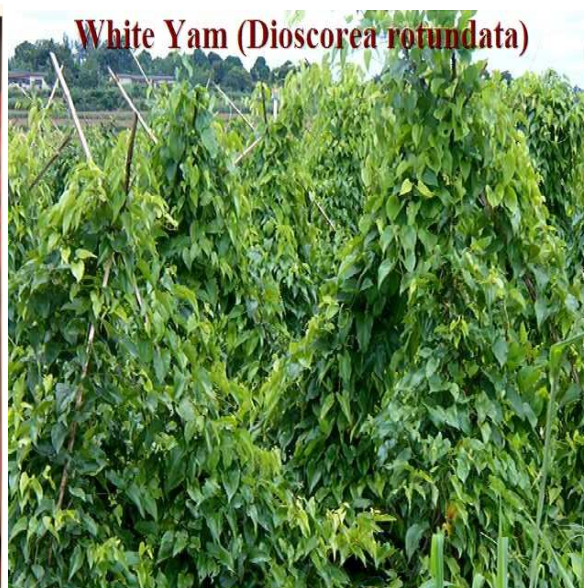




Launching of Commissioned Project

Promotion of seed yam production in Ghana, Nigeria, Togo and Benin Using the Yam Minisetts Technology (Project ID: CW/03/01CM/U/09-02)



A Report of the Project Planning and Inception Workshop

Umudike, Nigeria

18th – 20th August, 2009

By

Dr. Ernest Assah Asiedu (Staple Crops Programme Manager/CORAF/WECARD)

Dr. John Ikeorgu (Project Coordinator, NRCRI, Nigeria.)

Dr. George Muluh (Planning Officer, CORAF/WECARD)

Sommaire

1. Background and Context	3
1.1 Workshop objectives, duration and venue	4
2. Stakeholder Representation	4
3. Workshop Activities, Approach and Methodology	5
3.1 Tasks performed.....	6
3.2 Agenda for the workshop.....	6
4. Workshop Proceeding.....	7
4.1 Opening.....	7
4.2 Technical Presentations	9
5. Sub Agreement, Financial, Administrative & other Operational Issues	11
6. Monitoring and Evaluation.....	15
7. Tasks executed, outputs and outcomes.....	18
7.1 Task executed.....	18
7.2 Outputs.....	18
7.3 Outcomes	18
8. Road-map: Immediate Follow-up Actions	19
Annex 1: Agenda of the workshop	20
Annex 2: Logical Framework	23
Annex 3a: Country Work Plans June 2009 - September 2009 and October 2009 - September 2010 - GHANA.....	27
Annex 3b: Country Work Plans June 2009 - September 2009 and October 2009 - September 2010 - Nigeria	36
Annex 3c: Country Work Plans June 2009 to September 2009 and October 2009 to September 2010 – Benin	49
Annex 3c: Work Plans June 2009 - September 2009 and October 2009 - September 2010, Togo	59
Annex 4: Workshop evaluation	71
Annex 5: Names and Contacts of Workshop Participants	73

1. Background and Context

By adopting the improved yam mini-sett technology, only 5 - 10% of yam harvested will be required to produce seed yam compared to 30-50% normally used; thus leaving most of the harvest to be used for food in achieving food security in the rural communities. Additionally, production is enhanced through the use of healthy mother yam often coming from sanitized sources. Extra production sold, can generate significant incomes to reduce poverty among yam producing farm families. Despite these advantages, the yam mini-sett technology had not been adequately promoted in spite of some successes in Nigeria. In recent times, IITA has succeeded in even using aerial bulbs and vines to produce seed yam to reduce the over-dependency on ware yam for seed. Additionally the National Root Crops Research Institute in Nigeria has found a way of varying minisett sizes to produce the desirable sizes of ware yam targeted at various markets. These recent developments have rekindled interest in the technology. The project seeks to mobilize the strengths, expertise and resources in yam minisett technology for stepping up the promotion of the yam minisett technique and for the development of yam seed entrepreneurship to address food insecurity problems in the sub-region. This project is being supported under the USAID emergency Global Food Security Response Initiative with the National Root Crops Research Institute (NRCRI) as the coordination institution.

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, destoning 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.

Specific objectives of project: The specific objective of the project is to promote the improved yam minisett technology to increase yam production in Ghana, Togo, Benin and Nigeria.

1.1 Workshop objectives, duration and venue

1. To share and update the project proposals with key stakeholders and to enable them come to a common understanding on the objectives, activities, implementation modalities, partnership arrangements and expectations
2. To strengthen stakeholder capacity in project planning and monitoring, the IAR4D approach in project implementation and financial and administrative procedures, including reporting,
3. To develop sub-regional and national action plans (with detailed activities, budgets, implementation mechanism, monitoring and evaluation mechanism, and to define the roles of partners) for the 24 months.

Duration: The duration of this workshop is three days, 18-20 August 2009.

Venue of Workshop: National Root Crops Research Institute Umudike, Nigeria

2. Stakeholder Representation

- CORAF. IITA, WASA.
- National Research Institutions (NARs) from Ghana, Togo, Benin and Nigeria.
- National Agricultural Extension Agencies in the four countries
- National Roots and Tuber Projects
- National Root and Tuber Producer Associations in the four countries
- The Private sector planting material producers
- Regional and national NGOs
- Processors and Exporters of yams from Nigeria.
- Nigeria Export Promotion Council.

Attendance

	Stakeholder	Number
1	The Executive Secretary of the Agricultural Research Council of Nigeria	1
2	The Executive Director of the NRCRI	1
3	The Coordinator, Yam Minisett Project	1
4	Scientists from IITA on the Yam Minisett Project	2
5	University	1
6	National Project Coordinators from the NARIs of Ghana, Togo, Benin and Nigeria.	15
7	National Agricultural Extension Agents in the four countries	5
8	Representatives of the National Roots and Tuber Projects	1
9	Representatives of the National Root and Tuber Producer Associations in the four countries	4
10	The Private sector - Planting material producers	2
11	Regional and national NGOs	4
12	Processors and Exporters of yams from Nigeria.	3
13	The Press	4
14	CORAF/WECARD	2
	Total	46

3. Workshop Activities, Approach and Methodology

The workshop comprised formal presentations by individuals and group representatives and was professionally facilitated and mentored by CORAF/WECARD staff. The processes included:

1. Presentation of workshop outline, purpose, objectives, expected output and timetable were presented as follows.
2. Presentation of the final version of the approved project document, especially the agreed prioritized activities and action plan and logical framework.
3. Presentation of technical and financial operational issues, including reporting procedures
4. Group work to develop project sub-regional log-frames and project activity plans.
5. Plenary presentations

- Approach: interactive processes during the workshop – exchange initial work with key stakeholders and incorporate their ideas and suggestions into the programme
- Methodology: participatory methods combining oral presentations – discussions – working groups to jointly develop and share ideas

3.1 Tasks performed

- Present project approved document
- Develop an action plan
- Agree on roles and partnership arrangements
- Discuss ways to overcome logistic bottlenecks
- Formally inaugurate the project
- Presentation of operational issues
- Group works on logframe and workplans

3.2 Agenda for the workshop

Day 1

- Opening ceremony
- Introduction
- Presentation and discussion o of project proposals

Day 2

- Recap of day 1 activities
- Presentation on the development of logframe
- Two working groups to develop logframe for the project:(ToR in Annexes ??)
- Plenary - Presentation of draft logframes
- Harmonization of the two logframes

Day 3

- Recap of day 2 activities
- Working groups: to develop national workplans
- Presentation of administrative and financial procedures
- Presentation of monitoring and evaluation procedures
- Workshop evaluation
- Workshop conclusions and re commendations

The workshop process comprised formal presentations with break-out sessions, and was professionally facilitated and mentored by Dr. Ernest Asiedu, George Muluh and John Ikeorgu. The process covered:

4. Workshop Proceeding

4.1 Opening

Registration started at about 10:30

Opening ceremony started at 11:10 by an opening prayer

In attendance were:

