

3. SCHLACHTVIEH UND FLEISCH			
Preise und Kosten	Maßeinheit	Preis in lokaler Währung	%-Anteil des Einzelhandelspreises
1. Loco Hof Preis (Schlachtvieh) + Transport (Entfernung in km _____) + Auftriebskosten + andere Kosten _____			
2. Abgabepreis der Bauern an lokale Viehhändler (Schlachtvieh) + Futter + Transport (Entfernung in km _____) + Gewichtsverluste + andere Kosten _____ + Gewinne			
3. Abgabepreis der lokalen Viehhändler an Schlachthof (Schlachtvieh) + Futter + Schlachten + Lagerhaltung (Lagerhalt. in Tagen _____) + Transport (Entfernung in km _____) + andere Kosten _____ + Gewinne			
4. Abgabepreis Schlachthof an Großhandel (Karkasse) + Lagerhaltung (Lagerhalt. in Tagen _____) + Transport (Entfernung in km _____) + physische Verluste + andere Kosten _____ + Gewinne			
5. Abgabepreis Fleischgroßhandel an Einzelhändler (Karkasse) + Lagerhaltung (Lagerhalt. in Tagen _____) + Transport (Entfernung in km _____) + Verpackung + andere Kosten _____ + Gewinne			
6. Einzelhandelsverkaufspreis	1 kg		100 %
ANMERKUNGEN: 1. Maßeinheiten:		Durchschnittsgewicht des Schlachtviehs in kg, Karkasse in kg	
2. Gewinne:		Schließen Erlöse vom Verkauf von Nebenprodukten wie Häute, Knochen, Eingeweide usw. ein	

C ANLEITUNGEN ZUR DATENBESCHAFFUNG

C 1 QUELLENNACHWEISE FÜR SEKUNDÄRMATERIAL

1 Statistiken zu nationalen und internationalen Wirtschaftskennzahlen

Die Vereinten Nationen und ihre Tochterorganisationen geben eine ganze Reihe von statistischen Periodika heraus. Von der UNO selbst sind zu nennen:

National Accounts Yearbook
Statistical Yearbook.

Die FAO gibt eine ganze Reihe von periodischen oder fallweisen Veröffentlichungen zu Produktion, Handel und Verbrauch von Nahrungsmitteln heraus, einige wichtige sind:

Monthly Bulletin of Statistics
Production Yearbook
Trade Yearbook
The State of Food and Agriculture
Food Balance Sheets (national und international)
International Market Price Information
Commodity Review and Outlook
Food Outlook
World Food Survey
World Census of Agriculture.

Die Weltbank veröffentlicht:

World Bank Atlas
World Development Report
World Statistical Yearbook
Commodity Trade and Price Trends
Länderstudien.

Die ILO gibt ein

International Labour Yearbook

heraus.

Wichtige Informationen sind auch enthalten im Jahrbuch der UNCTAD:

Yearbook of International Trade.

Weiterhin veröffentlicht die OECD in unregelmäßigen Abständen Berichte und Analysen zu einzelnen Ländern bzw. Regionen und Produkten.

Eingehendere Daten zu den einzelnen Ländern finden sich in den folgenden mehr oder weniger regelmäßig aktualisierten oder neu aufgelegten Veröffentlichungen:

Nomos Verlagsgesellschaft

Handbuch für Internationale Zusammenarbeit, Länderteil

Statistisches Bundesamt, Gustav-Stresemann-Ring 11, 6200 Wiesbaden
Länderberichte (ausführlich, aber nur in längeren Abständen aktualisiert) und

Länderkurzberichte (kürzer aber aktueller). Letztere sollten in den Wirtschafts-Abteilungen der Botschaften vorhanden sein.

Weitere - zum Teil auch sehr spezielle - Informationen über einzelne Produkte, gesetzliche Bestimmungen, Branchen usw. gibt die **Bundesstelle für Außenhandels-Information (BfAI)**, Postfach 108007, 5000 Köln 1, heraus.

Ein Nachteil der meisten Auslandsberichte besteht darin, daß sie ihre Daten aus Angaben der einzelnen Länder oder Dritter zusammenstellen. Dies führt dazu, daß manche der wirtschaftlichen Kennzahlen untereinander nicht verglichen werden können, da sie nach verschiedenen Methoden errechnet wurden.

2 Bezugsquellen und Adressen

Mit speziellen Fragen zu Veröffentlichungen, Länderstudien und Statistiken kann man sich in der Bundesrepublik Deutschland an folgende Adressen wenden:

Bibliothek des Institutes für Weltwirtschaft
an der Universität Kiel
Düsternbrooker Weg 120

2300 Kiel 1

Bibliothek des Institutes für
Ausländische Landwirtschaft
Büsgenweg 2

3400 Göttingen

Bibliothek des Institutes für
Sozialökonomie der Agrarentwicklung
Podbielskiallee 64

1000 Berlin 33

Deutsches Übersee-Institut
Neuer Jungfernstieg 21

2000 Hamburg 36

mit speziellen Instituten für Afrika, Asien, Ibero-Amerika und Orient

Deutsches Institut für Entwicklungspolitik
Frauenhoferstraße 33 - 36

1000 Berlin 10

HWWA Institut für Wirtschaftsforschung
Neuer Jungfernstieg 21

2000 Hamburg 36

Presse- und Informationsbüro
der Kommission der Europäischen Gemeinschaften
Zitelmannstraße 22

5300 Bonn 1

Auf Anfrage vermittelt umfangreiche Literaturhinweise:

Zentralstelle für Agrardokumentation
und -information
Villichgasse 17

5300 Bonn 2

C 2 BEISPIEL FÜR ERHEBUNGEN BEIM PRODUZENTEN

Die Arbeitsunterlage zeigt das Beispiel eines Fragebogens, wie er bei Kartoffelproduzenten in Kenia verwendet wurde.

Questionnaire "Potato Grower"

1. No. of interview:
2. In which months did you plant potatoes this/last year?
a:..... b:..... c:.....
(Season I) (Season II) (Season III)
ASK FIRST Q. 3 TO Q. 8 FOR SEASON I, THEN IF THERE WAS A SECOND/THIRD CROP, COME BACK AND ASK THE SAME QUESTIONS AGAIN FOR SEASON II/III.*
3. How many acres did you plant in
FOR MONTH REFER TO Q. 2
..... acres acres acres
4. Did you grow these potatoes in pure stand or together with another crop?
Pure stand // // //
or interplanted in
IF POTATOES HAVE BEEN INTERPLANTED AND ARE STILL IN THE GROUND MEASURE AT ANY ONE PLACE IN THE PLOT A SQUARE 4x4 PACES AND COUNT THE NUMBER OF POTATOES IN THAT SQUARE.
plants per 4x4 paces
5. In which month did you harvest these potatoes?
.....
6. How many bags did you harvest?
..... bags bags bags
7. How many of these potatoes did you use for
a. seed for next crop bags bags bags
b. consumption at home bags bags bags
c. sale bags bags bags

* Statements in capital letters are instructions for the enumerators and are not questions directed at the client

IF THERE WAS ANY SALE FROM THE CROP OF SEASON I, ASK:

8. (I)
- | Where did you sell potatoes? | To whom did you sell? | In which month? | Which quantity did you sell? | At which price? |
|------------------------------|-----------------------|-----------------|------------------------------|-----------------|
| a: | | | | |
| b: | | | | |
| c: | | | | |

IF THERE WAS ANY SALE FROM THE CROP OF SEASON II, ASK:

- (II)
- | Where did you sell potatoes? | To whom did you sell? | In which month? | Which quantity did you sell? | At which price? |
|------------------------------|-----------------------|-----------------|------------------------------|-----------------|
| a: | | | | |
| b: | | | | |
| c: | | | | |

IF THERE WAS ANY SALE FROM THE CROP OF SEASON III, ASK:

- (III)
- | Where did you sell potatoes? | To whom did you sell? | In which month? | Which quantity did you sell? | At which price? |
|------------------------------|-----------------------|-----------------|------------------------------|-----------------|
| a: | | | | |
| b: | | | | |
| c: | | | | |

INSERT THE ANSWER FROM THE FIRST COLUMN Q. 8 (WHERE DID YOU SELL POTATOES) IN Q. 9 (PLACES) AND THEN ASK:

9. PLACES
- | How far is it from your farm to: | How do you manage to transport your potatoes there? | How much do you have to pay for transporting 1 bag? |
|----------------------------------|---|---|
| a:km | by | KShs/bag |
| b:km | by | KShs/bag |
| c:km | by | KShs/bag |
10. When you want to sell potatoes, do you contact any particular people, e.g. traders and if so, why?
-
-
11. What is the price of one bag of potatoes at present?
- KShs/bag

12. What is the price of one bag, when it is at its? In which months is this?
- a: lowest KShs
- b: highest KShs
13. Which varieties do you usually plant?
- a: b: c:
14. Do you use certified seed potatoes?
- / / yes CONTINUE / / no, GO TO Q. 17
15. Where do you buy them from?
16. At what price? KShs/bag, GO TO Q. 22
17. What type of planting material do you use then?
- / / buys potatoes / / own potatoes from previous crop GO TO Q. 20
18. From where do you buy your seed potatoes?
19. At what price? KShs/bag
20. Why do you not use certified seed potatoes?
21. Have you ever bought them before? / / no / / yes, in 19..
22. Where do you store your potatoes till you are ready for planting them?
- GIVE A SHORT DESCRIPTION, HOW THE SEED POTATOES ARE STORED
23. For how many weeks do you keep these seed potatoes there? weeks
24. Which problems do you have in storing them?
25. When you prepare your potato plot for planting, which operations do you usually carry out?
- | | Charges for 1 time |
|---------------------------------------|--------------------|
| a: Ploughing by tractor: times | KShs/acre |
| b: Ploughing by oxen: times | KShs/acre |
| c: Harrowing by tractor: times | KShs/acre |
| d: by times | KShs/acre |
| e: by times | KShs/acre |
| f: breacking the land by jembe: | |
| g: levelling by jembe: | |
| h: ridging by jembe: | |

26. Do you plant your potatoes in rows / or at random /
and on ridges / or on plain land /
27. At what spacing do you plant? x
28. Do you sprout your potatoes before you plant them? / yes / no
29. To plant one acre of potatoes, how many bags do you need? bags/acre
30. Do you apply fertilizer?
 / yes CONTINUE / no GO TO Q. 33
31. What's the name of this fertilizer?
32. How many bags of fertilizer do you use on your potato plot? bags
33. Do you apply manure?
 / yes CONTINUE / no GO TO Q. 36
34. How much manure do you use on your potato plot? bags
35. Where do you get your manure from?
 / own farm / buys from
At what price? KShs/.....
36. Do you have any pests or diseases in your potatoes?
 / no / yes Which ones?
37. Do you sometimes spray your potatoes against diseases?
 / yes CONTINUE / no GO TO Q. 42
38. How many times do you spray your crop when there is a lot of rain? times
39. How often do you spray when there is a little rain only? times
40. What is the name of the chemical?
41. For one spraying, how much of the chemical do you use? kg/
42. How many times do you weed your potatoes? times
43. How many weeks after planting do you do your
1st weeding: weeks
2nd weeding: weeks
3rd weeding: weeks

FOR EACH OF THE OPERATIONS LISTED BELOW IN Q. 44 ASK THE FARMER

44. When (INSERT OPERATION), how many members of the family are involved and how many days does it take them to finish the work? How many labourers do you employ for how many days? How much do you pay them?

Operation	Family labour		Hired labour		
	Number	Days	Number	Days	KShs/day
a: Preparing land
b: Planting
c: 1st weeding
d: 2nd weeding
e: 3rd weeding
f: Spraying
g: Harvesting
h:

45. For any of these operations carried out, do you have any problems in getting sufficient labour?
 / no / yes, during

46. How do you keep potatoes for your own consumption?
.....

47. For how many weeks do you store them? weeks

48. Do you also store potatoes you want to sell lateron?
 / yes CONTINUE / not GO TO Q. 55

49. What type of store do you have for these potatoes?
.....
.....

50. How many bags does it hold? bags

51. How many bags of these potatoes you wanted to sell did you put in your store? bags

52. How many bags did you get out at the end of the storage period? bags

53. For how many weeks did you store these potatoes? weeks

54. What are major problems in storing potatoes?

55. Do you think it pays to store potatoes and sell them lateron?

56. Do you sometimes buy potatoes for consumption?
 // no // yes In which months? How many bags?
 a:
 b:
 c:
57. What do you consider to be major problems in growing potatoes on your farm?

58. Do you remember any season, when your potato crop was very poor?
 // no // yes, in 19 .., because of
 and in 19 .., because of
59. Do you intend to grow more or less potatoes next season?
 // no // yes, I want to
 because
60. Which crop do you grow on your potato plot last season?
 and the season before that?
61. Which crop are you going to plant there next season?.....
62. How many years ago was the plot where you had potatoes grassland or fallow?years
63. How many acres of maize do you grow?acres
64. How many bags of maize do you usually harvest from one acre?bags/acre
65. Which crop did you grow on your maize plot last season?
 and the season before that?
 Which crop are you going to plant next season?
66. Which other crops do you grow and how many acres do you have of each of them?
 Crop acres

67. How many cows do you have?
68. What is the total size of your farm? acres
69. Which ones of the enterprises on your farm do you consider more profitable than potatoes?

IF POTATO IS THE MOST PROFITABLE ENTERPRISE ON THE FARM, ASK:

70. Which enterprise is then next to potatoes in its profitability?
 IF THE ENTERPRISE IS A CROP, GO TO Q. 71, IF IT IS LIVESTOCK, GO TO Q. 77
71. What yields do you get?/
72. At what price do you sell? KShs/
73. Where do you sell?
74. How much money do you spend on fertilizer for this crop? KShs/
75. How much do you spend on chemical? KShs/
76. Which other expenses do you have and how much is it
 for KShs
 for KShs
 for KShs
 GO TO Q. 83
77. How much milk do you get every day during a period when there is a lot of milk?/day
78. How much do you get during a time, when you get only little every day?/day
79. What type of concentrate do you feed?

80. How much of it do you feed every day? kg/day
81. What other expenses do you have on your livestock enterprise and how much is it?
 for KShs
 for KShs
 for KShs
82. How many acres of grazing land and fodder crops do you have? acres
83. What is usually the busiest period of the year for you and your family?
 What work are you doing then and on which crops?
- | | | | |
|------------|--|--|--|
| Operations | | | |
| Crop | | | |
84. Is there another busy period?
85. How many adults and how many children are living on your farm?
 adults children

86. How many people are usually working on your farm?

This is my last question. Thank you very much for your cooperation and the information on the potato enterprise. I wish you much success in your farming business.

Time interview finished:

Name of enumerator:

QUELLE: DÜRR, G.: Potato Production and Utilization in Kenya. Diss., Technische Universität Berlin, 1980

C 3 BEISPIELE FÜR ERHEBUNGEN IM VERMARKTUNGSBEREICH

Die Arbeitsunterlage enthält im ersten Teil einen Fragebogen, der bei Kartoffelhändlern in Kenia Verwendung fand. Im zweiten Teil wird ein Gesprächsleitfaden vorgestellt, wie er in Äthiopien für Erhebungen zur Vermarktung von Kartoffeln benutzt wurde. Das Instrument des Gesprächsleitfadens ist dann erfolgreich einsetzbar, wenn genügend Erfahrungen bei den Erhebungen vorhanden sind, so daß der Verzicht auf den formalisierten Fragebogen nicht zu Informationsverlusten führt.

1 Fragebogen für Kartoffelhändler

District/ Area: No.:

Date:

Location/place, where interview is conducted:

1. Where is your place of residence? 1 resides within the area
comes from
2. Besides potatoes what other produce are you trading in?
1 cabbage
2 kale
3 peas
4 carrots
5 bananas
6 maize
7 beans
.....
.....
3. Is trading with agricultural produce your only occupation or do you have other types of business (incl. farming)?
1 no other business
2 farming
3
4
4. Which one of these business is the most important one?
5. What percentage of your time do you spend on trading with agr. produce? %
6. In which areas do you buy potatoes (Table 1)?
7. Which are the areas where you buy most of your potatoes from?
ORDER IN % (Table 1)
8. During which months do you usually buy potatoes in these areas (Table 1)?
9. From whom do you buy potatoes in these areas (Table 1; F-Farmer, T-other traders)?

Table 1

	Q.6 area	Q.7 %	Q.8 month	Q.9	Q.39		Q.40	
					price		price	
					red	white	red	white
Meru								
Nyeri/ Karatina								
Murang'a								
Kiambu								
Ol Kalou								
Molo/ Londiani								
Mau Forest (Melili/ Engare)								

10. Where do you buy potatoes from
- | | | |
|------------------|---------|---------|
| | farmers | traders |
| on the farm: |% | - |
| road side: |% |% |
| market centre: |% |% |
| official market: |% |% |
11. Why do you mainly buy from ... (Q. 9) at (Q. 6)
- REFER TO MAIN SOURCE IN TABLE 1
- | | |
|---------------------------|---------|
| 1 easily accessible area | 5 price |
| 2 preferred variety | |
| 3 friendship-relationship | |
| 4 traders home area | |
12. How do you arrange for handling the produce at the sellers' place (distribution, filling, tying, loading of bags)?
- | | | |
|--------------------|--|------------------|
| Done by | | 3 trader himself |
| 1 the seller | | |
| 2 traders employes | | |
13. Do you weigh bags when buying? yes ..., no ... GO TO Q. 15
14. What is the average weight? kg
15. After having bought one bag, for how many days does it usually remain with you till you sell it again? days

16. What do you have to pay per bag for
- empty bag: string: ... / bags
- labour to fill: to tie:
17. Do you store potatoes? yes ..., no ..., GO TO Q. 28
18. How do you store these potatoes? In a
- | | |
|------------------------|----------------|
| wooden general purpose | in bulk: |
| store (farm store) | in bags: |
| building (shop/store) | in bulk: |
| at market centre | in bags: |
| | |
19. How many bags does it hold? bags
20. How big is it? m x m x m
21. It this store your own, GO TO Q. 22
- or do you rent it?, GO TO Q. 23
22. How much did it cost you to construct/buy it?
23. How much rent do you pay? per month/week/day
24. How many bags do you usually keep in your store? bags
25. For how many weeks do you usually store? weeks
26. Do you have any losses in storing (specify and quantify losses)?
-
27. Why do you store these potatoes?
- | | |
|--------------------|---------------------|
| to assemble larger | to overcome periods |
| quantities | of low prices |
28. Where do you sell your potatoes (Table 2)?
29. What type of transport do you use to take the produce there (ENTER CODE IN TABLE 2)?
- | | |
|---------------------|----------|
| 1 own pick up/car | 6 matatu |
| 2 own lorry | 7 |
| 3 hired pick up/car | 8 |
| 4 hired lorry | |
| 5 bus | |
30. Do you have any problems in transporting your produce?
-
31. How much does it cost to transport one bag from here to
- (Table 2)?
32. What are the charges for the accompanying person (Table 2)?

33. Do you sell to permanent customer or to anybody who comes (MARK PLACE AND NAME IN TABLE 2)?
34. Who is the biggest buyer and what share of your crop does he get (Table 2)?
35. Why do you sell mainly to (Q. 33) at (Q. 28) (Table 2; REFER TO BIGGEST BUYER)?
- 1 price
- 2 friendship
- 3 secure outlet
36. What expenses do you have at the place of selling:
- market fees: KShs per bag
- and/or KShs per one lorry of bags
- unloading: KShs per bag
37. Apart from the expenses at the places of buying and selling, what other expenses occur (formal and informal)?
- licenses::
-:
38. How do you decide on your buying price:
- 1 looking at the expected selling price and deducting costs and profit margins 3 has to accept suppliers price
- 2 Observing other traders
39. How much do you pay at present in (Q. 6, Table 1) for red and white potatoes?
40. Do you also know the prices in the other areas (Table 1)?

