

Training of Trainers Course Report

“Everything you ever wanted to know about sweetpotato”

Held 15th – 26th July 2013

Sokoine University of Agriculture

Morogoro, Tanzania



August 2013

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 course during 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. This second TOT course was led by the national counterparts in organizing and conducting the training. RAC backstopped the national counterpart efforts. The third

TOT course will be organized and conducted by the national counterparts. It is anticipated that after Year 3 of the project, the course 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 2 course that took place from 15th – 26th July 2013 in Morogoro, Tanzania.

2. Implementation of the course

The project prepared and delivered the ten day training course as planned. During the preparation phase, several planning meetings were held between SUA/DAEA and CIP, to clarify roles and responsibilities, and ensure that all the materials necessary for the training were in place. OFSP fields were also prepared for practical work. Visits were made to the training venue to ensure that the training room had enough space for the participants and that the facilities were adequate. Facilitators visited the fields to inspect demonstration plots and provide guidance. It was noted that it would not be possible to get enough roots by July 2013 for practical activities during the course, and arrangements were made to acquire OFSP roots from Geita district through project collaborators.

2.1 Pre-training session

A 5 day pre-training session was held from 8th -12th July 2013 in Morogoro. A total of 21 facilitators attended the pre-training (11 from SUA, 3 from Sugarcane Research Institute (SRI)-Kibaha, 1 from HKI and 6 from CIP-RAC). Among the national facilitators there were four (4) that attended the pre-training session for the first time. During the pre-training, national facilitators were paired with CIP/RAC or/and HKI scientists for the various modules, and jointly developed session plans and rehearsed the course delivery process for their modules. In addition, the facilitators were enlightened on the TOT delivery methodology, facilitation skills and adult learning methodologies among other topics. The pre-training also clarified grey areas in the revised manual before the actual training.

2.2 Participants

The 10 day Training of Trainers course was delivered from 15th – 26th July 2013 in Morogoro. A total of 23 participants attended the course, 10 (43%) of which were women. Of these, 2 participants were from outside Tanzania (1 from Kenya and the other from Zambia). Participants came from different types of organizations (Table 1) and most were already involved in programs to promote OFSP varieties among farmers in their countries. The list of participants is included in Appendix 1.

Table 1: Number of participants by type of organization

Type of organization	Number of participants	Sex	% in relation to total number of participants
NGOs	2	F=1; M=1	9
Local government and regional authorities	14	F=5; M=9	61
Agriculture research institutions (ARIs)	6	F=3; M=3	26
Universities (agriculture and agri-business)	1	F=1	4
TOTAL			100

2.3 Facilitators

The course was jointly delivered by Sokoine University of Agriculture, SRI-Kibaha CIP, and HKI (Table 2); with Sokoine University of Agriculture and SRI-Kibaha leading the course delivery. A total of 18 facilitators were involved and 14 of these were from the national program (Sokoine University of Agriculture and SRI-Kibaha).

2.4 Venue

The course was held at Morogoro hotel (2 Km from Sokoine University of Agriculture (SUA) where lecture hall, accommodation and meals were provided. All practical sessions were conducted at Sokoine University of Agriculture where orange fleshed sweetpotato fields were planted and cooking and other postharvest facilities were available. The university was in session during the period the ToT was conducted hence the choice of the nearest reasonably priced hotel proximity to SUA.

Table 2. List of facilitators

Name	Gender	Designation	Institution
Suma Mwaitulo	F	LECTURER	SUA
Lyimo H.F.J	M	ASSOCIATE PROFESSOR	SUA
Mbilinyi Benjamin	M	Principal Agricultural Officer	SUA
Joyce Lyimo-Macha	F	ASSOCIATE PROFESSOR	SUA
Joseph Massimba	M	ASST LECTURER	SUA
Ernest Likoko	M	AGRIBUSINESS SPECIALIST	SUA
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

Marton Muhanna	M	PRINCIPAL RESEARCH OFFICER	KSRI
Marianna Kilima	F	AGRICULTURAL RESEARCH OFFICER	KSRI
Margaret Benjamin	F	SENIOR PO – NUTRITION	HKI
Hilda Munyua	F	COMMUNUCATION & TRAINING SPECIALIST	CIP
Mulongo Godfrey	M	MONITORING & EVALUATION SPECIALIST	CIP
Jonathan Mkumbira	M	REGIONAL AGRONOMIST	CIP

2.5 Content of the course

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

1. Importance of Sweetpotato
2. Sweetpotato Production and Management
3. Sweetpotato Varietal Selection and Characteristics
4. Sweetpotato Seed Systems
5. Pests and Disease Management
6. Harvesting and Post-harvest Practices
7. Orange Sweetpotato and Nutrition
8. Gender and Sweetpotato Production, Utilization and Marketing
9. Sweetpotato Marketing and Entrepreneurship
10. Monitoring of OFSP Dissemination and Uptake
11. Facilitation skills and Adult Learning Techniques

The daily program of the course and facilitators involved in each module are presented in Appendix 3. Detailed session plans were prepared by the facilitators during the pre-training (Appendix 4).

2.6 Participants’ test results

Participants were given a test on the first day of the course (Pre-course test) to assess their baseline level of knowledge about sweetpotato. The same test was conducted on the last day of the course (Post course test) to assess if their knowledge of sweetpotato had improved after attend the course. The results of the last test could not be traced due to the untimely death, in a tragic car crash, of the facilitator who was marking the test, hence have not been presented in this report.

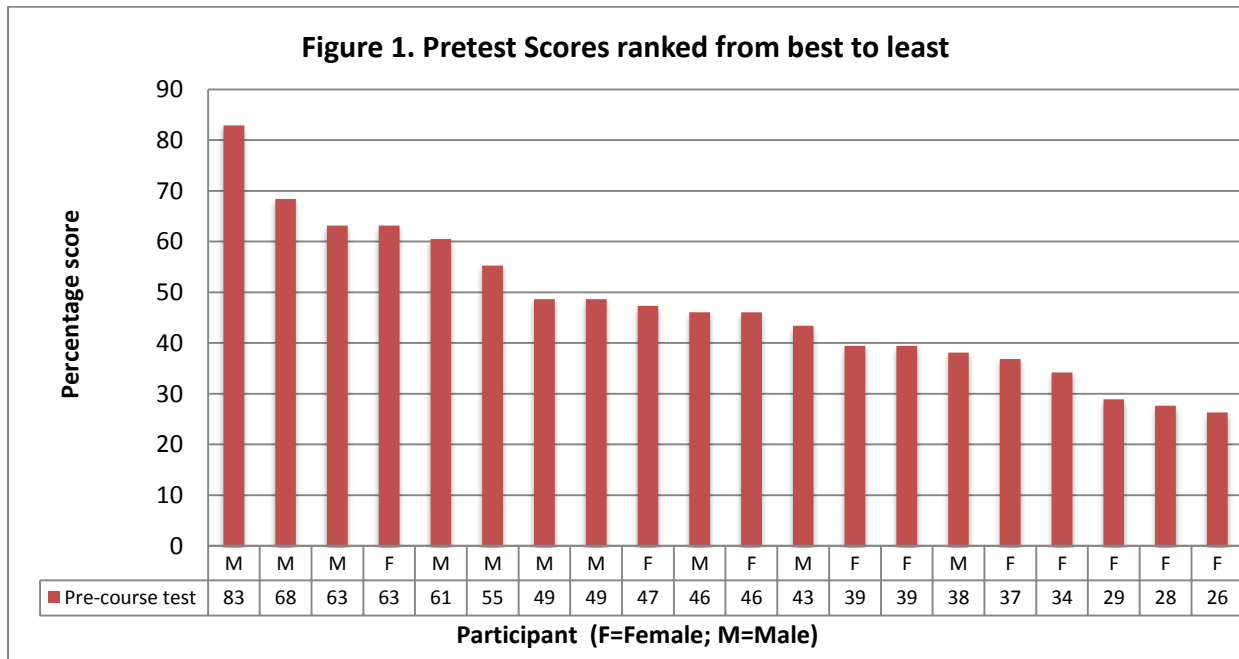
A total of 20 participants wrote the pre-test. The results are presented in Tables 3a and 3b and Figures 1. Six participants scored above 50% while the rest were below. The mean score for the group was 47% and the best participant scored 83% while the lowest scored 26%. One female participant was among the best six. This shows that the participants had some good knowledge about sweetpotato.

Table 3a: Participants' pre-course test results summary (mean, maximum and minimum percentage scores)

	Pre-course test Scores (%)
Number of participants	20
Mean score	47
Maximum score	83
Minimum score	26

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

	Sex	Pre-course test Scores (%)
Number of participants	Female	10
	Male	10
Mean score (%)	Female	39
	Male	56
Maximum score (%)	Female	63
	Male	83
Minimum score (%)	Female	26
	Male	38



2.7 Course materials

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

- The manual “Everything you ever wanted to know about sweetpotato” Reaching Agents of Change TOT Training Manual;
- Folder with RAC Brochures
- Course program
- Notepad, Pen and pencil
- Bag, t-shirt and cap

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 and pictures taken during the training.

