

Training of Trainers Course Report

“Everything you ever wanted to know about sweetpotato”

Held 10th – 21st March 2014

Sokoine University of Agriculture



Morogoro, Tanzania

March 2014

Reaching Agents of Change Project





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1. Introduction

The Reaching Agents of Change (RAC) project is a 3-year regional initiative aimed at increasing investments and commitment to the dissemination and use of Orange-Fleshed Sweetpotato (OFSP) as a means to combat Vitamin A Deficiency (VAD) and food insecurity in Africa. The project, which is coordinated from Nairobi, Kenya, is funded by Bill & Melinda Gates Foundation, and implemented by the International Potato Center (CIP) and Helen Keller International (HKI). The project targets the following countries: Mozambique, Nigeria, Tanzania, Ghana and Burkina Faso. The main objectives of RAC are to:

- 1) Generate new investments by governments, donors, and NGOs to scale up the adoption of OFSP in five target countries; and
- 2) Building the capacity of national implementing agencies to design and implement technically strong and cost-effective training interventions that drive up-scaling of OFSP.

One of the capacity building activities planned under the RAC Project is to conduct an annual 10-day training course on “Everything you have ever wanted to know about sweetpotato”. This is a Training of Trainers (ToT) course targeting extension staff and other interested people working with the public and private sectors, NGOs, CBOs and farmer groups.

The Department of Agricultural Economics and Agribusiness (DAEA) is in the Faculty of Agriculture (FoA) of Sokoine University of Agriculture (SUA). DAEA aims at implementing practical skills, entrepreneurship, research and integration of basic and applied knowledge in the agriculture sector. Sokoine University of Agriculture is the only agricultural university and second oldest public university in Tanzania. It is renowned as a world class agricultural university in the region. The Faculty of Agriculture has grown to become one of the largest in East, Central and Southern Africa. Sokoine University of Agriculture is proud to have initiated several programs that have been transformed to university-wide directorates and institutes. Hence Sokoine University of Agriculture’s involvement in the Training of Trainers Course on "Everything you have ever wanted to know about sweetpotato" will enable the staff and participants to further strengthen its capability to contribute responsibly to the needs of the national economy and transform the lives of rural households. It is hoped that Sokoine University of Agriculture’s partnership with RAC to build capacity of national implementing agencies in Eastern and Central Africa will bear fruit and yield technically strong and cost-effective training interventions that drive up-scaling and out scaling of OFSP in the region.

RAC and SUA signed an agreement to deliver the 10-day training course. SUA agreed to champion the RAC agenda in Tanzania during and after the project and is expected to take lead in organizing and conducting the RAC 10-day training course in the future.

RAC led the process of organizing and conducting the first course which was conducted in November 2012. The national counterparts from SUA /DAEA actively participated during the process and supported the efforts of the RAC project. The second TOT course was led by the national counterparts while RAC backstopped the efforts of the national

counterpart. The third TOT course was organized and conducted by the national counterparts, while RAC observed the process. It is anticipated that the subsequent courses conducted by SUA will be run on a full-cost recovery basis.

This report is a deliverable established under the contract signed between RAC and DAEA/SUA and refers to the Year 3 course that took place from 10th – 21st March 2014 in Morogoro, Tanzania.

2. Implementation of the course

SUA prepared and delivered the ten day training course as planned. During the preparation phase, a planning meeting was held between SUA/DAEA and CIP, to clarify roles and responsibilities, and ensure that all the materials necessary for the training were in place. The planning team visited and inspected OFSP demonstration plots that were prepared and planted in advance for practical work. In addition, the team also visited the training venue to ensure that the training room had enough space for the participants and that the facilities were adequate. During the visit to the field, it was noted that the roots would not have matured by March 2014 to harvest sufficient quantity for use at some practical activities during the course. Arrangements were, therefore, made to buy OFSP roots from farmers in the Lake zone.

2.1 Pre-training session

A 2-day pre-training session was held on 6th & 7th March 2014 in Morogoro. A total of 10 facilitators attended the pre-training (7 from SUA, 1 from Sugarcane Research Institute (SRI)-Kibaha, and 2 from CIP-RAC). Among the national facilitators, two (2) attended the pre-training session for the first time. During the pre-training, session plans (Appendix 1) and presentations developed during the last TOT were revised. National facilitators rehearsed the course delivery process and were enlightened on the TOT delivery methodology, facilitation skills and adult learning methodologies. The national facilitators further reviewed and finalized the learning by doing activities they had planned to use during the TOT, and ensured that all materials required during the TOT were available. The pre-training session program is presented in Appendix 2

2.2 Participants

The 10 day Training of Trainers course was delivered from 10th – 21st March 2014. A total of 23 participants attended the course, 7 (30%) of which were women. All participants except one (from Sierra Leon) were from Tanzania. Three (3) participants were sponsored by their organizations while 20 were sponsored by RAC. Participants were drawn from different types of organizations (Table 1) and most were already involved in programs promoting OFSP varieties among farmers in their organizations. The 10-day TOT course program is presented in Appendix 3 and the list of participants is included in Appendix 4.

Table 1: Number of participants by type of organization

Type of organization	Number of participants	Sex	% in relation to total number of participants
NGOs	9	F=2; M=7	39
Local government and regional authorities	7	F=2; M=5	30
Agriculture research institutions (ARIs)	3	F=2; M=1	13
Universities (agriculture and agri-business)	4	F=1; M=3	17
TOTAL	23	F=7; M=16	100

2.3. Facilitators

The course was delivered by national facilitators from Sokoine University of Agriculture, SRI-Kibaha and HKI. The CIP scientists observed the delivery process and stepped in when it was necessary to do so. A total of 19 facilitators were involved with 15 of these from the national program (Sokoine University of Agriculture, SRI-Kibaha and HKI). The list of facilitators is presented in Appendix 5.

2.4. Venue

The course was held in the newly built Department of Agricultural Economics and Agribusiness building at SUA. All practical sessions were conducted at Sokoine University Graduate Entrepreneurs Cooperative Society (SUGECO) LTD where OFSP fields had been established and cooking and other postharvest facilities were prepared. The university was on vacation during the period the TOT was conducted.

2.5. Content of the course

The content of the course followed the RAC TOT revised Training Manual (June 2013) on “Everything you ever wanted to know about sweetpotato”. The modules covered during the course included:

1. Origin and importance of sweetpotato
2. Gender and diversity aspects
3. Orange-fleshed sweetpotato and nutrition
4. Sweetpotato varietal selection and characteristics
5. Sweetpotato production and management
6. Sweetpotato pest and disease management
7. Sweetpotato seed systems
8. Harvesting, processing and postharvest management
9. Processing and Utilization
10. Marketing and entrepreneurship
11. Monitoring of OFSP dissemination and uptake
12. Helping adults to learn (Facilitation skills and adult learning techniques)

2.6. Participants' test results

Participants were given a basic written test to assess their baseline state of sweetpotato knowledge at the beginning of the course (benchmark). Participants were given the same test at the end of the training (posttest) to assess if their knowledge of sweetpotato had improved after attending the course. The pretest and posttest results are presented in Figure 1 and Tables 2 and 3 and below. All the participants' marks are presented in Appendix 6

The benchmark results presented in Figure 1 and Table 2 show that all participants had some knowledge of sweetpotato at the beginning of the course. The post-course test results (Figure 1) show that all participants' knowledge of sweetpotato improved as a result of attending the 10 day TOT course on "Everything you ever wanted to know about sweetpotato". The overall mean percent score show that there was positive improvement in sweetpotato knowledge by 25% (Table 2). Individual participants' positive improvement in knowledge ranged from 9 to 37%. It is worth noting that for the post-course test results the best percent score was by a female participant (Figure 1 & Table 3)

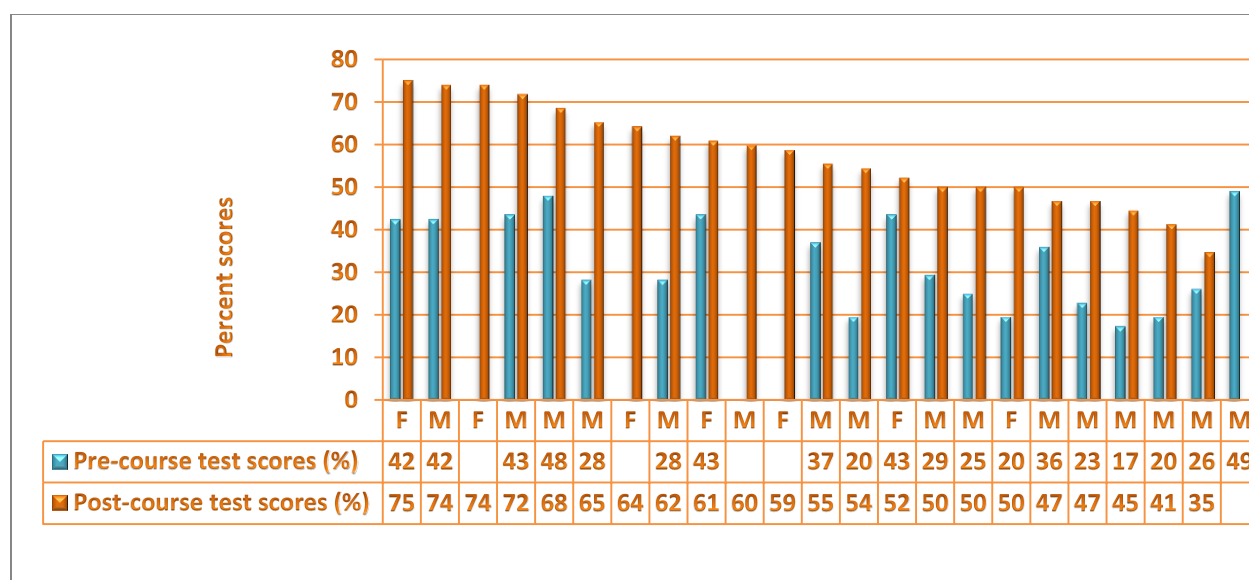


Figure 1: Participants' pre and post-course test results (percent scores) ranked from best to least for the post-course test results

Table 2: Participants' pre and post-course test results summary (mean, maximum and minimum percentage scores)

	Pre-Course Test Score (%)	Post-Course Test Score (%)	Positive Improvement in knowledge
No. of participants	19	22	
Mean score	33	57	25
Maximum % score	49	75	37
Minimum % score	17	35	9

Table 3: Participants’ test results summary by sex (mean, maximum and minimum percentage scores)

	Sex	Pre-Course Test Score (%)	Post-Course Test Score (%)	Positive Improvement in knowledge
Number of participants	Female	4	7	
	Male	15	15	
Mean % score	Female	37	62	22
	Male	31	55	24
Maximum % score	Female	43	75	33
	Male	49	74	37
Minimum % score	Female	20	50	9
	Male	17	35	9

2.7. Course materials

Course materials given to each participant at the beginning of the course included:

- The RAC TOT Training Manual entitled: “Everything you ever wanted to know about sweetpotato”;
- Folder with RAC brochures
- Course program
- Notepad, pen and pencil
- Bag, t-shirt and cap
- RAC 2014 calendars (English and Swahili)

A number of materials required during the practical sessions were also given to the participants during the course sessions. At the end of the 10 day course each participant was given a DVD containing all PowerPoint presentations, videos used, pictures taken during the training and lists of participants and facilitator with their contact information.

3. Course Evaluation

3.1. Evaluation by participants

Participants’ responses to the end-of-course evaluation indicate that they were very satisfied and happy with the whole process of organizing and conducting the course as well as the content and outcomes. All participants acknowledged that the knowledge and skills obtained from this training was highly relevant to their livelihood and will help in sweetpotato production, utilization and marketing. They felt that the facilitators were very knowledgeable on the different topics they handled and that they were clear and confident in their tasks and presentations. In addition, the participants felt they were given enough opportunities to ask questions and that the answers given were highly satisfactory. The participants also agreed that they were given enough opportunity to practice the skills as opposed to hearing about them or just watching them being

demonstrated. Most participants (73%) felt the timing, and venue of the course was convenient. However, a considerable proportion (64%) of the participants felt that 10 days was not sufficient for the course.

Overall, the participants were confident that the training will translate into improved OFSP production, increased OFSP processing and utilization, and increased OFSP marketing.

The participants found all modules very useful. Some, however, found the following modules to be particularly useful: Monitoring of OFSP Dissemination and Uptake (32%), Marketing and Value Addition (27%), Sweetpotato Seed Systems (18%), Harvesting and Post-harvest management (18%), Adult learning (14%), Sweetpotato production and management (14%), Sweetpotato pest and disease management (5%), and Gender and diversity (5%). Four (4) participants found the calculations on number of vines to be distributed under Sweetpotato seed systems and one participant found how to differentiate Sweetpotato pest and disease symptoms to be quite confusing.

Results of the course evaluation by participants are presented in Appendix 7.

