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WORKSHOP REPORT

SCALING UP CLIMATE SERVICES FOR FARMERS IN AFRICA AND SOUTH ASIA

PROPOSAL WRITING AND PLANNING, CROSS- REGIONAL APPROACHES



JUNE 2013

This report was produced for review by the United States Agency for International Development (USAID). It was prepared by Engility/International Resources Group (IRG).

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SCALING UP CLIMATE SERVICES FOR FARMERS IN AFRICA AND SOUTH ASIA

PROPOSAL WRITING AND PLANNING WORKSHOP,
CROSS-REGIONAL APPROACHES

JUNE 2013

Prepared for:

United States Agency for International Development
Climate Change Resilient Development Program

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Dr Sivakumar informed the participants about the expected outcomes of the workshop which include the development of general concept notes by working groups that describe their vision for scaling up climate services for smallholder farming communities, and a set of actions and investments necessary to achieve that vision. Funding proposals developed in the latter part of the workshop should address subsets of that larger vision. Dr Sivakumar made a short PowerPoint presentation on the template for the concept note (please see the power point presentation Sivakumar Template for Concept Note.ppt which is sent separately).

The participants then divided themselves into two groups with the following participation :

- Group 1: Peter Dorward, KPC Rao, Carla Roncoli, Pierre Sibiry Traore, Roger Stern, Girma Mamo, Anthony Esilaba, John Gathenya, David Muchemi, Jolamu Nkhokwe, Emmanuel Mpeta, and Elirehema Swai
- Group 2: Patrick Luganda, Dominic Pokperlaar, Ferdinand Mawunya, Dushmanta Ranjan Pattanaik, Sanga Camilius, Chesney Mcomber

The two groups met in separate rooms and developed the general concept notes. Group 1 developed a concept note entitled “Reducing climate vulnerabilities and improving resilience of smallholder farmers by providing climate and weather services through scaling up of integrated and sustainable approaches” (please see Annex 3).

Group 2 developed a concept note entitled “Inter-regional capacity building initiatives for improved climate services for farmers” (please see Annex 4).

Following the development of the concept notes, the participants met in a plenary session at which Dr Peter Dorward presented the concept note from Group 1 and Mr. Patrick Luganda presented the concept note from Group 2.

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Ms Lightle described the contents of the Grant Application Form which include information about the organization and Due Diligence Forms (responsible organization with a mission that mirrors proposed project and goals of CCRD); program description and certifications as required by USAID. She then described the general budgeting considerations.

Ms Lightle then gave a detailed description of the unallowable costs which include, for example, any purchases that are not necessary to execute the grant activity, including any grantee headquarter expenses that are not directly linked to the implementation of the proposed project; profit or fee; indirect costs (under simplified grants); fine, penalties, previous obligations or bad debt; activities that contribute to the destruction, deterioration, or the degradation of natural resources and/or environment etc.,

Ms Lightle informed the participants about restricted costs, which require prior, written approval from CCRD Grants Manager. These include agricultural products; purchase (not rental) of motorized vehicles; pharmaceutical products; used equipment; North American surplus equipment and fertilizer. The budget format should include summary budget (broken down by major line-item categories); detailed budget (which breaks down categories into units and unit costs); and budget Notes/Narrative. Ms Lightle suggested that each cost be described with sufficient detail for CCRD to understand how the organization proposes to spend the program funding and that prime and sub budgets must be submitted separately.

Ms Lightle then described the different cost categories including personnel, fringe costs and travel. She described the airline travel rules and the details on per diem, which include lodging, meals and other incidental travel expenses. Ms Lightle then provided details on other cost categories such as communications and administrative supplies and equipment. Ms Lightle emphasized that the budget narrative should present clear descriptions and explanations of all your project costs by line item cost category; provide enough detail for CCRD to understand fully how its money will be spent on the project and elaborate fully about any unique or excessively high costs. She described the aspect of cost sharing which is defined as project costs to be paid with non-US Government funds.

Ms Lightle reminded the participants that if they are planning budget changes that exceed the award’s significant rebudgeting threshold, or that will significantly alter the activities being undertaken, they should write a memo to the Grants Manager requesting the approval. Ms Lightle concluded her presentation giving details on different sources of information.

Following the presentation of Ms Lightle, there were several questions from the participants on the issue of the ineligibility of government organizations for submitting the grant proposals. Ms Lightle provided explanation on the US Government rules for grants.

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- I.8. **Dr Sivakumar presented the format of the small grant proposal and reminded the participants of the tasks ahead to prepare the draft proposals by the morning of Friday, 14 June.**

As per the procedure followed during the preparation of the concept notes on the first day, the participants decided that two groups would prepare draft proposals:

Group 1, led by Dr Peter Dorward to prepare a draft proposal on “Reducing climate vulnerabilities and improving resilience of smallholder farmers by providing climate and weather services through scaling up of integrated and sustainable approaches”.

Group 2, led by Mr. Patrick Luganda to prepare a draft proposal on “Laying the foundation for establishing Networks Linking Farmers Across Africa and South Asia for Demand-driven Climate Services”.

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ACRONYMS

AGRHYMET	AGRrometeorology, HYdrology, METeorology
CCAF	Climate Change, Agriculture and Food Security
CCRD	USAID Climate Change Resilient Development Project
CGIAR	Global Conference for Agricultural Research for Development
CIMMYT	International Maize and Wheat Improvement Center
CSP	Climate Services Partnership
ICCFO	Indian Farmers Fertiliser Cooperative Foundation
ICRISAT	International Crops Research Institute for the Semi-Arid Tropics
NARS	National Agricultural Research Systems
NDRI	Nepal Development Research Institute
NGOs	Non-governmental organizations
NMHSs	National Hydro-Meteorological Services
PAR	Participatory action research
RIMES	Regional Integrated Multi-Hazard Early Warning System for Africa and Asia
UNFCCC	United Nations Framework Convention on Climate Change
USAID	United States Agency for International Development
WMO	World Meteorological Organization

I. INTRODUCTION

In the face of increasing climate variability and the projected impacts of climate change, provision of climate information and advisory services offer great potential to facilitate farmer decision-making, improve management of climate-related agricultural risk, and help farmers adapt to change. In order to address the challenges of producing, communicating, delivering and evaluating effective climate information and advisory services that can support vulnerable farming communities; and to identify practical actions to address those challenges at scale, the CGIAR Research Program on Climate Change, Agriculture and Food Security (CCAFS), the World Meteorological Organization (WMO), the United States Aid for International Development (USAID) and the Climate Services Partnership (CSP) convened a workshop on “Scaling Up Climate Services for Farmers in Africa and South Asia” from 10 to 12 December, 2012 in Saly, Senegal.

