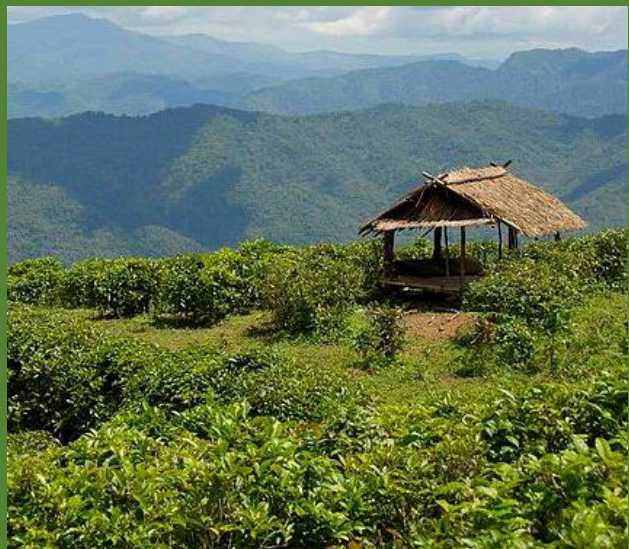


Guidelines
on the
Promotion of Sustainable and Deforestation-free
Agricultural Practices and Value Chains (PSAP)



CLiPAD GIZ and I-GFLL GCF Project

January 2021

CoverPhoto Sources:

1. Coffee cherries - <https://laocoffee.org/>

2. Mountain tea garden - <https://stir-tea-coffee.com/tea-report/lao-tea-industry-potential/>

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1. Introduction

This document describes the Promotion of Sustainable and Deforestation-free Agricultural Practices and Value Chains (PSAP) approach which will be followed by CliPAD/I-GFLL Project. PSAP is based on the results of Participatory Land Use Planning 2.0 (PLUP 2.0) to be conducted in each target village. The PSAP approach aims at widely promoting sustainable agricultural practices with upland farmers in the three project provinces of Sayaboury, Luang Prabang and Houaphan.

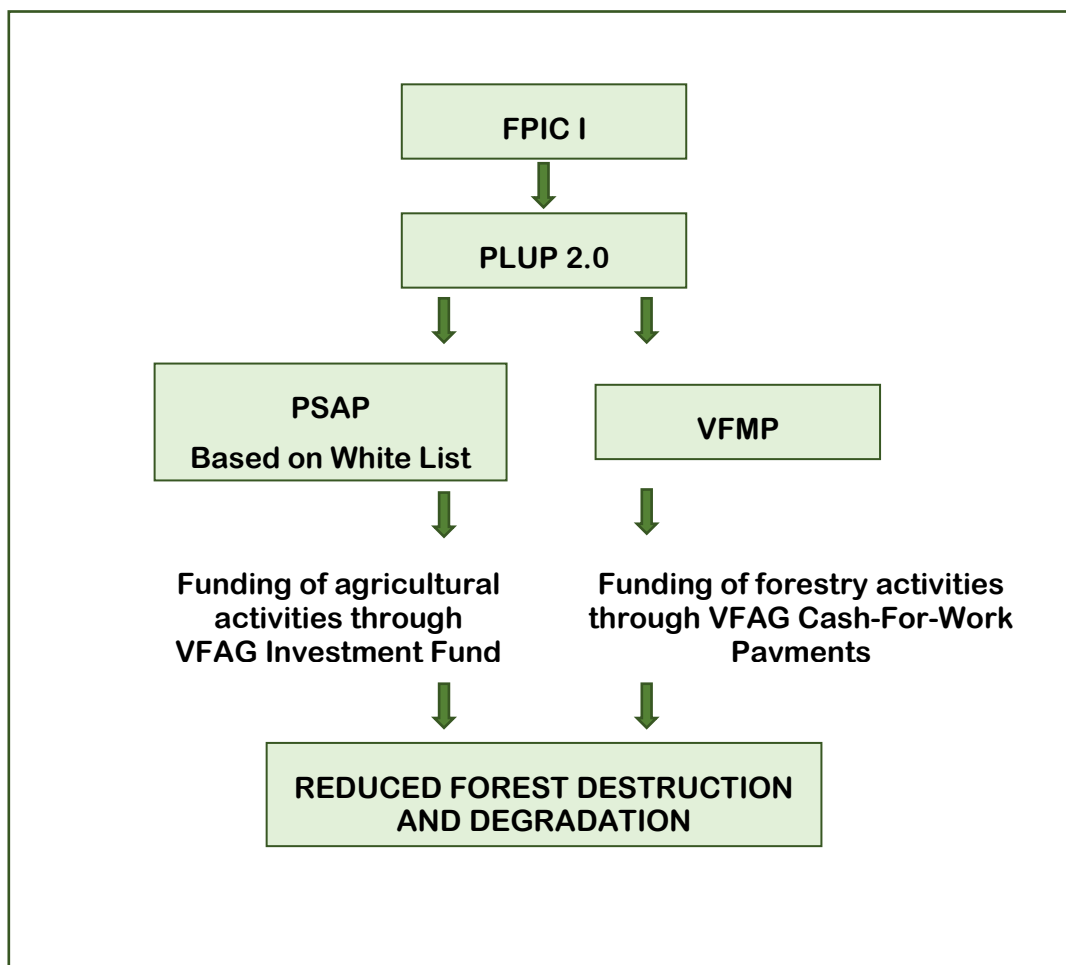
With assistance by a newly created and trained PSAP team, upland farming families will be familiarized with sustainable agricultural practices suitable for their land plots. The PSAP team will follow an innovative and people-oriented extension approach and will provide the participating farming families with links to private sector companies to promote deforestation-free value chains. The capacity of farmers will be built on sustainable agricultural practices, on-farm production and commercialisation by a combination of public extension activities by DAFO staff and private sector interventions. Farmers interested in value chain development (input and service provision, trading, value addition) will be supported with technical assistance and continuous coaching on business plan development, negotiation skills, access to markets, credit and processing.

