

Annex 1

Annotated outline for a CFSAM report

The suggestions shown for the length of the various sections are indicative and relate to the *text* in the main body of the report. Summary tables, graphs and maps that are essential for the understanding of the text, and should therefore be included in the body of the report, would be in addition. Additional detailed supporting text, tables and maps could be in annexes.

Chapter & section [Suggested length]	What should be included
Contents	Contents list including page numbers.
Abbreviations & acronyms	All abbreviations and acronyms used in the report. (Restrict to the minimum necessary!)
Highlights [1 page/400 words]	Concise summary of the key findings and recommendations, using bullet points when appropriate.
1. Introduction [1½ pages/600 words]	
Objectives	The objectives of the CFSAM (as confirmed/agreed upon during the first days of the mission). A brief explanation of the reason for any particular focus, if appropriate. The relationship with other assessment processes in the country.
Food security crisis background	Brief descriptions of the crisis-affected areas, the cause(s) of the crisis, the principal livelihood activities (indicating which have been affected and which not), whether it is essentially a crisis of food availability or access or both, and how it compares with previous crises in the country. Brief summary of the nature and impact of food-security-related assistance to date. Brief note of any issues arising from the previous year's CFSAM report (if there was one) and its follow up, that were taken into account in planning this year's exercise.
Methodology	Brief summary of the approach and methods used to collect and analyse data and the principal sources of secondary and primary data. Brief comments on (i) the quality and limits of the data and the team's confidence in the findings and conclusions presented in this report, and (ii) any assumptions made.

Chapter & section [Suggested length]	What should be included
2. Socio-economic context [2 pages/800 words]	
Population	<p>Population data for the country. Numbers and demographic characteristics of the populations of the affected area(s). The basis for the estimates. The range of other current estimates, if relevant. Breakdowns by geographic areas and livelihood groups, if available.</p> <p>The numbers and demographic characteristics of any refugees or IDPs: recent and expected changes in those numbers.</p>
Macro-economic situation and policies	<p>Overview of the macro-economic situation in the country and how (if at all) it has been affected by, or contributed to, the present crisis.</p> <p>A short paragraph summarizing the nature and importance of food imports and exports, (including both registered imports/exports and unregistered cross-border trade) and any changes in flows due to the crisis.</p> <p>Fiscal and trade policies and objectives, including any recent changes in policies, and their effects on food security.</p> <p>How the government budget, income, expenditures, foreign exchange reserves, the exchange rate, etc. can be compared with previous years, and the implications for food security.</p>
Agricultural sector in the national economy	<p>Characteristics of the agricultural and food production sector including the relative importance, agricultural policies - nationally and in the affected areas - of the main food and cash crops, livestock, fishing, and any other agricultural activities. The current policy environment and any significant changes in policies in recent years. Any land ownership issues.</p> <p>The parts of the country that tend to be structurally surplus or deficit areas, and how production in the different areas has been affected; comparison with previous crises.</p>
Social and humanitarian context	<p>The main humanitarian consequences of the crisis. The nature and impact of assistance to date. Any changes expected in the type and volume of assistance in the coming year.</p> <p>Social policies and issues (including socio-cultural or ethnic differences, HIV/AIDS, etc.) that affect food security or the provision of assistance.</p> <p><i>If the country is in a recovery phase following a major disaster or conflict:</i> the progress of recovery to date in relation to food security, and any variations between areas or population groups.</p>

Chapter & section [Suggested length]	What should be included
3. Agricultural production [4 pages/1 600 words]	
Rainfall and other key inputs Cereals and other starchy staple crops	<p>A short paragraph summarizing the principal food and cash crops grown in the country and in particular in the affected areas.</p> <p>Data on rainfall during the last crop season, seed, fertilizer, etc. and the implications for crop production.</p> <p>Estimates of planted and harvested areas and yields for the main staple crops in different zones (differentiating small-holders and commercial farms, and irrigated and non-irrigated areas, if relevant). The factors that have affected areas and yields.</p> <p>Expected aggregate production in different zones. Changes compared with a normal year. Areas with unusual deficits. Areas where surpluses are available.</p> <p>Expectations for any second-season crops, where relevant.</p> <p>Factors that could positively or negatively affect the production estimates.</p>
Other crops (including cash crops) Livestock, fisheries & associated products	<p>Estimates of (current or expected) planted and harvested areas and yields for other crops that represent an important part of the diet or source of income, including regional variations (differentiating small-holders and commercial farms, and irrigated and non-irrigated areas, if relevant). The factors affecting areas and yields</p> <p>Changes compared with a normal year.</p> <p>Factors that could positively or negatively affect the production estimates.</p> <p><i>Where livestock or fish are an important part of the diet or source of income:</i> the findings of the mission concerning the impact of the crisis and expected shortfalls in production compared with a normal year.</p> <p>Factors that could positively or negatively affect the production estimates.</p>

