

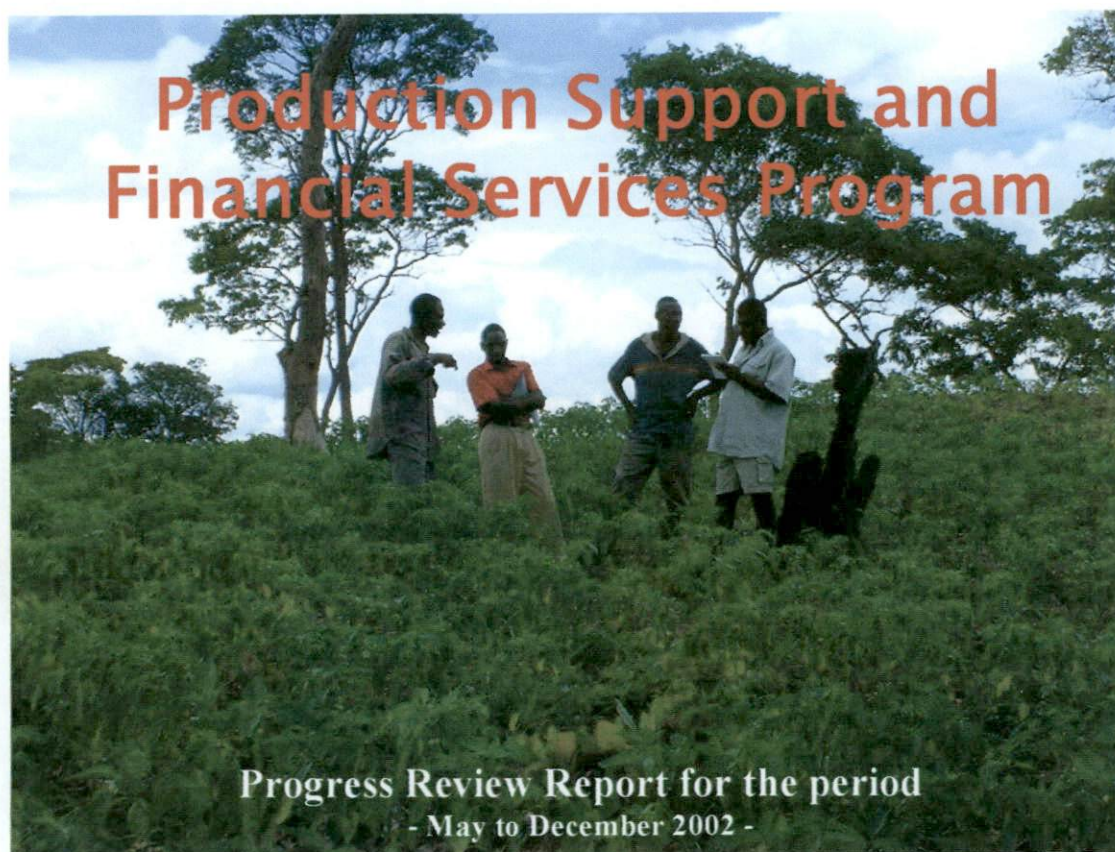
NORAD SUPPORT TO FARMER ASSOCIATIONS PROJECT (SFAP)



- Agri-Business Forum Joint Project

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By:

SFAP
Project Implementation Unit

March 2003

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1.0 Introduction

This progress review report covers the period May – December 2002 being the first report of the Production Support and Financial Services Program (PSAFS) under the OAU/Semi-Arid Food Grain Research and Development Agency (SAFGRAD). The ZNFU/ABF-SFAP signed an MOU with SAFGRAD for the implementation of the approved PSAFS. The overall responsibility of the coordinating unit is to follow up and monitor the implementation of the PSAFS activities in Zambia. The total amount received during the period under review was US\$32,000.00 representing 80 % of the total approved budget of US\$40,000.00.

During the period under the review, the major activities included: Designing and signing of contracts for the beneficiaries, disbursement of funds to the beneficiary organizations and follow up on implementation.

2.0 Progress review

A discussion of the activities carried out during the period under-review is provided under this section.

