



Building Nutritious Food Baskets (BNFB)

Bi-Annual Report
November 2015 – June 2016



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ACRONYMS AND ABBREVIATIONS

AU-NEPAD	African Union – New Partnership for Africa's Development
BecA	Biosciences eastern and central Africa
BMGF	Bill & Melinda Gates Foundation
BNFB	Building Nutritious Food Baskets
CAVM	Rwanda College for Veterinary Medicine
CIAT	Centro Internacional de Agricultura Tropical
CIMMYT	International Institute for Maize and Wheat
CIP	International Potato Center
CTA	Technical Centre for Agricultural and Rural Co-operation ACP-EU
DFID	Department for International Development
FARA	Forum for Agricultural Research in Africa
IITA	International Institute of Tropical Agriculture
ILRI	International Livestock Research Institute
M&E	Monitoring and evaluation
MLE	Monitoring, learning and evaluation
NARS	National Agricultural Research Systems
NMNAP	Multi-Sectoral Action Plan for Prevention of Micronutrient Deficiencies
OFSP	Orange-fleshed sweetpotato
PVA	Pro-vitamin A
QPM	Quality protein maize
RAC	Reaching Agents of Change
SGA	Sub-grant agreement
SITAN	Situation analysis
SRI	Sugarcane Research Institute–Kibaha
SUA	Sokoine University of Agriculture
TFNC	Tanzania Food and Nutrition Centre
ToRs	Terms of Reference
TOSCI	Tanzania Official Seed Certification
ToT	Training of trainers

1. PROJECT SUMMARY INFORMATION

1.1 KEY MILESTONE TABLE

Nineteen key milestones are presented with comments on progress to date in Table 1. Twelve of these milestones have been initiated and are at various stages of implementation. The other 7 are planned for a later date (with rows highlighted in green).

1.2 EXECUTIVE SUMMARY

General progress

The first 8 months of the Building Nutritious Food Baskets project (BNFB) mainly focused on staff recruitment, development of sub-grant agreements (SGAs), identification of country implementing partners, and administrative activities required for project launch and implementation. The capacity development and communications specialist, the senior country coordinators for Nigeria and Tanzania, and the senior program assistant were hired between April and June 2016. The project manager and the monitoring and evaluation (M&E) specialist transitioned from the Reaching of Agents Change (RAC) project.

The project was officially launched in March 2016, during the inception workshop held in Arusha, Tanzania. The workshop was held on 16–18 March with 26 people. Participants included representatives from Bill & Melinda Gates Foundation (BMGF), the International Center for Tropical Agriculture (CIAT), the International Maize and Wheat Improvement Center (CIMMYT), the International Potato Center (CIP), HarvestPlus, the International Institute of Tropical Agriculture (IITA), the Forum for Agricultural Research in Africa (FARA), as well as national representatives from National Root Crops Research Institute–Nigeria, the Sugarcane Research Institute (SRI); CGIAR’s RTB program, SRI–Kibaha, the Tanzania Food and Nutrition Centre (TFNC), the prime minister’s office, and the Ministry of Agriculture, Livestock and Fisheries, Tanzania. The workshop also provided an opportunity for team building and allowed project staff to become familiar with the project’s operational procedures (e.g., reporting requirements etc.). The inception workshop report is available at:

<http://www.sweetpotatoknowledge.org/project/building-nutritious-food-baskets-bnfb/>

The SGAs to co-implement BNFB were processed and signed between CIP and the other implementing partners, including CIMMYT, CIAT, IITA, and FARA. The SGA with SRI-Kibaha and the collaborative agreement with HarvestPlus have been drafted and shared for comments.

Project implementation has begun, and a number of activities have been initiated as outlined below:

- As an entry point to develop evidence-based advocacy for fundraising and policy change strategies, situation analysis (SITAN) studies were commissioned in Nigeria and Tanzania. The consultants for the study in each of the countries have been identified and service agreements have been channeled to IITA for processing and signing. BNFB has developed a SITAN checklist to guide data collection and highlight key priority areas. The SITAN will take 30 working days between August and September 2016.
- Advocacy efforts for biofortified crops have begun in the two project countries. In Tanzania, BNFB has developed a draft hosting agreement with TFNC. The senior country coordinator participated in the development of a draft “Multi-Sectoral Action Plan for Prevention of Micronutrient Deficiencies (NMNAP) 2,” and ensured that biofortification was recognized and entrenched in the implementation plan.
- In Nigeria, the senior country coordinator has had a series of advocacy engagements with development partners/donors and private and public sectors on biofortified crops. These actors

include the Department for International Development (DFID), Food and Agriculture Organization of the United Nations, Dangote Foundation, and Civil Society Scaling-Up Nutrition in Nigeria. She also met the vice president and heads of 36 states in Nigeria, and advocated for biofortified crops to be included in the national school feeding menu.

- The regional advocacy advisor participated in the 8th Meeting of the African Task Force on Food and Nutrition Development, in Addis Ababa, Ethiopia (26–27 May 2016). Additionally, the BNFB team, represented by the regional advocacy advisor and the capacity development and communications specialist, participated in the 7th FARA Africa Science Week meeting, in Kigali, on 13–17 June 2016. At this event, BNFB exhibited various advocacy materials and made a presentation on “Building Nutritious Food Baskets: Regional Advocacy” at the jointly hosted side-event by the Technical Centre for Agricultural and Rural Co-operation ACP-EU (CTA)/FARA/ Biosciences eastern and central Africa (BecA) at its hub at the International Livestock Research Institute (ILRI), Rwanda College for Veterinary Medicine (CAVM) Ag/Nutrition on 14 June 2016. BNFB developed a project logo, flyer, and three pull-up banners that were jointly produced with African Union – New Partnership for Africa's Development (AU-NEPAD).
- The capacity development and communications specialist conducted a scoping visit to partners at Sokoine University of Agriculture (SUA) to agree on best approaches to capacity development interventions, identify training gaps, and develop an action plan. She also met with seed specialists from CIMMYT and CIAT to conduct a rapid needs assessment and agree on capacity development priorities.
- A monitoring, learning and evaluation (MLE) plan has been finalized and shared with the BNFB project team. The plan will facilitate a systematic data collection, reporting, and effective learning.
- The seed systems team focused on facilitating stakeholders (national seed agencies, the private sector, and farmer/women/youth groups along the value chain) to self-organize for large-scale production of seeds that include biofortified crops. CIMMYT identified seed companies (Meru Agro, MAMS and Aminata as seed registration partners) and the Tanzania Official Seed Certification (TOSCI) as regulator to register pro-vitamin A (PVA) and quality protein maize (QPM) varieties in Tanzania. IITA–Nigeria finalized the recruitment of the research supervisor and identified Premier Seed, Seed Co., and MASLAHA in Nigeria. Training of the technicians from these companies is tentatively planned for September 2016. CIMMYT dispatched about 5 kg of PVA maize seed for planting in Tanzania. This initial seed is expected to plant 0.25 ha. CIP engaged a consultant to support orange-fleshed sweetpotato (OFSP) seed activities in Nigeria and finalized the SGA with SRI-Kibaha, Tanzania. CIAT obtained high-iron bean varieties from Rwanda and is working with Selian Agricultural Research Institute to multiply and test the seeds in Tanzania.

Table 1: Key milestones

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current Status	Revised Date		Modified Milestone Description And Justification for Change/or Comments Regarding Progress
			Month	Year		Month	Year	
Objective 1. Strengthen the enabling environment for investments in biofortified crops								
1.1.1.a	Situational analysis and needs assessment concluded in Tanzania, Nigeria, and at regional level.	CIP, FARA	July	2016	Delayed	Sept.	2016	The process of identifying the SITAN consultants for Nigeria and Tanzania was concluded in time. However, both consultants turned down the assignment because they considered the budgeted amount to be too low. The donor approved a revised budget and the service agreements have been finalized and are awaiting signature. BNFB has developed a SITAN checklist to highlight key priority areas and guide data collection. SITAN exercise will take 30 working days between July and August 2016. Draft terms of reference (ToRs) for the regional SITAN study have been developed and will start in August 2016.
1.1.1.b	Gender-aware pro-poor, youth-friendly, and environmentally sensitive country resource mobilization strategy/plan developed for Tanzania, Nigeria, and at regional level.	CIP, FARA	Sept.	2016	Delayed	Oct.	2016	This activity has not started. The activity is preceded by the SITAN reports. Plans are underway to expedite data collection.
1.1.1.c	Capacities of Tanzanian and Nigerian governments to initiate and establish multi-sectoral policy platforms built.	CIP	March	2017	On track			This activity is planned for 2017.

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current Status	Revised Date		Modified Milestone Description And Justification for Change/or Comments Regarding Progress
			Month	Year		Month	Year	
1.2.1	Strengthened capacity of country advocates and regional champions to influence key stakeholders - and decisionmakers to raise the profile of biofortification in relevant fora and debates.	CIP, FARA	Nov.	2016	On track			The activity is planned for November 2016. The senior country coordinators and regional advocacy advisor have begun groundwork for advocacy and building the necessary networks which is the foundation for identifying the advocates and champions. The SITAN studies will identify advocates and champions who will be endorsed at the strategy development stage.
1.3.1	Country advocacy strategy fully implemented in Tanzania and Nigeria, including establishment of policy platforms, conducting at least 5 advocacy campaigns or events per year.	CIP	Annual/ continuous	2018	Delayed			The senior country coordinators for Tanzania and Nigeria were appointed and have begun work. The coordinator for Tanzania met with the ag. director of TFNC in March 2016, to discuss hosting arrangement for BNFB; the process is at an advanced stage. The coordinator participated in the development of a draft "NMNAP-2" and entrenched biofortification in the implementation plan. In Nigeria, the senior country coordinator held discussions with DFID team and advocated for increased investment and inclusion of biofortified crops in on-going projects. She attended a stakeholders' meeting on 9 June 2016, at the State House in Abuja with the vice president and representatives from 36 states. She advocated for biofortified crops to be included in the national school feeding menu. The full implementation of the advocacy strategies will commence after the SITAN reports and advocacy strategies are finalized in October 2016.

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current Status	Revised Date		Modified Milestone Description And Justification for Change/or Comments Regarding Progress
			Month	Year		Month	Year	
1.3.2	Regional advocacy strategy fully implemented, leading to biofortification included in regional agricultural strategies and plans.	FARA	Annual/ continuous	2018	Delayed			The regional advocacy advisor attended two important events to promote biofortified crops: the 8th Meeting of the African Task Force on Food and Nutrition Development, in Addis Ababa, and the 7th FARA Africa Science Week meeting, in Kigali, where he also made a BNFB presentation at a nutrition side-event jointly hosted by CTA/FARA/BecA-ILRI Hub CAVM Ag/Nutrition. The implementation of the regional advocacy strategy will commence after the regional SITAN report and advocacy strategy is finalized (Oct. 2016).
1.3.3	Advocacy/promotion/behavior change communications materials & supplies & visibility (branding and marketing) and media engagement developed/ conducted.	CIP, FARA	Sept.	2018	On track			BNFB developed a logo, a flyer, and 3 banners (jointly produced with AU-NEPAD) that were used for regional advocacy activities (Annex 1).
1.4	At least US \$10 million committed by donor, philanthropists, private sector, or government for biofortification.	CIP	Oct.	2018	On track			This activity will begin in earnest after completion of the advocacy strategies. The strategies will identify the donors, investors, and mechanisms to adopt to unlock funds. In the meantime, the countries have started identifying and implementing activities to raise funds for biofortification (e.g., in Nigeria, the coordinator has submitted proposals to the Dangote Foundation and has drafted a project notification memorandum in response to an invitation by DFID-WINNN (Working to Improve Nutrition in Northern Nigeria).

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current Status	Revised Date		Modified Milestone Description And Justification for Change/or Comments Regarding Progress
			Month	Year		Month	Year	
1.5	MEL system to support learning and adaptive management by all project partners designed and processes, successes, and lessons learned white papers documented.	CIP	June Nov. June	2016 2017 2018	On track			The M&E specialist presented preliminary ideas about the BNFB M&E plan during the inception and planning meeting held in Arusha. The BNFB M&E plan is finalized (Annex 2).
Objective 2. Strengthen institutional and community capabilities to produce and consume biofortified crops								
2.1.1	Targeted and gender mainstreamed trainers-of-trainers (ToT) learning modules on priority areas for biofortified crops.	CIAT, CIMMYT, IITA, CIP, Kibaha Research Institute	June Dec. Dec.	2017 2016 2016	On track			The capacity development specialist reported in May 2016. A work plan has been developed and approved by the project manager. Activities relating to this milestone are planned for 3 rd and 4 th quarters of 2016.
2.1.2	Build capacities for national institutions, including SUA and Agricultural and Rural Management Training Institute, to deliver modules (2.1.1 above).	CIP	March	2017	On track			A scoping visit was made to SUAA in Tanzania in June 2016, to agree on best approaches to capacity development interventions, identify training gaps, and develop an action plan.
2.1.3	A critical mass of service providers trained through the step-down cascading model.	CIAT, CIMMYT, IITA, CIP, KRI	Annually	2018	On track			This activity is planned for the beginning of early next year. For now, priority is being given to the identification of training needs, development of training modules, and building capacities of national training institutions to deliver the courses through the step-down cascading model. IITA has put in place plans targeting the ToTs and demonstrations of PVA maize variety in collaboration with seed companies and other stakeholders. This training is tentatively planned for September 2016.

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current Status	Revised Date		Modified Milestone Description And Justification for Change/or Comments Regarding Progress
			Month	Year		Month	Year	
2.1.4	Build the capacity of change agents to advocate for increased investments in support of biofortification using investment guides.	CIP	Annually	2016	On track			This activity is preceded by the advocacy and resource mobilization strategies and identification of advocates. The activities for this milestone are planned to take place beginning early next year.
2.2.1	Establish crop-specific strategies to accelerate the up-take of biofortified crops.	CIAT, CIMMYT, IITA, CIP	Sept.	2016	On track			This activity is planned for the 4 th quarter of 2016.
2.2.2	Establish crop-specific champion platforms.	CIAT, CIMMYT, IITA, CIP	Oct.	2016	On track			This activity is planned for the 4 th quarter of 2016.
2..2.3	National seed agencies, the private sector, and farmer/ women/youth groups involved in large-scale production of seeds of the biofortified crops.	CIAT, CIMMYT, IITA, CIP, KRI	July Sept. March	2018 2017 2017	On track except CIAT			CIMMYT identified seed companies (Meru Agro, MAMS, and Aminata as registration partners) and TOSCI as regulator to register PVA and QPM varieties in Tanzania. IITA identified Premier Seed, Seed Co., and MASLAHA in Nigeria. Training of the technicians from these companies is tentatively planned for September 2016. CIMMYT dispatched in June about 5 kg of PVA maize seed for planting in Tanzania. This initial seed is expected to plant about 0.25 ha. There has been a delay on iron-rich beans activities because of the change in variety being promoted in the country.
2.2.4	Commercial processors processing biofortified food products.	CIAT, CIMMYT, IITA, SRI, CIP	N/A Sept. Dec.	2018 2017	On track			Through its partner SRI, BNFB met with the Matoborwa Company Ltd to discuss the processing of OFSP in Tanzania. A memorandum of understanding was developed and is awaiting signing. CIMMYT plans to visit food processors in Tanzania in July to discuss the potential partnership for processing of PVA maize flour.

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current Status	Revised Date		Modified Milestone Description And Justification for Change/or Comments Regarding Progress
			Month	Year		Month	Year	
2.3.1	Pipeline varieties of biofortified crops officially released.	CIAT, CIMMYT, IITA, SRI, CIP	Sept.	2018	On track			CIAT put in place mechanisms to catalyze the fast-tracking the release of biofortified varieties in Tanzania (MAC44, MAC9, MAC49, RWV1129. and RWV1172) from Rwanda.
2.3.2	Relevant varietal release committees include release criteria that give higher consideration to new crop varieties with enhanced micronutrient content.	CIAT, CIMMYT, IITA, SRI, CIP	March March Sept. Aug.	2017 2018 2018 2018	On track			This activity is planned to begin in March 2017.

2. PROJECT PROGRESS AND RESULTS

2.1 PROGRESS NARRATIVE

2.1.1 Objective 1: Strengthen the enabling environment for investments in biofortified crops

IR 1.1: Policies, strategies, and plans developed/formulated and implemented that prioritize support to biofortification to accelerate the scaling of biofortified crops within wider agricultural and nutrition/health sectors

As an entry point to develop evidence-based advocacy for fundraising and policy change strategies, a revised SITAN budget was approved in June 2016, and consultancies have been commissioned in Nigeria and Tanzania. In Nigeria, the Centre for Public Policy Alternatives (registered as Andchristie Research Foundation) was appointed to conduct the SITAN. In Tanzania, Ecosystems on Land Consult was appointed. This activity was delayed because of the need to top-up the budget (the initial funding allocated for this activity was inadequate). Negotiations with the consultants led to a revised budget that required approval by the donor. To expedite the activity, the BNFB team drafted a checklist to guide consultants and facilitate data collection. The draft checklist was circulated to all project partners for input. The SITAN consultants will refine the tool and use it for data collection. Field work has been planned for July and August 2016. On the basis of the findings of the SITAN, advocacy and fundraising strategies will be developed and advocates identified. The advocacy strategies will identify the mechanisms to establish the national and crop-specific advocacy platforms and the key stakeholders to be invited. It is anticipated that the SITAN reports will be ready by September 2016, and the strategies by October 2016, following which the platforms will be initiated.

The senior country coordinators for Tanzania and Nigeria were appointed (in April and June 2016, respectively) and have begun work. As a strategy to position BNFB well and integrate the functions of the project within government plans, the coordinator for Tanzania met with the Ag. director of TFNC in March 2016, to discuss national hosting arrangement for BNFB. The discussions are at an advanced level and a hosting agreement has been drafted. Moreover, the coordinator participated in the development of a draft “NMNAP-2” and succeeded in getting biofortification entrenched in the implementation plan. In Nigeria, the senior country coordinator attended the agriculture show for Northern Nigeria region in June and showcased biofortified crops. She also attended a stakeholders’ meeting on 9 June 2016, at the State House in Abuja (representatives from 36 states in Nigeria and the vice president were present). She advocated for the inclusion of biofortified crops in the national school feeding menu. She cited the success of OFSP in the Osun State school feeding program, and advocated for replication of the same in other states in the country.

The regional advocacy advisor attended the 8th Meeting of the African Task Force on Food and Nutrition Development, in Addis Ababa, Ethiopia (26–27 May 2016). The capacity development and communications specialist and the regional advocacy advisor exhibited BNFB materials at the 7th FARA Africa Science Week meeting, in Kigali, 13–17 June 2016. BNFB also participated in a nutrition side-event jointly hosted by CTA/FARA/Beca-ILRI Hub CAVM Ag/Nutrition on 14 June 2016, where the regional advocacy advisor made a presentation on “Building Nutritious Food Baskets: Regional Advocacy.”

To support advocacy at the regional level, the BNFB team developed a flyer and three banners. The materials are jointly produced with AU-NEPAD (Annex 1). The materials include:

- Flyer on the BNFB project
- Banners:

- Promote biofortification to combat micronutrient malnutrition in Africa
- Promote food-based approaches to combat micronutrient malnutrition in Africa
- Wordle on BNFB.

IR 1.2: Capacity for advocates and champions built for continued advocacy for biofortification in Tanzania and Nigeria

Under BNFB, the advocates and champions will be identified through the situation analysis that will identify priority issues to be addressed. The development of the advocacy strategy will help to identify who will be best placed to handle the priority issues and the modalities of addressing them (how). National advocates in Nigeria and Tanzania and regional champions will be drawn from the public, civil society, and private sectors. Multilateral aid and funding agencies will also be represented in the advocacy network. In essence, this activity is preceded by the successful completion of the advocacy and resource mobilization strategies. The final strategies will be developed by October 2016, after which the advocates will be approached and their capacity strengthened thereafter.

IR 1.3: Increased investments by the public, private, and nongovernmental organizations sectors in support of biofortification

The advocacy strategies (country and regional) will, among others, identify opportunities for resource mobilization from different sectors. The senior country coordinators have initiated some activities for resource mobilization. For instance, in Nigeria, Dangote Foundation Nutrition Program invited CIP (prequalified) to submit a proposal to implement a nutrition program focusing on community management of acute malnutrition; behavior change communication for nutrition, livelihoods, and empowerment; and nutrition advocacy and coordination. The program was expected to cover 13 states in the northeast and northwest of Nigeria. E-Health Africa and CIP partnered and submitted a full proposal on “Building a Sustainable Nutritious and Food Secure Future through Community Based Management of Acute Malnutrition and Biofortified Food Baskets in Kano, Kaduna, Katsina and Jigawa States” on 15 April 2016 (\$37,978,811). The proposal was, however, not successful, and BNFB will revise and seek other opportunities to present the proposal for funding.

The coordinator (Nigeria) also held discussions with the DFID team, which is designing a nutrition strategic plan for Nigeria, and advocated for increased investment and inclusion of biofortified crops in their ongoing projects in Nigeria. The RAC investment guide materials were distributed to the team who promised to share them with other DFID colleagues in the US and the UK. As a follow-up on this, the DFID team invited the senior country coordinator to their strategic nutrition design process meeting in Abuja on 15 June 2016. She promoted food-based approaches to addressing micronutrient malnutrition in Nigeria. Following her presentation, DFID-Working to Improve Nutrition in Northern Nigeria invited her to submit a proposal on OFSP. A project notification memorandum has been drafted and once finalized, it will be submitted to CIP’s Resource Mobilization Unit for review.

The coordinator also attended a stakeholders’ meeting on 9 June 2016, at the State House in Abuja. The vice president and representatives from 36 states in Nigeria attended. The meeting advocated for inclusion of biofortified crops in the national school feeding menu. Citing the success of OFSP in the Osun State school feeding program, she advocated for replication of the same in other states in the country. Each state was expected to develop a menu independently, and the BNFB senior country coordinator will follow up with states that fall within the BNFB geographic scope.

The senior country coordinator in Nigeria participated in the Civil Society-Scaling Up Nutrition in Nigeria program on improvement of child growth and development in Abuja. She sensitized participants on the need for complementary approaches to fighting micronutrient malnutrition in Nigeria, and raised media awareness on biofortified crops.

