

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

TECHNICAL COOPERATION PROGRAMME

Countries (I): 6

**Solomon Islands, Vanuatu, Papua New Guinea,
Tuvalu, Fiji, Tonga, Tuvalu**

Project title:

**Food Security and Sustainable Livelihood Programme
for Pacific Island Countries: National Capacity
Building for Strategic Project Identification and
Design.**

Project symbol:

Starting date:

October 2009

Completion date:

July 2010

Government Ministry responsible for project execution:

Ministry of Agriculture/ Environment/ Lands and Resource

Budget covering FAO contribution:

USD 369,000

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Signed:

Signed:

Jacques Diouf

Director-General

(on behalf of the government)

(on behalf of FAO)

SECTION 1. BACKGROUND

1.1 Context

The considerable food price rise and financial crises and already felt climate change effects on Pacific Island Countries (PICs) have highlighted food security and livelihoods vulnerability and fragility in the region. With many mainly very small islands dispersed in a vast ocean, the challenges for individual countries to address their common but also diverse problems, is enormous. PICs have various policies and initiatives in relating to agriculture, NRM and nutrition. However there are considerable challenges to bring them together into concerted and practical food security focused program and projects. Not least of these is the need for taking an inter-sectoral approach, which in turn requires multiple stakeholders processes, not just working strictly within an agriculture sphere.

The present TCP proposal will address this in the context of the proposed Food Security and Sustainable Livelihoods Programme (FSSLP). The FSSLP will implement several of the significant issues identified in National Medium Term Priority Frameworks that FAO SAP has developed inc consultations in each of the Pacific countries in 2008-09. These form part of the Pacific Multi-Country NMTPF (PMC-NMTPF) that has been endorsed by Ministers. The countries of the region in turn endorsed the concept of the FSSLP as a follow-on from the FAO implemented Regional Programme for Food Security (RPFS, 2004-09). The goal of FSSLP is to contribute to the improvement of food security of poor and vulnerable populations, especially for women and youth, in the Programme countries. The Programme will achieve this by providing resources for the following components: 1) Support to community and household investments on food production and livelihoods; 2) Development of national service provision capacity and facilities to support the above; 3) Multi-country support on food security initiatives, addressing national capacity building, related issues of trade, climate change resilience and food safety; and 4) Programme management. FAO has built a partnership with IFAD, the interest of the Italian government for co-financing FSSLP, and the proposal has been discussed with other partners in the region and in country. A Programme implementation Manual has been drafted, which includes an action plan for the first two years. The present TCP will begin the process of implementing FSSLP.

1.2 Food security

In the design process of the FSSLP the more common issues in terms of the four pillars of food security and their links to sustainable rural livelihoods in the PICs were identified. For food availability there are stagnating or declining levels of food production in PICs can be attributed to natural calamities, and a shift in demand towards imported, often less nutritious, food supplies. In terms of food accessibility about one fifth to one-fourth of the population in most PICs have disposable incomes below the poverty line. For nutrition, surveys have revealed that in several of the PICs, significant numbers of children under five years of age, up to a fourth in some countries, suffer from mild to moderate levels of malnutrition - and conversely many are overweight and obese. On top of this most of the region is highly vulnerable to instability of food supplies through climate change, which will further aggravate existing weather related shocks.

In 2008 and 2009 FAO has also been in the process of directly addressing member country requests for support to deal with the high food prices and economic crises. FAO is doing so under the Initiative on Soaring Food Prices (ISFP), primarily in the form of funding for agricultural inputs to address immediate needs. Several proposals from Pacific Island Countries are being processes at the time of this TCP proposal preparation.

1.3 NMTPF and regional and country policies

Recognising the above, at the Second Regional Conference of Ministers of Agriculture and Forestry (MOAF) which was held in Samoa in September 2008, Ministers reaffirmed that they will continue to provide leadership in working with their communities and development partners to address food security, urging higher priority in budgets and programs. At the twelfth meeting of the Forum Economic Ministers,

held in Vanuatu in October 2008, ministers emphasized the importance to promote local food production and diversification of production for food security within the national context.

From the end of 2008 FAO has been undertaking consultations and drafting the National Medium Term Priority Frameworks (NMTPFs) with each of the countries of the region. This has been done in close consultation with the FSSLP design process, and thus the priorities and thus FSSLP indicative program activities are directly supportive to the NMTPFs, although the latter are also broader in scope. As noted above NMTPFs have been endorsed by Ministers under the PMC-NMTPF.

SECTION 2. RATIONALE

2.1 Problems/Issues to be Addressed

The proposed TCP sets out to address some key issues with regards to expanding and designing new medium to longer-term initiatives to address food security and sustainable livelihoods. These issues are both of strategic importance as well as being pitched at a practical level. For countries which are very small, with few resources; or which have widely distributed populations, where transaction costs are high - both of which are typical of the Pacific - providing concerted policy support and services in one sector is relatively difficult. Maintaining even any extension officers in remote atolls of Micronesia can be hard for agriculture ministries. Even so, there has been low public investment across the region in agriculture, considering the still great importance of the sector to food security in most of the countries – for example in Vanuatu only 2% of the budget is allocated to the ministry concerned with agriculture. In addition, services and support often tend to be focused on commercial farming, with less technical services to subsistence agriculture and fisheries, or reaching out to women as farmers, despite their considerable if not critical importance.

A few countries have developed more comprehensive agriculture related strategies and policies- for example in Fiji, in some cases developed with the assistance of FAO. Most countries have national development policies indicating agriculture's importance and the need for food security. However, reducing food insecurity and strengthening agricultural based livelihoods of the poor requires integrated approaches: between agricultural production and nutrition and health services, appropriate land tenure systems, and rural finance suitable to poorer rural producers, and natural resources management. Intra-country variability in bio-physical as well as socio-economic circumstances, both between and within islands, mean that one size doesn't fit all. Country interventions would thus need to be underpinned by careful analysis of vulnerabilities and targeting of interventions based on wide stakeholder consultations and partnerships.

The results of country consultations in preparation of FSSLP also recognized countries' capacity limitations in translating broader policies to practical implementation mechanisms – especially among smaller countries: adequate levels of trained personnel, developing appropriate programmes and projects, effective coordination between ministries at country level, increasing participation by communities and engaging more the private sector. While various development partners within the region, national and international, currently pursue a range of development initiatives in the food, agricultural, natural resource and environmental areas, it is recognised, however, that there is a considerable need to improve strategy and project design. There is also need for ensuring coherence in these initiatives, to avoid piecemeal and fragmented approaches.

On a practical level, as an example of a broad ranging regional programme to address the above issues the FAO RFSP was reviewed after four years of experience, which while reiterating the relevance of RPFs, also identified major areas for improvement. Chief amongst these are: i) The preponderance of Government involvement in the design, implementation and operation of projects, with relatively little participation of private sector entities, farmers and NGOs, or involvement of beneficiaries in the planning of activities; ii) Some projects of a commercial nature were being implemented through Government agencies, when it would have been appropriate for the private sector to take the lead; iii) The monitoring of the projects was primarily activity-based, with little attention given to outputs, outcomes and long-term impact; iv) There was little requirement for or focus on the financial viability of projects; and v) Many of the projects did not have a coherent exit strategy.

A mid-term review of the IFAD regional project Mainstreaming Rural Development Innovations for the Pacific (MORDI) also identified some important issues in implementing a regional program: that care must be taken to accurately determine cultural constraints when planning for such community driven projects; an appropriate M&E system must be developed at the outset, and this must be embedded within the planning and implementation processes; and additional care needs to be taken to enable an appropriate gender balance to be achieved in the planning process. The lessons reinforced the active involvement of stakeholders –especially the inclusion of civil society - in design, implementation and monitoring, their empowerment and enhancement of social capital. Last and not the least is the need to adopt a regional approach to planning and implementation for cost-effectiveness and the enhancement of partnerships with regional organizations, while keeping implementation arrangements simple and flexible

2.2 Stakeholders and Target Beneficiaries

The key stakeholders in the TCP are the government and non-government agencies (community, private and NGOs) involved in agriculture, nutrition, natural resources and small enterprises, which have policies and programs with a significant role in production of food, food security and rural livelihoods. These agencies are to be represented in the steering committee of the FSSLP, both from countries and the regional level, and therefore benefit from, and also have a role in guiding the proposed TCP.

The immediate beneficiaries of the project will be the officials and officers of the agencies at the country level involved in planning and implementing strategies and projects for food security and livelihoods. Their capacity would be strengthened to support their agencies to develop and manage more effective, efficient and sustainable projects, and to assist colleagues in country to do the same.

The ultimate beneficiaries of the TCP project would be the rural poor, and more specifically the food insecure and nutritionally vulnerable groups; poor and low income households and rural women and youth identified as the main target group under the FSSLP.

The FSSLP identified a specific gender strategy to ensure rural women are key target group for the FSSLP, as they play a key role in local and traditional food production, as well as in households' nutrition and economic decisions. As part of the FSSLP gender strategy the Programme will also encourage the recruitment of women staff in its implementation.

2.3 Project Justification

The project will be critical to address capacity issues noted in 2.1 above, and to facilitate start-up of activities related to FSSLP and thus also the PMC-NMTPF, which will provide the resources to implement more targeted, well thought and strategic projects in country, both directly with communities as well as for support services to the communities. As such it will complement and consolidate FAO's efforts to address more immediate agricultural and food security support needs which are being developed under the Initiative on Soaring Food Prices (ISFP).

While the proposed TCP comes clearly under the scope of the FSSLP, it addresses a specific country level need to strengthen country level planning and implementation of food security and rural livelihoods related projects more widely. It will provide the countries the capacity to manage their own country strategies and programmes as well, as accessing external funds from a variety of sources.

The FSSLP is intended to provide an important opportunity for coordination of effort, partnership building, and exploiting synergies between the various international and country partners. Whilst the main proponents of the FSSL Programme currently consist of FAO, IFAD and country partners, there is ample scope for this to be expanded to other regional and international development agencies over time, contributing to greater effectiveness in use of development resources.

2.4 Past and Related Work

The FAO supported RFSP has established a mechanism for the implementation of regional and country level food security initiatives involving national agencies as well as regional institutions. The RPFs

implemented 26 country projects on agriculture and food security as well as regional projects on trade and food safety. Both the implementation of the RFSP and of IFAD's MORDI have generated valuable lessons important in the design and implementation of the proposed TCP, discussed in more detail in section 2.1 above, but which are critical areas to be addressed to ultimately implement country programmes such as FSSLP and the PMC-NMTPF actions. Key areas are: to build local ownership and build community leadership and broad local involvement; strengthen considerably the capacities for participatory and people centred planning for viable projects, results focused M&E; identifying and targeting vulnerable groups; the need to apply gender sensitive approaches both in specific interventions but also in Programme management. This together with the other lessons above highlighted also the need for attention on commonly agreed project selection criteria and systems, which nevertheless allowed the programme to support changing conditions and priorities in an efficient manner in many countries over a large region.

These and the experience accumulated within FAO and IFAD, and by other in-country experiences provide a firm basis which FSSLP programme design and implementation modalities could build on. In addition the TCP project would build on the capacities developed under the EC funded Development of Sustainable Agriculture in the Pacific (DSAP) project in the region, which built up the knowledge and experience on participatory agricultural planning of key extensionists in the region.

The FSSLP will also have a component on multi-country projects, some of which concern trade, food safety and climate change. For these there have been already considerable discussion to ensure complementarity and possible collaboration with both Secretariat of the South Pacific (SPC)-Land Resources Division, and GEF unit at South Pacific Regional Environment Program (SPREP), as well as other regional agencies, including private ones, NGOs and donors. FSSLP will have a Regional Activities Coordinator in Suva to make sure there is harmonization and further building of linkages with these agencies. The TCP will draw on the experiences of the other initiatives, as well as provide a platform for the exchange of ideas and information on a range of relevant projects in the region.

2.5 FAO comparative advantage

FAO's comparative advantage lies in the organisation's capacity in supporting in-country project/programme planning and capacity development activities, backed by its normative work in the areas of food insecurity vulnerability mapping, gender-orientation, trade facilitation and a wide range of agricultural and rural development issues. The TCP will draw on the wealth of technical resources within FAO in project planning and management, in food security assessments, and in capacity building and facilitation. This includes TCI, which has been assisting FAO/SAP in the design of FSSLP, and has considerable experience in the formulation, design and supervision of major investment programmes. TCI has also developed tools such as RuralInvest to support stakeholder groups in project design which takes into account financial viability.

The project will further draw on the expertise across various other parts of FAO, in particular: ESAF, which has been working on a methodology for vulnerability analysis, as a follow-up to the World Food Summit since 1998, and has applied and adapted methodology in several countries, including small islands states; AGN on food and nutrition aspects, ESW which has been fostering gender-sensitive food security strategies, planning and M&E; and TCO, with its wide experience of supporting development of national and regional food security programmes. In addition, TCA's considerable experience in assisting governments in policy advice; designing and implementing training activities tailored to member country requirements; and in the use of on-line capacity development approaches, such as through EASYPol will also be brought to bear in supporting the TCP.

SECTION 3. PROJECT FRAMEWORK

3.1 Impact

The eventual impact and outcomes would be to support FSSLP's goals, shared with the NMTPFs, to contribute to the improvement of food security of poor and vulnerable populations, especially for women and youth, in the Programme countries. More specifically the TCP will contribute to enhanced policy environment and more importantly the strengthened capacities at country levels to plan and implement immediate and long term food security challenges and initiatives, especially in support of the FSSLP goals.

3.2 Outcomes and Outputs

This project will be implemented in Solomon Islands, Vanuatu, Papua New Guinea, Tuvalu, Fiji, Tonga, Tuvalu. It will be complemented by a similar project implemented in other eight Pacific Island countries, mainly Polynesian and Micronesian.

