

PD-AY-041  
36967

WORKPLAN FOR IMPLEMENTATION OF  
PROJECT 698-0435  
STRENGTHENING AFRICAN AGRICULTURAL RESEARCH



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October 15, 1982

Mr. John Slattery, Director  
Office of Regional Affairs  
Africa Bureau  
Agency for International Development  
Department of State  
Room 4533  
Washington, D.C. 20520

Reference Contract AFR-0435-C-00-284-00  
Strengthening African Agricultural Research

Dear Mr. Slattery:

To fulfill the requirements of contract AFR-0435-C-00-284-00, Strengthening African Agricultural Research, Devres is submitting the accompanying draft Workplan for Task Implementation.

The workplan is in two (2) sections, similar in nature, but on different time frames, for tasks in regard to activities in The Sahel and in Southern Africa.

We wish to note that these plans extend over a somewhat longer period than that originally envisioned in the Request for Proposal. This is due to two primary factors:

- o The needs perceived by both AID and Devres for a somewhat more comprehensive and time-consuming process of assuring African country and African institutions full consensus in the critical steps of the process, including a possible second conference in each zone to review and achieve concurrence on the Zonal Program Document.
- o The delay in securing a "start-up" date for the entire Southern African task. Devres now has been advised it will not be possible to initiate this portion of the contract responsibilities until, at the earliest, sometime after January 1, 1983.

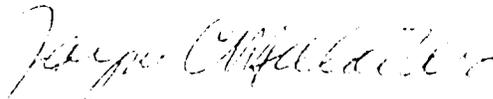
The draft workplan does not, at this time, provide details regarding Devres' procedures for implementing the required contact and coordination

with other CDA members, international organizations and developing countries. This is because in the short time since the start-up of this project, we have not had sufficient time to do the extension contact work at home and abroad required to ensure that a proposed liaison and coordination mechanism would be acceptable to the many US international organizations to be involved in the project. We expect to have our proposals prepared in detail prior to the Paris conference on or about 22 November 1982. Dr. Bentley, Devres' Team Leader, will attend this conference for Devres and will use this occasion to present, further develop and establish a liaison system between Devres and the other donors and to discuss mutual schedules and plans for Devres participation as the other donors develop their zonal programs.

Our workplan for the first two tasks which are presented in detail is within the budget proposed for them in our contract and proposal.

However, the delay in our start-up in Southern Africa will probably eventually result in somewhat higher costs for management, travel, per diem, etc., due to the longer time frame required for the project and our inability to combine trips from the US with work in both the West and Southern African zones. We will make every effort to offset any such cost increases by savings elsewhere in our contract activity as we go along.

Sincerely yours,



Jayne C. Millar Wood  
President

Enclosure: Draft Workplan for Task Implementation, Strengthening African  
Agricultural Research

JCMW:jch

cc: Mr. Michael H. Snyder  
Agency for International Development  
Office of Contract Management, ROD/AFR  
Room 719SA14  
Washington, D.C. 20523  
Attention: Ms. Jean Hacken

WORK PLAN FOR IMPLEMENTATION  
OF PROJECT 698-0435

STRENGTHENING AFRICAN AGRICULTURAL RESEARCH

Submitted to: Mr. John Slattery  
Director  
Office of Regional Affairs  
Africa Bureau  
Agency for International  
Development

Submitted by: Mr. William H. Johnson  
Director  
Project for Strengthening  
African Agricultural  
Research

DEVRES, Inc.  
2426 Ontario Road, N.W.  
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15 October 1982

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WORKPLAN FOR IMPLEMENTATION  
OF PROJECT 698-0435  
STRENGTHENING AFRICAN AGRICULTURAL RESEARCH

I. BACKGROUND

This plan is submitted in four (4) sections for each of the two (2) zones. The sections are named in accordance with the procedures described in the project contract and as agreed to by USAID and Devres.

They are:

- I. Reconnaissance
- II. Consultative Meeting
- III. Research Inventory
- IV. Preparation of Program Documents

Each section consists of a brief narrative discussion with appropriate detailed material attached.

This plan is in draft. While specific dates noted are initial estimates of travel schedules, manpower to be utilized and expectations of results, it is clear the plan is provisional in nature and its execution on the schedule proposed is dependent upon a number of variables not under precise control or definition at this time.

## II. WORKPLAN FOR SAHALIAN ZONE

### Task I—RECONNAISSANCE

The major activities to be undertaken as part of Task I are as follows:

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
Oct. 17-25	Selection of Devres Deputy for the Sahel and African Research Specialist	Johnson/Wood	AFR/RA (OAU/STRC)
Oct. 17-25	Preparation of Country Data for Reconnaissance Team	Johnson/ Adm. Asst.	AFR/ARD
Oct. 17-29	Preparation of Schedule for Reconnaissance Team Briefing and Briefing Sessions	Johnson/Wood	AFR/RA
Oct. 29	Reconnaissance Team in Field	Bentley/Deputy for Sahel	AFR/ Field Mission
Dec. 15	Reconnaissance Team Report	Bentley/Johnson	

#### A. Detailed Description of Activities

##### 1. Selection of Devres Deputy and the African Research Specialist for the Sahel

Devres has requested Dr. Williams, Executive Secretary of The Science Technical Research Commission of The

Organization of African Unity to nominate an African agricultural research expert to participate as a member of the Reconnaissance Team visit. Devres does not yet have an agreed to candidate for the position of Deputy Team leader for the Sahalian zone. If this position is not filled by COB October 20, 1982, Devres will request a delay in initiation of this schedule.

2. Preparation of Country Data for Reconnaissance Team

Devres will prepare a data set for each team member including information on each country's agricultural production, climate, population, food imports, research institutions, and activities, donor research activities, names of AID, other donor and country officials and other data and/or maps as available and appropriate.

AID resources  
complete  
initial report  
of report  
FY 81-82

3. Preparation of Schedule for Reconnaissance Team Briefing and Briefing Sessions

Devres will prepare a working schedule for a four (4) day briefing for Reconnaissance Team members. A preliminary outline follows.

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>Responsibility</u>	
				<u>Devres</u>	<u>Coordination AID</u>
Oct. 25	0900-1200	<u>Devres meeting</u> <ul style="list-style-type: none"> <li>. Administration, management, Budget visa's Health, etc.</li> </ul>	2426 Ontario	Wood Johnson	-
	1330-1500	<u>Meet with AID</u> <ul style="list-style-type: none"> <li>. Introductions</li> <li>. CADA Initiative</li> <li>. Current Status of CADA Initiative</li> </ul>	AID/Conf. Room	Johnson	DIR/AFR/RA
	1530-1730	<u>AID Technical Presentation</u> <ul style="list-style-type: none"> <li>. An overview of Agricultural Research in the Sahel</li> <li>. AID's Views and Sense of Research Priorities</li> </ul>	AID/Conf. Room	Bentley Johnson D/D Sahel STRC Rep.	AFR/ARD
Oct. 26	0900-1000	<u>Devres Meeting</u> <ul style="list-style-type: none"> <li>. Devres Preception of Task</li> </ul>	2426 Ontario	Wood Johnson	-
	1030-1200	. Meeting with USDA  <u>Meeting with AID</u>			AFR/RA (USDA/ OIC & ARS)
	1330-1500	. Courtesy Calls 1) AFR/AA 2) AFR/DR 3) BIFAD	AID	Johnson/ Bentley D/D Sahel STRC Rep.	AFR/RA

Task I.—RECONNAISSANCE, cont.