Catholic Relief Services (with funding from the U.S. Agency for International Development) is implementing a project (Smile) that incorporates biofortified crops (PVA A. cassava, OFSP) in its developmental program in Nigeria. The project, which is worth NGN 60 million (\$300,000), has contacted BNFB for partnership, and is committed to distributing PVA cassava and OFSP planting materials beginning in 2016. BNFB will work closely with Catholic Relief Services to ensure that crops reach the intended audience.

IR 1.4: Technical and policy platforms actively promoting evidence-based support for biofortification

BNFB has commissioned a SITAN, which will, among other things, identify existing multi-sectoral, multi-organizational platforms for policy engagement in Nigeria and Tanzania. BNFB plans to establish legitimate, country-led national multi-organizational policy fora to facilitate effective policy advocacy and programming of decisions. Nine technical and policy platforms will be established in the two target countries as important fora for training, troubleshooting in the seed systems, and advocacy. The platforms will include four crop-specific platforms (two for maize, one each for Tanzania and Nigeria; and two for OFSP, one each for Tanzania and Nigeria). BNFB will strengthen the existing cassava (Nigeria) and beans platforms (Tanzania). Moreover, the project will establish country-specific platforms for advocates. The national platforms will consist of nominated representative members from the crop-specific thematic technical platforms. The situation analysis that is currently underway will identify potential establishments that could be strengthened to provide this platform. The establishment of the platforms is scheduled to take place by the end of 2016/early 2017.

IR 1.5: Improved global understanding of scaling-up approaches

The BNFB design assigned three activities to deliver this intermediate result: (1) develop and implement joint MEL system to support learning and adaptive management by all project partners; (2) document processes, successes, case stories, and lessons learned white papers; and (3) write journal publications on scaling-up of biofortified crops through a food basket approach. Activities (1) and (2) have been initiated.

For activity (1), the M&E specialist presented preliminary ideas about the BNFB M&E plan during the inception and planning meeting held in Arusha, in March 2016. The BNFB MLE plan has been finalized and shared with partners (Annex 2). The plan provides a framework for collecting accurate, relevant, and timely information to enable the project to collect sufficient information to facilitate learning. The plan articulates performance indicators designed to track results in order to realize the overarching goal. The MEL plan supplements the project document in terms of articulating the project data collection demands as well as performance measurement along the set objectives. Sections of the M&E plan have already been operationalized, such as the SITAN checklist for collecting baseline data and reporting protocols. The MEL system will be operationalized over the course of the project.

Concerning documenting of processes, successes, case stories, and lessons learned white papers, two studies (under the seed system component) were scheduled. Both were meant to document the effectiveness of the three models of seed production: private led, government led, and commercial farmers led. CIAT and CIMMYT were each to conduct one study. However, during the inception meeting, it emerged that CIMMYT had already conducted this study and that raw data are available. It was

therefore agreed that instead of conducting a new study, BNFB would support the cleaning of the data, analysis, and interpretation for publication of the paper. The plan is to publish the paper by year's end.

BNFB held a project inception workshop on 16–18 March 2016, at the Kibo Palace Hotel, Arusha, Tanzania. The objective was to enhance a common understanding of the project, roles, and responsibilities. A total of 26 participants, including representatives from BMGF, CGIAR centers and programs, national agricultural research systems (NARS), the Government of Tanzania, and TFNC attended the workshop. Dr. Paul Kibwika, from the Institute for People, Innovation and Change in Organizations (PICO) Team, Uganda, facilitated. The inception workshop report (Annex 3) is available at: <http://www.sweetpotatoknowledge.org/project/building-nutritious-food-baskets-bnfb/>

The following are key highlights from the meeting:

- Mr. Obey Assery Nkya (director of coordination of government business–prime minister's office) expressed the Government of Tanzania's commitment to support BNFB, and reiterated its centrality in Tanzania's country's nutrition agenda. He pledged support in bringing key stakeholders together to ensure nutrition self-sufficiency in Tanzania.
- On behalf of BMGF, Lawrence Kent reiterated that biofortification is an economical option to fighting hidden hunger. He observed that BNFB is a catalytic project that builds upon the RAC project. BNFB will ensure better integration of biofortified crops and is well set to get governments on board to do much in advocacy and policy engagement and institutional strengthening. Lawrence observed that the seed system is an important element in this design, and challenged participants to leverage the ongoing initiatives and ensure that biofortified crops are accessible and being used by a critical mass of people.
- Participants agreed the roles and responsibilities of each partner, and identified some gaps that the BNFB project will seek to address.
- The need to conduct a comprehensive and objective situational analysis was identified as critical and a priority of BNFB. It was agreed that independent consultants be engaged to carry out the study and that BNFB work closely with national partners to conduct the situation analysis, which will help identify gaps and priority areas for intervention.

2.1.2 Objective 2: Strengthen institutional and community capabilities to produce and consume biofortified crops

IR 2.1: Strengthened capacities and competencies of investors and executing institutions to design and implement technically strong, cost-effective, and gender-sensitive investments that drive uptake of biofortified crops

A key activity under this milestone is the development of the learning modules on priority areas identified along the biofortified crop value chains, including market linkages, through an innovative gender mainstreaming approach.

The process has commenced by identifying training and extension materials available, assessing their strengths, and identifying gaps. This will be followed by the development of peer-reviewed content on critical areas that address the gaps identified. The capacity development and communications specialist has conducted scoping visits to partners to agree on best approaches to capacity development interventions, identify training gaps, and develop an action plan for implementation over the next quarter. She met with seed specialists from CIMMYT and CIAT to conduct a rapid needs assessment and agree on capacity development priority areas for year 1. She visited SUA and the SRI, Roots and Tubers

Program in Tanzania. She also developed a checklist to be included in the situation analysis that will generate more information on critical areas relating to capacity development.

The ToT manuals are a key resource for implementing various capacity development initiatives. Therefore, concrete plans have been developed to ensure that the manuals are reviewed, updated, and ready for use by early 2017.

The OFSP manuals developed under RAC 1 can be used as they are in the meantime, and will be continuously reviewed by facilitators and technical experts to identify gaps, strengthen weak areas, and possibly work on a new edition during year 2.

CIAT (high-iron beans) have developed training materials on beans that are available on the Pan-Africa Bean Research Alliance website, other online repositories, and other print collections. The capacity development and communications specialist has held discussions with CIAT. Plans are underway to work with CIAT to collect available resources, review and identify gaps, and agree on best approaches to develop ToT modules. This activity will commence in July 2016, with a target to have products developed by year 2.

CIMMYT and IITA (PVA orange maize). ToT manuals for seed production, harvesting, and post harvesting have already been published. However, they need to be modified and updated (e.g., include new chapters on nutrition and quality assessment). This activity will commence in August 2016, with a target to have the products completed in year 2.

IITA (vitamin A (yellow) cassava). Some gaps were already identified before the project was developed. The capacity development and communications specialist plans to visit Nigeria early in August 2016, and will hold discussions with HarvestPlus and IITA colleagues and agree on capacity development priorities for 2016.

IR 2.2 Enhanced awareness of and increased organizational action for biofortification among key stakeholder groups (farmer organizations, marketers, processors, consumer groups)

A key milestone under the seed system is to facilitate stakeholders along the value chain (national seed agencies, the private sector and farmer/women/youth groups) to self-organize for large-scale production of seeds of the biofortified crops. During the reporting period, CIMMYT identified seed companies (Meru Agro, MAMS, and Aminata as registration partners) and TOSCI as regulator to register PVA and QPM varieties in Tanzania. IITA identified Premier Seed, Seed Co., and MASLAHA in Nigeria. Training of the technicians from these companies is tentatively planned for September 2016, and will mainly focus on seed production, management, and postharvest handling of PVA maize. CIMMYT is exploring the possibility to exhibit PVA maize/products at the Nane-Nane show at the Meru Agro, Aminata, and MAMS Seed companies' stands. CIMMYT has harvested the initial parent materials targeting BNFB products for these seed companies in Tanzania. IITA has put in place plans to increase breeder seeds of at least two PVA maize varieties on 2–3 ha of land starting July 2016. Contacts have been made with three seed companies; partnership for multiplication is being explored.

Another key milestone under the seed systems is to reach commercial processors to process biofortified food products for large-scale availability and consumption. SRI-Kibaha BNFB met with the Matoborwa Company Ltd to discuss the processing of OFSP in Tanzania. A memorandum of understanding between SRI and Matoborwa Company Ltd was developed and is awaiting signing. CIMMYT is planning to meet food processors in Dar es salaam in July to discuss potential partnership for processing of PVA maize flour and other related products.

IR 2.3: Biofortification increasingly mainstreamed in national nutrition programs and NARS crop programs, and biofortified varieties of staple crops prioritized in development, release, and utilization

In June 2016, CIMMYT dispatched about 5 kg of PVA maize seed for planting in Tanzania and included 10 orange maize varieties and 10 QPM varieties. This initial seed is expected to plant about 0.25 ha. While liaising with TOSCI, the three companies identified by CIMMYT (Meru Agro, MAMS, and Aminata) will put the materials through for registration and spearhead the official release. BNFB will play a supportive catalytic role in the process (e.g., providing information on the varieties, paying fees for testing, supporting on farm data generation, etc.).

During the project inception meeting in March 2016, it was agreed that CIAT conduct further tests on ‘Jessica’ bean variety and identify other varieties that are high in iron before being promoted. In the meantime, CIAT was advised to catalyze the fast-tracking of the release of high-iron biofortified bean varieties in Tanzania. It has settled on working with biofortified bean varieties that are rich in iron and has introduced at least 30 varietal materials, including MAC44, MAC9, MAC49, RWV1129, and RWV1172 from Rwanda for testing in Tanzania. CIAT has subsequently revised its project activities and schedules and the SGA was revised accordingly.

2.2 KEY MILESTONE DEVIATION AND CORRECTIVE ACTION

The key milestones that have delayed and the corresponding corrective action are detailed in Table 2.

Table 2: Key milestone deviation and course correction

Milestone	Corrective Action
SITAN and needs assessment concluded in Tanzania, Nigeria, and at regional level	As indicated in Table 1, the SITAN consultants for Nigeria and Tanzania turned down the assignment because of the budgeted amount, which they said was too low. This delayed the start of this activity. The project manager initiated discussions with the BMGF, which after a decision by HarvestPlus, redirected funds earmarked for the coordination of seed systems to support activities that were underfunded. BNFB developed a revised budget that BMGF approved. Service agreements have been finalized and are awaiting signature. To expedite the activity, BNFB developed a checklist that will guide data collection and highlight key priority areas that the consultants will focus on. SITAN exercise will take 30 working days between July-August 2016. At the regional level, draft ToRs for the regional SITAN study were developed. This activity is anticipated to be carried out simultaneously with the country SITANs. The project team will work with the consultants to ensure high-quality and completion within the set timeframes.
Gender-aware, pro-poor, youth-friendly, and environmentally sensitive country resource mobilization strategy/plan developed for Tanzania, Nigeria and at regional level	The country resource mobilization strategy/plan for Tanzania and Nigeria will be drafted after the SITAN report is completed in response to key focus areas and donors and investors identified through the SITAN. As indicated above, plans have been put in place to expedite the SITAN. The senior country coordinators will identify a panel of experts who will eventually sit with the consultants to review and endorse the strategy/plan
Country advocacy strategy fully implemented in	Due to the delay in beginning the SITAN, this activity has delayed. However, as discussed in Table 1 row 1.3.1, the senior country coordinators have begun identifying key contacts and initiating advocacy activities.

Milestone	Corrective Action
Tanzania and Nigeria, including establishment of policy platforms, conducting at least 5 advocacy campaigns or events per year	Moreover, there was a delay in hiring the key staff involved (or supporting) in country advocacy, including senior country coordinator for Nigeria (who is the hiring officer for the project assistant and driver), pending budget revision. Other staff recruitment delays include the Program assistants and drivers for Nigeria and Tanzania. To correct the delay, through IITA-Nigeria, a job advertisement was placed at the IITA website on 26 May 2016, for the position of a program assistant. Some 316 applications were received for Nigeria followed by a series of shortlisting through set criteria and ToRs. Seven candidates will participate in written and oral interviews slated for 20 July 2016. In Tanzania the project program assistant position was advertised through IITA-Tanzania in the <i>Guardian</i> and <i>Mwananchi</i> newspapers of Tuesday, 14 June 2016, the Zoom Tanzania and Tanzania Job Press (two leading online advertisement sites). Sixty-two applications were received. The screening process is ongoing to shortlist the best qualified candidates and conduct interviews. However, the position for the driver was not advertised because the figure budgeted for this position (\$3,311) was far below the IITA drivers' salaries scale. It was agreed that the BNFB staff in Tanzania outsource the services of IITA drivers whenever necessary on a cost recovery basis. In Nigeria, the driver on the Rainbow project was hired by BNFB in April 2016.
Regional advocacy strategy fully implemented leading to biofortification included in regional agricultural strategies and plans	There was a delay in getting the SGA signed. Subsequently, the full implementation of the regional advocacy strategy, which is dependent upon the completion of the regional SITAN, has been delayed. As indicated in Table 1, these two activities will commence in August 2016. As discussed under section IR 1.1, the regional advocacy advisor has initiated this process.
National seed agencies, the private sector and farmer/ women/ youth groups involved in large scale production of seeds of the biofortified crops	As indicated under IR 2.3, discussions during the BNFB inception meeting recommended that CIAT revises its work plan to include bean varieties that have higher iron levels than 'Jessica' variety and fast-track the release of varieties in the pipeline. Consequently, activities for beans in Tanzania were delayed. To address this, the CIAT team modified their work plan and has introduced at least 30 varietal materials from Rwanda and Congo for testing in Tanzania. The SGA has been revised accordingly. CIAT is working with Selian Agricultural Research Institute to test these materials during the August season in 4 sites in Kagera, Tanzania. HarvestPlus proposed that the US \$273,450 allocated for coordination of the seed systems activities under BNFB be released to address underfunded areas. In the absence of the seed systems coordinating role, the coordination of the seed systems component of the project has been elusive. During the BNFB inception meeting in March 2016, it was agreed that this will be handled through the establishment of a seed systems platform, which will be a self-driven organic process with a rotating convener. Institutions leading each of the biofortified commodity (beans, cassava, maize, and OFSP) would have an opportunity to convene. Experts (including seed systems specialists from HarvestPlus who will attend the meetings at their own cost) will provide support needed. This would help to integrate the seed systems sub-components, facilitate quality control, M&E, peer assist at country level, provide a learning platform, and facilitate joint planning. However, no platform meetings have been convened as yet. Recognizing this gap, the revised BNFB budget provides for a seed systems resource person to support and facilitate the convening the meetings and synthesizing of seed systems reports. Draft ToRs have been developed, and the consultant is expected to be on-board by August 2016.

2.3 PLANS FOR NEXT REPORTING PERIOD

Except for a slow start on a number of activities due to the time it took to recruit staff and develop/sign the SGAs with partners, and delays in negotiating the revised budget, the timeline for project activities as presented in the project document will not change much. The project team expects to catch up on most activities during year 2.

2.4 RISKS

Table 3 presents the potential risks identified and strategies to mitigate the risks.

Table 3: Potential risks and mitigation strategies

Risk Identified	Likelihood (high/low/medium)	Priority (high/low/medium)	Corrective Action Being Taken
In Tanzania, only OFSP is officially released. The absence of officially released vitamin A maize and iron-rich bean varieties could delay advocacy and promotion efforts for investment and policy change, especially advocacy on a food-basket approach.	High	High	A number of corrective actions have been put in place to address this risk: <ul style="list-style-type: none"> To increase the probability of having more varieties accepted for release, CIMMYT and CIAT have introduced 20 and 30 PVA maize and iron-rich beans varieties for testing. BNFB will support on-farm trials to expedite varietal release process. Thus BNFB will simultaneously advocate for policy and resource allocation for varieties that are ready for scaling up, and fast-track release of biofortified bean and maize. Under the coordination of the senior country coordinator, CIMMYT and CIAT have scheduled a meeting for September 2016, to advocate to TOSCI and the varietal release committee to include release criteria that favor PVA maize and iron-rich bean varieties.
All the crops that BNFB is promoting have a relatively short maturing period and mostly produced through rain-fed agriculture. With the dangers of climate change, continued reliance on rain for production is a risk.	Medium	High	More awareness creation and advocacy for investments in irrigation and research into drought-tolerant varieties is needed. BNFB will give attention to these in its advocacy and resource mobilization strategy.
The seed systems meetings will be handled on a rotational convener. This process is anticipated to be a self-driven organic process. However, the process has not been tried and could cause some delays and lack of coordination in seed systems activities. The possibilities of loss of institutional memory from one convener to the next is could happen.	Low	High	As discussed, recognizing potential risk of a rotational convener, the project has made provision for a seed systems consultant to support and facilitate the convening the meetings and synthesizing of seed systems reports.

2.5 SUSTAINABILITY

The BNFB project is designed with sustainability in mind. Under the advocacy component, the project will be working with national advocates and regional champions drawn from the public, private, and civil society sectors and from the donor community to scale up biofortified crops and raise new investment. The capacity of advocates and champions will be strengthened, and they will lead the process to catalyze supportive policy and resource allocation for up-scaling of biofortified crops. It is expected that the capacity built will provide the basis for widespread access and utilization of biofortified crops. It is further expected that advocating for biofortification and food-based approaches to combat micronutrient malnutrition within regional and sub-regional African organizations will provide the impetus for cross-border adoption and utilization. Under the seed system, the project is working with national research institutes (Selian and Kibaha in Tanzania, and the National Root Crops Research Institute in Nigeria) who are leading various components of the seed system. Moreover, BNFB is backstopping the national release organizations and seed companies in the two countries to expedite the release of varieties in the pipeline. With this capacity, it is anticipated that these national organizations will continue to work on biofortification beyond the life of BNFB.

BNFB will focus on capacity development at an institutional level rather than individual capacities. The guiding principle on this is that capacity development efforts will be more impactful when the means of delivery are sustainable and where national partners and key beneficiaries are enabled to drive their own agenda and take ownership. BNFB capacity development initiatives will therefore ensure sustainability by working in partnership with national partners and programs who will be taught both technical and functional skills to enable them to scale up through a cascading model as was used in RAC. BNFB will provide seed money to targeted institutions to facilitate quality and timely cascading of courses all the way down to the farmers.

Knowledge and information generated will be disseminated as public goods through the HarvestPlus Biofortification Portal, which is currently under development, the Sweetpotato Knowledge Portal, websites of respective partner institutions, and other viable channels. Publications and lessons learned white papers developed under BNFB will be published on open source systems that provide access to the general public. These lessons/papers will support similar initiatives in the future.

2.6 LESSONS

- Given the multiplicity of the project partnerships and its unconventional nature, the better part of the first 6 months should have been dedicated to developing and agreeing on contracts and recruitment of staff, with only minimal substantive project activities. The project design anticipated that project activities will commence immediately after the project award. However, the SGAs and hiring key staff took the better part of 6 months. This led to delays in initiating a number of milestones. The project has put in place corrective measures (section 2.4) to mitigate further delay.
- The decentralized nature of governance in the two project countries (Nigeria and Tanzania) means that a two-pronged approach to policy and advocacy influence ought to be adopted, focusing on both the federal/national and the regional/state levels. As shown under IR 1.1., the senior country coordinators have begun implementing activities focused on the two levels on government. Moreover, the advocacy and resource mobilization strategies will be designed with this in mind.

3. BUDGET PROGRESS AND RESULTS

3.1 SUMMARY

The BNFB project spent \$299,203 against the budgeted \$1,933,416 for implementing the project during November 2015–June 2016. This reflects a 15% expenditure of the project funds. It was planned that the funds would cover project activities and related operational costs, which worked for most budget lines except for the SITAN consultancies and engagement of the senior country coordinator for Nigeria, where we experienced delays due to budgetary shortfalls. Following the decision by Harvest Plus to redeploy \$273,450 allocated for coordination of seed systems, the project sought approval to redistribute the funds returned to CIP to support underfunded areas. A revised budget was approved on 12 June 2016. The situation analysis will have a significant impact on project implementation as the findings will provide baseline information and a road map of priority gaps the project should focus on. BNFB project has additionally transferred \$490,695 to its four partners: CIMMYT, IITA, CIAT, and FARA.

THE STATEMENT OF ACTIVITIES OF THE PROJECT "BUILDING NUTRITIOUS FOOD BASKETS: SCALING UP BIOFORTIFIED CROPS FOR NUTRITION SECURITY IN NIGERIA AND TANZANIA"
FINANCED BY BILL & MELINDA GATES FOUNDATION (BMGF)
FOR THE PERIOD FROM NOVEMBER 06, 2015 TO JUNE 30, 2016

(Expressed in US Dollars)

	Total Revised Budget	Revised Budget Year I	Actual Expenditure from November 06, 2015 through June 30, 2016	Balance: Year 1	Year 1: % Spent
	USD	USD	USD	USD	USD
REVENUE					
Funds Received			2,356,950		
TOTAL FUNDS		-	2,356,950		
EXPENDITURE					
Personnel	1,520,039	427,164	171,567	255,596	40%
Travel	196,788	83,688	28,057	55,631	34%
Sub-grants	1,514,222	600,222	-	600,222	0%
Capital Equipment	-	-	-	-	0%
Consulting	171,438	137,800	3,037	134,763	2%
Other Direct Costs	945,339	432,358	57,516	374,842	13%
Subtotal	4,347,826	1,681,231	260,176	1,421,055	15%
Indirect Costs	652,174	252,185	39,026	213,158	15%
TOTAL	5,000,000	1,933,416	299,203	1,634,213	15%
Fund Balance			2,057,747		
Advances & Commitments			490,695		
Net Fund Balance			1,567,052		

 Emily Ndoho
 Project Finance Specialist

 Hilda Munyua
 Project Manager

3.2 LATEST PERIOD VARIANCE

The project does not have any cost category outside allowable range.

