



## PROJECT NOTIFICATION

3 April 2018

- 1. Project Code** 18-AG-27-GE-WSP-A
- 2. Title** Workshop on Innovations in Food Value Chains
- 3. Timing and Duration** 26–30 November 2018 (five days)
- 4. Venue** Phnom Penh, Cambodia
- 5. Implementing Organization**  
National Productivity Centre of Cambodia  
Ministry of Industry and Handicraft (MIH)  
No: 45, Norodom Blvd., Phnom Penh  
Phone: 855 12 800 440  
Fax: 855-23-428 263  
e-mail: [cambodialiaisonnpcc@gmail.com](mailto:cambodialiaisonnpcc@gmail.com);  
[serivuth\\_npcc@yahoo.com](mailto:serivuth_npcc@yahoo.com)
- 6. Number of Overseas Participants** Up to 18 qualified participants  
(See 12. Qualifications of Candidates)
- 7. Number of Local Participants** Up to six qualified participants  
(See 12. Qualifications of Candidates)
- 8. Closing Date for Nominations** 15 September 2018
- 9. Objectives**
  - a. To review global trends, new tools and techniques, and innovative technologies in food value chains (FVCs);
  - b. To share and learn about successful FVC models and best practices for efficient, equitable, sustainable, inclusive FVC development; and
  - c. To formulate strategic action plans for promoting successful models and best practices of FVCs in member countries.

### 10. Background

Enhancing FVCs is a crucial global strategy to achieve food security by ensuring safety and quality and reducing losses. In advanced FVCs, a sequence of value-adding stages from production to storage, processing, distribution, and consumption is closely integrated, resulting in greater benefits to stakeholders.

Value addition to agricultural and food products has enormous potential for increasing productivity, incomes, and off-farm employment opportunities in developing countries.

However, in many APO member countries this has not been consciously practiced, especially at the level of SMEs. In many instances, food products are sold in their basic raw forms in local as well as upstream markets. Some of the reasons for this pervading practice include the lack of postharvest, handling, and storage facilities at the farm level and the lack of knowledge of small producers and service providers of value-adding tools, techniques, and technologies. The integration of small producers and SMEs, which constitute a big chunk of the agribusiness and food industry in the Asia-Pacific, into FVCs is another challenge. If properly promoted and adopted, FVCs can create jobs in rural areas through encouraging intensive development of collateral and/or complementary enterprises.

In view of the immense importance of enhancing agricultural productivity and incomes while improving rural livelihoods, there is an immediate need to enhance the capacities of key stakeholders for modernizing FVCs in the region through value addition to agrifood products. It is important for producers, related agribusiness-related players, and food-industry SME entrepreneurs to have the skills and know-how to utilize modern technologies and innovations to add value to agricultural and food products and increase their profitability.

## **11. Scope and Methodology**

The workshop will consist of themed presentations, sharing of country experiences, breakout sessions, and site visits.

The tentative program of the workshop is given below:

<b>Date/Time</b>	<b>Activity</b>
Sunday, 25 November 2018	Arrival of participants in Phnom Penh
Monday, 26 Nov.	<p>Opening session</p> <p>Technical session: Global trends, current issues, and fostering advances in FVCs</p> <p>Presentation 1: Value chain concept, approaches, and tools to support FVC development</p> <p>Presentation 2: Product development, innovation, and value addition</p> <p>Presentation 3: Value addition through food quality and safety assurance certification systems</p> <p>Presentation 4: Enabling environment for the development of efficient, effective FVCs</p>
Tuesday, 27 Nov.	<p>Technical session: Applications of innovative FVC technologies in agribusiness</p> <p>Presentation 1: Reduction of food losses and waste for improved FVC efficiency</p> <p>Presentation 2: Innovative value addition technologies for food processing, packaging, and marketing</p> <p>Presentation 3: Business models for improved inclusion of small farms and SMEs in FVCs</p> <p>Presentation 4: Public-private partnerships and inclusiveness of FVCs</p> <p>Presentation 5: Innovative FVCs with success stories</p>

	Technical session: Sharing country case studies on modern FVC systems
Wednesday, 28 Nov.	Field/company visits
Thursday, 29 Nov.	Technical session: Sharing country case studies on modern FVC systems Group workshop/exercise
Friday, 30 Nov.	Presentation of group workshop outputs Program evaluation by participants, resource persons, and implementing organization Formulation of individual action plans by participants Summing-up session Closing session
Saturday, 1 December	Departure of participants

## **12. Qualifications of Candidates**

The participants are expected to possess the following qualifications:

Present Position	Senior government officers, NPO consultants, and researchers and academics in charge of agrifood supply chain management.
Experience	At least three years of experience in the position described above.
Education	University degree or equivalent qualification from a recognized university/institution.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.
Health	Physically and mentally fit to attend an intensive project requiring participants to complete a number of individual and group activities and strenuous fieldwork. It is therefore recommended that member countries do not nominate candidates likely to suffer from physical and mental stress.
Age	Candidates who meet the qualifications above are generally between 30 and 50 years of age.
Attendance	Participants are required to attend the entire program.

