

Contents

List of Abbreviations	ii
List of Tables and Figures	iii
PREFACE	iv
ACKNOWLEDGEMENTS	v

Chapter 1: Introduction	1
Objectives of these Guidelines	1
'SHEP' – Shift from 'Grow and Sell' to 'Grow to Sell'	2

Chapter 2: Implementation of the “SHEP Approach”	13
---	----

STAGE 1: Preparation	14
-----------------------------------	----

STEP 1: Sensitization Meetings for County Government Staff	14
--	----

STEP 2: Sensitization Workshops for Sub-County Staff	16
--	----

STEP 3: Selection of Implementing Sub-Counties.....	18
---	----

STEP 4: Organizer Training	21
----------------------------------	----

STEP 5: Selection of Model Farmer Groups.....	25
---	----

STAGE 2: Training Groups	27
---------------------------------------	----

General Considerations for Stage 2	27
--	----

Sample Budget Estimation	28
--------------------------------	----

STEP 1: Sensitization Workshops for WAOs, Group Facilitators & Farmer Group Representatives.....	29
---	----

STEP 2: Baseline Surveys.....	32
-------------------------------	----

STEP 3: Farm Business Linkage Stakeholder (FABLIST) Forum	38
---	----

STEP 4: Joint Extension Staff & Farmer Dual Gender Training (JEF2G Training)	44
--	----

STEP 5: Group Exercises	52
-------------------------------	----

STEP 6: Facilitator Training for Farmer Demand Driven Extension (FT-FaDDE).....	56
---	----

STEP 7: In-field Training	61
---------------------------------	----

STEP 8: Gender Awareness and Farm Family Budgeting Training.....	67
--	----

STAGE 3: Monitoring & Evaluation	74
---	----

1. Follow-up on In-field Training	74
---	----

2. Periodic Follow-ups	76
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3. Periodic Data Surveys.....	78
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➤ **List of Appendices**

List of Appendices

Please refer to the CD attached.

Appendix A: List of Implementing Districts

The training materials below are the materials used during a series of training in the 3rd batch of the Smallholder Horticulture Empowerment & Promotion Unit Project (SHEP UP) ¹⁶.

STAGE1: Preparation

STEP1: Sensitization Meeting for County Government Staff

Appendix 1.1.1	Presentation	Overview of SHEP & “SHEP Approach”
Appendix 1.1.2	Presentation	Outline of Smallholder Horticulture Empowerment & Promotion Unit Project (SHEP UP)
Appendix 1.1.3	Hand-out	Idea Paper on Proposal System for Selection of SHEP UP Target Districts
Appendix 1.1.4	Hand-out	Form: Proposal of Selecting SHEP UP Implementing Districts
Appendix 1.1.5	Hand-out	Scoring Method of District Proposals

STEP2: Sensitization Workshop for Sub-County Government Staff

Appendix 1.2.1	Presentation	Overview of Smallholder Horticulture Empowerment Project (2006-2009)
Appendix 1.2.2	Presentation	“SHEP Approach” & Achievement of SHEP
Appendix 1.2.3	Presentation	Introduction of Smallholder Horticulture Empowerment & Promotion Unit Project (SHEP UP)
Appendix 1.2.4	Presentation	Outline of the ‘Proposal System’
Appendix 1.2.5	Presentation	Explanation of the Proposal Format
Appendix 1.2.6	Presentation	Way Forward

STEP 3: Selection of Implementing Sub-County

Refer to Appendix 1.1.3-5

STEP4: Organizer Training

Appendix 1.4.1	Presentation	Introduction of 5-Day Training Program
Appendix 1.4.2	Presentation	Introduction of Certificate of the “SHEP Approach”
Appendix 1.4.3	Presentation	Outline of the “SHEP Approach” & Achievement of SHEP
Appendix 1.4.4	Presentation	SHEP UP Activities / Roles & Responsibilities for the Implementation of the “SHEP Approach”
Appendix 1.4.5	Presentation	Selection Criteria for Model Farmer Groups & Selection

¹⁶ Previous local administrative units: Provinces and Districts, are used in the materials because some of the training sessions were held under the Provincial system.

