



PROJECT IMPLEMENTATION PLAN ADDENDUM

4 January 2018

1. **Project Code** 17-AG-39-GE-NFP-C-06
2. **Project Title** Training of Trainers in Good Agricultural Practices (GAP) for Women Small Farmers
3. **Duration** 7–11 January 2018 (five days)
4. **Venue** Tehran, IR Iran
5. **Implementing Organizations** National Iranian Productivity Organization (NIPO)
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Institute of Technical & Vocational Higher Education of the
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Tel: +98-21-66594599
6. **Addendum No.** 1
7. **Reference** Project Notification 17-AG-39-GE-NFP-C dated 9 May 2017; and
Project Implementation Plan 17-AG-39-GE-NFP-C-06 dated 14
December 2017
8. **Details** Change in Project Implementation Plan Item No. 4 “Venue”

8-1 Change in Item No. 4 Venue

As per the request of the implementing organizations, the venue of the training course has been changed from Tehran to **Damghan**.

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 9 May 2017 and the Project Implementation Plan dated 14 December 2017 pertaining to this National Follow-up Program project remain valid.



Santhi Kanoktanaporn
Secretary-General



PROJECT IMPLEMENTATION PLAN

14 December 2017

1. **Project Code** 17-AG-39-GE-NFP-C-06
2. **Title** Training of Trainers in Good Agricultural Practices (GAP) for Women Small Farmers
3. **Reference** Project Notification 16-AG-04-GE-TRC-B dated 6 June 2016
Project Notification 17-AG-39-GE-NFP-C dated 9 May 2017
4. **Timing & Duration** 7–11 January 2018 (five days)
5. **Venue** Tehran, IR Iran
6. **Implementing Organizations**
National Iranian Productivity Organization (NIPO)
No. 16, Sepand St., Nejatollahi Ave.
Tehran, IR Iran 159899411
Tel: +98 42391000

Nomad & Rural Women Agricultural Activities Development Office (NRWAADO)
Extension Department, Agriculture Research, Education and Extension Organization, Ministry of Agriculture Jihad (AREEO)
Dr. Hesabi Building, Crossing of Roudaki St. and Tohid St. Azadi St., Tehran, IR Iran
Tel: +98-21-66430463
Fax: +98-21-66596333
7. **No. of Participants** 50 participants
8. **Objectives**
 - a. To enable women extension experts to act as trainers on the principles and standards of Good Agricultural Practices (GAP) for small farmers, especially women;
 - b. To formulate recommendations for promoting GAP adoption by small farmers, particularly women in different provinces; and
 - c. To advance the adoption of GAP aiming at promoting safe, responsible agricultural and food production in IR Iran.

9. Background

There is enormous potential to increase agricultural productivity and crop production, and therefore farm incomes, in IR Iran. However, inappropriate use of agricultural inputs such as chemical fertilizers and pesticides, scarcity of irrigation water, low agricultural productivity, and high prices of agricultural inputs and agrifood products are main challenges to the sustainability of agriculture, with implications for both producers and consumers. The adoption of GAP as a national strategy will be needed to develop productive, sustainable, safe, climate-resilient agriculture and enhance national food security.

The main impediments to the promotion and adoption of GAP in IR Iran are the lack of a critical mass of GAP trainers, preponderance of smallholders with insufficient resources, and inability of small farmers to adopt GLOBALGAP standards. For nationwide adoption, GAP principles and standards must be made more inclusive. Rather than pushing all producers to adhere to the same standards and principles, work is needed to adapt GAP to the conditions and constraints of small farmers. There is increasing realization of the important role small farmers have always played in sustainable productivity, producing safe food, and providing employment to millions. By marginalizing them, there is a risk of losing a very important group of stakeholders in the process of making agriculture more ecology, human, and animal friendly as well as socioeconomically viable.

A modified version of GAP could create space for small farmers to reflect on current practices and encourage and promote the process and practices of constant self-assessment and quality improvement in harmony with their socioeconomic and cultural conditions. In this context, the training of extension experts in GAP is essential. Hopefully, this course will enable agricultural extension experts to devise a simplified version of GAP principles and standards with special consideration of small producers, create programs based on production cycles, and empower producers to comply with GAP standards.

One of the implementing organizations, NRWAADO, as the organization responsible for empowering rural women in the country, needs to train agricultural extension experts from different provinces of IR Iran who in turn can serve as trainers to enable women small producers to implement GAP principles and standards. This course is therefore being organized as a follow-up to the APO multicountry training course on the subject held in Pakistan in 2016. It aims to clarify GAP principles and standards for small farmers, especially women, by training women agricultural extension experts who can then act as trainers for those stakeholders.

10. Scope and Methodology

The tentative topics to be covered are:

- a. GAP: key concepts;
- b. GAP principles;
- c. GAP and sustainability in agriculture;
- d. GAP and market access;
- e. GAP in the context of value chains and value added;
- f. GAP schemes for small women farmers;
- g. Procedures and process of GAP implementation by small women farmers; and
- h. Key success factors in adoption of GAP on small farms operated by women.

The course will consist of lectures, group exercises, and hands-on training in the field. After course completion, participants are expected to undertake tangible follow-up actions to train women agricultural extension officers in GAP principles and standards and disseminate the lessons learned and insights gained from the course.

