



Building Capacity in Coffee Certification and Verification for Specialty Farmers in the Eastern African Region

CFC/ICO/45 Progress Report – July 2012



JULY 2012

TABLE OF CONTENTS

Executive Summary	iii
Project Summary	1
Project Background and Context	2
Description of Implementation	2
Results Achieved	3
Impacts / Sustainability	8
Outputs	8
Lessons Learnt / Conclusions	9
Recommendations	10
Appendix	11

EXECUTIVE SUMMARY

This report covers the project activities covered in the past six months in the CFC/ICO/45 project. It highlights key implementation issues, lessons learnt and recommendations. The reporting period also falls under the period when the partial mid-term review undertaken by the International Coffee Organisation (ICO) in February. In the period under review, farmer training commenced by training three hundred and sixty-five farmers. Myriad other farmer training programmes have been planned to be executed in the coming reporting period. The first certified /verified coffee is estimated to be produced at the end of the year 2013. Therefore, it has been recommended that the budget be increased to cover compliance costs in order to assist farmers attain certification and/or verification. The training of certifiers and verifiers has been re-aligned and decentralized in the different countries in order to cut on operational costs. This adjustment was based on the lesson learnt that the auditor training was more rigorous than earlier envisaged. Furthermore, it was learnt that the terms of references for the IT portal needed to be redefined in order to make it easier for the contracted service providers to capture the salient information that will answer the needs of the project. On the other hand, a technical peer review for the training manual that was developed in the project was scheduled in order to enhance further buy-in by the industry stakeholders. Through refining of the project implementation process, it is envisaged that the objectives of the project will be attained.

I PROJECT SUMMARY

- 1.0 Project Title: Building Capacity in Coffee Certification and Verification for Specialty Farmers in AFCA Countries.
- 2.0 Project Number: CFC/ICO/45
- 3.0 Project Executing Agency (PEA) : African Fine Coffees Association (AFCA)
- 4.0 Location of the Project: Burundi, Rwanda, Ethiopia, Kenya, Tanzania, Uganda, Malawi, Zambia and Zimbabwe
- 5.0 Starting Date: January 2010
- 6.0 Completion Date: July 2014
- 7.0 Financing:
- 7.1 Estimated Total Project Cost : USD \$ 4,600,727
 - 7.2 CFC Financing : USD \$ 2,000,000 (Starting 1 January 2012)
 - 7.3 EU Financing : USD \$ 1,500,000 (As at 31 Dec 2011)
 - 7.4 Counterpart Contribution : USD \$ 995,725
- 8.0 Mode of Financing : Grant
- 9.0 Collaborating Agencies : Several, including National Coffee Institutions, AFCA membership and Government Ministries.
- 10 Supervisory Body : International Coffee Organisation (ICO)
- 11 Project Executing Agency : African Fine Coffees Association (AFCA)

II PROJECT BACKGROUND AND CONTEXT

The broad objective of the project is to improve the skills of the farmers to meet certification and/or verification standards. It is envisaged that farmers who receive training and skills in good agricultural practices (GAP) and good management practices (GMP), including sustainability practices, will be better equipped to produce socially acceptable, environmentally friendly and economically successful coffee. They will be also better placed to meet certification and verification standards. The training of professionals from national coffee institutions with the skills to carry out the farmers' training programs allows the project to have a more sustainable effect. The institutions from whom these professionals have been drawn are UCTF (Uganda), CRF (Kenya), Ministry of Agriculture (Ethiopia), CAMAL (Malawi), TACRI (Tanzania), ARFIC (Burundi), NAEB (Rwanda), CBZ (Zambia) and CORI (Zimbabwe).

The professionals that are being trained in the project are master trainers, trainer-of-trainers and certifiers / verifiers (auditors). This entails that the region will have a cadre of professionals to assist farmers in certification standards. Current coffee market reviews report that less than ten percent (10%) of certified coffee comes from the Eastern African region. It is the aim of the CFC/ICO/45 project to increase the certified coffees from the region to about twenty-five percent (25%) by the end of its project life cycle. This objective will be achieved through the critical interventions at the base of the coffee supply chain by developing capacity at farm level so that farmers are able to respond to the market demand for certified and/or verified coffees. The sustainability initiatives and standards that farmers are being trained on include Rainforest Alliance, Fairtrade, Common Code for Coffee Community (4C) and Utz Certified.

III DESCRIPTION OF IMPLEMENTATION

The implementation of the CFC/ICO/45 project activities is being done in nine participating countries of the Eastern African region. These are Burundi, Ethiopia, Malawi, Rwanda, Uganda, Kenya, Tanzania, Zambia and Zimbabwe. The project implementation process has moved a step further to commence training of farmers with a view to equipping them skills in certification / verification. Farmer are being trained on the basis of a multiple certification approach in order to provide the beneficiary farmers various options to better market their production. The multiple certification approach will give farmers more flexibility in marketing their production. To this end, 5868 farmers have been targeted at this pilot stage of the project with a view to up-scaling this number to 23500 farmers across the participating countries (Appendix 6).