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 at the 10 day TOT. A consolidated table of these action plans is presented in Appendix 5.

4. Evaluation of the course

4.1 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. There was strong agreement (100%) that the knowledge and skills obtained from this training was 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 presentation. 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 (over 70%) that there was enough time allocated to the course and had enough opportunity to practice the skills as opposed to hearing about them or just watching them being demonstrated. This led to their high level (87.3%) of understanding of the course content. Over 82.2% of the participants felt the timing, length and venue of the course was convenient.

Overall, the participants were confident that the training will translate into improved OFSP production (84.6% level of agreement); increased OFSP processing and utilization (78.1% level of agreement); and increased OFSP marketing (63.8% level of agreement). The participants

indicated that this will be possible, among others, if: 1) there is more capacity building especially at community level; 2) new OFSP varieties are promoted widely; 3) improvement in processing; and 4) if there is good promotion and more sensitization of OFSP.

Among the various aspects of the training, participants found the topic on monitoring of OFSP dissemination and uptake to be most useful, followed by marketing and value addition, sweetpotato production and management as well as sweetpotato seed systems respectively.

Results of the pre-course and course evaluations by participants are presented in Appendices 6 and 7.

4.2 Evaluation by facilitators

The facilitators were pleased with the course, especially that it involved a different approach in delivery. They especially appreciated the adult learning methodology, facilitation skills as well as session planning. They were further 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 in participating in all the components of the course.

The facilitators felt that the course was well designed and that there was a good balance between practical and theory sessions. They further noted that the TOT training manual for this course was well written and had all the relevant details to guide facilitation of the course. The national facilitators were particularly happy with the pre-course training where they were able to work together with the well experienced CIP facilitators in preparing for the course. This facilitated their learning and preparedness to deliver this second TOT course which they led.

Appendices

Appendix 1: List of participants

NAME	GENDER	ORGANIZATION	DESIGNATION	Qualifications	ADDRESS	Telephone	Email
BERTHA SOLOMON	F	SUA	RESEARCH ASSISTANT	Bsc. Agronomy	Box 3000, MOROGORO, TANZANIA	+255752617766	berthasolomon180@yahoo.com
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EVANGELISTA CHIUNGA	F	UYOLE AGRIC. RESEARCH INSTITUTE	AGRICULTURAL RESEARCH OFFICER	Msc. Plant Production Science specialised in Plant Pathology	Box 400 MBEYA, TANZANIA	+25573368284	echis_tz@yahoo.co.uk
NZELUMINA CHELESTINO MBUNDAMULA	F	GAIRO DC	AGRIC. LIVESTOCK FIELD OFFICER	Certificate - Graduate at MATI-ILONGA	Box 65 GAIRO, TANZANIA	0783668693	nzelumina@hotmail.com cmilaho2004@yahoo.com
MS NEEMA H.NKOTAGU	F	KONDOA DC	NUTRITIONIST	Bsc. Food Science and Technology and MBA. Agribusiness	Box 200 KONDOA, TANZANIA	0784228700	neemankotagu@yahoo.com
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MARY BISWALO YONGOLO	F	SUGARCANE RESEARCH INSTITUTION	AGRICULTURE RESEARCH OFFICER	Bsc. Science General (Botany 2010), Diploma in Crop Production (1988), certificate-AGROVET (1982)	Box 30031, KIBAHA, TANZANIA	0754434398	mbyongolo@hotmail.com
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DOMANA E. MUNISHI	F	MVOMERO DC	AGRICULTURAL OFFICER	Diploma in Food Production and Nutrition	Box 1427, MOROGORO, TANZANIA	0787720070	domanamukure@yahoo.com
JENIVA MACHUMU KAMUHABWA	F	MINISTRY OF AGRICULTURE FOOD SECURITY & COOPERATIVE	AGRICULTURAL OFFICERB	Bsc. Agriculture General	Box 11364, DAR ES SALAAM, TANZANIA	0754-845846 /(022)2862480-2	jenifermachumu@yahoo.com pps@jukuni.org.tz / pps@kilimo.org.tz

DERICK TIMOTHY SAMWEL	M	MKURANGA DC	AGRICULTURE OFFICER	Bsc.AEE	Box 10, MKURANGA, TANZANIA	+255757038645	derick.samwel@yahoo.com
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CLEMENCE MAIGE MHOJA	M	SHINYANGA DC	PRINCIPAL AGRICULTURAL FIELD OFFICER	Diploma in Agri General	Box 113, SHINYANGA, TANZANIA	+255756025650	clemencemhoja@yahoo.com
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KHATIB BAIGAR HAJI	M	MIN. OF AGRIC. AND NATURAL RESOURCES-ZANZIBAR	CHIEF AGRIC RESEARCH OFFICER	Bsc. Agronomy and Msc. Crop Science	Box 97 WETE, TANZANIA	0777060928 / +255244254425	agrosua2011@yahoo.com / wkmpba@yahoo.com
KITUNDU SOLOMON YESAYA	M	PRISONS DEPARTMENT	AGRICULTURAL OFFICER	Diploma General Agriculture and Bsc. Agricultural Education and Extension	Box, 776 DODOMA, TANZANIA	0754286598 / +026 2321884	kitunduyesaya@yahoo.com / rpododoma@prisons.go.tz
MR. KAMWESIGE MTEMBEI	M	MOROGORO DC	AGRICULTURAL OFFICER	Bsc. Agriculture General	Box 747 MOROGORO, TANZANIA	0718058838 / +255 754247606	mjunic@yahoo.com / mjunimutembei@gmail.com
ERICK JOSEPH LIWA	M	SUGARCANE RESEARCH INSTITUTION	PRINCIPAL AGRICULTURE FIELD OFFICER	Diploma in crop production (1996), certificate in General Agriculture (1990)	Box 30031, KIBAHA, TANZANIA	+255 754661977	liwaerick@yahoo.com
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PIUS ZACHARIA NHUNDA	M	SENGEREMA DC	AGRICULTURAL OFFICER	Bsc. Agronomy and Diploma in Education	Box 122, SENGEREMA, MWANZA, TANZANIA	0754996453	nhundapius@yahoo.com

Appendix 2: Pre-training Program

DATE	SESSION / TOPICS	TIME	FACILITATORS
12 th Nov	Registration	08.30-09.00	Hilda Munyua
	Welcome remarks	09.00-09.20	Anna Temu/Kiddo Mtunda
	Introductions / icebreaker	09.20 -09.50	Hilda Munyua
	Housekeeping	09.50-09.55	“
	Overview of the RAC Project	09.55-10.05	Godfrey Mulongo
	Program overview and pre-training objectives	10.05-10.15	Jonathan Mkumbira
	Questions and discussions	10.15-10.30	
HEALTH BREAK		10.30-11.00	
	Facilitation skills	11.00-11.30	Jonathan Mkumbira “
	Group exercise	11.30-12.00	
	Plenary presentations	12.00-12.30	
	Questions and discussions	12.30-13.00	
LUNCH		13.00-14.00	
	Why Adult learning?	14.00-14.30	Hilda Munyua
	Group exercise	14.30-15.00	
	Role play	15.00-16.00	
HEALTH BREAK		16.00-16.30	
	Questions and discussions	16.30-16.50	Jonathan Mkumbira /
	Daily evaluation	16.50-17.00	Hilda Munyua
13 th Nov	Recap of day 1 (summary of key issues)	08.00-08.10	Rapporteurs
	Adult learning theories and methodology	08.10-08.40	Hilda Munyua
	Adult learning activities	08.40-09.00	“
	Plenary presentations and discussions – adult learning	09.00-09.30	“
	Gender and diversity	09.30-10.00	Joyce Lyimo Macha
	Group exercise - gender	10.00-10.30	“
	HEALTH BREAK		10.30-11.00
	Plenary presentations and discussions - gender	11.00-11.30	Joyce Lyimo Macha
	Value chains/Entrepreneurship	11.30-12.00	Anna Temu /Daniel
	Group exercise - Entrepreneurship	12.00-12.30	Ndyetabula
	Plenary presentations and discussions - Entrepreneurship	12.30-13.00	“
LUNCH		13.00-14.00	
	Field trip	14.00-17.00	Kido Mtunda / Anna Temu
14 th Nov	Recap of day 2	08.00-08.10	Rapporteurs
	Using the TOT manual	08.10-08.35	Hilda Munyua
	Questions and discussion	08.35-08.50	
	Preparation of course session plans	08.50-09.20	Jonathan Mkumbira
	Group exercise and buzz session	09.20-10.00	“
	Questions and discussion	10.00-10.30	“
	HEALTH BREAK		10.30-11.00
	Preparation of course session plans, training materials, presentations, exercises, assignments, energizers, tests, gather facilitator materials	11.00-13.00	Jonathan Mkumbira / Hilda Munyua
LUNCH		13.00-14.00	
	Review session plans, training materials, presentations, tests, exercises	14.00-15.00	Jonathan Mkumbira / Hilda Munyua
	Monitoring and evaluation	15.00-15.30	Godfrey Mulongo
	Group exercise	15.30-16.00	“
HEALTH BREAK		16.00-16.30	
	Plenary presentation of group work and discussions	16.30-17.00	Godfrey Mulongo
	Daily evaluation		

