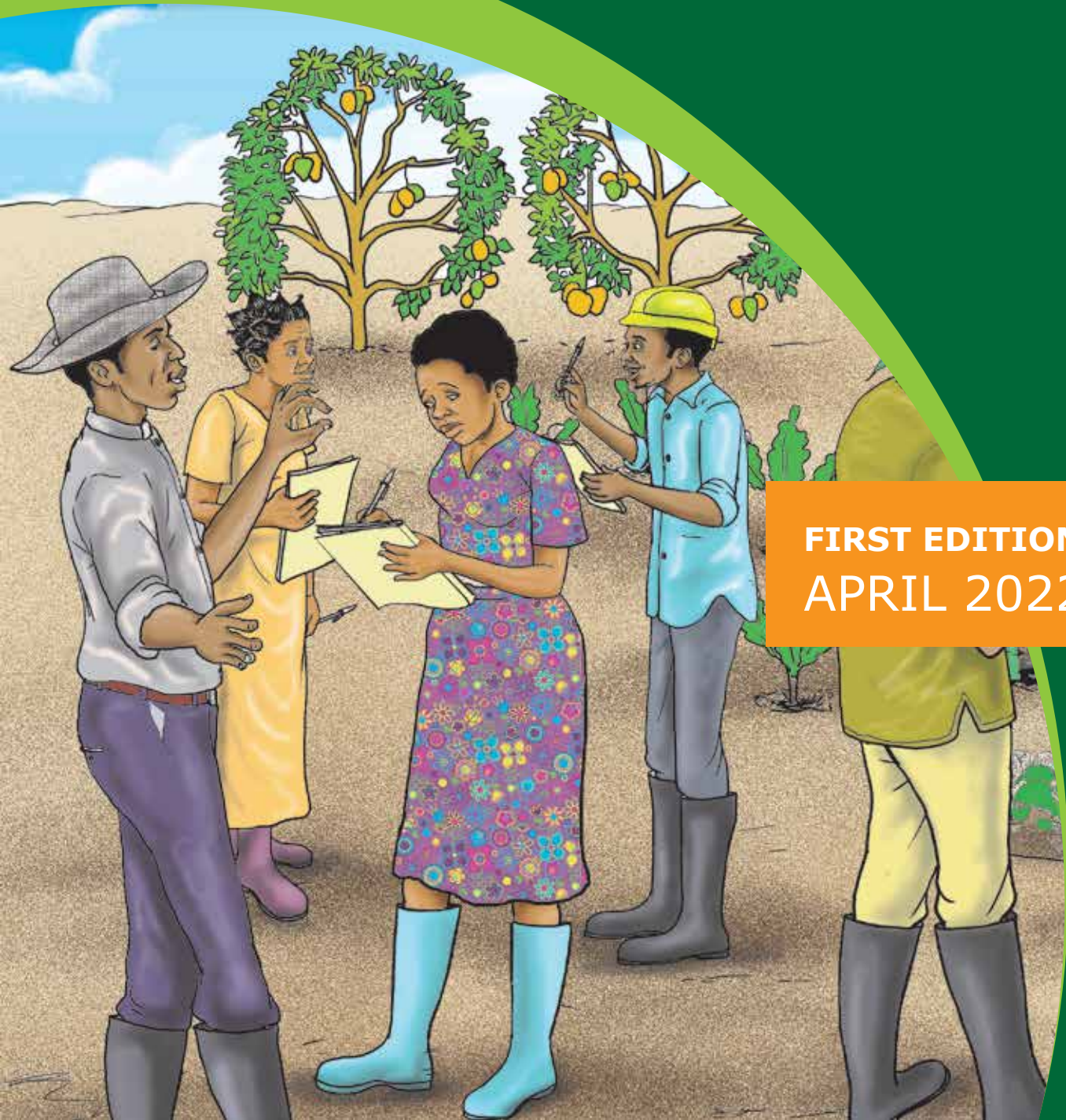




Eastern and Southern Africa  
Small Scale Farmers' Forum

**ESAFF - UGANDA**

# THE PARTICIPATORY GUARANTEE SYSTEMS (PGS) USER GUIDE FOR SMALL-SCALE FARMER GROUPS



**FIRST EDITION  
APRIL 2022**

This publication has been developed with financial support from Agroecology Fund, The Swiss Agency for Development and Cooperation (SDC) and Biovision Africa Trust. It has been developed to aid to ensure the production of organic foods through the use of Participatory Guarantee Systems.

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## LIST OF ACRONYMS

- |          |  |
|----------|--|
| 1. PGS   | Participatory Guarantee Systems                          |
| 2. GDP   | Gross Domestic Product                                   |
| 3. FAO   | Food and Agriculture Organization                        |
| 4. NGOs  | Non-Governmental Organizations                           |
| 5. IFOAM | International Federation of Organic Agriculture Movement |
| 6. ESAFF | Eastern and Southern Africa Small Scale Farmers' Forum   |

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## ACKNOWLEDGEMENTS

The Participatory Guarantee System (PGS) User Guide for Farmer Groups was developed under the Ecological Organic Agriculture Initiative (EOA-I). The overall goal of the EOA initiative is to mainstream Ecological Organic Agriculture into national agricultural production systems by 2025 in order to improve agricultural productivity, food security, access to markets and sustainable development in Africa.

