



**Sustainable intensification of food production through
resilient farming systems in West & North Africa**

Deliverable D6.5
Baseline Workshops in Africa

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ABSTRACT

This deliverable outlines the approaches that will be used to organise baseline workshops in the first stage of the SustInAfrica project. The main objective of the workshops is to gather baseline information and set up demonstration trials in selected “core communities” of the targeted AEZs and engage stakeholders in the project.

WP1 creates a Field protocol with instructions on how to organise baseline workshops (see Annex 1). The field protocol will be completed in July 2021 and disseminated to all workshop organisers of SustInAfrica.



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List of abbreviations and acronyms

| | |
|------|-------------------------------|
| AEZ | Agro-ecological zone |
| M | Month |
| NGO | Non-governmental organisation |
| SHA | Self Help Africa |
| UCC | University of Cape-Coast |
| UDDG | l'Université de Dédougou |
| WP | Work Package |



1. Introduction

This deliverable outlines the approaches to be used for organising baseline workshops in the first stage of the SustInAfrica project, operating in five African countries in North and West Africa (Burkina Faso, Ghana, Egypt, Niger and Tunisia). In the first stage (M01–M18) SustInAfrica will gather baseline information and set up demonstration trials in selected “core communities” of the targeted AEZs and engage farmers, communities, value chain actors, and other stakeholders in the project. Thus, a baseline national and regional workshop per African country integrating specific thematic experts is organised to support baseline work of WPs 1, 3, 4, 5 and 6. Other activities (D1.1) will be used to collect baseline data at the community and farmer levels, such as surveys and focus groups. So, here we will focus exclusively to describe national and regional baseline workshops organisation.

Baseline workshops are organised to communicate SustInAfrica’s objectives and expected impacts, to open discussion and to start the engagement process to select the most appropriate and sustainable agricultural systems for each AEZ (see D6.3).

2. Baseline workshops

Baseline workshops are one of the key methods used to reach, engage and cooperate with multiple stakeholders from different sectors of the agri-food system, operating at different levels, i.e., national, regional, and local. The main sectors included are the government and national bodies, research and training, donors, private agrobusiness, NGOs, civil society, farmers and women organizations.

The first baseline workshops in 2021 aim to present the SustInAfrica project and establish ways to stay in contact and share information with key stakeholders. Also, it will allow the identification of constraints and challenges to sustainable intensification and associated value chains among the participants and discuss possible pathways to innovation.

Similarly, at the community level, focus group meetings/discussion to present SustInAfrica and several focus groups will be conducted to collect farmers’ perspectives regarding the different topics of the agri-food system SustInAfrica will approach.

2.1 Field protocol to organise baseline workshops

WP1 creates a Field protocol (see the draft in Annex 1) with instructions on how to organise baseline workshops. The field protocol will be completed in July 2021 and disseminated to all workshop organisers of SustInAfrica.

The workshops are planned to be held in either the capital city or at the place of one of the project’s core communities of each country, with the specific objectives:

1. To present SustInAfrica in broad terms, discussing its relevance at national, regional and local levels,
2. To solicit feedback on the project and proposed activities,
3. To discuss the broad aspects of identified farming and livelihood systems and AEZs and associated poverty, rural livelihoods, gender issues, challenges facing rural youth (e.g., productivity, technology, employment) by:
 - a. identifying and categorizing constraints and challenges of sustainable intensification and associated value chains, and



- b. exploring specific and generic points for innovation in the agri-food system.
4. Identify potential partners to assist with project implementation and support future policy discussion,
5. Pinpoint relevant projects, documentation, such as policies, surveys, academic papers, studies, and reports.

The participants will be selected based on the **stakeholder mapping procedure and database (D6.6 “Stakeholder database”)** defined for the project at the national and regional level and the **knowledge and experience of the SustInAfrica local partners.**

It is important to identify participants who have useful insights on the issues under discussion and who can provide guidance on project design and implementation. Such participants must represent the different sectors and agencies involved in the agri-food system, as exemplified in the table below (adapted from FAO 2011).

