# TRAINING REPORT

**Refresher Training on Upscaling Nationwide Minimum Dietary Diversity - Women (MDD-W): Data Collection and Data analysis. And Establishing an M&E Framework for Quality Data Collection in Tajikistan**

**Tajikistan, 21 – 29 July 2016**



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The refresher training courses on MDD-W data collection, data analysis and set up of an M&E framework were conducted as part of the project Integration of the Minimum Dietary Diversity-Women (MDD-W) into the Household Budget Survey (HBS) in Tajikistan. The trainings were organized by the Food and Agriculture Organization of the United Nations (FAO) and the Agency of Statistics under the President of the Republic of Tajikistan (AoS), with financial contributions from the European Union and FAO in the framework of the project *"Improved Global Governance for Hunger Reduction"*

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## Acronyms and abbreviations

| | |
|---|---|
| **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.

[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:

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

- How to proceed with the MDD-W coding?
- Challenges and difficulties that you encountered during the previous MDD-W data collection.
- 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:

- What to do when women in the household are unwilling to partake in the questionnaire?
- What to do when there was no women of reproductive age in the household?
- 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<br>• Data collection (24-h recall)<br>• Underlying food groups<br>• Coding, and calculation<br>• Logistic issues<br>-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<br>-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<br>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<br>• Data collection (24-h recall)<br>• Underlying food groups<br>• Coding, and calculation<br>• Logistic issues<br>-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<br>-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<br>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:<br>• M&E framework<br>What is M&E?<br>Why is it important?<br>• Description of the proposed M&E framework.<br>How to use the tools?<br>What are the activities to be monitored?<br>What are the actions to be taken?<br>• M&E committee<br>• Appoint a M&E supervisor?<br>- What are the key functions of the M&E supervisor?<br>-How to report to the M&E committee?<br>• Immediate next steps and follow-up actions | AoS (Central and regional office)<br>FAO HQ<br>Umeda | |



Food and Agriculture Organization of the United Nations

**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<br>• Data collection (24-h recall)<br>• Underlying food groups<br>• Coding, and calculation<br>• Logistic issues<br>-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<br>-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<br>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:<br>• M&E framework<br>What is M&E?<br>Why is it important?<br>• Description of the proposed M&E framework.<br>How to use the tools?<br>What are the activities to be monitored?<br>What are the actions to be taken?<br>• M&E committee<br>• Appoint a M&E supervisor?<br>- What are the key functions of the M&E supervisor?<br>-How to report to the M&E committee?<br>• Immediate next steps and follow-up actions | AoS (Central and regional office)<br>FAO HQ<br>Umeda | |

**ANNEX 1B**

**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 |

**ANNEX 2A**

**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<br>-Importance of adequate MDD-W data analysis and interpretation<br>-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<br>Projector<br>Flip chart + markers |
| 15:15-15:30 | Tea break | | |
| 15:30-16:00 | Cont….Group exercise | FAO HQ + Umeda + All participants | Computers<br>Projector<br>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 |

**ANNEX 2B**

**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?<br>- Expectations from the workshop? | FAO HQ + Umeda+ All participants | Flip charts + markers+ |
| 09:35-10:15 | - Objectives of the workshop<br>- Presentation on M&E framework<br>What is M&E?<br>Why is it important?<br>Is there any M&E framework in place?<br>- Description of the proposed M&E framework.<br>How to use the tools?<br>What are the activities to be monitored?<br>What are the actions to be taken?<br>-Q&A | FAO HQ + Umeda | Projector<br>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<br>M&E forms |
| 11:00-11:15 | Presentation of outcomes from group discussions | FAO HQ + Umeda + All participants | Projector<br>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<br>What are the key functions of this committee?<br>Who is able to commit to participate in this committee?<br>- Appoint/Suggest M&E supervisors<br>What are the key functions of the M&E supervisors?<br>Who is able to commit to participate as M&E supervisor? | FAO HQ + Umeda + All participants | Projector+ Flip charts+ markers<br>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
    - Objectives of the training:
      Data entry and statistical analysis
    - Importance of adequate MDD-W data analysis and interpretation
    - 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.