- ❑ Stakeholders from Nigeria, Benin, Togo and Ghana comprising researchers, farmer organizations, planting material entrepreneurs, extension service, traders,
- ❑ Representative of the Executive Secretary ARCN
- ❑ The Executive Director, NRCRI
- ❑ Representatives of IITA Yam Project
- ❑ Representative of CORAF/WECARD (Staple Crops Programme Manager and Planning Officer)
- ❑ Representative of CORAF/WECARD STC
- ❑ The Press
- ❑ Scientists and staff of the NRCRI

Highlights of speeches

The Executive Director of NRCRI

- ❑ After addressing protocol, welcomed all participants, thanked CORAF/WECARD, USAID and IITA for the project and for support to the workshop.
- ❑ He presented a brief history of the NRCRI which originally was established in 1923 as a colonial experimental station and had gone through significant changes to its present form
- ❑ The institute collaborates with several donor and international and national institutions such as IITA, FAO, IAEA, IPGRI, CIAT, USAID, CORAF/WECARD, etc.
- ❑ He presented an analyses of yam production trends in Nigeria and major achievements of the institute, which include the development of the yam minisett technology and yam hybrids in collaboration with IITA
- ❑ He affirmed his institutes commitment to ensure the success of the yam minisett project

The Programme Manager CORAF/WECARD - SCP

- ❑ After addressing protocol, presented the processes leading to the yam project: from the MDGs, AU-NEPAD vision (CAADP), the development of the strategic and operational plans by FARA and the SROs to respond to the AU-NEPAD vision.
- ❑ Constraints and need assessment under the SCP, development of 5-year programme operational document were highlighted
- ❑ He presented the current six commissioned projects in response to the Global Food Security Response Initiatives (on yam, sorghum, processing, rice, cassava and cowpea
- ❑ Other projects under the competitive grant projects targeted at the remaining commodities are underway
- ❑ The workshop provides an opportunity to fine-tune the project logframe, workplans and to provide further opportunity to develop national workplans, coordination and partnership arrangements.
- ❑ He thanked ARCN, NRCRI, IITA and Stakeholders

The Executive Secretary, ARCN

- ❑ He joined the ED of NRCRI to welcome participants and thanked CORAF/WECARD and USAID for the project
- ❑ He stressed on the important of yam in WA and added that lack of seed yam is major cause for farmers abandoning yam cultivation
- ❑ Added that stakeholders should look beyond production for subsistence and consider export demand of our citizens living in the Diaspora
- ❑ The yam minisett technology developed two decades ago had not been adequately extended leaving farmers to depend on the own sources
- ❑ He was glad to learn the project seeks to increase the adoption of the minisett technology and emphases are being laid on farmer capacity strengthening
- ❑ He encouraged farmers to demonstrate the technology on their own plots and advised the NRCRI to handle the administration of the project well

IITA Yam Project Coordinator

- ❑ Highlighted the importance of yam as a food security commodity, socio-cultural value
- ❑ Major constraints in yam production include low access to planting material, high disease infection levels of farmers seeds and high labour cost
- ❑ Increase in yam productivity will largely depend on the adoption of healthy planting material, since most preferred varieties are the worst affected by disease and shortage of seed

- ❑ Despite the existence of the technologies, acute scarcity of planting material exists, compelling farmers to keep part of the harvested food yam for seed,
- ❑ Improved technologies reduces stress on natural resources (land, forest trees)
- ❑ Finds the project as a useful one for socio-economic development and affirmed IITA support for it

4.2 Technical Presentations

The project

The presentation entailed the correct title of the project as Promotion of seed yam production in Ghana, Nigeria, Togo and Benin Using the Yam Minisett Technology. Names and address of sub-regional and national coordinators were as well presented. Project cost was given as US\$ 500,000. Project background (problem and justification) and specific objectives and the roles of partners including NARIs of Nigeria, Benin, Togo and Ghana, IITA, WASA, agricultural extension services, farmer organization and yam-based NGOs were presented. Beneficiaries were presented as the poor, women and youth who constitute about 70 % of the work force in yam production. Project logframe and work-plan, including activities and targets were as well presented. Environmental sustainability of the project was presented and possible suggestion to mitigate it was highlighted. Expected impact of the project was also presented.

Main issues emerging from presentation

The yam minisett sprout in storage and there is the need to finding ways for improving the storability by the manipulation of dormancy mechanisms. In additions, the ware yam also has storage problems and which needs research interventions to search for solutions. Yam farmers gave their solution as leaving the yam seeds in the soil until one month to planting, when they are harvested to allow them break dormancy before planting. Scientists suggested radiation and chemical treatment to prolong the storage lives of the yam minisettes. It was concluded that further research work is needed to improve the storage of ware and seed yams.

Stakeholders were in the view that restriction in the use of fertilizer and pesticides in yam production and preference of the export market for organic products will reduce crop productivity. It was explained that with the Environmental Impact Assessment and the Environmental Monitoring and Mitigation Plan, for which CORAF/WECARD is in the process of putting in place, it will be possible to use selected agro-chemicals at the recommended rate for project activities. The use of cover crops, agro-forestry plants and crop rotation with leguminous plants, as well as commercial organic fertilizers were suggested as alternatives, particularly for farmers producing for the export market.

The group was however reminded that the primary focus of the project is on the promotion of the yam minisett technology to achieve food security

Analyses for demand for seed yam in Nigeria-Background and Conclusions

Yam demand is growing at a high rate and now exceeds supply. Currently 25% of yield potential is realized. This presents an opportunity to step up the promotion of productivity enhancing technologies, particularly in seed yam, which constitute 40% of production cost. Relevant Variables influencing demand for seed yams in Nigeria include farm size, education level and the disposable income of the farmers, experience in seed yam production and labour availability. Thus, for commercialisation of the seed yam sector, farmers should be properly educated especially through extension services on the benefit of seed yam enterprise. These set of farmers can be assisted with soft loans to address capital deficiency in increasing farm sizes for seed yam production and access farm inputs. Currently, there are no commercial structure for supply of seed yams in Nigeria and farmers only sell seed yams after satisfying own requirements.

Needs of Target Groups and the IARD Approach

Farmers' priority technological constraints include seeds, production technology (integrated crop management), germplasm and mitigation of climate change (droughts, floods, excess heat)

Priority cross-cutting needs include credit, markets, capacity strengthening, group animation and communication/information. Input organizations needs are credit, market, breeder/foundation seeds, seed production technology, capacity strengthening. These call for innovative approaches and effective linkages with various stakeholders and service providers.

FAAP Principles for project implementation

- **Empowerment** of end-users to ensure their meaningful participation
- Planned **subsidiary** to give responsibility and control over resources for agricultural research, extension, and training
- **Pluralism** in the delivery of agricultural research, extension, and training services with of a broad range of service providers [e.g., universities, NGOs, public and the private sectors]
- **Evidence-based approaches** with emphasis on data analysis, including economic factors and market orientation,
- **Integration of agricultural research** with extension services, the private sector, training, capacity building, and education programs
- Explicit incorporation of **sustainability** criteria
- Systematic utilisation of **improved management information systems**,
- Introduction of **cost sharing** with end users, according to their capacity to pay, to increase their stake

Development of logframe and country-specific workplans

A classic logframe was presented as a 4 x 4 matrix with vertical and horizontal logic. First column as project description comprising (1) General Objectives (specific objective at Programme level), (2) specific objective, (3) output/result and (4) activities, with rolls having the (1) project description, (2) objectively verifiable indicator, (3) means of verification and (4) major assumptions (Annex...)

