

**RECORD OF DISCUSSIONS**

**FOR**

**THE MARKET-ORIENTED RICE DEVELOP PROJECT**

**AGREED UPON BETWEEN**

**MINISTRY OF AGRICULTURE  
OF**

**THE REPUBLIC OF ZAMBIA**

**AND**

**JAPAN INTERNATIONAL COOPERATION AGENCY**

**Dated 26 June 2019**

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Based on the minutes of meetings on the Detailed Planning Survey for the Rice Dissemination Project Phase 2 (proposed new name is Market-Oriented Rice Development Project) (hereinafter referred to as "the Project") signed on 16 May 2019 between the Ministry of Agriculture of the Republic of Zambia (hereinafter referred to as "the Counterpart") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with the Counterpart and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussions (hereinafter referred to as "the R/D") is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annexes, which will be implemented within the framework of the Agreement on Technical Cooperation signed on 27 June 2006 (hereinafter referred to as "the Agreement") and the Note Verbales exchanged on 13 July 2018 between the Government of Japan and the Government of the Republic of Zambia.

The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Republic of Zambia.

Both parties also agreed that the Project will be implemented in accordance with the "Basic Principles for Technical Cooperation" published in December 2016 (hereinafter referred to as "the BP"), unless other arrangements are agreed in the R/D.

The R/D is delivered at Lusaka as of the day and year first above written. The R/D may be amended by a minutes of meetings between both parties, except the plan of operation to be modified in monitoring sheets. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

For

Japan International  
Cooperation Agency



Mr. Junichi Hanai  
Chief Representative  
JICA Zambia Office

For

Ministry of Agriculture



Mr. Songowayo Zyambo  
Permanent Secretary  
Ministry of Agriculture

- Annex 1 Main Points Discussed
- Annex 2 Project Design Matrix (PDM)
- Annex 3 Plan of Operation (PO)
- Annex 4 Implementation Structure
- Annex 5 List of Proposed Members of Joint Coordination Committee



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## MAIN POINTS DISCUSSED

1. **Concept of the Project**  
The Project will focus on Rice Value Chain with introducing market-oriented idea "Grow to Sell" to improve rice cultivation technique and then their incomes. The knowledge relevant to marketing, such as consumer preference, seasonal price fluctuation and so on, could motivate rice farmers.
2. **Counterpart Fund**  
As recommended in the Terminal Evaluation Report of Rice Dissemination Project, MoA will secure budget of counterpart fund. In addition, MoA will make efforts for securing the ordinary budget for routine extension works especially in rural area, which would affect the Project positively on the conducting trainings, technical advice and researches.
3. **Assignment of Personnel of the Project Team**  
MoA will assign counterpart personnel of the Project team before the Project starts and provide the list of the counterpart personnel to JICA. MoA will make efforts to retain them in order to utilise knowledge and skill effectively, which they would obtain by the Project, to secure consistency and sustainability of the Project.
4. **Contribution to CARD Phase 2**  
An initiative "Coalition for African Rice Development" (hereinafter referred to as "CARD") launched at TICAD IV in 2008 is a consultative group of bilateral donors and regional and international organizations working in collaboration with rice-producing African countries. CARD achieved the previous goal of doubling the rice production in the target countries (from 14 million to 28 million tons for 10 years, year 2008 - 2018), then CARD Phase 2 (hereinafter to as "CARD2") was launched in order to support African countries' efforts to double rice production again (from 28 million to 56 million tons for 12 years, year 2019- 2030. The Project will contribute to the CARD2.
5. **Actual Numbers and Percentages of Indicators of the Project**  
Numbers and percentages represented by "XX" in the PDM will be determined based on discussions among relevant parties after commencement of the Project.
6. **Environmental and Social Considerations**  
With regard to the Section 10.1 of the BP, the Project is likely to have minimal adverse impact on the environment and society under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)'.



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## Project Design Matrix (PDM)

Version 0, Dated: 16<sup>th</sup> May 2019

Project Title: Market-Oriented Rice Development Project (MOReDeP)

Implementing Organization: Ministry of Agriculture (MoA)

Project Period: from October 2019 to September 2025

Target Areas: Countrywide (main target areas, Luapula and Lusaka provinces for Output 1, Luapula provinces for Output 2, and Western provinces for Output 3)

Target Group: Officers, extension staff and researchers of MoA, farmers in the project site, persons concerned in rice processing and marketing (rice millers, rice traders, and retailers etc.)

