



སོནམ་དང་སྒོ་ནོར་ལྷན་ཁག།  
སོནམ་མཐུན་འགྲུབ་དང་རྩོད་འགྲེལ་རྒྱུ་བ་ཡར་དག་ལས་འགུལ།  
Ministry of Agriculture and Livestock  
Building Resilient Commercial Smallholder Agriculture Project  
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# **Building Resilient Commercial Smallholder Agriculture (BRECSA)**

## **Standard Format and General Guide for Documentation and Management of Knowledge Products under BRECSA Project**

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## 1. Background

The cross-sectoral focus of the BRECSA project with Technical Assistance support from World Food Programme (WFP) entails promotion of climate resilient farming technologies focusing and nutrition-sensitive agriculture technologies focusing on strengthening resilience of Bhutan's smallholder agriculture sector.

Concurrently, the project is also mandated to catalyse agri-entrepreneurship development through development of inclusive agri-food hubs in strategic locations linking the hubs to production clusters and reliable markets. These ambitious targets call for rigorous documentation and knowledge management, which warrants us to put in place a standard guidelines and formats.

## 2. Purpose

The broad purpose of this guideline is to establish a standard format for documentation and knowledge management in the BRECSA project, ensuring clarity, consistency and uniformity across all sectors.

## 3. Scope

The main scope of this guide is to streamline quality, uniformity and consistency in documentation and management of knowledge products generated through the implementation of project activities during the project period.

## 4. Structure and Content

- **Clear Purpose:** Clearly define the purpose of the document and its target audience.
- **Logical Organization:** Arrange the content logically and coherently, using the headings and sub-headings to guide the reader.
- **Concise Language:** Use clear, concise, and easy-to-understand language, avoiding jargon or technical terms that may be unfamiliar to the target audience.



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- **Consistency:** Maintain consistent formatting, terminology, and style throughout the document.

## 5. Style and Tone

- **Professionalism:** Maintain a professional tone and avoid informal language.
- **Clarity:** Write clearly and concisely, avoiding ambiguity or confusion.
- **Objectivity:** Present information objectively, avoiding personal opinions or biases.

## 6. Document Types

- **Guidelines and Manuals:** The guidelines shall provide clear instructions or procedures for specific tasks or processes, while the manual offer comprehensive information on how to use equipment, software, systems or technology in a systematic manner. Thus, these documents should conform to the specified standards and formats.
- **Strategic documents:** This document provide clear strategies for efficient implementation of certain processes and these documents must conform to the specified standards and formats.
- **Brochures and Leaflets:** These documents provide information project activities, services, or products in a visually appealing and informative format. These are type of extension materials which provide specific information on technology, processes and approaches. Thus, these documents should conform to the standards and formats specified.
- **Reports:** The reports include activity monitoring report, quarterly progress report and annual progress report. The reports must outline what, why, how and where the activities were undertaken with clear findings and recommendations. Hence, these reports must conform to the standards and formats outlined in this document.
- **Other Documents:** The standards and formats specified in this document shall also apply to other documents such as Workshop Proceedings, Resolutions and Minutes of Meetings, briefing note, presentations and letters.



## 7. Standards and Formats for different types of documents

<b>Guidelines and Manuals</b>	
Heading	<p>Heading 1: Main titles within the guidelines and manuals with font style: Cambria and font size: 13</p> <p>Heading 2: Major sections within the main heading of the guidelines and manuals with font style: Cambria and font size: 12</p> <p>Heading 3: Subsections within the Heading 2 of guidelines and manuals with font style: Cambria and font size: 11</p>
Paragraphing	<p>Indent the first line of each paragraph</p> <p>All paragraphs should be justified</p>
Page Numbering	<p>All pages except front and back covers must be numbered. Page numbers must be placed at the bottom centre of the page.</p>
Page Size	<p>A4 Size: 20.99 cm x 29.7 cm</p>
Page Margin	<p>Page margin should be normal with 1 inch on all sides – 1 inch on Top, Bottom, Left and Right margin of the page.</p>
Page Orientation	<p>The orientation should be portrait except large tables or figures can be in landscape orientation.</p>
Font Style and Size	<p>The font style and size for the overall text of the guidelines and manuals should be Cambria and 12.</p>
Tables	<p>Font style of the main text in the tables should be Cambria and font size 11 with. Table heading should be inserted using Insert Caption, placed above the table with font style Cambria and size 11 in bold</p>
Figures	<p>Font style of the main text in the figures should be Cambria and font size 11. Figure heading should be inserted using Insert Caption, placed should be placed below the figure with font style Cambria and size 11 in bold.</p>
Line Spacing	<p>1.1 or 1.5 throughout the document; Maintain consistency throughout the document.</p>



