

Annex-1 List of interviewed officers and lead farmers

Ministry of Agriculture and Food Security

Erica Magauga PS2, Ministry of Agriculture
Readwell Musofole Deputy ASWAp Coordinator

Department of Land Resource Conservation

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Mzuzu Agricultural Development Division

Agnes P. Moyo Deputy Program Manager, Mzuzu ADD
Kondwani C. Nkhonde Chief Agricultural Extension Officer, Mzuzu ADD
Gilbert Kupunda Chief Land Resource Conservation Officer, Mzuzu ADD
Levison K. Allidu Chief Animal Health and Livestock Development Officer, Mzuzu ADD
Ulemu Tembo Principal Crop Protection Officer, Mzuzu ADD

Mzimba District Agricultural Office

Leonard E.M.Tchongwe District Agricultural Development Officer, Mzimba DAO
Osward Mulenge Land Resource Conservation Officer, Mzimba DAO

Zombwe Extension Planning Area Mzimba District

Miriam P. Nkhoma Agricultural Extension Development Chief, Zombwe EPA
Herbert Kauluka Agricultural Extension Development Officer, Zombwe EPA

Bwengu Extension Planning Area, Mzimba District

Dausi Phiri Agricultural Extension Development Chief, Bwengu EP

Nkhatabay District Agricultural Office

Abraham Mhlanga District Agricultural Development Officer, Nkhatabay DAO
Patrick Kombe Land Resource Conservation Officer, Nkhatabay DAO

Rumphi District Agricultural Office

Bill S.J.Mhango District Agricultural Development Officer, Rumphi DAO

Lead Farmers and Villages

Mrs. Jane Chisi	Zombwe EPA, Mzimba District
Mr. Andrew Mazolo	Chimbangala Village, Mzimba District
Mr. Manthipa	Ntchelele Village, Rumphu District
Mrs. Kaluwa	Mhuju EPA, Rumphu District
Mr. Gondwe	Zamrom Village, Mpamba EPA
Mr. Hodges Mhone	Kalonga village, Chikwina EPA, Nkhatabay District
Mr. Donald Mtambo	Mjutu village, Chikwina EPA, Nkhatabay District
Kenari Sheva village	Zombwe EPA, Mzimba District
Gozole Gondwe village	Zombwe EPA, Mzimba District
Kasuku Irrigation Schemes,	Zombwe EPA, Mzimba District
Chawayoya village	Kabuzi EPA, Nkhatabay District
Zamolowo village	Chikwina EPA, Nkhatabay District
Uledi village	Mpamba EPA, Nkhatabay District

Annex-2: Summary of field survey

Table 1 Summary of interview results on officers

Place	Mzinba DADO	Mzuzu ADD	Zomba EPA
No Interviewee	1-SMS	Total 8 officers Mzuzu ADD: 1-PO, 1-Chief AEO, 1-Chief LRCO, 1-Chief ALDO, 1-Principal CPO Nkhatabay: 1-LRCO, 1-Acting DADO Rumphi: 1-DADA	1-AEDC
Fertilizer application	<p>1) Applied organic manures are Chimato, Pit Compost, Bokashi, Windrows, Changu (Chinese method)</p> <p>2) Change is a quick manure production method for 14 days with animal dang, legume trees and ready-made manure. Chimato is the most popular manure due to publicity. Pit compost is also selected. On Windrow, they do not know it.</p> <p>3) Liquid manure is made by putting legume tree and animal dang in a sack with water of 200L and keeping for 14 days. One liter of this manure is solved to be 10 liters for use.</p> <p>4) Liquid Bokasi is not known.</p>	<p>1) Applied organic manures are Pit Compost, Flame method, Changu (Chinese method), Chimato, Bokashi, Khola manure (from livestock dang), Windrow (quite recent), Pellets (from cow dang and legume crops)</p> <p>2) Popular manures are Changu, Bokashi, Chimato, Pit compost and liquid manure. The most popular one is Pit compost from farmers' viewpoint. Bokashi has become popular very fast. Popularity reasons are easy to produce, short to produce (21 days or less). Chimato compost is popular because no mixing is require after installing. Bokashi with charcoal is produced for 21 days and it is easler than the Pit compost and Chimato.</p> <p>3) Flame method is developed by the MAFS: it requires mixing once per week with watering, ant it takes three months.</p> <p>4) Carrying manures is not a big problem because recommending producing right after stopping rains, from March to June. March is most recommended.</p> <p>5) Liquid manure is made of chicken/cow dang, legume trees and crops.</p> <p>6) Liquid Bokashi is not known.</p> <p>7) Soil diagnosis is done by research department not so frequently due to the high</p> <p>8) Fertilizer recommendation is provided, but</p>	<p>1) Applied manures are Chimato, Changu, Pit, Bokashi, Khola manure and liquid manure.</p> <p>2) The liquid manure is testing 1:5 solution and 1:10 solution.</p> <p>3) For basic, farmers prefer Bokashi, and then Pit method because Bokashi is easy and short to make and Pit method is applied for many years. Although frequent mixing Bokashi is said, it is only once after two days from starting for the cool temperature. (It means that they do not follow the indicated method of making Bokashi).</p>
2 Agroforestry	There are two methods, i.e. seeding and transplanting nursery trees, which are transplanted with Maize or other crops during rainy season.	There are two methods, i.e. seeding and transplanting nursery trees depending on trees.	Although both seeding and transplanting are applied, transplanting nursery trees is more applied. The nursery trees are from ICRA and government. This year, total 300,000 plants are planted for agroforestry.
3 Rainwater harvesting	Construction of tanks is done only through projects due to the material requirements. It is used for drip irrigation. Swales and water infiltration trenches, infiltration ponds are applied to fill groundwater.	In-situ technologies are applied such as pits, swales, water infiltration trenches, box ridges, Tight ridges, under ground tanks with bricks and Plastic tanks.	Local methods, i.e. box ridges, infiltration pit, infiltration pond are applied. No underground tanks and others are applied due to high cost of materials. Box ridge are applied at a half of farmers. Infiltration pit is not so applied because it is not so disseminated.

Table 1 Summary of interview results on officers (Cont.)

4	Soil and water conservation	Box ridges and marker ridges are applied. Erosion control is also done. Gully control is applied and conservation agriculture. Box ridges and marker ridges are applied for erosion control. Mulching is very much done for areas under conservation agriculture.	1) Applied technologies are counter ridging with marker ridge, glass (ex. Vetiver) planting, Check dam for gully, mulching and terraces. 2) More than 12% of sloping area is applied keeping forests and wild life	1) Popularly Applied technologies are counter ridging with marker ridge, glass (ex. Vetiver) planting, raised foot pass. 2) About a half of 18166 farm families apply the methods. Another half farmers can not contact with AEDOs.
5	Conservation Farming	Conservation farming is applied to reduce environmental impacts to soils. They are promoting conservation farming.	1) Basically, there are three main principles, i.e. minimum soil disturbance, maximum soil cover, crop rotation. 2) Minimum soil disturbance is Pit Planting. Application volumes of manure and crop residues are adjusted. 3) Allowable grand over is 30% upto 90%. Crop residues and cover crops like legume crop are applied to reduce evaporation. 4) Crop rotation is done including vacant field.	Some farmers put Maize residues in furrows to reduce erosion and increase fertility, and apply herbicide for weed control. In comparison with manual weeding, the herbicide application is done at 1/4. For Maize, 1/8 of the farmers apply due to being started at two years ago.
6	PLUP & PRA	PLUP is being done but the impact to community is not big, and it is slowly adopted since it has to involve several villages. Extension department carries out PRA and LRGD PRA.	1) PLUP is a new approach applied at the second year. 2) Although AEDOs go and check problems, it is done by farmers with PRAs. Solutions are shown in the action plan. AEDOs assist farmers to solve technical problems to implement the action plan. 3) PRA is expensive. 4) Currently two villages and they are implementing action plans.	PLUP has been applied for one section since this May.
7	Extension	1) Lead farmers: LFs are extended so much and very efficient. LFs play a big role. Incentives are training participations. During the training, they may get something from donors; although ORT training is not easy to prepare it but donors' training provide allowances and others. FAIR (NGO) distributed bicycles. 2) Extension materials: Leaflets are given from extension department and posters are from donor projects. 3) SMS establish monthly programs from annual work plan for visiting villages, and also visits as requested for some events.	1) Rumphi has 250 LFs, Nkhatabay 18 LFs, and Mzimba 68; the total is 336. 2) One LF covers 20 farmers to 100. 3) Incentives are bicycles and others. 4) LF's extension methods are demonstration and follow up by bicycle. 5) Seeds and livestock's are usually given for the demonstration. Tours are sometimes applied. 6) Major method of fostering a LF is AEDO's training. The fostering period is more than two times of visiting per season. For instance on Bokashi, AEDOs collect LFs at one place and teach the method.	different technologies. Agroforestry has 40 LFs and other fields have 50 LFs. Total 90 LFs are there. No incentives are given except FEAR's giving 3 bicycle. Active LFs are 3/4 of the total. One LF disseminates 200 FFs to 250 due to transportation. 2) For training LFs, visiting at two times per month will be needed. Bokashi's transfer needs only one time. Following up is the problem. It is usual that one visit is teaching and another is follow-up. 3) AEDOs apply posters, and each AEDO has it. 4) On manuals, Agroforestry and rainwater harvesting are not prepared any manual and AEDOs transfer technologies from knowledge without materials.
8	Available manuals and extension materials for officers	(Not applicable due to only five months employment.)	1) AEDOs give materials to LFs. 2) Leaflets, posters, manuals are usual materials. These are made in English at about 50%.	
9	Progress of small scale irrigation	(Not applicable due to only five months employment.)	EPA knows the progress, which is not measured but continuous construction is known.	Total 10 AEDOs are separated into 10 sections. Section means geographical demarcation. AEDOs do not implement village level approach but block level; one block has 2 to 3 villages. There are total 80 blocks. Each block is visited by an AEDO at twice
10	Other donors and NGOs	There are FIDP (Farm income diversification program) under the government financed by EU, FICA-FAO that is FLEMISH International cooperation agency. Under FIDP, they are doing natural resource management. Under FICA-FAO, the same activities	1) There are several donors and NGOs, whose target areas are different. 2) There are not big differences on their applied technologies. 3) There are no donor project areas such as Zombwe EPA and Emsizini EPA	Only FEAR provided three bicycles.
11	Technical issues	PLUP is very important. Farmers are doing on they own way without PLUP	(Not applied)	Soil and water conservation like Pit infiltration, soil fertility improvement, conservation agriculture like Winkflow are required.

Table 1 Summary of interview results on officers (Cont.)

