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**YEREL YÖNETİM REFORMU
PROJESİ (YR III)**
LOCAL ADMINISTRATION REFORM
PROJECT (LAR III)

IMPLEMENTATION GUIDELINE FOR SERVICE STANDARDS FOR AGRICULTURAL SUPPORT

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Reference to the Description of Action

Component	Component 1: Effective Local Service Delivery
Activity	A.2.2.1. Develop and implement local service delivery standards in order to simplify the processes for service provision
Output	Implementation Guideline for Service Standards for Agricultural Support



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Abbreviations

Full Form in English	EN-Abbr.	TR-Ks.	Türkçe Açık Hali
United Nations Development Programme	UNDP	UNDP	Birleşmiş Milletler Kalkınma Programı
Ministry of Environment, Urbanization and Climate Change	MoEUCC	ÇŞB	Çevre, Şehircilik ve İklim Değişikliği Bakanlığı
Ministry of Labour and Social Security	MoLSS	ÇSGB	Çalışma ve Sosyal Güvenlik Bakanlığı
General Directorate of Environmental Management	GDEM	ÇYGM	Çevre Yönetimi Genel Müdürlüğü
Union of Municipalities of Turkey	UMT	TBB	Türkiye Belediyeler Birliği
Agriculture and Rural Development Support Institution	ARDSI	TKDK	Tarımsal ve Kırsal Kalkınmayı Destekleme Kurumu
Ministry of Agriculture and Forestry	MoAF	TOB	Tarım ve Orman Bakanlığı
Turkish Standards Institute	TSE	TSE	Türk Standartları Enstitüsü
Local Administration Reform	LAR	YJR	Yerel Yönetim Reformu
Turkish Union of Agricultural Chambers	TZOB	ZOB	Ziraat Odaları Birliği

1. Introduction

To be able to produce services in line with local needs and to ensure expeditious and high-quality service integrity with modern municipalism understanding and high efficiency are included among the objectives of the Law No. 6360. By this Law, the existing “Special Provincial Administrations” were transferred to newly established metropolitan municipalities (MMs); “Investment Monitoring and Co-ordination Departments” were established within Governorships; and new districts were formed in the required number; apportionments from the central government revenues were re-regulated; legal entities of villages and town municipalities were abolished.

Population living in service boundaries of MMs and to be provided with service significantly increased and the provision of infrastructure in rural areas of these cities and service delivery for rural population living there were included in the functions of MMs. Rural infrastructure services and the supports required for providing agricultural products and food production were listed among those services.

Local Administration Reform Project Phase III (LAR III) is implemented by the United Nations Development Programme (UNDP). The co-beneficiaries of the project are the Ministry of Interior (MoI) and Ministry of Environment, Urbanization and Climate Change (MoEUCC). The project is funded by the European Union. The overall objective of the project is to maintain the implementation support for local administration reform process executed between 2003 and 2013 and ensure an effective, inclusive, accountable and participatory local governance which is in accordance with international standards in Turkey.

With this study, it is aimed that service standards are developed by MMs by researching approaches and understandings in the provision of agricultural services for the activity “Developing standards for agricultural support services in rural areas in MMs and District Municipalities” in the context of Local Administration Reform Project Phase III (LAR III). Accordingly, the processes of provision of rural infrastructure and services by MMs and district municipalities were addressed holistically in the framework of legal, economic, institutional and social problem areas to be a basis for developing service standards.

In the scope of the study, it is hugely important to integrate the standards for agricultural support services by MMs into planning, implementation and monitoring processes. Agricultural support service practices are implemented under the individual efforts of present municipalities and limited institutional capacity, resource and competences.

By primarily conducting a comprehensive current situation analysis with the study, it was aimed to determine the present standards and practices regarding said services, the problems and the subjects needed in structuring. In this context, “fact-finding” meetings carried out with MMs and relevant central bodies, findings obtained from semi-structured questionnaires answered by municipalities and international good practices were utilised.

