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KOSOVO NEW OPPORTUNITIES FOR AGRICULTURE (NOA) PROGRAM

FY'11 Second Quarter Report
28 January – 1 April, 2011

APRIL 2011

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DISCLAIMER

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1.0 ACTIVITIES

During the Quarter NOA was successfully launched and set on a path for successful implementation. Detailed Q2 accomplishments are reported below

1.1 MOBILISATION AND PROGRAM DEVELOPMENT

Staffing and personnel

- Marguerite Kephart, Jim Maxwell, Mike Kimes, Fatmir Selimi and Eleonora Ibrahimi were approved for and functioned as the NOA start-up team.
- Communicated with USAID about the NOA organization chart and reached basic consensus; added an Interpreter and a Minority Liaison/Marketing Specialist to LT staffing.
- Martin Wood nominated as CoP, accepted by USAID and started work on 21 March.
- Advertized for, interviewed, short listed did reference and compensation checks on NOA employees; updated Position Descriptions based on latest org chart; submitted RfAs for USAID approval, then signed contracts with all but one employee; start dates established for all employees. 8 employees were working at the end of the Quarter. All staff will be on board by 18 April.
- Finalized local employment agreement template, employee benefits package and Employee Handbook; Employee Health Plan established.

Program office and registration

- Temporary office identified and occupied; long term office identified, contracted and being readied for occupancy on 15 April; office furniture selected and ordered; stand-by Generator being acquired.
- Contract signed for mobile phones; land line negotiations nearly complete.
- Offers received for network servers and cabling; other computer and office equipment acquired.
- ARD registered in Kosovo with the Business Registration Unit.
- Email domain xxxxx@noakos organized.

Subcontractors

- Subcontract signed with CNFA; Letter Contract signed with IC-K permitting their employees to work on NOA; full subcontract to be signed second week of April.

Program planning and activities

- Submitted a draft FY '11 AWP; received input from USAID; began further development of FY '11 Activities and the resulting FY '11 updated AWP.
- Arranged to fund Dr. John Mellor to attend and speak at the Bansko Retreat, then continue discussions with the Minister of Agriculture, and with the NOA and KPEP project teams.
- Discussed opportunities for cooperation with KPEP, RiInvest, CEED/OBCK, the Economic Diplomacy Project and GTZ.
- Held Weekly Staff Meetings.

Finance and procurement

- Bank account opened and functioning.
- Three vehicles are being purchased; bids expected April 5.
- Accruals Report submitted to USAID.

1.2 VALUE CHAIN ACTIVITIES

Fast Track Activities Identification

- Formed a preliminary T10 value chain selection committee, utilized weighted screening criteria to prioritize the T10 based on current knowledge; determined initial phasing; value chains selected for Phase One were Gherkins/Cucumbers, Apples, Table Grapes and Berries.
- Prepared the list of potential customers for each VC; met with numerous potential customers in the last week of the Quarter. Gained a better understanding of main obstacles faced in Horticulture sector (producers, collectors, processors and traders/exporters).

Longer Term Value Chain Activities

- Bumpers Report for apples, table grapes, lettuce/chicory, gherkins, and cranberries in progress.
- Meeting held with Mark Wood of KPEP to discuss possible coordination/overlap avoidance.

1.3 ENVIRONMENTAL COMPLIANCE

- Participated in “training” at USAID offices on environmental compliance procedures; communicated with USAID about NOA’s environmental requirements.
- The PERSUAP RfA was approved; work started first week of April.

1.4 OUTREACH AND TRAINING

- The Outreach and Training Coordinator, Julie Kuraya, is due to start Monday, April 11.

1.5 INNOVATION AND INCENTIVE FUND

- The Innovation & Incentive Fund Manual (IIFM) submitted to USAID who reviewed it and made comments and recommendations; these were forwarded to BTV for action.
- ARD will request for the Head Office Senior Grants Specialist to visit Kosovo for five working days, and the Head Office Senior Contracts Specialist for ten working days, to conduct staff training on the use and application of the Manual. This is anticipated to take place in May.
- Grants and Sub-contracts Manager, Agron Selmani, is due to start April 18. He has been briefing himself on the IIFM before joining the project team.