From the recommendations of the mid-term review undertaken by the Supervisory Body (International Coffee Organisation), certain aspects of the implementation process have been adjusted in order to achieve the expected results. The major components that have redefined include the training of certifiers and/or verifiers, the IT portal and the approach to farmer training. Farmer training is being accelerated in the participating countries in order equip farmers to produce certified / verified coffees by the end of the year 2013.

The training of auditors is also being streamlined. Since the auditor training is more rigorous than earlier envisaged, it has been recommended that its budget component be increased to cater for this activity. Furthermore, the approach to this training has been decentralized according to clusters of countries so as to cut costs of bringing candidates to a central place (Box 1).

The IT portal is another important project component. It forms an integral part of the project implementation process in that salient data and information will be captured from all the training activities in the project. This entails that that data from production project sites will be relayed through the IT portal for coffee market players and project partners. During the implementation process under review and based on the technical appraisals undertaken, it came to fore that the terms of reference for outlined at project inception for the IT portal were too generic for the service providers to decipher. Hence they required to be synthesized in order come down to the specific requisites of the project. In this regard, the terms of reference are be streamlined in order to achieve the objectives of the project IT portal.

In a nutshell, the project implementation process will continue in line with continuous improvement based on recommendations from the mid-review and peer-review inputs received from project stakeholders. In this regard, the project expected to be accelerated from pilot stage to wider covering project across the participating countries.

IV RESULTS ACHIEVED

The project results in the period under review have been categorized according to capacity building activities. These include farmer training, trainer-of-trainers' training, auditors' training and commencement of the actualization of the Project IT portal. The following sections of this report articulate the capacity building activities undertaken during the period under review.

Capacity Building Activities

(a) Farmer Training

Following the recommendations of the partial mid-term review undertaken by the International Coffee Organisation (ICO), the project implementation process took cognisance of the fact that training of farmers needed to be accelerated in all the project participating countries. In this regard, emphasis was laid on commencing training of farmers in countries where training of trainer-of trainers had been finalized. To this end, during the period under review, training of pilot farmers commenced in Tanzania with the initial training of 365 farmers represented by more than 100 lead farmers (Appendix 1). In Tanzania, the training took place from 7th to 11th May at the Poli-Meru cooperative society in Arumeru District. The farmers were trained based on the farmer training manuals developed in the project. The training was executed by the trainer-of-trainers and master trainers in the project. The certification / verification standards that are being espoused to the farmers include Fairtrade, Rainforest Alliance, Utz Certified and Common Code for Coffee Communities (4C).

In other countries, which include Kenya, Burundi, Rwanda, Malawi, Zambia and Zimbabwe, preparations to execute farmer training is in progress in that trainer-of-trainers training, which forms the precursor of farmer training, is almost complete and farmer training budgets have been disbursed to the national coffee institutions.

Pictorial Presentation of Farmer Training Activities



Famers on group photo in Bwambo cooperative in Same district



Famers on group photo in Kibongoto cooperative in Siha district



Farmers trained at Poli-Meru Cooperative



Trainer of trainers in action - Poli-Meru Cooperative

(a) Trainer-of-Trainer's Training

The precursor to farmer training is the training of trainer-of-trainers (ToT) who carry out onsite training of farmers. During the period under review, this activity was undertaken in Tanzania, Uganda, Rwanda and Zambia. More than thirty trainer-of-trainers have been trained during the said period. Other TOT training activities will commence in Malawi, Zimbabwe, Kenya, Burundi and Ethiopia in the remaining half year.



TOT training in Tanzania

(b) Auditors' Training

After the mid-term review with the supervisory body, the training strategy of certifiers / verifiers was adjusted in order to maximize impact. Particular attention has been laid on the selection criteria of the participants. To this end, selection of the remaining eighteen candidates to be trained in the project has had to be streamlined in order to capture individuals whose career path is aligned to coffee certification and/or verification. With this approach, it is envisaged that the capacity built will remain in the national collaborating institutions for sustainability. The selection criteria have been streamlined to take the form of more rigorous assessment of the candidates to be trained. In the same vein the training of auditors has been decentralized into cluster of countries. The first cluster encompasses Kenya, Tanzania, and Uganda while the next cluster comprises Burundi, Rwanda and Ethiopia. The last cluster is the Southern African countries of Malawi, Zambia and Zimbabwe. Part of the auditor selection tool used is reflected in Appendix 4. It was generally noted that the auditors' training was more rigorous than earlier anticipated hence the need to adapt in order to achieve the desired results from the participating candidates.

(c) Project IT Portal Appraisals

During the reporting period under review technical appraisals for the development of the project IT portal were done on service providers from whom request for proposals were earlier sought. To this end, three companies were appraised. These were Deloitte & Touche, Realtime Computer Systems and Training Uganda Limited. The parameters considered in the technical appraisal analysis included the cost quoted, up scalability of the software / system proposed, company experience

and company geographic spread. The terms of reference for the IT Portal being sought are outlined in Appendix 5. However, the appraisal team noted that the terms of reference needed to be redefined in to obtain the right results of the IT portal. To this end it was recommended that the generic terms of reference reflected in Appendix 5 be redefined and sent to the service providers for fresh expressions of interest for consideration by the appraisal team. These fresh terms of reference will be presented in the next reporting period.

