



Republic of Botswana

Revised version May 2013

GUIDELINES FOR INTERGRATED SUPPORT PROGRAMME FOR ARABLE AGRICULTURE DEVELOPMENT (ISPAAD)

MINISTRY OF AGRICULTURE



ISPAAD



1.0 INTRODUCTION

The Integrated Support Programme for Arable Agriculture Development (ISPAAD) was introduced in 2008 to address challenges facing arable farmers. It was envisaged that the performance of the arable sub-sector would be greatly improved by fencing fields, establishing Agricultural Service Centers as well as assisting arable farmers to acquire requisite inputs and draught power to undertake tillage operations.

The components of ISPAAD include: Provision of Draught Power, Potable Water, Seeds, Fertilizers and Herbicides, Facilitation of access to Credit and Fencing and Establishment of Agricultural Service Centres,. Farmers are categorised and subsidised according to the area of production and level of operation.

2.0 Subsistence Farmers

- 2.1 Subsistence farmers cultivate up to a maximum of 16Ha. These farmers use small equipment that is suitable for their area of production.
- 2.2 Farmers under this category will be assisted with 100% subsidy for hybrid seed to cover a maximum of 5Ha and open pollinated seeds to cover the remaining hectarage to a maximum of 16 Ha. If a farmer opts for open pollinated seeds only, he/she will be assisted at 100% seed subsidy to a maximum of 16ha.
- 2.3 Farmers will be assisted with free fertilizer to cover up to 5Ha for either of the following treatments; liming, basal or top dressing.
- 2.4 Farmers will be assisted with free herbicides to control weeds up to 5Ha for either of the following operations;
 - Pre emergence
 - Post emergence
 - or control of difficult weeds such as Cynodon dactylon, mokhure etc.

2.5 **Farmers will be assisted with 100% subsidy for ploughing and row planting up to a maximum of 5ha. Where necessary farmers will be assisted with 100% subsidy on harrowing for a maximum of 5Ha.**

2.6 **Seed is provided for varieties of major grain and fodder crops, sorghum, maize, millet and cowpeas only. Assorted seeds will be provided at seeding rates shown below:**

| CROP | KG/ HA |
|--------------------|----------------|
| Sorghum | 3 |
| Maize | 10 |
| Millet | 2 |
| cowpeas | 10-15 |
| Lablab | 12 - 13 |
| Other fodder crops | As recommended |

The amount of seed issued to farmers will depend on **availability, and suitability to the farming areas.**

Hybrid seeds, Fertilizer, Herbicides and draft power will be provided to farmers who row plant.

2.7 **Private contractors will be engaged to plough and row plant and harrow for farmers under the following conditions:**

- **All contractors shall register with the Extension Staff at the latest by 30th October every year.**
- **Contractors are encouraged to have a full range of farming implements of good quality such as plough, planter, and a harrow.**
- **ISPAAD will pay for ploughing and row planting irrespective of whether the farmer used a tractor or animal draft power as long as the seedbed preparation is of acceptable standard.**

- When ploughing and row planting is completed, farmers and their contractors should fill in a practical completion certificate within seven (7) days after verification by the Field Staff.
- The Department of Crop Production shall only pay after validation of the work done (i.e. area ploughed and row planted). It is the responsibility of beneficiaries of ISPAAD to ensure that their draught power contractors plough and row plant their fields to acceptable standards. The Department reserves the right to reject claims for payment of any fields that are poorly ploughed and row planted.
- Draught power providers who do not satisfy the requirement in terms of the quality of the seedbed preparation would be disqualified for future participation under ISPAAD.

The rates for ploughing row planting operations are as follows:-

| | |
|---|------------|
| <input type="checkbox"/> Ploughing and row planting | P800.00/ha |
| <input type="checkbox"/> Minimum tillage | P500.00/ha |
| <input type="checkbox"/> Harrowing (where applicable) | P360.00/ha |

These rates shall be reviewed from time to time and adjusted accordingly.

3.0 EMERGING FARMERS

Emerging farmers cultivate up to a maximum of 150Ha. These farmers use medium size equipment for their operation.

- 3.1 Farmers under this category will be assisted with 35 % subsidy on the cost of hybrid or open pollinated varieties of seeds up to a maximum of 150 Ha.

- 3.2 Farmers will be assisted with 35% subsidy on the cost of fertilizer up to a maximum of 150Ha for either of the following treatments; liming, basal or top dressing.
- 3.3 Farmers will be assisted with 35% subsidy on the cost of herbicides to control weeds up to a maximum of 150Ha for either of the following operations;
- Pre emergence
 - Post emergence
 - or control of difficult weeds such as *Cynodon dactylon*, mokhure etc.

