

April 8<sup>th</sup>, 2025



**COMCEC**  
**ProjectFunding**

# Reporting and Monitoring

Ali ORUÇ  
*Expert*



**COMCEC**  
COORDINATION  
OFFICE



**DEVELOPMENT  
INVESTMENT**  
BANK OF TÜRKİYE

[programs.comcec.org](http://programs.comcec.org)

# Outline

- Importance of Reporting and Monitoring
- Detailed Work Plan
- Monthly Progress Report
- Activity Report
- Project Completion Report
- Additional Reports for new Project Types:
  - Needs Assessment and Peer-to-Peer Experience Sharing

## Importance of Reporting and Monitoring

- Observation of the physical and financial progress and following-up the results obtained, the collection and measurement of the information regarding the project.
- Monitoring will be done via reporting as well as side-visits in the COMCEC Project Funding.
- Reporting aims to measure how much of the project activities are completed.
- Also, it aims to determine the achievements and problems during the implementation of the project.



## Importance of Reporting and Monitoring

- Corrective actions can be taken for problems and risks with the help of reporting.
- The CCO and Bank could inform the Project Owner for timely decisions to support implementation.
- Funds will be transferred following the reporting of the progress in the project (such as time-sheets, progress reports).



## Detailed Work Plan

- Project activities and other preparatory works related to the activities will be presented in the Detailed Work Plan.
- It will help to facilitate the time-management and following-up the activities.
- It will be prepared by the Project Coordinator (PC sends Detailed Work Plan to the Bank within two weeks after signing service contract).
- Trainer(s) (if available) is supposed to contribute to the preparation of the Detailed Work Plan.
- Before transfer of the payments, the Bank checks the timesheets by considering Detailed Work Plan

**DETAILED WORKPLAN**

Main Activities	Works	Start date	End date	Relevant Project	April				May				June				July				August				September				October				November				December			
					1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>Main Activity 1 (*)</b>																																								
<b>Related works for Activity 1 (**)</b>																																								
<b>Main Activity 2 (*)</b>																																								
<b>Related works for Activity 2 (**)</b>																																								

- \* Please list all main activities stated in your Project Fiche (workshop, training, study visit etc.)
- \*\* Please list all works that should be done in relation with Main Activities.
- \*\*\* Please state the name of relevant project personnel

Trainer 1	Trainer 2	Trainer 3	Project Coordinator	Responsible Authority
Name :	Name :	Name :	Name :	Name :
Title :	Title :	Title :	Title :	Title :
Signature :	Signature :	Signature :	Signature :	Signature :
Date :	Date :	Date :	Date :	Date :





MINISTRY OF AGRICULTURE  
REPUBLIC OF INDONESIA



DETAIL WORKPLAN

No.	Main Activities	works	Start Date	End Date	Relevan Project Personnel	April			May			June			July			August			September			
1	<b>PREPARATION OF THE PROJECT</b>																							
		a	<i>Arrangement TOR (Term of References) for overall Project activity, Comparative Study and Publication of Project General Information for Seminar and Training Program</i>	1. Arrangement Draft TOR Overall Project Comparative Study and GI seminar and Training	Apr-01	Apr-15	Ella Rosilawati																	
		2. Finalisasi TOR Overall project, Comparative Study and GI Seminar and Training		Apr-15	Apr-28	Ella Rosila wati and Experts																		
		3. Publication GI Seminar and Training to respective country (Egypt, Sudan Malaysia , Brunei Darrusalam and Indonesia)		May 2	May 19	Ella Rosilawati																		
2	<b>COMPARATIVE STUDY :</b>																							



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No.	Main Activities	works	Start Date	End Date	Relevan Project Personnel	April			May			June			July			August			September			
a.	<b>Local Data Collection</b>	Communication and coordination with local government, research center, university and stake holder for desk base analysis	May 2	May 11	Ella Rosilawati																			
		Literature Review	May 8	May 15	Ella Rosilawati and Experts																			
		Draft data collection instrument	May 15	May 20	Ella Rosilawati and Experts																			
		Field Testing Instrument	May 22	May 27	Ella Rosilawati and Experts																			
		Updating instruments	May 29	May 31	Ella Rosilawati and Experts																			
		Data Collection interview (survey) in Java Island	June 1	June 30	Ella Rosilawati and Experts																			
		Processing data and Data Analysis	June 15	July 8	Ella Rosilawati and Experts																			
b.	<b>International Data Collection (study visit/comparative study to Turkey and Qatar)</b>	Official correspondence with Indonesia diplomatic channel (Indonesian embassy and Ministry of Agriculture in Turkey and Qatar)	May24	June 2	Ella Rosilawati																			



