

ANNOTATED OUTLINE FOR PREPARATION OF STANDARD ANNEX I OF
THE LETTER OF AGREEMENT
ANNEX I
TERMS OF AGREEMENT

PROJECT TITLE(S): Sustainable Land Management; Strengthening Resilience of Agricultural Lands and Forests in Dominica

DESCRIPTION OF ASSIGNMENT:

Specific Objectives

- i. Improve the DOMGAP certification potential of selected farms by means of gap assessment and provision of requisite support to satisfy established certification criteria.
- ii. Improve market access potential of identified farmers by conducting a comprehensive market analysis to inform the development of a comprehensive market strategy for traditional crops
- iii. Increase the efficiency and use of SLM practices in agriculture by incorporation of the High Nature Value Farming Index (HNVI) criteria into existing SLM models adopted by the Ministry of Agriculture to generate the information required for monitoring the transition to sustainable agriculture;
- iv. Increase the capacity of farmers, the Division of Agriculture and Ministry of Agriculture through mechanisms that facilitate knowledge transfer on SLM practices beyond the life of the project

OUTCOMES TO BE ACHIEVED

- i. Package of effective SLM approaches & technologies identified in collaboration with relevant national institutions
- ii. Strengthened capacities within local communities to implement SLM approaches & technologies in agriculture to implement SLM approaches & technologies in agriculture
- iii. SLM approaches & technologies implemented in 5 target parishes, and lessons learned consolidated for farmers of at least 30 farms
- iv. Agricultural Farms in target areas ready for DOMGAP Certification
- v. Technical and Market based mechanisms are in place to support sustainable agriculture

Main Activities and Actions:

- i. Increase the adoption of SLM practices in targeted parishes through the development and implementation of SLM approaches & technologies output: implement of SLM Practices
- ii. Develop and implement technical and market-based mechanisms to support sustainable agriculture
- iii. Consolidate and document lessons learned from assessments, monitoring and evaluation mechanisms to support expansion of SLM practices in agriculture
- iv. Support the advancement of farm certification under the DOMGAP Certification system for at least 40 farms.
- vi. Develop a marketing analysis & {strategy} to inform and support market penetration.

In delivering this, the Provider is expected to incorporate best fit practices which are socially and culturally equitable, gender sensitive, ecologically effective, economically efficient and reflective of stakeholder needs and economic interests for land use and development planning. Consequently, an environment within which all stakeholders, including environmental resource users, land owners, the private sector, academic institutions, CBO's and NGO's can participate in joint policy formulation and resources management will be created.

The agency is also required to engage and collaborate with all relevant stakeholders and liaise with other Project Consultants to ensure that necessary outputs feed into, and are informed by one another. Additionally, the agency is expected to compile electronically any documents that will serve to enhance the knowledge base for preparation and implementation of other project components

DESCRIPTION OF ACTIVITIES

Output1: Package of effective SLM approaches & technologies identified in collaboration with relevant national institutions:

- Identify and package a suite of effective SLM approaches and technologies in Agriculture suitable to the Dominican context in collaboration with relevant national institutions
 - i. identify and package effective SLM approaches & technologies
 - ii. host national consultations to validate the proposed SLM approaches & technologies

- iii. prepare manuals and technological packages on SLM for the benefit of recipient farmers and extensions personnel from the Division of Agriculture
- iv. Provide technical guidance in preparation of Video Script based on Manuals developed

Output II: Strengthened capacities within local communities to implement SLM approaches & technologies in agriculture to implement SLM approaches & technologies in agriculture:

Sub Output: Bring 40 Farmers to standard as pilot

- Host capacity building training sessions on SLM for farmers and extensions personnel from the Division of Agriculture
 - a. *Identify training needs*
 - b. *Host training workshops on SLM*

*Output III: SLM approaches & technologies, with focus on farm certification, implemented in 5 target parishes, and lessons learned consolidated for farmers of at **least 40 farms***

- Provide technical support to farmers and extension personnel to increase the use of sustainable land management practices in agriculture in diversified crop production.
 - a. *Procure inputs and Materials to improve SLM practices on selected farms*
 - b. *Design and implement best practices on identified farms*
 - c. *Host Practical demonstration workshops sessions on SLM*
- Follow-up and monitoring of the implementation of SLM approaches and provision of guidance on remedial actions
 - a. *Develop and utilize the High Nature Value Farming Index (HNVI) criteria to determine sound ecological practices on farms and subsequently produce an HNVI Assessment Report*
 - b. *Establish a monitoring Mechanism framework (unit) within the Ministry of Blue and Green Economy, Agriculture and National Food Security*
 - c. *Validate & provide guidance on maintaining SLM Approaches*
 - d. *Undertake remedial actions*
- Provide farmers with assistance to be better positioned to access credit to implement SLM interventions
 - a. *Assessment of existing credit mechanisms*
 - b. *Business Plan development consultations*