ESAFF Uganda would like to gratefully acknowledge small scale farmers, PELUM Uganda, Biovision Africa Trust and FCI Uganda for the support provided in the development of this farmers' user guide and their efforts in compiling the information needed to guide small scale farmers to establish groups on Participatory Guarantee Systems.

We extend special thanks to our funding partners; Agroecology Fund, Swiss Agency for Development and Cooperation (SDC) and Biovision Africa Trust for their continued support towards transforming and creating sustainable food systems through promoting ecologically sound strategies and practices among diverse stakeholders.

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## FOREWORD

Agriculture has been and continues to be the most important sector in Uganda's economy in terms of food and nutritional security, employment, income, raw materials for industry and exports to regional and international markets. The agriculture sector in Uganda engages more than 85% of the total population and its contribution to GDP is over 24%. The sector continues to gradually transition from subsistence to semi-commercial operations. Globally, Uganda is believed to be one of the organic farming countries. There are 58 million hectares under Organic Agriculture worldwide and of this in Uganda has accounts for 262,282Ha. In Africa, Uganda is second to Tanzania with 268,729 ha in organic agricultural land. Worldwide, in terms of number of organic farms, Uganda occupies fourth position after Italy, Indonesia and Mexico.

Even if Uganda is believed to have the largest and most advanced organic sector in Africa, it is concerning that it has fewer certified Small-Scale Farmers with exporting enterprises due to the high cost and bureaucratic processes. Uganda's agriculture system is by default largely organic due to the very minimal use of external inputs like inorganic fertilizers and pesticides. In order to strengthen the link between agroecological production systems and markets, certification standards and procedures for organic products are required. The Participatory Guarantee System (PGS) has been found to be the most effective certification method for small-scale farmers to employ when growing and selling their produce. It is a low-cost, locally based, volunteer, and frequently informal quality assurance method. It is a participative approach that emphasizes the participation of stakeholders in local organizations and is based on the sharing of information, social connections, and trust.

In a bid to increase appreciation and motivate uptake of Organic Agriculture practices among farming communities, ESAFF Uganda has developed this guide on Participatory Guarantee Systems which will aid small scale farmers, traders and consumers to understand PGS and ensure organic production of foods for markets and home consumption. Participatory Guarantee Systems certify producers based on the active participation of members and are built on a foundation of trust, social networks and knowledge exchange.

The Participatory Guarantee Systems (PGS) guide aims at increasing appreciation for Ecological Organic Agriculture among small-scale farmers, traders and consumers and creating an alternative mode of organic certification. This guide further looks at increasing the share of quality organic products at local, national, regional and international markets and provides a step-by-step process of how a farmer group can establish, operationalize, and implement the system. The assimilation of Participatory Guarantee Systems into farmers' groups, cooperatives and other less formal community cooperation will lower the costs of production and increase knowledge transfer amongst farmers while contribute to greater food security.



**Baliraine Hakim**  
*National Chairperson,*

Eastern and Southern Africa Small-scale Farmers' Forum (ESAFF) Uganda

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## PREFACE

**"Participatory Guarantee System (PGS) – Guide for Small-scale farmers"** is a guide for small-scale farmers and farmer organizations operating in organic agriculture or promoting the transition to agroecological farming techniques. The purpose of the guide is to support the implementation of PGS to increase the quality of organically produced agricultural products in Uganda.

The guide which is the initiative of ESAFF Uganda can be used for training on PGS but its main role is to support small-scale farmers to implement the PGS.

Given the fact that PGS is still new in Uganda, this guide will be updated and revised periodically. The regulations mentioned in this guide are in effect at the time of publication and may be changed by policymakers. We hope to receive feedback from readers in order to improve the document.

The main benefit of the PGS to small-scale farmers is the fact that it is an easy-to-understand quality assurance model for small and medium producers. Unlike third-party certification systems, PGS gives producers an opportunity to confirm their compliance with production standards at an affordable cost.

## BACKGROUND

Agriculture has been and continues to be the most important sector in Uganda's economy in terms of food and nutritional security, employment, income, raw materials for industry and exports to regional and international markets. The agriculture sector in Uganda engages more than 85% of the total population and its contribution to GDP is over 24%. The sector continues to gradually transition from subsistence to semi-commercial operations. Globally, Uganda is believed to be one of the organic farming countries. There are 58 million hectares under Organic Agriculture worldwide and of this in Uganda has accounts for 262,282Ha. In Africa, Uganda is second to Tanzania with 268,729 ha in organic agricultural land.<sup>1</sup> Worldwide, in terms of number of organic farms, Uganda occupies fourth position after Italy, Indonesia and Mexico.

## JUSTIFICATION

In a bid to increase appreciation and motivate uptake of Organic Agriculture practices among farming communities, ESAFF Uganda has developed this guide on Participatory Guarantee Systems which will aid small scale farmers, traders and consumers to understand PGS and ensure organic production of foods for markets and home consumption. Participatory Guarantee Systems certify producers based on the active participation of members and are built on a foundation of trust, social networks and knowledge exchange.<sup>2</sup> This guide, therefore, highlights the features and the steps that should be taken to set up Participatory Guarantee System groups among small-scale farmers.