1.6 PERFORMANCE MANAGEMENT

- Submitted a draft FY '11 and LoP PMP; M&E Specialist, Artan Zhushi, is due to start April 11.

1.7 IMPROVED COORDINATION WITHIN THE AGRICULTURE SECTOR

- Four MAFRD Advisor candidates submitted to USAID; Advisor has not been selected by MAFRD.

1.8 FOOD SAFETY AND QUALITY

- Met with TAM/BAS and IFC to discuss food safety and quality issues.

1.9 ACCESS TO FINANCE

- USAID requested less emphasis on this component so no significant work was done on it this Quarter.

2.0 ISSUES TO BE RESOLVED

- MAFRD needs to select an Advisor from the candidates submitted or provide a more detailed description of the specific qualifications of the person they are seeking.
- While the NOA contract places particular emphasis on developing new products for new (export) markets, less emphasis has been placed on products from new value chains and export markets in initial conversations with USAID. More clarity is needed on the comparative emphasis to be placed on new products for new markets, and if the domestic market is to be at least an initial NOA focus, this needs to be clearly stated and approved by USAID in the final FY '11 AWP as a means of modifying or at least expanding the focus of the NOA contract.
- An Approvals Letter needs to be developed and agreed between TtARD and USAID (COTR and RCO) so approval procedures are well understood and clear.
- Due to dramatically different ways of doing accounting and budgets, and significant differences in business styles, it has taken longer than expected to complete the IC-K subcontract. However, arrangements have been made for the three IC-K staff to be seconded to NOA to start work under a Letter Contract. The full IC-K subcontract will be signed very early in the third fiscal quarter.

3.0 WORK PLANNED FOR THE COMING QUARTER

The following section outlines expected NOA results for the third quarter of FY '11, organized by Area of Focus. These results will be compared to actual results in the third quarter report. In the third quarter, NOA will aggressively identify, develop, seek approval for and implement selected VC competitiveness enhancement Activities and Projects and will finish all Program start-up work.

Activity Number	Activity Name	Expected Result	Projected Completion Date
Mobilization and Program Development			
M001	Complete hiring of new staff, secure permanent office premises, refurbish and occupy new offices	NOA fully staffed and new office occupied	15 April
M002	Staff Orientation, Contract Review and AWP Review Workshop	Workshop held	22 April
M003	Hold an NOA Launch event	Launch event held	29 April
M007	CoP and DCoP attend Orientation at TtARD in Burlington, VT.	CoP and DCoP familiar with ARD Home Office systems and procedures	13 May
M015	Identify and Compile database of Value Chain participants, working at all levels	Potential customer database built, populated and completed	27 May
M018	Conduct a Workshop at AgBiz [Macedonia] on Lessons Learned and Best Practices	Workshop successfully held	27 May
M021	Bumpers Assessments on T11	Bumpers assessments submitted to USAID	15 April
M026	FY '11 Q2 Quarterly Report	Draft QR submitted to USAID	15 April
M027	Ministerial Economic Retreat in Bansko, Bulgaria & follow-up in Kosovo	CoP participates & NOA pays for John Mellor's participation in the retreat & follow-up in Kosovo	15 April
M028	Complete international subcontracts	All international subcontracts signed	15 April
Fast Track Activities			
FT001	Meet agreed potential customers to discuss possible activities that may meet Fast Track Activity objectives - Phase I assessment	List of potential Fast Track activities available for review by management committee	8 April
FT002	Select most favorable activities for Phase II assessment; develop Activity Summaries (AS) for these	Short list prepared of potential activities to be developed in Phase II; Ass prepared for those potential activities	15 April
FT003	Prepare detailed Implementation Plans for short listed Activities- Identify potential local consultants that could help implement the proposed Activities.	SOWs completed and available for subcontracting	29 April

