TRAINING REPORT

Refresher Training for the Upscaling of Nationwide Minimum Dietary Diversity - Women (MDD-W) Data Collection and Data Analysis.

Establishing an M&E Framework for Quality Data Collection in Tajikistan

Tajikistan, 21 – 29 July 2016

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Acronyms and abbreviations

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AoS	Agency of Statistics under the President of the Republic of Tajikistan
DDS	Dietary Diversity Score
DHS	Demographic and Health Survey
ESNA	Nutrition Assessment and Scientific Advice
EU	European Union
FANTA	Food and Nutrition Technical Assistance
FAO	Food and Agriculture Organization of the United Nations
FAOTJ	FAO Tajikistan
FAOHQ	FAO Headquarters
GBAO	Gorno-Badakhshan Autonomous Oblast
HBS	Household Budget Survey
MDD-W	Minimum Dietary Diversity-Women
M&E	Monitoring & Evaluation
RRS	Regions under Republican Subordination
SUN	Scaling Up Nutrition Movement
UNICEF	United Nations Children's Fund
UNDP	United Nations Development Programme
USAID	United States Agency of International Development
WB	The World Bank
WDDS	Women Dietary Diversity Score
WHO	World Health Organization

1. BACKGROUND

Tajikistan consists of four administrative regions: Khatlon, Sughd, Gorno-Badakhshan Autonomous Oblast (GBAO) and the Regions under Republican Subordination (RRS). The average income per capita in Tajikistan was reported as 258 Somoni (~40 USD) (2012 data)[1]. In 2013, the country ranked 133rd out of 187 in the Human Development Index (HDI) with 39.6% of its population living below the national poverty line[2]. In Tajikistan as in many other countries, malnutrition and food insecurity remain major concerns. The World Bank and UNICEF estimated that malnutrition costs the country around 41 million USD annually[5]. These losses are caused by lost productivity, due to reduced cognitive and physical development. Data from the latest 2012 Demographic and Health Survey (DHS) showed a high prevalence of malnutrition and micronutrient deficiencies among children and women of reproductive age (15-49 y). In particular, during the critical 1000 days – from conception, to pregnancy until a child's second birthday–, there have been urgent calls to pay attention to women's diet quality and nutrition, which is important for maternal health, early child survival and subsequent growth and development and the prevention of obesity and non-communicable diseases. In response to the alarming nutrition situation, the government of Tajikistan joined the Scaling Up Nutrition (SUN) movement in 2013, committing to improve nutrition of the people in Tajikistan. Furthermore, the government has prioritized the setting up of a national information systems to understand and monitor the quality and diversity of people's diets through a simple and valid food-based indicator.

In 2014, the Agency of Statistics of the Republic of Tajikistan (AoS) with technical support from the Food and Agriculture Organization of the United Nations (FAO) conducted a dietary diversity training course and pilot data collection in Khatlon. Following the success of the training course in 2014, FAO was requested by AoS to provide further training for local AoS staff in the remaining parts of the country. In 2015, FAO provided technical and financial support in conducting two training courses on the integration of the Minimum Dietary Diversity-Women (MDD-W) into the annual Household Budget Survey (HBS) in Tajikistan. The HBS has been conducted in Tajikistan since the Soviet time in collecting household information on food security and socio-economic situations. The HBS survey is also useful to identify women in the household of reproductive age, who are eligible for an individual MDD-W interview. The information collected in the HBS cum MDD-W would be helpful for revealing vulnerable groups at risk of malnutrition; informing nutrition target setting, monitoring impacts of nutritional interventions, and devising programs to improve food security and nutrition in the population. MDD-W is a standardized proxy indicator of dietary diversity at individual level. It counts the number of food groups that a person consumed over the preceding 24-hours. MDD-W is a 10-food group indicator, with a cut-off at five food groups to indicate the minimum dietary diversity. Women eating five or more food groups are more likely to meet the minimum dietary diversity than women eating four or less food groups.

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[1]Tajikistan in Figures, 2013. Statistical Agency under the President of the Republic of Tajikistan (TAJSTAT).
[2]Human development reports, United Nations development program, 2015. Retrieved from http://hdr.undp.org/en/content/human-development-index-hdi-table
[3]Food security and poverty N°4, 2014. Statistical Agency under the President of the Republic of Tajikistan (TAJSTAT).
[4]Tajikistan Demographic and Health Survey, 2012. Statistical Agency under the President of the Republic of Tajikistan, USAID, FANTA III.
[5]Situation analysis: Improving economic outcomes by expanding nutrition programmes in Tajikistan, 2012. WB, UNICEF.

In 2016, with the technical and financial support from FAO-ESN, AoS plans to upscale country wide MDD-W data collection in July and August across five regions of the country: Dushanbe, Sughd, Khatlon, RRS, GBAO. Data collection will be integrated into the Household Budget Survey (HBS). MDD-W data will be collected for at least 2000 women of reproductive age (15-49 y). To ensure previously trained enumerators are refreshed on the skills and acquired a uniform approach to collect MDD-W data throughout the country, prior to data collection, FAO provided refresher training courses on MDD-W data collection in three regions (Dushanbe, Sughd and Khatlon). Training on data analysis at the AoS headquarters in Dushanbe was also provided by FAO. Furthermore, FAO also worked with AoS staff and HBS M&E supervisors to develop an M&E framework, through workshops and roundtable discussions, to ensure high quality MDD-W data are collected.

The overarching purpose of the project was to reinforce the skills of the enumerators in collecting MDD-W data, to strengthen AoS's capacity in MDDW data analysis and interpretation and to ensure quality MDD-W data are collected through a rigorous M&E framework, such that the data collected will be useful to inform policy makers on actions to improve nutrition in the country.

2. PLACE AND DURATION OF THE TRAINING COURSES

The training courses were held at the conference hall of the AoS headquarters in Dushanbe and at the regional AoS offices in Sughd , Khatlon region, Tajikistan. The following training courses were conducted:

- One-day refresher training on MDD-W data collection in Dushanbe on 21 July, Khujand on 25 July and Khatlon on 27 July.
- Half-day training course on basic MDD-W data analysis in Dushanbe on 22 July. Additionally, one-day personalized training on in-depth data analysis was provided in Dushanbe on 29 July.
- Half-day workshop on setting up an M&E framework to ensure quality MDD-W data will be collected. The workshop was held in Dushanbe on 22 July. Two one-hour M&E roundtable discussions were also held in Sughd and Khatlon regions.

The training courses were dynamic and built on the contribution and needs of each participant. The courses included clarification of concepts and difficulties on MDD-W data collection, followed by interactive group exercises and round table discussions. The detailed agenda for each training is provided in ANNEX 1A.

The training courses were delivered by the Nutrition Assessment and Scientific Advice Team (ESNA), Nutrition Division, FAO:

- Warren T.K. Lee, Senior Nutrition Officer FAOHQ
- Claudia Lazarte, International Nutrition Consultant FAOHQ
- Saba Marzara, International Nutrition Consultant FAOHQ
- Umeda Sadykova, National Consultant FAOTJ

Fifty six participants attended the training course: 48 enumerators, two trainers from the AoS office in Khujand, two trainers from AoS office in Khatlon and four trainers from the central

AoS office in Dushanbe and two representatives from the central AoS office. The full list of the participants is provided in ANNEX 1B. As for the training on data analysis, 10 participants were fully trained and they also participated in the M&E workshop (list of participants in Annex 2B)

3. REFRESHER TRAINING COURSES ON MDD-W DATA COLLECTION

The refresher training courses were conducted in Dushanbe, Sughd and Khatlon on 21, 25 and 27 July, respectively. The activities were organized by FAO and hosted by the AoS in three different regions of Tajikistan. All three trainings were attended by enumerators, M&E supervisors from each region, AoS staff and FAO staff.

The aim of the refresher training course was to ensure that participants refresh their knowledge and reinforce their skills for collecting MDD-W data, and specifically:

- reinforced participants' knowledge on concepts, principles and application of MDD-W for assessing dietary diversity of women of reproductive age at country level;
- participants would be able to properly collect and code MDD-W data in the field;
- participants would be able to overcome challenges or difficulties encountered during field work.

During the refresher trainings, enumerators and M&E supervisors were asked to participate in organized group activities, group discussions and role play. Activities of the refresher training course are described below. Detailed information concerning the exercises plan for the course is given in ANNEX 4.

1) Welcoming remarks

Mr. Abduvali Qulov, Head of Demography, Employment and Social Statistics Department, AoS and Warren T K Lee, Senior Nutrition Officer, FAO delivered welcoming remarks. They emphasized the importance of the refresher training courses to ensure the enumerators are fully equipped in knowledge and skills to collect the forthcoming round of MDD-W data across the country. And the importance of integrating MDD-W into the HBS for regular nutrition monitoring that would be important for informing decision in the Government.

2) Introduction of participants, participant's knowledge on MDD-W, difficulties, challenges and expectations of the training course

Participants introduced themselves, providing brief information on the district they come from and as an ice breaker, mentioning a food that they like or they have eaten the day before. The participants were asked to break up into groups of 3-4 and discuss their current knowledge of MDD-W data collection. In groups they wrote down answers to the following questions:

- o What do you know about MDD-W indicator?
- o How are MDD-W data collected?
- o How are the MDD-W data associated with the food items in the food list?
- o How to proceed with the MDD-W coding?

- o Challenges and difficulties that you encountered during the previous MDD-W data collection.
- o What do you expect from this refresher training course?

A reporter from each group came in front and presented the group's answers to the question. These answers were used to tailor the training topics that met the needs and expectations of the participants. The main issues and challenges identified during the discussion included:

- o What to do when women in the household are unwilling to partake in the questionnaire?
- o What to do when there was no women of reproductive age in the household?
- o What to do if yesterday was not a normal eating day?