4.0 COMMERCIAL FARMERS

Commercial farmers cultivate over 150Ha. These farmers use large and sophisticated machinery and implements.

- 4.1 Farmers under this category will be assisted with 30 % subsidy on the cost of hybrid or open pollinated varieties of seeds up to a maximum of 500 Ha.
- 4.2 Farmers will be assisted with 30% subsidy on the cost of fertilizer up to a maximum of 500Ha for the following fertilizer treatments; liming, basal or top dressing.
- 4.3 Farmers will be assisted with 30% subsidy on the cost of herbicides to control weeds up to a maximum of 500Ha for either of the following operations;
- Pre emergence
 - Post emergence
 - or control of difficult weeds such as *Cynodon dactylon*, mokhure etc.

5.0 FIELD FENCING

Fencing is a critical element to improve the productivity of the arable sub-sector. It protects crops from damage by animals. There are three fencing options under ISPAAD, namely cluster, group and individual fencing.

5.1 CLUSTER FENCING

The provision of field fencing will be modelled around enclosed drift fence concept to exclude animals from the arable fields. The following procedure applies:

Extensive consultations should be undertaken with farming communities and local authorities on clustering of fields to promote collective ownership of the fence.

The cluster shall have a working constitution.

Feasibility studies should be undertaken to confirm the suitability of the proposed area and the alignment of the perimeter fence.

The Cluster Committee should then apply to the Land Board. Clusters will be of various sizes, ranging from 150ha – 3500ha. Areas less than 150ha would be considered on their own merits.

Un-allocated land within the clusters may be allocated to members of the cluster fence upon request to the Land Boards.

Un-destumped land should be destumped within one (1) year of fencing the cluster.

All fields within the cluster fence shall retain their original boundaries as allocated by the Land Authorities.

Electric fences will be constructed where feasible for areas prone to crop damage by elephants.

Government will purchase fencing materials and construction will

be carried out through Ipelegeng.

The cluster fields will be fenced with goat proof fence.

The group will maintain the fence once complete and handed over.

In the event cluster assisted through ISPAAD fencing component **does not undertake production activities, the material reverts to Government.**

5.2 GROUP FENCING

Group of farmers who do not qualify for cluster fencing in terms of **minimum area requirement of 150 Ha will be assisted with 50% subsidy on the cost of fencing material only up to a maximum of P200 000.00 to construct enclosure fence.**

A group should have minimum membership of two (2) who have arable land in proximity.

The group shall have a working constitution.

Farmers should demonstrate to the extension staff that they own fields.

In the event a cluster assisted through ISPAAD fencing component **does not undertake crop production activities, the material reverts to Government.**

5.3 INDIVIDUAL FENCING

Applicants should have access to land (proof of ownership or leasehold). **In case of leasehold, the lease period should not be less than 50 years.**

Individual farmers will be assisted with 50% subsidy on the cost of fencing material up to a maximum of P 70 000.00.

Farmers may also be assisted with fencing materials to strengthen

the already existing fence. This will be done after thorough assessment of the existing field.

In the event an individual assisted through ISPAAD fencing component does not undertake production activities, the material revert to Government.

6.0 PROVISION OF POTABLE WATER TO CLUSTERS

6.1 ISPAAD will provide potable water to clusters where possible.

6.2 ISPAAD will, where possible drill/equip boreholes, or purchase existing boreholes. Immediately after completion, the boreholes will be handed over to Cluster Management Committees to operate and manage, as stipulated in the constitution.

6.3 The boreholes will be used exclusively for provision of domestic water.

6.4 Operations and maintenance of the infrastructure will be the responsibility of the Cluster Management Committee.

7.0 GENERAL INFORMATION AND ELIGIBILITY CONDITIONS

Applicants should meet the following conditions-

- Farmers should register with the Extension Agent from January to end of June every year in their area in order to benefit from ISPAAD.
- All farmers with Omang or residence and work permits will have to demonstrate to extension staff that they own fields or have the consent of the owners to use such fields.
- Farmers married in community of property will be treated as one entity.
- Farmers who benefited from ISPAAD but could not take care of their fields will be blacklisted and not assisted in the future.
- Seed (Open pollinated and Hybrid), Fertilizers and Herbicides

under the ISPAAD subsidy will be bought from licensed suppliers and the suppliers would then claim from the Department of Crop Production by submitting invoices as required.

