



FEED THE FUTURE

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

FY 14 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: Yussef Kassa from the Dakabaricha Self Help Group in Kenya received USAID training and support to purchase climate resilient seeds. To the left is his maize grown from the new, improved seed variety and to the right is the maize from his old seeds.

Photo by Polycarp Otieno Onyango, REGAL-IR

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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 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 Operating Units (OUs) 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).¹ 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 an OU-procured M&E contractor,² along with indicators from secondary sources.

FTFMS Basics and Support

- **FTFMS Opens: October 1, 2014**
- **FTFMS Deadline: November 18, 2014**
- **Updates: December 15-19, 2014**
- Website: www.ftfms.net
- Send requests for new accounts to Lela Makbul at FTFMS Help Desk (Support@ftfms.net)
- Existing users: select “forgot password” on the login screen if old password is lost
- FTFMS [webinar](#) October 7, 2014 (8:00-9:30 a.m. Washington time)

Hyperlinks



- Annex I: FTF Indicators (including new, changed, and archived indicators)
- Annex II: Attributions
- Annex III: Sample IM Performance Narrative
- Annex IV: Sample FY14 FTF Key Issue Narrative
- Annex V: Annotated Screenshots
- Annex VI: FY14 FTFMS Training Exercise
- Revised FTF Indicator Handbook: www.FeedtheFuture.gov/progress.
- Go to www.Agrilinks.org to view recorded FTF M&E webinars and other resources.

Contact John Spears (jspears@usaid.gov) for system issues, Anne Swindale (aswindale@usaid.gov) for indicators, Sally Rey (srey@usaid.gov) for budget/attribution, and your BFS M&E POC for other 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 Location	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 jspears@usaid.gov if you are unable to locate an IM.	Enter Project 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 Project Information	OU Staff
Add/Confirm IM Tags	Please select/confirm all relevant tags on left and move to box on the right.	Enter Project 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. Contact jspears@usaid.gov if location options are incomplete or incorrect.		
Select/Confirm Indicators and Commodities	Assign appropriate FTF indicators to each implementing mechanism. Select commodities for indicators that disaggregate by commodity.	Select Indicators	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	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	FY14 Actual, FY15 Target, Out year targets for FY16 & FY17, Baseline value (if new mechanism)	Enter Indicator Data	IP, OU Staff (if IP bypassed), M&E Contractors (M&E)
Enter Deviation Narratives and Comments	Enter a short deviation narrative for FY14 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&E
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 FY14 FTF Key Issue narrative in “High-Level Indicators” (focus countries) or “FTF Key Issue Narrative/Smallholders” (other 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&E
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 IV and the on-screen instructions in FTFMS for more details

FTF Indicators: New, Changed, and Archived

BFS worked with FTF OUs and agencies to update the FTF indicator list. New, revised, and archived indicators are listed below and are highlighted in the indicator table in [Annex 1](#). New performance indicator reference sheets (PIRS) are available at www.feedthefuture.gov/progress and the [FTFMS page on Agrilinks](#). Nine indicators were archived, five indicators are new, and six indicators have been changed. **New indicators do not have a FACTSInfo number yet and will not be in the PPR this year.**

Please see the revised FTF Indicator Handbook for full performance indicator reference sheets (PIRS) of the new and revised indicators. The new FTF Indicator Handbook also includes many clarifications and explanations to other indicators.

- **Archived Indicators:** OUs may delete archived indicators or continue to track in FTFMS.
- **New indicators:** Please add as appropriate.
- **Changed indicators:** No action required prior to data entry. Please read the revised PIRS for each indicator.

New Indicators

- 4.5.2(TBD1): Prevalence of women of reproductive age who consume targeted nutrient-rich value chain commodities
- 4.5.3(TBD2): Prevalence of children 6-23 months who consume targeted nutrient-rich value chain products
- 4.5.3(TBD3): Total quantity of targeted nutrient-rich value chain commodities set aside for home consumption by direct beneficiary producer households
- 4(TBD8): Depth of Poverty: The mean aggregate consumption shortfall relative to the \$1.25 poverty line
- 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.

