



**PRODUCTIVE PARTNERSHIPS IN AGRICULTURE PROJECT
(PPAP)**

Third Call for Proposals

Guidelines Phase II

October 2014

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ACRONYMS

CB	Cocoa Board of PNG
CFP	Call for Proposals
CIC	Coffee Industry Corporation
CPB	Cocoa Pod Borer
CMF	Community/Central Model Farm
CV	Curriculum Vitae
DAL	Department of Agriculture and Livestock
ESMF	Environmental & Social Management Framework
ESMP	Environmental and Social Management Plan
FFS	Farmer Field Schools
GST	Goods and Services Tax
HIV	Human Immunodeficiency Virus
IDA	International Development Association
IFAD	International Fund for Agriculture Development
ICC	Industry Coordination Committee
LLG	Local Level Government
M&E	Monitoring and Evaluation
NGO	Non-Government Organization
PGK	Papua New Guinea Kina
PMU	Project Management Unit
PNG	Papua New Guinea
PP	Project Proposal
PPAP	Productive Partnerships in Agriculture Project
TAC	Technical Appraisal Committee
TOR	Terms of Reference
VMF	Village/Ward Model Farm

1. INTRODUCTION

This document provides guidelines for Phase II of the Third Call for Proposals (CFP) under Component 2 of the Productive Partnerships in Agriculture Project (PPAP). These guidelines are provided for partnerships that have met the qualifying criteria in Phase I of the CFP and who have now been invited to submit detailed Implementation and Business Plans. The detailed Implementation and Business Plan should be aimed at addressing the main objective of the PPAP:

To improve the livelihoods of smallholder cocoa and coffee producers through the improvement of the performance and the sustainability of value chains in cocoa-and coffee-producing areas.

To achieve this objective, Component 2 of the PPAP specifically aims to foster the integration of a greater number of smallholder producers in performing and remunerative value-chains, by developing and implementing public-private alliances in the project areas. It has two sub-components covering partnerships in the cocoa sub-sector and coffee sub-sector. It is envisaged that the partnerships and value-chains will be sustained in the long term contributing to the enhanced livelihood of the smallholder producers as well as the continuity of the businesses of the other players along the value-chains.

Each partnership is expected to furnish detailed information pertaining to their partnership, specific activities based on their needs to be undertaken, the costs involved and the time frame under which each activity will be implemented. The guidelines provided in this document are for the cocoa sub-sector and the information provided by partnerships should be an expansion of the information provided in your Concept Note submission for Phase I of this CFP. Your proposals has qualified to be progressed to Phase II of the CFP based on the fact that the proposed activities were assessed to be in line with the list of eligible activities provided in the guidelines for Phase I. Further information can be found in the Cocoa Board of PNG website : <http://www.pngcocoa.gov.pg>

The information presented should be brief and to the point, but it needs to address each item of the Implementation and Business Plan (section 2). You need to provide a clear description of what you intend to do, the capacity of your partnership to implement the activities, how the activities will contribute to the objectives of the PPAP and how the development impacts can be monitored and sustained after the partnership funding has ceased. The evaluation criteria for the Implementation and Business Plan are presented in Annex 1. It is important that your proposal addresses these criteria.

Reference is made in this document to Joint Partners and Co-Partners. Co-Partners are the one or more smallholder farmer groups. Joint Partners are entities or individuals who provide goods or services to the Co-Partner farmer groups. The Joint Partners must provide these goods or services at cost price.

The format for the Business and Implementation Plan is set out in these guidelines. You should read these instructions carefully prior to commencing the proposal write-up. An MS Word template will be provided by email for completing the Business and Implementation Plan.

The proposal should be limited to twelve pages (excluding the cover page, tables and annexes and any other essential attachments), typed in at least a 12 point font.

Applications should be prepared and submitted in English;

A glossary should be provided at the beginning of the text;

Graphs, diagrams and tables should be drawn using black ink, so that they can be photocopied. Photos and other materials that cannot be photocopied should be submitted as a separate annex;

A digital copy of the application must be provided, in addition to the original (hard copy);

Pages of the application should be numbered;

Failure to follow the instructions may result in a delay in an application being considered;

The proposal should consist of:

- **the Cover Page (Section 2) and**
- **Statement by the Lead Partner, Joint Partner/s and Co-Partners (Section 3)**, followed by
- a **Description of the Project** as set out in **Section 4** and the **Costs and Scheduling** (Section 6).

Annexes 2, 3a, 3b, 7a and 8 should be completed and submitted as part of the proposal.

If required, the Partnership submitting the proposal could request the assistance of a Service Provider to assist with proposal preparation. Details on requesting the assistance of a Service Provider are being furnished separately by the Cocoa Project Management Unit (PMU).

The total amount of funds available for all partnership proposals for the Third Call of the Cocoa Component is K 14.6 million. The maximum grant size is USD 700,000 (K1.7 million)

Attention is drawn to Section 2 of the Project Implementation Manual, the basis of these Guidelines, which states that a legal entity may be a Lead Partner in partnership proposals up to a maximum of 15% of the total IDA/IFAD funds available for the respective commodities under Component 2. For both coffee and cocoa this is approximately K 14.6 million (at today's foreign exchange rate) for each crop.

The deadline for receipt of Phase 2 proposals is 26 November 2014.

2. BUSINESS AND IMPLEMENTATION PLAN COVER PAGE

[This should be filled and attached as the COVER PAGE of your proposal]

Date of submission:	
Submission Number <i>(For PPAP use—leave blank)</i>	
Title of the partnership proposal	
Location of the partnership proposal: <i>province(s), district(s), village(s)</i>	
Total duration of the project: <i>Up to 3 years</i>	
Proposed Starting Date: <i>the start date should be at least 2 months after the deadline for submission of the project proposal</i>	
Proposed Project Completion Date:	
Lead Partner <i>(Name and Address)</i>	
Joint Partner 1 <i>(Name and Address)</i>	
Joint Partner 2 <i>(Name and Address)</i>	
Joint Partner 3 <i>(Name and Address)</i>	
Co-Partner 1 <i>(Group Name and Address)</i>	
Co-Partner 2 <i>(Group Name and Address)</i>	
Co-Partner 3 <i>(Group Name and Address)</i>	
Contact details for this partnership:	
Name and details of the legal representative of the Lead Partner	
Name	
Title/Position	
Telephone number:	
Fax number:	
Email:	

3. STATEMENT OF THE LEAD PARTNER, JOINT PARTNERS AND CO-PARTNERS (PARTNERS)

This project application is submitted by, and has been made with the full agreement of all participating partners that constitute the *[insert the partnership name]*.

All partners involved in implementing an approved partnership Business Plan will be required to sign a Partnership Agreement (see template attached as Annex 11). All partners submitting this Business Plan should familiarize themselves with the conditions and responsibilities entailed in signing a Grant Agreement with the Project prior to submitting the Business Plan. Information on the Lead Partner, Joint Partners and Co-Partners should be provided by completing Annex 2 in addition to attaching a copy of their registration certificates where applicable.

The lead partner and co-partners' leaders are responsible for consulting with smallholders that are part of this proposal and ensuring that they have a full understanding of the details of the proposal, their obligations/commitments and that smallholders consent to their involvement as part of this proposal. Consultation with the smallholder farmers should be carried out in the appropriate local language, conducted in a culturally appropriate manner and documented and presented as supporting document (Annex 3a). Include the number of individuals (gender, vulnerable group members) that attended such consultation meetings and indicate the presence of other important members of the communities such as elders, community (e.g. village Councillor) and church leaders (e.g. Priests, Pastors). The lead partner and co-partners should jointly decide on the requirement for and selection of joint partners. The consensus reached should constitute the Partner Agreement between the lead partner, co-partner/s and joint partners and be submitted in the format presented in Annex 3b. The lead partner is responsible for coordinating inputs of the co-partners and joint partners.

Farmers may participate in Component 2 of the PPAP as a named individual/head of a household. Farmers can participate and receive benefits in only one Component 2 PPAP partnership project in all Calls. The definition of a household is "an adult male and/or female, wife/partner and all children below 18 years old". Children or other family members over the age of 18 would be considered as separate entities if they farm cocoa, sell the produce and utilize the majority of the income from it independently of the main household.

RESPONSIBILITIES:

Lead Partner

The following person *[name of the person]* is nominated as the legal representative of the Lead Partner and will be directly responsible for the project implementation, devote

necessary time and effort to its effective and efficient implementation, and be the principal contact person for the PPAP PMU.

Name of **Lead Partner**: _____

Name of Legal Representative of Lead Partner: _____

Contact Details: _____

Signature of the legal representative of Lead Partner: _____

Date: _____

Joint Partner1

The following person [*name of the person*] is nominated as the legal representative of the Joint Partner and will be directly responsible for the provision of specified services, devote necessary time and effort to its effective and efficient delivery, and be the principal contact person for the other partners.

Name of **Joint Partner**: _____

Name of Legal Representative of Joint Partner: _____

Contact Details: _____

Signature of the legal representative of Lead Partner: _____

Date: _____

Joint Partner 2 (the same as Joint Partner 1 if required)

Co-Partners

The following persons [*names of the persons*] are nominated as the contact persons of the Co-Partners and will be directly responsible for the project implementation, devote necessary time and effort to its effective and efficient implementation, and be the principal contact person to liaise with the Lead-Partner and the other partners.

Name of **Co-Partner 1**: _____

Name of Representative of Co-Partner 1: _____

Contact Details: _____

Signature of representative of Co-Partner 1: _____

Date: _____

Name of **Co-Partner 2**: _____

Name of Representative of Co-Partner 2: _____

Contact Details: _____

Signature of the representative of Co-Partner 2: _____

Date: _____

Name of **Co-Partner 3**: _____

Name of Representative of Co-Partner 3: _____

Contact Details: _____

Signature of the representative of Co-Partner 3: _____

Date: _____

4. DESCRIPTION OF PROJECT

[Maximum -7 pages]

1. Background/Context/Objective

What is the aim of this partnership proposal? Give a statement about what you want to accomplish in this project and how it will benefit all the partners. This should be in relation to and contributing towards the overall objective of the PPAP [About 10 lines]

2. Statement of goals and objectives

[Objectives should be: specific, measurable, attainable, realistic and time-bound]

[About 5-8 lines and also complete Table 1]

3. Management capacity of partners

Lead Partner

Describe the experience and examples of such experience the Lead Partner has had in successfully managing activities such as the ones proposed in this business plan. Also provide specific details of the capacity of the lead partner in implementing this project in terms of availability of staff in their management structure and resources to provide sufficient supervision and technical support to ensure successful implementation during the PPAP implementation stage and continuity afterwards.

[About 8-10 lines]

Joint Partner

Describe the experience and examples of such experience the joint partner has had in successfully providing services such as the ones proposed in this business plan. Also provide specific details of the capacity of the joint partner in providing the services as proposed in this project in terms of availability of staff in their management structure to ensure successful service delivery as specified in the project implementation plan.

[About 5 lines for each joint partner]

Co-Partners

Qualification, background and experience of the leaders of the co-partner groups in similar project activities, experience in implementing similar projects, previous experience and results of cooperation with the other co-partners and the lead-partner. Also indicate previous involvement with the Lead-Partner and if not then how was this current partnership arrangement conceived?

Provide curriculum vitae/s (CV) of key personnel who will be representing the lead partner, joint partner and the co-partner group who will be responsible for the purposes of the PPAP using the cv format attached in Annex 4.

4. Training requirements for “best practice” cocoa management

A structured “Learning by Doing’ approach sustained throughout the life of the project is seen to be a key requirement for the training of cocoa farmers in order to successfully manage the debilitating Cocoa Pod Borer pest and re-vitalise the PNG cocoa industry. Training is required that focuses on Model Demonstration Farms using CPB-tolerant hybrid clones and Cocoa Pod Borer management. A full- time and very capable manager/Lead Trainer will be needed to manage the Central / Community Model Farm (CMF) to Best Practice standards and provide the right kind of training and support to project extension staffs and farmers. The CMF should include a diversified cocoa block, nursery, clonal budwood garden, fermentary and modest training shelter. The model farms will be monitored quarterly. The lead trainer will normally live within the partnership community. The Lead Trainer and cocoa extension staff trainers will be required to undergo a one month Induction course in cocoa Best Practice management at a centre specified by the cocoa PMU and satisfy the PMU that they are able to provide quality training in a Learning by Doing approach. The cost of this induction training should be included in the project budget. The Lead Trainer and extension staff/trainers will then be in a position to train lead farmers and farmers at the village level. Farmer reinforcement courses/discussion groups should be held monthly throughout the project duration to embed Best Practice cocoa management. Partnerships should detail the training plan implementation to include the quantity, duration and timing of the formal training and trainer/farmer ratios. Annex 13 provides the minimum cocoa training plan requirement for trainers, extension staffs and lead farmers and also lists some specialist courses. This detailed training plan should form a section in the Implementation Plan in Table 2. The qualifications and experiences of the critical position of Lead Trainer should be provided using the format in Annex 4 and appended to this proposal with the CVs of other key personnel. The above requirements are given in the Quarterly Reporting Format, Annex 5, Table 2b. Your training plan should include all types of capacity building elements listed in the phase 1 proposal.

[About 5 lines for each co-partner]

[Maximum -3-4 pages]

5. Description of the activities that will be initiated or scaled-up under the Partnership.

[Describe in some detail the activities that will be implemented, the number of smallholder farmers that will be involved, the benefits to different partners and the number of women smallholder farmers that will benefit and how? Address other cross-cutting issues such as social equity, youth participation, household nutrition and HIV/AIDS] [Up to 1.5 pages and complete Table 1]

6. Description of the project implementation methodology/approach

[For each of the main components/activities describe what will be done to implement the project and how it will be implemented? Who will be responsible for the implementation of specific activities and how activities will be monitored? Break the project implementation period into quarters and plan each activity accordingly and then provide the details by completing Table 2. During project implementation, partnerships will be required to provide quarterly reports indicating progress against set output targets. A sample of the quarterly reporting format is provided as Annex 5. In addition, random verification inspections will be conducted by the PMU and lead partners will be expected to maintain a database consisting of individual smallholder farmer records including, but not limited to, particulars provided in the format given in Annex 6 (baseline information should be collected using this format when partnership activities commence and the information should be updated based on implementation progress). These data will need to be provided to the Cocoa PMU. Fully consider the human resource requirement for adequately monitoring the project, collecting the required data, entering it onto a data base and the financial requirement for this [About 10-15 lines]

7. Social and environmental impacts

Briefly summarize both positive and negative social and environmental impacts associated with the proposed partnership activities and outline mitigation measures for any potential negative impacts. The PMU will provide copies of the PPAP Environmental and Social Management Framework Parts I, II (Integrated Pest Management Plan), and III (Compensation Policy Framework), the Social Mitigation Plan Template for Partnerships, Consultation Framework for Partnerships, Land donation template, and Usufruct Agreement template, to assist partnerships in developing their environmental, social and pest management plans, and drawing up other necessary documentation. Social and environmental screening guidelines provided in Annex 7a and 7b should be used to screen all activities described in the Project Implementation Plan and participating smallholders should also be considered when undertaking the screening. Annex 7a needs to be completed and submitted with the proposal. Following the social and environmental screening process, an Environmental and Social Management Plan (ESMP) should be developed based on the guidelines provided in Annex 8. Ensure that individual measures are adopted to mitigate adverse impacts and their related costs are included in Table 3 and Table 4.

