

**Government of Maharashtra,
International Fund for Agricultural Development (IFAD)
&
Sir Ratan Tata Trust (SRTT)**

Assisted

**Convergence of Agricultural Interventions in
Maharashtra's Distressed Districts Programme
(CAIM)**



DETAIL PROJECT REPORT GUIDELINES

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CHAPTER 1: GENERAL GUIDELINES

A. General Guidelines

Selection of Villages:

First level targeting will be the selection of villages with predominant population of the BPL households. Within these villages, the project will identify the poor and their needs using the bottom up approach, where households will be facilitated to join SHGs and strengthen their own organisations. Selection of households will be on the basis of their BPL status. To control the possibility of capture of benefits by the correspondingly better off among households, a prioritisation process will be set up. These processes and the resultant list of identified households will be placed before the Gram sabha for validation. These processes will also be extended while identifying the target groups for pro-poor linkages between producer groups, who will be eventually converted to producer companies, and the private sector.

Villages will be further identified using the following criteria: (i) predominance of small and marginal farmers, (ii) presence of CMRC-supported SHGs, (iii) farmers interest and their willingness to shoulder the O&M responsibilities, (iv) potential for development including application of water conservation techniques, organic farming or LEISA techniques, breed improvement of local cattle, micro-enterprises, (v) access to market and storage and communication network, etc.

Each subproject proposal seeking funding support will contain details regarding commodities selected, villages to be covered (on cluster basis with an average of 2400 to 2500 households per cluster), socio-economic profile of the selected villages, farmers' interest and priorities, cost-sharing, finance required, credit requirement, farmers participation, need for community mobilisation and capacity building, marketing arrangement, technology transfer, project duration etc. These proposals will be in line with the standard guidelines for the preparation of these sub-project proposals. The DPR may be prepared by the stakeholders themselves or with the support of any consultants.

No sub-project, which has less than two-thirds of its investment costs sourced from the ongoing government-funded programmes, will be considered for implementation. The preparation of subprojects will involve a number of stages, conducting market-linked commodity profiles for major produce of the project area, developing standard subproject outline.

1. Preparation and design of location-specific subprojects with a view to having an overall assessment of opportunities for growth, marketing, producers' willingness and possible mechanism for the grassroots involvement etc.,

2. Model subprojects will be reviewed, validated for their technical, financial and social aspects. All subproject proposals presented to the PMU/DPMT will be discussed and approved by the PSC, which will also provide guidelines for ensuring convergence of funds and mode of disbursement for the specific project proposal.
3. Each sub-project that is submitted to the PMU/ DPMT will be designed and prepared as an End-to-end basis, for example:
 - Village communities>water moisture conservation>organic farming>market linkages
 - SHG/JLG>organic contract farming> cotton/castor/vegetables
 - SHG/JLG>soy bean>primary processing>market linkages
 - SHG/JLG>organic vegetables and fruits> market linkages
 - SHG/JLG>primary processing> value-addition>market linkages
 - SHG/JLG>FFS> cattle breed improvement>dairy>market linkages
 - SHG/JLG>poly-houses>floriculture> market linkages
 - SHG/JLG>dairy> milk-collection centres>market linkages
 - SHG/JLG>rural warehouse> market linkages
 - SHG/JLG>organic farming> dryland horticulture>market linkages
 - SHG/JLG>cultivation of medicinal plants>market linkages
4. The subprojects will be designed and prepared using the convergence approach and as such all on-going projects and programmes for the project area will be dovetailed and integrated in these sub- project proposals.
5. Convergence proposals of all sub-projects will be assessed at feasibility stage. Convergence of agricultural interventions is the focus of the Project and it will be aimed at three levels where sub-projects integrations require: household level, SHGs and community levels and cluster level.
6. While some schemes can be identified for convergence at project design stage, the others will be identified on an on-going basis. All these will be on the basis of end-to-end sub-projects projects but with a primary focus on poverty alleviation.
7. Depending upon the type and nature of investments, the convergence mode will be decided and these will be pursued by the respective DPMT.
8. All sub-projects will be fully integrated with all relevant ongoing projects and programmes and in this respect, the project will provide financial support not exceeding one-third of the total project costs as approved by the PSC/PMU.

9. Key areas of convergence will be NREGA, Employment guarantee scheme, National Pulses Development Programme, National Oilseeds Development Programme, Technology Mission on Cotton, watershed development programmes, National Horticulture Mission and more importantly, National Agricultural Development Programme etc.
10. If Producer Company is already organised and registered, then details must be provided and required agreements between the PC and the stakeholders should also be needed. In this connection, the producer company should give an undertaking with regard to supply of produce, quality maintenance, quantity, delivery arrangements etc The stakeholders, in turn, should give assurances with regard to prices and time table for payment.
11. The subproject implementation should have well-defined management structure and in this respect, line of responsibilities should have been clearly discussed and agreements reached. The facilitating NGO will help both the stakeholders and the farmer producers in this matter. If remunerations are involved, these must be spelt out clearly.
12. The persons who are legally responsible for the subproject should be indicated and persons operating the accounts and bank accounts should also be indicated and mentioned. Their specimen signatures should be attached.

B. CRITERIA FOR SUBPROJECTS

Criteria for subprojects will be

- It should be area-based or cluster-based;
- The target group should have expressed willingness to work with the proposal and the respective VDCs agreed to cooperate with the subproject activities;
- The target groups should be confirmed to the target group criteria;
- Required contract or MOU between the parties should have been executed;
- The primary stakeholder can associate any number of other stakeholders in the implementation of the proposed subproject;
- Marketing of the produce or product shall have clearly agreed and no role to any middlemen;
- All assets created under the subproject shall be vested with the target group or the community (say SHGs, JLGs, or VDC or producer companies, CMRC etc);
- No part of the project costs shall be used for the purchase of any land, and where the purchase of land is essential, the cost should not exceed 5% of the project cost and the ownership of the purchased land shall be vested with the target group farmers;

- All subprojects will draw at least two-thirds of funds from ongoing government programmes and convergence shall be the basis for a subproject.

C. INSTRUMENTS FOR OPERATIONALISING SUBPROJECTS

Following instruments and documents would be required and these would be prepared and made ready by the respective stakeholder or the promoters and by the beneficiaries themselves with the help of the NGOs/Implementing Agencies:

- Subproject Concept Note or Detailed Project Report(DPR)
- Letter of Interest/Deed of MOU
- Assurance for market-linkage and marketing
- Assurance or arrangements for technical support and extension
- Number of beneficiaries participating by village, SHGs, JLGs, Producer company etc
- Details regarding producer company, registration etc
- Undertaking by the producer company
- MOU with the concerned line department, if needed, for example contract farming
- Management structure
- Legally Authorised persons
- Financial statements
- Letter from financing institutions, if credit is obtained
- No objections from GP/VDC.

Attachments [Not included in this sample]

- NGO profile
- Audited statements for last 5 year
- List of Staff, permanent and temporary
- Details of Registration
- Previous experience and current assignments or work on hand
- List of associating NGO for technical and field support
- MOU with associating NGOs
- CVs of core staff
- Banking instructions/ details
- Opinion and views expressed by the village communities on the proposed project

Chapter 2: SHG-CMRC Development

Institution Building

Self Help Groups (SHGs): Criteria for Self Help Group (SHG) Planning

- The members will be landless women, SC, ST households, One member per household, Trainings will be given and Groups encouraged to savings and linked to banks for credit; Group cohesiveness emphasized;
- In the selected village clusters, existing SHGs will be strengthened and where necessary left out poor including ultra poor will be formed into new groups. Once SHGs are mature, the CMRCs would be formed.
- There should be on an average 7 SHGs in one village.
- Member size should -10 to 20
- 80% member should be BPL/PRA BPL and preferably from SC/ST, landless and distressed, women headed families.
- Implementing agency should clearly mention the strategies for strengthening of existing SHGs based on the data of current status of SHG, also mention the scope of formation of new SHGs in each village, to integrate SHG members in various livelihood activities, mention various livelihood interventions which they will promote exclusively for SHG members
- Implementing agency should elaborate on Organizations existing experience in SHG promotion, the training modules & skills possessed by the Organization

Joint Liability Groups (JLG): Criteria for Joint Liability Groups (JLG):

- The members of JLGs will include small and marginal farmers, distressed households, women farmers etc, Membership will range between 8 and 10. Their willingness to organise and receive training and orientation, Willingness to be members of producer company later, Participate in all demonstrations and follow the training and instruction received and share the results with other farmers will have to take. They will available for bank linkage and work closely with the market-players and NGOs.
- The group members should preferably not be a defaulter to any other formal financial institution
- The JLGs will contain only one member per household.
- There should be average 4 JLGs in one village.

