

FOOD AFRICA PROJECT MEETING

MINUTES

DATE: Thursday, August 24th, 2017

TIME: 9:30 AM - 4:30PM

LOCATION: ILO Abuja Office

1. MEETING OPENING AND OBJECTIVE

The meeting was opened by the Assistant FAO Representative for Program, Mr. Ahmed Matani who delivered greetings from the FAO Representative and expressed the UN Nigeria Resident Coordinator's concern with the need for all partners on the project to get together to resuscitate the process and get the project running. He further mentioned that a major expected outcome of the meeting is finalizing the work plan which the RC needs to present to the SDGs to facilitate release of funds and other necessary steps. The project is aimed at addressing particularly SDG 1, 2, 7, 8 & 17.

To provide some background and guide the process flow and activities of the meeting, the FAO Program Officer, Ms Saadiya Ibrahim presented an overview of the project document which outlined the details, objectives and proposed outcomes of the project. A key part of the overview presented was the recorded progress of the project so far which is summarized as follows:

- The National Project Coordinator has been appointed (discussed further in the course of the meeting)
- The National Consultant for Value Chain Development has been engaged
- CVs of candidates for the National Consultant for vegetables production have been received
- Consultations have been held with stakeholders
- Planning meetings have been held with partners
- Procurement of project equipment has been initiated
- Draft work plan has been developed

Ms Saadiya Ibrahim therefore declared the objectives of the meeting as the following:

- **Amend the work plan in consultation with all participating partners to ensure accelerated implementation of activities.**
- Examine and resolve pending issues on the project with partners.
- Review and finalize project activities slated for the remainder of the year 2017 and harmonize activities among the team.

2. ATTENDEES PRESENT

NAME	ORGANIZATION	EMAIL	PHONE
Ahmed Matani	FAO	Ahmed.Matane@fao.org	
Saadiya Ibrahim	FAO	Saadiya.Ibrahim@fao.org	
Seyi Ojurongbe	Sahara Group	oluseyi.ojurongbe@sahara-group.com	
Chinyere Emeka-Anuna	ILO	emeka-anuna@ilo.org	
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Anuoluwa Omojola	ILO	omojola@iloguest.org	
Nicholas Watson	ITC	nwatson@intracen.org	

3. AGENDA & NOTES, DECISIONS, ISSUES

TOPIC

Topic 1 - Review of Work Plan

Presented by: **ILO (Reviewed by all partners)**

The draft work plan was presented by Chinyere and the partners present reviewed the details and timelines of each activity.
[Activities below are listed by their numbers and a brief summary to avoid verbosity of the minutes. Kindly refer to work plan for full details on each activity.]

Activity from Work Plan Agenda	Notes / Decisions / Issues
1.1.1a: Conduct assessments to identify markets, demand and distribution channels for targeted agro-products.	FAO has completed assessment and are to share report with partners. ITC to carry out farmers profiling in Oct 2017
1.1.1b: Conduct study on Nigerian cuisine and potential markets	ITC to carry out in Sept 2017
1.1.1.c: Conduct feasibility study and EIA/SIA of facility	FAO scheduled to carry out a study from Oct - Dec 2017
1.1.1d: Define ownership structure for food processing facilities	FAO to share templates from past projects and experience and best practices with Sahara to be built upon
1.1.1e: Incorporate company and obtain licenses for facility	Sahara and FAO to collaborate on this and provide timeline. This needs to be done asap.
1.1.1.f: Procurement of project vehicle + driver	Sahara and FAO to update team. Proposed dates Sept - Dec 2017
1.1.2.a: Design food processing facilities	Work is currently ongoing; Sahara's sister company already working on the plant design and construction design approval. The first step is to conduct the EIA, Soil Test and Site Assessment Report (SAR). Proposed completion set at Sept - Oct 2017 .
1.1.2.b: Build food processing facility	Sahara mentioned that proposed N10m may no longer be feasible as about N7.5m has already been spent on the approval process. A revised estimate will be provided by Sahara as soon as the approval process is concluded. Proposed construction timing is: Nov 2017 - Jun 2018
1.1.2.c: Procure necessary equipment, supplies, for facilities	Sahara is working on identifying equipment to be used at the center. Consideration of local fabrication or bespoke building will be explored. Procurement to happen alongside facility construction. This will be done a step at a time. Proposed timeline is Jun - Jul 2018
1.1.2.d: Operationalize food processing facilities	Operations estimated to start in Aug 2018
1.1.2e: Implement measures to track and reduce waste	Some issues to be identified during the EIA. FAO to begin implementation once facility is operational. Aug - Sept 2018
1.1.3a: Identify farmer organisations and lead farmers to participate in outgrowers' scheme.	This activity links to farmers profiling to be carried out in 1.1.1a FAO to work with ITC and Kaduna gov. Start with the indicative list to be supplied by Kaduna gov. and finalize list with profiling.
1.1.3b: Register farmers in outgrowers scheme and develop database.	FAO to register farmers once profiling is complete. Oct - Nov 2017

