 

**Farmer-to-Farmer East Africa**

**Volunteer Assignment Scope of Work**

**NOTE: THIS SCOPE OF WORK AWAITING FINAL EDITS**

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| **Summary Information** | |
| Assignment code | ET108 |
| Country | Ethiopia |
| Country Project | Livestock Production and sector support |
| Host Organization | Alema Farms Pvt Ltd company |
| Assignment Title | Poultry hatchery management |
| Preferred Dates | May – Sept, 2017 (flexible) |
| Assignment objectives | * To train employees of Alema farm on advanced hatchery management techniques |
| Desired Volunteer’ Skill/Expertise | Volunteer with advanced education and experience in poultry science and poultry farm management |

1. **BACKGROUND**

The Farmer-to-Farmer (F2F) East Africa program is a program that leverages US volunteer’s expertise to assist smallholder farmers and small scale processors in East Africa to improve their business practices through volunteer assignments conducted with host organizations. Through F2F intervention, CRS will improve the livelihoods and nutritional status of significant numbers of low income households by: i) broadening their participation in established commodity value chains as producers and service providers; ii) strengthening community resilience to shocks such as droughts that adversely affect livelihoods; and iii) preserving/enhancing natural resources upon which most rural communities depend. CRS will also increase the American public’s understanding of international development programs and foster increased cross-cultural understanding between host countries and US volunteers.

Alema Farm is in Bishoftu (Debre Zet) and has engaged in different activities such as chicken raising/slaughtering, pig farming, pig mortadella processing, animal feed processing, agro- chemical sales and veterinarian medication distribution. Alema Farms was established in 1993 and has grown to be one of the larger private poultry and meat producers in Ethiopia. The farm has 270 workers of which 6 are veterinarians.

The current capacity of poultry production is at 300,000 hatched chicks per year. The Parent breed or parent stock of the chickens are imported from German and/or Holland. The company distribute day old improved chicken to farmers which contributes a lot to farmers in terms of improving nutrition and income. In addition, the company has clients like super markets and hotels.

1. **ISSUE DESCRIPTION**

Even though the farm is producing high number of day old chicks the hatchability of the eggs found to be low as compare to the standard. The target set by the farm is to get 90% of the hatching eggs to chicks however their status is maximum of 70% and sometimes lower. The farm managers and workers are not clear with the reason for low hatchability of eggs, therefore, requested F2F program for volunteer assistance to assess the current practice and recommend/advise them improved techniques to achieve the target.

It is believed that if the technical capacity of the veterinarians, daily workers and electricians involved in the hatchery works of the farm improved the farm can hit the target and allows the farm to be more effective in meeting the demand of its customers.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of this volunteer assignment is to train and practically demonstrate modern technical knowledge/skills on improved hatchery management practices. The beneficiaries for this assignment will be employees and owners of the farm.

The volunteer may touch upon some of the following techniques that can improve the hatchability of eggs:

1. Selection and care of hatching eggs focusing on practices how to clean eggs using different equipment such as sand paper, brush, water with recommended temperature, how to store the eggs (storage and its recommended temperature) and how to handle the eggs.
2. Selection of incubation room focusing on heating, ventilation, humidity and sanitation
3. Fumigation practices
4. Other relevant techniques that improve the hatchability of eggs

**Host contribution:** Alema farm will facilitate visit for the volunteer to understand the existing practices at the farm. The farm will select staff and stakeholders in various positions to attend trainings, and facilitate the volunteer to reach them. The host will also avail key personnel to facilitate the volunteer in his/her overall works including informal training/discussions with the farm workers. The host will make prior arrangements to ensure that the volunteer can attend scheduled training forums to train the farm employees. The host will also provide the volunteer with office space and office furniture. The host will also make vehicle available for everyday travel from hotel to farm.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

It is anticipated that this assignment will introduce the poultry farm workers with modern hatching practices and equipment required with specifications. By applying the techniques recommended by the volunteer, the host will improve the selection and care for hatching eggs, the management of incubation room and sanitation etc. These all in-turn contribute to the improvement of the hatchability status of the eggs.

1. **ASSIGNMENT DELIVERABLES**

It is anticipated that the volunteer transferred up-to-dated skills and overseas’ experience to the staff members and owners of Alema farm via training and practical demonstration.

* 30 employes will train and technically assisted
* Locally adaptable and helpful oversees’ experiences are transferred and adopted for better management
* Preferably, training handouts/guidelines (for TOTs) is developed by the volunteer and submitted

The anticipated deliverables that can be accomplished by the volunteers can also include:

* Initial presentation done (outlines of topics of the course, plan, approach, etc),
* Reports with recommendation submitted;
* Presentation to CRS staff and/or USAID;
* Outreach events conducted in the US.

1. **SCHEDULE OF VOLUNTEER ACTIVITIES IN ETHIOPIA**

| **Day** | **Activity** |
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| Days 1 | Arrival to Ethiopia, Bole international Airport. The volunteer will find the hotel kiosk in the airport and have prearranged transport to “Churchill hotel” |
| Day 2 | Introduction to CRS higher officials and briefing meeting (security, general orientation, logistic, reporting formats, etc.) at CRS office. Discuss anticipated outcomes and work plan. |
| Days 3 | * Drive to Bishoftu (Debre Zeit) 45 Kms from Addis Ababa, where the volunteer will stay until completion of her/his assignment. * CRS introduces the volunteer to the Alema team. Together with CRS and the management, the volunteer will review and finalize the work-plan. The action plan should include group presentations to be done after the assignment. * In the afternoon, visit some of Alema farm facilities and staff members. |
| Days 4 | * Further identify skill & training gaps through visiting & discussing with the host. |
| Day 5-7 | * Conduct training to the staff and owners * Assess and refine the quality of trainings through feedback and observations. |
| **Day 8** | **Rest day.** |
| Days 9-14 | Continuation of the trainings and technical assistance (related with hatchery management) |
| **Day 15** | **Rest Day** |
| Day 16 | * Group debriefing presentation to the host in the presence of CRS. * Volunteer travels back to Addis Ababa. |
| Day 17 | * Finalize reimbursement expenditures and liquidations (if any) with finance. * Finalizes his/her report and submit training M&E forms to CRS F2F staff. * Debriefing at CRS office with USAID Mission and CRS staff |
| Day 18 | * Depart for USA |
| TBD | Outreach event when back in the US could include: presentation with a local group/organization, press release, media event and/or speaking tour. |

1. **DESIRABLE VOLUNTEER SKILLS**

* The desired skills of the volunteer will include an educational background in poultry science and experience poultry farm management specifically on hatchery management.
* Experience in adult training and technical assistance
* Good interpersonal and communication skills including analytical skills
* Willingness to travel in rural areas and from villages to villages,
* Respect the cultural and religious norms of the rural people.

1. **ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**

* Before travelling to the assignment place, the volunteer will stay in Addis Ababa at one of the CRS’s client hotels, Churchill or another hotel that will be booked and confirmed before the arrival date.
* In Addis Ababa, the hotel usually has rooms that include services such as airport pickup and drop-off, breakfast, wireless internet, etc.
* The hotel or CRS will arrange a vehicle for short travel from the hotel to CRS and vice versa while in Addis Ababa.
* All required materials will be prepared ahead of time and provided to the volunteer. CRS Ethiopia will provide the volunteer with a laptop computer (if s/he needs), local internet dongle (modem/EVDO) and mobile phone with a charged local SIM-card. Any other required logistics and facilities can also be requested by the volunteer during her/his stay in Addis Ababa.
* CRS will provide a vehicle and accompany the volunteer to the place of assignment.
* During her/his assignment period, the volunteer will be booked in a hotel in Bishoftu/Debre zeit town.
* CRS Ethiopia will arrange hotel accommodations and cover the lodging bills against receipts.
* CRS HQ will provide the volunteer with a per-diem advance to cater meals and incidences.
* CRS Ethiopia will also reimburse the volunteer with laundry costs against receipts.
* Before departing from Ethiopia, the volunteer will liquidate any advances received in Ethiopia.
* For more information, please refer to country information that will be provided.

1. **RECOMMENDED ASSIGNMENT PREPARATIONS**

* Although CRS F2F has developed such hinting SOW, the volunteer can fine-tune through her/his professional qualifications to successfully carry out this assignment.
* Generally, Ethiopia is under the tropical zone, where malaria may be a problem. Therefore, the volunteer is advised to take pills or vaccination for malaria and (maybe also for cholera) as per medical recommendations by her/his doctors/health professionals in US before departing from US.
* Prior to travel, the volunteer is advised to prepare necessary training and demonstration aids and written handouts. Electronic copies of the handouts and any other paper materials can be printed for immediate use at the CRS office in Addis Ababa on request by the volunteer.
* If the volunteer requires simple training aids like flip charts, markers or tape s/he should make the request and collect from the CRS office in Addis Ababa prior to travel to the assignment place.
* Translation of handouts to the local language can be done in the locality of the assignment, if required.
* Depending on the meeting places and availability of electric power and LCD projector, the volunteer may use a laptop and projector for power point presentations.

1. **KEY CONTACTS**

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| **Host Organization** | |
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