



**International Action and Advocacy Division
Asia and Eastern Europe Desk**

Memorandum of Understanding

BETWEEN

SECOURS CATHOLIQUE/CARITAS France (SCCF), an association governed by the law of 1901, declared to the Préfecture de Police de Paris under number 9092 on 1^{er} October 1946 (Journal Officiel of 29 October 1946) and recognised as being of public utility by decree of 25 September 1962 (published in the Journal Officiel of 29 September 1962), with SIREN number 775 666 696, having its registered office at Paris 7^e, 106 rue du Bac, France.

Represented by Francesca Bombi, Head of the Asia and Eastern Europe Desk with full powers to sign this document

Hereinafter referred to as SCCF,

AND

KARUNA MISSION SOCIAL SOLIDARITY (KMSS) having its registered office in Myanmar at CBCM n°292 (A) Pyay Road, Sanchaung Township 11111, Yangon Myanmar (registration n°1/Local/0047 since 2016)

Represented by **James Ngun Hre**, National Director of KMSS having full legal capacity to sign this document

Hereinafter referred to as KMSS,

AND

SOCIAL POLICY ECOLOGY RESEARCH INSTITUTE (SPERI), a non-for-profit organization established on 05 June 2006 which is operating according to the Law on Science and Technology, and under the Certificate of Registration of Scientific and Technological Operation No A-525 issued by the Ministry of Science and Technology, with headquarters at Pham Huy Thong Street, Ngoc Khanh Science Village, Ba Dinh District, Hanoi Capital City – Vietnam.

Represented by **Tran Thi Lanh**, Founder and director of SPERI, having full legal capacity to sign this document

Hereinafter called SPERI.

The signatories have agreed as follows.

This MOU includes all the Annexes attached hereto, which form an integral part of the Agreement. It is effective from January 1st 2025 and will run until May 31st 2025.

Context

Secours Catholique Caritas France (SCCF) has a longstanding commitment to supporting Indigenous and local communities' livelihood security, focusing on sustainable agricultural practices in partnership with local organizations. Building on shared interests identified at the Pan amazon Social Forums and an environmental impact study on Indigenous communities, SCCF, with funding from the French Development Agency, developed a regional strategy on fair ecological transition in Asia. This strategy promotes land tenure security and sustainable resource management, aiming to bridge community and governmental interests through initiatives such as legal support, participatory mapping, and community-based monitoring.

Since November 2021, SCCF and its Asian partners have advanced this approach through regional workshops and webinars that address livelihood security, identify challenges, and develop tools for collective governance. These activities culminated in a logical framework and action plan, approved in May 2023, which seeks to build partners' capacity to help Indigenous and local communities secure agro-ecology farming, engage in sustainable management environmental protection.

This assignment is part of the following specific objective & output:

Objective 1: To strengthen the Asian partner organizations' capacities to support the Indigenous and local communities (IPLC) land tenure security and sustainable management

Output 2: The Asian partner organizations have adopted new practices to foster collective and inclusive landscape governance and sustainable natural resources management

About the partners

SPERI (Social Policy Ecology Research Institute) is a research institute created in 2006. Through farmer networks, SPERI works towards an inclusive society in which indigenous peoples and ethnic minorities enjoy equal access to social justice, gender equality, natural resources and equitable socio-economic systems. They are driven by their concept of livelihood sovereignty and have an extensive expertise in sustainable land governance and agro-ecological farming.

KMSS Loikaw is one of the 16 components of KMSS Myanmar, the Burmese Caritas network, officially registered as an NGO. It is actively engaged in the integral human development of the population of Karenni State regardless of their religious affiliations, ethnicity and locality, in particular through programs focusing on the health, education, social protection, livelihood and emergency aid sectors. The SCCF has been working with KMSS Loikaw since 2017 on agroecology and community development. On this project, the SCCF is also collaborating to some extent with KMSS Taungngu (created in 1996) and KMSS Pekhon (created in 2006), which are participating in the project under the leadership of KMSS Loikaw.

