

**THE REPUBLIC OF BURUNDI
MINISTRY OF AGRICULTURE AND LIVESTOCK**

**THE PROJECT FOR COMMUNITY DEVELOPMENT
FOR IMPROVEMENT OF LIVELIHOOD
IN THE CONFLICT-AFFECTED AREAS IN GITEGA PROVINCE
IN THE REPUBLIC OF BURUNDI**

**FINAL REPORT
ANNEXES**

MARCH 2014

**JAPAN INTERNATIONAL COOPERATION AGENCY
(JICA)**

**NTC INTERNATIONAL CO., LTD.
KENSETSU GIJUTSU CENTER, LTD.**

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**THE PROJECT FOR COMMUNITY DEVELOPMENT
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IN THE REPUBLIC OF BURUNDI**

**FINAL REPORT
ANNEXES**

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A Planning: Elaboration of Action Plan

Manual for Elaboration of Action Plan for
Promoting PCDC in Agriculture, Livestock
and Livelihood Improvement Sector

1.1 Introduction

PCDC is a valid tool for community development, but it is not implemented in the most effective way. On the other hand, agriculture is the main source of livelihood for people of communities and people who need special attention and MINAGRIE has staffs up to colline level, hence support focusing on the agricultural sector is effective. Combining these views, practical tools are necessary to support MINAGRIE, DPAE and commune officials to facilitate implementation of PCDC. Action Plan for Promoting PCDC Projects and the Manual aim at facilitating implementation of PCDC.

This manual guides the process for preparing Action Plan for elaboration of Action Plan for Promoting PCDC in Agriculture, Livestock and Livelihood Improvement Sector.

1.2 Outline of the Steps for Elaboration of Action Plan for Promoting PCDC

The process of elaboration of Action Plan is as follows:

1. Establishment of Working Group for Elaboration of Action Plan
2. Grasping the Current Situation of Each Commune from the Secondary /Primary Data
3. Analysis of Progress of PCDC Projects
4. Analysis of Progress of PPIA Projects
5. Prioritization of Projects
6. Preparation of Draft Action Plan
7. Validation of Draft Action Plan and Finalization

Details of each process are described in followings section.

1.3 Process of Elaboration of Action Plan for Promoting PCDC

1.3.1 Establishment of Working Group for the Elaboration of Action Plan for Promoting PCDC in Agriculture, Livestock and Livelihood Improvement Sector

DPAE director organizes a working group to elaborate the Action Plan to promote PCDC in Agriculture, Livestock and Livelihood Improvement Sector.

Following is the working group members;

Technical Working Group Members for the Elaboration of Action Plan for Promoting PCDC in Agriculture, Livestock and Livelihood Improvement Sector
Director of DPAE (Chairperson of Technical Working Group)
Provisional Advisor of Economy
Commune Administrators
Commune Development Advisor
Commune Agronomist
Commune Veterinary
DPAE staff ; Chief of Division of Planning, Monitoring and Evaluation
DPAE staff ; Chief of Division of Training, Technical Extension, Research and Development, and Support of OPA (Farmers' Organization)
DPAE staff ; Chief of Division of Rural Engineering
DPAE staff ; Chief of Division of Vegetable Production
DPAE staff ; Chief of Division of Livestock Development

1.3.2 Grasping the Current Situation of Each Commune from the Secondary / Primary Data

(1) Grasping the Current Situation from Secondary Data

Firstly, it is necessary to identify what kind of data of commune is available, because it will be used for the development of the Action Plan. Without secondary data collection and tentative analysis, projects may fail due to missing information, which will sometimes become hindering factors for community development. Knowledge gained from collected secondary data helps the working group to consider the project menu in the Action Plan more quickly and efficiently than in case preliminary information does not exist.

The procedure is as follows:

- Gather all existing data about the commune;
- Collect all data available at commune administration and DPAAE;
- Use statistics and documents related to the communes;
- Summarize all the data about the communes ;
- Based on collected data, make tentative analysis of the situation of the communes.

Example;

Available data about situation of communes is;

- PCDC 2nd Generation
- Commune Agronomist Report

(2) Grasping the Current Situation from the Primary Data

It is necessary to identify the strengths and opportunities, weaknesses and constraints for the community development based on the interview from people. After that, it is necessary to analyze the causes of strengths /opportunities/weaknesses/constraints, and consider appropriate solutions, which help reconsider PCDC projects and design of the projects in the Action Plan.

The procedure is as follows:

- Sensitize people through public consultation and request information on current situation of community
- Sensitize chief of colline, Colline agricultural monitor, ACSA and other officials and elected people in colline* and ask them strengths/opportunities/weaknesses/constraints of community development specific for the colline
- Analysis of cause of strengths/opportunities/weaknesses/constraints of community development and consider appropriate solutions

*Note: Included in Leader of IDP camp, Group of widows, Batwa, Ex-Combatants, etc.

1.3.3 Analysis of Progress of PCDC Projects in Agriculture and Livestock and Livelihood Improvement Sector

(1) Filling Sheet of Progress of PCDC Projects

Every six months, commune administration evaluates progress of PCDC Projects based on PAI (Annual Investment Plan). Each responsible actor written in PCDC fill the progress of PCDC projects in the format of PAI (Form-2) based on PCDC Projects (Form-1) and submit to commune administrations. Commune administrations combine each filled Form into one Table.

Form-1 PCDC Projects Form

Strategic Axis	Objective	Principle Activities	Target Area	Implementation Schedule				
				2013	2014	2015	2016	2017
Development of Agriculture and Livestock	1. Productive capital protection	1.1 Digging Contour and Fixing Grass	** Collines, ** Collines, ** Collines,					
		1.2 Afforestation and Agro-Forestry	** Collines, ** Collines, ** Collines,					
		1.3 Nursery Construction	** Collines, ** Collines, ** Collines,					
		1.4 Environmental Awareness Seminar	** Collines, ** Collines, ** Collines,					
		1.5 Fruit Production	** Collines, ** Collines, ** Collines,					

Form-2; Format of Data Collection on Status of Progress of PAI

Sector	Planned Activities	Target QTYs	Realized QTYs	Rate of Achievement (%)
Agriculture	1.1 Digging Contour and Fixing Grass	11.398 km	11.398 km	100 %
	1.2 Afforestation and Agro-Forestry	480 plants of grevellea	480 plants of grevellea	100 %
	1.3 Nursery Construction	-	1	-
	1.4 Environmental Awareness Seminar	-	1	-
	1.5 Fruit Production	80 avocad trees	80 avocad trees	100 %

(2) Organization of Evaluation Meeting

Commune administration, commune technical advisor and chairman of commune council are the chairmen of PCDC Projects Evaluation meeting. Commune technical advisor sends invitation letter to stakeholders.

In this meeting, Progress of PCDC Projects is shared among participants.

Participants are Commune Administrators, Commune Technical Advisors, Commune Advisor in charge of Social affairs, Commune Accountants, Communal Council members, CCDC members, Technical and Financial Partners (PTF) operating in the communes.

1.3.4 Analysis of Progress of PPIA Projects

PPIA projects progress is monitored and evaluated in the provincial level Agriculture and Rural Development Sector Group (GSADR) meeting.

Director of DPAE organizes GSADR meeting and DPAE coordinates this meeting. GSADR contributes to CPD (Committee of Provincial Development) as sector coordination.

Also, Commune agronomist organizes commune level GSADR meeting, and contributes to PCDC through this commune level GSADR.

GSADR is formal forum in which the Government, development partners and civil society gather for discussions on strategy and development issues in the agricultural sector in Burundi with a special emphasis on its planning and monitoring and evaluation of the resources.

DPAE director is chairman of GSADR and DPAE chief of Monitoring and Evaluation division is secretary. Vice president was selected among PTF in the first meeting. GSADR meeting is held once a month from April 2013.

Followings are GSADR members:

- ✓ Government; MINAGRIE, DPAE, CNCA, VPPI, etc
- ✓ Technical and Financial Partners (PTF) concerning agriculture, livestock and rural development sector; Representative of EU, Belgium government, Pays Bas, IFDA, FAO, PAM, JICA, GIZ, UNICEF, USAID, BM, CTB, etc
- ✓ NGO concerning agriculture, livestock and rural development sector: CRS, World Relief, GVC, CARE, Caritas Belgium, AVISI, WV, Concern WW, etc.
- ✓ Private: CFCIB, CNAC, CAPAD, ADISCO, AGROBIOTECH, SAVONOR, BRARUDI, etc

Each member fill the progress of PPIA projects in the format of PPIA Action Plan (Form-3) based on PNIA Programs / sub-programs and submits to DPAE chief of Monitoring and Evaluation division. DPAE chief of Monitoring and Evaluation division combines each filled Form into one Table.

Form-3; PPIA Action Plan 2013

PNIA Programs	PNIA Sub-Programs	Expected Outcome	PPIA Prioritized Action	Unit	Commune/Quantity	Approach
Program 1: Production and Sustainable Food Security	SP1 Productive Capital Protection	Soil fertility improvement	Develop seedlings for agro-forestry	Ex. 9000 plants	Itaba, Makebuko, Bukirasazi 3000 plants per commune	Training, Provision of Seedlings
		People acquire technique for protection of productive capital	Digging contour line		<i>Each member shall fill the <u>unit</u>, <u>Commune/Quantity</u>, <u>Approach</u> in these rows, following the corresponding program and sub-program in PPIA stipulated on the left side.</i>	
		Protection and improvement of productive capital	Installation of hedge against soil erosion			
			Plant tree for agro-forestry and grow fruit			
	Hydraulic infrastructure are put in place	Digging and maintenance of small dam				
	SP 2 Upgrade and Rehabilitation of Irrigation Schemes	Food production increases	Feasibility study and Topographic survey for identification of new arable land			
		Rice production become doubled in marsh and other developed field	Marsh development			
		Food production needs is assured	Irrigation facilities are installed			
		Marsh users' Association is established and functions	Manage and maintain irrigation facilities			
			Intensively use of land by irrigation			
Irrigation of colline is developed		Collection of rainwater for irrigation				

1.3.5 Prioritization of the Projects

It is necessary to prioritize projects according to the priority needs and capacities of the commune administration and local technicians like DPAAE staffs, commune agronomists, commune veterinaries, zone assistants, Colline agricultural monitors and ACSA.

Most of PCDC projects and activities are meant to be implemented by local administration officers and technicians who are already overwhelmed by their routine work. Therefore, there is a need to design an action plan which is more realistic and places reasonable workload on the institutions involved.

Criteria for prioritization should be decided. Each prioritized projects, need a certain logical sequence of activities.

There is a tendency that every projects and activities are given top priority. Making priorities that take into account limited resources in terms of funding and staffing is often needed.

Prioritization requires grouping of the projects into categories of high, medium and low priority and to consider options with lower costs. A cost benefit analysis can be conducted that takes into account major cost element, the expected benefits in relation to community development, improvement of service delivery and other desired results.

1.3.6 Preparation of Draft Action Plan

Working group of Preparation of Action Plan prepare draft Action Plan for promoting PCDC Projects based on the format and time schedule.

The following is the contents of Action Plan for Promoting PCDC Projects.

Commune Action Plan for Promoting PCDC

1. Introduction (1 page maximum)
2. Features of _____ Commune (20 pages maximum)
 - 2.1 General Features of Governorate
 - 2.2 Natural Conditions
 - 2.3 Socio-Economic Condition
 - 2.4 Environmental and Social Consideration
 - 2.4.1 Environmental Consideration
 - 2.4.2 Social Consideration
 - (1) Progress of Reconciliation
 - (2) Consideration for People in Need of Special Attention
 - (3) Land Dispute
 - 2.4.3 Agricultural Condition
 - (1) Land Use
 - (2) Crop Production (including cropping pattern and crop calendar)
 - (3) Livestock
 - (4) Marsh Development
 - (5) Forestry
 - (6) Association
 - (7) Agri-business/ Private Sector
 - (8) Agricultural Infrastructure, Commercialization
3. Challenges for Promoting PCDC Projects in Agricultural Sector (10 pages maximum)
 - 3.1 Challenges from Environmental and Social Consideration
 - 3.1.1 Challenges from Environmental and Social Consideration
 - 3.1.2 Challenges from Social Consideration
 - 3.2 Challenges in Agricultural Sector
 - (1) Environmental Protection
 - (2) Marsh Development
 - (3) Soil Fertility
 - (4) Multiplication of Selected Seed
 - (5) Livestock Promotion
 - (6) Post-harvest, Processing
 - (7) Development of Industries and Agribusiness
4. Analysis of PCDC (2 pages maximum)
 - 4.1 Objective and Vision of PCDC
 - 4.2 Achievement State of PCDC Projects
5. Analysis of PPIA (2 pages maximum)
 - 5.1 Objective and Vision of PPIA
 - 5.2 Achievement State of PPIA Projects
6. Countermeasure for Promoting PCDC Projects in Agriculture and Livestock and Livelihood Improvement Sector
 - 6.1 Focusing on Main Livelihood and Targeting of Areas
 - 6.2 Consideration for People in Need of Special Attention
7. PCDC Projects in Agricultural and Livestock and Livelihood Improvement Sector
 - 7.1 Project Design
 - 7.2 Project Menu
8. Budgetary Plan
 - 8.1 Calculation of Project Cost
 - 8.2 PPIA Budgetary Plan
9. Implementation Structures of Action Plan for Promoting PCDC Projects in Agriculture and Livestock and Livelihood Improvement Sector
10. Project Sheet

<"1. Introduction">

Introduction shall explain that the Action Plan is tool for promoting PCDC projects in Agriculture, Livestock and Livelihood Improvement Sector. Also, it shall be emphasized the Action Plan shall promote collaboration among technicians in MINAGRIE line and local administration officers in MOI line.

<"2.Feature of Commune" and "3.Challenges for Promoting PCDC Projects in Agricultural Sector">

It shall be written based on the results of "1.3.2 Grasping the Current Situation of Each Commune from the Secondary / Primary Data".

<"4. Analysis of PCDC">

It shall be written based on the results of "1.3.3 Analysis of Progress of PCDC Projects in Agriculture and Livestock and Livelihood Improvement Sector"

<"5. Analysis of PPIA">

It shall be written based on the results of "1.3.4 Analysis of Progress of PPIA Projects"

<"6.Countermeasure for Promoting PCDC Projects in Agriculture and Livestock and Livelihood Improvement Sector">

Focusing on Main Livelihood and Targeting of Areas

People's main livelihood can be classified into three (3) categories; i) Agriculture in Marsh, ii) Agriculture in Colline, iii) Off-farm Activities. Therefore, suitable projects menu for livelihood improvement would be provided based on this classification.

As project unit, it shall be focusing on colline, which is the smallest administrative unit, and the Draft Action Plan presents suitable project menu for livelihood improvement for each colline.

Also, collines in the target communes were classified into these three (3) main livelihood types above.

The collines with high percentage of land ownership both in collines and marshes were classified as 1) Marsh Agricultural Type; the collines with high percentage of land ownership only in collines were as 2) Colline Agricultural Type; and the collines with high percentage of people engaging in non-agricultural industry as 3) Off-Farm Type (upper quartile point, above 75%of population).

Table below shows classified collines in Bukirasazi commune based on the result of colline profiling survey conducted in April 2012.

Table 1 Example of Classification of Collines

Colline	Marsh and Colline		Colline only		Off-Farm	
	No of HH	%	No of HH	%	People engaging in Off-farm activities	(%)
Bukirasazi	678	83.7	132	16.3	1,075	23.4
Migano	225	79.2	59	20.8	229	15.6
Shaya	71	73.2	25	25.8	57	16.1
Gasongati	104	23.3	327	73.3	419	20.5
Ruhinda	32	13.3	208	86.7	257	20.8
Ruvumu	280	95.2	3	1	363	27.8
Tema	150	91.5	14	8.5	96	13
Kibuye	482	62	295	38	117	4.5
Rwinyana	172	96.6	4	2.3	186	20.8
Buhanda	326	77.1	97	22.9	824	17.2
Mpingwe	262	55.2	213	44.8	664	15.7
Rugoma	150	41.7	210	58.3	530	22.3
Bunyuka	132	51	117	45.2	330	19.6
Kibere	430	87.8	35	7.1	614	27.4
Nyamisure	615	92.5	50	7.5	92	2.1
Nyambuye	37	15.9	195	84.1	34	3.7
Rugabano	340	93.2	25	6.9	327	18
Rukoki	31	4.7	626	95.3	362	15.7

< Example of how to classify collines to each type using Table 1 >

- 1) First step (Off-Farm type) : Select a certain number of collines with highest percentage in "People engaging in Off-farm activities". (In case of Table 1, Ruvumu (27.8%), Kibere (27.4%), Bukirasazi (23.4%), Rugoma (22.3%) are selected as Off-Farm type.)
- 2) Second step (Colline agricultural type) : Select a certain number of collines with highest percentage in "Collin only". (In case of Table 1, a half of collines (7 collines out of 14 collines) are selected as Colline agricultural type.) Remaining collines with high percentage in "Marsh and Colline" are classified as Marsh agricultural type.

Consideration for People in Need of Special Attention

Project menu focusing on livelihood except cultivation ("off-farm type" project menu) shall be set for those people who having so small land or no land, especially for those in need of special attention.

It is necessary to set policy of support for people in need special attention in the projects.

Based on the situation of people living in IDP camps, widows, orphans, ex-combatants, ex-child soldiers, batwa people, those suffering from HIV/AIDS, and persons living with disabilities (PWD), affirmative selection of those people as beneficiaries or conditioning beneficiaries for helping those people are required.

<"7. **PCDC Projects in Agricultural and Livestock and Livelihood Improvement Sector**">
Prioritized projects in "1.3.5 Prioritization of Projects" shall be arranged considering followings:

Main Livelihood Type

Projects shall be classified into three (3) categories focusing on people's main livelihood as followings:

- ✓ Marsh agriculture type (Projects focusing on livelihood improvement through agriculture in marsh)
- ✓ Colline agriculture type (Projects focusing on livelihood improvement through agriculture in colline)
- ✓ Off-farm type (Projects focusing on livelihood improvement through off-farm activities)

Cohesion with the Projects of PPIA

It is necessary for projects of PPIA to correspond to prioritized projects in PCDC. Prioritized projects and main activities in PCDC shall be classified according the program and sub-program of PPIA, and result of analysis of progress of PPIA projects.

Target Area (Selection of target collines by each type)

Classification of collines into these three (3) main livelihood types (i) Marsh agriculture type, ii) Colline agriculture type and iii) Off-farm type) shall be considered for targeting area.

Based on the results of colline profiling, social survey, and other collected data (primary and secondary data of commune), a certain number of collines (in case of this project, three collines were selected) with highest applicability to each type were selected from each commune.

In the following, the way of selecting target area is explained.

- 1) Marsh agricultural type: The target area is selected geographical condition. In case of this project, in Makebukoko commune, Nyamsuwaga marsh was selected as a target area.
- 2) Colline agricultural type: A certain number of target collines are selected in order of high percentage from colline agricultural type (In case of this project, three collines were selected as a target area). In addition, the viewpoint of social consideration should be included as much as possible.
- 3) Off-farm type: A certain number of target collines are selected in order of high percentage from off-farm type. Especially from the viewpoint of inclusion of people in need of special attention, collines with IDP camp should be selected as a target area

because they have restriction of land use. Therefore, at least one colline with IDP camp was included in the Project.

Target Association (Selection of target association by each type in a colline)

Targets of pilot projects should be not individuals but associations because;

- i) One of long term objectives of the Project is promotion of community coherence and
- ii) To support group of people is more effective, one association in one colline is selected as a target of a pilot project.

While pilot projects are categorized in 3 types, Marsh agriculture type, Colline agriculture type and Off-farm type, selection criteria are different according to the features of the type. In case of marsh agriculture type, supported organizations are limited to water user associations to sustain operation and maintenance of irrigation facility, but in case of pilot projects for Colline agriculture type and Off-farm type, there are many candidate associations to be selected. Therefore, criteria for association selection should be designated.

1) Colline agriculture type

Criteria of association selection for the pilot projects of colline type agriculture should be designated as below (the criteria are in an order of priority and the contents in < > describe the aim of each criterion).

- (a) The main activity of the association is colline type agriculture <activity accordance>.
- (b) Frequency of group activities (ex. group meeting, field activities, etc.) is high <group activeness>.
- (c) Number of collaborating associations is many <multiplication effect>.
- (d) The association is registered <legality>.
- (e) Activities continue for more than 5 years <sustainability>.

In addition to above criteria, the association should accept to provide labors as community works for various activities such as construction, transportation, etc. And also the viewpoint of social consideration should be concerned as much as possible.

2) Off-farm type

Criteria of association selection for the pilot projects of non-agriculture type should be designated as below (the criteria are in an order of priority and the contents in < > describe the aim of each criterion).

- (a) Frequency of group activities (ex. group meeting, field activities, etc.) is high <group activeness>.
- (b) The association includes socially vulnerable people as members (particularly the associations in Mwaro-Ngundu, Gihamagara, and Bukirasazi should involve people living in IDP camps as members) <social inclusiveness>.
- (c) The association has objectives to support socially vulnerable people <consideration to vulnerable people>.
- (d) Number of collaborating associations is many <multiplication effect>.
- (e) The association is registered <legality>.

(f) Activities continue for more than 2 years <sustainability>.

In addition to above criteria, the association should accept to provide labors as community works for various activities such as construction, transportation, etc.

Process of Target Association Selection

Process of target association selection is also important to select an appropriate association in a collaborative and democratic way of decision making.

(a) Preparation of List of Candidate Associations

Before the meeting for selection, a list of candidate associations should be prepared by CDC, including the chief of colline, colline agricultural monitor and colline counsel members.

(b) Selected by CDC

Since the existing system for selection of beneficiaries should be utilized, a target association should be selected through a democratic discussion in CDC meeting including the chief of colline, colline agricultural monitor and colline counsel members.

(c) Participation of Observers

The colline agricultural monitor and a representative from the JICA Project Team participate the CDC meeting for target association selection as observers to secure transparent and democratic discussion. They monitor the discussion and make minutes of discussion.

(d) View Points for Democratic Discussion

The representative from the JICA Project Team should pay attention to the following points during the CDC meeting. More than a half of CDC members participate in the meeting. The criteria for association selection proposed by the JICA Project Team should be respected. The discussion should be based on not arbitrary but objective opinions. The discussion should be made peacefully.

(e) Confirmation by Commune Administration

After selection of the target association by colline level, the commune administration will visit the association to clarify that the association has enough capacity to sustain the support.

Target Value

Target value of projects shall be set considering outcome of the project, meaning desirable situation to be brought by the project. Feasibility of achievement of target values shall be considered as well.

Table 2

Program (PPIA)	Sub-Program (PPIA)	Project	Main Activities
Program 1: Production and Sustainable Food Security	Sub-Program 1: Productive Capital Protection	Prioritized projects and main activities in PCDC shall be in these rows, following the corresponding program and sub-program in PPIA stipulated on the left side.	
	Sub-Program 2: Upgrade and Rehabilitation of Irrigation Schemes		
	Sub-Program 3: Intensification of Agricultural Production (plants and animals)		
	Sub-Program 4: Development of Fishing and Fish Farming		
	Sub-Program 5: Food Security, Nutrition and Vulnerability Management		
Program 2: Professionalization of Producers and Promoting Innovation	Sub Program 6: Organization of Producers and their Capacity Building		
	Sub Program 7: Development of Local Services and Innovation Project		
	Sub Program 8: Rural Finance Project		
	Sub Program 9: Research / Development		
Program 3: Development of industries and agribusiness	Sub Program 10: Export Sectors		
	Sub Program 11: Cash Crops and Animals		
	Sub Program 12: Rural Infrastructure		
	Sub Program 13: Reform of DPAE		
Program 4: Improvement of the institution frame	Sub-Program 14: Improvement of the frame and labor condition		

< "8. Budgetary Plan" >

Project Cost Estimates

Project cost is not only the cost for necessary materials. The principal components should be included in the cost.

Also, it is necessary to clarify the date of cost estimates to consider inflation.

The model of the Project Cost Estimates Table provided below;

Name of Project	Burundi Government	% of Total	PTF Costs	% of Total
Components				
Land				
Capital Goods				
Civil Works and Construction				
Training				
Incremental Administrative Cost				
Project Cost as at (date)				

Review of PPIA Financial Plan

To consider possibility of allocation of financial resources from PPIA financial plan to PCDC projects in agriculture, livestock and livelihood improvement sector, it is necessary to review PPIA financial plan.

Review of PAI (Annual Investment Plan)

In order to confirm whether scheduled project finance from PTF is allocated for each project in PCDC, PAI shall be reviewed when formulating budgetary plan. If criteria on prioritization of the projects is financial feasibility, projects scheduled to be financed by PTF will be prioritized; however, we shall consider urgency, low progress rate, etc as criteria as well. Moreover, we shall not only consider whether existence of PTF for the projects exist or not.

<"9. Implementation Structure">

DPAE has responsibility to facilitate PCDC as speculated in the Decree No 100/300 issued in 25 November 2011. However, roles of DPAE staffs for promotion of PCDC projects in agriculture, livestock and livelihood improvement sector was not described in the Decree. Therefore, it is necessary to clarify DPAE technicians' role (from provincial level up to colline level) for facilitation of PCDC projects.

Also, coordination and collaboration between DPAE and Commune administration are not clear for promotion of PCDC projects in agriculture, livestock and livelihood improvement sector. Therefore, the Action Plan shall describe each role for implementation of the projects clearly.

DPAE and Commune administration have to clarify the role of beneficiaries, when the project is implemented, and they should take into account the full involvement of social vulnerable people at each implementation process.

1.3.7 Validation of Draft Action Plan and Finalization

(1) Validation by Technical Working Group

DPAE director organizes a technical working group regard elaboration of the Action Plan to promote PCDC in Agriculture, Livestock and Livelihood Improvement Sector for validation of Draft Action Plan.

1) Verification of Information Contained in the Plan Document

Each member of technical working group shall comment on the information in the Draft Action Plan, from the view point of the accuracy, especially in the information written in *<"2. Feature of Commune">*.

2) Verification of Adequacy of the Diagnosis of Challenges for Promoting PCDC Projects in Agriculture, Livestock and Livelihood Improvement Sector

Each member of technical working group shall consider adequacy of challenges for Promoting PCDC Projects in Agriculture, Livestock and Livelihood Improvement Sector in *<"3. Challenges for Promoting PCDC Projects in Agricultural Sector">*.

3) Verification of Adequacy of Prioritization Criteria and Prioritization of the Projects

Each member of technical working group shall verify adequacy of project prioritization criteria and the results of prioritization in *<"7. PCDC Projects in Agricultural and Livestock and Livelihood Improvement Sector">*.

4) Verification of Feasibility of Target Value and Reconsideration of Project Cost Estimates

Each member of the technical working group shall verify feasibility of target value of prioritized projects in *<"7. PCDC Projects in Agricultural and Livestock and Livelihood Improvement Sector">* and reconsider the Project Cost Estimates in *<"8. Budgetary Plan">*.

5) Verification of Feasibility of Implementation Structure

Each member of technical working group shall verify feasibility of implementation structure in *<"9. Implementation Structure">*.

(2) Validation by Commune Council

After validation by the technical working group, Commune Administrator, who is a member of the technical working group for of elaboration of the Action Plan to promote PCDC in Agriculture, Livestock and Livelihood Improvement Sector, submits draft action plan to commune council for finalization of the Plan.

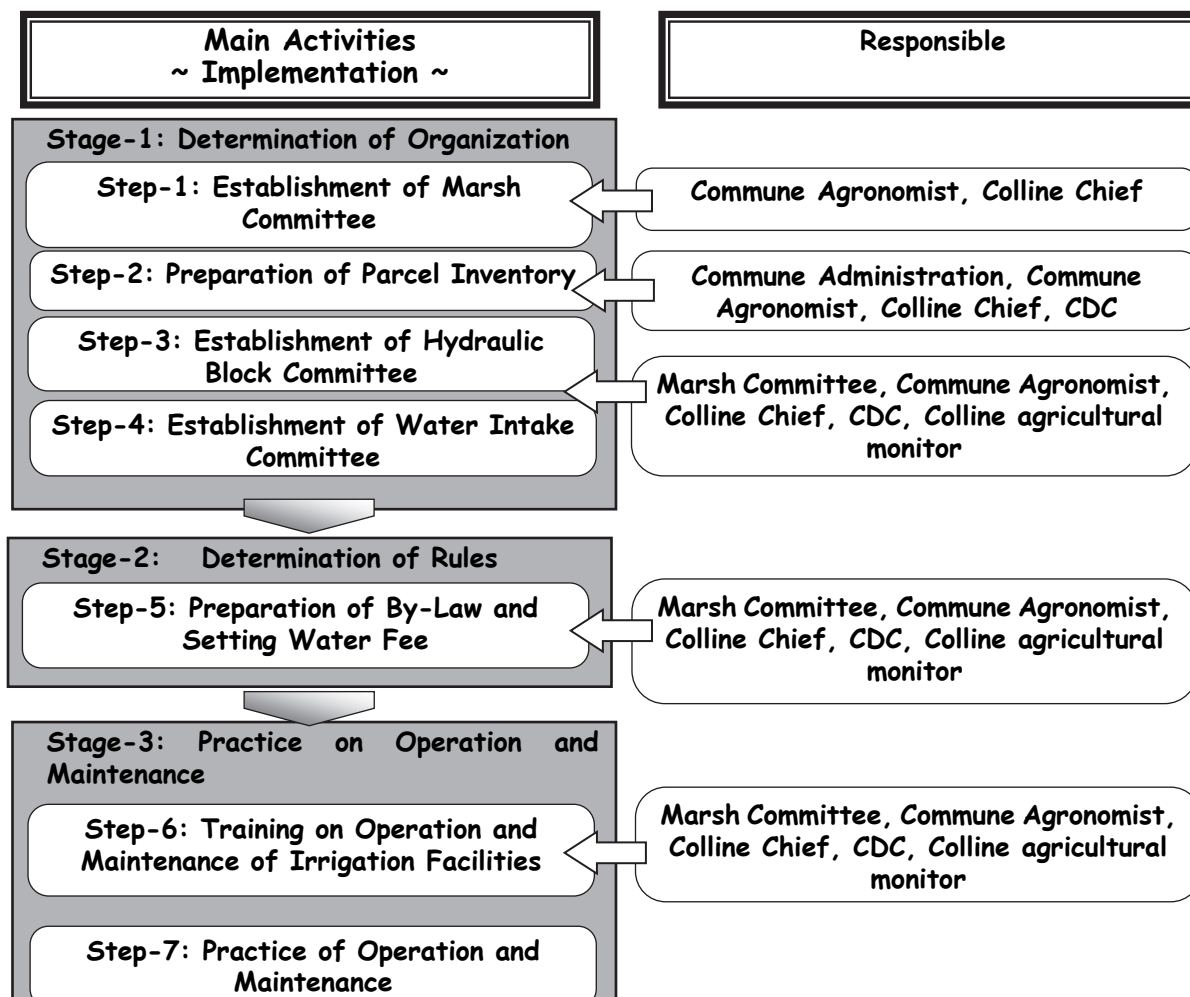
In the commune council meeting, the Draft Action Plan shall be validated and finalized.

B Implementation of PCDC Projects

MANUAL FOR IMPLEMENTATION OF ACTION PLAN FOR PROMOTING PCDC IN AGRICULTURE, LIVESTOCK AND LIVELIHOOD IMPROVEMENT SECTOR

1. Marsh Development Project

1.1 Establishing and Strengthening Water Management Unit



Stage-1: Determination of Organization

Step-1: Establishment of Marsh Committee

Keywords

Commune Agronomist mobilizes all Marsh Users in collaboration with Colline Chiefs and Colline agricultural monitors of surrounding collines of the marsh and supports election of Marsh Committee Members from each Colline.

Why is the work required?

Before construction of irrigation facilities, series of meetings with beneficiaries and local administrations shall be held. Therefore, as federation of beneficiaries, temporary board members of Marsh Committees shall be selected.

Key for the success of the work

Commune Agronomist sensitizes each Colline Chief on selection of candidates of committee members in a democratic way.

Required inputs

Facilitator (Commune Agronomist)

How is the work carried out?

Sub-step 1 Mobilization of Marsh Users

✓ Commune agronomist mobilizes all marsh users in cooperation with colline chiefs and Colline agricultural monitors.

Sub-step 2 Election of Marsh Committee Members

✓ Commune agronomist discusses with marsh users about methodology of election.
 ✓ After decision of methodology, marsh users elect marsh committee members under the instruction of colline chief.
 ✓ After election of marsh committee members, elected members decide each position under observation of colline chief and commune agronomist as shown below.

Committee	Board Members
Marsh	President, Vice President, Secretary, Treasurer, Three(3) Advisors



Election of Marsh Committee Members

Step-2: Preparation of Parcel Inventory

Keywords

- Commune Agronomist, Colline Chief and CDC members mobilize marsh users.
- Partner measures parcel surface and record name of users in Colline agricultural monitor and Colline Chief.

Why is the work required?

- ✓ To establish surface areas of each marsh and estimate production yields,
- ✓ To facilitate sensitization and mobilization of farmers by committees for activities of maintenance and others,
- ✓ To facilitate the calculation of water fees by using dimensions of family fields,
- ✓ Data for committees.

Key for the success of the work

Distribution of notice on parcel inventory through church is useful to reach many marsh users.

Required inputs

Measure

How is the work carried out?

Sub-step 1 Parcel Inventory	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist mobilize and sensitize Marsh Committee members and Marsh Users and Colline agricultural monitor on parcel inventory. ✓ Colline Chief, CDC and Commune Agronomist distribute notice on the Parcel Survey (date, description of activity of parcel inventory, partners of the activities). The notice will be distributed through churches. ✓ For execution of parcel inventory, Commune Administration sensitizes marsh users on the necessity of registration. ✓ Parcel inventory shall include data beginning from up stream to down stream. Colline Chief introduces users of each marsh to Colline agricultural monitor. Colline agricultural monitor measures and records surface area and name of users, and solves problem if any. ✓ People gather according to hydraulic blocks or by each bank. ✓ In hydraulic blocks, users measure their own marsh by themselves with Colline Chief and Colline agricultural monitor.
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For Marsh Committee Form-1 Example of Parcel' Inventory

Rurembera Marsh Area

Water Intake; P1

River Side; Right

Hydraulic Bloc; 1 N°	Names	Parcels' surface area			Collines
		L(ms)	l (ms)	S (ares)	
1	*****	12.60	10.40	1.31	Karemba
2	*****	17.50	8.00	1.40	Itaba
3	*****	22.10	7.00	1.55	Itaba
4	*****	25.00	16.30	4.08	Itaba
5	*****	23.60	13.00	3.07	Itaba
6	*****	18.80	23.80	4.47	Butare
7	*****	4.30	12.20	0.26	Gisikara
8	*****	11.00	21.30	2.34	Gisikara
9	*****	12.50	57.00	7.13	Karemba
10	*****	15.50	7.00	0.54	Karemba
11	*****	10.50	5.10	0.54	Karemba
12	*****	17.00	17.80	3.03	Karemba
13	*****	10.00	32.50	3.25	Gisikara
14	*****	9.00	24.80	2.23	Gisikara

Step-3: Establishment of Hydraulic Block Committee

Keywords

Marsh Committee mobilizes Marsh Users in Hydraulic Blocks in collaboration with Colline Chief and Colline agricultural monitor of surrounding area of the marsh and elects Hydraulic Block Committee members from each Hydraulic Block.

Why is the work required?

Based on the parcel inventory, Hydraulic Block Committee shall be established as lowest level of water management unit.

Key for the success of the work

Marsh Committee members sensitize each Hydraulic Block on selection of committee member in a democratic way.

Required inputs

Facilitator (Marsh Committee members)

How is the work carried out?

Sub-step 1 Mobilization of Marsh Users in Hydraulic Block	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist sensitize Marsh Committee members on election system of Hydraulic Block Committee members. ✓ Colline Chief, CDC and Commune Agronomist distribute notice on election of Hydraulic Block Committee (date, description of election). This notice will be distributed through churches. ✓ Marsh Committee mobilizes Marsh Users in Hydraulic Blocks in collaboration with Colline Chief and Colline agricultural monitor. 				
Sub-step 2 Election of Hydraulic Block Committee Member	<ul style="list-style-type: none"> ✓ Marsh Committee members discuss with Marsh Users in Hydraulic Block about methodology of election. ✓ After decision of methodology, Marsh Users in Hydraulic Block elect five (5) Hydraulic Block Committee members . ✓ After election of Hydraulic Block Committee members, they decide each position under observation of Colline Chief and Commune Agronomist as shown below. <table border="1" data-bbox="662 1473 1284 1668" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Committee</th> <th style="text-align: center;">Board Members</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Hydraulic Block</td> <td style="text-align: center;">President, Vice President, Secretary, Treasure, Advisor</td> </tr> </tbody> </table>	Committee	Board Members	Hydraulic Block	President, Vice President, Secretary, Treasure, Advisor
Committee	Board Members				
Hydraulic Block	President, Vice President, Secretary, Treasure, Advisor				
Sub-step 3 Registration of Hydraulic Block Committee to Commune	<ul style="list-style-type: none"> ✓ Hydraulic Block Committee shall be registered to Commune. ✓ Marsh Committee members prepare the application document with supporting by DPAE, Ministry of Community Development, MINAGRIE ✓ Prepared document shall be submitted to Commuen administration with paying registration fee (1000 BIF) 				

Step-4: Establishment of Water Intake Committee

Keywords

Marsh Committee mobilizes Marsh Users in Water Intake Block in collaboration with Colline Chiefs and Colline agricultural monitors around the marsh and elects Water Intake Committee members.

Why is the work required?

Based on the Hydraulic Blocks, a Water Intake Block shall be clarified, and Water Intake Committee shall be established as middle level water management unit.

Key for the success of the work

Distribution of notice on Water Intake Committee members' election through churches is useful to reach out many marsh users.

Required inputs

Facilitator (Marsh Committee members)

How is the work carried out?

<p>Sub-step 1 Mobilization of Marsh Users in Water Intake Block</p>	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist sensitize Marsh Committee members on election of Water Intake Committee members. ✓ Colline Chief, CDC and Commune Agronomist distribute notice on election of Water Intake Committee (date, description of election). The notice will be distributed through churches. ✓ Marsh Committee sensitizes Marsh Users in Water Intake Block to select list of candidate members in collaboration with Colline Chief and Colline agricultural monitor. 				
<p>Sub-step 2 Election of Water Intake Committee Member</p>	<ul style="list-style-type: none"> ✓ Marsh Committee members discuss with Marsh Users in Water Intake Blocks about methodology of election. ✓ After decision of methodology, Marsh Users in Water Intake Block elect two (2) Water Intake Committee members . ✓ After election of Water Intake Committee members, they decide each position under observation of Colline Chief and Commune Agronomit as shown below. <table border="1" data-bbox="683 1491 1305 1682"> <thead> <tr> <th data-bbox="683 1491 927 1559">Committee</th> <th data-bbox="932 1491 1305 1559">Board Members</th> </tr> </thead> <tbody> <tr> <td data-bbox="683 1565 927 1682">Water Intake</td> <td data-bbox="932 1565 1305 1682">President, Vice President, Secretary, Treasurer, Advisor</td> </tr> </tbody> </table>	Committee	Board Members	Water Intake	President, Vice President, Secretary, Treasurer, Advisor
Committee	Board Members				
Water Intake	President, Vice President, Secretary, Treasurer, Advisor				

Step-5: Establishment of Monitoring Committee and Selection of committee Members

Keywords

Commune Agronomist mobilizes all Marsh Users in collaboration with Colline Chiefs and Colline agricultural monitors of surrounding collines of the marsh and supports election of Monitoring Committee Members from beneficiaries.

Why is the work required?

Before construction of storage and installing milling machine, series of meetings with beneficiaries and local administrations shall be held. Therefore, before starting activities, task of monitoring to Marsh committee will be recognized by all beneficiaries. After that, members of Monitoring Committees shall be elected.

Key for the success of the work

Commune Agronomist sensitizes beneficiaries on selection of candidate of committee member in a democratic way.

Required inputs

Facilitator (Commune Agronomist)

How is the work carried out?

Sub-step 1 Mobilization of Marsh Users

✓ Commune Agronomist mobilizes all Marsh Users in cooperation with Colline Chiefs and Colline agricultural monitors.

Sub-step 2 Election of Monitoring Committee Members

✓ Commune Agronomist discusses with Marsh Users about methodology of election.
 ✓ After decision of methodology, marsh users elect monitoring committee members by lead of Colline Chief.
 ✓ After election of Monitoring Committee Members, elected members decide each position under observation of Colline Chief and Commune Agronomist as shown below.

Committee	Board Members
Monitoring	President, Vice President, Secretary



Election of Monitoring Committee Members

Stage-2: Determination of Rules

Step-6: Preparation of By-Law and Setting Water Fee

Keywords

Effect of Cascade Training (DPAE staff→Commune Agronomist→ Zone Agronomist→ Colline agricultural monitor) shall be verified in the training to beneficiaries by Colline agricultural monitor.

Why is the work required?

To establish autonomous and sustainable system for operation and maintenance of irrigation facilities and make facilities function for long period.

Key for the success of the work

Workshop on preparation of by-law and setting water fee shall be conducted many times.

Required inputs

Facilitator (Marsh Committee Member)

How is the work carried out?

Sub-step 1 Arrangement of General Meeting on Preparation of By-Law and Setting Water Fee	<ul style="list-style-type: none"> ✓ Colline chief, CDC members and commune agronomist sensitize marsh committee members on a general meeting for preparation of by-law and setting water fee. ✓ Colline chief, CDC and commune agronomist distribute notice on a general meeting for preparation of of by-law and setting water fee (date, description of topics). This notice will be distributed through churches.
Sub-step 2 Preparation of By-Law	<ul style="list-style-type: none"> ✓ Marsh committee members fill the format of by-law in collaboration with Colline agricultural monitor and colline chief. contents of the by-law are as follows; <ul style="list-style-type: none"> ◇ Name of Marsh Committee Members ◇ Name, Objective and Location of Organization ◇ Composition of Members ◇ Problem Solution System
Sub-step 3 General Meeting on By-Law and Setting Water Fee	<ul style="list-style-type: none"> ✓ In a general meeting, followings shall be discussed; <ul style="list-style-type: none"> ◇ Suitable water fee considering amount of water use <i>Ex) In Bugendana, PAIVA-B project area, people set 250BIF/a for water fees</i> ◇ How to collect water fee <i>Ex) In Bugendana, PAIVA-B project area, people make list of marsh users and conduct meeting to collect water fee by block.</i> ◇ Penalty for unpaid <i>Ex) In Bugendana, PAIVA-B project area, if fee is not paid for a certain period, the user should lose right of water use</i> ◇ Acceptance of By-Law
Sub-step 4 Approval of By-Law by Commune officials	<ul style="list-style-type: none"> ✓ By-Low shall be confirmed by Ministry of Community Development, MINAGRIE and DPAE officials; ✓ After confirmation of the document, it shall be submitted to commune administration to formally approve as a rules of Hydraulic Block committee by Commune officials.