15 th Nov	Group work continuation - preparation of course session plans, training materials, presentations, exercises, assignments, energizers, tests, gather facilitator materials	08.00-13.00	Jonathan Mkumbira / Hilda Munyua
LUNCH		13.00-14.00	
	Presentation of session plans and discussions (peer assist)	14.00-16.30	Jonathan Mkumbira
HEALTH BREAK		16.30-17.00	
16 th Nov	Preparation of course session plans, training materials, presentations	08.00-10.30	Jonathan Mkumbira / Hilda Munyua
HEALTH BREAK		10.30-11.00	
	Presentation of course session plans, training materials, presentations and discussions	11.00-12.30	Jonathan Mkumbira
LUNCH		12.30-13.30	
	Preparation for and conducting training	13.30-14.00	Hilda Munyua
	Group work	14.00-14.30	“
	Role play	14.30-15.00	“
	Reflections	15.00-15.20	Jonathan Mkumbira
	Evaluation	15.20-16.00	Hilda Munyua
	Concluding discussions	16.00-16.20	Jonathan Mkumbira / Hilda Munyua
	Closing remarks	16.20-16.30	Jonathan Mkumbira / Hilda Munyua
HEALTH BREAK		16.30-17.00	
END OF PRETRAINING SESSION			

Appendix 3: Ten day course training Program

15th - 26th July 2013

TIME	SESSION / TOPICS	FACILITATORS
DAY 1 MONDAY 15th July		
08.30-09.00	Registration	Ernest Likoko / Nessie Luambano
09.00-09.10	Welcome remarks	Anna Temu
09.10-09.30	Introductions /Participants expectations	Anna Temu / Hilda Munyua
09.30-10.00	Overview of RAC project	Godfrey Mulongo
10.00-10.30	Course overview and learning objectives	Anna Temu / Jonathan Mkumbira
10.30-11.00	HEALTH BREAK	
11.00-11.30	Benchmark assessment	Nessie Luambano / Ernest Likoko
11.30-13.30	Origin and importance of sweetpotato	Nessie Luambano /Jonathan Mkumbira
13.00-14.00	LUNCH	
14.30-16.00	Practical – cooking - OFSP	Maryam Kilima/ Helen Kiozya
16.00-16.30	HEALTH BREAK	
16.30-17.00	Practical - Cooking - OFSP	Maryam Kilima/ Helen Kiozya
DAY 2 TUESDAY 16th July		
08.00-10.30	Gender and diversity aspects Group photo	Joyce Lyimo-Macha / Hilda Munyua Ernest Likoko
10.30-11.00	HEALTH BREAK	
11.00-13.00	Gender and diversity aspects	Joyce Lyimo-Macha / Hilda Munyua
13.00-14.00	LUNCH	
14.00-16.00	Nutrition and OFSP	Joyce Lyimo-Macha / Hilda Munyua
16.00-16.30	HEALTH BREAK	
16.30-17.00	Nutrition and OFSP	Joyce Lyimo-Macha / Hilda Munyua
DAY 3 WEDNESDAY 17th July		
08.00-12.45	Field work - Sweetpotato varieties and their characteristics	George Tryphone / Yasinta Nzogela / Robert Mwangi / Jonathan Mkumbira
13.00-14.00	LUNCH	
14.00-16.00	Conference room- Sweetpotato varieties and their characteristics	George Tryphone / Robert Mwangi / Jonathan Mkumbira
16.00-16.30	HEALTH BREAK	
16.30-17.30	Conference room- Sweetpotato varieties	George Tryphone / Robert Mwangi / Jonathan Mkumbira
DAY 4 THURSDAY 18th July		
08.00-10.30	Selecting, preserving and multiplying sweetpotato planting materials	Suma Mwatulo / Sammy Agili / Jonathan Mkumbira
10.30-11.00	HEALTH BREAK	
11.00-11.30	Selecting, preserving and multiplying sweetpotato planting materials continued	Suma Mwatulo / Sammy Agili / Jonathan Mkumbira
11.30-13.00	Selecting, preserving and multiplying sweetpotato planting materials continued /	Suma Mwatulo / Sammy Agili / Jonathan Mkumbira /
13.00-14.00	LUNCH	
14.00-17.00	Field work - Selecting, preserving and multiplying sweetpotato planting materials	Suma Mwatulo / Sammy Agili / Jonathan Mkumbira
DAY 5 FRIDAY 19th July		
08.00-10.30	Sweetpotato production & crop management	Suma Mwatulo / Sammy Agili / Jonathan Mkumbira
10.30-11.00	HEALTH BREAK	
11.00-13.00	Sweetpotato production & crop management	Suma Mwatulo / Sammy Agili / Jonathan Mkumbira
13.00-14.00	LUNCH	
14.00-17.00	Field work - Sweetpotato production & crop management	Suma Mwatulo / Sammy Agili / Jonathan Mkumbira
DAY 6 MONDAY 22nd July		
08.00-10.30	Sweetpotato pests and diseases and their management	Herman Lyimo / Lawi Benjamin Mbilinyi / Marton Muhanna / 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 / Marton Muhanna / 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 / Marton Muhanna / Nessie Luambano

DAY 7 TUESDAY 23rd July		
08.00-10.30	Planning a dissemination program Monitoring and evaluation	Suma Mwaitulo / Sammy Agili / Kizito Mwajombe / Godfrey Mulongo /Jonathan Mkumbira
10.30-11.00	HEALTH BREAK	
11.00-13.00	Planning a dissemination program Monitoring and evaluation	Suma Mwaitulo / Sammy Agili / Kizito Mwajombe / Godfrey Mulongo /Jonathan Mkumbira
13.00-14.00	LUNCH	
14.00-16.00	Planning a dissemination program Monitoring and evaluation	Suma Mwaitulo / Sammy Agili / Kizito Mwajombe / Godfrey Mulongo /Jonathan Mkumbira
16.00-16.30	HEALTH BREAK	
16.30-17.00	Planning a dissemination program Monitoring and evaluation	Suma Mwaitulo / Sammy Agili / Kizito Mwajombe / Godfrey Mulongo /Jonathan Mkumbira
DAY 8 WEDNESDAY 24th July		
08.00-10.30	Harvesting, processing and post-harvest management	Hosea Mtui / Anna Temu / Joseph Masimba /Maryam Kilima
10.30-11.00	HEALTH BREAK	
11.00-13.00	Harvesting, processing and post-harvest management	Hosea Mtui / Anna Temu / Joseph Masimba /Maryam Kilima
13.00-14.00	LUNCH	
14.00-17.00	Practical - Harvesting, processing and post-harvest management	Hosea Mtui / Anna Temu / Joseph Masimba /Maryam Kilima
DAY 9 THURSDAY 25th July		
08.00-10.30	Entrepreneurship, marketing & value chain	Anna Temu/ Joseph Masimba / Hosea Mtui / Maryam Kilima
10.30-11.00	HEALTH BREAK	
11.00-13.00	Entrepreneurship, marketing & value chain	Anna Temu/ Joseph Masimba / Hosea Mtui / Maryam Kilima
13.00-14.00	LUNCH	
14.00-16.00	Market visit	Anna Temu/ Joseph Masimba / Hosea Mtui / Maryam Kilima
16.00-16.30	HEALTH BREAK	
16.30-17.00	Entrepreneurship, marketing & value chain	Anna Temu/ Joseph Masimba / Hosea Mtui / Maryam Kilima
DAY 10 FRIDAY 26th July		
08.00- 10.30	Planning to train others on “Everything you ever needed to know about sweetpotato”	Anna Temu /Suma Mwaitulo / Hilda Munyua
10.30-11.00	HEALTH BREAK	
11.00-11.10	Action plans	Anna Temu / Nessie Luambano
11.10-11.40	Participants post-course test	Nessie Luambano / Suma Mwaitulo / Godfrey Mulongo
11.40-12.10	Course evaluation	Joseph Masimba / Jonathan Mkumbira /Godfrey Mulongo
12.10-12.30	Wrap-up discussions	Anna Temu / Jonathan Mkumbira / Hilda Munyua
12.30-13.00	Meeting of facilitators to capture lessons learned	Adiel Mbabu / All facilitators
13.00-14.00	LUNCH	
14.30.15.00	Closing remarks and presentation of certificates	Anna Temu /Vice Chancellor - SUA / Adiel Mbabu
	HEALTH BREAK	

Appendix 4: Detailed session plans

PLAN OF DAY 1

Course:	Everything you ever wanted to know about sweetpotato				Period:	15 th – 26 th July 2013	
Day	1	Date	15 th July	Topic	Program and course objectives Importance of sweetpotato, production and utilization 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
9:30 -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; Hilda Munyua; 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	Anna Temu; Hilda Munyua	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		

