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1ST QUARTERLY PROGRESS REPORT (OCTOBER 2010 – DECEMBER 2010)

CONTRACT NO. EDH-I-15-05-00004-00

TASK ORDER EDH-I-15-05-00004-00

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Final for USAID Approval

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Sponsoring USAID Office: **USAID/Zimbabwe**

Contract Number: **EDH-I-00-05-00004-00**

Contractor: **DAI**

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EXECUTIVE SUMMARY

This report is unique in format, specific to our startup project quarter. A format for succeeding quarters will be proposed to the COTR in February-March 2011.

Project Startup:

Project startup activities such as team formation and office rental have gone smoothly. However, challenges have surfaced in trying to move the project registration and immigration status of the two expatriates forward. The project cannot be publically launched without formal recognition, and opening of a bank account is likewise hindered. Immigration difficulties, on the other hand, led to the forced absence from Zimbabwe of the finance and operations manager for a 6-week period. We are optimistic, however, that both registration and immigration barriers will be surmounted in the next quarter.

During the quarter, the project received guidance – both individually and as part of the Strategic Objectives group, from USAID on PMP development and parameters within which to operate.

Workplan and Implementation Preparations:

The project team and external consultants worked intensively on refining the design of the three components, which has put the project in an implementation springboard status. For the purposes of operational feedback, a wide swath of stakeholders and potential partners were polled on project intentions during this quarter. Consultations took place between ACP and AIED to identify commodity chains that would be the subject of direct support by both projects. Independent experts respected by both public and private sectors have been identified to assist the facilitation of the sensitive policy/regulatory environment work as well as to advise the ACP management team on appropriate actions going forward.

Highlights of the next quarter of January – March 2011:

The project team submitted its PMP and Workplan drafts on 28 January 2011 to the COTR. By mid-February, we expect our team to come to a final agreement with the COTR regarding these documents

Modifications in the Activity Schedule may be required if registration delays continue beyond the next quarter; however, options are being explored to minimize any serious disruptions. If all goes well in this regard, we hope to launch the project in March and more importantly launch the omnibus agribusiness sector regulatory management reform initiative.

The quarter will be intensive in SOW development and consultant recruitment to lay the bulwarks for the three components and for the baseline surveys for M&E. Refinement of assessment tools for associations, institutions and firms is taking place in order to baseline them now and the monitor progress each year.

The two regular meetings to drive adherence to implementation scheduling – the weekly activity meeting (WAM) and the monthly management meeting (MMM), will be initiated on 7 and 16 February respectively.

I. INTRODUCTION

As the first quarterly report of the Zim-ACP project, this is fundamentally one on the startup activities to set the foundations for implementation and to provide a preview of the following quarter of January – March 2011. Therefore, the format of this document is unique. The format to be followed in subsequent quarters is under design and will be discussed and finalized with the COTR in February/March.

II. STARTUP ACTIVITIES

The contract for Zim-ACP was signed between USAID and DAI on 29 September, 2010. Immediately upon signing DAI advised the proposal team members to mobilize at their earliest possible dates and proceeded to send a startup team of the project director, the business manager and a procurements specialist.

a. USAID/ COTR contact

Project director Denis Gallagher established contact with COTR Tina Dooley-Jones to review USAID instructions that would lead to set up of the project in accordance with the most current parameters of the mission. This was further followed up after the arrival of the COP, Joe Burke.

b. Office premises

The DAI startup team and Zim-ACP M&E specialist Personal Sithole were first housed at Zim-ACP local partner LEAD Trust's downtown offices, later joined by the COP on 1 November and DCOP Godfrey Mudimu on 22 November. LEAD provided internet connectivity as well as a vehicle and driver.

Suitable office premises for the project were contracted at 55 van Praagh Street in Milton Park, and the team moved in there on 10 December.

c. LTTA Team

Recruitment was undertaken for the following proposed team members: Training Coordinator, Research Coordinator, Accountant, Procurement/Contract Specialist and Administrative Assistant. Their names and starting dates are displayed in Annex 1.

