

MONITORING AND EVALUATION PLATFORM

User's Guide

SUSTAINABLE
CACAO
ROADMAP FOR
DAVAO DE ORO
2025-2030,
VISION TO 2050



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Contents

Background3

Purpose of this Guide3

Definition of terms 4

Purpose of the platform..... 6

Intended users of the platform 6

How does the platform work? 6

SECTION 1: Reporting progress through the M&E platform..... 8

 Who needs to report related activities through the platform? 8

 Requirements to report through the platform..... 8

 Step-by-step process of using the platform 9

SECTION 2: Monitoring roadmap progress through the M&E platform19

 Accessing the monitoring end of the platform19

 Viewing the results and summary of progress inputs.....19

 Accessing files uploaded as means of verification..... 23

 Using the progress inputs 23

 Sharing the progress with other stakeholders24

Means of verification 25

 Strategy 1: Sustainable land allocation for cacao production..... 25

 Strategy 2: Improving access of the cacao farming community to livelihood capitals29

 Strategy 3: Increasing productivity and income diversification of cacao farms36

 Strategy 4: Sustainable improvement of supply and market value chain39

 Strategy 5: Incentivizing ecosystem services generated at farm- and landscape scale.....45

 Strategy 6: Strengthening institutions and local policy environment 46

Background

The Provincial Government of Davao de Oro, in cooperation with World Agroforestry (ICRAF) through the Sustainable Farming in Tropical Asian Landscapes (SFITAL) Project, launched the [Roadmap of Sustainable Cacao Development for Davao de Oro 2025-2030, Vision to 2050](#), on 15 January 2025. After the launch, the Provincial Agriculture Office also presented the roadmap to the Provincial Development Council and was approved by the Governor for adoption.

Integrating existing national, regional and provincial plans, this roadmap was developed to boost the province's cacao industry, providing a blueprint to guide its sustainable development and synergizing all development initiatives on cacao. It is also part of the realization and commitment of the province's authorities, particularly for sustainable and climate-resilient and food security.

To ensure its effective implementation, the Sustainable Farming in Tropical Asian Landscapes (SFITAL) Project, with inputs from provincial stakeholders in Davao de Oro, created an online monitoring and evaluation (M&E) platform for the roadmap. M&E of the roadmap provides a mechanism to troubleshoot and adjust the activities set out in the plan. It likewise promotes accountability and the prudent use of resources, clearly defining the responsibilities, roles and performance expectations, and financial requirements of each activity.

Purpose of this Guide

This guide details the step-by-step process of using the M&E platform for the Sustainable Cacao Roadmap. It is intended for the use of the 1) institutions who will be uploading the progress inputs (partner agencies) and 2) PAGRO (the lead implementing agency) who will also upload progress inputs but will primarily be responsible for the monitoring and evaluation of the roadmap's overall progress.

Therefore, this guide is divided into two sections: the first is for uploading and the second section is for monitoring and evaluation.

Definition of terms

This section provides the operational definition of the terms repeatedly used in this user's guide.

- ◆ **Activity.** In the context of this platform, “activity” refers to the actual activities laid out in the roadmap document, particularly in Appendices 6 and 7 of the [roadmap document](#) (pp. 34-64).
- ◆ **Evaluation.** “The periodic review of the results of a plan towards its outcomes, development goals and impact.” (FAO, n.d.)”
- ◆ **Google account.** A free account created via Google.com (usually ends with @gmail.com) which is required in order to input data in the platform. It can be the account of the Office or the personal account of the uploader, as long as they can access the account and all emails sent to it.
- ◆ **Intervention.** Within this platform, “intervention” refers to the specific interventions under each strategy presented in pages 19-20 of the roadmap document.
- ◆ **Lead implementing agency.** In the context of the roadmap, this refers to the PAGRO. Their primary role in the M&E of the roadmap is to track and monitor the progress of activities in relation to the targets laid out.
- ◆ **Means of verification.** Documents proving that an activity contributing to the targets of the roadmap has been implemented. The means of verification for all the targets are listed in the last pages of this guide.
- ◆ **Monitoring.** “The continuous process by which stakeholders obtain regular feedback on progress towards achieving the set milestones and results” (FAO, n.d.)
- ◆ **Partner agency.** This refers to national government agencies, local government units, non-government organizations, private sector partners, farmer cooperatives and associations, and the Provincial Cacao Council that

supports the implementation of roadmap activities by providing resources, expertise, and/or manpower. In terms of the roadmap M&E, their role is to provide data on the implementation of specific roadmap activities which they led.

- ◆ **Progress input.** This is the collective term for the data supporting the activity that will be reported through the platform. The progress input is composed of:
 - The target to which it contributes
 - The year when the activity was conducted
 - The file type of the means of verification
 - The actual means of verification
 - Funding sources
 - Collaboration parts
 - Challenges encountered in implementation and monitoring
- ◆ **Reporting.** Submission of activities conducted by concerned institutions aligned with the Sustainable Cacao Roadmap for Davao de Oro, along with other relevant details and documents.
- ◆ **Strategy.** In the context of this platform, “strategy” refers to the six strategies laid out in the Sustainable Cacao Roadmap for Davao de Oro, namely:
 - **Strategy 1:** Sustainable land use allocation for cacao production
 - **Strategy 2:** Improving the access of the cacao farming community to livelihood capitals
 - **Strategy 3:** Increasing productivity and income diversification of cacao farms
 - **Strategy 4:** Sustainable improvement of supply and market value chain
 - **Strategy 5:** Incentivizing ecosystem services generated at farm- and landscape scale
 - **Strategy 6:** Strengthening institutions and local policy environment
- ◆ **Target.** This refers to the targets specified in the roadmap document, particularly in Appendices 6 and 7 (pp. 34-64).

Purpose of the platform

This platform will enable the Provincial Government of Davao de Oro, through PAGRO, to monitor the progress of the roadmap implementation. This will also allow all stakeholders to report on their activities contributing to the targets of the roadmap.

Intended users of the platform

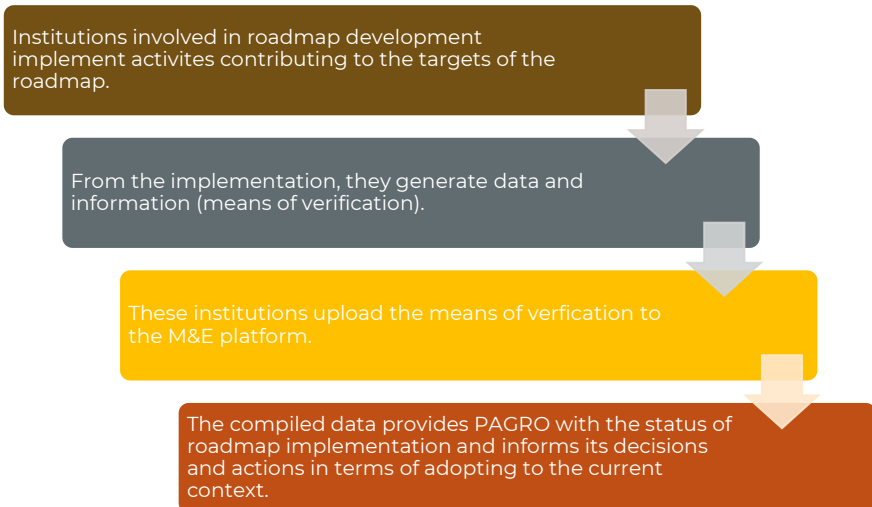
The intended users of the platform are categorized into two:

- ◆ **Users from the reporting end.** These users include personnel from institutions (i.e., government, private, academe) implementing activities aligned to the strategies, interventions, activities, and targets laid out in the roadmap. They will use this platform to report on their cacao-related activities.
- ◆ **Users from the monitoring end.** These users include assigned personnel from the Provincial Agriculture Office who will track the progress of the roadmap's targets. They will have access to all the information provided through the platform, including details of the activities and related files. This will also allow them to verify the reports submitted through the platform.

With this, the user's guide will also provide a section for reporting and another section for monitoring.

How does the platform work?

Through the platform, the progress of achieving the targets of the roadmap will be monitored. The specific process is presented through the figure below.



To access the platform, please go to: <https://bit.ly/CacaomustaDDO>.

Commented [MR1]: typo in the last step: "wit", "anmd"

SECTION 1: Reporting progress through the M&E platform

All concerned stakeholders from the province should report their activities they conducted that contribute to the achievement of the roadmap's target. This section of this Guide is intended for personnel from concerned institutions who will be submitting progress inputs.

Who needs to report related activities through the platform?

Logging the progress input in the platform is the responsibility of **the agency or institution that led the organization and implementation of the progress input**. Collaborating agencies, as well as funding sources, do **not** need to log the same progress input.

Requirements to report through the platform

To use the platform, you need the following:



A digital device that can access the Internet (i.e., desktop computer, laptop, tablet, or smartphone)



Internet connection



An accessible¹ Gmail or Google account. You may use your Office's or your personal account. However, please make sure that you can access the emails and all files through the email.



Soft copies of the means of verification of the progress inputs



A copy of the [roadmap document](#)

Step-by-step process of using the platform

In uploading progress inputs, kindly follow these steps:

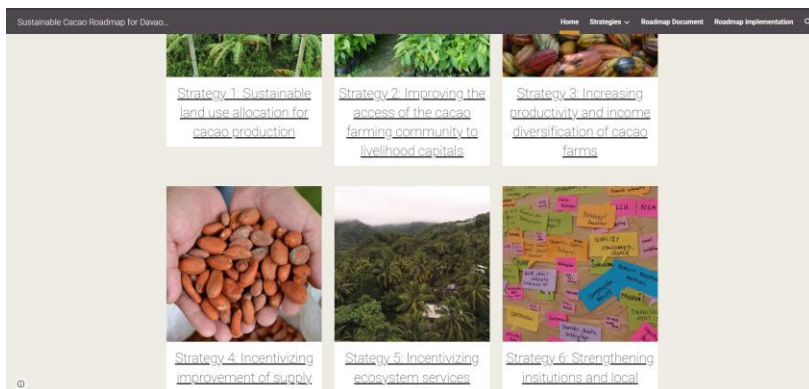
- ◆ Open the platform by typing or pasting this link to your device's web browser:
<https://bit.ly/CacaomustaDDO://bit.ly/CacaomustaDDO>.



- ◆ Check the roadmap document to identify the Strategy to which your progress input belongs to. If your progress input contributes to multiple strategies, you will have to input it separately for each strategy. This is to make sure that progress is accurately reflected.

¹ A Google account is “accessible” if the owner can open it anytime. This is required to secure the platform and ensure a way to verify the uploaded progress input.

- ◆ Once you have identified the strategy, select it in the home screen of the platform.



- ◆ Clicking the strategy will lead you to the Google Form and you will see something like the screenshot below:



However, if you are not yet signed in to your Google Account, a screen asking you to log in will appear. Kindly enter your log-in details (i.e., your email address and your password) to access the form.

Then, click the “Fill out form” button.

- ◆ Another tab will open in your browser. In that tab, click the checkbox beside “Record <email address> as the email to be included with my response.” Then, click the “Next” button.

Strategy 5: Incentivizing ecosystem services generated at farm- and landscape scale

Maayong adlaw, ka-poda! This is an online form to monitor the progress of the implementation of our Sustainable Cacao Roadmap for Davao de Oro 2025-2030, Vision to 2050. Kindly use this form to enter all relevant data that shows progress of our interventions and activities under Strategy 5.

ffitalph@gmail.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.

* Indicates required question

Email *

☐ Record ffitalph@gmail.com as the email to be included with my response

[Next](#) [Clear form](#)

- ◆ The first section of the form will require you to input the “Uploader information.” Kindly provide the following information about you, particularly your:
 - ◆ Name
 - ◆ Sector
 - ◆ Institution/Organization
 - ◆ Active email address
 - ◆ Active mobile number

upload files and submit this form

* Indicates required question

Uploader information

Please indicate the details requested below. Please be ensured that all the personal information requested in this section will be handled with utmost confidentiality and will only be used for verification purposes.

Name of uploader *

First name and surname

Your answer

Sector *

☐ Local Government Unit

☐ National Government Agency

☐ Academe

☐ Private Sector

Please make sure to indicate your full name. For your institution/ organization, please do not abbreviate, so that your inputs will be summarized properly. Moreover, please ensure that the email address and mobile number you will provide are active or accessible. PAGRO might contact you through these if ever there are clarifications or questions regarding your progress input.

All data entered in this section will be kept confidential and will only be used for verification. After providing all the uploader information requested, click the “Next” button below.

- ◆ In the next section, select the intervention that covers your progress input.
- Once you have selected the correct intervention, click the “Next” button.

Services generated at farm and landscape scale

sftalphi@gmail.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form.

* indicates required question

Strategy 5 Interventions

Please select the intervention to which your data belongs.

In which Strategy 5 intervention does your data belong? *

- ☐ 5.1: Reward mechanism for farmers adopting sustainable cacao farming practices which contribute to generating ecosystem services such as carbon storage and biodiversity at farm or larger scale
- ☐ 5.2: Strengthen collaboration with research institutions for quantifying water regulation, carbon sequestration, and pest control through more sustainable cacao farming practices
- ☐ 5.3: Identify opportunities for e.g. carbon or biodiversity credits both from potential investors within and outside the country

[Back](#) [Next](#) [Clear form](#)

Again, **if your progress input contributes to multiple interventions, you will have to input its data multiple times, one set for each intervention at a time.** You may check the [roadmap document](#) to confirm the correct intervention/s.

- ◆ Then, choose the intervention that covers your progress input. Please feel free to consult the [roadmap document](#) to confirm the correct activity.

Strategy 5: Incentivizing ecosystem services generated at farm- and landscape scale

sfitalph@gmail.com [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Intervention 5.2 Activities

Please select the activity to which your data belongs.

In which activity under Intervention 5.2 does your data belong? *

☐ 5.2.1: Establish formal partnerships with research institution through MOUs to outline mutual goals and responsibilities

☐ 5.2.2: Strengthen collaboration to apply for grants and funding from national funds and international sources dedicated to cacao and environmental research

[Back](#) [Next](#) [Clear form](#)

Click “Next” once you have selected the correct activity.

- ◆ It is time to upload your actual progress input. To do so:
- ◆ Start by selecting the target to which it contributes.
- ◆ Then, indicate the year when your progress input was implemented.

Activity 5.2.1 Progress Details

Please enter the details of the progress for this activity.

(5.2.1) Which target does your data address? *

Please upload a copy of the MEMORANDUM OF UNDERSTANDING with the research institution in which partnership was formalized, as well as any DOCUMENTATION of the establishment of the partnership.

☐ At least 2 formal partnerships established

(5.2.1) What year did you obtain the target? *

Please indicate the year.

Your answer

[Next](#)

- ◆ Provide the exact cost or budget for the progress input.
- ◆ Indicate the name of the institutions that funded the implementation of the progress inputs. In doing this, please remember the following:
 - ◆ Do not abbreviate the name of the institution.

- ◆ If your institution solely funded it, please type in the full name of your institution.
- ◆ If there are multiple funding institutions, type the full name of each institution, separated by comma.

The screenshot shows a survey form with two questions. The first question is: "(5.2.1) How much was the budget for this activity? *". Below it, a note says: "Please indicate exact amount. There is NO need to put the currency; this is automatically in Philippine Peso." There is a text input field labeled "Your answer". The second question is: "(5.2.1) What office/s or institution/s funded the activity? *". Below it, a note says: "Please provide full name of the office/s or institution/s; do not abbreviate. If there are multiple offices, please separate using a comma (,)." There is a text input field labeled "Your answer".

Instructional callouts include:

- An orange box on the left says: "Indicate the exact budget."
- An orange box on the right says: "Then, click the 'Next' button."

- ◆ Then, select the document type/s of the means of verification that you are planning to submit to support your progress input. You may submit:

- ◆ Maps
- ◆ Lists (in document or spreadsheet form)
- ◆ Reports (in document form)
- ◆ Photos
- ◆ Others

Please use the "Others" option if the document type is not indicated in the choices. Also, if you select this option, please do not forget to specify the type.

Kindly note that this question can have multiple answers so, please select all that applies. Also remember to follow the file types specified in the options.

- ◆ Upload the means of verification by clicking the "Add file" button.

(5.2.1) Means of verification *

Please select the type/s of documents that will support this input. Check all that applies.

☐ Maps (.shp, .png)

☐ Lists (i.e., of participants, areas, etc.) (.xls, .xlsx)

☐ Reports (.pdf, .docx, .doc)

☐ Photos (.jpg, .png)

☐ Other: _____

Click this button to open the "File Upload" window.

(5.2.1) Please upload the means of verification *

Please upload a copy of the MEMORANDUM OF UNDERSTANDING with the research institution in which partnership was formalized, as well as any DOCUMENTATION of the establishment of the partnership.

Upload up to 5 supported files. Max 10 MB per file.


[Add file](#)

Select the applicable document type/s.

Insert file

Upload My Drive Recent

Upload up to 5 supported files. Max 10 MB per file. A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.



[Browse](#)

or drag files here

In doing so, please remember the following:

- ◆ One document should be in one file only (not one file per page, particularly for PDFs/scanned documents)
- ◆ One progress input can only accommodate a maximum of five files each, with a maximum file size of 10 MB per file.
- ◆ For multiple photos, you may compress them into a .zip file or in a document (e.g., slide presentation saved as .pdf).

- ◆ For photos and documents more than 10 MB, please compress the file or reduce the file size.

The means of verification for each target are specified in the form and in the last pages of this User's Guide.

- ◆ If you have collaborating partners in the implementation of the progress input, please specify these institutions. Again, please do not abbreviate the name of the institutions. If you have multiple partner institutions, type the full name of each institution, separated by comma.
- ◆ Lastly, indicate the challenges that you have encountered in the implementation and monitoring of the activity.

The screenshot shows a web form with two main input sections. The first section is titled '(5.2.1) Did you have collaborating partners for this activity? If you did, please list down your partner-institution/s. If you did not, just write "No". Please provide full name of the office/s or institution/s; do not abbreviate. If there are multiple offices, please separate using a comma (,).' It has a text input field labeled 'Your answer'. The second section is titled '(5.2.1) What are the challenges you encountered in implementing and/or monitoring this activity?' and also has a text input field labeled 'Your answer'. Below these sections, a message states 'A copy of your responses will be emailed to sfitalph@gmail.com.' At the bottom, there are three buttons: 'Back', 'Submit', and 'Clear form'. Annotations on the left side of the form explain the input sections: 'List down the partner institution/s, if any.' points to the first section, 'Once you have entered all details, you can submit the' points to the 'Submit' button, and 'You may also edit your previous inputs using this button.' points to the 'Back' button. An annotation on the right side says 'Indicate the challenges you have encountered.' pointing to the second section.

After you provide all these information, click "Submit." If you want to go back to the other sections of the form to edit your inputs, you may click the "Back" button.

Once you have submitted your progress input, the platform will send a summary of your answers to the email address you have provided.

Sustainable Cacao Roadmap for Davao de Oro - Monitoring and evaluation

Google Forms - forms-recapite-moreply@google.com

3:02 PM (1 hour ago)

Thanks for filling out [Sustainable Cacao Roadmap for Davao de Oro - Monitoring and evaluation](#). Here's what was received.

[Edit response](#)

Sustainable Cacao Roadmap for Davao de Oro - Monitoring and evaluation

Maayong adlaw, ka-pods! This is an online form to monitor the progress of the implementation of our Sustainable Cacao Roadmap for Davao de Oro 2025-2030, Vision to 2050. Kindly use this form to enter all relevant data that shows progress in any of our strategies, intervention, and activities.

Your email (pozasarep26@gmail.com) was recorded when you submitted this form.

Uploader information

There is also an option to edit your response after submitting it, by clicking the “Edit your response” link in the Conclusion page. However, this option will no longer be available if you have already closed the window where you entered the progress input.

This link will allow you to edit the details of your progress input.

[Edit your response](#)

[Submit another response](#)

This link will allow you to submit another progress input under the SAME strategy.

Sustainable Cacao Roadmap for Davao de Oro - Monitoring and evaluation

Daghang salamat, ka-pods! Let's continue to work together for a better Davao de Oro!

To report another progress input or the same progress input for a different strategy or intervention, just go back to Homepage of the platform and repeat the process. This is necessary to make sure that progress is accurately reflected in the summary of inputs.

SECTION 2: Monitoring roadmap progress through the M&E platform

To translate the progress inputs into action, it is important for the lead implementing agency to monitor the progress inputs. This can be done through accessing the results and its summary.

Accessing the monitoring end of the platform

The results and its summary can only be viewed by authorized personnel from the lead implementing agency, PAGRO. To do so, the following are required:

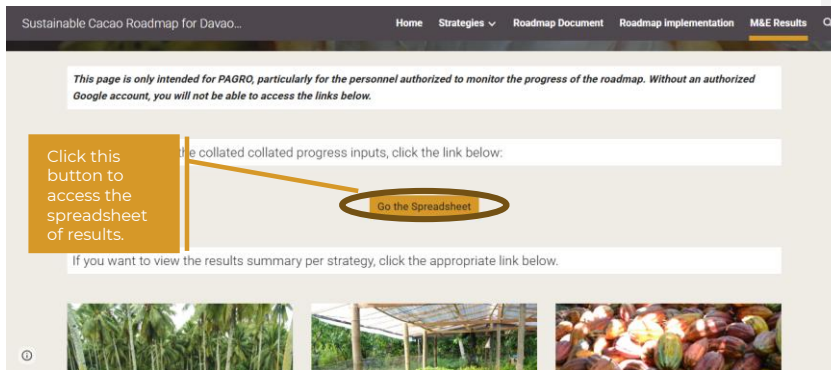
- ◆ An official Google account (preferably pagro@davaodeoro.gov.ph or pagrodavaodeoro@gmail.com)
- ◆ A computer device (preferably owned by PAGRO and not a personal device of the personnel)
- ◆ Internet connection

The official Google account will be given “Edit” access to the M&E platform.

Viewing the results and summary of progress inputs

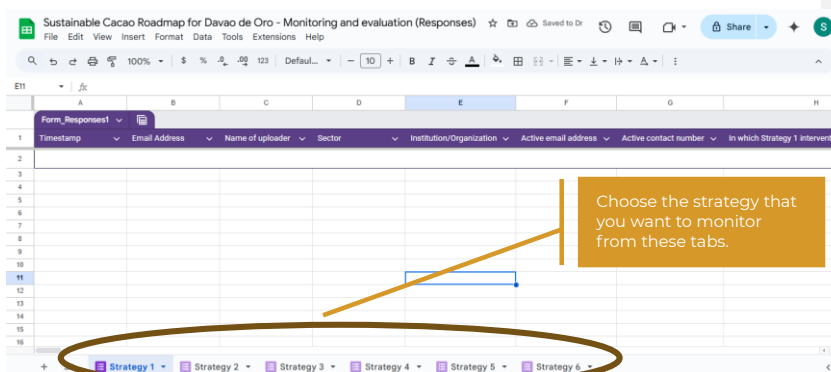
To start viewing the results and summary of the progress inputs, follow the steps below:

1. Go to <https://sites.google.com/view/ddocacaoroadmap/me-results>.
2. There are two ways to view the results: first is through the spreadsheet and the second is through the “Responses” tab of the form.
 - a. To view the results through the spreadsheet,
 - i. Click the “Go to the Spreadsheet” button, it will direct to the sheet.

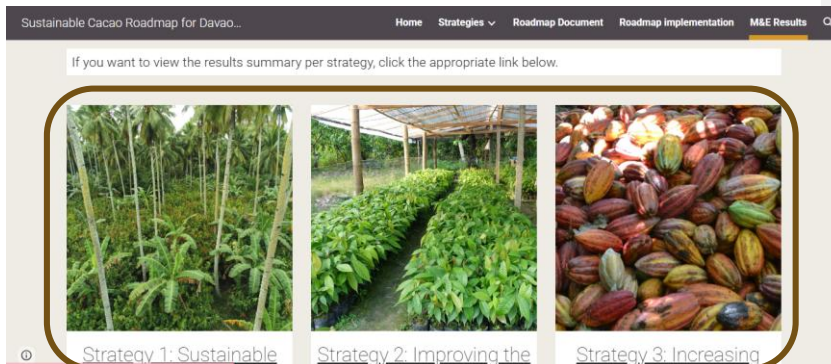


- ii. Once you can view the spreadsheet, you will see every progress input, divided into tabs depending on the strategy. Just click the tab pertaining to the strategy you want to monitor.

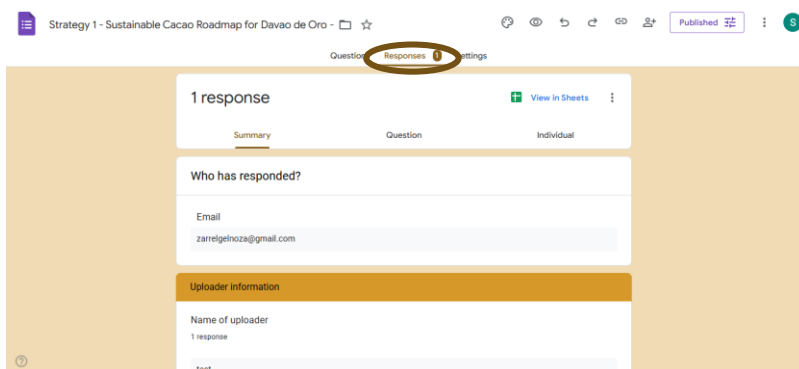
Please note that only an authorized official Google account can view this sheet.



- b. To view the results through the “Responses” tab,
 - i. Click the corresponding strategy that you want to monitor.

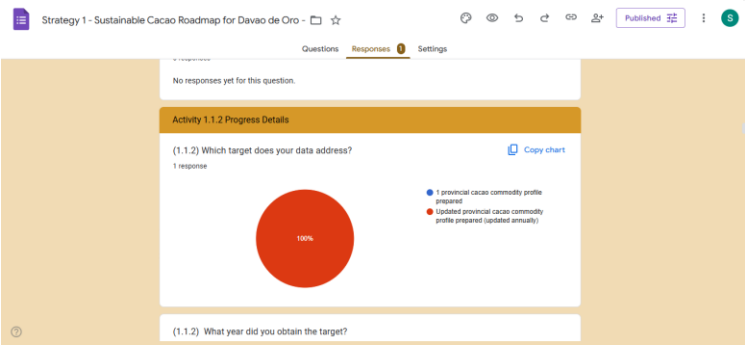


- ii. If you have not yet logged into your authorized official Google account, log in first.
- iii. Once the editable version of the form is open, click the "Responses" tab on top.



- iv. The "Responses" tab presents result in three forms: 1) Summary, 2) Question, and 3) Individual.

The Summary tab shows the collective progress inputs for the specific strategy.



The “Question” tab allows you to view the results per question in the form.

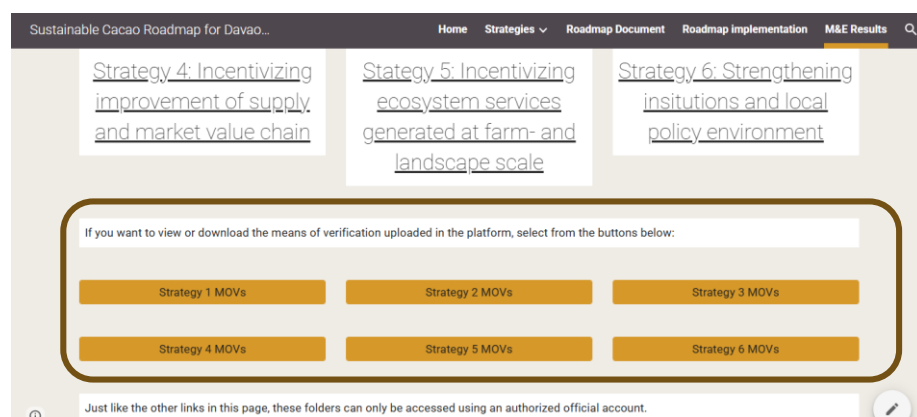
The screenshot shows the 'Question' tab of the same Google Sheet. It displays '1 response' and a 'View in Sheets' button. The 'Question' tab is selected, showing a dropdown menu for 'In which Strategy 1 intervention does your data belong?' with a value of '6' out of '129'. A 'View options' button is visible.

The “Individual” tab presents the results per uploader.

The screenshot shows the 'Individual' tab of the same Google Sheet. It displays '1 response' and a 'View in Sheets' button. The 'Individual' tab is selected, showing a dropdown menu for 'In which Strategy 1 intervention does your data belong?' with a value of '1' out of '1'. A 'View options' button is visible. Below the dropdown, a message states 'Responses cannot be edited'. The main content area displays 'Strategy 1: Sustainable land use allocation for cacao production' and a brief description of the platform's purpose.

Accessing files uploaded as means of verification

For monitoring and verification, you may access the MOVs uploaded by local stakeholders. Just scroll towards the bottom of the M&E page and click the appropriate strategy.



Using the progress inputs

The progress inputs uploaded in the platform should guide the strategies of local cacao stakeholders, with guidance from PAGRO, on achieving the targets of the roadmap. Summary of these results can be shared via meetings or by circulating a progress report.

If progress inputs, particularly the means of verification, will be used in slide presentations and reports, please remember the following:

- ◆ Do not forget to cite the data to the institution that uploaded the progress input.
- ◆ Always credit the uploader when using geotagged photos uploaded as means of verification.
- ◆ Always follow data privacy rules in handling information uploaded through the portal.

Sharing the progress with other stakeholders

Seeing the progress of the roadmap can also help encourage stakeholders to continue working towards the development of the province's cacao industry. Therefore, it is important to make sure to regularly share the progress of the roadmap with the stakeholders concerned. Summarized progress can be shared through Facebook, which seems to be the most commonly used platform among the stakeholders.

Means of verification

Strategy 1: Sustainable land allocation for cacao production

Activity	Target	Means of verification (including file type/s)
Intervention 1.1. Designate main cacao production areas and identify possible areas for expansion, rehabilitation, and rejuvenation of cacao farms.		
1. Stocktaking of available cacao suitability maps (e.g., SARAI, SFITAL, BSWM), identify parameters of suitability, and adopt the suitability maps for the province	1 provincial cacao suitability map adopted by province	Verified copy of the provincial cacao suitability map (.shp or .png)
1.1. Identify parameters of suitability	Parameters of suitability (especially the socio-economic aspects) identified with local stakeholders	Document containing the parameters of suitability identified by the stakeholders (.docx or .pdf)
2. Stocktaking of existing information on cacao producing areas and their conditions	1 provincial cacao commodity profile prepared	Verified copy of the provincial cacao commodity profile (.xlsx, .docx, or .pdf)
3. Harmonization of the existing cacao-related maps and produce an integrated land use map for cacao development, by involving key stakeholders including provincial/local government units, agricultural experts, cacao farmers, community leaders, and environmental groups.	1 integrated land use map for cacao developed and adopted for the province	Verified copy of the integrated land use map for cacao (.shp or .png)
4. Identification of suitable barangays for cacao expansion based on biophysical conditions,	Map of existing crop species	Verified copy of the map of existing species (.shp or .png)

Activity	Target	Means of verification (including file type/s)
to include suitability with existing crops species	1 List of suitable areas for expansion	Verified list of suitable areas for expansion (.xlsx or .pdf)
5. Identification of cacao clusters for cacao production.	10 cacao clusters identified and monitored	Supporting documents for the identified clusters, which include but are not limited to: <ul style="list-style-type: none"> ◆ List of cluster members (.xlsx or .pdf) ◆ Minutes of meeting/s where the formation of the cluster was approved (.docx or .pdf)
Intervention 1.2. Develop recommended models of cacao farms and suitable crop components to reconcile economic and ecological benefits.		
1. Identification of existing cacao farms that qualify as Model Farms which can serve as training centers for local farmers.	1 set of qualifying parameters for a model farm established	<ul style="list-style-type: none"> ◆ Verified document detailing parameters developed (.docx or .pdf) ◆ Minutes of the meeting or Workshop report where the parameters were developed and agreed upon (.docx or .pdf)
	11 potential model farms in a strategic location identified	<ul style="list-style-type: none"> ◆ Farm plan for the potential farm (.docx or .pdf), containing the following: ◆ Details of the farmer-cooperator

Commented [MR2]: some with bigger font sizes here in this column

Activity	Target	Means of verification (including file type/s)
		<ul style="list-style-type: none"> ◆ Details of the farm (size, crops, etc.) ◆ Photos during the site visit ◆ Map/s of the site
2. Mobilization of resources for the establishment of learning farms through co-investment schemes by collaborating with agricultural institutions, extension services, and industry experts in 11 municipalities.	1 collaboration activity	<ul style="list-style-type: none"> ◆ Activity report for the collaboration activity (.docx or .pdf) ◆ Attendance sheets during the collaboration activity (.pdf)
	At least 3 co-investment schemes developed	Verified and approved document detailing the co-investment scheme
2.1. Facilitation in the accreditation of the learning farms as ATI Learning Site for Agriculture and as TESDA Farm School.	At least 3 learning farm/ farm school accredited per year	<ul style="list-style-type: none"> ◆ Certificate of accreditation of the farm school or learning farm (.pdf or .png) ◆ Compiled photos of the accreditation process (e.g., site visits, awarding, etc.) (.pdf)
3. Establishment of accredited learning farms in each municipality	At least 3 learning farms established	Report on the establishment of the learning farm, complete with photos of relevant activities (.docx or .pdf)
4. Promotion of the model farm and its activities to a broader audience	At least 2 farm tours per year	Report on the conduct of the farm tour, complete with photos and attendance sheets of the tour participants (.docx or .pdf)

Activity	Target	Means of verification (including file type/s)
5. Regular monitoring of the farm's performance, including productivity and the effectiveness of demonstrated practices using the form created under 4.1.2.	Filled out farm record, monitored quarterly per farm	Verified quarterly farm records (.xlsx or .pdf)
Intervention 1.3. Assess economic and ecological impacts of several land use interventions at municipality or province scale and conduct trade-off analysis to help understand associated risk and benefits for decision making.		
1. Identification of lead agencies (linked with Strate 6) for collaborating with research and development agencies to gather and analyze inclusive data required for impact assessment and trade-off analysis.	At least 1 multistakeholder collaboration activity conducted	<ul style="list-style-type: none"> ◆ Report on the conduct of the multistakeholder collaboration activity (.docx or .pdf) ◆ Attendance sheets during the activity (.pdf)
2. Conduct of ecological assessment	One (1) Ecological Assessment conducted	Technical report for the ecological assessment, complete with methodology, results, and dataset (.docx or .pdf for the report, .xlsx for the dataset)
3. Conduct of a series of workshops, FGDs, and public consultations for participatory planning based on ecological assessments.	At least 2 participatory planning events conducted	<ul style="list-style-type: none"> ◆ Report on the conduct of the participatory planning event (.docx or .pdf) ◆ Attendance sheets from the event (.pdf)

Strategy 2: Improving access of the cacao farming community to livelihood capitals

Activity	Target	Means of verification (including file type/s)
Intervention 2.1. Assist cacao farming community to better access crop insurance.		
1. Stocktaking of existing crop insurance programs in the province	1 list of insurance providers	Verified list of insurance providers in the province (.xlsx or .pdf)
2. Facilitation of access to various crop insurance programs through information sessions, radio, newsletters, online communication platforms such as social media and a centralized information platform.	At least 6,000 farmers	Verified list of farmers with access to crop insurance programs (.xlsx or .pdf)
3. Integration of crop insurance topic in training, including how to access insurance.	11 trainings in the first year, then 22 trainings on the following year with crop insurance integration	<ul style="list-style-type: none"> ◆ Report on the conduct of training (.docx or .pdf) ◆ Attendance sheets from the training (.pdf)
Intervention 2.2. Improve access to farm inputs to include quality planting materials (multiple cacao varieties, grafted seedlings, etc.), farm tools, by e.g. strengthening collaboration with national government agencies, academe, non-government organizations, private enterprises, and farmer organization.		
1. Stocktaking of the private agencies, academe, non-government and government organizations who can potentially provide farm inputs such as good quality planting materials, farm tools, etc.	1 Stocktaking activity and yearly updating	<ul style="list-style-type: none"> ◆ Report on the conduct of the stocktaking activity (.docx or .pdf) ◆ Attendance sheets from the stocktaking activity (.pdf)

Activity	Target	Means of verification (including file type/s)
2. Development of partnership agreements for the provision of quality planting materials including multiple clones that are climate-resilient and disease-tolerant, farm tools, etc.	At least 3 partnership agreements	<ul style="list-style-type: none"> ♦ Verified copy of the signed partnership agreement (.pdf) ♦ Minutes of meetings related to the establishment of the partnership agreement (.docx or .pdf)
3. Development of potential and adopt existing sustainable modalities for providing farm inputs.	2 modalities developed	Verified and approved document detailing the modality (.docx or .pdf)
	Each modality adopted in 3 municipalities the province	Verified and approved document detailing the modality adopted by the municipality (.docx or .pdf)
4. Stocktaking of existing nursery operators and identify aspiring farmer organizations to become nursery operators	1 list of nursery operators to be updated every 2 years	Verified list of nursery operators (complete with address and contact details) in the province (.xlsx or .pdf)
5. Conduct of capacity-building activities for operators and aspiring farmer organizations on cacao nursery management practices and nursery accreditation to BPI	1 training / year	<ul style="list-style-type: none"> ♦ Training report ♦ Attendance sheets from the training
6. Facilitation of new clones to BPI-National Seed Quality Control Service	2 new clones registered to BPI	Certificate of registration of the clone
7. Provision of support to farmer organizations and individual farmers for community-based nursery establishment, enabling them to produce high-quality	3 community-based nurseries established	Document (.docx, .pdf) containing: <ul style="list-style-type: none"> ♦ The specifications of the nursery (i.e., location, size,

Activity	Target	Means of verification (including file type/s)
planting materials and multiple cacao varieties & clones.		management, available planting materials) ♦ Photos of the nursery
8. Facilitation of the establishment of community-based organic fertilizer plant	3 community- based organic fertilizer plant established per year)	Document (.docx or .pdf) containing: ♦ The specifications of the plant (i.e., location, size, management) ♦ Organic fertilizers produced in the plant ♦ Photos of the plant and its operations
9. Facilitation of the establishment of village-type biological control agents for pests and diseases. (what type of village example QUARANTINE type)	2 village-type biological control agents production facility	Document (.docx or .pdf) containing: ♦ The specifications of the facility (i.e., location, size, management) ♦ Bio-control agents cultivated in the facility ♦ Photos of the facility and its operations
10. Upgrading of LGU operated plant nurseries and establishment of clonal garden in compliance to BPI accreditation.	4 operated nurseries by PLGU and MLGU	Document (.docx or .pdf) containing: ♦ The specifications of the nursery (i.e., location, size, management) ♦ Planting materials available in the nursery

Activity	Target	Means of verification (including file type/s)
		<ul style="list-style-type: none"> ♦ Photos of the nursery and its operations
Intervention 2.3. Equip farmer organizations to engage in fermentation, drying, and other postharvest operations in cacao production for increased bean quality.		
1. Stocktaking of farmer organizations and clusters who can engage in cacao consolidation and processing	5 clusters per year	Verified list of farmer organizations and/or clusters who can engage in cacao consolidation and processing (.xlsx or .docx or .pdf)
2. Provision of comprehensive training manuals, guides, and visual aids that explain the criteria and standards for bean classification and grading, and possibly upload these in a centralized information system, linked to more accessible communication platforms such as social media, radio, etc	1 comprehensive manual to be updated every 3 years	Verified and approved copy of the comprehensive manual (.pdf)
3. Provision of training for farmer organizations and facility operators on the best practices for cacao processing, including drying and fermentation techniques.	2 FCAs or cluster per year;	Verified list of farmer cooperatives and/or cluster
	1 training for facility operators per year	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training (.pdf)
4. Enhancement of existing Cacao post-harvest/processing facilities by organizations / coops must be qualified to FDA standards	3 FCAs	Verified copy of the proof of accreditation from FDA
5. Provision of improved postharvest and processing facilities (e.g., fermentation boxes, dryers, etc.) to selected	3 cluster/ FCAs	<ul style="list-style-type: none"> ♦ List of cluster and/or FCA that received improved postharvest and

Activity	Target	Means of verification (including file type/s)
farmer organizations and cooperatives		<ul style="list-style-type: none"> processing facility (.xlsx or .pdf) ◆ Documentation report on the provision of the facility (.docx or .pdf)
6. Conduct of training focused on bean classification and grading techniques, with hands-on activity for farmers.	2 trainings per year	<ul style="list-style-type: none"> ◆ Training report ◆ Attendance sheets from the training
Intervention 2.4. Establish more consolidation points in strategic locations to improve market access, strengthening collaboration with national government agencies, academe, the private sector, Provincial Cacao Council, and cooperatives		
1. Organizing training workshops on topics such as supply chain management, logistics, quality control, and financial management.	5 trainings conducted	<ul style="list-style-type: none"> ◆ Training report ◆ Attendance sheets from the training
2. Facilitation of farmers and farmer organizations to engage in clustering and venture into consolidation to streamline the supply chain and improve efficiency.	6 clusters (1 cluster per year)	Verified list of farmers and/or farmer organizations clustered
3. Endorsement of the potential new clusters to F2C2 program of the Department of Agriculture.	6 clusters FCAs (1 cluster per year)	<ul style="list-style-type: none"> ◆ Verified list of farmers and/or farmer organizations clustered (.xlsx or .pdf) ◆ Approved copy of the letter of endorsement to DA (.pdf)
4. Assessment of each farmer and organization's capacity to function as a consolidation hub based on factors such as	3 FCAs assessed	Approved assessment report (.docx or .pdf)

Activity	Target	Means of verification (including file type/s)
infrastructure, management skills, financial health, and membership size.		
5. Provision of support to organizations in upgrading or acquiring necessary infrastructure and equipment, such as warehouses, processing facilities, and transportation.	3 FCAs supported	Documentation report (.docx or .pdf) on the provision of support, complete with the following: <ul style="list-style-type: none"> ◆ Details of the receiving FCA ◆ List of support provided ◆ Photos of the support and official turnover of the support
6. Creation and adoption of Standard Operating Procedures for consolidation hub operations, including procedures for collection, sorting, storage, and distribution of cacao.	1 SOP updated every 2years;	Verified copy of the approved SOP
	3 FCAs newly adopting the SOP	Documentation report on the FCA's adoption of the SOP containing: <ul style="list-style-type: none"> ◆ Details of the SOP ◆ Details of the FCA ◆ Narration of how the SOP is adopted ◆ Photos supporting the adoption
7. Regular monitoring (once a month) of the performance of consolidation hubs, including efficiency in operations, financial performance, and impact on farmers	3 consolidation hubs; Once a month monitoring	Monitoring report on the consolidation hub (.docx, .pdf)
Intervention 2.5. Improve entrepreneurial skills of cacao farming community including women and youth to increase their ability in finding new market opportunities, including product development.		

Activity	Target	Means of verification (including file type/s)
1. Provision of assistance to farmers in obtaining certifications (PhilGAP) to access premium markets.	10 individual farmers, 1 FCAs per year	Verified copy of the farmer's or FCA's certification (.pdf or .png)
2. Integration of gender sensitivity, financial literacy, and entrepreneurship in cacao-related trainings.	2 training sessions per year	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training (.pdf)
3. Conduct training on product development and promotion (packaging, labeling, etc.)	2 training sessions per year	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training (.pdf)
4. Conduct of mentorship activities by linking cacao farming community with experienced entrepreneurs	5 mentorship activities per year	<ul style="list-style-type: none"> ♦ Documentation report (.docx or .pdf)
5. Facilitation of product investment and promotion through trade fairs, business matching activities, and market brokering sessions where farmers/farmer organizations/MSMEs.	5 investment activities per year	<ul style="list-style-type: none"> ♦ Documentation report (.docx or .pdf) ♦ Attendance sheets from the investment activities (.pdf)
6. Integration of enterprise information into the centralized information system linked to more accessible knowledge platforms to be developed in 4.3.	1 integrated enterprise information system, updated regularly	Screenshots of enterprise information uploaded (.png)
Intervention 2.6. Improving and establishing farm-to-market roads		
1. Conduct of an inventory of road networks that need to be improved based on the location of existing cacao farms and	Develop 1 inventory for road networks that need to be improved for cacao expansion; Update the inventory every year	Verified and approved inventory of road networks (.xlsx or .pdf)

Activity	Target	Means of verification (including file type/s)
plans for expansion and development.		
2. Integration of the cacao development into the FMR Network Plan of Davao de Oro.	Cacao development integrated into FMRNP (1 plan to be updated every 3 years)	Portion of the approved FMRNP where cacao development was integrated (.pdf)
3. Development of linkage with the national agencies for funding access for FMR development	1 collab. activity per year	<ul style="list-style-type: none"> ◆ Documentation report ◆ Attendance sheets from the collaboration activity

Strategy 3: Increasing productivity and income diversification of cacao farms

Activity	Target	Means of verification (including file type/s)
Intervention 3.1. Promote sustainable cacao farming practices through extension services, integration of cacao into education curriculum and provision of training manuals.		
1. Stocktaking of institutions and rural development projects with capacity building activities and uploading the information in the centralized information platform.	1 list of research and extension institutions to be updated annually;	Verified list of research and extension institutions (.xlsx or .pdf)
	1 list of research needs in the province to be updated annually	Verified list of research and extension institutions, and their respective needs (.xlsx or .pdf)
	Upload at least 5 knowledge products/year	Verified knowledge products (.pdf)
2. Development of comprehensive training manuals and guides on cacao agroforestry practices tailored	1 comprehensive training manual and guide developed (updated every 3 years)	Approved comprehensive training manual and guide (.pdf)

Activity	Target	Means of verification (including file type/s)
to different levels of farmers' expertise and educational backgrounds		
3. Establishment of partnership agreement for capacity building events with private sector, high schools, state colleges, NGOs, rural development projects, and extension institutions in the conduct of capacity building events.	Established 2 partnerships per year	Signed copy of the partnership agreement (.pdf)
4. Establishment of partnerships to integrate agroforestry and agroecology topics into curriculum of High Schools and State Universities and Colleges.	Partnership with 2 high schools and 2 SUCs/year to integrate agroforestry and agroecology topics into their curriculum.	Signed copy of the partnership agreement (.pdf)
5. Distribution of printed learning materials to farmers	Distribute 500 copies /year printed learning materials to farmers	<ul style="list-style-type: none"> ♦ List of farmers who receive the learning materials (.xlsx or .pdf) ♦ Photos of the distribution of the learning materials (compiled in .pptx or .pdf)
6. Application of sustainable farming practices through Good Agricultural Practices and crop diversification in cacao expansion, rehabilitation and rejuvenation areas, and in demonstration farms.	10 cacao farms newly adopting Good Agricultural Practices;	Documentation report on the farm's GAP implementation (.docx or .pdf)
	2 co-investment plans for rejuvenation and rehabilitation per year to be updated every 2 years	Copy of the approved co-investment plan (.docx or .pdf)
7. Provision of incentive programs such as grants, scholarships, and recognition	Conduct 1 recognition awarding for cacao farmers with three categories	<ul style="list-style-type: none"> ♦ List of awardees (.xlsx or .pdf)

Activity	Target	Means of verification (including file type/s)
awards to encourage the participation of women and youth in cacao farming	(Biggest pods, biggest, biggest beans, best quality);	<ul style="list-style-type: none"> ♦ Activity report (.docx or .pdf) containing ♦ Criteria for awarding ♦ Profile of the awardees ♦ Photo documentation of the evaluation process and awarding
	10 beneficiaries/year of scholarship to children of cacao farmers for taking agriculture-related courses	<ul style="list-style-type: none"> ♦ List of beneficiaries/ scholars (xlsx or .pdf) ♦ Documentation report on the distribution of scholarship (.docx or .pdf)
Intervention 3.2. Improve extension service and mentorship program for cacao farming community, including women and youth		
1. Mobilization of resources for staffing of agricultural extension workers, including the provision of incentives for barangay extension workers and Cacao Mentors involved in cacao development	Provision of Honorarium to 10 Cacao mentors/year	<ul style="list-style-type: none"> ♦ List of cacao mentors who received the honorarium (xlsx or .pdf) ♦ Acknowledgment receipts signed by the recipients (.pdf)
	12 cacao focal person designated in the Provincial (1) and Municipal LGU (11)	Approved copy of the signed issuance (e.g., office order/executive order/resolution) designating cacao focal persons (.pdf)

Activity	Target	Means of verification (including file type/s)
2. Capacitation of farmer organizations and barangay extension workers, and Cacao Mentors (Farmer/Coops/and Associations) to provide on-site support and advisory services to cacao farmers.	11 training courses per year	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training (.pdf)
3. Implementation of recognition programs or awards and incentive programs for exceptional agricultural extension workers	1 recognition awarding AEWS;	<ul style="list-style-type: none"> ♦ List of awardees (.xlsx or .pdf) ♦ Activity report (.docx or .pdf) containing: <ul style="list-style-type: none"> ♦ Details of the award ceremony ♦ Criteria for awarding ♦ Profile of the awardees
	13 AEWS submitted	List of nominated AEWS (.xlsx or .pdf)

Strategy 4: Sustainable improvement of supply and market value chain

Activity	Target	Means of verification (including file type/s)
Intervention 4.1. Improve governance, connectivity, fairness, and transparency of supply and market value chain by strengthening collaboration between public and private sector to include Cacao Industry Council.		
1. Mapping of stakeholders in Davao de Oro (per LGU) by supply chain network (input providers, farmer and their affiliations, traders, consolidator, processor) with	1 complete list of cacao supply chain actor mapped and updated annually, including farmers registry	Verified list of cacao supply chain actors mapped (.xlsx or .pdf)

Activity	Target	Means of verification (including file type/s)
contact details, description of operation, and geographic location		
2. Stocktaking of available information on cacao production and supply and market value chain from stakeholders identified in 4.1.1.	1 inventory of available information, to be Updated yearly	Verified inventory of available information (.xlsx or .pdf)
3. Collection of available information from cacao stakeholders in Davao de Oro (e.g., mass of beans collected by the buyers per barangay per week by form of beans, mass of beans processed by cooperatives, etc.)	100% private companies that supply information;	<ul style="list-style-type: none"> ◆ List of companies who submit information (.xlsx or .pdf) ◆ Proof of submission of information (.pdf or .png)
	100% FCAs that supply information	<ul style="list-style-type: none"> ◆ List of FCAs who submit information (.xlsx or .pdf) ◆ Proof of submission of information (.pdf or .png)
	Barangay Agricultural Extension Workers (AEWs) institutionalized to gather data, and disseminate information to cacao farming communities	Copy of the approved issuance (e.g., provincial ordinance/resolution) authorizing BAEWs to gather data and disseminate information (.pdf)
4. Collaboration with agencies that can monitor and handle the centralized information system (e.g., Provincial LGU, Provincial/Municipal Cacao Council, Academe, DA) (Sources of Information)	1 collab activity	<ul style="list-style-type: none"> ◆ Activity report (.docx or .pdf) ◆ Attendance sheets from the collab activity (.pdf)
5. Working with agricultural extension services, cooperatives, and NGOs to	Platform shared in 10 extension activities	<ul style="list-style-type: none"> ◆ Documentation report on the extension activity,

Activity	Target	Means of verification (including file type/s)
promote the platform and integrate it into existing support structures.		with a section narrating how the platform was shared (.docx or .pdf)
6. Implementation of the digital centralized information platform on cacao production, post-production, market opportunities, training programs, and climate information. Ensuring that this platform is farmer user-friendly and available in the local dialect. (Harmonizing training resources)	1 centralized digital platform developed;	Screenshot of the published and active centralized digital platform (.png)
	At least 2 capacitation activities for target users	<ul style="list-style-type: none"> ◆ Activity report (.docx or .pdf) ◆ Attendance sheet from the capacitation activity (.pdf)
	Weekly post on any digital platform	Screenshot of the promotional post, showing the platform and the date of posting (.png)
7. Provision of high-end equipment such as laptop, drones, Cellphones, Tablets, etc. to LGU workers.	At least 2 units of laptop per office for PAGRO and MAGROs;	<ul style="list-style-type: none"> ◆ Approved purchase request (.pdf) ◆ Proof of delivery (.png or .pdf)
	At least 1 unit of smartphone per MLGU	<ul style="list-style-type: none"> ◆ Approved purchase request (.pdf) ◆ Proof of delivery (.png or .pdf)
	At least 1 unit of motorcycle per MLGU	<ul style="list-style-type: none"> ◆ Approved purchase request (.pdf) ◆ Proof of delivery (.png or .pdf)
	At least 2 units of drones for PAGRO	<ul style="list-style-type: none"> ◆ Approved purchase request (.pdf) ◆ Proof of delivery (.png or .pdf)

Activity	Target	Means of verification (including file type/s)
8. Capacitation of LGUs (agriculture extension workers and counterparts) in the use of GIS software.	At least 1 training per year, 2 participants per MAGRO	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training (.pdf)
9. Piloting of partial traceability in the centralized information platform (linked to in 2.8.) by uploading available information for the Province of Davao de Oro in a website, linked to social media, radio, and other effective platforms.	1 webpage in the centralized information platform for pilot traceability, linked to other more popular platforms	Screenshot of the centralized information platform for pilot traceability (.png)
10. Gradual use of digital platforms such as kobo collect, open street map, existing DDO digital platform, and other apps relevant to cacao agribusiness, such as e-commerce, digital marketing, and farm management which can also increase the interest of youth in cacao agribusiness, and to make traceability easier in the future. (linked with 1.3.2., 1.3.3., and 4.1.5.)	Digital platforms integrated in training and training materials of 10 institutions	<p>If integrated into a training session:</p> <ul style="list-style-type: none"> ♦ Training report (.docx or .pdf), with a section narrating the part where the platform was integrated ♦ Attendance sheets from the training <p>If integrated into a training material, a copy of the approved training material (.pdf)</p>
	1 digital pest and disease monitoring system developed to be updated every 2 years	<ul style="list-style-type: none"> ♦ Screenshot of the digital pest and disease monitoring system (.png) ♦ Data generated from the system (.xlsx)