Criteria for Village Development Committee (VDC) Planning:

- There should be one village development committee at each Gram Panchayat level and will be the subcommittee of Gram Panchayat.(1958 Mumbai Gram Panchayat village Act)
- At least 50% of members are women and from SHGs, JLGs, PCs; Members will hold office for no more than one year; At least 50% of members will retire annually; Watershed volunteer and Development Assistants are permanent members, President, vice-president, secretary and Treasures will be nominated by Gram Sabha.
- Member size- 12 to 24.

PRODUCER COMPANY

- The NGOs, private sector or line departments will facilitate the setting up of the producer companies. Any ten or more individuals who are producer of primary produce, two or more producer institutions, or a combination of ten or more individuals and producer institutions can get incorporated as a producer company.
- In the first stage of their evolution, the Producer Companies will provide technical services, arrange for inputs or pooling members' produce for collective marketing. Once the membership is stabilised and cohesiveness emerges in their functioning, partnerships can be forged between the producer companies and private sector. Some of the large producer companies will set up their own processing infrastructure, developing their own identity, brands and supply chain. The producer Companies will be linked to banks for their fixed capital and working capital requirements. Their willingness for taking up any activity will have to take.

COMMUNITY MANAGED RESOURCE CENTRE (CMRC):

Once SHGs will mature, the CMRCs would be formed. The staff for the CMRC will be recruited by competent RNGOs. The CMRCs will be responsible for providing need based services including counselling distressed households, enabling participation of members in end to end sub projects and linkages for financial services.

- CMRCs will adopt flexible mechanisms of minimum savings as per capacity, convenient time for meetings to bring ultra poor into SHG, Need based extension and training support will be facilitated by the NGOs.

- Based on the status of CMRC in the area implementing agency have to assess the potential of formation of CMRC, keeping in mind that each CMRC will cover 200 to 250 SHGs, Detail strategy for Capacity Building of SHG and the CMRC development.
- The strategy should spell out in detail what trainings will be provided to Institutions through a detail training calendar for each kind of institutions promoted
- Organization should elaborate the support required for implementing the SHGs, JLGs and CMRC development component
- Sample formats and guidelines are attached to collect data and study the status of various financial services and institutions which can be utilized to do relevant planning

ENGAGEMENT WITH BANKERS

- Strategy to engage with bankers for facilitating the access to various credit products.

RISK MITIGATION

- Approach to integrate social security schemes and other insurance schemes with SHGs, JLGs and CMRC development Component

CHAPTER 3: INSITU WATER CONSERVATION AND SUSTAINABLE AGRICULTURE

1. Insitu Water Conservation:

The objective is to promote sustainable agriculture and provide the framework for farmers to be able to increase cropping intensities and productivity under rainfed conditions.

Implementing agencies are expected to promote In-situ water harvesting and rainwater collection which will be promoted through investments in bunding, micro-irrigation, farm wells and ponds and wells, the latter also for drinking water. The cost of the same needs to be incorporated in DPR according to structures envisaged.

The focus will be on simple structures rather than high cost engineering works.

The VDCs will be explained the processes involved in the convergence approach and they will be encouraged to develop village specific development plans for drawing fund resources from NREGA and EGS and other ongoing programmes. These tasks will be carried out by the designated NGOs with the support of the respective VDCs.

IMPLEMENTATION ARRANGEMENTS:

The activities will include in situ water conservation with construction of contour and graded bunds, construction of 3 water harvesting ponds per village and provision of equal number of water lifting pumps.

The funding will be as follows: project 20%, beneficiaries 5% and the NREGA 75%.

Role of village development committees will be the key to the implementation of in situ water conservation measures. This will be facilitated through the selected NGOs, who will help prepare proper village development plans by associating the village administration for resourcing fund from NREGA and EGS. Such plans will also include the livelihoods opportunities for participating households for integrated farming activities, diversification of income generation activities, group activities of SHGs and JLGs, etc., The village development plans will be aggregated at clusters level for convergence with the line departments, agencies and banks for financial assistance. The credit requirements for the village development plans will be agreed with the respective local banks and these will be incorporated in the Block level banking plans.

Following the initiation of measures for in situ water conservation, the work at the village level will be supervised by Watershed Volunteers. They will be local village youth who are selected by the

designated NGOs through the VDCs with the approval of the Gram Sabha. Their tasks will be to prepare layouts, organize labour teams, allocate works and tasks, supervise the work, undertake measurements and maintain records, validate claims and assist in making payments. They will be supported and mentored by the DAs and Engineers. Maintenance of the SWC structures will be the responsibility of the VDCs and this will be one of the conditions of providing the development support to any village.

In order to secure buy-in and a sense of ownership, beneficiaries are expected to contribute a part of the costs of activities they benefit from. The beneficiaries would contribute at least 10% of costs either by way of cash or labour; in exceptional cases, as well as in the case of SC/ST, this may be reduced to 5%. In a village cluster, in situ water conservation work will be completed over a 3 year period or even earlier.

Implementing Agency will recruit the required number of staff as per the project requirement.

2. Sustainable Agriculture

Guidelines for Sustainable Agriculture component for developing DPR under CAIM

1. The major objective of this component is to promote low-cost sustainable agricultural practices through the adoption LEISA methods. The component is NOT to be misunderstood by promoting ONLY ORGANIC FARMING. Organic farming could be practiced in the project but this is not the ONLY practice to be followed. Organic produce if marketed should comply with all the necessary documents and certifications required to connote the product as Organic Product.
2. The component design should be completely need based and demand-driven. The same should respond to the technological options demanded by the farmers.
3. The focus should firstly be on the practices that will reduce the cost of production in a sustainable manner through Low External Input for Sustainable Agriculture (LEISA) and secondly, on reducing the risks through diversification in the farming system.
4. The design should encourage and involve poor, small / marginal farmers (male, female) and families of distress farmers.

5. The design should back its plans and rationales with data as much as possible. Few formats are given in the annexure and these should be taken as a reference document only. The organization has to design its own formats accordingly.
6. While designing the project, the organisations should also consider the institutional arrangements for post construction management of the Water Harvesting Structures.
7. The DPR should also take into considerations the various government schemes available in the interventions they are undertaking and plan for convergence.
8. To document the demand of the farmers and to assess the need of the area (with respect to the sustainable agriculture component) a relevant questionnaire should be prepared by the organisations. These questionnaires/formats will help the organisations to formulate the desired project. The need assessment reports, plan of action report and other findings then become the part of the DPR to be submitted to CAIM.
9. The annexure 1 and 2 suggests the format which can be used to collect the data from ALL the beneficiaries with whom the project is planned. While preparing the DPR due to paucity of time 10 to 15% farmers could be consulted for data collection but plan should be collect the base line information from all the farmers before initiation of any activities as planned under the project.

With the completion of the SWC works in an area, steps will be taken for introducing organic farming / LEISA practices by involving a lead NGO or a group of NGOs as the situation may demand.

The NGOs, in turn, will recruit the Master Trainers (MTs) and deploy them in the villages at least one MT for a group of 10 villages. The MTs will work in the area for about a 3 year period. The MTs, assisted by the respective Watershed Volunteers and VDCs, will organise JLG in each village. The members of a JLG will be usually men from small and marginal farm households and lease-hold farmers. Existing women farmers will be given preference in membership. These JLGs will be eventually converted to FFS.