The extension and promotion measures are exclusively targeting upland farmers involved in shifting cultivation practices or upland monocropping systems so that their future land use is restricted to agricultural use zones in accordance with the land use plan and forest destruction or deforestation is reduced. Young families and women will be specifically targeted.

In every target village, CliPAD/I-GFLL will start activities by supporting a FPIC exercise to ensure the awareness and basic approval of villagers to engage with the project. FPIC 1 is then followed by a PLUP 2.0 exercise which requires approximately 7 working days in the field by a trained PLUP team of 6 members from DAFO and DoNRE. The PLUP 2.0 activities lead among others to a future land use zoning, which basically delineates and separates the agricultural use zones (rotational and permanent systems) from the forest zones for management and protection.

The PSAP work will then follow up on these results by creating awareness about sustainable agricultural practices for the uplands, assessing the aspirations and potentials of local farming families and their land plots and identifying targeted solutions for each family together. In parallel, the Village Forest Management Planning approach will identify the required forest management and protection activities in the forest zones together with the local community. Overall, the implementation of the agricultural and the forestry activities will lead to a reduction of forest destruction and deforestation in future.

Diagram 1: Overall workflow in target villages of CliPAD/I-GFLL



Finally, a second FPIC exercise (FPIC 2) in the target villages within the first year of project implementation will give the opportunity to villagers to express their satisfaction or disapproval of the implemented measures.

These PSAP guidelines include a description of the key elements of the PSAP approach and can also be used as a basis for training curricula development.

2. Basic Elements of the PSAP Approach and the Role of PSAP within the I-GFLL Project

PSAP is a new element in the overall approach to forest protection by CliPAD/I-GFLL. It will attempt to provide a direct link between land use planning for the entire village and a more detailed planning of sustainable agricultural practices at household level and the agricultural extension activities needed for their realisation. PSAP will be guided by a so-called “White List”, a comprehensive list of all sustainable agricultural practices and crops to be promoted.

Key requirements and design elements of the new PSAP approach are:

- It is based on the results of PLUP 2.0 and makes use of the available maps, data collection for the entire village as well as the village PLUP report.
- After an initial training and regular coaching/supervision by PAFO and GIZ staff, the working steps of PSAP will be implemented by one PSAP team in each district which consists of 3 DAFO technicians. This means the approach must be adapted to their skills and experiences.
- Trained PAFO staff must play the role of coaches, supervisors and coordinators. GIZ staff will assist them at provincial and district level.
- Before even travelling to the village to start PSAP, the DAFO team needs to have accurate information on all private sector companies operating in their district, irrespective of whether the company is located in the provincial capital or the district itself. This assessment is called “private sector analysis” and the data must be available to the PSAP team.
- In the village, the existing VLFMC is the main partner to work with the PSAP team and will work together with them to conclude all the necessary working steps.
- All the sustainable agricultural practices and crops which the project wants to promote and fund are listed in a “White List”. For each practice in the White List the PSAP team will have detailed technical extension sheets and some additional extension material to explain the agricultural practice in detail.
- The White List will also be printed as a poster in A0 format and include photos of each recommended practice to facilitate the explanation by the PSAP team to the villagers.
- The sustainable agricultural practices and crops that are listed in the White List have been selected based on the key selection criteria of sustainability and the fact that they are deforestation-free activities. Key aspects are for example permanent soil cover, multi-storey cropping like agroforestry, intercropping, crop rotations and protection of forest zones. In addition, the practices proposed are adapted to the local situation in upland villages of Northern Lao PDR including the local climate and soils. They are also suitable for local deforestation-free value chain development in collaboration with local companies. On the other hand, the selected activities in the White List are not based on economic criteria. There could be more profitable agricultural activities, but these would damage or threaten the forest areas.
- While the project wants to support fodder planting for better nutrition of existing livestock, the purchasing of any livestock will not be promoted under the VFAG funds.

