



ASEAN Cooperation Project Proposal

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“Handbook on Proposal Development for ASEAN Cooperation Projects”
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1. PROJECT DETAILS

Project Identification Code:

(to be completed by the ASEAN Secretariat)

Project Title:

Taxonomic capacity building to support market access for agricultural trade in the ASEAN region – Phase 2

Brief Project Description – 300 words max:

A first two-year project “Taxonomic capacity building to support market access for agricultural trade in the ASEAN region (AGF/CRO/11/007/REG) funded by the Japan-ASEAN Integration Fund (JAIF), has drawn positive response from all AMS. At the recently-concluded 18th Meeting of ASEAN [Expert Working Group on Harmonisation of Phytosanitary Measures](#) (EWG-PS) held in Vientiane, Laos, in 2016, Member States endorsed a proposal to request a second phase to the Project, so that the positive outcomes from the first project can be built upon to realize safer and smoother trade within ASEAN and between ASEAN and its major trading partners.

The Phase 2 project aims to increase the capacity of ASEAN plant health officers in diagnostic skills for accurate and timely diagnosis and identification of pests and diseases which underpins the development and maintenance of robust pest lists, and to provide key skills needed in monitoring and surveillance, and border inspection systems.

The one-year project is composed of 2 (two) training workshops and 1 (one) attachment program in Japan:

1. Training workshop on diagnostics of plant parasitic nematodes (in Indonesia)
2. Training workshop on diagnostics of begomovirus and the use of LAMP kit (in the Philippines)
3. Attachment program on diagnostics of plant parasitic nematodes (in Japan)

Recurring Project: Yes No

Project Classification:

Scope: Single Sector Cross-Sector

Pillar:

(Main) Blueprint: ASEAN
Economic Community Blueprint

(Main) Characteristic: A.6
Enhancing participation in global
value chains

Action Line(s): ii and iii

Action(s):

Connectivity

IAI

Linkage:

Strategy:

Key Action(s):

Information below to be completed by the ASEAN Secretariat:	
<i>Nature of Cooperation:</i>	<i>Confidence Building</i> <input type="checkbox"/> <i>Harmonisation</i> <input type="checkbox"/> <i>Special Assistance</i> <input type="checkbox"/> <i>Joint Effort</i> <input type="checkbox"/> <i>Regional Integration / Expansion</i> <input type="checkbox"/>
<i>Type of Intervention:</i>	<i>Policy Initiative</i> <input type="checkbox"/> <i>Establishment of Institutional Mechanisms</i> <input type="checkbox"/> <i>Human Capacity Building</i> <input type="checkbox"/>
Project Duration: < 6 months <input type="checkbox"/> 6-12 months <input checked="" type="checkbox"/> > 12 months <input type="checkbox"/>	
Proposed Commencement Date:	
Proposed Completion Date:	
<i>Project is considered to have “commenced” as of the date the Implementing Agency/Proponent is informed of the approval and upon receipt of the first disbursement, whichever is later.</i>	
<i>Project is considered “completed” when the Project Completion report and unspent balance, if any, is received and verified by the ASEAN Secretariat. The proponent is required to submit the project completion report, which comprise of narrative and financial report, within 60 days after the project is fully implemented.</i>	
<i>The report templates are available at http://asean.org/resource/asean-project-templates/</i>	
Participating ASEAN Member States: All X <input type="checkbox"/>	
Sponsoring ASEAN Body	
Sectoral Committee/Main Body:	
ASEAN Sectorial Working Group on Crops Meeting Number/Date: 21-22 July 2016 (23 rd Meeting)	
Working Group/Sub-Committee:	
ASEAN Expert Working Group on Harmonisation of Phytosanitary Measures Meeting Number/date: 18-19 July 2016 (18 th Meeting)	
Proponent’s Name and Address:	
ASEAN Plant Health Cooperation Network (APHCN) c/o ASEANET, MARDI Complex, P.O. Box 210, UPM Post Serdang, 43400 Selangor, Malaysia	
Implementing Agency’s Name and Address (if different from above):	
Contact Person and Contact Details:	
Dr. Lum Keng Yeang Chairperson, ASEANET, P.O. Box 210 UPM Post Serdang, 43400 Selangor Malaysia	
Date of Proposal Submission: February 2018	
Proposed Funding Source(s):	
Japan-ASEAN Integration Fund (JAIF)	
Proposed Project Budget (total in USD): USD 379,163.00	

