



STDF - CABI - ICCO PROJECT:
**“CocoaSafe”: Capacity Building and Knowledge Sharing in SPS in
Cocoa in Southeast Asia (STDF/PG/381)**

REPORT OF
*First six months of project
implementation (Nov 2013 – May 2014)*

23 May 2014

Prepared by

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July 2014

STDF PROJECT PROGRESS REPORT

PROJECT TITLE:	“COCOASAFE”: CAPACITY BUILDING AND KNOWLEDGE SHARING IN SPS IN COCOA IN SOUTH EAST ASIA	
PROJECT PROGRESS REPORT:	<input checked="" type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th	
PROJECT START AND END DATES	From: NOV 2013	To: OCT 2015
PERIOD COVERED BY THIS REPORT:	From: NOV 2013	To: MAY 2014
PROJECT IMPLEMENTING AGENCY (PIA):	CABI SOUTH EAST ASIA OFFICE	
CONTACT PERSON:	Name: Dr. Soetikno S. Sastroutomo Title: Senior Scientist & Project Coordinator Tel: +60389432921 E-mail: s.soetikno@cabi.org	

OVERVIEW:

Briefly describe: (i) the objective of the project; (ii) progress in project implementation to date; (iii) any particular issues faced and/or results achieved during this reporting period.

(I) Project Objective(s)

The overall development objective of this project is to produce and trade cocoa that meets food safety and international SPS standards. The immediate objective of the project is to increase awareness of SPS issues among supply chain stakeholders through innovative knowledge dissemination.

The specific objectives of the project are:

1. Improving the quality of cocoa through capacity building in SPS;
2. Promoting and facilitating knowledge sharing between stakeholder groups participating in the project, and;
3. Raising awareness among cocoa stakeholders beyond the project’s immediate reach on food safety concerns in the whole supply chain (and how to address them).

(II) Progress in Project Implementation to Date

The project was officially launched during the Inception Workshop held over two days in Kuala Lumpur on 27-28 November 2013. The purpose of the workshop was to launch the project, finalize details regarding project implementation and review the information available to start formulating the training material. A total of 21 participants attended the workshop. In addition to project representatives from each organization/country, FAO (Ms. Shashi Sareen, Senior Food Safety & Nutrition Officer), the STDF Working Group (Mr. Sidney Suma, Biosecurity Adviser, GOS-UNDP-GEF) and Mars (Dr. Smilja Lambert, Cocoa

Sustainability Research Manager for Asia Pacific Region, Mars Global Chocolate) were also represented.

During the two day session, participants discussed details about the project, including activities, work plan, role and responsibilities of each National Implementing Organization (NIO). Participants also reviewed information resources and inputs available to formulate training material. At the end of the first day, the Project Steering Committee (PSC) held its first meeting to discuss further project matters. During the closing session the PIA provided a summary of the main topics discussed during the workshop. In addition, the following action points were agreed by all participants: 1) Inception meeting report (with inputs from ICCO); 2) Including detailed work plan for months 1-6; 3) Updated logframe with improved indicators; 4) Training curriculum development; 5) Provide budget breakdown to each of the country partners; 6) Contact FAO (Shashi) to obtain farmers selection criteria used by FAO in the Vietnam project. Also request a link for the Vietnam project website as an example for the 'CocoaSafe' project website. The report of the Inception Workshop is **attached in this report**.

Following the Inception Workshop, the PIA initiated project activities. A revised detailed version of the work plan was submitted to members of the PSC for comments and observations in early December 2013. The work plan included specific details and target dates for activities scheduled for the first six months of the project. **A revised work plan is attached to this report in the Inception Workshop Report.**

The PIA, in close collaboration with staff members from CABI UK, continued work by reviewing the logical framework. The project indicators in the logframe were reviewed and refined in order to clearly show more quantitative progress of project activities. The revised version of the logframe was sent to members of the PSC for comments and observations. In parallel actions, each NIO endeavoured to organize National Steering Committees (NSC) to ensure adequate implementation of project activities in each country.

