

SEARCH FOR OUTSTANDING AGRICULTURAL AND FISHERY COUNCILS

(Revised – March, 2012)

I. RATIONALE

One of the institutional measures that the Department of Agriculture has undertaken to promote participatory development in agriculture and fisheries is the organization of local Agricultural and Fishery Councils or AFCs under the National Agricultural and Fishery Council (NAFC).

Organized at the regional, provincial, city and municipal levels, the AFCs form the backbone of DA and NAFC's service delivery and consultative and feedback mechanism.

The majority of local AFCs are composed of private sector members who are representatives of farmers and fisherfolk associations and cooperatives, rural women groups, non-government organizations, farm input providers, processors/product buyers, credit organizations, academe and research institutions and eminent individuals. Other members are composed of representatives from relevant government agencies, including the municipal agricultural officers and extension workers, or equivalent officials.

The AFCs serve as fora for continuing consultative discussions on problems, issues, concerns and opportunities within the agricultural and fishery sectors. Its members act as resource persons on the status and prospects of agriculture and fisheries in their respective areas, taking note of the progress and developments of agriculture and fisheries development programs undertaken by DA and other public and private sector entities. They also act as DA's link to the local government units which, by virtue of the Local Government Code of 1991, are the front liners in the government's development effort. Additionally, they also stand as service delivery channels, particularly for information from the DA and NAFC.

Considering the AFCs' critical role in the development activities of both DA and the NAFC, their members' commitment and participation should be continually nurtured. An important approach for such nurturing is through motivational/recognition programs that provide them incentives. The *Gawad Saka* Search for Outstanding Provincial and Municipal/City Agricultural and Fishery Councils (PAFC, MAFC/CAFC) is one of such programs.

II. OBJECTIVES

The annual search for outstanding AFCs selects primarily outstanding councils and provides them awards for their notable accomplishments.

Specifically, the search aims to:

1. Identify Provincial & Municipal/City AFCs that have turned in exemplary accomplishments in performing their functions and fulfilling their mandates; and have accomplished or implemented unique or innovative operational schemes to do these; and
2. Document the accomplishments and schemes of these AFCs and promote their replication or adoption among the AFCs and other similar development-oriented institutions.

III. SCOPE/QUALIFICATIONS

The Search for Outstanding Agricultural & Fishery Councils will be conducted nationwide covering all PAFCs (which include highly urbanized city AFCs and independent component city AFCs) and MAFCs/CAFCs.

The search covers all local AFCs which have been organized and operational for at least three (3) years. It must be recognized and endorsed by their respective LGUs. PAFC & MAFC/CAFC winner shall not be eligible for another nomination in the DA Annual Search within three (3) years after winning the award.

IV. CRITERIA FOR EVALUATION

A. ORGANIZATION

Sectoral Representation. The AFCs must have representatives from the following basic sectors, namely: food crops; poultry, livestock and feed crops; fisheries and aquaculture; commercial crops; agriculture and fisheries mechanization; and others from functional sectors like credit, input and other service providers, traders/product buyers and academe; and eminent persons in the community. Other sector categories such as women, youth and indigenous peoples may also be considered. List down the subcommittees organized and specify members. Find out why these extra subcommittees were organized, whether they are still active or not. This could be validated either in the minutes of their meetings or verbal inquiry. Representation from each of the basic sectors shall be equivalent to a single point. All the other sectors or categories, if any, regardless of number will merit a single point. This is, however, subject to further evaluation of the National Technical Committee.

Private Sector- Government Representation. Determine how many are there in private and government sector membership. Compute for the ratio, i.e. get total number for both sectors. Divide each sector number over the total, the quotient derived in terms of percentage corresponds to sector representation.

Active/Operational BAFCs/MAFCs. This refers to ratio of active/operational AFCs (BAFCs for the MAFC/CAFC level and MAFCs or CAFCs for PAFC level) vis-à-vis the number of barangays and municipalities/cities respectively.

B. OPERATION

The operation of AFCs shall be evaluated based on six criteria corresponding to the core AFC activities, namely: conduct of consultations/meeting, policy advocacy, linkage, monitoring and evaluation, corporate planning and project development/coordination and/or assistance.

