



Indicator Compendium

(Biennium 2006-2007)



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Table of Contents

Introduction	3
PART A: Strategic Objectives	8
Strategic Objectives Results matrix	9
Strategic Objectives Indicators	14
SO 1 Save lives in crisis situations	15
SO 2 Protect livelihoods in crisis situations and enhance resilience to shocks	23
SO 3 Support the improved nutrition and health status of children, mothers and other vulnerable people	29
SO 4 Support access to education and reduce gender disparity in access to education and skills training	40
SO 5 Strengthen the capacities of countries and regions to establish and manage food assistance and hunger reduction programmes	54
PART B: Management Objectives	58
Management Objectives Results matrix	59
Management Objective Indicators	62
MO 1 Build strong partnerships to end hunger	63
MO 2 Be the employer of choice for competent staff committed to ending hunger	65
MO 3 Excellence in implementing efficient and effective programmes	67
MO 4 Build and share knowledge on hunger to inform combined efforts to end hunger	72
MO 5 Provide technical and operational infrastructure services to support effective operations	74
MO 6 Be transparent, accountable and manage risk	77
MO 7 Raise resources to meet need	81
Glossary	84
Acronyms	89

Introduction

1. Background: the Strategic and Management Plans

a/ The Strategic and Management Plans

The Strategic Plan is one of WFP's new governance tools. It provides a framework for WFP's activities, defining strategic objectives to contribute to the achievement of the United Nation's Millennium Development Goals through food-assisted interventions. It covers a four-year period and is submitted to the Executive Board (EB) every two years. During its June 2005 session, the Executive Board approved the Strategic Plan for 2006–2009 (WFP/EB.A/2005/5-A/Rev.1), which builds on the strategies set out in the Strategic Plan 2004–2007.

Management objectives are also defined in the Strategic Plan and form the basis for the Biennial Management Plan. The Management Plan aims to support the strategic objectives by maintaining or strengthening operational effectiveness and organizational capacity. The Biennial Management Plan 2006–2007 was submitted to the EB at the Second Regular Session of the EB in November 2005.

Five strategic objectives¹ and seven management objectives are identified in the Strategic Plan.

b/ Results matrices and indicators

The indicators defined in the Compendium are based on results matrices from the Strategic and Management Plans.


The Strategic Plan 2006–2009 includes a results matrix to set out a transparent and accountable results chain for its operations. The matrix shows a logical progression from interventions to specific outputs which contribute to outcomes – the intended improvements in the lives of WFP's beneficiaries.

Similarly the Management Plan 2006–2007 includes objectives, expected results and performance indicators for several divisions based at Headquarters, to establish a transparent and accountable resources-to-results overview of WFP's programme support and administration functions and to demonstrate performance of core operational support functions.

The two matrices present WFP's performance indicators, defined at output and outcome levels, through which WFP is to measure its achievement of the strategic and management objectives.

The use of the strategic and management indicators is mandatory where they apply. Nevertheless, for projects aligned with more than one strategic objective, programme managers might decide – due to financial and operational constraints – to focus on the most appropriate² outcome strategic indicators if data on all applicable indicators cannot due to those constraints.

With regard to strategic indicators, all COs should attribute one, and only one, strategic objective to each activity they conduct, according to the project's logical framework³. This attribution according to the project's logical framework is to be used until corporate systems are modified to achieve this⁴. Also, the definition of activity and a comprehensive list of WFP's activities are still to be developed and clarified, but examples are provided for each strategic objective.

Pilot indicators (distinguished with the icon ) are not mandatory: they are being pilot tested in certain countries, and are merely optional for all other COs during the pilot phase. It should be noted that primary data for outcome indicators is mainly collected through survey or monitoring systems; they may

¹ The terms "strategic priorities" and "management priorities" have been replaced with "strategic objectives" and "management objectives" in order to present a complete picture of the kind of organization that WFP needs to be, not just the areas of weakness it needs to address.

² It is suggested that focus should be on the indicators linked to those activities representing the biggest share of the budget.

³ More guidance on project's logical framework and linkage with Monitoring and Evaluation can be found in the PGM at: http://home.wfp.org/manuals/pg_pdm/Default.htm.

⁴ Challenges remain in WFP's endeavour to measure systematically the results of its interventions and its performance in achieving its strategic objectives. At present WFP's information system can only generate information on expenditures and food distributed by project and programme category. As one project can contribute to more than one strategic objective, measuring outputs by strategic objective can only be done subjectively at present. Measurement and attribution of outcome-level results also remains difficult, particularly in short-duration and emergency operations. (Strategic Plan 2006–2009, Annex I)

also be based on secondary data if these are reliable and correspond to the intervention area. Specific information is provided for each indicator in this Compendium. OEDP is currently producing a common approach to sampling in order to ease the time and financial constraints on gathering outcome information.

The wording of the output indicators on beneficiaries, distribution and participants has been standardized for all strategic objectives to facilitate compilation of global statistics. This includes reference to planning figures, activity types, project categories, breakdown by age group and sex, and by commodity⁵.

As for the management indicators, specific units based at Headquarters to report on the relevant management indicators.

2. Purpose and use of the Compendium

a/ Purpose

The Indicator Compendium provides the basis for the construction and interpretation of the indicators, and includes detailed specifications. This guidance aims to maximize the validity, internal consistency and comparability of the data obtained across countries and over time, and to standardize the methods of calculation employed.

The Compendium is divided into Parts A and B:

- Part A addresses the 34 indicators under the five strategic objectives.
- Part B addresses the 26 indicators under the seven management objectives.

b/ Strategic objective indicators

The section on strategic objective indicators defines the indicators as per the Strategic Objective Results Matrix, to be collected for all activities falling under the stated objective (and to be reported on at a corporate level).

The Indicator Compendium is a guide and a reference document:

- to develop project-level results chains and logical frameworks;
- to design the monitoring and evaluation matrix, data collection and reporting tools; and possibly
- to assist the Country Office in preparing its annual work plan.

WFP's information systems are being improved to enable the collection of data for the *output* indicators specified in the results matrix. Challenges still remain in WFP's endeavour to systematically measure the *outcomes* of its interventions.

Prior to rolling out all of the Strategic Plan's indicators globally, some indicators will have to be pilot tested in geographically limited operational areas, assessed (in most cases by the end of 2006) and refined or deleted if required.

Complementary working or reference documents include:

- *Indicator and Module Menu for RBM toolkit design* (OEDP): Currently a working document, this document will provide guidance on all types of indicators and relevant modules to be part of project-level RBM toolkits, including the following: i) additional indicators that can be selected to complement (not replace) the strategic objective indicators; ii) process indicators; and iii) technical indicators.
- *Guidance on baselines against strategic priorities*⁶: WFP began to measure outcome-level results more systematically in its projects through primary surveys. This guidance provides assistance to COs and RBx that will need to undertake baseline surveys: where and when to conduct a

⁵ OEDP, through CMEA, is working with ODTF at modifying COMPAS to allow data to be captured according to this breakdown.

⁶ <http://docustore.wfp.org/stellent/groups/public/documents/other/wfp034459.pdf>

baseline survey, estimated costs for baseline surveys for each strategic objective (to facilitate budgeting for baselines and follow-up studies for new projects), etc.

- *Annual Reporting Exercise Guidelines*⁷: Issued each year, it assists staff involved in the annual reporting exercise.
- Technical guidance referred to in this Compendium under specific indicators.
- *Sample Design for WFP Baseline Surveys*. Complements the guidance on undertaking surveys developed by the technical units in Headquarters (HQ).

In addition, work is ongoing to create a common monitoring and evaluation approach (CMEA⁸). This will contribute to the development of a logical sequence of M&E-related activities that begin in the assessment phase and continue through programme design and planning, implementation/data collection, analysis and reporting and management and learning. This will mean there is a smooth flow of information from one activity to the next and between the individuals and units involved.

c/ Management objective indicators

Management objective indicators are used by divisions based at Headquarters to monitor performance and manage for results throughout the biennium, a process facilitated by the annual work planning and mid- and end-year performance review cycles that were implemented across WFP starting in 2004. Progress has been reported in the Annual Performance Report since 2004. Regional Bureaux may also find some of these indicators useful for work planning purposes.

On the basis of the experience of divisions' monitoring and reporting on corporate-level indicators since 2004, and to accommodate the shift from management priorities to longer-term management objectives, a few of the programme support and administration indicators have been merged or revised. The majority, however, have remained the same, proving themselves to be measurable and useful by providing performance information to management.

3. Explanation of headings under each indicator

In this Compendium, each indicator is explained separately. Each explanation follows the same format, as detailed below. Some headings are not relevant to management objectives indicators.

Examples of activities	For strategic objective indicators, this section provides examples of activities for which this indicator applies. The list of examples is neither comprehensive nor compulsory: specific activities listed under this heading may fall under another strategic objective (SO) and other activities may be included. Reference to the project's log frame whenever available (or to a specific analysis of the situation) is necessary for proper attribution. <i>This heading is not relevant to management objective indicators.</i>
Purpose	This section explains what the given indicator is set to measure.
Definitions	This section provides detailed definitions of the words included in the indicator's name in order to ensure a corporate understanding of the indicators. Definitions are taken from corporate guidance manuals or from the Programme Guidance Manual (PGM). The meanings of the terms used can also be found in the attached Glossary for easy reference.

⁷ Latest version at: http://home.wfp.org/manuals/pg_pdm/9_DEV_WORKFLOW/m1_REPORTING/reporting_TOC.htm

⁸ The CMEA vision is to improve WFP management and accountability by enabling and reinforcing a more effective, efficient and consistent M&E Process. The CMEA is a three-year change initiative, with three key phases of design, development, and roll-out. (1) The first phase of the CMEA (mid-2004 to mid-2005) has now been completed and its primary output was a process review and design that outlined the improved future M&E processes that the organization would like to institute. (2) The second phase (mid-2005 to end 2006) intends to pursue the development of a corporate M&E technology application and the definition and application of the other key enablers necessary to institute the improved M&E processes identified in the first phase. (3) Building upon the previous phases' design and development work, the third phase (2007) will be a global roll-out of the improved M&E processes supported by common M&E tools, such as the corporate technology application.

The objectives of the CMEA project are the following: (a) To design a blueprint for future WFP programme M&E, including maps of current and desired future M&E processes, a description of required data collection tools (reports, questionnaires, checklists etc.) to be used, and the identification of other M&E improvement opportunities. (b) To define the functional requirements of a technology tool that will support and reinforce the improved M&E processes, as well as to define expected benefits. (c) To define the high-level technical requirements for the technology tool that will allow the organization to evaluate technology options and take a build-or-buy decision.

Aggregation level	<p>This section provides information on what level of aggregation can be expected for a given indicator: in time, geographically, or between different activities. Some indicators can be used to measure WFP's performance at a global level. In other cases, the indicator is best used to measure the performance within a specific context, and the results obtained for different operations cannot be "averaged out" to provide a global figure.</p> <p><i>This heading is not relevant to management objective indicators.</i></p>
Implementation status	<p>This section explains if the indicator is being piloted, if reporting for all projects, is a requirement if data collection systems for this indicator are in place or if there is any ongoing work to systematize the data collection and reporting is being undertaken</p>
Target	<p>This section indicates the desired level of performance to be accomplished within a specific period of time: this can be a specific indicator value or a trend.</p> <p>For strategic objective indicators, the target is the desired level of performance for each activity within a project.</p> <p>It is important to be aware that targets set against the strategic objectives cannot always be achieved by WFP alone, and that a multi-sectoral approach needs to be adopted with partners in the health and nutrition sectors and with appropriate government agencies.</p>
Frequency/Timing	<p>This section provides indications on the frequency and timing of the data collection and various reporting requirements.</p>
Measurement method and tools	<p>This section provides guidance on how the given indicator should be measured, i.e. on how to collect, compile and analyse the data. The data collection methodology should follow the procedures described in this Compendium and be reported using the standard approach specified. This may include:</p> <p>Types of data collection activity: baseline and follow-up surveys. Routine monitoring, other specific monitoring (distribution, post-distribution, food-basket monitoring, etc.).</p> <p>Specific data requirements (ex: what information should be included in the baseline survey).</p> <p>Guidance on sampling methodology.</p> <p>Data collection tools, any relevant information on a standardized approach.</p> <p>Method of calculation: some of the indicators requiring a percentage or ratio entail the computation of a numerator and a denominator; in such cases a precise definition is provided for the numerator and the denominator.</p> <p>Tools, formats as appropriate.</p>
Data storage	<p>How/where the data is collected (through corporate systems such as COMPAS, WINGS, etc.)</p> <p>How/where the data is reported (SPRs, APRs, other reports)</p> <p>How/where the data is stored (Data Warehouse)?</p>
Responsible offices	<p>This section details who is responsible within the organization (including responsibilities given to WFP's partners) for the following activities related to the given indicator:</p> <ul style="list-style-type: none"> - collecting data (often involving cooperating partners, other United Nations organizations); - compiling data at project level; - reporting at project level; - compiling data at corporate level; - analysing and reporting at corporate level; and - providing guidance. <p>The strategic objective indicators are focused primarily on operations, meaning that the Country Office and the Regional Bureau play a significant role where</p>

the measurement and reporting of a strategic indicator is required.

The management objective indicators apply to HQ Divisions and Units and may be useful for the RBx.

Interpretation

Under this heading the reader will find any significant assumptions attached to the meaning of the indicator, and indications with regards to how the results could be biased. This section provides tips and key questions, to analyse in which extent the results obtained for a given indicator will measure adequately WFP's performance.

Guidance

This section provides reference on where to find additional information or guidance relevant to the given indicator (in WFP or elsewhere). In addition, focal points in the technical units are identified to provide further guidance.

This heading is not relevant to management objective indicators.

Template

When applicable and available, this section includes: i) templates required to construct M&E data collection tools (such as distribution reports, site visit checklists, etc.); ii) those found to be useful for creating programme management tools (such as distribution plans, beneficiary registers, etc.); iii) possibly, report templates.

It should be emphasized that: the templates are just suggestions, and field staff can edit them as required to meet their local needs. However the templates for CP Distribution Reporting – namely stock movements and beneficiary numbers – are exceptions and should be used as presented in the Compendium.

PART A: Strategic Objectives

Strategic Objective Results matrix

The core programme goal for 2006–2009 is to continue to meet the Millennium Development Goals through food-assisted interventions targeted to poor and hungry people.

Activity types ¹	Outputs	Outcomes
Strategic Objective 1: Save lives in crisis situations		
<p>General food distribution</p> <p>Selective feeding (includes therapeutic, supplementary and vulnerable group feeding)</p>	<p>Output 1.1. Timely provision of food in sufficient quantity for targeted beneficiaries in conflict- and disaster-affected areas</p> <p>Indicator 1.1.1. Actual beneficiaries receiving WFP food assistance through each activity as a percentage of planned beneficiaries, by project category, age group, sex.</p> <p>Indicator 1.1.2. Actual mt of food distributed through each activity as a percentage of planned distributions, by project category, commodity.</p> <p>Indicator 1.1.3. Percentage of general food distributions occurring more than seven days later than the planned date of distribution (pilot indicator).</p>	<p>Outcome 1.1. Reduced and/or stabilized acute malnutrition in an identified population in conflict- and disaster-affected areas</p> <p>Indicator 1.1.1. Prevalence of acute malnutrition among under-5s in an identified population by gender, assessed using weight-for-height.</p> <p>Outcome 1.2. Reduced and/or stabilized mortality in an identified population in conflict- and disaster-affected areas</p> <p>Indicator 1.2.1. Crude mortality rate in an identified population (pilot indicator – SMART² initiative).</p> <p>Indicator 1.2.2. Under-5 mortality rate in an identified population (pilot indicator – SMART² initiative).</p>
Strategic Objective 2: Protect livelihoods in crisis situations and enhance resilience to shocks		
<p>General food distribution</p> <p>Support to safety net programmes (includes programmes reaching HIV/AIDS-impacted households)</p> <p>Food for work/Food for assets</p>	<p>Output 2.1. Timely provision of food in sufficient quantity for targeted beneficiaries in crisis and transition situations or vulnerable to shocks³</p> <p>Indicator 2.1.1. Actual beneficiaries receiving WFP food assistance through each activity as a percentage of planned beneficiaries, by project category, age group, sex.</p>	<p>Outcome 2.1. Increased ability to meet food needs within targeted households in crisis situations or vulnerable to shocks</p> <p>Indicator 2.1.1. Proportion of beneficiary household expenditures devoted to food (pilot indicator)⁵.</p> <p>Indicator 2.1.2. Dietary diversity (pilot indicator)⁵.</p>

¹ This is not an exhaustive list. Each WFP operation will use its discretion to select the activities that would best achieve the stated outputs and outcome(s).

² The Standardized Monitoring and Assessment of Relief and Transitions (SMART) Initiative is an inter-organizational global initiative to improve monitoring and assessment in humanitarian interventions.

³ To complement these indicators, guidance will be provided in order to standardize the measurement of output-level indicators to measure assets created and other outputs.

⁴ The original text of the Strategic Plan proposes that this indicator be only measured "by sex". "By project category" has been added for consistency with the other output indicators.

⁵ This indicator is being piloted, although this is not indicated in the original text of the Strategic Plan.

Activity types ¹	Outputs	Outcomes
Food for training (includes life skills training and training for income-generating activities)	<p>Indicator 2.1.2. Actual mt of food distributed through each activity as a percentage of planned distributions, by project category, commodity.</p> <p>Indicator 2.1.3. Actual participants in each activity as a percentage of planned participants, by project category, sex⁴.</p>	<p>Outcome 2.2. Increased ability to manage shocks within targeted households in crisis situations or vulnerable to shocks</p> <p>Indicator 2.2.1. Appropriate indicators under discussion.</p>

Activity types ¹	Outputs	Outcomes
Strategic Objective 3: Support the improved nutrition and health status of children, mothers and other vulnerable people		
Supplementary feeding Therapeutic feeding Institutional feeding HIV/AIDS programming (includes anti-retroviral therapy, prevention of mother-to-child transmission of HIV, home-based care, tuberculosis treatment) Food fortification Nutrition awareness (includes food for training) HIV/AIDS awareness Deworming	<p>Output 3.1. Timely provision of nutritious food in sufficient quantity for targeted young children, mothers and other targeted beneficiaries vulnerable to nutrition and health risks</p> <p>Indicator 3.1.1. Actual beneficiaries receiving WFP food assistance through each activity as a percentage of planned beneficiaries, by project category, age group, sex</p> <p>Indicator 3.1.2. Actual metric tons of food distributed through each activity as a percentage of planned distributions, by project category, commodity</p> <p>Indicator 3.1.3. Actual participants in each activity as a percentage of planned participants, by project category, sex⁶</p> <p>Indicator 3.1.4. Percentage of micronutrient-fortified food delivered through WFP-supported nutrition interventions</p> <p>Output 3.2. Provision of deworming tablets for targeted children and mothers in WFP-supported activities</p> <p>Indicator 3.2.1. Actual beneficiaries provided with deworming pills through WFP-supported activities as a percentage of planned beneficiaries of deworming pills, by beneficiary category, sex (pilot indicator)⁷</p>	<p>Outcome 3.1. Reduced level of malnutrition among targeted children</p> <p>Indicator 3.1.1. Prevalence of under-5 malnutrition among targeted children (assessed using height, weight and age, disaggregated by gender)</p> <p>Outcome 3.2. Reduced level of malnutrition among targeted women</p> <p>Indicator 3.2.1. Prevalence of malnutrition among targeted women of childbearing age, assessed using body mass index (BMI) and/or low birthweight (pilot continuing)</p> <p>Outcome 3.3. Reduced level of anaemia among targeted beneficiaries</p> <p>Indicator 3.3.1⁸. Prevalence of anaemia among targeted pregnant and lactating women and children (pilot continuing)</p> <p>Outcome 3.4. Improved quality of life of beneficiaries targeted in HIV/AIDS-supported programmes</p> <p>Indicator 3.4.1. Weight gain among beneficiaries (pilot indicator)²</p> <p>Indicator 3.4.2. Treatment adherence rate by specific treatment and care programmes (duration of programme, percent treatment compliance etc.) (pilot indicator)²</p>
Strategic Objective 4: Support access to education and reduce gender disparity in access to education and skills training		
In-school feeding	<p>Output 4.1. Timely provision of food in sufficient quantity for targeted children, adolescent girls and adults to</p>	<p>Outcome 4.1. Increased enrolment of boys and girls in WFP-assisted schools</p>

⁶ The original text of the Strategic Plan indicates "by beneficiary category, sex". This has been rephrased with "by project category, sex" because i) "by beneficiary category" would have duplicated "in each activity"; and ii) a breakdown "by project category" is needed for consistency with the other output indicators.

⁷ This indicator is being piloted, although this is not indicated in the original text of the Strategic Plan.

⁸ In the original text of the Strategic Plan, this indicator was numbered 3.1.3 by mistake. The number has been corrected in this version.

Activity types ¹	Outputs	Outcomes
School feeding take-home rations Food for training (includes literacy and numeracy programmes for women and adolescent girls)	<p>improve access to education in schools and non-formal education centres</p> <p>Indicator 4.1.1. Actual beneficiaries receiving WFP food assistance through each activity as a percentage of planned beneficiaries, by project category, age group, sex</p> <p>Indicator 4.1.2. Actual metric tons of food distributed through each activity as a percentage of planned distributions, by project category, commodity</p> <p>Indicator 4.1.3. Actual participants in each activity as a percentage of planned participants, by project category, sex⁹</p>	<p>Indicator 4.1.1. Absolute enrolment: Numbers of boys and girls enrolled in WFP-assisted primary schools and, if applicable, preschools and secondary schools</p> <p>Indicator 4.1.2. Net enrolment rate: percentages of primary school-age boys and girls enrolled in WFP-assisted primary schools</p> <p>Indicator 4.1.3. Absolute enrolment of orphans and vulnerable children from households receiving take-home rations (pilot indicator)¹⁰</p> <p>Outcome 4.2. Improved attendance of boys and girls in WFP-assisted schools</p> <p>Indicator 4.2.1. Attendance rate: percentages of boys and girls attending classes in WFP-assisted primary schools and, if applicable, preschools and secondary schools</p> <p>Indicator 4.2.2. Attendance rate: percentage of orphans and vulnerable children from households receiving take-home rations attending classes in schools (pilot indicator)¹¹</p> <p>Outcome 4.3. Improved capacity to concentrate and learn among boys and girls in WFP-assisted schools</p> <p>Indicator 4.3.1. Teachers' perception of children's ability to concentrate and learn in school as a result of school feeding</p> <p>Outcome 4.4. Reduced gender disparity between boys and girls in WFP-assisted primary and secondary schools and non-formal education centres</p> <p>Indicator 4.4.1. Ratio of girls to boys enrolled in WFP-assisted schools.</p> <p>Indicator 4.4.2. Ratio of women and adolescent girls to men completing food-for-training activities</p>

⁹ Refer to note on output indicator 3.1.3.

