

**Food Security III Leader with Associates CA No. GDG-A-00-02-00021  
Cambodia Associate Cooperative Agreement No. AID-442-LA-12-00001**

**“FEED THE FUTURE – CAMBODIA IMPACT EVALUATION AND STRENGTHENING LOCAL  
CAPACITY TO MONITOR AND EVALUATE FOOD SECURITY PROGRAMS”**

**ANNUAL WORK PLAN FOR FY16  
(October 1, 2015 – September 30, 2016)**

**And**

**Request for Six Month No-Cost Extension with Work Plan for FY17  
(October 1, 2016 – March 31, 2017)**

**INTRODUCTION**

The Food Security Group (FSG) at Michigan State University submits this Annual Work Plan for the activities under the Associate Cooperative Agreement No. AID-442-LA-12-00001. The activities planned here refer to FY16 and FY17, covering the period October 1, 2015 through March 31, 2017.

During year 4 and 5, MSU will be supporting data collection and analysis for the HARVEST impact evaluation, organizing local evaluation capacity building training, conducting a qualitative examination of beneficiary perceptions of complementary feeding practices presented by Cambodia/HARVEST and providing technical assistance for the implementation of the mid-term Population Based Survey data collection for FTF monitoring. We will also be sharing case study findings through presentations and/or publications.

The following sections present a description of project activities for this period, including a tentative schedule for field visits by project team members.

A summary of activities, time lines and verifiable monitoring/evaluation indicators and outputs for year 4 and year 5 are presented in Table 1 thru Table 5.

**DESCRIPTION OF ACTIVITIES**

In line with the original impact evaluation and local evaluation capacity building proposal and the need for extension of this project for additional six months, i.e., through March 31, 2017. The extension is proposed with consent from the AOR at the Mission in order to allow the full implementation of Cambodia/HARVEST project activities through June 2016 and collect impact evaluation data at the completion of the project. Thus, this Work Plan covers activities for the period from October 1, 2015 through March 31, 2017.

## **ESTABLISHING INSTITUTIONAL COLLABORATION**

During the fourth year (i.e., FY 2016), the MSU Team will continue to promote the necessary institutional arrangements for ensuring that the project is functional and integrated with local partners mainly CDRI and Royal University of Agriculture. The following activities are projected for FY 2016 (i.e., Year 4) and FY 2017 (i.e., Year 5).

**Activity 1. Project Steering Committee.** We established a Project Steering Committee during the first year. The Steering Committee membership was updated to include the new AOR from USAID/Cambodia and dropped Dr. Tania Tam from USAID/RDMA Bangkok as she left this role. Annual meeting of the Steering Committee will be planned in January of 2016 and 2017, to review and discuss Year 4 and Year 5 Work Plans, respectively.

**Activity 2. Sub-award with local collaborators.** The sub-award with the Royal University of Agriculture (RUA) will be revised for Year 4 to cover program evaluation short course for mid-career Cambodian professionals. A second sub-award with CDRI will be negotiated and finalized for Cambodia/HARVEST impact evaluation data collection (end line survey), analysis and report writing. The sub-award will be finalized by May 2016 in order to allow ample time for preparation of fieldwork/impact evaluation data collection during July to August, 2016. The data entry, data cleaning, data analysis and impact evaluation report will be completed in Year 5 (i.e., FY 2017).

## **COMPONENT 1: IMPACT EVALUATION AND CASE STUDIES**

The following activities are planned for Year 4 (i.e., 2016) under the Impact Evaluation component:

**Activity 3. Develop presentations and/or publications:** During the next 1.5 years, i.e., 2016 and 2017 MSU Team members will take the lead to develop 2-3 publications (i.e., research publications, research report) based on impact evaluation baseline and case study data. Cambodian graduate students studying at MSU will assist in data analysis and preparing paper for publication and presentation. MSU Team will also engage participants of the program evaluation short course to develop papers and presentations.

**Activity 4.** During Year 4 (i.e., FY 2016) a qualitative examination of beneficiary perceptions of complementary feeding practices presented by Cambodia/HARVEST will be completed and results will be shared with stakeholders. Dr. Kimberly Chung has already started the fieldwork in Year 3.