Table 2

	Q. 28	Q. 29	Q. 31		Q. 32	Q. 33	Q. 34	Q. 44	
	place	Trans- port	km	KShs	KShs	Custo- mer	%	KShs/bag	red white
Nearby town (.....)									
Nbi Wakulima									
Nbi									
Nbi									
Msa Wholesale M.									
Msa									
Nyeri/Karatina									
Murang'a/Thika									
Kiambu/Limuru									
.....									
.....									

41. When buying potatoes, what price difference do you make for
- | | when buying | when selling |
|--|-------------|--------------|
| weighed-unweighed bags | KShs | KShs |
| different size of bags (i.e. way of tying) | KShs | KShs |
| different size of potatoes | KShs | KShs |
| area of origin (why) | KShs | KShs |
| | KShs | KShs |
42. Do you always pay cash? yes no
43. How do you determine the price you intend to sell your potatoes for?
44. How much do you get at present at (Q. 28, Table 2) for red and white potatoes?
45. Do you customers differentiate according to quality (enter price differences in Q. 41)?
46. Do you always sell for cash? yes, GO TO Q. 49, no
47. What percentage of your weekly sales do you sell on credit?
48. When crediting, do you charge?
- higher prices or
- interest
- neither

49. How many times per months do you buy potatoes when there are plenty of potatoes times/week-month
 few potatoes times/week-month
50. How many bags of potatoes do you buy per week when there are plenty of potatoes bags
 few potatoes only bags
51. Do you find it sometimes difficult to pay for all the produce you could buy?
 yes no, GO TO Q. 54
52. Do you then borrow money? yes, no, GO TO Q. 54
53. From where?
54. Sometimes do you find it difficult to obtain all the produce you can pay for? yes, no, GO TO Q. 56
55. Do you increase buying price? yes, no
56. When do you find it difficult to sell all the produce you have bought, do you
 1 lower price
 2 look for other buyers/places
57. How much profit do you make from one bag of potatoes when there are plenty of potatoes KShs/bag
 few potatoes only KShs/bag
58. How many people who reside in this area are trading with potatoes?

59. How many traders are here when potatoes are plenty scare
60. From which of the agricultural commodities (Q. 2) you are trading in do you get highest income?
61. What do you think are the main problems in the potato trade?

2. Gesprächsleitfaden für Erhebungen bei der Kartoffelvermarktung

Market oriented farming of potatoes

- Subsistence or market-oriented farming
- Share/quantities of produce marketed
- Marketing alternatives
- Marketing extension
- Share/kind of different buyers
- Transport media to buyer/distances/costs
- Qualities/standards
- Prices received
- Price fluctuations

Farm budget

- Prices of all inputs relevant to potato production (e.g. land, labour, oxen, machinery, seeds, fertilizer, chemicals etc.)
- Credit
- Interest rates

Wholesalers

- Number of wholesalers in specific area
- Role/share of potatoes among total sellings
- Kind of different suppliers
- Contractors or commission agents involved, how remunerated
- Quantities/qualities/prices of potatoes purchased
- Time of purchase
- Main market outlets and customers/different shares
- Export activities
- Prices
- Price fluctuations (any ideas or records kept)
- Labour employed/costs
- Means of transport/own - hired/problems/costs
- Storing activities/joint storage/duration/problems/costs
- Losses: handling, storage
- Rents, licence fees, taxes, other costs
- Farmer credit
- Problems/bottlenecks perceived by wholesaler

Retailer

See 'wholesaler' - corresponding questions have to be asked at the retailers level

Other intermediaries

See 'wholesaler/retailer' - plus: organizational structure and kind of specific activity

Market

Market regulatory agencies

Market laws/regulations

Entrance barriers (fees, qualifications, collusions etc.)

Market transparency (information on prices, demand, qualities etc.)

Through meetings, acquaintances, newspaper, radio etc.

QUELLE:

- zu 1) DÜRR, G.: Potato Production and Utilization in Kenya, Diss., Technische Universität Berlin, 1980
- zu 2) BÖRGEL, H. (ed.) u.a.: Production, Marketing and Consumption of Potatoes in the Ethiopian Highlands. Seminar für landwirtschaftliche Entwicklung, FB Internationale Agrarentwicklung der TU Berlin, Reihe Studien IV/29, 1980

C.4 BEISPIEL FÜR HAUSHALTSBEFRAGUNGEN

Um exakte Informationen über den Verbrauch von Nahrungsmitteln zu erhalten, bedient man sich häufig Haushaltsbefragungen, die zu einem bestimmten Zeitpunkt durchgeführt - einen Querschnitt der Konsummuster ausgewählter Haushalts- oder Einkommensgruppen liefern. Im folgenden Beispiel wird eine derartige Haushaltsuntersuchung vorgestellt, die 1982 in Ost-Kalimantan/Indonesien erfolgreich erprobt wurde.

1 Methodisches Vorgehen

The household survey aimed at collecting information on general food consumption patterns, nutritional deficiencies and on the contribution of vegetables to the diets of different population groups. This information is necessary for the analysis of the present nutritional situation and also for the identification of nutritional priorities and related factors in order to overcome the actual problems in the nutrition sector.

The survey was conducted in four villages and in Samarinda as main consumption centre in East Kalimantan. The villages represent the main indigenous ethnic groups in the rural areas of Kutai District (Kutai and Dajak) and transmigrants settled at different times.

Survey sites of household survey

Survey area	Total population	No. of households surveyed	No. of persons in surveyed households	Ethnic origin	Type of settlement
Samarinda	200,000	90	535	Banjar Java Bugis	Town
Muhuran	1,040	42	259	Kutai	Local Village
Nehesliabing	900	32	182	Dajak	Local Village
Teluk Dalam	8,140	58	304	Java, Bali Sunda Kompok Madura	Trans-migrants 1980
Bukit Biru	2,100	38	233	Central and East Java	Trans-migrants 1972-75

Data collection was done by single household visits with structured interviews based on a questionnaire (see below), which consisted of different sections. Apart from questions about ethnic origin, family size, occupation and breastfeeding patterns, the main part dealt with the 24-hour recall, where all food items with corresponding amounts consumed the day before were listed. The questionnaire included a part dealing especially with vegetable consumption, another dealt with staple food production and a third with the personal opinion of the respondents about past and future vegetable consumption.

Quantities were transformed into gramme units. The calculation of nutrient content of the consumed food is based on the standard table of food composition used in Indonesia.

For the comparison between the actual daily energy and nutrient intake of the households and the requirements, also an Indonesian standard was used. This calculation is based on the daily dietary allowances of an average male Indonesian person as a "consumption unit" of the household. The average Indonesian male is 25 years old and weighs 55 kg. His average energy requirement is 2,600 kcal/day, his daily protein requirement is, according to the WHO/FAO Expert Committee, defined as being 1 g protein per kg body weight per day. Therefore, the male person requires 55 g protein per day. The Indonesian reference woman is 25 years old and weighs 47 kg. For her, 2,000 kcal/day and 47 g protein/day are recommended. An additional amount has been calculated for women during pregnancy and lactation periods. According to the standard for the "consumption unit", for each member of the surveyed household, a factor was calculated, in order to get the proportion/relation of food supply for the family members.

For analytical purposes the households surveyed were classified in four groups according to their level of energy and protein supply, so called "nutrition groups":

Group	Status	% of energy and protein demand supplied
Nutrition Group I	Severe undernutrition	25 - 50
Nutrition Group II	Undernutrition	51 - 85
Nutrition Group III	Sufficient supply	86 - 120
Nutrition Group IV	Oversupply	121 - 150

2 Fragebogen zur Haushaltsuntersuchung

No. ___/___/

Date: _____

- 1.1 Interviewer / ___/
- 1.2 District / ___/
- 1.3 Village / ___/
- 1.4 Ethnic Group / ___/ ___/
- 1.5 Transmigrants / ___/ yes = 1 no = 2
- if yes; year of arrival / ___/ ___/
- (last two figures only)

2 Household members (all people living under the same roof)

- | | Mother | Husband | | |
|------------------------------|---------------------|---------------------|-------------|---------------|
| 2.1 Age (years) | / ___/ ___/ | / ___/ ___/ | | |
| 2.2 | farmer = 1 | housewife = 6 | | |
| | fisher = 2 | money lender = 7 | | |
| | merchant = 3 | handicraft = 8 | | |
| | teacher = 4 | Govt. Officer = 9 | | |
| | laborer = 5 | other = 10 | | |
| | state: _____ | | | |
| 2.3 No. of school years | Illiterate = 1 | Elementary = 2 | | |
| | Jr. High School = 3 | Sr. High School = 4 | | |
| | other = 5 | | | |
| 2.4 No. of household members | | | | |
| | <u>Name</u> | <u>Age (years)</u> | <u>male</u> | <u>female</u> |
| | _____ | | | |
| | _____ | | | |
| | _____ | | | |
| | _____ | | | |
| | _____ | | | |
| | _____ | | | |

3 Breast feeding

Ask each mother with children between 0 and 5 years

- 3.1 Do you breastfeed your children? / ___/ yes = 1 no = 2
- 3.2 If yes : How many months? / ___/ 12 or less = 1
13-18 months = 2
19 or more = 3
until the next child is born = 4
- 3.3 How many times a day? / ___/ up to 6x/24 h = 1
more often = 2
regulated = 1
on demand = 2
- 3.4 Do your children get food which is especially prepared for them? / ___/ yes = 1 no = 2
- 3.5 If yes : State kind of food prepared / ___/
- for Infants 0 - 6 month _____
7 - 12 month _____
- Children 1 - 3 year _____
4 - 6 year _____

4 Household Food Consumption Record: 24-h-recall

- Breakfast, Snack bought = 1
homegrown = 2
collected, self caught = 3
exchanged = 4
other = 5
- | Dishes | Unit | Ingredients | Amount
Rp Unit | Source | Visitors and Absents |
|--------|------|-------------|-------------------|--------|----------------------|
| 1 | | | | | Abs. |
| | | | | | Vis. |
| 2 | | | | | Abs. |
| | | | | | Vis. |
- Left over foods Beverages (including alcohol)
- given away
- kept for later day
- abandoned

Lunch

- bought = 1
homegrown = 2
collected, self caught = 3
exchanged = 4
other = 5

Dishes	Unit	Ingredients	Amount Rp Unit	Source	Visitors and Absents
					Abs.
					Vis.
					Abs.
					Vis.

Afternoon snack and dinner

- bought = 1
homegrown = 2
collected, self caught = 3
exchanged = 4
other = 5

Dishes	Unit	Ingredients	Amount Rp Unit	Source	Visitors and Absents
					Abs.
					Vis.
					Abs.
					Vis.

4.1 Frequency of consumption

- daily = 1
once a week = 2
several times a week = 3
weekly = 4
several times a month = 5
monthly = 6
never = 7
sometimes = 8

4.2 Frequency of buying

- daily = 1
weekly = 2
monthly = 3
once a month = 4

4.3 Type of seller

- farmer = 1
wholesaler = 2
retailer = 3
hawker = 4
other = 5

4.4 Place of buying

- market = 1
shop = 2
farm = 3
other = 4

4.5 Source

- bought = 1
homegrown = 2
collected, self caught = 3
exchanged = 4
other = 5

4.6 Amount

- in kg or other commune measures

4.7 Prices

- per unit in Rp.

- 5.1 Does your family have any ladang? / / yes = 1 no = 2
- 5.2 If yes, what do you grow there?
State: _____
- 5.3 Does your family have any sawah? / / yes = 1 no = 2
- 5.4 If yes, what do you grow there?
State: _____
- 5.5 Does your family cultivate the riverbank? / / yes = 1 no = 2
- 5.6 If yes, what do you grow there?
State: _____
- 5.7 Do you have a garden? / / yes = 1 no = 2
- 5.8 If yes, where? / /
- at the house = 1
at the field = 2
at the river side = 3
at the house and at the field = 4
- 5.9 If yes to question 7 : what food do you grow there?
State: _____
- 5.10 If vegetables are grown there, what kind?
State: _____
- 5.11 What is the size of your garden?
Estimate: _____ m²
- 5.12 Do you sell or exchange some of the food which you grow in the garden? / / yes = 1 no = 2
- 5.13 If yes, state which: _____
- 5.14 Are there sometimes vegetables you want to buy but you cannot get on the market? / / yes = 1 no = 2
- 5.15 If yes, which vegetables?
State: _____
At which time? _____
- 5.16 Thinking about all the cash income your household has earned during the past year, would you tell us the average income per month?
- 5.17 Do you earn any additional income? / / yes = 1 no = 2

- 5.18 If yes : state kind of work and time spent per month to get it done
Kind of work: _____
Time spent : _____ hrs./day
- 5.19 How much money do you spend for food a week?
_____ Rupiah
- 5.20 Do you inform yourself on vegetables' price before buying? / / yes = 1 no = 2
if yes, how: _____
- 5.21 Did you harvest rice last year? / / yes = 1 no = 2
- 5.22 Has your family finished the rice from last harvest before the new rice is harvested? / / yes = 1 no = 2
- 5.23 If yes : How long before was the rice finished? / /
- 1 month before = 1
2 months before = 2
3 months before = 3
more than 3 months before = 4
- If the rice was finished before
- 5.24 With what kind of other staple food did you substitute the rice?
State: 1. _____
2. _____
3. _____
- 6 Questions on personal opinion of the respondent with special view to the vegetable consumption
- 6.1 From which of the vegetable your family are consuming now, that they would like to consume more?

If no response to 1, skip question 2
- 6.2 Why don't your family consume more _____ ?
Ask this question for all vegetables mentioned in answer to 1
- 6.3 Among the vegetables that your family are consuming now, are there any which you did not consume 10 years ago? (before you came to Katlim)

If no response to 3, skip question 4
- 6.4 How did it come that you are consuming _____ now?
Ask for all vegetables mentioned in 3

6.5 Can you remember any type of vegetables which you used to eat 10 years ago (before you came to Kaltim) but which you don't consume now?

If no response to 5, skip question 6

6.6 Why don't you eat _____ more?

Ask for all vegetables mentioned in answer to 5

6.7 Which other types of vegetables do you know?

If no response to 7, skip question 8

6.8 Why don't you eat _____ ?

Ask for all vegetables mentioned in answer to 7

7 Observation by Interviewer

7.1 Reliability of Information / ___/ poor = 1
fair = 2
good = 3

7.2 Estimation of distance between WC and water supply _____ m

7.3 Is the water supply framed? / ___/ yes = 1 no = 2

QUELLE: SCHUBERT, B. (ed.) u.a.: Vegetables in East Kalimantan. Seminar für landwirtschaftliche Entwicklung. F.B. Internationale Agrar-entwicklung der TU Berlin, Reihe Studien IV/35, 1982

C 5 LEITFADEN ZUR UNTERSUCHUNG LÄNDLICHER MÄRKTE

Um grundlegende Informationen über die für Kleinbauern so wichtigen ländlichen Märkte zu erhalten, muß eine Reihe von Faktoren untersucht werden, die in dieser Arbeitsunterlage systematisch aufbereitet sind.

GUIDELINES FOR THE RURAL MARKET SURVEY QUESTIONNAIRE

1. Identification: Name and location of the market
2. Supervising Agency: Name of the agency which is immediately responsible for the supervision of the market. If more than one agency is involved in different aspects of the market operation, give names of each of the agencies and their responsibilities, such as ownership, supervision, taxation, management, operation, etc.
3. Frequency of Operation: Whether the market opens daily, twice a week, once every 5 days or once a week (with the days mentioned)
4. Covering Area: The area served or covered by the market. This may be expressed in several ways, such as
 - a. Names of the villages
 - b. Total cultivating acreage in these villages, and if possible total production by major commodities
 - c. Total number of population and farm households
5. Role of the Market: The significance of the market in the small farmers' marketing activities. This may be expressed in the following ways;
 - a. Estimated total sales (in value and in quantity) of agricultural produce at the market (sales per day on an average day and on a peak day, and sales per year);
 - b. Estimated total sales (in value) of daily necessities bought by the farmers at the market (sales per day on an average day, and a peak day, and sales per year)
 - c. Estimated number of farmers who visit the market, on an average day, on a peak day, and in a year, and the distance travelled by people visiting the market i.e. average, furthest

d. Estimate of the marketable surplus of the major agricultural crops (in value and in quantity) from the area covered by this market and estimated percentage of the share of the market (i.e. of marketable surplus passing through the market)

6. Physical Facilities: Physical facilities and equipment available for the market operation and extent of the utilization of such facilities, such as utilization rate in terms of the capacity or the number of persons utilizing the facilities on an average day.

- a. Market area (in square metres)
- b. Buildings (structure and floor space in square metres), such as office, market shed, latrine, cow shed, traders' shed, canteen, storage, etc.
- c. Other facilities, such as drinking water, paved market yard, animal loading platforms, electricity, telephone, etc.
- d. Marketing equipment (size and quantity), such as weighing scale, moisture meter, etc.
- e. Market layout map.

This may be expressed as follows;

Facilities	Size in sq.m. of capacity, and number	Structure (wooden, or concrete?)	Utilization rate (% of the capacity) on an average day
Market area			
Marked yard			
Office			
Traders' Shed			
Cow shed			
Canteen			
Latrine			
Storage			
Loading Platform			
Drinking water			
etc.			

Similar questions may be asked regarding equipment, such as weighing scale, moisture meter, grading equipment, telephone, etc.

A sketch of the layout of the market will be useful.

7. Market Staff: Number of the market staff and other market functionaries (full time and part time) and their functions;

Market staff	Number	Full time or part time	Main job	Source of Salary
Manager				
Secretary				
Supervisor				
Grading technician				
Labourers				
Commission agents				
Weighing man				
Auctioneers				
etc.				

8. Trading Practices:

a. Market Fees and Other Fees and Cesses

Fees	Who pays?	How is it determined?	How much?	How is it collected?	Who collects?
	(1)	(2)	(3)	(4)	(5)
Market fee					
Grading fee					
Weighing fee					
Animal holding fee					
Storage fee					
etc.					

- Note: 1. buyer or seller?
 2. per head, per shop, per unit weight, or ad-valorem?
 3. in value (per head, per unit weight, etc.)
 4. at the gate, by the collector in the market yard, or at the time of settling the account?
 5. market staff, traders, contracted collectors?

b. Total Amount of Market Fees and Uses

Fees	Average day (1)	Peak day (2)	Annual year (3)	Account (4)	Uses (5)
Market fee					
Grading fee					
Weighing fee					
Animal holding fee					
Storage fee					
etc.					

- Note: 1. Total collection on an average market day
 2. Total collection on a peak market day
 3. Total collection in one year
 4. Whether it is kept in a special account, included in the general account, paid into the local revenue office, paid to private traders on unaccounted, etc.
 5. Whether it is used specifically for market operation, market investment, general revenue of the local government, or revenue of the collector, etc.

- c. Price-setting: How is the price set for the major commodities traded at the market? (closed bidding, open bidding, individual bargaining, etc.)
 d. Weighing and Measurement: How weighing and measurement is done and by whom? (buyer, seller, market staff, or paid weighing man on fee basis, etc.)
 e. Payment Procedures: How payment for the commodities sold is made? (on-the-spot in cash, cash through the market office, coupon to be cashed later, etc.)

9. Price Variations: Questions regarding price variations should be limited to one or two selected major commodities, such as paddy, wheat, cattle.

- a. Seasonal Price Variation: Monthly (in one year) price variation of the selected major commodities sold at the market. This may be expressed as follows:

Month (1)	Paddy (2)	Wheat (3)	Eggs (4)	Livestock (5)	etc. (6)
January					
February					
March					
etc.					

