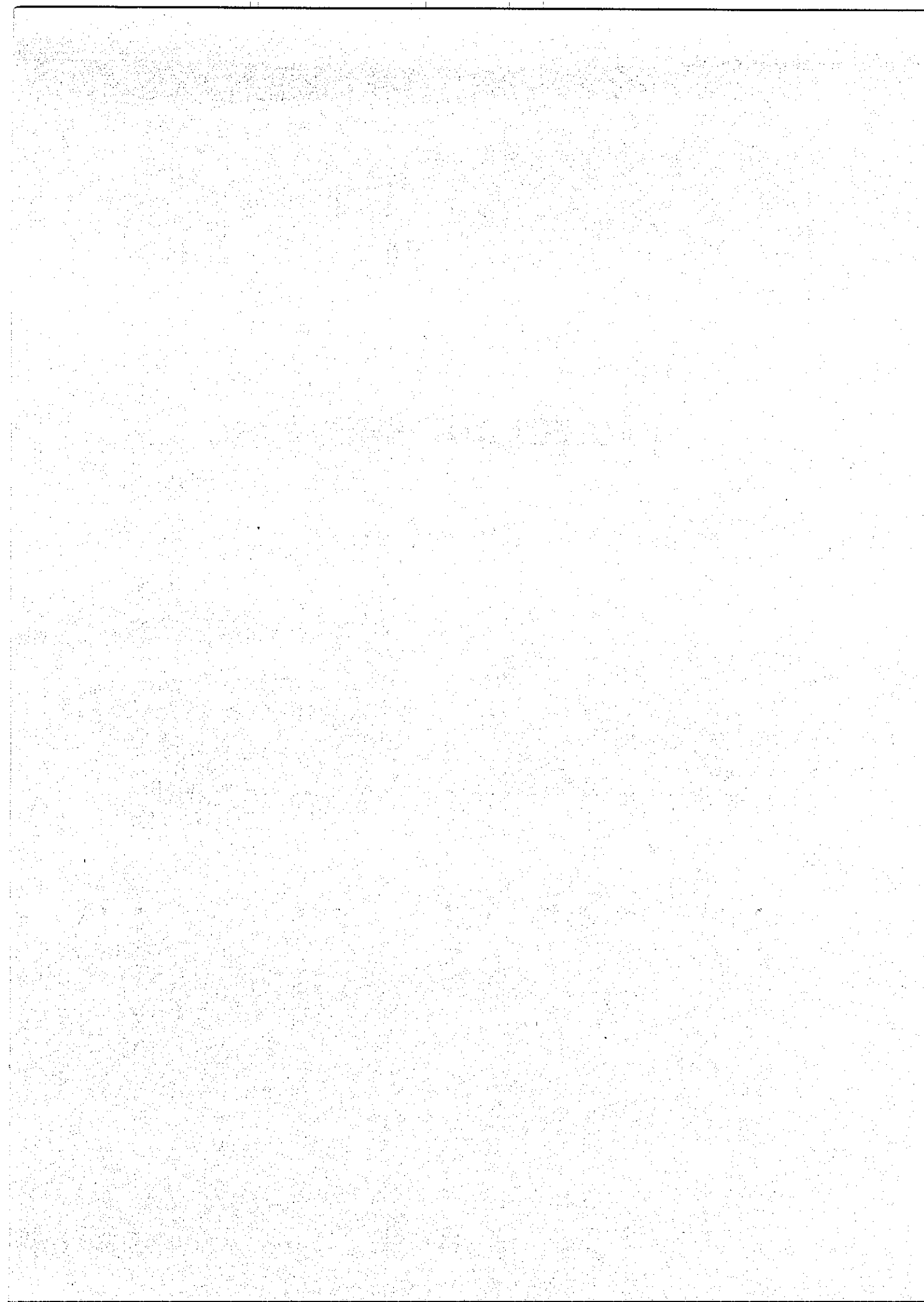


PROJECT DOCUMENT





ASEAN Cooperation Project Document

Project Classification Code:

Project Title: ASEAN Biocontrol (ABC) for Sustainable Agrifood Systems

Project Description:

The Agrifood Sector in the South East Asian Region is one of the key economic sectors. It provides income generation for millions of rural people and contributes significantly to the GDP. The demand for more and better (in terms of safety and nutritional characteristics) food products for the domestic and international markets and the need to manage scarce natural resources in a sound manner drives agricultural development policies towards the concept of "sustainable Agrifood systems" including modern agricultural practices.