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>Responsibility</u>	
				<u>Devres</u>	<u>Coordination</u> <u>AID</u>
	1530-1700	AFR/ARD Briefing	AID/AFR/ARD	Johnson Bentley D/D Sahel STRC Rep.	AFR/RA D/D Sahel
Oct. 27		<u>Devres Meeting</u>	2426 Ontario	Johnson Bentley Flinn D/D Sahel STRC Rep.	
	0900-1030	. Reports, Com- munication			
	1030-1200	. An Introduction to MUCIA			
Oct. 27	1330-1500	. Meet with IBRD	IBRD	Wood Bentley	
	1530-1730	. Team Meeting/Discussion		D/D Sahel	
Oct. 28	0930-1030	. AID Wrap-up (as needed)	AID/AFR/RA	Bentley	AFR/RA
	1100-1200	<u>Devres Wrap up</u>	Devres	Johnson (Adm/Asst.)	
		. Complete travel arrangements			
		. Review schedule			
		. Review reporting procedure	Devres	Wood/Johnson	
	1330-1730	Team Meetings	Devres	Bentley	
Oct. 29		Depart			

4. Reconnaissance Team Field Visits

a. Field Notification

A message has been sent (copy attached) to all Sahalian AID missions and to REDSO/WA advising Directors of Devres

*There have  
v.i.*

plans for project implementation. The firm schedule for the Reconnaissance Team will be sent as soon as it is settled.

Separate notification and descriptions of the task will be sent to CLISS, WARDA, AND IITA.

b. Paris Meeting of CDA Donors

Although not a direct activity scheduled as part of the reconnaissance team field visits, Dr. Bentley will participate in the Paris meeting of CDA donors. Two specific actions will involve Devres. These are:

- (1) Prior to these meetings and in collaboration with AID, Devres will prepare illustrative Inventory Guidelines (see Task II, Consultative Meetings) for use by AID and Devres representatives at the working sessions of the meetings. These illustrative Inventory Guidelines will be shared with other donors to assure their understanding of the AID/Devres conceptualization of the data needed to develop a well thought out and realistic zonal program.
- (2) Dr. Bentley will discuss and collect information on other donors' schedules and formats for their activities from which Devres can develop a plan

and schedule for collaboration in other donor activities and for other donor participation in the zones where Devres has responsibility.

c. Schedule of Reconnaissance Team Visits

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>VIA</u>	<u>TIMES</u>
Oct.				
29	Wash. Dulles (non stop)	Paris De Gaulle	TWA 890	1940/0805
30	Paris De Gaulle	Abidjan	RK 37	0930/1745
Nov.				
1	Abidjan	Ouagadougou	RK 113	1630/1750
6	Ouagadougou	Bamako	VH 624	0700/0940
	(alternative)			
9	Bamako	Dakar	DS 242	1700/1940
11	Dakar	Praia	DS 411	1200/1400
14	Praia	Dakar	VR 708	0800/1100
14	Dakar	Nouakchott	AH 5235	2130/2220
17	Nouakchott	Dakar**	DS 352	1800/1915
18	Dakar	Banjul	DS 461	0815/0905
20	Banjul <sup>1</sup>	Lagos	WT 909	0930/1545
	(excursion to Ibadan, no flights listed in airline guide)			
25	Lagos	Niamey	WT 990	0730/1110
27	Niamey <sup>2</sup>	Kano	WT 991	1210/1405
27	Kano	Maiduguri	WT 542	1610/1715
	(surface or charter aircraft for travel to Chad)			
30	Ndjamena	Paris De Gaulle**	RK 52	1345/1910
Dec.				
1	Paris De Gaulle (via Boston)	Wash. National	TWA 893	1240/1728

\*\* denotes an overnight en route when no through flights are offered

Explanation of airline carrier codes used above:

TWA = Trans World Airlines	VR = Transportes aereos de Cabo Verde
RK = Air Afrique	AH = Air Algeria
VH = Air Volta	WT = Nigeria Airways Ltd.
MY = Air Mali	
DS = Air Senegal	

Alternative arrangements for travelers terminating African work in Niamey (not to include Chad):

Dec.				
1	Niamey <sup>2</sup>	Paris de Gaulle	UT 832	0050/0715
(overnight at Paris to break journey - rest - etc.)				
2	Paris de Gaulle	Washington Natl.	TWA 893	1240/1728

<sup>1</sup> Dr. Bentley to Paris for CDA meeting Nov. 22nd. Then returns to Nigeria to pick up with team.

<sup>2</sup> Two (2) members of the team, D/D for Sahel and STRC Rep. to Ndjamaena, Dr. Bentley to return to U.S. from Niamey.

B. PERSON DAYS FOR DEVRES SAHEL RECONNAISSANCE TASK<sup>1</sup>

SUBTASKS

<u>Person</u>	<u>Planning Meeting</u>	<u>Recon.</u>	<u>Recon. Report</u>	<u>Total</u>
Johnson	10	-	5	15
Wood	2	-	-	2
Bentley	6	31	10	47
DTL	6	31	6	43
OAU/STRC	7	31	11	49
AA/Cont. Mgr.	10	-	10	20
MUCIA	<u>2</u>	<u>-</u>	<u>-</u>	<u>2</u>
Total	41	93	42	176

<sup>1</sup> Devres also plans to provide the following persons and person days for assisting the CDA donors responsible for reconnaissance efforts in other African zones.

*EB requested*

<u>ZONE</u>	<u>PERSON</u>	<u>PERSON DAYS</u>
Zaire Basin	Webster	25
Central Coastal West Africa	Schillhorn	25
East Africa	Bondurant	20
Sudan	Russell	20

C. Minimum Expectations of Outputs from Reconnaissance Visits

- o Full and accurate explanations of the CDA initiative in agricultural research to African officials including research administrators, Ministry of Agriculture (or equivalent), senior staff, research directors and AID mission staff.
  
- o Strong emphasis on the concept of "program" development and the sincere intent to develop program in a fully collaborative and collegial fashion.
  
- o Explanations to African officials, AID staff and other CDA donor field representatives of the procedures to be followed to develop the zonal program including the subsequent zonal meetings, the development of country and zonal inventories and recommendations.
  
- o Identification of country representatives to be invited to participate in the zonal meetings and recommendations regarding presentations by Africans and/or their participation as discussion leaders.
  