Stage-3: Practice on Operation and Maintenance

Step-7: Training on Operation and Maintenance of Irrigation Facilities

Keywords

A series of techniques necessary to conduct activities for operation and maintenance shall be transferred at early stage of the project.

Why is the work required?

Learning necessary techniques for operation and maintenance of irrigation before practice helps good performance of beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

1. Trainer (Commune Agronomist)
2. Module of training
3. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Arrangement of General Meeting	<ul style="list-style-type: none"> ✓ Commune Agronomists review module of operation and maintenance of irrigation facilities.
Sub-step 2 Organization of Training	<ul style="list-style-type: none"> ✓ Commune Agronomists sensitize Marsh Committee on training. ✓ Marsh committees organize other committees for the training of maintenance of structures and use of irrigation facilities.
Sub-step 3 Training on Operation, Maintenance and Management	<ul style="list-style-type: none"> ✓ Based on Module, Commune Agronomist conducts training on; <ul style="list-style-type: none"> ✧ System of water sharing ✧ Maintenance of irrigation facilities ✧ Scheduling of works to maintain canals (clearing, etc.) ✧ Necessary consideration for sharing water ✧ Consequence without maintenance of facilities (soil sediment in canals, banned activities)



Step-8: Practice of Operation and Maintenance

Keywords

Proper operation and maintenance of irrigation facilities are essential for sustainability.

Why is the work required?

- ✓ Target association members shall acquire technique on operation and maintenance of irrigation facilities through demonstration by Colline agricultural monitor.

Key for the success of the work

Proper ways of operation and maintenance of irrigation facilities should be recognized by water users from the early stage.

Required inputs

1. Operation Plan (Form-2)
2. Maintenance Plan (Form-3)

How is the work carried out?

Sub-step 1 Arrangement of General Meeting on Operation and Maintenance of Irrigation Facilities	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist sensitize Marsh Committee members in preparation for Operation and Maintenance Plan. ✓ Colline Chief, CDC and Commune Agronomist distribute notice on a general meeting for operation and maintenance of irrigation facilities. This notice will be distributed through churches.
Sub-step 2 Preparation of Operation Plan and Maintenance Plan	<ul style="list-style-type: none"> ✓ Marsh Committee Members fill Operation Plan (Form-2) and Maintenance Plan (Form-3) in collaboration with Commune Agronomist.
Sub-step 3 General Meeting on Operation and Maintenance of Irrigation Facilities	<ul style="list-style-type: none"> ✓ In the general meeting, followings shall be discussed; <ul style="list-style-type: none"> ✧ Analysing of Contents of Operation and Maintenance Plan ✧ Acceptance of Operation and Maintenance Plan
Sub-step 4 Practice of Operation and Maintenance	<ul style="list-style-type: none"> ✓ Commune Agronomist demonstrates operation and maintenance of irrigation facilities. ✓ Marsh users practice operation and maintenance based on the Operation and Maintenance Plan by Block.

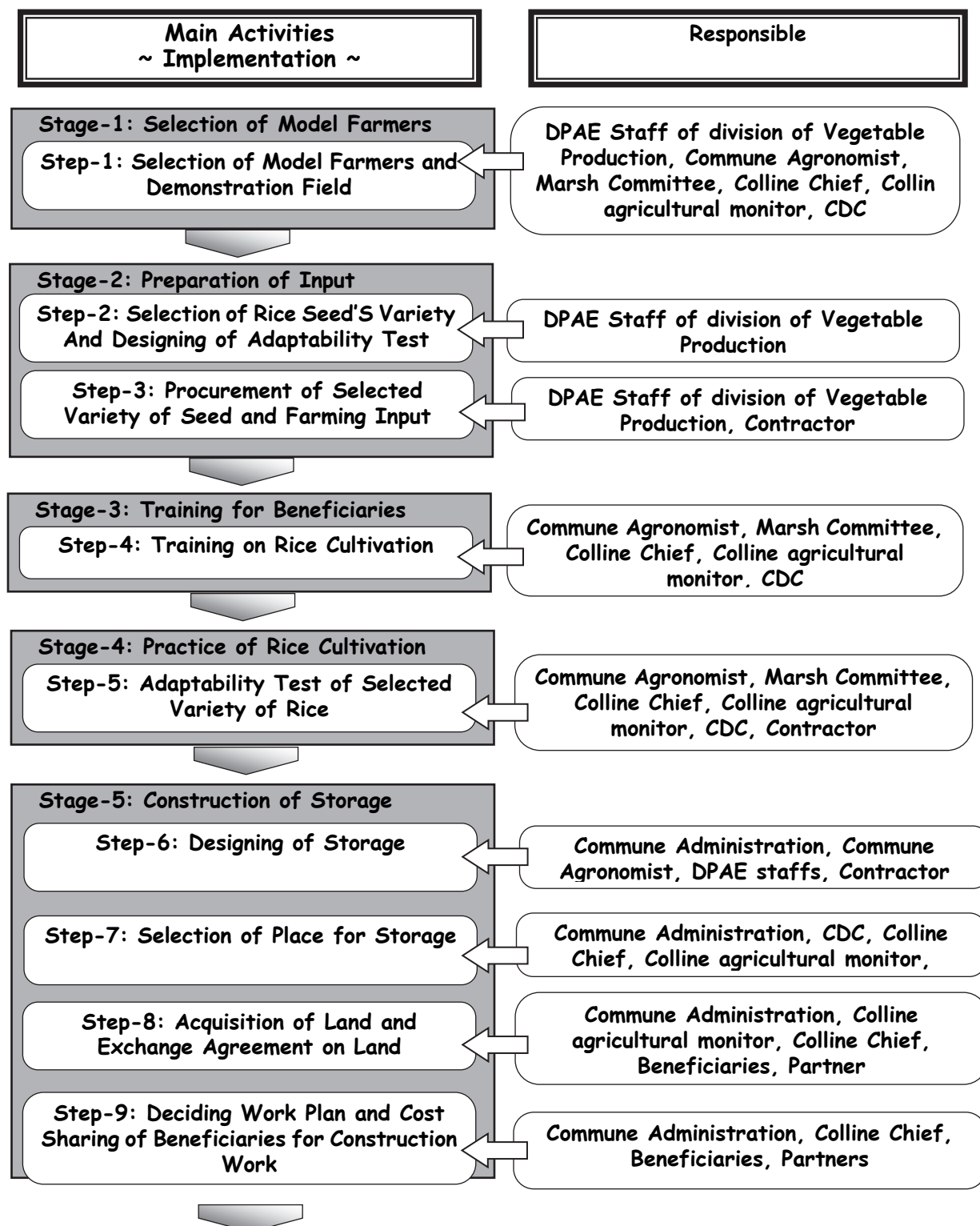
For Marsh Committee Form-2 Operation Plan

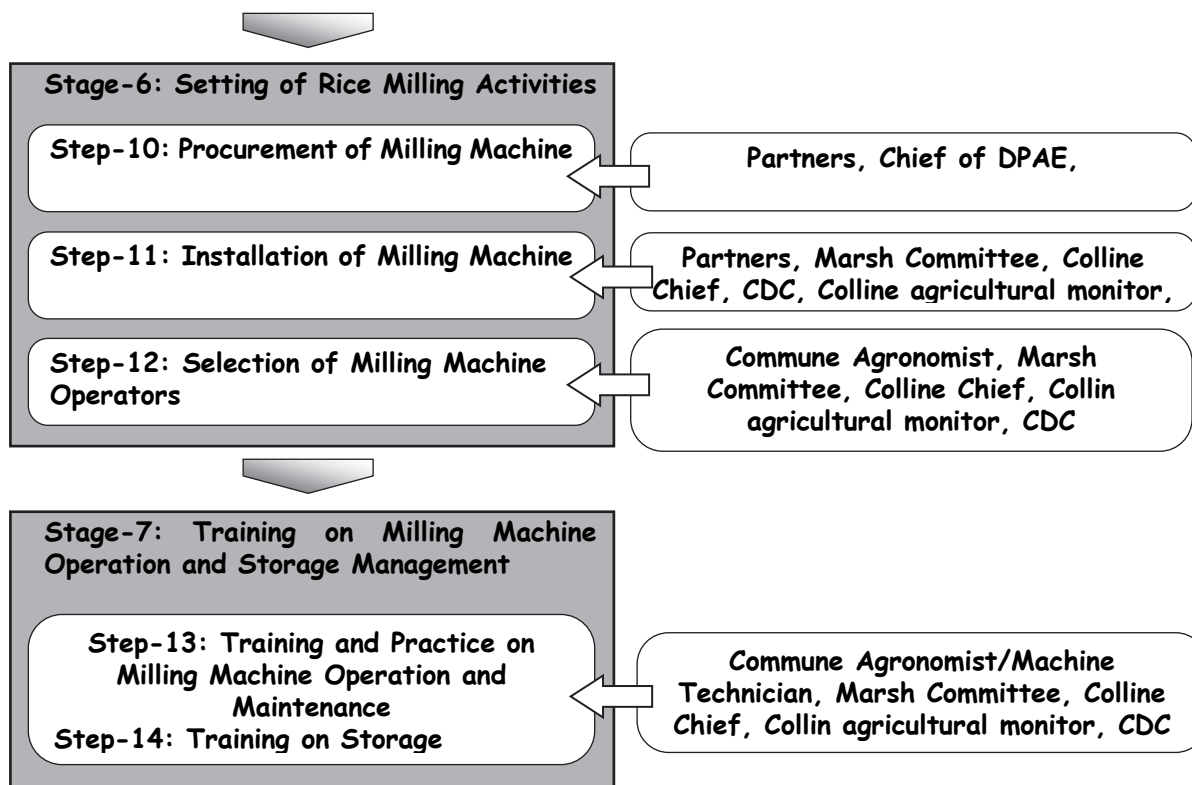
Location / Block	Contents of Activity	Persons in charge of operation	Method of operation

Form-3 Maintenance Plan

Irrigation facilities	Activities	Frequency / time of implementation	Persons in charge and assistance needed
Intake weirs and gates	Cleaning and removal of floating debris and foreign materials around weir bodies, trash racks, and scouring sluice gates		
	Cleaning of the site around the intake		
	Removal of solid deposition - silt and stones, if possible		
Irrigation network - lined canals	Weed control at joints and on surface of slabs		
	Removal of silt		
Irrigation network - unlined canals	Removal of silt		
	Cutting and removal of earth weeds and waterweeds on wetted parts of canal slopes, and floating waterweeds		
	Plugging small holes and replacement of porous soils to prevent seepage		
	Rebuilding of eroded banks		
Flood dikes	Refilling of holes on dike surface		
	Grading dike surface		
	Repair of shoulders eroded		
Bunds in the fields	Weed control		
	Compaction		

1.2 Promotion of Rice Production during Rainy Season Sub-project





Stage-1: Selection of Model Farmers

Step-1: Selection of Model Farmers and Demonstration Fields

Keywords

- Model farmers are expected to verify adaptability of variety of rice considered to be suitable for the target marsh and show growth of rice and suitable techniques to other marsh users.
- Model farmers and demonstration fields shall be selected from up-stream, middle-stream and down-stream.

Why is the work required?

To select and prevail suitable variety of rice in target marsh, model farmers and demonstration fields shall be selected.

Key for the success of the work

Demonstration field shall be selected considering effect of demonstration.

Required inputs

Facilitator (Marsh Committee)

How is the work carried out?

Sub-step 1 Preparation of Selection Criteria	<ul style="list-style-type: none"> ✓ DPAE staff sets selection criteria of model farmers and demonstration field as below and sensitize Marsh Committee and to list up candidate model farmers. <ul style="list-style-type: none"> ◇Participation rate in project activities <Motivation>. ◇Location of field <Effect of Demonstration>. ◇Capability of technical transfer to farmers nearby. ✓ Marsh Committee and Commune Agronomist shall select candidate model farmers from up-stream, middle-stream and down-stream of the Marsh.
Sub-step 2 Preparation of List of Candidates	<ul style="list-style-type: none"> ✓ Marsh Committee and Commune Agronomist prepare list of candidate model farmers in collaboration with Colline agricultural monitor and Colline Chief.
Sub-step 3 Selection Workshop	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist sensitize Marsh Committee members on selection of workshop for rice model farmers. ✓ Facilitator (Marsh Committee membrs) organizes model farmers selection workshop and mobilize marsh users. This workshop shall be held separately for up-stream, middle-stream and down-stream of the marsh. ✓ Colline Chief states selection criteria and shares list of candidate model farmers with marsh users. After that, marsh users vote to select farmers under observation of Colline Chief and CDC members.

Stage-2: Preparation of Inputs

Step-2: Selection of Variety of Rice Seed and Designing of Adaptability Test

Keywords

Select suitable variety of rice seed for the target marsh, designing of test and calculate necessary amount of seeds and farming inputs.

Why is the work required?

Knowledge and technique accumulated in MINAGRIE and DPAE shall be utilized for selection of variety of rice seeds.

Key for the success of the work

Needs of beneficiaries shall be considered for selection of variety. Field size should be acceptable for farmers.

How is the work carried out?

Sub-step 1 Designing of Adaptability Test	✓ DPAE staff of division of vegetable production plans adaptability test; Number of variety selected, size of trial field, number of replication
Sub-step 2 Selection of Variety of Seed	✓ DPAE staff of division of vegetable production selects rice seed while considering followings: Climate, Soil Suitability, Resistance to Disease, Growth Period
Sub-step 3 Calculation of quantity of seed	✓ Calculate quantity of selected rice seed based on the recommendable seeding ratio and area to be covered.
Sub-step 4 Calculation of quantity of farming inputs	<p>Calculation of necessary amount of farming inputs based on the recommendable application rate of farming inputs by variety. Fertilizer (DAP, KCL, Urea), manure, and chemical (pesticide)</p> <div data-bbox="903 1413 1182 1787" data-label="Image"> </div> <p>Chemical (Fungicide)</p>

Step-3: Procurement of Selected Variety of Seed and Farming Input

Keywords

DPAE staff of division of vegetable production procures selected rice seed and farming inputs according to necessary procedure.

Why is the work required?

Selected rice seed and necessary farming inputs shall be procured according to the regulated procedure.

Key for the success of the work

To be in time for sowing period, selected rice seed and farming inputs shall be procured in appropriate timing considering inspection and certification of seed.

Required inputs

1. Field Inspector of Laboratory under Direction of Promotion of Seed and Plants of MINAGRIE
2. Application form (Form-4)

How is the work carried out?

Sub-step 1 Identify procurement field of selected seed	<ul style="list-style-type: none"> ✓ DPAE staff of division of vegetable production asks field inspector on fields of selected rice seed for procurement, which have been inspected with a certificate issued from Laboratory under direction of Promotion of Seed and Plants of MINAGRIE.
Sub-step 2 Procurement of selected seed	<ul style="list-style-type: none"> ✓ Contractor procures selected rice seed with field inspector from certified field. (Form-4)
Sub-step 3 Issue of Certificate	<ul style="list-style-type: none"> ✓ Contractor takes sample seed (1kg) from procured one and submits to laboratory under Direction of Promotion of Seed and Plants of MINAGRIE. ✓ Issue of certificate cost 30.000 FBU per variety. Contractor submits original certification to DPAE staff and keeps the copy.(Case-1)
Sub-step 4 Procurement of Farming Input	<ul style="list-style-type: none"> ✓ DAP, KCL and Urea can be procured in market. ✓ DPAE staff of division of vegetable production shall direct Contractor to recommendable places for procurement of organic manure from advanced producers in Gitega province, who produce organic manure in large quantity. ✓ Contractor procures organic manure and DPAE staff of division of vegetable production supervises it through checking whether manure is ready or not.

For Contractor

Form-4 Application Form

Gitega, le **/**/2014

A Monsieur le Directeur General de l'ISABU
à BUJUMBURA.

Objet : Requete approvisionnement
en semences de riz.

Monsieur le Directeur General,

Nous avons l'honneur de nous adresser à votre autorité pour vous transmettre notre requête d'approvisionnement en semences de riz pour la saison agricole 2014.

En effet, < *Name of Project* > entend promouvoir le riz comme culture de base dans les marais en aménagement mais ne dispose pas encore de variétés adaptées réellement à leurs microclimats respectifs.

Les quantités recherchées pour les quatre variétés recommandées à savoir la *L18*, *V 564-2-7*, *V 1380* et *FAC 904* sont estimées à ** kgrs par variété d'où un besoin total de ** kgrs.

Comptant sur votre coopération, nous vous prions d'agréer, Monsieur le Directeur General, l'assurance de notre haute considération.

Pour le Projet :

< *Name of Contractor* >



Basic seed production field at ISABU

Case-1 Certification sheet of seed rice

Rapport d'analyse de 5 échantillons de riz en provenance du projet JICA fournis par l'ISABU.

Introduction

En date du 26/11/2012, cinq échantillons de riz à savoir V564-2-7 ; V1380-4 ; Fac 904 ; L18 ; Riz local sont arrivés au laboratoire d'analyses physiques des semences de la DPSP en vue de faire des analyses suivantes : pouvoir germinatif(%) , pureté spécifique (%) teneur en eau (%) , poids de mille graines (gr) et le poids naturel d'un hl (kg/hl).

Identification de ces échantillons.

N° d'analyse	Provenance	Espèce	Variété	Catégorie	Saison de production	Poids du lot
120009	Jica	Riz	V564-2-7	Pré-base	2012A	3 kg
120010	Jica	Riz	V1380-4	Pré-base	2012A	3 kg
120011	Jica	Riz	Fac 904	Pré-base	2012A	3 kg
120012	Jica	Riz	L18	Pré-base	2012A	3 kg
120013	Jica	Riz	Local	Commerciale	2012A	5 KG

Résultats d'analyse

N° d'analyse	Espèce	Variété	P.G.(%)	P.S.(%)	T.E.(%)	PMG (gr)	P.Nd'1hl (kg/hl)
120009	riz	V564-2-7	91	98,3	13,1	32,82	56,66
120010	riz	V1380-4	89	98,4	12,9	32,05	58,52
120011	Riz	Fac 904	88	98,2	12,6	27,57	58,24
120012	Riz	L18	91	97,1	12,5	27,19	61,18
120013	Riz	Local	78	98,1	11,4	28,30	53,50

Normes recommandées par l'ISTA pour le riz

Catégorie	P.S (%)	P.G (%)	T.E.(%)
Pré-base	98	80	12
Base	98	80	12
Certifiée	98	80	12

Conclusion

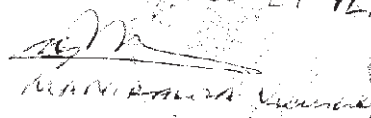
Sauf la variété locale, les autres variétés ont un bon pouvoir germinatif mais leur teneur en eau est légèrement supérieure à la norme mais ce n'est pas grave. La pureté spécifique est bonne aussi sauf celle de la variété locale qui est inférieure à la norme.

Pour le laboratoire de la DPSP :

BIRANGUZA Evariste



Pour approbation
LE DIRECTEUR ADJOINT
DES SEMENCES ET PLANTS



Stage-3: Training for Beneficiaries

Step-4: Training on Rice Cultivation

Keywords

A series of techniques necessary to conduct activities for rice production shall be transferred at the early stage of the project.

Why is the work required?

Learning necessary techniques for growing selected rice seed before cropping season helps good performance of beneficiaries.



Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

1. Trainer (Commune Agronomist)
2. Module of training
3. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Reviewing of Module	✓ Commune Agronomist reviews a module on multiplication of seed rice.	
Sub-step 2 Mobilization of Marsh Users	<ul style="list-style-type: none"> ✓ Colline Chief, CDC ✓ members and Commune Agronomist sensitize Marsh Committee members on training for rice cultivation. ✓ Marsh Committee members mobilize marsh users. 	
Sub-step 3 Training on Rice Cultivation	<ul style="list-style-type: none"> ✓ Based on Module, Commune agronomist conducts training on: <ul style="list-style-type: none"> <Basic knowledge for rice cultivation> <ul style="list-style-type: none"> ◇ Main factors for rice growing <Cultivation Technique> <ul style="list-style-type: none"> ◇ Preparation of Cropping calendar ◇ Field preparation ◇ Clearing, Ploughing ◇ Pre-germination treatment ◇ Nursery raising ◇ Transplanting ◇ Weeding ◇ Fertilizer application and Water control ◇ Pest and disease control ◇ Harvest ◇ Post harvest 	 

Stage-4: Practice of Rice Production

Step-5: Adaptability Test of Selected Variety of Rice

Keywords

A series of techniques necessary to conduct activities for rice cultivation shall be transferred at the early stage of the project.

Why is the work required?

It is necessary to transfer techniques of rice cultivation to beneficiaries before starting practical activities.

Key for the success of the work

Prepare module of training considering technical adaptability of beneficiaries.

Required inputs

1. Selected Rice Seed, Local Variety Rice Seed
2. Fertilizer: Organic manure (Prepared by Model Farmers), DAP, KCL, Urea
3. Measure tape, Sticks, Planting rope, Chemical(Kitazin), Rice bag, Tarpaulin sheet, Sign board

How is the work carried out?

Sub-step 1 Distribution of Inputs ✓ Contractor distributes selected rice seed and other farming inputs to model farmers in presence of Colline Chief, CDC members and Marsh Committee members.

Sub-step 2 Adaptability Test of Selected Variety of Rice ✓ Model farmers multiply seeds rice and cultivate selected rice. Colline agricultural monitor demonstrate techniques at each growth stage of rice in fields of Model Farmers.

<Example of Field Layout of Adaptability Test of Rice Variety>

Upper-Stream			Middle-Stream			Down-Stream	
L18	V564		L18	V564		L18	V564
V1380	FAC 904		V1380	FAC 904		V1380	FAC 904
Local/ WOI	Local/ WI		Local/ WOI	Local/ WI		Local/ WOI	Local/ WI

For Model Farmers

Case-2 Transferred Techniques and Farming Practices on Rice

Farming	Improved Practices
1.Nursery preparation	<p>1) Pre-germination treatment:</p> <ul style="list-style-type: none"> -Winnowing by wind to select only good quality seed -Soaking seeds into water to promote uniform germination <p>2) Nursery bed preparation:</p> <ul style="list-style-type: none"> -Plowing well to loosen the soil to facilitate the germination -Surface of bed is higher than the ground to prevent seeds from washing away when flooding -Making bands surrounded by furrow to irrigate -Application of organic manure by broadcasting. -It is to promote plants vigor.
2.Sowing and Seedlings	<p>1) Sowing:</p> <ul style="list-style-type: none"> -Drilling method is to reduce the amount of seed sown and keep certain spacing between plants, also it allows proper maintenance. -Spacing is 15 to 20cm between furrows. -Seeding rate is 100g per 1m². <p>2)Mulching of bed:</p> <ul style="list-style-type: none"> -Covering the surface of bed with thin layer of soil -Mulch will be removed after the complete sprouting <p>3) Weeding:</p> <ul style="list-style-type: none"> -Weeding is very important activity to facilitate healthy seedlings. <p>4) Second fertilizer application:</p> <ul style="list-style-type: none"> - Urea is applied at 2 to 3 weeks after sowing, if necessary. <p>5) Watering:</p> <ul style="list-style-type: none"> - If there is no rain, water by watering can or irrigation
3.Land preparation	<p>1) Cleaning:</p> <ul style="list-style-type: none"> -Remove grasses before plowing to help good plowing <p>2) Plowing:</p> <ul style="list-style-type: none"> - It is good for soil condition to plow as much as deep. -It is helpful to get air into the soil easily. -Plowing period is 15 to 20 days before transplanting. <p>3) Dike construction:</p> <ul style="list-style-type: none"> - Making a strong dike, compacting is important work. - Dikes hold (irrigation) water and fertilizer in the plot. <p>4) Leveling:</p> <ul style="list-style-type: none"> - If plot (field) is small, leveling does not need special methods and equipment. - It is more effective to facilitate water moving in the plot. <p>5) Puddling:</p> <ul style="list-style-type: none"> -It is stepped by foot or puddle by hoe several time to make smooth soil surface and to keep water in the field. <p>6) Fertilizer application (Basal dressing)</p> <ul style="list-style-type: none"> -Apply fertilizer before puddling. -Application of 65kg of DAP/ha and 50kg of KCL/ha. -As for application of 105 kg of Urea, it is divided in 2 times of different stages. First is at tilling stage, second is at panicle initiation stage. -Organic fertilizer (Manure) gives and improves good effect to soil structure and

	fertility.
4. Transplanting	<p>1) Up-rooting of seedlings: -When the plant has 4 to 5 leaves (it is about 4 to 5 weeks after sowing.), it is ready to transplant. -Nursery bed should be wet before up-rooting. -Do not cut roots, when pull up seedlings from bed.</p> <p>2) Transplanting method: -Planting depth is about 3 cm, do not plant too deep. -It is easy to create new roots. -Spacing is 20x20cm (20x17cm) by line. -Number of seedlings is 1 plant (or 2 to 3) per station is recommended. -Keep a few seedlings for refilling missing stations after transplanting.</p>
5. Taking root	<p>Roots recover their functions in 10 days after transplanting. Rice does not need much water until roots are well refastened into the soil.</p>
6. Application of Fertilizer	<p>As it is mentioned the above "Land preparation (6)", Second fertilizer application is done at panicle initiation stage. Dosage is remaining amount out of 105 kg of Urea.</p>
7. Water Control	<p>-Irrigation water gradually increases from 2 cm up to 10 to 15 cm as growth stage. -Beginning of tilling stage, water depth is kept at shallow level. Then, after tilling stage, water depth is kept deeper. -Especially, at panicle initiation and flowering stage, rice needs much water -After application of fertilizer, water should be kept in the field for 3 to 4 days.</p>
8. Weeding,	<p>-First weeding is at tilling stage (2 weeks after transplanting). -Second weeding is before flowering stage. It is before second fertilizer application.</p>
9. Pest and disease control	<p>- Pull out damaged plant - Use chemical (pesticide, Fungicide), in case of it is available.</p>
10. Guarding	<p>- Bird scaring should be done from the grain formation (milky stage) until dough stage and from morning to evening.</p>
11. Harvesting	<p>- Harvest when seeds become dry and when the stubble become yellow by cutting + panicles Or by cutting the panicles with its down part</p>
12. Post-harvest handling	<p>- Keep paddy grains after winnowing and drying to keep the grains having about 13 to 14 percentage of humidity - Keep rice away from rats and excess moisture - Don't put rice on the ground directly</p>

Stage-5: Construction of Storage

Step-6: Designing of Storage

Keywords

Target beneficiaries shall consider system of storage management and operation of milling activity, and storage shall be designed based on Rice marketing activities.

Why is the work required?

- ✓ Storage shall become center to rice production in marsh, therefore, it shall be designed after consideration of rice market-oriented activities.

Key for the success of the work

Shelves are necessary in the storage to keep crops.

Required inputs

Precedent Design for Seed Storage (Case-3)

How is the work carried out?

Sub-step 1 Design of Storage

- ✓ Commune agronomist reviews precedent design of storage.
- ✓ Based on storage management system and milling activity agreed among beneficiaries and DPAE, commune agronomist designs storage in collaboration with partners.
- ✓ Commune agronomist reports the design of storage to DPAE staff (division of vegetable production).
- ✓ After approval of DPAE staff, commune agronomist shares storage design with commune administration.
- ✓ After approval of commune administration, commune agronomist shares design of seed storage with beneficiaries.

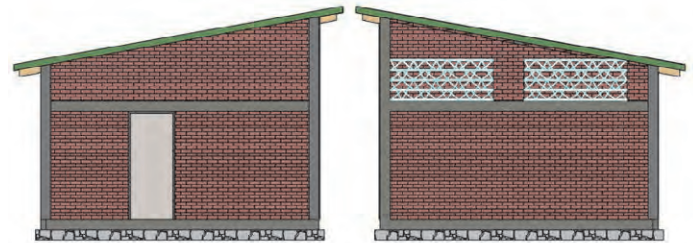


Storage and rice milling place

For Commune Agronomist Case-3 Precedent Design of Storage



FACADE AVANT

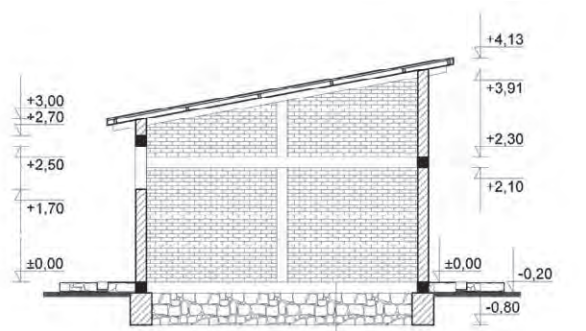


PROFIL GAUCHE

PROFIL DROIT

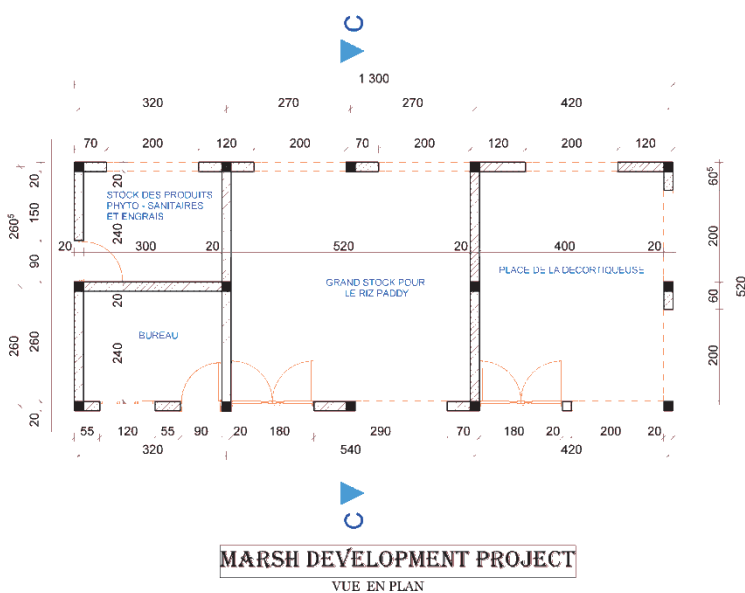


FACADE ARRIERE



COUPE C-C

- Chape lisse 2 mm
- Béton de forme 3cm
- Hérissonage en moellons 15cm
- Sable de propreté 5cm
- Terre compactée



Step-7: Selection of Place for Storage

Keywords

Discussion on selection of place for storage shall be continued till reaching to agreement of all stakeholders to avoid land dispute.

Why is the work required?

Place where storage will be built shall be discussed well before selection to avoid land dispute.

Key for the success of the work

Selection of place for storage shall be discussed from the view point of maintenance and management by beneficiaries, also considering prevention of land dispute.

How is the work carried out?

Sub-step 1 Discussion among beneficiaries	✓ Beneficiaries prepared their proposal to the place for storage. Colline Chief, CDC member in charge of agriculture and Colline agricultural monitor supervise this meeting.
Sub-step 2 Report proposal of beneficiaries to commune	✓ Marsh Committee, Colline Chief and CDC member report proposal of beneficiaries to commune administration, and also Colline agricultural monitor reports to Zone Assistant and Commune Agronomist in weekly meeting.
Sub-step 3 Selection of land for Storage	✓ Selection of land will be carried out in following two (2) different ways: <i>Case-1: Beneficiaries request allocation of public land</i> Commune Administration discusses allocation of public land for seed storage in Communal Council and the Council provides available public land. <i>Case-2: Beneficiaries propose to use their private land</i> Commune Administration instructs formulation of maintenance and management plan of seed storage to beneficiaries. After submission of this plan, Commune Administration checks the plan and gives permission to proposal. Commune Agronomist will help formulation of plan.

Step-8: Acquisition of Land and Exchanging Agreement on Land

Keywords

Selected land in Step-7 shall be acquired through coordinating right of land possession and clarifying maintenance and management system for seed storage with agreement.

Why is the work required?

To avoid failure in management of seed storage and selected seed distribution system, commune administration should take responsibility of storage and its management to guarantee sustainability of the project.

Key for the success of the work

It is necessary to consider possibility of land dispute in selected land well, and take time to coordinate right of land possession, sine people tends to assert a claim for land possession when land become project site.

Required inputs

Sample of Agreement of Land (Form-5)

How is the work carried out?

<p>Sub-step 1 Preparation of Land Agreement</p>	<p><i>Case-1 Land for Storage Belonging to Commune</i> Commune administration prepare land agreement as reffered on Form-5.</p> <p><i>Case-2 Land for Storage Belonging to Private Person</i> Commune sensitizes and requests colline chief and Marsh Committee to submit storage management plan for maintenance and management of storage, penalty when activities fail.</p>
<p>Sub-step 2 Explanation Meeting for Land Agreement</p>	<p>Case-1 ✓ Commune administration sensitizes Colline Chief and Colline Chief to hold explanation meeting on land agreement.</p> <p>Case-2 ✓ Commune administration approves storage management plan prepared by Marsh Committee. If the plan is not acceptable, Commune administration sensitizes colline chief who holds meeting on modification of plan.</p>
<p>Sub-step 3 Exchange of Agreement</p>	<p>✓ Commune adiministration, leader of Marsh Committee sign the agreement or the storage maintenance plan. Colline Chief also signs as witness. Commune administration keeps original agreement/storage maintenance plan, and Marsh Committee keeps the copy.</p>

For Commune Administration Form-5 Sample of Agreement of Land

PROJECT FOR
COMMUNITY DEVELOPMENT FOR IMPROVEMENT OF LIVELIHOOD IN THE CONFLICT
- AFFECTED AREAS IN GITEGA PROVINCE IN THE REPUBLIC OF BURUNDI

CONTRACT OF PARTNERSHIP

Between ***** and
The leader ofresident of.....Colline hereafter called the Association member,

It was agreed that:

Article 1: Both parties agree to work in partnership in the ***** project.

Article 2: The Commune Administration shall provide public land for the execution of the Project.

Building

Article 3: The building which will be constructed in the public land shall belong to the Commune Administration. (have a right of property.)

Article 4: The right of use shall be given to the Association during the implementation of the project.

Article 5: The Association will have priority use of the building after t

Article 3: The both parties undertake to promote and contribute to the well-being of the population of.. .., Colline and especially in general;

Article 4: The association members agree to follow the all instruction from **** and the Contractor.

Article 5: The all inputs provided by the project should be utilized for the activity during execution of this project.

Article 6: The Association members agree to provide to commune administration information on the activities.

Article 7: All other provisions not included in this agreement will be an addendum after consultation between the both parties.

Article 8: This agreement shall begin on the date of signature by both parties.

Gitega/2013

For ***Association in ****colline

Signature

Position

Date:

Read and approved by the Colline Chief

Signature

Position

Date:

Step-9: Deciding Cost Sharing for Construction of Storage

Keywords

Ideas of "Cost Sharing" shall be recognized to beneficiaries as obligation.

Why is the work required?

To ensure sustainability and expansion of benefit of the project, beneficiaries shall provide labor and some materials necessary for construction of storage.

Key for the success of the work

Workshop for explanation of cost sharing shall be held repeatedly to reach an agreement of beneficiaries.

How is the work carried out?

Sub-step 1 Workshop for Explanation of Cost Sharing and Discussion on Cost Sharing	<ul style="list-style-type: none"> ✓ Commune Administration sensitizes Marsh Committee and Marsh Committee holds explanation meeting on cost sharing. ✓ Marsh Committee facilitates discussion on cost sharing of beneficiaries. Examples of cost sharing are as follows: <table border="1" data-bbox="639 864 1366 1025"> <thead> <tr> <th data-bbox="639 864 1038 898">Beneficiaries</th> <th data-bbox="1038 864 1366 898">Project</th> </tr> </thead> <tbody> <tr> <td data-bbox="639 898 1038 931">- Labor Force</td> <td data-bbox="1038 898 1366 931">- Cement and Sand</td> </tr> <tr> <td data-bbox="639 931 1038 987">- Wood necessary for storage construction</td> <td data-bbox="1038 931 1366 987">- Zinc roofing sheets and nails</td> </tr> <tr> <td data-bbox="639 987 1038 1025">- Water for cement making</td> <td data-bbox="1038 987 1366 1025">- Technical Supervision</td> </tr> </tbody> </table> ✓ Marsh Committee (or Colline Chief) reports to Commune Administration about result of discussion on cost sharing. ✓ Commune Administration approves cost sharing as decided by beneficiaries. If any modification, Commune Administration sensitizes Marsh Committee and Marsh Committee holds workshop on modification of cost sharing for beneficiaries. 	Beneficiaries	Project	- Labor Force	- Cement and Sand	- Wood necessary for storage construction	- Zinc roofing sheets and nails	- Water for cement making	- Technical Supervision
Beneficiaries	Project								
- Labor Force	- Cement and Sand								
- Wood necessary for storage construction	- Zinc roofing sheets and nails								
- Water for cement making	- Technical Supervision								
Sub-step 2 Preparation of Cost Sharing Agreement	<ul style="list-style-type: none"> ✓ Commune Administration prepares cost sharing agreement based on the result of discussion above. 								
Sub-step 3 Explanation Meeting for Cost Sharing Agreement	<ul style="list-style-type: none"> ✓ Commune Administration sensitizes Marsh Committee and Marsh Committee holds explanation meeting on cost sharing agreement. 								
Sub-step 4 Exchange of Agreement	<ul style="list-style-type: none"> ✓ Commune Administration and Leader of Marsh Committee sign in the agreement. Colline Chief also signs as witness. ✓ Commune Administration keeps original agreement, and the target Marsh Committee keeps the copy. 								
Sub-step 5 Construction of Storage	<ul style="list-style-type: none"> ✓ Commune Administration and target beneficiaries construct storage based on cost sharing agreement through community work. 								

Stage-6: Setting of Rice Milling Activities

Step-10: Procurement and Installation of Milling Machine

Keywords

Chief of DPAE and Partners shall procure processing machine with good consideration of technical specification of the machine.

Why is the work required?

To ensure transparency of procurement, DPAE staff shall supervise procurement, especially in quality control.

Key for the success of the work

Specification of machine shall be well considered, especially in availability of spare parts nearby and possibility of daily maintenance by target association.

Required inputs

1. Technical Specification of Processing Machine
2. Office furniture (desk, chair, bench), Scale, Bucket, Basket,

How is the work carried out?

<p>Sub-step 1 Collection of Technical Specification of Milling Machine</p>	<ul style="list-style-type: none"> ✓ Partners collect technical specification of Milling machine ✓ Chief of DPAE checks technical specification and decides type of Milling machine based on the following criteria; <ul style="list-style-type: none"> ✧ Budget Ceiling ✧ Processing Capacity based on Production Scale of Target Marsh ✧ Diesel Engine System (free from electricity) ✧ Availability of Spare Parts nearby for Maintenance ✧ Capability of Target Association for Daily Maintenance
<p>Sub-step 2 Procurement and Installation of Machine</p>	<ul style="list-style-type: none"> ✓ Partners procure Milling machine decided above and install at the storage. ✓ Chief of DPAE supervises procurement. ✓ Partners and beneficiaries install machine in the shed under supervision of commune / zone agronomist. ✓ Colline Chief and CDC also supervise the installation of the machine. ✓ Commune administration, CDC, Colline Chief and leader of association sign the reception certificate after installation of the machine. <div data-bbox="901 1563 1375 1892" data-label="Image"> </div> <p data-bbox="619 1854 858 1886">Rice Milling Machine</p>

Step-11: Selection of Milling Machine Operators

Keywords

Commune Agronomist mobilizes all Marsh Users in collaboration with Colline Chiefs and Colline agricultural monitors of surrounding collines of the marsh and supports election of two milling machine operators from beneficiaries.

Why is the work required?

Before starting milling machine activities, machine operators shall be selected and operators have to train on machine operation and maintenance to get knowledge and skills, therefore, milling activities can be smoothly launched.

Key for the success of the work

Commune Agronomist gives explanation beneficiaries on selection criteria of candidate of milling machine operator in a democratic way.

Required inputs

Facilitator (Commune Agronomist)

How is the work carried out?

Sub-step 1 Mobilization of Marsh Users	✓ Commune Agronomist mobilizes all Marsh Users in cooperation with Colline Chiefs and Colline agricultural monitors.
Sub-step 2 Decision of Selection Criteria	✓ Commune Agronomist, Board members of Marsh committee, Colline Chiefs and Colline agricultural monitors shall discuss and decide about criteria of Milling machine operators. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> ex.) Criteria of operator - Honest person - Voluntary mind - Experience of accounting </div>
Sub-step 3 Selection of Milling Machine Operators	✓ Commune Agronomist discusses with Marsh Committee members on the methodology of election. ✓ After decision of methodology, Marsh committee members, Colline Chief, Colline agricultural monitors select two operators by following criteria.

Stage-7: Training on Storage Management and Milling Machine Operation

Step-12: Training and Practice on Storage Management and Milling Machine Operation and Maintenance

Keywords

A series of knowledge and techniques necessary to conduct activities for operation and maintenance shall be transferred at early stage of the project.

Why is the work required?

Learning necessary techniques for operation and maintenance of storage management and milling machine operation before practice helps good performance of targeted beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by targeted beneficiaries.

Required inputs

1. Trainer (Commune Agronomist/technician of milling machine)
2. Module of training
3. Flip chart, marker pens, masking tape, notebook, pens, milling machine

How is the work carried out?

