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KNOWLEDGE-BASED INTEGRATED SUSTAINABLE AGRICULTURE AND NUTRITION (KISAN) PROJECT

QUARTERLY REPORT — FEBRUARY - MARCH 2013

CONTRACT NUMBER AID-367-C-13-00004

February – March 2013

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TABLE OF CONTENTS

Acronyms.....	ii
INTRODUCTION	3
QUARTERLY HIGHLIGHTS	3
ACCOMPLISHMENTS COMPARED TO TARGETS.....	4
START UP.....	4
Mobilizing Staff.....	4
Office Lease.....	5
Procurement	5
Start-up meetings	5
Partner Sub-Contracts.....	7
MANGEMENT ISSUES	7
ANTICIPATED FUTURE PROBLEMS, DELAYS, CONDITIONS, AND CONSTRAINTS THAT MAY ADVERSELY AFFECT THE IMPACT OF THE PROGRAM.....	7
CONSULTANTS, SHORT TERM TECHNICAL ASSISTANCE	8
SECURITY ISSUES.....	8
ENVIORNMENTAL IMPACT.....	8
PLANS FOR NEXT QUARTER	8
FINANCE AND EXPENDITURES	Error! Bookmark not defined.
ANNEX A	10

ACRONYMS

CEAPRED	Center for Environmental and Agricultural Policy Research, Extension and Development
COP	Chief of Party
DEPROSC	Development Project Service Center
EIG	Education for Income Generation
FTF	Feed the Future
GON	Government of Nepal
NEAT	Nepal Economic Agriculture and Trade Program
NEWAH	Nepal Water for Health
NPCS	Nutrition Promotion and Consultancy Services
WI	Winrock International

INTRODUCTION

The United States Agency for International Development in Nepal (USAID/Nepal) awarded Winrock International a contract on February 14, 2013 for the Knowledge-based Integrated Sustainable Agriculture and Nutrition (KISAN) Project. This project is a part of the Global Presidential Initiative, Feed the Future, and the flagship food security project of USAID/Nepal. The Project's overall goal is to sustainably reduce poverty and hunger in Nepal by achieving inclusive growth in the agriculture sector, increasing the incomes of farm families, and improving nutritional status, especially of women and children. The project is implemented in collaboration with five Nepali organizations as subcontractors: Antenna Foundation Nepal (AFN); Center for Environmental and Agricultural Policy, Research, Extension and Development (CEAPRED); Development Project Service Center (DEPROSC); Nepal Water for Health (NEWAH); and Nutrition Promotion and Consultancy Services (NPCS). During the first year, the project will work in ten districts in the Bheri and Rapti Zones of the Mid-Western Development Region. This multifaceted project will integrate agriculture and nutrition in order to increase agricultural production and incomes, and improve the nutritional status of women, and children under the age of five.

As per the contract (Section C.4.8.8 and F.4), Winrock must submit a quarterly progress report two weeks after the end of the first quarter. The quarterly report describes the accomplishments as compared to the targets and work plan. This first quarterly report covers the period between February 14 (beginning of the contract) and March 31, 2013 (the end of the quarter). This first performance report covers start-up activities. Future start up reports will be broken down by components and outputs.

QUARTERLY HIGHLIGHTS

Winrock was awarded the KISAN Project in February, and immediately began mobilization. During February, most activities took place in Winrock's home office where Winrock prepared and submitted approvals for staff and travel, and began seeking subcontractor approvals. Staff also prepared the draft procurement plan, partner subcontracts, and negotiation memos. Activities in Nepal began in earnest in March 2013, when the Chief of Party (COP), Bill Collis, joined the team, and administrative staff from the recently completed Education for Income Generation (EIG) project transferred over to KISAN. The first six weeks of the project have focused exclusively on start-up activities. During the first six weeks of the project Winrock has:

- Secured office space
- Set up financial systems
- Fielded the COP
- Hired 10 staff

- Met with 12 collaborators
- Facilitated informal meetings with the Government of Nepal (GON)
- Worked with USAID to gain the approval of all subcontractors.

