

Agenda – 10.00-2.00pm, Sahara Office, Abuja, 5 October 2017

- National Programme Coordinator, timeline for recruitment
- Facility Manager
- Vehicle
- Driver
- Beneficiary profiling
- Communications
- AOB

Meeting Summary – Meeting 5 October 2017

- NPC, timeline for recruitment
 - o Re-assessment completed of four candidates (note: only four CVs received, no applications received from women candidates)
 - o Based on competencies described in TORS, unanimous recommendation of one candidate, Adelugba Kehinde Aderotimi will be recommended
 - o Will follow up today; will be on board by **1 November 2017**
 - FAO recruitment – Will be put into FAO template, one year contract
 - o **Working level focal points list**, FAO: Saadiya, Precious, ILO: Chi Chi, Wura, ITC: Nick, Sahara: Seyi, David
- Facility Manager (Sahara engages, but later once facility is open)
 - o Draft TORs ready will be reviewed later, if necessary
- Vehicle
 - o Procurement will be initiated by FAO, October 2017 to estimated arrive by December 2017
- Driver
 - o Must be from UN approved pool, using UN standard TORs for drivers
 - Who is familiar with UN protocol and has passed road test
 - Recruitment process finalized by 1 December 2017 (FAO indicates it will take one week to come on-board)
- Beneficiary profiling
 - o Reviewed list submitted by Desk Officer; beneficiaries were mostly men; updated list to be submitted by Kaduna State (Chris) next week
 - Sahara to send updated list to FAO of Leventis trained beneficiaries (total: 50 approximately)
 - o Kaduna Vegetable Study Report by Prof. Zakari
 - Four vegetables targeted: pepper, garden egg, okro and tomatoes
 - Market is missing from analysis; ITC will provide missing market component
 - o Business plan
 - Sahara will recirculate last version
 - Will be revised based on market study, final version ready by December 2017
 - Start with tomatoes, move to other three vegetables later
 - o Will be implemented on the ground by FAO and Sahara Foundation; hire two enumerators through Ministry – using the questionnaire already developed

- Training by UN Goodwill Ambassadors
 - o Beneficiaries are currently not in a position to replicate training they received? Will need more support to replicate
 - o Facilitation of Training-of-Trainers, monitoring of ToT – allocations already made in annual work plan along with TORs in project document annex

- National Steering Committee (RC, representative of government, representatives of donor(s)) and Programme Management Committee (see SDG Fund TORs for more details)
 - o National Programme Coordinator will confirm membership of NSC, liaise RCO and Kaduna State Government and organize as soon as possible
 - o Minutes from NSC should be shared with Secretariat

- Update on construction of processing centre
 - o Sahara will follow up and share with time, by end of next week

- Communications
 - o Please share your materials
 - o SDG Fund Secretariat materials: <https://drive.google.com/drive/folders/0B-Xuu2qDn3jqcWIKZ0lhMzVuYjQ?usp=sharing>
 - o Sahara:
 - Share ILO Representative video interview with ILO – Will put on website
 - o ILO:
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 - o ITC:

- Any other business
 - o Double check FAO and ILO allocations for year 1, 2 and 3 – Saadiya and Catherine

Participants

EMEKA-ANUNA, Chinyere, National Programme Coordinator ILO, Nigeria

EKUGUM, David, Communications Officer, Sahara Foundation

IBRAHIM, Saadiya, Programme Officer, FAO

OJURONGBE, Oluseyi, Assistant Manager, Sahara Group

WONG, Catherine, Programme Specialist, SDG Fund

Mary, Intern, FAO