ARTICLE 1 -PURPOSE OF THE AGREEMENT

This MOU formalizes cooperation between SCCF, KMSS and MASS for an exposure and learning visit of 7 (seven) KMSS team members to SPERI in Vietnam for about 2 months between February 2025 and April 2025. KMSS will deepen their learning on watershed land & forest co-governance, management, protection and carbon restoration via agro-ecology land use farming practices (training of trainers). SPERI will host and lead the training programme while SCCF will support its organisation and follow-up its implementation.

ARTICLE 2 - MUTUAL OBLIGATIONS

KMSS' commitments:

- Active participation in the exchange programme, ensuring that its designated staff and relevant stakeholders attend and engage actively in all scheduled sessions;
- Logistics and finance: KMSS will cover all the costs related to their travel to and stay in Vietnam through already-confirmed projects.
- Post-training implementation: KMSS will apply the training outcomes in their community projects, report on impacts, and provide regular updates to SCCF.

In addition, the relevant staff from KMSS, will:

- Prepare a report with recommendations, and feedback on the training process jointly prepared with SPERI.
- Report on the training outcomes and impact at the community level in a report to be sent 6 months after the completion of the exchange, towards November 2025.

SPERI's commitments:

- Leading the exchange programme: SPERI will organise the schedule, and with the support of external experts (CV and ToRs in annex) conduct the training and facilitate the learning process for the KMSS team.
- Availability of personnel: SPERI will ensure that the appropriate personnel are available and present throughout the training program to accompany KMSS, including but not limited to key decision-makers and previous FETRA focal points;
- Logistical support: SPERI agrees to take the necessary steps to facilitate the attendance and participation of all relevant personnel and community leaders, providing logistical support as needed to encourage full engagement and the achievement of training objectives;

Secours Catholique/Caritas France's commitments:

- Coordination support: SCCF will provide support in ensuring smooth coordination between KMSS and SPERI.
- Financial support: SCCF will cover the costs of SPERI related to the hosting and organisation of KMSS. See budget attached.
- Organize regular check-ins and clear communication between Secours Catholique / Caritas France, KMSS and SPERI.
- Facilitate the lessons learned process and follow-up of the action planning exercise at the end of the exchange programme.

ARTICLE 3 – TRAINING SPECIFICS AND IMPLEMENTATION

- The training will focus on landscape design, land use and land management and on livelihoods especially on agroecology models, practices, and products development.
- The exchange programme will consist in various theoretical sessions, practical training and field visit with key members of SPERI's network.
- 7 team members will participate in this exchange opportunity;
- Post training follow-up: KMSS aims to strengthen the capacity of its key staff so that some practices and approaches related to landscape design and agroecological farmings could be replicated in Myanmar.

ARTICLE 4 – FINANCIAL ARRANGEMENTS

Secours Catholique / Caritas France will reimburse all eligible training-related fees and expenses shared by SPERI. Reimbursements will include, transportation fees, meals/ catering expenses, rental of a venue, stationery and copies of materials, and fuel costs for follow-up activities. A provisional budget has been approved and is attached as an annex to this MoU. SCCF will also reimburse SPERI / the experts identified by SPERI as per the agreement in annex.

SPERI will submit a final financial report by April 30th, 2025, summarizing all expenditures and including necessary receipts. Secours Catholique / Caritas France will process reimbursements within three weeks upon receipt and verification of original invoices and relevant supporting documents.

ARTICLE 6 – SETTING OF DISPUTES

Any disputes will first be addressed through amicable negotiation. Failing resolution, the matter will fall under the exclusive jurisdiction of the Tribunal de Grande Instance de Paris.

