



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

24 December 2015

- 1. Project Code** 14-AG-05-GE-WSP-B/C-VNM
- 2. Project Title** National Workshops on Productivity Enhancement through Innovative Postharvest Management Tools and Technologies for Food, Fruit, and Vegetable Products
- 3. Reference** Project Notification 14-AG-05-GE-WSP-B/C dated 20 June 2014
- 4. Timing and Duration** 29 February–4 March 2016 (five days)
- 5. Venue** Hanoi and Ho Chi Minh City, Vietnam
- 6. Implementing Organization** Vietnam National Productivity Institute (VNPI)  
8 Hoang Quoc Viet, Cau Giay, Hanoi, Socialist Republic of Vietnam  
Tel: 84-4-37561501  
Fax: 84-4-37561502  
e-Mail: vnpi@vnpi.vn; vnpi@outlook.com
- 7. Number of Participants** 100 participants
- 8. Objectives**

To equip participants with core concepts, key methodology, and practical approaches to apply and implement innovative postharvest management (PHM) tools and technologies for food, in particular fresh fruit and vegetable (FFV) products. After attending the workshop program, participants will be able to:

- a. Understand how to apply innovative PHM tools and technologies for FFV products; and
- b. Promote the use of innovative PHM tools and technologies.

## 9. Background

Driven by rising incomes, an expanding middle class worldwide, and increasing demand for exotic products, global trade in FFVs has increased substantially. For many Asian exporting countries, this trade may account for a significant share of their foreign earnings. The horticultural industry offers an important source of employment for developing countries.

Asian producers have, however, been losing up to 40% of the value of their FFVs due to inadequate postharvest handling. When food is wasted, all of the resources utilized in production, storage, and transportation to market, i.e., land, water, nutrients, seed, labor, energy, and financial investment, are wasted as well. In addition, customers are increasingly concerned about the quality and safety of the produce they buy. International markets have rejected shipments of FFVs containing unauthorized pesticides, with chemical residues exceeding permissible limits, and/or with inadequate labeling and packaging. New, innovative tools, technologies, and approaches that could reduce postharvest losses in quantity and quality as well as assure food safety between produce harvest and consumption are needed.

Obviously, PHM determines food quality and safety, competitiveness in the market, and the profits earned by producers. PHM in most developing Asian countries like Vietnam is, however, not up to the mark. The major constraints include inappropriate harvesting techniques, inefficient postharvest handling and transportation, inappropriate technologies for storage and packaging, inadequate processing and preservation, inefficient logistics, poor infrastructure, and overall poor linkages among the production, processing, storage, and consumption of FFVs. Concerted efforts of all actors including the public and private sectors in the supply chain are required to address these constraints.

## **10. Scope and Methodology**

The main topics to be covered are:

- a. FFV supply chains and productivity enhancement in agriculture;
- b. Innovative technologies and approaches that could reduce postharvest losses of FFVs;
- c. Innovative marketing of FFVs for greater competitiveness; and
- d. Key success factors in the efficient, effective PHM of perishables.

To train more stakeholders in different regions of Vietnam, the workshop will be held in two sites, Hanoi and Ho Chi Minh City.

The workshop will employ interactive learning methods including interactive lectures, discussions, and hands-on exercises.

## **11. Requirements of Participants**

Officers of the Ministry of Agriculture and Rural Development of Vietnam, Department of Agriculture and Rural Development, institutes/universities and other related organizations, fruit and vegetable associations; postharvest handlers; and wholesalers and retailers of FFVs.

Participants are expected to possess at least three years of work experience in the development and management of agricultural food production systems and/or implementation and dissemination of FFV PHM knowledge, skills, tools, techniques, and technologies.

Participants should be physically and mentally fit to attend an intensive program.

Those meeting the above qualifications are generally between 35 and 50 years of age.

## 12. Resource Persons

The APO will assign one overseas resource person, while the VNPI will engage local resource person(s).

## 13. Tentative Program of Activities

(to be finalized in consultation with resource persons)

Date/Time	Topic/Activity
Mon. 29 Feb & Tues. 1 March	<b>Training Workshop on Productivity Enhancement through Innovative Postharvest Management Tools and Technologies for Food, Fruit, and Vegetable Products in Hanoi</b> <i>1. Introduction</i> <i>2. Presentations by APO expert on:</i> <ul style="list-style-type: none"><li>- FFV supply chains and productivity enhancement in agriculture</li><li>- Innovative technologies and approaches that could reduce postharvest losses</li><li>- Innovative marketing of FFVs for greater competitiveness</li></ul> <i>3. Presentation by local expert on Postharvest Management in Vietnam: Practical Aspects and a case study in Vietnam by representative of Vietnam National University of Agriculture</i>
Wed., 2 March	<b>Morning:</b> Consultancy service for VNPI project team and related stakeholders: Action plan for supporting PHM tools and technologies for FFV products in Vietnam <b>Afternoon:</b> Depart for Ho Chi Minh City
Thurs., 3 March & Fri., 4 March	<b>Training workshop on Productivity Enhancement through Innovative Postharvest Management Tools and Technologies for Food, Fruit, and Vegetable Products in Ho Chi Minh City</b> <i>1. Introduction</i> <i>2. Presentation by APO expert on:</i> <ul style="list-style-type: none"><li>- FFV supply chains and productivity enhancement in agriculture</li><li>- Innovative technologies and approaches that could reduce postharvest losses</li><li>- Innovative marketing of FFVs for greater competitiveness</li></ul> <i>3. Presentation by local expert on Postharvest Management in Vietnam: Practical Aspects and a case study in Vietnam by Representative of Department of Agriculture and Rural Development, Ho Chi Minh City</i>

