

I. ASSESSMENT TOOLS

1. 48-Hour Assessment Tool: Food Security & Livelihoods in First Phase Emergency	17. Hygiene Evaluation Procedures
2. Barrier Analysis	18. Improving Nutrition Programs: An Assessment Tool for Action
3. Behavior Change Perspectives on Gender and Value Chain Development	19. Improving Nutrition with Agricultural Biodiversity
4. Comprehensive Food Security & Vulnerability Analysis	20. IYCF: A Tool for Assessing National Practices, Policies & Programs
5. Cost of the Diet	21. The KAP Survey Model (Knowledge, Attitudes, and Practices)
6. Crop and Food Security Assessment Missions	22. Knowledge, Practice, & Coverage Survey (KPC)
7. Diagnostics for Industrial Value Chain Development	23. Livelihoods Assessment Toolkit
8. Emergency Food Security Assessment	24. Livestock in Emergencies Guidelines and Standards
9. Emergency Market Mapping and Analysis Toolkit	25. Measuring Food Security Using Household Expenditure Surveys
10. Financial Diaries	26. Optifood
11. Food Security & Livelihoods Assessment: A Practical Guide for Field Workers	27. Participatory Vulnerability Analysis
12. Global Food Security Assessment Guidelines	28. ProPAN 2.0
13. Guidelines for Value Chain Analysis	29. Rapid Needs Assessments: Water, Sanitation, and Hygiene
14. Household Economy Approach: Practitioners' Guide	30. Rapid Rural Appraisal and Participatory Rural Appraisal
15. Household Livelihood Security Assessment	31. Seed System Security Assessment
16. How to Conduct a Food Commodity Value Chain Analysis	32. Semi-Quantitative Evaluation of Access and Coverage (SQUEAC)/Simplified Lot Quality Assurance Sampling Evaluation of Access and Coverage (SLEAC)

48-HOUR ASSESSMENT TOOL: FOOD SECURITY & LIVELIHOODS IN FIRST PHASE EMERGENCY

Pathway Component: food production; food prices; agricultural income; food expenditure; food access; diet

Search Category: agricultural production; food access; consumption; farm & non-farm income; household food & non-food expenditure; value chains & market systems

Date of Design: 2012

Designer: Oxfam/ Emergency Capacity Building Project

Contact Institution: Philippa Young, mpyoung@oxfam.org.uk

URL: <http://www.ecbproject.org/resources/library/311-efsl-48-hour-assessment-tool>

CONTENT SUMMARY

Brief Description: The purpose of this tool is to obtain a quick understanding of the emergency food security and livelihood situation within the first few days after a rapid-onset disaster. This tool collects information on food security and livelihoods. The results of this initial assessment are meant to inform the design of first-phase responses, in the first six to eight weeks after a disaster occurs. A more detailed assessment led by food security and livelihood specialists is expected to take place at a later date.

Uses: This tool aims to support response teams to gather an adequate picture of the food security and livelihoods situation in order to design rapid responses that can meet immediate needs and protect livelihoods in the context of practical constraints that usually follow a rapid-onset crisis.

Tool Components: The toolkit contains six separate documents:

1. Objectives and Guidance Notes
2. Assessment Questionnaire
3. Decision-Making Tree
4. Response Menu
5. Report Format
6. Annex: Technical Rationale

The assessment questionnaire is divided into four sections:

1. Community & Household Focus Group Discussion
2. Markets and Traders Status after the Disaster – Questions for Traders
3. Cash Delivery Structures – Questions for Money Transfer Agents
4. Coordination and Other Actors' Response Plans

OPERATIONS

Number of Staff Required: The number of staff on the assessment team is not specified; this will vary depending on available resources. Note that it is recommended that external technical staff (not the assessment team) conduct the analysis and draw the response recommendations from the results.

Time: The assessment should take place within a week after a rapid-onset disaster, ideally within the first 48 hours. The assessment should be completed, including recommendations and report writing, within a few days (ideally 48 hours).

Cost of Assessment: Not specified; this will vary according to context.

Training: The 48-hour assessment tool is designed to be accessible to all levels of staff with different skill sets and experience. It was developed for: 1) humanitarian staff with no or limited technical skills (e.g.: humanitarian program managers) and/or; 2) food security and

livelihoods technical staff with little experience of rapid-onset disasters in urban and rural contexts.

Geographic Targeting: This is a community-focused assessment tool and should be used on a clearly defined, disaster-affected area.

Type of Data Collection: A variety of qualitative and quantitative data, including typical household food security, livelihoods, market functioning, money transfer systems, and water and sanitation systems, will be collected.

Degree of Technical Difficulty: This tool is intended for staff with limited technical experience. However, analysis and response recommendations should be supported by more experienced staff.

Complements other Resources: This tool can be used in conjunction with processes such as the Multi-Cluster/Sector Initial Rapid Assessment (MIRA) to complement them with detailed food security and livelihoods information necessary for rapid response design. This assessment tool assumes that an Emergency Market Mapping and Analysis (EMMA) might still be necessary a couple of weeks after the disaster and that if a Household Economy Approach (HEA) baseline exists, it can provide important background information on the pre-disaster context and outcome analysis and triangulate the findings of the 48-hour assessment.

BARRIER ANALYSIS (FACILITATOR'S GUIDE)

Pathway Component: caring capacity & practices; diet; health care; women's empowerment

Search Category: agricultural production; consumption; health & nutrition services; gender & women's empowerment; caring capacity, norms & practices

Date of Design: 2004. Updated 2010.

Designer: Food for the Hungry & CORE Group

Contact Institution: fhdc@fh.org

URL: http://barrieranalysis.fhi.net/annex/Barrier_Analysis_Facilitator_Guide.pdf

CONTENT SUMMARY

Brief Description: This rapid assessment tool is used in community health and community development projects to identify determinants associated with a particular behavior. The Facilitator's Guide has been written for trainers to teach others about Barrier Analysis and/or to learn the technique themselves. It guides trainers through a step-by-step process for conducting the analysis and providing background information on the technique.

It focuses on eight determinants: perceived susceptibility; perceived severity; perceived action efficacy; perceived social acceptability; perceived self-efficacy; cues for action; perception of divine will; and positive and negative attributes of the action.

Uses: Barrier Analysis can be used in a variety of different ways, including:

- At the start of a behavior change program to determine key messages and activities for intervention.
- In ongoing programs to focus on behaviors that have not changed much despite repeated efforts, to understand what is keeping people from making a particular change.

Tool Components:

1. Part One: What is Barrier Analysis? Explanation & Training Guide
2. Part Two: How to Conduct Barrier Analysis (developing questionnaires, collecting & analyzing data)

OPERATIONS

Number of Staff Required: Two people can conduct an analysis in two days for each behavior studied. Larger groups of staff can analyze more behaviors in the same amount of time.

Time: Analysis of one behavior should take two days. Analysis of more behaviors will require more time or more staff. Note that the guide recommends a sample size of 90 household interviews (45 doers and 45 non-doers), which take an estimated 15 minutes each. Time planning should also account for the time taken to develop the questionnaire and travel time between interviews.

Cost of Assessment: Not specified; this will vary depending on the number of behaviors studied and the context.

Training: The Facilitator's Guide is based on a four-day workshop and provides all instructions needed to train staff.

Geographic Targeting: This analysis is conducted at community level.

Type of Data Collection: Barrier analysis uses individual interviews (note that focus groups were included in the first version but are not recommended in the most recent version of the guide).

Degree of Technical Difficulty: The guide is designed for people who have some experience in social and behavior change communication and are interested in learning a new technique. Trainee or workshop participants do not necessarily have to know much about social and behavior change, but it is helpful if participants have basic experience developing questionnaires and conducting interviews.

Complements other Resources: Demographic and health surveys or local knowledge, practice, and coverage studies should be used to define the initial behavior question. This secondary data should be used to identify behaviors with a sufficient number of doers and non-doers. Barrier Analysis and the Trials of Improved Practice (TIPs) methodology are highly complementary.

BEHAVIOR CHANGE PERSPECTIVES ON GENDER AND VALUE CHAIN DEVELOPMENT

Pathway Component: women's empowerment; agricultural income; food production; processing & storage

Search Category: agricultural production; gender & women's empowerment; value chains & market systems

Date of Design: 2011

Designer: ACDI/VOCA & FHI360

Contact Institution: webmaster@acdivoca.org

URL: <http://www.microlinks.org/library/field-report-11-behavior-change-perspectives-gender-and-value-chain-development-tools-research>

CONTENT SUMMARY

Brief Description: The five tools presented in this report are designed to study how gender affects three categories of behavior related to upgrading: money management, business practices, and value chain relationships. Upgrading involves innovations or investments within a value chain that respond to changing market conditions and new market opportunities to maintain the competitiveness of that value chain. Analyzing the current behaviors of men and women offers a window for identifying gender-based constraints to upgrading, and approaches to promoting upgrading activities that are inclusive of and benefit both men and women.

Uses: This tool helps users to better understand how gender conditions, behaviors, and practices (and ultimately the overall dynamics of value chains) can help practitioners to:

- Identify interventions that are more tailored to women's needs.
- Reduce the risks for women participating in the value chains.
- Improve the overall functioning, growth, and competitiveness of value chains.

Tool Components: The report contains five tools:

1. Focus Group Discussion Guide: Gendered Roles and Responsibilities in a Value Chain
2. Focus Group Discussion Guide: Examining Value Chain Relationships
3. Individual Interview Guide
4. Research Plan Outline and Example
5. Facilitation Guide for Consultative Workshops with Field Partners (with example)

OPERATIONS

Number of Staff Required: Not specified; the example provided in the report requires two primary researchers who are supported by logistics staff and translators in each country.

Time: This will vary depending on the scope of the research. The example research plan provided included two weeks per country for data collection.

Cost of Assessment: The budget will vary; the report provides some example line items for the local budget, including logistics coordinator honorarium, translator fees, transport costs, and snacks for focus group discussion participants.

Training: Not specified; one or two experienced researchers could likely use these tools without training.

Geographic Targeting: The value chain selected for analysis will define the geographic areas included in the research.

Type of Data Collection: The tools use focus group discussions and individual interviews.

Degree of Technical Difficulty: The five tools provided are detailed and clearly explained. Staff members with prior qualitative assessment experience will likely find this guide easy to follow.

Complements other Resources: These tools focus on gathering qualitative data. Quantitative data on related topics could be a useful complement.

COMPREHENSIVE FOOD SECURITY & VULNERABILITY ANALYSIS

Pathway Component: food production; food prices; processing & storage; agricultural income; food expenditure; food access; diet

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; gender & women's empowerment; household food & non-food expenditure; value chains & market systems

Date of Design: 2009

Designer: World Food Programme

Contact Institution: wfp.vaminfo@wfp.org

URL: <http://www.wfp.org/content/comprehensive-food-security-and-vulnerability-analysis-cfsva-guidelines-first-edition>

CONTENT SUMMARY

Brief Description: A Comprehensive Food Security & Vulnerability Analysis (CFSVA) process results in a document that describes the food security status of various segments of the population, analyzes the underlying causes of vulnerability, and recommends interventions to deal with the problems.

Uses: The objective of a CFSVA is to analyze the food security and vulnerability conditions of population groups and communities, and to provide baseline information on the population in a "normal" situation. The results provide decision-makers with information on household food insecurity and vulnerability (who, how many people, where they are located) allowing for recommendations on food related interventions to improve the situation. CFSVAs are used to:

- Assess needs and inform the design of programming.
- Determine baseline vulnerability and serve as a benchmark for future assessments.
- Serve as strategic entry points for partnership with other UN agencies.

Tool Components: The technical components of the CFSVA guidelines include:

- Managing the implementation of a CFSVA
- Desk study: literature review and secondary data
- Household-level data in a CFSVA
- Qualitative and community-level data in CFSVAs
- Food security analysis in a CFSVA
- Preparing conclusions and recommendations
- Report preparation and dissemination

OPERATIONS

Number of Staff Required: Not specified; can vary depending on the scope of the assessment.

Time: It usually takes four-to-eight months between the initiation of the process and dissemination of the results.

Cost of Assessment: Costs can vary greatly due to the variable contexts within which CFSVAs are conducted. CFSVAs are not necessarily more expensive than large rapid assessments, but they can be costly if a large household survey is included. Large surveys on the order of 2,000-3,000 households can cost in the range of \$75,000-\$100,000. CFSVAs with larger samples

covering many different locations cost well over \$200,000.

Training: For the main survey instruments, training usually takes five to eight days. If child anthropometric data is to be collected, an additional two-to-five days of training will be needed. If hand-held computers (PDAs) are to be used by data collectors, an additional one to three days of training will be needed. If focus groups will be used, an additional two-to-eight days will be needed.

Geographic Targeting: CFSVAs may be conducted for an entire country, or regions within a country. The terms of reference must clearly state the geographic scope of the assessment.

Type of Data Collection: A CFSVA process includes secondary data review and analysis, household and key informant interviews, focus groups, and possibly child anthropometry data.

Degree of Technical Difficulty: This is a complex assessment requiring in-depth technical expertise.

Complements other Resources: A CFSVA is a comprehensive assessment, and includes an analysis of a variety of secondary data. The guidelines include a specific chapter focused on literature review and secondary data.

COST OF THE DIET

Pathway Component: food prices; food access; diet

Search Category: food access; consumption; value chains & market systems

Date of Design: 2007. Updated 2012.

Designer: Save the Children UK

Contact Institution: hungerreductionteam@savethechildren.org.uk

URL: <http://www.savethechildren.org.uk/resources/online-library/the-cost-of-the-diet>

CONTENT SUMMARY

Brief Description: The Cost of the Diet (CoD) is an assessment tool that uses software to estimate the amount and combination of local foods needed to provide a typical family with a diet that meets their averaged needs for energy and recommended intakes of protein, fat, and micronutrients. The tool aims to answer the following questions:

1. What is the minimum cost of foods that meet the nutrient needs of a typical household?
2. Can a nutritious diet be achieved using locally available foods?
3. Is this diet affordable?
4. If not, what could be done?

Tool Components: The document provides step-by-step guidance to conducting a CoD assessment:

1. Planning a CoD assessment
2. In-country preparation
3. Data collection
4. Running the linear programming software
5. CoD results & how to use them

Uses: The CoD is most useful when chronic undernutrition and micronutrient deficiencies have been identified as nutritional problems, and when the availability or affordability of nutritious foods are likely to be among the underlying causes.

Using the CoD tool allows for modeling of potential interventions to estimate impact on improving the quality and affordability of the diet. Results can also be used to influence food security and nutrition policies and programs, and contribute to advocacy. Results can also be used as an early warning indicator if the CoD is run regularly.

OPERATIONS

Number of Staff Required: One advisor of lead training, analysis and report writing; four-to-six data collectors from the target area; one country administrator to manage logistics.

Time: Estimated total time required is six weeks.

Cost of Assessment: Not specified; the cost will vary according to context.

Training: The individual who leads the CoD assessment should be previously trained and experienced. Training of data collectors should take at least 2-3 days. An example training schedule is provided in the CoD guidelines.

Geographic Targeting: A CoD assessment can be conducted in any location but it is important to ensure that assessments are conducted in regions where price and availability of food and income are reasonably homogenous. A simple approach is to confine the CoD assessment to a livelihood zone. Depending on the objectives of the study, the interviews and focus group discussions should be conducted in a minimum of four villages.

Type of Data Collection: CoD assessments include secondary data collection, market surveys, household interviews, and focus group discussions.

Degree of Technical Difficulty: Leading a CoD assessment and analyzing the results is complex and requires expertise and previous training.

Complements other Resources: The household economy approach (HEA) and the Cost of the Diet are interlinked and complementary. The CoD relies on the HEA for a variety of information such as livelihood zones, wealth group divisions, and income data. Combining the CoD with the HEA can identify the wealth groups most at risk of insufficient access to a nutritious diet and therefore most in need of food security or nutrition interventions.

CROP AND FOOD SECURITY ASSESSMENT MISSIONS

Pathway Component: food production; food prices; processing & storage; agricultural income; food expenditure; food access; diet

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; household food & non-food expenditure; value chains & market systems

Date of Design: 1996. Revised 2009.

Designer: Food and Agriculture Organization & World Food Programme

Contact Institution: wfp.vaminfo@wfp.org

URL: <http://www.wfp.org/content/faowfp-joint-guidelines-crop-and-food-security-assessment-missions-cfsams>

CONTENT SUMMARY

Brief Description: A Crop and Food Security Assessment Mission (CFSAM) is a comprehensive assessment of crisis-induced food security including analysis at national and household levels. It requires months of preparation and a team of technical experts and results in a detailed report of current and expected food insecurity, including specific recommendations to address the needs of the population.

Uses: The primary purpose of a CFSAM is to provide an accurate picture of the extent and severity of crisis-induced food insecurity, existing or expected, in the country (or specific area) so that timely and appropriate actions can be taken by the government and the international community to minimize the impact on affected populations.

Tool Components:

- Part I: Essentials & Planning
- Part II: Organizing a CFSAM
- Part III: Analyzing the Context, Agricultural Production, and Market Conditions
- Part IV: Analyzing the Aggregate Food Supply/Demand Situation

- Part V: Analyzing Household Food Security and Emergency Needs
- Part VI: Conclusions & Recommendations

OPERATIONS

Number of Staff Required: The core team is usually comprised of an agricultural economist, an agronomist, a food security specialist and a market specialist, plus other experts such as livestock or management specialists as needed. A large number of in-country personnel also contribute to the CFSAM.

Time: Depends on the size and diversity of the area concerned and the availability and quality of existing data. Typically the preparatory phase takes one to three months, the in-country mission takes three to four weeks, and the post-mission report writing takes two to three weeks.

Cost of Assessment: Not specified; will vary according to context and availability of existing data.

Training: Technical specialists (as described above) are required. This core team of specialists is expected to provide a few days of training for data enumerators.

Geographic Targeting: A CFSAM analyzes the food security situation at the macro (national) level and micro (household and population group) level.

Type of Data Collection: Secondary data (including remote sensing, forecasts, aggregate agricultural production, and nutritional status) is analyzed. Data collection includes key informant interviews in the capital, field observations, estimations of crop yields, and interviews with informants, extension workers, traders, and households.