Signed in Paris (France), Yangon (Myanmar) and Hanoi (Vietnam), on January 27th, 2025

Secours Catholique / Caritas France

KMSS

SPERI

Signature

Signature

Signature

Francesca Boubi 

Annex 1: Terms of Reference

TERM OF REFERENCE

TRAINING OF TRAINER PROGRAM OF MYANMAR'S FELLOWS

Training of Trainer Program on Watershed Land & Forest Co- Governance, Management, Protection and Carbon Restoration via Agro-Ecology Land Use Farming Practices Toward Fair Ecological Transformation and Product Enterprising for Rural Area Strategy in Southeast Asia

Located Target is Successful Communities in Central Vietnam

and HEPA's Eco-Farming School 2024-2026

(Tentative for February 15, 2025 to April 15, 2025)

I. Introduction:

KMSS is implementing a project on land mapping documentation of customary land use as a support to ensure the security of customary land ownership/User and resource management in the indigenous communities, Myanmar. The outputs of land mapping and documentation, such as maps and PAR¹ lesson gained will become advanced input for local people after two months internship. These are also aimed for the long term at enhancing land use & land governance, and forest & resource management of the local community, therefore, to strengthen capacity of the local people in understanding land mapping, land use planning as well as co-natural resource governance is not only important for local farmer, but also for the organization who work with local farmer such as KMSS and any fellow in contribute lessons and experiences which we have been gaining over the decade for further policy either making or implementation.

This internship program comes after the first visit of KMSS to SPERI which took place in February 2024 for seven days. During the visit, we explored the Vietnam Ethnology Museum, Cao Quang district, and the HEPA Eco Farming School and Forest Areas.

The objectives were:

- To gain knowledge about action research in support of and preparation for policy contribution.
- To acquire knowledge about showing value of customary practices related to land governance, natural resource management, and forest management. This also includes how to build network of farmers for enhancing their livelihood.

To learn about good practices of agroecology.

During the exposure visit, participants had the opportunity to engage in discussions and learn about various topics such as agroforestry, forest management, eco farming, co-governance of landscape, crop rotation farming systems, making organic compost, and practical policy contribution by SPERI and key farmers towards forest department/government and company members.

The exposure was a valuable experience, but it was too brief to fully acquire the knowledge and skills related to the activities and topics the KMSS team learned about in the exposure fields. Therefore, KMSS intends to maintain our collaboration with SPERI for further learning and sharing. There are certain aspects that are crucial for long-term continuation and integration into our future activities, such as

¹ PAR –Participatory Action Research

establishing landscape management committees, introducing agroecological farming practices to interested communities and households, promoting diversified home gardening.

On the final day of the trip, the two partners developed action plans in expectation of further knowledge increase and capacity development with regard to co-governance of landscape and agroforestry/ agro-farming. The action plans included to send 7 participants from Myanmar Fellow to visit Vietnam and pursue a deeper learning experience from farmers who have been successfully more advanced in those above issues. Therefore, going beyond but taking a step further from the objective of the previous visit, we come up with this proposed program for more effective learning and deepening the capacity of key staffs.

II. Program Objectives:

The participants' knowledge, experiences and skill is enhanced and they have the capacity to replicate or integrate the new learnings to their project/with their community:

1. on landscape design, land use and land management, through customary law understanding and documentation methodology, of Local Community Based Watershed Forest-Land Co Governance
2. on livelihoods especially on agroecology models, practices, and products development which is directly supporting local native seed, local knowledge, local people livelihood security and wellbeing amongst Myanmar and Vietnam for long term positive transforming cooperation.

III. Expected Outcomes:

By the end of the internship program,

1. Participants are familiar with the concept of Livelihoods Sovereignty and 3R, as well as landscape designing, and are comfortable with SPERI's approach to Land and Forest Use Management as well as Co-Governance.
2. Participants get inspiration from successful case studies of Land and Forest Management either agriculture or forestry.
3. Local product/seeds/practices are exchanged between Myanmar and Vietnam
4. Community Agro-Ecology Enterprising practices are explored for potential replication in Myanmar.
5. Participants learn by doing and contribute to SPERI's work/activities relevant to their objectives.

IV. Key learning areas

1. Field observing, discussion and learning and between Vietnamese Key Farmers, Authority and Researcher for both side towards Land and forest Co-Governance, Farming, Product

Enterprising and Niche Marketing Skill as well as legal supporting processes over the changing of rural economic policy;

2. How to change mindsets and practices on land conversion through agroecological solutions (analyzing the harm of monoculture, conducting the study, identifying solutions, implementing them, etc.)
3. Learning from land use owners about neighboring cooperation in Management, Preservation and Protection their Community Forest and Land Mapping towards CO-Governance; as well as Field practicing and applying traditional knowledge and technical skills in forest reserves audit and measuring (timber, herbal plants, above ground biomass and carbon stock): using GPS, identifying random plots, identifying species and their use, field measuring, analyzing the data.