To keep workshops manageable, and to stimulate interaction and debate, the participation of a maximum of 25 participants per workshop is proposed, for instance consisting of five representatives from each of the sectors presented below: government, research and training, donors, farmer organisations, NGOs and civil society, and the private sector. As far as possible, each group should be a representative sample with respect to, for instance, gender, age, and ethnic groups.

| Sector | Organisation | People/departments to invite |
|---------------------------------------|--|--|
| Government and national bodies | Ministry of Agriculture Ministry of Environment Ministry of Rural Development Other | Ministry / departmental gender and youth focal points Head of key departments Head of extension services |
| Research and training | Research institutes, universities and relevant academic bodies | Agronomy Forestry Rural development and poverty Gender |
| Donors | Multilaterals UN agencies (FAO, UNDP, IPCC) and other development international organizations (e.g. GIZ) | People with specialist interest in agriculture and rural livelihoods, poverty, gender and youth |
| Private | Agribusiness Agricultural service providers | People with a specialist interest in rural livelihoods – especially for value chain discussion |
| NGOs and civil society | Women’s advocacy groups NGOs | People with specialist interest in rural and agricultural developments, gender and youth |
| Farmers organizations | Farmers associations or cooperatives Farmer’s workers Unions | People with specialist interest in rural and agricultural developments |

The workshop should have the duration of a full day. It should be held in a language spoken by all participants and be facilitated by someone who is familiar with the relevant cultural norms, has affinity with the problem and understands the realities of the different stakeholder groups. The proposed workshop methodology consists of a general introductory session where the project and the purpose of the workshop are presented, followed by group sessions.



3. Baseline work before M09

Before month 9 of SustInAfrica, the Covid-19 pandemic prevented project partners from organising live events in full scale.

Adjusting the workshops to current situation required a change of plan. Instead of organizing planned workshops, a combination of expert interviews, surveys and smaller scale workshops were used (see D3.1 for details of the interviews).

3.1 Preliminary workshops

During the spring 2021 after the pandemic situation eased, three preliminary workshops were organised. The goals of these workshops were to bring the African stakeholders together, to strengthen their commitment to the project and to introduce the project's goals and methods. The first workshop was organised in Burkina Faso by l'Université de Dédougou (UDDG) and Self Help Africa (SHA) on 16-17 March, the second one in Ghana by University of Cape Coast on 30-31 March and the third one in Tunisia by Olive Tree Institute on 27th May. The workshop in Ghana was an all-African workshop and enabled also online attendance to those unable to travel.

In Burkina Faso, UDDG hosted the preliminary workshop to gather SustInAfrica's implementing partners and stakeholders based in the country in a face-to-face meeting to foster ownership of the project. It also served as an opportunity to present the SustInAfrica project and discuss the roles of each actor in achieving its objectives and develop a roadmap for next steps. The workshop was attended by the SustInAfrica project team from UDDG and Self Help Africa, who were joined by local authorities and heads of technical services from the Satiri municipality, as well as representatives from INERA. During the workshop session's participants discussed the potential achievements and main challenges and concerns of the Satiri municipality in relation to agriculture, livestock and the management of natural resources.

In Ghana, a preliminary workshop was hosted by the University of Cape Coast from 30-31 March. The primary objective of this workshop was to create an opportunity for implementing partners based in West Africa to meet in person, however an online access was also provided for those unable to travel as a result of COVID-19 restrictions and for European partners to engage. Participants included UCC, UDDG, SHA and Farmer Line among many others. The workshop presented the SustInAfrica project objectives, activities, timelines and deliverables. Farmer Line presented on the communication and dissemination modalities that can be used through their platform Mergdata. An overview of the coherence between all work packages was provided, as well as a discussion on WP4 in particular. Finally, participants conducted a visit to farming communities in Komenda.

The third workshop was organized on 27th May 2021 in Tunisia by Olive Tree Institute. The objectives of the workshop were: presentation of the SustInAfrica project and the agro-ecological zones targeted, communication between the different actors and gathering feedback on the project. The workshop was attended by 25 participants from different stakeholder groups : Ministry of Agriculture, research, farmer organisations, private farmers, Regional agricultural development commission (CRDA Sousse), National Oil Office (ONH), Organic farming center (CTAB), Tunisian Union of Agriculture and Fisheries (UTAP), Olive Institute (IO), Agricultural Extension and Training Agency (AVFA) and Association of Rural women.



4. Future workshops

Future workshops will be planned individually according to each country fieldwork calendar, after collecting some information at the community level. Baseline data collection will occur separately in each African country according to the season calendar of the crops under trial and the fieldwork calendar. Baseline workshops are predicted to happen after conducting most of the toolbox methods design at the community level (for further detail see D1.1 Figure 3). This will allow the SustInAfrica project to fully tailor the baseline workshops, by inviting the necessary key representative stakeholders and use the information previously collected in the workshop discussions.