3) Clarification of the questions and answers was provided by FAO and AoS staff

The MDD-W questionnaire was re-introduced to the participants; it was presented as a rapid and easily administered dietary assessment tool. The questionnaire includes two parts: a 24-hour dietary recall and a table of food groups. It was discussed that the recall method is used to capture the diet of an individual on usual days, interviewers should aim at collecting information to reflect an individuals' typical diet. The 24-hour recall questionnaire is used to itemize everything that the respondent ate or drank (meal/tea-break/snacks) whether at home or outside the home. Instructions for administering the MDD-W questionnaire are attached in ANNEX 5.

It was stated that the 24-hour period starts from the moment the woman woke up in the morning of the previous day until the moment she woke up in the morning of the present day (in ANNEX 6 an example of a 24-h recall questionnaire).

The following points were clarified during the training:

- The MDD-W questionnaire is based on a qualitative 24-h recall. The results do not provide quantitative information on dietary intake. A randomized selection of the participants is necessary to obtain representative data of dietary diversity at population level.
- MDD-W is a universal tool. However, it still needs to be adapted to the local context in order to be more comprehensible. Thus, there has to be an agreement on the terminology used in the questionnaire, as well as, in the name of foods, mixed dishes and ingredients contained in every mixed dish. For example it was agreed that potato chips should be classified into the group of oils and fats (due to its high percentage of fat).
- Before conducting the survey, all the foods need to be classified under appropriate food groups, and the names of foods should be in local language. The list of local foods is then integrated into the questionnaire.
- Enumerators should use the list of common mixed dishes to prompt any ingredient forgotten to be recalled during the 24-h recall.
- It is important to remember that foods consumed in quantities less than a table spoon (15 grams) per day but not per meal, should not be underlined in the food groups. Except for condiments, spices, salt, which are in group 16.
- While conducting the survey, enumerators should avoid asking leading questions that might cause the respondents to answer in a certain way. It is recommended to use open

questions such as "Did you have anything else aside from what you have already mentioned at breakfast, lunch, dinner or snacks?" rather than mentioning any specific food item.

- More guidance was given on how to interpret unusual days, considering that in the Tajik culture it is very common to visit/or get visitors (friends and relatives). Thus, such days should be considered as usual days as the eating patterns are not significantly different from normal days. However, days where there is an important celebration, such as a wedding, should be considered as an abnormal eating day.
- Regarding anthropometric measurements, participants stated that the measurements of weight and height are easy to take, and it would be feasible in the future to be included in the HBS. However, some women were hesitant when it came to being measured by male enumerators. One must be beware of the cultural barrier present.

4) Demonstration of the MDD-W data collection

Demonstration of the method was conducted through role-playing exercises, where two volunteers/enumerators acted out an entire data collection event. Participants were asked to fill out a blank MDD-W questionnaire based on the answers given during the role-playing activity. The answers were checked by FAO staff for completeness and accuracy.

5) Group exercise to practice MDD-W data collection

Following the role-play, participants were asked to conduct group work to further practice MDD-W data collection and identify any difficulties or issues that could arise.

- Participants were asked to break up again into groups of 3 to practice filling out questionnaires by conducting interviews with each other. One participant answered the questions, one participant filled out the questionnaire and one participant listened and corrected any errors made, then they will change roles until each person has filled out 2 blank questionnaires. The answers were checked by FAO staff for completeness and accuracy.
- Participants were also asked to check the list of commonly consumed foods presented in the MDD-W questionnaire for accuracy and completeness. The questionnaires were corrected based on the responses received.
- As a final activity, AoS supervisors printed out the corrected questionnaires and distributed them to the enumerators, who are now fully equipped to conduct the nation-wide data collection. AoS staff also provided updated guidelines for the field data collection.

6) Question and answer on MDD-W data collection

After the role play and group exercise, participants were given an opportunity to ask questions. Some important question were raised:

- What should be the action if there are no women of reproductive age in the visited household?

In this regard, they were advised that another household listed in the HBS should be visited if possible, otherwise two women of reproductive age would be interviewed from one household

- Whether or not a wedding should be considered as an unusual day?

    All enumerators agreed upon the definition of special/atypical days (such as, feast days and ceremonies). Weddings are considered special days in terms of having more meals than usual. If a respondent is on a special diet for a short period of time, the enumerator should reschedule the interview for a day when the respondent returns to their regular eating habits.

A question and answer document (ANNEX 7) was provided to all enumerators for use during data collection along with a list of commonly consumed foods (ANNEX 8) and mixed dished in Tajikistan (ANNEX 9). The revised version of the MDD-W questionnaire is presented in ANNEX 10.

7) Concluding remarks

Mr Qulov delivered the closing remarks. They highlighted the following points:

- Integration of the MDD-W into the HBS in Tajikistan would be of great importance to inform policies for food and nutrition security. It is necessary to collect information regarding the diet diversity of people in the household and to be aware of the families' capacity to maintain a diverse diet;
- HBS is a sustainable survey conducted in Tajikistan on a regular basis. In this regard, AoS will consider the practicability of definitively integrating the MDD-W module, based on the results of nationwide data collection in 2016;
- Data collection will be conducted right after the refresher trainings, during July and August in the five regions of the country: Dushanbe, Sughd, Khatlon, RRS, GBAO. It targets data collection from at least 2000 women of reproductive age (15-49 y). AoS personnel will enter the data into Excel spreadsheets and perform statistical analysis and report the results under the supervision of FAO HQ;
- Umeda Sadykova from FAOTJ will closely monitor the development of the data collection, data analysis and reporting;
- Staff of ESNA, Nutrition Division, FAO HQ will provide necessary technical support to AoS for conducting statistical analysis and reporting.

4. TRAINING COURSES ON DATA ANALYSIS

The training on data analysis included guidance on coding, data analysis in Excel spreadsheets, and how to interpret and report the results. Each step was described and practiced during the training. During the course, the MDD-W questionnaires completed by the participants during the refresher training the day before in Dushanbe were used. During the training participants were asked to:

- Enter data collected from MDD-W questionnaires (completed the day before in the refresher training) into laptops provided by the AoS
- In groups of 2 conduct data analysis under the supervision of FAO HQ
- Interpret the results and draw conclusions
- Present results found to all participants

Key points were explained:

- The 16 food groups in the MDD-W are aggregated into 10 food groups (ANNEX 11) to calculate the final score between 0 – 10 food groups, with the cut-off at 5 food groups. A score equal or higher than 5 indicates a higher probability that a woman meets the minimum dietary diversity than women eating 4 or less food groups.
- Results after data analysis can indicate the percentage of women consuming each food group, as well as, the frequencies by age, geographic location, season, socio-economic status and other variables.
- Scores can also denote households consuming food groups that are rich sources of specific nutrients (e.g. vitamin A).
- MDD-W tool can be applied to a national or local level through integration into the existing HBS model, and can be easily adapted for either urban or rural areas. The tool is useful for national nutrition surveillance, to assess baselines and to track the nutrition impact of food and nutrition interventions.

An additional one day one-on-one training was provided to the lead data analysis specialist at AoS. Detailed data analysis was conducted, data were disaggregated by regions, by rural/urban areas and by household income. It was clearly explained how to interpret and report the results.

Examples of how to present MDD-W results are provided in ANNEX 12.

5. M&E WORKSHOP & ROUNDTABLE DISCUSSIONS

An M&E workshop was held Dushanbe on 22 July and two one-hour roundtable discussions in Sughd and Khatlon regions on 25 and 27 July, respectively. The activities were organized by AoS with technical support from FAO.

1. M&E Workshop

The workshop was attended by AoS staff, M&E supervisors from each region, Ministry of Health (MoH) and FAO staff. The aim of the M&E workshop was to create a working M&E framework document that could be piloted during the July and August MDD-W data collection. During the workshop, FAO staff presented the basic concepts of M&E, the steps required to develop an M&E framework and introduced the concept of establishing an M&E committee. Discussions were held with AoS staff, M&E supervisors and Dr. Sherali R. Rahmatulloev (Head of the Maternal and Child Health Care and Family Planning Department, MoH) to obtain information on the current practice of AoS in terms of M&E for HBS and what capacity that they have to include M&E of MDD-W in their current work. Discussions were focused on setting indicators and targets for pre-fieldwork, fieldwork and

post-fieldwork that are feasible and simple to collect, and specifically working to select indicators where information is already collected.

2. Roundtable Discussions

The roundtable discussions in both Sughd and Khatlon regions were attended by M&E supervisors from the specific region and AoS staff. The roundtable discussions were used as an opportunity to speak to M&E supervisors in different regions to see what information they are currently collecting in their regions for M&E. The roundtable discussion held in Sughd region helped to generate a list of indictors to use to monitor field work activities. The proposed indicators were then presented during the roundtable discussion in Khatlon and were validated by the M&E supervisors from the region. The participants of the roundtable in Khatlon suggested a few changes to the proposed indictors which included, changing the indicator "how many complete questionnaires?" to "how many incomplete questionnaires?" and provided information on where the information for measuring the indicator could be collected from.

The discussions during the workshop and roundtable meetings helped to define the activities to be monitored and formulate a list of indicators to be included in the M&E framework. The draft M&E framework can be found in ANNEX 13.

