

Memorandum of Understanding System of Rice Intensification (Stream-II)

Department of Agriculture, Government of Andhra Pradesh has taken up a program to strengthen System of Rice Intensification (Stream-2 SRI Program) with support from NFSM and NABARD in four districts namely, Medak, Nalgonda, Khammam and Mahabubnagar. The purpose of the program is to firmly establish SRI practices in selected blocks of rice cultivation in the program districts, targeting a total of 4000 ha (each of the districts targeting an area of 1000 ha spread over 10 blocks of 100 ha each).

Parties Involved:

1. **ATMA:** ATMA of the district Is the nodal responsible organization on behalf of the Department of Agriculture, Government of AP. It is represented by the Project Director ATMA/ Joint Director Agriculture of the District. This party is referred to as ATMA in this document.
2. : is a Non-Government Organization working in the Mandals (a brief profile of the organization is Annexed). The organization is represented by(name), (Designation) for the purpose of this program. This party is referred to as NGO in this document.
3. are the Community Based Organizations in the identified Mandals and villages. (A brief note on the CBOs is annexed). This party is referred to as CBO in this document.

Time frame:

The agreement is for a period of three years starting from , October, 2011 and concluding on Any extension of the time frame needs agreement with the JDA/PD ATMA **and is contingent on the overall program at the state level.**

Purpose:

All the three parties enter into this agreement on this date -, October, 2011.. for the purpose of achieving the objectives of the program as envisaged in the guidelines (attached) in the selected areas detailed below.

The NGO is specifically responsible for expanding the knowledge and skill base on SRI and to promote its practice in the following areas and also to cover the targeted area, year wise as per guidelines stipulated in time.

District:

Mandal :		Area (ha) :		Acres:	
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Terms:

The overall program implementation will be as per the Guidelines issued by the Department of Agriculture.

For the purpose stated above, all parties agree to the terms as under.

1. Responsibilities and deliverables of the NGO: The process steps and broad guidelines are given in (Annexure 2). The NGO will follow these guidelines. Any deviation, must be discussed and agreed upon with JDA/PD ATMA of the district.

The following are the broad responsibilities and outputs envisaged:

1. Preparation of project proposal:
2. The NGO will identify the area under paddy to be taken up under the program. The area will form a block of about 100 ha that will be eventually transformed into SRI; though the work may start in scattered small blocks within the 100 ha. An irrigation source (tanks, canal outlet or an electricity transformer for borewells) can be the basis for selection of a block of area. The identified area will be clearly communicated with necessary details to ATMA and to SRI monitoring cell at AP SRI Consortium / state Dept of Agriculture, Hyderabad. The details include the names of villages, latitude and longitude of the SRI area to be taken up, number of farmers, existing institutions etc., as per details given in the format. The area to be taken up for implementation will be 30 ha during the first year, 40 ha + 30 ha of first year = 70 ha in the Second year and 30 ha + 70 ha of previous years in the third year.
3. The NGO will identify a Community Based Organisation as Program Implementing Agency, in each of the 100 ha block for the purpose of implementation of the program. The CBO can be an existing one or a new one as detailed in the Guidelines. The NGO will verify their functioning, representation of stakeholders etc and provide the necessary details to JDA/PD-ATMA along with its recommendation for release of program budgets to their account. It is the responsibility of the NGO to select suitable CBO with good credentials for successful implementation of the

programme. The NGO has to capacitate the CBO, monitor and ensure proper conduct of the accounts, expenditure, etc., as per the program guidelines.