1) Capacity Building

The key outcome of the project will be to build better capacity at the national level – for national programme coordination support (NPC) - for food security and rural livelihoods programme development, and especially the participatory planning management, and strong monitoring and evaluation of projects addressing food security and sustainable livelihoods, such as under the FSSLP. These capacities are expected to be useful also to the countries in the long term and for a broader set of agriculture and development activities. As such the proposed TCP comes under the FSSLP sub-component 3.1. "Training and Facilitation and Assessment Support to Countries".

Main outputs:

- Key national officers from key agencies (NPC teams of government counterparts and technical and administrative support as appropriate) have further built knowledge in food security and livelihoods issues and FSSLP principles
- National officers have developed and tested skills in participatory project validation, planning and M&E.
- A team of training and support specialists available at national and sub-regional levels have been identified with proven training and mentoring skills
- A project knowledge and networking mechanism (supported by web-based systems) has been put in place

2) Initiation of Programmatic Approaches

An important outcome of the TCP project will be to provide an impetus for more concerted programmes for food security and sustainable livelihoods in each country. Previous initiatives have been to a large degree ad-hoc and uncoordinated. To achieve this presupposes building common understanding of the principles and issues, developing shared processes, such as those proposed under the FSSLP and the Pacific Multi-Country NMTPF, and putting in place the support systems and broader capacity to manage programmes.

Highly important is also to develop quick wins, to increase buy-in among country stakeholders. Thus an expected output is to develop high quality proposals with a high likelihood for quick funding directly as a result of community ownership and hands on training activities.

Main outputs:

- Shared understanding of the food security issues and options, and programme responses have been built up.

- Increased knowledge on donor funding systems and proposed FSSLP processes and formats among relevant planning officials and stakeholders.
- National counterparts and stakeholders identified and familiar with appropriate decision making processes for food security programmes.
- One or more well developed and high quality project proposals prepared in each country in participatory manner, ready for consideration by funding bodies and channels such as the proposed FSSLP.
- Appropriate programme monitoring and reporting systems established.
- Programme annual work planning and budgeting system elaborated and counterparts familiar with systems.

3) Food Security Assessment and Strategy

A key outcome of the TCP project is to put in place country capacity to develop a framework by which to assess relevance and priority of food security and sustainable livelihoods initiatives in the each of the Pacific countries.

After training and preparation of teams and key country coordinators a National Food Security Assessment (NFSA) will provide a basis for country stakeholders to develop a strategy which will determine priority food security sectors and/or sub-sectors, the priority programme area and the programme target group, using those country-level priorities already identified under the FSSLP as a baseline. This will form the criteria by which countries can select and appropriately design individual projects at household and/or country to be supported by the Programme. It will also help to build better capacity at the national level for food security and rural livelihoods programme conceptual development, and especially the participatory planning, and better monitoring and evaluation of projects, such as under FSSLP. These capacities are expected to be useful also to the countries in the long term. As such the proposed TCP comes under the FSSLP sub-component 3.1. “Training and Facilitation and Assessment Support to Countries”.

Main outputs:

- Capacity built to coordinate and facilitate food security and vulnerability assessments, with the appropriate technical inputs.
- Food supply vulnerability assessed, taking into consideration current and future demand for adequate and nutritious food, nationally and at household level.
- The key issues and opportunities for strengthening the livelihoods of the poor, especially of women and youth, and more marginalised groups, identified and appreciated by local stakeholders.
- Areas/ island groups and communities most at risk, including potential hotspots, and their baseline condition, identified to provide a basis for assessing Programme results.
- Appropriate programme options drafted and communicated to address the issues of food insecurity and vulnerabilities of rural livelihoods. Some of the options may have policy implications.

3.3 Sustainability

A key issue in supporting food security initiatives in the Pacific has been the low capacity to strategise and develop viable projects. The TCP project will primarily result in a cadre of country level planning and project management specialists and teams, who will also be a resource for local stakeholders in the design and implementation of food security projects, to be implemented through FSSLP or other funding sources.

As a common problem for ensuring sustainability of capacity building efforts is the turnover of national staff, the project will put considerable emphasis on the careful identification of possible national project staff, whether from government as counterparts, or specialists who will form a capable and prepared resource pool for participatory food security programme management at country level. In-country hands-on trainings will include at least 3 such key national officers, some whom may be present as possible alternates, which should also include at least 1 person from private sector/civil society. These officers may also serve as potential future project team leaders, and a resource for the NMTPFs.

The process and tools which will be used to train and build capacity of the country officer will be packaged and updated through the project and also documented and disseminated on the website of the proposed FSSLP. It is designed that FSSLP over its 6-year programme period will also provide a mechanism for continued reflection and revision to its processes, including the capacity building aspects.

3.4 Risks and Assumptions

Risk	Impact	Probability	Mitigation
Staff /counterpart turnover	Moderate to high	High	Counterparts to be supported with paid technical and administrative support. Also see above several potential candidates trained.
Low government commitment	Moderate – would mean little follow up and counterparts	Medium to low. Has been high interest in FSSLP, and related activities in NMTPFs.	Start-up discussions planned; concrete project proposals will be developed
Other crises	Will depend on individual countries, e.g. cyclone, economic etc	Medium to low	Several countries involved, so overall low. FSSLP will support directly if crisis strikes

SECTION 4. IMPLEMENTATION AND MANAGEMENT ARRANGEMENTS

4.1 Institutional Framework and Coordination

The proposed TCP forms a key activity in the collaboration between the governments of the PICs and FAO to ensure the successful initiation of more programmatic approaches to food security at country level, and to develop the most important elements of the Programme: high quality, feasible and practical projects addressing the needs of the target groups, fitting in with country priorities.

During the duration of the project it will be governed by the network of country counterparts of the NMTPFs, and the emerging structure for FSSLP. FSSLP will be governed through its Regional Programme Steering Committee (RPSC) with members representing countries in each sub-region, key regional agencies, private and NGO sector, and donors contributing to the Programme. The RPSC will be chaired by a country government representative. To guide country level activities similar National Programme Steering Committees (NPSCs) will be established, which will decide on project priorities, and recruitment of officers. FSSLP implementation will be led by FAO, with a dedicated RPMU based in Apia, Samoa. As the present TCP is within the scope of the FSSLP it will be reviewed by the main partners: NMTPF counterparts of the PIC government, through the emerging FSSLP RPSC, and IFAD. Other interested partners who will be potential contributors to the Programme Trust Fund (e.g. Italian Government).

4.2 Strategy/Methodology

The main TCP related strategies and activities are as follows:

A. Identification and recruitment of project and country support officers, and briefings of stakeholders (in first 4 months):

1. Recruitment of a short term Team Leader (TL), to oversee the initial capacity building work and support for countries is being put in place. The TL will also advise FAOSAP where appropriate on the establishment of decision making structures and processes to support and guide FSSLP.
2. Recruitment of short term Planning and M&E Officer and Gender and Participation Officer, to assist TL develop awareness raising materials for regional and country level, and detailed training modules and activity programme.
3. Identify pool of participatory planning and M&E specialists as Training facilitation specialists (TFS) in the region, and recruit and brief three of them in preparation for national capacity building.
4. Brief country stakeholders on start-up activities of the TCP, food security programme approaches, basic principles and processes, and agree on project oversight in-country. The TFS will assist.
5. Identification of counterparts, and potential candidates for national programme coordinator support and alternates, and for training on project planning and M&E at the country level.
6. Identify and advise where necessary on programme planning and monitoring, and resources in support of managing the FSSLP and the Pacific Multi-Country-NMTPF.