- **Fertilizers and herbicides should be registered under the Agrochemicals Act of 1999 and will be sourced from suppliers licensed to deal in agrochemicals, under the Agrochemicals Act of 1999.**
- **Cost of seed, Fertilizer and Herbicides will be capped along market prices at the onset of ploughing/planting season.**
- **Basal fertilizer is applied at a rate of 200kg/ha or as per soil analysis recommendations.**
- **Fertilizer application rate for top dressing will be based on soil analysis recommendation.**
- **Farmers will be responsible for carrying out herbicides spraying in their fields for weed control.**
- **Fence construction should be completed within six (6) months after purchase of material.**
- **In case of field fencing, farmer will benefit once as a member of a cluster/group or as individual irrespective of whether the ceiling is exhausted or not.**
- **Fence construction is the responsibility of the farmer.**
- **Cluster Management Committees should be established before the project commences. The Cluster Management Committees will:**
 - **Draw up site plans in liaison with the District Land Use Planning Units and apply to Land Boards for allocation.**
 - **Have a constitution, that will include agreement to undertake maintenance of the cluster fence and any other infrastructure e.g. boreholes.**

8.0 ESTABLISHMENT OF AGRICULTURAL SERVICE CENTRES (ASCS)

Establishment of Agricultural Service Centres is envisaged to provide assistance with draught power for arable farmers to undertake farming operations.

Agricultural Service Centres will be established at 15 strategic localities (i.e. Leshibitse, Monwane, Hatsalatladi, Tsetsebjwe, Mookane, Mogatsapoo, Sefhare, Tutume, Tonota, Masunga, Gumare, Parakarungu, Jwaneng, Mmathethe, and Moshupa). The selection of the sites was based on the potential for arable production.

Agricultural Service Centres would:-

- (i) Provide farm machinery and associated implements to arable farmers to expedite and improve on timeliness of tillage operations.
- (ii) Let out machinery and associated implements to farmers at a rate to be set from time to time by the Department of Crop Production (see Annex 1).
- (iii) Promote farm mechanisation in order to improve farm productivity and ultimately food security.
- (iv) Provide skills and knowledge in the acquisition, proper utilization and maintenance of farm machinery and associated implements.
- (v) Facilitate commercialisation of arable agriculture.
- (vi) Assist with the provision of agricultural inputs.

9.0 FACILITATION OF ACCESS TO CREDIT

The National Development Bank (NDB) will provide seasonal loans at prime rate to farmers and claim the difference in interest rates between prime and market rates from the Ministry of Agriculture.

9.1 Requirements

The Facility will work as follows:

Applicants must be 18 years and above with Omang or residence and work permits. (Applicants aged 18- 20 years must be duly assisted by Parents/ Guardian).

Applicants must produce proof of access to land (dully allocated or leased).

Applicants must own or have access to farm implements and machinery (tractor, planter, cultivator, etc) in good working condition.

Applicants will be required to keep farming records accessible to both Agricultural Extension Staff and financial institutions.

Applicants should have the Agricultural Credit Guarantee Scheme (ACGS) for the seasonal loans in question.

The repayment period is up to 12 months and the farmer has the option to repay using other sources of income. No penalty will be charged on early repayment.

There is an option to apply for another loan within the same season, but it will be due and payable within the same season.

9.2 Scope of the facility

The Facility will cover the following items:-

- Seeds
- Fertilizers
- Diesel
- Pesticides
- Farm machinery and implements repairs and maintenance
- Labour costs for planting, weeding, bird scaring, harvesting, threshing and packaging.
- Transportation costs to the market

9.3 Documentation required (include but not limited to the following)

- Farmers will complete application forms available through NDB.
- Certified true copy of Omang.
- Proof of accessibility to land (e.g. Landboard field certificate, Lease Agreement, or Letter of approval to use land from the Land owner).
- Quotations for items required.
- Crop production schedule showing past hectarage planted, yield and expected hectarage to be planted.
- Current payslip where farmer wants to pay through monthly deductions from salary (list of required supporting documents is enclosed on application forms and will be as per advice from the Bank officials, during submission and assessment of loan proposal).

9.4 Farmer's Contract

The farmer will be required to sign a contract with NDB, which includes the following:

- Offer letter
- Standard terms and loan conditions
- Deed of Cession over farm produce
- Certificate of Indebtedness

The Spouse will be expected to sign the letter of consent to the application for the advance.

9.5 Disbursement

Once the application has been approved and loan contract signed, the Bank will disburse funds to the client through one of the

following modes:

- **Electronic Funds transfer into the farmer's account**
- **Issue Cheque**
- **Or disburse directly to the Suppliers if need be.**

As a matter of principle, all the loans should conform to the Bank's normal lending requirements.