ACCOMPLISHMENTS COMPARED TO TARGETS

START UP

Winrock has achieved the key goals for the first six weeks of the project as per the set targets. The Kathmandu office is fully operational with equipment from the EIG project. The project has hired the COP and deployed him to Nepal. The Kathmandu office has 10 staff working full time on the project.

During the first several weeks, staff focused on preparing materials required by USAID for approval of the staff, partners and travel. During the first quarter the KISAN team has:

- Secured Kathmandu Office space
- Set up financial procedures
- Opened bank accounts
- Hired 10 staff
- Received approval for all subcontractors
- Met with GON, partners and key collaborators
- Acquired equipment from previous USAID-funded projects (EIG)
- Developed procurement plan

Mobilizing Staff

Winrock sought and received approval for initial Winrock staff (home office and Kathmandu-based) to begin working on the project. Chief of Party, Bill Collis, joined the project in Kathmandu on March 3, 2013. Home office Project Coordinator, Erin Hughes, arrived in Kathmandu March 2, 2013. The Business Contracts Director, Head of Finance, and Chief Accountant joined the project on March 4, 2013, after completing their contracts with EIG on March 3, 2013. Winrock has requested and received approval for the Agriculture Expert and the Nutrition Expert. The Agriculture Expert is expected to join the project in May of this year; the Nutrition Expert is already engaged in the program and will join once NPCCS signs their subcontract with Winrock. Four other staff has been approved. **Table I** presents the people currently employed by KISAN.

TABLE I

S. N.	Name	Designation	Hire Date
1.	Mr. Keshab Prasad Gautam	Finance and Administration Director	March 1, 2013
2.	Ms. Binita Shrestha	Finance and Administration Officer	March 1, 2013
3.	Mr. Ashok Kumar Thakuri	Senior Driver	March 1, 2013
4.	Ms. Dropati (Sabitri) Pant	Office Cleaner/Tea Person	March 1, 2013
5.	Mr. Manoj Kumar Rai	Messenger/Office Assistant	March 1, 2013
6.	Mr. Praveen Baidya	Business Contracts Director	March 3, 2013
7.	Mr. Amitendra Chaudhary	GIS Expert	March 5, 2013
8.	Mr. Hari Narayan Chaudhary	Accountant/Procurement Associate	March 12, 2013
9.	Ms. Sanu Magarati	Receptionist/Administrative Assistant	March 13, 2013
10.	Mr. Ajaya Nanda Bajracharya	Agricultural Marketing Manager	March 28, 2013

Office Lease

Winrock negotiated with the landlord who provided the EIG office space, and has been able to retain the office for KISAN. Significant renovation will provide additional space in the office.

Procurement

Winrock's procurement unit has prepared a draft procurement plan based on our expected needs. We have delayed requesting approval because we wish to first determine what equipment KISAN will receive from other USAID/Nepal projects. Winrock inherited furnishings for the Kathmandu office, and basic electronic goods (computers, phone system, phones, generator, inverter, battery backups, wiring and networking, etc.) from the EIG project. Winrock has also assumed management of three vehicles.

In order to save costs further, Winrock has reviewed USAID/Nepal's NEAT disposition plan and has requested items from this project. KISAN staff met with the NEAT COR and NEAT COP and agreed on items to be transferred to KISAN. Winrock's procurement expert will arrive on April 14, 2013, and will assist in the development of a procurement plan to be submitted to USAID/Nepal for approval.

Start-up meetings

During the month of March, program staff focused participating in meetings with USAID/Nepal, GON, USAID/Nepal partner organizations, and other donors (see Table 2). The first partners' meeting was held at CEAPRED on March 14, 2013. All partners, along with USAID/Nepal attended the meeting. This provided an opportunity for USAID/Nepal staff to meet the subcontractors and for all participants to learn about the project's objectives, the context of the project, next steps in start-up, and Winrock's expectations for the project over the next few months.