On 15 November a team kick-off management meeting was held. Minutes for this meeting appear as Annex 2.

d. Project Registration

The project registration application in the form of a draft MoU was submitted to the Ministry of Agriculture in mid-November. As of 3 February it is still being processed and is pending approval in the Attorney General's office before being routed to a ministerial committee and the Ministry of Foreign Affairs.

e. Challenges Faced

The project team had not been able to trace the progress of the MoU application in the first two weeks, and as a result LEAD Trust director Godfrey Nehanda, with solid contacts in the ministry, was enlisted to assist with its promotion and tracking. Although it was shortly inserted into the process and is frequently tracked, as of early February it had gone out of the ministry to the attorney general's office, but had not yet graduated from there. This delay has a number of implications for the project, namely:

- We are unable to officially launch the project. This inhibits us from taking on a public face and organizing events and contracts in support of our three components. We are unable to sign contracts and register with the ZIMRA, the revenue authority, for employee payroll deductions. We are assessing alternative ways to channel and support contracts and payments in the case that registration goes beyond end-February.
- Standard Chartered is holding up our account opening. We have had to work from ATMs for minimum financing of costs.
- The two expatriate staff members have encountered Immigration difficulties. This became severe in the case of the Finance and Operations Manager, Joey Syarief, who was obliged to remain out of country from 12 December to 25 January. The COP had to exit the country for several days as well. However, the USAID office that supports in-country permits and importations is now assisting the project to overcome this obstacle so that exiting the country every 30 days until project registration will not continue to be necessary.

III. FOUNDATIONS FOR IMPLEMENTATION

Annex 3 lists the events and meetings in which programmatic staff Joe Burke, Godfrey Mudimu, Personal Sithole, Godfrey Nehanda and Alice Mapfiza participated.

a. SO Activities

On 10 November USAID hosted an SO kick-off half day session of all the outgoing APSs (7) and incoming APS projects (5) and contracts (2). The COTR gave parameters to which all projects are required to follow, given the particular sensitivities of operating in Zimbabwe. The APSs that are all finishing their 18-month duration projects gave presentations of their accomplishments and the incoming projects gave briefs of their objectives.

On 10 December, Zim-ACP was host to half-day sessions in which its COTR and the Zim-AIED CO led a lessons learned discussion for all SO projects in order for the seven incoming projects to gain insights from the implementation experiences of the seven outgoing projects.

b. PMP

The refinement of the Zim-ACP PMP continued over the period, culminating with its final draft submission to USAID on 28 January. During this time the COTR led sessions on the standard indicators and their targets and had interchanges with ACP on its management indicators and their targets.

c. Workplan development

Much of the quarter focused on setting the foundations for the workplan.

Design:

During an STTA, Denis Gallaher held a half-day workshop with COP Joe Burke, components 1 and 2¹ lead/DCOP Godfrey Mudimu, and M&E Specialist Personal Sithole to design the implementation of the two components. The goal of the exercise was to ensure that the component activities would serve the entire agribusiness sector, have wide support, and avoid emotion-charged “policy reform initiatives” nomenclature. Following on DAI experience in several countries, it was postulated that guiding a Regulatory Management System (RMS) indexing and analysis of the agribusiness and agricultural sectors would accomplish these ends and bring to the surface strong evidence-based advocacy issues for reform in the coming years. Arising from this process and through feedback from an array of potential partners, Mr. Mudimu authored a concept paper, tracing the phasing and structure that would reach from the apex players who spearhead advocacy down into the market actors who are directly affected by regulations. An STTA by consultant John Jepsen helped the project team to map out and analyze the financial mechanisms in the marketplace and plan for possible institutional support through component 2. Initial organizational assessments were carried out with potential institutional partners. The combined trip reports and concept note were submitted to the COTR, who called a meeting to discuss the details with several ACP team members.