ANNEX 1A
Agenda of the refresher trainings for each region

Refresher Training Course on Integrating Minimum Dietary Diversity - Women (MDD-W) into the Household Budget Survey

Conference hall, Agency on Statistics under President of The Republic of Tajikistan, Dushanbe, Tajikistan, 21 July 2016
AGENDA

One-day refresher training (21 July)			
	Topic	**Speaker**	**Materials**
08:30-09:00	Registration	All participants	Name tag + training material pack
09:00-09:15	Welcoming Remarks	Abduvali Qulov + Warren Lee	
09:15-09:30	Introduction of participants	Umeda S. + All participants	
09:30-10:15	-Participants' knowledge on MDD-W, challenges and difficulties in the field • Data collection (24-h recall) • Underlying food groups • Coding, and calculation • Logistic issues -Participants' expectations from the refresher training	Umeda + AoS facilitators + All participants + FAO HQ supervision	Flip charts + markers+ cardboards+ Projector
10:15-10:30	Coffee break		
10:30-11:15	-Objectives of the refresher training -Clarification of the most challenging issues raised by the participants + Q&A	AoS facilitator + Umeda + FAO HQ supervision	Projector
11:15-12:00	Demonstration of the method (role play) + probing questions+ Q&A. (enumerators will demonstrate the method)	AoS Facilitators + Umeda+ FAO HQ supervision + All participants	Flip charts+ previously adapted MDD-W questionnaire
12:00-13:00	Lunch		
13:00-15:00	Group exercise: practice of the 24 hour-recall and probing questions, underlying food groups and coding and calculating the score	AoS Facilitators + Umeda + FAO HQ supervision + All participants	Flip charts+ markers+ EX1 + list of local mixed dishes

15:00-15:15	Tea break		
15:15-16:00	Participants' feedback on MDD-W data collection and coding Q&A	AoS Facilitators + Umeda+ FAO HQ supervision + All participants	Projector+ Flip charts+ markers
16:00-16:30	Overall evaluation and discussion on the filled out MDD-W questionnaires, logistic issues, challenges (hypothetic examples) and how to overcome potential difficulties that can be encountered in the field.	AoS Facilitators + FAO HQ supervision + Umeda + All participants	Flip Chart + Markers
16:30-17:00	**Closing Remarks:** Practicality and challenge of integrating DDS into HBS	Abduvali Qulov + Warren Lee	

Refresher Training Course on Integrating Minimum Dietary Diversity - Women (MDD-W) into the Household Budget Survey

Conference hall, Agency on Statistics under President of The Republic of Tajikistan, Khujand, Tajikistan, 25 July 2016
AGENDA

One-day refresher training (25th July)			
	Topic	**Speaker**	**Materials**
08:00-08:30	Registration	All participants	Name tag + training material pack
08:30-08:45	Welcoming Remarks	Abduvali Qulov + Warren Lee	
08:45-09:00	Introduction of participants	Umeda S. + All participants	
09:00-09:30	-Participants' knowledge on MDD-W, challenges and difficulties in the field - Data collection (24-h recall) - Underlying food groups - Coding, and calculation - Logistic issues -Participants' expectations from the refresher training	Umeda + AoS facilitators + All participants + FAO HQ supervision	Flip charts + markers+ cardboards+ Projector
09:30-10:00	-Objectives of the refresher training -Clarification of the most challenging issues raised by the participants + Q&A	AoS facilitator + Umeda + FAO HQ supervision	Projector
10:00-10:15	Coffee break		
10:15-11:00	Demonstration of the method (role play) + probing questions+ Q&A. (enumerators will demonstrate the method)	AoS Facilitators + Umeda+ FAO HQ supervision + All participants	Flip charts+ previously adapted MDD-W questionnaire
11:00-12:00	Group exercise: practice of the 24 hour-recall and probing questions, underlying food groups and coding and calculating the score (tandem)	AoS Facilitators + Umeda + FAO HQ supervision + All participants	Flip charts+ markers+ EX1 + list of local mixed dishes
12:00-13:00	Lunch		
13:00-14:00	Cont....Group exercise:	AoS Facilitators + Umeda+ FAO HQ supervision + All	Projector+ Flip charts+ markers

		participants	
14:00-15:00	Participants' feedback on MDD-W data collection and coding Q&A	AoS Facilitators + Umeda+ FAO HQ supervision + All participants	Projector+ Flip charts+ markers
15:00-15:15	Tea break		
15:15-15:45	Q&A session: Overall evaluation and discussion on the filled out MDD-W questionnaires, logistic issues, challenges (hypothetic examples) and how to overcome potential difficulties that can be encountered in the field.	AoS Facilitators + FAO HQ supervision + Umeda + All participants	Flip Chart + Markers
15:45-16:00	Closing remarks: Practicality and challenge of integrating DDS into HBS and closing remarks	Abduvali Qulov + Warren Lee	Projector
M&E round table discussion			
16:00-17:00	Discussion on the following topics: • M&E framework What is M&E? Why is it important? • Description of the proposed M&E framework. How to use the tools? What are the activities to be monitored? What are the actions to be taken? • M&E committee • Appoint a M&E supervisor? - What are the key functions of the M&E supervisor? -How to report to the M&E committee? • Immediate next steps and follow-up actions	AoS (Central and regional office) FAO HQ Umeda	

Refresher Training Course on Integrating Minimum Dietary Diversity - Women (MDD-W) into the Household Budget Survey

Conference hall, Agency on Statistics under President of The Republic of Tajikistan, Khatlon, Tajikistan, 27 July 2016
AGENDA

One-day refresher training (27th July)			
	Topic	**Speaker**	**Materials**
08:00-08:30	Registration	All participants	Name tag + training material pack
08:30-08:45	Welcoming Remarks	Abduvali Qulov + Warren Lee	
08:45-09:00	Introduction of participants	Umeda S. + All participants	
09:00-09:30	-Participants' knowledge on MDD-W, challenges and difficulties in the field • Data collection (24-h recall) • Underlying food groups • Coding, and calculation • Logistic issues -Participants' expectations from the refresher training	Umeda + AoS facilitators + All participants + FAO HQ supervision	Flip charts + markers+ cardboards+ Projector
09:30-10:00	-Objectives of the refresher training -Clarification of the most challenging issues raised by the participants + Q&A	AoS facilitator + Umeda + FAO HQ supervision	Projector
10:00-10:15	Coffee break		
10:15-11:00	Demonstration of the method (role play) + probing questions+ Q&A. (enumerators will demonstrate the method)	AoS Facilitators + Umeda+ FAO HQ supervision + All participants	Flip charts+ previously adapted MDD-W questionnaire
11:00-12:00	Group exercise: practice of the 24 hour-recall and probing questions, underlying food groups and coding and calculating the score (tandem)	AoS Facilitators + Umeda + FAO HQ supervision + All participants	Flip charts+ markers+ EX1 + list of local mixed dishes
12:00-13:00	Lunch		
13:00-	Cont….Group exercise:	AoS Facilitators + Umeda+	Projector+ Flip

14:00		FAO HQ supervision + All participants	charts+ markers
14:00-15:00	Participants' feedback on MDD-W data collection and coding Q&A	AoS Facilitators + Umeda+ FAO HQ supervision + All participants	Projector+ Flip charts+ markers
15:00-15:15	Tea break		
15:15-15:45	Q&A session: Overall evaluation and discussion on the filled out MDD-W questionnaires, logistic issues, challenges (hypothetic examples) and how to overcome potential difficulties that can be encountered in the field.	AoS Facilitators + FAO HQ supervision + Umeda + All participants	Flip Chart + Markers
15:45-16:00	Closing remarks: Practicality and challenge of integrating DDS into HBS and closing remarks	Abduvali Qulov + Warren Lee	Projector
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List of participants in the refresher trainings for each region

List of participants
**Refresher Training Course on Integrating Minimum Dietary Diversity - Women (MDD-W)
into the Household Budget Survey**

Dushanbe and Districts of Republican Subordination (DRS)

July 21, 2016

	Name	**Position/District**
1.	Qulov Abduvali	Chief of Department/AoS Central level
2.	Sharipova Bunafsha	Leading Specialist /AoS Central level
3.	Khasanov Faridun	Specialist/ AoS Central level
4.	Nurulloeva Zulkhumor	Enumerator/ Dushanbe
5.	Azimova Mahbuba	Enumerator/ Dushanbe
6.	Haitov Zikrullo	Enumerator/ Dushanbe
7.	Saidov Olimjon	Enumerator/ Dushanbe
8.	Murodbekova F.	Enumerator/ Dushanbe
9.	Norova Shodona	Enumerator/ Dushanbe
10.	Norova Mohira	Enumerator/ Gissar
11.	Kalandarov Saidahmad	Enumerator/Gissar
12.	Sherbutaev Ochildi	Enumerator/Shahrinav
13.	Radjabova Marjona	Enumerator/Tursun-zade
14.	Eshmurzoev Bahodur	Enumerator/Tursun-zade
15.	Tagoeva Mehrafruz	Enumerator/Vahdat
16.	Rakhimov Pirmahmad	Enumerator/Vahdat
17.	Khakimov Ilkhom	Enumerator/Rudaki
18.	Nahriddinov Habibullo	Enumerator/Faizobod
19.	Dolotova Elena	Enumerator/Rogun

List of participants
Refresher Training Course on Integrating Minimum Dietary Diversity - Women (MDD-W)
into the Household Budget Survey

Khujand, Sugd region

July 25, 2016

	Name	Position
1.	Abdulloev Narzullo	Enumerator
2.	Alimova Muyassar	Enumerator
3.	Mansuri Naima	Enumerator
4.	Matluba Mamadjanova	Enumerator/B.Gafurov
5.	Firuza Ganieva	Enumerator/B.Gafurov
6.	Ali Isomiddinov	Enumerator/B.Gafurov
7.	Barno Khakimova	Enumerator
8.	Ugulhon Usupova	Enumerator/Isfara
9.	Dilrabo Juraboeva	Enumerator/J.Rasulov
10.	Dilafruz Gafurova	Enumerator/Spitamen
11.	Naimjon Narziev	Enumerator/Istarafshan
12.	Guljahon Ahrorova	Enumerator/Istarafshan
13.	Odil Aslonov	Enumerator/Devashtich
14.	Lutfiya Sattorova	Enumerator/Panjakent
15	Sabohat Saidova	Enumerator/Khujand
16	Sharifa Sharipova	Enumerator/Khujand
17	Anvar Mamajonov	Enumerator/Khujand

List of participants
Refresher Training Course on Integrating Minimum Dietary Diversity - Women (MDD-W) into the Household Budget Survey