**ANNEX 6**
**Example of a 24-hours recall**

| | |
|---|---|
| **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 | |

## ANNEX 7

### 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;<br>- 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;<br>- 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};<br>- 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 |

## ANNEX 10
## 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, underline 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;<br>- 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;<br>- 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};<br>- coffee, black and green tea, khuch, fruit drinks (compote), sweet soda, water | |

**Remarks:**

| |
|---|
| |

**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)** | |

## ANNEX 12
**Examples of how to present MDD-W results (data from 2015)**

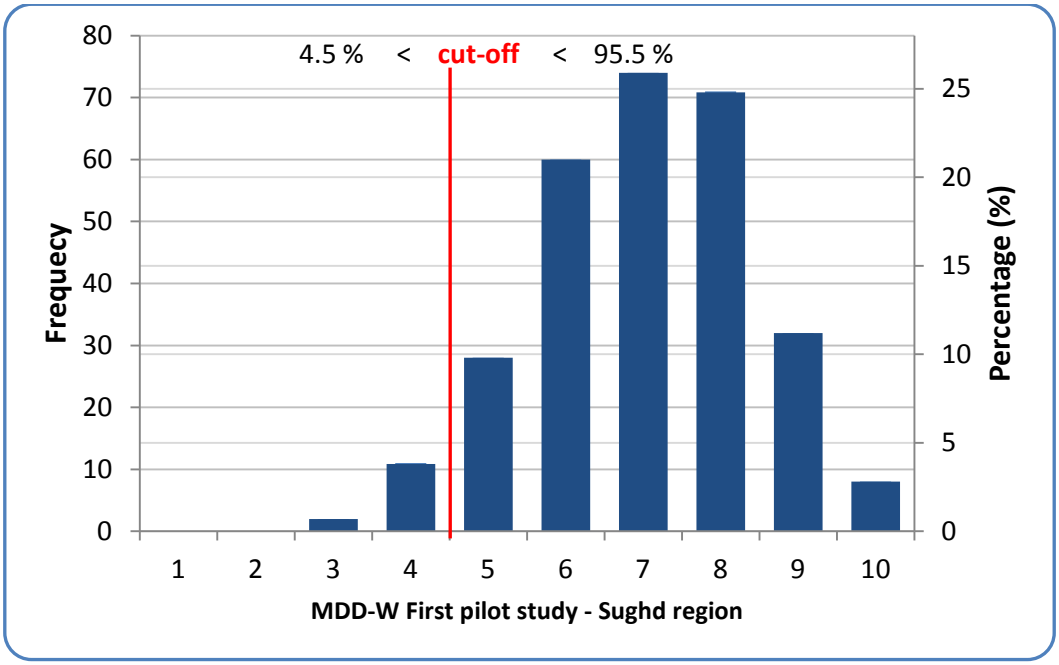



**Figure 1. MDD-W scores in the first pilot study (Sughd region)**

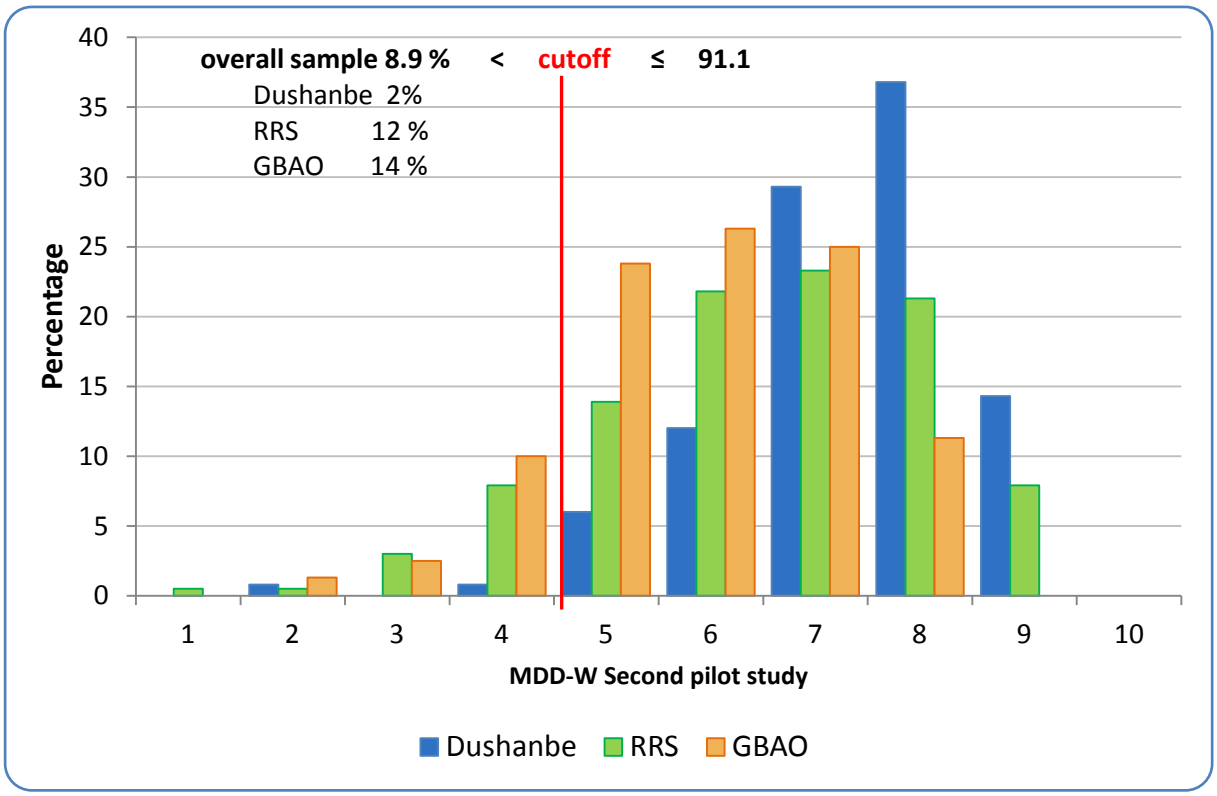