Activity Number	Activity Name	Expected Result	Projected Completion Date
FT004	Conduct field trials in Vushtri of different gherkin varieties and production technologies focused on export markets	Plans and contracting for two tests in one season completed; field trials underway	1 July
FT005	Conduct field trials in Lipijan for Flower Bulbs using production technologies focused on export markets	Plans and contracting for two 0.25 ha. field trials completed; trials underway	1 July
FT006	Provide HACCP and ISO 9100 evaluation and training to Eurofrutti, and assist them in implementation leading to certification for Eurofrutti to export frozen berries	Plans and contracting for HACCP and ISO 9100 implementation completed; implementation underway	1 July
FT007 - ?	Activities to be defined and initiated at conclusion of FT003.	Number initiated to be determined	1 July
Longer Term VC Activities			
A001, TG001, B001 & G001	Develop Profiles of the Apple, Table Grape, Berry and Gherkin Value Chains in Kosovo	Profiles of the domestic situation in each VC completed	10 June
A002, TG002, B002 & G002	Conduct a desktop import/export data collection & assessment of apple, table grape, berry gherkin regional markets with a focus on Kosovo export opportunities	Four regional markets import/export data collection and analysis assessments completed	17 June
A003 & TG003	One workshop with apple VC participants and one with table grape participants regarding export opportunities and VC development	At least 50 people presented with the basics of export markets and export opportunities & a SWOT analysis & "Go-NoGo" decision made for both VCs	24 June
G003 & B003	One workshop with gherkin VC participants and one with berry participants regarding export opportunities and VC development	Plans finalized for workshops with least 50 people each who will be presented with the basics of export markets & opportunities, a SWOT analysis & "Go-NoGo" decision to be made for both VCs	1 July
A004.1, TG004.1, B004.1 & G004.1	For the "GO" VCs, complete preparations to conduct detailed assessments of regional markets;	Plans for Detailed Assessments of Regional Markets for the "Go" VCs prepared & ready to be launched w/e 8 July	1 July
A004.2, TG004.2, B004.2 & G004.2	Prepare VC Development Plans for the "Go" VCs	Formats for the "Go" VC Development Plans agreed that will include an outline of market entry plans & VC development costs	1 July
A005, TG005, B005 & G005	Provide technical support to "Go" VC members to be competitive in exports and/or to improve productivity for the domestic market	Plans finalized for at least 50 participants in each "Go" VC to be trained on new varieties & the requirements to be competitive in export &/or domestic markets	1 July
Environmental Compliance			
M022	Conduct a PERSUAP for T11 crops	PERSUAP completed	10 June
M023	Develop & maintain an Environmental Mitigation and Monitoring Plan [EMMP]; submit with QRs	Updated EMMP submitted quarterly	1 July
M024	Obtain clarity on specific USAID Environmental requirements	Program Environmental Plan finalized	1 July
Innovation and Incentive Fund			
M005	Innovation and Incentive Fund (IIF) Manual development and approved	IIF Manual approved	29 April
M004	Issue a Request for Applications [RfA] requesting Concept Proposals	RfA issued	19 April
IIF006	Regional Information Meetings	Four regional information meetings held	27 April

Activity Number	Activity Name	Expected Result	Projected Completion Date
M008	Review and Evaluation Committee assesses & ranks Concept Proposals	Short-list of Concept Proposals identified and "Approved in Cycle"	20 May
M009	Staff Training on Grants and Subcontracts	IIF, Finance and Administration & Technical Staff trained on Grants & Subcontracts	27 May
IIF011	Hold Next Steps Workshop for "Proceed in Cycle" applicants	Successful workshop held with selected CP applicants & they are provided detailed IIF applications	26 May
IIF013	Solicit detailed IFF proposals	Detailed IFF proposals received from applicants	1 July
Food Safety and Quality			
M025	Assessment of Food Quality and Safety Enhancement Needs in Kosovo for Component 3	All preparation for Needs Assessment completed & work scheduled to start 5 July	1 July
Outreach/Market Information/Environment			
M017	Develop & Gain USAID approval for the NOA Communications and Outreach Strategy	Outreach strategy approved by USAID	27 May
M017.1	Success Stories	Monthly Success Stories Released	April, May & June
Improved Coordination within the Agricultural Sector			
M010.1	Finalize MAFRD Advisor	MAFRD Advisor determined & mobilized	15 May
M010.2	Establish and Launch MAFRD Donor Coordination Board, and hold Monthly meetings	Initial meeting held	24 June
M011	Hold Multi-Donor Export Development Coordination Workshop	Workshop held	24 June
Monitoring and Evaluation			
M014	Develop & Finalize data collection tools for PMP	PMP data collection tools & forms finalized	13 May
M016	Staff training on PMP and its implementation	All technical staff trained	3 June

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