



Launching of Commissioned Project

**Improving Post-Harvest Quality and Packaging of Rice,
Sorghum/Millet and Cassava Products to Enhance Marketability
in West Africa (Project ID: CW/03/01CM/U/09 – 03)**



**The Songhai Centre,
Porto Novo, Republic of Benin**

14th to 16th September, 2009

By

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Abbreviations

Abbreviation	
CARI	Central Agricultural Research Institute
CG	Consultative Group for International Agricultural Research
CORAF/WECARD	Développement Agricoles/ West and Central African Council for Agricultural Research and Development
CSIR - FRI	Council for Scientific and Industrial Research – Food Research Institute
HQCF	High Quality Cassava Flour
IAR4D	Integrated Agricultural Research for Development
ICAT	Conseil et d'Appui Technique
IER	Institute D'Economique Rurale
INERA	Institut l'Environnement et de Recherche Agricole
INRAB	Institut National de Recherche Agricole du Benin
INRAN	Institut National de Recherches Agronomiques du Niger
IITA	International Institute of Tropical Agriculture
ITA	Institut de Technologie Alimentaire
ITRA	Institut Togolais de Recherche
M & E	Monitoring and Evaluation
MOUs	Memorandum of Understanding
MOV	Means of Verification
NGO	Non-Governmental Organization
NRCRI	National Root Crops Research Institute
TOR	Terms of Reference
UNDB	United Nations Development Programme
USAID	United States Agency for International Development
WARDA/ADRAO	African Rice Centre (West Africa Rice Development Association/Association de Développement de Riz en Afrique de l'Ouest)

1. Background and Context

1.1. Rice

Poor post-harvest practices used in rice production system, such as floor-drying, parboiling, milling and bagging pose significant problems in quality decline that has rendered the rice sector low in marketability and profit-making to producers and processors. The proposed project aims to put technological packages in the hands of rice producers and processors as a means of increasing food availability and incomes.

1.2. Sorghum/Millet

In millet and sorghum in the Sahelian zone processing is dominated by large scale feed processors and small-scale snack (e.g. millet in yoghurt), pastry and packed food (for couscous, *thiabsy* and local porridge, etc.) enterprises, most of whom are women groups. Their key constraints are poor access (quantity and quality) to raw material and processing technology. Whilst processors are constrained by insufficient access to quality raw material, producers' poor quality grain results in significant losses in their incomes.

1.3. Cassava

In cassava, the output of women cassava processing groups is reduced by 40% during the dry season as a result of drudgery vis-a-vis high labour cost in harvesting cassava roots. On the contrary, excessive glut and harvest losses occur at the peak of harvesting time. Additionally, the traditional peeling and grating methods of cassava into main products such as *gari*, flour and dough are grossly inefficient with low turnover, and sometimes injurious to health. A blend of 10% cassava flour with wheat flour is feasible. However, poor processing technology results in quality deterioration, storage losses and health hazards. Improvements and up-scaling of technologies for processing cassava into flour, *gari* and dough will ensure efficiency and reduction in post-harvest losses.

1.4. Context

In addressing current food crises and the hiking of food prices, CORAF/WECARD and USAID signed an agreement in June 2009 to implement six projects in the framework of the Emergency Global Food Security Initiative. This very project seeks to promote improved rice, sorghum/millet and cassava processing technologies to ensure food security, enhanced marketability and increased farmers and processors' incomes. Project lifespan is 2 years. This project seeks to mobilize the strengths, expertise and resources for post-harvest technology development and transfer in West Africa to demonstrate appropriate post-harvest technologies for adoption. Improved techniques for rice milling, cleaning, de-stoning and par-boiling; cassava processing into flour, *gari* and dough, as well as sorghum and millet grain conditioning will be demonstrated, alongside packaging and labeling technologies. Capacities of the target groups are to be strengthened to enable them adopt the techniques whilst their access in the acquisition of simple processing equipment facilitated through relevant linkages.

1.5. Project Target Countries

- Rice: Senegal, Mali, Liberia, Ghana and Nigeria
- Sorghum/Millet: Senegal, Mali, Niger, Burkina Faso and Nigeria
- Cassava: Ghana, Nigeria, Benin and Togo

2. Project and workshop objectives

2.1. Project objective

To promote improved rice, sorghum/millet and cassava processing technologies to ensure food security, enhanced marketability and increased farmers and processors' incomes.