Design inputs for Component 3² arose from an STTA by consultant Sydney Zharare in collaboration with Godfrey Nehanda, coordinator-designate as the training component lead. Trip report and related study were submitted to USAID.

Collaboration with Zim-AIED on Commodity Chains:

In conformity with USAID coupling of Zim-ACP and Zim-AIED and with the inclusion of commodity associations in all three ACP components, several meetings have been held between the two projects for the purposes of jointly serving selected commodity chains, whereby AIED focuses on the productivity, market and financial access aspects and ACP focuses on the institutional frameworks, market forces, and policy advocacy. At this time, the likely targeted commodities include:

- Cotton
- High Value Horticulture, including cut flowers
- Dairy
- Pork
- Bananas
- Coffee
- Tea
- Potatoes
- Pulses

Common ground must be found between the two projects in regard to training. The logical division is for ACP to focus on the development of training institutions, business training of SMEs, and development of institutional and technical capacity of commodity associations and key market players; and AIED to focus on productivity, commercial farmer marketing and financial access training.

¹ Component 1: Representative Institutions; Component 2: Market Infrastructure / Institutions

² Component 3: Training/Agribusiness Development

Additionally, both ACP and AIED have met with Land O'Lakes (a subcontractor of DAI) to develop a workplan to continue with support to the dairy industry, which began under an APS agreement that is expiring.

Potential Institutional and Firm-level Partner Interviews:

The Zim-ACP management team and STTA consultants have met with farmer unions, associations and firms over the past three months. See Annex 3. Movement towards MoUs and contracts with some of them will start to mature in the next quarter, January – March 2011 - the timing and modes in part depending on the advance of our registration process.

Other Donor and GoZ Meetings:

To get a sense of what is being done in the market and to set the stage for collaborative efforts, Zim-ACP has met with a number of non-USAID active players in the agricultural sector, including FAO and DFID. We also attended the launch of the MTI Commodity Exchange. See Annex 3.

Independent Implementation Partners. ACP plans to “lead from the rear” to facilitate consensual progress in the area of regulatory management system reform, taking on a profile that is not self-promoting. In this approach we must rely on alliances not only with associations and institutions but also with respected independent experts who occupy a middle ground in that they are respected by both private and public sectors. One of these leading independent experts is Professor M. Rukuni, professor of agricultural economics at the UZ and U. of Pretoria, and a frequent facilitator of high level agricultural and economic fora. With him, we are looking to form a nucleus of such facilitators as an advisory committee to the project, capable through their knowledge, networks and standings of not only providing adherence to initiatives but of sagely guiding ACP through sensitive situations. Another such figure to be invited as a committee member is Prof. Robbie Mupawose, current chairman of the Zimbabwe Fertilizer Corporation, former PS of the Ministry of Agriculture, past chairman of Barclays Bank and Delta, and a commercial farmer. Prof. Mupawose is a holder of insightful and candid views on agricultural policy.

IV. NEXT QUARTER HIGHLIGHTS (JANUARY-MARCH 2011)

Simultaneous submission of both the PMP and the Workplan were made to the COTR on 28 January. Discussion and finalization of both versions with the COTR are anticipated for mid-February.

Activities are to undergo implementation in conformity with their Workplan and its Activity Schedule. If time or sequencing modifications become necessary due to continued delay of registration and bank account, project management will confer with USAID.

It is anticipated that registration and bank account opening will be achieved in between end-February and end-March, in which case delays in the roll-out of ACP's activities will not be appreciable. However, if indications are that further delays will take place, mechanisms will be put in place to manage local formal contracts and to pay for obligations through our local partner LEAD Trust.

A projected two months events schedule will be formulated in February according to current best estimates of project registration. The major events anticipated are a project launch and, in particular, the organization of a symposium to unite private sector actors in proposing concepts and next steps planning as a driving force for agribusiness-wide regulatory inventorying as the foundation stone to moving towards evidence-based advocacy for a rationalized system that facilitates a competitive economy.

