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This Field Programme Circular (FPC) has been prepared by the Special Programme for Food Security Management and Coordination Service (TCOS) in order to officially introduce the guidelines for projects to be funded by the TeleFood Special Fund (TeleFood projects) which have been revised to reflect the recommendations received from the Programme Committee in May 2007 (further to the Evaluation of TeleFood 2006). The most significant changes introduced in the Guidelines are the following:

(i) the decentralization of the TeleFood projects' approval process to the FAOR, (ii) improved beneficiary selection and targeting, (iii) linkages to other ongoing projects must be guaranteed for improved sustainability, and (iv) the introduction of an online (FPMIS) approval template.

This FPC is presented in English. The French and Spanish versions will be uploaded shortly.

The TeleFood Web site has also been revised accordingly:

<http://www.fao.org/getinvolved/telefood/en/>

Enquiries should be directed to the Chief, Special Programme for Food Security Management and Coordination Service (TCOS), Technical Cooperation Department (TC).

Guidelines for Projects to be funded by the TeleFood Special Fund

Managing a decentralized TeleFood Programme

July 2009

The present Guidelines which apply as of 24 July 2009 will be updated based on lessons learnt. Any new version or amended chapters will be transmitted by e-mail. The latest version of the Guidelines is available from FPMIS as Field Programme Circular FPC 2009/02 or from the TeleFood Web site.

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GUIDELINES FOR PROJECTS TO BE FUNDED BY THE TELEFOOD SPECIAL FUND

A. GENERAL PRINCIPLES

1. Purpose of the Fund: The TeleFood Special Fund (TSF) was established by the FAO Conference in 1997¹ to finance grassroots-level micro-projects in developing countries and countries in transition by allocating, “in their entirety, the proceeds collected through the TeleFood appeal to the financing of concrete grassroots-level projects, none of these proceeds being diverted to administrative or other costs and to rely on sponsorship and other private and public voluntary contributions to meet the costs of promoting and coordinating this operation”.

2. Goal of TeleFood projects: They are intended to improve the livelihoods of poor families by enhancing agricultural production and promoting added value, enabling them to produce more food and to generate cash income, thereby allowing them better access to food.

3. Beneficiaries: Each project should provide direct assistance to poor and food insecure communities, for example small-scale farmers, fishermen, herders or rural poor of a particular village or community, or local institutions such as schools and health centres, in the launching of new food production and income-generating activities. More specifically, projects can be designed for women, households headed by women, farmer households, or youth groups. Beneficiaries must constitute a group and be identified on the basis of their level of poverty measured against their degree of food insecurity². The description of the direct beneficiaries should include details regarding their level of poverty (economic) and food insecurity status. Parameters such as: gross national product (GNP)/capita (if available), national poverty line income (if available), family size, housing conditions, land holdings, other assets, etc., should be used in making the determination.

4. Identification of beneficiaries: Appropriate selection and targeting of beneficiaries must be ensured. In order to obtain and verify actual information on the food insecurity/vulnerability status of individual people, the FAOR can link up with local organizations that have direct contact with vulnerable groups; e.g., the Ministry of Social Affairs, or a recognized non-governmental organization (NGO), which use national criteria for food insecurity/poverty levels.

5. What can be funded: TeleFood funds should be used exclusively for the provision of physical inputs (including transportation costs) such as seed, starter livestock, feed, fertilizer, hand tools, building materials, and small, non-motorized equipment. However, for projects that include the processing of agricultural products, additional items may be procured, e.g., refrigerators, freezers, ice-makers and small motorized equipment, up to a maximum amount of 20% of the total project budget. TeleFood funds cannot be used for supervisory missions, labour costs, rental or hire costs, utilities, seminars or other training activities, the production of booklets or manuals, etc. All inputs should be distributed free of charge, but on condition that the recipient group(s) contribute part of their income to a revolving community fund (see below), sufficient to cover all the operational costs to enhance sustainability.

¹ Resolution 3/97 – Annex 1

² Food insecurity is used to refer to poverty, hunger and malnutrition.

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6. Project objectives: The objective that the project is expected to achieve should be stated briefly and clearly. For example: “to assist the group members to increase the production of vegetable and fruit crops”, or “to provide inputs to increase the production of small animals”, or “to improve income through the reduction of post-harvest losses in artisanal fisheries”, etc. Reference must be made to the immediate objectives in practical, measurable terms with respect to the nutrition status of the group population.

7. Simplicity: TeleFood projects should not aim to introduce complex technologies or activities unfamiliar to the community. All activities should be sustainable and environmentally friendly.

8. Outputs: The expected outputs of the project should be described. They should be tangible, measurable results of activities undertaken by the project and consistent with the project’s objectives.

9. Linkages to other projects: To ensure sustainability and access to technical services, TeleFood projects must be linked to other ongoing medium to long-term national and donor-funded projects or programmes, such as the National Programme for Food Security, where it exists, and/or other programmes, such as the Decentralized Cooperation Programme, other Trust Fund projects, or UN-funded/implemented activities. Mention of the linkage with other projects/programmes must be made clearly in the project document. No stand-alone projects will be considered. Partnerships with NGOs and other institutions are encouraged.

10. Revolving community fund: For the purpose of project sustainability, beneficiaries must organize themselves into a group and contribute a small amount to a community fund on a regular basis, in addition to their own labour and inputs. Subsequently, from the project’s profits, the community should decide on the share to be added to the community fund and the share to be divided among the individual members. The fund is meant to ensure long-term ability to maintain and/or replace project inputs (as well as serving as a source of operating funds) once TeleFood financing ends.

11. Budget and duration limitations: The budget of any single TeleFood project must not exceed USD 10 000 and the disbursement period must not exceed 12 months.