			10min		Facilitators group cards by common aspects in flip-charts		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	Nessie Luambano; Jonathan Mkumbira	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; Ernest Likoko	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 Questions and Answers	Lead the brainstorming session and latter presents a lecture	Nessie Luambano; Jonathan Mkumbira	Flip chart, marker pen, Computer, power point presentation, sweetpotato roots and vines
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	Maryam Kilima, Nessie Luambano; Helen Kioza; Anna Temu	OFSP roots, knives, basins, water,
		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, Hilda, Jonathan	

PLAN OF DAY 2

Course:	Everything you ever wanted to know about sweetpotato			Period:	15 th – 26 th July 2013		
Day	2	Date	16 th July	Topic	Gender and diversity aspects Nutrition and OFSP		
Intended Learning Outcomes				At end of this session participants will :			
				<p>Gender</p> <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” <p>Nutrition</p> <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

9:30 -10:00	Lecture room	<ul style="list-style-type: none"> - <i>Brainstorming:</i> What do you understand by the terms sex, gender - <i>Presentation</i> on core gender concepts, why gender and diversity in OFSP? 	5 minutes 25 minutes	<p>Participants brainstorm</p> <p>Participants listen to the presentation and participate in discussions (brainstorming, buzz session, questions and answers on some of the concepts)</p>	<p>Facilitator lead the brainstorming session</p> <p>Facilitator presents a lecture and lead the brainstorming /discussion</p>	<p>Joyce Lyimo-Macha Hilda Munyua</p> <p>Joyce Lyimo-Macha Hilda Munyua</p>	<p>Flip chart, cards, marker pens, power Point projector</p> <p>Flip chart, marker pens, Power Point Presentation</p>
10:00 -10:30	Health break						
10:30 - 11:50	Lecture room	<p><i>Presentation</i> on gender analysis framework/tools and activity 1: on Harvard analytical framework</p> <p><i>Activity 2:</i> Gender roles/responsibilities, access to and control over resources in the OFSP value chain</p>	30 minutes 50 minutes	<p>Participants listen to the lecture presentation and carry out activity 1</p> <p>Participants will use gender analysis tool to respond to the group activity</p>	<p>Facilitator leads the presentation and moderates the activity</p> <p>Facilitator will moderate group activity</p>	<p>Joyce Lyimo-Macha/Hilda Munyua</p> <p>Joyce Lyimo-Macha/Hilda Munyua</p>	<p>Power Point projector, Flip chart and markers,</p> <p>Flip chart, manila paper, cards and markers, masking tapes, blue tack</p>

12:00 – 13:00	Lecture room	<ul style="list-style-type: none"> - <i>Brainstorming: What is a balanced diet?</i> - <i>Presentation on good nutrition</i> - <i>Class activity on balance meal and good nutrition</i> - <i>Presentation 2 – Vitamin A and nutritional behaviour change</i> 	<p>5minutes</p> <p>10 minutes</p> <p>30 minutes</p> <p>10 minutes</p>	<p>Participants brainstorm</p> <p>Participants listen to the lecture presentation and carry out an activity</p> <p>Participants listen to the lecture presentation</p>	<p>Facilitator lead the brainstorming session and latter presents a lecture</p> <p>Facilitator facilitates group activity</p> <p>Facilitator leads the presentation</p>	Joyce Lyimo-Macha/Margaret Benjamin	<p>Computer, power point presentation</p> <p>Flip charts, marker pens, masking tape, stickers/post-its and cards</p>
13:00 – 14:00	Lunch Break						
14:00 – 15:00	Lecture room	<ul style="list-style-type: none"> - <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	Joyce Lyimo/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	Joyce Lyimo/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 40 minutes	Participants will develop promotion event on advert for OFSP awareness creation, present and discuss Participant will brainstorm , present and discuss	Facilitator will moderate group activity	Joyce Lyimo/Margaret Benjamin	A4 cards, flips charts, cards
		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, Hilda, Jonathan	

PLAN OF DAY 3

Course:		Everything you ever wanted to know about sweetpotato				Period:		15 -26 July, 2013	
Day		3	Date		17 July	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 • Be able to conduct a variety ranking test (using red, yellow and green cards) • Be experienced in conducting a taste test (using red, yellow, and green cards) 					
Duration:				7 hours					
Hours	Location	Activities	Duration	Instruction for participants	Instruction for facilitators	Responsibility	Materials required		
9:00 - 12:45	Field	Field Walk:	10 min	22 Participants split into pairs	a) Facilitators present the objectives, activities, duration of the topic and the reference material b) Divide the 22 participants into pairs. Let participants work in pairs – Explain the reason for working in pairs	Robert, Kido, Yasinta, and Jonathan			

		Identify characteristics of different sweetpotato varieties in field	1 hr. 45 min	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	Kido, Jonathan, Robert, and Yasinta	Pencils, erasers, participants notebooks, hoes, knife, color chart, handouts: a) on sweetpotato descriptors (Appendix 3.1, pp343) b) Sample farmer contract for on-farm trial (Appendix 3.4, pp349) c) Form 4B. SP pre-harvest (App. 3.5a, pp350) d) Form 5A. Farmer participatory field evaluation (pp352) e) Form 5A1 group ranking field performance (pp353) f) Form 5B. Farmer participatory taste evaluation (Appendix 3.5b, pp354) g) Form 5B2, Group ranking consumer acceptability/roots (pp355)
		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	Robert, Kido, Jonathan, and Yasinta	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
13:00 – 14:00	Lunch Break						
14:00 – 17:00	Seminar room	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	Robert, Kido, Jonathan, and Yasinta	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	Kido, Jonathan, Robert, and Yasinta	Flip Charts, markers
	Presentation summary	20 min 20 min discussion 20 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	Kido, Jonathan, Yasinta, Robert	Powerpoint, flip chart, markers
	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, Hilda, Jonathan	

PLAN OF DAY 4

Course:	Everything you ever wanted to know about sweetpotato				Period:	15 th -26 th July, 2013	
Day	4	Date	18th July	Topic	Selection, preservation, multiplication and dissemination strategies of Sweet Potato planting materials		
Intended Learning Outcomes			<p>At end of this session participants will:</p> <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
8:30 - 13:00 (“4:30” Conference room		Introduction to	10 min	Participants register and ask for clarification if needed involved in brainstorming (what is sweet potato seed	Facilitators present objectives, activities and reading material for the topic, Seed and seed system	Suma Mwaitulo	Data-show, computer, manila cards, Notebook, pen
			2min	Energizer			
		Facilitator presentation	30	Participants listen, register, make 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)	Suma Mwaitulo	Data-show, computer, manila cards, Notebook, pen, samples of different sweet potato vine cuttings
			2min	energizer			

Brainstorm about the importance of planning and of establishing a dissemination and multiplication	10 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	Sammy Agili	
Presentation: Choosing the seed multiplication and dissemination strategy	30 min.	Participants take note of the explanation, make 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	Sammy Agili	Backboard, chalk, eraser, flipchart, posters, manual
	3min	energizer		Sammy_Agili	
Presentation: Choosing the seed multiplication and dissemination strategy	30min.	Participants take note of the explanation, make questions and answer to questions	Facilitator explains the strategies for dissemination (centralized and decentralized) (emphasis in DVM); subsidized and commercialized (voucher use).	Sammy Agili	Backboard, chalk, eraser, flipchart, posters, manual
	3min	energizer			
Presentation: construction of multiplication and dissemination calendar, variety multiplication rate dissemination strategies	30 min.	Participants take note of the explanation, make 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	Suma Mwaitulo	Backboard, chalk, eraser, flipchart, posters, manual
11:00-11:30	30 min	HEALTH BREAK			
Group exercise	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	Suma Mwaitulo and <u>Sammy Agili</u>	Flip charts, marker pens, calculators

			2min	energizer			
Conference room			10 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	Suma Mwaitulo	Flip charts, marker pens
13:30 - 14:30	Conference room	Lunch					
14:30-15:00	Travel to field						
15:00 - 17:00	SUGECO FIELD	Field exercise	60 min	Practice selection of health planting materials and rapid multiplication technique (60 min)	Facilitator to demonstrate the techniques	Suma Mwaitulo Sammy Agili	Notebook and pen; reflection form
			30min	Practice Triple S system	Facilitator to demonstrate the techniques	Suma Mwaitulo Sammy Agili	Notebook and pen; reflection form
			30 min	Net tunnel	Facilitator to demonstrate the techniques	Suma Mwaitulo Sammy Agili	Notebook and pen; reflection form
		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, Hilda, Jonathan	

PLAN OF DAY 5

Course:	Everything you ever wanted to know about sweetpotato				Period:	15 th -26 th July, 2013	
Day	5	Date	19 th July	Topic	Sweet potato production and crop management		
Intended Learning Outcomes			At end of this session participants will: <ul style="list-style-type: none"> - 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	Instruction for facilitators	Responsibility	Materials Required
8:30 - 10:30	Classroom	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	Suma Mwaitulo	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	Facilitator moderates the discussion and registers in the blackboard the main ideas of participants	Suma Mwaitulo, Jonathan Mkumbira and Sammy Agili	Flipchart, marker pens
8:00 - 10:00	Classroom	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	Suma Mwaitulo	Flip chart, marker pen, computer and power point projector
			3min	energizer			

