

## Quarterly Report (FY16/17 Q2)

2017 January 1<sup>st</sup> – March 31<sup>st</sup>

# Strengthening Agricultural and Nutrition Extension

Cooperative Agreement Number: AID-612-LA-15-00003

Submission Date: 30 April 2017

Marie Cadrin  
Chief of Party  
University of Illinois  
Old Manobec Complex  
(next to Dept. of Mines)  
Lilongwe 4, Malawi  
macadrin@illinois.edu  
+265 (0) 997-646-650

Paul McNamara  
Project Director  
University of Illinois  
341 Mumford Hall  
1301 West Gregory Drive  
Urbana, IL 61801 USA  
mcnamar1@illinois.edu  
+1-217-33-3769

## Table of Contents

<b>ACRONYMS .....</b>	<b>4</b>
<b>INTRODUCTION .....</b>	<b>5</b>
<b>ACCOMPLISHMENTS.....</b>	<b>6</b>
<b>0. Project Management .....</b>	<b>6</b>
▪ <i>Develop agreement for DAES collaboration (0.2.1)</i>	6
▪ <i>Communications (0.3.2.2)</i>	6
▪ <i>Disseminate baseline information, with key Partners (0.3.3.6)</i>	7
▪ <i>Summary of Results to Date</i>	7
<b>1. Result 1: Policy environment improved .....</b>	<b>9</b>
▪ <i>Enabling policy adopted: National Consultative Workshop on the Review of the Agricultural Extension Policy (1.1)</i>	9
▪ <i>Development of the Agriculture Sector Food and Nutrition Strategy (1.2)</i>	10
▪ <i>Build capacity of districts to monitor the implementation of SOPs, and test draft clarified DAESS Implementation Guidelines and SOPs with selected districts (1.6.3, 1.6.4)</i>	10
▪ <i>Develop and test agriculture content harmonization guidelines and principles (1.7.1)</i>	12
▪ <i>Build capacity of extension personnel in harmonization of content / messaging (1.7.2)</i>	12
<b>2. Result 2: Coordination and Capacity of Extension Service Providers Strengthened.....</b>	<b>12</b>
▪ <i>Support DAECs to develop a plan of action for capacity development and extension service improvement (2.1.3)</i>	12
▪ <i>Identify priorities for improved coordination/collaboration and capacity (2.2)</i>	13
▪ <i>Monitor changes to processes of DAESS platforms (2.6)</i>	13
▪ <i>Capacity of extension service providers increased: Assessments of extension capacity (2.7.1)</i>	13
▪ <i>Conduct desk reviews to determine the status and gaps of: Agriculture-related nutrition and gender strategies (2.7.1.2.) agriculture nutrition research, programs and materials (2.7.1.3.), and Aflatoxin-related extension programming (2.7.1.6.)</i>	14
▪ <i>Extension for Climate Smart Agriculture Forum (ECSAF) (2.7.2)</i>	14
▪ <i>Strengthening extension materials (2.7.4)</i>	15
▪ <i>Development of 2017 Agriculture Extension Field Notebook (2.7.4.2)</i>	15
▪ <i>Support to MoAIWD Response to the Fall Army Worm Outbreak (added to AWP)</i>	16
▪ <i>Translation of brochures into Yao and Sena languages</i>	16
<b>3. Result 3: Institutional Linkages between Research and Extension Strengthened .....</b>	<b>16</b>
▪ <i>Plan and implement mid-crop season joint farmer learning activities and field days on mega demonstrations in collaboration with key research institutions (3.1)</i>	16
<b>CHALLENGES, SOLUTIONS AND ACTIONS TAKEN.....</b>	<b>18</b>
▪ <i>Project Management</i>	18
▪ <i>Result Area 1: Policy Environment Improved</i>	18
▪ <i>Result Area 2: Coordination and Capacity of Extension Service Providers Strengthened</i>	19
▪ <i>Result Area 3: Institutional Linkages between Research and Extension Strengthened</i>	20
<b>PRIORITIES FOR NEXT QUARTER .....</b>	<b>20</b>
▪ <i>Project Management</i>	20
▪ <i>Result Area 1: Policy Environment Improved</i>	20
▪ <i>Result Area 2: Coordination and Capacity of Extension Service Providers Strengthened</i>	20
▪ <i>Result Area 3: Institutional Linkages between Research and Extension Strengthened</i>	21

<b>ANNEXES.....</b>	<b>22</b>
▪ <i>Annex 1: Overview of Annual Work Plan versus Actual Progress in Q2</i>	22
▪ <i>Annex 2: Statement of Work for financial review of the local incurred costs managed by UIUC</i>	35
▪ <i>Annex 3: Terms of Reference DAES - SANE collaboration</i>	39
▪ <i>Annex 4: Procedures for Harmonizing Agricultural Content Development at District level</i>	41
▪ <i>Annex 5: DAECC Joint Monitoring Visit Report Template</i>	43
▪ <i>Annex 6: DAECC Meeting Monitoring Report Template</i>	46
▪ <i>Annex 7: Agricultural &amp; Nutrition Extension Service Provision at Household Level – Baseline Report</i>	50
▪ <i>Annex 8: Report on Extension for CSA Forum</i>	51
▪ <i>Annex 9: Fall army worm response proposed March 2017</i>	52
▪ <i>Annex 10: Report on Farmer Field Days and field learning events</i>	53
▪ <i>Annex 11: Farmer Field Day evaluation template</i>	60
▪ <i>Annex 12: DARS Field Visit Report for on-farm demonstrations of Orange Fleshed Sweet Potato</i>	62
▪ <i>Annex 13: Farmers Field Demonstration Trial monitoring form</i>	67

## Acronyms

---

ACE	Agricultural Commodity Exchange for Africa	LGS	Local Governance Specialist
ADC	Area Development Committee	LOP	Life of Project
ADD	Agricultural Development Division	LRCO	Land Resource Conservation Officer
AEDC	Agricultural Extension Development Coordinator	M&E	Monitoring and Evaluation
AEDO	Agricultural Extension Development Officer	MaFAAS	Malawi Forum for Agricultural Advisory Services
AES	Agriculture Extension Specialist (SANE)	MAPAC	Malawi Partnership for Aflatoxin Control
AGRESSO	Agriculture Gender Roles Extension Support Services Officer	MASAF	Malawi Social Action Fund
AHCX	Auction Holdings Commodity Exchange	MEAL	Monitoring, Evaluation & Learning (SANE)
ANARMAC	Agriculture & Natural Resources Management Consortium	MEAS	Modernizing Extension & Advisory Services project
ANCC	Area Nutrition Coordinating Committee	MERIT	Malawi Early Grade Reading Improvement
ASP	Area Stakeholder Panel	MES	Monitoring & Evaluation Specialist (SANE)
ASWAp	Agriculture Sector Wide Approach	MISST	Malawi Improved Seed Systems and Technologies project (FtF)
ATCC	Agricultural Technology Clearing Committee	MoAIWD	Ministry of Agriculture, Irrigation & Water Development
CAETS	Chief of Agricultural Extension & Technical Services	MODES	Malawi Modernization of On-Demand Extension Services project
CARE	Cooperative for Assistance & Relief Everywhere	MoLGRD	Ministry of Local Government & Rural Development
CASS	Commercial Agriculture Support Services	MSU	Michigan State University
CBO	Community Based Organization	NAP	National Agricultural Policy
CCAFS	Climate Change, Agriculture & Food Security	NAPAS	New Alliance Policy Acceleration Support (for Malawi) Activity
CIMMYT	International Maize & Wheat Improvement Centre	NES	National Export Strategy
CIP	International Potato Centre	NES	Nutrition Education Specialist (SANE)
COP	Chief of Party	NGO	Non-Governmental Organization
CRS	Catholic Relief Services	NRI	Natural Resources Institute
CSA	Climate Smart Agriculture	PD	Project Director (SANE)
CWW	Concern Worldwide	PS	Principal Secretary
DAC	District Agriculture Committee	Q	Quarter
DADO	District Agriculture Development Officer	RAA	Required as Applicable indicator
DAECC	District Agricultural Extension Coordination Committee	SANE	Strengthening Agricultural & Nutrition Extension
DAES	Department of Agricultural Extension Services	SAPP	Sustainable Agricultural Production Programme
DAESS	District Agricultural Extension Services System	SCAT	System Capacity Assessment Tool
DAO	District Agriculture Office	SLM	Sustainable Land Management
DARS	Department of Agricultural Research Services	SOP	Standard Operating Procedures
DCAFS	Donor Coordination on Agriculture & Food Security	SoW	Statement of Work
DCHA	Democracy, Conflict & Humanitarian Assistance	SWG	Sector Working Group
DCoP	Deputy Chief of Party (SANE)	TGD	Technology Generation Dissemination
DDAES	Director of Dept. of Agricultural Extension Services	TWG	Technical Working Group
DEC	District Executive Committee	UBALE	United in Building and Advancing Life Expectations Project
DIP	Detailed Implementation Plan (SANE)	UIUC	University of Illinois at Urbana-Champaign
DLRC	Department of Land Resources Conservation	USAID	United States Agency for International Development
DNCC	District Nutrition Coordinating Committee	USG	United States Government
DNHA	Department of Nutrition, HIV & AIDS	VAC	Village Agricultural Committee
DPD	Deputy Project Director (SANE)	VDC	Village Development Committee
DSAP	District Strengthening Action Plans	VLAP	Village Level Action Plan
DSP	District Stakeholder Panel	VNRMC	Village Natural Resources Management Committee
E-ZOI	Expanded Zone of Influence	WOG	Whole of Government indicator
ECSAF	Extension for Climate Smart Agriculture Forum		
EG	Economic Growth		
EPA	Extension Planning Area		
FtF	Feed the Future		
FY	Fiscal Year (USG 1 October to 30 September)		
ICRISAT	International Crops Research Institute for the Semi-Arid Tropics		
IFPRI	International Food Policy Research Institute		
INGENAES	Integrating Gender and Nutrition with Agriculture Extension Services		
LDF	Local Development Fund		
LGAP	Local Government Accountability & Performance		

## Introduction

The FTF Malawi Strengthening Agricultural and Nutrition Extension (SANE) project (hereafter referred to as SANE or the “Project”) was developed in partial response to two studies conducted by the Modernizing Extension and Advisory Services (MEAS) project in 2012 and 2014. The purpose of the Project is to strengthen the capacity of the Government of Malawi’s Department of Agricultural Extension Services (DAES) to mobilize and work with service providers to deliver agricultural and nutrition extension services more effectively and in a coordinated manner in the Feed the Future Extended Zone of Influence (EZoI).

The Project is a cooperative agreement award (No. AID-OAA-L-15-0003) between the University of Illinois at Urbana-Champaign (UIUC) and the United States Agency for International Development (USAID) Malawi to implement the activity from November 2015 to November 2020. UIUC is the lead institution, with Catholic Relief Services (CRS) and Michigan State University (MSU) as sub-awardees. DAES is the key partner from the government. The Project has three objectives:

1. Improve the policy environment, focused on government, donor, and Non-Governmental Organization (NGO) working relationships and how agriculture and nutrition gaps can be addressed by improved extension services through knowledge sharing;
2. Strengthen coordination and capacity of extension service providers through building networks of decision-makers, implementers, and experts committed to addressing agriculture and nutrition through extension services while also increasing the knowledge and skills of field-level extensionists through appropriate training, and
3. Increase connections between research institutions and extension service providers through addressing communication and knowledge gaps and facilitating networks across both entities.

The Project operates in the 10 districts that form USAID/Malawi’s Feed the Future (FtF) Extended Zone of Influence (EZoI) (see Figure 1). The districts are: Mchinji, Lilongwe Rural, Dedza, Ntcheu, Balaka, Machinga, Mangochi, Blantyre Rural, Chikwawa, and Nsanje.

SANE is a ‘software’ project that is focusing on strengthening the District Agricultural Extension Services System (DAESS). DAESS models an agricultural innovation systems approach and relies on the support of diverse stakeholders to function properly.

DAESS has platforms for stakeholder engagement at village, area and district levels, namely the Village Agricultural Committee (VAC), Area Stakeholder Panel (ASP), District Stakeholder Panel (DSP), District Agricultural Extension Coordinating Committee (DAECC), and District Agriculture Committee (DAC).

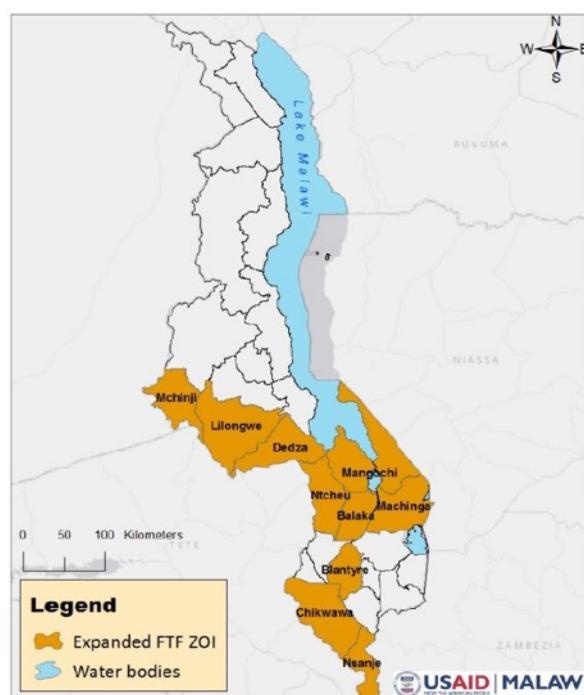


Figure 1: Map of USAID Malawi EZoI

## Accomplishments

---

Annex 1 gives an overview of progress in Q2 versus the Detailed Implementation Plan (DIP). In this chapter, numbers in brackets following the headings refer to activities in the DIP / Annual Work Plan 2016-2017.

### 0. Project Management

Staff hiring and on-boarding continue to challenge the Project. The selected candidate for the post of Local Governance Specialist (LGS) accepted the position, but later withdrew (by notifying CRS Human Resources, who act on behalf of SANE for local hires). USAID conducted an internal limited financial review of SANE in this quarter (see Annex 2 for the SoW). Recommendations from USAID are as follows:

- Provide complete support documentation for all the transactions at all times.
- UIUC should create a full-time Grants Manager position to manage the activities of the program, or assign a full-time Grants Manager from CRS to UIUC.
- SANE should develop procurement plans as per CRS policy.
- CRS should establish a standard filing system including a checklist of file contents. All critical procurement documents must be filed in the appropriate files. Periodic file reviews should be instituted to ensure compliance, and corrective action taken to close any gaps.

UIUC response to these findings and recommendations were to be submitted on April 4, 2017, as requested. In response to point two above, SANE is presently working closely with CRS to hire a Grants Administration Manager for the Project. The Project and the selected candidate will negotiate the remuneration package in Q3.

#### *Develop agreement for DAES collaboration (0.2.1)*

The purpose of SANE is to build capacity of DAES to mobilize stakeholders in the agricultural extension sector to operate within the DAESS framework. The DAESS implementation guide encourages stakeholders to sign service level agreements (that have no legal implications) to enhance collaboration and leveraging of resources. SANE and DAES agreed to develop Terms of Reference (ToRs) to guide interaction between the two parties and the participation of DAES headquarter staff in SANE field activities. Regular interaction will ensure the project builds capacity of DAES headquarters staff to learn what is being implemented in the EZoI with a view to trying out some initiatives in other districts outside the EZoI. The ToRs will be used as a monitoring tool for SANE/DAES levels of engagement; at present, they are under discussion by DAES, and they will be signed once both parties agree with the contents (see Annex 3).

#### *Communications (0.3.2.2)*

In Q1, SANE developed a communications strategy concept note that includes a statement of the Scope of Work (SoW) to hire a consultant. A communications intern living in Malawi was sought, with previous experience in development communications for a USAID funded project. SANE identified a suitable person, based in Lilongwe and completing her degree in marketing and communications at an American University. She has agreed to work with SANE from April 1 to the end of the fiscal year to complete this strategy, which will identify activities for reaching critical target groups with information about the project's successes and challenges.

*Disseminate baseline information, with key Partners (0.3.3.6)*

SANE participated in the MaFAAS extension strategy workshop where the results were presented from the system capacity assessment on DAESS functionality (which was attached in the SANE Q1 report). The study results were shared with participants to enable them to understand the ranges of functionality that were found in the Districts in the EZol. The presentation created interest amongst participants as the findings provide empirical evidence of the functionality of the DAESS platforms, and identify gaps on which capacity building initiatives can be based. Similar dissemination meetings are planned for Q3 with DAECs from each district, to better inform priorities for the District Strengthening Action Plans (DSAP).

*Summary of Results to Date*

During Q2, the Project made considerable progress towards its Y2 targets. Details can be found in Table 1 for each indicator.

