



FEED THE FUTURE

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

FTF ZOI PBS 2019

- **INTRODUCTION TO THE SURVEY ORGANISATION MANUAL**



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KANSAS STATE UNIVERSITY
Department of Agricultural Economics

METSS
Monitoring, Evaluation and Technical Support Services



Purpose of Organization Manual

- Inform contractors, partners and all other associates who will be involved in the FTF ZOI survey about the key activities that are necessary to be undertaken
- Provide information on the various tasks and roles to be assigned in each activity
- Provide timelines for the tasks and deliverables which are presented in a form of a gantt chart
- Serves as a check list for the entire survey





Summary content of manual

The Organization Manual makes reference to the following tools:

- Gantt Chart
- Implementation tracker





Summary content of manual

- In referencing the two tools listed above ,the manual provides details on the following:
- Survey Tasks
- Survey deliverables
- Proposed schedules
- Roles and responsibilities (in the tracker)

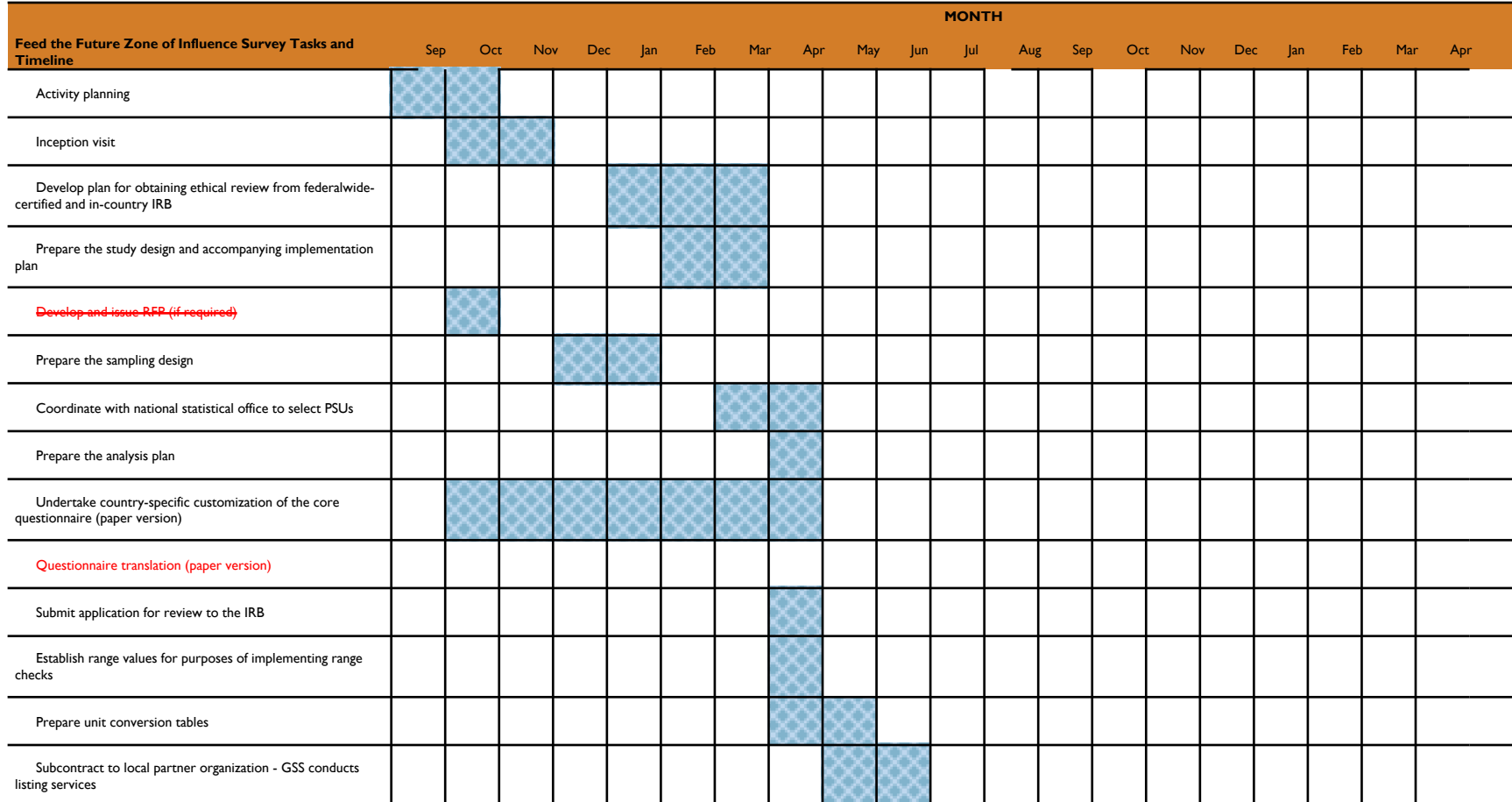




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Survey Gantt chart.- showing activity timelines



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Survey Implementation Tracker - showing roles and status of deliverables

Feed the Future Survey Implementation Tracker				Contractor Submission		USAID Review		Contractor Revision, Editing, and Formatting		Submitted
Tasks	Deliverables	Column 1	STATUS	START DATE	END DATE	START DATE2	END DATE2	START DATE	END DATE	
1 Activity planning	Customized scope of work		In Progress	4/21/2017						
2 Inception visit	Inception visit report		Complete							
3 Develop plan for obtaining ethical review and approval from federalwide-certified and in-country IRBs	Package of all IRB submission requirements for both international and in-country (if required)	Janet/Saaka/KSU	In Progress							
4 Prepare the study design and accompanying implementation plan	Survey protocol	Saaka	In Progress							
5 Develop a scope of work for local survey implementation partner, issue RFP (if required)	Scope of work (with detailed fieldwork implementation plan, including team structure, fieldwork timeline, and logistics), RFP	Saaka	Complete							
6 Prepare the sampling design	Sampling design plan	GSS	Complete							
7 Coordinate with national statistical office to select primary selection units (PSUs)	List of selected clusters (first stage sampling)		Complete							
8 Prepare the analysis plan	Data analysis plan	Yacob	In Progress							
9 Undertake country-specific customization of the core questionnaire (paper version)	Customized questionnaire	RM&E team led by Kezia	Complete							
10 Translate questionnaire according to established translation protocol (paper version)	Translated questionnaire	Translation team	In Progress							
11 Submit application and protocol for review to the IRB	Ethical clearance obtained	Janet/Saaka/KSU	In Progress							
12 Establish range values for purposes of implementing range checks	File of range values (indicating which questionnaire items will have range checks and what the ranges will be)		In Progress							



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Key notes.....

- This document should be the main tool that will guide all sub-activities
- All sub - activities are expected to be accompanied by a Gantt chart e.g Listing, Translation , ToT e.t.c
- The schedules and timelines of the above tools are subject to changes or adjustments
- Survey is expected to span over a period of 20 months i.e Sept 2018 to April 2020