		Practical activity (see ToT Manual 6.9.2.) understand the different stages of the sweet potato crop cycle and the management	75 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	Suma Mwaitulo, Jonathan Mkumbira and Sammy Agili	Flipchart, marker pens
10:30 - 11:00	HEALTH BREAK						
11:00 - 12:30	Classroom	Presentation: planting methods and when to plant and Intercropping	30 min	Participants take note of the explanation, make questions and answer to questions	Facilitator explains concepts on Intercropping and nutrients requirements experiments	Jonathan Mkumbira and Sammy Agili	Flip chart, marker pen, computer and power point projector
		Presentation: sweet potato requirement, crop cycle, physiological disorders and set up of field experiments	30 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	Jonathan Mkumbira	Flip chart, marker pen, computer and power point projector
		Presentation: Gender and diversity aspects of sweet potato production management	30 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	Jonathan Mkumbira	Flip chart, marker pen, computer and power point projector
12:30 - 13:30	Lunch						
13:30-14:00		Travelling to the field					

14:00 - 17:00	SUGECO FIELD	Practical activity (See ToT Manual 6.9.1) 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	Suma Mwaitulo, Jonathan Mkumbira and Sammy Agili	Flipcharts, marker, tape, label, sticks, hoes and an empty field
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PLAN OF DAY 6

Course:	Everything you ever wanted to know about sweetpotato				Period:	15 – 26 July 2013
Day	6	Date	22 nd July	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 and 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	Slides, computer, Opinion cards; Flip charts, marker pens
8.30-9.30	Classroom	Presentation: sweet Potato Field insect pests [I]	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	Nessie Luambano	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 pests	20 min Discussion 15 min Presentation 5 min Energizer	Participants listen, Make questions and answer questions	Facilitators present topic (Other pest including storage pests)	Herman	Slides, computer, Opinion cards.; Flip charts,

			15 presentation 5 min Question and Answer				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 diseases ,lifecycles, ,lifecycles, damage and management, lifecycles, damage and management/IPM	Marton Muhanna	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, Marton	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, Marton	Knives, paper bags, vials, magnifiers, markers, labels,

PLAN OF DAY 7

Course:	Everything you ever wanted to know about sweetpotato			Period:	15 th - 26 th July 2013		
Day	7	Date	23 rd July, 2013	Topic	Monitoring and evaluation and designing a dissemination program		
Intended Learning Outcomes				At end of this session participants will: <ul style="list-style-type: none"> • Be able to explain the different concepts as used in monitoring and evaluation • Be able to appreciate the significance of monitoring and evaluating projects • Be able to describe the process of designing and implementing an M&E system for an OFSP project • Be able to analyze the different monitoring approaches and tools used in OFSP projects • Be able to appreciate the gender and diversity aspects in M&E of OFSP projects • Practice designing a dissemination program for 5000 households • Practice monitoring the dissemination of planning materials 			
Duration:				8 hours			
Hours	Local	Activities	Duration	Instruction for participants	Instruction for facilitators	Responsibility	Materials required
8:30 - 10:30	Conference room	Introduction to the session	10 min.	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	Suma Mwaitulo and Kizito Mwajombe	Manila cards of three different colours, marker pens, masking tapes,
			10min	Participants pins 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	Suma Mwaitulo and Kizito Mwajombe	
			10min	Participants will take notes and ask questions	The facilitator will summarize the concepts using power point	Suma Mwaitulo and Kizito	Computer and LCD projector
		10 min.	Brainstorm about the importance of M&E in project management	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	Suma Mwaitulo and Kizito Mwajombe	Flip chart, marker pen, computer and power point projector

		Presentation, questions and answers: designing and implementing an M&E system for an OFSP project	30 min.	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)		Godfrey Mulongo	seats
			45 min.	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.	Jonathan Mkumbira, Godfrey Mulongo, Suma Mwaitulo, Kizito Mwajombe	Flipchart, marker pens
10:30 - 11:00	Health Break						
11:00 - 13:00	Conference room	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	30min	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	Jonathan Mkumbira, Godfrey Mulongo, Suma Mwaitulo, Kizito Mwajombe	Forms/ tools, flip charts, marker pens, pencils, 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	Suma Mwaitulo	Flipchart, marker pens computer, LCD projector

		Introduction to the Session- i.e. designing a dissemination program for 5000	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	Sammy Agili	Data show, computer
		Brainstorm about the importance of planning and of establishing a dissemination and multiplication program	10 min.	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	Sammy Agili	Backboard, chalk, eraser
		Practical activity (see ToT Manual 1.2.7.1) on planning of dissemination strategy	30 min.	Participants practice monitoring the dissemination of planting materials; understand why we monitor and evaluate	<ol style="list-style-type: none"> 1. 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] 2. Ask the groups to swap their forms and vouchers with their neighbouring group who will then check through them. [5 min] 	Sammy Agili	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						

14.00 – 17.00	Conference room	Reflection and evaluation of session	30 min.	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. [10 min]	Sammy Agili	Backboard, chalk, eraser, flipchart, posters, manual
		Practical activity (See ToT Manual 5.10.3b) on determination of quantity of planting materials	120 min	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	Facilitators explain exercise and monitor practical group activities and asks questions to participants regarding steps taken	Sammy Agili	Flipcharts, marker, tape, copies of forms See ToT Manual 5.10.3b 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 different dissemination plans (scenario 1 and 2, form	Facilitators explain exercise, monitor group work and facilitate discussion in groups	Sammy Agili	Book note, flipchart, markers, 35 copies of ToT forms 5.10.3a
		Evaluation		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, Hilda, Jonathan	

PLAN OF DAY 8

ACTIVITIES DURING DAY 8

Course:		Everything you ever wanted to know about sweetpotato				Period: 23 rd July 2013		
Day		8	Date		24 th July 2013	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 - 8:10	Lecture Room	Exercise for participants to discuss various activities in the harvesting and post-harvesting handling: harvesting, handling and transportation, storage, processing and retailing	10	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/Mariam	Flip chart	
8:50 - 9:30	Lecture room	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	Presentation, Flipcharts, markers	
		Energizer						

9:30 – 9:50	Lecture room	Video show on sweetpotato harvesting, grading and postharvest Discuss the video	minutes	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/Mariam	Computer and projector
10:00 – 10:30	Tea break						
10:30 – 11:00	Lecture room	Lecture on sweetpotato processing and products development Group discussions & brainstorming session	30 minutes	Participants take notes of the explanation, make questions and answer to questions	Facilitator explains concepts related to processing and Product development	Mariam and Anna	
2:00 – 17:00	SUGECO Kitchen	Practical: processing and utilization of OFSP	7 hrs	Participants make a variety of products, demonstrate and taste	Facilitators explain procedures and monitor participants activities	Anna Temu, Maryam Kilima and Hosea Mtui	OFSP, sugar, flour, royal, margarine, water, bottles for juice, dish cloths, mixer, oil, sieve, pans, wooden spoons, cups, charcoal, charcoal stove

PLAN OF DAY 9

Course:	Everything you ever wanted to know about sweetpotato				Period:	23 rd July 2013	
Day	7	Date	23 rd July 2013	Topic	Harvesting, Processing and postharvest handling		
Intended Learning Outcomes			<p>At end of this session participants will:</p> <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 its beta-carotene content 				
Duration:			8 hours				
Hours	Local	Activities	Duration	Instruction for	Instruction for facilitators	Responsibility	Materials required
8:00 - 8:10	Lecture Room	Exercise for participants to discuss various activities in the harvesting and post-harvesting handling: harvesting, handling and transportation, storage, processing and retailing	10	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/Mariam	Flip chart
8:50 - 9:30	Lecture room	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	Presentation, Flipcharts, markers
		Energizer					

9:30 – 9:50	Lecture room	Video show on sweetpotato harvesting, grading and postharvest Discuss the video	minutes	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/Mariam	Computer and projector
10:00 – 10:30	Tea break						
10:30 – 11:00	Lecture room	Lecture on sweetpotato processing and products development Group discussions & brainstorming session	30 minutes	Participants take notes of the explanation, make questions and answer to questions	Facilitator explains concepts related to processing and Product development	Mariam and Anna	
2:00 – 17:00	SUGECO Kitchen	Practical: processing and utilization of OFSP	7 hrs	Participants make a variety of products, demonstrate and taste	Facilitators explain procedures and monitor participants activities	Anna Temu, Maryam Kilima and Hosea Mtui	OFSP, sugar, flour, margarine, water, bottles for juice, dish cloths, mixer, oil, sieve, pans, wooden spoons, cups, charcoal, charcoal stove

