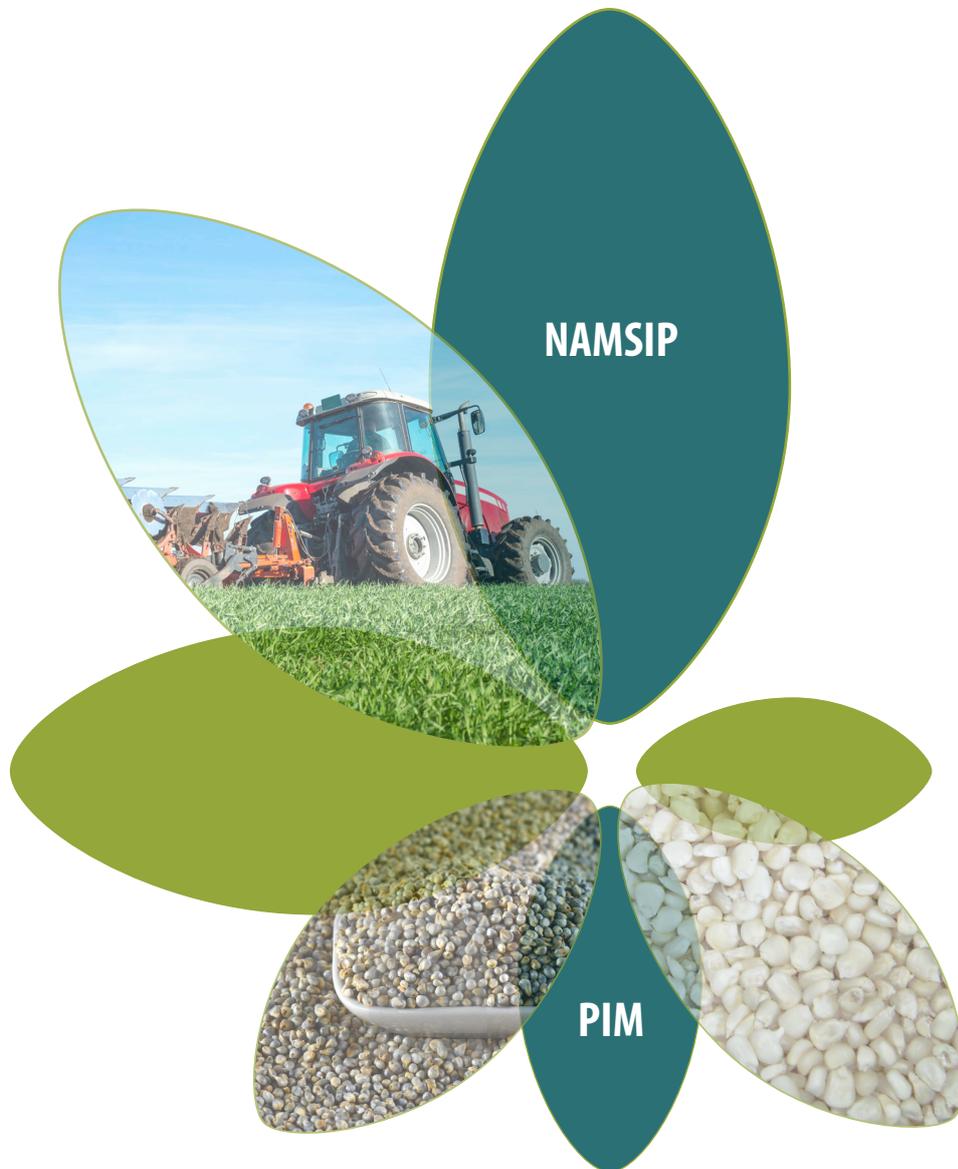




Republic of Namibia



African Development Fund



**NAMIBIA AGRICULTURAL MECHANIZATION AND SEED
IMPROVEMENT PROJECT (NAMSIP)
PROJECT IMPLEMENTATION MANUAL (PIM)**

**OCTOBER 2020
IMPLEMENTED BY THE MINISTRY OF AGRICULTURE,
WATER AND LAND REFORM**



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FOREWORD

The agriculture sector is the single largest employer in Namibia, employing approximately 20.1% of the Namibian labour force. However, the sector contributes only 3.9% to the Gross Domestic Product (GDP). Transforming the agriculture sector has the potential to drastically reduce unemployment, ensure the country's food security, and improve the sector's contribution to the GDP and socio-economic development.

In pursuit of transforming the agriculture sector, the Government is implementing the Namibia Agriculture Mechanisation and Seed Improvement Project (NAMSIP) through the Ministry of Agriculture, Water, and Land Reform (MAWLR). The Project will be implemented over five years and is co-funded by the African Development Bank (AfDB) and the Government of the Republic of Namibia with a combined value of One Billion, Four Hundred and Eighteen Million, Two Hundred and Sixty-Eight Thousand and Four Hundred Namibia Dollars (N\$ 1,418,268.400). NAMSIP has two main components, Component 1: Value Chain Improvement with two sub-components, namely: Agriculture Mechanisation and Certified Seed Improvement, and Component 2: Institutional Support, also with two sub-components, namely: Capacity Building and Project Management. Gender, Environmental and Social issues will be mainstreamed during the Project implementation.

The Project is aimed at improving household food security and contributing to poverty reduction. The specific objectives of this Project are to enhance agricultural productivity, to reduce annual importation of staple cereal crops/grains, facilitate job creation, and enhance household incomes, all of which are expected to improve the quality of the lives of the rural population of Namibia.

In communicating much-needed information to the stakeholders and intended beneficiaries, the Project has deemed it appropriate to develop a Project Implementation Manual (PIM). This manual lays out the institutional arrangement and key activities that will be executed during the Project period. The document clearly outlines the procedures and modalities on how the Project will be implemented. It describes the procurement methods that will be used in procuring Project goods, works, and services, as well as the procurement arrangement and set thresholds in line with the loan agreement. The manual also provides insight into how the Project activities will be monitored, evaluated, and reported at constituency, regional and national levels. The anticipated risks and mitigation measures are also presented in this manual.

In addition to this implementation manual, the Project also developed three pamphlets with specific implementation modalities, which are available in English and also translated into six local languages of Rukwangali, Oshiwambo, Otjiherero, Silozi, Khoe-khoegowab! (Damara>Nama), and Afrikaans, to create awareness and improve Project visibility.

I want to emphasize the significance of organised agriculture. Organised agriculture gives farmers greater control over the supply chain, helps them cut costs on key inputs through economies of scale, and allows them to share innovations that can boost output and productivity. If farmers are organised, it is easier to procure production inputs at more favourable and negotiated prices, ensures better access to markets, and even enables lobbying for any kind of assistance, e.g. credit facilities when farming or producing as a group to achieve a common goal. I, therefore, want to urge all of us to encourage our farmers to organise themselves into co-operatives, associations, or groups for them to benefit from various interventions and initiatives within the agriculture sector.


Percy W. Misika
Executive Director: MAWLR



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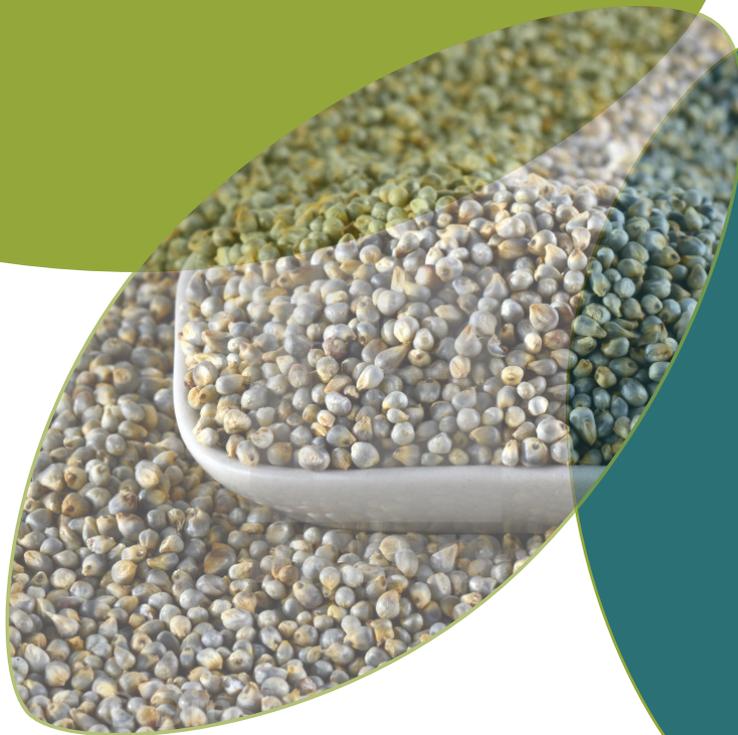
The UCCB would like to acknowledge the consultancy team which compiled this document, namely: Mr. Jonas Chigariro, Mr. Cecil Togarepi, Ms. Hortensia Kandongo, Dr. Bertha Mudamburi, Dr. Simon Awala, Mr. Kudakwashe Hove, Mr. Thula Maharero, and Tate Sheehamandje Ipinge. The document was developed through consultancy services awarded to the UCCB by the MAWLR and co-financed by the Government of the Republic of Namibia (GRN) and the African Development Bank (AfDB).

