



Bureau for Humanitarian Assistance Monitoring Guidance for International Food Relief Partnership Activities

Published July 2021

1. Background

The mission of the U.S. Agency for International Development's (USAID) Bureau for Humanitarian Assistance (BHA) is to partner with other actors to provide international humanitarian assistance, alleviate suffering, and promote human welfare to the world's most vulnerable populations.

In order to demonstrate that activities meet their goals, that resources are used effectively and efficiently, and that activities are designed and adapted based on real-time information, BHA requires partners to track progress and summarize results for each activity. By conducting performance monitoring, partners are also able to see what is going well and what needs improvement or adjustment. This document describes key monitoring approaches to help partners design effective plans to track activity progress and understand how to use and report data that is collected.

1.1 Key Terms and Concepts

Monitoring: The ongoing and systematic tracking of data or information relevant to operations, activities, strategies, projects, and activities. Monitoring informs strategy, project, and activity design and implementation. The analysis of monitoring data should inform progress towards anticipated results, efforts to manage adaptively, and promote accountability.

Reporting: Refers to ad hoc or regular reporting processes or deliverables (e.g. annual and final reports) that are used to communicate progress and results of activity implementation.

Goal: The highest-level, long-term result to which an activity seeks to contribute. Activities contribute to achievement of the stated goal but are not necessarily responsible for achieving the goal single-handedly.

Outcome: High-level results that contribute to the goal, such as changes in knowledge or attitudes, behavior, mastery of skills, and adoption of new methods. The partner is responsible for fully achieving these outcomes.

Output: An output is a tangible, immediate product of an intervention under the activity's control or influence. The partner is responsible for fully achieving these outputs.

Input: Resources needed and used for implementation of the activity.

Result Statement: Goals, Outcomes, and Outputs are all results statements and should be included in the indicator tracking table.

1.1.1 Monitoring Tools

Indicator: A measurable tool used to assess the progress and results of an activity. BHA indicators are either output or outcome indicators, both of which are used to measure immediate and intermediate results respectively.

Theory of Change (ToC) (statement): A mapping of goals and outcomes of an activity tied to the conditions required to meet them. BHA encourages partners to use a simple “if, then” statement that concisely states the connection between the activity and intended result of the activity¹.

Example: *IF drought affected communities receive in-kind food assistance, THEN they will experience improved food and nutrition outcomes and reduce negative coping strategies.*

Logical Framework (Logframe): A matrix that details the activity goal, outcomes, and outputs while also specifying how achievements will be measured using specific indicators.

Indicator Tracking Table (ITT): A spreadsheet that acts as a landing page for all activity data as it is collected to track progress against goals.

Performance Indicator Reference Sheet (PIRS): A detailed description of individual indicators. Each PIRS outlines the indicator’s type (output or outcome), definition, unit of measure, calculation and data collection methods, direction of change, and disaggregates.

BHA has integrated elements of a Logframe into the ITT. Below is a suggested template partners can use to design their own ITT.

Draft BHA ITT_Suggested Template								
Award #								
Awardee								
Country								
Duration								
Version Date								
Sector	Subsector	BHA Indicator No. ^	Indicator Title	Disaggregates	Fiscal Year (FY) Value	Life of Award (LOA) / Endline Value	LOA Target	Comments
Goal: (Include Goal Statement here)								
Purpose: (Include Purpose Statement here)								
Intermediate Outcome								
Output								

¹While ToC statements are not required for IFRP activities, BHA encourages applicants to use a theory of change to guide and inform their activity design.

Sector/Subsector: Technical fields and sub-fields corresponding to the selected indicators used to measure the progress and results of activities. BHA encourages IFRP partners to prioritize Food Assistance and Nutrition, but are not necessarily limited to these sectors.

BHA Indicator No.: BHA-specific code used to identify specific indicators. Full list of codes with their corresponding indicators are available in the [BHA Indicator Handbook for Emergency Activities](#).

Indicator Title: Name of the selected indicator.

Disaggregates: Breakdown of intended data to be collected through selected indicators. Common disaggregates include data breakdown by Age and Sex.

Fiscal Year (FY) Value: Aggregated results for the entire fiscal year (October 1st - September 30th of the following year).

Life of Award (LOA)/Endline Value: Aggregated results of the entire activity.

LOA Target: Intended or anticipated achievement, either a total (number) or a percent, which the applicant aims to achieve by the end of the activity. Targets should be ambitious yet achievable.

Comments: Any notes by the partner that provide greater context regarding selected indicators, targets, and/or results.

Indicators, along with their targets and results should be entered row by row. Moreover, it is recommended that the indicators follow a logical placement within the ITT. The Goal should be articulated first, then Intermediate Outcomes (which are optional), then lower-level Outcomes, then Outputs (which directly contribute to Outcomes). It is not necessary to include inputs in the ITT. Indicators that will be used to track progress against each output and outcome should be included under each result statement (goal, outcome, and/or output) in the ITT.

2. Monitoring

At the time of application, applicants should describe their monitoring approach, detailing the types of data they intend to collect, methods for collecting the information, and how they plan to interpret the data for reporting. Applicants for IFRP awards are encouraged to use performance monitoring, which includes monitoring the quantity, quality, and timeliness of activity outputs and outcomes that are within the scope of the activity. In the context of IFRP awards, performance monitoring falls under two distinct types of monitoring: routine monitoring and process monitoring.

