

| Output/Indicator | Activity | Key Responsibility | Jul '08 | Aug | Sep | Oct | Nov | Dec | Jan '09 | Feb | Mar | Apr | May | Jun | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun |
|---|--|--|------------------|-----|-----|-----|-----|-----|----------|-----|---------|-----|-----|-----|----------------|----------|---------|----------------|---------|---------|---------|---------|
| | | | Financial Year 1 | | | | | | | | | | | | Financial Yr 2 | | | Financial Yr 3 | | | | |
| 1 Project coordination | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Workshop report | Project inception workshop: planning, execution, write-up | x | x | | | | | | | | | | | | | | | | | | |
| 1.2 | Internal M&E, update & revising workplans; workshop reports | Annual Project team meeting coinciding with one of the AKF | | | | | | | | | | | | x | | | | x | | | | |
| 1.3 | Workshop report | End of project workshop: planning, execution, write-up | | | | | | | | | | | | | | | | | | | | x |
| 1.4 | Project operating smoothly, internal M&E | Ongoing communication with project team; timely submission of financial, quarterly, annual reports to RIU (highlighted in bold, yr 1) | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| 1.5 | Consistency of data collected/stored | Data management | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| 2 Monitoring and Evaluation | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | Data management formats developed for documentation and | Data management | | x | x | x | | | | | | | | | | | | | | | | |
| 2.2 | Socio economic and institutional baseline report | Socio economic; Existing institutional structures (CBOs, WADI project, SHGs, credit systems etc); Capacity need assessment (for FPP) | x | x | x | x | | | | | | | | | | | | | | | | |
| 2.3 | Environmental impact assessment report | Environmental impact assessment study | x | x | x | x | | | | | | | | | | | | | | | | |
| 2.4 | Literature review report | Literature/knowledge review (existing BAIF work, RNRRS database, other FPP initiatives in South and South east Asia) | x | x | x | x | | | | | | | | | | | | | | | | |
| 2.5 | Market study report/Potential market networks identified | Market study (including identification of potential market networks) | x | x | x | x | | | | | | | | | | | | | | | | |
| 2.6 | M&E indicators developed | Developing M&E indicators based on the baseline reports | | | | | x | x | | | | | | | | | | | | | | |
| 2.7 | Project monitored and project activities adjusted if necessary. | Implement the M&E process | | | | | | x | | | x | | | | x | x | x | x | x | x | x | x |
| 2.8 | Impact assessment report | Undertake impact assessment studies: socio economic and institutional/environmental based on indicators developed in 4.1 | | | | | | | | | | | | x | | | | x | | | | x |
| 3 Implementation of Communication Strategy | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | Stakeholder database for each project area | Detailed Stakeholder database developed for each site (and regularly updated) | | x | | | | | | | | | | | | | | | | | | |
| 3.2 | Stakeholder workshop report | Project inception stakeholder workshop in each project site | x | x | x | | | | | | | | | | | | | | | | | |
| 3.3 | 1 'change agent' per site identified | Identify government 'change agents' and maintain regular one to one interaction | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| 3.4 | Communication strategy document | Finalise communication strategy | | | | | x | | | | | | | | | | | | | | | |
| 3.5 | Project website | Set up a project website | | x | | | | | | | | | | | | | | | | | | |
| 3.6 | Per country: at least 4 pamphlets (local language and in English)/1 Poster | Design, print, disseminate materials (local language and English); pamphlets on: project and market info, roles of different stakeholders, importance/benefits of UC; posters promoting concept of UC and FPP, update annually | | | x | x | | | x | | x | | | | x | | x | | x | x | x | |
| 3.7 | 3 project newsletters | Design print and disseminate project newsletter annually | | | | | | | | | | x | | | | | | x | | | | x |
| 3.8 | 8 media briefings/ at least 8 articles published in daily newspapers | Organise media meetings, prepare press releases to coincide with start of operations at FPP (India) or AKF (Vietnam) | | | | | | | x 2, Ind | | x 2, Vn | | | | | x 2, Ind | x 2, Vn | | | | | |
| 3.9 | 1 film per country | Film on learnings from project | | | | | | | | | | | | | | | | | | x | | |
| 3.10 | 1 per project site | Organise exposure visits for farmer groups, students, school children etc. to project site, part of environmental education | | | | | | | | | | | | | | | | x | | | | |
| 3.11 | 1 per country | Prepare and disseminate targeted policy briefs | | | | | | | | | | | | | | | | | | | | x |
| 3.12 | Identify other initiatives for outscaling | Participation in existing government/ongoing fairs (dates indicative) | | | | | | | | | x | | | | | | | x | | | | x |