**Activity 5. Impact evaluation of FTF Cambodia/HARVEST.** Baseline data were collected during the period August - October, 2012. End line data collection was planned during the same time period in 2015. However, considering the changing reality, AORs requested MSU team to postpone the impact evaluation until July-September 2016 and a draft report be submitted for feedback by December 2016; final impact evaluation report by February 15, 2017, and all the final deliverables completed by March 31, 2017.

**Accordingly, MSU is requesting a modification of the Associate Award to extend by six months, i.e., from October 1, 2016 thru March 31, 2017, to allow sufficient time for the completion of impact evaluation report, share results with stakeholders, and finalize relevant publications.**

**Activity 6. Technical support for interim Population Based Survey (PBS).** Cambodia Mission collected PBS survey covering Cambodia HARVEST's four Zone of Influence (ZOI) provinces. MSU Team has provided technical support in the definition of the sample size for this survey, as well as in the preparation of the terms of reference for the solicitation. MSU team will continue to provide advisory services to the Mission as requested by the AOR.

## **COMPONENT 2: CAPACITY BUILDING: TRAINING AND MENTORING**

**Activity 7. Short course on program evaluation.** In Year 4 (i.e., 2016), MSU evaluation team will offer short course on program evaluation in collaboration with the Royal university of Agriculture. The AOR at the Mission will identify priority organizations to receive the training and will send the course announcement and request to nominate/recommend candidates to receive the evaluation training. During the Year 4 (FY 2016) training, we will select organization and/or participants with interest in gender, vegetables, rice, and fishery. The list of participants will be finalized by December 2016 and the first week-long session will be planned in January or March 2016.

The short courses will be offered in two 1-week workshops. The first workshop will cover the theory of evaluation, focusing on the rationale for evaluation of FTF project and its activities, and the use of evaluation results to improve future programs to enhance food security. Practical issues related to methods, instrument design and measurement will also be introduced. It is expected that participants will work in Teams to design evaluation plans on selected topics, draft data collection instruments, and practice data collection. The second workshop will focus on data entry and analysis (both quantitative and qualitative), interpretation of results, and report writing.

Dr. Murari Suvedi and Dr. Michael Kaplowitz will lead the local evaluation capacity building training, but other members of MSU team will assist the training course as needed. Approximately 20 participants representing various Ministries/Departments of Royal Government of Cambodia and select NGOs will be selected for this training. Training will be conducted at Royal University of Agriculture.

The first workshop will be planned in January 2016 and the second workshop will take place in August/September, 2016. Lessons from the past three rounds of evaluation courses will be taken into account to make the necessary adjustments in the training program this year.

In addition to conducting program evaluation training, Dr. Kaplowitz, Dr. Suvedi and Cambodian Assistant will review the case study reports submitted by evaluation short course participants. They will work with short course participants to develop case study reports (publications) and presentations at relevant professional meetings.

**Activity 8. Final workshop to share lessons learned from evaluation case studies and impact evaluation.** By September 2016, at least 80 participants will complete the evaluation short course and thirty teams completed an evaluation case study as a part of the evaluation short course. Four degree training students will also graduate with number research papers. In addition, MSU also conducted number evaluation case studies and impact evaluation. The workshop will be organized to enhance the training participants' skills in data analysis and interpretation and to share lessons learnt.

#### **Activity 9. Master's degree training at RUA.**

The project funded two Master's degree training at RUA but one of the trainees dropped out after 1 semester. MSU team has requested the Rector of RUA to identify a replacement scholar to pursue the Master's degree training at RUA. Dr. Suvedi will work closely with RUA officials (Dr. Ngo Bunthan, Rector; Dr. Mom Seng, Vice Rector; and Dr. Men Sarom, Vice Rector) to identify candidate and award the fellowship. It is expected that the candidate will complete the degree training by September 2016.

**Activity 10. Supervision of Master's degree participants at MSU.** Two Cambodian scholars have been pursuing Master's degree training at Michigan State University funded under this associate award. They will be completing their coursework by December 2015 and they will submit all requirements for degree completion by May 2016. We have encouraged them to work on program evaluation or focus on FTF Cambodia related fieldwork for their theses research or Plan B project.