During the time of reporting, the PIA collected further information material. Formulation of locally adapted training curricula for training of trainers was developed in English. (**see curricula in the training manual attached**). The PIA also prepared three (3) questionnaires aimed for farmers' groups/leaders, agro-dealers and processors/collectors, which were submitted to the participating countries. In addition, the PIA was able to successfully launch the project website (www.cocoasafe.org). The site contains general information about the project, including information resources (project manuals, SPS information, links to other sites, etc) and a section for project partners to access.

Preparation for the Training of Master Facilitators (TOMF) was completed for all participating countries. Malaysia achieved progress through the implementation of the Training of Masters Facilitators. Detailed information about the training, including the dates and locations, is available on the project website. Contribution from the private sector was provided during the TOMF. A one-day-training and knowledge sharing on "Safe Use of Pesticides" was provided by CropLife Asia – Malaysia office on 11 April 2014. In Indonesia, it was decided to organize the TOMF during the second semester of the first year of the project following the fasting month of Ramadan. Likewise, CropLife Indonesia will be contacted, as well as representatives from MARS and other NGO's, to contribute to the TOMF.

(III) Issues and Results Achieved During Reporting Period

NIOs were fully engaged by the PIA in the process of formulating and developing locally adapted curricula for Training of Master Facilitators (TOMF) in the English version. A total of 50 copies of curricula in English version were printed and distributed (**Activity 1.1**). The Project Steering Committee (PSC) was established during the project Inception Workshop in Kuala Lumpur, where the project was officially launched (**Activity 3.2**). Representatives from the participating countries, the PIA, ICCO, FAO, STDF and private sector are all represented in the PSC. National Implementing Organizations in Malaysia and Indonesia establish their National Steering Committees (NSC) on 23rd December 2013 and 13th January 2014 respectively. The NIOs confirmed the availability of counterpart contributions, both in-cash and in-kind (**Activity 3.1**).

Work on the preparation of survey questionnaires was initiated following the inception workshop. During the workshop, all participants agreed on the methodology to implement the survey. In late February 2014, the PIA

sent a draft version of the questionnaire to all participants for comments and observations. The questionnaire was finalized on 15th March 2014. Three survey questionnaires were prepared and distributed to all NIOs (farmers' groups/leaders, agro-dealers and processors (**Activity 1.8**).

Likewise, project participants discussed the set-up and content of the project website during the Inception Workshop. Participants indicated it was important to realize that the website would act as the main means of communication and knowledge sharing among project participants. The representative from FAO highlighted several examples of similar websites which could be used as reference. Once the website is set-up and running, it was recommended that news letters are sent periodically to remind users of new information and developments on the site. Up-to-date information on national and international SPS regulations, issues related to pests and diseases, and information about projects, programmes implemented in the region, are to be continuously uploaded to the site. A section exclusive for project partners' will be set up, where the NIOs can upload progress reports, information resources developed, and information which is deemed relevant for the project (**Activity 2.1**). Following further consultations with all partners, the website was finalized and launched on 30th May 2014 – www.cocoasafe.org (**Activity 2.2**).

CABI, the project PIA, in close collaboration with the Malaysia Cocoa Board (MCB), successfully implemented the Training of Master Facilitators (TOMF) as part of **Activity 1.2**. The training sessions were organized over a period of 10 days, from 7-17 April 2014, at MCB R&D Centre, Teluk Intan, Perak, Malaysia. A total of 27 Master Facilitators were trained and provided with manuals and training material, which will be used in the cascade training. The Master Facilitators consisted of 5 scientists from MCB and 22 extension service staff (14 from MCB and 8 from the Department of Agriculture). For Indonesia, CABI and representatives from the Indonesian Coffee and Cocoa Research Institute (ICCRI) decided to organize the TOMF for Indonesia in the second semester of the project to coincide with other project activities. The manuals, training material and other information resources used during the TOMF are available on the project website.