B. Training of officers in participatory planning and M&E (month 3 onwards):

1. As part of regional Programme commencement workshop, a more specific training would be held for NPCs on participatory planning and M&E in relation to FSSLP. Training (using project ideas which have been identified at country level) will particularly include food security principles and response options, programme processes and criteria, project planning, viability analysis, participatory methods -see Annex 5 for details.
2. Where necessary the project proposal development will be reviewed in country in relation to any ongoing food security and livelihoods assessment, to ensure fit with a more detailed analysis country issues and strategic priorities.
3. The role of South South Cooperation (SSC) will be reviewed as a feasible means of providing technical assistance in specific areas on a dedicated needs basis. The request for SSC is dealt with in a parallel process by FAOSAP.
4. Hands on country application and testing of detailed project planning involving lead by the NPCs, and alternates, project stakeholders teams, on specific community investment project proposal, including validation process at country level. TFS will support and gather lesson for refining modules and follow support.
5. When up and running FSSLP programme management will review project proposal and provide follow-up recommendations for each country, and also consolidate capacity building needed at the regional level. In the interim this will be done by an FAOSAP, RAP and HQ technical advisory group.

C. Steps in assessment and strategy development (about months 3-8), TL and specialists with ESAF guidance and working closely with TFS.

1. Develop, circulate and compile the results of simple questionnaire on available information and analyses of food security and vulnerability in each country.
2. develop ToRs and identify local specialists to support NPC and TFS in information gathering and facilitation.
3. Collection of secondary data and statistics, search and review of reports
4. Initial stakeholder review of objectives and available information and process, including characterizing the most vulnerable groups
5. Awareness raising on further field work to gain cooperation during focus groups and surveys
6. Community-level focus group discussions with key livelihoods groups to identify main concerns and causes to situation
7. Interviews with key informants, either from key livelihoods groups, policy makers linked sector leaders agency and academic specialists, to provide context and explore issues in more depth.
8. Formal simple survey (as necessary, may need further funding if it needs to be in-depth) – to quantify better target group numbers and situation, production volumes, prices etc. Further methodology development by ESAF in process - to be explored.

9. Report consolidation and data follow-up. This will include preparation of preliminary recommendations for strategy, to be developed further into programme options, some of which may have policy implications.
10. Final assessment validation workshop. Will include recommendations for strategy development, and agreements on country baseline food security and sustainable livelihoods situation.
11. Draft strategy drafting and small group/individual consultations
12. Stakeholder consultation on strategy and priority setting. Will include refinement of strategies, objectives and key activities, and next steps.

Time schedule of activities: In Annex 2B

4.3 Government Inputs

The governments' main role in the TCP will be in the identification of key counterpart and well qualified and committed candidates for national programme coordination support (NPC) and alternates. They will also assist identification of a small to medium sized project idea which can be used as an initial project for detailed planning. Some early concepts have emerged out of previous FSSLP design stages, but many are only concepts, with little analysis as to feasibility, viability, and with little stakeholder consultation. The partner government will need to provide amenities for training and ensure it fully engages relevant stakeholders in the exercise. The government will also share critical information and available statistics relevant to food security and vulnerability assessments.

4.4 FAO Contribution

Through the proposed TCP FAO's main contribution will be in the form of funds for capacity building, through workshops and short-term specialists and support (terms of reference in Annex 4A):

- Project Team Leader for overall guidance of the assessment and planning exercise and regional food security and livelihoods issues, who will liaise closely with FAOSAP for implementation of PMC-NMTPFs and FSSLP (1.5 months input¹).
- Consultancy support on Planning and M&E (1.5 months input), gender and participation (half month input),
- Training and facilitation specialists (TFS) (2 persons for just under 2 months input, after training) and/or specific consultancy support for making local assessments (1 month for each country)
- Provide guidelines on the potential role of SSC as a provider of TA.
- National Programme Coordination (NPC) technical and administrative support allowance (4 months input for each country)
- Regional travel for TFS and NPC and local consultants
- Preparation and production of awareness raising and training material
- Capacity building workshops at regional and country level
- Support material and equipment where appropriate to support the project

For detailed budget and activity breakdown of contributions see Annex 1 and Annex 2A. FAO SAP and technical units will provide staff technical/advisory support in trainings where appropriate – outlined in Annex 4 B.

¹ 1 month 22 calendar days input.

SECTION 5. OVERSIGHT, MONITORING, MANAGEMENT INFORMATION, AND REPORTING

5.1 Oversight and Reviews

Under the proposed FSSLP FAO SAP will be the lead unit, and in line with FAO standard process will seek assistance from RAP on the areas that SAP do not have expertise and from HQ where both SAP and RAP do not have the required expertise.

For the present TCP on initial capacity building on strategic project identification and design, the FAO SAP office, as Co-Lead Technical Unit, as budget holder, under the technical guidance of TCIP, will be responsible for the overall implementation management and monitoring of the TCP project over its entire duration. It is anticipated that the decision-making set up during the project period will be eventually taken over by FSSLP with responsibility for wider Programme oversight. FAO TCIP, as the other Co-Lead Technical Unit, will provide quality assurance on the capacity building on strategic project identification and design and M&E, including reviewing ToRs and selection of international consultants - and reviewing key training modules and reports. An FAO technical team, drawn from FAO RAP, TCIP, TCA, TCO and ESA will provide other direct technical and backstopping support, where capacities do not exist in SAP, and help ensure quality of the initial planning and training inputs (for more details see Annex 4B).

5.2 Monitoring and Knowledge Sharing

The Team Leader will collaborate with FAO SAP in setting up an activity monitoring schedule, and in training on monitoring and evaluating. This would include tracking of the results of countries' project proposal development and food security assessment/ strategy development, and help assess adoption of stakeholder participation and gender inclusion in these processes. The project experience will directly contribute to refining the M&E system of the proposed FSSLP, and the setting up of a system for knowledge sharing on food security programme development and project planning in the region. Training and hands on support will be supported by an electronic/ web-based networking system for sharing experiences and knowledge.

5.3 Communication and Visibility

As this project is expected to contribute to the start-up to FSSLP – and implementation of the PMC-NMTPF - and is thus widely expected by country stakeholders, the project will be developing some initial awareness raising material on its processes as well as progress – via an electronic newsletter.

5.4 Reporting Schedule

The Team leader will produce an inception report, quarterly progress reports and a hand-over report when FSSLP starts full operation.

ANNEXES

Annex 1 Budget

Annex 2 Work Plan

Annex 3 Contract

Annex 4 Terms of Reference for A) International and national specialists and support, and
B) FAO units

Annex 5 Training Breakdown

Annex 6 Food Security Assessment outline

PROJECT BUDGET

Country: Pacific Island Countries – Polynesia and Micronesia .

Project title: Food Security and Sustainable Livelihood Programme for Pacific Island Countries:
National Capacity Building for Strategic Project Identification and Design.