#### **FIELD MISSIONS ANTICIPATED FOR YEAR 4 AND YEAR 5**

In order to undertake the activities and achieve the targets stated in the previous sections, several field missions are anticipated during FY15 for Team members to work with the Cambodia counterparts. Table 1 presents a tentative Schedule for Missions to Cambodia in the relevant period October 1, 2015 through March 31, 2017. International travel requests will be completed prior to field missions.

#### **MONITORING AND EVALUATION PLAN**

Throughout the program duration, each annual work plan will outline a set of activities to be undertaken in a given FY, the individuals primarily responsible, the expected timeline and milestones, illustrated through verifiable indicators and/or outputs.

Then, the program will trace and report through Quarterly Reports on progress in the achievement of the milestones established in each annual work plan. Those Quarterly Reports will verify the achievement of targets for the period, as well as progress obtained

towards that. In case of shortfalls, reasons will be specified, issues discussed and corrections suggested. When necessary, adjustments will be made in due dates for specific milestones and deliverables.

Table 3 shows, the Annual Work Plan for FY2016, the description of specific activities under each of the objectives/components of the project, researchers in charge, specific timelines, and monitoring and evaluation outputs that will be used to verify and track progress and accomplishments of project activities.

Table 4 shows the Annual Work Plan for FY 2017.

Table 5 shows monitoring plan for FY 2016.

In order to ensure an efficient implementation of project activities in 2016, the MSU Project will continue to hire a local staff/consultant under Personal Service Contract (PSC) arrangement. The local consultant will support with the management of local arrangements related to the delivery of project tasks. He/she will also help coordinate the preparation of the course and support the work of Program Evaluation Short Course trainees in setting up their evaluation research projects in the field and assist with the assignments, i.e., setting up data entry, and the analysis of data, and report writing.

MSU team also plans to hire a post-doc staff starting the 3rd Quarter of FY 2016 thru the end of the project on March 31, 2017 and she/he will have with half-time commitment to this project. This staff will work under the supervision of Dr. Mywish Maredia and Dr. Murari Suvedi to prepare impact evaluation reports, presentations and publications.

**Table 1. Tentative Schedule of Field Missions to Cambodia, FY16**

Tentative Travel Dates		Team Member (s)	Activity Number
Quarter	Month		
Q1	December 2015	Suvedi	1, 2, 3, 5, 7, 9, 10
Q2	January/March 2016	Suvedi Kaplowitz	7, 8
Q3-4	May-July 2016	Payongayong and/or Post-doc	5
Q3-4	June-September 2016	Suvedi Maredia Post-Doc (TBD)	3, 5, 6, 8, 9

**Table 2. Tentative Schedule of Field Missions to Cambodia, FY17**

Tentative Travel Dates		Team Member (s)	Activity Number
Quarter	Month		
Q1	October-Dec. 2016	Maredia Suvedi	7
Q2	Jan-Mar 2017	Suvedi Maredia	3, 5, 8

**Table 3. Project Year 4 (FY16) Work Plan (October 1, 2015 – September 30, 2016)**

Objective/ Component	Project Activity	Team member (s)	Institutional Linkages	Time Frame FY16				Indicators/ Outputs
				Q1	Q2	Q3	Q4	
<b>Setting up of Institutional Collaboration</b>	1. Project Steering Committee meeting	Suvedi/ Kaplowitz	RUA, CDRI, USAID	X				Committee meetings
	2. Establish/update sub-awards to RUA and CDRI	Suvedi and Maredia	CDRI, RUA	X	X			Sub-awards negotiated and finalized
<b>COMPONENT 1: Impact Evaluation and Case Studies</b>	3. Develop publications and presentations based on baseline and case study data	Team members and Graduate Assistants				X	X	2-3 publications developed and shared
	4. <i>Qualitative examination of beneficiary perceptions of complementary child feeding practices</i>	Chung	HARVEST	X		X		Report to be completed by February 15, 2016
	5. Impact evaluation of Cambodia/HARVEST	Maredia, Payongayong, Suvedi	CDRI			X	X	IE end-line data collected
	6. Technical support for interim mid-term PBS	Maredia, Suvedi	USAID	X	X			Serve as advisory team member as requested by AOR
<b>COMPONENT 2: Capacity building through work opportunities, training and mentoring</b>	7. Evaluation capacity building workshop	Suvedi, Kaplowitz,	RUA, USAID		X		X	18-22 mid-career professionals trained
	8. Final Workshop	Suvedi, Kaplowitz	RUA				X	Workshop organized at RUA
	9. Recruitment/identification of candidates for graduate training at RUA	Suvedi	RUA	X				One candidate selected for MS degree training at RUA

