

**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 14** |
| Country | Sierra Leone | |
| Country Project | Feed the Future Sierra Leone EAIN Activity; Agribusiness development | |
| Host Organization | Community Integrated Development Association (CIDA) | |
| Assignment Title | Improving electronic accounting system for CIDA | |
| Type of Volunteer Assistance: | **Business/Enterprise Development (E)** | |
| Type of Value Chain Activity: | **Marketing (M)** | |
| Assignment preferred dates | April to May, 2017 | |
| Objectives of the assignment | Provide technical assistance to improve the excel based accounting system of CIDA to manage funds, for program implementation, monitoring of expenditure and good financial reporting. | |
| Desired volunteer skill/expertise | Business, financial, accounting and record keeping  Microsoft Excel skills. | |

1. **BACKGROUND**

CIDA SL – Community Integrated Development Association Sierra Leone started as BANSAL – MADA (Bangladesh Sierra Leone Mabulonu Agriculture Development Association). It was formed in 2001 as a collaborative approach to the peace process in Sierra Leone to bring warring factions together through negotiations. The brain behind this organization emerged from a former child soldier who served as a mediator between the government of Sierra Leone, the Revolutionary United Front (RUF) and the United Nation Peace Keeping Force to find a common ground for sustainable peace and development in Sierra Leone.The organization bridged the gap that existed between the war victims and perpetrators, and contributed to transforming the lives of former fighters to civil life. Skills training, peace education, HIV AIDS prevention, the promotion of reproductive health among young men and women, and agricultural development were tools for social cohesion and reconciliation among ex-combatant youths and the host community.The organization has been operating in Tonkolili, Bombali and Moyamba Districts since its inception in 2001 through different activities ranging from peace consolidation, disease prevention, agriculture to nutrition.

Over the years, the organization has worked in partnership with the following national and international agencies and departments:

* National Commission for Disarmament Demobilization and reintegration (NCDDR)
* Department for International Development (DFID)
* United Nation Fund for Population Activities (UNFPA)
* Adventist Development Relief Agency (ADRA)
* CARE International
* United Nations Arm Mission for Sierra Leone (UNAMSIL)
* Agriculture Sector Rehabilitation Project (ASREP)
* National HIV/AIDS Secretariat (NAS)
* Ministry of Agriculture, Forestry and Food Security (MAFFS)
* Concern World Wide

In 2005, BANSAL – MADA transformed into the Community Integrated Development Association (CIDA). The organization worked with the National Committee for Disarmament, Demobilization and Reintegration (NCDDR) in the disarmament and reintegration process of former fighters into communities after the civil war in Tonkilili, from 2002 to 2003. In 2003, the organization along with DFID supported up to 50 youth groups comprising ex-combatants and community youths in vocational skills training, including tailoring, agriculture and gara tie dying. This intervention resulted to communities accepting the ex-combatants and strengthening the reintegration process. Tool kits were provided for the trainees after the training and they were released to take up any job in line with their career. During this period of implementation, ADRA provided technical supervision for the organization and ensured that financial resources were judiciously expended.

The organization worked with UNFPA from 2003 to 2013 on reproductive health promotion, sensitization on teenage pregnancy and early marriage, as well as training of less educated participants. Between 2003 to 2004, the organization worked in partnership with CARE International to support the rehabilitation of feeder roads linking to markets, through the provision of food for work. With UNAMSIL, 2002 to 2004, the organization served as mediators between the war in factions, the Government and the UN Agencies. The organization conducted awareness raising and community sensitization on HIV/AIDS through partnership with the National Aids Secretariat. The organization worked in partnership with Concern World Wide to implement the Reproductive Health Component designed to address to address the Government health priority areas of Maternal Health, HIV/AIDS, SRH and GBV, as articulated in the RH Policy, the HIV/AIDS Policy and Model Law and the National HIV and AIDS Strategic Plan, Youth Policy, the Gender and Reproductive and Child Health Strategic Plans.

The organization rehabilitated and developed 20Ha in 2012 and 50 Ha in 2013 of Inland Valley Swamps for the Ministry of Agriculture, Forestry and Food Security, through the ASREP Project fund in Moyamba district. Currently the organization is rehabilitating 59Ha of Inland Valley Swamps in Moyamba district, through the Smallholder Commercialization Program/Global Agriculture and Food Security Program of the Ministry of Agriculture, Forestry and Food Security.

1. **ISSUE DESCRIPTION**

Donor organizations in Sierra Leone usually face many challenges with implementing partners in financial reporting. Implementing partners usually include detailed budgets in their proposals for donor approvals which are based on specific requirements. Occasionally, the terms and conditions set by the donors are challenging for implementing partners due to the limited knowledge and skills of their staff, as well as the inadequate capacity of the management to provide adequate technical support to the staff during implementation.

Some Local Community Based Organizations (CBO) in Sierra Leone lack local staff with strong finance and accounting backgrounds. The heads of these organization normally source external expertise in accounting and finance to support them in managing funds and reporting to donors. External help and consultants are considered expensive and are usually not within the proposal budget.