¹⁰ The original text of the Strategic Plan indicates "School enrolment rates for ...". This indicator has been rephrased because the original indicator was not considered measurable in the current situation. This indicator is being piloted, although this is not indicated in the original text of the Strategic Plan.

¹¹ This indicator is being piloted, although this is not indicated in the original text of the Strategic Plan.

Activity types ¹	Outputs	Outcomes
Strategic Objective 5: Strengthen the capacities of countries and regions to establish and manage food assistance and hunger-reduction programmes		
<p>Counterpart training, exchange visits</p> <p>Technical advice, secondment of staff, guidelines and manuals</p> <p>Counterpart involvement in WFP processes and surveys</p> <p>Information sharing and support to networks</p> <p>Support to community organization and decision-making</p> <p>Support to local government and civil society organization</p> <p>Support to public awareness and resource-mobilization capacities</p>	<p>Output 5.1. Provision of capacity-building assistance to country and regional entities involved in food assistance and hunger reduction efforts</p> <p>Indicator 5.1.1. Actual counterpart staff at local, regional and national levels trained under WFP's technical assistance activities as a percentage of the planned number</p> <p>Indicator 5.1.2. Number of areas of technical services and cooperation where capacity-building activities were provided</p>	<p>Outcome 5.1. Increased capacity to identify food needs, develop strategies and carry out food based programmes within targeted countries</p> <p>Indicator 5.1.1. To be determined</p>

Strategic Objectives Indicators

SO 1. Save lives in crisis situations

Output 1.1. Timely provision of food in sufficient quantity for targeted beneficiaries in conflict- and disaster-affected areas

Output Indicator 1.1.1. Actual beneficiaries receiving WFP food assistance through each activity as a percentage of planned beneficiaries by project category, age group, sex

Examples of activities General food distribution, selective feeding (therapeutic, supplementary and vulnerable group feeding) in emergency contexts.

Purpose To evaluate the extent in which the organization meets the food needs of the targeted population.

Definitions **Actual beneficiary:** targeted person provided with assistance, as reported by the distributing agency (WFP or CP). Beneficiaries include recipients (or participants) and, if a family ration is provided, the recipient (/participant)'s household according to the agreed family size.

Planned beneficiary: according to the PPIF/project statistics of the project document (or to the approved budget revision, if the budget revision has been approved at the beginning of the year) as entered in WINGS.

Age groups: below 5, 5–18, over18.

Activity: programme activity, i.e. the various ways in which WFP food aid is used (general food distribution, supplementary feeding, etc.)

Project category: EMOP, PRRO or Country Programme (or Development project).

Aggregation level Aggregation is relevant at every level. Figures are aggregated at a global level in WFP Global Statistics. In order to reduce as much as possible double counting, refer to the Beneficiary Counting Guidelines¹.

Implementation status Measuring this indicator is a corporate requirement.

Target One hundred percent of the planned beneficiaries receive WFP's assistance.

Frequency/Timing Actual beneficiary data is collected by the distribution agency (WFP or CP) as part of the routine distribution monitoring. Data is captured and reported to WFP as agreed in the LoU with the CP (on a monthly basis or a quarterly basis, etc.).

This indicator is reported on an annual basis, as part of the ARE.

Measurement The distributing agencies (CPs or, in some cases, WFP) collect actual beneficiary figures through routine distribution monitoring. Refer to WFP provisional distribution guidelines for standard distribution records and further guidance.

Data on actual beneficiaries are not fully accurate due i) to gaps in CPs' reporting by activity, ii) to late reporting from CPs, and/or iii) to unavoidable duplication (see above heading on aggregation level).

¹ Overlaps of beneficiaries are unavoidable at different levels (between activities within a project, between project phases, between project categories, between countries or regions, between strategic objectives and over time). Work is ongoing to try designing a technology tool and a data model that satisfies local demand for management information and demand for data to be aggregated to different levels (by sub-office, CO, RB, HQ) and perspectives (by activity, project category, strategic objective, reporting period etc.) which at the same time would not overburden COs in terms of data collection. Beneficiary Counting Guidelines are available at <http://docustore.wfp.org/stellent/groups/public/documents/other/wfp010418.pdf>

Beneficiary figures can never be totally accurate as a result of movements of people, deaths, which may or may not be reported, and changes in the family composition.

Data storage

Planning figures are entered in WINGS and, from there, preloaded into DACOTA. Actual figures are reported in the SPR through DACOTA. In order to globally compile data, actual and planning data is retrieved from the SPRs and compiled with an effort to avoid double counting.

Responsible offices

Beneficiary data is collected, through records and monitoring, by the distribution agency (WFP or CPs) or by the monitoring agency (WFP or CPs).

Sub-offices and COs (programme unit) are responsible for compiling and reporting on data from all CPs. For regional operations, Regional Bureaux compile and report on data provided by COs.

At a global level, ODMR compiles beneficiary data from SPRs (with the assistance of ADII), reports for the APR, and provides guidance on beneficiary counting.

Finally, ODMR analyses the data and the SPR narratives, and interprets the results for the APR against strategic objective 1.

Interpretation

Large discrepancies between the planned and actual beneficiary figures can be due to a variety of reasons:

- over-estimation of needs when designing the project;
- a change in the needs since the project has been designed;
- a lack of sufficient resources to the programme;
- logistics, security, distribution constraints, etc.

Guidance

WFP Distribution Guidelines (provisional) ²
Beneficiary Counting Guidelines
For additional guidance, contact ODMR.

Output Indicator 1.1.2. Actual mt of food distributed through each activity as a percentage of planned distributions, by project category, commodity

Examples of activities

General food distribution, selective feeding (therapeutic, supplementary and vulnerable group feeding) in emergency contexts.

Purpose

To evaluate the extent in which the organization meets the needs by commodity.

Definitions

Actual distributions: actual food distributed to beneficiaries, as reported by the distributing agency (WFP or CP).

Planned distributions: planning figures of food to be distributed according to the project document (or to the approved budget revision if it is approved at the beginning of the year), as entered in WINGS.

Activity: programme activity, that is, the various ways in which WFP food aid is used (general food distribution, supplementary feeding, etc.)

Project category: EMOP, PRRO or Country Programme (or Development project).

By commodity: by each commodity, e.g. green peas, yellow peas, beans (not

² <http://home.wfp.org/manuals/op%5Ffdg/>

	by generic commodities, e.g. pulses).
Aggregation level	Aggregation is relevant at every level. Figures are aggregated at a global level in WFP Global Statistics.
Implementation status	Measuring this indicator is a corporate requirement.
Target	One hundred percent of the food planned to be distributed is actually distributed.
Frequency/Timing	<p>Actual distribution data is collected by the distribution agency (WFP or CP) as part of the routine distribution monitoring. Data is captured and reported to WFP as agreed in the LoU with the CP (on a monthly basis or a quarterly basis, etc.)</p> <p>This indicator is reported on an annual basis, as part of the ARE.</p>
Measurement	The distributing agencies (CPs or, in some cases, WFP) collect actual distribution figures through routine distribution monitoring. All CPs in the field should report their food distributions by activity (which is currently not systematically the case). Refer to WFP provisional distribution guidelines for standard formats and further guidance, and to Partner's Distribution Report Template ³
Data storage	<p>Actual distribution data are currently captured through COMPAS (however, if delivery data are consistently captured, distribution data by activity need to be more systematically collected). Data is uploaded from COMPAS into DACOTA as the main data source on commodities, to be reported in the SPR</p> <p>Planning figures are entered in WINGS and, from there, preloaded into DACOTA.</p> <p>Actual and planning data is retrieved from the Data Warehouse and compiled/aggregated for the APR.</p>
Responsible offices	<p>Distribution data is captured, through records and monitoring, by the distributing agency (WFP or CPs) or by a monitoring agency (WFP or CPs).</p> <p>COs (programme unit) are responsible for compiling and reporting on data from all CPs (logistics unit enters the data in COMPAS). For regional operations, Regional Bureaux compile and report on data provided by COs.</p> <p>At a global level, ADII compiles distribution data from the SPRs.</p> <p>ODMR provides guidance, analyses the data and the SPR narratives, and interprets the results for the APR against strategic objective 1.</p>
Interpretation	<p>Large discrepancies between the planned and actual distribution figures can be due to a variety of reasons:</p> <ul style="list-style-type: none"> – over-estimation of needs when designing the project; – a change in the needs since the project has been designed; – a lack of sufficient resources to the programme; – logistics, security, distribution constraints, etc.; or – possibly, the substitution of one commodity with another commodity.
Guidance	<p>COMPAS website ⁴</p> <p>For additional guidance, contact ODMR or COMPAS.</p>

³ <http://home.wfp.org/compas/docs/partner%20distribution%20and%20monitoring%20report.pdf>

⁴ <http://home.wfp.org/compas/>



Output Indicator 1.1.3. Percentage of general food distributions occurring more than seven days after the planned date of distribution

Examples of activities	This indicator applies only for general food distributions in emergency contexts.
Purpose	This is a key indicator to measure performance in providing <u>timely</u> life-saving assistance.
Definitions	<p>Planned date: to be determined</p> <p>Actual dates: dates of the actual distributions to beneficiaries, as reported in WFP or CPs' distribution reports.</p>
Aggregation level	Aggregation can be made at project, country and global levels, to calculate the percentage of metric tonnes distributed within seven days of planned dates.
Implementation status	<p>This indicator will be a pilot indicator for the near term, at least until the end of 2006. It is therefore not mandatory for COs to report on it.</p> <p>The Commodity Distribution and Planning and Reporting Working Group, has been established to create an approach and a supporting tool to collect the required data – possibly in COMPAS.</p> <p>Challenges inherent to this indicator concern data management and definition. Some of the challenges are as follows:</p> <ul style="list-style-type: none">▪ The lack of a tool to compare specific planning figures with actual figures from distribution reports at the FDP level.▪ Late reporting by CPs on distributions.▪ The timeframes can be confusing: in an emergency situation, planned dates can change several times.▪ Excel is used for planning figures, but COMPAS for actual figures, making it difficult to compare numbers.
Target	To be determined
Frequency/Timing	To be determined
Measurement	To be determined
Data storage	To be determined
Responsible offices	<p>At the project level, data are to be collected and compiled by the programming units of the Country Offices.</p> <p>At HQ level, the working group includes ODMP, OEDP, ODTF and ODMR. However the responsibilities to coordinate the ongoing work, guide the process and ultimately report on this indicator are still to be determined.</p>
Interpretation	<p>This indicator should be established to provide a measure of confidence that WFP distributions of food to beneficiaries are "on time" – not unduly delayed or postponed for various reasons, and that beneficiaries receive their rations when needed/planned.</p> <p>One critical issue is the date of the first distribution in a new emergency operation or in a new crisis in an ongoing operation. This issue will be tackled during the pilot phase to avoid biased results.</p>
Guidance	To be determined

Outcome 1.1.	Reduced and/or stabilized acute malnutrition in an identified population in conflict- and disaster-affected areas
Outcome Indicator 1.1.1.	Prevalence of acute malnutrition among under-5s in an identified population by gender, assessed using weight-for-height
Examples of activities	General distribution, selective feeding (therapeutic, supplementary and vulnerable group feeding) in emergency contexts.
Purpose	To measure success towards reducing and stabilizing malnutrition prevalence in emergencies; and To estimate the number of children in need of supplementary and therapeutic feeding.
Definitions	<p>Acute Malnutrition: growth failure as a result of recent rapid weight loss or failure to gain weight. The prevalence of child acute malnutrition (understood as moderate and severe acute malnutrition) is defined as the proportion of children with weight-for-height measurements below -2 z-scores (or standard deviations) or with oedema (please refer to the Glossary for a definition of oedema).</p> <p>Identified population: the overall population in the programme intervention area (potentially including both beneficiaries and non-beneficiaries depending on coverage).</p>
Aggregation level	The results cannot be aggregated ("averaged out") at a global level.
Implementation status	Reporting on nutritional indicators is a compulsory requirement and should be planned for in all new projects. Recognizing that in many situations, WFP has not been collecting nutritional information in a systematic manner, and that a transition period is necessary to set up systems to do so. PDPN and OEDR are committed to supporting Country Offices in this process.
Target	<p>Project-specific targets should be set up considering certain factors (specifically, the baseline prevalence, the planned programme inputs, the food security and health situation, and the project duration).</p> <p>The international community views 10 percent acute malnutrition prevalence among boys and girls under 5 (without aggravating factors⁵) as a <i>standard</i> to strive towards in emergency settings (by the end of the first EMOP period), if baseline figures were superior to 10 percent.</p>
Frequency/Timing	An initial baseline survey should take place as soon as possible at the beginning of a new operation. The frequency and timing of follow-up surveys will depend on context. However, it is important to ensure that subsequent surveys in multi-year operations are timed to coincide with the same season as the initial baseline survey. For corporate reporting purposes this indicator should be reported to HQ on an annual basis.
Measurement method and tools	<p>Anthropometric surveys should be carried out using representative sampling as appropriate. Innovative sampling and data collection methodologies may be tested provided they are based on statistically valid methods⁶. To disaggregate by gender, the sample size will need to be doubled.</p> <p>The age group to report on should be children 6–59 months.</p>

⁵ Aggravating factors include: general food ration below mean energy requirements, crude mortality rate >1/10,000/day, epidemics of measles or whooping cough, high prevalence of respiratory or diarrhoeal disease.

⁶ The possibility to measure nutritional indicators on a monitoring basis (rather than by surveys) is currently being explored and will be piloted in the future.

Surveys should be done in the same geographic area as the programme intervention. The data available from normal years in the area may be useful for interpretation of data collected during the emergency.

Surveys are carried out to collect child weight, height, oedema status, disaggregated by gender. During the process of data analysis these variables will be used to calculate the prevalence of wasting and acute malnutrition either using z-scores (also known as standard deviation (SD) scores) or using percent of the median. The use of z-scores is preferred (because percent median tends to underestimate prevalence particularly in older children).

It should be noted that the survey does not necessarily need to be conducted by WFP. WFP report can be based on secondary data if these are reliable and correspond to the intervention area. In such case, the quality of the survey may need to be assessed by the relevant technical unit.

Data storage

Data are captured through DACOTA in SPRs.

Responsible offices

Generally WFP partners collect primary data (NGOs, UNHCR, UNICEF, survey firms), although WFP may take the lead in initiating surveys as described below.

Strengthening existing – and developing new – partnerships is critical to the collection of nutrition indicators: the Memorandum of Understanding (MOU) with UNHCR places the responsibility for monitoring the nutritional status of refugee populations with UNHCR, however it is important that WFP advocate for surveys to be done regularly to meet the information needs. The MOU with UNICEF (re-negotiated in 2005) specifies that UNICEF will generally take the lead in undertaking nationwide nutritional surveys, but that in geographic regions or among certain beneficiary groups where WFP intervenes, WFP can organize the collection of data by itself. For collection of high-quality information, it is essential that Country Offices make partnerships with organizations that have the expertise to conduct nutrition surveys.

Country Offices or, in the case of regional operations, Regional Bureaux, report on this indicator.

At a corporate level, PDPN is responsible for reporting for the APR, and for guidance and support to field offices.

Interpretation

Malnutrition prevalence needs to be interpreted in light of different factors, including: the food security and health context, pipeline information (was there any break in the pipeline that can explain a raise in the malnutrition prevalence?), recovery rates from supplementary and therapeutic feeding centres (do selective feeding centres function well enough?), the population coverage of the programme (does the programme cover the entire population or only a small part of it?). Any achievement in reducing malnutrition prevalence strongly depends on the performance of health, water/sanitation and nutrition partners.

For guidelines on assessing the severity of an emergency situation using the prevalence of acute malnutrition, refer to: *WFP Food and Nutrition Handbook, Refugee Nutrition Information System* and WHO manual *Management of Nutrition in Major Emergencies*, 2000.

Guidance

Detailed guidance about how to collect outcome indicators on mortality and malnutrition are provided in *A Manual: Measuring and Interpreting Malnutrition and Mortality* (WFP/CDC 2005).

For general guidance, refer to *WFP Food and Nutrition Handbook*⁷.

For further technical support, please contact PDPN (nutrition@wfp.org).

⁷ http://home.wfp.org/WFP_Internal/divisions/PSPN/English/fnhb_en_Annex2.html#annex2_2



Outcome 1.2. Reduced and/or stabilized mortality in an identified population in conflict- and disaster-affected areas.

Outcome
Indicator 1.2.1. Crude mortality rate in an identified population



Outcome
Indicator 1.2.2. Under-5 mortality rate in an identified population

Examples of activities General distribution, selective feeding (includes therapeutic, supplementary and vulnerable group feeding)

Purpose To measure the ability of WFP's and partners interventions in food and public health to save lives/reduce excess mortality in emergency situation.

Definitions **Crude mortality rate (CMR):** The number of deaths per 10,000 of the population per day.

Identified population: the overall population in the programme intervention area (potentially including both beneficiaries and non-beneficiaries depending on coverage).

Aggregation level The results cannot be aggregated ("averaged out") at a global level.

Implementation status **Pilot indicator.** This is part of the Standardized Monitoring and Assessment of Relief and Transitions (SMART⁸) initiative. Evaluation of this indicator to be made by PDPN at WFP level.

It is therefore not mandatory for COs to report on it.

Targets **Indicator 1.2.1:**
Less than 1/10,000/day among targeted population by the end of the first EMOP period.

Indicator 1.2.2:
Less than 2/10,000/day among under-5s by the end of the first EMOP period.

Frequency/Timing An initial baseline survey should take place as soon as possible at the beginning of a new operation. Many partners already collect both crude and infant mortality rates. Ensuring standardization of sampling methodologies and in reporting of results is important. In the early stages of an emergency, data on CMR should be collected more frequently in order to closely monitor the situation. Over time, data collection can generally be less frequent, unless there are other indications (for example, anecdotal reports of increasing deaths) that suggest sharp changes in the most recent CMR measurement. The frequency and timing of follow-up surveys will depend on the context. Over time, it is important to track mortality during the lean season and a year later. For corporate reporting purposes, this indicator should be reported to HQ on an annual basis.

Measurement method and tools **Indicator 1.2.1:**
CMR should be collected using a recall method. It can be collected as part of nutrition surveys, provided that this information is collected from all households regardless of whether the household contains children 6–59 months or not. CMR should be reported as the number of deaths per 10,000 of the population per day. Crude mortality rate should be collected through surveys using a mortality recall questionnaire.

Indicator 1.2.2:
Under-5 mortality should be reported as the number of deaths of under-5 children per 10,000 of the under-5 children in the population per day.

⁸ SMART is an inter-organizational global initiative to improve monitoring and assessment in humanitarian interventions.

Mortality rates from other sources can also be reported where they are reliably and accurately maintained (i.e. refugee camps, however it may be necessary to convert the values to units of 'deaths per 10,000 population per day').

Tools are available from PDPN. Guidance about the recall period and specific guidance on how to collect these indicators will be provided in upcoming guidelines from PDPN.

It should be noted that a survey does not necessarily need to be conducted by WFP. WFP report can be based on secondary data if these are reliable and correspond to the intervention area. In such case, the quality of the survey may need to be assessed by the relevant technical unit.

Data storage

Collected through DACOTA in SPR.

Responsible offices

Data collected by UNHCR, UNICEF Partners, survey firms, partner institutions. Country Offices or regional Bureaux responsible for compiling and reporting. HQ, PDPN responsible for reporting and guidance.

Interpretation

Indicator 1.2.1:

In emergency situations, a crude mortality rate of >1 per 10,000 per day is considered to be a 'serious situation'. A crude mortality rate of >2 per 10,000 per day represents an 'emergency out of control'.

Indicator 1.2.2:

For under-5 mortality, a rate of >2 per 10,000 per day represents a 'serious situation' and >4 per 10,000 per day represents an 'emergency out of control'.

Notes:

Non-food related factors can increase the mortality rate in a given population, for example, epidemics of contagious diseases such as measles and cholera. It is therefore important that outbreaks of infectious disease be monitored to be used to interpret this information.

Achievement strongly depends on performances of health, water/sanitation and nutrition partners.

Guidance

Detailed guidance about how to collect outcome indicators on mortality and malnutrition are provided in *A Manual: Measuring and Interpreting Malnutrition and Mortality* (WFP/CDC 2005). For further technical support, please contact PDPN (nutrition@wfp.org).

SO 2. Protect livelihoods in crisis situations and enhance resilience to shocks

Output 2.1. Timely provision of food in sufficient quantity for targeted beneficiaries in crisis and transition situations or vulnerable to shocks

Output Indicator 2.1.1. Actual beneficiaries receiving WFP food assistance through each activity as a percentage of planned beneficiaries by project category, age group, sex

This indicator is identical for all strategic objectives. Only its scope of applicability differs. Please refer to Indicator 1.1.1 for the indicator specifications not presented below.

Examples of activities General food distribution (others than in life-saving contexts), Support to safety net programmes (includes programmes reaching HIV/AIDS impacted households), Food for work (FFW)/Food for assets (FFA), some food-for-training activities (life skills training and training for income generating activities), repatriation package, food for demobilization.

Responsible offices Beneficiary data is collected, through records and monitoring, by the distribution agency (WFP or CPs) or by the monitoring agency (WFP or CPs).

Sub-offices and COs (programme unit) are responsible for compiling and reporting on data from all CPs. For regional operations, Regional Bureaux compile and report on data provided by COs.

At a global level, ODMR compiles beneficiary data from SPRs (with the assistance of ADII), reports for the APR and for global statistics, and provides guidance on beneficiary counting.

Finally, PDPE analyses the data and the SPR narratives, and reports on this indicator against strategic objective 2.

Guidance Beneficiary Counting Guidelines.
For additional guidance, contact PDPE.

Output Indicator 2.1.2. Actual mt of food distributed through each activity as a percentage of planned distributions by project category, commodity

This indicator is identical for all strategic objectives. Only its scope of applicability differs. Please refer to Indicator 1.1.2 for the indicator specifications not presented below.

Examples of activities General food distribution (others than in life-saving contexts), Support to safety net programmes (includes programmes reaching HIV/AIDS impacted households), FFW/FFA, some food-for-training activities (life skills training and training for income generating activities), repatriation package, food for demobilization.

Responsible offices Distribution data is captured, through records and monitoring, by the distributing agency (WFP or CPs) or by a monitoring agency (WFP or CPs).

Sub-offices and COs (programme unit) are responsible for compiling and reporting on data from all CPs (logistics unit enters the data in COMPAS). For regional operations, Regional Bureaux compile and report on data provided

by COs.

At a global level, ADII compiles distribution data from the SPRs.

PDPE analyses the data and the SPR narratives, and report on this indicator for the APR against strategic objective 2.

Guidance

COMPAS website ⁹

For additional guidance, contact PDPE.

Output Indicator 2.1.3. Actual participants in each activity as a percentage of planned participants, by project category, sex

Example of activities FFW/FFA, food-for-training activities (life skills training and training for income generating activities).

Purpose To (a) evaluate the extent in which the organization meets the food needs of the targeted population for asset-creation activities; and (b) assess the level of participation as a reflection of the level of implementation of the Gender Policy 2003–2007.