Through extensive discussion, participants collectively identified critical gaps in the design, delivery and effective use of climate-related information for risk management among smallholder farmers in these regions, and prioritized ideas for overcoming these gaps. In the final sessions of the workshop, participants self-organized into working groups to flesh out actionable ideas for addressing these challenges, within and across regions. USAID committed to supporting the further development of these innovative ideas into viable proposals, by holding proposal-writing workshops in June-July 2013 and offering seed grants to be awarded to proposals emerging from these workshops on a competitive basis.

This Proposal Writing and Planning Workshop brought together working groups that submitted actionable ideas focused on cross-regional approaches to scaling up climate services in Africa and South Asia. The workshop was held in the Safari Park Hotel in Nairobi, Kenya. The aim of this workshop is to enable cross-regional working groups to further develop the ideas proposed at the Saly workshop, into a strategic vision and roadmap for increasing the benefits of climate services for smallholder farming communities; and to develop viable funding proposals to begin implementation of the vision and roadmap.

Nineteen participants from 9 countries ie., Ethiopia, Ghana, India, Kenya, Malawi, Uganda, United Kingdom, and USA ; one international organization (ICRISAT-Nairobi and ICRISAT-Mali) and a UN Agency (WMO Regional Office in Kenya) attended the workshop. In addition, Dr Mannava Sivakumar, Senior Consultant from Switzerland; Dr James Hansen from CCAFS, USA ; Ms Lana Lightle, Grants Manager from Engility, USA ; and Mr Joe Donahue from Stratus Consulting, USA served as facilitators for the workshop. The detailed list of participants is shown in Annex I. Agenda for the workshop is shown in Annex II.

I.I. INTRODUCTION, TASK AND CONTEXT FOR PROJECT DEVELOPMENT

The workshop started at 0900 hrs on Monday, 10 June with a brief introduction of the participants. Dr Mannava Sivakumar, Senior Consultant from Switzerland made a presentation on the Task and Context for Project Development (please see the power point presentation “Sivakumar Nairobi Workshop 1.ppt” which is sent separately). He described the importance of agriculture sector for the livelihoods of subsistence farmers in Africa and South Asia and the need for doubling food production by 2050 in the developing countries. He described the food security issues for the next 30 years in Sub-Saharan Africa and the need for scaling up climate services to bolster the long-term resilience of farming communities in the face of the resource challenge, raise their awareness of resource-related risks and opportunities and create appropriate safety nets to mitigate the impacts of the risks. He then described the different climate services needed for farm management. Dr Sivakumar then described the outcomes of the workshop held in Saly, Senegal in

December 2012. In the final sessions of the workshop, participants self-organized into working groups to flesh out actionable ideas for addressing these challenges, within and across regions. Dr Sivakumar then informed the participants about the commitment from USAID for supporting the further development of these innovative ideas into viable proposals, by holding this proposal writing and planning workshop and offering seed grants to be awarded to the proposals on a competitive basis.

Dr Sivakumar then described the task on hand which is to enable cross-regional working groups to further develop the ideas proposed at the Saly workshop, into a strategic vision and roadmap for increasing the benefits of climate services for smallholder farming communities; and to develop viable funding proposals to begin implementation of the vision and roadmap. He informed the participants that as an immediate task, the concepts provided by the leaders of the working groups will be reviewed and then concept notes will be developed for project proposals that describe their vision for scaling up climate services for small holder communities and set of actions and investments necessary to achieve that vision. Dr Sivakumar then described the tasks for the following four days of the workshop, which will focus on developing small grant proposals.

1.2. SUMMARY OF INITIAL CONCEPTS PROPOSED AT SALY WORKSHOP

Following the workshop in Saly, a group comprising of Drs Peter Dorward, KPC Rao, Carla Roncoli, Pierre Sibiry Traore and Roger Stern presented a concept entitled “Meeting farmers’ climate and weather information needs through integrated, effective and sustainable approaches”. A second group comprising of Drs SGK Adiku, RS Rana, NC Chattopadhyay, Sarah McKune, Dominic Pokperlaar, Patrick Luganda, Seleshi Bekele, V Balaji, Kate Nnamani, Happiness Oselebe submitted a second concept entitled “Inter-regional capacity building: improving capacities, enriching farming”. Presentations made on these two concepts are described below.

1.3. PRESENTATIONS

1.3.1. MEETING FARMERS’ CLIMATE AND WEATHER INFORMATION NEEDS THROUGH INTEGRATED, EFFECTIVE, AND SUSTAINABLE APPROACHES

After introducing the concept, Dr Peter Dorward made a power point presentation on “Developing approaches to support smallholder planning and decision making through use of climate and weather information; experiences and ideas from work in Zimbabwe and Tanzania” (please see the power point presentation “Dorward Nairobi 2013”, which is sent separately). This was done by trained NGO and extension staff through the use of a combination of: (a) Analyzed historical data; (b) Forecasts - long (seasonal) and short term; and (c) Participatory planning & decision making methods. Analyzed historical climate information included: temperature; rainfall totals (seasons, months etc); season start, end, and length; dry spells; extreme rainfall events and extreme temperature events. Clear graphs, pictures and tables were produced for farmers and extension staff. Extension staff and NGOs were trained in the analysis of historical data for location and how it can be of use to farmers; the origin and use of forecasts; participatory approaches for working with farmers and training including practicing with farmers.

Dr Dorward explained that the analyzed climate information for the farmers is useful for comparing to their own experience – and consider causes and solutions to problems; for providing essential information farmers don’t have for decisions e.g. farmers initiated discussion on crop + variety choice (for rainfall amounts, season lengths); and ‘Baseline’, Probabilities and Risks which give essential information for decisions e.g. ‘1 year out of 3 can expect rainfall of more than 700mm’. What is ‘normal’? What is the variability etc., Dr Dorward described some of the experience of farmers from Zimbabwe in this exercise.

Dr Dorward explained that the pilot project in Zimbabwe and Tanzania has shown that the overall approach provides different types of information and offers important (new) benefits to farmers (and other users); includes participatory approaches to help effective use of the information by smallholders and intermediaries; offers much more than the seasonal climate forecast alone; can be provided at scale; can be adapted and improved (for local requirements and conditions); and has potential to be a sustainable approach provided by government and non government organizations.

1.3.2. INTER-REGIONAL CAPACITY BUILDING: IMPROVING CAPACITIES, ENRICHING FARMERS

After introducing the concept presented at Saly, Mr. Patrick Luganda made a power point presentation on “Weather and Climate Information” ((please see the power point presentation “Patrick Luganda: Weather and Climate Information”, which is sent separately). Farmers in Africa have in the past had difficulty in understanding weather and climate information because of difficulty understanding the English language in which it is communicated as well as the complex terminology used. The dissemination of weather and climate information in local languages initiative in Uganda is a unique approach that aims at enhancing the understanding and timely delivery of climate information to rural farming communities using a variety of dissemination channels. □ The objective is to get smallholder farmers to use climate forecast information for development in selected farming communities in six districts in Uganda for application to selected farming activities.

