



**Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka**

**Annex-1**

**General Brief**

- |                                           |                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Training Code</b>                   | TF-182-NIRDPR-2018                                                                                                                                                                                                                                                                                     |
| <b>2. Training Title</b>                  | CIRDAP-NIRD&PR International Training Programme on Food Waste to Wealth: Post-Harvest to Market                                                                                                                                                                                                        |
| <b>3. Date and Duration</b>               | 01-10 March 2019 (10 days, excluding arrival and departure)                                                                                                                                                                                                                                            |
| <b>4. Venue</b>                           | Hanoi, Vietnam                                                                                                                                                                                                                                                                                         |
| <b>5. Implementing agencies</b>           | Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)<br>'Chameli House', 17 Topkhana Road, Dhaka-1000, Bangladesh<br>E-mail: dgcirdap@cirdap.org; training@cirdap.org<br><br>National Institute of Rural Development & Panchayati Raj (NIRD&PR)<br>Rajendranagar, Hyderabad, India |
| <b>6. Sponsoring agencies</b>             | Ministry of Rural Development (MoRD), Government of India                                                                                                                                                                                                                                              |
| <b>7. Number of overseas participants</b> | Up to eighteen (18)                                                                                                                                                                                                                                                                                    |
| <b>8. Number of local participant</b>     | Up to five (5)                                                                                                                                                                                                                                                                                         |
| <b>9. Closing date</b>                    | 15 February 2019                                                                                                                                                                                                                                                                                       |

**10. Background**

*"Food Loss refers to weight or nutritional value losses in primary products and at the initial phase of production, transport or storage, Food Waste is about food for human consumption that is discarded during marketing, catering or household consumption due to poor planning or sales forecast (expiration date) or even lack of consumer awareness."* (Source: International Workshop on food loss by World Bank Nov 6-7, 2016; Washington D.C)

Food security is an important component in ensuring sustainable development. It is clearly captured in the Sustainable Development Goal (SDG) 1 and 2 which aim to reduce hunger and poverty.

Therefore, it is important to minimize food waste and food losses besides promoting high agriculture productivity to ensure food security for the people in the world. The less the world wastes, the easier to meet the food needs of the global population in the coming years. Also cutting back on waste could go a long way to reducing Greenhouse gas emissions. FAO reported that around 1.3 billion tons of food produced annually is lost or wasted globally, enough to feed the present world population of around 7 billion people. Of this 12.6 % or 868 million people go hungry everyday where in 2012 about 62% or 536 million are from Asia Pacific. <sup>1</sup>

<sup>1</sup> Food and Agriculture Organization of the United Nations: SAVE FOOD: Global Initiative on Food Loss and Waste Reduction; International Workshop and Conference on Agricultural Post-harvest handling and Processing; 18<sup>th</sup> –19<sup>th</sup> November, 2015; Bogor, Indonesia

Food losses and waste occurs at all stages of food supply chain, from agricultural production to final household consumption. In the developing countries including Asia-Pacific region, food waste and losses normally occur from post-harvest stage to market outlets. These are attributed to poor skills & technology of harvest, packaging, storage, transportation, climate related factors amongst others.

In view of the above, several Asia and the Pacific countries have taken initiatives to address the problem of food waste and food losses to ensure food security. For instance, the Republic of Indonesia is implementing an *UPSUS Programme* to increase agriculture productivity, and production while reducing yield losses. In 2015, there was a revitalization of processing equipment of rice, corn and soya bean to reduce post-harvest losses in various provinces in Indonesia. There were also measures taken to improve storage facilities using an in-store drying technology. There were also 5 AgroSciences Parks (ASP), 16 Agro-Tech Parks (ATP) and 1 Agro-Science Techno Park have been established to upscale the quality of agricultural products, and to add value to agricultural bi-products through bio-industrial approach.

There is diversity in the nature and extent of food waste and losses, and measures taken to address these challenges amongst countries in the Asia and the Pacific including CIRDAP member countries. Therefore, it is important that this training programme will focus on the current status of post-harvest to market on food waste and losses at the global, regional, and how these wastes and losses are turned to wealth.

