

**Feed the Future Sierra Leone Farmer to Farmer Program**

**Volunteer Assignment Scope of Work**

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

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| **Summary Information** | | |
| **Assignment Code** | | **SL 08** |
| Country | Sierra Leone | |
| Country Project | Feed the Future Sierra Leone EAIN Project; Rice Value Chain | |
| Host Organization | West Africa Rice Company Group | |
| Assignment Title | **Agricultural Mechanical Engineering Project** | |
| Type of Volunteer Assistance: | **Technology Transfer (T)** | |
| Type of Value Chain Activity: | **Information and Input Support Services (S)** | |
| Assignment preferred dates | Summer 2017 | |
| Objective: | Provide technical expertise and engineering support for farm machinery. The Volunteer will build the capacity of local mechanics, tractor drivers and machine operators by training on proper use of machinery, preventative measures, best-practice in maintenance and equipping them with the right know-how to confidently resolve issues as they arise. | |
| Desired volunteer skill/expertise | - Experience in fixing farm machinery  - Experience in coaching and providing on-the-spot feedback to trainees | |

1. **BACKGROUND**

WARC Group is a Sierra Leone based company founded in 2011 and is engaged in food production, nutrition improvement and advisory services. WARC Group consists of three entities: WARC Production, WARC Foundation and WARC Consulting. WARC Group is a member of the Clinton Global Initiative, a grantee of the Howard G. Buffett and Tony Blair Foundations, and Best Company in Agriculture in Sierra Leone in 2013. WARC Consulting leverages WARC Production's deep experience with commercial agricultural production in West Africa to provide business advisory services to ethical actors within the agricultural sector in Africa and beyond through services such as:

1. **Value Chain & Market Feasibility Studies**: WARC conducted studies on maize, rice, soybeans and palm oil value chains for clients such as FAO, CRS and GIZ.
2. **Management Consulting**: WARC consultants combine experience in the private and development sectors, with strong background in management, strategy and financial planning. WARC provides technical advisory services for NGOs and donors supporting SMEs in rural areas, with projects delivered in Africa and Latin America.
3. **Implementation**: WARC Consulting is currently providing technical assistance to agriculture and rural-based projects in Kenya and Sierra Leone. In Eastern Sierra Leone WARC is providing IFAD-funded technical assistance and training to 7,000 smallholder oil palm farmers.

WARC’s primary technical contributions to the EAIN project will consist of providing agronomic and functional skills training delivered weekly over the course of one year to participating farmers through WARC’s Farmer Connector field extension team. WARC will focus on supporting participating farm groups with comprehensive on-farm advisory services for rice and maize production which will focus both on GAPs for both crops throughout the cropping calendar - from pre-planting to harvest - as well as functional skill development in group agribusiness management. WARC will leverage the experience and expertise of its network of agronomists, both in Sierra Leone and in Argentina, to adapt and deliver technical support to Tonkolili farmers with the overarching goal of increasing on-farm rice and maize yields.

The USAID Farmer to Farmer Volunteer program is critical in upskilling WARC, the local partner in the consortium. The Volunteer will fill in the existing capacity gap of WARC, and WARC takes full responsibility in managing and hosting. The SOW of this Volunteer is in line with the project strategy, and will enable WARC to achieve set targets and deliverables, in accordance with the approved project Detailed Implementation Plan.

1. **ISSUE DESCRIPTION**

On the EAIN program, several Satellite Farms will serve as a training farm for lead farmers under the WARC farmer connector training methodology (Satellite Farms are subject to external funding). The Satellite Farm is a large-scale farm with machinery (i.e. tractors, harvester machines etc.), inputs and farm managers.

WARC requires the assistance of a mechanical engineer who will provide technical expertise and engineering support for farm machinery.

The Volunteer will build capacity of local mechanics, tractor drivers and machine operators by training on proper use of machinery and maintenance

1. **OBJECTIVES OF THE ASSIGNMENT**

The objectives are to provide technical expertise and engineering support for farm machinery. The Volunteer will build capacity of local mechanics, tractor drivers and machine operators by training on proper use of machinery, preventative measures, best-practice in maintenance and equipping them with the right know-how to confidently fix issues as they arise.

1. **HOST CONTRIBUTION**

The host (WARC) will oversee the project throughout the whole duration, and will provide a full-time staff member to support the Volunteer. In addition, WARC will provide technical advice, local context and logistical support, as and when necessary.

WARC will provide food and logistical support for its staff during trainings.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

The anticipated results are two-fold:

1. Machinery on farm that is in good working condition

2. Trained mechanics that use preventative measures to avoid problems and, when issue do arise, are confident and have the right know-how in fixing them.

1. **DELIVERABLES**

- A one-page document, per machinery type, outlining best practices in usage, maintenance and troubleshoot quick-fixes.

- Well-trained mechanics that use preventative measures to avoid problems and, when issue do arise, are confident and have the right know-how in fixing them.

1. **SCHEDULE OF VOLUNTEER ACTIVITIES IN SIERRA LEONE**

Upon arrival at the Lungi International Airport, the Feed the Future Sierra Leone Farmer to Farmer Volunteer Logistician, Alie Timbo **(cell phone: +23276648010/+23230506922)** and CRS Expeditor, Bai Bai Kamara **(cell phone: +23276412456)** will receive the volunteer, and assist him or her with movements and luggage within the airport before taken to the hotel.