With the presentation and discussion to understand the logframe approach, two groups (Francophone and Anglophone) were formed and give terms of reference (TOR) with the following tasks:

- To sharpen objective
- Examine and revise OVIs
- Examine and revise Means of Verification
- Suggest ways to internalize some assumption
- Ensure that the log is both vertical and horizontally logical

The two logframes were thereafter harmonized into one. A work plan was subsequently developed as an off-shoot of the logframe, which provided a framework for the development of country-specific workplans by country representatives under the following headings: (1) Results/Activities, (2) Indicators, (3) Responsible, (3) Time frame and (4) Observation

5. Sub Agreement, Financial, Administrative & other Operational Issues

- Sub-Agreement presentation dwelt on the following highlights:
- Purpose of sub agreement : Responsibilities of each party
- Period of the Sub Agreement: 2 years with effective date 8 June 2009
- Estimate completion date 7 June 2011
- Funds obligated are available for project expenditures for the estimated period 8 June 2009 to 7 June 2010
- Fiscal year of USAID: October to September – First fiscal year is then ending September 30, 2009
- Sub Agreement must be signed
- CORAF Secretariat Responsibility

The CORAF/WECARD commitments include:

- ensure the release of funds according to the conditions outlined in the sub-grant agreement, in order to facilitate the timely and proper implementation of the Project;
- ensure the timely review and consolidation of all reports of the Project from the Coordinating institution;
- facilitate internal monitoring, evaluation and auditing of the Project in order to guarantee efficient and effective utilization of allocated funds;
- ensure external evaluation and auditing by qualified and competent teams;
- ensure overall management of the Project by the [*state the specific Project Manager e.g. CORAF/WECARD Staple Crops Manager*].

Coordinating Institution Responsibility

- The Coordinating institution commits itself to:
- nominate a Project Coordinator to oversee implementation of the Project by the consortium of partners;
- provide and ensure proper functioning of the local administrative facilities, infrastructure and logistics for the implementation of the Project;
- mobilize counterpart human and financial resources allocated to the Project;
- facilitate access to CORAF/WECARD and counterpart funds/resources received for the Project by the Project Coordinator, in order to ensure timely and proper implementation of the Project;

Disbursement

- 1st installment: total cost of required equipment and three months operational costs
- Successive installments: 3-monthly periods following requests made by the Coordinating institution to the CORAF/WECARD Executive Secretariat, accompanied by the technical and financial reports and justifications of transactions.
- Payment will depend on the validation of the technical and financial reports by the competent services of the CORAF/WECARD Executive Secretariat
- Transfer will be made using a **DESIGNATED PROJECT BANK ACCOUNT** (Two signatories)

Disbursement Effectiveness conditions

- Approved Annual work plan : The first implementation plan shall cover the period from June 8, 2009 through September 30, 2009 and shall be due 15 calendar days following receipt of the 1st installment of funds allocated by CORAF/WECARD. The subsequent annual work plan, which shall cover the period October 1, 2009 through September 30, 2010, shall be due in mid-August, 2009.
- Environmental Impact and Sustainability: Disbursement cannot be made to sub grantee until the ERF or ER checklist is completed and approved by CORAF & USAID.
- Financial management system: The sub grantee financial management system must be certified or considered recommendable before any disbursement is made

Reporting Requirements

- An initial report : three (3) months after the transfer of the 1st installment of the funds allocated to the project. The report shall provide details of the conditions under which the project was initiated.
- Quarterly reports: Submitted by the Coordinating institution to the CORAF/WECARD Executive Secretariat. Each report should be endorsed by the Coordination institution's signatory to the sub-grant agreement.
- Component of reports: **Technical** component prepared by the Coordinator and a **Financial** component prepared by the finance officer of the coordinating Institution
- A final report : Overall implementation of the Project and administration of its budget

Contents of reports

- A comparison of actual activities and anticipated results in line with the plan established for the duration of the Project
- Reasons why targets were not achieved, why activities were delayed or not carried and any noted deviations from the Project plans shall be established;

- Success stories if any, including examples of synergy and collaboration with partners, harmonization of activities that demonstrated benefits beyond the scope of the Project
- A summary of progress made in achieving indicator targets during implementation of the Project based on valid data collection and analysis;
- Other relevant information, including recommendations and lessons learned, related to overall results of the Project.

Financial Reporting

- Financial reporting shall be in accordance with the recommended format as provided by the CORAF/WECARD Executive Secretariat.
- The Coordinating institution shall submit one original and one copy of the monthly financial report to the Director of Administration and Finance of CORAF/WECARD.
- The Coordinating institution shall submit an original and a copy of a “Request for Advance” in a format agreed upon with the CORAF/WECARD Executive Secretariat, for each upcoming quarter to the Director of Administration and Finance of CORAF/WECARD.
- The Coordinating institution shall prepare a “Financial Status Report” on an accrual basis and make quarterly submissions to the Director of Administration and Finance of CORAF/WECARD
- The Coordinating institution’s financial report shall include expenditures of the Project as well as of other matching funds
- Financial documentations should include bank statement and bank reconciliation
- Audit of CORAF finance records by External Auditors

Budgeting

- Non Allowable cost: Tax in any form, and listed ineligible and restricted goods and services (See Standard provision for Non US NGO recipients - ref. 2)
- The management Cost on sub awards is 2.5% - Note that a break down is needed for this cost with justifications
- Revision of the budget is allowable under certain conditions
- Budget Discipline to be Strictly Observed!

Other Operational issue

- Eligibility of Host country: Countries not eligible to US funding are not eligible under this sub agreement
- Procurement of Goods and Services : Ethics, Open and free competition, properly documented – procurement procedure acceptable to CORAF requirement
- Air Travel by Economic Class /most direct & economical route
- Branding policy: Insert USAID and CORAF logo in all produce material, banner , conference, media communication, Etc.
- Executive Orders and Rules on Terrorism financing
- Operational Issues represents 60% of the success of Programmes
- Take some time to read the sub agreement and attachments
- For any constraint and doubt do not hesitate to contact the Programme Manager

6. Monitoring and Evaluation

- Defined as a tool for planning and management; it is a system of information for evaluating the performance, realization of targets at the right time and impact of a project.
- **Monitoring**
 - The monitoring component is a permanent function which essentially provides indication of progress made. It identifies and evaluates potential problems and the success of the project. The monitoring component is the collection and the management of data which are linked to targets of the indicators (within results and indicators executed). The execution of monitoring or control of project activities concern the internal monitoring of financial, physical and organization aspects which will affect the project.

Financial Monitoring

- All projects submitted for financing by CORAF/WECARD must have a system of financial monitoring. This allows the tracking of inputs and the cost of the project per activity, with its reports (financial and technical) sent to the CORAF/WECARD Executive Director at the end of each quarter. A synthesized annual report should be produced at the end of each year.

Physical Monitoring

- This concerns the monitoring of physical activities of the project. The output indicators and activities provide specifically quantities which will be delivered by the project, the beneficiaries, as well as the dates of delivery. The results of the physical evaluation are presented in the periodic reports.

Organizational Monitoring

- This concerns the setting up of institutional organization of the project, international organization and organizational relationships. How teams constituted, its management and governance.

Monitoring of results

- This concerns the monitoring of the project's effect, the response of the target groups to the activities and outputs of the project and the impact (project's contribution and the fundamental change, as well as the sustainability induced in the target groups).

Monitoring Effects

- The effects of the project will monitor and evaluate the perception (opinion or reaction) and the responses (behavioral changes) of the target groups of the project to project output.
- The indicators that measure the effect focuses on the change of attitude and habits, for example, the changes in cultural practices or adoption of a new technology.
- The monitoring of results will be a helping tool, like for example the assessment in the case of the selected groups which can be probably affected by programme activities.

Monitoring of Impact

- The monitoring of impact will help to verify if the strategies of programme implementation allows the achievement of the objectives. The indicators at this level of monitoring are relative to development, change of incomes and mode of production, self-sufficiency and food security.

The Stages of Monitoring and Evaluation

- This entails the elaboration of criteria for monitoring and evaluation, the establishment of monitoring and evaluation committee, periodic control of results, annual review and planning meetings, mid-term reviews, final evaluation of the project outcomes and eventually an impact assessment.