Sub-step 1 Arrangement of General Meeting	<ul style="list-style-type: none"> ✓ Commune Agronomists review module of operation and maintenance of storage management (accounting). ✓ Commune Agronomists and technician of milling machine review and discuss module of milling machine operation and Storage management (accounting).
Sub-step 2 Organization of Training	<ul style="list-style-type: none"> ✓ Commune Agronomists sensitize Monitoring Committee, Marsh committee and operators on training.
Sub-step 3 Training on Milling machine Operation, Maintenance and Storage Management	<ul style="list-style-type: none"> ✓ Based on Module, Commune Agronomist conducts training on; ✧ Basic knowldege on Milling machine (name of parts, working of machine) ✧ Opearation and maintenance (includd in daily) of machine ✧ Basic knowledge on accounting ✧ How to prepar accounting book ✧ How to keep accounting book ✧ How to issue receipte ✧ How to keep income from milling activity

Case-4 Manual for daily maintenance of Milling machine

MODULE DE FORMATION DES OPERATEURS DES DECORTIQUEUSES



1. Généralités sur la maintenance des structures de décortiquages

- a) Déontologie de l'opérateur (le savoir faire, le savoir vivre de l'opérateur / de l'association)
- b) Présentations des pièces (+leurs noms)et leurs rôles



Demarrer le moteur



Régler les rouleaux



Alimenter la tremie



réglage de
l'alimentation



Vérifier l'amorçage
du décortiquage



Tamis de polissage



Vis sans fin et
polisseur



Blanchisseur

- c)Généralités et illustration du fonctionnement des pièces des machines de décortiquage

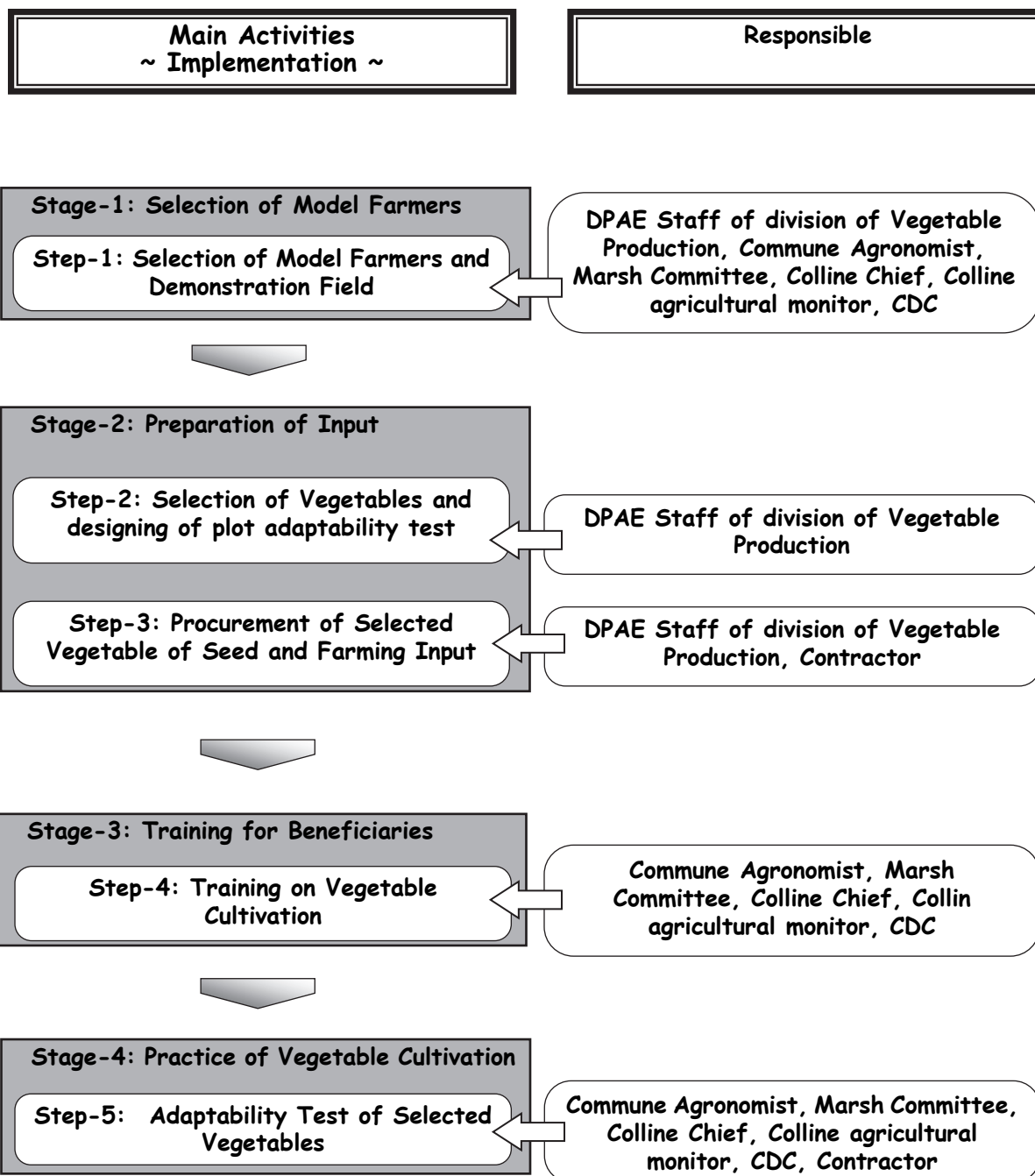
2. Fonctionnement Général du décortiqueur

- a) Précaution de pré démarrage du moteur :
 - Vérification huile + gasoil
 - Vérification/réglages tension des courroies de transmission
- b) Précaution de démarrage : - Réglage des Rouleaux
 - Réglage des Polisseurs (poids)
- C) Alimentation du riz dans le décortiqueur : - Réglage du débit du riz à décortiquer (à faire entrer dans le décortiqueur)
- d) Décortiquage proprement dit :
 - Vérifier l'amorçage de Décortiquage
 - Vérifier l'état du polissage
 - Retour ou remise du riz d'essayage
 - Vérifier l'état de production du son/des balles
 - Vérifier la sortie de riz décortiqué, du son et des balles

3. Importance de ralentir /Arrêter du moteur

4. Comment maximiser le rendement de Décortiquage

1.3 Promotion of Vegetable Production during Dry Season sub-project



Stage-1: Selection of Model Farmers

Step-1: Selection of Model Farmers and Demonstration Fields

Keywords

- Model farmers are expected to verify adaptability of variety of vegetable considered suitable for the target marsh and show growth of vegetable and suitable techniques to other marsh users.
- Model farmers and demonstration fields shall be selected from up-stream, middle-stream and down-stream.

Why is the work required?

To select and prevail suitable variety of vegetable in target marsh, model farmers and demonstration fields shall be selected.

Key for the success of the work

Demonstration field shall be selected considering effect of demonstration.

Required inputs

Facilitator (Marsh Committee)

How is the work carried out?

Sub-step 1 Preparation of Selection Criteria	<ul style="list-style-type: none"> ✓ DPAE staff sets selection criteria of model farmers and demonstration field as below and sensitize Marsh Committee and to list up candidate model farmers. <ul style="list-style-type: none"> ✧Participation rate in project activities < Motivation>. ✧Location of field <Effect of Demonstration>. ✧Capability of technical transfer to farmers nearby. ✓ Marsh Committee and Commune Agronomist shall select candidate model farmers from up-stream, middle-stream and down-stream of the Marsh.
Sub-step 2 Preparation of List of Candidates	<ul style="list-style-type: none"> ✓ Marsh Committee and Commune Agronomist prepare list of candidate model farmers in collaboration with Colline agricultural monitor and Colline Chief.
Sub-step 3 Selection Workshop	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist sensitize Marsh Committee members on selection of workshop for model farmers of vegetable. ✓ Facilitator (Marsh Committee membrs) will organizes model farmers selection workshop and mobilize marsh users. ✓ Colline Chief states selection criteria and shares list of candidate model farmers with marsh users. After that, marsh users vote to select farmers under observation of Colline Chief and CDC members.

Stage-2: Preparation of Inputs

Step-2: Selection of Variety of Vegetables

Keywords

Select suitable variety of vegetable seed for the target marsh and calculate necessary amount of seed and farming inputs.

Why is the work required?

Knowledge and technique accumulated in MINAGRIE and DPAE shall be utilized for selection of variety of Vegetable seed.

Key for the success of the work

Needs of beneficiaries shall be considered for selection of variety.

How is the work carried out?

Sub-step 1 Selection of Variety of Seed	✓ DPAE staff of division of vegetable production selects Vegetable seed while considering followings; Climate, Soil Suitability, Resistance to Disease, Growth Period, Marketability
Sub-step 2 Calculation of Quantity of Seed	✓ Calculate quantity of seed based on the recomendable seeding ratio and area to be covered.
Sub-step 3 Calculation of Quantity of Farming Inputs	✓ Calculation of necessary amount of farming inputs based on the recomendable application rate of farming inputs by variety. Fertilier (DAP, KCL, Urea), manure, and chemical (pesticide)

Step-3: Procurement of Selected Variety of Seed and Farming Input

Keywords

DPAE staff of division of vegetable production procures selected vegetable seed and farming inputs according to necessary procedure.

Why is the work required?

Selected vegetable seed and necessary farming inputs shall be procured according to the regulated procedure.

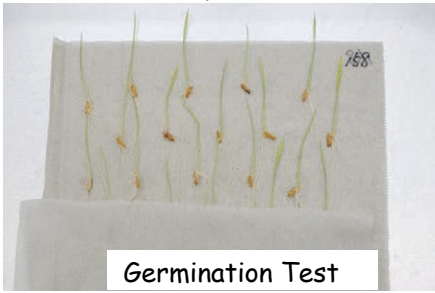
Key for the success of the work

To be in time for sowing period, selected vegetable seed and farming inputs shall be procured in appropriate timing considering inspection and certification of seed.

Required inputs

3. Field Inspector of Laboratory under Direction of Promotion of Seed and Plants of MINAGRIE
4. Application form, if necessary (Form-4)
5. Transportation for Input (Fertilizer, manure, etc)

How is the work carried out?

Sub-step 1 Identify procurement field of selected seed	<ul style="list-style-type: none"> ✓ DPAE staff of division of vegetable production asks field inspector about fields of selected vegetable seeds for procurement, which have been inspected with a certificate issued from Laboratory under Direction of Promotion of Seed and Plants of MINAGRIE.
Sub-step 2 Procurement of selected seed	<ul style="list-style-type: none"> ✓ Contractor procures selected vegetable seed with field inspector from certified field. (Form-4) or to purchase at the Market or Seed multiplier.
Sub-step 3 Conduct Germination Test	<ul style="list-style-type: none"> ✓ Before providing seeds, germination test will be conducted at the office in order to check the quality of them. <div data-bbox="592 1272 938 1563" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>-Germination Test-</p> <ul style="list-style-type: none"> - Put 50 to 100 seeds on the small tray with wet paper (wet tissue). - Count the number of germinated seeds every day. </div> <div data-bbox="949 1272 1385 1563" style="text-align: center;">  <p>Germination Test</p> </div>
Sub-step 4 Procurement of Farming Input	<ul style="list-style-type: none"> ✓ Contractor shall arrange transport for input. ✓ DAP, KCL and Urea can be procured in market. ✓ DPAE staff of division of vegetable production shall instruct Contractor to recommendable places for procurement of organic manure from advanced producers in Gitega province, who produce organic manure in large quantity. ✓ Contractor procures organic manure and DPAE staff of division of vegetable production supervises it through checking whether manure is ready or not.

Input needs for transplanting field from nursery according to USAID/PAIR and FAO

Varieties	Inputs	Unit	Qty/Ha	Surface (Ha)	Needed quantities	Unit cost	Total cost/Ha
Cabbage	Seeds	Kg	0.4	0.41	0.164	900000	147600
OXYLUS	Urea	Kg	200	0.41	82	1600	131200
	DAP	Kg	100	0.41	41	1800	73800
	KCl	Kg	100	0.41	41	1500	61500
	Dithan	Kg	4	0.41	1.64	7000	11480
	Diméthoate	liter	5	0.41	2.05	11000	22550
	Labilite/Dursban	liter	2	0.41	0.82	11000	9020
	Total						457150

Materiel	Watering can	piece	10 sites		10	6000	60000
	Rake	piece	10 sites		6	4500	27000
	Rops	role	10 sites		3	6000	18000
	Spray pumps	piece	3 marshes		3	60000	180000
	Total						285000
TOTAL (General)							1575960

Stage-3: Training for Beneficiaries

Step-4: Training on Vegetable Cultivation

Keywords

A series of techniques necessary to conduct activities for vegetable production shall be transferred at the early stage of the project.

Why is the work required?

Learning necessary techniques for growing selected vegetables before cropping season helps good performance of beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

4. Trainer (Commune Agronomist)
5. Module of training
6. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Reviewing of Module	<ul style="list-style-type: none"> ✓ Commune Agronomist reviews a module on vegetable cultivation techniques.
Sub-step 2 Mobilization of Marsh Users	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist sensitize Marsh Committee members on training for vegetable cultivation. ✓ Marsh Committee members mobilize marsh users.
Sub-step 3 Training on Vegetable Cultivation	<ul style="list-style-type: none"> ✓ Based on Module, Commune agronomist conducts training on: <ul style="list-style-type: none"> <Basic knowledge for vegetable cultivation> ✧ Main factors for vegetable growing <Cultivation Technique> ✧ Confirmation of Cropping calendar ✧ Field preparation ✧ Clearing, Ploughing ✧ Nursery growing ✧ Transplanting/Direct Sowing ✧ Weeding ✧ Fertilizer application and Water control ✧ Pest and disease control ✧ Harvest ✧ Post harvest and storage (depend on vegetable)



Stage-4: Practice of Vegetable Production

Step-5: Adaptability Test of Selected Variety of Vegetable

Keywords

A series of techniques necessary to conduct activities for vegetable cultivation shall be transferred at the early stage of the project.

Why is the work required?

It is necessary to transfer techniques of vegetable cultivation to beneficiaries before starting practical activities.

Key for the success of the work

Prepare module of training considering technical adaptability of beneficiaries.

Required inputs

4. Selected Vegetables (ex. Tomato, Cabbage, Onion, etc)
5. Fertilizer: Organic manure (Prepared by Model Farmers), DAP, KCL, Urea
6. Measure tape, Sticks, rope, Chemical(Kitazin), Sign board, Basket

How is the work carried out?

Sub-step 1 Distribution of Inputs	✓ Contractor distributes selected vegetable seed and other farming inputs to model farmers in presence of Colline Chief, CDC members and Marsh Committee members.
Sub-step 2 Adaptability Test of Selected Variety of vegetable	✓ Model farmers cultivate selected vegetable. Colline agricultural monitor demonstrate techniques at each stage of vegetable growth in fields of Model Farmers.

For Model Farmers

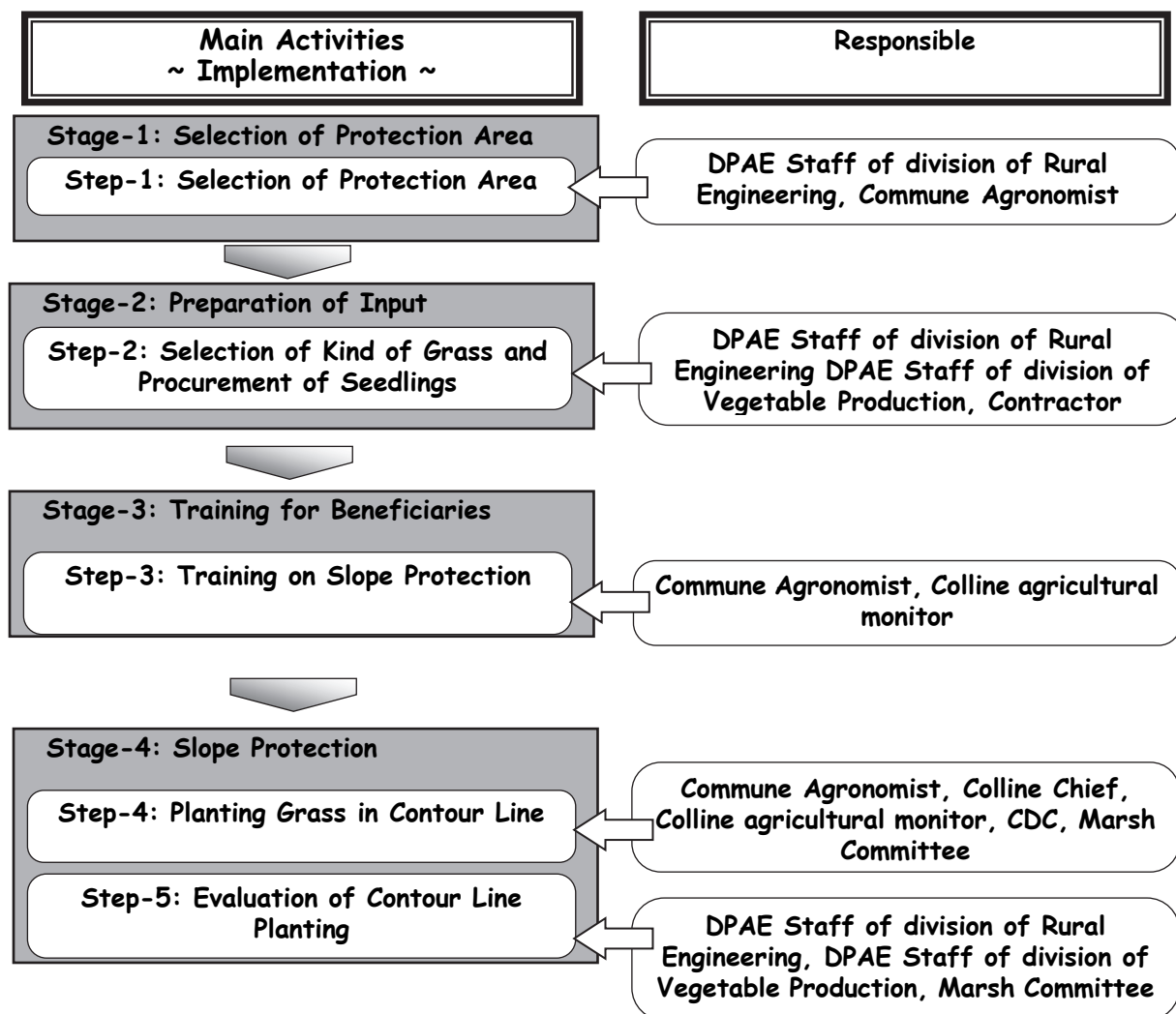
Case-5 Cultivation Activities on Vegetable

	Techniques you have transferred to farmers And recommended period	Explanation / Comment on the techniques	Information source
0. General information on Vegetable cultivation (Cabbage, Tomato, Onion)			
(Characteristics of variety:) CABBAGE			
1. Nursery preparation (Bed making, Shed construction, Sowing, Fertilizer, etc)			
Respect of the schedule	May - Jun till the end of July	To be placed into the period of rice inter-season	
Choice of location: area. Consider 8gr seeds /m ²	April- May, on flat soil;-fertile-without clogging close to a water spray point	Seeds and plants will be rotten or they are the target of fungal diseases by excess water	ISABU / Research / FAO / Research on vegetables
Preparation of the field	Beginning of May, deep plowing with crumbling	The soil must be refined because of very small vegetables grains	
Preparation of Nursery bed	Raised (of 5 cm) up parallel nursery bed 1.20 X 12 cm Level and make smooth the surface with rake	-Seeds and plants will be rotten or they are the target of fungal diseases by excess water. -The soil must be refined because of very small vegetables seeds	FAO / Research on vegetables
Fertilization of nursery beds	Apply well-rotted manure (before sowing) and chemical fertilizer (5g DAP /area) after lifting	Seedlings should be strong and grow quickly if nursery require more nutrient.	USAID/PAIR
Sowing	8g/m ² sow in furrows, depth is 2cm, between furrows are 15 to 20 cm.	Avoid dense and deep planting , they are cause of disease and rot.	DPSP/DGA - Research
Covering	Cover of fine soil and light grasses before germination	Maintain optimum moisture and useful for seeds recovered	FAO
Shed construction	Avoid heavy rain and strong sunshine hit the surface of bed	Avoid evaporation / evapo-transpiration of water and plants	FAO
Watering	Water regularly morning and evening before recovering and every night after recovering, but with much watering	Avoid lenses effects of water bubbles on the leaves during high sunburn	Research
Treatment in the nurseries (diseases protection, weeding and loosening)	Treating termites (insects) since they appear, pulling weeds and loosen the soil to break	Keep seedlings in good growth conditions and make efficient irrigation water	ISABU
Transplanting	-Remove the shade before planting 1-2 weeks,	-Plants acclimatization -Not to break the roots	DPSP/DGA

	-Water thoroughly before uprooting seedlings		
2. Land preparation (Digging, Plowing, Fertilizer, etc)			
Clearing	Cleaning bush to remove rice stalks.		
Drainage	-Make a cleaning of drains around the field. -Ridding especially in congested area (waterlogged area) so to have a soft ground	Reduce excess moisture and avoid flooding	PAIR / FAO / Research on vegetables
Plowing Harrowing	-Plowing and clearing weeds to make soil soften	Plants need a ventilated soil for a good root recovery	
Leveling the field	- Make field flat as much as possible to avoid growth difference among the field.	Vegetables are sensitive to water logging that why it is needed to prevent it before rainy season.	DPSP/DGA
Organic-mineral fertilization	Provide well decomposed manure 10-20 tons / ha + Mineral Fertilizer (100kg DAP + 100 kg of KCl)	Fertilization will maximize the profitable of production because their growth cycle is short	ISABU - FAO - PAIR
3. Transplanting in the end of July around 1 month when seedlings have with 4 leaves			
Alignment of seed hole	Respect 60 x 50 cm of spacing	Cabbage needs wide space to growth large size.	ISABU - FAO - DPSP/DGA
Seed hole making	Depth function of organic manure	Better localize manure once is rare and loosen the soil around the young roots	FAO
Application of fertilizers	Putting seed hole of 2 hands of organic manure) and 1 full fanta cap mixtured with two mineral fertilizers (DAP + KCl)	For optimum yield	FAO - PAIR
Up rooting	Carefully pull seedlings without breaking roots (no need to cut the leaves and roots as they are small)	Keep whole roots and fully covered with soil: Plants will recover quickly and healthy.	
Watering seed hole	Water to keep moisture in the soil and manure	Avoid twisting roots and delay recovery	FAO/PAIR
Transplanting	-Transplant seedling into seed hole with enough soil and without bending roots. -After transplanting, compact soil around seedling.	-Avoid twisting and bending the roots because it delays the recovery -Avoid standing water around the seedlings	DPSP/DGA
4. Field management (Watering, Fertilizer, Weeding, Pest and disease control, etc)			
Construction of irrigation canals	If there is not irrigation channel nearby your field, construct irrigation channel to water without crossed water to other	To spread water to the field is due to the field compaction	FAO / Research on vegetable

	field.		
Watering	Ensure watering morning and evening	Give sufficient water for plant growth	
Supplementary planting/Replanting	Replace plants poor recovered and dead plant	Maintain good plant density and maximize yield	DPSP/DGA
Pest and disease Control	Insects control (cutworms and other soil insects, fungus)	-Remove insects and use pesticide, -Remove infected plant, use pesticide (chemical) and avoid much moisture in the soil	ISABU - FAO - PAIR
Fertilization growth (urea)	At Two (2) weeks after transplanting, top dressing apply 200kg/ha of UREA (one full Fanta cup per plant) and third application is at before cabbage apple formation (same amount of top dressing)	Nitrogen fertilization is easily soluble and usable by plants, when the roots are renewed.	FAO - Research on vegetables
Hoeing - Weeding-ridging	These operations should be done at fertilizer application.	-Hoeing loosens the soil and facilitates the soil infiltration, -Weeding prevents plants from weeds not to compete each other. -Ridging (Earthen up) provides soil infiltration and keeps water in the soil.	ISABU - DPSP/DGA
5. Harvest			
Harvest (cabbage + 4 last sheets)	Harvesting time is Four (4) months after transplanting.		ISABU - FAO - PAIR
Harvesting period	Do not delay the maximum harvest period.	Cabbage apple will be cracked: due to the depreciation at the market.	ISABU - DPSP/DGA - FAO
Harvest cabbage directly consumable	Only harvest cabbages directly consumable and salable	Cabbages will be kept a little long time (max: 1week)	ISABU - DPSP/DGA

1.4 Slope Protection sub-project



Stage-1: Selection of Protection Area

Step-1: Selection of Protection Area

Keywords

Before construction of irrigation facilities, protection area shall be selected based on topographic drawing prepared by contractor in feasibility study.

Why is the work required?

For marsh development project, slope protection, such as contour line planting, grass fixing surrounding the developed marsh area is obligated by the government policy.

Key for the success of the work

Prioritization of protection area shall be required considering budget ceiling.

Required inputs

Topographic drawing, leveler, and sticks

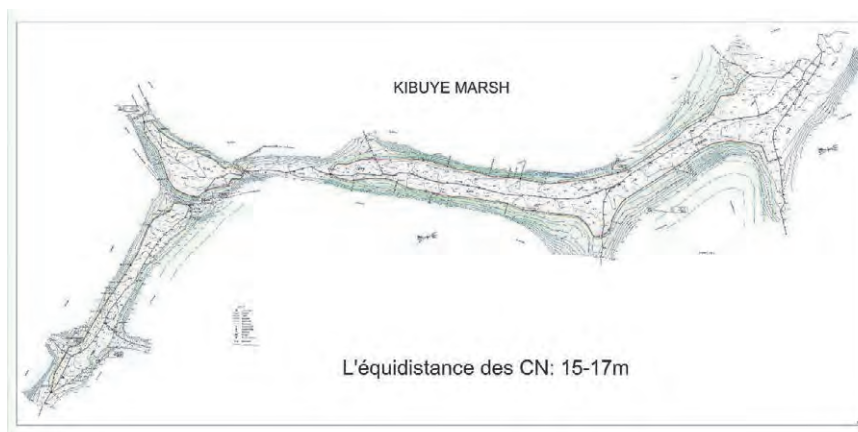
How is the work carried out?

Sub-step 1 Selection of Protection Area

- ✓ DPAE staff of division of Rural Engineering reviews topographic drawing from contractor of irrigation facilities construction.
- ✓ DPAE staff of division of Rural Engineering and Commune Agronomist select protection area considering followings based on topographic drawing; budgeted ceiling, status of natural forests, situation of soil degradation



Caes-6 Topographic Drawing



Stage-2: Preparation of Input

Step-2: Selection of Kind of Grass and Procurement of Seedlings

Keywords

DPAE staff of division of Rural Engineering and DPAAE staff of division of Vegetable Production supervise selection of kind of grass and procurement of seedlings of selected kind of grass.

Why is the work required?

Kind of grass for protection of slope and its quantity shall be determined based on the topographic drawings.


Key for the success of the work

It will take at least two weeks for grass to take root, and grass should be rooted before dry season (season C) come.

Required inputs

1. Topographic drawings
2. Truck to load and seedlings

How is the work carried out?

Sub-step 1 Selection of Kind of Grass	<p>✓ For the selection of kind of grass, DPAAE staff of division of vegetable production and DPAAE staff of Rural Engineering discuss with Contractor to decide. <i>Ex) Kind of grass; traipsacum, banagrass</i></p>
	<p>Traipsacum and Elephantgrass</p>
Sub-step 2 Calculation of Quantity of Grass	<p>✓ Based on topographic drawings, necessary quantity of grass calculated by Contractor. ✓ DPAAE staff of division of vegetable production and DPAAE staff of Rural Engineering accept the result of calculation.</p>
Sub-step 3 Procurement of Seedlings of Grass	<p>✓ DPAAE staff of division of Vegetable Production directs place of procurement of seedlings of grass, which can provide grass in large quantity, and Contractor visits there and procure seedlings.</p>

Stage-3: Training for Beneficiaries

Step-3: Training on Slope Protection

Keywords

A series of techniques necessary to conduct activities for slope protection shall be transferred before distribution of seedlings of grass.

Why is the work required?

Learning necessary technique for slope protection before distribution of seedlings of grass helps good performance of beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

1. Trainer (Commune Agronomist)
2. Module of training
3. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Reviewing of Module	<ul style="list-style-type: none"> ✓ Commune Agronomist reviews module on multiplication of seed of grass for slope protection.
Sub-step 2 Mobilization of Marsh Users	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist sensitize Marsh Committee members on training for slope protection. ✓ Marsh Committee members mobilize marsh users. ✓ Training shall be conducted
Sub-step 3 Training on Slope Protection	<ul style="list-style-type: none"> ✓ Based on Module, Commune Agronomist conducts training on; <ul style="list-style-type: none"> ◇ How to dig contour line ◇ How to plant grasses ◇ How to maintain grasses ✓ Importance of environment protection and group work shall be emphasized. <div data-bbox="842 1447 1289 1816" data-label="Image"> </div>

Training on How to Fix Tripsacum

Stage-4: Slope Protection

Step-4: Planting Grass in Contour Line

Keywords

Fixing grass in required quantity for slope protection is precondition of marsh development.

Why is the work required?

To protect soil of areas surrounding marshes, avoid soil erosion and deposit in irrigation canal, it is necessary to dig contour line and fix grass.


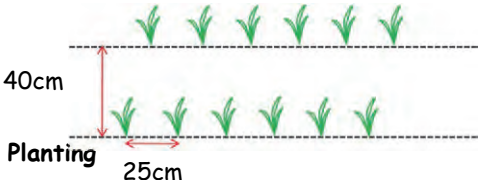
Key for the success of the work


Colline Chiefs, Colline agricultural monitors, CDC members and Marsh Committees shall collaborate well to success in mobilization of marsh users for slop protection activities.

Required inputs

Rope, triangles, stick, measure tape

How is the work carried out?

Sub-step 1 Mobilization of Marsh Users	<ul style="list-style-type: none"> ✓ Colline Chief, CDC members and Commune Agronomist sensitize Marsh Committee members on contour digging and grass fixing . ✓ Marsh Committee members mobilize marsh users.
Sub-step 2 Distribution of Seedlings of Grass	<ul style="list-style-type: none"> ✓ Contractor distributes seedlings of grass in presence of Marsh Committee members, Commune Agronomist and Colline agricultural monitor. ✓ Amount of grasses will be divided according to the calculation results based on the topographic drawing. <div style="text-align: center;">  <p style="text-align: right;">Colline agricultural monitor is at the present of distribution of</p> </div>
Sub-step 3 Demonstration of Fixing Grass	<ul style="list-style-type: none"> ✓ After supervision of distribution of grass to beneficiaries, Colline agricultural monitor demonstrates how to fix forage grass ✓ The distance between lines is 25 cm and the distance between plants on line is 40 cm. <div style="text-align: center;">  <p>Design of Planting</p> </div>
Sub-step 4 Fixing Grass by Beneficiaries	<ul style="list-style-type: none"> ✓ After demonstration, beneficiaries start fixing grass on the day of receiving seedlings of grass. ✓ It is recommendable for beneficiaries to finish fixing grass within 1 or 2 days after distribution.

	<p>Fixed Tripsacum in Contour in Kibuye Marsh</p>	
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Step-5: Evaluation of Contour Line Planting

Keywords

Status of grass fixing in contour line is evaluated by DPAE staff of division of Rural Engineering and DPAE staff of division of Vegetable Production.

Why is the work required?

To observe followings:

- ✓ Rate of covering surface area
- ✓ Technique of plantation,
- ✓ Location and modification in location
- ✓ Modification of quality of plants during plantation period
- ✓ Participation and supervision of activities.

Key for the success of the work

Preparation of itinerary of visit to each slope protection area helps efficient evaluation.

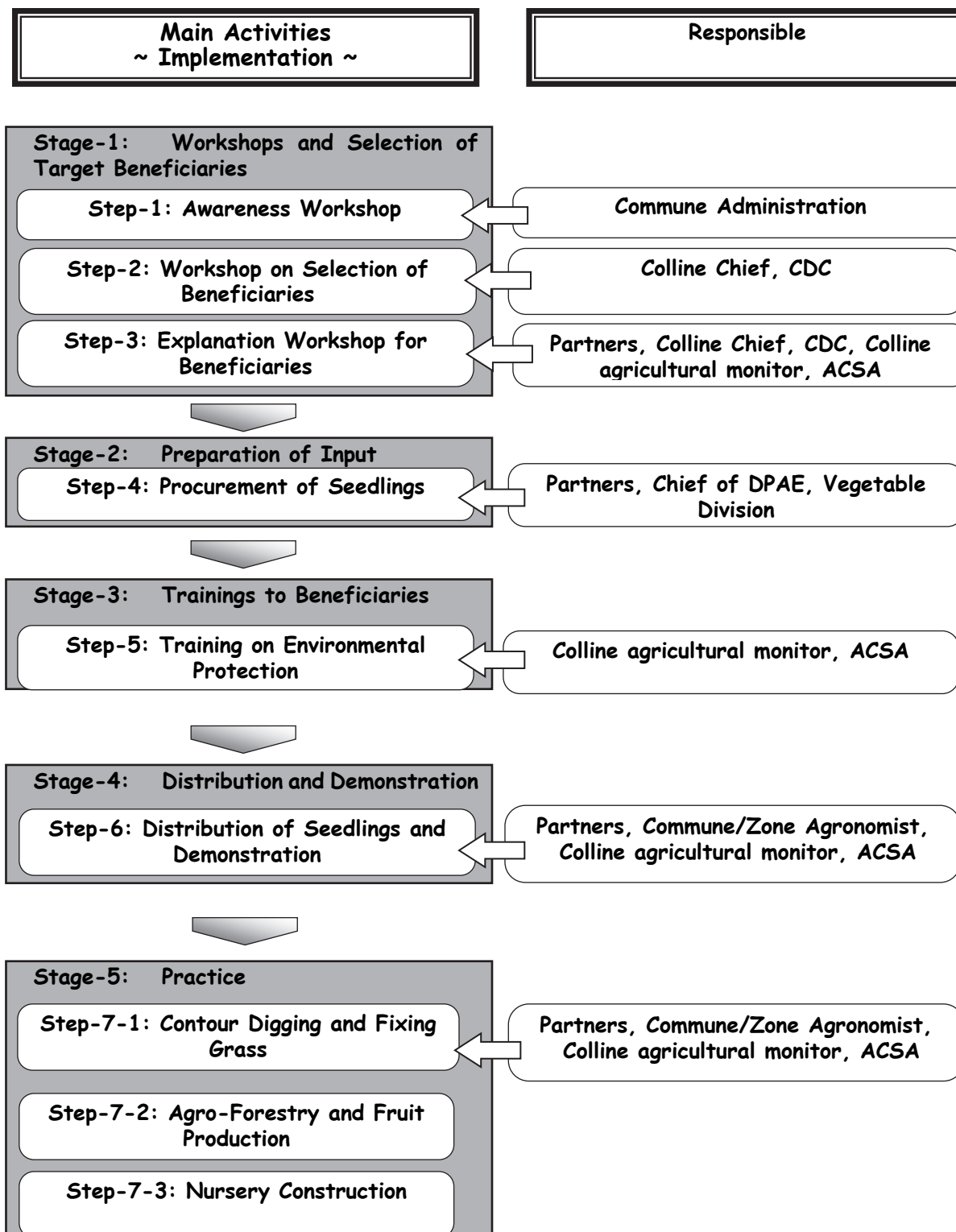
Required inputs

1. Itineraries of visit to slope protection area
2. Topographic drawings

How is the work carried out?

Sub-step 1 Preparation for Evaluation of Contour Line Planting	<ul style="list-style-type: none"> ✓ Marsh Committee prepares itineraries of visit for all protection area for evaluation visit. ✓ If visit of all protection area cannot finish in one day, Marsh Committee consults with DPAE staff and decide to make 2 days program or select representative protection area.
Sub-step 2 Evaluation of Contour Line Planting	<ul style="list-style-type: none"> ✓ All the procedure of preparation of slope protection and execution of plantation shall be explained by Marsh Committee. ✓ Topographic drawings will be used to evaluate the current status and to identify protection area to visit from one place to another. ✓ The main observations by DPAE staff of division of Rural Engineering and DPAE staff of division of Vegetable Production are the following evaluation items: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><Evaluation items></p> <ul style="list-style-type: none"> -the rate of covering the surface area -the technique of plantation -the modifications in locations -the modification of quality of plants at the plantation period </div>

2. Environmental Protection Project



Stage-1: Workshops and Selection of Target Beneficiaries

Step-1: Awareness Workshop

Keywords

DPAE staff (including commune/zone/colline staff), Commune Administration, Colline Chief and CDC understand the purpose, main activities, implementation structures, procedure and expected outcomes of the projects.

Why is the work required?

Understanding of significance and procedure of the project will contribute to effective and efficient implementation of the project.

Key for the success of the work

Holding awareness workshop as much as possible to promote well-understanding of the project.

Required inputs

1. Facilitator (Commune Administration)
2. Action Plan for Promoting PCDC, which describes objective, main activities, implementation structures, procedure and expected outcome of the project
3. Schedule of the project

How is the work carried out?

Sub-step 1 Preparation of
Time Schedule of
the Project

Prepare time schedule of activities as shown in below.

Month	2014												
	1	2	3	4	5	6	7	8	9	10	11	12	
Coordination of Stakeholders	■												
Selection of the beneficiaries	■												
Decision of kind of forage grass to be installed	■												
Guidance on how to fix forage grass and maintain		■											
Procurement of Seed/Seedlings of Grass			■		■								
Distribution of Seed/Seedlings of Grass to beneficiary				■	■								
Demonstration of Grass Fixing				■	■								
Decision of kind of trees to be planted	■												
Guidance on how to grow seedling and maintain tree		■											
Conduct seminar on agro-forestry			■										
Procurement of seedlings of trees			■		■								
Distribution of seedlings to beneficiaries				■	■								
Demonstration of Afforestation				■	■								
Decision of the kind of tree for afforestation and agro-forestry		■											
Decision of nursery construction space		■											
Provision of technique on construction of nurseries and how to grow and maintain seedlings			■										
Procurement of seedlings of trees			■										
Distribution of seedlings to beneficiaries				■	■								
Construction of nurseries				■									
Demonstration of growing seedlings					■								
Maintenance of nursery						■	■	■	■	■	■	■	■
Guidance on how to grow seedlings and maintain fruit tree			■										
Procurement of seedlings of trees			■										
Distribution of seedlings to beneficiaries				■	■								
Demonstration of growing seedlings and maintenance of fruit tree					■								
Maintenance of fruit tree						■	■	■	■	■	■	■	■
Monitoring/Evaluation							■	■	■	■	■	■	■

<p>Sub-step 2 Awareness Workshop</p>	<ul style="list-style-type: none">✓ Facilitator (commune administration) organizes awareness workshop, and invite DPAE staff of vegetable division, commune agronomist, zone chief, zone agronomist, target colline chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture.✓ In the meeting, objective, main activities, implementation structures, procedure and expected outcome of the project will be well understood and details shall be clarified.
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Step-2: Workshop on Selection of Beneficiaries

Keywords

Commune administration and DPAE staff make clear criteria of selection of beneficiaries. Colline Chief and CDC members discuss and select beneficiaries with transparency.

Why is the work required?

To ensure transparency and democracy of selection of beneficiaries, also to select good model beneficiaries to extend effectiveness of the project.

Key for the success of the work

Set clear selection criteria, participation of observers to avoid bias in the selection of the association since all CDC members are members of different associations

Required inputs

1. Facilitator (Target Colline Chief)
2. Selection Criteria
3. List of Associations

How is the work carried out?

Sub-step 1 Preparation of Selection Criteria	<ul style="list-style-type: none"> ✓ Commune administration and DPAE staff set selection criteria like shown below and sensitize colline chief to organize beneficiaries selection workshop. ✧The main activity of the association is colline type agriculture <activity accordance>. ✧Frequency of group activities (ex. group meeting, field activities, etc.) is high <group activeness>. ✧Number of collaborating associations is many <multiplication effect>. ✧The association is registered <legality>. ✧ Activities continue for more than 5 years <sustainability>.
Sub-step 2 Preparation of List of Associations	<ul style="list-style-type: none"> ✓ Colline Chief shares list of association in the colline with commune administration and modify it if any necessity.
Sub-step 3 Selection Workshop	<ul style="list-style-type: none"> ✓ Facilitator (colline chief) organizes beneficiaries selection workshop and discuss about target association with CDC members. Colline chief also invites Colline agricultural monitor/ACSA as obserbers. ✓ Colline Chief states selection criteria and selects target association from the list. After that, colline chief and CDC members select target association based on the list of association registered in commune.



Step-3: Explanation Workshop for Beneficiaries

Keywords

Activities are to be explained for the environmental protection project to promote understanding of the project and enhance responsibility of beneficiaries.

Why is the work required?

Explanation of activities to be carried out in the project to the target association contributes to understanding of activities and awareness of responsibility as beneficiaries.

Key for the success of the work

In the meeting, it is necessary to clarify unclear points felt by beneficiaries as much as possible.

Required inputs

1. Facilitator (Chief of Association)
2. Schedule of the project

How is the work carried out?

Sub-step 1 Sensitization of Target Association Leader	Colline chief sensitizes the chief of the target association selected in "Step-2" to organize explanation workshop for member of association.
Sub-step 2 Preparation of Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) organizes explanation workshop, and mobilizes all members of association ✓ Facilitator also invites Colline Chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture as observers.
Sub-step 3 Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) explains objective of the meeting. ✓ In the meeting, objective, main activities are to be explained by Colline Chief and CDC members ✓ In the meeting, followings shall be clarified; kinds of seedlings of grass for contour fixing, kind of tree for agro-forestry, space for nursery construction, kind of fruit tree, common land of association for growing seedlings of tree <p>Note; If the target association doesn't have common land, target association shall ask commune administration to allocate public land for environmental protection.</p>

Stage-2: Preparation of Input

Step-4: Procurement of Seedlings

Keywords

DPAE staff of division of vegetable production supervises procurement of seedlings of selected kind of tree/grass.

Why is the work required?

Seedlings for environment protection and necessary farming inputs shall be procured following the procedure.

Key for the success of the work

Seedlings of tree/grass shall be procured to be in time for sowing period.

Required inputs

6. Truck to load and transport seedlings

How is the work carried out?