Dissemination of Project Results

(a) Presentation of Project Progress report at the 108th ICO Council Meeting

The project executing agency was invited to the 108th International Coffee Organisation Council meeting, held from 5th to 8th March 2012 in London, United Kingdom. In this regard, a project progress report was presented to the full ICO council on the 6th March. The report focused on the project milestones that have achieved over the past two-and-half years of project implementation. Furthermore, the report also outlined lessons that had been learnt taking cognisance that the project was being implemented as pilot with a view to up-scaling the results obtained. Recommendations were made to upscale the project from pilot phase to a far-reaching undertaking.

(b) Project meeting with Common Fund for Commodities

A project meeting was held on the 18th June 2012 with the Common Fund for Commodities (CFC) team at the headquarters in Amsterdam. The meeting focused on project update against the background of the partial mid-term review that was undertaken by the International Coffee Organisation which the Supervisory Body of the CFC/ICO/45 project. Furthermore, an up-to-date debrief was presented on the project progress and the rebranded status of the African Fine Coffees Association (AFCA), formerly Eastern African Fine Coffees Association (EAFCA) which the project executing agency (PEA). Detailed minutes of this meeting were circulated to all parties outlining key issues that were discussed and action parties to be undertaken. One of the outcomes was that AFCA was to submit the proposed reallocation to budget components from the savings on the budget line of the former project financial management agents, vis-a-vis, *Chazal du Mer* (DCDM).

(c) Project Participation at the SCAE 2012 World of Coffee Event

The coffees from the participating project countries were shown case at the Specialty Coffee Association (SCAE) of Europe World of Coffee Event held from 13th to 15th June in Vienna Austria. This was part of the project object in linking the certified coffees coming from the participating countries to the international markets. Among the coffees that were cupped and exhibited were those from Kenya, Malawi, Uganda, Ethiopia, Rwanda and Burundi. Others came from Tanzania and the Democratic Republic of Congo. Through this event visibility of the project partners and the capacity that is being created in the participating countries was espoused. The feedback from this event was that the global market demand for certified /

verified coffees was on the increase. This feedback added impetus to the CFC/ICO/45 project cause for building farmers' capacity to attain certification and verification.

Partial Mid-Term Review

A partial project mid-term review was undertaken by the Supervisory Body, the International Coffee Organisation (ICO) during the reporting period under review. The African Fine Coffees Association (AFCA) as the project executing agency coordinated this activity based on the terms of references of the mid-term review. The review was undertaken by the ICO Chief Economist, Dr. Denis Seudieu. To this end, country-stakeholders' meetings were held in Addis Ababa, Ethiopia and Nairobi, Kenya, respectively. Representatives from the participating national coffee institutions were represented at the Addis Ababa meeting. The list of those in attendance is outlined in Appendix 3.

A detailed report by the ICO reviewer has been compiled and circulated to the principals of the project. Based on the discussions and reports from the meetings held during this activity, the following are the recommendations articulated:

- The training manual on certification should be made available to the CFC and ICO as a useful document produced by the project;
- The baseline surveys should be improved by adding the missing vital information on farming activities as well as making more it more dynamic to facilitate the assessment of the project impact;
- Data provided by the surveys should be supported by Information Technology software to be installed in national coffee institutions and at the AFCA secretariat as an important marketing information tool on the certified coffee produced in the region. In this regard, the process of recruiting a dedicated consultant to design the software should be completed as soon as possible in order to test the system during the remaining period of the project.
- Gender balance in the selection of professionals and beneficiary farmers for training must be considered.
- It was recommended that renegotiation with service providers as well as the reallocation of available resources to training activity was essential to achieving the project objective.
- Resources relating to the training of farmers should be increased.

V IMPACTS / SUSTAINABILITY

The nature of the project is to build capacity for coffee certification and verification amongst the farmers. The project has moved on to the level of training farmers on issues of coffee certification and verification and so far more than 100 lead farmers representing 365 farmers have been trained on certification standards (Appendix . The impact of training farmers will be noted with respect to social welfare, economic issues and environment aspects of the farmers. More specifically through compliance to the certification / verification standards the cooperatives will comply with regional labour laws, training of their workers and issues of occupational health and safety (OHS). Through the training on certification and/or verification programs the societies will provide better services to their members. This scenario is expected to happen in all the pilot cooperatives of the project

The other impact is envisaged to be noted with regard to the environment by way of tree planting in the pilot cooperative and efficient waste management and chemical disposal mechanisms. This will in turn lead to a sustainable environmental management that has positive impacts on the health of the farmers other stakeholders in the communities. Economically, it is envisaged that farmers and/or cooperatives will be keen to run their farms as a business.

The sustainability of the social, economic and environmental project impacts stems from the positive results that the farmer will achieve through compliance to certification / verification. The skills transfer by the trainers in the project enables the farmers and/or cooperatives to gain expertise in adherence to good management and agricultural practices. This will result in efficient management of resources and production inputs that culminates into reduction of costs. On the other hand, the training of in-country certifiers and verifiers leads to reduction in the actual cost of audits which are normally passed on to the farmers.