[Maximum 1 page]

8. Budget and financing plan

[Please complete Tables 3 and 4. The costs should correspond to the activities described in the project implementation plan (Table 2)]. You should then read and gain a clear understanding of the different procurement practices described in Annex 9 prior to completing Table 5 (Procurement Plan).

The financial management requirements of the partnerships and how costs will be shared between the partnerships and PPAP are described in Annex 10. Partnership funds will be

disbursed in line with a disbursement schedule (sample attached in Annex 12) to be prepared by the PMU based on the partnership implementation plan.

9. Description of cooperation and partnership

[Describe in concrete terms the cooperation between the co-partners, how the partnerships will work together to implement project activities and any contractual arrangements between partners. A management structure/hierarchy set out as an organogram would be beneficial.] [About 10-15 lines]

10. The relation of the project with other on-going activities

[What have you already done?, who else is working on the issue the project is going to address?, and; how is this proposal different from the work already done/being done by you and/or the others if such a project is or has been carried out?] [About 5-10 lines]

11. Risks

Describe the major risks to successful implementation and completion of the project such as the breakdown in cooperation and trust between the lead partner and target communities, including the environmental and social risks and in such cases what are the proposed mitigation measures by the partnership to address these?

[Maximum 1/2 page]

12. Sustainability of the project

[Maximum 1 page]

Describe each key element of sustainability of the cocoa production and value chain in your partnership and how you will ensure the sustainability of the proposed activities, in technical and financial terms? What will you do in the future after the completion of the project for further development of these activities?

Describe how you plan to fund and carry out maintenance of operational infrastructure funded by the project, e.g. cocoa nurseries, fermentaries, etc.

Table 2. Project Implementation Plan (Quarterly periods for the duration of the implementation period – up to 3 years)

Activities	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	Year 1	Year 1	Year 1	Year 1	Year 2	Year 2	Year 2	Year 2	Year 3	Year 3	Year 3	Year 3
[Description of the activity 1]	[mm. yy]											
[Description of the activity 2]		[mm. yy]										

Table 3. Cash Flow Budget per Activity per Quarter

Enter the cost in each quarter for each of the components and activities in your project. For the project sub-totals, show the contribution of: the Lead Partner, the Farmer Co-Partner(s), each Joint Partner, and PPAP (up to 3 years). The PMU will provide templates in MS Excel format which **must be used** for Tables 3, 4 and 5 and Annex 12.

	Activities	Qtr 1 Year 1	Qtr 2 Year 1	Qtr 3 Year 1	Qtr 4 Year 1	Qtr 1 Year 2	Qtr 2 Year 2	Qtr 3 Year 2	Qtr 4 Year 2	Qtr 1 Year 3	Qtr 2 Year 3	Qtr 3 Year 3	Qtr 4 Year 3
	<i>[Description of the activity 1]</i>	Amou nt											
	<i>[Description of the activity 2]</i>		Amou nt										
	TOTAL												
	CONTRIBUTIONS												
	LEAD PARTNER												
	CO- PARTNER 1												
	CO-PARTNER 2												
	CO-PARTNER 3												
	JOINT PARTNER 1												
	JOINT PARTNER 2												
	JOINT PARTNER 3												

	Activities	Qtr 1 Year 1	Qtr 2 Year 1	Qtr 3 Year 1	Qtr 4 Year 1	Qtr 1 Year 2	Qtr 2 Year 2	Qtr 3 Year 2	Qtr 4 Year 2	Qtr 1 Year 3	Qtr 2 Year 3	Qtr 3 Year 3	Qtr 4 Year 3
	PPAP												
	TOTAL												

[Note: (1) For each activity in Table 2 (Implementation Plan) enter the cost into this table. If the activity cost includes items of more than one cost category (refer to Table 4) the items in each category must be entered as separate line items.]

TABLE 4: Budget Costing Table by Category (in PNG Kina)

Detailed Cost Items (Use 1 line for each Cost Item)	Unit	Cost / Unit	Total Cost	Source of Financing (PGK)						Grant Item / Total grant (in %)
				Lead Partner	Co- partner 1	Co- partner 2 Etc., if required	Joint Partner 1	Joint Partner 2 Etc. if required	PPAP	
1. PROJECT ESTABLISHMENT										
A Goods(Provide specific details under each category)										
<i>Equipment</i>										
<i>Supplies</i>										
<i>Materials</i>										
<i>Inputs</i>										
Total Goods										
B Works										
C Services										
<i>Consulting Services</i>										
<i>Training & Workshops</i>										
Total Services										
D In-kind labor contribution										
E 2. Operational Expenses¹										
Communications										
Utilities										
Stationery										
Transport Costs										
Others										

¹ "Operational Expenses" means the reasonable and necessary incremental expenses incurred on account of Project implementation, support and management, which would not have been incurred in the absence the Project.

Detailed Cost Items (Use 1 line for each Cost Item)		Unit	Cost / Unit	Total Cost	Source of Financing (PGK)					Grant Item / Total grant (in %)
					Lead Partner	Co- partner 1	Co- partner 2 Etc., if required	Joint Partner 1	Joint Partner 2 Etc. if required	
F	3. Annual Project Financial Review									
Total										

TABLE 5: Procurement Plan

Refer to Annex 1 which described the procurement practices to be used by approved partnerships.

Description of Activity	Estimated Costs (currency PGK)	Procurement Method	Implementation Period (Quarter & Year)
Goods			
Works			
Services			
TOTAL			

[Note: The implementation period shown in this table should correspond to the time frame and costs for activities included in Table 2 (Project Implementation Plan) and Table 3 (Cash Flow Budget per Activity per Quarter).

All Goods, Works and Services used by the Partnership that are part of the total project cost should be included in this table.

The Procurement Plan will be part of the Partnership Agreement.

The Partners shall implement the Procurement as in the Partnership Agreement.

The Procurement Plan may be revised and up-dated before signing of the Partnership Agreement.]

6. ANNEXES

Annex 1. Evaluation Criteria for Project Proposals

PROJECT REGISTRATION NUMBER: _____

PROJECT TITLE: _____

DISTRICT NAME: _____

PROVINCE NAME: _____

Are the Proposed Project Objectives in accordance with the eligible activities as defined in the Guidelines for Call for Proposals? YES NO

If yes, proceed.

If no, dismiss the proposal

1. NUMBER AND DESCRIPTION OF EVALUATION CRITERIA

Criteria	Maximum Points	Points Given
1 Does the project address real problems to improve productivity, quality and marketing?	15	
2 Degree of coherence between method, activity and objective. Is a clear, feasible and appropriate implementation plan included?	15	
3 Cost-effective approach with appropriate budget (clearly defined monitoring arrangements including indicators and milestones against which progress and outcomes can be assessed).	10	
4 Do the proposed activities provide practical and economic solutions for the constraints identified for the targeted group/region and are the activities appropriate and practical for the implementation plan proposed?	10	
5 Does the proposed lead-partner have sufficient capacity and technical expertise to implement the project. Is a Learning by Doing approach utilizing Model Demonstration Farms taken for farmer training and capacity development?	10	
6 Does the project propose direct actions to benefit significant numbers of women and other vulnerable groups?	10	
7 Will the project provide a positive impact and benefits on a significant number of direct participants and indirect beneficiaries?	10	
8 Are there clear ideas about how the project activities can be continued and developed in the future (after the end of the	10	

	Criteria	Maximum Points	Points Given
	project)?		
9	What is the social and environmental impact of the project? Has an appropriate Environmental and Social Management Plan and Pest Management Plan been prepared?	10	

Annex 2. Partner Details

Lead Partner

- Name of lead organization.
- Name and Contact details of the legal representative, responsible to coordinate links with the PPAP; State current position in lead organization, provide postal and email address, phone and fax numbers.
- Name and Contact details of Partnership Coordinator (if different from the contact person). Give name, present position (if currently employed), or indicate if yet to be employed and provide postal and e-mail address, phone and fax numbers of the person who will be responsible with coordinating activities with other entities in the partnership.

Joint Partner 1

- Name of joint partner organization.
- Name and contact details of the legal representative, responsible to coordinate links with the PPAP; State current position in joint partner organization, provide postal and email address, phone and fax numbers.
- Provide a capacity statement of the joint partner and list and describe the types of services that will be provided to the smallholder farmers in line with the activities to be implemented in the proposed partnership.

Joint Partner 2

- Name of joint partner organization.
- Name and contact details of the legal representative, responsible to coordinate links with the PPAP; State current position in joint partner organization, provide postal and email address, phone and fax numbers.
- Provide a capacity statement of the joint partner and list and describe the types of services that will be provided to the smallholder farmers in line with the activities to be implemented in the proposed partnership.

Joint Partner 3 (provide details if required).

Co-partner 1

- Name
Group Details:
- Names, positions and contact details of their office bearers
- CV of who will represent the group for the purpose of the PPAP.
- Agreement between members of the group certifying that they have selected/nominated the spokesperson (Group Leader) for the proposed project.

- Number of registered/participating farmers
- Village/geographical area, LLG, District, Province
- Other documents that would be required by the PPAP PMU as deemed appropriate.

Co-Partner 2

- Name

Group Details:

- Names, positions and contact details of their office bearers
- CV of who will represent the group for the purpose of the PPAP.
- Agreement between members of the group certifying that they have selected/nominated the spokesperson (Group Leader) for the proposed project.
- Number of registered/participating farmers
- Village/geographical area, LLG, District, Province
- Other documents that would be required by the PPAP PMU as deemed appropriate.

Co-Partner 3 (provide details if required)

Annex 3a. Consultation Meeting Minutes Format

VENUE (Village, Council Ward, LLG):

DATE:

TOTAL NUMBER OF MEMBERS PRESENT: _____

- MALES _____
- FEMALES _____
- OTHERS e.g. Leaders _____

(Attach a signed list of attendees showing names, gender and designation (e.g. LLG President, participating farmer, Ward Councilor, etc.)

INITIATOR OF MEETING: Name) _____

POSITION: _____

ORGANISATION REPRESENTED: _____

POTENTIAL LEAD PARTNER, JOINT PARTNER OR CO-PARTNER:

LANGUAGE SPOKEN;

PRINTED INFORMATION DISTRIBUTED:

AGENDA ITEMS DISCUSSED:

- 1.
- 2.
3. etc.,

MINUTES OF THE DISCUSSIONS AND CONCLUSIONS REACHED.

- 1.
- 2.
3. etc.,

TIME MEETING ENDED: _____

SIGNATURE: _____

NAME OF SECRETARY: _____

Annex 3b. Partner Agreement

AGREEMENT BETWEEN PARTNERS

WANBEL OL POROMAN INSAIT LONG BISNIS I BIN MEKIM NA WOK BUNG WANTAIM NAMEL LONG POROMAN HUSAT I GO PAS NA POROMAN HUSAT I BAI WOK KLOSTU WANTAIM

[Insert name of Partnership] PARTNERSHIP [Putim nem bilong dispela wok poroman] WOK POROMAN

THIS AGREEMENT (“Agreement”) is entered into this *[insert date of agreement]* by and between *[insert name of Lead Partner]* (“the Lead Partner”) having its principal place of business at *[insert place of business]*

DISPELA WANBEL OL POROMAN INSAIT LONG BISNIS I BIN MEKIM (“Wanbel ol poroman insait long bisnis i bin mekim”) *ol poroman i laik wok bung wantaim i tok orait long en long dispela dei [putim dei bilong putim mak long dispela pepa] long na namel long [putim nem bilong poroman husat i go pas]* (“Poroman husat I go pas”) *nambawan ples bilong wok bilong ol i stap long [putim ples bilong wok]*

and / na

[insert name of Co-Partner] (“the Co-Partner”) having its principal office located at *[insert Co-Partner’s address]*.

[Putim nem bilong poroman husat i bai wok klostu wantaim] (“Poroman husat i bai wok klostu wantaim”) *nambawan ples bilong wok bilong ol i stap long [putim ples bilong wok bilong poroman husat i bai wok klostu wantaim]*

and / na

[insert name of Joint Partner] (“the Joint Partner”) having its principal office located at *[insert Joint Partner’s address]*.

[Putim nem bilong poroman husat i bai wok klostu wantaim] (“Poroman husat i bai wok klostu wantaim”) *nambawan ples bilong wok bilong ol i stap long [putim ples bilong wok bilong poroman husat i bai wok klostu wantaim]*

[insert paragraphs for other Co-Partners and/or Joint Partners as necessary]

[Putim nem bilong narapela poroman husat i bai wok klostu wantaim (Co-Partner or Joint Partner) nap les bilong wok bilong em].

WHEREAS, the Lead Partner wishes to work in partnership with the Co-Partners and Joint Partners to achieve the outcomes stated in the attached Business Plan and Project Implementation Plan, and

OLSEM Poroman Husat i Go Pas i laik wok bung wantaim Poroman Husat i Bai Wok Klostu Wantaim long kamapim ol mak bilong kaikai ol i makim insait long Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut i stap wantaim dispela wanbel ol poroman insait long bisnis i bin mekim, na

WHEREAS, the Co-Partner wishes to work in partnership with the Lead Partner and other Co-Partners and Joint Partners to achieve the outcomes stated in the attached Business Plan and Project Implementation Plan,

OLSEM Poroman Husat i Bai Wok Klostu Wantaim i laik wok bung wantaim Poroman Husat i Go Pas na ol narapela Poroman Husat i Bai Wok Klostu Wantaim long kamapim ol mak bilong kaikai ol i makim insait long Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut i stap wantaim dispela wanbel ol poroman insait long bisnis i bin mekim,

WHEREAS, the Joint Partner wishes to work in partnership with the Lead Partner, the Co-Partners and other Partners to achieve the outcomes stated in the attached Business Plan and Project Implementation Plan,

OLSEM Poroman Husat i Bai Wok Klostu Wantaim i laik wok bung wantaim Poroman Husat i Go Pas na ol narapela Poroman Husat i Bai Wok Klostu Wantaim long kamapim ol mak bilong kaikai ol i makim insait long Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut i stap wantaim dispela wanbel ol poroman insait long bisnis i bin mekim,

THE PARTNERS NOW hereby agree as follows:

NAU OL POROMAN i wanbel olsem:

1. **The Lead Partner:** (i) Has consulted fully and openly with the Co-Partners in developing the Business Plan and Project Implementation Plan and will continue to consult with them during its implementation;

Poroman husat i go pas:

I bin kivung na toktok tru wantaim Poroman husat i bai wok klostu wantaim long kamapim Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut na bai i wok yet long toksave gut na harim gut tok bilong ol taim ol wok wantaim long kamapim wok long plen;

- (ii) Has fully informed the smallholder farmers who are part of this proposal of their obligations and commitments;

I bin tok tru long ol liklik ol fama bisnis husat i stap insait long dispela wok poroman long olgeta samting ol i mas wokim na olgeta samting ol i promis long wokim ananit long Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut;

- (iii) Will provide the inputs specified in the Business Plan and Project Implementation Plan as and when specified in the Plan to the best of their ability and will inform the smallholder farmers and other Co-Partners of any variation from the Plan.