Information below to be completed by the PCPMD of the ASEAN Secretariat

Recommendation of the ASEAN Secretariat

Meeting No./Date : /
Action : Endorsed Not Endorsed

Approval of Committee of Permanent Representatives to ASEAN (CPR)

Meeting No./Date : /
Action : Endorsed Not Endorsed

2. PROJECT JUSTIFICATION, REGIONALITY AND BENEFICIARIES – 600 words max

(a) Current Problem

ASEAN Member States (AMS) have long recognized the need to develop and strengthen capacities in taxonomic knowledge to identify and manage quarantine risks associated with agricultural commodities and to accurately diagnose pests and diseases. A sustained program of taxonomic capacity development would greatly help ASEAN's drive towards improved knowledge and skills in market access activities with its major trading partners. It is for this reason that the ASEAN Regional Diagnostic Network (ARDN) Strategic Plan (Annex 3.1.), a project initiative from the 2009 Planning Meeting of ARDN held in Vientiane, Lao PDR, organized by ASEANET in collaboration with and supported by NZAID-Plant Health and AusAID SPS Capacity Building Programs, was launched. The concept of an ARDN has been endorsed repeatedly by the Expert Working Group on the Harmonisation of Phytosanitary Measures (EWG-PS) and the ASEAN Sectoral Working Group on Crops (first in Bali, Indonesia in 2005, then in Langkawi, Malaysia in 2007, and in Nay Pyi Daw, Myanmar in 2008). These meetings recommended pilot activities, in particular the development of a list of regional resources (expertise and laboratories) and taxonomic capacity building on several major invasive pest & diseases.

(b) Regionality

The inadequacy of taxonomic capacity is a widespread problem among AMS, and this has serious implications in trade facilitation not only among AMS, but also between ASEAN and its major trading partners. The concept of sharing in skills development with respect to the diagnosis and taxonomy of pests and diseases is central to the concept of the ARDN. The objectives of this project underpin the way forward for AMS to raise their capacity and share resources to support sustainable market access and regional biosecurity.

(c) Project History

A first two-year project "Taxonomic capacity building to support market access for agricultural trade in the ASEAN region (AGF/CRO/11/007/REG) funded by the Japan-ASEAN Integration Fund (JAIF), has drawn positive response from all AMS. In this first phase, three main training activities have been successfully organized to build taxonomic capacity of AMS personnel. Topics for these training events were chosen based on the consensus of the Project Steering Committee; the training events typically consisted of hands-on training in the form of a two-week workshop with participants drawn from AMS. The main objective of this activity is to achieve diagnostic capacity at least at generalist level for the pest taxonomic group targeted. From this training event, three participants who have demonstrated promise at the workshop were selected for a two-month attachment at the laboratories of the designated resource persons/experts for advanced/specialist

training. The three training topics organised were: 1) Diagnostics of plant viruses, 2) Identification of leafminers of agricultural importance, and 3) Identification of weevils of quarantine importance. Most of the AMS participated in all the training activities under Phase 1 Project (see Annex 3.2), with only one participant from Laos participated in the 2 training activities.

The structure of the activities in this Phase has resulted in a significant number of AMS plant health officers building essential taxonomic and diagnostic capacity in key regional pests, backed up by selected individuals with more advanced training in these key pests via attachment programs. These individuals will serve as key reference to ASEAN for the identification of these pests and will be drawn upon as trainers in future training. A survey of these individuals following completion of their attachment programs have positive indications that, together with the availability of reference materials received during training, they are well placed to help address any remaining gaps in the key pests for which training have been the focus of this Phase. Key pests identified as gaps for Phase 2 (plant parasitic nematodes and plant Begomoviruses) have been selected on a priority basis from lists of important pests that remain to be addressed as nominated by AMS plant health management. Format for capacity building activities will follow that in Phase 1.