Mr Luganda explained the anticipated outcomes as follows: farmers start routinely using climate information in daily activities; improve household nutrition; achieve food security; improve economic welfare; measure socio-economic impacts of the application of climate information; and roll out and adoption by other communities in Africa and Asia. The Farmers Media Link Centre and the Department of Meteorology of Uganda, together with support from collaborating partners, are translating and disseminating Seasonal Climate Forecasts to farmers in Uganda in several local languages. The information is disseminated through schools, faith-based organizations; seed banks and farmers groups.

Mr. Luganda explained that the partners are working with agricultural research community in Uganda □ by ensuring that the farmers are provided with technologies that enhance food and nutrition security from agriculture research. He then described the results to date in the project which include, among others, acceptance of climate information and applying in the farm planning; change in attitude towards climate information; confidence in climate products are increased which were previously not trusted; and children disseminating climate information and being well received by the family household; and households able to discuss the forecast as a family and plan activities together. Mr. Luganda □ described the way forward as preparing a feasible project that would benefit the region within the available funding to enable further up scaling given the success of the pilot phase.

1.4. DEVELOPMENT OF GENERAL CONCEPT NOTES

Dr Sivakumar informed the participants about the expected outcomes of the workshop which include the development of general concept notes by working groups that describe their vision for scaling up climate services for smallholder farming communities, and a set of actions and investments necessary to achieve that vision. Funding proposals developed in the latter part of the workshop should address subsets of that larger vision. Dr Sivakumar made a short PowerPoint presentation on the template for the concept note (please see the power point presentation Sivakumar Template for Concept Note.ppt which is sent separately).

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Following the development of the concept notes, the participants met in a plenary session at which Dr Peter Dorward presented the concept note from Group 1 and Mr. Patrick Luganda presented the concept note from Group 2.

I.5. PRESENTATION ON SUGGESTED OUTLINE FOR GENERIC PROPOSALS

Dr Sivakumar informed the participants about the next step i.e., the preparation of small grant proposals. He invited Mr. Joseph Donahue of Stratus Consulting to make his presentation on “Grant Application Requirements and Tips for Drafting Good Proposals” (please see the power point presentation “Donahue, Developing Good Proposals” which is sent separately).

Mr Donahue reiterated the goal for the remainder of the week which is developing strong, well-written proposals. He informed the participants that well-written proposals provide a clear roadmap for the project if the grant is awarded and make it easier for the reviewers to verify that all the necessary requirements are met. He reminded the participants that this is a competitive grant application solicitation.

Mr. Donahue described Section B of the Grant Proposal, which includes program description; CVs/resumes of key personnel; timeline of activities; schedule of proposed deliverables and CCRD Indicators. Using suitable examples from previous small grant proposal submissions, he described the need to address key questions in program description such as why; who; what; where; when; what outcomes and how the activity relates to the grant application evaluation criteria.

Mr. Donahue then provided a sample program description outline including introduction/context; program of Activities; and synthesis of activities and expected outcomes. He suggested that for each activity subsections such as objectives and obstacles to be addressed (e.g., access, equity); key team members and personnel; geographic setting; timing (generally); detailed description of what the activity will involve and how it will be implemented; outcomes and relationship to grant application evaluation criteria (e.g., scalability). Mr. Donahue then provided tips on drafting clear proposals.

Mr. Donahue then explained the Solicitation Evaluation Criteria versus CCRD Performance Indicators. Grant proposals will be considered for review if they are deemed to be complete (i.e., they include all the required materials and information) and will be reviewed based on the evaluation criteria identified in the solicitation (e.g., Degree of South-South collaboration and interdisciplinarity). Applicants are asked to provide CCRD performance indicator inputs so that their projects (should they be funded) can be more readily factored in to the annual targets that are set for USAID. Indicator inputs will not be considered in the review per se. However, thoughtful consideration of results and commitment to a set of indicators demonstrates that the applicant is prepared to monitor progress in a way that is desired by CCRD (and USAID), which is a consideration under the evaluation criterion Alignment with the goals of this solicitation (30%). Hence applicants should focus on the evaluation criteria identified in the solicitation, but should also demonstrate in

their proposals that they are prepared to rigorously track and evaluate progress (e.g., by monitoring a set of indicators)..

I.6. PRESENTATION ON PROPOSAL REQUIREMENTS FOR ENGILITY SOLICITATION

Dr Sivakumar then invited Ms Lana Lightle of Engility to make her presentation on “Grant Budget and Compliance” (please see the power point presentation “Lana Lightle, Grant Budget and Compliance” which is sent separately).

Ms Lightle described the contents of the Grant Application Form which include information about the organization and Due Diligence Forms (responsible organization with a mission that mirrors proposed project and goals of CCRD); program description and certifications as required by USAID. She then described the general budgeting considerations.

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Following the presentation of Ms Lightle, there were several questions from the participants on the issue of the ineligibility of government organizations for submitting the grant proposals. Ms Lightle provided explanation on the US Government rules for grants.

I.7. DISCUSSION ON THE MODALITIES FOR THE PREPARATION OF THE DRAFT GRANT PROPOSALS

Dr Sivakumar presented the format of the small grant proposal and reminded the participants of the tasks ahead to prepare the draft proposals by the morning of Friday, 14 June.

As per the procedure followed during the preparation of the concept notes on the first day, the participants decided that two groups would prepare draft proposals:

Group 1, led by Dr Peter Dorward to prepare a draft proposal on “Reducing climate vulnerabilities and improving resilience of smallholder farmers by providing climate and weather services through scaling up of integrated and sustainable approaches”.

Group 2, led by Mr. Patrick Luganda to prepare a draft proposal on “Laying the foundation for establishing Networks Linking Farmers Across Africa and South Asia for Demand-driven Climate Services”.

1.8. PARALLEL MEETINGS OF GROUPS 1 AND 2 FOR DEVELOPING DRAFT GRANT PROPOSALS AND JOINT PLENARY SESSIONS TO REVIEW PROGRESS

From the afternoon of Tuesday, 11 June to the morning of Friday, 14 June Groups 1 and 2 met in parallel meetings in separate meeting rooms. Each morning, a plenary session was held bringing the two groups together to evaluate the progress, exchange views on work carried out and decide on further course of action.

By lunchtime on Friday, 14 June, Group 2 prepared a draft proposal (please see Annex 5). Dr Peter Dorward, Leader of Group 1 briefed the group about the ongoing discussions on different sections of the Grant Proposal and assured the participants that a draft grant proposal would be prepared and submitted in the next two weeks to everyone for their comments and feedback.

2. DISCUSSION ON THE WAY FORWARD

In the afternoon of Friday, 14 June, Dr Sivakumar led the discussion on Way Forward in the plenary session that brought the two groups together. He highlighted the need for the members of the two working groups to work through email exchanges over the following two weeks to complete the section on Indicators and prepare a detailed Excel Budget sheet taking into account the suggestions made by Mr. Joseph Donahue and Ms Lana Lightle.