Chapter & section [Suggested length]	What should be included
4. Market conditions and prices [1½ pages/600 words]	
Food prices	<p>A short introductory paragraph explaining the importance of food markets and identifying the other principal markets that affect livelihoods and food security in the affected areas.</p> <p>Prices of cereals and other main foods, how they can be compared with a normal year and how they can be expected to evolve taking account of normal seasonal variations; how wholesale prices compare with the import-parity price and retail prices in different areas. General level of effective demand: how terms of trade have changed for purchasers of staple foods (ratios of cereal prices to those of livestock, the main cash crop, and wage rates).</p> <p>Present a graph showing prices over the last 5 years up to the present, and (if possible) a projection of prices based on a partial supply/demand model.</p> <p>Factors that could cause prices to rise or fall in the coming months. The implications of price movements for food security.</p>
Food market structure, services, integration & performance; food flows	<p>Brief descriptions of: (i) the food market system - the market chain and main market centres - and how it has been impacted by the crisis; and (ii) how the system is functioning at present and how this is likely to change in the coming year, considering the availability of services, logistic constraints and transaction costs.</p> <p>Brief description of the degree of market integration and changes in the direction and levels of food flows within the country and across borders with neighbouring countries. If possible, present maps showing flow directions and tables showing estimated quantities compared with normal.</p> <p>Factors that could affect market performance and estimated flows.</p>
Livestock markets	<p>Where livestock are an important source of food or income, a brief description of how markets have been affected by the crisis and how they are functioning now, and the implications for food security.</p>
Labour and agricultural input markets	<p>Present daily wage rates and how they can be compared with the seasonal norm. Changes in the demand for labour compared with the seasonal norm and how that demand is likely to change in the coming year.</p> <p>Brief description of the impact of the crisis on markets and prices for agricultural inputs, other inputs/raw materials for important income-generating activities, and households' essential non-food requirements, and the impact on food security now and in the coming year.</p>

Chapter & section [Suggested length]	What should be included
5. Food supply/ demand balance [1½ pages/600 words]	
National (and sub-national) staple food balance sheet(s)	<p>Present and explain the national balance sheet. Briefly explain why supply-demand balances have, or have not, been prepared at the sub-national level.</p> <p><i>Where sub-national balances have been prepared:</i> present and explain the balances for the different areas; highlight surplus and deficit areas and changes compared with recent years, and explain the implications.</p>
Stocks	<p>Brief description of the various types and locations of food stocks held by government, traders and others, and the policies governing the use of government (reserve) stocks.</p> <p>Compare the current level of stocks (opening stocks for the FBS) with a normal year. Explain the basis for the estimate. Comment on any uncertainties and give a range of possible figures, where appropriate.</p> <p>Explain the figure used for the target/planning level of stocks at the end of the coming marketing year (required closing stocks) and any difference from previous years.</p>
Food consumption requirements	<p>Brief explanation of the team's best estimate of per capita consumption and how it can be compared with estimates in previous years and with that of similar populations in neighbouring countries. Comment on any uncertainties and give a range of possible figures, where appropriate.</p>
Other uses and post-harvest losses	<p>Brief explanations of the team's best estimate of requirements for animal feed, seed and industrial uses, and for post-harvest losses, and how they can be compared with estimates in previous years. Comment on any uncertainties and give a range of possible figures, where appropriate.</p> <p>Factors that could positively or negatively affect the estimated requirements or losses.</p>
External trade	<p>Brief explanations of: (i) the team's estimate for effective demand (at present and during the coming year); (ii) traders' intentions in relation to imports and exports, and any uncertainties that are influencing their decisions; and (iii) the team's estimates for registered public and private commercial imports and exports, and unregistered cross-border imports and exports in the coming year.</p> <p>How those figures compare with previous years. Factors that could positively or negatively affect the estimates. Give a range of possible figures, where appropriate.</p>