(d) Beneficiaries

The direct beneficiaries of the project will be the plant health personnel of AMS who support key food security and market access-related activities. These include plant quarantine, monitoring and inspection, pest surveillance and pest list development, measuring 40 participants to the training workshops and 3 participants for the more in-depth attachment programs. Indirectly, the confidence built as a result of the hands-on training and exposure to more advanced plant health systems through attachments and visits will benefit existing national systems within the AMS and encourage a cascading effect within national systems in improving capacity and efficiency in related support services.

The extension of a Phase 2 to the project will provide the opportunity to not only extend capacity development into other pests and diseases of economic importance to AMS, but also the useful time frame to monitor and encourage the graduates of training workshops and attachment programs to continue to apply their knowledge gained to their daily responsibilities as well as pass on to relevant colleagues at home. M&E activities will include attempts to measure the sustainability of Phase 1 activities in building the required capacity in ASEAN.

In the development of project activities, extensive consultation has been made with complementary diagnostic capacity building programs, particularly the ASEAN Australia New Zealand Free Trade Agreement (AANZFTA) Economic Cooperation Work Program. Both the JAIF and AANZFTA Programs directly contribute towards the ASEAN Regional Diagnostic (ARDN) Strategic Plan, and Strategic Thrust 2: Enhance Trade Facilitation, Economic Integration and market Access (AP2.3 Streamline and improve quarantine systems & procedures and harmonize standards and regulations 2.3.4. Enhance ASEAN Regional Diagnostic capacity and capability) of the Strategic Plan of Action for ASEAN Cooperation on Crops (2016-2020).

3. PROJECT RESULTS		
Results	Indicators (to measure the project's achievements) <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	Means of Verification <i>How will information be collected to support these indicators?</i>
<p>Objective/ Outcome:</p> <p>To increase the capacity of ASEAN plant health officers in diagnostic skills for accurate and timely diagnosis and identification of pests and diseases which underpins the development and maintenance of robust pest lists, and to provide key skills needed in monitoring and surveillance, and border inspection systems.</p>		
<p>Results / Output 1:</p> <p>Training Workshop on Diagnostics of Pest Nematodes (12 days in Indonesia)</p> <p>1.1 AMS enhanced capacity on diagnostics of Pest Nematodes</p> <p>1.2 Improved collection and identification of more plant parasitic nematodes in different crops</p> <p>1.3 Increased specimens of parasitic nematodes to be deposited in the national reference collection of pests and diseases</p> <p>1.4 Availability of Training materials and presentations for AMS reference</p> <p>1.5 Submission of Training report</p>	<p>1.1 Increased knowledge of at least 20 plant health officers from the ASEAN member states trained in diagnostics of pest nematodes (Annex 3.18.-Selection Criteria)</p> <p>1.2 5-10 new plant parasitic nematodes are identified and collected</p> <p>1.3 20-30 specimens of parasitic nematodes to be deposited in the national reference collection of pests and diseases</p> <p>1.4 Training materials and presentations are prepared and uploaded on ARDN website</p> <p>1.5 Training report published</p>	<p>1.1 Pre and post test</p> <p>1.2. 5-10 new plant parasitic nematodes identified and collected</p> <p>1.3. 20-30 specimens of parasitic nematodes deposited</p> <p>1.4. 10-15 of training materials and presentations uploaded on website</p> <p>1.5. Submission of Training Report to ASEC and EWGPS</p>
<p>Main Activities:</p> <ol style="list-style-type: none"> 1. To organize a training workshop on Diagnostics of Pest Nematodes in Indonesia in collaboration with IAQA and Bogor Agriculture University with main resource person from Japan. 2. To collect and identify more plant parasitic nematodes in different crops 3. To deposit more specimens of parasitic nematodes in the national reference collection of pests and diseases 4. To prepare and upload training materials, presentations and report on the website 		
Results / Output 2:		