Field practicing and applied skill of using GPS in identifying random sample for measuring Carbon Stock in above ground biomass of Land User as well as neighboring cooperation towards CO-Governance, Management, Preservation and Protection their Community Forest and Land Mapping;

4. Field observing, interviewing, touching and testing community ecological product such as native nurseries, Bee hive and honey, agro-ecology gardening and self-sufficiency livelihood of eco-farmers as well as how they approaching Eco- Niche Marketing to Ho Chi Minh, Ha Noi and Consumer around the country
5. How does local community transform into community enterprising their ecological product by community entrepreneurial (Ly May Chan- Tan phin; May – Sai duan, Mai Thuy Huyen – Cao quang; Hoang Huu Phuoc – Lam trach; Nguyen Thi Binh – Lam trach, Nguyen Duc Su – Cao quang case studies, etc)
6. How does Key Farmer Organizational Action transferred into YIELDS-AGREE and moving to Community Entrepreneurship Institutional Development (CENDI) and now dealing with policy analysis

V. Program Duration: The internship program will last for 2 months.

VI. Participants:

Criteria for selection: participation in the first field visit in Vietnam, fluency in English with capacity to translate to others (at least half of the team), valid passport, commitment to the SECURE programme, commitment to share and transfer knowledge to their colleagues/communities.

There will be seven participants from KMSS to join the internship program. 3 will be from KMSS-Loikaw, 2 will be from KMSS-Taungngu, 2 will be from KMSS-Pekhon. It includes staffs from the current land and customary rights project as this learning program is planned as ToT training and the participants will in return share back the knowledge to the communities in Myanmar.

Detailed list:

Sr.No	Name	Gender	Organization	Role
1	Fr.Thet Htwe Aung	M	KMSS-Loikaw	Project Consultant
2	Pa ku	M	KMSS-Loikaw	Project Manager
3	Ignatio	M	KMSS-Loikaw	Project Officer
4	Naw Mary Ester	F	KMSS-Taungngoo	Project Manager
5	Saw Zaw Thet Lwin	M	KMSS-Taungngoo	Project officer
6	Maximiliano	M	KMSS-Pekhon	Project Manager
7	Rosy Oo	F	KMSS-Pekhon	Project Officer

VII. Organizing Methodology for Interning Duration

- Finalizing Term of Reference through a pre-workshop in Bangkok (done in November 2024) for a detail checklist of either basic specific needs or deepen professional indicators for achievement after two months in:
 - 1) Co-Governance Strategies towards Watershed Forest and Land Rights and Land User's Farming Practices;
 - 2) What priority issue, location and farmers do the participants want to attach directly for interning during 2 months;
 - 3) How to maximize of during the two months interning of diverse participants from Myanmar to gain benefit of such above two objectives.
- Informing to the local communities either authority or key farmers and facilitators for groupings into two² groups of totally 7 interning participants.
- Processing the whole trip in term of logistic, contents, daily travel, meal and accommodation...
- Budgeting in detail for whole program: Air Tickets, insurance, pick up...
- Practical Curriculums for two professional groups and convert across exchanging between groups for holistic understanding amongst participants.

² **Group 1.** Local Community Customary Law Based Watershed Land & Forest Co- Governance and Legal Law Integrated – Challenge and Solution over the Rural Economic Development Framework

Community Participatory Boundary Mapping and Global Positioning System in Transparent Identified Boundary of Land User toward Carbon Measurement and CO2 Calculation Technique Approaches

Group 2. Agro-Ecology Land Use Farming Practices & young leadership networking towards Niche Ecological Production Enterprising

VIII. Program Location and rotational interning among three groups of every two weeks plus 3 days plenary meeting, reporting, presenting and evaluation

<u>Day</u>	<u>Section</u>	<u>Detail</u>	<u>Remark</u>
<u>15/2/2025</u>	<u>Arrival</u>	KMSS participants arrive in Vietnam	
<u>16/2/2025 – 22/2/2025 (7 days)</u>	<u>Introduction</u>	General knowledge: political and socio-economic context in Vietnam, definition of terms, SPERI methodology, fundamental principles of agro-ecology, landscape designing, case study in transformation from mono-crop to agro-ecology	-
<u>23/2/2025 – 12/3/2025 (21 days)</u>	<u>Practice</u>	Learning practically in the forest and land: Household level landscape designing and agro-ecology; Community Based Boundary and Mapping; Reading legal map and transferring to the random sample identification; Category; GPS and identify Mother Trees, Auditing skill on random sample; Measuring Carbon in above ground biomass, Note taking into Diary; Applying into Excel Program and Formulation; Calculation into Carbon, Then into CO2 of each tree, each random sample skills	<u>Lunar New Year holiday from 25/1/2025 to 02/2/2025</u>
<u>13/3/2025 – 05/4/2025 (21 days)</u>	<u>Field-trip</u>	<p>Group 1. Local Community Customary Law Based Watershed Land & Forest Co- Governance and Legal Law Integrated – Challenge and Solution over the Rural Economic Development Framework (Vinh Xuan Village, Cao Quang commune); Community Participatory Boundary Mapping and Global Positioning System in Transparent Identified Boundary of Land User toward Carbon Measurement and CO2 Calculation Technique Approaches (Tien Mai village, Cao Quang commune);</p> <p>Group 2. Agro-Ecology Land Use Farming Practices & young leadership networking towards Niche Ecological Production Enterprising (Lam Trach)</p> <p>Every two weeks, reflection of each group will be learned, presented, evaluated and make action plan following and hypothesis for applying to Myanmar Communities; How is government policy is implemented in the local communities</p>	-
<u>6/4/2025 – 12/4/2025 (7 days)</u>	<u>Practice and knowledge exchange workshops</u>	Continuing practicing, analyses and adjust with the lessons learned from communities Exchange and enhance more experiences and knowledge with key farmers network on various topics Reflection of each group and action plan for further FETRA approaches	-

<u>13/4/2025</u>	<u>Reviewing – Evaluation</u>	Reviewing, evaluation, plenary forum with key farmer, authority, media and researcher, completing documentation, video and picture (engaging FETRA members)	-
<u>14/4/2025 - 15/4/2025</u>	<u>Departure</u>	KMSS participants depart from Vietnam	

IX. Deliverables

- Detailed internship schedule to be shared at least 2 weeks before the beginning of the activity
- Midterm review to be organised hybrid with online participation from SCCF
- Final review with SCCF in HEPA
- Final narrative and financial report

X. Responsibilities:

1. SPERI: Respond for topic in rights place and rights person and legal procedure for participants entering to Vietnam and Local areas for learning

- Host the internship program
- Provide knowledge inputs and field visits
- Organize logistics and arrangements for the program in collaboration with KMSS
- Provide final financial report

2. KMSS:

- Select and prepare for rights participants
- Coordinate with SPERI and Farmers on program planning and implementation
- Provide final narrative report

3. Participants:

- Participate actively in all program activities
- Keep a journal or log of their experiences and reflections during the program
- Present a report after completion of the program

4. SCCF:

- Transfer of funds according to the local contexts
- Co- facilitate with SPERI/KMSS the midterm and final internship review (online)

XI. Respond:

1. Visa preparation:

- SPERI will provide necessary documents for fellows required for visa application
- KMSS will provide necessary documents for fellows to apply for Vietnamese visas
- Participants are responsible for applying for visas in their home country

2. Accommodation:

- Participants will be accommodated by SPERI

XII. Timeline: The internship program is tentatively scheduled to take place from February 15th, 2025 to April 15th, 2025. The exact dates will be confirmed by SPERI once the mutual agreement and all logistical arrangements are finalized.

XIII. Contact Information: For inquiries or further information about the internship program, please contact:

Social Policy Ecology Research Institute (TRAN THI LANH, ttlanh@speri.org)

Karuna Mission Social Solidarity - Loikaw, Myanmar (Fr. Edward Thant, director.lkw@kmss.org.mm).