Kurgan-tube, Khatlon region

July 27, 2016

	Name	Position
1.	Farishta Habibulloeva	Enumerator/KT
2.	Sarvinoz Kurbonnazarova	Enumerator/KT
3.	Khurshed Ashurov	Enumerator/ KT
4.	Ashurova Donagul	Enumerator/Kulob
5.	HaytaliAskarov	Enumerator/Vakhsh
6.	Nurmahmad Allanazarov	Enumerator/Khuroson
7.	Mahmadusuf Khashimov	Enumerator/A.Jomi
8.	Fayzali Khaitov	Enumerator/Dangara
9.	Abduroziq Mirmahmadov	Enumerator/J.Balkhi
10.	Rahmatullo Darvozov	Enumerator/Panj
11.	Sanavbar Qarshieva	Enumerator/Shahrituz
12.	Zebo Abdulloeva	Enumerator/Kulob
13.	Abdusamad Teshaev	Enumerator/Vose
14.	Makoniddin Azizov	Enumerator/Temurmalik
15.	Zokir Shamsov	Enumerator/Kulob
16	Mayram Sharipova	Enumerator/KT
17	Nuqramo Nazarova	Enumerator/Bokhtar
18	Zarina Nazbutova	Enumerator/Bokhtar
19	Nagzigul Najmiddinova	Enumerator/Sarband
20	Sharipova Mayram	Enumerator/KT

Agenda of the data analysis training

Training Course on Data Analysis of Minimum Dietary Diversity - Women (MDD-W)

Conference hall, Agency on Statistics under President of The Republic of Tajikistan, Dushanbe, Tajikistan, 22 July 2016, 13:00-17:00
AGENDA

Training course on MDD-W data analysis			
	Topic	**Speaker**	**Materials**
13:30-14:00	Registration	All participants	Name tag + training material pack
14:00-14:10	Introduction of participants	Umeda + All participants	
14:10-14:20	-What is the participants' knowledge on MDD-W -Expectations from the training?	FAO HQ + Umeda+ All participants	Flip charts + markers+ cardboards+ Projector
14:20-14:45	-Objectives of the training -Importance of adequate MDD-W data analysis and interpretation -Presentation on Data analysis, interpretation and reporting of dietary diversity scores + Q&A	FAO HQ + Umeda	Projector
14:45-15:15	Group exercise: data analysis of the MDD-W questionnaires filled out in the refresher training + Interpretation of the results + Q&A session	FAO HQ + Umeda + All participants	Computers Projector Flip chart + markers
15:15-15:30	Tea break		
15:30-16:00	Cont….Group exercise	FAO HQ + Umeda + All participants	Computers Projector Flip chart + markers
16:00-16:30	Presentation of results and interpretation from group exercise	FAO HQ + Umeda + All participants	Flip Chart + Markers
16:30-17:00	Q&A session: Overall evaluation of the data analysis and interpretation of MDD-W results	FAO HQ + Umeda + All participants	Flip Chart + Markers

List of participants in the data analysis training and M&E Workshop

List of participants
Data Analysis training and M&E workshop
Dushanbe, July 22, 2016

	Name	Position
1.	Qulov Abduvali	Chief of Department/ AoS
2.	Sharipova Bunafsha	Leading Specialist/AoS
3.	Kurbonov Naim	Specialist/AoS
4.	Safarov Najibullo	Specialist/AoS
5.	Mamadamonov Nekruz	Specialist/AoS
6.	Nizomiddinov Murod	Specialist/AoS
7.	Khasanov Faridun	Specialist/AoS
8.	Karimova Aziza	Specialist/AoS
9.	Parvizi Amrullo	Specialist/AoS
10.	Sherali Rakhmatulloev	Chief of MCH Department/ MoH

ANNEX 3
Agenda of the M&E workshop

Workshop on Monitoring and Evaluation (M&E) framework to ensure that MDD-W data collected are of high quality

Conference hall, Agency on Statistics under President of The Republic of Tajikistan, Dushanbe, Tajikistan, 22 July 2016, 8:30 – 12:00
AGENDA

M&E workshop			
	Topic	**Speaker**	**Materials**
08:30-09:00	Registration	All participants	Name tag + training material pack
09:00-09:10	Welcoming Remarks	Abduvali Qulov + Warren Lee	
09:10-09:20	Introduction of participants	Umeda + All participants	
09:20-09:35	- What is the participants' knowledge on MDD-W and M&E? - Expectations from the workshop?	FAO HQ + Umeda+ All participants	Flip charts + markers+
09:35-10:15	- Objectives of the workshop - Presentation on M&E framework What is M&E? Why is it important? Is there any M&E framework in place? - Description of the proposed M&E framework. How to use the tools? What are the activities to be monitored? What are the actions to be taken? -Q&A	FAO HQ + Umeda	Projector Flip charts + markers+
10:15-10:30	Coffee break		
10:30-11:00	Group exercise: Discuss on the M&E framework/indicators/outcomes + expected impact.	FAO HQ + Umeda + All participants	Projector+ Flip charts+ markers M&E forms
11:00-11:15	Presentation of outcomes from group discussions	FAO HQ + Umeda + All participants	Projector M&E forms
11:15-	Discussion and agreement in plenary	FAO HQ + Umeda + All	

11:30	on what/how the M&E framework should be implemented	participants	
11:30-12:00	- Establish an M&E committee What are the key functions of this committee? Who is able to commit to participate in this committee? - Appoint/Suggest M&E supervisors What are the key functions of the M&E supervisors? Who is able to commit to participate as M&E supervisor?	FAO HQ + Umeda + All participants	Projector+ Flip charts+ markers M&E forms
12:00-12:15	**Closing remarks:** Conclusion: Immediate next steps and follow-up actions	Abduvali Qulov + Warren Lee	
12:00-13:00	Lunch		

ANNEX 4

Exercise plan for the training courses
Refresher training in MDD-W data collection
M&E workshop and
MDD-W data analysis

A. Exercises plan for the refresher workshop Integrating Minimum Dietary Diversity - Women (MDD-W) into the Household Budget Survey (19, 25 and 27 July 2016)

Session 1: Participants' knowledge on MDD-W and expectations (45 mins)

Moderator: FAO HQ + Umeda + AoS trainers
 Flip chart: Claudia/Saba, Umeda
 Method:
 • Divide into groups randomly (4-5 participants per each group)
 • Select 1 group representative
 • Discuss the following questions which will be displayed on the screen and/or flipchart
     ○ Participants' knowledge on MDD-W, challenges and difficulties in the field
         ○ Data collection (24-h recall)
         ○ Underlying food groups
         ○ Coding, and calculation
         ○ Logistic issues
 	
 • Also discuss the following:
     ○ What do you expect to gain from the MDD-W training
     ○ Any challenges you can anticipate in conducting MDD-W in the field
     ○ Any other expectations
 	
 • The group representative write their answers on the memos (use colors of memos to categorize the answers for each question) and paste them on the flipcharts under the corresponding questions
 Materials: flipcharts(3 papers with written questions in English and Tajik), pens, colorful memos, cutter/scissors, markers, tapes

Session 2: Explanation of MDD-W questions (45 mins)
Moderator: FAO HQ + Umeda + AoS trainers   **Method:**   • Objectives of the training will be tailored according to participants' knowledge and expectations   • Provide clarification of the most challenging issues raised by the participants
Session 2: Demonstration of the method (45 mins)
Moderator: FAO HQ + Umeda + AoS trainers   **Flip chart:** Claudia/Saba, Umeda   **Demonstration: Enumerators/participants in the training**   **Method:**   • Role-play   • Steps: please refer to the instructions for administering MDD-W (for Taji)   • Enumerators (2) conduct the interview   • Claudia/Saba and Umeda write down the food items divided by meals on flipcharts in both English and Tajik   • Clarifications are provided by FAOHQ   • Enumerators then continue the part of probing questions

• Q&A
Material: Updated MDD-W questionnaires, flipcharts

Session 3: Group exercise: Exercise for MDD-W training: Interview, underline the food items and probing (2 hour)
Moderator: FAO HQ + Umeda + AoS trainers
Flip chart: Claudia/Saba, Umeda
Method:

• Divide into X groups randomly (3 participants per each) to do the practice in tandem
      1. Trainers walk around and provide instruction
      2. Everyone should play as interviewer and interviewee once
      3. Participants who is not in the role play can act as observer and note down the problem and difficulties
      4. Remind the participants to keep the exercise sheet questionnaire throughout the training period

Material: Updated MDD-W questionnaires, flipcharts, pens, papers/notebook, List of local mix dishes, Q&A, MDD-W instructions

Session 4: Group exercise: Participants' feedback on MDD-W data collection (45 mins)
Moderator: FAO HQ + Umeda + AoS trainers
Flip chart: Claudia/Saba, Umeda
Method:

• After the role play exercise, participants discuss with their group mates about the problems and difficulties encountered
  • Select 1 group representative and present the summary of their discussion
  • FAO HQ, Umeda help mark the main points on the flip charts in both English and Tajik
  • Final remark by the trainer
      1. Integrate their sharing as well as point out the problems spotted
      2. Provide advice
  Material: Flipcharts, pen, markers, notes/papers

Session 5: Overall evaluation and discussion (30 min)
Moderator: FAO HQ + Umeda + AoS trainers
Flip chart: Claudia/Saba, Umeda
Method:
• Overall evaluation of the MDD-W data collection   • Q&A

B. **Exercises plan for the** M&E Framework workshop to ensure MDD-W data collection are of high quality – July 20th

Session 1: What is the participants knowledge on MDD-W and M&E
Moderator: FAO HQ + Umeda
Method:
• Present on ppt slides   • ask participants what their knowledge is and their expectations of the workshop and write answers on flip chart

Session 2: Explanation of M&E and the framework
Moderator: FAO HQ + Umeda
Method:

• Present on ppt. slides

Session 3: Describing the M&E framework and define key terms

Moderator: FAO HQ + Umeda
Flip chart: Claudia/Saba, Umeda
Method:
    • Ask participants to define what the impact, outcome, output and activities for the MDD-W data collection project are
    • Provide examples on what we believe at the impact, outcome, output and activities

Session 4: Group exercise: completing an M&E Framework

Moderator: FAO HQ + Umeda
Flip chart: Claudia/Saba, Umeda
Method:
    • Using ppt slides describe what the components of the M&E framework are
    • Divide everyone in groups of 3 and ask them to complete an M&E framework (on a template provided by us)
    • Ask each group to nominate one person to present results to everyone
    • As they present their results we copy it on a flip chat