Bai i givim olgeta samting Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut i makim long gutpela taim na bai i toksave long ol liklik ol fama bisnis na ol narapela poroman husat i bai wok klostu wantaim sapos i gat senis long plen;

**2. The Co-Partner
Poroman husat i bai
wok klostu
wantaim**

- (i) Confirms that all its members have been fully and openly consulted during the preparation of the Business Plan and Project Implementation Plan;

Strongim olsem olgeta memba bilong en i bin kisim gutpela na trupela toksave long taim bilong kamapim Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut;

- (ii) Confirms that all its members agree to work with the Lead Partner and other Co-Partners to implement the Business Plan and Project Implementation Plan;

Strongim olsem olgeta memba bilong en i wanbel long wok wantaim Poroman husat i go pas na ol narapela Poroman husat i bai wok klostu wantaim long mekim wok bilong Plen i kamap gut;

- (iii) Confirms that all its members fully agree with the contents of the Business Plan and Project Implementation Plan and have committed themselves to making their contributions, and providing the inputs that are their responsibility, as and when specified in the Plan.

Strongim olsem olgeta memba bilong en i wanbel tru wantaim olgeta tok i stap insait long Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut, na olgeta memba i bin givim promis bilong ol long wokim olgeta wok bilong ol na givim olgeta samting ol i mas givim long gutpela olsem i stap long plen;

- (iv) Confirms that all its members have been informed of the potential social and environmental impacts of activities proposed in the Partnership's Business Plan and Project Implementation Plan, associated mitigation and monitoring measures provided in the Partnership's Environmental Management Plan (EMP), and the respective roles and responsibilities of PPAP partners in adhering to World Bank safeguard policies and PNG requirements.

Strongim olsem olgeta memba bilong en i bin kisim gutpela na trupela toksave long wanem samting ol wok insait long Plen, i gat gutpela o i gat nogut long en long sait bilong sosol o environmen, i ken kamapim; wanem samting i stap long Plen bilong Lukautim Environmen bilong dispela wanbel ol Poroman insait long bisnis i bin mekim, na wok bilong ol wanwan lain insait long dispela wanbel ol Poroman insait long bisnis i bin mekim long bihainim wol benk sefti polisi na lo bilong PNG.

**3. The Joint Partner
Poroman husat i bai
wok klostu
wantaim**

- (i) Confirms that all it has been fully and openly consulted during the preparation of the Business Plan and Project Implementation Plan;

Strongim olsem em i bin kisim gutpela na trupela toksave long taim bilong kamapim Plen Bilong Bisnis na Plen Bilong

Mekim Dispela Projek i Kamap na Wok Gut;

- (ii) Confirms that it agrees to work with the Lead Partner and all other Co-Partners to implement the Business Plan and Project Implementation Plan;

Strongim olsem em bai i wanbel long wok wantaim olgeta Poroman husat i go pas na ol narapela Poroman husat i bai wok klostu wantaim long mekim wok bilong Plen i kamap gut;

- (iii) Confirms that it fully agrees with the contents of the Business Plan and Project Implementation Plan and has committed itself to making its contributions, and providing the inputs that are their responsibility, as and when specified in the Plan.

Strongim olsem em i wanbel tru wantaim olgeta tok i stap insait long Plen Bilong Bisnis na Plen Bilong Mekim Dispela Projek i Kamap na Wok Gut, na olgeta memba i bin givim promis bilong ol long wokim olgeta wok bilong ol na givim olgeta samting ol i mas givim long gutpela olsem i stap long plen;

- (iv) Confirms that it has been informed of the potential social and environmental impacts of activities proposed in the Partnership's Business Plan and Project Implementation Plan, associated mitigation and monitoring measures provided in the Partnership's Environmental Management Plan (EMP), and the respective roles and responsibilities of PPAP partners in adhering to World Bank safeguard policies and PNG requirements.

Strongim olsem em i bin kisim gutpela na trupela toksave long wanem samting ol wok insait long Plen, i gat gutpela o i gat nogut long en long sait bilong sosol o envaironmen, i ken kamapim; wanem samting i stap long Plen bilong Lukautim Envaironmen bilong dispela wanbel ol Poroman insait long bisnis i bin mekim, na wok bilong ol wanwan lain insait long dispela wanbel ol Poroman insait long bisnis i bin mekim long bihainim wol benk sefti polisi na lo bilong PNG.

Signed in [insert place where agreement signed] on [insert date] by:

Olgeta mekim kontrak long [putim nem bilong ples we olgeta manmeri putim mak] long [putim de] long:

.....

[Insert name of representative of Lead Partner]

[Putim nem bilong man o meri husat i makim Poroman husat i go pas]

Representative of Lead Partner

[The Lead Partner will add rows to the table to accommodate all members of the farmer Co-operative/Association/Group]

[Poroman husat i go pas bai i putim sampela lain gen long tabol, bai em inap long nem nah an mak bilong olgeta memba bilong fama Sosaiti, Assosiasen, Lain

Annex 4. Sample format of curriculum vitae of key staff

Proposed Position: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every position held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____

[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Annex 5. Quarterly Reporting Format

Please delete the text in italics before completing this report. A digital copy **must** be submitted – by email or on CD ROM or Flash drive.

Date of submission:	
Reporting period:	
Project Number	
Name of partnership:	
Location of the partnership: province(s), district(s), villages	
Total duration of the project: Months	
Partner 1 (Lead Partner)	
Partner 2 (Joint Partner 1)	
Partner 3 (Joint Partner 2)	
Partner 4 (Co-Partner 1)	
Partner 5 (Co-Partner 2)	
Partner 6 (Co-Partner 3)	
Contact person for the partnership:	
Postal address:	
Telephone number:	
Fax number:	
Email:	

1. Project Progress Summary *(Please provide a short description of progress to summarise the current situation in terms of output/activities and achievements for the reporting period.) (2-3 pages plus the Updated Implementation Plan)*

- *Indicate what Progress has been made during this Period towards accomplishing planned activities. Please be specific in terms of the number of farmers that have been involved in partnership activities during the quarter, broken down by gender where possible and the role and progress made by co-partners.*
- *Other points worth high-lighting relating to aspects of the project based on the participation level / results achieved/ social or environmental issues /other challenges faced and how they were resolved (weather/infrastructure/cocoa calendar etc), any noteworthy accomplishments*
- *Issues that need follow-up or for which guidance is sought from the PPAP PMU*
- *Briefly describe any major deviation from the original implementation plan (provide summation here and append amended implementation plan at the end of the report)*
- *Lead partners should also report on any changes to their legal or financial status that has an implication of the project supported activities*
- *Quarterly reports should be submitted to the Cocoa PMU in Kokopo within 10 working days after end of the Quarter. It is suggested that, wherever possible, claims for replenishment coincide with a Quarterly Report to reduce your reporting requirement.*

2 ACTIVITIES/TASKS PERFORMED TOWARDS ACHIEVING OUTPUTS *(Use this table to report progress against targets / milestones for each activity as set out in your implementation plan. Describe activities under the output to which they contribute.) Please do not modify the format. Information on additional outputs should be appended to the table using the same format).*

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Target	Actual	% Progress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumulative to date	Total to date as a % of Total Target									
PART A: PARTNERSHIP FARMER MEMBERS																			
OUTPUT 1: RESOURCE BASE – DEVELOPMENT OF COCOA CULTIVATION																			
1.1	Rejuvenation of Cocoa																		
1.1.1	No. of Cocoa trees successfully rejuvenated / rehabilitated																		
1.1.2	Approximate Extent in Hectares *																		
1.1.3	No. of Farmers involved in rejuvenating cocoa trees																		
1.2	Replanting of cocoa																		
1.2.1	No. of recommended Cocoa Hybrid Clones planted																		
1.2.2	Approximate Extent in Hectares *																		
1.2.3	No. of Farmers that have replanted cocoa																		
1.3	New Planting of Cocoa																		
1.3.1	No. of recommended Cocoa Hybrid Clones planted																		
1.3.2	Approximate Extent in Hectares *																		
1.3.2.1	Primary Forest area cleared (ha) [1]																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
1.3.2.2	Secondary Re-growth area cleared (ha)																		
1.3.2.3	Existing under-utilised farmland																		
[1] PPAP does not fund activities that involve destruction of primary forest. Any PPAP funds spent on these activities will have to be reimbursed by the partnership																			
1.4	Hybrid Clonal Budwood Gardens																		
1.4.1	No. of Hybrid Clonal Budwood Gardens Established																		
1.4.2	Total extent (Area) of Clonal Budwood Gardens (ha) *																		
1.4.3	No. of Training Programmes on Establishment of Budwood Gardens																		
1.4.4	No. of Training Programmes on Maintenance of Budwood Gardens																		
1.4.5	No. of Farmers Trained (by gender)																		
1.4.5.1	No. of Female Farmers Trained																		
1.4.5.2	No. of Male Farmers Trained																		
1.4.6	Number of Budwood gardens managed to best practice																		
1.4.6.1	Good																		
1.4.6.2	Average																		
1.4.6.3	Poor																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumulative to date	Total to date as a % of Total Target
1.4.6.4	If average or poor, identify problem(s): 1. pruning, 2. cocoa tree density, 3. pest control, 4. disease control, 5. weed control, 6. shade management, 7. bud removal excessive																		
1.5	Hybrid Clone Nurseries																		
1.5.1	No. of Nurseries Established																		
1.5.2	No. of Recommended Cocoa Hybrid Clones Produced & Distributed																		
1.5.3	No. of Training Programmes on Propagation & Nursery Management																		
1.5.4	No. of Farmers Trained (by gender)																		
1.5.4.1	No. of Female Farmers Trained																		
1.5.4.2	No. of Male Farmers Trained																		
1.5.5	No. of nurseries managed to best practice																		
1.5.5.1	Good																		
1.5.5.2	Average																		
1.5.5.3	Poor																		
1.5.5.4	If average or poor, identify problem(s): 1. structure, 2. drainage,																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
	3. water supply, 4. polybag size, 5. pest and disease control, 6. plant nutrition, 7. budding technique, 8. budding success rate, 9. budded plant age when sold, 10. nursery records																		
* - Estimation of area has to be based on spacing and number of trees (e.g. Spacing = 4m x 4m, No. of Trees = 200, Therefore, approximate area = 200/[10,000 sq. metre / 16 sq. metre (4x4)] = 0.32 hectares.																			
OUTPUT 2: BEST PRACTICE COCOA MANAGEMENT PACKAGE																			
2.1	Cocoa Pod Borer Management																		
2.1.1	CPB Management & IPDM Training																		
2.1.1.1	Number of farmers trained																		
2.1.1.1.1	No. of females trained 1																		
2.1.1.1.2	No. of males trained 2																		
2.1.2	CPB Management to "Best Practice"																		
2.1.2.1	Good (No. of farmers)																		
2.1.2.2	Average (No. of farmers)																		
2.1.2.3	Poor (No. of farmers)																		
2.1.2.4	If average or poor, identify problem(s): 1. Not harvesting weekly, 2. not spraying as recommended, 3. not																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achieve ment	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
	burying pod husks.																		
2.2	General block management to “Best Practice”																		
2.2.1	Block management training																		
2.2.1.1	No. of females trained																		
2.2.1.2	No. of males trained																		
2.2.2	General block management to “best practice”																		
2.2.2.1	Good																		
2.2.2.2	Average																		
2.2.2.3	Poor																		
2.2.2.4	If average or poor, identify problem(s): 1. weed control, 2. shade management, 3. pruning, 4.disease control, 5. pest control, 6. removal of diseased or damaged pods, 7. removal of vines, creepers, rop, ant tents																		
2.3	Infilling of Cocoa Small Holdings																		
2.3.1	No. of recommended hybrid clone plants planted																		
2.3.2	No. of hectares planted with recommended hybrid clones																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumulative to date	Total to date as a % of Total Target
2.4	Rotational Planting																		
2.4.1	No. of farmers practicing rotational planting in cocoa																		
2.5	Distribution of Tool Kits																		
2.5.1	No. of Tool Kits procured																		
2.5.2	No. of Tool Kits distributed																		
OUTPUT 3: CROP DIVERSIFICATION																			
3.1	Perennial Cash Crops																		
3.1.1	No of perennial cash crop trees planted by type																		
3.1.2	No. of farmers planted perennial cash crops																		
3.2	Annual Cash crops																		
3.2.1	Area planted with annual cash crop by type (square metre)																		
3.2.2	No. of farmers planted annual cash crops																		
OUTPUT 4: CERTIFICATION																			
4.1	Issue of Certificates																		
4.1.1	No. of farmers applied for certificates																		
4.1.2	No. of farmers obtained certificates																		
4.1.3	Area of cocoa under certification (hectares)																		
OUTPUT 6: GENDER DEVELOPMENT																			
5.1	Entrepreneurship and																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumulative to date	Total to date as a % of Total Target
	Group Formation																		
5.1.1	No. of women have bank accounts																		
5.1.2	No. of women's groups formed																		
5.1.3	No. of women enrolled in groups																		
5.2	Gender Training																		
5.2.1	No. of training programmes conducted																		
5.2.2	No. of farmers trained (by gender)																		
5.2.2.1	No. of female farmers trained																		
5.2.2.2	No. of farmers male trained																		
	OUTPUT 6: HIV & AIDS																		
6.1	HIV & AIDS																		
6.1.1	No. of awareness training conducted for HIV & AIDS																		
6.1.2	No. of participants (by gender)																		
6.1.2.1	No. of female participants																		
6.1.2.2	No. of male participants																		
6.1.3	No. of publications distributed (pamphlets, posters, etc. by type)																		
	OUTPUT 7: FARMING AS AGRI-BUSINESS																		
7.1	Entrepreneurship among farmers																		
7.1.1	No. of farmers opened																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
	bank accounts																		
7.1.2	No. of farmers borrowed loans for cultivation purpose																		
7.1.3	No. of farmers prepared Farm Business Plans																		
7.1.4	Percentage of farmers prepared Farm Business Plans																		
7.2	Record Keeping																		
7.2.1	No. of Training Programmes on Farm Economics																		
7.2.2	No. of farmers trained (by gender)																		
7.2.2.1	No. of female farmers trained																		
7.2.2.2	No. of male farmers trained																		
	OUTPUT 8: FERMENTARIES AND COCOA QUALITY																		
8.1	No. of new fermentaries built																		
8.2	No. of fermentaries renovated																		
8.3	No. fermentaries certified/uncertified																		
8.4	No. of cocoa quality training events																		
8.4.1	No. of farmers trained (by gender)																		
8.4.1.1	No. of female farmers trained																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cum ulative to date	Total to date as a % of Total Target
8.4.1.2	No. of male farmers trained																		
8.5	Quantity of cocoa dry bean produced - A grade																		
8.6	Quantity of cocoa dry bean produced - reject																		
PART B: PARTNERSHIP HUMAN RESOURCES AND MODEL FARMS																			
OUTPUT 9: COCOA HUMAN RESOURCES AND TRAINING FACILITIES																			
9.1	Human Resource identification / recruitment																		
9.1.1	Partnership Co-ordinator (identified and in place)																		
9.1.2	Data entry clerk for project monitoring (recruited and in place)																		
9.1.3	Lead Trainer (recruited and in place)																		
9.1.4	Extension staff (No. staffs for project implementation, farmer training, data collection etc. recruited and in place)																		
9.1.5	Lead Farmers (No. identified and in place)																		
9.2	Cocoa Training Facilities Establishment																		
9.2.1	Establishment of Central / Community Model Farm (CMF) and																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumulative to date	Total to date as a % of Total Target
	Village Model Farms (VMF) –diversified cocoa farm, budwood garden, nursery, fermentary pesticide store and training hut operated by Manager/Lead Trainer (No. model farms established)																		
9.2.1.1	Cocoa block (No. model farms where established)																		
9.2.1.2	Budwood garden (No. of model farms where established)																		
9.2.1.3	Nursery (No. of model farms where established)																		
9.2.1.4	Fermentary (No. of model farms where established)																		
9.2.1.5	Training hut (No. of model farms where established)																		
9.2.1.6	Pesticide store (No. of model farms where established)																		
9.3	Model Farms(Central and Village)																		
9.3.1	Nursery																		
9.3.1.1	Nursery managed to “best practice”																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
9.3.1.1.1	Good (No. model farms)																		
9.3.1.1.2	Average (No. model farms)																		
9.3.1.1.3	Poor (No. model farms)																		
9.3.1.4	If Average or Poor, identify problem(s): 1. Nursery structure; 2. Drainage; 3. Water supply; 4. Polybag size; 5. Pest control; 6. Plant nutrition; 7. Budding at correct age; 8. Budding done correctly (min 90% correct); 9. Buds uncovered at correct time and growing well (min 90% correct); 10. budded plants sold / taken from nursery at correct age (min. 90% correct); 11. Budding success rate high (min. 90%); 12. Nursery records well kept.																		
9.3.2	Budwood garden																		
9.3.2.1	Certified garden (by PNG CCI.): block plan, contains only approved hybrid clones-stick grafting done where necessary, minimum of																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
	four different clones in fairly equal proportion, includes CPB tolerant clones (No. model farms)																		
9.3.2.2	Budwood garden(s) managed to “best practice”																		
9.3.2.2.1	Good (No. Model farms)																		
9.3.2.2.2	Average (No. Model farms)																		
9.3.2.2.3	Poor (No. model farms)																		
9.3.2.2.4	If average or poor, identify problem(s): 1. Pruning; 2. Tree density; 3. Pest control; 4. Disease control; 5. weed control; 6. Shade management; 7. Budwood removal not excessive. (No. Model farms)																		
9.3.3	New cocoa block establishment and immature upkeep to “Best Practice”																		
9.3.3.1	Good (No. model farms)																		
9.3.3.2	Average (No. model farms)																		
9.3.3.3	Poor (No. model farms)																		
9.3.3.4	If Average or Poor,																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumulative to date	Total to date as a % of Total Target
	identify problem(s): 1. Shade; 2. Minimum of 4 certified clones planted; 3. Clonal plants correct size when planted; 4. Fertiliser applied correctly; 5. Pruning done correctly; 6. Weed control; 7. In-filling timely; 8. Pest control; 9. Disease control; 10. Permanent diversification crops; 11. Annual diversification crops																		
9.3.4	Mature Cocoa Block Management to “Best Practice”																		
9.3.4.1	Good (No. model farms)																		
9.3.4.2	Average (No. model farms)																		
9.3.4.3	Poor (No. model farms)																		
9.3.4.4	If average or poor, identify problem(s) (No. model farms): 1. Weed control; 2. Shade; 3. Gliricidia pruned in last 6 months; 4. Pruning follows crop cycle; 5. Structural pruning done correctly; 6. Fertiliser applied and follows crop cycle; 7. Fertiliser																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumulative to date	Total to date as a % of Total Target
	applied at correct dose; 8. Old or unproductive trees replaced; 9. CPB and other pest and disease monitoring done systematically and recorded; 10. CPB spraying done correctly; 11. Other insect control; 12. Disease control; 13. Agrochemical storage, handling, application and container disposal; 14. Safety gear and knapsacks in good order and used correctly; 15. Appropriate agrochemical storage; 16. Records of agrochemical usage and issues kept.																		
9.3.5	Cocoa Harvesting																		
9.3.5.1	All ripe pods harvested weekly (No. model farms)																		
9.3.5.2	CPB affected beans separated from good beans (No. model farms)																		
9.3.5.3	All diseased & damaged pods harvested weekly																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
	(No. model farms)																		
9.3.5.4	All pods husks & diseased / damaged pods buried/covered (No. model farms)																		
9.3.5.5	CPB/healthy pods monitored and recorded (No. model farms)																		
9.3.6	Fermenting																		
9.3.6.1	Fermenting boxes comply with Cocoa Board standards, clean and well maintained. Fermentary is licensed (No. model farms)																		
9.3.6.2	CPB affected beans and good beans fermented in different boxes (No. model farms)																		
9.3.6.3	Beans turned every day																		
9.3.6.4	Beans fermented for correct period – healthy and CPB-infected (No. model farms)																		
9.3.7	Drying																		
9.3.7.1	Dryer complies with Cocoa Board standards; clean and well maintained, no smoke (No. model farms)																		
9.3.7.2	Beans dried correctly (not too quickly, over-																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
	or under-dried). Cut test and bean count done and recorded (No. model farms)																		
9.3.8	Bagging and storage																		
9.3.8.1	Good dry beans sorted to remove defective beans - flat, mouldy, broken, etc. (No. model farms)																		
9.3.8.2	Good beans bagged separately from others- (CPB, defective beans (No. model farms)																		
9.3.8.3	No foreign matter in bags of cocoa (No. model farms)																		
9.3.8.4	Bags filled to correct weight and sewn closed properly (No. model farms)																		
9.3.8.5	Storage area for dry cocoa is clean, dry & protected against vermin (No. model farms)																		
9.3.9	Marketing																		
9.3.9.1	Cocoa production record of quantity and quality produced. Evidence (trader's / exporter's dockets) that good quality cocoa sold																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumulative to date	Total to date as a % of Total Target
	separately from CPB & other non-export cocoa (No. model farms)																		
9.3.9.2	Trader license - wet bean (No. model farms)																		
9.3.9.3	Trader license - dry bean (No. model farms)																		
9.4	Training																		
9.4.1	Induction (1 month Learning by Doing): CMF Manager/Lead Trainer (done/not done)																		
9.4.2	Induction- 1 month Learning by Doing: extension staffs (No. extension staff)																		
9.4.3	Induction - 1 month Learning by Doing: Lead farmers (No. lead farmers)																		
9.4.4	Induction - up to 1 month Learning by Doing: Farmers (No. farmers)																		
9.4.5	Monthly training/discussion group meetings (1/2 to 1 day/meeting): Trainer/extension staff (No. of sessions)																		
9.4.6	Monthly training/discussion																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
	group/FFS meetings (1-2 days/meeting): extension staffs and farmers (No. of sessions)																		
9.4.7	Lead Trainer and extension staff attendance at Quarterly model farm monitoring verification by / support from PPAP Agent (1-2 days) (No. of quarterly sessions)																		
9.4.8	Pesticide safe handling, use, storage and disposal training (No. of training sessions, No. famers trained)																		
9.4.9	Nursery management (No. of training sessions, No. famers trained)																		
9.4.10	Clonal cocoa propagation (grafting) (No. of training sessions, No. famers trained)																		
9.4.11	Fermentary management (No. of training sessions, No. famers trained)																		
9.4.12	Alternate cash crop cultivation training (No.																		