Modern agriculture requires increasing agricultural inputs like pesticides and fertilizer. The key towards a sustainable input management lies on the one hand in the shift from chemical inputs towards organic pesticides and fertilizers and on the other hand in a proper application of these inputs through sustainable crop management practices.

Sustainable Agrifood systems need to be profitable for its actors (actors along the value chain including farmers, processors, traders and input suppliers), needs to provide safe, healthy and affordable food for an increasing (urban) population and needs to make efficient use of scarce natural resources and sensitive ecosystems.

The sustainability of Agrifood systems (in its economic, environmental and social dimension) will be the key for its competitiveness on more complex and global markets (kitchen of the world).

The proposed project aims to develop more sustainable Agrifood Systems by promoting sustainable inputs and their management through promotion of biocontrol agents (BCA) and sustainable crop management practices. The harmonization of regulations for BCA and application of sustainable crop management practices will increase the competitiveness of ASEAN agricultural production in international markets and will strengthen the trade with sustainable inputs (like BCA) and sustainable produced agricultural products in the ASEAN community and international markets.

Sponsoring ASEAN Body

Sectoral Committee/Main Body: SOM-AMAF

Meeting Number/Date:

Working Group/Sub-Committee: ASEAN Sectoral Working Group on Crops (ASWGC)

Meeting Number/Date: 17th Meeting of ASWG Crops, 19 – 21 May 2010, Singapore

Proponent's name and address: Department of Agriculture, Thailand

Date of preparation: 29/04/2010

Proposed funding source: Federal Ministry for Economic Cooperation and
Development of Germany

Project budget

Description	Total Allocation (\$)
1. Contracts with Individuals	_____
2. Contracts with Organizations	_____
3. Equipment	_____
4. Supplies and Services	_____
5. Travel and Per diem	_____
Total:	1, 5 million Euros

Information below to be completed by the SPCD

Recommendation of Secretary-General/Project Appraisal Committee
PAC Meeting Number/Date:
Endorsements:

Approval of Committee Of Permanent Representatives to ASEAN (CPR)
Meeting Number/Date:
Endorsements:



ASEAN Cooperation Project Document Format

1. Problem to be addressed

The first paragraph of the Project Document will define the problem (s) that the project will address. This section should be limited to a brief statement of the problem, as determined in the problem analysis. In general, one project should focus on one large problem. The statement of a single problem will lead to the statement of a single objective.

There is a growing demand on the export and domestic markets for agricultural and food products which are produced with less or even without (organic markets) the use of synthetic chemicals. The use of biocontrol agents (BCA) by agricultural producers is seen to be a critical technical element in replacing synthetic pesticides and satisfy the growing demand for healthy and safe food products. Therefore sustainable crop management practices in agriculture are a necessary measure of a growing BCA market.

The proposed project aims to develop more sustainable Agrifood Systems by promoting biocontrol agents (BCA) and sustainable crop management practices.

2. Background, problem analysis and justification

a. Background

The Background section of the Project Document should provide factual information about the context of the problem that is to be addressed. This section should also include description of the present situation, any related current and past ASEAN activities, and the relevant ASEAN policies and plans of action.

Export of agricultural products is one of the main pillars of the economies in ASEAN countries. It provides income generation for millions of rural people and contributes significantly to the GDP.

The 2007-2008 food price crises brought the theme of food security back into the focus of policy-makers, in South-East Asia as elsewhere. Increasing food requirements due to population growth and rising prosperity along with greater competition for products through non-food use have turned food security into an issue affecting the future of the entire region.

The demand for more and better (in terms of healthiness, safety and nutritional characteristics) food products for the international and domestic markets and the need to manage scarce natural resources in a sound manner drives agricultural development policies towards more sustainability in the Agrifood sector.

