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| Date Submitted |  |

**Feed the Future Survey Monitoring Trip Report**

The Trip Report must be provided to the Country Manager **within 10 business days of returning home from the Survey Monitoring assignment.** The trip report details accomplishments toward the primary deliverables from the scope statement, explanation of tasks completed during the trip, and a list of all contacts and meetings that occurred during the trip.

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| 1. **Travel Information** | | | | | | | |
| Name (Last, First) |  | | | Email | |  | |
| Organization |  | | | Phone | |  | |
| Position in organization |  | | | Role in survey implementation | |  | |
| Destination (Country) |  | | | Number of days (Including travel time) | |  | |
| Departure date (Origin) | Click here to enter a date. | | | Arrival date (Country) | | Click here to enter a date. | |
| Departure date (Country) | Click here to enter a date. | | | Arrival date (Origin) | | Click here to enter a date. | |
| 1. **Objectives**   State the overall objective(s) of the trip. Also, state any outputs/products of the trip (e.g., completion of pretest/training manual). | | | | | | | |
| 1. **Site Visits**   State the sites that were visited, the purpose of those visits, and the dates on which the visits occurred. (To add more lines, please place your cursor in any cell, then right click with your mouse to bring up the menu. Select “insert” then select “rows above/below” as needed.) | | | | | | | |
| **Sites Visited** | | **Purpose** | | | | | **Date** |
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| 1. **People Met/Consulted**   Provide a listing of individuals with whom you met or consulted and their organization. (To add more lines please place your cursor in any cell, then right click with your mouse to bring up the menu. Select “insert” then select “rows above/below” as needed.) | | | | | | | |
| **Name (Last, First)** | **Organization** | | **Title in Organization** | | **Contact Information** | | |
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| 1. **Technical Issues and Resolutions During Field Visits to Oversee Data Collection**   List technical issues observed in the field and resolutions/recommendations provided to field teams. Listing of technical issues and resolutions/recommendations in bulleted format is recommended. |
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| 1. **Capacity Strengthening**   State capacity building/strengthening activities and examples below—these may include intellectual, organizational, material, etc. |
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| 1. **Monitoring Activities**   List documents and survey processes reviewed with the field teams. Listing documents and survey processes reviewed in a numbered list is recommended. |
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| 1. **Next Steps**   List the action items that were identified. Listing action items in a numbered list is recommended. |
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| 1. **Additional Notes (optional)** |
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