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### Annexes

## Acronyms

ACDEP	Association of Church-based Development NGOs
ADVANCE	Agricultural Development and Value Chain Enhancement
APO	Agricultural Production Officers
APSP	Agricultural Policy Support Project
ATT	Agricultural Technology Transfer
CCC	Collaborative Circle of COPs
COP	Chief of Party
DCA	Development Credit Authority
FBO	Farmer Based Organization
FIs	Financial Institutions
FinGAP	Financing Ghanaian Agriculture Project
FTF	Feed the Future
GAIP	Ghana Agricultural Insurance Pool
GCAP	Ghana Commercial Agriculture Project
GGC	Ghana Grains Council
iDE	International Development Enterprises
MEL	Monitor Evaluation and Learning
MoFA	Ministry of Food and Agriculture
NFs	Nucleus Farmers
RC	Regional Coordinators
USAID	United States Agency for International Development

## Introduction

The ADVANCE II Project, Cooperative Agreement # Aid-641-A-14-0001, was awarded to ACDI/VOCA and the consortium partners on February 5<sup>th</sup>, 2014 and is scheduled to end on September 30<sup>th</sup>, 2018. This four-year and eight month project is a follow-on to the successful Ghana Agricultural Development and Value Chain Enhancement (ADVANCE I) project which ended on March 13<sup>th</sup>, 2014.

This first quarterly report covers activities from February 5 to March 30, 2014. During this period we principally focused on start-up activities and project planning, though we also initiated several technical interventions.

## 1. Project Startup

The senior management of ADVANCE II began working as soon as the cooperative agreement was signed. Immediate activities included signing letters of authorization, sub-awards, and contracts with the consortium partners, preparing and finalizing the 60-day contract deliverables, opening project offices, conducting procurement, and recruiting and posting staff.

### 1.1 Partners and Sub Recipient Awards

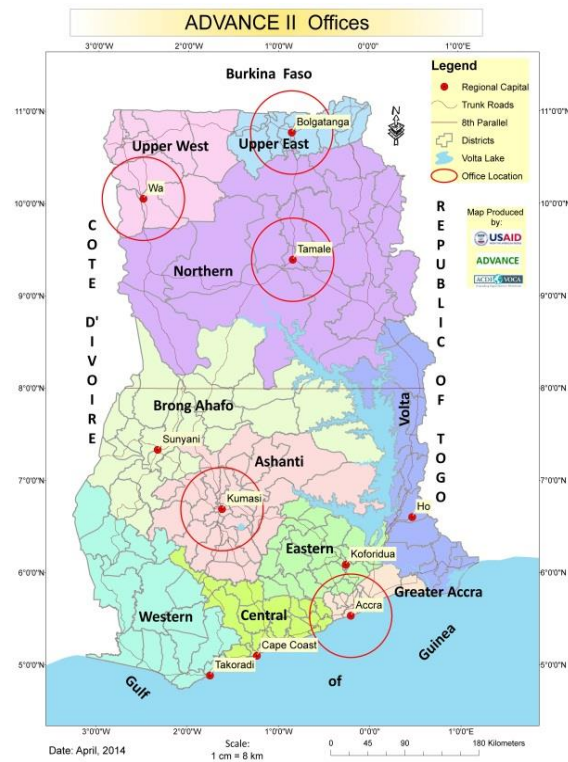
During the reporting period, the projects three implementing partners –TechnoServe, ACDEP and PAB Consult – were formally contracted to enable them to recruit staff and implement technical assignments. ACDI/VOCA as the team lead, provides management oversight, and technical direction to our implementing partners and all project staff. We ensure proper and efficient administrative services, reporting to USAID, and coordinating with other donor projects.

To foster good communication and coordination one of our first actions was to establish the Project Management Steering Committee, comprised of the leadership of our implementing partners and lead by the ADVANCE II Chief of Party (COP). The committee will meet quarterly to review project progress on indicators, objectives, and discuss observations and learning, assess project approaches, and adapt project design and activities.

### 1.2 Staff and Partner Capacity Building

For a strong start-up the project sponsored eight participants to attend a 5-day course on Grant and Cooperative Agreement Management for USAID Partners, conducted by Claro KC. Representatives from Pab Consult, ACDEP, GGC and ADVANCE II attended the course to further strengthen their capacity and to work towards USAID Forward objectives. The training equipped the project and implementing partner staff with greater understanding of USAID regulations, and provided tools to more effectively manage this and any other project. The training is one of the many steps in building local capacity so that local organizations can independently manage USAID or other U.S. government funds and achieve a given project’s desired results.

Figure 1: ADVANCE II Office Locations



### 1.3 Opening Project Offices

The ADVANCE II project office in Accra, with full administrative and financial support units, was established as soon as the project was awarded. The Accra office provides financial, administrative, communications, logistical, and project management support to the field offices and teams. The Chief of Party, based in the Accra office, remains the primary point of contact for communication and interaction with USAID/Ghana.

The field offices in Tamale, Bolgatanga and Wa (see circled cities on the map in Figure 1) were opened and became operational on March 1 with 70% of staff (mostly those retained from ADVANCE I) reporting to their duty post. A fifth office will be opened in Kumasi during the fourth quarter of this program year.

The Tamale office is the main hub for the project in the North and remained functional through the end of ADVANCE I and into the start-up of ADVANCE II. To accommodate all the new staff and create an effective work place the office underwent renovation and was ready to receive the full team in March. The Wa office, owned by TechnoServe, was already equipped and with minor modifications became fully operational on March 1. A new office location was found for the Bolgatanga office which was leased and fully equipped and staffed in March.

ADVANCE II has started operating in four regions; covering 47 districts (see Annex 2 for details), 37 technical staff, and 41 support and logistics staff, have been recruited and posted to date from all four consortium partners. In addition, seven finance and administrative staff from the ACDI/VOCA West Africa regional office in Accra are providing support services to the project, including staff contracts, and project procurement of vehicles, generators, and office equipment..

### 1.4 Staffing Plan, Staff Recruitment, and Placement

The project's Operations/Grants Manager, Philip Ataarem, and his team have all been recruited and operate from the Tamale office. The new Technical Director/Value Chain Specialist, Allan Pineda, has been approved by USAID and will be based in the Tamale office in early June to direct technical programs and activities. Technical leaders for agricultural production and business services have been recruited and are also based in the Tamale office under the direction of the Technical Director/Value Chain Specialist.

**Table 1: ADVANCE II staff at post as of 31st March 2014**

Office	Positions filled to date
Project Headquarters (Accra)	COP; DCOP; M&E Coordinator; PR & C Specialist; Trade & Marketing Specialist; Senior Policy & Advocacy Specialist; GIS Specialist
North Ghana Project Office (Tamale)	Senior Operations Manager; Institutional Capacity Building and Training Coordinator; Senior Business Services Specialist; Senior Agribusiness Specialist; ICT Specialist; Admin. & Support Staff (15 – Office Manager, Accountant, Receptionist, Security Guards, Drivers)

Office	Positions filled to date
Northern Regional Office (Tamale)	Regional Coordinator; M&E Officer; APOs (5); BSO (1); Trade & Marketing Officer (1); Policy & Advocacy Officer (to resume on May 2)
Upper East Regional Office (Bolga)	Regional Coordinator; M & E Officer; APOs (4); BSO (1); Admin. & Support Staff (8)
Upper West Regional Office (Wa)	Regional Coordinator; M & E Officer; APOs (3); BSO (1); FBO (1) Admin. & Support Staff (5)

Program specialists for ICT Outreach and Institutional Capacity Strengthening were recruited and have reported to their duty post in the Tamale project office. The process to recruit gender and environment specialists is far advanced and will be completed next quarter. See Annex 1 for detailed organizational chart.

Regional technical teams, led by Regional Coordinators (RC), mostly experienced staff returning from the ADVANCE I project, have been contracted by their respective companies and briefed before reporting to their field posts. At the end of March, all the field offices were staffed and operational as detailed in Table 1.

### 1.5 Project Deliverables

During this period, while managing our on-the-ground start-up with our implementing partners, stakeholders and beneficiaries we prepared the core guiding documents for the project and delivered them within the 60 day deadline. These deliverables included:

- Draft Annual Implementation Plan, covering project activities through September 30, 2014 – The final Annual Implementation Plan will be provided by May 6 and will incorporate USAID suggested modifications and comments.
- Environmental Mitigation and Monitoring Plan (EMMP) – One time submission with annual updates. The next update is due September 1, 2014.
- Draft Monitoring, Evaluation, and Learning (MEL) Plan – This is a combined plan covering the Performance Monitoring Plan (PMP) and a Knowledge Management and Learning (KM&L) Plan – Based on USAID comments the MEL Plan will be resubmitted by May 6, 2014, unless there are no comments, in which case the draft will be considered the final.