No.	Activity	Total Target	Annual Target	1st Quarter Achievement			2nd Quarter Achievement			3rd Quarter Achievement			4th Quarter Achievement			Year to date Cumulative		Total Cumulative to date	
				Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Targ et	Actu al	% Prog ress	Actual year to date Achievement	Year to date as a % of Annual Target	Total cumul ative to date	Total to date as a % of Total Target
	of training sessions, No. famers trained)																		
9.4.13	Other trainings (specify (No. of training sessions, No. famers trained)																		

Add rows as required

Legend: Provide additional information/descriptions if required.

3. ACTIVITIES/OUTCOMES/PARTNERSHIP FUNCTIONING

No	Activity	Achievement		Target next Quarter	Problems and Constraints	Action Recommended
		This Quarter	Cumulative			
3.1	EXTENSION / INFORMATION DISSEMINATION					
3.1.1	Number of individual farmers visited by Lead – Partner					
3.1.2	Number of partnership beneficiaries participating in project activities					
3.1.3	Number of farmer cluster group training sessions conducted					
3.1.4	Number of awareness/information sessions conducted					
3.1.5	Number of extension leaflet s/brochures distributed					
3.2	Number of Farmers Seeking Information on:	This Quarter	Cumulative	Remarks / Comments		
3.2.1	PPAP					
3.2.2	Partnership Operation					
3.2.3	Market Price					
3.2.4	Technical Advice					
3.3	MARKETING INFORMATION (LEAD - PARTNER / PARTICIPATING SMALLHOLDER PRODUCTION)	This Quarter	Cumulative	Remarks / Comments		
3.3.1	<i>Number of Farmers who sold cocoa to Lead – Partner</i>					
3.3.2	<i>Volume of Wet bean Sold (Kgs)</i>					
3.3.3	<i>Volume of Dry Bean Sold (63 kg Bags)</i>					
3.3.4	<i>Volume of dry bean sold and Paid a Premium Price (63kg Bags)</i>					
3.3.5	<i>Estimate of Volume of Cocoa Sold Outside of Partnership (Tonnes of Parchment)</i>					

4. FINANCIAL REPORTING

(Please provide details of expenditure for the reporting period for all cost categories specified in the Partnership Agreement. Note that you must report on budget vs. expenditure for each cost category. The Bank statement for the partnership account has to be appended as well. Insert additional rows as required.)

Year to date Summary

	World Bank	GoPNG	Lead Partner	Co-Partners	Other	Total
Project budget by funding source						
Receipts to date						
Expenditure to date						
Acquitted expenditure to date						
Unacquitted expenditure to date						
Balance of Contract						
Balance of Contract Remaining %						
Cash Book Balance						
Total unrepresented cheques						
Bank Account Balance						

5. PROCUREMENT REPORTING

(Provide details of procurement during the quarter. Insert additional rows as required.)

Type of procurement (as per Procurement Plan)	Procurement Method	Estimated Amount (as per Procurement Plan)	Starting date of the procurement process	Contract			Issues / Action Taken
				Supplier/ Contractor/ Consultant Name <i>(Note to include contract number)</i>	Date	Actual Value (PGK)	
1 GOODS							
Farmer packs							
Building Materials							
Drying Bed materials							
Nursery Materials							
2 WORKS							
3 SERVICES							
Trainings/workshops							
Visiting Trainers/service providers							
Venue hire							
Administration							

6. SOCIAL AND ENVIRONMENTAL IMPACT REPORT

(Provide details of any positive or negative Social or Environmental impacts as assessed from the Social and Environmental Screening Process. Insert additional rows as required.)

1. Environmental Impacts (EI)							
Description of Activity	Environment impacts/issues triggered	Mitigation Measure (narrative of how these issues were addressed)	Mitigation Costs incurred	Monitoring Frequency	Monitoring Responsibility	Problems (Un-mitigated impacts) and Constraints	Action Recommended
2. Social Impacts							
Description of Activity	Social impacts/issues triggered	Mitigation Measure (narrative of how these issues were addressed)	Mitigation Costs incurred	Monitoring Frequency	Monitoring Responsibility	(Un-mitigated impacts) and Constraints	Action Recommended
3. Consultations <i>(partners to keep brief minutes of these consultations)</i>							
Description of Activity	Key issues discussed		Number of farmers/participants	Facilitator	Organisation of facilitator	Location of consultation /grievance	Date and Time
4. Grievances							
Description of Grievance	Name of Complainant	Contact Details	Date Received	Registration No*.	Name of Recorder	Action Officer	Date Actioned

* Registration number should be obtained from PMU

7. SIGNATURES

Partnership Coordinator:

_____ / _____

Date: _____ / _____

Co-Partner:

_____ / _____

Date: _____ / _____

Co-Partner:

_____ / _____

Date: _____ / _____

Co-Partner:

_____ / _____

Date: _____ / _____

Annex 6: FARMER / HOUSEHOLD DATABASE KEPT BY LEAD PARTNER

This database must be established for each member of the co-partner groups and updated every 6 months. Baseline information should be collected at the commencement of Partnership activities and then updated every 6 months with implementation progress.

1 COCOA SMALLHOLDER

Date: _____ **Name of Interviewer:** _____ **Position:** _____

Name of organization: _____

1. General Information

Name of Farmer Interviewed: _____ Province: _____

Sex: _____ District: _____

Name of Partnership with PPAP: _____ LLG: _____

Name of Head of Household (*if not the farmer interviewed*): _____ Ward: _____

Village: _____

2. Household Information

No.	Head of Household & Relationship to HH*	Sex 1 Male 2 Female	Age (years**)	Highest grade (No) completed 0 No grade completed 1-12 Specify grade (class) 1-12 13 Trade certificate 14 Other certificate 15 Diploma 16 Bachelor's degree 17 Postgraduate	Can this person read and write? 1 Reads English 2 Writes English 3 Reads and writes English 4 Reads Pidgin 5 Writes Pidgin 6 Reads and writes Pidgin 7 All of the above 8 None of the above (Give maximum two responses per household member using the list above)
1	HH				
2	Spouse				
3					
4					
5					
6					
7					
8					

*Relationship to household head

1 Head, 2 Wife/Husband, 3 Own son/Daughter, 4 Adopted/foster /step child, 5 Grandchild, 6 Niece/Nephew, 7 Parent (Mother/Father), 8 Brother/Sister, 9 Son/daughter in-law, 10 Brother/Sister in-law, 11 Grand Mother/Father, 12 Mother/Father in-law, 13 Other relative, 14 Not related, 15 Hired Labour, 16 Other(specify)

** Age at last birthday? (Give an estimate if exact age is not known, If less than 1 year, write '00')

3. Farm and Household Assets

Equipment	Qty		Qty
1 Wheelbarrow	___	10 Harvest containers/buckets	___
2 Chainsaw	___	11 Pole pruner	___
3 Knapsack	___	12 Overalls	___
4 Secateurs	___	13 Radio	___
5 Bow saw	___	14 Mobile phones	___
6 Spade	___	15 Televisions	___
7 Bush knife	___	16 Other – specify: _____	___
8 Cocoa bags	___	17 Other – specify: _____	___
9 Canvas or drying sheets	___	18 Vehicle	___
19 Other tools, equipment or safety equipment (specify): _____			

4. Particulars of Land Available and Existing Cocoa

Block	No. of Cocoa Trees	Age	Name of Hybrid/ Clone	Approximate Spacing	No. of Trees to be Infilled*	No. of Trees to be Replanted**
Block No. 01						
Block No. 02						
Block No. 03						
Block No. 04						

* - in less than 3 years old Cocoa

** - at recommended spacing for certified Hybrid Clones

5. Production & Price of Cocoa in 2012

Selling as Dry or Wet Bean? Dry Wet Both

	No. of Bags	Average Price/Bag	No. of Kg.	Kina/Kg.
Dry Bean				
Wet Bean				

6. Does the household own a Fermentary Yes/No If yes, License No.

Mobile Phone No.