4. The NGO will provide necessary support to the implementing agency for the purpose of the program as below to and also ensure compliance of the same by the CBOs.
 1. Identify farmers for taking up SRI and organize them for sharing of experience and knowledge; and for preparation of project proposal.
 2. Form SRI labor groups and train them in the skills of nursery raising, transplantation and weeding. The task rates for these operations per acre will also be worked out. These labor groups shall take up the work on turn-key basis with farmers.
 3. Capacity building of field level activists / functionaries, cluster coordinators and participating farmers in close coordination with department of Agriculture.
 4. Conducting demonstrations cum training programmes and motivating farmers to adopt SRI.
 5. Identify a local fabricator and train him/her in manufacturing SRI implements on commercial basis.
 6. Conduct social audit every year and share the detailed payment sheets, expenditure details (including vouchers) etc., with the primary stakeholders, Gram Panchyat and others.
 7. Facilitate capacity building of field level activists / functionaries, cluster coordinator and participating farmers in close coordination with department of Agriculture.
 8. Conducting awareness campaigns.
 9. Facilitating provision of inputs such as seed, fertilizers, manures, equipments like weeders and markers etc. to the participating families through the CBO/ SRI facilitator / cluster coordinators.
 10. Ensure structured visits by the cluster coordinators to farmers fields for on site advisory services.

11. Reporting of progress on monthly basis to State level SRI Steering Committee, state level Program Monitoring Committee and District level monitoring committee which are the **proposed** monitoring organizations.
12. Conducting video shows, mass meetings, printing and distribution of pamphlets etc.
13. The NGOs shall review the progress of CBO at monthly intervals before sending the above reports .
14. The NGO shall maintain separate account for the funds released and utilized under the program and submit expenditure statements duly certified by the approved Auditors / Chartered Accountant on annual bases.
15. The NGOs shall maintain proper records of financial operations in respect of the project. Such records shall be open for examination by the Department of Agriculture. The NGOs should also ensure that CBOs also follow the same.
16. Shall immediately refund to Department of Agriculture the balance amount of the financial assistance which is either not required or cannot be utilized for the purpose for which it was sanctioned. Until such refund, it shall hold the amount in trust for the Department of Agriculture.
17. In the event of mis-utilization of the financial assistance / violation of terms and conditions by the NGOs which are implementing the programme at field level, the State Government Department of Agriculture shall have the right to recall the amount of financial assistance already released to the NGOs after deducting the expenses incurred on date and shall be constrained to stop further release of funds.
18. Regular monitoring of the program will also include inspection of the program related accounts of the CBO / implementing agency besides the physical programme.

19. Carryout regular field visits and accompany the AP SRI consortium/ Agril. Dept. Officers as and when needed. Also, the NGO will collaborate and share information with the AP SRI Consortium (represented by its secretariat) in field research / documentation / impact assessment or any such studies.
20. The NGOs through coordinator and facilitators will facilitate data collection from the participating farmers as per the prescribed formats and document the same as per the details in the prescribed consolidation formats.
21. NGO shall also be responsible for documentation of impact and deliverables under the program, Evaluation of the programme and for submission of periodical reports regularly.

Outputs envisaged for NGO:

The NGO is responsible for the following outputs of the program:

1. Conversion and **continued practice** of SRI by same farmers in an area of 30 ha by the end of first year/season, additional 40 ha by the 2nd year/season and additional 30 ha by the third year/season thus ensuring coverage of targeted areas, year wise as specified.
2. Sufficient numbers of labor groups are organized trained and take up SRI work on contractual basis.
3. Local fabricators regularly manufacture and supply SRI implements
4. Sustainable Agriculture practices in seed, nutrient and pest management that reduce costs are promoted.
5. Adequate capacities, proper and transparent conduct of the community based organization selected for implementation of the program.
6. Annual social audit.
7. Ensure proper maintenance of the accounts and records by the implementing agency from time to time.
8. Ensure quality of the program being implemented.
9. Timely submission of Physical and financial progress, data on individual farmers and rice plots, expenditure / accounts etc., as will be communicated.

