

**ANNEX 6**

**REFERENCE DOCUMENTS (and INFORMATION REQUIREMENTS)**

#	Document Name	Author, Date
1.	Action Fiche for Conservation Agriculture Scaling-Up (CASU) Project in Zambia	No Author (?)
2.	Agriculture and Conservation Tillage	FAO, Protection Dept. (2007)
3.	Agricultural Extension	Van den Ban A.W, Hawkins H.S. (1988)
4.	Baseline Survey of Agricultural Production Systems (in fifteen new districts of Zambia) Targeted for Up-scaling of Conservation Agriculture Project	Shitumbanuma V., Maimbo F. (06/2011)
5.	Back To Office Report: Technical backstopping Mission to DRRMU, Zambia (April 2011)	Mitti, Joyce Mulila, FAO (?)
6.	Back To Office Report: Combined Mission for Follow-up Technical Support for Zambia and Participation in the Tropical Legume Project Meeting (TL11) – Lilongwe (May 2011)	Mitti, Joyce Mulila, FAO (?)
7.	CA Training Back to Office Report	Rebecca Nalungwe Sibalwe (11/2011)
8.	CASU Project Formulation Report and Action Fiche	Landell-Mills Consultants (12/2011)
9.	Compressive African Agriculture Development Programme (CAADP) Zambia Compact	No date
10.	Conservation Farming Handbook for Hand-Hoe Farmers in Agro-Ecological I & II Flat Culture	Aagaard, P. (2003)
11.	Conservation and Agricultural Production Systems in Zambia Status Documentation, Analysis and Guidelines Development in Zambia)	FASAZ/FAO (2010)
12.	Conservation Farming and the FAO Food Security Pack – 2003 Briefing Note on the Post-Harvest Assessment of Maize Yields	Zambia Impact Assessment Team (2003)
13.	Final Project Document, Annex I-M	No Author; No Date
14.	FISRI Project Document: Description of the Action – Assistance to Consolidate the Best Agricultural Practices in Small-Scale Farming in Zambia	FISRI (2011)
15.	FISRI Logical Frameworks I, II and III	No Author; No Date
16.	FISRI Baseline Survey to Establish Indicators for Impact Assessment in FISRI, Zambia (Draft Report)	Thomson Kalinda/Crispin Kapunda, (12/2009)
17.	FISRI Progress Report – Kalomo District	Somanje N.A (11/2010)
18.	FISRI Progress Report – Monze District	No Author (11/2011)
19.	FISRI Progress Report – Mumbwa District	No Author (2011)
20.	FISRI Progress Report – Mpongwe District	No Author (01-12/2011)
21.	FISRI Progress Report – Mpongwe District	No Author (04-11/2011)
22.	FISRI Progress Report – First and Third Quarters	No Author (2011)
23.	FISRI Progress Report – ?	No Author (12/2011)
24.	FISRI Project Report – June 2010 - June 2011	MACO (2011)
25.	Herbicide Use Training Report	Rebecca Nalungwe Sibalwe (?)
26.	Implementing the Electronic Voucher Input Scheme in Zambia: A Step- Guide By-Step Guide to Implementation	FISRI (?)
27.	Lesson Learning from FAOs Initiative on Soaring Food Prices-2 <sup>nd</sup> Draft	Gregory Chanda Chilufya (10/2010)
28.	Mechanising Conservation Agriculture in Zambia Through an Equipment Support Fund for Privately-Operated Commercial Agricultural Contracting Services	FISRI (Undated)
29.	Mission Report-Visit to Zambia, June-August 2011	James Breen (?/2011)
30.	Monitoring Report – Food Facility (EC-FAO11)	FAO Rome (04/2010)
31.	Monitoring Report – Food Facility (EC-FAO11)	FAO Rome (04/2011)
32.	National Agriculture Policy (NAP), 2004-2009	No Author (10/2004)
33.	No-Tillage Seeding: Science and Practice (2 <sup>nd</sup> Edition)	Baker et al. (2002)
34.	Oxenisation and Draught-Power Implements in Northern Province – A Review of Supply, Impacts and Constraints	Kerven, C/Bolt, R (1988)
35.	A Post-Harvest Assessment of Conservation Agriculture Scaling-Up for Increased Productivity and Production (CASPP) and Farmer Input Support Response Initiative (FISRI)	Kalinda, T. and Kapunda, C. (11/2010)
36.	Post-Harvest Report for CA Projects- Draft	No Author (12/2011)
37.	The Practice of Conventional & Conservation Agriculture in East and Southern Africa	CFU (?)
38.	The Role of Conservation Agriculture in Sustainable Agriculture	The Royal Society – Gupta, R/Hobbs, P.R, Sayre, K (2007)
39.	ROM MR-128460.16-Monitoring Report	No Author (04/2011)
40.	Report: FISRI Expansion (12-21 November 2010)	G. Simms (11/2010)
41.	Report: FISRI CA Contractor Services and Training (03-16 February 2012)	G. Simms (02/2012)

# REQUEST FOR INFORMATION

## 1. REPORTING & ACCOUNTABILITY (M&E)

Please complete this matrix, including date(s) under each heading when each relevant Document/Report was produced:

Phase	Logframe – Updated	Inception Report	Progress Reports	Financial Reports	Final Report	PSC Minutes	Studies & Baselines	MTZ Reports (EVS)	MAL and DEO-CEO Monthly Reports (M&E)	FAO BTOs
<b>FISRI I</b>	April, 2010	25 <sup>th</sup> September, 2009	30 <sup>th</sup> Oct,2009 & 30 <sup>th</sup> Apr, 2010	30 <sup>th</sup> Oct,2009 & 30 <sup>th</sup> Apr, 2010	Not accessed	Not accessed	13 <sup>th</sup> Dec,2009	30 <sup>th</sup> Dec,2009	30 <sup>th</sup> Oct,2009 & 30 <sup>th</sup> Apr, 2010	30 <sup>th</sup> Oct,2009 & 30 <sup>th</sup> Apr, 2010
<b>FISRI II</b>		14 <sup>th</sup> July,2011	31 <sup>st</sup> Oct 2011 & 31 <sup>st</sup> Jan 2012	31 <sup>st</sup> Oct 2011 & 31 <sup>st</sup> Jan 2012	12 <sup>th</sup> January,2012	2 <sup>nd</sup> Aug,2011	June,2011	30 <sup>th</sup> Dec,2010	31 <sup>st</sup> Oct 2011 & 31 <sup>st</sup> Jan 2012	31 <sup>st</sup> Oct 2011 & 31 <sup>st</sup> Jan 2012
<b>FISRI III</b>	January – Oct,2012	17 <sup>th</sup> Feb,2012	31 <sup>st</sup> May 2012, 31 <sup>st</sup> July 2012 & 30 <sup>th</sup> Sept 2012	31 <sup>st</sup> May 2012, 31 <sup>st</sup> July 2012 & 30 <sup>th</sup> Sept 2012	Not Yet	Not Yet	-	30 <sup>th</sup> Dec,2010	31 <sup>st</sup> May 2012, 31 <sup>st</sup> July 2012 & 30 <sup>th</sup> Sept 2012	31 <sup>st</sup> May 2012, 31 <sup>st</sup> July 2012 & 30 <sup>th</sup> Sept 2012

Please provide an electronic copy of each category document/report across FISRI I-III;

## 2. FINANCIAL MANAGEMENT (Value-for-Money)

Please provide a breakdown of the funds flow for FISRI I-III (under FAFA), as follows:

Phase	Transfers from EU	Budget Breakdown	Actual Expenditure	Variance	Explanation
<b>FISRI I</b>	May,2009 – May, 2011	7,491,496	8,881,666	(1,390,170)	Retroactivity spending for FISRI III
<b>FISRI II</b>	June, 2011 –December, 2011	3,578,904	3,521,327	57,577	Variance is negligible
<b>FISRI III</b>	January,2012 – October,2012	5,800,000	Breakdown	Variance	Project is still being implemented

## 3. PROJECT STAFFING

Please provide a breakdown of the project staffing, as follows:

Phase	Function, Name (Date from/to)	Functional Vacancies (Date from/to)
<b>FISRI I</b>	-Coordination: Jim Belemu -Agronomic support: Sina Luchen -Administration: Cynthia Makunka -Finance: Kadonsi Chinganya - Communication and Visibility: Raphael Kauseni Driving: Simon Mulela Driving: Alfred Mubanga	Programme Coordinator (May,2009 – May, 2011) National Projects Officer-Agronomist (May,2009 – May, 2011) Operations Assistant: (May,2009 – May, 2011) Administrative Assistant (May,2009 – May, 2011) Information Officer (May,2009 – May, 2011) Driver (May,2009 – May, 2011) Driver (May,2009 – May, 2011)
<b>FISRI II</b>	-Coordination: Jim Belemu -Agronomic support: Sina Luchen -Administration: Cynthia Makunka -Finance: Kadonsi Chinganya -Monitoring & Evaluation: Crispin Kapunda Driving: Simon Mulela Driving: Alfred Mubanga Administration: Zumbe Siwale	Programme Manager (June 2011 – Dec, 2011) Senior National Programme Officer – Agronomist (June 2011 – Dec, 2011) Operations Officer: (June 2011 – Dec, 2011) Administrative Assistant (June 2011 – Dec, 2011) M&E/Food security Officer (June 2011 – Dec, 2011) Driver (May,2009 – May, 2011) Driver (May,2009 – May, 2011) Administrative Officer- (May,2009 – May, 2011)

<b>FISRI III</b>	-Coordination: Jim Belemu -Agronomic support: Sina Luchen  -Administration: Cynthia Makunka -Finance: Kadonsi Chinganya -Monitoring Evaluation: Crispin Kapunda Driving: Simon Mulela Driving: Alfred Mubanga Administration: Zombe Siwale	Programme Manager (January, 2012 – Dec, 2012) Senior National Programme Officer – Agronomist January, 2012 – Dec, 2012) Operations Officer: (January, 2012 – Dec, 2012) Administrative Assistant (January, 2012 – Dec, 2012) M&E/Food Security Officer (January, 2012 – Dec, 2012) Driver (May,2009 – May, 2011) Driver (May,2009 – May, 2011) Administrative Officer- (May,2009 – May, 2011)
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Please complete the above matrix, as relevant;