1. Conduct of regular and sectoral committee consultations/ meetings.

The AFCs shall have conducted at least four quarterly meetings/consultations every year. In the same manner, they should have conducted at least one sectoral committee each year. This is the minimum requirement that shall merit the AFCs concerned the minimum points based on the rating scale in the evaluation form.

Means of verification/evaluation for these criteria are the minutes of meetings which are signed by the AFC designated secretary and approved/signed by the AFC Chairperson and a duplicate/photocopy of hand written attendance sheets. The minutes of meeting shall be evaluated based on its contents. What are the agenda? Is it a mixture of corporate/operational or developmental issues? Creditable minutes of meetings consist only of those whose substance or contents fall within the ambit of the AFCs' mandates and functions

2. Advocacy.

This shall be evaluated based on the number and content of policy/program-related resolutions formulated and transmitted to appropriate entities (Form 2). These are categorized and evaluated in terms of: a) resolutions that were passed and endorsed, and b) those that were acted upon.

The means of verification are copies of resolutions with transmittal letters and other proof of transmittal, like letters of response, postmark, and stamp of receipt. Creditable resolutions shall be those found substantive in nature, that is, reflective of the needs of the AFCs' constituents, and in accord with the mandates and functions of the AFCs. Resolutions passed and endorsed are accorded with one (1) point each for a maximum of 8 points while resolutions acted upon positively are also given one (1) pt. each for a maximum of 7 points.

- 3. Networking/Linkage.** Networking/linkage activities should be in pursuance of the AFCs' needs, mandate and in support to their advocacies. The AFCs should be properly linked up with the Local Development Councils and other units and instrumentalities of the Local Government Units and other development-oriented public and private sector entities in this area of operation. They should likewise be linked up with the higher AFCs. The linkages should be proven by certificates of appearance, minutes of meeting and letters of invitation.

Linkages with the LDC, with the higher AFCs, with other units of the LGU, with other private and public sector entities, shall be awarded corresponding points.

- 4. Monitoring and evaluation.** The AFCs are the eyes and ears of the agriculture and fisheries sectors and are tasked with monitoring and evaluating the agriculture and fisheries development activities of the government and other sectors in their respective areas of operations. Results of such activities should be brought to the attention of the LGU, higher AFCs, DA-NAFC and other concerned agencies. These include enumeration of the projects being monitored; and other situational reports. For this purpose, the prescribed form for Project Monitoring and Evaluation which are provided by NAFC shall be used.
- 5. Annual action plans.** The AFCs are expected to have drawn yearly action plans over the evaluation period according to NAFC standard forms. They get 2.5 points for each of the plan or a maximum of five points. Adjustments in scores may be made subject to the evaluation of both form and substance of the documents. Considerations shall be given to uniqueness or innovative elements of plans, specifically in framing the plan.
- 6. Project development, implementation/coordination and assistance.** The AFCs' performance along these criteria shall be gauged based on the number of projects they have proposed and implemented or coordinated with other entities, number of project proposals they have reviewed/indorsed and the diversity or multiplicity of fund source for successful project proposal endorsements, or those that have been continually funded. It shall also be gauged in terms of uniqueness or innovativeness of the proposed projects.

C. SUSTAINABILITY

The indicators for evaluating the sustainability of the AFCs' are resource mobilization, generation of new membership, capability building, and knowledge and understanding of AFC roles and functions.

- 1. Resource Mobilization.** This criterion shall evaluate the AFCs' response to the need for identifying viable source of operating funds outside of those directly provided by DA and NAFC. Funds provided by their respective LGUs, resources generated from fund raising activities, administrative fees generated from NAFC programs' rollover funds and other sources are considered for evaluation. The rating scale, based on a maximum of five (5) points, shall be determined by the technical committee. Moreover, this should be evaluated in terms of the situation at hand. If sufficient in funds, as shown by the AFCs' current financial statements or bank accounts, then the AFC concerned gets full points for this criterion.
- 2. New Membership.** The AFCs shall be credited for new members during the evaluation period. With a maximum of two (2) points, rating system shall be all or nothing. New members should be indicated in the roll of members.
- 3. Capability Building.** This shall evaluate the AFCs' response to the need for continuing capability building programs. The AFCs shall have designed

and implemented capability programs for its members (not constituents) in any of the following vital areas: project proposal preparation, program and project development, organizational development, social mobilization, policy advocacy, parliamentary procedures, public speaking and others deemed important/relevant for their operations/discharge of mandates. Trainings authorized by the AFCs through a resolution may also be credited. This criterion will merit the AFC a maximum of three (3) points.