2.2. Workshop objectives

To bring stakeholders to a common understanding of project objectives and expected results, implementation and monitoring and evaluation mechanisms,

- To consultatively develop an action plan (with detailed activities, budgets, implementation mechanism, monitoring and evaluation mechanism, as well as to define the roles of partners and expectations of the project)
- To train participants in project planning, the IAR4D paradigm for project implementation, project management and monitoring and evaluation.
- To apportion roles and responsibilities to stakeholders
- To share administrative and financial management modalities and procedures with partners

3. Workshop opening and introduction

The workshop with self introduction of participants before the official ceremony

3.1. Opening ceremony

- Addresses by rep. of Director of Songhai
- Address by the Mayor of the City of Porto Novo
- Address by the CORAF/WECARD Staple Crops Manager
- Keynote address by the Rep. of MAEP
- Group photograph and coffee
- Presentation of workshop objectives and methodology

On the first day, the workshop started with self introduction and followed by an opening ceremony which was marked by addresses by rep. of Director of Songhai Mr. Guy LOUEKE, the Mayor of the City of Porto Novo, Mr. Moukaram OSSENI, the CORAF/WECARD Staple Crops Manager, Dr. Ernest Asiedu and a keynote address by the Rep. of the Ministry of Agriculture, Livestock and Fisheries (*Ministeur d'Agriculture, l'Elevage et de Perche*), Mr. Pascal FANDOHAN. Workshop objectives, methodology and expectations were presented was presented by Dr. Asiedu, after which the present document was presented by Mr. Alexandre Houedjoklounon, followed by technical presentation on Songhai's experience in processing rice and cassava, presented by Mr. Medard Meliho and Mrs. Sebastienne Dohou. The technical presentation on sorghum and millet was deferred due the absence of Mr. Fallou Sarr, the presenter from ITA.

4. Workshop outline, stakeholders and expected outputs

3.1. Workshop Venue and Period

Venue: Songhai Centre; date: 14th to 16th September. Daily activities were structured in morning and afternoon sections with one coffee break in each section and launch between the two.

3.2. Stakeholder Attendance

The workshop was attended by a range of stakeholders involved in policy, research, technology transfer and active processing as presented below:

Table 1 Grouping of the Workshop Stakeholders

	Institution	Number
1	Policy - Mayor of Porto Novo; Rep of the Ministry of Agriculture, Livestock and Fisheries)	2
2	Post-harvest Experts from 9 NARIs	13
	Post-harvest Experts from CG Centres	3
3	Post-harvest Experts University	1
5	Women Groups/Private sector	4
6	NGOs	3
7	Songhai	7
8	Development Projects	2
9	Agricultural Extension	3
10	CORAF/WECARD	2
	Total	40

3.3. Expected Results

- The project and its expected outcomes understood and appropriated by all stakeholders
- Commodity and national workplans developed as an M&E tool, responsibilities shared among partners and budgetary issues agreed upon
- Mode of contracts with Songhai understood
- An action plan developed for effective project implementation

5. Approach and methodology of the workshop

The workshop was well facilitated by Dr. Ernest Asiedu (the Staple Crops Programme Manager) and Dr. George Muluh (Officer-In-Charge of Planning). Rules included respect of time and putting phones on vibration or silence. Coffee break lasted 30 minutes whilst Launch breaks lasted 1 hour. Sections were chaired by elected Chairpersons supported by two Rapporteurs (one Anglophone and one Francophone). Questions and answers were put on papers and collected by Rapporteurs. Plenary presentations were made by group rapporteurs and recaps made each morning of the last two days. Group works were facilitated by group chairpersons and rapporteurs.

Documents

- Documents provided for the workshop included:
- Project proposal,
- Project concept note (project and workshop)
- Planning documents and
- Sample of contract

6. Summary of the presentations and key points raised

6.1. Summary of Presentations

In the afternoon of Day 1, a presentation on logical framework approach was made by Dr. George Muluh, the Officer-in-Charge of Planning at CORAF/WECARD. This was followed by a demonstration on the development of a logframe using the project logframe. After discussions and clarification, three groups were subsequently formed to develop three logframes each for Sorghum/Millet processing, Rice and Cassava, which occupied participants till the evening.