Leaders of the two working groups i.e., Dr Peter Dorward and Mr. Patrick Luganda agreed with these suggestions and proposed the final deadline of 15 July 2013 for the preparation of the final grant proposals from their respective groups. Prior to this deadline, all efforts would be made to engage the members of the working groups in the detailed discussions on the outstanding items and complete the preparation of the grant proposal.

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APPENDIX B: AGENDA

Monday, 10 June 2013

09:00 - 9:30 hrs	Presentation outlining task and context for proposal development. Dr. Mannava Sivakumar / Dr. James Hansen
09:30 - 10:30 hrs	Status review of concepts provided by leaders of each working group, including gaps that need to be developed further during the workshop.
10:30 - 11:00 hrs	Tea/Coffee break
11:00 - 13:00 hrs	Working together or in parallel, working groups develop concept notes for proposals.
13:00 - 14:00 hrs	Lunch
14:00 - 15:30 hrs	Working groups develop concept notes for proposals (contd.).
15:30 - 16:00 hrs	Tea/Coffee break
16:00 - 17:00 hrs	Working groups develop concept notes for proposals (contd.).

Tuesday, 11 June 2013

09:00 - 10:00 hrs	Presentation of Concept Notes by Working group leaders
10:00 - 10:30 hrs	Presentation on suggested outline for generic proposals. Dr. Mannava Sivakumar / Mr. Joseph Donahue, Stratus Consulting
10:30 - 11:00 hrs	Tea/Coffee break
11:00 - 11:30 hrs	Presentation on proposal requirements for Engility solicitation Ms Lana Lightle, Engility
11:30 - 13:00 hrs	Groups begin proposal writing.
13:00 - 14:00 hrs	Lunch
14:00 - 15:30 hrs	Proposal writing (contd.).
15:30 - 16:00 hrs	Tea/Coffee break
16:00 - 17:00 hrs	Proposal writing (contd.).

Wednesday, 12 June 2013

09:00 - 09:30 hrs	Presentation of Progress reports from Working group leaders.
09:30 - 10:30 hrs	Proposal writing (contd.)
10:30 - 11:00 hrs	Tea/Coffee break
11:30 - 13:00 hrs	Proposal writing (contd.)
13:00 - 14:00 hrs	Lunch.
14:00 - 15:30 hrs	Proposal writing (contd.).
15:30 - 16:00 hrs	Tea/Coffee break
16:00 - 17:00 hrs	Proposal writing (contd.).

Thursday, 13 June 2013

09:00 - 09:30 hrs	Presentation of Progress reports from Working group leaders.
09:30 - 10:30 hrs	Proposal writing (contd.)
10:30 - 11:00 hrs	Tea/Coffee break
11:30 - 13:00 hrs	Proposal writing and revision
13:00 - 14:00 hrs	Lunch.

14:00 – 15:30 hrs Proposal writing and revision (contd).
15:30 - 16:00 hrs Tea/Coffee break
16:00 - 1700 hrs Proposal writing and revision (contd).

Friday, 14 June 2013

09:00 -10:00 hrs Presentation of Progress reports from Working group leaders
10:00 - 10:30 hrs Discussion on way forward.
10:30 - 11:00 hrs Tea/Coffee break
11:00 - 13:00 hrs Finalization of proposals.
13:00 - 14:00 hrs Lunch
14:00 - 16:00 hrs Finalization of proposals (contd.)
16:00 – 16:30 hrs Tea/Coffee break
16:30 - 17:00 hrs Closing remarks

APPENDIX C: CONCEPT NOTE FROM GROUP I

REDUCING CLIMATE VULNERABILITIES AND IMPROVING RESILIENCE OF SMALLHOLDER FARMERS BY PROVIDING CLIMATE AND WEATHER SERVICES THROUGH SCALING UP OF INTEGRATED AND SUSTAINABLE APPROACHES

BACKGROUND

Effective approach that combines use of analysed historical information, seasonal and short term forecasts and participatory decision making tools is ready to scale up. Piloted in Zimbabwe and reached over 6000 farmers. Evidence of farmers using information and methods to plan and change livelihood and enterprise management. Very positive feedback from farmers and intermediaries. Areas for minor improvements identified but overall approach is effective and can be used at scale.

VISION

1.5 million farmers have increased livelihood security through the use of effective climate information and services

OBJECTIVES

1. Relevant institutions that are currently working closely with farmers (e.g. extension, NGOs, CBOs, farmer organizations, private sector, agricultural research), in collaboration with the national meteorological services, provide climate information and services in a flexible, integrated, and sustainable manner
2. Rural households across multiple countries in sub-Saharan Africa have access to climate information that they can effectively utilize for planning and managing their livelihood and agricultural production activities.
3. Determine the effectiveness of services provided in reducing vulnerability and increasing adaptive capacity partly through understanding how farmers and other key actors have responded to information and services, including how decision making has been influenced. Identify key lessons for scaling up, including institutional and policy arrangements, that have greatest influence on success.

ESTIMATED BUDGET AND TIMELINE

5 million dollars over five years

APPENDIX D: CONCEPT NOTE FROM GROUP II

INTER-REGIONAL CAPACITY BUILDING INITIATIVES FOR IMPROVED CLIMATE SERVICES FOR FARMERS

INTRODUCTION

Smallholder farmers in developing countries, particularly in Africa and South Asia, are more vulnerable to the adverse impacts of climate variability and projected climate change.

Recent advances in numerical modeling with the assimilation of data from various conventional and non-conventional sources have increased the usefulness and reliability of climate forecasts for farmers. Rapid progress in the implementation of Information and Communication Technologies (ICTs) around the world presents an opportunity to communicate weather and climate information rapidly to the small holder farmers to enable them to make timely decisions for enhanced agricultural productivity and food security.

In this context there is an urgent need to undertake capacity building activities at different levels to promote the understanding of weather and climate information and applications. This concept note describes the inter-regional capacity building initiatives for improved climate services for farmers in Africa and South Asia.

VISION STATEMENT

To enhance the livelihoods of small holder farmers, through improved understanding and applications of climate information, services and advisories.

SPECIFIC OBJECTIVES

- (a) To identify and address knowledge and capability gaps using and sharing regionally situated expertise in Africa and South Asia to improve small holder farmers' resilience to climate variability and climate change.
- (b) To strengthen or improve capacities of professional experts in developing countries of Africa and South Asia through the establishment of linkages for capacity building with appropriate regional centers and institutions.
- (c) To enhance improved applications of Science and Technology through its incorporation in all training initiatives of rural and local intermediaries.
- (d) To establish Regional Networks that link farmers' knowledge and practices across countries and regions to enhance knowledge sharing and content development that is demand-driven and need-based.