The concept of "sustainable Agrifood systems" need to be profitable for its actors (actors along the value chain including farmers, processors, traders and input suppliers), needs to provide safe, healthy and affordable food for an increasing (urban) population and needs to make the use of natural resources (soil, water, air) efficient in a sensitive ecosystems.

The sustainability (in its economic, environmental and social dimension) of Agrifood systems in ASEAN ("kitchen of the world") will be the key for its competitiveness on more complex domestic and global markets.

b. Problem analysis and justification

The Problem Analysis and Justification section is the most important section of the Project Document. The section should present a logical analysis that justifies regional action by ASEAN. The section should discuss the following topics and questions:

Problem analysis. What are the underlying causes of the problem to be addressed? Details from the problem analysis should be presented here.

Export of agricultural products is one of the main pillars of the economies in ASEAN countries. Crops are grown for both domestic consumption and export. An increasing agricultural production needs more inputs and mainly synthetic pesticides are used. The rate of pesticide use increases continuously. The excessive use of hazardous synthetic pesticides caused a long series of undesired consequences starting from health hazards on workers, residues on food and agricultural products, pest resistance and environmental contamination.

To protect their people, many importing countries enforce stricter regulations especially for pesticide residues on imported agricultural products and may lead to increased rejection of agricultural product cargoes from abroad due to safety concerns. These undesired consequences of synthetic pesticide use, make the agriculture-based economy countries become poorer.

The yield of agricultural crops in ASEAN member states where the climate is warm and humid can be severely reduced as a result of pests, diseases and weeds. In the case of rice which is the widest grown crop in ASEAN, the number of pests is comparatively large but variable throughout the growth of the crop. Crop losses caused by these pests have been variously estimated over the years. Different studies estimate the pre-harvest losses between 40 and 50% from pests, diseases and weeds in Asia, much higher than elsewhere.

In order to protect crop losses, synthetic pesticides are used. The adverse effects of synthetic pesticides, resulting from excessive use, include human poisonings, destruction of natural enemies of pests, insecticide resistance and crops pollination problems due to honeybee losses, domestic animal poisonings and contamination of the environment.

Regionality. Is the problem regional in nature? Can the problem and its causes be effectively and appropriately addressed at the regional level? Answers to these questions derived from the regionality analysis exercise should be presented here.

An important regional challenge is the inappropriateness of common regulatory requirements and procedures, lack of harmonization and common understanding of Bio Control Agents and other approaches of sustainable agrifood systems in ASEAN:

- Data requirements for chemical pesticides are often not appropriate for BCA
- Lack of expertise of regulatory authorities with regard to BCA
- No harmonization of regulatory procedures and mutual acknowledgement in ASEAN
- Common understanding of BCA and sustainable crop management practices is missing
- Quality and Sustainable Standards of agricultural commodities needs to be harmonized
- A regional, harmonized strategy to promote the knowledge base of farmers to use BCA and other sustainable crop management practices is insufficient

All this prevent an enhanced trading of sustainable inputs und sustainable produced agricultural commodities.

The harmonization of appropriate and common regulatory requirements and procedures for

BCA registration within the ASEAN countries is essential to broaden their distribution. BCA are already available on the market in some ASEAN countries but still has a very small market share, globally (2005: 2.51%; 2010: expected to be 4.25% of global pesticide market) as well as regionally (Asia only covers 10% of the BCA market), when compared to synthetic pesticides. In some ASEAN countries, BCA are available on the market already, whereby *Bacillus thuringiensis* (Bt) products for insect control are dominating. However, a wider distribution of environmentally friendly pest control products is not yet established.

Participation. Which ASEAN member countries want to participate in this project?

The outline of this proposed collaborative project between ASEAN, German Development Cooperation and Partners (formerly project called "Improvement and Harmonization of Regulation to Facilitate Commercialization of Biopesticides/Biocontrol Agents (BCA) in ASEAN") was presented in the Sixteenth Meeting of ASEAN Sectoral Working Group on Crops (ASWGC) held on 20-22 May 2009 in Manila, Philippines by the representative from the German Technical Cooperation (GTZ). The Meeting has supported in principle the outline of the project, as it has potential on the food safety, food security and environmental benefits.