Training of farmers towards certification / verification commenced in June 2012 and the first certified / verified coffees coming from the project will be sold at the end of 2013. In this regard, feasible project impacts of the interventions will be evaluated at the end of the year 2013.

VI OUTPUTS

The major project outputs in the reporting period under review has been the commencement of farmer training where 365 farmers have been trained at the time of compilation of this report. Detailed baselines of the pilot cooperatives selected in the project have been done and data update variable parameters is continuous data and lessons learnt incorporated in the implementation process. In the same vein, the trainer-of-trainers training activities were concluded in the Uganda, Zambia and Tanzania. On the other hand seventeen certifiers / verifiers were trained. These comprise almost fifty percent of the target number of auditors to be trained at the pilot stage (Box1). However, the training of auditors has been restructured in order to take a

more rigorous approach to the selection of the candidates. Furthermore, the training has been decentralized into the participating countries as opposed to being trained centrally. The other output has been in undertaking technical appraisals of the project IT portal (Appendix 5). Three service providers were shortlisted and recommendations on the appraisals shall be circulated.

Box 1: Number of Auditors Trained		
Country	Trained	Yet to be trained
Ethiopia	0	4
Rwanda	2	2
Burundi	3	1
Malawi	2	2
Zambia	2	2
Zimbabwe	1	3
Uganda	3	1
Tanzania	2	2
Kenya	2	2
Total	17	19

VII LESSONS LEARNT / CONCLUSION

A number of lessons have come to fore during the project implementation process in the period under review. It has been noted that capacity building alone was not sufficient without supporting farmers to obtain compliance to the sustainability standards. Therefore, the cost of compliance for each sustainability standard has to be established in order to guide farmers and other stakeholders. For African scenario, a myriad of variables should be considered in coming up with the actual compliance costs.

The other lesson learnt was that the first certified / verified coffees coming from the project will be at the end of the year 2013. This will provide an opportunity to evaluate the project objective of accessibility to markets.

Furthermore, the other lesson learnt was that the auditor training was more rigorous than earlier envisaged in terms of candidate selection criteria, time and resources. To this end the selection process for the candidates has had to be streamlined in order to capture the candidates with the desirable profile (Appendix 4).

Many sustainable initiatives are willing to partner with the project in order to upscale training of farmers on sustainability standards. Some key sustainability standards in this regard are the Common Code for Coffee Community (4C), Rainforest Alliance, Utz certified and Fairtrade. In this regard, there is a chance to train more farmers in the project as reflected in Appendix 6.

On the project IT portal it was noted that the terms of references needed to be streamlined in order to capture the relevant information across the coffee value chain in the project.

The implementation process has been able to leverage resources from the AFCA member countries, through the in-kind counterpart contribution, for bigger project impact. In this regard, the private-public sector partnership has been demonstrated in the AFCA member countries in the Project.

In summary, the project implementation process in the period under review noted progressive lessons that should be incorporated in the overall strategy in order to attain the desired project results.

VIII RECOMMENDATIONS

Based on the lessons learnt during the period under review the following are the proposed recommendation:

- The project budget should include covering compliance costs component for the farmers to attain certification / verification of their coffee after training.
- The budget component for certifiers / verifiers training should be adjusted upwards in order to cover the additional hours that the candidates have to cover during training.
- The project training manual developed in the project will be subjected to peer-view of stakeholders in order to enhance buy-in and continuous improvement. This activity is scheduled for mid-September 2012.
- The project period may need to be extended in order to capture the impact certification and verification of coffee on farmers. This is premised on the fact that the first certified / verified coffees from the project is envisaged to be sold at the end of the year 2013.