12. TeleFood Fund annual country ceiling: The annual ceiling per country is USD 50 000. Countries that do not benefit from the full USD 50 000 under one campaign year, will be able to make up the difference under the next one, not to exceed a biennial ceiling of USD 100 000. Similarly, countries wishing to exceed the annual ceiling of USD 50 000 under a given campaign year will have their annual ceiling under the following year reduced proportionally, so that the ceiling for the two years (within one biennium) does not exceed USD 100 000.

13. Collection of funds: All funds collected are directed to the TeleFood central account.

(a) Funds collected in developed/donor countries: funds are automatically placed in the TeleFood central account, out of which all disbursements are made to fund the TeleFood projects worldwide, according to the established criteria (Para. 12).

(b) Funds collected locally : (i) developing countries raising funds locally may use the funds locally for TeleFood projects; in these countries, the FAO Representative (FAOR) is requested to inform the Department of Human, Financial and Physical Resources (Finance Division) (AFF) of this decision; (ii) these countries will also receive the yearly allocation from the central TeleFood fund (in addition to the local contribution).

(c) Should availability of funds during any given campaign not be sufficient to cover all the requests submitted, such requests will be funded under the next campaign.

B. MAIN PROJECT CATEGORIES AND INPUTS ELIGIBLE FOR FUNDING

14. Bearing in mind the main dimensions of food security (supply/production, access/distribution and utilization/nutrition education), four categories have been drawn up in order to facilitate the classification of the technical areas of TeleFood projects: crop production, small animal production, fish production and water control. However, project proposals do not need to be strictly limited to these areas and can comprise more than one of the categories listed below.

15. Category I: crop production

Includes the following sub-categories:

- I.a Cereals
- I.b Roots and tubers
- I.c Vegetables
- I.d Fruits
- I.e School and health centre gardens
- I.f Other: medicinal plants, herbs, etc .

16. Standard inputs for crop production projects include:

- Quality seed or planting material of adapted varieties for one or (at most) two seasons.
- Fertilizer/organic fertilizer required for one or (at most) two seasons.
- Hand tools. Note: Heavy equipment, such as tractors, harvesters, etc., or motorized equipment such as power graters, etc., cannot be purchased from the TeleFood Special Fund (TSF) contribution to the project. Small machinery which proves to be critical for project success can be financed by TeleFood funds on the condition that its cost does not exceed 20% of the total project budget.
- Material and supplies for construction, through community labour, of simple facilities for storage or post-harvest processing operations such as drying. Other appropriate inputs for processing/marketing are grain silos, canning equipment and containers, bicycles and push carts, and non-motorized shellers, presses, grinders, etc.
- Limited quantities of pesticides, under exceptional circumstances, with the necessary conditions for safe storage and use and instructions for application. Preferably, integrated pest management methods should be used. If pesticides are requested, a completed pesticide checklist³ must accompany the project proposal.

17. School and Health Centre Gardens: These projects are well suited for TeleFood funding. Common and successful activities include, but are not limited to, vegetable gardens, orchards, poultry and rabbit raising, beekeeping and aquaculture.

(i) For school gardens, it is important that the activities are not too time-consuming and that community participation is high (especially of parents). Where possible, gardening should be an integral part of the curriculum. Expectations of how much food can be produced by students must be realistic. The primary goal of the garden should be learning and nutrition improvement. Pesticides harmful to humans cannot be used in school garden projects.

(ii) For health centre gardens, it is important that the activities are not too labour intensive. The use of pesticides harmful to humans should be avoided.

³ See pesticides checklist – **Appendix 3a**

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18. Category II: small animal production

Includes the following sub-categories:

- II.a Poultry (chicken, geese, ducks, guinea fowl, etc.)
- II.b Small ruminants (goats and sheep)
- II.c Pigs
- II.d Apiculture
- II.e Post-production processing
- II.f Other (rabbits, guinea pigs, etc.)

19. Standard inputs for small animal production projects include:

- Start-up stock (one-day-old chicks, lambs, piglets, bees, etc.)
- Animal health supplies: vaccines, drugs, with instructions for use
- Feed resources in quantities sufficient to cover the first rearing period and/or material required for the treatment/preparation of locally available feed resources
- Hand tools, material and supplies for the construction, through community labour, of simple, appropriate shelters for the animals, and beehives
- Processing/marketing inputs could include tanning equipment, smokers, hand shears, looms, bicycles, refrigerators and freezers (up to 20% of the total budget), etc.

20. Category III: fish production

Includes the following sub-categories:

- III.a Small-scale fish culture
- III.b Improvement of artisanal fisheries
- III.c Other

21. Standard inputs for small-scale aquaculture projects (III.a) include:

- Fry for water stocking
- Fishing gear (nets, non-motorized fishing boats, etc.), if required
- Products for fish feeding and/or organic fertilizer in the quantities required until the end of the first production period and/or material required for the treatment/ preparation of locally available feed resources
- Hand tools, material and supplies for the construction of simple post-harvest processing/marketing facilities for salting, drying or smoking. Marketing inputs could include pushcarts, bicycles, balances, refrigerators and/or freezers (up to 20% of the total budget).

Fish culture should be promoted in existing ponds, water reservoirs or, eventually, irrigated rice fields. The projects should be granted only to beneficiaries who are familiar with the techniques.

22. Standard inputs for artisanal fisheries projects (III.b) include:

- Fishing gear (the provision of motors or boats of non-indigenous manufacture should not be envisioned)
- Hand tools, material and supplies for fish preservation (refrigerators, freezers and ice-makers, up to 20% of the total budget), and for the construction of simple post-harvest processing facilities and development of marketing activities, as for fish culture.

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23. **Category IV: water control**

Includes the following sub-categories:

- IV.a Small-holder micro-scale irrigation
- IV.b Water harvesting systems composed of a catchment area or a rooftop system and a water storage structure
- IV.c Other.

