An Overview of Project Management: Year 3

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Goal is to ensure an efficient and effective technical, administrative and financial management of the Project

To achieve the outputs, outcomes and impact of the Project.

Key Milestones:

- Organization of ARWP Workshop.
- Organization of Steering Committee Meeting
- Operational webportal and Newletters.
- Project Management and other trainings.
- Baseline Assessment and M&E of Project.
- Other Operational Matters
Key Milestone: One workshop organized

- **Annual Review & Workplanning Workshop** successfully held at IITA, Ibadan (25-26 April, 2016) - 69 participants.
  
  • Jointly assessed 2015 achievements of Project, and developed 2016 Workplans for Project Steering Committee’s approval.
Key Milestone: Steering Committee (SC) meeting held.

- 3rd meeting of the Project’s SC and its Sub-Committees (Herbicides and Herbicides Safe Usage) held (28 -29 April, 2016).

- Nine resolutions/recommendations formulated for efficient and effective implementation of project in Year 3.

- Approval of 2016 workplans and protocols.

- Field trip organized at IITA for SC and subcommittee members (demonstration of the mechanical weeding of cassava fields).
Key Milestone: Web portal operational.

- Project website (http://www.cassavaweed.org) continues to be operational and project accounts also operational on social media platforms.


- 5 issues of the bimonthly Cassavamatters Newsletters and 12 press releases produced and shared.

- Farmers’ field days and other activities covered in radio and on television.
Key Milestone: Project Management trainings held.

- Capacity building of the collaborating partners by ‘learning-by-doing’ continued.

- **Week-long working visit** (14-18 March, 2016) organized for NRCRI Project coordinator/AEZ scientist (Dr Adeyemi Olojede) at IITA.

- **Hands-on training** on Project Administrative and Financial Management (11-15 January, 2016) extended to FUNAAB and UAM Project team.
Other Trainings:

- Project partners (NRCRI, FUNAAB and UAM) trained on use of **Social Media** as a resource and effective tool in project implementation (Joint Quarterly Review Meeting (JQRM) - 17-18 February 2016).

- A one-day training workshop on the **use of electronic devices** (tablets) to capture data in the laboratory and field (28 June 2016 during the sixth JQRM at UAM).

- Training on **Combined Data Analysis Workshop** (21-22 March 2016).

- The 4th, 5th and 6th Nigerian Engineers and Fabricators’ brainstorming sessions hosted at IITA (10-11 and 21-22 October, 2016 and 19-20 November, 2016).
• **Training Workshop on Herbicide Action on Weeds and Crops** (1-3 March, 2016): 41 participants (27 males and 14 females).

• **A Training of Trainers Workshop on herbicide use and their safety** (18-20 April, 2016) for lead farmers, Extension Agents and Spray Service Providers: 37 participants comprising (29 males and 8 females).

• **Training workshop on application techniques and the safe use of pesticides** (21-23 April, 2016): 89 participants (76 males and 13 females).

- Research centers (IITA, NRCRI)
- Regulatory Agencies (SON, NAFDAC, NESREA)
- Universities (FUNAAB, MOUAU, UI, UAM)
- NGOs (KOLPING Nigeria, JDPM Abeokuta)
- State ADPs (OGADP, ABIA ADP, BENADP, OYO ADP)
- Government agencies (FMARD and Ministry of Environment).
**Key Milestone: M&E of Project is conducted.**

- The **M&E baseline survey report** completed in 2016.

- The M&E consultant and team conducted **monitoring visits** to all trial sites of IITA and partners institutions (17 to 25 October, 2016).

- The **M&E focal persons and project administrators** from the partner institutions trained (26 to 28 October, 2016) at NRCRI on M&E principles and applications.
Internal Monitoring of Project Progress

- **Four Joint Quarterly Review Meetings** for project staff at IITA and partner institutions held: IITA (17-18 February), UAM (27-28 June), FUNAAB (27 September) and NRCRI (10 December).

- Facilitated **monitoring and exchange visits** to implemented trials at IITA and partner institutions.

- Facilitate **two technical backstopping visits** of Consultant from Professor from Purdue University facilitated to provide technical support to the on-farm herbicide trial.
Leadership Transition

- **Meeting** held (16 February, 2016) with **IITA and NRCRI Management** and the Project Management team:
  - Joint interactive meeting and training session between the IITA and NRCRI project team members, IITA-CDO and IITA-PAO organized (8 to 9 March, 2016).
    - Facilitate the process of the leadership transition to NRCRI to ensure that necessary frameworks are in place
    - Specific needs of the partners (UAM and FUNAAB) also addressed.
    - Interactions with the NRCRI’s Executive Director and Director of Administration in establishing the proposed Grant & Contract office in NRCRI.
    - Training of NRCRI team on requirements for setting up and running a Grant and Contracts office for donor-funded projects.
Visits to the private sector chemical companies

- Project Management Team visited **Syngenta** and held discussions on the registration of their products.

- Met with a team from **Monsanto** and held discussions on the continued availability in Nigeria of their products tested in the project.

- Project Management Team visited **Bayer AG** in Germany (13 to 17 February 2017) to discuss registration of their products tested in the Project and to seek increased collaboration.

- Professor Steven Weller of Purdue University was contacted to assist in discussions with **Valent** on the Project’s behalf regarding product registration in Nigeria.
Workplans and budgets for partner institutions, as well as all protocols for trials were finalized as well as disbursements of funds and made available to project teams and partner institutions for implementation of project activities.

Analysis of budget spending: Weed Management Project showed positive balance for year 3.

Technical and financial reports: consolidation and timely submission to the donor of the project.

TSA posed some challenges in 2016, but IITA and partner institutions preferred workable solutions within the confines of Nigerian Law.
Attendance in Conferences

- First **World Congress on Root & Tuber Crops** (January 18-22, 2016), Nanning, Guangxi, China.

- **Annual Meeting of the Weed Science Society of America** (Feb. 8-11, 2016. San Juan, Puerto Rico).

- **Annual Conference of the Weed Science Society of Nigeria** (Feb. 8-11, 2016, Minna, Niger State).

- **National Cassava Summit** (8 September 2016), Abuja, Nigeria (attendance and exhibition).
Cassava Weed Management Project

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Thanks for your Attention