



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

Farmer to Farmer Benin

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	BJ216
Country	Benin
Country Project	Cashew subsector
Host Organization	National Federation of Cashew Producers (FENAPAB)
<i>Type of Volunteer Assistance</i>	Organizational Development (O)
<i>Type of Value Chain Activity</i>	Information and Input support services (S)
Assignment Title	Training on project designing and management and fundraising techniques
Assignment preferred dates	August-September, 2019
Objectives of the assignment	<ul style="list-style-type: none"> • Train the technical staff on project identification and designing • Exchange with the technical staff on how to design a relevant proposal to apply to grants and funding application calls • Train the technical staff on project implementation and management • Train them on other fundraising techniques
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in project design and management, • Practical expertise in proposals designing to apply to grants • Practical experiences in development projects implementation • Practical experiences in fundraising with donors • Practical experience in adults training is required • Experiences in agricultural sector is an asset

A. BACKGROUND

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.

B. ISSUE DESCRIPTION

The National Federation of the Cashew producers of Benin (FENAPAB) is so far dependent on external resource mobilization to implement its' activities. The internal resources mobilization that mainly come from the membership fees and collecting a percentage on the village cooperatives sales are far to cover their expenses. So, the FENAPAB technical staff are strongly engaged in external fundraising process by developing some proposals to apply to some grants and funding opportunities. But most of the time they fail because they lack the required knowledge and techniques in relevant project identification and

designing. In addition, the rare cases they succeed in winning a grant, it is difficult to them to fit all the donor's requirements. This occurs sometimes, some complains from the donors and some of them threaten to stop their financial support. Then, they realize that most of the technical staff who are engaged in development project are not well skilled in project implementation and management. On another side, they totally lack some relevant fundraising techniques that can help them to mobilize enough funds for the Federation, mainly to develop other business activities and provide more services to their members and achieve later their self-sufficiency.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to train the technical staff engaged on project designing and management and fundraising techniques. Especially, this assignment intends to:

- Train the technical staff on project identification and designing
- Exchange with the technical staff how to design a relevant proposal to apply to grants and funding application calls
- Train the technical staff on project implementation and management
- Train them on other fundraising techniques

D. HOST CONTRIBUTION

The contribution of the 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, the FENAPAB 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 FENAPAB will increase its financial resources mobilization up to 50%. This will help them to develop many other income generating activities and expand their services providing to their members. Then, they will improve their self-sufficiency and make their activities more sustainable. FENAPAB will then recruit and pay more staff to support the producers and contribute to increase their yield and income.

F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- Make the technical staff more skilled in project designing and management,
- Make the technical staff more skilled in fundraising techniques
- Make the technical staff more efficient in project implementation and management
- Debriefing 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 the FENAPAB management team. Together with CRS and FENAPAB management team, the volunteer will review and finalise the work-plan. The action plan should figure out the required sessions and the timeline.
Days 5-6-7	Training on project identification and designing techniques Exchanging with the technical staff on how to design a relevant proposal to apply to grants and funding application calls Exercising on practical case of project identification and designing
Day 8-10	Training on project implementation and management (project management cycle, donors' requirements, etc.)
Day 11-12	Training and practical exchanging on other fundraising techniques
Day 13	Wrap up the meetings with FENAPAB representatives, debriefing with CRS Benin F2F staff and the FENAPAB, actions plan and recommendations review and Trip 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
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 development project designing and management and in fundraising techniques. Especially, he or she must have:

- Expertise in project design and management,
- Practical expertise in proposals designing to apply to grants
- Practical experiences in development projects implementation
- Practical experiences in fundraising with donors
- Practical experience in adults training is required
- Experiences in agricultural sector is an asset

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. 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 General Director 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.

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 CRS offices 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. But for presentations, the FENAPAB can provide a projector for PowerPoint presentations.

2. Working Environment

Parakou is in the North of Benin from about 450 km of Cotonou. The 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 General Director 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.

K. KEY CONTACTS

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