The 17th ASWGC Meeting on 19 – 21 May 2010 in Singapore approved with amendments the details project proposal. All ASEAN Member States will participate in the Project.

Beneficiaries. Who will be the likely beneficiaries of a solution to the problem or need?

The appropriateness of common regulatory requirements for BCA registration together with a common vision on sustainable Agrifood systems, the use of sustainable crop management practices in the ASEAN region and the mainstreaming of the concepts into existing ASEAN policy and cooperation framework will benefit to national economy, the private sector as well as farmers and consumers.

Beneficiaries of the project in detail:

1. ASEAN Member states and private sector
 - a. National authorities, extension services and consumer representatives can give more satisfactory services to their customers
 - b. Economic growth through increased export volume of agricultural commodities
 - c. Environmental benefits by less application of chemical inputs
 - d. Economic growth in the BCA sector
 - e. Strengthening image of sustainable "kitchen of the world" as part of the green economy
2. Farmers in ASEAN:
 - a. Income opportunities in new "sustainable" agricultural market
 - b. Farmers comply with quality standards
 - c. Productivity increases and reduced costs by applying appropriate production methods including BCA application.
3. Consumers in ASEAN:
 - a. Healthy and safe food with less pesticides residues
 - b. Stabilization of consumer prices

Commitment and sustainability. What complementary national actions are interested member Governments currently implementing to address the problem or would be needed along with regional action to fully address the problem? Are the concerned ASEAN member Governments committed to bearing the costs of required complementary national actions and the long-term costs of regional action?

The project will foster the harmonisation of guidelines on regional level through the development of ASEAN Guidelines. These will ultimately be implemented on national level be ASEAN Member States. To support this national implementation, the project will involve the relevant national authorities from the beginning. Pilot activities for the implementation of models for sustainable agrifood systems will be funded by the private sector, national governments or development organizations etc., according to availability of funds. Since the project is market oriented, there will be no direct cost for national governments besides costs for legislation and, if desired, for pilot activities. The governments of the participants' countries do not have the responsibility for any financial support.

3. Possible solutions

The purpose of the Possible Solutions section of the Project Document is to ensure that alternative strategies or approaches to solving the project problem have been identified and assessed. What possible approaches to the problem were identified in the problem analysis? Are there other possibilities? What are the advantages and disadvantages of pursuing each option? What would be the consequences of doing nothing? What strategy has been selected as the best approach to solve the problem? Why is this option regarded as the best approach?

The proposed project aims to develop more sustainable Agrifood Systems by promoting biocontrol agents (BCA) and sustainable crop management practices.

Biocontrol Agents (BCA) and their proper application through sustainable crop management practices are regarded as the most promising alternatives to replace synthetic pesticides worldwide. They are ideal tools for use in pesticide-reduced (e.g. IPM), or pesticide-free (e.g. organic) agricultural production schemes. High quality BCA can even compete in effectiveness with synthetic pesticides in the conventional markets. BCA used here are confined to product groups as currently available on the market namely, microbials (bacteria, protozoa, fungi, viruses), macrobials (e.g. invertebrates, nematodes etc.) semiochemicals (e.g. pheromones etc.), and botanicals (e.g. plant extracts, etc.) but do not include genetically modified (GM) organisms.

Various studies looking at the cost/benefit ratio of BCA have established that using BCA is not more expensive than chemicals, especially if a farmer follows sustainable crop management practices.

The project will secure the food security in ASEAN Member States. ASEAN Integrated Food Security Framework (2009 – 2013) aim to promote strategies that boosts income, improving living conditions of the rural population and therefore securing long-term food supply and price stability for the entire population. BCA and sustainable crop management practices increase productivity and lower input costs and therefore will increase the income of the rural population. The application of BCA and sustainable crop management practices decrease content of chemical residues in agricultural products, contribute to meet international food regulations and enhance trade of ASEAN member states in international markets. Increase trade leads to higher income generation and economic growth in ASEAN member countries.