12	Other information	Agroforestry is applied from July to Oct; fertilizer application is applied throughout a year, especially May and June; soil and water conservation such as marker ridges and others is applied during off-season; rain water harvesting is applied from Sept. to Oct. and Aug. in some cases.	LRCD Staffs Nkataby-2, Rumpi-2, Mzinba-2, ADD-2=8 staffs are assigned on LRDC: there are 1 staff graduated from irrigation engineering, 2 from natural resource management.	Total 10 AEDOs are separated into 10 sections. Section means geographical demarcation. AEDOs do not implement village level approach but block level; one block has 2 to 3 villages. There are total 80 blocks. Each block is visited by an AEDO at twice per month.
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Table 2 Summary of interview results on farmers

District		Mzimba			Rumphi		Nkhatabay
No	Place	Zombwe EPA	Kasuka Irrigation Scheme	Gozolo Gondwe village	Chimbaugala village	Nicheleenje village	Kalonga village (about 40 minutes drive from Nkhatabay town)
	Interviewee	1-LF (Mrs. Jane Chisi)	Irrigation Group	Group (12 FFs)	Mr. Andrew Mazolo, (LF: Mr. E. Mizolo 's son)	Ms. Karua farm	Mr. Hodges, Mhone
1	Fertilizer application	1) The LF applies Chimato, Bokashi, Pit method, flame method and liquid manure. She prefer Bokashi for easier to make. Her modified frame method is applied along the road near the field. 2) Chimato is applied for Dimba irrigation. 3) Her creation is to mix 2 pails of topsoil, 2 manure compost and 2 kg of fertilizer of Urea and others. 4) Carrying manures is done with bags; it is not hard job.	Bokashi and Pit method are applied.	Bokashi is made of green leaves, animal dang and charcoal. They prefer Bokashi for the easy production. Chimato, liquid manure and Pellet balls are also applied. Application method are same for different manures. They apply manures for basic and chemical fertilizers for top dressing if available	1) Applied manures are Chimato, Pellet manure, Liquid manure, Pit compost. 2) Liqueid manure is made from earth warms. 3) Mazolo manure is made of ash, chicken dang, Gaga (by-product of alcohol beverage of Maize), green leaves from legume trees. 4) Pellet manure is made of ash, chicken dang, Gaga, green leaves from legume trees. 5) They know Bokashi but not make, but fellow farmers make it.	Applied manures are Bokashi, Pit method, Bokashi, etc. Bokashi hill is 1.0m in diameter at the bottom and 0.35m high.	Applied manures are pit method, Bokashi, Changu, Khora manure and Chiken dang. The farmer prefers the pit method. The farmer also applies a chemical fertilizer at 15 bags (1bag=50kg) for 0.6 ha.
2	Agroforestry	The LF planted two kinds of trees in an area of less than 10mx 10m.	(Not applied)	Agroforestry is not done due to lack of water resource.	They are planting Faidherbia Albida, Tephrosiavogelli and Pison pees.	(No applied due to absence)	A NGO named "JEP Africa" provide seeds and nursery pots for a community of 15 members. The community delivers the nursery trees to required farmers and they also plant themselves, during rainy season.

Table 2 Summary of interview results on farmers (Cont.)

3 Rainwater harvesting	Counter ridging is applied.	(Not applied)	(Not applied)	They constructed one tank with cement and bricks to apply excrement and urine for fertilizer. In addition, they construct a pond with bricks of 2.4m in diameter and 1.3m deep.	(No applied due to absence)	(No applied due to absence)	(At Zamlomo village, Mr. Idana Mhambi built a tank at 2008 and it had leak after 2 years and not used. The tank is 5.3m in diameter and 2.1m deep. Materials were given by the government and the farmer built it. The tank water is applied for a field of 1.4m x 16.6m (232 sq.m) with drop irrigation. The crops are Chinese vegetables and another vegetables. The soil type is Loamy Sand.)
4 Soil and water conservation	Marker ridge, counter ridge and vetiver grass are applied. The line level is given by the AEDO.	Counter ridge is applied.	Marker ridge, box ridge and contour planting are applied.	They apply marker ridge, box ridge, vetiver grass and check dams for gully control.	Infiltration pits are applied with the sizes of 600x200x600 mm.	Infiltration pits and rain foot paths are applied.	There are a new terrace plot of 1.9m wide and 0.5m high for 17.8% sloping and a old plot (10 years ago) of 1.1m wide and 1.23m high for 33.3% sloping.
5 Conservation Farming	Crop residue management, herbicide application and crop rotation are applied.	(Not applied)	Crop residue covering is done, but they are eaten by cows and goats.	Firstly marker ridge is applied, residues are put, herbicide is applied then planting is done. At 3 days, another herbicide is applied.	Crop residue covering is applied.	Crop residue covering is applied.	The farmer prepares a furrow land despite no crop rotation. Crop residue covering is also applied on terraces.
6 Fellow farmers & incentives	The LF disseminated to 35 fellow farmers who are practicing. The LF received one bicycle from the government.	(Not applied)	(Not applied)	Mr. Mazolo is assigned as LF at more than 10 years by the village. The fellow farmers are eight who are LFs now. When the LF is invited training, he has allowance as a trainer for compensating the cost.	(No applied due to absence)	Fellow farmers are total 14.	(LF: Donald Muanbo of Mjuto village taught total 108 farmers for 6 years (about 18 farmers/year. He is living near the EPA.)

Table 2. Summary of interview results on farmers (Cont.)

7	Extension	AEDO visited here once per month. He worked with her for 3 days to teach fellow farmers.	(Not applied)	(Not applied)	Other farmers have to produce and he had to help them. A long time ago, one bicycle was given from the government. He also received chickens from the government. In addition, the government provided cements	(No applied due to absence)	(No applied due to absence)	Two AEDOs visit the village at twice per month (once per week for one AEDO on average)
8	Available manuals and extension materials for officers.	AEDO gave her leaflets and magazines.	(Not applied)	(Not applied)	When the LF is invited by FAIR and others, he goes to teach by demonstration without any material.	(No applied due to absence)	(No applied due to absence)	(The LF has several leaflets made by Total Land Care and the government and JICA small scale irrigation's bulletin).
9	Progress of small scale irrigation.	(Not applied)	(Not applied)	(Not applied)	(Not applied)	(No applied due to absence)	(No applied due to absence)	(Uledi village developed a new scheme at 2010. The group has 13 members for 1.5ha of Maize.)
10	Other donors and NGO's	No donor	A NGO constructed a water impounding reservoir that irrigate 4.2 ha for about 40 farmers.	(Not applied)	The LF works with FAIR, government and story workshop (NGO).	(No applied due to absence)	(No applied due to absence)	"LIEP Africa" for afforestation
11	Other information	Manure production and conservation farming are preferable for the labor economizing nature.	(Not applied)	(Not applied)	No.	(No applied due to absence)	(No applied due to absence)	The farmer has 3x0.6ha coffee & cassava plots. Neighboring the tree nursery, they have coffee nursery field. These coffee nursery materials are provided by a coffee cooperative.
12	Land slope (%)	2.5	4.8	3.5	2.0	0.9	N/A	17.8
13	Soil type	Silty Loam	Loam.	Sandy Loam.	Sandy Loam.	Sandy Loam	N/A	Loam
								Sandy Loam
								33.3%

4. 調査日程（詳細計画策定調査 その2）

	Date		Mr.Kanamori	Mr.Ishizaka	Ms.Mishima	Tsuzuku	Yoshikura	Accomodation
1	5	Sat	Departure from Japan				/	
2	6	Sun	→Hongkong→Johannesburg→ Arrival in Lilongwe (12:30, SA170)					Lilongwe
3	7	Mon	AM	Meeting with MoAFS (8:00), JICA Malawi (9:00), DLRC (10:30)				Lilongwe
			PM	Meeting with DAES (14:00), DARS (16:00)				
4	8	Tue	AM	Move to Dowa, Visit to Chivala EPA (9:30), Nachisaka EPA (11:00)				Lilongwe/Blantyre
			PM	Site Visit to Mvera EPA (14:00), Back to Lilongwe				
5	9	Wed	AM	Meeting with Lilongwe ADD (8:00)	Visit to Nathenje RTC (8:30), Move to Dedza			Blantyre/Mzuzu
			PM	Visit to Mponera RTC (10:30), Move to Mzuzu		Site Visit to Bembeke EPA (10:00)		
				Meeting with Find Your Feet (15:30)		Move to Blantyre		
6	10	Thu	AM	Move to Rumphu Meeting with Rumphu DC (9:30), DADO (11:00)	Meeting with Blantyre DC (8:30), DADO (10:00)			Blantyre/Mzuzu
			PM	Site Visit to Mhuju EPA (13:00), Back to Mzuzu		Visit to Ntonda EPA (13:30)		
7	11	Fri	AM	Visit to Mzuzu RTC (7:30), Move to Mzimba Visit to Mbawa RTC (10:00)	Move to Balaka, Visit to Bazale EPA (9:00)			Dedza/Kasungu
			PM	Visit to Champira EPA (13:00) Move to Kasungu		Move to Ncheu, Visit to Nsipe EPA (13:30) Visit to Nkhande RTC (16:00), Move to Dedza		
8	12	Sat	AM	Back to Lilongwe		Visit Dedza RTC and farmers in Bembeke, Back to Lilongwe		Lilongwe
			PM	Discussion on PDM/MM				
9	13	Sun	AM	Discussion on PDM/MM				Lilongwe
			PM	Drafting Minutes				
10	14	Mon	AM	Meeting with World Bank (8:00), DLRC (9:30)				Lilongwe
			PM	Meeting with Total Land Care (14:30), JICA Malawi, IFAD (17:30) / Drafting Minutes				
11	15	Tue	AM	Drafting Minutes				Lilongwe
			PM	Drafting Minutes, Meeting with DLRC, DAES, DARS (14:00)				
12	16	Wed	AM	Drafting Minutes, Meeting with MoAFS (10:30)				Lilongwe
			PM	Meeting with DOI	Drafting Minutes		Meeting with DOI	
13	17	Thu	AM	Signing of Minutes with MoAFS, DLRC, DAES, DARS at MOAFS (10:00)				Lilongwe
			PM	Report to Embassy(14:00) , JICA Malawi(15:00)				
14	18	Fri	AM	Departure from Lilongwe→Johannesburg				
15	19	Sat		Johannesburg→Hongkong→			→Antananarivo	
16	20	Sun		Arrival in Haneda/Narita				

5. 主要面談者一覧（詳細計画策定調査 その2）

農業食糧保障省 (Ministry of Agriculture and Food Security)

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M. A. Mgomzulu Acting Deputy Director
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M. H. Phillimon-Banda Deputy Director of Agricultural Research Services
Makumba W. I. H. Assistant Director of agriculture Research
L. Matumba Agriculture Research Scientist-soils

世界銀行 (World Bank)

Hardwick Tchale Senior Agricultural Economist

国際農業開発基金 (International Fund for Agricultural Development IFAD)

Alfred Nyasulu

トータルランドケア (TOTAL LANDCARE)

W. Trent Bunderson Co-Founder / Executive Director (Eastern and Southern Africa)

**MINUTES OF MEETINGS
BETWEEN
THE AUTHORITIES CONCERNED OF THE REPUBLIC OF MALAWI
AND
JAPAN INTERNATIONAL COOPERATION AGENCY
ON
THE TECHNICAL COOPERATION PROJECT FOR
SUSTAINABLE LAND MANAGEMENT PROMOTION PROJECT
IN THE REPUBLIC OF MALAWI**

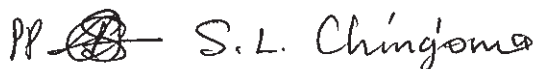
The Second Detailed Planning Survey Team (hereinafter referred to as “the Team”), organized by the Japan International Cooperation Agency (hereinafter referred to as “JICA”) and headed by Dr. Hideyuki Kanamori, visited the Republic of Malawi from 6 to 17 March, 2011 for the purpose of formulating the technical cooperation project “Sustainable Land Management Promotion Project” (hereinafter referred to as “the Project”) in response to the request made by the Government of the Republic of Malawi (hereinafter referred to as “GOM”) toward the Government of Japan (hereinafter referred to as “GOJ”). During its stay in Malawi, the Team exchanged views and opinions with the authorities concerned through a series of meetings and field observations in relation to the Project.