**Figure2. MDD-W scores in the second pilot study disaggregated by regions: Dushanbe, GBAO and RRS**

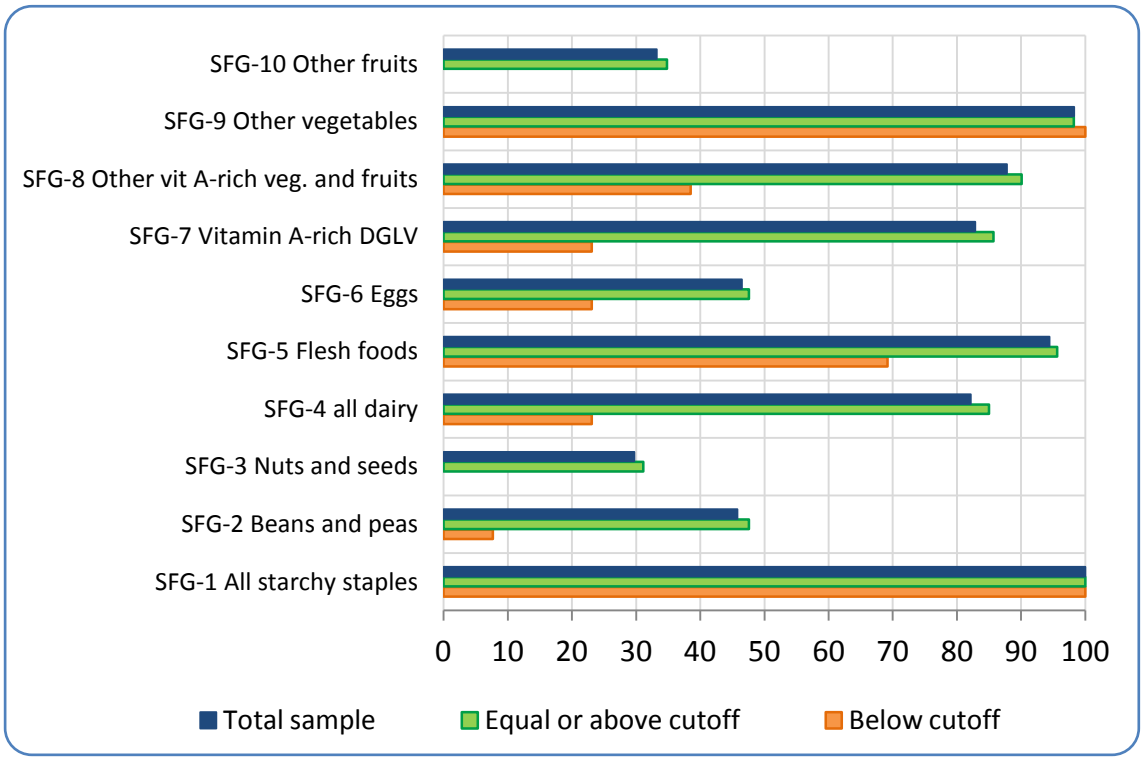



**Figure 3. Percentage of women that consumed the SFG in the first pilot study (Sughd region)**

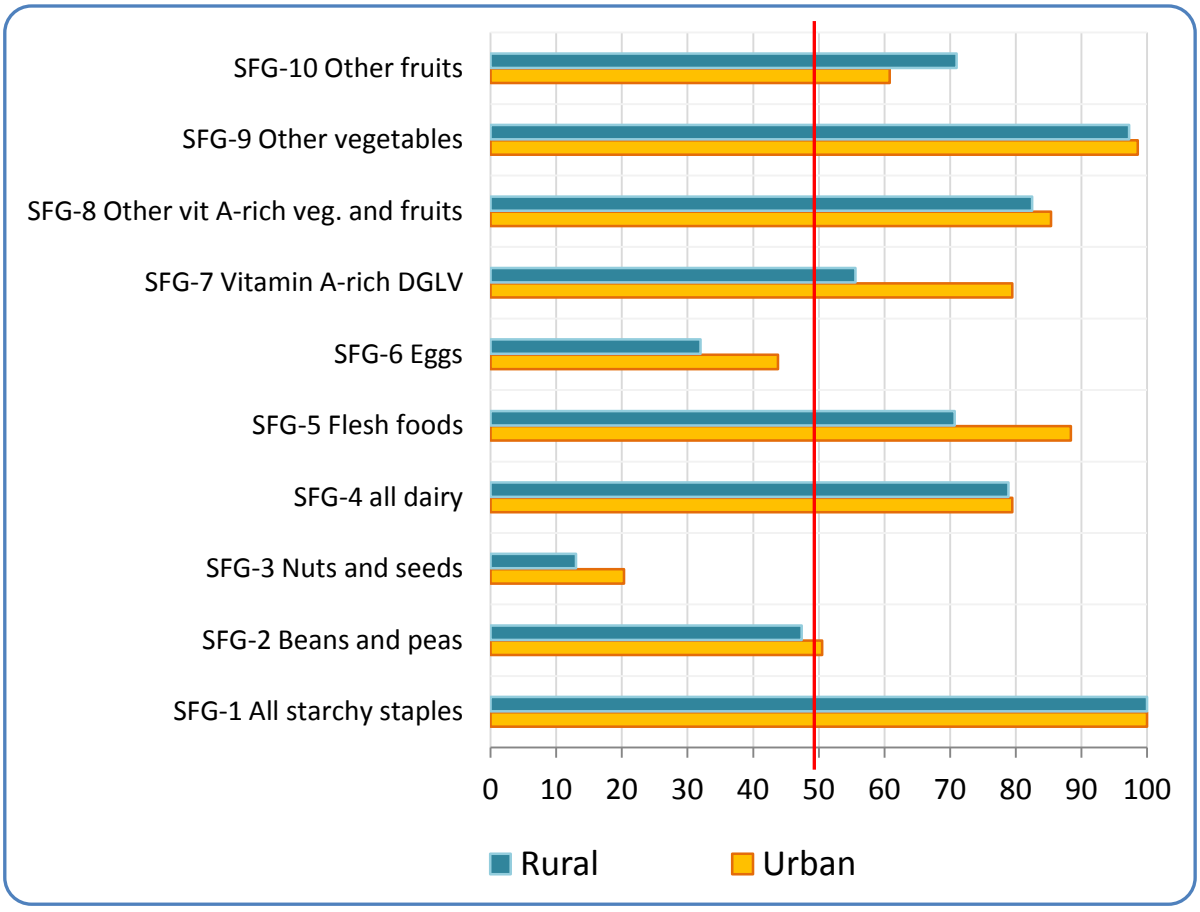



**Figure 4. Percentage of women that consumed every food group divided by rural/urban area of residence**

## 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 | | | | |