Definitions **Participant:** An individual who physically takes part in a WFP food-assisted activity (FFW/FFA or FFT, etc.). She/he is usually a beneficiary, either alone or together with other household members. A participant is also often the food recipient.

Actual participants: targeted participants taking part in WFP intervention, as reported by the distributing agency (WFP or CP).

Planned participants: according to the PPIF/project statistics of the project document (or to the approved budget revision, if the budget revision has been approved at the beginning of the year) as entered in WINGS.

Activity: programme activity, i.e. the various ways in which WFP food aid is used (FFW/FFA, FFT, etc.)

Project category: EMOP, PRRO or Country Programme (or Development project).

Aggregation level Figures are aggregated at a global level in WFP Global Statistics.¹⁰

Implementation status Measuring this indicator is a corporate requirement.

Target One hundred percent of the planned participants participate in WFP-assisted activities.

For FFT activities, females represent at least 70 percent of all actual participants, according to Enhanced Commitment to Women III (ECW III) of WFP's 2003–2007 Gender Policy (country level target).

For FFW activities, women must benefit at least equally from the assets created through food for work (country level target).

Frequency/Timing Actual participant data is collected by the distribution agency (WFP or CP) as part of the routine distribution monitoring. Data is captured and reported

⁹ <http://home.wfp.org/compas/>

¹⁰ Exactly as for beneficiary counting, overlaps of participants can happen on different levels (between activities within a project, between project phases, between project categories, between countries or regions, between strategic objectives and over time). In order to reduce double counting as much as possible, refer to the Beneficiary Counting Guidelines. Work is ongoing to design a technology tool and a data model that satisfies local demand for management information and demand for data to be aggregated to different levels (by sub-office, CO, RB, HQ) and perspectives (by activity, project category, strategic objective, reporting period etc.), which at the same time would not overburden COs in terms of data collection.

to WFP as agreed in the LoU with the CP (on a monthly basis or a quarterly basis, etc.).

This indicator should be measured and reported on an annual basis, as part of the ARE.

Measurement

Cooperating Partners will maintain records of participation in FFT and FFW or Income generating activities, with participant records that are broken down by gender; while WFP monitors will carry out checks on the activities (monitoring is the most important method of measurement). Figures of adolescent girls should be captured separately. (Refer to Beneficiary Counting Guidelines¹¹ to avoid double counting).

To complement data obtained through monitoring, WFP's performance on ECW III has been assessed during the 2004 Baseline Survey. Follow-up surveys will be carried out in 2007. (Refer to ECW Baseline Survey Food-for-Work (FFW) and Food-for-Training (FFT) questionnaires).

As regard **FFT**: As the Gender Policy 2003–2007 states that women should account for at least the 70 percent of FFT trainees, the performance on this target has been assessed during the 2004 Baseline Survey either by COs in the field (1) or by CO self-assessment (2).

(1) Data collection at sampled FFT sites has been done in 16 countries, the information being taken from the programme participation lists. Data has been used to compute the percentage of women (adult and girls) involved in the FFT activity and to see whether the 70 percent target has been achieved or not.

(2) Moreover 38 FFT projects have been assessed through an evaluation carried out at the CO level. Information provided has been used to compute how many project documents mention the 70 percent target and to see whether women are at least 70 percent of the targeted and actual FFT participants.

As regard **FFW**: WFP Gender Policy 2003–2007 does not mention any target related to women's participation in FFW activity. In the case of FFW, the aim of the survey is to see whether the FFW activities have been designed in a way that women benefit at least half of the assets created through the activity.

Data storage

Planning figures are entered in WINGS and, from there, preloaded in DACOTA. Actual figures are reported in the SPR through DACOTA (and then uploaded in WINGS). In order to globally compile data, actual and planning data is retrieved from the SPRs and compiled in an Excel spreadsheet and aggregated with an effort to avoid double counting.

Responsible offices

Primary data is collected, through records, by the distribution agency.

Data will be compiled by the Country Office (or sub-office or Regional Bureau, in the case of regional operations) Programme Officer responsible for asset-creating activities.

At a global level, HQ/ODMR compiles participant data from SPRs (with the assistance of ADII), reports for the APR's global statistics.

Finally, PDPE analyses the data and the SPR narratives, and reports on this indicator against strategic objective 2 with the support of the Gender Unit.

Interpretation

Large discrepancies between the planned and actual participant figures can be due to a variety of reasons, including:

- over-estimation of needs when designing the project;
- a change in the needs since the project has been designed;
- a lack of sufficient resources to the programme; or

¹¹ <http://docustore.wfp.org/stellent/groups/public/documents/other/wfp010418.pdf>

- logistics, security, distribution constraints, etc.

The information collected will allow measuring WFP's efforts to comply with ECW III.

Guidance

Beneficiary Counting Guidelines.
For additional guidance, contact ODMR or PDPG.

Outcome 2.1. Increased ability to meet food needs within targeted households in crisis situations or vulnerable to shocks



Outcome Indicator 2.1.1. Proportion of beneficiary household expenditures devoted to food

Examples of activities General food distributions (others than in life-saving contexts), support to safety net programmes, food for work/assets, food for training (including life skills training and training for income-generating activities)

Purpose To determine whether WFP assistance has enabled the target populations to maintain or meet the level of socio-economic welfare needed to sustain their livelihoods.

Definitions **Household:** A socio-economic unit consisting of individuals who live together. (For further information see the Glossary at the back).

Expenditures: The amount of cash and credit households spend to acquire essential food and non-food items on a monthly basis¹².

Aggregation level To be determined

Implementation status This is a pilot test of a suite of relevant indicators. Six pilot studies have been finalized (Burkina Faso, Côte d'Ivoire, Ghana, Laos, Niger, Palestinian Territory). The piloting will be completed and the appropriateness of this indicator assessed by the end of 2006.

Reporting on this indicator is not mandatory for COs. It should be noted that all COs should report on additional non-corporate strategic objective 2 outcome indicators linked to their specific project/programme log-frames, and/or on output indicators to measure assets created or other outputs. Guidance will be provided in order to standardize the measurement of output-level indicators.

Target Project-specific targets should be defined considering certain factors – specifically, the baseline, the planned programme inputs, the socio-economic situation and the project duration.

Households allocating above 60 percent of their monthly expenditures on food are considered extremely poor, 60 percent or less should be considered a *standard* to strive towards when the baseline figure exceeds 60 percent.

Frequency/Timing Twice a year

Measurement method and tools A household-level survey should be carried out through visits to a *representative sample* of the target population. The household survey is comprised of the following modules:

¹² This definition, provided for WFP reporting purpose, does not include gifts and own production, and therefore does not reflect full expenditures. For this reason, cash food and non-food expenditures should never be analysed in isolation, but have to be analysed in combination with information on income activities (livelihoods) and food sources (purchase, own production, food aid, gifts). This definition may be refined during the pilot phase.

- Demography
- Access to credit and savings
- Sources of livelihood/income
- Food *and* non-food expenditures
- Shocks, risks and responses

Data emanating from these modules, once analysed, should result in the creation of household livelihood profiles—i.e., a classification of households that share common characteristics in terms of demography, credit access, sources of income, etc.

Data storage

To be reported through DACOTA in the SPRs.

Responsible offices

ODAV has so far been responsible for piloting this indicator. ODAV will develop guidance and then hand over the guiding role to the Regional Bureaux who will identify the relevant units that can take it forward and support COs.

In HQ, a unit to be determined will evaluate the appropriateness of this indicator by the end of 2006.

At a corporate level, PDPE is responsible for providing guidance and for reporting on this indicator for the APR. ODAV may provide further technical guidance if required.

Interpretation

There is no one indicator that can measure the status of household livelihoods. Given the multidimensionality of livelihoods, it is recommended that a suite of indicators be used to measure whether WFP interventions have met their objectives—with expenditures being at the centre. This suite of indicators would then form the basis of household livelihood profiles.

Interpreting changes in household livelihood profiles should be context and country-specific. This is especially true when looking at expenditure data. Data on expenditures for food and non-food items provide an understanding how a household with limited resources meets its priorities and needs. They provide a proxy indicator of food access, as research on household on household consumption and expenditure has shown that poor households expend a larger proportion of their resources on food. However, if analysed in isolation, this indicator can be misleading.

For example, food insecure and very poor households tend to allocate between 60 and 70 percent of their monthly expenditures on food. These expenditures tend to go towards the most affordable food items such as cereals and tubers. The actual proportion is influenced by other factors such as size of household and sources of income and exposure to risks and shocks.

However, there are instances of wealthier households with the same proportion being allocated to food (60–70 percent), but distributed more equally across different food items such as cereals, meat, vegetables, etc. Finally, there are situations where households who are better off also have the same proportion devoted to food, but are spending it on more expensive food items rather than cheaper ones.

Empirical evidence also shows circumstances in which extremely poor households allocate between 40–50 percent of their monthly expenditures to food. In these situations, it is important to see whether food is accessed through *another* source than purchase or food aid (e.g. own production) or if there are incompressible non-food requirements forcing households into hunger. Understanding different sources of livelihood can help explain expenditure patterns.

Guidance

A technical guide will be produced by ODAV explaining how household livelihood profiles can be created and the interpretation of findings from data analysis.

For guidance, please contact PDPE and, if further technical guidance is required, ODAV.



Outcome Indicator 2.1.2. Dietary diversity	
Examples of activity	To be determined
Purpose	Dietary diversity is currently being piloted as a proxy indicator of household food security.
Definitions	Dietary diversity: The number of different foods or food groups consumed over a given reference period.
Aggregation level	To be determined
Implementation status	Dietary diversity is a pilot indicator and it is therefore not mandatory for COs to report on it. ODAV, ODAN and PDPN, with the assistance of Tufts University and IFPRI, will coordinate a study to find out whether dietary diversity provides a good indicator for targeting and monitoring purposes. No WFP guidance is expected to be available before the end of 2006.
Target	To be determined
Frequency/Timing	To be determined
Measurement method and tools	A number of measurement issues need to be addressed during the pilot phase.
Data storage	To be determined
Responsible offices	To be determined
Interpretation	To be determined
Guidance	To be determined
Outcome 2.2. Increased ability to manage shocks within targeted households in crisis situations or vulnerable to shocks	

Appropriate indicators under discussion

SO 3. Support the improved nutrition and health status of children, mothers and other vulnerable people

Output 3.1. Timely provision of nutritious food in sufficient quantity for targeted young children, mothers and other targeted beneficiaries vulnerable to nutrition and health risks

Output Indicator 3.1.1. Actual beneficiaries receiving WFP food assistance through each activity as a percentage of planned beneficiaries by project category, age group, sex

This indicator is identical for all strategic objectives. Only its scope of applicability differs. Please refer to Indicator 1.1.1 for the indicator specifications not presented below.

Examples of activities Supplementary feeding, Therapeutic feeding, institutional feeding, HIV/AIDS programming (anti retroviral therapy, prevention of mother to child transmission of HIV, home-based care, tuberculosis treatment), nutrition awareness (includes FFT), HIV/AIDS awareness, deworming.

Responsible offices Beneficiary data is collected, through records and monitoring, by the distribution agency (WFP or CPs) or by the monitoring agency (WFP or CPs).

Sub-offices and COs (programme unit) are responsible for compiling and reporting on data from all CPs. For regional operations, Regional Bureaux compile and report on data provided by COs.

At a global level, ODMR compiles beneficiary data from SPRs (with the assistance of ADII), reports for the APR and for global statistics, and provides guidance on beneficiary counting.

Finally, PDPN analyses the data and the SPR narratives, and reports on this indicator against strategic objective 3 for nutrition interventions, while PDPH reports for HIV/AIDS programmes.

Guidance Beneficiary Counting Guidelines.
For additional guidance, contact PDPN.

Output Indicator 3.1.2. Actual mt of food distributed through each activity as a percentage of planned distributions by project category, commodity

This indicator is identical for all strategic objectives. Only its scope of applicability differs. Please refer to Indicator 1.1.2 for the indicator specifications not presented below.

Examples of activities Supplementary feeding, Therapeutic feeding, institutional feeding, HIV/AIDS programming (anti retroviral therapy, prevention of mother to child transmission of HIV, home-based care, tuberculosis treatment), nutrition awareness (includes FFT), HIV/AIDS awareness, deworming.

Responsible offices Distribution data is captured, through records and monitoring, by the distributing agency (WFP or CPs) or by a monitoring agency (WFP or CPs).

Sub-offices and COs (programme unit) are responsible for compiling and reporting on data from all CPs (logistics unit enters the data in COMPAS). For

regional operations, Regional Bureaux compile and report on data provided by COs.

At a global level, ADII compiles distribution data from the SPRs.

Finally, PDPN analyses the data and the SPR narratives, and reports on this indicator against strategic objective 3 for nutrition interventions, while PDPH reports for HIV/AIDS programmes.

Guidance

COMPAS website ¹³

For additional guidance, contact PDPN.

Output Indicator 3.1.3. Actual participants in each activity as a percentage of planned participants, by project category, sex

This indicator is identical for strategic objectives 2, 3 and 4. Only its scope of applicability differs. Please refer to Indicator 2.1.3 for the indicator specifications not presented below.

Example of activities Primarily food-for-training activities (including nutrition awareness, HIV/AIDS awareness).

Responsible offices Primary data is collected, through records, by the distribution agency.

Data will be compiled by the Country Office (or sub-office or Regional Bureau, in the case of regional operations) Programme Officer responsible for asset-creating activities.

At a global level, HQ/ODMR compiles participant data from SPRs (with the assistance of ADII), reports for the APR and for global statistics with the support of the Gender Unit, and provides guidance on beneficiary counting.

Finally, PDPN analyses the data and the SPR narratives, and reports on this indicator against strategic objective 3 for nutrition interventions, and PDPH for HIV/AIDS programming.

Guidance

Beneficiary Counting Guidelines.

For additional guidance, contact PDPN or PDPG.

Output Indicator 3.1.4. Percentage of micronutrient-fortified food delivered through WFP-supported nutrition interventions

Example of activities Selective feeding (supplementary feeding, therapeutic feeding), Mother and Child Health and Nutrition Programme (MCHN), Prevention of Mother to Child Transmission (PMTCT), Anti-retroviral Therapy (ART).

Purpose To report on the proportion of fortified foods delivered for nutrition interventions that have a specific goal of improving nutritional status/reducing micronutrient deficiencies.

Definitions **Micronutrient:** Micronutrients include all vitamins and minerals that, in small amounts, are essential for life.

Fortified: Fortification is the addition of micronutrients during or after food processing, bringing the micronutrients to levels over and above the amounts in the original food products to create fortified food.

Delivered: when handed over by WFP to WFP's CP or United Nations partners.

¹³ <http://home.wfp.org/compas/>

Aggregation level	This indicator can be aggregated at any level.
Implementation status	Reporting on this indicator is a corporate requirement. However, the current system (in COMPAS) does not capture these data with accuracy. Thus, this indicator has so far been collected only on a global level; for all WFP interventions (and not specifically for nutrition interventions) through a PDPN survey.
Target	<p>1) One hundred percent of the processed foods¹⁴ delivered through Strategic Objective 3 nutrition interventions that can be fortified are actually fortified. No baseline is available for this indicator¹⁵.</p> <p>2) One hundred percent of the Strategic Objective 3 nutrition interventions use appropriate, fortified commodities with the aim of addressing problems of malnutrition and micronutrient deficiencies¹⁶.</p>
Frequency/Timing	This indicator should be reported on an annual basis as part of the ARE.
Measurement	<p>This indicator should be collected for the nutrition interventions that have the strategic objective 3 as one of their main objectives.</p> <p>The main data source for food deliveries is COMPAS. However, not all fortified foods are identified as such in the COMPAS commodity drop down list. Therefore, until such a system is set up, the following should be used as a proxy: all vegetable oil, salt, biscuits and blended foods (CSB, WSB, Soy-fortified cereals, etc.) delivered through WFP nutritional interventions. It can be assumed that the above commodities are always fortified in line with WFP policy.</p> <p>Data on commodity deliveries by activity are to be entered in COMPAS, according to the truck waybill. These data are extracted from COMPAS for reporting purposes.</p>
Data storage	Data is collected through COMPAS and is reported through DACOTA in the annual SPRs.
Responsible offices	<p>COs (Logistics units) collect and enter data on food deliveries as indicated on the truck waybill. CO programme units (and, for regional operations, Regional Bureaux) analyse data and report on this indicator.</p> <p>At a corporate level, PDPN is responsible for reporting for the APR. OEDP, with the technical assistance of PDPN, will work with COMPAS on improving the system to measure this indicator.</p>
Interpretation	<p>The indicator that can be measured with the current system is a proxy and will not provide accurate data: some commodities may be included by error, and some other may be omitted (i.e. fortified commodities that are not in the above list).</p> <p>Assumption is made that food is adequately fortified and stored and that specific expiry dates are respected.</p>
Guidance	For further guidance, please contact PDPN (nutrition@wfp.org).

¹⁴ Raw materials, such as whole grain cereals and pulses, cannot be fortified. Only foods that are processed can be fortified. All processed foods should be fortified in WFP nutrition interventions, with the exception of sugar, which cannot be fortified.

¹⁵ The only baseline established at a global level concerns food delivered through all WFP interventions: PDPN calculated that about 20 percent of all WFP food delivered in 2003 and 2004 through all interventions was fortified, mainly in the form of fortified flours, oil, blended foods and biscuits.

¹⁶ In 2004, a survey of nutrition activities conducted as part of the ECW found that 90 percent of the reviewed projects targeting pregnant and lactating women were distributing micronutrient-fortified foods.

Output 3.2. Provision of deworming tablets for targeted children and mothers in WFP-supported activities



Output Indicator 3.2.1. Actual beneficiaries provided with deworming pills through WFP supported activities as a percentage of planned beneficiaries of deworming pills, by beneficiary category, sex

Example of activities	School feeding, supplementary feeding, mother and child health and nutrition programmes (MCHN).
Purpose	To assess WFP's progress towards maximizing the benefits of food by providing deworming supplements to beneficiaries.
Definitions	De-worming tablet: Albendazole or mebendazole are provided to treat intestinal soil-transmitted parasites. In areas where schistosomiasis is a problem, praziquantel may be given.
Aggregation level	To be determined
Implementation status	Pilot indicator. It is therefore not mandatory for COs to report on it.
Target	Under the enhanced commitments to women, all pregnant women after the first trimester enrolled in supplementary feeding or MCHN activities in areas where worm infestations are endemic ¹⁷ and where anaemia is prevalent should receive de-worming tablets. Deworming has also been one of the effective school-based complementary activities in areas where soil transmitted worms or schistosomiasis are common. WFP has been supporting/implementing deworming in the context of school feeding programmes in collaboration with partners.
Frequency/Timing	Frequency of data collection will vary with project objectives. For corporate reporting purposes, this indicator should be reported to HQ on an annual basis.
Measurement	Cooperating partners collect data through routine monitoring. Partner's reports can be used to measure this indicator.
Data storage	Data are captured through DACOTA in SPRs.
Responsible offices	Primary data should be collected by CPs. Country Offices or, in the case of regional operations, Regional Bureaux, report on this indicator. At a corporate level, the responsibility for reporting for the APR, and for guidance and support to field offices lies in: PDPN for deworming in the context of nutrition interventions and PDPF. It would also be encouraged to report on deworming as an optional indicator in the context of school feeding programmes.
Interpretation	Large discrepancies may suggest gaps in planning or in the implementation of the deworming programme.
Guidance	To be determined

¹⁷ Where the prevalence is greater than 20–30 percent

Outcome 3.1. Reduced level of malnutrition among targeted children	
Outcome Indicator 3.1.1.	Prevalence of under-5 malnutrition among targeted children, assessed using height, weight and age, disaggregated by gender
Examples of activities	Mother and child health/nutrition activities (MCH/MCN), supplementary feeding, therapeutic feeding, institutional feeding.
Purpose	To measure success in reducing child malnutrition.
Definitions	<p>Malnutrition: "A broad range of clinical conditions in children and adults that result from deficiencies in one or a number of nutrients" (<i>WFP Food and Nutrition Handbook</i>). Malnutrition includes acute and chronic malnutrition. Depending on project objectives, one or more indicators may be used to measure outcomes related to child malnutrition. Normally, the prevalence of child malnutrition (understood as moderate and severe malnutrition) is defined as the proportion of children with measurements (height-for-age, weight-for-age, or weight-for-height) below -2 z-scores (or standard deviations) or with oedema (please refer to the Glossary for a definition of oedema).</p> <p>Targeted person: An individual who has been found by WFP to require or is presumed to require food assistance and been scheduled for assistance under at least one WFP intervention.</p>
Aggregation level	This indicator is not supposed to be aggregated at any geographical level.
Implementation status	Reporting on nutritional indicators is a compulsory requirement and should be planned for in all new projects. Recognizing that in many situations, WFP has not been collecting nutrition information in a systematic manner, and that a transition period is necessary to set up systems to do so. PDPN and OEDR are committed to supporting Country Offices in this process.
Target	<p>Target for selective feeding in emergency/rehabilitation contexts: Project specific targets should be set up considering specific factors (specifically, the baseline prevalence, the planned programme inputs, the food security and health situation, and the project duration). The international community views 10 percent acute malnutrition prevalence among boys and girls under 5 (without aggravating factors¹⁸) as a <i>standard</i> to strive towards in emergency settings (by the end of the first EMOP period) where the baseline figure exceeds 10 percent.</p> <p>Target for MCH activities: Prevalence of underweight children (Weight/Age) will decrease by 5 percent over the project duration.</p>
Frequency/Timing	<p>Frequency of surveys will depend on project objectives and the time frame associated with projects. However it is important to ensure that subsequent surveys in multi-year operations are timed to coincide with the same season as the initial baseline survey.</p> <p>For corporate reporting purposes this indicator should be reported to HQ on an annual basis.</p>
Measurement method and tools	This information should be collected through properly designed sample surveys conducted before and during/after the intervention ¹⁹ . Anthropometric surveys ²⁰ should be carried out using representative sampling as appropriate. Innovative

¹⁸ Aggravating factors include: general food ration below mean energy requirements; crude mortality rate >1/10,000/day; epidemics of measles or whooping cough; high prevalence of respiratory or diarrhoeal disease.

¹⁹ The possibility to measure nutritional indicators on a monitoring basis (rather than by surveys) is currently being explored and will be piloted in the future.

²⁰ The possibility to measure nutritional indicators on a monitoring basis (rather than by surveys) is currently being explored and will be piloted in the future.

sampling and data collection methodologies may be tested provided they are designed with statistically valid methods. To disaggregate by gender, the sample size will need to be doubled.

Surveys should be done in the same geographic area as the programme intervention. In some situations it will be desirable to have a comparison area included as part of the sample to enable the ability to attribute any changes seen to the intervention.

The age group to report on should be children 6–59 months.

Country Offices have flexibility to choose appropriate child malnutrition indicators based on project objectives. Typically, it will be desirable for Country Offices to collect child weight, height, and age, as well as gender, which will permit the analysis of changes in trends of weight-for-age and height-for-age, as well as weight-for-height if needed.