9.6 Procedures for acquisition of services from the Agricultural Service Centre

The following procedure would apply in providing machinery and associated implements to farmers:-

- 9.6.1 Farmers should register with the Extension Officer and will be served on a first come first served basis. Priority will be given to fenced fields.**
- 9.6.2 Machinery and associated implements will only be used on destumped fields and fields free from stones.**
- 9.6.3 All services provided as well as machinery and implements for hire will be paid for in advance.**
- 9.6.4 Hiring of implements will be charged a fee as indicated in the attached table.**
- 9.6.5 The maximum time that a hired item shall remain with the farmer is two (2) days or forty eight (48) hours thereafter a penalty fee shall be charged for everyday the implement remains with the farmer. Farmers may be denied access to ASC implements if they do not cooperate.**
- 9.6.6 The farmer would be responsible for the safe custody and proper handling of the implements during the hire period. In the case of negligence the farmer will be charged for the repairs of the implements,**

and may be denied access to ACS machinery in future.

9.6.7 Sub-letting of machinery and implements is strictly prohibited.

10. HORTICULTURE ENTERPRISES SUPPORT PROGRAMME

- To increase production level of horticultural products.
- To create employment opportunities.
- To diversify agricultural production base.
- To provide essential farm inputs and selected equipment.
- To improve competitiveness of the horticultural industry.

10.2 Eligibility Conditions

Applicants should be citizens of Botswana and aged 18 years and above. Applicants shall be required to produce valid national identity cards (Omang).

10.2.1 Applicants should have access to land (proof of ownership or leasehold). In case of leasehold, the lease period should not be less than 10 years.

10.2.2 Farmers who apply as a group should be registered under the Agricultural Management Association (AMA), cooperatives, Registrar of Societies or Registrar of Companies.

10.2.3 Applicants shall choose to be assisted either as association, company, partnership or groups which consist of at least two members. Applicant shall only benefit once from either of the categories (i.e. association, company, partnership and groups)

- 10.2.4 For vegetable and/or flower production the project should be at least half a hectare, while a fruit production project should be at least two hectares. In case of seedling (vegetables & fruits), mushroom and ornamental production project size of at least quarter of a hectare (0.25 ha) is recommended.
- 10.2.5 The project should be full time owner managed or here should be evidence that the person (other than the owner) engaged to manage the project has requisite technical know-how.
- 10.2.6 The owner of the project should produce a business plan and annual financial statement of accounts.
- 10.2.7 There must be an established and reliable source of water for all projects considered under this programme. The water source must support the project throughout the year e.g. the borehole must yield at least 2.5m³ / hr to be able to irrigate half a hectare. Irrigation water must also be tested for quality.
- Farmers will be encouraged to source fertilizers, pesticides, seedlings and seeds from locally approved suppliers. Farmers who purchase farm inputs / equipment outside Botswana must pay full cost of such items to the supplier and produce proof of payment for reimbursement.
- 10.2.8 The fertilizers and pesticides should be registered products under the Agrochemicals Act of 1999.
- 10.2.9 Farmers must undertake soil analysis to determine the fertility status of their soil, as a pre-requisite for fertilizer assistance.

10.3 Components of the Horticulture Programme

10.3.1 Production Inputs Support

This component will assist farmers with purchasing of pesticides, fertilizers, package material, seedlings and seeds. All farmers cultivating at least 0.5 ha are eligible for farm inputs. This assistance will be available once a year, that is, once in every 12 months for a period of 3 years.

Farmers who have been assisted once will not qualify for assistance within that year even if they have not exhausted the allocated funds in that particular component. Purchasing of inputs and farm implement will be guided by the business plan.

Ceiling P120, 000.00

| Category | Minimum Farm size (ha) | Farmer(s) contribution | Grant |
|------------|------------------------|------------------------|-------|
| Individual | 0.5 | 60% | 40% |
| Group | 2.0 | 40% | 60% |

The programme does not allow or accept contribution in kind. All contribution must be in cash.

10.3.1 Farm Equipment

This component will assist cluster and individual farmers to purchase irrigation system (drip, sprinkler and centre pivot) which includes water conveyance lines, booster pumps but excludes engines. To overcome the effects of climate change,

lower the risk of extreme weather conditions and increase efficiency of protected cultivation, shade net material which includes polythene tunnels will be provided. Labour cost for installation of irrigation system can be included in the application. Rotovators and sprayers will be available for hire from some District Crop Production Offices. Assistance will be provided once every ten (10) years for the irrigation system. The Ministry of Agriculture will recoup underutilized irrigation equipment.