- Villagers can select which agricultural activities they want to implement on their own land. But only families who entirely or at least partly depend on upland shifting cultivation or upland monocropping systems (e.g. maize or cassava) can register and get support. Each family can select only one activity!
- The decision on the suitability of the selected practices is based on the personal priorities and interests of the family, the availability of land plots in the agricultural use zones of the village including aspects of soil fertility and slopes and the labour situation of the family.
- For each family that has registered to take part in implementation of an activity listed in the White List, the PSAP team needs to conduct a more detailed data collection.
- Families can apply alone or they can form common interest groups. The development of the livestock grazing areas and opening new paddy land will be usually considered as a group activity as it will concern several families together and should be applied for by a group of families.
- For each family or group that has registered to take part, the PSAP team will conduct a field survey at the land plot which they propose for development. This field survey will include a measurement of the surface area, an assessment of the plot and its suitability, simple soil sampling and a final discussion with the farming family. The PSAP can check the suitability of the land for the proposed activity based on the criteria in the technical extension sheets.
- Clear criteria have been defined for the selection of families/groups to benefit from project support.
- After the field surveys, the PSAP team together with the VLFMC will draft the Village Agricultural Activity and Investment Plan, which will later be submitted to the VFAG plenary session for funding approval.
- All selected sustainable agricultural practices will be funded by the VFAG investment fund. The funding will include seeds/seedlings, fencing wire, tools, machinery etc. The farmer and his family will be expected to provide free labour and local materials e.g. fencing poles from local wood.
- The PSAP process is a very personalized approach to extension where each family can select what they think is best for them and get some personal advice from the PSAP team member during the field survey. Several activities from the White List like e.g. coffee or tea growing under shade trees require the support by a private sector company to provide planting material, advice/ specialized training, follow up, contract farming arrangements and marketing support.
- For each selected activity that requires support from the private sector, the PSAP team will establish links to private service providers in the form of traders, processing companies and initiate contract farming arrangements for private companies from the "private sector analysis". The DAFO staff will have to play an important role in networking with local private sector companies and will be supported in this by PAFO and GIZ staff.

- Another objective of the PSAP approach is to have diversified production in each village and to introduce some innovations with upland farmers. Many practices listed in the White List are suitable for land conversion to a permanent cultivation on former upland plots.
- Overall, the PSAP work in the village will require 5-6 days with an available budget of 750 EUR for PSAP per target village.
- If the PSAP team notices the need to adapt the boundary of the agriculture use zones on the FLUMZ map during field surveys, this can be noted on the maps and can then be communicated to the PLUP 2.0 team.

3. The PSAP Team and Training Needs

A district PSAP team needs to be established in every target district of CliPAD/I-GFLL. The team will consist of three DAFO technicians, if possible with specialization in crop production, livestock production and/or irrigation. As technical staff at DAFO is limited, the composition of the PSAP team needs to be adapted to the local situation. One of the PSAP team members will be assigned as team leader. Preferably the team leader should have also been part of the district PLUP team, so that the experiences gained during land use planning activities in the target villages are also transmitted to the PSAP team.

Normally, the PSAP team should only consist of permanent (quota) staff of DAFO and not of volunteers. Nevertheless, even the permanent technicians will require additional training on the PSAP approach and the White List to perform their assigned tasks under CliPAD/I-GFLL support. This preparatory training will include two main components:

- a) Technical training on the crops and cropping systems to be promoted: This training will follow the practices presented in the White List and the PSAP technical sheets, plus additional technical extension documents available through MAF or other donor-funded project. This training will also include the assessment of land suitability for the various crops and practices.
- b) Extension and facilitation skills for PSAP team members on how to promote sustainable agricultural practices with farming communities. This will include working with visualization techniques, moderation of group discussions, ranking exercises, interview techniques and communication skills.

The training courses for district PSAP teams will be conducted by GIZ experts together with specialised national consultants and selected PAFO experts. In each province two selected PAFO staff will be in charge of coordinating and supervising PSAP activities across all target districts. Apart from being co-trainers in the initial training for PSAP teams, they will assist the PSAP teams with work planning, conduct regular coaching of PSAP teams in the field and will support the teams with documentation e.g. the drafting of agricultural activity and investment plans in each village. The average introductory training for district staff should be for 4 days, plus practical exercises in the target villages.

4. Results of PLUP 2.0 to be used by PSAP Team

In every village where the district PSAP team starts its activities the results of the PLUP 2.0 approach should already be available.

In particular, the PSAP team will make use of:

- Form 1: General Village Data
- Village Base Map
- Form 2: Socio-economic, Land and Forest Data Collection
- Current Land Use and Forest Cover Map (CLUFC)
- Future Land Use Management Zones Map (FLUMZ)
- Village Regulations (especially the parts referring to agricultural zones and land use)
- Village PLUP Report

With all these documents at hand, the PSAP team will have essential information available even before travelling to the target village. Hardcopies of the FLUMZ map and the PLUP report should be carried with the team when starting the field work in the village.

5. Stages and Working Steps of PSAP

In this chapter the working steps for PSAP will be described in detail:

Stage 1: Preparation

After the PSAP introductory training for all PSAP teams in a province, each district PSAP team will prepare a workplan showing the sequence in which field work will be started in the selected target villages. On average there will be 13 target villages per district, usually in several clusters or village groups. The workplan will be dictated to a large degree by the sequence in which PLUP 2.0 is implemented in the villages. PSAP work can only start in a village if it has draft PLUP 2.0 documents, which have been fully accepted by the village population.

Step 1.1: Equipment and materials

Important equipment, materials and tools for PSAP work in villages are:

- At least one laptop computer per PSAP team with accessories
- One LCD projector per PSAP team for visualisation of collected data and planning
- Large white flipchart paper and markers for sketch-mapping and visualisation
- One digital camera to be borrowed from PLUP team
- Two GPS receivers per PSAP team
- Two measuring tapes of 100m for measuring of plots
- Soil testing equipment and material
- One portable generator per province (to be shared)
- 3 motorbikes per district and 1 car per province

All PSAP team members need to have printed versions of these guidelines in Lao language, a printed copy of the White List in A3 format and a complete set of the PSAP technical sheets. Forms for data collection need to be printed in advance.

