



Control	Actions	Responsibility	
1 Documentation Review	<p>Calculate the % of available and complete data source records and reports that are expected to contain the indicator at each aggregation level (Site level, WFP Field Office and Country Office) for the reporting period. Ensure availability and completeness of membership information module as per the SAMS M&E framework [2] (it is especially important that this information is disaggregated by sex to inform gender dynamics among small holder farmers and their organizations). Note that some farmer support activities may be reported on only after a specific season, or in some cases upon their completion. Data should be consolidated and reviewed at least annually for reporting.</p>	M&E Officer/Assistant or Programme Officer	<div> 🔄 Frequency Quarterly </div> <div> ★ ★ Highly Recommended </div>
2 Recounting & Reaggregating	<p>Recount and reaggregate the aggregators' membership from the Aggregator Records (membership information module) up to final aggregation level (reports of aggregators' membership) for the reporting period. To reduce the risk of double counting, a unique identity number should be allocated to each aggregators' member (For further guidance refer to the SAMS M&E framework). Compare recounted/reaggregated numbers to the reported numbers, and identify possible reasons for the discrepancy, if any.</p>	M&E Officer/Assistant or Programme Officer	<div> 🔄 Frequency Quarterly </div> <div> ★ ★ Highly Recommended </div>
3 Recomputing Formulas	N/A	N/A	N/A
4 Reconciliation & Triangulation	N/A	N/A	N/A
5 Secondary Sources	N/A	N/A	N/A

6	On-Site Visits	Visit selected sites and select a sample of farmers from the membership record and verify that the farmers are active member of the aggregator, for example by checking receipts of registration or membership fee payment. This should be done at least once per market season.	M&E Officer/Assistant or Programme Officer	 Frequency Quarterly  Highly Recommended
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7	Methodological Compliance	N/A	N/A	N/A
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Notes

[1] This level of aggregation depends on the Country of Field Office setup.

[2] Guidance Note: Implementing Aggregator Records for Smallholder Agricultural Market Support activities (p. 185) and Aggregator Records Modules (p. 195).

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.