



23 June 2011

Attention Mr. Leon Du Plessis

L & L Agricultural Services  
PO Box 74626  
Lynnwood Ridge  
0040

**e-mail transmission**

Dear Mr. Du Plessis,

**Maize Trust coordinator for conservation agriculture projects**

Thank you for the discussion that we had at your offices on Wednesday 22 June 2011.

I hereby apply for appointment of Zingela Consulting CC as Maize Trust coordinator for conservation agriculture projects. I am the sole member and would undertake execution of the work.

I have pleasure in submitting herewith my CV and my coordination philosophy.

I propose a fee structure based on our hourly rate, currently R570.00 per hour plus travel, disbursements and accommodation.

I realise that determining the strategy and business plan and then the launching of the initial projects, which I refer to as phase 1, will be more time consuming than monitoring, reporting procedures, making recommendations and promoting on-going coordination, phase 2. Therefore the structure is split and phase 1 is divided into stages with due regard to the Terms of Reference attached to your e-mail of 23<sup>rd</sup> May 2011.

Phase 1

Stage 1: recruiting attendees for an initial meeting, that is to be arranged by .....



Zingela Consulting CC Reg No 2004/019408/23 Member: **Michael Zingel** Pr. Sci. Nat. BSc (Agriculture) MPhil (Wildlife Management)

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yourselves, of stakeholders including researchers and potential stakeholders, drafting the invitation and agenda with a view to obtaining a basis for a realistic strategy and business plan and minuting the proceedings. To be completed by 31<sup>st</sup> July. Fee subject to approval of the stage R15,000 payable on submission of invoice.

Stage 2: draft of strategy and business plan. To be completed by 15<sup>th</sup> August. Fee subject to approval in principle R15,000 payable on submission of invoice.

Stage 3: refining strategy and business plan, drafting of invitation document for project submission and funding request, setting out rules, norms and procedures, statement of conditions of funding and format required for reports. Providing assistance to the Trust's administrators to distribute these documents. To be completed by 31<sup>st</sup> August. Fee subject to approval R15,000 payable on submission of invoice.

Stage 4: arrange for receipt by 22<sup>nd</sup> September of peer reviews of the applications, which will have been received from applicants by 15<sup>th</sup> September, summarise them and submit to the Maize Trust by 15<sup>th</sup> October. Revisions required by the Trust to be incorporated for liaison with applicants and finalisation . To be completed by 7<sup>th</sup> November. Fee subject to approval R22,500 payable on submission of invoice.

We would accept that the commencement of stage 2 and the stages thereafter be conditional on successful completion of the one before.

The total for phase 1 is R67,500.

#### Phase 2

- Promotion of collaboration between projects and the researchers, and co-ordination of their efforts,
- monitoring performance of approved applicants, where necessary making recommendations thereon to the Trust and accompanying Trust delegations to projects if required,
- review bi-annual reports submitted to the Trust, analyse and compare the performance of successful applicants, make recommendations for maintenance, improvement and mutual assistance,
- refer problems and changes in projects to the Trust after due evaluation,
- arrange submission of applications for future funding by the Trust and
- look to continual improvement in the research initiative, making appropriate recommendations to the Trust regarding funding norms, procedures and conditions applying to conservation agriculture projects.

Fees for phase 2 R570.00 per hour, subject to inflation related increase in July 2012 and annually in July thereafter. The anticipation is that one working day per week would suffice. However the number of projects could exceed expectations and we would appreciate negotiation on this point once there is clarity. We would invoice monthly.

All invoices would include travel, accommodation and sustenance when away from home and disbursements for approved items specifically required in execution of the

work. Travel using our own vehicles would be claimed at current AA rates. At present the vehicle generally used is a 2,5l Subaru Outback. The rate at present is R3,72 per km. Other modes of travel would be charged at cost. We would take overall cost into account when deciding on mode of travel in order to keep expenses down. We would claim road tolls. We are accustomed to medium budget commercial accommodation and fare and would submit dockets in support of invoiced amounts.

We would rely on e-mail for most of the communication, but visits will be essential at times.

Thanking you in anticipation of your favourable consideration of our application for the appointment, which we understand will be made early next month.

Kind regards

Yours sincerely

A handwritten signature in black ink, appearing to be 'Michael Zingel', written in a cursive style.

Michael Zingel Pr. Sci. Nat.

Herewith: CV

My co-ordination philosophy