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ABBREVIATIONS AND ACRONYMS

ADCs	Agricultural Development Centres
AfDB	African Development Bank
AG	Auditor General
AgriBusDev	Agricultural Business Development Agency
AM	Agricultural Mechanization
AMTA	Agro- Marketing and Trade Agency
ATs	Agricultural Technicians
CASOs	Chief Agricultural Scientific Officers
CATs	Chief Agricultural Technicians
DARD	Directorate of Agricultural Research and Development
DAPEES	Directorate of Agriculture Production, Extension and Engineering Services
DCPP	Dryland Crop Production Programme
DPBD	Directorate of Planning and Business Development
DVS	Directorate of Veterinary Services
ESMP	Environmental and Social Management Plan
GRN	Government of the Republic of Namibia
HACCIADEP	Harambee Comprehensively Coordinated and Integrated Agricultural Development Program
HCT	HACCIADEP Coordination Team
HPP	Harambee Prosperity Plan
MADI	Mashare Agricultural Development Institute
MAWLR	Ministry of Agriculture, Water and Land Reform
Meatco	Meat Corporation of Namibia
M&E	Monitoring and Evaluation
MITC	Mashare Irrigation Training Centre
MTR	Mid-Term Review
NAB	Namibia Agronomic Board
NAD	Namibia Dollar
NAMSIP	Namibia Agricultural Mechanization and Seed Improvement Project
NECFU	Namibia Emerging Commercial Farmers Union
NCA	Northern Communal Areas
NDP	National Development Programme
NDP5	National Development Plan 5
NNFSGC	Northern Namibia Farmers Seed Growers Cooperative
NNFU	Namibia National Farmers Union
PE	Project Experts
PIM	Project Implementation Manual
PIS	Project Information System
PIU	Project Implementing Unit
PRFP	Project Regional Focal Person
PSC	Programme Steering Committee
RSs	Research Stations
TAZAC	Tsumis Arid Zone Agricultural Centre
ToT	Training of Trainers
TPB	Target Project Beneficiaries
VRECs	Veterinary Rural Extension Centres



SECTION 1

PROJECT BACKGROUND INTRODUCTION

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1.1 What is NAMSIP?

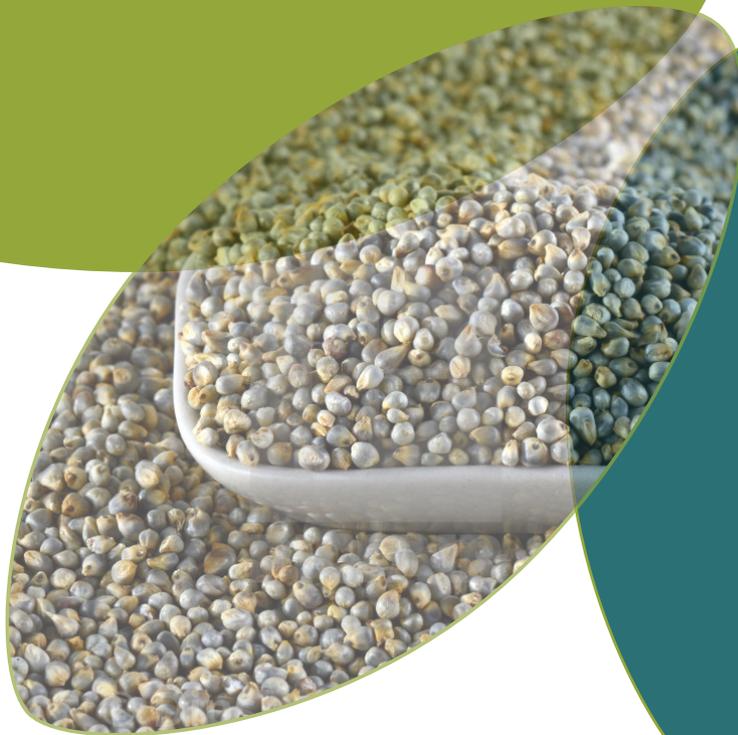
- 1.1.1 The Namibia Agricultural Mechanisation and Seed Improvement Project (NAMSIP), herein referred to as the “Project”, is the brainchild of the Ministry of Agriculture, Water and Land Reform (MAWLR). The Project supports the developmental objectives set out in Namibia’s High-level Plans and Strategies, which include Vision 2030, the Fifth National Development Plan (NDP5), Namibia’s Harambee Prosperity Plan, MAWLR’s Five Year Strategic Plan, and the Growth at Home Strategy.
- 1.1.2 At the sector level, the Project originates from MAWLR’s Harambee Comprehensively Coordinated and Integrated Agricultural Development Programme (HACCIADEP), which is comprised of ten schemes aimed at accelerating agricultural development through targeted interventions.
- 1.1.3 The Project addresses two of HACCIADEP’s schemes, namely; Agricultural Mechanisation and Seed Improvement, and Institutional Support, while mainstreaming gender, environmental and social issues in its implementation.

1.2 Project funding information

- 1.2.1 The Project is co-funded by the African Development Bank (AfDB)—based on its Ten-Year Strategy (Agriculture and Food Security) and High-5 Priority Areas (Feed Africa and Improving the Quality of Lives of People), the Government of the Republic of Namibia (GRN), and Project beneficiaries.
- 1.2.2 The total Project cost is N\$ 1,418,802,400.00. An amount of N\$ 1 billion, which represent 70.5%, is funded by the African Development Bank (AfDB) through a loan. Government’s counterpart contribution amounts to N\$ 361,640.700 representing 25.5%, while the beneficiaries are expected to contribute N\$ 56,627.700, which accounts for 4% of the total Project cost.
- 1.2.3 The Project is being implemented over five years i.e. from April 2018 to December 2022.
- 1.2.4 The Project has been launched at national and regional levels, and Project structures have been established to oversee and facilitate the implementation of this Project.

1.3 Purpose of the Project Implementation Manual

- 1.3.1 This Project Implementation Manual (PIM) provides a description of the operational procedures that will be followed during the implementation of the Project.
- 1.3.2 The main objective of this manual is to serve as a reference document for all key stakeholders, including, but not limited to; National level Programme Steering Committee (PSC); Harambee Comprehensively Coordinated and Integrated Agriculture Development Programme (HACCIADEP) Coordination Team (HCT); Project Implementing Unit (PIU); Project Regional Focal Persons (PRFPs); the Project Experts (PEs), Regional Procurement Officers (RPOs), Regional Assistant Accountants (RAAs), and Target Project Beneficiaries (TPBs).
- 1.3.3 Specifically, the manual sets forth: Project background, goals and objectives of the Project, components, institutional arrangements, capacity building, implementation modalities, monitoring, evaluation and reporting, procurement processes with agreed thresholds, and risk management.
- 1.3.4 In addition, the PIM provides information on machinery and equipment to be procured under the two components i.e. Agricultural Mechanisation and Certified Seed Improvement, and Institutional Support, as well as the criteria that will be used to identify and select the Project beneficiaries.



SECTION 2

PROJECT DESCRIPTION

SECTION 2 PROJECT DESCRIPTION

2.1 Project objectives

The overall objective of NAMSIP is “To improve household food security and contribute to poverty reduction”. The specific objectives of the Project are to:

2.1.1 Enhance agricultural productivity in order to reduce the annual importation of staple cereal crops/grains.

2.1.2 Facilitate job creation.

2.1.3 Enhance household incomes and improve the livelihood and wellbeing of the rural population.

2.2 Project Components

The Project is divided into two main components, each with two sub-components. The components and sub-components of NAMSIP are shown in Figure 1 below.