Changed Indicators

- 4.5.2(35): Percent change in value of intra-regional trade in targeted agricultural commodities (for regional missions)
- 4.5.2(5): Number of farmers and others who have applied new technologies or management practices as a result of USG assistance
- 4.5.2(2): Number of hectares under improved technologies or management practices as a result of USG assistance
- 4.5.2(6): Number of individuals who have received USG supported long-term agricultural sector productivity or food security training
- 4.5.2(34): Number of people implementing risk-reducing practices/actions to improve resilience to climate change
- 4.5.1(24): Number of agricultural and nutritional enabling environment 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

Archived Indicators

- 4(16): Ease of doing business rank
- 4.5(11): Market discount of targeted agricultural commodities
- 4.5.1(21): Number of climate vulnerability assessments conducted
- 4.5.1(26): Average number of days required to trade goods across borders
- 4.5.2(41): Number of water resource sustainability assessments conducted
- 4.5.2(25): Number of people with a savings account or insurance policy
- 4.5.2(32): Number of stakeholders using climate information
- 4.5.1(22): Number of rural hectares mapped and adjudicated
- CBLD5: Score, in percent, of combined key areas of organizational capacity among USG direct and indirect local IPs.

Other Updates

Custom Reports: OU-level users can now create custom reports in FTFMS. Go to the “Download Reports and Check Data Entry Status” screen and click on the “Custom Report” tab. The standard reports (PPR Report and Data by IM) will still meet the needs of most users, but the custom reports may be useful for reports on specific indicators and commodities or to see results by agency at the country level. See the screenshots in Annex V for detailed instructions.

FTF Key Issue Narrative Template (focus countries): As mentioned in the [FY14 PPR guidance](#) the FTF Key Issue should follow the template in Annex IV. The goal is to create data-driven country narratives that explain how FY14 results are leading to the ZOI outcome targets. The FTF Key Issues narratives will be a key input to the FY14 FTF Portfolio Reviews. The new FTF Key Issue narrative template is described in more detail in the “Narratives” section.

Ensuring Data Quality: FTFMS data are used to justify FTF activities to Congress and other key stakeholders throughout the year and each OU must strive to submit high-quality data. To emphasize that the entire OU is responsible for the quality of data submitted to FTFMS we changed the name of OU-level approval in FTFMS from “Cleared/Authorized” to “Data approved by OU.”

FTF ZOI Detail for PBS Indicators: Three areas were added to each PBS indicator: DA/ESF-funded, FFP-funded, and Other. Adding the three areas will allow us to differentiate and report on varying strata within the ZOI, including FFP, resilience areas, and the value chain-focused FTF zone.

New Calculation for Value of Incremental Sales indicator (4.5.2-23): The calculation was updated in spring 2014 to account for changes in the number of beneficiaries. Many mechanisms had significantly expanded the number of beneficiaries since baseline, resulting in artificially high incremental sales values since the baseline sales of the new beneficiaries were not included in the baseline. The new calculation uses the baseline sales and baseline number of beneficiaries to establish average sales per beneficiary at baseline. The average sales per beneficiary are multiplied by the number of beneficiaries for each reporting year to create an adjusted baseline sales value.

Value of Incremental Sales

Old Calculation: Incremental Sales = Reporting Year Sales – Baseline Sales

New Calculation: Incremental Sales = Reporting Year Sales – Adjusted Baseline Sales

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 5). 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. OUs 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 in FTFMS and PPR: Nutrition results in FTFMS used to be restricted to the FTF zone of influence in FTF focus countries. Starting with FY14 reporting focus countries should report all nutrition results regardless of location. It is necessary to align nutrition reporting between FTFMS and the PPR due to a planned transition of FTF data entry from FTFMS to AidTracker Plus for many operating units in FY15.

New FTF indicators and disaggregates will not appear in the PPR/FACTSInfo this year.

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; FY14 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, CORs/AORs or the Program Office. E-mail notifications are sent to OU staff when implementing partners submit data to the OU-level. OU staff approves 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 (November 18 deadline) or for final reporting (December 19 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 7th 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/fy14-feed-future-monitoring-system-ffms-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 IM performance narratives, indicator deviation narratives/comments, 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 FY14 actual deviates +/- 10% from the FY14 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 narrative is required for the indicator.

IM Performance Narrative Template:

FTFMS requires a one or two page performance narrative for each IM. Narratives should add value to the data by explaining how FY14 results are linked to the 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. **FY14 Performance** *(Discuss significant FY14 results and key FY14 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?)*

FY14 Key Issue Narrative Template (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 ZOI outcomes identified in the 2014 FTF Portfolio reviews. In addition to following the standard PPR Key Issue guidance, the narrative must demonstrate how FY14 data are leading to the FTF ZOI-level outcomes. The FTF Key Issue narratives will be used as a key input to the 2015 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. **FY14 Results:** *(Please describe how FY14 data support each ZOI outcome target. Be sure to identify key FY14 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:

FY14 Outputs and Intermediate Results:

Scaling - FY14 Actions:

Outcome Target #2:

Outputs and Intermediate Results:

Scaling - FY14 Actions:

Outcome Target #3:

FY14 Outputs and Intermediate Results:

Scaling - FY14 Actions:

2. **FY15 Expected Results:** *(Discuss how FTF projects during FY15 will build on FY14 success or address challenges. Mention potential use of field support mechanisms. Explain how new or modified mechanisms in the FY15 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 FY14 Reporting

The points below discuss new requests, clarifications, or common mistakes from FY13. The bullets below will also be covered in the FTFMS webinar. Please review and contact your OU or BFS M&E POC with questions.