The Programme will support their training and linkage with banks or MFI. The JLG members will act as core group for technology dissemination of organic farming/LEISA under the farmer field school concept. The MT will conduct a series of technology demonstrations on farmers' fields. The results of demonstrations will be evaluated and made available to other farmers in the village. The JLGs will

stand mutual guarantee for loans they obtain from the banks. Under the Programme, any village interested to establish a grain bank will enrol members of the village community and these members then constitute a Panch Committee, which then contacts the designated NGO. According to need the Panch committee distributes the grain to its members. Each member then pledges to pay an additional 25% grain back on loan as interest. The grain loan capital is paid back to the bank at the time of harvest. The principal grain loan amount is returned over a period of four years to the NGO, which uses this grain as a revolving fund for more villages.

Note:

- 1) Kindly consider the annexed table just as suggestive format and not the restrictive format. Organisations are encouraged to develop further on this format as deemed fit to them. The objective is to achieve as detailed specifics with respect to the area as possible.
- 2) It is also requested to kindly integrate the findings with other components like market linkages, etc so as to achieve the end-to-end concept as envisaged under CAIM.
- 3) It is also requested to not to conduct the survey in haste. This survey will give good base for designing the Sustainable agriculture component of the sub-project.

Chapter 4: Livestock

OBJECTIVE

The specific objectives will be (i) creation of awareness among farmers about the socio-economic benefits of improving the local cattle and buffaloes; (ii) production of improved cattle and buffaloes out of the local non-descript low productive animals; (iii) generation of income for rural families through milk production and marketing; and (iv) promotion of nutritional security, through enhanced supply of milk and farm yard manure, which in turn can boost agricultural production.

Animal Husbandry and its development system need to be an integral part of the project. The targeted segment of small and marginal farmers supports income and off farm activities are pivoted around small animal holdings. Land equity is a difficult proposition and animal husbandry plays a key role in providing an alternative solution for livelihood and also supports the sustainable organic agriculture providing compost and bio-inputs.

The issues for integrating animal husbandry with the project implementation to be considered are.

1. **Cropping Pattern:** Multiple cropping was a practice, with the farmers, since ages. This use to take care of food security for the individual, work for more period, income at various occasions and fodder for the animals. With single cropping, that to with cash crops, farmers is not now producing grains and is dependent for the same on other systems. This has a direct impact on the fodder availability.
2. **Feeds:** It is essential to encourage the farmers to produce their grains Jowar / Bajra to fulfil their needs. The remaining straw and waste would be a proper feed for cattle. In this way he will be able to have food security and animals maintained would provide employment for the whole year.
3. **Marketing:** as majority of the animals would be producing small quantity of milk, individual farmers may not be able to sell it directly. If the groups are formed, the produce can be sold directly to the consumers, with label fresh milk, without any preservatives and even termed as organic. More than 10 producers joining together may reduce their burden of transporting the milk to the direct consumer.

4. **Milk products (Value addition)** : It possible, products like Khoa, ghee, curd or butter milk can be prepared in the village and marketed to the consumers / their societies, which can save the daily labor, as well as risk of spoiling of the produce. Railway stations, bust stands, offices and canteens can be the marketing points and every body will appreciate these products.
5. **Other avenues:** Goats and Desi chicken can also be managed under low input system and with low marketing risks.
Broilers: Depending upon the locality and the market, small units can be a very good venture.
6. Apiary and sericulture can be the other avenues.
7. **Value addition of farm waste / fodder and top feeds:** Grasses and some weed in rainy season, straw from grain crops, seasonal grasses need to be collected in the season and processed with addition of ingredients to make complete feed in the form of silage / blocks / pellets. This would help the farmers to feed the animal appropriately. Machines for blocks and pellets of varying size and capacity are readily available.
8. It is evident that the grazing lands are reducing, forests and pastures are depleting and top feeds are limited. All the concerned, forest, agriculture, animal husbandry and university scientists need to come together for enrichment of the same and produce more feed/ fodder/top feeds. This will additionally increase the gainful employment. Public and farmers partnership in these ventures is must.
9. **Farm ponds:** Under MGNREGA, this activity cab be taken or even though other resources. If irrigation is available, most of the crops – sorghum / Gajara can be saved, as the need for water is comparatively less and risk is also less. Even if the crop fails, the remaining plants can serve as a fodder for the animals. Instead of selling the fodder, this can be used for animals, thus producing high quality animal proteins from low quality roughages.
10. **To feeds / pastures:** producing biomass on wasteland, forests / road side lands, with cattle feeding as objective, would create the fodder security. Giving top feeds to the ruminants may utilize its tannins and serve as a byps protein reducing the methane production and helping to reduce the global warming.
11. **Dung and other by-products:** May be further used as biogas and vermiculture, which can be used in farms. It is well known that the fertility of the land is reducing, with more use of

chemical fertilizer and low availability and use of organic manure. At the beginning of green revolution, 1 kg of fertilizer used to yield 19 kg of grains which now has reduced to 9kg putting an alarming sign of soil degradation.

12. **Collective farm ponds:** can be used for fishery, which at many places is providing substantial income besides food security. Water from the ponds, with aqua culture, if used in horticulture, yields better results. These all should / need to be considered for gainful employment, income generation, food security and psychological (positive) effects on the farmers and their families due to attachment with the animals.

Usually, farmers bring their cows for Artificial Insemination (AI) to the veterinary hospitals or dispensaries. This results in delayed time of AI from on-set of heat, which caused poor rate of conception. Poor health status of cows and improper time of AI also contribute to the failure of conception. AI, at the dispensary necessitated the farmers to bring their animals from long distances, which was inconvenient, expensive and often untimely.

The existing breeding facilities cover less than 20% of the breedable population. Most of the farmers owning livestock do not have adequate fodder and feed resources to nurture their animals. As a result, the animals are not able to exhibit their genetic potentials. Inadequate health care further affected the production capabilities. Further more; most of the rural people are not aware of the advantages of crossbreeding, while those who are aware have lost trust in the technology due to repeated failures.

Finally, in the absence of effective marketing network for the milk, the farmers do not show any interest in availing the breeding services and producing more milk.

Advantages of associating BAIF in the proposed cattle development programmes under CAIM can be

- State of the art technology for production of high quality frozen semen of quality bulls;
- Efficient breeding AI services at doorsteps of the farmers;
- Cluster approach to cover a Block of villages and to create greater impact;
- Close follow up, technical guidance and monitoring;
- Observation of native breeds and crossbreeding with non-descript animals;
- Integration of breeding with training fodder development and health care;
- Support services like vaccination and nutritional advice;

- Use of trained, local youth to take over the operations for sustainability;
- Targeting of the under-privileged and sensitive to social and gender issues;
- Detailed bench mark survey and study to capture the cause effect relations;
- Infertility control through technically qualified staff.

PROJECT INTERVENTIONS

Under the project, it is proposed to set up 6 area centres and 60 cattle breeding centres and also carry out infertility control. Each Cattle breeding centre (CBC) will cater to some 10 to 15 villages and about 2000 breedable cows and buffaloes. The CBC will be under a Block Programme Officer. The duties and responsibilities of the Block Programme Officer (BPO) include establishing contact with the village communities, motivating them to take active part in the programme, identifying their problems, needs and aspirations and suggesting suitable interventions. The BPOs will be a local, educated and committed youth.

The focus of the programme is to use the local non-descript breedable cows for crossbreeding, while conserving the local breeds, in their home tracts. The BPO will also provide pregnancy diagnosis and its follow up and other promotional activities required to enhance various the productivity of the animal. No veterinary clinical treatments are carried out as these will be handled by qualified veterinary doctors.

There will be one area office for every 10 CBCs. These area offices are set up to provide technical support and facilities to the CBCs. The area office will be responsible for bench mark surveys to impact assessment. It is also directly responsible for infertility control management programme.