PART A: Progress & Results

A. PROGRESS & ACHIEVEMENTS:

INDONESIA

- A national steering committee for implementing this project in Indonesia was set-up on 13th January 2014. (**Activity 3.1**)
- The NIO reviewed the outline for the training material, the questionnaires for the survey, and the proposed project website. Comments and feedback were sent to the PEA for consideration. (**Activity 1.8 and Activity 2.1**)
- Adopting training syllabus as guidance to be used for Training of Master Facilitator (TOMF) and Training of Facilitator (TOF). This syllabus included topics which are relevant to the main issue affecting cocoa production at field level which relate to food safety and cocoa sustainability that impact to cocoa productivity and farmer's income. This syllabus was finalized in English and is currently being translated to Bahasa Indonesia. Indonesia will produce 50 copies of the manual once funds for the implementation of this activity (US\$ 525) are transferred to the project account for Indonesia (**Activity 1.1**)
- The activities up to May 2014 focused on coordination and preparation of training (TMOF and TOF). The training module will start in mid-August 2014 when the fasting month (Ramadhan) has finished. Venue and materials for demonstration for the TMOF will be conducted in ICCRI during August 2014.
- Preparations for the training venue and other logistics for TMOF in ICCRI using ICCRI's in-kind budget (USD 3,675) and materials for the training such as demonstration plot and GAP training.

MALAYSIA

- MCB reviewed the outline for the manual for the TOMF. MCB provided comments and observations in line with the current situation within the Malaysian cocoa sector. In addition, MCB provided further information resources to be considered for inclusion in the manual (**Activity 1.1**).
- A national steering committee for implementing this project in Malaysia was set-up on 23rd December 2013. (**Activity 3.1**)
- The NIO reviewed the outline for the training material, the questionnaires for the survey, and the proposed project website. Comments and feedback were sent to the PEA for consideration. (**Activity 1.8 and Activity 2.1**).
- MCB provided the counterpart contribution (US\$ 3,675) and the necessary arrangements for the organization of the TOMF (**Activity 1.2**) in Malaysia. The training sessions were organized from 7-17 April 2014 at MCB R&D Centre, Teluk Intan, Perak, Malaysia. A total of 27 participants received training.

REGIONAL ACTIVITIES, COORDINATION AND MONITORING

PIA - CABI

- TOMF Training Manual prepared in English to be used in Malaysia & Indonesia (**Activity 1.1**)
- TOMF Training has been implemented successfully from 7-17 April 2014 at MCB R&D Centre, Teluk Intan, Perak, Malaysia and participated by 27 participants (**Activity 1.2**)
- 3 survey questionnaires, i.e. for farmer leaders, agro-dealers and processors/collectors were prepared and distributed to NIAs (**Activity 1.8**)
- The project website (www.cocoasafe.org) has been launched and inviting comments from NIAs (**Activity 2.2**)

- Regional Steering Committee was established during the Project Inception Meeting on 27th November 2013. The SC members comprised one representative each from NIAs (Indonesia, Malaysia and PNG), STDF, ICCO, FAO and CABI SEA with one secretary (minute taker) from CABI. It was agreed in the meeting that the second SC meeting would be organized during the training in Indonesia (mid-term meeting) and the third, at project close in late 2015. **(Activity 3.1)**
- Project Inception Meeting was organised in Kuala Lumpur, Malaysia from 27-28 November 2013. In this meeting the 1st Regional Steering Committee Meeting was also held. **(Activity 3.2)**

B. TIMEFRAME AND BUDGETING

Explain whether the project is on-track with regard to: (i) the budget; and (ii) the original timeframe. If either the expenditures and/or timeframe are off-track, please explain and describe the corrective actions being taken.

(i) **The budget:** The project is on track with regards to the original budget, as indicated by the project accountant. All participating countries have provided counterpart contributions in due time.

(ii) **The timeframe:** The project is on-track with regard to the timeframe.

C. OTHER IMPLEMENTATION ISSUES

Describe any significant changes to the project design, context or partners during the reporting period, or any other issues faced, and actions that are being taken in response, if appropriate.

The project has not being changed or modified from its original version. Project partners continue to assist authorities from Papua New Guinea to find additional resources that will allow stakeholders in PNG to benefit from the training modules and training material. Currently the project is exploring this possibility pending the availability of funds. A minor change in project implementation was agreed for Indonesia. The TOMF in Indonesia will be organized in September, following the fasting month of Ramadan.