3.2. Evaluation by facilitators

The national facilitators were very pleased with the course outcome, especially that it was the first course that was fully planned and delivered by national experts. They were delighted with the zeal and active participation of the participants in each and every aspect of the course, from the first to the last day of the course. They noted that the participants were very active and participated in all the components of the course. The facilitators were optimistic that the courses will continue. They outlined a number of lessons learnt during this third TOT and these are outlined in Appendix 9.

3.3. Participant action plans

On the last day of the course participants submitted “Action Plans” that they had developed outlining how they planned to apply the skills and knowledge they had acquired during the 10 day TOT course. A consolidated table of these action plans is presented in Appendix 8.

Appendixes

Appendix 1: Detailed session plans

PLAN OF DAY 1

Course:	Everything you ever wanted to know about sweetpotato				Period:	10 th – 21 st March 2014	
Day	1	Date	10th March	Topic	Program and course objectives; Importance of sweetpotato, production and utilization; and Cooking Practical		
Intended Learning Outcomes			Attend of this session participants will : <ul style="list-style-type: none">• Understand the objectives and program of the course and how the course will improve their abilities to train others• Understand the importance of sweetpotato, production and utilization• Understand what a balanced diet is and why it is important• Understand how OFSP can contribute to reducing Vitamin A deficiency• Be able to prepare a child-friendly OFSP dishes				
Duration:			7hours				
Hours	Local	Activity	Duration	Instruction for Participants	Instruction for facilitators	Responsibility	Materials required
08:30-09:00	Lecture room	Registration	30 min	Participants register for the course	Facilitator assist participants with registration and gives them all materials for the course including name tags, bags with manual and other stationery items, T-shirts & caps etc.	Goodhope Shombe / Nessie Luambano	All TOT materials required to be given to participants on the first day, & registration forms

09:00 -10:00	Lecture room	Opening session	30min	Each participant presents him/herself to the group referring to his work and professional experience	Welcome remarks	Anna Temu & Nessie Luambano	
10:00-10:30	Group photograph & Tea/Coffee break						
10:30-12:00	Lecture room	Participants expectations	5min		Facilitators hand out post-it or cards and markers to participants	Anna Temu & Nessie Luambano	cards/posts-it and markers
			10min	Participants write their Expectations on cards	Facilitators give instructions for Participants to list 5 things they expect from the course	Anna Temu & Nessie Luambano	
			10min		Facilitators group cards by common aspects in flip-charts	Anna Temu & Nessie Luambano	Flipcharts markers, bostik
		Course overview and learning objectives	30min	Participants comment and get clarifications on program	Facilitator present the program for the course; comment on expectations that will be met and the ones that will not be met	Anna Temu	PowerPoint presentation, flipcharts, markers, bostik
		Benchmark Assessment	35min	Participants write sweetpotato knowledge test	Facilitators hand out test and give instructions to the participants	Nessie Luambano & Goodhope Shombe	Copies of knowledge test, pens
12:00 – 13:00	Lecture room	Overview of importance and uses of sweetpotato	17 minutes (5min discussions, & presentations 3min / group)	4 groups discuss on Major production areas, Varieties, uses, problems Presentation	Lead the brainstorming session and latter presents a lecture	Nessie Luambano	Flip chart, marker pen, Computer, power point presentation, sweetpotato roots and vines
			15 minutes	Questions and Answers			
13:00 – 14:00	Lunch Break						

14:00 – 17:00	SUGECO Processing facility	OFSP Processing	60 minutes	Participants process different varieties of OFSP into chips and place them on a drying rack	Facilitator explain what should be done and monitor the activity	Helen Kioza & Kelvin Rugemara	OFSP roots, knives, basins, water, chipping machine, drying rack
		Evaluation	10 minutes	Participants evaluate the activities of the day	Facilitators distribute two different coloured stick-on papers and collect after participants have written their evaluation comments	Nessie Luambano & Anna Temu	

PLAN OF DAY 2

Course:	Everything you ever wanted to know about sweetpotato				Period:	10 th – 21 st March 2014			
Day	2	Date	11 th March	Topic	Gender and diversity aspects; and Nutrition and OFSP				
Intended Learning Outcomes				At end of this session participants will : Gender <ul style="list-style-type: none">• Understand what gender concepts are and why they are important• Enhance gender skills in integration of gender issues in an OFSP project• Understand the essence of wearing gender lens in all aspects of sweetpotato value chain• Take gender as part of the project “not add on and stir” Nutrition <ul style="list-style-type: none">• Understand what a balanced diet is and why it is important• Know how OFSP can contribute to reducing vitamin A deficiency• Be able to select appropriate local ingredients to prepare child-friendly, and nutritious OFSP meals• Be able to plan and develop an event or advert for awareness and demand creation on OFSP• Understand the importance of the gender aspects of household nutrition					
Duration:				7 hours					
Hours	Local	Activity	Duration	Instruction for Participants	Instruction for facilitators	Responsibility	Materials required		

8:00 -10:30	Lecture room	Introducing the session	10 min	Participants listen and take note	Facilitator presents the topic, its objectives, activities and general program for the day	Joyce Lyimo-Macha	Flip chart, cards, marker pens, power Point projector
		<i>Brainstorming & discussion on:</i> What do you understand by the terms sex, gender	20minutes	Participants brainstorm	Facilitator lead the brainstorming session		
		<i>Presentation</i> on core gender concepts,	30 minutes	Participants listen to the presentation and participate in discussions (brainstorming, buzz session, questions and answers on some of the concepts)	Facilitator presents a lecture and lead the brainstorming /discussion		
		Buzz session:	15 min	Participants discuss the importance of gender in pairs and share their responses in plenary and take notes	Facilitator asks participants to discuss the importance of gender and diversity in pairs.		
		<i>Presentation</i> on why gender and diversity in OFSP?	30 min	Participants listen to the presentation and contribute/ ask questions	Presents the topic, and answers questions		
		Case studies and discussions	45 min	Three groups present cases on gender roles and responsibilities in SP production from different AEZ, participants discuss the cases and listen to presentation on the topic based on the manual and answer any questions from them	Facilitator asks for three volunteers to present cases on gender roles and responsibilities in SP production in their regions, guides discussion and presents the topic / answers questions		

10:30 -11:00	Health break & Group Photograph							
11:00 - 13:00	Lecture room	<i>Presentation</i> on gender analysis framework/tools and activity 1: on Harvard analytical framework	40 minutes	Participants listen to the lecture presentation and carry out activity 1	Facilitator leads the presentation and moderates the activity		Joyce Lyimo-Macha	Power Point projector, Flip chart and markers,
		<i>Activity 2:</i> Gender roles/responsibilities, access to and control over resources in the OFSP value chain	50 minutes	Participants will use gender analysis tool to respond to the group activity	Facilitator will moderate group activity			Flip chart, manila paper, cards and markers, masking tapes, blue tack
		General questions and discussion	10 min	Participants ask questions and exchange experiences on the morning’s topic	Facilitator facilitates the discussions and answer questions			
13:00 – 14:00	Lunch Break							
14:00 – 15:00	Lecture room	<i>Brainstorming:</i> What is a balanced diet?	5minutes	Participants brainstorm	Facilitator lead the brainstorming session and latter presents a lecture		Dorothy Gimbi/Margaret Benjamin	Computer, power point presentation
		<i>Presentation on good nutrition</i>	15 minutes	Participants listen to the lecture presentation and carry out an activity	Facilitator facilitates group activity			Flip charts, marker pens, masking tape, stickers/post-its and cards
		<i>Class activity on balance meal and good nutrition</i>	30 minutes					
		<i>Presentation 2 – Vitamin A and nutritional behaviour change</i>	10 minutes	Participants listen to the lecture presentation	Facilitator leads the presentation			
14:00 – 15:00	Lecture room	- <i>Activity 2: Dining from a vitamin A rich menu</i>	20 minutes	Participants will present on meal plans and discuss	Facilitator moderates Group activity and presentation	Dorothy Gimbi/Margaret Benjamin	Flip charts, cards, masking tape, marker pens	

		<i>Activity 3: Virtual porridge making</i>	40 minutes	Participants will develop porridge recipes using OFSP flour in combination with other ingredients. They will then present and discuss	Facilitator will moderate the group activity	Dorothy Gimbi/Margaret Benjamin	Virtual porridge cards, photos, description of various ingredients, masking tape, various vitamin A rich foods
15.00 – 15.20	Health break						
15:20 – 17:00	Lecture room	Activity 4: Raising awareness and creating demand for OFSP Brainstorming session and activity 5 on gender roles in household nutrition	60 minutes	Participants will develop promotion event on advert for OFSP awareness creation, present and discuss	Facilitator will moderate group activity	Dorothy Gimbi/Margaret Benjamin	A4 cards, flips charts, cards
			40 minutes	Participant will brainstorm , present and discuss			
		Evaluation	10 minutes	Participants evaluate the activities of the day	Facilitators distribute two different coloured stick-on papers and collect after participants have written their evaluation comments	Nessie; Anna	

PLAN OF DAY 3

Course:	Everything you ever wanted to know about sweetpotato			Period:	10 th -21 st March, 2014
Day	3	Date	12 th March	Topic	Different varieties of sweetpotato and their characteristics
Intended Learning Outcomes			At end of this session participants will: <ul style="list-style-type: none"> • Understand key differences between sweetpotato varieties • Know about the key characteristics of at least 3 sweetpotato varieties suitable for their area/region • Be able to help farmers identify the key characteristics they are looking for in a sweetpotato variety • Understand that varietal preference differs between people • Understand why care during harvesting is important for sweetpotato 		
Duration:			7 hours		

ACTIVITIES DURING DAY 3

Hours	Location	Activities	Duration	Instruction for participants	Instruction for Facilitators	Responsibility	Materials required
9.00-9.30	Class	Introduction	30m	23 Participants split into groups	(a)Present cards for participants to list the locally available varieties and present (b)Facilitators present the objectives, activities, duration of the topic and the reference material-	George, Stephan and Robert	Flip charts, marker pens
9:30 - 12:45	Field	Field Walk:	10 min	23 Participants split into groups	Divide the 23 participants into pairs. Let participants work in pairs – Explain the reason for working in pairs	George, Stephan and Robert	

		Identify characteristics of different sweetpotato varieties in field	1 hr 45 mn	Identify characteristics of different sweetpotato varieties in a nearby Field a) Foliage (35 min) b) Roots – dig up carefully (35 min), i) beta-carotene evaluation for storage, ii) for taste test iii) storage c) Each group to demonstrate on-farm data taking (35 min)	Guide the participants to use the descriptors. Let each pair work on two varieties. Guide the participants on: a) Foliage b) Choosing roots for i) beta-carotene determination ii) taste test iii) storage Guide the participants on data taking for on-farm trials	George, Stephan and Robert	Pencils, erasers, participants notebooks, hoes, knife, color chart, handouts: a) on sweetpotato descriptors (Appendix 3.) b) Sample farmer contract for on-farm trial (Appendix 3.4,) c) Form 4B. SP pre-harvest (App. 3.5a) d) Form 5A. Farmer participatory field evaluation (I) e) Form 5A1 group ranking field performance (pp353) f) Form 5B. Farmer participatory taste evaluation (Appendix 3.5b) g) Form 5B2, Group ranking consumer acceptability/roots
		Conduct a taste evaluation	1 hr. 45 min	Conduct a taste evaluation	a) Do the cooking in advance b) Explain to the participants the taste test protocol i) individual evaluation ii) group evaluation	George, Stephan and Robert	Storage roots of the taste evaluation, cooking stoves and fuel, pans, water, matches, knives, taste test forms, pencils, flip chart, markers, Plenty of color cards (green, yellow, red), many bags for the cards during scoring
		Group discussion (back in Class) on key factors differentiating sweetpotato varieties	45 min	Group discussion on key factors differentiating sweetpotato varieties and which are important for which reasons	Form 3 groups. Let the group leaders discuss the key factors	George, Stephan and Robert	Flip Charts, markers

		Participants create promotion posters / training materials	1 hr. 15 min	Participants create promotion posters / training materials for the main sweetpotato varieties grown or suited to their location (45 min) Presentation of poster/training materials (10 min per group)	Guide the 3 groups each to produce posters/training materials	George, Stephan and Robert	Flip Charts, markers
		Presentation summary	10 min 10 min discussion 10 min evaluation	Presentation summarizing : the natural diversity of sweetpotato; defining characteristics of different sweetpotato varieties; methods for on-farm testing of different sweetpotato varieties	Ask, add, comment on presentation	George, Stephan and Robert	PowerPoint, flip chart, markers

