  

**Development Food Security Activity(DFSA)**

**Volunteer Assignment Scope of Work**

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| **Summary Information** | |
| Assignment code | TBD |
| Country | Ethiopia |
| Country Project | Grain Country Project |
| Host Organization | Ethiopian Catholic Church social and Development Coordination Office of Harar (ECC-SDCOH) |
| Host partner | CRS, Development Food Security Activity (DFSA) |
| Assignment Title | Income Generating Activities and Financial Management to LG (Livelihood Group) members |
| Assignment preferred dates | January 2018 |
| Assignment objective | Enhance rural LG members diversify and increase their household income through improve skill on IGA[[1]](#footnote-1) and FM[[2]](#footnote-2) |
| Desired volunteer skill/expertise | Knowledge and demonstrated experience on IGA Selection, planning and FM skill including Basic marketing skill, BDS[[3]](#footnote-3) and business plan preparation. |

1. **BACKGROUND**

DFSA[[4]](#footnote-4) is a five-year USAID funded project with overall goal Resilience to shocks and livelihoods enhanced, and food security and nutrition improved for rural HHs. Four higher-level outcomes contribute to this goal: 1) Improved GoE and community systems to respond to needs of vulnerable communities and HHs; 2) Improved sustainable economic well-being of HHs; 3) Improved nutritional status of PLW and children under five; and 4) Improved access to and control of community and HH resources by women and youth. DFSA was working in collaboration with F2F program. The Farmer-to-Farmer (F2F) East Africa program is a program that leverages US volunteer’s expertise to assist small holder farmers and small-scale processors in East Africa to improve their business practices through volunteer assignments conducted with host organizations. Through F2F and DFSA intervention 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.

DFSA will use its Pathway to Prosperity (P2P) approachand the CRS-designed Skills for Marketing and Rural Transformation to guide its interventions in sustainably improving the economic well-being of PSNP clients. For the poorest HHs focus will be on asset acquisition (vouchers), protection (savings) and climate-smart agricultural techniques and technologies, all of which aim to stabilize families and reduce the food gap. Interventions for vulnerable-but-viable HHs (Build) focus on increasing and diversifying income sources, including off-farm and employment. From this more stable situation, HHs can increasingly focus on market engagement and expansion.

One of strategic output of DFSA will support establishment of 721 IGA groups among LG and Clients have new on-farm and off-farm income-generating enterprises. IGA groups provide opportunities for members to gain an understanding of markets, leverage prices, improve networking and relationships, manage transport challenges and share labor and market information. To support group development and training, DFSA will use CRS’ global methodology: [Getting to Market From Agriculture to Agro-enterprise](https://www.google.com.et/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwiH2-e35sLLAhUBjnIKHc6ZCtkQFggaMAA&url=http%3A%2F%2Fwww.crs.org%2Fsites%2Fdefault%2Ffiles%2Ftools-research%2Fgetting-to-market.pdf&usg=AFQjCNGT5Y9yrVz18OlPOPuv-KOWVz8n-A&sig2=P-IOObPCSLCLSA0HYKtqyg&bvm=bv.116636494,d.bGg). DFSA will engage the woreda MSE, Cooperative Promotion Office and other GoE specialists to improve marketing and business skills training with best practices (including CRS Marketing and Business curriculum).

The host ECC-SDCOH in partnership with CRS is implementing several agricultural developments, emergency, rehabilitation and IGA related projects including DFSA of the Productive Safety Net Program (PSNP-4). It operates in a number of zones and districts in Oromia and Somali regions and Dire Dawa city administrations. For this particular IGA and Financial Management assignment, three neighboring districts (Babile, Midhega Tola and Dire Dawa areas) of East Hararghie zone of the Oromia region and Dire Dawa City Administration will be selected. The volunteer will transfer technologies, Knowledge and skills on the selected IGA and FM skill which are important to increase and diversify income, and strengthen on- or off-farm enterprises.

1. **ISSUE DESCRIPTION**

Operating an IGA and FM provides the opportunity to be self -employed using one's own skills and resources. Unfortunately, the large majority of the poor do not have confidence in their capabilities and think that they cannot manage economic activities or other initiatives that let their live better. Poor families in the rural areas of Ethiopia often do not have a great deal of experience with managing financial and other resources for income generation and diversify livelihood. Although many supplement family incomes with earnings from small household-based activities, few have experience in saving and borrowing money for investment in an IGA. As a result, the livelihood entirely depend on agriculture which is nowadays highly vulnerable to climate change.