Project symbol: TCP/

Comp.	Component Description	Sub Comps.	Main Comp.
5013	Consultants		112,552
5542	Consultants - International	22,000	
5543	Consultants - National	52,800	
5544	Consultants - TCDC/TCCT	37,752	
5545	Consultants - Retired Experts	-	
5546	Consultants - South South Cooperation	-	
5547	Consultants - UN Volunteers	-	
5549	Consultants - Young Professionals	-	
5014	Contracts		
5650	Contracts Budget	-	
5020	Overtime		
5652	Casual Labour - Temporary Assistance	-	
5021	Travel		92,528
5661	Duty travel others (only FAO staff)	-	
5684	Consultants - International	24,768	
5685	Consultants - National	10,200	
5686	Consultants - TCDC/TCCT	18,560	
5687	Consultants - Retired Experts	-	
5688	Consultants - South South Cooperation	-	
5689	Consultants - UN Volunteers	-	
5694	Travel - Training	21,000	
5691	Consultants - Young Professionals	-	
5692	Travel TSS	12,000	
5698	Travel - Non staff (e.g. counterparts)	6,000	
5023	Training		33,000
5920	Training Budget	33,000	
5024	Expendable Equipment		7,000
6000	Expendable Equipment	7,000	
5025	Non Expendable Equipment		32,000
6100	Non Expendable Equipment Budget	32,000	
5027	Technical Support Services		51,930
6111	Report Costs	1,950	
6120	Honorarium TSS	49,980	
5028	General Operating Expenses		16,000
6300	General Operating Expenses Budget	16,000	
5029	Support Cost		24,151
6118	Direct Operating Costs	24,151	
	Grand Total		369,161

Key Project Activities, Outputs and Inputs, 8 Polynesia and Micronesia countries (Oct 2009 – July 2010)

Activity Phase and Outputs	Specific Activities	Duration	Key Technical Inputs/ Resources	Mo*	per
Phase I: PREPARATORY (APIA)					
1. Documents prepared (Guidance, Training, Communication): 1.1 Guidelines and Procedures for Programme Cycle Management 1.2 Training Materials: (Modules for Project Design, M&E, Food Insecurity Vulnerability Assessment, Participatory Strategy formulation, Training Methodology) 1.3 Programme information packaged and disseminated	a) Desk compilation b) Field visits and preparation of case materials & exercises c) Communication plan prepared & activated	2 months	International: NB Training dealt with in parallel TCP Team Leader (TL) – Planning, M&E Technical Specialist I: Strategy dev't Technical Specialist II: Gender, Part'n Training and Facilitation Support	0 0 0 0	0 0 0 0
Phase II: TRAINING WORKSHOP (APIA)					
2. Human Resources developed 2.1 Capacity building workshop - National Food Security Planners (2 per country = 16 total) trained in: a) Programme cycle management b) Food security project design and M&E c) Food insecurity vulnerability assessment and strategy formulation d) Training methodology and facilitation skills 2.2 Training and Facilitation Support Specialists (TFS, 4 persons) provided top-up skills in food security strategy and project formulation	2.5 week Project Design Training Workshop (Apia) : a) 2 days b) 6 days c) 3 days d) 2 days 1 week pre-workshop top-up training of TFS by international staff	1 month	Team Leader (TL) – Planning, M&E Technical Specialist I: Strategy dev't Technical Specialist II: Gender, Part'n Training and Facilitation Support	0.5 0.6 0.6 0.6	1 1 1 2
Phase III: POST-WORKSHOP (IN-COUNTRY)					
3. In-Country deliverables 3.1 Country project documents meeting quality programme design criteria drafted (1 per country = 8 PRODOCs) 3.2 Preliminary country food insecurity vulnerability assessment undertaken (8 countries) 3.3 Multi-stakeholder workshop conducted and preliminary food security strategy prepared (8 countries) 3.4 Draft Programme Country Annual Work Plan and Budget prepared (8 countries, first year)	a) In-country planning activities by workshop participants. b) TFS hands-on & mentoring support in-country. c) Technical back-up and monitoring by TL and Technical Specialists	Over period of 6 months on return from workshop	National: Team Leader Technical Specialist I Programme Planners/ Coordinators (NPCs designate) Supported by TFS Food security assessment specialists	0.5 0.5 3 3 1	1 1 6 2 6
Phase IV: PROGRAMME PLANNING and MANAGEMENT					
4. FSSLP Year 1 Programme Plan 4.1 Country project documents refined and consolidated into funding proposals 4.2 Preparation of programme-wide planning and budgeting, decision-making systems recommended, and M&E system drafted. 4.3 Offices equipped and operational	a) Desk review and country visits by TL and Technical Specialist b) Indicative Programming and budgeting (PMC-NMTPF and FSSLP) c) Setting up NPC offices	Over period of 9 months, concurrent with Phase III	Team Leader Technical Specialist I National: Programme Planners/ Coordinators (NPCs designate)	0.5 0.5 1	1 1 6

* Months = 22 working days

Activity Timeline

Project Activities relating to this TCP, and their relationship to the Proposed FSSLP Programme Cycle.

WORK PLAN

ACTIVITY	2009				2010							
	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<u>TCP IMPLEMENTATION</u>												
TEAM LEADER ENGAGEMENT	[Blue bar]											
PROJECT AND PROGRAMME SUPPORT		[Red bar]										
REGIONAL ADVISORY GROUP FORMATION		[Orange bar]										
INITIAL COUNTRY SUPPORT		[Green bar]										
NPC FORMATION		[Red bar]										
NATIONAL FOOD SECURITY ASSESSMENT		[Purple bar]										
TFS IDENTIFICATION & ENGAGEMENT		[Olive bar]										
INITIAL PROJECT PLANNING			[Blue bar]			[Blue bar]						
INITIAL PROJECT ASSESSMENT					[Green bar]							
INITIAL WP&B				[Red bar]								
COUNTRY WORKSHOPS AND BRIEFINGS					[Red bar]							
<u>PROGRAMME START UP</u>												
RPMU STAFF EMPLOYED					[Olive bar]							
NPC STAFF EMPLOYED					[Blue bar]							
NATIONAL AWP&B								[Red bar]				
STEERING COMMITTEE MEETINGS								[Orange bar]				
PROGRAMME AWP&B								[Olive bar]				
REGIONAL DECISION MAKING MEETING										[Red bar]		
FULL PROGRAMME COMMENCEMENT											[Green bar]	

CONTRACT
Not applicable....

TERMS OF REFERENCE

Team leader and Technical Specialist 1 may share technical complementary roles as necessary depending on their backgrounds. Please note work-months input described below is equivalent to 22 calendar days.

Team Leader (TL) and Strategy Development responsibilities.