**Table 1: Progress against Performance Indicators**

#	Name of Performance Indicator	FY17 Target	Actual achievement		Comment on the result
			Q1	Q2	
1	Number of individuals who have received SANE supported short term agricultural sector productivity or food security training (RAA) (WOG)	200	71	142	SANE supported District Agriculture staff who attended a 3-day global learning forum on integrating gender and nutrition in Zambia.  SANE held a 2.5-day learning forum on Extension for Climate Smart Agriculture (ECSAF) where MoAIWD (DAES and DAOs), donors, NGOs, the private sector, academia and farmers participated.
	<b>Type of Individual</b>				
	Producer	<b>0</b>	<b>7</b>	<b>6</b>	
	Male		3	4	
	Female		4	2	
	<b>People in Government</b>	<b>200</b>	<b>55</b>	<b>65</b>	
	Male	144	27	47	
	Female	56	28	18	
	<b>People in Private sector</b>	<b>0</b>	<b>3</b>	<b>6</b>	
	Male		3	5	
	Female			1	
	<b>People in Civil Society</b>	<b>0</b>	<b>6</b>	<b>65</b>	
	Male		2	51	
Female		4	14		
2	Number of agricultural and nutritional enabling environment policies analysed, consulted on drafted or revised, approved and implemented with USG assistance (EG. 3.1-2, RAA)	2	1	1	12 consultations were held to inform the Agriculture Sector Food & Nutrition Strategy: <ul style="list-style-type: none"> <li>• 1 National level: 40 people contacted, 17 people responded (42.5%) (8 government, 4 NGOs and 5 development partners)</li> <li>• 3 Regional consultations: 148 stakeholders of various categories were invited and 126 (or 85%) participated.</li> <li>• 8 joint ASP/ANCC meetings: 116 stakeholders participated with an average of 15 participants per ASP/ANCC compared to a target of 17.</li> </ul>
	<b>Policy area</b>				
	Institutional architecture for improved policy formulation	1	1		
	Enabling environment for private sector investment	n/a			
Agricultural trade policy	n/a				

#	Name of Performance Indicator	FY17 Target	Actual achievement		Comment on the result
			Q1	Q2	
	Agricultural input policy	n/a			<p>Review of Agricultural Extension Policy</p> <ul style="list-style-type: none"> <li>SANE participated in the presentation of the draft policy review assessment report</li> <li>SANE participated in the inception report produced by the Consultants who are developing the extension strategy. The SCAT baseline results were also presented to inform the discussions on the development of the Agricultural extension strategy.</li> </ul>
	Land and natural resources tenure, rights, and policy	n/a			
	Resilience and agricultural risk management policy	n/a			
	Nutrition	1		1	
	<b>Process/step</b>				
	Analysis	2	2		
	Stakeholder Consultation/ Public debate	4	1	1	
	Drafting or revision	2		1	
	Approval	0			
	Full and effective Implementation	0			
Total policies passing through one or more processes/steps of policy change	2	1	1		
3	Number of individuals receiving nutrition-related professional training through SANE-supported programs	200	0	0	<ul style="list-style-type: none"> <li>Delayed, will begin in Q3. Planning is underway with Dedza DNCC and DAEC for SANE to (1) monitor and evaluate Integrated Homestead Farming trainings already held by other partners in the district. (40 Agricultural Extension Development Coordinator (AEDCs) trained in the past 6 months) and then (2) improve on the training based on findings.</li> <li>SANE is sourcing Agriculture training materials from partners working with Agriculture, Gender and Nutrition, including its sister project, INGENAES, which are being reviewed and analysed for potential gaps and/or scaling up through DAESS.</li> </ul>
	<b>Sex</b>	200			
	Male				
	Female				
	<b>Training Type</b>	200			
	Non-degree seeking trainees	200			
	Degree seeking trainees: New	0			
	Degree seeking trainees: Continuing	0			
4	Formal liaison arrangements established between extension service providers and institutions responsible for agricultural and nutrition research	5	2		
5	Number of field based learning exchanges organized by research centres, projects or farmer organizations for extension service providers and farmers	50	16	7	<p>7 Farmer Field Days and learning activities have been implemented in collaboration with MISST, DARS, and DAES. The events focused on recommended innovation in 5 crop value chains and identifying innovative ways of addressing common challenges. Evaluation will be done in Q3.</p>
	Process				
	Planning	50	16	0	
	Implementation			7	
	Evaluation				



## 1. Result 1: Policy environment improved

### *Enabling policy adopted: National Consultative Workshop on the Review of the Agricultural Extension Policy (1.1)*

The final report on the review of Agricultural Extension Policy was presented to national stakeholders by the consultants from the Natural Resources Institute (NRI), under the University of Greenwich, on 7<sup>th</sup> March 2017. The diversity of participants drawn from the public and private sector, civil society and donor representatives enriched the discussions and generated objective comments. Five groups comprising donors from the Donor Community on Agriculture and Food Security (DCAFS), and representatives from civil society, farmer organizations, private sector and public sector discussed the report and identified gaps and areas for improvement for inclusion in the final report.

A key observation raised by the participants was the omission of key stakeholders, notably the Ministry of Local Government and Rural Development (MoLGRD) and the private sector, in the field consultation process. MoLGRD, as sector Lead in decentralization, is an important ally in agricultural extension and advisory services, because district councils have an oversight role on the decentralization process and on agricultural related infrastructure, such as markets, slaughter slabs and rural roads. Understanding by MoLGRD on the expectations of providers regarding agricultural extension and advisory services would assist to ensure that decentralization policy frameworks create conducive environment for all players. For instance, it was suggested that the performance of DAESS platforms is affected by weak accountability mechanisms in local government structures.

The private sector stakeholders noted that objectives contained in the National Agricultural Policy and National Export Strategy about agricultural commercialization have implications for advisory services, hence private sector input to the extension policy review is critical. The private sector representatives present at the workshop, such as Auction Holdings Exchange (ACE), and Tobacco Control Commission, offered to meet the consultants before submission of the final report to government so that their views are included. The consultants were in total agreement with the suggestion. The interest shown by stakeholders during the workshop demonstrated their optimism about the role of extension and advisory service in agricultural development. Moving forward, DAES agreed to ensure that consultation during the development of the extension strategy will be inclusive of all key partners and interested parties.

SANE participates in the policy meetings and workshops as a member of the Task Team organized by DAES to provide input to process. However, it has been noted that the Task Team has minimal influence on the policy process other than providing input and supplying documents to review. The commitment to complete the task according to timelines agreed with the Contractor (NRI) seems to be prioritized.

During the quarter, PSI Consult were engaged by MoAIWD to develop the Agricultural Extension Strategy. SANE participated in the inception report meeting and offered to share the baseline assessment report on the DAESS platforms, because findings in the report can inform areas where the functionality and roles of platforms need probing. The process of developing the extension strategy continues in Q3.

However, issues are emerging regarding the way forward on the Policy. The consultancy on the review of the National Agricultural Extension Policy did not include the task to rewrite the policy, based on the understanding that the NAP adequately covers agricultural extension and advisory services. Discontentment is emerging among stakeholders because the NAP does not include the framework for provision of agricultural extension and advisory services, necessitating the need for an agricultural extension policy to address that gap. SANE will begin discussions with DAES in Q3 to ensure that this activity is undertaken and

completed in the next four to six months. SANE suggests utilizing the consulting services of those presently preparing the new Agricultural Extension Strategy, after their present contract is completed. The expertise of the consultants in agricultural extension in Malawi, together with the quality of the work performed to develop the strategy to date, will facilitate the revision of a National Agricultural Extension Policy with optimal efficiency.

#### *Development of the Agriculture Sector Food and Nutrition Strategy (1.2)*

Twelve consultations were held to develop the Agriculture Sector Food & Nutrition Strategy, led by the SANE-supported consultants and representatives of the Task Force. The activity is co-funded with DNHA (funding about 40%) and NAPAS (funding about 20%). The Task Force has DAES as Chair, SANE acting as secretary, and other members are from MoAIWD Crops and Planning, and New Alliance. In Q2, one 3-month consultation at National level was attempted. Forty people were contacted in December, and follow up continued until March, by which time 17 people had responded (42.5%) (8 from government, 4 from NGOs and 5 development partners).

The planned process was altered in Q1 to include regional and community consultations. Three regional consultations were held with 126 partners from the key ministries of Agriculture, Nutrition, Health, Education and Gender, NGOs, Community Based Organizations and the Private Sector, to solicit input from both youthful and older females and males. Finally, eight joint Area Stakeholder Panel (ASP) and Area Nutrition Coordinating Committee (ANCC) meetings were held with 116 stakeholders from the same categories.

Despite delaying the process by almost two months, the new consultations raised awareness and understanding among all districts, thus improving the draft strategy's mission, vision, goal, strategies and actions in ways that would not have been achieved with only national level reviews and consultations. Actions for youth and the community level were added, such as community seed banks and integrating agriculture and nutrition activities/messages in local events, e.g. *chinamwali*, youth groups, and civic education to local event counsellors (*Anamkungwi*). In all, about 60 improvements were accepted from regional and community levels that had not been considered at national level. The consultants produced a report for each set of consultations; to improve the issues paper and the draft strategy, based on all the consultations and a literature review. The strategy will be finalized in Q3.

#### *Build capacity of districts to monitor the implementation of SOPs, and test draft clarified DAESS Implementation Guidelines and SOPs with selected districts (1.6.3, 1.6.4)*

SANE worked with three districts<sup>1</sup> to test the draft clarified DAESS Implementation Guidelines and Standard Operating Procedures (SOPs) with the DAEC platforms and 2 selected Area Stakeholder Panels<sup>2</sup> in each of the participating districts. Three districts had prioritized the activity in various proposals developed during the inception and participatory planning workshops held in FY16. The ASPs selected were highlighted as highly functional in the SCAT baseline results. In this way, DAO staff, DAEC representatives and AEDCs from three districts and selected ASPs participated in reviewing the DAESS Implementation Guidelines and developing the SOPs for establishing and managing platforms in FY17 Q1.

SANE, DAECs and ASPs have been following up the application of the DAESS guidelines and SOPs, documenting what is working and what is not working so well, to inform the review of the draft guidelines

---

<sup>1</sup> Lilongwe East and West, Ntcheu and Dedza

<sup>2</sup> Chitukula, Chiseka, Masula, Kalolo, Kachere, Kasumbu, Lower Ganya and Lower Njolomole

and SOPs, and so that the documents can be finalized. DA ECC and ASP meetings were attended during the quarter to appreciate how the guidelines and SOPs were being applied, understand challenges encountered in implementation and adaptations proposed at the platform visited. Observations were made on how inclusive the platforms were in terms of target groups (both farmers and service providers), and the level of participation. Gaps within the SOPs were identified as well as need for complementary training to ensure that the SOPs are understood and implemented properly.

Observations showed that participation of stakeholders was not inclusive in most of the selected platforms. The system was mistakenly taken as a government system by some non-state service providers, and others were not even aware of the existence of DAESS. The draft DAESS Implementation Guidelines and SOPs clarify the composition of the platforms and present a step by step process for establishing platforms that are inclusive of all target groups. In almost all the three districts, the clarified guidelines and SOPs have been used to restructure the platforms to ensure inclusivity of all the targeted groups. The members of DA ECCs, DEC s, Area Development Committees (ADCs) and ASPs who were briefed on the clarified guidelines and SOPs all identified gaps and ways to strengthen the system. DA ECCs and ASPs in collaboration with ADCs and DEC s identified all the agricultural stakeholders operating in the area (state and non-state, profit and not for profit organizations, FBOs, CBOs, other related platforms like DNCC, VNRMC) and sent invitations to those that were not yet part of the platforms. This has led to an increase in the number of stakeholders participating in platform meetings, especially non-state service providers and female farmers.

The representation of smallholder farmers was less than 50 percent in most selected ASPs (which was contrary to what is stipulated in the guide), and women and youth were not well represented. Invitations were extended to these target groups to increase their participation in the platform discussions. During the VAC meetings that precede ASP meetings, farmer representatives are encouraged to discuss, aggregate and prioritize their needs; they then prepare reports to present at the ASP monthly meetings. Consequently, the wider range of stakeholders participating in platform meetings is resulting in diverse issues being discussed during the meeting. Response from service providers to issues raised by farmers appear to improve in ASPs where farmers and service providers interact. Nevertheless, some service providers do not use the DAESS platforms as entry points to the communities because their project documents stipulate the use of other structures such as VDC. Thus, sensitization at national level is necessary to sensitize decision makers who can advise their district level staff about the DAESS system and how it can benefit their organizations.

The clarification of roles of platforms and their linkages to local government structures has reduced the conflicts that existed between some ASPs and ADCs. The platforms are now working in collaboration with the ADCs in the implementation of agriculture related activities. For instance, Kasumbu and Kachere ASPs worked in collaboration with ADCs in the development of Village Level Action Plans (VLAPs) for 2017 to 2022 to inform District Implementation Plans. All eight ASPs report to ADCs, and they have at least two members attending ADC monthly meetings where they present ASP plans, progress reports and aggregated farmers' needs for action by ADCs.

The platforms follow the procedures for preparation, moderation of meetings and preparation of minutes. The members are aware of the meeting procedures and that every committee member is required to report, contribute to the discussions and vote for the decisions made by the committee. The secretary makes prior arrangements for meetings (preparing the agenda, arranging the venue, disseminating minutes of previous meetings, and any required logistics). Agendas and minutes are circulated through email and WhatsApp to DA ECC members thus encouraging use of ICTs, while at ASP level agenda items for the next meeting are discussed at the end of every meeting. The meetings tend to flow smoothly and run on time. The procedures have empowered farmers to assume role of chairperson and give them confidence to effectively

moderate the meetings. Previously in most cases AEDCs chaired meetings. In some platforms, minutes and attendance lists are written, circulated by email, filed by the secretary and shared with other relevant stakeholders (particularly in some EPAs in Lilongwe district where SAPP provided laptop computers to EPAs). Since it is difficult for ASPs to circulate hand-written agendas and minutes to their members before or after the meetings, there is need to explore and build the capacity of ASP members to use simple communication technologies like WhatsApp to share key information, send reminders for meetings and follow up on actions agreed during meetings.

The SCAT baseline revealed that DSPs are the weakest part of the DAESS system. The DSP is expected to be the link between the ASPs and the District Agricultural Committee (DAC), where farmers' prioritized needs may be aggregated for presentation to the council. However, in areas where the testing of the guides is implemented, it was confirmed that the DSPs were not able to act as the link because they are not organized to identify priorities, do not meet, or are non-existent. This has affected the application of the DAESS Implementation Guidelines in that aggregated and prioritized farmers' needs are not being presented to the council. SANE is working with the DAECs and ASPs to explore how best the ASPs can make this important link with the DAEC and DAC in the absence of the DSP meetings.

#### *Develop and test agriculture content harmonization guidelines and principles (1.7.1)*

The National Agriculture Content Development Committee (NACDC) worked on a six-step content harmonization process. The steps were tested at national level and their applicability needs to be tested at district level. The steps are i) Setting the agenda ii) Developing the message iii) Identification of dissemination channels iv) Approval of messages by DAEC v) Dissemination of messages vi) Monitoring and evaluation of message dissemination. These steps are iterative and will provide important feedback loops for improving the content and learning for members (see Annex 4).

#### *Build capacity of extension personnel in harmonization of content / messaging (1.7.2)*

The content harmonisation guidelines build on the steps for developing minimum environmental standards and they will be tested in four districts (Mangochi, Machinga, Balaka and Nsanje), starting with Mangochi and Balaka. The content harmonization process will assist stakeholders to harmonize different messages on soil and water management practices and reduce the dilemma of the extension worker to disseminate messages that seem contradictory. Lessons will be documented on the guidelines to improve them in the subsequent districts. This activity will continue in Q3.

## **2. Result 2: Coordination and Capacity of Extension Service Providers Strengthened**

#### *Support DAECs to develop a plan of action for capacity development and extension service improvement (2.1.3)*

The District Strengthening Action Plan planning process, which started in Q1, continued with a rigorous critiquing of the steps and the templates that were tested with Blantyre DAEC in December 2016. In order to ensure integration into district council operations, consultations were held with the National Local Government Finance Committee (NLGFC) to understand funding mechanisms at district council level and how extension can benefit from the different sources of funding. NLGFC appreciated SANE's approach to integrate into the operations systems of local councils, and advised that the Local Development Fund (LDF) under Malawi Social Action Fund (MASAF) 4 is the appropriate institution to engage with. LDF under MASAF 4 provides funds to district councils to support community driven projects; funding approvals for projects for 2016-18 had just been completed during the quarter. District Safety Net Plans are public documents which can be accessed by all stakeholders wishing to promote community based projects. These documents are inclusive, addressing different types of projects, and of special interest to SANE is the identification of hotspots for environmental stressors requiring urgent attention in soil and water management. This aligns

with SANE principle on integration of soil and water management into agricultural extension. In Q3, the District Safety Net Plans will be used as key document in the district strengthening action planning process, to ensure that the plans being developed integrate issues of soil and water management, as well as the relevant capacity building to strengthen the ASPs and the DA ECC.

#### *Identify priorities for improved coordination/collaboration and capacity (2.2)*

The System Capacity Assessment Tools (SCATs) – Baseline Report was submitted in Q2. The Report assessed data in a manner that highlighted key gaps in coordination and collaboration between stakeholder panels and with development actors providing extension services. The Report also identified areas for building the capacity of DA ESS platforms, and efforts to improve farmers' involvement in the platforms by articulating their needs better. Recommendations from the Report will help guide development of the DSAPs in Q3 and beyond.

Additional analysis of the data on gender and technology adoption showed that in general, households headed by men under 35 years of age are more likely to adopt technologies than households headed by any other sex/age cohort. The assessment also showed that 34% of the sampled farmers are most likely to try out new technologies if they have a high level of trust of the person demonstrating the technology.

#### *Monitor changes to processes of DA ESS platforms (2.6)*

Based on the Year 1 SCAT, assessment a follow up workshop was organized from 16-17 February 2017 to support the development of quality indicators and the utilization of monitoring and reporting templates. DA ECC Task Teams from Dedza, Mchinji, Lilongwe and Balaka districts participated (22 in all, 4 females and 18 males). The objectives of this workshop were: (1) to develop indicators for quality standards in service provision on a chosen theme; (2) to finalize the development of the DA ECC monitoring template, and (3) to develop DA ECC joint monitoring field visit plans. Through this workshop, all participating DA ECCs managed to identify thematic areas to focus on in the joint monitoring visits; they developed quality indicators for service provision in the chosen thematic areas, and developed action plans for the joint monitoring visits. In the field visits, they will monitor implementation of technologies related to the chosen theme. Furthermore, the workshop provided feedback for finalizing the joint monitoring visit template (Annex 5) and the DA ECC monitoring report template (Annex 6). Each DA ECC developed a joint monitoring plan that detailed when briefings will be made to the full DA ECC as well as a budget for the activity. SANE has been following up on the actions taken by the districts after the workshop. Lilongwe and Dedza DA ECC task teams debriefed the full DA ECC members on the proceedings from the workshop. Also, in Lilongwe, DA ECC members chose six more themes and established task teams for each theme. The task teams consist of specialists in the chosen theme, taken from both state and non-state actors.

