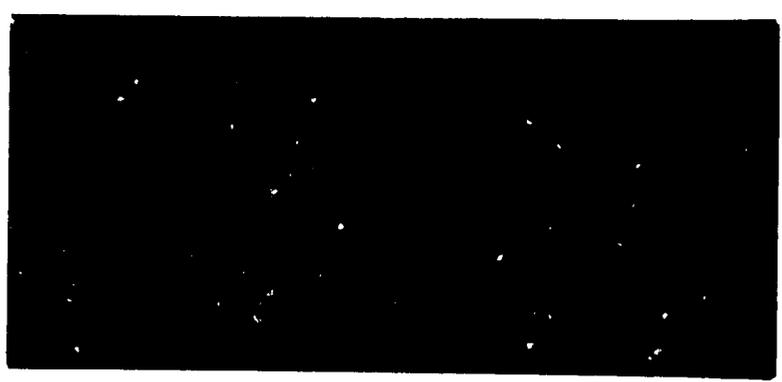


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TECHNICAL ASSISTANCE IN ANIMAL AGRICULTURE
TO U.S. BASED AND INDIGENOUS VOLUNTARY
ORGANIZATIONS, HOST GOVERNMENT INSTITUTIONS
AND SMALL PRODUCER GROUPS

FIRST ANNUAL PROGRESS REPORT
MATCHING GRANT NO. PDC-0182-G-SS-1086-00

Submitted
by

Winrock International Livestock Research
and Training Center
Morrlilton, Arkansas 72110
August 1982

INTRODUCTION

This document is the First Annual Progress Report submitted to the United States Agency for International Development/Office of Private and Voluntary Cooperation by Winrock International Livestock Research and Training Center under the Matching Grant Agreement No. PDC-0182-G-SS-1086-00.

The purpose of the project, for which the grant was approved, is to assist the efforts of institutions/organizations working abroad to develop the food production process and to enhance the earning capacity of the rural community through improvement of the livestock production sector. The project aims to expand the existing basic structure, within Winrock International's framework, to furnish additional technical assistance services, informational materials and training programs in livestock production to U.S. based Private and Voluntary Organizations (PVOs), their on-site counterparts, indigenous PVOs, host government institutions/organizations and small producer cooperatives or associations.

The project's life is three years. During this period the project will: (1) provide direct technical assistance via correspondence, on-site visits and meetings; (2) prepare and distribute informational/training materials on livestock production including newsletters, bulletins, manuals, farm/herd record systems, slides, slide cassettes, videotapes and other materials; and (3) organize and conduct three regional training workshops abroad on livestock production topics. Total per-

sonnel input is 15 person years. Approximately 7.0 person years will be devoted to direct technical assistance, 7.1 person years to informational and training materials preparation and 0.9 person years to training workshops.

At the end of three years, it is expected that an operational program will have been established at Winrock International to adequately respond to the technical assistance needs and requests of the target organizations. Support will also have been identified to continue the program.

The total cost of the project is \$1,343,608. The project is jointly funded by AID/Office of Private and Voluntary Cooperation and Winrock International (a registered PVO). Funding from AID is in the form of a Matching Grant for \$671,809 (50% of project cost). Grant monies cover salaries of two full-time staff members and one research assistant (totalling nine person years), direct costs of training and informational materials and travel and per diem costs related to on-site technical assistance and regional training workshops. Winrock International's contribution is \$671,809 (50% of project cost). This contribution includes salaries of Winrock International staff that provide part-time professional and technical services to the project (equivalent to six person years), the use of the communications/training materials facility, the use of computer facilities and associated support staff, travel and per diem and overhead costs required for total project implementation.

This report covers: (1) progress to date; (2) plan of action for the forthcoming year; and (3) present and projected financial statements.

PROGRESS TO DATE

The first year of the project, September 1981 through August 1982, was implemented in two stages: (1) a start-up stage covering the months of September through December 1981; and (2) a program development/implementation stage including the period from January through August 1982.

Start-up Stage

The Start-up Stage (September through December 1981) was devoted to identification, recruitment and relocation of new project personnel as well as reassignment of full-time Winrock staff to the project. Personnel were appointed to the project as shown in Table 1 (position announcements and resumes of project staff are presented in Appendix I). A principal factor contributing to the extended start-up stage was the uncertainty of the approval date of the grant. Personnel identified in late 1980 and early 1981 had taken other assignments. Consequently, the advertisement of the new positions and the recruitment and/or reassignment process was not initiated until the grant was officially approved (August 21, 1981.)

TABLE 1. ASSIGNMENT OF FULL-TIME PERSONNEL TO THE PROGRAM

Position	Name	Date of Appointment	Principal Responsibilities
Program Leader*	Dr. Andres Martinez	Nov. 1, 1981-Sept. 1, 1984	Program direction and administration. Liason person between Winrock and other PVOs. Provision of technical services.
Associate Program Leader**	Dr. Thomas Thedford	Feb. 1, 1982-Jan. 31, 1983	Preparation of training, informational and educational materials. Provision of technical services.
	Dr. Will Getz	Sept. 1, 1982-Sept. 1, 1984	Same as above.
Research Associate**	Mr. Richard Sellers	Jan. 1, 1982-Sept. 1, 1984	Development of computerized databank and provision of informational and technical services.
Program secretary/clerk*	Ms. Barbara Scott	Oct. 26, 1981-Sept. 1, 1984	Secretarial and clerical responsibilities.

* Winrock International contribution (on Winrock staff prior to assignment to this program).