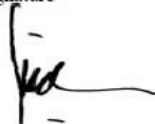
No.	Main Activities	works	Start Date	End Date	Relevan Project Personnel	April	May	June	July	August	September
		Confirming the related institution to be visited by Indonesian Expert/Trainers in enhancing desk analysis in handling food losses in Turkey and Qatar.	June 5	June 15	Ella Rosilawati						
		Visit Turkey and Qatar	July 10	July 14	Experts						
		Processing data and Data Analysis	July 15	July17	Ella Rosilawati and Experts						
	<b>c. Internal Seminar</b>	Integrating local and International analysis data collection	July17	July 21	Ella Rosilawati and Experts						
		Draft Report of Comparative Study	July 26	August 5	Ella Rosilawati						
		Communication and coordination with local government, research center, university and stake holder	August 1	August 5	Ella Rosilawati						
		Internal Seminar	August 8	August 8	Ella Rosilawati and Experts						
<b>3</b>	<b>SEMINAR AND TRAINING</b>										

No.	Main Activities	works	Start Date	End Date	Relevan Project Personnel	April	May	June	July	August	September	
a	Preparation for implemetation Seminar and Training	Offering international seminar and training by official correspondence through Indonesia diplomatic channel (Indonesian embassy) in Malaysia, Brunei Darussalam, Egypt and Sudan.	May 5	May 19	Ella Rosilawati							
		Selecting and accepting qualified participants (communication and coordination with Indonesian Embassy)	June 15	July 5	Ella Rosilawati and Experts							
		Design Curricullum	June 18	June 18	Ella Rosilawati and Experts							
		Draft Training Material Arrangement	June 18	June 20	Experts							
		Sending draft Training Material to CCO	June 21	June 24	Ella Rosilawati							
		Finalization Training Material	July 18	July 20	Experts							
		Sending Training Material to CCO	July 21		Ella Rosilawati							



No.	Main Activities	works	Start Date	End Date	Relevan Project Personnel	April	May	June	July	August	September
		Guideline and Facilitation of International Seminar and Training	August 10	August 12	Ella Rosilawati						
	b. Implementation of the Seminar and Training	Implementation of the Seminar	August 21	August 21	Ella Rosilawati and Experts						
		Implementation of the Training	August 22	August 30	Ella Rosilawati and Experts						
		Evaluation	August 31	Sep-05	Ella Rosilawati						
4	Reporting	Draft Report Seminat and Training	Sep-06	Sep-08	Ella Rosilawati and Experts						
		Reporting of the Comparative Study	Sep-11	Sep-16	Ella Rosilawati						
		Reporting of The Seminar and Training	Sep-18	Sep-23	Ella Rosilawati						
		Completion Report Project	Sep-25	Sep-30	Ella Rosilawati						

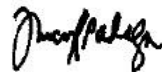
Project Owner  
Widi Hardjanto  
Signature



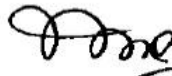
Expert  
Rudy Rawendra  
Signature



Expert  
Masdiana Ch Padaga  
Signature



Expert  
Endang Setyawati  
Signature



Project Coordinator  
Ella Rosilawati Kosim  
Signature



## Monthly Progress Report

- Monthly Progress Report summarizes the technical progress of the project activities in the respective month.
- It also includes details such as the problems encountered, the measures taken, and preparations for the next month.
- The Bank and the CCO follow the progress regarding the project activities through Monthly Progress Report.
- In case of any problem, report enables the CCO and Bank to intervene timely.



## Monthly Progress Report

- Monthly Progress Report is prepared and signed by the Project Coordinator and Responsible Authority
- Contact Person checks the Monthly Progress Reports
- Payments are made based on the Monthly Progress Reports

**ANNEX 4**  
**MONTHLY PROGRESS REPORT TEMPLATE**  
 [COMCEC Project Number]

Project Title :  
 Project Owner :  
 Cooperation Area :  
 Country :  
 Period of Implementation :  
 Project Coordinator :  
 Trainer(s) :

1	<b>Objectives of the month</b>	<i>State works that must be completed in this month according to the project fiche.</i>
2	<b>Works completed during the month<sup>3</sup></b>	<i>Give an overview on the works completed during the reporting period.</i>
3	<b>Delays and problems</b>	<i>Elaborate if there is a delay or problem regarding the completion of the works related to respective month explaining also their impact.</i>
4	<b>Corrective actions undertaken</b>	<i>State the corrective actions undertaken or will be undertaken in order to fix the abovementioned delays and problems.</i>
5	<b>Planned works of the next month</b>	<i>Give an outlook on planned works for the period until the next report.</i>
6	<b>Alterations in the project</b>	<i>State alterations on project details (activities, budget etc.) if any. (Please indicate the addendum number in this regard.)</i>
7	<b>Visibility</b>	<i>Indicate how you ensure the visibility of the COMCEC through visibility materials used during the project activities. (Please add verifying documents -photo, video recording etc. Check Visibility Manual for details.)</i>
8	<b>Goods and Services</b>	<i>State any good (equipment) and/or service purchased during this month. (Please add verifying documents - invoices, etc.-for purchases you made during this month.)</i>
9	<b>Other issues</b>	<i>If any, indicate other issues.</i>

<sup>3</sup> Documents (questionnaires, draft project reports, draft training/workshop materials, invitation letters, photograph, video, ticket stub etc.) that verify the works done will be attached to Monthly Progress Report.