### 1.6 Collaboration with MOFA, FTF Projects, and Other Programs

Throughout implementation of ADVANCE I, project management engaged the Ministry of Food and Agriculture (MoFA) at all levels and ensured that project activities were in line with the objectives set out in the Food and Agriculture Sector Development Policy II (FASDEP II). This policy and practice of actively engaging MoFA at all levels continues under ADVANCE II. At the field level, the Regional Coordinators are meeting with MoFA Regional and District Directors to formally introduce and explain the project to them and seek collaboration with their staff.

Regarding other Feed the Future (FTF) projects, ADVANCE II and the other implementing partners have formed the 'Collaborative Circle of COPs' (CCC) where the COPs and DCOPs meet monthly to discuss issues of mutual interest as a means of efficiently and effectively managing resources, reducing any chance of duplicating efforts, and reaching FTF program goals. The objectives of the collaboration are to ensure inter-project coordination, program alignment and shared accountability. Presently ADVANCE II, FinGAP, ATT, APSP and GCAP constitute the CCC that meet monthly, but this will expand to include the METSS and RING projects, and occasionally USAID AOR/CORs. Other project staff (M&E, Grants) or experts working with projects will be invited to CCC meetings on a need be basis.

Through the CCC, project work plans, and PMPs have been shared and there is a strong commitment to working together to achieve the FTF goals. The projects have also shared actor lists, survey data and weekly updates. Program Specialists from the various projects have been tasked to consult and collaborate with their counterparts on the other projects. For example the ADVANCE II Policy Specialist is tasked to work with APSP, and FinGAP is working with the ADVANCE II Finance Specialist, and the ADVANCE II Senior Agronomist is working closely with ATT.

Other collaborative efforts include:

- iDE: We met with the Chief Operating Officer Elizabeth Ellis of International Development Enterprises (iDE) Ghana to explore collaborative ways to support off-season irrigated vegetable production with staple crop producers, especially women, to augment income for smallholder farmers in North Ghana. An MOU is being discussed.
- DCA: Met with the Development Credit Authority (DCA) Investment Officer Michael Muldoon to investigate avenues of working with the Ghana Agricultural Insurance Pool (GAIP) on credit guarantee options. Both parties agreed that further support is required for GAIP to boost their marketing strategy on the drought insurance product. As a first step, ADVANCE II has sent to Michael a list of six leading rural banks in the three northern regions providing production credit to rural farmers as possible candidates for inclusion in the crop insurance program.
- Ignitia: The CEO Liisa Petrykowska and Operations Manager Cindy Laird of Ignitia (Tropical Weather Forecasting) met with ADVANCE II to discuss the program to reach farmers with 2-day SMS weather alerts, and a premium package for ADVANCE II staff for a monthly update and seasonal outlook starting April. Through Ignitia's partnership with MTN, farmers sign up using a short code in their locality and their GPS coordinates will be picked up.



## 2. Technical Operations

ADVANCE II started on February 5<sup>th</sup> with sufficient lead time to prepare for the 2014 planting season with a “seed in the ground” time frame of May/June depending on the start of the rains. ADVANCE took advantage of its fast start-up to commence technical delivery.

### 2.1 Scoping for Clients

In preparation for the planting season, the agronomy and business teams started working in the field to renew relationships with ADVANCE I actors, including nucleus farmers (NFs), aggregators, input and equipment importers and distributors, and financial service providers. During this same period the field staff were scouting for new players to be immediately brought on-board to start the scaling-up process. The local media, especially radio, was used to announce project start-up and encourage interested value chain actors to either visit the ADVANCE II project offices or look for various project programs, and activities which would be appropriate for them to participate.

The Business Services Officers (BSO) and the Agricultural Production Officers (APOs) have started working with all former and new actors to develop a quick but effective business plan that will guide the work and determine needed resources for both value chain actors and project facilitators.