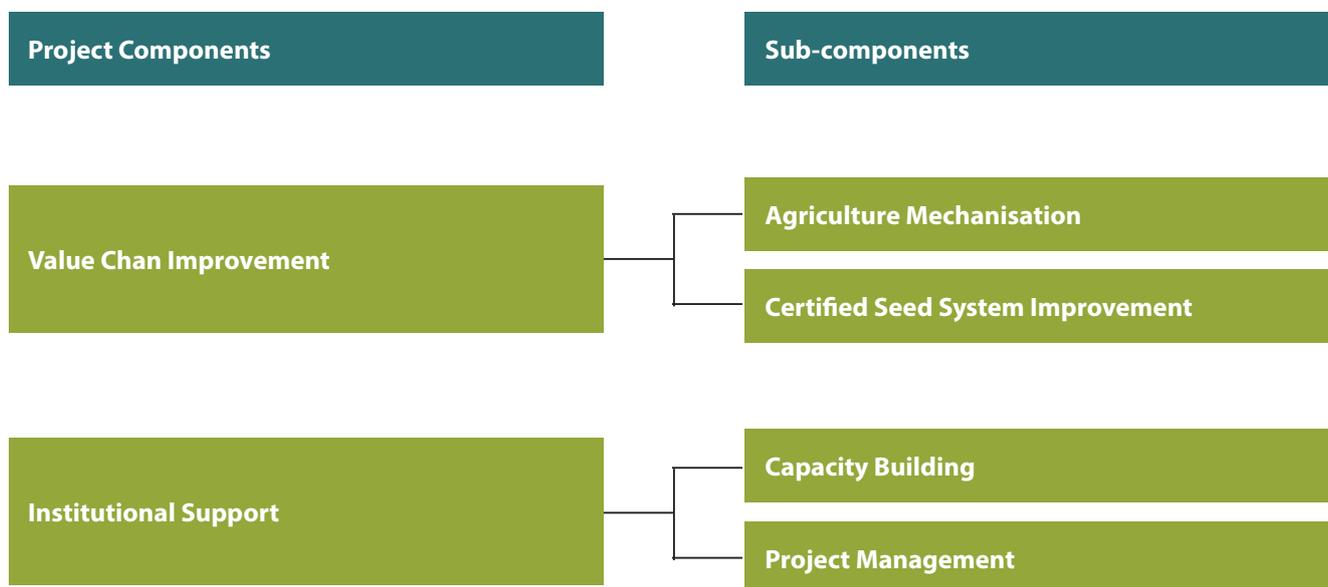


Figure 1: Project Components and Sub-Components.

2.2.1 Value Chain Improvement Component

One of the key challenges affecting food security in Namibia is the inability of rural producers to timeously access agricultural inputs such as seed, farm machinery and equipment that are required for effective land preparation, planting, weeding, and harvesting. This challenge negatively affects agricultural production, post-harvest handling, and marketing.

- The Value Chain Improvement Component aims to increase crop and livestock productivity through enhanced cost efficiency and increased output.
- This Component is comprised of two Sub-Components, namely: (1) Agricultural Mechanisation and (2) Certified Seed Improvement, which are meant to improve the agriculture sector across the value chain.
- This Component also focuses on the recruitment of Technical Assistants to ensure efficient and effective Project implementation.

2.2.1.1 Agricultural Mechanization Sub-Component

- Agricultural Mechanisation deals with the provision of farm machinery and equipment and intends to increase production and improve productivity across both livestock and crop value chains.

- b) This sub-component will, therefore, enable farmers to complete farming operations in a timely manner, especially in the crop-producing regions where the rain-fed farming system is practiced.
- c) The key activities that will be implemented under this sub-component include:
 - (i) Procurement of assorted crop production, harvesting, processing and storage machinery, and equipment.
 - (ii) Supply and installation of 169 standard drip/sprinkler irrigation systems (each covering 1 hectare, total 169 hectares) for crop production.
 - (iii) Procurement of assorted machinery and equipment for animal health and livestock fodder production.
- d) This sub-component will be implemented in all 14 regions.
- e) The role of the Project Implementation Unit (PIU) is to co-ordinate the above-mentioned activities, while the Directorates of Agricultural Production, Extension and Engineering Services (DAPEES) and Veterinary Services (DVS) are responsible for the practical field implementation of these activities.

2.2.1.2 Certified Seed Systems Improvement Sub-Component

Certified Seed Systems Improvement is important in ensuring timely availability and accessibility of quality certified seed by farmers.

- a) The following key activities will be executed under this sub-component:
 - (i) Procurement of assorted machinery and equipment for production and processing of seed (refer to Annexure 8 for the list of goods to be procured).
 - (ii) Supply and installation of three drip/sprinkler irrigation systems for seed production (at identified MAWLR institutions). The Project has secured 265 hectares of land for the production of seed. Of this, 207 hectares are earmarked for the multiplication of certified seed, whereas 58 hectares is allocated for the production of foundation seed. This land is available at the Ministerial Crop Research Stations and training institution and is distributed as follows: Omahenene (45 hectares), Mannheim (25 hectares), Okashana (20 hectares), and Bagani (42 hectares) Research Stations; Mashare Irrigation Training Centre (68 hectares), and Katima Farm (60 hectares). The Project will support these institutions on seed multiplication related activities such as provision of agricultural inputs (fertilisers, pesticides, diesel), tools and equipment, dust masks, packaging materials, weighing scales, payment of casuals, and repair and maintenance of machinery and equipment for successful execution of seed production activities.
 - (iii) Facilitate the production of seed under dryland and/or irrigation conditions, and the distribution of certified seed.
 - (iv) Construction of five full-house seed processing plants, including installation of appropriate equipment.
- b) This sub-component will be implemented in the ten (10) crop growing regions, namely: Zambezi, Kunene (Northern Part), Omaheke, Otjozondjupa, Kavango East, Kavango West, Ohangwena, Oshikoto, Oshana, and Omusati regions. These regions were selected for seed multiplication based on good rainfall patterns, favourable climatic conditions for seed multiplication, and a fairly large number of farmers involved in crop production in particular cereal/grain crops.
- c) The role of the Project Implementation Unit (PIU) is to co-ordinate the above-mentioned activities while the Directorate of Agricultural Research and Development (DARD) is responsible for the practical field implementation of these activities.

2.2.2 The Institutional Support Component

- a) This Component constitutes Capacity Building and Project Management.
- b) Institutional Support is geared towards strengthening Project beneficiaries' ability to deploy the technologies (machinery and equipment) required to improve production and support Project Management.
- c) MAWLR training centres will be retooled and capacitated to provide training to Project beneficiaries and other farmers.
- d) Project Management will be supported in ensuring proper implementation of Project activities, sound management of financial resources, and effective Project monitoring and evaluation processes.

2.2.2.1 Capacity building Sub-Component

- a) The Project will be capacitated to ensure efficient implementation and sustainability of interventions.
- b) Capacity development will focus on the three main activities, namely: Institutional Support, Training of Trainers, and Training of Beneficiaries.

- c) Gender will be mainstreamed throughout all stages of the Project in a socially differentiated manner.
- d) Environmental issues will also be taken into consideration.

The following key activities will be carried out as part of Capacity Building:

- (i) Sensitise/mobilise communities/beneficiaries to participate in NAMSIP activities.
 - (ii) Support two agricultural institutions under MAWLR (TAZAC and MADI/MITC) with a view to build capacity for these institutions to be able to implement training programs.
 - (iii) Strengthen Farmers' Co-operatives.
 - (iv) Facilitate international training for MAWLR staff (ToT O&M of agricultural machinery and equipment).
 - (v) Conduct national training (ToT) for 28 MAWLR staff from the participating regions (O&M agricultural machinery and equipment).
 - (vi) Capacitate beneficiaries based on their training needs.
 - (vii) Facilitate implementation of the Environmental and Social Management Plan (ESMP) activities.
 - (viii) Support the existing MAWLR-ESMP Task Force.
 - (ix) Recruit Technical Advisors (TAs) to assist in Project implementation.
 - (x) Support gender mainstreaming activities.
- e) To make the training effective and demand-driven the Project will create detailed training plans prior to implementing training. Figure 2 below demonstrates the sequential steps that must be followed to create the training plans.



Figure 2: Training Programme Development

2.2.2.2 Project management Sub-Component

- a) This sub-component focuses on the day to day operations of the Project, which rests with the PIU.
- b) Work plans and budgets for the Project are developed by the PIU at the HQs and then sent to the regions through the Regional Focal Points (RFPs).
- c) The RFPs are responsible for coordinating NAMSIP planned activities in their respective regions.
- d) As part of Project management, various activities will be carried out to ensure effective Project implementation. These include:

- (i) Supporting the Project Implementation Unit (PIU).
- (ii) Providing PIU and Focal Point with Government offices, including utilities and vehicles ,as part of Government counterpart contribution.
- (iii) Preparation of five Financial Audits and five Procurement Audits.
- (iv) Supporting activities of the Program Steering Committee (PSC) and HACCIADEP Co-ordination Team (HCT).
- (v) Development of a Project Implementation Manual (PIM).
- (vi) Development of a Project Information System (PIS) i.e. NAMSIP website.
- (vii) Development of a Web-based Project participatory M&E System.
- (viii) Preparation of five (5) Project Annual Work Plans and Budgets.
- (ix) Conducting a Baseline Survey, Beneficiary Impact Assessment, Mid Term Review, and a Project Completion Review.

e. The Project outcomes, indicators, and outputs are outlined in the results framework shown in Figure 3 below.



Figure 3: NAMSIP Results Framework

2.3 Institutional Arrangements

In order to ensure proper Project coordination, provision of technical guidance, and strategic directions at different levels, institutional arrangement have been put in place as illustrated in Figure 4 and also outlined below.