It should be noted that a survey does not necessarily need to be conducted by WFP. WFP report can be based on secondary data if these are reliable and correspond to the intervention area. In such case, the quality of the survey may need to be assessed by the relevant technical unit.

Data storage

Data are captured in DACOTA in SPRs.

Responsible offices

Generally WFP partners collect primary data (NGOs, UNHCR, UNICEF, survey firms), although WFP may take the lead in initiating surveys as described below.

Strengthening existing and developing new partnerships is critical to the collection of nutrition indicators: the Memorandum of Understanding (MOU) with UNHCR places the responsibility for monitoring the nutritional status of refugee populations with UNHCR; however it is important that WFP advocate for surveys to be done regularly to meet the information needs associated with results-based management. The MOU with UNICEF (re-negotiated in 2005) specifies that UNICEF will generally take the lead in undertaking nationwide nutritional surveys, but that in geographic regions or among certain beneficiary groups where WFP intervenes, WFP can organize the collection of data by itself. For collection of high-quality information, it is essential that Country Offices make partnerships with organizations that have the expertise to conduct nutrition surveys.

Country Offices or, in the case of regional operations, Regional Bureaux, report on this indicator.

At a corporate level, PDPN is responsible for reporting for the APR, and for guidance and support to field offices.

Interpretation

Malnutrition prevalence needs to be interpreted in light of different factors, including: the food security and health context, pipeline information (was there any break in the pipeline that can explain a raise in the malnutrition prevalence?), recovery rates from supplementary and therapeutic feeding centres (do selective feeding centres function well enough?), the population coverage of the programme (does the programme cover the entire population or only a small part of it?).

Guidance

Detailed guidance about how to collect outcome indicators on mortality and malnutrition are provided in *A Manual: Measuring and Interpreting Malnutrition and Mortality* (WFP/CDC 200).

For general guidance, refer to *WFP Food and Nutrition Handbook*²¹.

For further technical support, please contact nutrition@wfp.org.

²¹ http://home.wfp.org/WFP_Internal/divisions/PSPN/English/fnhb_en_Annex2.html#annex2_2



Outcome 3.2. Reduced level of malnutrition among women	
Outcome Indicator 3.2.1.	Prevalence of malnutrition among targeted women of childbearing age, assessed using body mass index (BMI) and/or low birthweight
Examples of activities	Mother and child health/nutrition programmes (MCH/MCN), supplementary feeding.
Purpose	To measure success of interventions in reducing the prevalence of malnutrition among adult women.
Definitions	<p>Childbearing age: 15–49 years.</p> <p>Body mass index (BMI): The BMI is the most useful measure of malnutrition in adults, an indicator of weight deficit in relation to height. $BMI = \text{weight (kg)} / \text{height (m}^2\text{)}$.</p> <p>Malnutrition among adults: Men and non-pregnant women who have a body mass index that is less than 18.5 are considered to suffer from chronic energy deficiency.</p> <p>Low birthweight: Children born with weights below 2.5 kg are defined as “low birthweight”.</p> <p>Targeted person: An individual who has been found by WFP to require or is presumed to require food assistance and has been scheduled for assistance under at least one WFP intervention.</p>
Aggregation level	This indicator is not supposed to be aggregated at any geographical level.
Implementation status	This indicator is still being piloted by PDPN. It is therefore not mandatory for COs to report on it.
Target	To be determined
Frequency/Timing	Frequency of data collection will vary with project objectives. For corporate reporting purposes this indicator should be reported to HQ on an annual basis.
Measurement method and tools	<p>The proportion of <i>non-pregnant</i> women with a BMI of less than 18.5 is used as an indicator of the prevalence of chronic energy deficiency in a population. It is calculated using the following formula: weight (in kilos) divided by height (in meters squared). Thus, weight and height are all that is needed to calculate BMI. BMI should not be collected from pregnant women.</p> <p>The incidence of low birthweight in a population is a useful indicator of women’s nutritional status during pregnancy. Low birthweight incidence is defined as the number of children with birthweight less than 2.5 kg divided by the total number of live births.</p> <p>Women’s height and weight should be collected through nutrition surveys. During the analysis stage, the prevalence of women with a BMI of under 18.5 can be calculated and reported. The incidence of low birthweight can be calculated from birth records where such records are reliably kept (health centres, hospitals, etc). More details about these indicators and the contexts where they can be reliably collected will be provided in guidance from PDPN.</p> <p>It should be noted that a survey does not necessarily need to be conducted by WFP. WFP’s report can be based on secondary data if these are reliable</p>

and correspond to the intervention area. In such case, the quality of the survey may need to be assessed by the relevant technical unit.

Data storage

Data are captured in DACOTA in SPRs.

Responsible offices

Generally WFP partners collect primary data (NGOs, UNHCR, UNICEF, survey firms), although WFP may take the lead in initiating surveys as described below.

Country Offices or, in the case of regional operations, Regional Bureaux, report on this indicator.

At a corporate level, PDPN is responsible for reporting for the APR, for piloting this indicator and for providing guidance and support to field offices.

Interpretation

Interpretation of changes seen over time in indicators of malnutrition among adult women will depend on the context. More guidance will be provided by PDPN.

Guidance

Detailed guidance about how to collect outcome indicators on mortality and malnutrition are provided in *A Manual: Measuring and Interpreting Malnutrition and Mortality* (WFP/CDC 2005).

For general guidance, refer to *WFP Food and Nutrition Handbook*²².

For further technical support, please contact nutrition@wfp.org.

Outcome: 3.3.

Reduced level of anaemia among pregnant and lactating women and targeted children



Outcome

Indicator 3.3.1.

Prevalence of anaemia among targeted beneficiaries

Examples of activities

Supplementary feeding, therapeutic feeding, institutional feeding, deworming.

Purpose

To assess progress in reducing anaemia.

Definitions

Anaemia: Anaemia is defined as having a low haemoglobin concentration. Different cut-offs of haemoglobin are used to define the prevalence of anaemia depending on the population being measured. For pregnant women, a cut-off of 110 g/L is used. For non-pregnant women (including lactating women), the cut-off is 120 g/L. Depending on the age of children, different cut-offs are used. These cut-off points are in line with WHO recommendations.

Targeted beneficiaries: the group that has been found by WFP to require or is presumed to require food assistance and been scheduled for assistance under at least one WFP intervention.

Aggregation level

This indicator is not supposed to be aggregated at any geographical level.

Implementation status

Indicator still being piloted by PDPN. It is therefore not mandatory for COs to report on it.

Target

To be determined

Frequency/Timing

Frequency of data collection will vary with project objectives. For corporate reporting purposes this indicator should be reported to HQ on an annual basis.

²² http://home.wfp.org/WFP_Internal/divisions/PSPN/English/fnhb_en_Annex2.html#annex2_2

Measurement method and tools	<p>The prevalence of anaemia should be collected where relevant, for example in programmes where inputs such as fortified blended food (and/or iron supplements) are provided with an objective of improving the micronutrient status of women or children.</p> <p>Anaemia can be assessed in most field settings using a portable hemoglobinometer, such as that manufactured by Hemocue, which analyses blood samples taken by finger prick. Blood samples should only be collected in settings where partners can provide appropriate training and supervision, and only after receiving clearance from relevant national institutions and ethical review boards. Diagnosis of anaemia through clinical methods such as pallor hands, conjunctiva, and tiredness is generally unreliable and not recommended.</p> <p>Details for how to collect this indicator are available from the nutrition service (nutrition@wfp.org) and will be outlined in an upcoming manual.</p>
Data storage	Data are captured in DACOTA in SPRs.
Responsible offices	<p>Primary data are generally collected by partners (NGOs, institutions with survey expertise, government agencies)</p> <p>Country Offices or, in the case of regional operations, Regional Bureaux, report on this indicator.</p> <p>At a corporate level, PDPN is responsible for reporting for the APR, and for piloting this indicator and for providing guidance and support to field offices.</p>
Interpretation	<p>Reduced prevalence of anaemia amongst the targeted beneficiaries in surveys suggests progress is being made in reducing the level of anaemia in the target population.</p> <p>In many settings, iron deficiency is the main cause of anaemia. However, it should be noted that there are other causes of anaemia besides nutritional deficiencies (such as malaria and genetic disorders), and that haemoglobin by itself cannot be used to ascertain the specific cause of anaemia.</p> <p>It should be noted that a survey does not necessarily need to be conducted by WFP. WFP report can be based on secondary data if these are reliable and correspond to the intervention area. In such case, the quality of the survey may need to be assessed by the relevant technical unit.</p>
Guidance	<p>Detailed guidance about how to collect this indicator will be provided through upcoming guidelines.</p> <p>For general guidance, refer to <i>WFP Food and Nutrition Handbook</i>²³.</p> <p>For further technical support, please contact nutrition@wfp.org.</p>

Outcome 3.4. Improved quality of life of beneficiaries target in HIV/AIDS-supported programmes



Outcome Indicator 3.4.1.	Weight gain among beneficiaries
Examples of activities	HIV/AIDS programming, including anti-retroviral therapy (ART), home-based care, tuberculosis (TB) treatment.
Purpose	Weight gain is used as a provisional indicator for the outcome of an "improved quality of life".

²³ http://home.wfp.org/WFP_Internal/divisions/PSPN/English/fnhb_en_Annex2.html#annex2_2

Definitions	<p>Beneficiaries: If a household ration is provided, family members are also considered to be beneficiaries.</p> <p>ART beneficiaries: People living with HIV/AIDS enrolled in ART programme in a recognized health facility.</p> <p>Home-based care: HIV “positive” persons being cared for in a home environment.</p> <p>Tuberculosis treatment: Treatment regimen to cure tuberculosis.</p> <p>Direct Observance Treatment Short course (DOTS): A specific TB treatment.</p>
Aggregation level	To be determined
Implementation status	This is a pilot and provisional indicator. It is therefore not mandatory for COs to report on it. A proper “well-being” indicator is to be determined jointly with WHO and UNAIDS.
Target	To be determined
Frequency/Timing	Frequency of data collection depends on project objectives. For corporate objectives, this indicator should be reported annually. Ideally, it should be measured at the beginning of treatment and later at different stages.
Measurement method and tools	<p>Weight is regularly monitored during visits to health clinics or home visits. Average monthly weight gain can be calculated as an average weight gain or two or more weights over time.</p> <p>Records are available from health clinics, Ministry of Health. Monitoring reports and surveys are done by WFP and/or cooperating partners.</p>
Data storage	Data are captured through DACOTA for the SPRs.
Responsible offices	<p>WFP partners collect primary data (health clinics, Ministry of Health, CPs).</p> <p>Country Offices or, in the case of regional operations, Regional Bureaux, report on this indicator.</p> <p>At a corporate level, PDPH is responsible for reporting for the APR, and for guidance and support to field offices.</p>
Interpretation	Weight gain is used as a provisional indicator for the outcome of an “improved quality of life”. Results need to be interpreted in light of different factors, including the performance of health partners involved.
Guidance	For further guidance, please contact PDPH.



Outcome Indicator 3.4.2.	Treatment adherence rate by specific treatment and care programmes (duration of programme, percent treatment compliance, etc.)
Examples of activities	HIV/AIDS programming, including anti-retroviral therapy (ART), tuberculosis (TB) treatment.
Purpose	To measure the proportion of participants enrolled in food-assisted programmes that have adhered to full treatment.
Definitions	Treatment adherence: Taking drugs as prescribed and keeping appointments as scheduled. For all the programmes concerned, a full adherence is necessary. The duration of treatment varies from one programme to another.

	ART is life time long treatment, TB treatment is 6 to 8 months, according to countries and the protocols.
Aggregation level	To be determined
Implementation status	This is a pilot and provisional indicator. It is therefore not mandatory for COs to report on it.
Target	To be determined
Frequency/Timing	Frequency of data collection depends on project objectives. For corporate objectives, this indicator should be reported annually. Ideally, it should be measured at the beginning of treatment and later at different stages.
Measurement method and tools	<p>Primary data comes from patient attendance records. Records are available from health clinics, Ministry of Health. Monitoring reports and surveys are done by WFP and/or cooperating partners.</p> <p>At the project level, data should be collected for each specific treatment or care programme, since one cannot mix data on TB with those on ART or home based care. The numerator is the number of patients completing a specific treatment programme. The denominator is the number of patients enrolled in a treatment programme.</p>
Data storage	Data are captured through DACOTA for the SPRs.
Responsible offices	<p>WFP partners collect primary data (health clinics, Ministry of Health, CPs).</p> <p>Country Offices or, in the case of regional operations, Regional Bureaux, report on this indicator.</p> <p>At a corporate level, PDPH is responsible for reporting for the APR, and for guidance and support to field offices.</p>
Interpretation	<p>The success of an individual treatment intervention depends on an individual full adherence to the programme. While treatment adherence does not measure the success of the treatment, it gives information whether a critical precondition for success was in place.</p> <p>Food as an incentive is assumed to play a key role to enable people in need of treatment to comply with the full cycle. A high percentage of treatment adherences in treatment programmes can be directly interpreted as an indicator for the positive performance and effectiveness of the programme.</p> <p>Apart from that, adherence is subject to many other external factors, availability of drugs, medical infrastructure and individual circumstances of the patient.</p> <p>The effectiveness of food as an incentive and enabling agent can be measured by comparing a control group of patients on a similar programme who did not receive food support. If possible, existing studies should be used for that purpose in order to avoid ethical conflicts.</p>
Guidance	For further guidance, please contact PDPH.

SO 4. Support access to education and reduce gender disparity in access to education and skills training

Output 4.1. Timely provision of food in sufficient quantity for targeted children, adolescent girls and adults to improve access to education in schools and non-formal education centres

Output Indicator 4.1.1. Actual beneficiaries receiving WFP food assistance through each activity as a percentage of planned beneficiaries by project category, age group, sex

Examples of activities On-site feeding and/or take-home rations in all WFP-assisted schools (preschools, primary, secondary schools), non-formal education centres, literacy food-for-training.

Purpose To evaluate the extent in which WFP meets the needs of the targeted population for school feeding.
To identify any disparities between the number of male and female recipients in primary schools.

Definitions **Actual beneficiary:** Targeted person provided with food assistance through on-site school feeding or school feeding take-home rations, as reported by the distributing agency (WFP or CP). When family rations are provided in school feeding take-home rations or in FFT, the total number of beneficiaries should be reported, i.e. recipient number multiplied by agreed household size.

Planned beneficiary: According to the PPIF/project statistics of the project document (or to the approved budget revision, if the budget revision has been approved at the beginning of the year) as entered in WINGS.

Age groups: Below 5, 5–18, over 18.

Activity: Programme activity, i.e. the various ways in which WFP food aid is used (primary school, secondary school, non-formal education, etc.)

Project category: EMOP, PRRO or Country Programme (or Development Project).

Preschool: According to the International Standard Classification of Education (ISCED), in principle, a preschool programme is provided at school or centres with educational property, starting 3 years of age and prior to the beginning of primary education.

Primary school: According to the ISCED, primary school starts between 5 and 7 years of age and lasts five to six years.

Secondary school: According to the ISCED, lower secondary school starts after the termination of primary school and the end of this level is after some 9 years of schooling since the beginning of primary school.

Aggregation level Aggregation is relevant at every level. Figures are aggregated at a global level in WFP Global Statistics. In order to reduce as much as possible double counting, refer to the Beneficiary Counting Guidelines^{24,25}. When

²⁴ <http://docustore.wfp.org/stellent/groups/public/documents/other/wfp010418.pdf>

²⁵ Overlaps of beneficiaries are unavoidable at different levels (between activities within a project, between project phases, between project categories, between countries or regions, between strategic objectives and over time). Work is ongoing to design a technology tool and a data model that satisfies local demand for management information and demand for data to be aggregated to different

aggregating figures at the project level, special attention needs to be paid to avoid double counting between take-home rations and on site feeding.

Implementation status	Measuring this indicator is a corporate requirement.
Target	One hundred percent of the planned beneficiaries receive WFP's assistance. To comply with Enhanced Commitment to Women II (ECW II) of WFP's 2003–2007 Gender Policy, half of all primary school students to whom WFP food is provided are girls (global target to be achieved by the end of 2007). Whereas, in accordance with ECW III, women should account for at least 70 percent of all actual FFT participants.
Frequency/Timing	Actual beneficiary data is collected by the distribution agency (CP, counterpart) as part of the routine distribution monitoring. Data is captured and reported to WFP as agreed with the CP/counterpart (on a monthly basis or a quarterly basis, etc.). Actual figures should be compared to planned figures on an annual basis as part of the ARE.
Measurement	<p>WFP or CPs' monitors collect primary data on beneficiaries from monitoring/distribution checklists available at the schools or education centre, and from school records. All CPs in the field should report their food distributions by activity (which is currently not systematically the case). Primary data are reported on in M&E and CPs' reports.</p> <p>The indicator applies to all schools benefiting from WFP school feeding programmes (preschool, primary and secondary schools, and non-formal education/literacy training through FFT) rather than just primary schools.</p>
Data storage	Planning figures are entered in WINGS and, from there, preloaded into DACOTA. Actual figures are reported in the SPR through DACOTA. In order to globally compile data, actual and planning data is retrieved from the SPRs. The additional school feeding database and data source JET (for the SSFS) and ARGOS do not measure this indicator.
Responsible offices	<p>Beneficiary data is collected by the CPs (NGOs, Government/local counterparts). Sub-offices and COs (programme unit) are responsible for compiling and reporting on data from all CPs. For regional operations, Regional Bureaux compile and report on data provided by COs.</p> <p>At a global level, ODMR compiles beneficiary data from SPRs (with the assistance of ADII), reports for the APR, and provides guidance on beneficiary counting. Finally, PDPF analyses the data and the SPR narratives, and interprets the results for the APR against strategic objective 4.</p>
Interpretation	<p>Large discrepancies between the planned and actual beneficiary figures can be due to a variety of reasons:</p> <ul style="list-style-type: none">- over-estimation of needs when designing the project;- a change in the needs since the project has been designed;- a lack of sufficient resources to the programme; and- logistics, security, distribution constraints, etc.
Guidance	<p>Beneficiary Counting Guidelines</p> <p>For additional guidance, contact PDPF.</p>

levels (by sub-office, CO, RB, HQ) and perspectives (by activity, project category, strategic objective, reporting period etc.), which at the same time would not overburden COs in terms of data collection.

Output Indicator 4.1.2. Actual mt of food distributed through each activity as a percentage of planned distributions, by project category, commodity

Examples of activities	On-site feeding and/or take-home rations in all WFP-assisted schools (preschools, primary, secondary schools), non-formal education centres, literacy food-for-training.
Purpose	To evaluate the extent in which WFP meets the needs for school feeding interventions by commodity.
Definitions	<p>Actual distributions: Actual food distributed to beneficiaries, as reported by the distributing agency (WFP or CP).</p> <p>Planned distributions: Planning figures of food to be distributed according to the project document (or to the approved budget revision if it is approved at the beginning of the year), as entered in WINGS.</p> <p>Activity: Programme activity, i.e. the various ways in which WFP food aid is used (primary school, secondary school, non-formal education, etc.)</p> <p>Project category: EMOP, PRRO or Country Programme (or Development project).</p> <p>Preschool: According to the International Standard Classification of Education (ISCED), in principle, a preschool programme is provided at school or centres with educational property, starting 3 years of age and prior to the beginning of primary education.</p> <p>Primary school: According to the ISCED, primary school starts between 5 and 7 years of age and lasts five to six years.</p> <p>Secondary school: According to the ISCED, lower secondary school starts after the termination of primary school and the end of this level is after some 9 years of schooling since the beginning of primary school.</p> <p>By commodity: By each commodity (green peas, yellow peas, beans, etc.) and not by generic commodities (pulses, etc.).</p>
Aggregation level	Aggregation is relevant at every level. Figures are aggregated at a global level in WFP Global Statistics.
Implementation status	Measuring this indicator is a corporate requirement.
Target	One hundred percent of the food planned to be distributed is actually distributed.
Frequency/Timing	Actual distribution figures are collected by the distribution agency (CP, Government/local counterpart) as part of the routine distribution monitoring. Data is captured and reported to WFP as agreed with the CP/counterpart (on a monthly basis or a quarterly basis, etc.).
Measurement	<p>Actual figures should be compared to planned figures on an annual basis as part of the ARE.</p> <p>WFP or CPs' monitors collect food distribution figures from monitoring/distribution checklists available at the schools or education centre, and from school records. All CPs in the field should report their food distributions by activity (which is currently not systematically the case). Primary data are reported on in M&E and CPs' reports.</p> <p>The indicator applies to all schools benefiting from WFP school feeding</p>

Programmes (preschool, primary and secondary schools, non-formal education) rather than just primary schools.
Refer to Partner's Distribution Report Template²⁶

Data storage

Planning figures are entered in WINGS and, from there, preloaded into DACOTA.

Actual distribution data are currently captured through COMPAS (however, if delivery data are consistently captured, distribution data by activity need to be more systematically collected). Data is uploaded from COMPAS into DACOTA as the main data source on commodities, to be reported in the SPR. Actual and planning data is retrieved from the Data Warehouse and compiled/aggregated for the APR.

Responsible offices

Distribution data is data is collected by the CPs (NGOs, Government/local counterparts).

Sub-offices and COs (programme unit) are responsible for providing, compiling and reporting on data from all CPs (logistics unit enters the data in COMPAS). For regional operations, Regional Bureaux compile and report on data provided by COs.

At a global level, ADII compiles distribution data from the SPRs.

Finally, PDPF analyses the data and the SPR narratives, and interprets the results for the APR against strategic objective 4, and provides guidance on the data collection.

Interpretation

Large discrepancies between the planned and actual distribution figures can be due to a variety of reasons:

- over-estimation of needs when designing the project;
- a change in the needs since the project has been designed;
- a lack of sufficient resources to the programme;
- logistics, security, distribution constraints, etc.; or
- possibly, the substitution of one commodity with another commodity.

Guidance

COMPAS website ²⁷
For additional guidance, contact PDPF.

Output Indicator 4.1.3. Actual participants in each activity as a percentage of planned participants, by project category, sex

This indicator is identical for strategic objectives 2, 3 and 4. Only its scope of applicability differs. Please refer to Indicator 2.1.3 for the indicator specifications not presented below.

Example of activities

Food for training, when it includes literacy and numeracy programmes.

Responsible offices

Distribution data is data is collected by the CPs (NGOs, Government/local counterparts).

Data will be compiled by the Country Office (or sub-office or Regional Bureau, in the case of regional operations) Programme Officer.

At a global level, HQ/ODMR compiles participant data from SPRs (with the assistance of ADII), reports for the APR's global statistics. At a global level, PDPF, with the support of PDPG, analyses the data and the SPR narratives, and interprets the results for the APR against strategic objective 4.

²⁶ <http://home.wfp.org/compas/docs/partner%20distribution%20and%20monitoring%20report.pdf>

²⁷ <http://home.wfp.org/compas/>

Guidance

Beneficiary Counting Guidelines.
For additional guidance, contact PDPF.