Step 1.2: Staff coaching and supervision

PSAP is a new approach to promoting sustainable agricultural practices. Even after the introductory training for the PSAP teams, the technicians will require on-the-job support,

coaching and supervision. This will need to be provided by the responsible PAFO supervisors in charge of PSAP and extension activities in the province. They will receive separate support by CliPAD/I-GFLL to fulfil their role of coaching and assisting the district PSAP teams.

Step 1.3: Private Sector Analysis

The PSAP team needs to start preparing for their field work by establishing a comprehensive private sector analysis for their district, including companies from the provincial or national level which are active in their district. To do this, the PSAP team members must identify and collect information on all private or state companies involved in marketing agricultural products from the district area. For each company a basic set of information is collected:

- What is the name of the company? Is it a Lao company, a joint-venture or a foreign company?
- What are the products they market at the moment? What are products they would like to add in future?
- Do they only buy raw products or do they ask villagers to do some processing (e.g. drying, sorting, packaging)?
- Do they just collect and sell raw products to their buyers or are they doing processing?
- If they process products, what do they process at the company and what kind of processed product do they sell to their buyers?
- What quantities of products do they buy from the farmers at the moment?
- Do they have any contract farming arrangements with their suppliers?
- Is the company interested to invest more in value chain development in the village?
- Can the company provide seeds (not fertilizer or pesticides), extension support like training, credit and is it willing to enter into fair contract farming arrangements?

If possible, the interviews with the private sector companies should be conducted in face-to-face interviews, but if this is not possible, interviews by phone will also be acceptable. Some of these companies could become valuable partners in promoting the PSAP approach. All the information gathered about the companies is entered into the PSAP Form 1 (see **Annex 1**).

The same kind of private sector analysis should also be conducted in every province to identify companies located at the provincial capital or operating on the national level, but with activities in each of the three target provinces. Ideally, the data of the private sector analysis at provincial level should already be available to the PSAP team before they start working in the first target villages.

Step 1.4: Preparations in the office

Before starting PSAP activities in a target village, the district team must familiarize itself with the key results of the PLUP 2.0 and get a good understanding on the basic situation of the village, based on the data collection forms (Form 1 and 2), the CLUFC and FLUMZ, the village regulations and the village PLUP report. This will help them to understand the following aspects:

Upland rotational agriculture:

- How important is upland cultivation for the villagers? How many upland agriculture zones have they identified and what is the total area? Have they opted for maintaining the traditional dispersed upland fields or have they decided to cluster the upland fields for annual joint rotation?
- How many families in the village practice shifting cultivation? How many have upland fields only? How many have upland fields and lowland paddy?

- How many families have too little land to be self-sufficient?
- How many outsiders use land in the village territory?
- How many families of this target village use land outside the village area? For upland cultivation? For paddy? Do they face any problems when using land outside their own village?
- What are typical upland crops and how long is the rotation for average upland plots? How many years of cropping followed by how many years of bush or forest fallow?
- How many hectares of upland does one average family need to be able to be fully self-sufficient if they do not have any paddy?
- How do you claim new land in your village? Do many families claim new land each year? What happens if the family who claims new land does not use the land?
- Do villagers compete to claim new land or do they mostly use their own existing land?

Permanent agriculture:

- How many families in the village have paddy? What is the total area? In how many different parts?
- Has the paddy area been expanded in the past five years?
- Is there an opportunity to expand the paddy area in future? If yes, where?
- How many families in the village have fruit tree gardens or plantations, big enough to sell fruits (not only a few trees for home consumption around the house)?
- How many families have permanent gardens for vegetable production? Do they sell any vegetables or other crops from these gardens?
- How many families have their own tree plantation (e.g. rubber, teak, coffee, tea)?
- Does any family have any other type of private plantation (e.g. bamboo plantation, fodder grass)?

Large Livestock:

- How many families in the village have large livestock?
- How many heads of cattle and buffaloes are there in the village?
- Do families keep them together in one livestock grazing area? Permanently or seasonally? How many families keep livestock together? Is this area fenced?
- Or, do families keep their own livestock separately on their own land or in the forest?

All this information can be extracted from the documents elaborated during PLUP 2.0.

The PSAP team needs to inform the village administration or the Village Land Use and Forest Management Committee (VLFMC) well in advance of their coming.

Stage 2: Village Orientation Meetings

After all the preparations in the office are finalized, the PSAP team travels to the target village to start the field work.

Step 2.1: First Village Meeting

The first village meeting will be organised together with the VLFMC. At least one representative of every family living in the village should participate in this village meeting.

The first village meeting on PSAP has the following objectives:

- To introduce the PSAP team
- To give an overview on PSAP working steps. This will include an explanation on the objectives of PSAP, the methodology applied and the final results to be achieved

- To organize the work process together with the VLPMC and the villagers for the next 5 to 6 days

Step 2.2: Introduction of the White List and Technical Extension Sheets

The “White List” is a comprehensive list of all sustainable and deforestation-free agricultural practices and crops to be promoted under CliPAD/I-GFLL. The White List features desired sustainable production systems, such as crop rotations, climate sensitive agriculture, multi-cropping, agroforestry system, as well as specifically promoted crops, such as tea, coffee and others. In the White List the sustainable agricultural practices are also ranked into 3 categories: category 1 (highest priority) with dark green colour, category 2 (medium priority) with light green colour and category 3 (lowest priority) with very light green colour.