- 2.3.1 At the National level, NAMSIP Project is overseen by a Programme Steering Committee (PSC). This committee is comprised of Presidential Advisors for (i) Policy Implementation and Monitoring (Chairperson); (ii) Presidential Advisor for Constitutional Affairs and Private Sector Interface; (iii) Presidential Advisor for Economic; (iv) Executive Director (ED) - Ministry of Finance; and (v) Executive Director (ED) – National Planning Commission. The Executive Directors EDs (MAWLR, MWT and MBEAC) are co-opted, depending on the issues on the agenda.
- 2.3.2 The PSC is responsible for providing overall policy and strategic directions, approving Project annual work plan and budget, and reviewing progress reports before submission to the AfDB.
- 2.3.3 At the sectoral level, the HACCIADEP Coordination Team (HCT) is composed of MAWLR management team, AMTA, AgriBusDev, NAB, MeatBoard, AgriBank, NNFU, NECFU, Meatco Foundation, and the Co-operative Advisory Board. This team is chaired by the MAWLR Executive Director.
- 2.3.4 The role of the HC team is to give overall sectoral guidance, approve Project information and quarterly progress reports, and overseeing the work of the PIU.

- 2.3.5 At the Project level, there is a Project Implementation Unit (PIU), consisting of the Project Director, Coordinator, Accountant, Monitoring and Evaluation (M&E) Specialist and Procurement Specialist, Project Administrative Assistant, and the Project Driver.
- 2.3.6 The PIU is in charge of the day to day implementation of the Project.
- 2.3.7 At Headquarters, there are Focal Points/Desk Officers from the four key implementing units, namely the Directorates of Planning and Business Development (DPBD), Agriculture Production Extension and Engineering Services (DAPEES), Agricultural Research and Development (DARD), and Veterinary Services (DVS). Directorate focal points are the link between the PIU and the respective Directorates which are involved in the implementation of the Project.
- 2.3.8 Regional focal persons (RFPs), which consist of Senior MAWLR staff in all 14 regions, are responsible for sensitisation and mobilisation of farmers, Project awareness creation; administering application forms for beneficiaries, monitoring the implementation of Project activities for all beneficiaries in their respective regions on a daily basis, and providing feedback on the performance of the Project to the PIU through monthly and quarterly reports.
- 2.3.9 They is also a link between the Project Implementation Unit (PIU), the implementing Directorates, Regional Councils, and other key stakeholders in their respective regions.
- 2.3.10 Regional procurement officers (RPO), comprising of Regional Stores staff members within MAWLR, will support the Project Procurement Specialist with regional procurement activities. Regional Assistant Accountants, who are receivers of revenue from within MAWLR, will assist the RPOs in conducting and managing procurement activities.
- 2.3.11 The Project also has a Nutritional Expert, who is charged with the responsibility of advising the Project on product diversification while ensuring that the products meet the nutrition requirements in order to support infants and Government feeding programme.
- 2.3.12 Figure 4 below illustrates the various linkages amongst committees, institutions, and individuals involved in NAMSIP.

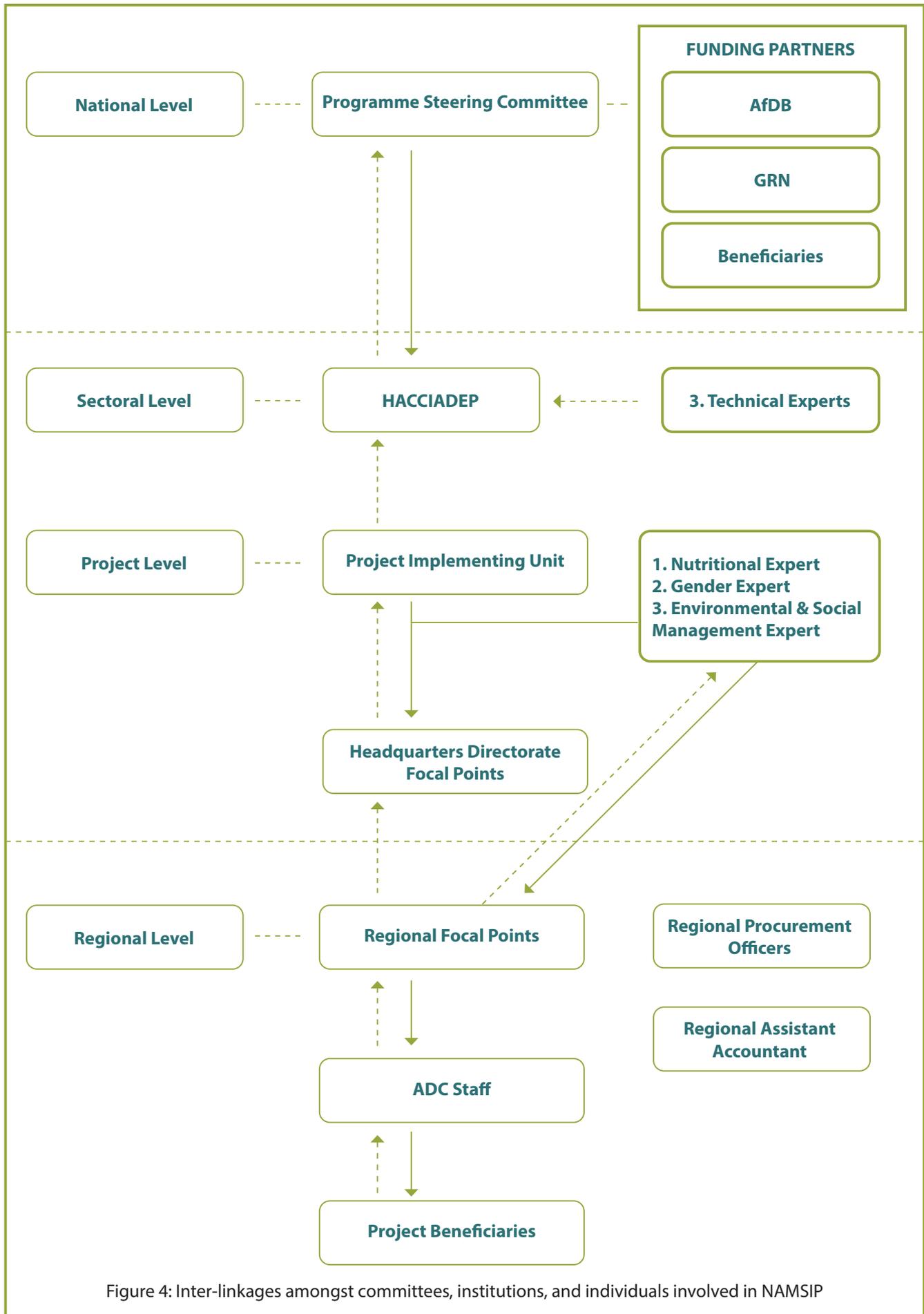
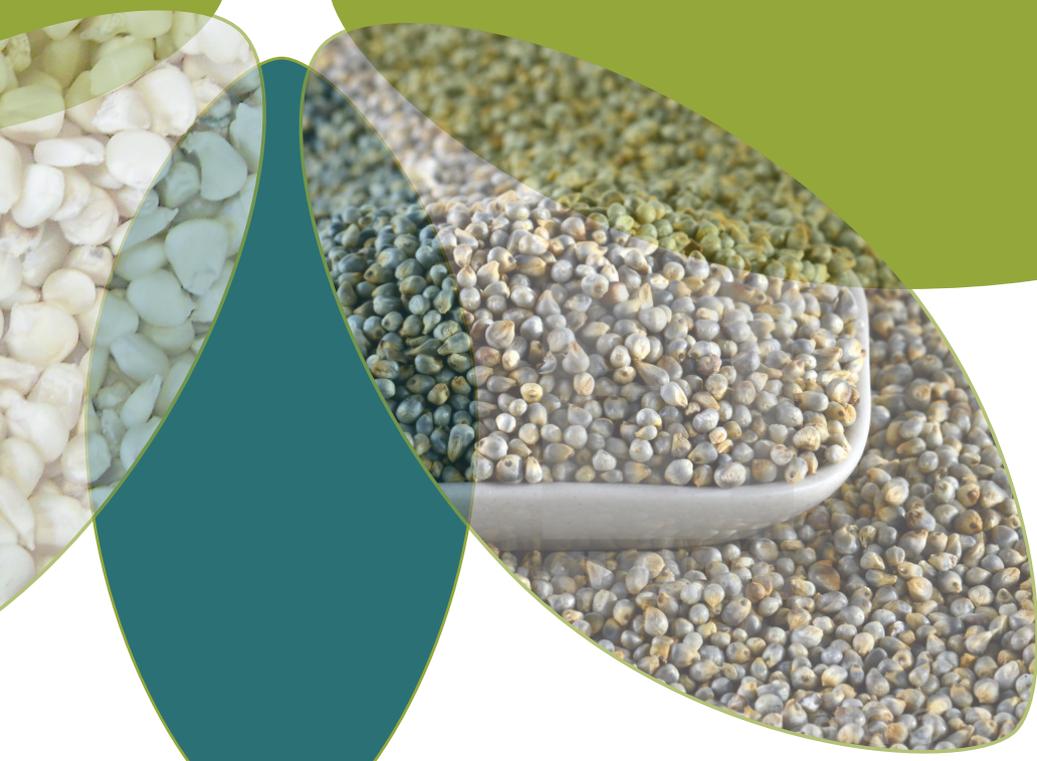


Figure 4: Inter-linkages amongst committees, institutions, and individuals involved in NAMSIP



SECTION 3

IMPLEMENTATION MODALITIES

SECTION 3 IMPLEMENTATION MODALITIES

3.1 Project Implementation Modalities

The Project implementation modalities are discussed in this section. Figure 5 summarises the contents of the section. The modalities are also outlined following the order shown in Figure 5. In Table 1, the modalities are coded with descriptions to clearly explain what each code entails.