Outcome 4.1.	Increased enrolment of girls and boys in WFP-assisted schools
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Outcome Indicator 4.1.1.	Absolute enrolment: Number of girls and boys enrolled in WFP-assisted primary schools and, if applicable, preschools and secondary schools
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Examples of activities School feeding (on-site feeding and/or take-home rations) in all schools (preschools, primary, secondary schools).

Purpose To compare trends in the total number of girls and boys enrolled in grades that receive in-school meals and/or take-home rations, and to observe the effect school feeding may have on sustaining children's enrolment in schools over the long term.

Definitions **Enrolment:** The official figure of children recorded as enrolled in a school at the beginning of the school year (for more see Glossary).

Absolute enrolment: The number of girls and boys enrolled in each school grade for a selected year.

Preschool: According to the International Standard Classification of Education (ISCED), in principle, a preschool programme is provided at school or centres with educational property, starting 3 years of age and prior to the beginning of primary education.

Primary school: According to the ISCED, primary school starts between 5 and 7 years of age and lasts five to six years.

Secondary school: According to the ISCED, lower secondary school starts after the termination of primary school and the end of this level is after some 9 years of schooling since the beginning of primary school.

Aggregation level Aggregation is relevant at every level.

Implementation status Measuring this indicator is a corporate requirement.

Target By the end of **2007**, the absolute number of girls and boys in WFP-assisted schools is **50 million beneficiaries**²⁸.

Frequency/Timing Annually

Measurement Enumerators (NGO CP, counterpart or WFP) will review school records and collect data on enrolment by sex and grade, through M&E system.

Data storage This indicator is reported through DACOTA for the SPR.

Responsible offices Primary data is collected by WFP or CPs (NGO, Government/local counterpart).

At the project level, COs (programme unit) are responsible for reporting for the SPRs (and RBx for regional operations).

²⁸ In addition, WFP contributes to MDG 2 (Achieve universal primary education by 2015) and the Education For All goal.

PDPF reports at a global level for the APR and provides guidance.

Interpretation

Increased absolute enrolment in schools where school feeding is ongoing may suggest that food assistance contributes to the enrolment of children (of all ages) in the school.

In addition, this indicator can be used to reveal the extent of over-aged and under-aged enrolment.

Guidance

For additional guidance, contact PDPF.

Outcome

Indicator 4.1.2.

Net enrolment rate: percentages of primary school-age girls and boys enrolled in WFP-assisted primary schools

Examples of activities

School feeding (on-site feeding and/or take-home rations) in all WFP-assisted primary schools.

Purpose

To determine the number of girls and boys of primary school-age living in a given primary school's catchment area or relevant district who are actually enrolled in that school.

Definitions

Enrolment: The official figure of children recorded as enrolled in a school at the beginning of the school year (for more see Glossary).

Net enrolment rate: Percentage (percent) of the number of primary school-age (defined by the government) girls/boys enrolled in WFP-assisted primary schools to the number of primary school-age (defined by the government) girls/boys in the schools' catchment area or districts where the schools are located.

School catchment area: Area surrounding a school where primary school-age/potential school-going children reside.

Primary schools: According to the International Standard Classification of Education (ISCED), primary school starts between 5 and 7 years of age and lasts five to six years.

Aggregation level

Aggregation is relevant at every level.

Implementation status

Measuring this indicator is a corporate requirement. However, reporting net enrolment rate is a challenging indicator to collect because of limited availability of both demographic data and data on school catchment areas.

Target

The net enrolment of girls is **70** percent and the net enrolment of boys is **70** percent in WFP-assisted schools⁽¹⁾

Frequency/Timing

Annually

Measurement

Net enrolment rate is calculated as follows:

- Numerator: Number of girls/boys of primary school age enrolled in WFP-assisted primary schools in a particular school year.
- Denominator: Number of girls/boys of primary school age (defined by the government) living in the "catchment area" or districts where the WFP-assisted primary schools are located in the same school year.

This data is collected through M&E system or Standardized WFP School

⁽¹⁾ One hundred percent net enrolment rate is the MDG target; WFP responsibility will account for 70 percent of the MDG target for the hungry poor in food insecure/HIV AIDS-affected areas

Feeding Survey (SSFS) for baseline and follow-up. Data sources to be consulted include school/MoE records (for enrolment), community/government census records (for population data).

SSFS could be a good data source. But for primary schools where SSFS has not yet been finalized, information could be provided from secondary sources, such as survey undertaken by NGO and Government/local partners.

Due to the extreme difficulty of collecting accurate demographic data and data on the school catchment area, Country Offices should initially focus on obtaining data at district level where a school feeding programme is implemented.

The **Gross Enrolment Rate** may in some circumstances provide a useful complementary indicator for the net enrolment rate, in case the latter cannot be collected. The gross enrolment rate is the percentage of all girls/boys (regardless of age) enrolled in all WFP-assisted primary schools to the number of primary school-age (defined by the government) girls/boys living in the catchment areas of these schools or districts where the schools are located. If net enrolment rate is available, gross enrolment rate can be used to provide additional information on the over-aged children enrolled in WFP-assisted primary schools. The gross enrolment rate is calculated as follows:

- Numerator: number of girls/boys (regardless of age) enrolled in WFP-assisted primary schools in a particular school year
- Denominator: number of girls/boys of primary school age (defined by the government) living in the school "catchment area" or districts where the schools are located in the same school year.

Data storage

This indicator is reported through DACOTA for the SPR.

Responsible offices

Data is collected by WFP or CPs (NGO, Government/local counterpart) from schools/MoE (enrolment), and the government (population statistics).

At the project level, COs (programme unit) are responsible for reporting for the SPRs (and RBx for regional operations).

PDPF reports at a global level for the APR and provides guidance.

Interpretation

Net enrolment rate is considered a valid indicator to measure improvements in the level of access of primary school-age children to primary schools. School feeding is one of the many variables that may positively affect the net enrolment rate.

However, reporting net enrolment rate is a challenging indicator to collect because of limited availability of both demographic data and data on school catchment areas. Using the data – if available – on the districts where WFP-assisted primary schools are located is also an option.

Guidance

For additional guidance, contact PDPF.



Outcome Indicator 4.1.3.

Absolute enrolment of orphans and vulnerable children from households receiving take-home rations

Examples of activities

Take-home rations as an incentive to send orphans and vulnerable children (OVC) to formal or non-formal schools. This indicator can apply to the different kind of schools that OVC are likely to participate in (non-formal education like community schools and vocational skills training targeting out of school children).

Purpose	To compare trends from year to year in the total number of OVC enrolled in grades and receiving take-home rations.
Definitions	<p>Enrolment: The official figure of children recorded as enrolled in a school at the beginning of the school year (for more see Glossary).</p> <p>Absolute enrolment: The number of girls and boys enrolled in each school grade for a selected year.</p> <p>Orphans and Vulnerable Children (OVC): OVC designates children made vulnerable by HIV/AIDS. Orphan: A child below the age of 18 years who has lost one or both parents. Vulnerable child: A child who has no or very restricted access to basic needs, or a child in a food insecure household, with a chronically ill parent regardless of whether he or she lives with the parent or not. These definitions of “orphanhood” and “vulnerability” are tentative and there are ongoing attempts to further refine them.</p> <p>Take-home rations: Food provided to families as an incentive to take and keep children in school and keep orphans in foster families.</p>
Aggregation level	Aggregation is relevant at every level.
Implementation status	This indicator is being pilot tested. It is therefore not mandatory for COs to report on it. Its pertinence will be assessed by PDPH by the end of 2006.
Target	No baseline figure is available. Target to be set during the pilot phase.
Frequency/Timing	Annually
Measurement	The methodology used to collect data for indicator 4.1.1 (absolute enrolment of children in all WFP-assisted schools) will be refined during the pilot phase, to collect specific OVC data.
Data storage	This indicator is reported through DACOTA for the SPR.
Responsible offices	This indicator is being pilot tested by PDPH, which will assess the pertinence of this indicator and will report at a global level for the APR.
Interpretation	Guidance to interpret the results is to be further refined during the pilot phase. OVC enrolled in schools are used as proxy group to monitor the well-being of children affected by HIV/AIDS. In addition, it is assumed that because the children are in school, they are likely to gain knowledge as well as vocational and life skills. Data by sex will show whether there are hindrances for boys and/or girls in benefiting from these programmes.
Guidance	For additional guidance, please contact PDPH.

Outcome 4.2.	Improved attendance of boys and girls in WFP-assisted schools
Outcome Indicator 4.2.1.	Attendance rate: percentage of girls and boys attending classes in WFP-assisted primary schools and, if applicable, preschools and secondary schools
Examples of activities	School feeding (on-site and/or take-home rations) in all WFP-assisted schools (preschools, primary, secondary schools).
Purpose	To measure trends in girls' and boys' attendance in grades receiving food aid, and to observe the effect school feeding may have on keeping children in school throughout the year.

Definitions	<p>Attendance: The number of children coming to school everyday and not being absent.</p> <p>Attendance rate: Number of schooldays attended by girls/boys/children in WFP-assisted primary schools in a particular school year expressed as a percentage of the total number of the days the schools are effectively open multiplied by the total number of girls/boys enrolled in the same school year.</p> <p>Preschool: According to the International Standard Classification of Education (ISCED), in principle, a preschool programme is provided at school or centres with educational property, starting 3 years of age and prior to the beginning of primary education.</p> <p>Primary school: According to the International Standard Classification of Education (ISCED) primary school starts between 5 and 7 years of age and lasts five to six years.</p> <p>Secondary school: According to the International Standard Classification of Education (ISCED) lower secondary school starts after the termination of primary school and the end of this level is after some 9 years of schooling since the beginning of primary school.</p>
Aggregation level	Aggregation is relevant at every level.
Implementation status	Measuring this indicator is a corporate requirement.
Target	Eighty percent ²⁹
Frequency/Timing	<p>The WFP Standardized School Feeding Survey calculates attendance rate based on two months of a reference school year. However, attendance rate should be calculated on a monthly basis.</p> <p>This indicator is reported on an annual basis as part of the SPR.</p>
Measurement	<p>For primary schools, SSFS could be a good data source where a SSFS has been conducted. But for preschools and secondary schools, and for primary schools where SSFS has not been recently conducted, information could be provided from secondary sources, such as survey undertaken by NGOs or Government/local partners.</p> <p>Enumerators will consult school attendance registers/records and collect information on pupil absentee days, monthly enrolment (total number of children the teacher would expect to show up at school) and the number of days school was effectively open for each month selected. If this is not possible, enumerators will interview teachers to help quantify (in percentages) the level of attendance during the months selected.</p> <ul style="list-style-type: none"> - Numerator: The total number of days that children are in attendance in month A. - Denominator: The total number of schooldays in month A multiplied by the total number of children enrolled in month A. <p>Average monthly attendance rate (%) =</p> $\frac{[\text{Total number schools days children attended}]}{[\text{Actual number of schooldays}] \bullet [\text{Number of children enrolled at school}]}$ <p style="text-align: center;"><i>multiplied by 100</i></p>

²⁹ 2004 APR reports that global attendance rate in WFP-assisted schools reached 92 percent, exceeding the 2004–2007 target of 80 percent. However, as only 10 percent of the SPRs had reported on this indicator in 2004, it has been decided to maintain a target of 80 percent.

Alternatively, the attendance rate can be calculated by collecting absentee days, which is generally easier. In this case, the attendance rate would be calculated using the formula shown below:

$$\text{Average monthly attendance rate (\%)} = \frac{(1 - \frac{\text{[Total number absentee days]}}{\text{[Actual number of schooldays]}}) \times \text{[Number of children enrolled at school]}}{\text{multiplied by 100}}$$

The calculation is done for each month and then the mean/median of the two monthly attendance rates is calculated. This mean/median is currently used as an extrapolation for the overall attendance during a given school year. It is planned in the near future to collect attendance on a monthly basis through the school feeding M&E system.

The ARGOS system (see Glossary) may be able to provide the most reliable attendance data on a monthly basis. However it is neither available in all countries nor is it yet a statistically representative sampling.

These numbers can only be compared with girls' and boys' attendance in grades not receiving food aid if the baseline has been done prior to the programme.

Data storage

This indicator is reported through DACOTA for the SPR.

Responsible offices

Data is collected by WFP or CPs (NGO, Government/local counterpart) from schools/MoE.

At the project level, COs (programme unit) are responsible for reporting for the SPRs (and RBx for regional operations).

PDPF reports at a global level for the APR and provides guidance.

Interpretation

This indicator enables researchers to observe the effect that school feeding may have on keeping children in school, as well as help identify any seasonal variations in children's attendance, which may cause absences not to be attributed to the effectiveness of the school feeding programme. A low attendance rate or variations in the attendance rate may trigger further study of the other variables that may affect children's attendance.

Guidance

For additional guidance, contact PDPF.



Outcome

Indicator 4.2.2.

Attendance rate: percentage of orphans and vulnerable children from households receiving take-home rations attending classes in schools

Examples of activities

Take-home rations as an incentive to send orphans and vulnerable children (OVC) to formal or non-formal schools. This indicator can apply to the different kind of schools that OVC are likely to participate in (non-formal education like community schools and vocational skills training targeting out of school children).

Purpose

To observe the effect food aid may have on keeping OVC girls and boys in school throughout the year.

Definitions

Attendance: The number of children coming to school everyday and not being absent.

Attendance rate: Number of schooldays attended by girls/boys/children in WFP-assisted primary schools in a particular school year expressed as a percentage of the total number of the days the schools are effectively open multiplied by the total number of girls/boys enrolled in the same school year.

Orphans and Vulnerable Children (OVC): the expression OVC designates children made vulnerable by HIV/AIDS. **Orphan:** A child below the age of 18 years who has lost one or both parents. **Vulnerable child:** A child who has no or very restricted access to basic needs, or a child in a food insecure household, with a chronically ill parent regardless of whether he or she lives with the parent or not. These definitions of "orphanhood" and "vulnerability" are tentative and there are ongoing attempts to further refine them.

Take-home rations: Food provided to families as an incentive to take and keep children in school and keep orphans in foster families.

Aggregation level	Aggregation is relevant at every level.
Implementation status	This indicator is being pilot tested. It is therefore not mandatory for COs to report on it. Its pertinence will be assessed by PDPH by the end of 2006.
Target	Target to be set during the pilot phase.
Frequency/Timing	Frequency of the data collection is to be determined during the pilot phase. The indicator is to reported on an annual basis as part of the SPR.
Measurement	<p>The methodology used to collect data for indicator 4.2.1 (attendance rate of children attending classes in all WFP-assisted schools) will be refined during the pilot phase, to collect specific OVC data.</p> <ul style="list-style-type: none"> - Numerator: The total number of days that OVC are in attendance in month A. - Denominator: The total number of schooldays in month A multiplied by the total number of OVC children enrolled in month A. - <p>Average monthly OVC attendance rate (%) =</p> <p>[Total number schools days OVC attended]</p> $\frac{[\text{Actual number of schooldays}] \cdot [\text{Number of OVCs enrolled at school}]}{\text{multiplied by } 100}$ <p>Alternatively, the attendance rate can be calculated by collecting absentee days, which is generally easier. Please refer to Indicator 4.2.1 for more information.</p>
Data storage	This indicator is reported through DACOTA for the SPR.
Responsible offices	This indicator is being pilot tested by PDPH. PDPH will assess the pertinence of this indicator and will report at a global level for the APR.
Interpretation	<p>This indicator enables to observe the effect food assistance may have on keeping OVC in school. Guidance to interpret the results is to be further refined during the pilot phase. OVC enrolled in schools are used as proxy group to monitor the well-being of children affected by HIV/AIDS. In addition, it is assumed that because the children are in school, they are likely to gain knowledge as well as vocational and life skills. Data by sex will shows whether there are hindrances for boys and/or girls in benefiting from these programmes.</p> <p>A low attendance rate or a seasonal variation in the attendance rate may</p>

trigger further study of the other variables that may affect children's attendance, similarly as for indicator 4.2.1.

Guidance

For additional guidance, contact PDPH.

Outcome 4.3. Improved capacity to concentrate and learn among boys and girls in WFP-assisted schools

Outcome Indicator 4.3.1. Teachers' perceptions of children's ability to concentrate and learn in school as a result of school feeding

Examples of activities On-site feeding and/or take-home rations in all WFP-assisted schools (preschools, primary, secondary schools), non-formal education centres, literacy food-for-training.

Purpose To determine whether school feeding helps alleviate short-term hunger and whether such alleviation causes a noticeable difference in children's ability to concentrate on their school work⁽¹⁾.

Aggregation level Aggregation is relevant at every level.

Implementation status Measuring this indicator is a corporate requirement. Work is ongoing to refine the measurement of this indicator.

Target Ninety percent³⁰.

Frequency/Timing Collected and reported annually

Measurement Information collected yearly through M&E system or the WFP Standardized School Feeding Survey (SSFS) for baseline or follow-up surveys. For primary schools, SSFS could be a good data source where SSFS has been conducted. But for preschools and secondary schools, and for primary schools where SSFS has not been recently conducted, information could be provided from secondary sources such as survey undertaken by NGOs and Government/local partners.

Enumerators will interview teachers and ask them to rank the effect of school feeding on improving children's behaviours with regards to concentration and attention immediately after consuming in-school meals.

In the SSFSs, in order to provide more insights on the impact of school feeding programmes on short term hunger, the perceptions of groups of pupils are also collected alongside the perceptions of teachers.

Data storage This indicator is reported through DACOTA for the SPR.

Responsible offices Primary data is collected by WFP or CPs (NGO, Government/local counterpart).

At the project level, COs (programme unit) are responsible for reporting for the SPRs (and RBx for regional operations).

PDPF reports at a global level for the APR and provides guidance.

Interpretation This indicator assumes that:

⁽¹⁾ A great number of research studies are establishing a clear link between alleviation of short-term hunger and the children ability to concentrate and learn. Thus, WFP Standardized School Feeding Survey is not designed to prove this point.

³⁰ In 2004, the APR reported that teacher's perceptions of children's ability to concentrate and learn in school as a result of school feeding exceeded the target of 90 percent. However, considering some doubt related to the reliability of this data and the ongoing work to refine the measurement of this indicator, it has been decided to maintain a target of 90 percent for 2006-2009.

- children’s ability to concentrate in the classroom may be improved by alleviating short-term hunger;
- school feeding can alleviate short-term hunger;
- teachers are able to give an unbiased appraisal of students’ behaviours that are indicative of their levels of concentration and attention.

Guidance

For additional guidance, contact PDPF.

Outcome 4.4. Reduced gender disparity between girls and boys in WFP-assisted primary and secondary schools and non-formal education centres

Outcome

Indicator 4.4.1.

Ratio of girls to boys enrolled in WFP-assisted schools

Examples of activities

On-site feeding and/or take-home rations in all WFP-assisted schools (preschools, primary, secondary schools).

Purpose

To measure trends in the gender disparity between boys’ and girls’ enrolment in WFP-assisted schools.

Definitions

Enrolment: The official figure of children recorded as enrolled in a school at the beginning of the school year.

Aggregation level

Aggregation is relevant at every level.

Implementation status

Measuring this indicator is a corporate requirement.

Target

Ratio of girls to boys enrolled in WFP-assisted schools equal to one (equal number of girls and boys enrolled). This is in line with Enhanced Commitment to Women II (ECW II) of WFP’s 2003–2007 Gender Policy, according to which half of all *primary* school students to whom WFP food is provided are girls (global target to be achieved by the end of 2007).

Frequency/Timing

Collected and reported annually

Measurement

Refer to data collected for Indicator 4.1.1 on absolute enrolment.

Numerator: The total number of girls enrolled in school during year A.

Denominator: The total number of boys enrolled in school during year A.

These numbers can only be compared with gender ratio in non-WFP-assisted schools if the baseline has been done prior to the programme.

Data storage

This indicator is reported through DACOTA for the SPR.

Responsible offices

Data is collected by WFP or CPs (NGO, counterpart).

At the project level, COs (programme unit) are responsible for reporting for the SPRs (and RBx for regional operations).

PDPF reports at a global level for the APR and provides guidance, with the assistance of PDPG.

Interpretation

Gender ratios with values close to zero, or much greater than one may indicate a need to investigate parental/community attitudes toward children’s education. Where great disparities exist, the introduction of positive measures targeting the underrepresented gender should be evaluated in order to reduce the gender gap.

Guidance For additional guidance, contact PDPF.

Outcome Indicator 4.4.2.	Ratio of women and adolescent girls to men completing food-for-training activities
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Examples of activities Literacy and numeracy food for training.

Purpose To measure trends in the gender disparity between women (adolescent girls if specific data available) and men in completion of WFP-assisted food for training (literacy and numeracy programmes).

Definitions **Completing:** finishing the entire curriculum as programmed in the WFP-assisted FFT non-formal education/literacy/numeracy programme.

Aggregation level Aggregation is relevant at every level.

Implementation status Measuring this indicator is a corporate requirement.

Target Seventy percent of people completing food-for-training activities are women or adolescent girls (equivalent to a ratio of women to men of 2.33). This is in line with Enhanced Commitments to Women III (ECW III) of WFP's 2003–2007 Gender Policy, according to which 70 percent of people *participating* in food-for-training activities are women or adolescent girls.

Frequency/Timing Collected and reported annually

Measurement Enumerators will consult managers of training centres for records and collect data on completion, disaggregated by sex and grade.

- Numerator: the total number of women (adolescent girls if specific data available) completing WFP-assisted food-for-training activities during year A.
- Denominator: the total number of men completing WFP-assisted food-for-training activities during year A.

Data storage This indicator is reported through DACOTA for the SPR.

Responsible offices Data is collected by WFP or CPs (NGO, counterpart).

At the project level, COs (programme unit) are responsible for reporting for the SPRs (and RBx for regional operations).

PDPF reports at a global level for the APR and provides guidance, with the assistance of PDPG.

Interpretation Gender ratios with values below 2.33 suggest that WFP does not comply with ECW III. This may indicate a need to investigate the community attitudes toward having the targeted people learn and to introduce positive measures in order to reduce the gender gap.

Guidance For additional guidance, contact PDPF.

SO 5. Strengthen the capacities of countries and regions to establish and manage food assistance and hunger reduction programmes

Output 5.1. Provision of capacity-building assistance to country and regional entities involved in food assistance and hunger reduction efforts

Output Indicator 5.1.1. Actual counterpart staff at local, regional and national levels trained under WFP's technical assistance activities as a percentage of the planned number

Examples of activities Training including workshops sessions, on-the-job training and exchange visits in *WFP projects with Strategic Objective 5 as a main objective*.

Purpose To identify the proportion of identified training needs for counterpart staff at local, national and regional level that are actually met through WFP's technical assistance activities.

Definitions **WFP's technical assistance activities:** Refers here to any activity that shares WFP's expertise and methods to identify hunger needs, develop strategies and carry out food-based programmes.

Counterpart staff: All people employed by Government, both at local and national levels; NGOs, both local and international; regional entities or organizations.

