

# Pigs for Pikin project

## Annex 3: Committees and Trainees

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### Requirements for the selection of closer collaborators

#### Section A: Village Committee members

##### IMPORTANT PRELIMINARY NOTES

- Committee members are advisory boardees, supportive of the project, overseeing all project actions for the greater good.
- Committee members have **no executive powers** but, rather, they execute what is decided at the level of KPAAM-CAM Board in agreement with its partners.
- Membership in a Village Committee is a **voluntary** position: there will not be any kind of cash payment for any committee member at any time for their work in the project as this is considered village contribution to the project.
- The Village Committee is relative to the project only, it must be composed by those who are meant to benefit directly from the project, i.e. farmers.
- Village Committee members will be like the **guardians of the project**: they will have to meet monthly, send regular reports, monitor effectiveness of project actions, ensuring that the project is delivered as agreed and that any problem encountered is immediately communicated to the Project Managers.

##### Roles needed and their duties

Role	Duties
Chairman	<ul style="list-style-type: none"> <li>• shall represent the village committee in the Lower Fungom Steering Committee</li> <li>• shall coordinate actions of the village committee</li> <li>• shall be responsible for maintaining peace within the committee and the village with regard to any issues related with the project.</li> </ul>
Vice-Chairman	<ul style="list-style-type: none"> <li>• shall ensure continued communication with Project co-Managers, via telephone or other means</li> <li>• shall be always reachable via telephone for any kind of communication from the Project co-Manager</li> <li>• shall replace the Chairman in case the latter is absent</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• shall keep minutes of all the committee meetings and any other kind of event that needs to be recorded</li> <li>• shall fill out all the documents that will be requested by the KPAAM-CAM project personnel</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• shall be responsible for keeping long-lasting records of all cash flows related with project actions in the village</li> <li>• shall be responsible for the coordination of all community works needed in the village to implement project plans</li> </ul>

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### **Required features for members of village committee:**

- They must be farmers
- They must not already be filling a position of traditional authority: e.g. no chief.
- At least Secretary and Treasurer must be able to read and write correctly and also be able to make basic calculations
- The Treasurer must have proven financial skills (e.g. long experience as treasurer in a njangi or equivalent)
- At least 2 out of the 4 Committee members must have worked for the development of the village over the past 3 years.
- At least 3 out of the 4 Committee members must have resided in the village for the past 15 years.
- At least 2 out of the 4 Committee members will be women
- Most if not all of the Committee members have experience in development works like, for example, community-run schools.

### **Preferential features for members of village committee:**

- Committee members should not exceed 45 years of age as an average. For instance, if the Chairwoman is 45, the vice-CW is 35, the Secretary is 50 and the Treasurer is 40 =  $45 + 35 + 50 + 40 = 170$  divided by 4 members = 42,5 years of age. This is acceptable.

### **IMPORTANT: Notification of creation of the Village Committee**

The Village Committee will be official only after Form n. 1 is filled out and submitted to the Project Manager, Mr. Ikom.

**IMPORTANT: Each Committee Vice-Chairman will receive 1,000 francs airtime credit directly on his / her tele phone in September 2015. From then onwards, this telephone will be recharged using project funds according to the number of calls or text messages that the Committee Vice-Chairman will send to the Project Manager or to any other Project personnel. This is done because we want to facilitate communication between villages and project personnel.**

**Should the telephone number of the Vice Chairman change, the new number should be notified immediately by the Vice Chairman to the Project Manager.**

### **Section B: Prospective trainees**

As described in the Partnership Agreement and in Annex 1, the PiFoPi project will start with a 3-week training in pig farming best practices, to be held at the School of Agriculture of the National Polytechnic - Bambui. Access to this training is reserved to 13 people, one from each village of Lower Fungom.

We realize that this selection might have some undesired consequences on the general attitude toward the project in the local population. In order to minimize this risk and to have

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our project become as equitable as possible we have decided that the following rules will apply for the selection of the prospective trainees.

1. After signing the Partnership Agreement, the Village Committee Chairman will ask each quarter to name one person they would like to be trained in pig farming best practices in the PiFoPi project. It is important that, in selecting this person, quarters have clear in mind the following:
  - A. the trainee must be free from any other commitments in order to be able to attend the training, which will take place between September 12 and October 5, 2015. Trainees who will leave the School earlier than the end of the training period cannot be replaced.
  - B. the trainee must be skilled in communicating with and training people as well as direct others' work: after the training, trainees are expected to spread the information and train as many farmers as possible in what they have learned;
  - C. in order for the project to be successful, the trainee must be a person who can devote substantial time to the project in the months following the training without causing problems to his / her family. This is essential for the construction and management of the first pig pen as well as for the later construction and management of local pig pens.
2. After all the village quarters give the name of their selected prospective trainee, all selected trainees will hold a meeting. In this meeting they will choose among themselves the one person who will actually go to Bambui for the 3-week training. This person must be aware of the expectations that all the other would-be trainees pose on him/her: after his/her return from Bambui, this person will have the mission to spread the word and train other people, starting from the other quarters' would-be trainees. All the potential trainees of a certain village must trust the trainee that he/she will really transfer knowledge to them after his/her return.

It remains understood that none of the trainees will receive cash compensation for their work, **although other forms of compensation are possible and will be discussed at the level of the Lower Fungom Steering Committee in agreement with all the project partners.** We realize that work can be voluntary but nonetheless requires some motivation.

### Section C: Lower Fungom Steering Committee

The Lower Fungom Steering Committee is the advisory body in which all villages are represented. It is composed of 13 people, i.e. the Chairmen of each Village Committee. The Lower Fungom Steering Committee has no executive power and will have to hold regular meetings, one every 3 months, with the Project Manager, personnel from Relgnite Action for Development, the National Polytechnic Bambui, and the KPAAM-CAM Board. During this meetings, each Village Chairman will bring reports and discuss topics to

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improve the effectiveness of the project, including proposals for the solution of specific operative problems.

Like Village Committees, membership in the Lower Fungom Steering Committee is a **voluntary** position: there will not be any kind of cash payment for any committee member at any time for their work in the project.