- (e) To promote social equity (gender, class and age) at all levels in the provision of climate services to farmers.

EXPECTED OUTCOMES

- (a) Enhanced knowledge and capacity of small holder farmers of Africa and South Asia.
- (b) Improved technical expertise for the provision of effective climate services in Africa and South Asia.
- (c) Better recognition of the value of applications of Science and Technology by small holder farmers in Africa and South Asia.
- (d) Regional Networks of small holder farmers established and improved interactions and information sharing between the farmers of Africa and South Asia.
- (e) Greater participation of women, youth and resource poor farmers.

COLLABORATING PARTNERS

- (a) National Meteorological and Hydrological Services (NMHSs)
- (b) National Agricultural Research and Extension Services (NARESs)
- (c) Ministry of Agriculture and Rural Development
- (d) Educational Institutions
- (e) NGOs
- (f) Regional and International Organizations
- (g) Donor Institutions

ESTIMATED BUDGET AND TIMELINE

US \$ 2 million (2013-2018)

CONCLUSION

In an increasingly globalised world, improved application of Science and Technology through Inter-Regional communication is an opportunity to reduce adverse impacts of climate variability on small holder farmers in Africa and South Asia.

APPENDIX E: GRANT APPLICATION FORM

Note: All grant applications must be submitted in English. Also, the organization(s) awarded small grants must submit all deliverables, invoices, etc. in English.

SECTION A	Applicant Information		
1. Name of Applicant Organization	University of Ghana	2. Date of Application	July 15, 2013
3. Address of Applicant Organization	Department of Soil Science, School of Agriculture, College of Agriculture and Consumer Sciences, University of Ghana, Legon-Accra, Ghana		
4. Contact Person: <i>This should be someone who has full authority and responsibility to act on behalf of the organization and who will be directly involved with the grant activity.</i>			
a. Name:	Samuel K. Adiku	b. Email Address:	s_adiku@hotmail.com
c. Title	Prof.	d. Phone Number:	+ 233 - 24 – 3713900
5. Alternate Contact Person: <i>This should be someone who has full authority and responsibility to act on behalf of the organization and who will be directly involved with the grant activity.</i>			
a. Name:	Ferdinand D. Mawunya	b. Email Address:	fmawunya@hotmail.com
c. Title	Dr.	d. Phone Number:	+ 233 - 20 – 5582259
6. Data Universal Numbering Systems (DUNS) Number if US-based organization:			

SECTION B *Grant Proposal*

1. Program Description. *Please describe in detail the program of activities proposed by the applicant. The program description must be results-oriented. What will be achieved at the end of the grant period? Description should also include objectives, tasks to be undertaken, proposed geographic setting, and relevance of the project to this grant program’s objectives. The program description should explicitly address the evaluation criteria described in the solicitation and in the cover letter to the applicant. The Program Description should be no longer than six (6) pages, single-spaced.*

Please review Annex I. GCC Indicator Definition Handbook and provide target indicators for your project that would be used for project level monitoring and evaluation, to track grants activities and for reporting purposes. These targets would include workshop participant lists (days and hours of training, male vs. female), number of institutes that participated in workshops (Not including CCRD or USAID), trainings, new investment leverage, improved institutional capacity, new tools and methodologies tested, climate vulnerability assessments, etc.

CCRD Performance Indicators and Achievements

#	Indicator	Target/ Unit	Achievement – FY 2013				Remarks	CCRD Cumulative FY3
			QTR 1	QTR 2	QTR 3	QTR 4		
1	Number of people with increased capacity to adapt to the impacts of climate variability and change as a result of USG assistance (mandatory for Adaptation funding) MEN	number						
	Number of people with increased capacity to adapt to the impacts of climate variability and change as a result of USG assistance (mandatory for Adaptation funding) WOMEN	number						
2	Number of people receiving training in climate change supported by USG assistance (Person-hours of training completed in climate change supported by USG assistance) MEN	number/ hours						
	Number of people receiving training in climate change supported by USG assistance (Person-hours of training completed in climate change supported by USG assistance) WOMEN	number/ hours						

3	Number of laws, policies, strategies, plans, agreements, or regulations addressing climate change officially proposed, adopted, or implemented as a result of USG assistance	number							
4	Amount of investment leveraged in U.S. dollars from private and public sources, for climate change as a result of USG assistance	Dollars							
5	Number of institutions with improved capacity to address climate change issues as a result of USG assistance	number							
6	Number of days of USG-funded technical assistance in climate change provided to counterparts or stakeholders	Days							
7	Number of climate adaptation tools, technologies and methodologies developed, tested, and/or adopted as a result of USG assistance	number							
8	Number of climate vulnerability assessments conducted	number							

1. Program Description. (Page 2 of 6)

PROJECT GOAL: Laying the foundation for establishing Networks Linking Farmers Across Africa and South Asia for Demand-driven Climate Services.

OVERVIEW

Statement of the Problem: Climate variability, impacts of climate change, weather extremes, rain-fed agriculture, smallholder farmers, resource-poor farmers, weak extension services are all challenges that come together to impact negatively on small holder farmers in Africa and South Asia.

Climate variability and climate change, deteriorating soil quality and desertification are the key challenges to food security and stability across Africa and South Asia, threatening the livelihoods of people and economies of all countries in these regions. A large majority of smallholder farmers can improve their incomes through sharing knowledge, successes and failures; encouraging one another; and promoting joint efforts by bringing together key players at the Sub-Regional and Regional levels.

In spite of advances in plant breeding, soil and crop management; seasonal climate variability and impacts of climate change continue to impose serious limitations on the realization of potential crop yields in Africa and South Asia. This has negative ramifications for other sectors of agriculture. Delayed onset of rains, poor rainfall distribution over the cropping season, extreme weather conditions, such as droughts and floods, particularly at critical growth stages of crops, are some of the challenges that the farmers face during the cropping season. Most farmers in Africa and South Asia are resource-poor smallholder farmers often with limited access to technologies and resources, which leave them increasingly vulnerable to weather and climate fluctuations. Despite these challenges, agricultural activities remain the main source of livelihood for small-holder farmers. Due to changing climatic conditions, the traditional knowledge of seasonal weather and climate on which farmers largely depend is no longer sufficient to help farmers in their on-farm activities.

There is a growing volume of climate products and services that can help farmers improve upon their agricultural output. With the rapid advances in numerical modeling and the improved availability of data, the reliability of climate forecasts on the sub-seasonal to seasonal scales has improved. However, such climate products and services are not disseminated in a timely and understandable manner to the end users. In addition farmers have limited interaction with the National Meteorological and Hydrological Services (NMHSs). Availability of such improved climate products and services that address pertinent seasonal weather and climate challenges will help the farmers plan their agricultural activities and achieve improved agricultural productivity, enhanced farm incomes and better livelihoods.