### 2.2 Actors Identified to Work with the Project

A total of about 37,000 actors, 27,300 carried over from ADVANCE I, and 9,700 identified during the reporting period have started working with the project. These include 141 NFs, (37 new and 104 continuing) 36,400 OGs (about 9,500 new and 26,900 continuing), 35 input dealers (nine new and 26 continuing), 23 financial institutions (FIs) all continuing from ADVANCE I, nine processors (one new and eight continuing), 17 radio stations (three new and 14 continuing), 17 aggregators (five new and 12 continuing). Details are provided in Annex 3. The field offices have held five stakeholder meetings with the identified NFs, aggregators, FIs, input dealers, and radio stations to discuss the rules of investment-led participation under ADVANCE II.

### 2.3 Identification of Demonstration Sites

During the implementation of ADVANCE I, demonstration sites were set up to show farmers how to achieve higher productivity through good agronomic practices and, in collaboration with private firms, use of high yielding seed, seed treatments, fertilizers, weedicides and inoculants (for soybean). Under ADVANCE II, a similar strategy is being adopted. In preparation for this year’s crop demonstration activity, technical field staff, led by the project Senior Agronomist and an agronomist hired short-term to provide technical assistance, have met with farmers to propose sites for the 2014 demonstrations. Having determined the input requirements for seed, fertilizers, herbicides, inoculants, lime, they have met with input dealers to discuss the collaboration modalities to establish these sites. Field layout maps and methodology for the demonstrations have been agreed as well as labor requirements, including participation by MoFA field staff and other collaborators. It is expected that about 15,000 smallholders will learn new technologies and/or new management practices through the demonstration sites.

## 2.4 Gender

In line with the Feed the Future (FTF) goal of reducing gender inequality, while increasing equity and recognition of the contribution women make to Ghanaian agriculture, the project is ensuring that both women and men fully benefit at all levels of the value chain. With that aim in mind, the ADVANCE II team has applied its understanding of gender relations, issues and constraints at the household and community levels in order to develop a strategy that integrates gender awareness and specific activities into the project's overall approach and interventions.

In addition to gender disaggregation, the ADVANCE II PMP includes appropriate indicators and targets to track women's participation in the project.

Participants at the International Women's Day celebration



In furtherance of the project's approach to ensure gender equity, the project brought together 30 value chain actors, including NFs, outgrowers and aggregators, to celebrate International Women's Day in Tamale on March 7, 2014. The theme of the event was "*Inspiring Change – Rural Women to Business Women.*" Presenters shared their experiences working with women in the agricultural sector. The success stories demonstrated positive economic and social impact for all involved and caused male audience members to consider expanding their business engagement with women. Participants shared ideas on how NFs can make conscious efforts to work with women smallholder farmers. Speakers at the function included NFs (John Mulnye from Gindabour in the Northern Region, Ernest Asoi, leader of the Kukunasor Women's Group in Chereponi in the Northern Region, Letitia Apam an aggregator from Garu Tempane in the Upper East Region). Other male participants shared their success as a result of working with women and pledged to be champions of women's participation in agribusiness.