With a participatory approach, service standards were aimed to be effective and guiding in planning and practices; increase their applicability and contribute the processes of municipalities by being adapted easily by practitioners. On the other hand, academic studies were utilised in addition to the present legislative screening carried out comprehensively and practices were evaluated which the municipalities individually implemented. “Current Situation Analysis Report” was prepared with the findings obtained from all those studies.

After the current situation analysis, the draft “Report on the Standards of Agricultural Support Services” was prepared and views and recommendations on the said draft report of the stakeholders were primarily negotiated under the workshop held in Ankara with the central government entities and representatives of MMs. In the workshop, these entities were consulted and then seminars and studies were held with selected MMs (Ankara, Kayseri, Balıkesir, Konya, Muğla and Denizli) in order to perform comprehensive information exchange and make evaluations for the implementation of these standards at local level.

The Implementation Guideline prepared in order that service standards for agricultural support developed by utilising the data obtained from all those studies are used in a more effective manner by MMs will contribute to the implementation of service standards of “agricultural support” for agricultural production in rural areas and in the areas defined as rural neighbourhoods and to the practices in terms of MMs and all public entities related to the subject.

2. Purpose and Scope

This Implementation Guideline was prepared in order to contribute to the 13 standards determined by a participatory approach to maximise the benefits of beneficiaries from this agricultural support services and to MMs to be more effective and successful in the processes of planning, implementation, coordination, monitoring and evaluation.

MMs still try to deliver agricultural support services in accordance with the article found in the Law No. 6360 *“Metropolitan and district municipalities may engage in any activity or service in order to support agriculture and livestock”*. In this context, MMs institutionally created the units such as *“agricultural services”*, *“rural area services”*, *“mukhtar’s affairs”* and made holistic and non-standard various arrangements with the *“Regulations”* they published.

On the other hand, there are *“agricultural support services”* in Strategic Plans of MMs and particularly in services delivered to rural areas and agricultural studies/projects of performance reports. In this context, supports provided as *“in-kind”* and project activities are shared; the problem is that they are not simultaneous and complementary with *“support”* work made by the Ministry of Agriculture and Forestry (MoAF).

It is important under the project that MMs act on a certain strategy, follow an approach of partnership with the relevant public agencies and non-governmental organisations to create integration, coordination and synchronisation in practice, and upgrade agricultural support systems the desired level. On the other hand, in order to ensure that agricultural productivity and production reach to desired level in the long term with monitoring and evaluation processes and increase prosperity level of the citizens living in rural areas 13 standards were established under the following components:

- (i) Planning and Coordination
- (ii) Implementation
- (iii) Training (Capacity Building) and Awareness-Raising;
- (iv) Inspection, Monitoring and Review

The standards on the implementation were grouped under the main headings such as *“needs analysis”*, *“capacity building”*, *“implementation”* and *“monitoring and evaluation”*. In this field, standards were developed by considering the approaches of public entities, non-governmental organisations and academic field.

Under this Implementation Guideline, implementation steps to be actualised and the organisations to be cooperated were detailed for the purpose of ensuring the applicability of the said standards, acting in coordination either between central government and local administrations or at local level and integration of the standards into strategic planning, implementation, monitoring and evaluation processes by MMs. Moreover, in addition to above-mentioned fundamental laws, secondary legislation which may guide MMs in the implementation of the standards, without limitation, the regulations of municipalities which may constitute an example in the field of transportation and the guidelines published by public entities were used as reference.