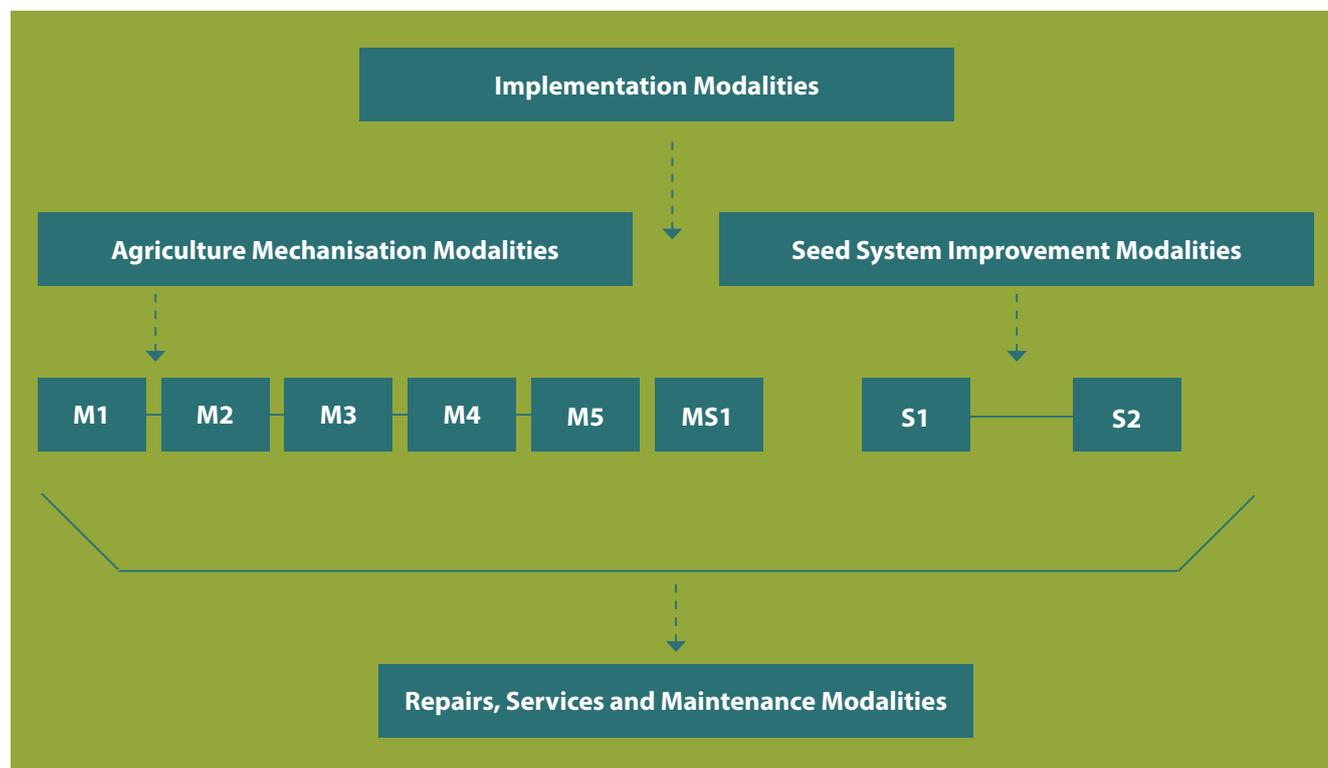


Figure 5: Summary of NAMSIP Implementation Modalities

Table 1: Modalities codes used

Code	Description
M1	Modalities for the provision of subsidized services and inputs to crop and fodder producers under rain-fed and irrigation
M2	Modalities for loaning of machinery and equipment for crop, fodder and animal health
M3	Modalities for the installation of equipment for crop, fodder and livestock production
M4	Modalities for the identification of progressive Individual Farmers, Co-operatives and Associations involved in horticultural production for the installation of small-scale irrigation systems (including water tanks), green houses, and shade nets
M5	Modalities for livestock production/marketing equipment
MS1	Modalities for repairs, services and maintenance of machinery and equipment
S1	Modalities for seed multiplication
S2	Modalities for managing and operating seed processing plants

3.2 Agricultural Mechanization Modalities

3.2.1 Modalities for the provision of subsidized services and inputs to crop and fodder producers under rain-fed and irrigation (M1)

- i. The Government will procure and own all tractors with matching implements based on regional needs.
- ii. The Ministry of Agriculture, Water and Land Reform (MAWLR) will render:
 - Subsidized ploughing, ripping, planting, fertilizer application, weeding, spraying of pests, harvesting, and threshing services.
 - Subsidized grass harvesting i.e. mowing, raking, and baling services
- iii. The Ministry will provide subsidized inputs (seed and fertilizer) to grain and fodder producing farmers based on the existing Dry Land Crop Production Program (DCPP);
- iv. The services will be provided up to a maximum of ten hectares per farmer. Farmers with fields below one hectare will be assisted with hand-operated tractors.
- v. Consideration will be given to assist those requiring the same services over and above the 10 ha threshold once all registered farmers have been serviced (See Annexure 1 for the list of machinery, and the cost to be charged per hectare of service rendered).
- vi. The Ministry will also provide subsidized ploughing and planting services to small scale communal and resettled horticultural farmers up to a maximum of 3 ha throughout the year based on the demand.

3.2.2 Modalities for loaning of machinery and equipment for crop, fodder, and animal health (M2)

- i. The Ministry, through Agricultural Development Centres (ADCs), will loan machinery and equipment for crop, fodder and animal health to Individual Farmers, Co-operatives, and Associations in all regions at a minimal fee:
 - This is with a view to mechanize agriculture while ensuring private sector participation in economic activities and improve the agriculture sector's contribution to the country's GDP.
- ii. The Ministry will loan, at a fee, machinery, and equipment for the provision of agricultural services to organised groups of women and youth in the ten crop-growing regions.
 - The fees for the provision of these services (ploughing, planting, weeding harvesting and threshing) will be determined by the Ministry.
 - This is with a view to create employment and enable these groups to generate income.
- iii. Prior to loaning, all beneficiaries will be trained on the operation and maintenance of machinery and equipment that will be loaned out. See Annexure 2 for the list of machinery, equipment and associated costs for crop and fodder production to be loaned to Individual Farmers, Women and Youth Groups, Co-operatives and Associations, see Annexure 3 for the list of animal health equipment for Individual Farmers, including members of Co-operatives and Associations, as well as Annexure 4 for terms and conditions for loaning machinery and equipment.
- iv. The Ministry will procure metal trunks and cooler boxes that will be distributed to ADCs and Veterinary Rural Extension Centres (VRECs) to store animal health equipment and to keep vaccines and other veterinary medicines during farm operations.

3.2.3 Modalities for the installation of equipment for crop, fodder, and livestock production

The Ministry will supply and install:

- i. Small-scale irrigation systems (including water tanks), green houses and shade nets at a fee for identified progressive Co-operatives and Associations involved in horticultural production in all 14 regions. Co-operatives and Associations shall be required to provide proof of joint ownership of the land where the infrastructure will be installed.
 - Beneficiaries will be expected to maintain and take care of these structures at their own cost.

- ii. Water infrastructure (water troughs and water tanks) at community water points in all 14 regions based on needs. See Annexure 5 for the list of equipment for crop and fodder production to be installed at a fee for identified progressive Individual Farmers, Co-operatives and Associations.

3.2.4 Modalities for the identification of progressive Individual Farmers, Co-operatives and Associations involved in horticultural production for the installation of small-scale irrigation systems (including water tanks), green houses and shade nets (M4)

The Ministry will:

- i. Call for an Expression of Interest (Eoi) for horticultural producers (individual Farmers, Associations/group and Co-operatives) in all 14 regions.
- ii. Collaborate with Regional Councils to create awareness.
- iii. Require all interested horticultural producers to complete an application form at the MAWLR Regional Offices/ ADCs. by screening application forms and shortlist potential beneficiaries based on set criteria and carry out field verifications where necessary. See Annexure 6 for the criteria for identification of individual crop producers, Farmers' Associations, and Co-operatives.
- iv. Approve the potential selected beneficiaries through the National Committee on the National Horticulture Supportive Initiative chaired by DAPEES Director.
- v. Set up greenhouses, irrigation systems with water tanks, and shade nets at a minimal fee to selected horticultural producers.
- vi. The Ministry will also loan out equipment at a minimal fee for horticultural production (hand-operated: walking tractor, vegetable seed driller, vegetable seedling transplanters, and weeding cultivators).
- vii. Provide selected horticultural producers with subsidized mechanized agricultural services and horticultural inputs up to a maximum of three hectares.