As a result, both sides have reached a mutual understanding regarding the matters in the documents attached hereto.

Lilongwe, 17 March, 2011



Dr. Hideyuki Kanamori
Team Leader,
Second Detailed Planning Survey Team,
Japan International Cooperation Agency



Mrs. Erica Maganga
Principal Secretary for Agriculture and Food
Security
Ministry of Agriculture and Food Security
Republic of Malawi

The Attached Document

1. Background

Agriculture is a very important sector in the Malawian economy contributing to 36% of the GDP and earning more than 80% of foreign revenue. However, more than 90% of farmers are smallholders largely dependent on rain-fed farming. Variable weather conditions coupled with limited access to farm inputs and techniques make agriculture a volatile sector.

GOM is making efforts to improve such situation by promoting sustainable land management (SLM) including the diffusion of soil fertility improvement and soil and water conservation techniques. Sustainable agricultural land and water management is one of the three focus areas of the Agriculture Sector Wide Approach (ASWAp), the key policy document for agricultural development of GOM.

GOM requested for a technical cooperation project titled “Sustainable Land Management Promotion Project” in 2009. In response, JICA sent the First Detailed Planning Survey Team from 12 to 20 October 2010 to clarify the need for Japanese assistance. As a result of the survey, it was found that the production method of Bokashi, which is a Japanese compost, was not correctly applied. Furthermore, the need to extend soil fertility improvement techniques was also confirmed.

The Second Detailed Planning Survey team was sent in order to develop the master plan of the Project through discussing with the relevant authorities and field survey.

2. Draft PDM and PO

Draft of the Project Design Matrix (PDM) and Plan of Operation (PO) of the Project were prepared in consultation with stakeholders and through a series of discussions as attached in Appendix 1 and 2, respectively. Both sides agreed on the framework: the tentative PDM and PO of the Project. They will be used as monitoring and evaluation tools of the project activity and achievements. They will be finalized by the time of signing of the Record of Discussions (R/D).

(1) Project Design Matrix (PDM)

The framework of the Project is given as PDM (Appendix 1) which specifies the objectives, outputs and activities. The PDM may be modified upon the approval of the Joint Coordinating Committee (JCC) within the framework of the R/D when necessity arises.

(2) Plan of Operation (PO)

The tentative PO is shown in Appendix 2. The PO may be modified upon the approval of the JCC

within the framework of the R/D when necessity arises.

3. Draft Record of Discussions (R/D)

The R/D which is the official document defining the contents of a technical cooperation project will be signed in order to start the Project. The draft of the R/D is shown in Appendix 4. The draft R/D will be finalized in the course of further consultations towards the signing.

4. Framework of the Project

The Project will support the Ministry of Agriculture and Food Security (MoAFS) to promote SLM through existing extension system in Malawi. The framework and target of the Project will be aligned with the framework developed under the ASWAp as much as possible.

(1) SLM Techniques

- 1) During the field visit of the Team, it was found that the procedures for making Bokashi was not correctly explained in the extension materials circulated. The MoAFS with the assistance of the Japanese experts should correct this through communicating to the subject matter specialists (SMSs) and to agricultural extension development coordinators (AEDCs) and agricultural extension development officers (AEDOs) utilizing regular national conferences and/or circulars.
- 2) In the Project, the appropriate SLM techniques will be selected mainly from soil fertility improvement and soil and water conservation measures. The appropriate techniques will be selected by the Project based on the review of current conditions at the beginning of the Project. Both soil fertility improvement and soil and water conservation techniques will be disseminated together to enhance the impact on farm.
- 3) Application recommendations for soil fertility improvement techniques will be prepared through demonstration trials in Chitedze Research Station and on-farm demonstration trials in pilot sites.
- 4) Lessons on SLM technique application will be drawn through extension activities in pilot sites.

(2) Extension Method

- 1) The extension approach will fully utilize the existing local government structure.
- 2) The selection of the Lead Farmers (LFs) will be done with each Village Development Committee (VDC) after recognition of the project purpose and concept through sensitization meeting with village leaders.
- 3) The contents of extension materials will include details of appropriate SLM techniques, farm

demonstration set-up and others.

- 4) Extension methods including demonstration farms and related materials will be prepared from the viewpoint of sustainability and applicability by farmers.

(3) Training

- 1) The Project will conduct training following the standard government practice. Namely, the project experts and counterparts will train the SMSs, and then the SMSs will train the AEDCs and AEDOs. The AEDOs will train LFs. In the pilot sites, the Project will support the whole process of technical transfer.
- 2) The training for the SMSs and extension agents will be organized in Mzuzu while ones for LFs will be conducted at Extension Planning Area (EPA) and farmers' field.

(4) Supporting Lead Farmers (LFs)

- 1) In order to enhance transfer of SLM techniques from LFs to farmers, the Project will support LFs by several measures (e.g. delivering illustration posters, etc). This support will be focused on pilot sites.
- 2) LF's roles and incentives will be carefully decided through discussions with key stakeholders.

(5) Nationwide Diffusion of Proper SLM Techniques

- 1) The Project will conduct training for SMSs nationwide.
- 2) The MoAFS will train AEDCs and AEDOs nationwide utilizing the achievements of the Project. The MoAFS will make efforts to make sure it will secure sufficient finance to run the training.
- 3) During project implementation, efforts will be made to ensure sustainability of the project achievements by making possible the utilization of district level budget such as the District Development Fund and other donor assistance.

(6) Planning and Monitoring

Planning and monitoring of the project activities will follow the stipulated government system. The Project will make efforts to strengthen such system.

(7) Implementation Structure

The Project will utilize the regular structure of the MoAFS of its implementation. The anticipated implementation structure is given in Appendix 3.

5. Target Area of the Project

- (1) The Project will select approximately 200 to 400 VDCs/villages as pilot sites in the three districts under the Mzuzu Agricultural Development Division (ADD). The expected number of EPAs to have pilot sites ranges from quarter to half of all EPAs in Mzuzu ADD.
- (2) A discussion on selection of target beneficiaries and pilot sites was conducted. The information used for the discussion can be found in Appendix 5.
- (3) The criteria for selecting pilot sites will include the following:
 - 1) Existence of other projects;
 - 2) Staff availability in EPA;
 - 3) Soil characteristics;
 - 4) Farmers' willingness to participate; and
 - 5) Water availability.
- (4) Although the target area for extension activities is focused on the pilot sites, training of SMSs will target the whole country so that the MoAFS will be able to diffuse SLM techniques nationwide.

6. Project Duration

Both sides agreed that the duration of the Project will be four (4) years considering the framework of the Project.

7. Project Offices

The MoAFS agreed to provide office space in the Mzuzu ADD and Chitedze Research Station for the project experts at its expense.

8. Project Management

To ensure effectiveness and successful implementation of the Project, the Joint Coordination Committee (JCC) will be established at the national level. The functions and composition of the JCC are described in Annex VI of Appendix 4. At the district level, the Project will take part in the Agricultural Sub-Committee in the three districts under Mzuzu ADD. Issues and findings regarding the Project will be reported and shared among the committee members regularly.

9. Counterpart Fund

To secure counterpart fund needed for implementing the Project is an essential responsibility of the GOM. To ensure the smooth implementation of the Project, the GOM will secure the Project's

counterpart fund each year in line with the Malawian Fiscal Year. In particular, Malawian side will ensure it will have sufficient fund to cover:

- 1) Field allowance of government staff for daily activities
- 2) Meeting allowance for attending regular ADD and district level meeting
- 3) Remuneration of government trainers
- 4) Electricity and water for office management
- 5) Part of fuel for vehicles

10. Training Cost

It is the policy of JICA that the counterpart organization bears the allowances of government staff who attends training. However, the GOM suggested it has severe budget constraints so both sides agreed to source funding for the training from JICA to the extent possible. In case JICA provides budget to fund such cost, training allowances for government staff will follow the regulations of JICA Malawi Office, which has been harmonized among the development partners in Malawi.

11. Provisional Schedule until the Project Commencement

- 1) Internal procedure for project approvals in both the GOM and JICA (up to June, 2011)
- 2) Signing of R/D (July, 2011)
- 3) Commencement of the Project (August/September, 2011)

List of Appendices

Appendix 1: Draft Project Design Matrix (PDM)

Appendix 2: Draft Plan of Operation (PO)

Appendix 3: Draft Project Implementation Structure

Appendix 4: Draft Record of Discussions (R/D)

Appendix 5: Discussion Materials on Selection of Target Beneficiaries and Sites



Appendix 1: Draft Project Design Matrix

Draft Project Design Matrix (PDM)

Project Title: Sustainable Land Management (SLM) Promotion Project

Pilot sites: Selected Village Development Committees (VDCs) in Districts under Mzuzu Agricultural Development Division

Target Group: Selected staff under Agricultural Development Divisions (ADDs), Department of Land Resources Conservation (DLRC), Department of Agricultural Extension Services, (DAES), Department of Agricultural Research Services (DARS), and farmers in pilot sites

