


Format Activity Report



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 **Austrian**
Development Cooperation

Activity Report

Contract No.

As at June, 30 xxxx

Contractor/ applicant:

Name:
Address:
Phone, eMail:
Contact person for the action:

Project title:

“Local Actors join for inclusive economic development and government in South Caucasus” JOIN

Local project partner:

Name: Center for Agribusiness and Rural Development Foundation (CARD)
Address: 1/21 Azatutyan ave., Yerevan 0037, Armenia
Phone, eMail: CARD project coordinator for JOIN /contact: Diana Ter-Stepanyan +374 10 440550 ext. 207 dter-stepanyan@card.am

Reporting period:

Reporting period: June 1- 30, 2013	Report submitted on (date): 10.07.2013
Due date:	
Planned project duration from:	Until:
Reallocations:	Extended until:

Summary of project progress

- Narrative description of project progress, particularly with regard to the achievement of objectives, expected results and indicators, monitoring and necessary steering measures:

According to Activity plan which is integral part of the contract between CARD and CARE the activities planned for June are as follows:

A 2.2. Establish/strengthen BDICs for information to small scale farmers and local businesses in the agricultural sector

2.2.1. BDIC established in Noyemberyan and operating based on a deveped model and a plan

Grant Agreement of Noyemberyan BDIC is developed and signed

As it was reported before Noyemberyan BDIC will be established based on the SME DNC regional branch office in Noyemberyan. In this regard there was sined a Memorandum of Understanding (MOU) between CARD and SME DNC in May. The operational model was developed and grant agreement was signed as of June 10, 2013 (Annex#...).

Noyemberyan BDIC officer hired

SME DNC regional representative/BDIC officer will be hired by SME DNC. The position was announced through SME DNC website, local TV and newspaper (Annex#...). The deadline for submitting applications was set on 17th June, 2013. Fore applications were get out of which two were shortlisted and invited for the interview. Interview was conducted in SME DNC with CARD representative in selection committee. In the result of the interview it was found out tha both aplicants don't meet requirements of the position. It was desided to prolong the announcement with the deadline of June 1st.

2.2.2 Provision of tailor made TA/trainings by CARD staff

Evaluation of capacity building needs of BDIC officers

After first 20 days of Stepanavan BDIC operation, in the result of interviews with BDIC project staff, review of relevant documents and filing documents relating to everyday activity, the capacity assessment report was developed for Stepanavan BDIC (Annex# ...).

Tailor made TA/trainings to Stepanavan's BDIC officer

Description of trainings provided based on the assessment please find in assessment report (Annex#....)

A 2.3 BDICs organize introductory community event informing about their services

2.3.1. BDIC opening community events conducted

Stepanavan BDIC opening community event

Stepanavan FVSC/BDIC official opening was conducted on June 7, 2013. About 55 representatives of international organizations and agencies, as well as local authorities, entrepreneurs and farmers were invited (Annex#...). A local TV company was invited to shoot the reportage about the opening ceremony and the Center (see reportage following the link <http://youtu.be/NvFoua2LIiQ>). A press release was developed and provided to all interested parties. (Annex#...)

A 2.4 BDICs organize trainings for their beneficiaries on identified themes (e.g. on business-plan writing, business regulations etc.)

2.4.1 BDIC beneficiaries' needs identified and curricula developed

Azatan's BDIC beneficiaries need assessment.

In the frames of BDIC beneficiaries need assessment 172 farmers were surveyed from 25 communities in total (Annex#10). Assessment was conducted via developed questionnaire and inputted to excel form for further processing. Preliminary assessment find out the top 6 topics which were considered by farmers surveyed as more actual. The comprehensive need assessment findings will be presented within next month after completion.

#	Topic	% of surveyed
1.	New technologies and methods of production	54.1%
2.	Business plan development	49.4 %
3.	How to get and use business loans	47.7 %
4.	RA law on sole entrepreneur	38.4 %
5.	Marketing (research of the market, sells and advertising)	30.2%
6.	Application procedures of getting loans	28.5 %

Stepanavan's BDIC beneficiaries need assessment.