The second day started with a recap of the first day's proceedings, following by plenary presentations on the logframe by each group's rapporteurs; these presentations were adequately discussed and suggestions given for their improvements. This was then followed by a presentation on monitoring and evaluation procedures of the project by Dr. Muluh. Later in the morning, he presented the principles of workplan development. After discussions, the three groups reassembled to develop workplans for each commodity. This engaged participants to the end of the day.

The third day of the workshop was marked by presentation of recap of the second day's proceedings and a plenary section for the presentation of the commodity workplans. This was followed by financial and administrative management procedures presented by Dr. Ernest Asiedu, who highlighted the sub-contract agreement, including financial regulations, as well as timely reporting on financial and technical activities. The Songhai philosophy in promoting the technical innovation of a sustainable agricultural development was presented by Fr. Godfrey Nzamujo, which was followed by a presentation on processing machinery.

6.2. Key points raised and responses

Emerging issues from the presentation of the project document included:

- The criteria used for the selection of countries for each commodity
- The need for a baseline studies in the light of many technologies that are available
- The need to promote cassava processing in the Sahelian countries since it is a commodity, which is growing as a food security and income generation commodity
- Improving the environment for processing, since most often, these environments are poor
- The need to complement existing projects by implementing activities
- Learning success in some countries and up-scaling such success in same countries or in other countries
- The need to involve sister institution working on post-harvest in Togo and the need to take care of three commodities assigned to Nigeria

7. Field visit

- Participants took time to visit facilities and the operations of the Songhai Centre. Participants were conducted around the entire value chain continuum by the Director General of the Songhai Project, Rev. Godfrey Nzamujo. The first place visited was a unit for the generation of biogas, using wastes and sewage from the farm. The biogas is used for cooking and baking at the centre. Crop production fields visited were those for sweet corn, vegetables, plantain, cassava, citrus, oil palm and coconut; these are fertilized using farmyard manure from the farm and watered when necessary using water from boreholes or rain-harvested water. Sites for mushroom production, snail rearing under plantain plantation, grasscutter rearing, as well as ponds for geese and fish production were also visited. With regards to processing, a rice processing plant, a bakery, sausage and fruit jam processing were demonstrated. Produce and products from the farm are used to supply the centre's cafeteria and also sold to the general public in a store located at the centre. In addition, a fundary where processing equipment, including cassava graters, palm oil extracters, grain shellers, etc were fabricated were visited; the operations of the equipment were demonstrated to participants. A site for trapping insects and breeding larvae used as source of protein for feeding fish and geese were shown. Byproducts from these processes are not wasted but are used in various forms including fish feeding, mushroom production and farm manuring. Water harvesting techniques and the use of solar energy for lightening and powering motorized equipment were also demonstrated. Participants were overwhelmed of the enormous potential of the centre, particularly in providing training for farmers and technicians

8. Outcomes and achievements of workshop

- Shared and common understanding of project objectives, methodology, implementation, planning, M&E procedures and expectations reached
- Capacities of participants had been enhanced in project planning, monitoring, evaluation and management
- Stakeholder roles and responsibilities at sub-regional and national levels understood
- Technical and financial management of project activities had been shared for the understanding of all.
- Draft logframes and workplans for each commodity (sorghum/millet, rice and cassava) developed
- Administrative and financial management modalities and procedures shared with partners
- Participants exposed to integrated agriculture and modern processing technologies at the Songhai Centre

9. Conclusions and recommendations

Participants were generally satisfied with the workshop, the working environment, lodging and feeding arrangements at the Songhai Centre; they particularly enjoyed the group work and admitted their capacity enhancement in project planning, monitoring and management. They however made the following recommendations:

- ❖ The workplan developed by various groups be effectively implemented through efficient coordination, partnership arrangements and monitoring and evaluation at national, commodity and sub-regional levels.
- ❖ Following the workshop, contracts and MOUs be signed with the appropriate institutions and relevant partners to facilitate prompt implementation of project activities
- ❖ The workshop recommend prompt submission of reports and timely releases of funds for success