- **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. OUs will have multiple opportunities to update out-year targets as needed. Most indicators require targets to be set at the disaggregate level, although there are exceptions. Target data points are not required for the gross margin indicator (4.5-16-18), and targets are not required at all for the following contextual indicators: intra-regional trade (4.5.2-35), percentage of national budget to nutrition (3.1.9.3-1), and percentage of national budget to agriculture (4.5-12). Please consult the FTF Indicator Handbook for more information.
- **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. It is necessary to align nutrition reporting between FTFMS and the PPR due to a planned transition of FTF data entry from FTFMS to AidTracker Plus for many OUs in FY15.
- **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.

High-Level/PBS Indicators and Smallholders Estimate

- **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 16 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 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 overall **estimated** percentage of beneficiaries who hold 5 hectares or less of arable land or equivalent units of livestock. **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. If the producer is not

a beneficiary of a livestock activity, report under the land definition. Please include a comment that describes the smallholders benefiting from FTF in your host country, how the mission identified beneficiary smallholders, and why the mission decided to work with some smallholders and not others.

***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. 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

- **Number of direct beneficiaries:** As explained above, there is a new calculation to account for the rise or fall in the number of direct beneficiaries each reporting year. Reporting the number of beneficiaries of each value chain is required. FTFMS will not calculate 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.
- **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 (RiA) indicators.
- **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 relevant indicators in the FTFMS and PPR. Both FTF guidance and ADS 203 require disaggregation by sex for relevant indicators.
- **Hectares under Improved Technology Type Disaggregation:** The number of hectares under each technology type should be entered under the appropriate disaggregate – note the addition of the *cultural practices* disaggregate for FT2015. 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 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

New indicators (5) = green, Changed indicators (6) = yellow, Archived indicators (9) = red

New indicators do not have a FACTSInfo number yet and will not be in the PPR this year

New disaggregates in changed indicators will not be available in the PPR this year

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

Eight indicators (+ Depth of Poverty) are required (R) for each of the 19 Focus Countries.³ Twenty-two indicators (+ DOP) are required if applicable (RiA) in all countries receiving FTF funding (4.5 Ag: DA, ESF, AEECA; 3.1.9 Nutrition: GHP-USAID).⁴ Nine of the RiA indicators are also Whole-of-Government (WOG). The remaining 22 active 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&E)
3.1.9(11)	Prevalence of stunted children under five years of age	R	FTF FEEDBACK or M&E
3.1.9(12)	Prevalence of wasted children under 5 years of age	R	FTF FEEDBACK or M&E
3.1.9(13)	Prevalence of underweight women	R	FTF FEEDBACK or M&E
3.1.9(14)	Prevalence of anemia among children 6-59 months	S	FTF FEEDBACK or M&E
3.1.9(16)	Prevalence of underweight children under 5 years of age	R	FTF FEEDBACK or M&E
3.1.9.1(1)	Prevalence of children 6-23 months receiving a minimum acceptable diet	RiA	FTF 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	FTF FEEDBACK or M&E
3.1.9.1(3) & 4.7(4)	Prevalence of households with moderate or severe hunger	RiA	FTF FEEDBACK or M&E
3.1.9.1(4)	Prevalence of exclusive breastfeeding of children under six months of age	RiA	FTF FEEDBACK or M&E

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, India, Kyrgyz Republic, Lebanon, Nigeria, South Africa, South Sudan, Timor-Leste, West Bank & Gaza, Yemen, Zimbabwe

4(17)	Prevalence of Poverty: Percent of people living on less than \$1.25/day	R	FTF FEEDBACK or M&E
4(TBD8)	Depth of Poverty: The mean aggregate consumption shortfall relative to the \$1.25 poverty line	R (FFP) RiA(econ. resilience)	FTF FEEDBACK or M&E
4.5(9)	Per capita expenditure (as a proxy for income) of USG targeted beneficiaries	R	FTF FEEDBACK or M&E
4.5(19)	Women's Empowerment in Agriculture Index (WEAI)	R	FTF FEEDBACK or M&E
4.5.2(TBD1)	Prevalence of women of reproductive age who consume targeted nutrient-rich value chain commodities	S	FTF FEEDBACK or M&E
4.5.3(TBD2)	Prevalence of children 6-23 months who consume targeted nutrient-rich value chain commodities	S	FTF FEEDBACK or M&E