Degree of Technical Difficulty: This complex assessment requires in-depth technical expertise. Others participate as data enumerators, but a core team of specialists must lead the analysis and report writing.

Complements other Resources: A CFSAM is a comprehensive assessment that includes analysis of a variety of secondary data. This may include living standards/poverty assessment studies, nutrition surveys, and safety net program data. The results can inform a number of other assessments and assist with program design.

DIAGNOSTICS FOR INDUSTRIAL VALUE CHAIN DEVELOPMENT

Pathway Component: food production; agricultural income; processing & storage

Search Category: agricultural productivity; farm & non-farm income; value chains & market systems

Date of Design: 2011

Designer: United Nations Industrial Development Organization

Contact Institution: f.hartwich@unido.org

URL: http://www.unido.org/fileadmin/user_media/MDGs/IVC_Diagnostic_Tool.pdf

CONTENT SUMMARY

Brief Description: This document is a tool for diagnosing industrial value chains. It provides guidance for defining the elements necessary for the development and upgrading of entire value chains. It focuses on industrial value chains, meaning those that engage in the processing and transformation of primary products into consumable goods and thereby generate added value.

Uses: The diagnostics can be applied to situations where value chain development has no single or easy solution and many parallel constraints and development opportunities exist. Analysts may use this information to make policy and program level strategic decisions about whether interventions in value chain development can and should be pursued, and at which points.

Tool Components: The tool includes seven diagnostic dimensions:

- Dimension 1: Sourcing of Inputs and Supplies
- Dimension 2: Production Capacity and Technology
- Dimension 3: End-Markets and Trade
- Dimension 4: Governance of Value Chains
- Dimension 5: Sustainable Production and Energy Use

- Dimension 6: Value Chain Finance
- Dimension 7: Business Environment and Socio-Political Context

OPERATIONS

Number of Staff Required: The number of staff required will vary depending on the depth of analysis and the value chain selected. Given the scope of the diagnostics, it is preferable to form a multidisciplinary team drawing from fields such as engineering, marketing, finance, economics, business administration, and environmental management.

Time: Collecting and analyzing the data and writing a diagnostic report can take anywhere from two weeks to a couple of months, depending on the size of the value chain and the level of detail required.

Cost of Assessment: Not specified; this will depend on the context, the value chain and the depth of the analysis.

Training: Not specified; it is expected that analysts involved in the process are already experts in a relevant specialized field.

Geographic Targeting: The analysis focuses on value chains, which may span multiple geographical areas. Therefore, the geography will be determined by the value chain selected.

Type of Data Collection: Substantial data collection is required for meaningful results. This includes conducting interviews with a range of government officials and other key stakeholders, especially businesses in the value chain.

Degree of Technical Difficulty: The tool can be characterized as rapid, in the sense that it is simple and its application can be accomplished in a short period of time, making it an effective way of obtaining relevant information. However, it is expected that the diagnostics will be carried out by specialists who are familiar with value chain projects and project cycle management, and who most likely are capable and experienced enough to select the elements of the tool that are most relevant and adapt them to the specific context.

Complements other Resources: Unlike conventional value chain analysis, this tool emphasizes the processing and manufacturing segment with its downstream (market) and upstream (supplies) relationships. This document adds to the existing literature on value chain analysis by introducing the "industrial perspective" and complements other value chain analysis tools that center on "primary production" and "market orientation."

EMERGENCY FOOD SECURITY ASSESSMENT

Pathway Component: food production; food prices; processing & storage; agricultural income; food expenditure; food access; diet

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; household food & non-food expenditure; value chains & market systems

Date of Design: Second edition 2009

Designer: World Food Programme

Contact Institution: wfp.vaminfo@wfp.org

URL: <http://www.wfp.org/content/emergency-food-security-assessment-handbook>

CONTENT SUMMARY

Brief Description: An Emergency Food Security Assessment (EFSA) is designed to assess the impact of a shock on the food security of households and communities within an affected area. An EFSA may be conducted as a rapid or an in-depth assessment. It is intended for use in emergency situations and protracted crises.

Uses: An EFSA should enable decision makers to understand the nature of the crisis and the types of intervention that may be helpful. The information can be crucial for operational coordination and transparency. The EFSA results may also help donors to decide on the allocation of resources.

Tool Components: The primary components of the EFSA Handbook are:

- Part I: Conceptual framework, objectives, and types of EFSA
- Part II: Data, indicators, and sources of information
- Part III: Planning and implementing an EFSA
- Part IV: Analyzing EFSA data
- Part V: Reporting EFSA results
- Annexes (including sample questionnaires)

OPERATIONS

Number of Staff Required: Human resource requirements for an EFSA depend on the assessment methodology that has been chosen. For an initial or rapid assessment based on purposive sampling and semi-structured interviews, fewer staff will be needed, but the people carrying out the interviews must be well trained and experienced. An in-depth large scale survey will require more staff.

Time: The example EFSA schedule provided in the handbook is three weeks, but the schedule may expand or contract depending on whether it is an initial, rapid, or in-depth assessment.

Cost of Assessment: A rapid assessment may cost up to US \$30,000 depending on the geographic extent and topography of the area and the variety of livelihood zones and socio-economic groups affected.

Training: All people working on the assessment must receive training even if they have undertaken assessments in the past. This is particularly important for enumerators. Trainers must be deployed for the time needed; typically about two days for enumerator and one week for interviewer training.

Geographic Targeting: The area included in the EFSA will be determined by the impact of the shock and the assessment objectives. For example, if the crisis is small-scale and concentrated, the assessment may cover only the directly affected area. However, in a slow-onset emergency affecting the whole country, zones in any part of the country may be selected.

Type of Data Collection: An EFSA combines primary and secondary information. Data collected may be sourced from household and key informant questionnaires, market trader interviews, focus group discussions, and direct observations.

Degree of technical difficulty: The EFSA is a complex assessment and requires specific technical training to complete the analysis.

Complements other resources: The Comprehensive Food Security and Vulnerability Assessment (CFSVA) guidelines complement the EFSA. The conceptual framework is identical for EFSA and CFSVA and the analytical approach for the EFSA and the CFSVA is consistent. Effort has been made to harmonize sampling approaches, define indicators, and follow a similar logic of analysis. The FAO/WFP Crop and Food Security Assessment Missions (CFSAM) guidelines are also consistent with the EFSA handbook.

EMERGENCY MARKET MAPPING AND ANALYSIS TOOLKIT

Pathway Component: food production; food prices; processing & storage; agricultural income; food expenditure

Date of Design: 2010

Designer: Practical Action

Search Category: agricultural productivity; farm & non-farm income; household food & non-food expenditure; value chains & market systems

Contact Institution: Gregory.Matthews@rescue.org or Eva.Conway@rescue.org

URL: <http://emma-toolkit.org>

CONTENT SUMMARY

Brief Description: The Emergency Market Mapping and Analysis Toolkit (EMMA) helps front-line staff conduct rapid assessments of market systems in the first few weeks of a crisis. EMMA is designed for generalists, as well as specialist staff working in the food security, shelter, water, and sanitation sectors. Its ten practical steps will help users to understand the important market aspects of an emergency situation and communicate this knowledge promptly and effectively to decisionmakers.

Uses: The purpose of the EMMA toolkit is to improve early response planning so that resources are used effectively and opportunities to bolster future recovery in the local economy are not missed. The toolkit helps to:

- Make early decisions about the wisdom of different direct-response options.
- Assess opportunities for complementary 'indirect' actions.
- Reduce the risk of doing harm.
- Assist in monitoring the performance and accessibility of market systems.
- Improve the quality of disaster preparedness
- Define the requirements for more detailed market analysis.

Tool Components: The toolkit is comprised of ten essential steps:

- Step 1: Essential preparation
- Step 2: Market selection
- Step 3: Preliminary analysis
- Step 4: Preparation for fieldwork
- Step 5: Fieldwork activities and interviews
- Step 6: Mapping the market system
- Step 7: Gap analysis
- Step 8: Market-system analysis
- Step 9: Response analysis
- Step 10: Communication results

OPERATIONS

Number of Staff Required: This can range from one individual to a small team. One end of the spectrum is the small single-handed process; the other end is the large team-based process, which requires an experienced EMMA leader who will train a small team of local interviewers and assessors.

Time: EMMA can take between two and four weeks to implement. Variables include the context and the scale of the emergency. It also depends on resources, the number of market systems to be studied, and the number of staff used.

Cost of Assessment: This will vary depending on the number of market systems included in the analysis and the context in which the assessment is taking place. A case study of a 12-day EMMA in Liberia

indicates the total budget was \$18,237, most of which was spent on staff.

Training: A five-day International Rescue Committee-organized EMMA training is offered on a semi-regular basis. This full training course is not necessary for all interviewers participating in an EMMA; the team leader can organize a short in-country training or induction course for EMMA field teams. An outline is included in the EMMA reference manual on CD-ROM.

Geographic Targeting: The geographic area of interest will be determined by the emergency impact area, the mandate of the lead agency, and political or security considerations.

Type of Data Collection: The EMMA toolkit includes methods such including semi-formal questionnaires, structured interviews and focus group discussions.

Degree of Technical Difficulty: EMMA assumes limited previous experience of economic or market analysis. For this reason, EMMA tries to avoid tools that require refined quantitative skills. However, those who conduct and lead EMMA processes will need strong analytical skills and would benefit from prior assessment experience.

Complements other Resources: The EMMA relies on a variety of secondary data, including assessments conducted by other agencies. Conversely, EMMA analysis and results can often feed into other assessments.

FINANCIAL DIARIES

Pathway Component: agricultural income; women’s empowerment; food expenditure; non-food expenditure

Search Category: farm & non-farm income; gender & women’s empowerment; household food & non-food expenditure

Date of Design: 2003

Designer: Financial Diaries

Contact Institution: Daryl Collins at dcollins@commerce.uct.ac.za

URL: <http://www.financialdiaries.com/methodology.htm>

CONTENT SUMMARY

Brief Description: The Financial Diaries methodology establishes a comprehensive picture of the financial inflows and outflows of poor households by gathering data on income, consumption, savings, lending, and investment. This is achieved by compiling a record of household transactions through a year-long, bi-monthly interview with a sample of poor households. The methodology can result in a multi-dimensional, comprehensive set of data on household financial management that is both qualitative and quantitative. The data set captures financial instrument usage across different types of households and tracks that usage over time. Financial flows are captured, in addition to the texture of the decisions that went with those flows: why a transaction was made, the intent behind the strategy, and what is done with lump sums of money.

Uses: The methodology collects detailed information about cash flows, which can serve a number of purposes, including to:

- Understand household preferences, attitudes, and behaviors.
- Test specific hypothesis (for example, whether diversifying income sources is a more effective path out of poverty than increasing agricultural yields).
- Understand how households cope with shocks.

- Examine differences between the portfolio of financial devices of households with different livelihoods.

Tool Components: The methodology is comprised of a number of different questionnaires, including the initial interview, follow-up, and a financial instrument and change questionnaire. These tools allow tracking of changes in finances, assets, income and expenditure patterns, and current and previous use of financial instruments.

OPERATIONS

Number of Staff Required: This will vary depending on the number of households included in the sample. In the South Africa example provided, each area had a sample of 60 households that was covered by two fieldworkers (one of each gender). With a total of three areas, six fieldworkers were required.

Time: Comprehensive financial diaries require bi-monthly data collection for one year. There is also a “lite” method, in which households are tracked for several months rather than a full year. Note that the “lite” method has serious limitations when households are engaged in cyclical activities such as agriculture.

Cost of Assessment: This will be determined by the number of households included in the sample and the context in which the data collection is taking place.

Training: Not specified, but all enumerators would require training on the use of the questionnaires.

Geographic Targeting: The method can be applied for any geographic area. The South Africa example provided is based on the entire country, with stratified sampling across provinces.

Type of Data Collection: Previous diary methodology studies have been mostly qualitative, involving unstructured interviews and open-ended discussions. The revised methodology uses a combination of closed- and open-ended questionnaires in order to enhance the quantitative output. There are roughly 28 pre-defined financial instruments that each has its own questionnaires that define different aspects of the instrument.

Degree of Technical Difficulty: This method is time consuming but not extremely complex. Enumerators must understand which questionnaires to use, but regular tracking of the same households will make the process simpler to follow.

Complements other Resources: Information collected could provide critical insights into vulnerability analysis and modeling the impact of shocks or interventions. This could feed into analyses such as the Household Economic Approach or the Cost of the Diet.

FOOD SECURITY AND LIVELIHOOD ASSESSMENTS: A PRACTICAL GUIDE FOR FIELD WORKERS

Pathway Component: food production; food prices; processing & storage; agricultural income; food expenditure; food access; diet; health care; caring capacity & practices; child nutrition outcomes; mother's nutrition outcomes

Date of Design: 2010

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; gender & women's empowerment; household food & non-food expenditure; value chains & market systems

Designer: Action Against Hunger (ACF)

Contact Institution: <http://www.actionagainsthunger.org/contact>

URL: <http://www.actionagainsthunger.org/publication/2010/04/food-security-and-livelihoods-assessments-practical-guide-field-workers>

CONTENT SUMMARY

Brief Description: This practical guide to Food Security and Livelihoods (FSL) assessments provides the technical explanation and operational details required to lead a comprehensive or rapid FSL assessment.

Uses: The document shows field workers how to implement an FSL assessment. Its purpose is to gather information on the FSL situation of a crisis-affected population in order to identify appropriate responses. An FSL assessment will answer a number of key questions, including:

- What has been the impact of the crisis on the zone?
- Which groups are at risk? Where? When? Why?
- What type of response is required to assist these groups?
- How much assistance is required? How much assistance is provided by others?
- How should beneficiaries be selected?
- When should assistance be provided and for how long?
- What results are we seeking to obtain with our response?

Tool Components: The core technical components of the FSL assessment guide include the following:

1. Conceptual framework
2. Gathering information
3. Sampling and assessment planning
4. Core components of a food security & livelihood assessment
5. Analyzing results
6. Identifying solutions
7. Disseminating information

OPERATIONS

Number of Staff Required: The number of staff required will depend on the scope of the assessment. Larger FSL assessments will demand many people's involvement, including administrators, logisticians, enumerators, interviewers, specialists, drivers, translators for staff, questionnaires, and training, team leaders and/or monitors, and data encoders.

Time: Comprehensive FSL assessments vary from 21 to more than 60 days, depending on context, scope, and resources. Recruiting/training enumerators and developing/testing field tools can take more than 30 days. Field implementation can take 15-30 days, often followed by time-intensive data entry and analysis.

Cost of Assessment: The cost will depend on the scope and length of the assessment. The budget will be determined by the tools and sampling methods

employed, which will in turn inform the expertise, number of survey team members, vehicles, and other equipment/resources needed.

Training: Assessment team training can take 4–6 days depending on the scope of the assessment. Two days of the training include the piloting and revision of the tools.

Geographic Targeting: The targeted geographic area will be determined by assessment goals and available budget. Significant information is collected at the household level; the guide provides instructions on sampling.

Type of Data Collection: An FSL assessment includes a secondary data review, key informant interviews, focus group discussions, household questionnaires, market trader interviews, and possibly mid-upper arm circumference.

Degree of Technical Difficulty: The staff member leading the FSL must have previous assessment experience and solid FSL technical understanding. This staff member must be able to conduct the training and manage the other staff members.

Complements other Resources: An FSL assessment may include a variety of indicators that could be used individually, such as dietary diversity and the coping strategies index. It also relies on secondary data, which can be sourced from national level surveys or other assessments.

GLOBAL FOOD SECURITY ASSESSMENT GUIDELINES

Pathway Component: food production; food prices agricultural income; food expenditure; processing & storage; food access; diet

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; household food & non-food expenditure; value chains & market systems

Date of Design: 2007

Designer: International Federation of Red Cross and Red Crescent Societies

Contact Institution: secretariat@ifrc.org

URL: <http://www.fsnnetwork.org/sites/default/files/global-fsa-guidelines-en.pdf>

CONTENT SUMMARY

Brief Description: This guide is intended for staff who have no background knowledge on food security or assessments. It covers the different stages of a food security assessment and provides techniques and examples of how to perform one. It can be used in rural or urban settings.

Uses: Food security assessments can serve a number of different functions. This guide lists a few specific reasons for undertaking food security assessment and analysis:

- Understand how affected populations normally secure food.
- Understand risks, causes, and impact of a disaster on immediate and future food security.
- Identify the most appropriate responses to address both transient and chronic food insecurity.
- Recognize and support household coping mechanisms.

Tool Components: The guide provides a basic explanation of what food security is and what an assessment is. It then goes on to explain the details of how to conduct a food security assessment, including the following steps:

- Step 1: Preparation phase of food security assessment
- Step 2: Phase of secondary information collection
- Step 3: Phase of primary information collection
- Step 4: Analysis

OPERATIONS

Number of Staff Required: Not specified; the number of staff will vary with each assessment. An example in the annex has a team of four.

Time: Not specified; it will vary widely across different assessments. Example time periods provided in the annex range from four to six weeks.

Cost of Assessment: Not specified; the cost will vary depending on which components of the tool are used and the context in which the assessment takes place.

Training: The manual does not specify any particular training, as the guide itself is intended to explain the basics. However, enumerators may need training if questionnaires are involved.

Geographic Targeting: Not specified; this will depend on the emergency impact and assessment objectives.

Type of Data Collection: The guidelines include methods such as observation, semi-structured interviews (household and key informant), and focus group discussions.

Degree of Technical Difficulty: The guide provides many options for information collection and analysis that range from simple to more complex. As noted above, it is intended for staff with no prior food security or assessment experience; the guide itself serves as training.

Complements other Resources: The food security assessment will utilize many types of secondary information, such as livelihood profiles, market analyses, nutritional status, and maps. This assessment is complemented by many different resources, and results could be used by other assessments seeking secondary data.

GUIDELINES FOR VALUE CHAIN ANALYSIS

Pathway Component: food production; processing & storage

Search Category: agricultural productivity; value chains & market systems

Date of Design: 2006

Designer: Food and Agriculture Organization

Contact Institution: Jon Hellin: j.hellin@cgiar.org

URL: <ftp://ftp.fao.org/es/esa/lisfame/guide/ValueChain.pdf>

CONTENT SUMMARY

Brief Description: This document is the result of a research program that investigated how agricultural markets affect farm-level decisions on utilizing crop genetic resources. Understanding the relationship between different players in the seed input and product output chains is required when conducting a value chain analysis. The resulting guidelines are based on a qualitative approach to mapping value chains in Mexico, Bolivia, and Ecuador. This document presents the market map and explains the process used in Mexico to help readers conduct their own value chain analyses.