- ❖ The workshop recommends the conduct of good baseline studies to accurately determine the resources available in the sub-region, including personnel and equipment in order to capitalize on the enormous opportunities that exist in rice, cassava and sorghum/millet processing.
- ❖ In recognizing the importance of planning, monitoring and evaluation, it is recommended that CORAF/WECARD organizes training on Planning and M&E for Country, Commodity and Sub-Regional Coordinators of the Project
- ❖ In the light of the importance of post-harvest in socio-economic development in relation to the import role information sharing could play in the success of the project, an effective communication/information strategy be adopted by project managers in reaching out to partners
- ❖ In harnessing the full benefits of processing, the project should consider looking at the improvements in the marketing aspects, which follows processing
- ❖ Judging from the importance of post-harvest, CORAF/WECARD should endeavour to put more resources into the post-harvest project
- ❖ In promoting post-harvest technologies, improvement of working environment must be considered in the light of the current poor working environment of small-scale processors.

10. Roadmap in Project Implementation

	Activities	Deadlines	Responsible
1.	Finalize commodity and national-specific workplans and share with all participants	24 th Sept.	George, Ernest, Fallou, Alex
2.	Submit financial and technical report for the launching workshop	24 th Sept.	Songhai
3.	Request for 1 st quarter (Oct-Dec) funds with budgets	30 th Sept.	Songhai
4.	Develop agreements with the National Coordinating Institutions	15 th Oct.	Song/Ernest
5.	Develop TOR and recruit consultants to conduct baseline socio economic studies	15 th Oct.	Ernest/Song
6.	Elaborate a questionnaire for researchers on technologies available per crop targeted (trios consultants, 1 par speculation)		Alex/Fallou
7.	Organizing a validation workshop of the consultant studies		Songhai/ITA
8.	Develop TOR and recruit consultant to update and produce training manuals for processing cassava, rice and sorghum/millet	15 th Oct.	Ernest/Song
9.	Transfer funds to National Coordinating Institutions for stakeholder consultations	15 th Oct.	Song/Ernest
10.	Organize national stakeholders meeting and sign MOUs on collaboration with National Partners	30 th Oct.	National Coordinator
11.	Ensure these activities are done and done on time; keep participants informed weekly on progress made through group address (CORAF/WECARD Address to be created)		Song/Ernest

Annex 1: Programme for the workshop

Monday , 14th September ,2009		Responsible
9h	Welcome ceremony -Director of Songhai -Chief of local government of Porto-Novo -CORAF Program officer - Representative of ministry	
10h	Coffee break	
10h30	Project presentation	
11h	Discussions	
11h30	Generality of what has been achieved in processing with respect to target commodities	
11h30	Cassava processing at Songhai	Dohou Sébastienne
11h50	Rice processing	Mèliho Médard
13h	Lunch	
15h	Planning Framework	
16h	Coffee break	
16h 30	Group work on developing commodity based logical frameworks	
Tuesday 15th September 2009		
9h	Summary of first day work	
10h	Plenary presentation of group work	

11h	Log frames Elaboration of workplans – per commodity	
11h 30	Group work on work plans	
13h	Launch Break	
15h	Plenary presentation of group work – workplans	
17h	Adaptation of work plan to national workplans	
Wednesday 16th September 2009		
9h	Summary of the second day	
10h	Administrative and financial procedures	
10h30	Elaboration of the roadmap and workshop evaluation	
11h	Presentation of Songhai' vision	
11h30	Presentation of processing equipment	
11h30	Closing ceremony	
11h50	Visit to Songhai	
13h	Lunch Break	
	Departure	

Annex 2a: Logframe for Rice Processing

General Objectives: <ul style="list-style-type: none"> Promoting post-harvest technologies in improving storage systems, processing practices and market access of rice. 	Objectively verifiable indicators (OVI):	Method of verification (MOV)	Hypothesis
Specific objectives: <ul style="list-style-type: none"> Rice processing technologies improved and promoted in all the countries. 	At least one improved processing technology (threshing, parboiling, milling and packaging) operational in each of the five countries (Nigeria, Mali, Senegal, Ghana & Liberia) by end of June 2011.	<ul style="list-style-type: none"> Final country report. Country visit. CORAF/WECARD Report. 	<ul style="list-style-type: none"> Timely release & distribution of fund. All country work plans in line with agricultural policies of government.
Output/Result <ol style="list-style-type: none"> Existing rice post-harvest technologies analyzed and gaps identified. Training manuals on improved threshing, milling, parboiling and packaging produced Target groups selected and trained. (Rice processors, farmers cooperatives, extension agents, researchers & local equipment fabricators) 	<ul style="list-style-type: none"> One baseline studies conducted in each country by the end of November, 2009. 100 training manuals per technology produced by 31st/12/2009. 100 people per country trained by end of June, 2011. 	<ul style="list-style-type: none"> Study reports. 400 Manuals available Country coordinator's report. Training reports. Periodic country coordinator's report. 	<ul style="list-style-type: none"> Funds timely available. Timely availability of fund. Good cooperation among all stakeholders. Fund availability and cooperation of stakeholders. Political stability.