We, the undersigned, hereby declare that there are no identified irregularities, which have been subject to administrative or judicial investigation, and/or any other sums wrongly paid under the Project in this month.

**Project Coordinator**

Name :  
 Title :  
 Signature :  
 Date :

**Responsible Authority**

Name :  
 Title :  
 Signature :  
 Date :

**MONTHLY PROGRESS REPORT**  
[2016-IDNAGRIC-216]

**Project Title** : 2016-IDNAGRIC216, Improving Income of Small and Medium Scale Farmers in OIC Member States through Reducing Losses of Livestock Production

**Project Owner** : The Agency for Agricultural Extension and Human Resources Development (AAEHRD), Ministry of Agriculture, Republic of Indonesia

**Cooperation Area** : AGRICULTURE

**Country** : Indonesia

**Period of Implementation** : 6 (six) Months, June 2017

**Project Coordinator** : Ella Rosilawati Kosim

**Project Expert(s)** : 1. Dr. Rudy Rawendra  
2. Dr. Masdiana Chendrakasih Padaga  
3. Dr. Endang Setyawati

1	<b>Objectives of the month</b>	<ul style="list-style-type: none"> <li>- Collecting local data through visits the Resource Persons, Farmers, Entrepreneur, Slaughter House, Milk Cooperative.</li> <li>- Preparation for International Study Visit (Qatar and Turkey)</li> <li>- Design Curriculum and Draft Training Material</li> <li>- Monitoring Candidate Participants for Seminar and Training</li> </ul>
2	<b>Works completed during the month</b>	<ul style="list-style-type: none"> <li>- Coordination with Experts and Project Team in NAHTC Batu for Data Collection interview (survey) in Java Island</li> <li>- Coordination meeting with Directorate of Technical Cooperation Ministry of Foreign Affair, Center for International Cooperation, Ministry of Agriculture, Bureau for Agricultural Training AAEHRD for confirming the related institution to be visited by Indonesia Experts</li> <li>- Coordination and communication with travel agency for International Study visit and International participants</li> <li>- Coordination meeting with Experts, Bureau for Agricultural Training and NAHTC Project Team for design curriculum and draft training materials</li> <li>- Coordination meeting with Coordinator Project, Directorate of Technical Cooperation Ministry of Foreign Affair, Center for International Cooperation, Ministry of Agriculture, Bureau for Agricultural Training AAEHRD and NAHTC Batu in term of progress of seminar and Training invitation letter to Brunei Darussalam, Egypt, Malaysia, Sudan and Indonesia.</li> </ul>
3	<b>Delays and problem</b>	- No delays and problem is revision of the details work plan
4	<b>Corrective action undertaken</b>	- Changed the schedule of the preparation for Training Course especially for training materials
5	<b>Planned works of the</b>	Next period the project team will focus on some of the activities:

Improving The Income of Small And Medium Scale Farmers In OIC Member State Through Reducing Losses of Livestock Production Project Number 2016-IDNAGRIC-216 is funded by the COMCEC.

	<b>next month</b>	<ul style="list-style-type: none"> <li>- Meeting and Discussion with Experts and Project Team in NHTC Batu for Data processing and analysis</li> <li>- Meeting and Discussion for preparation study visit to Qatar and Turkey</li> <li>- Assignment Experts for Study Visit to Qatar and Turkey</li> <li>- Meeting and Discussion with Experts and Project Team in NHTC Batu for integrating local and international data processing.</li> <li>- Coordination meeting with Coordinator Project, Directorate of Technical Cooperation Ministry of Foreign Affair, Center for International Cooperation, Ministry of Agriculture, Bureau for Agricultural Training AAEHRD and NAHTC Batu in term of selecting and accepting qualified participants from Brunei Darussalam, Egypt, Malaysia, Sudan and Indonesia.</li> <li>- Coordination meeting with Experts and NAHTC Project Team for designing curriculum and improving draft training materials</li> </ul>
<b>6</b>	<b>Alteration in the project</b>	- No
<b>7</b>	<b>Visibility</b>	- No
<b>8</b>	<b>Goods and services</b>	- No
<b>9</b>	<b>Other issues</b>	- No

**On Behalf of the Project Owner  
Responsible Authority**

Name : Widi Hardjono  
Title : Project Owner  
Signature :

Date : July 5<sup>th</sup>, 2017

**Project Coordinator**

Name : Ella Rosilawati Kosim  
Title : Project Coordinator  
Signature :

Date : July 5<sup>th</sup>, 2017



## Activity Report

- Activity Reports are to be prepared for the activities such as Training, Workshop, Seminar and Study Visit within two weeks after one of the activity is successfully completed and sent to the CCO for approval.
- Aim of the Activity Report is to evaluate the success of the activity.
- Activity Reports also provide input for the Project Completion Report.
- Project Coordinator is responsible for drafting Activity Reports
- Trainer(s) is/are responsible for contributing to the preparation of the Activity Reports ( if available).

## ANNEX 12

### ACTIVITY REPORT TEMPLATE

Project Number :  
Project Title :  
Project Owner :  
Cooperation Area :  
Country :  
Activity Type :  
Name of the Activity :  
Duration of the Activity :  
Date of the Activity :  
Number of Total Participants:  
Number of Participant Partner Countries:

#### 1. Details about the Activity

Please give detailed information about the realized activity by mentioning description and objective of the activity as well as its outcomes and impacts.

#### 2. Evaluation of the Activity

Please give provide comprehensive evaluations about the activity.

Please prepare and conduct a questionnaire for the participants of the activity according to the below sample and summarize the findings of this questionnaire in this section. Please also attach collected questionnaire forms and list of participants to this Report.

In an effort to evaluate the effectiveness and impact of this activity, please kindly complete the following evaluation form. Your responses will be invaluable for improving the organization of future activities.

Please assign a number between 1-10 to each statement below.  
(1 is Strongly Disagree while 10 is Strongly Agree)

Statement	Rating
The activity was well organized	
The objectives of the activity were clearly defined	
The content of the activity was in line with my needs	
I acquired applicable and useful knowledge	
The physical conditions of the activity location was adequate	
The available materials for the activity were pertinent and useful	
The length of the activity (sessions) was adequate	
The trainer (if applicable) was knowledgeable and competent	
The content was well organized and easy to follow	
Participation and interaction were encouraged	
The activity was successful in general	

What aspects of the activity sessions did you find most useful?

.....

Is there anything that was not covered in the activity but should have been? If so, please list.

.....

Further suggestions:

.....

#### 3. Challenges Faced

Please state the challenges that are faced during the implementation of the activity and applied/potential solutions for them.

#### 4. Visibility of the COMCEC

Please explain how the visibility of the COMCEC is assessed with reference to Visibility Manual for COMCEC Funded Projects.

#### 5. List of Participants

#### 5. List of Participants

Please list all the partner countries and participant national institutions (from the project owner country/institution) indicated in the project fiche and indicate the name and institution of the participants. If there is no participant from a partner country, please explain why the partner country could not participate in the activity.

If your activity is **Study Visit**, please state the list of interviewees consulted during the activity in the table below.

Country	Participant Name	Institution	E-mail

#### Responsible Authority

Name :  
Title :  
Signature :  
Date :

#### Project Coordinator

Name :  
Title :  
Signature :  
Date :

## ACTIVITY REPORT

**REPORT OF TRAINING COURSE ON IMPROVING INCOME OF SMALL AND MEDIUM SCALE FARMERS IN OIC MEMBER STATES THROUGH REDUCING LOSSES OF LIVESTOCK PRODUCTION**

Project Number	: 2016-IDNAGRIC-216
Project Title	: Improving Income of Small and Medium Scale Farmers in OIC Member State through Reducing Losses of Livestock Production
Project Owner	: Ministry of Agriculture, Indonesia
Cooperation Area	: Agriculture
Country	: Indonesia
Activity Type	: Training
Name of the Activity	: Training Course on Improving Income of Small and Medium Scale Farmers in OIC Member States through Reducing Losses of Livestock Production
Duration of the Activity	: 20 <sup>th</sup> - 30 <sup>th</sup> August 2017

**1. Detail about the activity****a. Background**

The Standing Committee for Economic and Commercial Cooperation of the Organization of the Islamic Cooperation (COMCEC) is the main multilateral economic and commercial cooperation platform of the Islamic world. COMCEC serves as a central Forum to address the common development problems of the Islamic Ummah and provide solutions to them as one of the four Standing Committees of the Organization of Islamic Cooperation (OIC).

In term of capacity building, the OIC member states have similar issues of lack capacities and needs to improve their agriculture human resources competencies, especially on livestock production. The high losses of livestock production that occur at every stage in the supply chain from farm to table, lead to qualitative and quantitative reduction in consumable food. The losses of livestock production before harvesting caused by various factors including the ineffective use of appropriate technologies and inputs at the

production stages. Pre harvest losses generally manifest themselves as low yields. Losses during harvesting are caused mostly by using inappropriate machinery or uninformed used of appropriate machinery. Post harvest losses take places during transport, storage, processing and marketing.

The Ministry of Agriculture, Republic Indonesia and COMCEC Coordination office under the project of improving income of small and medium scale farmer through reducing losses on livestock production agreed to held a training program as the series of activity under COMCEC project funding. The Training Course on Reducing Losses on Livestock Production for OIC Member States aim to improve capacity on the reducing losses on livestock production and provided both theoretical and practices based knowledge especially for Milk, Meat and Egg.