Uses: This analysis facilitates understanding of various actors within a market system, the relationships between them, and relevant constraints or blockages.

Tool Components: The guidelines are broken into two key parts:

1. Mapping the Market
2. Practical Use of the Market Map Framework

OPERATIONS

Number of Staff Required: Not specified; the Mexico example in the document was led by one individual with support from research assistants.

Time: Not specified, but the process is very flexible. If time and funds are short, it can be reduced to qualitative research and secondary data analysis.

Cost of Assessment: Not specified, but the document emphasizes the flexible, iterative nature of the analysis. If funding is limited, the assessment can be modified within the limitations.

Training: Not specified, but the person leading the analysis would likely need prior experience with assessment or value chains.

Geographic Targeting: The analysis focuses on value chains, which may span multiple areas; the geography will be determined by the value chain selected.

Type of Data Collection: The guide explains that there are no fixed rules on whether quantitative or qualitative tools are a better research approach for value chain analysis, but strongly recommends using a qualitative approach first, followed by a quantitative study. The guide explains techniques including participant observation, semi-structured interviews, focus groups, and survey questionnaires.

Degree of Technical Difficulty: The value chain analysis is an iterative process and while predetermined topics for discussion are identified, it is hard to prescribe specific questions to use. This means that you cannot train enumerators with questionnaires before the process so the individual leading the analysis must be skilled and experienced enough to complete the process without a preset list of questions.

Complements other Resources: An in-depth understanding of a few critical value chains could be a useful addition to a broader livelihoods analysis, and could feed into availability and access components of a food security analysis.

HOUSEHOLD ECONOMY APPROACH (PRACTITIONERS' GUIDE)

Pathway Component: food production; food prices; agricultural income; food expenditure; non-food expenditure; food access; diet; health care

Search Category: agricultural productivity; food access; consumption; health & nutrition services; farm & non-farm income; gender & women's empowerment; household food & non-food expenditure; value chains & market systems

Date of Design: 2000

Designer: Save the Children and the Food Economy Group

Contact Institution: info@feg-consulting.com

URL: <https://www.savethechildren.org.uk/resources/online-library/practitioners'-guide-household-economy-approach>

CONTENT SUMMARY

Brief Description: The Household Economy Approach (HEA) is a livelihoods-based framework for analyzing the way people obtain access to the things they need to survive and prosper. It helps determine people's food and non-food needs and identifies appropriate means of assistance, whether short-term emergency assistance or longer term development programs or policy changes are necessary. The Practitioners' Guide is not meant to be used as a 'do-it-yourself' guide for those with no exposure to HEA.

Uses: The HEA can be used in a variety of ways, including to:

- Inform early warning scenario planning and monitoring systems.
- Assess emergency food and non-food needs.
- Identify appropriate rehabilitation activities in sudden-onset disasters.
- Consider appropriate social protection measures.
- Analyze poverty and poverty-reduction strategies.

Tool Components: There are seven chapters:

1. Introduction to the Household Economy Framework

2. Livelihood Zoning
3. Baseline Assessment
4. Outcome Analysis
5. Translating Outcomes to Action
6. Adaptations of HEA
7. Emerging Links, Issues, and Approaches

OPERATIONS

Number of Staff Required: The human resources required depends on if the HEA is focused on a single livelihood zone or covers an entire country. It is recommended that the single-zone in-depth baseline be undertaken by at least two two-person teams. For the larger-scale national work, at least four teams per region are recommended.

Time: Producing a map of livelihood zones should take an estimated 7-10 days. The time required for a baseline depends on whether the HEA is focused on a single livelihood zone or covers an entire country. The guide indicates that total time for a single-zone in-depth baseline is minimum 34 days (excluding travel time); a country with 10 livelihood zones would take 120 days (excluding travel time). The time required to conduct outcome analysis is not specified in the guide.

Cost of Assessment: The cost is not specified, but will vary significantly depending on the scope of

the assessment and the context within which the HEA takes place.

Training: The practitioners' guide suggests that five to six days of training is required prior to conducting an HEA baseline. The Trainers' Guide to HEA is targeted at those facilitating HEA trainings and comprises guidance materials on organizing and running trainings, including session outlines, exercises, and presentations.

Geographic Targeting: HEA analysis is conducted in livelihood zones. Chapter 2 explains how to undertake a livelihood zoning exercise.

Type of Data Collection: It is important to note that the HEA is an analytical framework, not a specific method of information collection. Data collection methods may include interviews, surveys, secondary data review, and participatory workshops.

Degree of Technical Difficulty: The HEA is technically complex; it requires particular skills and a wide body of experience in many country settings.

Complements other Resources: The HEA can be used in conjunction with a number of vulnerability assessment tools, and may incorporate elements of conflict and political economy analysis.

HOUSEHOLD LIVELIHOOD SECURITY ASSESSMENT

Pathway Component: food production; agricultural income; women's empowerment; food prices; food access

Date of Design: 2002

Designer: CARE

Search Category: agricultural productivity; food access; farm & non-farm income; gender & women's empowerment; value chains & market systems

Contact Institution: info@care.org

URL: http://www.careclimatechange.org/files/toolkit/CARE_HLSA_Toolkit.pdf

CONTENT SUMMARY

Brief Description: A Household Livelihood Security Assessment (HLSA) is a holistic and multi-disciplinary analysis. The HLSA process aims to enhance understanding about local livelihood systems (economic, socio-cultural, and political systems and the constraints, vulnerabilities, marginalization, and risks of poor families living within this context) and important differences among types of households and among members within the household. A HLSA is a type of rapid rural appraisal (RRA) or participatory rural appraisal (PRA).

A rights-based approach to HLS makes a concerted effort to identify the underlying and root causes of poverty, livelihood insecurity, and the vulnerabilities of marginalized families.

Uses: The main purposes of HLSAs are to understand the nature of livelihood strategies of different categories of households (social differentiation); their levels of livelihood security; and the principle constraints and opportunities that can be addressed by programming.

Outputs from such assessments should, at a minimum, include the identification of risk factors facing households or groups, key location-specific criteria for differentiating wealth categories of households, and identification of key leverage points and opportunities to pursue in future programming.

Tool Components: The main components are:

1. Introduction to Household Livelihood Security Assessment/Diagnostic Issues
2. Pre-Assessment Activities
3. Target Area Selection
4. Creating Livelihood Security Profiles
5. Developing and Fine Tuning Objectives
6. Survey Sample Selection
7. Survey Team
8. Primary Data Gathering Methods
9. Data Analysis and Interpretation
10. Program Recommendations
11. Written Report

OPERATIONS

Number of Staff Required: There are normally two-to-four six-member teams.

Time: The HLS is generally conducted over a period of one week to two months.

Cost of Assessment: Not specified; this will depend on the context, staff salaries, and the duration of the assessment.

Training: Prior to going to the field, the team participates in a four-to-five-day workshop that introduces team members to the concepts that form the basis of the data collection procedure and the methodology they are about to implement. All team members participate in the review of data collection forms to ensure that appropriate topics are addressed. The development of tools for the survey is an

interactive process and a capacity-building exercise for local institutions.

Geographic Targeting: The number of sites that can be studied will depend upon the number of team members and the amount of time that can be spent in the field. Once the number of sites has been determined, the team can begin the process of selecting the sites. This is best accomplished through a combination of purposive and random sampling.

Type of Data Collection: The data collection process is dynamic and interactive, as researchers evaluate the data collected and reformulate data needs on a daily basis. All interviews are essentially semi-structured with emphasis on dialogue and probing for information. Data collected includes:

- Qualitative descriptive information
- Quantitative descriptive information
- Analytical (causal) information

Degree of Technical Difficulty: The HLSA is a complex, multi-disciplinary analysis. In the HLSA, field workers have to collect, analyze, and validate the data themselves. For this reason, the four or five day training is essential.

Complements other Resources: These techniques should be viewed as complementary to other research methodologies, such as formal surveys and in-depth anthropological studies.

HOW TO CONDUCT A FOOD COMMODITY VALUE CHAIN ANALYSIS?

Pathway Component: food production; food prices; processing & storage

Search Category: agricultural productivity; farm & non-farm income; value chains & market systems

Date of Design: 2010

Designer: World Food Programme

Contact Institution: Issa Sanogo: issa.sanogo@wfp.org

URL: <http://www.wfp.org/content/market-analysis-tool-how-conduct-food-commodity-value-chain-analysis>

CONTENT SUMMARY

Brief Description: The purpose of this tool is to provide guidance on how to conduct a practical value chain analysis of food commodities whose production, processing, commercialization, and consumption is crucial for household food security.

Uses: Staple food value chain analysis can improve understanding of:

- Socio-economic and livelihoods situation of target groups.
- Production situation of target area.
- Market functioning and market relationships among the different stakeholders, including price formation, margins, and trends in prices.

Tool Components: The technical guidance sheet provides the following core value chain analysis tools, intended as step-by-step guidance to conducting the analysis:

1. Tool 1: How to identify value chains of interest
2. Tool 2: Mapping the value chain
3. Tool 3: Estimating costs and margins
4. Tool 4: Analyzing technology, knowledge, and upgrading

OPERATIONS

Number of Staff Required: Not specified; the guide focuses on the technical explanation rather than the operations of the process.

Time: Not specified; the guide focuses on the technical explanation rather than the operations of the process.

Cost of Assessment: Not specified; the guide explains the process for a general value chain analysis. Cost will be dictated by the specifics of a given assessment.

Training: Not specified; the technical guidance sheet is intended to explain steps in practical value chain analysis. It is likely that staff would need prior experience to lead the analysis, and enumerators would require training on the data collection tools.

Geographic Targeting: The analysis focuses on value chains, which may span multiple geographical areas; geography will be determined by the value chain selected.

Type of Data Collection: There are many ways to gather data relevant for value chain analysis. The technical guidance sheet lists a variety of tools for data collection, including primary survey work, focus groups, participatory rural appraisal, informal interviews, and secondary data analysis.

Degree of Technical Difficulty: The guidance sheet provides clear explanations and practical annexes for use in value chain analysis. However, understanding and analyzing value chains is complex and would likely require experience and technical understanding of market systems.

Complements other Resources: This guide is intended for comprehensive food security and vulnerability analyses, in-depth emergency food security assessments, and specific assessments of local purchase opportunities and their impact on poor and vulnerable stakeholders. Value chain analysis is a necessary complement to food security analysis, since it assesses natural and economic assets, household food production systems, and explores the links with household food security and livelihoods for decision making.

HYGIENE EVALUATION PROCEDURES: APPROACHES AND METHODS FOR ASSESSING WATER AND SANITATION RELATED HYGIENE PRACTICES

Pathway Component: caring capacity & practices

Search Category: caring capacity, norms & practices

Date of Design: 1997

Designer: London School of Hygiene and Tropical Medicine; Australian Centre for International and Tropical Health and Nutrition

Contact Institution: <http://unu.edu/about/contact-us#overview> or <http://www.lshtm.ac.uk/aboutus/contact/>

URL: <http://archive.unu.edu/unupress/food2/UIN11E/UIN11E00.HTM>

CONTENT SUMMARY

Brief Description: This handbook provides practical guidelines for evaluation of water and sanitation-related hygiene practices. It is designed to make qualitative research skills accessible to practitioners who have little or no previous training in social sciences, and emphasizes how to gather, review, and interpret qualitative information.

Uses: The focus is on the practical concerns of field personnel working in water supply, sanitation, and health/hygiene education projects who want to design and conduct their own evaluations of hygiene practices. An evaluation of hygiene practices can be used for project planning and monitoring, and final assessment of project impact.

Tool Components: The primary components of this handbook include:

1. What are Hygiene Evaluation Procedures (HEP)?
2. Planning a hygiene evaluation study
3. Training the study team
4. Designing a hygiene evaluation study
5. Methods and tools for investigating the context

6. Investigating hygiene practices
7. Analysis, presentation, and implementation of findings

OPERATIONS

Number of Staff Required: A good study team will include at least one or two people from the local population or culture who are good communicators; at least two or three project staff who have good writing skills and can commit to the study from start to finish, and other senior project staff.

Time: The studies proposed by the guidelines in this handbook may be conducted in a matter of a few months, if not weeks.

Cost of Assessment: The total cost can vary greatly. The handbook provides guidance on items to consider when planning a budget: staff training, transportation costs, subsistence (food, drink), staff remuneration, and room/space costs.

Training: Once the study team is established, you will need an experienced applied anthropologist or related social scientist who can train, guide and supervise the study team during planning, designing, and conducting the study.

Geographic Targeting: The handbook is used for conducting a hygiene evaluation in a given project area (to plan a project or monitor/assess an existing project). Therefore, the geographic targeting will be defined by project objectives.

Type of Data Collection: This handbook emphasizes the depth of information on hygiene practices that can be gathered through qualitative methods. Qualitative and quantitative approaches can simultaneously be adopted to address questions of breadth and depth. Methods and tools listed include a health walk, structured observations, key information interviews, community mapping, and seasonal calendar.

Degree of Technical Difficulty: The HEP handbook is designed to make qualitative research skills accessible to practitioners who have little or no social science training. Conducting a HEP study requires an experienced anthropologist or social scientist to train and support the team.

Complements other Resources: This anthropological approach could provide insights that complement a variety of assessment tools, particularly those that are more quantitative.

IMPROVING NUTRITION PROGRAMS: AN ASSESSMENT TOOL FOR ACTION

Pathway Component: health care; caring capacity & practices

Search Category: health & nutrition services; caring capacity, norms & practices

Date of Design: 2005

Designer: Food and Agriculture Organization

Contact Institution: Guy Nantel: guy.nantel@fao.org.

URL: <ftp://ftp.fao.org/docrep/fao/009/a0244e/a0244e00.pdf>

CONTENT SUMMARY

Brief Description: The Improving Nutrition Programs assessment tool presents the methodology of program assessment in a concise and user-friendly fashion. It advocates for engaging target communities in nutrition program planning and implementation.

The assessment tool is best suited for programs of at least two years' duration. It is ideal for continuous national nutrition programs that allow time for regular assessments and revisions.

Uses:

- Contributes to strengthening community-based food and nutrition programs through a step-by-step analysis of program design, macro and microenvironments, and likely sustainability.
- Helps users develop and launch a process to strengthen their country's ability to address the causes of malnutrition.
- Suggests post-assessment actions.

Tool Components: The tool is comprised of the following components:

- Section I: Assessing Program Design
- Section II: Assessing the Macroenvironment
- Section III: Assessing the Microenvironment
- Section IV: Assessing Sustainability

OPERATIONS

Number of Staff Required: The assessment team should be comprised of 10-15 people. The toolkit explains the ideal profile of these people, but indicates that if such an extensive, high-caliber team is not an option, users can settle for a more modest one with a minimum of two people.

Time: Not specified; this will vary with each assessment.

Cost of Assessment: Not specified; this will vary depending on the context and staff involved in the assessment.

Training: A Users' Training Manual is available to prepare assessment team members who may not be familiar with some of the nutrition concepts used in this tool. The training can be adapted to varying levels of knowledge and amount of time available.

Geographic Targeting: The assessment toolkit is most appropriate for national nutrition programs.

Type of Data Collection: The assessment methodology should be viewed as a continuous and participatory process. It is based on seeking answers to questions through discussions with key informants, an examination of documents, as well as field visits and observation.

Degree of Technical Difficulty: Anticipated users are food and nutrition program planners, but any number of individuals with planning and programmatic responsibility who are concerned about poverty alleviation and overall development can be part of the assessment team. This toolkit is not intended for staff with limited prior experience.

Complements other Resources: The nutritional focus of this assessment tool could complement other agriculture or food-security assessment tools.

IMPROVING NUTRITION WITH AGRICULTURAL BIODIVERSITY

Pathway Component: food production; agricultural income; food expenditure; food access; diet

Search Category: agricultural production; food access; consumption; gender & women's empowerment; household food & non-food expenditure; farm & non-farm income

Date of Design: 2011

Designer: Bioversity International

Contact Institution: bioversity@cgiar.org

URL:

http://www.bioversityinternational.org/uploads/tx_news/Improving_nutrition_with_agricultural_biodiversity_1478.pdf

CONTENT SUMMARY

Brief Description: This practical tool can be used by field workers trained in agroecology and home survey data gathering techniques, as well as experienced health and agriculture professionals. The manual outlines a systematic and credible process for documenting research in how agrobiodiversity and dietary diversity impact nutrition and health status of communities. It provides practical guidance on how to plan and implement a nutritional agrobiodiversity project.

Uses: This tool will help field staff on community nutrition programs to document the how agrobiodiversity and dietary diversity impact nutrition and health status of communities who consume the foods. This manual outlines a systematic and credible and replicable process for documenting all stages of research into such relationships.

The findings of quality research must be applied, meaning that analyzed data will be used to design community-appropriate interventions to fill gaps found over the course of the study. It is paramount that the research findings be directly utilized to further assist the communities in which the data was collected.

Tool Components: This manual recommends a 7-phase process:

- Phase 1: Program Design and Preparation

- Phase 2: Developing the Macro-perspective
- Phase 3: Assessing Food Security and Nutritional Status at the Household Level
- Phase 4: Data Analysis and Baseline Study Report Writing
- Phase 5: Intervention Design
- Phase 6: Intervention Roll-out and Assessment
- Phase 7: Final Evaluation of Intervention Efficacy

OPERATIONS

Number of Staff Required: The following set of staff members is recommended to design and implement the research and intervention: program director, project facilitator/ manager, agro-botanist, agronomist, nutritionist, anthropologist/sociologist, project facilitators, and local guides/interpreters (as needed).

Time: The time required will depend on the specific interventions. The project should allow sufficient time for local capacity development and adoption of new practices for sustainability. The intervention should be pre-adjusted to account for the time of two or three project facilitators per site.

Cost of Assessment: Not specified; this will depend on the context of the specific assessment.