In addition, weak agricultural extension services and poor communication infrastructure remain as some of the main barriers in the provision of weather and climate information and their application to small holder farmers. Sharing experiences of Farmers Associations of Africa and South Asia could help take appropriate steps to address this problem at the national level.

The remainder of this project description is outlined in the next couple of pages under the following main headlines: Goals and Objectives; Approaches and Methods; Specific Project Objectives; Key

Products of the Project; Summary of Project Description; Timeline of Project Activities and Attached Budget.

Goals and Objectives: The overall goal is to establish Regional Networks that link farmers in Africa and South Asia to enhance knowledge sharing on climate services and products for on-farm decision making and for content development that is demand-driven and need-based.

The Specific Objectives are (1) To ascertain the farmers' needs in Africa and South Asia for weather and climate information for on-farm decision making, (2) To enumerate the type of climate information and communication channels currently available and the constraints farmers in Africa and South Asia are facing in obtaining this information and their applications, (3) To establish an effective network of farmers in Africa and South Asia to share knowledge and information on climate services and products for on-farm decision making, (4) To review the Information and Communication Technologies (ICTs) that are currently being used by farmers in Africa and South Asia and how they can be used for effective dissemination of climate products and services.

1. Program Description. (Page 3 of 6)

APPROACHES AND METHODS :

We shall follow the approach developed by USAID to put climate change adaptation in the broader development context. The approach is to work directly with Farmers Associations in East Africa, Southern Africa, West Africa and South Asia through sub-regional workshops culminating in an Inter-Regional Workshop on Farmer Networks for Demand-driven Climate Services. Although the countries identified for this project proposal over East Africa, Southern Africa, West Africa and South Asia have many active Farmers Associations, there are no such Networks linking Farmers across Africa or linking farmers in Africa and South Asia. Thus, the project will establish such Networks

Development Objective : To improve the livelihoods and economic welfare of farmers in Africa and South Asia through (a) establishing an effective inter-regional network for promoting the sharing and use of knowledge on climate products and services, (b) developing effective mechanisms to ensure timely delivery of easily understandable climate forecasts and services for decision making by farmers, (c) Promoting cross-regional cooperation between Farmers Associations in East Africa, Southern Africa, West Africa and South Asia. The development objectives ‘(a and c)’ aim at fulfilling objectives (1 and 3) stated in the “Goals and Objectives” which involve cataloguing farmers’ needs in Africa and South Asia for weather and climate information for on-farm decision making and thereafter establishing an effective cross-regional link or network of the farmers towards sharing of knowledge and information on identified climate services and products for on-farm decision making. The development objective ‘b’ relates with the objectives (2 and 4) stated in the “Goals and Objectives” which seek to review the Information and Communication Technologies (ICTs) that are currently being used by farmers in Africa and South Asia and how they can be used for effective dissemination of climate products and services and thereby overcome the constraints farmers in Africa and South Asia are facing in obtaining climate information and their applications.

Requirements for Development Objective :

Project Team (PT) members: CVs/Resumes of key project personnel are expected to be attached to this Application Form. Their experiences that are relevant to the grant activity are to be highlighted and labeled as “Attachment C – CVs”.

The project team will be in contact with the Farmers Associations in East Africa, Southern Africa, West Africa and South Asia, interested Farmers Associations, Information and Communication Technology (ICTs), outfits, National Meteorological and Hydrological Services (NMHSs) as well as National Agricultural Research and Extension Services (NARESs) will be engaged in achieving development objective .

Enabling Environment : The results from this work can be immediately integrated into National Agricultural Development Plans and Strategies. Feedbacks from the Regional Network can improve the provision of climate services and products to farmers by NMHSs.

Constraints/Impediments :

In these parts of the world (East Africa, Southern Africa, West Africa and South Asia) there are many impediments/constraints to farmers’ economic welfare, such as :

- I. Lack of appropriate resources for Farmers Associations
- II. Inadequate knowledge of farmers of the growing impacts of climate variability and climate

change on farming systems in East Africa, Southern Africa, West Africa and South Asia.

III. Language barriers in understanding the climate products and services which are often presented either in English or French.

IV. Lack of adequate interaction between NMHSs and Farming Communities.

V. Lack of awareness of the importance of indigenous knowledge.

Under this project the key impediments/constraints especially 'ii-v' will be addressed

Opportunities/Solutions :

In spite of the above constraints/impediments that threaten farmers' economic welfare over these regions, there are some opportunities which the present project can make use to fulfill its "Goals and Objectives" stated earlier

Opportunities:

Presence of functional Farmers Associations in East Africa, Southern Africa, West Africa and South Asia. These Farmers Associations have laid the foundation in their respective countries and these platforms will be utilized as opportunities in achieving the goals and objectives of this project

The NHMSs have a role to provide Agro-meteorological -advisories to farmers for on-farm decision making. Greater interest among NMHSs to collaborate for the provision of effective climate products and services will also be an opportunity in achieving the goals and objectives of this project

Solutions :

- Provision of improved access to farmers of ICTs eg. mobile phone communication.
- Organization of training seminars to farmers on climate variability, climate change and other relevant aspects related to climate information and services.
- Strengthen and sustain Farmers Associations through capacity building.
- Provision of climate products and services in various regional languages.
- An advisory team comprising subject matter Agriculturists and NMHSs to interact with farmers in a timely and organized manner.
- Survey and documentation of indigenous knowledge of farmers on climate forecasts.

As stated earlier the overall goal of this project proposal is to lay the foundation for establishing effective and sustainable Regional Networks that link farmers in Africa and South Asia to enhance knowledge sharing on climate services and products for on-farm decision making and for content development that is demand-driven and need-based. In this regard the project will build on the work that the national farmers' associations have carried out within their operations in line with climate change adaptation in Asia and Africa. The proposal has also identified specific "Goals and Objectives" along with constraints/impediments. As part of this project proposal we will be engaged in the ensuing specific activities in order to achieve the goals.