PLAN OF DAY 4

Course:		Everything you ever wanted to know about sweetpotato				Period:	10 th -21 st March, 2014	
Day	4	Date	13 th March	Topic	Sweet potato production and crop management			
Intended Learning Outcomes			At end of this session participants will: - be able to help farmers set up afield experiment to compare different sweetpotato varieties or different sweet potato management practices - understand the different stages of the sweet potato crop cycle and the management implications of each stage					
Duration:			7 hours					
Hours	Local	Activities	Duration	Instruction for participants	Instruction for facilitators	Responsibility	Materials Required	
8:30 - 10:30	Lecture room	Introduction to the session	10 min.	The participants take note of the explanation, make questions and answer to questions	The facilitator presents the objectives, program, duration, materials and of the session	Mbilinyi Lawi	Flipchart, marker pens	
		Brainstorm about the Production calendar and site selection	10 min.	The participants share their views about planning the sweet potato production calendar and site selection (criteria to consider)	Facilitator moderates the discussion and registers in the blackboard the main ideas of participants	Mbilinyi Lawi	Flipchart, marker pens	
	Lecture room	Presentation: planning for production and site selection,	30 min.	Participants take note of the explanation, make questions and answer to questions	Facilitator explains planning and site selection criteria and best planting methods and time	Mbilinyi Lawi	Flip chart, marker pen, computer and power point projector	

		Practical activity (see ToT Manual 6.9.2.) understand the different stages of the sweet potato crop cycle and the management	70 min.	In groups of 10, participants will prepare a full sweet potato activity calendar and prepare presentations	Facilitators guiding the groups in preparing their production calendar	Mbilinyi Lawi	Flipchart, marker pens
10:30 - 11:00	HEALTH BREAK						
11:00 - 13:00	Lecture room	Presentation: planting methods and when to plant and Intercropping	35 min	Participants take note of the explanation, ask and answer questions	Facilitator explains concepts on Intercropping and nutrients requirements experiments	Mbilinyi Lawi	Flip chart, marker pen, computer and power point projector
		Presentation: sweet potato requirement, crop cycle, physiological disorders and set up of field experiments	35 min	Participants take note of the explanation, make questions and answer to questions participate in energizers activities	Facilitator explains concepts on sweet potato requirement, crop cycle, physiological disorders and set up of field experiments	Mbilinyi Lawi	Flip chart, marker pen, computer and power point projector
		Presentation: Gender and diversity aspects of sweet potato production management	35 min	Participants to discuss in groups the gender roles in various aspects of sweet potato production and management	Facilitator moderates discussion on gender roles and management practices by groups	Mbilinyi Lawi	Flip chart, marker pen, computer and power point projector
		General discussions and questions on the morning session	15 min	Participants ask questions and share experiences	Facilitator moderates discussions and answer questions	Mbilinyi Lawi	
13:00 - 14:00	Lunch						

14:00 - 17:00	SUGECO FIELD	Practical activity (See ToT Manual 6.9) comparing sweet potato varieties and management practices	180 min.	In groups of 5, participants Will design and set up a field experiment to compare different sweet potato varieties management practices: Differentiate between nutrient deficiency symptoms and disease symptoms e.g. nitrogen deficiency Vs. virus symptoms; Identify different physiological disorders	Facilitators explain exercise and monitor practical activities and asks questions to participants regarding steps taken	Mbilinyi Lawi	Flipcharts, marker, tape, label, sticks, hoes and an empty field
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PLAN OF DAY 5

Course:		Everything you ever wanted to know about sweetpotato					Period:	10-21 March 2014
Day	5	Date	14 th March 2014	Topic	Harvesting, Processing and postharvest handling			
Intended Learning Outcomes				At end of this session participants will: <ul style="list-style-type: none">• Describe and understand the main aspects of sweetpotato harvesting, post- harvest handling and processing• Understand how the harvesting, post-harvest handling, and storage of roots affect roots perishability• Understand how processing of roots and storage of the OFSP products affects it beta-carotene content				
Duration:				8 hours				
Hours	Local	Activities	Duration	Instruction for participants	Instruction for facilitators	Responsibility	Materials required	
8:00 - 10:30	Lecture Room	Introduction of the topic	10	Participants listen and take notes	Facilitator introduces the topic	Hosea Mtui / Anna Temu	Flip chart, markers, note books and pens	
		Exercise for participants to discuss various activities in the harvesting and post-harvesting handling: harvesting, handling and transportation, storage, processing and retailing	55	Participants think through the whole value chain from harvesting to retailing. They are supposed to look at the current harvesting and handling and describe what is done. Participants come up with recommendations to make the harvesting and post harvesting more efficient. Present what they have come with on current and improved.	Divide the participants into groups and give them different topics: <ul style="list-style-type: none">• Harvesting in the field• Post-harvest handling at the field level• Packing and transportation at the field and during the transportation	Hosea Mtui / Anna Temu	Flip chart	
		Lecture on harvesting, curing and post-harvest handling	40 min	Participants take note of the explanation, make questions and answer to questions	Facilitator explains concepts Harvesting, curing, post-harvest handling of OFSP	Hosea Mtui / Anna Temu	Presentation, Flipcharts, markers	
		Video show on sweetpotato harvesting, grading and postharvest Discuss the video	30 min	Participants take notes of the explanation, make questions and answer to questions	Facilitator explains concepts related to processing and post-harvest management of OFSP	Hosea Mtui / Anna Temu	Computer and projector	
		General discussions and questions	15 min	Participants share experiences and ask additional questions on harvesting and postharvest	Facilitator guides the discussions and answer questions	Hosea Mtui / Anna Temu		
10:30 - 11:00	Health break							

11:00 – 13:00	Lecture room	Lecture on sweetpotato processing and products development	40 min	Participants take notes of the explanation, make questions and answer to questions	Facilitator explains concepts related to processing and Product development	Anna Temu	
		Group discussions & brainstorming session	40 min				
		Group presentations & questions/answers	40 min				
		Introduction to afternoon practical session and group	30 min				
14:00 – 17:00	SUGECO Kitchen	Practical: processing and utilization of OFSP	3 hrs.	Participants make a variety of products, demonstrate and taste	Facilitators explain procedures and monitor participants activities	Anna Temu,	OFSP, sugar, four, royal, margarine,. water, bottles for juice, dish cloths, mixer, oil, sieve, pans, wooden spoons, cups, charcoal, charcoal stove

PLAN OF DAY 6

Course:	Everything you ever wanted to know about sweetpotato				Period:	10 – 21 March 2014
Day	6	Date	17 th March	Topic	Pest and diseases of sweet potato	
Intended Learning Outcomes			At the end of this session participants will: <ul style="list-style-type: none">• Be able to recognize main field and post-harvest pests and diseases of sweetpotato in East Africa.• Recognize pests, diseases, lifecycle sand symptoms• Understand the importance and management of pests and diseases in sweetpotato production• Be able to identify pest management practices for pests and diseases			
Duration:			7.00hours			

Hours	Local	Activities	Duration	Instruction for participants	Instruction for Facilitators	Responsibility	Materials Required
8:00 - 8.30	Classroom	Introduction	10 min Cards 10 min Discussion 10 min presentation	Participants listen, Make questions and answer Questions	Facilitators present Program and objectives for The day	Mbilinyi /Nessie Luambano /Herman	Slides, computer, Opinion cards; Flip charts, marker pens
8.30-9.30	Classroom	Presentation: sweet Potato Field insect pests	20 min Discussion 15 min Presentation 5 min Energizer 15 min presentation 5 min Question and Answer	Participants listen, Make questions and answer questions	Facilitators present topic; Insect pest recognition, lifecycles, damage and management/IPM	Mbilinyi /Nessie Luambano /Herman	Slides, computer, Opinion cards.; Flip charts, marker pens, preserved insects, infected plant parts, infected roots, insect
10.30 – 11.00	Health break						
11:00 - 12:00	Classroom	Presentation: Other pests/storage	20 min Discussion 15 min Presentation	Participants listen, Make questions and answer	Facilitators present topic (Other pest including storage	Mbilinyi /Nessie Luambano /Herman	Slides, computer, Opinion cards.; Flip

		pests	5 min Energizer 15 presentation 5 min Question and Answer	questions	pests)		charts, marker pens, preserved insects, infected plant parts, insect
12.00 – 13.00	Class room	Presentation: Sweetpotato diseases	20 min Group Exercise & presentation 15 min Presentation 5 min Energizer 15 presentation 5 min Question and Answer	Participants listen, Make questions and answer	Facilitators present topic on diseases, lifecycles, damage and management / IPM	Mbilinyi /Nessie Luambano /Herman	Slides, computer, Opinion cards. Flip charts, marker pens, infected plant parts, insect, disease compendium
13.00 – 14.00	Lunch						
14.00- 15.30	Field	Practical activities: 1) Pest and diseases identification and sample collection in a sweet potato field; 2) group discussion on what was found			Facilitators and participants identify pests and diseases available in the field	Herman, Nessie, Mbilinyi,	Knives, paper bags, vials, magnifiers, markers, labels, nets, compendium,
15.30 – 16.00	Health break						
16.00 17:00	Field	Practical activities: 1) Pest and diseases identification and sample collection in a sweet potato field, 2) group discussion on what was found			Facilitators oversee participants activities and facilitate discussion, and summarize conclusions	Herman, Nessie, Mbilinyi,	Knives, paper bags, vials, magnifiers, markers, labels,

PLAN OF DAY 7

Course:	Everything you ever wanted to know about sweetpotato				Period:	10 th -21 st March, 2014	
Day	7	Date	18 th March	Topic	Selection, preservation, multiplication and dissemination strategies of Sweet Potato planting materials		
Intended Learning Outcomes			At end of this session participants will: <ul style="list-style-type: none">• Be able to identify and select and conserve clean sweet potato planting materials• Know the principles of positive and negative selection and preservation of sweet potato planting materials• Understand all important steps and possible constraints that arise in planning for multiplication and dissemination of sweet potato planting materials• Prepare a dissemination program for 5000 households• Be able to calculate the multiplication rate of a sweet potato variety and costs that are incurred in multiplication and dissemination of sweet potato planting materials				
Duration:			7:hours				
Hours	Local	Activities	Duration	Instruction for Participants	Instruction for Facilitators	Responsibility	Materials required
8:00 - 10:30	Lecture room	Introduction to seed systems	15 min	Participants listen and take notes	Facilitators present, objectives, activities and reading material for the topic	Yasinta Nzogela	Data-show, computer, manila cards, Notebook, pen
		Facilitator presentation	30 min	Participants listen and ask questions and answer questions	The facilitators explains choosing planting materials, concept of healthy plants and healthy planting materials, rapid multiplication technique, conservation of planting materials (Tripe S and net tunnels)	Yasinta Nzogela	Data-show, computer , manila cards, Notebook, pen, samples of different sweet potato vine cuttings
		Brainstorm about the importance of planning and of establishing a dissemination and multiplication program	15 min.	The participants share their views about the establishment of a dissemination and multiplication plan	Facilitator moderates the discussion and registers on the flip chart the main ideas of participants	Yasinta Nzogela	

		Presentation: Choosing the seed multiplication and dissemination strategy	30 min.	Participants take note of the explanation, ask questions and answer to questions	Facilitator explains the different levels of multiplication and dissemination, actors in the system, factors for decision making regarding multiplication and dissemination strategy	Yasinta Nzogela	Backboard, chalk, eraser, flipchart, posters, manual
		Presentation: Choosing the seed multiplication and dissemination strategy	30min.	Participants take note of the explanation, ask questions and answer to questions	Facilitator explains the strategies for dissemination (centralized and decentralized) (emphasis in DVM); subsidized and commercialized (voucher use).	Yasinta Nzogela	Backboard, chalk, eraser, flipchart, posters, manual
		Presentation: construction of multiplication and dissemination calendar, variety multiplication rate dissemination	30 min.	Participants take note of the explanation, ask questions and answer to questions	Facilitator explains how to Construct a multiplication and dissemination plan; calculation of variety multiplication rate and Calculation of the costs of planting material multiplication and dissemination activities	Yasinta Nzogela	Backboard, chalk, eraser, flipchart, posters, manual
		General discussions and questions	15 min	Participants share experiences and ask additional questions on harvesting and postharvest	Facilitator guides the discussions and answer questions	Yasinta Nzogela	
10:30-11:00	HEALTH BREAK						
11:00-13:00	Lecture room	Group exercise & presentations	90 min	Participants to work in three groups to construct a multiplication and dissemination plan/calendar Each group present their exercise	Facilitator distribute flip charts and marker pens to each groups	Yasinta Nzogela	Flip charts, marker pens, calculators

		Presentation and discussion on gender and seed systems	30 min.	Participants participate in the discussions on the aspects of gender and diversity in multiplications and dissemination strategies	The facilitator will moderate the discussion on consideration of gender and diversity aspects in multiplication and dissemination strategies	Yasinta Nzogela	Flip charts, marker pens
13:00 – 14:00		Lunch Break					
14:00 - 17:00	SUGECO FIELD	Field exercise	50 min	Practice selection of health planting materials and rapid multiplication technique	Facilitator to explain and demonstrate the technique	Yasinta Nzogela	Potato vines, knives, hoes, rope, string, pegs, measuring tape/ruler
			30min	Practice Triple S system	Facilitator to demonstrate the techniques	Yasinta Nzogela	Basins, dry sand, OFSP roots, knives, hoes, rope, string, pegs, measuring tape/ruler
			30 min	Net tunnel	Facilitator to demonstrate the techniques	Yasinta Nzogela	Building poles, net, knives, hoes, rope, string, pegs, measuring tape/ruler
		Evaluation	10 minutes	Participants evaluate the activities of the day	Facilitators distribute two different colours of stick-on cards and collect after participants have written their evaluation comments	Yasinta Nzogela	two different colours of stick-on cards, pens/pencil