- Note: 1. Take monthly average if possible, or the first market day of the month
 2. specify quality and unit and price
 3. same
 4. same
 5. specify name of livestock

- b. Price Difference between Neighbouring Markets of a similar Type: For practical purposes, select only one or two major commodities and compare the prices at the "base market" where the survey is being done and the neighbouring markets of similar types, excluding secondary assembly markets. The prices on the same day or at least in the same week should be compared. Preferably a day in peak season should be selected. It would be useful to compare with at least two or three neighbouring markets. The information may be expressed as follows;

Date	Distance in km (1)	Common means of transport	Required Travel time (2)	Paddy price per unit	Egg price per unit	etc.
Base Market						
Market A						
Market B						
Market C						

- Note: 1. Distance between the "base market" under survey and the neighbouring markets
 2. Using common means of transport

- c. Price Difference from the Secondary Market: A rural market is linked with a larger assembly market (or secondary market) from the point of view of the market flow. Compare the prices of one or two major commodities at the "base market" under survey and the connecting secondary market, on the

same day or at least in the same week. Preferably, a day in peak season should be selected. The information may be expressed as follows;

	Paddy	Egg	etc.
Price at the base market			
Name of the secondary market			
Price at the secondary market			
Date			
Distance in km. from the base market			
Common means of transport			
Required travel time			

10. Supporting Services: Questions regarding various supporting services available for the farmers, either at the market or from nearby extension or other service offices.

a. Price Information: Price information at the market, not general price information announced by mass media. This information may be expressed as follows:

- Prices at which market are available for the farmers at the market? Which day and which commodities?

	Which day (1)	Commodities
Base market		
Neighbouring market (A)		
Neighbouring market (B)		
Secondary market		

Note: 1. For example, price on the market day, price on the previous market day, or prices of how many days ago

- How the prices are collected? (by telephone, by telegram, by messenger, by letter, by personal contact, etc.)
- How are the prices disseminated to the farmers in the market? (such as bulletin board, loud speakers, personal contact, etc.)

b. Grading, Cleaning, Drying and Storage Services available on or nearby the market yard

Services	Commodities	Fees	Who provides the service	Is the service compulsory
	(1)	(2)		
Grading				
Cleaning				
Drying				
Storage				

Note: 1. Commodities for which the service are available
2. Per unit. Specify unit

c. Extension Services available on or nearby the Market

Services	Place	Responsible Agency	Means of Communication	Frequency
	(1)	(2)	(3)	(4)
Farming extension				
Cooperatives				
Family planning				
Marketing extension				
etc.				

Note: 1. The place where the extension service are given, (on the market yard, around the market yard at the office of the respective extension agency, etc.)
2. Name of the agencies who provide such services, (agricultural extension officer, family planning officer, etc.)
3. How the extension services are provided, (by poster, through loud speakers, by organizing special meeting, by informal personal contacts, etc.)
4. How frequently such extension services are provided, (every market day, once a week, once every two weeks, occasionally when need arises, never, etc.)

d. Service Office available nearby the Market

Name of Offices	Common means of travel	Required travel time	Is it open on market day	No. of visitors on ordinary day	on market day
	(1)	(2)	(3)	(4)	(5)
Agricultural extension office					
Family planning office					
Agricultural Cooperatives					
etc.					

- Note: 1. Travel from the market under survey to the respective offices
 2. How many minutes or hours from the market under survey using common means of transport
 3. Is the office open on market day when it falls on an official holiday?
 4. and 5. Numer of farmer visitors regarding the related extension services

11. Future Plans: Questions regarding specific plans to be implemented within five years. If there is a plan, a brief description of the salient features of the plan should be given under the following headings;

- on the physical improvement
- on the market rules and regulations
- on the market staff and its functionaries
- on the trading practices
- on the market fees and other cesses and their uses
- on the supporting services
- on others

12. Major Problems in Improving the Market Efficiency to Serve the Small Farmers: This question may be answered by the market staff;

- on the physical facilities
- on the market rules and regulations
- on the market staff and its functionaries
- on the trading practices and pricing efficiencies
- on the market fees and other cess collection and their uses
- on the supporting services
- on others

13. Specific Recommendations to be made to the Government. This question may be answered by the market staff or the supervising agency;

- on the physical facilities
- on the market rules and regulations
- on the market staff and its functionaries
- on the trading practices and pricing efficiencies
- on the market fees and other cess collection and their uses
- on the supporting services
- on others

QUELLE: FAO: Rural Markets. A Critical Link for Small Farmer Development. Report on the FAO/DSE joint planning meeting on rural market centre development in Asia, Bangkok 1978

C 6 BEISPIEL FÜR DIE DURCHFÜHRUNG EINES "ROAD CHECKS"

Die Arbeitsunterlage macht einige Angaben zur Anlage und zu Ergebnissen eines in Indonesien durchgeführten "road checks".

1. Objectives and Background

The objectives of the road-check-survey were to identify:

- the total inflow of vegetables to Jakarta according to type of vegetable and quantity
- the share of different production areas in supplying vegetables to Jakarta
- the share of assembly markets in different production areas in supplying vegetables to Jakarta
- the share of Pasar Induk Kramat Jati (PIKJ), Jakarta's wholesale market for fruits and vegetables, and of other outlets in Jakarta in absorbing the total inflow of vegetables
- the average time required for transporting vegetables from different production areas to Jakarta
- the time pattern of supply at the wholesale market PIKJ.

All this information is required for planning the activities of projects ATA 85/86 and QTA 28. ATA 85/86 is an Indonesian-German Technical Cooperation Project which aims at establishing an agricultural price information service for selected highland vegetables in West Java as a first step towards a national agricultural market information service.

The purpose of the planned price information service is to improve market transparency especially for farmers and small traders and to provide these target groups with fast, timely, relevant and accurate price information. ATA 85/86 is attached to the Department of Agriculture, Directorate Food Crop Economics, Sub-Directorate Market Development.

QTA 28 is an Indonesian-Dutch Technical Cooperation Project which aims at the promotion of the small farmer's welfare through a more active role of farmers cooperatives in vegetable

production and marketing. It is attached to the Department of Trade and Cooperatives, Directorate of Business Affairs.

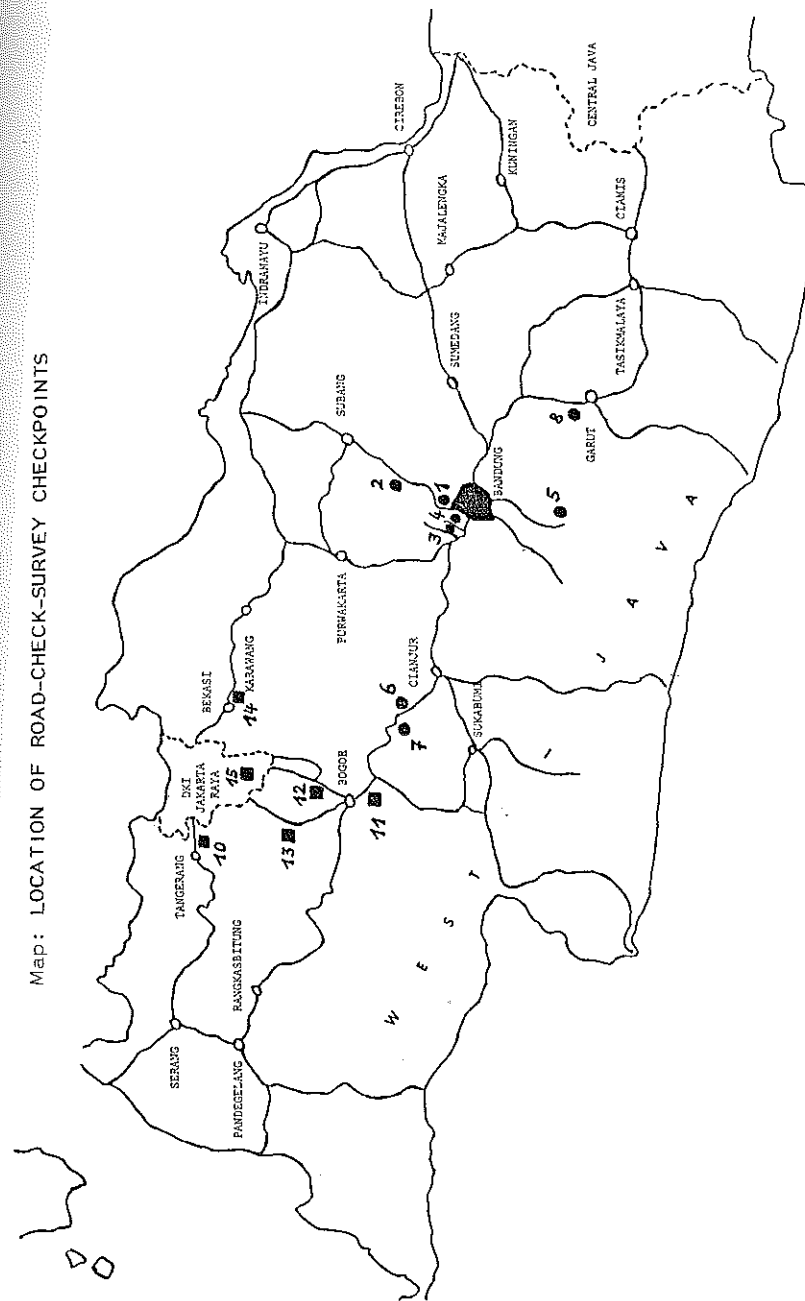
2. Methodology of the Survey

The survey was designed to check all vegetable transporting vehicles entering Jakarta between Wednesday, 27.09.1978, 07.00 h and Thursday, 28.09.1978, 07.00 h. 8 checkpoints were set up in selected production areas, 5 checkpoints at the borders of Jakarta and one checkpoint at Jakarta's Wholesale Market for Fruit and Vegetables (PIKJ). For the location of checkpoints see map. The checkpoints in and around Jakarta were run on a 24 hour basis under the supervision of ATA 85/86. They were operated by the staff of the Sub-Directorate Market Development and three members of DKI Jakarta assisted by members of the Land Communication Service (DLLAJR). The checkpoints in the production areas were supervised by QTA 28 and run on individual schedules adjusted to the time pattern of the outflow of products. They were operated by staff of the Department of Trade and Cooperatives assisted by local police and DLLAJR. Altogether 5 institutions and well over 200 men cooperated in operating the checkpoints.

For each truck (including mini-trucks and pick-ups) passing a checkpoint the following information was collected:

- registration number
- origin of load (location, place of loading, Kecamatan, Kabupaten)
- date and time of departure
- destination of load (town and place of unloading)
- types and quantities of vegetables loaded
- loading capacity
- truck weight (empty) and
- total weight of truck and load.

Map: LOCATION OF ROAD-CHECK-SURVEY CHECKPOINTS



This information was gathered by interviewing the truck drivers or the owners of the load, often using notes or letters accompanying the load in order to get correct figures. The data was noted down in specially designed sets of forms, each set consisting of one top page and two carbon copies.

For trucks checked in the production areas the top form was filled in by the surveyor (except for "Total weight of truck including load" which was left blank). After filling in the data the top form was retained and the two carbon copies handed over the driver. In addition the truck was marked by a sticker attached to the windscreen. When the truck reached one of the checkpoints at the city borders (which were set up at DLLAJR weighing bridges with the exception of the temporary checkpoint Cibinong) the total weight of the truck including load was taken and entered into the carbon copy forms. By deducting the weight of the empty truck the net weight of the load was determined and this figure was compared with the figure filled in by the surveyor in the production area. In case of differences the load was checked again and the figures were adjusted. It turned out that in most cases the figures and loads given by the drivers were much too low.

For the vegetables trucks which for one or the other reason had not already been checked in the production areas, all information had to be gathered at the city border checkpoints.

At PIKJ the registration numbers of all incoming trucks were noted down. This made it possible to check the information regarding destination given by the drivers and to determine exactly which of the trucks that had entered Jakarta went to the wholesale market.

Table 1 gives the number of vehicles that had been checked at the different checkpoints. Altogether forms for 577 vehicles were filled in. Vehicles carrying vegetables which for some reason could not be stopped at the checkpoints were entered into a

Table 1:

Checkpoints and Number of Vehicles checked during 24 Hours,
September 27./28., West Java and Jakarta

Checkpoint	Number of Vehicles checked			Vehicles which could not be checked		
	for which forms have been filled in	which sub-mitted forms other checkpoints	total number checked	type of vehicle		estimated weight of load in kg
				Colt mini	truck mini	
1. Perum, Survey Udara KM. 11 - Lembang	16	-	16	-	1	-
2. Simpang Tgk. Prahu	19	-	19	-	1	-
3. Cisarua - Chimahi	66	-	66	-	-	-
4. Cihanjung - Gegerkalong	19	-	19	-	-	-
5. Pangalengan KM. 31	61	-	61	-	-	-
6. Chigombong	30	-	30	-	-	-
7. Cipanas	50	-	50	-	-	-
8. Simpang Bayombong (Garut)	32	-	32	-	-	-
10. Weighing Bridge Tangerang	18	-	18	15	-	4,870
11. Weighing Bridge Ciawi	86	86	172	12	5	27,450
12. Cibinong	87	133	220	1	3	2,400
13. Weighing Bridge Parung	4	11	15	3	-	3,800
14. Weighing Bridge Bekasi	89	15	104	10	-	10,000
15. Wholesale Market PIKJ	-	-	217	-	-	-
T o t a l	577	245	1,039	41	10	48,520

separate list. This has happened in 51 cases. All of these vehicles were mini-trucks and pick-ups. It is estimated, that the load of these vehicles which could not be included in the survey, amounts to 48.5 tons.

In comparison to the total load checked (826,744 kg) this is 6 %. We estimate that approximately another 6 - 12 % has escaped our attention mainly because vegetables are also transported in small quantities by public buses, oplets and bicycles, which could not be checked and because lowland vegetables are also produced within the boundaries of Jakarta.

Taking this into account the total amount of vegetables transported into Jakarta during the 24 hour road-check is estimated at 900 to 1,000 tons. With a population of 6 Million the vegetable supply per head amounts to approximately 150 grams.

As the road-check could be conducted for 24 hours only because of budgetary and manpower limitations, the figures presented in this report cannot be considered as representative for Jakarta's vegetable supply in general. It is known that there are seasonal changes as well as changes from day to day caused by different factors especially weather conditions. However, for the objectives and purposes stated above, the data provides adequate information on the patterns of vegetable supply to Jakarta.

3. Results of the Survey

The results of the road-check-survey are summarized in the following tables and diagrams:

Table 2:

Total Inflow of Vegetables to Jakarta in 24 Hours
by Type of Vegetable, 27./28. September 1978 (in kg and %)

Type of Vegetable	Quantity	
	in Kg	in % of Total
<u>High Land Vegetables</u>		
1. Cabbage	108,759	13
2. Tomatoes	65,242	8
3. Chayote	58,265	7
4. Potatoes	54,712	7
5. Petcay	46,725	6
6. Carrots	39,920	5
7. Chesin	27,983	3
8. Jap. Bunching Onion	24,319	3
9. Cauliflower	11,940	2
10. French Beans	19,202	2
11. Celery	9,570	1
Sub - Total	466,637	57
<u>Low Land Vegetables</u>		
1. Shallot	72,698	9
2. Red Chili	64,462	8
3. Cucumber	61,433	7
4. Young Maize	54,897	7
5. Young Jack Fruit	18,627	2
6. Jengkol	11,871	1
7. Hot Chili	11,580	1
8. Eggplant	9,460	1
9. Melinjo	7,885	1
10. Long Beans	7,530	1
Sub - Total	320,443	38
<u>Not Specified</u>		
Other Vegetables	39,664	5
T O T A L	826,744	100

Diagram I: Flow of Highland Vegetables from Main Production Areas to Jakarta, September 1978

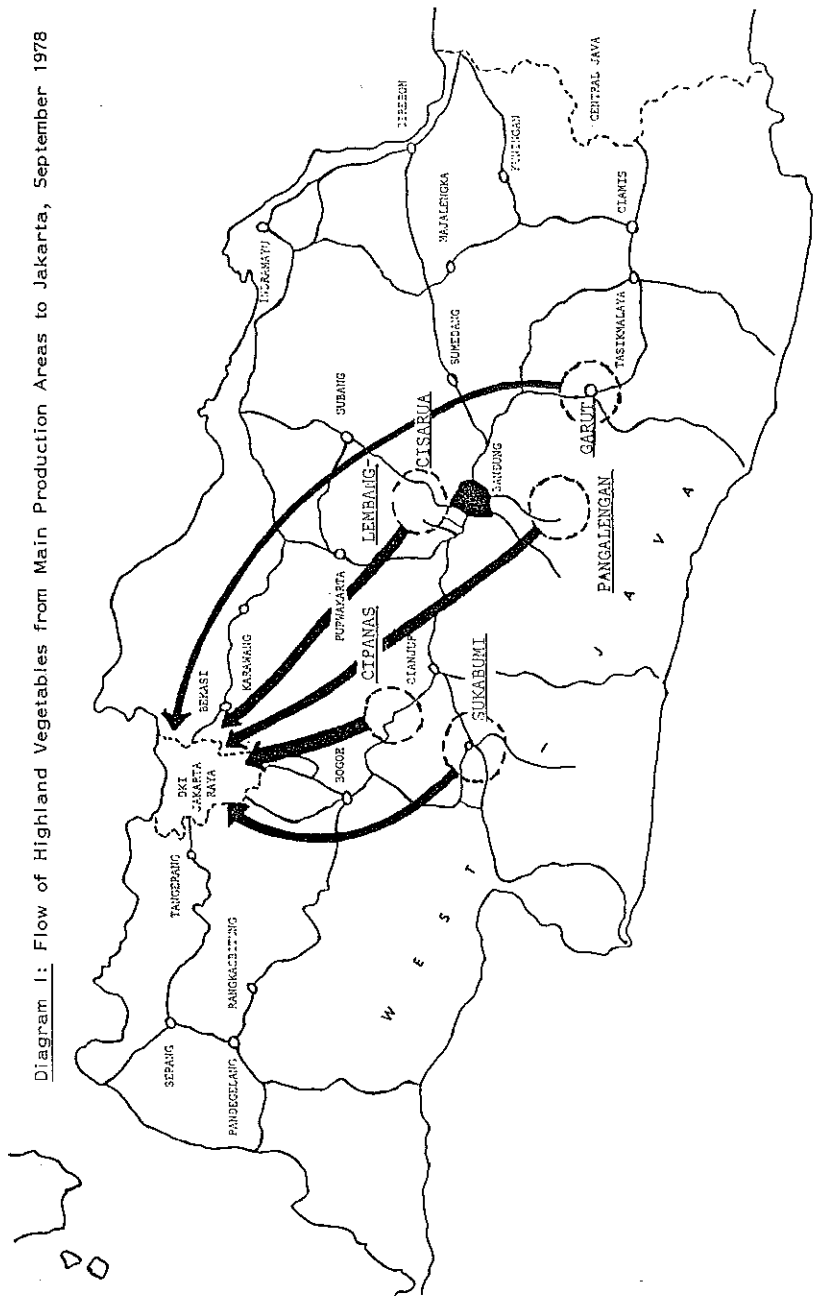


Diagram II: Flow of Lowland Vegetables from Main Production Areas to Jakarta, September 1978