TABLE 2: START UP MEETINGS

Organization	Key Dates March 2013	Purpose / Outcomes
USAID/Nepal	5, 11, 15, 27,	Initial meeting held with key mission staff; identified key questions; requested proposal debrief and award briefing. Award Debrief – March 11 USAID Day long Partners Meeting – March 15 Mission Director, others, discussions on GON involvement – March 27
IFAD	12	Learned about ongoing IFAD programs; new country strategy; explored possible areas of cooperation
Peace Corps/Nepal	13	Discussed districts where PC plans to send volunteers; put PC in touch with staff that know the districts well; shared literacy modules from EIG with PC. Need to coordinate on priority VDCs.
CEAPRED	5, 18, 27	Introduced COP and briefed subcontractors on start-up process. Answered subcontractors' key questions; oriented subcontractors to how we expect them to work on the project and next steps.
NPCS	19, 28	
DEPROSC	9	
ANTENNA Foundation	5	
GON, Ministry of Agriculture	17	Gave a note of thanks for GON support under EIG program and discussed GON's interest in Farmer-to-Farmer and informally discussed KISAN Project.
Suaaharra	19	Learned about Suaahara activities and key lessons learned. Made key introductions between Nutrition Expert and Suaahara staff. Collected materials they have developed that might be used in KISAN.
Mike Dockery, Sajhedari Bikas Program	18	Informed each other about the respective projects, overlapping districts, and explored ways to ensure coordination (bimonthly meetings); shared ideas of how to collaborate.
USAID Mid and Far Western Partners	21	Met COPs from USAID projects operating in Mid-West and Far-West – Sujeedari, H4L, Haryo Ban and KISAN – discussed potential coordination and collaboration
World Bank	21, 29	Discussions held with senior bank agriculture officer for Nepal and Bangladesh in regards to cooperation between GAFSP and KISAN. Met with Senior World Bank Ag Officer- shared documents.
NEAT COP	29,	Discussed cooperation between programs: equipment handover, staff, value chain studies, partners, office space.
BBC Media		Learned about Nepal rural and peri-urban attitudes on CC and agriculture. Discussed media/communication activities.
IDE	26	Discussed IPM CRSP, Horticulture CRSP collaboration as required in project documents.
Virginia Tech/ SANREM	28	Discussed SANREM CRSP, conservation agriculture and

TABLE 2: START UP MEETINGS

Organization	Key Dates March 2013	Purpose / Outcomes
		use of technologies by FTF KISAN.
CIMMYT/ CSISA	15, 17,	Discussed CSISA activities and potential areas of collaboration. Including possible shared costs for conservation agriculture video, potential cost share on web based database
CIMMYT/ HMRP	26	Meeting with Dr Ortiz and HMRP team. Discussion on seed program and potential collaboration.

Partner Sub-Contracts

Upon receiving approval from USAID/Nepal, Winrock finalized and shared subcontracts with the partners. The subcontracts are for the life of project, but Winrock has currently only obligated the first four months of their budget to the subcontractors. In the next four months, project staff will work closely to develop detailed one year (now until September 30th) implementations plans, scopes of work and budgets.

MANAGEMENT ISSUES

The Agriculture Expert, Dr. Lakshman Pun, has signed his contract and will be joining the project on May 16, 2013. The CEAPRED Team is stepping in to cover for his absence until that time.

ANTICIPATED FUTURE PROBLEMS, DELAYS, CONDITIONS, AND CONSTRAINTS THAT MAY ADVERSELY AFFECT THE IMPACT OF THE PROGRAM

Per the contract, numerous deliverables, including the Implementation Plan, M&E Plan, and Communications Plan were to be due 60 days after signing the contract. We have requested to have these due dates pushed back by an additional 30 days. The due date for the Plans is now 90 days after signing the contract.

When conducting start-up meetings, USAID/Nepal learned that GON is interested in being more involved in the design of the project and has requested that it be involved in the work planning process. For a variety of reasons, by the end of the quarter, the KISAN COP has not been formally introduced to the MOAD and DOA government counterparts. Moreover, the availability of GON officials is limited and it has been difficult to meet with them. This may delay the submission of the Workplan. Winrock and USAID/Nepal have agreed that pending other developments, the draft Workplan will be submitted on 24 May, 2013.