Duration: 4 years from XX 2011 to XX 2015

Version 0.04 (16 March 2011)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>Overall Goal Appropriate SLM techniques are widely diffused nationwide by Ministry of Agriculture and Food Security (MoAFS).</p>	<ol style="list-style-type: none"> 1) SLM technique diffusion programme is implemented in at least XX Districts. 2) Area under SLM increases by XX ha by 2018 compared to 2015. 	<p>Official documents of MoAFS Official documents of MoAFS</p>	
<p>Project Purpose Capacity of MoAFS to diffuse appropriate SLM techniques is enhanced.</p>	<ol style="list-style-type: none"> 1) At least XX MoAFS subject matter specialists are able to conduct training for extension agents on SLM techniques. 2) Proposals to diffuse SLM techniques prepared by project are officially recognised by Executive Committee of at least of XX Districts. 3) At least XX extension agents trained by project continue to teach SLM techniques to farmers. 4) At least XX farmers in pilot sites continue to practice at least one new technique introduced by extension agents. 	<p>Post-training evaluations/ Examination by expert Minutes of meeting of Executive Committee Quarterly report of EPA Quarterly report of EPA</p>	<ul style="list-style-type: none"> - Activities to diffuse SLM techniques are properly planned by MoAFS. - MoAFS is able to secure sufficient budget.
<p>Outputs</p> <ol style="list-style-type: none"> 1. Soil fertility improvement techniques are enhanced. 2. Extension agents in pilot sites are equipped with proper SLM techniques. 3. Appropriate SLM techniques are properly applied by farmers in pilot sites. 4. Subject matter specialists nationwide are equipped with proper SLM techniques. 5. Measures to diffuse proper SLM techniques nationwide are indicated. 	<ol style="list-style-type: none"> 1-1) At least two soil fertility improvement techniques become ready for extension. 1-2) Proper fertilizer application recommendations on Bokashi or other appropriate manure are prepared. 2-1) At least 90 % of participating subject matter specialists properly understands content of training of trainers. 2-2) At least 80 % of participating extension agents properly understands content of training. 3-1) At least 60 % of selected lead farmers properly apply at least one new technique taught by extension agents. 3-2) Average of at least XX follower farmers apply at least one technique taught by lead farmers. 4-1) At least 90 % of participating subject matter specialists properly understands content of training of trainers. 5-1) At least two proposals indicating plan to diffuse SLM techniques nationwide are prepared. 	<p>Examination of trial report by expert Examination of recommendations by expert Post-training evaluation Post-training evaluation Quarterly report of EPA Quarterly report of EPA Post-training evaluation Examination of document by expert and senior MoAFS officials</p>	<ul style="list-style-type: none"> - SLM remains priority issue of both central and local governments of Malawi. - Labour constraint in rural area does not become severe. - Prices of major agricultural products do not decline significantly. - Availability of animal dung does not decline significantly.

Appendix 1: Draft Project Design Matrix

Activities	Narrative Summary	Inputs	Important Assumptions
<p>1-1 Conduct element analyses of common manure.</p> <p>1-2 Identify appropriate soil fertility improvement techniques such as Bokashi for development.</p> <p>1-3 Conduct soil fertility improvement trials including soil analyses.</p> <p>1-4 Produce general application recommendations for soil fertility improvement techniques.</p> <p>1-5 Conduct researcher-led on-farm demonstration trials.</p> <p>2-1 Review existing training materials and curriculum on SLM.</p> <p>2-2 Produce extension materials.</p> <p>2-3 Train subject matter specialists.</p> <p>2-4 Train extension agents.</p> <p>2-5 Conduct supplementary training.</p> <p>3-1 Prepare for extension activities.</p> <p>3-2 Conduct extension activities.</p> <p>3-3 Monitor extension activities and outcomes.</p> <p>3-4 Draw lessons on SLM technique application and extension method.</p> <p>3-5 Improve extension plan and method based on lessons from extension.</p> <p>4-1 Refine training courses and extension materials based on technological development and lessons from extension in pilot sites.</p> <p>4-2 Conduct training needs assessment of subject matter specialists regarding SLM and select participants.</p> <p>4-3 Conduct training of trainers for nationwide training.</p> <p>5-1 Organize quarterly district level meetings in each district to report project progress and obtain feedback.</p> <p>5-2 Conduct workshops, seminars, field visits to present achievements of project, targeting stakeholders concerned with SLM.</p> <p>5-3 Develop proposals to encourage diffusion of SLM techniques in other areas targeting district stakeholders.</p>	<p>Malawian side</p> <p>1) Personnel</p> <ul style="list-style-type: none"> ➢ Project Director (Director, DLRC) ➢ Deputy Project Director (Deputy Director, DLRC) ➢ Project Manager (Programme Manager, Mzuzu ADD) ➢ Deputy Project Manager (Chief Land Resources Conservation Officer, Mzuzu ADD) ➢ District Coordinators (Land Resources Conservation Officers of Rumphu, Mzimba and Nkhata Bay District Agricultural Development Offices) ➢ Counterparts (Personnel under DARS, DAES and Mzuzu ADD) <p>2) Facilities</p> <ul style="list-style-type: none"> ➢ Office space for experts <ul style="list-style-type: none"> - Mzuzu ADD - DARS Chitedze Research Station ➢ Training venues ➢ Experimental fields in Chitedze Research Station <p>3) Recurrent costs</p> <ul style="list-style-type: none"> ➢ Costs associated with MoAFS staff involved in project ➢ Part of training cost ➢ Utility and other basic expenses to run project <p>Japanese side</p> <p>1) Experts</p> <ul style="list-style-type: none"> ➢ Long-term <ul style="list-style-type: none"> - Chief Advisor/ Soil Fertility - Extension/ Coordinator ➢ Short-term <ul style="list-style-type: none"> - Baseline Survey - Soil Science - Soil Conservation - Other fields <p>2) Counterpart Training</p> <ul style="list-style-type: none"> ➢ Training in Japan and/or in the third country for XXX persons <p>3) Machinery and equipment</p> <ul style="list-style-type: none"> ➢ Vehicle(s) (4WD) ➢ Bicycles ➢ Soil analysis equipments ➢ Training equipments (computer, projector, screen, etc.) ➢ Office equipments (photocopier, scanner, etc.) ➢ Other necessary equipment <p>4) Local costs</p> <ul style="list-style-type: none"> ➢ Part of training cost 	<p>- Rainfall pattern does not deviate greatly from usual pattern.</p> <p>- MoAFS does not lose significant proportion of its qualified staff.</p> <p>- Farmers' access to inputs does not deteriorate greatly.</p>	
Preconditions			

Appendix 2: Draft Plan of Operations

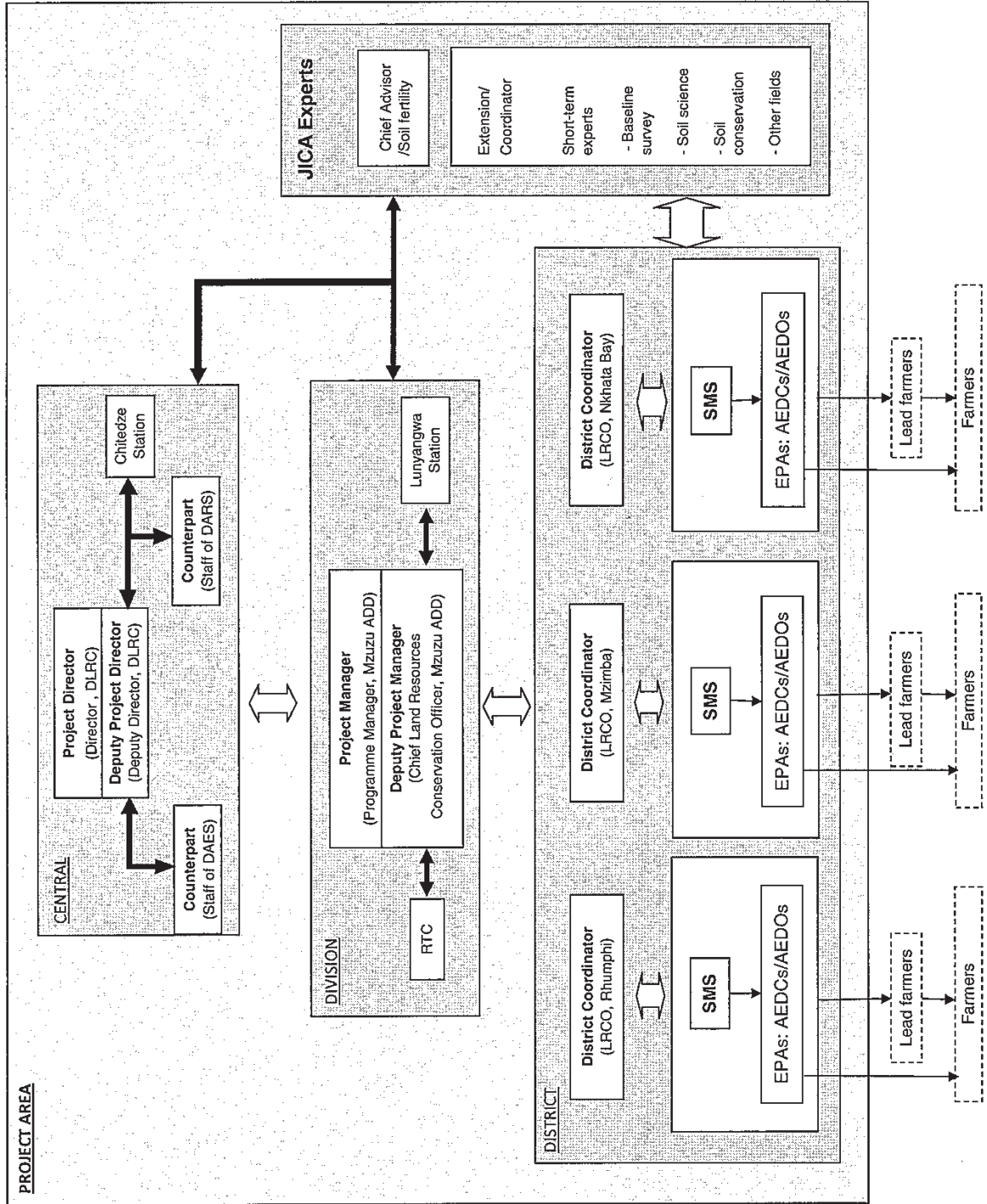
Draft Plan of Operations (PO)

Project Title: Sustainable Land Management (SLM) Promotion Project

	2011				2012				2013				2014				2015	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2		
1. Soil fertility improvement techniques are enhanced.																		
1-1 Conduct element analyses of common manure.																		
1-2 Identify appropriate soil fertility improvement techniques such as Bokashi for development.																		
1-3 Conduct soil fertility improvement trials including soil analysis.																		
1-4 Produce general application recommendations for soil fertility improvement techniques.																		
1-5 Conduct researcher-led on-farm demonstration trials.																		
2. Extension agents in pilot sites are equipped with proper SLM techniques.																		
2-1 Review existing training materials and curriculum on SLM.																		
2-2 Produce extension materials.																		
2-3 Training subject matter specialists.																		
2-3-1 Prepare training of trainers course on SLM.																		
2-3-2 Conduct training of trainers for pilot site extension agents.																		
2-4 Train extension agents.																		
2-4-1 Conduct training needs assessment of extension agents in pilot sites regarding SLM and select training participants.																		
2-4-2 Prepare training course for extension agents.																		
2-4-3 Conduct training of extension agents in pilot sites.																		
2-5 Conduct supplementary training.																		
3. Appropriate SLM techniques are properly applied by farmers in pilot sites.																		
3-1 Prepare for extension activities.																		
3-1-1 Select VDCs for project intervention.																		
3-1-2 Conduct baseline survey.																		
3-1-3 Sensitize farmers, and identify needs and constraints.																		
3-1-4 Identify lead farmers.																		
3-2 Conduct extension activities.																		
3-2-1 Prepare extension plan.																		
3-2-2 Train farmers.																		
3-2-3 Facilitate extension by lead farmers.																		
3-3 Monitor extension activities and outcomes.																		
3-4 Draw lessons on SLM technique application and extension method.																		
3-5 Improve extension plan and method based on lessons from extension.																		
4. Subject matter specialists nationwide are equipped with proper SLM techniques.																		
4-1 Refine training courses and extension materials based on technological development and lessons from extension in pilot sites.																		
4-2 Conduct training needs assessment of subject matter specialists regarding SLM and select participants.																		
4-3 Conduct training of trainers for nationwide training.																		
5. Measures to diffuse proper SLM techniques nationwide is(are) indicated.																		
5-1 Organize quarterly district level meetings in each district to report project progress and obtain feedback.																		
5-2 Conduct workshops, seminars, field visits to present achievements of project, targeting stakeholders concerned with SLM.																		
5-3 Develop proposals to encourage diffusion of SLM techniques in other areas targeting district stakeholders.																		

