

Sample contact email

Dear Mr XXX,

It is with great pleasure that I contact you with reference to your interest to implement the AVANTI 'Advancing Knowledge for Agricultural Impact' initiative in ZZZZZ.

We welcome very much ZZZZZ's candidature to the initiative, and we would like to set up a first Skype call with you and our implementing partners in Helvetas and Itad to present ourselves, as well as to discuss government's interest in AVANTI and together define possible timing and implementation steps.

I would be grateful if you could kindly let me know when you would be available to have the call in the coming days, so that I can organise it. In the meantime, please find attached the brochure of the initiative as well as a PPT presentation, together with our website link <http://www.avantiagriculture.org/>

Should you need any clarification please do not hesitate to letting me know.

Best regards,

Proposed agenda for kick-off call

1. A brief ***presentation of the current orientation in Vietnam regarding RBM and SDG monitoring and evaluation***, with a focus on agriculture and rural development. This may be going over some old ground for you, but it is important that we begin the conversation by getting ourselves to the same starting point (here I am the one who needs the most familiarisation with the context, but just to be sure our various perspectives resonate with each other, it would be good to spend a short time on this, perhaps 15 minutes, or longer if discussion around specific points is necessary)
2. A discussion of the most ***promising entry points for us to present AVANTI and the AG-Scan idea***, identify key actors who should be involved (institutional units, individuals) and ***develop preliminary ideas about a possible Government Coordination Person (GCP)***, who would be our main interlocutor with the government for the AG-Scan. This is the most crucial aspect of the meeting, and it will provide us with the framework to develop a detailed plan of engagement for the AG-Scan
3. Reflect on ***further background research required*** (the starting assumption is that working closely with the GCP or designate will be the main avenue for this research, as that person will be able to point us to additional key documentation and information on relevant current initiatives on the government side)
4. Next steps. It would be great if we could ***agree on the main specific followup tasks***, specifically with whom we (hopefully with you or a designate from IFAD) should meet to present the AG-Scan and seek buy-in for the exercise and explore possibilities for a GCP. Once we have a GCP identified, we can work closely with him/her or designate to go through the detailed preparations for the workshops