3. Implementation Guideline on Service Standards for Agricultural Support

3.1. Planning and Coordination

Theme	Planning, Coordination
Standard	1.1. Conducting Needs and Problem Analysis for Individual Producers and Producers’ Organisations.
Responsible Institutions	Metropolitan Municipalities
Related Institutions	District Municipalities, Provincial Directorates (PDs) and District Directorates (DDs) of MoAF, Producers’ Organisations, Universities

In support activities undertaken without a systematic needs and problem analysis, problems emerge such as duplications, failure to fully obtain the expected benefits of supports. Particularly, as part of the support policies of MoAF, the differences in provinces and districts are not prominently considered as part of financial support which are implemented annually and mainly in the country. However, it should feature the factors such as regional and sub-regional changes, social structure, market relations, and evaluation of the products as raw material and processed. The “in-kind” supports which MMs will make simultaneously in addition to the support policy of the Ministry will be important in terms of producers. Therefore, MMs will have the chance to make planning in accordance with the real needs with needs analysis to be made in work spaces. It will be possible to make a detailed need analysis by utilising the appropriate detailed data of district municipalities and MoAF.

In the context of this standard;

- 1) In cooperation between MM, District Municipalities and MoAF Provincial and District Directorates and with the coordination of MM, “A Guideline on Conducting a Needs and Problem Analysis for the Beneficiaries of Agricultural Support Services” will be prepared on provincial basis, which addresses the principles and procedures regarding the healthy analysis of mainly the data of MoAF and the data of collected from the field.
- 2) Studies and plans for the implementation of the said guideline will be prepared by MMs. If the guideline hasn’t been published yet, implementation plans are prepared in the framework of the present process, needs, data of MoAF and principles and procedures included in this Implementation Guideline.

In this frame;

- The method to be implemented in actualisation of each standard, the responsible unit within MM, District municipalities and MoAF Provincial and District Municipalities, units to be cooperated with, protocols, implementing procedures and reporting indicators to be followed in the implementation are determined.

- For this purpose, a current situation analysis is conducted by evaluating primarily the needs arising from the production currently made on the basis of districts and sub-regions, required support tools to eliminate the problems of the producers regarding this, supports implemented, implementation periods of supports, arrangements in protocols, regulations and instructions.
- In order to ensure an effective coordination among the relevant units in the implementation, roles of the stakeholders and coordination mechanisms are determined clearly.
- MM gives place to the objectives set in this field and activities to be undertaken in their strategic plans and performance plans (in their preparation and revision processes). It is expected that the activities included in implementation plans and performance programme overlap substantially and implementation plans determine the methods and protocols on this activity.
- While preparing guidelines and implementation plans, communiqués and regulations of MoAF on support principles and related technical standards published by TSE in related areas can be utilised.

References:

- Presidential Decisions on Agricultural Support
- MoAF, Communiqués on Support Payments
- MoAF, Studies on Turkish Agricultural Basins Production and Support Model
- MoAF, Farmers Registry and Animals Registry Systems
- Records in Municipalities and Neighbourhood Units

Theme	Planning
Standard	1.2. Conducting Training Needs Analysis of Municipality Employees for Agricultural Support Services
Responsible Institutions	MM
Related Institutions	MDMs, PDs and DDs of MoAF, Producers' Organisations, Universities

Technical and administrative employees to be assigned in all stages of agricultural support services to be implemented in rural areas in MMs and District municipalities are required to necessarily have a certain level of service skills.

The increase of effectiveness in the training courses for building capacity and skills will be undertaken in line with the support programmes developed and such will be determined with needs analyses.

In this frame;

- Trainings, experiences and job descriptions of all technical personnel employed in standard job positions or temporary status in agricultural support services in MMs and District municipalities are evaluated separately.
- Minimum vocational qualification knowledge level of technical personnel to be required in preparation, office and field services are compared in terms of agricultural support services in plans.
- Urgent and prospective needs are determined.
- With respect to training, MoAF, in cooperation with universities, determines theoretical and applied trainings in improving technical knowledge level and puts them into practice.
- As part of “In-Service Training Programmes” of MoAF and programmes in related universities, collaborations are developed.