* Q3 and Q4 are rainy season.

Appendix 3: Draft Implementation Structure



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RECORD OF DISCUSSIONS
BETWEEN
JAPAN INTERNATIONAL COOPERATION
AND
AUTHORITIES CONCERNED OF
THE GOVERNMENT OF REPUBLIC OF MALAWI
ON JAPANESE TECHNICAL COOPERATION
FOR THE SUSTAINABLE LAND MANAGEMENT PROMOTION PROJECT

With regard to the Minutes of Meetings between the Second Detailed Planning Survey Team and the Republic of Malawi dated 17 March 2011, Japan International Cooperation Agency (hereinafter referred to as "JICA") had a series of discussions with the Malawian authorities concerned with regard to desirable measures to be taken by JICA and the Government of the Republic of Malawi for the successful implementation of the "Sustainable Land Management Promotion Project."

As a result of the discussions, and in accordance with the provisions of the Agreement on Technical Cooperation between the Government of Japan and the Government of the Republic of Malawi, signed in Lilongwe on 1 March, 2006 (hereinafter referred to as "the Agreement"), JICA and the Malawian authorities concerned agreed on the matters referred to in the document attached hereto.

Lilongwe, YY XXXX, 2011

Mr. Katsuro SAITO
Resident Representative,
JICA Malawi Office
Japan International Cooperation Agency

Mrs. Erica Maganga
Principal Secretary for Agriculture and Food
Security
Ministry of Agriculture and Food Security
Republic of Malawi



Appendix 4: Draft Record of Discussions (R/D)

THE ATTACHED DOCUMENT

I. COOPERATION BETWEEN JICA AND THE GOVERNMENT OF THE REPUBLIC OF MALAWI

1. The Government of the Republic of Malawi will implement the Sustainable Land Management Promotion Project (hereinafter referred to as “the Project”) in cooperation with JICA.
2. The Project will be implemented in accordance with the Master Plan which is given in Annex I.

II. MEASURES TO BE TAKEN BY JICA

In accordance with the laws and regulations in force in Japan and the provisions of Article III of the Agreement, JICA, as the executing agency for technical cooperation by the Government of JAPAN, will take, at its own expense, the following measures according to the normal procedures of its technical cooperation scheme.

1. DISPATCH OF JAPANESE EXPERTS

JICA will provide the services of the Japanese experts as listed in Annex II. The provision of Article III of the Agreement will be applied to the above-mentioned experts.

2. PROVISION OF MACHINERY AND EQUIPMENT

JICA will provide such machinery, equipment and other materials (hereinafter referred to as “the Equipment”) necessary for the implementation of the Project as listed in Annex III. The provision of Article III of the Agreement will be applied to the Equipment.

3. TRAINING OF MALAWIAN PERSONNEL IN JAPAN

JICA will receive Malawian personnel connected with the Project for technical training in Japan.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE REPUBLIC OF MALAWI

1. The Government of the Republic of Malawi will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
2. The Government of the Republic of Malawi will ensure that the technologies and knowledge acquired by the Malawian nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of the Republic of Malawi.
3. In accordance with the provisions of Article V of the Agreement, the Government of the Republic of Malawi will grant in the Republic of Malawi privileges, exemptions and benefits to the Japanese experts referred to in II-1 above and their families.

Appendix 4: Draft Record of Discussions (R/D)

4. In accordance with the provisions of Article V of the Agreement, the Government of the Republic of Malawi will take the measures necessary to receive and use the Equipment provided by JICA under II-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in II-1 above.
5. The Government of the Republic of Malawi will take necessary measures to ensure that the knowledge and experience acquired by the Malawian personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the provision of Article V of the Agreement, the Government of the Republic of Malawi will provide the services of Malawian counterpart personnel and administrative personnel as listed in Annex IV.
7. In accordance with the provision of Article V of the Agreement, the Government of the Republic of Malawi will provide the buildings and facilities as listed in Annex V.
8. In accordance with the laws and regulations in force in the Republic of Malawi, the Government of the Republic of Malawi will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided by JICA under II-2 above.
9. In accordance with the laws and regulations in force in the Republic of Malawi, the Government of the Republic of Malawi will take necessary measures to meet the running expenses necessary for the implementation of the Project.

IV. ADMINISTRATION OF THE PROJECT

1. Director, Department of Land Resources Conservation, Ministry of Agriculture and Food Security, as the Project Director, will bear overall responsibility for the administration and implementation of the Project.
2. Deputy Director, Department of Land Resources Conservation, Ministry of Agriculture and Food Security, as the Deputy Project Director, will assist the Project Director.
3. Programme Manager, Mzuzu Agricultural Development Division, Ministry of Agriculture and Food Security, as the Project Manager, will be responsible for the managerial and technical matters of the Project.
4. Chief Land Resources Conservation Officer, Mzuzu Agricultural Development Division, Ministry of Agriculture and Food Security, will assist the Project Manager
5. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Director and the Project Manager on any matters pertaining to the implementation of the Project.
6. The Japanese experts will give necessary technical guidance and advice to Malawian counterpart personnel on technical matters pertaining to the implementation of the Project.
7. For the effective and successful implementation of technical cooperation for the Project, a Joint Coordinating Committee will be established whose functions and composition are



Appendix 4: Draft Record of Discussions (R/D)
described in Annex VI.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and the Malawian authorities concerned, at the last six months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE EXPERTS

In accordance with the provision of Article VI of the Agreement, the Government of the Republic of Malawi undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Republic of Malawi except for those arising from the willful misconduct or gross negligence of the Japanese experts.

VII. MUTUAL CONSULTATION

There will be mutual consultation between JICA and the Government of the Republic of Malawi on any major issues arising from, or in connection with this Attached Document.

VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of the Republic of Malawi, the Government of the Republic of Malawi will take appropriate measures to make the Project widely known to the people of the Republic of Malawi.

IX. TERM OF COOPERATION

The duration of the technical cooperation for the Project under this Attached Document will be four (4) years from the date of first arrival of JICA Expert.

ANNEX I	MASTER PLAN
ANNEX II	LIST OF JAPANESE EXPERTS
ANNEX III	LIST OF MACHINERY AND EQUIPMENT
ANNEX IV	LIST OF MALAWIAN COUNTERPARTS AND ADMINISTRATIVE PERSONNEL
ANNEX V	LIST OF BUILDINGS AND FACILITIES
ANNEX VI	JOINT COORDINATING COMMITTEE



ANNEX I.

MASTER PLAN

1. Overall Goal

Appropriate sustainable land management (SLM) techniques are widely diffused nationwide by Ministry of Agriculture and Food Security (MoAFS).

2. Project Purpose

Capacity of MoAFS to diffuse appropriate SLM techniques is enhanced.

3. Outputs of the Project

1. Soil fertility improvement techniques are enhanced.
2. Extension agents in pilot sites are equipped with proper SLM techniques.
3. Appropriate SLM techniques are properly applied by farmers in pilot sites.
4. Subject matter specialists nationwide are equipped with proper SLM techniques.
5. Measures to diffuse proper SLM techniques nationwide are indicated.

4. Activities of the Project

- 1-1 Conduct element analyses of common manure.
- 1-2 Identify appropriate soil fertility improvement techniques such as Bokashi for development.
- 1-3 Conduct soil fertility improvement trials including soil analyses.
- 1-4 Produce general application recommendations for soil fertility improvement techniques.
- 1-5 Conduct researcher-led on-farm demonstration trials.

- 2-1 Review existing training materials and curriculum on SLM.
- 2-2 Produce extension materials.
- 2-3 Train subject matter specialists.
- 2-4 Train extension agents.
- 2-5 Conduct supplementary training.

- 3-1 Prepare for extension activities.
- 3-2 Conduct extension activities.
- 3-3 Monitor extension activities and outcomes.
- 3-4 Draw lessons on SLM technique application and extension method.
- 3-5 Improve extension plan and method based on lessons from extension.



Appendix 4: Draft Record of Discussions (R/D)

4-1 Refine training courses and extension materials based on technological development and lessons from extension in pilot sites.

4-2 Conduct training needs assessment of subject matter specialists regarding SLM and select participants.

4-3 Conduct training of trainers for nationwide training.

5-1 Organize quarterly district level meetings in each district to report project progress and obtain feedback.

5-2 Conduct workshops, seminars, field visits to present achievements of project, targeting stakeholders concerned with SLM.

5-3 Develop proposals to encourage diffusion of SLM techniques in other areas targeting district stakeholders.



ANNEX II.

LIST OF JAPANESE EXPARTS (TENTATIVE)

The experts, who will be in charge of the following fields, will be dispatched to the Project;

1. Long-term Experts
 - (1) Chief Advisor/ Soil Fertility
 - (2) Extension/ Coordinator

2. Short-term Experts (depending on necessity)
 - (1) Baseline Survey
 - (2) Soil Science
 - (3) Soil Conservation
 - (4) Other fields

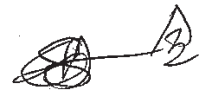


ANNEX III.

LIST OF MACHINERY AND EQUIPMENT (TENTATIVE)

Part of machinery and equipment necessary for the effective implementation of the Project will be provided by the Japanese side in consideration of the progress of the Project and budgets.

1. Vehicle(s) (4WD)
2. Bicycles
3. Soil analysis equipments
4. Training equipments (computer, projector, screen, etc.)
5. Office equipments (photocopier, scanner, etc.)
6. Other necessary equipment



ANNEX IV.