		Process
	Hand-out 1	Selection Criteria for SHEP UP Model Farmer Groups
	Hand-out 2	Revision/Addition of the Selection Criteria for SHEP UP Model Farmer Groups
Appendix 1.4.6	Presentation	Preparation & Implementation Process of Sensitization Workshops
Appendix 1.4.7	Presentation	Tools, Methods & Implementation Process of Baseline Surveys
Appendix 1.4.8	Presentation	Preparation & Implementation Process of FABLIST Forum
Appendix 1.4.9	Presentation	Preparation & Implementation Process of JEF2G Training
Appendix 1.4.10	Presentation	Supporting Process of Group Exercises: Market Survey – Action Plan Creation
Appendix 1.4.11	Presentation	Preparation & Implementation Process of FT-FaDDE
Appendix 1.4.12	Presentation	Preparation & Implementation Process of In-field Training, Follow-up and M&E
Appendix 1.4.13	Presentation	Importance of Gender Mainstreaming in SHEP UP
Appendix 1.4.14	Presentation	'Do-nou' Technology Improving Rural Access Roads
Appendix 1.4.15	Presentation	Agro-processing in SHEP UP
Appendix 1.4.16	Presentation	Water Harvesting in SHEP UP
Appendix 1.4.17	Presentation	SHEP UP Information Management & Utilization
Appendix 1.4.18	Presentation	Process of Budget Preparation

STEP 5: Selection of Model Farmer Group

Refer to Appendix 1.4.5

STAGE 2: Training for Groups

STEP 1: Sensitization Workshop for WAOs, Group Facilitators & Farmers Group

Appendix 2.1.1	Presentation	Outline of the "SHEP Approach" & Achievement of SHEP
Appendix 2.1.2	Presentation	Outline of SHEP UP
Appendix 2.1.3	Presentation	Horticultural Crop Production & Quality Control in SHEP UP
Appendix 2.1.4	Presentation	Agro-processing in SHEP UP
Appendix 2.1.5	Presentation	Introduction of Farmer Group Empowerment & Gender Mainstreaming
Appendix 2.1.6	Presentation	Introduction of Rural Infrastructure using 'Do-nou' Technology in SHEP UP
Appendix 2.1.7	Presentation	Introduction of Information Management & Utilization/Monitoring & Evaluation in SHEP UP

STEP 2: Baseline Surveys

Appendix 2.2.1	Presentation	Introduction of a 1-Day Workshop on SHEP UP Baseline Surveys
Appendix 2.2.2	Presentation	Baseline Survey Tool 1: Crop Production & Income Analysis Data (CP&IAD) Sheet
	Hand-outs 1	CP&IAD Sheet
	Hand-outs 2	Example: Cost of Production for 0.5 acres of Tomato
	Hand-outs 3	Example: Useful Tools for Surveys

Appendix 2.2.3	Presentation	Baseline Survey Tool 2: General Horticultural Crop Production & Post-Harvest Handling Techniques (GHCP&PHHT) 20
	Hand-outs 4-1	GHCP&PHHT 20 for Facilitators
	Hand-outs 4-2	GHCP&PHHT 20 for Farmers
Appendix 2.2.4	Presentation	Baseline Survey Tool 3: Group Empowerment Indicators (GEIs)
	Hand-outs 5-1	Facilitator Training Notes on Group Empowerment Indicators Training During Baseline Survey Workshops
	Hand-outs 5-2	Indicators to assess changes in capacity in farmer groups
	Hand-outs 5-3	Checklist for Group Empowerment Indicators
Appendix 2.2.5	Presentation	Other Tools: Group Profile, Membership List & Attendance List
	Hand-outs 6	Group Profile
	Hand-outs 7	Membership List
	Hand-outs 8	Attendance Sheet
Appendix 2.2.6	Presentation	Procedure & Schedule of the SHEP UP Baseline Survey
	Hand-outs 9	GEIs Information Sheet