References:

- MoAF Regulation on In-Service Training (Ministerial Approval of 27.10.2016)
- Law No. 657 on Civil Servants
- Regulations of MMs on In-Service Training
- Academic and non-academic programmes of universities

Theme	Coordination
Standard	1.3. Establishment of the Programming and Implementation Coordination Board
Responsible Institutions	MM
Related Institutions	Provincial Directorate of MoAF, DSI, ARDSI, Regional Development Administrations, Development Agencies

It is important that the agricultural support activities of MMs are complementary to the activities and supports by the central government units in the province. In order to achieve that, ensuring the cooperation among the units serving at local level is important for the complementarity of the activities. It is recommended that MoI establish a coordination board convening regularly for the cooperation at local level with the legislation amendment.

In this frame;

- The Board of where the representatives of the institution serving directly or indirectly at provincial level in the coordination of MM have the high level of representation, will be established to convene at least two times in a year.
- The main function of the Board, cooperation and coordination efforts, will be undertaken under the responsibility and secretariat of MM.

- Institutions and organisations considered necessary at provincial level may be invited as observers to the Board.

In addition to the present practices of participatory institutions, particularly considering agricultural schedule, the plans as well as the developments in complementary services in the studies to be conducted at provincial level and required in agricultural activities will be evaluated in the Board. Therefore, efforts will be made to prevent duplications in addition to ensuring the coordination in the implementations.

Referans:

- MoI Regulation on Provincial Coordination Board (OG of 13.07.1988 issue 19871).
- MoAF Regulation on Agricultural Basins (OG of 07.09.2010 issue 27695).
- Legislative arrangements on related institutions

3.2. Implementation

Theme	Announcements
Standard	2.1 Making Announcements about the Content and Details of Agricultural Supports.
Responsible Institutions	Metropolitan Municipalities
Related Institutions	MDMs, PDs and DDs of MoAF, Producers’ Unions, TZOB, neighbourhood units

The most important point of increasing the effectiveness of agricultural supports among producers is that particularly the support which may be provided in decision-making process for production can become clear. While production process varies according to each sub-activity, it starts with soil preparations starting before spreading seeds in the field and is completed with harvest. Beginning of this process, if the producer can have an opinion on agricultural supports to be received, s/he can have the chance to take the right decision for the production for himself/herself.

Considering seasonal nature of agricultural activities, it is important that the farmers initiate the activities considering the support that they will receive the following year. In line with the principle of clarity and transparency, it is important to announce the supports just in time. In this context, the following practices are considered while setting technical standards and in cleaning and disinfection processes:

- The institutions to make in-kind and in-cash contributions to agricultural support services will be able to announce the product to be support for the production season, the nature of supports before making production decisions.
- Producers’ organisations will be particularly informed about in-kind supports for livestock in addition to plant production.

- The supports to be provided will provide an opportunity for the trade, processor and exporter of the products before harvesting to consult on the required preparations in procurement, storage, transport and sales channels of the products.
- Firms, distributors, storekeepers and similar institutions and organisations providing agricultural inputs (seed, sapling, seedling, fertilizer, pesticides, equipment etc.) may eliminate bottlenecks by making the right procurement plans.

Similarly, it will be important to announce a similar “call for tender” system still being implemented by Agriculture and Rural Development Support Institution, either at provincial level and sub-regions, districts and rural neighbourhood where the implementation will be carried out in addition to the qualifications and if possible, quantities of agricultural supports to be particularly made by MM.

References:

- Agriculture and Rural Development Support Institution (ARDSI)/ relevant legislation.
- Regulation of Muğla MM on Agriculture and Livestock Support
- Regulation of Antalya MM on Agricultural Support

Theme	Support Activities
Standard	2.2 Establishment of Agriculture, Food, Information and Implementation Systems
Responsible Institutions	MMs
Related Institutions	MoAF, TURKSTAT

The aim, objectives, expected outcomes of the support programmes for farmers, those who will utilize the support, required qualifications for utilizing support, institutional structures such as unions/cooperatives/neighborhood units to cooperate with; programming documentation involving the period, nature and amount of the support will be prepared and announced to all parties.

Programming approach is important for monitoring support activities to be undertaken by MMs, the budget allocated by the municipality, benefits and outcomes pursued. In addition, it is important to know that the process will be undertaken transparently and everybody concerned may utilise in the event of satisfying the conditions.

