 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

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| **Assignment Summary**  |
| Assignment code | ET88 |
| Country | Ethiopia |
| Country Project | Grain Crops Production and Sector Support |
| Host Organization | Ghion Farmers’ Cooperative Union  |
| Assignment Title | Grain warehouse management  |
| Assignment preferred dates | Flexible |
| Assignment objective  | Improved warehouse management and quality of stored grains through equipping the management and staff with;* Appropriate and modern grain storage management systems and processes before getting into/and in the warehouses for efficient and effective storage and stores management
* How to maintain good quality grains at the collection points and in the warehouses
* General principles on grain quality management
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| Desired volunteer skill/expertise | Specialist in grain warehouse management; food safety, quality control, grain moisture content, pest control, bagging, stores management etc.  |

1. **BACKGROUND**

The grains sector is an important integral component of agriculture and food security in Ethiopia. Although Ethiopia is one of the largest grain producers in Africa, there are still large pockets of food insecurity mainly caused by high population pressure, low agricultural productivity, poor post-harvest loses (both in-storage and before storage), etc. Among others, low use of modern technologies in-storage and poor understanding in grain/seed physiology and food safety are critical gaps in grain warehouse management in Ethiopia. When it comes to the smallholders’ farmers and their primary cooperatives and unions, such missing gaps are aggravated by lack of skilled personnel on such fields of specialties and less attention than would be given.

Farmers’ cooperatives in Ethiopia are pivot institutions of the Ethiopian agriculture sector that play key role in the country’s food security. Gion Farmers’ cooperative union is one of unions operating in Amhara region. The union has been established in 2009 with the aim of supporting the marketing activities of 71 primary cooperatives in surrounding seven districts. The union is currently providing diversified services such as grain marketing, supply of fertilizers, seed multiplication, provision of consumption goods and transport services. Currently the union has 76 member primary multipurpose cooperatives with more than 139,000 individual members.

The major products of the union are Wheat, Teff, Haricot bean, Sesame and Chickpea. Of these the union is selling the haricot bean and Sesame for Ethiopian Commodity Exchange (ECX) which is going to be exported and the rest grains are for local market like consumer unions in Addis Ababa and universities.

1. **ISSUE DESCRIPTION**

The union uses relatively standard warehouses to store the collected grains and pulses from member primary cooperatives. It owns three warehouses with a total capacity of storing 48,000 quintal (4800 MT) and located in three different sites. The first warehouse which is found in Dejen town has a capacity of 18,000 quintals of grains and the second is located 31 km away from Dejen town with a capacity of 18,000 quintals and the last one is 61 km far from Dejen with a capacity of 12,000 quintals. In addition to these ones the union is renting two additional storages in Dejen town since the amount of grain the union collecting from primary cooperative is increasing from time to time and mostly goes beyond their own warehouse capacity. On average grains stayed for more than five months in the warehouse of the union before sell.

Despite the large amount of grain stored in the different warehouse, the union lacks educated personnel in warehouse management. So that the grain mostly attacked by weevils, birds, rats and other pests. The existing way of storing grains has also created a challenge to regularly walk around and check if some pests are there or to do inventory counts while the grain is inside the warehouse. In addition, there is limitation in warehouse management and record keeping. The union also faces losses while loading and unloading grain on/from trucks.

In general, there is lack of appropriate and modern methods of storing grains in warehouses and storages mismanagement (inside structures, setup in bulking & bagging, ground lifting, ventilation, distance from the roof & roofing, spacing between lots etc).

To address these challenge, the union requested for F2F volunteer assistance on warehouse management. The volunteer will train and technically assist the union and its member primary cooperatives at the warehouse located in Dejen town and other sites. The potential trainees will be members of the board of directors (BOD), warehouse managers/ employees, sales persons, purchasers, selected committee members from primary cooperatives and other experts.

1. **OBJECTIVES OF THE ASSIGNMENT**

The main objectives of this assignment are to improve overall grain warehouse and storage management, through improved quality of stored grains, reduced storage losses, enhanced stores management etc. A secondary objective of this assignment is to develop and or refine existing training guidelines/manuals that the host can further use for training to reach out to all the primary cooperatives members.

To achieve this, the volunteer will equip the targeted beneficiaries with the followings skills sets;

* Preparing to receiving grains
* Determining minimum standards for accepting grains
* Inspecting grains for quality and weight at entry
* Cleaning and sorting grains that is below quality but that which can be conditioned to improve quality
* Bagging and stacking in the warehouse
* Stocks management through use stock cards and other relevant stores management tools
* Managing grain quality in storage; in bulking & bagging, cleaning, ground lifting, ventilation, routine and safety inspections etc.
* Prevention and control of storage pests;

In addition, the volunteer will also make minimum recommendations for equipment/tools required to effectively and efficiently manage a grain warehouse/store so that the Warehouse Operations Managers and staff are able to plan, organize, direct, manage, evaluate and handle the operations and budget of warehouse facilities, including the identification of opportunities for warehousing operation improvements.