** AID contribution (new hire).

The four-month Start-up Stage places the effective starting date of the project in January 1982 which is concurrent with the beginning of the project's Development/implementation Stage. Rather than readjusting the project's implementation dates, a series of adjustments in professional time are scheduled for the first five months of the second year to meet the projected staff inputs. These and other proposed adjustments will maintain the project on schedule, as far as inputs/outputs are concerned, by the middle of the second year.

Development/implementation Stage

The Project Development/implementation Stage covers the period from January through August 1982. According to the matching Grant Agreement (Attachment 1, Page 3), the implementation plan for the first year calls for the following activities:

- Prepare three newsletters: First newsletter: advise target organizations of available services, conduct needs survey. Second newsletter: status report, results of needs survey. Third newsletter: status report, news and information on training materials and data bank.
- Initiate preparation of training/informational materials and data bank.
- Conduct workshop on dairy goats in Central America.
- Provide direct technical assistance to PVOs.
- Submit annual progress report.

Progress made on the implementation of the above activities is discussed under the general headings of informational services, training materials preparation, technical assistance services and workshops.

Informational Services

The two primary objectives of this activity are to: (1) identify, gather and catalogue information pertinent to developing countries on animal production in a manner in which nonprofit target organizations can have easy access to it; and (2) disseminate the availability of such information as well as other services available to PVOs. The project is meeting the first objective through the development of a computerized databank and the second through the publishing of a newsletter.

Computerized Databank - The databank under development includes information/data by species (cattle, goats, sheep, poultry, rabbits and bees) for each developing country. The user is provided with a country profile that contains:

- A. Production data
 1. Animal population (by sex and age where available).
 2. Annual production of meat, milk, eggs or hides.
- B. Research and/or development activities:
 1. List of organizations/institutions working in the country.

2. List of in-country or regional experts available for consultancies.
- C. Bibliography:
1. Bibliographical entries including author, title and publisher.
 2. Cross reference availability with other countries and/or regions by subject matter (nutrition, diseases, etc.), breed, environment/climate, etc.

Goats and sheep were selected as the first species to develop the data-bank due to their importance to small producers in developing countries and the apparent lack of organizations specializing in sheep and goat production. During the Development/implementation Stage (January through August 1982) the following progress was made.

- A. Developed and tested a computer program for the bibliography component of the country profile.
- B. Identified, reviewed and catalogued over 5,000 individual references, of which some 2,630 are currently in the project files.
- C. Translated into English over 100 references.
- D. Entered into the computer program close to 4,000 references on goats and over 600 on sheep.

Presently, literature search services are available for goats and sheep. The service has been used extensively in the provision of technical services through correspondence. Also, preliminary discussions have

been held with VITA regarding the possibility of this project servicing all of VITA's needs for information on goats and later on other species of livestock. Formal discussions on this subject are expected to follow in the near future.

Although some technical difficulties have been experienced with the development of the computer program, the progress made to date on the databank exceeds by far the expected level of inputs. An additional three person-months will be allocated throughout the second year of the project to the development of the databank to meet contractual staff time allocations.

Copyright Law restrictions (Title 17, United States Code) have prevented the project from photocopying most of the reference material for the target users. Acting on the advice of legal counsel, permission is being sought from over 125 publishers to photocopy the materials or to make arrangements for payment of royalties. Resolution of this issue will probably require an additional three- to four-month period. It is felt that the ability to directly provide reference materials is an important component of the project since the majority of target users do not have access to such materials.

Newsletter - A newsletter will be mailed during the last week of September 1982 to target organizations. A computerized mailing list that includes some 500 nonprofit organizations, PVOs, institutions and USAID missions overseas is currently available. The newsletter has the format of other Winrock International brochures. It contains: (1) a des-

cription of the project; (2) the services provided; and (3) how to access the services. A second newsletter containing a survey on needs of PVOs in the area of animal agriculture will follow the distribution of the brochure.

Fully aware that the schedule for mailing the three newsletters during the first year would not be met, the project's administration decided not to announce the services (first newsletter) until a number of prerequisites were met. These included: (1) an operational information system (databank) with at least two livestock species; (2) availability of various training materials for immediate delivery; and (3) a full complement of specialized staff to provide technical assistance services. Vast experience has demonstrated that immediately after an announcement of services there is tremendous response even though the services may not be in place. The ability to respond quickly and effectively is therefore crucial to the success of the project. The consensus of the project's administration and staff is that this capability is now in place.

Training Materials Preparation

The objective of this project activity is to design and prepare training materials/aids for use in the field by volunteers and extension personnel working in animal improvement projects. The program identified three broad target areas--disease, poor nutrition and mismanagement--as principal constraints to animal production in developing countries.

Training materials will be prepared in these areas to help alleviate and/or correct existing problems. The first area selected was animal diseases. Progress made to date includes:

- A. Handbook on goat diseases and health. This 180-page handbook contains examination, diagnosis, treatment and prevention procedures for some 50 disease conditions commonly found in developing countries. The final manuscript is currently undergoing editing and formatting. Publication date is expected to be mid-October 1982.

- B. Handbook on sheep diseases and health. The 190-page handbook is similar in content and format to the goat handbook. It is also expected to be published in mid-October 1982.

- C. Slide presentations on diseases of small ruminants. These presentations consist of: (1) a bound manual containing a reproduction of the slide on the lefthand side of the page and a narrative on the right; and (2) a set of 2 x 2 inches slides. The manual alone can be used as a self-teaching aid, while the manual and the slides are ideal for group training. Four slide presentations have been prepared. These are:
 1. Internal parasites of domestic ruminants.
 2. Identification, treatment and prevention of internal parasites of small domestic ruminants.
 3. Ram epididymitis.
 4. Bluetongue.