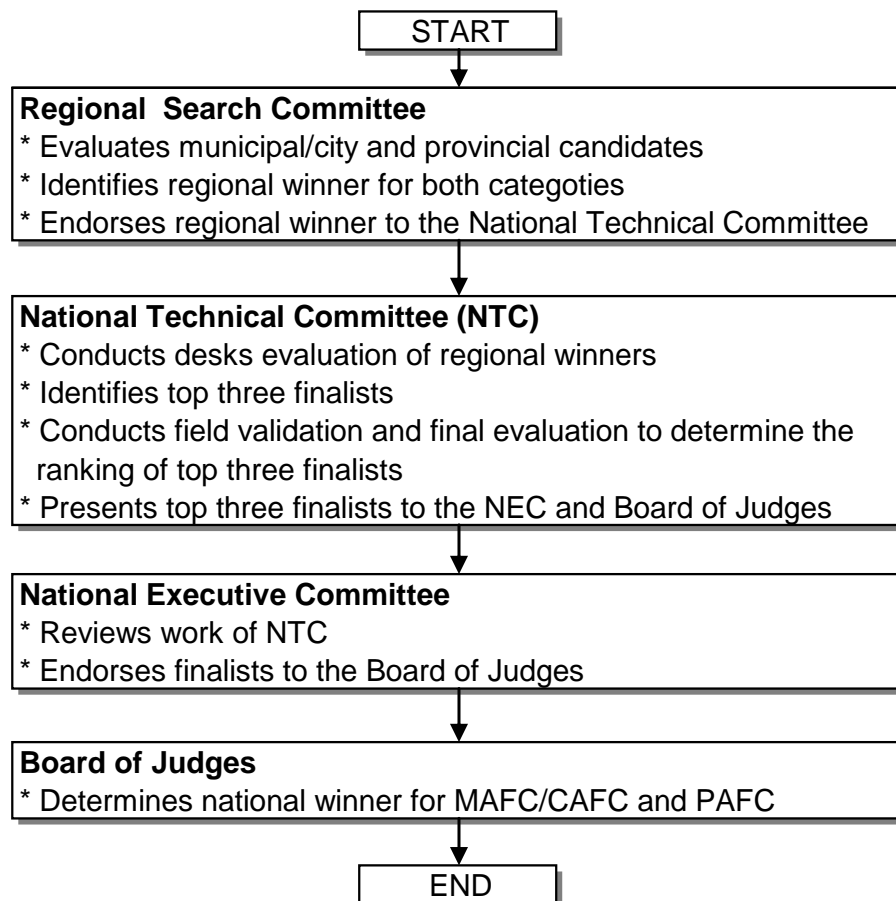
4. **Knowledge and understanding of AFC roles and functions.** One of the critical indicators of continuing viability of the AFCs is the knowledge and understanding of their roles and mandated functions. This is effectively measured through a questionnaire composed of 5 basic questions to be accomplished by all officers and selected members of the AFCs. A perfect score shall merit the AFCs three (5) points.

V. EVALUATION PROCEDURE

The search shall be conducted at the municipal, city or provincial level (whichever the case maybe) with local communities/residents, individuals, civic organizations, farmer’s association etc. identifying prospective outstanding PAFCs and MAFCs/CAFCs nominees. The nominating individual or organization, who is not a member of the prospective council, then collects information about the organization, assists them in preparing the scrapbook containing the documentary requirements of this search guidelines, and submits the nomination form and scrap book to the Regional Search Committee to be formed.

A standardized form for these categories has been designed based on the criteria for evaluation. This shall be used at all levels to have a uniform interpretation and entry of required information.