The application of sustainable crop management practices (including the application of BCA) simplifies to market development of sustainable agricultural products, increase yield and harmonize product attributes and therefore increase international competitiveness and trade in the region.

Presently, demand for environmentally safe plant protection strategies is steadily increasing, yet, various hurdles still inhibit commercialization of BCA and the right application on farm level. This was one of the lessons-learned of a seven-year program of German Technical Cooperation (GTZ) on "Commercialization of Biopesticides in Southeast Asia", in the framework of which partner countries Thailand, Indonesia and Vietnam for the

first time jointly discussed draft regulatory guidelines for microbials and pheromones.

This proposed project should benefit to ASEAN as follows:

- Significant reduction of occupational poisoning and toxic effects through residues in food
- Preservation of agricultural biodiversity and other environmental benefits (better access to relevant certification schemes)
- BCA as viable alternative to synthetic pesticides as well as GM crops
- Productivity increase of sustainable agricultural production by applying sustainable crop management practices and using biopesticides
- Higher market share of environmental-friendly BCA directly improve competitiveness of agricultural products for export as well as domestic markets (food, industrial crops, etc.)

4. Objective and success criteria

a. Objectives

This section of the Project Document, the highest element in the logical framework, should present the best approach as (1) the statement of the results to be achieved by the project or activity (the objective) and (2) the statement of criteria for successful achievement (the success criteria). In other words, the objective should define a desired solution to the identified problem.

The total period of the project will be 7 years starting with the first phase of 3 years.

Overall objective: to strengthen sustainable agrifood systems through the use of BCA.

Sub objective 1: to develop ASEAN Guidelines and a regulatory framework on the use of BCA.

Sub objective 2: to promote the use of BCA in farming systems in ASEAN Member States.

b. Success Indicators

The success criteria will set the *qualitative* standards for successful achievement. These criteria will enable the measurement of the extent of project success. Such measurement will enable the evaluation of the project in terms of the purpose for which it was formulated.

- National/ regional cooperation on harmonization of regulatory requirements for sustainable agrifood systems, including policy and business dialogues and private sector engagement conducted.
- Increased number of BCA products registered for the use in farming systems.
- Expert Groups at regional and national levels established that discuss various topics related to sustainable agrifood systems.
- Knowledge on the application of BCA and sustainable Agrifood systems of decision makers and experts increased.
- Regional strategy for sustainable agrifood systems developed

c. Success Measures

The success criteria will set the *quantitative* standards for successful achievement. These criteria will enable the measurement of the extent of project success. Such measurement will enable the evaluation of the project in terms of the purpose for which it was formulated.

i. ASEAN Guidelines and Regulatory framework on the use of BCA and on

- other sustainable approaches in agriculture developed.
- ii. Biocontrol database established
- iii. Campaign material produced and distributed in AMSs.
- iv. Field demonstration (models) established.
- v. A number of decision-makers and experts trained, as well as farmers within the above models.

5. Outputs

Outputs are results or products that are produced and utilized in order to achieve an objective. Several outputs may be necessary to enable the achievement of an objective. The vocabulary chosen to define outputs should describe finished products or completed results, e.g., "a feasibility study" or "trained personnel". This section should list and briefly describe the outputs to be produced for the achievement of each project objective.

There are 3 components to promote BCA for sustainable Agrifood system in ASEAN: harmonization; promotion of BCA and sustainable Agrifood Systems and capacity development. The outputs of each components are:

I Harmonization	II Promotion of BCA and sustainable Agrifood Systems	III Capacity Development
ASEAN Guidelines and Regulatory Framework on the use of BCA and other sustainable approaches in agriculture.	Record of regional & national conferences on the application of BCA and sustainable crop management practices on sustainable Agrifood system in ASEAN.	Technical expert groups formed and trained that discuss technical issues related to sustainable agrifood systems and elaborate policy recommendations
Biocontrol Database.	Increased awareness of farmers, government officials to promote the application of BCA and sustainable crop management practices on sustainable Agrifood system, through media and PR Campaigns.	Models for sustainable agrifood systems implemented in collaboration with private sector, NGOs, development projects and technical advisory services.
Expert Groups at regional and national levels.	Common strategy on Sustainable Agrifood Systems.	Trained farmers on sustainable crop management practices, including application of BCA in the above models.