CIDA is one of the local CBOs in Tonkolili District that has received several contracts from International NGOs for implementation, either as a service provider or implementing partner. Thus, the management of CIDA often faces challenges that affect the effective implementation of activities such as the preparation of the budget, disbursement of funds, and financial reporting. The staff at CIDA need technical assistance to train staff in the office on excel skills that will improve CIDS’s excel based accounting system of CIDA to manage funds, for program implementation, monitoring of expenditure and good financial reporting. This will help CIDA improve staff skills and the organization will benefit from good financial management, monitoring and reporting to donor requirements.

1. **OBJECTIVES OF THE ASSIGNMENT**

Provide technical assistance that will improve the excel based electronic accounting system of CIDA, to enable its staff and management increase their effectiveness in managing funds, program implementation, monitoring of expenditure, and good financial reporting.

The specific objectives of this assignment include:

1. Train CIDA staff and management on the use of improved accounting software for tracking financial expenditures and reporting
2. Provide training for CIDA staff and partner members on improved organizational procedures and policies of managing donor funds
3. Provide advanced knowledge and skills to CIDA management and finance team in good accounting principles for good accountability
4. **HOST CONTRIBUTION**

The management of CIDA has committed to mobilize their staff members from all their operational areas in Sierra Leone to participate in the training throughout the assignment. The management will be responsible for the transportation of their staff and their meals. The organization has a conference room which will be used as venue throughout the training. The management will provide a counterpart for the volunteer, to provide him/her with assistance in dealing with the participants and local environment.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

With the anticipated expert volunteer technical assistance provided, the organization will continue to operate effectively with improved knowledge and skills in proposal development and good project management. This will increase the capacity of the management and project team to develop more proposals with potentials for donor funding, as well as improved knowledge and skills in project management. This will result to CIDA increasing their programs in their operational areas.

1. **DELIVERABLES**

* Trainings conducted and people trained
* Debriefing with CRS CP and USAID Mission in Sierra Leone
* Field trip report and expense report

1. **SCHEDULE OF VOLUNTEER ACTIVITIES**

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 | Volunteer leaves US |
| Day 2 | Volunteer arrives at the Lungi International Airport and received by the FTF F2F Logistician and CRS Expeditor  Volunteer will be accommodated at the Lungi Airport Hotel for the night |
| Day 3 | Volunteer is taken to Makeni (195 Km) from the Airport Hotel by the F2F Logistician. The volunteer arrives in Makeni and is accommodated at the Hotel Conteh U. |
| Day 4 | Volunteer is picked from the hotel and taken to Magburaka, the Feed the Future office, for introductions and security briefing. The volunteer can also do printing and collect materials needed for the training.  In the morning, the volunteer is taken by a CRS Driver together with the Program Coordinator to CIDA office in Magburaka to meet with the management, for introductions, local culture briefing and review and finalization of the SOW Train CIDA staff and management on the use of improved accounting software for tracking financial expenditures and reporting |
| Day 5 to 8 | Volunteer continues training on accounting software |
| Day 9 | Volunteer rest day |
| Day 10 to 15 | Volunteer conducts training for participants on improved organizational procedures and policies of managing donor funds |
| Day 16 | Volunteer rest day |
| Day 17 to 19 | Volunteer train participants on good accounting principles for good accountability |
| Day 20 | Volunteer wraps up training and complete report and prepare for debriefing to CRS and USAID on the next day |
| Day 21 | Volunteer debriefs at CRS office in Freetown and USAID Mission in Freetown, and volunteer depart for home country. |
| TBD | Outreach event in the US |

1. **DESIRABLE VOLUNTEERS SKILLS**

* Business financial accounting and record keeping
* Microsoft Excel skills.

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 (171 Km) for accommodation at the Hotel Conteh U, <http://www.hotelcontehu.com>. If the volunteer arrives 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 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.

CRS will provide transportation for the volunteer from the hotel to the location of the host (14 Km) throughout the assignment.

For more information, please refer to the country information that will be provided.

1. **RECOMMENDED ASSIGNMENT PREPARATIONS**

* The volunteer should prepare materials for hand-outs, which can be printed at CRS office in Makeni before commencement of the assignment. Flip charts, markers, masking tapes can be obtained at CRS offices in case the volunteer wishes to make some illustrations. Depending on the training venue the volunteer may use a laptop and projector for power point presentations. However, if the training venue is in the community, it will be difficult to use PowerPoint. In this case the volunteer will be expected to prepare training materials and have hand-outs printed at CRS offices for distribution to the participants.
* CRS strongly recommends that the volunteer becomes familiar with the Sierra Leone Feed the Future EAIN F2F Program description prior to arrival in the country as well as country information that will be provided.

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** | |
| **Nikaj Van Wee**  Chief of Party  Feed the Future Sierra Leone Entrepreneurial Agriculture for Improved Nutrition Project  41 Riverside Drive, Brook Fields, Freetown  Email: [nikaj.van@crs.org](mailto:nikaj.van@crs.org) | **Nathaniel G. Lamin**  Program Coordinator  Sierra Leone Farmer to Farmer Program  41 Riverside Drive, Brook Fields, Freetown  Email: [nathanielg.lamin@crs.org](mailto:nathanielg.lamin@crs.org) |
| **CIDA** | |
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