This quarter is a concentrated one on the preparation of SOWs and recruitment of consultants for a support in launching the regulatory management system (RMS) initiative, laying the groundwork for initiating implementation of components two and three, and in preparing for monitoring and evaluation surveys and baselining.

At the same time the training coordinator is refining our assessment intake tools for associations, training institutions and market-maker firms so that we can baseline our potential clients and partners and be able to assess progress on an annual basis.

Proposed terms of reference for an advisory committee and its members will be discussed and vetted with USAID and them brought to the first two of five proposed members (Professors Rukuni and Mupawose), with the aim of recruiting the remaining three members in March and holding a first quarterly meeting in April.

Accompanying the initiation of project implementation, on 7 and 16 February respectively the Weekly Activities Project (WAM) and monthly management meeting (MMM) will be inaugurated as principal instruments to keep forward momentum to schedule.

V. ANNEXES

1. Team members and Starting Dates
2. Team kick-off Meeting minutes
3. Events & Meetings by Programmatic Staff

Annex One: ACP Staff

Name and Position	Start Date / Est. Start Date	Comments
Joseph Burke, Chief of Party	1 November 2010	DAI
Godfrey Mudimu, Economist and Business Policy Analyst	22 November 2010	Through Imani subcontract
Godfrey Nehanda, Training Coordinator	3 January 2011	Through Lead Trust subcontract
Personal Sithole, Monitoring and Evaluation Specialist	1 November 2010	Through Lead Trust subcontract
Alice Mapfiza, Research/ Institutional Strengthening Coordinator	3 January 2011	Zim-ACP
Yonata M. Syarief, Director Finance and Administration	4 November 2010	DAI
Itayi Karumazondo, Accounting Manager	3 January 2011 December	Zim-ACP
Lilian T. Dube, Administrative Assistant	3 January 2011	Zim-ACP
Grant Mutara, Office Assistant	15 February 2011	Zim-ACP
Mogen Zenya, Driver	25 October 2010	Zim-ACP
TBD, Contract and Procurement Manager	1 March 2011	Zim-ACP
TBD, driver	April, 2011	Zim-ACP

**ACP Kick-off Management Meeting
Monday 15 Nov, 2010 at LEAD Trust offices
1400 – 1550 Hours**

In attendance:

Joe Burke, ACP COP
Godfrey Mudimu, DCOP
Yonata Syarief (Joey), Finance and Administration Manager
Personal Sithole, M&E Specialist
Ellie Turner, Business Associate

1. Introductions

The kick-off meeting was arranged to allow the ACP core in-country project management team (plus Ellie) to get to know each other better and discuss the modus operandi for the ACP. Details on the PMP and Work Plan were not included in the agenda for this meeting. They will be discussed at a future meeting. The meeting was chaired by the ACP COP.

Joe opened the meeting with a welcome note. A special welcome was given the DCOP who is due to formally join the team on 22 November 2010.

Self introductions were made across the room in the format:

- Who are you?
- Who is your family
- What do you enjoy doing?
- What are your hopes and expectations for ACP?

2. Team work mode

a. Who we are

ACP core team comprises 12 people.

Extended team to support ACP program from the DAI home office includes Denis Gallagher (technical director), Zaki Raheem, technical backstop, and Ellie Turner, business associate. Contracts and other specialist at DAI on call as needed. The usual approach in dealing with the extended team will be to communicate with Ellie, who will then communicate with the home office team. All correspondence to DAI to copied to Joe.

STTAs will be supplied by both DAI and its subcontractors LEAD, Imam, ECI, MSU, and LoL. They will be bought in to support through SOWs for activities approved in our workplan and then technically approved by our COTR through our business associate.

ACP partners include the following:

Imani Development Group –an international consulting firm that will supply the DCOP and short term technical assistance under component 1 and 2.

