



To express interest in this assignment please email mireille.ngokion@crs.org

**Farmer to Farmer Benin
Volunteer Assignment Scope of Work**

Notice for potential volunteers:
Some assignment details are subject to change.

Summary Information	
Assignment Code	BJ201
Country	Benin
Country Project	Flexible
Host Organization	Foyer Don Bosco
Type of Volunteer Assistance	Organizational Development (O)
Type of Value Chain Activity	Information and Input support services (S)
Assignment Title	Strategic plan designing
Assignment preferred dates	February-March 2019
Objectives of the assignment	Contribute to the design Foyer Don Bosco's strategic plan
Desired volunteer skill/expertise	Skills and working experience in strategic plan designing, organizational capacity reinforcement, farming and training centers management

A. BACKGROUND

To find a social and pastoral response to the problems of street children, the Salesian Saint John Bosco Community of Porto-Novo opened a house for street children in November 1995. The house is not far from Piazza Cachi, a place known for affluence of street children at dusk.

Since then, the Don Bosco Home has expanded to provide an ever more responsive response to children in vulnerable situations in Benin: street children, child victims of trafficking or abuse, exploited children, rejected or abandoned children, children in conflict with the law, etc.

The Foyer Don Bosco welcomes boys from 10 to 17 years old and works in synergy with the other actors of child protection in Benin for children who do not fall under their target population (street girls and girl-mothers, for example, are oriented towards the Salesian Sisters).

Through the Salesian pedagogy "Reason, Religion, and Loving Kindness," the Don Bosco Home seeks first and foremost family reintegration and the reintegration of children into school or work. This reintegration can take place at any time depending on the child's situation: in the reception, listening, literacy and orientation booths located in the Dantokpa markets in Cotonou, Ouando in Porto-Novo, and in Sèmé-Kraké on the Benin-Nigerian border in the center of first reception of Cachi or the Long-Stay Center in the Tokpota district of Porto-Novo. All children who have been reintegrated into their family are regularly monitored by the home's educators.

Each child establishes his life project according to his history and is oriented, according to his abilities and his goals, towards school or towards an apprenticeship. The Garelli Professional Center located behind the Long Stay Center, as well as the 10 hectare agro-pastoral farm of Sakété, offer children a quality professional education (2 wheel mechanics, welding, carpentry, glazing). Their follow-up is guaranteed by the presence of educators on site. An accelerated school also provides primary school education to 90 out-of-school and early-school children in the Tokpota neighborhood. These children have for the most part already have a professional activity. With half a day of classes each day over the course of three years (Level 1 includes the CI and the CP, level 2, CE1 and CE2 and level 3 the CM1 and CM2), this accelerated course allows them to acquire basic learning in French (reading, reading comprehension, etc.), mathematics and life skills. The best can be presented to the CEP.

In addition to this aspect, the Foyer Don Bosco works a lot to sensitize the population (local elected officials, religious leaders, parents, good ladies, civil authorities, etc.). This sensitization focuses on the rights of children and the fight against trafficking or exploitation, and it also aims, depending on the target audience, to propose concrete ways of intervention to ensure respect for the fundamental rights of children in Benin.

B. ISSUE DESCRIPTION

For its activities regarding taking charge and educating children of the center, The Foyer Don is generally supported by some partners that provide them with some commodities in terms of food, items for education, etc. Nevertheless, by the growing number of the children supported by the center, food is becoming a great issue for them. They are increasingly investing in food purchasing to feed the children. To fill in this gap, they initiate farming activities at Sakete and Ifangni that serve both for the training center for the young people who dropped out school and for agricultural and animal production. Currently, about 15 young people are following their training on those farms. But, the farms' activities are far from providing the required quantity of food and there is a problem of optimizing the farms' activities. This, coupled with those related to the crafts training centers and with their vision to help the young people graduated from the Foyer to settle their own business consist a huge issue for them. But

besides this, the Foyer Don Bosco don't have a strategic plan that could help them to well manage all their activities to achieve their goals related to food self-sufficiency and to help the young people graduated to set up their own business.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to help the Foyer Don Bosco to design their five years strategic plan. The assignment will intend specially to:

- Explore all the components and the activities of the center
- Make an organizational and institutional diagnosis of the center,
- Help to revise the vision, mission of the center if required,
- Help to define the strategic objectives
- Help to define and plan all the required activities to be carried out during the five coming years to achieve goals,
- Help to draft a budget for all the required activities
- Help to design the monitoring and evaluation mechanisms of the strategic plan