Session 5: Discussion and agreement on the M&E framework developed by the group exercise

Moderator: FAO HQ + Umeda
Flip chart: Claudia/Saba, Umeda
Method:
    • Present the outcome from the group exercise
    • Discuss and agree on an M&E framework that will be implemented as a pilot

Session 6: Presentation on M&E committee and discussion on potential members

Moderator: FAO HQ + Umeda
Flip chart: Claudia/Saba, Umeda
Method:
    • Present about M&E committee using ppt. slides
    • Discussion about who should be a member
    • Select participants for the committee

C. **Exercises plan for the data analysis training course – July 20th**

Session 1: What is the participants knowledge on MDD-W data analysis (20 min)
Moderator: Claudia, Saba + Umeda **Flipchart:** Claudia/Saba, Umeda **Method:**   • ask participants what their knowledge is and their expectations of the workshop and write answers on flip chart

Session 2: Presentation (40 min)

Moderator: FAO HQ + Umeda
Method:
    • Present on ppt. slides
        o Objectives of the training:
            Data entry and statistical analysis
        o Importance of adequate MDD-W data analysis and interpretation
        o Presentation on Data analysis, interpretation and reporting of dietary diversity scores

• Q&A
Session 3, 4 and 5: Group Exercise (90 min)
Moderator: FAO HQ + Umeda **Flip chart:** Claudia/Saba, Umeda **Method:**   - Ask participants to enter the data collected the day before by the enumerators. (Participants will be divided in groups according to the number of available computers)   - Participants in groups will conduct data analysis under the supervision of FAO HQ   - Participants in groups will interpret the results and draw conclusions   - One represent of each group will present the results and interpretation   - Q&A, open discussion and overall evaluation   **Material: Filled out MDD-W questionnaires, laptops, flipcharts**
Session 5: Overall evaluation and discussion (30 min)
Moderator: FAO HQ + Umeda **Flip chart:** Claudia/Saba, Umeda **Method:**   - Overall evaluation of the data analysis and interpretation of MDD-W results   - Q&A

ANNEX 5
Instructions for administering MDD-W questionnarie

1. Introduce yourself and explain the purpose of the interview clearly in layman language.
2. Fill in the MDD-W Code and demographic information, make sure all items are filled in correctly (call out the answer to the respondent)
3. Ask the respondent if the previous day was a usual/typical day in terms of their food intake. Ask if they consumed more or less than usual. If the previous day's intake was usual then continue with the questionnaire.
4. Explain to the respondent that you are going to ask her a series of questions about the foods and drinks that she consumed the previous day or the last 24-hour. The 24-hour cycle lasted from the time she got up in the morning yesterday until at the time she got up in the morning today. It doesn't matter that the recall period spans over two calendar days. Both inside and outside home food consumption are counted. Tell the respondent that there are no correct or incorrect answers.
5. If the respondent is the one who is responsible for cooking in the family, remind her that you are going to ask about the diet that she actually consumed but not the diets of her family.
6. Ask the respondent to think back to yesterday, to the time she woke up in the morning. Ask her to tell you the first thing she ate or drank – record this in the free recall space. For the Tajik eating habits, the first foods eaten in the morning are usually at breakfast. You should also ascertain if she ate or drank anything in between the time she got up in the morning and the breakfast.
7. Continue asking "after breakfast, when was the next meal, food, or drink she consumed?" And record everything including water in the open space. Continue through the entire day until the respondent went to bed. Be cautious that some women might eat or drink at night, e.g. Lactating mothers breast feed infants at night. Use local names for meal occasions such as breakfast, lunch, dinner, meal, tea and shirini. Record these items in the space provided in the questionnaire.
8. Probe for food, drinks, tea and shirini eaten between the three main meals with the respondent. Probe for added foods such as sugar in tea, jam in bread, oil in mixed dishes or greens in soups and salads.
9. For any mixed dishes (e.g. plov, shurbo or mantu) record each ingredient in the free recall space. Please refer to the recipes in the document "List of common mixed dishes classified by meals" have been underlined in the food group.

10. Apply the minimum quantity rule, **excluding** food groups that contain quantity less than 15g per day (but not per meal) (15g is roughly about one tablespoon). Except for salt, spices and condiments in group 16.

11. After the respondent recalls all the foods and drinks consumed, start underlining the corresponding foods items listed in the appropriate food groups. Underline food items in the food groups meal by meal in chronological order in order to avoid confusion. For foods or dishes not listed in any food group, write it in the "Remark" column on the questionnaire and discuss with the supervisor.

12. Write "1" in the column next to the food group if at least one food in this group has been underlined. Do not write ''0'' in the column next to the food group at this stage if no food items have been underlined in the food group.

13. Continue to probe for food groups where no food was underlined. It is not necessary to read out to the respondent the exact name of the food group, but simply ask (for example) about fruits, vegetables or tubers if these groups were not previously reported. Write "0" in the column next to the food group when it is certain that no foods in that group were eaten.

14. For foods with unknown ingredients; write down the name of the food in the "Remarks" section at the end of the questionnaire. Ask the respondent to check the ingredients from the person who prepared the foods and get back to you later. Alternatively if the food was bought from the market, go and check the ingredients from the shop in the market.

Time: 07:00	**Meal/ Tea break/ Shirini:** Breakfast
Fried eggs with flux oil, tea with sugar, wheat bread, nuts	

Time: 10:00	**Meal/ Tea break/ Shirini:** Tea break
Coffee with sugar, *chagaldak (*fried wheat dough with potato and onion)	

Time: 12:30	**Meal/ Tea break/ Shirini:** Lunch
Rice porridge (rice, carrot, pumpkin, potato, onion, tomato, peas, beef meat, oil, coriander, dill all cooked on the wood), tomato juice, plain tea (no sugar), bread, grapes, water	

Time: 15:30	**Meal/ Tea break/ Shirini:** Shirini
Almonds, nuts, sweet candies, cold tea with sugar, water	

Time: 19:00	**Meal/ Tea break/ Shirini:** Dinner
Grilled chicken with chili pepper and salt, *chagaldak* (fried wheat dough, chilli pepper, salt, coriander), tinned cucumber, watermelon, pistachios, apple, grapes, cherry juice, tea, bread (made of milk), cake (layered cake of puff pastry, cream made of eggs, milk, sugar)	

Time: 22:00	**Meal/ Tea break/ Shirini:**
Water, bread	

Frequently asked questions and answers for MDD-W assessment

1. **How many enumerators should be present at the household to undertake MDD-W interview with the respondent?**

   No more than 2 enumerators should be present in the household; otherwise, the respondent would feel uncomfortable, in particular among women, and she might refuse to be interviewed.

2. **What is the target group in the household for MDD-W data collection?**

   The target individuals in the household are women at reproductive age, i.e. 15-49 years old. It is desirable to interview the woman who prepares foods for the family if there is more than one woman meeting the criteria in the same household.

3. **If the target woman in the household is not available or if the previous 24-hour was not a usual/ typical day, what should we do?**

   Only one woman meeting the selection criteria should be interviewed. The enumerator should make a future appointment to visit the target woman again in a few days' time. Alternatively, if there is a woman in the household falling within 15-49 years of age and meeting the selection criteria, the enumerator may consider interviewing this woman as an alternative.

4. **What are unusual/ untypical days that the enumerators should not base on which to collect MDD-W information?**

   i. Unusual/ untypical days refer to those days in which food habits of the sample population are different from usual days, such as Ramadan, religious ceremonies with feasts and other ceremonies. At the same time, food habits of most people at country, region, district, jamoat or family level are also different from usual days. However, cerebrations of birthdays, weddings, family visits, eating out at restaurants , etc. that are customary in Tajikistan should be regarded as usual days.

   ii. Respondents with acute health conditions, such as surgical operations, fasting for medical treatments or diarrhea, etc. should be regarded as unusual days. While respondents with chronic disease conditions such as diabetes, high blood pressure or coronary heart diseases, etc. that need to follow a special diet for life, food recall on those long-term special diets should be regarded as usual days.

   iii. Respondent fast for a few days with religious reasons prior to Ramadan should be regarded as unusual days.

5. **Should we consider eating at parent's, friend's or neighbor's places as usual/typical days?**

    It should be usual days because these events are popular in the Tajik's culture.

6. **Shall the enumerator record all foods that the woman prepared for the family including those she did not actually eat?**

    It is the foods and drink actually consumed by the woman herself should be recorded in the questionnaire. Any foods, drinks or dishes, although prepared by the woman, but were not actually consumed by herself should not be recorded.

7. **Shall the enumerator record food or drinks consumed by lactating women after she has gone to bed at night in order to practice breastfeeding?**

    Yes, any food consumed from the time getting up in the morning during yesterday until the time she got up in the morning as of today, including foods or drinks taken overnight, should be recorded in the questionnaire.

8. **Is there any difference between grouping sweet pepper (bulgori) red in color and green in color?**

    Sweet pepper (bulgori) red in color is high in vitamin A than those with other colors. Red color sweet pepper should be grouped under Group 3 (Vitamin A rich vegetables and tubers), while green and other colors sweet peppers should be grouped under Group 5 (Other vegetables).

9. **What about foods or drinks eaten at any time during the day, e.g. nuts, chocolate, fruits and dried fruits or tea?**

    Enter these item(s) in the space provided for tea breaks/ shirini between main meals corresponding to the time she consumed the food or drink during the day.

10. **Shall greens (herbs) be grouped under Group 16 (Spices, condiments, beverages) if any of these greens (herbs) is/are consumed in a large quantity?**

    Greens or herbs should be entered into Group 4 (Dark green leafy vegetables, DGLV) when the amount consumed is at least one table spoon per day. If consumption is less than one table spoon per day, these greens or herbs should be considered as condiments and grouped under Group 16.