Output IV: Agricultural Farms in target areas ready for DOMGAP Certification

- Provide Technical Support to farmers to satisfy DOM-Gap Certification criteria
 - ❖ *Activities to be undertaken:*
- 1. Produce evidence of needs necessary to support the development and implementation of a comprehensive certification system

- a) undertake an Assessment of the agricultural sector inclusive of trade to justify the need of a comprehensive certification system
 - b) Host National consultations and meetings with stakeholders to identify needs, benefits, etc.
 - c) Host Validation Workshop
2. Undertake farm assessments among the targeted beneficiaries to determine the gaps regarding the DOMGAP requirements
 - a) Undertake farm assessment
 - b) Prepare a plan of actions in addressing the gaps
3. Support the upgrading of farms to meet the farm certification requirements through technical advice and procurement of inputs and materials
 - a) Provide technical advice to farmers on improvement of Farms to meet certification requirements
 - b) Procurement of inputs and materials
4. Provide technical support to the Ministry of Blue & Green Economy, Agriculture and National Food Security in setting up a Farm Assessors Unit based on International requirements
 - a) Assessment of the Division of Agriculture
 - b) Develop the operating mechanism
 - c) Strengthen the capacities within Ministry of Blue & Green Economy, Agriculture and National Food Security to undertake farm assessments against the DOM Gap requirements and to provide technical support to farmers in meeting the farm certification standards.
 - d) Initiating a pilot scheme to commence providing services to beneficiaries
5. Develop codes for practices for selected commodities in support of the DOMGAP requirements
 - a) Formulate Codes of Practices for selected commodities
 - b) Host Technical group meetings to discuss the COPs
 - c) Validate the COPs

Output V: *Technical and Market based mechanisms are in place to support sustainable agriculture:*

1. In collaboration with critical stakeholders (Ministry of Blue & Green Economy, DEXIA, DHTA etc.), the service provider will identify and prioritize the most critical value chains to focus on. The criteria to determine this may consider, but not be limited to:
 - a) Economic importance (e.g. contribution to GDP or to sector's output)
 - b) Number and types (sex and age-disaggregated, PWD, indigenous groups, migrants) of persons engaged (employed/business owner, formal/informal) in the sector at each stage
 - c) Significant research and investment already planned/initiated

- d) Most exposed to hazard or climate change impact
 - e) Livelihoods that can be rapidly restored post-disaster
 - f) Emerging value e.g. nutraceuticals
 - g) Existing/growing demand and existing/potential for product and income diversification and job creation
 - h) Contribution to traditional/cultural practices, social cohesion
2. Conduct a market analysis for the selected chain that will contribute significantly to increasing opportunities for viability of farms within the project site. The analysis will reveal detailed insights and recommendations around the following but not limited to:
- a. demand for specific commodities and its various forms and will therefore backward link to production and the types of production activities and methodologies and approaches to be used in the production process.
 - b. Data and information on opportunities with respect to market channels – local (fresh, processed markets) as well as export. This will also assess changes with respect to markets pre and post Hurricane Maria
 - c. Current price points wholesale, retail, value-added, niche (organically produced), export.
 - d. Assessment of the current marketing arrangements and a determination of new or different forms of market channels such as; farmers’ markets or improvements to existing marketing mechanisms and infrastructure.
 - e. Assessment of current regulations, legislations or restrictions with respect packaging, labeling, sale and marketing of agricultural produce and requirements to enter new regional or extra-regional markets.
 - f. Consumer insight with respect to:
 - i. Consumer perception of commodities currently produced
 - ii. Current consumer needs as well as opportunities and gaps
 - iii. Consumer socio demographics
3. Provide Technical support to small farmers to implement new production practices, processing methodologies and commercialization of products:
- a) Develop or modify a fresh produce quality manual that will standardize the fresh produce quality inspection process
 - b) Validate Manual
 - c) Host Capacity building training sessions in use of Manuals
 - d) Publish fresh produce quality Manuals