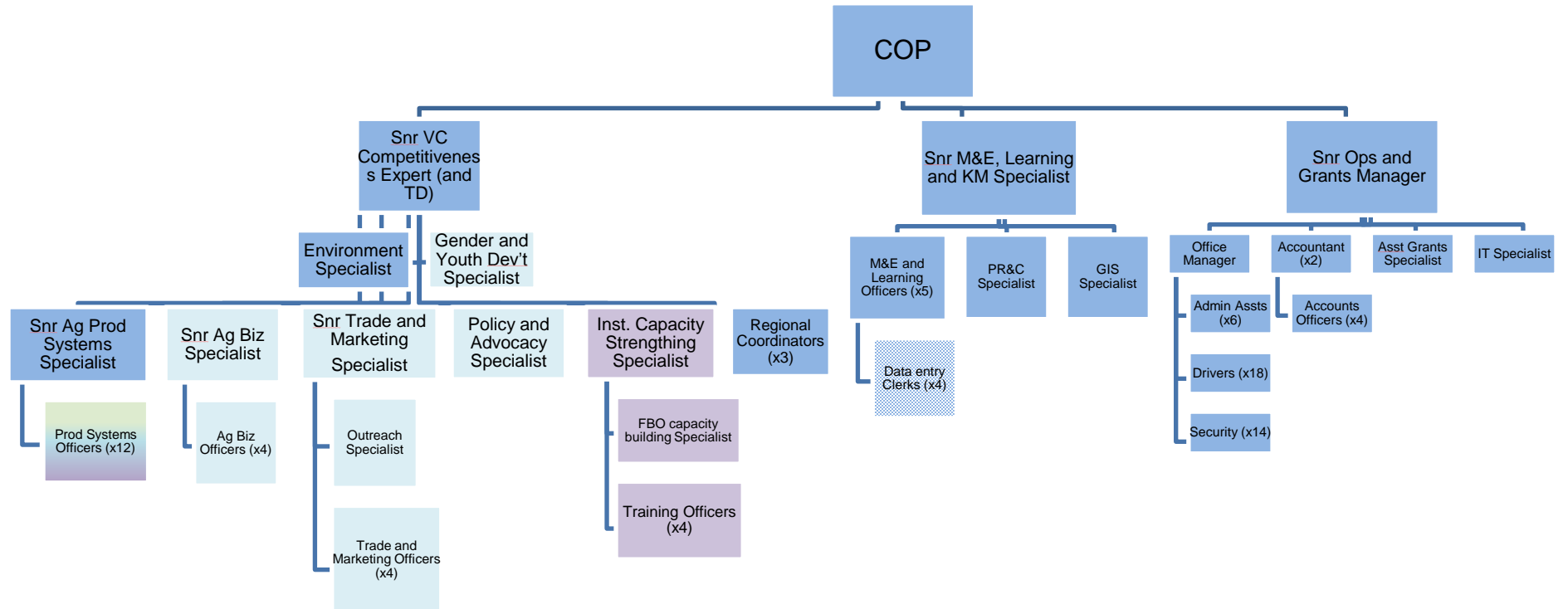
Three male NFs (Gundaa, Kharma Farms and Moyo Farms) who do not currently have significant numbers of women in their outgrower schemes were motivated by the stories and experiences and pledged to engage more women smallholder farmers in their farming operations in the coming season (see link to Viasat1 News & Modern African Productions (MAP) for the story <http://youtu.be/yBzzSWiGfLQ>).

## 2.5 Monitoring and Evaluation

During the reporting period the team initiated work on the project Monitoring, Evaluation and Learning (MEL) plan which as indicated in the deliverables section was submitted on schedule. As part of the start-up the M&E Unit reviewed all data collection tools under ADVANCE I and also developed new data collection tools to address the new indicators under the ADVANCE II. The project developed a temporal Microsoft Excel template to store data while our more robust and permanent project database is being developed. All M&E officers have been contracted,

posted, and trained on new data collection templates to ensure uniformity and portability during migration of data into the permanent database.

Annex 1: ADVANCE II Organizational Chart



## Annex 2: ADVANCE II Operational Districts and Commodities

Region	District	Commodity
Northern	Tamale Metropolitan	maize, rice
	Gusheigu	Maize, Soybean, Rice
	West Gonja	Maize
	Nanumba North	Maize/Soybean/Rice
	Nanumba South	Maize
	Savelugu	Maize
	Central Gonja	Maize, Soybean
	Tolon	Maize, Rice
	North Gonja	Maize, Rice
	East Gonja	Maize, Soybean, Rice
	Yendi	Maize, Soybean, Rice
	Karaga	Maize, Rice And Soybean
	Zabzugu	Rice, Soybean
	Chereponi	Soybean
	Saboba	Soybean
	West Mamprusi	Soybean/maize
	Kumbungu	Maize, Rice
	Nanton	Maize
	Tatale	Rice, Soybean
	East Mamprusi	Maize and soybean
Upper East	Bongo	Soy
	Bolgatanga	Rice, maize and Soy
	Bawku West	Maize and Soy
	Garu	Maize and Soy
	Bawku Municipal	Maize and Soy
	Talensi -	Maize
	Sawla/Tulna/Kalba	Maize
	Builsa North	Rice and Soy
	Builsa South	Rice and Soy
	Nabdan	Maize and soybean
	West Mamprusi	Maize and soybean
	Mamprugu-Maoduri	Rice
	Bunkpurugu Yunnyo	Maize and Soy
	Tempane	Maize and Soy
	Lambussie Karni	Soya/Maize
	Kassena Nankana	Rice
	Wa West	Maize/Soya
	Upper West	Wa East
Wa Municipal		Maize/Soya
Jirapa		Maize
Sissala East		Maize/Soya
Sissala West		Maize/Soya

