



FACT Lessons Learned Workshop for CTCF in Nepal

17 to 19 December 2015, Nepal

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Summary

This FACT Experience sharing workshop is the last stage of the FACT trajectory implemented by CTCF with the support of Agritererra. The participants participated in March 2015 in the preparatory workshop; conducted a pilot implementation at their own district level or primary cooperative level, and in this workshop the experiences of applying FACT methodology in real life were shared.

Activities were carried out according to plan and expected results were achieved, including sharing of experiences and lessons learned, identification of SWOT and capacities needed, and plans for implementation and institutionalization of FACT. In addition, Mr. Rabin Rai (FACT trainer) was further coached on facilitation of the lessons learned workshop.

Follow up should be made on the results of the workshop (capacities and support needed, etc.) and the plans for implementation and institutionalization of FACT, with CTCF coordinating and monitoring progress and identifying need for coaching and support.

Author

Marciano T. Virola, Jr. (Jun), is Knowledge Management Office of Asian Farmers Association (AFA) and FACT master trainer. He has extensive experience in giving FACT workshops to FOs in Asian countries such as Indonesia, Vietnam, Philippines and Nepal, and a regional one that includes in addition FOs from countries such as Cambodia, Laos, Mongolia, Kyrgyzstan and Bangladesh,

Rabin Rai is the general manager of Central Tea Cooperative Federation in Nepal. He has been trained as a FACT trainer and was co-facilitator in this workshop.

1. Introduction

This FACT Experience sharing workshop is the last stage of the FACT trajectory implemented by Central Tea Cooperatives Federation in Nepal with the support of Agriterro. The participants participated in March 2015 in the preparatory workshop; conducted a pilot implementation at their own district level or primary cooperative level, and in this workshop the experiences of applying FACT methodology in real life were shared.

In Annex 1 the full Terms of reference can be found, including the programme and participants list .

Its objectives were to review the FACT trajectory and FACT approach, share experiences and lessons from piloting of FACT by CTCF and its members, identify SWOT and capacities needed in implementing and institutionalizing FACT, and plan the same.

2. Activities and Results

The activities were carried out according to plan except for a delay in the opening on the first day by 2 hours, which the group compensated by working quicker and ending later that day.

An opening ceremony was done, with the Chairperson of CTCF giving welcome remarks.

This was followed by a presentation of the facilitator on the FACT trajectory and FACT approach, with details of the four pillars.

Then the group went through the various sessions over two days.

A closing ceremony was done in the last session of the second day, with speeches and an awarding of certificates to the participants.

The expected results of the mission and more were achieved as follows:

1. FACT trajectory and approach were reviewed
2. CTCF and member FO leaders and staff shared experiences and lessons learned from using FACT
3. CTCF and member FO leaders and staff came up with plans for FACT implementation and institutionalization
4. Coached Rabin Rai on facilitation of the lessons learned workshop

3. Conclusions and Recommendations

It was a fairly easy and straightforward workshop. Participants had no major difficulties in any of the sessions. There were plenty of questions though, right after the presentation of the FACT trajectory and approach, especially from observers, on the history of FACT, its relation with participatory action research which has gained ground in Nepal, and the rationale for the pillars, concepts and tools of the FACT approach. The facilitator explained the history starting from Nicaragua and explained that FACT simply systematizes tools and techniques already being used, but specifically customised to farmer organizations to strengthen their position vis-à-vis government and other stakeholders.

It is recommended that Agriterro look at the results of the workshop and the plans and conduct follow up and coaching activities. CTCF should coordinate and monitor the implementation of the plans and give further recommendations to Agriterro and the facilitator on assistance needed for successful use and institutionalization of FACT.

Annexes

1. Terms of Reference
2. Documentation Report by CTCF
3. Guiding Questions for Systematization – CTCF
4. Results of FACT 2015
5. Evaluation

Annex 1 Terms of Reference

Terms Of Reference: FACT 2 Workshop with district farm leaders and staff CTCF

"Mission 7324 EVENT - FACT 2 Workshop with district farm leaders and staff CTCF" is an event within the framework of project 13ctcf-5999 "grassroot entrepreneurship and capacity building of cooperatives and CTCF". The Agriterra Advisor responsible for this assignment is Ms Bertken de Leede. In case of changes in the assignment and / or programme the advisor has to be consulted immediately.