The IGAs supported through various programs are usually larger and more complex for farmers than agriculture. This is because of lack of appropriate skill training. So that it is challenging for them to take the risk of financial losses if the activity fails. This risk of failure can be reduced by providing participants with training that enables them to systematically assess the appropriateness of several potential IGAs, comparing each to their specific skills and resources. An analysis of this kind will allow each of them to choose the IGA that is most suitable, given their individual circumstances.

Therefore, the host requested for CRS, F2F volunteer assistance on IGA Selection, Planning and FM skill which consists; basic marketing skill, BDS and business plan preparation were chosen by the host as it is the missing gap and one of the most important value chain activities to that support women and youth by providing skills to gain a clear understanding of local economic opportunities and awareness of market potential and how to network with market actors to ensure food security and increased income earnings.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of this assignment is for rural men, women and youth (LG groups, PSNP clients and farmers) to diversify and increase their household income through improving their knowledge and practice on IGA and FM skills. This will include training on; basic marketing skills, BDS and business plan preparations etc. It is targeted to address 120 (40 per woreda) LG group members and 10-25 key staffs and FA[[5]](#footnote-5) of the hosts and key stakeholders of the agricultural offices as a Training of Trainers (ToT).

The specific objectives of this volunteer assignment, therefore, include:

* Enhance Knowledge on IGA and Financial Management skill which consists; Basic marketing skill, BDS and business plan preparation
* Support Livelihood group members, select an IGA that is suitable for their individual circumstances, after careful consideration of the technical, marketing and financial aspects among the alternative IGAs;
* Assisting Livelihood group members to plan for the successful launch of the IGA after the selection has been made; and
* Supporting Livelihood Members to manage the IGA effectively, so that the loan is repaid on time, the income earned from the IGA matches expectations, and the risk is kept within manageable limits.
* Develop and submit simple guidelines on IGA Selection, Planning and FM

**Host contribution** – The host will select 10-25 staffs and FA per woreda for TOT and the 120 LG members from its beneficiaries. The host will also avail key personnel to work closely with the volunteer to ensure translations to local languages, assist volunteer during training and demonstrations at Farmer Training Centers (FTCs)/ Pastoral Training Centers(PTC), and join on-farm and household visits. The host HCS will also provide the volunteer with office space and office furniture as required. For field traveling within the assignment area, the host will provide the volunteer with transport. And make ready all logistical arrangements such as lodging, stationary etc.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

As a result of the volunteer technical assistance, it is anticipated that this assignment will result Improved confidence, knowledge and practice on IGA Selection, Planning and Management and Financial Management skill which consists; Basic marketing skill, BDS and business plan preparation for LG members and rural men, women’s and youths in targeted DFSA areas. It is also anticipated that 120 LG members and 10-25 key staffs and FA per woreda (as ToTs) will benefit from the training and practical technical assistance.

**Specific outputs from this assignment include but not limited to the following:**

* Improved knowledge and skills in business management
* Participants ability to identify viable business opportunities enhanced/increased
* Participant’s ability to assess their own weakness, strength, opportunities, fears and motivations in business initiation and management developed/promoted
* participants will be acquainted with knowledge and skill on how to: Select. Plan and manage an IGA that is suitable for their individual circumstances.
* Simple guidelines on IGA Selection, Planning and Financial Management

**The anticipated deliverables by the volunteer include**:

* + Initial presentation (outlines/list of activities, plan, approach, etc),
  + Training and direct assistance conducted,
  + Field report with recommendation,
  + Presentation to CRS staff and/or USAID,
  + Outreach events conducted in the US.