STEP 3: Farm Business Linkage Stakeholder (FABLIS) Forum

Appendix 2.3.1	Hand-out	List of Proposed Stakeholders to be Invited to the SHEP UP Farm Business Linkage Stakeholders (FABLIS) Forum
Appendix 2.3.2	Hand-out	Group Profile Form
Appendix 2.3.3	Hand-out	Stakeholders Profile Form
Appendix 2.3.4	Hand-out	Selection Form for Group Representatives for the FABLIS Forum
Appendix 2.3.5	Hand-out	Initial Linkage Form between Model Farmer Groups and Stakeholders during the FABLIS Forum

STEP 4: Joint Extension Staff & Farmer Dual Gender Training (JEF2G Training)

Appendix 2.4.1	Presentation	Course Objectives of JEF2G Training
Appendix 2.4.2	Presentation	Gender Awareness Training
	Hand-out	Facilitator Training Notes on Gender Awareness Training during JEF2G Training
Appendix 2.4.3	Presentation	Marketing & Market Surveys
	Hand-out	Market Survey Questionnaires
Appendix 2.4.4	Presentation	Crop Selection & Crop Ranking
	Hand-out 1	Crop Selection Sheet
	Hand-out 2	Crop Ranking Sheet
Appendix 2.4.5	Presentation	Action Plan Creation
	Hand-out	Group Action Plan
Appendix 2.4.6	Presentation	'Do-nou' Technology -Improving rural access roads-
Appendix 2.4.7	Presentation	SHEP UP Record Management Tools 1 – 9
Appendix 2.4.8	Presentation	Group Empowerment Indicators (GEIs)
	Hand-out 1	Facilitator Training Notes on Group Empowerment Indicators Training during the Joint Extension Staff and Farmer Dual (2) Gender (JEF2G) Training
	Hand-out 2	Group Empowerment Indicators Information Sheet
Appendix 2.4.9	Presentation	Agro-processing in SHEP UP
Appendix 2.4.10	Presentation	Water Harvesting in SHEP UP

Appendix 2.4.11	Presentation	Way forward (after JEF2G Training)
Appendix 2.4.12	Hand-out	Checklist of Training Materials for JEF2G Training

STEP 5: Group Exercise

Refer to Appendix 2.4.3-5

STEP 6: Facilitator Training for Farmer Demand Driven Extension (FT-FaDDE)

Appendix 2.6.1	Presentation	Course Objectives of FT-FaDDE
Appendix 2.6.2	Presentation	Introduction to the Principles of Horticultural Crop Production
Appendix 2.6.3	Presentation 1	General Horticultural Crop Production & Post-harvest Handling Techniques (GHCP&PHHT) 20
	Presentation 2	GHCP&PHHT20: 2. Crop Planting Calendar
	Presentation 3	GHCP&PHHT20: 3. Soil Sampling
	Presentation 4	GHCP&PHHT20: 4. 'BOKASHI' (Fermented Organic Fertilizer) for Improved Crop Production
	Presentation 5	GHCP&PHHT20: 6. Solarization
	Presentation 6	GHCP&PHHT20: 11. Fertilization
	Presentation 7	GHCP&PHHT20: 13. Convenient Tools for Weeding
	Presentation 8	GHCP&PHHT20: 15. & 16. Pests & Disease Control
	Presentation 9	GHCP&PHHT20: 17. – 19. Harvest & Post-Harvest Handling
Appendix 2.6.4	Presentation	SPT: Amaranthus (sample)
Appendix 2.6.5	Presentation 1	Agro-processing in SHEP UP
	Presentation 2	Sample: Small Scale Tomato Jam Processing
Appendix 2.6.6	Presentation	'Do-nou' Technology – improving rural access roads
Appendix 2.6.7	Presentation	How to Conduct & Evaluate In-field Training
	Hand-out 1	Schedule of In-field Training after the FT-FaDDE
	Hand-out 2	Gender Awareness Training and the Family Budgeting Training Monitoring Sheet
	Hand-out 3	Field Report on In-field Training (No1-9 & Follow Up on In-field Training)
	Hand-out 4	Attendance Sheet of In-field Training
Appendix 2.6.8	Hand-out	Check List for Training Materials for FT-FaDDE

STEP 7: In-field Training

Appendix 2.7.1	Hand-out	Sample: 'Kamishibai'
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Refer to Appendix 2.6.7 for other tools.