- o An initial appraisal of the agricultural problems in the country, the institutional and manpower situation in research and a sense of the constraints to adoption of research noting in particular, policy, political, information dissemination or extension, marketing, (including transport and storage) and any other related problems.
  
- o Gathering and organization of detail relevant to the inventory task to be carried out later, particularly persons and

institutions to be visited, areas of each country to be observed, research issues to be reviewed in depth, indications of any special professional staff needed for the inventory task, etc.

D. Reconnaissance Team Report

A final report on the reconnaissance visits will be submitted to AID on or about January 15, 1983. This report will be used as an input to the development of the final Inventory Guidance Paper. (See schedule for Task No. 2)

Task II.--CONSULTATIVE MEETINGS

Consultative meetings with African research administrators and research specialists will be scheduled in February 1983 at a location agreeable to Devres, AID and STRC.

Following is a description of the preparations for the meeting, the plans for the meeting and the expected outputs from the meeting.

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
Oct. 29 Feb. 21 (1983)	Preparation for consultative meeting	Johnson/Bentley D/D for Sahel, Ad/Asst., Millar- Wood, STRC Rep.	AFR/RA
Feb. 21- Feb. 24	Zonal consultative meeting	Bentley, D/D Sahel, Johnson, STRC Rep.	AFR/RA
Feb. 28- Mar. 10	Prepare Draft of Conference Report	STRC D/D Sahel	AFR/RA
Mar. 10 Mar. 31	Circulate Draft Report to participants and receive comments and finalize conference report.	D/D Sahel Johnson	AFR/RA
Mar. 10 Apr. 4	Finalize Inventory Guide-Guidelines	D/D Sahel Johnson, Bentley STRC	AFR/RA AFR/ARD

A. Detailed Description of Activities

1. Preparation for Consultative Meeting

<u>Priority Tasks</u>	<u>Date Complete</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
. Preparation of Draft Inventory Guidance Paper	Nov. 11, 1982	Johnson Flinn	AFR/RA
. Selection of Meeting Site, notification to Africans, AID missions, other CDA donors and other institutions, related arrangements for participants	Dec. 15, 1983	Bentley, Johnson, Adm/Asst.	AFR/RA
. Development of Draft Conference agenda	Dec. 15, 1983	Johnson Bentley, D/D Sahel MUCIA, STRC Rep.	AFR/RA AFR/ARD
. Finalize conference agenda (request concept papers)	Jan. 10, 1983	Johnson	AFR/RA AFR/ARD STRC
. Official notification to Africans, AID Field Missions CDA members and other agencies (IITA, CLISS, WARD, etc.)	Jan. 17, 1983	Johnson, Adm/Asst. STRC Rep.	AFR/RA

2. Zonal Consultative Meeting

		<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
. complete local arrangements	Feb. 15, 1983	Millar-Wood Adm/Asst.	AFR/RA Local Aid Mission
. Hold Consultative Meeting	Feb. 24, 1983	Johnson, Bentley Millar-Wood	AFR/RA AID Mission

3. Prepare Draft of Conference Report

. Prepare draft report and clear draft with AID in preparation for review by participants	Mar. 4, 1983	Johnson D/D Sahel MUCIA	AFR/RA AFR/ARD
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4. Review Consultative Meeting Report

. Circulate Report for comment to all participants and to country research directors, Ministry representatives, AID Missions, other CDA donors and other institutions	Mar. 4, 1983	Johnson D/D Sahel Adm/Asst.	AFR/RA
. Prepare final Consultative Meeting Report	Mar. 31, 1983	Johnson D/D Sahel Adm/Asst.	AFR/RA AFR/ARD

5. Finalize Inventory Guidance

Prepare final Inventory guidance for use by Inventory teams	April 4, 1983	Johnson Bentley D/D Sahel MUCIA Adm/Asst.	AFR/RA AFR/ARD
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B. Devres Person Days Assigned to Consultative Meeting Task<sup>1</sup>

<u>Person</u>	<u>Subtasks</u>				<u>Total</u>
	<u>Meeting Rep.</u>	<u>Meeting</u>	<u>Report</u>	<u>Final Guidelines</u>	
Johnson	15	4	5	5	29
Bentley	4	4			8
DTL		4	5		9
AA/Cont Mgr.	15		10	5	30
Millar-Wood	9	4	1		14
Sabuncuoglu	11	4			15
OAU/STRC	11	4	10	5	30
MUCIA					
AF Local Hire		30			30
Total	65	54	31	15	165

<sup>1</sup>Devres also plans to provide the following persons and person days for assisting the CDA donors responsible for zonal meetings in other African zones:

<u>Zones</u>	<u>Person</u>	<u>Person Days</u>
Zaire Basin	Webster	20
Central Coastal West Africa	Schillhorn	20
East Africa	Bondurant	20
Sudan	Russell	10

C. Consultative Meeting Travel Schedule

Detailed travel estimates will be prepared (not later than December 15, 1982) when preliminary information is available on conference location and African participation. This travel plan will include details for the travel of all meeting participants to be financed by Devres under the contract.

Task III.—PREPARE RESEARCH INVENTORIES FOR EACH COUNTRY IN SAHEL  
AND ZONAL INVENTORY DOCUMENT FOR SAHEL

Task III will be composed of the following principal activities:

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
Jan. 3 - Feb. 24	Selection of Inventory Team	Johnson Bentley D/D Sahel MUCIA	AFR/RA AFR/ARD
Feb. 28 - Mar. 3	Briefing of Inventory Team	Johnson Bentley D/D Sahel Wood MUCIA	AFR/RA AFR/ARD
Mar. 4 - May 6	Take Inventory	Bentley D/D Sahel	AFR/RA Field Missions
May 6 - May 20	Prepare draft Inventory Report and Clear with AID/W	D/D Sahel Bentley Johnson	AFR/RA
May 20 - July 1	Prepare Final Sahelian country and zonal synthesis report covering Tasks I through III and circulate to African countries, AID field staff, CDA donors and other institutions	Johnson Bentley D/D Sahel MUCIA STRC	AFR/RA
July 1 - July 31	Prepare Draft outline zonal program document	Johnson D/D Sahel MUCIA	AFR/RA

A. Description of Activities

1. Selection of Inventory Team

<u>Priority Actions</u>	<u>Date Completed</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination</u> <u>AID</u>
. Review MUCIA staff qualification and select personnel based on information available, Inventory guidelines and reports from reconnaissance visits.	Feb. 8, 1983	D/D Sahel Bentley Johnson MUCIA STRC Coordination	AFR/RA

2. Briefing of Inventory Team

. Collaborate with AID to prepare comprehensive briefing for Inventory team in Washington. Schedule to be cleared by AFR/RA	Mar. 3, 1983	D/D Sahel Bentley Johnson MUCIA	AFR/RA AFR/ARD
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3. Take Inventory