Appendix

Appendix 1: List of Farmers Trained

S/N	Name	Gender	Coop Society	Location (GPS Coordinates)			Acre; est.
				Southern	Eastern	Elevation (m)	
1	Mr. John Noah	M	Bwambo, Same District	S 04 ⁰ 25.024'	E 037 ⁰ 57.728'	M 1561	0.75
2	Mr. Samweli Elifadhili	M	Bwambo, Same District	S 04 ⁰ 24.659'	E 037 ⁰ 56.939'	M 1640	0.75
3	Mr. Elibariki Chambua	M	Bwambo, Same District	S 04 ⁰ 24.948'	E 037 ⁰ 57.789'	M 1603	0.75
4	Mr. Stephano Elipenda	M	Bwambo, Same District	S 04 ⁰ 24.872'	E 037 ⁰ 57.274'	M 1632	0.75
5	Mr. Benjamin Elihaki	M	Bwambo, Same District	S 04 ⁰ 24.741'	E 037 ⁰ 57.357'	M 1578	0.75
6	Mr. Nathaniel S. Eliamani	M	Bwambo, Same District	S 04 ⁰ 24.874'	E 037 ⁰ 57.820'	M 1569	0.75
7	Mr. Ndimangwa Nisagurwe	M	Bwambo, Same District	S 04 ⁰ 24.634'	E 037 ⁰ 57.095'	M 1617	0.75
8	Mr. Nikundiwe Eliamani	M	Bwambo, Same District	S 04 ⁰ 24.873'	E 037 ⁰ 57.804'	M 1593	0.75
9	Mr. Elinazi Ombeni	M	Bwambo, Same District	S 04 ⁰ 24.867'	E 037 ⁰ 57.273'	M 1641	0.75
20	Mr. Emanueli Pinieli	M	Bwambo, Same District	S 04 ⁰ 24.682'	E 037 ⁰ 57.258'	M 1566	0.75
21	Mr. Elinazi Berya	M	Bwambo, Same District	S 04 ⁰ 24.902'	E 037 ⁰ 57.369'	M 1555	0.75
22	Mr. Tuarira N. Mcharo	M	Bwambo, Same District	S 04 ⁰ 24.947'	E 037 ⁰ 57.616'	M 1555	0.75
23	Mr. Ezekieli Petro	M	Bwambo, Same District	S 04 ⁰ 24.766'	E 037 ⁰ 57.144'	M 1583	0.75
24	Mr. John Elieseri	M	Bwambo, Same District	S 04 ⁰ 24.947'	E 037 ⁰ 57.592'	M 1558	0.75
25	Mr. Mbonea A. Bwambo	M	Bwambo, Same District	S 04 ⁰ 25.996'	E 037 ⁰ 57.732'	M 1801	0.75
26	Mr. Nzinyangwa Teendwa	M	Bwambo, Same District	S 04 ⁰ 24.760'	E 037 ⁰ 57.387'	M 1579	0.75
27	Mr. Elifuraha Eliapenda	M	Bwambo, Same District	S 04 ⁰ 25.068'	E 037 ⁰ 57.392'	M 1677	0.75
28	Mr. Elieseri Ndisha	M	Bwambo, Same District	S 04 ⁰ 24.953'	E 037 ⁰ 57.598'	M 1572	0.75
29	Ms. Zenaël E. Msangi	F	Bwambo, Same District	S 04 ⁰ 24.980'	E 037 ⁰ 57.646'	M 1534	0.75
30	Ms. Nahana Samweli	F	Bwambo, Same District	S 04 ⁰ 24.933'	E 037 ⁰ 57.565'	M 1540	0.75
31	Mr. Dickson Abasi	M	Bwambo, Same District	S 04 ⁰ 24.157'	E 037 ⁰ 56.995'	M 1721	0.75
32	Mr. Greysoni Safieli	M	Bwambo, Same District	S 04 ⁰ 24.123'	E 037 ⁰ 55.933'	M 1698	0.75
33	Mr. Elinazi Eliapenda	M	Bwambo, Same District	S 04 ⁰ 25.075'	E 037 ⁰ 57.355'	M 1682	0.75
34	Mr. Lameck Lomba	M	Bwambo, Same District	S 04 ⁰ 25.959'	E 037 ⁰ 57.651'	M 1802	0.75
35	Mr. Jasper Berya	M	Bwambo, Same District	S 04 ⁰ 24.528'	E 037 ⁰ 57.060'	M 1551	0.75

36	Mr. Ombeni Heriel	M	Bwambo, Same District	S 04 ⁰ 25.029'	E 037 ⁰ 57.305'	M 1659	0.75
37	Mr. Wilisoni Elipenda	M	Bwambo, Same District	S 04 ⁰ 25.087'	E 037 ⁰ 57.385'	M 1682	0.75
38	Mr. Daudi Andereea	M	Bwambo, Same District	S 04 ⁰ 25.442'	E 037 ⁰ 57.924'	M 1798	0.75
39	Mr. Eliuze Obedi	M	Bwambo, Same District	S 04 ⁰ 25.012'	E 037 ⁰ 57.846'	M 1635	0.75
40	Mr. Maiko Noah	M	Bwambo, Same District	S 04 ⁰ 24.819'	E 037 ⁰ 57.285'	M 1623	0.75
41	Ms. Withnes Gladson	F	Bwambo, Same District	S 04 ⁰ 25.074'	E 037 ⁰ 57.279'	M 1665	0.75
42	Mr. John Noah	M	Bwambo, Same District	S 04 ⁰ 25.024'	E 037 ⁰ 57.728'	M 1561	0.75
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51	Mr. Elinazi Berya	M	Bwambo, Same District	S 04 ⁰ 24.902'	E 037 ⁰ 57.369'	M 1555	0.75
52	Mr. Tuarira N. Mcharo	M	Bwambo, Same District	S 04 ⁰ 24.947'	E 037 ⁰ 57.616'	M 1555	0.75
53	Mr. Ezekieli Petro	M	Bwambo, Same District	S 04 ⁰ 24.766'	E 037 ⁰ 57.144'	M 1583	0.75
54	Mr. John Elieseri	M	Bwambo, Same District	S 04 ⁰ 24.947'	E 037 ⁰ 57.592'	M 1558	0.75
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57	Mr. Elifuraha Eliapenda	M	Bwambo, Same District	S 04 ⁰ 25.068'	E 037 ⁰ 57.392'	M 1677	0.75
58	Mr. Elieseri Ndisha	M	Bwambo, Same District	S 04 ⁰ 24.953'	E 037 ⁰ 57.598'	M 1572	0.75
59	Isdora E. Swai	F	Kibogoto, Siha District				0.5
60	Judica Maimu	F	Kibogoto, Siha District				0.5
61	Amini Munuo	M	Kibogoto, Siha District				0.5
62	Godson Eli Munuo	M	Kibogoto, Siha District				0.5
63	Maria Thobias Mwandri	F	Kibogoto, Siha District				0.5
64	Aishivamwi J. Mbasha	F	Kibogoto, Siha District				0.5
65	Elizabethi Mwandri	F	Kibogoto, Siha District				0.5
66	Elidora Mnuo	F	Kibogoto, Siha District				0.5

