

START-UP WORK PROGRAMME

Implementing Agency:

ASARECA (Association for the Strengthening of
Agricultural Research in Eastern and Central
Africa)

Scientific Partner: ICRISAT

Network: SWMnet

Name of Project : Regional Programme to Support
Agricultural Research in East Africa

Period : 1st October 2003 to 31st December
2003

EDF Project No : 8 ACP ROR 014

Total Amount : Euro 50,000

1. Introduction

This Start-up Work Plan covers the activities to be implemented by SWMnet within the framework of the Regional Programme to Support Agricultural Research in East Africa (EDF 8 ACP ROR O14). It sets out the technical, financial and procurement procedures for the operation of SWMnet the start-up period from 1st October 2003 to 31st December 2003.

The overall and long term objective of the is as summarized below:

GOAL	Enhance Sustainable Agriculture Productivity in ECA
PURPOSE	Promote Sustainable and Optimal Utilization and Conservation of S&W in ECA
OUTPUTS	1. Networking at national and regional levels developed and operational
	2. Availability of appropriate S&WM technological packages in ECA enhanced and increased
	3. Capacity to manage S&W resources strengthened
	4. Policy recommendations on improved S&WM developed and adopted

The total contribution for the network activities co-financed by the European Development Fund is Euro 205,440. The requested contribution from the EDF is Euro 50,000, while Euro 155,440 is contributed from the ASARECA Secretariat Work Programme and Specific Commitments.

2. Background

The SWMnet has been under formulation since 1998. The objective of the Network is to contribute to regional economic growth and improved prosperity by developing and disseminating technologies and practices for sustainable and optimal utilization and conservation of soil & water resources in East and Central Africa. The aim of the Network is to enhance national efforts by addressing common regional researchable constraints and opportunities, thus improving the incomes of small-scale farmers, processors and traders. During the start-up period of 3 months, three results will be produced:

- Effective Management of Network, **in place**
- Broad Participatory Involvement in Planning Process, **achieved**
- Operational Guidance for the Network, **developed**

See annex A for details

The Prospective Network has accomplished the following achievements to-date:

- i) Organized a strategic planning workshop, leading to the publication and wide distribution of SWMnet Discussion Paper No. 1.
- ii) Organized a regional workshop on Databases and Modeling for S&WM, leading to publication of a report as SWMnet Discussion Paper No. 2.
- iii) Participated in ASARECA Priority Setting Process and developed the basic understanding to be used by SWMnet.
- iv) Prepared and submitted to CTA a proposal and request for a small budget to undertake training on Training of Trainers (ToT) on Strategies for Communication and Scaling-Up Outputs from Soil and Water Management Research in East and Central Africa.
- v) Organized a regional team from Ethiopia, Kenya, Tanzania and Uganda to prepare a concept note to compete in the first call for proposals of the CGIAR Challenge programme Water and Food. The Concept Note titled "Potential and Opportunities for Increasing Productivity of Rainwater in Food Production Enterprises in Upper Catchments of the Nile Basin" was among about 25% of the concept notes that were accepted to go for full proposal. The full proposal has been prepared and submitted on 15th September 2003.
- vi) Developed and launched a webpage within the ASARECA website.
- vii) Participated in three major global meetings including the 3rd World Water Forum in Kyoto, to promote the soil and water management agenda of ECA.

The network has experienced the following difficulties:

- i) To operate on interim basis for over 5 years. We have tried to maintain the Network on voluntary basis without paid staff, facilities or budget.
- ii) Without substantive staff, the Network has failed to pursue potential fund raising activities, and several opportunities may have been missed.
- iii) Electronic communication to several countries was a major problem.

SWMnet – Start-up Work-Plan & Cost Estimate (Oct – Dec 2003)

This is a start-up work-plan submitted by SWMnet for the European Development Fund under the ASARECA.

The following assumptions have been made:

- The continued commitment of NARS in member counties to the Network.
- The continuing willingness of ICRISAT to act as the leading scientific partner for the Networks, and IWMI to play the role of technical support to the network.

3. Network Administration

3.1 Executive Direction

The ASARECA Committee of Directors oversee the direction and operations of the Networks. SWMnet has a Steering Committee for reviewing, evaluating and supervising operational activities. In addition SWMnet will have a Co-ordination Unit to assist the members in operating effectively together.

3.2 Day to Day Management

The daily network management will be carried out by the SWMnet Regional Coordinator. He will ensure the monitoring of all activities foreseen under this Work Programme. He will provide regular information and contact with the Steering Committee, the RAO and through the Secretariat the Delegation of the European Commission.

The Network Coordinator will report to a Network Steering Committee. The Committee will have a

- Chairman – Elected by the Regional Steering Committee (RSC) among its members, by annual rotation among the member NARS
- Secretary – the Regional Coordinator
- Members – Representing member NARS, IARCS, NGOs and other stakeholders as decided by the RSHW.

3.3 Funds Control

The EU Funds for the imprest account will be transferred from Brussels to the ASARECA EU Account, from which they will be dispersed to the Network Imprest Account. Payments will be made from this account in accordance with the approved activities in the Work Plan. A financial procedures manual has been developed by ASARECA-RSU covering the requesting, controlling, disbursing, recording and reimbursement of EU Funds. Quarterly and annual (financial and progress) reports will be submitted by the Network. Internal auditing will be undertaken by the Network under the guidance of the ASARECA /RSU while a firm of internationally recognized auditors will be contracted to perform the annual external audit. Internal evaluations will be performed by the Network under the guidance of the ASARECA / MEAPU while external consultants (PRMP) will be contracted to perform an annual evaluation.

