

E. Sample documents for smallholders and those buying directly from them

These four sample documents include:

- a sample contract from smallholders to a purchaser
- a suggested list of records that smallholders and purchasers should keep
- a record-keeping format for smallholders
- a check list of selected health and safety measures.

The documents are reproduced with permission from the Natural Resources Institute UK².

E.1 Sample farmer to company contract for the cultivation of green beans

1 General:

1. Farmers of village (the Farmers) wish to grow green beans and Company (the Company) wishes to promote and buy their production and market it overseas.
2. This contract specifies the terms and conditions under which the Farmers will grow green beans and the Company will promote, purchase, process and market them.

2 The Company agrees:

1. To measure and assess the suitability of the plot proposed by the Farmers for planting green beans.
2. To provide high-quality seed to the Farmer in good time for planting, in the quantity required for planting the accepted area of land.
3. To supply on cash payment (or on credit once the Farmer has qualified as an established and reliable contract grower) the type and quantity of fertilisers and agro-chemicals required for the area of green beans planted by the Farmer.
4. To advise the Farmers on all technical aspects of growing green beans.
5. To buy all green beans of acceptable quality grown by the Farmers, for a price announced at the start of each growing season. The quality requirements will be as described in Schedule 1.
6. To pay the Farmer his/her dues as described in paragraph 4 below.

3 The Farmer agrees:

1. To use the part of his/her farm that has been surveyed and approved by the Company, for the purpose of growing green beans for the duration of this agreement.
2. To plant the bean seeds supplied by the Company on this land, on the dates and following the procedures advised by the Company.
3. To follow all technical recommendations made by the Company with regard to planting, irrigating, weeding, fertilising, controlling pests and diseases, picking, sorting and packing green beans.
4. To sell all green beans of acceptable quality grown on the farm to the Company, for the price and following the procedure outlined in paragraph 4 below.
5. To become a member of ... Farmers' Group, and to contribute to the maintenance of common facilities for irrigation, input distribution, sorting, packing etc as agreed by the Group.

². *Smallholders in export horticulture: a guide to best practices*, The University of Greenwich, 2002.



4 Payment for green beans and production inputs shall be determined as follows:

1. The base price at which each grade of green beans will be bought will be announced by the Company at least one month before the start of each planting season.
2. The prices at which fertilisers and agro-chemicals will be sold will be announced at the same time, but may fluctuate during the year in line with exchange rate fluctuations.
3. Payment for green beans delivered each month, less the cost of fertilisers and agro-chemicals taken on credit, will be made before the 15th of the following month.

5 Penalties and bonuses:

1. If the Farmer delivers green beans which do not meet the agreed quality standards, the Company will reject them. The Farmer may re-submit them after sorting, but the Company is under no obligation to accept beans which do not meet the agreed quality standards.
2. If the Farmer fails to follow the procedures detailed in this agreement, he/she will be warned verbally and in writing. After three written warnings the Company has the right to terminate the agreement.
3. If the Company fails to fulfil its commitments as detailed in paragraph 2 above, the Farmer has the right to claim compensation to the value of the services foregone or to the value of the crop lost, at rates agreed between the Company and the Farmers' Group.
4. If the Farmer delivers green beans which exceed the required quality standards or the expected level of production, he/she shall be eligible for a bonus payment at a level agreed between the Company and the Farmers' Group.

6 Duration of the agreement:

1. This agreement will last for one growing season from the date of signing to the end of the economic harvest of the green bean crop.
2. If both parties are satisfied with the outcome of the agreement it may be renewed for a further season, but there is no obligation on either party to renew the agreement.

7 Dispute settlement:

1. Any dispute arising as result of this agreement will be settled wherever possible by discussion between the Company, the Farmers' Group and the Farmer.
2. Any dispute which cannot be settled by this process will be referred to an independent arbiter acceptable to all the parties involved.

8 Signature:

I have read and understood the contents of this agreement and I sign it of my own free will.

_____ (Farmer)

_____ (Company)

_____ (Witness)

_____ (Date)



SCHEDULE 1: GRADES AND QUALITY REQUIREMENTS OF GREEN BEANS

1. Grade specifications:

1. Grade 1 beans (extra fine) are from 6.5–9.5 cm in length.
2. Grade 2 beans (fine) are from 9.5–11.0 cm in length.
3. No other sizes will be accepted.

1. Quality requirements – acceptable beans must be:

1. free from pests, wounds, scars, bruises;
2. free from mud, dust or other debris;
3. not broken or damaged in any manner;
4. not bent;
5. picked with the remains of the calyx intact;
6. fresh and not wilted by sun-burn or other sources of heat;
7. naturally green, not tainted by disease, smoke etc.