STEP 8: Gender Awareness and Farm Family Budgeting Training

Gender Awareness & Farm Family Budgeting Training of Trainers (ToT) and

Gender Awareness & Farm Family Budgeting Training for Farmers

Appendix 2.8.1	Presentation	Gender Awareness Training
	Hand-out	Facilitator Training Notes on Gender Awareness and Farm Family Budgeting Training of Trainers (ToT)
Appendix 2.8.2	Presentation	Farm Family Budgeting Training
	Hand-out	Facilitator Training Notes on Family Budgeting Training
Appendix 2.8.3	Presentation	Tips for Gender Sensitive Training

	Hand-out	Facilitator Training Notes on Tips for Gender Sensitive Training
Appendix 2.8.4	Manual	Gender Awareness and Farm Family Budgeting Training Manual

For Monitoring and Evaluation

Appendix 2.8.5	Presentation	Submission of Gender Related Materials
	Hand-out	Timeline of Submission of Gender Related Materials

STAGE 3: Monitoring & Evaluation

STEP 1: Follow-up on In-field Training

Appendix 3.1.1	Hand-out	Follow-up on In-field Training by the SHEP UP Team (guideline)
Appendix 3.1.2	Hand-out	Observation Notes of the SHEP UP Field Activity

STEP 2: Periodic Follow up

Appendix 3.2.1	Hand-out	Observation Notes of the SHEP UP Field Activity
Appendix 3.2.2	Hand-out	SHEP UP Group Empowerment Indicators Information Sheet
Appendix 3.2.3	Hand-out	Record keeping Materials for Model Farmer Groups (No.1-9)

STEP 3: Periodic Data Survey

Appendix 3.3.1	Presentation	Introduction of a 1-Day Workshop on SHEP UP Periodic Data Surveys for Terminal Evaluation
Appendix 3.3.2	Presentation	Terminal Evaluation Data Survey Tool 1: Crop Production & Income Analysis Data Sheet
Appendix 3.3.3	Presentation	Terminal Evaluation Data Survey Tool 2: General Horticultural Crop Production & Post-Harvest Handling Techniques (GHCP&PHHT) 20
Appendix 3.3.4	Presentation	Terminal Evaluation Data Survey Tool 3: Group Empowerment Indicators (GEIs)
Appendix 3.3.5	Presentation	Other Tools: Group Profile, Membership List & Attendance List
Appendix 3.3.6	Presentation	Procedure & Schedule of the SHEP UP Terminal Evaluation Data Survey
Appendix 3.3.7	Hand-out	Periodic Data Survey Tools (No.1-9)

Appendix B: Training Evaluation Questionnaire

1. Organizer Training on Basic “SHEP Approach”
2. Sensitization Workshop for Ward Agricultural Officers (WAOs), Frontline Extension Officers (FEOs)/Group Facilitators & Farmer Group Representatives
3. One-Day Workshop on SHEP UP Baseline Surveys for Ward Agricultural Officers (WAOs) and FEOs/Group Facilitators
- 4-1. Farm Business Linkage Stakeholder (FABLIST) Forum Questionnaire for Participants
- 4-2. Farm Business Linkage Stakeholder (FABLIST) Forum Questionnaire for Stakeholders
- 5-1. Joint Extension Staff & Farmer Dual (2) Gender (JEF2G) Training
- 5-2. JEF2G Gender Awareness Training Assessment Sheet
6. Facilitator Training for Farmer Demand Driven Extension (FT-FaDDE)
7. One-Day Workshop on SHEP UP Periodic Evaluation Data Surveys for Sub-County SHEP UP Management Teams, Ward Agricultural Officers (WAOs) and FEOs/Group Facilitators