2.1 Administration/Project mobilization

The ZNFU/ABF-SFAP which is also a beneficiary prepared the contracts for the other four (4) beneficiaries and had the contracts signed. The contracts provided modalities of how the funds would be utilized, management of the activities and submission of the performance reports. A sample of the contract is attached as Annex II. The ZNFU/ABF has not charged Administration for its administrative role. SFAP will however recover actual costs. For example, mailing expenses and telephone. The financial accountability statement is attached and appears as Annex I.

2.2 Beneficiaries

The beneficiary organizations are Zambia Agribusiness Technical Assistance Centre (ZATAC), Zambian Agricultural Commodity Agency (ZACA), Conservation Farming Unit (CFU), Cooperative League of the United States of America (CLUSA) and ZNFU/ABF-SFAP.

The Table I tabulates approved activities.

Table I: Summary of Activities by Beneficiaries

Organization	Planned Activities
1. Zambia Agribusiness Technical Assistance Centre (ZATAC)	<ul style="list-style-type: none"> - Training in developing work plan of its members - Visual aids, calendars for baby corn, fine beans, mange tout, sugar snap, tomatoes, paprika and coffee - Visual aids, Videos/TV for baby corn, fine beans, mange tout, sugar snap, tomatoes, paprika and coffee <p>* Targeted 33 extension officers and 500 farmers</p>
2 .Zambian Agricultural Commodity Agency (ZACA)	Training of 140 participants in Grain Grading and handling
3. Conservation Farming Unit (CFU)	Production of 8000 copies of conservation farming brochures of 4 pages each
4. ZNFU/ABF-SFAP	Production of Production guide for 33 extension staff
5. Cooperative League of the United States of America (CLUSA).	Production of 754 Lead Contact farmer training manuals.

2.3 Disbursement and Utilization of Funds

The total budget approved for the program was US\$40,000 and 80 percent of the amount was received during the period under review. The Tables IIa and IIb below indicate the disbursement schedule and utilization of funds by beneficiary.

Table IIa: Disbursement of Funds

Beneficiary	Amount (US\$)	Balance
Zambia Agribusiness Technical Assistance Centre	6400	1600
Zambian Agricultural Commodities Agency	6400	1600
Conservation Farming Unit	6400	1600
Zambia National farmers Union/Agribusiness Forum-SFAP	6400	1600
Cooperative League of the United States of America	6400	1600
Total	32,000	8,000

Table IIb: Utilization of Funds

2.3.1. Zambia Agribusiness Technical Assistance Centre (ZATAC)

Zambia Agribusiness Technical Assistance Centre hired a consultant to train farmers, provide training of trainers course and develop manuals. The training period was for 60 days in Katuba. The total cost for the consultant was US\$6,000, which only covered the training in Katuba. Assessments were done for Buteko, Lusaka South, Nyemba, Lilayi, Kumboshi and Leobex cooperatives. Planning for training in these cooperatives has been finalized.

Actual Training Provided

Type of Training	Actual Participants		Total	Cost (ZMK)
	Female	Male		
1. Cooperative Values, Principles and Practice	17	34	51	1,170,240
2. Cooperative Leadership, management and marketing	2	18	20	358,800
3. Cooperative Organization Structure	2	15	17	320,620
4. Models Cooperative Building and PEARLS monitoring System	3	7	10	133,400
5. Business Financial Management	26	48	74	1,429,600
6. Institutional Development Framework for Model Cooperative Building	1	7	8	96,600
Sub Total	51	129	180	3,509,260
US\$ @ K4,500				779.84
Cost of Consultant				6,000.00
Total				6,779.84

2.3.2. Zambian Agricultural Commodities Agency (ZACA)

The support to ZACA assisted in implementing a training and capacity building program for smallholder farmers targeted to be the first participants in its Warehouse Receipt program. A deliberate decision was taken by ZACA to work with farmer groups already formed in the various areas by organizations pursuing other interests. Therefore, the program did not contain a group formation component.