3.3 TOTAL GRANT VARIANCE

The sum budgeted for the SITAN studies in Nigeria and Tanzania was \$33,000. However, the financial bids from the consultancy firms identified (Ecosystems on Land Consult (T) and the Centre for Public Policy Alternatives, Nigeria (also registered as Andchristie Research Foundation) were much higher than budgeted for. As a result, the SITANs in Nigeria and Tanzania were delayed. Likewise, the amount budgeted for the senior country coordinator for Nigeria was \$50,900, but this amount was not sufficient to pay the salary of the candidate who emerged first and was working as an internationally recruited staff. This led to delays in filling this position. Following the decision by HarvestPlus to redeploy \$273,450 that was earlier earmarked for coordination of seed systems in the initial BNFB project budget, CIP revised the budget, the additional amount was added to the budget, and it was redistributed to make up for the shortfalls and other minor adjustments, including the SITAN studies in Tanzania and Nigeria. The adjusted budget also covered the position of the senior country coordinator in Nigeria, seed road maps, investment guide products, and learning materials, and the sweetpotato seed systems component of the project, the seed systems platform and hosting of meetings, a seed systems resource person consultant, and support for the project steering committee. The revised budget was approved on 12 June 2016, paving the way for implementation of pending activities. The original budget is shown below, and the revised budget on page 19.

ORIGINAL BUDGET VS REVISED BUDGET									
	Original Year 1	Adjusted Year 1	Original Year 2	Adjusted Year 2	Original Year 3	Adjusted Year 3	Original Total Budget	Adjusted Total Budget	% of adj
	USD	USD	USD	USD	USD	USD	USD	USD	
Personnel	451,021	427,164	498,236	536,973	517,094	555,903	1,466,351	1,520,039	-4%
Travel	97,100	83,688	80,050	60,050	73,050	53,050	250,200	196,788	21%
Consulting	85,800	137,800	-	18,638	-	15,000	85,800	171,438	-100%
Activity Costs	381,089	432,358	269,998	297,998	184,718	214,984	835,804	945,339	-13%
Subgrantees	666,222	600,222	624,879	559,504	418,571	354,496	1,709,672	1,514,222	11%
Equipments		-		-		-	-	-	
15% OH	252,185	252,185	220,974	220,974	179,015	179,015	652,174	652,174	0%
Total	1,933,416	1,933,416	1,694,137	1,694,136	1,372,448	1,372,448	5,000,000	5,000,000	0%

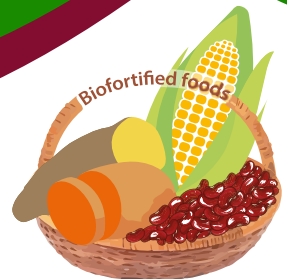
BNFB REVISED BUDGET

	Year 1 Adjusted Budget	Year 2 Adjusted Budget	Year 3 Adjusted Budget	Total Adjusted Budget
Personnel	427,164	536,973	555,903	1,520,039
Travel	83,688	60,050	53,050	196,788
Consulting	137,800	18,638	15,000	171,438
Activity Costs	432,358	297,998	214,984	945,339
Subgrantees	600,222	559,504	354,496	1,514,222
Equipments	-	-	-	-
15% OH	252,185	220,974	179,015	652,174
Total	1,933,416	1,694,136	1,372,448	5,000,000

4. ANNEXES

1. BNFB flyer, banners, and logo
2. MMLE plan
3. BNFB inception workshop report.

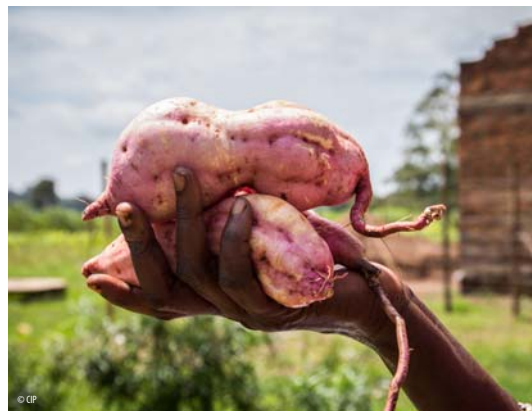
Promote biofortification to combat micronutrient malnutrition in AFRICA



Building Nutritious Food Baskets

Scaling up Biofortified Crops for Food and Nutrition Security

- ▶ **Micronutrient malnutrition** or **hidden hunger** is characterized by chronic deficiency of essential vitamins and minerals such as vitamin A, iron and zinc
- ▶ An estimated **48%** of pre-school children in Africa are **deficient in vitamin A**
- ▶ One out of every two pre-school children and pregnant women in developing countries are **iron deficient**
- ▶ Promote **nutrition-sensitive agriculture** through a 'food basket' approach to biofortified crops. Examples include vitamin A (yellow) cassava, vitamin A (orange) maize, vitamin A (orange) sweetpotato and high iron beans



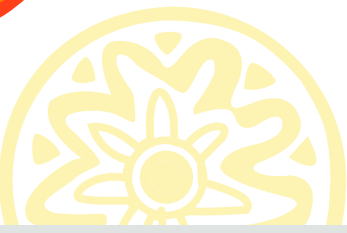
Combating hidden hunger through nutritious food baskets



Promote food-based approaches to combat micronutrient malnutrition in AFRICA



Building Nutritious Food Baskets



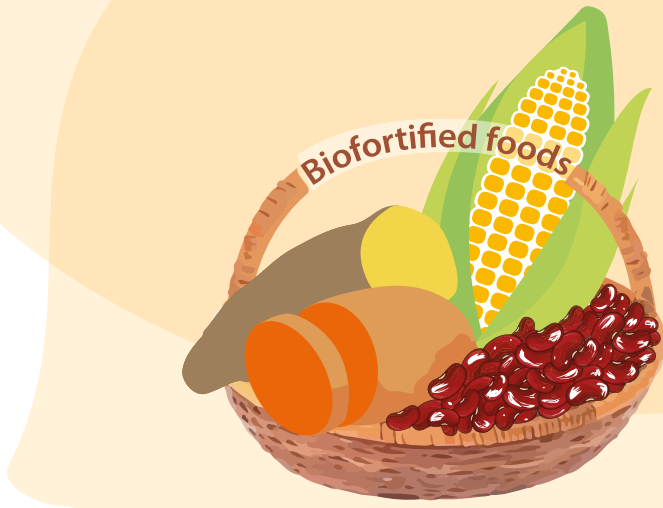
▶ **Combat vitamin A and iron deficiencies** through a diversified diet that include vitamin A (yellow) cassava, vitamin A (orange) maize, vitamin A (orange) sweetpotato and high iron beans

▶ **Invest in biofortification** as a nutrition-sensitive and sustainable way to address hidden hunger and food insecurity



Combating hidden hunger through nutritious food baskets





SCALING UP

AFRICA IRON Dissemination

ADVOCACY ZINC LEARNING

Micronutrients malnutrition

VITAMIN A Children under the Age of 5

BIOFORTIFICATION

NIGERIA Enabling Environment

CAPACITY DEVELOPMENT

Essential Vitamins and Minerals **TANZANIA**

INVESTMENT **FOOD SECURITY**

SEED SYSTEMS Hidden hunger

Nutrition-sensitive Agriculture

Food based Approaches **LEARNING**

KNOWLEDGE PARTNERSHIP

TECHNOLOGIES **IMPACT WASTING**

STUNTING Gender Responsive Approach

POLICIES **NUTRITION SECURITY**

Sustainability NARS

Research for Development

WOMEN OF REPRODUCTIVE AGE

Combating hidden hunger through nutritious food baskets





Building Nutritious Food Baskets (BNFB) Project

JUNE
2016

A 'food basket' approach for scaling up Biofortified Crops and enhancing Nutrition Security in Africa

Sub-Saharan Africa is the region with the highest prevalence (percentage of population) of hunger. One person in four in this region is undernourished. The vast majority of people also suffer micronutrient malnutrition (hidden hunger) because they do not consume enough micronutrients required to lead healthy and productive lives. The Building Nutritious Food Baskets (BNFB) Project through a multi-crop ('food basket') approach advocates for increased investment in biofortified crops as a sustainable way to combat micronutrient malnutrition, especially among young children under the age of five and women of reproductive age. BNFB also focuses on developing institutional capacity to design and implement gender-sensitive programs and projects to ensure wide access and utilization of biofortified crops in selected African countries.

BNFB is a three-year project (November 2015 – October 2018) implemented in Nigeria and Tanzania. The goal of BNFB is to accelerate and support scaling up of biofortified crops for food and nutrition security and to help reduce hidden hunger by catalyzing sustainable investment for the utilization of biofortified crops at scale.

The key objectives of the project are to:

Strengthen the enabling environment for increased investments in biofortified crops

Develop Institutional and Individual capacities to produce and consume biofortified crops.

A multi-partnership and multidisciplinary Approach

BNFB initiative is implemented through a consortium of partners. The International Potato Center (CIP) is the lead partner, working with a range of partners who include four CGIAR centers; governments of Tanzania and Nigeria; and a range of other National and regional partners and programs



working on nutritious varieties of staple crops. The project endeavors to create synergy with complementary ongoing projects and initiatives in order to add value and fill critical gaps.

The partners include;

- The International Potato Center (CIP) with expertise in orange fleshed sweetpotato (OFSP)
- The International Center for Tropical Agriculture (CIAT) with expertise in high iron beans;
- The International Maize and Wheat Improvement Center (CIMMYT) with expertise in vitamin A (orange) maize;
- The International Institute of Tropical Agriculture (IITA) with expertise in vitamin A (yellow) cassava and vitamin A (orange) maize;
- HarvestPlus as the global leader in biofortification with experience in scaling up at the country level;
- Forum for Agricultural Research in Africa (FARA) which is responsible for policy engagement and advocacy at regional level

What does BNFB want to achieve?

The BNFB project will work on catalyzing sustainable investment for the utilization of biofortified crops at scale, advocacy for policy change, nutrition education, and behavior change communication for demand creation, capacity development, and institutional learning to support the scaling up of multiple biofortified crops (vitamin A (yellow) cassava, vitamin A (orange) maize, vitamin A (orange) sweetpotato and high iron beans).

a) Advocacy efforts at country and regional levels Country level

Advocacy efforts will aim to ensure that biofortified crops are prioritized in the revised National



2.175 million Additional households will adopt biofortified crops in Nigeria and Tanzania as a result of the BNFB investment over the next five years.

Agricultural Investment Plans (NAIPs) based on the post Malabo CAADP Roadmap and Strategy. Ultimately this will catalyze policy change and help generate new investments - by governments, developmental partners, and the private sector to scale up adoption and utilization of multiple biofortified crops. This will be achieved through strengthening the enabling environment for investments in biofortified crops in Nigeria and Tanzania.

A team of change agents - advocates (at national level) and champions (at regional level) will seek to influence leaders in the fields of agriculture, health, nutrition and education as well as NGOs and donor organizations to expand investment in the promotion, production and utilization of the multiple biofortified crops (vitamin A (yellow) cassava, vitamin A (orange) maize, vitamin A (orange) sweetpotato and high iron beans). The change agents will advocate for creation of favorable policy environments and investment for food-based interventions to combat hidden hunger in Nigeria and Tanzania.

Regional level

BNFB will create a pool of champions who will ensure inclusion of biofortified crops as an integral part of strategies endorsed by regional and sub-regional bodies in Sub-Saharan Africa to address nutrition insecurity and micronutrient malnutrition. BNFB will work with regional nutrition champions including; The African Union; The science agenda for Agriculture in Africa (S3A), The Comprehensive Africa Agriculture Development Program (CAADP); and the New Partnership for Africa's Development (NEPAD); Technologies for African Agricultural Transformation (TAAT) agenda.

b) Develop Institutional and Individual Capacity for Biofortified Crops

BNFB will develop institutional and individual capabilities to produce and consume biofortified crops for increased income for farmers and improved nutrition particularly for adolescents; women of child-bearing age and young children, in both rural and urban areas. The project will also develop capacity of national implementing agencies to design and implement technically strong, gender-responsive programs and interventions that will drive uptake of biofortified crops. BNFB will also support technical training and step-down modular courses in priority areas identified as key gaps to be addressed along the respective value chains of the four biofortified crops.

c) Seed Systems

BNFB will catalyze impact-oriented seed systems. The project will work with on-going initiatives and add value

by addressing prioritized key gaps along the respective seed systems value chains. The project will assess and appraise the demand for seed/planting material of the selected biofortified crops, establish specific champions' platforms to spearhead production and marketing of biofortified crops; work with national seed agencies, the private sector; farmer/women/youth groups for strategic large scale production of biofortified crops and facilitate maintenance and continuous supply of breeder seeds.

Key milestones of BNFB?

- At least \$10 million investment devoted to biofortified crops programs in Nigeria and Tanzania by public, private and NGO sectors in support of biofortification
- At least 7 country and 3 regional policies/strategic plans developed/formulated and implemented that prioritize support to biofortification to accelerate the scaling of biofortified crops within wider agricultural and nutrition/health sectors
- At least 5 technical programs supporting or utilizing biofortification designed and implemented by 2018
- Biofortification included as a standard approach in national crop development programs of at least 2 crops
- At least 10,000 change agents have the capacity to design and implement gender sensitive projects/programs along the value chains that drive uptake of biofortified crops
- Biofortification mainstreamed in national crop breeding programs and extension services (private and public), and biofortified varieties of staple crops prioritized in the development and release process
- At least 11 varieties of biofortified crops fast-tracked for release in the two countries
- At least 4 commercial processors processing biofortified products for large scale consumption

Overall the project impact will be demonstrated by a general increase in policy action in the national arenas of food production and nutrition, increased access and intake of biofortified foods that are rich in micronutrient (vitamin A and iron) and increased food and nutrition security at the household level.



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Building Nutritious Food Baskets Project

MONITORING, EVALUATION AND LEARNING PLAN

AUGUST 1, 2016
MICROSOFT

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INTRODUCTION

This document highlights the Monitoring, Evaluation and Learning (MEL) plan of the Building Nutritious Food Baskets (BNFB) project for the 2016-2018 period. The plan provides a framework for collecting accurate, relevant and timely information to enable the project meet information needs for learning purposes. The plan further articulates performance indicators designed to track results in order to realize the overarching goal. The MEL plan supplements the project document in terms of articulating the project data collection demands as well as performance measurement along the set objectives.

The Plan consists of the M&E Framework, a list of key outputs and outcome indicators and a 3-year performance tracking table/matrix. A set of monitoring and reporting tools is also included.

BNFB is a three year, USD 5 Million project that builds on the achievements, success, and scaling up approaches of the Reaching Agents of Change (RAC) project and draws on complementary CGIAR expertise for scaling up biofortified crops. The project broadens its focus from orange-fleshed Sweetpotato (OFSP) to a multi-crop (“food basket”) approach. The project engages a range of partners, including five core CGIAR centers and programs working on nutritious staple crops. These partners and their focus on the project are the International Center for Tropical Agriculture (CIAT): iron/zinc beans; the International Maize and Wheat Improvement Center (CIMMYT): biofortified pro-vitamin A (PVA) (orange) maize, quality protein maize (QPM); the International Potato Center (CIP): OFSP; the International Institute of Tropical Agriculture (IITA): yellow cassava and pro-vitamin A (orange) maize; HarvestPlus: country-level promotion of bio fortification; and Forum for Agricultural Research in Africa (FARA): policy engagement and advocacy at regional level.

The goal of the BNFB project is to help reduce hidden hunger by catalyzing sustainable investment for the utilization of biofortified crops at scale in Nigeria and Tanzania. Its specific purpose is to demonstrate how scaling up can be achieved through a concerted effort by a range of CGIAR centers and programs along with community, national, regional, and international stakeholders. These partners will work together on advocacy, policy development, nutrition education, and behavior change communication (BCC) for demand creation, capacity strengthening, and institutional learning to support the scaling up of multiple bio fortified crops.

The project has two specific objectives:

- (1) Strengthen the enabling environment for investments in bio fortified crops;
- (2) Strengthen institutional and community capabilities to produce and consume bio fortified crops.

The project offers a unique opportunity for the centers, together with HarvestPlus (a CGIAR program) and FARA to collaborate towards achieving this common goal. The project allows these organizations to work collectively with the NARS to create meaningful linkages with the local private sector and to accelerate release of seed varieties and multiplication of seeds/vines to fulfil consumer demand. The project focuses on Nigeria and Tanzania, where the current momentum for bio fortification is strong.

BNFB RESULTS FRAMEWORK

The BNFB’s results framework (figure 1) shows the project goal and a hierarchy of outcomes and intermediate results (IRs) that will contribute to the achievement of the project goal.

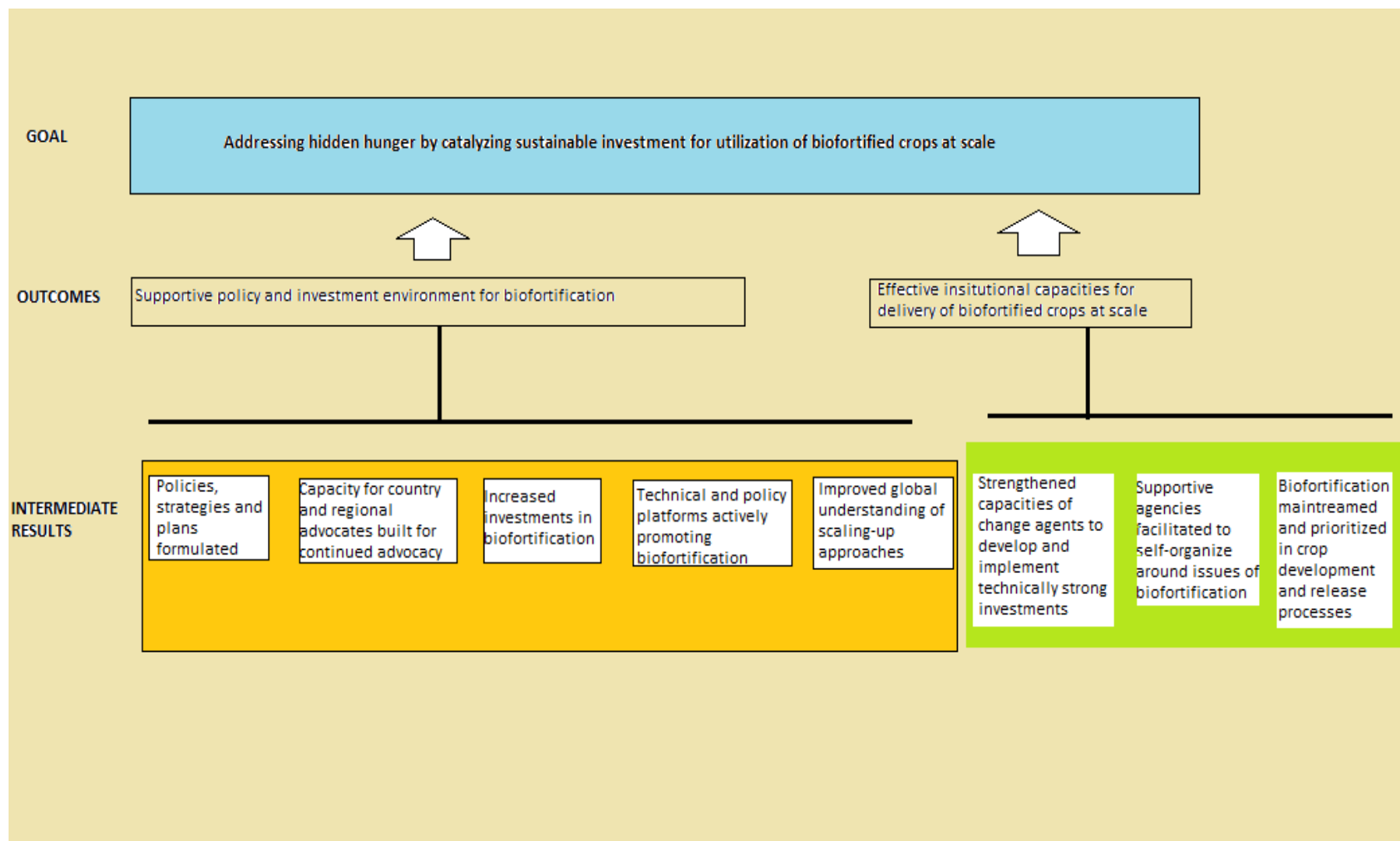


Figure 1: BNFB Results Framework 1

INDICATOR AND OUTPUTS

The project has 12 performance indicators as shown in tables 1 and 2. The outputs contributing to each indicator are also presented. Each outcome has a total of six indicators. The definition of and data collection plan for each indicator is provided in appendix 1.

Table 1: Outcome 1 Indicators and Outputs

Outcome	Indicators	Outputs
1. Supportive policy and investment environments for biofortification in Nigeria and Tanzania, and at regional level	Number of policy documents and strategic plans that include/prioritize biofortification within the agricultural and nutrition sectors a) in Nigeria and Tanzania b) at the regional level	a) Country and regional advocacy strategies and plans b) Country multisectoral policy platforms c) Value chains for biofortified crops included as priority in national and regional agricultural / nutrition strategies and plans
	Number of advocates and champions with capacity for advocating for biofortification a) in Nigeria and Tanzania b) at the regional level	
	Number of new programs on biofortification initiated by change agents in Nigeria and Tanzania	Projects and programs that are gender sensitive mainstreamed at all levels of the project cycle
	Amount of resources (\$) mobilized in support of biofortification	a) Gender aware pro-poor, youth friendly and environmentally sensitive country resource mobilization strategy/plans b) Linkages and strategic alliances built and policy platforms c) Engendered project proposals to mobilize resources d) Promotion and advocacy materials in favor of biofortification e) Nutrition education for BCC programs

Outcome	Indicators	Outputs
	Number and type of key issues discussed and prioritized for inclusion in policies through the multisectoral technical and policy platforms	Multisectoral technical and policy meetings on biofortified crops
	Key elements of the scaling up model documented and published	<ul style="list-style-type: none"> a) Joint MEL system to support learning and adaptive management by all project partners b) Processes, successes, and lessons learned white papers c) Journal publications on scaling-up biofortified crops

Table 2: Outcome 2 Indicators and Outputs

Outcome	Indicators	Outputs
2. Effective institutional capacities (public, NGO and private) for delivery of biofortified crops at scale in Nigeria and Tanzania	Number of change agents with capacity to scale up biofortified crops	<ul style="list-style-type: none"> a) Targeted and gender mainstreamed ToT learning modules on priority areas for biofortified crops developed b) capacities for institutions built to deliver these modules c) Critical mass of service providers trained through the step-down cascading model
	Number of agencies/institutions with capacity to design and implement projects and programs in support of biofortification	Change agents trained and have designed projects in support of biofortification

	Number of households growing biofortified crops	<ul style="list-style-type: none"> a) Crop specific strategies to accelerate the up-take of biofortified crops b) Crop specific champion platforms c) National seed agencies, the private sector and farmer/ women/youth groups involved in large scale production of seeds of the biofortified crops d) Study on effectiveness and sustainability of the three models of seed production systems
	Percentage of national crop varieties in development that include biofortified traits	Pipeline varieties of biofortified crops officially released
	Number of commercial processors processing biofortified food products	Commercial processors processing biofortified food products
	Number of national crop programs and extension services (private and public) integrating / prioritizing biofortification and biofortified varieties of staple crops	Relevant varietal release committees include release criteria that give higher consideration to new crop varieties with enhanced micronutrient content.

