FFPIB 13-02   Date: May 14, 2013

MEMORANDUM FOR ALL FOOD FOR PEACE OFFICERS AND TITLE II AWARDEES

TO: USAID/FFP Global Distribution; FFP Awardees

FROM: DCHA/FFP, Dina Esposito, Director

SUBJECT: **Adoption and Use of the Quarterly Web-Interfaced Commodity Reporting (QWICR) System for Quarterly Commodity Reporting Requirements for Title II Programs**

I. Purpose and Authority:

The U.S. Agency for International Development (USAID), Office of Food for Peace (FFP), requires PVO Title II Awardees (hereafter "Awardees") to submit various reports throughout the implementation of a Title II program on either a quarterly or annual basis. Title 22 of the Code of Federal Regulations Part 211, also known as Regulation 11, provides standard terms and conditions applicable to Title II programs, excluding programs implemented by agencies of the United Nations. 22 C.F. R. 211.10(b) entitled *Reports* allows for the submission of reports tied to receipt, distribution, inventory of commodities, and reports tied to progress and problems, among others. FFP is stipulating with this FFPIB that (1) commodity Loss Status Reports (LSR), (2) Damaged and Misused Commodity Reports (DMCR) for individual losses valued above $500, (3) quarterly Commodity Status Reports (CSR) and (4) Recipient Status Reports (RSR), constitute these reports.

The purpose of this Food for Peace Information Bulletin (FFPIB) is to address the need to improve the standardization, accessibility and efficiency of these reports to enable USAID to better monitor:
1. Status and performance of commodity distributions and monetization;
2. Issues and trends related to commodity losses; and
3. Collection and tracking of claim payments for commodity losses for which PVOs or third parties are liable.

II. Background:

Several years ago, in recognition of shortcomings in the way LSRs, DMCRs, CSRs, and RSRs were being completed and submitted, and in response to Regional Inspector General audit findings, which highlighted failures in FFP's tracking of PVO Title II loss claims, FFP began developing a web-based system for completing and submitting these required quarterly reports as well as for tracking loss claim payments. The new system (to become known as QWICR) was

developed in close coordination with PVO staff who had the responsibility for quarterly commodity reporting.

Prior to this, reports were submitted in hard copy, using an assortment of different formats, styles and software types. The advantages of this new system would include:

1. Better standardization in the way the data requirements were interpreted and reported by PVOs;
2. Better accessibility to the information by relevant stakeholders;
3. Improved ability to compile and analyze the data from many different programs; and
4. Systematic and transparent way of tracking the status of loss claims and payments.

For several years now, most FFP Awardees in Africa have voluntarily used the QWICR system, with the support of FFP staff in USAID's Regional Missions based in Nairobi and Pretoria. During this this period of voluntary use, there have been several modifications of the system to address shortcomings and make improvements. Nevertheless, feedback from PVO staff using the system has been very positive, compared to the previous methods of quarterly commodity reporting.

While QWICR has been used by many PVOs for several years, FFP has recognized the need to formalize the adoption through this FFPIB. There is also a need to expand the use of QWICR to programs in other regions (e.g., Asia and Latin America).

III. Change in Process for Submitting Reports:

As of July 2013, all PVO Title II programs are expected to begin using QWICR for quarterly commodity reporting for all distribution and monetization activities. As per the regulations, initial reports should be submitted within 30 days of the end of each quarter. Reports may be amended later, if needed, and tracking of loss claims and payments for each quarter should continue until such time that all claims are resolved.

FFP program managers based in Missions in the field (and Washington, as appropriate) are required to review these reports in a timely fashion; approve or disapprove of any claim waiver requests, as appropriate; and track the status of claim payments until all payments have been either paid or waived.

In countries where programs have not yet adopted QWICR, i.e., new programs with a start date of fiscal year 2013 or later or for programs with major turnovers of commodity reporting staff, Awardees are encouraged to contact FFP Regional Offices in Nairobi or Pretoria to establish new user accounts and arrange for any training that may be needed. Awardees should consult with their respective FFP program managers in the mission or in Washington to get contact information for the appropriate Regional FFP Office staff. In addition, QWICR user training manuals are being developed for both Awardees and FFP staff, and should be available by May 31, 2013.

Points of Contact for QWICR
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