3.2.5 Modalities for livestock production/marketing equipment

- i. The Ministry will procure forty-two animal weighing scales that will be stationed at identified Ministry of Agriculture, Water and Land Reform's Auction Kraals for use by farmers in all regions.

3.3 Certified Seed Systems Improvement modalities

3.3.1 Modalities for seed multiplication

The Ministry will:

- i. Call for expression of interest for Individual Farmers, Co-operatives and other entities in the ten crop-growing regions to register as potential seed growers for mahangu, maize, sorghum, and cowpea.
- ii. Select farmers as seed growers based on set criteria for seed multiplication. See Annexure 7 for the selection criteria.
- iii. All selected seed growers will undergo mandatory training on seed multiplication and seed selection.
- iv. The Ministry will provide foundation seed of major staple crops (mahangu, maize, sorghum, and cowpea) at a cost to selected seed growers for up to a maximum of 30 hectares.
- v. Selected seed growers will be provided with subsidized ploughing, planting and weeding services based on the existing DCPD for up to a maximum of 30 hectares.
- vi. Provide technical backstopping (inspection, seed pre-cleaning and transporting of unprocessed certified seed from farmers' fields to the seed processing plants) during seed multiplication (See Annexure 8 for equipment to be procured).

3.3.2 Modalities for managing and operating seed processing plants

The Ministry will:

- i. Construct five seed processing plants at Omahenene (Omusati region), Okashana (Oshikoto region), Katwitwi (Kavango West), Mashare (Kavango East) and Katima Mulilo (Zambezi region).
- ii. Recruit registered seed processors, be it an individual or seed co-operative to operate and manage the seed processing plants.
- iii. Enter into contractual agreements with successful operators.
- iv. Buy certified seed from contracted seed growers at a price to be agreed between the Ministry and the seed growers.
- v. Unprocessed certified seed produced at Government institutions will also be transported to the seed processing plants for processing.
- vi. Certified seed will be availed to farmers at a subsidized price i.e. 50% of the normal price in all regions.

3.4 Repairs, servicing and maintenance of machinery and equipment

3.4.1 Modalities for repair, servicing and maintenance of machinery and equipment (MS1)

3.4.1.1 In line with provisions in the Bidding document for the supply and delivery of machinery and/or equipment, the successful Bidder shall guarantee:

- i. Warranty of Conformity: that the machinery and/or equipment conforms to the performance requirement for two years in line with the purchaser's requirements.
- ii. Defects Guarantee: that any breakages under normal operating conditions, which are established to be as a result of defects determined through professional inspection, shall be replaced at the supplier's cost. Provision is made that the minimum required term of this guarantee is five years from the delivery date.
- iii. Servicing and Maintenance: servicing and maintenance to ensure continuous operation of tractors.
- iv. After-Sales Service: local availability of spare parts and the supply of required spare parts.

3.4.1.2 The Ministry will call for an Expression of Interest (EoI) to acquire the services of vocational training graduates in the area of diesel mechanics, auto electrical and welding to service, maintain and repair tractors and implements after the expiry of the warranty.

- i. Successful graduates (service providers) with different specialisations will be grouped into maintenance and service teams, which will serve specific clusters of constituencies in all regions.
- ii. Successful service providers will be contracted and paid based on a call out principle.
- iii. On the request of MAWLR, the suppliers will conduct mandatory training to recruited service providers on the Operation and Maintenance of Machinery and equipment before the end of the warranty period.

3.4.1.3. The Ministry will train selected ministerial technical staff (handyman, artisans, and work hands) on the operation and maintenance of machinery and equipment to enable them to undertake on-site minor repairs, servicing and maintenance of tractors and other equipment. The Ministry will procure and ensure the availability of fuel, lubricants, and spare parts.

3.5 Monitoring, Evaluation and Reporting

3.5.1 The NAMSIP Regional Focal Persons are expected to sensitise and mobilise farmers and create awareness on Project activities and the implementation thereof.

- 3.5.2 NAMSIP Regional Focal Persons are, with the assistance of the Chief Agricultural Technicians (CATs), expected to monitor the implementation of Project activities for all beneficiaries in their respective regions on a daily and/or weekly basis.
- 3.5.3 The Project will develop a web-based monitoring and evaluation system that will be used for monitoring the implementation of the Project activities. In addition, paper-based data collection tools will also be developed to record data from ADCs and Research Stations (RSs). The regional support staff (NAMSIP Focal Persons) will be trained on the use of this system and the paper-based data collection tools.
- 3.5.4 NAMSIP Focal Persons will train the CASOs, CATs and ATs on the system and paper-based data collection tools in their respective regions.
- 3.5.5 Agricultural Technicians (ATs) at ADCs will record Project activities using the paper-based data collection tool on a regular basis (daily, weekly & monthly) and submit the paper-based data collection tools to their respective NAMSIP Regional Focal Persons monthly.
- 3.5.6 NAMSIP Regional Focal Persons will verify and collate the regional data. Together with the CASOs, data will be validated and approved. The Focal Persons will only enter the data into the NAMSIP M&E web-based system after approval by the CASOs monthly.
- 3.5.7 Once the information is validated and approved, the CASOs will provide feedback on the completion of the data quality process to the Deputy Director responsible for their respective regions.
- 3.5.8 The NAMSIP M&E Specialist will verify, analyse, run data quality, and compile monthly, quarterly and annual reports for identified target audiences such as PSC, HCT, and AfDB.
- 3.5.9 The PIU will visit the Project sites on a quarterly basis and/or when the need arises for field supervision and to provide support and guidance to the Project support staff in the regions.
- 3.5.10 At operational level, monthly reports will be used to measure the progress and assess the Project's ability to meet the set targets as outlined in the work plans quarterly, refer to Table 2 for the Project indicators and set targets.
- 3.5.11 Baseline survey will be carried out to collect data and establish the status quo of the Project indicator before Project implementation.
- 3.5.12 Information collected during the Baseline Survey will be used as a basis against which the Project will monitor and assess its progress and effectiveness during implementation and after Project completion.
- 3.5.13 The Bank will carry out supervision missions on an annual basis.
- 3.5.14 The Project's financial statements will be audited annually by the Auditor-General (AG) of Namibia.
- 3.5.15 During the third year of Project implementation, a Mid-Term Review (MTR) will be conducted to assess progress made toward attainment of the Project's target and objectives and will provide an opportunity to revise, adjust and amend the Project's activities when and if necessary.
- 3.5.16 One Beneficiary Impact Assessment and one Project Completion Review will also be conducted at the end of the Project period.
- 3.5.17 Reports will be available on the NAMSIP Information System (Website) i.e. www.namsip.org

Table 2: Indicators and set targets for NAMSIP Monitoring and Evaluation

Indicator	National baseline indicator	Target
Percentage (%) of food insecure people	67.94	
Pearl millet yield (ton/ha)	0.357	
Sorghum yield (ton/ha)	0.300	
Maize yield (ton/ha)	0.290	
Nutrient-dense crop production (tonnes)		
Bambara nut (ton)	13.77	
Cowpeas (ton)	45.67	
Groundnuts (ton)	5.88	
Annual import (%) of the country's grains/cereal crops		
Pearl millet	76%	
Maize	61%	
Unemployment rate in the rural areas	38%	
Average annual household income in rural areas (N\$)	37473.32	
Number of households with agricultural machinery, implements and equipment for crop production	1400	
Number of households with agricultural machinery, implements and equipment for livestock production	1 066	
Number of farmers using irrigation system for crop or seed production	940	
Number of hectares (ha) under vegetable production		
Tomatoes (ha)	61.8	
Cabbage (ha)	64.74	
Onion (ha)	67.68	
Quantity of vegetables produced (tonnes)		
Tomatoes (ton)	294.92	
Cabbage (ton)	974.07	
Onion (ton)	508.39	
Tomatoes (ton/ha)	4.77	
Cabbages (ton/ha)	15.05	
Onions (ton/ha)	7.5	
Number of farmers with access to market (specify the type of market)	695	
Formal market access	224	
Informal market access	471	
Number of households trained in food security and nutrition	213	
Number of infants (6-24 months) undergoing a feeding programme (Government support)	4014	
Number of hectares (ha) under seed production		
Pearl millet (ha)	292 346	
Sorghum (ha)	7 278	
Cowpeas (ha)	2 453	
Number of farmers involved in seed multiplication	318	
Quantity (tonnages) of certified seed produced		
Pearl millet (tons)	175.41	
Sorghum (tons)	4.37	
Cowpeas (tons)	1.47	
Number of co-operatives involved in certified seed marketing	1	
Number of existing seed processing plants	1	



SECTION 4
PROCUREMENT

SECTION 4 PROCUREMENT

4.1 Procurement methods

4.1.1 4Goods, Works, and Services will be procured using the Borrowers’ Procurement System (BPS), i.e. Public Procurement Act (Act No.15 of 2015) and the Bank’s Procurement Methods (BPM) in accordance to the following thresholds as shown in Table 3:

Table 3: Procurement Thresholds and Methods

Borrowers’ Procurement System (BPS)		Bank’s Procurement Methods (BPM)	
Goods	Works	Goods	Works
Below UA 300 000 (N\$ 5 400 000)	Below UA 3 000 000 (N\$ 54 000 000)	Above UA 300 000 (N\$ 5 400 000)	Above UA 3 000 000 (N\$ 54 000 000)

Note: One Unit of Account (UA) = N\$ 18.00

4.1.2 Goods, Works, and Services will be paid for using DIRECT PAYMENT by the African Development Bank.

4.1.3 In line with the Loan Agreement and with Treasury Approval, the Ministry has opened a NAD Special Account with Bank of Namibia where funds for Project Operational Expenditure (e.g. DSA, training and workshops, machinery and equipment operation and maintenance expenditures) is deposited.