BNFB'S MONITORING, EVALUATION AND LEARNING MECHANISMS

1. Monitoring and Learning Mechanisms

The Project monitoring will consist of 4 interrelated levels: at activity/process level, output level, outcome level, and at the project's goal level as described below;

- I. **Day to day activity/process monitoring** – This will be done to determine whether the activities as outlined in the work plans are implemented as designed (specification, quantity and quality) and in time. Activity monitoring will involve simple methods such as recording participants in respective functions and observing and recording processes. Activity/process monitoring will seek to answer questions such as how many change agents attended training, how many cassava cuttings were distributed, stage of implementation of the advocacy strategies, what type of technologies for each commodity crop were inventoried etc. Implementing partners will be responsible for managing activity/process data while Thematic Leaders¹ will verify the implementation through spot checks. Activity monitoring will be reported on a biweekly basis (see project reporting section for details).
- II. **Output monitoring** – Reporting on progress at the output level will be done on quarterly basis to determine whether or not planned interventions and implemented activities are generating anticipated outputs. For each output (e.g. engendered project proposals to mobilize resources, commercial processors processing biofortified food products, pipeline varieties of biofortified crops officially released), specified deliverables will act as the means of verification (such as samples of the proposals, the commercial processor, the variety released). Thematic Leaders will supervise the execution of outputs to enforce and verify quality (e.g. the quality of proposals written, the quantity and quality of the processing of the products and the biochemical composition of the varieties in trails/released). The M&E Specialist and the Project Manager will backstop verification efforts of the Thematic Leaders through spot checks. Quarterly reporting template (see appendix 3) and the Results Tracker will be adopted as key reporting tools.
- III. **Outcome monitoring** – This will be reported 6 monthly and annually (where relevant) and will provide important information regarding the extent to which delivered outputs are contributing to expected outcomes. Table 3 shows the reporting schedule and responsibility for the 6 monthly and report.

Objective 1

BNFB will track progress in implementing the advocacy strategies with emphasis on monitoring key outcomes (policy changes, resources mobilized, project/programs initiated). For policy change, BNFB will track the number of supportive policies, strategy documents and plans at country and regional levels that incorporate biofortification as the deliverables. Moreover, the

¹ The PIs of the respective CGIAR centers, Seed System Consultant, Country Coordinators and the Capacity Development and Communications Specialist

system will track funds mobilized (appendix 6) and how these funds are translating into programs and projects. It is understood that advocacy for policy change and investment can take time to bear tangible deliverables. BNFB will develop milestones to monitor as a key indicator of progress. These milestones will be described in the country and regional advocacy strategies. Moreover, an online database will be designed to track the policy engagement processes and key advocacy contacts.

Objective 2

BNFB will track outputs (change agents trained) and how they are generating the anticipated outcomes (sustained investments that drive the uptake of the biofortified technologies). Moreover, BNFB will track the number of households adopting biofortified varieties / crops (appendix 7 for an example of the tool), working closely with ongoing projects by CGIAR and other agencies that promote specific biofortified crops. With respect to the adoption indicators, BNFB will align its MEL tools and process to be able build on the MEL systems in use by these projects². BNFB will monitor adoption figures over 5 years³, rather than the 3-year project duration, for two reasons: (i) BNFB supported institutional and policy activities will take effect with a lag-time due to prevailing cycles of policy implementation, planning, and agricultural seasons, and (ii) The project seeks to track whether capacities are sustained for at least 2 years beyond the project duration.

The Project Manager, backstopped by the Project Steering Committee will lead on outcome monitoring. The M&E Specialist will backstop the verification efforts at this level and maintain an up-to-date database.

Based on this, the Project Management Team will discuss and share observations with Bill & Melinda Gates Foundation and partners regarding progress of implementation. The Project Management Team will discuss notable delays or challenges and will provide appropriate support advice to institute corrective measures. These reviews will be done mostly quarterly (outputs) and bi-annually (outcomes) to reflect on the progress of implementation of the project interventions.

IV. **Goal level-** This is discussed under the evaluation mechanisms section below.

² BNFB partners could already be using different tools (especially for attendance and individuals obtaining biofortified crops). The tools presented in appendix 4-6 are CIP specific and only serve to show the important information that BNFB intends to capture whatever tool the partner may opt to use.

³ BNFB will build the capacity of national partners to continue collecting and managing indicator data even after the project comes to an end. Moreover, The BNFB consortium partners will still be active in these two countries and will be able to continue to monitor progress in this respect.

2. Evaluation Mechanisms

Knowing that evaluation is most effective when driven by specific questions, evaluation findings will determine the need to revise planning assumptions or how the plans are to be implemented based on new evidence and changing conditions. Evaluation thus forms the basis for adapting the BNFB implementation plan to reflect the changing program context. The program will be subjected to various internal studies to document the progress of the project. BNFB will also commission a data quality assessment (DQA) at mid-term (18 months after project implementation) to review the veracity of the data as reported by implementing partners.

Baseline and Target values

As a foundation for effective evaluation mechanisms, BNFB will conduct a situation analysis in Tanzania and Nigeria at the onset of project implementation. This information will establish initial conditions against which the progress of the project will be compared. The baseline values will also inform the setting and/or refinement of performance targets. Based on the baseline figures, the project will establish appropriate progress targets to pursue and upon which the results tracker will be completed.

3. Data, Information, and Knowledge Management Mechanisms

The project's data collection approach for output deliverables and outcome indicators will be two pronged; through project monitoring and periodic field surveys (baseline and end-line). Figure 2 shows how the data emanating from the project monitoring will be collected, processed and utilized:

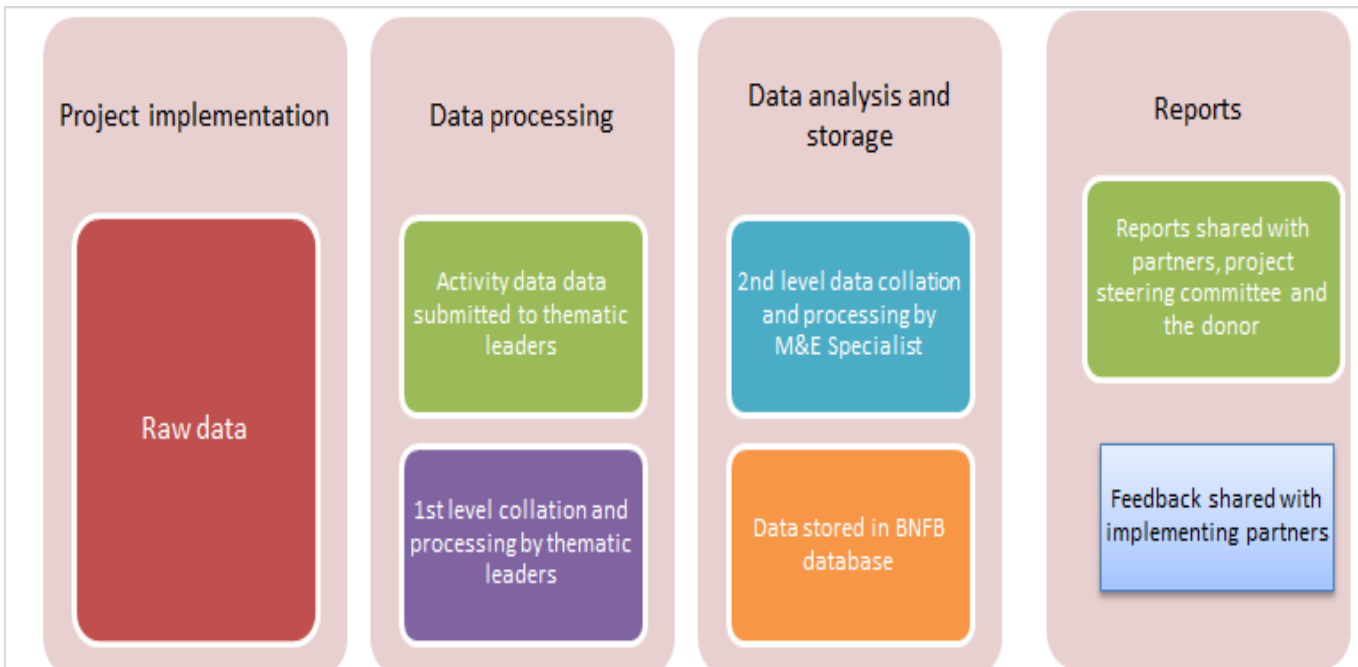


Figure 2: Data Flow and Management 1

BNFB will use an online automated database available at <http://52.37.140.82>. Each implementing partner/staff will be provided with an operational manual for this system. The database also provides a functionality to record/attach all evidences/means of verifications.

Information generated from the monitoring and evaluation system will be disseminated through case stories and other information sharing mechanisms. The advocacy and seed system specific platforms, knowledge fairs and diverse publications will provide important avenues to share lessons learned that might be beneficial in both facilitating wider adoption of the most promising strategies and innovations by value chain stakeholders and in the design and implementation of similar scaling-up projects. Other channels for sharing information will include seminars, workshops, conferences, knowledge fairs, print, social networking and electronic channels such as blogs and web sites. The Communications Specialist will lead on these activities.

Identifying and analyzing lessons learned will be an ongoing process, and the need to communicate such lessons is one of the project's key objectives. Partners will be encouraged to document and report lessons learned to project management so that appropriate compilation and documentation is undertaken.

To analyse lessons, BNFB will adopt the definition framework of Mbabu et.al, (2014)

Experience: an encounter or practical contact with something, event or observation

Challenge: a difficulty in a task or undertaking that is stimulating to the one engaged in it

Findings: information discovered as a result of an inquiry, an act of discovery

Analysis: an examination of learning points by distilling the root causes of success or of a problem

Lesson learnt: change in process, behaviour or performance as a result of an experience

Recommendations: a prescription on what should be done in a specific

Data Quality Assessment Plan

All reported data will be subject to periodic data quality assessment. The M&E Specialist will ensure that the data is properly documented, managed and updated on regular basis. It is essential that any data collected and reported is of the best possible quality. If resources allow, in order to ensure data quality, a Data Quality Audit (DQA) will be conducted by an independent M&E expert to verify data submitted from all thematic areas. Each Thematic leader will be responsible for maintaining accurate and factual data for his/her objective. Data audit will focus on critical elements of data quality, namely: validity, reliability, timeliness, precision and integrity. The BNFB M&E Specialist will lead the process to ensure that recommendations made by the data quality assessor are implemented. Also, since the project will

be implementing its project activities through partners, the project M&E specialist will ensure that the implementing partners are well trained and briefed on data quality issues.

Project Reporting

Since the project is implemented in collaboration with other partners, it is imperative that a robust reporting mechanism is put in place to track progress and mitigate delays in taking corrective action as required. The following are the progress reports (appendix 2-4 are the reporting templates) under this project:

Bi-weekly Progress Updates

The bi-weekly reports will be submitted by all project staff and will focus on the link between resource utilization and activities executed. Thematic Leaders will in turn provide necessary feedback or corrective action (copied to the Project Manager). An online report submission and collation system has been developed (available at: <http://52.37.140.82>). Staff will be trained and a manual provided on how to use this online platform.

Quarterly Progress Reports

The quarterly reports will link activities to respective outputs. The quarterly reports will provide an opportunity to interrogate quality and timeliness of the delivery of expected outputs. Implementing partners will submit the quarterly reports to the Country Coordinators in their respective countries who will then consolidate country quarterly reports and submit the same to the Project Manager. These reports will also highlight any implementation challenges so that appropriate strategy can be sought with relevant key stakeholders.

Bi-annual Progress Reports

Thematic leaders will submit bi-annual progress reports to the Project Manager focusing on project outputs under each objective every six months. These reports will be collated and synthesized (translating project activities into outputs) by the thematic leaders who will share the reports with the M&E Specialist for consolidation and verification of performance data. Similar to the quarterly reports, these reports will also highlight any implementation challenges experienced so that appropriate strategy can be sought with relevant key stakeholders. Though not a requirement, the bi-annual reports will be shared with BMGF for information.

Annual Progress Reports

Two annual Technical Progress Reports will be prepared in the life of the project for submission to the donor. These reports will comprehensively present project outputs and outcomes emerging during the implementation period, significant achievements, observations, challenges encountered and recommended strategies to address them. The reports will present an analysis of what will have been found to be working well or not and attendant reasons. Specifically, the technical reports will capture lessons learned for purposes of improving action. The information generated from the technical reports will also be shared with key stakeholders.

Final Project Report

The project will prepare a final end-of-project report and submit it to the donor two months after the project end date. This report will comprehensively summarize all the activities, outputs and outcomes of the project, lessons learnt, objectives met, or not met and why. The report will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and mainstreaming of project results into relevant national research and development organizations and private sector initiatives.

Table 3: BNFB Reporting schedule

Type of Report	Implementation Period	Pls Submit Reports to Country Coordinators	Country Coordinators Consolidate Reports	Country Reports Submitted to M&E Specialist	M&E Specialist Submits Consolidated Report to PM & Cap. Dev. & Com. Sp.	1st Review by PM, Cap. Dev. & Com. Sp.	M&E Addresses Comments	Final Review by PM and Submission to BMGF and Partners
1st Quarterly Narrative and Financial Progress Reports	Project Start - Mar 31, 2016	15-Apr-16	20-Apr-16	20-Apr-16	25-Apr-16	30-Apr-16	3-May-16	
1st Half-Year Narrative and Financial Reports	Project Start - Jun 30, 2016	15-Jul-16	20-Jul-16	20-Jul-16	25-Jul-16	30-Jul-16	3-Aug-16	5-Aug-16
2nd Quarterly Narrative and Financial Progress Reports	July 01, 2016 - Sep 30, 2016	15-Oct-16	20-Oct-16	20-Oct-16	25-Oct-16	30-Oct-16	3-Nov-16	
1st Annual and Financial Progress Report	Project Start - Dec 31, 2016	15-Jan-17	20-Jan-17	20-Jan-17	25-Jan-17	30-Jan-17	3-Feb-17	5-Feb-17
3rd Quarterly Narrative and Financial Progress Reports	Jan 01 – March 31, 2017	15-Apr-17	20-Apr-17	20-Apr-17	25-Apr-17	30-Apr-17	3-May-17	
2nd Half-Year Narrative and Financial Reports	Jan 01, 2017 - June 30, 2017	15-Jul-17	20-Jul-17	20-Jul-17	25-Jul-17	30-Jul-17	3-Aug-17	5-Aug-17
4th Quarterly Narrative and Financial	July 01, 2017 - Sep 30, 2017	15-Oct-17	20-Oct-17	20-Oct-17	25-Oct-17	30-Oct-17	3-Nov-17	

Type of Report	Implementation Period	PIs Submit Reports to Country Coordinators	Country Coordinators Consolidate Reports	Country Reports Submitted to M&E Specialist	M&E Specialist Submits Consolidated Report to PM & Cap. Dev. & Com. Sp.	1st Review by PM, Cap. Dev. & Com. Sp.	M&E Addresses Comments	Final Review by PM and Submission to BMGF and Partners
Progress Reports								
2nd Annual and Financial Progress Report	Jan 01, 2017 - Dec 31, 2017	15-Jan-18	20-Jan-18	20-Jan-18	25-Jan-18	30-Jan-18	3-Feb-18	5-Feb-18
5th Quarterly Narrative and Financial Progress Reports	Jan 01 – March 31, 2018	15-Apr-18	20-Apr-18	20-Apr-18	25-Apr-18	30-Apr-18	3-May-18	
3rd Half-Year Narrative and Financial Reports	Jan 01, 2018 - June 30, 2018	15-Jul-18	20-Jul-18	20-Jul-18	25-Jul-18	30-Jul-18	3-Aug-18	5-Aug-18
Final Project and Financial Report	Project Start - Sept 30, 2018	31-Oct-18	5-Nov-18	10-Nov-18	15-Nov-18	20-Nov-18	25-Nov-18	30-Nov-18

4. Annual Project Review and Planning Meeting (APRPM)

APRPM meetings will be held annually, preferably in October or November (at the end of the financial year). The meetings will bring together the project team, advocates, representative(s) from Bill & Melinda Gates Foundation, representatives from the governments of the two countries, regional champions, the Project Steering Committee members and representatives from the platforms. These meetings will serve as mechanisms for annual assessment of implementation progress, and will serve as an essential project management tool to help highlight areas of critical reflections and extracting lessons learned for overall improvement of project implementation. The APRPMs will inform development of the Annual Progress Reports. The outcome of the APRPMs will also feed into the annual planning and will allow strategy realignments. Project indicators will also be reviewed and updated as necessary during the APRs because the M&E process will be maintained as a dynamic system. Additionally, the meeting will be used as a forum for team building amongst key actors of the project and as a forum to share experiences and exchange strategies.

APPENDICES:

Appendix 1: The MEL Matrix

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria								
Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
Strengthen the enabling environment for investments in bio fortified crops	1. Number of policy documents and strategic plans that include/prioritize biofortification within the agricultural and nutrition sectors	These are policy and strategic technical documents that officially incorporate issues of biofortification as a direct consequence of BNFB's advocacy and capacity building initiatives. This will be computed by looking at the new policy and technical documents that incorporate biofortification or biofortified crops compared with those identified at situation analysis. Targeting will be done at the	By country and at the regional level	10 policy strategic documents (7 by CIP, 3 FARA)	2 in Nigeria (the National Guideline on Micronutrient deficiency control in Nigeria in 2013; Agriculture Transformation Agenda 2011) and 3 in Tanzania (the agricultural strategy; the nutrition strategy implementation plan; the agricultural strategy) - TBC	Published government and regional policy and strategy documents	Bi-annually	Country Coordinators (CIP) and Regional Advocacy Advisor (FARA)

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria

Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
		advocacy strategy formulation process [Unit of analysis- #]						
	2. Number of advocates and champions with capacity advocating for biofortification	This is a team of facilitating country and regional advocates who will seek to influence leaders in the agriculture, nutrition, and health fields, NGOs and donor organizations to support and expand investment in the promotion of biofortified crops and to push for the creation of a favorable policy environment for food-based	By country and at the regional level	TBD	55 national and 11 regional advocates (for OFSP only)	Training reports, activity reports, project progress reports	Bi-annually	Country Coordinators (CIP) and Regional Advocacy Advisor (FARA)

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria

Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
		interventions to combat hidden hunger. These advocates will be identified based on their strategic significance to influence the successful implementation of key elements of the country and regional advocacy strategies [Unit of analysis- #]						
	3. Number of new programs on biofortification initiated by change agents in Nigeria and Tanzania	These are new programs designed by change agents (indicator # 7 below) to take advantage of resources mobilized for scaling-up biofortified crops (indicator # 4 below)	By country, by crop	5 programs	Activities for this indicator are yet to be implemented- Baseline is therefore 0	Program documents/reports; progress reports	Bi-annually	Country Coordinators (CIP)
	4. Amount of resources (in \$) mobilized in support of	This is the amount of new resources (not counting those raised under RAC 1)	By country	USD 10 million	Tanzania (USD 4,033,501.5), Nigeria (USD 1,262,479.42)	Funded project proposals, award letters	Bi-annually	Country Coordinators (CIP)

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria

Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
	biofortification	in US \$ mobilized for production, dissemination and use of biofortified crops to combat hidden hunger. These will include in-kind contributions specifically made towards the promotion of crops e.g. value of salaries of government staff that are allocated to promote biofortified crops in their regions			- Raised under RAC			
	5. Number and type of key issues discussed and prioritized for inclusion in policies through the multisectoral technical and policy platforms	These are key issues discussed and documented during the annual multisectoral technical and policy platform meetings to address issues related to indicators # 1, 2, 4 above	By country	TBD	TBD	Platform meeting minutes, activity reports	Quarterly	Country Coordinators (CIP)

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria

Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
	6. Key elements of the scaling up model documented and published	BNFB is scaling-up model. The project will document and publish at least papers highlighting key features of scaling-up and lessons learned during the process of implementation.	By topic, by crop, by partner	3 papers	Activities for this indicator are yet to be implemented- Baseline is therefore 0	Published articles, activity reports	Bi-annually	Project Manager, Capacity Development Specialist, Partners and M&E Specialist
Strengthen institutional and community capabilities to produce and consume bio fortified crops	7. Number of change agents with capacity to scale up biofortified crops	BNFB will select strategic individuals (ToTs) on specific content along the crops value chain to accelerate the production and dissemination of the biofortified crops. The ToTs will include seed specialist, advocates, implementers and those that will be trained by the agricultural research and/or extension	By country, by crop	10,000 agents	Activities for this indicator are yet to be implemented- Baseline is therefore 0	Training reports, project progress reports	Bi-annually	Capacity Development and Communications Specialist (CIP)