Members of the DA ECCs perceived some of the activities to be complicated and expensive. However, specifying the tasks and budget items can lead to efficiency and effectiveness. For example, when planning for joint monitoring visits and the DA ECC meetings, budgets to support the activity were very high. Detailed budgets were developed so that DA ECC members can choose what activities to support that best suit their areas of expertise and where there is greatest potential for co-funding.

The DA ECCs are planning a joint field visit in Q3. SANE is working closely with them to make sure a pilot of the joint monitoring exercise is conducted.

#### *Capacity of extension service providers increased: Assessments of extension capacity (2.7.1)*

The Agricultural and Nutrition Extension Service Provision at the Household Level – Baseline Report was completed in Q2 (see Annex 7). The Report was disaggregated by gender and youth cohorts to provide an accurate picture of how different types of stakeholders accessed and adopted agricultural and nutrition

extension services. Considerable variations between cohorts, districts, technical areas, and extension approaches were distilled into district-specific reports that will provide guidance in the development of the DSAPs. Overarching themes from the Report also allow SANE to target activities to maximize impact in provision of quality extension services equitably over the LOP.

SANE will conduct assessment of Information and Communication Technologies (ICTs) used in extension and their potential for disseminating messages prompting behavior change. This assessment was written into the original Year 1 work plan. However, several key reports already exist on this topic, or are set to be released in Q3, notably the final report of the MODES project. Therefore, the ToRs developed in Q1 and Q2 for this assessment will be modified in Q3 to build from and leverage existing reports and events already circulating on this topic. This modification to the schedule will ensure the assessment is complementary and not redundant. The ToRs will be finalized in Q3 and contractors will be selected from the list of names generated in Q2.

*Conduct desk reviews to determine the status and gaps of: Agriculture-related nutrition and gender strategies (2.7.1.2.) agriculture nutrition research, programs and materials (2.7.1.3.), and Aflatoxin-related extension programming (2.7.1.6.)*

Each review is progressing but more slowly than planned. In Q2, SANE began working with CRS's HQ based Agriculture, Gender & Nutrition Senior Technical Advisor to develop a plan. It was agreed that the Technical Advisor from CRS will review the 2016 UIUC managed INGENAES landscape analysis funded by USAID and other gender reports recently released in order to ensure that the plan builds on most recently conducted works. In April, another planning call will be held to finalize the roles of CRS and UIUC, the lead implementer of INGENAES and SANE, and agree to a concept for strengthening Gender in Agriculture extension. The lessons learned from the INGENAES symposium in Zambia will be inclusive to the concept (described below under 'Improve Gender and Nutrition in Agriculture Extension Materials' (2.7.4, 2.7.5, 2.7.6 and 2.7.7).

As a result of discussions with the Agriculture Nutrition TWG (1.4), the ToRs for the collection of Agriculture Nutrition Research materials are almost complete. SANE will hire a consultant in Q3 to finalize the desktop review.

Finally, SANE has discussed the status of Aflatoxin programming and research with ICRISAT, MAPAC and UBALE and an assessment of the impact on extension programming will commence in Q3.

*Extension for Climate Smart Agriculture Forum (ECSAF) (2.7.2)*

In Q2 SANE held the Extension for Climate Smart Agriculture Forum in Blantyre (see Annex 8). The 3-day event brought together 148 key stakeholders (26% female) as follows: MoAIWD, including DAES, 43%, donors 7%, NGOs 37%, the private sector 4%, academia 5%, and farmers 4%. From DAESS Panels, 16% were from ASPs, 45% from DAECs and 39% from the National level.

The main purpose of the workshop was to offer stakeholders a platform to share materials, evidence on research technologies, extension approaches and methods that work to help farmers mitigate and adapt to a changing climate, with examples drawn globally, from sub-Saharan Africa, and from within Malawi.

Participants took part in a series of presentations, panel discussions, participatory group discussions (Shift and Shares), and field visits to meet farmers practicing CSA approaches in Zomba and Chikwawa. To make the forum actionable, on the final day participants were grouped by district to identify specific areas of improved collaboration and linkages to the DAESS that would centre on CSA. All participants identified key actions they would implement in their organizations or districts. These steps will lead into future engagements by SANE with these organizations and will contribute to the development of participants' respective DSAPs.

#### *Strengthening extension materials (2.7.4)*

A delegation from districts participating in the first phase of DSAP preparation attended the “Integrating Gender and Nutrition with Agriculture Extension Services (INGENAES)” symposium in Zambia from 23<sup>rd</sup> -25<sup>th</sup> January 2017. Over 150 participants from 40 countries across the globe were there. Malawi was represented by 10 participants (two from CARE, one from Agricultural Resources Limited, five DAES Staff [Blantyre Rural, Ntcheu, Mangochi, Lilongwe West and East] and two from SANE). SANE supported the seven participants from four districts and SANE. Every session was extremely interactive and there were several breakaway sessions, so at the end of each day the Malawi team met to share key lessons learned.

On the last day participants created individual actions, namely: 1) enhancing ASP sustainability and value with free tools that were learned in the workshop, such as collaboration mapping; 2) integration of approaches where appropriate, such as Village Savings and Loans, which can easily integrate in many agriculture activities; 3) scaling up Integrated Homestead Farming and the Household Approach which are Agriculture programmes that already emphasize Nutrition and Gender; 4) improving communication so that it is creative and continuous, such as developing simple information materials to help explain the importance of strengthening Nutrition and Gender in the Agriculture sector; and 5) improving involvement of the private sector. SANE will work with the four districts to follow up on these activities within the upcoming DAESS Strengthening Action Plans (DSAPs).

After the workshop, several actions progressed in Q2: 1) SANE utilized the facilitation tool (Shift and Shares) at the Extension for Climate Smart Agriculture Forum, and 2) Mangochi was one of the participants, and a summary of the event and learning was shared at their February DAEC meeting. The Mangochi DAEC agreed that collaborative mapping might help to see how many partners are doing what in a visual manner, so a map was created as a starting point<sup>3</sup>. In Q3, additional information will be collected to populate the map, with guidance from the UIUC INGENAES project.

Development and roll out of materials have been delayed because of postponements in desktop assessments. In Q3, SANE will work with INGENAES to take stock of results of the New Extensionist Gender Module trials (2.7.4.3.), which were run with some participants who participated in the 2016 MaFAAS Extension Week and were willing to trial the modules. A roll out will be based on feedback and evaluation with DAES and DAECs. This module needs to be harmonized with other Gender modules already in use by the DAES and UN Agencies.

SANE collected from DAES AGRESS unit Agriculture gender tools that have been developed with partners. Material collection will continue in Q3. SANE also reviewed other INGENAES materials (fact sheets, tips, briefs) and collected additional partner materials to decide on what materials to pilot and how. In Q2 gender assessments and barrier analysis tools, and copies of reports were collected from UBALE. These will be analysed in Q3 to create a plan for roll out.

#### *Development of 2017 Agriculture Extension Field Notebook (2.7.4.2)*

A draft Agriculture Extension Field Notebook was developed in FY17 Q1 in collaboration with a task team of subject matter specialists from Ministry of Agriculture departments at national and district levels. The process was facilitated by a consultant from INGENAES. In Q2, SANE has been working with DAES to complete the development of the Field Notebook. The draft notebook was circulated to the departments to finalize their sections in terms of themes and writing styles, including illustrations, stories, examples and

---

<sup>3</sup> <https://kumu.io/NeverEndingFood/mangochi-daess>

statistics. DAES is yet to complete the draft, and this has delayed to field testing of the draft Field Notebook with selected field workers. SANE will facilitate this testing within the EPAs in Lilongwe in collaboration with DAEC in Q3. Printing and dissemination of copies to all government frontline Agricultural Extension staff and field supervisors, as well as extension staff and field supervisors from interested non-state actors in the EZoI participating in DAESS platforms and monitoring of its use continue in Q3.

The lesson learnt on this task is that development of the zero-draft notebook should have been completed by the task team at a write-shop where participants are undisturbed by office activities. The participants should be briefed before departure on the assignment, and the relevant departments and sections should discuss and consolidate the technical messages to be included in the notebook.

#### *Support to MoAIWD Response to the Fall Army Worm Outbreak (added to AWP)*

In Q2, SANE was contacted by USAID to determine which MoAIWD activities could be supported in the short, medium and long-term within the framework of their response to the fall army worm outbreak which was declared in January 2017. A number of meetings were held with other USAID implementing partners, including Agricultural Diversification and MISST, where activities were identified that could improve results under each project, either individually or collectively. The final list of activities was forwarded to DAES, the FtF Coordinator, and USAID's Lead for the response. Annex 9 includes the final list of activities to be presented to the Chief of Agricultural Extension and Technical Services (CAETS) for approval, so that SANE could begin implementing activities through the DAESS in the EZoI and fund these activities directly. Finally, SANE has met with MISST who confirmed their technical support to improve review sessions at the EPA level as a response to the fall army worm, and to promote participatory monitoring via DAESS platforms.

#### *Translation of brochures into Yao and Sena languages*

SANE has also been collaborating with Agricultural Diversification and Farm Radio Trust on message preparation and dissemination. In order to meet SANE's commitment to translate brochures/pamphlets into Yao and Sena (languages used in some EZoI Districts), Farm Radio Trust has recommended to SANE a list of translators with proven competencies in these two languages. Translation will occur in Q3.

### **3. Result 3: Institutional Linkages between Research and Extension Strengthened**

#### *Plan and implement mid-crop season joint farmer learning activities and field days on mega demonstrations in collaboration with key research institutions (3.1)*

During the last quarter, the project established working partnerships with two research institutions, the Malawi Improved Seed Systems and Technologies project (MISST) and the Department of Agricultural Research Services (DARS), to implement a series of farmer learning activities aimed at fostering interactions between researchers, extension staff and farmers. These activities consisted of a series of Farmer Field Days and farmer training sessions conducted on-farm on mega-demonstration<sup>4</sup> plots established under the MISST project. An account of the exercise can be found in Annex 10. A total of 7 mid-season field days have so far been conducted in Ntcheu, Machinga, Balaka and Lilongwe districts. Over 1,356 farmers (735 males and 641 females) attended the events. The table below shows the attendance by gender with a summary description of the stakeholders present at each site.

---

<sup>4</sup> Mega-demonstration plots are plots demonstrating five varieties of seed for six value chains: maize, soybean, pigeon pea, groundnuts and orange flesh sweet potatoes.



**Table 2: Participants at Farmer Field Days**

District	Site/EPA	Farmer Participation			Profiles of other stakeholders attending
		M	F	Total	
Ntcheu	Bilira	68	54	102	DARS Scientists, DAES, MISST partners (CIMMYT, CIP, ICRISAT), Local leaders (Chiefs and councillors), ASP representatives and extension staff.
	SharpValley	62	46	108	
Balaka	Bazale	45	124	169	
Machinga	Mtubwi	68	44	112	
Lilongwe	Mitundu	161	99	260	DARS scientists, DAES, MISST partners, Marketing Institutions (Agriculture Commodity Exchange and Auction Holdings Commodity Exchange), Agro-dealers (Agriculture Trading Company and BASF) and local extension staff.
	Chileka	176	116	292	
	Nyanja	155	158	313	
<b>TOTAL:</b>		<b>735</b>	<b>641</b>	<b>1356</b>	

The main focus of the field days was to enable farmers to appreciate the various recommended technologies and seed varieties available for maize, groundnuts, pigeon peas, soybean and orange-fleshed sweet potatoes. Each field event also provided an opportunity for farmers to engage with research scientists, extension workers, and fellow farmers to identify innovative ways of overcoming common challenges. The following were the key lessons learnt based on farmers’ feedback at the end of the events<sup>5</sup>.

The field days were effective in creating suitable platforms for information sharing between research scientists, extension workers and farmers. Through these events farmers were exposed to a variety of technologies that could result in improved yield, and food and income security at household level. Farmers showed a lot of interest in trying out these technologies; they requested extension workers and ASP leadership to work with agro-dealers and input suppliers to ensure that the seeds for the varieties seen during the field day are available next growing season.

Involvement of value chain actors and service providers was noted to be critical in the technology dissemination process. At first the participants focused on production, and this involved researchers, extension workers and farmers. Then farmers also demanded information on other value chain activities such as input supply and marketing. As one way of addressing this need, in subsequent field days the project facilitated the involvement of private sector companies involved in marketing agricultural produce, namely Auction Holdings Commodity Exchange (AHCX) and ACE. Linking farmers to these agencies will stimulate adoption since farmers will be sure of a steady and efficient outlet for their produce. The project plans to continue working with these commodity exchange companies, particularly linking them to ASPs that have expressed the need for information on commodity marketing.

In order to improve farmers’ access to information on key value chains, the project plan to collaborate with key research institutions (IITA, ICRISAT, CYMMIT, CIP, DARS) to develop extension materials. The extension materials to be developed under this initiative include extension circulars and instructional videos on five crops: namely maize, pigeon peas, groundnuts, soybean, and orange fleshed sweet potatoes. During Q2 technical information was collected to be used in the development of the extension circulars, and videos were taken showing production systems for the five crops, including researcher and farmer experiences with these crops. Once developed, the extension materials will be shared with DARS, DAES and USAID for vetting before they are released to farmers.

<sup>5</sup> A sample of the Farmer Field Day feedback form is attached in Annex 11.

During the quarter the project implemented a series of field visits to farmer field trials and demonstrations set up under the partnership with MISST and the Department of Agricultural Research Services (DARS) in Ntcheu, Balaka, Machinga, Mangochi, Lilongwe Rural and Blantyre Rural districts. The objective of the activity was to collect plot level data on the performance of the field trials and demonstrations as well as feedback from farmers on their adaptability. Annex 12 contains a DARS field visit report on demonstrations of orange fleshed sweet potato cultivation. A standardized data collection sheet has been developed for use in this exercise and is attached in Annex 13. Plot level data will be collected by SANE in the six districts where the mega demonstrations were mounted. Once collected, the data will be analysed, and results and lessons derived from the analysis will be shared during the end of season planning workshop in July 2017. It is expected that lessons derived from this analysis will form the basis for future activities on extension and research linkages in FY18.

## Challenges, Solutions and Actions Taken

---

### *Project Management*

- For a year now SANE has searched for a Local Governance Specialist, with no success. SANE has extended its search network to USAID FtF's governance project, the Local Government Accountability Program (LGAP), to identify possible candidates from CVs they hold that may fit this position in SANE. Identification and on boarding of a Local Governance Specialist will hopefully be completed by the end of Q3. In the interim, the Monitoring and Evaluation Unit and UIUC-based Research Specialist have been tasked with adapting the community scorecard in use by the CRS UBALE project in Nsanje for use in participatory monitoring to assess platform capacity and functionality.
- There is a lack of continuity in the participation of DAECC members in the Project activities, with the result that new participants lack understanding of the past and planned activities. For instance, the M&E workshop was intended to follow up on the workshop held in September 2016, however, out of the 22 participants, only 3 (two from Lilongwe and one from Mchinji) had participated in the previous workshop. The project should develop fixed time schedules when district action plans should be followed up if not implemented as planned.
- Some activities related to M&E have not been implemented as anticipated since they are dependent on implementation of other activities, for instance, development of a monitoring tool for the ASWAp Food & Nutrition Strategy is dependent on finalizing the strategy, and the is still being developed. SANE has no direct control over the development of the strategy, as DAES is its equal partner, but SANE has provided resources towards the activity and will maintain oversight of the whole process. In addition, activities related to agricultural extension policy are determined the consultancy work managed by DAES.

### *Result Area 1: Policy Environment Improved*

- The SANE DIP for FY16/17 included development of ToRs for SANE's role and responsibilities in the review of the Agricultural Extension Policy and the development of the Agricultural Extension Strategy. However, as this was being planned in conjunction with other ASWAp funded activities, SANE's role was initially confined to acting as a member of the Task Team to review inception reports, drafts, and provide feedback. As the review has not so far led to the revision of the Agricultural Extension Policy, SANE has committed to collaborating with DAES to prepare this document, and will contract the services of the consultants presently developing the Agricultural Extension Strategy, due to be completed by the end of Q3.

- By the end of the consultations on the Agriculture Sector Food and Nutrition Strategy it was clear that more input from the private sector was needed. Even though the private sector had been included in the invitation letter to the regional and community meetings, communication was left to the DADOs, who may not have communicated the importance of private sector attendance at these meetings. Additional private sector representatives are now being added for the meetings in Q2 through New Alliance and Commercial Agriculture Support Services (CASS) partners.
- More time is needed for linking Agriculture and Nutrition coordination systems (ASWAp Secretariat and DNHA SWG/TWGs, DAECC and DNCC, and ASP and ANCC) in order to strengthen their own functioning before they reach out to make linkages with each other. All of them would benefit from support in developing clear ToRs for their functions, in maintaining consistent membership and participation related to their ToRs; support in creating agendas, documenting minutes and archiving files to show clear progress from one meeting/activity to the next; and in developing feedback loops within their own line of communication (e.g. within their sector and/or Local Government structure and/or wider stakeholders as appropriate). The work SANE is supporting to pilot SOPs for meetings will be scaled out, and the groups SANE is part of will use lessons learned to help address common coordination weaknesses. SANE is identifying champion coordination platforms (Dedza DNCC, Mangochi DAECC, Ntcheu DAECC) that are likely to maintain good progress and will be able to share their successes with other platforms.