**b. Purpose**

The purpose of the training course is to provide the participants from OIC Member States with an opportunity to improve their knowledge and skill in the field of reducing losses on livestock production by exchange ideas, views, information and experiences among participants and lecturers/fasilitators.

**c. The objectives of the training are:**

The training curriculum is designed to provide the participants with better knowledge on reducing losses of meat, milk and egg.

The objectives of the training are:

- ✓ to review recent developments on reducing losses of meat, milk and egg
- ✓ to share best practices reducing losses of meat, milk and egg; and
- ✓ to identify issues, impediments, and opportunities in reducing losses of meat, milk and egg and formulate action plans to address them.

**d. Duration and Venue**

The duration of the Training Course on Reducing Losses on Livestock Production was held for 10 (ten) days from August 20<sup>th</sup> - 30<sup>th</sup>, 2017. The training course was held in National Animal Health Training Center (NAHTC) Batu, East Java, Indonesia.

e. Methodology

The methodology of the course are lectures, group discussions, observation, practice and field visit related to the Reducing Losses on Livestock Production at farmer, pertinent institution and private sector.

f. Curriculum

The contents of training course were divided into Core Subject, Main Subject and Supporting Subjects. The details curriculum of the course were as follows:

Course Content	Subject	Hours		Fasilitator
		L	P	
Core Subject	Livestock Production and Its Strategies	2		Boethy Angkasa
	Reducing losses of Livestock Production Experiences	6		1. Ir. Pariatmoko 2. Dr. A.T. Soelih Estoepongastie 3. Maskon, S.Pt
Main Subject	Reducing Losses of Meat Production			Dr .drh Masdiana Cendrakasih Padaga M.App.Sc
	• Pre-Slaughter	2	2	
	- Good Farming Practices - Animal Welfare			
	• Slaughter	2	2	
	- Good Slaughtering Practices			
	• Post- slaughter	2	6	
	- Good Handling Practices			
	Reducing Losses of Milk Production			Dr. Ir. Endang Setyawati SW, MP
	• Pre-Harvest	2	6	
	- Good Farming practices			
	• Harvest	2	2	
	- Milking Higiene			
	• Post-Harvest	2	2	
	- Good Handling Practices			
	- Good Manufacturing Practices			

No	Name	Position/ Organization	Subject Matter
4	Dr. Ir. Endang Setyawati SW, MP	Project Expert for Milk Losses	• Reducing Losses of Milk Production
5	Boethy Angkasa	Directorate Livestock and Veteriner, Ministry of Agriculture	• Livestock Production and Its Strategies
6	Ir. Pariatmoko	Senior Expert, Nestle Company	• Reducing losses of Livestock Production Experiences
7	Dr. A.T. Soelih Estoepongastie	Lecturer, Airlangga University	• Reducing losses of Livestock Production Experiences
8	Maskon, S.Pt	Entrepreneur on Egg, Medion Indonesia	• Reducing losses of Livestock Production Experiences
9	Dodik Suprpto, S.Tp, M.Sc	Livestock Trainer at NAHTC Batu	• Group Dynamic
10	Pontjo Andajani, S.TP, MP	Livestock Trainer at NAHTC Batu	• Group Dynamic

i. Organizing Committee

The course jointly organized by COMCEC Coordination Office and Ministry of Agriculture cq. The Agency for Agricultural Extension and Human Resources Development (AAEHRD) and implemented by National Animal Husbandry Training Center (NAHTC) Batu, East Java under "Project on Improving Income of Small and Medium Farmers through Reduction Losses on Livestock Production".

j. Activities

The following is a summary of the program activities included theory, practice and visit, where the participants had the opportunity to learn and to share views in the field of Reducing Losses on Livestock Production on Milk, Meat and Eggs in the pertinent places.

➤ Day 1 (Sunday, 20<sup>th</sup> August, 2017)

The participants arrived in NAHTC Batu.

➤ Day 2 (Monday, 21<sup>st</sup> August, 2017)

The first day of the program was commenced with one day of International Seminar on Reducing Losses on Livestock Production. This seminar was attended by local and international participants of the training course, official from District Agricultural and Livestock Services, Agricultural Extension College (AEC) Malang, National Agriculture

Training Center (NATC) Ketindan and Brawijaya University with total participants 80 person.

The opening ceremony was officially delivered by Dr. Widi Hardjono, the Project Owner and also Director Bureau for Agricultural Training, Ministry of Agriculture. The program continued with presentation from the three project experts, Dr. drh. Masdiana Chendrakasih Padaga, M. App. Sc (Expert for Meat), Dr. Ir. Endang Setyawati SW, MP (Expert for Milk), and Dr. drh. Rudy Rawendra, M. App. Sc (Expert for Egg).

The seminar presentation convey some important knowlege, new perspective idea on reducing losses of livestock production as follow

#### Losses in Meat

Pre- Slaughter, Slaughter and Post Slaughter the most affect to reducing losses in meat production. The losses are highest among the traditionally raised cattle and small ruminants which are not carefully inspected and quarantine before entry in to fattening or slaughtering lines by veterinary service.