4.1.4 The NAMSIP’s Financial statements will be audited annually by the Auditor-General (AG) of Namibia and audit reports will be submitted to AfDB.

4.1.5 In order to procure goods, works, and services, the PIU will prepare the Project Procurement Plans (PPP) on an annual basis.

4.1.6 The PPP outlines the quantities to be procured, timelines and the procurement methods and procedures that will be used for all goods, works, and services.

4.1.7 The disbursement of funds shall be primarily by the Direct Payment method (Figure 6).

4.2 Procurement Responsibilities

4.2.1 The PIU will be responsible for the certification of invoices submitted by service providers or contractors.

4.2.2 In addition, the PIU will prepare the disbursement application which will be reviewed and signed off by Government designated staff and submitted to the Bank for payment.

4.2.3 The Special Account will be managed by the PIU and be limited to financing the smaller and recurring operating Project eligible expenses.

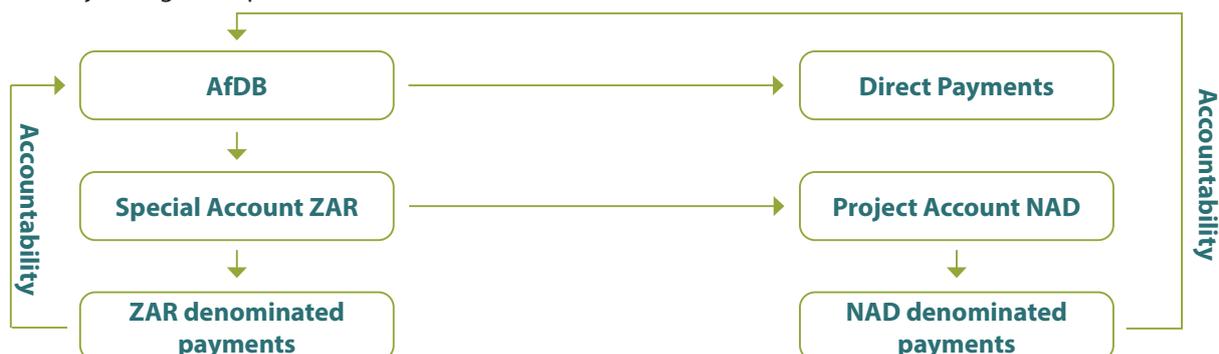
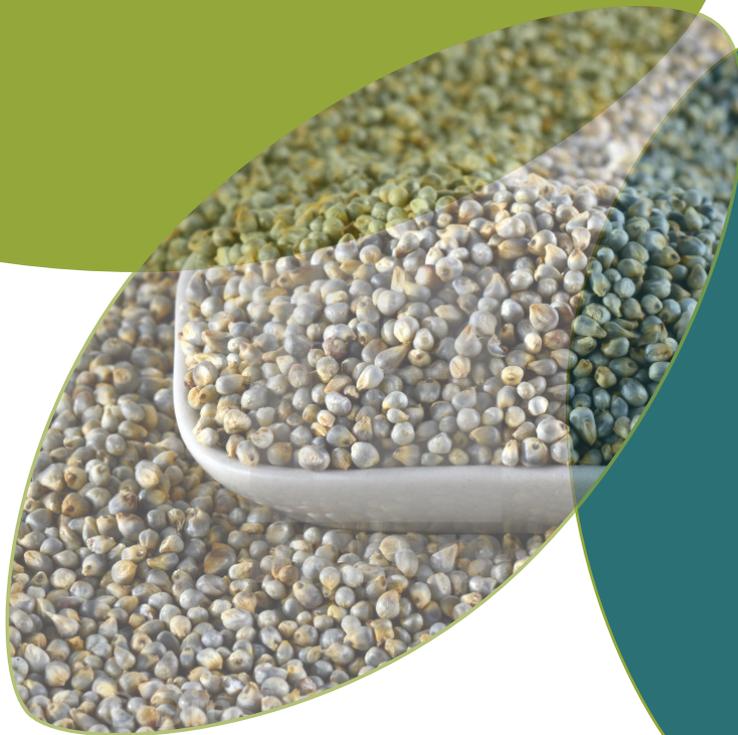


Figure 6: NAMSIP Funds Flow Diagram



SECTION 5

PROJECT RISK MANAGEMENT

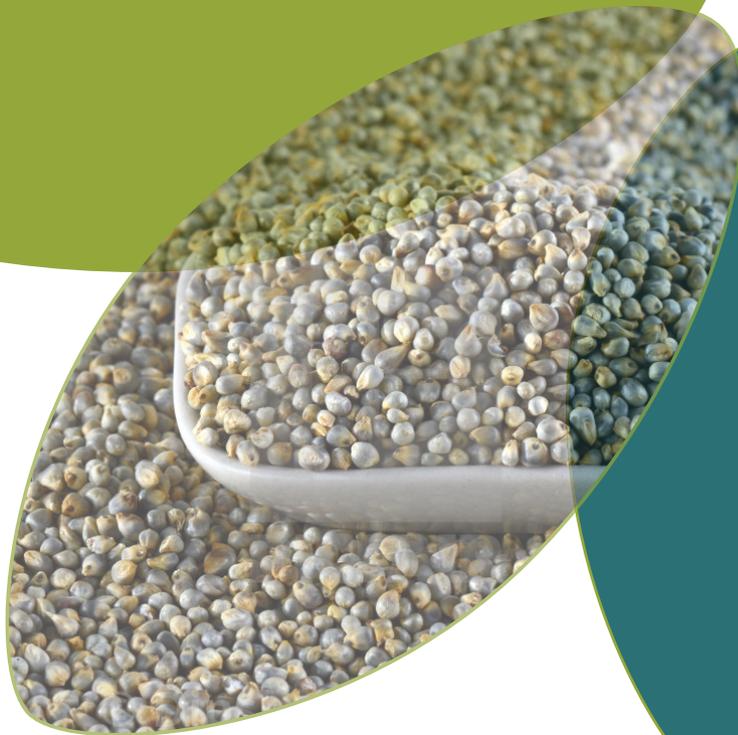
SECTION 5

PROJECT RISK MANAGEMENT

The risk of implementation of the Project stems from several sources. Table 4 outlines the types of risks, sources of risks, and mitigation measures.

Table 4: Risk Management

TYPE	SOURCES	MITIGATION
Institutional risks	Change in policies and procedures	Advocacy
Production risks	Periodic drought spells and floods	GAP, climate-smart agriculture
Market risks	Market price fluctuations and associated demand and supply shocks	Access to market information, market intelligence, supply contracts, use all regulations and schemes offered by GRN
Financial risks	Mismanagement of funds, failure to meet the contribution	Strengthen beneficiary selection criteria, strengthen monitoring systems, training in financial and business ethics
Technical risks	Equipment failures, lack of skills	Maintenance plans, service plans, spare parts back-up
Human risks	Illness, staff turnover	Teamwork/effort, work as a team



SECTION 6

CONCLUSION

SECTION 6 CONCLUSION

- 6.1 This PIM provides the reader with basic insights into NAMSIP, highlighting the Project background, objectives, components, implementation modalities and key activities that will be executed during the Project period.
- 6.2 The Project implementation manual emphasizes the importance of stakeholder participation as a way of enhancing Project ownership, commitment, and success. In this regard, the Project will continue to engage stakeholder through various platforms.
- 6.3 Beneficiaries are encouraged to organize themselves into co-operatives, associations, and farmers' groups in order to reap maximum benefits from the Project.



ANNEXURES

ANNEXURES

Annexure 1: List of machinery and equipment for the provision of subsidised services for crop and fodder production and the cost of service rendered per hectare.

Type of Machinery	Total Number of machinery and equipment to be Procured	Farmers contribution/ha
Tractor (80 – 90KW) with matching accessories		
Tractor (60 – 70KW) with matching accessories	10	
Tractor (40 – 50KW) with matching accessories	265	
Tractor (75 – 80 KW) with matching accessories	52	
Services:	23	
Ripping		
Ploughing		250
Disc harrowing		250
Planting with fertilizer application		250
		250
Planting only		
Mechanical weeding		250
Herbicide boom spraying of pesticides		250
Threshers (threshing)		250
Harvester (harvesting)	160	250/hour
Baling of grass including mowing grass/cutting and hay raking of grass	80	250/ha
Baling of grass including mowing grass/cutting and hay raking of grass		5.00/bale

Note: The Project will also provide subsidised seed and fertilizers at 50% and 60% of the cost of such inputs respectively.