## OBJECTIVE

The Participatory Guarantee Systems (PGS) guide aims at increasing appreciation for Ecological Organic Agriculture among small-scale farmers, traders and consumers and creating an alternative mode of organic certification. This guide further looks at increasing the share of quality organic products at local, national, regional and international markets. The assimilation of Participatory Guarantee Systems into farmers' groups, cooperatives and other less formal community cooperation will lower the costs of production and increase knowledge transfer amongst farmers while contributing to greater food security.

## ORGANIC AGRICULTURE IN UGANDA

Organic agriculture is a holistic production management system which aims to avoid the use of synthetic and harmful pesticides, fertilizers, growth regulators, and livestock feed additives to reach a long-term goal of sustainable production of crops and animals. Organic Agriculture systems rely mainly on alternative farming methods such as crop rotation, mechanical cultivation; use of animal and green manure; and integrated pest management to maintain healthy soil; grow healthy plants; and control pests and weeds. It is widely known that small-scale farmers generate 70% of the world's food and that African small-scale farmers can produce enough food to feed the continent sustainably if they follow Ecological Organic Agriculture practices.

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<sup>1</sup> World of Organic Agriculture Report 2018  
<sup>2</sup> IFOAM - Organics International, 2008

## ORGANIC CERTIFICATION

Organic certification is the procedure by which a producer or a group of producers receives written and reliably endorsed assurance that a clearly identified process has been methodically applied in order to assess that the producer is producing specified products according to specific requirements or standards certification verifies that the farm and entity complies with the Uganda Organic Standards to allow one sell, label, and present products as organic. Certification provides the consumer, whether end-user or intermediate processor, assurance of the organic product's integrity. Even if Uganda is believed to have the largest and most advanced organic sector in Africa, it is concerning that it has fewer certified Small-Scale Farmers with exporting enterprises due to the high cost and bureaucratic processes. Uganda's agriculture system is by default largely organic due to the very minimal use of external inputs like inorganic fertilizers and pesticides.<sup>3</sup>

Although organic agriculture contributes to increase in social capital, including more and stronger social organizations at the local level, to new rules and norms for managing collective natural resources and better connectedness to external policy institutions, organic certification is very expensive for smallholders. Third-party certification is based on reviews of certifying bodies which include operator internal procedures such as organic system plans and an annual inspection visit by a trained independent inspector. It is tedious with a lot of paperwork and farmer training requires financial support. This challenge can be addressed through enhanced promotion of FAO Participatory Guarantee System (PGS) model for farmer groups. Participatory Guarantee Systems (PGS) are an alternative to third party certification, which are increasingly being used to offer an affordable and participatory guarantee, particularly in developing countries. This model reduces certification costs involved in the third-party certification.

## ABOUT PGS

PGS, an internal quality assurance system, stands for "**Participatory Guarantee Systems**" and was developed in 2004 by the International Federation of Organic Agriculture Movements (IFOAM).

Participatory Guarantee Systems (PGS) are locally focused quality assurance systems. They certify producers based on active participation of stakeholders and are built on a foundation of trust, social networks and knowledge exchange.

<sup>4</sup> Participatory Guarantee Systems (PGS) are an alternative to third party certification, which are increasingly being used to offer an affordable and participatory guarantee, particularly in developing countries. PGS are systems for certification that emphasize the participation of stakeholders, particularly the small-scale farmers. Consumers are sometimes involved, although in countries with an emerging organic market there are many challenges to consumer involvement in the actual guarantee process. In developing countries, PGS usually involve supporting organizations that typically work with producer groups, such as NGOs, government agencies, or sometimes buyers of the products produced by the group.<sup>5</sup>

PGS has a much more intensive interaction between farmers, consumers and use different tools to maintain integrity such as peer assessment and social control. PGS integrates capacity building, using the opportunity of farm reviews and regular exchanges to solve practical problems, which enable small scale farmers to follow the standards and improve their agricultural practices. The direct relationship to the process, and the fact that it is owned by the farmers, consumers, traders and local leaders, encourages more responsibility, transparency and active involvement in the design of production and certification processes.

### **Features of PGS include;**

- 1. PGS is not a quality standard but rather a quality control system with the direct involvement of stakeholders, especially producers and consumers.*
- 2. PGS is NOT a third-party certification but may be an alternative to it.*
- 3. PGS is especially suitable for the domestic market, where all stakeholders can participate in the quality control process.*
- 4. PGS delivers certificates for household groups, not for individual households.*

<sup>3</sup> National Organic Agriculture Policy 2019

<sup>4</sup> IFOAM, 2008

<sup>5</sup> PGS in East Africa



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# KEY ELEMENTS OF PARTICIPATORY GUARANTEE SYSTEM (PGS)

## Shared Vision

The foundation of PGS is a common vision. It is at this meeting that key players (producers, consumers, NGOs, traders, religious organizations, governments, and others) establish and agree to support the principles that guide the PGS' objectives and ambitions. Organic production aims, standards targets, social justice, fair trade and markets, ecosystem respect, local community sovereignty, cultural variations, and more can all be part of the shared vision. These principles serve as a guide for both the production standards that will be implemented and the rules that will govern how the PGS will operate.

## Trust

PGS' integrity-based approach is founded on the notion that producers can be trusted, and that the organic guarantee system may serve as a statement and proof of that trust. The collective formulation of a common vision by key stakeholders builds trust. It is maintained through a continuous effort to shape and reinforce this vision as a group. This concept of trust believes that each producer has committed to the shared aim of organic agriculture conserving the environment and assuring consumer health.