| 3.13 | 1 per site, upscaling project learning | Identify other initiatives for outscaling | | | | | | | | | | | | | | | | | | | | √ |
| 4 Food Processing Parks India | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | | Staff orientation and capacity building | | all | | | | | | | | | | | √ | | | | | | | |

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| | | | Financial Year 1 | | | | | | | | | | | | Financial Yr 2 | | | Financial Yr 3 | | | | | |
| 4.2 | Stakeholder workshops: to announce project and mobilize participants; to finalise raw material, products and schedule of events | BAIF | | | all | all | | | | | | | | | √ | | | | | | | | |
| 4.3 | Establishment of FPPs, purchase of equipments, arrangement for inputs | BAIF | | | MP M | MP M | | | | | | | | | √ (2) | √ | | | | | | | |
| 4.4 | Wider publicity about FPPs to increase participation | BAIF | | | MP M | MP M | | | | | | | | | √ | | | | | | | | |
| 4.5 | Training of FPP users on processing and marketing | BAIF | | | MP M | MP M | MP M | G K | | | | | | | √ | √ | | | √ | | | | |
| 4.6 | Initiation of trial processing and marketing; production scheduling for FPP users | BAIF | | | | MP M | MP M | | | | | | | | | √ | | | | | | | |
| 4.7 | Development of market linkages and product distribution system | BAIF | | | | | MP M | MP M | | | | | | | | √ | √ | | | √ | √ | | |
| 4.8 | Commencement of production for market | BAIF | | | | | | MP M | | | | | | | | √ | | | | | | | |
| 4.9 | Continuous processing and marketing | BAIF | | | | | | MP M | MP M | MP M | MP M | MP M | MP M | MP M | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 4.10 | Brand development, certification, publicity, information support service | BAIF | | | | | | | MP M | MP M | MP M | MP M | MP M | MP M | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 4.11 | Training on enterprise development | BAIF | | | | | | | | | MP M | | | MP M | √ | | √ | | √ | | | | |
| 5 Food processing parks Vietnam (Hai Duong and Bac Kan) | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | Base line survey for knowledge on cultivation, post-harvest handling, processing and market demand | CASRAD, WII | v | v | v | v | | | | | | | | | | | | | | | | | |
| 5.2 | Project inception workshop with a wide range of stakeholders | CASRAD and VWU or Vietnam Farmer Union | | | HD | | BK | | | | | | | | | | | | | | | | |
| 5.3 | Local policy dialogue initiated on the promotion of FPPs | CASRAD and VWU or Vietnam Farmer Union | | | | v | | | | | | | | | v | | | | | | | | |
| 5.4 | Identifying interest farmer and establishing farmer association (group, coop, asso..) for FPP conducting | CASRAD and VWU or Vietnam Farmer Union | HD | HD | HD BK | HD BK | HD BK | BK | | | v | v | | | | v | v | | | v | | | |
| 5.5 | Training modules and documenting on technical and management, marketing | CASRAD, FAVRI | v | v | | | | v | v | v | | v | v | | | v | v | | | v | v | | |
| 5.6 | Input and credit negotiating with Bank and VWU | CASRAD and VNW and Bank for Poor | | | | | | | v | v | | v | | | v | v | | | | | | | |
| 5.7 | Business plans for FPPs and park regulation developed | CASRAD and VWU or Vietnam Farmer Union | | | | | | | v | | | | | | | | | v | | v | | | |
| 5.8 | Building the packaging or processing infrastructure | CASRAD other partner | | | v | v | | | | | | | | | | v | v | | | | v | | |
| 5.9 | Quality certification and licensing | CASRAD | | | | | | HD | HD | | | | | | | BK | BK | | | | | | |
| 5.10 | Designing, developing and promoting brand name, trademark | CASRAD | | | v | v | | | v | v | v | v | | | v | | | | | v | | | |
| 5.11 | Strengthening market network, distribution systems, advertising | CASRAD | | | | | v | v | v | v | v | | | | | v | v | | | | v | v | |
| 6 The post harvest handling park for longan (in Hatay province); link market for | | | | | | | | | | | | | | | | | | | | | | | |
| 6.1 | Baseline surveys for longan and pumelo production | FAVRI | x | x | | | | | | | | | | | | | | | | | | | |
| 6.2 | Establishing farmer group participated in project; organizer stakeholder meeting | FAVRI | | x | | | | | | | | | | | | | | | | | | | |
| 6.3 | Procurement specific tools, materials | FAVRI | | | | x | | | | | | | | | | | | | | | | | |
| 6.4 | Organize the training courses | FAVRI | | | | | | | x | | | | | | | | | | | | | | |
| 6.5 | Implement post-harvest handling of product | FAVRI | | | | | | | | | | | | | x | x | | | | x | x | | |
| 6.6 | Making the certification for proction | FAVRI | | | | | | | | | | | | | x | | | | | | | | |
| 6.7 | Product promotion | FAVRI | | | | | | | | | | | | | x | | | | | | x | | |
| 6.8 | Strengthen market network, commercial development of production | FAVRI, CASRAD | | | | | | | | | | | | | | | | | | x | x | x | x |
| 6.9 | Link to market for pumelo production | FAVRI, Private sectors in province | | | | | | | | | | | | | | x | x | x | x | x | x | x | x |