**Host contribution** – The Union will select and avail the target beneficiaries for the training and technical assistances. The host will also look for a person who can facilitate the day to day assignment works with the volunteer and also assist in translating all the training sessions. The host will also provide the volunteer with office space as required. In consultation with CRS, it will also facilitate hotel lodging and meals service as required. For field travel within the assignment area, the host will coordinate to provide the volunteer with transport/vehicle. If host’s vehicle is used, based on the request from the union CRS can reimburse fuel cost (against receipts) and if the host has incapability to provide own vehicle, rental car or secure transport will be coordinated/provided by the host, and costs will be reimbursed by CRS if requested by the host as per the CRS’s financial guide/regulation.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

It is anticipated that through this assignment, the overall grains storage will be enhanced, both at the primary cooperative level and at the union level, and the union will improve the overall profitability from improved efficiency throughout the grain warehouse management systems and operations.

The anticipated deliverables by the volunteer include:

* + Initial presentation (outlines/list of activities, plan, approach, etc),
	+ Training and direct assistance conducted,
	+ Simple manual/guidelines on warehouse management techniques prepared and submitted
	+ Field report with recommendation and simple guidelines submitted,
	+ Presentation to CRS staff and USAID,
	+ Outreach events conducted in the US.
1. **SCHEDULE OF VOLUNTEER ACTIVITIES IN ETHIOPIA**

| **Day** | **Activity** |
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| Day 1  | Arrival to Ethiopia. The volunteer will be met at Bole Airport by CRS’s client hotel Churchill (churchillhotel@ethionet.et / info@churchillhoteladdis; phone # 0111111212) or another client hotel with a placard bearing “CRS logo and volunteer name”.  |
| Day 2 | Briefing meeting at CRS office with CRS F2F staff and become fully briefed on logistics and itinerary of trip. Discuss anticipated outcomes and work plan,  |
| Day 3 | * Travel to Dejen 230 km (130km) to the North
* Introduction with manager and board members of the union
* First hand briefing on the main objectives and modality of the assignment and adjust the agenda for the coming days.
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| Day 4 | Visits to the stores in Dejen and Bichena  |
| Days 5-7 | Conduct the assignment according to an agreed schedules, modality, and venues  |
| **Day 8** | **Rest day** |
| Days 9-14 | Continue conducting the assignment …… |
| **Days 15** | **Rest day** |
| Day 16 | * Wrap up sessions that emphasize key accomplishments and recommendations from the assignment
* Group presentation to the host in the presence of CRS F2F staff
* Travel back to Addis Ababa
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| Day 17 | * Debriefing at CRS office with USAID Mission and CRS staffs.
* Submit all reports, return logistic items and complete all required activities
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| Day 18 | * Depart for USA (**evening hours**)
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| TBD | Conduct outreach activity when back in the US |

1. **DESIRABLE VOLUNTEERS SKILLS**
* Specialist on grain warehouse management with proven qualification in overall warehouse issues (in-side structural engineering, grain moisture content, pest control, bagging, etc), grain/seed physiology, food safety, market/export standardization, etc;
* Demonstrated experience in the said grain warehouse issues including aspects of structure (engineering) and skills on grain physiology and food safety;
* Good understanding and working experience on international standards for food safety including relevant international regulations;
* Good understanding and working experience on export standards of different grain importing countries for grains and other agricultural products;
* Experience of working with farmers organizations/ cooperatives,
* Ability and preparedness to use relevant teaching aids and audiovisuals,
* Easily adapting ability to local situations of the various developing world,
* Good communicator and interpersonal skills.
1. **ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**
* Before travelling to the host at the assignment place (Dejen), the volunteer will stay in Addis Ababa at one of the CRS’s client hotels Churchill (churchillhotel@ethionet.et / info@churchillhoteladdis; phone # 0111111212) or another client hotel that will be communicated prior to volunteer.
* 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 will be provided to the volunteer. CRS Ethiopia will provide the volunteer with a laptop computer, local internet dongle (modem/EVDO) and mobile phone with 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 arrange transport service and accompany the volunteer to the place of assignment.
* During her/his assignment period, the volunteer will be booked and stay in a hotel found in the locality of the host.
* CRS Ethiopia will cover the lodging bills against receipts.
* CRS HQ will provide the volunteer with a per-diem advance to cater meals.
* CRS Ethiopia will also reimburse the volunteer with laundry costs against receipts. Before departing from Ethiopia, the volunteer will also liquidate if s/he received any advances 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 leadership skills transfer.
* Prior to travel, the volunteer is advised to prepare necessary training and demonstration aids and written handouts. Softcopies 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 use of simple training aids like flip charts, markers or tapes/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 local languages can be done at CRS or 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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| **CRS Baltimore** | **CRS East Africa Regional Office** |
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