Training: Comprehensive training of the team is a vital stage in the survey process. The staff are taught survey procedures, how to collect data, and appropriate use of the questionnaires. In addition, anthropometric

techniques, such as measuring and recording should be practiced to ensure standardization of methods and collection of reliable data. The toolkit provides a list of suggested training modules.

Geographic Targeting: Commonly, the area where the survey is to be conducted is a governmental administrative area such as a district, province, or community within these administrative divisions. Ideally, the area chosen should consist of a population with a similar nutritional situation in order to obtain a reliable perspective.

Type of Data Collection: A variety of qualitative and quantitative data will be required, including focus groups, key informant interviews, and household surveys including anthropometry. This assessment may also include lab testing of food composition and/or serum micronutrient levels.

Degree of technical difficulty: This complex assessment requires significant technical expertise in a variety of fields.

Complements other Resources: This manual focuses on links between agrobiodiversity, dietary diversity, and nutrition/health outcomes. Assessments and interventions along agricultural income or women's empowerment pathways could complement this manual.

IYCF: A TOOL FOR ASSESSING NATIONAL PRACTICES, POLICIES & PROGRAMS

Pathway Component: caring capacity & practices; health care

Search Category: health & nutrition services; caring capacity, norms & practices

Date of Design: 2003

Designer: World Health Organization

Contact Institution: publications@who.int

URL: <http://www.who.int/nutrition/publications/infantfeeding/9241562544/en/>

CONTENT SUMMARY

Brief Description: This tool is designed to help assess the country-specific status of infant and young child feeding (IYCF) practices, policies, and programs. The purpose of an IYCF assessment is to identify strengths and possible weaknesses, to improve the protection, promotion, and support of optimal infant and young child feeding.

Uses: The tool will help provide assessment data that can assist planners and decision-makers in identifying the strengths and weaknesses of their current policies and programs. This, in turn, will enable them to plan needed improvements.

Consideration should be given to using the tool every several years to track trends in various indicators, report progress, identify areas needing improvement, and assist planning processes.

Tool Components:

- Part One: Infant and Young Child Feeding Practices and Background Data
- Part Two: National Infant and Young Child Feeding Policies and Targets
- Part Three: National Infant and Young Child Feeding Program

OPERATIONS

Number of Staff Required: One individual should be responsible for coordination of the assessment team. The composition and size of the assessment team may vary depending on which organizations are represented in the assessment. It is recommended that representatives from the national government, NGOs, donor agencies, and advocacy groups be involved in a joint assessment. It is useful to have a core team of four to seven members who have primary responsibilities for data collection and are active throughout the entire process.

Time: The tool is designed to be flexible. It can be used in its entirety, which is preferred, or in part, and can be employed by a range of users for various purposes. The assessment will likely involve a series of working meetings and periods of data collection. The total time needed will vary depending on the data available and the number of staff dedicated to the assessment.

Cost of Assessment: As described above, the time and staff requirements will vary by assessment. As a result, the cost will also vary depending on the country and the depth of the assessment.

Training: It is expected that the core staff dedicated to the assessment will already be experts

in their field (e.g. Ministry of Health representatives or IYCF experts from NGOs). The working meetings can serve as an explanation of the process, but limited training will be required.

Geographic Targeting: The tool covers a country but suggests disaggregation between urban and rural areas wherever possible.

Type of Data Collection: This assessment will use multiple data sources that can include the Demographic and Health Survey, the UNICEF Multiple Indicator Cluster Survey, and the WHO Global Data Bank on Breastfeeding and Complementary Feeding. In some countries, recent national surveys may be of use. It is recommended that users identify local sources—including departments where national statistics and/or censuses are kept, DHS focal points, and WHO collaborating centers—at the start of the process.

Degree of Technical Difficulty: Questions in the tool relate to basic IYCF practices and are not technically complex. Difficulty may arise in finding, analyzing and using relevant data to design programs.

Complements other Resources: The tool can be used as a companion piece to the Global Strategy for Infant and Young Child Feeding to help determine what improvements are necessary to meet the Global Strategy targets.

THE KAP SURVEY MODEL (KNOWLEDGE, ATTITUDES, & PRACTICES)

Pathway Component: Caring capacity & practices; health care

Date of Design: 2011

Designer: Médecins du Monde

Search Category: health & nutrition services; caring capacity, norms, & practices

Contact Institution: <http://www.medecinsdumonde.org/Outils/Nous-contacter>

URL: <http://tinyurl.com/ok9p72y>

CONTENT SUMMARY

Brief Description: A Knowledge, Attitude and Practices (KAP) survey is a quantitative method (predefined questions formatted in standardized questionnaires) that provides access to quantitative and qualitative information. KAP surveys reveal misconceptions or misunderstandings that may represent obstacles to the activities that we would like to implement and potential barriers to behavior change. Note that a KAP survey essentially records an “opinion” and is based on the “declarative” (i.e., statements). In other words, the KAP survey reveals what was said, but there may be considerable gaps between what is said and what is done.

Uses: A KAP survey can:

- Measure the extent of a known situation; confirm or disprove a hypothesis; provide new tangents of a situation’s reality.
- Enhance the knowledge, attitude, and practices of specific themes; identify what is known and done about various health-related subjects.
- Establish the baseline (reference value) for use in future assessments and help measure the effectiveness of health education activities ability to change health-related behaviors.
- Suggest an intervention strategy that reflects specific local circumstances and the cultural factors that influence them; plan activities that

are suited to the respective population involved.

Tool Components:

1. Constructing the survey protocol
2. Preparing the survey
3. Course of the KAP survey in the field
4. Data analysis and presentation of the survey report
5. Conclusion, references, and abbreviations

OPERATIONS

Number of Staff Required: The team will be composed of surveyors and supervisors. The number of supervisors is directly dependent on the number of surveyors, which is determined by the size of the survey and the resources available. Each supervisor should have daily face-to-face contact with each of the surveyors that s/he supervises. For 10-15 surveyors, for example, two supervisors work quite well.

Time: A KAP survey takes between six and twelve weeks.

Cost of Assessment: This will vary depending on the context and the number of respondents. It is critical to not to underestimate the magnitude of resources and time necessary for the implementation of KAP surveys, which are costly and time-consuming.

Training: Training surveyors is crucial. The training lasts two-to-four days depending on the complexity of the survey and questionnaire and the experience level of surveyors recruited. The training should allow surveyors to master the knowledge, skills, and expertise specific to the KAP survey.

Geographic Targeting: A KAP survey is conducted on a specific target population; respondents are randomly selected from a complete sampling frame. The target group may share common characteristics, such as youth under 18 years old, artisans, or drug users (here the KAP questionnaires are aimed at individuals), or a more general population, e.g. a region or village (questionnaires aimed at households).

Type of Data Collection: A KAP survey uses household and individual surveys.

Degree of Technical Difficulty: KAP surveys vary; the complexity will be determined by the specific questions included in a given survey.

Complements other Resources: Open-ended interviews and focus groups can complement a KAP survey, allowing further exploration of a situation or problem, and potentially highlighting aspects that are not yet known. These methods combine observations and open interviews and help deepen topics addressed in the KAP survey.

KNOWLEDGE, PRACTICE, AND COVERAGE SURVEY (KPC 2000+ FIELD GUIDE)

Pathway Component: health care; caring capacity & practices

Search Category: health & nutrition services; caring capacity, norms & practices

Date of Design: 2001

Designer: CORE Group

Contact Institution: contact@coregroupdc.org

URL: <http://www.coregroup.org/resources/core-tools/242-knowledge-practice-coverage-kpc-survey-training-curriculum->

CONTENT SUMMARY

Brief Description: The Knowledge, Practice, and Coverage (KPC) survey is a standardized survey instrument utilized to capture a series of health indicators. It is a management tool that yields a set of indicators used to monitor and estimate the results of program activities. The KPC survey can be used at the any point in a project cycle. A comprehensive KPC survey training guide is also available.

Uses: The KPC is a tool used to monitor and estimate the results of program activities. It can also be used to:

- Build consensus with local partners and develop local capacity to gather information, analyze this information and use it for decision making.
- Promote local participation in identifying health priorities and monitoring community health status.

Tool Components: The Field Guide provides a comprehensive overview of the KPC process including:

1. Purpose of a KPC survey and its role in project monitoring and evaluation
2. KPC2000+ tools

3. Phases of the KPC process
4. Useful research materials produced by other agencies and organizations

OPERATIONS

Number of Staff Required: To conduct a KPC survey, a core team should consist of logistics specialists, supervisors and interviewers.

Additionally, a post survey team will be needed and ideally will include those who were part of the core team. The number of interviewers and supervisors required to complete the survey will vary according to factors such as resources, weather conditions, and number of interviews.

Time: The estimated total duration of a KPC survey is 28 days. This includes 18 days pre-implementation, 4 to implement survey, and 6 for post-implementation activities.

Cost of Assessment: This will vary with each survey. Ensure consideration of the following: personnel to conduct training sessions, interviews, tabulation, and analysis; supplies; transportation; and dissemination.

Training: The trainer will be required to conduct three separate trainings, each focused on different members of the team: core team (five days); supervisors/interviewers (four days); and post-survey analysis team training (two days).

Geographic Targeting: The KPC survey should use random sampling within project implementation area.

Type of Data Collection: A KPC survey uses household surveys. The Field Guide also encourages gathering qualitative data to inform the design of the household questionnaire.

Degree of Technical Difficulty: The Field Guide was written for persons who will be conducting KPC surveys but have not yet had the opportunity to attend a KPC training workshop. An effort has been made to present concepts in a simple and easy-to-understand manner. Individuals who do not have a basic understanding of survey research and program monitoring and evaluation are encouraged seek assistance from experienced individuals.

Complements other Resources: The KPC is quantitative in nature. Complementing the KPC with qualitative research might provide explanations for phenomena that were identified but not sufficiently explained by the KPC. Additionally, a KPC generally relates to results at the individual level. It would be useful to complement a KPC survey with information from the community and health-systems levels.

LIVELIHOODS ASSESSMENT TOOLKIT

Pathway Component: food production; food prices; agricultural income; women's empowerment; food expenditure; food access

Search Category: agricultural productivity; food access; farm & non-farm income; gender & women's empowerment; household food & non-food expenditure; value chains & market systems

Date of Design: 2009

Designer: Food and Agriculture Organization & the International Labor Organization

Contact Institution: TCE-LAT@fao.org and cruciani@ilo.org

URL: http://www.fao.org/fileadmin/templates/tc/tce/pdf/LAT_Brochure_LoRes.pdf

CONTENT SUMMARY

Brief Description: The Livelihood Assessment Toolkit (LAT) was developed to improve understanding of the impact of disasters on livelihoods. The LAT is aimed at sudden-onset natural disasters and is underpinned conceptually by the Sustainable Livelihoods Framework.

Uses: Each of the three parts of the LAT serves different but related functions in the assessment process:

Livelihood Baseline (LB): Provides a picture of 'normal' livelihood patterns in areas at risk for natural hazards with an indication of likely impact of hazards, key response priorities, and institutions likely to be involved in recovery. It gives a 'head start' for post-disaster assessments and provides the pre-disaster context for the ILIA and DLA.

Initial Livelihood Impact Appraisal (ILIA): Initial assessment of impact of disaster on livelihoods at local level to be integrated into multi-sectoral quick impact assessments and Flash Appeal proposals.

Detailed Livelihood Assessment (DLA): Assessment of impact of a disaster on livelihoods and opportunities, capacities, and the need for recovery at household, community, and local economy levels. Includes the conversion of assessment results into response options containing strategy outlines, program profiles, and concrete projects.

Tool Components: The LAT consists of three main technical elements:

1. Livelihood Baseline Assessment
2. Initial Livelihood Impact Appraisal
3. Detailed Livelihood Assessment

OPERATIONS

Number of Staff Required: This is not specified and will depend on context. However, LB teams should include at least one statistician who is familiar with national census data and socio-economic surveys, and should also include persons who are familiar with key Participatory Rapid Assessment (PRA) techniques. It is also suggested that the ILIA fieldwork team consist of three or four trained persons.

Time: The expected duration for compiling a livelihoods baseline is heavily dependent on size and complexity of hazard-prone areas. In Pakistan, district-level baselines take two to three weeks each. An ILIA usually requires 1-7 days, while a DLA usually requires 30 days.

Cost of Assessment: It is impossible to give a definitive figure or range for the costs of these tools, as so much depends on circumstances. The toolkit provides an example budget from the four-week Pakistan DLA, which cost \$54,000.

Training: These ILIA guidelines are aimed at people who would normally be expected to participate in

post-disaster needs assessments; some will be able to use the guidelines without training, while others will need training. The DLA guidelines are aimed at experienced assessment team leaders who will be able to use and adapt the guidelines with minimal training. Other team members will require training.

Geographic Targeting: The geography of a LB should be defined by livelihood zones in combination with hazard mapping. On the other hand, ILIA and DLA geographic targeting will be defined by the actual impact of the disaster.

Type of Data Collection: A variety of qualitative and quantitative data is required to conduct a LB, ILIA, and DLA. This includes information related to agro-ecological zones, poverty and wage rates, agriculture, employment, health status, assets, arable land, watersheds, seasonal calendars, and disaster impact on all of these factors.

Degree of Technical Difficulty: The three tools are quite complex; leading them requires technical expertise.

Complements other Resources: Information collected through these processes could feed into other assessments, and/or be used for project design.

LIVESTOCK EMERGENCIES GUIDELINES AND STANDARDS

Pathway Component: agricultural income; food production

Date of Design: 2009

Designer: Practical Action

Search Category: agricultural production; farm & non-farm income

Contact Institution: coordinator@livestock-emergency.net

URL: <http://www.livestock-emergency.net/userfiles/file/legs.pdf>

Content Summary

Brief Description: The Livestock Emergency Guidelines and Standards (LEGS) is a set of international guidelines and standards for the design, implementation, and assessment of livestock interventions to assist people affected by humanitarian crises. They are based on livelihoods objectives to provide rapid assistance to protect and rebuild the livestock assets of crisis-affected communities. LEGS is intended to be used by those involved in livestock-based interventions in disasters.

Uses: LEGS aims to support the saving of lives and livelihoods through two key strategies:

- Assisting in identification of the most appropriate livestock interventions in emergencies.
- Providing standards, indicators, and guidance notes for these interventions.

Tool Components: The LEGS toolkit is split into the following chapters:

1. Livelihoods-based livestock responses in emergencies
2. Assessment and response
3. Minimum standards common to all livestock interventions
4. Minimum standards for destocking
5. Minimum standards for veterinary services
6. Minimum standards for ensuring supplies of feed resources

7. Minimum standards for the provision of water
8. Minimum standards for livestock shelter and settlement
9. Minimum standards for the provision of livestock

The LEGS assessment process is comprised of three parts that may be carried out concurrently:

1. The role of livestock
2. The nature and impact of the emergency
3. Situation analysis

OPERATIONS

Number of Staff Required: The number of staff will vary according to needs and resources. The assessment team should be gender-balanced and include generalists and livestock specialists with local knowledge. It should also include community representatives and involve local institutions.

Time: This is not specified, as it will depend on the nature of the emergency. The toolkit mentions a rapid preliminary assessment, but notes that this is merely the first step to enable decisions about which technical interventions to explore.

Cost of Assessment: Not specified; this will depend on the emergency impact area and the scope of the assessment.

Training: The toolkit does not mention specific training required to lead the assessment, but it seems

that an assessment leader would require previous emergency assessment expertise.

Geographic Targeting: The LEGS toolkit is intended for use at community level. Targeting will depend on the impact of the disaster and organizational priorities.

Type of Data Collection: Livestock-based assessments are generally qualitative and based on the judgment of expert opinions, since quantitative analysis is not always feasible. Additionally, the shortage of time in an emergency context limits the possibility of a detailed quantitative survey.

Degree of Technical Difficulty: The toolkit is comprehensive and includes many checklists and detailed annexes. However, it is likely that staff who lead a livestock-focused assessment would need prior experience.

Complements other Resources:

LEGS is not intended to be a detailed practical manual for the implementation of livestock interventions in disasters. The 'hands-on' guidance is covered by other sources listed in references at the end of each chapter, and includes the FAO's series of practical manuals for livestock interventions, designed to complement LEGS. LEGS aims to complement national-level guidelines for livestock responses where they exist and to support relevant national forums to develop such guidelines where they are not already in place.

MEASURING FOOD SECURITY USING HOUSEHOLD EXPENDITURE SURVEYS

Pathway Component: food expenditure; food access; diet

Search Category: food access; consumption; household food & non-food expenditure; value chains & market systems

Date of Design: 2007

Designer: International Food Policy Research Institute (IFPRI)

Contact Institution: ifpri@cgiar.org

URL: <http://www.ifpri.org/publication/measuring-food-security-using-household-expenditure-surveys>

Content Summary

Brief Description: This technical guide presents an avenue for measuring food security for both small and large populations based on data collected as part of household expenditure surveys (HES) on the quantities of food acquired by households. It shows how to use these data to measure a variety of food security indicators, including the prevalence of food energy deficiency and indicators of dietary quality and economic vulnerability to food insecurity.

Uses: The primary objective in designing the food modules of a HES questionnaire is to collect data needed to compute the metric quantity and monetary value of all foods acquired by households over a specific time period. This data can answer a variety of questions including:

- Where are the food insecure?
- What are the most important foods in the diets of different sociodemographic groups?
- What is the nature of the food insecurity problem?
- How does food insecurity change over time?
- What are the causes of food insecurity?

Tool Components: The manual includes the following major components:

1. HES indicators of food security
2. Collecting food data from households
3. Gathering data for calculating metric weights of foods and their energy content

4. Processing and cleaning the data
5. Calculating indicators
6. Using indicators for food security analysis

Indicators of food security included in the manual include:

- Dietary energy availability per capita
- Percentage of people who are food-energy deficient
- Diet diversity
- Percentage of dietary energy derived from staples
- Quantities of individual foods consumed per capita
- Percentage of household expenditures devoted to food

OPERATIONS

Number of Staff Required: Not specified; this will likely be determined by the household expenditure survey objectives and budget.

Time: Not specified; data collected will form one component of a more comprehensive household survey.

Cost of Assessment: Not specified, as the manual focuses on incorporating a food module into an existing survey. However, research indicates that this method may give reasonably reliable estimates of food security indicators at lower cost than most other methods, particularly food consumption surveys.