ANNEX 8
List of available foods in Tajikistan

Number	Food group	Locally available foods
1	**Cereals**	Wheat, barley [perlofca], buckwheat, oats, maize, rice, sorghum, pasta, wheat bread, rye and other bread, wheat flour, other flour, pasta products, kirieshki (snack made from flour), pop corn
2	**White roots and tubers**	Potato, turnip (yellow, white), radish (red,green)
3	**Vitamin A rich vegetables and tubers**	Pumpkin, carrot, red sweet pepper(bulgori), squash
4	**Dark green leafy vegetables (DGLV)**	- Spinach, rhubarb, siyoalaf, bargi salat; - dill, coriander, mint, parsley, blue basilica, green garlic, green onion, sorrel, celery, grape leaves, jagh-jagh {Consider as DGLV when consumed at least one table spoon of these vegetable(s) per day. Otherwise, go to Group 16}
5	**Other vegetables**	Cabbage, cauliflower, garlic, cucumber, leek, tomato, onion, eggplant, beetroot, mushrooms fresh and dried, anzur, green beans, green pepper
6	**Vitamin A rich fruits**	Apricot [quoq] and dried apricot, peach and dried peach, persimmon
7	**Other fruits**	Apple, banana, lemon, watermelon, mandarin, grapes, pears, melon, muskmelon, dried fruits and berries, raisins, oranges, cherries, figs, plum, pomegranate, prune, quince, raspberries, strawberries, blackberries, mulberries, king mulberries, yellow cherry, plum (orange-color), sinjid, chelon, dulona, kiwi, pineapple, grapefruit, simorodina, green apricot, hips
8	**Flesh foods and organ meat**	Beef, mutton, goat, chukar, rabbit, chicken, goose, turkey, quail, sausages, veal, lamb and chevron, meat of wild animals and games, sausage products and smoked meat, horse, duck, ox tail, liver, kidney, heart, lung, stomach, intestine, tongue, brain (goat and sheep), spleen [saburs] (cow, goat and sheep), pustdumba (skin of button sheep)
9	**Eggs**	Quail eggs, chicken eggs, goose eggs, turkey eggs, duck eggs
10	**Fish and sea foods**	Fresh and frozen fish, canned fish, smoked fish, dried fish, caviar, crab sticks
11	**Beans and peas**	Mung bean, peas, red beans, white beans, lentils, chickpeas

12	**Nuts and seeds**	Sesame seeds, pistachios, almonds, pumpkin seeds, sunflower seeds, walnuts, peanuts, apricot seeds, hazelnut, pecan
13	**Milk and milk products**	Milk, skim milk, sour milk, yogurt, qurut (dried yogurt), ice-cream, kefir, chaka, kaymak (sour cream), cheese, sour cream/smetana, powdered milk, condensed milk, tvorog, falla (colostrum from cow), goat milk
14	**Oils and fats**	Vegetable oil (sunflower, flax, sesame, cotton, olive), butter, sheep fat, margarine, mayonnaise, ravgani zard (oil prepared from kaimak and butter), mahsar/saflo oil (plant oil), mixed oil (animal fat and vegetable oil), turta (sediment of boiled kaymak), potato chips
15	**Sweets**	Sugar, honey, candies, chocolate, cakes, biscuits, jam, halva, baklava, obinabot (crystalised sugar), nishollo, shirini tut (Tajik snicker, mulberry paste with sugar), pechak
16	**Spices, condiments, beverages**	- black pepper, cumin, ketchup, salt, pripava (adviya), chicken/ beef cubes; balsamic vinager, vinager; - dill, coriander, mint, parsley, blue basilica, green garlic, green onion, sorrel, rosemary (small green leaves), black sesame seeds, bay leaf. {Consider as condiments when these vegetable(s) are consumed less than one table spoon a day. Otherwise, go to Group 4}; - coffee, black and green tea, khuch, fruit drinks (compote), sweet soda, water

ANNEX 9
List of most common mixed dishes classified by meals in Tajikistan

	A Breakfast	Ingredients
1	Black and green tea	Tea, sugar , honey
2	Boiled eggs and sausages (boiled/ fried)	Egg, oil, beef, chicken, soy bean, onion, greens, ketchup
3	Bread	Wheat flour, salt, variation: butter
4	Butter or margarine	Cow milk , maska
5	Chalpak	Wheat flour, oil, salt, greens, onion
6	Fried potatoes/ boiled potato	Oil, potatos, onion, variation: beef
7	Havloi tar	Wheat flour, sugar, oil, water/milk
8	Jam/murabbo	Fruits, sugar, water
9	Kefir/Yogurt/Qatiq	Kefir/Yogurt/Qatiq
10	Mannaya kasha	Semolina, milk, sugar, butter
11	Oshi omuch	Locally made wheat starch, milk, yellow oil or butter
12	Omelets	Egg, wheat flour, greens, oil
13	Orzuq	Wheat flour, oil, salt, milk, egg
14	Otala	Fried wheat flour with oil, milk, salt, water
15	Pancakes	Egg, wheat flour, egg, milk, oil, sugar
16	Kaymak	Kaymak (cream)
17	Shirbirinj	Milk, rice, salt, butter, water
18	Shirchoy	Tea,milk, salt, sometimes wallnuts are added,
19	Shirkadu	Pumpkin boiled into milk, salt, sugar
20	Shirravaghum	Milk, oil (maska), sometimes Kaimak is added
21	Smetana	Smetana (sour cream)
22	Quymog	Wheat flour, water, vegetable oil, chicken, egg

	B. Lunch/ Dinner	Ingredients
1	Borsh	Beetroots, cabbage, beef meat, onion, carrot, potato, tomato
2	Bread	Wheat flour
3	Damlama	Cabbage, carrot, potato, meat (beef or lamb), onion, oil, greens, chickpeas, garlic
4	Fatir	Wheat flour bread containing oil
5	Fruits	Apple, pear, peach, cherry, plump, pomegranate, grape, mandarin, kiwi, banana
6	Goluptsi	Sweet pepper (or cabbage), minced beef/mutton meet, onion, rice, grape leaves, oil, salt, water, condiments
7	Greens	Parsley, coriander, dill, sorrel, spring onions
8	Gushtbiryon	Fried meat (beef or lamb or goat) , onio, oil, condiments
9	Kadubiryon	Fried pumpkin, onion, oil, salt, sugar
10	Kalla pocha	Intestines, stomachs, leg, head of lamb, chickpeas, onion, greens all boiled, condiments

11	Kefir/Yogurt	Kefir/Yogurt
12	Kotlet	Minced meat (beef), onion, dried bread, oil
13	Lagman	Homemade noodles, oil, meat, vegetables, potatoes, herbs
14	Makaron plov /pasta plov	Oil, macaroni, meat, carrot, onion, tomato
15	Mantu	Wheat flour to make a steamed dough, meat (or pumpkin), onion, oil, local variation: potatoes
16	Mastova	Rice, oil, carrot, potato, meat, tomato, peppers, chickpeas, greens, sometime chakka is added
17	Moshkichiri	Mung beans, beans, oil, rice, carrot, onion, salt
18	Non-plov/ bread plov	Dried bread, onion, carrots, oil, potato, local variation: eggs
19	Okroshka	Cucumber, kefir, dill, mashed meat or sausage, egg, greens, radish
20	Fatir	Wheat flour, butter/ravgani zard
21	Fatir maska	Wheat flour(fatir), butter, milk
22	Plov/ osh	Rice, beef or mutton, chickpeas, carrots, onion, oil, condiment: cumin, hot pepper powder, dill, parsley, coriander, blackberries
23	Qalama	Wheat flour(dough), oil, eggs, sugar, sour cream
24	Qurutob	Small pieces of fatir (crashed wheat bread) hot water, yoghurt and cucumber, tomato, onion, oil, green vegetables and meat
25	Rasolnik	Meat, oat, cucumbers, carrot, oil, potato, greens
26	Sambusa	Wheat flour to dough, meat, onion, oil, cooked in the traditional oven-tandoori or oven, local variation: greens, lagh-lagh
27	Shakarob	Tomatoes, cucumber, onions, oil, herbs, greens
28	Shashlik	Grilled meat (beef, lamb, chicken, turkey, liver) and condiments
29	Shavla	Onion, carrot, small pieces of meat, water, oil, and can be prepared without meat
30	Shurbo	Meat (beef/lamb), carrots, potatoes, oil, onion, herbs, variations: peas, chickpeas, tomato, sweet pepper
31	Tea	Tea, black or green, sugar, honey
32	Tuppa	Wheat flour to make boiled dough cut in small pieces, vegetables served with boiled vegetables (beans, peas, coriander), onion, tomato, carrot, yellow turnip. Yogurt can be added before eating
33	Tushbera/pelmeni:	Noodle dough filled with meat in soup, tomato, onion, oil
34	Ugro:	Wheat flour, oil, onion, chickpeas and greens, wheat noodles, meat, tomato, carrot, potato, yellow turnip, mugbeans
35	pickles	Pickles (cucumber, tomatoes)
36	Moshgurunj/Moshshula	Mug beans, rice, onion, carrot, potato, meat, tomato, oil

3. Snack/ tea break (Shirini/ Advia)		Ingredients
1	Biscuits	Biscuits
2	Bread	Bread
3	Cakes	Cakes
4	Chakchak	Fried dough with eggs and sugar/honey
5	Chocolate	Chocolate
6	Cookies	Cookies
7	Dried fruits	Dried fruits
8	Jam	Jam
9	Kefir	Kefir
10	Pickles	Pickles
11	Tajik Snicker	Mashed mulberry with sugar
12	Toast/ Dried bread	Toast/ Dried bread
13	Nuts, pistachio, almonds, sunflower/pumpkin seeds	Nuts, pistachio, almonds, sunflower/pumpkin seeds ....
14	Halvoitar	Wheat flour, sugar, milk or water, walnuts
15	Chocolate	Chocolate
16	Dried mulberry	Dried mulberry
17	Nishollo	Delicacy from sugar and whipped egg
18	Potato chips	Potato, oil, salt
19	Pop corn	Corn, oil, sugar, variation: sugar

MDD-W QUESTIONNARIE USED FOR DATA COLLECTION

Statistics Agency under the President of Tajikistan

Household No (from HBS):

Household Budget Survey - Add to Form 2

Minimum Dietary Diversity-Women

MDD-W Code:

Name of the enumerator:	
Date of interview: (dd/mm/yyyy)	

Part 1 – Demographic information of interviewee,
Please fill in the blank and tick the appropriate boxes.