7. Details of Close - by Fermentaries

No.	Identification Name	Identification Location	Mobile No.	Distance (Km)

7.1 Distance to Nearest Selling Point, Mode of Transport and Transport Cost

Type of Buyer	Distance (in Km.)	Mode of Transport	Cost of Transport (Kina/Bag)	Distance Carrying to nearest Transport Point (Km)
Trader - Wet Bean Buyer # 1				
Trader - Wet Bean Buyer # 2				
Trader - Dry Bean Buyer # 1				
Trader - Dry Bean Buyer # 2				

Type of Buyer	Distance (in Km.)	Mode of Transport	Cost of Transport (Kina/Bag)	Distance Carrying to nearest Transport Point (Km)
Exporter				
Lead Partner				

7.2 Do you sell your Cocoa produce individually or in a group?

8. Level of CPB Infestation

Block No.	Level of Infestation (%)

9. Food Crops – Production & Income in 2012 & Planned Diversifications

Production & Income in 2012

Block	Crops Planted in 2012	For home consumption	For sale	How often do you sell food crops?#
Block No. 01				
Block No. 02				
Block No. 03				
Block No. 04				

0 = never; 1 = every week; 2 = every fortnight; 3 = every month; 4 = less than once per month.

10. Non-farm Income and Livestock

Sources of income in 2012	Yes / No	Total Income/Value (2012)
Off-farm employment	1 Yes 2 No	_____ Kina
Non-farm income e.g. trade store, PMV	1 Yes 2 No	_____ Kina
Betel nut/daka(mustard)/lime sales	1 Yes 2 No	_____ Kina
Livestock sales	1 Yes 2 No	_____ Kina
Hunting	1 Yes 2 No	_____ Kina
Gifts, remittances	1 Yes 2 No	_____ Kina
Customary payments	1 Yes 2 No	_____ Kina
Other: _____	1 Yes 2 No	_____ Kina

** 0 = Zero; 1 = less than 25%; 2 = 26 to 50%; 3 = 51=75%; 4 = more than 75%

11. Training and Extension

Have the training needs of the farmers been assessed?

Training/Information types	11.1 Information/training need assessed? 1 Yes 2 No	11.2 Training/extension delivery mode 1 Lead farmer Hands-on at Central model farm 2 Farmer Hands-on at community model farm 3 Group Training; 4 Brochures/leaflets 5 Farmer field school sessions 6 Famer group discussion meetings; 7 Other (specify)	11.3. Name of Extension Officer/Trainer	11.4 Date of training or extension provided
1 Best Practice cocoa block management		_____	_____	_____
2. Cocoa pod borer management		_____	_____	_____
3 Processing/quality		_____	_____	_____
4 Safe handling, use, storage and disposal of Pesticides		_____	_____	_____
5 Other Crops		_____	_____	_____
6. Livestock		_____	_____	_____

Training/Information types	11.1 Information/training need assessed? 1 Yes 2 No	11.2 Training/extension delivery mode 1 Lead farmer Hands-on at Central model farm 2 Farmer Hands-on at community model farm 3 Group Training; 4 Brochures/leaflets 5 Farmer field school sessions 6 Famer group discussion meetings; 7 Other (specify)	11.3. Name of Extension Officer/Trainer	11.4 Date of training or extension provided
7. Bookkeeping / record keeping, financial literacy		_____ _____	_____ _____	_____ _____
8. HIV/AIDS		_____ _____		_____ _____
9. Other (specify)				

12. GPS coordinates of farmer's gardens

	Garden 1	Garden 2	Garden 3	Garden 4
ELEV.	(metres)	(metres)	(metres)	(metres)
Latitude (S)	° ' "	° ' "	° ' "	° ' "
Longitude (E)	° ' "	° ' "	° ' "	° ' "
Distance from House (time)	Hr/min ____/____	Hr/min ____/____	Hr/min ____/____	Hr/min ____/____

Annex 7a. Guidelines for Environmental and Social Screening

The Screening Process set out below provides a simple mechanism for identifying whether a subproject proposal or an activity poses a risk to:

- the natural environment, its resource values (including its subsistence resources' values) and / or conservation values; and
- the socio-economic environment, and the social structure, relationships and social values it sustains.

The Screening Process requires simple questions to be answered in relation to each subproject proposal. These questions cover the following areas:

- Does the location of the proposed project pose a risk to the environment?
- What will the project use or take from the environment and does this pose an environmental risk?
- What will the project release or allow to escape into the environment and does this pose an environmental risk?
- Is there broad community support for the sub project?
- Are there any social risks and how can they be mitigated?

These questions and the appropriate responses to the answers are provided in the table below.

Annex 7b provides a list of relevant mitigation measures

STEP 1: INITIAL SCREENING FOR PROJECT LOCATION			
Question:	Yes/No	If answer is Yes:	If answer is No.
1. Will any part of the proposed project or any of its associated activities be situated in a location where project materials, wastes (including litter), project equipment, project personnel or any domestic animals associated with the project enter or disturb a sensitive environment?		Proceed to, "Initial Screening for Use of Environment" (Step 2)	If the answer is No, then refer to question 2
2. Does the location of the proposed project pose a risk to the environment or to the community? For example, does the proposed project pose a risk to: people's livelihoods or community social stability? Particular attention should be given to the various groups in the community, e.g. men, women, youth, elderly, clan groups, etc.		Proceed to, "Initial Screening for Use of Environment" (Step 2)	If the answer is No, refer to question 3.
3. What will the project use or take from the environment and does this pose an environmental risk 1?		Proceed to, "Initial Screening for Use of Environment" (Step 2)	If the answer is No, refer to question 4.
4. What will the project release or allow to escape into the environment and does this pose an environmental risk?		Proceed to, "Initial Screening for Use of Environment" (Step 2)	Similarly, if the answer is negative, refer to step 5.
5. Will the project rely on community/village members contributing time and		This may require outline	Proceed to, "Initial

labour to the project? If so, consideration must be given to potential time and labour conflicts that may impact negatively on household subsistence and other economic activities and this should be reflected in the Environmental and Social Management Plan.		in detail.	Screening for Use of Environment”(Step 2)
6. Will the project/partnership result in increased family labor requirements on the farm and potentially prevent children from attending school?		“Include this issue in the ESMP (Use the Social Mitigation/Management Plan Template for Partnerships). Ensure that Co-Partner Group adopts and implements a policy of banning members from requiring children to work at the coffee/cocoa garden during school days. The project will not fund Partnerships that result in the hiring of children as wage earner in the farm. Implementation of these measures should be monitored by the Lead Partner.”	Proceed to next item below
7. Does the project require the involuntary taking of land or the resettlement of people for project purposes?		The project cannot be financed under PPAP	
8. Does the project require the acquisition of small tracts of land?		Go to #8 below. Use the land donation template	
9. Have community members/customary landowners offered their land for use?		Follow steps outlined in Compensation Policy Framework.	This project cannot be financed by the PPAP
10. Does the establishment of common facilities (or Group owned facilities such as nurseries, demonstration farms, etc.) under the partnership require the destruction of food crops or economic trees on lands not owned by the group?”		Follow steps outlined in Compensation Policy Framework and prepare	Refer to step 10

		compensation Action Plan if there is agreement with asset owners. In most instances, sub-project beneficiaries would be expected to voluntarily consent to removal of food crops or economic trees on their own land if this is required for them to implement their project activities. This voluntary consent needs to be clearly documented.	
11. Will the project/partnership displace or cause destruction of any residential houses, permanent structures and/or community buildings?”?		The project cannot be financed under PPAP	Refer to step 11
12. The project/partnership does not only benefit a particular group (i.e. specific ethnic group, clan, socio-economic status, etc.) in the community but is open to every smallholder coffee/cocoa growing household in the community?”		Proceed to (Step 2)	Include this issue in the ESMP (Use Social Mitigation/Management Plan Template for Partnerships) and adopt measures to ensure that participation of farmers is not exclusive to a particular ethnic group, members of a clan, or particular socio-economic class. Ensure that the lead partner, co-partners etc do not have or will not adopt any policy limiting membership to a particular ethnic group,

			gender or class during the project implementation
<p>Explanation: Sensitive environments include:</p> <ul style="list-style-type: none"> • Streams, rivers or other water sources (e.g. natural springs) that are used for water supply; • Wetlands, lakes and ponds; • Shorelines, coastal lagoons and mangroves; • Coral reefs and sea-grass meadows; • Undisturbed natural forest (forest that has not been cut for fuel or timber or had tracks cut through it, other than footpaths); • Protected areas such as Conservation Areas, Wildlife Management Areas and National Parks; • Sites or natural features of archaeological, historical, traditional or cultural value or importance; • Areas of recognized conservation habitat value (including aquatic and marine habitats). 			
STEP 2: INITIAL SCREENING FOR USE OF THE ENVIRONMENT			
Question:2a	Yes/No	If answer is Yes:	If answer is No.
Will the project use, remove, damage or significantly disturb any materials, plants animals or other resources from the natural environment?		Proceed to 2b , below	Proceed to Initial Screening for Releases to Environment (Step 3).
<p>Explanation: This includes:</p> <ul style="list-style-type: none"> • Taking of water from streams, rivers or other natural water-bodies; • Damming or diverting streams or rivers; • Removing or using natural vegetation (e.g. harvesting of natural fruits and / or seeds, scrub clearance, timber cutting); Removing and using river stone, gravels or sands for construction purposes 			
Question (2b):	Yes/No	If answer is Yes:	If answer is No.
Could the methods and amount of materials / resources used, removed, damaged or disturbed adversely affect to a significant degree: <ul style="list-style-type: none"> • Water flows downstream (particularly where there is downstream domestic users); • Water quality downstream(particularly where there is downstream domestic users); • Natural vegetation of the area in terms of protection of the soil, the number of 		Detailed Environmental Screening is required, or proposal should be modified and resubmitted.	Proceed to Initial Screening for Releases to Environment (Step 3)

plant species, the range of habitats in the area; • Wildlife (including aquatic and marine species) in terms of the number of species and the size of the species populations in the area; • Stability (and flood protection capacity) of riverbanks and shorelines.			
STEP 3: INITIAL SCREENING FOR POTENTIAL RELEASES TO THE ENVIRONMENT			
Question (3a):	Yes/No	If answer is Yes:	If answer is No.
Will the project generate any solid or liquid wastes (including storm-water and wash-water), litter or noticeable amounts of dust, smoke, gases, odors or noise that could be released or escape into the environment?		Proceed to 3b , below.	Proceed to Step 4 .
Question (3b):	Yes/No	If answer is Yes:	If answer is No.
Does the project proposal describe simple, effective and sustainable measures to contain treat and safely dispose of these wastes, with no risk of damage to or contamination of: • watercourses and other water-bodies; • water-table and groundwater; • vegetation; • soils; • subsistence resources, including gardens and traditional hunting / harvesting areas; • and with no risk of damage or disturbance to: people, property and domestic animals; • sites or artifacts of historical, traditional or cultural value.		Proceed to Question 3c , below.	Detailed Mitigation measures are required, refer to Table 4b below or proposal should be modified and resubmitted.
Question (3c):	Yes/No		
Has the proponent and the community the technical skills and resources to be able to implement these measures in an effective and sustainable manner?			
Question (3d):	Yes/No		
Have realistic costs for implementing these measures been included in the project budget and request for funds?		Proceed to Step 4	Detailed Mitigation measures are required, refer to Tables 4b below or proposal should be modified and resubmitted.

STEP 4: ENVIRONMENTAL AND SOCIAL SCREENING APPROVAL

If the answers to **Steps 1, 2, and 3** have led to **Step 4** it is highly unlikely that the project poses a risk to the environment or the subsistence resources of f an area. Proceed with screening for community support and impact on land use (**Step 5**) before the proposed project can be granted its environmental and social approval, subject to any other exclusions listed in the Project Implementation Manuals.

STEP 5: SCREENING FOR COMMUNITY SUPPORT AND IMPACT ON LAND USE

Question	Guidance	Yes/No	Yes	No
A. Broad Community Support				
1. Has the community been consulted on the sub-project? Specifically have they: a. Been provided with relevant material? b. Been given information on the nature and impacts of the sub-project (such as impacts on land use, crops)? c. Been given an opportunity to provide input to the subproject? d. Been given an opportunity to accept or reject the subproject?	Compensation Policy Framework Section 3.1, #1 Beneficiaries Participation Framework Consultation Framework for Partnerships		Go to #2	Sub-project cannot proceed
2. Has community support for the subproject been demonstrated?	Compensation Policy Framework Section 3.1, #4 Beneficiaries Participation Framework and Consultation Framework for Partnerships		Go to # 3	Sub-project cannot proceed
4. <i>Where community support has been obtained it will be recorded, signed, and filed on site and with the PMU.</i>				
A. Temporary land use				
1. Will the sub-project require use of land on a temporary basis?			Go to # 2	No action required
2. Has the land required for temporary use by the sub-project been voluntarily offered for	Compensation Policy Framework Section 3.1, # 4		Go to # 3	Sub-project cannot proceed

use by community members/customary landowners (i.e. no compensation requests have been made)?				
3. Are there any outstanding disputes or claims to the land?	Compensation Policy Framework Section 3.1, # 3		Project cannot proceed	Go to # 4
4. Is the land on property that is considered of sacred, religious, or cultural value?			Project cannot proceed	Go to # 5
5. <i>Ensure that any agreements on temporary land use, e.g. clean up, are recorded, signed, and filed on site and with PMU offices. Use the land donation template</i>				
c. Permanent land use				
1. Will the sub-project require use of land on a permanent basis?			Go to # 2	
2. Has the land required for permanent use by the sub-project been voluntarily offered for use by community members/customary landowners (i.e. no compensation requests have been made)?	Compensation Policy Framework Section 3.1, # 4		Go to # 3	Sub-project Cannot proceed
3. Does the Land Investigation Report show that there are disputes or claims to the land?	Compensation Policy Framework Section 3.1, # 4		Sub-project cannot proceed	Go to # 4
4. Is the land on property that is considered of sacred, religious, or cultural value?			Project cannot proceed	Go to # 5
5. <i>Ensure that agreements on permanent land use, including that no compensation is required or will be paid are recorded, signed, and filed on site and with PMU offices</i>				
B. Damage to property and assets				
a) Will the sub-project activities result in	Compensation Policy Framework		Sub-project	Go to # 2

damage to housing?	Section 3.1, #2		cannot proceed	
b) Will the sub-project activities result in damage to crops and economic trees?			Go to # 3	Continue with preparation
<p><i>c) In most instances, sub-project beneficiaries would be expected to voluntarily consent to removal of food crops or economic trees on their own land if this is required for them to implement their project activities as determined by themselves. This voluntary consent needs to be clearly documented. If the activities being implemented result in damage to crops and economic trees of someone other than the sub-project beneficiary, then their voluntary consent should also be sought and if required, they should be compensated as per a Compensation Action Plan. Refer to the Compensation Policy Framework for guidance on preparing a Compensation Action Plan.</i></p>				

Annex 7b. Proposed Monitoring and Mitigation Measures for Cocoa

Sub project level impact : Cocoa	Proposed Mitigation Measures
<p>Nursery establishment, bush clearance; disturbance to habitats; Chemical alteration of ecosystems by application of fertilizer, pesticides or herbicides. Fertilizer/Pesticide/ Herbicides Run off cause changes in the ecosystem and population of organisms.</p>	<ul style="list-style-type: none"> • Ensure there is minimal clearing of vegetation for nursery sites. All mitigation measures here to be implemented by nursery staff. • Ensure nurseries are sited away from water ways or creeks. • Have fertilizer and herbicides applied individually with its correct dosage and frequency. • Ensure all fertilizers, pesticides and herbicides are stored in a closed area under a dry roof.
<p>Replacing senescent and/or CPB affected trees. Destroying pest insects' habitats</p>	<ul style="list-style-type: none"> • Cutting of old cocoa trees to be heaped in an area where they can dry out and be used as fuel wood. Mitigation measures here by individual block holders. • Lopping of cocoa trees to be in line with IPDM height recommendation of 3 metres.
<p>Waste generated from cocoa pods and sludge, potential impact on the terrestrial environment. Smoke from cocoa dryer onto cocoa beans, detrimental to cocoa quality</p>	<ul style="list-style-type: none"> • Ensure waste generated from the cocoa "sweating" process is placed back under cocoa trees or in food gardens to allow natural decomposition. No use for this in PNG at the moment, although some have stated it to be used for liquor. <p>Mitigation measures to be implemented by individual farmers and overseen by PMU.</p> <ul style="list-style-type: none"> • Ensure kiln and flue pipes are replaced when necessary so that smoke does to taint cocoa beans.