## Horizontality

Non-hierarchical initiatives are the goal of PGS. This is reflected in the overall democratic structure as well as the collective responsibility assumed by those involved, which includes: Sharing and rotating responsibilities (e.g., secretary or coordinator, leading peer reviews, etc.); Directly engaging producers in peer reviews of one another's farms; Equal rights and transparency in decision-making processes.

## Transparency

Transparency is achieved by informing all stakeholders, including producers and consumers, on the operation of the guarantee system. Standards, norms (the organic guarantee process), and decision-making processes are all part of this. This does not imply that everyone is aware of every detail, but rather that others have a fundamental understanding of how the system works or know how to obtain it. Transparency is enhanced by operational processes and systems that are clearly defined and documented and public access to PGS paperwork and information, such as certified producer lists, farm data and non-compliance actions, organic production standards summaries, and a description of certification processes. These could be found on the internet, through public notifications, or in stakeholder meetings.

## Participation

The foundation of PGS is a common vision. It is at this meeting that key players (producers, consumers, NGOs, traders, religious organizations, governments, and others) establish and agree to support the principles that guide the PGS' objectives and ambitions. Organic production aims, standards targets, social justice, fair trade and markets, ecosystem respect, local community sovereignty, cultural variations, and more can all be part of the shared vision. These principles serve as a guide for both the production standards that will be implemented and the rules that will govern how the PGS will operate.

## Learning Process

A learning process emerges through the sharing of ideas and experiences, and it becomes a continuing dynamic of PGS. This can involve technical factors such as increasing awareness of organic standards and practices. Through involvement in the PGS, different stakeholders get to know each other and gain knowledge of each other's situations, resulting in a social learning process. The knowledge gained is critical to the PGS program and aids in the design of components. It also aids in the development of confidence among stakeholders and in the PGS process itself.

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**Source:** IFOAM – Organics International. PGS Guidelines. How to Develop and Manage Participatory Guarantee Systems for Organic Agriculture Germany, 2019.



**Shared Vision**



**Trust**



**Horizontality**



**Transparency**



**Participation**



**Learning Process**

# STEPS IN PARTICIPATORY GUARANTEE SYSTEM (PGS)

## STEP 1: Setting up the PGS Group

Starting and running a successful PGS group in communities requires discipline, teamwork, honesty and hard work.

**The following actions are important while setting up the PGS group in a given community;**

1. Identify the community with an interest of creating a PGS group. The progress should be initiated by one or more small-scale farmers who are interested. It should be noted that the members of the PGS group can be from different small-scale farmer groups in the same community.
2. Share about the background and importance of PGS to get complete buy-in from all the members interested.
3. Each member should individually fill in an Application Form (please refer to Tool 1) to join the PGS group. The application form will also act as a commitment to the process. It is important to assess the total group membership by identifying

*the number of females and males in the group. Each member of the group is given a serial number which is the unique identification number for each farmer in the PGS group.*

4. The PGS group should use the Group Registration Form (please refer to Tool 2) to document background information about the group.
5. A PGS group should also elect leaders with well-defined roles. The PGS group leaders can include, Chairperson, Register/Secretary, Treasurer, Publicity and Vice Chairperson.
6. Group members should create PGS committees and develop roles and responsibilities for the different committees. Furthermore, the PGS group should analyse the risks/ challenges the committees are likely to face while performing their work in the PGS and develop standards to mitigate them.
7. If possible, the PGS group should have representation of different stakeholders including small-scale farmers, consumers, traders, extension service providers, health workers, media among others.