Question	Answer		Code for entry (if applicable)
Name of interviewee			
Date of Birth (dd/mm/yyyy)	D D M M Y Y Y Y		
Age			
Occupation			
Number of Children			
Sex	Male	☐	0
	Female	☐	1
Marital Status	Single	☐	0
	Married	☐	1
	Divorced	☐	2
	Widow	☐	3
Education level	No Education	☐	0
	Primary School (1-4)	☐	1
	Secondary School (5-9)	☐	2
	Secondary School (10-11)	☐	3
	Middle- level Education (college)	☐	4
	Higher Education	☐	5
Pregnant	No	☐	0
	Yes	☐	1
Lactation	No	☐	0
	Yes	☐	1
Responsible for food preparation	No	☐	0
	Yes	☐	1
	Partial	☐	2
Living area	Rural	☐	0
	Urban	☐	1

Part 2 – 24-hour dietary recall

Please describe the foods (meal/ tea break/ shirini) that you ate or drank yesterday, whether at home or outside the home. Start with the first food or drink of the morning.

*Write down all foods and drinks mentioned. When composite dishes are mentioned, ask for the **FULL list of ingredients**.*

When the respondent has finished, probe for meal/ tea break/ shirini not mentioned

Time:	Meal/ Tea break/ Shirini:
Time:	Meal/ Tea break/ Shirini:
Time:	Meal/ Tea break/ Shirini:
Time:	Meal/ Tea break/ Shirini:
Time:	Meal/ Tea break/ Shirini:
Time:	Meal/ Tea break/ Shirini:

Part 3 – Table of Food Groups

After the respondent recalls all the food and beverages consumed, <u>underline</u> the corresponding foods in the list under the appropriate food group. For any food groups not mentioned, ask the respondent if a food item from this group was consumed. Write '1' in the column next to the food group if at least one food in this group has been underlined. If the food is not listed in any group, write it in the remark page (p.4) and discuss it with the supervisor.

Question Number	Food group	Locally available foods	Yes=1 No=0
1	**Cereals**	Wheat, barley [perlofca], buckwheat, oats, maize, rice, sorghum, pasta, wheat bread, rye and other bread, wheat flour, other flour, pasta products, kirieshki (snack made from flour), pop corn	
2	**White roots and tubers**	Potato, turnip (yellow, white), radish (red,green)	
3	**Vitamin A rich vegetables and tubers**	Pumpkin, carrot, red sweet pepper (bulgori), squash	
4	**Dark green leafy vegetables (DGLV)**	- Spinach, rhubarb, siyoalaf, bargi salat; - dill, coriander, mint, parsley, blue basilica, green garlic, green onion, sorrel, celery, grape leaves, jagh-jagh {Consider as DGLV when consumed at least one table spoon of these vegetable(s) per day. Otherwise, go to Group 16}	
5	**Other vegetables**	Cabbage, cauliflower, garlic, cucumber, leek, tomato, onion, eggplant, beetroot, mushrooms fresh and dried, anzur , green beans, green pepper	
6	**Vitamin A rich fruits**	Apricot [quoq] and dried apricot, peach and dried peach, Persimmon	
7	**Other fruits**	Apple, banana, lemon, watermelon, mandarin, grapes, pears, melon, muskmelon, fruits and berries, dried fruits and berries, raisins, oranges, cherries, figs, plum, pomegranate, prune, quince, raspberries, strawberries, blackberries, mulberries, king mulberries, yellow cherry, plum (orange-color), sinjid, chelon, dulona, kiwi, pinapple, grapefruit, simorodina, green apricot, hips	
8	**Flesh foods and organ meat**	Beef, mutton, goat, chukar, rabbit, chicken, goose, turkey, quail, sausages, veal, lamb and chevron, meat of wild animals and games, sausage products and smoked meat, horse, duck, ox tail, liver, kidney, heart, lung, stomach, intestine,tongue, brain (goat and Sheep), spleen [saburs] (cow, goat and sheep), pustdumba (skin of button sheep)	
9	**Eggs**	Quail eggs, chicken eggs, goose eggs, turkey eggs, duck eggs	
10	**Fish and sea foods**	Fresh and frozen fish, canned fish, smoked fish, dried fish, caviar, crab sticks	
11	**Beans and peas**	Mung bean, peas, red beans, white beans, lentils, chickpeas	
12	**Nuts and seeds**	Sesame seed, pistachios, almonds, pumpkin seeds, sunflower seeds, walnuts, peanuts, apricot seeds, hazelnut, pecan	

Question Number	Food group	Locally available foods	Yes=1 No=0
13	**Milk and milk products**	Milk, skim milk, sour milk, yogurt, qurut (dried yogurt), ice-cream, kefir, chaka, kaymak (sour cream), cheese, sour cream/smetana, powdered milk, condensed milk, tvorog, falla (colostrum from cow), goat milk	
14	**Oils and fats**	Vegetable oil (sunflower, flax, sesame, cotton, olive), butter, sheep fat, margarine, mayonnaise, ravgani zard (oil prepared from kaimak and butter), mahsar/saflo oil (plant oil), mixed oil (animal fat and vegetable oil), turta (sediment of boiled kaymak), potato chips	
15	**Sweets**	Sugar, honey, candies, chocolate, cakes, biscuits, jam, halva, baklava, obinabot (crystalised sugar), nishollo, shirini tut (Tajik snicker, mulberry paste with sugar), pechak	
16	**Spices, condiments, beverages**	- black pepper, cumin, ketchup, salt, pripava (adviya), chicken/ beef cubes; balsamic vinager, vinager; - dill, coriander, mint, parsley, blue basilica, green garlic, green onion, sorrel, rosemary (small green leaves), black sesame seeds, bay leaf. {Consider as condiments when these vegetable(s) are consumed less than one table spoon a day. Otherwise, go to Group 4}; - coffee, black and green tea, khuch, fruit drinks (compote), sweet soda, water	

Remarks:

Food and Agriculture Organization of the United Nations

ANNEX 11
Aggregation of food groups to calculate MDD-W Score

Question number(s)	The 10 Food groups	Score
1,2	All starchy staples	
11	Beans and peas	
12	Nuts and seeds	
13	All dairy	
8, 10	Flesh foods (including organ meat and miscellaneous small protein)	
9	Eggs	
4	Vitamin A-rich dark green leafy vegetables	
3, 6	Other vitamin A-rich vegetables and fruits	
5	Other vegetables	
7	Other fruits	
MDD-W (sum of the above scores)		

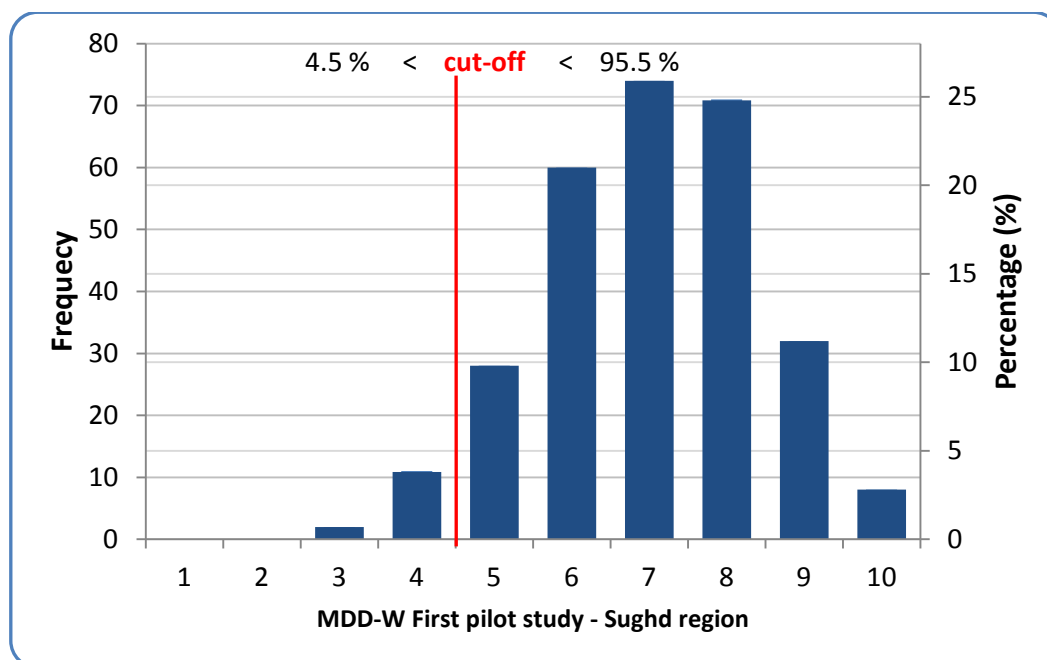**Examples of how to present MDD-W results (data from 2015)**

