

**APPENDIX A:  
PROJECT DESCRIPTION**

**UAS HONEY PRODUCTION AND MARKETING PROJECT  
GUINEA**

I. Introduction

This appendix describes the activities to be undertaken and the results to be achieved with the funds obligated under this Agreement. Nothing in this Appendix A shall be construed as amending any of the definitions, conditions, or terms of the Agreement.

II. Background

The Sankaran Beekeeper's Union (UAS) was formed in February 2005 within the framework of the development and implementation of the Mafou Pocket of Poverty Project funded by ADF. During a participatory analysis, which resulted in the development of community action plans for both Mafou East and Mafou West, honey production ranked highest among the major priorities for the two clusters of poor villages. As a result, the two unions for poverty alleviation of Mafou East and Mafou West put their efforts together and created the union of the honey producers, with a view to respond to the priority concerning honey production.

Although showing excellent potential and opportunity, an assessment of the management skills revealed that the Union currently lacks the managerial capacity to carry out a major business expansion. The Project will assist UAS to better plan and manage its proposed expansion, understand and establish competitive market-based operational production and management standards, test new hive technology, and strengthen its capability to produce a fundable business plan for its future expansion.

III. Funding

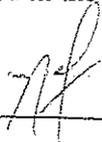
A. ADF Contribution

The financial plan for ADF's contribution is set forth in Appendix A-1 to this Agreement. The Parties may make changes to the financial plan without formal amendment, if such changes are made in accordance with Article 7 of the Agreement and do not cause ADF's contribution to exceed the obligated amount specified in Article 3, Section 3.1 of the Agreement.

B. Grantee Contribution

The Sankaran Beekeeper's Union will contribute existing assets, including one hectare of land located in the District of Banfélé.

ADF:



Grantee:



#### IV. Project Goal

The goal of the Project is to provide sustainable incomes and improve the livelihoods of honey producers and their families in Banfélé.

#### V. Project Purpose

To prepare UAS for future growth and investment by facilitating their development as an organization and as a competitive enterprise.

At Project's end, UAS will have a business expansion plan suitable for donor funding and possess the capacity as an organization to implement it as indicated by:

- UAS Board and critical management and staff are in-place and functioning effectively in their respective capacities;
- UAS establishes requisite financial management and operational systems;
- UAS honey producers become trained beekeepers with the capacity to regularly meet expected production quotas; and
- UAS has identified viable markets and demonstrates ability to meet quality standards and delivery requirements.

#### VI. Outputs

The major outputs of the Project and their indicators are listed below:

##### A. Management systems and plans developed and operational

- efficient internal rules and regulations are established and approved by the Union members by the end of the OAG;
- a manual of financial and administrative procedures established by Project end;
- an efficient system of production and sales records is established; and
- an operational production plan is established by the end of the Project.

##### B. Management and technical capacity strengthened

- one (1) honey production and processing specialist recruited;
- two (2) qualified extension agents recruited;
- 10 animators/extension agents trained and able to disseminate various trainings;
- five (5) members of the board of directors trained in procurement marketing;
- five (5) members of the board of directors trained in financial management;
- four (4) members of the board of directors trained in ADF initial bookkeeping;
- 15 members of the Union trained in monitoring and assessment;
- 164 members of the Union trained in democracy and transparency.

ADF: \_\_\_\_\_

Grantee: \_\_\_\_\_



C. New technology tested and being extended

- Training modules developed
- 146 members of honey producer groups trained in new honey production techniques
- 20 carpenters (wood workers) trained and able to manufacture modern hives (Kenyan Top Bar Hive KTBH)
- 730 Kenyan Top Bar Hives and 146 small hives manufactured and in use
- 15 tailors trained and able to manufacture modern protective gear
- 146 sets of protective gear manufactured and in use
- 10 blacksmiths trained and able to manufacture smokers
- 73 smokers manufactured and in use

D. Viable honey purchasing and marketing strategy developed.

- Union honey fully meets standards for identified markets;
- Annual honey production and sales targets set and met; and
- Financial analyses produced showing target producer price needed to cover producer investments and increase production.

E. Comprehensive five-year business plan, with financial analysis demonstrating long-run profitability of the enterprise, developed.

- comprehensive business growth and expansion plan, which is deemed suitable for funding by ADF and its partner.

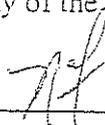
## VII. ACTIVITIES

### A. Training and Technical Assistance

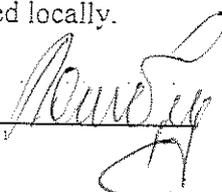
The Project will contract with highly skilled technical assistance providers to carry out activities relating to the development of policies, procedures and systems, as well as conduct technical training. The Grantee will select the technical assistance providers on a competitive basis. The assessment of the training needs of the Project highlighted the following areas in need of skill development: ADF required training, such as standard bookkeeping, monitoring and evaluation; HIV/AIDS education; financial management; procurement; marketing; laboratory analysis and quality control; and techniques for growing cinchona trees. A study tour to the "Miellerie Moderne du Mali" in Bamako is also planned to provide additional technical and managerial skills to members of the Union.

The Project will also demonstrate the use of new honey production and processing technology. Apart from the few pieces of processing equipment that will be imported, the majority of the new equipment will be manufactured locally.

ADF:



Grantee:



## B. Administrative Support

The implementation of the Project will require qualified and highly skilled management and technical personnel. The technical assistance required for the Project will consist of three technical persons with good qualifications in the honey production sector. The first technical assistant should be an engineer qualified in honey production and processing with at least five years experience in honey production and with honey producer organizations. He/she will also have some managerial experience with a similar project. The two other technical assistants will serve as extension agents. They will have at least three years experience in working with farmer groups, particularly in the area of honey production. Both of the extension agents should speak the local "Mandingo" language.

It is important that the management of the Project be assured by qualified personnel. Therefore, the honey production and processing specialist to be hired will also assume the function of Project Manager. He/she will coordinate the overall Project activities and report to the Board of Directors. He/she will be assisted technically in field activities by the two extension agents. Both of the extension agents will report directly to the Project Manager. There is also a need for a marketing agent. It is expected that he/she will be selected directly from among the members of the Union.

## VIII. Roles and Responsibilities of the Parties

The Project will be implemented by a team of qualified management and operational personnel consisting of the honey production and processing personnel, two technical village animators and extensions agents, and relevant members of the Board of Directors. The overall supervision and monitoring of the Project will be assured by Centre D' Appui Au Developpement, ADF's Partner.

## IX. Monitoring and Evaluation

Within sixty days of the effective date of this Agreement, the Grantee, working with the ADF Partner, will form a monitoring and assessment committee composed of a representative cross-section of the Grantee's organization. The committee will work with the Partner to develop the Project monitoring plan. In addition, during implementation, the committee will have responsibility for ensuring that the Project follows the implementation plan, and that problems identified through monitoring and evaluation are properly addressed in a timely manner.

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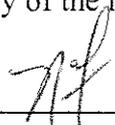
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