The planned activities included training in the management of grain quality and grading for at least 140 small farmers in seven districts and conducting awareness programs in the same selected districts intended to encourage smallholders to use the warehouse receipt system and articulate the advantages of the system. These activities were carried out concurrently with follow up meetings with leaders of the farmer groups that attended. The

table below indicates what was done and utilization of funds. The balance of funds will be needed to reach other areas.

Results achieved to Date

District	No. Of Participants				Cost	
	Targeted	Actual	Women	Men	Budgeted (US\$)	Actual (US\$)
Kalomo	20	84	45	39	1,007.00	1,194.19
Choma	-	85	20	65	-	1,321.48
Monze	20	57	13	44	947.00	1,118.18
Mazabuka	-	56	23	33	-	1,098.57
Petauke	20	-	-	-	1,007.00	-
Chipata	20	39	17	22	1,084.00	425.18
Kabwe	20	59	21	38	972.00	1,121.23
Lundazi	20	-	-	-	1,097.00	-
Kapiri/Mkushi West	20	71	21	50	947.00	1,654.00
TOTAL	140	451	160	291	7061.00	7,932.83
Amount Received						6,355.00

2.3.3. Conservation Farming Unit

The Conservation Farming Unit has over the past 4 years distributed 11,000 English, 18,000 Tonga and 4,000 Nyanja handbooks on improved conservation farming technologies to staff and farmers. The handbooks help to disseminate the improved technology and are therefore important in the adoption process.

The funds obtained contributed to producing new leaflets in English, Tonga and Nyanja. The leaflets are being distribute to farmers and trainers in support of the Conservation Farming-Food Security Pack Programme supported by FAO to ensure that farmers who have completed Conservation Farming land preparation understand how to basal dress, lime, inoculate legume seed, sow different crops and top dress. The Tonga Handbook was reprinted due to heavy demand from farmers.

Materials Produced

Language	No. of Leaflets	No. of Manuals	Cost (US\$)
English	4,000	-	800
Tonga	70,000	-	2,400
Nyanja	30,000	-	2,200
Tonga	-	10,000	1,000
TOTAL			6,400

2.3.4. Zambia National Farmers Union/Agribusiness Forum-SFAP

The objective of the program is to produce technical messages through a production guide for 33 field extension agents. This is in line with the overall project objective, which is to build capacity among agricultural extension agents in order to ensure improved productivity among about 500 smallholder farmers engaged in production of fresh vegetables through contract farming.

The cooperatives are producing quality produce being sold on International markets mostly UK.

Materials Produced

Activity	No. of Copies	Cost (US\$)
Zambian Export Producers Handbook-	75	8,000

2.3.5. Cooperative League of the United States of America

CLUSA principally provides both technical and business information to farmers through regular training sessions and provision of hands on training materials. The training covers aspects of group formation, democratic governance, depot management, agronomy and production management and marketing. The technical messages disseminated during training is based on a package of negotiable and non-negotiable practices recommended for farmers as conservation farming and delivered to them as training materials based on a Training Manual. This is an effective tool for field staff, facilitators and farmers leaders.

3.0 Activities of the coming quarter

The activities in the coming quarter will include finalization of the approved activities. There is therefore urgent need for SAFGRAD to release the balance of funds of US\$8,000.00. In addition, some beneficiary institutions have already advanced the programme from other sources of money. These need to reimburse such sources of money.

4.0 Conclusions

Following the signing of an MOU in 2002, SFAP prepared and signed Agreements with beneficiary institutions. The main activity during the review period has been monitoring implementation of the approved activities. The main M& E activity has been asking the beneficiary institutions to submit review reports.

Implementation was proceeded at various paces. Some beneficiaries were continuing with implementation by the close of the period under review. This somewhat delayed the production of this report.