Periodic Control of the Project Results

- Before the payment of the initial advance, the coordinating institution of the project must establish a start-up plan indicating the methodology, the approach, stakeholders involved, the expected results and the starting date of activities.
- The periodic controls serve to verify the state of advancement of projects and above all the accuracy of results given in the reports submitted periodically by the host institution
- The periodic control is done at the time of visiting the field by the Directorate of Programmes according to the terms of the contract,

Reporting on project annual results

- For budgeting exercise, annual reporting on work by project or group of projects is organized at the initiative of the Director of Programmes. Annual reporting should be done latest by the end of the first quarter of the year that follows. The report should be shared with partners concerned.

Mid-Term Evaluation of Project Outcomes

- Intermediary evaluation is done during the period of funding of the project. It is done based on the advance reports or executed during mid-term evaluation determined by the project coordinating institution at the beginning of the project work and during the period of execution of the project contract. The periodicity of the mid-term evaluation placed in the research contract.

Evaluation of the final project results

- At the end of executing the project contract, the coordinating institution will elaborate a project completion on report.
- This report should cover the totality of execution of the contract, comprising both technical and financial report, with summary of activities and experiences attached.

7. Tasks executed, outputs and outcomes

7.1 Task executed

- Project proposals updated.
- Stakeholders' capacity in the IAR4D, project planning, monitoring and evaluation, as well as on CORAF/WECARD technical and financial procedures, strengthened
- Log-frames and activity plans for each partner country and for the sub-region, (including detailed planned activities, indicators, timeframes, monitoring and evaluation mechanisms) developed.
- Partnership roles, the implementation modality and the expected outputs agreed upon.
- Suggestions to overcome administrative and financial bottlenecks that could slow down or prevent project implementation (release of funds, technical and financial reports, datelines, etc) given.
- A sub-regional seed yam production and marketing team based on the IAR4D inaugurated

7.2 Outputs

- Project concept shared with key international and national stakeholders
- Detailed action plan for within-country and sub-regional activities streamlined and agreed on. Every partner is certain on his/her role in this project.
- Time frame and budgets for carrying out the work agreed on with the Project Coordinator.
- Realistic and achievable targets set by each country to be monitored by the Project Coordinator and the country coordinators.
- Training and training-manuals properly scheduled in the proposed workplans.
- A sub-regional seed yam production and marketing team formed.

7.3 Outcomes

- A detailed project activity plan, containing activity work-plans and budgets for the implementation of the Staple Crop Programme in the sub-region is drafted
- A comprehensive partnership arrangement updated under each programme result area

8. Road-map: Immediate Follow-up Actions

- Transfer of funds used for the workshop (to defray pre-financed cost) – 26th August, 2009
- To finalize national-specific workplans - George, Ernest and John Ikeorgu (Project Coordinator) – 2nd September, 2009
- To produce financial and technical report for the launching workshop- John Ikeorgu – 5th September, 2009
- To develop MOUs with each of the National Coordinating Institutions and IITA, - John Ikeorgu – 10th September, 2009
- To develop MOUs with the national stakeholders for each country
- To develop TORs and recruit a consultant for the baseline studies – Ernest, John Ikeorgu – 15th September, 2009
- To develop TORs and recruit consultants to develop training manuals and fact sheets (on technical methodology, seed yam storage, business and marketing plans) – John Ikeorgu and Ernest – 15th September, 2009
- To establish both national and sub-regional steering committees – John Ikeorgu and Ernest – 30th September, 2009.

Annex 1: Agenda of the workshop

Timetable: CORAF/WECARD - Staple Crops Programme: Inception and Planning Workshop for the Yam Miniset Technology Project – Umudike, Nigeria, 18th – 20th August 2009

Note: This timetable is indicative and will be managed flexibly to respond to the needs and wishes of participants.

DAY 1: 18 th August 2009			
Introduction	0830-0900	1. Opening Ceremony	<ul style="list-style-type: none"> • Executive Director, NRCRI • Programme Manager CORAF/WECARD SCP • Coordinator, IITA Yam project • Executive Secretary NARCN • Vote of thanks
	0900-0930	2. Workshop objectives, purpose, methodology and expected outcomes	<ul style="list-style-type: none"> • Project Coordinator
	1000-1015	Coffee break	
	1015-1115	3. Presentation of the project document	<ul style="list-style-type: none"> • Project Coordinator
		4. Discussion of project document	<ul style="list-style-type: none"> • Project Coordinator
	1200-1300	Lunch	
		Analyses of demand for seed yam in major yam producing areas of Nigeria	G. Asumugha,
		Project Implementation with reference to the IAR4D and the FAAP Principles	Programme Manager: Staple Crops Programme
	1400 – 1415	7. Introduction to Working Groups	Facilitator/ Rapporteur
	1415-1430	Coffee Break	

Day 2: 19 th August, 2009			
	0900-0930	10. Recap Day 1	<ul style="list-style-type: none"> • Facilitator
	0930-1030	Logframe approach and discussion	<ul style="list-style-type: none"> • C/W Planning officer
	1030-1100	Coffee break	
	1100 - 1200	Group Work – Updating draft logframe for the yam project: -Sharpen specific objectives -Examine and revise MOVs -Review critical assumption and ways to internalize some -Ensure that logframe is vertically and horizontally logical	<ul style="list-style-type: none"> • C/W Planning officer • SCP Manager
	1200-1300	Group Work continue	<ul style="list-style-type: none"> • C/W Planning officer • SCP Manager
	1300-14300	Lunch	
	1430-1700	12. Plenary presentation and discussion on the group work – Group 1.	<ul style="list-style-type: none"> • C/W Planning officer • SCP Manager
	1700-1730	Merging the two logframes	<ul style="list-style-type: none"> • C/W Planning officer • SCP Manager

DAY 3: 20 th August, 2009			
	0830-0900	Recap Day 2	<ul style="list-style-type: none"> • SCP Manager
	0900-1000	Introduction to Group Work – Developing Country Workplans	<ul style="list-style-type: none"> • C/W Planning officer • SCP Manager
	1000-1030	Coffee Break	
	1030- 1300	Group Work – Country workplans	<ul style="list-style-type: none"> • C/W Planning officer • SCP Manager
	1300-1430	Launch	
	1430-1630	Group Work – Country workplans	<ul style="list-style-type: none"> • C/W Planning officer • SCP Manager
	1630-1800	Attendance of yam festival	
	1800-1900	Presentation and discussion of Financial and Technical Procedures in project implementation	<ul style="list-style-type: none"> • SCP Manager • Director of Admin & Finance
	1900-1930	Presentation and discussion of Monitoring and Evaluations of project activities	<ul style="list-style-type: none"> • C/W Planning officer • C/W M&E Officer
		Closure	

Annex 2: Logical Framework

Project description	Objectively verifiable indicators	Means of verification	Critical assumptions
<p>Objectif général Improve and promote productivity enhancement yam technologies and innovations adapted to the needs of target groups.</p>	<p>STAPLE CROPS PROGRAM LEVEL INDICATORS (Yam project among others will contribute to it)</p>	<ol style="list-style-type: none"> 1. CORAF/WECARD Reports 2. Reports of the national extension service in each country (Nigeria, Ghana, Benin and Togo) 3. Project reports 4. Evaluation report 5. NGO reports <p style="text-align: center;">Research reports</p>	<p>Scientists are motivated to stay at post Policy environments remain favorable</p>
<p>Specific Objective Promote seed yam supply through the yam minisett technology to increase yam production in Ghana, Togo, Benin and Nigeria</p>	<p>At least 25% increase in area planted with yam seeds produced through the Minisett technique by 30th June 2011</p>	<ol style="list-style-type: none"> 6. Reports of the national extension service in each country (Nigeria, Ghana, Benin and Togo) 7. Project reports 8. Evaluation report 9. NGO reports 10. Research reports, 	<ol style="list-style-type: none"> 1- Socio-political stability 2- Timely disbursement of funds 3- Farmers adopt the minisett technique 4- Farmers have access to credit
	<p>At least 5% of yam producers in each country have adopted the yam minisett technique by 30th June 2011,</p>	<ol style="list-style-type: none"> 1. Reports of the national extension service in each country (Nigeria, Ghana, Benin and Togo) 2. Project reports 3. Evaluation report 4. NGO reports 5. Research reports, 	<ol style="list-style-type: none"> 1. Socio-political stability 2. Timely disbursement of funds 3. Farmers adopt the minisett technique 4. Farmers have access to credit