#### *Result Area 2: Coordination and Capacity of Extension Service Providers Strengthened*

- There is a missing link between the ASPs and DSP that affects communication with the district level. SANE is working with the DAECCs and ASPs to explore how best the ASPs can make a link with the councils so that the ASPs can present the aggregated prioritized agriculture needs to DAECC and DAC, in the absence of the DSP meetings.
- The ASWAp Crosscutting TWG, which focuses on Gender and HIV issues in Agriculture, has not met in Q1 or Q2. A meeting was called in Q2 but was postponed. In Q3 SANE will work more closely with the DAES AGRESS branch to identify and address challenges to improved coordination.
- The ICT assessment was delayed because it was recognized that it should align more closely with existing information and dialogue on the area of agricultural extension. The resulting assessment will be a better, complementary piece and therefore more useful for development actors, although its completion will be delayed until Q3.
- Development of the smart-phone app for extension was delayed due to administrative procedures at the UIUC, including the need for a formal Non-Disclosure Agreement before seeking potential contractors and the requirement to advertise the position on UIUC job boards. Nonetheless, the specific functionalities of the app are being refined so as to increase its value to Malawian field extension workers; this is all part of preparing the prototype for pilot-testing.
- The plan to integrate with MERIT has stalled and there has been no response to meeting requests. Efforts will be made to meet with MERIT staff to discuss the Agriculture Nutrition supplementary readers.
- Joint DAECC field visits for developing Minimum Standards became complicated in the planning stage because too many sites were added; in the face of so many visits sight was lost of their purpose, and planning became bogged down in decisions about expenses for lunches and snacks. SANE will encourage DAECCs to develop, use and improve SOPs for joint field visits to simplify the process and keep visits focused on their purpose.
- Despite attempts to quickly respond to the MoAIWD Fall Army Worm Outbreak Plan, little has been achieved, primarily due to the complexity of the outbreak and the need for different MoAIWD departments to quickly coordinate and implement actions. SANE will meet with the CAETS of MoAIWD

in Q3 to present proposed complementary activities and conditions for funding, so that detailed plans can be developed and implemented in coordination with each Lead who is assigned to activities to be supported by SANE. As the Ministry Lead for the outbreak response, the CAETS is well positioned to approve activities and conditions proposed by SANE, and to instruct Departments to prepare detailed plans for immediate execution. The fall army worm attacked maize stands at several demonstration sites causing extensive damage. Since it was a relatively new pest, farmers had problems to identify effective means for controlling the pest.

### *Result Area 3: Institutional Linkages between Research and Extension Strengthened*

- It was noted that there was minimal involvement of ASPs in the selection of demonstration farmers. In many locations demonstrations were established just to meet set targets as opposed to meeting farmer needs. In Sharp Valley EPA, for instance, the farmer was selected just because his field was conveniently located along a roadside and had to uproot the first crop to accommodate the mega demonstration. In Mitundu EPA two mega demonstrations had been hosted in the same section for over 3 seasons. We recommend that setting up of the demonstration sites be coordinated by ASPs to ensure that sites identified are accessible and get feedback on technologies responsiveness to farmer needs. In several locations inputs were distributed very late to demonstrating farmers. This greatly affected the establishment and performance of crops on these demonstration plots.

## **Priorities for next Quarter**

---

### *Project Management*

- Disseminate SCAT baseline studies to DAES, 10 Districts and other stakeholders.
- Facilitate implementation of joint monitoring by DAEECC following the development of quality indicators.
- Conduct systems capacity assessment of DAESS platforms.
- Review current meteorological service systems for predicting weather and how the information could be better used by the agriculture extension system, feeding back into DAESS.
- Develop inventories of District Stakeholders and Service providers so that it is possible to establish the roles and activities of different agricultural and nutrition actors (from all sectors) at the district level.

### *Result Area 1: Policy Environment Improved*

- Engage consultants to draft the revised Agricultural Extension Policy and attend meetings on Extension strategy development.
- Continue participation in the preparation of the MaFAAS Extension Week and support districts to prepare selected ASPs, particularly those where DAESS guidelines and standard operating procedures are being tested. Hold special meetings to identify issues that can be presented at the Extension Week about the different subthemes.
- Prepare final draft of the Agriculture Sector Food and Nutrition Strategy, for approval and roll out to ADDs and Districts.

### *Result Area 2: Coordination and Capacity of Extension Service Providers Strengthened*

- Conduct workshop to develop informational materials for promoting the DAESS and standard operating procedures.
- Conduct capacity building workshops for Agricultural Extension Development Officers (AEDOs) to improve technical and methodological competencies in selected districts.
- Provide technical support to districts on developing District Strengthening Action Plans.

- Work with UBALE to support the Agricultural Extension Delivery research being conducted in Blantyre Rural, Chikwawa and Nsanje.
- Work with UBALE to prepare a learning tour to Zimbabwe on extension approaches.
- Finalize and print the Agriculture Field Notebook.
- Finalize testing of the SOPs for Area and District Stakeholder Panels and DAECC in the 3 districts.
- Meet with MERIT to move forward on preparation of Agriculture Nutrition readers.
- Monitor 40 AEDOs and AEDCs who were trained by partners in IHF and scale out the trainings to 100 members of ASPs based on lessons learned.
- Work more closely with the DAES AGRESS branch to identify and address challenges to improved coordination.
- Follow up on Q2 meeting with DAES AGRESS on existing materials, guides and tools. Finalize concept for desktop reviews on strengthening nutrition and gender in Agriculture, and start rolling out the concept.
- Strengthen agricultural extension related to Aflatoxins.
- Prepare Balaka and Mangochi DAECCs for presentations of the Minimum Agriculture Environmental Standards at MaFAAS and help Nsanje and Machinga to field test the standards. Assist all 4 districts in developing demos and monitoring systems.
- Track the use of Agriculture Nutrition Materials.
- Utilize the Baseline Reports, findings from the CSA Forum, and other learning products to advance the DSAP development process.
- Refine the TOR for the ICT assessment, identify potential contractors and begin data collection.
- Build on commitments made by individuals, organizations, and districts during the CSA Forum to support development of the DSAPs and guide engagement with partners.
- Identify a contractor to develop the extension app, for pilot-testing in Malawi late Q3 or early Q4.

### *Result Area 3: Institutional Linkages between Research and Extension Strengthened*

- Collaborate with research and extension institutions to develop extension materials (circulars and instructional videos).
- Plan and implement end of season or harvest time Farmer Field Days, focusing on variety selection, utilization and post-harvest management.
- Collect and analyse data from the plant clinic database to identify farmers' problems and help prioritize needs, in order to improve extension-research responsiveness to farmers' needs.
- Plan and implement the end of season research-extension review and planning workshop, to share results of the current season and plan for the next season.

## Annexes

### Annex 1: Overview of Annual Work Plan versus Actual Progress in Q2

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
<b>Overall Objective/Goal:</b> Strengthen the capacity of DAES to facilitate coordination between agricultural and nutrition extension actors to provide more effective agricultural and nutrition extension services for smallholder women and men farmers particularly in the ZOI.	PD													
0. Project Management														
0.1. Finalize Project Staff														
0.1.1. Hire project staff	COP	X	X	X										All staff hired except LGS and Grants Administration Manager. Both were recruited but changed their minds after signing the contract. Identification and on-boarding of a LGS and Grants Manager will hopefully be completed by the end of Q3
0.2. Establish Working Relationship with DAES														
0.2.1. Develop an Agreement document with DAES outlining terms and conditions for collaboration	COP	X	X	X										Draft Agreement Document sent to new DAES Director in Q2 – follow-up planned for Q3.
0.2.2. Develop project work plan	COP						X	X					X	
0.2.3. PD travel to Malawi for Project backstopping	COP				X	X				X			X	Supported SANE team planning for ECSAF learning and attended
0.2.4. DPD travel to Malawi for Project backstopping	COP	X			X	X		X		X			X	Supported Malawi team planning for ECSAF learning, attended and provided direction of activity implementation
0.2.5. Business Manager travel to Malawi for Project backstopping	COP	X					X							UIUC Budget – March trip not completed
0.2.6. Research Specialist travel to Malawi for Project Backstopping	COP						X						X	March trip not completed.
0.2.7. Research Assistants travel to Malawi for project Backstopping	COP				X	X	X		X	X	X	X	X	Festus travel in Q2.
0.2.8. Hold project steering committee meetings	COP			X			X			X			X	Steering Committee meeting delayed to Q3

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
0.3. Monitoring, Evaluation, Reporting and Communications														
0.3.1. Monitoring & Evaluation														
0.3.1.1. Finalize Activity M&E Plan	COP	X	X	X										AMEP is finalized, to be submitted to USAID in Q3
0.3.1.2. Develop 5-year SANE Action Plan	COP	X	X	X										In progress - delayed to Q3
0.3.1.3. Develop USAID Integration Plan	COP	X	X	X	X	X								Completed
0.3.1.4. Develop Environmental Mitigation and Management Plan	COP	X	X	X										EMMP only required if SANE is promoting the use of chemical/pesticides in agriculture. To be completed as required
0.3.1.5. Prepare Project Branding and Marking Plan	DPD	X	X	X										
0.3.1.6. Analyse baseline data	MES	X	X	X										
0.3.2. Reporting														
0.3.2.1. Prepare quarterly reports (3 quarterly, 1 annual)	COP	X			X			X						On track
0.3.2.2. Create summaries of quarterly reports for public use	COP	X			X			X		X				In progress - communication plan drafted
0.3.2.3. Consolidate baseline information	MES			X										Done - see reports in Annexes
0.3.3. Communication														
0.3.3.1. Regular communication to partners and public	COP	X	X	X	X	X	X	X	X	X	X	X	X	In progress - communication strategy concept note drafted
0.3.3.2. SANE team travel to share various Project results	COP	X	X	X	X	X	X	X	X	X	X	X	X	Ongoing.
0.3.3.3. Develop and maintain SANE website	DPD	X	X	X	X	X	X	X	X	X	X	X	X	Done - will be further populated in line with the communication plan that is under development. <a href="http://meas.illinois.edu/sane/">http://meas.illinois.edu/sane/</a>
0.3.3.4. Present project to DECs to start supporting district activities	COP	X												
0.3.3.5. Conduct sensitization for DAES, ADDs and DAOs on the SANE EMMP and roles and responsibilities to monitor implementation	MES				X	X	X	X						Not done: EMMP is still being developed.
0.3.3.6. Disseminate, and discuss baseline information, with key partners	MES				X									In progress. Presented the SCAT baseline report at MaFAAS workshop. Dissemination to DAES and all the 10 districts will be done in Q3.
1. Result 1: Policy environment improved														
1.1. Enabling Policy Adopted														

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
1.1.1. Agree with DAES about roles and responsibilities of SANE in the extension policy review and strategy processes	COP	X												Completed.
1.1.1.1. Develop a TOR for SANE's role and responsibilities in extension policy review and strategy processes	COP	X												No ToRs completed. However, DAES requested that SANE participate in Task Team in DAES led process.
1.1.2. In collaboration with DAES, produce an abridged version of the extension policy or strategy and translate into Chichewa, Yao, and Sena	DCOP						X	X	X				X	In progress - Consultants engaged by DAES commenced the review of the extension policy and SANE was consulted as a key stakeholder during the quarter. Extension Policy review completed and strategy commenced during the quarter and will continue in Q3. Timing of translation dependent upon completion of the strategy.
1.1.3. Build capacity of field staff to monitor and evaluate implementation and report on progress to DAESS platforms	LGS						X	X	X					Delayed to Year 3, until abridged version of the strategy is completed and translated.
1.1.3.1. Develop a tool to assist in monitoring implementation of the DAESS strategy	MEAL	X	X	X										Delayed to Year 3, until abridged version of the strategy is completed and translated.
1.1.3.2. Monitor and evaluate and report on progress to DAESS platforms	MEAL								X	X	X	X	X	Delayed to Year 3, until abridged version of the strategy is completed and translated.
1.2. ASWAp Food & Nutrition Strategy finalized and implemented														
1.2.1. Provide technical support to finalize draft ASWAp Food & Nutrition strategy, including abridged version translated into local languages as appropriate.	NES	X	X	X	X									Underway. Added regional and community consultations to the process so finalization of the strategy delayed until Q3.
1.2.1.1. Sensitize and engage ASWAp, NNCC and appropriate TWGs on ASWAp FN Strategy	NES					X	X	X						In progress. Consultations held in Q2.
1.2.1.2. Sensitize ADD/DAECC to ASWAp F&N Strategy	NES						X	X	X					Delayed to Year 3 due to delay in strategy completion.
1.2.1.3. Develop monitoring tool for ASWAp F&N Strategy	MEAL							X	X	X				Delayed to Year 3, until F&N Strategy is finalized
1.2.1.4. Build capacity of field staff to disseminate and support implementation of the ASWAp F&N Strategy	NES									X	X	X	X	Delayed to Year 3, until F&N Strategy is finalized
1.2.1.5. Monitor implementation of the ASWAp F&N Strategy and feedback recommendations to DAES & DAESS for capacity building needs	MEAL										X	X	X	Delayed to Year 3, until F&N Strategy is finalized



SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
1.2.2. Participate in the Nutrition Education and Training technical working group to improve nutrition education and strengthen agriculture system linkages	NES		X			X			X			X		Not done - The 5 DNHA Nutrition TWGs are not meeting / communicating. NES is discussing with DNHA about improving regular communication with the TWG members.
1.3. Strengthen project relevant ASWAp TWGs, focusing upon Technology Generation and Dissemination (as appropriate)														
1.3.1. Provide project briefing to the Sustainable Land Management TWG (with DLRC)	COP	X	X											Delayed - discussed environmental standards with DLRC. Will request time on the next SLM TWG for SANE presentation.
1.3.2. Provide project briefing to the Ministry of Natural Resources, Environment, and Climate Change (with DLRC)	COP	X	X											LRC officers at District level were engaged through Extension and Climate Smart Agriculture Forum in Q2. Meeting with Ministry with DLRC delayed to Q3.
1.3.3. Engage the ASWAp Secretariat to express SANE interest in two TWGs – Technology Generation & Dissemination (DAES-secretariat) and Gender (Crosscutting, DAES-chair) – and support technical development and implementation of the TWG action plans	COP	X	X			X			X			X		Done - SANE is a member of both. Crosscutting TWG hasn't met in Q2.
1.3.3.1. Clarify and strengthen links between ATCC the TGD TWG	DCOP	X	X											
1.3.3.2. Prepare progress report / case study for presentation to the Director of Planning on experiences of SANE involvement in the TWGs	MEAL											X	X	
1.4. Increased collaboration between ASWAp TWGs and NNCC TWGs and between DAECC and DNCC														
1.4.1. Identify means by which coordination can be improved between Agriculture coordination systems and Nutrition coordination systems and support improvements in coordination.	NES	X	X	X	X	X	X	X	X	X	X	X	X	In progress-Planning is underway with Dedza DNCC and DAECC for SANE to 1) monitor and evaluate Integrated Homestead Farming trainings already held by other partners (40 AEDCs trained in the past 6 months) and then 2) improve on the training based on findings. Activity will continue in Q3
1.5. Strengthen MaFAAS as a national extension platform														
1.5.1. Support development of the next MAFAAS 5-year strategic plan	COP	X	X	X	X	X								Delayed to Q4.

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
1.5.2. Encourage MaFAAS thematic working groups to engage with and participate in parallel TWGs	COP			X	X	X	X	X	X	X	X	X	X	Delayed to Q4.
1.5.3. Support MaFAAS annual work planning and budget processes	COP					X	X							Delayed to Q4.
1.5.4. Build the capacity of the MaFAAS Board of Trustees to meet their responsibilities, in accordance with the new strategic plan	LGS						X	X	X	X	X	X		Delayed to Year 3, until MaFAAS strategy is developed.
1.5.5. Support MaFAAS to monitor implementation of their plans and report progress to its Board of Trustees	MES								X	X	X	X	X	Delayed to Year 3, until MaFAAS strategy is developed.
1.5.6. Support Extension Week	DCOP									X				Preparatory meetings started in Q2. SANE DCOP is a member of the Extension Week Task Team.
1.6. Develop Standard Operating Procedures for establishment and management of Area & District Stakeholder Panels and DAECC														
1.6.1. Develop SOPs for establishing ASPs, DSPs, and DAECCs	AES	X	X	X										Done
1.6.2. Develop SOPs for managing platform meetings	AES		X	X	X									Done
1.6.3. Build capacity of districts to monitor the implementation of SOPs	MEAL			X	X	X	X	X						SOPs field testing started in Q2 with AEDCs and DAO and non-state members of DAESS who participated in preparing the tool. Field testing in progress in 3 districts; Dedza (Dedza DAECC, Kachere ASP and Kasumbu ASP) Lilongwe (Lilongwe DAECC, Kalolo, Masula, Chitukula and Chiseka ASPs) Ntcheu (Ntcheu DAECC, Lower Ganya and Lower Njolomole ASPs). This will be completed by June 2017. From May 2017, ASPs selected by DAECCs based on level of functionality, from Blantyre and Mchinji will begin to test the SOPs. By the end of FY16/17 6 of 11 Districts will have piloted the SOPs.
1.6.4. Review results of SOP testing implementation and revise SOPs based on information collected (working meeting)	DCOP													Delayed to Year 3-Q1, until the field testing is finalized.
1.6.5. Implement the SOPs with other interested districts.	AES						X	X	X	X	X			Delay to Year 3.
1.7. Develop, test and evaluate harmonization procedures for agriculture content														

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
1.7.1. Develop and test agricultural content harmonization guidelines and principles in two Districts	DCOP	X	X	X	X									Delayed to Q3. To be tested in Balaka and Mangochi beginning May 2017, and in Nsanje and Machinga by Q4.
1.7.2. Build capacity of extension personnel in harmonization of content / messaging	DCOP	X	X	X	X	X	X	X	X	X	X	X	X	Underway through testing (1.7.1).
2. Result 2: Pluralistic and demand-driven policy implementation improved.														
2.1. Develop District Strengthening Action Plans and resource requirements to stimulate farmer ownership of DSPs														
2.1.1. Develop and document SANE's extension strengthening and development principles and approach	COP	X												Developed. Documentation to be completed by end of Q3.
2.1.2. Develop written guidance for DAEC's creating District Strengthening Action Plans through the use of common templates, procedures, budgets, and examples of other extension strengthening plans	COP	X	X											Templates drafted and tested. To be completed in Q3.
2.1.3. Support DAECs to develop a plan of action for capacity development and extension service improvement	DCOP	X	X	X	X	X	X	X	X	X	X	X	X	Underway - Sensitization meetings to be held in April 2017, and workshops in May, 2017 for 5 Districts with 4 DAECs.
2.1.3.1. Engage the 4 DACs to align District Strengthening Action Plans with district priorities	DCOP					X	X	X	X	X	X	X	X	Delayed to Q4.
2.2. Identify priorities for improved coordination/ collaboration and capacity														
2.2.1. Analyze SCAT assessments of platforms within Malawi's agricultural extension system	DPD	X												
2.2.1.1. Highlight gaps in coordination/ collaboration and capacity to identify priority needs in running DAESS platforms	DPD		X		X	X								Ongoing -To be included in District Strengthening Action Planning in 4 Districts.
2.2.1.2. Highlight gaps of mechanisms for farmers to articulate needs to extension service providers	DPD			X	X	X	X							See 1.6. Same Districts, Same EPAS, do analysis by Q4.
2.2.2. Disseminate results of the SCATs and determine priority actions	DCOP				X	X	X	X						Results shared with MaFAAS in Q2. DAES and all Districts/DAECs to receive results by end of Q3.