In this regard, CIRDAP in collaboration with NIRDPR is organizing an international training programme on '*Food Waste to Wealth: Post-Harvest to Market*' in Vietnam from the 1<sup>st</sup> to 10<sup>th</sup> March 2019.

## 11. Objectives

The participants are expected to:

- (i) Understand the Basic concepts of food security, food waste and losses, reduce-reuse-recycling (3Rs);
- (ii) Acquire the knowledge and understand on the current status of post-harvest to market on food waste and losses and measures taken to minimize these problem at the global and regional level of the Asia and the Pacific;
- (iii) Share the nature and extent and challenges of their country's food waste and losses;
- (iv) Learn from other counties good practices on the waste reduction/management;
- (v) Able to identify common types of food waste, and losses; common policies and programmes; innovative practices to address the challenges; and
- (vi) Explore and identify innovative practices in turning food waste and food losses to wealth and identify gaps amongst CMCs for policy formulation, research, training, exposure visits amongst others.

## 12. Methodology

Training methods include a combination of lectures-cum-discussions, panel and case discussions, appropriate mix of various participatory training methods through mock exercises and audio-visual presentations, inter and intra group discussions and sharing of country experiences, group assignment and exercises. Field visit will be highly interactive and focus will be more on practical orientation. In addition, appropriate energizers, ice-breakers, etc., will be used in training programme.

Tentative course contents are:

- (i) Basic concepts of food security; food waste and food losses; reduce-reuse-recycling(3Rs);

- (ii) Sharing of the nature, extent and challenges of food wastes and food losses on participants countries;
- (iii) Sharing of responses to challenges: policies, programmes and innovative practices to turn waste and losses to wealth from their individual countries;
- (iv) Determination of common types, challenges, policies, programmes, innovative practices in turning waste and losses to wealth in CMCs and the gaps.etc.

A Field study visit, for +/- 3 days outside of the venue, may arrange to study and observe the post-harvest waste management or relevant areas in rural development projects.



**Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka**

**Annex-2**

**Selection Criteria**

The participants are expected to possess the following qualifications:

1. **Current position:** The participants are mid and senior level government officials, working under rural development and poverty alleviation, agriculture, rural entrepreneurship development, small and medium industries, and other relevant department of national and local government agencies
2. **Work experience:** At least ten (10) years of experience in the position described above.
3. **Education:** University degree or equivalent qualification from a recognized university/ institution.
4. **Language:** The training is conducted in English, and participants are frequently required to make oral and written presentations. They must, therefore, be proficient in spoken and written English.
5. **Health:** Participants to complete a number of individual and group activities, and strenuous fieldwork. It is therefore, recommended to the member countries, not to nominate candidates who are likely to suffer from physical and mental stress.
6. **Age:** Eligible candidate should be between 35 and 50 years of old. However, these criteria will be flexible considering the professional experience.
7. **Certificate:** Participants are required to attend the entire training program to receive the CIRDAP-NIRD&PR certificate of attendance.
8. **Medical certification:** Examination to be done by a qualified medical physician to certify the nominee's fitness to travel (land and air) by distance, long hours and meet the tight schedules of the programme.



**Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka**

**Annex-4**

**Country Paper**

Training participants are requested to submit and present a country paper on **'The Current scenario of Post- Harvest losses in Agricultural based products and Food Waste Management in ... (name of their respective country)'**.