Résultats			
1. Healthy seed yam produced in Nigeria, Benin, Togo and Ghana	At least 2,000,000 healthy seed yam are produced (50% in Nigeria, 20% in Ghana, 15% in Togo and 15% in Benin) by 31st January 2011	<ul style="list-style-type: none"> 1- Activity report of the yam seed project 2- Fact sheets, 3- Report of seed quality control and certification agency 	The climate is favorable Government policy on inputs are favorable Inputs are available on the market
2. Demonstration plots established for seed yam production in Nigeria, Benin, Togo and Ghana	At least 200 demonstration plots established in the 4 countries (100 in Nigeria, 40 in Ghana, 30 in Benin and 30 in Togo by 30 th June 2011)	<ul style="list-style-type: none"> 1- Activity report of the yam seed project 2- Fact sheet 3- Monitoring and evaluation report 	The climate remains favorable Land for demonstration is available and secured
3. <i>Producer organizations are trained in the yam minisett technique</i>	At least 100 producer organizations are trained in the minisett technique in the 4 countries (50 in Nigeria, 20 in Ghana, 15 in Benin, 15 in Togo and 20 in Ghana) by 30 th June 2011.	<ul style="list-style-type: none"> 1-Training reports 2- Training manuals 3-Project activity reports 	
4. <i>Seed yam production and marketing entrepreneurs trained in the yam minisett technique</i>	At least 20 seed production and distribution entrepreneurs are trained (10 in Nigeria, 3 in Benin and 3 in Togo and 4 in Ghana) by 30 th June 2011.	<ul style="list-style-type: none"> 1-Reports of training sessions 2-Report of project activities 	

<p>5. <i>Contracts on production and marketing of seed yam are formalized among research institutions, producer organizations and enterprises</i></p> <p>6. <i>Students trained on the yam minisett technique in Nigeria, Benin, Togo and Ghana</i></p>	<p>At least 12 contracts are formalized among research institutions, producer organizations and seed entrepreneurs (5 in Nigeria, 2 in Benin, 2 in Togo and 3 in Ghana) by 30th June, 2011.</p> <p>At least 5 students are trained on yam minisett technique aspects (2 in Nigeria, 1 in Benin, 1 in Togo and 1 in Ghana) by 30th June 2011.</p>	<p>1- Copies des contrats et rapports, 2- Rapports d'activités.</p> <p>1- MSc theses 2- Activity reports of project</p>	<p>There is political stability</p> <p>Universities atmosphere remains peaceful</p>
<p>Activities</p> <p>Produce healthy seed yam through the minisett technique</p> <p>Establish demonstration plots for the production of seed yam</p> <p>Train producer organizations in the production, handling and use of yam minisett Train entrepreneurs in the production and marketing of seed yam</p>			<p>The climate remains favorable for the production of seed yam Inputs are available in the market to conduct the demonstrations</p> <p>Les parcelles sécurisées sont disponibles pour conduire les démonstrations</p>

<p>Mobilize, sensitize and facilitate signing contractual agreements among entrepreneurs, research institutions and producer organizations</p> <p>Build capacity of young scientists in aspects of the yam miniset technology</p> <p>Coordinate project activities at sub-regional and national levels</p>			<p>Entrepreneurs and producer organizations accept to partner with research institutions</p> <p>The universities are ready to sign an partnership agreements with the project on capacity building</p> <p>Communication (ICT) systems are functional</p>
--	--	--	--

Annex 3a: Country Work Plans June 2009 - September 2009 and October 2009 - September 2010 - GHANA

N°	Results/Activities/sub activities	Indicators	Staff Incharge	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	Result 1: Health Seed Yams Produced in Nigeria, Benin, Togo and Ghana	At least 2 million healthy seed yam are produced (50 % in Nigeria, 15 % in Benin, 15 % in Togo and 20 % in Ghana) by 31st January 2011																			
11	Demonstrate the Production of Healthy Seed Yam through the Minisett Technique	4 Hundred thousand Yam seds Produced by end January 31st 2011 and 40 demonstrations by 31st January 2011 in Ghana																			
111	Conduct Baseline study on yam seed production and distribution systems	At least the baseline study is initiated by 30th September 2009 and the final report ready by 30th November 2009	E. Otoo	AGRICULTURE EXTENSION AGENTS OR DEVELOPMENT OFFICERS OF MOFA IN OPERATIONAL AREAS																	
1111	Develop TOR for Consultant	TOR developed before 5th September 2009	John Ikeorgu	Emmanuel OTOO (CSIR-CRI)																	
1112	Select Consultant for Baseline Study	Consultant hired or selected before 10th	J. Ikeorgu	Emmanuel OTOO (CSIR-CRI)																	

1125	Establish demonstration plots for training and production of seed yam	At least 40 demonstrations are established in the selected sites in 12 communities by end of January 2011	E. Otoo																	
1126	Organise Farmer Field days	At least one field day organised per demonstration plot by January 2011	E. Otoo																	
1127	Organise awareness campaigns and mass media popularization	At least Two radio programmes organised by June 2011	E. Otoo																	
1128	Maintain demonstration/production plots	At least 40 demonstrations and production plots are maintained according to the facts sheets of extension and by June 2011	E. Otoo																	
1129	Harvest the demonstration/production plots	At least 4 hundred thousand yam seeds harvested by 30th January 2011	E. Otoo																	
113	Acquire mother seed yam from IITA Ibadan	3000 healthy mother seed yams acquired by end of Dec 2009	E. OTOO																	
1131	Prepare contract for the supply of mother seed yams	Contract prepared by mid September 2009	J. Ikeorgu	Emmanuel Otoo																
1131	Contract with IITA for the production of mother seed Yams	By mid September 2009 Contract signed with IITA for producing 3 thousand mother seed Yam	J. Ikeorgu	Emmanuel Otoo																

2	Result2: Producer Organisers are trained in the Yam Minisett Technique	At least 100 producer organisations are trained in the Minisett Technique in the four countries (50 in Nigeria, 15 in Benin, 15 in Togo and 20 in Ghana) by 30th June 2011																		
21	Train producer Organisations in the Production, Storage, and Use of healthy Yam Seed																			
211	Identify and Select farmers groups for training	At least 20 yam producer groups selected by 30th September 2009	E. Otoo	John Ikeorgu																
212	Conduct Training on Yam Minisett Technique	At least 20 yam producer groups trained by 28 February 2010	E. Otoo	John Ikeorgu																
3	Result 3: Seed Yam Producer and Marketing Entrepreneurs Trained in the Yam Minisett Technique	At least 25 seed producer and marketing entrepreneurs are trained (12 in Nigeria, 4 in Benin, 4 in Togo, and 5 in Ghana)																		
31	Train Entrepreneurs in the production and Marketing of Seed Yam																			
311	Identify and select prospective entrepreneurs	At least 5 Seed production and marketing entrepreneurs selected by 30th November 2009	E. Otoo	J. Ikeorgu																

414	Sign agreements among partners	Agreements signed by 10th December 2009																		
5.	Result 5: Students Trained on the Yam Minisett Technique in Nigeria, Benin , Togo and Ghana	At least 5 students trained in Yam minisett technique (2 in Nigeria, 1 in Benin, 1 in Togo, and 1 in Ghana) by 3âth June 2011																		
51	Build capacity of young Scientist in aspects of Yam Minisett Technique																			
511	Identify and student	At least 1 student and University identified by 30th October 2009	E. Otoo	R. Akromah (KNUST)																
	Prepare and sign MOU with University	MOU developed and signed between University and National Coordinating Institutions of project	E. Otoo	R. Akromah (KNUST)																
	Supervise development of research proposal	One research proposal developed by April 2010	E. Otoo	R. Akromah (KNUST)																
	Supervise student to conduct research on Minisett Technique	An M.Sc. Thesis produced by 30th June 2011	E. Otoo	R. Akromah (KNUST)																
6	Coordinate Project Activities at Sub-regional and National Levels																			
61	Regional Coordination																			