**LIST OF MALAWIAN COUNTERPARTS AND ADMINISTRATIVE PERSONNEL
(TENTATIVE)**

1. Project Director

Director, Department of Land Resources Conservation, Ministry of Agriculture and Food Security

2. Deputy Project Director

Deputy Director of Land Resources, Department of Land Resources Conservation, Ministry of Agriculture and Food Security

3. Project Manager

Programme Manager, Mzuzu Agricultural Development Division, Ministry of Agriculture and Food Security

4. Deputy Project Manager

Chief Land Resources Conservation Officer, Mzuzu Agricultural Development Division, Ministry of Agriculture and Food Security

5. District Coordinators

Land Resources Conservation Officers of Rumphi, Mzimba and Nkhata Bay District Agricultural Development Offices

6. Counterpart personnel

- Soil scientists under Department of Agricultural Research Services (DARS)
- Extension specialists under Department of Agricultural Extension Services (DAES)
- Subject Matter Specialists, Agricultural Extension Development Coordinators, Agricultural Extension Development Officers under Mzuzu Agricultural Development Division

7. Administrative personnel

- (1) Administrative staff
- (2) Other supporting staff necessary for the project implementation (e.g. driver)

8. Other personnel mutually agreed on as necessary



LIST OF LAND, BUILDINGS AND FACILITIES

The following will be prepared by the Malawian side for the implementation of the Project.

1. Offices and necessary facilities for the Japanese experts
 - (1) Office space in Mzuzu Agricultural Development Division office
 - (2) Office space in Chitedze Research Station, Department of Agricultural Research Services
2. Training venues
3. Experimental fields in Chitedze Research Station
4. Services such as electricity, water supply, sewerage system, telephone, etc., as necessary for the activities under the Project
5. Other facilities mutually agreed on as necessary

ANNEX VI.

THE JOINT COORDINATING COMMITTEE (TENTATIVE)

1. Functions

For effective and successful implementation of the Project, the Joint Coordinating Committee (JCC) will be established in order to fulfill the following functions:

- (1) To review and approve the PDM if necessity arises;
- (2) To review and approve the Plan of Operations;
- (3) To review the overall progress of the project activities in accordance with the achievements of the above mentioned Plan of Operations; and
- (4) To review and exchange views of major issues arising from or in connection with the Project and recommend corrective measures.

2. Composition

(1) Chairperson: Principal Secretary, Ministry of Agriculture and Food Security

(2) Members:

Malawian side

- ASWAp coordinator, Ministry of Agriculture and Food Security
- Director, Department of Land Resources Conservation, Ministry of Agriculture and Food Security
- Director, Department of Planning, Ministry of Agriculture and Food Security
- Director, Department of Crop Production, Ministry of Agriculture and Food Security
- Director, Department of Agricultural Extension Services, Ministry of Agriculture and Food Security
- Director, Department of Agricultural Research Services, Ministry of Agriculture and Food Security
- Director, Department of Animal Health and Livestock Development, Ministry of Agriculture and Food Security
- Director, Department of Rural Development, Ministry of Local Government and Rural Development
- Director, Department of Forestry, Ministry of Natural Resource, Environment and Energy
- Counterparts to the Japanese experts, as needed
- Other personnel concerned with the Project appointed by the Chairperson, as needed

Appendix 4: Draft Record of Discussions (R/D)

Japanese side

- Experts assigned to the Project
- Resident Representative, JICA Malawi Office
- Other personnel concerned, to be dispatched by JICA if necessary

NOTE: Official(s) of the Embassy of Japan may attend the Joint Coordination Committee as observer(s)



Discussion Materials on Selection of Target Beneficiaries and Sites of the Sustainable Land Management Promotion Project

16 March 2011

I. Basic information of Mzuzu ADD area

	SMS_LRCO	EPA	Section	AEDO	Farm Family
Mzuzu ADD	3				
Mzimba District	4	22	220	160	260,616
Rimphi District	2	7	57	51	52,972
Nkhata Bay District	3	8	53	53	59,145
Total	12	37	330	264	372,733

II. Training Target


SMS-LRCO in Mzuzu ADD	12
SMS-Extension in Mzuzu ADD	8
Total SMS in Mzuzu ADD	20 → Output 2 (1 training session in Mzuzu)
SMS-LRCO in other 7 ADDs	60
SMS-Extension in other 7 ADDs	60
Total SMS in 7 ADDS	120 → Output 4 (7 training sessions in each ADD)
Target EPA in Mzuzu ADD	18 out of 37
AEDC: 1 per EPA	18
AEDO: 8 per EPA	104
Total Extension Agents	122 → Output 2 (5 training sessions in Mzuzu and Mzimba)

III. Target Farmers

VDC/Village: 4 per AEDOs	416
Lead Farmers: 2 per VDC/Village (8 per AEDOs)	832 → Output 3
Farmer Groups/Cluster: 3 per LF	2,496 → distribution of posters, set-up of demonstration farm, etc.
Target Farmers: 15 per Group	37,440 → distribution of brochure, etc. (Around 10% of the total Farm Family)

RECORD OF DISCUSSIONS
ON
THE SUSTAINABLE LAND MANAGEMENT PROMOTION
PROJECT
IN
REPUBLIC OF MALAWI
AGREED UPON BETWEEN
MINISTRY OF AGRICULTURE AND FOOD SECURITY,
REPUBLIC OF MALAWI
AND
JAPAN INTERNATIONAL COOPERATION AGENCY,
JAPAN

Lilongwe, August 5, 2011



Mr. Katsuro SAITO
Resident Representative,
JICA Malawi Office
Japan International Cooperation
Agency
Japan



Mrs. Erica Maganga
Principal Secretary for Agriculture and
Food Security
Ministry of Agriculture and Food
Security
Republic of Malawi

Based on the minutes of meetings on the Detailed Planning Survey on the Sustainable Land Management Promotion Project (hereinafter referred to as “the Project”) signed on 17 March, 2011 between Ministry of Agriculture and Food Security (hereinafter referred to as “MoAFS”) and the Japan International Cooperation Agency (hereinafter referred to as “JICA”), JICA held a series of discussions with MoAFS and relevant organizations to develop a detailed plan of the Project.

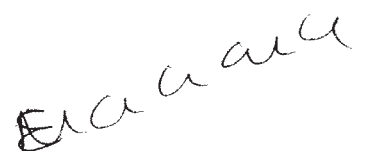
Both parties agreed the details of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

Both parties also agreed that MoAFS, the counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Republic of Malawi.

The Project will be implemented within the framework of the Agreement on Technical Cooperation signed on 1 March, 2006 (hereinafter referred to as “the Agreement”) between the Government of Japan (hereinafter referred to as “GOJ”) and the Government of the Republic of Malawi (hereinafter referred to as “GOM”).

Appendix 1: Project Description

Appendix 2: Main Points Discussed



Appendix 1

PROJECT DESCRIPTION

I. BACKGROUND

Agriculture is a very important sector in the Malawian economy contributing to 36% of the GDP and earning more than 80% of foreign revenue. However, more than 90% of farmers are smallholders largely dependent on rain-fed farming. Variable weather conditions coupled with limited access to farm inputs and techniques make agriculture a volatile sector.

GOM is making efforts to improve such situation by promoting sustainable land management (SLM) including the diffusion of soil fertility improvement and soil and water conservation techniques. Sustainable agricultural land and water management is one of the three focus areas of the Agriculture Sector Wide Approach (ASWAp), the key policy document for agricultural development of GOM.

GOM requested for a technical cooperation project titled "Sustainable Land Management Promotion Project" in 2009. In response, JICA sent the First Detailed Planning Survey Team from 12 to 20 October 2010 to clarify the need for Japanese assistance. As a result of the survey, it was found that the production method of Bokashi, which is Japanese compost, was not correctly applied. Furthermore, the need to extend soil fertility improvement techniques was also confirmed.

The Second Detailed Planning Survey team was sent in order to develop the master plan of the Project including the further clarification of above-mentioned issues through discussing with the relevant authorities and field survey.

II. OUTLINE OF THE PROJECT

Details of the Project are described in the Logical Framework (Project Design Matrix: PDM) (Annex 1) and the tentative Plan of Operation (Annex 2).

1. Implementation Structure

The Project organization chart is given in Annex 3. The roles and assignments of relevant organizations are as follows:

(1) MoAFS

(a) Project Director

Project Director will be responsible for overall administration and implementation of the Project. Director, Department of Land Resources Conservation, MoAFS will be assigned.

(b) Deputy Project Director



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Deputy Project Director will support Project Director for smooth implementation of the Project. Deputy Director of Land Resources, Department of Land Resources Conservation, MoAFS will be assigned.

(c) Project Manager

Project Manager will be responsible for the implementation of the Project in Muzuzu ADD. Programme Manager, Mzuzu Agricultural Development Division, MoAFS will be assigned.

Other counterpart personnel will be assigned as follows;

(d) Deputy Project Manager

Chief Land Resources Conservation Officer, Mzuzu Agricultural Development Division, Mo AFS

(e) District Coordinators

Land Resources Conservation Officers of Rumpfi, Mzimba and Nkhata Bay District Agricultural Development Offices

(f) Counterpart personnel

Subject Matter Specialists, Agricultural Extension Development Coordinators, Agricultural Extension Development Officers under Mzuzu Agricultural Development Division

(2) Department of Agricultural Research Services (DARS)

Soil scientists under Department of Agricultural Research Services (DARS) will be responsible for enhancement of soil fertility improvement.

(3) Department of Agricultural Extension Services (DAES)

Extension specialists under Department of Agricultural Extension Services (DAES) will be responsible for extension activities.

(4) JICA Experts

The JICA experts will give necessary technical guidance, advice and recommendations to MoAFS on any matters pertaining to the implementation of the Project.

(5) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") will be established in order to facilitate inter-organizational coordination. JCC meetings will be held at least once a year and whenever deems it necessary. JCC will approve an annual work plans, review overall progress, conduct monitoring and evaluation of the Project, and exchange opinions or major issues that arise during the implementation of the Project. A list of proposed members of JCC is shown in the Annex 4.

2. Project Site(s) and Beneficiaries

- (1) Pilot sites of the Project are selected Village Development Committees (VDCs) in Districts under Mzuzu Agricultural Development Division.



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- (2) Target Group and beneficiaries of the Project is selected under Agricultural Development Divisions (ADDs), Department of Land Resources Conservation (DLRC), Department of Agricultural Extension Services, (DAES), Department of Agricultural Research Services (DARS), and farmers in pilot sites.

3. Duration

The duration of the Project will be four (4) years from the date of first arrival of JICA Expert.

4. Reports

MoAFS and JICA experts will jointly prepare the following reports in English:

- (1) Progress report on semiannual basis until the project completion
- (2) Project Completion Report at the time of project completion

5. Environmental and Social Considerations

MoAFS agreed to abide by "JICA Guidelines for Environmental and Social Considerations" in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

III. UNDERTAKINGS OF MoAFS AND GOM

MoAFS and GOM will take necessary measures to:

- (1) Ensure that the technologies and knowledge acquired by the Malawian nationals as a result of Japanese technical cooperation contributes to the economic and social development of the Republic of Malawi, and that the knowledge and experience acquired by the personnel of the Republic of Malawi from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and
- (2) Grant privileges, exemptions and benefits to the JICA experts referred to in II-7 (1) above and their families, which are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in the Republic of Malawi.