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

| **Day** | **Activity** |
| --- | --- |
| Days 1 | Arrival in Addis. The volunteer will be met at Bole Airport by CRS’s client hotel Saro Maria Hotel (mail: [reservation@saromariahotel.com](mailto:reservation@saromariahotel.com) ; [Phone](https://www.google.com/search?rlz=1C1GGRV_enET751ET751&q=saro-maria+hotel+phone&sa=X&ved=0ahUKEwie4JH0gNfWAhXFOBoKHS8rB1sQ6BMIwwEwEA): [+251 11 667 2167](javascript:void(0))).The volunteer will locate the Saro Maria hotel kiosk and receive their pre-arranged transport |
| Day 2 | * Introduction with CRS higher officials and briefing meeting (security and general orientation) at CRS office where s/he will be fully briefed on security plan, logistics and itinerary of trip. Discuss anticipated outcomes and work plan, |
| Days 3 | * Local flight to Dire Dawa, the station of the host. S/he will be introduced with the host and accommodated at in a hotel. * If time permits, general orientation with the host will be pursued. |
| Days 4 | * First hand briefing on the main objectives and modality of the assignment and adjust the agenda for the coming days (work planning session). Briefing and debriefing with the field staffs. * Assess and refine the quality of trainings and practical demonstrations through feedback and actual observations. |
| Day 5-7 | * Conduct firsthand training and presentation to staffs (SILC Supervisors, FA and other key staffs of the host/government) |
| **Day 8** | **Rest day.** |
| Days 9-14 | * Trainings and technical assistance (demonstrations, on-farm and household visits) to grain farmers’ beneficiaries and cooperative leaders through formal and informal trainings, groups and individual contacts/discussions, and demonstrations. * Evaluate/collect feedback on the training, present and discuss final recommendations with the host. |
| **Day 15** | **Return to Addis, Saro Maria Hotel** |
| Day 16 | * Finalize reimbursement expenditures and liquidations (if any) with finance. Volunteer also finalizes his/her reporting and submit training M&E forms to CRS F2F staff. * Debriefing at CRS office with USAID Mission and CRS staff. * Complete any unaccomplished activities * Depart for USA night time |
| TBD | Outreach event when back in the US |

1. **DESIRABLE VOLUNTEER SKILLS**

The volunteer should have the following qualifications and competencies:

* Knowledge and demonstrated experience in IGA, IGA Selection, Planning and Financial Management skill including Basic marketing skill, BDS and business plan preparation
* Experience in adult training and technical assistance especially with rural people including smallholder subsistence farmers
* Good interpersonal and communication skills including analytical skills
* Respect the cultural and religious norms of the rural people.
* Willing to work under the context of East Africa, Ethiopia condition

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

* Before travelling to the assignment place, the volunteer will stay in Addis Ababa at one of the CRS’s client hotels, Saro-Maria that will be booked & confirmed before the arrival date. The hotel has rooms that include services such as airport pickup and drop-off, breakfast, wireless internet, etc.
* CRS will arrange a vehicle for short travel from and to the hotel to CRS.
* 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 requested by the volunteer), 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 his stay in Addis Ababa.
* CRS will provide a vehicle and accompany the volunteer to the place of assignment. During his assignment period, the volunteer will be booked in a hotel at Dire Dawa, Samrat hotel
* 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.
* For more information, please refer to country information that will be provided.

1. **RECOMMENDED ASSIGNMENT PREPARATIONS**

* Although CRS and host developed such hinting SOW, the volunteer can fine-tune through 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 his doctors/health professionals 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 field
* Translation of handouts to the local language can be done, 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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| **CRS Baltimore** | **CRS East Africa Regional Office** |
| **Maria Figueroa**  Recruitment Manager  EA Farmer to Farmer Program  228 W. Lexington Street  Baltimore, MD 21201; 410-951-7366  Email: [maria.figueroa@crs.org](mailto:maria.figueroa@crs.org) | **Nyambura Theuri**  Deputy Project Director  EA Farmer to Farmer Program  P.O. Box 49675 – 00100  Nairobi, Kenya  St. Augustine Court Karuna Close Road  Email: [nyambura.theuri@crs.org](mailto:nyambura.theuri@crs.org) |
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| **Host Organization** | |
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1. IGA; Income generating Activities [↑](#footnote-ref-1)
2. FM; Financial management [↑](#footnote-ref-2)
3. BDS; Business Development Service [↑](#footnote-ref-3)
4. DFSA; Development Food Security Activity [↑](#footnote-ref-4)
5. FA: Field Agents [↑](#footnote-ref-5)