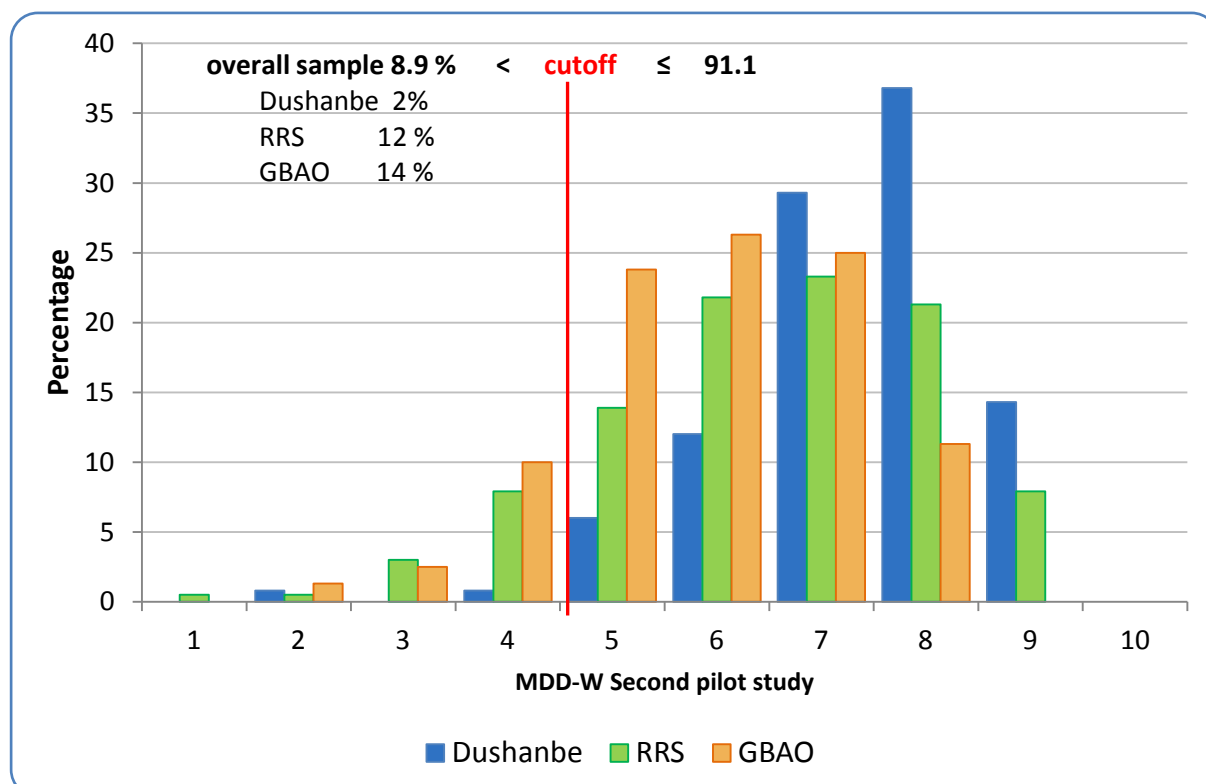Figure 1. MDD-W scores in the first pilot study (Sughd region)

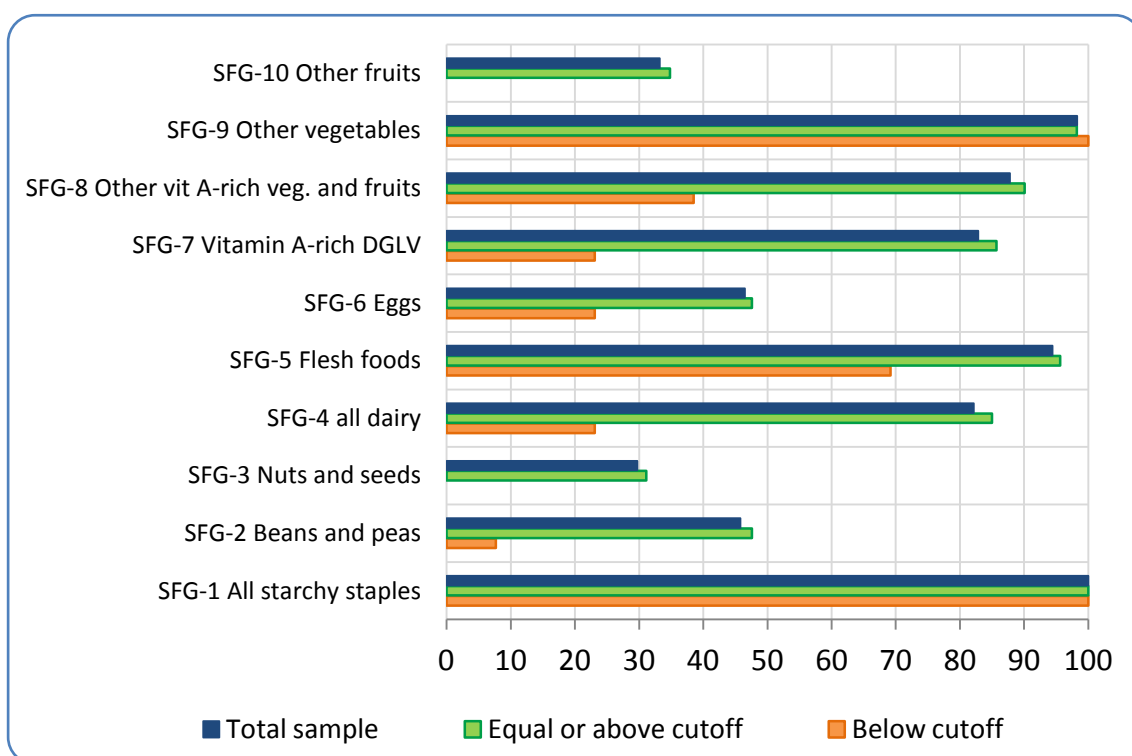**Figure2. MDD-W scores in the second pilot study disaggregated by regions: Dushanbe, GBAO and RRS**

Figure 3. Percentage of women that consumed the SFG in the first pilot study (Sughd region)
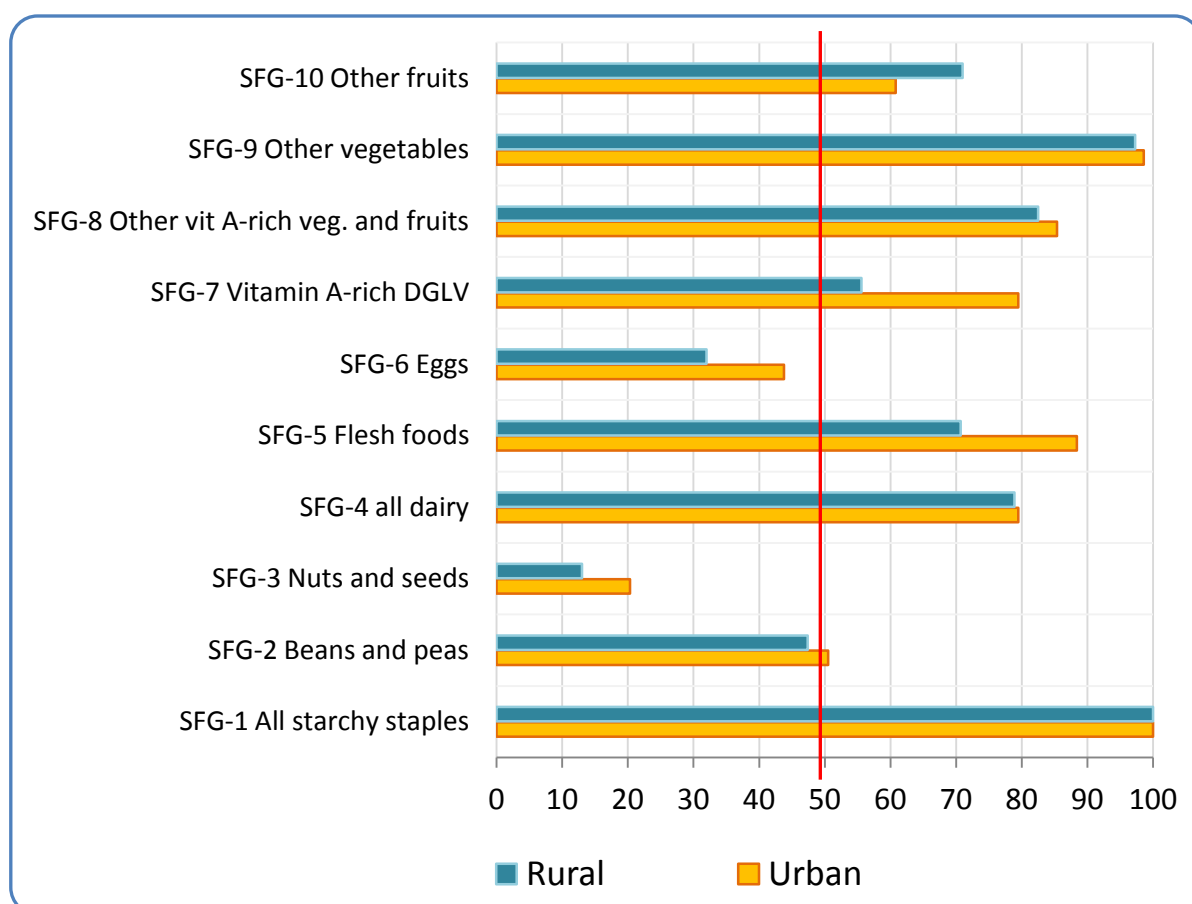

Figure 4. Percentage of women that consumed every food group divided by rural/urban area of residence

ANNEX 13
M&E framework to ensure that MDD-W data collected are of high quality

Results chain	Indicators			M&E possible corrective action
	Indicators	Target	Means of Verification	
ACTIVITY				
Conduct training of enumerators	Number of enumerators trained (collected by M&E supervisors)			
ACTIVITY				
Select number of household to include into the HBS	Number of household selected (controlled by higher level)			
ACTIVITY				
Conduct fieldwork as planned	Number of households where spot checking has occurred (cross-reference enumerator data with true data collected by M&E supervisor via spot-checking)	50%		
	Number of incomplete questionnaires	Up to 10%	Checking questionnaires submitted by enumerators	
	Number of correctly completed questionnaires	90%	Checking questionnaires submitted by enumerators	
	Number of households visited	100%	List of households visited	
	Number of households visited where the women was no woman	2-3%	Cross-reference list of households visited with main list of HBS households to be visited	
	Number of households where you collected information on 2 women	2-3%	Main list of households visited (look where the same household code appears twice)	

	Number of women interviewed from households not on the original list of households to visit	2-3%	Cross-reference list of households visited with main list of HBS households to be visited	
ACTIVITY				
OUTCOME				
Inclusion of the MDD-W indicator into the Household Budget Survey (HBS) to monitor national nutrition progress	Number of households who have MDD-W data included in the HBS			
IMPACT/GOAL				
To inform effective policy on diets and nutrition of women of reproductive age				