D. OTHER COMMENTS:

Please provide any other relevant information or observations on the project, e.g. on lessons learned, particular challenges or issues that may arise in the next reporting period, changes to the logframe, etc.

At the request of STDF, the original logical framework of the project was modified during the Inception Workshop in Malaysia. At the time, the Working Group of STDF indicated that the project indicators needed to be much more detailed and stronger in order to have more detailed targets and objectives. Participants during the workshop made some proposals, which were all summarized and submitted to the PIA to be included in the new version of the logframe. An updated version of the logframe is attached to this report.

E. PROJECT DOCUMENTS:

Provide a list of key documents (e.g. mission reports, training materials, workshop reports, etc.) produced during this reporting period. Copies of the final versions of these documents should be attached to this report.

- i. TOMF Training Manual in English version
- ii. TOMF Training held at MCB R&D Centre, Teluk Intan (List of participants & TOMF Program)
- iii. Three survey questionnaires (for farmers, agro-dealers and processors/collectors)
- iv. National Steering Committee for Malaysia and Indonesia
- v. Report of the Project Inception Meeting including the revised logframe
- vi. Report on Cocoa Safe Website Development
- vii. Progress Report from Malaysia
- viii. Progress Report from Indonesia
- ix. Progress Report from CABI

PART B: STATUS OF THE OUTPUTS AND ACTIVITIES

Output / Activity	Indicator / Target:	Actual performance: (% complete)	Comments (results and challenges faced)																		
<p>Output 1: Improved capacity of relevant cocoa stakeholders along the cocoa supply chain (from farm to export point) in Indonesia, Malaysia and PNG to provide training on SPS and GAP practices in-line with international standards.</p>	<p>Indicator 1: increase in stakeholders' knowledge on SPS and GAP</p>																				
<p>Activity 1.1: Developing locally adapted curricula for training of trainers, tailors for key intervention points in the value chain.</p>	<p>Target 1: Curricula produced in English</p> <p>Target 2: Manual for TOMF to enable MF to train facilitators developed by month 3 (March 2014)</p>	<p>100%</p> <p>50%</p>	<p>50 copies of the manual for TOMF training ready on time and were distributed to trainees in hardcopy and softcopy in Malaysia. An addition 50 copies will be produce</p>																		
<p>Activity 1.2: Training of Master Facilitators (TOMF).</p>	<p>Target 1: 20 master facilitators (agricultural extension staff) trained in Malaysia.</p>	<p>100%</p>	<p>TOMF managed to train 27 master facilitators which consisted of 5 scientists from Malaysian Cocoa Board; 22 extension staffs (14 from Malaysian Cocoa Board and 8 from Department of Agriculture).</p> <p>The pre and post-evaluation on the TOMF course by the master facilitators (MFs) in Malaysia showed increased understanding on GAP and international SPS standard with all MFs scored above 80% in their post-evaluation. The details of the evaluation is as followed;</p> <table border="1" data-bbox="1464 1155 2136 1406"> <thead> <tr> <th data-bbox="1464 1155 1883 1198">Evaluation</th> <th data-bbox="1883 1155 2013 1198">Pre</th> <th data-bbox="2013 1155 2136 1198">Post</th> </tr> </thead> <tbody> <tr> <td data-bbox="1464 1198 1883 1241">Minimum score</td> <td data-bbox="1883 1198 2013 1241">22/40</td> <td data-bbox="2013 1198 2136 1241">32/40</td> </tr> <tr> <td data-bbox="1464 1241 1883 1284">Maximum score</td> <td data-bbox="1883 1241 2013 1284">33/40</td> <td data-bbox="2013 1241 2136 1284">40/40</td> </tr> <tr> <td data-bbox="1464 1284 1883 1327">No. MFs scored full marks (40)</td> <td data-bbox="1883 1284 2013 1327">0</td> <td data-bbox="2013 1284 2136 1327">11</td> </tr> <tr> <td data-bbox="1464 1327 1883 1370">No. MFs scored below 30</td> <td data-bbox="1883 1327 2013 1370">18</td> <td data-bbox="2013 1327 2136 1370">0</td> </tr> <tr> <td data-bbox="1464 1370 1883 1406">No. MFs scored 31 – 39</td> <td data-bbox="1883 1370 2013 1406">9</td> <td data-bbox="2013 1370 2136 1406">16</td> </tr> </tbody> </table>	Evaluation	Pre	Post	Minimum score	22/40	32/40	Maximum score	33/40	40/40	No. MFs scored full marks (40)	0	11	No. MFs scored below 30	18	0	No. MFs scored 31 – 39	9	16
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No. MFs scored below 30	18	0																			
No. MFs scored 31 – 39	9	16																			