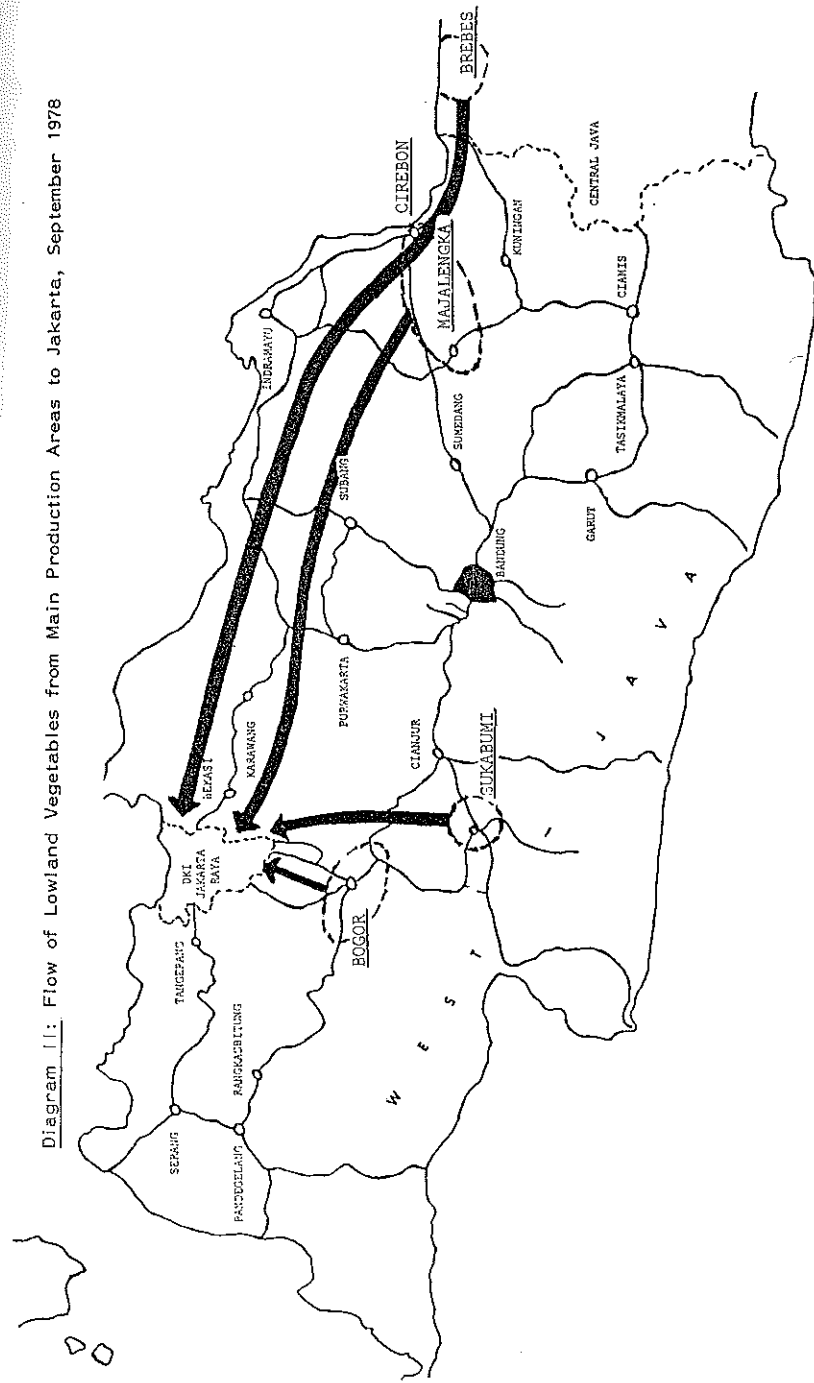


Table 3:

Share of Different Production Areas in Supplying Vegetables to Jakarta, 24 Hours, 27./28 September 1978
(in Kg, No. of Vehicles and %)

Production Areas	Highland Vegetables		Lowland Vegetables		Not Specified Other Vegetables		All Vegetables		Vehicles		
	Kg	%	Kg	%	Kg	%	Kg	%	No.	%	
Province WEST JAVA Kabupaten BOGOR											
1. Kodya Bogor	1,050	-	2,815	1	3,015	8	6,880	1	16	5	
2. Kec. Leuwiliang	-	-	3,550	1	2,250	6	5,800	1	9	3	
3. Kec. Clawi	2,900	1	7,680	2	3,700	9	14,280	2	12	4	
4. Other Kec. Bogor	3,690	1	12,770	4	3,936	10	20,396	2	31	10	
Sub-Total 1 - 4	7,640	2	26,015	8	12,901	33	47,356	6	68	22	
Kabupaten SUKABUMI											
5. Kodya Sukabumi	14,519	3	13,475	4	1,656	4	19,650	4	14	4	
6. Kec. Sukaraja	20,680	4	12,005	4	350	1	33,035	4	10	3	
7. Other Kec. Sukabumi	32,350	7	25,520	8	1,250	3	59,120	7	27	9	
Sub-Total 5 - 7	67,549	14	51,000	16	3,256	8	121,805	14	51	16	
Kabupaten CIANJUR											
8. Kec. Pacet-Cipanas	116,248	25	1,560	-	2,288	6	120,096	15	29	9	
9. Other Kec. Cianjur	-	-	363	-	-	-	363	-	1	0,5	
Sub-Total 8 - 9	116,248	25	1,923	-	2,288	6	120,459	15	30	9,5	
Kabupaten BANDUNG											
10. Kec. Pangalengan	82,726	18	14,916	5	-	-	97,642	12	23	7	
11. Kec. Lembang	71,624	15	7,706	2	1,616	4	80,946	10	23	7	
12. Kec. Cisarua	19,885	4	9,161	3	1,361	3	30,407	3	11	3	
13. Other Kec. Bandung	49,136	11	4,797	1	3,525	9	57,458	7	15	5	
Sub-Total 10 - 13	223,371	48	36,580	11	6,502	16	266,453	32	72	22	
14. Kabupaten GARUT	40,800	9	6,197	2	1,250	3	48,247	6	11	3	
15. Kab. CIREBON - MAJALENGKA	5,219	1	55,947	17	4,862	12	66,028	8	15	5	
16. Other Kab. WEST JAVA	5,810	1	37,555	12	3,945	10	47,310	6	37	12	
Sub-Total 1 - 16	466,637	100	216,017	67	35,004	88	717,658	87	284	89,5	
Province CENTRAL JAVA											
17. Kabupaten BREBES	-	-	66,050	21	660	2	66,710	8	18	6	
18. Other Kab. C.JAVA	-	-	38,376	12	-	-	38,376	5	13	4	
19. OUTSIDE JAVA	-	-	-	-	4,000	10	4,000	-	1	0,5	
T O T A L 1 - 19	466,637	100	320,443	100	39,664	100	826,744	100	316	100	

Table 4:

Share of Assembly Markets in Different Production Areas in Supplying Vegetables to Jakarta, 24 Hours,
27./28. September 1978 (in Kg and %)

Production Areas	Highland Vegetables			Lowland Vegetables			Not Specified Other Vegetables			All Vegetables		
	Assem- bly mar- kets	Farm gate	Others NA	Assem- bly mar- kets	Farm gate	Others NA	Assem- bly mar- kets	Farm gate	Others NA	Assem- bly mar- kets	Farm gate	Others NA
Province WEST JAVA Kabupaten BOGOR												
1. Kodya Bogor	1,050 100%	-	-	2,115 73%	700 25%	-	2,975 93%	40 1%	-	6,140 89%	740 11%	-
2. Kec. Leuwiliang	-	-	-	3,550 100%	-	-	2,250 100%	-	-	5,800 100%	-	-
3. Kec. Clawi	1,100 38%	1,800 62%	-	1,700 22%	4,080 65%	1,000 13%	1,700 46%	2,000 54%	2,000 20%	8,480 59%	3,000 21%	-
4. Other Kec. Bogor	160 5%	2,400 65%	1,100 30%	1,250 10%	5,485 43%	6,035 47%	250 6%	3,446 88%	1,680 6%	8,125 42%	10,591 52%	-
Sub-Total 1 - 4	2,330 30%	4,200 55%	1,100 15%	3,200 32%	11,165 42%	7,035 26%	5,475 42%	1,950 15%	5,446 42%	16,420 35%	17,345 37%	13,591 29%
Kabupaten SUKABUMI												
5. Kodya Sukabumi	14,519 100%	-	-	13,475 100%	-	-	1,656 100%	-	-	29,650 100%	-	-
6. Kec. Sukaraja	-	9,800 48%	10,800 52%	-	4,005 41%	7,100 60%	-	300 6%	50 14%	15,065 46%	17,650 54%	-
7. Other Kec. Sukabumi	2,300 7%	27,250 84%	2,800 9%	10,470 41%	13,050 51%	2,000 8%	890 6%	400 3%	230 2%	40,700 63%	4,800 1%	-
Sub-Total 5 - 7	16,819 25%	37,130 55%	13,600 20%	23,945 47%	17,055 35%	9,100 18%	5,206 77%	700 21%	50 2%	65,785 36%	22,750 46%	13,591 19%
Kabupaten CIANJUR												
8. Kec. Pacet-Cipanas	100,783 87%	4,595 4%	10,070 5%	1,560 100%	-	-	1,656 74%	92 4%	500 22%	104,039 87%	4,697 4%	11,370 9%
9. Other Kec. Cianjur	-	-	-	-	363 100%	-	-	-	-	-	363 100%	-
Sub-Total 8 - 9	100,783 87%	4,595 4%	10,070 9%	1,560 81%	363 19%	-	1,656 74%	92 4%	500 22%	104,039 87%	5,060 4%	11,370 9%
Kabupaten BANDUNG												
10. Kec. Pangalengan	-	82,726 100%	-	-	14,916 100%	-	-	-	-	-	97,642 100%	-
11. Kec. Lembang	38,102 53%	20,727 29%	12,795 18%	-	7,706 100%	-	1,130 70%	150 9%	336 21%	39,232 49%	28,583 36%	13,131 16%
12. Kec. Cisarua	2,094 10%	1,050 5%	16,781 54%	1,188 13%	-	-	7,975 8%	270 20%	1,081 8%	3,240 11%	1,330 4%	25,817 29%
13. Other Kec. Bandung	300 1%	38,186 78%	10,650 22%	-	797 17%	-	4,000 63%	2,200 62%	1,325 38%	2,500 4%	40,308 70%	14,050 26%
Sub-Total 10 - 13	40,496 18%	142,689 64%	40,226 18%	1,188 3%	23,419 64%	11,975 33%	3,330 51%	1,745 27%	1,427 22%	44,972 17%	167,853 63%	53,680 20%
14. Kabupaten GARUT	4,200 10%	21,000 50%	12,600 31%	-	5,197 100%	-	-	1,230 100%	-	4,200 9%	21,000 65%	12,600 29%
15. Kab. CIREBON - MAJALENGKA	1,945 30%	3,671 70%	-	15,388 25%	5,604 10%	34,955 62%	3,312 6%	50 1%	1,500 30%	20,245 31%	9,328 14%	35,459 59%
16. Other Kab. WEST JAVA	4,430 76%	1,380 24%	-	19,910 53%	4,950 13%	12,695 34%	3,180 81%	-	765 19%	27,520 69%	6,330 16%	13,450 15%
Sub-Total 1 - 16	170,563 37%	217,668 47%	70,405 17%	70,604 33%	69,633 32%	75,700 35%	19,400 56%	5,877 17%	9,688 28%	260,666 36%	233,133 41%	163,654 23%
Province CENTRAL JAVA												
17. Kabupaten BREBES	-	-	-	7,945 12%	51,253 78%	6,852 10%	-	660 100%	-	7,945 12%	51,913 78%	6,852 10%
18. Other Kab. C.JAVA	-	-	-	14,385 37%	20,574 54%	3,417 9%	-	-	-	14,385 37%	20,574 54%	3,417 9%
19. OUTSIDE JAVA	-	-	-	-	-	-	-	-	4,000 100%	-	-	4,000 100%
T O T A L 1 - 19	170,563 37%	217,668 47%	78,405 17%	92,934 25%	141,480 44%	85,029 27%	19,400 49%	6,477 16%	13,688 55%	282,996 34%	355,625 44%	178,123 22%

Table 5:

Share of Wholesale Market PIKJ and of 18 Retail Markets in Absorbing the Inflow of Vegetables to Jakarta, 24 Hours, 27./28. September 1978 (in Kg and %)

Market Outlets	Highland Vegetables		Lowland Vegetables		Not Specified Other Vegetables		All Vegetables	
	Kg	%	Kg	%	Kg	%	Kg	%
PIKJ	409,090	88	237,615	74	28,898	74	675,603	82
Retail Markets								
I. CENTRAL JAKARTA								
1. Pasar Nangka	1,516	-	826	-	200	1	2,542	-
2. Pasar Kemayoran	626	-	276	-	220	1	1,122	-
3. Pasar Genjing	-	-	510	-	320	1	830	-
4. Pasar Cempaka Putih	-	-	150	-	400	1	550	-
5. Pasar Kwitang (Senen)	-	-	-	-	1,300	3	1,300	-
Sub-Total 1 - 5	2,142	-	1,762	1	2,440	6	6,344	-
II. NORTH JAKARTA								
6. Pasar Tanjung Priok	40	-	3,115	1	50	-	3,205	-
7. Pasar Angke	-	-	200	-	-	-	200	-
8. Pasar Tiang Bendera	-	-	17,576	5	-	-	17,576	2
9. Pasar Gudang Kapok	-	-	1,219	-	-	-	1,219	-
10. Pasar Ikan	-	-	7,640	2	-	-	7,640	1
Sub-Total 6 - 10	40	-	29,750	9	50	-	29,840	4
III. SOUTH JAKARTA								
11. Pasar Manggarai	11,046	2	3,632	1	1,227	3	15,905	2
12. Pasar Minggu	1,835	-	-	-	-	-	1,835	-
13. P. Kebayoran Lama	5,430	1	330	-	300	1	6,060	1
Sub-Total 11 - 13	18,311	4	3,962	1	1,527	4	23,800	3
IV. WEST JAKARTA								
14. Pasar Roxy (Jembatan Lima)	2,500	1	2,850	1	150	-	5,500	1
15. Pasar Kalideres (Cengkareng)	-	-	550	-	60	-	610	-
Sub-Total 14 - 15	2,500	1	3,400	1	210	1	6,110	1
V. EAST JAKARTA								
16. Pasar Kramat Jati	5,029	1	450	-	422	1	5,901	1
17. Pasar Kebon Nanas	2,130	-	-	-	120	-	2,250	-
18. Pasar Jatinegara	2,770	1	710	-	770	2	4,250	1
Sub-Total 16 - 18	9,929	2	1,160	-	1,312	3	12,401	2
19. Not specified	8,656	2	38,036	12	2,701	7	49,395	6
20. More than one retail Market	15,967	3	4,758	2	2,256	6	23,251	3
Sub-Total 1 - 20	57,547	12	82,828	26	10,766	28	151,141	18
T O T A L	466,637	100	320,443	100	39,664	100	826,744	100

Table 6:

Time Required for Transportation of Vegetables from Selected Production Areas in West Java to PIKJ - Jakarta, September 1978

Production Area	Distance to PIKJ in km	No. of Veh. Checked	Transportation Time (highest frequency) in Hours
Kodya Bogor	50	6	2
Kec. Pacet-Cipanas	90	12	2 3/4
Kec. Sukaraja	120	5	3 1/2
Kec. Lembang	180	23	4 1/2
Kec. Pangalengan	230	22	6 1/2
Kab. Garut	270	10	7 1/2

Table 7:

Time Pattern of Vegetable Supply at Wholesale Market PIKJ, 24 Hours,
27./28. September 1978 (No of Vehicles, Kg and %)

Time Period	No of Vehicles	Vegetables in Kg	Entering in %
07.00 - 08.00	3	11,275	2
08.00 - 09.00	5	6,250	1
09.00 - 10.00	5	31,730	5
10.00 - 11.00	3	10,810	2
11.00 - 12.00	12	35,791	5
12.00 - 13.00	19	35,682	5
13.00 - 14.00	21	38,819	6
14.00 - 15.00	19	43,845	6
15.00 - 16.00	16	52,707	8
16.00 - 17.00	19	67,026	10
17.00 - 18.00	21	58,825	9
18.00 - 19.00	15	57,631	9
19.00 - 20.00	8	23,849	4
20.00 - 21.00	7	27,621	4
21.00 - 22.00	7	29,197	4
22.00 - 23.00	4	18,000	3
23.00 - 24.00	6	18,270	3
24.00 - 01.00	2	5,487	1
01.00 - 02.00	3	13,664	2
02.00 - 03.00	8	27,780	4
03.00 - 04.00	6	24,559	4
04.00 - 05.00	5	16,815	2
05.00 - 06.00	2	14,800	2
06.00 - 07.00	1	5,170	1
T O T A L	217	675,603	100

QUELLE: HAERAH, A., SCHUBERT, B. und ZEHRFELD, E.-H.: Vegetables for Jakarta. Indonesian-German Technical Cooperation, Agricultural Market Information Service, Publication No. 3, Jakarta 1978

C 7 BEISPIEL FÜR BEFRAGUNGEN ÜBER KONSUMPRÄFERENZEN

Die Arbeitsunterlage enthält das Beispiel einer Befragung von dörflichen Konsumenten in Indien hinsichtlich der Präferenzen für verschiedene Sorghumqualitäten.

A Study on Village Consumers' Preference for Sorghum Quality

Date: _____

Sample Group: _____

1. Name of the household:
2. Caste:
3. If farmer, farm size: .
4. Highest education:
5. Name of the respondent:
6. Respondent's relation with the head of the family:
7. Response on sorghum quality preference:
 - (a) Which quality of sorghum he prefers:

Red White Blue
 - (b) The extent of preference
 - (1) very high preference
 - (2) high preference
 - (3) just preferred
8. Supplementary questions:
 - (a) the reason for preference
 - (1) Taste - extraordinarily good/very good/good
 - (2) Cooking quality
 - (3) Quality of chapati after 2 to 4 hours of cooking
 - (4) Flavour
 - (b) Would he prefer to consume regularly the preferred quality of sorghum?
 - (c) Name of the sorghum quality normally consumed:
 - (d) Comparison of preferred quality with the quality normally consumed:

Taste: Flavour: Cooking quality:
 - (e) How much additional price per quintal the respondent would offer for the preferred quality:

QUELLE: OPPEN, M.v.: Consumer Preferences for Evident Quality Characters of Sorghum and Millet, ICRISAT, Hyderabad 1978

C. 8 BEISPIEL EINES KONTROLLIERTEN EXPERIMENTES

Die Arbeitsunterlage zeigt die Vorgehensweise und das Ergebnis eines auf die Einführung von Qualitätsstandards und verbesserten Verpackungsmöglichkeiten bei Pflaumen begrenzten Experimentes in Pakistan.

Controlled Experiment on the Introduction of Improved Grading and Packing

1. Major Objectives of the Experiment

The foregoing analysis of Fazahl-i-Manani plum marketing reveals that packing should be improved and grading introduced so as to raise marketing efficiency. In order to identify and analyse the problems and technical and economic feasibility of these recommendations, a limited experiment in grading and packing plums was conducted with Akbarpura as the production area and Rawalpindi and Peshawar as the main centres of turnover. It must be pointed out that the main objectives were to analyse the conditions for the introduction of certain improvement measures, and not the introduction of plum grading and new plum cases itself, although it is recognized that the external effects of such an innovation cannot be totally avoided. Since the experiment was conducted as a field experiment under real business terms, studies and measures had to be carried out in combination with careful observations of the reactions of growers, intermediaries and consumers.

Much emphasis was laid upon the thesis that losses could be lowered considerably by means of a new crate. Such a crate had to be designed by the research team because no other containers were available which would have fulfilled the criteria necessary for achieving the above-mentioned effect.

The design was based upon the type of fruit boxes used in Europe and North America adapted to the local conditions and requirements as well as on practical tests. The results of these

preliminary tests strengthened the opinion that merely a change in packing could bring about substantial improvements.