1. An ideal country paper may content:
  - a. **Responsible Authority** (a brief description on the responsible organization(s), who are engaged with the cited matter/ subject);
  - b. **Policies** (a brief of existing or proposed rules- regulations- policies- plan and strategies);
  - c. **Present practices/ Programme** (a brief description on agri based waste management and mitigation measures/ programme, undertaken by any ministry or institute or department or other government or non-government bodies);
  - d. **Limitations, challenges and opportunities** (Participant will identify specific limitation- challenges- opportunities have in his/her own country's perspective);
  - e. **Way forwards** (Participant will point out his/her own idea to way forward of country's limitation- challenges and way of utilizing the opportunities. S/he will generate idea to use of agro based food processing and waste management for rural development and poverty alleviation);
  - f. Participants are free to write any other issues - related or relevant with training topic, in the context of their own countries perspective.
2. The country paper should be written on A4 size paper with 1" margin in all side, and maximum 3,000 (three thousand) words.
3. The participant have to prepare a power point presentation based on their country paper. The presentation time for each paper will be about five (5) minutes with another five (5) minutes Q&A session. However, paper presentation time may vary.
4. The country paper and the power point presentation to be submitted by **25 February 2019**. Both files should be renamed with first name\_country paper or PPT(e.g Jack\_country paper or Jack\_ppt) and submit through this link: <http://cirdap.org/capacity-building/>
5. Please note that, submitting country paper is a mandatory part of the programme. Based on it, all participants will present their paper during the training.



**Centre on Integrated Rural Development for Asia and the Pacific  
Dhaka**

**Annex-5**

**Financial Arrangements**

**(i) To be borne by the participants' or participating countries**

- a. *Participants' insurance premiums:* All participants are expected to be fully insured against the accident and illness (including hospitalization and death) for the entire duration of the training and travel. A copy of the travel insurance certificate is expected to submit to the CIRDAP Secretariat before participation. Neither the CIRDAP, nor the NIRD&PR will be responsible for any eventuality arising from accident or illness;
- b. All expenses related to visa fees and airport taxes;
- c. Any expenses incurred by participants for stop-overs on the way to and from the training venue, as well as for extra stay at the training venue before and/or after the official training period because of early arrival or late departure, for example, due to either limited available flights or any other reason;
- d. All other expenditure relating to travel within the applicant(s) country and in transit, miscellaneous expenses etc. will have to be met by the participant or their concern organization;

**(ii) To be borne by the implementing agencies (CIRDAP-NIRD&PR)**

- a. Pocket allowances and accommodation for up to 18 overseas participants and 05 local participants for 11 days, at the rate to be specified later.
- b. All local implementation costs (venue, workshop facilities aid kit, local travel arrangements etc.) for all participants.
- c. All assignment costs for resource persons.
- d. Round-trip in the economy-class international airfare, by the most direct route between the international airport of the participants' country and Vietnam.



## Centre on Integrated Rural Development for Asia and the Pacific Dhaka

### Annex-6

#### 1.0 CIRDAP Selection Guideline

1. Each participating ministry or institute is requested to nominate three candidates in the order of preference. Please ensure that candidates nominated meet the qualifications specified under section 3 above;
2. No form of self-nomination will be accepted;
3. Please note that nomination of a candidate does not necessarily guarantee that s/he will be selected. Selection is at the discretion of the CIRDAP Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non-selection, therefore, does not mean that the candidates concerned are not competent enough. Sometimes candidates are not selected because they are over qualified for a training;
4. Each nomination should be accompanied by the necessary documents. A nomination lacking any of necessary documents (specified under section 4 above) may not be considered;
5. Member countries are requested to adhere to the **nomination deadline given on page 1**. The Secretariat may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the training;
6. If a selected participant becomes unable to attend, s/he should inform to the CIRDAP Secretariat immediately and give the reason for withdrawal.

#### 2.0 Actions by the CIRDAP Secretariat

- a. Under normal circumstances, candidates who are selected will be informed of their acceptance at least three weeks prior to the start of the programme.
- b. If some candidates fail to qualify or be unable to participate after selection, or if some member countries fail to nominate any candidate, their slots may be filled by alternates from the same or another member country on a merit basis.

#### 3.0 Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to the CIRDAP director concerned.

#### 4.0 Other issue

Without prior approval from the coordinator, Participants are requested not to invite any family member or friend in the training venue, accommodation arrangement, during field trip, and other official programmes.