3.4 Reporting

The programme will be required to submit quarterly progress reports and a detailed annual technical report within one month of the end of the period covered. A final financial report will be presented within six months of the end of the Work Programme period detailing expenditures against budget. Copies of the report should be presented to the members of the Network Steering Committee. Three copies must be sent to the RAO's office (Secretariat, MEAPU and RSU) and 3 copies to the EC Head of Delegation.

5. Budget and Financial Requirements

The table below summarizes the work programme's budget requirements for the 3 month period from 1st October 2003 to 31st December 2003.

Component : SWMnet Cost Estimate Summary

Budget Line	Sub Component	E.U. Contribution		Other Donors	Members	Other Sources	Total Funds
		Imprest Account	Specific Commit				
1	Coordination Unit Operational					155,440 (Sec. WP)	155,440
2	Steering Committee Meeting	15,000					15,000
3	Stakeholders Workshop	35,000					35,000
4	Capacity Building						
5	Scientific Partnership with ICRISAT						
	Total for SWMnet	50,000				155,440	205,440

6. Administrative Rules and Procurement Information

6.1 Approval Procedures and Signatory Authority.

Contracts will be prepared by the Coordination Unit and approved by the Chairman of the Bids and Award Committee.

6.2 Payment from the Imprest Account.

The limits for payments from the Imprest Account are in accordance with Annex E “Imprest Account Contractual Document” and Annex F “Detailed Rules for Conducting Imprest Accounts in EC-Financed Programmes and Projects”.

6.3 Award of Contracts.

The limits for the different procurement procedures for contracts are in accordance with Annex E “Imprest Account Contractual Document” and Annex F “Detailed Rules for Conducting Imprest Accounts in EC-Financed Programmes and Projects”.

6.4 Performance of Contracts.

The performance of the contracts will be monitored in accordance with the General Regulations and General Conditions for Supplies, Services and Works.

7. Duration & Signatures

7.1 Duration

The Start-up Work Plan will have a duration of 3 months covering the period from the 1st October 2003 to 31st December 2003.

7.2 Signatures

The table below gives details of each signatory authority.

SIGNATURES	
1. For the Imprest Holders	
Signature Name & Title : Prof. Nuhu Hatibu	Date Coordinator of SWMnet
Signature Name & Title : Dr. Said Silim	Date Regional Representative ICRISAT
2. For the Accountants / Financial Managers	
Signature Name & Title	Date Director Finance ICRISAT
Signature Name & Title	Date Head Financial Services ICRISAT
3. For the Regional Authorizing Officer	
Signature Name & Title : Dr. Seyfu Ketema	Date Executive Secretary ASARECA
4. For the European Commission, the EC Head of Delegation	
Signature Name & Title : Mr. Sigurd Illing	Date Head of Delegation EC Delegation to Uganda

8. Annexes

- a) Logframe – for the start-up period
- b) Activities – timeframe / gannt chart
- c) Financial Information
- d) Salaries
- e) Procurement Information
- f) Imprest Account Contractual Document
- g) Detailed Rules for Conducting Imprest Accounts

SWMnet Start-UP (2003) Log-frame

	Intervention Logic	OVI s	MOV s	Assumptions
Project Goal	To consolidate the endorsement of market oriented research and development on soil and water in ECA region			
Project Purpose	To establish an acceptance and broad ownership of regional collaboration in market oriented research on Soil and Water	Increased and broader participation and interest of regional NARES in Network Activities	Progress Reports	NARS accepts the new focus on market-orientation of agricultural research
Expected Results	1. Effective Management of Network, in place	Coherent strategy and action plan	Strategic Plan. AWP&CE Progress Reports	NARS continue to give priority to soil and water research while supporting regional networking
	2. Broad Participatory Involvement in Planning Process, achieved	Strategic Plan. Input to AWP 2004. Decision on Steering Committee	Proceedings of Stakeholders Workshop	
	3. Operational Guidance for the Network, Developed	Final AWP 2004.	Minutes of Steering Committee Meeting	
Result	Activities	Means	Cost/Source	Assumptions
Effective Management of the Network	1.1 Mobilize Coordinator and operationalise the Unit 1.2 Create a database of existing information, resources and capacity within the Region 1.3 Finalize Conceptual Framework for network. 1.4 Revise Strategic Plan (5-year Work Programme). 1.5 Prepare Annual Work Programme for 2004	Secretariat Co-ordinator Co-ordinator Co-ordinator Co-ordinator	E 155,440 EDF via Secretariat Work-plan.	ICRISAT continue to provide scientific partnership
Broad and participatory involvement in planning process	2.1 Conduct Stakeholders Workshop 2.2 Review and endorse Strategic Plan (5-year Work Programme) 2.3 Give guidance for AWP preparation 2.4 Develop ToRs and decide on Composition of RSC.	Co-ordinator Stakeholders Stakeholders Stakeholders	E 35,000 EDF via Network Work-plan	NARS will select delegates that are representative of S&W stakeholders
Operational Guidance for the Network	3.1 Conduct Steering Committee Meeting. 3.2 Review and endorse Annual Work Programme 2004.	Co-ordinator Steering Committee	E 15,000 EDF via Network Work-plan.	