PLAN OF DAY 10

COURSE		Everything you ever wanted to know about sweet potato			PERIOD		15 th – 26 th July 2013	
DAY	10	DATE	26 th July 2013		TOPIC	Planning to train others on “ <i>Everything you ever wanted to know about sweetpotato</i> ”		
INTENDED LEARNING OUTCOMES					<p>-At the end of this session you should be able to</p> <ul style="list-style-type: none"> - Understand and apply the principles of adult learning - Be able to facilitate a 5 day training course on ‘<i>Everything you ever wanted to know about sweet potato</i>’ - 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 			
TIME	LOCATION	ACTIVITIES	DURATION	INSTRUCTION FOR PARTICIPANTS	INSTRUCTION FOR FACILITATORS	RESPONSIBILITY	Materials and advanced preparations	
11:00 - 11:05Am	Training room	- Q &A open discussion on adults as learners (Brainstorming)	05 Mins	- The participants listens, make questions and answer to questions	- Facilitators introduces the topic on Adult learning	- K.K. Mwajombe	Cards, Flip charts/marker pens	
11:05- 11:25Am	Training room	- Presentation on Adult learning - Video show on how adults learn and discussion on the video	15 Mins 10 Mins	- 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	
11:25 – 11:40Am		- Presentation introducing facilitation - Video on facilitation skills and discussion	10 Mins 10 Mins	- 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	
		- Energizer	15 Mins	- Leading the blind		-	-	
11:40- 12:10PM		- Group activity on adult learning and	30 Mins	- Participants are divided into 4 groups (weak Vs.	- Facilitator divides participants into groups to discuss	-	- Flip chart/Marker	

		facilitation skills (Role play & discussion)		strong facilitator; Characteristics of adult learners; Johari Window	and present (Role play)- exercise on adult learning and facilitation		pens
12:10-12:35PM		<ul style="list-style-type: none"> - Presentation on planning to train others - Role play and presentation - Discussion 	<p>5 Mins</p> <p>15 Mins</p> <p>5 Mins</p>	<ul style="list-style-type: none"> - The participants take note of the explanation, make questions and answer to questions 	<ul style="list-style-type: none"> - Facilitators present the topic - Role play by facilitators on the process in planning current TOT - Facilitator pauses Questions to participants 	<ul style="list-style-type: none"> - K.K. Mwajombe /Jonathan - /Anna 	<ul style="list-style-type: none"> - Video clips/PPT/Flip charts
12:35-12:40PM		<ul style="list-style-type: none"> - Energizer 	5 Mins	-	-	-	-
12:40 – 12:50PM		<ul style="list-style-type: none"> - Using the TOT manual 	10 Mins	<ul style="list-style-type: none"> - The participants take note of the explanation, make questions and answer to questions 	<ul style="list-style-type: none"> - Facilitators present the manual and explains how to develop session plans 		<ul style="list-style-type: none"> - TOT manual - PPT/Flip charts

Appendix 5: 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
DOMANA E. MUNISHI	Obtain enough knowledge on the agronomy of raising OFSP and the local varieties	To teach extension workers and farmers on how to grow OFSP and varieties of SP	Commercializing clean sweetpotato vines	15/09 - 30/12	Extension workers and farmers	Availability of vines at a right time of planting	Vine production, OFSP production	50	Staff, other TOTs	13,000,000/=	DED
Clemence Maige Mhoja	Learning more about OFSP how to produce, processing and utilization	My planning to go in work place to educate farmers how to produce OFSP and the importance of good source of vit A	Post harvest and processing of OFSP	10/2013 - 01/2014	Kikundi cha wakulima wanaoishi na virus vya ukimwi	Upatikanaji wa fedha kwa ajili ya kutoa mafunzo ya uzalishaji kiasi lishe na kuongeza thamani yake	More income generation by selling products, reduce number of people who have problems of vitamin A deficiency and more yield	20 farmers (1 group)	Crop officers and nutritionists officers	20,000,000/=	DED
Evangelista Chiunga	To get new knowledge on orange fleshed sweetpotato prod, to build my capacity that I may be able to teach others	To multiply seeds (OFSP) at my work station, to conduct training on importance, production, management and processing of OFSP. Afterwards I will distribute OFSP seeds	Viazi lishe kwa afya bora	02/06/2014 - 06/06/2014	Extension officers, farmers and nurses.	The course will reduce vit. A deficiency to the area that I will implement the course target group, children under 5 and pregnant women	Awareness on OFSP will be done, OFSP seeds will be distributed in Rukwa and Ruvuma regions (SP cultivating regions) and vit. A deficiency for children and pregnant	25	Agronomist, pathologist, nutritionist and a field officer	15,000,000/=	Donor eg. ASARECA

		to the trained groups (Ruvuma and Rukwa regions)					women will be significantly reduced.				
Jeniva M Kamuhabwa	To gain the knowledge and skills on OFSP so as to be a good facilitator in promoting the production and management of OFSP	To give feedback to my employer (director) on the gained knowledge and skills on OFSD. Awareness creation to the staff member management of pest and disease.	Training on pest and disease management of OFSP	Dec to Jan	Extension officers, plant protection staffs, crop promotion staffs	Insufficient funds, availability of teaching materials	Increase production of OFSP or increased yield per hectare	15	Experienced people e.g. agronomist, crop production and management on sweetpotato, crop production extension officers		MAFC
Erick J Liwa	To acquire more knowledge on production, processing and utilizing of OFSP	To disseminate the knowledge and promote technology of OFSP to my colleagues and other group extension officer	Viazi lishe kwa afya bora	2013-2014	Extension officer, farmers and field practical student	Lack of clean planting material and improved variety	To increase productivity and production of OFSP	50	Other staff from Kibaha who were trained in this course	4,000,000	Root/tuber crops programme

Kitundu S Yesaya	To aquire /gain addition skills about OFSP; For capacity building about OFSP	To initiate center for production OFSP vine/cutting and roots, to train farmers concerning OFSP	Tambua umuhimu wa viazi lishe	1/8/2013	Farmers	Adoption of OFSP to farmers, shortage of fund	Farmers to have English skills concerning OFSP, prisons to become a center for vine /cutting and roots producers	30	Researchers from Homboro, research center, agronomist from district council, nutritionist and Extension officers	15,000,000	Reaching Agent of Change (RAC)
DERICK TIMOTHY SAMWEL	To get the knowledge or skills on OFSP based on its value chain	To promote the production of OFSP at my working place so as to overcome the challenge of food security and income generation	OFSP-Value chain	September 2013 to July 2014	Will be extension agent together with farmers in place	Availability of planting material, nutritional requirement	To stimulate production and consumption of OFSP to combat vitamin A deficiency	More than 200 people from 8 village in 4 wards out of 18 wards in Mkuranga	Researchers , subject matter specialist, rural dev. agencies	5,000,000	District council or private agencies
Moshy Didas	I want to know all about OFSP, to make sure they can be available around people in N. Zone	To have nursery in my home for multiplication of the crop, to share the crop with others in the district	OFSP for healthy and food security	Jan 2014 to June 2014	Agricultural field officers in phs, mati, liti and district farmers growing with other sweet potatoes	Cost of reaching people, I want to involve them and seminars costs	People to understand and be aware of OFSP and adopt	Up to 50 by June 2014	None	3,000,000	RAC

Kamwesige M. Mtembu	To know more of OFSP and get equipped to train others Extension officers in my district	train Extension officers in the district council of Morogoro and make sure they adopt to the OFSP in their areas	Vijue viazi lishe	14/10/2013 to 18/10/2013	Agricultural Field Officers in wards	The need for vitamin A in the society according to the situation and how OFSP can help. The need of having OFSP as an income generators and household meal	Help officers knowing the importance and use of OFSP; Training of farmers after establishing of the field trials ,OFSP being one of the income generators to small holder farmers	29	Extension officers from Morogoro DC, SUGECO, CIP, personnel, and colleagues from Gairo for experience	15,874,000	FEED THE FUTURE, BILL AND MELINDA GATES FOUNDATION
Bertha Solomon	To get to understand everything about orange fleshed sweet potatoes	The main plan is to train others about OFSP especially the Extension officers and nutritionist	Umuhimu wa viazi vya rangi ya chungwa katika miili yetu	10th sept to 14th Sept 2013	Extension officers, farmers ,clinical officers ,political leaders	The main challenge is the way the society will adopt to the changes and agree to use OFSP	The expected outcome is that OFSP will be known as a good source of vitamin A	30	RAC, CIP, SUA facilitators, other facilitation from research station such as Kibaha, etc.	10,000,000	RAC, Bill and Mellinda Gates Foundation
Neema H. NK	To learn more about OFSP everything involved from its production to consumption and utilization	To go back and teach extension workers what I have learned so that they can teach farmers to expand OFSP multiplication	Viazi lishe kwa ujumla wake	Late august to September	Extension workers at ward level, agricultural officers at district level, CCT-MBNP Staff and community leaders	Uzalishaji wa mbegu kwa kutumia marambo yasiyo na magojwa	Increasing vine multiplicati on hence OFSP production	up to 40	OFSP TOT extension officers from Gairo and Dodoma Municipal Council (DMC)	3,000,000	KDC and CCT-MBNP