## **13. Financial Arrangements**

### **a. Airfare**

The APO will bear the cost of round-trip economy-class international airfare between the international airport nearest to the participants' place of work and Phnom Penh, Cambodia.

The APO will only reimburse discount air tickets for the most direct route. Participants

should note that the arrangements for the purchase of air tickets should follow the “Guide on Purchases of Air Tickets for APO Participants,” which will be sent to the selected participants and is also available on the APO website and from APO Liaison Officers in member countries.

#### **b. Insurance Coverage**

Participants’ insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to USD10,000.00 for the entire duration of the project and travel and must submit to the APO Secretariat a copy of the comprehensive travel insurance certificate before participation. Such insurance should be valid in the host country. This insurance requirement is in addition to existing government insurance coverage in some member countries. If any participant is unable to insure himself/herself as stipulated above, he/she should secure this insurance in the host country at the commencement of the project and pay the premium himself/herself, if necessary, from the per diem allowance provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident, illness, acts of war, force majeure, or any unexpected events beyond human control such as those related to natural disasters.

#### **c. Cost Sharing**

Subject to the conditions stated in the Financial Arrangements section, the following table shows the cost-sharing arrangements between the APO, host country, and participants or participating countries.

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
Round-trip economy-class international airfare (refer to paragraph 13a)	No	No	Yes
Participating Country Expenses (PCEs)	NA	NA	NA
Hotel accommodation in Phnom Penh	No	Yes	No
Per diem allowance in Phnom Penh	No	Yes	No
Transportation costs to and from hotel and airport in Phnom Penh	No	Yes	No
Insurance coverage in Cambodia (refer to paragraph 13b)	Yes	No	No
Any expenses related to visa fees and airport taxes	Yes	No	No
All expenses incurred by participants for any reason including but not limited to: a. Stopovers b. Extension of stay c. Early arrival or late departure d. Flight cancellation	Yes	No	No
Any cancellation charges for expenses such as airfare and accommodations incurred by the APO or host country after issuance of Letters	Yes	No	No

Cost item	Cost to be borne by		
	Participants or participating countries	Host country	APO
of Acceptance			
Assignment costs of international resource persons	NA	No	Yes
Assignment costs of local resource persons	NA	Yes	No
All local implementation costs including but not limited to: a. Meeting rooms b. Documentation c. Preparatory costs	NA	Yes	No

#### 14. Actions by Member Countries

- a. Each participating country is requested to nominate three or more candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 12 above.
- b. No form of self-nomination will be accepted. All nominations must be endorsed and submitted by an APO Director, Alternative Director, Liaison Officer, or their designated officer.
- c. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected. Selection is at the discretion of the selection committee of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are overqualified for a project.
- d. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered: two copies of the candidate's biodata on the APO biodata form together with a passport-sized photograph. The biodata form can be downloaded from the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer. The nomination documents should be sent to the Agriculture Department, APO Secretariat (e-mail: [agr@apo-tokyo.org](mailto:agr@apo-tokyo.org), fax: 81-3-5840-5324).
- e. The APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that self-declaration is sufficient for candidates without any of health conditions or illnesses listed on the reverse side of the medical form. However, for all others, medical certification by a licensed physician on the reverse side of the medical form is required.
- f. Necessary documents are to be submitted electronically. In that case, there is no need to

send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please give the candidate's name and the project code on the reverse side of the photograph.

- g. Member countries are requested to adhere to the nomination deadline given on page 1. The APO Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- h. For member countries where nominations are required to be approved by higher government authorities and require a longer time, APO Liaison Officers/NPOs are urged to send the names of nominees on or before the deadline, indicating that government approval will follow.
- i. If a selected participant becomes unable to attend, he/she should inform the APO Liaison Officer/NPO in his/her country immediately and give the reason for withdrawal. The NPO concerned is requested to transmit that information to the APO Secretariat and the host country promptly.
- j. NPOs are requested to inform the selected participants that they are not to bring family members or to engage in any private business activities during the entire duration of the project.
- k. Each selected participant should be instructed to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO workshop.
- l. NPOs should inform participants that they must attend all five days of the project.
- m. NPOs should assist the APO and/or host country in collecting amounts corresponding to cancellation charges arising from withdrawal of participants as provided for under item 13c.

## **15. Actions by the APO Secretariat**

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least four weeks prior to the start of the project.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

## **16. Project Preparation**

The participants are required to prepare a paper prior to departure for the project venue. In preparing the paper, they are expected to follow the "Guidelines for the Preparation of

Country Papers” to be provided later.

#### **17. Postproject Actions**

All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the workshop.

#### **18. Evaluation of Participants**

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the APO director concerned.

#### **19. Guide for Participants**

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO website ([www.apo-tokyo.org](http://www.apo-tokyo.org)).

#### **20. Dress Code**

Participants are required to wear business attire during the project. Other guidance will be provided in the circular for participants.



Santhi Kanoktanaporn  
Secretary-General