



To express interest in this assignment, email Mireille.Ngokion@crs.org

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

Summary Information	
Assignment Code	BJ212
Country	Benin
Country Project	Soya subsector
Host Organization	National Union of Soya Producers (UNPS)
Type of Volunteer Assistance	Organizational Development (O)
Type of Value Chain Activity	Information and Input support services (S)
Assignment Title	Support to business plan elaboration
Assignment preferred dates	June-July, 2019
Objectives of the assignment	<ul style="list-style-type: none"> • Train the technical staff and some members of the administrative board on business plan elaboration • Support in one business plan elaboration
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in business plan elaboration, • Practical experiences in business plan elaboration • Experiences with farmers cooperatives is an asset

A. BACKGROUND

The National Union of Soya Producers is structured from the village level to the national level and is composed of the departmental unions of soya producers (UDPS) constituted by the communal unions of soya producers (UCPS), constituted for their part by village cooperatives of soybean producers (CVPS) or village groups of soybean producers. UNPS is a member of the Federation of Producers' Unions of Benin (FUPRO-Benin) and the National Platform of Peasant and Agricultural Producers Organizations of Benin (PNOPPA-Benin). UNPS currently covers nine (09) departments (out of the 12 in Benin): Atacora, Donga, Borgou, Alibori, Zou, Collines, Couffo, Plateau and Atlantic) and thirty-two (32) communes. It totals

twenty-three thousand seven hundred and thirty members (23,730) including 5750 women with more than 20% of young people.

The UNPS-Benin vision is that "By 2030, UNPS is in Benin and in the sub-region, the leader of the professional organizations of the soy sector, radiant in a spirit of good governance and equity for the well-being of producers". Its mission is defending the interests of the producers in promoting the soya sector through member capacity building, access to sustainable production factors, the development of market opportunities and advocacy at national and international level.

Registered on May 23, 2011 under number 6/046 / P-SG-STCCD-DCDI-ASSOC then published in the Official Journal (OJ) in the Republic of Benin in June 2011, the National Union of Soy Producers (UNPS) of Benin is an associative organization. It is the national umbrella organization for a large network of soybean producer organizations in Benin.

B. ISSUE DESCRIPTION

The UNPS is operating with the support of some donors that are taking in charge the main functioning costs of the union. But its main problem is the weak financial autonomous and the lack of business initiatives to sustainably fund itself its operating costs and develop other services to the members. In addition, the technical staff need to be reinforced on business plan designing in order to complete a relevant business plans for the union.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to support the UNPS in a business plan designing. Especially, it intends to:

- Train the technical staff and some members of the administrative board on business plan elaboration
- Support in one business plan elaboration

D. HOST CONTRIBUTION

The contribution of the UNPS 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, UNPS promises to take in charge the roundtrip commuting of the volunteer from his or her hotel to its headquarter every day.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

With volunteer technical assistance, the UNPS will develop some business plans that will help them to develop economic activities. That will help them to gain in financial autonomous sustainably and make them more efficient and proactive in more services delivering to their members.

F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- Training the technical staff and some administrative council members on business plan elaboration
- Supporting in a business plan elaboration
- Debrief with USAID and in country group 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 Parakou and check in Pluriel Hotel.
Day 4	CRS Benin F2F team introduces the volunteer to UNPS staff and the administrative council members, the volunteer will review and finalize the work-plan. The action plan should include group presentations to be done after the assignment.
Day 5-6	Make a quick diagnosis of the UNPS functioning and activities
Day 7-8-9-10	Train about 15 persons (staff and members of the administrative council) on business plan designing
Days 11-12-13	Support in a business plan designing for the UNPS
Day 14	Wrap up the meetings and debriefing with UNPS responsible and CRS Benin F2F staff, actions plan and recommendations review and travel back to Cotonou
Day 15	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 and 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 business plan designing. He or she must:

- Have practical experiences in business plan elaboration

- Have experiences with a farmers' organization is an asset
- Be used to adult training
- Opened to sharing knowledge and it experiences

I. 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. In Benin, CRS will pay for hotel accommodation and 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 UNPS will contribute to the volunteer 'commuting as well as mobilizing and supporting its members for training sessions. The UNPS Executive Director will work closely with the volunteer, during the preparations and the training sessions, to ensure that key persons are trained and that the assignments goal are 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, masking tapes can be obtained at UNPS office in case the volunteer wishes to make some illustrations. If possible for the assignment, the volunteer could bring a laptop with him, but a spare computer can be obtained locally. For the presentations, UNPS can provide a projector for PowerPoint presentations.

2. Working Environment

Parakou is in the North of Benin from about 450 km of Cotonou. UNPS is headquartered in the city of Parakou where most of the sessions will take place. But some commuting could be required around Parakou. The volunteer will work mainly with UNPS technical staff, and the members of its administrative board. 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

We strongly recommend 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. The volunteer can read some books or reports on Microfinance in rural areas in Benin. 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 May.

K. KEY CONTACTS

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