**Table 4. Project Year 5 (FY17) Work Plan (October 1, 2016 – March 31, 2017)**

Objective/ Component	Project Activity	Team member (s)	Institutional Linkages	Time Frame FY17		Indicators/ Outputs
				Q1	Q2	
<b>Technical Assistance to CDRI</b>	Data entry, data cleaning and data analysis	Maredia Suvedi	CDRI, USAID	X		Data entered and cleaned
	Data analysis and impact evaluation report preparation	Suvedi Maredia	CDRI	X		Cambodia/HARVEST Impact evaluation report developed
<b>COMPONENT 1: Impact Evaluation and Case Studies</b>	Finalize Cambodia/HARVEST impact evaluation publication and results shared presentations	Maredia and Suvedi to lead, all members			X	2 publications developed (i.e., Cambodia/HARVEST's impact evaluation and evaluation case study report) and shared
<b>COMPONENT 2: Capacity building and project learning workshop</b>	Evaluation short course participants and degree training participants reunion workshop	Suvedi	RUA, USAID		X	80 mid-career professionals trained by 2016; 4 Master's degree trainees. [Note: 3 PhD trainees are funded under USAID/BHEARD program].



**Table 5. Project Year 4 (FY16) Monitoring Plan (October 1, 2015 – September 30, 2016)**

<b>Project Activity</b>	<b>Progress made to date</b>	<b>Expected Results for FY 2016</b>
1. Project Steering Committee meeting		Continue to meet in person as needed
2. Establish/Revise sub-awards to RUA and CDRI	MSU sub-award to RUA has been revised for FY 2015 and will be updated for FY 2016  New sub-award to CDRI will be finalized	RUA will continue to manage the sub-award to fund Year 4 evaluation short course and local Master’s degree scholarship.  CDRI sub-award will be for impact evaluation data collection, data analysis and report writing.
3. Develop publications and presentations based on baseline data	- Draft of case reports from Year 2 - One presentations made at national workshop in Phnom Penh	Develop one paper and presentation based on extension case study findings
4. (a) Case study on fishery value chain  (b) Case study on perceptions of complementary child feeding practices	(a) Fieldwork and evaluation report will be completed in Year 3  (b) Fieldwork is on-going	(a) Analysis has been completed, report will be finalized by February 15, 2016.  (b) Study report will be finalized by February 15, 2016.
6. Impact evaluation of Cambodia/HARVEST	CDRI proposal has been received, it will be reviewed.	Impact evaluation data collection will be planned during July-August 2016
7. Technical support for mid-term PBS	Dr. Suvedi serves as member of the Advisory Team to review proposal submitted by Social Impact Inc. and provide feedback	Feedback will be provided on a timely manner
8. Evaluation capacity	Year 4 activities -- not yet started	15-20 participants identified and trained.

<b>Project Activity</b>	<b>Progress made to date</b>	<b>Expected Results for FY 2016</b>
building workshop		5-6 case studies will be completed by September 2016.
9. Final workshop	Not yet started	At least 2 day learning workshop will be organized for PE short course participants and sharing lessons learnt
10. Recruitment/ identification of Master's degree candidate at RUA	Not yet started	One candidate will start Master's degree training at RUA with degree training completion plan in Sept. 2016
11. Supervision of Cambodian graduate students at MSU	On-going	Graduate students will engage in program evaluation and /or Cambodia FTF related research data analysis, developing publications and presentations