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
2.2.3. Examine means of improving the accountability of demand-driven extension service providers by testing the score card and approach being utilized by UBALE	LGS			X	X	X								Draft score-card for platform member accountability delayed to Q3, as prospective LGS withdrew his candidacy in Q2.
2.2.4. Conduct assessment of decentralization and local funding for extension	LGS	X	X	X										Postpone to Q4 or Year 3.
2.3. Clarify DAESS roles and responsibilities														
2.3.1. Continue process of revising and strengthening the DAESS implementation guide	DCOP	X								X				Lessons learned from testing revised guide postponed to Q4. New Agriculture Extension Strategy to be completed by Q4. Next revision is Year 3, Q1..
2.3.2. Develop ToRs for DAESS platforms, including roles and responsibilities of key members	DCOP		X	X	X	X								Not started. Will be done after completion of new Ag Ext Strategy.
2.3.3. Hold sensitization sessions for District Councils and Traditional Authorities – in collaboration with DAES – about the importance of supporting DAESS to achieve government and development objectives	DCOP			X	X	X				X	X	X	X	Delayed until the completion of revisions to existing Agricultural Extension Policy and completion of Agricultural Extension Strategy.
2.3.4. Create informational materials and identify dissemination approaches to explain the DAESS to relevant stakeholders	DCOP	X	X	X	X	X	X							Delayed to Q4, after development of Communications Implementation Plan with dissemination approach, materials will be developed.
2.3.5. Disseminate, backstop, and monitor effectiveness of materials and approach	DCOP				X	X	X	X	X	X	X	X	X	Move to Year 3, until the agriculture extension strategy is finalized.
2.4. Awareness sessions with DAESS platforms of roles/ responsibilities of farmer representations in support of demand-driven agricultural extension activities														
2.4.1. Support capacity building to improve implementation of DAESS platforms	AES				X	X	X	X	X	X	X	X	X	On going
2.4.2. Support active participation of stakeholders (especially farmers) in DAESS platforms	AES				X	X	X	X	X	X	X	X	X	Dropped and replaced with “Encourage farmer participation at ASPs through field days”, and ASP SOPs that stipulate farmer participation of at least 50%. Also, attendance of private sector & specialists will stimulate increased farmer attendance. Activity to continue in Q3.
2.5. Develop District Stakeholder / Services Inventories														

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
2.5.1. Complement the District Stakeholder/ Services Inventories	MES	X	X	X				X	X	X	X			Delayed to Q4.
2.5.2. Develop online platform for aggregating and disseminating District Stakeholder/ Services information to be accessible to DAOs	MSU				X	X	X	X	X	X				Delayed to Year 3.
2.5.3. Communicate with and orient national coordination structures, DCs, DAOs, and DAESS platforms about the inventory system	DCOP				X	X	X	X	X	X				Delayed to Year 3.
2.5.3.1. Validate information and District Stakeholder/ Services Inventories during DEC meetings	MSU				X	X	X	X	X	X			X	Delayed to Year 3.
2.6. Monitor changes to processes of DAESS Platforms														
2.6.1. Define the most significant change indicators to be tracked as a way to determine level of functioning / improvement of DAESS platforms over time	MES	X	X	X										In progress. Discussed the indicators used in SCAT baseline study during MaFAAS workshop. District to identify change indicators at during DSAP workshop. Functionality assessment will be conducted again mid-year 2017/18.
2.6.2. Based on year 1 SCAT assessment hold workshop to orient and build capacity in monitoring of DAESS functionality and development activities at the district level	MEAL	X	X	X										Ongoing-In order to improve joint monitoring activities four DAECs (Dedza, Lilongwe, Mchinji and Balaka) have selected sub-sectoral themes, and templates developed by the end of Q2. Capacity building will begin in Q3.
2.6.3. Conduct year 2 SCAT assessment of DAESS platforms	MEAL									X	X	X	X	
2.7. Capacity of extension service providers increased														
2.7.1. Assessments of extension capacity														
2.7.1.1. Assess and develop recommendations based on district-level supply, demand, and quality of extension service provision	DPD	X	X	X	X	X								Baseline report completed in Q2. District-level reports prepared for use in DSAP development (during DSAP workshop).
2.7.1.2. Conduct desk review to determine the status and gaps of nutrition and gender strategies in agricultural extension at national level	NES		X											Symposium held by UIUC in Zambia in Q2. Review will build upon results of this symposium. In Q3, desk review on Gender, Agriculture & Nutrition will be completed.
2.7.1.3. Conduct desktop review of agriculture nutrition extension research,	NES	X	X	X										Ongoing - Developed ToRs based on discussions with Ag Nutrition TWG, will hire junior consultant to finish desktop review. Will complete by end of Q3.

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
programs and materials available to determine gaps.														
2.7.1.4. Conduct assessment of the status and potential of ICT-based extension approaches being used in Malawi	DPD	X	X	X	X	X	X							TOR developed and contractor names gathered. Assessment to be redesigned in Q3 to better fit other reports being done (i.e. MODES).
2.7.1.5. Conduct assessment of video-based ICT extension approaches being used in Malawi	DPD				X	X	X	X	X	X				TOR to be merged in Q3 with TOR (2.7.1.4.)
2.7.1.6. Conduct assessment of Aflatoxin-related extension programming	NES			X	X	X	X							Discussed with ICRISAT, MAPAC and UBALE and assessment will commence in May, and will be completed by Q4.
2.7.2. Communication of learning														
2.7.2.1. Disseminate findings and recommendations based on all completed assessments to guide District Strengthening Action Plan development	DCOP	X	X	X	X	X								Delayed to Q3.
2.7.2.2. Hold learning event/ forum on Climate Smart Agriculture in extension	DPD				X									Completed, forum was held in Q2
2.7.2.3. Disseminate ICT assessment findings to guide cooperation around message delivery	DPD										X	X	X	Activity implementation is contingent on completion of 2.7.1.4. & 2.7.1.5. Delayed to Year 3.
2.7.3. Strengthen DSAPs based on lessons learned														
2.7.3.1. Identify extension strengthening activities – together with DAO – that can be supported at the district level	DCOP	X	X	X	X	X	X	X	X	X	X	X	X	Ongoing (via DSAPs) in 5 Districts, with 4 DAECCs.
2.7.3.1.1. Identify opportunities to support increased ICT-based messages provided to farmers and other stakeholders	DPD										X	X	X	Delayed to Q1, Year 3.
2.7.4. Strengthening Extension Materials														
2.7.4.1. Hold writeshop on integrating gender and nutrition into extension materials in partnership with the INGENAES project	NES	X												Done Q1
2.7.4.2. Review the 2016 Diary for Malawi Extension Workers to develop new reference product and disseminate	AES	X	X	X	X									Done, changed the purpose of the document from a 'calendar year diary' to a 'field notebook' for tracking the annual work plan implementation. Will be finalized in Q3 and rolled out in for the start of the government FY: July 1.
2.7.4.3. Disseminate the New Extensionist Gender Module to DAES/ AGRESSO staff throughout Malawi	NES	X		X		X		X	X	X	X	X	X	Delayed. In Q3 will take stock of results of pilot from MaFAAS extension week and roll out based on feedback.

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
2.7.4.4. Develop a simple guide/primer on nutrition and agriculture to be used with the MERIT project and in elementary /secondary schools	NES	X				X	X	X	X			X	X	MERIT has decided to develop these materials in the next fiscal year. No action will be taken until that time.
2.7.4.5. Develop complementary behaviour change materials/ messages / channels to improve the understanding and application of integrated Agriculture Gender, HIV and Nutrition	NES							X	X	X	X	X	X	In preparation for Q3 when this is planned, NES met with DAES Agriculture Gender Roles Extension Support Services Officer (AGRESSO) to collect additional agricultural-gender tools developed with partners.
2.7.5. Building Capacities														
2.7.5.1. Build capacity of the DAOs through ongoing training/coaching activities to strengthen the implementation of DAESS	DCOP			X			X			X			X	Ongoing
2.7.5.2. Identify, coach, and support those organizations or individuals that demonstrate passion and commitment to increasing access to extension services for small-holder farmers and act as “extension champions” at the district and national level	DCOP	X	X	X			X			X			X	On track, identified 5 individuals from 4 districts-Lilongwe, Ntcheu, Mangochi and Blantyre as champions. Leadership competency development will follow the preparation of the DSAPs – begin in Q4.
2.7.5.2.1. Hold Leadership Institute event to build capacity among extension champions and future leaders	DCOP								X	X				Delayed to Q4.
2.7.5.3. Support individuals from Malawi to attend the INGENAES Symposium in Zambia	DCOP				X									Done. Lessons learnt being implemented
2.7.5.4. Support capacity building of extension managers and SMSs in core managerial competencies as identified by districts and other key stakeholders	DCOP							X	X	X	X	X	X	Delayed to Q4.
2.7.5.5. Support capacity building of AEDOs in technical and methodological competencies identified by districts and other key stakeholders	DCOP							X	X	X	X	X	X	Will begin via the MoAIWD fall army worm review sessions, to begin in Q3.
2.7.6. Strengthen Extension Service Delivery														
2.7.6.1. Support delivery of extension services by DAES to farmers and other stakeholders, as demanded through DAESS	DCOP	X	X	X	X	X	X	X	X	X	X	X	X	Ongoing (via DSAPs) in 5 Districts, with 4 DAECs (1.4.1).

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
2.7.6.2. Establish models of sustainable soil and water management practices in 3 selected EPAs in four Districts: Nsanje, Balaka, Mangochi and Machinga (includes cross-visits from other Districts based on interest)	NES	X	X	X	X	X	X		X		X	X	X	Progressing slower than planned, but all 4 districts underway. Balaka and Mangochi progressing the best, Nsanje and Machinga committed to the activity during the Extension for CSA Forum.
2.7.6.3. Build on UBALE's integration of gender in their programs, document lessons and apply to SANE programming	NES				X	X	X							Follows on 2.7.1.2 plans with CRS HQ Ag-Gender-Nutrition STTA. Working with UBALE DCOP and CRS Technical Advisor to collect assessments and barrier analysis and collect reports based on their use. To be completed by end of Q3.
2.7.6.4. Support expanded utilization of the 321 system of MODES	DCOP				X	X	X	X	X	X	X	X	X	Will begin in Q4.
2.7.6.5. Train AEDOs and support AEDOs to train youth in agribusiness, entrepreneurship, and group management	DPD	X	X	X	X	X	X							Done. Technical report to be completed in Q3.
2.7.7. Monitor the impact of specific approaches to extension service delivery to inform implementation														
2.7.7.1. Collaborate with CRS UBALE to support assessment of alternative technologies/ models for provision of agricultural extension services, including combinations of model villages, lead farmers, Smart skills transfer and Farmers' Learning Centre and strengthening the value of DAESS platforms	DCOP	X	X	X	X	X	X							Research tools developed, field work methodology approved from National Commission for Science and Technology in Q2. Baseline and follow-up to begin in Q3, led by UBALE with support from LUANAR.
2.7.7.1.1. Research component, data gathering, qualitative focus groups	MEAL				X	X	X							To be conducted in Q3 with arrival of DPD.
2.7.7.1.2. Study tour to Zimbabwe to learn about different extension approaches	DCOP				X	X	X							Delayed to Q3 linked to 2.7.7.1 to identify gaps for learning
2.7.7.2. Pilot and monitor the viability of using the gender and nutrition extension materials developed by INGENAES in Malawi	NES		X	X	X	X	X	X	X	X	X	X	X	Reviewed INGENAES materials and collected other materials along with Agriculture nutrition TWG (2.7.1.3) a decision is still pending on what materials to pilot and how.
2.7.7.3. Track use of Agriculture Nutrition materials released by DAES in 2015, supported by FAO/Flanders and feedback into DAESS / ASWAp as appropriate	NES	X	X	X	X	X	X							5 Districts have been selected for the tracking and questionnaires have been drafted. The MSc student still finalizing the plan. This will be completed in Q3.
2.7.7.4. Develop and pilot a phone/ tablet-based application to support tracking of	DPD	X	X	X	X	X	X	X	X	X	X	X	X	Ongoing. TOR developed. Contractors to be identified in Q3



SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
extension service providers for 3-C improvement in select districts														
2.7.7.5. Review current meteorological service systems for predicting weather and how the information is/could be better used by the agriculture extension system and feedback into DAESS / ASWAp as appropriate	MEAL				X	X	X							Not done: This activity will be done in Q3.
2.7.7.6. Develop tools to assess utilization of ICT messages and feedback to service providers as appropriate											X	X	X	
<b>3. Result 3: Institutional linkages between research and extension strengthened</b>														
<b>3.1. Extension-research linkages improved</b>														
3.1.1. Communicate results from the situational analysis report on extension-research linkages	MSU			X										
3.1.2. Planning for joint extension-research activities	MSU			X										
3.1.2.1. Develop Service Agreements between districts and research institutes to stimulate extension-research linkages	MSU	X		X			X				X	X		No new agreements signed in Q2. Next service agreements to be signed at post-harvest planning workshop in July.
3.1.3. Implement joint extension-research activities per Service Agreements	MSU	X	X	X	X	X	X	X	X	X	X	X	X	Underway, details in the quarterly report
3.1.3.1. Support DAES and researchers to jointly trial different extension approaches and systemic strategies for coordination	MSU	X		X			X					X		Underway, on track
3.1.3.2. Support the implementation of extension-research efforts at agricultural and nutrition fairs	MSU						X	X	X	X	X	X	X	Delayed. Will begin to collaborate with fairs organized by DAECs from Q3.
3.1.3.3. Support DAOs to design and manage the implementation of a call-in radio program	MSU	X	X	X	X	X	X	X	X	X	X	X	X	In progress, Concept note to be developed for discussion with FRT and DAES to focus on community radios. Interested Districts will also be encouraged to consider this activity in their DSAPs.
3.1.3.4. Utilize plant clinic databases to identify priority needs of farmers	MSU	X	X	X	X	X	X	X	X	X	X	X	X	In progress. Linking with DAES to jointly analyse farmer issues highlighted in the plant clinic data base. SANE will also target selected irrigation schemes for monitoring FAW with involvement of ASPs in Q3.

SANE year 2 Activities: AWP 2016-17	Lead SANE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	STATUS 2017 March (Qu2)
3.1.4. Provide capacity building to AEDOs to support farmer-led research and interaction with researchers	MSU		X	X		X	X	X	X					Underway, on track
3.2. Capacity of research organizations to support technology promotion and behaviour change improved														
3.2.1. Conduct sensitization workshop with researchers from DARS, CGIAR centres, academia, and the private sector on DAESS	MSU	X	X											
3.2.2. Enhance the capacity of researchers to plan and implement research dissemination activities	MSU	X	X											
3.2.3. Organize learning workshop highlighting the results of applied research/ demonstration of various agricultural technologies in participating districts	MSU						X							Delayed while facilitating analysis of program results, to be completed in June 2017. Workshop now planned for July 2017
3.2.4. Support district level monitoring of applied research and demonstrations and share findings with ASPs for feedback	MSU									X	X	X		
3.2.5. Organize extension-research planning meeting for FY17/18	MSU											X	X	

## STATEMENT OF WORK FOR FINANCIAL REVIEW OF THE LOCAL INCURRED COSTS MANAGED BY UNIVERSITY OF ILLINOIS

### I. **BACKGROUND**

On November 10, 2015, the U.S. Agency for International Development (USAID), Mission to Malawi awarded \$15,000,000 to University of Illinois (UI) under Cooperative Agreement No. AID-612-LA-15-00003; Feed the Future Strengthening Agriculture and Nutrition Extension (SANE). The purpose of the project is to strengthen the capacity of the Department of Agricultural Extension Services (DAES) to facilitate coordination between agricultural and nutrition extension actors in order to provide more effective agricultural and nutrition extension services for smallholder women and men farmers particularly in the zone of influence. The period of the award is from November 10, 2015 to November 09, 2020.

The project aims to achieve the following objectives:

1. Agricultural and Nutrition Extension Policy Environment Improved
2. Strengthening coordination and capacity of extension providers
3. Program Area 3: Strengthened institutional linkages between extension and research
4. Crosscutting themes with Gender, Environment, Learning by doing and technology

The following is the Award Budget, including local cost financing items, if authorized.