1.1.3c: Identify appropriate model for outgrowers scheme	FAO already has a consultant for this. Relevant documentation will be shared with the working team by FAO. Oct - Nov 2017
1.1.3d: Identify sites for satellite collection centres	The farmers' cooperatives have a similar structure that can be built upon. Identify farmers in clusters and establish collection centers per cluster. Nov 2017
1.1.3e: Establish and operationalize satellite collection centres	Sahara to build structures in identified sites and commence use in Oct - Dec 2018
1.1.3f: Management of off-taker system	Sahara to identify existing outgrower schemes and adopt / improve on strategy. Off-takers to start being identified upon Management runs through whole project.
1.1.3g: Provide post-training support	Follow up/monitoring of farmers to ensure utilization of trainings
1.1.4 a: Training and mentoring in management of facilities	UN agencies to carry out trainings in 2nd/3rd year
1.1.4 b: Facility operating costs	To start after completion of facility construction
1.1.4 c: Legal transfer	Xxx **This needs to be discussed in details for clearer understanding of all partners**
1.2.1a: Identify people who will serve as Trainers/ Facilitators	To be carried out after farmers profiling and ITC to be included in implementation. Proposed timing: Nov 2017
1.2.1b: Roll out Training of Trainers and lead farmers model and farmers' field school approach	Feb - Mar 2018
1.2.1.c: Establish centre of excellence in training and agro-business development based on the Leventis model	Sept - Oct 2018
1.2.2a: Project baseline, identify and profile farmers and farmer organizations	Linked to 1.1.1a, FAO to share all updated docs on AMIS application. Proposed timing: Oct - Nov 2017
1.2.2b: Assist in formation of new cooperatives	There might be no need to form new coops as ILO made contact and discovered about 450 existing ones. The existing ones can be refined as needed. ILO to provide contact list
1.2.2c: Financial services, access to credit for smallholder farmers	Starts in Nov 2017 and runs through whole project.
1.2.2e: Provide technical assistance to farmers to improve yields	Xxx **This will be mainly achieved through the backward integration model**
1.2.2f: Provide post training support for farmers	Trainings to be held quarterly starting Q1 2018
1.2.3.a: Implement pilot on specialized horticultural products	This is based on results from 1.1.1b. Proposed: Oct - Dec 2017
1.2.3.b: Biannual mentoring programme given by the Roca	Confirmation required from the Roca Brothers and SDGF
1.3.1.a: Policy gap analysis	This is an independent activity to commence in Q1 2018
1.3.1.b: Identify and suggest areas of policy alignment	To be carried out in Q1 2018 .
2.1.1.a: Establish minimart to sell excess produce	To be established in year 2 (2018).
2.1.1.b: Build capacities of local markets, improve hygiene, etc	To be carried out by ITC in year 2 (2018).
2.1.2.a: Identify opportunities for local business development	Jan -Apr 2018
2.1.2.b: Identify local beneficiaries to participate in trainings	Apr - Jul 2018