Factor affecting meat losses observe on comparative study focus on (1) Pre-Slaughter : health management, nutrition and transportation; (2) Slaughter : a. ante mortem, lairage, health status, b. good slaughter practices, restrain devices, bleeding process, proper handling and facilities; (3) Post-Slaughter : aging, deboning, dressing, cold chain facilities and transportation. Comparative study implemented in Indonesia and Qatar

#### Losses in Milk

Milk losses mainly occur in both farm and off farm due to various reasons. Identifying the causes of pre-harvest, harvest and post harvest losses of milk is necessary to find out solution and justifying interventions aimed at reducing or elimination these losses.

Comparative study on reducing losses of milk production in Indonesia focus on dairy cooperatives that are in the center of dairy cows, standards of quality of milk at the farmer level and the level of loss of production in quality and quantity. While comparative study in Turkey conducted in Meat and Milk institution, Union, Dairy Factory and Milk Supplier

#### 4. Visibility of the COMCEC

That comcec visibility is ensured with the reference particulary for this project. During implementation of training program activities the organizing committee used flag (Indonesia and COMCEC), banner, bag, as training, t-shirt and notes book as per visibility manual reference.

#### Picture of Training Activities



Opening Ceremony of International Seminar and Training by Project Owner (Dr. Widi Hardjono)



Participants of International Seminar in NAHTC Batu



Photo Session Participants with Project Experts and Officials from MOA



Presentation the result of comparative study on Meat by Dr. Masdiana (Project Expert)

## Project Completion Report

- The Project Completion Report is a closing report that provides general information on project activities, outputs and financial aspects. It aims to provide comprehensive information for third parties.
- The Project Completion Report is prepared within two weeks after all activities are successfully completed and sent to the CCO for approval.
- It is prepared and signed by the Project Coordinator and signed by the Responsible Authority.
- Project Coordinator is responsible for drafting Project Completion Report
- Contact Person checks the Project Completion Report
- Last payments will be done after approval of the Project Completion Reports.

ANNEX 10

TEMPLATE FOR PROJECT COMPLETION REPORT

**1. Basic Information**

Please provide below-mentioned details about the Project in this section.

1. Project Number
2. Project Title
3. Project Owner
4. Cooperation Area
5. Country
6. Start and End Date of the Project
7. Partner Countries and Participating Institutions
8. Project Beneficiaries/Target Group
9. Website (if available)

**2. Executive Summary**

Please summarize the findings of the Report by mentioning Project's purpose, brief explanation of project activities, project outcomes, impact of the project on target group/beneficiaries, etc.

**3. Activities**

Please give detailed information about the main activities of the Project by covering following topics and utilizing the activity reports.

1. Planned Activities
2. Realized Activities and their Evaluations
3. Unrealized Activities and Reasons

**4. Challenges Faced**

Please state the challenges that are faced during the implementation of the Project as well as applied/potential solutions for them.

**5. Visibility of the COMCEC**

Please explain how the visibility of the COMCEC is ensured with reference to Visibility Manual for COMCEC Funded Projects.

**6. Impact and Outcomes of the Project**

Please state the impact and outcomes of the project by indicating value added of the Project as well as reflecting beneficiaries and target group's feedbacks and opinions.

Please also give brief information about the reports and other materials produced within the Project and attach their copies to this Report.

**7. Conclusion and Recommendations**

Please state your concluding remarks, potential future activities/projects related to this Project, recommendations to the COMCEC Coordination Office, etc.

**8. List of Participants**

Please list all the partner countries and participant national institutions (from the project owner country/institution) indicated in the project fiche and indicate the name and institution of the participants. If there is no participant from a partner country, please explain why the partner country could not participate in the project. It would be appreciated if a separate table is added for each activity.

If your activity is **Study Visit**, please state the list of interviewees consulted during the activity in one of the tables below.

Activity Name: (Training/Workshop/Seminar/Study Visit etc.)

Country	Participant Name	Institution	E-Mail

Activity Name: (Training/Workshop/Seminar/Study Visit etc.)

Country	Participant Name	Institution	E-Mail

**ANNEX 11****PROJECT COMPLETION REPORT****1. Basic Information**

1. Project Number : 2016-IDNAGRIC-216
2. Project Title : Improving the Income of Small and Medium Scale Farmers in OIC Member States through Reducing Losses of Livestock Production
3. Project Owner : Ministry of Agriculture
4. Cooperation Area : Agriculture
5. Country : Indonesia
6. Start and End Date of the Project : April 1<sup>st</sup> – September 30<sup>th</sup>, 2017
7. Partner Countries and Participating Institution : Turkey, Qatar, Egypt, Sudan, Malaysia, Brunei Darussalam
8. Project Beneficiaries/ Target Group : Egypt, Sudan, Malaysia and Indonesia (Government Officials – Extensions and Researchers)
9. Website (if available) : -