Availability of the slide presentations, in large numbers, is expected by the end of October 1982.

- D. Handbook on swine production in tropical developing countries. This handbook is in the conceptual stage. Topics covered include: (1) production systems; (2) management practices; (3) breeding and selection; (4) nutrition and feeding; (5) diseases and prevention programs; and (6) facilities.

Advance copies of the handbook on goat diseases and health were sent for review and comments to several institutions, PVOs and individuals working on international development. The responses obtained were extremely encouraging. For example, several nonprofit organizations (such as Heifer Project International, Peace Corps, VITA and others) have expressed interest in funding joint reproduction of the handbook, since it meets the needs of many of their overseas programs. Translation into Spanish is also contemplated for most of the training materials prepared.

Production of training materials is judged to be on schedule for the period of January through August 1982. During September 1982 through January 1983, a total for four scientific person-months will be allocated to this activity over and above the scheduled allocations for the second year.

Technical Assistance Services

The purpose of this activity is to provide technical expertise in animal agriculture to nonprofit organizations/institutions or producer associations through correspondence, telephone, on-site visits or meetings. The areas in which technical services are provided include feasibility analyses, project design/development, project management, technical services, project evaluations and consultancies/troubleshooting.

Implementation of technical assistance services, according to the project's log frame, was to begin six months after project approval. The initial six-month period (November 1981 through April 1982) was devoted to an assessment of the target population needs. Requests for technical services were formally answered and recorded after May 1982.

Target Population Needs Assessment - A major portion of the time allocated to this activity involved the identification of PVOs involved in animal agriculture (directly, indirectly or through provision of services) and the familiarization with their programs and needs. Visits have been made and discussions held with officers of the following key U.S. based PVOs:

A.T. International

CARE, Inc.

Catholic Relief Services

Christian Veterinary Mission

CODEL

Food for the Hungry International

Heifer Project International

New TransCentury Foundation

Save the Children

VITA

Other nonprofit organizations such as Peace Corps, Organization of American States, TAICH and several church groups have been contacted directly to assess their needs. Several indigenous PVOs and government institutions throughout Latin America and the Caribbean also have been contacted by various Winrock staff members on assignment in the area for the same purpose. The conclusions drawn from the various visits and discussions with target organizations are:

- None of the organizations contacted provide the full range and depth of the proposed services. Therefore, the project is not duplicating efforts.
- There is a dire need for the services offered, in particular, for informational services and training materials.
- U.S. based PVOs are willing to explore collaborative funding for reproduction of training materials.
- Sharing some costs of the services seems to be a problem with some indigenous PVOs, but not with U.S. based PVOs and most host government institutions.

Provision of Technical Services - Although the project's services have

not been widely announced throughout the PVO community, the project has been receiving a continuous flow of requests for technical services. During the past four-month period, the following has been accomplished.

- A. A total of 18 consultancies have been provided through correspondence.
- B. Six requests have been received for on-site technical services. The status of each of these requests is:
 1. Dominica - Two requests for sheep and goat projects. These requests were primarily for funding of vehicles, equipment and materials. Donor organizations working in the area were suggested.
 2. Kenya - Two projects for technical services - Pending further action by requesting organization.
 3. Panama - Feasibility study for goat production by cooperative farmers - Pending further action by requesting cooperative. Project funds have been allocated.
 4. Dominican Republic - Technical assistance in goat production - Pending further action by requesting government institute. Project funds have been allocated to this request.

It is anticipated that a rather large backlog of pending on-site, technical assistance projects will be accumulated in the future due to the lag time between the request and the actual provision of the services. Guidelines will be developed to deal with this issue as more experience is gained. However, until it becomes a serious constraint to the

project, the services will be provided on a first come, first served basis, provided the request meets the criteria set forth in the project paper.

Workshops

The first workshop has been tentatively scheduled for January 1983. Honduras had been selected as host country for a dairy goat production workshop. However, a goat seminar was held at the host institution within the past year. Panama has expressed interest in the past in holding such a workshop. Contacts are being reestablished with various potential host institutions. The topic of the workshop will stress meat as well as milk production from goats.

Summary of Project Progress

Overall, the project has progressed smoothly. No significant technical problems have been encountered. The extended start-up stage, resulting from the recruitment process of new personnel, requires that adjustments be made primarily in personnel allocation during the first six months of the second year in order to meet the three-year projected inputs/outputs. During the Development Stage, the project staff focused on the establishment of the informational systems and the preparation of training materials. These two activities needed to be in place to backstop the technical services activity and the workshops. The project is now considered operational and able to respond quickly to the animal agriculture technical and informational needs of target organizations.

SECOND YEAR PLAN

The Matching Grant Agreement implementation plan for the second year (Attachment 1, pages 3 and 4) calls for the following activities to be conducted:

- Prepare three newsletters.
- Continue preparation of training/informational materials and development of databank.
- Carry out one regional workshop on topic and at site to be identified.
- Provide direct technical assistance to target organizations.
- Conduct mid-project evaluation by a review team composed of AID, interested PVO, and Winrock International representatives.
- Submit annual progress report.
- Initiate necessary planning for continuance of WI technical services.

The above activities are discussed under the four major headings presented in the previous section--informational services, training materials preparation, technical services and workshops. Also, the adjustments mentioned earlier are detailed herewith since they are reflected in the financial statements section.