<p>Training Workshop on Diagnostics of Begomoviruses and the use of LAMP-PCR (12 days in Los Banos, Philippines + 2 days travelling)</p> <p>2.1. AMS enhanced capacity on diagnostics of Begomovirus and the use of LAMP-PCR.</p> <p>2.2. Improved knowledge in Begomoviruses transmission and its associated insect vectors</p> <p>2.3. Acquired basic information on the symptoms of Begomovirus infected crops, and on the molecular characteristics of Begomovirus</p> <p>2.4. Availability of Training materials and presentations for AMS reference</p> <p>2.5 Submission of Training report</p>	<p>2.1 Increased knowledge of at least 20 plant health officers from the ASEAN member states trained in diagnostics of Begomoviruses</p> <p>2.3. 5-10 economic crops invested by Begomovirus identified and collected</p> <p>2.4. 3-5 genus/species under family of Gemini-viruses specimens to be deposited in the national reference collection of pests and diseases</p> <p>2.5 Training materials and presentations are prepared and uploaded on ARDN website</p> <p>2.6. Training report published</p>	<p>2.1. More than 60% of the participants will get post test result of >70 score/point (Annex 3.19.-3.21.)</p> <p>2.2. 5-10 Begomovirus infected crops identified and collected.</p> <p>2.3. 10-20 Begomovirus specimen collected and isolated from different crops deposited.</p> <p>2.4. 10-15 of training materials and presentations uploaded on website</p> <p>2.5. Submission of Training Report to ASEC and EWGPS</p>
<p>Main Activities:</p> <ol style="list-style-type: none"> To organize a training workshop on Diagnostics of Begomoviruses and Lamp PCR in the Philippines in collaboration with Institute of Plant Breeding, UPLB with main resource person from Japan. More Begomovirus will be identified by plant health officers of ASEAN To deposit more specimens of Begomovirus in the national reference collection of pests and diseases To prepare and upload training materials, presentations and report on the website 		
<p>Results / Output 3: Attachment program in Japan on Diagnostics of Plant Parasitic Nematodes</p>	<p>3.1 Advanced skill of at least 3 plant health officers from the ASEAN member states on pest nematodes</p> <p>3.2. One attachment report prepared.</p>	<p>3.1. Attachment report from 3 participants.</p> <p>3.2. Report from the supervisors</p>
<p>Main Activities:</p> <ol style="list-style-type: none"> To organize an attachment program for at least 3 plant health officers from ASEAN for 2 months on Diagnostics of Pest Nematodes in Japan in collaboration with a Japanese University. To conduct more surveys on the parasitic nematodes of different crops. To collect and identify more plant parasitic nematodes in different 		

<p>4. To deposit more specimens of parasitic nematodes in the national reference collection of pests and diseases</p> <p>5. To prepare and upload training materials, presentations and report on the website</p>		
<p>Results/Output 4: Networking and Internationalization</p>	<p>4.1. JAIF Project website up-to-date with all training materials and reports uploaded</p> <p>4.2. Promotional materials will be developed for distribution</p> <p>4.3. Workshop reports would be published</p>	<p>4.1. JAIF Project website up-to-date</p> <p>4.2. Promotional materials available.</p> <p>4.3. Workshop reports printed</p>
<p>Main Activities:</p> <ol style="list-style-type: none"> 1. To update JAIF Project website regularly, 2. To prepare and print promotional materials specific for Phase 2 Project 3. To prepare and print Training Workshop reports 		
<p>Results/Output 5: Effective Implementation of project Management, monitoring and evaluation</p>	<ul style="list-style-type: none"> • Good implementation planning of each activity • Effective monitoring throughout the project implementation • Evaluation Report is crafted 	<ul style="list-style-type: none"> • Suggestions and recommendations are provided by PSC (and communicated) to ensure all programme will reach their objectives and mitigate risks are timely identified
<p>Main Activities:</p> <ol style="list-style-type: none"> 1. To monitor the implementation of project activities in Bogor, Los Banos and Kyoto and prepare the Progress Reports 2. PSC to conduct intersession communication, whenever necessary to monitor the project progress 3. To hold Steering Committee Meeting to evaluate the implementation of the project and to give recommendation for future activities 4. All results of Planning, Monitoring and Evaluation exercises are to be communicated/copied to ASEAN Secretariat 		
<p>4. PROJECT MANAGEMENT ARRANGEMENTS – 600 words max</p> <p>a) Management Arrangements</p> <p>As with Phase 1 of the Project, a Project Steering Committee comprising representatives from key AMS will oversee the project. Selection criteria for this Committee are described in Annex 3.3. One project steering committee meeting will be held during the project, i.e. at the end of the project before the Final Project Report is prepared. The Project also reports to the larger AMS via the ASWGC and EWGPS under the ASEAN Secretariat. Project monitoring and coordination will be implemented for each activity, especially on the Training Workshops in the form of logistic preparation, visits and coordination with counterpart institutions of the different member states before and during project implementation.</p>		

One progress report would be prepared within the duration of the project, with one Project Completion Report to be prepared and submitted to JAIF no later than 60 days of the project completion date.

