




# 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:**

<b>“Local Actors join for inclusive economic development and government in South Caucasus” JOIN</b>
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**Local project partner:**

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

**Reporting period:**

Reporting period: <b>March 1- 31, 2013</b>	Report submitted on (date): <b>10.04.2013</b>
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 the activities planned for March 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 Azatan and start operating in FVSC based on a business plan

**Hiring of Azatan BDIC officer.** For hiring Azatan BDIC officer FVSC of Azatan announced the position via [www.careercenter.am](http://www.careercenter.am) (see Annex#1) and we get 16 applications. Through preliminary screening of CVs it was found out that most of the applicants were overskilled and via telephone conversation refused to take part in the interview because of location of the Center and high salary expectations. We have shortlisted 5 applicants from Gyumri, Azatan and a neighboring village. In the result of interview conducted by selection committee we found that three of them haven't proper experience and background, the other applicant from Gyumri has appropriate experience but she requested salary a bit higher than it is provided in the BDIC budget (see Annex #2). Thus, it was decided to announce the position once more time via local „Tsayg“ TV. In the result, 4 applications were received. Out of all 20 applicants 2 were selected and interviewed additionally. In the result of the interviews selection was done on Lala Tadevosyan (see Annex #3) and she will be contracted by April 15, 2013 with a probation period.

2.2.1. BDIC established in Stepanavan and start operating in FVSC based on a business plan

**Stepanavan's FVSC/BDIC business plan developed.** The current model of Stepanavan's BDIC is linked to the operation of Stepanavan FVSC. As described in this business plan (see Annex #4 ), Stepanavan FVSC is a physical facility where farmers and entrepreneurs will be able to receive interrelated set of services, including professional veterinary and farm management services, access to farm supplies and equipment, access to credit and access to business development information.

2.2.1. BDIC established in Berd/Noyemberyan and operating based on a developed model and a plan

**Location for BDIC establishment in Berd or Noyemberyan is selected.** JOIN team has to select the physical location for the third BDIC to be established. For this purpose the team researched previous and current projects implemented in Berd to find out more feasible options to set up BDIC. It was found out the “Green Lane” NGO within the “Information and

communication technologies for improving agricultural activities” project equipped a room in a public library by providing computer sets and furniture. A meeting with the project coordinator/director of the „Green Lane“ NGO confirmed that capacities and equipment of the separate room in the public library can serve as the best option for BDIC establishment. This option as the most suitable was suggested to Bers major during the meeting. Nevertheless, the mayor has some reservations with this option and promised to suggest another option.

In parallel JOIN team communicated with Noyemberyan mayor and some of the working group members on the possibilities of setting up the BDIC. Currently we are waiting for their options and the selection will be done based on the feasibility of the model to be suggested by any of the communities.

After the location will be selected CARD will develop and conform the operational model of BDIC.

## **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.** It was planned that the hired consultant will conduct need assessment via questioning potential beneficiaries of the Azatan BDIC. The survey will be conducted among 100-120 small entrepreneurs of Azatan and surrounding 5 villages. The questionnaire is developed (see Annex#5) and the survey will be conducted just after the contract is signed with the BDIC officer.

- Planned activities/ current status of implementation

Activity planned	Current status as at <b>date</b>	Deviations/ comments
Hiring of Azatan BDIC officer	In process	
Stepanavan's FVSC/BDIC business plan developed	Developed	
Location for BDIC establishment in Berd or Noyemberyan is selected	In process	
Azatan’s BDIC beneficiaries need assessment	Postponed	

- Difficulties encountered during project implementation and steering measures applied to solve the problems:

Difficulties and solutions are described above.

- Changes and adjustments necessary with regard to the following reporting period:

The following activities are planned for April, 2013

Activity planned for April	Comments
Hiring of Azatan BDIC officer	Will be contracted as of April 15
Azatan's BDIC beneficiaries need assessment	BDIC officer will start need assessment which will take about 4-5 weeks
Azatan BDIC beneficiaries needs identified and curricula developed	This activity cannot be completed during the April as field work and processing of information will take 4-5 week.
Grant agreement with Stepanavan's FVSC developed and signed	
Stepanavan's BDIC officer hired	
Location for BDIC establishment in Berd or Noyemberyan is selected	
Berd/Noyemberyan BDIC's operational model and sustainability plan is developed	
Evaluation of capacity building needs of BDIC officers (Azatan, Stepanavan) and provision of tailor made TA/trainings by CARD	

- List of annexes to the activity report

Annex#1\_BDIC Officer job announcement in careercenter.am

Annex#2\_BDIC officer assessment

Annex#3\_Azatan's BDIC officer CV

Annex#4\_ Stepanavan FVSC business plan

Annex#5\_BDIC beneficiaries needs assessment questionnaire

### **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: