



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

19 January 2017

1. **Project Code** 14-AG-29-LD-DON-C-MYN
2. **Title** National Training Course on Good Agricultural Practices (GAP) for Greater Market Access in Myanmar
3. **Reference** APO Project Notification for 14-AG-29-LD-DON-C (Special Program for Capacity Building in the Food Industry in ASEAN Least Developed Countries: First Year) dated 16 February 2016
4. **Timing and Duration** 6–10 February 2017 (five days)
5. **Venue** Yangon, Myanmar
6. **Implementing Organization** Ministry of Agriculture and Irrigation (MOAI), Myanmar
7. **Number of Participants** Up to 40 qualified participants from Myanmar
8. **Objectives**
  - a. To enhance participants' understanding of the benefits and importance of GAP for increasing the access of agricultural and food products to international markets;
  - b. To familiarize participants with the GAP system requirements, adoption process, and certification methodology; and
  - c. To formulate recommendations to advance the adoption of GAP in Myanmar aiming at promoting safe, responsible, sustainable agricultural and food production.

### 9. Background

With international trade in food booming, consumers are increasingly concerned about food safety, how food is produced, and how it is handled within supply chains. New pressures from consumers, retailers, and legislation have placed additional demands on farmers and producers. They are increasingly required to use production methods that reduce the impact of agricultural practices on the environment, reduce their use of agrochemicals, and make sustainable use of natural resources (land and water), while safeguarding the welfare of workers and farm animals. GAP could be the solution for producers seeking to address consumer concerns in domestic and foreign markets.

The GAP concept addresses two distinct issues: ensuring food safety during on-farm and postproduction processes to build consumer confidence in the products; and enhancing environmental sustainability for continued productive farm operations. The development and adoption of GAP have become increasingly important in light of greater regional and international trade in food products and growing consciousness of consumers of the quality and safety of the food products they buy. Agricultural producers, particularly small farmers, need to have their farms certified as GAP compliant to enhance the acceptability of their products in the market.

Government agencies are promoting GAP among producers, processors, and traders. The achievement of GAP targets is, however, impeded by a lack of understanding of GAP concepts and requirements among key stakeholders; weak linkages between agricultural research centers, extension service providers, and farmers; inadequate financial resources for monitoring, supervising, and giving field demonstrations of GAP; small, fragmented production units; little incentive for producers to adopt GAP; lack of regulatory frameworks to facilitate GAP adoption; and limited capacity of testing laboratories, especially shortages of qualified staff and funds.

With a special cash grant from the Japanese Ministry of Foreign Affairs, the APO is organizing this national training course to increase market access and exports of Myanmar's agricultural and food products through building the capacity of various stakeholders to adopt GAP at the national level.

## **10. Scope and Methodology**

The tentative modules to be covered are:

- a. GAP system: key concepts and roles in the development of sustainable agriculture and increasing the access of agricultural and food products to international markets;
- b. National GAP schemes in Asia, ASEAN GAP, and GLOBALGAP: an overview;
- c. Current status of GAP adoption in Myanmar: trends and potential;
- d. Basic requirements of a GAP system;
- e. Issues and challenges in GAP adoption;
- f. GAP certification;
- g. Key factors for successful establishment and operation of a national GAP scheme; and
- h. Support systems required for the dissemination and sustainability of GAP implementation.

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

The tentative program of the training course is given below:

<b>Date/Time</b>	<b>Activity</b>
Monday, 6 February, 2017	Opening session Training modules
Tuesday, 7 February	Training modules
Wednesday, 8 February	Training modules
Thursday, 9 February	Field visit
Friday, 10 February	Training modules/examination Program evaluation Closing session

### **11. Requirements of Participants**

Participants should be 25–50 years old, university graduates or equivalent, with at least three years of work experience in the development and management of agricultural production systems and/or implementation and disseminating of GAP or similar agrifood production process management systems. Participants will be officers of the MOAI, representatives of agricultural associations, managers of food-processing/manufacturing companies, representatives of certification bodies, consultants, academics, and retailers and exporters of agrifood products interested in furthering their knowledge of GAP. Participants should be physically and mentally fit to attend an intensive program. All proceedings of the project are conducted in English. Proficiency in spoken and written English is essential.