LEAD Trust –a Zimbabwean NGO that will supply the M&E specialist and Training coordinator and short term technical assistance

ECI Africa –a South African firm wholly owned by DAI that will provide short time technical assistance under components 1 and 3

Land O'Lakes International Development – a U.S. Farmer owned cooperative that will provide short term technical assistance on veterinary services under component 3

Michigan State University –a U.S. based university globally recognized for evidence based policy reform. They will provide short term technical assistance under component 1

There is the possibility of ACP and ZIM AEID having the same steering committee.; however, this and the roles are yet to be determined.

USAID as as funding partner and owner of the program, tends to get deeper into the technical management of its projects than European donors and the World Bank.

There are altogether 14 USAID strategic objective (SO) partners. These comprise seven APSs that have been running for a year or so with the latest end date of about June 2011; five new APSs just starting; and two contracts; namely, Zim-ACP and Zim AEID.

Common interest ACP partners include general stakeholders interested in seeing a market-based economy taking shape in Zimbabwe

b. What we do

Team to work to fulfill our contracted objectives collectively and individually according to our positions and abilities

Section C of RFTOP was circulated at start of meeting

Ellie to circulate relevant parts of the contract

We may not need to advertise for training coordinator. We may network with the SOW in hand.

Godfrey and Personal to give Joe their version of how their own enhanced scopes of work should read. Scope of work to include a clause on *'To perform any other duties as assigned by COP'*

Joe to circulate draft PMP and draft Work Plan

Baselines / work plan foundations for component 1 and component 2: Joe to have a meeting with Lee, Eliot and Godfrey (Dr Nehanda) of LEAD Trust tomorrow (16 Nov) to come up with a definitive list of 12 institutions (Tina said to work with 12 institutions) that are important in running a market based agricultural sector (component 2)

To consider Trust Agriculture in the list of 12 institutions. Trust Agriculture is a subsidiary of Trust Bank – the soon-to-be-resuscitated bank, that will provide financial services and technical advice to farmers

Ellie to find the institutional analysis tools. Joe to send USAID/Tanzania producer organization assessment tool to Ellie

Sydney and Joe to do intake and baseline of all potential service providers under component 3 –NGOs, private firms –training, vet services etc

Work plan: we will have to submit an annualized one to USAID in January 2011

c. How we relate and work

Collegially: it's not all work and no play

Joe likes his door open to allow for fluid movement in and out of his office. Will work at home occasionally if he needs a quiet environment

Professionally: let's fill each other's gaps for a good while

With pride: be proud of our efforts on behalf of the country

With flexibility: individuals' scopes of work will include 'any other duties that may be assigned by the COP'

We will have weekly activities meetings once our workplan is underway. These will be Monday's from 9 – 10 a.m. or so.

Monthly management meetings: COP will go management, governance, collaborative and HR aspects of the work plan to keep on target and operating smoothly. These will be attended by all staff except office assistant and driver.

Steering Committee meetings: these can be time-consuming but useful. Hopefully we get a good board/steering committee that can move things forward.

USAID SO Meetings: these are done quarterly usually. May be hosted by one or another of the SO partners. They provide an opportunity for partners to learn from one another as well as of USAID's agendas.

Ad hoc meetings: these may be internal or external meetings that contribute directly or indirectly to our accomplishing our ends.

To have a lot of discussions with ZIM AEID on intersections of partnering.

3. Reaching objectives and demonstrating achievements

PMP and Work plan are our guiding beacons

To discuss targets with Tina

We need to do a good job on the ground in terms of supporting clients directly to go forward and at the same time satisfy USAID requirements

Cross cutting role of M&E: M&E specialist to be deeply involved in the programmatic aspects of our work

4. Finance and Admin

Client (USAID) holds DAI on a short lease. It's important to follow the correct Finance and Admin procedures. There are laid down procedures for all finance and admin

Staff to complete time sheets every single day. Get Joe to sign them. Submit a copy to employer

TAMIS: Virginia will come and set up TAMIS and conduct the relevant tutoring sometime in January 2011, if project registered and equipment in place. TAMIS will support the programming side as well as Finance and Admin side of ACP