An experienced individual would be appointed as TL for a period of about one and a half months, commencing in September 2009, in 9 a month period. The TL would report to the Sub-Regional Representative FAO/SAPA and may assist in the initial stages of FSSLP, and PMC-NMTPF which this project contributes to.. In summary, the role of the TL would be:

- Commencement of support for building capacity for national programmes for food security assessment and planning and management. This would involve a visit by the TL to each country to commence the work of establishing the appropriate programme decision-making system and the identification of counterparts and recruitment of National Programme Coordinators (NPC) support for each of the participating countries, as well as providing information seminar to provide advice to programme stakeholders.
- Identification and engagement of TFS Specialists.
- Supporting the initiation of the national food security assessments and strategy process by NPCs.
- Assist and advise the FAOSAP representative with programme staffing, programme decision-making, budgeting, and procurement.
- Commencement of the process of forming the Regional Programme Steering Committee (RPSC). This process would be undertaken with the support of the Sub-Regional Representative FAO/SAPA.
- Planning and logistical arrangements regional workshop .
- Preparation of detailed handover notes for any incoming programme officers for FSSLP.

The TL would be a person with more than 15 years of experience in project design, management or administration, food security and agricultural projects and programmes. He would have sound tertiary qualifications in a relevant agricultural or rural development discipline, as well as substantial experience in the modalities of engagement by FAO, IFAD and other international donors.

Planning, M&E and Learning specialist

Reporting to the TL, the Planning M&E and Learning specialist will recruited for about one and a half months input over a period of 8 months and have overall responsibility for the smooth implementation, review and updating of the programme's M&E and planning and learning systems, particularly fostering a participatory and results based approach. She/he will:

- Develop where necessary, refine and implement, together with NPCs and project teams, the programme and projects planning and M&E and MIS system.
- Establish and maintain an appropriate simple MIS system for tracking project inputs, outputs and intermediate outcomes
- Assist NPCs in facilitating national assessments and food security and livelihoods strategy setting,
- Will be responsible for developing M&E guidelines, forms and tracking systems to adequately capture inputs, outputs and outcomes in participatory manner
- In close coordination with TFS will compile and validate project baseline information with country stakeholders
- Will provide training and guidance to TFS and NPCs on the reporting systems
- Ensure the overall smooth flow of planning and reporting from project to country to regional level, and for the consolidation of the regional level reports

- Will consolidate on regular basis updates and overviews on progress of projects' and programme outcomes and impacts
- Through the regular M&E system will incorporate learning activities throughout: through stakeholder review activities, feedback from MTR, impact studies, cross-visits, field monitoring visits, to ensure lesson learning and feedback mechanisms

The M&E and learning specialist will have at least 5 years experience in monitoring and evaluation of rural development or agriculture projects, which has also participatory assessments. A further 5 years technical experience in such projects is expected. Knowledge of food security issues would be an advantage. She/he would have a background in economics, agronomy, sociology or rural development.

Gender and Participation Specialist

Reporting to the Team Leader, the Gender and Participation specialist will be recruited for about half a month input over a period of 2 months at the beginning of the project and be responsible for ensuring appropriate gender, equity, targeting and participatory processes are integrated and implemented throughout the programme's guidelines and activities. She/he will:

- Create awareness among stakeholders of rationale for integration of gender, equity issues in the programme and on the benefits and locally appropriate targeting and participatory processes to engage primary and key stakeholders throughout the programme
- In close coordination with programme stakeholders identify, review, and get agreement on appropriate gender and equity principles and targets, and establish norms on targeting and participatory processes
- In food security assessments and strategy at country level assist the NPCs incorporate issues relating to target groups and gender concerns
- Coordinate training and capacity building activities relating to gender, targeting and participatory processes (the latter in close coordination with the PMES)
- With the PMES, advise project stakeholders primarily through the TFS and NPCs, on appropriate community and other stakeholders engagement in participatory identification, planning, implementation and review of projects
- More specifically assist the PMES, to ensure appropriate participatory processes are integrated and implemented in M&E.
- At least initially will review all projects proposals as to their targeting and gender and stakeholder consultation quality, and through the Team Leader advise proponents on strengthening proposals for approval
- Assist stakeholders on an ongoing basis, and programme on a regular basis, in reporting and review gender equity, targeting effectiveness and impacts from the projects
- Assist the PMES on monitoring participation, and with stakeholders assess the benefits of participatory processes

The Gender and Participation Officer will have 5 years experience in running gender and participatory activities in a rural development context in the region. She/he will have a further 5 years experience in agriculture, community development or natural resources management initiatives. She/he will have a background in sociology, gender, anthropology, rural development, or livelihoods development.

Training and Facilitation Support Specialists

The Training and Facilitation Support specialists, reporting to the Team Leader, and working closely with the PMES and GPS, will directly in training and assisting the country NPC counterpart and support in managing assessments, drafting strategies for food security. Each TFS will provide about 2 months input over 7 months after training. Their main task would be in providing hands-on support to the NPC in the participatory design, implementation and M&E of national projects.

Roles and responsibilities:

- Will provide programme management support and facilitation of country activities, primarily through hands on training and in-country advice.
- Will assist NPC to facilitate national food security and livelihoods assessments
- Will assist NPC in developing, implementing and monitoring a national strategies and programme of activities to address food security and livelihoods, including the review and identification of possible relevant projects
- Will assist NPC and project teams in the development and detailed design of projects, in particular through participatory processes
- May support national project implementation
- Will assist NPC in the M&E and reporting at the country level
- In collaboration with the programme manager will coordinate the provision of specific TA and technical support from country, sub-regional an regional and other levels
- Will coordinate the sharing of relevant knowledge and experience between countries in sub-region and beyond

The TFS officers will have at least 5 years experience in planning and implementation of rural development or agriculture projects, especially if they participatory elements. A further 2 years technical experience in such projects is expected. Knowledge of food security issues would be an advantage. They would have a background in economics, agronomy, sociology or rural development.

National Programme Coordination (NPC) Support

The NPC is composed of Counterpart– (seconded, or on leave from Ministry), and recruited specialist where appropriate to ensure project implementation. Together they form the National Programme Coordination (NPC) support team. About 4 months input will be provided over 7 month period.

The NPC will be responsible for management and coordination of the country programme and assisting project teams in the design, implementation and M&E of the national projects. The NPC will be composed of a national counterpart designated from government together with specialist technical and/or administrative recruited support to ensure full support and implementation at the country level.

Roles and responsibilities:

- Will ensure a participatory country programme/strategy setting and review and identification with stakeholders of projects concepts and detailed proposals meeting the programme design and eligibility criteria - for review and recommendation for approval by the Programme Manager or the country decision making body.
- Will oversee the implementation of the national programme/ strategy, preparing a draft for national decision making bodies and stakeholder group consideration
- Will assist project teams in the design, country review of projects, in a participatory manner (with assistance of TFS)

- Will assist in identifying and getting the necessary technical support for project design and implementation
- Will facilitate approval of national projects, communicating with FAOSAP
- Will manage budget and expenditure reporting at country level, covering all projects and onward transmission to TL.
- Will be responsible for monitoring and assessing progress (M&E) of country projects together with project teams, ensuring participatory methods are used.
- Will regularly report to steering committee members on progress
- Will consolidate project reports from projects into one country level report
- Will coordinate multi-country projects' activities taking place at the country level

Qualifications of the National Programme Coordination support

- Qualified to degree level or above in relevant field (agriculture, rural development, planning, rural sociology, public administration, accounting)
- Will have several years experience in rural and agriculture projects and activities, preferably where these have addressed directly food security and sustainable livelihoods
- Has some experience in participatory planning and M&E
- Where appropriate has administrative experience in managing project budgets and relevant software.