| 7 Village Crop Fair India | | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | Formation of committee for event organisation | BAIF | | | | | | | K MP M | | | | | | √ | | | | | | √ | | |
| 7.2 | Identification of locations, participants and special invitees | BAIF | | | | | | | K MP M | K MP M | | | | | | | √ | | | | √ | | |

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| | | | Financial Year 1 | | | | | | Financial Yr 2 | | | | | | Financial Yr 3 | | | | | | | | | | | |
| 7.3 | Preparation of handouts | BAIF | | | | | | | K M P M | | | | | | | | | | | | √ | | | √ | | |
| 7.4 | Making arrangements and sending invitations | BAIF | | | | | | | M | K M P M | K M P | | | | | √ | | | | | | | | √ | | |
| 7.5 | Development of schedule of events | BAIF | | | | | | | | K M P M | | | | | | √ | | | | | | | | √ | | |
| 7.6 | Holding of fair as planned | BAIF | | | | | | | | M | K M P | G | | | | | | | | | √ (2) * | | | | √ (3) * | |
| 8 Village Crop Fairs - Hai Duong/Bac Kan | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.1 | Village seed/head-line plan fairs | CASRAD and VWU or Vietnam Farmer Union | | | | HD | | | | | BK | | | | | v HD | v BK | | | | | | v HD | | | |
| 8.2 | Village product quality competition (fairs) | CASRAD and VWU or Vietnam Farmer Union | | | | | | | v | v | | | | | v | v | | | | | | | | v | v | |
| 9 Village Crop Fair - Hatay/Thua Thien Hue | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9.1 | Prepare documents, publishing documents | FAVRI, CASRAD | | | | | | | | | | | | x | | | | | | | | x | | | | |
| 9.2 | Organize the crop fair in the village for longan | FAVRI, CASRAD | | | | | | | | | | | | | x | | | | | | | | x | | | |
| 9.3 | Organize the crop fair in the village for pomelo | FAVRI, CASRAD | | | | | | | | | | | | | x | | | | | | | | x | | | |
| 10 Community Germplasm Orchards - India | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.1 | Finalisation of locations, formation of Orchard Management Groups | BAIF | | | √ | | | | | | | | | | | | | | | | | | | | | |
| 10.2 | Training on nursery management practices, germplasm collection | BAIF | | | | √ | | | | | | | | | | √ | | | | | | | | | | |
| 10.3 | Sourcing of elite germplasm | BAIF | | | | √ | √ | √ | | | | | | | | √ | | | | | | | | √ | | |
| 10.4 | Orchard establishment and aftercare | BAIF | | | | | | √ (4) | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 10.5 | Multiplication and sale of planting material | BAIF | | | | | | | | | | | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| 11 Community Germplasm Orchards/nurseries established - Bac Kan, Hai Duong | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.1 | Training on technical and management skills | CASRAD, FAVRI | | HD | | HD | BK | | | | BK | v | | | | v | v | | | | | v | v | | v | v |
| 11.2 | Building germplasm/nurseries | CASRAD, FAVRI | HD | | BK | BK | BK | | | | | | | | HD | v HD | | | | | | | | | | |
| 11.3 | Management of germplasm | CASRAD, FAVRI | | | | v | | | v | | | | | | | v | v | v | | | | | v | v | | v |
| 12 The Germplasm Orchards/nursery of original cultivars of longan (in Hatay province) and pomelo (in Thua Thien Hue province) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12.1 | Maintain germplasm orchards of longan and pomelo | FAVRI | | x | | x | | | x | | | x | | | x | x | x | x | x | x | x | x | x | x | x | x |
| 12.2 | Establish and manage the nursery of longan and pomelo | FAVRI | | | | x | | | x | | | x | | | x | x | x | x | x | | | | | | | |
| 12.3 | Organize the training courses on cultivation propagation techniques of longan & pomelo | FAVRI | | | | | | | | | | x | | | | | | | x | | | | | | | |
| 13 Annual Knowledge Fairs - India | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13.1 | Formation of Fair Organising Committee; deciding contents, programme, date, venue | BAIF with the support of all other project partners | | | | | | | G | | | | | | | | | | | | K M P | | | | M | |
| 13.2 | Identification of participants, invitees and despatch of invitations | | | | | | | | | G | G | | | | | | | | | | K M P | | | | M | |
| 13.3 | Preparation of publications, exhibits | | | | | | | | | | G | | | | | | | | | | K M P | | | | M | |
| 13.4 | Arrangements, logistics for conducting fair | | | | | | | | | | G | | | | | | | | | | K M P | | | | M | |
| 13.5 | Successful conduct of AKF | | | | | | | | | | | G | | | | | | | | | K M P | | | | M | |
| 13.6 | Internal deliberations on learnings and documentation | | | | | | | | | | | G | | | | | | | | | K M P | | | | M | |
| 14 Annual Knowledge Fairs - Vietnam | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14.1 | Prepare the Annual Knowledge Fairs | CASRAD, FAVRI and VWU or Vietnam Farmer Union, | | | | | | | v | v | | | x | x | | x | | x | | | | x | | | x | |
| 14.2 | Annual Knowledge Fairs held in each Province | CASRAD, FAVRI and VWU or Vietnam Farmer Union, | | | | | | | | | | v BK or HD | | | | v HT | | v BD or HD | | | | v TH | | | | |