**2. Executive Summary**

Based on contract signed by The Agency for Agriculture Extension and Human Resources Development (AAEHRD), Ministry of Agriculture, Republic of Indonesia and The Standing Committee for Economic and Commercial Cooperation of the Organization of the Islamic Cooperation (COMCEC) Coordination Office in Ankara, Turkey on April 1<sup>st</sup>, 2017, it was agreed that the AAEHRD cq. National Animal Husbandry Training Center (NAHTC) Batu, East Java would be the host and implementing the project on Improving Income of Small and Medium Scale Farmers in OIC Member States through Reducing Losses in Livestock Production (Project No 2016-IDNAGRIC-216). The period of the project was 6 (six) months started from April – September 2017. This project was conducted under the COMCEC Project Funding.

The overall Objective is to strengthen and improve food security in OIC member states through reducing losses in livestock production, and in return, it will increase income of small or medium scale farmers. The project's end target were small and medium scale farmer in OIC member states. As the multiplier effect, this project provided comparative study (local and international) and capacity building program through international seminar and training course for extension officer, trainer and researcher from participated countries.

In details, the coverage areas and the activities of the project included 1) Comparative Study on Reducing Losses in Livestock Production at farmer level in Java, Indonesia (local data collection for Meat, Milk and Egg), 2) Comparative Study with focus area on reducing losses on Milk (Turkey) and Meat (Qatar), and 3) International Seminar and Training on Reducing Losses in Livestock Production (for Meat, Milk and Egg). The comparative study of this project focused on 2 (two) aspects of Technical and Social Economic towards the chains of pre harvest, harvest and post-harvest in term of Reducing Losses on Livestock Production.

**Local data collection (Java, Indonesia)**

The result of comparative study which conducted in Indonesia was intended to observe handling losses on Meat, Milk and Eggs in term of pre-harvest, harvest and post-harvest in some representative institution as samples (include dairy cooperatives, slaughters house, and abattoirs). For the milk losses handling, the project observed 3 dairy cooperatives in West Java, Central Java and East Java Province. For the meat losses handling the project observed 5 abattoirs in Java and for the egg handling losses the project observed 10 layer hens in Java.

From the field observation, losses on meat production generally depend on the quality achieved at a time of meat produced. The quality of meat were influenced by pre-slaughter or production methods on farm, slaughter condition and post slaughter handling of meat. In general condition, the meat supply chains was too long so there was a possibility of losses during this process and of course would certainly affect the income of farmers. In the sample of livestock observed in Malang, Surabaya, Batu and Pasuruan were generally in good health status but some livestock had traveled quite long, 5 to 8 hours transportation to get slaughterhouse and holding in lairage between 8 to 12 hours. This



seminar and training program (held in Indonesia) as the next step of the project activity.

#### Comparative study to Qatar and Turkey

A comparative study was held to provide new perspectives, knowledges, ideas and impediments in term of reduction losses on livestock products as benchmarking out of Indonesia models. The comparative study which conducted in Turkey and Qatar specifically was intended to get both primary and secondary data based on study visit and observation to some places as sample of applied losses handling on milk and meat products. The simple questionnaire was designed as tool to observe policy, strategy, best practices and technical know-how during project discussion on meat and milk reducing losses at some institutions, included Government, Privates Sector, State Own Companies, Cooperatives and Farmers in each countries. As normal assumption, given the large differences in government policy, population, types of farming system, meat and milk production chains, the strategies in reducing meat and milk losses adopted by Indonesia with specific basis reference in East Java toward Qatar and Turkey was differ from one to another in term of technical aspect, and socio economical aspect.

As the lessons learn from the study visit which has been conducted, some impediments gained from the comparative study from Qatar are as follow:

1. Qatar government has a policy in supporting food security program by giving subsidized feed, water and animal health to the farmers;
2. All farms including small, medium and big farms have applied the principle of animal welfare on farm so that losses during pre-slaughter process can be prevented;
3. Implementation of good practices from producers to consumers in the post slaughtering process contributes to the improvement of the meat quality offered to the consumer.

From the Turkey, some impediments gained are:

1. Determination of milk prices during peak season of milk production by the government (Meat and Dairy Board) to maintain price stability when milk prices begin to decline, by setting reference prices

on the contents as well. However this minor delay was not affected the whole target and achievement of the project activities.

#### 3. Unrealized Activities and Reasons

-none-

All of the steps and series of the project activities were realized and completed successfully.