<b>Description</b>	<b>Amount</b>
Direct Costs	\$ 5,029,186
Sub grants	\$ 8,710,402
Indirect Costs	\$ 1,260,412
<b>Total Project Cost</b>	<b>\$15,000,000</b>

### II. **OBJECTIVES**

The limited financial review will be conducted to:

- determine if UI has acceptable internal control and financial management systems for controlling and accounting for USAID funds;
- identify deficiencies or potential vulnerabilities in the existing systems and recommend improvements to achieve maximum effectiveness; and
- provide **limited assurance** that the incurred costs billed to USAID by the organization were accurately recorded, reported, supported by adequate documentation, and are allowable, allocable, reasonable and generally in accordance with the terms and conditions of the agreement/contract and other applicable rules and regulations of USAID.

#### **Specific Objectives**

This limited financial review will not be conducted in accordance with *U.S. Government Auditing Standards* issued by the U.S. Government Accountability Office (July 2007 revision) and the USAID Office of Inspector General *Guidelines for Financial Audits Contracted by Foreign Recipients (Guidelines)* dated February 2009.

The specific objectives of the limited financial review of the USAID funds are to:

- Obtain an understanding of UI's financial management, program financial and progress reports; charts of accounts; organizational charts; personnel, payroll, travel and procurement policies and procedures, and related internal controls applicable to the USAID-funded program.

- Verify if the costs incurred and billed by the organization to USAID are allowable, allocable, and reasonable in accordance with the Code of Federal Regulation (CFR) and agreement provisions and identify any questioned costs. Verify travel costs and commodity purchases for compliance with Buy-America requirements.
- Evaluate the UI's internal controls related to the USAID-funded programs, assess control risk, and identify significant deficiencies including material weaknesses.
- Obtain an understanding of UI subcontractors'/subrecipients' management systems to ensure that USAID is billed appropriately.
- Perform tests to determine whether UI complied, in all material respects, with agreement terms and applicable laws and regulations related to USAID-funded programs.

### III. III. FINANCIAL REVIEW SCOPE

#### A. Pre-Financial Review Steps

The Financial Review Team will review the following documents prior to the field visit:

- The agreement between USAID and the organization;
- Background materials on the organizational set-up in country;
- The organizational written policies on procurement, financial management, personnel, travel, inventory management; and administrative management, if any;
- Summary financial reports/ledgers; and
- Previous year audit reports

#### B. Financial Review Steps

The Financial Review team shall examine the budgeted amounts by category and major items; the funds received from USAID for the specific period; the costs reported by the recipient as incurred during that period; and the commodities directly procured by USAID for the recipient's use. The funds received from USAID less the costs incurred, after considering any reconciling items, must reconcile with the balance of cash-on-hand or that in bank accounts.

1. **Direct Costs**: On a sample basis, review direct costs billed to and reimbursed by USAID and costs incurred but pending reimbursement by USAID. All costs that were not supported with adequate documentation or are not in accordance with the Agreement terms will be reported as questioned with allow ability determined by the Agreement Officer. In addition if a recipient was required to place USAID funds in an interest-bearing account but did not, then the imputed interest that would have been earned is also a questioned cost. Unsupported costs are not supported with adequate documentation or did not have required prior approvals or authorizations.
2. **General and Program Ledgers**: On a sample basis, review general and program ledgers to determine whether costs incurred were properly recorded. Reconcile direct costs billed to, and reimbursed by, USAID to the program and general ledgers.
3. **Bank Account Management**: On a sample basis, review the procedures used to control funds, review bank accounts and the controls on those bank accounts. Consider positive confirmation of balances, as necessary. Any differences between bank account balances and the net revenues and expenses and cash-on-hand will be identified and questioned.
4. **USAID Funds and Project Income Generation**: On a sample basis, review the revenue recording process to determine whether project income and/or reimbursements, if any, representing recoveries of direct costs, were recorded as income or as credits to project cost accounts.
5. **Payroll**: On a sample basis, review direct salary charges to determine whether salary rates were reasonable for that position, in accordance with USAID's approved rate, and supported by appropriate payroll records. Determine if overtime was charged to the

program and whether it is allowable under the terms of the agreements. Determine whether allowances and fringe benefits received by employees were in accordance with the agreements and applicable laws and regulations.

6. **Travel and Transportation**: On a sample basis, review travel and transportation charges to determine whether they are adequately supported and approved. Travel charges that are not supported with adequate documentation or not in accordance with agreements and regulations must be questioned.
7. **Inventory/Commodities/Non-expendable Property (NXP)**: On a sample basis, review commodities/non-expendable property (NXP), if any, procured by the recipient as well as those directly procured or donated by USAID for the recipient's use. Determine whether those NXP meets the source and origin requirements as per the contract/agreement terms, whether they are accounted for and control procedures exist and have been placed in operation to adequately safeguard the commodities/NXP. Perform an end-use review to determine if the commodities/NXP exist and are used for their intended purpose in accordance with the terms of the contract/agreement.
8. **Procurement System**: On a sample basis, review the procurement system and procedures to determine whether sound commercial practices including competition were used, reasonable prices were obtained, and adequate controls were in place over the qualities and quantities received. Such review shall include the review of the subcontractors/ subrecipients' procurement systems and procedures to ensure that they are in line with USAID's policies and standards.
9. **Subrecipient/Subcontractor**: On a sample basis, review the organization's subcontractors'/subrecipients' management systems. This includes the billing and payment systems.
10. **Cost Sharing Contributions**: Perform analytical review of the cost sharing contributions to determine if UI provided such contributions in accordance with the terms of the agreement. Identify potential shortfall, if any, and report it as non-compliance.

### **C. Internal Controls**

The major internal control components to be studied and evaluated include, but are not limited to, the controls related to each revenue and expense account. The Financial Review Team shall:

1. Obtain an understanding of the design of the internal controls related to USAID's programs and determine whether they have been placed in operation.
2. Evaluate the control environment, the adequacy of the accounting systems, and the control procedures. This should include, but not be limited to, the control systems for:
  - a. ensuring that charges to the program are proper and supported;
  - b. managing cash on hand and in bank accounts;
  - c. procuring goods and services;
  - d. managing inventory and receiving functions;
  - e. managing personnel functions such as timekeeping, salaries, and benefits;
  - f. managing and disposing of commodities (such as supplies, materials, vehicles, equipment, food products, tools, etc.) purchased either by the recipient or directly by USAID; and,
  - g. ensuring compliance with agreement terms and applicable laws and regulations.

### **D. Compliance with Agreement Terms and Applicable Laws and Regulations**

The Financial Review Team shall:

1. Determine if payments have been made in accordance with agreement terms and applicable laws and regulations.
2. Determine if funds have been expended for purposes not authorized or not in accordance with applicable agreement terms. If so, the costs must be questioned.
3. Identify any costs not considered appropriate, classifying and explaining why these costs are questioned.
4. Determine whether commodities, directly procured by the recipient or directly procured by USAID for the recipient's use, exist or were used for their intended purposes in accordance with the terms of the agreement. If not, the cost of such commodities must be questioned.
5. Determine if the cost sharing/counterpart contribution funds were provided according to the terms of the agreements and quantify any shortfalls.
6. Determine whether those who received services and benefits were eligible to receive them.
7. Determine whether the recipient's financial reports (including those on the status of cost sharing/counterpart contributions) and claims for advances and reimbursement contain information that is supported by the books and records.
8. Determine whether the recipient held advances of USAID funds in interest-bearing accounts, and whether the recipient remitted to USAID any interest earned on those advances, with the exception of up to \$250 a year that the recipient may retain for administrative expenses.

#### **IV. FINANCIAL REVIEW METHODOLOGY**

The Financial Review Team will hold entrance/exit conferences with UI's project management team and will interview/meet with UI's cognizant staff in various divisions to obtain information and/or get clarification on questions that may arise during the limited financial review.

A desk review of documents/records will be performed during the field visit. A representative sample of transactions will be selected and copies of documents will be requested as necessary.

A written report will be prepared by the financial review team and will be issued by the Agreement Officer within a month after completion of the field visit.

### *Annex 3: Terms of Reference DAES - SANE collaboration*

#### **Introduction**

The FTF Malawi Strengthening Agricultural and Nutrition Extension (SANE) is project implemented through a cooperative agreement award (No. AID-OAA-L-15-0003) between the University of Illinois Urbana Champaign (UIUC) and the USAID from November 2015 to November 2020. UIUC is the lead institution, with Catholic Relief Services (CRS) and Michigan State University (MSU) as sub-awardees. DAES is the key partner from the government. The project was developed from two studies conducted by Modernizing Extension and Advisory Services (MEAS) in 2012 and 2014. The purpose of the project is to strengthen the capacity of Department of Agricultural Extension Services (DAES) to mobilize and work with service providers to provide agricultural and nutrition extension services more effectively through engaging with the District Agricultural Extension Services System (DAESS) in the Feed the Future Extended Zone of Influence (Mchinji, Lilongwe rural, Dedza, Ntcheu, Mangochi, Balaka, Machinga, Blantyre, Chikwawa, Nsanje). The project has three key objectives:

1. **Improve the policy environment**, focused on government, donor, and Non-Governmental Organization (NGO) working relationships and how agriculture and nutrition gaps can be addressed by improved extension services through knowledge sharing;
2. **Strengthen coordination and capacity of extension service providers** through building networks of decision-makers, implementers, and experts committed to addressing agriculture and nutrition through extension services
3. Increase **connections between research institutions and extension service providers** through addressing communication and knowledge gaps and facilitating networks across both entities.

SANE is a 'software' project that is focusing on strengthening the District Agricultural Extension Services System (DAESS). The DAESS models has platforms for engaging stakeholders at village, Area and district levels, namely the Village Agricultural Committee (VAC), Area Stakeholder Panel (ASP), District Stakeholder Panel (DSP), District Agricultural Extension Coordinating Committee (DAECC), and District Agriculture Committee (DAC). The project uses the USAID 3C approach- coordination, collaboration and co-location in its operations.

#### **TO IMPROVE COORDINATION, COLLABORATION AND LEVERAGING OF RESOURCES DAES AGREES TO:**

Identify a senior officer to act as liaison officer between the two parties. The following will be the terms of reference (ToRs) for the officer:

- i. Act as link between DAES and SANE.
- ii. Participate in SANE activities of strengthening the DAESS upon invitation.
- iii. At the beginning of every month liaise with SANE specialists on Nutrition, Extension, M&E and Governance key activities planned, and discuss on roles of DAES HQ in the activity.
- iv. Monthly brief the Director key activities to be implemented by SANE and DAES HQ involvement.
- v. Regularly engage with the DCoP to discuss areas for technical capacity building for extension officers from the public and non -state actors that will contribute to strengthening the DAESS.
- vi. Communicate to SANE officers to participate in SANE activities after discussion with the Director

- vii. Monthly and when needed update the Director of Extension activities undertaken by SANE and any follow up action to be undertaken by DAES.
- viii. On behalf of the Director communicate to SANE extension and nutrition events/activities taking place in the districts of Zone of Influence that might be of interest to SANE to participate.

**SANE AGREES TO APPOINT A LINK PERSON BETWEEN DAES AND THE PROJECT WHOSE TORS SHALL INCLUDE:**

- i. Liaise with DAES liaison officer regularly to discuss areas of common interest for both parties
- ii. Monthly remind SANE specialists to submit activities that might require DAES SMS involvement
- iii. Discuss with DAES areas for technical capacity building for extension officers at DAES HQ and district level
- iv. Discuss and implement activities that will contribute to strengthening the DAESS
- v. Monthly hold meetings with DAES for quick update in collaboration with the DAES liaison officer
- vi. On behalf of the Chief of Party, invite DAES activities that SANE plans to implement and that might be of interest to SANE.
- vii. Build capacity of the national DAES staff to provide effective oversight of the extension system as per agreed scope of work that will be agreed upon.

The Terms of Reference in this Agreement are subject to review every year in September/October to suit the financial year of the Project to align activities and budgets to emerging issues. However in certain circumstances the ToRS may be reviewed upon request of either party and adapted following agreement by both parties.

Signed: by

Marie Cadrin / Date  
Chief of Party- SANE

Jerome Chim'gonda Nkhoma / Date  
Acting Director, Agricultural Extension Service

In the presence of:

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_



## Rationale

Pluralistic agricultural extension has created increased opportunities for male and female farmers to access extension messages from diverse service providers. Incidence of conflicts in the messages have been rampant due to lack of coordination in the process of developing the content. The situation creates confusion for farmers regarding which messages to follow. The dilemma of the frontline extension worker is to disseminate messages from different service providers which seem to be contradicting.

A harmonised approach to development of agricultural nutrition and extension messages at all levels can contribute to addressing the challenges of inconsistency and conflicts in the messaging. This booklet contains procedures to developing agricultural content in a harmonised manner at district level. The procedures are produced for use by extension officers and subject matter specialists at district level to direct a process of harmonizing content in order to ensure uniformity and integration of the messages.

Six steps constitute the agricultural content development procedure namely setting the agenda, message development, dissemination channels, approval by District Agricultural Extension Coordination Committee (DAECC), Dissemination and monitoring and Evaluation. The steps in the procedure are cyclic and demands coordination of all stakeholders.

Acknowledgement: The Content harmonisation process has used and adapted materials from the National Agricultural Content Development Committee (NACDC, 2016)

### 1. Stage 1: Hold meeting/s to agree to the Topics

- 1.1. Topic selection by stakeholders interested in the subject area
- 1.2. Identify task teams to develop content
- 1.3. Identify content sources - approved/credible reviewed sources, existing standards
- 1.4. Agree on timelines and costs implications of the process
- 1.5. Identify resources required and sources
- 1.6. Set the team ready to work

### 2. Stage 2: Develop Message / Fact Sheets

- 2.1. Identify key point in the message (refer samples of fact sheet)
- 2.2. Use easy to understand language-keep it simple and straight forward
- 2.3. Quality check
- 2.4. Review by subject matter experts from DAECC

### 3. Stage 3: Dissemination channels

- 3.1. Identify the target group for the message
- 3.2. Choose the communication channel
- 3.3. Adapt material from fact sheet to suit format for the selected channel
- 3.4. Pre-test with community if applicable
- 3.5. Incorporate key suggestions from pretesting

#### **4. Stage 4: Approval by DAECC**

- 4.1. Submit content to DAECC chair a week in advance
- 4.2. Call for DAECC meeting
- 4.3. Present to DAECC during meeting
- 4.4. Task Team presents the content to DAECC for approval
- 4.5. DAECC comments and approve
- 4.6. Save approved content in database (soft and hard copies)
- 4.7. Plan for production and distribution of materials

#### **5. Stage 5: Dissemination**

- 5.1. Brief extension officers about the contents of the materials
- 5.2. Disseminate content using proposed channels e.g. radio, poster, face to face, mobile phone

#### **6. Stage 6: Monitoring & Evaluation**

- 6.1. Develop monitoring tool to assess content relevance, suitability
- 6.2. Document feedback from users - farmers and field extension officers
- 6.3. Document areas requiring adaptation or improvements
- 6.4. Convene DAECC meeting to set agenda for developing new content or adaptation

The procedure contains steps that are repetitive as regular review and feedback loops are critical to ensure relevance and suitability of agricultural content.

#### **Annex: Sample template for harmonising content**

- Title:
- Background; Brief about the topic
- Objectives of the message: what you want the reader to achieve from the message
- Key points/messages
- Body of the message/ expound on key messages: Explain step by step of carrying out the activity. Use action words
- Summary: pick up the key points

Annex 5: DAECC Joint Monitoring Visit Report Template

**DISTRICT AGRICULTURAL EXTENSION COORDINATING COMMITTEE (DAECC)  
JOINT MONITORING VISIT REPORT TEMPLATE**

<b>District Name:</b>	
<b>Date of Report:</b>	
<b>Date of Monitoring Visit:</b>	
<b>Agricultural Season:</b>	

**1. Visit Details**

<b>Report Completed by</b>	<b>Name:</b>	<b>Organisation</b>	<b>Contacts</b>	<b>F/M</b>
	1.			
<b>Other Joint Monitoring Visit Team Members</b>	2.			
	3.			
	4.			
	5.			
	6.			
	7.			
	8.			
	<b>Organization Name Visited</b>			
<b>Project Name Visited</b>				
<b>Location/ Area Name Visited</b>				
<b>TA</b>				
<b>GVH</b>				
<b>Village</b>				
<b>EPA</b>				
<b>Section</b>				
<b>ASP</b>				
<b>GAC</b>				
<b>VAC</b>				
<b>Objectives of the monitoring Visit</b>	1.			
	2.			
	3.			
	4.			

**NOTE: Protocol:**

- 1) Select a team leader to aid the field visit and a secretary to compile the tem report.
- 2) Each team member has to fill every section of the form.
- 3) Each team should discuss the findings-debrief and the secretary to take notes.
- 4) The team secretary to consolidates the team report and submit to the field visit selected coordinator.