24. Standard inputs for water control projects include:

- Shallow borehole/well construction: hand-operated drilling rigs, hand tools and equipment to dig wells, etc.
- Water lifting devices: centrifugal pumps (together with internal combustion engines), wind pumps, treadle pumps, bucket pumps, rope pumps, ram pumps, etc.
- Water storage: tools and materials to build cisterns, tanks and small ponds, drums, etc.
- Water delivery devices: tools and materials to build small canals, plastic pipes, polyethylene pipes or hose, fibre-cement pipes, clay pipes, pipe fittings, sprinklers, drip irrigation kits, pressure and water flow control devices, etc.

Water control is promoted to improve efficient technologies for harnessing the available water resources. It may be undertaken by single farmers in their own plots or by a small group of organized farmers having access to surface or groundwater resources. The technologies to be promoted include water harvesting, storage and conveyance facilities and micro-scale irrigation.

C. TELEFOOD PROJECT PROCEDURES

25. The FAOR will follow the project through the entire project cycle from (i) project idea, (ii) project endorsement, (iii) technical clearance, (iv) approval and funding, (v) project implementation, (vi) monitoring and reporting and (vii) project closure.

Project identification, formulation, appraisal, and approval of a proposal

26. Project requests can originate from a number of sources (local NGOs, farmers' and villagers' associations, schools, central and local governments, etc.), and should be submitted to the FAOR or UNDP Resident Representative/Coordinator in countries where there is no FAOR. Project proposals should be formulated by beneficiaries or by their representatives. The formulated project⁴ should include detailed information on the group making the proposal, its location, and an indication of its poverty/food insecurity level, a description of project objectives, the proposed food production or income-generating activities, a detailed list of inputs (with detailed budget) and plan of activities, some indications of the project's sustainability, the establishment of a community fund, and the supervision and reporting arrangements during implementation.

27. The FAOR, with the assistance of the staff assigned to the National Programme for Food Security (NPFS) or other FAO field staff, and in collaboration with the government, is responsible for project identification, endorsement and approval within the yearly financial allocation.

⁴ For project formulation see Project Proposal Template – **Annex 2**

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28. The approval procedure must be carried out directly in FPMIS using the Project Appraisal Template (Annex 3). The appraisal template is **directly linked** to the FPMIS database and must therefore be **directly downloaded** from the specific country page within FPMIS. It should then be completed and uploaded into FPMIS by the FAOR (see Procedures for the FAOR – **Appendix 3b**). The appraisal template is used (i) to automatically certify that all the necessary elements are present in the project document for its approval against project guidelines, and (ii) to automatically upload the endorsed project in FPMIS, as an “active pipeline”.

29. Upon the FAOR/UNDP Resident Representative/Coordinator’s endorsement of the project document, he/she (in the case of a *new* proposal), will send the project document electronically to the Technical Officer concerned (Regional Office [RO] or Subregional Office [SRO]) for clearance within seven days, or will technically approve the project him/herself (only if the project falls within the field of the FAOR’s technical expertise).

30. Upon technical clearance by the relevant technical officer (or directly by the FAOR, as the case may be), the project can be considered approved. The FAOR will upload the technical clearance message in FPMIS as a document and thereafter approve the project⁵. The system will then automatically send an email to TC-TeleFood⁶ and the Central Accounting Service, AFF (AFFC), informing them of the approval. Once AFFC assigns the project an Oracle Accounting Code within FPMIS, the system will automatically inform the FAOR who should, in turn, inform the government authorities and counterpart institution concerned, of the project’s approval.

Types of projects

31. **New or replicate projects**: Projects are categorized as either new (i) or replicate (ii).

(i) To streamline and speed up the review and approval process, new projects will be endorsed by the FAOR for compliance with the present Guidelines (Appraisal template) and, if cleared, sent to the relevant technical officer in the RO or SRO for technical clearance. When the project is within the field of technical specialization of the FAOR, the project may be approved by the FAOR without requesting RO/SRO clearance.

(ii) Replicate projects, exact replicates of past projects, may be approved directly by the FAOR, without the need for technical clearance. To qualify as a replicate project, it should replicate (in another location, with other beneficiaries), a project previously approved during the past four years in the same country and must be in compliance with the present Guidelines. The FAOR or UNDP Resident Representative/Coordinator should note on the appraisal template that it is a replicate project, indicating its symbol. Projects requesting pesticides are not eligible as replicates, given that all proposals which include the use of pesticides will be reviewed in accordance with the procedures for new projects, with clearance from the technical officer concerned.

Project implementation

32. The FAOR is automatically designated budget holder for all TeleFood projects in his/her country.

⁵ The system will automatically change the status of the project to "Operationally Active".

⁶ TC-TeleFood is a generic email account hosted in TC.

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33. A national civil servant, preferably a national professional from the relevant Ministry or NPFS, or a staff member of a non-governmental organization involved in the project, should be designated by the Ministry, and endorsed by the FAOR, to be responsible for supervising project implementation. He/she will ensure the follow-up of the project, the preparation and submission of the final report to the relevant Lead Technical Unit (LTU) for clearance, and upon LTU clearance, to the FAOR or UNDP Resident Representative/Coordinator. The report will then be uploaded in FPMIS through which TC-TeleFood is automatically informed of project status.

34. Financial disbursements: The FAOR will be responsible for the procurement of inputs, their transportation to the beneficiaries, and all related monitoring of project implementation. In those countries in which TeleFood projects are administered by UNDP, the budget holder responsibilities will be assigned to the closest SRO, and upon notification of project endorsement (to TC-TeleFood), the related financial disbursements will be effected via the issuance of a Standard Agency Request Form (SARF) by AFF.

35. Delivery of Equipment/Materials: Once the FAOR has arranged for the purchase and delivery of the equipment/material to the Beneficiary Group, the FAOR will disclaim any and all express or implied warranties with respect to the equipment/material, including, but not limited to, warranties of merchantability and fitness for a particular purpose. The Beneficiary Group must recognize in writing, by signing the **Transfer of Equipment Form (Annex 4)**, that neither FAO nor its directors, employees or other representatives or suppliers will be liable for any direct, indirect, punitive, incidental, compensatory, special, consequential damages, damage to property or persons, or any damages whatsoever arising out of or in any way connected with the performance of the equipment/material, or its use by the Beneficiary Group or by any other person.