TERMS OF REFERENCE

FAO Advisory and Supervisory Technical Services

FAO SAP based in Apia - Co-Lead Technical Unit (Co-LTU): SAP under the overall supervision of the Sub-Regional Representative for the Pacific (SRR), under the technical guidance of TCIP, will be the budget holder and will be the main unit for managing and monitoring the project. SAP will be the primary reviewers of ToRs, recruitment of regional and national specialists, and reviewers of country reports. Specifically the following task will be undertaken by SAP as and when required:

- Coordinate and facilitate the implementation of the FSSLP: National Capacity Building for Strategic Project Identification and Design
- Identify potential candidates for all posts including the national project coordinators and alternates, and for training on project planning and M&E at the country level.
- Identify and recruit project and country support officers
- Identify planning and M&E specialists as Training Facilitation specialists (TFS) in the region, and recruit and brief them in preparation for national capacity building.
- Brief country stakeholders on start-up activities of the TCP, food security programme approaches, its basic principles and processes
- Review TOR national project coordinators and country support officers
- Review project proposal for its technical feasibility and country strategic priorities
- Provide guidance for the setting up of National Programme Steering Committees and Regional Programme Steering Committee (RPSC)
- Review Draft any reports and provide technical clearance
- Coordinate and facilitate the Training Workshop Project Design and Management
- Assist with the providing training in Programme cycle, AWPB and work planning, reporting, financial management; procurement, FAO report formats/procedures
- At end of the assignment submit a report on the activities undertaken

FAO RAP based in Bangkok: Will share responsibilities with FAOSAP for ToRs and recruitment and review, where specialists are not available in FAOSAP.

FAO TCIP (Investment Centre) based in Rome – Co-LTU: Will be the Lead Technical Unit for providing overall technical quality review on matters relating to programme and project design and M&E, reviewing ToRs, recruitment of the International Consultants and training design, and reviewing their reports. FAO TCIP will take the lead in coordinating support from the Rome FAO HQ level, including with other agencies such as IFAD, and will participate in one supervision mission to the region.

FAO ESAF based in Rome: Will be responsible for providing guidance on Food Security Assessments, reviewing training design for these, ToRs for country support and review of draft assessments. A representative will participate in one mission to the region.

FAO TCOS based in Rome: Will be responsible for providing guidance on food security programmes in relation to the design of the training activities, and reviewing draft food security strategies and emerging country programmes.

Draft: Training Workshop on Food Security Project Design and Management, Apia (2.5 weeks)

Module	Main Topic	Sub-topics (no. of days)	No. of sessions	Training Team
I.	Programme cycle management	Programme cycle, AWPB and work planning and budgeting, reporting , financial management; procurement; FAO report formats/ procedures (2 days)	8 sessions	TL, SAP Officers
II.	Food Security Project Design: Concepts and Tools	Approaches and Practical Steps in Project Formulation: - Food Security Goals and Strategies - Project cycle management - Intervention logic, project outcomes, outputs, scope and targeting - Project identification, preparation, analysis/ appraisal*, operational planning, report formats (4 days)	20 sessions and 2 half-day field practicals	TL, Technical Specialists I & II TFS support in group work
III.	Monitoring, Evaluation and Learning	Monitoring of project processes, inputs, outputs and outcomes; risks and assumptions, key indicators, methods of information collection, storage and retrieval; stakeholder participation in ME & learning (2 days)	8 sessions	TL, Technical Specialists I & II TFS support in group work
IV.	Food Insecurity Vulnerability Assessment**	1.5 days food security concepts and issues Food security analysis FS national monitoring Tools and communication	6 sessions	TL, Technical Specialists I & II TFS support in group work
V.	Multi-stakeholder food security and sustainable livelihood strategy formulation **	1.5 days Food security and sustainable livelihoods policy and programme options Stakeholder processes Communication	6 sessions	TL, Technical Specialists I & II TFS support in group work
VI.	Training methodology and facilitation skills	2 days Training of trainers methodologies	8 sessions	TL TFS

* May be linked to FAO TCI RuralInvest modules and software

** May be linked to FAO training modules: Distance learning for Food Security online course (ESA); EasyPol (TCA)

Suggested Content of National food Security and Sustainable Livelihoods Assessment

Overview

Food security and sustainable livelihoods assessment activities:

The Assessment will use available secondary data, undertake representative field assessments and participatory analysis with potential target populations. It will produce a concise assessment and strategy recommendations document according to the outlines presented below for consideration and approval by the NPSC. The assessments will be based on the best information available provide indications on the incidence, key target groups, scale and nature of food insecurity vulnerabilities, their main drivers, government and societal responses to-date, and gaps and priority areas to be addressed. More detailed studies on specific issues can feed into updating the assessment findings based on project experiences. Outline of assessment is given further below.

1. Food security and nutrition status and issues: Analysis of four aspects of food security (and related livelihoods issues): availability, accessibility, nutrition, variability
2. Government policies affecting food security
3. Conclusions on main issues to food insecurity and vulnerability
4. Recommendations for Country Food Security and Livelihoods Strategy

Strategy development

From the assessment recommendations a simple guiding strategy for security and livelihoods initiatives in the country will be developed under the ownership and guidance of country stakeholders - or provide recommendations to strengthen existing appropriate programmes and policies. The strategy development process, will be initially be simple strategies and objectives, drawing directly on the NFSA. The NPC, with technical support from the TL and TFS, and guided by the country stakeholders, will adopt a participatory, cross-sector consultation approach, to ensure the range of key stakeholder interests, both urban and rural, are included. Important principles to guide development of strategies are inclusiveness, gender focus, and recognition of both opportunities and constraints within the country context. A concise strategy document will be prepared by country, with provision for enrichment and updating over time. The (medium-term) strategy will form a key basis for setting priorities in the annual work plan and budget, where it will be validated in the national stakeholder workshop. An outline for the strategy may be as follows:

1. A summary status and constraints and opportunities on food security and rural livelihoods in the country, based on assessments and stakeholder views (see above).
2. Existing policies and responses, government, donor, NGO, private sector and communities.
3. Key country objectives, strategies and sectors to address food security and livelihood issues – providing a clear set of priorities for required projects. For example high value organic products for export (improving cash incomes for accessibility), sustainable aquaculture (improving availability of food), and dietary training (improve nutrition).
4. Priority target groups in the country and if necessary priority geographical programme areas.
5. Description of institutional support set-up, including FSSLP, and collaboration among existing initiatives.
6. Capacity building priorities to manage strategy.