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria

Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
		organizations in all three key target countries [Unit of analysis-#]						
	8. Number of agencies/institutions with capacity to design and implement project and programs in support of biofortification	These are research training institutions that will be equipped by BNFB to conduct the trainings/courses for indicator # 7 above [Unit of analysis-#]	By country	TBD	Activities for this indicator are yet to be implemented- Baseline is therefore 0	Training reports, survey/evaluation reports, project progress reports	Bi-annually	Capacity Development and Communications Specialist (CIP)
	9. Number of households growing biofortified crops	These are the # of direct and indirect households obtaining and growing biofortified crops on their farms through well-designed dissemination programs as a consequence of the work by BNFB partners [Unit of analysis- #]	By country, by crop	b) 1.175 million HHs (beans 500,000; cassava 400,000; maize 75,000; and sweetpotato 200,000. It is anticipated that the direct	Activities for this indicator are yet to be implemented- Baseline is therefore 0	field and survey reports	Quarterly	Seed Specialists- CIMMYT, CIAT, IITA, CIP

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria

Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
				households will reach another 1,000,000 HHs through farmer-farmer connection by 2020				
	10. Percentage of crop varieties in development that include biofortified traits	During the situation analysis, BNFB will analyze the maize, beans, sweetpotato, cassava varieties at advanced stages of release and which among these are biofortified. The project will then target to catalyze the release of at least 12 varieties of the biofortified advanced materials [Unit of analysis- #]	By country, by crop	12 varieties in the pipeline-To be confirmed (3 CIAT, 4 CIP, 3 CIMMYT, 2 IITA)	12 varieties in the pipeline-To be confirmed	Technical and variety release, field and survey reports	Bi-annually	Seed Specialists- CIMMYT, CIAT, IITA, CIP

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria

Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
	11. Number of commercial processors processing biofortified food products	These are the new commercial processors processing biofortified food products as a consequence of BNFB's advocacy efforts (linking farmers with processors for scaled-up processing of biofortified crops)- [Unit of analysis- #]	By country, by crop	4 commercial processors (1 CIP, 1 CIMMYT, 2 IITA)	This will be new processors. Activities for this indicator are yet to be implemented- Baseline is therefore 0	field and survey reports	Bi-annually	Seed Specialists- CIMMYT, IITA, CIP + Country Coordinators
	12. Number of national crop programs and extension services (private and public) integrating / prioritizing biofortification and biofortified varieties of staple crops	Through advocacy, BNFB will influence the mainstreaming of biofortification in the national crop breeding programs of Tanzania and Nigeria - and biofortified varieties of staple crops prioritized in the development and	By country	2 national programs, 1 each for Tanzania and Nigeria	Activities for this indicator are yet to be implemented- Baseline is therefore 0	Field, project progress reports, specific national crop legislations/laws/policy documents	Bi-annually	Seed Specialists- CIMMYT, CIAT, IITA, CIP + Country Coordinators

Goal: To Reduce Hidden Hunger by Catalyzing Sustainable Investment for The Utilization of Biofortified Crops at Scale in Tanzania and Nigeria

Objective	Indicator	Definition of Indicator	Disaggregation	Target (2016)	Baseline value	Means of verification/ Source of data	Frequency of Data Collection	Responsibility
		release process of these two countries. These will be included in the national crop legislations/laws/policy documents [Unit of analysis- #]						

Appendix 2. Bi-weekly reporting template

NAME:

PERIOD:

1. Accomplishments Last Two Weeks

No.	Output/Milestone	Activities Last Two Weeks
1		•
2		•

2. What are the major challenges you are facing (***bold things that you need action on as soon as possible***)?

3. Any major events planned for the next two months

No.	Output/Milestone	Activities Planned for the Next Two Months
1		•
2		•

4. What are the five major things your team will undertake in the next 2 weeks?

No.	Output/Milestone	Activities to be Undertaken in the Next Two Weeks
1		•
2		•

5. Any upcoming events, visitors or mission the team should know about?

Appendix 3: Quarterly Reporting Template

1. Accomplishments in last three months

Project Purpose	Project objectives	Deliverables/outputs during the reporting period	Comments
	a)		
	b)		

2. Resources

Project(s)	Actual expenditure during the reporting period	Planned expenditure during the reporting period	% spent	Variance	Comment on variance
1					
2					

3. Planned Deliverables/outputs in the next three months

No.	Project(s)	Project Objectives	Major deliverables/outputs planned for the next three months	Projected budget (per deliverable/output)
1		•	•	•
2		•	•	•

Management Issues

State key challenges encountered in the last three months; steps taken to overcome the respective challenges; and pending matters for resolution

	Key Management Issues and Challenges	Action(s) Taken	Recommendation or Pending matters for resolution
I. Management & governance			
II. Partners			
III. Donors			
IV. Host government			
V. Other (Specify)			

5. Strategic Outlook

- a. State of the national strategy – articulation of expected outcomes and impact at scale
- b. Gaps between current project portfolio and expected outcomes and impact at scale
- c. Opportunities to fill the gaps between expected outcomes and impact at scale

Appendix 4: Bi-annual/annual reporting templates

Period: (e.g. January-June 2016)



Report by: (indicate your organization)

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List of Acronyms and Abbreviations

II. Project Progress and Results

Executive Summary

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current status ⁴	Revised Date		Modified milestone description and justification for change/or comments regarding progress
			Month	year		Month	year	
Objective 1. Strengthen the enabling environment for investments in biofortified crops								
1.1.1. a.	Situational analysis and needs assessment concluded in Tanzania, Nigeria and at regional level	CIP and FARA	July	2016				
1.1.1. b.	Gender aware pro-poor, youth friendly and environmentally sensitive country resource mobilization strategy/plan developed for Tanzania, Nigeria and at regional level	CIP and FARA	Sept.	2016				
1.1.1. c.	Capacities of Tanzania and Nigerian governments to initiate and establish multi-sectoral policy platforms built	CIP	?	?				
1.2.1	Strengthened capacity of country advocates and regional champions to influence key stakeholders and decision makers to raise the profile of biofortification in relevant fora and debates	CIP and FARA	November	2016				
1.3.1	Country advocacy strategy fully implemented in Tanzania and Nigeria including establishment of policy platforms, conducting of at least 5 advocacy campaigns or events per year	CIP	Annually					

⁴ Indicate either 'completed', 'on track', or 'delayed'

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current status ⁴	Revised Date		Modified milestone description and justification for change/or comments regarding progress
			Month	year		Month	year	
			1.3.2	Regional advocacy strategy fully implemented leading to biofortification included in regional agricultural strategies and plans		FARA	December	
1.3.3	Advocacy/ Promotion/ BCC Materials & Supplies & Visibility (Branding and Marketing) and media engagement developed/conducted	CIP and FARA	Sept.	2016				
1.4.	At least 10 million US\$ committed by donor, philanthropists, private sector or government for biofortification	CIP	Oct.	2018				
1.5.	MEL system to support learning and adaptive management by all project partners designed and processes, successes, and lessons learned white papers documented	CIP, CIMMYT, CIAT	June November June	2017 2017 2018				
Objective 2. Strengthen institutional and community capabilities to produce and consume biofortified crops								
2.1.1	Targeted and gender mainstreamed ToT learning modules on priority areas for biofortified crops	CIAT, CIMMYT, IITA, CIP, Kibaha Research Institute (KRI)	June December December	2018 2016 2016				
2.1.2	Build capacities for national institutions, including Sokoine	CIP	March	2017				

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current status ⁴	Revised Date		Modified milestone description and justification for change/or comments regarding progress
			Month	year		Month	year	
	University and Agricultural and Rural Management Training Institute, to deliver modules (2.1.1 above)							
2.1.3	A critical mass of service providers trained through the step-down cascading model	CIAT, CIMMYT, IITA, CIP, KRI	Annually					
2.1.4	Build the capacity of change agents to advocate for increased investments in support of biofortification using investment guides	CIP	Annually					
2.2.1.	Establish crop specific strategies to accelerate the up-take of biofortified crops	CIAT, CIMMYT, IITA, CIP	Sept.	2016				
2.2.2.	Establish crop specific champion platforms	CIAT, CIMMYT, IITA, CIP	October	2016				
2..2.3.	National seed agencies, the private sector and farmer/ women/youth groups involved in large scale production of seeds of the biofortified crops	CIAT, CIMMYT, IITA, CIP, KRI	July Sept. March	2018 2017 2017				
2.2.4	Commercial processors processing biofortified food products	CIAT, CIMMYT, IITA, KRI, CIP	N/A Sept. December	2018 2017				
2.3.1	Pipeline verities of biofortified crops officially released	CIAT, CIMMYT, IITA, KRI, CIP	Sept	2018				

Obj. No.	Milestone/Output	Organization Responsible	Due Date		Current status ⁴	Revised Date		Modified milestone description and justification for change/or comments regarding progress
			Month	year		Month	year	
2.3.2	Relevant varietal release committees include release criteria that give higher consideration to new crop varieties with enhanced micronutrient content	CIAT, CIMMYT, IITA, KRI, CIP	March	2017				
			March	2018				
			Sept	2018				
			August	2018				

Progress Narrative

Objective 1. Strengthen the enabling environment for investments in biofortified crops

IR 1.1. Policies, strategies, and plans developed/formulated and implemented that prioritize support to biofortification to accelerate the scaling of biofortified crops within wider agricultural and nutrition/health sectors

IR 1.2. Capacity for advocates and champions built for continued advocacy for biofortification in Tanzania and Nigeria

IR 1.3. Increased investments by public, private, and NGO sectors in support of biofortification

IR 1.4. Technical and policy platforms actively promoting evidence-based support for biofortification

IR 1.5. Improved global understanding of scaling-up approaches

Objective 2. Strengthen institutional and community capabilities to produce and consume biofortified crops

IR 2.1. Strengthened capacities and competencies of investors and executing institutions to design and implement technically strong, cost-effective, and gender-sensitive investments that drive uptake of biofortified crops

IR 2.2. Enhanced awareness of and increased organizational action for biofortification among key stakeholder groups (farmer organizations, marketers, processors, consumer groups)

IR 2.3. Biofortification increasingly mainstreamed in national nutrition programs and NARS crop programs, and biofortified varieties of staple crops prioritized in development, release, and utilization

B. Key Milestone Deviation

C. Course Correction.

D. Plans for Next Reporting Period.

E. Risks.

F. Sustainability.

G. Lessons Learned.

III. Budget Progress and Results

1. Summary

Briefly describe how total project spending to date compares against the budget and how your assumptions may have changed as the project progressed.

2. Latest Period Variance

Provide explanation for any cost category variances outside the allowable range. Explain causes, consequences for the project, and mitigation plans if relevant. Report whether or not approval for the variance has been obtained from your Program Officer. Note: “Latest period variance” compares actuals to previous projections for the period

3. Total Grant Variance

Provide explanation for any cost category variances outside the allowable range. Explain causes, consequences for the project, and mitigation plans if relevant. Report whether or not approval for the variance has been obtained from your Program Officer. Note: “Total grant variance” compares actuals plus current projections to the budget

4. Interest Earned

Describe how interest earned and/or currency gains were used to support the project

IV. Annexes

Appendix 5: Activity Attendance Register

PARTICIPANTS ATTENDANCE REGISTER

ACTIVITY: _____

DATE: _____

No.	NAME	GENDER	ORGANIZATION	DESIGNATION	MOBILE. No	E-mail ADDRESS

Appendix 6: Resource Mobilization Tracking Tool (Indicator #4, appendix 1)

Resource Mobilization Monitoring tool

Country:								
Implementing Institution	Category of implementing Institution ⁵	Donor	Project Focus	Budget (US\$)	Location of Project	Status of Project	Duration of Project/ Activity	Evidence of Investment
			e.g. OFSP	Total				
e.g. HKI, "Enhancing Agriculture for Better Nutrition" ⁶	e.g. NGO	e.g. Irish Aid	e.g. Vine multiplication, dissemination, nutrition education	\$1.5M	Tete Province	Completed	Two years, 2012–2014	Award letter
Total								

⁵ Use the following categories: NGO, INGO, Federal/central government, State/Local government, Private, CBO/FBO

⁶ This first row is for illustration purposes



BNFB Project Inception Meeting in Arusha

Kibo Palace, Arusha, Tanzania, 16-18 March 2016

Abstract



This report documents the proceedings of the Building Nutritious Food Baskets (BNFB) project inception workshop held on March 16-18, 2016 at the Kibo Palace Hotel, Arusha, Tanzania. The report captures the processes and outputs of the meeting and is meant for reference by the participants and any other stakeholders who were not present. Almost all the discussions, the results of group work and group deliberations, and the plenary sessions are documented.



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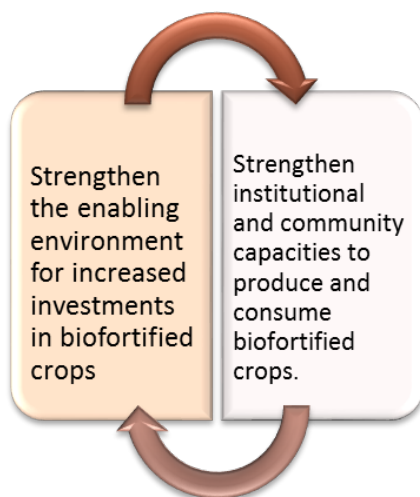
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ACRONYMS AND ABBREVIATIONS

BF	biofortified or biofortification
BNFB	Building Nutritious Food Baskets
BMGF	Bill & Melinda Gates Foundation
CG	Abbreviation of CGIAR
CGIAR	Consultative Group on International Agricultural Research
CIAT	Centro Internacional de Agricultura Tropical
CIMMYT	International Institute for Maize and Wheat
CIP	International Potato Centre
GoT	Government of Tanzania
HHs	Households
IITA	International Institute of Tropical Agriculture
SRI	Sugarcane Research Institute - Kibaha
M&E	Monitoring and Evaluation
MoA	Ministry of Agriculture Livestock and Fisheries
MoH	Ministry of Health
NARS	National Agricultural Research Systems
NRCRI	National Root Crops Research Institute - Nigeria
OFSP	Orange-fleshed Sweetpotato
PM	Project manager
PPT	PowerPoint
QPM	Quality Protein Maize
RAC	Reaching Agents of Change
TFNC	Tanzania Food and Nutrition Centre
TOSCI	Tanzania Official Seed Certification
ToT	Training of Trainers
VAD	Vitamin A Deficiency

EXECUTIVE SUMMARY

The *Building Nutritious Food Baskets: Scaling up Biofortified Crops for Nutrition Security* project is a three-year project funded by the Bill & Melinda Gates Foundation. The project seeks to reduce hidden hunger by catalyzing sustainable investment for the utilization of biofortified crops (vitamin A cassava, vitamin A maize, vitamin A sweetpotato and iron rich beans) at scale. The project is implemented in Nigeria and Tanzania, to demonstrate how multiple biofortified crops can be scaled up together at country level using a “food basket” approach. The project is led by CIP and engages a range of partners, including; The International Centre for Tropical Agriculture (CIAT), the International Maize and Wheat Improvement Centre (CIMMYT), the International Potato Centre (CIP), the International Institute of Tropical Agriculture (IITA), HarvestPlus and the Forum for Agricultural Research in Africa (FARA). The goal of the BNFB project is to help reduce hidden hunger by catalyzing sustainable investment for the utilization of biofortified crops at scale. The projects seeks to specifically demonstrate how scaling up can be achieved through a concerted effort by a range of CGIAR centers and programs along with community, national, regional, and international stakeholders. These partners will work together on advocacy, policy development, nutrition education, and behavior change communication for demand creation, capacity strengthening, and institutional learning to support the scaling up of multiple biofortified crops. The project has two specific objectives:



This report documents the proceedings of the Building Nutritious Food Baskets (BNFB) project inception workshop held 16-18 march 2016 at the Kibo Palace Hotel, Arusha, Tanzania. The report captures the processes and outputs of the meeting and is meant for reference by the participants and any other stakeholders who were not present. Almost all the discussions, the results of group work and group deliberations, and the plenary sessions are documented.

A total of 26 participants attended the workshop and included representatives from CGIAR centers and programs, national agricultural research systems (NARS), the Government of Tanzania (GoT), Tanzania Food and Nutrition Center (TFNC) and Bill & Melinda Gates Foundation (BMGF) (see Annex 1) for list of participants). The workshop was facilitated by Dr. Paul Kibwika from the Institute for people, Innovation and Change in Organizations (PICO) Team, Uganda.

KEY HIGHLIGHTS

- a. On behalf of the Government of Tanzania (GoT), *Mr. Obey Assery Nkya (Director of Coordination of Government Business – Prime Minister’s Office)*; expressed the commitment of the Government of Tanzania to support BNFB, and reiterated its centrality in Tanzania’s country’s nutrition agenda. He offered support in bringing key stakeholders together to ensure nutrition self-sufficiency in Tanzania.
- b. On behalf of BMGF, Lawrence Kent reiterated that biofortification is an economical option to fighting hidden hunger. He observed that BNFB is a catalytic project that builds upon the Reaching Agents of Change project and will ensure better integration of biofortified crops into policy and institutional strengthening for scaling up biofortified crops. Lawrence observed that the seed system is an important element in this design and challenged participants to leverage the on-going initiatives and ensure biofortified crops are accessible and being utilized by a critical mass.
- c. Participants reached a consensus on the roles and responsibilities of each partner and identified some gaps that the BNFB project will seek to address.
- d. The need to conduct a comprehensive situational analysis was identified as critical and a priority of BNFB. It was agreed that BNFB would work closely with national partners to conducting the situation analysis, which will help identify gaps and priority areas for intervention.

WORKSHOP OBJECTIVES

The general objective of the inception workshop was to introduce the project team to the project and reach a shared understanding of the project objectives and the delivery system.

Specific objectives

- Get to know each member of the team (team building).
- Understanding the BNFB project objectives, outputs, indicators of success, activities, relevance and importance of the project.
- Clarify roles and responsibilities of each individual, team and partner in the delivery of BNFB objectives.
- Plan jointly and align individual, team and partner annual work plans with relevant outputs, sequence of activities and budget to the overall project work plan for 2016.
- Clarify the reporting processes and responsibilities – status reports, what to report, audience, format, frequency, archiving and communication plan.
- Clarify the administrative and financial procedures for implementation of BNFB.
- Draft ToR for the Project Steering Committee (PSC).

Expected outcomes

- Shared vision, mission, purpose and ownership of the project
- Team alignment and team spirit
- Refined work plan for 2016 and clear division of labor
- Agreement on reporting processes and responsibilities, communication and feedback system
- Draft ToR for the PSC

WORKSHOP AGENDA AND FORMAT

A workshop agenda (see Annex 2) that was used to guide the process but was flexible and was revised from day to day based on the guidance of the process steering team. The workshop activities included a mix of presentations, round table discussions and plenary sessions supported by rich and interactive discussions from participants.

WORKSHOP PROCEEDINGS AND DOCUMENTATION

Day 1: 16th March 2016 (Morning Session)

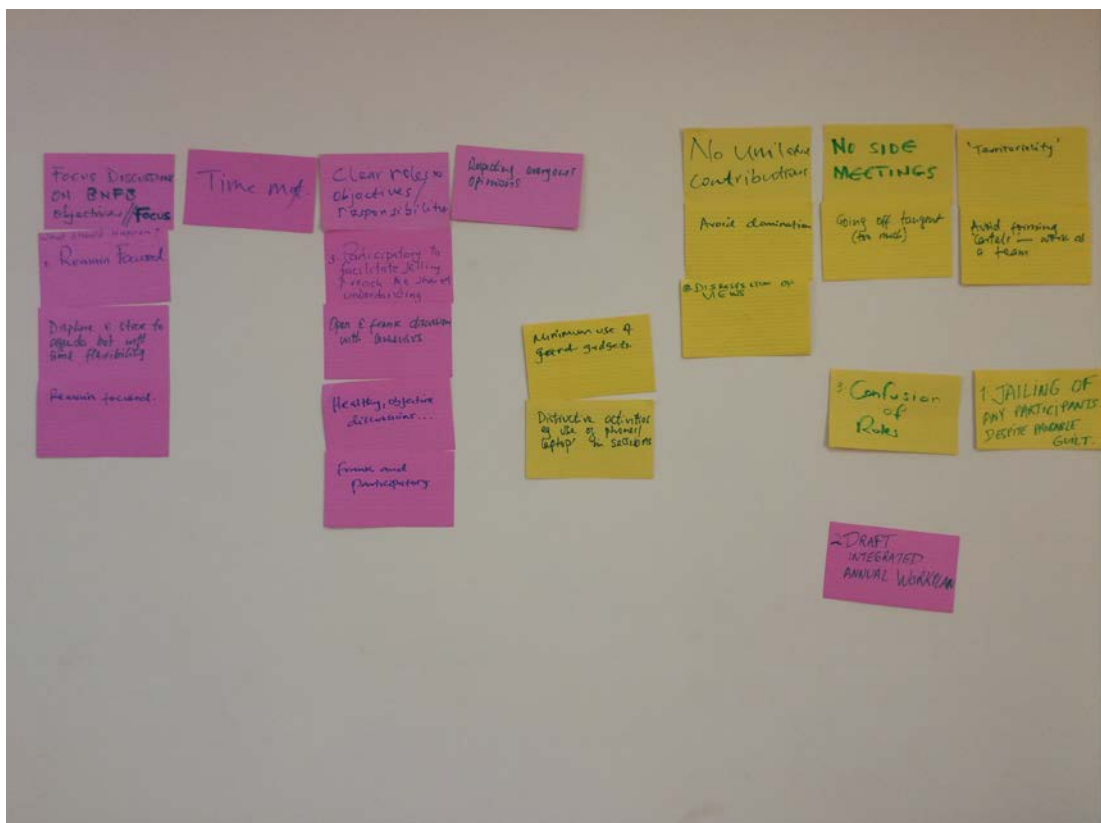
1 Workshop opening and setting the scene

1.1 Introduction

This session was facilitated by Paul Kibwika. The session started with an icebreaker to help create an open and lively atmosphere and provide an opportunity for participants to get to know each other. Paul introduced himself and invited the participants to introduce themselves by stating the following;

- a) Name
- b) Organization
- c) Position in the organization
- d) What the organization brings to the BNFB project.