Training: The "process" whereby learning opportunities are provided to individuals or groups to learn predetermined knowledge and/or processes and apply it to the required standard. It may refer to *classroom-type* training, workshop sessions, on-the-job training and exchange visits set up for the purpose of sharing WFP's expertise and methods to identify hunger needs, develop strategies and carry out food-based programmes. Training to build capacity must have an application beyond WFP's programmes, either to transfer knowledge to local, national and regional counterparts to phase out WFP's programmes or to build capacity for other programmes. Food for training given to WFP beneficiaries must not be considered as being part of capacity-building activities. Training for capacity-building can be undertaken by any CO or RB unit in a range of subject areas³¹ related to WFP's work (VAM, logistics, nutrition, etc).

Actual number: The number of counterpart staff actually trained under WFP's technical assistance activities.

Planned number: The number of counterpart staff who are identified to require training activities during the year. Training needs may be identified in the project document or may be decided during the project implementation. The planned number should reflect estimated annual needs.

Aggregation level Figures can be aggregated at a global level.

Implementation status Reporting on this indicator is a requirement for all projects with Strategic Objective 5 as a main objective.

³¹ For the definition of the subject areas, please refer to the definitions under indicator 5.1.2

Target	One hundred percent of staff planned to be trained should actually be trained.
Frequency/Timing	A record is to be maintained over the year. This indicator is to be reported on annually as part of the annual reporting exercise (SPR and APR).
Measurement method and tools	Programme Officers responsible for country or regional projects with Strategic Objective 5 as a main objective will maintain a record over the year of planned and actual participants of capacity-building training activities provided through the project, disaggregated by WFP staff, and government and NGO counterpart participants.
Data storage	This information should be entered through DACOTA in the SPR.
Responsible offices	Country Offices (Report or Programme Officer) collect the information and reports. Regional Bureaux (Senior Programme Advisor) collect the information and report for regional interventions. HQ-PDP reports at a global level for the APR and provides guidance.
Interpretation	Training activities are often a significant component of capacity-building interventions. Therefore, this indicator is a measure of the extent to which WFP helps meet capacity needs. It is assumed that trained counterpart staff will be able to retain the information and apply it. A percentage higher than 100 percent would indicate that the counterpart staff need or the available resources for capacity-building activities were underestimated and that the need or available resources were higher than planned. A percentage equal to 100 percent would indicate that the counterpart staff need for capacity-building activities were correctly identified and met. A low percentage could imply either that the needs were correctly identified but it was not possible to meet them or that the actual demand for training by counterpart staff was overestimated.
Guidance	For further guidance, please contact PDP.

Output Indicator 5.1.2. Number of areas of technical services and cooperation where capacity-building activities were provided

Examples of activities	<i>For any WFP project</i> (not solely those with Strategic Objective 5 as the main objectives), concerned activities could include: counterpart training, exchange visits; technical advice, secondment of staff, guidelines and manuals; counterpart involvement in WFP processes and surveys; workshops and consultations; information sharing and support to networks, support to community organization and decision-making, support to local government and civil society organization, support to public awareness and resource mobilization capacities.
Purpose	To determine what areas of technical assistance and cooperation are established between WFP, Government, NGOs, communities, regional entities or organizations.
Definitions	Technical services and cooperation: This refers either to the provision of technical advice by WFP or sharing knowledge and the facilitation of learning on methods to identify hunger needs, develop strategies and carry out food-based programmes.

Types of capacities: Four main types of capacities are currently built or strengthened by WFP activities: 1. Policy and planning (to enhance country's capacity to plan and design appropriate policies; 2. Implementation (to design and implement food based programmes, including at community level); 3. Information sharing and networks (to promote knowledge sharing and to identify "best practices"); 4. Public awareness (to raise public awareness and to mobilize resources by working with the media, private sector and communities).

Subject areas: The variety of subject areas responds to WFP's set of projects in emergencies, transition, development and to the different needs of countries. In 2004, Country Offices identified 22 subject areas in which they undertook capacity-building activities. The subject areas, in order of prevalence, are: VAM, nutrition, food insecurity, school feeding, preparedness, food supply chain management, community building, monitoring and evaluation, HIV/AIDS awareness, livelihoods approaches, gender, relief response, working with the media, emergency needs assessment, working with the private sector, poverty reduction strategies, safety nets, local food production, food management, management information systems, procurement, security.

Aggregation level	The information will be collected by activity type and then aggregated by PDP to country or regional levels. Data will be analysed at global level on the basis of prevalence of activities.
Implementation status	Reporting on this indicator is a requirement for all WFP projects.
Target	No target set.
Frequency/Timing	A record is to be maintained over the year. This indicator is to be reported on annually as part of the annual reporting exercise (SPR and APR).
Measurement method and tools	<p>A record should be kept for every capacity-building activity implemented during each calendar year.</p> <p>Report or Programme officers at CO level, Senior Programme Advisors at regional level will maintain a record of every capacity-building activity undertaken by the various CO/RB units, specifying:</p> <ul style="list-style-type: none"> - the types of capacities that have been built by WFP; and - the subject areas in which WFP supports its capacity-building activities. <p>During each year, PDP will request this information from COs/RBx in order to compile for corporate reporting in the Annual Performance Report. This request for information will be incorporated into the PDP survey for COs and a separate request will be made for RBx. The information will be collected by activity type and then aggregated by PDP to country or regional levels. Data will be analysed at global level on the basis of prevalence of activities.</p>
Data storage	This information should be entered through DACOTA in the SPR.
Responsible offices	<p>Country Offices (report officer or programme officer) collect the information and report.</p> <p>Regional Bureaux (senior programme advisors) collect the information and report for regional interventions.</p> <p>HQ-PDP reports at a global level for the APR and provides guidance.</p>
Interpretation	To move from an ad hoc to a systematic approach to capacity-building, WFP should provide support to each of the four types of capacities that are needed in order for countries and regions to identify hunger needs, develop

strategies and carry out food-based programmes. This requires assistance in a broad range of subject areas. The number of subject areas in which WFP can provide capacity support reflects WFP's responsiveness to the capacity needs of countries and regions.

Guidance

For further guidance, please contact PDP.

PART B: Management Objectives

Management Objectives Results matrix

WFP MANAGEMENT OBJECTIVE RESULTS MATRIX			
Expected Results		Indicators	
Management Objective 1: Build strong partnerships to end hunger			
1.1.	Strengthened partnerships at the global, regional and country levels with United Nations agencies, NGOs and other partners	1.1.1.	Percentage of programmes and projects jointly designed with United Nations, international organizations (IO) and cooperating partners
		1.1.2.	Percentage of WFP projects where WFP collaborates with partners (United Nations, international organizations and non-governmental organizations) in the provision of mutually complementary inputs and services
Management Objective 2: Be the employer of choice for competent staff committed to ending hunger			
2.1.	Staff satisfied with WFP as its employer of choice; they feel supported and their skills are recognised, developed and managed	2.1.1.	Average staff satisfaction rating
2.2.	WFP has a staff composition with the appropriate mix of gender, nationalities, competencies and motivation in place to respond to the diversity of needs	2.2.1.	Percentage of required competencies that are met through PACE
		2.2.2.	Percentage of staff by gender and geographical distribution
Management Objective 3: Excellence in implementing efficient and effective programmes			
3.1.	WFP's capacity to identify impending crises and resulting needs is strengthened	3.1.1.	Percentage of new EMOPs and PRROs with basic preparedness tools in place prior to the project being launched
		3.1.2.	Percentage of Comprehensive Food Security and Vulnerability Analyses (CFSVA) available for priority countries
3.2.	An adequate, timely and effectively managed food aid response	3.2.1.	Cost of post-delivery commodity losses as a percentage of cost of commodity handled by programme category
		3.2.2.	Percentage of EMOPs and PRROs approved during the period that are supported by needs assessments and VAM Analysis
3.3.	Corporate results-based planning, monitoring and performance analysis is strengthened	3.3.1.	Percentage of new WFP project documents submitted to the Project Review Committee (PRC) for approval that follow RBM principles
		3.3.2.	Percentage of Country Offices, Regional Bureaux, and HQ Units carrying out work planning and performance reviews according to Results-Based Management (RBM) Guidelines

WFP MANAGEMENT OBJECTIVE RESULTS MATRIX			
Expected Results		Indicators	
Management Objective 4: Build and share knowledge on hunger to inform combined efforts to end hunger			
4.1.	Policy development and knowledge generation improve project design and implementation	4.1.1.	Percentage of WFP projects designed in accordance with WFP policies and strategies
		4.1.2.	Percentage of evaluation recommendations implemented (categorized by type of recommendation)
Management Objective 5: Provide technical and operational infrastructure services to support effective operations			
5.1.	Security and safety of staff in WFP operational areas ensured	5.1.1.	Percentage change in total staff detained, injured or killed in operations
		5.1.2.	Percentage of staff successfully evacuated or relocated
5.2.	Connectivity between offices and access to information inside and outside WFP is strengthened	5.2.1.	ICT infrastructure reliability
Management Objective 6: Be transparent, accountable and manage risk			
6.1.	Improved transparency, oversight and accountability ensured	6.1.1.	Percentage of audit, inspection and investigation recommendations implemented
		6.1.2.	Percentage of monthly financial statements produced in required timeframe
6.2.	Best practices in cash and financial contribution management adopted and improved upon	6.2.1.	Percentage of cash held in earning accounts
		6.2.2.	Percentage of contributions receivable
6.3.	Corporate results-based reporting capacity is strengthened	6.3.1.	Percentage of SPRs that received a satisfactory rating for reporting outcome level results
Management Objective 7: Raise resources to meet need			
7.1.	Increased awareness of WFP and its mission among donor government officials, key media, influential people and the general public	7.1.1.	Number of mentions of WFP in targeted print and online media outlets in major countries
		7.1.2.	Number of parliamentarians, congressional representatives, government officials and journalists who visited WFP projects on trips organized by WFP.

WFP MANAGEMENT OBJECTIVE RESULTS MATRIX

Expected Results		Indicators	
7.2.	Total volume of contributions is increased; higher percentage of operational needs are met; and an increased proportion of flexible donations meets WFP's resource needs	7.2.1.	Contributions to WFP by donors: <ul style="list-style-type: none"> a) a) total by value of contributions; b) b) proportion of contributions that are multilateral; c) c) proportion of contributions that are cash; d) d) proportion of contributions that are unrestricted; e) number of donors; f) percentage of resources contributed by the top 10 donors
		7.2.2.	Percentage of assessed needs met
		7.2.3.	The difference between income forecast and actual contributions

Management Objectives Indicators

MO 1. Build strong partnerships to end hunger

Expected result 1.1. Strengthened partnerships at the global, regional and country levels with United Nations agencies, NGOs and other partners

Indicator 1.1.1. Percentage of programmes and projects jointly designed with United Nations agencies, international organizations (IO) and cooperating partners

Purpose To measure the extent to which strengthened partnership has resulted in an increase in the number of projects jointly designed with United Nations agencies, international organizations and cooperating partners.

Definitions **Cooperating Partners:** Refers to non-governmental organizations carrying out projects in partnership with WFP; also referred to as implementing partners.
Projects: For this indicator, the definition of a project follows the WINGs model, which means that each country's portion of a regional project is counted as one project and each activity within a CP is counted as one project.

Target No target set. PDE will attempt to measure this indicator commencing in 2005.

Frequency/Timing Annually

Measurement method and tools Tracking projects (by type) that were designed in collaboration with United Nations agencies, international organizations and cooperating partners through DACOTA and reporting on results. Information will be entered on the Country Office and Regional Bureau level and will be captured and analysed by the Division of External Relations (PDE) at HQ.
Percentage will be calculated as follows:

[Total number of projects designed jointly with United Nations, international organizations, and cooperating partners] / [Total number of projects]

Systems to collect this type of information are not in place yet. PDE will attempt to measure this indicator commencing in 2005.

Data storage DACOTA

Responsible offices Division of External Relations (PDE)
Country Offices and Regional Bureaux

Interpretation A higher percentage would indicate that WFP has been actively involving partners in the provision of inputs to its programmes. This implies that an increased amount of WFP beneficiaries are having access to assistance complementary to food aid.

Indicator 1.1.2. Percentage of WFP projects where WFP collaborates with partners (United Nations agencies, international organizations and non-governmental organizations) in the provision of mutually complementary inputs and services

Purpose To measure the extent to which strengthened partnership has resulted in an increased number of WFP projects for which WFP and partners provide complementary inputs and services.

Target No target defined

Frequency/Timing	Annually
Measurement method and tools	<p>Tracking types of mutually complementary inputs and services provided by WFP and partners through DACOTA and reporting on results. Information will be entered on the Country Office and Regional Bureau level and will be captured and analysed by the Division of External Relations (PDE).</p> <p>Percentage will be calculated as follows:</p> $\frac{[\text{Total number of WFP projects where WFP and partners provided complementary inputs}]}{[\text{Total number of WFP projects}]}$
Data storage	DACOTA
Responsible offices	<p>For Reporting: Division of External Relations (PDE)</p> <p>Provider: Country Offices and Regional Bureaux</p>
Interpretation	A higher percentage would indicate that WFP has been actively involved with partners in the provision of complementary inputs and services. It would follow that an increased number of WFP beneficiaries would have access not only to WFP food aid but also to other types of assistance.

MO 2. Be the employer of choice for competent staff committed to ending hunger

Expected result 2.1. Staff satisfied with WFP as its employer of choice. They feel supported and their skills are recognized, developed and managed

Indicator 2.1.1. Average staff satisfaction rating

Purpose	To measure staff's satisfaction with WFP as an organization.
Definitions	<i>Turn-around time:</i> The length of time to carry out HR administrative and operational functions such as number of days to produce a recruitment contract, number of days to process benefits and entitlements, etc.
Target	Average staff satisfaction rating with Human Resources Services increased during 2006 to 80 percent.
Frequency/Timing	Global Staff Survey: Every two years; next planned in April 2006. ADH: Measurement of turn-around time (through AskHR) and client satisfaction survey on annual basis.
Measurement method and tools	Various surveys and questionnaires through the following initiatives: <ol style="list-style-type: none"> 1. Global Staff Survey: To be conducted in April 2006 as a follow-up to the first one (conducted in April 2004). 2. Turn-around Time Survey ADH through newly-introduced electronic tracking system (AskHR). 3. ADH will set up a tracking and recording system to measure turn-around time on specific HR processes. ADH also plans to conduct a client satisfaction survey on an annual basis.
Responsible offices	<ul style="list-style-type: none"> - OED for the staff survey - ADH for the turn-around time measurements and client satisfaction survey - Information provider: WFP Staff
Interpretation	<ul style="list-style-type: none"> - Low levels of satisfaction could indicate: poor management, dissatisfaction with service levels, process improvements, staff shortage. - High levels of satisfaction could indicate that WFP priorities and strategies are being addressed and staff is motivated and confident with the direction of the programme and management.

Expected result 2.2. WFP has a staff composition with the appropriate mix of gender, nationalities, competencies and motivation in place to respond to the diversity of needs

Indicator 2.2.1. Percentage of required competencies that are met through PACE

Purpose	To measure the gap between staff in the programme and competencies required to do the job.
Target	By 31st January 2006, WFP will know the percentage of required competencies that are met (per type of competencies). Those will be used as baseline for the biennium.
Frequency/Timing	Annually
Measurement method	<ul style="list-style-type: none"> - Competencies and the appropriate behavioural indicators

and tools	<ul style="list-style-type: none"> - Performance and Competency Enhancement (PACE) form.⁽¹⁾ PACE has been fully introduced as a measurement tool for staff performance. - Competency framework database. Competency framework data will be available in 2005 that will specify how many staff meet, are below or are above the competency standards set by WFP.
Data storage	PACE
Responsible offices	<ul style="list-style-type: none"> - ADH - Information provided by managers
Interpretation	A high percentage would indicate that the gap between staff skills and the competencies required is narrow and that training and development programmes are effective in closing this gap.

Indicator 2.2.2. Percentage of staff by gender and geographical distribution

Purpose	To assess the extent to which hiring managers are meeting their expected targets of both gender balance and geographical distribution ratios set by the organization.
Target	<ul style="list-style-type: none"> - On gender balance: 50 percent female, 50 percent male staff; - On geographical distribution: 40 percent from developing countries.⁽¹⁾
Frequency/Timing	Annually (Information is published quarterly.)
Measurement method and tools	<p>ADH will measure the actual recruitment statistics and targets set by the programme:</p> <ul style="list-style-type: none"> - Gender and geographical distribution targets set by the Secretary-General/ United Nations and the Executive Director/ WFP - Evaluation of Division Directors and Country Directors - Information provided by the HRP database on actual recruitment statistics
Data storage	HRP database
Responsible offices	ADH on information provided by hiring managers and directors
Interpretation	A narrowing gap would indicate that the targets for gender and geographical distribution for the particular year are met and a more diverse workforce is achieved.

(1) PACE, the Performance and Competency Enhancement form replaced the MAP in 2004/2005.

(1) -The Executive Board receives once a year a report on WFP international professional staff composition (as at 31 December) including gender and geographical distribution information;

-The Executive Board receives Gender balance and Geographical distribution in the Annual Performance Report;

-The Executive Director is informed every 3 months of the gender distribution of all local staff in the Country Offices (the overall target being 50 percent female);

-Executive Staff are informed about overall gender and geographical distribution of International Professional staff and Higher categories through the Staffing and Nationality lists every 4 months;

-Executive Staff receive twice a year (June/December) a recruitment report on gender and geographical distribution by Division indicating those Divisions which have met one target, both or none;

-Regional Directors are informed every 3 months on the gender distribution of Food Aid Monitor recruits (the goal being 75 percent female) and the overall FAM gender distribution in their respective regions.

MO 3. Excellence in implementing efficient and effective programmes

Expected result 3.1. WFP's capacity to identify impending crises and resulting needs is strengthened

Indicator 3.1.1. Percentage of new EMOPs and PRROs with basic preparedness tools in place prior to the project being launched

Purpose	To assess level of emergency preparedness within WFP in anticipation of a possible impending crisis.
Definitions	<p>Priority EMOPs and PRROs: Refers to the projects of priority countries of concern ("Hot Spots") requiring specific preparedness measures to be in place to ensure a satisfactory level of preparedness for an impending crisis.</p> <p>Basic preparedness tools: The estimate refers to the percentage of projects having a preparedness package in place. (A preparedness package includes a combination of early warning analysis/alerts produced by both HQ and Country Office/Regional Bureaux, contingency plans carried out/updated, logistics capacity assessments (LCAs) carried out, and number of EMOPS and PRROS reviewed by ODAP through the PRC mechanism.)</p>
Target	<p>Year 2004: Eighty-two percent of priority EMOPs and 90 percent of PRROs had key preparedness tools in place prior to the commencement of the project.</p> <p>Year 2005: Eighty-two percent of priority EMOPs and 90 percent of PRROs will have key preparedness tools in place prior to the commencement of the project.</p> <p>Year 2006: Eighty-five percent of priority EMOPs and 95 percent of PRROs will have key preparedness tools in place prior to the commencement of the project.</p> <p>Year 2007: Eighty-five percent of priority EMOPs and 95 percent of PRROs will have preparedness tools in place prior to the commencement of the project.</p>
Frequency/Timing	Annually
Measurement method and tools	<p>ODAP will identify countries of concern based on global early warning analysis carried out during the course of the year. For each country of concern, ODAP will identify the number of early warning alerts/reports produced (at HQ and field levels), contingency/operational plans produced/updated, logistics capacity assessments (LCAs) in place, and EMOPS/ PRROs reviewed for the PRC.</p> <p>Specific measurement tools are: (1) ODAP's PRC tracking sheet; (2) inventory of contingency/operational plans; (3) global early warning database; (4) RB EW analysis tracking sheet; and (5) Logistics Capacity Assessments (LCAs) database.</p>
Responsible offices	<ul style="list-style-type: none"> - Analysis, Assessment and Preparedness Service (ODA) - ODAP for reporting supported by Regional Bureaux and Country Offices
Interpretation	Percentage below 100 indicates gaps in emergency preparedness which, in individual cases, may lead to slower or less efficient response to an impending crisis.

Comments: This indicator applies to priority countries of concern ("hot spots") for which preparedness action is required in anticipation of a potential emergency. The indicator addresses several fundamental preparedness measures carried out by the organization (early warning, contingency planning, LCAs, etc.) that can be monitored regularly by ODAP.

However, it does not currently measure other vital preparedness measures being carried out by the various units/branches (at CO, RB, and HQ levels) of the organization (HR, ICT, etc.) that contribute significantly to overall preparedness levels. Efforts are underway to expand the measurement criteria/tools to include other critical preparedness components such as: IRA activation, establishment of emergency rosters, etc., to provide a more comprehensive indication of the organization's level of preparedness in countries of concern.

Indicator 3.1.2. Percentage of Comprehensive Food Security and Vulnerability Analyses (CFSVA) available for priority countries

Purpose

- Provision of timely and relevant food security information needed to make sound programming decisions, particularly in countries experiencing recurring food crises.
- Ensure the availability of relevant baseline information (situation analysis) that can: (a) inform programme design and implementation; and (b) inform future monitoring efforts designed to measure the impact of food assistance on targeted beneficiaries.

Target

2006: Food Security and Vulnerability Analyses available for 100 percent of identified priority countries

2007: Comprehensive Food Security and Vulnerability Analyses available for five more newly-identified priority countries

Frequency/Timing Annually

Measurement method and tools

- Updated list of countries identified as "priority countries"*
- List of countries that have carried out CFSVAs (by year)
- Process to track requests made by Regional Bureaux or Country Offices for CFSVAs
- Process to track CFSVAs conducted independently by Country Offices that have the funding to carry it out

ODAV will track progress on the priority countries once they are identified and approved. Regional Bureaux and Country Offices will be the focal points for the receipt of requests by Country Offices for baselines and for tracking baselines carried out on Country Office level. Information will be analysed at the Regional Bureau level with support from ODAV.

The percentage will be calculated as follows:

$$\frac{[\text{total number of countries with CFSVAs baselines}]}{[\text{total number of countries identified as priority countries}]}$$

Responsible offices

- ODA/Vulnerability Analysis and Mapping Branch
- ODAV for collection and reporting functions, supported by Regional Bureaux and Country Offices

Interpretation

A high percentage would indicate that WFP is prepared with the necessary baseline information to respond to an impending crisis in identified priority countries. A low percentage could indicate the types of constraints/limitations (including budgetary) on ODAV to carry out the study on a regular basis for the identified priority countries (**).

Comments:

- CFSVAs are normally conducted in collaboration with ministries (Ministry of Health, Ministry of Education, Ministry of Agriculture, and Ministry of

Planning), NGOs (usually international NGOs) and UNICEF (and sometimes WHO).

- ODAV is not normally involved in PDMs to measure impact of food distribution on the population.
- Need to link programme M&E with CFSVAs as there is often **no clear indication of whether programme actually utilizes CFSVA recommendations**.