Informational Services

Computerized Databank

Development and usage (input/output) of the databank is expected to increase at a rapid rate. Targets set for the second year include:

- A. Goat and sheep production computer programs.
 - 1. Develop program for goat and sheep production parameters by developing country.
 - 2. Develop program for institutions and expert personnel involved in development and/or research on sheep and goats.
 - 3. Expand goat bibliography entries to 7,000-8,000. Expand sheep bibliography to 3,000-4,000 entries.

- B. Minor species (poultry, rabbits and bees) computer program.
 - 1. Develop bibliography program.
 - 2. Identify, gather, catalogue and input a minimum of 1,000 references.

- C. Cattle (dual purpose and native) computer program.
 - 1. Develop complete developing country profile program.
 - 2. Catalogue and input 1,000 to 2,000 references.

Approximately three additional technical person-months will be allocated to this activity throughout year-two to meet the above targets.

Newsletter

The following newsletters will be mailed to target organizations during year-two:

<u>Newsletter</u>	<u>Date</u>	<u>Principal Topics</u>
First	Sept. 30, 1982	Brochure announcing project services.
Second	Oct. 31, 1982	Needs survey, training materials available, other services.
Third	Feb. 28, 1983	Results of survey, news, services available, other.
Fourth	June 30, 1983	News, services available, feature articles.
Fifth	Sept. 30, 1983	News, services, feature articles, other.

Training Materials Development

Training materials prepared during the first year dealt with one of the primary constraints to animal production in developing countries-- disease. These materials were in the form of handbooks and slide presentations, which have wide distribution, usability and acceptance within the intended target population. These types of material will continue to be produced in the second year covering topics on animal management and/or nutrition and feeding of animals.

In year-two, however, emphasis will be placed on production of audio-visual materials intended for self and group training. Specific target

populations will be selected on a regional basis for this effort. For example, preliminary discussions have been held with Heifer Project International on collaboration in the production of training materials for small ruminants and cattle producers in the Central African belt (Cameroon, Tanzania and Kenya), as both organizations have experience and projects in this region. Formal discussions on this subject have been set for mid-September 1982.

Adjustments in personnel mentioned earlier refer to the appointment of Dr. Will Getz, effective September 1, 1982, as associate project leader. Dr. Getz will provide leadership in the development of training materials and will assume responsibility for preparation of the newsletters. Dr. Thomas Thedford's appointment to the project's training materials activity will continue through January 31, 1983, at 75% of full-time level. Thus, approximately 3.5 additional person-months will be allocated to year-two.

Technical Assistance Services

Technical assistance via telephone and correspondence is expected to increase dramatically soon after the service is announced. Also, if VITA redirects its sheep and goats and other technical requests for information to this project, the capacity to handle some 150 to 200 consultancies per year will be exceeded. On-site technical assistance requests are also expected to increase dramatically. The project's capacity is estimated at 20-25 on-site consultancies depending on location, magnitude of the project and funds available.

Workshops

Two workshops will be conducted during the second year as indicated below:

<u>Workshop</u>	<u>Tentative Dates</u>	<u>Location</u>	<u>Topic</u>
First	Jan. 17-29, 1983	Panama	Meat and milk production from goats
Second	Sept. 12-24, 1983	Africa	To be identified

Evaluation and Reports

Evaluation

The Matching Grant Agreement states on page 4 of Attachment 1, item 5 under Second Year, that a mid-project evaluation is to be conducted by a review team composed of AID, interested PVO and Winrock International representatives. This evaluation, however, does not appear in either the project proposal or the project's log frame. Winrock is not opposed to this evaluation; however, discussions need to be held between AID and Winrock to determine the scope, terms of reference and scheduling of the evaluation.

Reports

A Second Annual Progress Report will be submitted to AID by July 31, 1983.

Continuance of Project Services

During year-two, Winrock International will initiate the process of seeking additional funding to continue the project services beyond the three-year life of the present grant.

FINANCIAL STATEMENTS

This section presents financial statements for year-one and proposed budget adjustments for year-two.

Financial Status - Year-One

Tables 1 and 2 show the financial statements of AID and Winrock's contributions, respectively, for the last reporting period (through June 30, 1982). These statements with appropriate documentation have been submitted to AID.

Tables 3 and 4 show the first year's (Sept. 1980 through August 1982) estimated contributions of Winrock and AID, respectively, to the project. Expenditures for the last two months (July and August) of the first year are close estimates of actual expenditures as detailed analyses are not yet available. Other expenditures not previously reported as well as personnel time adjustments and committed allocations are also included. These are:

TABLE 1
 WINROCK INTERNATIONAL
 PVO TECHNICAL ASSISTANCE
 YEAR 1
 ANALYSIS AS OF JUNE 30, 1982
 AID BUDGET

Category	Year 1 Budget	Expenditures Current Period	Cumulative Expenditures	Balance
Professional Staff Salaries	\$ 41,400.00	\$ 11,466.75	\$ 19,111.25	\$ 22,288.75
Technical Support Staff	13,800.00	4,644.37	8,558.87	5,241.13
Travel and Per Diem	30,000.00	1,462.22	3,644.59	26,355.41
Materials and Supplies	30,000.00	579.22	7,179.24	22,820.76
Consultants	10,000.00	1,453.83	1,973.83	8,021.12
Communications, Postage	5,000.00	90.47	109.81	4,890.19
Regional Workshops	25,000.00	-0-	-0-	25,000.00
Evaluations	10,000.00	-0-	-0-	10,000.00
Unallocated	1,470.00	-0-	-0-	1,470.00
TOTALS	\$166,670.00	\$16,696.91	\$40,582.64	\$126,087.36