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(16)	Ease of Doing Business rank	S	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
4.5.1(26)	Average number of days required to trade goods across borders (average of export/import time)	S	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 (RiA for GHI)	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(11)	Market discount of targeted agriculture commodities	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(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 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(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 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	S	IP

	services from USG assisted sources		
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(41)	Number of water resources sustainability assessments undertaken	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
CBLD-5	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. USAID 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 OU staff and entered into FTFMS.

Buy-ins to central/BFS-managed mechanisms: OUs should coordinate with BFS to report buy-ins to Washington-managed mechanisms. 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. **FY14 Performance** *(Discuss significant FY14 results and key FY14 actions. Describe the main beneficiaries. Why are the results important?)*

During FY 2014, 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 FY13 to \$3.5 million in FY14 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 FY14 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 2014 FTF Portfolio reviews. In addition to following the standard PPR Key Issue guidance, the narrative must demonstrate how FY14 data are leading to the FTF ZOI-level outcomes. The FTF Key Issue narratives will be used as a key input to the 2015 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.

- FY14 Results:** *(Please describe how FY14 data support each ZOI outcome target. Be sure to identify key FY14 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.

FY14 Outputs and Intermediate Results: In FY 2014, 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 2013, 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 - FY14 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 235,000 hectares (about 70% of the total) of 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 - FY14 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%.

FY14 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 know how to grow 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 - FY14 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. FY15 Expected Results: *(Discuss how FTF projects during FY15 will build on FY14 success or address challenges. Mention potential use of field support mechanisms. Explain how new or modified mechanisms in the FY15 mission procurement plan will ensure adequate density of FTF activities in the ZOI needed to implement scaling plans and meet output targets.)*

During FY 2015, 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)

Username

Password

Log In

[Forgot password](#)

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.

FEED THE FUTURE
Feed the Future Monitoring System

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

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

FTFMS is compatible with Internet Explorer 9.0
Minimum required screen resolution is 1024x768.

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USAID | ©2012 | All rights reserved.

Start | 3 Microsoft Outl... | FTFMS - Window... | Search results - j... | FY12 FTFMS Guid... | Entering and Sub... | 5:01 PM

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**

FEEDTHEFUTURE Fe

[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

ons)

Enter Indicator Data

Enter or View Narratives

Update or View Budget Data

Download Reports and Check Data Entry Status

Explore Indicators

Configure & Setup

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)

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 jspears@usaid.gov if you are unable to locate an implementing mechanism.

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Welcome, John Spears !

>> 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

You can export the list of mechanisms to Microsoft Excel.

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.

[Display Hidden Projects](#)

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 (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 2014 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.

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.


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.

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.

Select Indicators and Commodities Screen

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Welcome, John Spears !

 >> Select Indicators and Commodities

+ 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

Implementing Mechanism: All

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.

Go

Implementing Mechanism / Indicator / Commodity



















Indicator / Implementing Mechanism / Commodity

Commodity / Indicator / Implementing Mechanism

Enable Notification Delivery ☒

Show Numbers

Save

	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: Tuendelele Pamola			Details	Start Data Entry	

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

Live Search

FTFMS

Page Safety Tools

FEED THE FUTURE Feed the Future Monitoring System

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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 -- Go

- 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)

Go

Indicator data

or food s

Calculate totals

Save

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

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	Add	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 (14 actual, 15/16/17 targets)

Enter or View Narratives Screen

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Help | About | Log Out

Welcome, John Spears !

>> Enter or View Narratives

+ Search

+ Screen Instructions (click here to edit screen instructions)

+ Export/Print

- Current Selection

Repor

Impleme

Performance Narrat

Add Narrative

Historical document

FY Year

FY 2013 Africa Lea

Add Narrative

* - Required Field

Narrative Type
Performance Narratives

Template
FY13 IM Performance Narrative
-- Select --
FY13 BFS Portfolio Review/Performance Narrative
FY13 IM Performance Narrative

Narrative Text: *

Total Characters: 1703

Save Close

Click "Add Narrative" to open the box above. Select the "FY14 IM Performance Narrative" template.

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


Click save.

Download Reports and Check Data Entry Status Screen

FEED THE FUTURE Feed the Future Monitoring System

Help | About | Log Out

Welcome, John Spears !