36. Expenditures will be recorded through the Field Accounts System (FAS), or reported to FAO headquarters through the Inter-office Voucher (IOV) system against the Oracle project code. AFF will be responsible for submitting to TC-TeleFood and to the FAOR, financial reports showing expenditures against funds allocated at project/country level and the expenditures against the TeleFood central account in any given year.

37. Final Report: Upon completion of project activities, the FAO Representative or UNDP Resident Representative/Coordinator, as budget holder, will submit a **Final Report (Annex 5)**, prepared by the designated national officer or NGO, or by the beneficiary group, to the SRO/Lead Technical Officer (LTO) for clearance. The final report should provide a detailed breakdown of the expenditures incurred under the project budget, as well as details of project outputs, including beneficiary feedback on results achieved, the number of persons the project benefited and an assessment by the responsible officer of its sustainability. Regarding sustainability, it should mention allocations from project profits made to the community fund as well as other measures in place in order to ensure the continuation of activities.

38. Final report approval: Upon SRO/LTO approval of the final report, the FAOR will upload the report in FPMIS and change the project status in FPMIS to Activities Completed (AC). The final report will be used for the overall evaluation of the annual campaign.

39. Audits: The TeleFood Special Fund and/or TeleFood projects will be subject to audit from headquarters on the basis of records held at headquarters and in the field, within the context of country audits undertaken by AUD. In addition, the country evaluations undertaken by PBE may also include TeleFood projects.

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Closure procedure

40. TC-TeleFood will be alerted automatically by FPMIS when a final report has been uploaded. TC-TeleFood will then operationally close the project within FPMIS. (FPMIS provides the facility to operationally close one TeleFood project or several Telefood projects simultaneously⁷.) Once projects are operationally closed, the system automatically informs AFF in order that it may undertake financial closure, which can also be effected on one project or on an entire campaign if the projects linked to the campaign are all operationally closed.

41. Upon operational closure AFF will:

- register the final situation of the project budget (any balance should be transferred to the central TSF fund); and
- financially close the project individually, or if applicable, financially close the relevant campaign.

⁷ FPMIS allows for the simultaneous operational or financial closure of more than one project. This is referred to as Bulk Closure. In addition, FPMIS allows for the financial closure of a TeleFood Campaign by simultaneously financially closing all the related TeleFood projects

ANNEXES

ANNEX 1 Conference Resolution 3/97

ANNEX 2 Project Proposal - Template

ANNEX 3 Project Appraisal - Template

Appendix 3a. Online Pesticides Checklist

Appendix 3b. FPMIS procedures for the FAOR for online FPMIS project approval

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ANNEX 5 Final Report - Template

ANNEX 1

Conference Resolution 3/97

V. Resolution 3/97

A. Telefood

THE CONFERENCE,

Recalling that the Heads of State and Government, gathered at the World Food Summit, pledged their political will and commitment to achieving food security for all and to an ongoing effort to eradicate hunger in all countries, with an immediate view to reducing the number of undernourished people to half of the present level of more than 800 million people by no later than 2015,

Recalling also that to reach this objective the Rome Declaration on World Food Security and the Summit's Plan of Action emphasized the need to involve all sectors of civil society as well as to mobilize all possible human, technical and financial resources to help countries fulfill their national commitment to achieve food security for all,

Welcoming the Director-General's decision to launch, within the framework of the World Food Day, the TeleFood initiative to raise public awareness of the issues underlying food security and to mobilize public support in the struggle against world hunger and malnutrition,

Acknowledging the success of the TeleFood operation in 1997 and convinced of the necessity to continue this initiative and expand its coverage in collaboration with the various components of civil society in their various countries:

1. Approves the Director-General's decision to allocate, in their entirety, the proceeds collected through the TeleFood appeal to the financing of concrete grassroot-level projects, none of these proceeds being diverted to administrative or other costs and to rely on sponsorship and other private and public voluntary contributions to meet the costs of promoting and coordinating this operation;
2. Endorses the Director-General's decision to establish under Financial Regulation 6.7:
 - a) a Special Fund to receive the proceeds collected through the TeleFood appeal, which proceeds will be used for the purpose of financing concrete grassroots-level projects, including those established under the Special Programme for Food Security, to help the poor farming families in the developing world produce more food; and
 - b) a Trust Fund to receive sponsorship and other private and public voluntary contributions for financing the costs relating to the promotion and coordination of the TeleFood operation worldwide;
3. Invites FAO Members to take all measures they deem appropriate to promote the TeleFood initiative.

(Adopted on 17 November 1997)

ANNEX 2

TeleFood Project Proposal Template

COVER PAGE

TELEFOOD SPECIAL FUNDS

COUNTRY: _____

Project Title: _____

Name of Beneficiary Group _____

Location (region, district, village, etc.) _____

Estimated starting date: _____

Estimated completion date: _____

Budget (FAO contribution, in USD): _____

Name of co-funding organization (if any) _____

Project linkages:

PROJECT PROPOSAL

1. Beneficiary group

Project targeting is an essential component of a successful project. The rural group(s) of small farmers, herders, fishers, processors, or schools who manage and benefit directly from the project should be described in detail. This description should include the name and location of the group or school (name of the town or village), when it was started/organized, what its purpose is, the number of its members (including the proportion of women and/or youth it comprises), etc.

Direct beneficiaries are only those who participate in the project, contributing in cash or in kind to the revolving community fund on one hand and receiving financial benefits from it on the other.

In the case of schools, orphanages and similar institutes, the benefits for the direct beneficiaries (the children) should be very clearly indicated in the project document and the amount of their contribution (in labour) should also be specified.

