 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

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| **Assignment Summary** | |
| **Assignment Code** | **TZ 120 SOW** |
| Country | Tanzania |
| Country Project | Grains Project |
| Host Organization | Sokoine University of Agriculture (SUA) |
| Assignment Title | SUA College of Agriculture Training on strategies to develop a budget and means to manage project progress and audit financial resources using a well-developed research plan |
| Assignment objective | The objective of this assignment is to provide the SUA College of Agriculture research staff the skills to improve their probability of securing grant awards from potential donor organizations through providing an overview of where sources of funding are now; strategies to find funding and where the sources of available funding are likely to be in the future. |
| Desired skills | * Experience drafting competitive grant proposals and/or business plans for research * Understanding of systems management and developing research products * Understanding of aligning donor goals with research products |
| Assignment preferred dates | October 2017 onwards |

**Background**

The Farmer-to-Farmer (F2F) East Africa program is a program that uses short-term US volunteer expertise to assist smallholder farmers and small-scale processors in East Africa to improve their business practices through volunteer assignments conducted with host organizations. For Tanzania, Catholic Relief Services’ (CRS) F2F project objective is to support smallholder farmers to improve access and utilization of markets and credit so they can broaden their participation in the grain and horticultural value chains as producers and service providers.

The Tanzanian Agricultural Universities are an important target for F2F to channel technical assistance because they support a sustainable, large-scale increase in capacity of future generations of agricultural educators, producers, and service providers. Strategic interventions in the University system have great potential to contribute to the USAID goal of sustainably reducing poverty and food insecurity by increasing productivity and profitability of Tanzanian crops nationwide.

This scope of work is for providing volunteer technical assistance to Sokoine University of Agriculture (SUA). SUA is Tanzania’s premier agricultural research and training institute. It’s located in the municipality of Morogoro, approximately 200 km west of Dar es Salaam. The mandates of SUA include sales, customer care, training, research, consultancy and outreach. SUA offers training that lead to awards of Certificates, Diplomas, Bachelors, Masters, and Doctorates.

Currently SUA has two campus colleges (College of Agriculture and College of Social Sciences and Humanities), and three faculties (Faculty of Forestry and Nature Conservation, Faculty of Veterinary Medicine, and Faculty of Science). Other relevant academic units include the Directorate of Research and Postgraduate Studies, Pest Management Centre, and the Sokoine National Agriculture Library. SUA also hosts the African Seed Health Centre.

SUA offers 37 undergraduate and 48 postgraduate degree programs. It also offers 6 non-degree programs including Certificates and Diplomas. The university has a student population of 7,228 (1,553 postgraduates; 5,475 undergraduates; 152 diploma students; 48 certificate students). It has a total of 1,343 employees; 503 are academic staff members. The potential for researching at a university of this size and repute is substantial.

SUA’s main research goal is to provide leadership in basic and applied research to generate science-based evidence of knowledge and innovations that respond to contemporary and emerging needs. SUA thus advocates that research become linked to development and societal issues. Research, outreach, and consultancy services are driven by a trained agricultural and natural resource work force that comprises 452 academic staff. Research capacity at SUA is further enhanced through collaborative research projects, which are supported by more than 50 memoranda of understanding. Currently, there are many ongoing research projects.

The College of Agriculture presently comprises over 60 faculty members at the Lecturer and Senior Lecturer ranks. This group is among those targeted for the skills training proposed in this SOW, since most of them have completed their doctorate studies and are now on course to build their careers and are not expected to pursue any further academic training. Similarly, there are 64 faculty members at Associate Professor and Professor ranks who would also benefit from a similar training adapted to that population since they, too, participate in research activities.

Younger faculty members (Tutorial Assistants and Assistant lecturers, 40 in number) would also benefit from a similar training program with further adaptations. This variation of the workshop could also target graduate students (currently over 300 in the College of Agriculture).

While the College of Agriculture is well documented for this assignment, the other faculties, directorates and departments are not as well studied, making a case for further research. This is important to consider given that to ensure effective collaboration all faculties and departments should be fully involved in discussions on priorities and needs, as well as the subsequent design of the program. The key issue, therefore, is the modality and process to engage the above into a comprehensive capacity-strengthening program that promotes effective fundraising, management, and marketing of research projects.