Narrative Summary	Objectively verifiable indicators	Means of verification	Important assumptions and preconditions	Achievement	Remarks
<p><b>Overall Goal:</b> Number of rice farmers' household, whose income is improved through rice cultivation, is increased in the target areas of the Project.</p>	<p><i>* to be achieved after 3 years of the project completion</i></p> <ol style="list-style-type: none"> <li>1. Rice cultivation area is increased from XX ha to XX ha.</li> <li>2. Income <sup>(*)</sup> from rice cultivation of rice farmers is increased.</li> <li>3. Recognition of nutrition of food is improved at target farmers' households of the Project.</li> </ol>	<p>Data of Crop Forecast Survey of the Central Statistical Office of Zambia Data of end line survey of the Project and sample survey in 2026/27 Data of end line survey of the Project and sample survey in 2026/27 cropping season</p>	/		
<p><b>Project Purpose:</b> Rice cultivation is promoted as a cash crop in the target areas.</p>	<p><i>* to be achieved at the project completion</i></p> <ol style="list-style-type: none"> <li>1. Number of rice farmers in the target areas of the Project is increased XX%.</li> <li>2. Income from rice of rice farmers' households in the target areas of the Project is increased XX%.</li> <li>3. Rice yield of existing rice farmers in the target areas of the Project becomes XX t/ha and rice cultivation areas of new rice farmers increase to more than XX ha compared with the rice cultivation areas of newly started year.</li> </ol>	<p>Data of Crop Forecast Survey of the Central Statistical Office of Zambia Data of baseline survey and end line survey of the Project Data of baseline survey and end line survey of the Project</p>	<p>- There is no unfavorable weather and/or serious outbreak of pests and diseases on rice. -There is no large-scale natural disasters.</p>		
<p><b>Outputs:</b> Output 1. Rice cultivation techniques are improved in order to increase rice productivity.</p>	<ol style="list-style-type: none"> <li>1-1. Rice cultivation techniques suitable to cultivation environments and farming conditions, which farmers in the target areas of the Project require, are identified.</li> <li>1-2. Rice varieties suitable for each rice cultivation environment are identified for rice farmers in the target areas of the project.</li> <li>1-3. Technical instruction methods suitable for rice farmers in the target areas of the project are developed and utilized.</li> <li>1-4. XX improved rice cultivation technologies are added in the Rice Extension Package (which was prepared under the Rice Dissemination Project).</li> </ol>	<p>Project report Project report Guideline on technical instruction methods and reports on extension activities Revised document of the Rice Extension Package</p>	<p>- There is no unfavorable weather and/or serious outbreak of pests and diseases on rice. -There is no large-scale natural disasters.</p>		

