

FACT

FORTIFICATION ASSESSMENT COVERAGE TOOLKIT (FACT) TECHNICAL REPORT TEMPLATE

This document provides a template for a standard FACT survey technical report.

This document lists the sections and information that must be included in a technical report and specifies where the dummy table from the “FACT Tabulation Plan” should be inserted in the results section.

The  icon is used to provide tips.

Version: 2019

Table of Contents

Acknowledgments	7
Abbreviations	8
1 Summary	9
2 Introduction	10
3 Objectives	11
3.1 General objective	11
3.2 Specific objectives	11
4 Methodology	12
4.1 Market assessment	12
4.1.1 Study design and population	12
4.1.2 Sampling strategy and sample size	12
4.1.3 Questionnaire adaptation, pre-testing, and translation	12
4.1.4 Recruitment and training	12
4.1.5 Data collection	12
4.2 Household assessment	12
4.2.1 Study design and population	12
4.2.2 Sampling strategy and sample size	12
4.2.3 Questionnaire adaptation, pre-testing, and translation	13
4.2.4 Recruitment and training	13
4.2.5 Data collection	13
4.3 Data management and analyses	13
4.3.1 Data processing, cleaning, and storage	13
4.3.2 Data analyses	13
4.4 Definitions of key indicators	13
4.4.1 Coverage	13
4.4.2 Consumption and nutrient contribution	13
4.4.3 Risk	13
4.4.4 Fortification quality	14
4.5 Ethical considerations and approvals	14
4.6 Limitations to the survey	14

5 Results	15
5.1 Survey response rates	15
5.2 Survey population characteristics	15
5.2.1 Demographics	15
5.2.2 Indicators of risk	15
5.3 Food fortification awareness	15
5.4 Brand availability in the market	15
5.5 Fortification quality of food vehicles	15
5.6 Household coverage of food vehicles	16
5.6.1 Household coverage of foods	16
5.7 Consumption of fortifiable food vehicles	16
5.8 Micronutrient contribution from fortified food vehicles	16
6 Key findings and recommendations	18
6.1 Survey context	18
6.2 Key findings	18
6.3 Recommendations	18
7 References	19
8 Annexes	20
1. Sample size calculations	20
2. Sampling weights	20
3. Questionnaires	20
4. Description of analytical methods applied to food samples	20
5. Supplementary tables of results	20

Tables

Table 1: Household and demographic characteristics of the survey sample	15
Table 2: Multidimensional Poverty Index and its component indicators	15
Table 3: Demographic and Health Survey wealth index	15
Table 4: Minimum dietary diversity score for women of reproductive age (MDD-W) and its components .	15
Table 5: Infant and young child feeding practices and its components.	15
Table 6: Household food insecurity	15
Table 7: Fortification logo awareness and knowledge among households	15
Table 8: Number of available brands by food vehicle and market hub	15
Table 9: Fortification quality of food vehicles compared with national standards, year.	15
Table 10: Household coverage of foods	16
Table 11: Household coverage of foods by poverty status	16
Table 12: Household coverage of foods by socioeconomic status	16
Table 13: Household coverage of foods by women’s dietary diversity	16
Table 14: Household coverage of foods by infant and young child feeding practices	16
Table 15: Household coverage of foods by household food insecurity	16
Table 16: Daily consumption of fortifiable foods by population group	16
Table 17: Daily consumption of fortifiable foods by population group and poverty status	16
Table 18: Daily consumption of fortifiable foods by population group and socioeconomic status . .	16
Table 19: Daily consumption of fortifiable foods by population group and women’s dietary diversity	16
Table 20: Daily consumption of fortifiable foods by population group and infant and young child feeding practices.	16
Table 21: Daily consumption of fortifiable foods by population group and household food insecurity	16
Table 22: Actual and modeled nutrient contribution from consumption of fortified foods as a percentage of estimated average requirements (EAR) by population group.	16
Table 23: Actual and modeled nutrient contribution from consumption of fortified foods as a percent- age of estimated average requirements (EAR) by population group and poverty status	16
Table 24: Actual and modeled nutrient contribution from consumption of fortified foods as a percent- age of estimated average requirements (EAR) by population group and socioeconomic status. . . .	16
Table 25: Actual and modeled nutrient contribution from consumption of fortified foods as a percent- age of estimated average requirements (EAR) by population group and women’s dietary diversity. .	16
Table 26: Actual and modeled nutrient contribution from consumption of fortified foods as a percent- age of estimated average requirements (EAR) by population group and infant and young child feeding practices	17
Table 27: Actual and modeled nutrient contribution from consumption of fortified foods as a percent- age of estimated average requirements (EAR) by population group and household food security . .	17

Figures

Acknowledgments

This section includes the acknowledgements, disclaimers, and recommended citation format.

Abbreviations

1 Summary

This section summarizes the FACT survey background, rationale, methodology, results, conclusions, and recommendations. It should be short (two to three pages) and usually follows the structure of the report.

2 Introduction

This section provides an overview of the nutrition situation in the country of study, describes the background and status of food fortification in the country, and sets out the rationale for the FACT survey.

3 Objectives

3.1 General objective

This section describes the general objective of the FACT survey in the country of study.

3.2 Specific objectives

This section describes the specific objectives of the FACT survey in the country of study.

4 Methodology

This section describes the methods of the FACT survey. Only include sections that are relevant for the survey components that were implemented.

4.1 Market assessment

4.1.1 Study design and population

This section describes the general study design and target population, including the geographic scope.

4.1.2 Sampling strategy and sample size

This section includes details on the sampling approach, including the sample size.

 *A map showing how the selected market sites are spread across the survey geographical scope may be included.*

4.1.3 Questionnaire adaptation, pre-testing, and translation

This section describes how the questionnaires were developed, including adaptation, pre-testing, and translation.

4.1.4 Recruitment and training

This section describes how the recruitment and training of data collectors were conducted.

4.1.5 Data collection

This section describes

- a. *the data collection tools, including a description of what data were collected and from whom and whether they were administered on paper or using computer-assisted personal interviewing (CAPI);*
- b. *the data collection model, including number, size, and structure of teams, and dates and duration of fieldwork; and*
- c. *the quality assurance mechanisms that were put in place to ensure the collected data were of high quality.*

 *The main modules of the questionnaires can be summarized in a table. Include the module name, details of the main information collected by this module, and who the main respondents are.*

4.2 Household assessment

4.2.1 Study design and population

This section describes the general study design and target population, including the geographic scope.

4.2.2 Sampling strategy and sample size

This section includes details on the sampling approach, including the sample size.

 *For complex sampling strategies, a diagram of the different sampling stages may be considered.*

4.2.3 Questionnaire adaptation, pre-testing, and translation

This section describes how the questionnaires were developed including adaptation, pre-testing, and translation.

4.2.4 Recruitment and training

This section describes how the recruitment and training of data collectors were conducted.

4.2.5 Data collection

This section describes

- a. *the data collection tools, including a description of what data were collected and from whom and whether they were administered on paper or using computer-assisted personal interviewing (CAPI);*
- b. *the data collection model, including number, size, and structure of teams, and dates and duration of fieldwork; and*
- c. *the quality assurance mechanisms that were put in place to ensure the collected data were of high quality.*

 *The main modules of the questionnaires can be summarized in a table. Include the module name, details of the main information collected by this module, and who the main respondents are.*

4.3 Data management and analyses

4.3.1 Data processing, cleaning, and storage

This section describes how the data were

- a. *processed, including a description of the data management team, systems, and processes;*
- b. *cleaned, including key steps of relevance to the reader; and*
- c. *stored, including a description of the systems and processes.*

4.3.2 Data analyses

This section describes how the data were analyzed, including the software used, statistics calculated, and any tests that were run.

4.4 Definitions of key indicators

 *To write this section, refer to the document "FACT Indicators Definitions and Measurement Guidelines," which includes definitions of indicators and important methodological considerations. Only include indicators that are relevant for the survey components that were implemented.*

4.4.1 Coverage

This section defines the indicators of coverage of food vehicles among households.

4.4.2 Consumption and nutrient contribution

This section defines the consumption of fortifiable food vehicles and micronutrient contribution of fortified food vehicles to the intake of select nutrients in the diets among the target population groups.

4.4.3 Risk

This section defines the indicators of risk associated with inadequate micronutrient intakes that were measured by the survey, including a short explanation of why these indicators were chosen.

4.4.4 Fortification quality

This section defines how food samples were analyzed to determine fortification content and how those results were used to determine fortification quality at market and/or household levels.

4.5 Ethical considerations and approvals

This section describes the ethical approvals that were obtained and what ethical considerations were involved (e.g., types of consent and/or other authorizations that were sought). Include the ethical approval reference number, if applicable.

4.6 Limitations to the survey

This section describes any methodological limitations to the survey design, analysis, and interpretation of results as well as to the administration of the survey and the data quality.

5 Results

This section describes the results of the FACT survey. Only include sections that are relevant for the survey components that were implemented.

5.1 Survey response rates

This section presents the survey response rates—e.g., how many households/individuals were actually interviewed compared with the sampling plan and reasons for nonresponse.