Gary Green
 Gary Green
 Controller

TABLE 2
 WINROCK INTERNATIONAL
 PVO TECHNICAL ASSISTANCE
 YEAR 1
 ANALYSIS AS OF JUNE 30, 1982
 WINROCK INTERNATIONAL CONTRIBUTION

Category	Year 1 Budget	Expenditures Current Period	Cumulative Expenditures	Balance
Professional Staff Salaries	\$ 41,400.00	\$ 8,948.52	\$23,125.91	\$ 18,274.09
Technical Support Staff	3,750.00	4,928.64	9,825.68	(6,075.68)
Fringe Benefits	-0-	2,120.40	4,981.56	(4,981.56)
Use of Communications Facilities	35,000.00	-0-	-0-	35,000.00
Use of Computer Facilities	30,000.00	850.30	850.30	29,149.70
Travel and Per Diem	3,000.00	10.20	149.70	2,850.30
Overhead and Administration	53,520.00	15,698.27	32,197.77	21,322.23
Other	-0-	-0-	580.35	(580.35)
TOTALS	\$166,670.00	\$32,556.33	\$71,711.27	\$ 94,958.73

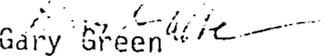

 Gary Green
 Controller

TABLE 3. WINROCK INTERNATIONAL CONTRIBUTION: YEAR-ONE.

Category	Year 1 Budget	Actual cumulative Expenditures Through June 30, 1982*	Estimated Additional Expenditures**	Balance
Professional Staff Salaries	\$ 41,400.00	\$23,125.91	\$18,392.51	(118.42)
Technical Support Staff	3,750.00	9,825.68	1,957.54	(8,033.22)
Fringe Benefits	-0-	4,981.56	3,052.51	(8,034.07)
Use of Communications Facilities	35,000.00	-0-	8,464.00	26,536.00
Use of Computer Facilities	30,000.00	850.30	31,204.00	(2,054.30)
Travel and Per Diem	3,000.00	149.70	29.64	2,820.66
Overhead and Administration	53,520.00	32,197.77	27,622.58	(6,300.35)
Other	-0-	580.35	272.17	(852.52)
TOTALS	\$166,670.00	\$71,711.27	\$90,994.95	\$ 3,963.78

* Expenditures reported to AID as of June 30, 1982.

** Includes estimated expenditures for July and August 1982, allocations committed and not previously reported expenditures. See text for explanations and breakdown.

TABLE 4. AID CONTRIBUTION: YEAR-ONE.

Category	Year 1 Budget	Actual Cumulative Expenditures Through June 30, 1982*	Estimated Additional Expenditures	Balance
Professional Staff Salaries	\$41,400.00	\$19,111.25	\$ 21,977.94	\$ 310.81
Technical Support Staff	13,800.00	8,558.87	6,923.23	(1,682.15)
Travel and Per Diem	30,000.00	3,644.59	20,390.54	5,964.87
Materials and Supplies	30,000.00	7,179.24	20,915.09	1,905.67
Consultants	10,000.00	1,978.38	4,650.00	3,371.12
Communications, Postage	5,000.00	109.81	500.00	4,390.19
Regional Workshops	25,000.00	-0-	25,000.00	-0-
Evaluations	10,000.00	-0-	10,000.00	-0-
Unallocated	1,470.00	-0-	-0-	1,470.00
TOTALS	\$166,670.00	\$40582.64	\$110,356.85	\$15,730.51

* Expenditures reported to AID as of June 30, 1982.

** Includes estimated expenditures for July and August 1982, and allocations committed. See text for explanations and breakdown.

A. Winrock International contribution.		
1.	Professional staff salaries	
	a. July and August	\$ 6,724.16
	b. Committed to year-two: 3.75 person months	<u>11,668.35</u>
	sub total	\$18,392.51
2.	Technical and support staff	
	a. July and August	\$ 1,957.54
3.	Fringe benefits: on above salaries	\$ 3,052.51
4.	Use of communications facilities/equipment	
	a. Training materials preparation (Jan.-Aug.)	
	Word processor: 616 hrs. x \$4.00/hr.	\$ 2,464.00
	b. Allocation for audio visual equipment	<u>6,000.00</u>
	sub total	\$ 8,464.00
5.	Use of computer	
	a. Computer time from January through August 1982 (see Appendix II)	
	input: 256 hrs. x \$100/hr	\$25,560.00
	output: 14.11 hrs. x \$400/hr	<u>5,644.00</u>
	sub total	\$31,204.00
6.	Travel and per diem: July and August	\$ 29.64
7.	Overhead and administration	
	a. on salaries (Nos. 1 and 2 above and AID's budget salaries)	\$27,622.58
8.	Other - July/August	<u>\$ 272.17</u>
	TOTAL	\$90,994.95

B.	AID contribution (Table 4, by category)	
1.	Professional staff salaries	
	a. July and August	\$ 7,644.50
	b. Committed to year-two: Sept. 1982-Jan. 1983	<u>14,333.44</u>
	sub total	\$21,977.94
2.	Technical support staff	
	a. July and August	\$ 2,307.76
	b. Committed to year-two: Sept.-Dec. 1982	<u>4,615.52</u>
	sub total	\$ 6,923.28
3.	Travel and per diem	
	a. July and August	\$ 1,953.54
	b. Committed to provision of technical assistance projects	
	-Dominican Republic	7,007.00
	-Panama	3,930.00
C.	Committed to development of training materials for Central Africa belt airfares	<u>7,500.00</u>
	sub total	\$20,390.54