6. Indicative work plan

The indicative work plan should be prepared using scheduling software. This work plan should identify and graphically illustrate the activities in the logical order that is necessary for the production of each output. The vocabulary of activities should describe actions, e.g., "implementation of training" or "consultations with member countries' customs departments". ASEAN cooperation often deals with similar outputs. Therefore, the activity lists for common outputs can be based on some standard models.

The activities under the harmonization component will be concentrated in the first phase of the Project, to produce guidelines on regulatory requirements and procedures for BCA together with the establishment of expert groups at regional and national level. These will lead to the harmonization of regulatory requirements and procedures for BCA and a common appreciation of sustainable crop management practices within ASEAN. They will

identify further areas of sustainable agrifood systems that will be dealt with in the project (leading to harmonize guidelines). The improvement of the regulatory framework condition will create a great incentive for private sector to invest more into BCA. Thus, the number of BCA products registered will be increased as well as the quantity and value of sold products.

The promotion of sustainable agriculture activities are intended to create awareness of farmers, government officials and public on the benefit of using BCA for plant protection and sustainable crop management practices. Media and PR campaigns, conferences and agricultural policy dialogue for a common vision on sustainable agrifood systems are the main activities.

Activities in capacity development will include: establishment of expert groups, implementation of models for sustainable agrifood systems together with business, NGOs, development projects and technical advisory service, and organization of training for farmers on sustainable crop management practices and application of BCA through field demonstration in these pilots. The training is specifically intended for cooperatives members and contract farmers and organized by the contracting company. The farmers will benefit from the increased availability of BCA on the market and get the opportunity to improve the quality of agricultural products, replace hazardous chemicals, increase yields and ultimately raise their incomes.

See attached Work Plan (ANNEX A)

7. Management and implementation arrangements

a. Management arrangements

The management arrangements should identify the project's Sponsoring ASEAN Body, e.g., "the Committee on Social Development" or "the working group on non-tariff barriers". That body has the responsibility to designate a manager for the project who will be responsible for the achievement of the project objectives. The project manager must see that the planned work is actually done and that finished work actually achieves the objective. The management arrangements should specify to whom the project manager must report and with which other ASEAN bodies he/she must coordinate the project's work.

The project is sponsored by the Federal Ministry for Economic Cooperation and Development of Germany; it is part of a broader programme on climate change. The new programme will integrate the following two projects: Module 1 (based in Jakarta) "Adaptation and Mitigation Strategies in Support of the AFCC" and Module 2 (based in Bangkok) "ASEAN Biocontrol (ABC) for Sustainable Agrifood Systems". The programme building is an important step towards improved governance and contributes to the coherence of German contributions to ASEAN. The integration of other modules at a later stage is possible and will be considered.

The Project Coordination Unit, headed by a Project Leader will be established in the DOA-Thailand, Bangkok. The Agriculture Industries and Natural Resources Division of the ASEAN Secretariat will work closely with the Project Coordination Unit (PCU) to assure timely and proper delivery of planned activities, outputs and reports. The Project Steering Committee (PSC), comprising of nominated representatives (National Focal Points) of AMS, the ASEAN Secretariat, and Project Leader will supervise and oversee the implementation of project activities. A representative of the private sector (e. g. IBMA, International Biocontrol Manufacturers Association; Agribusiness, farmers' organization) will be part of the Project Steering Committee without voting rights. The progress of the Project will be reported by Thailand as the Lead Country to the ASWGC and other ASEAN bodies if requested. Reporting may include the stage of implementation, results achieved so far and obstacles observed. Annual progress reports will be submitted to the German Federal Ministry for Economic Cooperation and Development (BMZ).