The tentative program is given below:

Day	Activity	Venue
Sat., 7 Jan.	Opening session and training sessions	Tehran
Sun., 8 Jan.	Training sessions	Tehran
Mon., 9 Jan.	Training sessions	Tehran
Tues., 10 Jan.	Field visit(s)	To be decided
Wed., 11 Jan.	Summing up, program evaluation, and closing session	Tehran

11. Requirements of Participants

Fifty experts in agricultural extension from across the country, who are in charge of building the capacity of women farmers to adopt GAP.

12. Resource Persons

The APO will assign one overseas resource person. Local resource persons from relevant agencies will be assigned by the implementing organizations (as prescribed in section 6 above).

13. Financial Arrangements

To be borne by the APO

- a. All assignment costs of one overseas resource person.
- b. Implementation costs up to a maximum of JPY997,500 for making local arrangements. An itemized breakdown of the implementation costs is attached (Appendix 1).

To be borne by the host country (IR Iran)

- a. Implementation costs exceeding the APO share of JPY997,500.
- b. Project management fees and personnel costs of the implementing organizations in IR Iran.
- c. Any other local implementation costs not covered by the APO.

14. Roles and Responsibilities

The roles and responsibilities of the implementing organizations and APO are given below.

Implementing Organizations

- a. Inviting local participants and arranging mass media coverage;
- b. Assigning local resource persons;
- c. Making copies of the course materials;
- d. Organizing a five-day national course program in Tehran, IR Iran; and
- e. Bearing part of the project cost in excess of JPY997,500.

APO

- a. Providing financial support for organizing the national course as detailed in section 13;
- b. Assigning one overseas resource person for the national course; and
- c. Coordinating with the overseas resource person and implementing organizations.

15. Procedures for Project Implementation

This project is to be implemented by the local implementing organizations in IR Iran in close collaboration with NIPO and the APO Secretariat, referred to as the APO in this document.

- a. A temporary advance of up to 50% of the total APO share will be remitted to the local implementing organizations in IR Iran, if necessary.
- b. The proposed project will be carried out by the implementing organizations.
- c. The local implementing organizations in IR Iran will make the expenditures for the assigned items and settle the entire account by providing all necessary proof of payment, e.g., bills, payment records, and receipts issued by third parties, which must be submitted together at one time, written in clear English, and with an English translation of all documents not originally written in English. In general, internal evidence is not accepted

as proof of payment and will not be reimbursed. The final payment will be made based on the actual expenditure after the implementing organizations submit the project completion report.

- d. The local implementing organizations in IR Iran will submit a comprehensive project completion report including a statement of expenses to the APO within one month of project completion. The report will provide details on how the project was carried out in the country; program of activities; a registration list of participants and resource persons; statement of the expenses related to the APO's contribution to the project; number and type of participants; benefits and advantages to the local/national agriculture sector, implementing organizations, and host country; recommendations and follow-up action plans; selected photos; and summary of the onsite evaluation of the program by the participants, resource persons, and implementing organizations along with the original evaluation forms completed by them. Other forms of documentation may also be submitted as part of the comprehensive project completion report.

16. Final Project Output and Outcomes

Upon completion of the project, the local implementing organizations in IR Iran in collaboration with NIPO will undertake the following:

- a. Submit a project completion report on the national course to the APO and disseminate the report on the proceedings of the course including recommendations to relevant government bodies such as the regional/provincial officer of NRWAADO, AREEO, and Ministry of Agriculture Jihad, IR Iran, within one month after project completion.
- b. Submit a statement of expenses supported by third-party receipts/bills within one month after project completion.
- c. Submit documents and e-links relating to promotional material on the national program, e.g., newsletters, news articles, brochures, bulletins, and news clippings, written in English or the local language with an English translation of the main points.
- d. Disseminate the knowledge and experience gained to the public and private sectors through publications, consultancy services and training courses, etc.
- e. Monitor the follow-up actions undertaken by the participants or participants' organizations and report to the APO.

After completion of the project the participants or their organizations will undertake the following:

Government agencies such as the NRWAADO, AREEO, Agriculture Department, Ministry of Agriculture Jihad, and some universities:

- a. Include GAP principles and standards in extension programs.
- b. Coordinate various agencies in support of awareness, extension, and adoption of GAP schemes.

Participants:

- a. Submit action plans to NIPO for implementation of GAP schemes on their own farms.
- b. Inform NIPO of the expected outcomes of successful implementation.
- c. Submit to their organizations the requirements for government agency assistance for carrying out their own action plans.

Expected outcomes:

- a. Developing productive, innovative mindsets on GAP implementation.
- b. Widespread GAP adoption on farms.
- c. Enhancing the sustainable productivity of farms with GAP schemes.



Santhi Kanoktanaporn
Secretary-General

Appendix 1

Project Code: 17-AG-39-GE-NFP-C-06

Estimated cost for the Training of Trainers in Good Agricultural Practices (GAP) for Women Small Farmers (Tehran, IR Iran, 7–11 January 2018)

No.	Item	Cost (JPY) (APO share)
1	Meeting package for five days (including meals for participants and conference room, and audiovisual equipment)	642,500
2	Translation (of workshop materials) and interpretation	115,000
3	Conference kit (including supplies and materials, photocopying, stationery and video documentary)	125,000
4	Transportation for site visits	115,000
Total		997,500
Notes:		
1. The APO will make reimbursement based on the actual expenses with a maximum of up to JPY997,500.		
2. NIPO is required to submit to the APO receipts for all expenses incurred in implementing this national project.		