



PROJECT IMPLEMENTATION PLAN ADDENDUM

1 May 2018

1. **Project Code** 16-AG-33-SPP-DON-C-LAO (TRC)
2. **Project Title** National Training of Trainers on Advanced Rice Farming for Sustainable Productivity
3. **Timing and Duration** 16–18 May 2018 (three days)
4. **Venue** Khammouane province, Lao PDR
5. **Addendum No.** 1
6. **Reference** APO Project Notification for 16-AG-33-SPP-DON-C (Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries [ASEAN-LDCs]: Third Year) dated 5 January 2017 and APO Project Implementation Plan for 16-AG-33-SPP-DON-C-LAO (TRC) dated 6 April 2018
7. **Details** Change in Project Implementation Plan Item No. 4 “Timing and Duration”

7-1 Change in Item No. 4 “Timing and Duration”

The National Training of Trainers on Advanced Rice Farming for Sustainable Productivity is postponed to **23–25 May 2018** at the request of the implementing organization.

Unless otherwise modified by the APO in writing, the provisions of the Project Implementation Plan dated 6 April 2018 pertaining to this training course remain valid.

Santhi Kanoktanaporn
Secretary-General



PROJECT IMPLEMENTATION PLAN

6 April 2018

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2. **Project Title** National Training of Trainers on Advanced Rice Farming for Sustainable Productivity
3. **Reference** APO Project Notification for 16-AG-33-SPP-DON-C (Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries [ASEAN-LDCs]: Third Year) dated 5 January 2017
4. **Timing and Duration** 16–18 May 2018 (three days)
5. **Venue** Khammouane Province, Lao PDR
6. **Implementing Organizations**

Department of Small and Medium Enterprise Promotion (DOSMEP)
Lao National Productivity Organization (LNPO)
Ministry of Industry and Commerce (MoIC)
Nongbone Road, Ban Fai, Xaysettha District, Vientiane, Lao PDR

Mekong Institute, Lao Field Office
Ban Souksavanh, Thakhek District, Khammouane Province
Lao PDR
7. **Number of Participants** At least 35 qualified participants
8. **Objectives**
 - a. To enhance participants' understanding of modern rice farming systems and current trends in the rice industry;
 - b. To equip participants with new technologies and best practices of rice production and postharvest handling to increase the sustainable productivity and minimize food losses;
 - c. To develop a roadmap for the dissemination and adoption of new technologies and best practices in rice farming in the host country; and
 - d. To contribute to enhancing the sustainable productivity of rice farming and competitiveness of rice industry in Lao PDR.

9. Background

The economy of Lao PDR relies heavily on agriculture and the food industry. These sectors provide employment to a major part of the labor force and are linked to various economic activities that provide livelihoods to rural areas. However, growth in the production and exports of those sectors has remained low compared with that in other Southeast Asian countries. According to the new policy and strategy of the 7th Five Year Plan (2011–2015) and 8th Five Year Plan (2016–2020) under the National Social Economic Development Plan, the Lao government has accelerated agricultural development to meet the goals of food safety and food security, as well as to meet global demands for food.

Since rice is the most important crop for the national economy and food supply, improving productivity with advanced farming methods, especially smart technology applications, and value addition with enhanced food safety and quality in the rice industry are critical to reduce poverty and raise its competitiveness. The rice industry in Lao PDR has, however, limited access to advanced technologies and practices of rice farming, postharvest management, and processing.

With a special cash grant from the Japanese Ministry of Agriculture, Forestry and Fisheries, the APO is organizing this training course to disseminate knowledge and skills on rice farming for sustainable production and higher productivity by building the capacity of various stakeholders at the national level.

10. Scope and Methodology

The course will consist of interactive lectures, presentations, group exercises, and model farm/company visit(s).

The tentative program of the course is given below:

Date/Time	Activity
Tue., 15 May 2018	Arrival of participants in Thakhek district, Khammouane province
Wed., 16 May	Opening session Presentation 1: Global trends in rice production systems Presentation 2: Advanced rice farming: key features Presentation 3: Smart agriculture in Lao PDR with an emphasis on rice farming Presentation 4: Advanced technologies for postharvest handling of rice
Thurs., 17 May	Presentation 5: Good Agricultural Practices (GAP) implementation, standardization and certification in rice farming Presentation 6: Climate-resilient rice farming systems Presentation 7: Field visits and group exercise Group exercise: Challenges in adoption of advanced rice farming, and possible solutions

- Fri., 18 May Field Visit: GAP Rice Farmer Group
Presentation 8: Good Manufacturing Practices (GMP) for rice
processing to ensure food safety and quality
Presentation 9: Sustainable Food Value Chain
Group Discussion and Presentation
Closing Ceremony
- Sat., 19 May Departure of participants

11. Requirements of Participants

Participants should be government officers, representatives of agricultural groups/associations, or managers of food-processing/manufacturing companies with at least three years of relevant work experience. They should also be physically and mentally fit to attend an intensive program.