XIV. Evaluation: The success of the internship program will be evaluated based on:

1. Participants' participation and engagement in all program activities, their daily diary and their issue and group REFLECTION QUALITY!
2. Quality of knowledge gained by participants during the program
3. Participants' ability to apply their newfound knowledge and skills upon return to their home country

NOTE for Facilitation Fees!

1. Need 3 seniors either Land, forest User and Governance towards local community livelihood Security or English speaking (very professional both understanding Land Issue and Bottom up Organizational and Institutional Development skills. SPERI and HEPA need to outsource the expertise!
2. These 3 seniors also very good and high reputation with local farmer and their authority;

Detailed list:

1. **Truong Cao Hung:** Reviewing forest boundary fluctuation; forest classification; forest demarcation and allocation; forest auditing; and digital mapping.
2. **Le Hong Giang:** Agroecology (with case study of transition from cassava mono-plantation farms to diversified fruit tree gardens, integrated with local knowledge)
3. **Tran Thi Lanh:** Multi-layer co-governance in resources and land, and community-based forest governance policy analysis and contribution.

Sub- Annex 1: Collection of topics and questions raised by the KMSS participants (November 2024 in Bangkok)

1- Land, Forest, and Resources /Co- Governance (Focus on community) and other stakeholders

- a. What is Co-Governance and How is it practice in Vietnam?
- b. Is Co-Governance strengthening customary land use and resource management? And if yes, how?
- c. Land, forest, and resources Management Practices in the community?
- d. How nontimber resources are reserved and used by the community?
- e. How is a land defined in the Vietnamese's laws, what types of lands are included?
- f. Documentations process of forest audit and measuring

2- Agro- Ecological Farming Practice

- a. Agro ecological practices in Vietnam (Fundamental principles of Agro-Ecology)
 - d. Landscape designing – 3R – interdependence between different components
 - f. Organic Vs Agro-Ecological Products
 - b. Challenges and opportunities of Agro Ecological farming practices
 - c. How to make use of the forest product for income generation (Livelihood related to Agro- Ecological Farming)
- Household diversified gardening and household level agro-farming (H)
- e. Enterprising/entrepreneur (L)
- Agro-Ecological Products development e.g. bee hive (H)
- Case studies of transformation from mono-crop cassava to agro-ecology (methodology, action research)
- Case studies of transformation from mono-crop acacia to agro-ecology
- g. Collective farming/communal farming (M)
 - h. Shifting Cultivation and challenges (L)
 - j. Traditional belief and customs related to sustainable agriculture and forest preservation – Hre case study (L)
- Practice sessions
- Nursery & local seed saving (H)

3- Policy Contribution

- a. Ways of policy Contribution practices by SPERI
- b. Basic Concepts of Policy contribution
- c. Process of Policy contribution and Participation of the community
- d. Challenges (if any) and how they are overcome

4- Digital Mapping/ Online Mapping

- a. Observation of digitalizing community maps and the use of it for advocacy (L)

(H): High priority

(L): Low priority

Annex 2: Budget (30 885,46 EUR)