Annex I.
Financial Accountability Statement

**PRODUCTION SUPPORT AND FINANCIAL SERVICES
SAFGRAD OF OAU/STRC**

**EXPENDITURE STATEMENT
AS AT MARCH 2003**

INCOME	NOTES	BUDGETED	ACTUAL	VARIANCE
		US\$	US\$	US\$
Contribution from OAU	1	40,000	32,000	- 8,000
Total US\$		40,000	32,000	- 8,000
Less: ADVANCES				
ZACA	2	8,000	6,400	1,600
CFU		8,000	6,400	1,600
ZATAC	3	8,000	5,497	2,503
CLUSA		8,000	6,400	1,600
AGRIFLORA		8,000	6,400	1,600
		40,000	31,097	8,903
Balance as at March 2003	4		903	

NOTES

1. Only 80% of the funds were received for the programme which amounted to US\$ 32,000
A further US\$ 8,000 is yet to be received to complete the funding.
2. Funds were disbursed to the approved organisations at US\$6,400 each. However, ZACA spent US\$ 1,532 more than the 80% allocation. The balance of payment will go to offset the over expenditure.
3. ZATAC spent a total of US\$5,497 from the 80% allocation. The 20% balance of payment will be used to clear the outstanding commitments in consultancy fees.
4. Balance of funds US\$903 is the surplus at ZATAC after payment of the consultant for 54 days at US\$100 per day.

Annex II.
Sample of the Contract

DATED the 24th day of June 2002

**SUPPORT TO FARMER ASSOCIATIONS
PROJECT**

AND

**ZAMBIAN AGRICULTURAL COMMODITY AGENCY
LTD (ZACA)**

AGREEMENT

**SUPPORT TO FARMER ASSOCIATIONS PROJECT
120 KUDU ROAD, KABULONGA
P.O. BOX 30395
LUSAKA**

THIS AGREEMENT is made the 24th Day of June Two Thousand and Two **BETWEEN the SUPPORT TO FARMER ASSOCIATIONS PROJECT** a unit established by Zambia National Farmers' Union for purposes set out herein (hereinafter referred to as "ZNFU/ABF-SFAP") of the first part and **ZAMBIAN AGRICULTURAL COMMODITY AGENCY LTD (ZACA)** a beneficiary organization involved in USAID SO1 (hereinafter called "the **Beneficiary**") of the other part.

WHEREAS

This Agreement is being prepared within the framework of the Memorandum of Understanding between SAFGRAD OF OAU/STRC (which promotes the efficient delivery of production support and financial services (PSAFS) to farmers and other end – user) and

The ZNFU/ABF-SFAP Project which seeks to raise the capacity of farmer producer organizations, NGOs, private sector and farmers engaged in the production of crops for market;

The obligations of the ZNFU/ABF-SFAP have been specified in articles I-V of the said Agreement and are stated as its roles.

1.0 ROLES OF ZNFU/ABF-SFAP AND BENEFICIARY

1.1 ZNFU/ABF-SFAP will

- Disburse funds to beneficiary for the implementation of the approved PSAFAS activity in Zambia.
- Prepare end of PSAFS program technical and financial reports that include performance report of the PSAFS activity in Zambia.
- Facilitate regional linkages and exchange of information.

1.2 ZNFU/ABF-SFAP agrees to

- Channel funds to the beneficiary (also field activity implementers) specified in the Scope of Work for the PSAFS Activity in Zambia and oversee their appropriate use/management for the approved activity.
- Monitor the implementation of the PSAFS activity by beneficiary.
- Consolidate the technical performance reports from the beneficiary into one country report on the PSAFS activity in Zambia to be submitted to OAU/STRC – SAFGRAD with copy to USAID/ Zambia.

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- Submit financial report to the use of disbursed funds to OAU/STRC-SAFGRAD.

2.0 NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

1. COMMENCEMENT

That this agreement shall commence on 24 June 2002 and shall terminate after the current financial year which ends 30th SEPT 2002 or by not less than 30 days prior written notice by either party to the other whichever is earlier

2. DUTIES AND OBLIGATIONS OF THE BENEFICIARY

The duties and obligations of the **BENEFICIARY** are those contained in the written MOU approved by SAFGRAD related to the eligible activity based on the guidelines and parameters which are set out in the Memorandum of Understanding of OAU/SAFGRAD. In consideration of the sum of US\$ Eight Thousand United States Dollars (US\$ 8000=) availed to the Beneficiary as support for implementation of the programme. The beneficiary hereby agrees as follow;