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	1-5. Results of development of rice technologies are compiled in journal etc. and are presented to rice stakeholders.	Journals and Project report	
<p>Output 2. Rice clusters <sup>(2)</sup> are formulated in the target areas of the Project through dissemination of rice cultivation techniques.</p>	<p>2-1. Number of rice farmers who started rice cultivation in the newly selected rice cluster is increased more than XX households. 2-2. Number of rice traders who come to the selected rice clusters is increased by more than XX%. 2-3. Quantity of rice from the selected rice clusters to rice millers is increased by XX%.</p>	<p>Monitoring reports of the Project Monitoring reports of the Project Monitoring reports of the Project</p>	
<p>Output 3. Market access by rice farmers is improved in the target areas of the Project.</p>	<p>2-4. Rice production in the selected rice clusters is increased. 3-1. XX% of rice farmers access information on rice market. 3-2. Rice sales channel is increased more than one compared with number of existing sales channels. 3-3. Market oriented rice cultivation is practiced continuously by more than XX% of farmers who participated in training on market oriented approach. 3-4. Average rice selling unit price obtained by trained farmers is XX% higher than average selling unit price obtained by other rice farmers in general</p>	<p>Monitoring reports of the Project Monitoring reports of the Project Monitoring reports of the Project Monitoring reports of the Project Monitoring reports of the Project</p>	
<p>0-1. Conduct information sharing, coordination and collaborative activities with ZCARD and other partner organizations (IFAD, AfDB, WB, WFP and EU etc.) 0-2. Conduct collaborative activities with the project on Expansion of Community Based Smallholder Irrigation Development (E-COBSI) (a JICA supporting project) 0-3. Conduct baseline survey and end line survey 0-4. Conduct publicity activities for disseminating outcomes of the Project</p> <p>1-1. Conduct review and analysis on rice experiments and research activities carried out by ZARI 1-2. Conduct detailed classification of rice cultivation environments in Zambia and identify rice cultivation environments which have higher needs for improving rice cultivation technologies. 1-3. Conduct survey on issues of current rice cultivation techniques used in rice cluster candidates and the existing rice clusters 1-4. Prepare the mid-term plan (revise annually) and annual plans on development of rice cultivation techniques and improvement of rice research facilities at research stations (including the plan for human resource development) by referring the regulation of SCC<sup>(3)</sup> in order to promote the participation of non-rice farmers into rice cultivation and to improve productivity and value addition in the rice production of existing rice farmers. 1-5. Conduct rice cultivation experiments at research stations and on-farms experiments in the target areas. 1-6. Compile results of rice cultivation experiments and prepare training materials. Presentation of the research results (in journals and others dissemination channels) 1-7. Multiplication and maintenance of high quality rice seeds which to be used for project activities</p> <p>2-1. Collect information of existing rice clusters, rice millers and traders and analyze it (baseline survey) 2-2. Set up criteria for selecting rice clusters and select candidates for the clusters</p>	<p><b>Activities:</b></p>	<p><b>Inputs:</b></p> <p>Japanese Side</p> <p>a. Human Resources: JICA will dispatch a professional team to achieve the project purpose. The team will include the following specialties.</p> <p>Long-term expert 1) Chief Advisor 2) Project Coordinator 3) Rice Research 4) Rice Cultivation Training 5) Agribusiness</p> <p>Short-term expert As required in fields such as 1) Rice Cultivation Advisor 2) Post-Harvest Technology 3) Socio economic survey 4) Nutrition 5) SHEP</p> <p>Japan Overseas Cooperation Volunteers</p>	<p><b>Zambian Side</b></p> <p>a. Human Resources Counterpart personnel</p> <p>b. Physical Input Office spaces</p> <p>c. Financial Input Running expenses necessary for the implementation of the Project.</p> <p><b>Pre-conditions</b></p> <p>- There is no frequent changes of the policy or organization structure, which is able to have serious negative impact on the Project.</p> <p>&lt; <b>Issues and countermeasures</b> &gt;</p>
			<p><b>Important assumptions</b></p> <p>- There is no unfavorable weather and/or serious outbreak of pests and diseases on rice. - There is no large-scale natural disasters.</p>

<p>2-3. Survey technical issues among the candidates of rice clusters and existing rice clusters and formulate the rice extension plan</p> <p>2-4. Carry out rice training and extension to farmers through ZARI officers and extension staff</p> <p>2-5. Conduct monitoring on activities of trained farmers and analysis of monitored information, to revise rice extension plan.</p> <p>2-6. Promote new rice clusters for attracting new buyers (rice millers, traders, and consumers etc.) using various approaches, including through field days (harvesting events) and agricutlural shows, among others.</p> <p>2-7. Promote interactions among rice farmers within rice cluster for information sharing</p> <p>3-1. Survey the current situation of rice value chain and market</p> <p>3-2. Develop farmer training plan which includes market oriented approach and preparation of training materials (training plan includes selection of target areas and target farmers, training curriculums for each target area, training for practicing better negotiation with market etc.)</p> <p>3-3. Conduct training of trainers (ToT) on market oriented approach</p> <p>3-4. Conduct market-oriented trainings (marketing, rice cultivation, farming records, post-harvest, and nutrition etc.)</p> <p>3-5. Provide opportunities for creating linkages between rice farmers and market (rice millers and traders)</p> <p>3-6. Facilitate business communication between large milling companies and farmers</p> <p>3-7. Revise training programme based on results of project activities and its analysis</p> <p>3-8. Accumulate obtained outcomes and lessons learned and share them with other provinces for their rice extension activities</p>	<p>b. Physical Input Materials, tools and equipment for implementing the Project</p> <p>c. Training Training in the other countries and/or Japan</p> <p>d. Others Local expenses</p>	
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(\*1): Income minus "income minus farming expenses"

(\*2) Rice cluster means area where certain significant rice cultivation with market access is practiced in terms of amount of production and area of cultivation.