 *Present these results in a table.*

This section also describes any household/individual replacements that were done during data collection, the reason for these replacements, and the implications for the survey results.  *Present these results in a table.*

5.2 Survey population characteristics

5.2.1 Demographics

Table 1: Household and demographic characteristics of the survey sample, country, year

5.2.2 Indicators of risk

Table 2: Multidimensional Poverty Index and its component indicators, country, year

Table 3: Demographic and Health Survey wealth index, country, year

Table 4: Minimum dietary diversity score for women of reproductive age (MDD-W) and its components, country, year

Table 5: Infant and young child feeding practices and its components, country, year

Table 6: Household food insecurity, country, year

5.3 Food fortification awareness

Table 7: Fortification logo awareness and knowledge among households, country, year

5.4 Brand availability in the market

Table 8: Number of available brands by food vehicle and market hub, country, year

5.5 Fortification quality of food vehicles

This section presents the fortification quality results of food vehicles from the laboratory analysis and compares them with national fortification standards. This section should allow the reader to understand the fortification content by brand (if food samples were collected from markets as part of the market assessment) or by community (if food samples were collected from households as part of the household assessment). It is recommended that any additional information and detailed results from the laboratory analysis be placed in an annex.

Table 9: Fortification quality of food vehicles compared with national standards, year

 Consider displaying this information in a figure and presenting the tabular version in an annex.

5.6 Household coverage of food vehicles

5.6.1 Household coverage of foods

Table 10: Household coverage of foods, country, year

Table 11: Household coverage of foods by poverty status, country, year

Table 12: Household coverage of foods by socioeconomic status, country, year

Table 13: Household coverage of foods by women’s dietary diversity, country, year

Table 14: Household coverage of foods by infant and young child feeding practices, country, year

Table 15: Household coverage of foods by household food insecurity, country, year

 Consider displaying this household coverage information in figures and presenting the tabular versions in an annex.

 Consider presenting only the disaggregation levels that are relevant for the interpretation of results—e.g., risk factors that do not show any significant differences between groups may not be relevant. Mention in the text those that are not relevant, and present the corresponding tables in an annex.

5.7 Consumption of fortifiable food vehicles

Table 16: Daily consumption of fortifiable foods by population group, country, year

Table 17: Daily consumption of fortifiable foods by population group and poverty status, country, year

Table 18: Daily consumption of fortifiable foods by population group and socioeconomic status, country, year

Table 19: Daily consumption of fortifiable foods by population group and women’s dietary diversity, country, year

Table 20: Daily consumption of fortifiable foods by population group and infant and young child feeding practices, country, year

Table 21: Daily consumption of fortifiable foods by population group and household food insecurity, country, year

 Consider displaying this consumption information in figures and presenting the tabular versions in an annex.

 Consider presenting only disaggregation levels that are relevant for the interpretation of results—e.g. risk factors that do not show any significant differences between groups may not be relevant. Mention in the text those that are not relevant, and present the corresponding tables in an annex.

5.8 Micronutrient contribution from fortified food vehicles

Table 22: Actual and modeled nutrient contribution from consumption of fortified foods as a percentage of estimated average requirements (EAR) by population group, country, year

Table 23: Actual and modeled nutrient contribution from consumption of fortified foods as a percentage of estimated average requirements (EAR) by population group and poverty status, country, year

Table 24: Actual and modeled nutrient contribution from consumption of fortified foods as a percentage of estimated average requirements (EAR) by population group and socioeconomic status, country, year

Table 25: Actual and modeled nutrient contribution from consumption of fortified foods as a percentage of estimated average requirements (EAR) by population group and women’s dietary diversity, country, year

Table 26: Actual and modeled nutrient contribution from consumption of fortified foods as a percentage of estimated average requirements (EAR) by population group and infant and young child feeding practices, country, year

Table 27: Actual and modeled nutrient contribution from consumption of fortified foods as a percentage of estimated average requirements (EAR) by population group and household food security, country, year

- *Consider displaying this nutrient contribution information in figures (e.g., as a histogram showing the distribution of nutrient intakes) and presenting the tabular versions in an annex.*
- *Consider presenting only disaggregation levels that are relevant for the interpretation of results. Mention in the text those that are not relevant, and present the corresponding tables in an annex.*

6 Key findings and recommendations

This section summarizes and interprets the survey results. It ends by drawing key conclusions and recommendations from the findings.

6.1 Survey context

This section summarizes the background characteristics and allows the reader to contextualize the findings.

6.2 Key findings

This section presents the interpretation of key results. This section should pull all the results together to present a comprehensive picture of the fortification situation in the country or geographic area of interest.

This section can also discuss the broader generalizability of findings to other regions/states/countries and the external validity of the findings.

Important strengths and limitations of the survey can also be summarized here to aid the readers' understanding of the interpretation of results.

6.3 Recommendations

This section presents the key recommendations resulting from the findings presented in sections 6.1 and 6.2.

7 References

8 Annexes

This section highlights key annexes that should be included in a FACT survey report. Additional annexes may be included if needed.

1. Sample size calculations
2. Sampling weights
3. Questionnaires
4. Description of analytical methods applied to food samples

This section is needed only if references to the laboratory methods are not presented in the main text of the methods section of the report.

5. Supplementary tables of results