Background

- This is the follow up or sharing experiences FACT2 Workshop (Farmers Advocacy Consultation Tool) workshop in which the focus will be on the analysis of the participants' current practises of lobby and advocacy trajectories; introduction of FACT concepts and methodologies for the preparation of different types of positions by the organisation. The year's plan of this initiative includes a preparatory workshop, followed by a period of 6 to 8 months in which the different layers of the organisation will make use of some methodological aspects (selected from the workshop) in their normal work of consultations and preparation of policy and position papers. After 6 to 8 month applying (some) of the new methodologies, a second workshop will take place, for analysing the experiences.
- FACT basically consists of a way of relating between farmers organisations and its constituency, so that the positions that the organisation prepares are based in members' consultation, together with making use of experts' advice in the particular issues that the position deals with. FACT is a useful approach for policy preparation as well as other kind of proposals, like for example research agendas, business plans for cooperatives, etc. This expertise can be further enhanced through FACT approach. During a first workshop these farmer organisations will be able to learn from this methodology and exchange experiences of their own practices.
- In this workshop the same participants will participate as in workshop 1 (see list below). It is not authorised to send other persons. Twenty persons come from the CTCT either representing the DTCF or CTCF, 1 person of NLRP (sharing experiences) and 1 person of NACCFL (observer) will attend.

Tentative list of participants

C.N.	Name	Organisation	District	Position
1	Prem Raj Gurung	DTCF	Ilam	chairman
2	Padam Tamang	DTCF	Ilam	Secretary
3	Bimala Rai	CTCF	Ilam	Cooperative Facilitator
4	Nanda Anthupo	DTCF	Panchthar	Chairman
5	Indra Kumar Andambe	DTCF	Panchthar	Secretary
6	Yam Bikram Lawati	CTCF	Panchahtr	Cooperative Facilitator
7	Shankar Khanal	DTCF	Therahum	Chairman
8	Lilam Bahadur Basnet	DTCF	Therahum	Secretary
9	Dil Kumari Limbu	CTCF	Therahum	Cooperative Facilitator
10	Indra Bahadur Saru	DTCF	Dhankuta	Chairman
11	Tara Kumar Karki	DTCF	Dhankuta	Secretary
12	Ambika Thapa	CTCF	Dhankuta	Cooperative Facilitator
13	Rishi Raj Gimire	DTCF	Lalitpur	Chairman

C.N.	Name	Organisation	District	Position
14	Shyam Krishna Sapkota	DTCF	Lalitpur	Secretary
15	Chandra Loktam	CTCF	Ilam	Cooperative Facilitator
16	Harka Tamang	CTCF	Jhapa	Internal Audit committee member
17	Juna Tamang	CTCF	Ilam	Member
18	Govinda Prasad Dahal	CTCF	Ilam	Chairman
19	Rajendra Kumar Chabegu	CTCF	Panchthar	Vice Chairman
20	Purna Bahadur Mukhiya	CTCF	Ilam	Member
22	Meena Pokharel	NACCFL	Kathmandu	

- Agriterra will support the facilitation of the FACT-2 workshop in Ilam by involving Mr Jun Virola of AFA. Rabin Rai, CTCF manager will be (co-)facilitator / translator in the workshop. CTCF will arrange all logistics of the workshop and ensure that the right people participate.

Mission

The FACT (Farmers Advocacy Consultation Tool) 2nd workshop will take place on 18 and 19 December 2015. This is the follow up on the FACT 1st workshop in March 2015 (Mission 6601).

Composition of the mission:

Facilitator: Mr Jun Virola, AFA

Facilitator / translator: Mr Rabin Rai

Duration of the 2nd workshop of FACT: 2 days (see annex for detailed programme).