[Disbursement arrangements and responsibilities for reporting and refund]

ASEAN Plant Health Cooperation Network (APHCN) as the proponent is the sole recipient of the approved budget and takes full responsibility of the utilization of the fund, and will manage it professionally to ensure accountability.

The fund recipient will follow accurately the details of approved project proposal including the budget breakdown and understand cross-subsidy between different budget items is not acceptable for JAIF-supported project. In case there are needs of any deviations from the approved details and/or necessity for usage of the contingency, the proponent will seek prior approval from the relevant party.

To clarify the reporting requirements of the proponent entrusted to utilize the fund from JAIF, a “Disbursement Letter” will be issued and signed by ASEC and shall be counter-signed by the proponent.

The proponent shall note that the approved fund will be disbursed in tranches according to ASEC’s new Standard Operating Procedure (SOP) on Project Financial Disbursement and Reporting (PFDR), effective from 1 January 2016.

In case the proponent requests for the second fund tranche, the first Tranche Financial Report accompanied by its Summary and supporting documents shall be submitted to ASEC Finance and Budget Division (FBD).

When the proponent submits its reports, original invoices and receipts or certified true copies should accompany the reports.

The proponent will submit Project Completion Report (PCR) and Final Financial Report accompanied by its Summary and supporting documents within 60 days of the project implemented. For projects which spans between two financial years, the proponent will also submit Annual Interim Report and Annual Financial Interim Report including original invoices* and receipts or certified true copies (as of 31 December) within 30 days after end of ASEC fiscal year.

**Remarks: For expenses where invoices can be obtained (e.g. buying supplies from companies), both invoices and receipts should be submitted as the supporting documents of the expenses. For all other expenses, especially cash transactions (e.g. taxi or supermarket purchases), where invoices are not applicable, receipts would be sufficient.*

The proponent will refund unspent balance together with interest earned from the project fund, if any, to the JAIF account of ASEC within 90 days of the end of the project implementation. Upon receiving financial verification from ASEC FBD, the proponent is required to return the unused balance of the project to the JAIF account within the said time.

[Visibility]

As this project will be supported funded by the Government of Japan through JAIF, it is expected to follow the Guide on Visibility for JAIF Supported Projects whenever project outcomes, outputs, and activities have communication and visibility aspects.

- b) Human Resource Inputs** – Human resource inputs will largely draw on renowned experts in the relevant field from Japan. Where expedient, regional experts will be engaged to supplement training programs for local knowledge inputs. TORs for international and regional consultants are described in Annex 3.4. & 3.5.
- c) Monitoring and Evaluation Arrangements** – Monitoring and evaluation will include: a) pre- and post-training evaluations of participants, b) progress reports from attachment programs candidates, and c) comprehensive workshop completion reports. The M&E report(s) will be submitted to PSC members and also ASEAN WG on PS through the ASEAN Secretariat (please see Annex 3.6.).

5. PROJECT SUSTAINABILITY – 300 words max

This project has been endorsed by all ASEAN Member States at the last meeting of the ASEAN Sectoral Working Group on Crops (ASWGC) in 2017. The Project complements other plant health capacity building projects under the ASEAN Plant Health Cooperation Network (APHCN) and the ASEAN Regional Diagnostic Network (ARDN), including the ASEAN Australia New Zealand Free Trade Area Economic Cooperation Work Programme (AANZFTA ECWP).

One of the key features of this project is that activities have been formulated from priorities identified by AMS following a poll of training needs. The system of training workshops supplemented by more in-depth and focussed attachment programs on the priority topics should see considerable experience and expertise being attained by NPPOs. Opportunities for participant organisations to reflect on what they have learned and to plan for follow-up in-country in the future will help to ensure sustainability.