CHAPTER 5 MARKET LINKAGES: MICRO ENTERPRISES AND SMES

Guidelines on Market linkage for DPR preparation

1. Market linkages should take into account the annual needs of the small producers and communities. Marketing would refer to the marketing of surplus produce only.
2. The market linkage activities should focus and provide information of 4 Ps of marketing namely product, place, price and promotion in the intervention. These four factors will give a comprehensive understanding regarding the factors determining market linkages. The organisation should cover the factors which are of more relevance to them.
3. For market linkage of agriculture and allied products value addition on farm to optimise shelf life and reduced post harvest losses in storage for better returns should be considered.
4. For market linkage of agriculture and allied products value chain analysis should be done for the crops / product to understand the key intervention areas in terms of need, demand, price spread and chain actors like processors & buyers.
5. All marketing related activities need to be backed by clear rationales mentioning the need of the activity, its demand, availability of raw materials / resources in sufficient volumes and markets.
6. The intervention should clearly state the marketing strategy to be adopted by the organisation and the arrangements it is putting in place in terms of human resource and expertise to undertake linkages.
7. It is advisable that in the DPR the organisation provides a letter of interest / intent. Any such document will show preparation of the organisation in undertaking linkages and will make the proposal more competitive.
8. The DPR should describe the structure for community participation and interventions to strengthen it to make the activity sustainable even before the project is phased out.
9. The DPR should identify the risks in establishing market linkages and describe plan for risk mitigation.
10. A detailed SWOT analysis for undertaking the market linkage should be undertaken from the product point of view keeping market in mind.

11. The DPR should back its plans and rationales with data as much as possible. Few formats are given in the annexure and these should be taken as a reference document only (crops, village level marketing infrastructure). The organisation has to design its own formats accordingly.
12. The organisation should take in to account the working capital requirements in undertaking market linkages and value addition / agro processing. For example working capital required for the payments to farmers and storage costs in warehouse receipt financing.
13. The DPR should take into consideration the seasonality of crop availability to decide on the market linkages.
14. The DPR should also take into considerations the various government schemes available in the interventions they are undertaking and plan for convergence.
15. The NGO/private agency can come up with innovative idea of marketing.

Guidelines on Micro enterprises and SMEs for DPR preparation

1. Business Plan: Any SME (Above Rs 10 Lakhs per annum) with intervention in agriculture and allied activities should be presented as a brief business plan. The plan should be of 4 to 5 pages and should cover the following components:
 - a) **Business Overview:** This should cover objectives, ownership, location and facilities.
 - b) **Products and Services:** key features and comparative advantage
 - c) **Industry Overview:** Should include brief market research, key market segments, and purchase criteria for the buyers and industry trends.
 - d) **Marketing Strategy:** Should contain target markets, pricing strategy and distribution strategies.
 - e) **Management structure:** Should contain information on ownership, management, community participation and necessary staffing.
 - f) **Regulatory issues:** Necessary registrations and licenses needed for the intervention.
 - g) **Risks:** Market and other risks that the intervention is likely to face.

- h) Implementation plan: Implementation plan of activities and timelines.
 - i) **Financial plan:** Should cover the fixed costs, working capital expenditure, salaries, Break even analysis and other financial requirements.
 - j) Any other detail as deemed fit.
2. For micro enterprises below Rs 10 lakhs the strategy for marketing, operations and overall implementation and management plan should be given in not more than one or two pages.
 3. The enterprises should be based on the available resources like raw material, demand.
 4. The subprojects should have gender balance and encourage women's participation.
 5. The sub projects should encourage and involve poor village youth and families of distress farmers.
 6. Cluster based approach should be adopted to achieve economies of scale, operational feasibility and lower overhead costs.
 7. For the implementation the provision of adequate credit from financial institutions for undertaking the enterprise should be explored and
 8. Government schemes may be explored to further reduce the cost of enterprise and capacity building

Youths for vocational training will be selected in consultation with the respective VDC, MT and Sahayogini by the designated NGO. Required vocational training will be organised at appropriate training institute. Following the training, the trainees will be facilitated in setting up of their own enterprises with credit support from banks. Agri-based and livestock-based micro-enterprises will be targeted. Each enterprise will be linked to ongoing programme, credit support from banks and facilities from the Programme.

Strategy for micro-enterprises and SMEs development can also include (i) producing for the markets, (ii) diversification of activities to reduce risks, (iii) cluster approach to ensure quality and specifications, and (iv) women and youth in poor and distressed farmers will benefit. Accordingly, it will envisaged that four major types of micro enterprises will likely to emerge and these are: (i) Input suppliers to agri-business cluster, (ii) harvest and post harvest improvement through cleaning, grading, packing of specific commodities, (iii) processing and value addition; and (iv) Logistics management including transportation.

CHAPTER 6: GENDER EQUALITY/WOMEN EMPOWERMENT DIMENSION IN THE IMPLEMENTATION OF THE PROJECT CYCLE

I. PROJECT IMPLEMENTATION

Baseline data/information

- Gender-sensitive baseline survey
- The needs, priorities of different categories of poor people and women should assess
- Baseline should/ must take gender issues into account
- Gender/women related baseline data should influence project implementation and planning.

Examples of baseline data required	
<ul style="list-style-type: none"> • Literacy and education • Availability of different institution/CBOs • Ownership of resources • Identification of women needs in particular • Information on IMR, MMR, Child nutrition • Status of women at household level and community level • Migration • Women and indebtedness • Specific skill set and expertise • On various women entrepreneurship activities • Disaggregated data on SC/ST/General/Vulnerable households, etc. 	<ul style="list-style-type: none"> • Data on vulnerable, destitute, women-headed households, etc. • Information on drop out and particularly girl child • Dynamics of different forms of domestic violence • Linkage women in different livelihoods activities • Identification of different women issues (customary, religious and marriage) • Decision making processes by the women • Food security of women headed households

Project gender policy/strategy

- Project should have a specific gender policy/strategy for both the organization and the interventions with indicators and timelines.

EXAMPLES OF ELEMENTS TO INCLUDE IN THE PROJECT GENDER STRATEGY

<ul style="list-style-type: none"> • Formulation of gender strategy guidelines • Staffing pattern: at least 50% women to be recruited at all level. 	<ul style="list-style-type: none"> • Access to safe drinking water within a reasonable distance • Each and every household are to be part
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<ul style="list-style-type: none"> • Capacity building: at least 50% women in average to be trained on different thematic issues. • 80% of deliveries are institutional delivery. • Stopping child labour, particularly girl child (up to 14 years old). • Stopping marriage below 18 years • Magistrate power to women group to address the social issues (alcoholism, child abuse, domestic violence, etc.) • Decision making process: with at least 33% representation of women. 	<ul style="list-style-type: none"> • of SHGs • Every individual to be sensitized on gender issue • To stop school drop out, particularly girl-child • 100% safe sanitation & drinking water • 50% women are exposed to local/national events, programmes, sports, etc. to showcase their skill and abilities • Specific HR policy to retain skilled staff
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Activities/components

- Inclusion of activities specifically targeted to women to increase their ability to participate (e.g capacity/building, self-confidence building, group formation, etc)
- Relevant gender perspective should build into all components and activities.
- Project should have a specific women’s empowerment component and preferably women employee should be appointed.
- Project activities should cater to the issues and needs of both women and men as perceived by them in the community.

EXAMPLES OF GENDER/WOMEN-RELATED ACTIVITIES
Recruitment and Sensitization
<ul style="list-style-type: none"> • Recruitment of gender balanced staff • Sensitization of staff on gender issues • Organization of sensitization programme on gender at community level
Capacity building
<ul style="list-style-type: none"> • Organizing theme based training / exposure programmes on gender • Organizing different events at national/local level (mela, rally, sports meet, cultural programme, SHGs meet, etc.)

OTHER ACTIVITIES

- Establishing safe drinking water facilities
 - Ensuring availability of fodder and fuel at the community level
 - Ensuring school/teacher at the community level
 - Mainstreaming the school drop outs
 - Organizing regular health and nutrition day for pregnant / lactating mothers
 - Organizing community meeting (male and female) to discuss on developmental issues including needs of women
 - Campaign on women rights/issues (rights on resources, decision making status, child marriage, child abuse, domestic violence, etc)
 - Facilitating convergence / net working with different programmes
 - Ensuring social safety net schemes at the community level
 - Formation and strengthening of SHGs
 - Strengthening micro entrepreneurship activities through SHGs
- Insurance of groups / individuals

Finances: Funding to support

- activities specific to women and vulnerable groups;
- pro-active measures to bridge gender gaps/activities to support gender mainstreaming (e.g gender training, childcare for women participating in training, technical assistance, etc)

INNOVATIVE ACTIVITIES IN SUPPORT OF GENDER MAINSTREAMING/GENDER EQUALITY.