- (a) The Beneficiary shall be expected to adhere and comply strictly with the approved activities in its entirety which shall included the scope, time table and budget as approved.
- (b) During the period of this agreement the Beneficiary shall submit progress reports to ZNFU/ABF-SFAP and ZNFU/ABF-SFAP shall only authorize personnel from the project to access all records, information and operational areas related to the approved activity for purposes of monitoring of the activity in relation to the approved proposal/plan both for purposes of monitoring the performance of the project/activity and to enable ZNFU/ABF-SFAP to form an opinion on the impact of the project and justification for continuation of the project. In addition to these periodical progress reports the Beneficiary shall also be required to submit to ZNFU/ABF-SFAP quarterly progress reports on the activities of the programme which reports shall be submitted within fourteen (14) days after the end of each quarter.
- (c) At the end of the current financial year which ends on 30th SEPT 2002 the Beneficiary must provide evidence of the utilization of ZNFU/ABF-SFAP's and its own support to the approved activity as approved (or amended subsequently by mutual agreement). The Beneficiary must also avail to ZNFU/ABF-SFAP information on the impact from the activity and the support received to enable monitoring of its

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effectiveness in relation to the approved proposal. This information which shall be in the form of a report shall also include a comprehensive report on the activities of the programme shall be submitted to ZNFU/ABF-SFAP within thirty (30) days after the expiry of the 12 months or if the programme is for a lesser period at the expiry of that period.

- (d) Documentation in support of any of the requirements (c) above should be made available on request of the ZNFU/ABF-SFAP approved personnel at reasonable times. The commercial confidentiality of such documents shall be respected and it shall not be used for any other purpose or use without the prior written consent of the Beneficiary. It must be stressed here that the information required is only limited to the project financed by SAFGRAD.

3.0 DURATION

The present Agreement shall become effective from the update of signature and shall remain in force for one (1) full year is renewable by tacit agreement.

4.0 TERMINATION

Either party may at any time by written notice (in addition to any other rights) terminate this agreement immediately.

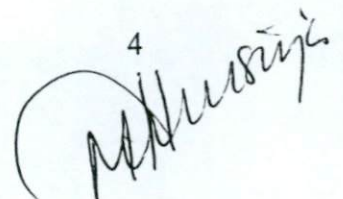
- (a) If any circumstances arise when give reasonable grounds in the opinion of the ZNFU/ABF-SFAP for its belief that the Beneficiary has or may become incapable of performing its obligations under this Agreement and without liability for compensation or damages
- (b) If the other party is unable or is prevented from carrying out its duties
- (c) under this agreement through incapacity or any other cause for any period or periods exceeding a total of two weeks

5.0 ASSIGNMENT

This Agreement shall be binding upon and inure for the benefit of the parties and their respective successors and assigns. The Beneficiary shall not assign any of its rights and obligations under this Agreement without the Consent in writing of the ZNFU/ABF-SFAP.

6.0 WAIVER

The failure by either party to enforce any of the terms or conditions of this agreement at any time or for any period shall not release or exonerate or in any

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way affect the liability of the other party or be a waiver of those terms or conditions or the right of the other party at any time afterwards to enforce each and every term and condition of this Agreement.

7.0 AMENDMENTS AND CANCELLATION

Either party to this agreement may initiate amendments or modifications. All proposed amendments shall be mutually agreed upon in writing. In case of cancellation, a written letter has to be given by either party as least one (1) month in advance.

8.0 SERVICE OF NOTICES

Any notice given under this Agreement shall be in writing and may be served at the officially notified physical address of the other party;

8.1 by hand

8.2 by registered or recorded delivered mail

8.3 by facsimile transmission (to be confirmed by Post)

A notice shall deemed to have been served;

- (a) If it was by hand, at the time of service
- (b) If it was served by post 48 hours after it was posted; and
- (c) If it was by facsimile transmission, at the time of the transmission

In witness therefore, ZNFU/ABF-SFAP and beneficiary each acting by its duly qualified representative have on their behalf signed this agreement on the date and year here in-after mentioned.