. Complete comprehensive inventory based on approved guidance and involving to maximum degree, African professionals, AID Field Staff and other CDA representatives	May 3, 1983	D/D Sahel MUCIA Staff	AFR/RA Field Missions
---	-------------	-----------------------------	-----------------------------

4. Prepare Draft Inventory Report

- |   |              |  |        |
|---|--------------|--|--------|
| . Drafts of country inventories will be prepared in the field and sent to Devres as the inventory proceeds. As all contacts and country specific inventories are completed, the inventory team will return to Devres headquarters for a period up to two weeks when a final draft of both the country specific inventories as well as a zonal inventory will be completed | May 20, 1983 | D/D Sahe1<br>Johnson<br>Bentley<br>MUCIA<br>STRC<br>Coordination | AFR/RA |
|---|--------------|--|--------|

5. Prepare Final Sahelian Zonal Synthesis Report

- |  |               |  |        |
|--|---------------|--|--------|
| . A comprehensive synthesis report covering all phases of the activity through the completed inventory report will be prepared for circulation to AID/W Field Missions, African countries, CDA donors and other institutions for comment | July 31, 1983 | Johnson<br>Bentley<br>D/D Sahe1<br>MUCIA<br>STRC<br>Coordination | AFR/RA |
|--|---------------|--|--------|

6. Prepare a Draft Outline for A Zonal Program Document

- . As the synthesis report is completed July 15, 1983 D/D Sahe1 AFR/RA  
 Devres will prepare Johnson  
 for AID/W comment Wood  
 an initial draft  
 outline for the  
 final Sahelian  
 Zonal Program  
 report.

B. Devres Person Days Allocated to Sahel Portion of Task III<sup>1</sup>

<u>Person</u>	<u>Work and Travel Days</u>
Johnson	35
Bentley	56
DTL	140
Synott	57
African 1	108
African 4	73
African 7	50
Local Hire	
Professional	52
Assistants	52
Clerical	56
	<u>679</u>

<sup>1</sup>Devres also plans to provide the following persons and person days for assisting the CDA donars responsible for inventory efforts in other African zones:

<u>Zone</u>	<u>Person</u>	<u>Person Days</u>
Zaire Basin	Webster	35
Central Coastal West Africa	Schillhorn	35
East Africa	Bondurant	35
Sudan	Russell	35

Task IV.--PREPARATION OF SAHEL ZONAL PROGRAM DOCUMENT, PID AND PP

The following major activities comprise Task IV:

		<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
(1983-84)			
Aug. 1- Sept. 1	Prepare Draft of Zonal Program Document and clear with AID/W.	D/D Sahel/ Johnson/Bentley/ MUCIA/STRC	AFR/RA
Sept. 1- Oct. 15	Circulate Zonal Program Document to AID Field Missions, African countries, CDA donors and other institutions.	Johnson/ STRC/Adm. Asst.	AFR/RA
Oct. 17- Oct. 19	Zonal conference held in Africa to Review Zonal Program	Johnson/Bentley D/D Sahel/MUCIA	
Oct. 24- Nov. 15	Prepare Final Zonal Program Document.	D/D Sahel/ Johnson/ Adm. Asst./MUCIA	AFR/RA
Nov. 15- Dec. 15	Prepare PID	D/D Sahel/ Johnson/ Adm. Asst.	AFR/RA
Dec. 15- Feb. 1 (1984)	AID Review/Clearance; Finalize PID		
Feb. 1- Mar. 15	Prepare PP	D/D Sahel/ Johnson/ Adm. Asst.	AFR/RA
Mar. 15- Apr. 15	AID Review/Clearance; Finalize PP	Johnson	AFR/RA

A. Description of Activities

1. Preparation of Draft Zonal Program Document for Sahelian Zone and Clear with AID/W

<u>Priority Actions</u>	<u>Date Completed</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
. A draft Zonal Program will be prepared based on the Sahelian Synthesis Report and the draft outline prepared in Section III.	August 24, 1983	D/D Sahel/ Johnson/ Adm. Asst./MUCIA/ STRC Coordination	AFR/RA
. AID comment and clearance clearance.	Sept. 1, 1983	D/D Sahel/ Johnson	AFR/RA

2. Circulate Zonal Program Document to AID Field Mission, African Countries, CDA Donors and Other Institutions

. The Zonal Program will be sent to all concerned parties for their review prior to a zonal conference to reach consensus on the program.	Oct. 15, 1983	Johnson	AFR/RA
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3. A Zonal Conference to Achieve Concurrence by all Parties to the Program

. Selection of location, participants and develop agenda and hold conference.	Sept. 1, 1983	Adm. Asst./ D/D Sahel/ Ms. Millar-Wood/ MUCIA/STRC Coordination	AFR/RA AID Field Mission
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4. Preparation of Zonal Program Document

. Based on inputs from conference and AID/W comment, a final zonal program will be prepared.	Nov. 15, 1983	Johnson/ D/D Sahel	AFR/RA
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5. Prepare PID

<u>Priority Actions</u>	<u>Date Completed</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
. Based on the content of the Zonal Program document and AID/W, AID/field inputs, a PID will be prepared for AID review and approval.	Dec. 15, 1983	Johnson/ D/D Sahel/Wood Adm. Asst./ MUCIA	AFR/RA

6. AID Clearances of PID

. AID approval of PID.	Feb. 1, 1984	Johnson	AFR/RA
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7. Prepare PP

. Based on AID PID approval a PP will be prepared for AID review and approval.	Mar. 15, 1984	Johnson/ D/D Sahel/Wood Adm. Asst.	AFR/RA
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8. AID Clearance of PP

. AID Approval PP.	Apr. 15, 1984	Johnson	AFR/RA
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B. Devres Person Days Allocated to Sahel Portion of Task IV<sup>1</sup>

<u>Person</u>	<u>Prepare Zonal Program Document</u>	<u>Prepare PID</u>	<u>Prepare PP</u>	<u>Total</u>
Johnson	10	5	6	21
Bentley	12	5	22	39
DTL	44	12	28	84
Synnott	10	--	--	10
African 1	44	11	13	68
African 4	22	--	--	22
	<u>142</u>	<u>33</u>	<u>69</u>	<u>24</u>

<sup>1</sup> Devres also plans to provide the following persons and person days for assisting the CDA donors responsible for preparing zonal program documents for other African zones:

<u>Zone</u>	<u>Person</u>	<u>Person Days</u>
Zaire Basin	Webster	35
Central Coastal West Africa	Schillhorn	40
East Africa	Bondurant	40
Sudan	Russell	35

TO: DAVID SHEAR  
DIRECTOR  
USAID/SENEGAL

DEVRES INC IN COLLABORATION WITH THE MIDWEST UNIVERSITY CONSORTIUM FOR INTERNATIONAL ACTIVITIES (KCUA), IS INITIATING WORK FOR AID ON THE PROJECT 690-0207, STRENGTHENING AFRICAN AGRICULTURAL RESEARCH. WE WISH TO INTRODUCE OUR STAFF WHO WILL HAVE RESPONSIBILITY FOR THIS EFFORT AND SHARE WITH YOU OUR PERCEPTIONS OF HOW WE CAN ACCOMPLISH THE TASKS IDENTIFIED IN THE PROJECT PAPER.