Activity	Target	Means of verification (including file type/s)
11. Integration into the digital farmers program of DA-ATI	1 TOT from ATI, 2 representatives from each municipality	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training
	Integrated in the Collaborative Provincial Agricultural and Fisheries Extension Program	Document proving the integration of the Digital Farmer's Program in the CPAFEP (.docx or .pdf)
	1 training of farmers/municipality/year	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training
Intervention 4.2. Provide market incentives such as higher market price or better access to current market for 'safe' or premium higher quality cacao beans.		
1. Stocktaking of buyer's information, and the standards and protocols required by each buyer, and uploading them to the centralized information platform.	1 list of buyers' information, standards and protocols;	Verified list of buyers and their respective standards and protocols (.xlsx or .pdf)
	Uploaded standards and protocols in the centralized information platform	Screenshot of the standards uploaded to the centralized information platform (.png)
2. Development of an incentive mechanism for members of organizations to sell cacao beans to the organization	1 incentive mechanism developed per cluster (updated every 3 years)	<ul style="list-style-type: none"> ♦ Process documentation of the development of the mechanism (.docx or .pdf) ♦ Policy document formalizing the incentive mechanism (e.g., ordinance, resolution) (.pdf)
3. Facilitation of farmers' adoption of standards and protocols by close mentoring and monitoring (linked to FCAs in 2.4.2.)	100% of new farmers	Documentation/Monitoring report (.docx or .pdf)

Activity	Target	Means of verification (including file type/s)
4. Linking farmers/cluster/FCA aiming for quality improvements to accessible loans and grants (in line with 2.1).	100% cluster or FCA/ year linked	List of farmers/clusters/FCA assisted to access loans and grants, complete with the program they were able to access as well as the amount of loan/grant (.xlsx or .pdf)
5. Facilitation of the creation of commercial partnership agreements between buyers and farmers with appropriate incentives for good quality beans.	Create 2 commercial partnership agreements between buyers and farmers/farmer groups every year	<ul style="list-style-type: none"> ◆ Copy of the signed CPA (.pdf) ◆ Documentation report of the facilitation of the CPA (.docx or .pdf)
6. Sharing success stories of differentiated pricing structures for quality beans to encourage buyers to adopt the models.	1 farmer's success story per year	<ul style="list-style-type: none"> ◆ Copy of the success story (.pdf) ◆ Documentation of the success story being promoted online or in training sessions (.png)
7. Involvement of organizations with differentiated pricing structures in the capacity building activities for cacao farm production and processing (link to training events and sharing sessions)	1 new organization per year adopted differentiated pricing	Training report (.docx or .pdf) on the capacity building activity where the organization was involved

Strategy 5: Incentivizing ecosystem services generated at farm- and landscape scale

Activity	Target	Means of verification (including file type/s)
1. Conduct of “search for best/outstanding farmers” adopting sustainable cacao farming practices (linked to 3.2.3)	1 recognition event per year	Activity report (.docx or .pdf) containing the: <ul style="list-style-type: none"> ◆ Details of the event ◆ Profiles of the awardees ◆ Criteria used for selecting the awardees
	11 farmer awardees per year	List of awardees (.xlsx or .pdf)
2. Provision of incentives for cacao farmers who are Participatory Guarantee System (PGS) certified.	2 farmers/year incentivized	List of farmers incentivized (.xlsx), complete with: <ul style="list-style-type: none"> ◆ Details of the farmers and their farm ◆ Type of incentive provided ◆ Amount of incentive provided ◆ Date the incentive was provided
3. Development of mechanisms to use a portion of the “Environmental Users Fee” to support cacao farmers who are contributing to ecosystem services such as soil and water conservation and carbon sequestration	At least 2 mechanisms developed	Approved copy of the guidelines or policy document of the mechanism developed (.pdf)
Intervention 5.2. Strengthen collaboration with research institutions for quantifying water regulation, carbon sequestration, and pest control through more sustainable cacao farming practices		

Activity	Target	Means of verification (including file type/s)
1. Establishment of formal partnerships with research institutions through MOUs (SUCs and municipal LGU & provincial LGU) to outline mutual goals and responsibilities (linked with Strategy 6 and Activity 1.3.1.)	At least 2 formal partnerships established	Signed copy of the partnership agreement (.pdf)
2. Strengthening collaboration to apply for grants and funding from national funds and international sources dedicated to cacao and environmental research (linked with Strategy 6 and Activity 5.2.1.)	At least 1 proposal submitted for grant application	Approved copy of the proposal submitted (.pdf), complete with details on the institution who submitted the proposal and the funding agency
Intervention 5.3. Identify opportunities for e.g. carbon or biodiversity credit both from potential investors within and outside the county.		
1. Conduct comprehensive market research to understand the current landscape of carbon and biodiversity credits	1 cacao market research developed	Approved copy of the market research (.pdf)
2. Development of partnerships with NGOs and/or Corporates committed to sustainability and conservation	Partnership developed with at least 1 NGO and/or 1 private agency per year	Signed copy of the partnership agreement (.pdf)

Strategy 6: Strengthening institutions and local policy environment

Activity	Target	Means of verification (including file type/s)
Intervention 6.1. Formalization of cacao governing institutions in support of the local government unit		
1. Strengthening of the Provincial/Municipal Cacao Council for Davao de Oro to serve as coordinating body for cacao development through a	1 SP resolution	Signed copy of the SP resolution (.pdf)

Activity	Target	Means of verification (including file type/s)
local ordinance adopting/recognizing the Provincial Cacao Council		
2. Establishment of the Municipal Cacao Council	1 SB resolution	Signed copy of the SB resolution (.pdf)
3. Creation of an Executive Order for sustainable cacao development in Province of Davao de Oro (and per Municipality), with provision on the creation of a Provincial Technical Working Group, information sharing for traceability,	1 Provincial Executive Order	Signed copy of the Provincial Executive Order (.pdf)
	EO adopted at the municipal level	Signed copy of the Municipal Executive Order (.pdf)
	2 coordinating meetings per year	Minutes of the meeting (.docx)
Intervention 6.2. Craft supportive policies for the strategies and interventions in the cacao roadmap – all these policies shall be stipulated in the EO of the province/Municipality		
1. Adoption of the plans for identified cacao expansion, rejuvenation, and rehabilitation areas for the whole Province.	1 resolution adopted in the province/municipality	Signed copy of the resolution (.pdf)
2. Acknowledgment of the established learning farm/WOW farms in municipalities and integration into annual planning and budget, monitoring the site.	1 resolution crafted and approved for each MLGU	Signed copy of the resolution (.pdf)
3. Adoption of the comprehensive training manuals on cacao agroforestry practices, postharvest protocols, and monitoring form for sustainability through a local ordinance (linked with 2.4.7., 2.5.1., and 3.1.5.)	At least 1 local ordinance	Signed copy of the ordinance (.pdf)
4. Creation of a resolution authorizing the Provincial Cacao Council to give certification to legitimate cacao growers and buyers in the province	1 resolution crafted and approved	Signed copy of the resolution (.pdf)
5. Creation of policy for the regulation of cutting of cacao trees	1 policy formulated	Signed copy of the policy (.pdf)

Activity	Target	Means of verification (including file type/s)
Intervention 6.3. Adoption of farm consolidation and clustering approach in cacao development.		
1. Conduct of information sessions on the benefits of clustering and collective action to cacao producers, buyers, and processors.	1 info session on cacao value chain per cluster conducted per year	<ul style="list-style-type: none"> ♦ Activity report (.docx or .pdf) ♦ Attendance sheets from the session (.pdf)
2. Facilitation in organizing and strengthening farmer groups. (Include organizational development)	At least 2 FCAs organized and strengthened per year;	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training (.pdf)
	4 meetings a year for updating	Minutes of the meeting (.docx or .pdf)
	2 Capacity building per year)	<ul style="list-style-type: none"> ♦ Training report (.docx or .pdf) ♦ Attendance sheets from the training (.pdf)
3. Facilitation in the formalization of farmers' association into cooperatives through registration to Cooperative Development Authority.	At least 1 FAs assisted per year	Copy of the FA's registration as a cooperative