All participating agencies are government departments (NPPOs). All countries are members of ASEAN with reporting obligations to the ASWGC and the Expert Working Group on the Harmonisation of Phytosanitary Measures. All activities have been proposed by countries as meeting national quarantine or market access priorities. In-country training workshops will be encouraged to generate a cascading effect initiated by successful trainees of the program.

A series of monitoring visits by the Project Management team has been planned to encourage follow-up action by participants who have been trained by the Project to extend their newly acquired knowledge to fellow scientists at home. This commitment will be initiated as part of action discussed with participants during their training stint. (please see Annex 3.6.).

6. GENDER AND OTHER CROSS CUTTING ISSUES – 300 words max

- (a) Gender** – Gender considerations will be given due attention in the selection process for candidates to participate in the planned workshops and attachment training programs. In post-conflict AMS, it has often been observed that the female gender is often well represented; this and other factors will be taken into account in the selection of participants.

(b) Other Cross Cutting Issues – An increasingly important component of diagnostic taxonomic training is the use of IT in the management of data associated with the development of taxonomic keys, pest lists and other forms of pest descriptions. The incorporation of information technology will be given due emphasis by default in this program.

7. POTENTIAL RISKS – 300 words max

Risk / threat	Mitigation strategy
<p>Constraints in the availability of mentoring host scientists for the desired duration of attachment programs</p> <p>Lack of sustained support for pest diagnostics and taxonomy</p>	<p>Prior discussions and agreement with host organization and key scientist. Early confirmation of contractual details between host scientists and project management.</p> <p>Advocate pest diagnostic capacity as integral pillar of national food security as well as market access in national planning</p> <p>Provide suggestions and recommendations for relevant AMS' stakeholders/agencies (as part of the report) for the perusal of EWGPS after the project completion</p>
<p>Movement of program-trained personnel out of pest diagnostics</p>	<p>Encourage local dissemination of skills acquired following training</p> <p>Encourage establishment of library of reference resources</p> <p>Indicate clear criteria for participants to guide their respective agency selecting correct persons and ensure sustainability</p>

Annex 1 – Budget Proposal

Using the budget format provided by ASEC, provide the cost for each of the inputs under the sub-headings. Include a budget for project evaluation for projects with budget of more than USD 1 million or more than 1 year duration. For more details on project evaluations, see the “Handbook on Proposal Development for ASEAN Cooperation Projects”.

Annex 2 – Indicative Work Plan

Using the work plan format provided by ASEC, develop a work plan with time frame for each main activity. The work plan should cover the whole period of the project.

Annex 3 – Notation on Additional Supporting Documents

Annex 3.1. ASEAN Regional Diagnostic Network
Annex 3.2. ASEAN MS Participation in JAIF Phase 1 Training Workshops

- Annex 3.3. TOR for Project Steering Committee
- Annex 3.4. TOR for International Consultant
- Annex 3.5. TOR for Regional Consultant
- Annex 3.6. Project Monitoring and Evaluation
- Annex 3.7. Tentative Program for Plant Parasitic Nematodes
- Annex 3.8. Tentative Program for Begomoviruses
- Annex 3.9. Equipment Required for Training Workshop
- Annex 3.10. Usage of Communication Fund
- Annex 3.11. Equipment Required for Attachment Program
- Annex 3.12. TOR for Technician in the Attachment Program -deleted
- Annex 3.13. Quotation for Printing Workshop Reports
- Annex 3.14. Quotation for Printing Leaflet and Flyers
- Annex 3.15. TOR for Project Manager
- Annex 3.16. TOR for Project Administrative/Finance
- Annex 3.17. TOR for Selection of Participants
- Annex 3.18. Sample of Pre-evaluation Questionnaire (Technical)
- Annex 3.19. Sample of Post-evaluation Questionnaire (Technical)
- Annex 3.20. Sample of Post-evaluation Questionnaire (Non-technical)
- Annex 3.21. Project Completion Report
- Annex 3.22. JAIF Post-attachment Questionnaire
- Annex 3.23. List of Steering Committee members (Phase 1 Project) - New
- Annex 3.24. Results of Post-attachment Survey - New
- Annex 4 – Replies to several comments from Japan for Phase 2 Project**