After the introductions, Paul led participants to discuss and agree on core values and ground rules. To arrive at the ground rules, the facilitator gave each participant two cards of different colors (red and yellow). On the red card, participants were requested to indicate “*what should happen in this workshop*” and on the yellow “*what should not happen*”. Below are the responses



After this, the facilitator invited the BNFB Project Manager - Hilda Munyua to introduce and invite a number of key speakers to welcome participants and make some opening remarks as documented below;

1.2 Opening remarks

Mr. Obey Assery Nkya (Director of Coordination of Government Business) – Representing the Government of Tanzania as country host from the Prime Ministers’ Office.

In his opening remarks, Mr. Obey noted and appreciated the diversity of the group (workshop participants) and observed that it is a good ingredient for success. He welcomed participants to Arusha, indicating that it is a strategic location and welcomed participants to find time to visit the various tourist attractions in and around Arusha. He challenged participants to ensure the workshop objectives were met. Mr. Obey lauded the project designers and observed that the project is well tailored to meet practical needs in the country. He challenged the group to focus on real impact and *‘not just publication of papers’*. Mr. Obey indicated that BNFB builds upon the gains made by RAC, a project he was personally involved in. He assured the participants that Tanzania is ready and willing to host the BNFB project to continue with these efforts. He further affirmed that BNFB was aligned to the Tanzania’s country priorities and could count on the Government of Tanzania’s support. He reiterated the centrality of nutrition in the country’s agenda and the need to ensure nutrition self-sufficiency. He promised support the new initiative and pull key stakeholders together and work to ensure the project takes off and lands smoothly.

Dr. Adiel Mbabu (Regional Director) - CIP Sub-Saharan Africa

Adiel thanked Mr. Obey for his encouraging words and was delighted that the project was well aligned with the Government’s priorities. In his welcoming remarks, Adiel took the opportunity to welcome individuals and representatives of respective disciplines and organizations to the workshop. He

CIP is delighted to bring together partners with a common interest to gel and pursue common objectives

reiterated that all organizations were under pressure to deliver impact as scale and pointed out that many had been able to scale out and reach millions of people with the technologies they developed. He pointed out that BNFB offers an opportunity for the different partners to learn together how to scale up and reach the population, instead of samples of the population. He emphasized that a key lesson learned is that, we need to mobilize complex partnerships in order to reach that population. Dr. Adiel challenged the participants not to lose sight of what brought them together in the first instance i.e. *The pursuit of a common objective - causing impact at scale*. He reiterated that organizations today are grappling with different models of scaling up impact. He pointed out that based on the lesson learned from RAC, CIP was delighted to bring together partners with a common interest to gel and pursue common objectives. Adiel reminded participants that scaling up is complex and involves complex partnerships and ensuring that diverse interests are addressed and a common understanding is forged. He added that BNFB has a great chance of success and, challenged the different partner institutions implementing the project to manage the complexity well in order to achieve the objectives.

Mr. Lawrence Kent (Senior Program Officer) - Representative from Bill & Melinda Gates Foundation (BMGF)

Lawrence appreciated the solutions that biofortification offers to malnutrition, both in rural and urban communities in many

countries. Lawrence highlighted the genesis of programming in biofortification and the journey that has been made so far. He particularly singled out the work done through the Reaching End Users Project through OFSP and the work that has been championed by HarvestPlus. He agreed with sentiments postulated by earlier speakers by reiterating that biofortification is an economical option to fighting hidden hunger and that the remaining challenge is reaching the communities in need through ‘cataclysm’ and not through the village to village model. He explained that this was the idea (‘cataclysm’) behind RAC - leverage on others to reach a critical mass. It is in this context that BNFB was conceived, to build on the work of RAC with objectives limited to advocacy, policy and institutional strengthening for scaling up. Lawrence observed that the seed systems was an important component of the project, and perhaps the trickiest element in the design. He challenged participants to come-up with an economically sustainable seed system as opposed to providing seeds for free, which is not scalable. Lawrence finished his remarks by delivering Laura’s apologies – for not being able to attend the workshop.

Action

Seed System Specialists for CIAT, CIMMYT, IITA and CIP to ensure that their seed systems and related seed work-plans are designed on an economic model that facilitates sustainability

Dr. Hilda Munyua (Project Manager) - CIP Sub-Saharan Africa

Hilda thanked everyone for finding time to attend the workshop despite the busy schedules. She expressed her optimism about the project goal and outcomes. Hilda then took the opportunity to introduce participants to the workshop objectives and anticipated outputs (highlighted in the introduction section- see Annex 1, PowerPoint Slides 1)

Facilitator – Paul Kibwika

Paul then led a discussion on what the team needs to do to achieve the objectives of the inception workshop.

2 Overview of Biofortification - Anna-Marie Ball (Head - Africa Strategic Alliances) HarvestPlus

The process steering team felt that it was important to highlight the global perspective on biofortification to enable participants to understand the breadth and depth of efforts in this sector and help situate BNFB. Anna-Marie Ball defined biofortification and provided an overview of HarvestPlus efforts in scaling up biofortified crops globally. She pointed out the positive developments made so far and the high level of enthusiasm demonstrated during the Second Global Conference on Biofortification held in Kigali in 2014. She underscored the support that biofortified crops have garnered since that meeting and indicated that to date, 33 biofortified crops have been released across the globe and are now being grown/tested in 45 countries. Anna-Marie further highlighted some of the promotion mechanisms adopted to promote biofortified crops in Nigeria and Rwanda such as use of Nollywood actors to produce movies and to directly endorse biofortified products (see Annex 3).

Participant's discussion and reaction from Anna Marie's presentation

Participants raised queries around what specific contributions that HarvestPlus would commit to BNFB. Anna-Marie highlighted a couple of areas of synergy such as having BNFB make a presentation during the forthcoming 3rd Global Conference on Biofortification to be held in April 2017, having a shared knowledge portal to document and share information and progress on biofortification, build on the breeding and seed systems progress already made in Nigeria and staff-time.

Challenge

Develop behaviour change communication (BCC) materials and frequently asked questions (FAQs) to demystify myths on biofortification.

A follow-up discussion on this presentation provided useful comments: Participants applauded HarvestPlus for the good progress made and for a succinct presentation. Participants were challenged to embrace the private sector in these efforts and to keep reminding the masses that biofortified crops are not genetically modified crops. BNFB was therefore challenged to develop behavior change communication (BCC) materials and frequently asked questions (FAQs) to demystify these myths. Finally, it was felt that nutritionists and breeders need to talk to each other more in order to strengthen the interface between nutrition and breeding.

3 Lessons learned from Reaching Agents of Change (RAC) project – Dr. Adiel Mbabu (Regional Director) - CIP Sub-Saharan Africa

Adiel gave an overview of RAC and explained the design and results achieved by RAC in advocacy and capacity building, and key lessons learnt. The session helped participants to understand the advocacy process and strategies used by RAC. Adiel's presentation (see Annex 4) highlighted the role of advocates and champions, key activities, challenges, successes and lessons learned - in Mozambique, Tanzania, Nigeria, Ghana and Burkina Faso. Some of the key lessons learnt from RAC that Adiel highlighted related to the following issues and topics:

- Reporting mechanisms
- Policy engagement and programming processes
- Relationship between advocacy and promotion
- Policy and institutional changes in the context of markets
- Investment guidelines to address investment questions
- Right competences of advocacy staff
- Significance of multi-sectoral platforms in catalyzing advocacy efforts
- Lesson is multiplication of primary and secondary seeds during dry seasons
- Learning modules and technical effort required takes lots of technical support
- Managing complex partnerships
- Impact assessment – long term clear milestones in designing M & E plan

Adiel explained that BNFB came about as a result of documented success and impact of RAC and that BNFB will now integrate other partners and move from one food approach to adopt a 'food basket' approach. He pointed out that the BNFB will have a broader approach to scaling impact, hence the need to work with a range of partners in the scaling up process. He emphasized that scaling up requires a supportive and responsive policy environment, increased investments, institutional capacities, and dynamic seed systems to reach a critical mass. Adiel added that RAC learned that OFSP (a single crop) was not a policy focus but a nutrition issue and thus the continued focus on biofortification within the BNFB.

Participant's discussion and reaction from Adiel's presentation

One participant observed the need to explain clearly the 'tangibles' as far as advocacy is concerned i.e. what should BNFB advocacy focus on and what does the project want governments to do? It was recommended that the project defines clearly the policies it will focus on in each country. It was pointed out that a situation analysis would be conducted and this would point out key gaps that BNFB will focus on.

Recommendation

- 1. Each country advocacy strategy to define clearly the policies it will focus on (to include biofortification). Responsibility: **Country Coordinators***
- 2. **Seed System Specialist** for beans to come up with strategies such as labelling for product differentiation and appropriate legislations in marketing and variety release criteria as mechanisms to promote this crop*

Other concerns included how the project is planning to promote crops with hidden traits and whether impact assessment for RAC had been conducted. It was observed that strategies such as labelling for product differentiation and appropriate legislations especially in marketing and as a variety release criteria were strategies being considered by the project.

Another query raised was if the RAC project plans to conduct an impact assessment to assess long term benefits and sustainability of the project's efforts. It was explained that impact assessment of RAC will be conducted 3 years after project completion. The M&E Specialist clarified that follow-up studies on RAC have been integrated into BNFB outputs and that the outcomes of the impact assessment will be shared with all partners.

4 The BNFB Project – Dr. Hilda Munyua (Project Manager) - CIP Sub-Saharan Africa

Hilda's presentation (see Annex 5) provided an overview of the BNFB project; explained its design and the ideas behind the theory of change. She reiterated that BNFB builds upon lessons learned from RAC and draws on complementary skills and experience of other CGIAR centers and programs, national and regional partners among others. Hilda highlighted the following:

- The goal and purpose of the project, objectives, intermediate results and key indicators
- Institutional arrangements to deliver on the results
- Key thematic areas of the project: policy engagement, institutional strengthening & the various biofortified technologies (seed systems)
- The multi-crop, multidisciplinary and multi-organizational approach

- Target countries

Participant's discussion and reaction from Hilda's presentation

A participant sought to know the geographical location of the BNFB project in Tanzania, while another inquired about the status of biofortified crops in Tanzania and points of synergy partners will leverage for the crops. Other concerns were about whether BNFB had taken time to identify the gaps to address in order to avoid duplication of efforts and what will be the critical points of

focus. Hilda responded that BNFB was a scaling up initiative with a national outlook. Although specific crops were being grown in certain agro-ecological zones, the idea is to expedite the release of pipeline varieties to suit new regions and marketing and consumption of the crops and their products and advocacy will take a national outlook. Hilda clarified that the status of the specific crops would be discussed later during the seed systems presentations that were scheduled for second day. She explained that a great deal of consultations were made during the project design phase to identify gaps. She observed that a scoping study was done and an emerging strategy on biofortification in Sub-Saharan Africa that informed the gaps and that the forth-coming situation analysis will concretize this process.

Action

BNFB to consider a focus on advocacy and capacity development of regional and district commissioners in Tanzania for better impact and to encourage them to invest more on Biofortification
Country Coordinator, Tanzania

During these discussions, it was observed that the GoT has ring-fenced funds for nutrition programs across all the districts and that BNFB could help advocate and strengthen capacity of regional and district commissioners so that these resources are invested well in nutrition and biofortification in particular. BNFB was also challenged to ensure that each partners is given clear deliverables to avoid implementation delays and possibilities of overlap and conflict.

Day 1: 16th March 2016 (Afternoon Session)

5 Team Building Exercise facilitated by Paul Kibwika (PICO Team)

The objective of this session was to discuss principles and tips on building and managing high performance teams through interpersonal and interdisciplinary interactions. The facilitator broke down this session into two- i) Stages of team development and ii) the Johari Window in relation to feedback.

5.1 Stages of Team development

Paul led this session and among other things, explained the four stages of team development and how these stages are likely to unfold under BNFB (see Annex 6). The stages are:

- Orientation
- Perturbation
- Regulation
- Performance

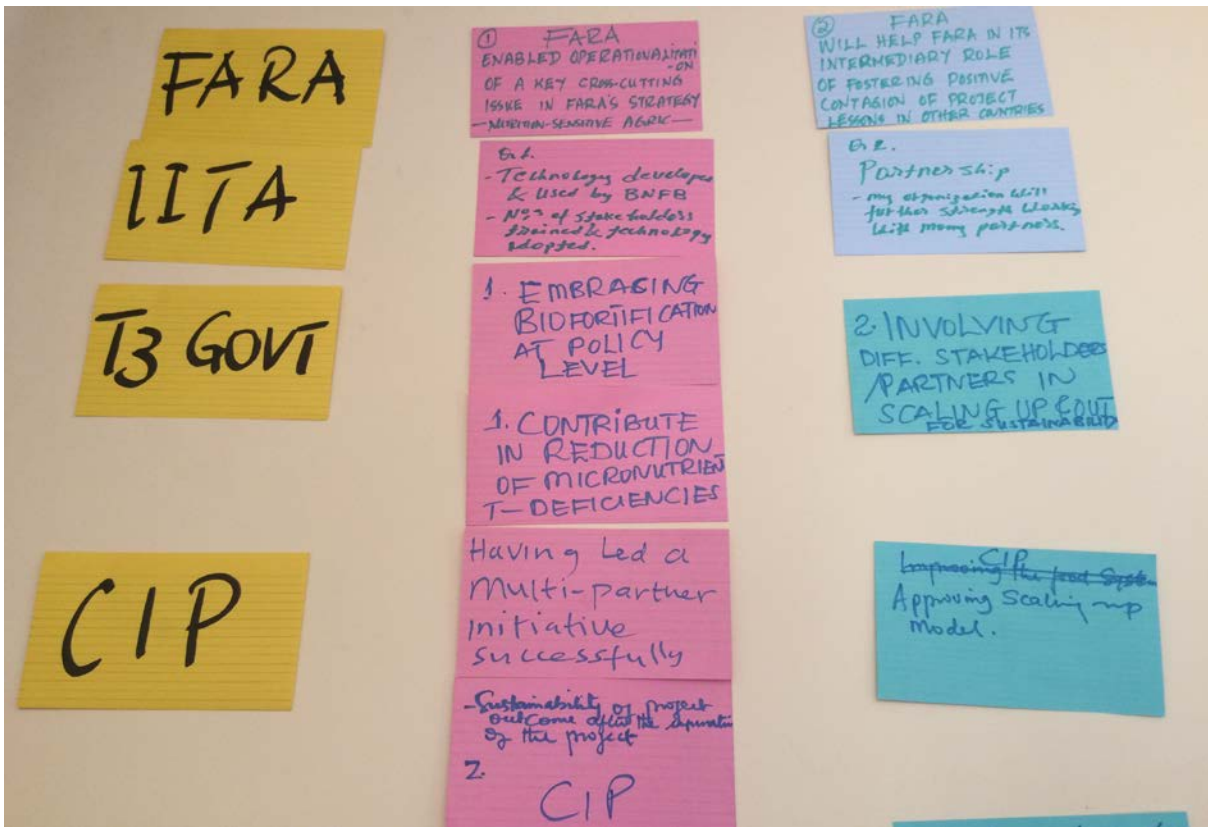
He observed that 'being together' or 'working together' does not necessarily imply teamwork. He further indicated that the role of a leader in any organization is to minimize opportunities for perturbation.

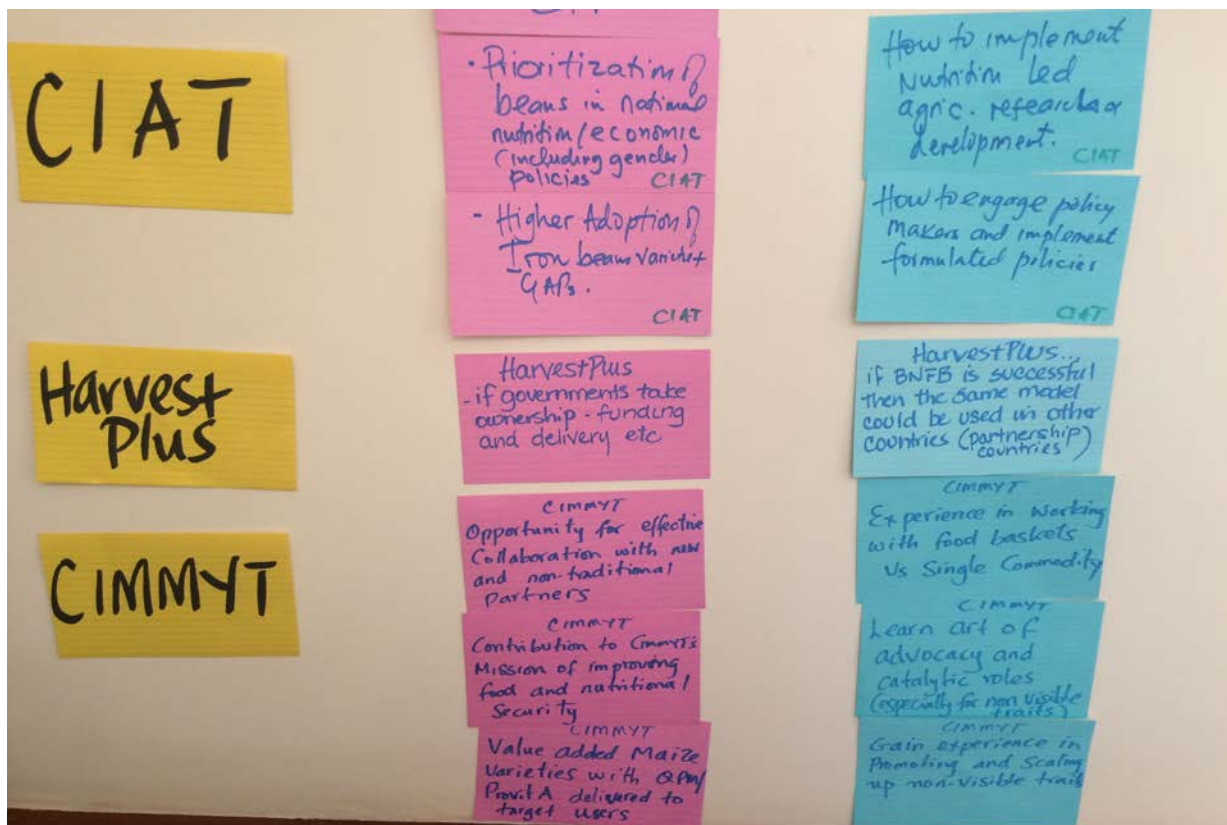
After the presentation, Paul asked representatives from each partner participating in the workshop to hold a 15 minute group discussion responding to the following topics;

a) If we manage to do this project successfully; my organization will be proud of?

b) As an organization, what would you like to learn from this experience?

See responses below;





Paul then led a plenary discussion to identify the key words emerging from the group discussion and helped the group identify emerging key words for example;

- Sustainability
- Impact
- Having led a multi-partner initiative successfully
- Proven model to scaling- up
- Impact at scale –
- Effective partnerships,
- Strong institutions,
- Ready proven technologies

After the group discussions, 4 volunteers were tasked to help draft a mission statement using these key words – (Boaz, Richard, Robert, Joyce). This was a take-away assignment and the results are presented in day 2 (see Annex 7).

5.2 Johari Window and Feedback

Using the Johari Window, Paul made a plenary presentation (see Annex 8). The Johari Window was used as tool to demonstrate enhancing of the team’s capabilities to work better in teams – building effective teams and taking into account the diversity of individuals.

Paul explained that the JOHARI Window concepts such as – self-awareness/perceptions, feedback etc. have relevance in projects and can be mainstreamed into BNFB. He further observed that each individual has limited understanding of self and we should therefore allow others to help us open up/expand the blind spot.

In conclusion, Paul explained that effective partnerships are formed when we deliberately endeavor to expand the 'public window' such as being open and transparent on successes and failures - the more the project widens the 'public window' the more it gains support and public acceptance.

Related to Johari Window, Paul made a presentation on 'important guidelines' for giving and receiving feedback (Annex 9)

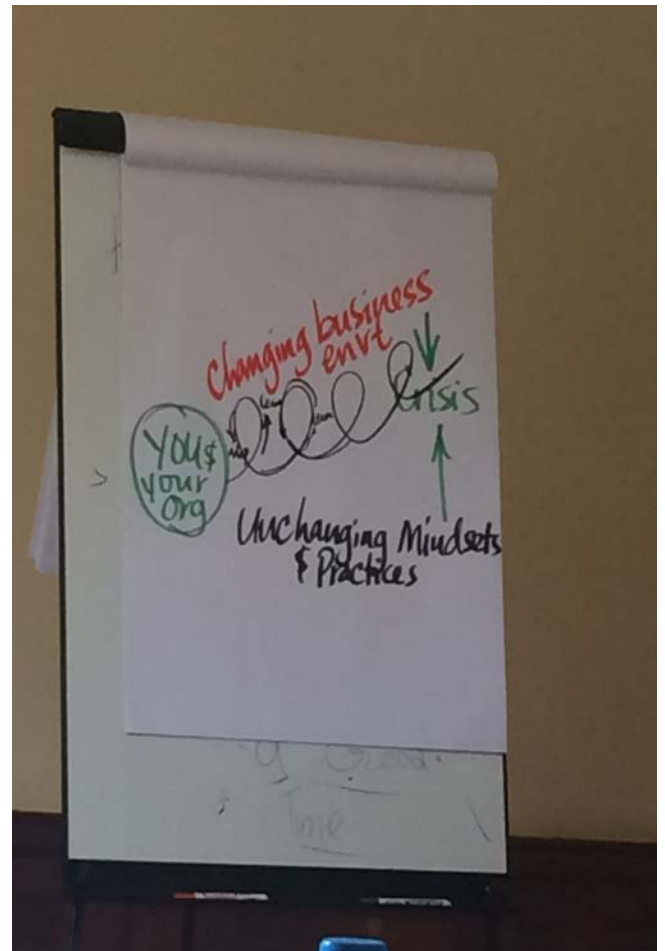
6 Leadership and learning organization - Paul Kibwika

Paul began this presentation (see Annex 10) by posing a question to the group: When do organizations learn? Comments from the plenary indicated that organizations don't always learn. Participants argued that pressure for change is what drives many organizations today to change, funding cuts, etc.

Paul explained that it is the ability to continuously learn, adapt and change that makes organizations remain relevant and perform in a changing environment. He observed that *"A learning organization discovers how to tap people's commitment and capacity to learn at all levels...where people continually expand their capacity to create the results they truly desire, where new and expansive patterns of thinking are nurtured, where collective aspiration is set free and where people are continually learning how to learn together."*(Peter Senge).