In this context;

- Individual producers and producers’ organisations living in service area and to benefit from agricultural support services are directly informed about the topic concerning them with transparent municipality service understanding.
- Producers and producers’ organisations gain the skills to utilise effectively the supports which they can receive in the context of service and make the right decisions on production.

- Other activities complementary to agricultural support services (input, credit, product processing, transport-storage etc.) will also develop rapidly.

For this purpose, the following will be determined:

- Objective of the information system,
- Beneficiaries of the information system,
- Users and management of the information system,
- Access qualifications from web, mobile application,
- Those responsible for the data to be used by the information system and collection and upload of the data,
- Update frequency of the system,
- Information to be produced by the information system, up-to-dateness of information and where it will be used,
- Maintenance and operation model,
- Ownership and management model of the system.

Personnel structure and employment of the information system; trainings of users and beneficiaries and public communication strategy will be improved.

References:

- Regulations of MMs on Agricultural Support
- Legislation of MoAF on Agricultural Support

Theme	Support Activities
Standard	2.3. Development of Support Programmes for Producers’ Organisations
Responsible Institutions	MM
Related Institutions	MDMs, PDs and DDs of MoAF, Producers’ organisations

The establishment of infrastructures in support programmes for producers’ organisations in the province, establishment of cold chain, putting agricultural cold storages in place, branding, sales activities at local and national scale, the scope of activities such as the creation of e-commerce website and investment supports, establishment, utilisation conditions etc. will be ensured with the participation of relevant unions and cooperatives and with the cooperation of central government units. However, it is not possible to make that support directly by the legislation and the topics will be mainly at the forefront such as information, guidance when accessing the resources and technical support to build a sustainable infrastructure by improving institutional capacities.

It is important to ensure the participation of local actors in business support to be provided under the leadership of MMs. In this context;

- Support programmes may be listed under the following headings:
 - a) Crop production support,
 - b) Animal production support,
 - c) Aquaculture support,
 - d) Small family-owned business support,
 - e) Young farmer support,
 - f) Contract production support,
 - g) Vulnerable group support,
 - h) Renewable energy support,
 - i) Support to compensate the damages of fire, natural disasters and epidemics,
 - j) Other supports provided for other activities and services undertaken for supporting agriculture and livestock.
- Required cooperation in those topics will be provided in the context of legal regulations and in technical issues.

References:

- Legislations of MMs
- Legislation of MoAF on Agricultural Support

Theme	Database
Standard	2.4 Building Common Infrastructures for Producers’ Organisations.
Responsible Institutions	MoAF
Related Institutions	MM, MDMs, TURKSTAT, Producers’ organisations, Universities

It is important to set up agri-food, information and implementation systems, build a web-site which presents any price information for all input-output, goods, product in the agri-food system periodically and spatially, in an easily accessible way and put it into service.

The establishment of agri-food information and implementation systems which involve multiple disciplines (meteorology, soil, water, economy, sociology, finance, communication etc.) on provincial basis and take account of producers’ conditions, will support the decision-makers for agricultural production and evaluation of those products.

Information types to be produced should be determined with the participation of all stakeholders and should be demand-oriented. Research and practices involving production, marketing, foreign trade, price, technology, climate, environment and other relevant topics are in the area of interest of

the platform. In addition, the pricing and costing process of all actors in the agricultural value chain should be based on reliable information

Digital Agriculture Market (DITAP) which is an operating system and established by MoAF, is a digital platform where producer and consumer come together; the producer can sell its product at the right price; intermediary firms, serving until the products reach final consumer, are aimed to be eliminated; therefore, which enables the consumers to reach agricultural products at more affordable prices.