67	Jerome Gidion	M	Kibogoto, Siha District				0.5
68	Bonifance E. Mayuu	M	Kibogoto, Siha District				0.5
69	Christopha E Mwandri	M	Kibogoto, Siha District				0.5
70	Rajab juma Mwandri	M	Kibogoto, Siha District				0.5
71	Rubeni G. Maimu	M	Kibogoto, Siha District				0.5
72	Triza Matoo	F	Kibogoto, Siha District				0.5
73	Reuben ndasikoi	M	Kibogoto, Siha District				0.5
74	Tumain E . mwannri	M	Kibogoto, Siha District				0.5
75	Mathayo Paulo	M	Poli-Meru, Arumeru District				0.75
76	Frank Nathan	M	Poli-Meru, Arumeru District				0.75
77	Efata Payo	M	Poli-Meru, Arumeru District				0.75
78	Kundaeli E. Akyoo	M	Poli-Meru, Arumeru District				0.75
79	Saulo Lesinge	M	Poli-Meru, Arumeru District				0.75
80	Noea Pallangyo	M	Poli-Meru, Arumeru District				0.75
81	Noe Jacob Pall	M	Poli-Meru, Arumeru District				0.75
82	John Mark Allan	M	Poli-Meru, Arumeru District				0.75
83	Christopher Allan	M	Poli-Meru, Arumeru District				0.75
84	Mose K. Mbuse	M	Poli-Meru, Arumeru District				0.75
85	Massawe Loriba	M	Poli-Meru, Arumeru District				0.75
86	Merikizedeki Uzo	M	Poli-Meru, Arumeru District				0.75
87	Isack Marco	M	Poli-Meru, Arumeru District				0.75
88	Ndeoya Taato	M	Poli-Meru, Arumeru District				0.75
89	Senyaely	M	Poli-Meru, Arumeru District				0.75
90	Abraham Mbiye	M	Poli-Meru, Arumeru District				0.75
91	Kaankira D. Urid	M	Poli-Meru, Arumeru District				0.75
92	Joseph M. Sumaxi	M	Poli-Meru, Arumeru District				0.75
93	John Simon	M	Poli-Meru, Arumeru District				0.75
94	Eliaililia Noe	F	Poli-Meru, Arumeru District				0.75
95	Josephat Mbise	M	Poli-Meru, Arumeru District				0.75
96	David T. Mbise	M	Poli-Meru, Arumeru District				0.75
97	Codso J. Nnko Urisho	F	Poli-Meru, Arumeru District				0.75
98	Efatakilai Ndatu	F	Poli-Meru, Arumeru District				0.75
99	Joseph E. Nkoaranga	M	Poli-Meru, Arumeru District				0.75

100	Ndelekwa N. Pallangyo	M	Poli-Meru, Arumeru District				0.75
101	Ndetaywa B. Pallangayo		Poli-Meru, Arumeru District				0.75
102	Elisaria Elia	F	Poli-Meru, Arumeru District				0.75
103	Elina Nshak	F	Poli-Meru, Arumeru District				0.75
104	Akirwa Nathan	M	Poli-Meru, Arumeru District				0.75
105	Aimbora E Nnko	M	Poli-Meru, Arumeru District				0.75
106	Sangilo Babise	M	Poli-Meru, Arumeru District				0.75
107	Abraham Kileni	M	Poli-Meru, Arumeru District				0.75
108	Ndelelina K Pallangayo	F	Poli-Meru, Arumeru District				0.75
109	Jeremiah Pallangy	M	Poli-Meru, Arumeru District				0.75
110	Beti M. Fiyo	M	Poli-Meru, Arumeru District				0.75
111	Milili Senkono	M	Poli-Meru, Arumeru District				0.75

