



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	BJ203
Country	Benin
Country Project	Cashew subsector
Host Organization	National Federation of Cashew Producers (FENAPAB)
Type of Volunteer Assistance	Organizational Development (O)
Type of Value Chain Activity	Information and Input support services (S)
Assignment Title	Date Collection Development
Assignment preferred dates	March-April, 2019
Objectives of the assignment	<ul style="list-style-type: none"> • Set up the data collection digitizing for the MEAL activities of FENAPAB • Train the MEAL staff and the technical advisors of FENAPAB to master the data collection digitizing process
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in MEAL activities and in setting up data collection digitizing • Expert in data collection digitizing software • Ability to set up an easy, simple and less costly data collection digitizing software that requires limited equipment

A. BACKGROUND

B. In Benin, cashew is the second most important cash crop for export after cotton. Studies have shown that there are about 200,000 cashew producers with an area covered of 300,000 ha for an annual production of the season estimated at 120,000 tons of raw cashew nuts. In order to better organize the sector, the Beninese State and the partners have accompanied the various families of stakeholders to organize themselves into a cooperative or association. The National Federation of Cashew Producers of Benin (FENAPAB) is one of these organized actors. FENAPAB is a cooperative organization governed by the Uniform Act of the Organization for the Harmonization of African Business Law (OHADA) on the law of Cooperative Societies. It is an active member of the Interprofessional of the Cashew subsector (IFA-Benin). FENAPAB is organized from the base (village level) to the top (national level) and has its headquarters in Parakou. It has been settled in January 2006 following the call of the government to make cashew nut one of the priority sectors and has been officially recognized by the State of Benin under the registration number 03/03/03/2016/0467 / Im of 04/10/2016. It gathers 04 Regional Union of Cashew Producers (URPA), 34 Communal Unions of Cashew Producers (UCPA) and 531 village Unions of Cashew Producers (CVPA) and many thousands of producer's groups in the hamlets. FENAPAB works actively to support members in the improvement of plantation productivity, marketing support for nuts through bundling, market information, farm management and agricultural entrepreneurship. As a national umbrella, FENAPAB contributes actively to improving the competitiveness of the added value chains of the cashew subsector, mainly through enhanced networking, good governance within the network and the development of quality services for the members, the promotion of a diversified partnership and the visibility of the subsector. Finally, FENAPAB contributes to promote exchanges, sharing of experiences and access to reliable and updated information and data on the cashew nut sector in Benin.

C. ISSUE DESCRIPTION

To provide close technical supervision for the benefit of its members, FENAPAB has 42 agents composed of zone coordinators, agricultural advisors, accountants and secretaries. All these agents are assigned to villages, municipalities and regions to strengthen the capacities of producers and cooperatives and are supported by partners and FENAPAB. For its work purpose, FENAPAB has an organizational chart within which the Monitoring, Evaluation, Apprenticeship and Learning staff plays some keys roles. The

Monitoring and Evaluation team of FENAPAB is composed at the headquarter of one permanent agent acting as the coordinator of the MEAL staff and a trainee who is supporting the MEAL activities and 36 agricultural advisors in the field who are in charge of data collection and providing technical support to the farmers and their groups. The MEAL staff is far to cover all the villages groups and many of them are assigned to many village cooperatives at the same time. At the same time, many and diverse data are required for FENAPAB functioning, good services delivering to the members and for partnership purposes. Some of the needed data are: the new CVPA, the number of new members, the balance sheet of the membership fees, the total available land of each farmer, the cultivated area per farmer, the area covered by the plantation, the total harvest per farmer, the yield per farmer, the harvesting period of each farmer, the quantity of nuts available at each warehouse, the quantity sells, the KOR evaluation, the graining evaluation, etc. In addition, the MEAL staff is supposed to elaborate technical reports and provide updated information to partners and help the Administrative board to take decisions through the available data collected on the field. The main problems are the unavailability of required data for a good decision-making, the delays in data collecting, the weak quality of the existing data. The causes of these problems are the followings:

- Insufficient of personal for data collection
- Lack of organization of the data collection process
- Inadequate of data collection tools
- Unsuitable data collection methods
- Insufficient follow-up in data collection
- Limited means for good data collection
- Insufficient capacity strengthening of data collection and processing for the personal

D. OBJECTIVES OF THE ASSIGNMENT

The objectives of this assignment are first to set up a digitized system of data collection for the FENAPAB's MEAL team. Secondly train the MEAL team and the agricultural advisors on the digitizing system management and required data collecting methods and procedures. Finally, reinforce the capacity of the MEAL team to carry out easily data collection and processing for relevant decision-making. The assignment will intend specially to:

- identify data needs and develop appropriate data collection tools

- digitize data collection tools
- collection platform
- identify and set up the relevant application or software in compliance with the existing materials for data collection and processing,
- define the roles and the responsibilities of each key stakeholders and train them
- train on how to do preventive maintenance of the data base
- train on how to manage data base