<p>4. Facilitation and acquisition of rice post-harvest equipment.</p> <p>5. Appropriate packaging and labeling introduced to processors</p> <p>6. Partnerships , Coordination and Information sharing</p>	<ul style="list-style-type: none"> • A t least one post-harvest equipment per country installed and operating by march, 2011. • Sharing workshop organized. • Networks of processor/producers formed. • Sharing key among stakeholders. • Information and sensitization campaign organized. <p>At least two appropriate packaging materials and equipment available per country by June 2011</p>	<ul style="list-style-type: none"> • Country coordinator’s reports. • Country coordinator’s reports. • MoUs signed among stakeholders. <p>Inventory of packaging equipment and materials</p>	<ul style="list-style-type: none"> • Availability of fund, • Easy access to credit facilities. • Fund availability and cooperation of stakeholders. • Political stability. • Timely availability of funds
<p>Inputs:</p> <ul style="list-style-type: none"> • Human resources • Material resources (equipment for training) • Financial resources. 			<p>USAID make fund available in time.</p>

Annex 2b: Log-frame for Cassava Processing

Project logic	OVI	MOV	Assumptions
Specific objective			
Improved cassava processing technologies promoted in Nigeria, Ghana, Togo and Benin.	Improved gari processing demonstrated to 20 groups of processors	Country activities reports	Uninterrupted availability of cassava
	HQCF processing demonstrated to 20 groups of processors	Country activities reports	Timely release of funds
	4 pilot centers upgraded for training	Physical visits to the centers	
	8 Artisans trained to maintain the processing equipment	Country activities reports	commitment of the Artisans to the processing centers
Results/outputs			
SMEs trained on improved gari processing technologies in Nigeria, Ghana, Togo and Benin.	20 SMEs trained on improved gari processing technologies	Country activities reports	Cooperation of SMEs
SMEs trained on HQCF processing in Nigeria, Ghana, Togo and Benin.	20 SMEs trained on IHQCF processing technologies	Country activities reports	Cooperation of SMEs
Inputs			
Human resources			
project team			
Material resources			
processing equipment			
training tools			
Financial resources			
Financial resources			

Annex 2c: Logframe for Sorghum/Millet Processing

Description du projet	Indicateurs objectivement vérifiables	Moyens de vérification	Hypothèses
Objectif général : Promouvoir les technologies post récoltes en vue d'améliorer le système de stockage, la transformation et l'accès au marché			
Objectif Spécifique : Identifier et promouvoir les technologies post-récolte éprouvées, du mil / sorgho dans les pays cibles du projet (Burkina Faso, Mali, Niger, Sénégal , Nigeria	Au moins deux technologies sont identifiées et promues avant la fin mars 2011	Rapport d'activités Manuels de formation	Financement disponible et suffisant
Résultat 1: Une étude de base sur les technologies éprouvées est réalisée	Au moins deux technologies sont identifiées dans l'ensemble des pays participants avant fin décembre 2009	Rapport d'activités/pays; Rapport CORAF	Financement disponible à temps
Résultats 2: Les capacités des bénéficiaires sont renforcées	Au moins 05 chercheurs vulgarisateurs; 20 transformateurs, 20 producteurs, 10 équipementiers et 10 associations de consommateurs sont formés. 05 chercheurs participent à des voyages d'étude	Rapport d'activités/pays; Rapport CORAF	Financement disponible à temps
Résultats 3: Les producteurs et transformateurs ont acquis des équipements	Au moins 10 unités de transformations sont renforcées et /ou installées et fonctionnelles au 30 juin 2011	Rapports d'activités/pays; Rapport du CORAF, Visite des unités sur le terrain	Les conditions de crédits sont acceptées
Résultats 4: Les partenaires sont regroupés en réseau interprofessionnel	Un réseau est fonctionnel par pays et pour l'ensemble des pays cibles à la fin du projet	Rapport d'activités/pays; Rapport CORAF; PV de l'Assemblée générale par pays et pour l'ensemble des pays	Financement de l'Assemblée générale disponible