December 17, 2015 will be used to prepare the workshop.

Objectives

- The 2nd FACT workshop serves to reflect upon the experiences in the pilot phase and to refresh the knowledge gained in the first workshop. After the second workshop, the participants are familiar with the FACT-concept and have generated ideas to institutionalize and embed the underlying concept of FACT in the organisation.
- Institutionalizing the FACT-concept in the organisation is an important goal. This means capturing the underlying concepts of the organisation in the configuration and practices of an organisation. This is a sensitive and difficult process since it requires knowledge on both FACT and organizational sensitivities in farming advocacy.

Activities

- The programme of the workshop is attached as Annex 1
- Homework: Participants take part in the workshop and will prepare presentations which need to be submitted no later than December 5, 2015 to the facilitators' email addresses. Guidelines for the presentation: see annex 2.
- CTCF will take care of the logistics, administration and minutes taking during the workshop. The budget for the event is to be found in annex 3.

Expected results

The results of this mission will be the successful implementation of the workshop of 2 days with the participation of 22 persons from CTCF, NLRP and NACCFL in Nepal.

1. Staff and leaders (22) of FO's exchange their experiences in using FACT in their daily work and their knowledge on the use of FACT will be deepened;
2. Implement the lessons learnt from FACT by using concepts and methodologies in their work for generating policy and position papers.

3. Proceedings of the workshop will be prepared by CTCF, based on notes / minutes made during the workshop by pre-identified participants. CTCF will share the proceedings within three weeks after concluding the workshop with all participants by e-mail.
4. Report from the facilitators on the workshop results, conclusions and recommendations regarding follow up and capitalising suggestions and experiences on generation of positions.

Agenda FACT 2nd Workshop 18 and 19 December 2015, Ilam Nepal, CTCF

Time	18 December 2015	19 December 2015
9.00-10.30	<p>Introduction Opening remarks & explanation of the workshop programme</p> <p>Introduction of participants. Summary first workshop: the FACT in brief</p>	<p>FACT: from theory to practice</p> <p>Group work Group presentations & plenary discussions</p>
10.30-11.00	Break	Break
11.00-12.30	<p>Sharing the experiences of piloting FACT</p> <p>Presentations by the participating organisations Questions / answers Plenary discussion</p>	<p>FACT in Practice: defining principal issues in the use of FACT</p> <p>A FACT SWOT analysis: <i>Personal work</i> (Questionnaire) <i>Plenary dynamics</i> and discussion: SWOT</p> <p>Plenary activities (defining priorities)</p>
12.30-14.00	Lunch	Lunch
14.00-15.30	<p>Sharing the experiences of piloting FACT</p> <p>Presentations by the participating organisations Questions / answers Plenary discussion</p>	<p>Capacities needed for adopting FACT in farmers' organisations</p> <p>Group work Group presentations & plenary discussion</p>
15.30-16.00	Break	Break
16.00-17.30	<p>Defining the key lessons learned</p> <p>Group work Plenary debriefing and summary by facilitator on key lessons learned from piloting experiences</p>	<p>Projecting the use of FACT</p> <p>Group work & defining priorities (plenary) Summary of the workshop by facilitator</p> <p>Workshop closure by host organization</p>

Annex 2 Documentation Report by CTCF

Guidelines for preparing presentations for FACT

FACT¹ lessons learnt Workshop (“Participatory Generation of Positions and Proposals”)

OUTLINE FOR PRESENTATIONS (ON THE IMPLEMENTATION OF THE FIRST WORKSHOP’S FOLLOW UP PLANS)

The methodology of the ‘FACT lessons learnt workshop’ is based on the analysis and discussion of bringing FACT concepts into practice, as discussed and proposed by participants in the first preparatory workshop.

This second workshop consists of: (a) a series of presentations by participant organizations, (b) sessions of groups work, and (c) plenary discussions. Consequently, it is highly important that the presentations are prepared following the same objectives, logic and (content) outline.

It is also important to note that the facilitator needs to review the presentations at least one week in advance, so that the workshop agenda and the planning for group work and discussion sessions can be prepared in line with their content.