Annex 8. Guidelines for an Environmental Management Plan (EMPs) for Subprojects under Component 2

EMP Contents usually are:

- Project Description.
- Description of adverse impacts: The anticipated impacts are identified and summarized.
- Description of Mitigation Measures: Each measure is described with reference to the effects it is intended to deal with. As needed, detailed plans, designs, equipment description, and operating procedures are described.
- Description of monitoring program: Monitoring provides information on the occurrence of impacts. It helps identify how well mitigation measures are working, and where better mitigation may be needed. The monitoring program should identify what information will be collected, how, where and how often. It should also indicate at what level of effect there will be a need for further mitigation. How environmental impacts are monitored is discussed below.
- Responsibilities: The people, groups, or organizations that will carry out the mitigation and monitoring activities are defined, as well as to whom they report and are responsible. There may be a need to train people to carry out these responsibilities, and to provide them with equipment and supplies.
- Implementation Schedule: The timing, frequency and duration of mitigation measures and monitoring are specified in an implementation schedule, and linked to the overall sub project schedule.
- Cost Estimates and Source of Funds: These are specified for the initial sub project investment and for the mitigation and monitoring activities as a sub project is implemented. Funds to implement the EMP will be part of the Partnership budget.

Monitoring methods:

Methods for monitoring the implementation of mitigation measures or environmental and social impacts should be as simple as possible, consistent with collecting useful information, so that the sub project implementer/farmer group can apply them. For instance, they could just be regular observations of the sub project activities or sites during construction and then when in use. Are plant/equipment being maintained and damages repaired, does a water source look muddier/cloudier different than it should, if so, why and where is the potential source of contamination. Most observations of inappropriate behavior or adverse impacts should lead to common sense solutions. To aid monitoring, the ESMP should state simple output or outcome indicators, that would be monitored (i) to verify the implementation of the mitigation measures and (ii) to determine whether the mitigation measures are working or not working. For example, these indicators could be: no. of times spraying for pests / weeds control was done, no. of farmers trained in IPM or other methods, average holding times in retention treatment ponds, average dry season flows in streams sourced for water (e.g for coffee processing plants), no. of aging trees removed, no. of fertilizer bags etc, etc, One monitoring indicator per mitigation measure would suffice.

ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN

ENVIRONMENTAL MANAGEMENT

No	ACTIVITIES	DESCRIPTION OF NEGATIVE IMPACTS	MITIGATION MEASURES & RESPONSIBILITY	MONITORING INDICATORS	MONITORING RESPONSIBILITY AND SCHEDULE	COSTS	COMMENTS
1	ENVIRONMENTAL IMPACTS						
1.1	YIELD IMPROVEMENT						
1.2							
1.3							
1.4							
2.	QUALITY IMPROVEMENT						
2.1							

SOCIAL IMPACT MITIGATION PLAN

[Instruction: Please check the items that apply and ensure that proposed mitigation measures are integrated in the proposed Partnership Activities. Note that issues under Indigenous Policy and Involuntary Resettlement Policy should all apply.]

Social Impact/Issues		Mitigation	Documentation Requirements/Evidence	Responsibility
Indigenous Peoples Policy				
Members of the community do not fully understand the proposed partnership	<input checked="" type="checkbox"/>	Ensure conduct of free and prior informed consultation to target farming communities	(a) Dated attendance sheets with attendees identified by gender and tribe (Tok) affiliation and/or (b) Dated photographs of consultation sessions conducted and (c) Summary of issues raised and how they were explained/ addressed	Lead partner and PMU
Members of the community do not support the partnership	<input checked="" type="checkbox"/>	Ensure broad community support or broad acceptance of the partnership	(a) Partnership agreement signed by all partner farmers; and,	Lead partner and PMU

Social Impact/Issues		Mitigation	Documentation Requirements/Evidence	Responsibility
			(b)Ward Council Certification/ Endorsement (Optional)	
<i>Involuntary Resettlement Policy</i>				
Lands covered by the partnerships are under dispute	<input checked="" type="checkbox"/>	Ensure that lands covered by the project are dispute-free	Land Investigation Report	Lead partner and PMU
Use of land by farmer group/coop society	<input checked="" type="checkbox"/>	Ensure that group/cooperative has secured rights to the use of that land	Proof of secured rights such as (lease agreements, deed of donation, deed of sale, waiver or other usufruct agreements) adequate for the intended use	Lead partner
Land owned by individual farmer to be used by partner group/coop society	<input checked="" type="checkbox"/>	Ensure that lands are offered voluntarily by the owner to the group	The voluntary nature of all land use agreements between land owner and cooperative society should be validated	Lead partner and co-partner
<i>Negative Social Impacts</i>				
Increase in disposable income is spent on vices and not on basic household needs	<input type="checkbox"/>	<p>Ensure that partnership activities include training on expenses planning and budgeting for both husbands and wives</p> <p>Farmer group/cooperative adopts a policy of income-expenditure record keeping</p>	<p>List of activities include training on household budgeting and expenditure</p> <p>and/or</p> <p>Cooperative society resolution adopting a policy on record keeping on incomes and</p>	Lead partner and Cooperative Society/Farmer Groups

Social Impact/Issues		Mitigation	Documentation Requirements/Evidence	Responsibility
			expenses by members	
Partnership cater only to men's interest resulting in further marginalization of women	<input type="checkbox"/>	Ensure that women are involved and share the benefits from the project	List of partnership activities include planned activities for Women	Lead partner
Incremental income will worsen existing problems of alcohol abuse and domestic violence	<input type="checkbox"/>	If Alcohol abuse and resulting violence are problems, ensure that partnership activities include awareness and counselling	List of proposed activities include alcohol abuse prevention, counselling etc.	Lead partner
Increase in risky behaviour that could result in higher incidence of HIV/AIDs	<input type="checkbox"/>	Ensure partnership activities include HIV/AIDs awareness and prevention seminars	List of proposed activities include HIV/AIDs awareness and prevention campaigns	Lead partner
Possible exploitation of children in the farms, preventing them from going to school	<input type="checkbox"/>	Ensure farmer groups adopt a policy of not employing children during school days	Resolution from cooperative adopting a policy on employment or children in the farm (ensuring child schooling is not disrupted)	Lead partner and PMU
Absence of grievance mechanism	<input type="checkbox"/>	Ensure that grievance mechanism is in place and the people are aware of it	(a) Information materials (b) Grievance boxes installed	Lead partner and PMU
Others...<Please add other issues if any>				

Annex 9. Procurement practices to be used by approved partnerships

Procurement of Goods, civil works and services for approved partnerships will be expected to use the procurement practices described below.

The PMU shall review the procurement arrangements proposed by the Partners in the Procurement Plan.

The Partners should retain all the documents related to the procurement of any of the goods, works or services for a period of 2 (two years) after the closing date of the Agreement.

1 GOODS

Goods in the context of the productive partnerships refers to materials, tools, machinery, equipment and items to be used in the activities identified by the partnerships and they will be procured following the; Non-competitive practice (direct contracting), Three Quotes practice and Open Competitive practice.

1.1 Non-competitive practice (direct contracting)

For goods, contracts with a value less than PGK 25,000.00, Non-competitive practice (single source) may be used provided that the price is reasonable (i.e., in line with the market price).

Steps to be followed:

STEP 1 – Describe what you need

List all the items (goods) in the contract identified in the Procurement Plan.

Besides the name of the item, a description should be provided (features of the goods) so the Supplier (shop) knows exactly what is required. The forms to be used by the Partners for Non-competitive practice (direct contracting) will be provided by the PMU before signing the Partnership Agreement.

STEP 2 – Ask Supplier for quote

Be sure to provide all the required information to the supplier when you request the quotation.

STEP 3 – Open and Check the Quote

Make sure the supplier has offered what is required, on suitable terms.

STEP 4 – Order the Goods

The Supplier should be advised that its quotation has been accepted.

STEP 5 - Inspect and Receive the Goods

A written record of the delivery and acceptance of goods should be kept by the Partnership.

1.2 Procuring of goods, Three Quotes Practice

The three (3) valid quotes practice will be used when the contract value is less than PGK 500,000.00 and the steps to be followed are explained below;

For the contracts for goods valued more than PGK 200,000.00, the PMU will assist the Partners by providing prior verification (before Step 2 and Step 4). Before signing of the Partnership Agreement the PMU will provide to the Partners the Prior Verification Checklist which will list the required information in order to authorize the procurement of the goods. For the contracts for goods less than PGK 200,000.00 the PMU may undertake a post verification of the procurement process.

Steps to be followed:

STEP 1 – Describe what you need

List all the items (goods) in the contract identified in the Procurement Plan.

Besides the name of the item from the Procurement Plan, a description should be written (features of the goods) so the Suppliers will know exactly what is required.

STEP 2 – Ask at least 3 Suppliers

You should get a quote from 3 different suppliers. It is recommended to ask more than 3 suppliers (four or five suppliers) to be sure than you will get at least three (3) quotes.

If you can only get 2 quotes you should keep a written record of the reason.

Be sure to provide all the required information to the supplier when you request the quotation.

STEP 3 – Open the quotes and choose the supplier offering the lowest price quote

The Partners will appoint an Evaluation Committee consisting of at least 3 members from the Partners, which will evaluate the quotes. Make sure the quotes are compared on an equal basis. For example with or without GST, same delivery location, transport included or not etc. Providing the items offered are as required (the features from the request to quotation), the contract should be awarded to the supplier offering the lowest priced quote. An evaluation report recording the evaluation of quotes and recommendation of awarding of the contract, signed by the evaluation members, should be prepared and kept.

All the quotes should be kept for inspection and auditing.

STEP 4 – Order the Goods

The successful supplier should be informed about the result of the procurement practice, contract document issued and arrangements made for delivery of the goods. The unsuccessful suppliers shall be informed about the result of procurement process.

All the Partners should be informed about the result.

STEP 5 - Inspect and Receive the Goods

A written record of the delivery and acceptance of goods should be kept by the Partnership.

1.3 Open Competitive Bidding

This procurement practice is used for the contracts with the value higher than PGK 500,000.00. The Partnership advertises for Bids. For all the contracts for goods under Open Competitive Bidding (more than PGK 500,000.00) the PMU will assist the Partners providing prior verification (before Step 2 and Step 4).. The Standard Bidding Documents to be used by the Partnership for Open Competitive Bidding will be provided by the PMU before signing the Partnership Agreement.

Steps to be followed:

STEP 1 – Describe what you need

Prepare the Bidding Documents (Bidding Data Sheet, Contract Conditions, List of the Items, Detailed description of the goods, Schedule of delivery, etc.), including the Invitation for Bids.

The Bidding Documents must be verified by PMU before advertising the Invitation for Bids.

STEP 2 – Advertise the Invitation for Bids

The Invitation for Bids will be advertised in local newspaper. In addition, the Partners may consider advertising on radio. The Invitation for Bids shall provide to the interested Bidders information about the goods to be purchased, schedule of delivery, place of destination, contact details of the Partners, deadline for submission of Bids, etc.

STEP 3 – Open the bids, evaluate and chose the lowest one

Bids (in envelope) should be opened in the presence of the Bidders representatives and as many members of the Partners as possible. A short written record should be kept of the names of the bidders and their price.

The Partners will appoint an Evaluation Committee consisting of at least 3 members from the Partners, which will evaluate the Bids. Make sure the quotes are compared on an equal basis. For example with or without GST, same delivery location, transport included or not etc. Providing that the items offered are as required (the features from the Bidding Documents and contract and commercial conditions), **the contract shall be awarded to the supplier offering the lowest priced quote.**

An evaluation report recording the evaluation of Bids and recommendation of awarding of the contract, signed by the evaluation members, should be prepared and kept.

All the Bids should be kept for inspection and auditing.

STEP 4 – Order the Goods

The successful Bidder should be informed about the result of the procurement practice, contract document issued and arrangements made for delivery of the goods. All the other Bidders should be informed about the result of the procurement process.

All the Partners should be informed about the result.

STEP 5 - Inspect and Receive the Goods

A written record of the delivery and acceptance of goods should be kept by the Partnership.

2 Civil Works

Works in the context of the productive partnerships refers to any new construction, rehabilitation or reparation of an existing construction on farm works.

2.1 Non-competitive practice for works (direct contracting)

For the Works contracts with a value less than PGK 125,000.00, Non-competitive practice (single source) may be used provided that the price is reasonable (in line with the market price).

Steps to be followed:

STEP 1 – Describe what you need

Identify all necessary work required.

The specifications should include a detailed description of the works including basic specifications, drawings and main type of works and related quantities where applicable.

STEP 2 – Ask the Contractor for a quote

Use the standard forms to request a quote from the Contractor. PMU will provide to the Partners the standard forms before signing the PPAP Partnership Agreement.

Give the contractor a reasonable time to put together the quote.

STEP 3 – Check the quote

A short written record should be kept of the opening and evaluation of the quote.

If the quote is satisfactory the Partners should award the contract to the Contractor.

STEP 4 – Contract the Works

The Contractor should be advised that its quotation has been accepted.

STEP 5 - Supervise and Accept the Works

The Partners should supervise and monitor the works execution. When the Partners are satisfied that the Works are completed the Contractor should be given a written certificate. The PMU has the right to inspect the Works at its discretion, and the certificate of completion will be issued to the Contractor after PMU inspection of works.

2.2 Procuring of Works 3 Quotes Practice

The three (3) valid quotes practice will be used when the contract value is less than PGK 500,000.00 and the steps to be followed are below explained. For the contracts for Works more than PGK 200,000.00 the PMU will assist the Partners by providing prior verification of the process (before Step 2 and Step 4). Before signing of the Partnership Agreement the PMU will provide to the Partners the Prior Verification Checklist which will list the required information in order to authorize the procurement of the works. For the contracts for Works less than PGK 200,000.00 the PMU may undertake a post verification of the procurement process.

STEP 1 – Describe what you need

Identify all necessary work required.

The specifications should include a detailed description of the works including basic specifications, drawings and main type of works and related quantities where applicable.

STEP 2 – Invite at least 3 Contractors

You should request a quote from at least 3 different qualified Contractors (construction companies) using the standard forms. PMU will provide to the Partners the standard forms before signing the PPAP Partnership Agreement.

If you can only get 2 quotes you should keep a written record of the reason.

Give the Contractors a reasonable length of time in which to respond.