The evaluation process begins at the regional level using the following evaluation procedure:



(Process Flow Diagram)

VI. SEARCH RULES AND REGULATIONS

1. Nomination shall be made on the prescribed form by any individual who is a member of any civic organization or a farmers/fishers' association and not an employee of the Department of Agriculture,
2. Only qualified nominees with complete scrap book and records of operations will be considered for evaluation.
3. A national winner shall not be eligible for nomination in the same category in the DA Annual Search within three (3) years after winning the award;
4. A performance period of two (2) calendar years preceding the start of the search will be covered for evaluation;
5. Only (1) regional winner or entry shall be properly endorsed by the region, and shall be considered for national evaluation;
6. The decision of the Board of Judges shall be final; and,
7. The national winner's scrap book, video tape and other documents submitted for evaluation shall become the property of the Department of Agriculture.

VII. REQUIREMENTS

1. Endorsement by the Local Chief Executive (LCE) for entries in the regional search, and the DA Regional Executive Director and RAFC Chairman for entries in the national search.
2. Duly filled out forms (Nomination, Council Profile and Evaluation forms).
3. Organization records (i.e. minutes of meetings, resolutions, accomplishment reports, expenses, etc.) and other relevant information for at least two (2) years. (i.e. January - December 2011 and January - December 2012).
4. Other accomplishments including Citations and Awards (copies of certificate/s, etc. duly certified by the DA Regional Executive Director)
5. Relevant photographs with captions showing the officers and members of the AFC and the activities and notable accomplishments of the council.

NOMINATION FORM

**OUTSTANDING PROVINCIAL AND MUNICIPAL/ CITY AGRICULTURAL
FISHERY COUNCILS (PAFC & MAFC/CAFC) OF THE YEAR**

Name of the Council _____

Address _____

Province/Region _____

Justification for Nomination:

Nominated by:

Signature

Printed Name

Position and Agency/Organization

Endorsed by:

Signature

Printed Name

Local Chief Executive or
Provincial/Municipal Agriculturist

Attested by:

Signature

Printed Name

Provincial/Regional Agricultural
And Fishery Council

COUNCIL PROFILE

**OUTSTANDING
PROVINCIAL AND MUNICIPAL/CITY AGRICULTURAL AND FISHERY COUNCIL
(PAFC & MAFC/CAFC)**

A. ORGANIZATIONAL STRUCTURE

1. Name of Council			
2. Address			
3. Date Organized			
	(Day)	(Month)	(Year)

Composition of the Council:

a. Name of Officers

	Previous	Incumbent	Major Occupation
Chairperson			
Vice Chairperson			
Government Sector			
Private Sector			
Treasurer			
Auditor			
Secretary			
Coordinator			

b. Name of Members

Private Sector including Lower AFC Chairpersons	Position and Organization/Sector Representative

Government Sector	Position and Agency Represented

c. Sectoral Committees

Committee	Chairperson
Food Crops	
Poultry, Livestock & Feed Crops	
Fisheries and Aquaculture	
Commercial Crops	
Agricultural & Fishery Mechanization	
Others (Please Specify)	

No. of Municipalities/Barangays : _____

No. of Operational MAFCs/BAFCs: _____

B. OPERATION

1. Consultation/Meeting

A. Total Number of Consultations/Meetings Conducted (Please attach copies of minutes and attendance sheets duly certified as true and correct by the council chairperson). _____

B. Number of Sectoral Committee meetings conducted by sectoral committee (Pls. attach copies of minutes of meetings and attendance sheet certified as true and correct by council chairperson). _____

2. Policy Advocacy

A. Total Number of Resolutions passed and endorsed _____

B. Total Number of Resolutions acted upon _____

Title of Resolution	Submitted to	Status

3. Linkages (Please Check)

- A. With the Local Development Council:
(Attach certificates of attendance to meetings or minutes of meetings indicating attendance and the total number of meetings/ attended).
- B. With the higher AFC (Attach certificates of attendance to meetings or minutes of meetings indicating attendance and the total number of meetings attended.)

PAFC for MAFCs :
No. of Meetings Attended: _____
RAFC for PAFCs :
No. of Meetings Attended: _____

- C. With the LGUs and other agencies/institutions.