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| Day | Activity |
| Day 1 | At 5:00 pm the volunteer arrived at the Lungi International Airport and received by the FTF F2F Logistician and CRS Expediter  At 6:00 pm the volunteer is accommodated at the Lungi International Airport Hotel to pass the night |
| Day 2 | At 8:00 am the volunteer is taken to Makeni from the Airport Hotel by the FTF F2F Logistician  At 10:30 am the volunteer arrived in Makeni and accommodated at the Hotel Conteh U. Meanwhile the volunteer will be given a per diem by the Logistician |
| Day 3 | The volunteer rest and prepare for work on the following day |
| Day 4 | At 9.00 am, the volunteer is greeted at the CRS Makeni Guest House by CRS staff and thereafter go to the CRS office in Magburaka, Tonkolili, for introductions and briefings, logistics and expectations and anticipated outcomes, as well as security briefings. Hand-outs will be prepared at CRS offices.  At 10:30 am, the volunteer is taken by a CRS Driver together with the Program Coordinator to WARC Network Coordinator to meet with the WARC field team.  At 11:30 am, the volunteer receives introductions and host briefings, logistics and expectations, as well as review and finalize the work-plan together with CRS and WARC team.  Until 5:00 pm the volunteer is taken to a field visit. |
| Day 5 - 9 | Full days in the field, where Volunteer trains mechanics and other relevant staff, as necessary, on: how to use the machinery, best practices in maintenance, how to troubleshoot when issues arise. |
| Day 10 | Volunteer rest for the weekend and prepare for work on the next day |
| Day 11 to 16 | Mornings (9:00am until 12:00pm) the Volunteer spends time with the WARC Network Coordinator, Farmer Connectors and farmer groups.  Afternoons (1:00pm until 5:00pm) are spent either in the field or in CRS office in Magburaka, Tonkolili, where the Volunteer drafts one page-document, per machinery type, outlining best practices. |
| Day 17 | The volunteer rest and prepare for work on the following day |
| Day 18-20 | From 8:00 am to 1:00 pm the volunteer finalized his/her reporting at CRS office in Magburaka and fill out all necessary M&E forms as well as finalize advances and expenditures with finance.  At 3:00 pm the volunteer travelled with the Sierra Leone F2F Program Coordinator to Freetown for end of assignment in Sierra Leone.  At 6:00 pm the volunteer is accommodated at the New Brook Fields Hotel in Freetown. |
| Day 21 | From 8:00 am until 5:00pm volunteer debriefs with WARC and spends the working day at WARC office in 30 Battery Street, Kingtom, Freetown.  At 5:00pm the volunteer is picked up and driven to New Brook Fields Hotel in Freetown. |
| Day 22 | At 9:00 to 10:30 am the volunteer debrief at CRS Office in Freetown to the senior management/staff  At 11:00 am to 1:00 pm the volunteer debrief at USAID Mission in Freetown.  From 2:00 to 3:00 pm the volunteer is taken to the Sea Coach by a CRS car  At 4:00 pm the volunteer arrived at the Lungi International Airport for departure |

After the volunteer debrief at the USAID Mission in Freetown, depending on the departure time, he or she will have a 15 minutes’ drive from the CRS Office in Freetown to Aberdeen to board a water taxi that will take him/her to Lungi for departure. The water taxi takes about 20 to 30 minutes to land on the shore in Lungi. At the shore, the passengers will wait for about 10 to 15 minutes for the luggage to be transferred to a mini-bus that will take them to the airport and the passengers will board another mini-bus to the airport for checking and departure. At the airport, it takes an hour or more for the airport authorities to complete checking. However, some flights may delay for about an hour or more, and passengers will be encouraged to exercise patience by the airline.

1. **DESIRABLE VOLUNTEERS SKILLS**

- Mechanical Engineering academic background

- 5+ years of experience in fixing farm machinery (specific to rice and maize crops)

- Experience in coaching and providing on-the-spot feedback to trainees

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

Volunteers arriving at the airport before 4 pm will be taken by Alie in a CRS car to Makeni for accommodation at the Hotel Conteh U, <http://www.hotelcontehu.com>. When the volunteer arrived after 5:00 pm, the Logistician or CRS Expeditor will take the guest to the Lungi International Airport Hotel, E-mail: ([management.lungihotel@hotmail.com](mailto:management.lungihotel@hotmail.com)) for passing the night. The volunteer will have a dinner at the hotel provided by CRS. In the morning around 8, the volunteer will be taken by a CRS car to Makeni where he/she will stay at the Hotel Conteh U, <http://www.hotelcontehu.com> for conducting the assignment in Tonkolili. The volunteer will have a dinner at the hotel provided by CRS.

CRS will provide transportation for the volunteer from the hotel to the host throughout the assignment.

CRS will provide the volunteer with per diem in the form of advance which will have to be cleared before departing from Sierra Leone, to cater for meals and other incidentals during the stay. For more information, please refer to the country information that will be provided.

1. **RECOMMENDED ASSIGNMENT PREPARATIONS**

- Read project background prior to arrival (to be provided by WARC).

- Become acquainted with Sierra Leone-specific cultural aspects.

1. **KEY CONTACTS**

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| **CRS Baltimore** | |
| **Priyanka Subba**  Volunteer Recruiter  Sierra Leone Farmer to Farmer Program  228 W. Lexington Street  Baltimore, MD 21201  410-951-7366  Email: [priyanka.subba@crs.org](mailto:priyanka.subba@crs.org) | **Bruce White**  Project Director  EA Farmer to Farmer Program  228 W. Lexington Street  Baltimore, MD 21201  410-951-7249 / 410-428-4224 Cell  Skype:  brucew219  Email: [bruce.white@crs.org](mailto:bruce.white@crs.org) <http://farmertofarmer.crs.org> |
| **CRS Country Program** | |
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