PLAN OF DAY 8

Course:		Everything you ever wanted to know about sweetpotato				Period:	10 th – 21 st March 2014		
Day		8	Date	19 th March 2014	Topic	Marketing and Entrepreneurship			
Intended Learning Outcomes				At end of this session participants will: <div>1. Understand the concept of entrepreneurship and explain entrepreneurial decision process.</div> <div>2. Understand how to identify and pursue opportunities in the OFSP value chain</div> <div>3. Understand market concepts</div> <div>4. Understand pillars of marketing</div> <div>5. Know the diverse products that can be made from OFST</div> <div>6. Understand the importance of the gender aspects in OFSP value chain</div> <div>7. Familiarizations to sweet potato and value added product marketing</div>					
Duration:				8 hours					
Hours	Local	Activities		Duration	Instruction for participants	Instruction for facilitators		Responsibility	Materials required

8:00 - 10:30	Lecture Room	Short guided discussion	30 min	Participants Brainstorming on who are entrepreneurs, their characteristics and behaviour	Facilitator guides participants as they brainstorm on who are entrepreneurs, their characteristics and behaviour	Daniel and Massimba	35 copies of exercise 1, 35 pieces of the yellow stickers, and 1 flip chart.
		Practical exercise on evaluation of entrepreneurial attitudes and intentions	30 min	Participants individually write the exercise.	Facilitator guides the practical exercise and respond to participants' questions		
		Lecture on the concept of technology transfer, its supply chain and associated products	30 min	Participants listen, take notes and ask questions	Facilitator make a presentation and respond to participants' questions		
		Lecture on the orange fresh sweet potatoes technology transfer process and methods	30 min	Participants listen, take notes and ask questions	Facilitator make a presentation and respond to participants' questions		
		Group discussion	30 min	Participants Brainstorming on the Identification of different areas in orange fresh sweet potatoes technology transfer process where entrepreneurship can easily add value during the implementation process	Facilitator guides participants' discussions		
10:30 – 11:00	Health break						

11:00 – 13:00	Lecture room	Presentation and discussions on OFSP Market concepts	30 min	Participants listen, take notes and ask questions	Facilitator make a presentation and respond to participants' questions	Daniel and Massimba	Video clips, computer, power point presentation, Note books, pen
		Presentation and discussions on pillars of marketing	30 min	Participants listen, take notes and ask questions	Facilitator make a presentation and respond to participants' questions		
		Presentation and discussions on Diverse product from OFST	30 min	Participants listen, take notes and ask questions	Facilitator make a presentation and respond to participants' questions		
		Presentation and discussions on the importance of gender aspects in OFSP value chain	30 min	Participants listen, take notes and ask questions	Facilitator make a presentation and respond to participants' questions		

PLAN OF DAY 9

Course:	Everything you ever wanted to know about sweet potato				Period:	10 th – 21 st March 2014
Day	7	Date	20 th March, 2014	Topic	Monitoring and evaluation	
Intended Learning Outcomes			At the end of this session participants will be able to;; 1. Be able to explain the different concepts as used in monitoring and evaluation 2. Be able to appreciate the significance of project monitoring and evaluating projects 3. Be able to describe the process of designing and implementing an M&E system for an OFSP project 4. Be able to analyze the different monitoring approaches and tools used in OFSP projects 5. Be able to appreciate the gender and diversity aspects in M&E of OFSP projects 6. Practice designing a dissemination program for 5000 households 7. Practice monitoring the dissemination of planning materials			
Duration:			8 hours			

ACTIVITIES DURING DAY 9

Hours	Local	Activities	Duration	Instruction for participants	Instruction for facilitators	Responsibility	Materials required
8:30 - 10:30	Lecture room	Introduction to the session	5min.	The participants will write on manila cards (3) their understanding of the terms (a) Monitoring (b) Evaluation (c) The difference	The facilitator will distribute the 3 manila cards of different colours to each participant and ask them to write as per instructions	Joseph Masimba & Kizito Mwajombe	Manila cards of three different colours, marker pens, masking tapes,
			5min	Participants pin the card on the wall by their colours	The facilitator will read out the sample of the cards and ask the participants for their opinion on what is missing and what is right	Joseph Masimba & Kizito Mwajombe	
			10min	Participants will take notes and ask questions	The facilitator will summarize the concepts using power point	Joseph Masimba & Kizito Mwajombe	Computer and LCD projector

		Brainstorm about the importance of M&E in project management	10min.	The participants share their views about the importance of M&E in project management	Facilitator moderates the discussion and registers in the blackboard the main ideas of participants	Joseph Masimba & Kizito Mwajombe	Flip chart, marker pen, computer and power point projector
8:00 - 10:00	Lecture room	Presentation, questions and answers: designing and implementing an M&E system for an OFSP project	45min.	Participants take note of the explanation, make questions and answer to questions	Facilitator explains the process of designing and implementing an M&E system for an OFSP project	Godfrey Mulongo	Computer, LCD projector, flipchart, marker pens, note books, writing pens
			5 min	Energizer (Fishers of men)		Joseph Masimba Kizito Mwajombe	seats
			45min.	Group exercise In a group of 5 participants will discuss the given task and present their answers	Facilitator gives a task that enables participants to identify project activities, outputs, outcomes, indicators, M&E challenges e.g. In Gairo, a new disease, the sweet potato virus is ravaging sweet potato fields. Farmers are helpless. DFID is seeking for proposals from credible bodies so as to fund a project to help farmers mitigate this.	Joseph Masimba Kizito Mwajombe	Flipchart, marker pens

Hours	Local	Activities	Duration	Instruction for	Instruction for	Responsibility	Materials required
10:00 - 10:30		Break	30min.				
10:30-12:05	Classroom	Presentation, questions and answers on different indicators in OFSP projects	20min	Participants take note of the explanation, make questions and answer to questions	Facilitator explains concepts Of indicators giving relevant examples	Godfrey Mulongo	Flipchart, marker pens

		Group discussion and presentations on monitoring approaches and tools that are used in monitoring SP dissemination	60min	Participants in groups of 5 analyze and practice filling the M&E tools 8 and are invited to present their learning in plenary	Facilitators will ensure that there are enough copies of each forms/tools for each participant and monitor the group discussions	Joseph Masimba, Kizito Mwajombe	Forms/ tools, flip charts, marker pens, pensils, computer, LCD projector
		Presentation, questions and answers on gender and diversity aspects in M&E of OFSP projects	20min	Participants take note of the explanation, make questions and answer to questions	Facilitator explains concepts and allow participants to contribute their views	Joseph Masimba	Flipchart, marker pens computer, LCD projector
12.05-13.00	Lecture room	Introduction to the Session- i.e. designing a dissemination program for 5000 households	10min.	The participants take note of The explanation, make Questions and answer to questions	The facilitator presents the objectives, program, , duration, materials and of the session	Mbilinyi Lawi	Data show, computer
		Brainstorm about the Importance of planning and of establishing a dissemination and multiplication program	10min.	The participants share their Views about the establishment of a dissemination and multiplication program/plan	Facilitator moderates the discussion and registers in the blackboard the main ideas of participants	Mbilinyi Lawi	Black board, chalk, eraser

		Practical activity(see ToTManual1.2.7.1)on planning of dissemination strategy	30min.	Participants practice monitoring the dissemination of planting materials; understand why we monitor and evaluate	<p>The facilitator may choose participants to practice completing vouchers then each group of 4 participants could spend 5 minutes completing 40 vouchers. All the vouchers can then be collected and shuffled by the facilitator, and then each group given 40 vouchers to record the details of in their voucher redemption tracking form (12.5.2). If the participants do not need practice in completing vouchers then the same exercise can be done using already completed vouchers. [15 min]</p> <p>Ask the groups to swap their forms and vouchers with their neighbouring group who will then check through them. [5 min]</p>	Mbilinyi Lawi	200 completed planting material vouchers which have the information required for Table 12.5.2 on them; 40 photocopies of form 12.5.2, pens
13.00-14:00		Lunch Break					

		Reflection and evaluation of session	30min.	Participants take note of the explanation, make questions and answer to questions	Facilitate a discussion about why it is important to monitor the dissemination of planting materials; what difficulties they had while completing the vouchers or the voucher redemption tracking form; what mistakes were noticed by those checking the forms; and what improvements they could suggest.	Mbilinyi Lawi	Backboard, chalk, eraser, flipchart, posters, manual
	Lecture room	Practical activity (See ToT Manual 5.10.3b) on determination of quantity of planting materials	120min	In groups of 4, participants Practice calculations on quantities of planting materials needed (See ToT Manual 5.10.3b). Here participants in groups come up with a strategy for multiplication and dissemination of planting material	Facilitators explain exercise And monitor practical group activities and asks questions to participants regarding steps taken	Mbilinyi Lawi	Flipcharts, marker, tape, copies of forms See TOT Manual 5.10.3 pens
				In the same groups above, with a leader and a rapporteur, each group does a multiplication schedule for their regions (form 5.10.3a); each group prepares two	Facilitators explain exercise, Monitor group work and facilitate discussion in groups	Mbilinyi Lawi	Book note, Flip chart , markers, 35 copies of TOT forms 5.10.3a

PLAN OF DAY 10

COURSE		“EVERYTHING YOU EVER WANTED TO KNOW ABOUT SWEET POTATO”					PERIOD	10 th – 21 st March 2014
DAY	10	DATE	21 st March 2014	TOPIC	Planning to train others on “ <i>Everything you ever wanted to know about sweet potato</i> ”			
INTENDED LEARNING OUTCOMES				-At the end of this session the participants will be able to; 1) Understand and apply the principles of adult learning 2) Be able to facilitate a 5 day training course on ‘ <i>Everything you ever wanted to know about sweet potato</i> ’ 3) Understand how to develop learning outcomes and approaches, training materials and draft logistics plans (timing, venue & field sites, participants) of the sweet potato training courses they will be delivering				
Duration								
TIME	LOCATIO N	ACTIVITIES	DURATION	INSTRUCTION FOR PARTICIPANTS	INSTRUCTION FOR FACILITATORS	RESPONSIBILITY	Materials and advanced preparations	
08:00 -08:10	Lecture room	Q &A open discussion on adults as learners (Brainstorming)	10 Min	The participants listens, make questions and answer to questions	Facilitators introduces the topic on Adult learning	K.K. Mwajombe	Cards, Flip charts/marker pens	
08:10-08:50	Lecture room	Presentation on Adult learning & Video show on how adults learn and discussion on the video	30 Min	The participants listen, take note; ask questions and answer questions	Facilitators presents a topic and plays the video clip and gives explanations	K. Mwajombe	Computer/LCD projector/ Audio speakers Flip chart/marker pens /Note books	
08:50 – 09:15		Presentation introducing facilitation & Video on facilitation skills and discussion	15 Min 10 Min	The participants listen, ask questions and answer questions	Facilitators presents a topic and plays the video clip and gives explanations	K.K. Mwajombe	Computer/LCD projector, Flip charts/marker pens/Audio speakers/ Video clips	
09:15-09:45		Group activity on adult learning and facilitation skills (Role play & discussion)	30 Min	Participants are divided into 4 groups (weak Vs strong facilitator; Characteristics of adult learners; Johari Window	Facilitator divides participants into groups to discuss and present (Role play)- exercise on adult learning and facilitation	K.K. Mwajombe	Flip chart/Marker pens	
09:45- 10:05		Presentation on planning	30 Min	The participants take	Facilitators present the	K.K. Mwajombe,	Video clips/PPT/Flip	

		to train others; Role play; & Discussion		note of the explanation, make questions and answer to questions	topic; Role play by facilitators on the process in planning current TOT; Facilitator pauses Questions to participants	/Anna	charts
10:05-10:30		Using the TOT manual	25 Min	The participants take note of the explanation, make questions and answer to questions	Facilitators present the manual and explains how to develop session plans	K.K. Mwajombe, /Anna	TOT manual; PPT/Flip charts
10:30-11:00	Health Break						
11.00-11.10		Action plans				Kizito Mwajombe	Nessie Luambano
11.10-11.40		Participants post-course test				Nessie Luambano / Daniel Ndyetabula	
11.40-12.10		Course evaluation				Joseph Massimba	
12.10-12.30		Wrap-up discussions				Anna Temu	
12.30-13.00		Meeting of facilitators to capture lessons learned				Anna Temu/ Hilda Munyua / All facilitators	
13:00-14:00	Lunch						
14:00-15:00	Closing remarks and presentation of certificates						
	Health Break and End of Course						