Source: Adapted from 'Linking farmers to markets: an operational manual', FAIDA, Arusha, forthcoming 2005

E.2 Records to be kept by smallholders, intermediaries and purchasing companies

Smallholder records	Intermediary records	Company records
<p>See below for a sample format for these records.</p> <ul style="list-style-type: none"> • Field activities by date, hours worked, inputs applied, problems encountered • Costs incurred in each operation (labour and purchased inputs) • Loans taken by date, source, terms and purpose • Quantities and quality of products harvested, sold, rejected, consumed • Gross value of sales, including bonus or penalty payments • Loans repaid and outstanding • Own assessment of performance and achievements 	<ul style="list-style-type: none"> • Services provided to smallholders and company • Charges levied, actual costs, source of funds for costs not fully recovered • Own assessment of impact of services provided, ideas for possible improvements 	<ul style="list-style-type: none"> • Number of farmers contracted, by size, location and crop grown • Area of crop planted, by smallholder and location • Quantity, types and value of seeds and other inputs distributed • Types and costs of other services provided • Loans extended and recovered • Quantity, quality and cost of crops purchased • Processing, packaging, collection, transportation and marketing costs • Quantity and value of crops sold • Own assessment of performance and achievements



E.3 Sample monitoring and record-keeping format for smallholders

1 Farmer

- a. Name _____
- b. Address _____

2 Site

- a. Location _____
- b. Altitude _____
- c. Topography _____
- d. Soil type _____
- e. Rainfall: mean annual (mm) _____
- f. Mean monthly (mm) _____
- g. Temperature: mean monthly maximum and minimum _____
- h. Water supply for irrigation source/quality/reliability _____
- i. Vegetation _____
- j. Previous land use _____

3 Area of crop

- a. Total area of farm (ha) _____
- b. Current year's planting (ha) _____
- c. Previous year's planting (ha) _____ Production (kg) _____

4 Land preparation

Date	Operation	Method	Cost	Outcome

5 Nursery activities (where seedlings are produced for transplanting)

Date	Operation	Materials used type/quantity/cost	Labour quantity/cost	Outcome

6 Transplanting (where practised)

Date	Area planted	Number of seedlings	Spacing	Cost	Outcome

7 Sowing (where direct seeding is practised)

Date	Area	Seed (gm)	Method	Spacing	Cost	Outcome



8 Fertiliser application

Date	Area	Amount (kg)	Type	Material cost	Labour cost	Impact

9 Irrigation

Date	Area irrigated	Method	Material quantity/cost	Labour amount/cost	Impact

10 Weed control

Date	Area weeded	Method	Material quantity/cost	Labour amount/cost	Impact

11 Pest and disease control

Date	Type of pest/disease	Impact pre-treatment	Treatment date/type	Materials quantity/cost	Labour amount/cost	Result of treatment

12 Harvest

Date	Area	State of crop	Method	Cost	Outcome

13 Sorting, cleaning, packing

Date	Method	Materials quantity/cost	Labour amount/cost	Outcome

14 Production and sales

Area harvested	Date planted	Date harvested	Quantity harvested (kg)	Quality grade/%	Value of crop sold

15 Comments



E.4 Sample health and safety measures

This is by no means a comprehensive checklist of health and safety issues on smallholdings. It covers some key issues that purchasers should be aware of, especially when planning training for smallholders on safe working practices. This list might also make the basis of a poster that could be displayed where smallholders will see it (at collection centres for example) but it would need to be rewritten for the audience and, ideally, illustrated with practice examples.

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- Knives and other implements must be kept sharp – this reduces the risk of injury from using too much force when trimming and harvesting.
 - If machinery is used, moving parts should be enclosed with guards, where possible.
 - Adequate health and safety training should be provided if new technologies and/or working practices are introduced; for example, if fertilisers or pesticides are recommended, measures should be in place for smallholders who cannot read instructions.
 - Recommended fertilisers and pesticides should be packed in sizes that women can carry.
 - Latrines should not be located near open water sources used for irrigation or drinking water.
 - Properly located latrines should be available near to sites of production. This enables smallholders to use these facilities when they need to, so discouraging the incidence of defecation in the field, which increases the risk of faecal contamination.
 - Smallholders should be trained in basic sanitation and personal hygiene to prevent unintentional transmission of food-borne illnesses to others (for example, salmonella species, shigella species, E coli and hepatitis A viruses). Farmers should be informed that good hygiene protects them from illness.
 - Farmers with open sores, boils or infected wounds on parts of the body that might come into contact with others, or with fresh produce, must not take part in harvesting, sorting or packing.