Annex 3a: Work-plan for Rice Processing

N°	Results/Activities/sub activities	Indicators	Responsible partner	Collaborators	Calendar												Observation	
					June to Sept 2009				2009 - 2011 Fiscal Year									
					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Jun
1	RESULT 1: Existing rice post-harvest technologies analyzed and gaps identified	One baseline studies conducted in each country by the end of December, 2009.																
1.1	Conduct a baseline study on rice post-harvest system in each country.	baseline study initiated in October 2nd, 09 and the final report ready by December 31th, 2009.	NCRI (Nigeria), CSIR-FIR (Ghana), CARI (Liberia), IEL (Mali), & SAED (Senegal)															
1.1.1	Develop TOR for consultant.	TOR developed before September 30th, 2009.	NCRI (Nigeria), CSIR-FRI (Ghana), CARI (Liberia), IER (Mali), & SAED			x	x											

			(Senegal)																	
1.1.2	Select consultant for baseline study.	Consultant hired or selected before 1st October, 2009.	NRCRI (Nigeria), CSIR-FRI (Ghana), CARI (Liberia), IEL (Mali), & SAED (Senegal)					x	x											
1.1.3	Presentation & Validation of baseline study.	Study report received by December 31st, 2009.	NCRI (Nigeria), CSIR-FRI (Ghana), CARI (Liberia), IER (Mali), & SAED (Senegal)	Agricultural related institutions/organizations in the five countries.																
2	RESULT 2: Training manuals on improved threshing, milling, parboiling and packaging produced.	100 training manuals per technology produced by 31st/12/2009.	NCRI (Nigeria), CSIR-FIR (Ghana), CARI (Liberia), IER (Mali), & SAED (Senegal)	Songhai, CORAF, WECARD																

2.1	collaborate and share information with consultant	Technical information received from and sent to consultant by 30th November, 2009	CORAF in collaboration with NRCRI (Nigeria), CSIR-FIR (Ghana), CARI (Liberia), IER (Mali), & SAED (Senegal)	CORAF, NCRI (Nigeria), CSIR-FIR (Ghana), CARI (Liberia), IER (Mali), & SAED (Senegal)																
2.2	validation of draft training manuals	corrected versions of draft manuals sent to consultant by mid-November 2009	NCRI (Nigeria), CSIR-FIR (Ghana), CARI (Liberia), IER (Mali), & SAED/ITA (Senegal)	Songhai, CORAF, WECARD																
3	RESULT 3: Training of target group.	100 people per country trained by end of June, 2011.	NCRI (Nigeria), CSIR-FIR (Ghana), CARI (Liberia), IER (Mali), & SAED/ITA (Senegal)	Songhai, CORAF, WECARD & MFIs																
3.1	Identification & Selection of trainees	100 trainees trained per country by end of	NCRI (Nigeria), CSIR-FIR (Ghana), CARI	farmers, processors, artisans, women, and youth groups.																

			(Liberia), IER (Mali), & SAED/ITA (Senegal)																	

Annex: 3b Work-plan for Cassava Processing

N°	Results/Activities/ sub activities	Indicators	Cos ts	Staff Incharge	Calendar														Observat ion						
					June to Sept 2009			October 2009 - September 2010 Fiscal Year																	
					Jun Jul	A u	Se p	O ct	N o	D e	J a	F e	M a	A p	M a	J u	J u	A u		S e					
1	1. Baseline information on cassava processing in Nigeria, Benin, Ghana and Togo	At least 2 available existing processing technologies for gari and HQCF in Nigeria, benin, Ghana and Togo by the end of December, 2009		SONGHAI/CORAF				X	X	X	X														
		Socio-economic status of Gari and HQCF processors in Nigeria, benin, Ghana and Togo by the end of December, 2009							X	X															
											X														
1.1	Development of TOR for consultant	Consultant's TOR developed in October, 2009		SONGHAI/CORAF					X																