LGU with other agency :
(Specify nature of linkage) _____
LGU only :
(Institutionalization of Gawad Saka Search for Outstanding Achievers)
Other agency/institutions:
(Specify nature of linkage) _____

4. Monitoring and Evaluation Report (As submitted quarterly)

- 1. List of projects monitored/evaluated
- 2. List of events/situations monitored

5. Annual Action Plan

- A. Action/Operational Plan for Year 1
- B. Action/Operational Plan for Year 2

6. Project Assistance

- A. Total number of projects developed and implemented/coordinated by the Council: _____ (Attach list)
- B. Total number of project proposals reviewed and endorsed: _____ (Attach list)
- C. Total number of projects funded: _____ (Attach list specifying sources of funds for projects funded)

D. SUSTAINABILITY

- 1. Resource Mobilization – (Attach AFC financial reports for the past two years or other related documents showing financial operations of the council. Please note that these are not requirements for nomination but means of evaluating resource mobilization criteria for AFC sustainability)
- 2. New Membership – (Attach list of new members showing the name and date of membership)
- 3. Capability Building – (Indicate number of trainings attended, conducted or sponsored by the Council for its members)
- 4. Knowledge and understanding of AFC roles and functions

Name of Council: _____

EVALUATION FORM**OUTSTANDING AGRICULTURAL
AND FISHERY COUNCIL (AFC) OF THE YEAR**

INDICATOR	MAXIMUM POINTS			SCORE
A. ORGANIZATION STRUCTURE			15	
1. Sectoral Representation		5		
6 and above sectors	5			
5	4			
4	3			
3	2			
1 – 2	1			
2. Private Sector Representation (Ratio of private to government membership)		5		
Above 80%	5			
61 – 80%	4			
41 – 60 %	3			
21 – 40 %	2			
1 – 20%	1			
3. Operational BAFCs/MAFCs		5		
Above 80%	5			
61 – 80%	4			
41 – 60%	3			
21 – 40%	2			
1 – 20%	1			
B. REGULAR ACTIVITIES (2 yrs.)			70	
1. Consultation/Meetings		15		
a. No. of AFC meetings (subject to evaluation of content)	10			
16 & above	10			
13 – 15 meetings	8			
9 – 12 meetings	6			
5 – 8 meetings	4			
1 – 4 meetings	2			
b. No. of sectoral meetings conducted	5			
12 & above	5			
9 – 11	4			
6 – 8	3			
3 – 5	2			
1 – 2	1			
2. Advocacy		15		
a. Resolutions passed and endorsed (1 point for every policy/program-related resolution for a maximum of 8 points)	8			
b. Number of resolutions acted upon (1 pt. for every resolution acted upon, maximum of 7 points)	7			
3. Linkages		6		
a. Attendance to meeting of LDCs and higher AFC (0.5 point for every	2			

meeting with a maximum of 2 points)				
b. Linkaging with LGUs (includes institutionalization of Gawad Saka Search for Outstanding Agri and Fishery Achievers)	2			
c. Linkaging with other agencies/institutions (0.5 point for every activity with a maximum of 2 pts.)	2			
4. Monitoring and evaluation		10		
a. Projects monitored (1 pt. each for a maximum of 7 points)	7			
b. Situations/events monitored (1 pt. each for a maximum of 3 points)	3			
5. Annual action/operational plans		4		
a. Action/operational Plan - Year 1	2			
b. Action/operational Plan - Year 2	2			
6. Project assistance		20		
a. Number of projects developed and implemented/coordinated (1 point for each project for a maximum of 8 points)	8			
b. Number of project proposals reviewed and endorsed	8			
15 and above	8			
13 - 14	7			
1 - 12	6			
9 - 10	5			
7 - 8	4			
5 - 6	3			
3 - 4	2			
1 - 2	1			
c. Multiplicity of fund source for successful endorsements	4			
With funding from DA-NAFC	2			
With funding from other agencies	2			
C. SUSTAINABILITY			15	
a. Resource Mobilization		5		
b. New Membership (1 pt. each for a maximum of 2 points)		2		
c. Capability Building (1 pt. each for a maximum of 4 points)		3		
d. Knowledge and understanding of AFC roles and functions		5		
TOTAL			100	

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