The description of the direct beneficiaries should include details regarding their level of poverty (economic) and food security status. Parameters such as: GNP/capita (if available), national poverty line income (if available), family size, housing conditions, land holdings, other assets, etc., should be used in making the determination.

The proposal should also identify and estimate the number of **secondary (indirect) beneficiaries** (the families or communities of the persons involved in the project) who will benefit from the project, for example, through improved nutrition or by buying farm products resulting from project activities.

2. Background and justification of project

This section should describe the geographical area concerned (location, climate, farming systems, etc.). It should specify the poverty level of the beneficiary group and the problems faced by the group which will be addressed by the project. It should also describe what, if any, current development efforts are being made by the government and local populations and put the project in the context of the local development framework. The local agencies, institutions or non-governmental organizations (NGOs) collaborating in (and/or co-funding) project activities should be specified and their roles described. Special attention should be given to FAO activities, especially those of the NPFS and/or other FAO programmes in the project area, underlining the synergies between the TeleFood project and the existing larger programme.

3. Objective of project

This section should state, briefly and clearly, the objective that the project is expected to achieve. This might include, for example, “to assist group (or cooperative) members to increase the production of vegetable and fruit crops”; “to provide inputs to increase the production of small animals”; “to improve incomes through the reduction of post-harvest losses in artisanal fisheries”, etc. Reference must be made to the immediate objectives in practical, measurable terms.

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The project should not aim to introduce highly innovative or complex technologies that are not familiar to, or sustainable by the communities. TeleFood cannot be used to finance adaptive research or the extension of very newly introduced technologies.

4. Project description and duration

A well-detailed description of the project is required, clearly explaining how the project is going to be implemented. All the measurable parameters of the project are to be included, such as: area cultivated with each of the crops, number of animals provided to each family, an indication of whether the tools and building materials are going to be shared by all beneficiaries, or be managed individually. Parameters such as: yields per hectare, milk production per animal, egg production, slaughter weight etc. should be used to describe the amounts of products expected in the first year of activity.

The duration of the project (that is, of TeleFood funding to the project), should be specified in the proposal. The duration must not exceed 12 months. If the project implementation period is related to: planting or harvesting season, rainy season, fishing prohibition season, etc., this should be mentioned in the project document.

5. Project activities

The proposal should include a list of the important activities to be undertaken month by month (giving a precise time-frame) in order to ensure that the project objective is achieved. The activities should ideally be presented in the form of a simple work plan indicating the exact activities to be carried out, when and by whom they will be undertaken.

Sample work plan for a hypothetical beekeeping project (This is an example. Actual responsibilities can vary from project to project as necessary.)

Activity	By Whom	When
- Beneficiaries organized into group	Beneficiaries	Month 1
- Specification of equipment and materials	National officer (from Ministry)	Month 1
- Seek quotations for equipment and materials	FAO	Month 1
- Establishment of community fund	Beneficiaries	Month 1
- Order equipment/materials	FAO	Month 1 – 2
- Delivery of equipment/materials	FAO/Ministry	Month 3
- Assemble and paint hives	Beneficiaries	Month 3-4
- Interim report produced/submitted	National officer/FAO	Month 4
- Harvest honey (existing hives)	Beneficiaries	Month 4 – 12
- Training in modern beekeeping methods	Ministry technical officer	Month 5
- Training in small business/marketing	Collaborating NGO	Month 6
- Process honey (from existing hives)	Beneficiaries	Month 4 – 12
- Distribution and sales	Beneficiaries	Month 4 – 12

6. Project outputs

The projected outputs of the project should be described. They should be tangible, measurable results of activities undertaken by the project and consistent with its objectives. Examples might include a marketing system put in place to link producers to better paying markets; a low-cost post-harvest system put in place to reduce crop losses; a well-managed fruit nursery of a given size established and plant propagation process initiated; a given number of lambs or kids born, raised and marketed, etc. Unit sale prices for all the final products should be mentioned.

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7. Inputs/budget

A detailed list of inputs should be presented. All inputs should be obtained locally if possible. (See Section B of the General Guidelines above for those inputs that are eligible for TeleFood funding and those that are not. Inclusion of non-eligible inputs in the budget will prevent approval of the project proposal.)

A detailed list of all inputs, including quantities and unit price, is required. It refers to: construction materials, tools, seed, fertilizer, animal feed, veterinary supplies, irrigation equipment, etc.

The contribution of the group(s), such as labour, land, buildings or other inputs, should be indicated in the project proposal to indicate the level of their commitment and participation. In the case of school garden projects, the participation of parents should be described.

A budget summary, in addition to the detailed budget, should be presented, subtotalled by type of input, including contributions from FAO and from any co-funding organizations/agencies, which should be identified by name, as follows:

Inputs to be Procured	FAO (USD)	Other Donor (USD)	Total (USD)
Tools			
Construction materials			
Animal feed			
Fertilizers			
Animal health and veterinary supplies			
Pesticides			
Livestock, fish fry			
Seeds, planting material			
Other field supplies and transport			
Total (max. FAO contribution, USD 10 000)			

8. Simple cost/benefit analysis

A simple cost/benefit analysis is required to illustrate the project's financial viability and long-term sustainability. The project is expected to be able to generate enough funds to cover all operating costs (seed, fertilizer, animal feed, fish fry, animals, etc) as well as the annual depreciation of the non-expendable inputs (buildings, green houses, boats, tools, water tanks, processing, installation and equipment, fishing nets, etc).

In order to simplify the calculation, a fixed rate of 20% depreciation is considered for all the non-expendable inputs. Therefore, the annual cost will be the sum of the operating costs plus 20% of the value of the non-expendable inputs.