CONSULTANTS, SHORT TERM TECHNICAL ASSISTANCE

During the quarter, home office Project Coordinator, Erin Hughes, traveled to Nepal to support the COP and on start-up activities. Her trip report is in Annex I.

SECURITY ISSUES

During the quarter there were several political bhand and strikes held in Kathmandu which require the KISAN staff to cut meetings short and rearrange meetings. Besides the inconvenience it they did not impair the progress of the project.

ENVIORNMENTAL IMPACT

Winrock began drafting the Environmental Mitigation and Monitoring Plan(EMMP) and will submit the first draft to USAID with the first workplan, on May 24th. Home office staff are reviewing candidates to conduct the PERSUAP and will submit a candidate for approval next quarter. The program has not started any activities and therefore has had no environmental impact.

PLANS FOR NEXT QUARTER

Major plans include:

1. Finalize Partner Subcontracts

Staffing of partners requires signed subcontracts to be in place. We hope that all contracts will be signed by April 15, 2013. KISAN Managers will approve partners' proposed positions and will then request approval from USAID.

2. Develop First Annual Workplan, Implementation Plan, Communications Plan, Monitoring and Evaluation Plan, EMMP and other deliverables.

KISAN staff is developing the Year I Workplan that will cover the period through September, 2013. This will require the involvement of the GON. A delivery date of May 24, 2013 has been set.

3. Hire Staff.

Winrock will hire senior Winrock staff. Positions will be posted in the Nepali language daily *Kantipur*, and in the Jobsnepal.com website for multiple lower level positions.

4. Conduct initial meetings with Regional and District Government.

Meetings with regional, district, and VDC governments will take place in the coming months.

5. Finalize Procurement Plan.

Winrock's procurement expert will arrive on April 14, 2013, and will assist in the development of the Procurement Plan to be submitted to USAID/Nepal for approval.

6. Set up Nepalgunj office.

KISAN's Finance and Administration Director will travel to Nepalgunj in early April to finalize the space, and set up the regional office.

7. Set up District offices.

Winrock will work in close coordination with all partners to identify space and set up district offices over the coming quarter.

8. Plan Kathmandu and Nepalgunj Launches.

Winrock will work in close coordination with USAID to plan and carry out the project launches - the national launch in Kathmandu, as well as the regional one in Nepalgunj.

ANNEX A

CONSULTANT/STTA TRIP REPORTS

(ONE PAGE OR LESS FOR EACH TRIP)

Trip Report

Traveler: Erin Hughes

Dates of Trip: February 28, 2013 – March 24, 2013

Places Visited: Kathmandu, Nepal

1. Purpose of the trip

To assist with start up activities. This included going over the contract and the concept of KISAN project with the COP and Director of Business Contracts. During the trip I introduced the COP to key partners and staff. Key meetings were conducted, including the briefing with USAID, informal meeting with the GON Joint Secretary, briefed partners on next steps and provided guidance on next steps. Co-facilitated the first KISAN partners meeting.

2. Outcome of Visit

During the trip, I helped develop the materials required to submit approvals to USAID for partners and staff; provided basic training to new staff on creating the workplan; established relations with Peace Corps/Nepal and shared materials developed under the EIG program.

3. Recommendations

During start up there is a tremendous amount of work. I recommend that we continue to hire more staff and identify additional staff that we need to bring on. We need to work with partners to individuals that can contribute to the team. I recommend some of the EIG staff be deployed to the field to help find office space and Identify staff to serve as district coordinators. Rabindra Patel would be well suited for this. Winrock can proceed with setting up our district offices. Our head account needs to travel to Nepalgunj and work with me to set up the Nepalgunj bank account.

For procurement, we need to identify what items we can acquire from NEAT, then finalize KISAN's YI procurement plan. We need to prepare for the two additional home office staff to travel to the field (procurement officer and awards manager).

Winrock's home office staff should continue to provide support during the start up and can help with the deliverables as the field staff focus on hiring staff and setting up the offices.