2. Responsibilities of CBO:

The designated CBO will identify an office bearer to represent it for all official purposes. It performs the following functions:

1. Identify farmers for taking up SRI and organize them for sharing of experience and knowledge; and preparation of project proposal.
2. Form SRI labor groups and train them in the skills of nursery raising, transplantation and weeding. The task rates for these operations per acre will also be worked out. These labor groups shall take up the work on turn-key basis with farmers.
3. Capacity building of field level activists / functionaries, cluster coordinators and participating farmers in close coordination with NGO / Department of Agriculture.
4. Identify a local fabricator and train him / her in manufacturing SRI implements on commercial basis.
5. Capacity building of field level activists / functionaries, cluster coordinator and participating farmers in close coordination with NGO / Department of Agriculture.
6. Conducting awareness campaigns.
7. Facilitating provision of inputs such as seed, fertilizers, manures, equipments like weeders and markers etc. to the participating families.
8. Ensure structured visits by the cluster coordinators to farmers fields for on site advisory services.
9. Identify a formal account of the organization in a scheduled commercial bank for receiving the program budgets.
10. Receive and expend budgets received for the exclusive purposes of the program and be accountable for its management and reporting; within the overall provisions of the program as detailed in the guidelines.
11. The CBO shall maintain separate account for the funds released and utilized under the program and submit expenditure statements

- duly certified by the approved Auditors / Chartered Accountant on annual bases.
12. The CBOs shall maintain proper records of financial operations in respect of the project. Such records shall be open for examination by the Department of Agriculture.
 13. Shall immediately refund to Department of Agriculture the balance amount of the financial assistance which is either not required or cannot be utilized for the purpose for which it was sanctioned. Until such refund, it shall hold the amount in trust for the Department of Agriculture.
 14. In the event of mis-utilization of the financial assistance / violation of terms and conditions by the CBOs which are implementing the programme at field level, the State Government Department of Agriculture shall have the right to recall the amount of financial assistance already released to the CBOs and shall be constrained to stop further release of funds.
 15. Conduct social audit for the program budgets and outcome with help from the NGO; duly involving the Gram Panchayat.
 16. Organise farmers and labor for promotion of SRI and conduct their regular meetings to further the program.
 17. Organise field level skill development and training programs for farmers with support from the NGO.
 18. Support farmers and labor through hired village level worker and with help from the NGO. Be responsible for regular payment of charges for the village level worker.
 19. Arrange for and be accountable for supply and maintenance of appropriate SRI implements to farmers / custom hiring centers.
 20. Organise SRI field days and such other events to ensure that all farmers are sufficiently exposed to and aware of SRI practices.
 21. Be responsible for the spread of SRI in and around the selected villages.

22. Give report to the ATMA / JDA through the facilitating NGO on the progress of the program from time to time as specified.

3. Funds provided by ATMA and responsibilities of ATMA:

1. For the purpose of the program ATMA will provide the funds to the NGO and CBO: as per details given in the enclosed guidelines. The following procedures may be followed for release of funds subject to receipt of releases from NABARD.

1. 50 percent of the funds earmarked for the first year will be released by PD, ATMA after signing of the MOU with the NGO and selected CBOs.
2. The subsequent installments will be released after 75% of the budget released is utilized.

2. ATMA will be responsible for the following :

1. Organize necessary training of the NGOs in collaboration with the AP SRI Consortium
2. Timely release of funds to NGOs / CBOs basing on the progress of work and releases from NABARD.
3. Regular monitoring of the program including inspection of the accounts of the NGO and the CBO / implementing agency and taking up appropriate corrective measures.
4. Compilation of the district reports and submission of the same to C&DA under intimation to the SRI consortium.
- 5. Backstopping the NGO in conflict resolution, if the need arises**
6. Providing linkages with other ongoing programs of the agriculture department.

3. ATMA will also provide necessary linkages with local research stations of ANGRAU and provide technical inputs, where necessary.

4. ATMA will conduct monthly review meetings of the NGOs and the CBOs with the help of district level review committee consisting of representatives of the ANGARU, KVK, lead Bank, **District development Manager (DDM), Coordinator AP SRI Consortium** etc.