STEP 3 – Choose the Contractor offering the lowest priced quote

The Partners will appoint an Evaluation Committee consisting of at least 3 members from the Partners, which will evaluate the quotes. Providing that the items offered are as required in the technical specifications, **the contract shall be awarded to the Contractor offering the lowest priced quote.** An evaluation report recording the evaluation of quotes and recommendation of awarding of the contract, signed by the evaluation members, should be prepared and kept.

All the quotes should be kept for inspection and auditing.

STEP 4 – Contract the Works

The successful Contractor should be advised, contract issued and arrangements made for the Contractor to gain access to the site. The other Contractors which submitted the Quotes will be informed about the result of procurement process.

All the Partners should be informed about the result.

STEP 5 - Supervise and Accept the Works

The Partners should supervise and monitor the works execution. When the Partners are satisfied that the Works are completed the Contractor should be given a written certificate. The PMU has the right to inspect the Works at its discretion, and the certificate of completion will be issued to the Contractor after PMU inspection of works.

2.3 Open Competitive Bidding

This procurement practice is used for the contracts with the value higher than PGK 500,000.00. The Partnership advertises for Bids. For all the contracts for works under Open Competitive Bidding (more than PGK 500,000.00) the PMU will assist the Partnership providing prior verification (before Step 2 and Step 4). The Standard Bidding Documents to be used by the Partners for Open Competitive Bidding will be provided by the PMU before signing the Partnership Agreement.

Steps to be followed:

STEP 1 – Describe what you need

Prepare the Bidding Documents (Bidding Data Sheet, Contract Conditions, Detailed description of the Works, Bill of Quantities, Technical Specifications, etc), including the Invitation for Bid.

The Bidding Documents must be verified by PMU before advertising the Invitation to Bids.

STEP 2 – Advertise the Invitation for Bids

The Invitation for Bids will be advertised in local newspaper. In addition, the Partners may consider advertising on radio. The Invitation for Bids shall provide to the interested Bidders information about the works to be carried out, duration of works, location of works, contact details of the Partners, deadline for submission of Bids, etc.

STEP 3 – Open the bids, evaluate and chose the lowest one

Bids (in envelope) should be opened in the presence of the Bidders representatives and as many members of the Partners as possible. A short written record should be kept of the names of the bidders and their price.

The Partners will appoint an Evaluation Committee consisting of at least 3 members from the Partners, which will evaluate the Bids. Make sure the quotes are compared on an equal basis. Providing that the items offered are as required in the technical specifications, **the contract shall be awarded to the Contractor offering the lowest priced quote.**

An evaluation report recording the evaluation of Bids and recommendation of awarding of the contract, signed by the evaluation members, should be prepared and kept.

All the Bids should be kept for inspection and auditing.

STEP 4 – Contract the Works

The successful Contractor should be advised, contract issued and arrangements made for the Contractor to gain access to the site. The other Contractors which submitted the Quotes will be informed about the result of the procurement process.

All the Partners should be informed about the result.

STEP 5 - Supervise and Accept the Works

The Partners should supervise and monitor the works execution. When the Partners are satisfied that the Works are completed the Contractor should be given a written

certificate. The PMU has the right to inspect the Works at its discretion, and the certificate of completion will be issued to the Contractor after PMU inspection of works.

3 Consulting Services

Consulting services refers to any services of an intellectual nature provided by consultants using their professional skills to study, design, and organize specific projects, advise Partners, conduct training and transfer knowledge.

Procurement of Productive Partnership Consulting Services will use the following procurement practices.

C. INDIVIDUAL (expert/specialist)

3.1 Individual Consultant

Individual Consultants are contracted where the scope of work does not require the employment of a number of persons, the position does not require professional support and the experience and qualifications of the consultant is paramount Individual Consultant selection may be used.

Steps to be followed:

STEP 1 – Describe what you need

Identify all necessary consultancy services required.

Describe the services that would be necessary and estimate the period within the consulting services should be provided. Define the tasks of the consultants and the reporting obligations drafting the Terms of Reference. The standard forms/templates to be used by Partners will be provided by the PMU before signing the Partnership Agreement.

STEP 2 – Identify and contact at least 3 Consultants (specialists/experts)

Identify and contact at least 3 potential candidates interested in providing the services.

Ask the candidates to provide their Curriculum Vitae/resume (description of their qualification, past experience, academic background, knowledge of local condition).

If you can only find two (2) Consultants you should keep a written record of the reason.

STEP 3 – Select the most qualified consultant among the 3 consultants

The consultant should be selected on the basis of comparison of their qualifications for the assignment.

The most qualified consultant will be asked to provide the cost estimate of the services: remuneration (salary/fee) and direct expenses (reimbursable costs covering: the transportation for the location where the services will be provided, equipment and/or materials, accommodation if the services are provided in a different location than the consultant residence, etc).

A short written report showing the selection of one of the candidates should be prepared and kept.

All the documents should be kept for inspecting and auditing.

STEP 4 – Contract the consulting services

The successful Consultant (expert/specialist) should be advised, contract issued and arrangements made for the Consultant to be able to provide the services. The other Consultants which submitted the CVs (résumé) will be informed about the result of procurement process.

All the Partners should be informed about the result.

STEP 5 – Monitor and accept the reports

The Partners will monitor the services provided by the consultant and review and approve the reports submitted as per contract obligations.

B. CONSULTING COMPANIES (firms, NGOs, etc)

3.2 Non-competitive practice for Consulting Services (single source selection)

For the Consulting contracts with a value less than PGK 250,000.00, Non-competitive practice (single source) may be used provided that the Consultant (firm) is qualified for the services and has experience for the proposed services and the cost of services is reasonable (in line with the market price).

Steps to be followed:

STEP 1 – Describe what you need

Identify all necessary consultancy services required.

Describe the services that would be necessary and estimate the period within the consulting services should be provided. Define the tasks of the consultants and the reporting obligations (Terms of Reference). The standard forms/templates to be used by Partners will be provided by the PMU before signing the Partnership Agreement.

STEP 2 – Ask the Consultant for a proposal and the cost estimate of the services

Use the standard forms to request a proposal (description of services to be provided) and cost estimate of the services.

Give the Consultant a reasonable time to put together the proposal and cost estimate.

STEP 3 – Check the Proposal and cost estimate of the services

Make sure the Consultant has offered what is required, on suitable terms and within a reasonable price. A short written record should be kept of the opening and evaluation of the proposal and cost estimate.

If the proposal and cost estimate are satisfactory the Partners should award the contract to the Consultant.

STEP 4 – Contract the consulting services

The Consultant should be advised, contract issued and arrangements made for the Consultant to be able to provide the services.

All the Partners should be informed about the result.

STEP 5 – Monitor and accept the reports

The Partners will monitor the services provided by the consultant and review and approve the reports submitted as per contract obligations.

3.3 Competitive selection of the consultant

For the Consulting contracts with a value more than PGK 250,000.00, Competitive selection of the consultant should be used, provided that the Consultant is qualified for the services and has experience for the proposed services and the cost of services is the lowest among all the Consultants which are qualified and submitted the proposals. For all the contracts for consulting services under Competitive selection of the consultant (more than PGK 250,000.00) the PMU will assist the Partnership providing prior verification (before Step 2 and Step 4). The Standard Request for Proposal to be used by the Partners for Competitive selection of the consultant will be provided by the PMU before signing the Partnership Agreement.

Steps to be followed:

STEP 1 – Describe what you need

Identify all necessary consultancy services required.

Describe the services that would be necessary and estimate the period when the consulting services should be provided. Define the tasks of the consultants and the reporting obligations (terms of references). Prepare the Request for Proposal. The Request for Proposal must be verified by PMU before starting the procurement process.

STEP 2 – Identification of the qualified Consultants

The Partners shall identify at least 3 Consultancy companies which will be invited to prepare and submit their proposals and cost estimates for services.

Optional, the Partner may advertise a Request for Expression of Interest in newspaper available in the area. In addition, the Partners may consider advertising in radio. The Request for Expression of Interest should provide to the interested Consultants information about the services to be performed, estimated duration, location, contact details of the Partners, deadline for submission of Expression of Interest, etc. The qualified consultants will be selected among of all interested companies which submitted the Expression of Interest. Written report reflecting the selection process of the qualified consultant should be prepared and kept.

STEP 3 – Ask the consultants to prepare their Proposals

The selected, qualified Consultants will receive from the Partners the documentation needed to prepare their proposals (Request for Proposal).

Give the Consultants a reasonable time to put together the proposal and cost estimate.

STEP 4 – Check the Proposals and Cost estimates submitted by the selected Consultants

The proposals describing the approach of the tasks, the proposed work plan and the available staff will be evaluated using the system Pass/Fail. Only the Proposal which were accepted (Passed) will be considered. The Partners will appoint an Evaluation Committee consisting of at least 3 members from the Partners, which will evaluate the Proposals. An evaluation report recording the evaluation of the proposals and the marks/scores obtained by each Consultant will be prepared and submitted to the PMU for approval.

STEP 5 – The contract shall be awarded to the Consultant offering the lowest Cost estimate of services.

The contract shall be awarded to the Consultant whose Proposal was accepted and offered the lowest Cost estimate of the services. The recommendation of awarding of the contract, signed by the evaluation members, should be prepared and kept. All the Proposals and Cost Estimates should be kept for inspection and auditing.

STEP 6 – Monitor and accept the reports

The Partners will monitor the services provided by the consultant and review and approve the reports submitted as per contract obligations.

Annex 10. Financial requirements and cost sharing

Financial requirement

Partnerships will need to open a separate bank account, maintain a set of chartered accounts, keep all original receipts, and will need to furnish accounts, bank statements and supporting documentation for payment requests to the PMU.

The Lead Partner will be required to have the accounts reviewed by an approved firm or individual accountant with current CPA-PNG registration in a timely manner (within 2 months after end of each implementation year) and present the accounts and review report to the PMU within 3 months of year end each year.

An advance payment not normally exceeding 30% will be made to the partnership. For this initial payment advance and for all subsequent payments, an invoice must be presented by the Lead Partner to the PMU which details the intended expenditure which should be according to the partnership budget and implementation plan. This invoice must specify the principle amount and GST amount.

The Initial Advance Payment to the Partnerships will be made according to the budget, corresponding implementation plan and presentation of the invoice mentioned above. Replenishment requests may be made by the Lead Partner to the PMU when 70% or more of the allocated funds have been spent and acquitted. The acquittal must include a financial and an M&E report, using the template in Annex 5, that evidences implementation achievement related to the expenditure. On receipt of the payment request, the PMU will undertake an on-site monitoring visit to verify milestones and progress prior to the release of the next tranche payment. Partnerships are advised to time their replenishment request to coincide with the end of a reporting quarter, to avoid additional reporting.

The Lead Partner is responsible for regular, timely and accurate reporting of all aspects of the partnership expenditures including the budgeted farmer activities.

The Lead Partner must provide the report and supporting data to the PMU on soft (electronic) copy with each Payment Request.

The PMU will monitor the Lead Partner and all Co-Partners in the Partnership. Cocoa farms and other budgeted activities will be inspected by the PMU to substantiate Payment Requests.

Cost sharing

Partnerships are required to contribute a minimum of 5% of the total partnership investment cost to the project in cash, as a sign of good faith and commitment to the project. This will form part of the total 70:30 or 80:20 counterpart contributions specified in the Phase 1 Guidelines. The cash contribution will be required prior to disbursement of the second tranche payment.

Annex 11. PPAP Draft Partnership Agreement Format

[The logos of the CIC/CB/DAL will be inserted here]

PNG [Cocoa Board] / [Coffee Industry Corporation Limited]

Productive Partnerships in Agriculture Project (PPAP)

Partnership Agreement between PNG [Cocoa Board] / [Coffee Industry Corporation Limited] and [Insert name of partners] Partnership No: [Insert reference number] [Insert name of partnership proposal]

[Insert date and place]

Introduction

The Government of Papua New Guinea, through the Department of Agriculture and Livestock (DAL), the Coffee Industry Corporation Limited (CIC) and the Cocoa Board, is implementing the Productive Partnerships in Agriculture Project (PPAP) with partial financing from IDA Credit [insert credit number] and from IFAD Loan [insert loan number]. The objective of the PPAP is to improve the livelihoods of smallholder cocoa and coffee producers through the improvement of the performance and the sustainability of value chains in cocoa- and coffee-producing areas.

Key outcomes would be that: (i) smallholder farmers adopt efficient, market responsive and sustainable production practices leading to an improvement in their income; (ii) demand-driven productive partnerships are scaled-up and sustained; and (iii) key infrastructure bottlenecks in the targeted value chains are addressed.

Under the second component of the project (Productive Partnerships), the project aims at increasing the integration of smallholder producers in performing and remunerative value chains, by developing and implementing productive alliances between smallholders and the private sector aiming at improving market linkages in the project areas. In each sub-sector, strategic priorities have been identified as follows:

- In the cocoa sector, activities which support CPB management such as training on good farming practices; the production of improved planting material (nurseries and bud-wood gardens) to increase their availability for replanting; the promotion of and support for rotational replanting and cocoa garden rejuvenation; market-driven diversification of cocoa-farming system; and management of quality through the adoption of more efficient and environmentally-friendly post-harvest and processing technology;
- In the coffee sector, activities which support the adoption of sustainability practices and the expansion of the production of differentiated coffees; training on good farming practices; the production of improved planting material to increase their availability for

replanting; replanting and coffee garden rejuvenation programs; market-driven diversification of coffee-farming systems; and management of quality through the adoption of more efficient and environmentally-friendly post-harvest and processing technology.

From [insert date] to [insert date], the [CIC]/[Cocoa Board] issued a call for proposals for Productive Partnerships in the [cocoa]/[coffee]-producing areas of [insert name of provinces or area]. The proposal for [insert name of Partnership] was received on [insert date]. Following the appraisal and selection process, the [cocoa]/[coffee] Industry Coordination Committee approved the proposed support to the [insert name of partnership] on [insert date of ICC approval], in the amount of [insert approved amount of financing from PPAP] equivalent to [insert percent] of the total investment cost of the proposed Partnership.

This Partnership Agreement describes the approved Partnership including the rights and obligations of all parties. The Guidelines Phase II for the third Call for Proposals are to be read as part of this agreement. Where there is conflict between the two documents, the Partnership Agreement prevails.