3	RESULT 3 Acquisition of processing equipment facilitated	At least one source of processing equipment/co untry identified by the end of Dec. 2009																															
		At least one microfinance institution identified and willing to give loans in each country by Dec. 2009																															
3.1	Identification and selection of sources of relevant processing equipment	At least 2 sources of equipment identified and selected in each of the target country by mid December 2009		Country coordinators																													
3.2	linking of Equipment source with the beneficiaries	equipment sources and beneficiaries linked in December 2009		Country coordinators																													
3.3	Identification of microfinance institutions	Microfinance institutions identified in December		Country coordinators																													

	stakeholders in each country	the end of June 2010																		
		At least one national sensitization workshop on HQCF by the third quarter of 2010															X	X	X	
4.1	Relevant stakeholders identified in all the target countries	at least 50 stakeholders identified and informed on the stakeholders' forum in May 2010		country coordinators												X				
4.2	Stakeholders' forum activities and modus operandi developed	a document containing the forum's activities in May 2010		Country coordinators/CORAF												X				
4.3	Stakeholders' forum formed	First stakeholders forum held in June 2010		Country coordinators/CORAF													X			
4.4	Mobilisation for national sensitization on HQCF	At least 3 ministries/sectors identified and mobilised for the sensitisation in July 2010		country coordinators																X

Annex 3c: Work-plan for Sorghum/Millet Processing

N°	Results/Activities/sub activities	Indicators	Staff In-charge	Collaborators	Calendar														Observation		
					June to Sept 2009				2009 - 2010 Fiscal Year												
					Jun	Jul	Au	Sep	Oct	No	De	Ja	Fe	Ma	Ap	Ma	Ju	Ju		Au	Se
1	Résultat 1: Une étude de base sur les technologies éprouvées est réalisée :	Au moins deux technologies sont identifiées dans l'ensemble des pays participants avant fin décembre 2009	sous point focal	Institution des pays cibles	X	X	X	X	X	X	X										
1.1	Elaboration des termes de références	Les termes de références sont élaborés avant mi-octobre 2009	sous point focal	Institution des pays cibles																	
1.2	Partage et validation des termes de références	Les termes de références sont validés avant fin octobre	sous point focal	Institution des pays cibles																	

Annex 4: Workshop Evaluation

Workshop Evaluation: Stakeholder Consultative Workshop on Promoting Post-Harvest Technologies from 14th to 16th September 2009

Participants' Ratings Attributes	Poor (%)	Fair (%)	Good (%)	Excellent (%)
Quality of the discussions	0	3 (7.9)	19 (50)	16 (42.1)
Quality of Materials provided (papers, articles)	0	4 (10.5)	25 (65.8)	9 (23.7)
Logistical Arrangements for the workshop	0	6(16.2)	20 (54.1)	11(29.8)
Travel arrangements	0	2 (5.4)	20 (54.1)	15 (40.5)
Quality of Hotel Services	3 (9.4)	7 (20.6)	16 (47.1)	6 (17.6)
Overall evaluation of the seminar	0	7 (15.9)	25(56.8)	12(27.2)
	Too long	Too short	Adequate	
Length of Workshop	4 (10.2)	8 (20.5)	27(69.2)	

Other Ratings and Comments about the Workshop by Participants

Attributes	Summary of observations and remarks of Participants (majority of participants sharing the views)
Relevance of Workshop to current work	<p>Gives linkages between the different stakeholders</p> <p>Addressed themes were very important –question not really understood by most of the participants</p> <p>A better comprehension of the logframe</p> <p>Post-harvest system research is critical to growth and food security in Africa. Discussions opened up the gaps and challenges at different country levels and has help me understand areas requiring urgent attention in managing post-harvest of the target groups and its implications for poverty reduction in the sub-region</p> <p>Allowed them to explain their processing techniques on rice</p> <p>Very relevant content very relevant too, since some issues discussed will be incorporated into their private businesses</p> <p>Very important for the improvement of my business</p> <p>The workshop has opened my eyes on what should be focused or targeted when carrying out research</p> <p>Allowed them to bring new integrated technologies to producers</p> <p>Better comprehension of logframe which will allow them to develop research projects</p> <p>Methodology of presentation and discussion</p> <p>Issue on rice deals with my current job and packaging</p> <p>Relevant in terms of processing</p> <p>Gave them further</p>
Strengths	<p>Discussions were very interesting and allowed to have a good knowledge of the project, the example of Songhaï was very interesting, la vision de Songhaï</p> <p>Development of workplan</p> <p>Addressed themes were very important</p> <p>Project concept, workplan design and M&E presentation was greatly and lucidly presented and has strengthen my capacity in project concept design and monitoring and evaluation to get a set-out goal</p> <p>Practical work on logframe approach</p> <p>Works groups allowed participants to better participated, facilitators well followed the wok groups</p>