For, ZNFU/ABF-SFAP,

Mr.
Project Manager
ZNFU/ABF-SFAP


For ZACA

Mr. MARTIN HAMUSIYA
Project Coordinator
ZACA

ZACA
PLOT 191B CHINDO ROAD,
KABULONGA.
P.O. BOX 51373, LUSAKA.
TEL: 262116, 262180

ANNEX I: ESTABLISHMENT OF A SYSTEM OF WAREHOUSING AND INVENTORY CREDIT FOR SMALLHOLDER FARMERS

Submitted by: Zambian Agricultural Commodity Agency Ltd
Address: P.O. Box 51373; Tel. 263512; Fax: 263502

Introduction and Background:

After a decade or more of liberalising agricultural markets, Zambia still remains under-developed due to lack of basic infrastructure, institutions and instruments that enable producers to manage marketing and related risks. A strong private sector has been slow to emerge to replace the defunct parastatal companies. Smallholder farmers continue to face marketing uncertainty that dampens production incentives.

The current agricultural marketing and finance system in Zambia has negative features including high variability of prices, wide margin distributions, under-capitalised traders and illiquid markets, limited risk management and collateral management agreements. These are mainly only accessible to large players.

Among the many initiatives that development partners have put in place to address these problems is the Zambia Agricultural Commodity Agency (ZACA), that is incorporated in Zambia as a stakeholder controlled company. Its Board of Directors comprises representatives from ZNFU, smallholder farmer groups (CLUSA, SHEMP, etc), millers, bankers and warehouse operators. ZACA has a small secretariat of two people, the Chief Warehouse Examiner and Office Manager/Examiner. The Board Chairman assumes a part-time executive role. ZACA therefore, interacts with the partners who contribute to the USAID SO1 and through its activities, it contributes to the Intermediate Result IR1.2; Increased contribution of RNFs to private sector growth and indirectly to IR1.3; improved trade and investment environment.

In an effort to promote the efficient functioning of agricultural markets in Zambia, the Zambian stakeholders adopted an action plan aimed at establishing a private sector driven

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and widely accessible Warehouse Receipt system (WR). *This provides the means by which development and improvement in agricultural marketing through a network of certified warehouses, run by certified warehouse operators, will issue Warehouse Receipts (WR) as evidence that a specified commodity, of stated quantity and quality, has been deposited at a particular location by producers, farmer groups, traders, exporters or processors.*

A credible warehouse receipts system will offer the following generic benefits to producers, farmer groups, traders, exporters or processors:

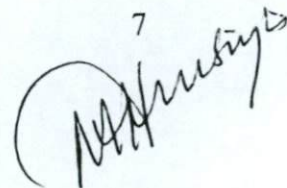
- ◆ Ease access to commodity finance by pledging a WR as collateral for loans.
- ◆ Facilitate trading ("sight-unseen" trade);
- ◆ Reduce trade margins and seasonal price variability.
- ◆ Enable a thriving commodity exchange.
- ◆ Contribute to more sophisticated developments in financing and risk management;

Focus on participation by smallholders

The initial focus of the WR system on commercial farmers is a strategic choice, but the ultimate target are the smallholder farmers and ZACA is committed to facilitating direct smallholder access to the WR system. To achieve this, ZACA will rely on the same process approach adopted in devising and implementing the WR system. The process will involve:

- i. Setting up a task force consisting of organisations working with smallholder groups to identify opportunities for smallholder farmer participation.
- ii. The task force will submit an action plan for smallholder participation for adoption by the ZACA board.
- iii. A memorandums of understanding (MOUs) with the participating organisations, outlining strategies, activities and commitments from all parties in facilitating the involvement of smallholder groups will be signed.