OBJECTIVES

The presentation aims to share the experience of implementation efforts, to systematically put key FACT concepts into practice and to arrive to conclusions and lessons learned by each participant organisation.

CONTENT

Each participant organisation presents a summary of the key concepts of FACT they planned to implement during the first preparatory workshop and report on the state of affairs work that has been implemented thus far.

Particularly, the presentations should be structured in the following way:

1. The plan

Present the following information in 3 to 5 minutes:

- 1.1. **A summary of the main points** that were planned during the first workshop.
- 1.2. **Mention if the plan was changed** after the workshop and explain any changes.

2. What was carried out in the period between the workshops:

Present the following information in 3 to 5 minutes:

- 2.1. **Brief summary of the activities that actually were carried out** in the intervening period since the first workshop.
- 2.2. **Indicate what was not possible to do and why** (In particular, mention if there were logistical and or administrative issues hampering the organisation, if there was not enough support from leadership / management, if the planning was too enthusiastic or any other reason regarding the suitability of the FACT concepts.).
- 2.3. **Describe the results so far** (if any); mention any results expected in the near future.

¹ FACT (Farmers Advocacy Consultation Tool) is the new name for the former ‘PGPP’.

3. Conclusions:

It is recommended to reserve 5 to 10 minutes for conclusions. This is the most critical part of the presentation. Present conclusions using concise sentences, with one slide for each of the following issues:

- The plan and expectations
Was the plan realistic and adequate?
- Implementation
What was accomplished or not accomplished according to what was expected in the plan? If expectations were not met, please explain what conditions were lacking to make the plan work.
- Main insights from FACT concepts (those discussed in the preparatory workshop).
What particular aspects of the organisation's work have been improved by the use of these concepts?
- Lessons learned (for improving the future use of FACT or similar concepts).
Please list and explain the main 'lessons learned', for example, in terms of difficulties encountered, possibilities discovered, etc.

SECOND LESSON LEARNT FOLLOW UP WORKSHOP ON FACT

Second FACT (Farmer's Advocacy Consultation Tool) lesson learned participatory workshop has been completed in Green view Hotel Ilam in 18-19 Dec. 2016 organized by CTCF Nepal with the financial support of Agriterro Netherlands. 20 participants including Chairperson, vice chairperson, executive member of CTCF, executive member of DTCFs (Ilam, Pachthar, Dhankuta, Lalitpur and Terathum) and Staff of CTCF have successfully attended the workshop. Representative of Nepal Agriculture Central Cooperative Federation Ltd (NACCF) Kathmandu has also attended the workshop. In the workshop, CTCF and 5 DTCFs had presented the reports regarding experience, lesson learned, challenges and the results while implementing FACT concept according to the action plans prepared in first participatory workshop in 5-8 March 2015. In the course of workshop, group discussions were carried out on, major lesson learned, challenges and alternatives for solution of each four pillars of FACT i.e. Member Consultation, Participatory Research, SMART Proposal Writing and Lobby Mapping and Stakeholder Analysis. Major issues on which FACT Concept can be implemented by CTCF and DTCFs and steps to be carried out to for the implementation were also discussed and presented in the workshop. The workshop was facilitated by knowledge management officer of AFA (Asian Farmer's Association for Sustainable Rural Development) Mr. Jun Virola and General Secretary of CTCF Nepal Mr. Rabin Rai. The 2 days training program was completed by distributing Certificates of Participation to the all participants at the end of the workshop.