After the presentation, Paul opened the floor to discussions and the following issues emerged:

- Members agreed that individuals and organizations must be prepared to change in a changing business environment otherwise it will be difficult to survive. Participants were challenged to move in the direction of change, adapt to changing business environment -continuously learn from what they do, relate to environment and continuously evaluate their activities.
- One participant observed the importance of seeing 'a virtual organization (BNFB)' in order to eliminate the diverse organizational, individual and disciplinary obstacles to learning.
- To catalyze change, the project team was advised to continuously learn, give focus to the team/individual levels. To achieve this, the project team was encouraged to plan and make this deliberate and as part of the design.
- BNFB should be owned by all the partners – it was clarified that CIP does not 'own' the project, but rather, it was "a secretariat" to drive other partners to achieve the project goal.
- It was further recommended that there was need for an advisory team to help



feedback both at the upstream (at the individual organizations that make-up BNFB) and downstream (to the project team).

Another participant enquired about what constitutes a team as envisaged in BNFB, how the respective partners will maintain individual identity in the project, how achievements will be attributed, branding etc. In response to these questions, it was felt that the session on leadership/multi-disciplinary teams should have come later on to address these issues which were tackled in subsequent presentations. It was therefore considered useful to postpone discussions on this topic to the last day of the workshop.

Evaluation of day 1

After the sessions for day 1 were concluded, the workshop process steering team retreated to deliberate on the day's events and plan for the next day. The facilitator asked each member to recap the day based on 3 items: *what went well, what did not go well, and what we should do tomorrow?* Below are the responses:

What went well?

- HarvestPlus presentation on the global scenario was lauded as having been a curtain raiser for technical issues that emerged in the course of the day
- The presentation on BNFB was good but could have been shorter
- Time management was good

What did not go well?

- The team felt that the afternoon session could have been shorter and more interactive
- It was felt that the topics on 'learning organization came too early in the program and that the applicability of the Johari Window ought to have been emphasized more than the concept was shared.

What we should do tomorrow...

- Recap the presentation on BNFB, focused on objectives and key deliverables
- The facilitator to recap sessions covered during day 1 and the objectives of each session. Topics/sessions should be preceded by their objectives first
- Allow adequate time for questions and contribution after presentation.

Day 2: 17th March 2016 (morning Session)

Recap of Day 1

The day began with a recap of the previous day's proceedings. The facilitator highlighted the objectives and presentations (see Annex 11). Following this summary, Hilda recapped the goal, objectives and deliverables of BNFB.

7 The M&E Framework- Godfrey Mulongo

Godfrey's presentation (Annex 12) focused on the hierarchy of BNFB results, performance indicators and the disaggregation of the indicators by partner. After the brief presentation, the floor was open to discussions.

- One participant wanted to know how progress on policy influence will be measured and tracked. In response, it was pointed out that the baseline figure for this indicator is not yet determined nor the targets for each country – pending the completion of the situation analysis that will among other things identify the current government priorities as far as policy on nutrition/biofortification is concerned and the relevant policies, strategies and plans that BNFB will support. . Specific targets will be agreed upon when developing country and regional advocacy strategies and work-plans.
- It was reiterated that BNFB does not focus on breeding work, but rather, it supports and catalyzes efforts to expedite the release of new and robust biofortified varieties currently in the pipeline. The target for new varieties to be released is 12.
- Participants recommended that the indicator on 'number of households producing biofortified crops' be amended to 'number of households growing biofortified crops' and that more specificity be provided to include the incremental value such as the additional number of households. It was noted that these indicators needed to be clearly defined in the M&E framework that is currently being developed.
- Only one commercial processor (Nestle) had been targeted for Nigeria. Participants challenged IITA (PVA maize) to increase the number of processors to at least 3 due to the sheer size of the country. On the other hand, CIMMYT requested that the number of commercial processors allocated to (CIMMYT) be reduced to 1.
- The concern about attribution of results was revisited. In response, it was indicated that deliberate efforts will be made to document specific support areas from BNFB and the results coming from the support. Reporting and data disaggregation will be clearer when focusing on what each partner will have done, showing the incremental benefits achieved through the

Action

1. Ensure that BNFB efforts on advocacy are well aligned with current government priorities, policies and work plans on nutrition/biofortification **Country Coordinators**
2. BNFB to plug-in and support the finalization of the *Action Plan for Agriculture and The National Social Protection Framework in Tanzania*. Ensure that biofortification is featured as one of the interventions for fighting hidden hunger and malnutrition **Country Coordinator, Tanzania**
3. IITA (PVA maize) to increase the number of its targeted processors in Nigeria to at least 3 **Seed System Specialist (IITA) and M&E Specialist)**
4. CIMMYT to scale down the number of its targeted commercial processors from 3 to 1- **Seed System Specialist (CIMMYT) and M&E Specialist)**

BNFB project. All partners have clear deliverables as far as BNFB is concerned and co-mingling of results was not anticipated.

- On policy, the government representative identified some areas to focus on such as the Agricultural Sector Development Support Program which is attracting public, private and donor investment and where we want to be, and what we need to do to get there. He pointed out that there were “low hanging fruits” that BNFB could support in Tanzania; namely, supporting the review of the TFNC Action Plan for Agriculture that is currently under development and the National Social Protection Framework. This would bear results by June and contribute to the National Social Protection Framework.

8 BNFB Activities and Outputs – various partner representatives

This session included presentations by different staff on advocacy, seed systems, M & E and capacity development. The aim of this session was to discuss and reach agreement on activities that each partner and individual will undertake to deliver on the BNFB outputs. Participants provided comments / asked questions after each presentation. Following are highlights of the presentations and discussions.

8.1 Advocacy at the regional level- Nelson Ojijo, Regional Advocacy Advisor

Nelson’s presentation (Annex 13) highlighted the role of FARA in championing advocacy to improve nutrition status and support continental, regional and sub-regional implementation strategies and road maps such as the Malabo declaration, CAADP agenda and Science agenda for Africa. He observed that the nutrition agenda was seemingly fading and hence the need for more advocacy. He identified advocacy opportunities for BNFB such as the Agricultural Transformation Agenda spearheaded by the African Development Bank. Nelson indicated that he will build on the lessons and successes of RAC in his role as the Regional Advocacy Advisor for the project.

Participants sought clarification on how the Regional Advocacy Advisor will link with the Senior Country Coordinators and specifics on how FARA will ensure biofortification is made prominent at regional level. Nelson explained that the situation analyses studies to be conducted at country and regional level will shed more light of specific areas that BNFB will focus on and help identify specific champions the project will work with. He observed that the country specific studies will highlight areas that will need regional input and synergy between the regional and country advocacy agendas.

8.2 Coordination of the Seed system (Harvest Plus) - Lister Katsvairo

Lister highlighted some initial thoughts on seed system coordination activities. He pointed out that a process that identifies gaps in seed systems was necessary and suggested that this be done as a joint effort involving partners. The gap analysis would among other things identify:

- The status of the crops - availability, breeding process - what is the stage
- The geographical coverage within the focus countries
- The materials in the breeding pipeline

- Where to leverage within the geographical areas – promotion, distribution patterns and important partnerships
- Areas to strengthen

Lister pointed out that it is paramount to work with the government when carrying out the gap analysis. He indicated that this process will provide guidance on where to plug in.

Participants requested for further clarification on the relationship and role of the Seed Systems Coordinator and how this role links with the Country Coordinators. It was pointed out that some of the gaps were known and that the situation analysis would help identify more gaps. It was pointed out that other coordination roles for the Seed Systems Coordinator include report, sharing of lessons-learning, harmonizing trainings across crops and popularizing biofortified crops such as through seed fairs. There was a suggestion that the position of the Seed Systems Coordinator position in the BNFB structure be removed and the funds allocated to this position diverted to support some of the under-funded areas. However it was agreed that this discussion be put on hold in the meantime and to be revisited during the session on roles and responsibilities.

8.3 Seed systems for CIAT (Iron rich beans) - Jean-Claude Rubyogo

Jean-Claude’s presentation (Annex 14) focused on the current situation of beans in Tanzania, the status of the bean value chain (markets, supply, released varieties and production /agronomic activities), Complementarities of biofortified crops available in Tanzania, the seed harmonization protocol, the bean sub-platforms and capacity needs.

Two major issues emerged during discussions:

- Whether to consider the Jessica variety as biofortified
- How CIAT will fast-track the release of biofortified varieties with higher iron levels.

One participant asked CIAT how BNFB could help them to introduce biofortified varieties with higher levels of iron in Tanzania. It was agreed that CIAT conducts further tests to validate this variety and also expedite Mac 42, Mac 44 and the next wave of varieties that were being grown in Rwanda, Burundi and Democratic Republic of Congo for release in Tanzania. Given this recommendation and the need to fast-track the release of varieties in the pipeline, the CIAT team was advised to consider revising their work-plan to reflect these changes.

Action

CIAT to ascertain whether the Jessica variety meets the criteria for biofortified variety and also, to expedite the release of Mac 42 and Mac 44 in Tanzania

8.4 Seed systems for CIMMYT (PVA maize) – James GETHI

James' presentation (Annex 15) highlighted CIMMYT's on-going work as far as PVA maize is concerned, released varieties, those in the pipeline and the draft activity work-plan for BNFB.

Following discussions on PVA, it was recommended that CIMMYT develops more concrete plans to expedite the release of PVA maize in Tanzania. One approach recommended was to test new varieties (already released in Zambia) for release in Tanzania, taking advantage of the SADC protocol (that allows varieties released in at least 2 SADC countries to be tested for just one season before release). CIMMYT was advised to check which of the PVA varieties have been released in at least two SADC countries and work with seed companies and the NARS to test the same in Tanzania for quicker release. It was reiterated that the role of BNFB is to support partners to push such varieties in the release process.

It was observed that CIMMYT had already conducted the study on the effectiveness of the 3 models of seed production (private led, government led, and commercial farmers led). James confirmed that CIMMYT had already conducted this study and that data is available. It was therefore agreed that BNFB supports the cleaning and publication of the paper.

Recommendation

CIMMYT to develop more concrete plans to expedite the release of PVA maize in Tanzania. **Seed Specialist, CIMMYT**

8.5 Seed Systems for CIP (OFSP, Nigeria) – Jude Njoku (NRCRI)

Jude's presentation (see Annex 16) focused on OFSP seed systems activities in Nigeria. He highlighted the states where other projects (such as SASHA, Jumpstarting and Rainbow) were operating. Jude indicated that BNFB will leverage on existing projects by targeting to catalyze the release of at least two new varieties and increase the growing of OFSP in 4 new states.

Participants recommended that Jude revise his work-plan in tandem with the design of BNFB and reduce the activities proposed so that they would be catalytic instead of 'doing'. For instance, it was observed that breeding work should be left to SASHA while BNFB focuses on equipping the NARS with skills and fast-track trials and supporting ADPs to conduct multiplications. It was further recommended that change agents who were trained under RAC be supported to cascade capacities in the 4 new states with BNFB providing technical and coordination support.

Action

Revise the OFSP work-plan to better align with design of BNFB i.e. ensure that it plays a catalytic role and scale it down to accommodate available resources. **Jude Njoku (NRCRI Nigeria)**

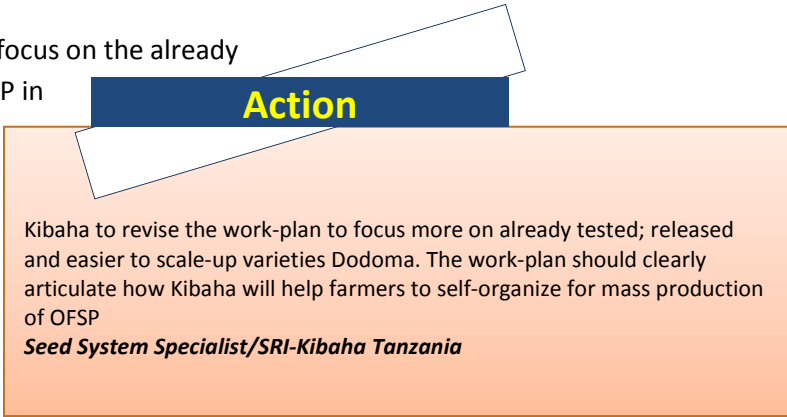
Day 2: 17th March 2016 (afternoon Session)

8.3 Seed Systems for OFSP, Tanzania – Kiddo Mtunda (SRI-Kibaha)

Kiddo's presentation (Annex 17) highlighted the agro-ecological zones growing sweetpotato in Tanzania and the different forms it which it is consumed. She observed that OFSP is relatively unknown and that more awareness raising is needed to improve uptake and access to materials. She further observed that

there is need to harmonize the variety release process to fast track the process. In the short-term, focus will be on the official release of the Kabode variety. Kiddo explained how SRI-Kibaha will facilitate the processing of OFSP at the Matoborwa Factory in Dodoma.

Comments from participants focused on the need to focus on the already tested and released varieties in order to scale-up OFSP in Dodoma instead of doing new trials. It was pointed out that the VISTA was supporting work on 5 varieties with SRI-Kibaha but they do not cover Dodoma and Singida. It was recommended that only materials that were very advanced should be considered and that Kibaha should clearly demonstrate how they will catalyze masses of farmers as the change agents to self-organize, produce and supply to the industry for processing. It was also recommended that cassava be dropped from the work plan because it was not a focus crop for BNFB in Tanzania. One participant pointed out that IITA was doing extensive work on vitamin A cassava hence Kiddo could link up with them and the Roots, Tubers and Bananas (RTB) research program.



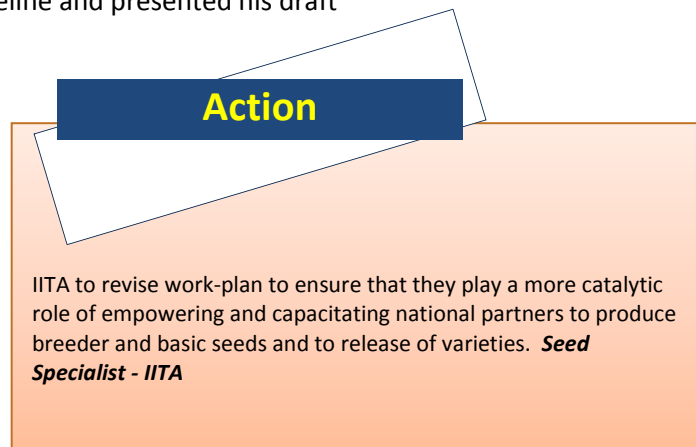
Action

Kibaha to revise the work-plan to focus more on already tested; released and easier to scale-up varieties Dodoma. The work-plan should clearly articulate how Kibaha will help farmers to self-organize for mass production of OFSP
Seed System Specialist/SRI-Kibaha Tanzania

8.4 Seed Systems for IITA (PVA maize-Nigeria) - Wende Mengesha

Wende's presentation (Annex 18) focused on work on PVA maize in Nigeria. He highlighted the varieties released and their biochemical composition, those in the pipeline and presented his draft activity work-plan for BNFB.

Contributions from participants during discussions raised concerns about the role of IITA in producing breeder and basic seeds. Under BNFB, Wende was encouraged to focus on developing the capacity of NARS and seed companies to produce breeder seeds / basic seeds. Wende explained that sometimes basic seed was supplied to private firms. It was recommended that IITA play a catalytic role, and a role in strengthening the capacity and filling the gaps of NARS to release new varieties instead of being the ones doing the work.



Action

IITA to revise work-plan to ensure that they play a more catalytic role of empowering and capacitating national partners to produce breeder and basic seeds and to release of varieties. *Seed Specialist - IITA*

8.5 Tanzania Food and Nutrition Centre-TFNC: Elifatio Towo

Towo's presentation (Annex 19) focused on TFNC's areas of interest and highlighted the prevalence of malnutrition in Tanzania and how the country is planning to tackle the problems as enshrined in the development goals of 2016. Towo pointed out key challenges that TFNC was facing including moribund equipment and resource constraints. He outlined some opportunities for BNFB such as policy review and advocacy through the Multi-sectoral Nutrition Working Group and the technical working groups on fortified foods. Other gaps that BNFB could fill include strengthening the Micronutrient Forum, Food Fortification Alliance, and capacity building on biofortification.

8.6 Ministry of Agriculture, Livestock and Fisheries – Richard Kasuga

Richard’s presentation (Annex 20) highlighted policies and strategies that are relevant to the objectives of BNFB, namely: Vision 2025, the Kilimo Kwanza Initiative and the need to place biofortification high on the agenda the Agricultural Sector Development Program. He outlined how BNFB can position itself to take advantage of these strategies and initiatives to promote biofortification i.e. to promote biofortification as a nutrition approach among policy makers in Tanzania and to ensure that it features prominently in planning and budgeting processes. Richard proposed that biofortification be mainstreamed in the national crop research programs through the support of the Tanzania Official Seed Certification (TOSCI) – to fast track release of varieties. He informed participants that the Agriculture Seed has resources (farms, seed distribution centers) to push varieties and multiply at speed. Further, Richard observed that MoA’s Communication and Advocacy unit has a small budget for communication and that BNFB’s agenda on promotion and advocacy can leverage the efforts of the Ministry promoting the understanding of biofortification.

Action

BNFB to collaborate with MoA on promotion and advocacy for biofortification – **Capacity Development and Communications Specialist and MOA’s Communications and Spokes Person**

8.7 BNFB Country Advocacy, Tanzania – Moses Mnzava

Moses presented his initial thoughts (Annex 21) on opportunities and strategies for BNFB advocacy in Tanzania. He explained that his vision is to see biofortification adopted as a government flagship program. To achieve this, Moses observed that key national figureheads would be identified to become national champions and all partners would have a critical role to play –to engage with the actors and to own the advocacy process. He underscored the central role the ready to go technologies and the investment guides will play in raising investments for biofortified crops and explained that efforts would be made to build strong communication with nutrition and malnutrition areas to ensure biofortification is understood and makes a difference. Moses was hopeful that the government will support and adopt the biofortification agenda. He explained that BNFB will start by identifying gaps (situation analysis)

Participants lauded Moses presentation as innovative. Contributing to this presentation, participants suggested the need to leverage on SUN initiative and take advantage of the National Nutrition Strategy in the advocacy efforts. Moses was encouraged to ensure that: a) the advocacy outputs and interventions are self-sustaining; b) the project has adequate capacity (especially in the seed system) to support the demand that will be generated

The day’s sessions ended at 5:30 and the workshop process steering team retreated to review the day and plan for the next day.

Evaluation of Day 2

What went well?

- The morning recap and summary by Paul and Hilda was done well
- Plenary feedback on the work-plans presented went well and feedback was quite informative
- It was agreed that the BNFB team had a better understanding of the project design and expectations

What did not go well?

- Time constraints to exhaustively analyze the work-plans and presentations
- The connection between systems and scaling up needed further elaboration

What we should do tomorrow...

- Build the linkages between the themes (advocacy, capacity and seed systems)
- Help to visualize success in advocacy, capacity development and seed systems
- Clarify the roles and responsibilities of partners

Day 3: 18th March 2016 (Morning Session)

Continuation of BNFB Activities presentations– various partner representatives

8.8 Advocacy for biofortification in Nigeria – HarvestPlus: Paul Ilona

Paul's presentation (Annex 22) highlighted the work of HarvestPlus in promotion of biofortified maize and cassava in Nigeria. Paul presented progress made in promotion and ensuring access of the required seeds and cuttings to farmers and the current in-roads in processing of products. Paul indicated that a lot of awareness had been created through use of forums such as nutritious food fairs and Nollywood movie industry.

Participants applauded the work of HarvestPlus in Nigeria and recommended that more effort be made in strengthening the capacity of NARS and other partners in “doing” the activities to ensure sustainability.

Paul suggested the need to create more awareness around the food basket strategy instead of a single crop and pointed out that this is a gap that BNFB could help address. Another gap that BNFB could fill is to conduct an exhaustive situation analysis to enable other partners learn from what has already

Action

1. The BCC communications and promotion strategy to address food-basket approach rather than a single crop. – **Capacity Development and Communications**
2. **The Project Manager** to seek donor approval for to reallocate the USD273,450 assigned for coordination of seed systems activities to fund other priority underfunded areas

been achieved, gaps and guide the strategy that will accelerate the up-take of the biofortified crops and products. To help address this issues, HarvestPlus recommended that the USD273,450 that was earmarked to coordination of seed systems activities be diverted to address priority underfunded areas such as the situation analysis studies in Tanzania and Nigeria, the Senior Country Coordinator position in Nigeria, seed road maps, investment guide products, learning materials and e-learning.

8.9 Capacity development – Joyce Maru (Capacity Development & Communication Specialist BNFB)

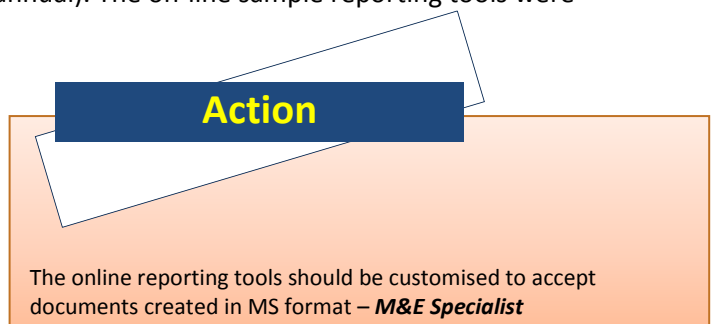
Joyce’s presentation (Annex 23) focused on her initial thoughts on capacity development. She explained that the needs assessment would highlight what was in place and existing institutional and individual gaps that BNFB would focus on. She would then develop an intervention strategy highlighting whose capacity would be developed, what capacity would be built, how we will build the capacity, and how will we measure impact. She explained that the project would also develop learning materials for beans, cassava and maize and update the OFSP ToT manual (year 3). She added that BNFB would continue supporting Sokoine University of Agriculture, the Agricultural and Rural Management Training Institute to offer training for ToTs and other institutions and change agents.