Sub-step 1 Procurement of Seedlings of Grass for Contour Fixing	<p>✓ DP AE staff of division of Vegetable Production directs place of procurement of seedlings of grass, which can provide grass in large quantity, and the contractor visits there and procures seedlings.</p> <p><i>Ex) Procurement of Banagrass; Association multiplying banagrass called "Tsindamapfa" in Ruvubu river in Gitega commune.</i></p>
Sub-step 2 Procurement of Seedlings of Tree for Agro-Forestry	<p>✓ DP AE staff of division of Vegetable Production directs place of procurement of seedlings of tree for agro-forestry, which is officialy autholized by Ministry of Environment. Contractor visits there and procures seedlings under supervision of staff of division of forestry under Ministry of Enviroment at provincial level.</p> <p><i>Ex) Procurement of seedlings of Gravillea and Calliandra; Developed Nurseries in Nyabihanga colline in Mwaro province</i></p>
Sub-step 3 Procurement of Seedlings of Fruit Tree	<p>✓ DP AE staff of division of vegetable production directs place of procurement of seedlings of fruit tree, which can provide fruit tree in large quantity, and Contractor visits there and procures seedlings.</p> <p>✓ <i>Ex) Procurement of Avocado, Orange; Nyambeho nursery in Gitega commune managed by association named APROPF</i></p>

Stage-3: Trainings to Beneficiaries

Step-5: Training on Environmental Protection

Keywords

Effect of Cascade Training (DPAE staff→Commune Agronomist→ Zone Agronomist→ Colline agricultural monitor) shall be verified in the training to beneficiaries from Colline agricultural monitor.

Why is the work required?

Learning necessary technique for growing seedlings and effect of soil protection before distribution of seedlings help good performance of beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

1. Trainer (Colline agricultural monitor)
2. Module of training
3. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Reviewing of Module	✓ Colline agricultural monitor reviews module on environmental protection.
Sub-step 2 Decision of Training Style	✓ Decide training style from following two ways of training; 1. Conduct training targeting all member of associations 2. Conduct training to committee member of associations and follow-up training done by first trainee to remaining members of association.
Sub-step 3 Training on Environmental Protection	✓ Based on module, Colline agricultural monitor conducts training on; <Grass Fixing in Contour> ✧ Land slope measurement ✧ How to dig the contour lines using the slope triangle ✧ Planting grass along the contours and their maintenance < Afforestation and Agro-Forestry> ✧ How to plant trees for agro-forestry in the field. ✧ Maintenance of trees for agro-forestry ✧ Aligning of Sheedlings ✧ Protection fence for young seedlings ✧ Weeding for trees ✧ Roots stumpage ✧ Mulching of trees, ✧ Pruning ✧ Preparation of land for afforestation, ✧ Digging holes for sheedlings of tree ✧ Forestry work calendar ✧ Essential equipment for activities.

	<p><Nursery Construction></p> <ul style="list-style-type: none">◇ The main species that are grown in nurseries◇ Choice of species to multiply.◇ Choosing a location of nursery and field preparation◇ Planned Activities for the nurseries development,◇ Nursery preparation.◇ Development of a water point for irrigation,◇ Construction of a protection fence of a nursery,◇ Sowing in nursery and in plastic sacks◇ Determination of sowing date◇ Transplanting of young plants in bags◇ Making a shade house for transplanted seedlings and seedlings from direct seeding,◇ Different types of shade houses◇ Watering and maintenance of the nursery,◇ Types of disease and pest treatment.
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Stage-4: Distribution and Demonstration

Step-6: Distribution of Seedlings and Demonstration

Keywords

Distribution of seedlings shall be supervised and demonstration shall be conducted at the day target association members receive seedlings.

Why is the work required?

- ✓ Transparency of distribution to beneficiaries shall be secured under supervision of colline chief.
- ✓ Target association member shall acquire technique on planting of seedlings through demonstration by Colline agricultural monitor.

Key for the success of the work

Amount of seedlings to be distributed to each member shall be listed by kind of trees beforehand.

Required inputs

3. Rope, hoe, stick, and measure tape

How is the work carried out?

Sub-step 1 Preparation of List of Amount of Seedlings to be Distributed	<ul style="list-style-type: none"> ✓ Contractor prepares list of amount of seed and farming inputs to be distributed in collaboration with DPAE staff of vegetable production. ✓ Contractor shares the list with commune agronomist and commune administration.
Sub-step 2 Distribution of Seedlings	<ul style="list-style-type: none"> ✓ Contractor distributes seedlings based on the list of members of target association in presence of Colline agricultural monitor and Colline Chief. ✓ In case of growing seedlings in each members' field, amount of seedlings shall be distributed according to land size of members.
Sub-step 3 Demonstration of Planting Seedlings	<ul style="list-style-type: none"> ✓ After distribution of seedlings, Colline agricultural monitor demonstrates how to plant seedlings in association common field (or in some members' field). ✓ Association members starts planting seedlings in association common field (or in some members' field).



Demonstration of Planting Seedling of Eucalyptus

Stage-5: Practice

Step-7-1: Contour Digging and Grass Fixing

Keywords

Inserting sticks through looking for contour line using tube with water help contour fixing against soil degradation.

Why is the work required?

- ✓ Fixed grass in contour helps runoff of soil in heavy rain.

Key for the success of the work

People should confirm whether contour fixing target areas include crop cultivation area or not. If not, they face difficulty to keep out the crop cultivation area for contour fixing.

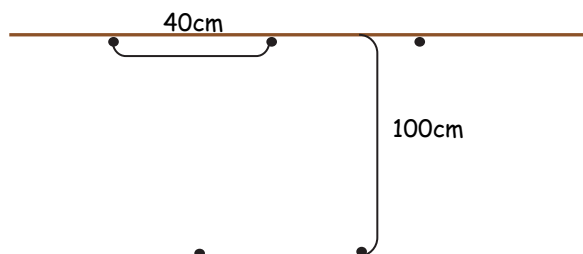
Required inputs

Rope, hoe, shovels, stick, and measure tape

How is the work carried out?

Sub-step 1 Contour line picketing

- ✓ Prepare stick of the same length by cutting.
- ✓ Prepare transparent tube and pour water.
- ✓ One person stand at the starting point holding one side of tube, and move 40 cm to the other side. After that, check whether water height is same or not, if not, move to the front or back till the height of water in both side become same level.
- ✓ Insert sticks and continue procedures above.



Sub-step 2 Fixing Grass in Contour

- ✓ Fix grass (banagrass or tripsacum laxum) in the hole stick was inserted.



Step-7-2: Agro-Forestry and Fruit Production

Keywords

People should know the soil characteristics and kind of trees suitable for the area.

Why is the work required?

- ✓ Agro-forestry and fruit tree production is to prevent the soil degradation and to increase income through fruit production and sales

Key for the success of the work

People should understand the concept of environmental protection and land-intensive agriculture by agro-forestry and fruit production.

Required inputs

Selected seedlings, fruit tree seedlings, rope, hoe, and measure tape

How is the work carried out?

Sub-step 1 Planting seedlings of selected tree

- ✓ Procure seedlings selected by beneficiaries
- ✓ Select the field with easily watering
- ✓ Respect cropping calendar, when transplant nursery
- ✓ Transplant trees along with the contour line



Seedling of Calliandra

Sub-step 2 Planting selected fruit tree seedlings

- ✓ Procure seedlings selected by beneficiaries
- ✓ Select the field with easily watering
- ✓ Respect cropping calendar, when transplant nursery
- ✓ Transplant nursery in 4 x 4m spacing.



Seedling of Orange was plated

Step-7-3: Nursery Construction

Keywords

Respect cropping calendar and to consider availability of water nearby the field.

Why is the work required?

- ✓ To ensure stable supplies of nursery to beneficiaries who want to plant trees

Key for the success of the work

People should consider the place of nursery bed and they will establish the nursery supply system to expand Agro-forestry areas.

Required inputs

Rope, hoe, shovels, stick, and measure tape, seed, plastic sac, watering can

How is the work carried out?

Sub-step 1 Nursery bed preparation

- ✓ Select the location of the nursery bed
- ✓ Clean the field and plow deeply, then make bed (size is 1.2m of width x less than 12m of length, height is 10 to 15 cm)
- ✓ Apply organic manure to cultivate good soil
- ✓ Construction of shade house and fence to protect germinated seed from strong sunlight or heavy rain and animals.



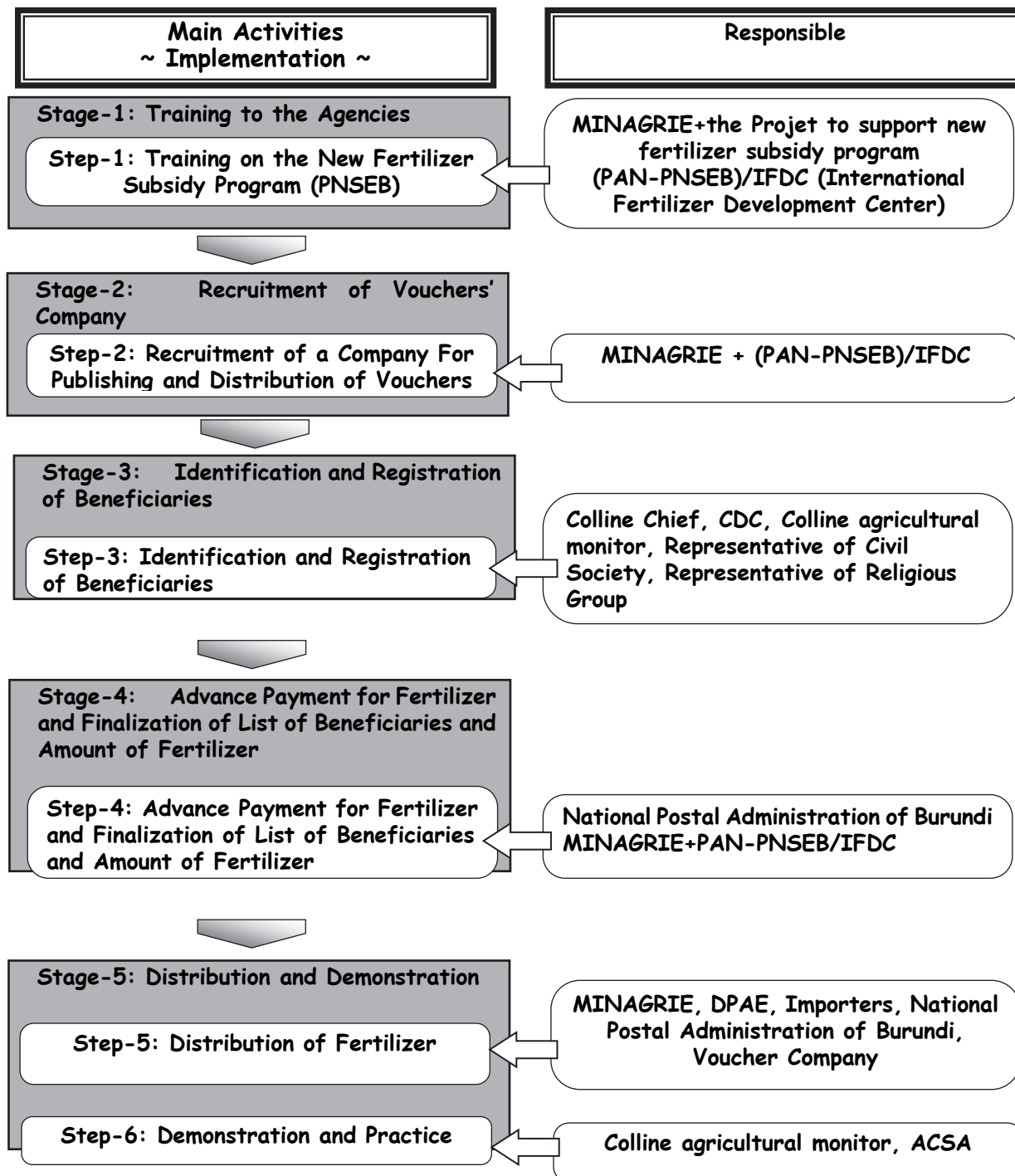
Sub-step 2 Sowing seed and taking care of nursery

- ✓ After sowing seeds, watering, weeding should be done.
- ✓ After few weeks, healthy seedlings should be transplanted to bags. (And also watering, weeding, hoeing are necessary works)



3. Soil Fertility Improvement Project

3.1 Distribution of Chemical Fertilizer sub-project



Stage-1: Training to the Agencies

Step-1: Training on the New Fertilizer Subsidy Program (PNSEB)

Keywords

Establish new fertilizer distribution system.

Why is the work required?

Training implementation agencies (MINAGRIE, DPAE, Commune Agronomist, colline chief, CDC members, Colline agricultural monitors) on the new fertilizer subsidy program (PNSEB) for transition of system.

Key for the success of the work

Training of trainer system shall be adapted to enhance understanding of implementation agencies to the New Fertilizer Distribution System.

Required inputs

1. Trainer (Project to support new fertilizer subsidy program (PAN-PNSEB)/IFDC)
2. Manual on PNSEB

How is the work carried out?

Sub-step 1 Training of trainers for MINAGRIE staff (DPAE, DAOPA, DVFRD and Department of Fertilizer) using simplified manual on PNSEB	✓ Training of trainers for MINAGRIE staffs (DPAE, DAOPA (Direction of support for professional agricultural organization), DVFRD (Direction of Extension, Training, Research And Development)) and Department of Fertilization on simplified manual on PNSEB.
Sub-step 2 Training of commune agronomist	✓ Training of commune agronomist on simplified manual on PNSEB.
Sub-step 3 Training of commune agronomist	✓ Training colline committee on registration of creditworthy application composed by Colline Chief, CDC, agricultural instructors, representative of civil society and representative of the religious organization.

Stage-2: Recruitment of Company for Vouchers

Step-2: Recruitment of a Company for Publishing and Distribution of Vouchers

Keywords

Recruit the company which issues vouchers for distribution of fertilizer.

Why is the work required?

Voucher system shall be established for efficient fertilizer distribution system.

Key for the success of the work

Company with long experience of voucher business shall be recruited.

How is the work carried out?

Sub-step 1 Recruitment of company for vouchers

- ✓ The MINAGRIE staff and IFDC recruit a company for publishing and distributing vouchers for chemical fertilizer distribution.
- ✓ Edenred is recruited as a voucher company.
- ✓ MINAGRIE exchanges contracts with Edenred.



Voucher of PNSEB

Stage-3: Identification and Registration of Beneficiaries

Step-3: Identification and Registration of Beneficiaries

Keywords

The amount of fertilizer to be distributed must be calculated based on the identification of beneficiaries.

Why is the work required?

In order to make the chemical fertilizers distributed properly, it is necessary to identify the beneficiaries and calculate the amounts of chemical fertilizers to be distributed.

Key for the success of the work

When the list is complete (listing the names of farmers and amount of fertilizer), the farmers will be subject to payment in advance depending on the amount of fertilizer. Beneficiaries must be carefully chosen to include all farmers who need fertilizer.

How is the work carried out?

Sub-step 1 Identification of Beneficiaries	<ul style="list-style-type: none"> ✓ Commune administration sensitize colline chief to identify the beneficiaries and the required amount of fertilizer. ✓ Colline chief sensitize the leaders of sub-colline to identify beneficiaries and the required amount of chemical fertilizers in collaboration with CDC, agricultural instructor and ACSA, the representative of the civil society and religion. ✓ The CDC members retrieve the list of beneficiaries of each sub-hill in collaboration with CDC, agricultural and monitor ACSA representative of the civil society and religion. ✓ CDC members share the list of beneficiaries of the sub-colline with colline chief.
Sub-step 2 Preparation of List of Beneficiaries	<ul style="list-style-type: none"> ✓ Colline chief prepares the list of beneficiaries on the basis of the list at sub-colline. ✓ Colline chief submits the list of beneficiaries, in collaboration with CDC, agricultural instructor and ACSA, representative of the civil society and religion. ✓ Commune administration accepts a list of beneficiaries. ✓ CDC, agricultural instructor and ACSA, the representative of the civil society and religion share the list of beneficiaries with the commune agronomist and veterinary. ✓ Commune agronomist submits the list of beneficiaries to DPAE staff.

Stage-4: Advance Payment for Fertilizer and Finalization of List of Beneficiaries and Amount of Fertilizer

Step-4: Advance Payment for Fertilizer and Finalization of List of Beneficiaries and Amount of Fertilizer

Keywords

The director of the DPAE compiles the list of beneficiaries and submits to the direction of soil fertility in MINAGRIE.

Why is the work required?

Fertilizer use optimizes yields and food security and accessibility for all agricultural products.

Key for the success of the work

DASP get fertilizer systematically.

How is the work carried out?

Sub-step 1 Advance payment for Fertilizer	<ul style="list-style-type: none"> ✓ Depending on the quantity requested, each farmer / beneficiary pays advance payment. ✓ It costs 5000BIF per 25 kg bag. ✓ Beneficiaries pay money for fertilizer at the counter of the post office in partnership with EDEN-RED (voucher company) and obtain vouchers. ✓ EDEN-RED will publish a actual beneficiaries list based on the advance payment.
Sub-step 2 Finalization of List of Beneficiaries and Amount of Fertilizer	<ul style="list-style-type: none"> ✓ After advance payment, final list of beneficiaries is prepared. ✓ Based on the final list, the quantities and types of fertilizer to be imported will be determined.

Stage-5: Distribution and Demonstration

Step-5: Distribution of Fertilizer

Keywords

DPAE distributes fertilizer in exchange for vouchers to beneficiaries.


Why is the work required?

It is necessary to distribute chemical fertilizer efficiently with reasonable price.

Key for the success of the work

Good collaboration among importers of fertilizer, voucher company and MINAGRIE/DPAE is necessary.

How is the work carried out?

Sub-step 1 Bidding for Selection of Importers of Fertilizer	✓ After grasping necessary fertilizer amounts and types of fertilizer at the national level, MINAGRIE and IFDC conduct bidding to select importers which can import and distribute fertilizer at the national level.
Sub-step 2 Payment for the Full Amount Of Fertilizer from Voucher Company to Importers	✓ National Postal Administration pays total amount for requested fertilizer to importers at the unit price fixed by MINAGRIE.
Sub-step 3 Distribution of Fertilizer in Exchange for Vouchers	✓ Importers of fertilizers bring the fertilizer at distribution sites and administrative authorities and DPAE staff are distributing fertilizer to beneficiaries in exchange for vouchers.
	

Step-6: Demonstration and Practice

Keywords

Techniques of effective fertilization and correct ways of calculation of fertilizer shall be acquired by beneficiaries.

Why is the work required?

Beneficiaries shall understand correct way of calculation of fertilizer to be applied and the ways of effective fertilization under observation of skilled technicians.

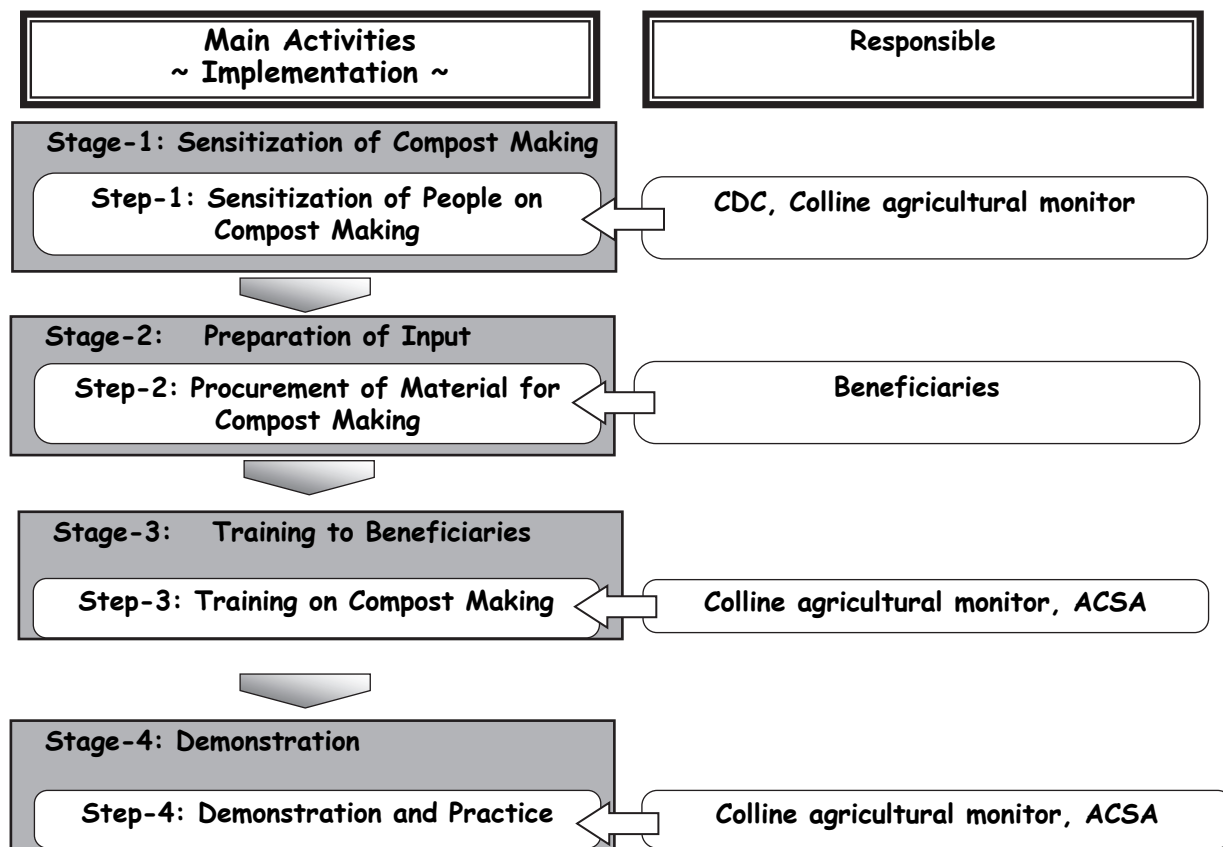
Key for the success of the work

Calculation of fertilizer and effective fertilization

How is the work carried out?

Sub-step 1 Setting Demonstration Field	Colline agricultural monitor and ACSA sensitize leader of association and set demonstration section for soil fertility improvement.
Sub-step 2 Arrange Demonstration	Colline agricultural monitor and ACSA sensitize leader of association to mobilize members for demonstration of fertilizing.
Sub-step 3 Demonstration of Fertilizing Technique	<ul style="list-style-type: none"> ✓ Colline agricultural monitor and ACSA show target association members the way of calculation of fertilizer and effective way of fertilizing like; <ul style="list-style-type: none"> ✧ mixing with organic manure ✧ mixing lime ✧ crop rotation ✓ Target association members practice learned technique in their own field.
Sub-step 4 Follow-up of Technique Transferred in Demonstration	<ul style="list-style-type: none"> ✓ Colline agricultural monitor and ACSA visit target association members' field. Follow-up of technique is transferred and necessary advice will be given.

3.2 Strengthening the Production of Compost sub-project



Stage-1: Sensitization of Compost Making

Step-1: Sensitization of People on Compost Making

Keywords

Colline agricultural monitor schedules the dates of sensitization on compost making in their weekly activities.

Why is the work required?

At first, it is necessary to promote farmers' understanding on the importance of compost making.

Key for the success of the work

Good confirmation for farmers' availability on the date is necessary.

How is the work carried out?

Sub-step 1 Scheduling of Date of Sensitization on Compost Making	✓ Colline agricultural monitor schedules date for sensitization on compost making for farmers.
Sub-step 2 Visit for Sensitization on Compost Making	✓ Colline agricultural monitor visits farmers' field based on the weekly schedule and sensitizes them on compost making.

Stage-2: Preparation of Input

Step-2: Procurement of Material for Compost Making

Keywords

Colline agricultural monitor prepares materials for compost making in necessary quantity for demonstration, and asks target beneficiaries to prepare those materials for their own use in advance.

Why is the work required?

To conduct demonstration and practice on compost making smoothly, material shall be prepared in advance.

Key for the success of the work

Colline agricultural monitor informs necessary material for compost making to beneficiaries beforehand.

Required inputs

1. Banana tree, Grasses, Rubbish (food, etc), Banana Leaves, and Residue of Beans

How is the work carried out?

Sub-step 1 Procurement of Material for Compost Making

- ✓ Colline agricultural monitor prepares material for compost making in necessary quantity for demonstration.
- ✓ Colline agricultural monitor sensitizes beneficiaries to prepare material for compost making and recommendable quantity
- ✓ Main materials for compost making are as follows; Banana tree, Grasses, Rubbish (food, etc), Banana Leaves, and Residue of Beans



Stage-3: Trainings to Beneficiaries

Step-3: Training on Compost Making

Keywords

Effect of Cascade Training (DPAE staff→Commune Agronomist→ Zone Agronomist→ Colline agricultural monitor) shall be verified in the training to beneficiaries by Colline agricultural monitor.

Why is the work required?

- ✓ It is necessary to promote and expand compost making technique as sustainable fertilization.
- ✓ Learning necessary technique for compost making before demonstration and practice will help effective fertilization by beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

1. Module of Training

How is the work carried out?

Sub-step 1 Reviewing of Module	Colline agricultural monitor and ACSA review module on soil fertility improvement.
Sub-step 2 Decision of Training Style	Decide training style from following two ways of training; 1. Conduct training targeting all member of associations 2. Conduct training to committee member of associations and follow-up training done by first trainee to remaining members of association.
Sub-step 3 Training on Compost Making	<ul style="list-style-type: none"> ◇ Soil amendment dominated by the acidity and toxicity (use of lime to change the physico-chemical properties of soil) ◇ Different procedures for getting the organic manure (making compost) ◇ Installing composters ◇ Consequences of bushfires

Stage-4: Demonstration

Step-4: Demonstration and Practice

Keywords

Technique on compost making shall be acquired by beneficiaries.

Why is the work required?

Beneficiaries shall understand the correct way of compost making through observation of skilled techniques.

Key for the success of the work

Colline agronomist shall visit field after demonstration and follow-up beneficiaries' compost making.

Required inputs

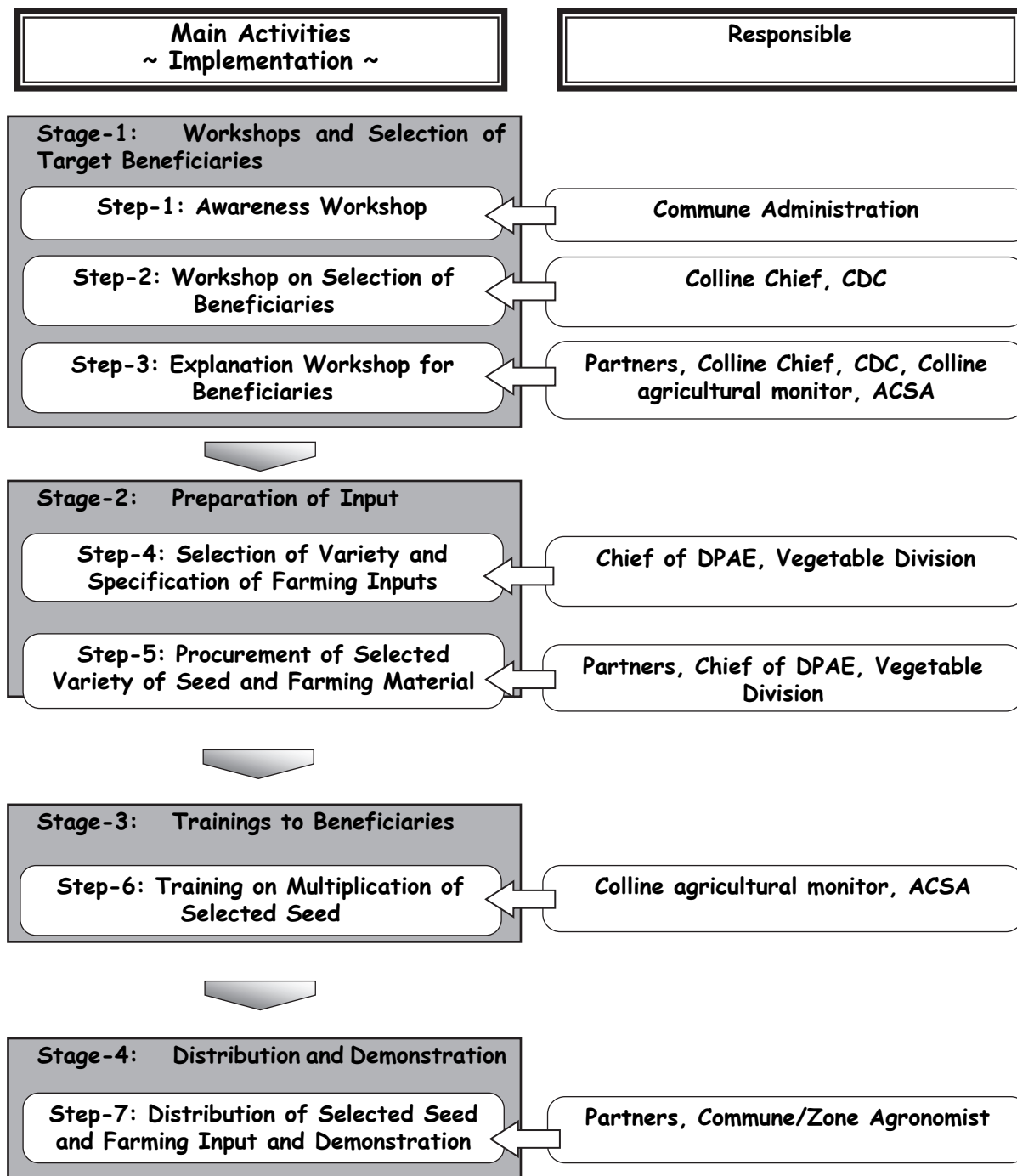
1. Banana tree, Grasses, Rubbish (food, etc), Banana Leaves, Residue of Beans

How is the work carried out?

Sub-step 1 Setting demonstration field	✓ Colline agricultural monitor and ACSA sensitize leader of association and set demonstration section for compost making.
Sub-step 2 Arrange demonstration	✓ Colline agricultural monitor and ACSA sensitize leader of association to mobilize members for demonstration of fertilizing.
Sub-step 3 Demonstration of Technique on Compost Making	<p>✓ Colline agricultural monitor and ACSA show target association members way of calculation of fertilizer and effective way of fertilizing, such as ;</p> <ul style="list-style-type: none"> ✧ Installing composters ✧ Compost making <p>✓ Target association members shall learn techniques in their own fields.</p>

4. Selected Seed Solidarity Chain

4.1 Dissemination of Selected Seed sub-project



Stage-1: Workshops and Selection of Target Beneficiaries

Step-1: Awareness Workshop

Keywords

DPAE staff (including commune/zone/colline staff), Commune Administration, Colline Chief and CDC understand the purpose, main activities, implementation structures, procedure and expected outcome of the projects.

Why is the work required?

Understanding of significance and procedure of the project will contribute to effective and efficient implementation of the project.

Key for the success of the work

Holding awareness workshop as much as possible to promote well-understanding of the project.

Required inputs

1. Facilitator (Commune Administration)
2. Action Plan for Promoting PCDC, which describes objective, main activities, implementation structures, procedure and expected outcome of the project
3. Schedule of the project

How is the work carried out?

Sub-step 1 Preparation of
Time Schedule of
the Project

Prepare time schedule of activities as shown below.

Month	2014												
	1	2	3	4	5	6	7	8	9	10	11	12	
Coordination of Stakeholders on Distribution of Selected Seed	—												
Making list of beneficiary who ever want to produce selected seed	—												
Selection of Variety and Procurement		—		—				—					
Technical guidance on seed production			—					—					
Distribution and Demonstration													
Monitoring/Evaluation													

Sub-step 2 Awareness
Workshop

Facilitator (commune administration) organizes awareness workshop, and invite DPAE staff of Vegetable Division, Commune Agronomist, Zone Chief, Zone Agronomist, target colline chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture.

In the meeting, objective, main activities, implementation structures, procedure and expected outcome of the project will be well understood and details shall be clarified.



Step-2: Workshop on Selection of Beneficiaries

Keywords

Commune administration and DPAE staff make clear criteria of selection of beneficiaries. Colline chief and CDC members discuss and select beneficiaries with transparency.

Why is the work required?

To ensure transparency and democracy of selection of beneficiaries, also to select good model beneficiaries to extend effectiveness of the project.

Key for the success of the work

Set clear selection criteria, participation of observers to avoid bias in the selection of the association since all CDC members are members of different associations

Required inputs

1. Facilitator (Target Colline Chief)
2. Selection Criteria
3. List of Associations

How is the work carried out?

Sub-step 1 Preparation of Selection Criteria	<ul style="list-style-type: none"> ✓ Commune administration and DPAE staff set selection criteria like shown below and sensitize colline chief to organize beneficiaries selection workshop. ✧ The main activity of the association is colline type agriculture <activity accordance>. ✧ Frequency of group activities (ex. group meeting, field activities, etc.) is high <group activeness>. ✧ Number of collaborating associations is many <multiplication effect>. ✧ The association is registered <legality>. ✧ Activities continue for more than 5 years <sustainability>.
Sub-step 2 Preparation of List of Associations	<ul style="list-style-type: none"> ✓ Colline Chief shares list of association in the colline with commune administration and modify it if any necessity.
Sub-step 3 Selection Workshop	<ul style="list-style-type: none"> ✓ Facilitator (colline chief) organizes beneficiaries selection workshop and discuss about target association with CDC members. Colline Chief also invites Colline agricultural monitor/ACSA as obserbers. ✓ Colline Chief states selection criteria and selects target association from the list. After that, Colline Chief and CDC members select target association based on the list of associations registered in commune.

Step-3: Explanation Workshop for Beneficiaries

Keywords

Activities in seed multiplication project are to be explained to promote understanding of the project and enhance responsibility of beneficiaries.

Why is the work required?

Explanation of activities to be carried out in seed multiplication project to target association contributes to understanding of activities and awareness of responsibility as beneficiaries for member of target association.

Key for the success of the work

In the meeting, it is necessary to clarify unclear points felt by beneficiaries as much as possible.

Required inputs

1. Facilitator (Chief of Association)
2. Schedule of the project

How is the work carried out?

Sub-step 1 Sensitization of Target Association Leader	Colline chief sensitizes chief of target association selected in "Step-2" to organize explanation workshop for member of association.
Sub-step 2 Preparation of Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) will organizes explanation workshop, and mobilize all members of association ✓ Facilitator also invites colline chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture as observers.
Sub-step 3 Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) explains objective of the meeting. ✓ In the meeting, objective, main activities will be explained by Colline Chief and CDC members ✓ In the meeting, followings shall be clarified; Kinds of crops of which seeds to be multiplied, Common land of association for cultivation of selected seed <p>Note; If the target association doesn't have common land, target association shall ask commune administration to allocate public land for cultivation of selected seeds.</p>

Stage-2: Preparation of Input

Step-4: Selection of Variety and Specification of Farming Inputs

Keywords

Select suitable variety of seed for target area and calculate necessary amount of seed and farming inputs.

Why is the work required?

Knowledge and technique accumulated in MINAGRIE and DPAE shall be utilized for selection of variety and farming inputs.

Key for the success of the work

Needs of beneficiaries for characteristic of variety shall be considered for selection of variety.

Required inputs

Recommendable Seeding Ratio and Quantity of Farming Inputs by Variety (Case-7)

How is the work carried out?

Sub-step 1 Selection of Variety of Seed	✓ DPAE staff of division of vegetable production selects seed considering followings; Climate, Soil Suitability, Resistance to Disease, Growth Period
Sub-step 2 Calculation Of Quantity of Seed	✓ Calculate quantity of selected seeds based on the recommendable seeding ratio and target area to be covered.
Sub-step 3 Calculation of Quantity of Farming Inputs	✓ Calculate necessary amount of farming inputs based on the recommendable application rate of farming inputs by variety.

For DPAE Staff

Case-7 Recommendable Seeding Ratio and Quantity of Farming Inputs by Variety

<i>Crop</i>	<i>Variety</i>	<i>Characterisity</i>	<i>Seed Application Rate</i>	<i>DAP</i>	<i>KCL</i>	<i>Urea</i>	<i>Manure</i>
Potato	Ndinamagara	- Rich in protein - Grow early, - Appreciated in the market	20 kg/a	2.0kg/a	1.0kg/a	0.5kg/a	200kg/a
Banana	FIA 17	- Resistent to BXW, - Productive - Suitable for processing into juice	11 seedlings/a	10g/hole	100g/hole	-	200kg/a
	FIA 25	- Resistant to BXW, -Productive - Eaten as a fruit or cooked	11 seedlings/a	10g/hole	100g/hole	-	200kg/a
Cassava	MM96/5280	-Good resistance to mosaic -Early growth period -Productive - Organoleptic quality	100seedlings/a	1.6kg/a	0.9kg/a	-	300kg/a
	988	Ditto	100seedlings/a	1.6kg/a	0.9kg/a	-	300kg/a
Bean	Vuninkingi	- Good germination - Low water content, - Organoleptic quality, - Resistance to disease - Resistance to heavy rain	0.8kg/a	1.0kg/a	0.5kg/a	-	150kg/a
	Narusosera	- Good germination - Productive - Resistance to disease -Early growth period	0.8kg/a	1.0kg/a	0.5kg/a	-	150kg/a

Step-5: Procurement of Selected Variety of Seeds and Farming Materials

Keywords

DPAE staff procures seed of selected variety and farming inputs according to necessary procedure.

Why is the work required?

Selected seeds and necessary farming inputs shall be procured according to the regulated procedure.

Key for the success of the work

To be in time for sowing period, selected seeds and farming inputs shall be procured considering time required for inspection and certification of seed.

Required inputs

1. Field Inspector of Laboratory under Direction of Promotion of Seed and Plants of MINAGRIE
2. Application form of Quality seed (Form-6)

How is the work carried out?

Sub-step 1 Identify procurement field of selected seed	<ul style="list-style-type: none"> ✓ DPAE staff asks field inspector about procurement fields of selected seed, which have been inspected with certification issued from Laboratory under direction of Promotion of Seed and Plants of MINAGRIE.
Sub-step 2 Procurement of selected seed	<ul style="list-style-type: none"> ✓ Contractor procures selected seeds with field inspector from certified fields. (Form-6)
Sub-step 3 Issue of Certification	<ul style="list-style-type: none"> ✓ Contractor takes sample seed (1kg) from procured one and submits it to laboratory under Direction of Promotion of Seed and Plants of MINAGRIE. ✓ Issue of certification costs 30.000 FBU per variety. Contractor submits original certification to DPAE staff and keeps a copy.
Sub-step 4 Procurement of Farming Input	<ul style="list-style-type: none"> ✓ DAP, KCL and Urea can be procured in the market. ✓ DPAE staff of division of vegetable production shall direct Contractor recommendable place for procurement of organic manure from advanced producers in Gitega province, who produce organic manure in large quantity. ✓ Contractor procures organic manure and DPAE staff of division of vegetable production supervises it through checking whether manure is ready or not.

For Contractor

Form-6 Application Form of Selected seed

Contractor Name

Gitega, le ****

Address

Tel:

Objet: Requête approvisionnement
En semences

A Monsieur le Directeur Général
de l'ISABU

à

BUJUMBURA

Monsieur le Directeur Général:

Nous avons l'honneur de nous adresser à votre autorité pour vous transmettre notre requête d'approvisionnement en semences des cultures bases et sélectionnées suivantes pour la saison agricole 2013 saisons B sur collines:

- Pomme de terre: 2400kg semences sélectionnées
- Haricot: 51kg bases + 180kg sélectionnés
- Manioc: 1500 boutures sélectionnées

En effet, Monsieur le Directeur Général, le projet de Développement communautaire pour l'amélioration des conditions de vie dans les régions Affectées par les conflits province de Gitega entend promouvoir ces cultures mais ne dispose pas encore de variétés adaptées réellement à leurs microclimats respectifs.

Comptant sur votre coopération, nous vous prions d'agréer Monsieur le Directeur Général, l'assurance de notre haute considération.

Stage-3: Trainings to Beneficiaries

Step-6: Training on Multiplication of Selected Seed

Keywords

Effect of Cascade Training (DPAE staff→Commune Agronomist→ Zone Agronomist→ Colline agricultural monitor) shall be verified in the training to beneficiaries from Colline agricultural monitor.

Why is the work required?

Learning necessary techniques for growing selected seed before the distribution and sowing helps good performance of beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

1. Trainer (Colline agricultural monitor)
2. Module of training
3. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Reviewing of Module	✓ Colline agricultural monitor reviews module on multiplication of seed of cassava, banana, maize, potato, bean, and soy bean.
Sub-step 2 Decision of Training Style	✓ Decide training style from following two ways of training; 1. Conduct training targeting at all member of associations 2. Conduct training to committee members of associations and follow-up training done by first trainee to remaining members of association.
Sub-step 3 Training on Multiplication of Selected Seed	✓ Based on Module, Colline agricultural monitor conducts training on; <Beans> ✧ Origin, Agro-ecological requirements ✧ Necessary technique from land preparation to harvest and conservation ✧ Pests and diseases of the beans <Cassava> ✧ Agro-ecological zones or areas that are suited for the cultivation of cassava ✧ Different varieties more grown in Burundi. ✧ Necessary technique from land preparation to harvest and conservation ✧ Pests and diseases of cassava : mosaic <Potatoes> ✧ Characteristics of selected seeds ✧ Disadvantages of non selected seeds ✧ Selection of seed, land preparation, fertilization, sowing and maintenance. ✧ Selection of seeds after harvest

	<ul style="list-style-type: none">✧ Techniques of conservation of selected seeds after harvest✧ Main diseases of potato: mildou, bacterial wilt, and viral disease✧ Means of fighting against diseases. <p><Bananas></p> <ul style="list-style-type: none">✧ Banana cultivation techniques✧ Principal diseases of banana; Fusarium oxysporum, leaf spot, mosaic, bunch top and bacterial wilt...✧ Means of fighting against diseases.
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Stage-4: Distribution and Demonstration

Step-7: Distribution of Selected Seed and Farming Inputs and Demonstration

Keywords

Distribution of selected seed shall be supervised and demonstration shall be conducted when the target association members receive selected seed.

Why is the work required?