## STEP 2: Understanding the Current Situation

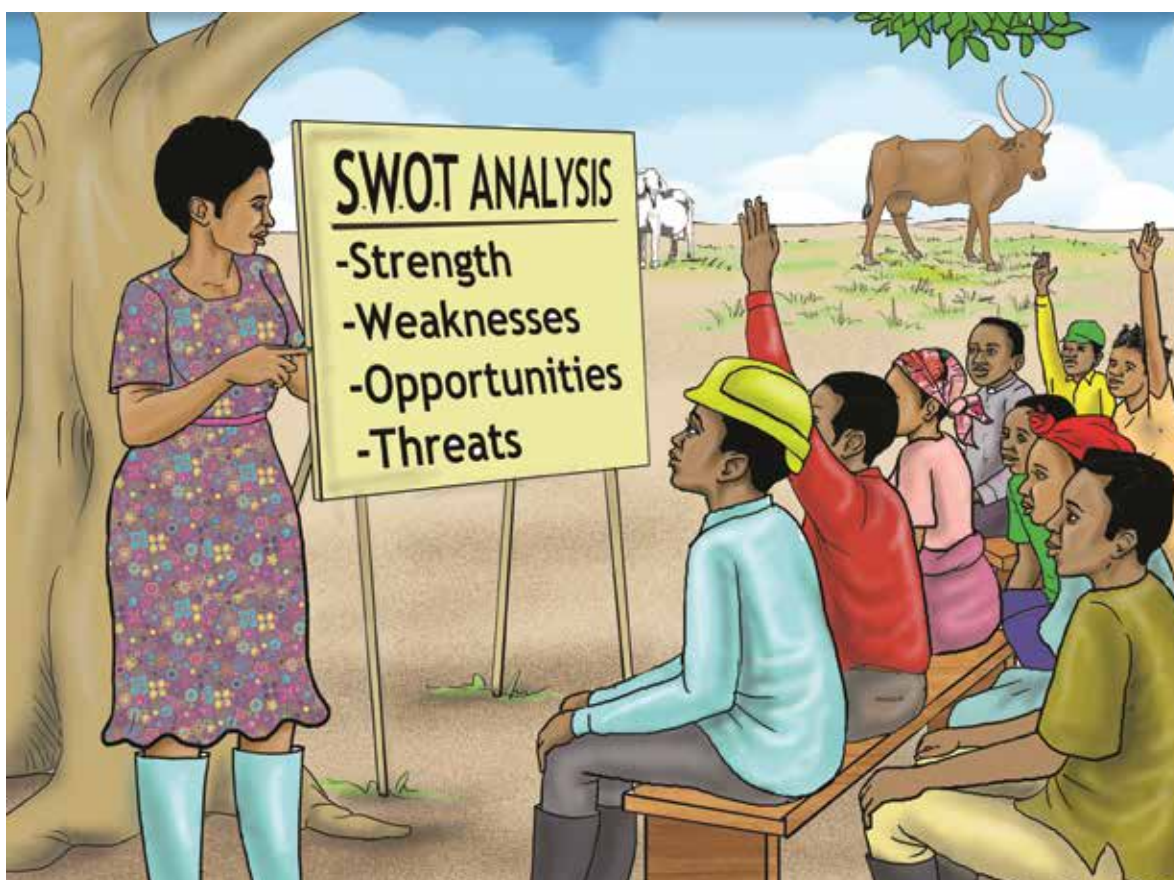
Before the PGS group successfully implements the PGS process, it is critical to understand the strengths and challenges of a current scenario before constructing PGS. It is very important for the PGS group to understand the long farming history in the community, including chemical inputs, land usage, farming practices etc for at least 2 seasons.

### *This can be done using the following guidelines;*

1. Identify key stakeholders to take part in the situation analysis. These can include small-scale farmers, consumers, traders, extension service providers, health workers, media, local leaders, opinion leaders among others.
2. Organise a meeting of the PGS group with representation of different stakeholders

*and discuss the objective of conducting the situation analysis.*

3. Discuss the situation analysis (*please refer to Tool 3*) focusing on environment/climate, socio-economic, health and diet, farm input and government/politic, all in relation to influencing on community farming techniques/practices like using all synthetic and chemical inputs on the farm and on livestock.
4. During this session, the PGS group should also discuss their strengths, weaknesses and opportunities (*please refer to Tool 4*). This will be essential in designing the vision and direction of the group.
5. If possible, such discussion should be done in smaller groups and later have plenary session where each group discusses their findings.



### STEP 3: Design a Shared Vision

To make the implementation of PGS successful, it's important that all the members of the PGS group and the community have a shared vision and also understand the benefits of PGS.

#### **The following areas are highlighted to develop a shared vision;**

1. Organise a meeting to discuss and develop a shared vision as well as explore and understand the benefit of PGS to the community or their group (please analyse the benefit of the PGS on page 16), market and contribution to food security and economic empowerment. Collaboration and mutual trust among stakeholders is what makes a PGS Program successful.
2. At this point the PGS group members analyse the different enterprises that members are engaged in and which

enterprises they are considering to get engaged in (please refer to Tool 5).

3. To develop a shared vision, the PGS group should comprehensively discuss the activities involved in the value chain of the different enterprises selected. Here, they explore their strength, weakness and opportunities in the specific enterprises.
4. Members of the PGS group should understand that marketing is key to the success of the process. They should conduct a market analysis exercise (please refer to Tool 6) to understand the different markets both locally, nationally and also internationally that the PGS group members are targeting. The process involves exploring potential organic markets for small-scale farmers' produce.



## STEP 4: Develop PGS Standards and How it will Work

In the process of developing the PGS standards to be used, every member of the PGS group should appreciate that transparency is key and it's the role of all stakeholders to create it. At this stage, the PGS group develops a process through which the guarantee system works with clearly defined and documented systems and how decisions are made. At this stage of development, it is important to ensure that all members of the PGS group have a good understanding of the different PGS standards, and the process in which they will be implemented, as well as their own roles in this process.

### **The following actions are important while developing the PGS standards and how it works;**

1. At this point, all the members of the PGS group should have filled and submitted their farm history sheet which gives the history of farming activities in the farm which is being recruited for PGS (please refer to Tool 7).
2. Each member of the PGS group should appreciate that the PGS is a quality assurance initiative that is locally relevant, emphasizes the participation of stakeholders and operates outside the frame of third party certification.
3. Members of the PGS group should discuss the desirable standards for crop production, animal production, food processing, handling and storage as well as marketing.