(*) *The list of priority countries for the 2004–2006 period has been developed collectively by HQ, Regional Bureaux, and Country Offices. This list is available from VAM-HQ. New priority countries for the 2007–2009 period will be decided upon in consultation with RBx and COs based on emerging needs and demands.*

(**) *The ability to conduct CFSVAs for “priority countries” is dependent on the availability of funds to Country Offices and/or the prioritization by Country Offices to conduct regular studies. Accordingly, a low percentage would imply either a lack of funding or a decision by the Country Office not to make the study a priority.*

Expected result 3.2. An adequate, timely and effectively-managed food aid response

Indicator 3.2.1. Cost of post-delivery commodity losses as a percentage of cost of commodity handled by programme category

Purpose	<ul style="list-style-type: none"> - To assess the status of food after delivery - To take preventive or corrective actions where necessary during storage, handling and distribution
Definitions	The cost of commodity handled is the purchase order price multiplied by metric tons handled. The cost of post-delivery commodity losses is the purchase order price multiplied by metric tons lost.
Target	Costs of all commodity losses are reported as a percentage of cost of commodity handled by programme category. Actions have been taken for losses of more than 2 percent.
Frequency/Timing	Annually
Measurement method and tools	<p>Data collection is done in COMPAS and DACOTA from Country Offices. ODMR is the unit to submit the report on post-delivery losses to the Executive Board. The report is based on COMPAS figures cleared by ODTF.</p> <p>Tools: COMPAS, WINGS and DACOTA are the tools used to collect the data. Data are compiled in the “report on post-delivery losses”.</p>
Responsible offices	<p>Operations Department (ODMR)</p> <p>Data provided by ODTF and Country Offices</p>
Interpretation	A high percentage of commodity losses and damages imply that Country Offices should take appropriate steps to reduce the percentage of commodity losses and damages. A low percentage implies that the transportation, storage and handling of food are being done appropriately.

Indicator 3.2.2.	Percentage of EMOPs and PRROs approved during the period that are supported by needs assessments and VAM analysis
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Purpose	To assess the extent to which WFP incorporates emergency needs assessment findings into developing programming decisions.
Target	One hundred percent of the EMOPS and PRROs approved during 2006 and 2007 are supported by needs analysis and vulnerability assessment and mapping (VAM) documentation.
Frequency/Timing	Annually
Measurement method and tools	<p>Assessments tracking database and Programme Review Committee (PRC)</p> <p>The new database will capture the types of needs assessment conducted at Country Offices and Regional Bureaux and will include a field for linking assessments to specific EMOPs and PRROs.</p> <p>Clearance by PRC of project documents with related assessment reports. A member of the Emergency Needs Assessment Branch (ODAN) will review project documents and related needs assessment documents.</p> <p>The information will be captured by ODAN; they will track documentation for each EMOP and PRROs.</p>
Responsible offices	ODAN supported by Country Offices and Regional Bureaux.
Interpretation	A high percentage implies that programming decisions are based on verified assessed needs.

Expected result 3.3.	Corporate results-based planning, monitoring and performance analysis is strengthened
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Indicator 3.3.1.	Percentage of new WFP project documents submitted to the Project Review Committee (PRC) for approval that follow RBM principles
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Purpose	To assess the extent to which WFP Projects and Country Programme activities are designed with a results-oriented approach and according to RBM guidelines.
Target	<i>Ninety percent</i> of the new EMOPs, PRROs and DEV projects submitted for PRC approval have: (a) clearly defined project objectives linked with the strategic priorities, implementation plan and targets; (b) results chain (Logic Model) with performance indicators consistent with those mentioned in the WFP Indicator Compendium, with linkages between inputs, activities, outputs and outcomes; (c) a Reporting, Monitoring and Evaluation plan.
Frequency/Timing	Annually (collected after every Programme Review Committee meeting)
Measurement method and tools	<p>Each OEDP regional focal point assigned to attend the PRC will be requested to complete a checklist to ensure project compliance with RBM guidelines. A process will be developed to ensure that focal points review projects upon approval and complete a checklist to verify the extent of compliance of the approved project or Country Programme activities.</p> <p>Checklist and rating system is being developed. An RBM focal point will be identified to consolidate the information gathered in an Excel table that will give the total number and overall percentage of RBM-compliant projects and Country Programme activities.</p> <p>Tools: - Programme Review Committee (PRC) Checklist for assessing</p>

project and activity documents to ensure that they adhere to WFP's results-based management approach.

- Excel table tracking RBM-compliant projects and/or Country Programme activities.

Responsible offices Office of Performance Measurement and Reporting (OEDP)
Information provided by the OEDP regional focal points attending PRC

Interpretation A high percentage of RBM-compliant projects or programmes would indicate they have the following performance measurement elements: (a) clearly-defined project objectives, implementation plan and targets; (b) results chain (Logic Model) with linkages between inputs, activities, outputs and outcomes; (c) performance measurement matrix; (d) clearly-defined review process and reporting strategy.

Indicator 3.3.2. Percentage of Country Offices, Regional Bureaux, and HQ units carrying out work planning and performance reviews according to results-based management (RBM) guidelines

Purpose To assess the extent to which RBM guidelines have been adopted by Country Offices, Regional Bureaux and HQ units during their work planning and performance review exercises

Target *One hundred percent* of the Country Offices, Regional Bureaux, and HQ units are carrying out work planning and performance reviews according to RBM guidelines.

Frequency/Timing Annually (collected after the initial work planning exercise and after the mid-year performance review)

Measurement method and tools

- Checklist and rating system is being developed. An RBM focal point will be identified to consolidate (in an Excel table) the information gathered from a review of a number of work plans and performance review exercises carried out by HQ units, Regional Bureaux and Country Offices. The Excel table will provide the percentage of HQ unit, Regional Bureaux and Country Offices work plans and performance review exercises that respect RBM-defined guidelines.
- Checklist and Excel table to be developed

Responsible offices

- Office of Performance Measurement and Reporting (OEDP)
- OEDP focal point to consolidate information gathered for HQ units and from Regional Bureaux task managers

Interpretation Work plans and performance review exercises carried out by HQ units, Regional Bureaux and Country Offices will be considered as having been conducted according to RBM guidelines if they respect the following criteria:

- 1) identified expected results are clear and relate directly to Strategic and Management Priorities (SPs and MPs);
- 2) identified expected results and indicators are, wherever feasible, outcome-oriented;
- 3) responsibilities for collection and processing of information relating to selected indicators are clearly identified and adequately carried out;
- 4) lessons learnt and constraints are clearly identified; and
- 5) comparisons were carried out of targets with actual achievements.

MO 4. Build and share knowledge on hunger to inform combined efforts to end hunger

Expected result 4.1. Policy development and knowledge generation improve project design and implementation

Indicator 4.1.1. Percentage of WFP projects designed in accordance with WFP policies and strategies

Purpose	To measure the extent to which Regional Bureaux and Country Offices understand WFP policies and strategies and can use knowledge to improve project design.
Target	One hundred percent of WFP projects designed are in accordance with WFP policies and strategies.
Frequency/Timing	Twice a year
Measurement method and tools	<ul style="list-style-type: none"> - Programme Review Committee (PRC) database - Inter-service Excel spreadsheet available on request to the Policy, Strategy and Programme Support Division (PDP) <p>Regional Bureaux post their project document on Lotus Notes through the System for Programme Approval (SPA) for the PRC review prior to convening of meeting. Each 'stakeholder' reviews the document and provides comments.</p> <p>The Policy, Strategy and Programme Support Division will maintain an inter-service Excel spreadsheet to capture monitoring by Policy Officers of the policy consistency of the document and the technical quality of the project design at posting and after the PRC meeting.</p> <p>Percentage will be calculated as follows:</p> $\frac{[\text{Total number of WFP projects designed in accordance with WFP policies and strategies}]}{[\text{Total number of new projects endorsed by the PRC}]}$ <p>The spreadsheet will be used to measure the number and share of documents being submitted that are not in line with policy (by sector – general, nutrition, school feeding, HIV/AIDS – as applicable).</p>
Responsible offices	<p>Information is provided by the Country Offices, Regional Bureaux and PDP.</p> <ul style="list-style-type: none"> - PDPT will maintain the monitoring spreadsheet for EMOPs, PRROs and SOs. - PDPE will maintain the monitoring spreadsheet for Country Programmes and Development Projects.
Interpretation	A high percentage of documents submitted to the PRC that are already in line with policy show that regional programme advisors and Country Office programme staff are aware of policy thinking and can use policy, policy learning and programme support to design appropriate interventions.

Indicator 4.1.2.	Percentage of evaluation recommendations implemented (categorized by type of recommendation)
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Purpose	To measure the extent of active management compliance with the Office of Evaluation's (OEDE) recommendations
Target	To be defined; recommendations will only begin to have a target completion date starting in 2006.
Frequency/Timing	<ul style="list-style-type: none"> - Annually, through the web-based application (once developed) - Every 2 years, through ad hoc analytical study
Measurement method and tools	<p>A web-based application is being developed for posting, tracking and reporting on recommendation follow-up. Country Offices, Regional Bureaux and/or HQ divisions responsible for the implementation of their respective recommendations will input the follow-up action directly onto the OEDE website. Provided that all recommendations include a target completion date and that the system is fully funded (including staff for maintenance), the indicator could be tracked on an ongoing basis. In that case, the Office of Evaluation could report on the current status of implementation at any given time.</p> <p>Evaluation Officers will be responsible for tracking follow-up to specific recommendations within their areas of assigned responsibility and for examining if responses received are complete and satisfactory. Every two years one person will be tasked with producing analytical products regarding current status of follow-up to active evaluation recommendations, with particular attention to: i) the factors that influence the extent to which recommendations are being implemented; and ii) the impact of OEDE evaluation recommendations on improved programme quality and operational support, as well as policy formulation.</p> <p>The percentage is calculated as: [number of recommendations for which responses received are considered by OEDE as complete and satisfactory] divided by [total number of recommendations with a target completion date within the reporting period]</p>
Responsible offices	Office of Evaluation (OEDE)
Interpretation	<p>A high percentage would indicate that: a) OEDE evaluation recommendations are useful and used by WFP management units; (b) the recommendations are realistic and possible to implement; (c) management units are receptive to OEDE evaluation recommendations; (d) management units take OEDE evaluation results seriously.</p> <p>A low percentage would indicate that: a) OEDE recommendations are unreasonable and cannot be implemented; (b) the context in which the recommendation was formulated has changed and made the recommendation irrelevant; (c) recommendations would require extensive additional resources to implement; (d) management units do not take OEDE recommendations seriously; (e) less than effective results on the ground will continue, with negative consequences for WFP.</p>

MO 5. Provide technical and operational infrastructure services to support effective operations

Expected result 5.1. Security and safety of staff in WFP operational areas ensured

Indicator 5.1.1. Percentage change in total staff detained, injured or killed in operations

Purpose	Assess the extent to which security measures and mechanisms are in place to ensure the safety of WFP staff in operational areas.
Target	<ul style="list-style-type: none"> - Zero percent of the staff have been killed in operations - No target defined yet for staff detained and staff injured
Frequency/Timing	Annually
Measurement method and tools	<p>Methods of measurement: WFP security will be responsible for documenting, analysing and tracking data from weekly reports provided by WFP security officers in the field and for measuring the percentage of change in total staff detained, injured, and/or killed.</p> <p>Percentage will be calculated as follows: $\frac{[\text{Total number of staff detained}]}{[\text{Total number of WFP staff}]}$ $\frac{[\text{Total number of staff injured}]}{[\text{Total number of WFP staff}]}$ $\frac{[\text{Total number of staff killed}]}{[\text{Total number of WFP staff}]}$</p> <p>Data is collected through:</p> <ul style="list-style-type: none"> - List of all WFP staff worldwide - List of total staff detained, injured, killed - Weekly report provided by WFP security officers on a country-by-country basis
Responsible offices	<ul style="list-style-type: none"> - HQ and Field Security Unit (ADMH and ADMF) - Security Analyst <p>Information is provided by security officers and focal points in Country Offices and Regional Bureaux.</p>
Interpretation	For each incident of staff member detained, injured or killed, a reason code will be assigned with a view towards indicating whether the incident could have been prevented, whether it was attributable to some breakdown in security procedures or rules or even the security management system itself. Accountability will be determined in accordance with ED Circular 2003/001 WFP Corporate Security Policy.

Indicator 5.1.2. Percentage of staff successfully evacuated or relocated

Purpose	Assess the extent to which security measures and mechanisms are effective in removing staff and dependents from areas declared unsafe for habitation or operations.
Target	All identified staff have been successfully evacuated or relocated
Frequency/Timing	Annually
Measurement method	WFP security will be responsible for documenting, analysing and tracking

and tools

data from weekly reports provided by WFP security officers in the field and for measuring the percentage of change in total staff evacuated or relocated.

Percentage will be calculated as follows:

- [Total number of staff evacuated] / [Total number of WFP staff at that duty station]
- [Total number of staff relocated] / [Total number of WFP staff at that duty station]

Data is collected through:

- List of all WFP staff by duty station
- List of total staff evacuated or relocated
- Weekly report provided by WFP security officers on a country-by-country basis

Responsible offices

- HQ and Field Security Unit (ADMH and ADMF)
- Security analyst

Information is provided by the security officers and focal points in Country Offices and Regional Bureaux.

Interpretation

- A) For *evacuation*, the goal of the security management system is safe removal of 100 percent of international staff and dependents (as applicable) and relocation of national staff and dependents (as applicable). In certain cases, UNSECOORD or the Secretary-General may allow a very limited number of critical staff to remain.
- B) For *relocation*, the goal is efficient removal of all non-essential international staff and dependents and designated national staff and dependents, as applicable. Each situation will be analysed on a case-by-case basis, at which time the number of critical, essential, and non-essential staff is to be determined.

Expected result 5.2. Connectivity between offices and access to information inside and outside WFP is ensured

Indicator 5.2.1. ICT infrastructure reliability as (a) central infrastructure availability and (b) private network availability

Purpose

To ensure that (a) staff and (b) all Country Offices have the appropriate network services available to access key corporate applications and services including WINGS, Lotus Notes and the WFPGo.

Definitions

(a) Central ICT infrastructure is defined as the LAN, email and intranet at HQ and Wings availability in Geneva (UNICC). Local Area Network (LAN) is a network within the same building or office. The Intranet is access to WFPgo.

(b) The Private Network WFP network currently comprises private and public network segments. The public network segments run over the internet and WFP has no control over how the internet functions (or fails to function). Therefore, for WAN availability, ICT can only usefully report on the private segment of the network, which, as of 1 August 2005, covered 70 Country Offices. A Wide Area Network (WAN) connects several offices/buildings/countries together.

Target

<i>Targets:</i>	2005	2006	2007
(a)central infrastructure availability	98.80%	99.00%	99.00%

	(b)private network availability	99.00%	99.00%	99.00%
Frequency/Timing	<ul style="list-style-type: none"> - Twice yearly for the central ICT infrastructure - Monthly for private network availability 			
Measurement method and tools	<ul style="list-style-type: none"> - The Central ICT infrastructure is monitored by IPMonitor and Redalert monitoring services. - Private network availability is monitored by IPMonitor, IGEMS and COMPASS. <p>IPMonitor, iGen and COMPASS are sophisticated network monitoring solutions that allow network administrators, webmasters and internet service providers to monitor any networked device on the internet, corporate intranet, or TCP/IP LAN and to receive alerts immediately via audible alarm, message, e-mail, or third-party software when a connection fails. Redalert is an external subscription service that monitors devices or services and reports back their percentage availability. Figures from these services are aggregated to produce an overall availability figure.</p> <p>Under the new networking architecture, a service-level agreement has been developed between WFP and AT&T, where AT&T will provide all services to an agreed reliability/performance level. AT&T will provide reliable and timely technical information on the status of the WAN/telephone link on an as-needed basis. In addition, this information will be available down to the sub-office level.</p>			
Responsible offices	<p>Infrastructure Service Branch (ADIS)</p> <p>Data are provided by:</p> <ul style="list-style-type: none"> - Keynote System, Inc. (for Redalert service) - AT&T 			
Interpretation	<ul style="list-style-type: none"> - Central infrastructure availability of 98.8 percent represents 4.38 days total downtime per year. - Private network availability of 99.0 percent means 3.65 days downtime. Scheduled downtime for maintenance and sunoutages are advised and disseminated to users by an agreed procedure in advance of events. Scheduled downtime is excluded from the SLA. 			
Comments	<p>The following background information should be considered in the context of this RBM exercise:</p> <p>Ensuring guaranteed WINGS performance and reliability in all WFP Country Offices was one of the primary factors driving the creation of the private network FoodSat, WFP's new global VSAT standard for voice and data communications for Country Offices. This standard is optional for sub-offices that may continue to use the public internet. WFP's contract with AT&T/EMC is based on a service delivery model, specifying contractual guarantees and penalties to maintain FoodSat's high service reliability and quality. The contract's service level agreement (SLA) defines a target of 99 percent availability for all Country Office sites. Both internal and external monitoring tools are in place to verify achievement of the SLA-defined targets</p>			

MO 6. Be transparent, accountable and manage risk

Expected result 6.1. Improved transparency, oversight and accountability ensured

Indicator 6.1.1. Percentage of audit, inspection and investigation recommendations implemented

Purpose

To measure improvement in the control environment as recommendations pertaining to it are implemented. The indicator will also determine whether management is taking corrective action to:

- strengthen the internal control environment;
- recover assets stolen or misappropriated;
- prevent recurrence of fraud, mismanagement, etc.; and
- minimize risk of fraud, mismanagement, etc.

Target	<i>Actual 2004</i>	<i>Target 2005</i>	<i>Target 2006</i>
Audit	NA	80%	80%
Inspection	80%	85%	85%
Investigation	82%	85%	85%

Frequency/Timing

Quarterly (Frequency could be increased for high risk items and if need arises.)

Measurement method and tools

To generate reports on the implementation of oversight issues versus total issues raised, the Inspector General and Oversight Services Division (OSD) will use two measurement tools: a) Audit Leverage used by the Office of Internal Audit (OSDA), which is an audit automated working paper system and a tracking system for audit issues; and b) an interim manual system used by the Office of Inspector General (OSDI). OSDI is in the process of implementing a new case management software, which will become operational in the first quarter of 2006.

OSD will use follow up audits to determine the extent to which recommendations were implemented. OSD will also use the audit leverage and manual tracking systems to follow up oversight issues with Country Offices, Regional Bureaux and HQ units. It will obtain information from the business units on a regular basis regarding actual steps taken to implement recommendations. OSD will also liaise with relevant responsible parties, as mentioned in OSD's reports for follow-up action.

Responsible offices

The data to be used to measure the indicator will be provided by OSD as gathered from follow-up audits, the tracking systems and liaison with relevant parties.

Interpretation

Good results could indicate: (a) improved control environment; (b) OSD recommendations are beneficial to the business units; (c) OSD recommendations are reasonable, realistic and possible to implement; (d) business units are receptive to OSD recommendations; (e) business units take OSD recommendations seriously; (f) the benefits of implementing the recommendations are higher than the cost of implementing them; (g) action has been taken to recover losses, as well as to prevent recurrence or risk of recurrence.

Indicator 6.1.2.	Percentage of monthly financial statements produced in required timeframe
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Purpose	To measure how the organization has performed in producing information for two key levels: <ul style="list-style-type: none"> - project information for the donors through the Standard Project and Programme Reports (SPR); and - corporate information for senior management through monthly financial statements.
Target	One hundred percent of the statements are produced in required timeframe.
Frequency/Timing	SPR – Quarterly Financial Statements – Monthly
Measurement method and tools	The Contribution and Project Accounting Branch (ADFC) maintains a listing of Standard Project and Programme Reports (SPR) produced. The General Accounts Branch (ADFG) submits the monthly financial statements to the Executive Staff and other concerned managers by the tenth day of the following month.
Responsible offices	<ul style="list-style-type: none"> - ADFC for financial section of SPR's - ADFG for financial statements
Interpretation	<p>Adequate reporting is a fundamental element of ensuring accountability and transparency. A high percentage of SPRs produced on time indicates that donor financial information expectations are being met in a satisfactory and timely manner.</p> <p>The regular submission of monthly financial statements on or before the tenth of the following month indicates that the Programme's financial information is being kept up to date and that senior management are regularly apprised of the financial position of the organization.</p>

Expected result 6.2.	Best practices in cash and financial contribution management adopted and improved upon
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Indicator 6.2.1.	Percentage of cash held in earning accounts
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Purpose	The indicator will measure the efficiency of cash management with the objective of minimizing cash holdings in non-earning accounts while ensuring the availability of adequate liquidity.
Target	Ninety-two percent of the total cash (HQ and Country Offices) is held in earning accounts.
Frequency/Timing	Annually
Measurement method and tools	The Treasury Branch (ADFT) will monitor the daily cash balances at HQ and cash held in Country Offices on a monthly basis. ADFT will also ensure that cash resources are made available as needed in HQ and Country Offices.
Responsible offices	Treasury Branch (ADFT)
Interpretation	A cash balance in non-earning accounts not exceeding a month's operating cash requirements is an indicator of WFP's ability to meet upcoming obligations in a timely and cost-effective manner. This level of cash also limits exposure to foreign exchange rate fluctuations and other risks. Limiting levels of cash held in non-earning accounts allows WFP to

maximize interest earnings on cash not immediately needed.

Indicator 6.2.2. Percentage of contributions receivable

Purpose	To measure the ability of the organization to follow up on all outstanding contributions in a timely manner.				
Target		Current	1 year	2 years	3 years+
	On 31/12/04	67%	16%	10%	7%
	On 31/12/05	69%	18%	9%	4%
	On 31/12/06	73%	16%	8%	3%
	On 31/12/07	76%	14%	7%	3%
Frequency/Timing	Annually (Frequency could be increased if the need arises.)				
Measurement method and tools	Comparison of contribution receivable balances with contributions confirmed during a year.				
Responsible offices	Contribution and Project Accounting Branch (ADFC)				
Interpretation	<p>The majority of WFP's activities are directly funded from contributions. A high percentage of contribution collection indicates that the organization is efficient in collecting contributions, identifies donors not having paid, and assesses the impact of contributions made on the basis of reimbursement of expenditures.</p> <p>This indicator is a reflection of overall organizational efficiency and not of the efficiency of any single office.</p>				

Expected result 6.3. Corporate results-based reporting capacity is strengthened

Indicator 6.3.1. Percentage of SPRs that received a satisfactory rating for reporting outcome-level results

Purpose	To measure change in the extent to which project outcomes, in alignment with WFP's Strategic Priorities, are reported to donors in the SPRs.				
Definitions	SPR: Standard Project Report is an annual project report to donors, which includes financial accounts and an operational section with information about project activities, outputs and outcomes.				
Target		2004	2005	2006	2007
	Target	25%	50%	95%	100%
	Actual	90%			
Frequency/Timing	Annually				
Measurement method and tools	SPRs are produced during the Annual Reporting Exercise (ARE), which takes place in the first quarter of each year. All projects operational during the previous year are reported on. Each SPR includes information on a project's expected outcomes, factors and events that may influence the achievement of these, the year's activities and outputs, as well as outcome indicators that show how progress is being measured.				