Operations of the Programme

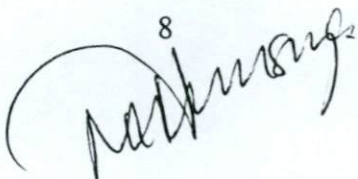
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In order to facilitate the development of a widely accessible private sector driven warehouse receipt Programme, ZACA wishes to embark on the following activities:

1. Training members of staff, and warehouse operators in grain sampling, grading and general warehouse management, and other stakeholders in the operation of the system.
2. Setting grading standards for commodities to be stored under the warehouse receipt programme.
3. Adopt regulations for minimum physical, financial, insurance and performance assurance requirements for warehouse operators.
4. Getting the legal status of the warehouse receipts ascertained to provide confidence to the participants, especially the banks who have to provide the finance needed to drive the system.
5. Getting a reputable and experienced provider of electronic warehouse receipts software to develop a system appropriate to Zambia.
6. Encouraging banks and non-bank financial institutions to appreciate the commodity financing opportunities the WR system is set to avail to their businesses.
7. Facilitate smallholder participation in the scheme through consultations with NGOs working with smallholders and direct contact with the groups themselves where organisational structures have evolved.
8. Certifying warehouses and warehouse operators and conduct regular inspections to ensure compliance.

Justification for the Programme assistance:

Extensive work has already been done in organising, mobilising the support of stakeholders and operationalising the WR system. Many of the stakeholders are working to contribute to the USAID SO1. There is great need now to focus on raising the capacity of members of staff to prepare them to handle the technicalities involved. ZACA requires funding support to execute a training program for its members of staff and warehouse operators in grain grading, warehouse operation and inspection. The funding requested amounts to **US\$8,000** to cover training expenses and resources persons. The breakdown is tabulated below:

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ZAMBIAN AGRICULTURAL COMMODITY AGENCY LIMITED
 USAID/SAFGRAD/ABF FUNDED SMALLHOLDER TRAINING COST SCHEDULE
 YEAR TO 31st MARCH 2003

AREA	Est. Dist. (Km)	Est. No. of Ptpts.	Meal & Refmts per Pt.	Transport Refund per Pt.	Subsist. Allow. (nights)	Per Diem (days)	Fuel Usage (ltrs)	Fuel Cost	Subsist. & Per Diem (ZACA Staff)	Per Diem (MACO Staff)	Pts' Meals & Refmts	Pts' Trspt. Refunds	Other Resource Persons	Venue Rentals	Training Matrls. (misc.)	Total
Kabwe	300	20	12	5	4	6	50	38	232	12	240	100	150	100	100	972
Kapiri/Mkushi West	400	20	10	5	4	6	70	53	232	12	200	100	150	100	100	947
Petauke	800	20	10	5	4	6	150	113	232	12	200	100	150	100	100	1,007
Chipata	1,200	20	12	5	4	6	200	150	232	12	240	100	150	100	100	1,084
Lundazi	1,600	20	10	5	4	6	270	203	232	12	200	100	150	100	100	1,097
Monze	400	20	10	5	4	6	70	53	232	12	200	100	150	100	100	947
Kalomo	900	20	10	5	4	6	150	113	232	12	200	100	150	100	100	1,007
Total	5,600	140			28	42	960	720	1,624	84	1,480	700	1,050	700	700	7,058
Materials for Grain Grading Training - (Additional Requirements for Mobile Laboratory)																942
Grand Total																8,000

NOTES & ASSUMPTIONS

1. Exchange Rate ZMK 4,350 per US\$ 1.00
2. Subsistence and per diem for travelling staff is to be paid at the current ZACA board approved rates of US\$ 40.00 per night and US\$ 12.00 per day, respectively
3. Additional resource persons may be called upon to discuss farmer group marketing approaches and the advantages thereof, and other group benefits
4. Fees payable to additional resource persons include lodging expenses.
5. Training will be conducted at district centres and therefore, the targeted smallholders shall be refunded their transport up to a maximum of ZMK 20,000 per participant.
6. Additional equipment required for the mobile training lab. Include hand held sieves, portable soil type sample dividers, sorting pans, and portable electronic precision scales
7. Fuel cost and usage have been estimated at US\$ 0.75 per litre and 6 Km to a litre - the consumption level the ZACA four wheel drive vehicle



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Department of Rural Economy and Agriculture (DREA)

African Union Specialized Technical Office on Research and Development

2003-03

Production support and financial services program progress review report.

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