### **For crop productions, the PGS standards should focus on;**

- a) Management of soil and water resources
- b) Livestock integration into the crop farm
- c) Seed and planting management
- d) Soil fertility and nutrient management
- e) Insect pest, disease and weed management

### **For animal productions, the PGS standards should focus on;**

- a) Natural breeding
  - b) Protection of animal health and welfare
  - c) Fed with organic feed
  - d) Access to grazing in organic fields
  - e) Prohibition of use of chemically synthesized allopathic veterinary drugs, antibiotics, hormones, growth boosters, feed additives, etc
4. For food processing, handling and storage, the PGS standards should focus on;
    - a) Standards on physical, mechanical or biological processing, packaging, storing, ware housing and transportation.
    - b) Standards on pasturing and packing of milk, defatting of milk, curd making, butter, ghee, paneer, chees making, etc
  5. To operationalise the PGS standards, the PGS group should do the following;
    - a) The PGS group documents them and prepares the PGS standards document for sign-off by all the members who are committing to take part.
    - b) Each member of the PGS group is given a copy of the standards.
    - c) PGS group should create opportunities to build awareness of the community and members about the PGS standards this can be accomplished through training and meetings.
    - d) The PGS committee should organize a visit to each of the fields and farms that are going to be involved in the PGS process.
    - e) The PGS committee should endeavor to keep track in the activities in the farms through follow-ups and inspections and if some non-compliances are noticed then inform other group members during group meetings. The process should be documented.
    - f) The PGS group should develop mechanism to handle any violation of the set PGS standards.





## STEP 5: Make a Pledge

It is critical that all the members of the PGS group (including those members who may join the PGS group later) understand the vision and standards involved in the process. This will empower them to support the ambition of the PGS in the community. Like it was discussed in the previous step, to achieve, the PGS group should conduct awareness-raising events about PGS vision and standards.

**The following actions are important to support this process;**

1. Members of the PGS group must agree to established standards by signing the pledge certificate (*please refer to Tool 8*).

2. The pledge can be made as a self-declaration. Ideally it is signed, witnessed by another members of the PGS group and stakeholders if possible.

3. A group pledge endorses both the individual and group commitment to the PGS standards. Nevertheless, a group pledge does not replace individual responsibility, just as the group certificate does not become invalid for the entire group if one member of the PGS group is found to be non-compliant.

4. The pledge covers all farming activities and how these activities plan to follow the standards adopted by the PGS groups.



## STEP 6: Implementing the PGS Process

At this point, all members of the PGS group understand the shared vision and appreciate the standards involved in the process. All members of the group have also made a pledge to operationalize the standards in their community.

**To effectively implement the PGS in the community, the following actions should be considered;**

1. If there is no member of the local government like from the agriculture/production department are part of the PGS group, it is important that the local government is noticed and briefed about the process. This can be done through organizing a meeting with the local government officials.
2. It is important that the PGS group develops a group annual plan for the selected crop enterprises. The plan can also be divided into seasons to ensure systematic implementation.
3. Please recall the farm history sheet that was filled and submitted by all the members of the PGS group, PGS standards and the pledge certificate. This is important to remind the members of

*the PGS group about the great task that they are embarking on.*

4. The PGS group members or select committee should physically visit all the farms that are going to get involved in the PGS process before the beginning of the season. Small-scale farmers' assessment of another's farm is one of the key methods in which PGS guarantees compliance with its members adopted organic standards.
5. Each farm should be given a unique identification (ID) code. This code should be used during the assessing and reporting of ton progress on the farm. This ID code should also appear on the PGS certificate.
6. Periodic reporting using the Agro-ecosystem Analysis (AES) sheet (**please refer to Tool 9**) to document the activities and conditions on the farm through the season.
7. Each member of the PGS group should give updates of the progress in the farm during the PGS group meetings. This allows the PGS group to measure success and also respond to the challenges identified in the course of the process. This process also allows innovation in the PGS group.



## STEP 7: Certification

Certification is the last step of the process and a key step in the PGS. The certification procedure should provide clear information on the process and the required steps to conduct an inspection. Certification is established and administered in a variety of ways throughout PGS efforts. To reach this stage, the members or all members of the PGS group should have followed all the PGS standards developed by the group.

**The following observations are key in issuing and using of the certificate and label;**

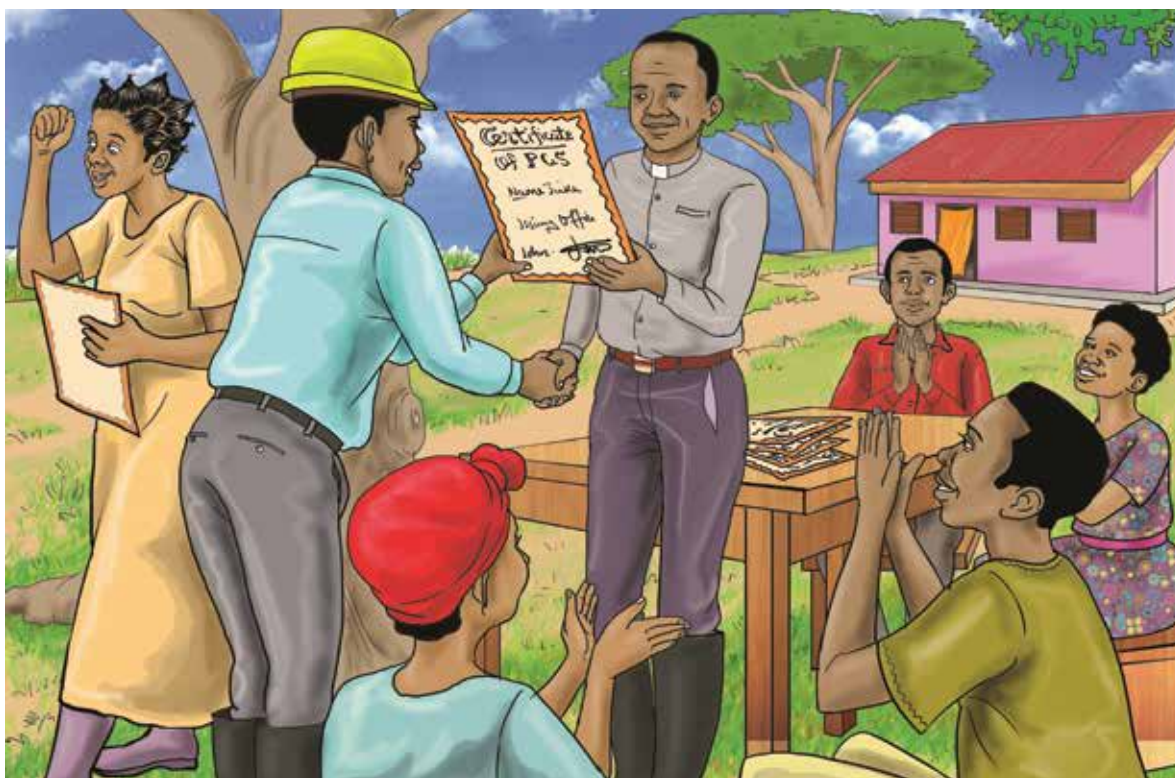
1. A PGS certified product can be labeled with PGS logo along with unique ID code provided on the certificate only when they