For each activity, the White List gives a short description and a photo. Additional information for each activity can be found in the technical extension sheets, which include more photos and a more detailed description, the requirements, criteria and necessary items for budget calculation.

In the village meeting, the PSAP team uses the A0 poster or shows the White List on a screen with the projector and the laptop. In addition, the PSAP team members will explain some technical details based on the technical extension sheets. Then the PSAP team answers any questions by the villagers for further clarification. The team can also describe their own observations on the various practices from other villages or districts.

At the end of step 2.2 all villagers, men and women, should understand that the CliPAD/I-GFLL project will only support sustainable agricultural activities if they are part of the White List. The villagers have received a first overview of the White List and can reflect on which of the listed activities would be the most interesting for their own family.

Step 2.3: Criteria for selection of families/groups to benefit from PSAP

The following criteria will be applied to identify the suitable farmer family to participate in the activities and to select the highest priority for funding.

Main criteria for identification:

1. The family must be fully or partly dependent on shifting cultivation or upland monocropping systems. That means each family who want to apply must have upland fields or fallow plots. Paddy farmers without shifting cultivation do **not** qualify for support.
2. Only one agricultural activity from the White List per family will be supported.
3. The selected sustainable agricultural activity must fully meet the requirements from the White List in terms of land suitability, slopes, land size, labour availability and other criteria.
4. Each activity must be implemented on a plot located within a designated agricultural use zone according to the FLUMZ map.
5. The selected activity must not have any negative social or environmental side-effects (amongst others gender, poverty, soil degradation or climate change).
6. All families who want to participate must agree not to make use of chemical treatment with pesticides or insecticides.

Highest priority should be given to the following target group and activities:

1. The registered family is a women-headed household
2. The registered family is a young family below the age of 30 years

3. Category 1 activities in the White List will be given priority over activities under Category 2 and finally over activities under Category 3
4. Poor families

At the end of step 2.3 all villagers, men and women, have understood the criteria applied for the selection of the families which will receive funding and technical support for the conversion of their land into sustainable agricultural production by the CliPAD/I-GFLL project. Each family can identify whether they would qualify or not.

Step 2.4: Explanation of funding of agricultural activities through VFAG

In a next step the PSAP team needs to explain how the selected families or farmer groups can receive funding support from CliPAD/I-GFLL for the implementation of the sustainable agriculture practices in accordance with the White List and if the family or group meets the requirements mentioned in step 2.3.

Under the CliPAD/I-GFLL Project a Village Forest and Agriculture Grant (VFAG) will be set up in every target village. The grant funds will be deposited in an account in the name of the village and a small committee will be elected to manage the grant funds and the account. All the details can be found in the separate VFAG guidelines. Each VFAG is created to channel project funds to the village and to organise and administrate their use of the funds at community level.

Once the VFAG has been created, CliPAD/I-GFLL will deposit the equivalent of EUR 7,500 (approx. 82,5 million Kip) for the promotion of sustainable agriculture in the village. These funds will be exclusively used for the promotion of investments into improved and sustainable farming systems and the improvement of marketing chains of relevant agricultural products. In addition, the project will add on average the equivalent of EUR 1,500 (approx. 16,5 million Kip) per year and village as cash for work payment for activities under the village forest management activities.

For this promotion of sustainable farming systems to succeed, it is very important to provide technical support to agricultural development. The PSAP team in cooperation with project staff and external experts working for private sector companies will have the following tasks:

- To assist the villagers to select options for sustainable agricultural systems from the White List to be promoted and supported by grants from VFAG;
- To facilitate the development of village agricultural activity and investment plans and budgets, and their submission to District Project Management Unit (DPMU);
- To organise participatory and hands-on on-site trainings relevant to each village's investments; wherever possible, external resource persons should be engaged;
- To promote farmer-to-farmer exchange of knowledge within the village and with other villages and resource persons;
- To identify private service providers and companies for the promotion of specific sustainable agricultural practices and marketing opportunities;
- To support project-related monitoring of activities.

Funding to promote sustainable farming from the VFAG is a grant, so the farming family does not have to pay back anything. Nevertheless, the maximum amount that can be allocated to one family is the equivalent of EUR 400 (approx. 4,4 million Kip). This funding can be used by the family:

- To buy seeds or purchase seedlings
- To buy tools, equipment and materials necessary for the cultivation
- To buy organic fertilizers (max. 6 months' consumption)
- To buy fencing material

- To build structures for processing of the harvested products (e.g. for drying, sorting, cleaning etc.)
- To hire machinery e.g. for levelling, terracing
- To buy pumps, beholders, pipes, sprinklers etc. for on-farm irrigation
- To build greenhouses and small buildings for production

The exact funding requirements will be elaborated by the farmer together with the PSAP team depending on the selected agricultural activity.