In this context, the following practices are considered in establishing the said platform in a way to include service area of MMs:

- Following the chain from the seed to the fork with this platform, creating a market where planned production is made at all stages of production and procurement and producer and consumer earn,
- Developing solidly the infrastructure for contracted agricultural activity,
- Producers being able to utilise supporting financing tools created as part of contracted agriculture of banks,
- Determining purchasing systems in advance and making sales guaranteed production,
- Firms and factories processing agricultural products can have the opportunity to create their own production programmes and sales links,
- Ensuring a rapid development about natural and organic farming,
- Developing moderate systems in the utilisation of natural resources.

References:

- MoAF, DIKAP Implementing legislation
- MoAF, Regulation on Amending the Regulation on Procedures and Principles FOR Contractual Production (OG of 05.09.2014 issue 29110)
- Legislation of Agricultural Credit Cooperatives on Contractual Agriculture

3.3. Training and Awareness-Raising

Theme	Farmer Training
Standard	1.1. Providing Skills Improvement Training to Selected Producers on Product Basis and for General Agricultural Activities
Responsible Institutions	MM
Related Institutions	MDMs, PDs of MoAF, Universities

Wide-ranging skills development programmes which will improve farmers’ present knowledge, change their habits and facilitate their adaptation to changing conditions should be developed. The

contents will be prioritised which involve all stages of the production, indicate all opportunities from the first stage of the production until the final product and explain the requirement of basic business plans. Transition to entrepreneurial producer stage will be supported with the training courses to be held with support and incentive schedule.

The following matters will be at the forefront while making product-based training planning;

- Training topics related to production branches,
- Training methods and durations by topics
- Calendar planning for the trainings to be held in more than one session
- Competence (academic and professional competence) of the trainers (instructors in the event of outsourcing)
- Qualifications of the producers which are the target group of the training and number of people

In this context, it is required in the planning of training to fill the forms included in Annex-1.

References:

- MoAF, National Rural Development Strategy (2021-2023), 07.07.2021, Ankara
- MoAF Regulation on Directorates of Handicraft Training Centres (OG of 31.07.2012 issue 28453)
- MoNE, General Directorate of Vocational and Technical Training, Department of Programmes and Education Materials

Theme	Institutional Capacity
Standard	1.2. Development of Training Programmes to Strengthen the Capacities of the Experts employed within the MM, Increase their Knowledge and Skills.
Responsible Institutions	MM
Related Institutions	PDs of MoAF, Development Agencies, Development Administrations, Universities, Agricultural Research Organisations,

Short-term and long-term training programmes, skills development programmes, on-the-job training courses, international internship programmes for MM personnel etc. will be organised by taking account of the training programmes, support programmes and priority areas.

In this context, implementation techniques in agricultural support services in addition to present plant and animal production topics, organic farming, good agricultural practices, and related topics come into prominence.

In this context;

- Basic agricultural training topics and planning of these,

- It is required in the planning of training to fill the forms included in Annex-1.
- The competency of the participants is inspected with examinations held after the training courses. The clarity and objective evaluation are ensured by determining the specifications of the examinations as well as principles and procedures relating to preparation and evaluations of examinations by way of arrangements to be carried out in the municipality.

References:

- MoAF, National Rural Development Strategy (2021-2023), 2021 Ankara
- MoAF, Agriculture and Forest Academy

Climate Change - Smart Agriculture	
Standard	1.3. Development of Awareness Programmes regarding the Possible Impacts of Climate Change and Smart Agriculture Practices and Providing Trainings
Responsible Institutions	MMs
Related Institutions	MoAF, MoEUCC, Universities, NGOs, MDMs

It is essential to determine the possible impacts of the climate change affecting the whole world at regional/provincial and product level and take them into account in agricultural activities. Climate change will affect agricultural production differently on regional and product basis. MMs should undertake analytical works in this field as well as training activities. On the other hand, it is important to develop and scale up smart agriculture practices developing rapidly and simultaneously.

