

STDF/PG/:381	DATE:23 MAY 2014
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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
IMPLEMENTING AGENCY:	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) **Overall objective:** To produce and trade cocoa that meets food safety and international SPS standards.

Intermediate objective: To increase awareness of SPS issues among supply chain stakeholders through innovative knowledge dissemination.

- (ii) **Progress till May 2014:** There are 7 (seven) activities have been completed or still on-going;
Activity 1.1 (Development of locally adapted curricula for training of trainers – English version)
Activity 1.2 (Train agricultural officers, e.g. research and extension staff, as master facilitators in Training of Master Facilitators; TOMF)
Activity 1.8. (Design of survey questionnaires)
Activity 2.1. (Consideration of suggestions from partners on the website and access of users)
Activity 2.2. (Design, creation of website/knowledge exchange platform)- www.cocoasafe.org
Activity 3.1. (Project Coordination – Establishment of Regional and National Steering Committee
Activity 3.2. (Project Inception Meeting and the Report)

(iii) Results:

- TOMF Training Manual in English
- 3 (three) survey questionnaires prepared and distributed to NIA, i.e. for farmer groups/leaders, agro-dealers and processors/collectors
- 27 Malaysian Master Facilitators trained from the TOMF.
- CocoaSafe website launched
- Project Inception Meeting organized (see the Meeting Report)
- Regional Steering Committee established on 27th November during the Project Inception Meeting
- National Steering Committee established for Malaysia on 23rd December 2013 and for Indonesia on 13th January 2014.

PART A: PROGRESS & RESULTS

A. PROGRESS & ACHIEVEMENTS:

Describe progress in implementation during this reporting period, including key outputs/outcomes, based on the project logframe.

Activity 1.1. TOMF Training Manual prepared in English to be used in Malaysia & Indonesia

Activity 1.2. 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 1.8. 3 survey questionnaires, i.e. for farmer leaders, agro-dealers and processors/collectors were Prepared and distributed to NIAs

Activity 2.2. www.cocoasafe.org has been launched and inviting comments from NIAs

Activity 3.1.

- 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.
- National Steering Committee: In Malaysia established on 23 December 2013 and in Indonesia on 13 January 2014.

Activity 3.2. 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.

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.

The project is on-track with regard to budget and 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.

No significant changes to the project design, context or partners in this reporting period. The TOMF for Indonesia would only be organised in September after the fasting month.

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.

Changes were made to the logframe during the inception meeting. This was because the indicators needed to be stronger, and some corrections made.

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

PART B: STATUS OF THE OUTPUTS AND ACTIVITIES

Output / Activity	Indicator / Target:	Actual performance: (% complete)	Comments (results and challenges faced)
Activity 1.1: Developing locally adapted curricula for training of trainers, tailors for key intervention points in the value chain.	Target 1: Curricula produced in English Target 2: Manual for TOMF to enable MF to train facilitators developed by month 3 (March 2014)	100%	The manual for TOMF training ready on time and has been distributed to trainees in hardcopy and softcopy.
Activity 1.2: Running the TOMF course.	Target 1: 20 master facilitators (agricultural extensor staff) trained	100%	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).
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.
Activity 2.1: Getting suggestions from partners on the website and access of users.	Target 1: Website (www.cocoasafe.org) online	100%	The website captured all activities to date from the inception meeting to the latest TOMF training workshop in Malaysia.
Activity 2.2: Designing and creation of website/knowledge exchange platform.			Waiting comments from NIAs and other partners for further improvement.

<p>Activity 3.1: Project Coordination – Establishing Regional and National Steering Committee (in Malaysia and Indonesia)</p>	<p>Target 1: Regional Steering Committee established. Target 2: National Steering Committee for Malaysia established. Target 3: National Steering Committee for Indonesia established.</p>	<p>100%</p>	<p>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. National Steering Committee for Malaysia was established on 23 December 2013 with Dr. Lee C.H. (DG MCB) as the Chairman. National Steering Committee for Indonesia was established on 13 January 2014 with Dr. Teguh Wahyudi (Director of ICCRI) as the Chairman.</p>
<p>Activity 3.2. Organizing Project Inception Meeting and preparing the Report.</p>	<p>Target 1: Project Inception Meeting organized. Target 2: Report of the Meeting produced.</p>	<p>100%</p>	<p>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). Final Report of the Meeting was produced in December 2013 and were distributed to all participants electronically.</p>

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 & 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