2. Design of the Experiment

2.1 Variation of Grading and Packing

The variable factors under trial are "grading" and "packing" in combination with one another, i.e., in the form of new containers of graded plums tested within the marketing system. The decision to test the introduction of a combination of grading and packing was made due to economic reasons, although it creates the problem of exact attribution of experimental effects either to grading or to packing. Improved packing involves additional costs which can be justified only if the benefits derived from avoiding losses exceed these additional costs. As the benefits from avoiding losses of first quality produce are substantially higher than those from avoiding the same quantity of losses of second class or mixed quality produce, the introduction of improved packing should begin with first quality fruit. Thus, the decision to combine two variable factors was taken from a practical economic point of view rather than from a theoretical and technical one. Another reason was that, in view of the short time available, experimental work would be easier if the graded produce is presented in new crates. This then becomes a new form of produce, and the opposition of growers and intermediaries to its introduction is not as strong as if, for example, graded plums would have been sent to market in traditional crates. Thus, the practical approach was favoured over theoretical accuracy.

First quality plums were marketed in improved crates only. Second quality and mixed quality plums were delivered in traditional containers.

The sorted plums of first quality were packed in new crates which are technically described in the following sections. The sorting itself was done according to the following criteria. Only those fruits were chosen which were

- not damaged
- not infested by worms
- not too ripe (soft)
- not too unripe (green), and
- not too small (\emptyset 35 mm diameter).

2.2 Implementation of the Experiment

The experiment was based on cooperation mainly with grower-marketers (in the following, the term "grower-marketers" is abbreviated to "growers") but also with commission agents and retailers. A prerequisite for the effective implementation of the experiment, in particular, for a regular supply of experimental crates, was the functional selecting of participating growers and intermediaries as well as making these participants thoroughly acquainted with the experiment in order to avoid misunderstandings and opposition. Especially the growers had to be informed carefully about the terms of participation and, for methodical reasons, a time schedule and definite procedure had to be established.

2.2.1 Selecting and Informing the Participants

Since an analysis of the effects of the experiment in various urban income areas like Rawalpindi and Peshawar was planned, the destination of supply became the main criteria for the selection of growers in Akbarpura. Thus, three grower-marketers who sold their produce to Rawalpindi and three who supplied to Peshawar were selected. Additionally, in order to ensure supply, the entire harvest of a plum orchard was contracted by the study group.

The cooperating growers had to be convinced of the advantages of participation and informed about their duties.

This was done by way of leaflets and discussions, for example, during the first demonstration of packing the new crate before a large number of growers. In addition to the instruction of this group, all farmers involved were visited individually and were given all necessary information. Above all, the most important details about the low economic risk of the participating growers were emphasized repeatedly, i.e., that the growers would not have to suffer any losses through experimental marketing because all losses would be covered by the research team.

The commission agents involved in the experiment were already determined by long-term agreements in the case of grower-marketers shipping plums to Peshawar or Rawalpindi. A choice of auctioneer was possible only for the supply of plums from the contracted orchard.

The introductory information given to the commission agents was also regarded as a matter of high priority. First, the felt needs of the traders were investigated, and it was noted that the problem of packing material was mentioned repeatedly as a matter requiring improvement. The discussion of felt needs also served to win the confidence of the commission agents and to abolish reservations, e.g., the fear that the research team was connected with tax authorities. The most effective way of providing necessary information was a demonstration of the content of the new crate, i.e., graded first quality plums, and of its function to decrease losses caused by poor ventilation and damage.

Finding retailers able and willing to cooperate was most difficult because they do not take part in plum marketing as regularly as growers and commission agents, yet the experiment required regular selling and purchasing. By means of a questionnaire, twenty-six retailers were interviewed and given preliminary explanations about the coming experiment.

The results of the interviews provided a framework for the selection of a small number of retailers for a daily survey intended to gather data about prices, quantities sold and left over, and losses. It was planned that some retailers would buy both traditional and experimental crates so as to enable a comparison between the two.

Retailers were informed verbally during the interviews and afterwards, and were also given written leaflets explaining which data of special interest, particularly price notations and comparisons of the amount of losses in traditional and new crates, would be required from them. Later, a demonstration tour was organized during which various retailers were visited and the content and purpose of the new crates were shown. Further demonstrations took place at the wholesale markets.

2.2.2 Terms for Growers' Cooperation

The terms for growers' cooperation were laid down in writing in both English and Urdu. In detail, the terms were as follows:

- each selected grower must provide three different shipments of plums per day:
 - . one lot of new crates containing first quality plums
 - . one lot of traditional crates containing graded second quality plums, and
 - . one lot of traditionally supplied mixed quality plums
- the new crates must be packed with first quality plums to the brim without heaping or pressing, so that the content amounts to 15 seers; the growers are to check the weigh with spring balances provided by the research team (15 seers of plums = 16.0 Kg gross weight)
- the second and mixed quality plums are to be packed traditionally in common crates
- after demonstrative instructions by the research team as to the techniques of packing and grading, the growers have to provide the necessary manpower to do the work themselves

- the packing material for the new crates and the second quality crates will be provided free of charge by the research team
- the research team will cover all losses if the average proceeds from first and second quality plums are less than for the traditional mixed quality plums
- if the average proceeds from first and second quality plums are higher than for mixed quality plums, the difference, minus the costs for the second quality crate, can be kept as farmer's profit.

The experiment was conducted during the major part of the harvesting period from the 15th to the 30th of June 1976. Within this time span, one of the growers supplied regularly whereas the others interrupted supply for various reasons or entered the experiment at a later time.

3. Design of the New Plum Crate

In order to avoid the disadvantages of the traditional crate, a new type of plum container had to be designed under consideration of the following criteria:

- sufficient protection from pressure must be provided
- the box should be constructed with suitable ventilation apertures
- the number of layers should be decreased and window-dressing made more difficult
- the quality of manufacturing should be improved
- the crate should allow for easy handling
- the cost price should be kept as low as possible
- the new crate should contain the same quantity of plums as the traditional crate.

3.1 Shape, Construction Material and Measurements

The new crate is rectangular, constructed with planks fixed to triangular corner shelves which are 4 cm higher than the side walls and are connected to each other by four upper protective planks nailed to the corner shelves.

The length of these side planks is 54 cm, and the width of the crate is 34 cm. Between the planks are two ventilation apertures, each one centimeter high. The height up to the brim of the side walls measures 13.5 cm and up to the top planks is 17.5 cm. The lower side planks and the bottom planks are fitted together without any ventilation space (cf. Diagramme 1).

In addition to the wood, a jute cover, string and grass are required to pack the fruit. Grass is laid on the bottom and after the crate has been filled with plums, a jute cover 65 cm x 40 cm is stretched over the fruit and fastened to the corners of the crate with short nails. This cover is also tied by a string spanned underneath the crate from one selvage of the cover to the other.

3.2 Characteristics of the New Crate

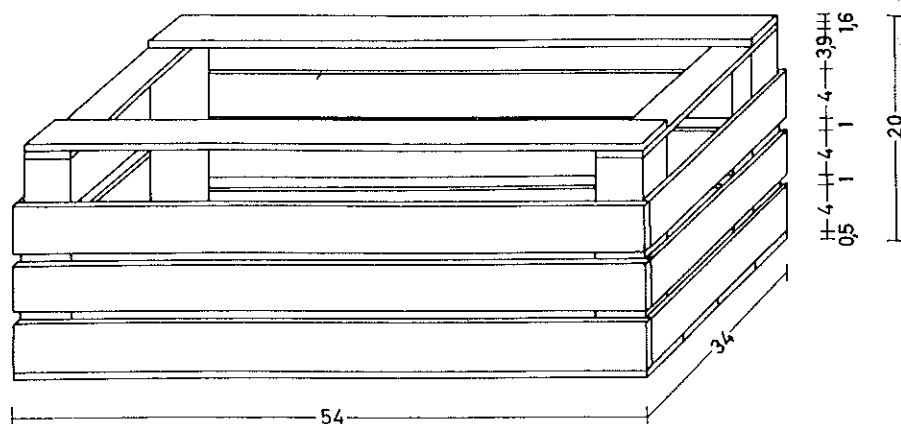
3.2.1 Protection from Pressure

So as to avoid damage due to pressure of the wooden lid as described above, a new cover material was chosen consisting of jute tightened over the top layer of fruit. This meant that further features had to be built into the crate in order to protect the fruit from the crate stacked above it. Therefore, the corners are connected by protective planks which are higher than the top layer of plums. Thus, the plums cannot be pressed and damaged by crates above.

At first, a crate with only two upper planks was considered. This is a type often used in European countries, but the rough handling and transport habits in Pakistan, e.g., during donkey transport from orchard to loading point, required the use of four strong protection planks. The use of four planks can prevent that corners of stacked crates slide into the top layer of the crate below and, thus, cause damage. Furthermore, during vertical carrying on the backs of

Diagramme 1:

Design of Experimental Crate (Measurements in cm)



donkeys, the protective planks prevent the strings of the harness from cutting into the fruit. The most important condition for efficient use of the top planks is that the plums are packed only to the lower brim; heaping of the fruit should not extend beyond the height of the protecting planks.

3.2.2 Ventilation Apertures

An adequate ventilation is required in order to avoid heating and subsequent rotting. To this end, three factors must be respected. Firstly, ventilation apertures are needed within the walls of the crate. Secondly, the crate should not be lined with paper and, thirdly, less grass should be laid on the bottom, i.e., only enough to cushion the fruit. The grass is laid up to the walls in order to protect the plums from the sharp edges of the planks. The bottom is constructed without ventilation spaces in order to avoid that the interior weight press the plums against the edges of the bottom planks.

3.2.3 Number of Layers and Window-Dressing

In view of the problem of too many layers in the customary crates, the improved crate was designed with a lower height which allows only three layers of plums. The risk of causing damage to the fruit by interior pressure is, thus, minimized, yet the condition is still met that the new crate should have the same capacity as the traditional one. Plums of equal size and quality are packed in uniform rows.

The reduction in height also makes window-dressing difficult. Growers cannot place as many low quality plums into this type of crate than they could into the customary one because the two upper layers can easily be examined by opening the crate. If the growers attempt to cheat the buyers by packing poor fruit, this fruit can be placed only in

the bottom layer. In addition, window-dressing is hindered by the ventilation apertures which allow, even if only to a small extent, a glimpse into the interior of the crate.

3.2.4 Quality of Manufacturing

The manufacturing quality of the new crate was to be improved particularly because its shape and greater base area require more careful workmanship. The long side planks have to be sufficiently strong that movement could not damage the plums next to the planks, and a stronger bottom should not allow any vertical movement of the entire content of the box, which could also lead to damages. Moreover, the planks have to be cut evenly and properly in order to lower the risk of damage by rough knots and bark, and the various parts must be fitted together in such a way that no protruding nails could harm the plums. The problem of raising manufacturing quality is more than a purely technical one in that, as the same time as crate production is increased, the quality should remain constant, even during periods of high demand.

3.2.5 Easy Handling

Handling of the fruit cases during the marketing process must be seen from various viewpoints. There is no appreciable difference in weight between the traditional and the new crate, so that workers handling them would have to exert about the same effort. As far as size is concerned, the new crate is larger but not to an extent which would cause additional strain. Moreover, the new case can be carried more easily because the protective planks are suitable for grasping. There may be some difference in the closing of the crate: the traditional one is shut by nailing a wooden lid to the sides, whereas the new one is closed by a jute cover which has to be stretched and nailed to the corners of the crate. Stretching the jute cover over the

plums and fastening it may require somewhat more time, but if the wooden lid of the customary crate is not properly cut, which is often the case, then the time required for closing would be about the same. It is assumed that, once the packers have gained experience in attaching the jute covers, there will be no appreciable difference between the two methods of closing.

A more substantial difference can be seen in transport. The traditional crate can be stacked in a vertical or horizontal position and does not require particularly careful handling, whereas the new one requires much more attention. It must always be stacked in a horizontal position so that the contents will not roll out, and the surface of the crate must be kept free of any other goods so that no directly pressure will be exerted upon the plums.

A further difference is evident in the opening of the crate. The traditional one can be opened easily by lifting the lid with a hammer. Opening a new crate, however, is more difficult because the string has to be untied if the crate is to be closed properly again. Taking all aspects into consideration, the improved crate cannot be handled as easily as the traditional one.

3.2.6 Costs of the New Crate

The cost price of the crate including additional packing material is composed as follows:

wooden crate	Rs. 3.00
jute cover	Rs. 1.00
string, grass, nails	Rs. 0.75
TOTAL	Rs. 4.75

Compared with the cost price of the traditional crate of Rs. 2.75, the new crate is Rs. 2.00 more expensive. It is supposed that there might exist some cheaper cover material in Pakistan so that this price difference may be reduced. More-

over, the costs of production could presumably be lowered, particularly if the crates were to be ordered early in the year.

3.3 Variations During the Course of the Experiment

The first results of the marketing experiment as well as the awareness that the chosen type of plum crate was only of a provisional nature, gave rise to various changes during the test period.

A variation in the construction of the improved crate became necessary because the quality of manufacturing decreased during the test period. The bottom planks became too thin and were not nailed properly. It was, therefore, decided to nail the bottom planks crosswise onto the long sides of the crate instead of lengthwise onto the short sides. Thus, the construction was strengthened, especially for the purpose of transporting the crate on the head, as is sometimes done by the porters and hawkers.

Besides the construction, the way of filling the crate was also changed. Packers laid more grass into the middle on the bottom in order to achieve the effect of heaping in the top layer like in the traditional crates. This was done to satisfy the criticisms of traders who respectfully stressed that customers prefer such an appearance. In addition, some grass was placed between the top layer and the cover in order to enable a more firm tightening of the cover.

Since the jute cover does not totally protect from dust penetration during transport on village roads, and since the cover partly rubbed off the bloom of the top layer of plums, a sheet of paper was laid between the top layer and the cover. Thus, the top layer of fruit could be kept clean, and the appearance of being freshly packed could be preserved.

4. Results of the Experiment

4.1 Technical Feasibility

The first point considered was the prevention of damage due to pressure on the top of the plums. Therefore, the protective planks were constructed and proved to be quite useful. They offered sufficient protection from the rough handling. However, it is doubtful whether, under normal business conditions, the crates would be handled as carefully as during the test period. For this reason, criticisms that the cover does not provide sufficient protection must be taken into account.

As to the ventilation apertures, the usually good condition of the plums when they arrived at the market indicates that the ventilation spaces fulfill their purpose. However, the transport distances of the experimental crates was not very far. It is possible that, over long distance transport, e.g. to Karachi, the grass will counterbalance the positive effects of the ventilation spaces and will cause too much heating.

It is quite obvious that, by means of a lower box permitting less layers of plums, window-dressing is hindered. Investigation would still have to be made in the case when village packers pack the new crate without the supervision of team members present in the orchard.

The quality of manufacturing seemed to worsen with time, as already mentioned. If the new crates were to be introduced and if boxes were to be produced in large numbers, then the problem of manufacturing quality could emerge as a serious one, particularly when only little or even no grass is used for filling.

The information gathered concerning the handling of the crate indicates that it is somewhat complicated, especially

when the crate is opened. Untying the string and opening the cover cost much time.

The technical results of the experiment show that it is possible to reduce considerably the losses through wastage and quality deterioration of plums by means of improved packing.

4.2 Economic Feasibility

The development of prices for experimental crates shows that the market did react and is prepared to pay higher prices for better quality produce. The rise in prices for experimental crates as compared to traditional crates would probably have been greater if more measures had been taken to improve market transparency and market information. According to our calculations retailers' net proceeds from experimental crates are Rs. 12 - 13 higher than from traditional crates whereas average auction prices in the last week of the experiment differed by only Rs. 4 - 5. This shows that grading and improved packing can be profitable for growers and retailers and - depending on the degree of competition on the retail level - could even lead to a reduction of retail prices for lower quality plums. According to these assumptions, the innovation is economically feasible.

4.3 Adaptability of Participants in the Experiment

To provide a statement concerning the degree of participant adaptability to innovations would be presumptuous after such a brief experiment. At the most, behaviour tendencies observed during the experiment can be mentioned. Participants did not exhibit any basic opposition to joining the experiment and there is, therefore, no justification for the opinion that certain groups could not be motivated to participate in future trials or in the introduction of such an innovation. Improvement measures must be thoroughly prepared with re-

spect to social patterns of behaviour and traditions. Engaging mediators, i.e., persons of a high social reputation, to motivate growers in the village proved to be very useful. Though the team had set out to pay special attention to small farmers, it turned out to be much easier to introduce innovations with medium and large growers and contractors.

The motivation of commission agents is quite a different and more difficult matter. They are often blamed for the inefficiency of the marketing systems and for deriving excessive profits. The truth of these accusations will not be investigated here but, of course, the agents' knowledge of such suspicions makes them worry of all research into their business. In order to motivate them to cooperate, therefore, a great deal of preparatory contracts is required to convince them of the advantages of taking part. These advantages have to be explained primarily in economic terms, because the commission agents are well educated and highly skilled professional businessmen who are able to reduce arguments to their economic content. A serious barrier could arise if the middlemen become aware of a development which would not bring them further profits. Such a development could not be expected in the present experiment, but it might happen, for example, in the case of actual improvement measures which would lower the price level for fruit on the whole in order to satisfy the needs of the consumers.

The retailers' initial willingness to cooperate indicates that they can be included in marketing improvement measures. In this experiment, they were directly concerned because they have had to suffer the consequences of poor packing and malpractices. If they can derive benefits from the introduction of improvement measures or if they can, at least, maintain their present income level, they could be convinced to cooperate and to continue to participate.

QUELLE: SCHUBERT, B. (ed.) u.a.: Study and Experiment on Marketing of Fazal-i-Manani Plums in Peshawar/Pakistan. Seminar für landwirtschaftliche Entwicklung, F.B. Internationale Agrarentwicklung, Reihe Studien IV/14, 1976

D VORBEREITENDE PLANUNG

D 1 PROJEKTABLAUFSHEMA: PROJEKTPRÜFUNG UND PLANUNG

Der Schwerpunkt der vorbereitenden Planung liegt in der Regel nach der Phase der Projektfindung und vor der Phase der Projektdurchführung. Sie beginnt mit dem Auftrag des BMZ an die Durchführungsorganisation zur Durchführbarkeitsprüfung auf der Grundlage der Projektfindungsstudie. Die Durchführungsorganisation beauftragt ihrerseits in der Regel einen oder mehrere Gutachter mit einer Durchführbarkeitsstudie, die eine detaillierte Projektplanung einschließt (→ Diagramm).