The international and regional long term experts will have regular management meetings and joint planning sessions, including regarding the contracting of short-term experts, as well as be in exchange on a routine basis with the responsible units at the ASEAN Secretariat. Specific management arrangements will be elaborated through close consultations, in particular with the AINR Division.

b. Implementation arrangements

The implementation arrangements define the organizational unit or the personnel who will actually produce the project's outputs. The implementers, who may be consultants, experts or personnel of ASEAN Governments or the Secretariat, should be identified for each output. Reporting requirements and relationships should be explained as an element of the implementation arrangements. To ensure full understanding of roles and responsibilities, the project manager should identify "parties responsible" for implementation of each activity when he/she revises the indicative work plan into the actual work plan after project approval.

Thailand is the lead country for implementing the project and is hosting the "Project Coordination Unit" (PCU). The host organization is the Department of Agriculture (DOA) of the Ministry of Agriculture and Cooperatives in Thailand.

The Project will be executed by the PCU that reports to the PSC. The PCU will have at least 4 staff to run day-to-day activities, including organize PSC meetings, expert groups, conferences, and PR campaigns as well as facilitate communication between all stakeholders.

At the national level, the implementing organization will be the relevant national agencies in AMSs that are responsible for registration of BCA and for promotion of sustainable crop management practices.

Consultants will be employed by the financing/donor agency to carry out specific project activities. Details will be worked out and agreed upon in an implementation agreement.

Temporary expert groups will be established to work on specific topics (e.g. registration guidelines, extension trainings, PR campaigns, Good Agricultural Practices).

c. Monitoring and Evaluation Arrangements

Describe the evaluation strategy for this project, including when the review/evaluation is to take place, the key evaluation issues to be addressed, and how it is to be financed. (It is recommended that the project budget include an allocation for the review/evaluation.)

An impact oriented M&E system will be developed to be used for activities in the agriculture and forestry sectors. This system will combine experiences from ASEAN and GTZ. An M&E plan will serve the project leader as a basis for regular measurement of progress. At the end of each project phase, an evaluation will take place, funded through the project budget. Progress will be measured against impact indicators.

8. Inputs

There may be many possible combinations of inputs that can produce the proposed outputs. The formulator of the Project Document should seek to identify inputs that will enable efficient project implementation, that are appropriate to the work to be done, and that are cost effective. As an aid to the determination of inputs, the project formulator should refer to the indicative work plan. The questions that project formulators need to consider in regard to the selection of inputs include:

- Which inputs should be used?
- What kind of inputs?
- How many? (for consultants or equipment)
- What duration? (for personnel assignments)
- How much does it cost?

Major inputs required for the production of each output should be presented on a table. This table can be created using word processing or spreadsheet software. The purpose of the table is to facilitate the selection of appropriate inputs and to enable project implementers and appraisers to easily understand the relationships between inputs and outputs. The table should describe inputs in five categories: contracted personnel, contracted organizations, equipment, supplies and services, and travel and per diem. Additional details, such as TOR for contracts, should be provided and attached as annexes.

The inputs shall be requested as technical assistance from the Federal Republic of Germany.

The project is estimated to cost 1.5 million Euro (approx. 1.95 million US\$; 1 Euro = 1.3 US\$). The budget will be spent for international, regional and local long and short-term experts, equipment for pilot projects to a lesser extent, study tours and other training measures as well as for events and networking.

Inputs by Federal Republic of Germany

- 1 international expert for BCA, sustainable agriculture and market development, project management
- 1 national expert, for sustainable agriculture, advisory/extension and project management
- 1 national expert for agricultural policy and strategy
- 1 administrative staff
- Travel expenses for staff of project management
- Costs (partly) for conferences, workshops, meetings, demonstrations etc.
- Office and communication equipment and operational costs

Inputs by ASEAN secretariat

- In-kind

Inputs by the Thai Government – in kind in term of:

- Offices and conference rooms
- 1 DOA staff for Project Management Unit

Inputs by private sector

- Cash or kind contribution by private partners (agribusiness, BCA producers, etc) for providing technical and strategically expertise (e.g. expert)
- Travel costs
- Co-sponsoring conferences and workshops
- Providing BC products for demonstrations and trials.

9. Budget and funding arrangements

The selected inputs and their costs are consolidated on a project budget which should be presented on a spreadsheet under the following headings: contracts (individual, corporate or institutional); equipment; supplies and services; travel and daily subsistence allowance (not related to contracts). If more than one funding source is proposed, a budget should be prepared for each one.