4.	Materials and supplies	
	a. July and August	\$ 415.09
	b. Committed allocations to printing and reproduction of:	
	-Goat handbook: 1,000 copies x \$7.00/copy	\$ 7,000.00
	-Sheep handbook: 1,000 copies x \$7.00/copy	7,000.00
	-Slide presentations: 500 copies each	4,500.00
	-Newsletters	
	first newsletter (brochure)	1,500.00
	second newsletter	<u>500.00</u>
	sub total	\$ 20,915.09
5.	Consultants	
	a. July and August	\$ 2,640.00
	b. Committed allocation for editors of sheep and goat handbooks and slide presentations for Sept. 1982	<u>2,010.00</u>
	sub total	\$ 4,650.00
6.	Communications, postage allocated for newsletters (postage)	\$ 500.00
7.	Regional workshops committed allocation for first workshop in Jan. 1983	\$ 25,000.00
8.	Evaluations Committed to mid-term evaluation	\$ 10,000.00
9.	Unallocated	<u>-0-</u>
	TOTAL	\$110,356.85

The financial statement for Winrock's contribution to the project (Table 3), after adjustments for committed expenditures and not previously reported expenditures, shows a positive balance of \$3,963.78. With the exception of two budget categories (use of communications facilities/equipment and travel and per diem), all other categories exceeded the budgeted amounts for a year-end total of \$25,392.88. The outstanding budget category is the use of communications facilities/equipment. A total of \$26,536 from a budgeted \$35,000 were not allocated. The reason for this budgetary discrepancy was the emphasis given to the production of handbooks and slide presentations as training materials rather than audiovisual means of training. During the second year of the project, training materials development will focus on the use of audiovisual media and other forms of communications.

Table 4, AID's contribution to year-one of the project, shows that \$15,730.51 were not allocated. Travel/per diem and communications/postage budget categories make up over two-thirds of the nonallocated funds.

It is proposed that the year-end balances in both AID and Winrock contributions be carried into year-two of the project, since the estimates are not significantly different from the budgeted amount. It is also proposed that the nonallocated balance in the use of communications facilities/equipment category be transferred to use of computer category during year-two. The reason for this transfer is the expected increased use of the computer to meet the informational services targets set for

year-two. Estimates provided in Appendix III show that the computer costs for year-two will be in excess of \$50,000, as opposed to \$35,000 budgeted.

Proposed Budget - Year-Two

The proposed Winrock contribution budget for year-two appears in Table 5. It reflects the adjustments proposed in the previous section. AID's contribution for year-two is shown in Table 6. It also carries the balance from year-one.

TABLE 5. WINROCK CONTRIBUTION--YEAR-TWO

Category	Balance Year-One	Year-Two Budget
Professional Staff Salaries	\$ (118.42)	\$ 66,500.00
Technical and Support Staff	(8,033.22)	7,500.00
Fringe Benefits	(8,034.07)	-0-
Use of Communications Facilities	1,536.00	30,000.00
Use of Computer Facilities	22,945.70	35,000.00
Travel and Per Diem	2,820.66	5,000.00
Overhead and Administration	(6,300.35)	93,314.00
Other	(852.52)	-0-
TOTAL	\$3,963.78	\$237,314.00

TABLE 6. AID CONTRIBUTION--YEAR-TWO

Category	Balance Year-One	Year-Two Budget
Professional Staff Salaries	\$ 310.81	\$ 88,600.00
Technical Support Staff	(1,682.15)	14,800.00
Travel and Per Diem	5,964.87	40,000.00
Materials and Supplies	1,905.67	35,000.00
Consultants	3,371.12	15,000.00
Communications, Postage	4,390.19	7,000.00
Regional Workshops	-0-	30,000.00
Unallocated	1,470.00	6,914.00
TOTAL	\$15,730.81	\$237,314.00

This report has presented the progress made on the project during the first year. Adjustments and allocations have been made to correct for the extended start-up stage (September through December 1981), rather than changing the effective dates of the project (that is, January 1, 1982 to December 31, 1984). It is felt that the approach taken is sound and reasonable. The project's objectives and inputs/outputs can be met within the time frame and budgetary allocations proposed.

APPENDIX I

Position Announcements and Resumes
of Project Personnel



WINROCK INTERNATIONAL

POSITION ANNOUNCEMENT

POSITION TITLE

Project Leader - Animal Scientist

POSITION AVAILABLE

September, 1981

GENERAL INFORMATION

Winrock International Livestock Research and Training Center is a non-profit, publicly supported organization whose mission is to advance animal agriculture for the benefit of people. Winrock International programs include international, national and public policy programs. Program activities include systems research, technical training, development and support services, contemporary policy issue studies, communications and education material development, and workshops and seminars. Winrock International programs are implemented by an integrated multidisciplinary staff composed of range scientists, agronomists, animal scientists, veterinarians, economists, communications specialists, and systems analysts. Center facilities include a conference center, guest housing, recreational facilities, DEC 10 computer system, and library.

POSITION DESCRIPTION

The project leader, an animal scientist, will be a member of Winrock International's professional staff responsible for provision of technical assistance services to voluntary organizations, host government institutions and small producer groups involved in the improvement of animal agriculture in developing countries.

The person will be responsible for the administrative, technical and financial activities of the project. Working within a multidisciplinary team approach, the project leader will: (1) direct and coordinate technical assistance services such as feasibility analyses, project design/development, project management, technical services, project evaluations and consultancies or troubleshooting; (2) identify the types of training and informational materials needed and guide their preparation; and (3) develop, organize and conduct regional (Africa, Asia and Latin America) training workshops on selected aspects of animal production. The individual will serve as liaison between target organizations and Winrock International in program related matters and assume other duties that may be required by the overall program. Short-term (a few days to several weeks) assignments overseas will be required periodically.