Activity 1 : ESTABLISHMENT OF CONTACTS WITH FARMERS ASSOCIATIONS IN EAST AFRICA, SOUTHERN AFRICA, WEST AFRICA AND SOUTH ASIA

- The Project Team (PT) led by the main contact person and alternate contact person will establish the project Secretariat at the Department of Soil Science, in the University of Ghana once the proposal is approved. The Secretariat staff will comprise the main and alternate contact persons, a full time administrative Secretary and a graduate student who will help in database development and management on the project. He will focus his thesis on aspects of the project (to be identified jointly with him) which should later lead to a PhD

research study. The PT members will help identify a contact person (focal point) of each of the Farmers Associations given below:

1. Program Description. *(Page 4 of 6)*

- The Eastern and Southern Africa Small Scale Farmers' Forum (Focal Point: Mr. Hakim Baliraine General Secretary P.O.Box 1782 Morogoro, Tanzania hakimbaliraine@yahoo.co.uk) Mviwata Farmers Association in Tanzania (Mr. Martin Pius, PO Box 446, Babati Manyara, Email : mpius@mviwata.org); Northern Ghana Upland Crop Farmers Association in Ghana; Indian Farmers Federation in India; and Nepal Farmers Association in Nepal. Due to a limited project budget, the PT finds it more practically feasible to start with these few, performing and readily accessible sub-regional representations and expand with time as further budgetary support is sought.
- Once the farmer association contact persons are established, survey forms outlining all relevant information required to be captured will be sent to the contact person of n order to identify the priority actions that will guide the PT in the provision of effective climate products and services to the associations. Some of the information to be sought in the survey form will include the: (i) type and content, (ii) time or frequency of delivery, (iii) channels of delivery, (iv) languages of delivery, (v) usefulness, (vi) access and application constraints (vii) preferred options etc of weather and climate information and services are currently available . After receiving the completed survey forms from Farmers Associations, a database will be compiled on the priority actions by the graduate student working closely with the PT.

Activity 2 : BASELINE SURVEY OF FARMERS ASSOCIATIONS AND PREPARATION OF DATA BASE

In order to address the issues raised in the previous paragraphs, it is proposed to conduct a baseline survey of Farmers Associations with a well designed questionnaire. On receiving the responses to the questionnaire a comprehensive data base will be prepared that would help in the preparation of background materials for the Sub-Regional and Regional workshops.

It is proposed to assign these tasks to a graduate student in the Soil Science Department of the University of Ghana (Focal Institute of the project), who would use this project work towards his/her thesis.

Activity 3 : ORGANIZATION OF REGIONAL WORKSHOPS IN AFRICA AND SOUTH ASIA

It is proposed to organize two sub-regional workshops in January/February 2014 viz., the first in Kampala (Uganda) for the three regions in Africa and the second in Kathmandu (Nepal) for South Asia.

The regional workshops are mainly focused on bringing r Farmers Association representatives, and expert representation from meteorological services, agriculture extension, ICT specialized companies, and the Project Team members. The attendance of the workshop will be gender sensitive to cater for that specialized consideration. The workshop details will primarily address issues arising from the country-level surveys in order to address the overall goal and objectives of the project. By the end of the deliberations, foundation of the establishment of viable farmers' networks will be developed as well as discussing the following major issues:

- Type of weather and climate information available now and how it is being used by farmers
Assessment of weather and climate information needs of farmers.
- Constraints to access and use of weather and climate information
- Channels for communicating weather and climate information
- Content development for application of weather and climate information
- Packaging of weather and climate information for farmers
- Develop weather and climate information communication materials
- Use the workshops to establish working relationships as a way of laying the foundations for the establishment of sustainable sub-regional networks.

Activity 4 : ORGANIZATION OF THE INTER-REGIONAL WORKSHOP

Following the two sub-regional workshops it is proposed to organize an Inter-Regional workshop for Africa and South Asia in June/July 2014 in New Delhi (India).

This workshop which will involve the Farmers Association representatives, the Project team members representatives of the project sponsors, Agricultural Ministers of countries represented (any others as catered for in our budget ?) will primarily address the following issues :

- Presentations on outcomes from the national and sub-regional workshops and identification of common problems.
- Discussions on capacity building and knowledge sharing.
- Establishment of working relationships as a way of laying the foundation towards the establishment of a future sustainable inter-regional network.
- Modalities for establishment of sustainable inter-regional Networks.

Way forward Activity 5 : SYNTHESIS REPORT ON IMPROVED CLIMATE SERVICES FOR SMALLHOLDER FARMERS IN AFRICA AND SOUTH ASIA

The synthesis report will summarize the major outcomes of the baseline survey of the Farmers Associations and the components of the Data Base. The outcomes of the sub-regional and inter-regional workshops in terms of providing better weather and climate information to the smallholder farmers will be highlighted in the synthesis report. The synthesis report will also: (i) bring out future course of actions including establishment of the sustainable Regional Network or promoting Climate Services for Smallholder Farmers in Africa and South Asia, (ii) highlight the steps that will be undertaken regarding the future sustainability of such a Network. To include among others – Monitoring and Evaluation ; Visibility of the work done (Publicity); Internet forums and Discussion Group. The project will as much as is feasibly possible document the level of activity achieved towards the establishment of sub regional and regional farmers' association networks. The sustainability of the networks will also be discussed and recommendations taken note of.

The synthesis report will be prepared in the major regional languages for easy understanding by the Farmers Association members of the regions.

KEY PRODUCTS OF PROJECT

The KEY products of this project will be (1) a foundation for the establishment of sustainable sub-regional and regional networks of Farmers Association and other stakeholders for the provision of weather and climate information and services to farmers in Africa and South Asia, through establishment of working relationships among the sub-regional representatives (2) a synthesis report that will (i) summarize the major outcomes of the baseline survey of the Farmers Associations and also

present a database on the Farmer Associations of the surveyed areas and (ii) outline solutions towards providing better weather and climate information and services to the smallholder farmers in Africa and South Asia.

SUMMARY OF PROJECT ACTIONS

The goal and objectives of this project have been stated as well as a number of specific activities that can help achieve those objectives and hence the overall goal of “**Laying the foundation for establishing sustainable Networks Linking Farmers Across Africa and South Asia for Demand-driven Climate Services**”. It is believed that, this foundation will lead to the future establishment of long-term sub-regional and regional networks.

1. Program Description. *(Page 5 of 6)*

For reference, this was the suggested outline for the program description:

1. *Introduction/Context*
2. *Program of Activities*
 1. *For each activity, subsections might include:*
 1. *Objectives and obstacles to be addressed (e.g., access, equity)*
 2. *Key team members and personnel*
 3. *Geographic setting*
 4. *Timing (generally)*
 5. *Detailed description of what the activity will involve and how it will be implemented*
 6. *Outcomes*
 7. *Relationship to grant application evaluation criteria (e.g., scalability)*
 3. *Synthesis of Activities and Expected Outcomes*