(\*3) SCCI: Seed Control and Certification Institute

(2)

### Plan of Operation (PO)

Annex 3

**Project Name: Market-Oriented Rice Development Project (MORDeP)**

**Version 0 Date: May 16, 2019**

Inputs	Expert	Year	Year 1				Year 2				Year 3				Year 4				Year 5				Year 6				Remarks	Issue	Solution	
			I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV				
Chief Advisor		Plan																												
Project Coordinator		Actual																												
Rice Research		Plan																												
Rice Cultivation Training		Actual																												
Agri-business		Plan																												
Rice Cultivation Advisor		Actual																												
Post-Harvest Technology		Plan																												
Socio-economic survey		Actual																												
Nutrition		Plan																												
SHEP		Actual																												
Japan Overseas Cooperation Volunteers (JOCV)		Plan																												
Actual		Actual																												
<b>Equipment</b>																														
<b>(1) Zambian Side</b>																														
Office spaces (MoA, ZARI Mt.Makulu, ZARI Mansa, Other Province)		Plan																												
Running expenses necessary for the implementation of the Project.		Actual																												
<b>(2) Japanese Side</b>																														
Materials, tools and equipment for implementing the Project		Plan																												
Actual		Actual																												
<b>Training in the other countries and/or Japan</b>																														
Training in Japan		Plan																												
Actual		Actual																												
Training in the Third Countries		Plan																												
Actual		Actual																												
<b>Activities</b>																														
<b>Sub-Activities</b>																														
Output 0:																														
0-1. Conduct information sharing, coordination and collaborative activities with ZCARD and other partner organizations (IFAD, AfDB, WB, WFP and EU etc.)		Plan																												
Actual		Actual																												
0-2. Conduct collaborative activities with the project on Expansion of Community Based Smallholder Irrigation Development (E-COBSI) (a JICA supporting project)		Plan																												
Actual		Actual																												
0-3. Conduct baseline survey and endline survey		Plan																												
Actual		Actual																												
0-4. Conduct publicity activities for disseminating outcomes of the Project		Plan																												
Actual		Actual																												
Output 1:																														
0-1. Conduct information sharing, coordination and collaborative activities with JICA		Plan																										JICA		MoA
Actual		Actual																									JICA		MoA	
0-2. Conduct collaborative activities with the project on Expansion of Community Based Smallholder Irrigation Development (E-COBSI) (a JICA supporting project)		Plan																									JICA		MoA	
Actual		Actual																									JICA		MoA	
0-3. Conduct baseline survey and endline survey		Plan																									JICA		MoA	
Actual		Actual																									JICA		MoA	
0-4. Conduct publicity activities for disseminating outcomes of the Project		Plan																									JICA		MoA	
Actual		Actual																									JICA		MoA	
<b>Monitoring</b>																														
<b>Issue</b>																														
<b>Solution</b>																														
Achievement																														
Responsible Organization																														
Japan												Zambia																		

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**Project Name: Market-Oriented Rice Development Project (MORDeP)**