Example of a cost/benefit analysis:

Guidelines for TeleFood Projects

Example of a cost/benefit analysis for a hypothetical community garden project (in USD):

Start-up costs, year 1

Tools: Hoes, forks, trowels, rakes, watering cans, buckets, etc. (TeleFood)	200
Fencing materials, timber, wire, etc. (TeleFood)	430
Water tank, 200 l (TeleFood)	120
Drip irrigation system (TeleFood)	750
Land (1/2 ha), donated by school	--
Other field supplies such as insect traps (TeleFood)	300
Subtotal	1 800

Operating costs, year 1

Vegetable seed 100 50g packs @ USD 3/pack (TeleFood)	300
Fertilizer 100 1kg packets @ USD 2/pack (TeleFood)	200
Water costs (beneficiaries)	300
Transport of produce to market (beneficiaries)	400
Packaging (beneficiaries)	200
Market fees (beneficiaries)	150
Labour (parents and children), 400 person/days	--
Miscellaneous operating expenses (beneficiaries)	100
Subtotal	1 650

Total expenditure, year 1 $1\ 650 + 360 (1\ 800 \times 20\%) = 2\ 010$

Income, year 1

Estimated 60% of garden output sold (the rest consumed by the school children) 3 days/week market	
Tomatoes:	1 500kg@USD 1/kg=1 500
Carrots:	500kg@USD 1/kg= 500
Cucumbers:	500kg@USD 2/kg=1 000
Onions:	<u>2 000kg@USD 0.75/kg=1 500</u>
	Total 4,500

Profit (income minus costs), year 1 $4\ 500 - 2\ 010 = 2\ 490$

Note: Part of the profit will be deposited in the school's garden fund to ensure continued ability to purchase inputs and supplies, to maintain the irrigation system and fencing, and to pay for marketing and other costs. The rest will be used to supplement the existing school feeding programme.

9. Risks

Most projects face risks that could jeopardize their success (e.g., bad weather, social unrest or insecurity, breakdown of supply of inputs, outbreaks of pests or diseases causing mortality, or poor performance, etc.). If this is the case, the possible risks should be indicated in the project document, along with indications of how project participants will deal with these risks, should they occur.

10. Project linkages

Linkages to ongoing development projects are central to project set-up and should be described in the proposal, whether these are funded by FAO (preferably the NPFS, where it exists, but also Decentralized Cooperation projects (GDGP) TCP, GCP, UTF, and others) or by other sources (other UN agencies, bilateral assistance projects, NGOs, etc.). In areas where the NPFS is active, TeleFood projects are expected to be linked to its activities. The linkage is to be clearly indicated on the appraisal form template when opening the project.

11. Revolving community fund

The revolving community fund is a major instrument in ensuring the smooth operation as well as the long-term sustainability of the project. All beneficiaries (except in school garden projects) should participate in the fund. All inputs in cash or in kind contributed by the beneficiaries or by a third party should be channelled through the fund.

Profits accruing from the project should be deposited in the fund in such a way that enough money is available to sustain the project, by covering operating costs, maintenance costs and annual depreciation. The management of the fund must be clearly indicated.

12. Technical support, supervision, monitoring and reporting arrangements

The project proposal should specify who will be responsible for overall project management and the monitoring of project activities and how the monitoring will be done. This is usually the national designated officer (see Para. 18 of the Guidelines), but it could be a government official or a representative of an NGO involved in the project or an officer of the target group itself (where applicable).

The proposal should also specify which organization and/or persons will provide technical guidance, advice and perhaps training to the group, as needed. Technical guidance should be provided by FAO where applicable (by an NPFS national expert, for example) or by a source approved by FAO, such as a counterpart government officer, or a technical officer of another project (to which the TeleFood project activities are linked). Finally, it should specify who will be responsible for producing the final report (at the end of TeleFood funding).

ANNEX 3

TeleFood Project Proposal – Appraisal Template

Country:

Province:

District:

Village/community:

*Project Title: Please enter the proposal title

*Project Objectives:

*Project budget: USD

Beneficiary contribution: USD

Project Category: (Please select as many as applicable)

Category I: Crop Production

- Cereals
- Roots and Tubers
- Vegetables
- Fruits
- School Gardens
- Other

Category II: Small Animal Production

- Poultry
- Small Ruminants
- Pigs
- Apiculture
- Post-production Processing
- Other

Category III: Fish Production

- Small-Scale Fish Culture
- Improvement of Artisanal Fisheries
- Other Fish-Production Activities

Category IV: Water Control

- Smallholder Micro-scale Irrigation
- Water harvesting Systems
- Other Water Control Measures

Other TeleFood Activities

-
-
-
-
-
-

Project beneficiary type: (Please select only one option)

Beneficiaries

- Mainly Designed for Women
- Women Households
- Farmer Households
- Youth Girls
- Youth Girls and Boys
- Disabled Persons

*Number of Beneficiaries:

Direct Beneficiaries:

Indirect Beneficiaries:

National Counterpart Institution(s) responsible for part or full project implementation: (Please select only one option)

- National Agency/Association
- Local NGO
- Local Community/Organization
- Project of other agency
- Other Institutions (please specify)

Project linkages and synergy with other projects: (Please select only one option)

- NPFS/RPFS
- Other FAO TF projects
- UN activity
- Other (please specify)

Project Sustainability

*Community fund arrangements Yes No *Cost-benefit analysis Yes No

Beneficiary Contribution: (Please select only one option)

- Has been estimated in the budget
- Is to be provided in kind
- Has not been indicated in the document

Project components

*Duration of the project: (in months)

Expected EOD:

*Source of technical supervision indicated: Yes No

*Lead Technical Division: --- Select ---

Other Technical Division: --- Select ---

*Reporting arrangements indicated: Yes No

*Proposal is in line with TeleFood Guidelines: Yes No If no, comments:

Proposal needs clarifications/ additional improvements: Yes No If yes, comments:

Pesticides: Yes No If yes, fill in page 2

*Proposal type:

New Replicate of project:

Appraised by:

Date:

* mandatory fields

Appendix 3a

Pesticides checklist (To be completed for procurement of pesticides⁸)

Project:	
Country:	
WARNING STATEMENT. Pesticides are hazardous chemicals, transport follows the "International Dangerous Goods Regulations", procurement should not be initiated unless precautionary measures and product responsibilities, which are taken over by the buyer at the moment of purchase, are applied.	
Product Requirements (to be completed at field level)	
1. Field of application (<i>hygiene measures to be included</i>):	Pests
	Crop
	Stage of plant development
	Area to be treated in ha (<i>where known</i>)
2. Product requested (active ingredient, common name, reg. number, when known):	Alternative products (active ingredients) which also meet the specifications may be proposed
3. Formulation:	(%, g/l, g/kg, EC, WP, DP, GR, UL, etc.)
4. Quantity to be ordered:	
5. Toxicity classification	
6. Application dose:	(l/ha, kg/ha)
7. Application technique:	
8. Application date:	
9. Type of packaging:	(container/package size)
10. Mode of shipment:	(sea, air or land transport)
11. Availability of protective clothing:	(please specify)
12. Labelling:	The labelling should be in (language) and must be in line with the FAO Code of Conduct, Article 10
13. Receiver:	(complete address of person/institution)
14. Proposal for future plant protection measures:	
Name and Signature:	Date:

Explanatory Note for pesticides checklist

- Field of application:** please specify the pest or disease, with as much detail as possible (scientific name, variety), and the crop(s).
- Product requested:** Only those products which are registered in the country are allowed to be ordered. Therefore, please contact the national registration authority, normally the national Plant Protection Service.
- Formulation:** Please use the codes according to the "GCPF International Coding System for Product and Formulation Types"(published in the *FAO Manual on the development and use of FAO Specifications*).
- Quantity to be ordered:** The quantity ordered should cover only the actual amount necessary, which will be used within a defined period of time (See also No. 8).
- Toxicity classification:** This information is very important to define other precautionary measures. The label states the hazards and risks involved while using this product and defines the toxicity classification (which is also a result of the national registration process). If the national labelling system does not indicate the toxicity classification, please follow the "WHO Recommended Classification of Pesticides by Hazard".
- Application technique:** The specified formulation has to reflect the application technique to ensure that the products are used accordingly.
- Type of packaging:** The pesticides ordered should be delivered in their final-use container-size, i.e., the size of the container must be specified according to the use conditions.
- Mode of shipment:** The transport of pesticides follows the "International Dangerous Goods Regulations"; these regulations have to be taken into account for safety reasons.
- Labelling:** The label is the most important, and only, source of information on the judicious use of the pesticide. Therefore, the quality, content and size of the label must follow the FAO Guidelines. The end user should find all the necessary information a label that he understands. This sometimes means that more than one language has to be used.

⁸ Exemptions could be made for pesticides for experimental purposes used in small quantities, but approval must be obtained from AGPP prior to purchase.

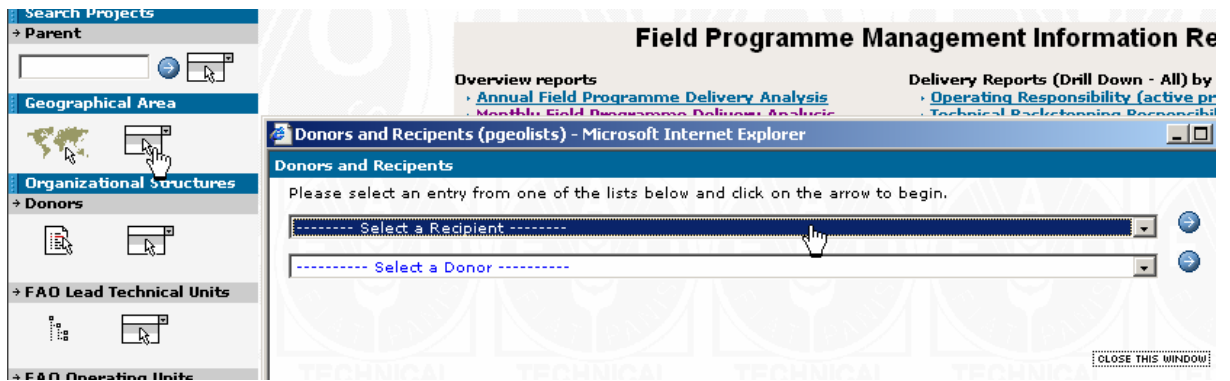
Appendix 3b

FPMIS procedures for FAOR (online approval – FPMIS)

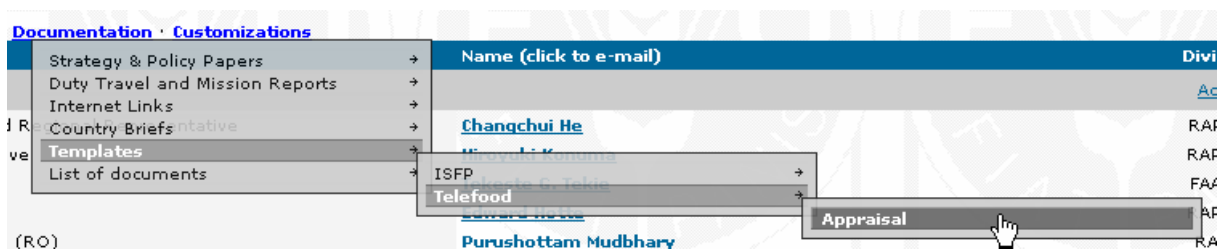
TELEFOOD STEP BY STEP DATA INSERTION INSTRUCTIONS

1) Appraisal of the Proposal in the FPMIS

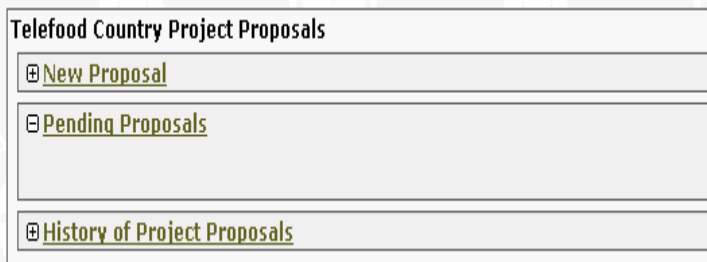
- a) Login to the FPMIS
- b) Click on "Geographical Area" and select a "Recipient Country"



- c) Select the menu option Documentation -> Templates -> Telefood -> **Appraisal**



- d) The available options in "Appraisal" Mode are:

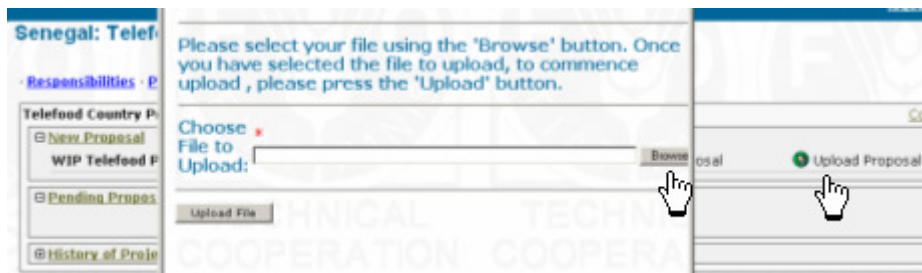


2) Step 1: Creation of a new Proposal:

- a) Open the "New Proposal" tab,
- b) Select "Create New Proposal", as a result a WORD document is created and you can close the FPMIS session,
- c) Start filling in template keeping in mind that starred (*) fields are binding,
- d) The document can be saved and completed later on,
- e) Once completed the document has to be saved in FPMIS.
 - (1) Return to FPMIS (if you have no active session then repeat steps in item 1 above)
 - (2) In "Appraisal" mode select the "Upload Proposal" option available in the "New Proposal" tab

Guidelines for TeleFood Projects

- (3) Click on “Browse”, select and upload proposal file template previously filled in.



3) Step 2: Endorsement of the proposal in the FPMIS

The uploaded proposal is now in "Pending Endorsement" Mode. The user is able to:

- a) Browse: Open Word document
- b) Endorse: Confirm that the proposal complies with TeleFood Guidelines and proceed with endorsement process, this will generate (overnight, Rome time) a Pipeline entry in FPMIS with all the information automatically transferred from the WORD document to the database
- c) Reject proposal: on the basis the proposal does not comply with Telefood Guidelines.

4) Step 3: History of project proposals

- a) History of Project Proposals -> Endorsed -> Active Pipeline -> Open Project
- b) Open project: proposal opens automatically FPMIS page with proposal in "active pipeline status"
- c) Open "Admin" Tab and complete insertion of data:
 - (1) Oracle Activity
 - (2) "Oprt Org"= FAORcode; "BH ORG"=FAORcode; "LTO"=FAORcode

5) Step 4: LTU clearance and change of status

Once Lead Technical Unit (LTU) clearance has been received or the FAOR has technically cleared the project and the information has been recorded in FPMIS, the user can change the pipeline status from "active pipeline" to "final consultation".

6) Step 5: Approval of project proposal

- a) Insert EOD and NTE dates and Approval date.
- b) Return to CORE Tab
- c) Select on the upper-left side of the page "Approve project"
- d) New page opens and missing data are to be filled-in
- e) When required information has been inserted, save and approve project. The system automatically changes the project status to “Operationally Active” (OA). The system informs Finance of approval and requests the opening of an Oracle Account Code,
- f) Finance assigns Oracle Account Code to the project (available in FPMIS as soon as it has been processed). The system automatically informs the Budget Holder and the TC-Telefood Secretariat that funds are now available through the FAS system.

ANNEX 4

Transfer of Equipment to the Beneficiaries Form

Transfer of equipment/material(s) to the Beneficiary Group

TeleFood Project [symbol and title]

FAO disclaims any and all expressed or implied warranties with respect to the equipment and materials provided for implementation of TeleFood Project [symbol and title of project], including, but not limited to, warranties of merchantability and fitness for a particular purpose.

[Name of Beneficiary Group] hereby recognizes that neither FAO nor its directors, employees or other representatives or suppliers will be liable for any direct, indirect, punitive, incidental, compensatory, special, consequential damages, damage to property or persons, or any damages whatsoever arising out of or in any way connected with the performance of the equipment/material(s), or its use by the Beneficiary Group or by any other person.

Representative of Beneficiary Group

Name _____

Signature _____

Date _____

Representative of FAO

Name _____

Signature _____

Date _____

ANNEX 5

TeleFood Project Final Report

TELEFOOD PROJECT FINAL REPORT		
Project code and title <i>Sub-category :</i>	Budget USD allocated : Expenditures USD : Balance USD :	
Start-up date : /.../.../.../ <div style="text-align: center; font-size: small;">d m y</div>	Date financial statement sent to AFFC/Rome : /.../.../.../ <div style="text-align: right; font-size: x-small;">D M Y</div>	
Ending date : /.../.../.../ <div style="text-align: center; font-size: small;">d m y</div>		
SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS		
PROJECT PERFORMANCE EVALUATION		
1- Project objective(brief description) – including effectiveness on project linkages and indicators, and number of beneficiaries reached		
2- Project activities <i>(not realized= 0 ; less than 30%=1 ; 50%=2 ; more than 50%=3; 100%=4)</i>		
Planned activities	Realization (0,1,2,3,4)	Comments/satisfaction (for each activity)
2.1		2.1
2.2		2.2
.....	
3- Outputs/achievements <i>(not achieved=0; less than 30%=1; 50%=2; more than 50%=3; 100%=4)</i>		
Planned outputs	Achieved (0,1,2,3,4)	Criteria of achievement (number/quantity/document)
3.1		3.1
3.2		3.2
.....	
4- Constraints and problems		
5- Planned future activities		
Date :	Name/title/signature :	