Appendix 2: Pre-Training Session Program

6th -7th March 2014

DATE	SESSION / TOPICS	TIME	FACILITATORS
	DAY 1		
6 th Mar	Registration	08.30-08.45	Joseph Masimba/Nessie Luambano
	Welcome remarks	08.45-08.55	Anna Temu/Nessie Luambano
	Introductions / icebreaker / housekeeping & logistics	08.55-09.15	Anna Temu/Nessie Luambano
	Overview of the RAC Project	09.15-09.30	Frank Ojwang
	Program overview and pre-training objectives	09.30-09.40	Anna Temu
	Questions and discussions	09.40-09.50	Anna Temu/Nessie Luambano
	Helping adults to learn	09.50-10.30	"
	HEALTH BREAK	10.30-11.00	
	Facilitation skills	11.00-11.30	Anna Temu
	Group exercise (adult learning & facilitation) Group presentations and discussions	11.30-12.30 13.30-13.00	" "
	LUNCH	13.00-14.00	
	Origin and importance of sweet potatoes	14.00-14.20	Nessie Luambano
	Questions and discussions	14.20-14.30	"
	Seed systems	14.30-14.50	Yasinta Nzogela/ Lawi Mbilinyi
	Questions and discussions	14.50-15.00	"
	Crop production and management	15.00-15.20	Hosea Mtui/Lawi Mbilinyi
	Questions and discussions	15.20-15.30	"
	Gender and diversity in sweetpotato	15.30-15.50	Joyce Lyimo Macha
	Questions and discussions	15.50-16.00	"
	HEALTH BREAK	16.00-16.20	
	OFSP and nutrition	16.20-16.40	Dorothy Gimbi/Joyce Lyimo-Macha
	Questions and discussions	16.40-16.50	"
	Value chain/Entrepreneurship/marketing	16.50-17.10	Joseph Masimba/Daniel Ndyetabula /
	Questions and discussions	17.10-17.20	"
	Daily evaluation		Kizito Mwajombe/Masimba/Nessie
	DAY 2		
7 th Mar	Recap of day 1 / Evaluation	08.00-08.10	Rapporteurs /
	Breeding	08.10-08.30	Yasinta Nzogela/George
	Questions and discussions	08.30-08.40	"
	Monitoring and evaluation	08.40-09.00	Masimba/Godfrey Mulongo/Kizito
	Questions and discussions	09.00-09.10	"
	Pest Management	09.10-09.30	Herman Lyimo
	Questions and discussions	09.30-09.40	"
	Post-harvest and processing	09.40-10.00	Hosea Mtui/Kilima/Anna/Masimba
	Questions and discussions	10.00-10.10	"
	Review of session plans, training materials, presentations, tests, exercises	10.10-10.30	Anna Temu/Nessie Luambano
	HEALTH BREAK	10.30-11.00	
	Review of session plans, training materials, presentations, tests, exercises	11.00-12.00	Anna Temu/Nessie Luambano
	Evaluation	12.00-12.30	Daniel/Masimba
	Concluding discussions and closing remarks	12.30-13.00	Anna Temu
	LUNCH	13.00-14.00	
	Field visit	14.00-17.00	Mtui/Mbilinyi/Nessie/Anna
	END OF PRETRAINING SESSION		

Appendix 3: Program for the 10 day TOT Course

10th – 21st March 2014

TIME	SESSION / TOPICS	FACILITATORS
DAY 1 MONDAY 10 March		
08.30-09.00	Registration	Goodhope Shombe / Nessie Luambano
09.00-09.10	Welcome remarks	Anna Temu
09.10-09.30	Introductions /Participants expectations	Anna Temu
09.30-10.00	Overview of RAC project	Godfrey Mulongo
10.00-10.30	Course overview and learning objectives	Anna Temu
10.30-11.00	HEALTH BREAK	
11.00-11.30	Benchmark assessment	Nessie Luambano / Goodhope Shombe
11.30-13.30	Origin and importance of sweetpotato	Nessie Luambano
13.00-14.00	LUNCH	
14.30-16.00	Practical – cooking - OFSP	Helen Kiozya/Kelvin Rugemarila
16.00-16.30	HEALTH BREAK	
16.30-17.00	Practical - Cooking - OFSP	Helen Kiozya/Kelvin Rugemarila
DAY 2 TUESDAY 11 March		
08.00-10.30	Gender and diversity aspects Group photo	Joyce Lyimo-Macha
10.30-11.00	HEALTH BREAK	
11.00-13.00	Gender and diversity aspects	Joyce Lyimo-Macha
13.00-14.00	LUNCH	
14.00-16.00	Nutrition and OFSP	Dorothy Gimbi / Margaret Benjamin
16.00-16.30	HEALTH BREAK	
16.30-17.00	Nutrition and OFSP	Dorothy Gimbi/ Margaret Benjamin
DAY 3 WEDNESDAY 12 March		
08.00-12.45	Field work - Sweetpotato varieties and their characteristics	George Tryphone / Stephan Ngailo / Helen Kiozya
13.00-14.00	LUNCH	
14.00-16.00	Conference room- Sweetpotato varieties and their characteristics	George Tryphone / Stephan Ngailo / Helen Kiozya
16.00-16.30	HEALTH BREAK	
16.30-17.30	Conference room- Sweetpotato varieties	George Tryphone / Stephan Ngailo / Helen Kiozya
DAY 4 THURSDAY 13 March		
08.00-10.30	Sweetpotato production & crop management	Mbilinyi Lawi
10.30-11.00	HEALTH BREAK	
11.00-13.00	Sweetpotato production & crop management	Mbilinyi Lawi
13.00-14.00	LUNCH	
14.00-17.00	Field work - Sweetpotato production & crop management	Mbilinyi Lawi
DAY 5 FRIDAY 14 March		
08.00-10.30	Harvesting, processing and post-harvest management	Hosea Mtui / Anna Temu
10.30-11.00	HEALTH BREAK	
11.00-13.00	Harvesting, processing and post-harvest management	Hosea Mtui / Anna Temu
13.00-14.00	LUNCH	
14.00-17.00	Practical - Harvesting, processing and post-harvest management	Hosea Mtui / Anna Temu
DAY 6 MONDAY 17 March		
08.00-10.30	Sweetpotato pests and diseases and their management	Herman Lyimo / Lawi Benjamin Mbilinyi / Nessie Luambano
10.30-11.00	HEALTH BREAK	
11.00-13.00	Sweetpotato pests and diseases and their management continued	Herman Lyimo / Lawi Benjamin Mbilinyi / Nessie Luambano
13.00-14.00	LUNCH	

14.00-17.00	Field work - Sweetpotato pests and diseases and their management	Herman Lyimo / Lawi Benjamin Mbilinyi / Nessie Luambano
DAY 7 TUESDAY 18 March		
08.00-10.30	Selecting, preserving and multiplying sweetpotato planting materials	Yasinta Nzogela
10.30-11.00	HEALTH BREAK	
11.00-11.30	Selecting, preserving and multiplying sweetpotato planting materials continued	Yasinta Nzogela
11.30-13.00	Selecting, preserving and multiplying sweetpotato planting materials continued /	Yasinta Nzogela
13.00-14.00	LUNCH	
14.00-17.00	Field work - Selecting, preserving and multiplying sweetpotato planting materials	Yasinta Nzogela
DAY 8 WEDNESDAY 19 March		
08.00-10.30	Entrepreneurship, marketing & value chain	Joseph Massimba / Daniel Ndyetabula
10.30-11.00	HEALTH BREAK	
11.00-13.00	Entrepreneurship, marketing & value chain	Joseph Massimba / Daniel Ndyetabula
13.00-14.00	LUNCH	
14.00-16.00	Market visit	Joseph Massimba / Daniel Ndyetabula
DAY 9 THURSDAY 20 March		
08.00-10.30	Planning a dissemination program Monitoring and evaluation	Lawi Benjamin Mbilinyi
10.30-11.00	HEALTH BREAK	
11.00-13.00	Planning a dissemination program Monitoring and evaluation	Kizito Mwajombe
13.00-14.00	LUNCH	
14.00-16.00	Planning a dissemination program Monitoring and evaluation	Kizito Mwajombe
16.00-16.30	HEALTH BREAK	
16.30-17.00	Planning a dissemination program Monitoring and evaluation	Godfrey Mulongo
DAY 10 FRIDAY 21 March		
08.00-10.30	Planning to train others on “Everything you ever needed to know about sweetpotato”	Kizito Mwajombe / Anna Temu
10.30-11.00	HEALTH BREAK	
11.00-11.10 11.10-11.40 11.40-12.10 12.10-12.30 12.30-13.00	Action plans Participants post-course test Course evaluation Wrap-up discussions Meeting of facilitators to capture lessons learned	Kizito Mwajombe /Nessie Luambano Nessie Luambano / Daniel Ndyetabula Joseph Massimba Anna Temu Hilda Munyua / All facilitators
13.00-14.00	LUNCH	
14.30-15.00	Closing remarks and presentation of certificates	Anna Temu / Hilda Munyua
	HEALTH BREAK	

Appendix 4: Participants List

NAME	GENDER	ORGANIZATION	DESIGNATION	Qualifications	ADDRESS	Type of organization	Telephone	Email
LULU HASSANI	F	HANANG DC	DIVISION OFFICER II	B Rural Development	Box 2, KATESH-HANANG TANZANIA	Government	766244201	hassanilulu@gmail.com
BEATRICE JOHN BANZI	F	KINONDONI MC	AGRICULTURAL OFFICER	BSc. Horticulture. MA. Rural Development.	Box 13496, DAR ES SALAAM TANZANIA	Government	757288167	bittyjohnb@gmail.com
JUVENAL ANTHONY	M	KONDOA DC	AGRICULTURAL OFFICER	BSc. Agronomy. MSc. Soil Science	Box 200, KONDOA TANZANIA	Government	783313813	munishij@yahoo.com
MHIFADHI R MIRAJI	M	SONGEA DC	AGRICULTURAL FIELD OFFICER	DIP. General Agriculture	Box 995, SONGEA TANZANIA	Government	762163172	mhifadhi@gmail.com
CHRYSANTHUS H. FUNDA	M	CHEMBA DC	AGRICULTURAL OFFICER	BSc. Agricultural General	Box 830, CHEMBA TANZANIA	Government	769055605	hermanfunda@yahoo.com
ADAM MKUMBO	M	IRAMBA DC	AGRICULTURAL OFFICER	BSc. Horticulture	Box 82, IRAMBA TANZANIA	Government	763216403	Adamorganes14@gmail.com
NUHU S. MARIDAI	M	SONGEA DC	AFO	CERT. General Agriculture 2010	Box 995, SONGEA TANZANIA	Government	717581417	noahselenge@rocketmail.com
YAYA A. KAMARA	M	WORLD VISION	DEVELOPMENT OFFICER	DIP. Agriculture. BA. Development Studies	Box, SIERA LEONE	NGO	232 756 667 127	Yayamedkamara@yahoo.com
BRYSON J. SABUNI	M	RECODA	AGRICULTURAL OFFICER	BSc. Agriculture General	Box 1330, ARUSHA TANZANIA	NGO	765947949	brysonsabun@gmail.com
CHRISPIN E MABWENGA	M	MZEITUNI FOUNDATION	PROGRAM OFFICER	DIP. Fisheries Science and Technology	Box 47, UKEREWE TANZANIA	NGO	752059590	mzeitunifoundation@ymail.com
JUMA BRUNO NGOMUO	M	TGFA	PROGRAM SUPPORT	BA. Rural Development	Box 372, BABATI TANZANIA	NGO	753843321	jumabngomuo@gmail.com
AZIZ MTELA	M	CHIGOTO-PLUS	PROGRAM MANAGER	LLB, PGD. Management of Foreign Relations	Box 2091, MWANZA TANZANIA	NGO	713312444	amtela@chigotoplus.com
BRIGHTON GWAMAGOBE	M	RERAI	PROGRAM MANAGER	BSc. Agric. PGD. Wild. MSc. Natural Resource Management	Box 194, KIBONDO TANZANIA	NGO	754582636	gwamagobe6@yahoo.ca
ROSE ANDREA	F	TFA	ASS BRANCH MANAGER	BSc. Agricultural Economics and Agribusiness	Box 1988, MOROGORO TANZANIA	NGO	763088690	rosanatemu99@gmail.com