Recently, some of the provincial and district municipalities, notably MMs in Turkey, started to combat climate change by getting involved in supranational networks related to local administrations. This mobility accelerated during Paris Agreement process. Lately, number of local climate action plan has been gradually increasing. In the local climate change action plans prepared, it is seen that policies primarily focus on reducing greenhouse gas emissions and the objectives for energy sector, urban transport and waste sector are mostly found in the plans. As part of the rapid developments in agriculture sector, sensor technology and IT practices particularly enabled smart agriculture to scale up.

The sector has a high potential in this regard and it is quite important to raise awareness. In this context, it will be useful for MMs to;

- determine the efforts to provide adaptation and resilience for the changes to emerge both environmentally and agriculturally depending on climate change scenarios on the basis of provinces and districts/sub-regions,
- determine smart agricultural practices on the basis of province, district and sub-region; develop strategies regarding potential implementation systems; share them with producers and members of producers’ organisations,

- form communication strategies for this and develop implementation plans,
- publish public messages to be prepared by MoAF and MoEUCC about the protection of producers and consumers in agricultural production systems.

References:

- MoAF, Climate Change Strategy Paper,
- MoEUCC, 2050 National Climate Change Strategy and Action Plan archives
- Talu, N., 2019. Yerel İklim Eylem Planlaması ve Türkiye Pratikleri, Çevre, Şehircilik ve İklim Değişikliği Bakanlığı, Ankara

Theme		Quality Standards
Standard	1.4.	Development of Training Programme for National and International Quality Standards which should be considered for the Products Produced and Processed and Providing Trainings.
Responsible Institutions		MM
Related Institutions		MoAF, Ministry of Trade, TSE, Chambers of Industry and Commerce, Commodity Exchange Markets, Universities

It is essential to comply with quality and standards established in the production of agricultural products and food. The standards required in this field should be conveyed to the producers with detailed training courses in production- storage- processing- packaging- and logistics chain. In addition, MMs should partner with producers and other actors of supply chain in order to increase inspection and quality.

Moreover, standard products and production particularly gain importance in international trade. For this purpose, it is important to develop standards with the regulations on “organic farming” and “good agriculture practices”.

For this purpose;

- Ensuring uniformity in agricultural production structure appropriate for sub-regions and districts, activities regarding production schedule and inputs used should come into prominence.
- Training programmes should be developed particularly on developing and extending organic production and good agriculture practice.
- Contributions of required institutions should be ensured in preparation of content of training programmes.
- For this purpose, the topics such as determination of firms, laboratory analysis, inspections, harvest timing should be prominently determined.

References:

- MoAF, National Rural Development Strategy (2021-2023), 07.07.2021, Ankara
- Ministry of Trade Communique on Foreign Trade Inspections, Trade Quality Inspection of Export and Import of Certain Agricultural Products (Product Safety and Inspection: 2021/21)

3.4. Monitoring, Evaluation & Review

Monitoring Support Programmes	
Standard	4.1. Defining intended outcomes quantitatively on the basis of support programmes undertaken; monitoring support programmes and evaluation of intended outcomes and outputs upon the closure of support programme.
Responsible Institutions	MMs
Related Institutions	MDMs, Universities

Monitoring and evaluating the activities carried out in the meantime of the planning, implementing and closing of support activities, reasons for the outcomes obtained and outcomes which cannot be obtained. Intended outcomes should be quantitatively defined on the basis of support programmes undertaken; intended outcomes and outputs should be monitored upon the closure of support programme. Important outputs will be provided for more effective and applicable design of the next support programme. In this respect, it is important to monitor on the basis of programme. "Evaluation Board" to be established for this purpose will functionally perform this service.

For this purpose;

- Programming documents are prepared, in which the aim, objective, target group, beneficiaries, budget of each support programme, results to be obtained, activities to be undertaken are defined.
- A regulation to be prepared by taking the opinions of related institutions in the coordination with MM and procedures and principles on monitoring and audit of Agricultural Support Programmes are determined.
- A process on defining indicators to monitor effectiveness and efficiency of agricultural support services at provincial and district level, its compliance with agricultural support policies, strategic plans and goals of the Ministry; preparing monitoring report and submitting to Evaluation Board is defined.
- In line with the monitoring, it is ensured to determine the development opportunities and systematically follow the corrective activities.
- It is ensured to determine good practices carried out at provincial level and carry out information activities for nation-wide extension of those practices.
- Senior management and policy makers are supported at decision-making stage and effectiveness of agricultural support activities is increased with the evaluation of data.