**B: ISSUE DESCRIPTION**

Despite SUA’s research goals outlined above, in practice these goals are not always achieved at the desired levels. In meetings conducted in December 2015 involving CRS, a F2F Volunteer, and representatives of SUA, issues facing the University’s research capacity were discussed. CRS learned that government support had reduced in the recent years; this has had a profound impact on the research priorities and landscape within the university. Currently, professors are required to procure their own funding to engage in any research. However, most scientists and professionals have difficulty drafting successful proposals. As resources become less available this problem becomes more acute. Advancement in university careers relies on securing grant awards and producing peer-reviewed publications. Many faculty in university communities feel this pressure and are eager to receive help in any way to improve their access to resources that will increase their publication rate and impact. University professionals and scientists are by no means lacking in ideas and opinions for research. However, many are handicapped in their ability to translate their ideas into a concise objective or objectives that specify a solution or desired outcome to a problem. They also face difficulties further justifying their proposals, e.g. by emphasizing products to be developed or markets to be penetrated. One of the underlying causes of this is that faculty and postgraduate students do not receive formal training in marketing or in representing themselves and their ideas.

In recognition of the above constraint, the SUA College of Agriculture requested the support of the CRS F2F program to provide expertise in further clarifying the capacity situation and thereafter advising on the capacity strengthening modality, such as themes for training, grouping structure, venue, and other details that should be considered for successful learning. In February 2017, Dr. William Bill Clapham engaged with SUA to help provide a situational assessment during his two-week assignment. Dr. Clapham and SUA identified three priority areas that would benefit from capacity building: writing proposals, managing projects, and raising research funds. He noticed a collective interest among faculty and young graduates, postgraduate students, and even retired professors for improving skills in those areas. Dr. Clapham proposed a learning workshop to address the above issues through training on:

* Systems engineering, project planning, and drafting the executive summary of research proposals
* Project management
* Understanding of grants and trends to identify funding sources

This scope of work will address the aspect of grants and trends and how to identify funding sources. The combined skills identified above will provide a basis for not only thinking about how to develop projects, but how to articulate and promote them to donors in a proposal.

**C: OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to train university lecturers and senior lecturers on where sources of funding are now; strategies to find funding and where the sources of available funding are likely to be in the future. This assignment will be done in collaboration with and in complement to two other assignments covering systems engineering and project planning.

**Host contribution** – The heads of departments will identify trainees, group them into manageable training units, provide training venues, computers, and any logistical support. The Principal together with heads of departments will follow up with trainees upon completion to evaluate improvements in writing research proposals and attracting donor funding.

**D: ANTICIPATED RESULTS FROM THE ASSIGNMENT**

It is anticipated that the professors and faculty staff who attend these trainings will have their research proposal writing, project management and fund raising skills enhanced; and therefore, will compete more favorably for research funds.

**E: SCHEDULE OF VOLUNTEER ACTIVITY IN TANZANIA**

The Volunteer will be expected to spend about 14 working days on the assignment, including the preparatory period and pre-testing the training methodology. The detailed work plan will be developed between the expert and the college principal, together with the heads of the various departments.

**F. DESIRABLE VOLUNTEER SKILLS**

* Experience drafting competitive grant proposals and/or business plans for research
* Understanding of systems management and developing research products
* Understanding of aligning donor goals with research products
* Experience with multidisciplinary research
* Facilitation/mobilization skills and adult learning methodology techniques

**G: ACCOMODATION AND OTHER IN-COUNTRY LOGISTICS**

Upon arrival in Dar es Salaam the expert/s will be accommodated at:

The Amariah Boutique Hotel and Restaurant

Mobile: +255 789 471461, Email: [info@amariah.co.tz](mailto:info@amariah.co.tz)

Website: <http://www.3star.co.tz/AMARIAH/MIKOCHENI/index.html>

Address: Dr. Kariuki Road, Mikocheni A, Dar es Salaam

While in Morogoro, the volunteer will be accommodated at an appropriate hotel/lodging close to SUA premises (TBD later). All facilities will have the necessary amenities of water, electricity and internet access. Volunteers are normally provided with an internet modem, cell phone, and pre-loaded sim card for assured communication for the duration of their assignment in Tanzania.

**H: RECOMMENDED ASSIGNMENT PREPARATION**

To prepare well for the assignment, the volunteer is advised to familiarize themselves with the Sokoine University of Agriculture, especially the involved faculties and the volunteer report written by Bill Clapham ([wclapham@gmail.com](mailto:wclapham@gmail.com)) on the needs analysis and planning for this assignment.

**I: KEY CONTACTS**

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