Appendix 2: List of Trainer of Trainers

Ref	Name	Gender	Organisation	Position	Country
1	Kironde Charles	M	NUCAFE	Prod/Market Asst	Uganda
2	Kakooza Hassan	M	NUCAFE	Business Manager	Uganda
3	Kasiita Haphiez	M	NUCAFE	Procurement Officer	Uganda
4	Nuwagaba Deus	M	NUCAFE	Prod/Marketing Officer	Uganda
5	Jimmy Baluku	M	UCDA	SRCC	Uganda
6	Ssentamu Robert	M	UCDA	SRCC	Uganda
7	Kusuro Francis	M	UCDA	SRCC	Uganda
8	Sam Kerimundu	M	UCDA	SRCC	Uganda
9	Fred Chesang	M	NUCAFE	Business Manager	Uganda
10	Eric Baluku	M	NUCAFE	Business Manager	Uganda
11	Martina Mwanamwenge	F	ZARI	Researcher	Zambia
12	Crisanty Chama	M	ZARI	Researcher	Zambia
13	Mathias Ndlovu	M	ZARI	Researcher	Zambia
14	Friday Sinkamba	M	ZARI	Researcher	Zambia
15	Justina Mweenda	F	ZARI	Researcher	Zambia
16	Melvi Lwiindi	M	NCC	Estate Manager	Zambia
17	Peter Mulenga	M	Mubuyu Farm	Production Manager	Zambia
18	Cassius Muntanga	M	Chulumenda Farm	Farm Manager	Zambia
19	Luke Powell	M	Kansato Farm	Farm Manager	Zambia
20	David Chikanda	M	Kapinga Farm	Farm Manager	Zambia
21	John Mabagala	M	TACRI	Research Officer	Tanzania
22	Magareth E. Koinange	F	TACRI	Research Officer	Tanzania
23	Sophia E. Malinga	F	TACRI	Research Officer	Tanzania
24	Amini Mnzava	M	VUASU		Tanzania
25	Terewanikira Z. Urasa	M	KNCU		Tanzania
26	Wibert Nyela	M	KNCU		Tanzania
27	Moses E, Nyela	M	KNCU		Tanzania
28	Shilesarion Swai	M	KNCU		Tanzania
29	Meck S. Marick	M	G32		Tanzania
30	Ephraim Mwakajila	M	Tudeley		Tanzania

Appendix 3: List of Attendance for Partial Mid-Term Review

Ref	Name	Institution	Country	Position	Email
1	Dr Denis Seudieu	ICO	UK	Chief Economist	seudieu@ico.org
2	Filtone Sandando	AFCA	Uganda	Project Coordinator	filtone.sandando@eafca.org
3	Samuel Kamau	AFCA	Uganda	Chief Executive Officer	kamau@eafca.org
4	Harrison Kalua	Mzuzu Coffee Planters Cooperative Union	Malawi	Chief Executive/Chairman of AFCA	mzuzucoffee@malawi.net/hbkalua@gmail.com
5	Njeru N. D	Coffee Research Foundation (CRF)	Kenya	Project National Coordinator	njerund@yahoo.com
6	Samuel Thuo	Coffee Management Service (CMS)	Kenya	Projects Manager	samual.thuo@coffee.management.co.ke
7	Dr J. Kimamia	Coffee Research Foundation (CRF)	Kenya	Director	ikimemia@crf.co.ke
8	Celestin Gatarayiha	OCIR-Café	Rwanda	Project National Coordinator	gatarayira@hotmail.com
9	Dumisani Kutuywayo	Coffee Research Institute	Zimbabwe	Project National Coordinator	dumisanikutuywayo@yahoo.co.uk
10	Robin Sanders	Coffee Association of Malawi	Malawi		
11	Lalil Khamri	Sable Farming Co	Malawi		
12	James Teri	Tanzania Coffee Research (TACRI)	Tanzania	Project National Coordinator	tacri@kicheko.com
13	Adolph Kumburu	Tanzania Coffee Board (TCB)/EAFCA Board	Tanzania	Managing Director	director.general@coffeeboardtz.org
14	Chris Schmeling	FLO-Certification	Tanzania		C.schmel.ng@flo-cert.net
15	Bojan Schevrrer	Fairtrade-Switzerland	Switzerland		b.schever@maxhavelaar.ch
16	Muwonwe David	NUCAFE	Uganda		david.muwonye@nucafe.org
17	Betty Numwagala	Uganda Coffee Traders Federation (UCTF)	Uganda		betty@ugandacoffee.org
18	Ngayempore Evariste	ARFIC	Burundi	Director General	ngayemporeva@yahoo.fr
19	Lucy Murithi	Coffee Research Foundation (CRF)	Kenya		lucymuchang@yahoo.com
20	James Gimase	Coffee Research Foundation (CRF)	Kenya		jgimase@yahoo.com
21	Mageria Murithi	Coffee Research Foundation (CRF)	Kenya		mmageria@crf.co.ke
22	Kennedy T.K Gitinga	Coffee Research Foundation (CRF)	Kenya		ktkgitonga@gmail.com
23	J.M Minai	Coffee Research Foundation (CRF)	Kenya		-
24	James Gathage	QualityPlus International Ltd	Kenya	Consultant	gathage@qualityplus.co.ke
25	Ruth Nyagah	Africert Ltd	Kenya	Consultant	rnyagah@africert.co.ke
26	Adriana Rodriguez	Africert Ltd	Kenya	Consultant	arodriguez@africert.co.ke
27	Samson Emong	Uganda Coffee Traders Federation (UCTF)	Uganda	Programs Officer	samson.emon@ugandacoffeetrade.com

Appendix 4: Auditors Selection Criteria.

Application: Specialist Auditor for the coffee industry in Africa

General Instructions:

- Please complete this application and send it to the following **email address:**
- The original file is protected, therefore, use "save as" in Word to create a file with your name as the candidate
- Attach your **CV and picture** with any relevant additional information.