CHAPTER 7: KNOWLEDGE MANAGEMENT PURPOSE AND GENERAL GUIDELINES

The key purpose of knowledge management in such a complex and multi level project is to facilitate contextual and situational learning to address adaptation oriented and emerging issues that would lead to capacitating the community is addressing their own issues, developing a problem solving approach in order to support local sustainability.

To achieve such a goal the knowledge management strategy need to be capacity development intensive, looking at possibility of developing multi channel communication that regularize exchange and knowledge sharing within and across communities. The knowledge management need to focus on a model that enables all the stakeholders to be able to record, synthesize and disseminate information at their levels and also enable the various levels of project implementing stakeholders to seek suitable knowledge, refer and apply for tangible returns. To do so, the first task would be to enable the RNGOs, PCs and all other institutions involved, to develop access and establish communication channels for facilitating the project implementation. Knowledge management needs to be an integral part of the institution building process.

Some of the important points to develop a knowledge management framework and a communication support structure would be:

- Learning Need Assessment: what are the learning needs of the community visa-vis the end to end organic farming and value chain.
- Communication channels commonly used in the selected villages (TV, Radio, Mobile, Print etc.) and the appropriateness of information as well as the media.
- Social cognitive capital presence: frequency of information referred, type of information referred input provided by, recording capacity of knowledge generated.
- Identification of knowledge resources and locating suitable information resources. Identification of suitable platforms to communicate information needs and requirements at all levels.
- Scouting innovations both internal and external and documentation.
- Capacity building at all levels for documentation, adaptation and sharing.
- Developing a framework for situated learning to enable and enhance the output of the individual members, whether at the ground level or in the PMU.

Crops			
Type of crops	Net sown area	Yield	Production
VOLUME CONSUMED AND MARKETED			
Methods of marketing			
Price realised			
Livestock Population			
Cattles			
Buffaloes			
Milch animals			
Milk Production			
WATERSHED DEVELOPMENT			
Status of area treated under ongoing / previous watershed development			
Extension services			
Infrastructures support facilities present in the area			
Access			
Communication			
Power supply			
Constraints to growth			
Potential for development / opportunities			
B. PROPOSED INTERVENTIONS			
FORMATION OF COMMUNITY INSTITUTIONS			
Types of institutions	Proposed Numbers	Proposed Cost	
SHGs			
JLGs			
VDCs			
Producer Groups (PGs)			
Farmers Field School (FFSs)			
Producer Companies (PCs)			
Community managed resources centre (CMRC)			
Training to Farmers and Village Community			
Livelihood promotion activities to			
1. SHGs			
2. Rural youths			
3. Other institutions			
Commodities identified for end to end subprojects			

SOIL & WATER CONSERVATIONS STRUCTURE		
Insitu Water Conservation		
Net Planning along with agricultural assistant for proposed area - in ha. Cost -		
Proposed Structures -		
Types of Structures	Number / Area benefited	Cost
Watershed Development		
Creation of farm ponds	Number / Area benefited	Cost
Cultivation of crops using		
1. LEISA Techniques		
2. Organic Farming		
3. Any other innovative methods		
Proposed infrastructure development – Warehouse, cleaning and grading unit, semi processing, processing unit, packing unit etc.	Number	Proposed Cost
Linkage with potential market players through contract farming / producer company		
Cost Estimates		
Year	Amount (000 INR)	Financing Plan for the Subproject (000 INR)
		IFAD SRTT Banks Beneficiary Convergence
1		
2		
3		
4		
5		
6		
7		
Total		
IMPLEMENTATION SCHEDULE		
Manpower deployment : The NGO/institution will deploy the		

technical and support staff during the project implementation period: such as Field Manger , Accountant/Data Operator , Development Assistants, Social Workers, Engineers, Master Trainer etc.			
PRODUCTION AND MARKETING ARRANGEMENT			
Product/ produce	Season / time	Quantity (MT.)	Mode of sale
PROJECTS BENEFITS			
Percentage of HHs with improvement in HHs disposable income.			
Percentage of HHs with improved food security and incremental incomes			
HEALTH STATUS			
IMR			
MMR			
Malnutrition - Child			
Women			
Education Status			
Literacy - Male:-		Female :-	
Marginal production increase and substantial reduction in the cost of production			
Crops	Crops area (ha.)	Production (MT.)	
		Present	With project
1.			
2.			
3.			
4.			
Cultivation cost			
Gross revenue			
Net returns			

Chapter 9: DETAIL PROJECT REPORT TEMPLATE:-

1. PROJECT DOCUMENT

SECTION 1: Project Outline

Project number:

Project title:

Focus area of CAIM

Proposal stage:

Commissioned organization/NGO/Private agency

Project category/theme:

Area/cluster

Funding request:

Year 1 (FY 10/11)	Year 2 (FY 12/13)		Year 3 (FY 13/14)		Year 4 (FY 14/15)		Year 5 (FY 15/16)		Total
Pay1	Pay2	Pay3	Pay4	Pay5	Pay6	Pay7	Pay8	Pay9	
Total:	Total:		Total:		Total:		Total:		

Project duration: years

Proposed start date:

Proposed finish date:

Time to impact: - year?

Category (or Theme area):

Key Contacts

Project Leader:

Title and Name

Position
Organisation
Phone
Email
Postal Address
Nearest Video Conference Center

Administrative Contact:

Title and Name
Position
Organization
Phone **Fax**
Email
Postal Address

Collaborating Organisation:

Title and Name
Position
Organisation
Phone **Fax**
Email
Postal Address
Street Address

Project Coordinator: NGO Partner

Title and Name
Position
Organization
Phone **Fax**
Email
Postal Address

Collaborating Institution:

Title and Name

Position

Organization

Phone

Fax

Email

Postal Address

The qualifications and experience of programme staff needs also to be mentioned

Project summary (maximum one page) -

SECTION 2: Project Justification

2.1 Cluster and partner NGO/Agencies -

2.2 Development strategy and its relationship to the CAIM program objectives

SECTION 3: Project Objectives and Outputs

3.1 Objectives

3.2 Outputs

Objectives & Activities	Outputs	Risks/ Assumptions	Proposed Solutions
Objective 1:			
Activity 1.1:			
Activity 1.2:			
Activity 1.3:			
Activity 1.4:			
Objective 2.			
Activity 2.1:			
Activity 2.2.			
Activity 2.3.			
Objective 3.			
Activity 3.1.			
Activity 3.2:			
Activity 3.3:			
Activity 3.4:			

SECTION 4: Planned impacts and adoption pathways along with monitoring and reporting.

4.1 Expected economic impact

4.2 Other impacts

4.2.1 Research and/or extension capacity

4.2.2 Social

4.2.3 Environmental

4.2.4 Scientific

4.3 Adoption pathways and related communication and dissemination strategies

4.4 Provisions for monitoring, evaluation and reporting for the proposed project needs to be mentioned.

Key users of project outputs will be:

SECTION 5: Project Operations

5.1 Methodology

Objective 1

Activity 1.1

Activity 1.2

Activity 1.3

Activity 1.4

Objective 2

Activity 2.1

Activity 2.2

Activity 2.3

Objective 3

Activity 3.1

Activity 3.2

Activity 3.3

Activity 3.4

5.2 Schedule:

Objective/Activities	Tasks	Time line (Yr and m)	Milestones
Objective 1:			
Activity 1.1:			
Activity 1.2:			
Activity 1.3:			
Activity 1.4:			
Objective 2.			
Activity 2.1:			
Activity 2.2.			
Activity 2.3.			
Objective 3.			
Activity 3.1			
Activity 3.2:			
Activity 3.3:			
Activity 3.4:			