Chapter & section [Suggested length]	What should be included
Analysis of balances and uncovered food import requirements	General comments on the balance sheet(s). Explanation of the team’s estimate for uncovered food imports. Factors that could positively or negatively affect the estimate.
6. Household food security and nutrition [3 pages/1200 words]	
Overview of household food security and assistance	<p>Short introductory paragraph explaining the main factors determining the food security of households in different population groups and the principal livelihood activities (and normal coping strategies) that have, and have not, been affected.</p> <p>The types, levels and targeting of ongoing food-security assistance.</p> <p>Explanation of the approach and method(s) used to assess household food access, and the sources of data on nutritional status and health.</p>
HH food security of different groups	<p>Brief description of the impact of the crisis on different population groups (normally livelihood groups but possibly ethnic) in different crisis-affected areas, their coping strategies and current food security/access status, their prospects and vulnerabilities.</p> <p>Estimates of the levels of food insecurity - the household food access shortfalls - of different groups in different areas and the expected duration of the crisis-induced/enhanced shortfalls. Explanation of the basis for the estimates (or categorizations).</p> <p>Map showing the geographic distribution of different levels of food insecurity.</p> <p>Factors that could positively or negatively affect the food security/access of the different groups in different areas.</p> <p>The extent to which currently-observed food insecurity is chronic or transitory, and the implications for assistance strategies.</p>
Health and nutritional status	<p>Brief summary of the health and nutritional situation in the different affected areas and among different population groups, including the most likely causes of poor health and malnutrition.</p> <p>The implications for food security assistance and special nutritional support.</p>

Chapter & section [Suggested length]	What should be included
Estimated numbers of people in need of food security assistance	<p>The number of food-insecure people in each (livelihood) group in each area, and the proportion/ number in specific categories of acute, crisis-induced or crisis-enhanced, food insecurity now and in coming year.</p> <p>Explanation of how the estimates were arrived at and any issues involved.</p>
Aggregate emergency food security assistance needs	<p>The aggregate of the team’s estimates for the needs of different population groups including the periods when food security assistance would be needed at household level.</p> <p>Factors that could increase or decrease the overall needs (shortfall estimates).</p>
7. Conclusions & recommendations [2 pages/1000 words]	
Conclusions	<p>Comparison of the uncovered import requirement from the national food balance sheet and the estimates of aggregate food security assistance requirements. Short explanation of the reasons for and significance of differences.</p> <p>Explanation of the team’s conclusions concerning: (i) aggregate assistance needs of the affected, food-insecure populations; and (ii) the uncovered food import requirement and whether any part of it could be met by additional commercial imports rather than food aid.</p>
Objectives and response options	<p>Brief statement of the <i>objectives</i> of food-security-related assistance arising from the preceding analyses, and any logistic, institutional or other <i>constraints</i> that may limit the feasibility of certain response options.</p> <p>The pros and cons of <i>food aid</i> in this situation. Whether specific types of food aid intervention <i>might</i> be appropriate for particular target groups during particular periods.</p> <p>The pros and cons of <i>cash transfers</i> or other <i>non-food transfers</i> to target beneficiaries in this situation. Whether specific types of cash-based or other support <i>might</i> be appropriate for particular target groups during particular periods.</p> <p>Any <i>market interventions/support</i> that could help to improve food availability in the affected areas and access for the target groups.</p>
Recommendations	<p>A short paragraph introducing the team’s recommendations and explaining whether they are in line with what other recent assessments recommended or not, and if not why not.</p>

Chapter & section [Suggested length]	What should be included
Recommended food security assistance strategy	<p>The overall food security assistance strategy recommended by the team - types of intervention, targeting arrangements, quantities, and delivery/distribution schedule:</p> <ul style="list-style-type: none"> • the types of food aid intervention recommended, if any, including target groups, ration levels and duration; • the types of cash-based or other support for households recommended, if any, including target groups, levels of assistance and duration; • any <i>market interventions/support</i> recommended, including type, magnitude, targeting and duration. <p>The risks if the proposed assistance is not provided to the target beneficiaries in time, if the targeting is not respected, or if the assistance is distributed late.</p>
Recommendations for other required non-food responses	<p>Brief mention of any non-food items or other support that households, communities or institutions might need, in parallel with the assistance recommended in the preceding section, to ensure that overall food security and nutritional objectives are achieved.</p>
Recommendations for follow-up action and monitoring	<p>Recommendations for follow-up, in-depth assessments of specific issues, if required.</p> <p>The factors/indicators that the team recommends should be monitored, how, where and at what frequency in order to inform programme adjustments (if/when needed) and to provide early warning of any new crisis.</p>
Recommendations for future improvements	<p>Recommendations of the team (if any) for improving the quality of data for future assessments and improving the preparation and implementation of future assessments.</p>
Annexes	
	Detailed supporting text, tables and maps, as required.