E. HOST CONTRIBUTION

The contribution of FENAPAB to this assignment will consist of mobilizing, supporting the commuting, the lodging and the feeding fees of the participants to the training sessions. In addition, it will provide conference room for the training sessions. Finally, FENAPAB promises to take in charge the roundtrip commuting of the volunteer from his or her hotel to its headquarter every day

F. ANTICIPATED RESULTS FROM THE ASSIGNMENT

With volunteer technical assistance, the M&E system of FENAPAB and all the decision-making process of FENAPAB will greatly be improved. Especially, it will speed up the data collection, will improve the reliability of the collected data with limited error risk. It will also help to satisfy on time the partners' requests and will help to avoid delays in information delivering and reporting on time. In addition, the follow up and evaluation of the agricultural advisors' work will be improved. This technical assistance will be useful for improving cashew nuts group sales as well as increasing the market part from 15-20% to %50%. It will also help to better exchange with the buyers and negotiate better market price. The collecting and evaluating management fees for the subsector' functioning will also be improved.

G. DELIVERABLES

The deliverables expected from this assignment are the follows:

- Setting up a digitized data collecting and processing system for FENAPAB,
- Training of the MEAL staff and the technical advisors on the digitized data collection process
- Training of the MEAL staff on the data base management
- Exchanges with all the key actor on their roles and responsibilities in the process
- Training guidelines/manuals developed on digitized data collection

- Debriefing with USAID and in country group after assignment
- Provide activity report

H. 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 Parakou and check in Pluriel Hotel
Day 4	CRS Benin F2F team introduces the volunteer to Benin Cajou staff in Parakou and after to FENAPAB management team. Together with CRS and FENAPAB management team, the volunteer will review and finalise the work-plan. The action plan should include group presentations to be done after the assignment.
Days 5-6	Assessment of the existing data collection tools, methods and equipment's
Day 7-11	Setting up the appropriated digitizing application or software and train the Meal staff on it maintenance and management
Day 12-17	Training of the Meal staff and the agricultural advisors on their roles and responsibilities and data collection procedures
Day 18-19	Review and streamline the system with the MEAL staff, actions plan designing and report finalising
Day 20	Wrap up the meetings with FENAPAB representatives, debriefing with CRS Benin F2F staff and FENAPAB, 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

This is a draft schedule. A final itinerary will be discussed and agreed upon between the volunteer, host, and F2F team.

I. DESIRABLE VOLUNTEERS SKILLS

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

- Expert in MEAL activities and in setting up data collection digitizing
- Expert in data collection digitizing software
- Well experienced in setting up an easy, simple and less costly data collection digitizing software that requires limited equipment
- Opened to sharing knowledge and it experiences

J. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Parakou, the volunteer will stay at Pluriel Hotel. CRS will pay for hotel accommodation, and provide volunteer with per diems to cater for meals and other incidentals. The volunteer may get an advance which has to be cleared before departing Benin. In addition, a local network SIM card will be provided to the volunteer at his or her arrival in Cotonou. In Parakou, CRS will hire a local translator for the volunteer's work and FENAPAB will contribute to the volunteer 'commuting as well as mobilizing and supported its members for training sessions. The FENAPAB MEAL Coordinator and the Permanent Secretary of FENAPAB will work closely with the volunteer, during the preparations and the trainings, to ensure that key persons are trained and will continue training other even after the assignment is completed.

K. 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, masking tapes can be obtained at CRS offices in case the volunteer wishes to make some illustrations. If required for the assignment, the volunteer bring a laptop with him. But for presentations, FENAPAB can provide a projector for PowerPoint presentations.

2. Working Environment

Parakou is in the North of Benin from about 450 km of Cotonou. FENAPAB is headquartered in the city of Parakou where most of the sessions will take place. But some commuting could be required around Parakou and in some remote areas where the farmers and their local cooperatives are settled if required.

The volunteer will work mainly with the MEAL Coordinator, the Permanent Secretary of FENAPAB and the members of the Administrative board who are mainly cashew farmers. In Parakou, the volunteer will meet both Muslims and Christians and the main languages are dendi, bariba and fon. People are open to collaborate with foreigners.

3. Recommended Reading

CRS strongly recommends that the volunteer becomes familiar with this SOW, the cashew subsector country project description prior to arrival in the country as well as country information that will be provided. Anyway, some orientations will be given to him or her before his departure to the field.

4. Weather Appropriate Clothing

The weather appropriate clothing is light and not dark clothes. In the North of Benin, the weather is a bit hot and dry with some temperatures varying between 25 to 42 Celsius degree. It is also a sunny weather with some rains fall from June.

L. KEY CONTACTS

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