AYUBU ELIAH	M	SUGECO	ENTREPRENEUR	BSc. Agricultural Economics and Agribusiness	Box 3223,MOROGORO TANZANIA	NGO	766879263	mundekeye1@mundelinc.com
MWANAIKI KIYA	F	MAFC	SENIOR AGRI.OFFICER	BSc. Agriculture General. MSc. Agronomy	Box 9192, DAR ES SALAAM TANZANIA	NGO	713319651	aisha81tz@yahoo.com
CATHERINE GWANDU	F	MARI	RESEARCH OFFICER	BSc. Biotechnology and Laboratory Science. MSc. Molecular Biology and Biotechnology	Box 6226, DAR ES SALAAM TANZANIA	Research	688264036	cathygwandu@yahoo.com
ELIZABETH HAULE	F	SRI-KIBAHA	AGRO II	BSc. Food Science. MSc. Analytical Chemistry	Box 3001, KIBAHA TANZANIA	Research	754039521	lizdit1@yahoo.com
NGUVU GIOVAN	M	ARI-UYOLE	RESEARCH ASSOCIATE	Dip Agromech. BSc. Agronomy. MSc. Crop Science	Box 7308, DAR ES SALAAM TANZANIA	Research	76777789	g.nguvu@cgiar.org
GERTRUDE MWANDEMELE	F	SUA	FOOD TECHNOLOGIST	BSc. Home Eco. & Nutrition. MSc. Public Health and Food Safety. PGD. Food & Nutrition	Box 3138, MOROGORO TANZANIA	University	714085900	getviol@yahoo.com
SUFIAN A. MAKANDO	M	SUGECO	ASS MANAGER	BSc. Agricultural Economics and Agribusiness	Box 3223, MOROGORO TANZANIA	University	712076370	makandoweight27@gmail.com
ARBOGAST ERNEST	M	SUGECO	FARM MANAGER	BSc Agricultural Economics and Agribusiness	Box 3223, MOROGORO TANZANIA	University	713122085	arbo.ernest@gmail.com
GODWIN RWEZAULA	M	SUA	AGRICULTURAL OFFICER	BSc. MSc. Horticulture	Box 3005, MOROGORO TANZANIA	University	782283102	grwezaula@yahoo.com

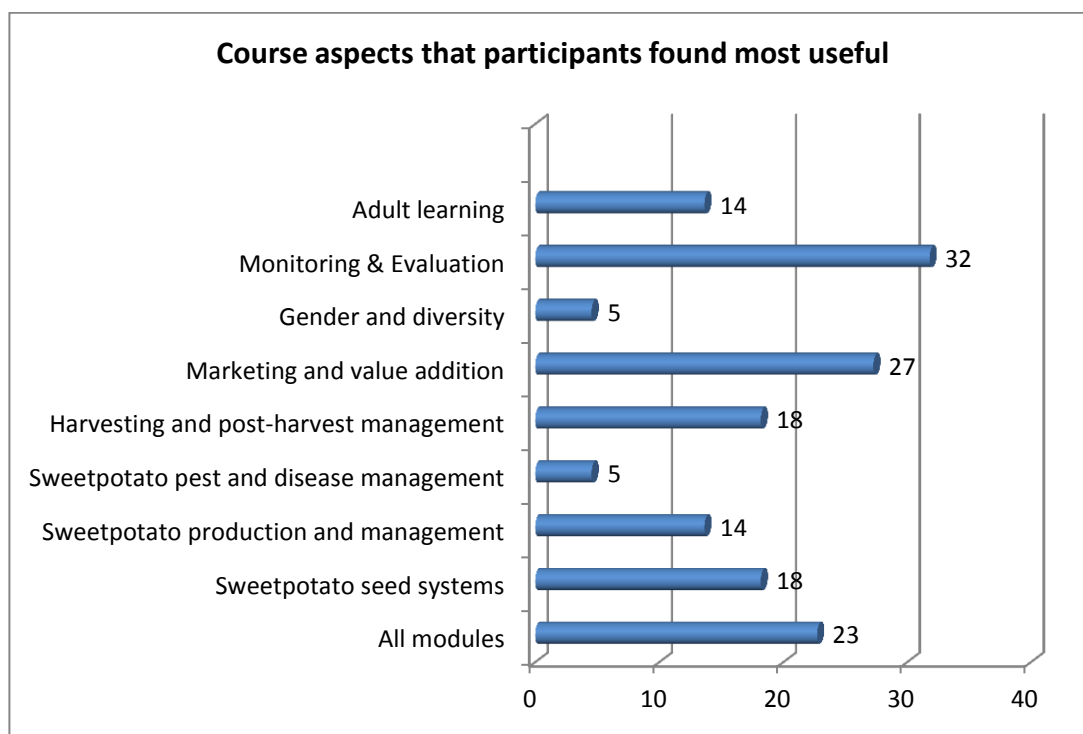
Appendix 5: Facilitators List

Name	Gender	Designation	Institution
Dorothy Gimbi	F	Lecturer - Nutrition	SUA
Lyimo H.F.J	M	Associate Professor – Plant Protection	SUA
Mbilinyi Benjamin	M	Principal Agricultural Officer – Agronomy	SUA
Joyce Lyimo-Macha	F	Associate Professor- Gender	SUA
Joseph Massimba	M	Lecturer – Marketing	SUA
Stephen Ngailo	M	Researcher – Breeding	KSRI
Hosea D. Mtui	M	LECTURER	SUA
Yasinta Nzogela	F	Agricultural Officer	SUA
Anna Temu	F	Senior Lecturer	SUA
Kizito Mwajombe	M	Lecturer	SUA
George Tryphone	M	Lecturer	SUA
Nessie Luambano	F	Principal Researcher / RAC National Agronomist	KSRI/CIP
Goodhope Shombe	M	SUGECO Manager	SUA
Helen-Clara Kiozya	F	Agricultural Research Officer	KSRI
Margaret Benjamin	F	Senior PO – Nutrition	HKI
Hilda Munyua	F	Communication & Training Specialist	CIP
Mulongo Godfrey	M	Monitoring & Evaluation Specialist	CIP
Robert Mwanga	M	Regional Breeder	CIP
Jonathan Mkumbira	M	Regional Agronomist	CIP

Appendix 6: Participants' pre and post-course test results

No.	Name	Sex	Pre-course test scores (%)	Post-course test scores (%)	Positive Improvement in knowledge
1	Mwanaidi Kiya	F	42	75	33
2	Brighton gwamagobe	M	42	74	32
3	Elizabeth Haule	F		74	
4	Juvenal Antony	M	43	72	28
5	Nguvu Giovanni	M	48	68	21
6	Chrysanthus herman Funda	M	28	65	37
7	Beatrice J. Banzi	F		64	
8	Adam Orgenes Mkumbo	M	28	62	34
9	Catheline Gwandu	F	43	61	17
10	Juma Ngumuo	M		60	
11	Getrude A. Mwandemele	F		59	
12	Ayubu Eliah	M	37	55	18
13	Mhifadhi Ramadhani Miraji	M	20	54	35
14	Rose Andrea	F	43	52	9
15	Bryson J. Sabuni	M	29	50	21
16	Lulu Hassani	F	20	50	30
17	Chrispine F. Mabwenga	M	25	50	25
18	Sufiani Makando	M	36	47	11
19	Aziz Mtela	M	23	47	24
20	Nuhu Salenge Maridadi	M	17	45	27
21	Arbogast Ernest	M	20	41	22
22	Yaya A. Kamara	M	26	35	9
23	Godwin J. Rwezaula	M	49		
	No. of Participants Present		19	22	
	Mean percent score		33	57	25
	Maximum percent score		49	75	26
	Minimum percent score		17	35	17

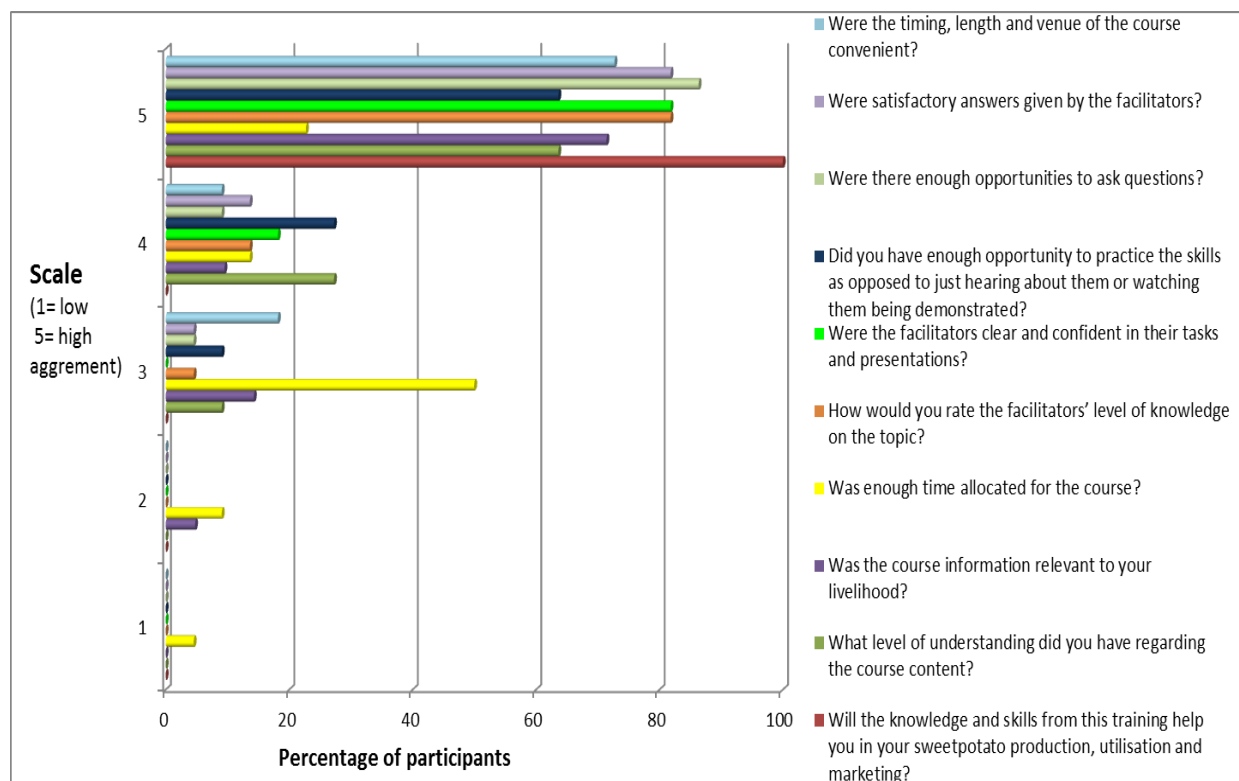
Appendix 7: Participants course evaluation

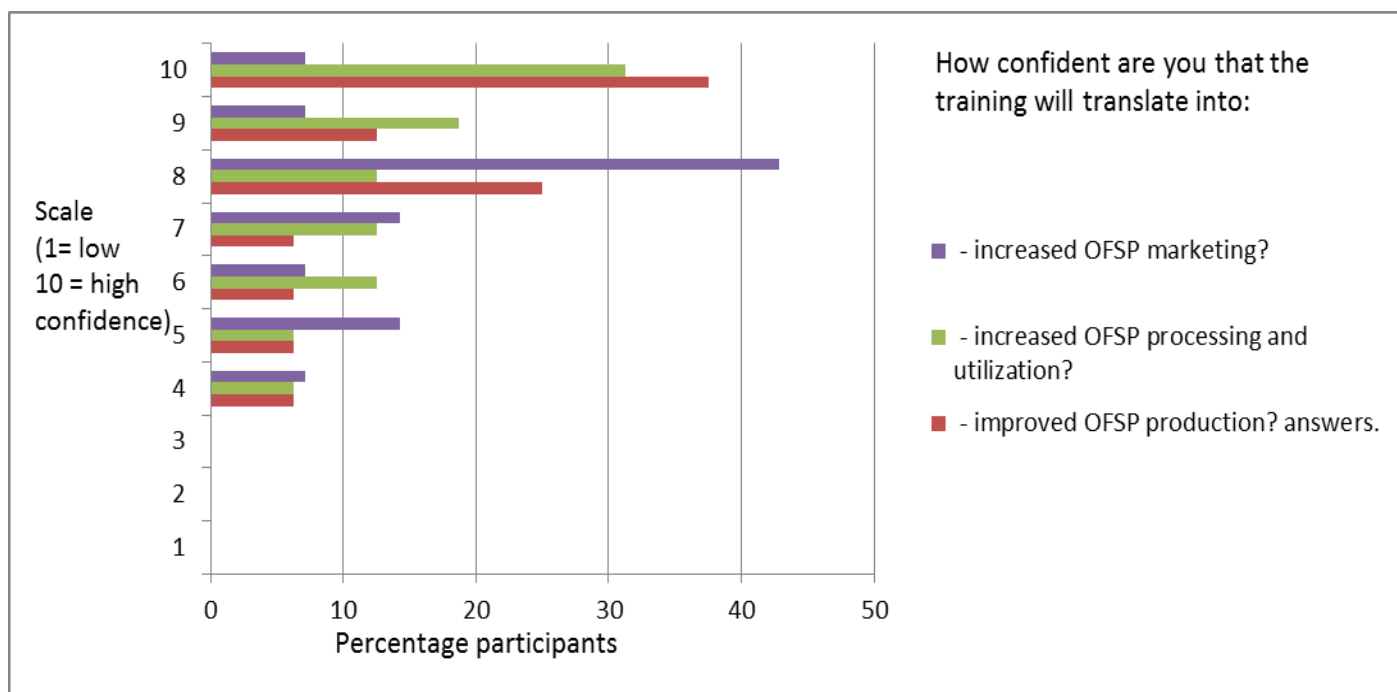


Was there anything you found confusing?