Training: The manual does not address the topic of interviewer training but notes that a detailed discussion can be found in: *Designing Household Survey*

Questionnaires for Developing Countries: Lessons from 15 years of Living Standards and Measurement Study (Grosh and Glewwe 2000).

Geographic Targeting: Targeting should be determined by the survey objectives. Details on sampling can be found in the reference mentioned above.

Type of Data Collection: This manual uses household surveys

Degree of Technical Difficulty: Enumerators will need comprehensive training to accurately gather the food quantity data. The manual presents a number of different methods of collecting data on food quantities, varying in difficulty. A staff member skilled in data analysis will be needed to process the data and calculate the indicators.

Complements other Resources: For a comprehensive food security analysis, additional data than typically collected in household expenditure surveys is needed. This may include data collected using qualitative techniques, a thorough review of previous literature, and analysis of secondary data. Further, comprehensive surveys include additional quantitative data that can potentially be collected in household expenditure surveys, for example, anthropometric nutritional status data, and information on food acquired through public assistance programs or nongovernmental organizations.

OPTIFOOD

Pathway Component: food prices; diet; food access

Search Category: food access; consumption; value chains & market systems

Date of Design: 2013

Designer: WHO, London School of Hygiene and Tropical Medicine, FANTA, Blue-Infinity

Contact Institution: fantamail@fhi360.org

URL: <http://www.fantaproject.org/tools/optifood>

CONTENT SUMMARY

Brief Description: Optifood is linear programming software that uses mathematical optimization to calculate how to improve diets at the lowest cost using locally available foods. Optifood identifies gaps in current diets, and suggests locally available foods to fill them. It also indicates the limits of locally available foods in providing essential nutrients, and provides information on products (such as fortified foods or micronutrient powders) that could be added to the local diet to result in an adequate diet.

Uses: Optifood allows users to:

- Formulate food-based recommendations.
- Identify locally available nutrient-dense foods that are important for improving dietary quality.
- Test food-based recommendations to determine whether they are likely to ensure a nutritionally adequate diet if adopted.
- Identify key problem nutrients (that local food supply is unlikely to provide in sufficient quality).
- Compare food-based strategies based on cost and likely reduction in prevalence of nutritional inadequacies.

- Identify the lowest cost nutritionally adequate diet.

Tool Components: There are five main steps in the Optifood process:

- Step 1: Collect dietary and food cost data
- Step 2: Complete analysis in Optifood
- Step 3: Review Optifood analysis results with local stakeholders; decide on final set of recommendations
- Step 4: Evaluate feasibility of successfully promoting recommendations via community trials
- Step 5: Develop and implement a social and behavior change communication (SBCC) strategy to promote recommendations

OPERATIONS

Number of Staff Required: Not specified.

Time: Not specified. When Optifood was used in Guatemala, data collection took place between July and September 2012. The time required to fully analyze each target group should not be underestimated, as at least one or two days per target group is required.

Cost of Assessment: Not specified; this will vary depending on the context and geographic scope of the study.

Training: Specific training to use the software will be required.

Geographic Targeting: Not specified; in Guatemala, data was collected from 40 rural communities of 9 municipalities in 2 departments.

Type of Data Collection: Optifood used household, anthropometric, and market surveys.

Degree of Technical Difficulty: Considerable time is required to collect high-quality dietary data from a randomized sample of individuals from each target group to reflect the target population's actual food consumption practices. The process of data preparation for analysis in Optifood requires considerable effort.

Complements other Resources: The Optifood program uses the cost data from the Process for the Promotion of Child Feeding (*ProPAN*) market survey to determine the lowest cost diet that meets nutrient needs. Optifood captures a snapshot of dietary patterns and food cost/availability during one season; this should be complemented by qualitative methods that explore diets during other periods of the year.

PARTICIPATORY VULNERABILITY ANALYSIS

Pathway Component: food production; agricultural income; food expenditure; food access; diet

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; household food & non-food expenditure; value chains & market systems

Date of Design: 2003

Designer: ActionAid

Contact Institution: InternationalEmergenciesTeam@actionaid.org.uk

URL:

http://www.actionaid.org.uk/sites/default/files/doc_lib/108_1_participatory_vulnerability_analysis_guide.pdf

CONTENT SUMMARY

Brief Description: This guide helps field workers and communities analyze people's vulnerability, create action plans, mobilize resources, and enact appropriate policies, laws, and strategies to reduce their vulnerability to disaster.

Uses: The PVA guide is for field staff in emergencies and development-related programs. Using PVA to analyze vulnerability brings tangible benefits:

- It reveals different aspects and causes of vulnerability and offers mechanisms for follow-up programs.
- Using vulnerability as an indicator allows for better targeting and/or establishment of project baselines. This can increase effectiveness of emergency and long-term activities.
- It can be predictive, as planning and mitigation efforts are made to offset potential future vulnerabilities.

Tool Components: The guide includes three phases for conducting a Participatory Vulnerability Analysis (PVA):

- **Phase 1:** Preparation. Provides insight on preparation for a PVA exercise. This phase includes developing terms of reference,

analyzing secondary data, and identifying stakeholders for the exercise and briefing them on the objectives.

- **Phase 2:** Analytical framework. There are four analytical steps carried out in this phase: i) situation analysis; ii) analysis of the causes of vulnerability; iii) analysis of community action and capacity and; iv) drawing action from analysis.
- **Phase 3:** Multi-leveled analysis. During this phase, users conduct analysis and generate action at the community, district, national, and international levels using the step-by-step analytical framework.

OPERATIONS

Number of Staff Required: Not specified; this will depend on the purpose of the PVA, the information required, and the funds available.

Time: The time required will vary according to the specific objectives of each PVA. In the example Terms of Reference, the Zimbabwe PVA took six days, from the initial workshop/training to the field work. Note that this does not include the planning and secondary data review.

Cost of Assessment: Not specified; this will vary depending on the purpose and context of each PVA.

Training: A preparatory workshop of 2-3 days is recommended to ensure common understanding of both the field exercise and the PVA process among team members.

Geographic Targeting: The multi-level analysis takes place at international, national, district, and community levels. The community chosen will depend on the purpose of the PVA.

Type of Data Collection: The specific information required will depend on the purpose of the PVA. General information includes: prevalence/extent of vulnerability; coping strategies; present threats/vulnerabilities; unsafe conditions; dynamic pressures; root causes; sources, assets and entitlements used to reduce vulnerability; and external assistance used to reduce vulnerability.

Degree of Technical Difficulty: The guide explains the process clearly, but the assumption is that the PVA team is already conversant with Participatory Rural Appraisal (PRA) and REFLECT tools.

Complements other Resources: As noted above, it is expected that staff are already familiar with the PRA methodology; if not, PRA guidance would be a useful complement to this guide. Additionally, the results of the PVA could be feed into the design of a wide range of projects.

PROPAN 2.0

Pathway Component: health care; caring capacity and practices

Search Category: caring capacity, norms & practices; health & nutrition services

Date of Design: 2004. *ProPAN* 2.0: 2013

Designer: Pan American Health Organization and UNICEF

Contact Institution: Chessa Lutter: lutterch@paho.org

URL:
http://www.paho.org/hq/index.php?option=com_content&view=article&id=5668&Itemid=40004&lang=en

CONTENT SUMMARY

Brief Description: *ProPAN* is a set of research tools designed for ministries of health, nongovernmental organizations, and bilateral and international organizations working to improve diets and feeding practices to prevent early childhood malnutrition in children under two. *ProPAN* guides users through a step-by-step process for identifying problems related to young child nutrition, breastfeeding, and complementary feeding within a specific target population. It helps to define the context in which these problems occur, including barriers to and facilitators of improved or “ideal” practices. It helps designers with the processes of formulating, testing, and selecting behavior-change recommendations and nutritional recipes; developing interventions to promote them; and designing a monitoring and evaluation system to measure progress toward goals.

Uses: *ProPAN* can be used to:

- Design a new program focused on infant and young child feeding.
- Build on existing programs (e.g. develop key program messages, identify recipes for demonstrations).
- Incorporate infant feeding counseling into health providers’ routine care.
- Train nutrition researchers in quantitative and qualitative methods.

Tool Components: *ProPAN* includes:

1. A field manual with step-by-step guidelines on how to apply quantitative and qualitative research methods
2. An Epi Info™-based software program for data entry and analysis of quantitative data
3. A software user’s guide

OPERATIONS

Number of Staff Required: The four-month estimate assumes the modules will be conducted in their entirety by a 13-person team. The office-based team should consist of a coordinator, administrator, data analyst, data entry person, and session facilitator. These positions may be part- or full-time depending on the project needs. The field staff should consist of eight-person teams including two supervisors and six field workers.

Time: It is estimated that a minimum of four months is required to conduct Module I (assessment) and Module II (testing recommendations and recipes). Modules III and IV will take an estimated three weeks.

Cost of Assessment: The cost will vary based on a number of factors. The *ProPAN* field guide provides a list of budget line items to consider when drafting a budget. The tool includes a sample budget for a five-day training with a total cost of \$11,950. Note that a complete four-month *ProPAN* assessment with field work would cost significantly more.

Training: In some cases, the central team will have experience in applying the methods described in *ProPAN*. In others, it will be necessary to hire a trainer from outside the implementing organization to train personnel in the research methodologies. The *ProPAN* website at www.paho.org/ProPAN provides further information on how to identify qualified personnel to ensure the research team has the expertise necessary to implement the *ProPAN* content selected for the research.

Geographic Targeting: *ProPAN* can be applied at district, community, province, or national level. The *ProPAN* field guide provides guidance on sampling techniques.

Type of Data Collection: *ProPan* includes quantitative methods (such as caregiver surveys, 24-hour dietary recall and anthropometry, and market survey), and qualitative methods (such as opportunistic observations, semi-structured interviews, and focus groups).

Degree of Technical Difficulty: *ProPAN* requires staff with previous experience. It also requires software and data analysis training.

Complements other Resources: *ProPAN* provides outputs for use in the Optifood software program. *ProPAN* collects data that could be used in various assessments.

RAPID NEEDS ASSESSMENTS: WATER, SANITATION AND HYGIENE

Pathway Component: caring capacity & practices

Search Category: caring capacity, norms & practices

Date of Design: 2004

Designer: World Health Organization

Contact Institution: publications@who.int

URL:

http://www.searo.who.int/entity/emergencies/documents/rapid_needs_assessment_guidelines_watsan.pdf

CONTENT SUMMARY

Brief Description: This package of documents was developed to strengthen preparedness and response capacity of regional and country offices to meet water and sanitation needs in an emergency. It includes guidance on a variety of data collection techniques in addition to assessment checklists for water, sanitation, and public health promotion.

Uses: The two primary purposes for conducting a water, sanitation, and hygiene (WASH) needs assessment are to:

1. Inform response priorities and plans.
2. Support the flash appeal for outside assistance should a disaster be of such magnitude that the humanitarian obligations cannot be met within the limits of budgeted resources.

Tool Components: This toolkit is comprised of the following documents:

1. The needs assessment tool: A comprehensive and easy-to-use tool to complete an overview of the essential details of water and sanitation needs in an emergency.
2. Guidance notes: Summarized information to enhance use of the needs assessment tool.

3. Reporting form: A format to summarize the findings from the needs assessment.
4. Flash proposal format: To facilitate requests for resources based on ascertained needs.

OPERATIONS

Number of Staff Required: Not specified; this will vary with different assessments. The tool suggests that the teams should be comprised of a coordinator/liaison, logistics specialists, an epidemiologist, food and nutrition specialists, shelter specialists, and environmental health/water supply specialists. The team may be a mix of local and external members.

Time: The document explains that initial rapid assessments can be quick and unrefined, but should improve as more time and data become available.

Cost of Assessment: Not specified; the context, timing, and scope of the assessment will inform the cost.

Training: This will depend on the assessment techniques employed. If a survey is taking place, significant numbers of staff will need to be mobilized and trained. However, some rapid

qualitative methods could be conducted by fewer staff with previous experience.

Geographic Targeting: This will be determined by the disaster impact and the assessment objectives.

Type of Data Collection: A WASH needs assessment could incorporate a variety of data. The tool first lists a number of practical secondary data sources: satellite data, geographical information, rainfall, soil, geological maps, and aerial photographs. Primary data collection may involve participatory rural appraisal and rapid rural appraisal techniques, household surveys, key informant interviews, focus groups, and a variety of other methods.

Degree of Technical Difficulty: This will vary according to the assessment techniques used; some may be simpler than others.

Complements other Resources: An analysis of sanitation and hygiene could complement a food security and nutrition analysis, providing a more complete picture of possible determinants of undernutrition.

RAPID RURAL APPRAISAL (RRA) AND PARTICIPATORY RURAL APPRAISAL (PRA)

Pathway Component: food production; agricultural income; women's empowerment; processing & storage; health care; caring capacity & practices; diet; female energy expenditure

Search Category: agricultural productivity; food access; consumption; health & nutrition services; farm & non-farm income; gender & women's empowerment; caring capacity & norms

Date of Design: 1999

Designer: Catholic Relief Services (CRS)

Contact Institution: <http://crs.org/contact/> or contact IDS Fellow and PRA expert, Robert Chambers at r.chambers@ids.ac.uk

URL: <http://www.crsprogramquality.org/storage/pubs/me/RRAPRA.pdf>

CONTENT SUMMARY

Brief Description: The purpose of this manual is to familiarize users with Rural Rapid Appraisal (RRA) and Participatory Rural Appraisal (PRA) methods, demonstrate the applicability of these methods, and encourage the rigorous application of the methods to obtain the best results. The term RRA is used here to refer to a discrete study (or series of studies) in one or more communities, during which a multidisciplinary team of researchers looks at a set of issues that are clearly defined by the study objectives. The emphasis in PRA is often not so much on the information as it is on the process and seeking ways to involve the community in planning and decision making.

Uses: RRA and PRA will gather information to provide insight about people and their communities to enable projects to:

- Customize interventions according to the needs and circumstances of the communities where they work.
- Focus questions for quantitative surveys that may be conducted to complement qualitative research.
- Refine the approach and activities as information is gathered for monitoring purposes.

- Improve follow-on activities and inform future projects as a result of what is learned in evaluations.

Tool Components: The manual is organized into two volumes:

- Volume I addresses the generic use of RRA and PRA in development projects. The information here is relevant to people working in any sector.
- Volume II focuses on the use of these methods to address specific sectoral concerns, including agriculture/NRM, microfinance, health, education, and food security.

OPERATIONS

Number of Staff Required: In the case of an RRA, the research team may involve people principally from outside the community (project staff, partners, relevant technical specialists). In the case of PRA, the team may include some staff, partners, or specialists, but it is critical that it include people from the community who represent diverse perspectives.

Time: RRA studies typically last from four to eight days. A PRA is an extended process that can last for months or years; a PRA usually begins with training and initial situational analysis (approximately 10 days), leading to a community action plan that is ongoing throughout the life of a project.

Cost of Assessment: Not specified; this will vary depending on context and objectives.

Training: If the project is only beginning to gain experience in RRA and PRA methods, it will want to bring in a consultant to help with the initial activities. Typically, this person would train core staff in a "classroom" setting and then lead a RRA or PRA field exercise.

Geographic Targeting: PRAs and RRAs are conducted at community level. The site selection procedure should be thought out in advance and followed systematically.

Type of Data Collection: A number of different tools are used to collect and report information, including semi-structured interviews, participatory mapping, transect walk, Venn diagram, calendars, wealth ranking, historical profile, matrices, and community action plans.

Degree of Technical Difficulty: The manual explains the approaches clearly, but a consultant may be needed if staff members have no prior experience with RRA and/or PRA.

Complements other Resources: RRA and PRA are qualitative methodologies and can be enhanced and complemented by quantitative information.

SEED SYSTEM SECURITY ASSESSMENT

Pathway Component: food production, agricultural income, processing & storage

Date of Design: 2008

Search Category: agricultural productivity; farm & non-farm income; value chains & market systems

Designer: International Center for Tropical Agriculture (CIAT) & Catholic Relief Services (CRS)

Contact Institution: L.Sperling@cgiar.org

URL: <http://seedssystem.org/assessment-tools/when-disaster-strikes/>

CONTENT SUMMARY

Brief Description: This guide presents a seven-step method for assessing the security of farmers' seed systems during a crisis and its aftermath, and for identifying what seed-related assistance is needed. The Seed System Security Assessment (SSSA) helps managers and field staff assess whether interventions in seed systems are needed, and if so, guides the choice of relief or development actions. The underlying principle is that emergency seed aid interventions must be carefully matched to the local ecology and people's preferences. This guide aims to help humanitarian agencies boost the positive effects of seed aid.

Uses: By following the steps laid out in this guide, humanitarian agencies will be able to:

- Determine whether there is short-term insecurity of the seed system, long-term insecurity, or both.
- Focus on problems related to insecurity (such as low availability of seed, lack of farmer access to it, or poor seed quality) and the underlying causes.
- Immediately lay out an action plan to counteract acute seed insecurity or, in the case of chronic, longer-term insecurity, to define a set of counter-measures.

Tool Components: The Practical Work component of the guide is comprised of seven steps:

- Step 1: Identify zones for assessment and possible intervention
- Step 2: Describe the normal status of crop and seed systems

- Step 3: Describe the broad effects of the disaster on farming systems
- Step 4: Set goals for agricultural relief and recovery operations based on farmers' needs
- Step 5: Assess the post-crisis functioning of seed channels to determine whether short-term assistance is needed
- Step 6: Identify chronic stresses requiring longer-term solutions, and identify emerging development opportunities
- Step 7: Determine the most appropriate responses, based on analysis of priority constraints, opportunities, and farmers' needs

OPERATIONS

Number of Staff Required: The number is not specified, but the guide notes that the assessment team should include extension workers and development project agronomists who know local farming systems well. It is also useful to have an economist on the team to help with market analysis, as well as representatives from the formal seed sector and agricultural research systems. The team should have solid representation from organizations or other groups that will be directly involved in subsequent relief and recovery.

Time: Depending on the size and heterogeneity of a zone, the field assessment can be conducted in 3-to-10 days; longer if the zone is particularly vast and varied.