- ✓ Transparency of distribution to beneficiaries shall be secured through supervision by colline chief.
- ✓ Target association member shall acquire techniques on sowing/planting of selected seed through demonstration by Colline agricultural monitor.

Key for the success of the work

Amount of seed to be distributed to each member shall be listed by crop and by variety beforehand.

Required inputs

Rope, hoe, stick, and measure tape

How is the work carried out?

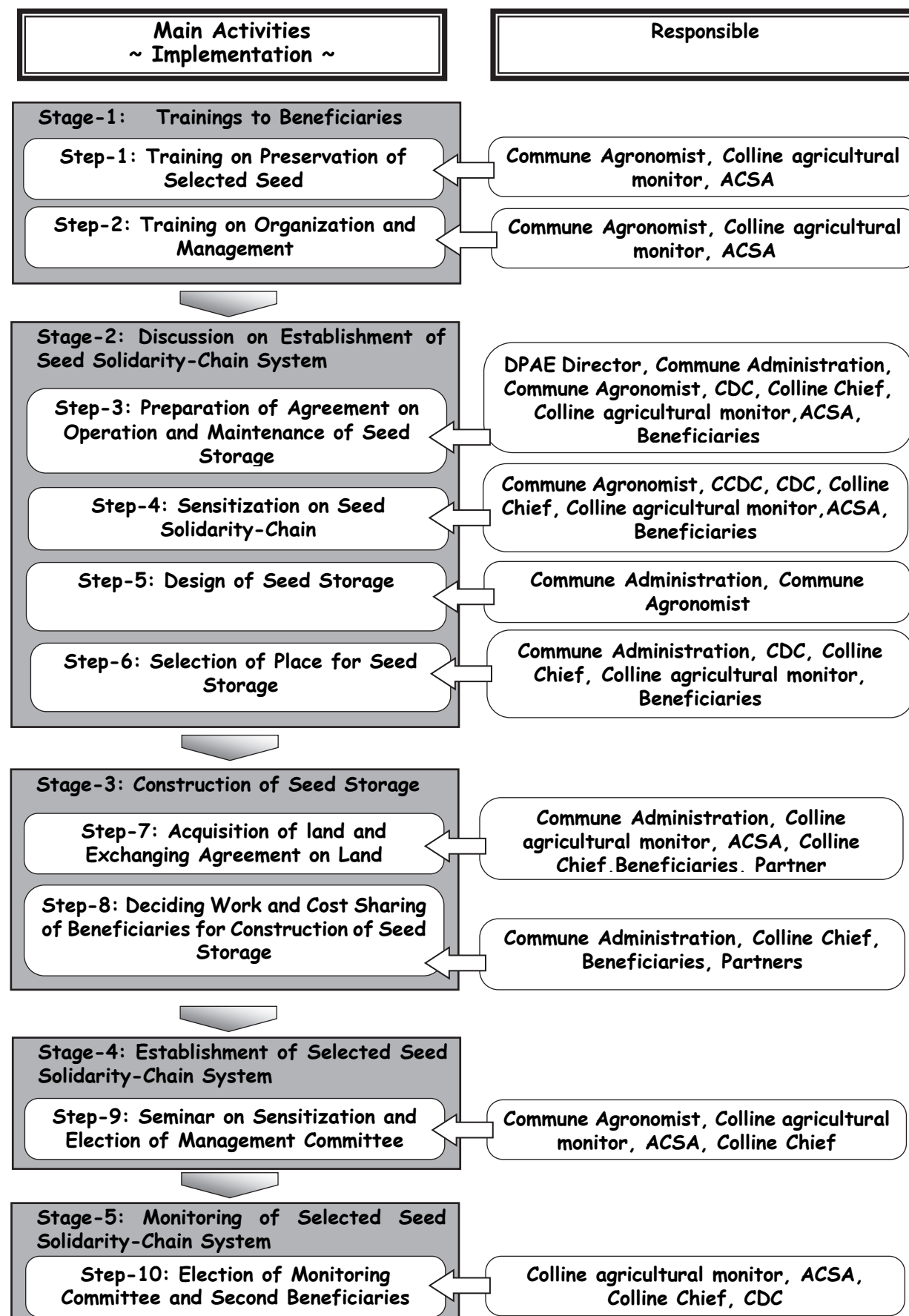
<p>Sub-step 1 Preparation of List of Amount of Seed and Farming Inputs to be Distributed</p>	<ul style="list-style-type: none"> ✓ Contractor prepares list of amount of seed and farming inputs to be distributed in collaboration with DPAA staff of vegetable production.(Case-8) ✓ Contractor shares the list with Commune Agronomist and Commune Administration.
<p>Sub-step 2 Distribution of Selected Seed and Farming Inputs</p>	<ul style="list-style-type: none"> ✓ Contractor distributes selected seeds and farming inputs based on the list of members of target association in presence of Colline agricultural monitor and Colline Chief. ✓ In case of growing seed in each members' field, amount of seeds shall be distributed according to land size of members.
<p>Sub-step 3 Demonstration of Sowing/Planting Selected Seed</p>	<ul style="list-style-type: none"> ✓ After distribution of selected seeds and farming inputs, Colline agricultural monitor demonstrates sowing seed and planting seedlings in association common field (or in some members' field). ✓ Association members starts sowing seed and planting seedlings in association common field (or in some members' field). <div data-bbox="1027 1503 1362 1727" data-label="Image"> </div> <p style="text-align: right;">Demonstration of Sowing Selected Seed of Beans</p>

For Commune Agronomist

Case-8 Example of List of Amount of Seed To Be Distributed

Name of Association/colline	Potato (variety: Ndinamagara) (kg)	DAP (kg)	KCL (kg)	Urea (kg)	Manure (track 2,500kg)
Rukobe 1	1000	150	30	-	6
Rukoki	1000	150	30	-	6
Nyamagandika	200	33	20	5	4
Kagoma	200	34	20	5	5
Nyambuye	200	33	20	5	4
<i>Total</i>	<i>2600</i>	<i>400</i>	<i>120</i>	<i>15</i>	<i>25</i>

4.2 Seed Storage Construction Sub-Project



Stage-1: Trainings to Beneficiaries

Step-1: Training on Preservation of Selected Seed

Keywords

A series of techniques necessary on seed preservation to establish seed distribution system shall be transferred at early stage of the project.

Why is the work required?

It is necessary to transfer techniques on seed storage construction, preservation of selected seed, seed distribution system to beneficiaries before starting practical activities.

Key for the success of the work

Prepare module of training considering technical adaptability of beneficiaries.

Required inputs

1. Module of Training
2. Trainer (Commune agronomist, Colline agricultural monitor(Assistant))
3. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Arrangement of Training on Preservation of Selected Seed For Beneficiaries	<ul style="list-style-type: none"> ✓ Commune agronomist sensitizes Colline agricultural monitor and Colline agricultural monitor arranges training on preservation of selected seed for target beneficiaries.
Sub-step 2 Preparation of Training	<ul style="list-style-type: none"> ✓ Commune agronomist reviews module of training, and prepares agenda of training. Colline agricultural monitor will inform contents of agenda to target beneficiaries.
Sub-step 3 Training on Preservation of Selected Seed	<ul style="list-style-type: none"> ✓ Commune Agronomist transfers following technique; ✧ Points to be respected for seed storage construction ✧ Air Condition ✧ Mix seed with pesticide to avoid insect ✧ Enough distance and height for shelves in seed storage

Step-2: Training on Organization and Management

Keywords

Management system of seed storage and selected seed solidarity-chain system shall be learned from former projects.

Why is the work required?

It is necessary for target beneficiaries to learn how to manage seed storage and the role they perform in seed solidarity chain system.

Key for the success of the work

Prepare module of training considering technical adaptability of beneficiaries.

Required inputs

1. Module of Training
2. Trainer (Commune agronomist, Colline agricultural monitor (Assistant))
3. Flip chart, marker pens, masking tape, notebook, and pens

How is the work carried out?

Sub-step 1 Arrangement of Training on Organization and Management For Beneficiaries

✓ Commune agronomist sensitizes Colline agricultural monitor and Colline agricultural monitor arranges training on organization and management for target beneficiaries.

Sub-step 2 Preparation of Training

✓ Commune agronomist reviews module of training, and prepares agenda of training. Colline agricultural monitor informs contents of agenda to target beneficiaries.

Sub-step 3 Training on Organization and Management

✓ Commune Agronomist transfers following technique;

- ✧ Management committee and monitoring committee are established
- ✧ Accounting including management of cash book, receipts, invoice and how inventorie files
- ✧ How to manage products in seed storage



Training on the Organization and Management

Stage-2: Discussion on Establishment of Seed Solidarity-Chain System

Step-3: Preparation of Agreement for Operation and Maintenance of Seed Storage

Keywords

Target beneficiaries shall consider operation and maintenance system of seed storage before construction of seed storage.

Why is the work required?

- ✓ The way of operation and maintenance of seed storage is designed to keep selected seed in good condition and to make selected seed distribution system (production, stock, distribution and return of seed) functioning.

Key for the success of the work

Feasibility and sustainability of the system should be considered in designing selected seed distribution system.

Required inputs

Format of Agreement on Operation and Maintenance of Seed Storage (Form-7)

How is the work carried out?

Sub-step 1 Arrangement of Sensitization Meeting on Agreement on Operation and Maintenance of Seed Storage	Commune agronomist sensitizes Colline agricultural monitor, ACSA and colline chief, and colline chief arranges sensitization meeting on agreement on operation and maintenance of seed storage for target beneficiaries.
Sub-step 2 Sensitization Meeting on Agreement on Operation and Maintenance of Seed Storage	<ul style="list-style-type: none"> ✓ Colline agricultural monitor explains target beneficiaries the contents of sample agreement on operation and maintenance of seed storage using Form-7. ✓ Colline agricultural monitor asks target beneficiaries to modify sample agreement on operation and maintenance of seed storage based on their ideas.
Sub-step 3 Preparation of Draft Agreement on Operation and Maintenance of Seed Storage	<ul style="list-style-type: none"> ✓ Colline chief mobilizes CDC members and target beneficiaries. ✓ Based on the sample agreement on operation and maintenance of seed storage (Form-7), colline chief and CDC members facilitate target beneficiaries to prepare the agreement and validate the contents. ✓ Draft Agreement shall be prepared four (4) copies. ✓ Target beneficiaries sign in four (4) copies of draft agreements.
Sub-step 4 Hand Over Draft Agreement to DPAE through Colline agricultural monitor and Commune Agronomist	<ul style="list-style-type: none"> ✓ Colline chief hands over the draft agreement to Colline agricultural monitor. ✓ Colline agricultural monitor hands over draft agreement to commune agronomist in the weekly meeting. ✓ Commune agronomist hands over draft agreement to DPAE staff in the weekly meeting.

<p>Sub-step 5 Validation of Contents of The Draft Agreement by DPAE</p>	<ul style="list-style-type: none"> ✓ DPAE director validates the contents of the draft agreement. ✓ After accepting the contents of the draft agreement, DPAE director signs the agreement. ✓ DPAE director hands over the signed agreement to DPAE staff and DPAE staff hands over the agreement to Commune agronomist in the periodical meeting. ✓ Commune agronomist signs the contracts and hands over the signed agreement to Colline agricultural monitor in the weekly meeting.
<p>Sub-step 6 Acceptance of contents of the agreement by Commune Administration</p>	<ul style="list-style-type: none"> ✓ Colline agricultural monitor shares the signed agreement with colline chief. ✓ Colline chief submits the signed agreement to commune administration in weekly security meeting. ✓ Commune administrator accepts and signs in the contract and keep one (1) copy.
<p>Sub-step 7 Sharing the agreement among stakeholders</p>	<ul style="list-style-type: none"> ✓ Colline chief hands over the signed agreement to Colline agricultural monitor and target beneficiaries. ✓ The representative of target beneficiaries keep one (1) copy. ✓ Colline agricultural monitor hands over two (2) copies of signed agreement to the commune agronomist. ✓ Commune agronomist keeps one (1) copy and hands over another copy to DPAE staff in the periodical meeting. ✓ Director of DPAE keeps one (1) copy of the agreement.

For DPAE Staffs

Form-7 Sample of Agreement on Operation and Maintenance of Seed Storage

*Umugambi wo Guteza Imbere Ukubaho kw'Abanyagihugu mu Burere Bwasinzikajwe
n'Amagume mu Ntara ya Gitega mu Gihugu c'Uburundi.*

UBUSHIKIRANGANJI BW'UBURIMYI N'UBWOROZI

UBUYOBOZI BW'UBURIMYI N'UBWOROZI MU NTARA YA GITEGA

**AMASEZERANO ARI HAGATI Y'UBUYOBOZI BW'UBURIMYI N'UBWOROZI MU NTARA YA
GITEGA (DPAE) HAMWE N'ISHIRAHAMWERYO KU
MUTUMBA WARYARONKEJWE IMBUTO ZIROBANUYE MU RUNANI
RW'ABASANGIYE URUGENDO MW'ITERAMBERE ZITANZWE N'UMUGAMBI WA JICA
W'ITERAMBERE RUSANGI WO GUTEZA IMBERE UKUBAHO KW'ABANYAGIHUGU MU
BURERE BWASINZIKAJWE N'AMAGUME MU NTARA YA GITEGA, IGIHUGU C'UBURUNDI.**

KUBIKA NO KUBIKURA IMBUTO

I. Insiguro.

Mu ntumbero yo kurwanya isesagurwa ry'umwimbu iyo ubitswe muhira kandi twarawubiniye akuya, dufashijwe n'ubuyobozi bw'uburimyi n'ubworozi mu ntara ya Gitega hamwe n'umugambi wa JICA w'iterambere rusangi wo guteza imbere ukubaho kw'abanyagihugu mu burere bwasinzikajwe n'amagume mu ntara ya Gitega, mu gihugu c'Uburundi, twiyemeje kuzozana uwo mwimbu wacu mu bubiko rusangi buri ku mutumba wa....., Zone.....Komine.....Intara ya Gitega tukawushingurayo. Imbuto dushobora kuzikura mu bubiko mu gihe c'itera. Muri ubwo bubiko hakazoshingurwamwo imbuto z'ibinyantete vyumye neza nk'ibiharage, ibigori, amasaka, umuceri, ingano n'ibindi binyantete bitabora. Mu ntumbero yo kurangura uwo mugambi, twiyemeje gushira mu ngiro ibi bikurikira :

Ingingo ya mbere

Uwuje kubika umwimbu w'imbuto wiye yaba umunywanyi w'ishirahamwe canke atari umunwanyi azoca atanga ibice bingana na gatanu kw'ijana (5%) vy' umwimbu azanye kubika. Ivyo bice navyo bikazofasha kubungabunga iyo nyubakwa no kuriha amafaranga y'abazamu hamwe n'uwujewe ububiko (magaziner) mu gihe ahari, hamwe n'iyindi migambi yo kwiteza imbere.

Ingingo ya kabiri

Uwuzanye imbuto ziwe, ategerezwa guca agura ubwo nyene umuti wo urinda ibungwe wo kubikana n'umwimbu wiwe kugira bibikwe ata ndwara canke ngo vyandukize ibindi.

Ingingo ya gatatu

Twiyemeje kurangura imbuto tukazibika zivanze n'umuti, tukazobigurisha mu gihe c'itera, ku giciro kizwi n'Ubuyobozi bw'Uburrimyi n'Ubworozi (DPAE).

Ingingo ya kane

Twiyemeje kurangura imiti y'ibiterwa tukayibika kandi tukayidandariza ku nyubakwa y'ububiko rusangi.

Ingingo ya gatanu

Uwuzanye umwimbu wiwe atari umunywanyi atanga ibice 5% vy'umwimbu wiwe nk'ivyo abandi batanga. Aca atangura kugengwa n'amategeko y'ababika umwimbu wabo mu bubiko rusangi.

Ingingo ya gatandatu

Uwuje kubika umwimbu wiwe yaba umunywanyi canke atari umunywanyi ategerezwa kugura agakaye.. Handikwamwo ibisa n'ivyandikwa mu gitabu gikuru (registre) c'ishirahamwe kibikwa n'uwujewe ubwo bubiko rusangi. Haba handitswemwo igenekerezo, nomero y'urutonde uwuje kubika afise, amazina y'uwubikije, ibiro bibikijwe havuyemwo vya bice 5%, Ibisohotse mu gihe mwene vyo ashaka kwikenura, ibisigaye iyo mwene vyo hari ivyo abikuye, imikono ya mwene vyo, uwujewe ububiko rusangi (magaziner), umukuru w'ishirahamwe hamwe n'ivyihwejwe, ni ukuvuga ibiro vyinjije mw'ishirahamwe hamwe n'ubwoko bw'ivyimbura.

Ingingo y'indwi

Ku mufuko urimwo umwimbu nta zina rizokwandikwako hazokwandikwako inomero y'urutonde azoba yararonkejwe kugira uwubonye uwo mufuko ntashoke amenya mwene vyo hamwe n'ibiro birimwo.

Ingingo y'umunani

Abiyemeje aya masezerano bemeye gukorana neza kumugaragarar no mu mwumvikano ntangere. Hagize ibigorana, bazovyigira hamwe kugira babitorere umuti. Vyanse naho bazobishikiriza ubutungane.

Ingingo y'icenda

Mu gihe vyoba nkenerwa ko aya masezerano yohindurwa, abaserukira ishishirahamwe ryo kugwiza imbuto zirobanuye, abaserukira Komite y'iterambere ku mutumba bari kumwe n'abahagarariye uburimyi n'ubworozi mu ntara, muri komine no ku mutumba barashobora kuyahindura igihe cose bibaye ngombwa biciye mu biganiriro n'umwumvikano, bahagarikiwe n'abaserukira intwari;

Ingingo y'icumi

Aya masezerano yemejwe ata gahato kandi bene kuyumvikanako biyemeje kuyakurikiza uko yanditswe.

Bigiriwe.....igenekerezo rya...../...../2013

1. Umukuru w'ishirahamwe

Izina :.....

Igikumu :

2. Icegera c'umukuru w'ishirahamwe

Izina :.....

Igikumu :

3. Umunyamabanga w'ishirahamwe

Izina :.....

Igikumu :

VYEMEJWE:

N'Uwuserukiye ishirahamwe

ryaronkejwe imbuto,

Umushingantahe/Umupfasoni

.....

Umukono

N'Umuyobozi w'uburimi n'Ubworozi

mu Ntara ya Gitega

Umushingantahe/Umupfasoni

.....

Umukono

ABAHAGARARIYE AYA MASEZERANO

Musitanteri wa Komine Makebuko

.....

Umufundi w'indimo muri Komine

.....

Komite y'iterambere ku mutumba wa.....

Amazina	Inomero ya Karangamuntu	Umukono
1.		
2.		
3.		
4.		
5.		

Step-4: Sensitization on Seed Solidarity-Chain

Keywords
Seed solidarity-chain system, especially election of second beneficiaries and calculation of seed amount for second beneficiaries shall be understood by beneficiaries.

<i>Why is the work required?</i>	
✓ First beneficiaries shall understand their role in seed solidarity-chain to make selected seed distribution system (production, stock, distribution and return of seed) function.	
<i>Key for the success of the work</i>	
Close collaboration among beneficiaries, CDC, colline chief, Colline agricultural monitor and ACSA.	
<i>Required inputs</i>	
Format of Agreement on Seed Solidarity-Chain (Form-8)	
<i>How is the work carried out?</i>	
Sub-step 1 Arrangement of Sensitization Meeting on Seed Solidarity-Chain	Commune agronomist sensitizes Colline agricultural monitor, ACSA and colline chief, and colline chief arranges sensitization meeting on seed solidarity-chain for target beneficiaries.
Sub-step 2 Sensitization Meeting on Seed Solidarity-Chain	<ul style="list-style-type: none"> ✓ Colline agricultural monitor explains target beneficiaries about seed solidarity-chain by using sample agreement on seed solidarity-chain (Form-8). ✓ Followings are explained to the target beneficiaries: <ul style="list-style-type: none"> - After harvesting, in the general meeting, target beneficiaries, CDC members in charge of development and administration, Colline agricultural monitor and the commune agronomist analyze the quantity of seed to be sold and the percentage of seed to be granted to second beneficiaries (farming association) for seed solidarity-chain. - Second beneficiaries (farming association) are elected by the CDC members in charge of development and administration. - CDC members in charge of development and administration give the name of second beneficiaries (farming association) to CCDC members. - Colline agricultural monitor and ACSA visit the selected second beneficiaries (farming association) for appraisal. - Concerning the sales of seeds, the beneficiaries analyze state of harvests before selling the seeds in the general assembly. - The income from sales of seed has to be saved in the beneficiaries (association) account. The day of sale of seed shall be agreed by the CDC, the Colline agricultural monitor and commune agronomist. Beneficiaries should inform everybody who can afford or needs to buy seeds. The selling price shall

	be agreed in the general assembly meeting, in front of colline chief, CDC members in charge of development and administration in the colline, and colline agricultural monitor. Colline agricultural monitor takes into consideration of the official price.
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For DPAE Staffs

Form-8 Format of Agreement on Seed Solidarity-Chain

*Umugambi w'Iterambere Rusangi wo Guteza
Imbere Ukubaho kw'Abanyagihugu mu Burere
Bwasinzikajwe n'Amagume mu Ntara ya
Gitega mu Gihugu c'Uburundi*

UBUSHIKIRANGANJI BW'UBURIMYI N'UBWOROZI

UBUYOBOZI BW'UBURIMYI N'UBWOROZI MU NTARA YA GITEGA

**AMASEZERANO ARI HAGATI Y'UBUYOBOZI BW'UBURIMYI N'UBWOROZI MU
NTARA YA GITEGA (DPAE) HAMWE N'ISHIRAHAMWE
..... RYO KU MUTUMBA WA
.....RIRONKEJWE IMBUTO ZIROBANUYE Z'INGURANE ZO MU
RUNANI RW'ABASANGIYE URUGENDO MW'ITERAMBERE ZITANZWE
N'UMUGAMBI WA JICA W'ITERAMBERE RUSANGI WO GUTEZA IMBERE UKUBAHO
KW'ABANYAGIHUGU MU BURERE BWASINZIKAJWE N'AMAGUME MU NTARA YA
GITEGA, IGIHUGU C'UBURUNDI.**

- Twihweje umugambi w'iterambere rusangi wo guteza imbere ukubaho kw'abanyagihugu mu Ntara ya Gitega mu Gihugu c'Uburundi washizweho ngo hakomezwe imigenderanire myiza iri hagati y' igihugu c'Uburundi n'ic' Ubuyapani ;
- Dufatiye ku gice c'uko mugambi co guteza imbere uburimi mu kugwiza imbuto zirobanuye;
- Uwo mugambi ukaba waraguze imbuto z'ibiraya (ibiro.....), ibiharage (ibiro.....), imyumbati (ibigoti.....) n'ibitoke (imitsinda.....) zahawe ishishamwe ryo ku mutumba wa..... mu ntumbero yo gukwiza imbuto mu mashishamwe y'uburimi;
- Twihweje ko izo mbuto zizokurikiranwa ku muni ku muni n'Ubuyobozi bw'intara bujewe uburimi n'ubworozi mu Ntara ya Gitega (DPAE) bubifatikanije na komite y'iterambere ku mutumba yitorewe n'abanyagihugu ngo babakurikiranire ku muni ku muni ibijanye n'iterambere;

Hagati y'ubuyobozi bw'uburimi n'ubworozi (DPAE) bwo mu ntara ya Gitega n'ishirahamwe
..... ryo ku mutumba wa wa

Komine ya riserukiwe na:

1., umukuru w'ishirahamwe, afise karangamuntu
numero.....yatanzwe na Musitanteri
.....wa Komine..... ku wa
...../...../.....
2.,icegera c'umukuru w'ishirahamwe, afise
karangamuntu numero.....yatanzwe na Musitanteri
.....wa Komine..... ku wa
...../...../.....
3., umunyamabanga w'ishirahamwe, afise
karangamuntu numero.....yatanzwe na Musitanteri
.....wa Komine..... ku wa
...../...../.....

HAPFUNDITSWE AMASEZERANO AKURIKIRA:

IGICE CA MBERE: ISHINGIRO RY'AMASEZERANO

Ingingo ya mbere:

Ishirahamwe..... rironse imbuto z'ibiriraya (ibiro.....),
ibiharage (ibiro.....), imyumbati (ibigoti.....) n'ibitoke (imitsinda.....) z'ingurane zitanzwe
na JICA mu mugambi w'iterambere rusangi wo guteza imbere ukubaho kw'abanyagihugu mu
Ntara ya Gitega mu Gihugu c'Uburundi.

IGICE CA KABIRI: ICO UMWUMWE WESE YIYEMEJE.

Ingingo ya kabiri:

Ishirahamwe rironse imbuto zirobanuye riyemeje
kuzigwiza hakurikijwe inyigisho abanywanyi baryo baronse rirangura ibi bikurikira:

1. Kubika neza imbuto baronkejwe muri ubu buryo:

- Mu kuzirinda indwara mu kuzipompa imbere yo kubikwa canke iyo hari
ibimenyetso vyerekana indwara;

2. Guhanahana imbuto.

- Mu nama y'abanywanyi b'ishirahamwe bose hamwe n'abajejwe intwaro
n'iterambere ku mutumba,umwigisha w'indimo ku mutumba na Komine hihwezwa
ivyogurishwa hamwe n'ibice vyohabwa irindi shirahamwe ry'uburimi kugira
rigwize Imbuto .Iryo naryo riba ryatowe n'abajejwe intwaro n'iterambere ku
mutumba bakarishikiriza umuhanuzi wa musitanteri ajejwe itembere hanyuma
we na Komite ijejwe iterambere muri Komine (CCDC), umufundi w'indimo

n'umuganga w'ibitungwa bo muri komine baca bagendera iryo shirahamwe n'imirimo barangura kugira bemeze canke bahakane ko iryo shirahamwe ribikwiye. Ku bijanye no kugurisha imbuto naho, ishirahamwe mu nama ya bose ririgira hamwe ingene umwimbu wagenze imbere yo kugurisha imbuto. Amafaranga avuye muri urwo rudandazwa akaja mu kigega c'ishirahamwe. Umusi wo kugurisha wumvikanwako n'abajejwe intwaro hamwe n'abajejwe iterambere ku mutumba, umufundi w'indimo ku mutumba no muri Komine bashizweho na DPAAE, bikamenyeshwa abantu bose kugira haze kugura uwo wese abishaka kandi abishoboye. Amafaranga ugurishwako yumvikanwako mu nama y'abanywanyi b'ishirahamwe bose, abajejwe intwaro, abajejwe iterambere ku mutumba n'umufundi w'indimo ku mutumba hisunzwe ingene imbuto zigurishwa mu ntara.

3 Kubungabunga imbuto zahawe irindi shirahamwe.

- Ishirahamwe ryaronkejwe imbuto riyemeza kuzirima kijambere .
- Ishirahamwe rironkejwe imbuto, izo mbuto ziguma zitirirwa umugambi wa JICA gushika zisoromwe.
- Ishirahamwe ryaronkejwe imbuto ubwambere, riyemeza kwama ryitwararika imbuto ziri mububiko: Iyo hari imbuto zirwaye canke zitameze neza, abanywanyi b'ishirahamwe barazikura mu mbuto nziza bakazifungura. Nico kimwe n'iyi hari ibimenyetso vy'indwara bitanguye kwibonekeza, naho nyene izo mbuto zica zikurwa mu bubiko rusangi zigafungurwa, iyo zononekaye rwose naho zigaturirwa.
- **Ingingo ya gatatu.**

Ubuyobozi bw'Uburimyi n'Ubworozi bwiyeje ibi bikurikira:

- Kwegereza ishirahamwe ryaronkejwe imbuto umwigisha w'indimo n'imiti yose nkenerwa hamwe n'ibikoreho bijanye n'uburimyi kugira abanywanyi b'ishirahamwe bamwiture igihe cose bikenewe kandi bashobore kuronka imiti bitagoranye. Umurimyi mworozzi azoyigura ku giciro Uburimyi n'Ubworozi mu ntara (DPAAE) canke abandi badandaza b'imiti y'ibiterwa bazoba bashinze.
- Gufasha ishirahamwe ryaronkejwe imbuto kwama rironka imbuto zirobanuye kandi zasuzumwe mu bigo bibijejwe; ariko iryo shirahamwe risabwa kwegeranya amahera yo kugura izo mbuto imbere y'igihe rikayashikiriza ubuyobozi bw'uburimyi n'ubworozi mu Ntara.
- Umufundi w'indimo azogendera kenshi cane ububiko bw'imbuto rusangi kugira asuzume ingene imbuto zimeze, atange impanuro zibafasha kuzibungabunga neza. Azosiga yanditse mw'ikaye iranga ingene yasanze izo mbuto zimeze, impanuro yatanze, ace ashirako itariki n'igikumu;

- Kwama bibutsa abanywanyi b'ishirahamwe baronkejwe imbuto ibiri muri aya masezerano biyemeje kugira bagume bayagenderako;
- Gufasha kwegerereza umurimi aho agurira imiti y'ivyimburwa;
- Gufasha gutatura amatati yose yokwaduka afatiye kuri izo mbuto biciye mu mwumvikano, binaniranye naho bakabitura inzego z'ubutungane
- Gufasha kurondera isoko y'umwimbu uvuye mu burimi.

..... **Bigiriwe**..... **igenekerezo rya**.... / / 2013

1. Umukuru w'ishirahamwe

Izina :

Igikumu :

2. Icegera c'umukuru w'ishirahamwe

Izina :

Igikumu :

3. Umunyamabanga w'ishirahamwe

Izina :

Igikumu :

VYEMEJWE:

N'Uwuserukiye ishirahamwe

n'Ubworozi

ryaronkejwe imbuto,

Umushingantahe/Umupfasoni

.....

Umukono

ABAHAGARARIYE AYA MASEZERANO

Musitanteri wa Komine Makebuko

.....

Komite y'iterambere ku mutumba wa.....

N'Umuyobozi w'uburimi

mu Ntara ya Gitega

Umushingantahe/Umupfasoni

.....

Umukono

Umufundi w'indimo muri Komine

.....

Step-5: Designing of Seed Storage

Keywords

Target beneficiaries shall consider system of sharing and extension of selected seed distribution, and seed storage shall be designed based on that system discussed.

Why is the work required?

- ✓ Seed storage shall become center to expand distribution of selected seed. Therefore, it shall be designed after consideration of selected seed distribution system.

Key for the success of the work

Shelves are necessary in the seed storage to keep crops.

Required inputs

Precedent Design for Seed Storage (Case-9)

How is the work carried out?

Sub-step 1 Design of Seed Storage

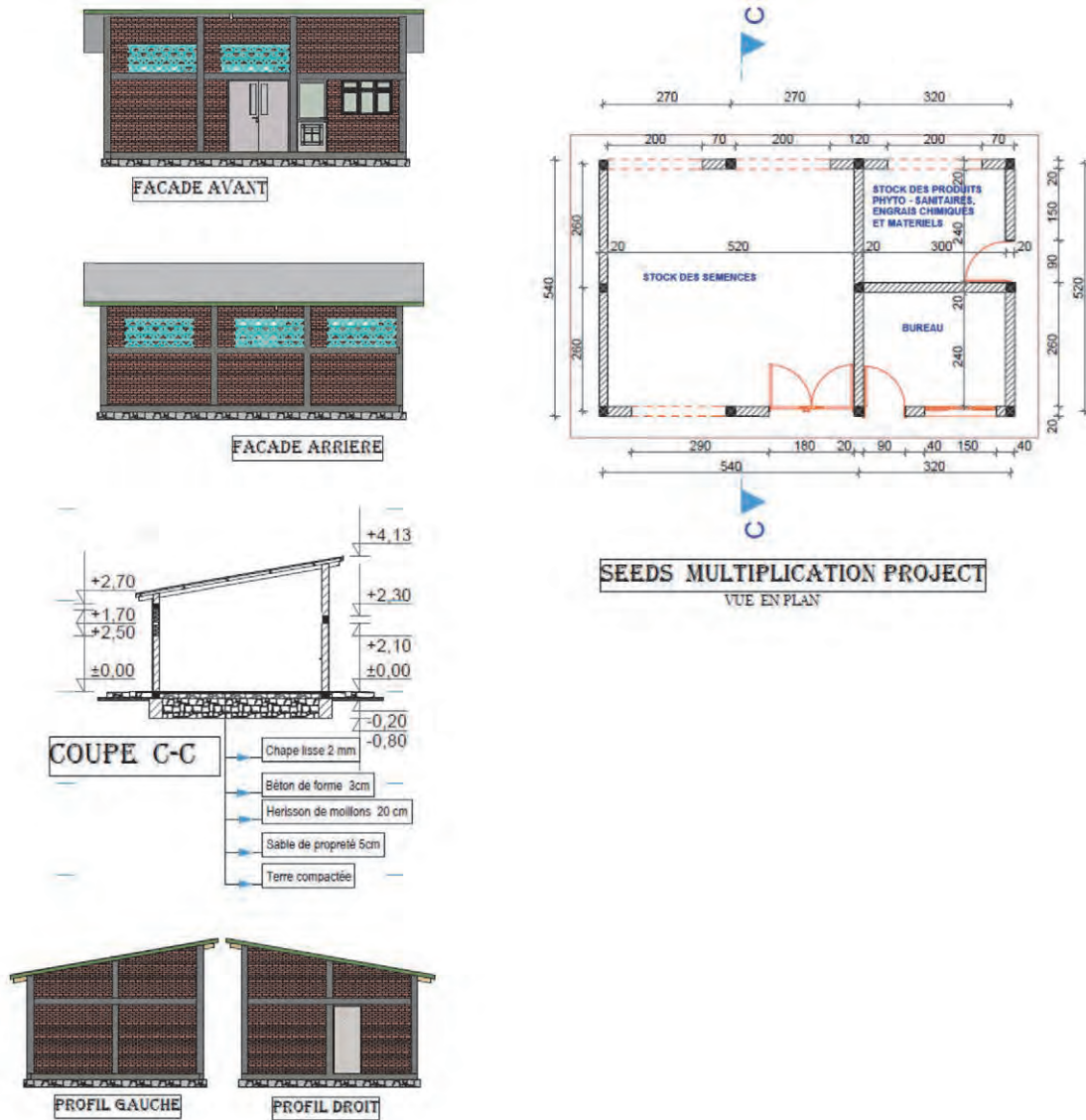
- ✓ Commune agronomist reviews precedent design of seed storage.
- ✓ Based on selected seed solidarity-chain system agreed among beneficiaries and DPAAE, commune agronomist designs seed storage in collaboration with partners.
- ✓ Commune agronomist reports the design of seed storage to DPAAE staff (division of vegetable production).
- ✓ After approval of DPAAE staff, commune agronomist shares seed storage design with commune administration.
- ✓ After approval of commune administration, commune agronomist shares design of seed storage with beneficiaries.



Seed Storage Under Construction

For Commune Agronomist

Case-9 Precedent Design of Seed Storage



Step-6: Selection of Place for Seed Storage

Keywords
Discussion on selection of place for seed storage shall be continued till reaching to agreement of all stakeholders in order to avoid land disputes.

<i>Why is the work required?</i>	
Location of seed storage shall be discussed well before selection of the site to avoid land dispute.	
<i>Key for the success of the work</i>	
Location for the construction of seed storage shall be discussed from the view point of maintenance and management by beneficiaries, considering prevention of land dispute.	
<i>How is the work carried out?</i>	
Sub-step 1 Discussion among Beneficiaries	✓ Beneficiaries prepare their proposal on the place for seed storage. Colline chief, CDC member in charge of agriculture and Colline agricultural monitor supervise this meeting.
Sub-step 2 Report Proposal of Beneficiaries to Commune	✓ Colline chief and CDC member report proposal of beneficiaries to commune administration, and also Colline agricultural monitor reports to zone assistant and commune agronomist in weekly meeting.
Sub-step 3 Selection of Land for Seed Storage	<p>✓ Selection of land will be carried out in following two (2) different ways;</p> <p><i>Case-1: Beneficiaries Requesting Allocation of Public Land</i> Commune administration discusses location of public land for seed storage in Communal Council and the Council provides available public land.</p> <p><i>Case-2: Beneficiaries Proposing to Use Their Private Land</i> Commune administration instructs formulation of maintenance and management plan of seed storage to beneficiaries. After submitting this plan, commune administration checks the plan and gives permission to proposal. Commune agronomist helps formulation of plan.</p>

Stage-3: Construction of Seed Storage

Step-7: Acquisition of Land and Exchanging Agreement on Land

Keywords

Selected land in Step-3 shall be acquired through adjusting land ownership among stakeholders and setting up maintenance and management system for seed storage with approved agreement.

Why is the work required?

To avoid failure in management of seed storage and selected seed distribution system, commune administration should take responsibility of seed storage and its management to guarantee sustainability of the project.

Key for the success of the work

It is necessary to consider possibility of land dispute in selected land well, and take time to condition land ownership, since people tends to assert claim for land possession when their own land becomes project site.

Required inputs

Sample of Agreement of Land (Form-9)

How is the work carried out?

<p>Sub-step 1 Preparation of Land Agreement</p>	<p><i>Case-1 Land for Seed Storage belonging to Commune</i> Commune administration prepare land agreement as referred on Form-9.</p> <p><i>Case-2 Land for Seed Storage belong to Private Persons</i> Commune sensitizes colline chief and requets target association to submmit seed storage management plan which shall describe selected seed distribution system, association activities for maintenance and management of seed storage, penalty when activities fail.</p>
<p>Sub-step 2 Explanation meeting for Land Agreement</p>	<p>Case-1 ✓ Commune administration sensitizes Colline chief and Colline chief holds explanation meeting on land agreement.</p> <p>Case-2 ✓ Commune administration approves seed storage management plan prepared by target association. If the plan is not acceptable, Commune Administration sensitizes colline chief and colline chief holds meeting on modifying plan.</p>
<p>Sub-step 3 Exchange of Agreement</p>	<p>✓ Commune adiministration and the leader of association sign the agreement or the seed storage maintenance plan. Colline chief also signs as witness. Commune administration keeps original agreement/seed storage maintenance plan, and target association keeps the copy.</p>

For Commune Administration Form-9 Sample of Agreement of Land

PROJECT FOR
COMMUNITY DEVELOPMENT FOR IMPROVEMENT OF LIVELIHOOD IN THE CONFLICT
- AFFECTED AREAS IN GITEGA PROVINCE IN THE REPUBLIC OF BURUNDI

CONTRACT OF PARTNERSHIP

Between ***** and
The leader ofresident of.....Colline hereafter called the Association member,

It was agreed that:

Article 1: Both parties agree to work in partnership in the ***** project.

Article 2: The Commune Administration shall provide public land for the execution of the Project.

Building

Article 3: The building which will be constructed in the public land shall belong to the Commune Administration. (have a right of property.)

Article 4: The right of use shall be given to the Association during the implementation of the project.

Article 5: The Association will have priority use of the building after t

Article 3: The both parties undertake to promote and contribute to the well-being of the population of.. .., Colline and especially in general;

Article 4: The association members agree to follow the all instruction from **** and the Contractor.

Article 5: The all inputs provided by the project should be utilized for the activity during execution of this project.

Article 6: The Association members agree to provide to commune administration information on the activities.

Article 7: All other provisions not included in this agreement will be an addendum after consultation between the both parties.

Article 8: This agreement shall begin on the date of signature by both parties.

Gitega/2013

For ***Association in ****colline

Signature

Position

Date:

Read and approved by the Colline Chief

Signature

Position

Date:

Step-8: Deciding Cost Sharing for Construction of Seed Storage

Keywords

Ideas of "Cost Sharing" shall be recognized to beneficiaries as obligation.

Why is the work required?

To ensure sustainability and expansion of benefit of the project, beneficiaries shall provide labor and some materials necessary for construction of seed storage.

Key for the success of the work

Workshop for explanation of cost sharing shall be held repeatedly to reach an agreement of beneficiaries.

How is the work carried out?

Sub-step 1 Workshop for Explanation of Cost Sharing and Discussion on Cost Sharing	<ul style="list-style-type: none"> ✓ Commune administration sensitizes colline chief and colline chief holds explanation meeting on cost sharing. ✓ Colline chief facilitates discussion on cost sharing of beneficiaries. Examples of cost sharing are as follows: <table border="1" data-bbox="660 846 1350 1043" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Beneficiaries</th> <th style="text-align: center;">Project</th> </tr> </thead> <tbody> <tr> <td>- Labor Force</td> <td>- Cement and Sand</td> </tr> <tr> <td>- Wood necessary for seed storage construction</td> <td>- Zinc roofing sheets and nails</td> </tr> <tr> <td>- Water for cement making</td> <td>- Technical supervision</td> </tr> </tbody> </table> ✓ Colline chief reports to commune administration regarding the results of discussion on cost sharing. ✓ Commune administration approves cost sharing as decided by beneficiaries. If any modification, Commune administration sensitizes colline chief and colline chief holds workshop on modification of cost sharing for beneficiaries. 	Beneficiaries	Project	- Labor Force	- Cement and Sand	- Wood necessary for seed storage construction	- Zinc roofing sheets and nails	- Water for cement making	- Technical supervision
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- Wood necessary for seed storage construction	- Zinc roofing sheets and nails								
- Water for cement making	- Technical supervision								
Sub-step 2 Preparation of Cost Sharing Agreement	<ul style="list-style-type: none"> ✓ Commune administration prepares cost sharing agreement based on the result of discussion above. 								
Sub-step 3 Explanation Meeting for Cost Sharing Agreement	<ul style="list-style-type: none"> ✓ Commune administration sensitizes colline chief and colline chief holds explanation meeting on cost sharing agreement. 								
Sub-step 4 Exchange of Agreement	<ul style="list-style-type: none"> ✓ Commune administration and leader of association sign in the agreement. colline chief also signs as witness. ✓ Commune administration keeps original agreement, and the target association keeps the copy. 								
Sub-step 5 Construction of Seed Storage	<ul style="list-style-type: none"> ✓ Commune administration and target association construct seed storage based on cost sharing agreement through community work. 								

Stage-4: Establishment of Seed Solidarity Chain System

Step-9: Seminar on Sensitization and Election of Management Committee

Keywords

People in colline get explanation on utilization of seed storage and seed solidarity chain. Management committee shall be established in public.

Why is the work required?