#### 4. Financial Details

Line Item	Approved Amount		Expended Amount		Variance	
	Amount (USD)		Amount (USD)		Amount (USD)	
Expenses and Payment Request	COMCEC	Owner Contri	COMCEC	Owner Contri	COMCEC	Owner Contri
1. Human Resources	32,340.00		31,380.00		960.00	
2. Study Visit	10,575.00		10,991.70		-416.70	
3. Workshop	1,375.00		1,384.62		-9.62	
4. Associated Investment	2,100.00	600.00	2,096.15	600.00	3.85	0
5. Training	33,549.96	9,700.00	32,153.67	12,011.54	1,396.29	- 2,311.54
6. Incidentals	10,026.66		645.65		9,381.01	
7. Total	89,966.62	10,300.00	78,651.79	12,611.54	11,314.83	

The total expended amount of the project is USD 91.265,33 (total expenditure from COMCEC and Owner contribution) which is still below the total approved amount of the project USD 100.266,62. However the owner increase its contribution USD 2.311,54 to cover additional expenditure during training activities in National Animal Husbandry Training Center (NAHTC) Batu. While the incidentals expenses from this project is used only to cover the international airline for Sudan Participant from Sudan to Indonesia and Indonesia to Sudan.

#### 5. Challenges Faced

Some challenges that the project faced during the implementation was mainly in the preparation stage of the International Comparative Study and International Training Program, as follow:

- A. 2 (two) weeks delay implementation from the work plan schedule for implementing study visit to Qatar and Turkey. This is because of long bureaucratic

manual for COMCEC Funded Projects. Following are the activities ensure using the visibility of COMCEC:

- ✓ Comparative study in Indonesia, Turkey and Qatar: using Flags (Indonesia and COMCEC)
- ✓ Internal and International Seminar: using Standing Banner, Backdrop and Flags (Indonesia and COMCEC)
- ✓ International training program: using Flags (Indonesia and COMCEC), Banner, Bags, Seminar Kit, Training Material, T-shirt and Block Notes.

#### 7. Impact and Outcomes of the Project

Overall, this project reached expected outcomes i.e.

##### *The outcome taken as the result of comparative*

- Indonesian Trainers/Experts are able to understand and improve their knowledge on reducing losses of Meat and Milk from the advance system and model countries, Turkey and Qatar.
- As the background of the Trainers/Experts are University Lecturers and Livestock Trainers, the knowledge gained from the Turkey and Qatar could be disseminated not only in the project activities but also as multiplication disseminated to large number of people, students, extension, private sector and government as the recommendation or policy input on reducing losses in Indonesia.

##### *The outcome taken as the result of training program*

- The extension workers, researchers, trainers and other agricultural staffs (the participants) from participated countries are able to improve their skill and knowledge on reducing losses on livestock production
- The participants are able to understand Standard criteria on reducing losses (milk, meat and eggs) about technical and social economical aspects of losses handling
- The participants are able to understand the value chains system of Milk Collecting Points (MCP) model in Indonesia which could be adopted for Malaysia and Sudan
- The participants are able to explain in detail about the factors that mainly caused the losses on Meat, Milk and Eggs
- The participants are able to identify at least 2 findings and articulate on their self

#### Future Activities and Recommendation for CCO

Whether the possibility to host this kind of project in the future, the program duration is advised to be longer than six months. This would be good to give enough time to the project to explore and elaborate the field findings both local and international study in relation with the technical and social aspects. The capacity building program such as seminar and training is very important as the multiplier tools, such as training of trainers activities for extension/facilitators, to disseminate the skill and knowledge gained from the project to large number of people in OIC countries. Hence the duration of the training could be at least two weeks effective days. The participation of the countries could also be increased of more than five OIC countries which having similar condition and setting.

Other next initiatives might be challenged through the project such as dispatch experts/trainers or conducting workshop and training activity out of the project host country. As an example, the project host is Indonesia, but the location of the workshop or training could be in one country in Africa or Middle East or any other OIC countries which include neighbor countries surrounded as participants. The idea is to deliver the skill and knowledge to the beneficiary which are the less developing countries to support their capacity building needs from developing or advance OIC countries. The training design could be developed as tailor-made program considering the needs of the beneficiary country or participants countries.

#### Responsible Authority

Name : Dr. Widi Hardjono  
Title : Project Owners  
Signature :

Date : October 5<sup>th</sup>, 2017

#### Project Coordinator

Name : Ella Rosilawati Kosim  
Title : Project Coordinator  
Signature :

Date : October 5<sup>th</sup>, 2017

## Special Reports for Needs Assessment Projects

### Needs Assessment Report

- Assess needs of the PO Member Country and propose solutions to overcome the challenges and requirements of the member country in the related sector.
- PO submits two drafts of the Needs Assessment Report in line with the template.
  - *Section I - Assessing the Current Situation*
  - *Section II - Gathering and Analyzing Data*
  - *Section III - Making Decisions and Recommendations*

## Special Reports for Peer-to-Peer Experience Sharing Projects



- In Peer-to-Peer Experience Sharing activities, the PO submits Field Study Report for reflecting the knowledge and experience acquired during the activity.
- Submit the 1<sup>st</sup> Section of the Field Study Report, (current situation of PO Country) before the visit
- Submit 2<sup>nd</sup> and 3<sup>rd</sup> sections after the activity (current situation in the host country and recommendations)



# COMCEC ProjectFunding

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