Version 0 Date: May 16, 2019

Monitoring

Output 1:	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	
1-1. Conduct review and analysis on rice experiments and research activities carried out by ZARI																									
1-2. Conduct detailed classification of rice cultivation environments in Zambia and identify rice cultivation environments which have higher needs for improving rice cultivation technologies.																									
1-3. Conduct survey on issues of current rice cultivation techniques used in rice cluster candidates and the existing rice clusters																									
1-4. Prepare the mid-term plan (revise annually) and annual plans on development of rice cultivation techniques and improvement of rice research facilities at research stations (including the plan for human resource development) by referring the regulation of SCCI in order to promote the participation of non-rice farmers into rice cultivation and to improve productivity and value addition in the rice production of existing rice farmers.																									
1-5. Conduct rice cultivation experiments at research stations and on-farms in the target areas.																									
1-6. Compile results of rice cultivation experiments and prepare training materials. Presentation of the research results (in journals and dissemination channels)																									
1-7. Multiplication and maintenance of high quality rice seeds which are to be used for project activities																									
<b>Output 2:</b>																									
2-1. Collect information of existing rice clusters, rice millers and traders and analyze it (baseline survey)																									
2-2. Set up criteria for selecting rice clusters and select candidates for the clusters.																									
2-3. Survey technical issues among the candidates of rice clusters and existing rice clusters and formulate the rice extension plan																									
2-4. Carry out rice training and extension to farmers through ZARI officers and extension staff.																									
2-5. Conduct monitoring on activities of trained farmers and analysis of monitored information, to revise rice extension plan																									
2-6. Promote new rice clusters for attracting new clients (rice millers, traders, and consumers etc.) using various approaches, through field days (harvesting events) and agricultural shows, among others.																									
2-7. Promote exchange of opinions among rice farmers within rice cluster for information sharing and consolidation of their opinions																									

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**Project Name: Market-Oriented Rice Development Project (MORDeP)**

Version 0 Date: May 16, 2019

**Output 3:**

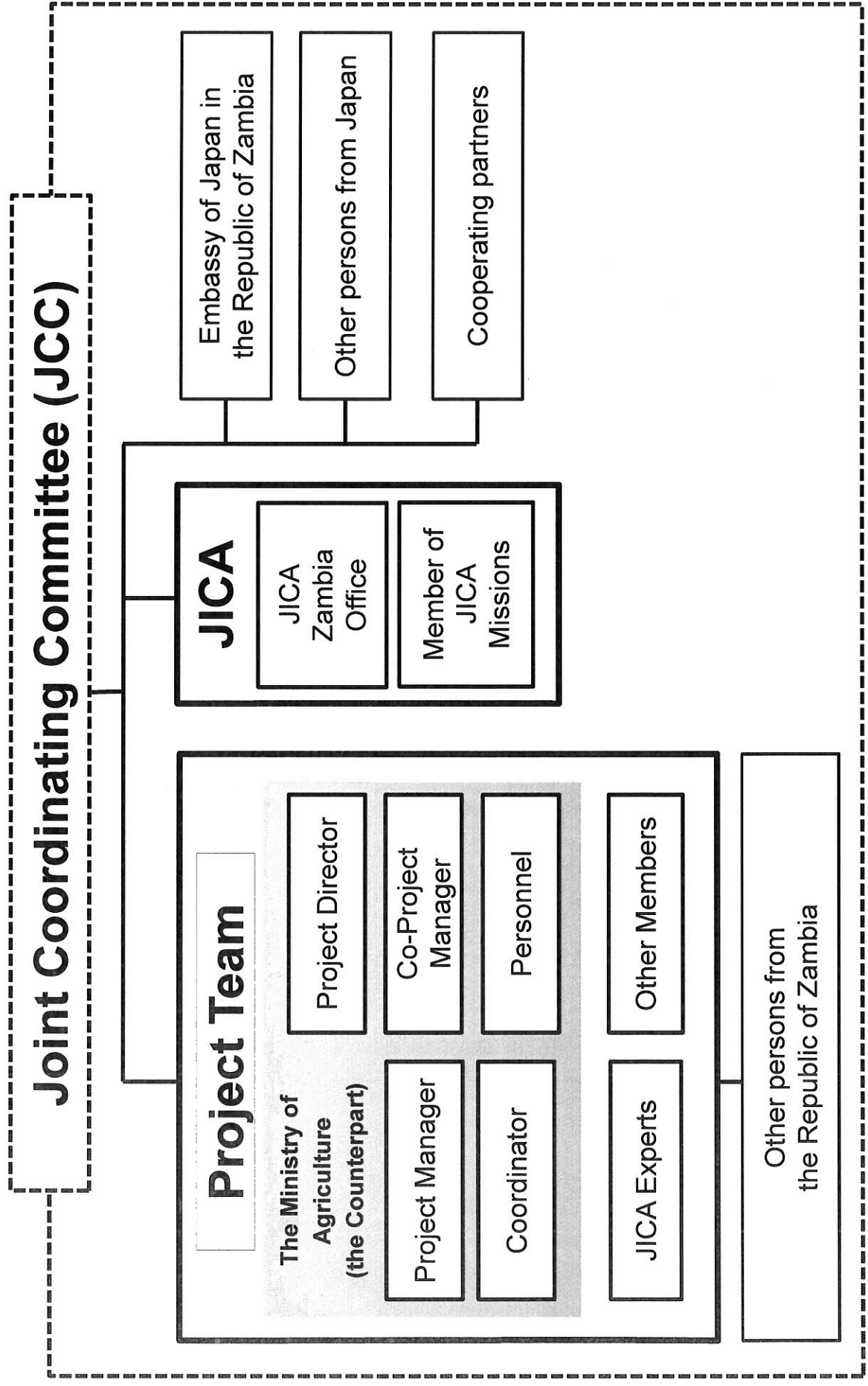
Duration/Phase	Year	Year 1				Year 2				Year 3				Year 4				Year 5				Year 6				Remarks	Issue	Solution
		I		II		III		IV		I		II		III		IV		I		II		III		IV				
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual			
3-1. Survey the current situation of rice value chain and market	Plan																											
	Actual																											
3-2. Develop farmer training plan which includes market oriented approach and preparation of training materials (training plan includes selection of target areas and target farmers, training curriculums for each target area, training for practicing better negotiation with market ect.)	Plan																											
	Actual																											
3-3. Conduct Training training of trainers (ToT) for trainings on market-oriented approach	Plan																											
	Actual																											
3-4. Conduct market-oriented trainings with market oriented approach (marketing, rice cultivation, farming records, post-harvest, and nutrition etc.)	Plan																											
	Actual																											
3-5. Provide opportunities for creating linkages between rice farmers and market (rice millers and traders)	Plan																											
	Actual																											
3-6. Facilitate business communication between large milling companies and farmers	Plan																											
	Actual																											
3-7. Revise training programme based on results of project activities and its analysis	Plan																											
	Actual																											
3-8. Accumulate/Deliver information of obtained outcomes and lessons learned to and share them with other provinces as references onfor their rice extension activities	Plan																											
	Actual																											