- ✓ To sensitize people in colline except direct beneficiaries of the project to utilize seed storage and to be involved in seed solidarity chain system.
- ✓ Management committee members shall be selected in public from target beneficiaries.

Key for the success of the work

Seminar shall be held in the front of constructed seed storage.

How is the work carried out?

Sub-step 1 Arrangement of Sensitization Meeting	<ul style="list-style-type: none"> ✓ Commune agronomist sensitizes Colline agricultural monitor, ACSA and colline chief, and colline chief arranges sensitization meeting for population in colline including target beneficiaries.
Sub-step 2 Sensitization Meeting	<ul style="list-style-type: none"> ✓ Colline agricultural monitor explains populations the contents of agreement made in Form 8. ✓ Commune agronomist supervises sensitization meetings. ✓ Colline chief facilitates the meeting and discussion.
Sub-step 3 Election of Management Committee Members	<ul style="list-style-type: none"> ✓ Colline chief facilitates target association to elect 8 persons as management committee members from target beneficiaries in public. ✓ Target association elected management committee members under observation of colline chief, CDC members, Colline agricultural monitor and ACSA after declaration of selection criteria (such as "active", "can read and write", etc.)

Stage-5: Monitoring Selected Seed Solidarity Chain System

Step-10: Election of Monitoring Committee and Selection of Second Beneficiaries

Keywords

People in colline get explanation on utilization of seed storage and seed solidarity chain. Management committee shall be established in public.

Why is the work required?

- ✓ Monitoring committee members shall be selected in public from CDC members, Colline agricultural monitor, ACSA, colline chief to make seed solidarity chain system sustainable.
- ✓ Second beneficiaries shall be selected by monitoring committee from public view point under supervision of commune agronomist.

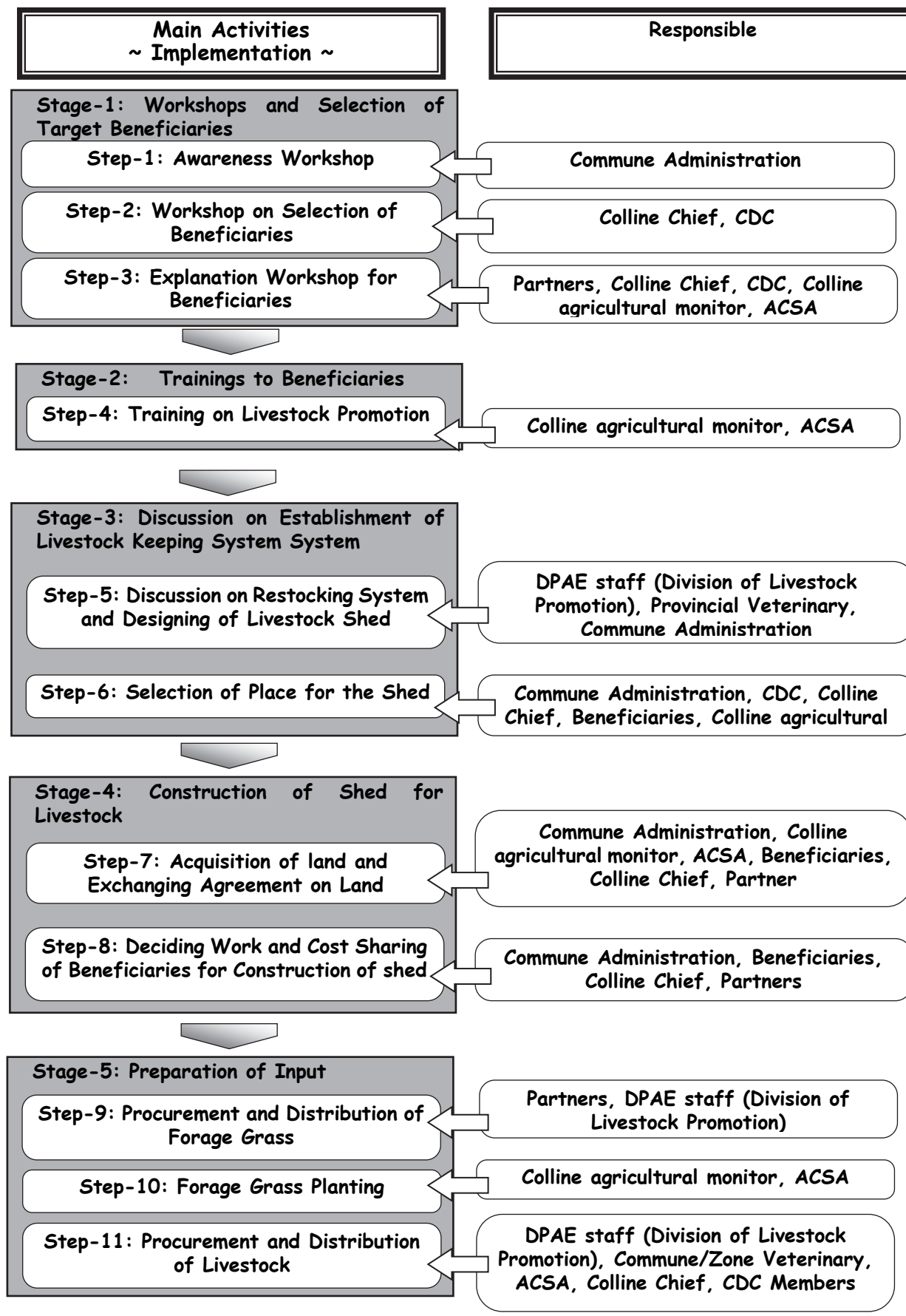
Key for the success of the work

- ✓ Role of monitoring committee shall be clarified to beneficiaries before election of members of the committee.
- ✓ It is necessary to make clear the way of calculation of amount of seed to be distributed to second beneficiaries based on the agreement (Form-8, Referrer to Page.97)

How is the work carried out?

<p>Sub-step 1 Arrangement of Selection Meeting on Election of Monitoring Committee and Second Beneficiaries</p>	<p>Commune agronomist sensitizes Colline agricultural monitor, ACSA and colline chief, and colline chief mobilize target beneficiaries and arranges meeting on election of monitoring committee and selection of second beneficiaries.</p>
<p>Sub-step 2 Meeting on Election of Monitoring Committee and Selection of Second Beneficiaries</p>	<ul style="list-style-type: none"> ✓ Colline agricultural monitor explains the role of monitoring committee for sustainable seed solidarity chain to target beneficiaries. After that, one (1) CDC member shall be elected as one of monitoring committee members based on the discussion among Colline agricultural monitor, ACSA, colline chief and leader of CDC. Monitoring committee shall be composed of one (1) CDC member, Colline agricultural monitor, ACSA, and colline chief. ✓ Monitoring committee members explain selection criteria of second beneficiaries as follows; <ul style="list-style-type: none"> - Active associations - Main activities is agricultural production - Conducting activities in the same colline ✓ Monitoring committee raises candidate second beneficiaries to target beneficiaries. ✓ Monitoring committee members and management committee members visit candidate second beneficiaries' fields and consider whether candidates have enough land for cultivating granted seed. After visit, they decide one (1) second beneficiaries. ✓ Commune agronomist supervises the meeting and the visit.

5. Livestock Promotion Project



Stage-1: Workshops and Selection of Target Beneficiaries

Step-1: Awareness Workshop

Keywords

DPAE staff (including commune/zone/colline staff), Commune Administration, Colline Chief and CDC understand the purpose, main activities, implementation structures, procedure and expected outcome of the projects.

Why is the work required?

Understanding of significance and procedure of the project will contribute to effective and efficient implementation of the project.

Key for the success of the work

Holding awareness workshop as much as possible to promote well-understanding of the project.

Required inputs

1. Facilitator (Commune Administration)
2. Action Plan for Promoting PCDC, which describes objective, main activities, implementation structures, procedure and expected outcome of the project
3. Schedule of the project

How is the work carried out?

<p>Sub-step 1 Preparation of Time Schedule of the Project</p>	<p>Prepare time schedule of activities as shown below.</p> <table border="1"> <thead> <tr> <th></th> <th colspan="12">2014</th> </tr> <tr> <th>Month</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>12</th> </tr> </thead> <tbody> <tr> <td>Coordination of Stakeholders on Dissemination of Livestock</td> <td>—</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Making list of beneficiary of livestock</td> <td>—</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approve the beneficiary list</td> <td></td> <td>—</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Technical guidance on livestock keeping, breeding and health care</td> <td></td> <td></td> <td>—</td> <td></td> <td></td> <td></td> <td></td> <td>—</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Procurement and distribution of livestock (hen)</td> <td></td> <td></td> <td></td> <td>—</td> <td>—</td> <td></td> <td></td> <td></td> <td>—</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Establish solidarity chain system of livestock (hen)</td> <td></td> <td></td> <td></td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> </tr> <tr> <td>Monitoring/Evaluation</td> <td></td> <td></td> <td></td> <td></td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> <td>—</td> </tr> </tbody> </table>		2014												Month	1	2	3	4	5	6	7	8	9	10	11	12	Coordination of Stakeholders on Dissemination of Livestock	—												Making list of beneficiary of livestock	—												Approve the beneficiary list		—											Technical guidance on livestock keeping, breeding and health care			—					—					Procurement and distribution of livestock (hen)				—	—				—				Establish solidarity chain system of livestock (hen)				—	—	—	—	—	—	—	—	—	Monitoring/Evaluation					—	—	—	—	—	—	—	—
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<p>Sub-step 2 Awareness Workshop</p>	<ul style="list-style-type: none"> ✓ Facilitator (commune administration) will organizes awareness workshop, and invite DPAE staff of livestock, veterinary and agronomist of commune, zone and colline, chiefs of zone and colline, CDC member in charge of livestock and agriculture. ✓ In the meeting, objective, main activities, implementation structures, procedure and expected outcomes of the project are better understood and details are clarified. 																																																																																																																					

Step-2: Workshop on Selection of Beneficiaries

Keywords

Commune administration and DPAE staff make clear criteria for selection of beneficiaries.
Colline chief and CDC members discuss and select beneficiaries with transparency.

Why is the work required?

To ensure transparency and democracy of selection of beneficiaries, also to select good model beneficiaries to extend effectiveness of the project.

Key for the success of the work

Set clear selection criteria, participation of observers to avoid bias in the selection of the association since all CDC members are members of different associations

Required inputs

1. Facilitator (Target Colline Chief)
2. Selection criteria
3. List of Associations

How is the work carried out?

Sub-step 1 Preparation of Selection Criteria	Commune administration and DPAE staff set selection criteria like shown below and sensitize colline chief to organize beneficiaries selection workshop. <ul style="list-style-type: none"> ✧The main activity of the association is colline type agriculture <activity accordance>. ✧Frequency of group activities (ex. group meeting, field activities, etc.) is high <group activeness>. ✧Number of collaborating associations is many <multiplication effect>. ✧The association is registered <legality>. ✧ Activities continue for more than 5 years <sustainability>.
Sub-step 2 Preparation of List of Associations	✓ Colline chief shares the list of associations in the colline with commune administration, and modifies it if necessary.
Sub-step 3 Selection Workshop	<ul style="list-style-type: none"> ✓ Facilitator (colline chief) organizes beneficiaries selection workshop and discusses the target association with CDC members. Colline chief also invites Colline agricultural monitor/ACSA as observers. ✓ Colline chief states selection criteria and selects target association from the list. After that, colline chief and CDC members select target associations based on the list of associations registered in commune.

Step-3: Explanation Workshop for Beneficiaries

Keywords

Activities should be explained in livestock promotion project to promote understanding of the project and to enhance responsibility of the beneficiaries.

Why is the work required?

Explanation of activities to be carried out in livestock promotion project to target association contributes to understanding of activities and awareness of responsibility as beneficiaries for member of target association.

Key for the success of the work

In this meeting, it is necessary to clarify unclear points raised by beneficiaries as much as possible.

Required inputs

1. Facilitator (Chief of Association)
2. Schedule of the project

How is the work carried out?

Sub-step 1 Sensitization of Target Association Leader	Colline chief sensitizes chief of target association selected in "Step-2" to organize explanation workshop for members of the associations.
Sub-step 2 Preparation of Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) organizes explanation workshop, and mobilizes all members of associations. ✓ Facilitator also invites colline chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture as observers.
Sub-step 3 Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) explains objective of the meeting. ✓ In the meeting, objective, main activities are explained by Colline Chief and CDC members ✓ In the meeting, followings shall be discussed; <ul style="list-style-type: none"> ◇ Kinds of livestock ◇ Kinds of grasses ◇ Land for fixing grasses to feed livestock

Stage-2: Trainings to Beneficiaries

Step-4: Training on Livestock Promotion

Keywords

A series of techniques necessary to conduct activities for livestock restocking shall be transferred at the early stage of the project.

Why is the work required?

It is necessary to transfer technique on shed construction, feeding, dealing of manure of livestock and restocking to beneficiaries before starting practical activities.

Key for the success of the work

Prepare module of training considering technical adaptability of beneficiaries.

Required inputs

1. Module of Training
2. Trainer (Commune veterinary, ACSA(Assistant))
3. Flip chart, marker pens, masking tape, notebook, and pens

How is the work carried out?

Sub-step 1 Reviewing of Module	ACSA reviews module on livestock promotion.
Sub-step 2 Decision of Training Style	Decide training style from the following two ways of training; <ol style="list-style-type: none"> 1. Conduct training targeting at all member of associations 2. Conduct training to committee members of associations and follow-up training done by the first trainee to the remaining members of association.
Sub-step 3 Training on Livestock Promotion	✓ Main contents of training are as follows; <ul style="list-style-type: none"> ✧ Comparison between modern livestock (intensive system) and traditional livestock (extensive system) ✧ Signs of a healthy animal ✧ Signs (in general) of a sick animal ✧ Livestock management in general: ✧ Hygiene ✧ Diversified diet according to categories of ages, etc ... ✧ Diseases of Cattle ✧ Genetic improvement of livestock

Stage-3: Discussion on Establishment of Livestock Keeping System Step-5: Consideration of Livestock Restocking System and Designing of Shed for Livestock

Keywords

Target Association shall consider system of sharing and extension of benefit of livestock distribution, and a livestock shed shall be designed based on the system discussed.

Why is the work required?

Restocking system shall be considered among stakeholders before starting practical activities. Livestock shed shall become important center to expand distribution of livestock, therefore, it shall be designed after consideration of restocking system.

Key for the success of the work

Feasibility and sustainability shall be fully considered in designing livestock restocking system and livestock shed.

Required inputs

Precedent Design for Shed (Case-10)

How is the work carried out?

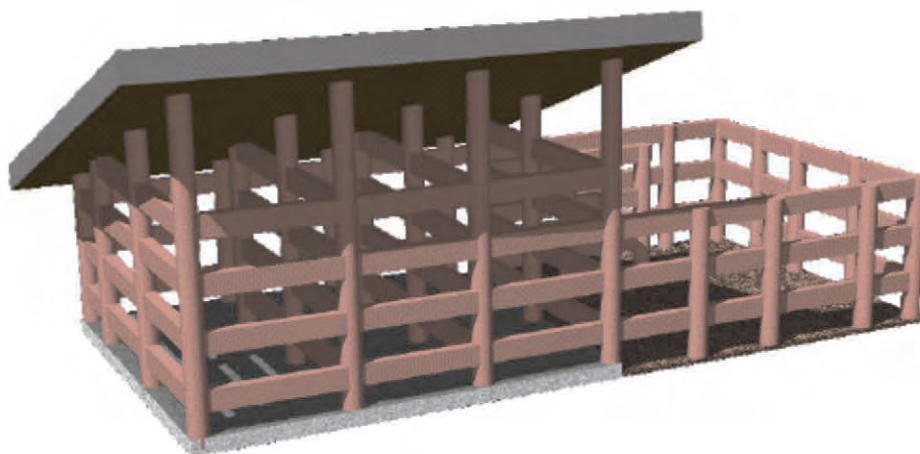
Sub-step 1 Arrangement of Meeting on Livestock Restocking System	Commune veterinary sensitizes ACSA and ACSA arranges meeting on livestock restocking system for target beneficiaries.
Sub-Step 2 Meeting On Livestock Restocking System	<ul style="list-style-type: none"> ✓ Commune veterinary sensitizes beneficiaries on solidarity chain and facilitates opinion exchange on livestock restocking system. Normally, the target association distributes new-born livestock to another association when succeeding in breeding for solidarity chain. ✓ ACSA supports commune veterinary to facilitate meeting.
Sub-step 3 Design of Livestock Shed	<ul style="list-style-type: none"> ✓ Commune veterinary reviews precedent case of shed. ✓ Based on restocking system discussed above, commune agronomist designs in collaboration with partners. ✓ Commune veterinary reports proposed restocking system and design of shed to DPAE staff (division of livestock promotion). ✓ After approval of DPAE staff, commune veterinary shares restocking system and livestock shed design with commune administration. ✓ Approved by commune administration, commune veterinary shares the design of livestock shed with beneficiaries.



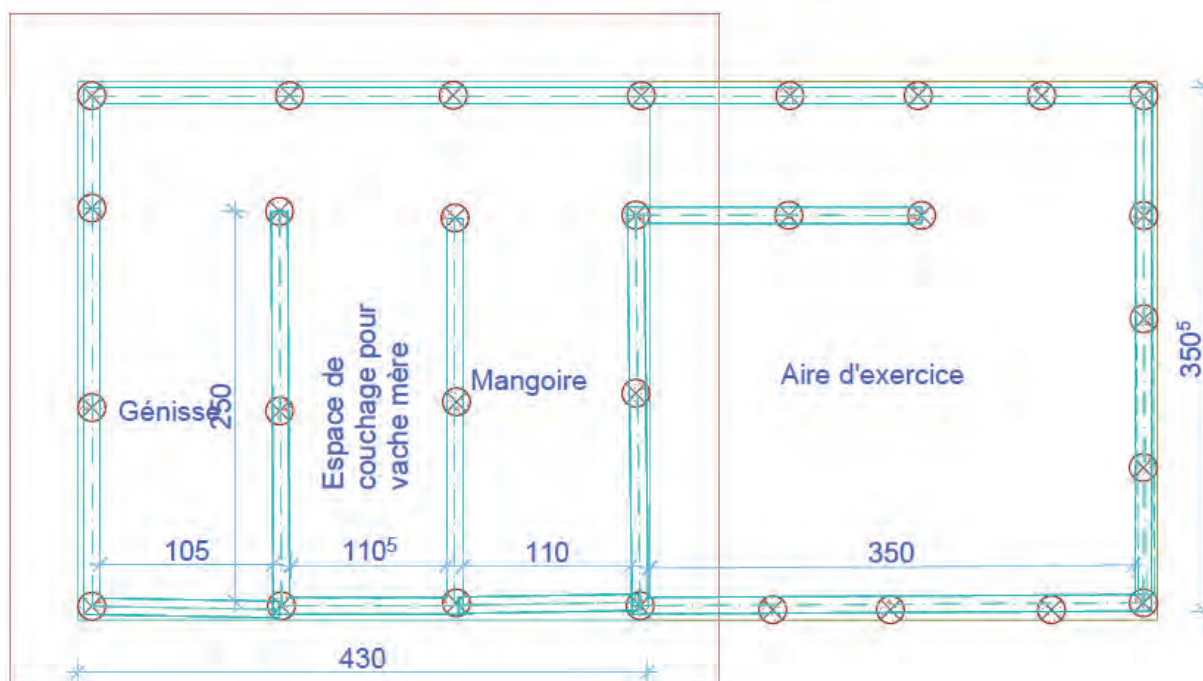
For Commune Veterinary Case-10 Precedent Design of Cow shed

Drawings below are cow shed design adopted by IFAD project.

When designing cow shed, following items shall be considered; space for cows, space for cattle, exercise space, drinking site, and space for disposal of manure.



VUE EN PLAN



Step-6: Selection of Place for Cow Shed

Keywords

Discussion on selection of place for shed shall be continued till reaching to agreement of all stakeholders to avoid land dispute and conflict concerning right of possession of livestock.

Why is the work required?

How to keep livestock to be distributed shall be discussed, and identification of place where livestock will be kept becomes entry point of discussion on establishment of livestock keeping system.

Key for the success of the work

Selection of place for the shed of livestock to be distributed shall be discussed from the viewpoint of maintenance and management by beneficiaries, also considering prevention of land dispute.

How is the work carried out?

Sub-step 1 Discussion among Beneficiaries	✓ Beneficiaries prepare their proposal of the place for shed of livestock to be distributed. Colline chief, CDC member in charge of agriculture and ACSA supervise the meeting.
Sub-step 2 Report Proposal of Beneficiaries to Commune	✓ Colline chief and CDC member report the proposal of beneficiaries to commune administration, also ACSA reports to zone assistant and commune veterinary in weekly meeting.
Sub-step 3 Selection of Land for Shed of Livestock	✓ Selection of land will be carried out in following two (2) different ways: <i>Case-1: Beneficiaries Requesting Allocation of Public Land</i> Commune administration discusses the allocation of public land for livestock shed in communal council and the council provides available public land. <i>Case-2: Beneficiaries Proposing to use Their Private Land</i> Commune administration instructs formulation of maintenance and management plan of livestock shed to beneficiaries. After submission of the plan, commune administration checks the plan and approves the proposal. ACSA helps formulation of plan.

Stage-4: Construction of Shed for Livestock

Step-7: Acquisition of land and Exchanging Agreement on Land

Keywords

Selected land in step-6 shall be acquired through coordinating right of land possession and clarifying maintenance and management system for livestock shed with agreement.

Why is the work required?

To avoid failure in management of livestock shed and restocking, commune administration is responsible for livestock shed and its management to guarantee sustainability of the project.

Key for the success of the work

It is necessary to consider possibility of land dispute in selected land well, and take time to arrange land ownership, since people tends to assert a claim for land possession when land becomes project site.

Required inputs

Sample of Agreement of Land (Form-9)

How is the work carried out?

<p>Sub-step 1 Preparation of Land Agreement</p>	<p><i>Case-1 Land for Livestock Shed Belong ing to Commune</i> Commune administration prepares land agreement reffering Form-9.</p> <p><i>Case-2 Land for Livestock Shed Belonging to Private Person</i> Commune sensitizes colline chief and requets target association to submit livestock shed management plan which describes restocking system, association activities for maintenance and management of livestock shed, and penalty when activities fail.</p> <div data-bbox="970 981 1369 1512" data-label="Image"> </div> <p style="text-align: center;">Sample of Livestock Shed Management Plan</p>
<p>Sub-step 2 Explanation Meeting for Land Agreement</p>	<p><i>Case-1</i> ✓ Commune administration sensitizes colline chief and colline chief holds explanation meeting on land agreement.</p> <p><i>Case-2</i> ✓ Commune administration approves livestock shed management plan prepared by the target association. If the plan is not acceptable, commune administration sensitizes colline chief who holds meeting on modification of plan.</p>

Sub-step 3 Exchange of Agreement	<ul style="list-style-type: none"> ✓ Commune administration, and leader of association sign the agreement or livestock shed maintenance plan. Colline chief also signs as witness. Commune administration keeps original agreement/livestock shed maintenance plan, and target association keeps the copy.
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Step-8: Deciding Cost Sharing for Construction of Cow Shed

Keywords

Ideas of "Cost Sharing" shall be recognized to beneficiaries as obligation.

Why is the work required?

To ensure sustainability and expansion of benefit of the project, beneficiaries shall provide labor and some necessary materials for construction of the shed.

Key for the success of the work

Workshop for explanation of cost sharing shall be held repeatedly to reach an agreement of beneficiaries.

How is the work carried out?

<p>Sub-step 1 Workshop for Explanation of Cost Sharing and Discussion on Cost Sharing</p>	<ul style="list-style-type: none"> ✓ Commune administration sensitizes colline chief and colline chief holds explanation meeting on cost sharing. ✓ Colline chief facilitates discussion on cost sharing of beneficiaries. Example of cost sharing is as follows: <table border="1" data-bbox="662 1075 1348 1299" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Beneficiaries</th> <th style="text-align: center;">Project</th> </tr> </thead> <tbody> <tr> <td>- Labor Force</td> <td>- Cement and Sand</td> </tr> <tr> <td>- Wood necessary for cowshed construction</td> <td>- Zinc roofing sheets and nails</td> </tr> <tr> <td>- Stones for concrete floor of cowshed</td> <td>- Technical Supervision</td> </tr> <tr> <td>- Water for cement making</td> <td></td> </tr> </tbody> </table> ✓ Colline chief reports the results of discussion on cost sharing to commune administration. ✓ Commune administration approves cost sharing decided by beneficiaries. If any modification, commune administration sensitizes colline chief who holds workshop on modification of cost sharing for beneficiaries. 	Beneficiaries	Project	- Labor Force	- Cement and Sand	- Wood necessary for cowshed construction	- Zinc roofing sheets and nails	- Stones for concrete floor of cowshed	- Technical Supervision	- Water for cement making	
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<p>Sub-step 2 Preparation of Cost Sharing Agreement</p>	<ul style="list-style-type: none"> ✓ Commune administration prepares cost sharing agreement based on the result of discussion above. 										
<p>Sub-step 2 Explanation Meeting for Cost Sharing Agreement</p>	<ul style="list-style-type: none"> ✓ Commune administration sensitizes Colline chief and Colline chief holds explanation meeting on cost sharing agreement. 										
<p>Sub-step 3 Exchange of Agreement</p>	<ul style="list-style-type: none"> ✓ Commune administration and leader of association sign the agreement. Colline chief also signs as witness. ✓ Commune administration keeps original agreement and the target association keeps the copy. 										

Stage-5: Preparation of Input

Step-9: Procurement and Distribution of Forage Grass

Keywords

DPAE staff supervises procurement of seedlings of forage grass and commune / zone veterinary supervise distribution of seedlings.

Why is the work required?

Kind of forage grass should be selected based on the variety of livestock to be distributed.

Key for the success of the work

To be in time for planting period, seedlings of forage grass shall be procured and distributed timely.

How is the work carried out?

Sub-step 1 Procurement of Seedlings of Forage Grass	<ul style="list-style-type: none"> ✓ DPAE staff of division of livestock promotion shall direct contractor recommendable place for procurement of seedlings of forage grass from advanced multipliers, who produce seedlings of forage grass in large quantity. ✓ Contractor procures seedlings of forage grass and DPAE staff of division of livestock promotion supervises it.
Sub-step 2 Preparation of List of Amount of Seedlings to be Distributed	<ul style="list-style-type: none"> ✓ Contractor prepares list of amount of seedlings to be distributed in collaboration with DPAE staff of livestock promotion. ✓ Contractor shares the list with commune/zone veterinary and commune administration.
Sub-step 3 Distribution of Seedlings of Forage Grass	<ul style="list-style-type: none"> ✓ Contractor distributes seedlings of forage grass based on the list of members of target association in presence of ACSA and colline chief. ✓ In case of fixing seedlings in each members' field, seedlings shall be distributed according to land size of the members.

Step-10: Forage Grass Planting

Keywords

Planting forage grass in required quantity is the precondition of provision of livestock.

Why is the work required?

For breeding cow and goat, forage grass shall be planted in the field with necessary amount before distribution of livestock.

Key for the success of the work

It will take at least two weeks for forage grass (bannagrass) to take root, and forage grass should be rooted before dry season (season C) come.

Required inputs

Rope, hoe, stick, measure tape

How is the work carried out?

Sub-step 1 Demonstration of Planting Forage Grass	<p>After supervision of distribution of forage grass to beneficiaries in "Step-9", Colline agricultural monitor and ACSA demonstrated how to plant forage grass with 40cm X 40cm spacing (recommenable spacing for banagrass and tripsacum).</p>
Sub-step 2 Planting Forage Grass by Beneficiaries	<p>After demonstration, beneficiaries start planting grass in the land where livestock to be distributed will be fed on the day of receiving seedlings of grass.</p> <p>It is recommendable for beneficiaries to finish planting grass within 3 days after distribution.</p>
Sub-step 3 Follow-up of Forage Grass Planting	<p>Colline agricultural monitor and ACSA supervise progress of planting forage grass. Required area of forage grass is 5 a for one goat and 20 a for one cattle according to PARSE project.</p>



Demonstration of Banagrass Planting by ACSA

Step-11: Procurement and Distribution of Livestock

Keywords

DPAE staff supervises procurement of suitable variety of livestock and commune / zone veterinary supervise distribution of livestock.

Why is the work required?

Procurement and distribution of livestock shall be conducted according to the procedure.

Key for the success of the work

During selection of variety of livestock, feasibility of "solidarity chain" shall be considered well.

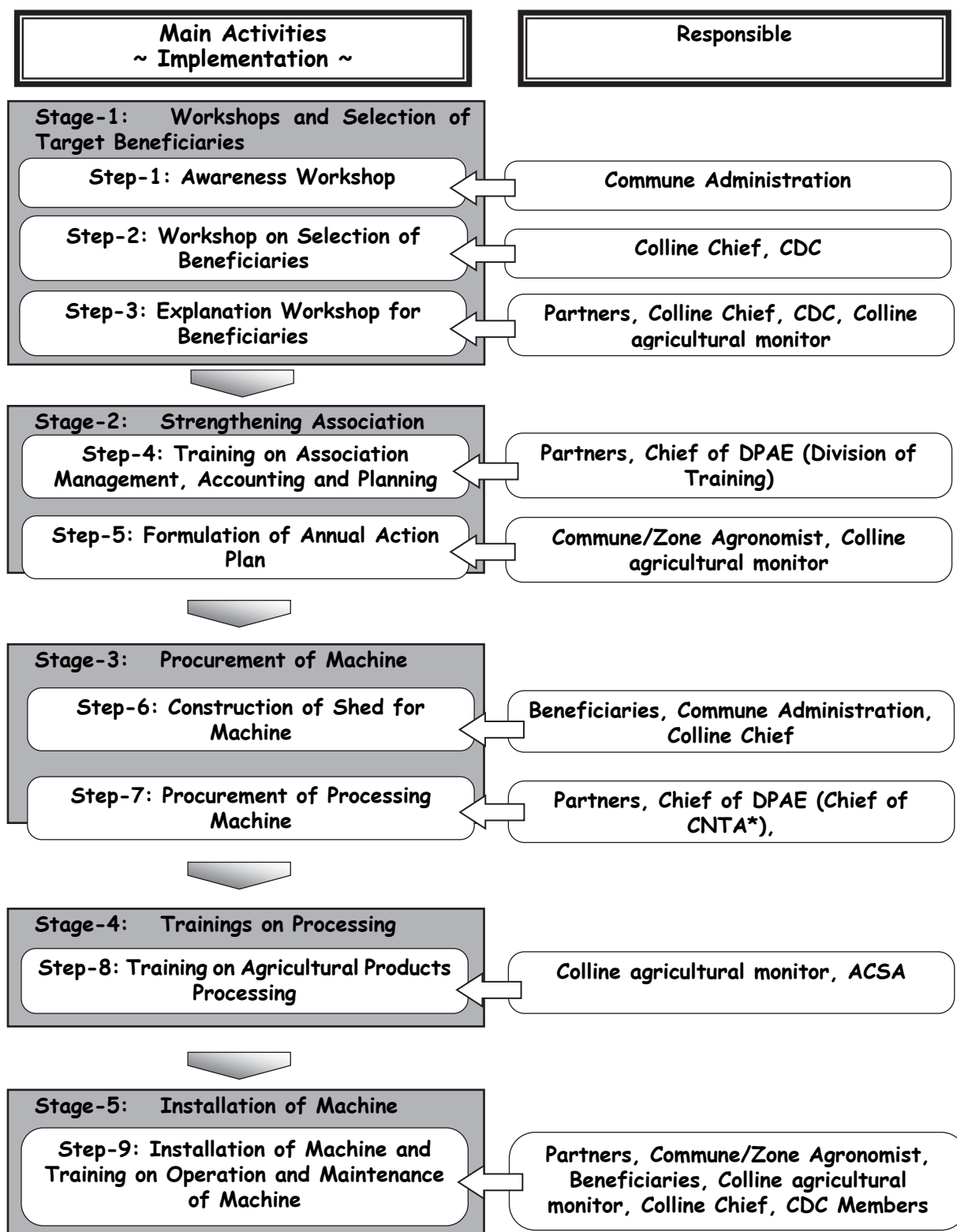
Required inputs

Contracts of keeping livestock

How is the work carried out?

Sub-step 1 Selection of Variety of Livestock	<ul style="list-style-type: none"> ✓ DPAE staff of division of livestock promotion selects variety of livestock considering followings: Distance from place of procurement to target area, Suitability of Feeding, Capability of Target Beneficiaries, Mixing Ratio 								
Sub-step 2 Procurement of Livestock	<ul style="list-style-type: none"> ✓ Contractor procures livestock under supervision of DPAE staff of division of livestock promotion. ✓ After approval of DPAE staff of division of livestock promotion, Contractor brings livestock to commune administration. 								
Sub-step 3 Checking Beneficiaries' Condition for Receiving Livestock	<ul style="list-style-type: none"> ✓ As condition for provision of livestock, beneficiaries should clear some points as described below; <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Check Category</th> <th style="text-align: left;">Contents</th> </tr> </thead> <tbody> <tr> <td>Livestock shed condition</td> <td>Livestock shed type, site of construction, shed function, walking area, water trough, feed trough, compost pits</td> </tr> <tr> <td>Fodder crop condition</td> <td>Species, acreage, growth condition, distance to livestock shed</td> </tr> <tr> <td>Care of Livestock</td> <td>Distance of fetching water point to livestock shed, rainwater storage, key person in charge of livestock keeping, numbers of helpers</td> </tr> </tbody> </table> ✓ Commune/Zone Veterinary and Contractor check each beneficiary's condition. 	Check Category	Contents	Livestock shed condition	Livestock shed type, site of construction, shed function, walking area, water trough, feed trough, compost pits	Fodder crop condition	Species, acreage, growth condition, distance to livestock shed	Care of Livestock	Distance of fetching water point to livestock shed, rainwater storage, key person in charge of livestock keeping, numbers of helpers
Check Category	Contents								
Livestock shed condition	Livestock shed type, site of construction, shed function, walking area, water trough, feed trough, compost pits								
Fodder crop condition	Species, acreage, growth condition, distance to livestock shed								
Care of Livestock	Distance of fetching water point to livestock shed, rainwater storage, key person in charge of livestock keeping, numbers of helpers								
Sub-step 4 Exchange of Contract	<ul style="list-style-type: none"> ✓ DPAE staff of division of livestock promotion makes a contract on breeding livestock and cooperation with solidarity chain. ✓ Commune/Zone Veterinary, ACSA, CDC members and Colline Chief compose Solidarity Chain Committee. Solidarity Chain Committee and Beneficiaries sign in the contract. ✓ Contractor distributes livestock to beneficiaries who clear all check point above under supervision Commune/Zone Veterinary. 								

6. Agricultural Products Processing Promotion Project



*CNTA; Center National de Transformation Alimentaire

Stage-1: Workshops and Selection of Target Beneficiaries

Step-1: Awareness Workshop

Keywords

DPAE staff (including commune/zone/colline staff), Commune Administration, Colline Chief and CDC understand the purpose, main activities, implementation structures, procedure and expected outcome of the projects.

Why is the work required?

Understanding of significance and procedure of the project will contribute to effective and efficient implementation of the project.

Key for the success of the work

Holding awareness workshop as much as possible to promote well-understanding of the project.

Required inputs

1. Facilitator (Commune Administration)
2. Action Plan for Promoting PCDC, which describes objective, main activities, implementation structures, procedure and expected outcome of the project
3. Schedule of the project

How is the work carried out?

Sub-step 1 Preparation of Time Schedule of the Project

Prepare time schedule of activities as shown in below.

Month	2014												
	1	2	3	4	5	6	7	8	9	10	11	12	
Coordination of Stakeholders on agricultural processing promotion		■											
Selection of association which helps socially vulnerable people		■											
Training on association management and accounting			■										
Drawing an annual action plan				■									
Coordination of Stakeholders on agricultural processing promotion		■											
Training on agro-alimentary processing				■									
Giving technical advice on how to grow crops for processing				■	■	■	■	■	■	■	■	■	■
Procurement of food processing machine by Chief of DPAE and Commune Agronomist				■									
Provision of training							■	■	■	■	■	■	■
Production							■	■	■	■	■	■	■
Machine maintenance							■	■	■	■	■	■	■
Monitoring/Evaluation							■	■	■	■	■	■	■

Sub-step 2 Awareness Workshop

- ✓ Facilitator (commune administration) will organizes awareness workshop, and invite DPAE staff, commune agronomist, zone chief, zone agronomist, target colline chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture.
- ✓ In the meeting, objective, main activities, implementation structures, procedure and expected outcome of the project will be well understood and details shall be clarified.

Step-2: Workshop on Selection of Beneficiaries

Keywords

Commune administration and DPAE staff make clear criteria of selection of beneficiaries. Colline chief and CDC members discuss and select beneficiaries with transparency.

Why is the work required?

To ensure transparency and democracy of selection of beneficiaries, also to select good model beneficiaries to extend effectiveness of the project.

Key for the success of the work

Set clear selection criteria, participation of observers to avoid bias in the selection of the association since all CDC members are members of different associations

Required inputs

1. Facilitator (Target Colline Chief)
2. Selection Criteria
3. List of Associations

How is the work carried out?

Sub-step 1 Preparation of Selection Criteria	<ul style="list-style-type: none"> ✓ Commune administration and DPAE staff set selection criteria like shown below and sensitize colline chief to organize beneficiaries selection workshop. ✧ Frequency of group activities (ex. group meeting, field activities, etc.) is high <group activeness>. ✧ The association includes socially vulnerable people as members <social inclusiveness> ✧ The association has objective to support socially vulnerable people <consideration to vulnerable people> ✧ Number of collaborating associations is many <multiplication effect>. ✧ The association is registered <legality>. ✧ Activities continue for more than 2 years <sustainability>.
Sub-step 2 Preparation of List of Associations	<ul style="list-style-type: none"> ✓ Colline Chief shares list of association in the colline with commune administration and modifies it if necessary.
Sub-step 3 Selection Workshop	<ul style="list-style-type: none"> ✓ Facilitator (colline chief) will organizes beneficiaries selection workshop and discuss about target association with CDC members. Colline chief also invites Colline agricultural monitor/ACSA as obserbers. ✓ Colline Chief states selection criteria and selects target association from the list. After that, colline chief and CDC members select target association based on the list of association registered in commune.

Step-3: Explanation Workshop for Beneficiaries

Keywords

Activities are to be explained in agricultural products processing project to promote understanding of the project and enhance responsibility of beneficiaries.

Why is the work required?

Explanation of activities to be carried out in agricultural products processing project to target association contributes to understanding of activities and awareness of responsibility as beneficiaries for member of target association.

Key for the success of the work

In this meeting, it is necessary to clarify unclear points felt by beneficiaries as much as possible.

Required inputs

Facilitator (Chief of Association)

How is the work carried out?

Sub-step 1 Sensitization of Target Association Leader	Colline chief sensitizes chief of target association selected in "Step-2" to organize explanation workshop for member of association.
Sub-step 2 Preparation of Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) will organize explanation workshop, and mobilize all members of association ✓ Facilitator also invites colline chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture as observers.
Sub-step 3 Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) explains objective of the meeting. ✓ In the meeting, objective, main activities will be explained by Colline Chief and CDC members ✓ In the meeting, followings shall be clarified; Kinds of crops to be processed

Stage-2: Strengthening Association

Step-4: Training on Association Management, Accounting and Planning

Keywords

Understanding of association management, accounting and planning will contribute to strengthening target association as organization to conduct agricultural products processing business.

Why is the work required?

Knowledge on association management, accounting and planning of annual activities shall be acquired by beneficiaries before starting practical activities.

Key for the success of the work

Training become more effective adopting two step training;
1) Partners conduct training to committee member of associations
2) Follow-up training done by first trainee (committee member of association) to remaining members of association.

Required inputs

1. Module on Association Management, Accounting and Planning
2. Receipt, Financial Records
3. Format of Action Plan (Form-10)

How is the work carried out?

Sub-step 1 Reviewing of Module	<ul style="list-style-type: none"> ✓ DPAE staff of training reviews module and modifies in any necessity ✓ Partner receives module from DPAE staff of training
Sub-step 2 Arrangement of Training	<ul style="list-style-type: none"> ✓ Partners will organizes training, and invite association members, colline chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture. ✓ Colline agricultural monitor and ACSA shall follow-up association activities from technical side, and Colline Chief and CDC members shall monitor target association during the project. ✓ Training is 3 days; association management (1), accounting (1), planning (1).
Sub-step 3 Day 1; Training on Association Management	<ul style="list-style-type: none"> ✓ Main contents of training are as follows; <ul style="list-style-type: none"> ✧ Concept of Association; Definition, Characteristics of Association, Principle of Associative Project, Significance, Procedure of Creation of Association ✧ Elaboration of Legal Documents of Association ✧ Procedure of Registration in Commune Administration
Sub-step 4 Day 2; Training on Accounting	<ul style="list-style-type: none"> ✓ Main contents of training are as follows; <ul style="list-style-type: none"> ✧ Accounting; Role of Treasurer, How to keep cash book, Writing receipt, invoice.
Sub-step 3 Day 3; Training on Planning	<ul style="list-style-type: none"> ✓ Partners distribute format of Action Plan (Form-10) to association members and instruct how to fill the format.

Form-10 Format of Action Plan

Urutonde	Ibikorwa bazorangurwa	Ibimenyesho bikoreshwa mu gusuzuma	Igihe bazoranguri rwako	Abazobikora	Abazogenzura ingene vyaranguwe	Amahera ateganywa
1						
2						
3						
4						
5						
6						

Step-5: Formulation of Annual Action Plan

Keywords

Annual Activities Action Plan is basis for reviewing and evaluation of activities of target association.

Why is the work required?

To run agricultural products processing business, it is necessary for the target association to formulate action plan and evaluate their activities.

Key for the success of the work

Formulation of annual action plan shall be followed by Colline agricultural monitor and ACSA and progress of formulation shall be monitored by CDC member and Colline Chief.

Required inputs

1. Format of Action Plan (Form-10)

How is the work carried out?