References

FAO 2011. Social analysis for agriculture and rural investment projects. Field guide. FAO, pp. 81



Annex 1 to D6.5, SustInAfrica

The document is an early version and will be completed in July 2021

FIELD PROTOCOL

National and regional stakeholders' workshops

AIMS

[Generic statement on what the data collection methodology is about]

The national and regional multi-stakeholders' workshops aims to:

1. Present *SustInAfrica* in broad terms, and discussing its relevance at national, regional and local levels;
2. Solicit feedback on the project and proposed activities;
3. Discuss the broad aspects of identified farming and livelihood systems and AEZs and associated poverty, rural livelihoods, gender issues, challenges facing rural youth (e.g., productivity, technology, employment) by:
 - i. identifying and categorizing constraints and challenges of sustainable intensification and associated value chains, and
 - ii. exploring specific and generic points for innovation in the agri-food system;
4. Identify potential partners to assist with project implementation and support future policy discussion;
5. Pinpoint relevant projects, documentation, such as policies, surveys, papers, studies, and reports.

Furthermore, the workshop will support the specific project activities, such as:

- Describe institutional context, regulatory environment and key dimension in the economic and cultural contexts that influence the national and regional food system;
- Map institutional organisms and actors involved in agricultural development and policies involved;
- Map existing credits and supportive development programs;
- Map available technological tools and knowledge/ information programs;
- Perform SWOT analysis to understand each country's policy and institutional responses and challenges related to the development of farming systems and sustainable intensification.



Field Methods

[Specify scale(s), sample size, sampling strategy and selection criteria if needed, and describe the specific procedures and material/equipment used in each procedure step]

The national/regional stakeholder meeting will be organised by country and combines expositive (project presentation) and workshop formats (group discussions). Field methods are adapted from FAO's social analysis field guide (FAO, 2011)¹ and the Rapid Appraisal of Agricultural Innovation Systems (RAAIS) toolkit (Schut et al. 2017)².

Sampling

The participants of the **national/regional stakeholders meeting** will be selected based on i) the **stakeholder mapping procedure and database** (D6.6 Stakeholder database to be submitted in M12) defined for the project at the national and regional level and ii) the **knowledge and experience of the SustInAfrica local partners**. It is important to identify participants who have useful insights on the issues under discussion and who can provide guidance on the project design and implementation. Such participants must represent the different sectors and departments involved in the agri-food system, as exemplified in the table below (adapted from FAO 2011).

To keep the workshop manageable and to stimulate interaction and debate the participation of a maximum of 25 participants per workshop is proposed – for instance consisting of five representatives from each of the sectors presented below – government including research, donors, farmer organisations, NGOs/civil society, and the private sector. As far as possible, each group should be a representative sample with respect to, for instance, gender, age, and ethnic groups.

| Sector | Organization | People/departments to invite |
|---------------------------------------|--|---|
| Government and national bodies | Ministry of Agriculture Ministry of Environment Ministry of Rural Development Other | Ministry / departmental gender, youth focal points Head of key departments Head of extension services |
| Research | Research institutes, universities and relevant academic bodies | Agronomy Forestry Rural development and poverty Gender |
| Donors | Multilaterals UN agencies (FAO, UNDP, IPCC) and other development international organizations (e.g. GIZ) | People with specialist interest in agriculture and rural livelihoods, poverty, gender and youth |
| Private | Agribusiness Agricultural service providers | People with a specialist interest in rural livelihoods – especially for value chain discussion |
| NGOs and civil society | Women's advocacy groups NGOs | People with specialist interest in rural and agricultural developments, gender and youth |
| Farmers organizations | Farmers associations or cooperatives Farmer's workers Unions | People with specialist interest in rural and agricultural developments |

Procedures

Workshop organization

The organization of the workshop must address the following steps:

¹ <http://www.fao.org/3/i2816e/i2816e00.htm>

² https://data.ilri.org/tools/my_MM/dataset/5a92e236-b841-443e-9f9e-6050ce5fef4f/resource/38d188a8-47c1-4e80-b754-8cf2ae3668f5/download/schutetal.2015raaistoolkit1.pdf