4. Monitoring, evaluation and learning:

1. For the purpose of monitoring, evaluation and learning, the NGO will collect and provide the necessary information / data to the AP SRI Consortium for review by state level steering committee for SRI under the chairperson ship of the Commissioner, Agriculture / Principal Secretary Agriculture.
2. The NGO will also coordinate, support and accompany the representatives of AP SRI Consortium for the purpose of monitoring, evaluation, documentation and learning.
3. An annual field day will be organized by the NGO involving the local agriculture research station of ANGRAU, other members of the district review committee and nearby farmers.

5. Role of the AP SRI Consortium: The AP SRI Consortium will be represented by its Secretariat.

1. Identification of local partners for implementing the programme.
2. Preparation of action plans at the state level and **help in** monitoring of their implementation.
3. Capacity building support to block / district level agencies.
4. Supporting the programme in development of strategy, MIS, monitoring, documentation and research.
5. Evaluation of the programme.
6. The SRI consortium will help the ATMA and the NGO in strategic matters, evolving / refining program strategies, in evaluation and learning
- 7. It may take up action research at the sites of implementation relevant to the objective of promoting SRI.**
8. The consortium will help the Dept of Agriculture in developing an overall program database and in monitoring.
9. It will analyze the learning from the Program for carry out policy advocacy as well as mainstreaming of learning in the main SRI Program of the Agricultural department.
10. Provide management support to the programme.

6. Non- negotiables:

While the program has in-built flexibility to achieve the outputs, the following are the non-negotiable and must be followed by all parties.

1. Ensure practice of SRI (or conversion of rice area into SRI) in 30 ha – 70 ha -100 ha in the three years/seasons. Previous year plots and farmers must continue practice of SRI. As agreed by the implementing partners, if the area under SRI falls below 50% of what is envisaged, the NGO will be suspended from the program after an assessment of the circumstances by a committee constituted by the Steering Committee of SRI. The NGO is required to continue on its own to complete backlog of the target area without further financial assistance. The services can be resumed once the target is fulfilled.
2. Implementation by Community Based Organisation: Under no circumstances the funds/ components envisaged to be spent by the NGO/CBO are spent by any other agency.
3. Transparency and social audit: All the expenditure must be through cheque or bank transfer to the extent possible. The accounts of the CBO must be open to public for scrutiny. An annual social audit and its report with photographs is mandatory.
4. Violation of these non-negotiables results in termination of the services or suspension of the program in the area, after due consultation and verification by a special committee constituted by the State level Steering Committee for SRI.

7. Accounting:

1. The NGO will submit Utilization Certificate duly audited by a Chartered Accountant approved by Dept of Agriculture.
2. The NGO will also ensure that the CBO maintains all records with bills/ vouchers and submit the Utilization certificate duly audited by a chartered Accountant approved by Dept of Agriculture.

8. Conflict resolution and termination of contract:

1. The JDA / ATMA will extend all possible support in addressing the conflicts arising in the implementation of the program.

2. The Steering Committee on SRI constituted by the Department of Agriculture will arbitrate the conflicts and make its recommendations to the Commissioner, Agriculture.
3. Any specific conflict can be represented by either party (ATMA or NGO) to the State level consortium of SRI at the Department of Agriculture, Hyderabad. The Steering Committee on SRI will appoint a committee to address these conflicts and make necessary recommendations to the Commissioner, Agriculture for action.
- 4. Termination of services of any NGO under this MOU must be preceded by the recommendation of the subcommittee constituted by the Steering Committee on SRI at state level.**
5. If the NGO wishes to withdraw from the program, it can do so after fulfilling the following :
 1. Explain the reasons for withdrawal
 2. Complete all pending works and reports
 3. Submit all accounts with details of expenditure at its level and also at the implementing agency level, Connected records, documents, reports etc.
 4. Must give at least two months prior notice
 5. Return all the balance funds accompanied by audited certificate.

Signatures:

1. Head of the NGO:

2. Head of the CBO:

3. PD ATMA.

4. Joint Director of Agriculture