Contracting and procurement: procurement manager will be in charge of a budget of about \$600,000/year for project activities. SOWs to be designed for hired staff for specific activities. Proposed beneficiaries will have to be vetted to ensure that they are not on the sanctions list

We are not anticipating to be working directly with government under the ACP. We will deal with our clients who will then deal with government

Care should be taken when drafting contracts so that deliverables (and therefore what the program should be paying for), are very clear

Labour manuals will be developed. Ellie and Joey to meet the labour lawyer tomorrow, Tuesday 16 November.

5. Project Office

Deadline for us to know whether we are successful in leasing the Imani offices is Wednesday 17 November. The office is 55 Praagh Ave, Milton Park, Harare. Ellie to share with Joe the list of furnisher items to be purchased for the office. Joe, Joey and Ellie to go through the procurement list

DAI yet to get registration to operate in Zimbabwe. The registration as well as power of attorney are the documents required to open a bank account. Hoping to be registered by Christmas

IT: Joe has a laptop. Joey's is on the way. Personal and Godfrey's laptops being configured at the home office. Jefferson will bring in one on 29th November 2010

We will not have a common drive and server for a while until we are registered and can use our duty free status to import stuff

To put in place a definitive system and hierarchy for saving documents early in the program

AOB

ZFU phoned DCOP wanting details of how the ACP will operate, following a visit by the project team to ZFU. ZFU to be informed that collaboration on the ground is awaiting DAI registration

Offers have been made to two people; Itayi and Lilian for the positions of Accountant and Admin Assistant, respectively. The two were chosen following interviews last week. They are expected to start work on 3 January 2011.

Two candidates are available for the position of procurement manager. One is free to start right now.

ZIM-ACP EVENTS AND MEETINGS ATTENDED

Name of staff member: **Joseph F. Burke, COP Month:- November & December** **Year:-2010**

DATE	NAME OF EVENT/MEETING	DESCRIPTION	OBJECTIVES	COMMENTS
1/11/10	Arrival in country	Day 1 COP on contract		
4/11	Meet COTR		Receive briefing and update	Notes filed
10/11	SO Partners Mtg	At USAID, 7 APSs report	For 13 APss, and 2 contracts tp all meet	Post mtg discussions with Tina
15/11	ACP mgmt team mtg	First team mtg	Purposes, modes of operation	DCOP came in
22/11	Meet with COTR			Ic. Denis Gallagher
23/11	Meet Prof Rukuni	Discuss his potential role	Get his feedback on reg.mgt sys approach	Denis, Joe Godfrey M
23/11	Meet UPT	Meet Ngoko	Gauge viability in active role	Asleep in the water
23/11	Meet LoL, Dai Harvey	Subcontract	Discuss potential ACP roles	
24/11	ZFC visit		Gauge interest and rms feedback	
24/11	ZCFU		Ditto	
24/11	CFU		Ditto	
26/11	Horticulture Council		Disc. ACP and HPC potentials	

29/11	CZI meeting			They stood us up!
30/11	Zim Trade		Explore common ends	3 execs; warm to Denis as old BET Ireland staff
1/12	Zim-AIED, Steve New	Initial interchanges	Feel out where or interface points are	4 of us and 4 of them
1/12	Robbie Mupose	High standing with GoZ and private sector	Feel out acceptance USAID project brokering rms reform	Positive, possible adviser
6/12	Irvines, David Hasluck	Disc. Of competitiveness inhibitors	Feel out the addition to day old chick market dynamics	Entirely frustrated with GoZ rejection of GMO maize, power, etc
8/12	Cotton Ginners Assoc.	Designated exec not in		Promising
10/12	SO meeting at ACP	Review LLs of 7 ACPs	For 2 contracts and 5 APSs to learn	
14/12	Joey starts 6 weeks out	Immigration misinterpretations		
15/12	Meet Karen Freeman		To introduce Zim-ACP	Accompanied by COTR
17/12	JB to Dar for week		Xmas with family	