Other privileges, exemptions and benefits will be provided in accordance with the Agreement on Technical Cooperation signed on March 1, 2006 between the Government of Japan and GOM.

IV. EVALUATION

JICA and the MoAFS will jointly conduct the following evaluations and reviews.



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1. Mid-term review at the middle of the cooperation term
2. Terminal evaluation during the last six (6) months of the cooperation term

JICA will conduct the following evaluations and surveys to mainly verify sustainability and impact of the Project and draw lessons. The MoAFS is required to provide necessary support for them.

1. Ex-post evaluation three (3) years after the project completion, in principle
2. Follow-up surveys on necessity basis

V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, MoAFS will take appropriate measures to make the Project widely known to the people of the Republic of Malawi.

VI. MUTUAL CONSULTATION

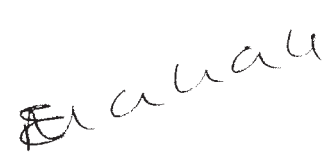
JICA and MoAFS will consult each other whenever any major issues arise in the course of Project implementation.

VII. AMENDMENTS

The record of discussions may be amended by the minutes of meetings between JICA and MoAFS.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.

- Annex 1 Logical Framework (Project Design Matrix:PDM)
- Annex 2 Tentative Plan of Operation
- Annex 3 Project Organization Chart
- Annex 4 A List of Members of Joint Coordinating Committee/ Steering Committee



Annex1: Logical Framework (Project Design Matrix:PDM)

Project Title: Sustainable Land Management (SLM) Promotion Project
 Pilot sites: Selected Village Development Committees (VDCs) in Districts under Mzuzu Agricultural Development Division
 Target Group: Selected staff under Agricultural Development Divisions (ADDs), Department of Land Resources Conservation (DLRC), Department of Agricultural Extension Services, (DAES), Department of Agricultural Research Services (DARS), and farmers in pilot sites
 Duration: 4 years

Version I (29 June 2011)

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal Appropriate SLM techniques are diffused nationwide.	1) SLM technique diffusion programme is implemented in at least XX Districts. 2) XX extension agents took training courses by subject matter specialists.	Official documents of MoAFS Official documents of MoAFS	
Project Purpose Capacity of MoAFS to diffuse appropriate SLM techniques is enhanced.	1) More than XX MoAFS subject matter specialists understand the extension approach and are able to conduct training for extension agents on SLM techniques. 2) Extension approach of the Project is reflected to the annual plan of MoAFS. 3) Proposals to diffuse SLM techniques prepared by project are officially recognised by Executive Committee of at least of XX Districts.	Post-training evaluations/ Examination by expert Minutes of meeting of Executive Committee Quarterly report of EPA	- MoAFS/districts are able to secure sufficient budget to implement proposed program to diffuse SLM techniques.
Outputs 1. Soil fertility improvement techniques are enhanced. 2. Extension agents in Mzuzu ADD are equipped with SLM techniques. 3. SLM techniques are applied by farmers in pilot sites.	1-1) More than two soil fertility improvement techniques are compiled as technical manuals and become ready for extension. 1-2) Proper fertilizer application recommendations on Bokashi or other appropriate manure are prepared. 2-1) More than XX subject matter specialists in Mzuzu ADD participate in training of trainers and XX extension agents participate in training courses. 2-2) More than 90 % of participating subject matter specialists properly understands content of training of trainers. 2-3) More than 80 % of participating extension agents properly understands content of training. 3-1) More than XX extension materials are prepared. 3-2) Extension activity for more than XX lead farmers are practiced.	Examination of trial report by expert Examination of recommendations by expert Post-training evaluation Post-training evaluation Post-training evaluation Examination of extension	- Diffusion of SLM remains priority issue of both central and local governments of Malawi. - Labour constraint in rural area does not become severe. - Prices of major agricultural products do not decline significantly. - Availability of




Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>4. Subject matter specialists nationwide are equipped with SLM techniques.</p> <p>5. Measures to diffuse SLM techniques nationwide are indicated.</p>	<p>3-3) More than 60 % of selected lead farmers properly apply at least one new technique taught by extension agents.</p> <p>3-4) Lead farmers provide techniques taught by extension agents to XX follower farmers on average.</p> <p>3-5) Average of more than XX follower farmers apply at least one technique taught by lead farmers.</p> <p>3-6) Soil Fertility is improved on more than XX lead farmers/farmers' farm land.</p> <p>4-1) XX subject matter specialist take part in training of trainers and more than 90 % of participants properly understands content of training of trainers.</p> <p>5-1) More than XX workshops, seminars, field visits, etc. to present achievements of project is held.</p> <p>5-2) More than two proposals indicating plan to diffuse SLM techniques nationwide are prepared.</p>	<p>Materials by expert and MoAFS</p> <p>Quarterly report of EPA</p> <p>Quarterly report of EPA</p> <p>Post-training evaluation</p> <p>Examination of document by expert and senior MoAFS officials</p>	<p>animal dung does not decline significantly.</p>
<p>Activities</p> <p>1-1 Conduct element analyses of common manure.</p> <p>1-2 Identify appropriate soil fertility improvement techniques such as Bokashi for development.</p> <p>1-3 Conduct soil fertility improvement trials including soil analyses.</p> <p>1-4 Produce general application recommendations for soil fertility improvement techniques through establishment of techniques that are preferable for local condition.</p> <p>1-5 Conduct researcher-led on-farm demonstration trials.</p> <p>2-1 Review and analyze existing training curriculum and materials on SLM.</p> <p>2-2 Revise training curriculum and prepare training materials.</p> <p>2-3 Train subject matter specialists in Mzuzu ADD.</p> <p>2-4 Train extension agents in Mzuzu ADD by subject matter specialists.</p> <p>2-5 Conduct supplementary training.</p> <p>3-1 Subject matter specialists / extension agents prepare extension plan and extension materials.</p>	<p>Malawian side</p> <p>1) Personnel</p> <ul style="list-style-type: none"> ➢ Project Director (Director, DLRC) ➢ Deputy Project Director (Deputy Director, DLRC) ➢ Project Manager (Programme Manager, Mzuzu ADD) ➢ Deputy Project Manager (Chief Land Resources Conservation Officer, Mzuzu ADD) ➢ District Coordinators (Land Resources Conservation Officers of Rumphhi, Mzimba and Nkhata Bay District Agricultural Development Offices) ➢ Counterparts (Personnel under DARS, DAES and Mzuzu ADD) <p>2) Facilities</p> <ul style="list-style-type: none"> ➢ Office space for experts - Mzuzu ADD - DARS Chitedze Research Station <p>➢ Training venues</p> <p>➢ Experimental fields in Chitedze Research Station</p> <p>3) Recurrent costs</p> <ul style="list-style-type: none"> ➢ Costs associated with MoAFS staff involved in project ➢ Part of training cost ➢ Utility and other basic expenses to run project 	<p>Examination of document by expert and senior MoAFS officials</p>	<ul style="list-style-type: none"> - Rainfall pattern does not deviate greatly from usual pattern. - MoAFS does not lose significant proportion of staff. - Farmers' access to inputs does not deteriorate greatly.

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Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
<p>3-2 Subject matter specialists / extension agents conduct extension activities.</p> <p>3-3 Subject matter specialists / extension agents monitor extension activities and outcomes.</p> <p>3-4 Draw lessons on SLM technique application and extension method.</p> <p>3-5 Improve extension plan and method based on lessons from extension.</p>	<p>Japanese side</p> <p>1) Experts</p> <ul style="list-style-type: none"> > Long-term <ul style="list-style-type: none"> - Chief Advisor/ Soil Fertility Extension/ Coordinator > Short-term <ul style="list-style-type: none"> - Baseline Survey - Soil Science - Soil Conservation - Other fields <p>2) Counterpart Training</p> <ul style="list-style-type: none"> > Training in Japan and/or in the third country for XX persons <p>3) Machinery and equipment</p> <ul style="list-style-type: none"> > Vehicle(s) (4WD) > Bicycles > Soil analysis equipments > Training equipments (computer, projector, screen, etc.) > Office equipments (photocopier, scanner, etc.) > Other necessary equipment <p>4) Local costs</p> <ul style="list-style-type: none"> > Part of training cost 		<p>Preconditions</p>
<p>4-1 Refine training courses and extension materials based on technological enhancement and lessons from extension in pilot sites.</p> <p>4-2 Prepare training plan based on the results of training needs assessment of subject matter specialists regarding SLM.</p> <p>4-3 Conduct training of trainers for nationwide training.</p>			
<p>5-1 Organize quarterly district level meetings in each district to report project progress and obtain feedback.</p> <p>5-2 Conduct workshops, seminars, field visits to present achievements of project, targeting stakeholders concerned with SLM.</p> <p>5-3 Develop proposals to encourage diffusion of SLM techniques in other areas.</p>			

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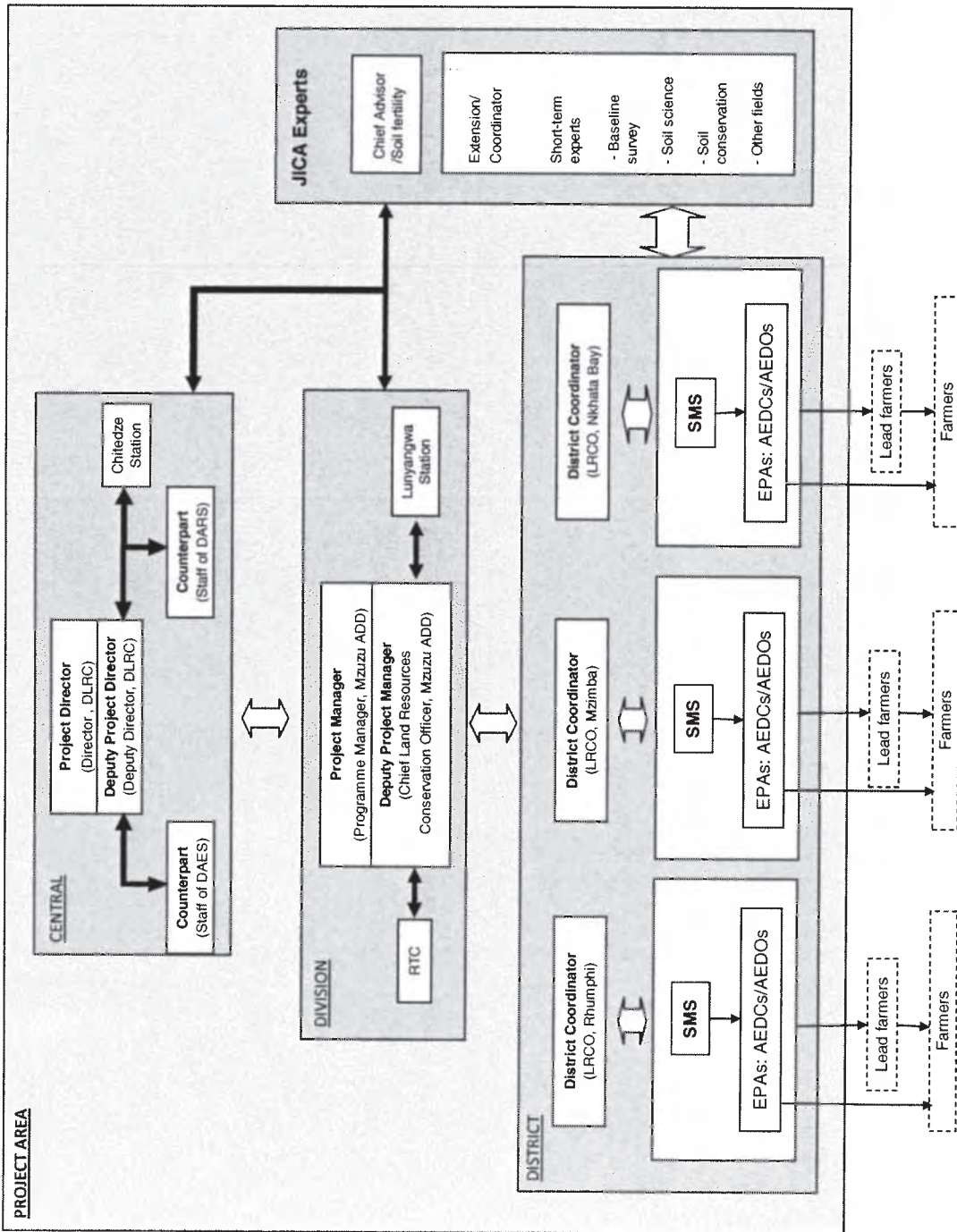
Annex 2 Tentative Plan of Operation

