



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:

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|---|
| 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: May 1- 31, 2013 | Report submitted on (date): 10.06.2013 |
| 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 May 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 Stepanavan and start operating in FVSC based on a business plan

Grant agreement with Stepanavan's FVSC developed and signed. Grant agreement based on FVSC business plan was developed and signed with the Manager of Stepanavan's FVSC (see Annex #1). Starting date of grant agreement is May 15th, 2013 and ending date September 31, 2014. BDIC officer start operating

Stepanavan's BDIC officer hired.

In the result of interviews with all applicants Andranik Jaghinyan was selected and was hired as of May 15, 2013 by FVSC manager (see Annex #2). During the first working weeks before the official opening of FVSC/BDIC Andranik Jaghinyan together with the JOIN coordinator initiated need assessment.

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.

As it was described in the previous report out of two options Noyemberyan was selected as the most feasible one. The Noyemberyan BDIC will be established within the structure of Noyemberyan representation of Small and Medium Entrepreneurship Development National Center (SME DNC).

On May 23, 2013 CARD Foundation signed a Memorandum of Understanding (MOU) with SME DNC by which Noyemberyan BDIC will be established on the base of new established SME DNC's Noyemberyan regional branch office (see Annex#3).

Noyemberyan BDIC's operational model is developed

After the signing of MoU operational model of Noyemberyan's BDIC was developed by JOIN team and agreed with SME DNC.

Noyemberyan's BDIC model differs from the first two institutionally, though the services to be provided through this BDIC are conceptually the same and cover all of the aspects of business development and information support services. Detailed model description is attached (Annex#4).

Grant Agreement of Noyemberyan BDIC is developed and signed

After preliminary discussion of grant budget lines Grant agreement was developed by JOIN team and was sent to SME DNC for revision and finalizing. The grant will be signed in the first quarter of June, 2013 and will be presented in the next report.

Noyemberyan BDIC officer hired

As BDIC in Noyemberyan will be established on a basis of SME DNC representative office, BDIC functions and services will be supplemented to the larger scope of services that a SME DNC branch officer provide. BDIC officer will be hired by SME DNC. Job description of the of SME DNC/ BDIC branch officer was developed and was announced throu SME DNC website, local TV and newspaper (Annex# 5). The deadline for submitting applications was set on 17th June, 2013.

2.2.2 Provision of tailor made TA/trainings by CARD staff

Evaluation of capacity building needs of BDIC officers

During a month of BDIC operation, based on the interviews with BDIC project staff, review of relevant documents and filing documents relating to everyday activity capacity assessment report was developed for Azatan BDIC (Annex# 6).

Capacity assessment of Stepanavan BDIC will be conducted after official opening of the Center once the staff will be involved in office activities.

Tailor made TA/trainings to Azatan's BDIC officer

Description of trainings provided based on the assessment please find in Annex#6.

Tailor made TA/trainings to Stepanavan's BDIC officer

On May 13, 2013 just after Stepanavan's BDIC officer was selected CARD JOIN project coordinator visited Stepanavan and provided the BDIC Officer with all introductory information about the Project.

1. Short introduction of donor and partner organizations with provision of websites for further examination.
2. Presentation of the JOIN project concept was done. More details were provided about the objectives of ER 2.
3. Stepanavan FVSC's Business plan and Activity plan of Stepanavan's BDIC was introduced and details on each activity were provided.

Further assistance on reporting procedures and forms, filling database will be provided later.

2.2.3 Participation of BDIC officers in Business Service providers' trainings (BSC, SME DNC etc.)

BDIC officers' capacity building in Business Service provision

Within this reporting period activities under this point were not conducted.

A 2.3 BDICs organize introductory community event informing about their services

2.3.1. BDIC opening community events conducted

Stepanavan BDIC opening community events

Stepanavan FVSC/BDIC official opening is planned for June 7, 2013. Details will be presented in June report.

Community meeting in Azatan

Preliminary processing of need assessment conducted among BDIC beneficiaries of Shirak marz as well as discussions during visits to different communities shows that most of the farmers and SMEs are interested in information on agricultural loans. Thus, it was decided to conduct a community meeting to present assess to loans and the specific procedures of getting loans.

Azatan's BDIC officer contacted people who mentioned interest in this sphere and invite them for a community consultancy meeting.

Thus, on May 23, 2013 the CARD Agro Credic Mr. Sevak Manukyan conducted a community meeting aimed at presentation of and providing consultancy on "Access to credit" for farmers of Shirak Marz. 15 people from 8 communities (Azatan, Hovtashen, Horom, Basen, Kaps, Marmashen, Karaberd, Artik) take part in the community meeting/consultancy of which 6 were females. Handouts were provided to participants with the main points presented. The presentation was followed by discussion. After the consultancy the participants filled the feedback forms. Participants list (see Annex#8) and pictures (see Annex#9) are attached.

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 inputed 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.

Starting May 13, 2013 Stepanavan BDIC officer with JOIN coordinator attended some neighboring communities to conduct need assessment of potential BDIC beneficiaries as well as to introduce BDIC and its services in different communities. Assessment was conducted via developed questionnaire. During reporting period 32 farmeres were surveyed in 4 communities of Stepanavan region (Kurtan, Gargar, Amrakic, Gulaqarak) (Annex#11). It is planned to complete the survey by mid June, 2013.

Noyemberyan's BDIC beneficiaries need assessment.

In order to safe 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 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 is coincide in both places will be selected based on finding 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 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, curricular will be developed and training will be provided in Azatan and Stepanavn 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 assessment 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: