



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

10 January 2014

1. **Project Code** 13-AG-33-LD-DON-C
2. **Title** Special Program for Strengthening the Capacity of Food Supply Chain Management in Asian Least Developed Countries (FSCM-LDC): Fifth year
3. **Duration** November 2013 to October 2014
4. **Participating Countries** Cambodia, Lao PDR
5. **Closing date for Applications** Dates for specific projects will be reported to individual member countries.
6. **Objectives**
 - a. To strengthen the capacity of food supply chain management (FSCM) in Cambodia and Lao PDR through productivity enhancement and food safety/quality management skills;
 - b. To strengthen the government's capacity to manage food supply chains and support other activities to promote agriculture and the food industry in Cambodia and Lao PDR; and
 - c. To strengthen the capacity of NPOs in both countries to improve the management of food supply chains.

7. Background

This program is funded by a special cash grant from the Ministry of Agriculture, Forestry and Fisheries of Japan and succeeds the Special Program on Agricultural Productivity Enhancement in Asian Least Developed Countries (APE-LDC) that ended in March 2010.

The FSCM-LDC is a five year program consisting of national capacity-building projects for Cambodia and Lao PDR. It started in November 2009; the first year was covered in PN 09-AG-41-LD-DON-B, the second year in PN 10-AG-45-LD-DON-B, the third year in PN 11-AG-33-LD-DON-C, and the fourth year in PN 12-AG-33-LD-DON-C.

8. Scope, Coverage, and Methodology

Scope and Coverage

The scope of projects under the FSCM-LDC Program will be determined in consultation with NPOs. The provisional project topics are:

- a. Good Manufacturing Practices and higher-level tools such as HACCP and ISO 22000 to improve food hygiene conditions in food-processing SMEs;
- b. 5S, kaizen, and useful quality circle tools to improve productivity and quality;
- c. Management skills and tools required to manage food-processing SMEs;
- d. Good Agricultural Practices, postharvest management, and organic production in agriculture to improve the safety and quality of agricultural products;
- e. Other topics that contribute to the improvement of productivity, quality, safety, and sales promotion in agriculture, the food-processing industry, and marketing as well as government management of food supply chains; and
- f. A postproject evaluation of FSCM-LDC to review the progress and impacts of the projects undertaken since the inception of the program.

Methodology

In the fifth year, the following national projects addressing specific issues involving food and agricultural production will be organized:

- a. National seminars;
- b. Training courses;
- c. Demonstration company projects; and
- d. Productivity promotional material development.

In addition to the national projects, for the postproject evaluation, interviews with those involved in the projects and a review of the records and reports of the projects will be undertaken.

9. Financial Arrangements

1) National Seminars and Training Courses

To be borne by the APO

- a. Appropriate per diem allowances to cover meals and incidental expenses of participants and hotel accommodations for participants from outside the project venue if necessary;
- b. Local implementation costs such as conference rooms and honoraria for local resource persons, interpreters' fees, training material costs, local transportation costs for field visits, etc.; and
- c. All assignment costs of APO resource persons, if necessary.

To be borne by the requesting country

- a. Other expenses not covered by the APO.

2) Demonstration Company Projects

To be borne by the APO

- a. All assignment costs of APO resource persons, covering the honoraria, airfare, daily subsistence allowance, and overseas travel insurance;
- b. Transportation costs of resource persons and NPO staff when visiting demonstration companies near the capital areas; and
- c. Transportation, hotel accommodations, and per diem allowances for NPO staff when they must travel to local areas to visit demonstration companies.

To be borne by the requesting country and/or demonstration companies

- a. Other expenses not covered by the APO.

3) Productivity Promotional Material Development

To be borne by the APO

- a. Material development and production costs or purchase of existing materials developed by other countries, and the fees of experts and consultants.

To be borne by the requesting country


- a. Other expenses not covered by the APO.

10. Procedures for National Project Implementation

- a. The requesting country will prepare a project proposal (application forms are attached) and submit it to the APO. The proposal with estimated expenses should reach the APO Secretariat at least three months prior to the proposed beginning of the project.
- b. The details of the proposed project including financial arrangements will be approved by the APO after consultation with the requesting country.
- c. A Project Implementation Plan will be issued by the APO to the NPO of the requesting country.
- d. A temporary advance (50% of the total estimated cost) will be remitted to the requesting country if necessary.
- e. The proposed project will be carried out.

- f. A project report summarizing the implementation of the project and a statement of expenses related to the project will be submitted to the APO.
- g. Receipts will be submitted and accounts settled.
- h. The project is then completed.

Further detailed implementation procedures and financial arrangements for each project other than those stated above will be decided after consultation between the NPO concerned and APO within the initially agreed upon budget.



Mari Amano
Secretary-General