621	Establish National Steering Committee for the project	A National Steering Committee created and operational by September 30th 2009	E. Otoo																	
622	Organise National Steering Committee Meetings	At least one National Steering Committee meeting organised before end of September 2009	E. Otoo																	
623	Monitor and evaluate project activities	At least one field visit organise every quarter	E. Otoo																	

112 5	Establish demonstration plots for training and production of seed yam	At least 100 demonstrations are established in the selected sites in 12 communities by end of January 2011	J.Ikeorgu/K. C. Ekwe																	
112 6	Organise Farmer Field days	At least one field day organised per demonstration plot by January 2011	K.C. Ekwe and M.H. Tokula	ADPs, AFAN members in the locations, RTEP, NGOs																
112 7	Organise awareness campaigns and mass media popularisation	At least Two radio programmes organised by June 2011	C.Ekedo and K.C. Ekwe	ADPs, AFAN members in the locations, RTEP, NGOs																
112 8	Maintain demonstration/production plots	At least 100 demonstrations and production plots are maintained according to the facts sheets of extension and by June 2011	J.Ikeorgu/K. C. Ekwe																	
112 9	Harvest the demonstration/production plots	At least 1,000,000 yam seeds harvested	E.C. Nwachukwu and J.Ikeorgu																	

		September 30th 2009																				
622	Organise National Steering Committee Meetings	At least one National Steering Committee meeting organised before end of September 2009	John Ikeorgu																			
623	Monitor and evaluate project activities	At least one field visit organise every quarter	John Ikeorgu																			

Annex 3c: Country Work Plans June 2009 to September 2009 and October 2009 to September 2010 – Benin

	Results/Activities/sub activities	Indicators	Staff in Charge	June to Sept				Oct 2009 to September 2010		Oct 2009 to September 2010			
				June to Sept	Jul	Au	Se	Oct 2009 to September 2010	No	De	Ja	Fe	
1	Résultat 1 : Healthy Seed Yam Produced in Nigeria, Benin, Togo and Ghana	At least 2000000 healthy seed yam are produced (50 % in Nigeria, 15 % in Benin, 15 % in Togo and 2à % in Ghana) by 31st January 2011											
11	Produce Healthy Seed Yam through the Minisett Technique												
111	Conduct baseline studies on current seed yam technologies used and human indices in target locations	At least one baseline studies initiated in target communities by end of september	National coordinator, Benin project team, NARS										
112	Purchase 15000 healthy mother yams of 8 preferred varieties	At least purchasing of 10% of healthy mother yam is initiated by the end of september 2009	National coordinator										
	purchase inputs (fertilizer, agrochemical)	At least 90% of inputs are purchased by the end of march 2009	Benin project team										

113	Produce 300000 seeds yam	At least 300000 seed yam are produced by the end of december 2010	V&E- NGO, Ferme Dossouhoui, INRAB (CRAN-Ina), Ferme Badarou, Farmers association(Goro, Ouoghi, Onklou, Banhunkpo, Wari, Akomiya)																
114	Collect agronomic and socio-economic data	Agronomic and socio-economic data are collected at least in 15 villages before the end of december 2010	INRAB, Faculté d'Agronomie/ université de Parakou																
115	Organize inspection, control and certification	At least two control are conducted by the end of december 2010	Control and certification service, Benin project team																
2	Result 2: Demonstration Plots established for Seed Yam production in Nigeria, Benin, Togo and Ghana	At least 200 demonstration plots established in the four countries (100 in Nigeria, 30 in Benin, 30 in Togo and 40 in Ghana)																	
21	Establish demonstration plots for the production of Seed Yam																		
211	Identify target producer group	At least 30 target producers group are identified by 30 september	Benin projet team																
212	Establish yam demonstration in yam producing communities	At least 30 demonstration are established by the end of juin 2010	National project team, CeRPA Zou-Colline, CeRPA Borgou-Alibori et CeRPA Atacora-Donga, V&E- NGO,																

			MIEUX AGIR-NGO																
213	Organize seed fairs	At least 1 seed fair is organized by the end of december 2010	Benin project team, V&E- NGO, MIEUX AGIR-NGO, CeRPA Borgou-Alibori, and CeRPA Zou-Collines, CeRPA Atacora-Donga																
3	Result 3: Producer Organisations are trained in the Yam Minisett Technique	At least 100 producer organisations are trained in the Minisett technique in the four countries (50 in Nigeria, 15 in Benin, 15 in Togo and 20 in Ghana) by 30th June 2011																	
31	Train Produce organisations in the production, handling and use of yam minisett																		

311	Develop extension/entrepreneurs/producers training manuals	Draft manual and training curriculum develop by the end of september 2009	National coordinator, Benin project team, National seed certification																
312	Training of 15 producers groups in identification of healthy mother yam in the farm	15 producers are trained on identification of healthy mother yam by the en of october 2009	National project team, CeRPA Zou-Colline, CeRPA Borgou-Alibori et CeRPA Atacora-Donga, V&E- NGO, MIEUX AGIR-NGO, National seed certification																
	Training of 15 producers groups in preparing of minisett for planting, in site selection and in land preparation	15 producers are traned on preparing of minisett for planting by the end of may 2010	National project team, CeRPA Zou-Colline, CeRPA Borgou-Alibori et CeRPA Atacora-Donga, V&E- NGO, MIEUX AGIR-NGO, National seed certification																
	Training of 15 producers groups in harvest and storage of seed yam	15 producers are traned on harvest and storage of seed yam by the end of december 2010	National project team, CeRPA Zou-Colline, CeRPA Borgou-Alibori et CeRPA Atacora-Donga, V&E- NGO, MIEUX AGIR-NGO, National seed certification																
	Organize experiences exchange among producers, private sector through four exchange visits.	At least 2 exchange visits are organised by the end of sept 2010	Benin project team																
	Organize 05 broadcast emissions in local radios	At least 5 broadcast emission are organised in local radios by the end of sept 2010	Benin project team																
	Organize 1 documentary film	At least 1 documentary film is organised by the end of sept 2010	Benin project team																

4	Result 4: Seed Yam Production and Marketing Entrepreneurs Trained in the Yam Min,issett technique	At least 20 seed production and marketing entrepreneurs are trained (10 in Nigeria, 3 in Benin, 3 in Togo and 4 in Ghana) by 3àth June 2011																	
41	Train Entrepreneurs in the Production and Marketing of seed yam																		
411	Select 03 prospective entrepreneurs who will be train	at least 3 entrepreneurs are selected by 31 october 2009	Benin project team																
	Train seed entrepreneurs in the production distribution (marketing) of seed yam	At least 3 entrepreneurs are trained by the end of december 2009	IITA, NRCRI, Benin project team																
412	Organize experiences exchange among producers, private sector through four exchange visits.	At least 2 experiences exchange are organized among producers, privates sector by end of september 2010	Benin project team																
	Organize 05 broadcasted emissions in local radios	At least 5 broadcasted emissions are organised in local radios by the end of september 2010	Benin project team																
	Organize 1 documentary film	At least 1 documentary film is organised by the end of september 2010	Benin project team																

5	Results 5: Contracts on production and marketing of seed Yam are formalized among research institutions, producer organisations and seed enterprises	At least 12 contracts are formalized among research institutions, producer organisations, seed entrepreneurs (5 in Nigeria, 2 in Togo, 2 in Benin and 3 in Ghana) by 30th June 2011																	
51	Mobilise , sensitize, and facilitate the signing of Contract agreements among entrepreneurs, research Institutions and Producer Organisations	At least 3 entrepreneurs are mobilised, sensibilized to sign contract agreements by the end of the end of october 2009	Benin project team																
511	Sign agreement with partners	3 agreements signed with entrepreneurs by the end of december 2009	INRAB, entrepreneurs																
512																			
6	Results 6: Stduents trained on the Yam minisett technique in Nigeria, Benin, Togo, and Ghana	At least 5 students ate trained Yam minisett technique (2 in Nigeria, 1 in Benin, 1 in Togo and 1 in Ghana) by 30th June 2011																	