Sub-step 1 Filling format of Action Plan	✓ Target association members fill format of action plan including target production amount, market and sold amount.
Sub-step 2 Follow-up of formulation of Action Plan	✓ Colline agricultural monitor and ACSA follow up formulation of action plan and give advice to association members
Sub-step 3 Sharing Action Plan	<ul style="list-style-type: none"> ✓ Target association submits the action plan to Colline Chief. ✓ Colline Chief and CDC members monitor association's activities based on the action plan.

Stage-3: Procurement of Machine

Step-6: Construction of Shed for Machine

Keywords

- Land for shed shall be acquired through coordinating the issue of right to land's possession and clarifying maintenance and management system for shed with agreement.
- Ideas of "Cost Sharing" shall be recognized to beneficiaries as obligation.

Why is the work required?

To keep machine safely, a shed for machine is necessary.

Key for the success of the work

Selection of place for shed shall be discussed from the viewpoint of maintenance and management by beneficiaries, also considering prevention of land dispute.

Required inputs

Sample of Agreement of Land (Form-9), Precedent Design of Shed for Milling machine

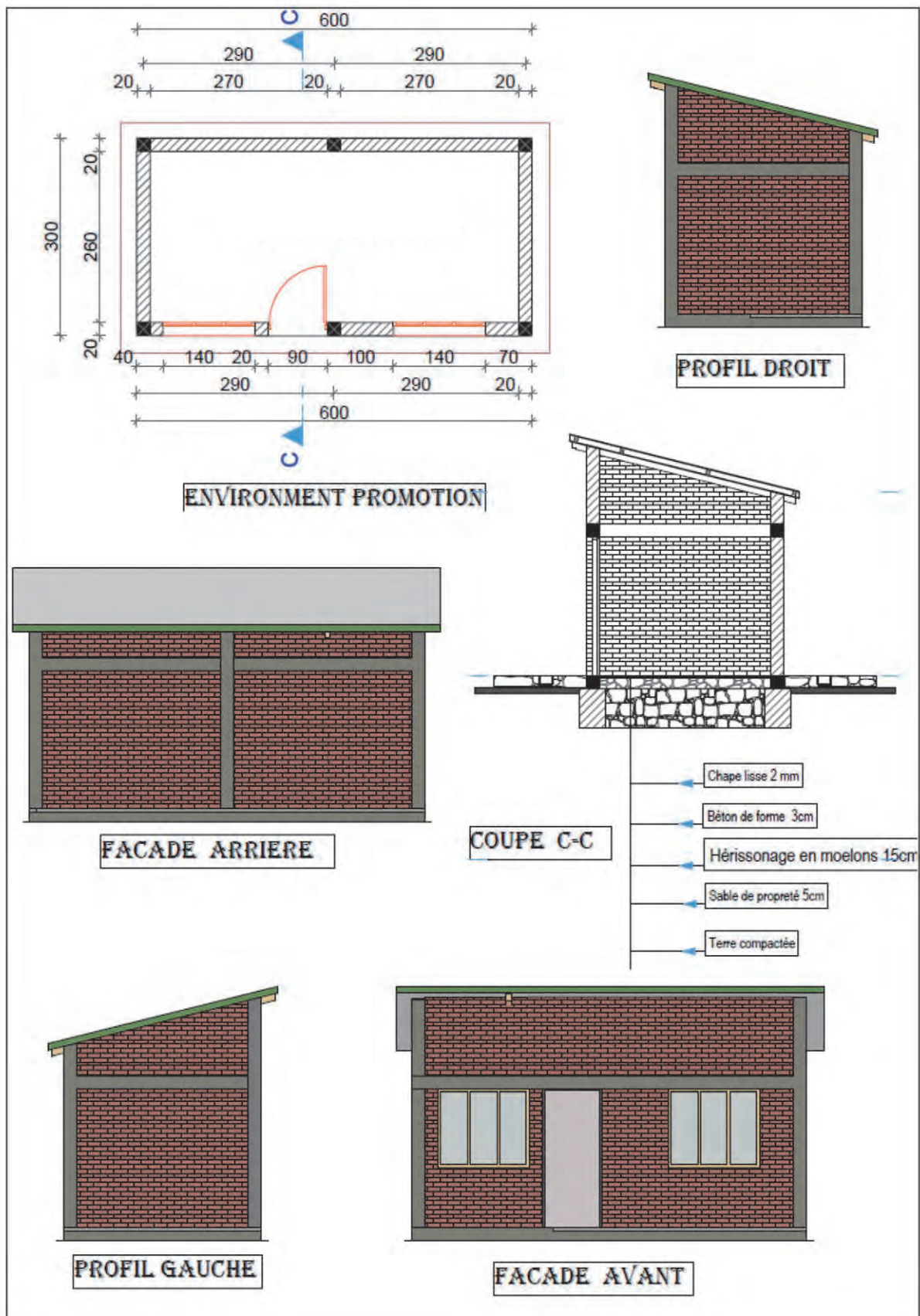
How is the work carried out?

<p>Sub-step 1 Selection of land for shed of machine</p>	<p>Selection of land will be carried out in following two (2) different ways;</p> <p><i>Case-1; Beneficiaries request allocation of public land</i> Commune administration discusses about allocation of public land for shed for processing machine in communal council and this council provides available public land.</p> <p><i>Case-2; Beneficiaries propose to use their private land</i> Commune administration instructs formulation of maintenance and management plan of shed to beneficiaries. After submission of this plan, commune administration checks the plan and gives permission to proposal. Colline agricultural monitor and ACSA will help formulation of plan.</p>
<p>Sub-step 2 Preparation of Land Agreement</p>	<p><i>Case-1 Land for shed belong to commune</i> Commune administration prepares land agreement as referred in Form-9.</p> <p><i>Case-2 Land for shed belong to private person</i> Commune sensitizes colline chief and requests target association to submit a shed management plan which shall describe association activities for maintenance and management of the shed, penalty when activities fail.</p>
<p>Sub-step 3 Explanation meeting for Land Agreement</p>	<p><i>Case-1 Land for shed belong to commune</i> ✓ Commune administration sensitizes Colline Chief and Colline Chief holds explanation meeting on land agreement.</p> <p><i>Case-2 Land for shed belong to private person</i> ✓ Commune administration approves shed management plan prepared by target association. If the plan is not acceptable, Commune administration sensitizes Colline Chief and Colline Chief holds meeting on modification of the plan.</p>

Sub-step 4 Exchange of Agreement	<ul style="list-style-type: none"> ✓ Commune administration and leader of association sign the agreement or shed maintenance plan. Colline Chief also signs as witness. Commune administration keeps original agreement/ shed maintenance plan, and target association keeps the copy. 								
Sub-step 5 Workshop for Explanation of Cost Sharing and Discussion on Cost Sharing	<ul style="list-style-type: none"> ✓ Commune administration sensitizes Colline Chief and Colline Chief holds explanation meeting on cost sharing. ✓ Colline Chief facilitates discussion on cost sharing of beneficiaries. Examples of cost sharing are as follows: <table border="1" data-bbox="660 524 1348 719" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Beneficiaries</th> <th style="text-align: center;">Project</th> </tr> </thead> <tbody> <tr> <td>- Labor Force</td> <td>- Cement and Sand</td> </tr> <tr> <td>- Wood necessary for shed construction</td> <td>- Zinc roofing sheets and nails</td> </tr> <tr> <td>- Water for cement making</td> <td>- Technical Supervision</td> </tr> </tbody> </table> ✓ Colline Chief report to commune administration about result of discussion on cost sharing. ✓ Commune administration approves cost sharing decided by beneficiaries. If any modification, commune administration sensitizes Colline Chief and colline chief holds workshop on modification of cost sharing for beneficiaries. 	Beneficiaries	Project	- Labor Force	- Cement and Sand	- Wood necessary for shed construction	- Zinc roofing sheets and nails	- Water for cement making	- Technical Supervision
Beneficiaries	Project								
- Labor Force	- Cement and Sand								
- Wood necessary for shed construction	- Zinc roofing sheets and nails								
- Water for cement making	- Technical Supervision								
Sub-step 6 Preparation of Cost Sharing Agreement	<ul style="list-style-type: none"> ✓ Commune administration prepares cost sharing agreement based on the result of discussion above. 								
Sub-step 7 Explanation Meeting for Cost Sharing Agreement	<ul style="list-style-type: none"> ✓ Commune administration sensitizes Colline Chief and Colline Chief holds explanation meeting on cost sharing agreement. 								
Sub-step 8 Exchange of Agreement	<ul style="list-style-type: none"> ✓ Commune administration and leader of association sign the agreement. Colline Chief also signs as witness. ✓ Commune administration keeps original agreement, and target association keeps the copy. 								
Sub-step 9 Construction of Shed for Machine	<ul style="list-style-type: none"> ✓ Commune administration and target association construct a shed for machine based on cost sharing agreement through community work.(Case-11) 								

Case-11 Precedent Design of Shed for Milling Machine

Drawings below are shed for milling machine designed in JICA project.



Step-7: Procurement of Processing Machine

Keywords

Chief of DPAE (Chief of CNTA) and Partners shall procure processing machine with well consideration of technical specification of the machine.

Why is the work required?

To ensure transparency of procurement, DPAE staff (Chief of CNTA) shall supervise procurement, especially in quality control.

Key for the success of the work

Specification of machine shall be well considered, especially in availability of spear parts nearby and possibility of daily maintenance by target association.

Required inputs

3. Technical Specification of Processing Machine

How is the work carried out?

<p>Sub-step 1 Collection of Technical Specification of Processing Machine</p>	<ul style="list-style-type: none"> ✓ Partners collect technical specification of processing machine ✓ Chief of DPAE (Chief of CNTA) checks technical specification and decides type of processing machine based on the following criteria; <ul style="list-style-type: none"> ✧ Budget Ceiling ✧ Processing Capacity based on Production Scale of Target Association ✧ Diesel Engine System (free from electricity) ✧ Availability of Spear Parts nearby for Maintenance ✧ Capability of Target Association for Daility Maintenance
<p>Sub-step 2 Procurement of Machine</p>	<ul style="list-style-type: none"> ✓ Partners procure processing machine decided above. ✓ Chief of DPAE (Chief of CNTA) supervises procurement. <div data-bbox="1007 1211 1369 1599" data-label="Image"> </div> <p style="text-align: center;">Cassava Processing Machine</p>

Stage-4: Trainings on Processing

Step-8: Training on Agricultural Products Processing

Keywords

Effect of Cascade Training (DPAE staff→Commune Agronomist→ Zone Agronomist→ Colline agricultural monitor) shall be verified in the training to beneficiaries by Colline agricultural monitor.

Why is the work required?

Before installation of machine, knowledge on agricultural products processing shall be acquired by beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

1. Trainer (Colline agricultural monitor)
2. Module of training on agricultural products processing
3. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Reviewing of Module	Colline agricultural monitor reviews module on agricultural products processing.
Sub-step 2 Decision of Training Style	Decide training style from following two ways of training; <ol style="list-style-type: none"> 1. Conduct training targeting all member of associations 2. Conduct training to committee member of associations and follow-up training done by first trainee to remaining members of association.
Sub-step 3 Training on Agricultural Products Processing	<p>✓ Main contents of training are as follows;</p> <ul style="list-style-type: none"> ◇ Parts which are suitable for processing ◇ Pretreatment ◇ Way of processing ◇ Operation and Maintenance of processing machine

Case-12 Training of Processing of Sweet Potato into Beignet

1. Measuring quantity of sweet potato to be processed
2. Wash sweet potato
3. Peeling of sweet potato
4. Wash sweet potato after peeling
5. Cut sweet potato in small pieces and sieving sweet potato till color becomes white

6. Drying sweet potato
7. Milling sweet potato by grinder



Milling sweet potato

8. Mixture of raw material (corn flour, mashed sweet potatoes, sugar, oil, and salt)

*Wash hands and Measure quantities of mashed sweet potatoes with corn flour before mixing them: 30% of sweet potatoes to 70% of corn flour, baking powder 30g/kg, sugar 30g/kg, oil or blue band 50ml/kg, salt 20g/kg.



Measuring sweet potato



Mixture of raw materials

9. 45 minutes fermentation
10. Cut in small pieces and make form
11. Flying beignet
12. Cleaning all materials used



Flying beignet

Stage-5: Installation of Machine

Step-9: Installation of Machine and Training on Operation and Maintenance of Machine

Keywords

- ✓ Partners and beneficiaries install the machine in the shed under the supervision of commune / zone agronomist
- ✓ Partners conduct training on operation and maintenance of the machine.

Why is the work required?

To start agricultural products processing activities, the machine shall be installed with guidance on operation and maintenance.

Key for the success of the work

- ✓ Demonstration of operation and maintenance by partners will promote understanding of beneficiaries
- ✓ Colline agricultural monitor shall attend the training on operation and maintenance of machine to follow-up of technique for target association.
- ✓ Colline Chief and CDC members shall attend the installment of machine for supervision.

Required inputs

Processing Machine

How is the work carried out?

Sub-step 1 Installation of Machine	<ul style="list-style-type: none"> ✓ Partners and beneficiaries install machine in the shed under supervision of commune / zone agronomist. ✓ Colline Chief and CDC members also supervise the installation of the machine. ✓ Commune administration, CDC members, Colline Chief and leader of association sign the reception certificate after installation of the machine.
Sub-step 2 Training on Operation and Maintenance of Machine	<ul style="list-style-type: none"> ✓ Main contents of training are as follows; <ul style="list-style-type: none"> ✧ Safe working practice ✧ Function of machine ✧ How to operate machine ✧ Skills to perform proper routine maintenance

Case-13 Instalment of Milling Machine

Test of Engine



Installed Milling Machine



Test of Engine

Milling Test



Milling Test



Joint two pipes as shown
above

Instalment of discharge pipe



Cutting metal pipe



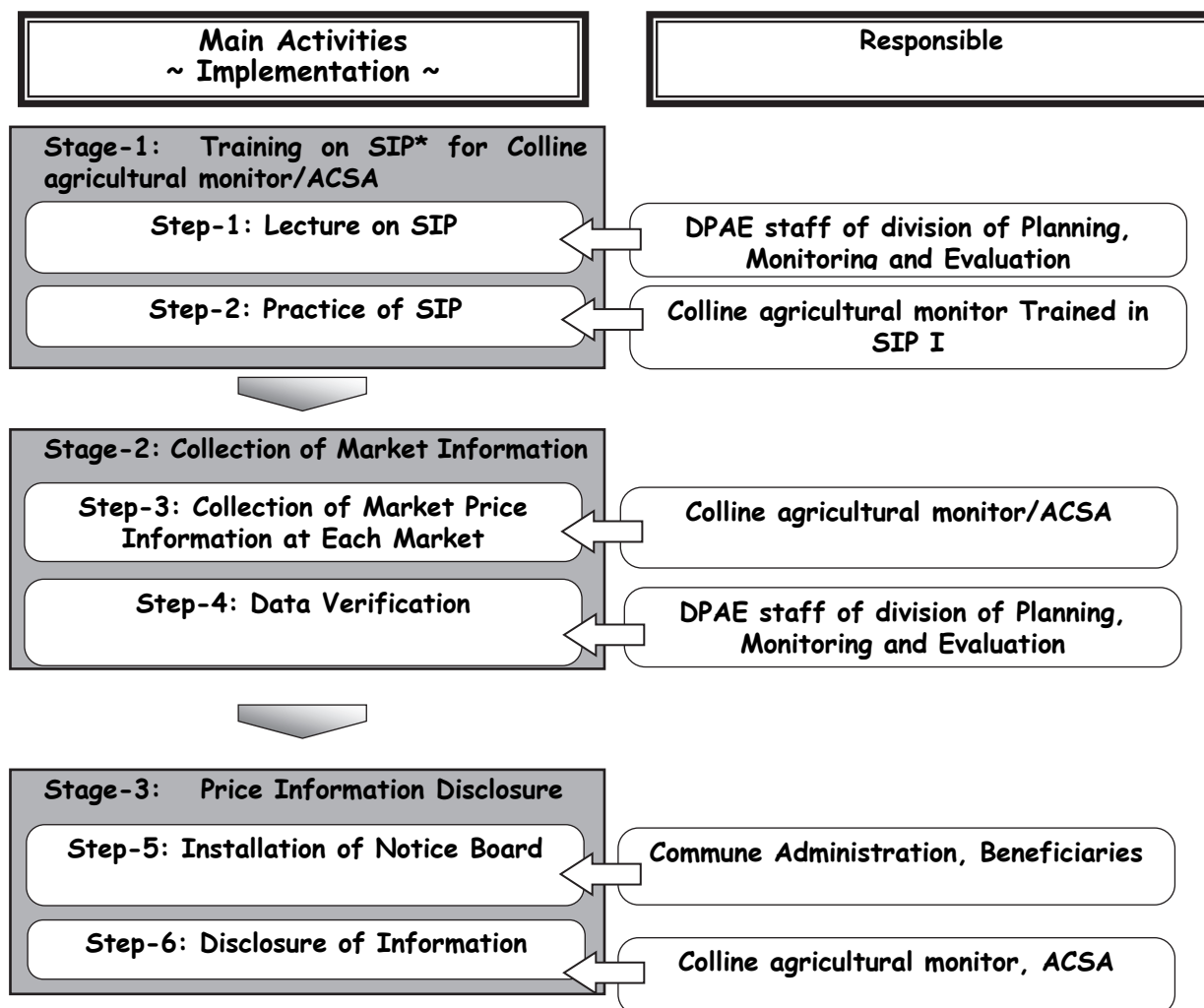
Joint two pipes as shown
above



Weld two pipes

7. Marketing Promotion

7.1 Market Research for Marketing of the Cash Crops and Establish Marketing Information Providing System



*Systeme d' Information sur la Securite Alimentaire et sur les Prix des Produits Agricoles au Burundi (SIP III)

Stage-1: Training on SIP for Colline agricultural monitor/ACSA

Step-1: Lecture on SIP

Keywords

SIP is market price collecting system and function as tool of marketing promotion.

Why is the work required?

SIP was introduced in 2009, however, it has not yet been established, though some Colline agricultural monitors got training and have experience of SIP. Therefore, it is necessary for Colline agricultural monitor to learn and reactivate SIP as existing marketing promotion system.

Key for the success of the work

It is necessary to sensitizes Colline agricultural monitor and promote their understanding of SIP.

Required inputs

Trainer (DPAE Staff of Division of Planning, Monitoring and Evaluation)

How is the work carried out?

Sub-step 1 Lecture on SIP (1 day)	<ul style="list-style-type: none"> ✓ DPAE Staff of Division of Planning, Monitoring and Evaluation mobilize Colline agricultural monitor through commune agronomist. ✓ Followings are summary of SIP to be lectured; <ul style="list-style-type: none"> i) Buy agricultural products. ii) Weigh agricultural products procured and write kg and its price in notebook iii) Collect data by 3 quality levels; good, middle, bad iv) Conduct weighing and hearing price from 3 persons for each quality level. v) Calculate price per kg. vi) Usually collect data on Sunday and submit the report to DPAE staff on Monday. vii) DPAE staff of division of Planning, Monitoring and Evaluation submits report to representative of SIP at Bujumbura. viii) Average commodities price is calculated based on submitted data of all communes in Gitega, encoded and printed out. viii) DPAE staff in division of Planning, Monitoring and Evaluation receives printed paper with price information from SIP one week after the submission of data. x) Colline agricultural instructors receive printed paper with price information and paste that paper in the bulletin near the market.
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Step-2: Practice of SIP

Keywords

Colline agricultural monitors practice what they learned from lecture on SIP in the market and acquire necessary skills on SIP.

Why is the work required?

How to collect market price in the market following way of SIP shall be understood and practiced by Colline agricultural monitor soon after training.

Key for the success of the work

Colline agricultural monitors trained in SIP I share their experience and through this practice.

Required inputs

3 scales (which can weigh up to 5 kg, 22kg and 200kg respectively), Calculator, Raincoat, Umbrella, Uniform

How is the work carried out?

Sub-step 1 Practice of SIP	<ul style="list-style-type: none"> ✓ DPAE Staff of Division of Planning, Monitoring and Evaluation sensitizes Colline agricultural monitor trained in SIP I through commune agronomist. ✓ Colline agricultural monitors trained in SIP I mobilize target Colline agricultural monitors on Sunday. ✓ Collect market price in a following way of SIP at the market in practice. <ul style="list-style-type: none"> i) Buy agricultural products. ii) Weigh agricultural products procured and write kg and its price in notebook iii) Collect data by 3 quality levels; good, middle, bad iv) Conduct weighing and hearing price from 3 persons for each quality level. v) Calculate price per kg. vi) Submit the report to DPAE staff of DPAE Staff of Division of Planning, Monitoring and Evaluation
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Stage-2: Collection of Market Information

Step-3: Collection of Market Price Information at Each Market

Keywords

For market price collection, it is necessary to secure collaboration from merchants.

Why is the work required?

Collecting price information at each market is first step for reactivating SIP and establishing information sharing system in MINAGRIE/DPAE line.

Key for the success of the work

While collecting price information, Colline agricultural monitor shall ask in polite way to merchants to conduct survey smoothly.

Required inputs

3 scales (which can weigh up to 5 kg, 22kg and 200kg respectively), Calculator, Raincoat, Umbrella, Uniform

How is the work carried out?

Sub-step 1 Collection of Market Price Information	<ul style="list-style-type: none"> ✓ Buy agricultural products. ✓ Weigh agricultural products procured and write kg and its price in notebook ✓ Collect data by 3 quality levels; good, middle, bad ✓ Conduct weighing and hearing price from 3 persons for each quality level. ✓ Calculate price per kg.
Sub-step 2 Data Arrangement	<ul style="list-style-type: none"> ✓ Colline agricultural monitor record information got in market ✓ Submit the report to DPAE staff of Division of Planning, Monitoring and Evaluation

Step-4: Data Verification

Keywords

DPAE staff of division of Planning, Monitoring and Evaluation verify data submitted by Colline agricultural monitor and submit to supervisor of SIP in MINAGRIE.

Why is the work required?

Price data collected by Colline agricultural monitor shall be verified through comparing among all data submitted by each commune of Gitega province.

Key for the success of the work

Collect and verify data on time to provide market information to people timely.

Required inputs

Format of filling data (Form-11)

How is the work carried out?

Sub-step 1 Verification and Submission of data

- ✓ DPAE staff of division of Planning, Monitoring and Evaluation verifies data submitted by Colline agricultural monitor and fills in format (Form-11).
- ✓ Submit to general Director of Agriculture and Livestock in MINAGRIE, who is supervisor of SIP in MINAGRIE.

Form-11 Monitoring and Evaluation Verified Data

REPUBLIQUE DU BURUNDI



MINISTERE DE L'AGRICULTURE
ET DE L'ELEVAGE

Direction des Statistiques et Information Agricoles

SYSTEME D'INFORMATION SUR LA SECURITE ALIMENTAIRE ET SUR LES PRIX DES
PRODUITS AGRICOLES AU BURUNDI (SIP III)

Fiche de Collecte des Prix des Produits Agricoles

0. Les informations d'identification

Province :
Commune :
Zone :
Marché de :
Nom de l'agent de collecte :
Tél :

Date de collecte :
Nom du Réfèrent Statistique :
Date de réception par le Réfèrent
Statistique :
Tél :

1. Les informations sur les prix

N°	Nom du produit en Français	Nom vernaculaire	Unité	Relevé ₁	Relevé ₂	Relevé ₃	Observations		Provenance extérieure	
							D	O	O	N
1	Riz décortiqué local court (japonica)	Umuceri Usekuye (Intete ngufi)	Kg							
2	Riz décortiqué long (indica)	Umu Tanzaniya (Intete ndende)	Kg							
3	Riz décortiqué local (moyen)	Umuceri usekuye (Intete zirihagati)	Kg							
4	Mais grain	Intete z'ibigori	Kg							
5	Mais farine	Ifu y'ibigori	Kg							
6	Blé grain	Ingano	Kg							
7	Blé farine	Ifu y'ingano	Kg							
8	Sorgho grain	Amasaka	Kg							
9	Farine de Sorgho	Ifu y'amasaka	Kg							
10	Haricot jaune	Ibiharage jone	Kg							
11	Haricot ordinaire	Ibiharage bisanzwe	Kg							
12	Petit pois sec	Ubusha bwumye	Kg							

Stage-3: Price Information Disclosure

Step-5: Installation of Notice Board

Keywords

Bulletin board at the center market of commune is important tool for information sharing.

Why is the work required?

Bulletin board shall be installed at market to inform market price.

Key for the success of the work

Site for bulletin board shall be noticeable.

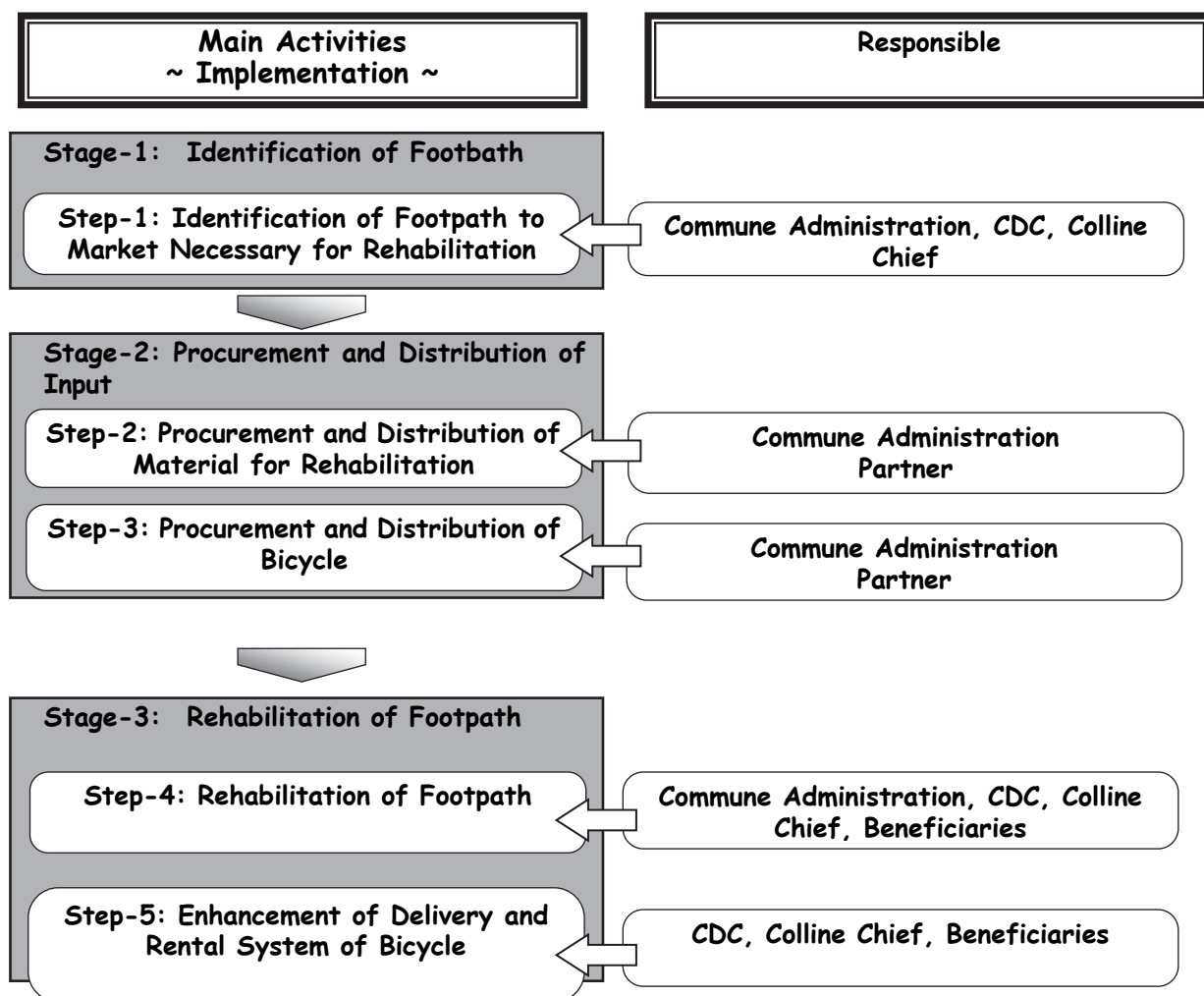
Required inputs

Board, nail, carpentry goods

How is the work carried out?

Sub-step 1 Identify Site for Bulletin Board	<ul style="list-style-type: none"> ✓ Commune administration discusses about allocation of public land in the center market of the commune for site of bulletin board in communal council ✓ Communal council provides available public land in the market of the commune.
Sub-step 2 Scheduling of Community Work for Making and Installation of Bulletin Board	<ul style="list-style-type: none"> ✓ Commune administration schedules making bulletin board and installation in community work. ✓ Commune administration procures board, nail and carpentry goods from carpentry association working in the center of the commune. ✓ Commune administration sensitizes Colline Chief to conduct above activities in community work.
Sub-step 3 Making and Installation of Bulletin Board in community work	<ul style="list-style-type: none"> ✓ People from colline makes bulletin board in community work. ✓ After making, people install bulletin board in community work.

7.2 Improvement of Access to Market



Stage-1: Identification of Footbath

Step-1: Identification of Footpath to Market Necessary for Rehabilitation

Keywords

CDC members and Colline Chief identify footpath to connect the market with necessity of rehabilitation and request rehabilitation with community work to commune administration in Weekly Security Meeting of commune.



Why is the work required?

Footpath to market with high priority shall be rehabilitated.

Key for the success of the work

Priorities shall be set for each section to market.

How is the work carried out?

<p>Sub-step 1 CDC Meeting</p>	<ul style="list-style-type: none"> ✓ CDC members and Colline Chief organize CDC meeting and discuss about identification of some footpaths to connect the market, which need to be rehabilitated through community works. <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Section to be rehabilitated in Gihamagara colline</p> </div> <div style="text-align: center;">  <p>Section to be rehabilitated in Bukirasazi colline</p> </div> </div>
<p>Sub-step 2 Community Weekly Security Meeting</p>	<ul style="list-style-type: none"> ✓ CDC members and Colline Chief request to undertake community work for rehabilitation of the footpath identified. ✓ Commune administration accepts proposal of rehabilitation of the footpath through the means of community work. ✓ Commune administration schedules rehabilitation of the footpath in community work list.

Stage-2: Procurement and Distribution of Input

Step-2: Procurement and Distribution of Material for Rehabilitation

Keywords

Commune administration procures and distributes necessary material for footpath rehabilitation.

Why is the work required?

Material used for rehabilitation of footpath to market shall be kept in commune administration like other materials used for community work and transparency of distribution shall be secured.

Key for the success of the work

Amount of materials for rehabilitation of footpath shall be calculated based on the budget, length of section to be rehabilitated and available man/days for rehabilitation.

Required inputs

Reception Certificate

How is the work carried out?

<p>Sub-step 1 Procurement of Material for Rehabilitation</p>	<ul style="list-style-type: none"> ✓ Commune administration procures following materials for rehabilitation of footpath to market; Axes, Buckets, Shovels, Grass Cutters, Hoes, Rakes, Picks
<p>Sub-step 2 Distribution of Material</p>	<ul style="list-style-type: none"> ✓ Materials will be provided to the CDC members and Colline Chief as representative of a target colline. ✓ These materials will be used by all persons in the target colline for footpath rehabilitation through community works. ✓ Commune administration asks colline chief to sensitizes the population in colline and supervise the use of those materials. ✓ These materials are to be kept in commune administration office in principle. If the target colline is far from center of commune, public primary school in the target colline shall be selected as place for keeping materials. ✓ Commune administration, CDC members and Colline Chief sign the reception certificate after distribution of material.



Colline chief signed in the reception after distribution

Step-3: Procurement and Distribution of Bicycle

Keywords

Bicycle is a popular mean of delivering crops to market and saving time for transportation.

Why is the work required?

Most of people in colline deliver their crops on foot, so it take much time for transportation and it brings short time for selling crops in the market.

Key for the success of the work

Select beneficiaries from existing association to utilize bicycle for cooperative activities.

Required inputs

1. Facilitator (Target Colline Chief)
2. Selection Criteria
3. List of Associations

How is the work carried out?

Sub-step 1 Preparation of Selection Criteria	<ul style="list-style-type: none"> ✓ Commune administration sets selection criteria like shown below and sensitizes colline chief to organize beneficiaries selection workshop. ✧ Frequency of group activities (ex. group meeting, field activities, etc.) is high <group activeness>. ✧ Number of collaborating associations is many <multiplication effect>. ✧ The association is registered <legality>. ✧ Activities continue for more than 2 years <sustainability>.
Sub-step 2 Preparation of List of Associations	<ul style="list-style-type: none"> ✓ Colline Chief shares list of association in the colline with commune administration and modifies if necessary.
Sub-step 3 Selection Workshop	<ul style="list-style-type: none"> ✧ Facilitator (colline chief) will organizes beneficiaries selection workshop and discuss about target association with CDC members. ✧ Colline Chief states selection criteria and selects target association from the list. After that, colline chief and CDC members select target association based on the list of association registered in commune.
Sub-step 4 Procurement of Material for Rehabilitation	<ul style="list-style-type: none"> ✓ Commune administration procures bicycle. ✓ Bicycle will be kept by the target association.
Sub-step 2 Distribution of Material	<ul style="list-style-type: none"> ✓ Materials will be provided to the target association in presence of CDC and Colline Chief. ✓ Commune administration, leader of association and Colline Chief sign the reception certification after distribution of material.

Stage-3: Rehabilitation of Footpath

Step-4: Rehabilitation of Footpath

Keywords

Colline Chief sensitizes population to rehabilitate footpath through the means of community work.

Why is the work required?

Rehabilitation of footpath contributes to improvement of accessibility to the market and promotion of marketing.

Key for the success of the work

Colline Chief shall mobilize population through commune administration.

Required inputs

1. Axes, Buckets, Shovels, Grass Cutters, Hoes, Rakes, Picks

How is the work carried out?

Sub-step 1 Rehabilitation of Footpath	<ul style="list-style-type: none"> ✓ Colline Chief sensitizes population on rehabilitation of footpath through means of community work. ✓ Colline Chief and CDC members decide schedule of rehabilitation work and target completion period. ✓ Colline Chief mobilize population and share and discuss about schedule of rehabilitation work and share the result with commune administration. ✓ CDC members bring materials for rehabilitation of footpath from commune administration. ✓ Population rehabilitate footpath to connect the market in community work.
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Step-5: Enhancement of Delivery and Rental System of Bicycle

Keywords

Introduction of cooperative delivery of crops and establishment of bicycle rental system in target association shall contribute to marketing promotion.

Why is the work required?

After rehabilitation of footpath to market, small-scale business utilizing bicycle shall be promoted.

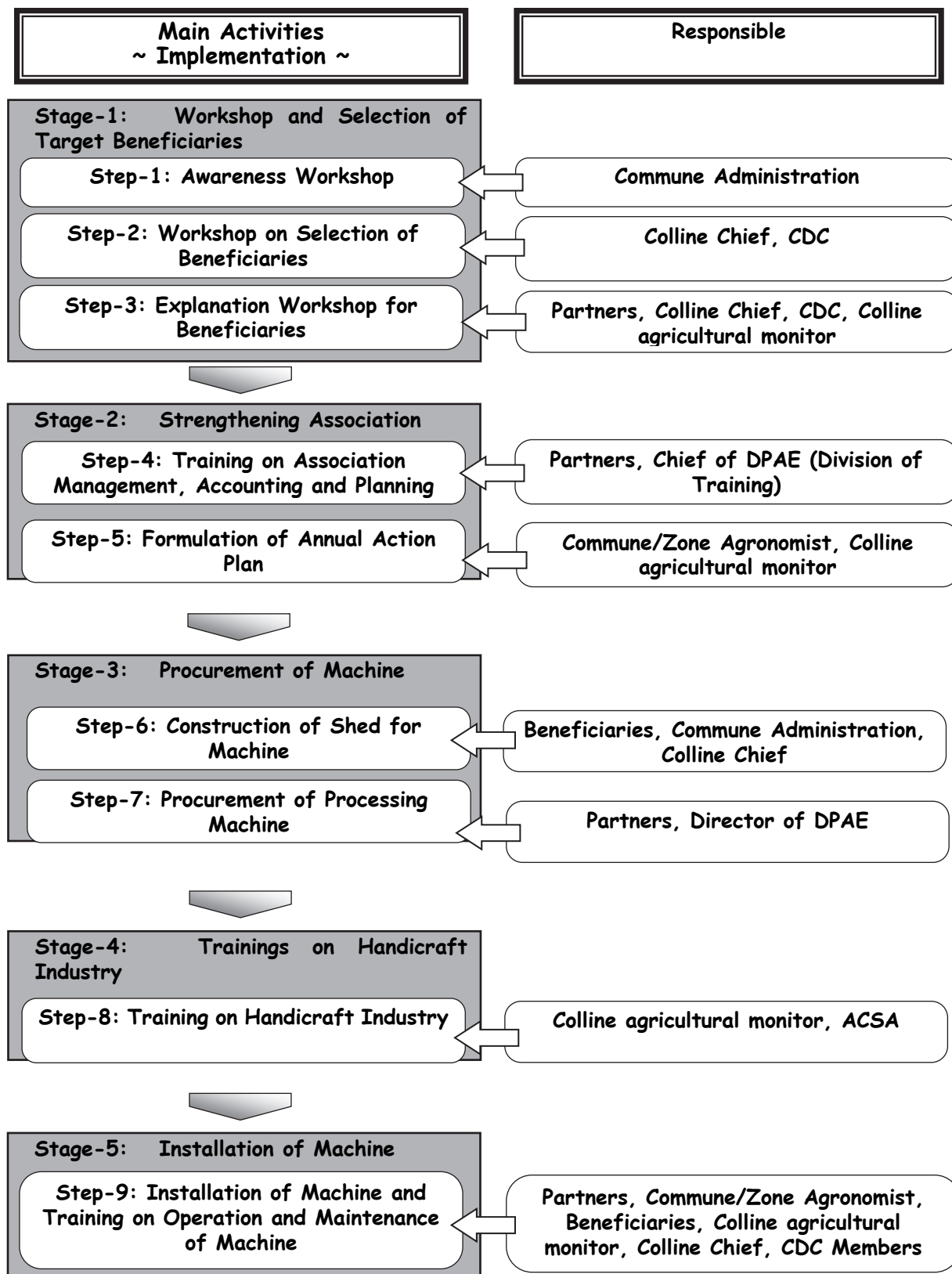
Key for the success of the work

Business concept shall be considered well among association members, especially the target market, quantity and sold amount shall be decided.

How is the work carried out?

<p>Sub-step 1 Workshop on Introduction of Cooperative Delivering</p>	<p>Followings are example of cooperative delivering;</p> <ul style="list-style-type: none"> i) Stock surplus of harvested crop of members in storage. ii) A member in charge of selling (hereinafter "seller") shall be elected. The person shall be elected among those having less land and with high needs of business wage. iii) When the association secures some amount of crops in the storage, seller delivers and sells crops in the market using bicycle provided to the association. iv) Accountants of association checks money from seller and saves it in the account of association. v) In association meeting, committee members of association inform deducting percentage and benefit for each association members who stock crops in the storage. For example, 5 % of money will be applied for guardmen, 15 % for sellers, 5 % for maintenance of storage etc.. The percentages shall be decided and described in an agreement before completion of construction of storage with rules of utilization of storage.
<p>Sub-step 2 Workshop on Establishment of Bicycle Rental System</p>	<p>Followings are example of bicycle rental system;</p> <ul style="list-style-type: none"> i) For convenience of people who deliver crops to market, the association can rent a bicycle to person who needs it with levy of suitable rental fee. For rent, it is necessary to exchange a simple agreement to prevent stealing of bicycle. ii) Rental and management system of bicycle should be decided and described in an agreement among members.

8. Handicraft Industry Promotion Project



Stage-1: Workshops and Selection of Target Beneficiaries

Step-1: Awareness Workshop

Keywords

DPAE staff (including commune/zone/colline staff), Commune Administration, Colline Chief and CDC understand the purpose, main activities, implementation structures, procedure and expected outcome of the projects.

Why is the work required?

Understanding of significance and procedure of the project will contribute to effective and efficient implementation of the project.

Key for the success of the work

Holding awareness workshop as much as possible to promote well-understanding of the project.

Required inputs

1. Facilitator (Commune Administration)
2. Action Plan for Promoting PCDC, which describes objective, main activities, implementation structures, procedure and expected outcome of the project
3. Schedule of the project

How is the work carried out?

Sub-step 1 Preparation of
Time Schedule of
the Project

Prepare time schedule of activities as shown in below.

Month	2014												
	1	2	3	4	5	6	7	8	9	10	11	12	
Coordination of Stakeholders on establishment and strengthening association		■											
Selection of association which helps socially vulnerable people		■											
Training on association management and accounting			■										
Drawing an annual action plan			■										
Training on handicraft				■									
Training on ceramic item production for Batwa people				■	■	■	■	■	■				
Coordination of Stakeholders on establishment and strengthening association		■											
Procurement of machine				■									
Provision of training				■	■								
Production					■	■	■	■	■	■	■	■	■
Machine maintenance					■	■	■	■	■	■	■	■	■
Monitoring/Evaluation													■

Sub-step 2 Awareness
Workshop

- ✓ Facilitator (commune administration) will organizes awareness workshop, and invite DPAE staff, commune agronomist, zone chief, zone agronomist, target colline chief, Colline agricultural monitor, ACSA, CDC member in charge of rural economy.
- ✓ In the meeting, objective, main activities, implementation structures, procedure and expected outcome of the project will be well understood and details shall be clarified.

Step-2: Workshop on Selection of Beneficiaries

Keywords
Commune administration and DPAE staff make clear criteria of selection of beneficiaries.
Colline chief and CDC members discuss and select beneficiaries with transparency.

<u>Why is the work required?</u>	
To ensure transparency and democracy in selection of beneficiaries, also to select good model beneficiaries to extend effectiveness of the project.	
<u>Key for the success of the work</u>	
Set clear selection criteria, participation of observers to avoid bias in the selection of the association since all CDC members are members of different associations	
<u>Required inputs</u>	
<ol style="list-style-type: none"> 1. Facilitator (Target Colline Chief) 2. Selection Criteria 3. List of Associations 	
<u>How is the work carried out?</u>	
Sub-step 1 Preparation of Selection Criteria	<ul style="list-style-type: none"> ✓ Commune administration and DPAE staff set selection criteria like shown below and sensitizes colline chief to organize beneficiaries selection workshop. ✧ Frequency of group activities (ex. group meeting, field activities, etc.) is high <group activeness>. ✧ The association includes socially vulnerable people as members <social inclusiveness> ✧ The association has objective to support socially vulnerable people <consideration to vulnerable people> ✧ Number of collaborating associations is many <multiplication effect>. ✧ The association is registered <legality>. ✧ Activities continue for more than 2 years <sustainability>.
Sub-step 2 Preparation of List of Associations	<ul style="list-style-type: none"> ✓ Colline Chief shares list of association in the colline with commune administration and modify it if any necessity.
Sub-step 3 Selection Workshop	<ul style="list-style-type: none"> ✓ Facilitator (colline chief) will organizes beneficiaries selection workshop and discuss about target association with CDC members. Colline chief also invite Colline agricultural monitor/ACSA as obserbers. ✓ Colline Chief states selection criteria and selects target association from the list. After that, colline chief and CDC members select target association based on the list of association registered in commune.

Step-3: Explanation Workshop for Beneficiaries

Keywords

Activities are to be explained in handicraft industry promotion project to promote understanding of the project and enhance responsibility of beneficiaries.

Why is the work required?

Explanation of activities to be carried out in handicraft industry promotion project to target association contributes to understanding of activities and awareness of responsibility as beneficiaries for member of target association.

Key for the success of the work

In the meeting, it is necessary to clarify unclear points felt by beneficiaries as much as possible.

Required inputs

Facilitator (Chief of Association)

How is the work carried out?

Sub-step 1 Sensitization of Target Association Leader	Colline chief sensitizes chief of target association selected in "Step-2" to organize explanation workshop for member of association.
Sub-step 2 Preparation of Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) will organize explanation workshop, and mobilize all members of association ✓ Facilitator also invites colline chief, Colline agricultural monitor, ACSA, CDC member in charge of rural economy as observers.
Sub-step 3 Explanation Workshop	<ul style="list-style-type: none"> ✓ Facilitator (chief of association) explains objective of the meeting. ✓ In the meeting, objective, main activities will be explained by Colline Chief and CDC members ✓ In the meeting, followings shall be clarified; Kind of Handicraft Industry Target association promote

Stage-2: Strengthening Association

Step-4: Training on Association Management, Accounting and Planning

Keywords

Understanding of association management, accounting and planning will contribute to strengthening target association as organization to conduct agricultural products processing business.

Why is the work required?

Knowledge on association management, accounting and planning of annual activities shall be acquired by beneficiaries before starting practical activities.

Key for the success of the work

Training become more effective adopting two step training;
3) Partners conduct training to committee member of associations
4) Follow-up training done by first trainee (committee member of association) to remaining members of association.

Required inputs

1. Module on Association Management, Accounting and Planning
2. Receipt, Financial Records
3. Format of Action Plan (Form-10)

How is the work carried out?

Sub-step 1 Reviewing of Module	<ul style="list-style-type: none"> ✓ DPAE staff of training reviews module and modify in any necessity ✓ Partner receives module from DPAE staff of training
Sub-step 2 Arrangement of Training	<ul style="list-style-type: none"> ✓ Partners will organizes training, and invite association members, colline chief, Colline agricultural monitor, ACSA, CDC member in charge of agriculture. ✓ Colline agricultural monitor and ACSA shall follow-up association's activities from technical side, and Colline Chief and CDC members shall monitor target association during the project. ✓ Training is 3 days; association management (1), accounting (1), planning (1)
Sub-step 3 Day 1; Training on Association Management	<ul style="list-style-type: none"> ✓ Main contents of training are as follows; <ul style="list-style-type: none"> ✧ Concept of Association; Definition, Characteristics of Association, Principle of Associative Project, Significance, Procedure of Creation of Association ✧ Elaboration of Legal Documents of Association ✧ Procedure of Registration in Commune Administration
Sub-step 4 Day 2; Training on Accounting	<ul style="list-style-type: none"> ✓ Main contents of training are as follows; <ul style="list-style-type: none"> ✧ Accounting; Role of Treasure, How to keep cash book, Writing receipt, invoice.
Sub-step 3 Day 3; Training on Planning	<ul style="list-style-type: none"> ✓ Partners distribute format of Action Plan (Form-10) to association members and instruct how to fill the format.

Step-5: Formulation of Annual Action Plan

Keywords

Annual Activities Action Plan is the basis for reviewing and evaluation of activities of target association.

Why is the work required?

To run handicraft industry business, it is necessary for the target association to formulate action plan and evaluate their activities.

Key for the success of the work

Formulation of the annual action plan shall be followed by Colline agricultural monitor and ACSA and progress of formulation shall be monitored by CDC member and Colline Chief.

Required inputs

Format of Action Plan (Form-10)

How is the work carried out?

Sub-step 1 Filling format of Action Plan	✓ Target association members fill format of action plan including target production amount, market and sold amount.
Sub-step 2 Follow-up of formulation of Action Plan	✓ Colline agricultural monitor and ACSA follow up formulation of action plan and give advice to association members
Sub-step 3 Sharing Action Plan	<ul style="list-style-type: none"> ✓ Target association submits action plan to Colline Chief. ✓ Colline Chief and CDC members monitor association's activities based on the action plan.

Stage-3: Procurement of Machine

Step-6: Construction of Shed for Machine

Keywords

- Land for a shed shall be acquired through coordinating right of land possession and clarifying maintenance and management system for shed with agreement.
- Ideas of "Cost Sharing" shall be recognized by beneficiaries as obligation.

Why is the work required?

To keep machine safely, a shed for machine is necessary.

Key for the success of the work

Selection of a place for the shed shall be discussed from the viewpoint of maintenance and management by beneficiaries, also considering prevention of land dispute.

Required inputs

Sample of Agreement of Land (Form-9)

How is the work carried out?

Sub-step 1 Selection of land for shed of machine	<p>Selection of land will be carried out in following two (2) different ways;</p> <p><i>Case-1; Beneficiaries request allocation of public land</i> Commune administration discusses about allocation of public land for shed for handicraft industry machine in communal council and the council provides available public land.</p> <p><i>Case-2; Beneficiaries propose to use their private land</i> Commune administration instruct formulation of maintenance and management plan of the shed to beneficiaries. After submission of the plan, commune administration checks the plan and gives permission to proposal. Colline agricultural monitor and ACSA will help formulation of plan.</p>
Sub-step 2 Preparation of Land Agreement	<p><i>Case-1 Land for shed belong to commune</i> Commune administration prepares a land agreement as referred in Form-9.</p> <p><i>Case-2 Land for shed belong to private person</i> Commune sensitizes colline chief and requests target association to submit the shed management plan which shall describe association activities for maintenance and management of the shed, penalty when activities fail.</p>
Sub-step 3 Explanation meeting for Land Agreement	<p><i>Case-1 Land for shed belong to commune</i> ✓ Commune administration sensitizes Colline Chief and Colline Chief holds explanation meeting on land agreement.</p> <p><i>Case-2 Land for shed belong to private person</i> ✓ Commune administration approves the shed management plan prepared by target association. If the plan is not acceptable, Commune administration sensitizes Colline Chief and Colline Chief holds meeting on modification of the plan.</p>

Sub-step 4 Exchange of Agreement	<ul style="list-style-type: none"> ✓ Commune administration and leader of association sign in the agreement or the shed maintenance plan. Colline Chief also sign as witness. Commune administration keeps the original agreement/ shed maintenance plan, and the target association keeps the copy. 								
Sub-step 5 Workshop for Explanation of Cost Sharing and Discussion on Cost Sharing	<ul style="list-style-type: none"> ✓ Commune administration sensitizes Colline Chief and Colline Chief holds explanation meeting on cost sharing. ✓ Colline Chief facilitates discussion on cost sharing of beneficiaries. Examples of cost sharing are as follows: <table border="1" data-bbox="659 521 1345 723" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Beneficiaries</th> <th style="text-align: center;">Project</th> </tr> </thead> <tbody> <tr> <td>- Labor Force</td> <td>- Cement and Sand</td> </tr> <tr> <td>- Wood necessary for shed construction</td> <td>- Zinc roofing sheets and nails</td> </tr> <tr> <td>- Water for cement making</td> <td>- Technical Supervision</td> </tr> </tbody> </table> ✓ Colline Chief reports to commune administration about result of discussion on cost sharing. ✓ Commune administration approves cost sharing decided by beneficiaries. In case of any modification, commune administration sensitizes Colline Chief and colline chief holds workshop on modification of cost sharing for beneficiaries. 	Beneficiaries	Project	- Labor Force	- Cement and Sand	- Wood necessary for shed construction	- Zinc roofing sheets and nails	- Water for cement making	- Technical Supervision
Beneficiaries	Project								
- Labor Force	- Cement and Sand								
- Wood necessary for shed construction	- Zinc roofing sheets and nails								
- Water for cement making	- Technical Supervision								
Sub-step 6 Preparation of Cost Sharing Agreement	<ul style="list-style-type: none"> ✓ Commune administration prepares cost sharing agreement based on the result of discussion above. 								
Sub-step 7 Explanation Meeting for Cost Sharing Agreement	<ul style="list-style-type: none"> ✓ Commune administration sensitizes Colline Chief and Colline Chief holds explanation meeting on cost sharing agreement. 								
Sub-step 8 Exchange of Agreement	<ul style="list-style-type: none"> ✓ Commune administration and leader of association sign in the agreement. Colline Chief also signs as witness. ✓ Commune administration keeps original agreement, and the target association keeps the copy. 								
Sub-step 9 Construction of Shed for Machine	<ul style="list-style-type: none"> ✓ Commune administration and target association construct the shed for machine based on cost sharing agreement through community work. 								

Step-7: Procurement of Handicraft Industry Machine

Keywords

Director of DPAE and Partners shall procure the handicraft industry machine with well consideration of technical specification of the machine.

Why is the work required?

To ensure transparency in procurement, Director of DPAE shall supervise procurement, especially in quality control.


Key for the success of the work

Specification of machine shall be well considered, especially in availability of spear parts nearby and possibility of daily maintenance by target association.

Required inputs

Technical Specification of Handicraft Industry Machine

How is the work carried out?

<p>Sub-step 1 Collection of Technical Specification of Handicraft Industry Machine</p>	<ul style="list-style-type: none"> ✓ Partners collect technical specification of handicraft industry machine ✓ Director of DPAE checks technical specification and decides type of handicraft industry machine based on the following criteria: <ul style="list-style-type: none"> ✧ Budget Cap ✧ Manufacturing Capacity based on Production Scale of Target Association ✧ Availability of Spear Parts nearby for Maintenance ✧ Capability of Target Association for Daily Maintenance
<p>Sub-step 2 Procurement of Handicraft Industry Machine</p>	<ul style="list-style-type: none"> ✓ Partners procure handicraft industry machine as decided above. ✓ Director of DPAE supervises procurement. <div style="text-align: center;">  <p>Carpentry Machine</p> </div>

Stage-4: Trainings on Processing

Step-8: Training on Handicraft Industry

Keywords

Effect of Cascade Training (DPAE staff→Commune Agronomist→ Zone Agronomist→ Colline agricultural monitor) shall be verified in the training to beneficiaries from Colline agricultural monitor.

Why is the work required?

Before installment of machine, knowledge on handicraft industry shall be acquired by beneficiaries.

Key for the success of the work

Consider importance of time for question and answer for promoting understanding of technique by beneficiaries.

Required inputs

1. Trainer (Colline agricultural monitor)
2. Module of training on handicraft industry (ANNEX 1)
3. Flip chart, marker pens, masking tape, notebook, pens

How is the work carried out?

Sub-step 1 Reviewing of Module	Colline agricultural monitor reviews module (ANNEX 1) on handicraft industry.
Sub-step 2 Decision of Training Style	Decide training style from following two ways of training; <ol style="list-style-type: none"> 1. Conduct training targeting all member of associations 2. Conduct training to committee member of associations and follow-up training done by first trainee to remaining members of association.
Sub-step 3 Training on Handicraft Industry	<p>✓ Example of contents of training are as follows;</p> <p>< Carperntry ></p> <ul style="list-style-type: none"> ◇ Name of Machine ◇ Function of Circular Saw ◇ Safety Control ◇ Management of Material and Workshop <p><Brick, Tile making></p> <ul style="list-style-type: none"> ◇ Identification of location of good clay ◇ Technique on excavating clay ◇ Way of preparation of clay paste ◇ Way of consevation of clay in good condition ◇ Technique on drying clay

Stage-5: Installation of Machine

Step-9: Installation of Machine and Training on Operation and Maintenance of Machine

Keywords

- ✓ Partners and beneficiaries install the machine in the shed under supervision of commune / zone agronomist
- ✓ Partners conduct training on operation and maintenance of the machine.

Why is the work required?

To start handicraft industry activities, a machine shall be installed with guidance on operation and maintenance.

Key for the success of the work

- ✓ Demonstration of operation and maintenance by partners will promote understanding of beneficiaries
- ✓ Colline agricultural monitor shall attend the training on operation and maintenance of machine to follow-up of technique for target association.
- ✓ Colline Chief and CDC members shall attend the installment of machine for supervision.

Required inputs

Handicraft Industry Machine

How is the work carried out?

Sub-step 1 Installment of Machine	<ul style="list-style-type: none"> ✓ Partners and beneficiaries install machine in the shed under supervision of commune / zone agronomist. ✓ Colline Chief and CDC members also supervise the installment of machine. ✓ Commune administration, CDC members, Colline Chief and leader of association sign in the reception certification after installment of machine.
Sub-step 2 Training on Operation and Maintenance of Machine	<ul style="list-style-type: none"> ✓ Main contents of training are as follows; <ul style="list-style-type: none"> ◇ Safe working practice ◇ Function of machine ◇ How to operate machine ◇ Skills to perform proper routine maintenance

C Monitoring and Evaluation for Implementation of PCDC

MANUAL FOR MONITORING AND EVALUATION OF IMPLEMENTATION OF PCDC IN AGRICULTURE, LIVESTOCK AND LIVELIHOOD IMPROVEMENT SECTOR

Manual for Monitoring and Evaluation of Implementation of PCDC in Agriculture, Livestock and Livelihood Improvement Sector

1.4 Introduction

PCDC is a valid tool for community development but it is not implemented in the most effective way. On the other hand, agriculture is the main source of livelihood for people of communities and MINAGRIE has staffs up to colline level, hence support focusing on the agricultural sector is effective. Combining those views, practical tools are necessary to support MINAGRIE, DPAE and commune officials to facilitate implementation of PCDC. Action Plan for Promoting PCDC Projects and the Manual aim to facilitate implementation of PCDC.

This manual guides a monitoring and evaluation of implementation of PCDC projects in Agriculture, Livestock and Livelihood Improvement Sector.

1.5 Outline of the Steps for Monitoring and Evaluation of PCDC Projects

The process of monitoring and evaluation of implementation of Action Plan is as follows:

8. Establish Monitoring Committee
9. Sharing Progress of Projects
10. Monitoring of the Projects

Details of each process are described in the following section.

1.6 Establishment of Monitoring Committee

1.6.1 For Projects Conducted Inter-Collines

The Committee is composed of the commune administrator (chairman), commune agronomist (vice chairman), secretary, accountant, advisor (beneficiary farmer), and CCDC member

1.6.2 For Projects Conducted in Each Colline

The Committee is composed of the colline chief (chairman), Colline agricultural monitor (vice chairman), secretary, accountant, advisor (beneficiary farmer), and CDC member.

First of all, it is important to decide and share the monitoring indicators among the members of the monitoring committee. It is also necessary to hold periodical gathering for sharing and discussion of the results of the monitoring.

1.7 Sharing Progress of Projects

The Monitoring Committee of PCDC prepares the annual communal activity plan at the beginning of the fiscal year. The Commune Agronomist and the Commune Veterinary participate in that preparation of the annual communal activity plan and request to

stakeholders to reflect the strategy and policy discussed in the project coordination stage.

The commune Agronomist and the Commune Veterinary participate in the mid-term monitoring and evaluation committee gathering. They share their monitoring and evaluation sheets stipulated in the "1.5 Monitoring of the Project" with stakeholders and request that their results of the monitoring and evaluation be reflected in the agricultural sector of PCDC monitoring and evaluation.

1.8 Monitoring of the Project

In principle, associations composed by beneficiaries of the projects are responsible for submitting the monitoring sheet as shown below to Colline agricultural monitor / Colline Veterinary.

Target Association fill (Implementation Plan and Result of the Monitoring)	Project Area				
	Project Name				
	YY/MM/DD				
	Members of the Association	Name	Sex	Age	Position
				President
				Vice President
				Secretary
				Treasurer
	Contents of the Activities	Contents of the Activities	Date	Number of the Participants	Remarks
		1.			
		2.			
		3.			
	Balance Sheet	Item	Income (A)	Expenditure (B)	Total (C) = (A) - (B)
		Income from Group Activities			
		Expenditure from Group Activities			
Repayment (if any)					
Total					
Problem					
Countermeasure to the Problem					
Colline agricultural monitor / Veterinary	Monitoring Indicator; (1)..... (2)..... (3)				

	Comment on Activities conducted by Target Association	
	Recommendation to the Project (proposed improvement of the project, etc)	
	Date of Filling	
Commune Agronomist / Veterinary	Comment on Activities	
	Recommendation to the Project (proposed improvement of the project, etc)	
	Date of Filling	
Commune Administrator	1. No Problem 2. Problem	Comment
	Date of Filling	

II. TRAINING MATERIALS

1. List of Training Materials


Project	Title of Training Material	Step of Cascade Level	Number of Training Material		
			Module	Presentation	Technical Card
1 Environment Protection	No.1 Creation, Management, Accounting and Annual Plan of an Association	First	A. PP1(1)-1	A. PP1(1)-2	-
		Second	B. PP1(1)-1	B. PP1(1)-2	-
		Third	B. PP1(1)-1	-	-
	No.5 Environmental Protection	First	A. PP2(1)-1	A. PP2(1)-2	A. PP2(1)-3
		Second	B. PP2(1)-1	B. PP2(1)-2	B. PP2(1)-3
		Third	B. PP2(1)-1	-	B. PP2(1)-3
2 Soil Fertility Improvement	No.1 Creation, Management, Accounting and Annual Plan of an Association	First	A. PP1(1)-1	A. PP1(1)-2	A. PP1(1)-3
		Second	B. PP1(1)-1	B. PP1(1)-2	B. PP1(1)-3
		Third	B. PP1(1)-1	-	B. PP1(1)-3
	No.6 Soil Fertility Improvement	First	A. PP3(1)-1	-	-
		Second	B. PP3(1)-1	-	-
		Third	B. PP3(1)-1	-	-
3 Marsh Development	No.1 Creation, Management, Accounting and Annual Plan of an Association	First	A. PP1(1)-1	A. PP1(1)-2	-
		Second	B. PP1(1)-1	B. PP1(1)-2	-
		Third	B. PP1(1)-1	-	-
	No.2 Constitution and Management of Cooperative	First	A. PP1(2)-1	A. PP1(2)-2	-
		Second	B. PP1(2)-1	B. PP1(2)-2	-
		Third	B. PP1(2)-1	-	-
	No.3 Organization, Management and Maintenance of Irrigation Facilities	First	A. PP1(3)-1	A. PP1(3)-2	A. PP1(3)-3
		Second	B. PP1(3)-1	B. PP1(3)-2	B. PP1(3)-3
		Third	B. PP1(3)-1	-	B. PP1(3)-3
	No.4 Cropping Techniques of Rice and Vegetables	First	A. PP1(4)-1	A. PP1(4)-2	A. PP1(4)-3
		Second	B. PP1(4)-1	B. PP1(4)-2	B. PP1(4)-3
		Third	B. PP1(4)-1	-	B. PP1(4)-3
4 Seed Solidarity Chain	No.1 Creation, Management, Accounting and Annual Plan of an Association	First	A. PP1(1)-1	A. PP1(1)-2	-
		Second	B. PP1(1)-1	B. PP1(1)-2	-
		Third	B. PP1(1)-1	-	-
	No.7 Multiplication of Selected Seed in General	First	A. PP4(1)-1	-	-
		Second	-	-	-
		Third	-	-	-
	No.7 Multiplication of Selected Seed for Target Crops	First	A. PP4(2)-1	A. PP4(2)-2	A. PP4(2)-3
		Second	B. PP4(2)-1	B. PP4(2)-2	B. PP4(2)-3
		Third	B. PP4(2)-1	-	B. PP4(2)-3
5 Livestock Promotion	No.1 Creation, Management, Accounting and Annual Plan of an Association	First	A. PP1(1)-1	A. PP1(1)-2	-
		Second	B. PP1(1)-1	B. PP1(1)-2	-
		Third	B. PP1(1)-1	-	-
	No.8 Livestock Promotion	First	A. PP5(1)-1	A. PP5(1)-2	-
		Second	B. PP5(1)-1	B. PP5(1)-2	-
		Third	B. PP5(1)-1	-	-
9 Agricultural Products Processing	No.1 Creation, Management, Accounting and Annual Plan of an Association	First	A. PP1(1)-1	A. PP1(1)-2	-
		Second	B. PP1(1)-1	B. PP1(1)-2	-
		Third	B. PP1(1)-1	-	-
	No.9 Food Processing	First	A. PP6(1)-1	A. PP6(1)-2	A. PP6(1)-3
		Second	B. PP6(1)-1	B. PP6(1)-2	B. PP6(1)-3
		Third	B. PP6(1)-1	-	B. PP6(1)-3
10 Marketing Promotion	No.1 Creation, Management, Accounting and Annual Plan of an Association	First	A. PP1(1)-1	A. PP1(1)-2	-
		Second	B. PP1(1)-1	B. PP1(1)-2	-
		Third	B. PP1(1)-1	-	-
	No.10 Marketing Promotion	First	A. PP7(1)-1	A. PP7(1)-2	A. PP7(1)-3
		Second	B. PP7(1)-1	B. PP7(1)-2	B. PP7(1)-3
		Third	B. PP7(1)-1	-	B. PP7(1)-3
11 Handicraft Industry Promotion	No.1 Creation, Management, Accounting and Annual Plan of an Association	First	A. PP1(1)-1	A. PP1(1)-2	-
		Second	B. PP1(1)-1	B. PP1(1)-2	-
		Third	B. PP1(1)-1	-	-
	No.11 Handy Craft Promotion	First	A. PP8(1)-1	-	-
		Second	B. PP8(1)-1	-	-
		Third	B. PP8(1)-1	-	-

III. MINUTES OF MEETING

Record of Discussion

**RECORD OF DISCUSSIONS
ON
THE PROJECT FOR COMMUNITY DEVELOPMENT FOR
IMPROVEMENT OF LIVELIHOOD IN THE CONFLICT-AFFECTED
AREAS IN GITEGA PROVINCE
IN
THE REPUBLIC OF BURUNDI
AGREED UPON BETWEEN
MINISTRY OF AGRICULTURE AND LIVESTOCK
AND
JAPAN INTERNATIONAL COOPERATION AGENCY**

Bujumbura, 24th October, 2011


Ms. Eri KOMUKAI
Leader
Detailed Planning Survey Team
Japan International Cooperation
Agency, JICA
Japan


Ms. Odette KAYITESI
Minister
Ministry of Agriculture and Livestock
Republic of Burundi

In response to the official request of the Government of the Republic of Burundi (hereinafter referred to as "GOB") to the Government of Japan, the Japan International Cooperation Agency (hereinafter referred to as "JICA") held a series of discussions with Ministry of Agriculture and Livestock of GOB (hereinafter referred to as "MINAGRIE"), Provincial Directorate of Agriculture and Live Stock in Gitega Province (hereinafter referred to as "DPAE") , and relevant organizations to develop a detailed plan of the Project for Community Development of Livelihood in the Conflict-Affected Areas in Gitega Province (hereinafter referred to as "the Project").

Both parties agreed the details of the Project and main points discussed as described in the Appendix 1 and to request their respective governments to proceed with the necessary procedures for implementation of the Project.

Both parties also agreed that MINAGRIE, 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 Burundi.

The Project will be implemented within the framework of the Note Verbales to be exchanged between the Government of Japan (hereinafter referred to as "GOJ") and GOB.

The effectiveness of the record of discussions is subject to the exchange of the Note Verbales and the approval of JICA.

Done in duplicate in French and English languages, both equally authentic. In case of any divergence of interpretation, the English text shall prevail.

Appendix 1: Project Description

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Appendix 1

PROJECT DESCRIPTION

I. BACKGROUND

The Republic of Burundi has experienced serious violent conflicts over thirty years. Since the Arusha Peace Agreement in 2000, GOB has engaged in recovery of the country with the support from development donor organizations. The successful completion of the Presidential, communal, and collinal elections in 2010 marked a milestone for the country to enter into development stage from recovery, and it is expected that the government and the donor community will accelerate development of the country.

While the development process has moved forward, one of the biggest challenges the government faced was poverty reduction in rural areas. At a colline level, most of residents left their original houses and villages in order to escape from the conflicts, and this dynamic population movement resulted in devastation of land management in terms of farming and breeding, which were the main income generation activities in the rural areas.

Promotion of cooperative works among people would be a key factor to improve these situations. People in each colline tend to work individually for cultivation of their own land, though some small rehabilitation works have been done. However, in order to overcome a problem of limited size of land in the community, further cooperative activities at colline level for sustainable peace and development need to be encouraged. To extract a model and revise development guidelines/manuals for promotion of the cooperative activities at commune level, in collaboration with key technical and administrative officers, would contribute to promoting implementation of existing communal development plan for improving the living standard in rural areas.

The Gitega Province is the second largest province, and its population is about 700,000. It is constituted from eleven (11) communes and located in the central part of Burundi, hence it designated as an important province for development. On the other hand, the Gitega Province produced the largest number of Internal Displaced Persons (IDP) in Burundi. Moreover, socially vulnerable people, such as IDP, ex-combatants, returnees from other commune and countries, widows, and orphans still live in each colline. It is required that those people participate in the development process for consolidation of peace in the rural areas.

In this regard, the GOB requested the GOJ to conduct the Project for Community Development of Livelihood in the Conflict-Affected Areas in Gitega Province with MINAGRIE as a counterpart agency. JICA dispatched the Detailed Planning Survey Team (the Team) for the purpose of discussing the framework of the requested technical cooperation project with MINAGRIE and relevant organizations.

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II. OUTLINE OF THE PROJECT

1. Title of the Project

Project for Community Development for Improvement of Livelihood in the Conflict-Affected Areas in Gitega Province

2. Expected Goals which will be attained after the Project Completion

(1) Goal of the Proposed Plan

To formulate Action Plans and Capacity Development Plans for officers and community leaders for promoting income generation in selected communes in Gitega Province in accordance with existing Communal Community Development Plan (hereinafter referred to as "PCDC"= Plan Communal de Developpement Communautaire).

(2) Goal which will be attained by utilizing the Proposed Plan

- 1) To contribute to income generation of people in the Project area.**
- 2) To promote implementation of PCDC in the agricultural sector in the Project area.**

3. Outputs

- 3-1. Relevant data and information including existing PCDC are reviewed and analyzed.**
- 3-2. Pilot projects are formulated and implemented.**
- 3-3. The Capacity Development Plans for officers and community leaders are developed based on a needs survey.**
- 3-4. Action Plans and manuals to implement PCDC in selected communes are developed.**
- 3-5. Recommendations for the PCDC at commune-level communes in Gitega Province are developed.**

4. Activities

- 4-1. To collect and analyze relevant data and information from all collines in the Project area;**
- 4-2. To review the existing PCDC(s) and project(s) initiated by other actors relevant to the Project;**
- 4-3. To conduct field surveys and formulate community profiles in the Project area;**
- 4-4. To identify major constraints, development needs and development potential in the Project area;**
- 4-5. To formulate draft Action Plans and Capacity Development Plans for promoting income generation;**
- 4-6. To select priority projects and pilot project sites;**
- 4-7. To formulate and implement the pilot projects;**
- 4-8. To hold workshops to extract capacity development needs in 11 communes in Gitega Province;**
- 4-9. To monitor and evaluate the process and impact of pilot projects;**
- 4-10. To finalize the Action Plans, manuals and Capacity Development Plans by reviewing the results and lessons learned from the pilot projects;**
- 4-11. To make recommendations for the PCDC in Gitega Province.**

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5. Input

(1) Input by JICA

- (a) Experts
- (b) Implementation of pilot projects
- (c) Training(s) in Japan or in other countries
Area: Rural Development, Community Development, etc.

Input other than indicated above will be determined through mutual consultations between JICA and MINAGRIE during the implementation of the Project, as necessary.

(2) Input by MINAGRIE

MINAGRIE will take necessary measures to provide at its own expense:

- (a) Services of MINAGRIE's counterpart personnel and administrative personnel as referred to in II-6;
- (b) Suitable office space with necessary equipment;
- (c) 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;
- (d) Information in obtaining medical service;
- (e) Available data and information related to the Project;
- (f) Running expenses necessary for the implementation of the Project; and
- (g) Coordination with related organizations.

6. Implementation Structure

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

(1) MINAGRIE

MINAGRIE will appoint a person who will be responsible for overall administration and implementation of the Project before the Project starts.

(2) DPAE in Gitega Province

Director of DPAE in Gitega Province

(3) JICA Experts

The JICA experts will give necessary technical guidance, advice and recommendations to MINAGRIE and DPAE in Gitega Province on any matters pertaining to the implementation of the Project.

(4) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") will be established by MINAGRIE and JICA in order to facilitate inter-organizational coordination. JCC will be held whenever deems it necessary. A list of proposed members of JCC is shown in the Annex II.

(5) Technical Working Group

Technical Working Group (hereinafter referred to as "TWG") will be formed

and its meetings will be held in Gitega Province preferably prior to the JCC on practical issues for the smooth implementation of the Project. A list of proposed members of TWG is shown in the Annex II.

7. Project Site(s) and Beneficiaries

The Project areas for the Action Plan cover Itaba, Makebukko, and Bukirasazi commune and related swamps. Pilot projects will be implemented in the three communes mentioned above, and the road rehabilitation pilot project will be implemented for the provincial road between Bukirasazi and Buraza commune.

On the other hand, training opportunities in Japan or in other countries and workshops will be designed for all communes in Gitega Province. Also, Capacity Development Plans, Manuals and recommendations to existing PCDC are expected to be utilized in all communes in Gitega province.

8. Duration : 2 years

Fiscal Year	2012				2013				2014
	3	6	9	12	3	6	9	12	3
Inception Report	▲								
Field Survey	—————								
Trainings		▲				▲			
Interim Report				▲					
JCC		▲		▲		▲			
(Draft) Final Report									(▲)▲
Pilot Project	—————								

9. Reports

JICA will prepare and submit the following reports to MINAGRIE in English and French.

- (1) 10 copies each of Inception Report at the commencement of the first work period in the Republic of Burundi
- (2) 10 copies each of Interim Report at the time about 10 months after the commencement of the first work period in the Republic of Burundi
- (3) 10 copies of Draft Final Report at the end of the last work period in the Republic of Burundi
- (4) 10 copies of Final Report within one (1) month after the receipt of the comments on the Draft Final Report

10. Environmental and Social Considerations

MINAGRIE 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.

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III. UNDERTAKINGS OF MINAGRIE

1. MINAGRIE will take necessary measures to:

- (1) ensure that the technologies and knowledge acquired by the Republic of Burundi nationals as a result of Japanese technical cooperation contributes to the economic and social development of the Republic of Burundi, and that the knowledge and experience acquired by the personnel of the Republic of Burundi 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 members of the JICA missions referred to in II-5 (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 Burundi.

2. MINAGRIE and GOB will take necessary measures to:

- (1) provide security-related information as well as measures to ensure the safety of members of the JICA missions;
- (2) permit members of the JICA missions to enter, leave and sojourn in the Republic of Burundi for the duration of their assignments therein and exempt them from foreign registration requirements and consular fees;
- (3) exempt members of the JICA missions from taxes and any other charges on the equipment, machinery and other material necessary for the implementation of the Project;
- (4) exempt members of the JICA missions from income tax and charges of any kind imposed on or in connection with any emoluments or allowances paid to them and/or remitted to them from abroad for their services in connection with the implementation of the Project; and
- (5) meet taxes and any other charges on the equipment, machinery and other material, referred to in II-5 above, necessary for the implementation of the Project.

3. GOB will bear claims, if any arises, against members of the JICA missions resulting from, occurring in the course of, or otherwise connected with, the discharge of their duties in the implementation of the Project, except when such claims arise from gross negligence or willful misconduct on the part of members of the JICA missions.

IV. EVALUATION

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

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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, MINAGRIE will take appropriate measures to make the Project widely known to the people of the Republic of Burundi.

VI. MUTUAL CONSULTATION

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

VII. AMENDMENTS

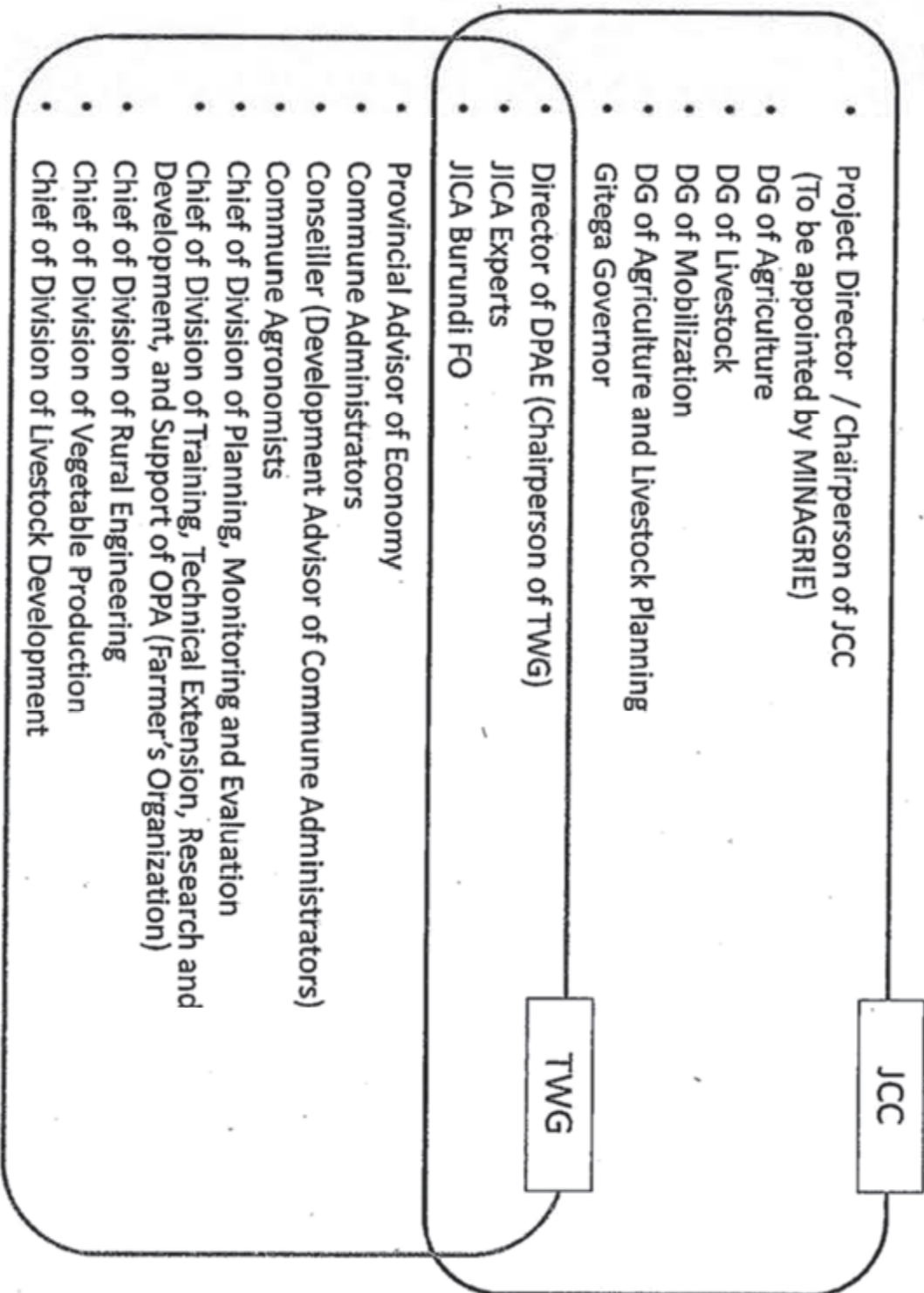
The record of discussions may be amended by the minutes of meetings between JICA and MINAGRIE.

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 I Proposed Project Organization Chart
- Annex II A List of Proposed Members of Joint Coordinating Committee and Technical Working Group

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Annex I: Proposed Project Organization Chart



Annex II

A List of Proposed Members of
Joint Coordinating Committee and Technical Working Group

Members of Joint Coordinating Committee (JCC)

Chairperson

- To be appointed by MINAGRIE

Members

- DG of Agriculture
- DG of Livestock
- DG of Mobilization
- DG of Agriculture and Livestock Planning
- Gitega Governor
- Director of DPAA (Chairperson of TWG)
- JICA Experts
- JICA Burundi FO

Members of Technical working Group (TWG)

Chairperson

- Director of DPAA

Members

- Provincial Advisor of Economy
- Commune Administrators
- Conseiller (Development Advisor of Commune Administrators)
- Commune Agronomists
- Chief of Division of Planning, Monitoring and Evaluation
- Chief of Division of Training, Technical Extension, Research and Development, and Support of OPA (Farmer's Organization)
- Chief of Division of Rural Engineering
- Chief of Division of Vegetable Production
- Chief of Division of Livestock Development
- JICA Experts
- JICA Burundi FO

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Minutes of Meetings

**MINUTES OF MEETINGS
ON
RECORD OF DISCUSSIONS**

FOR

**THE PROJECT FOR COMMUNITY DEVELOPMENT FOR IMPROVEMENT OF
LIVELIHOOD IN THE CONFLICT-AFFECTED AREAS
IN GITEGA PROVINCE**

IN THE REPUBLIC OF BURUNDI

**AGREED UPON
BETWEEN
MINISTRY OF AGRICULTURE AND LIVESTOCK
THE REPUBLIC OF BURUNDI
AND
THE JAPANESE DETAILED PLANNING SURVEY TEAM**

Bujumbura, 24 October, 2011.



Ms. Eri Komukaru
Leader
Detailed Planning Survey Team
Japan International Cooperation
Agency
Japan



Ms. Odette KAYITESI
Ministère
Ministry of Agriculture and Livestock
Republic of Burundi

1. Introduction

In response to the request from the Government of the Republic of Burundi, Japan International Cooperation Agency (hereinafter referred to as "JICA") dispatched the Detailed Planning Survey Team (hereinafter referred to as "the Team") headed by Ms. Eri Komukai from 9th to 25th October 2011, for the purpose of discussing the framework of the requested technical cooperation project entitled "the Project for Community Development for Improvement of Livelihood in the Conflict-Affected Areas in Gitega Province" (hereinafter referred to as "the Project").

During its stay in Burundi, the Team had series of discussions with authorities concerned. Both sides worked out details of the Project and agreed on the Record of Discussions (R/D).

This document summarizes major items discussed and remarks expressed by both sides, and is meant to supplement the Record of Discussions.

Done in duplicate in French and English languages, both equally authentic. In case of any divergence of interpretation, the English text shall prevail.

2. Title of the Project

Both parties agreed that the Project is titled as "The Project for Community Development for Improvement of Livelihood in the Conflict-Affected Areas in Gitega Province".

3. Implementation Arrangements for the Project

Counterpart agencies to the Project Team will be the Ministry of Agriculture and Livestock (hereinafter referred to as MINAGRIE) and Provincial Directorate of Agriculture and Live Stock in Gitega Province (hereinafter referred to as DPAE). MINAGRIE will appoint the counterpart personnels for necessary support and arrangement requested by the Project Team.

4. Action Plan for promoting PCDC

- a. Both parties confirmed that the importance of implementing existing Communal Community Development Plans (hereinafter referred to as PCDCs) for promoting income generation of people living in conflict-affected areas in Gitega Province. In this regards, the main outputs of the Project will be as follows:
 - Action Plan(s) and manuals for implementation of PCDCs
 - Capacity Building Program(s) for agricultural officers and relevant officers
 - Recommendations to the existing PCDCs.

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b. Target Commune(s)

Both parties confirmed that Makebuko, Itaba, and Bukirasazi Commune as target communes for action plans for implementing PCDC under the Project. Also, provincial road 212 between Bukirasazi commune and Buraza commune will be improved.

5. Pilot Project (s)

a. Pilot project(s) will be selected from the prioritized project(s) in the PCDC(s), and will be implemented for the purpose of examining the appropriateness of the approaches for promoting community activities.

The lessons learned from the implementation of pilot project(s) will be compiled and reflected into the final report of the Project.

b. Arrangement for implementing pilot project(s)

Both parties agreed that some arrangements, including the followings, will be necessary for the implementation of pilot project(s). Burundian side agreed to make necessary arrangements, which will be confirmed by both parties in detail in the course of the Project.

- (i) To approve the implementation of pilot project(s), or to obtain approval for implementing pilot projects from concerned parties,
- (ii) To secure the land for pilot project(s),
- (iii) To secure the safety of the working environment,
- (iv) To exempt taxes related to pilot project(s), including VAT, and
- (v) To maintain the facilities constructed in pilot project(s).

6. Cooperation with the provincial government and communal government

The Team explained that, in the course of the Project, the Gitega's provincial government and communal governments should be closely involved in, for smooth implementation of the Project.

7. Other issues

- (1) Burundian side requested the Team to specify the necessary equipment which was agreed on the R/D, that is; furniture and telephone line.
- (2) Burundian side requested the Team to specify the running expenses necessary for the implementation of the Project, which was agreed on the R/D, that is; salary for counterpart personnels, water, electricity and local communication cost.
- (3) Burundian side requested the Team to supply budget for the activities of Burundian counterpart personnel related to the Project. The Team replied that JICA will consider this matter in accordance with JICA's Regulations.
- (4) MINAGRIE will ensure utilization and maintenance of equipment after the

Project.

- (5) Burundian side proposed the Team to leave equipment provided by JICA with MINAGRI, after the completion of the Project.

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