See, the Attachment (ANNEX B).

It is envisaged to win more partners (governments, donors, UN organizations and NGOs) to co-finance activities.

Attachments

The attachments listed and described below should be appended to the Project Document as necessary or appropriate.

a. Mobilization Plan.

A plan should be prepared that describes how the project will be activated once it is approved. The preparation of this plan is especially important when the finalization of funding arrangements remains to be done. This plan could also include the designation of the project manager and any other steps that must be taken to enable the project manager to initiate implementation of the project.

b. Explanation of Budget Estimates.

This attachment should explain how budget estimates were determined for major inputs. In many cases, this attachment may simply refer to ASEAN pro forma figures for budgeting. Otherwise, supporting information should explain how budget figures were calculated.

c. Terms of Reference (TOR) for Contracts.

In the event that important elements of the project will be done on a contractual basis, the TOR should be prepared in draft as attachments. Contracts can be for individuals, firms, non-governmental organizations or other institutions. The format and instructions for the preparation of TOR for contracts provided in Form APDM/TOR.

d. Specifications for equipment.

An attachment should be prepared with the specifications for any equipment item over \$10,000 in value or for multiple purchases of a smaller item whose aggregate value exceeds \$10,000.

e. Other Attachments.

Other attachments may be provided in order to explain or clarify the Project Document. These might include explanatory technical data or a bibliography. Such additional attachments are not mandatory and should be prepared only if deemed essential for understanding of the Project Document by appraisers or potential funding agencies.

Review

The project proponent should review the draft project document for (1) clarity of the logical connections among elements of the project; (2) completeness, according the requirements of the project document format; and (3) correctness (facts, grammar, spelling). The first draft of the Project Document should be circulated for substantive comments within the concerned ASEAN body and revised accordingly before submission to the Strategic Planning and Coordination Division (SPCD) for appraisal and further processing.

Activity	2011				2012				2013			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
1. General support to ASEAN Secretariat and ASWGC as well as to national ministries as required (technical advice and training, identification of topics for ASEAN discussion on sustainable agrifood systems)												
2. Establishment and facilitation of expert groups												
• Formation of an ASEAN expert group on BCA and regulators												
• Initiation of further expert groups in line with topics identified by ASEAN												
• Training of members of expert groups												
3. Improvement of policy dialogue												
• Preparation of meetings and conferences												
• Media and PR campaigns												
• Knowledge management												
4. Promotion of biocontrol agents (BCA)												
• Review of data requirements for registration BCA in ASEAN												
• Review of trade regulations affecting BCA												
• Set up of database on BCA (possibly linked to ASEAN Pesticide Database)												
• Support development of harmonized guidelines on regulatory requirements and procedures												
5. Implementation of models for sustainable agrifood systems												
• Elaborate models for pilot implementation												
• Identify partners and locations for model implementation												
• Support implementation of a model for sustainable BCA commercialization and use												
• Support implementation of other models in line with identified topics												

ANNEX B

ASEAN Biocontrol (ABC) for Sustainable Agrifood system Budget Plan – Phase 1

BUDGET ITEM	TOTAL COST (Euro, €)
CONTRIBUTION BY EACH PARTNER	
Inputs by the German Government <ul style="list-style-type: none"> • Staff (3 – 5 international and national) for Coordination Unit. • Travel expenses for staff of project coordination unit. • Costs (partly) for conferences, workshops, meetings, demonstrations etc. • Office and communication equipment and operational costs • Short term consultancies Inputs by the Thai Government – In kind, in term of: <ul style="list-style-type: none"> • Offices and conference rooms • 1 DOA staff for Project Management Unit Input by ASEAN <ul style="list-style-type: none"> • In-kind Inputs by private sector <ul style="list-style-type: none"> • Cash and in kind contributions for providing technical and strategic expertise (e. g. expert), travel costs, co-sponsoring conferences and workshops, providing BCA products for demonstrations and trials. 	1,500,000
Total costs for the first three years	1,500,000

1 Euro = 1.30 US\$

For total costs of up to 1.5 Mio € for the first three years