In terms of monitoring, it will be useful to monitor activities regarding the topic with "Standard and Activity Monitoring and Evaluation Form" an example of which is presented in Annex-2 and evaluate for the purpose of learning from mistaking required lessons, if possible externally and independently.

References:

- Provincial Coordination Monitoring and Evaluation System
- MoFSS Regulation on Accessibility Monitoring and Audit

Theme	
Standard	4.2. Monitoring All Supports provided for Producers.
Responsible Institutions	MMs
Related Institutions	MDMs, PDs of MoAF, ARDSI, Universities

It is important that recipients of the support are monitored about how they use the cash or non-cash support which they received and report regularly. It should be put on the agenda that independent monitoring experts are employed and report where necessary.

In this context;

- Programming documents regarding producer support activities are prepared. Programming documents are prepared, in which the aim, objective, target group, beneficiaries, budget of the programme, results to be obtained, activities to be undertaken are defined.
- A regulation to be prepared by taking the opinions of related institutions in the coordination with MM and procedures and principles on monitoring and audit of Producer Supports are determined.
- A process on defining indicators to monitor effectiveness and efficiency of agricultural support services at provincial and district level, achievement of Programme goals; preparing monitoring report and submitting to Evaluation Board is defined.
- Correct usage of producer supports provided by MM and ensuring their effectiveness,
- Testing the complementarity of agricultural supports with in-cash supports provided by MoAF
- Determination of satisfaction of the producers,
- Presenting the productivity, production and producer participation numerically on the basis of province, district and sub-region,
- “Impact Assessment” of the agricultural support will be conducted for periods of 3-5 years.

For this purpose, it is important to monitor support services for producers at different levels such as individual producer, settlements, subject of the support and producers’ organisation with “Standard and Activity Monitoring and Evaluation Form” an example of which is presented in Annex-2 and accordingly to make required evaluations by an independent group in terms of determination of support services to be made in the future.

References:

- Evaluation Reports on ARDSI Supports

Annexes

Annex-1. In-Service Training Form

Subject of Training	
Objective of Training	
Target Group	
Number of Personnel to Receive Training	
Content of Training	<ul style="list-style-type: none">•••
Duration of Training	Theoretical training: hour(s) Practical training: hour(s)
Training Planning*	
Competency of Trainers**	
Training Materials	

* The duration and calendar of training courses on the basis of subjects will be written for training courses to be provided in more than one session.

** Academic and professional competences of trainers that will be required will be written.

Annex-2. Monitoring and Evaluation Form on Standards and Activities

Standard			
Strategic Goal *			
Strategic Objective*			
Responsible Unit(s)			
Evaluation Period			
Relevant Activities Included in the Performance Programme			
...1. ...2.			
Performance Indicators relating to the Activities under Standard included in the Performance Programme			
Indicator	Baseline	Target	Actualization
Activities Carried out under the Standard			
<ul style="list-style-type: none"> • • • 			
Activities which have not been carried out during evaluation period under the standard			
<ul style="list-style-type: none"> • • • 			
Basic Problems Encountered			
<ul style="list-style-type: none"> • .. 			

<ul style="list-style-type: none"> • .. 	
Need for Revision of Standard	<input type="checkbox"/> <input type="checkbox"/> Yes No
Recommended Revised Standard	
Need for Revision of Implementation Plan	<input type="checkbox"/> <input type="checkbox"/> Yes No
Recommended Change in Implementation Plan	
Other Opinions and Evaluations	
<ul style="list-style-type: none"> • ... • ... 	

* This indicates relevant strategic goal and objectives included in the Strategic Plan.