Cost of Assessment: Across the SSSAs, budgets for work covering one to three sites have ranged from \$15,000 to

\$25,000. More comprehensive SSSAs (five to eight sites, 'countrywide' coverage) have cost between \$40,000 and \$65,000.

Training: This will vary depending on the capacity of the assessment team. At minimum, some basic training on the questionnaires will be required for the whole team.

Geographic Targeting: Identifying zones for assessment is the first step of the SSSA. Precision is crucial since the effects of a disaster may vary over short distances. It may be wise to conduct a separate SSSA for each major agroecological zone and cropping system, and for each ethnic or occupational group (such as 'primarily farmers' or 'livestock herders').

Type of Data Collection: An SSSA includes desk-based research, key informant interviews (with agricultural offices, extension workers), focus group discussions, and interviews (with individual farmers, farmer groups, seed traders, and formal sector specialists).

Degree of Technical Difficulty: The guide aims to be accessible to development workers who are not seed system specialists, but it is expected that the assessment team will include some technical specialists.

Complements other Resources: Depending on the assessment objective, the SSSA could be complemented by a nutrition-focused assessment, with the SSSA then focused on locally acceptable and available nutrient-dense crops. The SSSA could also be complemented by market assessments.

SEMI-QUANTITATIVE EVALUATION OF ACCESS AND COVERAGE (SQUEAC)/SIMPLIFIED LOT QUALITY ASSURANCE SAMPLING EVALUATION OF ACCESS AND COVERAGE (SLEAC)

Pathway Component: health care

Search Category: health & nutrition services

Date of Design: 2012

Designer: FANTA / Multi-agency

Contact Institution: fantamail@fhi360.org

URL: http://www.fantaproject.org/sites/default/files/resources/SQUEAC-SLEAC-Technical-Reference-Oct2012_0.pdf

CONTENT SUMMARY

Brief Description: The semi-quantitative evaluation of access and coverage (SQUEAC) and the simplified lot quality assurance sampling evaluation of access and coverage (SLEAC) assessment methods are a set of tools that bring together access and coverage, which are the two essential determinants of quality community-based management of acute malnutrition (CMAM) programming. The technical reference manual describes the two methods and how they can be used to investigate CMAM program effectiveness, coverage, and ability to meet needs.

Uses: These tools provide a low-resource method capable of:

- Evaluating CMAM program coverage.
- Identifying barriers to service access and uptake.
- Identifying actions to improve program access and coverage.

Tool Components: The SQUEAC-SLEAC technical reference manual includes three key components:

- The SQUEAC method
- The SLEAC method
- SQUEAC and SLEAC case studies

OPERATIONS

Number of Staff Required: Not specified; these methods are flexible and will vary in the ways in which they are carried out. This will inform the number of staff required complete the assessment.

Time: Not specified; timing will depend on the area covered and the tools employed. One SLEAC case study provided in the manual explains that the entire process took 8 weeks, or 44 working days.

Cost of Assessment: Not specified; this will vary depending on the area covered and the tools employed, but both are touted as low-cost. SLEAC is a simple, small-sample, quantitative measure. The manual also explains that SQUEAC method achieves rapidity by collecting and analyzing diverse data intelligently, rather than by using the mechanistic and more focused data collection and analysis techniques employed by the CSAS method.

Training: The manual is intended as a guide. It requires a staff member with significant nutrition technical knowledge, and previous assessment and data analysis skills to complete either method. It is likely that on-the-job training would be required for staff to complete either a SQUEAC or SLEAC process.

Geographic Targeting: SLEAC is a wide-area method that can be used to classify and map coverage of CMAM service at district, national, and regional levels. SQUEAC is a local method used to identify factors influencing program success and failure at the local (district or clinic) level.

Type of Data Collection: The SQUEAC method uses routine data, secondary data, semi-structured interviews, case-histories, informal group discussions, small studies, small surveys and small-area surveys. SLEAC relies primary on a quantitative survey.

Degree of Technical Difficulty: While these methods are low-resource and do not require management of a large survey, accurate use of either method will require staff with experience in assessment and data analysis.

Complements other Resources: The two methods are designed to complement each other. SQUEAC makes use of secondary data on food security and nutritional anthropometry. Identifying barriers to program coverage may also inform the design of other programs, in addition to CMAM.



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SPRING
Strengthening Partnerships, Results,
and Innovations in Nutrition Globally

II: SPECIFIC INDICATOR GUIDES

1. The Coping Strategies Index
2. Food Consumption Score
3. Household Dietary Diversity Score
4. Household Food Insecurity Access Scale
5. Household Hunger Scale
6. Women's Empowerment in Agriculture Index

THE COPING STRATEGIES INDEX: FIELD METHODS MANUAL (2ND EDITION)

Pathway Component: Food access

Search Category: Food access

Date of design: 2003. 2nd ed. 2008

Designer: Feinstein International Center, Tufts University & TANGO

Contact institution: Daniel Maxwell at daniel.maxwell@tufts.edu or Richard Caldwell at Richard@tangointernational.com

URL: http://www.fsnnetwork.org/sites/default/files/coping_strategies_tool.pdf

CONTENT SUMMARY

Brief Description: The Coping Strategies Index (CSI) is a tool that measures what people do when they cannot access enough food. It is a series of questions about how households manage to cope with a shortfall in food for consumption, and results in a simple numeric score. The CSI is based on the many possible answers to a single question: "What do you do when you don't have adequate food and don't have the money to buy any?"

Uses: The CSI measures the frequency and severity of coping behaviors. The CSI is an appropriate tool for emergency situations when other methods are not practical or timely. It can be used for a variety of purposes, including to:

- Provide a quick, current status indicator of the extent of food insecurity.
- Measure or monitor the impact of food assistance programs.
- Act as an early warning indicator of an impending food crisis.
- Identify areas and population groups where needs are greatest.
- Shed light on the causes of malnutrition

Tool Components:

1. Overview of the CSI
2. Constructing the CSI (requiring context specific-list of coping behaviors and severity weights)
3. Using the CSI and interpreting the score
4. The reduced CSI (standard set of five coping behaviors, with universal set of severity weightings)
5. Applications of CSI: Informing decision making

OPERATIONS

Number of Staff Required: Not specified (but possible for one staff member to administer the CSI to one household).

Time: The time to administer one household survey is relatively quick, but total time will depend on the number of households included in the sample. Additionally, practitioners must account for the time required to create a context-specific list of coping behaviors and weightings (unless using the reduced CSI).

Cost of Assessment: Not specified; this will depend on context and sample size.

Training: Not specified, but the CSI is relatively simple and easy to use. Staff with assessment experience could likely use the CSI after reading the manual.

Geographic Targeting: The CSI is asked to an individual household so it can target specific communities or populations.

Type of Data Collection: The CSI is a quantitative household survey, but can be adapted as a qualitative tool.

Degree of Technical Difficulty: The CSI is relatively simple and easy to use and understand.

Complements other Resources: It is recommended that the CSI be used with other measures of food security (such as dietary diversity or WFP Food Consumption Score) to allow for triangulation. It is a proxy for food security and can be used as a variable in a simple regression analysis of nutritional status to check the extent to which food insecurity is major contributing factor to poor nutritional status.

FOOD CONSUMPTION SCORE

Pathway Component: food access; diet

Search Category: food access; consumption

Date of Design: FCS first used in 1996; guide published in 2008

Designer: World Food Programme

Contact Institution: ODAN_info@wfp.org

URL:

http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp197216.pdf

CONTENT SUMMARY

Brief Description: The Food Consumption Score (FCS) is a composite score based on dietary diversity, food frequency, and the relative nutritional importance of different food groups. The FCS is calculated using the frequency of consumption of different food groups consumed by a household during the 7 days before the survey. Scores are clustered into three groups; the results of the analysis categorize each household as having either poor, borderline, or acceptable food consumption.

Uses: This composite score, measuring food frequency and dietary diversity, can be used in a variety of ways, including to:

- Compare food consumption across geography and time.
- Target households in need of food assistance.
- Monitor seasonal fluctuations in food consumption.
- Provide key diet information to early warning analyses.

Tool Components: Guidance on using the FCS is found in the Food Consumption Analysis

Guidelines. The primary technical components included in these guidelines include:

1. Current use of the Food Consumption Score
2. Calculation of the Food Consumption Score and Food Consumption Groups
3. Analysis of food consumption
4. Validation of the FCS and FCGs as a proxy indicator of food security
5. Considerations when using the FCS/FCGs in non CFSVA contexts
6. Discussion on key points of the FCS/FCG

OPERATIONS

Number of Staff Required: Not specified; this will be determined by the number of households included in the assessment.

Time: The time to administer the survey to a household will be relatively short. The analysis may be more complex but can be reduced in emergency contexts in which time is limited. When using the FCS within an emergency context, only two key steps are absolutely required in the analysis: creating the FCS and creating the three food consumption groups (poor, borderline, acceptable) based on analysis of the scores.

Cost of Assessment: Not specified; this will be determined by the size and scope of the assessment.

Training: Not specified, but enumerator training should be relatively simple (akin to Household Dietary Diversity Index and the Household Hunger Score). The analyst should have previous experience in data analysis.

Geographic Targeting: Not specified; this will be determined by the size and scope of the assessment.

Type of Data Collection: The FCS is a household survey.

Degree of Technical Difficulty: The guide recommends running a principle components analysis and cluster analysis on the collected data. These require advanced data analysis skills. This step, although important, may be skipped in emergency contexts in which time is limited.

Complements other Resources: The FCS is one indicator measuring dietary diversity and food frequency. A complete analysis of food security should include more comprehensive measures of food availability and utilization.

HOUSEHOLD DIETARY DIVERSITY SCORE

Pathway Component: Diet

Date of Design: 2006

Designer: FANTA

Contact Institution: fantamail@fhi360.org

Search Category: Consumption

URL: <http://www.fantaproject.org/monitoring-and-evaluation/household-dietary-diversity-score>

CONTENT SUMMARY

Brief Description: The Household Diversity Score (HDDS) guide provides an approach to measuring household dietary diversity as a proxy measure of household food access. To better reflect a quality diet, the number of different food groups consumed is calculated, rather than the number of different foods consumed. The indicator can be modified and used as an Individual Dietary Diversity Score (IDDS), which is used as a proxy measure of the nutritional quality of an individual's diet. The HDDS, however, is used as a proxy measure of the socio-economic status of the household.

Uses: The HDDS can serve a variety of purposes including to:

- Monitor seasonal fluctuations in food access.
- Measure the impact of a project on household food access.
- Serve as an indicator within an early warning system.

Tool Components: The technical components of the HDDS guide include:

1. Collecting the Data
2. Questionnaire Format
3. HDDS Indicator Tabulation Plan
4. Setting HDDS Targets

OPERATIONS

Number of Staff Required: The number of staff required will depend on the size and scope of the assessment.

Time: Asking the HDDS questions typically takes less than 10 minutes per respondent.

Cost of Assessment: Not specified; cost will depend on context and the size of the assessment.

Training: Enumerators will need to be trained to use the HDDS, but the guide indicates that this training is not complicated.

Geographic Targeting: The guide assumes that the HDDS questions will be part of a population-based survey instrument and will be applied to all households in the sample. The geographic targeting and sampling within the target should be determined by broader assessment goals.

Type of Data Collection: The HDDS is a household level survey

Degree of Technical Difficulty: Obtaining these data is relatively simple. Field experience indicates that training field staff to obtain information on dietary diversity is not complicated and that respondents find such questions relatively easy to answer and not especially intrusive or burdensome.

Complements other Resources: As noted above, the HDDS is a proxy measure for food access. A complete food security assessment should also include measures of availability and utilization.

HOUSEHOLD FOOD INSECURITY ACCESS SCALE (HFIAS)

Pathway Component: food access

Search Category: food access

Date of Design: Version 3: 2007

Designer: FANTA

Contact Institution: fantamail@fhi360.org

URL:

http://www.fantaproject.org/sites/default/files/resources/HFIAS_ENG_v3_Aug07.pdf

CONTENT SUMMARY

Brief Description: The Household Food Insecurity Access Scale (HFIAS) is a method based on the idea that the experience of food insecurity (access) causes predictable reactions and responses that can be captured and quantified through a survey and summarized in a scale. The intent of the guide is to provide a way for food security programs to easily measure the impact of their programs on the access component of household food insecurity.

Uses: The information generated by the HFIAS can be used to:

- Assess the prevalence of household insecurity (access), e.g. for geographic targeting.
- Detect changes in the household food insecurity (access) situation of a population over time.

Tool Components: The HFIAS guide includes the following primary components:

1. Adapting the Questionnaire
2. Interviewer Instructions
3. Questionnaire Format
4. Indicator Tabulation Plan

OPERATIONS

Number of Staff Required: One interviewer is required to interview one household, so the number of interviewers will be determined by the budget and the number of households.

Time: The administration of the questionnaire requires approximately 15 minutes per household.

Cost of Assessment: Not specified; this will be determined by the context and the number of households interviewed.

Training: Interviewers will require training, though the guide does not specify the length.

Geographic Targeting: The HFIAS is a tool used at household level; broader assessment goals and sampling techniques will determine area targeting. The prevalence calculations resulting from the HFIAS can support geographic targeting exercises.

Type of Data Collection: The HFIAS is a household survey.

Degree of Technical Difficulty: The HFIAS is a relatively simple indicator, but interviewers must be trained to ensure they understand the questions and can provide examples when the respondent does not.

Complements other Resources: The HFIAS focuses on household food access. A more complete measure of food security should include measures of availability and utilization.

HOUSEHOLD HUNGER SCALE

Pathway Component: food access

Search Category: food access

Date of Design: 2011

Designer: FANTA, Food and Agriculture Organization (FAO) & Tufts University

Contact Institution: fantamail@fhi360.org

URL: <http://www.fantaproject.org/monitoring-and-evaluation/household-hunger-scale-hhs>

CONTENT SUMMARY

Brief Description: The Household Hunger Scale (HHS) is an individual indicator; it is a household food deprivation scale based on the idea that the experience of household food deprivation causes predictable reactions that can be captured by a survey and summarized in a scale. It is intended to be used as a small module within a larger, more comprehensive food security and nutrition questionnaire administered to a representative population-based sample of households.

Uses: The HHS is most appropriate in areas of substantial food insecurity. It can be used for a variety of objectives, including to:

- Monitor the prevalence of hunger over time across countries or regions to assess progress toward meeting international development commitments.
- Assess the food security situation in a country or region to provide evidence for the development and implementation of policies and programs that address food insecurity and hunger.
- Provide information for early warning or nutrition and food-security surveillance.
- Inform standardized food security/humanitarian phase classifications.

Tool Components: The HHS Indicator Guide includes:

- Background and general guidance for use of the HHS
- HHS module
- Translation and adaption

- Enumerator training
- How to ask the HHS questions and record answers
- Indicator tabulation

OPERATIONS

Number of Staff Required: The number of staff required will depend on the size and scope of the assessment.

Time: Administration of the HHS module requires approximately 3–5 minutes per household.

Cost of Assessment: Not specified; cost will depend on context and the size of the assessment.

Training: If enumerators were not part of the HHS adaptation process, two to three hours may be required to familiarize them with the HHS questions and the correct technique for administering them. As with any survey module, the process of training enumerators to administer the HHS should ideally include classroom instruction, discussion, role play, and field practice.

Geographic Targeting: The HHS is a household-level indicator to be used within an assessment. Targeting should be determined by assessment goals.

Type of Data Collection: The HHS is a household level survey.

Degree of Technical Difficulty: The HHS is a simple indicator; enumerators can be trained quickly and the guide clearly explains tabulation and analysis.

Complements other Resources: The HHS is intended to be used in conjunction with other tools that measure

complementary aspects of food insecurity. HHS focuses on food accessibility and the experience of food deprivation; complementary indicators might include anthropometric data on women and children; measures of household income, expenditure, and food production and consumption; and information on coping strategies and household and individual dietary diversity.

administering them. As with any survey module, the process of training enumerators to administer the HHS should ideally include classroom instruction, discussion, role play, and field practice.

Geographic Targeting: The HHS is a household-level indicator to be used within an assessment. Targeting should be determined by assessment goals.

Type of Data Collection: The HHS is a household level survey.

Degree of Technical Difficulty: The HHS is a simple indicator; enumerators can be trained quickly and the guide clearly explains tabulation and analysis.

Complements other Resources: The HHS is intended to be used in conjunction with other tools that measure complementary aspects of food insecurity. HHS focuses on food accessibility and the experience of food deprivation; complementary indicators might include anthropometric data on women and children; measures of household income, expenditure, and food production and consumption; and information on coping strategies and household and individual dietary diversity.

WOMEN'S EMPOWERMENT IN AGRICULTURE INDEX (WEAI)

Pathway Component: women's empowerment; female energy expenditure

Search Category: gender & women's empowerment

Date of Design: 2012

Designer: International Food Policy Research Institute (IFPRI) and the Consultative Group on International Agricultural Research (CGIAR)

Contact Institution: h.malapit@cgiar.org

URL: <http://www.ifpri.org/publication/womens-empowerment-agriculture-index>

CONTENT SUMMARY

Brief Description: The Women's Empowerment in Agriculture Index (WEAI) is a survey-based index designed to measure the empowerment, agency, and inclusion of women in the agricultural sector. It focuses on women's empowerment within five domains of empowerment in agriculture and gender parity within a household.

Uses: The WEAI was initially developed as a tool to reflect changes/increases in women's empowerment that may result from the U.S. government's Feed the Future Initiative. The WEAI can also be used more generally by other organizations to assess the state of empowerment and gender parity in agriculture, identify key areas in which empowerment needs to be strengthened, and to track progress over time.

Tool Components: The WEAI comprises two subindexes:

1. The first assesses the degree to which women are empowered in five domains of empowerment (5DE) in agriculture.
2. The Gender Parity Index (GPI) subindex measures gender parity within surveyed households. GPI reflects the percentage of women who are equally empowered as the men in their households.

OPERATIONS

Number of Staff Required: Not specified, but it is recommended that enumerators travel in male and female pairs to interview male and female decision makers separately.

Time: The final WEAI questionnaire is estimated to take 30-40 minutes per person. If the surveys are conducted concurrently with men and women, the additional time per dual-adult household is also 30-40 minutes.