Monitoring Plan	Year	Year 1				Year 2				Year 3				Year 4				Year 5				Year 6				Remarks	Issue	Solution
		I		II		III		IV		I		II		III		IV		I		II		III		IV				
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual			
Joint Coordination Committee	Plan																											
	Actual																											
Detailed Plan of Operation	Plan																											
	Actual																											
Submission of Monitoring Sheet	Plan																											
	Actual																											
Monitoring Mission from Japan	Plan																											
	Actual																											
Joint Monitoring	Plan																											
	Actual																											
Post Monitoring	Plan																											
	Actual																											
Reports/ Documents	Plan																											
	Actual																											
Project Completion Report	Plan																											
	Actual																											
Public Relations	Plan																											
	Actual																											

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Market-Oriented Rice Development Project in Zambia  
Implementation Structure

Annex 4



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**List of Proposed Members of Joint Coordination Committee for  
Market Oriented Rice Development Project**

**1. Composition**

(1) Project Team

- 1) Project Director, Permanent Secretary of the Ministry of Agriculture
- 2) Project Manager, Director of Department of Agriculture
- 3) Co-Project Manager, Director of ZARI
- 4) Co-Project Manager, Director of Department of Agribusiness and Marketing
- 5) Coordinator, Chief Extension Officer
- 6) Personnel from the Counterpart;
  - Director of Policy and Planning
  - Deputy Director of Agriculture (Advisory Branch)
  - Deputy Director of Agriculture (Crop Branch)
  - Deputy Director of Agriculture (Technical Service Branch)
  - Deputy Director of ZARI (Technical)
  - Chief Agriculture Extension Officer
  - Chief Field Crop Officer
  - Chief Crop Improvement Agronomy
  - Principal Agricultural Research Officer – Rice Team Leader
- 7) JICA Experts

(2) Other members from Zambian side

- 1) Cooperation partners
- 2) Related Ministries and Agencies, when necessary
- 3) Other persons that Zambian side might consider necessary (consultants, technicians, etc.)

(3) Other members from Japanese side:

- 1) Chief Representative, representative and staff of JICA Zambia Office
- 2) Representatives of the Embassy of Japan
- 3) Members of JICA Missions
- 4) Other related personnel, when necessary



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