ZIM- ACP EVENTS AND MEETINGS ATTENDED

Name of staff member:- Godfrey Mudimu

Month:- November/December

Year:- 2010

Date	Name of Event/Meeting	Description	Objectives	Comments
21-Nov	Meeting with Union Project Trust management	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to, introduce ACP, assess UPT and explore areas of collaboration and support	UPT was very enthusiastic to collaborate with ACP
23-Nov	Meeting with Prof Rukuni	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to seek Prof Rukuni's advice	Prof Rukuni indicate his support and availability to assist ACP
24-Nov	Meeting with President, CFU	Appointment at our requested to meet with the president	Meeting held to inform CFU of the start-up of Zim-ACP, consult them on thrust on regulatory management systems reform and do organizational assessment	Mr. Mukwende was very supportive of the Zim-ACP focus on regulatory reforms
25-Nov	Meeting with ZFCU	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting with ZFCU Director and Chief Economist was to assess ZFCU and consult them on thrust on regulatory management systems reform	ZFCU officers outlined problems faced by farmers which they expected ACP to be aware of
25-Nov	Meeting with Dr. Mupawose	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to seek Dr. Mupawose's advice and insights into agricultural npolicy processes.	Dr. Mupawose advised to contact the National Economic Consultative Forum (NECF)

26-Nov	Meeting with Mr. Sandamu, Chief Executive Officer of the Horticultural Promotion Council	Introductory meeting	Meeting held to inform HPCof the start-up of Zim-ACP, assess HPC and consult them on thrust on regulatory management systems reform	Meeting was very informative showing HPC as a vibrant organization.
26-Nov	Meeting with ZFU 2nd Vice-President	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to do institutional assessment of ZFU and inform start-up of Zim-ACP and consult them on thrust on regulatory management systems reform	Mr Mukwende was supportive of ACP thrust
27-Nov	Meeting with Mr. Godfrey of TA Agriculture	Introductory meeting Gallagher, Burke and Mudimu	Meeting held to gather information on the services offered to farmers and explore opportunities for expanding the services	valuable information on TA Agriculture innovative approach to supporting farmers
29-Nov	Meeting with Mr. Uzande of Jupiter Insurance	information meeting Mudimu and Jepsen	meeting was for John Jepsen to meet with insurance firms	Obtained some insights into cattle insurance
29-Dec-11	Meeting with Zimtrade	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to assess Zimtrade and inform on the start-up of Zim-ACP and consult them on thrust on regulatory management systems reform	Secured ZimTrade's support for regulatory reforms
1-Dec	Meeting with Steve New of Fintrack	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to introduce ACP team to Fintrack	Established contact for future interactions
2 Dec.	Meeting with Mr. Mushaniga Executive Secretary, NECF	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to get information on NECF	Mushaniga invited ACP to participate in its forum meetings
14 Dec.	Meeting with Mario Beffa of Livestock Identification Trust	Introductory meeting attended by Sydeny, Nehanda	Meeting held to gather information on the services offered to farmers and explore opportunities for expanding the services	ACP was invited to participate at the General meeting of the Livestock and Meat Industry