(ii) Description of the comparative advantage of the institutions involved

RNGO Institution

Field NGO

Other Partner Institutions

(iii) Summary details of the strengths each participant involved

SECTION 6: Budget

Please attached the XL file

SECTION 7: Supporting documentation

References

Convergence plans to be built-in

ANNEX. 2.1 GUIDELINES TO FILL UP FORMAT FOR STATUS OF SHGS

HH :	House Holds
BPL	Below Poverty Line - Covers HH which hold
Non BPL	Covers HH which do not hold a BPL card
District Rural Development Authority (DRDA)	
1) Those groups should be included which are promoted by Department of women and child development 2) Groups which consists of more than 75% BPL families 3) Groups should have received the revolving fund or is linked to Income Generation Activity	
Mahila Arthik Vikas Mahamandal (MAVIM)	
1) Those groups which are promoted by Sahyogini's of MAVIM 2) Linked to the Village Level Committee (VLC) promoted by MAVIM 3) Groups are linked to CMRC and avail the services provided by it and contributing towards these services as well	
National Bank for Agriculture and Rural Development (NABARD)	
1) Groups promoted in the project area funded by NABARD 2) Groups are linked to income generating activities under the NABARD projects	
Any Other	
Groups promoted by any other NGO not promoted under the above mentioned organizations or Department	
F - Functional; refers to following:	
1) 10-20 members 2) Regular attendance, saving, internal lending and repayment 3) updated books of account which includes cashbook, ledger, minutes book, member's pass book	
NF	Non Functional refers to groups who do not have any of the two or more above mentioned criterions
Community Managed Resource Centre (CMRC)	
Community Managed Resource Centre promoted by MAVIM under Tejaswini Project YES: mention the number of groups linked to CMRC and contributing towards availing the services Services availed: mention the training received, information received, book keeping services, skill training, insurance etc NO: mention the reasons either CMRC don't exist, or what the reasons for not getting linked to CMRC	
Total BPL Groups / Non Groups	Add the groups in all the age group and mention each promoter wise.
Status	In functional group column add the functional groups for all promoters in all age wise sheet and mention the total In Non functional group column add the non functional groups for all promoters in all age wise sheet and mention the total
Quality aspects Strength of Promoter Issues in the SHG Promoted	Conduct the Focused Group Discussion and mention the positives of each promoter Conduct the Focused Group Discussion and mention the gaps (updatation of books of account, bank linkage, regularity in savings, meeting, internal loaning and repayment, level of awareness among SHG member) in the programme for each promoter

2.2 DATA COLLECTION FORMAT

Sr.No.	Particulars	Parameters						
1.	District							
2.	Talukas							
3.	Name of the Village							
4.	Households	Total HHs	HHs linked to SHGs		Reaming HHs			
5.		01 to 1 years						
	Types of SHGs	No. of Existing SHGs	Status of the Existing SHGs			Linked to MAVIM promoted CMRC		
			BPL	Non BPL	F	Avg. Bank Loan	NF	Yes (Nos.)
6.	DRDA							
7.	MAVIM							
8.	NABARD							
9.	SOCIAL FORESTRY							
10.	ANY OTHER							

ANNEX 2.3 CONSOLIDATED DATA FORMAT

Sr. No.	Name of Village	Total HH	HH Linked To SHG	HH Remaining	Category	DRDA	MAVIM	NABARD	Social Forestry	Any other	Status		CMRC linkages	
											Total fun. groups	total NF groups	No. of groups linked	No. of groups not linked
1.					BPL									
					Non BPL									
2.					BPL									
					Non BPL									
3.					BPL									
					Non BPL									
4.					BPL									
					Non BPL									
5.					BPL									
					Non BPL									

ANNEX 2.4 QUALITY ASPECTS AND ISSUES OF SHG PROMOTED BY DIFFERENT PROMOTERS

Quality Aspects and issues of SHG promoted by Different Promoters			
S.N.	Name of the promoter	Strength of the promoter	Issues in the SHG Promoted
1	DRDA		
2	MAVIM		
3	NABARD		
4	Social Forestry		
5	Any other		

ANNEX 2.5 GUIDELINES FOR ASSESSING THE STATUS OF FINANCIAL SERVICES IN THE VILLAGES

1. For each village collect the details from the Service Area Bank on the KCC coverage, crop loan and percentage of defaulter in each village,
2. Organization may conduct Focused Group Discussion (FGD) in sample villages and should assess following aspects

2a) SAVINGS	
Total Household (HH) engaged in Savings	This means HH plans for future and does saving in saving account or FD or assets like gold, assess the extent of this kind of planning among the villages
Average Saving /HH	Assess the average savings Per HH
Total HH with saving a/c	Assess the percentage of HH having saving's account in the Bank
No. of HH with Savings at post offices	Assess the extent to which villagers utilize the services of Post Office to do small savings
Other avenue for saving	you need to assess the extent of informal avenues like home in form of assets etc. for doing savings
2b) CREDIT	
Average credit need of HH/ anum	You need to assess on an average what is the credit requirement of HH in that particular village this should be estimated from the last year's credit availed from both formal and informal sources for all kind of events (Life cycle events like marriage, child birth and death ceremonies should be excluded
HH accessibility to agriculture credit	No. of household accessing crop loan through Kisan Credit Card (KCC) and crop loan (from banks or credit society), or loans from SHG
Dependence on Money lender	Assess the extent of dependence on money lenders and the purposes for which villagers take loans from this sources and the average amount of loan
Average indebtness per HH	Assess what is the average loans outstanding per household
2c) INSURANCE	
Government Schemes	Assess the coverage of government schemes for various insurance products (life, health, crop, weather)
Other Insurance Providers for life, health, Crop and weather insurance products	Assess the presence of other insurance providers and their coverage

ANNEX. 3. 1: SUGGESTIVE FORMAT FOR SUSTAINABLE AGRICULTURE: (LEISA PRACTICE)

(DATA COLLECTED FROM 10-15% OF FARMERS TO BE COVERED IN PROJECT)

Item	What can be some of the information which could be collected to develop the project? These are just suggestive guidelines and can be changed as per the requirement of the envisaged project	What can we derive out of this data?	Possible methods to collect data
General Data about the farmer	General details of the farmer like if BPL or not, family members, earning members, etc	General data	Through questionnaire
Type of labour (%)	Does the family employ itself, local villagers, migrants, etc for agricultural labour in its land? If yes then how many members and for what time? Kindly explore the labour problems of the area if any.	This will help us know involvement of family for agriculture? We might also realize the perceived labour problems if any.	Through questionnaire / FGD
Wage rate/day	What is the wage rate provided to Men/women if they are hired for agricultural labour?	This will help us know the expenses incurred for agricultural labour? And also the credit need during high labour involvement.	Through questionnaire / FGD
Farm Size details (Acres)	What is the total farm size owned by the farmer itself? What is the area which is leased in/out by farmer? What is the operational area? What is the irrigated area? What is non-irrigated area? Etc	This will help us know the land details for the farmers	Through questionnaire
Status of Natural Resources			
Soil type	What is the soil type? For e.g. black cotton soil, alluvial soil, sandy soil, etc. What is the percentage of problem soil like saline soil, barren land, etc.		FGD
Soil Analysis (%)	Does the farmer know about its soil nutrient content? If yes then how much is N, P, K, Organic Carbon, other nutrients in its soil? Kindly also explore the soil quality as good / medium / bad soil, etc.		FGD
Topography	What is the topography of farmer's land? plane, undulating, slopy, etc		FGD/PRA

Rent of land if leased	What is the rent of the land which farmer has leased in or leased out? Kindly also try and know the leasing in/out contract.	This will help us know the expenses incurred for agriculture? And implication of leasing in a land. It might happen the leasing in/out of land might not be very economical. We may explore that.	Through questionnaire
Agricultural System of the farmer			
Cropping System	What is the area sown by the farmer under Kharif and Rabi crops? What is the inter-crop? What is the average yield? Kindly also capture any important information regarding cropping pattern of the area	This will help us know the agricultural system of the area and hence design our project accordingly.	Through questionnaire / FGD
Horticulture, vegetables, other diversified plantations like medicinal plants, etc	What is the area sown by the farmer under horticulture /vegetables/medicinal plants, etc? Kindly specify the name of such plants? What is the average yield? Any other details.		Through questionnaire / FGD
Scope of Horticulture, vegetables, other diversified plantations like medicinal plants, etc	What is the scope that farmer can practice horticulture/vegetable growing, etc if presently s/he is not cultivating?		Through questionnaire / FGD
Trees available with farmers and scope of growing the same	What is the present status of trees available at the farm of the farmer? Does he plan to grow them? Is there any scope? Kindly explore.		Through questionnaire / FGD
Present Livestock population with farmers and scope of the same	What is the present status of livestock available with farmers? What are they used for? Whether for agricultural interventions, or for milk, or for meat, or for organic manure, or fir mix of these options, or for something else? What is the scope to enhance the livestock base for the farmer? Does he have necessary resources to maintain healthy livestock so as to benefit him or her?		Through questionnaire / FGD
Crop Production Practices			