2.1.2.c: Development of business plans	Start Q3 2018 . Business plans to be developed after completion of trainings
2.1.2.d: Provide training in technical areas, bookkeeping, etc	To commence in Q2 2018 .
2.1.2.e: Evaluation of business plans and small grants proposals	This is dependent on 2.1.2c. Start Q3 2018
2.1.2.f: Award of up to 100 small grants on a competitive basis	This is dependent on 2.1.2c. Starts Q4 2018 and is continuous
2.1.2.g: Mentoring to those awarded small grants	This is dependent on 2.1.2c. Starts Q4 2018 and is continuous
2.1.3a: Review FAO AMIS project, develop GIS based mobile app	Carry out simultaneously with farmer profiling. Oct - Dec 2017
2.1.3b: Test project app with selected organizations	Dependent on success of 2.1.3a. To be done in Q1 2018
2.1.3c: Roll out app with all farmers' based organizations	Dependent on success of 2.1.3a.
2.1.3d: Assess and document results of app	Dependent on success of 2.1.3a.
3.1.1a: Identification of good practices from mid-term review	Start Dec 2018
3.1.1.b: Identification of financing partners for scaling up	Q3 2018
3.1.1.c: Scaling up and replication of results	Upon success of pilot program
4.1 Project Management and M&E 1. Project/ Processing plant Manager 2. Programme Coordinator and Coordination Assistant 3. Miscellaneous related costs 4. Project routine monitoring activities 5. Evaluation, including internal mid-term review and external final evaluation, end line assessment and report 6. Knowledge management - case studies showing results and good practices from the Project 7. NSC and Board of Trustees meetings - every six months	- To be recruited locally. - NPC to be recruited using direct selection and is to commence work immediately [Sep 2017]. Partners to submit CVs for consideration and evaluation template for scoring CVs to be developed. Coordination Assistant to be recruited only if the need arises. - xxx - Scheduled to start Aug 2018 and continue throughout project - To be carried out Aug - Sep 2018 - Scheduled to commence after completion of the mid-term review - Starting Q2 2018 . ILO to supply list of board members to help determine members of National Steering Committee to be set up
Communications and Advocacy	Strategy for communications and advocacy to be developed
Topic 2 - Fund Transfer Request Presented by: FAO Ahmed explained that to facilitate the FTR, the work plan first needs to be finalized and sent to the Resident Coordinator's office. FAO to liaise with RC's office to complete and process Fund Transfer Request Form.	
Topic 3 - Inception Workshop and Planning Meetings Presented by: FAO - To facilitate aggressive progress on the project, it was agreed by the partners that there is need to hold monthly partner meetings and in cases where any of the partners cannot be physically present, they can still join in via Skype. - Seyi advised that to enhance communication among partners, the mailing list should be updated to include all relevant parties and all partners should ensure they share all updated documents with via this mailing list.	

- The partners agreed that on the necessity for an inception workshop and are considering pulling resources together to fund the workshop. (This is to be discussed further)

Topic 4 – **AOB**

- TOR and recruitment process for NPC to be discussed further
- Source of funding for National Consultant on vegetable production to be discussed further
- FAO to recruit project driver using UN methods and begin advertisement soon
- A major concern is to develop a strategy to ensure that farmers will always bring in their produce to the Food Africa processing plant and not divert their yield to other buyers.
- How do we ensure steady supply of products to the processing center in the event that farmers are not able to provide the required?

4. ACTION ITEMS

ACTION	ACTION TO BE TAKEN BY	DATE TO BE ACTIONED BY
Share templates from past projects best practices with Sahara	FAO – Saadiya Ibrahim	August 31,2017
Submission of candidate CVs for NPC to FAO	All Partners	August 31,2017
Provide timeline for company incorporation and licensing	FAO and Sahara – Saadiya/Seyi	September 30, 2017
Provide revised cost estimate for facility construction	Sahara - Seyi	September 30, 2017
Provide contact list for farmers' cooperatives in Kaduna	ILO – Wura/Agatha	September 15, 2017
Supply list of board members to help set up NSC	ILO – Chinyere	September 15, 2017
Liaise with RC's Office (Kwasi) to work on Fund Transfer	FAO - Saadiya	September 30, 2017
Discuss with Catherine on decisions for NPC	FAO - Saadiya	September 8, 2017
Update mailing list		August 31, 2017

5. NEXT MEETING

DATE	September 2017 (exact date TBD)	TIME	TBD	LOCATION	TBD
OBJECTIVE					

MINUTES RECORDED BY: Anuoluwa Omojola