Section 1. General Information

1.1 Contact Information	
Name:	Last Name:
Date of birth(d/m/year):	
	Female <input type="checkbox"/> Male <input type="checkbox"/>
E-mail address:	Telephone number
	Work: Home:
	Mobile: Fax:
Permanent address:	
Current address:	

Have you worked or served with professional services to any certification body?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Please explain:</i>
--	--

Section 2. Academic and Professional Background

2.1 Higher education		
Title and year of finalized	Degree	Name of the Institution and Location

2.2 Employment History (for both current and prior positions)		
Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
What days and hours are you available to work?		
If applying for consultancy work, when will you be available to start?		

Employer (Address, Email)	Job Title and responsibilities	Starting and ending dates of employment	Reason for leaving
Areas of expertise: (Summarize briefly)			

2.3 Languages. Please indicate the knowledge you have in other languages		Mother tongue:	
Language	Speak	Write	Read
	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent
	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent
	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Basic <input type="checkbox"/> Regular <input type="checkbox"/> Good <input type="checkbox"/> Excellent

- **Basic:** communication / understanding / vocabulary at least, not enough to work or most social situations
- **Regular:** communication / understanding / vocabulary sufficient for handling simple social and work situations
- **Good:** communication / understanding / vocabulary sufficient to handle common social and work situations, with minimal effort and errors
- **Excellent:** communication / understanding fluent or near mother tongue, large vocabulary, proper use with little or grammatical errors in all social and work situations.

Section3.Training and experience with certification schemes

3.1 Training. Please indicate if you have received formal training as part of the requirements to become an auditor of any certification scheme: ISO9001:2008, ISO 14000, ISO 19011, Rainforest Alliance, UTZ, 4C. Start with the latest training.

Training	Responsible organization	Instructor	Date (Month/Year)	Duration (Nº of hours)

3.2 Training and experience as an auditor

Name of the certification/verification scheme:				
Name of the certification body:				
¿Are you an authorized auditor for any certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		Countries where you have audited:		
Year of the first audit experience:		Month/Year of the most recent audit:		
Total number of audits:				
<i>Trainings received in other schemes</i>				
Description of the Training	Responsible Organization	Date (month/year)	Duration (Nº of hours)	¿Did you receive a certificate?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

3.3 Other Relevant Training. Please specify other relevant training you have received over the past two years that improve your capacity as an auditor.

Description of the Training	Responsible Organization	Date (month/year)	Duration (Nº of hours)	¿Did you receive a certificate?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 4. Skills and personal background

Why are you interested in being an auditor for the African coffee industry?
What do you consider are your strengths or skills to become an auditor?
What are your professional and technical advantages that would make you an excellent auditor?
In case you have audit experience, please explain a situation when you have handled a conflict and specify how you solved it.

What do you consider are the areas of professional or technical expertise within an auditing scheme in which you require more training?
What is your experience in the agricultural sector of Africa?
How would apply this training for your professional development in the next five years?

4.2 References. List below three persons who have knowledge of your work performance within the last four years. Please include professional references only

Name	Organization	Title	E-mail	Phone

I authorize AFCA and its appointed consultants to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the organizations, my former employers & all other persons, from any and all claims or liabilities arising out of or in any way related to such examination or revelation	
Applicant's Signature:	
Date:	

Appendix 5: Terms of Reference for the IT Portal

CFC/ICO/EU Project

Terms of Reference for the Project IT Portal

Whereby the TORs for the Project IT Portal shall be as follows:

- The IT project system shall seek to streamline data management at primary societies and provide forward and backward linkages between key stakeholders by providing relevant information in the value chain.
- The IT project system shall provide component IT system modules to maintain status and dynamic data on farmer activities.
- The IT system shall result in an active database link with an AFCA website, providing active content on indicator of Good Agricultural Practices (GAPs), Good Management Practices (GMP) and indicators on economic, social and environmental standards for efficient farm management and production standards.
- The IT system shall provide data as measure of progress against desired change targets in terms of production, quality and quantity, incomes and best practices.
- The IT system shall provide certification and accreditation status of farmer groups in multiple-standard and multi-stakeholder process.

Whereby at the end of it all, the consultant shall produce the following deliverables:

- Database on farmers set up in nine primary groups each in the nine participating AFCA project countries.
- Appropriate software for use by primary groups.
- IT System Training program and user manual.
- The IT System Training for 3 staff members from each primary group in application of the IT System.
- AFCA and Active Database

Appendix 6: Farmer Training – Projected Vs Actual

Country	Farmer Group	Projected Numbers	Project Target
Burundi (ARFIC)	Ubwiza Bw'ikawa	3000	600
Kenya (CRF)	Mukiria F.C.S	2000	700
Ethiopia (MOA)	Yirgacheffe	5000	1000
Malawi (CAMAL)	MZUZU Union	3000	500
Rwanda (NAEB)	Misozi Union	1500	600
Uganda (UCTF)	Kabonera	5000	868
Tanzania (TACRI)	Rombo / Moshi	2000	600
Zambia (CBZ)	ZCGA	1000	500
Zimbabwe (CORI)	CFU / CGA	1000	500
Total		23500	5868