D. HOST CONTRIBUTION

The contribution of The Foyer Don Bosco to this assignment will consist first in taking in charge the volunteer's accommodation for his or her stay in Porto-Novo. The volunteer will be hosted inside the Foyer Don Bosco house where there is a good accommodation services for visitors. In addition, they will provide any kind of assistance to help the volunteer to be at ease at work. The responsibility of the Foyer Don Bosco will also take charge of the commuting of the volunteer to visit theirs farms based at Sakete and Ifangni. They will invite and support all the required persons or staff who will be involved in the strategic plan designing process.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

With volunteer technical assistance, all the decision-making process and the food self-sufficiency of the Foyer Don Bosco will greatly be improved. In addition, the farms and the training centers' s management will be optimized. Finally, the fundraising activities of the Foyer will be more successful.

F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- Finalize the organizational and institutional diagnosis of the Foyer Don Bosco,
- Finalize the five years strategic of the Foyer Don Bosco,
- Finalize the monitoring and evaluation guide for the strategic implementation,
- Debriefing with USAID and in country staff after assignment
- Provide activity report

G. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)

Day	Activity
Day 1	Travel from home to US international airport
Day 2	Arrival at Benin International Airport, picked up and check in at Livingstone Hotel.
Day 3	At 9.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter go to CRS office for introductions and orientations (briefings including host brief), logistics and expectations and anticipated outcomes. Any necessary hand-outs will be prepared at CRS offices and Travel to Porto-Novo and check in The Foyer Don Bosco Home. CRS Benin F2F team introduces the volunteer to The Foyer Don Bosco' staff.
Day 4	The volunteer will review and finalise the work-plan and discuss with them on any other arrangement for the work
Days 5	Visit to the craft training center and the farms
Day 6-8	Conducting diagnosis activities
Day 9-10	Drafting the diagnosis report
Day 11	Presentation of the diagnosis report and collecting inputs from the participants
Day 12	Revise vision, mission and strategic objectives
Day 13-14	Define results, activities and indicators
Day 15-16	Design a budget and the M&E guide
Day 17	Strategic plan validation
Day 18-19	Strategic plan finalizing
Day 20	Wrap up the meetings with Foyer Don Bosco representatives, debriefing with CRS Benin F2F staff, actions plan and recommendations review and travel back to Cotonou
Day 21	Debriefing at CRS office with USAID Mission and CRS staff. Volunteer will finalize his/her reporting at CRS office and fill out all necessary M&E forms as well finalize advances and expenditures with finance
Day 22	Depart for USA
TBD	Outreach event in the US

H. DESIRABLE VOLUNTEERS SKILLS

As described above, the volunteer we are looking for this assignment must have relevant professional skills and practical experiences in strategic plan designing. Especially, he or she must be:

- Expert in organizational and institutional diagnosis making,
- Expert in development planning and budgeting,
- Well experienced in M&E mechanisms of strategic plan
- Open to share knowledge and it experiences with others
- Result oriented
- Working experience with Salesians would be an asset

I. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Porto-Novo, the volunteer will stay at The Foyer Don Bosco Home. CRS will pay for hotel accommodation and provide volunteers with per diems to cater for meals and other incidentals. In addition, a local network SIM card will be provided to the volunteer as well as a spare computer if needed at his or her arrival in Cotonou. CRS may hire a local translator for the volunteer’s work and The Foyer Don Bosco will contribute to the volunteer’s commuting as well as mobilizing and supporting its members for the required sessions. The Father Aurelien Ahouagbe, the Director of the Foyer and Mrs. Esmeralda Sindete, the program officer will work closely with the volunteer to ensure that the assignment goals are being achieved.

J. RECOMMENDED ASSIGNMENT PREPARATIONS

1. Training Materials

The volunteer should prepare materials for hand out which can be printed at CRS office in Benin before his arrival. Flip charts, markers, and masking tape can be obtained at the CRS offices or at the foyer Don Bosco in case the volunteer wishes to make some illustrations during the sessions.

2. Working Environment

The working environment is religious with meetings with some Fathers and religious persons. There is also a church inside the Foyer Don Bosco Home. But there are also many other people who works in the Foyer that the volunteer will meet during his or her assignment. In the Foyer Don Bosco Home, the volunteer will meet also some children who are lodged there and some young people who come in the Foyer for their training.

3. Recommended Reading

The volunteer may read something about Salesian’ organizations in the world.

4. Weather Appropriate Clothing

The weather appropriate clothing is light and not dark clothes. In south of Benin, the weather is a bit hot and humid with some temperatures varying between 23 to 36 Celsius degree. It is also a sunny weather with some rains from March.

K. KEY CONTACTS

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