12. Resource Persons

The APO will assign one international resource person. Local resource persons will be assigned by the implementing organizations.

13. Financial Arrangements

To be borne by the APO

- a. All assignment costs of the APO resource person, covering honorarium, airfare, daily subsistence allowance, and overseas travel insurance.
- b. Local implementation costs such as for conference room, meeting package, conference facilities, interpretation fees, translation costs, material costs, local transportation costs, etc.
- c. The total amount of financial assistance from the APO for this national project should not exceed USD10,945.00. Please see Attachment 1 for a detailed breakdown of the approved project cost.

To be borne by the implementing organizations

- a. If the actual project cost exceeds USD10,945.00, the overrun should be covered by the implementing organizations.
- b. Other expenses not covered by the APO.

14. Roles and Responsibilities

The roles and responsibilities of the APO and implementing organizations are:

APO

- a. Providing financial support for organizing the project as detailed in section 13;

- b. Assigning one APO expert for the project; and
- c. Coordinating with the APO expert and implementing organizations.

Implementing Organizations (DOSMEP and Mekong Institute)

- a. Organizing the training course;
- b. Assigning a local coordinators(s) to organize the project (e.g., conference facilities, accommodation, training materials and/or stationery, logistics);
- c. Assigning and inviting local resource persons;
- d. Making arrangements for the venue and logistics;
- e. Making copies of the training materials;
- f. Providing budget not provided by the APO;
- g. Bearing the balance of project implementation costs if the total amount exceeds USD10,945.00; and
- h. Submitting a project completion report to the APO, including the financial report and expenditure receipts for the project.

15. Procedures for Project Implementation

This project is to be implemented in close collaboration with 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 DOSMEP, if necessary, according to the detailed breakdown of the approved project cost of each session given in Attachment 1.
- b. DOSMEP will make the agreed expenditures and settle the entire account by providing all necessary proof of payment to the APO after completion of the project. The proof of payment, e.g., bills, payment records, and receipts issued by third parties, must be submitted together at one time, written in clear English, with English translations for all documents not originally written in English. The final payment will be made based on the actual expenditure after DOSMEP submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.
- c. DOSMEP will submit a project completion report and a statement of expenses supported by receipts, etc. related to the project 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; benefits and advantages to the local agriculture and food industry sector, implementing organizations, and host country; and follow-up action plans, among others.



Santhi Kanoktanaporn
Secretary-General

**PROJECT COST ESTIMATION SHEET
FOR NATIONAL PROJECT**

To: Asian Productivity Organization

Project Title:	National Training of Trainers on Advanced Rice Farming for Sustainable Productivity
Duration:	16–18 May 2018
Venue:	Khammouane Province, Lao PDR
Implementing Organizations:	Department of Small and Medium Enterprise Promotion (DOSMEP) and Mekong Institute
Person/Officer in Charge:	Vilakone Philomlack
Country:	Lao PDR
No. of Participants:	35 Participants

No.	Items	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total
I. Project Implementation Costs			USD
1	Training room (35 persons)	$150 \times 3 \text{ days} =$	US\$450
2	Training package (coffee breaks, drinking water, and lunch)	$15 \times 35 \text{ persons} \times 3 \text{ days} =$	US\$1,575
3	Conference facilities (LCD rental fee, microphones, speaker, etc.)	$100 \times 3 \text{ days} =$	US\$300
4	Honoraria for local resource persons	$150 \times 3 \text{ persons} \times 3 \text{ days} =$	US\$1,350
5	Transportation costs for local resource persons (outside Khammaoune Province)	$200 \times 1 \text{ person} \times 2 \text{ days} =$	US\$400
6	Transportation costs for participants from Nongbok district, Xebangfai, Thakhek, and Nhommalath districts (3 vans), and field visit (1 day)	$300 \times 3 \text{ days} =$	US\$900
7	Hotel accommodation	$25 \times 4 \text{ days} \times 31 \text{ persons} =$	US\$3,100
8	Per diem allowance	$12.5 \times 4 \text{ days} \times 31 \text{ persons} =$	US\$1,550
9	Interpretation fee	$150 \times 1 \text{ day} =$	US\$150
10	Material translation	$8 \times 40 \text{ pages} =$	US\$320
11	Course materials (stationery, photocopying of materials)	$10 \times 35 \text{ persons} =$	US\$350
Subtotal:			US\$10,445
II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)			
Miscellaneous expenses include communication fees (telephone, fax, Internet), etc.			US\$500
TOTAL			US\$10,945

Notes:

* With the submission of the project report and settlement of accounts (final expense report) with the official receipts, the APO will reimburse the actual expenses within the above amount in accordance with the Project Implementation Plan.

The following items will NOT be reimbursed by the APO:

- 1) Administrative costs such as remuneration, transportation, accommodation, per diem allowances, and miscellaneous expenses for DOSMEP staff; and
- 2) Other items not given in the above list.