THE PROJECT DIRECTOR FOR DEVRES IS MR WILLIAM H. JOHNSON, WHOM YOU MAY KNOW. BILL'S LAST JOB WITH AID WAS AS CHIEF OF THE AGRICULTURE AND RURAL DEVELOPMENT OFFICE OF THE AFRICAN BUREAU. HE HAS SERVED AS AGRICULTURE OFFICER IN SEVERAL AFRICAN COUNTRIES, AS WELL AS HAVING A GREAT DEAL OF EXPERIENCE IN ALL ASPECTS OF AID PROJECT DESIGN AND MANAGEMENT. WE BELIEVE BILL CAN BRING TO OUR ACTIVITY A KEEN AND SENSITIVE UNDERSTANDING OF COUNTRY-SPECIFIC ISSUES, THE NEED TO INVOLVE AFRICANS AND THE IMPORTANCE OF LISTENING TO AFRICAN -- THEIR PERCEPTIONS AND THEIR SENSE OF PRIORITIES.

OUR CHIEF TECHNICAL OFFICER IS DR C. FRED BENTLEY DR. BENTLEY IS AN INTERNATIONALLY RECOGNIZED AGRICULTURAL RESEARCH EXPERT WHO HAS SERVED IN A NUMBER OF SENIOR POSITIONS. A FORMER DEAN OF THE FACULTY OF AGRICULTURE AT THE UNIVERSITY OF ALBERTA, HE IS ALSO PRESENTLY CHAIRMAN OF THE GOVERNING BOARD FOR THE INTERNATIONAL CROPS RESEARCH INSTITUTE FOR THE SEMI-ARID TROPICS (ICRISAT). HE IS WELL-KNOWN IN AFRICA AND IN HYE SAHEL, HAVING WORKED AND/OR CONSULTED IN SENEGAL, UPPER VOLTA, AND NIGER, AS WELL AS MANY OTHER AFRICAN, ASIAN, AND LATIN AMERICAN COUNTRIES. HE HAS WORKED AS A SPECIAL ADVISOR TO THE CANADIAN INTERNATIONAL DEVELOPMENT AGENCY (CIDA). DR. BENTLEY COMBINES AN EXCELLENT PROFESSIONAL RESEARCH-ORIENTED CAPABILITY WITH A CLEAR UNDERSTANDING OF THE WHOLE AFRICAN AGRICULTURAL ENVIRONMENT OF RURAL AFRICAN PRODUCERS. HE IS WELL-ACQUAINTED WITH THEIR RESOURCES AND THEIR CONSTRAINTS -- NOT ONLY ECOLOGICAL, BUT ALSO THOSE OF POLICY, MANPOWER, FOODS AND POLITICS.

IN ADDITION TO THESE PRINCIPAL OFFICERS, WE WILL ALSO HAVE A DEPUTY TEAM LEADER AND A PROFESSIONAL AFRICAN RESEARCH SCIENTIST, THE LATTER TO BE SELECTED FROM NAXES PROVIDED BY THE OFFICE OF THE SCIENTIFIC AND TECHNICAL RESEARCH COMMISSION (STRC) OF THE ORGANIZATION OF AFRICAN UNITY (OU).

WE WISH TO SHARE WITH YOU OUR CONCEPT OF HOW TO GO ABOUT THE TASK WHICH, WHEN COMPLETED, WILL RESULT IN A PROJECT PAPER FOR AID CONSIDERATION.

1709 L St. N.W. Washington D.C. Ft.

111 WOOD COMMUNICATIONS INC.

111 Communications Inc.

1709 L St. N.W. Washington D.C. Phone: 296-6200

24a

1709 L St. N.W. Washington D.C. Phone 296-6200

1709 L St. N.W. Washington D.C. Phone 296-6200

ITT World Communications Inc.

ITT World Communications Inc.

WE HOPE TO AVOID, TO THE DEGREE POSSIBLE, DEVELOPING A PROPOSAL WHICH IS SIMPLY A COLLECTION OF EVERYONE'S 'PET PLANS' -- A HODGE-PODGE OF IDEAS, PROJECTS AND SCHEMES WHICH HAVE BEEN COLLECTING DUST ON THE SHELVES FOR YEARS WAITING FOR A DONOR. IT IS OUR BELIEF THAT WE MUST TALK WITH AFRICANS AND ENCOURAGE ALL PARTIES TO FIRST ESTABLISH A TRUE PROGRAM FOR RESEARCH, BASED ON THE NEEDS AND POTENTIAL OF COUNTRIES THEMSELVES AND RELATED TO THE SAHELIAN ZONES ARVALL PROBLEMS. WE EXPECT TO INTERACT WITH AFRICANS AND OTHER DONORS TO FOCUS ATTENTION ON THE URGENT NEED FOR REALISTIC APPRAISALS OF THE POTENTIAL TO EFFECTIVELY USE RESEARCH RESULTS.

WE DO NOT WISH TO DISCUSS MANY DETAILS OF AID-FINANCED PROJECTS DURING THE EARLY '4ECONAISSANCE' PHASE OF THE PROCESS. THERE ARE ALREADY NO DOUBT SEVERAL DONORS, BOTH MULTI-LATERAL AND BI-LATERAL, ALREADY INVOLVED IN AGRICULTURAL RESEARCH ACTIVITIES IN YOUR COUNTRY. SINCE THE OTHER DONORS REPRESENTED IN CDA MAY HAVE ADVANTAGES OR LICENSE TO ENGAGE IN SOME ACTIVITIES THAT AID MAY NOT BE AS ABLE, THE ISSUE OF AID'S ROLE IS CLEARLY ONE WHICH YOUR MISSION AND AID/2ASHINGTON WILL HAVE A GREAT DEAL OF 'SORTING OUT' TO DO. WE HOPE TO OFFER AS BROAD AND CLEAR A PROSPECTIVE AS POSSIBLE IN THIS PROCESS.

IN OUR TEAM'S INITIAL CONTACT WITH YOUR MISSION AND WITH AFRICANS IN YOUR COUNTRY, WE WILL BE MOST GRATEFUL FOR YOUR COOPERATION. OUR TEAM WILL BE INSTRUCTED TO COLLABORATE WITH YOU AND YOUR STAFF AS THEY MOVE TO ACQUAINT YOUR HOST GOVERNMENT OF THE PLANS AND TO ENDEAVOR TO BRING THEM INTO THE PROCESS TO THE MAXIMUM DEGREE. WE HOPE YOU WILL FIND IT POSSIBLE TO BRIEF THE TEAM AND PARTICIPATE WITH THEM IN MEETING YOUR COUNTERPARTS AS YOUR TIME PERMITS. WE ALSO HOPE THAT YOUR AGRICULTURE STAFF AND PROGRAM STAFF WILL HAVE AMPLE TIME TO SHARE THEIR KNOWLEDGE OF IN-COUNTRY NEEDS AND CAPABILITIES. AS PART OF THE INITIAL VISIT, WE WILL BE ENCOURAGING PARTICIPATION OF AFRICAN RESEARCH ADMINISTRATORS, PLANNERS, AND TECHNICIANS IN FUTURE CONFERENCES AND IN FOLLOW-UP TASKS, SUCH AS OUR NEED TO MUTUALLY DEVELOP A PLAN FOR AND PERFORM A COUNTRY-SPECIFIC RESEARCH INVENTORY.

UNTIL WE ALL CONCUR IN AN OVERALL RESEARCH PROGRAM BELIEVED APPROPRIATE TO YOUR COUNTRY AND INTEGRATED INTO A SAHEKUAN SAHELIAN ZONE PLAN, WE HOPE TO REMAIN COMPLETELY OPEN-MINDED AND AS FLEXIBLE AS POSSIBLE. WE WILL LEEP YOU AND YOUR STAFF FULLY ADVISED AND A FULL PARTNER IN THIS ACTIVITY. WE LOOK FORWARD TO WORKING WITH YOU AND YOUR COUNTERPARTS.

VERY TRULY YOURSN

JAYNE C. MILLAR-WOOD, PRESIDENT  
DEVRES, INC.

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### III. WORKPLAN FOR SOUTHERN AFRICA ZONE

This schedule has been prepared based on advice from AID/W identifying the probability that it would not be possible to initiate work for the Southern African Development Coordination Conference (SADCC) until after 1 January 1983. Devres has assumed therefore that Task I, Reconnaissance can be scheduled at that time. If additional delays occur, this schedule will be further delayed.

#### Task I. -- RECONNAISSANCE

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
Nov. (1983)			
15-30	Selection African Research Specialist	Johnson/Wood	AFR/RA (STRC)
Dec. (1983)			
1-20	Preparation of Country Data for Reconnaissance Team	Johnson/ Adm. Asst.	AFR/ARD
1-20	Preparation of Schedule for Reconnaissance Team Briefing	Johnson/Wood	AFR/RA

Task I.--RECONNAISSANCE, cont.

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
Jan. (1983)			
10	Reconnaissance Team in Field	Bentley/ Kelley	AFR/ Field Mission
Feb. (1983)			
25	Reconnaissance Team Report	Bentley/ Johnson	

A. Detailed Description of Activities

1. Selection of the African Research Specialist  
for Southern Africa

Devres will request Dr. Williams, Executive Secretary of The Science Technical Research Commission of The Organization of African Unity to nominate an African agricultural research expert to participate as a member of the Reconnaissance Team visit.

2. Preparation of Country Data For Reconnaissance  
Team

Devres will prepare a data set for each team member including information on each country's agricultural production, climate, population, food imports, research institutions, donor research activities, names of AID, other donor and country officials and other data and/or maps as available and appropriate.

3. Preparation of Schedule for Reconnaissance Team Briefing and Briefing Sessions

Devres will prepare a working schedule for a four-  
(4) day briefing for Reconnaissance Team members. A preliminary outline follows.

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>Responsibility</u>	
				<u>Devres</u>	<u>Coordination AID</u>
Jan. 4, 1983	0900-1200	<u>Devres Meeting</u> <ul style="list-style-type: none"> <li>. Administration, Management, Budget, Visas, Health, etc.</li> </ul>	2426 Ontario	Wood/ Johnson	
	1330-1500	<u>Meet with AID</u> <ul style="list-style-type: none"> <li>. Introductions</li> <li>. CADA Initiative</li> <li>. Current Status of CADA Initiative</li> </ul>	AID Conf. Room	Johnson	DIR/AFR/RA
	1530-1730	<u>AID Technical Presentation</u> <ul style="list-style-type: none"> <li>. An Overview of Agricultural Research in Southern Africa</li> <li>. AID's Views and Sense of Research Priorities</li> </ul>	AID Conf. Room	Bentley/ Kelley STRC Rep.	AFR/ARD
Jan. 5		<u>Devres Meeting</u>	2426 Ontario	Wood/ Johnson/ Kelley	
	0900-1000	. Devres Perception of Task			
	1030-1200	. Meeting with USDA			AFR/RA (USDA/ OK & ARS)

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Location</u>	<u>Responsibility</u>	
				<u>Devres</u>	<u>Coordination</u> <u>AID</u>
Jan. 5, 1983	1330-1500	<u>Meeting with AID</u>  Courtesy Calls 1) AFR/AA 2) AFR/DR 3) BIFAD	AID	Johnson/ Bentley/ Kelley STRC Rep.	AFR/RA
	1530-1700	AFR/ARD Briefing	AID/AFR/ ARD	Johnson/ Bentley/ Kelléy STRC Rep.	AFR/RA
Jan. 6		<u>Devres Meeting</u>	2426 Ontario		
	0900-1030	Reports, Commu- nication		Johnson/ Bentley	
	1030-1200	An Introduction to MUCIA		Flinn/ Kelley STRC Rep.	
	1330-1500	Meet with IBRD	IBRD	Wood	
	1530-1730	Team Meeting/ Discussions		Bentley/ Kelley	
Jan. 7	0930-1030	AID Wrap-up (as needed)	AID/AFR/ RA	Bentley	AFR/RA
	1100-1200	<u>Devres Wrap-up</u>  . Complete travel arrangements . Review schedule . Review reporting procedure	2426 Ontario	Adm Asst./ Johnson	
	1330-1730	Team Meetings	2426 Ontario	Bentley	
Jan. 8		Depart			

#### 4. Reconnaissance Team Field Visits

##### a. Field Notification

A message, similar to that sent to Sahel missions, will be sent to all Southern African AID missions and REDSO/EA advising Directors of Devres' plans for project implementation. The firm schedule for the Reconnaissance Team will be sent as soon as it is settled.

Separate notification and descriptions of the task will be sent to SADCC and other appropriate institutions.

##### b. Schedule for Reconnaissance Team Visits

A schedule for field visits is not provided at this time, pending securing advice from AFR/RA regarding field approvals. When such advice is secured, Devres will provide such a schedule.

B. Person Days for Southern Africa Reconnaissance Task

<u>Person</u>	<u>SUBTASKS</u>			<u>Total</u>
	<u>Planning Meeting</u>	<u>Recon.</u>	<u>Recon. Report</u>	
Johnson	3	--	5	8
Bentley	2	26	6	34
Kelley	6	26	10	42
OAU/STRC	7	26	11	44
AA/Cont. Mgr.	10	--	10	20
MUCIA	2	--	--	2
	<u>30</u>	<u>78</u>	<u>42</u>	<u>150</u>

C. Minimum Expectations of Outputs from Reconnaissance Visits

- o Full and accurate explanations of the CDA initiative in agricultural research to African officials including research administrators, Ministry of Agriculture (or equivalent) senior staff, research directors and AID mission staff.
- o Strong emphasis on the concept of "program" development and the sincere intent to develop program in a fully collaborative and collegial fashion.
- o Explanations to African officials, AID staff and other CDA donor field representatives of the procedures to be followed to develop the zonal program including the subsequent zonal meetings, the development of country and zonal inventories and recommendations.
- o Identification of country representatives to be invited to participate in the zonal meetings and recommendations regarding presentations by Africans and/or their participation as discussion leaders.
- o An initial appraisal of the agricultural problems in the country, the institutional and manpower situation in research and a sense of the constraints to adoption of research noting in particular policy, political information dissemination or extension, marketing, including transport and storage and any other related problems.

- o Gathering and organization of detail relevant to the inventory task to be carried out later, particularly persons and institutions to be visited, areas of each country to be observed, research issues to be reviewed in depth, indications of any special professional staff needed for the inventory task, etc.

D. Reconnaissance Team Report

A final report on the reconnaissance visits will be submitted to AID on or about February 25, 1983. This report will be used as an input to the development of the final Inventory Guidance Paper. (See schedule for task No. 2.)

Task II.--CONSULTATIVE MEETINGS

Consultative meetings with African research administrators and research specialists will be scheduled in April 1983 at a location agreeable to Devres, AID and STRC.

Following is a description of the preparations for the meeting, the plans for the meeting and the expected outputs from the meeting.

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
Nov. 15 (1983)- Apr. 26 (1983)	Preparation for consultative meeting	Johnson/ Kelley/ Adm Asst./ Ms. Millar- Wood/STRC Rep.	AFR/RA
Apr. 26- Apr. 28	Zonal consultative meeting	Bentley/ Kelley/ Johnson/STRC Rep.	AFR/RA
May 2- May 11	Prepare Draft of Conference Report	Kelley/STRC	AFR/RA
May 11- July 5	Circulate Draft Report to Participants and receive comments	Kelley/ Johnson	AFR/RA
May 11- July 13	Finalize Inventory Guidelines	Kelley/ Bentley/STRC	AFR/RA AFR/ARD

A. Detailed Description of Activities

1. Preparation for Consultative Meeting

<u>Priority Tasks</u>	<u>Date Complete</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
. Preparation of Draft Inventory Guidance Paper	Nov. 11, 1982	Johnson/ Bentley/ Flinn	AFR/RA AFR/ARD
. Selection of Meeting Site, notification to Africans, AID missions, other CDA donors and other institutions, related arrangements	Feb. 1, 1983	Bentley/ Johnson/ Adm. Asst.	AFR/RA
. Development of Draft Conference Agenda	Feb. 15	Johnson/ Bentley/ Kelley/MUCIA/ STRC Rep.	AFR/RA AFR/ARD
. Finalize conference agenda	Mar. 10	Johnson	AFR/RA AFR/ARD STRC
. Official notification to Africans, AID Field Missions, CDA members and other agencies (SADCC)	Mar. 15	Johnson/ Adm Asst./ STRC Rep.	AFR/RA

2. Zonal Consultative Meeting

. Complete local arrangements	Apr. 10	Ms. Millar- Wood/ Adm. Asst.	AFR/RA Local Aid Mission
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3. Prepare Consultative Meeting Report

<u>Priority Tasks</u>	<u>Date Complete</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
Prepare Draft Report and clear draft with AID in preparation for review by participants	May 11, 1983	Johnson/ Bentley/ Kelley/ MUCIA	AFR/RA AFR/ARD

4. Review Consultative Meeting Report

. Circulate Report for comment to all participants and to country research directors, Ministry representatives, AID Missions, other CDA donors and other institutions	July 5	Johnson/ Kelley/ Adm. Asst.	AFR/RA
. Prepare Final Consultative Meeting Report	July 13	Johnson/ Kelley/ Adm. Asst.	

5. Finalize Inventory Guidance

. Prepare final Inventory Guidance for use by Inventory teams	July 13	Johnson/ Bentley/ Kelley/ MUCIA/ Adm. Asst.	AFR/RA AFR/ARD
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B. Person Days for Southern Africa Consultative Meeting

<u>Person</u>	<u>SUBTASKS</u>				<u>Total</u>
	<u>Meeting Prep</u>	<u>Meeting</u>	<u>Report</u>	<u>Final Guidelines</u>	
Johnson	10	4	5	1	20
Bentley	4	4	--	--	8
Kelley		4	5	--	9
AA/Cont. Mgr.	15	--	10	2	27
Millar-Wood	11	4	1		16
Smith	15	--	--	--	15
OAU/STRC	10	4	10	2	26
MUCIA	--	--	--	--	--
AF Local Hire		30			30
	<u>65</u>	<u>50</u>	<u>31</u>	<u>5</u>	<u>151</u>

C. Consultative Meeting Travel Schedule

Detailed travel estimates will be prepared (not later than February 15, 1982) when preliminary information is available on conference location and African participation for the Southern Africa Zone. This travel plan will include details for the travel of all meeting participants to be financed by Devres under the contract.

Task III--PREPARE RESEARCH INVENTORIES FOR EACH COUNTRY IN  
SOUTHERN AFRICA AND ZONAL INVENTORY DOCUMENT FOR  
SOUTHERN AFRICA

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
(1983)			
March 1- July 15	Selection of Inventory Team	Johnson/Bentley Kelley/MUCIA	AFR/RA AFR/ARD
July 20- July 23	Briefing of Inventory Team	Johnson/Bentley Kelley/Wood/MUCIA	AFR/RA AFR/ARD
July 24- Aug. 24	Take Inventory	Bentley/Kelley	AFR/RA Field Missions
Aug. 24- Aug. 31	Prepare Draft Inventory Report and Clear with AID/W	Kelley/Bentley Johnson	AFR/RA
Aug. 31- Sept. 15	Prepare Final South Africa country and zonal synthesis report covering Tasks I through III and circulate to African countries, AID field staff, CDA donors and other institutions.	Johnson/Bentley Kelley/MUCIA STRC	AFR/RA
Aug. 31- Sept. 15	Prepare Draft Outline for zonal program document	Johnson/Kelley MUCIA	AFR/RA

A. Description of Activities

1. Selection of Inventory Team

<u>Priority Actions</u>	<u>Date Completed</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
<ul style="list-style-type: none"> <li>Review MUCIA staff qualifications and select personnel based on information available, Inventory Guidelines and reports from Reconnaissance visits</li> </ul>	Feb. 8, 1983	Kelley/ Bentley/ Johnson/ MUCIA/ STRC Coordination	AFR/RA