Alex Godfrey Hahoga	To become a trainer and an entrepreneur in OFSP	The plan is to train others and to commercialize OFSP	RAC training of trainers (TOT) course sub topics starting with seed multiplication system	15th July 2014 to 26th July 2014	Entrepreneurs and farmers	Technology to meet market standards due to economy	My expectation is to produce other agents of change in OFSP	To train five people at a time but expected 40	SUA resource person and my fellow trainers nearby	1,500,000	Donors
Nzelumina Mbundamula	To acquire knowledge and skills on orange fleshed sweetpotato for self-benefit and community advance	To promote the production and utilization of OFSP at my working station as well as the community around	Seed multiplication and dissemination field of OFSP		Agricultural field officers and farmers group	Whether condition; limited fund for the training; markets	Increase of food security, economic increase, increase of nutritional status	I expect to start with 60 farmers	OFSP extension officer from Kibaha and Gairo	5,000,000	City council, NGO(World Vision)
Hadija M Ally	To get more knowledge about sweetpotato	Create awareness on OFSP on production management and processing through conducting seminars in areas where OFSP are not common	Uzalishaji, utunzaji na usindikaji wa viazi lishe	28/10/2013 to 29/10/2013	DVM, Mkulima mwezeshaji, nurses , Extension officers and S/P Entrepreneurs	Higher production of OFSP; Raise income of family level	Reduction in VAD Problem; Awareness on OFSP production; management and processing will be made	25 people	Mr. Benson Mturi from Mara region	7,000,000	NGO-CIP

Theresia B. Jacob	To have knowledge and skills on sweet potato; to disseminate the knowledge I have acquired to farmers	I plan to train other extension officers and farmers about the knowledge I acquired through TOT course in everything I want to know about OFSP	Iboreshe jamii kwa kula viazi lishe	30/10/2013-31/10/2013	Extension officers and farmers	Unawareness about OFSP; Problem of source of planting materials to farmers; gender sensitive awareness among farmers; awareness about the need of OFSP in the marketing as they are not there	Farmers to pick up and start farming activities on the OFSP; Awareness on production up to utilization hence developed society; many people will consume (will be eager to consume OFSP products)	Forty (40)=10 extension officers plus 30 farmers	The DAICO Office member, one facilitator near our area (SUA), Members or Kibaha Research	3,200,000	DAICO office /DED
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Khatib B. Haji	To gain new knowledge and technology about OFSP; Increase capacity and capability on OFSP production utilization processing and marketing	To train other MANR staffs who works as extension agent that are responsible for transferring new technology to farmers; To evaluate new OFSP varieties in new research stations and then disseminate funding to farmers.	OFSP production and utilization; importance of OFSP in combating vitamins A deficiency; OFSP for income generation.	October 2013 to October 2015	Department of food security and nutritional staffs, district nutritional officers, extension agents and DADOs	Challenges: lack of funds; political willingness; time frame; barriers; importance of OFSP; Effect of vit A drop; OFSP Awareness; reduced by implementing the course; increase the capacity of extension staff; awareness on OFSP production utilization processing and marketing	Increase awareness on OFSP in combating vit A; increase number of experts on OFSP in Pemba island, increase number of OFSP production utilization processing and marketing	40 people in four district of Pemba island	Agronomist, human nutritionist, agribusiness men, pathologist, entomologist, and post-harvest and processing agent.	208,000,000	CIP, COSTECH, GOZ, NGO'S
Benson Mturi	To capacity building in understanding teaching methodology how to facilitate farmers, production of OFSP	To introduce farmers field school of OFSP in 10 village in Bunda district council	Promotion of OFSP	08/2013 TO 2014	Ten agricultural field officers; 30 primary school pupils; 12 farmers multipliers; 10 teachers (primary school)	Availability of new sp vine, funds, outbreak of disease and pest	Improved seed multiplication on vine; utilization of OFSP at primary school and family	62 participants	From CIP, Research station of LZARDI, Kibaha Research Station	1,000,000	ICP-integrated community development program

Moses Wamalwa	To improve my capacity in terms of overall sweetpotato knowledge and facilitation skills for better delivery of training	I will prepare a detailed plan including a budget to guide me in conducting several training planned	Several courses on overall sweetpotato value chain depending on the target audience	August 2013 to December 2014	Extension staff decentralized vine multiplier, farmers, traders, small scale processor	Challenge in mobilization, exorbitant cost of training, targeted training in the neighborhood to avoid large costs	Improvement on quality of OFSP planting material availability, higher root yield, higher proportion of OFSP presence in the market locally	140 people (extension 10, DVM 15, Farmers 100, traders 10, processors 5)	CIP	Ksh 100,000	mama SASHA budget
Munsanse S Mudendia	To build my capacity in undertaking orange fleshed sweet potato research and development activity	To implement a voucher system in the distribution of vines in Lindazi district and Petanke district in Zambia and train stakeholders for the integrating orange project in Zambia in OFSP production, processing and utilization	The integrating orange project	08/2013 to 2015	NGO's, agriculture Extension officers, farmers, and health workers	Raise awareness about OFSP, improve the availability of clean planting materials and improve OFSP value chain	Improved yield, improved income and improved OFSP agronomic practices	Various stakeholders at least 50 in each district x 7	Staff from farming system and social sciences research division and CIP project members	50,000,000	CIP-Zambia (USAID)
Deodatus P. Mganga	To acquire knowledge on OFSP production, processing and utilization	To conduct training to actors of sp value chain in Meatu district	Promotion of orange fleshed sweetpotato	August 2013 to November 2013	Agricultural Extension officers, clinical officers, political leaders and farmers	Unavailability of enough planting material (varieties) of OFSP	The increase of OFSP utilization within the district	Sixty (60) people	Ukiriguru Agricultural Research Institute	9,694,000	Meatu district council and RAC

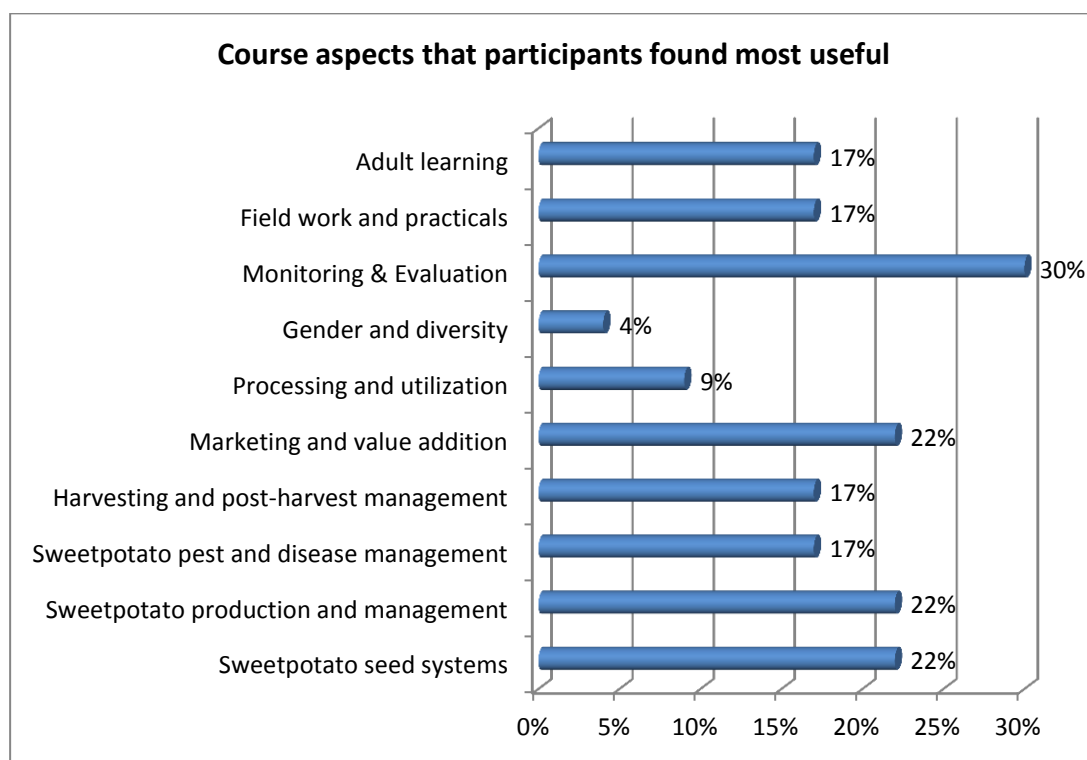
Pius Z Nhunda	To be knowledgeable enough about sweetpotato and in particular OFSP so as to advice farmers and other stakeholder on the nutrition and economic importance of it	After successful completion of this course I will be an agent of change .I plan to go to the community I work with to change the altitude of the people so that they have a positive perception	OFSP and its nutritional and economic importance	01/08/2013 to 30/09/2013	Farmers, political leaders, e.g. ward councilors and the agriculture extension agents	Gender barrier, resource (e.g. land and labour) control and allocation on sweetpotato farming, access to planting material, negative attitude towards the nutrition and economic value of OFSP	Equality on decision making on resource allocation and utilization, equality on access to planting materials, appreciation of both gender towards the nutrition and economic value of OFSP	6 groups with at least 20 member i.e. 120 people	District Agriculture officers /Field officers	8,000,000	District own source /donor
Mary B Yongolo	To acquire knowledge and skills which were not familiar to me in this sweetpotato field and apply into my area of activity	To conduct training for extension officers, researchers from SRI Kibaha who did not get this opportunity so that the knowledge and skills can reach many people like farmers	Production management and utilization of orange fleshed sweetpotato potato (OFSP)	2013 to 2015	Extension officers, researchers who did not get this opportunity from Kibaha	Source of fund, availability of planting material, pests and disease, gender balance and awareness	Increase productivity and quality of OFSP, Increased number of district which produce OFSP, increased demand of clean planting material from primary source	10	Researchers from Kibaha, agronomist, pathologist, entomologist, post-harvest	Five million	I will request the directorate of research in the ministry of agriculture