 >> Download Reports and Check Data Entry Status

+ Search

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

+ Export/Print

- Current Selection

Reporting Organization:

Bureau:

Operating unit:

Go

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.

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 06:56 US ET

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

NEW: 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.

Export FTFMS PPR Report: Make sure your mission is selected and click “Go.” Click “Export to MS Excel File” for current data (FY14 actuals and FY15-17 targets). “Export historical data to Excel” will include all data since FY11, including current data.

Custom Reports

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Indicators by Reporting Organization/OU

- Click to collapse

This is the “Indicator by Data Source” report screen. Select it from the “Custom Reports” tab.

This report has to be configured using the options below. Most FTFMS users will not need to create a custom report, but it could be useful in some cases. Use at your own risk.

Submit Reset

* - Required field

Reporting Organization: * USAID

Bureau: All

Implementing Mechanism: All

Indicators:

4.5(101): Volume and value of comr
4.5(102): Usage of price and market
4.5(103): Value and volume of food
4.5(104): Value and volume of food
4.5(16,17,18): (4.5-4) Gross margin
4.5.2(5): Number of farmers and oth
4.5.2(7): Number of individuals who

4.5.2(2): Number of hectares under
4.5.2(6): Number of individuals who

Groupings:

Reporting Organization
Bureau
Operating unit

Indicator
Implementing mechanism

Move Up Move Down

Years:

2010
2011
2014
2015
2016
2017

2013
2012

Values: *

PPR Target
Updated Actual

PPR Actual
Updated Target
Baseline

Show disaggregates: ☒ Show Life Of Activity: ☐

Show Deviation narratives and Indicator comments: ☒ Narrative/Comment Year: FY 2014

Show FFP: ☒ Show IM Number: ☐

Show Hidden IM's: ☐ Show Non-FFP: ☒

Submit Reset

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

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

Groupings: The report will be grouped by the top grouping. The screenshot shows a report that will be grouped by indicators, then IMs.

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

Values: Pre-FY2013 you need to select “PPR” and “Updated.”

“Show Disaggregates” and “Show Deviation Narratives and Indicator Comments” are self-explanatory. Be sure to specify the year for the narratives/comments. “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 – could be useful when looking for old data.

Annex VI: FY14 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 FY14 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 user. Contact John Spears (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_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&E:** select your Mission/OU.
3. Click “Go.” You will see a list of mechanisms. OU staff will see all. 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 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

OU staff and M&E are responsible for selecting indicators and commodities, but IPs also have access. 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 <input checked="" type="checkbox"/>	Show Numbers	Save
Implementing Mechanism / Indicator / Commodity	Total Indicators	# of Commodities	View	Implementing Mechanism Status	Configure
 45654: Beans and Maize Value Chain Project			Details	Data Entry In Progress	
 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		
 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		
 4.5.2(23): Value of incremental sales (collected at farm-level) attributed to FTF implementation(disaggregation by: Commodity, Type of sales)			Reference Sheet		
 Beans (Dry Grain Pulses & Legumes)					
 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 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 OU 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.

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



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 FY14 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 December!

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

Number of hectares under improved technologies or management practices	FY13 Target	FY13 Actual	FY14 Target	FY15 Target	FY16 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					
New/Continuing					
New	125	125	45	0	10
Continuing			120	145	125
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	FY13 Target	FY13 Actual	FY14 Target	FY15 Target	FY16 Target
Commodity A						
Baseline sales	500					
Reporting year sales		550	555	650	700	850
Volume of sales						
Number of direct beneficiaries						
Commodity B						
Baseline sales	750					
Reporting year sales		800	751	810	900	1000
Volume of sales						
Number of direct beneficiaries						

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.

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 Target	2012 Actual	2013 Target	2014 Target	2015 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&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. 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-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 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 the 'Add Narrative' form. At the top, there's a title bar 'Add Narrative' with a close button. Below it, on the right, is a red asterisk icon and the text '* - Required Field'. The form has several sections: 'Narrative Type' with a dropdown menu showing 'Performance Narratives'; 'Template' with a dropdown menu showing 'FY13 IM Performance Narrative'; 'Narrative Title *' with a text input field; and 'Narrative Text: *' with a large text area. Above the text area is a rich text editor toolbar with various icons for bold, italic, underline, font color, background color, bulleted list, numbered list, link, unlink, insert image, and others. To the right of the text area, it says 'Total Characters: 1703'. At the bottom right of the form, there are two buttons: 'Save' and 'Close'.

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.

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Welcome, John Spears !

Generate Data Entry Status Report

Search

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

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** OP Report (BFS only)

[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.

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