



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

24 February 2016

1. **Project Code** 16-AG-03-GE-TRC-B
2. **Title** Training Course on Innovative Agricultural Extension Systems to Improve Farm Productivity and Income
3. **Timing and Duration** 25–29 July 2016 (five days)
4. **Venue** Manila, Philippines
5. **Implementing Organization** Development Academy of the Philippines
DAP Bldg., San Miguel Ave., Ortigas Center
Pasig City, Philippines
Phone: 63-2-631-2126/2129/2143
Fax: 63-2-631-2126
e-Mail: apolu@dap.edu.ph; apolugrantees@yahoo.com.ph
6. **Number of Overseas Participants** Up to 18 qualified participants from Bangladesh, Cambodia, Republic of China, Fiji, India, Indonesia, IR Iran, Japan, Republic of Korea, Lao PDR, Malaysia, Nepal, Pakistan, Sri Lanka, Thailand, and Vietnam

However, other member countries with special interest in this project may nominate candidates upon consultation with the APO Secretariat.
7. **Number of Local Participants** Up to six qualified participants.
8. **Closing Date for Nominations** 31 May 2016
9. **Objectives**
 - a. To enhance the knowledge and skills of trainers and extension officials on the latest approaches, tools, techniques, and skills for effective delivery of extension services to farmers; and
 - b. To learn from the innovative schemes, emerging agricultural extension systems (AES), and best practices that promise to be more effective in the transfer of know-how to and skill development of small farmers to enhance productivity and incomes.

10. Background

Globalization, the changing structure of rural economies, and emerging issues such as sustainability, environmental degradation, climate change, and aging farmers have brought new challenges and opportunities in agriculture. It has also enhanced the need for timely, credible, tailored information as one of the drivers of agricultural growth. Addressing new challenges requires AES to play an expanded role in linking farmers more effectively to the market, coupling technology transfer with other services relating to input and output markets, environmental conservation, promoting rural entrepreneurship, building the capacity to strengthen innovation processes, and institutional development to support the bargaining position of farmers. To meet these multiple challenges, there is a need to promote innovative AES.

AES should be dynamic to be able to respond to the changing needs of farmers and to assimilate the latest approaches, tools, and techniques in the delivery of evolving extension services. Such systems should optimize the use of ICT. To be considered innovative, new extension systems should be able to translate the knowledge, best practices, and new inventions into more commercial applications by farmers. At the same time, they should be able to make farming activities more productive, profitable, and friendly to aging and female farmers as well as more attractive to the younger generation.

In recent years, many countries have introduced restructuring and institutional and technological innovations in AES. Some countries dismantled the centralized system and devolved extension functions to local government units. Others created separate extension units in new organizations established to cater specifically to a particular group of farmers which are distinct from the AES under the Department of Agricultural Extension of the Ministry of Agriculture. The entry of NGOs, the private sector, and academia with their own extension programs for small farmers is also a trend.

11. Scope and Methodology

The tentative modules to be covered are:

- a. AES in Asia and their contributions to farm productivity and incomes of small farmers;
- b. Emerging models in agricultural extension to enhance productivity and farmers' income and welfare;
- c. Public-private partnerships in agricultural extension;
- d. Role of extension in stimulating youth interest in agriculture;
- e. Emerging needs of farmers in the age of globalization and ICT;
- f. ICT applications in agricultural extension: selected cases in the Asian setting;
- g. Development of a best practice network in extension; and
- h. Retooling and capacity development needs of agricultural extension mechanisms.

The program will consist of lectures, presentations, sharing of best practices, hands-on exercises, field visits, and written examination.

The tentative program itinerary of the training course is given below:

Date/Time	Activity
Sunday, 24 July 2016	Arrival of participants in Manila
Monday, 25 July	Opening session Training modules
Tuesday, 26 July	Training modules
Wednesday, 27 July	Training modules/presentations
Thursday, 28 July	Field visit/presentations
Friday, 29 July	Presentations/examination Program evaluation Closing session
Saturday, 30 July	Departure of participants

12. Qualifications of Candidates

The participants are expected to possess the following qualifications:

Present Position	Trainers; extension officers of government, NGOs, and private-sector companies; consultants; and academics in charge of training extension workers and farmers.
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 fit the above profile are typically between 25 and 40 years of age.
APO Certificate	Participants are required to attend the entire program to receive the APO certificate of attendance.

13. Financial Arrangements

To be borne by participants or participating countries

For participants from profit-making organizations, except SMEs from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:

- a. Round-trip international airfare between the member country and Manila.
- b. Participating country expenses of US\$50 per participant, payable to the APO in convertible currency.

For all participants:

- a. Participants' insurance premiums: All participants should be fully insured against accident and illness (including hospitalization and death) for a principal sum equivalent to US\$10,000.00 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 organizations will be responsible for any eventuality arising from accident or illness.
- b. All expenses related to visa fees and airport taxes.
- c. Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.

To be borne by the host country

- a. Per diem allowances and hotel accommodation for up to 18 overseas participants for up to six days at the rate to be specified later.
- b. All assignment costs of local resource persons.
- c. All other local implementation costs.

To be borne by the APO

- a. All assignment costs of overseas resource persons.
- b. Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participants' place of work and Manila, for participants from Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal and for participants from SMEs and nonprofit-making organizations from other APO member

countries. As far as practicable, all participants should purchase discount tickets. Please 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. It is also available on the APO website and from APO Liaison Officers in member countries.

- c. The APO may select more than 18 overseas participants in anticipation of last-minute withdrawals or no-shows. If more than 18 overseas participants attend, per diem allowances and hotel accommodation will be provided for up to two additional overseas participants for up to six days at the rate to be specified later.

13. 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 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). 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, 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, the 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 project.
- l. NPOs should inform participants that they must attend all five days of the project to qualify for the certificate of attendance.

14. 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.

15. Project Preparation

The participants are encouraged to prepare a short paper prior to departure for the project venue. The paper should cover innovative schemes, emerging AES, and best practices in their countries that promise to be more effective in the transfer of knowledge to and skill development of small farmers to enhance productivity, market access, and incomes for sharing and discussions during the course.

16. Postproject Actions

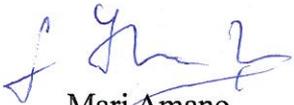
All participants are required to prepare action plans and share the plans with their NPOs. The APO will also request participants to submit progress reports six months after completion of the project.

17. Evaluation of Participants

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

18. 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).



Mari Amano
Secretary-General