Outline

Food security and nutrition status and issues

Analysis of four aspects of food security (and related livelihoods issues): availability, accessibility, nutrition, variability

A. Availability

- *Natural (agricultural/fishery) resource endowment, regional/in-country differences*
- *Description of, and analysis of trends in local food production (crops, livestock, fisheries, forest products), trends by main products, farming/production systems, household food production and marketing, potential for sustainable improvements*
- *Trends in food imports, substitution of local foods, private/public sector imports/importers, impact on balance of payments, potential for import substitution or niche market exports*
- *Local food markets, regularity of supplies, inter-island trade, seasonal price fluctuations, potential for improvements linked to food security*
- *Nature of and impact of natural calamities on supplies, local and/or imported, possible measures to improve resilience*

B. Accessibility

- *Best estimates of Incidence of hardship, poverty below basic needs poverty line on food accessibility, extent and significance of subsistence production, gender aspects, geographic considerations (remoteness, concentration of poor/vulnerable in specific areas), main sources of monetary income, food expenditures as proportion of total income, fluctuations over time, based on available data;*
- *Potential for improvements in household cash incomes through on-farm production and/or through off-farm income generating activities, gender roles in each*
- *Typical (low-income) household coping strategies by gender*

C. Nutrition

- *Overview of nutrition status, under-nourishment (children), over-nutrition, obesity, incidence of each, geographic considerations, age, gender.*
- *Need/potential for improvements, target groups to be reached, methods to be used.*

D. Variability

- *Incidence of natural or man-made calamities and impacts on household food availability and/or accessibility, geographic incidence, impact by gender*
- *Traditional and recent coping mechanisms, potential for improvements, gender aspects.*

E. Summary

- *Summary of key issues and causes of food security and threats to sustainable livelihoods*

Government policies affecting food security

- *Current policies addressing*
 - *availability,*
 - *accessibility,*
 - *nutrition,*
 - *variability*
- *Existing and planned local and outside initiatives*
- *Description and analysis*
- *Key lessons learned*

Conclusions and recommendation

Conclusions:

- *Conclusions on main issues in food security, possible approaches for improvement;*
- *Conclusions on population groups most vulnerable, gender aspects, hardship or poverty considerations*
- *Government and private sector roles in food security issues*

Recommendations for Country Food Security and Livelihoods Strategy:

- *Priority food security issues to be addressed, selection of priority sectors and/or sub-sectors, justification;*
- *Priority geographic area to be covered, other areas considered, justification;*
- *Priority target population, estimated number and type of households, gender aspects, justification of recommended target group.*
- *Policy responses to improve food security (in particular with respect to high food prices)*
 - *domestic policies,*
 - *foreign assistance*
- *Main capacity building needed for implementing agencies*
- *Key further information requirements and monitoring needs*

Note on sources of information

Quantitative data. In the absence of reliable facts and figures in government statistics it will be useful to involve (a) intensive consultations with local agro-enterprises, and (b) do some own rough cost-benefit analysis for certain main products, production systems and commodities. For nutritional issues it will be useful to look into nutrition and health statistics and explore data availability from WHO 'step' surveys.

Qualitative information. Understanding the socio-cultural reasons for food security and nutrition issues is indispensable. A thorough socio-cultural analysis will reveal information to assist in this. Further it is important to tap into all available information sources to document and understand the current food security situation, relevant studies done by local agencies and NGOs, project reports, newspaper articles. FAO ESAF experience suggests some care needs to be taken however on basing conclusions too much on qualitative assessments, and simple quantitative methods are being developed.

Consultation process and stakeholder involvement.

Case studies. To illustrate developments and coping mechanisms it can be useful to do a few in-depth interviews with families and document a few 'representative' case studies.

TCP GENERAL PROVISIONS

Source: FPC 2005/02

1. The achievement of the objectives set by the project shall be the joint responsibility of the government and FAO.
2. As part of its contribution to the project, the government shall agree to make available the requisite number of qualified national personnel and the buildings, training facilities, equipment, transport and other local services necessary for the implementation of the project.
3. The government shall assign authority for the project within the country to a government agency, which shall constitute the focal point for cooperation with FAO in the execution of the project, and which shall exercise the government's responsibility in this regard.
4. Project equipment, materials and supplies provided out of Technical Cooperation Programme funds shall normally become the property of the government immediately upon their arrival in the country, unless otherwise specified in the agreement. The government shall ensure that such equipment, materials and supplies are at all times available for use of the project and that adequate provision is made for their safe custody, maintenance and insurance. Vehicles remain the property of FAO, unless otherwise specified in the agreement.
5. Subject to any security provisions in force, the government shall furnish to FAO and to its personnel on the project, if any, such relevant reports, tapes, records and other data as may be required for the execution of the project.
6. The selection of FAO project personnel, of other persons performing services on behalf of FAO in connection with the project, and of trainees, shall be undertaken by FAO, after consultation with the government. In the interest of rapid project implementation, the government shall undertake to expedite to the maximum degree possible its procedures for the clearance of FAO personnel and other persons performing services on behalf of FAO and to dispense with, wherever possible, clearance for short-term FAO personnel.
7. The government shall apply to FAO, its property, funds and assets, and to its staff, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies.

Except as otherwise agreed by the government and FAO in the Project Agreement, the government shall grant the same privileges and immunities contained in the Convention to all other persons performing services on behalf of FAO in connection with the execution of the project.

8. With a view to the rapid and efficient execution of the project, the government shall grant to FAO, its staff, and to all other persons performing services on behalf of FAO, the necessary facilities including:
- i) the prompt issuance, free of charge, of any visas or permits required;
 - ii) any permits necessary for the importation and, where appropriate, the subsequent exportation, of equipment, materials and supplies required for use in connection with the project and exemption from the payment of all customs duties or other levies or charges relating to such importation or exportation;
 - iii) exemption from the payment of any sales or other tax on local purchases of equipment, materials and supplies for use in connection with the project;
 - iv) payment of transport costs within the country, including handling, storage, insurance and all other related costs, with respect to equipment, materials or supplies for use in connection with the project;
 - v) the most favourable legal rate of exchange;
 - vi) assistance to FAO staff, to the extent possible, in obtaining suitable accommodation;
 - vii) any permits necessary for the importation of property belonging to and intended for the personal use of FAO staff or of other persons performing services on behalf of FAO, and for the subsequent exportation of such property;
 - viii) prompt customs clearance of the equipment, materials, supplies and property referred to in subparagraphs (ii) and (vii) above.

9. The Government shall appoint a National Project Coordinator (NPC), as envisaged in the Project Agreement, to carry out the functions and activities specified in the agreement. In some cases, it may be necessary for FAO to request, in writing, the NPC to incur specific commitments or obligations or to make specific payments on behalf of FAO. In such cases, the project may advance to the NPC project monies, up to the amounts allowed by and in accordance with current FAO rules and regulations. In this event the Government agrees to indemnify FAO and to make good to it, any losses that may arise from any irregularity in the maintenance of the advanced FAO's monies on the part of the NPC.

10. The government shall deal with any claim which may be brought by third parties against FAO or its staff, or against any person performing services on behalf of FAO, and shall hold them harmless in respect of any claim or liability arising in connection with the project, unless the government and FAO should agree that the claim or liability arises from gross negligence or wilful misconduct on the part of the individuals mentioned above.

11. The persons performing services on behalf of FAO, referred to in paragraphs 6, 7, 8 and 10, shall include any organization, firm or other entity, which FAO may designate to take part in the execution of the project.