Cost of Assessment: Field costs for the WEAI pilots (including enumerator training, translation, and data entry) were \$38,000 in Bangladesh (450 households), \$56,000 in Guatemala (350 households), and \$36,000 in Uganda (350 households). Costs differed across the three pilot countries due to varying basic field, transportation, and translation costs. Note, however, that the pilot questionnaires were longer than the final WEAI modules, so these costs may not be accurate.

Training: The WEAI module focuses on concepts that are not traditionally collected in standard household surveys. Therefore, extensive training is necessary to ensure the quality of the data collected. Beyond basic interviewer training, field staff must undergo specific training on the distinctive features of WEAI.

Geographic Targeting: Sampling guidelines will depend on the overall objectives of the survey and the motivations for using it. As a monitoring tool for the Feed the Future Initiative, the relevant population is located in the "zones of influence" or priority areas where Feed the Future has programs. The results are not representative of the country as a whole; they reflect regional implementation of programs and should be interpreted accordingly.

Type of Data Collection: WEAI is a household survey. The Instructional Guide details how to define a household and who qualifies as an interview subject or a "primary" or "secondary" respondent.

Degree of Technical Difficulty: The WEAI measures complex concepts that can pose problems in translation and local interpretation. The survey modules are clear but enumerators must be well trained.

Complements other Resources: The Instructional Guide recommends completing the WEAI on the same households sampled by a Feed the Future population-based survey or similar household survey. This allows linking of the index with individual or household-level outcomes collected by other modules, such as nutrition or poverty.

III: PROGRAMMING TOOLS & GUIDES

1. BEHAVE
2. Economic Strengthening Toolkit
3. Farming as a Business
4. Integrating Gender Throughout a Project's Lifecycle
5. Integrating Very Poor Producers into Value Chains
6. Making the Strongest Links: A Practical Guide to Mainstreaming Gender Analysis in Value Chain Development
7. Maximizing the Nutritional Impact of Food Security & Livelihoods Interventions
8. Nutrition Program Design Assistant
9. Nutritional Impact Assessment Tool
10. Nutritious Agriculture by Design: A Program Planning Tool
11. Pathways out of Poverty
12. Promoting Gender Equitable Opportunities in Agricultural Value Chains
13. Value Chain Strategy Design

BEHAVE

Pathway Component: caring capacity & practices; diet; health care; food expenditure

Search Category: consumption; health & nutrition services; household food & non-food expenditure; caring capacity, norms & practices

Date of Design: 2004. Updated 2006

Designer: AED & CORE Group

Contact Institution: behave@coregroup.org

URL: http://www.globalhealthcommunication.org/tool_docs/54/the_behave_framework_full_text.pdf

CONTENT SUMMARY

Brief Description: The BEHAVE framework enables staff to change the way they approach strategic planning for behavior change. The framework serves as a fairly simple means to lay out the complex decision-making that must go into project design for behavior change.

Uses: The purpose of the BEHAVE framework is to strengthen the strategic thinking that goes into project design, research, monitoring, and evaluation. BEHAVE employs easy-to-use tools based on principles of behavioral science to make four strategic decisions:

1. Who are the primary target groups that should be reached for BCC (given behaviors to be promoted)?
2. What actions should be taken to change behavior?
3. What key factors or determinants are most likely to motivate the target group to adopt that behavior?
4. What activities can the project conduct to influence the key factors and the behavior?

Tool Components: The BEHAVE framework is a one-page document. The BEHAVE Framework Facilitator's Guide provides all technical and logistical details required for a five-day training workshop.

OPERATIONS

Number of Staff Required: Applying the BEHAVE framework to program design does not require many staff and a precise number is not specified. The workshop to train staff on proper use of the framework can vary in size, but plan for at least one facilitator per 15 participants.

Time: Applying the framework is part of normal project design as the tool is focused on strengthening strategic thinking. The workshop to train staff on proper use of the framework is five days.

Cost of Assessment: Not specified, but using the framework in project design should not be associated with additional costs.

Training: A five-day workshop is recommended to give staff the skills and tools to apply a behavioral approach to designing child survival projects. A workshop facilitator should have training skills and experience using the BEHAVE framework to design projects.

Geographic Targeting: The BEHAVE framework is intended to be applied to project design at community level.

Type of Data Collection: The framework guides thinking and planning, not specific data collection.

Degree of Technical Difficulty: The guide is designed for people who have some experience in social and behavior change communication and are interested in learning a new technique. Trainees need not know much about social and behavior change, but it is helpful if they have basic experience developing questionnaires and conducting interviews.

Complements other Resources: National-level data such as demographic and health surveys and local Knowledge, Practice, and Coverage studies may be useful complement.

ECONOMIC STRENGTHENING TOOLKIT

Pathway Component: agricultural income; food production; processing & storage; women's empowerment

Date of Design: 2008

Designer: Land O'Lakes

Contact Institution: <http://www.idd.landolakes.com/CONTACTUS/default.aspx>

Search Category: agricultural productivity; farm & non-farm income; gender & women's empowerment; value chains & market systems

URL:

http://www.idd.landolakes.com/stellent/groups/public/documents/web_content/ecmp2-0157056.pdf

CONTENT SUMMARY

Brief Description: Economic strengthening-focused interventions are market-driven and center on supporting, protecting, and improving livelihoods. The toolkit was developed to improve household income of people living with HIV through livelihood interventions along the dairy value chain in Ethiopia. The tool has been designed for customization and is intended to be adapted and applied across value chains and businesses. The toolkit applies an economic strengthening pathway-based approach that ensures that clients are provided with the support appropriate at a particular point in time to reduce vulnerability, promote resilience, and enhance capacity to cope with shocks.

Uses: The objectives of the economic strengthening toolkit are to:

- Provide the necessary tools and instructions to implement various economic strengthening interventions
- Provide economic strengthening tool templates for adaptation to different contexts and value chains

Tool Components: The economic strengthening tools included in the toolkit are:

1. Assessing Household Vulnerability
2. Asset Recovery and Protection
3. Community Resource Directory
4. Identifying Demand-Driven and Market-Based Solutions
5. Income Generation and Enterprise Development
6. Accessing Finance

OPERATIONS

Number of Staff Required: Not specified.

Time: The time required will depend on which sections of the toolkit are utilized. The Household Vulnerability Assessment is a recommended starting point to determine what type of support households will need; subsequent sections of the toolkit can be selected and utilized based on the assessment results.

Cost of Assessment: Not specified; this will depend on the tools selected.

Training: The toolkit was developed to build the capacity of organizations already serving people in need of livelihoods support. No specific training is suggested as it assumes staff are

already working in this area and the toolkit provides the templates and explanation needed. Enumerators would likely need some training to use the templates properly.

Geographic Targeting: The assessment is conducted at household level; geographic targeting will depend on programmatic objectives.

Type of Data Collection: This toolkit uses household surveys and key informant interviews.

Degree of Technical Difficulty: Conducting the household vulnerability assessment should be relatively simple, as blank templates are provided. Interpreting the results and selecting the appropriate sections of the toolkit requires staff with significant previous experience in livelihoods/economic strengthening interventions.

Complements other Resources: In some cases, the Economic Strengthening Toolkit refers to interventions (e.g., group savings and lending) without in-depth explanation of how to implement these programs. Here, the toolkit could be complemented by more specific intervention guidelines.

FARMING AS A BUSINESS

Pathway Component: agricultural income; food production

Date of Design: 2011

Designer: Mercy Corps

Contact Institution: info@np.mercycorps.org

Search Category: agricultural productivity; farm & non-farm income

URL:

[http://nepal.mercycorps.org/pdf/publication/FarmingAsABusiness\(FAAB\)ExtensionTool.pdf](http://nepal.mercycorps.org/pdf/publication/FarmingAsABusiness(FAAB)ExtensionTool.pdf)

CONTENT SUMMARY

Brief Description: Farming as a Business (FAAB) is an extension approach to working with farmer groups during agricultural interventions. It is a form of private-sector development to sustainably increase the profits of low-income, smallholder farmers. It involves technical and institutional capacity building.

Uses: The FAAB approach aims to increase the technical capacity of farmers groups, in addition to contributing to an enabling environment allowing them greater market engagement. The ultimate objective of the approach is sustainably increasing incomes of smallholder farmers by increasing productivity, decreasing the risk of market engagement, and restoring the environmental resource base.

Tool Components: The FAAB Extension Tool explains all relevant components of the FAAB approach, and provides an extensive list of annexes that further explain the approach and examples of data collection tools in English and Nepali. The primary technical components of the tool are:

- Strategic Alignment and Mobilization
- Technical Capacity Building
- Institutional Capacity Building
- Annexes: examples and formats of necessary forms and tools

OPERATIONS

Number of Staff Required: The FAAB approach does not specify any requirements for additional staff.

Time: FAAB is an approach to programming; the time required is the duration of the agricultural intervention.

Cost of Assessment: Not specified; the additional costs will be associated with value chain analyses and capacity-building efforts.

Training: Not specified, but it is likely that staff leading the FAAB intervention would need prior experience in value chain analysis and capacity building.

Geographic Targeting: Will be determined by the agricultural project objective and the 'high-impact commodity' selected in the initial stage of the FAAB intervention.

Type of Data Collection: A variety of information is required to properly employ the FAAB approach, including typical farming practices in the target area, crops cultivated, market supply and demand, prices and trends, communication networks, and agricultural extension services. This information is collected through focus group discussions, interviews, and stakeholder meetings.

Degree of Technical Difficulty: Staff involved in the FAAB approach need a number of different skills, including agricultural extension, commercialization, market analysis and capacity building. It is likely that staff will need training beyond the scope of the FAAB Extension Tool.

Complements other Resources: FAAB includes a strong component on integration with markets that a stand-alone market analysis might feed into. Conversely, the market analysis conducted by FAAB could be used for other interventions. The FAAB approach could benefit from techniques of gender-focused approaches to ensure full inclusion of female farmers.

INTEGRATING GENDER THROUGHOUT A PROJECT'S LIFECYCLE

Pathway Component: agricultural income; women's empowerment; food production

Search Category: agricultural productivity; farm & non-farm income; gender & women's empowerment

Date of design: 2013

Designer: Land O'Lakes Inc. International Development

Contact institution: Giselle Aris: GDARis@landolakes.com

URL:

http://www.idd.landolakes.com/stellent/groups/public/documents/web_content/ecmp2-0181347.pdf

CONTENT SUMMARY

Brief Description: This document serves as guidance on how development practitioners can integrate gender into proposal development and project implementation. It is not a tool, but instead references a variety of tools that can be used at different stages of a project.

Uses: This document is intended to provide guidance on how to use a gender lens in program design, implementation, and evaluation. It also references numerous external resources that can bolster the guidance provided in the document. It is primarily intended for early recovery and development contexts, not humanitarian settings (i.e., conflict zones).

Tool Components: The document is split into three main chapters:

- Chapter 1: Proposal Development: Points to Consider
- Chapter 2: Integrate Gender into Project Design, Approaches, and Activities
- Chapter 3: Capacitate, Capture, and Communicate

OPERATIONS

Number of Staff Required: No additional staff are required for this process as the document provides practical guidance for staff already involved in program design and implementation.

Time: The document supports use of a gender lens throughout the project cycle; time required is directly aligned with project length.

Cost of Assessment: It is essential that adequate resources be allocated for gender-related components of a proposal budget. Examples of such components are a gender analysis, gender sensitization trainings, and inclusion of a gender specialist on staff.

Training: The document recommends that all project/field staff undergo gender training, ideally in the first few months of start-up. Depending on staff needs and project resources, this training can be facilitated by a local gender consultant or in-house gender expert.

Geographic Targeting: Will be defined by specific project objectives.

Type of Data Collection: Data must be reviewed and collected to understand gender constraints and technical approaches to address these

constraints. A variety of secondary data can be used for this purpose. Additionally, project data should be sex-disaggregated to provide a sense of key differences in resource access, decision-making power, daily responsibilities, skills, and educational opportunities for men and women. The data should be used for gender analysis to inform project design and implementation.

Data sources may include internal organizational documents, publications produced by other nongovernmental organizations, women-focused private-sector groups, universities, research institutions, and government publications.

Degree of Technical Difficulty: The depth of gender analysis and the degree to which the project design incorporates a gender lens will determine the technical difficulty. The document offers a number of approaches and techniques; a project designer or manager will be able to specify which elements will be incorporated.

Complements other Resources: The document makes specific reference to a variety of other documents and resources that can help to strengthen a gender analysis and approach.

INTEGRATING VERY POOR PRODUCERS INTO VALUE CHAINS

Pathway Component: agricultural income; food production; women's empowerment; processing & storage

Search Category: agricultural productivity; farm & non-farm income; gender & women's empowerment; value chains & market systems

Date of Design: 2012; 2nd ed. 2013

Designer: FHI360 & World Vision

Contact Institution: <http://www.fhi360.org/about-us/contact-us>

URL: <http://www.microlinks.org/library/integrating-very-poor-producers-value-chains-field-guide>

CONTENT SUMMARY

Brief Description: The Integrating Very Poor Producers into Value Chains Field Guide is intended to provide the field-level practitioner with tools and applications to impact very poor households.

Uses: The intended outcome of the Field Guide is to increase market engagement for very poor households, especially women, through enterprise development activities.

The field guide is used to:

- Strengthen vertical linkages between very poor producers and buyers & suppliers
- Strengthen horizon linkages between very poor producers and other producers.

Tool Components: The field guide is comprised of five major components:

1. Understanding Very Poor Producers
2. The Market Systems (Value Chain) Approach
3. Linking Very Poor Producers to Buyers & Suppliers
4. Linking Very Poor Producers to other Producers
5. Other Analyses & Opportunities

OPERATIONS

Number of Staff Required: Not specified; this will vary depending on the size and complexity of the program.

Time: The Field Guide explains a number of activities that should take place throughout a value chain/market engagement project. The total time required will be dictated by the length of the project.

Cost of Assessment: This will vary significantly with each project.

Training: The Field Guide is intended to provide the practitioner with the tools and applications to impact very poor households; no specific staff training is required.

Geographic Targeting: The process focuses on value chains, which may span multiple geographical areas. The geography will be determined by the value chain selected.

Type of Data Collection: The data required can vary depending on the specific project and its objectives. It often requires value chain analyses and situational analyses, in addition to market information such as prices, volumes, quality, and variety. The information required is often a combination of qualitative and quantitative data.

Degree of Technical Difficulty: The complexity of analysis and programming will vary depending on which elements of the Field Guide a project chooses to incorporate.

Complements other Resources: Program design should be based on a good technical understanding of the constraints of poor households. This can be linked to a number of different assessment tools, including food security and livelihoods assessments, and broader economic analyses.

MAKING THE STRONGEST LINKS: A PRACTICAL GUIDE TO MAINSTREAMING GENDER ANALYSIS IN VALUE CHAIN DEVELOPMENT

Pathway Component: women's empowerment; agricultural income; food production; processing & storage

Date of Design: 2007

Designer: International Labor Organization

Contact Institution: ilo@ilo.org

Search Category: agricultural productivity; gender & women's empowerment; value chains & market systems

URL:

http://www.ilo.org/wcmsp5/groups/public/@ed_emp/@emp_ent/documents/instructional_material/wcms_106538.pdf

CONTENT SUMMARY

Brief Description: This guide is intended to be used by local organizations and individuals that carry out value chain analyses. It aims to improve users' understanding of gender and build capacity to consider gender-based differences within an analysis.

Uses: This is not a 'how to' guide to value chain analysis and development. Rather, it shows how gender concerns should be incorporated into value chain development and demonstrates methodologies for doing so. The tool provides:

- A framework and methodology for Gender Equitable Value Chain Action Learning.
- Practical examples of gender issues and "good practice" in difference types of value chain development (VCD) processes.
- Details of how the gender framework and methodology can be adapted at different stages of VCD.
- A core checklist for gender analysis.
- Diagram tools that can be used in VCD of all types and at all levels.

Tool Components:

1. Part 1: Gender Equitable Value Chain Development: Concepts and Frameworks
2. Part 2: Gender-Inclusive Design: Preliminary Scoping, Mapping, and Participatory Process
3. Part 3: Gender-Accurate Information: Value Chain Mapping, Research, and Analysis
4. Part 4: Gender Equitable Proposals: Action Strategy
5. Part 5: Sustainable Participatory Learning Cycle: Monitoring Changes and Summary Gender Checklist
6. Part 6: Overview of Diagramming Tools and Techniques

OPERATIONS

Number of Staff Required: Not specified. The guide indicates that the core team must be balanced in terms of gender skills and gender composition.

Time: This will be determined by the value chain development process, purpose, and focus.

Cost of Assessment: Not specified; the cost will vary according to each specific value chain development process, purpose, and focus.

Training: Gender integration requires training and research experience; the guide provides the basis for gender training. VCD processes will need experienced

gender experts at least in the design and training stages, and in identification of action strategies.

Geographic Targeting: The process focuses on value chains, which may span multiple geographical areas (local, national, international). The geography will be determined by the value chain selected.

Type of Data Collection: Value chain maps are prepared through a combination of secondary data analysis and qualitative participatory processes. It is critical that all economic data be gender-disaggregated. Participatory processes may include focus group discussions, multi-stakeholder workshops, community-led research, individual reflection and investigation, and participant observation and 'immersion.'

Degree of Technical Difficulty: The guide is intended for value chain analysis and can be used by gender consultants, researchers, and policy makers involved in value chain development. Other staff will likely be involved in the process, but trained gender specialists will be required to lead the gender mainstreaming process.

Complements other Resources: This guide could be used in conjunction with other value chain materials, in particular the ILO's Guide for Value Chain Analysis and Upgrading.

MAXIMIZING THE NUTRITIONAL IMPACT OF FOOD SECURITY AND LIVELIHOODS INTERVENTIONS

Pathway Component: food production; agricultural income; food expenditure; food access; diet; caring capacity & practices

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; gender & women's empowerment; household food & non-food expenditure; caring capacity, norms & practices

Date of Design: 2011

Designer: Action Against Hunger (ACF)

Contact Institution: <http://www.actionagainsthunger.org/contact>

URL:

http://www.actionagainsthunger.org/sites/default/files/publications/maximising_the_nutritional_impact_of_fsl_interventions_0.pdf

CONTENT SUMMARY

Brief Description: This manual aims to provide practical guidance to field workers to maximize the nutritional impact of food security & livelihoods (FSL) interventions. This requires the systematic use of a 'nutrition lens' at each step of the project cycle and close collaboration between sectors.