61	BUILD CAPACITY OF Yound Scientist in aspects of Yam Minisett technique																		
61	Establish partenarship with Faculté d'Agronomie/ Université de Parakou for supporting the field research in yam minisett technology	At least one contract is signed between Centre de Recherches Agricoles Nord (CRAN/ INRAB) and FA/UP by the end of april 2010	FA/ UP (Faculte d'Agronomie/ Université de Parakou), project coordinator, INRAB autorities																
612	Support field research of one Msc student	At least one student is supported for the field research on yam minisett technology by the end of decembre 2010	FA/ UP (Faculte d'Agronomie/ Université de Parakou), project coordinator, INRAB autorities																
7	Coordinate Project Activities at Sub-regional and National Levels																		

71	Organise Stakeholder consultative Planning Workshop																		
71	Organise country meeting with key partners	One country meeting is hold by the end of september 2009	Country coordinator																
	Conduct study visit among country	At least 3 entrepreneurs have participated in study visit by the end of july 2010	Regional cordinator, Benin project team coordinator																
72	Conduct monitoring and evaluation	At least 2 monitoring tour are organised in the country by the end of december 2010	Benin project team																
	Procure logistics and materials	At least 5% of budget item procured by coordinating institution	Country coordinator																
72	Organise National Coordination Meetings																		
	Organise in-country meeting	At least 2 in country meeting are organized by the end of december 2010	Benin project team, V&E- NGO, MIEUX AGIR-NGO, CeRPA Borgou-Alibori, and CeRPA Zou-Collines, CeRPA Atacora-Donga																

Annex 3c: Work Plans June 2009 - September 2009 and October 2009 - September 2010, Togo

N°	Results/Activities/sub activities	Indicators	Staff Incharge	Collaborators	Calendrier													Observation
					Jun à Sept 2009			2009 - 2010 Année Fiscale										
					Jun	Ju	A	Se	Oc	N	D	J	F	M	A	M	J	
1	Result 1: Health Seed Yams Produced in Nigeria, Benin, Togo and Ghana	At least 2 million healthy seed yam are produced (50 % in Nigeria, 15 % in Benin, 15 % in Togo and 20 % in Ghana) by 31st January 2011																
11	Démontrer la Production de semenceaux sains d'igname par la Technique de minifragmentation	Trois cent mille semenceaux produits et 30 parcelles de démonstrations réalisées au Togo au plus tard le 31 janvier 2011																

112	Acquérir des tubercules -mères de l'IITA Ibadan et auprès des producteurs togolais	2000 tubercules-mères de TDr 747 et TDr 89/02665 réceptionnés 8750 tubercules-mères de variétés locales et 4 500 tubercules mères de variétés améliorées acquis au Togo en fin décembre 2009	N'KPENU. K. Etoudo (ITRA)																	
112 1	Préparer un contrat de Commande des tubercules mères à IITA Ibadan	Un contrat de commande de tubercules-mères préparé en fin septembre 2009	John Ikeorgu	N'KPENU Etoudo																
112 2	Etablir un contrat avec l'IITA pour la production de semenceaux-mères	Contrat signé avec l'IITA pour la production de 2 000 tubercules-mères en fin septembre 2009	John Ikeorgu	N'KPENU Etoudo																
112 3	Réceptionner des tubercules-mères de l'IITA	Au moins 2000 tubercules mères reçus de l'IITA au plus tard le 31 décembre 2009	N'KPENU Etoudo																	

112 4	Commander des tubercules-mères auprès des producteurs au Togo	Commande passée pour 8 750 tubercules-mères de variétés locales et 4 500 de variétés améliorées auprès des producteurs au Togo en fin octobre 2009	N'KPENU Etoudo																	
112 5	Acheter des tubercules-mères auprès des producteurs au Togo	8 750 tubercules-mères de variétés locales et 4 500 de variétés améliorées achetées auprès des producteurs au Togo au plus tard en fin janvier 2010	N'KPENU Etoudo																	
113	Acquisition de motocyclette, ordinateur portable, appareil photo, produits phytosanitaires, balances, motopompe, arrosoirs, couteaux, fournitures de bureau	Matériel acquis au plus tard le 15 décembre 2009	N'KPENU Etoudo	SAF/ CRASH																
113 1	Engager le processus de commande de matériel		N'KPENU. K. Etoudo	SAF/CRAH																

113 2	Préparer les documents d'appel d'offre pour la fourniture de matériel	Documents d'appel d'offre pour la fourniture de matériel préparés avant le 30 octobre 2009	N'KPENU. K. Etoudo	SAF/CRAH															
113 3	Demander trois factures proforma auprès des fournisseurs potentiels	Au moins 3 factures proforma obtenus des fournisseurs au plus tard le 31 octobre 2009	N'KPENU. K. Etoudo	SAF/CRAH															
113 4	Sélection de l'offre la plus compétitive	Au moins un fournisseur sélectionné au plus tard le 15 novembre 2009	N'KPENU. K. Etoudo	SAF/CRAH															
113 5	Etablir un contrat pour la fourniture de matériel	Au moins un contrat établi avant le 30 November 2009	N'KPENU. K. Etoudo	SAF/CRAH															
113 6	Livraison de matériel	Tout le matériel réceptionné avant 15 Décembre 2009	N'KPENU. K. Etoudo	SAF/CRAH															
2	Result2: Producer Organisers are trained in the Yam Minisett Technique	At least 100 producer organisations are trained in the Minisett Technique in the four countries (50 in Nigeria, 15 in Benin, 15 in Togo and 20 in																	

613	Suivi évaluation des activités du projet	Au moins une journée agricole organisée chaque trimestre	N'KPENU. K. Etoudo														
-----	--	--	--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Annex 4: Workshop evaluation

Workshop Evaluation: Stakeholder Consultative Workshop on Yam Minisett Technique held at NRCRI at Umudike – Abia-State Nigeria from 18th to 20th August 2009

Participants' Ratings	Poor (%)	Fair (%)	Good (%)	Excellent (%)
Attributes				
Quality of the discussions		3 (8%)	19 (49%)	16 (41%)
Quality of Materials provided (papers, articles)		4 (10%)	26 (67%)	9 (23%)
Logistical Arrangements for the workshop		6 (15%)	21 (54%)	12 (31%)
Travel arrangements		2 (5%)	21 (54 %)	17 (44%)
Quality of Hotel Services	4 (10 %)	7 (18%)	16 (41%)	5 (13 %)
Overall evaluation of the seminar		3 (8%)	21(54%)	15 (38 %)
	Too long	Too short	Adequate	
Length of Workshop	4 (10%)	8 (20%)	27 (69 %)	

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	<ol style="list-style-type: none"> 1. Important for the current job in hand 2. Relevant to current job on export trade 3. The discussions were useful for the current work in hand 4. Gained a lot of knowledge on logical framework development for planning in my daily work 5. Improved knowledge on minisett technique
What worked so well during the workshop	<ol style="list-style-type: none"> 1. Detailed Explanations of the project to all stakeholders 2. The development of the Project Logframe: Discussions on the logical way of developing specific objective and defining the outputs of the project and the activities 3. Group discussions on logframe and work plan 4. The Plenary sessions were interesting 5. The presentations were good 6. The presentation of the work plan and financial management norms