On the other hand, the farmer is expected to contribute the following for which no payment can be received:

- To provide family labour free of charge
- To provide locally available materials e.g. for fencing or shelter (bamboo, wooden poles) free of charge

Based on the assessment of the proposed agricultural activities by the families, the PSAP team will together with the villagers draft a first Agricultural Activity and Investment Plan for the village (see Stage 5). The required budget per activity needs to be prepared by each family with support by the PSAP team. This plan will then be submitted for review and approval to the VFAG plenary session, which consists of all adult representatives of all families legally residing in the village. All families have equal right to participate, to express their opinion and to take part in decisions and elections. Each family has one vote. Any decisions on funding will be taken by majority vote.

If the target village manages to protect its forest zones in accordance with their Village Forest Management Plan and Agreement and if the agricultural activities do no longer contribute to forest destruction, the VFAG will receive a second payment after two years in the form of a “bonus payment”. This “bonus payment” will depends on the results of the forest cover monitoring using satellite imagery and amount to an average of EUR 10,000 per village (based on the ha of forest area).

The “bonus payment” after two years must be used for the upscaling of the promoted sustainable agricultural investments and will require the preparation of a new Agricultural Activity and Investment Plan for the village.

The VFAG Committee is responsible for managing the VFAG in the bank account, withdraw funds in accordance with the approved Agricultural Activity and Investment Plan and to supervise the use of VFAG according to the decisions made by the village assembly. The PSAP team and additional resource persons will support the implementation of the activities.

At the end of step 2.4 all villagers, men and women, have understood how the funding mechanism through the VFAG works, that the support is a non-repayable grant and that the maximum amount per family is limited at 4,4 million Kip.

Step 2.5: Registration of interested families to cooperate on Sustainable Agricultural Practices

In the next step, the PSAP team needs to identify the families interested to get involved in sustainable farming systems and to receive support from the VFAG funds. This registration of interested families will happen during a separate plenary village meeting. The VFLMC together with the PSAP team members will call for this meeting.

In the meeting, the PSAP team will explain about the White List again, repeat the criteria to qualify for participation in these sustainable agricultural activities and will clarify the funding mechanism from the VFAG funds once again. It is important to point out once more that only

families which have upland plots for shifting cultivation or forest-destroying monocropping systems (e.g. maize or cassava) will be registered for support. Then the moderators of this meeting will ask the interested families to:

- Register with their name
- Specify what kind of activity according to the White List they want to implement
- Confirm that they want to conduct the selected activity on their own land (this needs to be also confirmed by the VLFMC!)

For the registration of interested farming families the team can use the form in **Annex 3**.

Finally, the PSAP team needs to explain to the interested families that after this registration the team will need to collect some more information from each family to clearly assess whether they qualify and whether the proposed agricultural activity is suitable for them and their land. This assessment will also include a field visit to their land which they want to convert to a sustainable agricultural practice.

At the end of step 2.5 all interested farming families who would qualify according to the criteria have registered to participate in PSAP.

Stage 3: Socio-economic, Agriculture and Livestock Data Collection for Registered Families

When coming to the stage of additional data collection, the PSAP team must first make use of the existing data from PLUP 2.0 (Form 1, Form 2, PLUP Report) and the FLUMZ map. It is important for the team to know the agricultural use zones of the village, to know the number of families fully or partly depending on shifting cultivation or upland monocropping systems and to understand whether outsiders are also using the village territory for agricultural activities.

Then the PSAP team in the presence of the VLFMC members will start a more detailed data collection on socio-economic and agricultural aspects, but only for the families who have registered as being interested to participate in PSAP activities in the village (see form in **Annex 3**). In order to collect this family-specific information there are two options:

Option A: The representatives of the registered families are all called together for a meeting. In this case, the data collection for each family is done in front of all the other interested families and the VLFMC. The data collected from each family is visualized on large paper in front of everybody. This creates transparency and gives the VLFMC members the possibility to rectify wrong information and data. On the other hand, this can also be somehow embarrassing for the family to discuss their labour situation, their land and land use rights in front of all the others.

Option B: The representatives of the registered families are visited and interviewed at their home only in the presence of the PSAP team member and the VLFMC member. Under this option, the PSAP team and the VLFMC members must split up and visit several families in parallel until all registered families have been visited. These household visits will provide a first-hand impression of the family situation, will provide for privacy during the interview and can be easily combined with the field visit of the proposed land plot for conversion to sustainable production (Stage 4).

The type of data and information to be collected from each family will be exactly the same under the two options. The collected data help to better understand the family situation, whether the proposed sustainable agricultural practice according to the White List really fits to their situation and to check whether they have understood the conditions of support to be

provided by CliPAD/I-GFLL. It must be made clear to each family that they can be excluded from grant fund allocation if they provide untruthful information!

The data to be collected revolves around their present agricultural production, the number, types and locations of land plots used by the family, their labour availability and their livestock. As the selection of families to be supported by CliPAD/I-GFLL is mainly focussed on the upland areas and the intention is to promote sustainable and deforestation-free agricultural systems, there is no real necessity to deeply analyse profitability and economic aspects for each system as market conditions can change quickly until production is achieved.

The data collection by the PSAP team will follow Form 3, which is shown in **Annex 4**.

At the end of Stage 3, the PSAP team has collected detailed data form each registered family which will help to make the final selection of those families to receive technical and financial support for PSAP in the target village.