## 2. Thematic Area Monitored

Thematic Area	Type of Technology	Specific Technology
Nutrition	Integrated Homestead Farming (IHF)	IHF technologies

## 3. Specific Issues Identified and Actions to be Taken:

Quality standard indicators	General Observations	Issue/cause Identified	Action to be Taken	Responsible person
Farmers trained in IHF: <ul style="list-style-type: none"> <li>• Fruit tree management (spacing, pest and disease control, agronomic practices)</li> <li>• Small stock (housing, feeding, pest and disease control, breeding,</li> <li>• Backyard gardens (spacing, pest and diseases, agronomic practices)</li> <li>• Integration of fruit trees, small livestock and backyard gardens</li> </ul>				
Small livestock (5 goats, 10 chickens)				
Types of vegetables and herbs in the backyard gardens				
3 fruit trees/seedlings of different types				
Number of staff trained in IHF: <ul style="list-style-type: none"> <li>• Fruit tree management (spacing, pest and disease control, agronomic practices)</li> <li>• Small stock (housing, feeding, pest and disease control, breeding,</li> <li>• Backyard gardens (spacing, pest and diseases, agronomic practices)</li> <li>• Integration of fruit trees, small stock and backyard gardens</li> </ul>				

**4. Lessons learnt and general comments about the monitoring visit:**

**DISTRICT AGRICULTURAL EXTENSION COORDINATING COMMITTEE (DAECC)  
MEETING MONITORING REPORT TEMPLATE**

<b>DISTRICT NAME:</b>	
<b>QUARTERLY/MONTHLY REPORT OF:</b>	
<b>DATE OF REPORT:</b>	
<b>AGRICULTURAL SEASON:</b>	

**1. REPORT SUMMARY:**

**2. DAECC MEETING:**

<b>Date:</b>	
<b>Venue:</b>	

No.	Name of Member Present	Position in DAECC	Organization representing	Sex	
				F	M
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

### 3. DAEC THematic AREAS/PRIORITIES TO MONITOR ON QUALITY OF SERVICE DELIVERY BY SERVICE PROVIDERS

Thematic Area	No.	Monitoring indicator of quality of services delivery under the theme	Monitoring Target (No. of projects)	Achievement this period	Achievement to date	Remarks
Conservation Agriculture	1					
	2					
	3					
	4					
Livestock pass-on program	1					
	2					
	3					
	4					
Seed pass-on program	1					
	2					
	3					
	4					
Nutrition	1					
	2					
	3					
	4					
Watershed Management	1					
	2					
	3					
	4					
Soil and water conservation measures	1					
	2					
	3					
	4					
Agro-forestry Program	1					
	2					
	3					
	4					
Village Savings and Loan Associations	1					
	2					
	3					
	4					

#### 4. DAECC Functionality Indicators

Thematic Area		No.	Indicator to be monitored	Target	Achievement this period	Achievement To date	Remarks
4.1	Farmers' demanded services	1	Number of farmer needs/proposals identified.				
		2	Number of farmer needs/proposals responded to or funded.				
		3	Number of institutions responding or funding farmer's needs/ proposals.				
		4	.....				
		5	.....				
4.2	Strengthening coordination of extension service providers	1	Number of stakeholders/ service providers registered in the district.				
		2	Number of Memoranda of Understanding (MoUs) or Service Charters developed.				
		3	Number of annual work plan of DAECC developed				
		4	Number of joint monitoring activities conducted				
		5	Number of projects monitored on quality of service provision				
		6	.....				
		7	.....				
4.3	Resource mobilization	1	Number of proposals written and submitted for funding.				
		2	Number of organizations pledged and provided funding				
		3	.....				
		4	.....				
		5	.....				
4.4	Capacity Building of VAC, GAC, ASP, DSP, DAC and DAECC	1	Number of VACs trained				
			Number of VACs meeting regularly according to by-laws				
		2	Number of GACs trained				
			Number of GACs meeting regularly according to by-laws				
		3	Number of ASPs trained				
			Number of ASPs meeting regularly according to by-laws				
		4	DSP trained				
			DSP meeting regularly according to by-laws				
		5	DAECC trained				
			DAECC meeting regularly according to by-laws				



## **5. General Comments:**

## **6. Challenges**

*Annex 7: Agricultural & Nutrition Extension Service Provision at Household Level – Baseline Report*

- See Attached report

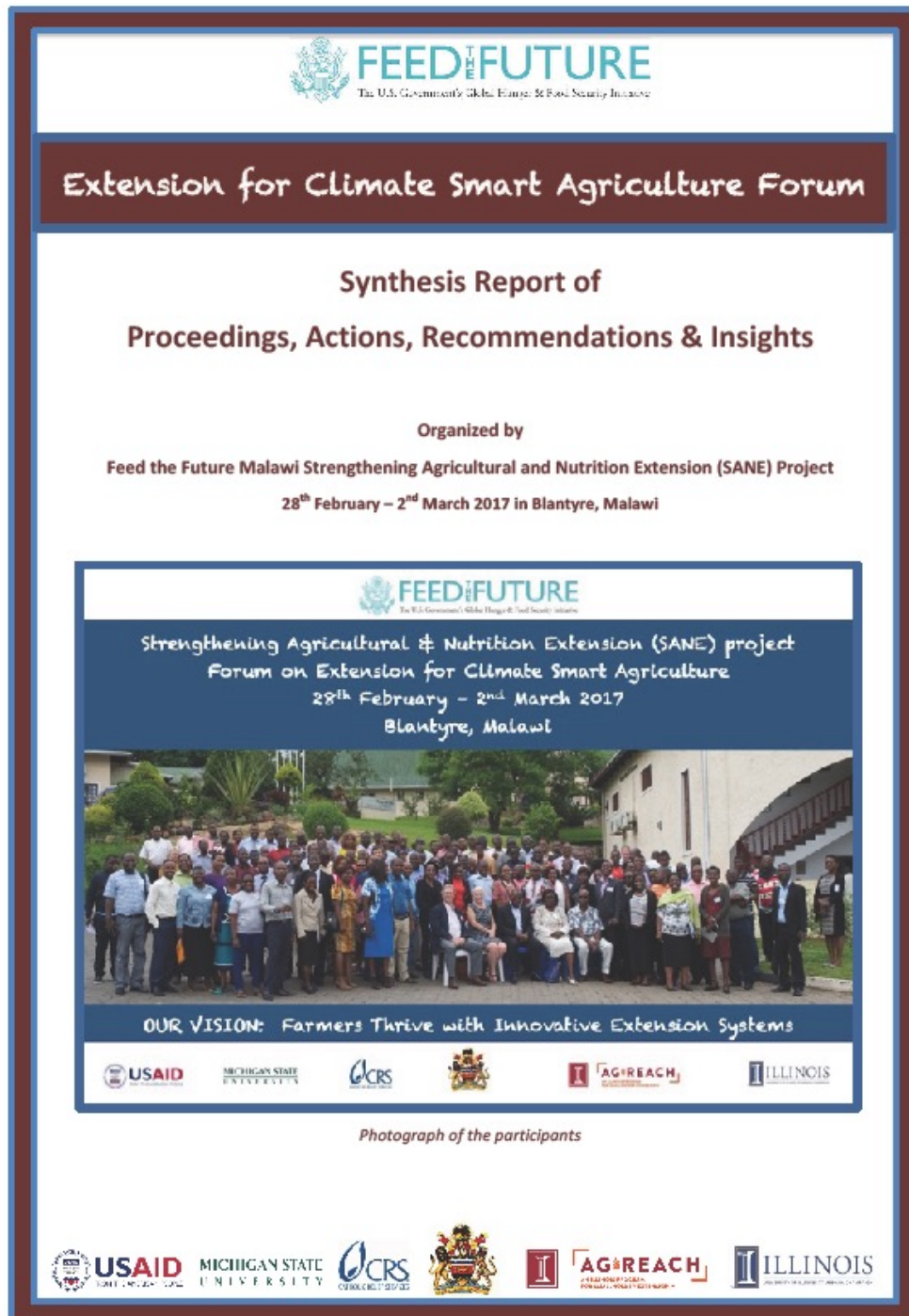


# AGRICULTURAL AND NUTRITION EXTENSION SERVICE PROVISION AT THE HOUSEHOLD LEVEL BASELINE REPORT

Approved Date:	
Contract End Date:	November 9, 2020
Cooperative Agreement Number:	AID-612-LA-15-00003
Activity Start Date and End Date:	November 10, 2015 to November 9, 2020
Total Award Amount:	\$15,000,000
Implemented by:	University of Illinois at Urbana-Champaign
Partners:	Catholic Relief Services Malawi; Michigan State University

Annex 8: Report on Extension for CSA Forum

- See attached report



Annex 9: Fall army worm response proposed March 2017

MoAIWD Plan	SANE Provisional Support	Activities	Lead	Comments
Conduct training on the new pest	SANE Support ADC meetings where chiefs, political and church leaders are invited for awareness raising in EZol (k 875,000* 11 districts) - cascading of training to village level not supported. SOPs developed can be used outside EZol. Technical support available via MISST. Resources available: kwacha 9,625,000	Target: AEDOs, AEDCs, Chiefs, Political and Church leaders	DCD	SANE to follow up with districts to determine present status of training in each District (status as of
EPA review sessions	Support facilitation (fuel allowances and materials) by District staff & AEDCs for bi-weekly program review at EPA in the 10 Districts of the USAID Extended Zone of Influence (fuel, allowances, materials), conditional upon session participants expanded to include non-state front line extension and supervisory staff. Total resources available: k4,128,000	1140 Sessions (6/EPA)	DADO	Individual meetings
Conduct live panel discussion	Support airtime on two television channels (Zodiac and MBC) AEDCs for bi-weekly program review at EPA. SANE has contracted for the services.	2 panel discussions	DAES	DAES to advise of dates of panel discussion (postponed from end March – not yet programmed)
Conduct media tour	Support fuel re-imbursments only based upon submission of fuel receipts and participation of one SANE staff on tour. Awaiting media tour plan in order to calculate fuel re-imbursments for tour in the EZol	1 tour	DCD	Meet DCD to determine plan and resource requirements.
Produce and Distribute leaflets (Chichewa and English)	English - 5000; Chichewa - 4,000; Yao - 2500; Sena - 1500 for EZol, including fuel for distribution in EZol - Resources available k7,750,000 including 250,000 for distribution costs		DAES	CAETS to modify leaflet in accordance with discussion and agreement with USAID and send electronic copy to SANE to proceed with contract.
Monitor armyworm through pheromone traps	Depending upon availability of traps and fall army worm pheromone for use in these traps, SANE will work with 11 Districts via the 10 DAECs to provide ToT on use of traps, and will work via ASP platforms to collect data and analyze. Analysis will be supported by technical specialists at MISST. Resources available: for 11 Districts: K56,925,000		DCD	DCD to provide specifications for pheromone traps to support purchase and quantities required for sampling...

**REPORT ON THE FARMER FIELD DAYS AND FIELD LEARNING EVENTS  
NTCHEU, BALAKA, MACHINGA AND LILONGWE**



**February - March 2017**

## List of acronyms

ASPs	: Area Stakeholder Panel
CIMMYT	:
DAECC	: District Agricultural Extension Coordinating Committee
DARS	: Department of Agricultural research Services
EPA	: Extension Planning Area
ICRISAT	:
MISST	: Malawi Improved Seed Systems and Technologies Project
OFSP	: Orange Fleshed Sweet potatoes
SANE	: Strengthening Agriculture and Nutrition Extension

## REPORT ON THE FARMER FIELD DAYS AND FIELD LEARNING EVENTS NTCHEU, BALAKA, MACHINGA AND LILONGWE

---

Poor linkage among research and extension stakeholders is one of the major deterrents towards effective diffusion of agricultural technologies in many developing countries including Malawi. Poor collaboration among research, extension and farmers has resulted in farmers not utilizing tons and tons of innovations developed and released at research stations and also research not getting feedback on the adaptability of these innovations. Investing in strategies that can promote effective linkages is therefore critical in the drive towards fostering meaningful transformation of the agricultural sector in Malawi. Against this background, the SANE project entered into an agreement with the Malawi Improved Seed Systems and Technologies Project (MISST) and Department of Agricultural Services (DARS) to implement a set of field level activities to strengthen linkages among research, extension and farmers. The initiative involves implementation of farmer learning activities that include on-farm demonstrations, farmer field days, and farmer training sessions. As part of actualizing these agreements, 7 farmer field-learning activities were conducted on mega demonstrations set up under the MISST project in Ntcheu, Machinga, Balaka and Lilongwe districts respectively. This report presents a summary of the outcomes of the field days and also suggests some recommendations for future activities.

### Objectives of the farmer learning activities

The farmer learning events were planned to achieve the following objectives:

1. Enable farmers appreciate and learn about the various technologies being showcased on the mega on farm demonstrations in the selected EPAs
2. Enable farmers, extension staff and researchers interact and engage in discussion to share experiences and lessons in the implementation of the various innovations at the demonstration site.
3. Enable farmers learn new and innovative ways on how to address common challenges

### Process for the farmer learning activities

The learning activities implemented thus far, were in the form of farmer field days which were focusing on helping farmers appreciate the advantages of adopting new innovations in maize, groundnuts, Pigeon peas, soybean, and Orange Fleshed Sweet Potatoes. The field days also focused on helping farmers learn from researchers, extension workers and fellow farmers about innovative ways of dealing with common farming challenges.

At each site the field day would take almost the whole morning; starting at around 8:30 am and ending around 12:00 pm. Activities at each site included the following:

- Mobilization of farmers, local leaders, agricultural stakeholders and agreeing about the dates for the field day.
- Plot visits by field day participants to the various demonstration plots where the technologies are being showcased. At each plot a host farmer or lead farmer would explain to the visiting group about the

technologies being showcased, advantages for each of the innovations and challenges experienced. MISST and DARS scientists for each of the 5 crop value chains were also available to supplement the farmer explanations whenever necessary.

- Question and answer session at each of the plots to enable farmers get clarifications on areas they didn't understand, or needed more information on
- Plenary and feedback session at the end of the field day schedule to enable farmers and other invited participants digest information learned during the field day



Farmers taking a tour of a soybean plot (left) and a field technician explaining about orange fleshed sweet potatoes (right)

The table below presents the dates for the field days and the key focus areas.

District	EPA	Date	Focus of the field day/learning event
Ntcheu	Bilira	14 <sup>th</sup> Feb 2017	Sharing experiences on some recommended varieties for maize, legumes and sweet potatoes; controlling aflatoxin in maize and groundnuts, discussing solutions to common farming problems
	Sharpe Valley	15 <sup>th</sup> Feb 2017	Experiences with the various new crop varieties, new recommendations, common problems and how to deal with them
Balaka	Bazale	16 <sup>th</sup> Feb 2017	New crop varieties for Maize, pigeon peas, Groundnuts, soybean, and Orange fleshed Sweet potatoes. Agronomic recommendations for the above crops, Solutions to common farming problems.
Machinga	Ntubwi	17 <sup>th</sup> Feb 2017	New crop varieties for Maize, pigeon peas, Groundnuts, soybean, and Orange fleshed Sweet potatoes. Agronomic recommendations for the above crops, Solutions to common farming problems.
Lilongwe	Mitundu	22 <sup>nd</sup> Mar 2017	New crop varieties, crop recommendations, common agronomic problems, control of pest and diseases, marketing of agricultural produce
	Nyanja	23 <sup>rd</sup> Mar 2017	New crop varieties, crop recommendations, common agronomic problems, pest management and marketing of agricultural produce
	Chileka	24 <sup>th</sup> Mar 2017	Discussing <i>striga</i> infestation in maize, farmer knowledge on how to control <i>striga</i> , research recommendations available for <i>striga</i> management

Table 1 Field day dates and focus areas

### Farmers and stakeholder participation

The field days attracted a wide range of stakeholders that included representatives from farmer organizations, local leaders, researchers from both DARS and CG centers, extension workers from both government and non-governmental organizations and farmers from villages near the mega demonstration plot. Notably missing in all the three events however, were agro-dealers, input suppliers and other relevant value chain actors such as marketing institutions. The table below shows the attendance to the field days by gender with a summary description of the stakeholders present at each site.

Generally it can be noted that there were more male farmers participating in the field days than women with the exception of Bazale and Nyanja EPAs where there were more women coming to the field days. This could be explained by the fact that both these EPAs are located closer to trading towns (Balaka and Lilongwe respectively) where many men are engaging in other non-farm sources of employment i.e. bicycle taxis, selling of firewood and casual labor, leaving women to do most of the farm work.

Stakeholders to the field days ranged from representatives of District Agricultural Extension Coordinating Committee (DAECCs), Area Stakeholder Panels (ASPs), and scientists from DARS, MISST, extension workers from both government and non-governmental organizations.

During the first set of field days conducted on 14<sup>th</sup> to 16<sup>th</sup> February 2017 in Balaka, Ntcheu and Machinga district respectively; there was distinctive absence of key value chain actors such as input suppliers and marketers. After noting that farmers had a lot of questions about services related to these services, it was felt that they too be invited in the next set of field days conducted on 22<sup>nd</sup> to 24<sup>th</sup> March 2017.

Table 2 shows the field day attendance record for all field days conducted to date,, and the profiles of stakeholders present at each event.

District	Site/EPA	Farmer participation			Profiles of other stakeholders attending
		M	F	Total	
Ntcheu	Bilira	68	54	102	DARS Scientists, DAES, MISST partners (CIMMYT, CIP, ICRISAT), Extension staff, Local leaders (Chiefs and councilors, and ASP representatives.
	SharpValley	62	46	108	
Balaka	Bazale	45	124	169	
Machinga	Mtubwi	68	44	112	In Lilongwe district, the list of stakeholders also included value chain actors such as marketing institutions (Agriculture Commodity Exchange and Auction Holdings Ltd) and agro dealers (Agriculture Trading Company and BASF)
	Mitundu	161	99	260	
Lilongwe	Chileka	176	116	292	
	Nyanja	155	158	313	
	<b>Total</b>	<b>735</b>	<b>641</b>	<b>1356</b>	

Table 2: Field day participants and profile of stakeholders

### Questions from farmers and their responses

One of the objectives of the field days was to provide an opportunity for farmers to interact with researchers and extension workers with an objective of learning from the various technologies being promoted at the demo plot. At all the seven events farmers raised a number of questions, which were answered by the researchers and extension people present. The table below presents some of the most common questions and their responses.