1. **Define date and hour for the workshop** for each country (ISEG/Luke in collaboration with African partners).
2. **Invitation of participants (FL in collaboration with ISEG and African partners)**. Each participant must be invited via telephone and/or email by sending an invitation letter with the workshop agenda and the *SustInAfrica* presentation flyer through the local partners. Participation confirmation must be obtained. When a participant does not accept, we should analyse the possibility to find an alternative participant with equivalent specialist interest.
3. **Arrange room venue (ISEG in collaboration with local partner)**. It is necessary to book a room, for instance at the university of the local partner, to conduct the workshop. The room must have the necessary conditions to conduct the workshop, such as the adequate space to conduct independent working groups and provide the necessary social distance in case of Covid-19 issues, video projector, flipcharts, and the material listed in point 5 of this protocol.
4. **Choose moderation and supporting team (ISEG in collaboration with African partners and FL)**. Define who will be the moderators, note-takers and supporting members in the team.
5. **Arrange lunch and/or coffee break (ISEG in collaboration with local partner)**. Organize the coffee breaks and lunch (if necessary) for the participants and organizing team.
6. **Train the team (?)**. Review the materials and the program and define tasks among the team.
7. **Gather the necessary materials (ISEG/FL in collaboration with African partners)**. Make sure all the material is bought or requested on time for the workshop.
8. **Set the venue place.**
9. **Conduct the workshop (African partner supported by ISEG/FL/SHA): XXX (see below “Workshop activity”)**
10. **Report output of the workshop/focus group discussions (ISEG/FL/SHA and African partners)**. Based on collected information, taken notes, audio records and photos and prepared in English.

Workshop activity

The workshops should have the duration of a full day and take place either in the capital city, or at the place of one of the project’s core communities. It should be held in a language spoken by all participants and be facilitated by someone who is familiar with the relevant cultural norms, has affinity with the problem and understands the realities of the different stakeholder groups. The proposed workshop methodology consists of a general introductory session, where the project and the purpose of the workshop are presented, followed by group sessions to discuss the following themes: 1) identifying constraints and challenges of sustainable intensification and associated value chains, 2) categorising constraints and challenges, and 3) exploring specific and generic points for innovation in the agri-food system. The groups will be organized at the beginning of the workshop by gathering people from the same or similar sectors, to increase their voices when discussing. Intermediate and final general sessions will occur, to allow discussion among stakeholders from different sectors, present the groups discussions and relate findings among stakeholders’ groups.

Generically, the workshop will include:

- Welcoming venue – 10 min
- Presentation of organization and participants – 10 min [this may include a prepared and relevant activity to engage and introduce the participants]



- Presentation of the workshop program
- Introduction of *SustInAfrica*
- Collective and group brainstorms on key questions to be addressed by the project (see in 3. FIELD FORM 4. workshop program)
- Presentation of the main discussed points and insights
- Definition of collective future steps.

FIELD FORMS

[Registry of data to collect, e.g., field measurement sheet, interview guide, questionnaire, etc. Indicate if the form is going to be adapted to a phone, tablet, other platform, or used in paper]

Forms under development

- a. Invitation letter for participants
- b. Participant sign-in sheet
- c. Informed consent form
- d. Workshop program
- e. Moderators scripts
- f. Checklist for note-taker
- g. Checklist for moderator / speakers of meeting
- h. Checklist for organisers

a. Invitation letter for participants

A template will be defined to adjust to each African country.

b. Participant sign-in sheet

Create separate document, using the following table format, with the list of participants (see also D8.1 and D8.2). This should be printed out and available at the workshop reception for all participants. Example:

| Name | Institution | Email | Signature |
|------|-------------|-------|-----------|
| | | | |

c. Informed consent form

A template will be defined to adjust to each African country; see also D8.1.

d. Workshop program

- Program proposal for discussion among *SustInAfrica* partners. Should address everyone needs and project-related questions.
- Focus on challenges and opportunities and the main actors related to sustainable agriculture, in particular, or the agri-food system in general.
- Methodology adapted from the RAAIS toolkit (Schut et al. 2017) - Rapid Appraisal of Agricultural Innovation Systems. A toolkit for guiding research for development investment decisions and strengthening innovation capacity in agri-food systems.

| Session | Activities | Objectives | Time |
|---------|---------------|--|---|
| 0 | Welcoming and | Participants 1) introduce themselves and | . To ensure an equal representation 15' |