2. CVs/Resumes of key personnel are attached to this Application Form. *Please highlight*

<i>especially their experiences that are relevant to the grant activity (Label as “Attachment C – CVs”)</i>		
<p>3. Timeline of Activities <i>Please provide an outline of when you expect the various activities envisioned in your Program Description to take place. It should align with the “Schedule of Proposed Deliverables” below.</i></p> <p>(Sep-Nov 2013) : (a) Establishment of project focal points in participating countries and development of comprehensive activities to be undertaken; (b) Recruitment of a fulltime secretary for project office; (c) Establishment of contacts with farmers associations in east Africa, southern Africa, west Africa and South Asia; (d) Engagement of a graduate student in the Soil Science Department of the University of Ghana (Focal Institute of the project) to develop and disseminate the questionnaires to the contacts of Farmers Associations and others; (e) Analysis of the responses from different regions to the survey questionnaires and creation of Data Base.</p> <p>(Dec 2013 - Feb 2014) : (a) Preparation of a brochure and publicity materials for the sub-regional workshop; (b) Establishment of the local organizing committee and workshop secretariat; (c) Preparation of list of participants in consultations with regional focal points project focal points; (d) Preparation of the workshop (Ticketing, accommodation, other logistic arrangements, finalization of workshop programme etc.); (e) Organization of the workshop in Kampala in January and Kathmandu in February 2014; (f) Preparation of workshop reports.</p> <p>(Mar – May 2014) : (a) Dissemination of sub-regional workshop reports to Farmers Associations and USAID. (b) Establishment of the International Organizing Committee for the Inter-Regional workshop and local secretariat in New Delhi in June/July 2014; (c) Preparation of brochure and publicity materials for the Inter-Regional workshop in New Delhi ; (d) Preparation of list of participants in consultations with regional focal points project focal points; (e) Preparation of the workshop (Ticketing, accommodation, other logistic arrangements, finalization of workshop programme etc.);</p> <p>(Jun – Aug 2014) : (a) Organization of the Inter-Regional workshop in New Delhi in June/July 2014; (b) Preparation of workshop report; (c) Dissemination of the workshop report to Farmers Associations; (d) Preparation of the Synthesis Report of the project and its submission to USAID (Sponsor of the project).</p>		
<p>4. Schedule of Proposed Deliverables. <i>For example: reports, published papers, workshops, case studies etc.</i></p>		
Deliverable	Description of Content	Delivered No Later Than

Establishment of project focal points	These are experts in participating countries who were involved in the development of the small grant proposal.	End of September 2013
Recruitment of a fulltime secretary	The full time secretary will be responsible for the administrative functions in the project office.	End of September 2013
Establishment of contacts with farmers associations	The farmers associations in east Africa, southern Africa, west Africa and South Asia are the main stake holders in this project.	End of October 2013
Engagement of a graduate student.	The graduate student in the Soil Science Department of the University of Ghana (Focal Institute of the project) will develop and disseminate the questionnaires to the contacts of Farmers Associations and others.	End of September 2013
Creation of Data Base.	Responses from different regions to the survey questionnaires are analysed and a Data Base is created.	End of November 2013
Brochure and publicity materials for the sub-regional workshop	These materials provide background information on the sub-regional workshops in Kampala and Kathmandu.	End of December 2013
List of participants in the workshops finalized.	This list will be finalized in consultations with regional and project focal points.	End of December 2013
Workshop programme finalized	The workshop programme will be designed in accordance with the responses received from the farmers associations survey.	End of December 2013
Workshops in Kampala and Kathmandu organized.	Organization of the sub-regional workshops in Kampala in January and Kathmandu in February 2014;	End of February 2014
Reports of two sub-regional workshops prepared.	After the conduct of two sub-regional workshops in Kampala and Kathmandu the detailed report of each will be prepared.	End of March 2014
Brochure and publicity materials for the Inter-Regional workshop in New Delhi.	These materials provide background information on the Inter-Regional workshop in New Delhi in July 2014.	End of March 2014
List of participants in the workshop finalized.	This list will be finalized in consultations with regional and project focal points.	End of May 2014

Workshop programme finalized	The workshop programme will be designed in accordance with the conclusions of the Sub-Regional Workshops held in Kampala and Kathmandu	End of May 2014
Workshop in New Delhi organized.	Organization of the Inter-Regional Workshop in New Delhi in July 2014.	End of July 2014
Preparation and dissemination of the Report of the Inter-Regional Workshop.	After the conduct of the Inter-Regional Workshop in New Delhi the detailed report of the workshop will be prepared and disseminated to Farmers Associations and USAID.	End of August 2014
Synthesis Report of the project	The Synthesis Report of the project will be prepared and submitted to USAID (Sponsor of the project) and to the different Farmers Associations.	End of August 2014
Documentary Film on Farmer Needs for Weather and Climate Services in Africa and South Asia	The film shows the farmer field practices in the five participating countries and various interventions to improve weather and climate services delivery to farmers in Africa and South Asia.	Post-August 2014

**SECTIO
N C** **Budget**

Please submit a budget in EXCEL with all costs listed under the following categories. No costs should be labeled as “miscellaneous” – costs listed should be as detailed as possible – and all costs must be directly related to the grant activity. Please refer to the Solicitation for a list of costs that will not be funded.

I. Labor (ex: staff salaries, consultant fees)		
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
II. Travel (ex: plane tickets, ground transportation, visas, hotel)		
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
III. Communications/Administrative (ex: photocopies, film, Fedex fees)		
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
IV. Equipment (non-office supply materials)		
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
V. Conference/Workshop Fees		
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount
Name/Description of cost	Unit (each/ per day/ per month etc.)	Amount

Non-US Applicants: Budget must be in local currency. The total of the budget should also be shown in US Dollars with the

exchange rate documented

US Applicants: *Budget must be in US Dollars. If there is any currency conversion, this should be noted and the exchange rate documented.*

- Budget has been attached to this application form. (Label as “Attachment D – Program Budget”)***

SECTIO ND	Certifications
1.	3. CERTIFICATION REGARDING TERRORIST FINANCING IMPLEMENTING EXECUTIVE ORDER 13224
<p>By signing and submitting this application, the prospective recipient provides the certification set out below:</p> <p>The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.</p> <p>The following steps may enable the Recipient to comply with its obligations under paragraph 1: Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's Website : http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.</p> <ol style="list-style-type: none"> a. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's Website: http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. b. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware. c. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activities <p>A. For purposes of this Certification</p> <ol style="list-style-type: none"> a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe-houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials." b. "Terrorist act" means- <ol style="list-style-type: none"> i. An act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: http://untreaty.un.org/English/Terrorism.asp); or ii. An act of premeditated, politically motivated violence perpetrated against 	

annual audits, as required by ADS 591, to include in their review of our internal controls sufficient testing of the implementation of our personnel, travel and procurement policies to confirm compliance with Federal and USAID requirements.

8. I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Signature of Authorized Representative:	9.	10. TITLE:	11.
Printed Name:		Date Signed	

3 12. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS
Only applicable to US organizations and Non-US organizations which have any grant activities that will take place in the United States

_____ (hereinafter called the "Applicant")
 (Name of Applicant)

hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from AID, and that with respect to the grant for which application is being made, it will comply with the requirements of:

- (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d) which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance,
- (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance,
- (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds,
- (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
- (5) AID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

If the Applicant is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the Applicant establishes to the satisfaction of the AID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of or participants in such program.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the Applicant.

Signature of Authorized Representative:	13.	14. TITLE:	15.
Printed Name:		Date Signed	

U.S. Agency for International Development

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