1. Objectives of the partnership

- 1.1. Specific goals of the partnerships and target outcomes/results. [Insert description of the goals of the partnership including table of specific results to be achieved, such as product quality, price to be paid to farmers, hectares to be improved, number and location of improved processing facilities if applicable, etc, and how they will be monitored]
- 1.2. Description of the partnership. [insert details about each partner, including number of farmers to be involved and details of their farming systems, etc]
- 1.3. Location of the partnership. [insert details on location of partners and of their activities]

2. The Partners

- 2.1. Lead partner [insert name, legal status and details about experience, activities, and who will be the legal representative for the purposes of this Agreement]
- 2.2. The smallholder growers/Farmer association(s)/group(s)/cooperative(s). [insert details about status of smallholder group/association/cooperative, number of farmers, gender/age, activities, objective of association/cooperative if applicable, land area, who will represent the group (s) for the purposes of this Agreement]
- 2.3. [Other partner if applicable]
- 2.4. Supporting Service Provider [if applicable, insert details about legal status, experience, role]

3. Technical and Economic Aspects

- 3.1. Business Plan and schedule of Implementation [insert business plan including relevant tables, showing inputs, outputs, schedule of activities, results]
- 3.2. Commitments and responsibilities of each partner [insert detailed description of the contributions (in kind or in cash) of each partner, other commitments and responsibilities, and schedule of contributions]
- 3.3. Quantities, prices and quality. [insert tables of expected results in terms of quantity of coffee/cocoa produced, quality, hectares improved, and prices paid to producers, other results as relevant]

d) Financing Plan for the Partnership²

4.1. Contributions from partners

Partner	Contribution		
	Cash	In kind	Total
Lead partner			
Co-partner			

The partners' contribution includes 5% of the total partnership investment cost in cash from the farmer Co-partners. **This payment must be deposited into the project bank account before the second tranche is disbursed.**

4.2. Contribution from PPAP

4.3. Indicative Disbursement schedule

The following amounts are a guide to replenishment. Actual disbursements will depend on:

- a) Expenditures being "eligible" and procured according to the procurement requirements set out in clause 4,5 of this agreement;
- b) The amount specified in the claim that is fully supported by original tax invoices and receipts;
- c) The partnership providing bank statements and reconciliations for the whole period covered by the replenishment claim;
- d) There being no outstanding annual reviews of financial records and accounts for this PPAP partnership;
- e) evidence that the goods and services were delivered.

² Arrangements for the payment and reclaim of GST will be negotiated with the Partnership. Lead Partners and Co-Partners should provide their GST Registration Numbers.

[insert disbursement schedule with key milestones for tranches payment][To be prepared by the PMU]

4.4 Arrangements for payment and reclaim of GST

- 4.4.1 The title of the project dedicated bank account and name of the Charts of Accounts must commence with the words ***“PPAP (Cocoa) followed by the name of the project or abbreviated name of the project”***;
- 4.4.2 All Requests for Quotes, Procurement Orders, Contracts, and other legal documents related to procurement practices as well as Invoices and Receipts must start with the words: ***“PPAP (Cocoa)”*** followed by the partnership name.
- 4.4.3 All original invoices/receipts for all expenditures must be submitted to Cocoa PMU with replenishment claims;
- 4.4.4 All original invoices/receipts for all expenditures must show the GST number of the supplier and GST amount where the supplier is GST registered
- 4.4.5 The Cocoa PMU will seek GST refund for all project partnership expenditures and retain these funds for future use in the PPAP Cocoa Component;
- 4.4.6 The Partners will not seek GST refund or claim for any GST expenditures of the Project.

4.5 Procurement

- 4.5.1 Procurement Plan [insert procurement plan prepared by the Partners, with packages, procurement method, estimated costs, schedule/time line, consistent with PPAP procurement guidelines/ or include in an Annex]

4.5.2 Procurement Arrangements

All procurement for the Partnership Agreement will be carried out using with the Guidelines – Call for Proposals – Phase II with the following additions:

- (i) The first three procurements of each type (Goods, Civil Works, Services) will be subject to Prior Verification by the Cocoa PMU, irrespective of the value of the procurement. This may be extended if the PMU considers that the partnership requires continued assistance
- (ii) All procurements of any type that involve the purchase of Goods, Civil Works, or Services from a member of the Partnership will be subject to Prior Verification by the Cocoa PMU, irrespective of the value of the procurement. This is to mitigate any potential Conflict of Interest. Failure to comply may result in the procurement being an ineligible expenditure.
- (iii) Post Review of partnership procurements will be carried out by the PMU. Partnerships will be sampled from each Call quarterly for Post Review.

Subject of the foregoing, procurement of Goods, civil works and services for approved partnerships will be expected to use the following procurement practices:

GOODS

Description of Practice	Thresholds	Prior/post verification
--------------------------------	-------------------	--------------------------------

	(max amount in PGK)			
<i>Non-competitive practice (single quote)</i>	Less than	PGK	25,000.00	All the Contracts are subject to post verification conducted by PMU;
<i>Three Quotes Practice</i>	Less than	PGK	500,000.00	-The Contracts below PGK 200,000.00 are subject to post verification conducted by PMU; -The Contracts above PGK 200,000.00 are subject to prior verification conducted by PMU;
<i>Open Competitive Competition</i>	More than	PGK	500,000.00	All the Contracts are subject to prior verification conducted by PMU;

WORKS

Description of Practice	Thresholds (max amount in PGK)		Prior/post verification	
<i>Non-competitive practice (single quote)</i>	Less than	PGK	125,000.00	All the Contracts are subject to post verification conducted by PMU;
<i>Three Quotes Practice</i>	Less than	PGK	500,000.00	-The Contracts below PGK 200,000.00 are subject to post verification conducted by PMU; -The Contracts above PGK 200,000.00 are subject to prior verification conducted by PMU;
<i>Open Competitive Competition</i>	More than	PGK	500,000.00	All the Contracts are subject to prior verification conducted by PMU;

CONSULTING SERVICES

Description of Practice	Thresholds (max amount in PGK)		Prior/post verification	
Individual (expert/specialist)				
<i>Individual Consultants</i>				All the Contracts are subject to post verification conducted by PMU;
Consulting companies (firms, NGOs, etc.)				
<i>Non-competitive practice (single source)</i>	Less than	PGK	250,000.00	All the Contracts are subject to post verification conducted by PMU;
<i>Open Competitive Competition</i>	More than	PGK	250,000.00	All the Contracts are subject to prior verification conducted by PMU;

5. Social and Environmental Aspects

- 5.1. Social management plan [Describe, as relevant, measures taken to ensure compliance of the partnership with social provisions of the PPAP ESMF, and responsibilities of each partner. Attach ESMF forms to this Agreement as relevant]
- 5.2. Environmental management plan [Describe, as relevant, measures taken to ensure compliance of the partnership with environmental provisions of the PPAP ESMF, and responsibilities of each partner. Attach ESMF forms to this Agreement as relevant]
- 5.3. Pest Management Plan: [Describe, as relevant, measures taken to ensure compliance of the partnership with pest management provisions of the PPAP ESMF, and responsibilities of each partner. Attach ESMF forms to this Agreement as relevant]

6. Management of the Partnership

Each party to this Partnership Agreement commits to its implementation in line with the provisions of this Agreement, in order to reach the stated objectives.

- 6.1. Commitments of Lead Partner. The lead partner [insert name of lead partner] commits to the following:
 - 6.1.1. Implementing the partnership as described in this Agreement in order to fulfill the goals and results described in this Agreement;
 - 6.1.2. Taking necessary actions to ensure that all goals and results described in this Agreement are fully achieved;
 - 6.1.3. Providing all inputs and contributions as described in this Agreement and as per the schedule of implementation of this Agreement;
 - 6.1.4. Allowing and facilitating supervision of the implementation of this Agreement by the [CIC]/[Cocoa Board] as well as by the World Bank and IFAD, including the provision of all information related to the execution of this Agreement as periodically requested by those agencies;
 - 6.1.5. Annual Financial Statement Review

The Lead Partner will need to arrange for the following:

 - Have the Partnership annual financial statements reviewed by a qualified accountant (i.e. PNG CPA) prior approved by the Cocoa PMU and presented to the Cocoa PMU within 2 months after end of year
 - If concerns are raised in the review, and if requested by the WB, the financial statements would need to be audited by independent auditors, acceptable to the IDA in accordance with consistently applied auditing standards. ;
 - 6.1.6. Jointly monitoring the implementation of this Agreement with other partners and providing reports on the implementation of this Agreement as per the attached format [attach format from manual] every [insert agreed frequency] and within 30 days of the completion of all activities described under this Agreement;
 - 6.1.7. Conducting the initial survey for the Farmer / Household Database using the format in Annex 6 of the Phase 2 Guidelines of the Third Call for Proposals within six weeks

of commencement of this agreement, providing and electronic copy of the database to the Cocoa PMU and updates of the database every six months.

- 6.1.8 Keeping records of all documentation related to the implementation of this Agreement for at least two years after the completion of all activities;
 - 6.1.9 Ensuring that the Social Management Plan, Environmental Management Plan, and Pest Management Plan, which are an integral part of this Agreement, are fully implemented;
 - 6.1.10 Reimbursing to the [CIC]/[Cocoa Board], within 45 days, the funding received under this Agreement if activities described above are not completed as per the clauses of this Agreement.; and
 - 6.1.11 [insert commitments specific to this Partnerships, e.g. on quantity, quality or price of products to be purchased, etc].
- 6.2. Commitments of Smallholder Growers. The smallholder growers [or their association or cooperative, if applicable] commit to the following:
- 6.2.1. Implementing the partnership as described in this Agreement in order to fulfill the goals and results described in this Agreement;
 - 6.2.2. Taking necessary actions to ensure that all goals and results described in this Agreement are fully achieved;
 - 6.2.3. Providing all inputs and contributions as described in this Agreement and as per the schedule of implementation of this Agreement;
 - 6.2.4. Allowing and facilitating supervision of the implementation of this Agreement by the [CIC]/[Cocoa Board] as well as by the World Bank and IFAD, including the provision of all information related to the execution of this Agreement as periodically requested by those agencies;
 - 6.2.5. Contributing to the monitoring of the implementation of this Agreement;
 - 6.2.6. Ensuring that the Social Management Plan and Environmental Management Plan, which are an integral part of this Agreement, are fully implemented;
 - 6.2.7. Reimbursing to the [CIC]/[Cocoa Board], within 45 days, the funding received under this Agreement if activities described above are not completed as per the clauses of this Agreement.; and
 - 6.2.8. [insert commitments specific to this Partnerships, e.g. on quantity, quality or price of products to be purchased, etc].
- 6.3. Commitments of other Partners to this Agreement [adjust as needed depending on composition of the Partnership].
- 6.4. Commitments of [CIC]/[Cocoa Board]. The [CIC]/[Cocoa Board] commit to the following:
- 6.4.1. Providing all information required by the Partners on the procedures and guidelines applying to this Agreement and providing prompt and clear advice and guidance to

all Partners on those procedures and guidelines, throughout the implementation of this Agreement;

- 6.4.2. Providing technical guidance if requested by the Partners;
 - 6.4.3. Processing all payments under this Agreement in a timely manner, including the first payment within 30 days of the signature of this Agreement by all parties, and subsequent tranches within 30 days of reception of the related request supported by adequate documentation;
 - 6.4.4. Supervising the implementation of this Agreement, including all technical, social, environmental, fiduciary and reporting provisions. This would include field visits to the Partnerships on a regular basis, and at least every [insert frequency], as well as before payment of subsequent tranches to the first tranche;
 - 6.4.5. In the event that an unforeseen change to this Agreement becomes necessary, assessing the proposed change and submitting any change request under this Agreement for the approval of the Industry Coordination Committee. Only changes to this Agreement that would not result in a higher contribution from PPAP are allowed.
- 6.5. Conflict resolution

Any disagreement or conflict between Partners regarding the implementation of this Agreement, which cannot be resolved through consultations between Partners, needs to be brought to the attention of the [CIC]/[Cocoa Board] as soon as possible. The [CIC]/[Cocoa Board] through its Project Management Unit (PMU) will assess the situation and provide advice on mediation between the Partners in disagreement or conflict in line with the Grievance Procedures of the PPAP.

- 6.6. Sanctions for non-compliance with this Agreement.
- In the event that the Partners fail to substantially comply with the modalities of this Agreement, such as:
- Failure to comply with good governance practices (ie. Engagement in Corrupt, Fraudulent, Collusive, Coercive or Obstructive practices);
 - Failure to comply with the technical modalities of this Partnership;
 - Failure to comply with the Social Management Plan and/or Environmental Management Plan;
 - Failure to comply with fiduciary obligations under this Partnership;
 - Use of funding provided under this Agreement for purposes and activities other than those described in this Agreement; and
 - Failure to comply with the monitoring and reporting requirements under this Agreement, the [CIC]/[Cocoa Board] may seek the approval of the Industry Coordination Committee to take some or all of the following steps, after assessing each case and its gravity:

- Suspension of this Agreement and reimbursement by the Partners of part or all of the funding received from the PPAP, if no remedial action is taken following 30 days of written notice from the [CIC]/[Cocoa Board];
- Exclusion from future support under the PPAP;
- Formal legal action against the Partner(s) involved.

6.7 Project Completion Date

The end date for this project is xxx

Signed in XXX, Date xxx, by:

Name 1:

Representative of Lead Partner

Name 2:

Representative(s) of [Indicate smallholder group(s)]

Name 3:

Representative of [Partner no. 2]

Name 4:

Representative of [Partner no. 3, if applicable]

[The PMU will insert additional Partners if necessary]

Name:

[CEO of Cocoa Board or his representative] / [CEO of CIC of his representative]

A list of all participating farmers with their contact details and signatures (indicating their consent to being part of the Partnership Agreement) needs to be compiled by the co-partners and appended to the Partnership Agreement.

ANNEX 12. Payment Disbursement Schedule

Payment	Expected Date	Description of the agreed milestones to be achieved for release of payment	Number of beneficiary farmers	Disbursement Amount		
				TOTAL	PPAP contribution	GoPNG contribution
Payment 1						
Payment 2						
Payment 3						
Payment 4						
Payment X [last payment]	[this last payment is to be paid after completion of partnership activities]	[For this last payment the milestone should be: "Submission of satisfactory Final Project Report till ... (dd/mm/yy)"]		[5% of the total grant amount]		
		TOTAL				

Annex 13: Cocoa Component Training Plan

1. Trainer to Farmer Ratios

[Insert the number of people in each category in the table]

	Number
Central Model Farm Manager/Lead Trainer	1
Extension Staff (full-time)	
Lead Farmers	
Farmers: Male	
Female	
Total	

2. Training Activity

	Year 1				Year 2				Year 3							
	Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
1.TRAINING OF TRAINERS (Learning by doing) Best Practice cocoa management (1																

	Year 1				Year 2				Year 3							
	Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
month)																
1. Community Model Farm Manager / Lead Trainer (insert X for the time of the training period)																
2. Extension staff (insert X for the time of the training period for each officer)																
2. TRAINING OF FARMERS (Learning by doing) Best Practice cocoa management																
1. Lead Farmers -1 month. (insert the No. of lead farmers in each training period)																
2. Farmers -up to 1 month (insert the No. of farmers in each training period)																
3. Farmer Reinforcement																

	Year 1				Year 2				Year 3							
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
training courses/discussion group meetings/FFS - 1 to 2 days per month throughout the project period(insert the No. of farmers in each training period)																
Specialist training																
1. Nursery management (insert the No. of farmers in each training period)																
2. Budwood garden management(insert the No. of farmers in each training period)																
3. Clonal plant production - bud or other grafting (insert the No. of farmers in each training period)																
4. Fermentary / quality management (insert the No. of farmers in each training period)																

	Year 1				Year 2				Year 3							
	Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
5. Safe agro-chemical storage, handling, use and disposal (insert the No. of farmers in each training period)																
6. Crop diversification (insert the No. of farmers in each training period)																
7. HIV/AIDS (insert the No. of farmers in each training period)																
8. Gender awareness / networking (insert the No. of farmers in each training period)																
9. Farm business (insert the No. of farmers in each training period)																
10. Cooperative Society / Association capacity strengthening (insert the No. of people trained for each kind of training with a																

	Year 1				Year 2				Year 3							
	Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4	
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
separate line for each e.g. business plan development, governance, etc.)																
11. Other trainings (specify type and quantify)																