Visual Aids	For both guidelines and manuals, avoid using fancy visual aids except few simple charts. However, manuals may require use of visual aids such as schematic diagrams to illustrate certain specific technical processes.
Reference	Use APA 7 <sup>th</sup> edition
<b>Strategic documents</b>	
All standards and formats remain same except that strategic document will have relatively fewer visual aids compared to manuals.	
<b>Brochures and Leaflets</b>	
All standards and formats remain same except that page size will be different from that of the above documents and these will have relatively more visual aids.	
<b>Reports (Quarterly Progress Report, Annual Progress Report, Technical Feasibility Report, etc.)</b>	
The standards and formats remain same as above documents except that reports will have more evidence based figures, which are placed under each suitable heading and sub-headings and are numbered sequentially. Additionally, the reports will provide more empirical results presented either in tables and charts.	
<b>Posters</b>	
Like brochures and leaflets, other standards and formats may remain same except that page and font style and size of heading and main contents and visual aids may differ depending upon its intended purpose.	
<b>Workshop proceedings</b>	
All above standards and formats specified for the above documents are applicable to workshop proceedings except that it does not require use of visual aids except some relevant workshop pictures.	
<b>Resolutions</b>	
Resolutions is more or less similar to proceedings except that the former presents only agreed actions, while proceedings cover all aspects of the workshop. Hence, the standards and formats are more or less similar except that relevant picture of workshop is not presented in the resolutions.	
<b>Minutes of Meetings</b>	
Minutes of Meetings is more or less similar to resolutions and hence standards and formats are also somewhat similar.	



## 8. Standard Format for Reports (Quarterly/ Annual Reports, Technical Feasibility Report, etc.)

<b>Title Page</b>	Title of the report Organization Name Authors Name Report Number
<b>Table of Contents</b>	
<b>Executive Summary</b>	
<b>Introduction</b>	Background Purpose Scope
<b>Objectives</b>	
<b>Methodology</b>	Approach Data sources Limitations
<b>Findings/ Results</b>	
<b>Conclusion Recommendation</b>	
<b>References</b>	If certain sections of the work of others is directly used in the report by making proper in-text citation.
<b>Bibliography</b>	If the author has not used the work of others directly in the report, then the list of literatures referred can be mentioned as bibliography.
<b>Appendices/ Annexures</b>	If some tables or figures are either appended or annexed in the report, then the report has to have a proper list of appendices or annexures clearly mentioned as a separate section and outlined explicitly in table of contents.



## 9. Standard format for guidelines, strategy, and manuals

<b>Title Page</b>	<ul style="list-style-type: none"> <li>Title of the Document</li> <li>Name of the organization</li> <li>Version/Edition</li> <li>Date of publication</li> </ul>
<b>Table of Contents</b>	
<b>Executive Summary (Optional)</b>	
<b>Introduction</b>	<ul style="list-style-type: none"> <li><b>Purpose:</b> Clearly define the purpose of the guidelines, strategy, or manual. What problem does it solve or what objective does it help achieve?</li> <li><b>Scope:</b> Define the boundaries and areas covered by the document (e.g., for guidelines, what behaviors or actions are covered).</li> <li><b>Audience:</b> Identify who the document is intended for (e.g., department heads, all employees, clients).</li> <li><b>Background:</b> Provide any necessary context or background information for the document's creation or its importance.</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li><b>Guidelines:</b> Outline the fundamental principles or standards that should be followed</li> <li><b>Strategy:</b> Define the key objectives or goals of the strategy</li> <li><b>Manuals:</b> List the core operations or tasks that need to be addressed</li> </ul>
<b>Conclusion</b>	
<b>References</b>	
<b>Bibliography</b>	
<b>Appendices/ Annexures</b>	



## 10. Standard format for news and articles

<b>Headline/Title</b>	Short, clear, and engaging. The title should highlight the key action, result or significance. The title should not be more than 10 words.
<b>Introduction/Opening paragraph</b>	The introduction should include a lead. Capture the main news or update in the first paragraph (5 W, 1 H) 1-2 sentences answering the core questions
<b>Background/context</b>	Brief overview of the activity: objective, funders or partners, relevance to goals.
<b>Event/Activity details</b>	Detail the specific activities or events, such as trainings and workshops. (Training topics, duration, participants, trainers)
<b>Achievement/outcome</b>	Highlight results or outputs, impact on communities, data or testimonials
<b>Way Forward</b>	Mention upcoming plans, follow-up activities
<b>Closing paragraph</b>	Reinforce the importance of the activity Mention collaboration, appreciation or calls to action
<b>Photos</b>	Include 2-4 high-quality photos with short captions including names, locations, and activities
<b>Style</b>	Use simple and active voice Avoid jargon; keep it accessible Keep the length between 300-600 words Ensure accuracy of facts and names Avoid abbreviations and technical terms (or explain them)