	2011		2012		2013		2014		2015	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. Soil fertility improvement techniques are enhanced.										
1-1 Conduct element analyses of common manure.										
1-2 Identify appropriate soil fertility improvement techniques such as Bokashi for development.										
1-3 Conduct soil fertility improvement trials including soil analyses.										
1-4 Produce general application recommendations for soil fertility improvement techniques through establishment of techniques that are preferable for local condition.										
1-5 Conduct researcher-led on-farm demonstration trials.										
2. Extension agents in pilot sites are equipped with proper SLM techniques.										
2-1 Review and analyze existing training curriculum and materials on SLM.										
2-2 Revise training curriculum and prepare training materials.										
2-3 Train subject matter specialists in Muzuzu ADD.										
2-4 Train extension agents in Muzuzu ADD by subject matter specialists.										
2-5 Conduct supplementary training.										
3. Appropriate SLM techniques are properly applied by farmers in pilot sites.										
3-1 Subject matter specialists / extension agents prepare extension plan and extension materials										
3-2 Subject matter specialists / extension agents conduct extension activities.										
3-3 Subject matter specialists / extension agents monitor extension activities and outcomes.										
3-4 Draw lessons on SLM technique application and extension method.										
3-5 Improve extension plan and method based on lessons from extension.										
4. Subject matter specialists nationwide are equipped with proper SLM techniques.										
4-1 Refine training courses and extension materials based on technological enhancement and lessons from extension in pilot sites.										
4-2 Prepare training plan based on the results of training needs assessment of subject matter specialists regarding SLM										
4-3 Conduct training of trainers for nationwide training.										
5. Measure(s) to diffuse proper SLM techniques nationwide is(are) indicated.										
5-1 Organize quarterly district level meetings in each district to report project progress and obtain feedback.										
5-2 Conduct workshops, seminars, field visits to present achievements of project, targeting stakeholders concerned with SLM.										
5-3 Develop proposals to encourage diffusion of SLM techniques in other areas.										

* Q3 and Q4 are rainy season.

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Annex 3 Project Organization Chart



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Annex4 A List of Members of Joint Coordinating Committee/ Steering Committee

1. Functions

For effective and successful implementation of the Project, the Joint Coordinating Committee (JCC) will be established in order to fulfill the following functions:

- (1) To review and approve the PDM if necessity arises;
- (2) To review and approve the Plan of Operations;
- (3) To review and approve annual work plans and budget
- (4) To review the overall progress of the project activities in accordance with the achievements of the above mentioned Plan of Operations; and
- (5) To review and exchange views of major issues arising from or in connection with the Project and recommend corrective measures.

2. Composition

(1) Chairperson: Principal Secretary, Ministry of Agriculture and Food Security

(2) Members:

Malawian side

- ASWAp coordinator, Ministry of Agriculture and Food Security
- Director, Department of Land Resources Conservation, Ministry of Agriculture and Food Security
- Director, Department of Planning, Ministry of Agriculture and Food Security
- Director, Department of Crop Production, Ministry of Agriculture and Food Security
- Director, Department of Agricultural Extension Services, Ministry of Agriculture and Food Security
- Director, Department of Agricultural Research Services, Ministry of Agriculture and Food Security
- Director, Department of Animal Health and Livestock Development, Ministry of Agriculture and Food Security
- Director, Department of Rural Development, Ministry of Local Government and Rural Development
- Director, Department of Forestry, Ministry of Natural Resource, Environment and Energy
- Counterparts to the Japanese experts, as needed
- Other personnel concerned with the Project appointed by the Chairperson, as needed

Japanese side

- Experts assigned to the Project
- Resident Representative, JICA Malawi Office
- Other personnel concerned, to be dispatched by JICA if necessary

NOTE: Official(s) of the Embassy of Japan may attend the Joint Coordination Committee as observer(s)



Appendix 2

MAIN POINTS DISCUSSED

1. Framework of the Project

The Project will support the Ministry of Agriculture and Food Security (MoAFS) to promote SLM through existing extension system in Malawi. The framework and target of the Project will be aligned with the framework developed under the ASWAp as much as possible.

(1) SLM Techniques

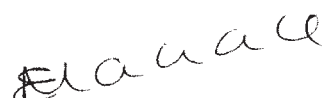
- 1) It was found that the procedures for making Bokashi was not correctly explained in the extension materials circulated. The MoAFS with the assistance of the Japanese experts should correct this through communicating to the Subject Matter Specialists (SMSs) and to Agricultural Extension Development Coordinators (AEDCs) and Agricultural Extension Development Officers (AEDOs) utilizing regular national conferences and/or circulars.
- 2) In the Project, the appropriate SLM techniques will be selected mainly from soil fertility improvement and soil and water conservation measures. The appropriate techniques will be selected by the Project based on the review of current conditions at the beginning of the Project. Both soil fertility improvement and soil and water conservation techniques will be disseminated to enhance the impact on farm.
- 3) Application recommendations for soil fertility improvement techniques will be prepared through demonstration trials in Chitedze Research Station and on-farm demonstration trials in pilot sites.
- 4) Lessons on SLM technique application will be drawn through extension activities in pilot sites.

(2) Extension Method

- 1) The extension approach will fully utilize the existing local government structure.
- 2) The selection of the Lead Farmers (LFs) will be done with each Village Development Committee (VDC) after recognition of the project purpose and concept through sensitization meeting with village leaders.
- 3) The contents of extension materials will include details of appropriate SLM techniques, farm demonstration set-up and others.
- 4) Extension methods including demonstration farms and related materials will be prepared from the viewpoint of sustainability and applicability by farmers.

(3) Training

- 1) The Project will conduct training following the standard government practice. Namely, the project experts and counterparts will train the SMSs, and then the SMSs will train the AEDCs and AEDOs. The AEDOs will train LFs. In



the pilot sites, the Project will support the whole process of technical transfer.

- 2) The training for the SMSs and extension agents will be organized in Mzuzu while ones for LFs will be conducted at Extension Planning Area (EPA) and farmers' field.

(4) Supporting Lead Farmers (LFs)

- 1) In order to enhance transfer of SLM techniques from LFs to farmers, the Project will support LFs by several measures (e.g. delivering illustration posters, etc). This support will be focused on pilot sites.
- 2) LF' s roles and incentives will be carefully decided through discussions with key stakeholders.

(5) Nationwide Diffusion of Proper SLM Techniques

- 1) The Project will conduct training for SMSs nationwide.
- 2) The MoAFS will train AEDCs and AEDOs nationwide utilizing the achievements of the Project. The MoAFS will make efforts to make sure it will secure sufficient finance to run the training.
- 3) During project implementation, efforts will be made to ensure sustainability of the project achievements by making possible the utilization of district level budget such as the District Development Fund and other donor assistance.

(6) Planning and Monitoring

Planning and monitoring of the project activities will follow the stipulated government system. The Project will make efforts to strengthen such system.

2. Target Area of the Project

- (1) The Project will select approximately 200 to 400 VDCs/villages as pilot sites in the three districts under the Mzuzu Agricultural Development Division (ADD). The expected number of EPAs to have pilot sites ranges from quarter to half of all EPAs in Mzuzu ADD. About 37,000 Farmers in Muzuzu ADD will be the beneficiaries of extension.

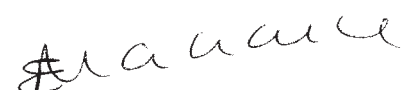
- (2) The criteria for selecting pilot sites will include the following:

- 1) Existence of other projects;
- 2) Staff availability in EPA;
- 3) Soil characteristics;
- 4) Farmers' willingness to participate; and
- 5) Water availability.

- (3) Although the target area for extension activities is focused on the pilot sites, training of SMSs will target the whole country so that the MoAFS will be able to diffuse SLM techniques nationwide.

3. Project Offices

The MoAFS agreed to provide office space in the Mzuzu ADD and Chitedze



Research Station for the project experts at its expense.

4. Project Management

To ensure effectiveness and successful implementation of the Project, the Joint Coordination Committee (JCC) will be established at the national level. At the district level, the Project will take part in the Agricultural Sub-Committee in the three districts under Mzuzu ADD. Issues and findings regarding the Project will be reported and shared among the committee members regularly.

5. Counterpart Fund

To secure counterpart fund needed for implementing the Project is an essential responsibility of the GOM. To ensure the smooth implementation of the Project, the GOM will secure the Project's counterpart fund each year in line with the Malawian Fiscal Year. In particular, Malawian side will ensure it will have sufficient funds to cover:

- 1) Field allowance of government staff for daily activities
- 2) Meeting allowance for attending regular ADD and district level meeting
- 3) Remuneration of government trainers
- 4) Electricity and water for office management
- 5) Part of fuel for vehicles

6. Training Cost

It is the policy of JICA that the counterpart organization bears the allowances of government staff who attends training. However, the GOM suggested it has severe budget constraints so both sides agreed to source funding for the training from JICA to the extent possible. In case JICA provides budget to fund such cost, training allowances for government staff will follow the regulations of JICA Malawi Office, which has been harmonized among the development partners in Malawi.