Ceiling P200 000.00

| Category | Minimum Farm size (ha) | Farmer(s) contribution | Grant |
|---------------------|-------------------------------|-------------------------------|--------------|
| Individual Group | 1.0 | 60% | 40% |
| | 2.0 | 40% | 60% |

The programme does not allow or accept contribution in kind. All contribution must be in cash.

10.4 Implementation Procedures

- 10.4.1 Applicants shall contact their area Agricultural Demonstrator (A/D) for enquiries and submission of applications. The A/D shall verify that all the necessary information is provided and that the applicant meets the eligibility criteria. The A/D shall then submit the application with all the supporting documents to the District Crop Production Officer (DCPO).
- 10.4.2 The District Agricultural Coordinator (DAC) shall lead the appraising team to appraise applications and submit the approval to the producer who shall in turn submit the approval letter to the supplier of inputs, irrigation equipment or service provider.

- 10.4.3 The Appraising team shall formally inform the applicant about the fate of his/her application.
- 10.3.4 If the applicant is aggrieved about the appraising team's decision on his/her application, he/she shall make an appeal to the office of the Director of Crop Production within 30 days of receiving the letter from the District Crop Production Officer.
- 10.3.5 The Director of Crop Production shall review the matter and make the final decision within 10 days of receiving the appeal.
- 10.3.6 The Ministry will provide technical support and closely monitor the projects. The District Crop Production Office shall make monthly reports of the project to the office of the Director of Crop Production, who shall, if necessary order the repossession of unutilized items such as irrigation equipment.
- 10.3.7 Applicants will be given a grace period of three (3) months from the date of purchase of equipment to utilize the acquired items. Failure to do so, the Ministry of Agriculture will recoup unutilized farm equipment.

11.0 MONITORING AND EVALUATION

Subsistence farmers are expected to produce a minimum of 1ton/ha whereas emerging farmers produce 1.5ton/ha and commercial farmers should produce at least 2.5tons/ha of cereal grains given the assistance provided under ISPAAD.

ISPAAD will be monitored and reports submitted weekly by field staff to guide implementation. Extension Officers are expected to:-

- Monitor the registration of farmers and service providers.

- Ensure that recommended crop management technologies such as weeding, pest control etc, are applied in time.
- Verify area cultivated and planted.
- Monitor payment of service providers and farmers.
- Capture data on crop yields and other important crop production variables.

The guidelines will be reviewed periodically based on lessons learned during implementation of the programme.

ANNEX 1: ISPAAD MACHINERY AND IMPLEMENTS HI RECHARGES

As a cost recovery measure all tractors and associated implements will be rented out to farmers as and when available for undertaking agricultural field operations throughout the year.

| MACHINERY AND IMPLEMENTS | COST/ HA (PULA) |
|---|-------------------------|
| 1. Tractor plus moldboard or Disc plough | 400.00 |
| 2. Disc or moldboard plough | 60.00 |
| 3. Tractor plus heavy cultivator | 350.00 |
| 4. Heavy cultivator | 50.00 |
| 5. Tractor plus disc harrow | 150.00 |
| 6. Disc Harrow | 40.00 |
| 7. Tractor plus planting and basal dressing | 150.00 |
| 8. Planter | 30.00 |
| 9. Tractor plus roller | 30.00 |
| 10. Tractor plus sprayer | 75.00 |
| 11. Sprayer | 25.00 |
| 12. Tractor plus mower | 250.00 |
| 13. Mower | 75.00 |
| 14. Tractor plus wheel rake | 50.00 |
| 15. Tractor plus baler | 200.00 |
| 16. Baler | 30.00 |
| 17. Tractor plus Fertilizer Spreader | 150.00 |
| 18. Fertilizer Spreader | 50.00 |



Horticulture



Row planted crops



Spraying



Row planting



Harvesting

FOR FURTHER DETAILS PLEASE CONTACT THE FOLLOWING:

| | |
|--------------------------------|---------------------|
| ISPAAD COORDINATOR..... | 3689305/9336 |
| KGATLENG..... | 5777257 |
| SOUTH EAST..... | 5390910 |
| KWENENG..... | 5920477/207 |
| SOUTHERN..... | 54440346 |
| CENTRAL..... | 4630473 |
| FRANCISTOWN..... | 2412092/358 |
| NORTH WEST..... | 6860412/413 |
| CHOBE..... | 6250238 |
| GHANZI..... | 6596217/7116 |
| TSABONG..... | 6540300 |

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