Agronomic Practices crop grown	Kindly try and find out complete agronomic practices followed by the farmers for the kharif and rabi crop. This may include everything right from land preparation to sowing to pest management to weed management to crop monitoring to harvesting the produce.		Through questionnaire / FGD
Plant protection :Kharif / Rabi crop	What is the damage percentage done by pest attack on Kharif and rabi crop? What are the control measures followed by the farmers? Kindly also find out whether farmer knows about the pests? Can they identify them and differentiate among various pests? Kindly also find out whether farmer knows about the specific pesticide? What is the cost incurred per acre for farmers? What is the percentage of bio-pesticides used by the farmers? How helpful is bio-pesticides?		Through questionnaire / FGD
Any problematic agricultural practices	Kindly explore if farmer follows any problematic agricultural practices like mixing of pesticides with fertilizers, row x plant spacings, sowing along the slope, indiscriminate spraying of pesticides/insecticides, etc	This will help us know the training needs of the farmers	Through questionnaire / FGD
Byproducts and their use (Kharif / Rabi crop)	Kindly try and find out complete details of the use of byproducts of the crop? For eq if it is cotton then what to the farmers do with cotton sticks? Do they burn? do they use for thatching? do they sell? do they use it as fire wood? etc. Similar details can be taken for byproducts of different crop.	This will help us know that whether farmers take fodder management seriously? What are the livestock development implications of the same.	Through questionnaire / FGD
Farmer's economic status	What is the amount of short/medium/long term loan availed by farmer and for what purpose? Is it through formal financial institutions or non formal institutions? What is the repayment trend?	This will help us know the credit inflow/outflow of the region. How much is agricultural loan? How much is distress generated due to it? We may explore this and design the project accordingly.	Through questionnaire / FGD

Source of information for technical assistance for agriculture	From where does farmer receive the technical guidance for agricultural practices? For instance NGOs or Agricultural Institute or Local Krishi Kendras etc.	This will help us know the information flow to the village. Whether farmers receive any information/guidance? Is the guidance adequate? Is the guidance relevant? Is the guidance from the relevant source? This will help us work on our linkages in the project	Through questionnaire / FGD
General Problems faced by farmers in agriculture	What are the major problems faced by the farmers to make agriculture more remunerative? Is it quality of seeds, irrigation, plant protection, marketing, soil salinity, water logging, technical know-how or any other problem? Kindly explore	This will help us know the problems / loopholes for the agricultural practices followed. This will help us design relevant training modules and linkages in the project	Through questionnaire / FGD
Potential of livelihood diversification	Does the farmer practice any other livelihood also? If yes then how much could be its share in his overall income? is it well thought livelihood? is it feasible? Is farmer thinking to shift his livelihood to something else? Why is he thinking so? Kindly find the same in detail.	This will help us know the diversification of livelihood and hence accordingly design the component in the project. We might notice that farmer do not find agriculture as the lucrative livelihood option anymore hence we may design other livelihood options for them.	FGD
Convergence plan	As Convergence is the integral part of the CAIM so kindly explore if any schemes could be converged to do sustainable agriculture. There are various linkages possible with agricultural institutes for the same. Kindly explore that as well and include the same in the project.		Discussions with Line departments/District Official
ANY OTHER DETAILS	<i>The above details are suggestive. There can be other details which partners might find deemed fit for designing the best possible project. Please do so and incorporate the details while formulating a project</i>		

ANNEX: 3.2: SUGGESTIVE FORMAT FOR SUSTAINABLE AGRICULTURE: (INSITU WATER CONSERVATION)

(DATA COLLECTED FROM 10-15% OF FARMERS TO BE COVERED IN PROJECT)

Item	What can be some of the information's which could be collected to develop the project? These are just suggestive guidelines and can be changed as per the requirement of the envisaged project	What can we derive out of this data?	Possible methods to collect data
Water related problems	Does the farmer have adequate water for cultivation? Does the farmer have proper irrigation source?	This will help us know the present situation of the area and accordingly design the project	FGD/PRA
Present Water Source	Kindly try and find out all present irrigation sources of the area. This can be open wells, tube wells, micro irrigation devices, farm ponds, canal irrigation, check dams, developed watershed area, etc. How much are these sources are functional? What is the present status of these structures? How much area do they irrigate? Kindly explore and get as more details as possible.	This will help us know the present situation of the area and accordingly design the project	FGD/PRA
WHS constructed by	What is the financial source for constructing Water Harvesting Structure in the village? Is it by self? Or by Government schemes? Or through NGO? Through other sources?	This will help us know the present schemes running for the village. This will help us design our project accordingly	FGD/PRA
Present WHS managed by	At present what is the institutional mechanism designed to maintain present WHS? Who does it? Is it by self? Is it by some Community Based Organizations? Or is it by some other arrangements? What the financial implications of the maintenance of the WHS?	This will help us know the present situation of the area and How good is the institutional arrangements? How is the fund managed for maintenance of the structures? This will help us design our project accordingly	FGD/PRA
Water drainage	What is the natural water drainage situation of the area?	This will help us design the SWC component accordingly. The water drainage pattern will help us plan the most suitable and feasible structure of the area and accordingly design the project	FGD/PRA

Potential Water Source	Kindly try and find out all potential irrigation sources of the area. This can be open wells, tube wells, micro irrigation devices, farm ponds, canal irrigation, check dams, watershed development, etc. How much area will the plan irrigate? This will require detailed Perspective planning of the village/area.	This will be included in designing the project	FGD/PRA / Perspective Planning*
Convergence plan	As Convergence is the integral part of the CAIM so kindly explore the possibilities of NREGA/MREGA and other district schemes available for Soil and Water Conservation. Kindly explore that as well and include the same in the project.		Discussions with Line departments/District Official
<i>*with perspective planning it means that you conduct a elaborate discussions at the Gram Sabha level or conduct PRAs like transact walks, resource mapping, water drainage mapping, etc to get a detailed plan from the villagers as to what is best for their area as far as SWC is concerned.</i>			
ANY OTHER DETAILS	<i>The above details are suggestive. There can be other details which partners might find deemed fit for designing the best possible project. Please do so and incorporate the details while formulating a project</i>		

ANNEX. 3.3 DATA SHEET FORMAT FOR SUSTAINABLE AGRICULTURE

General Data about the farmer	
Name of Farmer	
Village	
Cluster	
District	
BPL (Y/N)	
Family size	
Earning persons	
Family Income	
Type of labour (%) from	
Family	
Local hired	
Migrant	
WAGE RATE/DAY	
Men	
Women	
FARM SIZE (ACRES)	
Owned	
Leased IN	
Leased OUT	
Operational	
Number of Cropping / annum	
SOIL TYPE	
Soil Analysis (%)	
N	
P	
K	
Organic Carbon	
Other dominant nutrient seen	
Topography	
Rent of land if leased (Rs/acre)	
Average price of land (per acre)	
LIVESTOCK DETAILS	
Number of animals used form Agricultural interventions	

Number of Milking animals		
Number of animals used for meat		
Amount of organic manure available		
Amount of milk available		
Amount of meat available		
Is the source of other livelihood		
Whether animals are hired for agriculture? How many? And what rate?		
Any other details		
CROP PATTERN (ACRES)		
Major Crop (e.g.: cotton)		
Area (Acres)		
Variety		
Av. Yield		
Inter-cropping (e.g.: Tur)		
inter-crop		
Ratio		
Variety		
Av. Yield		
Remarks		
Present Area under fruits		
Name of Fruits		
Yield/acre		
Present Area under vegetables		
Name of Vegetables		
Yield/acre		
Scope of fruit growing		
Name of Fruits		
Scope of vegetable growing		
Name of Vegetables		
Plant protection : Kharif and Rabi Crop (e.g.: Cotton / Gram)		
Bollworms	% damage	
	Control	
Sucking pests	% damage	
	Control	