OEDP developed six criteria for evaluating the extent to which SPRs are reporting satisfactorily at the outcome level⁽¹⁾. Guidelines and a checklist for applying these criteria were produced and circulated to SPR focal points in Country Offices and Regional Bureaux as a tool for reviewing and improving SPRs prior to clearance of the reports by their Directors. (The criteria guidelines and reviewer's checklist are available on WFPGo.)

Following final clearance of each SPR, the criteria are applied and a score (from 0 to 12) is produced for each report. The score will be recorded on the project's Reviewer's Checklist (along with the reviewer's notes) and entered into the MOI Evaluation Findings Spreadsheet for analysis.

Tools: 1) Criteria and guidelines for evaluating outcome reporting in SPRs (developed by OEDP)
2) SPR Reviewer's Checklist (developed, completed and retained by OEDP)
3) MOI Evaluation Findings Spreadsheet (developed and maintained by OEDP)

Responsible offices

- Office of Performance Measurement and Reporting (OEDP)
- Information provided by the OEDP SPR Task Manager

Interpretation

SPRs may score between 0 and 12, with 12 being an indication of "satisfactory" reporting at the outcome level. All six criteria must be fulfilled for a report to receive a score of 12. A score of less than 12 indicates a need for improvement, and the SPR Reviewer's Checklist can be consulted for more details.

⁽¹⁾ Each of the following criteria are accompanied by guidelines on how to decide if a report meets the criteria:

Criteria 1: Do the expected outcomes described in the "Operational Purposes" section of the SPR match the LogFrame (objectives statement) in the approved project document, or are any differences clearly explained?

Criteria 2: Are the factors and events during the year that affected the project's likelihood of achieving its expected outcomes clearly described in the "Key Events" section?

Criteria 3: Are the relevant Strategic Priority output indicators reported in the outputs tables?

Criteria 4: Is an adequate explanation of any significant unexpected (under or over) performance for each output indicator provided in the narrative above the relevant table (beneficiaries, commodities, other outputs, Enhanced Commitments to Women)?

Criteria 5: Are the values (baseline and any follow-ups that have been done) for the relevant Strategic Priority outcome indicators reported in the outcomes table?

Criteria 6: Was there technical input into the analysis of the survey findings and has the source of this input been identified in the narrative above the outcomes table? Have the outcome indicators in the table been properly footnoted?

MO 7. Raise resources to meet need

Expected result 7.1. Increased awareness of WFP and its mission among donor government officials, key media, influential people and the general public

Indicator 7.1.1. Number of mentions of WFP in targeted print and online media outlets in major countries

Purpose	To assess effectiveness of media and advocacy strategies in raising the number of WFP mentions in targeted media outlets in key countries.
Target	There have been 4,000 mentions of WFP every year in targeted media outlets in key countries (categories TBD)
Frequency/Timing	Annually
Measurement method and tools	An independent consulting firm will monitor WFP mentions in targeted media outlets in key countries, analyse the data and provide a media performance report. The report will provide information on frequency of mentions, reach, tone and average impact. - List of key countries - List of media outlets in key countries
Responsible offices	Communications Division (FDC)
Interpretation	Low number would indicate need to review communications strategies.

Indicator 7.1.2. Number of parliamentarians, congressional representatives, government officials and journalists who visited WFP projects on trips organized by WFP

Purpose	<ul style="list-style-type: none"> - To measure the extent to which selected parliamentarians and journalists have been persuaded/ motivated to give priority to hunger issues. - To assess the extent to which awareness of WFP has been raised amongst key parliamentarians, congressional representatives, and government officials. - To determine the extent to which media has been persuaded to cover targeted WFP activities.
Target	Twenty-five parliamentarians/ congressional representatives/ government officials and 100 journalists have visited WFP projects on trips organized by WFP.
Frequency/Timing	Annually
Measurement method and tools	Number of participants.
Responsible offices	Communications Division (FDC) with information from the public affairs officers
Interpretation	Low numbers would indicate WFP needs to find new ways of persuading parliamentarians, congressional representatives, government officials and media to target WFP activities.

Expected result 7.2. Total volume of contributions is increased; higher percentage of operational needs are met; and an increased proportion of flexible donations meets WFP's resource needs

Indicator 7.2.1. Contributions to WFP by donors: (a) total by value of contributions; (b) proportion of contributions that are multilateral; (c) proportion of contributions that are cash; (d) proportion of contributions that are unrestricted; (e) number of donors; (f) percentage of resources contributed by the top 10 donors

Purpose To assess the extent to which WFP's contributions have increased and have become diversified and more flexible.

Definitions

Multilateral: A general contribution to WFP, usable for any programme category or the IRA at the discretion of the Programme, or a contribution made to the IRA or a particular programme category or categories without further restrictions as to the operations for which it will be used or how it will be used, and for which the donor will accept Standard Project Reports and reports submitted to the Board as sufficient to meet requirements of the donor.

Cash contribution: Contributions that are strictly cash (excludes cash portion of in-kind contributions).

Unrestricted contributions are defined as grants that are freely and fully available to finance procurement. This definition is consistent with DAC guidelines. In the case of WFP, unrestricted would also be taken to include requirements for particular modes of transport, or providers thereof; and other specific requirements such as bag markings.

Target

	2006 target	2007 target
Total donor contributions (in US\$ billions)	3 billion	3 billion
Percentage of multilateral contributions	15%	17%
Percentage of cash contributions	54%	57%
Percentage of unrestricted contributions	20%	30%
Number of donors	74%	78%
Percentage of contribution from the top ten donors	75%	70%

Note: Percentages are calculated in terms of value and not by number of contributions

Frequency/Timing Monthly

Measurement method and tools Donor Relations Officers are responsible for entering contributions into the Resource Mobilization System (RMS) as received. A technical unit of the Donor Relations Branch (FDD) is responsible for analysing and reporting on the statistics produced by RMS reports. The Fundraising and Communications Department (FD) will provide comments and charts.

Responsible offices

- Donor relations
- EC relations
- United States relations
- Private sector relations

Information provided by Donor Relations Officers and FDD technical unit.

Interpretation

An increase in overall funding levels and number of donors indicates success of expansion of the donor base and diversification of funding sources for the organization.

A relative decrease in the percentage of WFP resources coming from the top

ten donors indicates less dependence on a limited number of donors. An increase in cash, multilateral and less restrictive contributions indicates a higher degree of flexibility.

Indicator 7.2.2.	Percentage of assessed needs met
Purpose	To measure contributions as a percentage of approved programme needs.
Target	A target of "100 percent of the assessed needs are met"
Frequency/Timing	Monthly
Measurement method and tools	Donor Relations Officers are responsible for entering contributions into the Resource Mobilization System (RMS) as received. A technical unit of the Donor Relations Branch (FDD) is responsible for analysing and reporting on the statistics produced by RMS reports. The Fundraising and Communications Department (FD) will provide a comparative chart of contributions by programme category and needs.
Responsible offices	<ul style="list-style-type: none"> - Donor relations (FDD) - EC relations (FDE) - United States relations (FDU) - Private sector relations(FDP) <p>Information provided by Donor Relations Officers and FDD technical unit.</p>
Interpretation	Would indicate whether necessary funds have been mobilized to deliver the WFP-approved programmes.

Indicator 7.2.3.	The difference between income forecast and actual contributions
Purpose	Make an accurate income forecast
Target	Plus or minus or 5 percent
Frequency/Timing	Monthly
Measurement method and tools	Forecast as a percentage of actual contributions
Responsible offices	<ul style="list-style-type: none"> - Donor relations (FDD) - EC relations (FDE) - United States relations (FDU) - Private sector relations (FDP) <p>Information provided by Donor Relations Officers and FDD technical unit.</p>
Interpretation	A realistic forecast allows the organization to effectively plan the management of its resources.

Glossary

Activity	The various ways in which WFP food aid is used (general food distribution, supplementary feeding, etc.).
Actual beneficiary	Targeted person provided with assistance, as reported by the distributing agency (WFP or Cooperating Partner). Beneficiaries include recipients or participants and, if a family ration is provided, the recipient/participant's household according to the agreed family size.
Actual distribution	Actual food quantity distributed to beneficiaries, as reported by the distributing agency (WFP or Cooperating Partner).
Age groups	For WFP reporting purpose, age groups to be considered are below-5, 5–18, over 18.
Anaemia	Anaemia is defined as having a low haemoglobin concentration. Different cut-offs of haemoglobin levels are used to define the prevalence of anaemia depending on the population being measured. For pregnant women, a cut-off of 110 g/litre is used. For non-pregnant women (including lactating women), the cut-off is 120 g/litre. Depending on the age of children, different cut-offs are used. These cut-off points are in line with WHO recommendations.
Anthropometric surveys	Body measurements taken in order to calculate the nutritional status of a given population and estimate the prevalence and distribution of malnutrition in the population.
ARGOS	A multi-national, non-military, satellite-based data collection and reporting system. Funding and satellite deployment commitments come from collaborating governments and/or transnational space programmes (Brazil, the European Union, France, Japan, and the United States). The WFP Argos system includes a simple keypad device linked to a worldwide satellite system. The device is placed in WFP-assisted remote schools and will permit trained users to directly input the data pertinent to their schools once a month and then transmit via satellite directly to WFP and other authorized users. WFP's use of the ARGOS system completed the pilot phase during 2004. A roll-out of the system to 1730 WFP-supported schools is expected to be completed by the end of 2006. The ARGOS system implemented by WFP in 15 countries includes an easy-to-use reporting system. It produces monthly raw data on school enrolment, attendance, beneficiaries fed, commodities basket and ration balance, in Microsoft Excel format.
Asset	Physical objects (such as tools or roads) or human attributes (such as health or skills) that people own or enjoy, and which they may use to maintain or improve their lives. In the context of EMOPs the term "assets" will most likely refer to physical assets such as housing or livestock. In the development context, the term will also cover non-physical benefits such as education and improved health. It is important to ensure that assets resulting from WFP interventions are owned or enjoyed by the poor.
Assessment	The critical appraisal of a situation before it is decided whether and how to carry out an intervention.
Attendance	The number of children coming to school everyday and not being absent. Attendance rate: Number of schooldays attended by girls/boys/children in WFP-assisted primary schools in a particular school year expressed as a percentage of the total number of days the schools are effectively open multiplied by the total number of girls/boys enrolled in the same school year.
Baseline study	The analysis and description of the situation prior to the start of a WFP operation, or at a specific point in time (benchmark), against which change

can be assessed or comparisons made in follow-up studies.

Benchmark	Reference point or standard against which performance or achievements can be assessed.
Beneficiaries	A WFP beneficiary is a targeted person who is provided with WFP food.
Body mass index	The BMI is the most useful measure of malnutrition in adults, an indicator of weight deficit in relation to height. $BMI = \text{Weight (kg)} / \text{Height (m}^2\text{)}$.
Childbearing age	15–49 years.
COMPAS	A database application used for tracking movement of commodities from contribution through shipping/overland transport up to Final Delivery Point. It also includes tracking of stock levels at warehouses, losses, damages, loans, etc. It is based on a number of standardized WFP documents, including bill of lading, waybills and stocks/loss reports. It has been rolled out to most Country Offices and Area Offices.
Contingency planning	A deliberative process in which scenarios and objectives are agreed, managerial and technical actions are defined and response systems are put in place so as to prevent or to respond better to a crisis or emergency. Contingency planning is one element of preparedness.
Cooperating partners	Refers to non-governmental organizations, United Nations agencies and international organizations carrying out projects in partnership with WFP (also referred to as implementing partners).
Counterpart staff	All the people employed by government, both at local and national levels; NGOs, both local and international; regional entities or organizations.
Crude mortality rate	The number of deaths per 10,000 of the population per day.
DACOTA	A web-enabled reporting tool that captures all the required information and/or data required for generating a Standardized Programme/Project Report (SPR), which is produced annually for WFP donors.
De-worming tablet	Albendazole or mebendazole are provided to treat intestinal soil-transmitted parasites. In areas where schistosomiasis is a problem, praziquantel may be given.
Dietary diversity	The number of different foods or food groups consumed over a given reference period.
Enrolment	<p>The official figure of children recorded as enrolled in a school at the beginning of the school year. There is usually an enrolment period at the beginning of the school year; after the enrolment period has closed children may still enrol or leave. The official figure for the year nevertheless remains the same as recorded at the end of the enrolment period.</p> <p>Absolute enrolment: The number of boys and girls enrolled in each school grade for a selected year.</p> <p>Net enrolment rate: The percentage of school-age (defined by the government) girls/boys enrolled in WFP-assisted schools to the number of school-age (defined by the government) girls/boys in the schools' catchment areas or districts where the schools are located.</p> <p>Gross enrolment rate: The percentage of all girls/boys (regardless of age) enrolled in all WFP-assisted schools to the number of school-age (defined by the government) girls/boys living in the catchment areas of these schools or districts where the schools are located.</p>
Enumerator	Those individuals who will be collecting data in the field. Enumerators may be engaged from outside WFP or they may be WFP programme and/or monitoring staff. PDPF and PDPG refer to enumerators for the purpose of

collecting information.

Follow-up study	The analysis and description of the situation at a specific point during or after implementation of a WFP operation, to assess and compare the situation with that found in the baseline study.
Fortification	The addition of micronutrients during or after processing a food, bringing the micronutrients to levels above the amounts in the original food products.
Household	A socio-economic unit consisting of individuals who live together. Households vary greatly in structure and membership from one culture and society to another. Therefore, a household's structure and composition should always be examined as part of initial information gathering. In relief interventions, when the household and family have been fragmented through flight and displacement, it is important to gather data from refugees on the composition of their households before the emergency, in order to understand their roles and relationships and consequently their longer-term needs and capacities. Where polygamous families exist, it is important to analyse whether the food aid is benefiting all members of the family and whether it is necessary to consider the family as several households so as to provide enough food to each wife.
Indicator	Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to a WFP operation.
Kwashiorkor	A form of extreme protein-energy malnutrition, characterized by oedema, loss of appetite and apathy; the child's hair thins and may change colour from black to light brown or red; immediate and intense care is required.
Proxy indicator	Alternate indicators, which may tell us indirectly whether a result has been achieved. Used when it is difficult to identify direct indicators to measure the result.
LCA	Logistics Capacity Assessments: evaluations designed to obtain a fundamental understanding of a country or region's food aid transportation infrastructure. LCAs are operational in nature and concentrate on critical elements of the logistics links, such as port/airport capacities, road and rail networks, storage facilities, handling procedures, labour rates, local transportation resources, etc. Particular consideration is given to identifying any physical or material shortcomings, which may result in bottlenecks in the food delivery pipeline. LCAs are conducted in areas not familiar to WFP or in areas where updated current information is deemed essential. LCA for countries with ongoing WFP operations should be done on a regular basis, at least once a year, and reflected accordingly in each CO's Logistics Unit WorkPlan.
Low birthweight	Children born with weight below 2.5 kg.
Malnutrition	<p>"A broad range of clinical conditions in children and adults that result from deficiencies in one or a number of nutrients" (<i>WFP Food and Nutrition Handbook</i>). Malnutrition includes acute and chronic malnutrition.</p> <p>Acute malnutrition: Growth failure as a result of recent rapid weight loss or failure to gain weight. The prevalence of child acute malnutrition (understood as moderate and severe acute malnutrition) is defined as the proportion of children with weight-for-height measurements below -2 z-scores (or standard deviations) or with oedema.</p> <p>Child malnutrition: Depending on project objectives, one or more indicators may be used to measure outcomes related to child malnutrition. Normally, the prevalence of child malnutrition (understood as moderate and severe malnutrition) is defined as the proportion of children with measurements (height-for-age, weight-for-age, or weight-for-height) below -2 z-scores (or standard deviations) or with oedema.</p>

	<p>Malnutrition among adults: Men and non-pregnant women who have a body mass index that is less than 18.5 are considered to suffer from chronic energy deficiency.</p>
Micronutrient	All vitamins and minerals, in small amounts, that are essential for life.
Monitoring	The systematic and continuous assessment of the progress of an intervention over time.
Oedema	Fluid retention resulting from the excessive accumulation of extra cellular fluid in the body. Oedema is a distinguishing characteristic of Kwashiorkor.
Orphans and Vulnerable Children (OVC)	<p>WFP uses the term OVC to designate children made vulnerable by HIV/AIDS.</p> <p>Orphan: A child below the age of 18 years who has lost one or both parents.</p> <p>Vulnerable child: A child who has no, or very restricted, access to basic needs, or a child in a food-insecure household, with a chronically ill parent (regardless of whether he or she lives with the parent).</p> <p><i>Note:</i> These definitions of “orphanhood” and “vulnerability” are tentative and there are ongoing attempts to further refine them.</p>
Outcome	The medium-term results of an operation’s outputs.
Outputs	The products, capital goods and services that result from a WFP operation; includes changes resulting from the operation that are relevant to the achievement of outcomes.
Participant	A stakeholder who belongs to the community from which beneficiaries are drawn and who takes part in an intervention (such as FFW/FFA or FFT). She/he is usually a beneficiary, either alone or together with other household members. A participant is often also the food recipient.
Performance	The degree to which an operation or organization (WFP or partner) operates according to specific criteria/standards/guidelines or achieves results in accordance with stated goals or plans.
PPIF	<p>Project Planning Information Format or Project Statistics; capture both planning and actual data that are important for corporate management and reporting in WFP’s corporate information system (WINGS). They are completed for each country’s food aid operations, except for Bilateral Operations. The Project Statistics consist of three types of tables:</p> <ul style="list-style-type: none"> – Tables 1A to 1D: Beneficiary numbers and project indicators; – Table 2: Planned government contributions to the project (excluding GCCC); and – Tables 3A to 3C: Classification of operational expenditure.
PRC	Project Review Committee, which convenes on a weekly basis to discuss new projects. The meeting is chaired by the respective Regional Directors with the participation of ‘stakeholders’ from HQ to ensure compliance to WFP normative guidelines.
Preschool	According to the International Standard Classification of Education (ISCED), a preschool programme is, in principle, provided at school or centres with educational property, starting at 3 years of age and prior to the beginning of primary education.
Primary school	According to the International Standard Classification of Education (ISCED), primary school starts between the ages of 5 and 7 and lasts four to six years.
Project category	Category of WFP’s project (EMOP, PRRO or Country Programme /Development project).
Results	The describeable or measurable changes resulting from a cause and effect relationship. They include outputs (short-term results), outcomes (medium-

	term results), and/or impacts (long-terms results) and may be intended or unintended, positive or negative.
RMS	Resource Mobilization System: a database used by the Fundraising and Communications Department (FCD) to track contributions.
School catchment area	Area surrounding a school where primary school-age and/or potential school-going children reside.
SD score (Standard Deviation or z-score)	A measure of the distance between the individual's measurement and the expected value (or median) of the reference population. The distance is expressed in multiples of the reference standard deviation.
Secondary school	According to the International Standard Classification of Education (ISCED), lower secondary school starts after the termination of primary school and ends after 9 years of schooling, counting since the beginning of primary school.
SPA	A workflow tracking database existing on Lotus Notes. Projects are posted a few days prior to the Project Review Committee (PRC) meeting for review and comments.
SPR	Standardized Project and Programme Reports, shared annually with WFP donors. The report presents how WFP has utilized WFP contributions on a project-by-project basis and provides a summary of results achieved.
Standard	A pattern or model that is generally accepted.
Survey	A data collection method that involves a planned effort to collect required data from a sample of the relevant population. The relevant population consists of people affected by the WFP operation (or, in the case of a control or comparison group, of people with similar characteristics).
Target	The desired level of performance to be accomplished within a specific period of time; this can be a specific indicator value or a trend.
Target group	A group of individuals found by WFP to require – or presumed to require – food assistance and having been scheduled for assistance under at least one WFP intervention. If it is known that a ration will be shared with a person (or people) other than the person receiving the ration, these persons (typically members of the same household) should be considered as targeted persons and included in the planned beneficiary figure. Also refers to the specific individuals or organizations for whose benefit the WFP operation is undertaken. <i>Note:</i> Targeted individuals should be identified by sex, age and other relevant characteristics.
WINGS	WFP Information Global System, an integrated database application used to support core WFP business processes including finance, HR, procurement, projects, travel, programming of food, etc. for carrying out or tracking transactions, reporting, etc. It encompasses SAP, Lotus, COMPAS, RMS, etc., and has been rolled out to 65–70 percent of Country Offices.

Acronyms

ADII	Information and Knowledge Management Branch (WFP)
APR	annual performance report
ARE	annual reporting exercise
ART	anti-retroviral therapy
BMI	body mass index
CFSVA	Comprehensive Food Security and Vulnerability Analysis
CMR	crude mortality rate
CO	Country Office
COMPAS	Commodity Movement Processing and Analysis System (see Glossary)
CP	cooperating partner
CSB	corn-soya blend
DACOTA	Data Collection in a Tele Communication Application (see Glossary)
DSM	dried skim milk
EB	Executive Board
ECW	Enhanced Commitments to Women
EMOP	emergency operation
EPweb	emergency preparedness website
FFA	food for assets
FFT	food for training
FFW	food for work
HQ	Headquarters
IFPRI	International Food Policy Research Institute
IRA	Immediate Response Account
ISCED	International Standard Classification of Education
LCA	logistics capacity assessment (see Glossary)
LOU	letter of understanding
MCH	mother-and-child health
MCHN	mother-and-child health and nutrition
MCN	mother-and-child nutrition
MDG	Millennium Development Goal
M&E	monitoring and evaluation
MoE	Ministry of Education
MOU	memorandum of understanding
NGO	non-governmental organization
ODA	Analysis, Assessment and Preparedness Service
ODAN	Emergency Needs Assessment (WFP)
ODAP	Emergency Preparedness and Response Unit
ODAV	Vulnerability Analysis and Mapping (WFP)
ODMP	Programming Service
ODMR	Operational Reporting Group
ODTF	Freight Analysis and Support Branch (WFP)
OEDP	Office of Performance Measurement and Reporting (WFP)
OEDR	Division of Results-Based Management (WFP)
OSD	Inspector General and Oversight Services Division
OVC	orphans and other vulnerable children
PACE	performance and competency enhancement
PDP	Strategy, Policy and Programme Support Division
PDPE	Economic Analysis Unit
PDPF	School Feeding Service
PDPG	Gender Unit
PDPH	HIV/AIDS Unit
PDPN	Nutrition Service
PGM	Programme Guidance Manual
PMR	performance measurement review
PMTCT	preventing mother-to-child transmission
PPIF	project planning information format
PRC	Programme Review Committee
PRRO	protracted relief and recovery operation
RB	Regional Bureau
RBM	results-based management

RMS	resource mobilization system
SLA	service level agreement
SMART	Standardized Monitoring and Assessment of Relief and Transitions
SOI	strategic objective indicator
SPA	system for programme approval
SPR	standard project report
SSFS	standardized school feeding survey
TB	tuberculosis
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNHCR	Office of the United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
VAM	vulnerability analysis and mapping
WFP	World Food Programme
WHO	World Health Organization
WINGS	WFP Information Network and Global System (see Glossary)
WSB	wheat-soya blend