2.1 Routine Monitoring

Routine monitoring refers to data that is collected on an ongoing basis by the activity staff throughout implementation. Outputs must be completed in order for an activity to achieve its

outcomes. For example, when Lipid Nutrient Supplement Paste Small Quantity (LNS-SQ) (input) is provided at a distribution point, children/caretakers will attend distribution (output) to small children, they are able to consume one packet per day to get calories, vitamins and minerals (outcome), which helps to support healthy growth and development (goal). Monitoring outputs and outcomes is a critical tool for both project management and accountability. It allows the activity management team to understand whether the implementation is on track as planned, and whether it corresponds to the resources spent.

2.1.1 Data Collection tools for Routine Monitoring: Partners most often use approaches such as checklists, attendance sheets, distribution lists, or other tools to track distributions, number of beneficiaries trained, or other outputs. BHA recommends partners maintain a database for this data for consistent record keeping, as well as annual reporting.

2.2 Process Monitoring

Process monitoring allows the activity implementing team to observe quality, ensure accountability across the supply chain, and see that the participant's experience throughout the activity cycle meets or exceeds humanitarian standards.

2.2.1 Data Collection for Process Monitoring: Qualitative tools such as observation, interviews, and group discussions. Quantitative methods include checklists and post distribution monitoring (PDM) surveys, all of which can be collected directly and/or through remote means.² Data collected through PDM surveys can serve to inform outputs, as well as outcomes. For example, food distribution surveys may include questions to measure the quantities distributed/received (outputs), but may also include questions to better understand whether or not beneficiaries' longer-term needs are being met (outcome).

Partners are also encouraged to develop feedback mechanisms for beneficiaries. These feedback mechanisms should aim to provide an immediate channel for beneficiaries to report issues with assistance, ask questions, and make requests for changes or improvements in the activity.

2.3 Developing a Monitoring System

Monitoring allows partners to see if the activity is meeting goals. These goals should be framed around a structure that describes how activity processes and outputs lead to goals being met. In order to effectively measure activity progress it is essential to have the right monitoring tools. Indicators should ideally be developed for activity goals, objectives and activities at the time when the activity is designed. Indicators then should be developed from a logical framework which shows how each activity contributes to reaching larger goals. Throughout the life of the

² BHA does not recommend using a census to collect process monitoring data.

activity, data is collected for each indicator and used for both reporting and adaptive management- to correct for activity issues as they arise.

2.3.1 Target Setting and Monitoring Progress

Targets are the measurable value that represents a level of achievement to be accomplished within the timeframe of the activity. Targets should be ambitious yet achievable. The targets set must be consistent with the underlying logic of the activity design, timeframe, and budget of the activity.

Setting targets establishes benchmarks and helps stakeholders understand what to expect from the activity. In conjunction with proper monitoring, partners can keep track of the progress of their activity, while also promoting transparency with stakeholders and beneficiaries.

3. Beneficiary Count and Indicators

3.1 Beneficiary Count (Required)

At the award level, partners are required to collect data reflecting the total number of unique beneficiaries reached by the activity. “Unique beneficiaries” is used to limit/prevent double counting total beneficiaries that receive aid through interventions, particularly for multi-sectoral activities. Additionally, partners must also report, if applicable, the total number of refugees and/or internally displaced persons (IDPs).

3.2 Indicators (Required if Applicable)

Most IFRP activities fall under BHA’s Food Assistance and Nutrition sectors. Partners are encouraged to select standardized BHA indicators from these sectors, noting that partners are only required to report on activities funded by BHA. Although these are standard BHA indicators, partners are **not** required to use these indicators. These indicators are derived from [BHA’s Indicator Handbook for Emergency Activities](#).

Sector	Sub Sector	Indicator #	Type	Indicator
Food Assistance	Conditional Food Assistance OR Unconditional Food Assistance	F01	Output	Number of beneficiaries receiving food assistance
Food Assistance	Conditional Food Assistance OR Unconditional Food	F02	Outcome	Percent of households where women/men reported participating in

Sector	Sub Sector	Indicator #	Type	Indicator
	Assistance OR Cooked Meals			decisions on the use of food assistance
Food Assistance	Conditional Food Assistance OR Unconditional Food Assistance OR Cooked Meals	F03	Outcome	Percent of food assistance decision-making entity members who are women
Nutrition	Nutrition Sector	N01	Output	Number of children under five (0-59 months) reached with nutrition-specific interventions through BHA
Nutrition	Nutrition Sector	N02	Output	Number of pregnant women reached with nutrition-specific interventions through BHA
Nutrition	Maternal Infant and Young Child Nutrition Emergencies (MIYCNE)	N08	Outcome	Percent of infants 0-5 months of age who are fed exclusively with breast milk
Nutrition	MIYCNE	N09	Outcome	Percent of children 6-23 months of age who receive foods from 5 or more food groups
Nutrition	MIYCNE	N10	Outcome	Percent of women of reproductive age consuming a diet of minimum diversity (MDD-W)
Nutrition	MIYCNE	N11	Output	Number of individuals receiving behavior change interventions to improve infant and young child feeding practices
Nutrition	MIYCNE	N12	Output	Number of individuals receiving micronutrient supplement