	<ol style="list-style-type: none"> 7. Discussions on delivery of outputs 8. Organization of the opening ceremony and plenary sessions
Weaknesses	<ol style="list-style-type: none"> 1 Most papers discussed were not given to participants in hard copy 2 The per-diem was paid on the last day of the workshop 3 Accommodation and Hotel were not the best 4 Time management was a problem 5 Interpretation from one language to the other took too much time 6 Participants were not time conscious 7 There was too much to be done within a very short time
Suggestions to improve future organizations of workshop	<ol style="list-style-type: none"> 1. Need to strengthen English and French Translations 2. All papers presented should be photocopied and given to all participants 3. Prepare documents early enough for the workshop 4. Inform on time participants and take necessary measures for organizational aspects 5. Time management should be improved upon 6. There is need to think about simultaneous translation during workshop
Additional Comments	<ol style="list-style-type: none"> 1. The workshop set the basis for project success 2. It was a great opportunity to have participated in the workshop 3. It was a wonderful experience and I learned much from the workshop 4. There is need for timely sharing of information and report to donor agencies 5. Project Team should keep up with the good work 6. More time should be allocated to important activities of this nature 7. The workshop was a big success

Annex 5: Names and Contacts of Workshop Participants

	NAME	ORGANIZATION	ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
1	UGORJI VALENTINE ANNIE	NEWSMEDIA NRCRI	NRCRI, UMUDIKE	08061159211	valentinougorji@yahoo.com
2	GEORGE A. MULUH	CORAF/WECARD	7, AVENUE BOURGUIBA BP 48 DAKAR REP. SENEGAL	+221338699618 +221338699631	Muluh.achu@coraf.org
3	DAVID Q. ANNANG	IITA, IBADAN	IITA, YAM PROJECT, IBADAN	07067897696	D.Annang@cgiar.org
4	EKE-OKORO, OKECHUKWU	NRCRI, UMUDIKE	GENETIC RESEARCH UNIT, NRCRI UMUDIKE	08035626198	ekeokoro@yahoo.com
5	ADIELE, A	NRCRI UMUDIKE	YAM PROGRAMME RESEARCH	08057223955	
6	OGBONNA M. C	NRCRI	YAM PROGRAMME	08055629496 07061238640	Marcellioso@yahoo.com
7	AZUKA C. IKEJIOFOR	NEPC, LAGOS	NIGERIAN EXPORT PROMOTION COUNCIL HEADQUARTERS ANNEX 13/15, LADIPO OLUWOLE STREET; APAPA, LAGOS	08086162924	azukaid@yahoo.com
8	BOULANKI BELLO QUMAROU	PDRT/BENIN	B.P. 27 PARAKU	+229-95554180	boumairou@yahoo.fr
9	AMAEFULA ADANMA	NRCRI, UMUDIKE	EXTENSION	08054963798	Adamaefula@yahoo.com
10	CHIEF TOLA ADEPOMOLA	ALL FARMERS ASSO OF NIGERIA (AFAN)	PLOT 891 TAFAWA BALEWA WAY, GARKI AREA 11 ABUJA	08033711847 07080574299	rotucnigeria@yahoo.com
11	AIYEMBO M. OLUSEGUN	ROOT AND TUBER EXPANSION PROGRAMME IJEBU IFE NIGERIA	PMB 2130, IJEBU-ODE OGUN STATE, NIGEIRA	08055801390	oluaiyembo@yahoo.com
12	TAMOU CHARLES	VIE- ENVIRONNEMENT ONG	02 BP 182 PARAKOU BENIN	+22993818267	tamouc@yahoo.fr
13	KINGNIDE ADE'MONLA MOISE	CERPA ZOU- COLLINES	BP 04 CECPA SAVE (BENIN)	+22990057773 +22995341036	moisekingnide@yahoo.fr

14	BOULANKI BELLO OUMAIA BIO	PDRT/BENIN	PARUKEEN/BENIN	+229-90-01-93-53 +279 95-55-41-80	boumarou@yahoo.fr
15	BACO MOHAMED NASSER	UNIVERSITY OF PARAKOU FACULTY OF AGRONOMY BENIN	BP 27 PARAKOU BENIN	+229-96061664	nasserbaco@yahoo.fr
16	EMMANUEL OTOO	CSIR-CROPS RESEARCH INSTITUTE	CSIR-CRI BOX 3785, KUMASI GHANA	+233264527425 +233244527425	otooemmanuel@gmail.com otoo_emmanuel@yahoo.com
17	ERNEST ASSAH ASIEDU	CORAF/WECARD	CORAF/WECARD BP 48 DAKAR SENEGAL	+221-338699618	e.asiedu@coraf.org
18	OKONKWO CHRIS CHUKS	IITA IBADAN	YAM BREEDING IITA PMB 5320 OYO ROAD, IBADAN	+2348034668155	c.okonkwo@cgiar.org
19	DJOBO SAME	GRADSE (groupe de Recherche action pour le developpment socio economique)	BP 318 SOKODE' TOGO	+2289051105 +2285500566 +2285510006 +2284459776	samedjobo@yahoo.fr gradse@ids.tg gradse@gradse.org
20	KPEDZROKU AGUDZE	ITRA/CRASS Institut Togolais de Recherche Agronomique/Centre de Rechenche de la Savane Seche	BP 129- KARA TOGO	+2286606013 +2289468005	agudzekpedzroku@yahoo.fr crass_kara@yahoo.com
21	SR. FELICITAS OGBODO	DDS, IDAH	P.O. BOX 114, IDAH KOGI STATE	+2348050485094	feane2003@yahoo.co.uk
22	N'KPENU KWAMI ETOUDO	ITRA	BP 88 SOTOUBOUA	+2289273578 +2284450517	eknkpenu@yahoo.fr
23	KINAKU BAAH- ACHAMFUOR	FARMER	C/O MR S. O.SARPONG BOX 96 EJURA GHANA	+233248605425	
24	COLLINS AMAUGO	ABIA ADP	PMB 7235 UMUAHIA	08034631633	chukwujimcollins@yahoo.com
25	GWAMNA A. UMARU	AGRO-EXPORT KEFFI	MANR PMB 36 LAFIA	08069213106	uagwamna@yahoo.com
26	JOSHUA JONATHAN	NASARAWA ADP, LAFIA	PMB 36, LAFIA, NASARAWA STATE	08065555562	jonathan_jsh@yahoo.com
27	OVUOH, E.A	MOUA, UMUDIKE	PMB 7267, UMUAHIA, ABIA STATE	08033533723	elbertovuoh@yahoo.com
28	KAROUÉ PITALIDOU	ASSOTIATION DES	NOTSE TOGO	0732924	

	MADATCHADA	PRODUCTEUR ET DISTRIBUTURS DES SEMEN LEAUSD' IGNAME DU HAHO TOGO		3355127	
29	KPEMOUA KOSSI	ITRA	BP 1163 LOME TOGO	9018757	kossikpemoua@yahoo.fr
30	MAVIS NUMAFO	CSIR-CROPS RESEARCH INSTITUTE GHANA	CSIR-CRI BOX 3785 KUMASI- GHANA	+233242974746	numafol1@yahoo.com
31	EBENEZER M. YAMKSON	MINISTRY OF AND AGRIC GHANA	P.O. BOX 140, WINNEBA GHANA	+233542425968 +2334322205	kobenayankson@yahoo.com
32	PAT OBICHUKWU	BEST PRODUCING INT (UK) LTD		08032690168	bestproduceuk@aol.com pobichukwu@aol.com
33	JOSEPH ONYEKA	NRCRI-UMUDIKE	PMB 7006 UMUAHIA	+234-7037067724	jonyeka@yahoo.com
34	J.G. IKEORGU	NRCRI-UMUDIKE	PMB 7006 UMUAHIA	+234-8030960638	jikeorgu@yahoo.com
35	E.C. NWACHUKWU	NRCRI, UMUDIKE	NRCRI-UMUDIKE	08053804238	nwachukwuec@yahoo.com
36	VINCENT IMO	CONSULTANT AGRONOMIST	ABSU QUARTERS, UMUAHIA	08037634728	imohvi@yahoo.com
37	AKOMAS STELLA C	VET. MEDICINE/ CORAF STC Member	COLLEGE OF VET. MEDICINE, MOUAU	080374171319	Akomas.stella@mouau.edu.org
38	AIYEMBO M.O.	RTEP IJEBU IFE	PMB 2130 IJEBU ODE OGUN STATE	08055801390	Feane2003@yahoo.co.uk