- Calculations on number of vines to be distributed under Sweetpotato seed systems, and
- How to differentiate sweetpotato pest and disease symptoms

Relevance of the TOT course





Comments for Improvement:

1. Just give it more time
2. Allocating enough time like 3 weeks since the topics were good and big
3. By involving more people
4. More practical sessions, time
5. more time to cover topics
6. more time needed x4 (especially M&E)
7. More time for practical sessions x2
8. Organizers to communicate to the participants possible donors of OFSP
9. Small grants should be provided to participants
10. It should have more participants from other categories as many are from SUGECO
11. Include healthy workers as trainees
12. Bringing in more specialized resource persons

Other comments

1. It is important you train us more on proposal development as it will enable us to search funds to do training and making seed multiplication as well
2. It is a good catch up; much thanks to the organizers, CIP, RAC, SUA, and other collaborators to give us this course. I am so thankful
3. Training well organized
4. I appreciate OFSP as well as training; looking forward to be a competent ambassador of OFSP
5. Increase time for M&E
6. This course was well organized and very useful
7. Facilitators should provide at least three t-shirts because they or Dr Anna has kept insisting wearing t-shirts while she knew we had only one
8. Agents of change needs to be empowered so as to be able to transfer knowledge to others
9. Further technical and monetary support for trainers with sounding plans is essential
10. Facilitators have done a good job

Appendix 8: Participants Action Plans

Name	Reasons for taking the course	Plan upon completion of the course	Name of the planned course	Tentative dates	Target audience	Challenges to address	Expected outcomes	Number of people	Support team	Budget	Source of funds
Nguvu Giovanni	Working in the Southern Highlands of Tanzania, area in which has high levels of under-nutrition for children<5years, therefore I thought that this course will equip me to start up a move to combat the situation.	My plan is to convey this knowledge to my co-workers in food and Nutrition, Roots and Tubers section. Then, together we can design further trainings to district health workers and agriculture extension officers	Potential of OFSP in combating VAD	02/06/2014-06/06/2014	Colleagues in my institution so as to form a multidisciplinary team. Extension service providers	Nutrition status around the region. Knowledge gap about OFSP	Awareness of participants on the potential of OFSP to combat VAD; raised Knowledge gap about OFSP	6 colleagues and 20 extension service providers	Health unit staff. Agriculture field officer. Fellow researcher in roots and tubers dept.	Estimated budget? 6,000,000/=	
Bryson J. Sabuni	To increase competence (knowledge & skills) in OFSP management practices proper harvesting and post harvest handling techniques, processing, utilization and marketing of the value chain	After I complete the course my plan is to conduct trainings and make sure the knowledge is well spread to targeted groups.	Potentials of orange fleshed sweet potatoes and means of improving its productivity	01.04.2014-30.04.2014	Small scale farmers in groups of 30-35 people	Production and utilization of clean planting materials awareness in good agricultural practices (addressing issues of pest and diseases and management practices that lead to low yield, Deficiency of vitamin A, Harvest and post-harvest losses.	Farmers to start cultivating OFSP varieties with an awareness of potentials and some engaging themselves in entrepreneurship within different stages of the value chains	240 people (at least 60 in each village in groups of 30-35 farmers	Three staff from the organization	1,000,000/-	RIPAT Foundation

GODWIN RWEZAULA	To get knowledge on the Production, postharvest and marketing of OFSP	Inform workmates on what learnt from the course, multiply & establish OFSP demonstration plot, Incorporate OFSP in Practical course content, invite farmers to learn OFSP production	Production techniques for OFSP	April,2014	SUA- undergraduate students taking practical at hort unit. Farmers	To get enough planting materials demonstration plot. Vermins e.g. baboon may disturb the plot	Graduate student will disseminate the knowledge throughout the country, planting materials will be distributed to growers, Farmers will get the knowledge.	100 and above	Work notes in the department of crop science and production	-	Department Other source
Adam Mkumbo	To understand the whole process from production, processing and marketing of orange fleshed sweetpotato	To teach others about the course, I plan to teach farmers field schools (F.F.S) as the key/lead farmers	The tittle will be orange fleshed sweetpotato in the main source of vitamin A for children and lactating mother (woman)	15.10.2014-25.10.2014	(i)men (ii)women(iii)primary school student (both girls and boys (iv)VIKOBAGroups (v)My fellow staff	- Sweetpotato as a marginalized crop. - Sweetpotato as a women's crop -Availability of planting material for OFSP	Reduction of children suffering from vitamin A deficiency. Awareness of vitamin A deficiency to the community. Increased OFSP production per household.	400people	DAICO'S, Extension officers, CDO,DHO'S (District Health Officers	12,000,000 /-	IRAMBA DC
Chrysanthus Funda	To know nutrient contents of OFSP and its req. to the body. Production techniques in OFSP and its control measures of pest and diseases. Sharing experiences from facilitators and participants on production of OFSP	Training staff members on production and processing OFSP. Training extension workers on OFSP production and processing	Production techniques and processing of OFSP.	20/07/2014-25/07/2014	Extension officers, Farmers	Lack of fund, lack of transport, poor communication (poor transport and network system) bear in mind the	Farmers will change from growing WFSP to OFSP	10	Training staff from office/ department my fellow graduate from OFSP	10,000,000 /-	CHEMBA CD

						district is new.					
Elizabeth Haule	My plan is to go to the villagers, farmers, to disseminate the knowledge and skills to those people as they are producers of OFSP.	SWEETPOTATO PRODUCTION, MANAGEMENT AND PROCESSING	01/05/2014-30/05/2014	Extension staffs. The farmers	-Vitamin A deficiency -Food security -Poverty -Low productivity of orange flesh sweet potatoes	-Vitamin A deficiency diseases reduction -Food security increase - income increase -increase awareness on processing sweet potatoes	50(fifty), twenty five farmers and 25 extension staffs.	Dr Luambano , Hellen- Clara Kiozya	20,000,000/-		
Juvenal Anthony	To know different aspect on sweet potato production particularly OFSP, value addition and marketing	I will train a group of 15 people/ farmers and extension officers 3 times making a total of 45 participants	Sweetpotato production, value addition and marketing	5/05/2014-9/05/2014	Extension workers and farmers groups	-Lack of funds to conduct the training	Awareness of the community about OFSP increases. -Adoption of OFSP increases from farming to the market. -Reasonable no of extensions trained about SP production	Group of 15 people for 3 times. At the end will be 45	-Senior agric. officers at the district levels and community dev officers. And other expertise from the district like economist	12,400,000 /-	Kondoa DC, Other donors

Mhifadhi R.Miraji	To disseminate the knowledge and skills acquired on OFSP to the society	To submit the report to DAICO on the TOT training at SUA on OFSP. Conduct/ arrange training to OFSP stakeholders.	VIAZI LISHE KWA AFYA BORA	May 2015/11-October 2015/16	Head of department, Health workers WEO's VEO's and NGO's representative, group of farmers	The awareness of OFSP on how it captures vitamin A deficiency and stunted growth.	Production of OFSP increased. Reduction of mortality rate to children under 5years	From 10-20 people	Head of department, community development officer (CDOS)	5,651,250/-	District council
Gertrude A. Mwandemele	To know everything about sweet potatoes in this case OFSP	Train small scale entrepreneurs about OFSP regarding Nutrition different kinds of recipes made from wheat flour and OFSP in different ratios, gender issues and entrepreneurship skills	Sweet potato for good health (VIAZI LISHE KWA AFYA BORA)	12/08/2014-14/08/2014	Small scale entrepreneurs	Level of knowledge regarding OFSP. Gender issues disputes. Poor record keeping and entrepreneurship skills	Reduction of VAD Increase of income Behavior change	10 small scale entrepreneurs	2 technical staff, 2 Agriculture officers, 1 entrepreneur, 2artizans	10,000,000 /-	Solicit fund from donors
Chrispine Mabwenga	As the project Manager of Home Based Gardening Project funded by HK1 the course was so potential to enhance my capacity for successfully	Together with my fellow staffs in collaboration with the LGA our project will intend to improve the health and nutrition status of children and women in vulnerable households through package of interventions i.e capacity building on ENA (Essential Nutrition Actions)etc	Home Based Gardening Ambassador s' Project	April 2014-May 2016	Pregnant mother Lactating mother Households with children under 5years Men and women	Increasing availability of agricultural inputs i.e vines/OFSP Promoting diversified diet. Improving nutrient intake and infant and young child practices.	Increased consumption of nutritious food Internal capacity to adopt and expand the project's activities built. Increased adoption of optimal and	400 people(50 in each village and we shall implement in 8 villages)	Health dept in Ukerewe district and Agriculture and livestock dept for ENA component and crop production	80,000,000 /-	HK1

							compliment ed breastfeedin g for children under 6months				
Lulu Hassani	To know and understand about orange sweet potato	I will call and share everything to all co-workers so they can send and spread the knowledge and information.	Importance of orange and sweet potato to children and mothers.	14/4/2014-18/4/2014	Extension workers, VEO's and WEO's and other colleague	Seed materials for practical they do not know where to get them so I link to multiplier	Increase production of OFSP. The use of OFSP to children and pregnancy women	15 people	Extension officers and VEO's	6,000,000/-	DC Office
Yaya A. Kamara	Because of its high content in vitamin A which hope to gain knowledge and skill in to contribute in reducing VA deficiency.	Is to train staff and farmers but my emphasis will be mainly on farmers who are the producers (i.e Farming groups)	Sweet potato cultivation techniques and marketing	10/4/2014-10/5/2014	a. Women groups b. Male groups all are farming associations	To reduce vitamin A deficiency b. To contribute towards food security c. To improve the income or reduce poverty	A drastic reduction of vitamin A deficiency will be addressed and here by health of the vulnerable such as children lactating and pregnant women improved	120 people 30 per group per week	Research people root and tube, extension officers from the ministry of Agriculture	10,000UD	Word vision
Mwanaidi Kiya	To improve my knowledge on sweet potatoes so that I can undertake my responsibilities efficiently. One of my roles is to build the capacity of extension	I plan to train my colleagues in the office and thereafter in collaboration with my colleagues to training extension officers and farmer's groups in Kishapu	Postharvest handling and utilization of OFSP	01-05-2014-31-12-2014	Colleagues in the office, extension officers in the local government and farmer's	Postharvest losses due to poor handling practices and low consumption of OFSP	i)Reduced postharvest losses and ii)improved consumption of OFSP	200 People	Colleagues in the office and focal person for nutrition-Kishapu district	40,000,000 /-	Tanzania Government

	officers and farmers in terms of training. This training therefore will enable me to conduct training in an effective manner.	district. I also plan to produce ICE materials for awareness creation.									
Juma B.Ngomuo	Gain skill & knowledge on how best to manage the whole chain of OFSP for commercial purpose	My plan is to share the skills and knowledge ie acquired to other members of our organization	OFSP Production and value chains for commercial farmers.	25/4/2014-29/4/2014	IGFA Regional and District representatives	The challenge want to address in this course is the commercial party of the OFSP To young agripreneurs due to its nutritional advantage	Trainees to adopt OFSP best practices for managing and start /develop the agribusiness enterprises for managing OFSP value chains and promotion	14	Our senior Agronomist Mr Nguvu Giovani and asst. project coordinator Mr Ornest Likoko	8,000,000/-	Member contribution & Trainees fees
Ayubu Eliah	Myself I want to embark in OFSP primary production. To provide education to society members on the nutritional content of OFSP.	Soon after acquiring loan (finance) from CRDB through SUGECO.I will embark on sweet potato production & processing, my field will be used as a demo-plot to other farmers around my field.	OFSP for healthy society (But currently I& my fellow entrepreneur we are growing OFSP at SUGECO)	March-2014	People around my field (sweetpotato field of about 10acres) for that matter people of Singida region-Iramba District.	Cultural barriers. Funds incase CRDB fails to give fund to me	50% increase of knowledge in Singida about OFSP.	About 400 out-growers.	Dr Anna Temu, Mr Massimba & Dr. Daniel Ndyetabula	Tsh 20 million	CRDB-SUGECO Scheme.