## 14. Financial Arrangements

### To be borne by the host country (Vietnam)

- Implementation costs exceeding the APO share of USD9,600.00.
- Project management fees and personnel costs of the VNPI, including transportation of the facilitator(s) and project team to and from the project venue, meeting package for the project team, facilitator(s), and local resource person(s) during the training course, personnel service fees for the development of the program, honorarium for the local resource person(s) if applicable, and consultation meetings with key stakeholders.
- Any other local implementation costs.

### **To be borne by the APO**

- a. All assignment costs of one overseas resource person.
- b. The total amount of financial assistance from the APO for making local arrangements for the national workshops will not exceed USD9,600.00. An itemized breakdown of the financial assistance implementation costs is attached (Appendix I).

### **15. Roles and Responsibilities**

The roles and responsibilities of the VNPI and APO are:

#### **VNPI**

- a. Making copies of the workshop materials;
- b. Assigning local experts for the national workshops.
- c. Organizing two national workshops in Hanoi and Ho Chi Minh City; and
- d. Bearing part of the cost of the project in excess of USD9,600.00.

#### **APO**

- a. Providing financial support for organizing the national workshops as detailed in section 14;
- b. Assigning one overseas resource person for the national workshops; and
- c. Coordinating with the overseas resource person and implementing organization.

### **16. Procedures for Project Implementation**

This project is to be implemented by the VNPI in close collaboration with the APO Secretariat, referred to as the APO in this document.

- a. A temporary advance of 50% of the total APO share will be remitted to the VNPI, if necessary.
- b. The proposed project will be carried out by the implementing organization.
- c. The VNPI will make the expenditures for the assigned items and submit a statement of expenses to settle the entire account by providing all necessary bills and receipts to the APO within one month after completion of the national workshops. The VNPI will also submit a project completion report within one month of project completion. The report will contain details on how the project was carried out in the country; program of activities; benefits and advantages to the local food and agriculture sector, implementing organization(s), and host country; follow-up action plans; list of participants and their daily attendance; list of resource persons; and selected photos, among others.

## 17. Final Project Output

The project is expected to create a pool of 100 competent consultants, trainers, entrepreneurs, and practitioners of PHM of FFVs in Vietnam. Upon completion of the project, the VNPI will undertake the following:

- a. Submit a project completion report, a statement of expenses, and documents and e-links relating to promotional materials on the national program, e.g., newsletters, brochures, bulletins, news clippings, written in English or the local language with an English translation of the main points.
- b. Disseminate the report containing details and findings of the workshops to the relevant government agencies and NGOs such as the Ministry of Agriculture and Rural Development of Vietnam, Department of Agriculture and Rural Development, institutes/universities, fruit and vegetable associations, postharvest handlers, and wholesalers and retailers of FFVs.
- c. Disseminate the knowledge and experience gained to the public and private sectors through publications, consulting, and training services.



Mari Amano  
Secretary-General

**Annex I**

14-AG-05-GE-WSP-B/C-VNM

National Workshops on Productivity Enhancement through Innovative Postharvest  
Management Tools and Technologies for Food, Fruit, and Vegetable Products

Hanoi and Ho Chi Minh City, Vietnam

29 February–4 March 2016

**Estimated APO Share of Costs**

No	Item	Detailed Breakdown (please indicate the unit price, number of persons and days)	Total Cost (USD)
<b>A. Training workshop in Hanoi</b>			<b>4,850</b>
1	Meeting package for 50 persons for 2 days	USD 35 × 50 persons × 2 days	3,500
2	Interpretation	USD 100 × 2 days	200
3	Documentation for training participants and other stakeholders (program materials/handouts, etc.), providing stationery, notepads, translation, etc.		650
4	Document translation		100
5	Banner, renting multimedia equipment for 2 days of the project		400
<b>B. Training Workshop in Ho Chi Minh City</b>			<b>4,750</b>
1	Meeting package for 50 persons for 2 days	35 USD × 50 persons × 2 days	3,500
2	Interpretation	USD 100 × 2 days	200
3	Documentation (preparation of program materials/handouts for participants and APO resource person, other supplies such as notepads, etc.)		650
4	Banner, renting multimedia equipment for 2 days of the project		400
	<b>Total</b>		<b>Up to 9,600</b>
<b>Notes:</b>			
1. The APO will make reimbursement based on the actual expenses with a maximum of up to USD9,600.00.			
2. The VNPI is required to submit to the APO receipts for all expenses incurred in implementing this national project.			