Stage 4: Field Surveys and Soil Sampling

Once the PSAP team has finished the interviews of the registered families, they will split up and visit the proposed plots for implementation of the sustainable agricultural activity together with at least one family representative. VLFMC members are welcome to join this field visit. Depending on the location of the plot, this can take some time. It will also make sense to combine field visits of several families if their plots are located in the same area.

At the plot, the PSAP team member will first assess whether the plot is located in a designated agricultural use zone according to the FLUMZ map. Then he/she will check the exact size of the plot by taking GPS readings at the corner points, measuring the side lengths by measuring tape and noting this data on a plot sketch map (see sample in **Annex 5**). The PSAP team member will then check the actual condition in terms of any crops already on the land, the slopes, the grazing of the land and whether it is fenced or not. He/she will take soil samples for the analysis of the pH and basic soil fertility. The PSAP team member will interview the farmer once more about the exact history of the land plot. Then he/she will assess once more the overall suitability of the proposed plot for the selected PSAP activity and discuss the necessary steps and measures to implement the PSAP activities on this land. Finally, several photos are taken of the plot before the transformation to sustainable agricultural practices starts. All the information gathered about the plot is noted on the form sheet in **Annex 5**.

For the final assessment and discussion with the farmer, the PSAP team member will make use of the technical extension sheets for each activity according to the White List. The technical extension sheets describe the exact requirements for each promoted production system. Furthermore, the PSAP team member will review and discuss the funding requirements for the selected PSAP activity together with the farmer. A list of items that can be funded from the VFAG funds is included in the technical extension sheets for each PSAP activity. The results of all these discussions with the farmer will finally decide whether the proposed activity can be accepted and recommended by the PSAP team member and the VLFMC.

If the plot proposed by the farming family turns out not to be suitable for the proposed PSAP activity for any reason, the family can either propose a new plot which then needs to be visited and assessed in the same way, or, the farming family can also change their preferred activity. If the family changes their idea about the activity and this would be suitable on this plot, it can be accepted. Otherwise, they can also change the plot where they want to implement it.

At the end of Stage 4, the PSAP team has visited all plots which had been proposed for implementation of PSAP activities and have assessed their overall suitability.

Stage 5: Drafting of Village Agricultural Activity and Investment Plan

Once the interested families have been registered, interviewed and finally their land plots have been visited and assessed by the PSAP team members, a final list of proposed PSAP activities can be compiled. It is important to note once again that every family can only request for one PSAP activity based on the White List.

The final list will now be entered into the Village Agricultural Activity and Investment Plan which will eventually be submitted to the VFAG plenary session for decision making and funding.

The concept of Village Agricultural Activity and Investment Planning for funding by contributions to the VFAGs needs to be explained by the PSAP team. Based on the Village Agricultural Activity and Investment Plans, a District Activity Plan (DAP) for outlining activities, participants, inputs and an annual budget plan will be developed.

The table format to be used for the Village Agricultural Activity and Investment Plan is shown in **Annex 6**.

At the end of Stage 5 a Village Agricultural Activity and Investment Plan has been drafted by the PSAP team together with the VFLMC which will later be submitted to the VFAG plenary session.

Stage 6: Final village meeting and documentation of PSAP results

At the end of the PSAP field work, the PSAP team and the VFLMC will organize a brief final village meeting. In this meeting they share with the villagers the overall results of their work, show the villagers a copy of the Village Agricultural Activity and Investment Plan on a screen by using a projector and a laptop and ask for final comments. After this final review of the plan, this document will be considered as final and ready to be submitted to the VFAG.

Once the PSAP team returns to the office, they will compile a short report on their work in the target village to which they will attach the filled registration form in **Annex 3** and the final Village Agricultural Activity and Investment Plan according to the sample in **Annex 6**. In a separate folder they keep the original copies of all data collection forms (**Annex 4**) and all Field Survey Forms (**Annex 5**) for each family.

6. Overall Extension Approach

The extension work in support of promoting sustainable agricultural practices only gets started with the PSAP approach. Once the VFAG plenary meeting and the DPMU have agreed the financial support for the planned activities, the PSAP team needs to further support the implementation.

First of all, this extension support will consist of linking the selected farmers which are interested in activities which require technical support and contract farming arrangements with private companies which had been identified during the private sector analysis. For example, if in one village 3 families have decided to implement coffee plantation under shade trees, an existing coffee production company from the provincial capital needs to be informed about this and needs to be brought into contact with these farmer families. Once the land is prepared for planting and a contract farming agreement has been signed, the company would provide the coffee plants and other inputs against payment from the VFAG. Planting is then done by the families.

The private sector will play an important role in the transfer of technology and providing marketing opportunities, but sometimes they are not willing to invest in making farming systems healthy and fair for rural people. Often, they focus on making profit for themselves only. This will be an important aspect when choosing private companies for possible collaboration. Another advantage in CliPAD/I-GFLL is that inputs into the agricultural practices will be paid for under the VFAG, so this reduces the investment costs for the private sector company. In Northern Lao PDR many farmers are now producing for the market rather than for their own consumption and farming practices are increasingly influenced by financial returns.

Extension staff from the district must visit the farmers regularly and accompany and advise them in the implementation of their activities. In addition, farmers will be invited to farmer-to-farmer extension events, e.g. by experienced coffee farmers in other villages or other districts.