Participants and Facilitator of the FACT Second

Value added by FACT piloting FACT Concepts

- Collected real data and information
- Prepared effective and realistic proposal (SMART)
- Effective lobby work due to the real issues of farmers collected from the consultation.
- Extension of relationship and coordination with the stakeholders

FACT insights not carried out properly

- Stakeholder mapping and analysis is not performed
- RPRP concept were not implemented
- Validation of proposal by member is not conducted due to time constraints

Problems faced while implementation fact

- Difficulties to fill up the consultation form because of farmers hesitation of provide real data, insufficient time provided, feel burden to fill consultation form, negligence while filling consultation form
- Financial problem
- Lack of skill and capacity of executive member and staff to implement fact concept
- Lack of awareness regarding fact among cooperative leaders and farmers
- Difficulties to select appropriate expert for the consultation

Improvements

- Improved identification of real issue of farmers that lead to prepare realistic proposal
- Improved lobby and advocacy work
- Extension of relationship and coordination with various stakeholders
- Identification and analysis of stakeholders
- Increase in access to financial of member cooperatives
- Increase capacity and skill of executive member and staff

Schedule of FACT Follow-up workshop

Time	Day 0 (Optional)	Day 1	Day 2
9:00 - 10:30	INTRODUCTION Introduction of participants. The FACT methodology: refresher. The FACT Trajectory.	INTRODUCTION Opening remarks & explanation of workshop programme. Introduction of participants. Summary first workshop: the FACT in brief.	FACT: FROM THEORY TO PRACTICE Group Work. Group presentations & plenary discussion.
10:30 - 11:00		Break	
11:00 - 12:30	THE FACT PILLARS Pillar I – Consultations: Refresher. Pillar II – Participatory Research: Refresher.	SHARING THE EXPERIENCES OF PILOTING FACT Presentations by participating organizations. Questions / answers. Plenary discussion.	FACT IN PRACTICE: Defining principal issues in the use of FACT A FACT SWOT analysis: Personal work (Questionnaire). Plenary dynamic and discussion: SWOT. Plenary activity (Defining priorities).
12:30 - 14:00		Lunch	

Time	Day 0 (Optional)	Day 1	Day 2
14:00 - 15:30	THE FACT PILLARS Pillar III – Writing SMART proposals: Refresher. Pillar IV – Lobby mapping & Stakeholders analysis: Refresher.	SHARING THE EXPERIENCES OF PILOTING FACT Presentations by participating organizations. Questions / answers. Plenary discussion.	CAPACITIES NEEDED for adopting FACT in farmers' organizations Group Work. Group presentations & plenary discussion
15:30 - 16:00		Break	
16:00 - 17:30	FINALIZING PRESENTATIONS ON THE PILOTING EXPERIENCES Group work with advice of facilitator.	DEFINING THE KEY LESSONS LEARNED: Group work. Plenary Debriefing and summary by facilitator on key lessons learned from piloting experiences.	PROJECTING THE USE OF FACT Group work & defining priorities (plenary). Summary of the workshop by facilitator. WORKSHOP CLOSURE by host organization.

Major issues where FACT Concept can be implemented by DTCFs and CTCF

Organization	Issues	Actions to be carried out
CTCF Nepal	<ul style="list-style-type: none"> Amendment of tea policy 2057 Certifications (Organic, Fair Trade, Rain forest) Feasibility study of international market and strategy formulation Budget allocation for tea extension, subsidy on agriculture inputs and organic inputs, grants for establishment of tea factory. Assessment of cost of production of tea and its management. Determination general accepted price of green leaf tea. Soft loan for tea cooperatives Implementation of long term wholesale loan by Nepal Rastra Bank. Establishment of tea bank 	<ul style="list-style-type: none"> Make decision form bard meeting and approval from annual general meeting Assessment of required budget and proposed to supporting organizations Orientation to lead farmers and cooperative leader about FACT Concepts. Carried out all activities according to the FACT Pillars.
DTCF Ilam	<ul style="list-style-type: none"> Exemption of local tax imposed for export Soft loan to member cooperative form various financial institutions subsidy and grants for extension of tea farming, establishment of tea processing factory by governmental and non-governmental organizations Training for capacity build-up to member cooperatives Budget allocation by local governments Grants for excursion visit 	<ul style="list-style-type: none"> Conduct board meeting and make decisions Assessment of required budget and proposed to supporting organizations Inform member cooperative about fact in their annual general meetings. Conduct orientation training to member cooperatives Conduct activities according to fact pillar Lobby and coordination with ctcf, district development committee, division cooperative office, tea extension offices, national cooperative bank

