



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	
<b>Assignment Code</b>	<b>BJ217</b>
Country	Benin
Country Project	Flex
Host Organization	N’Dali diocese
<i>Type of Volunteer Assistance</i>	<b>Organizational Development (O)</b>
<i>Type of Value Chain Activity</i>	<b>Information and Input support services (S)</b>
Assignment Title	Support to business plan designing
Assignment preferred dates	September 2019
Objectives of the assignment	<ul style="list-style-type: none"> <li>• Train the technical staff on business plan elaboration process and techniques,</li> <li>• Help to diagnose the strengths, weaknesses, opportunities and the threats (SWOT) of their economic activities,</li> <li>• Support in a business plan designing for their hole economic activities (farming, accommodation and catering services of the hotel)</li> <li>• Make some recommendation for improving all the economic activities’ management of the diocese</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> </ul>

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|  | <ul style="list-style-type: none"> <li>• Good in adult training techniques</li> <li>• Experiences with catholic church organization is an asset</li> </ul> |
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**A. BACKGROUND**

The diocese of N'Dali was created on December 22, 1999 and its first Bishop had been crowned in June 10, 2000 in Parakou and enthroned on June 11, 2000 in N'Dali. Since its creation, the diocese of N'Dali covers six communes of Borgou that are N'Dali, Peréré, Nikki, Kalalé, Bembéréké and Sinendé except the Districts of Gbégourou and Sirarou which are part of the Archdiocese of Parakou. Today the diocese of N'Dali has 14 parishes divided into four sectors:

- N'Dali Sector composed of the parishes of St Marc de N'Dali, Sacred Heart of Ouénou, