

TRAINING MANUAL FOR SUPPORT TO WOMEN ENTREPRENEURSHIP IN THE AGRI-FOOD SECTOR IN NIGERIA



CONTENT

Lesson 1: Food Processing.....	03
Lesson 2: Branding & Packaging.....	30
Lesson 3: Hazard Analysis & Critical Control Point (HACCP) and Food Safety Plan.....	36
Lesson 4: NAFDAC Regulatory Requirements for Registration of Food Products.....	47
Lesson 5 Food Standards.....	53
Lesson 6: Strategic Sales & Marketing for Micro, Small and Medium Enterprises.....	59
Lesson 7: Record and Bookkeeping.....	70
Lesson 8: Financial and Accounting Principles in Business.....	77
Lesson 9: Guide to Developing a Good Business Plan.....	84
Lesson 10: Leadership and Successful Business Management.....	97
Evaluation Form for SWEAN Training.....	102

FOREWORD

The paradigm shifts from a supply-driven intervention to a more responsive demand-drive intervention necessitates the fulfillment of the sociological approach. This approach advocates that the needs of beneficiaries be ascertained before any intervention is carried out. Consequently, the training needs of women agripreneurs were identified in Ibadan and Zaria of Oyo and Kaduna states, respectively during the inception of the Support to Women Entrepreneurship in the Agri-food sector in Nigeria (SWEAN) Project. To train women agripreneurs in the gaps identified, the training manual for Support to Women Entrepreneurship in the Agri-food sector in Nigeria (SWEAN) was developed.

The manual is a product of several brainstorming activities with various stakeholders such as the Federal Institute of Industrial Research (FIRO), Nigerian Stored Product Research Institute (NSPRI), Small and Medium Enterprise Development Agency of Nigeria (SMEDAN), Standard Organisation of Nigeria (SON), Nigerian Export Promotion Council (NEPC), National Agency for Food and Drug Administration and Control (NAFDAC), Oyo State Agribusiness Development Agency (OYSADA) and the Agricultural Development Programmes (ADP) in Kaduna states. The manual comprises of eight modules in the areas of food processing and fortification; branding and packaging of products; NAFDAC regulatory requirements for registration of food products; food standards; marketing of cassava and fish; record and bookkeeping; financial and accounting principles in business and leadership and successful business management. The manual is designed for both individual or group use who are committed to raising women entrepreneurs in food processing along value chains that have been prioritized by the women Agripreneurs. Additionally, the manual provides simplified steps and channels in which products can be appropriately certified for local consumption, sales and export.

The manual was designed simplistically to reflect real-life scenarios of the activities of women Agripreneurs as well as tasks that could enhance their skills for competitive advantage both in the local and international markets. Additionally, the manual is a user-friendly guide that has been translated into Yoruba and Hausa to meet the preferred language requirement of the women. For women Agripreneurs that will avail themselves to attend the training, this material will serve as a useful reminder and/or reference and a resource to deepen their understanding of the different aspects covered by the manual. Furthermore, for aspiring and emerging agripreneurs that did not participate in the training, it will serve as a guide to introduce the basic concepts, methods, procedures, and standard practices involved in food processing. This manual will also expose individuals to insights on products certification and details of packaging.

The following professional contributed to the content development of this training manual: Prof. Sanni Lateef, Dr. Babatunde Kosoko, Dr. Oyelakin Michael, Mr. Oyewale Abioye, Ms. Iyabo Ojogbede, Mr. Benu Phillips, Ms. Bola Emmanuel, Mr. Yinka Adetoyi, Dr. Balami Yusuf, Engr. Oladimeji Kamaldeen, Pharm. Dauda D. Gimba, Mr. Badamasi Yau Barau, Mr. Zacham Bayei.

The manual development and instructional design was directed by Chibueze Stanley Nwachukwu with support of the SWEAN Project team (reviewed by Martina Adet, Bolanle Oyindamola Adebayo and Eucharika Ejowokoghene Obar.) led by Sougrynomia Zainatou Sore. The commitment of all contributors in producing this manual is acknowledged.