activity” will add a row with start/end dates and “Show IM number” will add another row with the FACTSInfo ID number.

Uncheck “Show FFP” or “Show non-FFP” if you want to only see FFP data or see all but FFP data.

“Show Hidden IMs” will include IMs in the report that have been hidden by the OU on the “Enter Project Information” screen.

This report is configured by moving options from boxes on the left side to the boxes on the right side.

Indicator Filter: Choose from the drop-down menu if you only want to see certain types of indicators.

Indicators: select as many indicators as desired. If indicators are not selected, all indicators will be selected by default.

Commodity: filter by commodity. All commodities will be displayed by default.

Groupings: The report will be grouped by the top grouping.

Years: FY11 is the first year of FTFMS data, but older data may be available for Africa OUs.

Submit and Export: Click “Submit” once the report is configured. Click the Excel icon to export to Excel.

Annex VI: 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 FY15 FTFMS Guidance and FTFMS Webinar on www.agrilinks.org for more details.

The exercise is designed to be used by IPs and OU staff working together. IPs will not be able to open their IMs for data entry without assistance from an OU or OU-funded M&E contractor. Contact Support@ftfms.net 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/username – e.g. trn_jfkerry@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. **OU staff and M&EC:** select your Mission/OU.
3. Click “Go.” You will see a list of mechanisms. OU staff will see all IMs for their OU. IPs just one (usually).
4. Click on the pencil icon in the “IM Details” column. OU 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.

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

OU staff and M&EC are responsible for selecting indicators and commodities, but IPs can also select indicators and commodities for their IM. Always consult with your OU before adding or deleting indicators or commodities.

1. Go to the “Select Indicators and Commodities” 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. (OU 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
<input checked="" type="checkbox"/> 45654: Beans and Maize Value Chain Project			Details	Data Entry In Progress	
<input checked="" type="checkbox"/> 4.5.2(2): Number of hectares under improved technologies or management practices as a result of USG assistance(disaggregation by: Technology type, New/Continuing, Sex)			Reference Sheet		
<input checked="" type="checkbox"/> 4.5.2(7): Number of individuals who have received USG supported short-term agricultural sector productivity or food security training(disaggregation by: Type of individual, Sex)			Reference Sheet		
<input checked="" type="checkbox"/> 4.5.2(23): Value of incremental sales (collected at farm-level) attributed to FTF implementation(disaggregation by: Commodity, Type of sales)			Reference Sheet		
<input checked="" type="checkbox"/> Beans (Dry Grain Pulses & Legumes)					
<input checked="" type="checkbox"/> Maize, unmilled (Cereals)					
Add Commodity					
Add Indicator					

Start Data Entry

OU 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 an OU user to open it or ask support@ftfms.net for assistance. You may want to ask support@ftfms.net for assistance in advance.

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 OU staff/M&EC, 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.

OU staff/M&EC: You can bypass this stage by selecting “submit to OU” if data will be entered by the OU 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 Target	FY13 Actual	FY14 Target	FY15 Target	FY16 Target
Type of Individual					
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					
Sex					
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 FY15 actual is more than 10% above target. Click “add” in the “FY14 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 January!

6. Select indicator 4.5.2-2. Enter the data below. Click “save.”

Number of hectares under improved technologies or management practices	FY15Target	FY15 Actual	FY16 Target	FY17 Target	FY18 Target
Technology Type					
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					
Sex					
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. Use the drop-down menu to enter for each commodity. Click “save.”

Value of Incremental Sales	Baseline	FY15 Target	FY15 Actual	FY16 Target	FY17 Target	FY18 Target
Commodity A						

Adjusted Baseline Sales						
Baseline sales	110					
Reporting year sales		550	555	650	700	850
Volume of sales	40	160	162	180	200	250
Number of direct beneficiaries	50	345	420	700	750	750
Commodity B						
Adjusted Baseline Sales						
Baseline sales	750					
Reporting year sales		800	751	810	900	1000
Volume of sales	175	200	200	255	260	275
Number of direct beneficiaries	5000	5200	5225	6000	6000	6000

A baseline for sales and number of direct beneficiaries are 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. FTFMS calculates an adjusted baseline value each year to adjust for increases or decreases in the number of beneficiaries.

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
4.5.2(7): Number of individuals who have received USG supported short-term agricultural sector productivity or food security training	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 OU. 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 OU will receive an e-mail notification.

OU/M&EC 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. OUs then have two options in the “submit/approve data” bar.

- Send the data back to the IP
- Data approved by OU (send to BFS) – this used to be called “clear/authorize.” We changed it to emphasize that data submitted in FTFMS is official and OUs are responsible for the data.

IM Performance Narratives

A one to 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. Select a template.
4. Enter a test narrative in the text box (see next page). You may also cut/paste from Microsoft Word without losing formatting.
5. Click “save” and the narrative will now appear in the list of performance narratives. You may come back and edit the narrative at any time (it never locks).

IM Performance Narrative Screenshot:

The screenshot shows a web-based form titled "Add Narrative". At the top right, there is a red asterisk icon 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 it, indicating it is a required field.
- Narrative Text:** A large text area with a rich text editor toolbar above it. The toolbar includes options for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and other standard text formatting tools. The text area shows "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 OU/M&E users and aggregates the totals for the IM-level data to the OU level. This report can be used to enter OU data in the PPR. A second tab includes the data at the IM-level and shows all deviation narratives and indicator comments.
4. Custom reports: See screenshots in the FY14 FTFMS guidance to see options for custom reports.

FEED THE FUTURE Feed the Future Monitoring System

Home | About | Log Out

Welcome, John Spears

Generate Data Entry Status Report

Search

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

Export/Print

Current Selection

Reporting Organization: USAID

Bureau: Africa

Operating unit: Rwanda

Prime Partner: All

Implementing Mechanism: All

Indicator: All

Go

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

[Export to MS Excel file](#)

Passwords

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.

Change Password

* - Required Field

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 *

Confirm Password *

Save Cancel