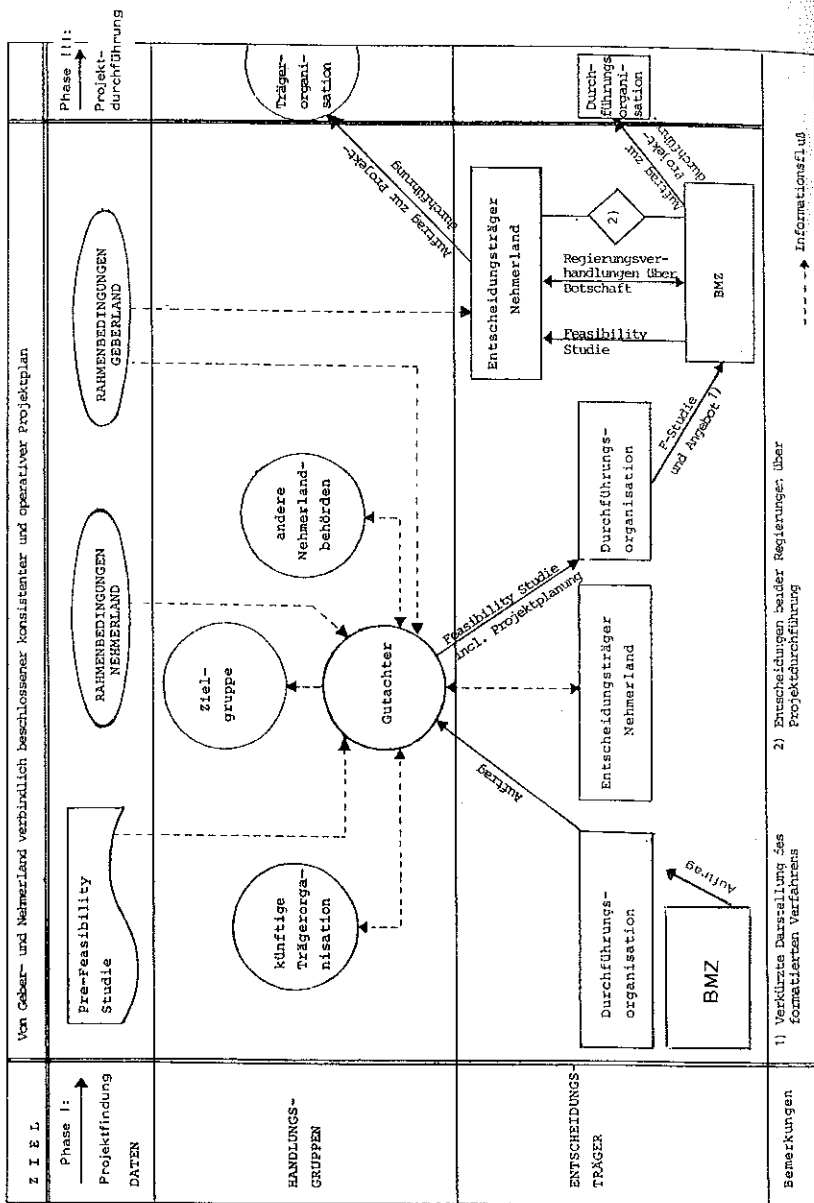
Auf die Gutachter kommen in dieser Phase hohe Anforderungen zu:

1. Sie sollen einen Planungsprozeß organisieren, indem alle Betroffenen Gelegenheit haben, ihre Interessen, Prioritäten und Kenntnisse einzubringen. Konkret handelt es sich um die Partizipation
 - der von den Projektmaßnahmen betroffenen Gruppen der Bevölkerung, insbesondere der Zielgruppen
 - der vorgesehenen Trägerorganisation
 - der zuständigen Behörden des Nehmerlandes sowie
 - der Entscheidungsträger des Nehmer- und Geberlandes.

Ergebnis des Planungsprozesses soll ein eindeutiges und konsistentes Zielsystem sein, das einen tragfähigen Kompromiß zwischen den Interessen der einzelnen betroffenen Gruppen darstellt. Das Zielsystem hat dabei sicherzustellen, daß die Förderungsmaßnahmen tatsächlich auf die besonders förderungswürdigen Gruppen zugeschnitten sind. Gleichzeitig ist zu berücksichtigen, daß die Förderung benachteiligter Gruppen keine leichte Aufgabe ist und nachhaltige Wirkungen hier nur mit erheblichen Anstrengungen zu erreichen sind. Projektplaner, die diese Schwierigkeiten unterschätzen, setzen oft unrealistische Projektziele.

2. Der Projekterfolg hängt nicht nur von den Aktivitäten und Ressourcen des Projektes ab, sondern sehr stark auch von den Rahmenbedingungen, die den Handlungsspielraum der Entscheidungs-

Diagramm: Projektablaufschema Phase II - Projektprüfung und -planung



träger und Handlungsgruppen begrenzen. Sie sind in der Projektplanung sorgfältig zu berücksichtigen, denn Fehleinschätzungen der Rahmenbedingungen gefährden den Projekterfolg.

3. Projekte sind zeitlich begrenzte Maßnahmenbündel, die in Zusammenarbeit mit oder integriert in Trägerorganisationen des Nehmerlandes Beiträge zur Lösung von Entwicklungsproblemen leisten. Gleichzeitig zielen die Projekte auf eine Stärkung der Problemlösungsfähigkeit der Trägerorganisationen, damit diese nach Ende der deutschen Beteiligung selbständig weitere Förderungsmaßnahmen durchführen können. Nach realistischer Überprüfung von Alternativen sind Trägerorganisationen sorgfältig auszuwählen, und ihre Qualifizierung ist ins Zielsystem zu integrieren.
4. Die von den Projekten unterstützten Problemlösungsprozesse sollen also nicht mit der Einstellung der deutschen Förderung enden, sondern nach der Übergabe erfolgreich weiterlaufen. Die Planer müssen daher frühzeitig Vorstellungen über die Nachübergabephase entwickeln, da gemäß dem Prinzip der Hilfe zur Selbsthilfe die "eigentlichen" Projektziele erst nach Beendigung des deutschen Projektbeitrages erreicht werden. Die Nachübergabephase ist somit ins Zielsystem des Projektes zu integrieren.

Insgesamt sind die an eine Projektplanung zu stellenden Anforderungen so hoch, daß sie in der Praxis in der oben abgegrenzten Prüfungs- und Planungsphase kaum hinreichend abgedeckt werden können. Datenmangel vor Durchführungsbeginn sowie Änderungen der Rahmenbedingungen während der Projektdurchführung geben der anfänglichen Planung den Charakter der Vorläufigkeit. Die Projekte müssen daher so angelegt sein, daß während der Durchführung eine flexible Anpassung der Planung gesichert ist. In der Regel ist dazu ein Phasenkonzept erforderlich, das mit Hilfe eines projektinternen Monitoring- und Evaluierungssystems die periodische Überarbeitung bzw. Weiterentwicklung der Planung ermöglicht.

QUELLE: SCHUBERT, B.; AGRAWAL, R.C.; BÖTTCHER, D.; NAGEL, P.; NEUNHÄUSER, P.; v. PLATEN, H.: Nachhaltigkeit der Wirkungen von Agrarprojekten. Forschungsvorhaben des BMZ, Berlin 1983

D 2 EMPFEHLUNGEN ZUR EINFÜHRUNG DER ZIELORIENTIERTEN PROJEKT- PLANUNG VOR ORT

ZOPP ist ein flexibles Planungsinstrument, das sich in den einzelnen Projektphasen (Identifikation, Durchführbarkeitsprüfung, Detail-Planung, Planänderung) anwenden läßt. Entsprechend flexibel sollte auch die Gestaltung der Workshops vor Ort hinsichtlich des didaktischen Konzeptes, der Zusammensetzung der Teilnehmer und des Zeitaufwandes sein. Insbesondere läßt die zeitliche Aufteilung für den Konzeptteil und die praktische Anwendung unter Anleitung einen großen Spielraum, der entsprechend der unterschiedlichen Zusammensetzung der Teilnehmer an der Planung mit ZOPP und der konkreten Planungssituation genutzt werden sollte. Die folgenden Empfehlungen beziehen sich auf Planungs-Workshops für die in Durchführung befindlichen Projekte der GTZ, d.h. für die Planfortschreibung bzw. -änderung. Dabei wird auf die Konzeption solcher Workshops unter den Aspekten: Teilnehmer, Trainer/Moderatoren, Didaktik und Lehrmaterial, Logistik, Zeitpunkt und Zeitaufwand eingegangen.

1 Teilnehmer

In der Erwartung, daß eine Identifikation der Teilnehmer mit von ihnen mitproduzierten Planungsergebnissen durch die Kenntnis der Sachzusammenhänge die spätere Projektimplementierung erleichtert als auch qualitativ bessere Planungsergebnisse ergibt, sollte ein breites Spektrum von direkt und indirekt am Projekt Beteiligten von unterschiedlichen hierarchischen Ebenen an solchen Workshops partizipieren. Dabei muß davon ausgegangen werden, daß bei komplexeren Projekten eine Teilnehmerzahl von 20 bis 25 Personen die Regel sein dürfte (und bereits einen starken Selektionsprozeß erfordert). Eine solche Zahl von Workshop-Partizipanten wirft das Problem der teilweisen Redundanz in den ersten Planungsschritten und damit der Notwendigkeit einer Synthese der Planungsergebnisse auf. Dies sollte jedoch in Kauf genommen werden, um einerseits eine möglichst breite Palette von Personen in

ZOPP und deren Anwendung zu schulen und andererseits eine Identifikation möglichst vieler Personen mit den Planungsergebnissen zu erreichen.

2 Trainer/Moderatoren

Die Mobilisierung des durch die Teilnehmer vertretenen Potentials sollte durch projekt-externe ZOPP-Moderatoren/Trainer erfolgen. Unter der Annahme von 20 bis 25 Teilnehmern sollten etwa drei bis vier Moderatoren/Trainer zur Verfügung stehen, wobei versucht werden sollte, ein oder zwei dieser Moderatoren aus den Projektmitarbeitern ("Tutoren") zu rekrutieren. Diese Tutoren müssen nicht unbedingt ZOPP-Erfahrung haben, sondern können durch die externen ZOPP-Moderatoren/Trainer wenige Tage vor dem Workshop auf ihre Rolle vorbereitet werden. Voraussetzung ist jedoch, daß es sich um qualifizierte und in der Moderation von Arbeitsgruppen erfahrene Mitarbeiter handelt. Da die deutschen Projektmitarbeiter ohnehin im Projektalltag dominieren dürften, sollte wenn irgendmöglich versucht werden, auch Counterparts als Tutoren einzusetzen. Das zahlenmäßige Verhältnis zwischen projektexternen und -internen Moderatoren bestimmt sich aus der konkreten Situation.

In dem Moderatoren-Team sollte sich ZOPP-Sachverstand und projektspezifisches Fachwissen vereinigen. Die Teamleitung sollte bei einem erfahrenen ZOPP-Trainer mit projektrelevantem Fachwissen liegen. Unterstützt werden sollte dieser Trainer (je nach Situation, insbesondere Teilnehmerzahl) durch einen ebenfalls projektexternen Fachmann zur Lösung projektrelevanter Fragestellungen mit ausreichender ZOPP-Erfahrung (→ 5. Zeitpunkt der Durchführung eines ZOPP-Workshops). Eine Rekrutierung dieser projektexternen Trainer/Moderatoren aus der GTZ-Zentrale (und hier insbesondere aus den Fachabteilungen) ist wünschenswert, dürfte jedoch an Kapazitätsproblemen scheitern (zumindest hat sich dies in der Vergangenheit gezeigt). Von daher muß wohl auf GTZ-

externe Personen zurückgegriffen werden. Dabei muß versucht werden, eine ausgewählte, möglichst kleine Gruppe von Gutachtern in ZOPP zu schulen und das Sammeln von Erfahrungen zu ermöglichen, die dann längerfristig in der Moderation solcher Workshops eingesetzt wird. Der Einsatz einer größeren Anzahl von Gutachtern, die beispielsweise nur jeweils ein oder zwei Mal Gelegenheit haben würden, vor Ort solche Workshops durchzuführen, birgt die Gefahr in sich, daß das ZOPP-Konzept "verwässert" und ein gewisser Qualitätsstandard der Planung nicht gehalten werden kann.

3 Didaktik und Lehrmaterial

Die Didaktik der Workshops kann flexibel ausgerichtet werden. Die Übersicht 1 zeigt den schematischen Ablauf eines in Kenia durchgeführten Workshops. Neben den dort dargestellten wesentlichen Plenum-Veranstaltungen ergab sich eine Reihe weiterer Kommunikationsmöglichkeiten auf Gesamt- und Teilgruppenebene durch ad-hoc-Besuche der Gruppen untereinander und durch ad-hoc angesetzte Plenumsitzungen. Diese Vorgehensweise kann für zukünftige Workshops empfohlen werden, da sie den Vorteil hat, daß die Teilnehmer unmittelbar (etwa 1 Std.) nach Beginn mit der konkreten Planungsarbeit beginnen können und die Vermittlung der weiteren Elemente der ZOPP-Konzeption sukzessive erfolgt. Die in Sambia, Sri Lanka und Malawi praktizierte Vorgehensweise einer Trennung in einen (gegenüber den Seminaren in der GTZ-Zentrale erheblich reduzierten) Konzeptteil und in einen Teil der praktischen Anwendung ist ebenso wie alle zwischen diesen beiden Alternativen liegenden Kombinationen auch denkbar. Welche Alternative bezüglich des Aufbaus der Workshops zum Zuge kommt, sollte möglichst mit den Interessen der jeweiligen Projektmitarbeiter abgestimmt werden; vermutlich kommt die in Kenia erprobte Vorgehensweise den Interessen der Projektmitarbeiter jedoch am meisten entgegen.

Als Lehrmaterial können Flipcharts und fiktive Übungsbeispiele verwendet werden. Die Verteilung von Abschriften der Flipcharts vor deren Präsentation wird empfohlen, insbesondere solange noch keine ZOPP-Broschüre in Englisch bzw. anderen Verkehrssprachen vorliegt.

4 Logistik

Der Logistik kommt gerade unter den Bedingungen vor Ort besondere Bedeutung zu. Bezüglich des Orts für die Durchführung gilt im Prinzip das gleiche wie für ZOPP-Seminare der GTZ-Zentrale: möglichst nicht am oder in der Nähe vom Arbeitsplatz oder in Touristen-Hotels. Seminarzentren oder einfache Hotels sind vorzuziehen, wobei die Übernachtung nicht unbedingt am Platz der Durchführung des Workshops erfolgen muß, vorausgesetzt, der Transport der Teilnehmer vom und zum Ort der Unterkunft ist sichergestellt. Entsprechend der Anzahl der Teilnehmer und der geplanten Anzahl von Arbeitsgruppen müssen 3 bis 4 Arbeitsräume inklusive einem Plenumsraum zur Verfügung stehen.

Die Arbeit mit der Kartenmethode hat sich bewährt. Sie bietet insbesondere die Möglichkeit, die durch die ausgeprägten hierarchischen Strukturen in den Entwicklungsländern bedingte häufig auftretende Blockierung der Partizipation von Vertretern der unteren Ebenen abzubauen. Von daher ist den für die Kartenmethode benötigten Stellwänden besondere Aufmerksamkeit zu widmen. Improvisationen mit einfachen "Soft-Boards" oder mit auf Brettern aufgeklebten/genagelten Styroporplatten erfüllen die gleiche Funktion wie "Pin Boards". Flipchart-Ständer lassen sich, falls nicht verfügbar, auch als "appropriate technology"-Modell kurzfristig herstellen.

Eine Liste üblicher Utensilien für die Durchführung von ZOPP-Seminaren (Karten, Nadeln, Charts, Klebestifte, Klebestreifen etc.) ist vorhanden und bedarf keiner Ergänzung. Falls eine Beschaffung dieser Artikel vor Ort nicht sichergestellt ist, sollten (falls

keine Improvisation möglich) diese zu Hause beschafft und die Luftgepäckkosten in Kauf genommen werden. Kurzfristige Beschaffungen vor Ort sind in den wenigsten Fällen möglich und die Arbeitszeit der Projektmitarbeiter und Counterparts ist zu kostbar, um wegen fehlender Kleinmaterialien sub-optimal genutzt zu werden. Der Fachhandel bietet fertige und gut verpackte Sets solcher Seminarmaterialien an.

5 Zeitpunkt und Zeitaufwand

Der Zeitpunkt für die Durchführung eines ZOPP-Workshops sollte so gewählt werden, daß er am Anfang der Phase einer "Neubesinnung" liegt. Einerseits begründet ein solcher Zeitpunkt den relativen Aufwand eines Planungs-Workshops auch gegenüber dem Partner, andererseits erleichtert eine solche Phase (z.B. rechtzeitig vor Beginn einer neuen Finanzierungsperiode, Aufnahme neuer Aufgabenbereiche, Mittelkürzung, Lösung besonderer Problemstellungen) eine selbstkritische Diskussion aller am Projekt Beteiligten und verhindert ggfs. ein ständiges Rechtfertigen eines möglicherweise durch veränderte Rahmenbedingungen überholten und auch eventuell als überholt erkannten Planungsansatzes. Zu beachten ist weiterhin, daß die Terminierung des Workshops (als auch selbstverständlich der Workshop an sich) mit den Interessen der Projektmitarbeiter (GTZ-Mitarbeiter wie Counterparts) konform ist und nicht mit anderen Terminarbeiten (beispielsweise Feldarbeiten, Arbeiten in Zusammenhang mit Erstellung der nationalen Budgets) kollidiert.

Da nicht erwartet werden kann, daß im Rahmen des Workshops alle Elemente der Planung im Detail erarbeitet und komplettiert werden, sondern "follow-up"-Aktivitäten durch die Projektmitarbeiter erforderlich sind, muß bei der Terminplanung dieser Zeitbedarf berücksichtigt werden. Dies bezieht sich insbesondere auf solche Workshops, deren Planungsergebnisse z.B. als Grundlage für die Erarbeitung eines bereits terminierten Angebotes für das BMZ verwendet werden sollen.

Der Zeitaufwand für einen solchen Planungsworkshop dürfte sich je nach Situation auf sechs bis acht Tage belaufen, wobei die Zeitdauer der meisten Workshops wohl eher im oberen Bereich liegen dürfte. Die Beurteilung der Angemessenheit dieses Zeitaufwandes für einen solchen Planungsworkshop mit 20 bis 25 Teilnehmern sollte nicht nur unter dem Aspekt der produzierten, sichtbaren Planungsergebnisse erfolgen. Obwohl dies selbstverständlich ein wichtiges Beurteilungskriterium ist, muß auch der Gesichtspunkt der Voraussetzungen für eine spätere Umsetzung der Planung berücksichtigt werden. Ein Workshop, in dessen Verlauf vorab erarbeitete Planungsdokumente lediglich diskutiert und abgestimmt werden, wäre zweifelsohne in kürzerer Zeit durchführbar - bei ähnlicher Qualität der Planungsdokumente. Aber gerade die Partizipation eines möglichst großen Kreises von direkt oder indirekt am Projekt Beteiligten und deren Identifikation mit der Planung ist ein wesentliches, allerdings nicht direkt sichtbares Resultat, dessen Stellenwert in Bezug auf die Projektimplementierung nicht unterschätzt werden sollte.

