



Control	Actions	Responsibility		
1 Documentation Review	Calculate the % of available and on-time aggregator records for the selected reporting period. Ensure availability and completeness of membership information module, and commodity receipt information module (members' contribution to collective sales), as per the SAMS M&E Framework [2].	CO M&E Officer (with support from Programme Officer)	🔄 Frequency Annual [3] ★ ★ Highly Recommended	
2 Recounting & Reaggregating	N/A	N/A	N/A	
3 Recomputing Formulas	Recompute the formula (reported total smallholder membership of supported aggregation systems/total number of smallholder members contributing to sales) used to calculate the reported value of the indicator to determine a recomputed value, calculate the % error between the recomputed and reported value, and identify possible reasons for the discrepancy (if any) [4].	CO M&E Officer	🔄 Frequency Annual ★ ★ Highly Recommended	
4 Reconciliation & Triangulation	N/A	N/A	N/A	
5 Secondary Sources	N/A	N/A	N/A	
6 On-Site Visits	Randomly select a sample of farmers from membership record and verify: 1)The farmers are active member of the aggregator, by checking receipts of registration or membership fee payment; 2)The farmers are contributing to the collective sales, by checking the sale receipt.	CO M&E Officer (with support from Programme Officer) or CPs, depending on the CO arrangement.	🔄 Frequency Once per marketing season ★ Recommended	
7 Methodological Compliance	N/A	N/A	N/A	

Notes

[1] This level of aggregation depends on the Country or Field Office set up.

[2] Annex VI.I – Guidance Note: Implementing Aggregator Records for Smallholder Agricultural Market Support activities (p. 185) and Annex VI.II – Aggregator Records Modules (p. 195). For detailed guidance refer to the Indicator Compendium (pp. 119-120).

[3] Sales (and members’ contributions) are recorded directly by aggregators as part of their internal record keeping, on an ongoing basis. The agricultural calendar for different commodities determines when collective sales are conducted throughout the year. At a minimum, CO should collect and review aggregator records once a year. However, whenever possible, it is preferable that the information is collected and reviewed after each marketing season.

[4] For detailed guidance refer to the Indicator Compendium (pp. 119-120).

Pro-SHF aggregation systems or aggregators, are any organization that aggregates, or has the potential to aggregate, smallholder farmers’ (SHF) staple commodities in order to facilitate their sale to formal buyers at favourable conditions.

Strengthening the capacity of aggregators to maintain their own internal recording systems is part of the activities that can improve the management capacity of aggregators’ staff/leadership and promote transparency and inclusiveness. Strengthening aggregators’ record keeping capacity is in several contexts part of the capacity strengthening activities delivered to aggregators. Refer to the SAMS M&E Framework (Annex VI.I – Guidance Note: Implementing Aggregator Records for Smallholder Agricultural Market Support activities (p.185), for further guidance.