Participants wanted to know who would carry out the situation analysis and how the information would be updated. Joyce explained that the gap analysis for capacity development would be part of the BNFB situation analysis to be carried out by consultants in Nigeria and Tanzania. Participants suggested that updating ‘Everything you ever wanted to know about sweetpotato ‘TOT manual in year 3 would be too late as there were gaps that needed to be updated to be of benefit to the project and to help catalyze and promote a basket approach. Another participant emphasized the need to prepare learning materials in languages of interest to the country e.g. Kiswahili. Another participant underscored the importance of capacity building in strengthening national capacities to scale up biofortified crops.

8.10 Reporting – Godfrey Mulongo

Godfrey presentation (Annex 24) provided insights into a proposed reporting structure for activity (bi-weeklies), output (quarterly) and outcome reports (bi/annual). The on-line sample reporting tools were presented and frequency of reporting was discussed.

Participants recommended that the prototype online reporting system be customized to accept MS word uploads. Participants further observed that the platform be developed to include success stories and pictures.



On frequency of reporting, some participants indicated that the frequency of reporting may turn-out too cumbersome because activities in the seed system may not have much to document on a bi-weekly basis. It was clarified that the different types of reports were written by different people (bi-weekly updates by activity leaders; quarterly reports by output leaders; and bi/annual reports by thematic

leaders) hence reporting should not be cumbersome. Moreover, the rationale, level of detail for each type of report and target audience are different for each. This type of reporting would enable both the implementers and project management team to manage for results.

Participants re-grouped into their respective groups (by organizations) to revise the work-plans in view of the feedback provided. Participants were encouraged to take note of the BNFB design and eliminate any activities/efforts that duplicate on going initiatives or fall outside the scope. They were also asked to align activities to the time-frames and resources available and add value to ongoing efforts/initiatives. Cross cutting themes of capacity development and communication were also to be considered.

9. Structural organization- Hilda Munyua

Hilda's presentation (Annex 25) highlighted the initial proposals project team key staff, and the composition and functions of the project steering committee.

Participants raised a number of questions/contributions:

- Participants raised concerns with the title 'Senior' Country Coordinator and observed that the word senior was not necessary given that there was no junior coordinator. One participant was for the opinion that the word Senior may generate the perception that the CIP country managers working in the two countries were lower in the hierarchy. It was explained that the title senior was purely based on the CIP human resources organizational structure and that other CIP staff on BNFB had similar title prefixes which they seldom used.
- Participants noted that the organogram contained representations of the Partner CGIAR centers but there were none for the respective governments and the national programs. Others commented on the linear structure of the organogram and felt that this made the national team members appear to be too junior. Hilda regretted the omission of national governments and programs and stated that the structure was not final. Revisions would be made to make it more inclusive and less hierarchical.
- Participants recommended that while redesigning the structure, succession strategy where the NARS and national players are groomed to take over after the project should be considered.

Action

The organogram should be revised to reflect the role Tanzania and Nigeria governments and the respective national programs i.e. make it more inclusive and less hierarchical – **Project Manager (BNFB)**

- Partners observed that the percentage allocation of staff time as shown on the organogram has since changed as reflected in the partner agreements hence the changes need to be reflected in the new organogram.

10 Roles and Responsibilities of Partners to Deliver BNFB Objectives

The objective of this session was to reach agreement on the roles and responsibilities for respective activities, outputs, objectives and goals at country and thematic levels. Participants were grouped into two - by country and each group discussed the needs and capabilities of the different partners in delivering expected outputs under advocacy, seed systems and capacity development. The discussions were structured along the following four questions:

- How will you work together as a team?
- How do you plan to get started?
- What is the role of each partner?
- What are the principles and values that will govern the team?

The teams then converged in plenary and presented highlights of their discussions as shown below:

Question	Tanzania Group	Nigeria Group
How will you work together as a team?	<p>a) We will establish a project Country Coordination Committee comprised of members from the implementing partners, key stakeholders, representative from the Prime Minister’s office, TFNC and MOA. The BNFB Country Coordinator will be the secretary.</p> <p>b) The Committee will among other functions organize and coordinate project for accountability.</p> <p>c) Convene 1st meeting during the 1st advocacy strategy meeting.</p>	<p>a) The Nigeria team is already well-coordinated and know each other well.</p> <p>b) The Project management team at the country levels and NARs well represented.</p> <p>c) Country level management structure – well defined, involving all partners, but lee way to co-op other partners within the country to contribute</p> <p>d) Identify key champions/contacts in the ministries e.g. MoA/Nutrition/Health.</p> <p>e) The seed system coordinator role not important in Nigeria – team can work together and come up with solutions.</p> <p>f) Need to focus more on situational analysis/more value for money/training manual and investment guides.</p> <p>g) Desk officer for cassava, sweetpotato & maize projects in</p>

		<p>Nigeria.</p> <p>h) Advocacy and planning commission, budget & planning, development organizations, civil society; SUN secretariat/focal person - no need for formal agreements. Project will work with them as part of their mandate to SUN movement.</p> <p>i) Strengthen existing platforms/technical working groups/structures – become part of an existing technical working group.</p>
How do you plan to get started?	<p>a) All partners to finalize work plans.</p> <p>b) Brief Country Coordinator on final work plans.</p> <p>c) Start implementing activities of the seed systems.</p> <p>d) Review and refine the work-plans at the advocacy strategy meeting.</p>	<p>a) Will organize a 1 day country level inception/stakeholders meeting to define roles & responsibilities. The meeting will also act as the formal project launch.</p> <p>b) Plug into key meetings – integrate biofortification.</p>
What is the role of each partner	<p>a) The roles for the systems are clear.</p> <p>b) The advocacy component – not clear and will be clearer once the advocacy strategy is completed with input from all the partners.</p> <p>c) The role of private sector, SAGOT and other networks within SUN movement will be clarified at the strategy meeting.</p>	<p>a) Each Partner to focus on the whole value chain.</p> <p>b) Sensitivity encouraged / not to appear to impose own agenda.</p>

<p>What are the principles and values that will govern the team?</p>	<p>Time was not sufficient to discuss this component.</p>	<ul style="list-style-type: none"> a) Mutual respect b) Openness/sincerity of purpose c) Commitment d) Clarity of purpose, roles and responsibilities – beyond commodity clause e) Respect to what you promise to deliver f) Timely reports/keeping track of deliverables g) Lesson learning/document lessons h) Quarterly meetings/rotational
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11 Financial and operational procedures - Emily Ndoho, BMGF Project Accounting Officer

Emily’s presentation (Annex 26) focused on the BNFB financial protocols, procedures and policy guidelines. Emily also highlighted important BNFB operational procedures. Emily requested that the partner PI’s provide her with contact details of their finance persons to enable her engage with them on financial matters and operations.

Participants inquired on how the project will be matching burning-rates and deliverables. Emily explained that financial reports will be accompanied with a narrative progress report that will help explain how the resources were utilized and the deliverables they generated. Moreover, auditing of finances will include a review of physical documentation.

Another participant asked how the project money will be allocated and spent. Emily explained that the funds meant for country based activities will be transferred to the office of the Country Coordinators, who will then manage and disburse to activities accordingly.

12 Closing remarks by various participants

Paul Kibwika - Workshop facilitator:

In his closing remarks, Paul Kibwika thanked the participants for their commitment and attention throughout the workshop and indicated that he had learned a lot as a person. Paul further said that though the challenges ahead were numerous, he was optimistic, having interacted with the BNFB team, that the future is bright and the team is equal to the task.

Kiddo Mtunda - Director, Kibaha Sugarcane Research Institute:

Kiddo Mtunda speaking on behalf of the National Program Tanzania, thanked the facilitator for the job well done and expressed her gratitude to CIP for the well-organized workshop and for inviting Sugarcane Research Institute Kibaha to the BNFB partnership. She observed that the workshop was a huge success

because the objectives set at the beginning were achieved and implementation gaps identified. She was hopeful that the partnership will be effective in helping address hidden hunger in Tanzania.

Boaz Waswa – CIAT

In his closing remarks, Boaz said that he was excited to be part of the BNFB team and expressed CIAT's commitment to play its role to support the beans component in the consortium. Boaz lauded the technical contributions from partners during the workshop and indicated that the meeting had enabled him as a person to make new friendships and thus strengthening linkages.

Stephen Mugo – CIMMYT

Stephen reiterated that the coming together of the consortium partners is based on the firm belief that there is a concrete problem and that BNFB comes in as part of the solution. Stephen observed that needs in the community have changed and that as research organizations, we can no longer breed for quantity, but also for quality. Stephen re-confirmed CIMMYT's commitment to BNFB and thanked the government of Tanzania for hosting the meeting and the project.

Wende Mengesha – IITA

Wende thanked BNFB management for bringing all the partners together to address a common problem and thanked the host country (Tanzania) for the warm hospitality. Wende observed that the discussions were open, fruitful and enriching.

Lister Katsvairo – HarvestPlus

Lister appreciated the open and frank discussions that characterized the workshop and was glad to see biofortification taking off and going to scale. He expressed gratitude to the government of Tanzania for hosting the project and for the practical insights it provided throughout the workshop. Lister reiterated HarvestPlus' continued support for BNFB.

Nelson Ojjo – FARA

Nelson indicated that CIP had for a long time desired to work closely with FARA and that BNFB is a culmination of this mutual aspiration. Nelson thanked CIP for crafting out such an innovative partnership and expressed his optimism for a bright future for the project.

Adiel Mbabu – CIP

Adiel thanked everyone for the dedication throughout the process of designing the project and for finding time to attend the inception workshop. He said the cause of BNFB is an important mission that desired to link on-going research with impact at scale – a mission that requires complex partnerships. Going by the outcomes of workshop, Adiel indicated that signs were already on the wall that the partnership is committed to succeed and was looking forward to a great future.

Hilda Munyua – Project Manager BNFB (CIP)

Hilda Munyua said it was a great honor for the team to have come together and to see that members know each other. She observed that the meeting helped new staff to gain deeper understanding of the project design and that new ideas to improve on the implementation came forth. Hilda expressed her gratitude to the Government of Tanzania for their generous support and hospitality. She thanked the BMGF for funding the project, and partners for willingness to join hands to test the scaling-up model. Hilda thanked the facilitator for the good facilitation, and Nancy and Emily for coordinating the logistics. Hilda's rallying call was that the team is now well gelled, that we need to work well together and we will end well.

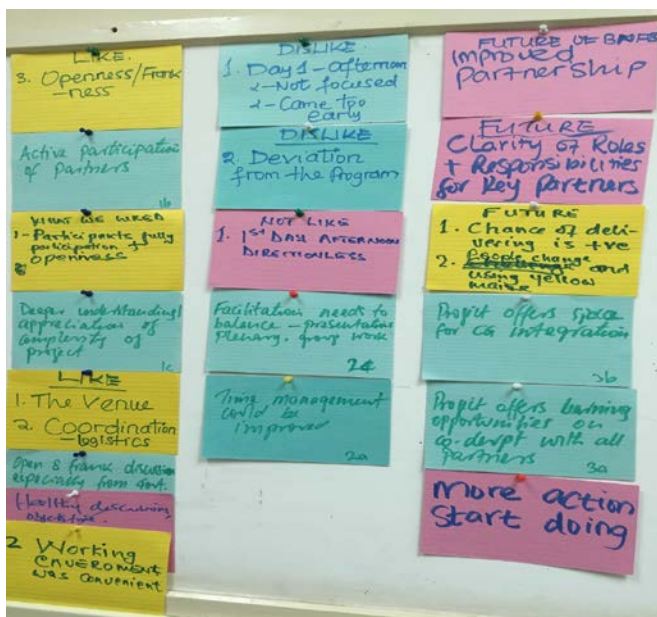
Mr. Obey Assery – GoT (Office of Prime Minister)

Mr. Obey thanked CIP for organizing the workshop and for selecting Tanzania to host it. He further extolled participants for the attention to objectives as shown throughout the workshop. Obey reminded participants of the great work ahead but indicated that the work was worth the effort due to the magnitude of the problem, especially for the rural poor. He observed that at certain periods of the workshop the debate was heated and stormy but encouraged participants that this was healthy for team building. Obey explained that as a person, he had learned a lot in the three days and assured the project of full support by the government. Finally, he congratulated the Project Manager for her able leadership and pointed out that the project is assured to succeed because of her maturity and good management style.

13 Final Workshop Evaluation

Participants were asked to evaluate the workshop and provide feedback on;

- What they liked about the workshop
- Why they did not like about the workshop
- What they see as the future of BNFB



RECOMMENDATIONS AND WAY FORWARD

- BNFB staff and partners presented their work-plans for year 1. Feedback was provided by all participants and each partner was encouraged to revise their work plans to reflect the constructive feedback received.
- Partners were asked to synchronize their activities to ensure advocacy efforts would be supported by availability of seed (with the exception of Harvest Plus). The SRI-Kibaha, NRCRI and CIAT work-plans will require significant revisions.
- SRI was requested to revise the work-plan to omit elements on research for new varieties as this is not the focus of BNFB. It was reiterated that BNFB will not focus on breeding work, rather, it was supporting and catalyzing efforts to expedite the release of new and robust biofortified varieties currently in the pipeline.
- The NRCRI was asked to reduce the scope of work by making it more specific in view of resource constraints.
- It was agreed pointed out that the Jessica bean variety as presented by CIAT is not considered a biofortified variety because it did not meet the necessary micronutrient standard requirements to qualify as a biofortified crop. It was recommended that CIAT conducts further tests to validate this variety and to consider other varieties with higher levels of iron such as MAC 44 and MAC 42 in Tanzania.
- Advocacy efforts should focus on addressing gaps and critical priority areas identified by national governments in a constructive way – based on advice from national partners and areas highlighted by the situation analysis.
- HarvestPlus considered the limited budget available to the BNFB project and resolved to forego the funds (USD 273,450) allocated for coordination of seed systems in the BNFB budget. HarvestPlus recommended that the funds be reallocated to other priority activities that are not sufficiently funded e.g. conducting a comprehensive situational analysis in Tanzania and Nigeria; top-up towards the Senior Country Coordinator position in Nigeria, conducting seed road maps, investment guide products, learning materials and e-learning etc.
- HarvestPlus will continue to work with and support BNFB on the knowledge portal on biofortification and seed systems activities using their own resources. CIP will work with HarvestPlus to revise the partnership agreement
- An alternative approach to coordination of the seed systems component of the project was proposed whereby a seed systems platform would be established. The different institutions leading each of the biofortified commodities (beans, cassava, maize, and orange-fleshed sweetpotato) and national partners will have an opportunity to convene with relevant experts (including HarvestPlus staff) providing support as needed. This will help integrate the seed systems sub-components, ensure quality control, effective monitoring and evaluation, peer assist at country level, and facilitate joint learning and planning.
- Participants recommended that the indicator on ‘number of households producing biofortified crops’ be amended to ‘number of households growing biofortified crops’. It was also observed that the BNFB indicators needed to be defined more clearly within the existing M&E framework.

- Participants noted that the organogram contained representations of the Partner CGIAR centers but there was none for the respective governments and the national programs. It was also observed that the organogram was top-down and should be made more lateral. Revisions will be made and a more inclusive format would be adopted.

CONCLUSION

Overall participants appreciated the openness and frankness of discussions that characterized the proceedings and the active participation by members. They felt that the workshop achieved its objectives and provided an opportunity to appreciate the complexity of working with multiple partners and disciplines. However they also felt that the facilitation could be improved to give it more energy, make it more interactive and involve the participants more.

Annexes

Annex 2: Workshop Program

Date / Time	AGENDA TOPIC	RESPONSIBLE	GOAL
DAY 1 16 March 2016			
08.30-09.00am	Welcome remarks Remarks by country host Remarks by CIP Remarks by funding agency	Country host - Prime Minister's Office CIP-SSA RD BMGF	
09.00-09.30am	Objectives of the workshop, expected outcome and inception workshop agenda	Project Manager	Develop a common understanding of the purpose of the workshop and the program.
09.30-10.30am	Introductions - self and brief description of partner institution	Facilitator	Break the ice, getting to know team members and team building.
10.30-10.50am	Health Break		
10.50-11.00am	Biofortification overview	Head, Africa Strategic Alliances HarvestPlus	Explain what biofortification is.
11.00-11.20pm	Advocacy and Resource mobilization and lessons from RAC	CIP Regional Director – SSA (Former RAC Project Manager)	Discuss and understand the advocacy, the principles of advocacy, the advocacy process and strategies and key lessons learned from RAC.
11.20-11.50am	BNFB Project overview including how it is structured to deliver on its goal and objectives Plenary discussion for some questions and clarifications	Project Manager	Communicate the rationale and intent of the project, its goal, objectives, outputs and indicators of success, scope and limitations and delivery mechanism.

11.50-12.20pm	Building and managing interdisciplinary teams: perspectives and lessons	Facilitator	<p>Focus on self-discovery and a balance of self-awareness and building effective interdisciplinary teams</p> <p>Discuss principles and tips on building and managing high performance teams through interpersonal and interdisciplinary interactions</p>
12.20-12.40pm	Conflict management	Facilitator	<p>Share and discuss different forms of conflicts in teams and organizations, the communicative tools for conflict management and the art of listening in conflict management resolution</p>
12.40-01.00pm	<p>Effective multi-organizational partnership management and leadership</p> <p>Group discussions and presentations</p>	Facilitator	<p>Focus on visualizing success of BNFB among the partners (learning and impact). Identify why we need each other - generic competences of BNFB individuals and teams (seed, capacity building, advocacy, national platforms / country level coordination, monitoring, learning, evaluation and knowledge management) to identify the overall goal of organizations, their expectations, and indicators of success in order to strengthen and build relevant capacity in partner organizations.</p> <p>Discuss and understand partnerships and the process of developing and multi-organizational partnerships Discuss why the partners need each other.</p> <p>Collaborating partners will discuss and articulate their expectations of the BNFB and possible challenges of achieving those expectations.</p> <p>Discuss the concept of leadership and learning organization. Focus on the desired characteristics of leadership in organizations and teams to effectively deliver on the BNFB goals and intentions.</p> <p>Analyze presentations on building and managing interdisciplinary teams and multi-organizational partnerships proposing modifications or additions. Skills required to govern, manage and facilitate complex partnerships through effective leadership, communication and negotiation.</p>

01.00-02.00pm	Lunch Break		
02.00-03.30pm	Group discussions and presentations	Facilitator	“
3.30-04.40pm	Group discussions and presentations	Facilitator	Identify other partners we need to bring on board and / or build capacity within the partnership and teams and individual and organizational competences partner organizations need to strengthen in order to deliver BNFB objectives
04.40-05.00pm	Health Break		
05.00-05.30pm	Group discussions and presentations continued ...	“	Discuss partnership agreement

DAY 2 17 March 2016			
08.00-08.10am	Recap of day 1	Facilitator	Main points / summary of what was covered in day 1
08.10-08.30	Recap of BNFB project objectives and outputs	Project Manager	Recapitulate the project goal, objectives, outcome and outputs
08.30-09.00am	BNFB results indicators	M&E Specialist	Identify and discuss the BFNB outcome, intermediate results, outputs and indicators of success
09.00-10.30am	Activities to deliver BNFB outputs Objective 1 Advocacy and resource mobilization Objective 2 – Seed systems CIAT, CIMMYT, CIP, IITA, FARA, HarvestPlus, collaborating partners - Training	Facilitator Regional Advocacy Coordinator & Senior Country Coordinators Seed Systems Coordinator (proxy) Partner organizations CapDev & Training Specialist	Discuss and reach agreement on activities the project will undertake to deliver on advocacy and resource mobilization; seed systems; and capacity building
10.30-10.50am	Health Break		
10.50-12.30pm	Continued	Facilitator	“

01.00-02.00pm	Lunch Break		
02.00-05.30pm	Continued	Facilitator	“
04.50-05.10pm	Health Break		
DAY 3 18 March 2016			
08.00-08.40am	... Activities to deliver BNFB outputs ... Advocacy – Capacity Development)	Country Manager, Harvest+ Nigeria Capacity Development and Communications Specialist	... Discuss and reach agreement on activities the project will undertake to deliver on advocacy and capacity building
08.40-09.40am	Advocacy plan - Regional - Tanzania - Nigeria Seed systems plan Training and capacity building plan M&E plan for 2016	Regional Advocacy Advisor and Snr. Country Coordinators Seed teams (CIAT, CIMMYT, IITA, Capacity Development and Communications Specialist M&E Specialist	This session would involve parallel working groups discussing comments provided for achieving advocacy and resource mobilization; seed systems; and capacity building outputs and M&E plan for 2016 Discuss and reach agreement on the thematic plans
09.50-10.30am	Work planning continued	Facilitator	Align partner and individual annual work plans with relevant outputs for 2016 and sequence activities in appropriate months Focus on work plans (what) at individual, team and project levels and time frames Process plan at national level – how do we get started?
10.30-10.50am	Health Break		

	Roles and responsibilities of partners to deliver on advocacy and resource mobilization; seed systems ad capacity building	Facilitator	Agreement on roles and responsibilities for respective activities, outputs, objectives and goals Discuss and reach agreement on the roles and responsibilities of the partners to deliver on advocacy and resource mobilization; seed systems; and capacity building Discuss what each partner will need in terms of capabilities to deliver on their roles, activities under objective 1 and 2 to deliver BNFB outputs
10.50-01.00pm	Structural organization /management and coordination linking the project and national levels and taking into account sustainability issues, contact relations, communication	Facilitator Project Manager	“ Structural organization linking the project and national / regional levels, sustainability, contact relations, communication
01.00-02.00pm	Lunch Break		
02.00-02.30pm	Governance of the project – Terms of Reference for the Project Steering Committee (PSC)	Facilitator	Composition and ToR of PSC
02.00-03.00pm	Reporting	M&E Specialist	Agreement on reporting formats, time schedule and feedback at activity, output, objective and goal levels
03.30-04.00pm	Financial and operational procedures	Project Finance Specialist	Common understanding on the financial and operational procedures

04.00-05.00pm	Closing remarks and evaluation of the workshop National host CIAT CIMMYT IITA HarvestPlus FARA CIP Evaluation	Facilitator	Understand what worked/did not well and collect suggestions for improvement
05.00-05.30pm	Health Break		