	<p>Group work on planning activities</p> <p>Workshop well organized (paper presentations, discussions, plenary sessions, feeding, tea-breaks, in fact almost everything)</p> <p>The Songhaï Centre is excellent for redirecting the trend of workshops</p> <p>Presentation made by Father Godfrey Nzamujo and discussions</p> <p>Presentations and discussions</p> <p>Communications among participants and organizers</p> <p>Selection of a President and a corps of rapporteurs</p> <p>All the presentations and meal</p> <p>Interpretation well done</p> <p>Interaction entre les participants</p>
Weaknesses	<p>Duration of the workshop was short for given attention to pertinent issues, problem of language slowed down the work (3) two workshops were combined one on capacity strengthening and the other on the development of project action plan</p> <p>Absence of English versions of the project concept which created weak point in participants contributions at the meeting</p> <p>Traveling arrangement were not well organized, long and tiring journey on road</p> <p>Time management (too long questions and speeches</p> <p>Lack of knowledge of new technologies</p> <p>Financial aspects were not totally covered</p> <p>Finance, we cannot afford what we want to</p> <p>No possibility to connect to internet during workshop</p> <p>Preparation arrangements to Porto Novo were not adequate</p> <p>Transport arrangement were done too late to the start of workshop</p>
	<p>The management of the time may allowed participants to take notes, increase the duration</p> <p>Contact personally each participant by email and copied to his/her affiliation and phone calls are also critical</p> <p>Amount of per diem</p> <p>Toilet provided</p> <p>Inform participants on time</p>

	<p>Let subsequent workshops from the line of Songhai Centre Arrangement for traveling by air for participants even if it is from a neighbor country Have document in advance in order to have a common understanding Management of time</p> <p>Better organize the end of the workshop Limit people to 2 minutes per question Establish rules for cell phones Speeches should not be</p> <p>Pay the per-diem on time Adjust the duration of the workshop to the volume of work At least one week to better organize the project implementation or reduce 60% of the number of participants to allow in deep debate</p> <p>A least three days are adequate to have a sustain and intensive work The technical aspects should have been planned long ago The organizer to assist in the technology carry on in Songhai Centre to also be in each country Quality of the accommodation and the hotel services , insufficiency of food Communication (conditions on restoration and information on per-diem unknown) Details of agenda items to be send to participants before they travel</p>
Additional Comments	<p>The workshop was indubitably important CORAF/WECARD should at all levels of collaboration maintained its stand on result delivery and personal evaluation</p> <p>Revise the organizational team Organizers of the workshop are experienced and knowledgeable Long live CORAF, USAID and Songhai partnership CDs of the presentations should be available to the participants before or during the meeting Great Programme, excellent speakers and facilitators Suggest that participants be given the opt option to find their own supper</p>

	<p>Lodging places okay, but daily cleaning not well organized, over all very good workshop</p> <p>Finance Aspects were not well discussed mostly the repartition of budget per commodity and per country Separate the methodology workshop on launching workshop Thanks for this workshop on post-harvest, knowledge gain will be imported to our people Better install the wireless system in the conference room to able managers and other executives officers to work accordingly</p> <p>A small number of participants and the use of French and English permit to consolidate relations for opening active trade networks. Congratulations to OCRAF/WECARD for this method of animation</p> <p>Get light weight ear phone rather than heavy one Give presentations at the end of each day to allow participants read before Handouts were received late Access to internet facilities was not smooth, at the future , it may have to be extended to the conference room and residence</p>
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Annex 5: List and Contacts of Participants

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