In general, the CliPAD/I-GFLL will follow a green extension approach which is based on the creation, sharing and application of local knowledge. Sustainable agricultural practices must be adapted to local conditions, and these conditions are both diverse and dynamic in the uplands of Laos. Therefore, green extension has to support farmers in analysing local problems and opportunities and testing alternative practices under local conditions. The supporting services will be provided by DAFO staff, the cooperating private sector companies, the PAFO supervisors and GIZ staff. Increased emphasis will be on joint learning exercises, exchange visits and farmer-to-farmer extension. Wherever possible specific interested farmers will get involved in action research, such as trying new varieties, crops or rotations. The project will aim at empowering farmers (male and female) as individual farmers or common interest groups if they prefer to work in a group.

Lao PDR is a country with a low population density, but sustainable agricultural practices sometimes require more labour than e.g. chemical-intensive farming. Making compost requires more effort than using chemical fertilizer, and hand weeding is more demanding than spraying herbicides. Therefore, labour availability will be a very important criteria for the selection of specific activities according to the White List. As younger people migrate out of rural areas, thereby reducing labour availability, the challenge for sustainable agriculture will become even greater in future. This is one reason why young families get preferential treatment under the project approach.

On the topic of extension, it is strongly advised that CliPAD/I-GFLL establishes a close cooperation with the Helvetas-funded LURAS Project and DTEAP under MAF. LURAS could specifically offer opportunities for joint learning and exchange visits for farmers.

Annexes

Annex 1: Private sector companies involved in marketing agricultural products from the district areas

Name of District:

Date:

Information collected by:

No .	Name of Company (Lao company, joint venture or foreign company)	Address of Office	Telephone	Products marketed at the moment	Products processed at the moment	Additional products interested in future	Contract farming		Provides seeds or credit or advice to farmers	<u>Market:</u> Lao Vietnam China Thailand Other	Interested to cooperate with CliPAD/ I-GFLL in target villages	
							Yes	No			Yes	No

Annex 2: Sample time schedule for 5 days of PSAP activities

Morning

PSAP Team	Day 1	Day 2	Day 3	Day 4	Day 5
	1. First village meeting: Introduction to PSAP team and PSAP process 2. Introduction of the White List and technical explanations	1. Registration of interested families to participate 2. Data collection for registered families by PSAP team members	1. Finish data collection for registered families 2. Field surveys by 3 PSAP team members separately	Field surveys by 3 PSAP team members separately	Field surveys by 3 PSAP team members separately

Afternoon

PSAP Team	Day 1	Day 2	Day 3	Day 4	Day 5
	1. Continue to explain the White List 2. Explain the criteria for selection of families/groups to benefit from support 3. Explain funding support mechanism through VFAG	Continue data collection for registered families by PSAP team members	Field surveys by 3 PSAP team members separately	Field surveys by 3 PSAP team members separately	1. Drafting of Village Agricultural Activity and Investment Plan 2. Final village meeting

Annex 3: Registration Form for Families interested to participate in PSAP

[illegible]

Signature of PSAP Team

Signature of VLFCM

.....

.....

Annex 4: Form 3 for Data Collection per family

Name of Village:.....

District:.....

Date:.....

Interview by:.....

Name of Family:.....

House No./Unit:.....

Interviewed person(s):.....

Selected PSAP activity:.....

List the main agricultural activities of this family (crop production/livestock/NTFP collection/timber use):.....

Main sources of income:.....

Labour force:

Adult people in the family:

Children above 15 years:

Younger children:

Do you get free outside help with labour? Yes No

Do you hire labour? Yes No

Agricultural land:

Paddy: No. of plots: Rainfed/irrigated: ha:

Shifting cultivation plots: No. of plots: Currently in use: Fallow/young forest:

Upland monocropping plots:

Vegetable garden:

Fruit trees:

Fishpond:

Other permanent plantations:

Livestock:

Buffalo: Cattle (adult/young): Pigs (adult/young): Goats(adult/young):

Poultry (adult/young):

Why did you select this PSAP activity?.....

Where do you want to implement the activity?.....

How did you get this land?.....

Do you have any document for this land?.....

Are you prepared to cooperate with a private sector company for contract farming (only if the selected activity requires this!)?.....

.....

What are your plans for the future?.....

.....

Annex 5: Field Survey Results

Sketch Map of plot for implementation of PSAP activity: (GPS points and measuring by meter tape)

Mark on the sketch map where the soil sample was taken.

Photos taken of the plot:

Current condition of the plot:

Crops on the land:.....

Trees on the land:.....How old?.....

Slope of the land: very steep: steep: medium: small slope: flat:

Is the land being grazed by animals? Yes No

Is the land fenced? Yes No

Additional remarks:.....
.....

History of the land:

Describe what was planted on the land in the past years:.....
.....
.....

Suitability of the land:

Is this land suitable for the proposed PSAP activity? Yes No With restrictions:
(explain).....

Which next steps have been agreed with the farmer?

.....
.....
.....

Budget items and total budget requested:

Items	Cost in Lao Kip
	Total:

Annex 6: Sample Village Agricultural Activity and Investment Plan

No.	Name of Family	Agricultural Activity	Women-headed Household		Young Family		Category of White List			Date Field Survey done	Budget requirement by items	Total Budget requested
			Yes	No	Yes	No	1	2	3			
											Lao Kip	Lao Kip