A) SPERI

B) KMSS

		USD/VND	25 194	https://www.vietcombank.com.vn/en/Personal/Cong-cu-Tien-ich/Ty-gia					
		EUR/VND	25 726	https://www.vietcombank.com.vn/en/Personal/Cong-cu-Tien-ich/Ty-gia					
		%	97,93%						
No.	Activitives	Unit	Quantity	Price (USD)	Total (USD)	Price (EUR)	Total (EUR)	Percentage	PIC
1	Fees for fulltime experts in two months				8 686		8 506	51%	
1,1	Three experts fee: 800 USD/expert/month * 2 months	Month	6	800	4 800	783	4 701		SPERI
1,2	Travel fee for experts (round-trip from home to HEPA and to the fields)	Set	3	330	990	323	970		SPERI
1,3	Meals for experts * 61 days * 12USD/day/person	Days	183	12	2 196	12	2 151		SPERI
1,4	Expert for documentation fee for whole package in 2 months	Person	1	700	700	686	686		SPERI
2	Honorarium fee for HEPA/SPERI staffs	Month			1 600		1 567	9%	
2,1	Aministrator & Accountant - Pham Mai Tan		2	200	400	196	392		SPERI
2,2	Technical staff 1 - Tran Dinh Khanh		2	200	400	196	392		SPERI
2,3	Technical staff 1 - Nguyen Thanh Trung		2	200	400	196	392		SPERI
2,4	Technical staff 3 - Ho Van Hue		2	200	400	196	392		SPERI
3	Expense related to administration, logistic and activities				6 080		5 954	35%	
3,1	Border permit fee for participants in HEPA and community (application fee 10USD plus	person	7	15	105	15	103		SPERI
3,2	Stationary and logistic fees for 7 people * 2 months * 30 USD/month/person	Set	14	30	420	29	411		SPERI
3,3	Learning materials at 45 USD/per content/person * 7 person * 5 contents	Set	35	45	1 575	44	1 542		SPERI
3,4	Middle term forums and evaluation for two professional groups- cross-exchanging/month/two times at 500 USD/per forum	Time	2	500	1 000	490	979		SPERI
3,5	Food for key farmers participating in program * 10 key farmers * 7 days * 15USD/day/person	Days	70	12	840	12	823		SPERI
3,6	Accommodation for key farmers participating in program: 10 key farmers * 7 nights * 5USD/day/person	Night	70	5	350	5	343		SPERI
3,7	Honorarium fee for key farmers participating in program: 10 key farmers * 7 days *	Day	70	12	840	12	823		SPERI
3,8	Travel fee for key farmers * 10 key farmers * 7 days participating in program	Round-trip	10	95	950	93	930		SPERI
	Subtotal				16 366		16 028		
5	Contingency 5%				818,30		801,38	5%	
	Total				17 184		16 829		

Outside of Country									1 EUR = 4000 MMK
Currency - EUR									
Sr. No	Description	Unit	Freq.	Qty in unit	Estimate Price in Unit	Total Price	Remark		
2,1	Visa related fees for 7 participants (visa fee, fees for admin processing, traveling,...)	Person	7		98	686	At least Father Aloysius and Mary multiple entry		
2,3	Hotel to stay in Ha Noi (arriving day and departure day): 4 rooms * 2 times	Room	8		24	196			
2,4	Travel fees in Vietnam for participants	person	7		196	1 371			
2,5	Travel fees from Myanmar to Vietnam for 7 person (round-trip)	Person	7		441	3 085	Flight tickets fee and Car Rent for National Transit Travel of participants from Myanmar		
2,8	Meals for 7 person * 61 days * 12 USD/day/person	Days	427		12	5 018			
2,9	Overnights at villages and HEPA Eco-Farming School: 5USD/day/person * 7 people * 60 nights	Night	420		5	2 057			
2,12	Medicine for whole trip in case	Set	1		98	98			
2,13	Insurance for participants	Set	7		31	219			
						-			
Total Expenses (International)						EUR 12 729,21			
						MMK 50 916 833,09			
Domestic									
Currency - MMK									
2,14	DSA	Pers	7	3	24 000	504 000	7 pers x 3 days		
2,15	Taxi charges	ways	3	3	25 000	225 000	from Airport to Hotel (Round Ride)		
2,16	Car Rental	ways	2	1	1 800 000	3 600 000	from panpet to TGU/NPT to Yangon (Round Ride)		
2,6	Accommodation for KMSS staff (3 partners) in Myanmar	Room	4	2	85 000	680 000	Domestic stay_ Lodging fee for 7 pers x 1 night x 4 rooms (2 times _Arrive and Depart		
2,17	Misellenous Expense (Travel related costs, etc..)	No.	1	1	300 000	300 000			
Total Expenses (Domestic)						5 309 000			
Grand Total						EUR 14 056,46	1 EUR = 4000 MMK		
Inverted to MMK *4000 MMK						MMK 56 225 833,09			

Annex 3: Experts CV and ToR