Organization	Issues	Actions to be carried out
		<ul style="list-style-type: none"> • Prepare skilled manpower for proposal writing.
DTCF Terathum	<ul style="list-style-type: none"> • Allocation Budget from local government • lobby for local tax exemption imposed on tea from DDC Terathum • Grants and subsidy to DTCF Lalitpur for office equipments other necessities, • conduct capacity buildup training to member cooperatives • Access to finance for member cooperatives 	<ul style="list-style-type: none"> • Board meeting for discussions and board decisions • Approval by annual general meeting • Assessment of requirement budget and proposed to supporting organizations • Coordination with CTCF • Carry out all activities according to 4 pillars of FACT as per necessary.
DTCF Dhankuta	<ul style="list-style-type: none"> • To conduct various technical and capacity improvement training program for the institutional development of Federation and primary cooperatives. • Allocation of budget for tea nursery and extension by coordinating stakeholders within Dhakuta district. • Coordination to determine price of green leaf tea among tea factory and farmers. • Grants for construction of green leaf tea collection centers by various donors and supporting organization. 	<ul style="list-style-type: none"> • Board meeting to discuss and make authentic decision. • Assessment of required budget and proposal to various stakeholders for financial support. • Inform primary cooperatives by attending in their regular meeting • Coordination with CTCF • Conduct proposal writing training. • Conduct all activities according FACT pillars as per requirements.
DTCF Lalitpur	<ul style="list-style-type: none"> • Subsidy for extension of tea cultivation from Nepal Tea and Coffee Development Board, District Development Committee, District Agriculture Office, Ministry of Agriculture. • Conduct training for proposal writing, leadership development, tea technical training, tea processing training • Domestic Market analysis of made tea. 	<ul style="list-style-type: none"> • Conduct board meeting for discussion and institutionalize by making decision. • Coordination with CTCF • Assessment of required budget and proposed to supporting organizations • Conduct activities according FACT pillars as per requirements.
DTCF Pachthar	<ul style="list-style-type: none"> • Soft loan to member cooperatives • Grants and subsidy for extension of tea farming and establishment of processing factory • Training for institutional development of member cooperatives 	<ul style="list-style-type: none"> • Board meeting for discussion and make decision • Approval from annual general meeting • Assessment of required budget and proposed to supporting organizations • Coordination with CTCF Nepal and other stakeholders • Orientation to member cooperatives about FACT in their AGM, regular meetings. • Carry out all activities according

Organization	Issues	Actions to be carried out
		to 4 pillar of FACT as per requirement.

The Capacity needed and way of development for FACT Pillars

FACT Pillar	The capacities needed by organizations to be able to implement the FACT pillars.	How to build each of these capacities
Consultation to member	<ul style="list-style-type: none"> • Good facilitation and communication skill • Skill to consultation and prepare consultation questionnaire form • Capacity work with member and adjust with various situations, • Knowledge of respective issues or problems • Financial resources • Capable enough to gathering specific data. 	<ul style="list-style-type: none"> • Specific training, seminar, workshop excursion visit etc. • Consulting expert • Providing FACT and leadership training to member cooperatives • Increase internal sources of income and coordination with stakeholder for financial support
Participatory Research:	<ul style="list-style-type: none"> • Technical skill and ability to conduct research work • Skill to consultation and knowledge management • Skill to indentify the problems, manage the documents and data gathering. • Skill to work with expert and member • Financial resources • Skill to adapt advance technology (Familiar with modern means of communications) 	<ul style="list-style-type: none"> • Training for capacity build up of staff and executive member for research, consultation, technical training. • Effective and efficient communication within the organizational structure and network • Maintaining good relationship and coordination within inter cooperative organizations • Develop internal sources of fund and identify the external donors • Excursion visit • Utilizing internship student for research work
SMART Proposal Writing	<ul style="list-style-type: none"> • Skill to prepare SMART Proposal • Skill to understand problems and manage documents • Specific skill to write proposal for specific organizations • Business writing skill • Multilingual language (English) • financial capacity to write SMART proposal 	<ul style="list-style-type: none"> • Proposal writing training and regular coaching • Study of successful proposal • Capacity development trainings. • Development financial sources.
Lobby mapping and Stakeholder Analysis	<ul style="list-style-type: none"> • Skill to present issues tactfully • Bargaining and negotiation skill • Knowledge of issues, • Lobby and advocacy skill • Financial resources 	<ul style="list-style-type: none"> • Regular contact and coordination with stakeholders • Conducting experience sharing workshop • Sharing experience with in the colleague • Increasing network and coordination