Beatrice John Banzi	To promote appropriate production technologies and the use of OFSP as well as the whole processes of OFSP value chain addition) Its utilization so as to combat vitamin A deficiency among young children and women and reproductive age and also to improve the standard of living. (Entrepreneurship).	To teach others an production of sweet potato (OFSP) value chain addition and marketing of vitamin A OFSP products (like Crisps, chips, SP flour, maandazi biscuits and the like. (Promotion of OFSP as a whole)	The title will be PRODUCTION, VALUE ADDITION AND MARKETING OF OFSP!	15/07/2014-20/7/2014	Extension officers (ward & streets) fellow HQs staffs, men & women VIKOBA groups, Primary school students.	People not to think of SP production is only the remote areas or of the poor. SP is for the food only not for commercial . SP is the group of women	Improve standard of lives of OFSP growers (producers). Nourished health of under 5 children due intake of OFSP as a source of vitamin A	300 and more	Ex-OFSP gradient extension officer, MALDO	14,000,000 /-	GOVERNMENT (THE COUNCIL)
Nuhu Selenge Maridadi	Disseminating the OFSP knowledge to the stakeholders. To add the values chain to the farmers/ Reducing poverty.	Submitting the TOT report to DAICO. Disseminating the OFSP knowledge to the stakeholders	VIAZI LISHE KWA AFYA BORA	May 2015-Oct 2015	Head of department, VEO's and WEO's, Extension workers	Vit. A deficiency. Increasing the farmers income.	Reducing children mortality. To add the value chain	10-20 people	Head of department. CDOs	5,651,250/-	DC

AZIZ HEMED MTILA	Capacity building increase awareness to the existing knowledge execution of a 2 years programme in Enhanced Home Based Gardening Project as Hellen Keller International	As a project manager I have detailed programme to train field officers to be displayed in Sengerema district under the above mentioned project train indigenous in 16 villages of Sengerema	(EHFP) Enhanced Home Food Production without the package of orange fleshed-sweet potatoes	April 2014- June 2015	Indigenous women groups/ Men under the umbrella of SACCOs youths/Elders based group.	Timing may not be as indicated above since the determinant factor is the conclusion of contract is due.	Circulation of knowledge to cover 16 villages in Sengerema district. 4000 Households are expected to benefit from the programme	1800 people from 400 household expect to be reached	Programme manager, field officer/development and governance Advisors from my organization/ councils DAICOs/DALDOs	100,000,000/-	Heller Keller International
Rose Andrea	So I get knowledge and start farming OFSD. That I can make the OFSP with vit A innovation spread to my community & organization	Planning to start with trainer of trainees (25 in number). Second phase farmers' training comprising (40 farmers). In between doing door to door awareness creation, market, meeting awareness creation in public health centers i.e Promotion of OFSP (vit. A)	Sweet potato evolution for nutrition and money (SPENM)	2/06/2014- 7/06/2014	Farmers of all gender (men, women & youth). Trainers of trainees (men, women & youth)	The essence of vitamin A deficiency. Food shortage and; disease and pests of OFSP outbreak. Income (income shortage)	Almost 50% of farmers are aware of OFSP having vit..A. Presence of OFSP produces in the market	65 people; starting with 25 TOT and 40 farmers	One agronomist. One gender specialist	17,000,000/-	From stakeholders, Donner)

Sufian Makando	To learn and explore knowledge about OFSP so as to be able to engage personally in OFSP V.C	I plan to train other through action approach where I have already cultivate a farm for vine, and I will process the roots for various product especially biscuits/juice.	Learn by doing-grow OFSP for health and income generation	01/06/2014-05/06/2014	Graduate Entrepreneurs. Women groups and farmer in Morogoro	Vit. A Deficiency in advocating the consumption of OFSP products. To attract labor force in production of OFSP	Knowledge intensive entrepreneur will engage in OFSP V.C. Production and consumption of OFSP by the small holders farmers in Morogoro town	50-100	SUGECO SUA Staff	10,000,000 /-	Donors
Arbogast Ernest	To understand the agronomic practices, of sweetpotato (OFSP) production marketing and value chain that exit.	My plan is to train smallholder farmers from Kasanga and mafia by demo plot which is already prepared	OFSP for vit. A deficiency	21/04/2014-02/05/2014	Small holder farmers and extension officers from Kasanga and Mafia.	To create awareness of Orange Fleshed Sweetpotato and its importance to children, pregnant mother and lactating mothers	To create awareness of OFSP to the smallholder farmers	Twenty people (must be influential in their respective village)	My collide from Morogoro who attended this training "Everything you ever wanted to know about sweetpotato"	4,500,000/-	No

Brighton Gwamagobe	To disseminate the acquired skills and knowledge from “everything you wanted to know about sweetpotato” course to the rural farmers so that they can adopt OFSP farming systems and improve B-carotene intake among under five children.	-introducing the training project to the district council officials and to the local government authorities in Kibondo and Kakonko districts. -the use local radio media for mass awareness on the potentials of OFSP in the districts - Possible source of vines will be acquired from Mwanza for practical training. -Conducting baseline survey on OFSP in the District. -Training of extension workers, executive officers and district council	Sweetpotato Biofortification	Feb, 2015-April 2015. June 2015-July, 2015	Field extension work. District council agricultural and health staff. Local authority leaders. Farmer representative	No answer	90%of the training target population with improved knowledge on OFSP. 80% of intended household adopted OFSP farming systems. Improved consumption of OFSP among the children. Improved income of the community.	40 In Kibondo district 20people and Kakonko district 20participants.	District agriculture officer. District development officer. District planning officer.	12,000,000 /-	District council RERA Other donors
Catherine Gwandu.	I have been working on sweetpotato in our institute (MARI) only in cleaning sweetpotato cultivation in tissue culture laboratory. The training has built my capacity in production and marketing, multiplying and preservation and selection of clean sweetpotato planting materials.	-Planning: The plan is to do on farm training about plantlets multiplication at Chambezi in Bagamoyo in the coast region. First thing will be planning of the activities which will involve targeted farmers and contact the district administrative office for fulfilling all the logistics and protocols for on farm trial. Training of the selected sweetpotato smallholder growing	No answer	September, 2014-December 2014	The proposed work is mainly targeting smallholder farmers growing sweetpotato who depend on sweetpotato for their livelihood by adding value to them to cultivate OFSP as a source of vitamin A to their children and the family at large. The smallholder farmers growing sweetpotato farmers will	The big challenge is the source of fund for implementing the planned on farm training about plantlets multiplication at Chambezi in Bagamoyo in the Coast region.	Three extension officers will have the capacity to provide guidance to OFSP smallholder farmers on multiplication of OFSP plantlets. -Chambezi farmers will acquire knowledge about OFSP as a source	Twenty farmers	I wish to get the support from CIP team who will provide guidance during implementation of the project	1,500,000/-	Mikoche ni Agriculture Research Institute. (MARI)

		<p>farmers and extension officers in the district</p> <ul style="list-style-type: none"> -Land preparation and layout of the on farm experimental trial. -Collection of plantlets of OFSP from ARI Kibaha and planting them on layout on farm experimental trial. Frequently irrigation of the trial because is off season. -Weeding of the on farm experimental trial in every month. -Distribution of the plantlets after three months to sweetpotato growing farmer in the districts. -Monitoring and Evaluation of the farmers who have planted OFSP plantlets after distribution of OFSP plantlets. -Report writing and sharing the report with the CIP facilitators of the training on 'Everything you ever wanted to know about sweetpotato' to discuss the success and challenges during the on farm experimental trial on OFSP plantlets. 		<p>benefit directly by acquiring knowledge about OFSP as a source of vitamin A for their children and the family at large. Also using clean planting material farmers will improve yields at farm level, higher income from the increased OFSP yields, households' food security & improved standard of living.</p>		<p>of vitamin A for their children and the family at large.</p> <ul style="list-style-type: none"> -Through selling OFSP farmers will have higher income from the increased OFSP yields, household food security and improved standard of living. 					
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Appendix 9: Minutes of lessons learned meeting

Facilitators' Meeting on Lessons Learned

21st March 2014

Present:

Hilda Munyua	Chairperson
Anna Temu	
Nessie Luambano	Notes taker
Joyce Lyimo-Macha	
Lawi B. Mbilinyi	
Joseph Masimba	
Yasinta B. Nzogela	
Stephan Ngailo	
Jonathan Mkumbira	Notes taker

The Chairperson congratulated the National facilitation team for the great job they did in organizing and delivering the third TOT course, which was delivered exceptionally well. She noted that the CIP observers were silent throughout the whole course since all the facilitators delivered their sessions very well. The chairperson was particularly impressed that SUA worked hard to ensure that the agreement it signed for with CIP is achieved despite limited funds received due to tight RAC budget. She particularly was grateful to Dr Anna Temu and SUA management who worked very hard to ensure that the three TOT courses on “Everything you ever wanted to know about sweetpotato” were successfully delivered.

What went on well:

The chairperson observed that this third course was very unique and enquired from the facilitators what aspects made this course to be very well delivered compared to the other two. In response, the facilitators outlined the following issues:

1. The course was advertised early enough to attract a good crop of participants
2. It was observed that there was diversity in the participants selected for the course this time with reference to age, gender and organizations/places they came from. The facilitators felt that the criteria for selecting participants was followed hence ended up with such an excellent mix of participants. It was expectation that most will step down the course since they were very enthusiastic
3. The timing of the course was appropriate since the university was on vacation
4. There was more engagement of the participants indicating that the national team is getting better in using the Adult learning methodology
5. The way the course was conducted shows that capacity has now been built for the national team to be able to continue to conduct the course. It was pointed out that the first and second courses were for national facilitators to learn. In this third course they started to use what they had learned. Hence the national facilitators thanked the CIP facilitators for a job well done

6. Most observed that the printed manual is now perfect and well packed in an attractive way.
7. Some felt the learning environment in the new Agricultural Economics building was excellent for learning
8. Some felt the food served during lunch and tea breaks was excellent

What needs improvement:

Then the chairperson requested the facilitators to outline those issues they think should have been done better. The following were the issues highlighted:

1. Facilitators noted that field preparations were started relatively late hence sweetpotato roots were not fully mature by the time the TOT was conducted. Similarly, there were not much insect pests and diseases to show the participants. It was therefore proposed that it may be important to start the preparations early enough for any future TOT course, and also plant at different times so as to have sweetpotato plants at different stages of growth by the time of conducting the TOT. It was also proposed that there is need for all facilitators who are responsible for different modules to take an active role in the advance preparation of the learning by doing activities which they plan to conduct. However, it was observed that funds were not available on time to start the advance preparations early enough for the third TOT.
2. It was proposed that there is need to ensure that there are a minimum of two facilitators for each module so that if one is away the other(s) would facilitate. The chairperson agreed with this suggestion and informed the national facilitators that they can draw the extra facilitators needed from those trained in the three TOTs that have so far been conducted in Tanzania. She noted that one facilitator from Kibaha, who facilitated very well the Sweetpotato variety module in this third TOT, was a participant in the last TOT.
3. It was observed that some modules have materials to be delivered than others and there was need to modify the time for delivery.
4. For the market and entrepreneurship module, it was pointed out that there is need to visit and make prior arrangements with the market(s) officials and supermarkets owners, to ensure proper conduction of the market visit.
5. The facilitators noted that the course coordinator, Dr Anna Temu had exerted a lot of effort to ensure success of the three courses conducted. However, there was need for more facilitators to be involved in the organization and management of the courses to ensure continued success of the courses in future. Therefore a management committee, that will oversee the organization and management of future courses, was nominated. The nominated committee members were: 1) Dr Nessie Luambano (Kibaha), 2) Mr. Stephan Ngailo (Kibaha), 3) Mr. Joseph Massimba (SUA), 4) Professor Joyce Lyimo-Macha (SUA), 5) Mr. Lawi B. Mbilinyi (SUA), 6) Ms. Yasinta B. Nzogela (SUA) and 7) Dr. Anna Temu (SUA)
6. For sustainability, the facilitators observed that it was unfortunate that the financial support from CIP will cease after this third course. They wished it continued for the next three years, to ensure sustainability of the courses. In line with this, the national facilitators were encouraged to write project proposals on different aspects of OFSP and offer for funding. They were informed that though the RAC project will end in September this year, CIP will always be there to render the needed support.

7. It was pointed out that there is need for strategies to be put in place to ensure proper marketing of the course in future. The facilitators highlighted a few of these as follows: 1) early announcement of the course; 2) more aggressive marketing of the course through wide advertisement via radio, newspapers, TV and direct contact (face-to-face meeting) with potential organizations that can send and fund participants to the course; 3) re-packaging the course to make it shorter and targeted to different audiences. For this last point, it was pointed out that there is already high demand from the current crop of participants for a course targeted on Project management and Monitoring and Evaluation. It was noted that this course can be re-packaged and be offered within the year.

AOB

It was noted that the participants were keen to establish the following communication groups: What's up; Facebook and Google, to ensure that they keep in touch with each other on the progress they make on different aspect of OFSP in their various places of work

Closing remarks

The chairperson closed the meeting with a vote of thanks to SUA for the fruitful three year partnership with RAC. She indicated that RAC is ready to support with the announcement for the next course SUA may wish to conduct. She hinted that there is demand for this comprehensive course on "Everything you ever wanted to know about sweetpotato". Finally, she re-emphasized that CIP will always be there and will be readily available to render support to SUA.