Stepanavan BDIC need assessment was conducted from May 13, 2013 till June 20, 2013. The survey was conducted among 120 potential beneficiaries of the BDIC in 11 communities of Stepanavan region.

It was find out top 6 topics which were considered by farmers surveyed as more needed. The full analysis and findings are presented in the assessment report (Annex#...)

#	Topic	% of surveyed
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1.	New technologies and methods of production	54.1%
2.	Business plan development	49.4 %
3.	How to get and use business loans	47.7 %
4.	RA law on sole entrepreneur	38.4 %
5.	Marketing (research of the market, sells and advertising)	30.2%
6.	Application procedures of getting loans	28.5 %

Noyemberyan's BDIC beneficiaries need assessment.

In order to save time it was decided to conduct need assessment of BDIC beneficiaries of Noyemberyan region by outsourcing Noyemberyan LDWG member Andranik Veranyan. Contract (Annex#12) and ToR (Annex#13) was developed which will be signed next month.

Training conducted for BDIC beneficiaries

According to activity plan it was planned to conduct training for BDIC beneficiaries based on the need assessment result one per Azatan and Stepanavan BDIC. A training topic which coincides in both places will be selected based on findings in both communities.

CARD monitoring activities

Monthly monitoring of progress per performance indicators

Due to technical assistance /trainings provided by CARD staff Azatan BDIC officer providing comprehensive programmatic reports according to the format developed and provided by JOIN team (Annex#14).

- Planned activities/ current status of implementation

Activity planned for April	Comments
Azatan's BDIC beneficiaries need assessment	Completed
Azatan BDIC beneficiaries needs identified and curricula developed	List of training topics is identified, curricula will be developed and training will be provided in Azatan and Stepanavan during June.
BDIC opening community event conducted in Stepanavan	is planned for June 7, 2013
Grant agreement with Stepanavan's FVSC signed	Done

Evaluation of capacity building needs of Stepanavan's BDIC officer and provision of tailor made TA/trainings by CARD	In process
Stepanavan's BDIC beneficiaries need assessment	In process
MoU with SME DNC is signed	Done
Berd/Noyemberyan BDIC's operational model and sustainability plan is developed	Done

- Difficulties encountered during project implementation and steering measures applied to solve the problems:
- Changes and adjustments necessary with regard to the following reporting period:

The following activities are planned for June, 2013

Activity planned for April	Comments
Stepanavan BDIC opening community events conducted	
Grant agreement of Noyemberyan BDIC is developed and signed	
Noyemberyan's BDIC/SME DNC officer hired	
Evaluation of capacity building needs of Stepanavan and Noyemberyan BDIC officers	
Provision of tailor made TA/trainings by CARD staff to Stepanavan BDIC officer	
BDIC beneficiaries need assessment is completed in Stepanavan	
BDIC beneficiaries need assessment is conducted among BDIC beneficiaries in Noyemberyan	
Training conducted for BDIC beneficiaries in Azatan and Stepanavan	

- List of annexes to the activity report

Annex#1_ Stepanavan BDIC grant agreement

Annex#2_ Stepanavan BDIC officer's contract

Annex#3_ MOU with SME DNC on Noyemberyan BDIC

Annex#4_ Model of BDIC within Noyemberyan representation of SME DNC

Annex#5_ Job description of the of SME DNC/ BDIC branch officer

Annex#6_ Azatan BDIC capacity asesment report

Annex#7_ Azatan Capacity Building Assessment Report

Annex#8_ Azatan Community meeting participants list

Annex#9_ Community meeting in Azatan_pics

Annex#10_ Azatan BDIC need assessment+pics

Annex#11_ Need assessment_Stepanavan

Annex# 12_ Service contract for need assessment Andranik Veranyan

Annex#13_ ToR on Noyemberyan BDIC need assessment

Annex#14_ Azatan BDIC Programmatic report_ May 2013

Request for next disbursement

Summary project budget (relevant for accounting) according to contract	Amount approved so far	Amount presented for verification as at due date	Remaining budget

Request for disbursement for the next accounting period: