

PRODUCTIVE PARTNERSHIPS IN AGRICULTURE PROJECT (PPAP)

(Wok poroman projek bilong strongim kopi na kakao bisnis)

Wol Beng, PNG Gavman Dipatmen bilong Agrikalsa na Laipstok, Coffee Industry Corporation, na Kakao Bod, ol i bung wantaim long stiaim dispela projek.

Singaut long ol Patnasip¹ long redim proposal²

Buk stia bilong wokim projek plen

Hap 2 bilong PPAP taimtebol

Mas 2012

¹ Patnasip (tok Inglis *partnership*) i minim sampela lain (patna) i bung wantaim long mekim wanpela wok. Narapela nem bilong patnasip long tok pisin, em i wanpela “wok poroman”.

²Tok Inglis *proposal* em i minim aplikesen.

Olgeta tok insait long dispela buk

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Tok Inglis mining bilong ol sotpela tok

CB	Cocoa Board of PNG
CFP	Call for Proposals
CIC	Coffee Industry Corporation
CPB	Cocoa Pod Borer
CV	Curriculum Vitae
DAL	Department of Agriculture and Livestock
EMP	Environmental Management Plan
ESMF	Environmental and Social Management Framework
GST	Goods and Services Tax
HIV	Human Immunodeficiency Virus
IDA	International Development Agency
IFAD	International Fund for Agricultural Development
ICC	Industry Coordination Committee
LLG	Local Level Government
M&E	Monitoring and Evaluation
NGO	Non-Government Organisation
PGK	Papua New Guinea Kina
PMU	Project Management Unit
PNG	Papua New Guinea
PP	Project Proposal
PPAP	Productive Partnerships in Agriculture Project
TAC	Technical Appraisal Committee
TOR	Terms of Reference

Seksen 1: Tok i go pas

Dispela buk em i buk stia bilong ol patnasip husat (a) i bin harim singaut bilong PPAP, (b) i bin wokim proposal pinis, na (c) PMU i bin oraitim ol wantaim proposal bilong ol, na i bin stiarim ol long redim plen bilong kamapim projek bilong ol. Yupela ol patna, harim gut dispela tok stia: Olgeta plen yu redim, olsem Bisnis plen na Plen i soim wanem wok yu bai mekim long wanem taim, ol i mas sapotim bikpela as tingting bilong PPAP:

Long kirapim wok long ol ples i gat kopi na kakao, long mekim moa gut laip bilong ol manmeri i wokim liklik bisnis long gaden kopi o kakao.

Long kamapim tru dispela as tingting, PPAP i laik strongim praivet kampani na gavman long kamapim wok poroman wantaim ol manmeri husat i wokim liklik bisnis long gaden kopi o kakao. Dispela bai helpim bisnis bilong olgeta wanwan. PPAP i laik kamapim dispela kain wok poroman long ol ples i gat kopi, na ol ples i gat kakao tu. Hop bilong PPAP em i olsem: sapos yumi kamapim gutpela wok poroman nau, ol dispela patna bai stap poroman na skruim gutpela wok i go, maski sapos taim bilong PPAP em i pinis.

Dispela buk stia em i bilong yupela ol patnasip husat bai i wok long strongim *kopi* bisnis. Taim yu raitim plen bilong yu, yu mas bekim olgeta askim i stap insait long dispela buk. Yupela i mas tokaut klia long:

1. husat i stap insait long patnasip bilong yu
2. wanem wok yu laik mekim
3. save bilong yu long mekim dispela wok
4. hau wok bilong yu bai inapim bikpela as tingting bilong PPAP
5. hau yu bai skelim wok bilong yu
6. hau yu bai helpim gutpela wok yu bin statim long i stap strong
7. hamas mani yu nidim long mekim dispela wok
8. na wanem taim yu bai mekim ol dispela wok yu bin promis long mekim.

Ol patnasip husat i stap yet insait long PPAP i stap bikos PMU i bin laikim proposal bilong ol. Tok Moa Namba 6a na 6b i soim wanem kain wok PPAP i laik sapotim, na wanem kain proposal PPAP i no laik sapotim. Long pes 46 bai yu painim Tok Moa Namba 7, Taimtebol bilong PPAP. Dispela Taimtebol i soim wanem taim olgeta wok bilong PPAP bai i kamap. Yu ken painim moa infomesen long internet pes bilong CIC, <http://www.coffeecorp.org.pg/ppap.html>.

Ritim gut olgeta seksen bilong dispela buk. Olgeta seksen bai stiarim yu long givim infomesen o tok klia long ol plen bilong yu. TAC (komiti em bai skelim plen bilong yu) bai lukluk strong long wanem wok yu laik mekim, save na strong bilong patnasip bilong yu long kamapim tru ol dispela wok, hau wok bilong yu bai kamapim tru as tingting bilong PPAP, na hau yu bai inapim wok long i stap gut na stap strong taim mani bilong PPAP i pinis. Tok Moa Namba 9 i soim yu hau TAC bai skelim ol plen bilong yu. Sapos TAC i sapotim proposal bilong yu, bihain ol bai yusim dispela skel gen long sekim wok bilong yu.

Dispela buk i soim yu rot long redim gut Bisnis Plen bilong yu, na Plen i tok long wanem wok yu bai mekim long wanem taim. Ritim gut na bihainim gut olgeta tok stia insait long dispela buk. Sampela tok stia mipela i raitim long *lindaun leta*. Taim yu redim longpela projek proposal bilong yu, yu ken rausim ol dispela tok stia mipela i raitim long lindaun leta insait long mak olsem: *[rausim dispela tok]*.

Tok stia bilong redim longpela projek proposal:

1. Proposal i noken winim 10-pela pes (fran pes, ol tebol, sampela Tok Moa, o arapela pepa yu ken putim antap). Taipim long leta sais 12 o bikpela.
2. Raitim long tok Inglis
3. Sapos ol plen i gat sampela hatpela tok, putim long stat bilong plen wanpela lista bilong ol dispela hatpela tok wantaim tok klia long mining bilong ol
4. Sapos yu laik putim piksa insait long proposal, yusim blakpela ing (blak em i mobeta long fotokopi-im). Sapos yu no inap fotokopi-im sampela foto samting, bungim long arere bilong proposal.
5. Taim yu pinisim proposal na givim long PMU, givim ol tupela kopi: wanpela long pepa, na narapela “electronic” kopi (CD, flash drive o salim long email)

Wanem bikpela samting i mas stap insait long longpela projek proposal?

- **Fran Pes (Seksan 2)**
- **Tokaut bilong Het-patna na ol Poroman-Patna (Seksan 3)**
- **Tok klia long wanem wok yu laik mekim, wanem taim yu bai mekim, na hamas mani yu nidim long mekim. Seksan 4 i go long 8** bai stiarim yu long redim ol dispela tok.
- **Tok Moa Namba 3, 4a, 8 na 11** tu i gat wok yu mas mekim. Bungim ol dispela pepa tu wantaim proposal.

Sapos yu no bihainim ol dispela tok stia taim yu redim proposal bilong yu, PMU bai i no inap skelim kwik. Ol i ken salim i kam bek long yu na askim yu long stretim. Sapos yu laik kisim helpim long redim plen bilong yu, askim ol lain bilong PMU. Ol bai helpim yu long painim wanpela saveman/meri long helpim yu.

Ol wokmanmeri bilong PPAP i gat lo i tambuim ol long soim plen bilong yu long ol manmeri i stap ausait long wok bilong PPAP. Lo bilong stiaim pasin bilong ol wokmanmeri bilong PPAP i stap long Tok Moa Namba 12.

PPAP i gat **K8million** long sapatim dispela wok long strongim kopi bisnis. **Tasol wanwan patnasip bai i no inap kisim antap long K1.46million (US\$700,000).**

“Project Implementation Manual 2” (narapela buk stia bilong Wol Benk na CIC; as tok bilong en i stiaim mipela long redim dispela buk) i tok olsem wanpela oganaisesen i gat gavman registresen i ken bosim patnasip, tasol ol bai i no inap kisim antap long 12% bilong olgeta PPAP mani insait long Komponen 2 bilong PPAP.

Yu mas redim PPAP Hap 2 proposal bipo long **14th April 2012**.

Seksen 2: Fran Pes

(Raitim tok bilong yu insait long bokis na putim dispela pes long fran bilong plen bilong yu)

De yu givim dispela plen long PMU:	
Namba bilong plen: <i>[PMU bai raitim]</i>	
Nem bilong plen bilong yu:	
Ples yu bai wokim plen bilong yu: <i>[Provins, Distrik, Viles]</i>	
Hamas taim yu bai nidim long wokim plen: <i>[no inap winim 3-pela yia]</i>	
Wanem de yu laik statim wok: <i>[noken statim wok bipo long 2-pela mun bihain long las de bilong givim plen long PMU]</i>	
Wanem de yu ting yu bai pinisim wok:	
Het-patna <i>[nem na adres]</i>	
Poroman-Patna 1 <i>[nem na adres]</i>	
Poroman-Patna 2 <i>[sapos i gat, putim nem na adres]</i>	
Poroman-Patna 3 <i>[sapos i gat, putim nem na adres]</i>	

Hau PMU bai painim pesman bilong dispela patnasip:

Nem, fon, fax na email bilong pesman bilong Het-patna	
Nem	
Taitel/Wok	
Fon namba	
Fax namba	
Email adres	

Seksen 3: Tokaut bilong Het-patna na olgeta Poroman-Patna

Tokaut bilong ol patna:

“Mipela olgeta patna insait long dispela patnasip [*raitim nem bilong patnasip bilong yupela hia*] i wanbel long dispela plen na mipela i givim long PMU bai ol i ken skelim.”

Sapos PMU i oraitim plen bilong yu, olgeta memba bilong patnasip bilong yu i mas raitim nem bilong ol long Agrimen Pepa (Lukim Tok Moa Namba 10). Mobeta yupela i ritim gut dispela Agrimen Pepa *bipo* yupela i salim proposal long PMU, bai yupela i ken save wanem ol bikpela wok dispela agrimen i tok yu mas mekim. Long Tok Moa Namba 8 yupela ol patna i mas raitim sampela infomesen moa long yupela yet.

Bipo yupela ol patnasip i salim plen bilong yu long PMU long skelim, kisim save pastaim long olgeta gutpela pasin yupela i mas bihainim sapos PMU i oraitim plen bilong yu:

- Het-patna na ol Poroman-Patna i mas tok klia long olgeta manmeri, ol husat yu bai wok wantaim ol, long:
 - as tingting bilong plen bilong yu
 - wanem wok yupela i laikim ol i mas mekim.

Ol dispela manmeri tu i mas wanbel long plen bilong yu. Taim yu toksave long ol long plen bilong yu, yu mas autim long toktok ol bai i klia long en, olsem tok pisin o tok ples. Noken paulim ol long hatpela tok.

- Olgeta manmeri long ples, ol husat i gat gaden kopi, i ken kam insait long Komponen 2 bilong PPAP. Tasol ol i ken kisim helpim long wanpela projek tasol insait long Komponen 2.
 - Ol i mas winim 18 krismas na i stap bos bilong haus, famili, gaden kopi, na mani ol i kisim long kopi bilong ol. Pikinini na ol wokboi/wokmeri nating i noken kam insait long projek.

WOK BILONG HET-PATNA

Mipela i makim [*nem bilong Pesman/meri bilong Het-patna*] olsem Pesman/meri bilong Het-patna. Em bai lukautim gut olgeta wok mipela i laik mekim. Em bai bihainim stretpela pasin, na helpim PMU long sekim wok mipela i mekim pinis.

Nem bilong Het-patna:

Nem bilong Pesman/meri bilong Het-patna:

Fon namba na adres bilong Pesman/meri bilong Het-patna:

Mak bilong Pesman/meri bilong Het-patna [*raitim nem*]:

De/mun/yia:

WOK BILONG OL POROMAN-PATNA

Mipela i makim [*nem bilong ol man o meri*] olsem ol pesman/meri bilong mipela ol poroman-patna. Ol bai helpim Pesman/meri bilong Het-patna long lukautim gut olgeta wok mipela i laik mekim. Ol bai bihainim stretpela pasin tasol. Sapos PMU o Pesman/meri bilong Het-patna i laik toktok wantaim ol, ol bai i stap redi long harim tok.

Nem bilong Poroman-Patna 1:

Nem bilong Pesman/meri bilong Poroman-Patna 1:

Fon namba na adres bilong Pesman/meri bilong Poroman-Patna 1:

Mak bilong Pesman/meri bilong Poroman-Patna 1:

De/mun/yia:

Nem bilong Poroman-Patna 2:

Nem bilong Pesman/meri bilong Poroman-Patna 2:

Fon namba na adres bilong Pesman/meri bilong Poroman-Patna 2:

Mak bilong Pesman/meri bilong Poroman-Patna 2:

De/mun/yia:

Nem bilong Poroman-Patna 3:

Nem bilong Pesman/meri bilong Poroman-Patna 3:

Fon namba na adres bilong Pesman/meri bilong Poroman-Patna 3:

Mak bilong Pesman/meri bilong Poroman-Patna 3:

De/mun/yia:

Seksen 4: Tok Klia bilong Projek

[Noken raitim moa long 5-pela pes]

1. As tingting bilong Projek

[Raitim (10-pela lain em inap) as tingting bilong dispela projek bilong yu. Hau bai yu helpim bisnis bilong yu yet, na helpim ol manmeri yu bin makim long ples tu, long strongim kopi bisnis bilong ol?]

2. Wok-mak yu laik winim

[Raitim (5-8-pela lain) sotpela tok long wok yu laik mekim na mak yu laik winim. Raitim moa insait long Tebol 1. Insait long dispela tebol, yu mas tok klia long wanem wok yu laik mekim, hau yu bai winim ol mak yu bin makim, na wanem taim yu laik winim ol dispela mak.]

3. Tok moa long wok yu laik mekim

[Raitim sampela moa long kain kain wok yu laik mekim (1.5 pes em inap). Yu ting long wok wantaim hamas ol manmeri husat i gat gaden kopi? Husat tru bai kisim gutpela kaikai long dispela wok? Ol meri i gat gaden kopi tu i ken kam insait long projek bilong yu, na bai yu helpim ol olsem wanem? Yu ting olsem wok bilong yu bai daunim sampela hevi long ples tu (olsem pasin bilong stap nating, raskol pasin, o sik-AIDS)?]

4. Hau yu bai wokim plen bilong yu

[Raitim (10-15-pela lain) sotpela tok long hau yu bai kamapim ol bikpela wok i stap insait long plen bilong yu. Husat bai lukautim dispela wok, na hau bai ol i skelim? Bai i gutpela long hap hapim wok – pinisim wanpela hap wok bipo yu statim narapela? Raitim moa insait long Tebol 2.]

5. Plen bilong mani

[Raitim plen bilong mani bilong yu insait long Tebol 3 na Tebol 4. Tok yu raitim long Tebol 3 na Tebol 4 i noken sakim tok yu raitim long Tebol 2.]

6. Toksave long wok-poroman pasin bilong dispela patnasip

[Lukim Tok Moa namba 3 na raitim infomesen bilong olgeta patna i stap insait long dispela patnasip. Hau bai yu kamapim gutpela wok-poroman pasin? Yupela i wokim kontrak namel long yupela yet o wanem? (Raitim 10-15-pela lain)]

7. Hau projek bilong yu bai miks wantaim arapela wok

[Wanem wok, olsem dispela wok nau yu laik mekim, i bin kamap pinis? Yu bin mekim dispela kain wok bipo? Wanem ol arapela lain tu i mekim wankain wok? Plen bilong yu i wankain olsem wok yu bin mekim bipo, o narapela lain i bin mekim bipo o i mekim nau, o em i narakain? (Raitim 5-10-pela lain)]

Seksen 5: Save bilong ol Patna bilong wokim dispela projek

[Raitim 1-2 pes]

Het-patna

[Raitim sotpela ripot long wanem wok yu(pela) i bin mekim bipo em i olsem dispela wok yu laik mekim nau. Save bilong yu(pela) em inap long lukautim gut dispela wok, na long inapim olgeta wok-mak yu bin putim insait long plen bilong yu? Strong bilong yupela em inap long bosim olgeta wok, na stretim kain kain hevi? Yu gat gutpela tingting long hau wok bai i stap strong taim PPAP mani i pinis? Putim CV³ bilong namba wan lidaman/meri insait long plen bilong yu (toksave bilong raitim CV i stap long Tok Moa namba 2).

Raitim liklik tok moa long wanem wok yu bai mekim long strongim save na wokpasin bilong ol manmeri, em ol husat i gat gaden kopi na yu laik wok wantaim ol.]

Ol Poroman-patna

[Raitim sotpela ripot long save na strong bilong yupela tu. Yupela i bin mekim dispela kain wok bipo? Yupela i bin wok-poroman wantaim Het-patna bipo? Sapos yes, wok yutupela i bin mekim bipo i bin kamap olsem wanem? Sapos yu no bin wok wantaim em bipo, dispela patnasip bilong yupela i bin kamap olsem wanem?]

³ CV o *Curriculum Vitae*, em minim toksave pepa bilong skul na save bilong wanpela man o meri.

Seksen 6: Ol samting nogut i ken bagarapim projek

[Noken raitim moa long ½ pes]

Raitim sotpela tok long wanem samting i ken bagarapim projek bilong yu, olsem:

- *Hevi o pait namel long ol patna*
- *Hevi o pait namel long wanpela patna na wanpela grup yu laik wok wantaim ol*
- *Hevi o pait namel long wanpela patna na komuniti i stap klostu long ples wok bai kamap long en*
- *Samting nogut long graun, wara o bus*
- *Arapela hevi yu yet yu tingim.*

Sapos kain hevi i kamap, hau bai yu stopim ol long i go bikpela? Hau bai yu stretim?

Seksen 7: Ol senis projek bai kamapim long graun, na namel long ol pipol

[Noken raitim moa long 1-pela pes]

[Raitim sotpela tok long olgeta gutpela senis na senis nogut yu ting projek em bai kamapim long graun, wara na bus, na namel long ol pipol long ples. Hau bai yu abrusim na daunim ol senis nogut? Raitim insait long Tebol 3 na 4 hamas mani yu bai nidim long abrusim na daunim senis nogut. Tok Moa Namba 4a na 4b bai stiaim yu long sekim sapos plen bilong yu bai kamapim senis nogut. Yu mas raitim tok insait long tebol i stap long Tok Moa Namba 4a na bungim wantaim plen bilong yu taim yu salim plen long PMU.]

Seksen 8: Plen bilong skruim wok taim PPAP mani i pinis

[Noken raitim moa long 1-pela pes]

[Hau bai yu strongim wok yu laik kirapim, bai em i ken i stap strong, i stap longpela taim, na i go bikpela moa? Raitim sotpela tok long wok bilong strongim mani sait na teknikal sait bilong dispela wok yu laik kirapim.]

[Sapos yu kisim PPAP mani na yu yusim long baim masin o kamapim faktori. Bihain, taim projek i pinis, we bai yu kisim mani long lukautim gut na stretim wanem samting i bagarap?]

Seksen 9: Stretpela pasin bilong lukautim PPAP mani

Olgeta PPAP patnasip i mas opim nupela akaun long benk. Dispela akaun em i bilong PPAP wok tasol. Oltaim yu mas bihainim stretpela pasin bilong lukautim mani: holim olgeta toksave pepa beng i redim long mani i go i kam long akaun; holim olgeta risit; larim PMU long sekim akaun na risit sapos ol i laik; na redim olgeta pepa PMU i laik lukim taim yu askim ol long givim narapela hap mani long yu. Taim yu redim plen bilong yu, noken lusim tingting long raitim tok insait long tebol long Tok Moa namba 11, "Taimtebol bilong tilim PPAP mani".

Het-patna mas makim wanpela kuskus (ol PPAP lain i mas oraitim em) long sekim olgeta akaun bilong patnasip. Em i mas pinisim wok bilong sekim akaun bilong 2012 bipo long Mas 2013, na soim wok bilong en long PMU bipo long 30 Jun 2013.

Patnasip i ken kisim sampela PPAP mani (noken winim 30%) bipo ol i statim wok. Tasol Het-patna i mas soim PMU hau em bai yusim dispela mani: em i mas redim wanpela lista bilong olgeta wok em bai mekim wantaim dispela mani, na putim prais bilong wanwan samting long lista (hamas standet prais na hamas GST). Yu mas soim PMU olsem yu bai yusim PPAP mani olsem yu bin tok long projek proposal; noken senisim tingting na yusim long laik bilong yu.

Taim PMU i redi long tilim namba wan hap mani long yu, ol bai sekim mani plen na wok plen bilong yu, na lista bilong wok yu laik mekim wantaim dispela mani. Taim yu pinisim 70% bilong dispela mani, (yu mas holim risit bilong olgeta samting yupela i baim), Lida bilong yupela ol Patna i ken aplai long kisim narapela hap mani. Em i mas raitim wanpela ripot long hau yupela i bin yusim dispela mani, na hau wok i bin kamap. PMU bai givim stia pepa long em long helpim em long redim mani ripot. Em i mas redim ripot na aplikesen bilong kisim narapela hap mani long kompyuta na givim lektronik kopi long PMU. Taim PMU i kisim dispela ripot na aplikesen, ol bai kam sekim wok. Sapos olgeta samting i kamap gut, PMU bai tilim narapela hap PPAP mani long yupela.

Lida bilong yupela ol Patna i mas salim ripot i kam long PMU long taim stret taimtebol i tok, na ripot i mas tok klia long wanem wok patnasip i bin mekim wantaim mani yupela i bin kisim pinis (olsem kain kain wok didiman).

PMU bai glasim gut Het-patna na olgeta poroman-patna. Ol bai sekim olgeta samting patnasip i wokim (olsem kopi plantesen, neseri o narapela wok).

Seksen 10: Hap mani Patnasip yet i mas givim

Ol Patna i mas putim sampela mani bilong ol yet long kamapim projek bilong ol. Ol i mas putim moa long 5% “cash” mani, long soim olsem ol i laikim tru long kamapim projek bilong ol. Ol i mas putim dispela mani bipo ol i ken aplai long kisim namba tu hap PPAP mani. Olsem Namba 1 Buk Stia bilong PPAP i tok, sampela patnasip i no inap kisim mani antap long 70% bilong prais bilong projek, na sampela i no inap kisim antap long 80%.

Seksen 11: Ol Tebol

Tebol 1: Tok Klia bilong projek

Yu laik kamapim wanem gutpela wok? <i>[Raitim olgeta gutpela samting yu laik kamapim olsem yu bin raitim insait long proposal ripot]</i>	Wok bilong yu bai kamapim wanem gutpela samting? <i>[Raitim olgeta gutpela samting wanwan wok yu laik mekim em bai kamapim]</i>	Bai yu mekim wanem kain wok? <i>[Raitim olgeta wok bai yu mekim long kamapim ol dispela gutpela samting]</i>	Hamas gutpela samting bai yu kamapim? <i>[Raitim mak o namba bilong ol dispela gutpela samting yu laik kamapim]</i>	Dispela wok bai helpim husat? <i>[Raitim nem bilong ol manmeri o grup dispela projek bai helpim ol]</i>	Husat bai stiarim dispela wok? <i>[Raitim nem bilong husat bai go pas long/stiaim dispela wok]</i>	Husat bai sekim na skelim dispela wok? <i>[Raitim nem bilong husat bai sekim na skelim ol dispela wok]</i>

Tebol 2: Taimtebol bilong kirapim wok bilong projek (long wanwan tripela-mun; noken winim 3-pela yia)

	Wok yu laik mekim	Yia 1 3-pela mun 1	Yia 1 3-pela mun 2	Yia 1 3-pela mun 3	Yia 1 3-pela mun 4
	<i>(Wok namba 1)</i>	<i>(Mun, yia)</i>			
	<i>(Wok namba 2)</i>		<i>(Mun, yia)</i>		
		Yia 2 3-pela mun 1	Yia 2 3-pela mun 2	Yia 2 3-pela mun 3	Yia 2 3-pela mun 4
		Yia 3 3-pela mun 1	Yia 3 3-pela mun 2	Yia 3 3-pela mun 3	Yia 3 3-pela mun 4

Tebol 3: Hamas mani yu nidim long kamapim wok long wanwan 3-pela mun

Raitim insait long bokis bilong tebol hamas mani yu nidim long kamapim wok long wanwan 3-pela mun. Raitim hamas yu laikim PPAP bai givim, na hamas wanwan patna bai givim.

Wok yu laik mekim	Yia 1 3-pela mun 1	Yia 1 3-pela mun 2	Yia 1 3-pela mun 3	Yia 1 3-pela mun 4
<i>(Wok namba 1)</i>	Hamas mani			
<i>(Wok namba 2)</i>		Hamas mani		
Hamas olgeta long Yia 1				
Hamas wanwan bai givim long Yia 1				
Het-patna				
Poroman-Patna 1				
Poroman-Patna 2				
Poroman-Patna 3				
PPAP				
Hamas olgeta i givim long Yia 1				
Wok yu laik mekim	Yia 2 3-pela mun 1	Yia 2 3-pela mun 2	Yia 2 3-pela mun 3	Yia 2 3-pela mun 4
<i>(Wok namba 1)</i>	Hamas mani			
<i>(Wok namba 2)</i>		Hamas mani		
Hamas olgeta long Yia 2				

Hamas wanwan bai givim long Yia 2				
Het-patna				
Poroman-Patna 1				
Poroman-Patna 2				
Poroman-Patna 3				
PPAP				
Hamas olgeta i givim long Yia 2				
Wok yu laik mekim	Yia 3 3-pela mun 1	Yia 3 3-pela mun 2	Yia 3 3-pela mun 3	Yia 3 3-pela mun 4
<i>(Wok namba 1)</i>	Hamas mani			
<i>(Wok namba 2)</i>		Hamas mani		
Hamas olgeta long Yia 3				
Hamas wanwan bai givim long Yia 3				
Het-patna				
Poroman-Patna 1				
Poroman-Patna 2				
Poroman-Patna 3				
PPAP				
Hamas olgeta i givim long Yia 3				

Tebol 4: Mani plen (PNG Kina prais bilong wanwan samting)

Nem bilong wanwan samting yu nidim long kamapim wok bilong projek		Prais bilong dispela samting	Hamas bilong dispela samting yu nidim	Hamas olgeta long baim dispela samting	Husat bai givim mani (PNGK) long baim dispela samting				Prais bilong dispela samting/Olgeta mani PPAP i givim long kamapim dispela wok (%)
					Het-patna	Poroman-Patna 1	Poroman-Patna 2	PPAP	
	1.Ol samting yu nidim long kirapim projek								
A	Kago samting								
	<i>Ol tul na masin</i>								
	<i>Simen, ston, wesana, ain, diwai etc</i>								
	<i>Disel</i>								
	<i>Narapela samting</i>								
	Olgeta kago samting								
B	Wokman bilong mekim wok olsem redim graun na sanapim haus								
C	Spesol save (save ol patna yet i no gat)								
	<i>Saveman/meri</i>								
	<i>Trening o wokso</i>								
	Olgeta spesol save								
D	Wok tenkyu								

E	2. Mani bilong kirapim wok⁴								
	Komunikesens								
	Pawa, wara								
	Pepa na arapela samting bilong opis								
	Mani bilong raun long ka								
	Narapela samting								
F	3. Kuskus bilong sekim patnasip beng akaun olgeta yia								
Hamas olgeta									

⁴ Yu mas yusim PPAP mani long PPAP projek tasol. Em i tambu long yusim PPAP mani long narapela samting.

Tebol 5: Plen bilong baim ol samting yu nidim long kamapim wok

Tok Moa Namba 1 bai stiaim yu long raitim tok insait long dispela tebol. Tok Moa Namba 1 i tok long stretpela pasin bilong baim samting.

Samting yu mas baim	Yu ting dispela samting bai kostim hamas (PNGK)?	Rot bilong baim dispela samting	Wanem taim yu nidim dispela samting? (Wanem 3-pela mun long wanem yia)
<i>Kago samting</i>			
<i>Wokman bilong mekim wok olsem redim grauna sanapim haus</i>			
<i>Spesol save (save ol patna yet i no gat)</i>			
HAMAS OLGETA			

[Stia tok: Wanem tok yu raitim hia long Tebol 5 i noken sakim tok yu raitim long Tebol 2 na Tebol 3]

[Dispela plen bilong baim samting bai stap insait long Patnasip Agrimen. Olgeta patnasip i mas bihainim Patnasip Agrimen na kamapim plen bilong ol olsem ol i promis. Em bai gutpela sapos ol patna, bipo ol i raitim nem bilong ol long Patnasip Agrimen, ol i lukim gen dispela plen sapos ol i laik senisim wanpela samting.]

Seksen 12: Olgeta Tok Moa

Tok Moa Namba 1: Tok stia bilong stretpela pasin bilong baim samting

Sapos PMU i oraitim projek proposal bilong yupela, yu mas bihainim dispela tok stia taim yu baim olgeta samting yu nidim long kirapim wok. Dispela tok stia bai skulim yu long stretpela pasin bilong baim:

1. kago samting,
2. wokman bilong mekim wok olsem redim graun na sanapim haus
3. spesol save ol patna yet i no gat.

Tok lukaut: PMU bai sekim pasin bilong yu taim yu baim ol dispela samting!

Noken rausim oda pepa o risit yu bin redim o kisim taim yu bin baim samting bilong projek, inap long tupela yia bihain long de Patnasip Agrimen i pinis.

1. STREPELA PASIN BILONG BAIM KAGO SAMTING

“Kago samting” em i minim tul, masin, samting bilong bildim haus – olgeta kain kain stua kago yu nidim long kamapim projek bilong yu.

I gat tripela pasin bilong baim samting:

- a) Painim saplaia i gat gutpela prais (noken wari long raun raun na kisim quote⁵)
- b) Kisim 3-pela quote
- c) Pasin bilong tenderim (em pasin bilong askim ol saplaia long traim long winim kontrak long saplaim dispela kago long yu)

Sapos yu ting prais bilong kago yu nidim em bai winim K25,000, orait yu mas kisim 3-pela quote. Na sapos ol quote yu kisim i winim K500,000, yu mas tenderim.

1.1 Pasin bilong painim saplaia i gat gutpela prais

Yu ken bihainim dispela pasin sapos (a) prais bilong dispela kago i no winim K25,000, na (b) sapos prais bilong saplaia yu makim em i no antap long prais bilong ol arapela saplaia i gat dispela kago.

Bihainim olsem:

1. **Redim lista bilong olgeta kago samting yu nidim** (olsem yu raitim long Tebol 5, Plen bilong baim ol samting). PMU bai givim oda pepa long yu. Arere long nem bilong kago yu laikim, raitim *hamas* yu laikim, na *wanem kain stret* bilong dispela samting yu laikim (sapos saplaia i gat planti kain).

⁵ “Quote” em i tok Inglis, em minim *prais* wanpela saplaia i askim long sampela kago em i gat, o *pe* wanpela kampani o wokman/meri i askim long mekim wanpela wok.

2. **Askim saplaia long redim quote.** Lista yu givim saplaia i mas klia tru long olgeta kago yu laik baim. Sapos olsem, saplaia bai inap long redim stretpela quote kwiktaim.
3. **Sekim na skelim quote.** Sekim gut nogut saplaia i paulim wanpela samting. Na skelim prais: em i orait o em i dia tumas?
4. **Odaim kago** sapos prais i orait. Askim saplaia long redim kago.
5. **Kisim kago na sekim.** Kisim risit na raitim long en sapos olgeta kago i stap. Putim risit long wanpela ples we yu no inap lusim tingting long en.

1.2 Pasin bilong kisim 3-pela quote

Bihainim dispela pasin sapos prais bilong kago yu laik baim em i namel long K25,000 na K500,000. PMU bai givim oda pepa long yu. Sapos prais i winim K200,000, PMU mas sekim pasin bilong yu bipo yu givim kontrak. Sapos prais i aninit long K200,000, PMU bai sekim bihain.

Bihainim olsem:

1. **Redim lista bilong olgeta kago samting yu nidim** (olsem yu raitim long Tebol 5, Plen bilong baim ol samting). Arere long nem bilong samting yu laikim, raitim *hamas* yu laikim, na *wanem kain stret* bilong dispela samting yu laikim (sapos i gat planti kain). Sapos yu raitim klia tru, ating saplaia i ken redim olgeta samting stret.
2. **Kisim quote long 3-pela (o antap long 3-pela) saplaia.** Mobeta yu askim 4-pela o 5-pela, olsem na bai yu kisim 3-pela gutpela quote. Sapos yu inap kisim 2-pela quote tasol, yu mas raitim ripot long wanem yu no kisim 3-pela. Taim yu askim saplaia long redim quote, putim olgeta infomesen klia tru, olsem na ating em bai redim stret.
3. **Skelim ol quote na givim kontrak long saplaia prais bilong en em i daun moa.** Patnasip i mas kamapim wanpela komiti long skelim ol quote. Komiti mas i gat 3-pela memba (o antap long 3-pela). Komiti i mas bihainim stretpela pasin bilong skelim, na yusim wanpela skel tasol long skelim olgeta quote. Sapos olgeta samting long quote i stret, orait, komiti i mas givim kontrak long saplaia prais bilong en em i daun moa. Komiti i mas raitim ripot long wanem ol makim dispela saplaia stret, na i no givim kontrak long ol arapela. Olgeta memba bilong komiti mas raitim nem bilong ol long dispela ripot, na ol i mas holim ripot wantaim olgeta quote, bikos bihain PMU na kuskus bai sekim.
4. **Odaim kago.** Tokim saplaia, em komiti i bin makim, na givim kontrak long em. Redim olgeta samting long karim kago i go long ples bilong wok. Salim toksave long olgeta saplaia na ol poroman-patna long husat i bin winim kontrak.
5. **Kisim kago na sekim.** Kisim risit na raitim long en sapos olgeta kago i stap. Putim risit long wanpela ples we yu no inap lusim tingting long en.

1.3 Pasin bilong tenderim

Bihainim dispela rot sapos pe bilong kago bai winim PNGK 500,000. Putim long niuspepa wanpela toksave i askim ol saplaia long aplai long winim kontrak long saplaim ol dispela kago. PMU bai givim tok stia pepa long yu, na bai i helpim yu taim yu mekim dispela wok. Ol bai givim dispela pepa long yu bipo yupela i raitim nem bilong yu long Patnasip Agrimen.

Bihainim olsem:

- 1. Raitim long tender toksave wanem kago samting yu nidim.** Redim olgeta pepa bilong tender, olsem: pepa saplaia bai yusim long redim quote; kontrak toksave; lista bilong olgeta kago yu nidim; na toksave bilong taim kago i mas redi.
- 2. Putim tender toksave long niuspepa.** Yu ken putim long redio tu. Toksave i mas klia long olgeta kago yu laik baim, wanem taim na ples yu laik kisim, opis we ol saplaia i mas salim aplikesen, na las de bilong kisim aplikesen.
- 3. Opim ol aplikesen, skelim, na givim kontrak long saplaia, prais bilong en em i daun moa.** Bihain long las de bilong kisim aplikesen, bungim Komiti bilong skelim (komiti mas i gat 3-pela memba, o antap long 3-pela). Askim pesman bilong ol saplaia i bin salim aplikesen (wantaim pesman bilong ol patna tu) long kam glasim wok bilong komiti. Komiti i mas bihainim stretpela pasin bilong skelim, na yusim wanpela skel tasol long skelim olgeta quote. Sapos wanpela aplikesen i no stret, komiti i mas raitim klia long ripot bilong wanem em i no stret. Rausim na skelim ol stretpela aplikesen tasol. Makim saplaia, prais bilong en em i daun moa: em bai kisim kontrak. Salim toksave long olgeta saplaia na ol poroman-patna long husat i bin winim kontrak. Komiti i mas raitim ripot long wok bilong ol, na holim olgeta aplikesen. Bihain PMU na kuskus bai sekim.
- 4. Odaim kago.** Tokim saplaia, em komiti i bin makim, olsem em i bin winim kontrak, na givim kontrak long em. Redim olgeta samting long karim kago i go long ples bilong wok. Salim toksave long olgeta saplaia na ol poroman-patna long husat i bin winim kontrak.
- 5. Kisim kago na sekim.** Kisim risit na raitim long en sapos olgeta kago i stap. Putim risit long wanpela ples we yu no inap lusim tingting long en.

2. STREPELA PASIN BILONG BAIM WOKMAN LONG MEKIM WOK OLSEM STRETIM GRAUN NA BILDIM SAMTING

Dispela tok bai stiaim yu long bihainim stretpela pasin bilong painim wokman long mekim bikpela wok, olsem wok bilong stretim graun, sanapim haus, o stretim olupela bilding o bilding i bagarap.

2.1 Pasin bilong painim kampani o wok lain i gat gutpela prais

Bihainim dispela pasin sapos (a) pe bilong wok bai i aninit long PNGK 125,000, na (b) kampani o wok lain yu makim long mekim dispela wok ol i gat gutpela save long dispela wok.

Bihainim olsem:

1. **Redim toksave long wok yu laik mekim.** Putim piksa, lista na tebol long helpim ol i kamap klia tru long wok yu laik mekim.
2. **Painim gutpela kampani na askim bos long redim quote.** PMU bai givim stia pepa long yu bilong kisim quote. Yusim dispela pepa tasol. Givim taim long kampani bos inap long em i ken redim quote.
3. **Skelim quote.** Raitim sotpela ripot long pasin bilong yu bilong opim na skelim quote, na holim dispela ripot. Sapos prais i gutpela, givim kontrak long dispela kampani.
4. **Givim kontrak long kampani.** Tokim kampani bos olsem yu orait long prais bilong em, na yu bai givim dispela wok long em.
5. **Lukautim na stiaim wok.** Sekim gut olgeta wok. Taim ol wokmanmeri i pinisim wok, sapos olgeta wok i stret, givim setifiket long kampani bos. Tasol sapos PMU tu i laik sekim wok pastaim, givim setifiket long kampani bos bihain.

2.2 Pasin bilong kisim 3-pela quote

Bihainim dispela pasin sapos pe bilong wok bai i namel long K125,000 na K500,000. Sapos pe bilong wok bai i winim K200,000, PMU mas sekim pasin bilong yu bilong kisim na skelim quote bipo yu givim kontrak. PMU bai givim yu stia pepa long stretpela pasin bilong kisim na skelim quote. Sapos pe bilong wok i aninit long K200,000, PMU bai sekim pasin bilong yu bihain.

Bihainim olsem:

1. **Redim toksave long wok yu laik mekim.** Em bai gutpela sapos plen bilong yu i gat stia tok wantaim piksa bilong soim klia tru olgeta wok yu laik kirapim.
2. **Askim 3-pela (o antap long 3-pela) kampani (ol husat i gat gutpela nem) long redim quote.** PMU bai givim stia pepa long yu bilong kisim quote. Yusim dispela pepa tasol. Sapos yu inap kisim 2-pela quote tasol, yu mas raitim ripot long wanem yu no inap kisim 3-pela. Givim taim long ol kampani inap long ol i ken redim stretpela quote.
3. **Skelim ol quote na sapos ol i stret, makim kampani prais bilong en em i daun moa.** Ol patna i mas bungim komiti bilong skelim quote. Komiti i mas i gat 3-pela o antap long 3-pela memba. Komiti i mas skelim gut olgeta quote. Sapos komiti i luksave olsem wanpela kampani i no inap mekim gut dispela wok, ol i mas rausim aplikesen bilong dispela kampani, maski prais em i askim, na skelim ol arapela tasol. Orait, sapos ol arapela aplikesen i stret, komiti i mas makim kampani prais bilong en em i daun moa. Komiti bilong skelim quote i mas raitim ripot long wok bilong bilong ol. Komiti i mas holim dispela ripot wantaim olgeta quote ol i bin kisim. Bihain PMU na kuskus bai sekim.
4. **Givim kontrak.** Tokim bos bilong kampani komiti i bin makim olsem quote bilong en i bin win, na givim kontrak long em. Redim olgeta samting long ples we wok bai kamap, bai dispela kampani i ken statim wok. Salim toksave long ol patna na ol arapela kampani husat i bin redim quote, long wok bilong komiti.

5. **Lukautim na stiaim wok.** Ol patna i mas glasim wok bilong kampani, na sekim olsem olgeta wok i kamap stret. Taim olgeta samting i kamap stret na wok i pinis, givim setifiket long kampani bos. Tasol sapos PMU tu i laik sekim wok pastaim, givim setifiket long kampani bos bihain.

2.3 Pasin bilong tenderim wok

Bihainim dispela rot sapos pe bilong kontrak em i winim PNGK 500,000. Putim toksave long kontrak long niuspepa. Toksave i mas askim ol kampani, em ol husat inap mekim dispela kain wok, long aplai long kisim kontrak. PMU bai stiaim yu long dispela wok. Bihainim tok bilong ol na raitim ripot long pepa ol bai givim yu. Ol bai givim yu ol dispela pepa yu bai nidim bipo long yupela i raitim nem bilong yu long Patnasip Agrimen.

Bihainim olsem:

1. **Redim olgeta pepa bilong tender.** Olsem: pepa kampani bai yusim long redim quote; kontrak toksave; toksave bilong wok kampani i mas mekim na hamas samting ol bai nidim long mekim wok, na hau stret ol i mas mekim. PMU bai sekim ol dispela pepa bipo yu putim tender toksave long niuspepa.
2. **Putim tender toksave long niuspepa.** Sapos yu laik, putim toksave long radio tu. Toksave i mas klia tru long: wanem wok yu laikim ol dispela kampani i mas mekim, wanem taim na ples ol bai mekim, opis we ol i mas salim aplikesen, na las de bilong kisim aplikesen.
3. **Opim ol aplikesen, skelim, na makim kampani prais bilong en em i daun moa.** Bihain long las de bilong kisim aplikesen, bungim Komiti bilong skelim (komiti mas i gat 3-pela memba, o antap long 3-pela). Askim pesman bilong ol kampani i bin salim aplikesen (wantaim pesman bilong ol patna tu) long kam glasim wok bilong komiti. Komiti i mas bihainim stretpela pasin bilong skelim, na yusim wanpela skel tasol long skelim olgeta quote. Sapos wanpela aplikesen i no stret, komiti i mas raitim klia long ripot bilong wanem em i no stret. Rausim na skelim ol stretpela aplikesen tasol. Makim kampani, prais bilong en em i daun moa: em bai kisim kontrak. Salim toksave long olgeta saplaia na ol poroman-patna long husat i bin winim kontrak. Komiti i mas raitim ripot long wok bilong ol, na holim olgeta aplikesen. Bihain PMU na kuskus bai sekim.
4. **Redim na givim kontrak.** Givim kontrak long bos bilong kampani i bin winim tender. Redim olgeta samting long ples we wok bai i kamap, bai kampani i ken redi long statim wok. Salim toksave long olgeta arapela kampani na ol poroman-patna long husat i bin winim kontrak.
5. **Lukautim na stiaim wok.** Ol patna i mas glasim wok bilong kampani, na sekim olsem olgeta wok i kamap stret. Taim olgeta samting i stret na wok i pinis, givim setifiket long kampani bos. Tasol sapos PMU i laik sekim wok pastaim, givim setifiket long kampani bos bihain.

3. STREPELA PASIN BILONG KISIM SAVEMANMERI LONG SAPOTIM WOK BILONG YU

Sapos patnasip i sot long spesol save, yupela i ken kisim savemanmeri long saptim wok, olsem: ol i ken glasim/sekim wok; stiaim wok; plenim na kamapim spesol wok; na wokim spesol trening.

Sapos yu i laik kisim saptot bilong savemanmeri, bihainim olsem mipela i soim yu daunbilo.

A. Wanpela saveman/meri tasol

3.1 Wanpela Saveman/meri

Yu ken givim kontrak long wanpela saveman/meri sapos wok i nidim save na stia bilong em, na wanpela saveman/meri tasol em inap.

Bihainim olsem:

- 1. Tingim wanem save na saptot yu nidim.** Tingim olgeta wok yu laikim dispela saveman/meri i mas mekim, na wanem/hamas taim yu bai nidim em. Redim wanpela toksave long olgeta wok em bai mekim, na olgeta ripot em i mas raitim. PMU bai givim stia pepa long yu long helpim yu long redim dispela toksave.
- 2. Painim 3-pela (o antap long 3-pela) savemanmeri,** em ol i gat wanem save yu nidim. Ringim ol o salim email o pas long ol, na askim ol sapos ol i laik helpim yu. Sapos ol i laik, askim ol long salim CV bilong ol i kam long yu. CV bai soim skul, setifiket, na save bilong ol, na wanem wankain wok ol i bin mekim bipo. Sapos yu painim 2-pela tasol, raitim ripot long wanem yu no inap painim 3-pela. Holim dispela ripot.
- 3. Makim saveman/meri, em husat i gat moa save long dispela wok.** Askim em hamas pe em bai askim long mekim dispela wok: pe bilong em yet, mani bilong helpim wokabout bilong en, mani bilong baim geshaus sapos wokples em i longwe long haus bilong en, na mani bilong baim wanem ol arapela samting em i nidim. Raitim sotpela ripot long hau yu bin makim dispela saveman/meri tasol. Holim dispela ripot; bihain, PMU na kuskus bai sekim.
- 4. Redim na givim kontrak long saveman/meri yu bin makim.** Tokim em olsem yu makim em long mekim dispela wok. Redim kontrak na givim long em, na stretim olgeta samting bai em i ken statim wok. Tokim ol arapela savemanmeri na ol poroman-patna tu olsem husat i winim kontrak, na long wanem as em i winim.
- 5. Lukautim wok bilong en.** Glasim wok bilong en, kisim olgeta ripot bilong en (olsem kontrak i tok em i mas raitim), na skelim gut ol dispela ripot.

B. Kampani (o NGO) i gat spesol save

3.2 Pasin bilong baim save bilong kampani o NGO (sapos prais em i aninit long K250,000)

Sapos prais bilong wok kampani bai mekim, em i aninit long K250,000, yupela yet i ken makim wanpela kampani long mekim dispela wok sapos save bilong ol i gutpela, na prais bilong ol i no antap long ol arapela kampani i save mekim dispela wok.

Bihainim olsem:

1. **Tingim wanem save na sapot yu nidim.** Tingim olgeta wok yu laikim dispela kampani i mas mekim, na wanem/hamas taim yu bai nidim ol. Redim wanpela toksave long olgeta wok ol bai mekim, na olgeta ripot ol i mas raitim. PMU bai givim stia pepa long yu long helpim yu long redim dispela toksave.
2. **Askim kampani long redim proposal, na prais bilong wok bilong ol.** Yusim stia pepa bilong askim kampani long redim quote PMU i bin givim yu. Givim taim long ol long redim gutpela proposal na quote.
3. **Skelim proposal na prais bilong ol.** Sekim sapos ol bai mekim tru wok yu nidim – nogut ol i paul o ol i giamanim yu na mekim wok yu no nidim. Sekim prais bilong ol, na olgeta tok insait long proposal bilong ol. Raitim sotpela ripot long hau yu bin sekim. Sapos proposal i gutpela long ai bilong yupela, yu ken givim kontrak long ol.
4. **Redim na givim kontrak.** Tokim kampani bos olsem yu bin oraitim proposal bilong ol. Redim kontrak na givim long em. Salim toksave long olgeta patna long dispela kampani i kisim kontrak.
5. **Lukautim wok bilong ol na kisim ripot bilong ol.** Sekim wok bilong dispela kampani. Ol i mas mekim olgeta wok kontrak i tok ol i mas mekim. Kisim, na skelim gut ripot bilong ol tu, olsem kontrak i tok ol i mas raitim.

3.3 Pasin bilong baim save bilong kampani o NGO (sapos prais em bai i antap long K250,000)

Sapos prais bilong wok kampani bai mekim, em i antap long K250,000, ol kampani husat i laik mekim dispela wok i mas resis long kisim kontrak. PMU bai givim yu pepa yu ken givim kampani long redim proposal na quote bilong ol (PMU bai givim kain kain pepa olsem long yu bipo yupela i raitim nem bilong yu long Patnasip Agrimen). Ol kampani i wokim proposal i mas i gat gutpela save long mekim dispela wok. Yu mas givim kontrak long kampani i gat gutpela save, na prais bilong en em i aninit long prais bilong ol arapela kampani i gat wankain save. PMU bai glasim wok bilong yu bilong skelim proposal na givim kontrak. Taim komiti i pasim tok long wanem kampani bai kisim kontrak, PMU tu i mas wanbel.

Bihainim olsem:

1. **Tingim wanem sapot na save yu nidim.** Tingim olgeta wok yu laikim dispela kampani i mas mekim, na wanem/hamas taim yu bai nidim ol. Redim toksave long olgeta wok ol i mas mekim, na olgeta ripot ol i mas raitim. Redim pepa bilong askim ol long wokim proposal. Bipo yu salim dispela pepa long ol, PMU i mas sekim.
2. **Painim 3-pela (o antap long 3-pela) kampani,** em ol i gat gutpela save long mekim dispela wok, na ol i laik joinim projek bilong yu. Sapos yu laik, yu ken putim toksave bilong kontrak long niuspepa o redio. Toksave i mas klia long olgeta wok ol i mas mekim, na wanem ples na taim yu bai nidim ol. Na tu, toksave i mas i gat nem, fon namba, adres, na email bilong yupela, na las de bilong kisim proposal.
3. **Askim ol long redim proposal.** Salim olgeta pepa kampani i nidim long redim proposal. Givim taim long ol inap long ol i ken redim gut.

4. **Skelim proposal na prais bilong ol.** Sapos proposal i gutpela, makim “orait”, na givim long komiti bai ol i ken skelim. Sapos proposal i nogut, noken givim long komiti. Makim 3-pela (o antap long 3-pela) patna long kamapim komiti bilong skelim. Komiti i mas skelim ol gutpela proposal na raitim ripot long mak ol i givim ol, na givim dispela ripot long PMU. PMU i mas sekim ripot bilong komiti, na sapos olgeta samting i stret, ol bai oraitim.
5. **Givim kontrak** long kampani husat i gat gutpela plen, na prais bilong en em i aninit long prais bilong ol arapela kampani husat i bin wokim gutpela plen. Taim komiti i pasim tok long givim kontrak long dispela kampani, ol i mas raitim ripot long as bilong wanbel bilong ol. Noken tromwe wanpela proposal o quote. Ol i mas i stap sapos i gat nid long sekim.
6. **Lukautim wok bilong ol na kisim ripot bilong ol.** Sekim wok bilong dispela kampani. Ol i mas mekim olgeta wok kontrak i tok ol i mas mekim. Kisim, na skelim gut ripot bilong ol tu, olsem kontrak i tok ol i mas raitim.

Tok Moa Namba 2: Tok stia bilong redim CV⁶ bilong ol Patna

Wok bilong yu insait long dispela patnasip:

Nem bilong yu:

Wok bilong yu:

De/mun/yia mama i bin karim yu:

Hamas taim yu bin wok wantaim dispela kampani:

Kantri bilong yu:

Olgeta wok patnasip i givim yu:

Save bilong yu long mekim dispela wok:

Raitim wanem trening na wok yu bin mekim bipo em bai helpim yu long mekim dispela wok. Raitim olgeta taim na ples yu bin mekim dispela kain wok bipo, na sapos yu bin bosim dispela wok o yu wokman tasol na yu bin kisim stia long bos bilong yu. Raitim samting olsem ½ pes.

Edukesen bilong yu:

Raitim wanem skul yu bin kisim long bikskul o yunivesiti. Raitim nem bilong skul, yia yu bin i stap long en, na wanem setifiket yu bin kisim. Raitim samting olsem ¼ pes.

Wanem wok yu bin mekim bipo:

Raitim wanem wok yu mekim nau, na bihain raitim wanem wok yu bin mekim bipo, i go bek long taim yu bin lusim skul na statim wok. Raitim tu wanem yia na wanem ples yu bin mekim dispela wok, na wanem kampani o dipatmen yu bin wok wantaim ol. Tok klia long wanem wok yu bin mekim bipo em i wankain olsem dispela wok nau yu laik mekim wantaim patnasip. Sapos yu bin mekim sampela wok bipo na yu bin kisim ripot long wok yu bin mekim, putim ripot insait long CV tu. Raitim samting olsem 2-pela pes.

Ol tok ples yu save harim na tokim:

Raitim olgeta tok ples yu ken harim na tokim. Raitim mak bilong save bilong yu: em i gutpela tumas o i no gutpela tumas?

Tok tru:

⁶ CV o *Curriculum Vitae*, em minim toksave pepa bilong skul na save bilong wanpela man o meri.

Mi [*raitim nem bilong yu daunbilo*] tok tru antap olsem: ol dispela samting mi bin raitim long save na edukesen bilong mi na wok mi bin mekim, ol i tru.

Raitim mak bilong yu hia:

De/mun/yia:

Raitim trupela nem bilong yu hia:

Raitim nem bilong pesman bilong yu:

Tok Moa Namba 3: Nem, adres, fon, email na arapela infomesen bilong ol Patna

Het-patna

Nem bilong kampani o grup husat i go pas long dispela patnasip

Nem, adres, fon, email na wok bilong man o meri husat bai i stap pesman/meri bilong dispela patnasip, na bai wok wantaim PMU.

Nem, adres, fon, email na wok bilong man o meri husat bai i stap hetman/meri bilong stiaim wok poroman bilong ol patna insait long dispela patnasip.

Poroman-Patna 1

Nem bilong kampani o grup

Nem, adres, fon, email na wok bilong ol hetmanmeri bilong dispela kampani o grup.

Nem, adres, fon, email na wok bilong pesman/meri bilong dispela grup husat bai wok wantaim PMU.

Hamas manmeri i gat gaden kopi i stap insait long dispela grup.

Ples bilong dispela grup (Viles, LLG, Distrik, Provins)

Poroman-Patna 2

Nem bilong kampani o grup

Nem, adres, fon, email na wok bilong ol hetmanmeri bilong dispela kampani o grup.

Nem, adres, fon, email na wok bilong pesman/meri bilong dispela grup husat bai wok wantaim PMU.

Hamas manmeri i gat gaden kopi i stap insait long dispela grup.

Ples bilong dispela grup (Viles, LLG, Distrik, Provins)

Poroman-Patna 3 (sapos i gat, raitim infomesen bilong ol tu)

Tok Moa Namba 4a: Pepa bilong sekim sapos wok bilong yu bai lukautim gut graun, na lukautim gut sindaun bilong ol pipol.

Ol dispela askim insait long ol tebol i stap daunbilong bai helpim yu long skelim sapos projek bilong yu bai kamapim sampela samting nogut long:

- Graun (graun stret, wara, bus, ol wel abus, pisin, pis na binatang)
- Sindaun bilong ol manmeri long ples we wok bai kamap.

Ol bikpela askim bilong projek bilong yu i olsem:

- Dispela ples yu makim long kamapim projek, em i gutpela ples long kamapim dispela kain wok, o i luk olsem dispela wok bai bagarapim sampela samting (olsem graun, wara, bus)?
- Wok bilong projek bai kisim o tekeweim sampela samting long dispela ples (olsem ston, graun, diwai, wara), na sapos yu mekim olsem, i gat sampela samting nogut i ken kamap?
- Wok bilong projek bai lusim sampela samting long graun, wara o win, na sapos yu mekim olsem, i gat sampela samting nogut i ken kamap?
- Klostu olgeta manmeri insait long dispela komuniti i sapatim dispela projek o nogat?
- Dispela projek i ken kamapim wanem kain hevi namel long ol manmeri long dispela komuniti? Sapos hevi i kamap, hau bai yu stretim?

Tok Moa Namba 4b i soim yu sampela rot bilong abrusim na daunim ol samting nogut.

Tebol 1: ASKIM BILONG PLES WE WOK BAI KAMAP

Askim:	Yes/No	Sapos yu bekim “Yes”	Sapos yu bekim “No”
1. Bai yu wokim projek long wanpela ples we wok i ken bagarapim graun, bikbus, tais, matmat, o wara?* E.g., trak, trakta, bulmakau, wokman, marasin nogut, paia, das o pipia i ken bagarapim ples.		Go long Tebol 2: “Askim bilong sekim wanem samting yu bai senisim long dispela ples”	Go long Askim 2
2. Sapos yu wokim projek long dispela ples, em bai bagarapim wok na sindaun bilong sampela manmeri bilong dispela ples o nogat? Tingim ol hauslain na wan wan man, meri, lapun, yangpela na pikinini.		Go long Tebol 2: “Askim bilong sekim wanem samting yu bai senisim long dispela ples”	Go long Askim 3
3. Wok bilong yu bai yusim o tekeweim wanem samting		Go long Tebol 2: “Askim bilong	Go long Askim 4

long dispela ples (olsem ston, graun, diwai, wara), na sapos yu mekim olsem, i gat sampela samting nogut i ken kamap?		sekim wanem samting yu bai senisim long dispela ples”	
4. Wok bilong yu bai lusim samting long graun, wara o win? Bai yu kapsaitim marasin nogut long graun o wara? Bai yu kamapim das? Bai yu tromwe pipia? Bai yu kukim samting na givimaut smok nogut? Sapos yu mekim olsem, wanem samting nogut i ken kamap?		Go long Tebol 2: “Askim bilong sekim wanem samting yu bai senisim long dispela ples”	Go long Askim 5
5. Bai ol manmeri bilong dispela ples i helpim wok bilong projek? Sapos yes, wanem samting bai i kamap sapos ol i lusim ol arapela wok bilong ol?		Yu mas tingting gut long dispela. Hau bai yu bekim ol bai ol i ken i stap orait?	Go long Tebol 2: “Askim bilong sekim wanem samting yu bai senisim long dispela ples”
6. Projek bai kisim graun bilong sampela manmeri, na ol i mas i go long narapela ples?		Sori, PPAP i no inap sapatim dispela kain projek.	
7. Yu ting long kisim liklik hap graun tasol long mekim dispela wok?		Go long Askim 8	
8. Sampela papagraun i bin tok yu ken yusim hap graun bilong ol long kamapim projek?		Bihainim tok stia bilong Compensation Policy Framework.	Sori, PPAP i no inap sapatim dispela kain projek.
9. Wok bilong projek bai bagarapim gaden kaikai o gaden diwai?		Sapos papamama bilong gaden i orait long projek i mas gohet, bihainim tok stia bilong Compensation Policy Framework, na redim plen bilong kompensetim ol. Tasol sapos ol i insait long projek, na wok bilong projek bai helpim ol, pasim tok wantaim ol long kamautim kaikai long gaden na rausim diwai pastaim. Raitim dispela agrimen long pepa na askim ol long putim nem bilong ol.	Go long Askim 10
10. Wok bilong projek bai bagarapim sampela haus?		Sori, PPAP i no inap sapatim dispela kain projek.	Go long Askim 11
11. Wanem ol lain manmeri bai kisim helpim long dispela projek? Sapos sampela bikman o bikipela lain tasol i		Sapos olgeta lain bai kisim helpim, go long Tebol 2: “Askim bilong	Stretim plen, bai olgeta lain i ken kisim helpim.

kisim, nogut ol arapela i birua long ol na kirapim trabel.		sekim wanem samting yu bai senisim long dispela ples”	
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*Em bai hat long kisim tok orait long kamapim wok long kain ples olsem:

- Wara ol lain long ples i yusim long dring, was was, na putim long gaden
- Tais na raunwara
- Sua bilong solwara, lagun na tais mangro
- Rip na lagun i gat si-gras
- Bikbus i nogat rot long en, we ol man i no save katim diwai
- Ples gavman i bin makim olsem National Park, o i bin tambuim manmeri long mekim nogut long en
- Ples holi o ples tambu, olsem matmat o narapela ples tumbuna
- Ples gavman i banisim long larim ol wel abus, pisin, pis samting i ken stap gut.

Tebol 2: ASKIM BILONG SEKIM WANEM SAMTING YU BAI SENISIM LONG DISPELA PLES

Askim 2a	Yes/No	Sapos yu bekim “Yes”	Sapos yu bekim “No”
<p>Wok bilong yu bai yusim, tekeweim, senisim o bagarapim samting long dispela ples? Olsem:</p> <ul style="list-style-type: none"> • Kisim na yusim wara • Banisim wara o tanim rot bilong wara • Rausim bus o tekeweim prut, sit o pikinini diwai • Rausim ston, gravel o wesana long wara na yusim long bildim samting 		Go long Askim 2b	Go long Tebol 3: “Askim bilong ol samting wok bai lusim long graun, wara na win”
Askim 2b	Yes/No	Sapos yu bekim “Yes”	Sapos yu bekim “No”
<p>Wok bilong yu bai kamapim bikpela senis long graun, bus o wara?</p> <ul style="list-style-type: none"> • Bai yu kisim na yusim planti wara bilong riva na bai ol manmeri i stap daunbilo i sot long wara? • Bai yu lusim samting nogut long wara bilong riva na 		Yu mas (a) kisim wanpela saveman/meri, em bai mekim wok-painimaut na raitim ripot long ol dispela senis, o (b) yu mas senisim projek proposal.	Go long Tebol 3: “Askim bilong ol samting wok bai lusim long graun, wara na win”

<p>bai ol i stap daunbilo i kisim sik?</p> <ul style="list-style-type: none"> Bai yu katim na rausim, o kukim bus na larim graun i stap nating, nogat samting bilong karamapim em? Bai yu bagarapim ples bilong ol wel abus? Bai yu tekeweim sampela kain diwai, sayor, plaua o rop, bai ol i no stap moa? Wok bilong projek bai givim hat taim long ol wel abus, pisin na pis, na mekim sampela i ranawe o i dai olgeta? Wok bilong projek bai bagarapim arere bilong wara, na mekim graun i pundaun long wara, o mekim wara i kapsait long taim bilong bikren na haiwara? 			
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Tebol 3: ASKIM BILONG OL SAMTING WOK BAI LUSIM LONG GRAUN, WARA NA WIN

Askim 3a	Yes/No	Sapos yu bekim “Yes”	Sapos yu bekim “No”
<p>Wok bilong projek bai kamapim rabis samting, olsem doti wara, pipia, das, smok, smel nogut o bikpela nois? Bai yu wokim rup, simen, rot o narapela samting, wara bai ranawe long en long taim bilong bikren?</p>		Go long Askim 3b	Go long 4:
Askim 3b	Yes/No	Sapos yu bekim “Yes”	Sapos yu bekim “No”
<p>Sapos wok bilong projek bai kamapim sampela rabis samting, yu gat gutpela plen bilong daunim, pasim, holim, klinim, rausim, o stretim ol dispela samting? Wok bilong yu i noken mekim nogut long:</p> <ul style="list-style-type: none"> Wara i stap antap long graun Wara i stap aninit long graun Bus na graun Gaden o bus we ol lain bilong ples i save go painim wel abus na ol arapela bus kaikai. <p>Na wok i noken mekim nogut long:</p> <ul style="list-style-type: none"> ol manmeri bilong ples 		Sapos yu gat gutpela plen bilong daunim ol dispela samting nogut, go long Askim 3c	Yu mas (a) redim plen bilong daunim ol dispela samting nogut (Tebol 4b bai givim liklik stia long yu), o (b) yu mas senisim projek proposal.

<ul style="list-style-type: none"> haus na graun bilong ol animal bilong ol, olsem pik, kakaruk, bulmakau, meme, dok o pusi ples holi o ples tambu bilong ol. 			
Askim 3c	Yes/No	Sapos yu bekim “Yes”	Sapos yu bekim “No”
Yupela ol patna na ol manmeri bilong ples we projek bai kamap, yupela i gat gutpela save wantaim olgeta arapela samting yupela i nidim long inapim dispela plen bilong daunim o stretim ol dispela samting nogut?			
Askim 3d	Yes/No	Sapos yu bekim “Yes”	Sapos yu bekim “No”
Mani plen bilong projek i makim mani bilong inapim dispela plen bilong daunim o stretim ol dispela samting nogut?		Go long 4	

4: PLEN BILONG YU BILONG LUKAUTIM GRAUN NA SINDAUN BILONG PIPOL I GUTPELA

Sapos yu bekim pinis ol askim insait long tebol 1, 2 na 3, na yu kam inap long hia, i luk olsem projek bilong yu bai i no mekim nogut long graun o long sindaun bilong ol manmeri bilong ples we projek bai kamap. Tasol bipo PMU i ken oraitim projek bilong yu, yu mas bekim sampela moa askim long Tebol 5 daunbilo, em ol askim bilong komuniti sapat na sampela moa askim long graun yu laik yusim.

Tebol 5: ASKIM BILONG KOMUNITI SAPOT, NA SAMPELA MOA ASKIM LONG GRAUN

Askim	Painim gutpela stia we?	Yes/No	Sapos yu bekim “Yes”	Sapos yu bekim “No”
A. Wanbel bilong komuniti				
1. Yupela i bin kisim tingting bilong komuniti long wok bilong projek? a. Yupela i bin tok klia long ol long olgeta wok yu laik mekim? b. Yupela i bin tokim ol long wanem samting nogut i ken kamap long dispela wok? c. Ol i bin wok wantaim yu taim yu bin redim plen?	Lukim Compensation Policy Framework Section 3.1, #1 Lukim Beneficiaries Participation Framework		Go long Askim 2	Sori, PPAP i no inap sapatim dispela wok

d. Yu bin askim ol sapos ol i orait long plen o ol i no orait long en?				
2. Komuniti i bin tok klia olsem ol i sapotim dispela plen?	Lukim Compensation Policy Framework Section 3.1, #4 Lukim Beneficiaries Participation Framework		Go long 3	Sori, PPAP i no inap sapotim dispela wok
3. Sapos komuniti i wanbel long projek, redim wanpela agrimen pepa. Pesman bilong patnasip na pesman bilong komuniti i mas raitim nem bilong ol long dispela agrimen pepa. Holim wanpela kopi long ples bilong wok, na givim narapela kopi long PMU.				
B. Pasin bilong yusim graun sotpela taim	Painim gutpela stia we?	Yes/No	Sapos yu bekim "Yes"	Sapos yu bekim "No"
1. Bai yu yusim graun sotpela taim na bihain givim bek long ol papagraun?			Go long Askim 2	Go long C: Pasin bilong yusim graun oltaim.
2. Papagraun i givim nating dispela graun long yu long mekim dispela sotpela wok? Ol i no kirapim tok bilong kompensesen?	Compensation Policy Framework Section 3.1 #4		Go long Askim 3	Sori, PPAP i no inap sapotim dispela wok
3. Bel nogut, kros o pait i stap namel long komuniti, long husat em i papagraun tru bilong dispela graun?	Compensation Policy Framework Section 3.1 #3		Sori, PPAP i no inap sapotim dispela wok	Go long Askim 4
4. Dispela graun em i graun holi o graun tambu (olsem matmat, ples tumbuna)			Sori, PPAP i no inap sapotim dispela wok	Go long 5
5. Taim yu pasim tok wantaim ol lida bilong komuniti long yusim dispela graun sotpela taim, raitim dispela agrimen long pepa, olsem: wanem taim bai wok i pinis, na husat bai stretim graun taim wok i pinis. Pesman bilong patnasip na lida bilong komuniti mas raitim nem bilong ol long dispela agrimen pepa. Holim wanpela kopi long ples bilong wok, na givim narapela kopi long PMU.				
C. Pasin bilong yusim graun oltaim	Painim gutpela stia we?	Yes/No	Sapos yu bekim "Yes"	Sapos yu bekim "No"
1. Yu laik kisim graun na yusim oltaim long wok bilong projek?			Go long Askim 2	
2. Papagraun i givim nating dispela graun long yu long yusim oltaim long wok bilong projek? Ol i no kirapim tok long kompensesen?	Compensation Policy Framework Section 3.1 #4		Go long Askim 3	Sori, PPAP i no inap sapotim dispela wok
3. Ripot bilong painimaut husat tru em	Compensation Policy		Sori, PPAP i no inap	Go long Askim 4

ol papagraun long dispela ples, em i soim olsem bel nogut, kros o pait i stap namel long sampela lain, long husat tru ol i papagraun?	Framework Section 3.1 #4		sapotim dispela wok	
4. Dispela graun em i graun holi o graun tambu (olsem matmat, ples tumbuna)			Sori, PPAP i no inap sapotim dispela wok	Go long 5
5. Taim yu pasim tok wantaim ol papagraun long yusim dispela graun oltaim, na ol i klia olsem ol bai i no askim kompensesen, raitim agrimen long pepa. Pesman bilong patnasip na ol pesman bilong papagraun i mas raitim nem bilong ol long agrimen pepa. Holim wanpela kopi long ples bilong wok, na givim narapela kopi long PMU.				
D. Sapos wok i bagarapim samting bilong komuniti	Painim gutpela stia we?	Yes/No	Sapos yu bekim "Yes"	Sapos yu bekim "No"
a) Bai wok i bagarapim sampela haus?	Compensation Policy Framework Section 3.1 #2		Sori, PPAP i no inap sapotim dispela wok	Go long Askim 2
b) Bai wok i bagarapim gaden kaikai o gaden diwai?			Go long 3	Gohet na redim olgeta samting long kirapim wok
<p>c) Sapos wok bilong projek bai bagarapim gaden kaikai o gaden diwai bilong wanpela man o meri, em wanpela poroman/meri insait long projek, mobeta em yet i pasim tingting long kamautim kaikai long gaden na katim diwai bipo wok bilong projek i kamap. Nogut wok i bagarapim gaden bilong en, na bihain em i kirapim tok bilong kompensesen. Askim em long putim nem bilong en long wanpela pepa long makim bel gut bilong em.</p> <p>Sapos wok bilong projek bai bagarapim gaden kaikai o gaden diwai bilong wanpela man o meri, em i <i>no</i> wanpela poroman/meri insait long projek, toksave long em pastaim. Mobeta em yet i pasim tingting kamautim kaikai long gaden na katim diwai bipo wok bilong projek i kamap. Em bai bel nogut. Olsem na yu mas stretim tok na givim kompensen long em. Compensation Policy Framework em bai helpim yu long redim Kompensesen Plen.</p>				

Tok Moa Namba 4b: Plen bilong daunim senis nogut long graun, bus, wara na win (Kopi projek)

Wok bilong projek, na wanem senis em i kamapim	Rot bilong daunim senis nogut
<p>Katim bus; wokim neseri bilong kamapim pikinini diwai kopi; putim fetilaisa (gris bilong strongim graun) o marasin bilong kilim gras nogut o binatang nogut:</p> <ul style="list-style-type: none"> • Ol dispela wok bai senisim graun, wara, na wanem kain na hamas binatang, pisin, palai, rokrok na ol arakain animal i stap. 	<ul style="list-style-type: none"> • Taim yu redim graun bilong neseri, kliaim wanem graun yupela i nidim tasol. Noken kliaim nating. • Noken putim kopi neseri klostu long wara o baret. • Wokmanmeri bilong neseri mas bihainim gutpela pasin bilong putim fetilaisa na marasin bilong kilim gras nogut na binatang nogut. Noken slek na kapsaitim nabaut. • Pasim olgeta fetilaisa, marasin bilong kilim gras nogut, na marasin bilong kilim binatang nogut insait long haus i gat rup kapa na lok long dua.
<p>Stretim olupela gaden o plantesen kopi: prunim diwai, rausim olupela diwai na planim nupela:</p> <ul style="list-style-type: none"> • Dispela wok tu bai kamapim sampela senis long ples. 	<ul style="list-style-type: none"> • Rausim olupela diwai long gaden o plantesen na planim pikinini. Noken larim bikpela spes namel long stap nating.
<p>Wok bilong rausim skin kopi (dispela wok i yusim planti wara):</p> <ul style="list-style-type: none"> • Kopi skin na doti wara bai i go we? Pasin bilong kukim kopi das i givimaut planti smok. 	<ul style="list-style-type: none"> • Yusim skin kopi long wokim fetilaisa. Putim aninit long diwai kopi o putim long gaden kaikai. • Kopi faktori mas wokim raunwara bilong putim wara ol i yusim long rausim skin kopi; na ol i mas klinim dispela wara bipo ol i lusim long baret o riva.
<p>Masin bilong rausim skin kopi, na kopi faktori i save yusim planti wara</p>	<ul style="list-style-type: none"> • Tingim hamas wara yu bai nidim • I gat wara inap long wok bilong yu na ol arapela manmeri husat i nidim wara tu, o nogat? • Skelim hamas wara i save ran long riva yu bai kisim wara long en. • Sapos yu ting long kisim wara long riva, yu mas tingim ol pipol i stap daunbilo long riva. Sapos yu kisim planti tumas, o yu lusim doti wara i go bek long riva, ol bai komplek na askim kompensesen. • Sapos wara long riva i daun (olsem long taim bilong drai), yu mas tingim nid bilong wara bilong ol pipol daunbilo long riva. Noken kisim planti. Ol mas i gat wara.

Tok Moa Namba 5: Tok stia bilong redim Plen bilong lukautim gut graun, bus, wara na win

Putim ol dispela tok insait long plen bilong yu:

- Wanem wok yu laik mekim.
- Wanem samting nogut wok bilong yu i ken kamapim long graun, bus, wara na win.
- Tok klia long wanem samting yu bai mekim long abrusim o daunim ol dispela samting nogut.
- Wanem samting yu bai mekim long skelim wok bilong yu, long sekim sapos ol samting nogut i bin kamap o nogat. Tok klia long hau yu bai skelim wok: Wanem skel na mak bai yu yusim long sekim wok? Husat bai sekim? Wanem samting bai ol i sekim? Hamas taim bai ol i sekim? Hau bai yu stretim wanpela wok sapos em i no gutpela, sapos em i no kamap long mak?
- Husat bai bosim, stiaim na mekim dispela wok bilong abrusim, daunim na stretim samting nogut long graun, bus, wara na win? Raitim nem bilong olgeta manmeri husat bai lukautim dispela wok. Husat bai kisim ripot bilong ol? Planti bilong ol dispela wokmanmeri bai nidim trening, tul samting long mekim wok bilong ol.
- Taimtebol: wanem wok bilong lukautim ples bai kamap long wanem taim?
- Prais bilong mekim dispela wok bilong lukautim ples, na husat bai givim mani long sapotim dispela wok. Taim patnasip i redim mani plen bilong projek, ol i mas skelim hap mani bilong mekim dispela wok bilong lukautim ples.

Pasin bilong sekim wok, nogut em i bagarapim ples o bagarapim sindaun bilong ol manmeri bilong ples:

Painim sampela we, i no hatpela tumas, bilong sekim wanem samting wok i kamapim long graun, bus, wara na win, na namel long ol manmeri tu. Olgeta graun na pipol i stap gut, o wok i kamapim sampela samting nogut? Sampela eksampel:

- Taim ol wokman i stretim graun o wokim haus, ol i save lukautim gut graun na wara nabaut? O graun i malumalu tumas, pipia bilong ol wokman i stap nabaut, na wara i doti?
- Ol masin wokman i yusim i stap gut, o ol i likim wel, na wel i kapsait nabaut long graun na wara?

Sapos as bilong wanpela samting nogut em i klia, ating rot bilong stretim, em tu bai i klia. Sapos as bilong wanpela samting nogut i no klia (olsem planti animal nabaut i dai), kisim wanpela saveman/meri i kam long sekim, na em i ken stiaim yu long wanem samting yu mas mekim long stretim.

Tok Moa Namba 6a: Kain wok PPAP bai sapatim

Ol patnasip i mas soim PPAP olsem projek ol i laik wokim i gat nid long en, na olgeta projek plen i mas sapatim as tingting bilong PPAP. Komiti bilong PPAP i mas oraitim olgeta projek bipo ol bai givim mani bilong sapatim. Kain wok PPAP bai sapatim i olsem:

- a) Trening long gutpela pasin bilong lukautim kopi (o kakao): olsem, gutpela pasin bilong daunim binatang nogut na sik nogut bilong kopi (o kakao) na gras nogut: I gat kain kain pasin bilong wokim trening, olsem pasin bilong trenim hetmanmeri pastaim, na bihain ol i ken skulim ol arapela. Sapos yu laik bihainim trening pasin bilong yu, orait yu mas soim PPAP olsem pasin bilong yu em i gutpela.
- b) Trening bilong lainim ol manmeri i gat gaden kopi (a) hau ol i ken kisim gutpela prais long kopi bilong ol, na (b) hau ol i ken kamapim na salim moa kopi. PPAP i sapatim wok bilong rausim olupela rabis diwai na planim kain diwai em bai karim planti kaikai.
- c) Strongim olgeta wok i save kamap bihain long wok bilong pikim seri, olsem wok bilong rausim skin, draim, salim, na putim gris i go bek long graun.
- d) Trening bilong strongim save bilong ol manmeri i gat gaden kopi long (a) wokim bisnis, na (b) lukautim gut gaden kopi bilong ol.
- e) Strongim wok didiman: Skulim didiman/meri long helpim ol manmeri i gat gaden kopi long lukautim gut na helpim bisnis bilong ol i stap strong.
- f) Strongim wok bilong ol grup i laik mekim wok-poroman: Trenim ol long stiaim gut wok bilong ol; long gutpela pasin bilong wokim rekod na lukautim mani; na long gutpela pasin bilong wokim kibung na votim lida.
- g) Sapatim ol manmeri husat i laik kamapim spesol kain kopi o kakao: skulim ol long wanem kain setifiket i stap, na long wanem mak ol i mas winim long kisim ol dispela setifiket. PPAP i laik sapatim wok bilong trenim didiman, wanwan man na meri i gat gaden kopi, na ol grup i mekim wok-poroman tu, long dispela save.
- h) Wok bilong strongim neseri bisnis: Sampela kopi neseri i stap pinis, tasol wok i pundaun liklik, na arapela ples i no gat kopi neseri i stap klostu.
- i) Wok didiman bilong strongim ol manmeri i gat gaden kopi (o kakao) long planim narapela samting (olsem diwai, prut, sayor, kumu, pait-kaikai) o long lukautim animal (olsem pik, kakaruk o pis) sapos kaikai bilong kopi i daun, o prais bilong kopi i daun. Sapos prais bilong kopi em i daun, o wanpela binatang nogut o sik nogut i bagarapim kopi, mobeta ol i gat narapela rot tu bilong kisim mani.

Tok Moa Namba 6b: Kain wok PPAP bai i no inap sapotim

Ol dispela wok i stap long lista daunbilu, PPAP i no inap givim mani long sapotim.

1. Wok bilong helpim ol bikmanmeri i gat bikpela plantesen. (Tasol sapos ol dispela bikmanmeri i laik mekim gutpela wok long helpim long ol liklik lain nabaut, PPAP i ken sapotim.)
2. Wok painimaut. (Tasol sapos patnasip na planti manmeri husat i gat liklik gaden kopi, ol i strong tru long wanpela wok painimaut i mas kamap, bikos ol i bilip olsem dispela save bai helpim ol, orait PPAP i ken sapotim.)
3. Wok bilong salim kago o man long ka, trak, sip o balus.
4. Wok bilong baim ka, trak, mobail o laptop kompyuta (em ol i isi tru long i go lus).
5. Wok i no kamap long mak bilong Wol Beng. Sapos wok i mekim nogut long graun, bus, wara o win, o mekim nogut long sindaun bilong ol manmeri nabaut, Wol Beng bai i no inap sapotim. Lukim Environmental and Social Management Framework (ESMF) bilong PPAP.
6. Wok bilong sapotim skul. (Tasol sapos projek bai putim gaden kopi, o kopi neseri insait long graun bilong skul, long helpim ol manmeri nabaut i gat gaden kopi bilong ol yet, PPAP i ken sapotim dispela wok.)
7. Hap wok bilong ol patna em i no wok bilong PPAP projek. Ol patna i mas yusim mani bilong PPAP long PPAP projek tasol.
8. Pasin bilong givim PPAP projek mani long ol lain husat i stap ausait long Patnasip Agrimen.

Tok Moa Namba 7: Taimtebol bilong PPAP

Taim bilong singaut long redim proposal, i go inap long taim ol patnasip i ken statim wok (em ol projek tasol PMU i oraitim), em bai winim olsem 21 wik. Tebol daunbilo i soim taimtebol bilong redim proposal, skelim, kisim tok orait, na redi long statim wok.

Wok	Taim bilong mekim dispela wok
Promotim PPAP	Olgeta taim PPAP i stap
Namba 1 hap bilong PPAP wok	
Singaut long Redim Proposal	De namba 1
Taim bilong givim proposal long PMU	15-pela de bilong wok (3-pela wik)
Taim PMU bai skelim ol patnasip husat i laik kisim rejistresen long kam insait long wok bilong PPAP	No moa long 10-pela de bilong wok (2-pela wik)
Taim PMU bai skelim aplikesen bilong ol patnasip i bin aplai, na bekim tok long ol	No moa long 15-pela de bilong wok (3-pela wik)
Namba 2 hap bilong PPAP wok	
Taim ol Patnasip i mas redim olgeta plen bilong ol: olsem, Bisnis Plen na Plen bilong kamapim olgeta wok	No moa long 30-pela de bilong wok (6-pela wik)
Taim PMU bai sekim olgeta plen: Bisnis Plen, Plen bilong kamapim olgeta wok, Mani Plen, Plen bilong baim ol samting ol i nidim long mekim wok, na Plen bilong skelim wok na stretim sapos wok i kranki.	No moa long 15-pela de bilong wok (3-pela wik)
Taim TAC (Komiti bilong skelim olgeta Projek Plen) bai skelim na makim wanem ol projek PPAP bai sapatim	No moa long 5-pela de bilong wok (1-pela wik)
Taim bilong wokim kontrak/Agrimen Pepa wantaim ol patnasip PPAP i laik sapatim projek bilong ol	No moa long 10-pela de bilong wok (2-pela wik)
Taim bilong Singaut long Redim Proposal i go inap long taim Agrimen Pepa i redi	No moa long 20-pela wik
Taim bilong wokim projek <ul style="list-style-type: none"> • Kamapim olgeta wok olsem plen i tok • Lukautim wok, skelim, na stretim sapos wanpela samting i kamap kranki 	Mobeta olgeta wok i pinis insait long 52-pela wik (wanpela yia), tasol PPAP i ken sapatim sampela wok i go inap long 3-pela yia.

Tok Moa Namba 8: Lista bilong ol pepa bilong sapatim aplikesen

- A.** Taim yu givim aplikesen bilong patnasip bilong yu long PMU, yu mas putim ol dispela pepa (nem bilong ol i stap daunbilong) wantaim. Sapos yu no putim, PMU i ken rausim aplikesen bilong yu.

Sapos yupela i wanpela grup i bin bung long wokim kopi o salim kopi, na yupela i kisim rejistresen setifiket long gavman:

- i. Putim wanpela fotocopi bilong rejistresen setifiket bilong grup bilong yu
- ii. Putim CV bilong pesman/meri bilong grup bilong yu
- iii. Putim wanem ol arapela pepa PMU i askim yu long putim (olsem GST namba bilong yu).

Sapos yupela i wanpela grup, tasol yupela i nogat rejistresen setifiket:

- i. Putim wanpela agrimen pepa, (a) i tok klia olsem olgeta memba bilong grup bilong yu i wanbel long mekim wok-poroman, na (b) i gat nem bilong man o meri em bai i stap pesman/meri bilong yupela insait long dispela projek
- ii. Putim CV bilong pesman/meri bilong grup bilong yu
- iii. Putim wanem ol arapela pepa PMU i askim yu long putim.

- B.** Yu mas putim wantaim aplikesen wanpela Agrimen Pepa bilong olgeta patna insait long dispela patnasip. Olgeta patna i mas wanbel long wok poroman long dispela projek. Olgeta manmeri husat bai kisim PPAP sapat long wokim dispela projek i mas raitim nem bilong ol long dispela Agrimen Pepa.

Tok Moa Namba 9: TAC Stia Pepa bilong Skelim ol Projek Proposal

REJISTRESEN NAMBA BILONG DISPELA PROJEK:

NEM BILONG DISPELA PROJEK:

DISTRIK DISPELA PROJEK BAI KAMAP LONG EN:

PROVINS DISPELA PROJEK BAI KAMAP LONG EN:

PPAP i ken sapotim olgeta wok insait long dispela projek proposal (olsem Buk Stia bilong Singaut bilong Redim Proposal i tok)?

YES / NO

Sapos yes, lukim tebol i stap daunbilo. Sapos no, PPAP i no inap sapotim dispela proposal.

STIA TEBOL BILONG SKELIM PROPOSAL

	Askim long projek proposal	Antap Mak	Mak yu givim
1	Dispela projek bai stretim sampela hevi i stap long kopi bisnis? (Olsem: kopi i no planti, i no gutpela tumas, na i no isi long salim)	15	
2	Olgeta plen insait long dispela proposal i gutpela, na i klia, na i stret? Wanpela tok i no sakim narapela? Plen bilong kamapim olgeta wok em i orait?	15	
3	Mani plen i gutpela, i no westim mani, na i gat mak bilong helpim ol patna long skelim wok bilong ol?	10	
4	Dispela projek i makim sampela bikpela hevi, i makim sampela gutpela rot bilong daunim ol, na bai i strongim bisnis bilong ol manmeri patnasip i laik helpim ol?	10	
5	Het-patna i gat save na strong inap long wokim dispela projek?	10	
6	Dispela projek bai helpim planti meri, na helpim tu sampela manmeri sindaun bilong ol i no gutpela?	10	
7	Dispela projek bai inap long helpim ol manmeri i stap insait long wok bilong projek, na helpim sampela ausait pipol tu?	10	
8	Proposal i klia long hau wok bai i stap strong taim projek i pinis?	10	
9	Projek bai kamapim gutpela samting long graun na sindaun bilong ol manmeri, o em bai kamapim samting nogut? I gat plen bilong lukautim graun, na plen bilong daunim binatang nogut? (Makim inap long +10 sapos dispela tupela plen i stap na i gutpela tumas, na inap long -10 sapos dispela tupela plen i no stap o i nogut tru)	10	

Tok Moa Namba 10: PPAP Agrimen Pepa (namel long PPAP na wanwan Patnasip)

[Mak bilong CIC/CB/DAL bai i go hia]

PNG [Cocoa Board] / [Coffee Industry Corporation Limited]

Productive Partnerships in Agriculture Project (PPAP) (Wok poroman projek bilong strongim kopi na kakao bisnis)

Patnasip Agrimen namel long PNG [Cocoa Board] / [Coffee Industry Corporation Limited] na [Raitim nem bilong ol patna]. Patnasip Namba: [Raitim namba PMU i bin givim yu long makim patnasip bilong yu]. [Raitim nem bilong proposal bilong dispela patnasip]

[Raitim de/mun/yia na ples]

Tok i go pas

Gavman bilong Papua Niugini i bin makim Dipatmen bilong Agrikalsa na Laipstok (DAL), Coffee Industry Corporation Limited (CIC), na Cocoa Board/Kakao Bod long stiaim dispela *Productive Partnerships in Agriculture Project* (PPAP) (em minim “Wok poroman projek bilong strongim kopi na kakao bisnis”). IDA na IFAD i bin givim mani long sapotim dispela wok. As tingting bilong PPAP, em i bilong strongim kopi na kakao bisnis bilong ol liklik bisnismenmeri long ples. Sapos bisnis bilong ol i go antap, sindaun bilong ol tu bai i mobeta. Long kamapim tru dispela as tingting, yumi mas helpim ol liklik kopi- na kakao-bisnismenmeri long wok gut wantaim ol bikpela bisnis, na inapim dispela gutpela wok-poroman long i stap strong.

Sampela bikpela mak PPAP i laik winim:

- i. Strongim manmeri i gat gaden kopi o kakao long bihainim gutpela wok pasin, bai ol i ken apim pe bilong ol.
- ii. Kamapim gutpela wok-poroman, em bai kamap strong, na i stap strong.
- iii. Daunim sampela bikpela hevi i stap na i pasim rot long gutpela bisnis.

Dispela namba 2 hap bilong projek (Productive Partnerships) i wok long long pulim ol manmeri long ples, i gat gaden kopi o kakao, long wok-poroman wantaim ol bikpela kampani long strongim kopi na kakao bisnis olgeta. Bikpela wok PPAP i laik mekim long kakao bisnis na kopi bisnis i olsem:

Kakao:

- Trenim ol manmeri long gutpela pasin bilong daunim CPB (kakao pod bora)
- Wokim neseri bilong kamapim gutpela pikinini diwai kakao, bai i gat planti gutpela pikinini diwai ol manmeri i ken baim na planim
- Promotim pasin bilong prunim diwai kakao, rausim olupela diwai nogut na planim nupela

- Promotim pasin bilong planim narapela kain diwai, sayor, prut, pait-kaikai, o lukautim pik, kakaruk o pis: olsem na ol manmeri bai i gat rot bilong kisim pe sapos hevi i kamap long kakao
- Promotim gutpela masin na pasin bilong redim kakao bin na kisim gris, bai ol i ken salim long gutpela prais.

Kopi:

- Strongim kain wok em bai helpim bisnis long i stap strong longpela taim
- Planim na kamapim kain kopi
- Trening long gutpela pasin bilong lukautim gaden kopi
- Wokim neseri bilong kamapim gutpela pikinini diwai kopi, bai i gat planti pikinini diwai ol manmeri i ken baim na planim
- Promotim pasin bilong prunim diwai kopi, rausim olupela diwai nogut na planim nupela
- Promotim pasin bilong planim narapela kain diwai, sayor, prut, pait-kaikai, o lukautim pik, kakaruk o pis: olsem na ol manmeri bai i gat rot bilong kisim pe sapos hevi i kamap long kopi
- Promotim gutpela masin na pasin bilong redim kopi long salim, bai ol i ken kisim gutpela prais.

Long [raitim de/mun/yia] i go inap long [raitim de/mun/yia], [CIC/CB] i bin singautim proposal long kamapim wok-poroman bilong strongim kopi na kakao bisnis insait long [raitim nem bilong distrik o provins]. [Raitim nem bilong patnasip] i bin salim proposal bilong ol i kam long [raitim de/mun/yia]. TAC i bin skelim na oraitim proposal bilong ol. Nau, Coffee/Cocoa Industry Coordination Committee tu i oraitim proposal bilong [raitim nem bilong patnasip] na i laik sapotim. Long [raitim de/mun/yia], ICC i bin makim [raitim hamas kina] bilong PPAP long sapotim projek bilong [raitim nem bilong patnasip]. Dispela mani em i [raitim %] bilong olgeta mani dispela patnasip i nidim long kamapim projek bilong ol.

Dispela Patnasip Agrimen em i tok klia long dispela patnasip. Em i soim raits bilong olgeta patna, na soim wok olgeta patna i mas mekim.

1. Wok-mak patnasip i laik winim

- 1.1 Olgeta mak yu laik winim taim yu wokim projek. [Raitim long wanpela tebol olgeta mak yu laik winim: Wanem samting nogut bai yu stretim? Hamas pe bai yu givim ol manmeri i wokim gaden kopi/kakao? Hamas gaden kopi/kakao bai yu stretim? Wanem faktori bai yu stretim? Na hau bai yu skelim ol dispela wok yu laik mekim?]
- 1.2 Husat i stap insait long dispela patnasip? [Raitim nem na wok bilong wanwan patna. Hamas manmeri i gat gaden kopi/kakao tu bai i joinim projek; save na wok bilong ol i olsem wanem?]
- 1.3 Ples wok bilong patnasip. [Ol patna i stap we, na wok bilong projek bai kamap we?]

2. Olgeta patna i stap insait long patnsip

- 2.1 Het-patna. [Raitim nem, wok, na save bilong het-patna, na nem bilong pesman bilong em.]
- 2.2 Ol lain/grup manmeri i gat gaden kopi, ol bai joinim dispela projek. [Tok klia long dispela grup: I gat hamas man/meri? Hamas krismas bilong ol? Wanem wok bilong ol? Ol i gat hamas graun olgeta? Husat i pesman bilong ol?]
- 2.3 [Sapos i gat narapela patna tu, raitim wankain infomesen bilong em tu.]

2.4 Narapela man/meri o kampani em bai sapatim projek. [Sapos i gat kain man/meri o kampani, raitim wankain infomesen bilong em tu.]

3. Teknikal na bisnis sait bilong projek

3.1 Bisnis plen, na Plen bilong kamapim wok. [Plen i mas soim wanem samting na hamas bilong ol dispela samting yu nidim long mekim dispela wok; wanem taim wok bai kamap; na wanem mak yu laik winim.]

3.2 Wanem wok ol wanwan patna bai mekim. [Ol bai mekim wanem? Givim save na stia, mani, tul, masin samting, wok bilong han bilong ol yet? Wanem taim bai ol i mekim ol dispela wok?]

3.3 Ol mak projek bai winim. [Wokim tebol, na raitim insait long tebol olgeta samting wok bai kamapim, olsem: Hamas ton kopi/kakao? Wanem kain stret? Hamas gaden kopi/kakao bai yu stretim? Bai yu baim kopi/kakao long wanem prais? Putim arapela infomesen tu insait long tebol sapos yu ting em i stret.]

4. Mani plen bilong patnasip⁷

4.1 Hamas mani ol wanwan patna bai givim long kamapim projek. [Raitim insait long wanpela tebol.]

4.2 Hamas mani PPAP i givim long sapatim projek.

4.3 Taimtebol bilong tilimautim mani. [Taimtebol i mas klia long wanem mak yu mas winim bipo yu ken kisim neks hap mani.] [PMU bai redim dispela taimtebol.]

4.4 Pasin bilong baim samting

4.4.1 Plen bilong baim samting bilong kamapim wok bilong projek. [Putim plen hia. Soim rot yu bai bihainim long baim ol samting yu nidim, hamas yu ting ol dispela samting bai kostim, na wanem taim yu bai nidim, olsem Tok Moa Namba 1 i stiaim yu.]

4.4.2 Dispela Patnasip Agrimen i tok olsem: Yu mas bihainim pasin bilong baim samting olsem dispela buk stia i tok. Bihainim pasin bilong baim kago samting, wokmanmeri na savemanmeri, olsem tebol daunbilo i tok (ol dispela infomesen i stap tu long Tok Moa Namba 1):

SAPOS YU LAIK BAIM KAGO SAMTING

Pasin bilong baim	Antap mak bilong dispela pasin (Kina)	PMU i mas oraitim bipo/bihain
<i>Wanpela quote</i>	Sapos prais bilong baim ol dispela kago samting em bai aninit long K25,000	PMU bai sekim olgeta kontrak <i>bihain</i>
<i>3-pela quote</i>	Sapos prais bilong baim ol dispela kago samting em bai aninit long K500,000	Ol kontrak i aninit long K200,000, PMU bai sekim <i>bihain</i> Ol kontrak i antap long K200,000, PMU mas sekim <i>bipo</i> yu givim
<i>Tenderim kontrak</i>	Sapos prais bilong baim ol dispela kago samting em bai antap long K500,000	PMU i mas sekim wok bilong tender komiti <i>bipo</i> komiti i givim kontrak

⁷ PMU bai stiaim patnasip long gutpela pasin bilong peim na kisim bek GST. Olgeta patna mas givim GST Rejistresen Namba bilong ol long PMU.

SAPOS YU LAIK BAIM WOKMANMERI/KAMPANI LONG STRETIM GRAUN O BILDIM SAMTING

Pasin bilong baim	Antap mak bilong dispela pasin (Kina)	PMU i mas oraitim bipo/bihain
<i>Wanpela quote</i>	Sapos pe bilong wok em bai aninit long K125,000	PMU bai sekim olgeta kontrak <i>bihain</i>
<i>3-pela quote</i>	Sapos pe bilong wok em bai aninit long K500,000	Ol kontrak i aninit long K200,000, PMU bai sekim <i>bihain</i> Ol kontrak i antap long K200,000, PMU mas sekim <i>bipo</i> yu givim
<i>Tenderim kontrak</i>	Sapos pe bilong wok bai antap long K500,000	PMU i mas sekim wok bilong tender komiti <i>bipo</i> komiti i givim kontrak

SAPOS YU LAIK BAIM SAVEMAN/MERI LONG MEKIM SPESOL WOK

Pasin bilong baim	Antap mak bilong dispela pasin (Kina)	PMU i mas oraitim bipo/bihain
Wanpela saveman/meri		
<i>Wanpela saveman/meri</i>		PMU bai sekim olgeta kontrak <i>bihain</i>
Kampani o NGO i gat spesol save		
<i>Wanpela quote</i>	Sapos pe bilong dispela kampani em bai aninit long K250,000	PMU bai sekim olgeta kontrak <i>bihain</i>
<i>Tenderim kontrak</i>	Sapos pe bilong dispela kampani em bai antap long K250,000	PMU i mas sekim wok bilong tender komiti <i>bipo</i> komiti i givim kontrak

5. Pasin bilong lukautim gut graun, na lukautim gut sindaun bilong ol manmeri

- 5.1 Plen bilong lukautim gut sindaun bilong ol manmeri insait long ples bilong projek. [Soim hau yu bai bihainim PPAP ESMF tok stia bilong lukautim sindaun bilong ol manmeri. Sapos yu raitim tok long wanpela ESMF pepa, pasim wantaim dispela Agrimen Pepa.]
- 5.2 Plen bilong lukautim gut graun, bus, wara, na ol wel abus, pisin na pis. [Soim hau yu bai bihainim PPAP ESMF tok stia bilong lukautim gut graun, bus, wara, na ol wel animal. Sapos yu raitim tok long wanpela ESMF pepa, pasim wantaim dispela Agrimen Pepa.]

6. Stia bilong dispela patnasip

Olgeta patna/grup insait long dispela Patnasip Agrimen i promis long bihainim dispela Agrimen, na ol bai traim hat long inapim olgeta mak bilong dispela projek.

- 6.1 Promis bilong Het-patna. Wok Het-patna [raitim nem bilong em hia] em i promis long mekim:
- 6.1.1. Stiaim patnasip long mekim olgeta wok ol i bin promis long mekim insait long dispela Agrimen.
 - 6.1.2. Lutkaitim wok na stiaim gut, long inapim tru olgeta wok-mak bilong dispela projek i stap insait long dispela Agrimen.
 - 6.1.3. Kisim olgeta samting patnasip i nidim long mekim wok ol i bin promis long mekim, na kirapim wok olsem taimtebol bilong wok i tok.
 - 6.1.4. Larim [CIC]/[CB], Wol Beng na IFAD long lukautim na stiaim olgeta wok i stap insait long dispela Agrimen, na sapos ol i laik save long mak bilong wok, redim toksave na givim kwiktiam.

- 6.1.5. Givim wok long kuskus long sekim projek akaun wanpela (o antap long wanpela) taim long wanwan yia, na larim [CIC]/[CB], Wol Beng na IFAD long sekim sapos ol i laik.
 - 6.1.6. Wantaim ol poroman-patna, skelim gut olgeta projek wok, na raitim ripot [yusim stia pepa i stap insait long hanbuk]. Redim na givim ripot long PMU olsem Plen bilong skelim wok i tok. Taim projek i pinis, redim las ripot insait long 30-pela de.
 - 6.1.7. Holim olgeta risit, rekod, akaun pepa na ripot bilong projek inap long 2-pela yia bihain long las de bilong projek.
 - 6.1.8. Stiaim olgeta patna long bihainim stret (a) plen bilong lukautim gut sindaun bilong olgeta manmeri bilong ples wok bai kamap long en, na (b) plen bilong lukautim gut graun, bus, wara, na ol wel abus, pisin na pis.
 - 6.1.9. Bekim long [CIC]/[CB], insait long 45-pela de, olgeta mani patnasip i bin kisim, sapos patnasip i no yusim projek mani olsem dispela Agrimen Pepa i tok.
 - 6.1.10. [Raitim hia ol arapela samting dispela patnasip i bin promis long mekim, olsem: promis bilong samting ol bai wokim, o samting ol bai baim.]
- 6.2 Promis bilong ol grup manmeri i gat gaden kopi o kakao:
- 6.2.1 Helpim patnasip long mekim olgeta wok ol i bin promis long mekim insait long dispela Agrimen.
 - 6.2.2 Bihainim olgeta projek plen, long inapim tru olgeta wok-mak bilong dispela projek.
 - 6.2.3 Helpim patnasip long kisim olgeta samting ol i nidim long mekim wok ol i bin promis long mekim, na kirapim wok olsem taimtebol bilong wok i tok.
 - 6.2.4 Larim [CIC]/[CB], Wol Beng na IFAD long lukautim na stiaim olgeta wok i stap insait long dispela Agrimen, na sapos ol i laik save long mak bilong wok, redim toksave na givim kwiktaim.
 - 6.2.5 Helpim patnasip long skelim gut olgeta wok bilong projek.
 - 6.2.6 Helpim patnasip long bihainim stret (a) plen bilong lukautim gut sindaun bilong olgeta manmeri bilong ples wok bai kamap long en, na (b) plen bilong lukautim gut graun, bus, wara, na ol wel abus, pisin na pis.
 - 6.2.7 Bekim long [CIC]/[CB], insait long 45-pela de, olgeta mani patnasip i bin kisim, sapos patnasip i no yusim projek mani olsem dispela Agrimen Pepa i tok.
 - 6.2.8 [Raitim hia ol arapela samting dispela patnasip i bin promis long mekim, olsem: promis bilong samting ol bai wokim, o samting ol bai baim.]
- 6.3 Promis bilong olgeta poroman-patna i stap insait long dispela Patnasip Agrimen [raitim olgeta promis bilong ol. Kisim stia long 6.1 na 6.2, na senisim wanem tok yu gat nid long senisim.]
- 6.4 Promis bilong [CIC]/[CB]. [CIC]/[CB] i promis long mekim ol dispela samting:
- 6.4.1 Givim infomesen na gutpela stia long helpim patnasip long kamapim olgeta promis ol i bin mekim insait long dispela Agrimen.
 - 6.4.2 Givim stia long teknikal sait bilong wok sapos patnasip i laik kisim stia.
 - 6.4.3 Tilim mani long patnasip olsem dispela Agrimen i tok. Tilim namba 1 hap mani long patnasip insait long 30-pela de bihain long taim ol i raitim nem bilong ol long Agrimen

Pepa. Na taim patnasip i givim ripot long ol, na askim ol long tilim narapela hap mani, ol bai redim mani kwik, na tilim long patnasip insait long 30-pela de.

