

**PROJECT DESCRIPTION****Bandafassi Wakilaré Agro-Forestry Products Processing and Marketing****Senegal****I. Introduction**

This appendix describes the activities to be undertaken and the results to be achieved with the funds obligated under this Agreement. Nothing in this Appendix A shall be construed as amending any of the definitions, conditions, or terms of the Agreement.

**II. Background**

The Bandafassi Wakilaré is an Economic Interest Group (EIG) of 38 very poor women who process and market agro-forestry products that do not require large start-up funds, including pre-cooked fonio, baobab fruit flour and seeds, and shea butter. The group has identified promising new market outlets for its shea butter and other products. To be able to serve this market demand, Bandafassi Wakilaré needs to strengthen its managerial capacities, develop a marketing strategy, and improve its production capacity by obtaining equipment capable of assuring compliance with hygiene standards and securing high quality raw materials for its processing needs.

**III. Funding****A. ADF Contribution**

The financial plan for ADF's contribution is set forth in Appendix A.-1 of this Agreement. The Parties may make changes to the financial plan without formal amendment, if such changes are made in accordance with Article 8 of the Agreement and do not cause ADF's contribution to exceed the obligated amount specified in Article 4, section 4.1 of the Agreement.

**B. Bandafassi Wakilaré Contribution**

Bandafassi Wakilaré will contribute the time and skills of its staff in the implementation of the Project.

**IV. Project Goal**

The goal of this Project is to strengthen the organizational capacity of Bandafassi Wakilaré and improve the standard of living of its members who live in the Kédougou region of Senegal.

## V. Project Purpose

The purpose of the Project is to improve Bandafassi Wakilaré's prospects for sustained expansion as indicated by the development of a two-year business plan that ADF deems suitable for funding by a donor or other financial institution.

## VI. Project Outputs

By the end of this project it is expected that Bandafassi Wakilaré will achieve the following results:

- A. Its management capacities will be strengthened so that it meets accepted standards in financial and administrative management, and accounting, as indicated by the following:
  - 1. an accounting and financial management system that fulfills ADF requirements is established;
  - 2. financial statements are routinely produced and used by management to trace financial transactions; and
  - 3. the organization's management bodies meet on a regular basis and report on their meetings to the members.
  
- B. Bandafassi Wakilaré will strengthen its production and marketing capacities, as indicated by the following:
  - 1. its production process meets HACCP quality standards;
  - 2. it develops and implements a marketing strategy to reach new clients; and
  - 3. fonio and baobab fruit production levels are improved.

## VII. Project Activities

Bandafassi Wakilaré will undertake the following major activities:

- A. Implementation of an accounting system based on accepted standards.
  - 1. Recruit an accountant.
  - 2. Train the leaders and accountant in basic accounting and ADF reporting system.
  - 3. Train the team leaders in general accounting principles, management skills, and sales techniques.
  
- B. Strengthen the EIG's organizational capacity.
  - 1. Train EIG members on community-based organizations.
  - 2. Train EIG leaders in networking and organize an exchange visit to a similar group with similar activities.

- C. Strengthen the business management skills of the leadership.
  - 1. Train key officials in marketing and sales techniques.
  - 2. Develop a business plan that includes a marketing strategy for reaching new clients.
  
- D. Compliance with HACCP standards
 

Train the EIG team in food quality and safety measures that are required to meet HACCP standards.
  
- E. Increase production capacity.
  - 1. Train farmers on production and post production techniques.
  - 2. Obtain a license to process food products.
  - 3. Procure equipment and small tools needed for processing.
  - 4. Purchase fonio paddy from farmers and baobab fruit from pickers.

### VIII. Roles and Responsibilities

The ADF Partner in Senegal will provide the standard ADF training in bookkeeping, monitoring and remediation assistance to Bandafassi Wakilaré EIG. Group members are responsible for ensuring the proper management and implementation of the grant.

### IX. Monitoring and Evaluation

The ADF Partner in Senegal will closely monitor the activities of the Project to ensure proper reporting, adherence to the Project implementation plan by the Grantee and progress made toward the achievement of Project objectives. The Partner Organization will assess the Project risks and take remedial actions on an ongoing basis. Monitoring by the Partner Organization will be an important aspect of the on-going coaching and advisory service. The Partner will review the Grantee's quarterly reports and will discuss its comments and observations with the Project management team. Such an interaction will be part of an on-going performance assessment.