are packed under the supervision of the PGS committee and group.

2. The PGS group should complete peer review of all the farms at least once in each season. After peer review by the PGS committee or members of the PGS group, and report is presented that recommends the need for certification approval. This report is further discussed, verified and analysis for any potential non-compliance to the PGS standards.

3. In some cases, not all members of the PGS group may be certified. This should be informed by the report.

4. Those members who are found to be non-compliant, various corrective actions to be implemented including imposing punishments.



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# BENEFITS OF PARTICIPATORY GUARANTEE SYSTEMS (PGS)

***The PGS process presents the following benefits to small-scale farmers and other stakeholders in the process.***

- 1. Knowledge sharing and capacity building are top priorities for PGS. All the PGS members know each other. They build a very high degree of understanding on day-to-day knowledge or acquaintance of the farm. PGS trainings and farmer interactions assist farmers in improving their operations and exchanging knowledge.*
- 2. The procedures are simple; documents are basic and use the local language understandable to small-scale farmers. PGS is a simple quality assurance strategy for small-scale farmers unlike third-party certification methods, it allows small-scale farmers to verify their compliance with production standards at a low cost.*
- 3. Consumers have access to safe or organic food that has been manufactured to meet quality standards. Due to direct linkages between buyers and sellers and obvious traceability, PGS helps to create consumer trust. The PGS process also*

*brings consumers to the farm without the need of middleman since they are often involved in production and verification process.*

- 4. PGS is a dependable, cost-efficient, and effective system for managing food safety across the country. It aids in the restoration of citizens' faith in the food system and promotes consumer health. It also contributes to shifting producers' behavior toward safer and more ecologically friendly production processes, promoting social responsibility awareness, and developing community ties.*
- 5. Small-scale farmers who participate in PGS generally see an improvement in their incomes because usually organic products call for higher prices. There is improvement in nutrition and availability of food. As a result, PGS can help them meet more of their households' nutritional needs through subsistence farming.*
- 6. Enhanced self-sufficiency not only helps farmers raise the quantity of food available but also improves the quality of the food because production tends to follow agroecological best practices.*

## CONCLUSION

It is necessary to recognize and promote PGS within national organic laws and regulations in order to encourage the adoption of ecological organic practices and to grow the organic sector beyond third-party certified organic operators. Supporting PGS development not only encourages organic agricultural acceptance, but it also helps small farmers better their livelihoods. Because the concept of PGS is not yet widely used in Uganda, there is a need for government assistance in the early stages of PGS development to give resources for capacity building and organizational development, after which the systems can function independently.

## NOTES TO THE USER

The participatory guarantee system is described in length and in-depth in this guide (PGS). This guide can be used in a variety of ways by users to accomplish their PGS group's goals. The guide can be used as a reference by development organizations and allied agencies working in the sector of food safety and quality management to expose their partners and local governments to the Participatory Guarantee Systems. PGS can also be duplicated and integrated into national and municipal policies relating to sustainable agricultural development, bridging the gap between production and markets, quality management, and food safety. The guide can be used by agricultural cooperatives and farmer groups that have been using PGS in their production and economic activities to assess the process of setting up and managing the system.

# PARTICIPATORY GUARANTEE SYSTEM (PGS) TOOLS

The following tools enhance the implementation of the PGS process among small-scale farmers and other stakeholders. Each of these tools can be tailored according to the ambition and needs of the community.

