



To express interest in this assignment, email [Mireille.Ngokion@crs.org](mailto:Mireille.Ngokion@crs.org)

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

Summary Information	
Assignment Code	BJ215
Country	Benin
Country Project	Soya subsector
Host Organization	Foyer Don Bosco
Type of Volunteer Assistance	<b>Organizational Development (O)</b>
Type of Value Chain Activity	<b>Information and Input support services (S)</b>
Assignment Title	Facilitate business plan development and training
Assignment preferred dates	August 1 <sup>st</sup> to 31 <sup>st</sup> , 2019
Objectives of the assignment	<ul style="list-style-type: none"> <li>• Train the agricultural technical staff on business plan elaboration process and techniques,</li> <li>• Facilitate business plan development process for Fon Don Bosco training centers</li> </ul>
Desired volunteer skill/expertise	<ul style="list-style-type: none"> <li>• Expert in business plan elaboration,</li> <li>• Practical experiences in business plan elaboration</li> <li>• Good in adult training techniques</li> <li>• Experiences with agricultural sector is an asset</li> </ul>

**A. BACKGROUND**

To find a social and pastoral response to the problems of street children in Benin, the Salesian of Saint John Bosco Community of Porto-Novo, opened a house for street children in November 1995, not far from Piazza Cachi, a place known for many street children after dusk. Since then, the Don Bosco Home has expanded to provide an even more socially inclusive 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 child protection actors in Benin for children who do not fall under the above category (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 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; two-wheel mechanics, welding, carpentry, glazing, agricultural production and livestock rearing. 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 a professional activity on-going, with half a day of classes each day over the course of three years, this accelerated course allows them to acquire basic learning in French (writing and reading comprehension, etc.), mathematics and life skills. The best of them can be presented to the exam of the first graduation degree.

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

## **B. ISSUE DESCRIPTION**

The Don Bosco center initiated some farming activities at Sakete that serve as a training center for the vulnerable young boys (school dropped-outs) in crops and animal production. This center also supplies the food deficit for the center in Porto-Novo. Currently, more than 30 young people are undertaking their training on these farms. The increasing demand of youth training on crop production and livestock rearing techniques led to the center to purchasing a 100 hectares farm at Ketou, where they intend to establish a larger training center that will offer more training options and also house a larger number of the young people. Their technical staff lack technical knowledge and management capacity to design a business plan that can contribute towards achievement of this goal in a realistic and professional way.

As a result, this initiative is being delayed since the management at the center have an investment plan, what this training center will generate financially. Against this, there are many young people who are waiting for their enrollment for training on agricultural production techniques in order to gain the knowledge that can support them as they establish their own agricultural business in the future. Sakete too needs an evaluation and up-dating of their current business plan to improve the efficiency in their management systems.

**C. OBJECTIVES OF THE ASSIGNMENT**

This assignment is desired for many reasons. It will help the Don Bosco center to have more orientations on the profitability of the farms development activities. In addition, the costs and benefits of the farming activities will be laid out as well as the investment plan. The main objective of this assignment is to facilitate the development of a business plan for Foyer Don Bosco. The assignment will intend specially to:

- Train the agricultural technical staff on business plan elaboration process and techniques
- Support the agricultural technical staff in a business plan designing

**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 in his work. The responsible of the Foyer Don Bosco will also take in charge the commuting of the volunteer to visit their farms based at Sakete, Ifangni and ketou and they will invite and support all the required persons or staff who will be involved in the business plan designing process.

**E. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

With volunteer technical assistance, all the production decision-making process, the food self-sufficiency of the Foyer Don Bosco will greatly be improved. In addition, the farms and the training centers’ management will be optimized. Finally, the establishment of the agricultural training center of Ketou will be successful and many young people will have the opportunity to be enrolled in this training center.

**F. DELIVERABLES**

The deliverables expected from this assignment are the follows:

- Training of the technical staff on business plan designing process and techniques,
- Supporting in a business plan designing for the Don Bosco center,
- 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's responsible.
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 training center and the farms
Day 6	Conducting a brief diagnosis activity and organize the training sessions
Day 7-8 and 09	Train the technical staff on business plan elaboration process and techniques
Day 10, 11 and 12	Support in a business plan elaboration of Don Bosco center
Day 13	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 14	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 15	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. Especially, he or she must be:

- Expert in business plan development.
- Practical experiences in business plan elaboration
- Good in adult training techniques
- Open to share knowledge and it experiences with others
- He/she must be results oriented
- Experiences with agricultural sector is an asset
- 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. In Benin, 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

as well as a spare computer if needed at his or her arrival in Cotonou. In Porto-Novo, CRS will hire a local translator for the volunteer’s work and The Foyer Don Bosco will contribute to the volunteer ‘commuting as well as mobilizing and supported its members for the required sessions. The Father Aurelien AHOUGBE, the Director of the Foyer and Mrs. Esmeralda SINDETE, the program officer will work closely with the volunteer, during the preparations and his/her work, 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, masking tapes 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 as well as on agricultural farms and training centers

**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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