Unter Berücksichtigung der Zeiten für An- und Abreise sowie Vor- und Nachbereitung wird der Zeitaufwand vor Ort für projekt-externe Trainer/Moderatoren bei 18 bis 21 Tagen liegen. Bei der Abschätzung dieses Zeitbedarfs wird davon ausgegangen, daß die handschriftliche Dokumentation und gleichzeitige Überarbeitung der Workshop-Resultate durch die projekt-externen Trainer/Moderatoren erfolgt, die von den als Tutoren fungierenden Projektmitarbeitern unterstützt werden. Die Erstellung kopierfähiger, maschinengeschriebener Unterlagen sollte, wenn irgendmöglich, durch das Projekt erfolgen. Als Arbeitshilfen für die handschriftliche Dokumentation als auch der maschinengeschriebenen Fassung der Problem- und Zielhierarchien haben sich selbstklebende Etiketten erwiesen. Für die Dokumentation der Inhalte der Planungsübersicht hat sich ein DIN A 2-Format bewährt, bei der die Proportionen der einzelnen Elemente der Planung auf den

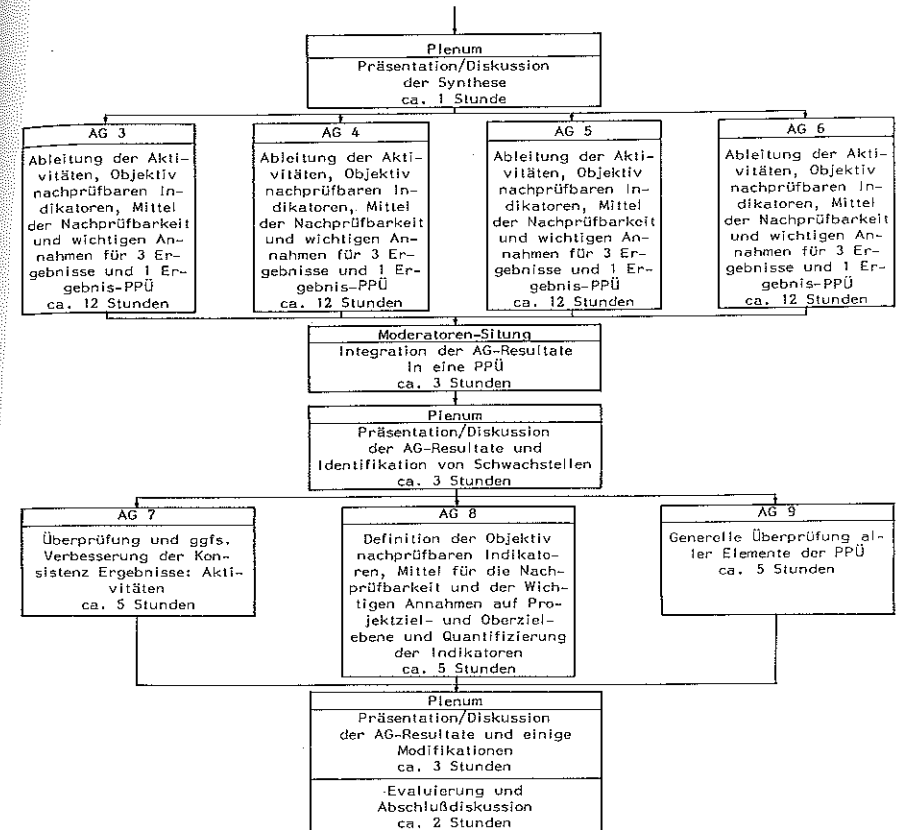
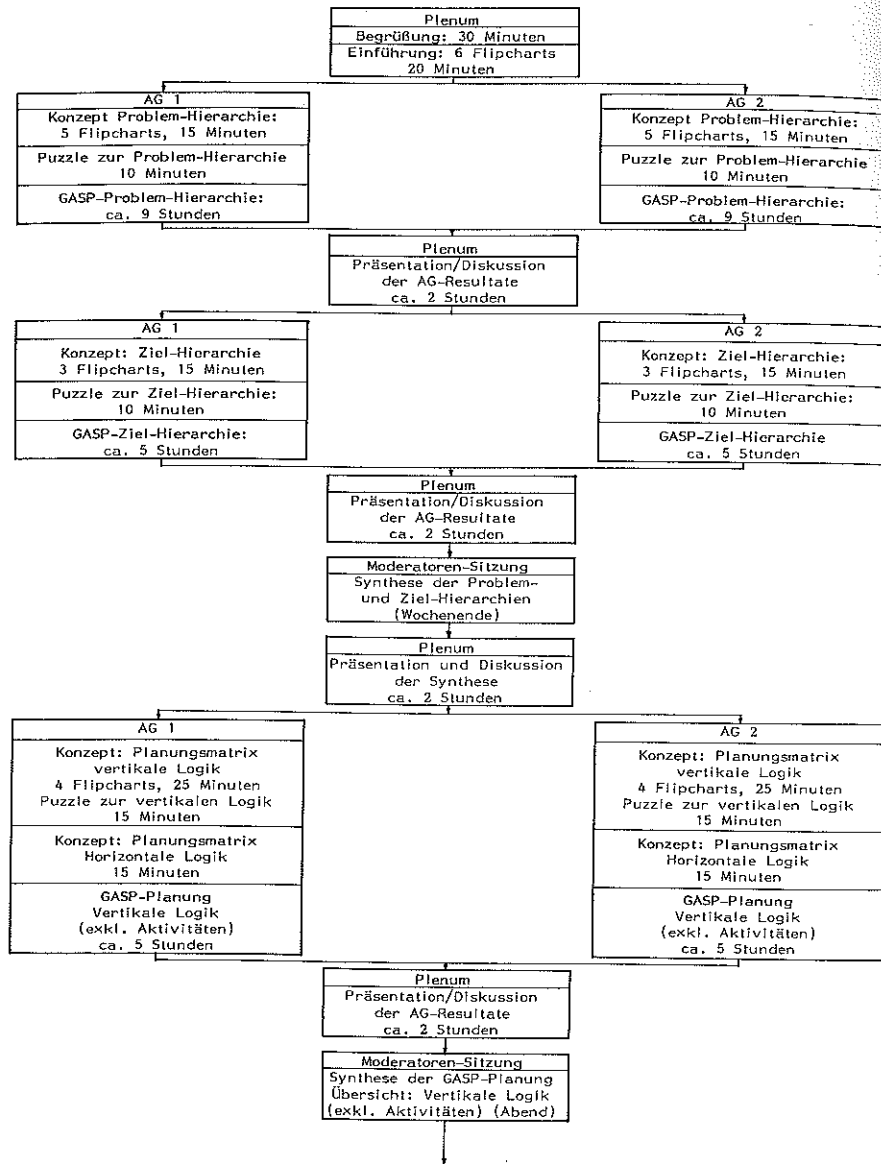
Umfang der Informationen abgestimmt sind. Dieses Format kann dann auf eine kopierfähige Größe (DIN A 3 oder DIN A 4) reduziert werden.

6 Abschließende Bemerkungen

Bisher liegen nur wenige Erfahrungen aus ZOPP-Workshops in GTZ-Projekten vor. Entsprechend wenig abgesichert sind die daraus gezogenen Schlußfolgerungen. Die Arbeit mit Gruppen setzt große Flexibilität auf Seiten der Trainer/Moderatoren voraus. Die vorstehenden Empfehlungen können daher keine "Orga-Anweisung" sein, sondern sind Hinweise zur Vorgehensweise. Die nächsten Planungs-Workshops vor Ort können durchaus dem beschriebenen Muster folgen - es hat sich zumindest in einigen Fällen bewährt und wird auch in zukünftigen Fällen zu einem gewissen Erfolg führen. Die Erfahrungen aus zukünftigen Workshops müssen jedoch ständig ausgewertet werden und zu einer sukzessiven Qualitätsverbesserung der Workshop-Konzeption führen. Die hier vorgelegte Konzeption ist und kann nur der Anfang eines solchen Prozesses sein.

Bei der Entwicklung der Konzeption für Planungs-Workshops für Projekte in der Implementierungsphase ist insbesondere dem Aspekt des erforderlichen Zeitaufwandes Beachtung zu schenken. In diesem Zusammenhang sollte geprüft werden, inwieweit durch Vorarbeiten bei der Planung von Seiten des Projektes oder der Trainer/Moderatoren der Zeitaufwand für den Workshop reduziert werden kann, ohne daß starke "trade offs" hinsichtlich des Identifikationsgrades der Teilnehmer mit den Planungsergebnissen auftreten.

SCHEMATISCHER ABLAUF DES ZOPP-WORKSHOPS IN KENYA



D 3 BEISPIEL EINES OPERATIONSPLANES

Die Arbeitsunterlage zeigt beispielhaft die Operationsplanung der Planungs- und Koordinationskomponente eines umfangreichen Projektes zur ländlichen Regionalentwicklung in Sierra Leone.

Die Operationsplanung baut auf der entsprechenden Planungsübersicht für diesen Teil des Projektes auf. Die Arbeitsunterlage enthält die Gliederung für den Operationsplan des Gesamtprojektes, die Projektplanungsübersicht für das Gesamtprojekt, die Projektplanungsübersicht für den Bereich (hier: Programm) Planung und Koordination sowie die darauf aufbauenden Detailplanungsunterlagen:

- Arbeitsplanung eines Jahres
- erforderliche Materialausstattung
- Finanzplanung
- Personalerfordernisse und
- Stellenbeschreibungen.

PLAN OF OPERATION

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- 4 Outline of the Project
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Annex I: Objectives, Targets and Achievements Pre- and Pilot-Investment Phase B-P RDP

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Table 1: PROJECT PLANNING MATRIX

B-P RDP - PLANNING OVERVIEW (LOGICAL FRAMEWORK)

DESIGNATION: TOTAL PROJECT

PLANNING PERIOD: 7.84 - 6.88

DATE: 15.11.1983

NARRATIVE SUMMARY	OBJECTIVELY VERIFIABLE INDICATORS		MEANS OF VERIFICATION	IMPORTANT ASSUMPTIONS																																													
<p>PROJECT GOAL, THE BROADER OBJECTIVE TO WHICH THIS PROJECT CONTRIBUTES</p> <p>Improved quality of life of target groups in Bo-Pujehun districts</p>	<p>INDICATORS THAT MEASURE GOAL ACHIEVEMENT</p> <p>1.1 No. of farmers having increased relative income from rice and cassava growing, average by LE per year</p> <table border="1" data-bbox="846 264 1108 343"> <tr><th>year</th><th>84/5</th><th>85/6</th><th>86/7</th><th>87/8</th></tr> <tr><td>no. of farmers</td><td>5400</td><td>11340</td><td>16920</td><td>19080</td></tr> <tr><td>LE per year per farmer</td><td>82</td><td>84</td><td>109</td><td>120</td></tr> </table> <p>2.1 Incremental income from pond fishery</p> <table border="1" data-bbox="846 343 1108 421"> <tr><th>year</th><th>84/5</th><th>85/6</th><th>86/7</th><th>87/8</th></tr> <tr><td>no. of fishers</td><td>15</td><td>30</td><td>45</td><td>60</td></tr> <tr><td>LE per year per fisher</td><td>120</td><td>120</td><td>120</td><td>120</td></tr> </table> <p>2.2 Incremental income from rivers and lake fishery</p> <table border="1" data-bbox="846 421 1108 499"> <tr><th>year</th><th>84/5</th><th>85/6</th><th>86/7</th><th>87/8</th></tr> <tr><td>no. of fishers</td><td>400</td><td>600</td><td>900</td><td>1300</td></tr> <tr><td>LE per year per fisher</td><td>350</td><td>350</td><td>350</td><td>350</td></tr> </table> <p>3.1 30% decrease in infant mortality rate in experimental villages by 1985 and control villages by 1988</p>		year	84/5	85/6	86/7	87/8	no. of farmers	5400	11340	16920	19080	LE per year per farmer	82	84	109	120	year	84/5	85/6	86/7	87/8	no. of fishers	15	30	45	60	LE per year per fisher	120	120	120	120	year	84/5	85/6	86/7	87/8	no. of fishers	400	600	900	1300	LE per year per fisher	350	350	350	350	<p>MEANS OF VERIFICATION</p> <p>1.1) Evaluation survey in connection with distribution lists 1.2) MHR technicians' records, evaluation survey 2.2) Production analysis based on MHR technicians' records 3.1) Improved PHU records, evaluation survey, national medical statistics, TBA records 3.2) As 3.1 & 3.2, verbal autopsies, hospital records 3.4) Improved PHU records, evaluation survey, records of other aid agencies working in the districts 3.5) As 3.1 & 3.2, verbal autopsies 3.6) As 3.1 & 3.2</p>	<p>IMPORTANT ASSUMPTIONS</p> <p>CONCERNING LONG TERM SAFEGUARDING OF OBJECTIVES</p> <p>National policy remains favourable for Bo-Pujehun Rural Development Project</p>
year	84/5	85/6	86/7	87/8																																													
no. of farmers	5400	11340	16920	19080																																													
LE per year per farmer	82	84	109	120																																													
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<p>PROJECT PURPOSE</p> <p>Improved practices applied by target groups in Bo-Pujehun districts</p>	<p>INDICATORS THAT MEASURE SUCCESSFUL ACHIEVEMENT OF PURPOSE</p> <p>See Objectively Verifiable Indicators programme logframes on goal level</p>		<p>See Means of Verification programme logframes on goal level</p>	<p>FOR GOAL ACHIEVEMENT</p> <ol style="list-style-type: none"> Both parties (GDSL and govt. of FRG) uphold the principles laid down in the general agreement on cooperation Proposed marketing improvements (which are in line with Sierra Leone's policy) will be accepted by Sierra Leonean decision makers No major change in the input/output price ratio No unexpected deviation from the average climatical conditions (amount of rainfall and distribution over the season) No unexpected occurrence of pests and diseases in agriculture No major occurrence of fish diseases No unexpected occurrence of epidemic diseases in the project area 																																													
<p>OUTPUTS</p> <ol style="list-style-type: none"> Participation of target groups in planning, implementation and evaluation of interventions secured Agricultural services effectively operated at farm level Target group provided with improved fishing equipment and trained in improved fishing (ponds, rivers) and processing methods Non-agriculture/non-fishing working-opportunities (not covered under community action fund) provided Health services effectively and efficiently operated and target groups' awareness of health and nutrition related problems and needs improved Project management and coordination between government and non-government organizations effectively operated 	<p>INDICATORS THAT MEASURE ACHIEVEMENT OF OUTPUTS</p> <p>See Objectively Verifiable Indicators programme logframes on purpose level</p>		<p>See Means of Verification programme logframes on purpose level</p>	<p>FOR PURPOSE ACHIEVEMENT</p> <ol style="list-style-type: none"> Commitment of all ministries involved and project execution continues District councils will be established and staffed and funds made available Continuous and increasing participation of self help groups No major change in the input/output price ratio 90% of farmers getting inputs and technologies are using it correctly 																																													
<p>ACTIVITIES</p> <ol style="list-style-type: none"> Support community development activities (implementation) Carry out women's programme Improve involvement of govt. and non-govt. personnel in community development at local level Increase flow of information and use of traditional knowledge in planning and evaluation of development programmes and improve involvement of sub-groups in the decision making process at village level Improve administrative skills of community development groups Initiate improvement of inter-village cooperation Improve traditional hierarchy of development (eg. district council, chiefdom council, etc) Run and operate community action fund and women's programme effectively Operate administration and accounts effectively Operate extension service effectively Establish appropriate agronomic recommendations Train extension staff appropriately and improve communication between extension staff and farmers Operate input supply and provide logistics effectively Operate monitoring and evaluation effectively Establish functioning fishermen society in each target village Improve traditional fishing practices and equipment Provide assistance for improvement of water transport system (boats) Provide improved fishing equipment Organize and strengthen the fishing villages' storage, processing and marketing opportunities 	<ol style="list-style-type: none"> Provide improved local fish species (for fish ponds) Provide assistance for improvement of aquaculture techniques in fish nutrition, pond management and design/construction of ponds Provide physical facilities for improvements of MHR services Administer and run fisheries programme effectively Establish and operate procurement system that is sensitive to local resources Establish pilot-scheme for agriculture produce processing Promote handicraft production not covered by community action fund Promote artisan skills not covered by community action fund Promote trade channels Promote adapted means of transport Exchange health and nutrition information between community health personnel and decision makers and utilize traditional expertise Carry out need oriented training and supportive supervision of PHU staff Improve need oriented health care delivery system (preventive, promotive, curative, administrative) Introduce performance and achievement oriented incentive system for rural health workers Establish nutrition unit at provincial level Establish solid waste disposal system Run and administer health and nutrition programme effectively 	<p>RESOURCES (MAN/MONTHS, FUNDS - FOR EACH ACTIVITY/GROUP OF ACTIVITIES)</p> <p>Resources / Budget (1 000 Le) - price basis: 6.83 - including contingencies - for details see Annex 2</p> <p>Total project</p> <table border="1" data-bbox="1167 1007 1473 1469"> <thead> <tr> <th>Funding Source</th> <th>FRG / GDS</th> <th>Sierra Leone Dev. Budget</th> <th>Sierra Leone Recurrent Budget</th> <th>GRZ man month</th> </tr> </thead> <tbody> <tr><td>84/85</td><td>3821.6</td><td>228.8</td><td>1011.6</td><td>91</td></tr> <tr><td>85/86</td><td>3940.9</td><td>248.7</td><td>1160.1</td><td>91</td></tr> <tr><td>86/87</td><td>4463.1</td><td>293.4</td><td>1331.8</td><td>79</td></tr> <tr><td>87/88</td><td>5068.1</td><td>348.6</td><td>1536.0</td><td>67</td></tr> <tr><td>Total 84/8</td><td>17293.7</td><td>1117.5</td><td>5039.5</td><td>328</td></tr> <tr><td>Total 84/8 (all sources)</td><td></td><td>23450.7</td><td></td><td>328</td></tr> </tbody> </table>	Funding Source	FRG / GDS	Sierra Leone Dev. Budget	Sierra Leone Recurrent Budget	GRZ man month	84/85	3821.6	228.8	1011.6	91	85/86	3940.9	248.7	1160.1	91	86/87	4463.1	293.4	1331.8	79	87/88	5068.1	348.6	1536.0	67	Total 84/8	17293.7	1117.5	5039.5	328	Total 84/8 (all sources)		23450.7		328	<p>- financial journal - other bookkeeping records - receipts - bank accounts - inventories</p>	<p>FOR ACHIEVEMENT OF OUTPUTS</p> <ol style="list-style-type: none"> Willingness of target groups to participate continues Present staff situation does not worsen to a great extent Planned adult literacy programme comes into existence Information of district council No basic change of government strategy regarding community participation 90% of the procured inputs and technologies in agriculture are reaching farm level Station conditions (housing, infrastructure) acceptable to field staff Health and nutrition middle level personnel available No further deterioration of infrastructure (roads, bridges) in the area <p>PRE - CONDITIONS</p>										
Funding Source	FRG / GDS	Sierra Leone Dev. Budget	Sierra Leone Recurrent Budget	GRZ man month																																													
84/85	3821.6	228.8	1011.6	91																																													
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Table 2: PROGRAMME PLANNING MATRIX
PLANNING AND COORDINATION

B-P RDP - PLANNING OVERVIEW (LOGICAL FRAMEWORK)