Region	District	Commodity
	Sawla-Tuna-Kalba	Maize and Soybean
	Nadowli	Maize/Soya
	Nandom	Maize/Soya
	Bole	Maize
	Lawra	Maize
Brong Ahafo	Kintampo North	Maize

## Annex 3: Detailed numbers of value Chain Actors contacted and their locations

## Tamale

TYPE OF ACTOR	ADV I Continuing						ADV II NEW						TOTAL	
	# OF ACTORS	M	F	Estimated # OG/SHFs	Male	Female	# OF ACTORS	Male	Female	Estimated # of OG/SHFs	Male	Female	ACTORS	OG/SHFs
Processors	2	0	2	0	0	0	2	2	0	0	0	0	4	0
Input Dealers	11	11	0	0	0	0	2	2	0	0	0	0	13	0
Large Buyers	10	7	3	0	0	0	20	20	0	0	0	0	30	0
Aggregators	4	0	4	0	0	0	1	1	0	0	0	0	5	0
FI	8			0	0	0	0	0	0	0	0	0	8	0
Radio Stations	8			0	0	0	0	0	0	0	0	0	8	0
NFs	51	50	1	10455	6795	3660	8	8	0	1272	776	496	59	11,727
FBOs	95			3204	2082	1122	0	0	0	0	0	0	95	3204

## Wa

TYPE OF ACTOR	ADV I Continuing						ADV II NEW						TOTAL	
	# OF ACTORS	M	F	Estimated # OG/SHFs	Male	Female	# OF ACTORS	Male	Female	Estimated # of OG/SHFs	Male	Female	ACTORS	OG/SHFs
Processors	3	2	1	2,000	1,675	325	0	0	0	0	0	0	3	2,000
Input Dealers	4	4	0	1,205	927	278	5	5	0	1,500	1,050	450	9	1,500
Large Buyers	1	1	0	500	312	188	0	0	0	0	0	0	1	500
Aggregators	2	2	0	200	115	85	2	0	2	400	280	120	4	600
FI	6						1							
Radio Stations	3	3	0				1	1	0				4	
NFs	22	22	0	7,385	3760	3625	24	23	1	3,000	1,950	1,050	46	10,385
FBOs	0	0	0	0	0	0	196	80	116	3,778	2,342	1,436	196	3,778

**Bolga**

ADV I Continuing							ADV II NEW						TOTAL	
TYPE OF ACTOR	# OF ACTORS	M	F	Estimated # OG/SHFs	Male	Female	# OF ACTORS	Male	Female	Estimated # of OG/SHFs	Male	Female	ACTORS	OG/SHFs
Processors	8						1							
Input Dealers	11						2							
Large Buyers	8						0							
Aggregators	6						2							
FI	9						0							
Radio Stations	3						2							
NFs	31	27	4	5,131	3,346	1,785	5	5	0	1,510	906	604	36	6,641
FBOs	48			800	288	512	0						48	800
MSP	9						0							

**TOTAL FOR THE ADVANCE II PROJECT**

ADV I Continuing							ADV II NEW						TOTAL	
TYPE OF ACTOR	# OF ACTORS	M	F	Estimated # OG/SHFs	Male	Female	# OF ACTORS	Male	Female	Estimated # of OG/SHFs	Male	Female	ACTORS	OG/SHFs
Processors	13			2000	1,675	325	3			0	0	0	16	2000
Input Dealers	26			1,205	927	278	9			1,500	1,050	450	35	2,705
Large Buyers	19			500	312	188	20	20	0	0	0	0	39	500
Aggregators	12			200	115	85	5			400	280	120	17	600
FI	23	N/A	N/A	N/A	N/A	N/A	0	0	0	0	0	0	23	0
Radio Stations	14			0	N/A	N/A	3	0	0		N/A	N/A	17	N/A
NFs	104	99	5	22,971	13,901	9,070	37	36	1	5,782	3,632	2,525	141	28,753
FBOs	143	0	0	4,004	2,370	1,634	196	80	116	3,778	2,342	1436	339	7,782
MSPs	9			0			0			0			9	0