2. Briefing of Inventory Team

<ul style="list-style-type: none"> <li>Collaborate with AID to prepare comprehensive briefing for Inventory team in Washington. Schedule to be cleared by AFR/RA.</li> </ul>	July 15, 1983	Kelley/ Bentley/ Johnson/ MUCIA	AFR/RA AFR/ARD
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3. Take Inventory

<ul style="list-style-type: none"> <li>Complete comprehensive Inventory based on approved guidance and involving to maximum degree, African professionals, AID Field Staff and other CDA representatives.</li> </ul>	August 24, 1983	Kelley/ MUCIA Staff	AFR/RA Field Missions
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4. Prepare Draft Inventory Report

<u>Priority Actions</u>	<u>Date Completed</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
Drafts of country inventories will be prepared in the field and sent to Devres as the inventory proceeds. As all contacts and country specific inventories are completed, the inventory team will return to Devres headquarters for a period up to two weeks when a final draft of both the country specific inventories as well as a zonal inventory will be completed.	August 31, 1983	Kelley/ Johnson/ Bentley/ MUCIA/ STRC Coordination	AFR/RA

5. Prepare Final Southern Africa Zonal Synthesis Report

A comprehensive synthesis report covering all phases of the activity through the completed inventory report will be prepared for circulation to AID/W Field Missions, African countries, CDA donors, and other institutions for comment.	Sept. 15, 1983	Johnson/ Bentley/ Kelley/ MUCIA STRC Coordination	AFR/RA
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6. Prepare a Draft Outline for A Zonal Program Document

<u>Priority Action</u>	<u>Date Completed</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
As the synthesis report is completed, Devres will prepare for AID/W comment an initial draft <u>outline</u> for the final Southern Africa Zonal Program Report.	Sept. 15, 1983	Kelley/ Johnson/ Wood	AFR/RA

B. Devres Person Days Allocated to Southern Africa

Portion of Task III<sup>1</sup>

<u>Person</u>	<u>Work and Travel Days</u>
Johnson	20
Bentley	56
Kelley	138
Deans	28
Sprague	28
Synnott	16
African 2	121
African 5	55
African 6	55
Local Hire	
Professional	52
Assistants	52
Clerical	56
	677

<sup>1</sup> Devres also plans to provide the following persons and person days for assisting the CDA donors responsible for inventory efforts in other African zones:

<u>Zone</u>	<u>Person</u>	<u>Person Days</u>
Zaire Basin	Webster	35
Central Coastal West Africa	Schillhorn	35
East Africa	Bondurant	35
Sudan	Russell	35

Task IV.--PREPARATION OF SOUTHERN AFRICA ZONAL PROGRAM DOCUMENT,  
PID AND PP

The following major activities comprise Task IV.:

		<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
(1983-84)			
Sept. 15- Nov. 15	Prepare Draft of Zonal Program Document and clear with AID/W	Kelley/Johnson Bentley/MUCIA STRC	AFR/RA
Nov. 15- Dec. 1	Circulate Zonal Program Document to AID Field Missions, African countries, CDA donors and other institutions	Johnson/ Adm. Asst/ STRC	AFR/RA
Dec. 6- Dec. 8	Zonal conference held in Africa to Review Zonal Program	Johnson/Bentley Kelley/MUCIA	
Jan. 1- Jan. 15	Prepare final Zonal Program Document	Kelley/Johnson Adm. Asst/MUCIA	AFR/RA
Jan. 15- Feb. 15	Prepare PID	Kelley/Johnson Adm. Asst.	AFR/RA
Feb. 15- Mar. 1	AID Review/Clearance; finalize PID		
Mar. 1- Apr. 1	Prepare PP	Kelley/Johnson Adm. Asst.	AFR/RA
Apr. 1- May 1	AID Review/clearance; finalize PP	Johnson	AFR/RA

A. Description of Activities

1. Preparation of Draft Zonal Program Document for Southern Africa Zone and Clear with AID/W

<u>Priority Actions</u>	<u>Date Completed</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
. A draft Zonal Program will be prepared based on the Southern Africa Synthesis report and the draft outline prepared in Section III.	Nov. 10, 1983	Kelley/ Johnson/ Adm. Asst./ MUCIA STRC Coordination	AFR/RA
. AID comment and clearance.	Nov. 15, 1983	Kelley/Johnson	AFR/RA

2. Circulate Zonal Program Document to AID Field Mission, African Countries, CDA Donors and Other Institutions

. The Zonal Program will be sent to all concerned parties for their review prior to a zonal conference to reach consensus on the program.	Dec. 1, 1983	Johnson	AFR/RA
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3. A Zonal Conference to Achieve Concurrence by all Parties to the Program

. Selection of location, participants and develop agenda and hold conference.	Dec. 8, 1983	Adm. Asst./ Kelley/ Ms. Millar- Wood/MUCIA/ STRC Coordination.	AFR/RA AID Field Mission
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4. Preparation of Zonal Program Document

. Based on inputs from conference and AID/W comment, a final zonal program will be prepared.	Jan. 15, 1984	Johnson/Kelley	AFR/RA
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5. Prepare PID

<u>Priority Actions</u>	<u>Date Completed</u>	<u>Responsibility</u>	
		<u>Devres</u>	<u>Coordination AID</u>
. Based on the content of the Zonal Program document and AID/W, AID/field inputs, a PID will be prepared for AID review and approval.	Feb. 15, 1984	Johnson/ Kelley/ Wood/ Adm. Asst./ MUCIA	AFR/RA

6. AID Clearances of PID

. AID approval of PID.	Mar. 1, 1984	Johnson	AFR/RA
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7. Prepare PP

. Based on AID PID approval, a PP will be prepared for AID review and approval.	Apr. 1, 1984	Johnson/ Kelly/Wood Adm. Asst.	AFR/RA
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8. AID Clearance of PP

. AID approval PP	May 1, 1984	Johnson	AFR/RA
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B. Devres Person Days Allocated to Southern Africa Portion  
of Task IV<sup>1</sup>

<u>Person</u>	<u>Prepare Zonal Program Document</u>	<u>Prepare PID</u>	<u>Prepare PP</u>	<u>Total</u>
Johnson	10	5	6	21
Bentley	12	5	22	39
Kelley	44	20	24	88
Deans	10	--	--	10
African 1	--	11	13	24
African 2	44	--	--	44
African 3	22	--	--	22
	<u>142</u>	<u>41</u>	<u>65</u>	<u>248</u>

<sup>1</sup> Devres also plans to provide the following persons and person days for assisting the CDA donors responsible for preparing zonal program documents for other African zones:

<u>Zone</u>	<u>Person</u>	<u>Person Days</u>
Zaire Basin	Webster	35
Central Coastal West Africa	Schillhorn	40
East Africa	Bondurant	40
Sudan	Russell	35