Annexure 2: List of machinery and equipment with associated costs for crop and fodder production to be loaned to Individual Farmers, Women and Youth Groups, Co-operatives and Associations in all regions.

Type of Equipment	Total Number of equipment to be procured	Loaning fee/item/day	Individual farmer		Women and Youth Groups, Cooperatives and Associations	
			Maximum Quantity to be loaned at a time	Duration of usage (max. days)	Maximum Quantity to be loaned at a time	Duration of usage (max. days)
Hand operated tractor with matching accessories	380	100.00	1	2	3	7
Hand operated weeding cultivator	2471	20.00	6	4	17	14
Jab seed driller	3500	20.00	10	4	24	14
Knapsack sprayer (will be stationed at ADCs for ATs use in farmers' fields)	2800	-	-		-	-
Hand operated vegetable seed driller	3500	20.00	10	2	24	5
Hand operated seedling transplanter	2706	20.00	8	2	19	5
Diesel chipper hammer mill* (to be allocated to specific regions)	350	50.00	1	2	3	7

Please Note * Diesel Chipper Hammer Mill will **ONLY** be loaned out to Individual farmers, Co-operatives and Associations **BUT NOT** to Women & Youth Group

Annexure 3: List of animal health equipment with associated costs be loaned to individual farmers including members of Co-operatives and Associations in all regions *

Type of Equipment	Total Number of equipment to be procured	Quantity to be loaned at a time	Loaning fee/ item/ day	Duration of usage (max. days)
Castration burdizzos	700	1	20	4
Dehorning hot irons	700	1	20	4
Automatic drug injection guns	700	1	20	4
Deworming applicators	700	1	20	4
Hoof trimmers	700	1	20	4
Metal trunks**	350			
Cooler boxes***	350			

Note: * Animal Health Equipment will **ONLY** be loaned out to individual farmers including members of Co-operatives and Associations **BUT NOT** to Women and Youth Groups.

**Metal trunks will not be loaned out but will be distributed to ADCs and Veterinary Rural Extension centres (VRECs) to store animal health equipment.

***Cooler boxes will not be loaned out but will be distributed to Veterinary Rural Extension centres (VRECs) for use by Animal Health Technicians to keep vaccines and other veterinary medicines during farm operations.

Annexure 4: Terms and Conditions for loaning of machinery and equipment for crop, fodder, and animal health to farmers

- *Farmers shall undergo training on Operation and Maintenance of any of the machinery, tools, and equipment before use.*
- *The farmer shall indemnify the State against any injury, damage to private property etc.;*
- *The farmer shall return the equipment/machinery after the durations stipulated in the loaning form.*
- *MAWLR officials shall ensure that all machinery and equipment are registered in line with the new stock control system (issuing and receipt vouchers to be attached and checklist to be signed by the official and by the farmer).*
- *The official may re-issue equipment/machinery to the farmers and/or farmers' groups based on demand and availability.*
- *The equipment/machinery shall be returned in good working condition.*
- *In order to prevent the spread of animal diseases, farmers must ensure that all animal health equipment is sterilised and/or disinfected at all times i.e. before and after use.*
- *In case of theft/lost, the farmer shall replace and/or pay as per book value of the equipment /machinery.*
- *In case of damage, the farmer shall pay the full cost of repairing such equipment/machinery.*
- *Fuel operated equipment, such as hand-operated walking tractors, will be provided fully fuelled and the beneficiary/ farmer shall return the equipment at the same fully fuelled capacity.*

Annexure 5: List of equipment for crop and fodder production to be installed at a minimal fee for identified progressive Co-operatives and Associations in all 14 regions.

Type of Equipment	Total Number of equipment to be procured	Unit price (NAD)	Farmer's contribution (NAD)	Farmer contribution %
40Kw irrigation systems, including water tanks	169	602,522.49	18,075.67	3
Shade nets (0.176 ha between 50 to 60%) 42mx42m	224	57,120.09	1,713.60	3
Green house sets (42mx42m, 0.176 ha)	169	145,516.57	4,365.50	3
Water tanks	831*	-	-	-
Water troughs	700**	-	-	-

Note: *A total of 1000 water tanks will be procured of which 169 will be installed together with the 40Kw Irrigation Systems, while 831 will be installed at community water points within the constituencies.

**Water troughs will be installed at community water points within the constituencies.

Annexure 6: Criteria for Identification of Individual Horticultural Producers, Cooperatives and Farmers' Associations

Criteria	Tick in the appropriate column		
	Individual Crop Producer	Farmers Associations/Groups	Co-operative
Certified copy of ID (attach) (individual)			
ID documents for all members in Farmer groups and Co-operatives (attach)			
Should be a Namibian (individual between the age of 18-65)			
List of all members with their signatures (attach) (Farmers Associations/groups)			
Minutes of resolutions including list of members (Farmers Associations/groups)			
Full-time and existing communal/resettled horticulture producer			
Certificate of Registration of Customary Land Right (attach if applicable) or			
Existing communal/Resettled Horticultural Producer (Farmers groups and Co-operatives)			
Constitution/Memorandum of Association/Memorandum of Agreement (Farmers groups) (attach)			
Co-operative Registration Certificate (attach)			
Co-operative By-laws			
Recognition letter from the Traditional Authority (attach if applicable) or			
Recognition letter from Governor/Regional Council (attach if applicable) or			
Allotment letter or Notarial Lease Agreement (attach if applicable)			
Reliable water sources (rivers, dams, canals, and boreholes with recommended yields)			
Permit to extract water from rivers and canal (attach where applicable)			
Consent from water point committees and Regional Councils for shared boreholes			
Registration with Namibia Agronomic Board (NAB)/AMTA/MAWLR as a horticulture producer			
Business Plans			
Minimum of 0.5 ha			
Willing to provide mentorship (Individual Farmers)			
Applicant must not have benefited from similar Projects (e.g. CRAVE, SCORE)			
Preference is given to youth and female headed households (Individual Farmers)			

Annexure 7: Selection criteria for seed growers

Seed Co-operatives	Individual seed growers
1. Must be Namibian	1. Must be Namibian
2. Members must be 18 years and above	2. Must be 18 years and above
3. Provide proof of registration as a Cooperative	3. Must be a seed (millet, sorghum, cowpea, or maize) producer or willing to be a seed producer
4. Must be a seed (millet, sorghum, cowpea, or maize) producer or willing to be a seed producer	4. Have access to farming land
5. Have access to farming land	5. Size of the land: The field should be 3 hectares or more, to allow sufficient seed production
6. Size of the land: The field should be 3 hectares or more, to allow sufficient seed production	6. Seed protection: The field should be well fenced to protect the seed from the damage of animals
7. Seed protection: The field should be well fenced to protect the seed from the damage of animals	7. 1. Field isolation: The field should be well isolated from other fields with the same crop and or same variety used for different purposes i.e. seed vs grain, to avoid seed contamination. E.g. a. Pearl millet – 200 m b. Sorghum – 100 m c. Cowpea – 20 m
8. Field isolation: The field should be well isolated from other fields with the same crop and or same variety used for different purposes i.e. seed vs grain, to avoid seed contamination. E.g. a. Pearl millet – 200 m b. Sorghum – 100 m c. Cowpea – 20 m	8. Soil fertility: Must be able to apply soil amendment for improvement of the soil
9. Soil fertility: Must be able to apply soil amendment for improvement of the soil.	9. Access road for inspection: The field should be accessible for field inspection
10. Access road for inspection: The field should be accessible for field inspection	10. New seed growers must provide field history a) If the field is used for pearl millet and the farmer wants to venture as pearl millet seed production, he/she will be given a one-year grace period. He/she should produce seeds of the same variety that were planted prior to the grace period b) He/she must plough back the volunteer crop before planting
11. New seed growers must provide field history a) If the field is used for pearl millet and the farmer wants to venture as pearl millet seed production, he/she will be given a one-year grace period. He/she should produce seeds of the same variety that were planted prior to the grace period b) He/she must plough back the volunteer crop before planting	

Annexure 8: List of Items to be procured under Certified Seed Improvement System Sub-Component

Items	Quantities (over 5 years)
1. Procurement of seed (assorted) and other inputs	
2. Procurement of certified seed pre-cleaning machines	8
3. 4x4 Vehicles for towing seed pre-cleaners	4
4. Trucks (10 ton) for seed transportation to silos	2
5. Certified seed processing house equipment	4
6. Equipment and packaging material for certified seeds	4
7. Seed-tractors (80-90 KWA) with matching accessories	5
8. Tractors (60-70 KWA) with matching accessories	5
9. Prototype pearl millet, cowpea, maize thresher	14





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