Uses: FSL interventions have major roles in combating undernutrition. This manual provides operational guidance on how to align FSL interventions with nutrition. It provides practical guidance on a variety of related topics, including:

- Identifying the scale and determinants of undernutrition.
- Conducting a nutrition sensitive assessment.
- Identifying the most nutritionally vulnerable.
- Budgeting for nutrition-sensitive programs.
- Enhancing the nutritional benefits of FSL interventions.

Tool Components:

1. Section 1 outlines the basics of undernutrition and explains the links and synergies between FSL and nutrition.

2. Section 2 provides simple and practical guidance on how to adopt and promote nutrition-sensitive practices and interventions following the different steps of the project cycle.

OPERATIONS

Number of Staff Required: Not specified, as this will be project specific. Additional staff will be required for key factors, such as designing and implementing nutrition promotion, the behavior change strategy, adequate M&E, and community mobilization.

Time: The manual considers the entire project cycle, so time is dependent on the length of the specific project.

Cost of Assessment: This is not specifically an assessment tool, but some budget guidance relating to the additional costs associated with incorporating nutrition into FSL programs is provided. This may include additional staff (noted above), specific technical expertise, direct program implementation costs (e.g. micronutrient supplements, breastfeeding corners, or posters for nutrition promotion), and

M&E materials (e.g. nutrition software and MUAC tapes).

Training: The manual provides the explanation needed for an FSL practitioner to apply a nutrition lens; no specific training is suggested.

Geographic Targeting: The project objectives will dictate the targeting.

Type of Data Collection: A variety of data is needed in order to apply a nutrition lens, including information related to sanitation, hygiene, caring practices, health services, knowledge, and attitudes.

Degree of Technical Difficulty: The food security worker must be aware of what is needed to maximize the nutritional impact of the FSL intervention, but s/he need not have all the required technical expertise.

Complements other Resources: Field practitioners should use this manual alongside relevant thematic guidance for specific types of projects, as well as other resources on project management and M&E. Ways to improve nutritional impact through advocacy is not covered in this manual.

NUTRITION PROGRAM DESIGN ASSISTANT

Pathway Component: health care; caring capacity & practices; food expenditure; food access

Search Category: food access; caring capacity & practices; consumption; health & nutrition services; household food & non-food expenditure

Date of Design: 2010

Designer: CORE Group. Nutrition Working Group

Contact Institution: contact@coregroup.org

URL:

http://www.coregroup.org/storage/documents/Workingpapers/NPDA_workbook_web.pdf

CONTENT SUMMARY

Brief Description: The Nutrition Program Design Assistant: A Tool for Program Planners (NPDA) is composed of a Workbook and a Reference Guide. Together, they help program design teams select the most appropriate community-based nutrition approaches for their target area. The Workbook provides step-by-step instructions and is where the team records key information, data, decisions and decision-making rationale. Upon completion, the Workbook provides a record of the design process. The Reference Guide provides an introduction, information on key concepts and terminology, and reference material to guide decisionmaking.

Uses: The NPDA helps teams determine whether implementation of a community-based nutrition program is warranted; identify potential causes of undernutrition and key intervention areas; and select the most appropriate approaches within a given target area.

Tool Components: The NPDA documents include the following steps to guide teams through the design process:

- Step 1: Gather and Synthesize Information on the Nutrition Situation

- Step 2: Determine Initial Program Goals and Objectives
- Step 3: Review Health and Nutrition Services
- Step 4: Preliminary Program Design: Prevention
- Step 5: Preliminary Program Design: Recuperation
- Step 6: Putting It All Together

OPERATIONS

Number of Staff Required: Not specified; the tool is intended to be used by program design teams and the number of staff included on a team will vary.

Time: Not specified; this will depend on availability of data and the number of staff dedicated to the exercise.

Cost of Assessment: There is no primary data collection required for the use of this tool. The time/salaries of the program design staff will be the bulk of the cost associated with the use of this tool.

Training: Not specified; it is assumed that the program design team will be capable of analyzing data and completing records.

Geographic Targeting: The NPDA helps teams select nutrition interventions for a given target area; the geographic targeting process precedes

the use of this tool. Note that the focus is community-based approaches.

Type of Data Collection: The team will review secondary data that will focus on:

- Nutritional status: Anthropometry
- Infant and young child feeding
- Maternal nutrition
- Micronutrient status of children
- Underlying disease burden

Degree of Technical Difficulty: There is no training associated with this tool and limited technical explanations within it. It is assumed that the staff using the tool are already nutrition specialists; the tool provides the necessary structure to design a program and does not explain basic nutrition concepts. However, the NPDA is clearly formatted and should be simple to complete for staff with existing nutrition expertise.

Complements other Resources: The NPDA relies on consolidation and synthesis of existing nutrition data. This would complement tools focused on primary data collection, serving as the next step in program design. Additionally, this tool focuses exclusively on nutrition programming; using the NPDA in conjunction with food security or WASH tools could provide a more comprehensive set of intervention options.

NUTRITIONAL IMPACT ASSESSMENT TOOL

Pathway Component: Food production; agricultural income; food expenditure; food access; diet; caring capacity & practices; female energy expenditure

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; gender & women's empowerment; household food & non-food expenditure; caring capacity, norms & practices

Date of Design: 2011

Designer: USAID Infant & Young Child Nutrition Project

Contact Institution: info@iycn.org

URL: <http://www.thousanddays.org/resource/nutritional-impact-assessment-tool/>

CONTENT SUMMARY

Brief Description: The Nutritional Impact Assessment Tool was developed for project designers to use during the design phase of agricultural projects. The tool operationalizes a process for considering the nutritional and food security impacts of proposed activities on nutritionally vulnerable and food-insecure groups, and helps designers to develop alternative sets of activities. The assessment cannot be completed until project goals, objectives, and specific activities are agreed upon, at least in preliminary form.

Uses: This tool is intended to strengthen the design and increase the nutrition focus of agricultural interventions. The tool is guided by the three principles: 1) achieving food security; 2) maximizing impact; and 3) avoiding harm.

Tool Components: The tool contains nine steps, and is accompanied by a document that explains how to complete them:

- Step 1: List project objectives and activities
- Step 2: Define food-insecure population groups
- Step 3: Determine the nutritional status of nutritionally vulnerable groups

- Step 4: Create alternative approaches
- Step 5: Estimate expected outcomes
- Step 6: Modify the approach as needed
- Step 7: Assess alternative approaches
- Step 8: Design a mitigation plan
- Step 9: Develop a review plan

OPERATIONS

Number of Staff Required: Specific number not specified. An ideal approach is to convene a 1-day workshop for the design team to complete Steps 1-7 and achieve consensus on the main elements of the mitigation plan (Step 8). Design team members should have expertise in nutrition, health, and gender, with a livelihoods specialist if possible.

Time: Completing the assessment requires significant data-gathering. After obtaining the data, Steps 1-8 can be completed in 1-2 days. Once the assessment and mitigation plans are complete, a formal review process is required. Time for this review will depend on the speed of reviewers and extent of required modifications.

Cost of Assessment: Not specified. The assessment relies on analysis of secondary data, so total cost will be largely dependent on the salaries of staff involved.

Training: As noted, it is expected that the design team will include a variety of technical experts. As such, the guide does not specify required training and provides sufficient explanation to complete the assessment tool.

Geographic Targeting: Each project will define the geography. All data used in the assessment should be disaggregated to a level that is meaningful for the specific project area.

Type of Data Collection: This assessment relies on secondary data including anthropometric data, calorie intake, dietary diversity scores, and vitamin A and iron status.

Degree of Technical Difficulty: It is expected that staff involved will already have specific technical expertise. Obtaining appropriate data is often the most difficult step of the assessment. Once the data is obtained, the staff should be capable of using the guide to complete the assessment.

Complements other Resources: This assessment relies on secondary data, such as FEWS NET, FAO, or WFP food security assessments; living standards and measurements surveys; NGO food security and nutrition assessments; demographic and health surveys; and multiple indicator cluster surveys.

NUTRITIOUS AGRICULTURE BY DESIGN: A PROGRAM PLANNING TOOL

Pathway Component: food production; food prices; processing & storage; agricultural income; food expenditure; food access; diet; health care; caring capacity & practices; female energy expenditure; child nutrition outcomes; mother's nutrition outcomes

Search Category: agricultural productivity; food access; consumption; farm & non-farm income; gender & women's empowerment; health & nutrition services; household food & non-food expenditure; value chains & market systems; caring capacity, norms & practices

Date of Design: 2013

Designer: Global Alliance for Improved Nutrition (GAIN) & the Institute for Development Studies (IDS)

Contact Institution: info@gainhealth.org

URL: <http://nutritiousagriculture-tool1.gainhealth.org>

CONTENT SUMMARY

Brief Description: The Nutritious Agriculture by Design: A Tool for Program Planning was developed for assessing and improving the linkages between agriculture and nutrition. In particular: focusing agricultural projects on the production of crops and livestock that are rich in micronutrients and their consumption by those whose diets are nutritionally deficient. The tool is designed to be applied to existing and planned agricultural projects that focus on: 1) improving agricultural productivity; and 2) raising the income of farm and agricultural labor households.

Uses: The tool aims to identify ways that agricultural interventions can be more nutrition-friendly and nutritional outcomes can be captured by monitoring and evaluation (M&E) frameworks.

Tool Components: The primary components of the tool include the following:

- Developing and using the Program Planning Tool
- Pathways from agriculture to nutrition
- Use of the Program Planning Tool

OPERATIONS

Number of Staff Required: Not specified; the tool aims to generate thinking by those engaged in the design and/or implementation of interventions as to how nutritional impacts can be enhanced and/or better demonstrated. No additional staff are required for this assessment tool.

Time: Not specified; the individuals involved in project design could complete the assessment quickly, as it focuses on critical thinking rather than specific data collection.

Cost of Assessment: This should not require any additional costs; it is a tool to assist during the phase of program design.

Training: The tool is designed to be used with little or no prior training or support, although experiences in Tanzania indicate the value of a prior workshop that explains how the tool is structured and provides an opportunity for a run-through of the analysis at a fairly informal and cursory level.

Geographic Targeting: The project implementation area will determine the target area.

Type of Data Collection: None; it is expected that the program planners and implementers will have sufficient information to complete the tool.

Degree of Technical Difficulty: The Program Planning Tool takes the form of a series of questions in an electronic format that provides prompts and adjusts the flow of questions according to prior responses. In this way, the tool aims to be as user-friendly as possible.

Complements other Resources: Many other sources of information should be consulted to improve understanding of the context and to assist with designing a project to address specific needs. This tool helps program designers consolidate and analyze data to make interventions more nutrition-friendly.

PATHWAYS OUT OF POVERTY

Pathway Component: agricultural income; processing & storage

Date of Design: 2012

Designer: ACDI-VOCA

Contact Institution: webmaster@acdivoca.org

Search Category: agricultural production; farm & non-farm income; value chains & market systems

URL:

http://www.microlinks.org/sites/microlinks/files/resource/files/PoP_Tools_Value_Chain_Practitioners.pdf

CONTENT SUMMARY

Brief Description: The Pathways Out of Poverty toolkit aims to equip value chain development programmers to design effective interventions that reach and impact the very poor. It summarizes a variety of existing tools that are particularly applicable in the value chain selection and value chain analysis phases of a project, as well as assessment tools that can be used throughout the project cycle.

Uses: The toolkit is intended to support value chain projects that include the very poor to catalyze economic development and improve the economic well-being of very poor households.

Tool Components: The toolkit has three core sections, each containing different tools:

1. Situation Assessment:
 - Participatory Wealth Ranking
 - Targeting the Poorest
 - Stages of Process
 - Income Portfolios

- Seasonal Calendars
 - Household Expenditure Analysis
 - Household Economy Approach
2. Value Chain Selection:
 - Adapted Matrix Ranking
 - Comparative Value Chain Risk Assessment
 3. Value Chain Analysis:
 - Sensitivity Analysis
 - RapAgRisk Assessment
 - Stakeholder Analysis
 - Equity of Opportunity Analysis
 - Poverty-Focused Value Chain Mapping

OPERATIONS

Number of Staff Required: The toolkit summarizes a variety of other tools; staff required will vary depending on which tools are selected and utilized.

Time: The time required will vary depending on which tools the programmers decide to employ.

Cost of Assessment: Not specified; the costs will depend on selected individual tools.

Training: Training will depend on which individual tools are selected.

Geographic Targeting: The toolkit focuses on value chain development programs, which may span multiple geographical areas. The geography will be determined by the value chain selected.

Type of Data Collection: The toolkit provides an explanation of a variety of different qualitative and quantitative tools for each section included. These methods vary widely, and it is up to each program to decide which method is most context-appropriate.

Degree of Technical Difficulty: The toolkit clearly ranks all tools according to “ease of application,” a subjective assessment of tool complexity, duration of application, and cost relative to the other tools presented. Every tool is ranked either high (high ease of application, relatively less complex and expensive), medium, or low.

Complements other Resources: The toolkit is a summary of existing tools relevant to value chain development.

PROMOTING GENDER EQUITABLE OPPORTUNITIES IN AGRICULTURAL VALUE CHAINS

Pathway Component: agricultural income; food production; women's empowerment; female energy expenditure

Search Category: agricultural productivity; gender & women's empowerment; farm & non-farm income

Date of Design: 2013

Designer: USAID Office of Women in Development

Contact Institution: GenDev Office Director Vikki Stein: vstein@usaid.gov

URL: <http://tinyurl.com/otsgv39>

CONTENT SUMMARY

Brief Description: This handbook presents the "Integrating Gender Issues into Agricultural Value Chains" (INGIA-VC) approach. It is a practical process to teach practitioners how gender issues can inform the design, implementation, and monitoring of value chain programs.

The handbook provides a methodology for analyzing how gender issues constrain or support the ability of these programs to achieve their goals.

Uses: The handbook helps practitioners become familiar with:

- How gender issues affect agricultural value chains.
- A process for analyzing gender issues in agricultural value chains.
- Strategies for addressing gender issues in agricultural value chains.

Tool Components:

- Integrating Gender Issues into Value Chain Development
 - Introduces gender issues and their relation to agricultural value chain development
 - Provides a Gender Dimensions Framework for analyzing gender issues
- A Process for Integrating Gender Issues into Agricultural Value Chains
 - A five-step process for identifying and evaluating gender-based constraints within agricultural value chains, with tools and worksheets for implementing the process

OPERATIONS

Number of Staff Required: Not specified; this will depend on the number of value chains and the context.

Time: The estimated time for assessing a single value chain is 17 days. The exact level of effort required to employ the INGIA-VC process will depend on the number of commodities in the assessment, the number of regions, travel time, and other variables, each of which can extend the time necessary for completing the data collection and analysis process.

Cost of Assessment: Not specified; this will depend on the number of value chains and the context.

Training: The INGIA-VC process is most useful when led by a gender expert familiar with analyzing gender issues in agriculture, value chains, and understanding the country context. This expert can train other staff engaged in the process.

Geographic Targeting: The specific value chain targeted will determine the geographic scope of the assessment/intervention.

Type of Data Collection: This methodology uses baseline assessments, qualitative and quantitative gender assessments, and value chain mapping.

Degree of Technical Difficulty: The writers assume that users of this handbook will have some knowledge of gender issues, agriculture, or value chain development. It places emphasis on giving readers formerly unfamiliar with gender issues a foundation and process for assessing agricultural value chains from a gender perspective.

Complements other Resources: The gender-based constraints identified through this process could feed into a variety of other assessments and program design activities.

VALUE CHAIN STRATEGY DESIGN

Pathway Component: food production; agricultural income; food prices; storage & processing

Date of Design: 2012

Designer: ACDI-VOCA

Search Category: agricultural productivity; farm & non-farm income; value chains & market systems

Contact Institution: Jeanne Downing at jdowning@usaid.gov or Ruth Campbell at rcampbell@acdivoca.org

URL: <http://www.microlinks.org/library/value-chain-strategy-design-tool-planning>

CONTENT SUMMARY

Brief Description: This tool outlines a process for analyzing opportunities and constraints in the value chain, identifying underlying causes of those constraints, and determining what changes are needed to address them. This process results in a set of clearly defined program activities and roles for the various stakeholders who will implement them. Note that this tool is intended to be used after priority value chains have already been selected; it does not cover the process for how to prioritize and select value chains.

Uses: This exercise is part of a larger project design process. It is intended to be used for design and implementation of effective value chain projects. It also ensures that the program meets cross-cutting objectives or reaches specific beneficiaries, such as women, vulnerable populations, and food-insecure households.

Tool Components: The tool outlines four steps for designing value chain projects:

- Step 1: Analyze Opportunities and Constraints
- Step 2: Develop a Strategy
- Step 3: Prioritize Activities
- Step 4: Design Project

OPERATIONS

Number of Staff Required: Not specified.

Time: Not specified; the exercise requires analysis of a variety of data. The analysis step can be completed relatively quickly by staff with previous value chain experience, but the data collection preceding the analysis could take much longer.

Cost of Assessment: Not specified; the primary costs involved would be linked to data collection, which precedes the use of this tool.

Training: Not specified; analysis and design could be led by an experienced practitioner or could be conducted in a consultative manner within a team, which would require some training.

Geographic Targeting: The toolkit focuses on value chain development programs, which may span multiple geographical areas. The geography will be determined by the value chain selected.

Type of Data Collection: A variety of qualitative and quantitative data is analyzed in this process, but the tool assumes that data was collected prior to beginning the program design. Different tools are required to guide the collection of data, as this focuses solely on the analysis and use of the information.

Degree of Technical Difficulty: The tool is laid out in a simplistic and easy to understand manner. However, as noted above, it focuses on the analysis of a variety of data. The collection of all this information would require specialized expertise. Additionally, this tool assumes a prior level of experience and knowledge with value chains. For example, instructions include: "look for an identifiable opportunity for growth;" this will not be clear for practitioners who do not have prior experience.

Complements other Resources: This tool relies on the analysis of information that can be sourced from a number of different assessments or secondary data. It results in a variety of identified constraints and potential activities, not all of which will be part of the final project. These constraints and activities can feed into other analyses and program design.