	Target 2: 20 master facilitators (agricultural extension staff) trained in Indonesia	0%	TOMF in Indonesia will be implemented in mi-August following the period of Ramadan.
Activity 1.8: Designing survey questionnaires for baseline and impact studies.	Target 1: 3 questionnaires for farmer leaders, agro-dealers and processors/collectors	100%	3 questionnaires for farmer leaders, agro-dealers and processors/collectors have been prepared and distributed to NIAs (Malaysia & Indonesia) to be translated into Bahasa and to be used in TOF for all participants.
Output 2: Effective knowledge sharing and flow between organizations, project stakeholders, regional and international SPS authorities, and beyond, in Indonesia, Malaysia and Papua New Guinea	Indicator: Number and type of users accessing the website, periodical exchange of information among participating countries.		
Activity 2.1: Getting suggestions from partners on the website and access of users.	Target 1: feedback from project partners	60%	Waiting further comments from NIAs and other partners for further improvement.
Activity 2.2: Designing and creation of website/knowledge exchange platform.	Target 1: website up and running (www.cocoasafe.org)	100%	The website captured all activities to date from the inception meeting to the latest TOMF training workshop in Malaysia.
Output 3: Project coordinated and evaluated in an effective manner, with immediate objectives evaluated and indication of progress towards overall objective	Indicator: Comparison of project achievements with initial indicators		
Activity 3.1: Project Coordination – Establishing Regional and National Steering Committee (in Malaysia and Indonesia)	Target 1: Regional Steering Committee established.	100%	Regional Steering Committee was established during the Project Inception Meeting held in Malaysia in November 2013 with members from: ICCO, STDF, FAO, NIAs (Indonesia, Malaysia & PNG) and CABI.
	Target 2: National Steering Committee for Malaysia established.	100%	National Steering Committee for Malaysia was established on 23 December 2013 with Dr. Lee C.H. (DG MCB) as the Chairman.
	Target 3: National Steering Committee for	100%	National Steering Committee for Indonesia was established on 13 January 2014 with Dr. Teguh Wahyudi

	Indonesia established.		(Director of ICCRI) as the Chairman.
Activity 3.2. Organizing Project Inception Meeting and preparing the Report.	Target 1: Project Inception Meeting organized.	100%	Project Inception Meeting was organised in Kuala Lumpur, Malaysia from 27-28 November 2013 and participated by representatives from all NIAs (Indonesia, Malaysia & PNG), ICCO, STDF, FAO and partners (MARS).
	Target 2: Report of the Meeting produced.	100%	Final Report of the Meeting was produced in December 2013 and was distributed to all participants electronically.

PART C: FINANCIAL OVERVIEW

	STDF	In kind / Other	Total
Total project budget (US\$)	652,851	219,868	872,719
Total amount received to date (US\$)	130,570	12,588	143,158
Total expenditure during the reporting period*	92,406	12,588	104,994
Total expenditure to date (US\$)	92,406	12,588	104,994
Unspent funds (US\$)	560,445	207,280	767,725

*Please submit a separate financial statement with a more detailed description of expenditures during the reporting period, based on the approved project budget and planned outputs/activities.

ATTACHMENTS:

1. Financial statement
2. Documents produced during the reporting period
 - i. TOMF Training Manual in English version
 - ii. TOMF Training held at MCB R&D Centre, Teluk Intan (List of participants, trainers & TOMF Program)
 - iii. Three survey questionnaires (for farmers, agro-dealers and processors/collectors)
 - iv. National Steering Committee for Malaysia and Indonesia
 - v. Report of the Project Inception Workshop