| | | | | |
|---|--|---|--|----------|
| | participants presentations | receive information about the workshop methodology and 2) are subdivided over different stakeholder groups, identified by coloured cards. | of participants over the different stakeholder groups. | |
| 1 | <i>SustInAfrica</i> and the sustainable intensification presentation | Presentation of the project by a local partner or project coordinator. | . To give the context for the future discussions. | 30' |
| 2 | Individual brainstorming about constraints and challenge | Participants individually identify five constraints and challenges they face in their work. On the back of their coloured cards, participants write their gender (male/female) and age. | . To make an inventory of general constraints and challenges in the agri-food system faced by stakeholders, . To capture constraints and challenges of gender and age groups. | 10' |
| 3 | Developing a Top 5 of constraints and challenges in stakeholder groups | Participants 1) discuss constraints and challenges within respective stakeholder group, 2) develop a stakeholder group Top 5 of constraints and challenges, 3) categorise Top 5 constraints and challenges as relating to biophysical, technological, socio-cultural, economic, institutional or political constraint, 4) re-categorise Top 5 constraints and challenges across different administrative levels (e.g. national, regional, district, 5) present the Top 5 to other stakeholder groups and 6) have discussions within and between stakeholder group(s). | . To gain insights into types of constraints and challenges, . To create awareness and stimulate learning between stakeholders. | 30' - 50 |
| 4 | Categorising constraints and challenges along segments of the value chain | Participants 1) categorise stakeholder group Top 5 constraints and challenges along the value chain and 2) have discussions within and between the stakeholder group(s). | . To analyse constraints and challenges along the agri-food value chain, . To create awareness and stimulate learning between stakeholders. | 10' |
| 5 | Identifying root causes of constraints and challenge | Participants discuss about the root causes of the constraints and note down a maximum of three root causes for each of their constrains. | . To get better insight in the underlying causes of stakeholder constraints, . To stimulate discussion among participants on what is causing the constraints. | 30' |
| 6 | Identifying relationships between constraints and challenges, and identifying key constraint | Participants 1) jointly discuss and identify relations between the different constraints and challenges, 2) identify constraints or challenges that are central in the analysis and 3) have discussions within and between the stakeholder group(s). | . To analyse relationships between different constraints and challenges, . To identify key constraints and challenges, . To create awareness of the interconnectedness of stakeholder constraints and stimulate learning between stakeholders. | 30' |
| 7 | Assessing the assumed impact of addressing the stakeholder constraints | project/program objectives (1=very low, 2=low, 3=medium, 4= high, 5= very high) | . To categorise constraints along project/program objectives, . To stimulate participants to relate constraints to project/program objective. | 20' |



e. Moderators' scripts

Detailed instructions will be developed after closing the main topics / sessions.

f. Checklist for note-taker

To adapt guide for note-taker from RAAIS toolkit (Schut et al. 2017) once the final program is defined. <https://www.wur.nl/en/download/Workshop-guide-for-notetaking.htm>

g. Checklist for moderator / speakers of the meeting

A set list will be defined to help moderator to prepare the session.

h. Checklist for organisers

A set list will be defined to help organisers to prepare and report the session.

Personnel Requirements

[#people, roles and responsibilities, qualifications needed, other (specify)]

| # people | Role & responsibility | Qualifications needed |
|-----------|-----------------------|---|
| 6*session | Moderators | Speak English/French and the local language |
| 6*session | Note takers | Speak English/French and the local language |
| 1*session | Transcription | Speak local language, able to transcript the record of the meeting supported by audio record software |
| 1*session | Translation | Speak English/French and the local language, able to listen the record of the meeting |
| 1*session | Coordination | Able to ensure the logistics and contacts to stakeholders and represent the project in the meeting |
| | Catering? | |

Material & equipment needed

[List of material and equipment. Add information if acquired in the field country or brought from Europe or another African country]

| Material / Equipment | Acquired at [country] / Return to [country] | Responsibility |
|---|---|---------------------|
| A flipchart/board or big sheets of paper | Country of venue /Local teams | Meeting coordinator |
| Writing/drawing materials (including high markers) | Country of venue /Local teams | Meeting coordinator |
| Camera to register the workshop and resulting materials | Country of venue /Local teams | Meeting coordinator |
| Audio recorder / tablet | Country of venue /Local teams | Meeting coordinator |
| Printed field forms | Country of venue /Local teams | Meeting coordinator |



Data Management & Consent

[Database, data management and consent/ethics requirements – if applicable]

Original data collection materials are to be stored and managed by local partners in compliance to data management policy. Reporting materials share to SIA partners to not identify participants by name.

Training

[Schedule, Coordination, Staff time, etc.]

Materials are in preparation to ensure online training and materials for focus groups coordinators, moderators and note-takers. Training is provided online in English to local partners who are prepared to translate materials, select data collection team (moderator, note taker), conduct the sessions and report the data collections.

Monitoring phase application

[State if relevant, adaptation of the method in the monitoring phase]

Non applicable. To be applied only at baseline.

Supporting Material

[If necessary, add name of documentation necessary to support this field protocol and its location in Tiimeri]

FAO 2011. Social analysis for agriculture and rural investment projects. Field guide. FAO, pp. 81

Schut, M., L. Klerkx, M. Sartas, P. van Asten and C. Leeuwis, 2017. Rapid Appraisal of Agri-cultural Innovation Systems (RAAIS). A toolkit for guiding investment decisions and strength-ening innovation capacity in agrifood systems. 2nd Edition. International Institute of Tropical Agriculture (IITA) and Wageningen University, pp. 182