ZIM- ACP EVENTS AND MEETINGS ATTENDED

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Year:- 2010

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27-Nov	Meeting with Mr. Godfrey of TA Agriculture	Introductory meeting Gallagher, Burke and Mudimu	Meeting held to gather information on the services offered to farmers and explore opportunities for expanding the services	valuable information on TA Agriculture innovative approach to supporting farmers
29-Nov	Meeting with Mr. Uzande of Jupiter Insurance	information meeting Mudimu and Jepsen	meeting was for John Jepsen to meet with insurance firms	Obtained some insights into cattle insurance
29-Dec-11	Meeting with Zimtrade	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to assess Zimtrade and inform on the start-up of Zim-ACP and consult them on thrust on regulatory management systems reform	Secured ZimTrade's support for regulatory reforms
1-Dec	Meeting with Steve New of Fintrack	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to introduce ACP team to Fintrack	Established contact for future interactions
2 Dec.	Meeting with Mr. Mushaniga Executive Secretary, NECF	Introductory meeting attended by Gallagher, Burke and Mudimu	Meeting held to get information on NECF	Mushaniga invited ACP to participate in its forum meetings
14 Dec.	Meeting with Mario Beffa of Livestock Identification Trust	Introductory meeting attended by Sydeny, Nehanda	Meeting held to gather information on the services offered to farmers and explore opportunities for expanding the services	ACP was invited to participate at the General meeting of the Livestock and Meat Industry

ZIM-ACP EVENTS AND MEETINGS ATTENDED

Name of staff member:- Personal Sithole

Month:-October to December

Year:-2010

DATE	NAME OF EVENT/MEETING	DESCRIPTION	OBJECTIVES	COMMENTS
October 21 2010	Post Award Orientation Conference	Presentation of what USAID expects from ACP	Discuss ACP roll-out including roles and responsibilities	ACP team led by Denis Gallagher
October 27 2010	Market Linkages Working Group	Forum for stakeholder to discuss and share marketing ideas	Discuss warehouse receipts, commodity exchanges, AMA	Private sector, government stakeholders attended
November 10 2010	EG Partners Meeting	A routine meeting that allows for exchange of ideas	Presentation of results of SO Partners' programs	Attended by 14 SO partners
November 22 2010	Meeting on ACP PMP indicators with COTR	COTR commented on ACP PMP and made suggestions	To discuss standard USAID indicators and targets	Suggested changes were incorporated in the PMP
November 29 2010	Meeting with DEAT Capital	Market infrastructure and financial sector study	Inform on ACP objectives and discuss areas of collaboration	No areas of collaboration identified at this stage
December 1 2010	Meeting with Godfrey Chitambo of ZAMFI	Market infrastructure and financial sector study	Discuss areas of ACP intervention to revamp ZAMFI	Study led by John Jepsen
December 1 2010	Meeting with Tamirira Rusheche of MicroKing	Market infrastructure and financial sector study	Discuss areas of ACP intervention to revamp MFIs	Study led by John Jepsen
December 2 2010	Meeting with Rinus Grau of Standard Chartered	Market infrastructure and financial sector study	Discuss areas of collaboration between ACP and bank sector	Study led by John Jepsen
December 2 2010	Meeting with Cathbert Zariro of Stanbic	Market infrastructure and financial sector study	Discuss areas of collaboration between ACP and bank sector	Study led by John Jepsen
December 2 2010	Meeting with Roy Omerod of CropLink	Market infrastructure and financial sector study	Discuss areas of ACP intervention to support Commodity exchange	Study led by John Jepsen
December 3 2010	Meeting with Robert Hoard of Origen	Market infrastructure and financial sector study	Discuss areas of ACP intervention to support Commodity exchange	Study led by John Jepsen
December 3 2010	Meeting with freelance consultant, Machingaifa	Market infrastructure and financial sector study	Get an overview of the smallholder finance sector	Study led by John Jepsen

December 3 2010	Meeting with John Mupuro of Met Office	Market infrastructure and financial sector study	Discuss areas of ACP intervention to promote weather insurance	Study led by John Jepsen
December 6 2010	Meeting with Sibongile Muchirahondo of GMB	Market infrastructure and financial sector study	Discuss possible future role of GMB in warehouse receipts	Study led by John Jepsen
December 6 2010	Meeting with Mr Biyam of Bankers Association	Market infrastructure and financial sector study	Discuss areas of collaboration between ACP and bank sector	Study led by John Jepsen
December 10 2010	EG Partners Meeting	The first 7 APSs presented their response to livelihood questions	To share facilitate experience sharing	The meeting was hosted by ACP in the new offices