Appendix 6: Participants' pre-course test results

Name	Sex	Pre-course test (%)
MOSES MORNING WAMALWA	Male	83
KHATIB B. HAJI	Male	68
MUNSHANJE SIMON MUDENDA	Male	63
MARY B. YONGOLO	Female	63
MOSHY DIDAS J.	Male	61
DERICK TIMOTH SAMWEL	Male	55
PIUS ZACHARIA MHUNDA	Male	49
KAMWESIGE M. MTEMBEI	Male	49
EVANGELISTA CHUINGA	Female	47
NEEMA H. NKOTAGU	Female	46
ERICK LIWA	Male	46
BENSON MATARA MTURI	Male	43
KITUNDU S. YESAYA	Female	39
HADIJA M. ALLY	Female	39
DEODATUS PASKAL MGANGA	Male	38
THERESIA B. JACOB	Female	37
DOMANA E. MUNISHI	Female	34
ESTER EDWARD CHIOMBOLA	Female	29
NZELUMINA CHELESTINE	Female	28
BERTHA SOLOMON	Female	26
Mean		47
Max		83
Min		26

Appendix 7: Participants course evaluation

COURSE EVALUATION



Was there anything you found confusing?

- Pest, diseases and difference between some diseases and nutritional deficiency symptoms
- Entrepreneurship

Relevance of the TOT course

Items	Level of Agreement	Remarks/Explanation
Will the knowledge and skills from this training help you in your sweetpotato production, utilisation and marketing?	100%	
What level of understanding did you have regarding the course content?	87.3%	
Was the course information relevant to your livelihood?	88.7%	
Was enough time allocated for the course?	70.0%	
How would you rate the facilitators' level of knowledge on the topic?	94.5%	
Were the facilitators clear and confident in their tasks and presentations?	90.4%	

Did you have enough opportunity to practice the skills as opposed to just hearing about them or watching them being demonstrated?	84.3%	
Were there enough opportunities to ask questions?	92.2%	
Were satisfactory answers given by the facilitators?	96.5%	
Were the timing, length and venue of the course convenient?	82.2%	
On a scale of 1 (low) to 10 (high), how confident are you that the training will translate into: - improved OFSP production? Please briefly explain your answers.	84.6%	<ol style="list-style-type: none"> 1. Equipped us to be good OFSP change agents 2. The course will enable me work effectively as an agriculture officer 3. I am well equipped to train others along the OFSP value chain 4. More capacity acquired in crop management and thus improved productivity 5. The problem of OFSP marketing still persists. Dissemination will be slow but there's lots of hope
15. - increased OFSP processing and utilization?	78.1%	<ol style="list-style-type: none"> 1. There's need for more sensitization, more promotion 2. Many products ranges and awareness will lead to high processing 3. We are more equipped through the practical demonstration of processing and utilization 4. More capacity building in this area is needed especially in the community 5. We will practice more with the knowledge on recipes
16. - increased OFSP marketing?	63.8%	<ol style="list-style-type: none"> 1. There's need for more sensitization, more promotion 2. Improvement in processing will ultimately lead to improved marketing 3. New varieties need promotion

Comments for Improvement

- It is surprising that there are no OFSP at Morogoro market
- Continuous training on OFSP because science is dynamic
- Increase practical sessions and group discussions
- Increase the out of pocket allowance
- More facilitates good in mathematics
- Use coloured pictures, graphs in the hand-out (coloured print-outs)
- Give participants their accommodation allowance so that they can arrange own accommodation
- More time allocated to practical sessions in the field
- Endeavour to stick to schedule as shown on the time-table
- More time should be allocated for the "project development session" M&E?
- Increase the duration to 12 days to enable better participation

Appendix 8: Minutes of lessons learned meeting

Facilitators' Meeting on Lessons Learned

Present:

Anna Temu (SUA) (Co-Chairperson)
Suma Mwaitulo (SUA)
Joseph Masimba (SUA)
Herman Lyimo (SUA)
Lawi Benjamin Mbilinyi (SUA)
George Tryphone (SUA)
Helen Kiozya (Kibaha)

Adiel Mbabu (CIP – chairperson)
Godfrey Mulongo (CIP)
Jonathan Mkumbira (CIP)
Nessie Luambano (Kibaha / CIP – taking minutes)
Hilda Munyua (CIP – taking minutes)

Apologies:

Maryam Kilima (Kibaha)
Yasinta Nzogela (home organization?)

Adiel thanked and congratulated the TOT organizers and facilitators for a job well done. He also congratulated SUGECO on its second year anniversary and stated that it was great to see all the “rainbow colours” of SUGECO. He added that the agenda of the meeting was to capture lessons learned and invited the facilitators to share their views on lessons learned – what led to the success of the course and what could have been done better.

Factors that led to the success of the training

- The involvement of many new enthusiastic facilitators from SUA, the retention of the 2012 facilitators from Kibaha, SUA, CIP, and HKI led to a strong multidisciplinary team.
- Wonderful and committed team that stayed on throughout the course and ready to assist in whatever capacity. Everyone added value to the others.
- Facilitators were more experienced and the adult learning approach was effective
- Advance preparation for the TOT including a joint planning meeting of facilitators in May at Nashera hotel and pre-training ensured orderliness and preparedness for the course.
- Shared mission, commitment of facilitators and team spirit (planning, pre-training and 10-day course) led to a great team and ownership of the course.
- Facilitators appreciated the pre-training which equipped them with skills to improve their facilitation skills and understanding of adult learning techniques.
- Anna pointed out that SUGECO needed to establish their own sweetpotato seed system and engage in processing to ensure sustainability of activities.

What could have been done better?

It was suggested that:

- Potted plants with nutrient deficiency and with virus symptoms be prepared and used during the next course.
- Clean planting materials be planted in advance in the tunnel and some vines be planted outside the tunnel for demonstration and comparison during training.
- SUGECO engages an Agricultural officer / agronomist who will be working full time in the field instead of relying on farm workers for the training to be effective. Dr. Anna was also encouraged to seek support from the Crop Science team and other SUGECO members to avoid burnout. Anna pointed out that she needed help but the project did not have money to hire additional staff. She added that SUGECO needs a technician like Helen to manage the demonstration plot and seed multiplication plots. The person would also provide a link to farmers. She felt the SUA staff were very busy and may not be readily available. However, she pointed out that there was a possibility of co-opting someone like Mtembei who is a SUGECO member working at Morogoro Municipal Council, because he was not very busy in his office.
- Water was a big problem this year compared with last year.
- Follow-up mechanism needed to be streamlined. RAC is very interested in the step-down of courses and that was why there was emphasis on action plans. SUA and Kibaha were encouraged to follow-up on participants to ensure sustainability. Adiel explained that the selection for the two partners SUA and Kibaha was done mainly because they were both interested / working on sweetpotato. It is hoped that the two partners will continue working with OFSP after completion of the RAC project.
- There is need for more involvement of the host institution on day to day activities during meetings conducted every evening, such as compiling evaluation, day to day reflections and planning for the next day. CIP staff will be observers in the next TOT and so national facilitators ought to have been actively involved in all activities of the course, especially during the evening meetings.
- The Kibaha team noted that the promotion materials (bags, T-shirts) and stationery did not include the Government logo to represent Kibaha. The CIP team apologized for this oversight and added that this was highly regretted. It was noted that the logo had been added to the certificates.

Any other business

Adiel emphasized the need to focus beyond RAC and plan for the future. He encouraged SUA to forge partnerships with other organizations to ensure continuity when the RAC project comes to an end e.g. HKI, which would be implementing a new nutrition project building on what RAC project is doing - funded by CIDA.

It was agreed that the training report should be finalized soon - when facilitators finish marking exams.

SUA was encouraged to apply for funds from other donors e.g. Swedish - IFS which provides funds for basic research to secure resources to help answer some of the questions on sweetpotato, such as the content of Beta carotene with different processing methods.

The meeting was closed by Anna, who informed the group that the tentative date for the next TOT course is March 2014. This will be avoiding exams dates. It was also agreed that preparations for the next training should start immediately and roles and responsibilities be assigned to the different members. A planning meeting could be arranged and CIP staff would be happy to attend and help.