ANNEX II

SCHEDULE OF ACTIVITIES, FACILITIES & PAYMENTS

EXPECTED OUTCOME	PLANNED ACTIVITIES	INDICATOR(S)/ VERIFICATION	BUDGET DESCRIPTION	TIME LINE & BUDGET ALLOCATION					TOTAL
				Q3 JUL-SEPT 20	Q4 OCT-DEC '20	Q1 JAN-MAY 21	Q2 APR- JUN'21		
Package of SLM approaches & technologies identified	Identify and package a suite of SLM approaches and technologies in agriculture	Report/Manual & outlining package of SLM approaches in agriculture	<p>Recruit Consultant to identify SLM Approaches: and to package the SLM Options US\$600/Day for 20 days</p> <p>Host Two (2) National Consultations with Stakeholders:</p> <p>Venue Rental: 350 x 2= 700</p> <p>Meals: 60x 30 =1800</p> <p>Secretariat: 250 x 4=1000</p> <p>Materials and supplies: 500</p> <p>Preparation of Manual/ Publication: formatting, design, printing</p>	12,000.00					
Strengthened capacities within local communities to implement SLM approaches & technologies in agriculture to implement SLM approaches & technologies in agriculture:	Capacity building on the use of soil conservation and farming techniques	<p>Training programs for farmers and Agriculture extension staff</p> <p>40 Farmers trained in SLM approaches & Technologies</p>	<p>Train the trainer:</p> <p>Engage resource person 600/ day x 10 days</p> <p>Meals: 3000</p> <p>Training Session (s) Farmer field school</p> <p>Honorium for lead trainers 150/ Day for 10 days x 3=4500</p> <p>Meals: 7000</p> <p>Transportation and supplies: 1500</p> <p>Field demo sites</p> <p>Two sites: US\$4000/ site</p>		9,000.00		13,000.00		20,000.00
							8,000.00		30,000.00
			Sub- Total						

**ANNEX III
PAYMENT SCHEDULE**

SCHEDULE OF PAYMENTS BY PISLM					
DESCRIPTION	2020			2021	
	Q3 JUL-SEPT	Q4 OCT-DEC	Q1 JAN-MAR	Q2 APR-MAY	
Package of effective SLM approaches & technologies identified	20,000.00				
Strengthened capacities within local communities to implement SLM approaches & technologies in agriculture to implement SLM approaches & technologies in agriculture		17,000.00	13,000.00		
SLM approached & technologies implemented in five (5) target parishes			15,000.00		15,000.00
Agriculture Farms in target areas ready for DOMGAP certification	7,000.00	40,000.00	9,000.00		
Technical and market-based mechanisms are in place to support sustainable agriculture			49,000.00		6,000.00
8.1% Administrative Fee	27,000.00	57,000.00	86,000.00	21,000.00	
	2,187.00	4,617.00	6,966.00	1,701.00	
TOTAL	29,187.00	61,617.00	92,966.00	22,701.00	

**ANNEX IV
DELIVERABLE MATRIX**

DELIVERABLES	VERIFICATION
<p>PERIOD 1: JULY –SEPT 2020</p> <p>Outcome I</p> <ol style="list-style-type: none"> 1. 2 Manuals 2. Activity Report <p>Outcome IV:</p> <ol style="list-style-type: none"> 1. Farm Assessment Report 	<p>Outcome I</p> <ol style="list-style-type: none"> 1. Copies of manual 2. Minutes <p>Outcome IV:</p> <ol style="list-style-type: none"> 1. Publication
<p>PERIOD 2: OCT-DECEMBER 2020</p> <p>Outcome II</p> <ol style="list-style-type: none"> 1. Training Session (40 Farmers) <p>Outcome IV:</p> <ol style="list-style-type: none"> 1. Certification Readiness Consultations 2. Technical Assessors Unit 	<p>Outcome II</p> <ol style="list-style-type: none"> 1. # of Training Sessions / Workshop Report <p>Outcome IV</p> <ol style="list-style-type: none"> 1. Validation Minutes 2. Validation of Unit
<p>PERIOD 3: JAN –MARCH 2020</p> <p>Outcome II:</p> <ol style="list-style-type: none"> 1. Training of Trainers <p>Outcome III:</p> <ol style="list-style-type: none"> I. # of Demonstration workshops/sessions with @ mini 90% participation II. At least 3 Demonstration Plots established <p>Outcome IV:</p> <ol style="list-style-type: none"> I. Codes of Practice <p>Outcome V:</p> <ol style="list-style-type: none"> I. Market Analysis Report 	<p>Outcome I:</p> <ol style="list-style-type: none"> I. Field Reports <p>Outcome II:</p> <ol style="list-style-type: none"> I. Activity Report/Minutes II. Photographs/imagery <p>Outcome IV:</p> <ol style="list-style-type: none"> I. Validation Meeting Minutes <p>Outcome V:</p> <ol style="list-style-type: none"> I. Published Report
<p>PERIOD 4: APRIL-JUNE 2021</p> <p>Outcome III</p> <ol style="list-style-type: none"> I. Credit mechanism assessment Report <p>Outcome V:</p> <ol style="list-style-type: none"> 1. Fresh Produce Quality Manual 	<p>Outcome III</p> <ol style="list-style-type: none"> I. Published report <p>Outcome V</p> <ol style="list-style-type: none"> I. Number of smalls implement 2. Number of options outlined;