DESIGNATION: PROGRAMME: PLANNING AND COORDINATION

PLANNING PERIOD: 7.84 - 6.88

DATE: 15.11.1983

NARRATIVE SUMMARY		OBJECTIVELY VERIFIABLE INDICATORS	MEANS OF VERIFICATION	IMPORTANT ASSUMPTIONS																																			
PROGRAMME GOAL, THE BROADER OBJECTIVE TO WHICH THIS PROGRAMME CONTRIBUTES Improved practices applied by target groups in Bo-Pujehun districts		INDICATORS THAT MEASURE GOAL ACHIEVEMENT See project logframe purpose level	See project logframe purpose level	CONCERNING LONG TERM SAFEGUARDING OF OBJECTIVES See project logframe purpose level																																			
PROGRAMME PURPOSE Project management and coordination between government and non-government organizations effectively operated		INDICATORS THAT MEASURE SUCCESSFUL ACHIEVEMENT OF PURPOSE Project implementation according to plan of operation; delays due to external factors reported in time	Internal evaluation External evaluation (both in comparison with the plan of operation)	FOR GOAL ACHIEVEMENT See project logframe output level																																			
OUTPUTS 1. Planning and replanning exercises conducted 2. Project and programmes organized 3. Resources allocated (personnel, equipment/material, funds) 4. Project personnel led 5. Linkages with all institutions/organizations concerned established and maintained 6. Project implementation controlled (H&E objectives, finances, environment) 7. Gradual phasing out of project activities planned and implemented		INDICATORS THAT MEASURE ACHIEVEMENT OF OUTPUTS 1. Availability of : annual work/budget plan 30/6; tentative 6 month workplan 30/12 and 30/6; monthly/weekly workplan end of month/week; agreed minutes beginning of respective period; quarterly plan of financial/procurement requirements 15/12, 15/3, 15/6, 15/9; annual plan of financial/procurement requirements 30/9 2. Meetings according to schedule, coordination group functioning at 31/12/84 3. Counterpart training plans ready and sent for application at least 12 months before training starts 4. Regular contacts to all institutions stated under Activities 5.1 to 5.13; details yet to be decided 5. Finalized baseline data document ready at 31/12/84; annual evaluation report ready at 31/3; monthly internal auditing finalized at 15 following month; yearly external auditing finalized at 31/8; inventory ready at 30/9; half yearly progress report ready at 15/8 and 15/2 7. Strategy on self help/gradual phasing out ready by 12/85	1. Planning documents and reports 2. Minutes, list of participants 4. Training plans 6. Reporting documents 7. Strategy paper	FOR PURPOSE ACHIEVEMENT 1. Continuous willingness of cooperation by all partners concerned (ministries, govt. of FRG) 2. Present staff situation does not worsen to a great extent																																			
ACTIVITIES 1.1 Elaborate annual work/budget-plans (update of plan of operation) 1.2 Elaborate tentative (6 month) workplan as basis for progress reporting 1.3 Elaborate monthly workplans (basis for monthly meetings) 1.4 Elaborate weekly workplans 1.5 Arrange for agreed minutes 1.6 Manage short-term experts' fund (short term studies) 1.7 Discuss local financial contribution with respective ministries 1.8 Establish annual financial estimates 1.9 Establish quarterly plan of financial requirements 1.10 Establish quarterly plan of procurement requirements 1.11 Establish annual plan of financial requirements 1.12 Establish annual plan of procurement requirements 1.13 Conduct continuous price comparison for local procurements 1.14 Apply for supplementary funds 1.15 Assist agricultural programme in conceptual and socio-economic questions (extension concept, extension recommendations, research programme) 1.16 Assist other programmes in conceptual issues 2.1 Organize/arrange for internal/external meetings - weekly meetings (programmes) - monthly meetings (project) - quarterly meetings (regional politicians, programme manager, etc) - steering committee (sporadic) 2.2 Organize for public relations - bulletin (monthly or quarterly) - radio (quarterly) - public relation seminars ("Day of the Open Door", etc)		RESOURCES (MAN/MONTHS, FUNDS - FOR EACH ACTIVITY/GROUP OF ACTIVITIES) 5.11 Link with research institutes (WARDA, IITA, Rokupr, ACRE, Paramedical school, universities) for regular exchange of information 5.12 Link with all ministries involved with B-P RDP 5.13 Link with training institutes 5.14 Exchange information with and report to GTZ, BMZ, Embassy, local banks 6.1 Finalize and refine baseline data collection, analysis and presentation (simplicity, understandability, mapping) 6.2 Conduct farming systems survey 6.3 Assist sector programmes in design, analysis and reporting of baseline surveys and programme monitoring/evaluation 6.4 Monitor/evaluate project performance and environment (validity of assumptions on all levels) as ongoing activity in cooperation with the H&E section, agricultural programme 6.5 Conduct external evaluation 6.6 Conduct financial controlling - ongoing accounting - monthly internal auditing - annual external auditing 6.7 Elaborate inventory 6.8 Conduct reporting exercises - half-yearly progress report 7.1 Develop appropriate concept and strategy on self help/participation and gradual phasing out of project 7.2 Strengthen administrative structures for their contribution to target achievement 7.3 Gradually withdraw donor contribution - phasing out fishery and community action fund contribution in 6/88 7.4 Arrange/negotiate for gradual increase of local contribution	- financial journal - other bookkeeping records - receipts - bank accounts - inventory	FOR ACHIEVEMENT OF OUTPUTS 1. Availability of suitable staff continues																																			
		<p>Resources / Budget (1 000 G) - price basis: 6.83 - including contingencies - for details see Annex 2</p> <p>Planning & Coordination</p> <table border="1"> <thead> <tr> <th>Funding Source</th> <th>GTZ/YES</th> <th>Sierra Leone Dev. budget</th> <th>Sierra Leone Recurrent budget</th> <th>GTZ man month</th> </tr> </thead> <tbody> <tr> <td>84/85</td> <td>645.2</td> <td>-</td> <td>7.4</td> <td>51</td> </tr> <tr> <td>85/86</td> <td>696.8</td> <td>-</td> <td>8.5</td> <td>51</td> </tr> <tr> <td>86/87</td> <td>781.8</td> <td>-</td> <td>9.8</td> <td>39</td> </tr> <tr> <td>87/88</td> <td>964.3</td> <td>-</td> <td>11.3</td> <td>27</td> </tr> <tr> <td>Total 84/8</td> <td>3088.1</td> <td>-</td> <td>37.0</td> <td>168</td> </tr> <tr> <td>Total 84/8 (all sources)</td> <td></td> <td>3125.1</td> <td></td> <td>168</td> </tr> </tbody> </table>		Funding Source	GTZ/YES	Sierra Leone Dev. budget	Sierra Leone Recurrent budget	GTZ man month	84/85	645.2	-	7.4	51	85/86	696.8	-	8.5	51	86/87	781.8	-	9.8	39	87/88	964.3	-	11.3	27	Total 84/8	3088.1	-	37.0	168	Total 84/8 (all sources)		3125.1		168	PRE-CONDITIONS
Funding Source	GTZ/YES	Sierra Leone Dev. budget	Sierra Leone Recurrent budget	GTZ man month																																			
84/85	645.2	-	7.4	51																																			
85/86	696.8	-	8.5	51																																			
86/87	781.8	-	9.8	39																																			
87/88	964.3	-	11.3	27																																			
Total 84/8	3088.1	-	37.0	168																																			
Total 84/8 (all sources)		3125.1		168																																			

Table 4: EQUIPMENT/MATERIAL REQUIREMENTS

Equipment / Material Requirements 612 Headquarters Procurement		Programs: Planning and Co-ordination										Date of issue: 15.11.1983		
Number and type of Activities (Master list/rate)	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Type		
												1000 Le	1000 Le	
Detailed (7.84 - 6.85)														
1. Conduct planning and replanning exercises														
2. Organize project and programs														
3. Allocate resources (personnel, equip., material, funds)	3	1												
4. Lead project personnel														
5. Establish and maintain linkages with all institt./orgnizs. concerned														
6. Control project implem. (MSP of objectives, finances and environm.)														
7. Plan and implement gradual phasing out of project activities														
Total units	3	1	-	-	-	-	-	-	-	-	-	-	-	-
Price per unit (1000 Le) ¹	90.0	30.0	5.2	10.0	6.0	10.5	-	-	-	-	-	-	-	-
Total (7.84 - 6.85; 1000 Le) ¹	30.0	30.0	-	-	-	2.0	10.0	1.0	13.0					
Tentative (7.85 - 6.86; 1000 Le) ¹	60.0													
Tentative (7.86 - 6.87; 1000 Le) ¹	60.0													
Tentative (7.87 - 6.88; 1000 Le) ¹	90.0	30.0												
Total (7.84 - 6.88; 1000 Le) ¹	120.0	60.0	10.4	10.0	6.0	3.0	17.0	70.0	4.0	48.4				

Remarks: 1) Price basis: 6.83; excluding contingencies

Equipment / Material Requirements Project Procurement		Programs: Planning and Coordination										Date of issue: 15.11.1983		
Number and type of Activities (Master list/rate)	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Unit	Type		
												1000 Le	1000 Le	
Detailed (07.81 - 06.85)														
1. Conduct planning and replanning exercises														
2. Organize project and programs														
3. Allocate resources (personnel, equip., material, funds)														
4. Lead project personnel														
5. Establish and maintain linkages with all institt./orgnizs. concerned														
6. Control project implementation (MSP of objectives, finances and environm.)														
7. Plan and implement gradual phasing out of project activities														
Total units	1	3	-	-	-	-	-	-	-	-	-	-	-	-
Price per Unit (1000 Le) ¹	4.0	4.0	-	-	-	-	-	-	-	-	-	-	-	-
Total (1000 Le) ¹	4.0	12.0	5.0	21.0										
Tentative (07.85 - 06.86; 1000 Le) ¹														
Tentative (07.86 - 06.87; 1000 Le) ¹														
Tentative (07.87 - 06.88; 1000 Le) ¹														
Total (07.84 - 06.88; 1000 Le) ¹	4.0	18.0	20.0	93.0										

Remarks: 1) Price basis: 06.83; excluding contingencies

Table 5: ANNUAL BUDGET

Period	Annual Budget (in 1000 U)										Date of issue: 15.11.1983.					
	Programme: Planning and Coordination										including contingencies					
	Funding source			Type of cost			excl. contingencies		incl. contingencies		GTZ man month					
	GTZ	FRG	Dev. Rec.	Construction	Personal	Operation & maintenance	Administration	Travel in foreign country	Disturbance	Total (1000 U)	FRG	Sierra Leone	Total (1000 U)	FRG	Dev.	Rec.
1. 07.84 - 06.85	133.0	12.0	12.0	13	11	15				133.0	133.0		143.6	143.6		51 ²
	21.0	197.5	108.0 ²	55.0 ³	5.0	18.0 ⁴				404.5	404.5	6.0	501.6	501.6		
			6.0							6.0			7.4			
2. 07.85 - 06.86 (tentative)	87.0									87.0	87.0		88.3	88.3		51 ²
	34.0	201.5	108.0 ²	55.0 ³	5.0	18.0 ⁴				421.5	421.5	6.0	588.5	588.5		
			6.0							6.0			8.5			
3. 07.86 - 06.87 (tentative)	97.4									97.4	97.4		115.9	115.9		39 ²
	21.0	201.5	108.0 ²	55.0 ³	5.0	18.0 ⁴				408.5	408.5	6.0	665.9	665.9		
			6.0							6.0			9.8			
4. 07.87 - 06.88 (tentative)	163.0									163.0	163.0		203.8	203.8		27 ¹
	47.0	201.5	108.0 ²	55.0 ³	5.0	18.0 ⁴				404.5	404.5	6.0	760.5	760.5		
			6.0							6.0			11.3			
5. 07.84 - 06.88 (Total)	480.4									480.4	480.4		581.6	581.6		168
	93.0	802.0	432.0	250.0	30.0	72.0				1639.0	1639.0	24.0	2526.5	2526.5		
			24.0							24.0			37.0			
6. 07.84 - 06.88 (Total; all sources)	573.4									573.4	573.4		708.1	708.1		168

Remarks: ¹Price basis: 06.83; for further details see Annex 2.1.
²472,000 (6 vehicles), 14,000 (2 motorcycles), 1510,000 (generator).
³147,000 (repair building/equipment), 145,000 (water, electricity).
⁴240,000 (office costs), 144,000 (office cleaning), 142,600 (insurance), 146,000 (stationery), 141,400 (postage), 142,000 (telephone), 144,000 (taxi), 141,000 (bank fees), 141,500 per month.

Table 6: STAFF REQUIREMENTS

Staff Requirement	Programme: Planning and Coordination										Period: 07.84 - 06.85 ²		Date of issue: 15.11.1983					
	Distributions of Post and Man-Month Required																	
Number and Type of Activities (Master list trace)	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	
1. Conduct planning and replanning exercises	2	2	3	6	2	2	2											
2. Organize project and programme	3	3	3	1	2	8	2											
3. Allocate resources	1	1																
4. Lead project personnel	1	1	3					12	12	12	12	12	12	12	12	12	12	12
5. Establish and maintain linkages with all institutions concerned	3	3	3	1														
6. Conduct project evaluation (MTR of objectives, financial and environment)	1	1		3	8		6											
7. Plan and implement gradual phasing out of project activities	1	1		1			2											
Total MN	12	12	12	12	12	103	12	12	12	12	12	12	12	12	12	12	12	12
Costs per 12MN (1000 U) ¹	6.0	5.0				6.0	5.0	4.0	5.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Total costs (1000 U) ¹	6.0	5.0				5.0	5.0	4.0	5.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Funding sources: FRG (1000 U) ¹																		
REC ² (1000 U) ¹																		
Total																		

Footnotes: ¹Price basis: 06.83; excluding contingencies
²Staff position remains the same for the following years (except less 1 position in 85/86 for 12 MN consultant and 1 position in 87/88 for 12 MN training and logistics officer in 87/88)

Table 7: JOB DESCRIPTIONS

JOB DESCRIPTION	
Post	Project Coordinator, PCO
Duty station	Planning and Coordinating Office, Bo.
Technically responsible to	Ministry of Development and Economic Planning (MORPE)
Disciplinary responsible to	GTZ AL 12
Subordinate officers	All staff working within B-P RDP
Objective of the post	To secure implementation of B-P RDP according to Project agreement and to coordinate activities of the programme.
Duties of the officer:	<ol style="list-style-type: none"> To secure implementation and establishment of the personnel and organizational structure of B-P, RDP To coordinate planning activities for the main investment phase in cooperation with PCO-staff and the respective ministries. To implement and improve the concept of rural development through local participation and sequential planning/implementation on the basis of a monitoring and evaluation Planning and Coordinating Office in executive function. To develop a sound concept of counterpart training. To plan and control the use of financial contributions from GTZ and KfW. To ensure reporting to GTZ and KfW according to their use. To decide upon conduction of short term consultancies together with the respective departments and in co-operation with the respective ministries.

JOB DESCRIPTION	
Post	Principal Planning Officer, PCO
Duty station	Planning and Coordinating Office, Bo.
Technically responsible to	Director, Central Planning Unit, Ministry of Development and Economic Planning.
Disciplinary responsible to	Development Secretary, Ministry of Development and Economic Planning.
Subordinate officers	All officers in the Provincial Wing of the Central Planning Unit.
Objective of the post	To integrate the Planning and Coordinating Office in the B-P RDP in Bo into the set up of the Ministry of Development and Economic Planning.
Duties of the officer:	<ol style="list-style-type: none"> To take charge of all personnels and planning activities of the Ministry of Development and Economic Planning in the Southern Province. To participate in the preparation of Planning proposals for funding (by GTZ and other donors) in line with the national development objectives. To ensure that the project proposals are in line with the national development objectives. To liaise with all sector programmes of B-P RDP with their respective sector heads and liaise between all implementing parties and the Provincial Administration. To supervise timely preparation of annual work programmes/budgets and progress reports. To assist sector programme Managers in the preparation of development budget allocations for their B-P RDP programmes and liaise with MORPE and Ministry of Finance to ensure that the B-P RDP is fully financed. To ensure that all staff and officials in the districts to ensure an early involvement of the rural population in programme preparation. To be a permanent member of the review board for self-help projects under the Community Action Fund of B-P RDP. To be the vice chairman of the Provincial Planning Committee and guide this committee in all planning activities. To be responsible for the public relations work of the B-P RDP to the Sierra Leonean Authorities and the public and to represent the Project on conference, Seminars and Public Functions.

JOB DESCRIPTION	
Post	Senior Rural Development, Officer, PCO
Duty station	Planning and Coordinating Office, Bo.
Technically responsible to	Project Coordinator, B-P RDP, Planning and Coordinating Office, Bo.
Disciplinary responsible to	Project Coordinator, B-P RDP, Planning and Coordinating Office, Bo.
Subordinate officers	
Objective of the post	The development of suitable conceptual frameworks and associated plans of operation for implementation at the Project level.
Duties of the officer:	<ol style="list-style-type: none"> To develop the concept of "target group participation" approach for B-P RDP in cooperation with the "coordinator group". To advise programme managers on implementation of participatory approach. To assist the programme managers in planning and evaluating socio-cultural aspects of programmes. To assist the Project Coordinator and programme managers in socio-cultural aspects of their operational planning. To assist the Project Coordinator to review within the above mentioned framework survey proposals arising from sector programme and short-term consultants prior to data collection. To design and supervise specific field investigations for the Project Coordinator including research proposals of university students attached to the project. To liaise between the Planning and Coordinating Office and academic/research institutions and represent the Project Coordinator at related seminars and conferences. To assist the Planning and Coordinating Office in public relations to other institutions and the rural communities. To monitor and analyze innovations of other development projects in Sierra Leone and record such information.

JOB DESCRIPTION	
Post	Senior Economist, PCO
Duty station	Planning and Coordinating Office, B-P RDP, Bo.
Technically responsible to	Project Coordinator, B-P RDP, Planning and Coordinating Office, Bo.
Disciplinary responsible to	Project Coordinator, B-P RDP, Planning and Coordinating Office, Bo.
Subordinate officers	Computer programmer, computer secretary.
Objective of the post	Conduction of operational planning, monitoring and evaluation during main investment phase.
Duties of the officer:	<ol style="list-style-type: none"> Planning <ul style="list-style-type: none"> - to establish annual plan of operation in cooperation with sector programme managers - to support agricultural programmes in conceptual and agro-economic questions especially on <ul style="list-style-type: none"> - elaboration of an extension concept - design of on-farm research programmes - to support managers of other programmes in conceptual and agro-economic questions. Monitoring and evaluation <ul style="list-style-type: none"> - to follow up and evaluate the on-farm research component in form of maps/graphs; - to improve the existing monitoring and evaluation system with special emphasis on: <ul style="list-style-type: none"> - environmental monitoring (marketing, climate) - farm level economics (agriculture); - to monitor and evaluate the elaboration of sector-specific evaluation programmes (agriculture); - to monitor and evaluate the elaboration of sector-specific and presentation; To monitor and evaluate the on-farm research component in agriculture in cooperation with the monitoring/evaluation and agronomy departments, agriculture. To advise the project coordinator and programme managers in budgetary and implementation issues during the main investment phase. To establish a link between other rural/agricultural development projects within Sierra Leone and exchange of information especially on monitoring and evaluation. To establish a link between GTZ rural development projects in West and East Africa for the exchange of experience on monitoring and evaluation.

JOB DESCRIPTION	
Post	Training and Logistics Officer, PCO
Duty station	Planning and Coordinating Office, B-P, RDP, Bo.
Technically responsible to	Project Coordinator, B-P RDP, Planning and Coordinating Office, Bo.
Disciplinary responsible to	Project Coordinator, B-P RDP, Planning and Coordinating Office, Bo.
Subordinate officers	Administrative Assistant, PCO, training staff of sector programmes.
Objective of the post	Organization of training and logistics for all sector programmes.
Duties of the officers	<p>1. Organization of in-service courses</p> <ul style="list-style-type: none"> - to elaborate training plans - to initiate subject matter specialists - to procure training aids <p>2. Organization of counterpart training abroad;</p> <ul style="list-style-type: none"> - to identify training requirements in cooperation with sector programmes - to organize and follow-up training courses. <p>3. To plan organization and follow-up of all project and GTZ headquarters procurements in cooperation with the financial controller.</p> <p>4. To organize and supervise transport and all technical equipment.</p> <p>5. To organise public relation activities.</p> <p>6. To assess appropriate technologies for village programmes.</p>

QUELLE: Ministry of Development and Economic Planning, Government of Sierra Leone: Bo-Pujehun Rural Development Project. Plan of Operation, Freetown 1983

JOB DESCRIPTION	
Post	financial Controller, PCO
Duty station	Planning and Coordinating Office, B-P RDP, Bo.
Technically responsible to	Project Coordinator, B-P RDP Planning and Coordinating Office, Bo.
Disciplinary responsible to	Project Coordinator, B-P RDP, Planning and Coordinating Office, Bo.
Subordinate officers	Programme accountants.
Objective of the post	To secure the flow of financial contribution from GTZ/KFM in agriculture, fishery, health, education, rural roads, according to plan.
Duties of the officers	<p>1. To lead and control the necessary financial transactions with the Planning and Coordinating Office and all programmes.</p> <p>2. To audit the B-P RDP finances regularly and to report to GTZ/KFM.</p> <p>3. To take over administrative work like annual inventory etc.</p> <p>4. To elaborate financial and procurement plans.</p> <p>5. To train Sierra Leone account staff on the job.</p> <p>6. To contribute to the elaboration of programme budgets.</p> <p>7. To support financial and procurement data for monitoring and evaluation purposes.</p> <p>8. To support financial and procurement data for monitoring and evaluation purposes.</p>

E MASSNAHMEN ZUR AGRARMARKTFÖRDERUNG

E 1 PRÜFLISTE FÜR MÖGLICHE MASSNAHMEN IM ERZEUGERBEREICH

Die Arbeitsunterlage baut auf den in Arbeitsunterlage B 7 identifizierten Problemstellen im Erzeugerbereich auf. Es werden im folgenden ausgewählte potentielle Maßnahmen vorgestellt, die zur Lösung potentieller Probleme kleinbäuerlicher Produzenten beitragen können.