Annex 3 Guiding Questions for Systematization – CTCF

Project Analysis

Name of Project and Location: CTCF
Project Implementation Dates:
Name:
Date:
1. What is the goal of the project? What are its objectives? To assist in the economic, social, educational and cultural development of members of tea cooperatives and tea cooperative association, supporting in the development of business, to play a leading role by tea cooperatives in the national level cooperative movement including other missions Provide quality services to member cooperatives...
2. What kind of strategies and approaches is the project putting in place in order to reach the goal and objectives? Incorporating law Cooperation with networks Direct involvement of district and members Development of members Evaluation each year
3. General Context: Provide general information on the project (area and population, target groups and beneficiaries) 18,000 small tea farmer groups and coops in Nepal
4. Project Components: Describe main project's components and sub-components Production, refining, marketing of green leaf tea Empowerment works Social works Lobby and advocacy works
5. Project Trajectory (timeline): Describe the main landmark events in the development of the project, major changes occurred and actors involved. (Provide the following information for each landmark event identified: date, topic, main actor/s involved, significant changes occurred. Describe as many events as you need.)
6. Map of Actors: Describe the main actors involved in the development of the project, their respective roles in the development of the project activities and the type of partnership among them. (Actors include: public sector, donor institutions and international development organizations, private sector, CSOs, research institutions and other main stakeholders.)
7. Main strengths and achievements and main challenges (Identify the main strengths and achievements of the project as well as the challenges that still need to be overcome. Also describe the main coping strategies put in place by the project to overcome challenges in the past, if any.)
8. Contributions, good practices and innovations (Describe the main good practices related to the development of project activities and innovations introduced and promote by the project. Innovations can refer to strategies and approaches as well as to specific project components and activities. Identify those good practices and innovations that have potential for being scale up in similar contexts.)

9. Sustainability and Future Plans (Describe strategy and elements that make the project sustainable over time, including its exit strategy. Envisage the development of the activities carried out under the project after its completion and the potential for their sustainability.)
10. Lessons Learned (Identify the main lessons that can be extracted from the development of project activities. Lessons should draw on both positive and negative practices.)
11. Draw the Map of Actors here
12. Draw the Time Line here

Annex 4 Results of FACT 2015

Some results of FACT 2015 CTCF Nepal

District	Topic	Public Funds allocated	Changes in legislation
Ilam	Action plan for preparing SMART proposal to mobilize the Tea Development Fund, created by District Development Committee Ilam	Distirct Development Committee Ilam had allocate Nrs 207,850 to conduct Awareness training on Pesticide minimization form Tea Development fund	Tea Development Fund operation Guideline has been prepared with active participation of DTCF Ilam .
Theratum	Preparation of SMART proposal on excess to financial support to the cooperative	3 cooperatives were meet critera for access to soft loan form NRB and YESF they are in process in apply . Cooperatives are committed to increase share capital saving amount by changing their policy from annual general meeting AGM to meet requirement of the NRB and YESF.	Local NGO Deurali society also make guideline to support tea cooperatives for access to finance.
Panchtar	Lobby and Advocacy to provide Soft loan to member cooperative	One cooperative received Nrs.1,250,000 Soft loan from NRB. Some Cooperatives are going to changes their bylaws to meet the critera of NRB and YESF.	Cooperative Bank making seprate policy for proving loan to tea cooperatives.
Lalitpur	Subsidy for Tea sapling in District Development Committee DDC, Lalitpur	Received Rs 400,000 grants from District Development office Lalitpur and 38500 tea saplings was distributed to 10 cooperatives.	District Development Committee are positive and favourable to allocate more budget in the sectors of tea from their upcoming council meetings.
Dhankuta	Lobby and Advocacy with Local Government to Allocate Budget in the Sector of Tea	Received Rs 150,000 from DDC Dhankuta for tea techinal training.	District Development Committee and VDCs are positive and favourable to allocate more budget in the sectors of tea from their upcoming council meetings.
CTCF Nepal	Subsidy for Organic Certification and Organic Inputs of Tea Cooperative Nepal	CTCF has prepared proposal to UNNATI program and Fondation de France(FDF) to support organic farming as per the consultation of member cooperative during piloting the FACT Project. FDF approved the amount Euro 100000.00 . NTCDB organized ICS(Internal control System) training related organic certification for cooperatives.	Government has announced to allocated budget for subsidy to organic inputs through annual budget speech.