QUALIFICATIONS

A Ph.D. or equivalent in an area of animal science and at least five years professional experience in providing technical assistance in developing countries are required. Proven project management capabilities are a must. Writing and editorial skills are necessary. One or more foreign languages will be helpful.

SALARY AND BENEFITS

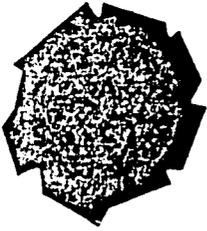
Salary will be commensurate with qualifications and experience. Benefits include vacation and sick leave, health insurance group plans, workmen's compensation, life and disability insurance coverage.

APPLICATIONS AND INQUIRIES

Applications should include a letter of application, the names of three references, a complete resume of all educational and work experience and salary history. These are due September 15, 1981. Please direct inquiries and applications to:

Dr. Ned S. Raun
Vice President, Programs
Winrock International Livestock Center
Route 3
Morrilton, Arkansas 72110

All applicants will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age or membership or nonmembership in an employee organization.



WINROCK INTERNATIONAL

POSITION ANNOUNCEMENT

POSITION TITLE

Animal Scientist - Training/Communications/Extension

POSITION AVAILABLE

September, 1981

GENERAL INFORMATION

Winrock International Livestock Research and Training Center is a non-profit, publicly supported organization whose mission is to advance animal agriculture for the benefit of people. Winrock International programs include international, national and public policy programs. Program activities include systems research, technical training, development and support services, contemporary policy issue studies, communications and education material development, and workshops and seminars. Winrock International programs are implemented by an integrated multidisciplinary staff composed of range scientists, agronomists, animal scientists, veterinarians, economists, communications specialists, and systems analysts. Center facilities include a conference center, guest housing, recreational facilities, DEC 10 computer system, and library.

POSITION DESCRIPTION

The animal scientist will have responsibilities as Associate Project Leader.

The animal scientist will be a member of Winrock International's professional staff responsible for provision of technical assistance services to voluntary organizations, host government institutions and small producer groups involved in the improvement of animal agriculture in developing countries. Within a multidisciplinary team approach, the animal scientist will: 1) assume responsibility in the preparation of educational and informational materials (i.e., bulletins, manuals, farm record systems, slides and other materials) on livestock production to be used by extension and other field personnel in developing countries; 2) develop instructional packages on production systems and practices for dairy/beef cattle, dairy goats, sheep and swine production in small farm family units, and 3) as time permits, the animal scientist will provide technical assistance services to recipient organizations.

The animal scientist will also assume editorial responsibilities in the publication of news letters and in the preparation and review of project proposals, reports and evaluations. The person will participate in the development of workshops and seminars and will assume other duties that may be required by the overall technical assistance program. Short-term (a few days to several weeks) assignments overseas will be required periodically.

In all activities as related to the development of training and communications materials, the animal scientist will participate as a member of the communications group.

QUALIFICATIONS

A Ph.D. or equivalent in an area of animal science and professional experience in the development of instructional and extension materials are required. Proven writing and editorial capabilities are a must. Familiarity with preparation and writing of grant proposals is desirable. Developing country experience and foreign language capability will be helpful.

SALARY AND BENEFITS

Salary will be commensurate with qualifications and experience. Benefits include vacation and sick leave, health insurance group plans, workmen's compensation, life and disability insurance coverage.

APPLICATIONS AND INQUIRIES

Applications should include a letter of application, the names of three references, a complete resume of all educational and work experience and salary history. These are due September 15, 1981. Please direct inquiries and applications to:

Dr. Ned S. Raun
Vice President, Programs
Winrock International Livestock Center
Route 3
Morrilton, Arkansas 72110

All applicants will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, martial status, physical handicap, age or membership or nonmembership in an employee organization.

THOMAS R. THEDFORD

Education: B.S. Animal science, Texas A&M Univ. 1959
 D.V.M. Texas A&M University 1959
 Graduate work - Oklahoma State University

Selected Employment History:

1982-date Visiting scientist, Winrock International, Morrilton, Arkansas.
1976-81 Extension veterinarian/professor, medicine and surgery, Oklahoma State University, Stillwater, Oklahoma.
1974-76 Visiting associate professor/section head ambulatory clinic, University of Nairobi, Kenya (Colorado State University/USAID Kenya Project #AFR 170).
1970-77 Associate professor/ambulatory clinician, Oklahoma State University.
1967-70 Assistant professor/ambulatory clinician, Oklahoma State University.
1965-67 Instructor, Oklahoma State University.
1960-65 Private general practice, Floydada, Texas.

Selected Professional Experience:

1982-date Preparing educational and training materials on goat and sheep health for nonprofit organizations. Consultations on small ruminant health problems.
1976-81 Involved with the continuing education of the food-animal producer and his veterinarian. Taught small ruminant and swine courses, veterinarian college.
1974-76 Kenya. Section head for field service unit of veterinary medicine college. In teaching situation with students treated sick animals in field. Taught animal health in college of agriculture.
1965-77 Working with farmers and livestock in field, taught animal health.
1960-65 DVM practice, 60% food animals and 40% companion animals.

Languages: Swahili Limited
 Spanish Restricted conversational

Personal: Born January 28, 1936, Tyler, Texas; married.