### **12. Resource Persons**

The APO will assign two overseas resource persons. 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 persons, covering honoraria, airfare, daily subsistence allowances, and overseas travel insurance.
- b. Local implementation costs such as for conference rooms, meeting package, conference facilities, interpretation fees, translation costs, material costs, local transportation costs, etc.

The total amount of financial assistance from the APO for this national project should not exceed USD10,395.00. Please see Attachment 1 for a detailed breakdown of the approved project cost.

### **To be borne by the implementing organization (MOAI)**

- a. If the actual project cost exceeds USD10,395.00, the overrun should be covered by the MOAI.
- b. Other expenses not covered by the APO.

### **14. Roles and Responsibilities**

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

#### **The implementing organization (MOAI)**

- a. Organizing the five-day training course;
- b. Assigning a local coordinators(s) to organize the training course (e.g., conference facilities, accommodation, meeting materials and/or kits, logistics);
- c. Inviting local participants and arranging mass media coverage;
- d. Inviting and assigning local resource speakers;
- e. Making arrangements for the venue and logistics;
- f. Making copies of the meeting materials;
- g. Providing budget not provided by the APO;
- h. Bearing the balance of project implementation costs if the total amount exceeds USD10,395.00; and
- i. Submitting a project completion report to the APO, including the financial report and expenditure receipts for the project.

#### **APO**

- a. Providing financial support for organizing the project as detailed in section 13;
- b. Assigning two overseas resource persons for the project; and
- c. Coordinating with the international resource persons and implementing organization.

### **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. The proposed project will be carried out by the implementing organization.
- b. The implementing organization 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 the implementing organization submits the comprehensive report. In general, internal evidence is not accepted as proof of payment and will not be reimbursed.

- c. The implementing organization 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 organization, and host country; and follow-up action plans, among others.



Santhi Kanoktanaporn  
Secretary-General

## PROJECT COST BREAKDOWN

<b>Project Title:</b>	National Training Course on Good Agricultural Practice (GAP) for Greater Market Access in Myanmar
<b>Duration:</b>	6–10 February 2017 (5 days)
<b>Venue:</b>	Yangon, Myanmar
<b>Implementing Organization:</b>	Ministry of Agriculture and Irrigation (MOAI), Myanmar
<b>No. of Participants:</b>	40 Participants

No.	Items	Detailed Breakdown (Please indicate the unit price, number of persons, and days.)	Unit Total (US\$)
<b>I. Local implementation costs</b>			
1	Conference room (18 persons)	US\$150 × 4 day =	600
2	Meeting package	US\$25 × 40 persons × 4 days =	4,000
3	Conference facilities cost (LCD rental fee, microphones, speaker, and backdrop)	US\$400 × 4 days =	1,600
4	Honoraria for local resource persons	US\$100 × 4 persons =	400
5	Hotel accommodation costs for participants (outside Yangon)	US\$45 × 10 persons × 6 days =	2,700
6	Convention materials	= a + b	600
	a Stationery (files, pens and bags)	US\$5 × 40 persons = US\$200	
	b Photocopying materials	US\$10 × 40 persons = US\$400	
7	Rental of vehicles for site visits		200
	<b>Subtotal (i):</b>		<b>9,900</b>
<b>II. Miscellaneous expenses (a lump-sum payment of miscellaneous expenses up to 5% of the above total)</b>			
	Miscellaneous expenses include 1) cost for certificates for participants, 2) stationery, 3) communication fees (telephone, fax, Internet), 4) banners, etc.		495
	<b>TOTAL</b>		<b>10,395</b>