Annex 5 Evaluation

Training Evaluation

Total Participants: Male 16

Female 4

Total 20

Type of Institutions	No of participants	Type of Institutions	No of participants
Government / Public institution		Intergovernmental organization	
Nongovernmental organization		Private enterprise	
Training / academic institution		UN organization	
Trade Union organization		Employer organization	
Ministry of labour		Other (Cooperative)	20

Details	1	2	3	4	5	No Opinion
I. Information received before the workshop						
Objectives						
1. Before participating in this activity, were you clear about its objectives, contents and method?	2			12	6	
II. The way the workshop was delivered						
2. Having participated are you now clear about the objectives of the workshop?				5	15	
3. To what extent were the workshop's objectives achieved?			3	6	11	
Contents						
4. Give the course's objectives, how appropriate were the workshop's contents?			2	10	8	
5. Given your level of Prior learning and knowledge, how appropriate were the workshop's contents?				3	17	
6. Have gender issues been adequately integrated in the training?	17					3
7. Were the learning methods used generally appropriate?				6	14	
Resource person / tutors						
8. how would you judge the resource person overall contribution?			1	7	12	
The group of participants						
9. did the group of participants with whom you attended the activity contribute to your learning			4	8	8	
Materials / Media						
10. Were the material / media used during the activity appropriate?			2	12	6	
Organization						
11. Would you say that the workshop was well organized?			4	11	5	
12. Would you call the Secretariat (Organizers) efficient?			2	5	13	
III - Usefulness of the workshop						

13. Are you satisfied with the quality of the workshop?			2	7	11	
14. How likely is it that you will apply some of what you have learned?			3	8	9	
15. How likely is it that your institution / employer will benefit from your participation in the activity?				8	12	

16. How would you suggest the resource person improve the overall the overall quality of their contribution? (You may name someone in particular if you wish)

- Very short time period according to the subject matter
- Appropriate combination between time and subject matter
- Sharing experience of other countries can facilitates to understand the issues

Please use the grid below if you wish to comment on a particular question of this evaluation form.

Number of the question	Comments
II (6)	<ul style="list-style-type: none"> • I think this workshop did not deal with gender issue • No subject matter in the workshop but why in questionnaire? It is not relevant question

IV. Specific FACT related questions (please tick mark appropriate answer)

1. FACT as a system of work:		
a. Provide no new insights. It is not something to consider in the future.		
b. Provides new insights that can be added to the way of work of my organization.		2
c. It can be considered a way of systematization of the work of preparing and presenting proposal.		11
d. It could be considered as a system in itself, possible to adapt and include in my organization		7
e. Others.....		
Total		20
2. Expectation for the follow up phase (after the preparatory workshop)		
a. No expectation: nothing new could be generated by applying any FACT idea concept		
b. Few expectations: It might be the case that something could be added to what my organization does, but limited.		
c. Good expectations: my organization might add some ideas and concept to the way of work and good results could be achieved		8
d. Good expectation, but in a short period only few things could be done. It could be taken forward for the future.		12
e. Others		
Total		20