WINROCK INTERNATIONAL

POSITION ANNOUNCEMENT

POSITION TITLE

Research Associate

POSITION AVAILABLE

September, 1981

GENERAL INFORMATION

Winrock International Livestock Research and Training Center is a non-profit, publicly supported organization whose mission is to advance animal agriculture for the benefit of people. Winrock International programs include international, national and public policy programs. Program activities include systems research, technical training, development and support services, contemporary policy issue studies, communications and education material development, and workshops and seminars. Winrock International programs are implemented by an integrated multidisciplinary staff composed of range scientists, agronomists, animal scientists, veterinarians, economists, communications specialists, and systems analysts. Center facilities include a conference center, guest housing, recreational facilities, DEC 10 computer system, and library.

POSITION DESCRIPTION

The research associate will be a member of the Winrock International staff that provides technical, informational and training services to private, voluntary and public organizations working in developing countries in animal agriculture. The person's primary responsibility is to provide inputs in the development and operation of an animal agriculture informational services system.

Specific duties include: (1) literature searches and reviews; (2) identification and cataloguing of pertinent information; and (3) operation of computerized systems for easy access to information. In addition, the individual will assume other duties that may be required by the overall program.

QUALIFICATIONS

A M.S. or equivalent in animal science is required. Extension-type skills, writing ability and some computer knowledge are essential. A foreign language and developing country experience are desirable but not required.

SALARY AND BENEFITS

Salary will be commensurate with qualifications and experience. Benefits include vacation and sick leave, health insurance group plans, workmen's compensation, life and disability insurance coverage.

APPLICATIONS AND INQUIRIES

Applications should include a letter of application, the names of three references, a complete resume of all educational and work experience and salary history. These are due September 15, 1981. Please direct inquiries and applications to:

Dr. Ned S. Raun
Vice President, Programs
Winrock International Livestock Center
Route 3
Morrilton, Arkansas 72110

All applicants will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age or membership or nonmembership in an employee organization.

RICHARD S. SELLERS

Education: B.S. Biology, Memphis State Univ. 1973
 M.S. Animal science, University of Arkansas 1979

Selected Employment History:

1982-date Research associate, Winrock International, Morrilton, Arkansas.
1979-81 Research assistant, Department of Animal Science, University of
Arkansas, Fayetteville, Arkansas.
1978-79 Graduate research assistant (half-time), Department of Animal
Science, University of Arkansas, Fayetteville, Arkansas.
1974-76 Peace Corps volunteer, Kathmandu, Nepal.

Selected Professional Experience:

1982-date Provides leadership in the development of a computer databank on
livestock production in developing countries. Work involves
literature searches and reviews; identification, cataloguing
and dissemination of pertinent information.
1978-81 Poultry physiology research.
1974-76 Nepal. Taught vocational agriculture and managed the school's
fish pond and laying hen operations.

Languages: Nepali Fluent in technical use
 Hindi Fair

Personal: Born November 18, 1952, Memphis, Tennessee; married, 1 child.

APPENDIX II

Computer Costs - Year One

January - June, 1982
Computing Services Costs
Project 295

Input Costs:

1. Document entry		
700 documents x 3 minutes/doc. = 2100 min. or		35 hours
120 changes x 3 minutes/change = 360 min. or		6 hours
2. Computer program development		40 hours
3. Debugging		<u>10</u> hours
Total hours		91 hours

91 hours x \$100/input hour - \$9,100

Output Costs:

1. Searches		
11 database client searches = 20 min.		
20 database quality control searches = <u>100</u> min.		
		120 min. or 2 hours
2. Listings for quality control and reference		<u>128</u> min.
Total		248 min. or 4.11 hours

4.11 hours x \$400/hour of CPU = \$1,644

TOTAL COSTS = \$10,744

July - August, 1982
Estimated Computing Services Costs
Project 295

Input Costs:

1. Document entry	
2000 documents x 3 minutes/doc. = 6000 min. or	100 hours
500 changes x 3 minutes/doc. = 1500 min. or	25 hours
2. Computer program development	30 hours
3. Debugging	<u>10</u> hours
Total	165 hours

165 hours x \$100/input hour = \$16,500 (est.)

Output Costs:

1. Searches - 3 mo. x 20 client searches/mo. x 5 min. CPU/search = 300 minutes or	5 hours
2. Listings - 10 listings x 30 min./listing = 300 min. or <u>5</u> hours.	
Total	10 hours

10 hours x \$400/hour CPU = \$4,000

TOTAL EST. COSTS = \$20,500

APPENDIX III

Estimated Computer Costs - Year Two

September 1, 1982 - August 30, 1983
Estimated Computing Services Costs
Project 295

Input Costs:

1. Document entry

Goats	4,000
Sheep	3,000
Poultry	1,000
Rabbits	1,000
Bees	1,000
Cattle	<u>2,000</u>

12,000 documents

12,000 documents x 1.5*minutes/doc. = 18,000 min. or 300 hours
2,000 changes x 1.5 minutes/change = 3,000 min. or 50 hours

2. Computer program development and debugging 80 hours

Total hours 430 hours

430 hours x \$100/input hour = \$43,000

Output Costs:

1. Searches - 200 database client searches
x 5* min./search = 1000 minutes or 16.67 hours

20 database quality control searches
x 5 min./search = 100 minutes or 1.67 hours

2. 10 listings for quality control and reference
x 20 min./listing = 200 minutes or 3.33 hours

Total hours 21.67 hours

21.67 hours x \$400/output hour CPU = \$8,668

Input costs	\$43,000
Output costs	<u>8,668</u>
TOTAL EST. COSTS	\$51,668

* System update and increased memory will result in decreased input/output times.