Issue/questions from farmers	Responses
<ul style="list-style-type: none"> <li>Fall army worm outbreak-how to control the pest that is destroying maize plants</li> </ul>	Farmers were told that currently research is underway to identify best options for managing the fall armyworm, as this is a new pest that has just hit the country. In the meantime however, MISST advised that farmers could apply cypermethrin in the funnels to control the pest, in addition to early planting. Farmers advised that applying soil inside the maize funnels (that seem to choke the pest.) has been seen to work.
<ul style="list-style-type: none"> <li>How to source seed for the promoted maize varieties?</li> </ul>	It was heard the MISST project strives to improve seed availability for all the value chain crops promoted in the mega demos. As such there are a number of seed companies that are key partners in the project whose role is to ensure that these maize varieties are available at local agro dealers.
<ul style="list-style-type: none"> <li>How to prepare the vitamin A maize to get most of the vitamin A</li> </ul>	It was heard that one gets most of the vitamin A from the provit maize if it eaten while fresh and when it is eaten as whole grain as opposed to polished or when the seed coat is removed.
<ul style="list-style-type: none"> <li>Are there any other recipes we can prepare with the OFSP apart from just eating boiled tubers?</li> </ul>	It was noted that there are a number of recipes that one can prepare with the OFSP ranging from snacks to main meals. Farmers expressed the desire to learn more about these recipes so as to diversify their food sources
<ul style="list-style-type: none"> <li>Where to get aflasafe?</li> </ul>	It was heard that <i>aflasafe</i> is a new initiative for controlling aflatoxin in groundnuts and maize. The technology is still undergoing research and hasn't been released yet. It is hoped that it will be released soon so that farmers can buy from agro dealers



Issue/questions from farmers	Responses
<ul style="list-style-type: none"> <li>How can we identify lucrative markets for our produce?</li> </ul>	<p>It was noted that farmers can make use of available platforms for agricultural marketing i.e. Agricultural Commodity Exchange and Auction Holdings Limited Commodity Exchange. These institutions use the warehousing system to help farmers get better prices for their products. Farmers requested the presence of these institutions and other value chain actors at future events so that they get clear information how these systems work.</p>
<ul style="list-style-type: none"> <li>How to avoid potatoes rotting in the field?</li> </ul>	<p>Most of the rotting is as a result of the sweet potato weevil- one of the most serious pest for sweet potato. To control this farmers must make sure that all tubers are covered as such openings helps the weevil to get into the tuber and start damaging it. Farmers are also encouraged to grow resistant varieties.</p>
<ul style="list-style-type: none"> <li>How best to store orange fleshed sweet potatoes?</li> </ul>	<p>This has been a challenge for many smallholder farmers. If storing in small quantities, a storage pit is usually recommended, however cold storage is the best (though expensive)</p>
<ul style="list-style-type: none"> <li>How can we control rosette disease in groundnuts?</li> </ul>	<p>Researchers mentioned that rosette disease is a serious disease in groundnuts caused by virus transmitted by aphids. The disease is common in fields that have been planted late, are gappy or have low plant populations. Some of the practices to control the disease are: early planting, and use of recommended plant spacing</p>
<ul style="list-style-type: none"> <li>What are some of the recommended practices for controlling <i>striga</i> in maize?</li> </ul>	<p>It was heard that <i>striga</i> is a serious parasitical weed that attacks maize and other cereals. The weed survives by siphoning off water and nutrients from the crops for its own growth causing severe stunting and yield loss to its host. Each <i>striga</i> plant can produce many seeds, which lie dormant in the soil until a suitable host plant is available to induce germination. The following are some of the recommended practices for controlling <i>striga</i> infestations.</p> <ul style="list-style-type: none"> <li>Early planting</li> <li>Improving soil fertility through use of manure and fertilizers.</li> <li>Practicing crop rotation</li> <li>Practicing conservation agriculture and</li> <li>Intercropping maize with legumes</li> </ul> <p>It was also heard that research is currently breeding special maize varieties that will be resistant to <i>striga</i>.</p>

A questionnaire was developed to gather feedback from the farmers on the relevance and effectiveness of the field days at the end of each event. The questionnaire also captured information on the aspects of the field days that farmers found very interesting and their suggestions for improving future events. At each event, a total of 30 farmers were interviewed. The following section presents general impressions from the feedback.

### Farmers' feedback and reflections

Farmers were asked to mention something they found most interesting during the field day. Results of the feedback indicated that most of the farmers listed knowledge gained on the new varieties of maize and sweet potatoes, new ways of growing soya, aflatoxin management and knowledge on *Striga* as some of the most interesting things they learnt during the field days. Other farmers mentioned the level of interaction with scientists and extension workers as the most important.

In Bazale EPA for example Ms Philles Mpama one of the farmers that attended the field day in Bazale EPA had this to say when asked about her assessment of the field day: *"I am very excited that we had all these scientists and extension workers here with us to today and that they were able to answer some of the questions we had related to these new crop varieties and ways of farming. I feel this field day is more beneficial to me than others I have attended before."*

In Sharp Valley EPA one farmer mentioned that she was excited to learn that one could apply fertilizer to soya something she wasn't aware of before. Other aspects that interested farmers most during the field days include:

learning from fellow farmers about solutions to common challenges experienced during the season (for example how to manage the fall army worm) and the question and answer sessions at the end of the plot visits.



Farmers providing feedback through questionnaires at the end of the field day

In Chileka EPA, farmers mentioned that the new information they got on the witch weed (striga) and its effects on maize plants was very helpful. Some farmers mentioned that all along they had taken striga as a very beautiful and innocent plant that grows along with maize. Mr Tchaka Lomosi had this to say during the feedback session. *“I have learnt a lot about striga and how I can control it today. I had no idea that the presence of the a flowered striga plant means that a lot of seeds have already been produced and are in the soil ready to germinate at the next opportunity. The methods to control striga discussed here were also very helpful”* During the feedback farmers were also asked to highlight issues they needed more information on. The following table presents a summary of the issues farmers felt they needed more information on.

Soya	Maize	Groundnuts	Pigeon peas	Orange Fleshed Sweet potatoes
<ul style="list-style-type: none"> <li>• Food preparation with various soy recipes including how to make soy milk</li> <li>• How to access better markets</li> <li>• Source of seed for improved varieties</li> <li>• How to protect soy crop from disease and pest attack</li> <li>• Management of soy in storage</li> <li>• Pest and diseases in soy and how to control them</li> <li>• How to apply inoculant? Where can we buy it?</li> <li>• What are the suitable varieties for our area</li> </ul>	<ul style="list-style-type: none"> <li>• Where to get QPM maize</li> <li>• Management of maize in storage</li> <li>• How to protect maize from fall army worm</li> <li>• How to access better markets</li> <li>• Performance of DTMA when grown under irrigation</li> </ul>	<ul style="list-style-type: none"> <li>• How to properly dry groundnuts after harvest</li> <li>• Better understanding how <i>aflasafe</i> controls aflatoxins</li> <li>• What is the correct spacing for groundnuts</li> <li>• Food preparation with groundnut recipes</li> <li>• Recommended varieties for our area?</li> </ul>	<ul style="list-style-type: none"> <li>• Food preparation using various P.pea recipes</li> <li>• Management of P.pea in storage</li> <li>• How to access better markets</li> </ul>	<ul style="list-style-type: none"> <li>• How to effectively store sweet potatoes</li> <li>• Management of sweet potato seed</li> <li>• How to set up a sweet potato nursery?</li> <li>• How to plant sweet potatoes for effective sprouting</li> <li>• Benefits of Vitamin A</li> </ul>

### Key issues and lessons

The following are the key lessons learnt during the field days.

- The field days were very successful in creating awareness about available varieties that farmers can grow on their farms. At almost each site farmers were fascinated with the existence of interesting crop varieties such as Quality Protein Maize, Vitamin A maize, and OFSPs. Farmers expressed the demand for the varieties to be available at local agro dealers next growing season.
- Involvement of important value chain actors in field days and farmer learning events is key to the success of these activities. It was noted that farmers had a lot of questions about seed sources, and markets but there was no one to give responses to such demands. It is recommended that these participate in all future events.
- Field days are one of the ways farmers learn about new technologies. During the events in Ntcheu, Balaka and Machinga farmers showed a lot of enthusiasm to adopt the new varieties in the upcoming season.
- The field days resulted in a number possible follow up actions that might be considered for implementation based on the farmers demands for additional information. These include the following:
  - Trainings in food utilization and preparation.
  - Information post harvest management
  - Additional information on recommended practices for cultivating each of the crops promoted at mega demonstrations
  - Additional information on how farmers can use the warehousing marketing system promoted by Agriculture Commodity Exchange, Auction Holdings Commodity Exchange and other marketing agencies
- Based on these information needs, it is recommended that the project facilitate the development of extension materials and information packs that farmers can use in their day-to-day work. The SANE project can work with scientists from DARS, Lilongwe University of Agriculture and Natural Resources, MISST and DAES to develop these extension materials.
- It was noted that there are a number of partners also implementing adaptive research activities in the same EPAs where the MISST mega demonstrations are located. Collaborating with these actors could ensure that farmers have access to additional support and information if required.
- One of the key aspects of learning identified in these field events was the opportunity for farmers to learn from each on how to solve common farming challenges. In Mtubwi EPA for example, it was noted that farmers shared a lot of information on local methods for controlling the fall army worm in maize such as applying soil to the maize funnels to choke the worms, using powdered soap, and use of ground tobacco. Use of indigenous knowledge to take care of common farming problems was also noticed in Chileka EPA when farmers shared information on local methods used to control *striga* infestation in Maize. It is recommended that sharing of such indigenous knowledge should be encouraged, as it can also be a source of possible adaptive research.

### Challenges

- In almost all areas it was noted that inputs for the MISST project arrived late which affected the establishment and performance of many crops on the demonstration plots. On a number of occasions farmers had to make phone calls to component team leaders to follow up on inputs such as fertilizers and pesticides. In Sharpe valley for example one host farmer mentioned that he had to use a mixture of chicken manure and a little nitrogen fertilizer for top dressing on the DTM plots.
- The fall armyworm attacked some of the maize on the mega demonstrations causing damage. Since it was a relatively new pest, farmers had problems to identify effective means for controlling the pest.
- In some locations, the process of selecting host farmers was very poor. It was heard that MISST scientist approached the farmers about the need to set up the demonstration when they had already prepared the land and planted to another crop. In these scenarios it was heard that farmers were asked to uproot their planned crop to make way for the MISST demonstration plot. This is generally a bad practice as it can demotivate farmers.

Annex 11: Farmer Field Day evaluation template

## Field day feedback

A. What was the most interesting aspect about this field day?

B. Have you learnt something from this field day? Yes  No

i. If yes, what is it that you have learnt today?

ii. If no why not?

C. There were a lot of opportunities for learning today, what learning opportunity was most useful to you and Why? What opportunity was least useful to you and why?

D.

Learning opportunity	Useful or not useful		Why
	Yes	No	
1. Learning from demonstrating farmers			
2. Learning from extension workers			
3. Learning from scientists			
4. Learning from other visiting farmers			

E. What is the most important aspect that you have learnt on each of the following crops in this field day?

Soybean

Groundnuts:

Maize:

Pigeon peas:

Orange fleshed sweet potatoes

**F. What additional information or skills would you need on each of the following crops this time?**

Mbeu	Do you need additional information?		What kind of extra information would you need
	Yes	No	
Soybean			
Maize			
Groundnuts			
Pigeon peas			
Orange fleshed sweet potatoes			

**G. What could be done to improve future field day events?**

<b>Name:</b>	
<b>Sex:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> .
<b>Age:</b>	
<b>Village:</b>	
<b>Name of demonstration site:</b>	
<b>District:</b>	
<b>EPA:</b>	
<b>Section:</b>	
<b>Date:</b>	

**Thank you**

**FEED THE FUTURE MALAWI--STRENGTHENING AGRICULTURE AND NUTRITION  
EXTENSION (SANE) PROJECT**

**DARS FIELD REPORT**

**OBED JOHN MWENYE**

**BVUMBWE RESEARCH STATION**

**P.O. BOX 5748**

**LIMBE**

**[omwenye@yahoo.co.uk](mailto:omwenye@yahoo.co.uk)**



## **FEED THE FUTURE MALAWI--STRENGTHENING AGRICULTURE AND NUTRITION EXTENSION (SANE) PROJECT\_BVUMBWE RESEARCH FIELD REPORT**

### **INTRODUCTION**

The Malawi Strengthening Agriculture and Nutrition Extension (SANE) Project a Feed the Future initiative led by the University of Illinois at Urbana-Champaign (UIUC) and jointly implemented with the Catholic Relief Services (CRS) and Michigan State University (MSU) in Malawi, working in close collaboration with the the) Department of Agricultural Extension Services (DAES) entered into a working partnership with the Department of Agricultural Research Services (DARS) in particular Bvumbwe Research Station. The focus of the working partnership was mainly for the Department of Agricultural Research Services, Bvumbwe Research Station-Root and Tuber Crops Research Commodity Team (represented by Obed John Mwenye), to set up on-farm demonstrations on recommended varieties of Orange Fleshed Sweet Potatoes in selected EPAs of Blantyre district. The demonstrations of which are to be used as platforms for fostering interaction and learning among researchers, extension and farmers.

Bvumbwe Research Station, therefore planted the demonstrations of the recommended orange fleshed sweetpotato varieties in Mtonda EPA, Lunzu EPA and Lirangwe EPA, on 12/01/2017 (Lunzu and Lirangwe) and 16/01/2017 (Mtonda). Recently, a monitoring visit to all the six demonstration plots was made to check for plant vigour and any disease pressure on the varieties. The report therefore highlights some of the major activities that have taken place since planting to date. Where necessary, photos have been added to demonstrate the status of the fields.

### **PLANTING AND FIELD MANAGEMENT**

Bvumbwe Research Station planted the demonstration plots in three extension planning areas of Blantyre district. These included; Lunzu, Lirangwe and Mtonda. Two demonstration plots were planted in each of the EPA. These demonstration plots included six recommended OFSP varieties; namely Chipika, Mathuthu, Zondeni, Kadyaubwerere, Anaakwanire and Kaphulira. Farmers were allowed to include a check plot of their own local variety for better comparison with the improved varieties. Each variety was planted on 5 ridges of 10 m at a ridge spacing of 75-85 cm by 30 cm between plants.

### **CROP STAND**



**Figure 1:** Mtonda EPA Field 1 (Roseby Kasweka, Jiya Village T/A Msomba)



**Figure 2:** Mponda EPA Field 2 (Nicholasi Elenimo, Chulunduka Vg, T/A Somba (GVH Kapachi))



**Figure 3:** Lunzu EPA Field 1 (Mr Masache, Chilindime Village, GVH Mchere, T/A Kapeni)





**Figure 4:** Lunzu EPA Field 2 (Chisomo Maposa, Chilindime Vg, GVH Mchere, T/A Kapeni) 12/01/2017



**Figure 5:** Lirangwe EPA Field 1 (Mai Florence Gausi, Solomo Vg, T/A Lundu)



**Figure 6:** Lirangwe EPA Field 2 (Mr Kachikopa, Chombo Vg, GVH Mkumba, T/A Lundu)



**Figure 7 (i) and (ii):** Ridge cracking showing signs of early bulking in some of the field

### Farmers Field Demonstration Trial (FFDT)

Farmer's Name:		Address:	
Plot ID:		Plot area (sq m):	
Corp:		Year:	
Variety:		Plot Condition:	Soil type: Slope:
Planting date:		Harvest date:	
Seed rate (kg/ha):		Spacing (cm):	Row*Row: Plant*Plant:

#### Part A: Cost of production and net profit

Particular	Unit	Quantity (Q)	Rate per day/hr/kg (R)	Total cost (Q*R) (M. Kwacha )
<b>1. Variable cost (A)</b>				
a. Human Labor (family labor and hired)	Days/hour			
b. Oxen	Days/hour			
c. Tractor Use	Hours			
d. Pumpset Use	Hours			
e. Sprayer Use	Hours			
f. Seed/planting materials	K.G.			
g. Manure/Compost	K.G.			
h. Fertilizer: DAP	K.G.			
Urea	K.G.			
Potash	K.G.			
Zinc				
i. Pesticides/Micronutrients	Kwacha			
k. Interest on Variable cost	Kwacha			
<b>2. Fixed Cost (B)</b>				
a. Land (tax/rent)	Kwacha			
b. Water (tax/rent)	Kwacha			
c. Repair/maintenance cost	Kwacha			
d. Depreciation	Kwacha			
<b>3. Total Cost (A+B)</b>	Kwacha			
<b>4. Gross Income</b>	Kwacha			
a. Main Product	K.G.			
b. Byproduct	K.G.			
<b>5. Net Profit at Farm gate</b>	Kwacha			

**Part B. Planting and cultural practices**

	<b>Planting and cultural practices</b>	<b>1<sup>st</sup></b> (Date)	<b>2<sup>nd</sup></b> (Date)	<b>3<sup>rd</sup></b> (Date)	<b>4<sup>th</sup></b> (Date)
1	Date of planting/seed sowing				
2	Date of emerging/germination				
3	Date of thinning/weeding				
4	Date of flowering				
5	Date of maturing/ripening				
6	Disease /insect occurrence (if any)				
7	Date, name & dose of pesticide spray				
8	Date of first harvest				
9	Date of last harvest				
10	Net harvested area (sqm)				
11	Weight of the grain/product (kg)				
12	Adjusted grain yield (kg/ha)				
13	Others (soil type etc.)				

**Part C. Farmers' response (Question to the farmers):**

<b>1. Which variety do you like the best (based on shape, size, color, taste, yield, shelf life)</b> 1= not acceptable 2= fair 3= good 4=very good 5=excellent		
<b>Variety</b>	<b>Rating</b>	<b>Reasons</b>

<b>2. Which variety will you grow next year?</b>	
<b>3. Researcher's comments on the varieties/overall trial</b>	
Name:	
Designation/ Research Station:	
Contacts:	
Signature & date:	
<b>4. Extension worker's comments on the varieties/overall trial</b>	
Name:	
Designation/Office:	
Contacts:	
Signature & date:	