## TOOL 1: PGS Application Form

Small-scale farmer ID	
Name of the small-scale farmer	
Gender	
Date of birth	
Responsibility in the group	
Location details i.e. village	
Phone contact	
Signature	

## TOOL 2: PGS Group Registration Form

Group ID	
Name of the group	
Group Location	
When the Group was formed	
Contact Person Details	
Group Objectives, Eligibility	
Group Membership (Indicate Gender)	
Leadership (Executive and Committees)	
PGS Enterprise Selection	

## TOOL 3: Situation Analysis Tool

Focus	Situation two years ago.	Situation in the past two seasons.	Impact on farming practices.	Impact on markets.
Environment/climate				
Socio-economic				
Health and diet				
Farm input				
Government/politic				

## TOOL 4: Group Analysis Tool

Focus	Responses
Strength	
Weakness	
Opportunities	

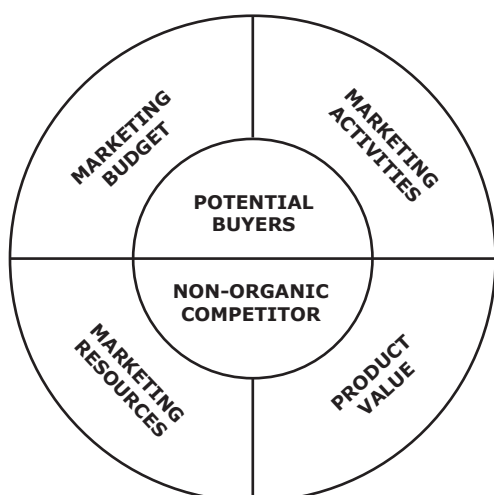
## TOOL 5: Vision and Enterprise Tool

Enterprise	Strengths	Weaknesses	Opportunities	Vote	Selected Enterprise

Enterprise	Shared Vision

## TOOL 6: Group Marketing Strategy

Name of the Group:	
Name of the Product:	



## TOOL 7: Farm History Sheet

Name of the small-scale farmers:	
ID code:	
Location:	
Date:	

Period	Crops grown in the field	Fertilizer inputs used (name and quantity)	Plant protection inputs used (name and quantity)	Remarks
Year 1: Season 1				
Year 1: Season 2				
Year 2: Season 1				
Year 2: Season 2				
Year 3: Season 1				
Year 3: Season 2				

**Also attached details for the following;**

1. Soil testing and water testing	
2. Irrigation facilities	
3. Availability of machines and tools	
4. Livestock on the farm	
5. Storage facilities available	
6. Post-harvest facilities	
7. Processing facility	
Signature of small-scale farmer:	
Date:	

## TOOL 8: Pledge Certificate

PGS		Eastern and Southern Africa Small Scale Farmers' Forum <b>ESAFF - UGANDA</b>
PLEDGE CERTIFICATE		
<p><i>I pledge to follow all the set Participatory Guaranteed System (PGS) Standards that we have set in our PGS Group and Committee to report periodically to the PGS Group about any progress made.</i></p>		
Name of the Season:		
Name of the Small-scale Farmer:		
Signature of Small-scale Farmer:		
Date:		
<b>Witnesses</b>		
Name and Signature:		
Name and Signature:		
Name and Signature:		

## TOOL 9: Agro-ecosystem Analysis (AESA) Sheet

Group Name:				ID:
Crop:				
<b>Focus</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>
Agronomic Data (like; Plant Height, # Leaves, # Flowers, etc)				
Plant Protection Data (like; Pests, Natural Enemies, Diseases, etc)				
Soil and Weather (like; Weather Conditions, Soil Conditions)				
Special Actions are Taken on the Farm/Garden				



## TOOL 10: PGS Certificate





Eastern and Southern Africa  
Small Scale Farmers' Forum  
**ESAFF - UGANDA**

Sereal No. \_\_\_\_\_ **PGS CERTIFICATE** Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

\_\_\_\_\_

(Name of Group or Person)

\_\_\_\_\_

(ID Number)

***This is to certify that the following Person or Group  
has achieved the PGS Standards and hence  
awarded a PGS Certificate.***

Issuing Officer: \_\_\_\_\_ / \_\_\_\_\_

(Name) (Signature)

PGS group: \_\_\_\_\_

Local government Production Department: \_\_\_\_\_

## TOOL 11: PGS Seal



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## REFERENCES

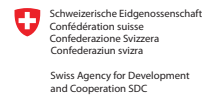
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## About ESAFF Uganda

Eastern and Southern Africa Small-scale Farmers' Forum (ESAFF) was formed in 2002 during the World Summit on Sustainable Agriculture which was being held in Johannesburg, South Africa by small-scale farmers. The main aim was to make small-scale farmers, pastoralists and fisher folks, who are central to sustainable natural resource management and development more visible. Eastern and Southern Africa Small-scale Farmers' Forum (ESAFF) was operationalized in Uganda in 2008 as a direct response to the need to create a regional Forum to bring together small-scale farmers into a farmer-led advocacy movement to influence policies and practices at global, continental, regional, national and local levels. ESAFF Uganda is a small-scale farmer-led advocacy movement formed to facilitate processes through which small-scale farmers' development concerns can be solicited, articulated, and ultimately addressed through policies and programs.

ESAFF Uganda focuses on advancing economic empowerment, agroecology and food sovereignty. ESAFF Uganda is currently having a membership of 12543 farmer groups with 384056 individual small-scale farmers of which 64 percent are women in 54 districts (under the administration of 30 historical districts' forums). ESAFF Uganda is also part of a bigger network of small-scale farmers in the other 15 countries in eastern and southern Africa including South Sudan, Rwanda, Burundi, Kenya, Tanzania, Swaziland, Zambia, Zimbabwe, Malawi, South Africa, Lesotho, DR Congo, Madagascar, Seychelles and Mozambique.



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