- 6.4.4 Lukautim olgeta wok patnasip i bin promis long mekim insait long dispela Agrimen: olsem, (a) olgeta teknikal wok; (b) wok bilong lukautim gut sindaun bilong ol manmeri long ples wok bai kamap long en; (c) wok bilong lukautim gut graun, bus, wara, na wel abus, pisin na pis; (d) wok bilong baim samting; (e) wok bilong bosim gut ol wokmanmeri i stap aninit long ol; na (f) wok bilong raitim ripot. Olgeta wanwan [raitim hamas wik o mun], sampela lain bilong [CIC]/[CB] bai i go lukim ples bilong wok na sekim mak bilong wok. Ol bai i go sekim wok tu bipo ol i tilim neks hap mani bilong skruim wok.
- 6.4.5 Sapos tingting i kamap long senisim dispela Agrimen, [CIC]/[CB] bai skelim dispela senis, na putim long han bilong Industry Coordination Committee, bai ol tu i ken skelim na pasim tok long em. Wanpela senis em i tambu: patnasip i noken traim long senisim Agrimen long apim PPAP mani ol bai kisim long wokim projek bilong ol.

6.5 Pasin bilong stretim hevi

Sapos hevi o kros i kamap namel long sampela patna, pastaim ol yet i mas traim long stretim. Sapos hevi o kros i stap yet, orait het-patna i mas tokim [CIC]/[CB] kwiktaim. [CIC]/[CB] bai askim PMU long skelim dispela hevi na stiaim ol long painim namelman i ken helpim ol, olsem PPAP tok stia bilong stretim hevi i tok.

6.6 Wanem samting bai kamap sapos wanpela patna i brukim Agrimen:

Sapos wanpela patna i abrusim o brukim dispela Agrimen, olsem:

- (a) Em i mekim nogut olsem: em i pundaun long korapsen pasin, giaman pasin, pasin bilong sitim narapela, pasin bilong pretim narapela, o pasin bilong bagarapim wok bilong narapela
- (b) Em i no mekim teknikal wok olsem patnasip i bin promis ol bai mekim
- (c) Em i no bihainim plen bilong lukautim gut sindaun bilong ol manmeri bilong ples wok i kamap long en, o em i no bihainim plen bilong lukautim gut graun, bus, wara, na ol wel abus, pisin na pis
- (d) Em i no bihainim gutpela pasin bilong lukautim gut wok, mani o ol wokmanmeri i stap aninit long em
- (e) Em i yusim PPAP mani long wanpela samting i stap ausait long dispela Agrimen
- (f) Em i no skelim gut wok bilong em, o raitim ripot long wok bilong em olsem dispela Agrimen i tok;

Orait, sapos em i mekim kain pasin nogut olsem, [CIC]/[CB] bai skelim wanem pasin nogut em i mekim, na askim Industry Coordination Committee long pasim tok long wanem samting bai kamap long em. Industry Coordination Committee i ken:

- i. Katim dispela Agrimen, sapos patnasip i no stretim insait long 30-pela de, wanem samting [CIC]/[CB] i tok ol i mas stretim. Sapos ol i katim Agrimen, patnasip i mas bekim olgeta PPAP mani ol i bin kisim.
- ii. Tambuim dispela patna long kisim sapot bilong PPAP.
- iii. Kotim dispela patna.

Agrimen namel long ol patna na [CIC]/[CB]:

Mipela olgeta i raitim nem bilong mipela long dispela Agrimen Pepa long [raitim nem bilong ples] long [raitim de/mun/yia]. Nem bilong mipela i makim wanbel long mipela long olgeta tok insait long dispela Agrimen Pepa.

PATNA NAMBA 1

[Raitim nem bilong em]

Pesman bilong grup bilong ol manmeri i gat gaden kopi/kakao, ol bai joinim dispela wok

[Raitim nem bilong em]

Pesman bilong Poroman-Patna 1

[Raitim nem bilong em]

Pesman bilong Poroman-Patna 2 (sapos i gat)

[Raitim nem bilong em]

CEO bilong CIC, o pesman bilong em / CEO bilong CB, o pesman bilong em

[Raitim nem bilong em]

Patnasip i mas wokim lista bilong olgeta wanwan man o meri i gat gaden kopi o kakao, em ol husat bai wok-poroman wantaim patnasip. Ol tu i mas raitim nem (o putim mak) bilong ol, na fon namba bilong ol long wanpela pepa, long soim olsem ol tu i wanbel long olgeta tok insait long dispela Agrimen. Bungim dispela pepa, i gat nem (o mak) bilong ol, wantaim dispela Agrimen Pepa.

Tok Moa Namba 11: Taimtebol bilong skelim PPAP mani

Namba bilong pe	De bilong tilim dispela mani	Wanem wok-mak patnasip i mas winim long kisim dispela mani <i>[Lukim plen bilong wok, na raitim wanem wok patnasip bai mekim, o wanem samting ol bai kamapim, taim ol i yusim dispela mani]</i>	Hamas ol manmeri i gat gaden kopi/kakao dispela mani bai helpim	Hamas kina long dispela pe
1		<i>[Patnasip i ken kisim namba 1 hap mani taim ol i raitim nem bilong ol long Patnasip Agrimen. Namba 1 hap mani i no inap winim 30% bilong olgeta mani IDA/IFAD i givim long dispela projek]</i>		
2				
3				
4				
...				
<i>[Las pe]</i>	<i>[PMU bai holim dispela mani inap long taim olgeta wok bilong projek i pinis]</i>	<i>[Long kisim las hap mani, patnasip i mas makim wanem de ol bai pinisim las ripot bilong projek, na givim long PMU long dispela de stret.]</i>		<i>[5% bilong olgeta mani bilong wokim dispela projek]</i>

Tok Moa Namba 12: Tok Stia bilong stretpela pasin bilong ol wokmanmeri bilong PPAP na ol memba bilong ol Projek Komiti

Dispela “tok stia bilong stretpela pasin” i soim wanem kain gutpela pasin ol wokmanmeri bilong PPAP, na ol manmeri insait long Industry Coordinating Committee na Technical Appraisal Committee (TAC) tu, i mas bihainim. Ol i noken krungutim nem bilong PPAP, o nem bilong oganaisesen o kampani bilong ol. Taim ol i stap long wok, ol i mas was gut long pasin bilong ol.

Stretpela pasin

Wokmanmeri bilong PPAP i mas oltaim bihainim stretpela pasin. Ol i noken haitim wanpela tok sapos dispela tok i mas stap ples klia, na ol i noken trikim o sitim narapela man o meri.

Wokmanmeri bilong PPAP i mas bihainim stretpela pasin bilong redim ripot: ol i noken slek long raitim ripot, o raitim giaman ripot. Pasin bilong raitim tok giaman insait long ripot em i tambu tru. Ol i mas bihainim stretpela pasin bilong lukautim mani bilong projek, na holim olgeta risit na invois (em pepa i tok long prais bilong baim wanpela samting).

Pasin bilong rispek, na pasin bilong lukautim narapela, maski sapos em i narakain liklik

Polisi bilong PPAP em i olsem: Olgeta manmeri husat i stap insait long wok bilong PPAP i mas soim rispek long ol wanwok bilong ol, na bihainim stretpela pasin long ol. Insait long wok bilong PPAP, em i tambu long daunim nem bilong narapela man o meri bikos (a) em i kam long narapela kantri o ples, (b) em i bihainim narapela lotu, (c) em i meri (o man), (d) em i lapun o yangpela, (e) em i marit o stap nating, (f) em i man i save laikim man o meri i save laikim meri, (g) wanpela hap bodi bilong en i bagarap, o (h) em i gat HIV.

Wokmanmeri bilong PPAP lain i mas soim wankain rispek long ol ausait manmeri olsem ol i soim long ol wanwok bilong ol.

Pasin bilong haitim wanem tok i mas i stap hait

Sampela infomesen insait long kopi na kakao bisnis i mas i stap hait, olsem: prais kampani i makim long baim kopi/kakao; plen bilong wok kampani bai mekim bihain; agrimen kampani i wokim wantaim wanpela man, meri o grup i gat plantesen o gaden kopi/kakao; na mani sait bilong bisnis. Sapos wanpela wokman/meri em i hambak nabaut na telimautim kain infomesen olsem, em i ken mekim nogut tru long kampani bilong em.

PPAP i laik promotim wok-poroman namel long praivet kampani na gavman. Kain wok-poroman i ken helpim olgeta manmeri i stap insait long kopi bisnis na kakao bisnis. Taim ol wokmanmeri bilong PMU i kibung wantaim ol praivet kampani, ol bai askim ol long givim tasol, wanem infomesen ol i nidim tru long stiaim na lukautim projek. Sapos taim ol i mekim wok bilong ol, ol wokmanmeri bilong PMU i harim sampela tok ol i mas haitim, orait ol i mas pasim maus.

Pasin bilong tambuim yu yet long wanpela wok

Wanwan taim, wanpela samting bai traim wokman/meri bilong PPAP, em wanpela samting mobeta em i tambuim em yet long mekim. Sapos em i no tambuim em yet long dispela samting (olsem wanpela sans bilong wokim bisnis, o sans long kamap memba bilong wanpela bikpela komiti), em i ken painim trabel. Sapos em i mekim dispela samting, na bihain sampela arapela manmeri i painimaut olsem em i bin mekim, ol bai belhat; ol bai sutim tok long em olsem em i bin traim long stretim o senisim samting i go long we em yet i laikim, traim long sitim ol arapela, na traim long kisim planti gutpela samting long em yet. Polisi bilong PPAP em i olsem: Wokmanmeri bilong PPAP i mas tambuim ol yet long kain samting olsem, nogut ol i painim hevi, na krungutim nem bilong ol yet, na krungutim nem bilong PPAP tu.

Sapos wanpela wok o wanpela desisen i traim wanpela wokman/meri bilong PPAP, em i mas tokaut klia, na tambuim em yet long dispela wok o desisen. Em i mas raitim ripot long wanem as em i tambuim em yet. Dispela wok o desisen i ken i go long narapela wokman/meri, wanpela husat em bai i no inap painim trabel. Olsem na nem bilong dispela tupela wanwok na nem bilong PPAP tu bai i stap klin.

Strongpela dring na drak

Taim ol wokmanmeri bilong PPAP i stap long wok, ol i mas fit long mekim wok bilong ol. Ol i mas abrusim strongpela dring na drak bipo ol i kam long wok, na taim ol i stap long wok. Tingting bilong ol i mas klia. Em i tambu tu long kaikai buai na smok insait long PPAP opis.

Pasin bilong kisim presen

Sapos wokmanmeri bilong PPAP i kisim o givim presen taim ol i mekim wok bilong PPAP, trabel i ken kamap. Pasin bilong givim o kisim presen i ken kamapim mangal pasin na birua pasin. Na planti manmeri i ting olsem pasin bilong givim presen em i pasin bilong grisim tasol.

Olsem na ol wokmanmeri bilong PPAP, na famili bilong ol, taim ol i mekim wok bilong PPAP, ol i tambu long:

- Askim narapela man, meri o grup long givim presen o pe long ol
- Kisim bikpela presen o pe long wanpela man, meri o grup
- Givim bikpela presen o pe long wanpela man, meri o grup.

Tasol, i gat sampela kain liklik presen em i orait long kisim o givim: Sapos wanpela bikpela PPAP kibung i kamap, em i orait long givim na kisim liklik presen olsem bilum, basket o kaving. Tasol sapos presen em i bikpela, o pe bilong en i bikpela, em husat i kisim i mas tokim Project Coordinator o Siaman bilong Project Steering Committee olsem em i bin kisim dispela presen.

Wokmanmeri bilong PPAP i save kisim fotnait pe bilong ol. Ol i noken hangre long mani, na krungutim nem bilong PPAP long pasin bilong askim mani o kisim mani long ol manmeri ol i helpim, maski sapos ol dispela manmeri i laik givim.

Pasin bilong lukautim gut ol samting bilong projek

Wokmanmeri bilong PPAP i mas lukautim gut olgeta samting bilong projek. Ol i tambu long yusim samting bilong projek long narapela wok, o long karim i go long narapela ples. Sapos ol i laik karim samting bilong projek i go long narapela ples, ol i mas kisim tok orait pastaim.

Wokmanmeri bilong PPAP i mas bihainim stretpela pasin bilong baim olgeta samting ol i nidim long kamapim wok bilong projek, olsem Tok Stia bilong Baim Samting i tok (lukim Tok Moa Namba 1). Noken baim samting yu no nidim, samting em i nogut, o samting em i dia tumas.

Pasin bilong yusim ol komunikesens

Wokmanmeri bilong PPAP i mas yusim ol komunikesens bilong projek, olsem fon, fax na kompyuta, long wok bisnis tasol. Ol i tambu long yusim long narapela samting.

Olgeta samting ol i sevim insait long wok kompyuta, em olgeta samting em i bilong projek tasol. Em i tambu long yusim wok kompyuta long wokim “praivet bisnis”. Hetman/meri bilong PPAP i gat raits long sekim wanem samting i stap insait long wok kompyuta.

Pasin bilong toktok long niuspepa, redio o TV

Wokmanmeri bilong PPAP i noken toktok long ol ripota bilong niuspepa, redio o TV sapos ol i no bin kisim tok orait pastaim long Project Manager bilong ol, o long CEO bilong CIC/CB. Sapos niuspepa, redio o TV ripota i laik kisim toksave long projek, ol i noken askim ol wokmanmeri nating; ol i mas askim ol hetmanmeri tasol. CIC o CB bai makim wanpela wokman/meri long redim toksave, na ol i mas oraitim bipo ripota i lukim.

Pasin bilong wokim politiks

Olgeta manmeri i mas fri long sapotim wanem kendidet o pati ol i laikim. Tasol wokmanmeri bilong PPAP, taim ol i stap long wok, ol i tambu long yusim wok-taim long wokim politiks. Ol i noken apim nem bilong wanpela kendidet, wanpela pati, o nem bilong ol yet.

Pasin bilong autim korapsen

Sapos wanpela wokman/meri bilong PPAP i save olsem wanpela wanwok bilong en i sakim dispela tok stia bilong stretpela pasin na i mekim pasin nogut, em i noken haitim o karamapim rong bilong wanwok bilong en. Em i mas telimautim long Project Manager o namba tu manager, na Project Manager i mas haitim nem bilong dispela stretpela wokman/meri. Manager em i tambu tru long tokim wanpela wokman/meri nogut long husat i bin autim pasin nogut bilong em.