Foliage feeding	% damage	
	Control	
Soil pests	% damage	
	Control	
Diseases	% damage	
	Control	
Total	Cost/acre	
Agronomic Practices of Kharif & Rabi Crop		
Seed Sowing	time	
	Kg/acre	
	Variety	
	Cost/acre	
Ploughing	Number	
	Method	
	Cost/acre	
Harrowing	Number	
	Method	
	Cost/acre	
Planking	Number	
	Method	
	Cost/acre	
Seed rate	Kg/acre	
	Cost/acre	
Spacing	rows X plants	
	Sowing Method	
Bio-fertilizers used	Name of bio-fertilizer	
	qty/acre	
	Method	
	Cost/acre	
Urea	No. of doses	
	Kg/acre	
	Method	
	Cost/acre	
DAP	No. of doses	
	Kg/acre	
	Method	
	Cost/acre	
	No. of doses	

Chemical Pesticides used	Kg/acre	
	Method	
	Cost/acre	
	No. of doses	
Water resource	Source	
	No. of irri.	
	Method	
	Cost/acre	
Weedings/Hoeings	No.	
	Method	
	Cost/acre	
Herbicide	No.	
	Method	
	Cost/acre	
About the by-product (for e.g.: Cotton sticks, fodder, etc)		
yield	q/acre	
Usage of cotton sticks	% Burned in field	
	% Cattle Feed	
	% Kitchen Fuel	
	% Thatching	
	% Ploughed in Soil	
	% Sold	
	% other use	
	Price received	
Farmer's economic status		
Short term	Amount	
	Source	
	Purpose	
	Rate of Interest	
Medium/Long term	Amount	
	Source	
	Purpose	
	Int.%	
Repayment done	Amount	
	Source	
Source of information for technical assistance for agriculture		
	Self	

	Friends	
	Villagers	
	NGOs	
	Agri Institutes	
	DoA	
	Krishi Kendras	
	Others (Specify)	
General Problems Faced By Farmers For Agriculture		
	Seed	
	Irrigation	
	Plant protection	
	Marketing	
	Soil salinity	
	Water logging	
	Labour	
	Any other	
Other livelihood perceived (Please Specify)		
Other livelihood planned (Please Specify)		

ANNEX. 3.4 DATA COLLECTION SHEET SWC

Name of Village			
Water related problems			
Adequacy of water		Yes/No	
Irrigation		Yes/No	
Present Water Source			
	Open well	No.	Area (acres)
	Tube well	No.	Area (acres)
	Pipeline	Area (acres)	
	Rented irrigation	Area (acres)	
	Farm pond	Area (acres)	
	Micro-irrigation	Area (acres)	
	Canal	Area (acres)	
	Other	Area (Acres)	
WHS constructed by			
Self		Amount	
Under Government Schemes		Amount	
Under NGO projects		Amount	
Other (Specify)		Amount	
Present WHS managed by		Self	
		WUG	
		VDC	
		Other (Specify)	
Water drainage		Is water drainage a problem?	Yes/No
		How is it drained presently	
Is the improvement possible seeing the topography of land? If yes then how?			Yes/No
Which scheme can be used for SWC?			
What will be the tentative cost involved?			
Potential Water Source	Open well	No.	Area (acres)
	Tube well	No.	Area (acres)
	Pipeline	Area (acres)	
	Rented irrigation	Area (acres)	
	Farm pond	Area (acres)	
	Micro-irrigation	Area (acres)	
	Canal	Area (acres)	
Other	Area (Acres)		

ANNEX: 4.1 QUESTIONNAIRE ON MARKET INFORMATION

1. How are crops/products sold?
(Visit by trader to farm, taken to local market or major market, etc.)
2. How does the farmer decide what prices to ask for?
3. What are the main problems with marketing?
4. Who are the most important buyers of each product locally?
5. What improvements would you like to see made to marketing arrangements?
6. Seasonality of supply:
(Start, peak and end of season by month)
7. Packing:.....
(Weight of produce per packaging unit, type of packaging)
8. Are any grading and quality standards applied?
(Size, colour, moisture, variety)
9. Usual prices and range of prices
(Average price, maximum and minimum prices, variability between season, price varies according to grade)
10. Reasons for price variations
(Buying, selling, range, impact of seasonality)

Typical prices per month

Jan	Feb	Mar	Apr
May	Jun	July	Aug
Sep	Oct	Nov	Dec

ANNEX: 4.2 QUESTIONNAIRE ON TRADER QUESTIONNAIRE

1. Name and address of business.....
2. Company activities
3. (Main products handled, who sells to whom, services provided such as cold storage, collection, delivery, credit, packaging, grading)
4. Company resources
- (Transport, cold storage, wholesale outlets, retail outlets)
5. Procedure for doing business
- (Are products collected or delivered by the farmer? Commission or fixed price purchases? How/when are prices agreed? Payment terms?)
6. Products in demand or in short supply
- (Products needed in greater volume and when, product specifications, likely prices)
7. Main customers.....
- (Are sales increasing, flat or declining?)
8. Main difficulties as a business?
9. How traders want to work with suppliers?

ANNEXE : 4.3 SURVEY FORM FOR CROP GROWN BY SMALL AND MARGINAL FARMERS

S. No	Village	Taluka	District	Name of Crop (Eg. Pigeon Pea)						
				Cultivation area in Acres	Production in Quintals	Marketable Surplus	Time of Arrival	Selling Points	Av. Price per Quintal	Varieties Grown
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

Note: The data has to be collected from small and marginal farmers only who have landholding up to 5 acres.

ANNEX: 4.4 SURVEY FORM FOR VILLAGE DATA

S. No	Village	Taluka	District	Population	Total Cultivable Land in Acres	Land under Irrigation in Acres	Distance from Mandi in Kms	Distance from Nearest Warehouse in Kms	Distance from Nearest Dal Mill in Kms	Distance from Nearest Soya Oil Mill in Kms	Distance from Nearest Ginning Mill in Kms	Type of Road (Kuccha or Pukka)	Electrified (Yes or No)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

Note: The data has to be collected from small and marginal farmers only who have landholding up to 5 acres.

ANNEX 6.1 KNOWLEDGE GENERATION, ANALYSIS, DOCUMENTATION AND MANAGEMENT PROCESS

Knowledge generation, documentation and management process		People and Project Operations			
	Tools	When	Who	For whom	Time frame
St 1: Strengthen Knowledge Management learning processes					
Knowledge Need Assessment	Conduct study/research				
Allocation of resources - human and financial					
Identification external knowledge sources	Seminars- call resource persons (If required)				
Identify internal knowledge sources	Seminar and talks by local champions (may be from the project villages)				
Generate data/information from projects	surveys, Monthly, half yearly and annual reports, (sub sector studies, research studies if any)				
Liaise with external sources of knowledge	Conference, seminars, workshops, meetings, (for Ground level Execution)				
Scouting innovations both internal and external	Documentation, community meetings, workshops, publications				
Innovative ways of documentation	Photo documentation, diaries				
Str 2: Transfer of knowledge					
transmission of information and knowledge					
	Electronic and print media				
	Newspaper				
	Programme Website (and NGO website if any)				
	e-Newsletter				
	Community radio				
	Publications				
	Reports				

	Case studies/ research studies				
	Manuals				
	Posters/Pamphlets				
	CDs/VCDs/DVDs				
	Video Documentation				
	Photo Documentation				
	Lectures and seminars , presentations				
knowledge exchange					
	Meetings/ Events				
	Practices of Communities				
Communication and dissemination Strategy	study/meetings/documents				
Str 3 - Supporting learning and KM infrastructure					
Establishment of Learning systems and Infrastructure					
	review meeting				
	resource centers / libraries/knowledge centers				
	hardware- television, radio				
	Digital camera				
Str 4 - Build partnerships for KM and a learning and sharing culture					
To build learning and Knowledge Management culture					
Identify new partners for knowledge sharing and dissemination	meetings, discussions, events				
Regular capacity building on the project staff on Knowledge Management related issues	Trainings, discourse, workshops and seminars				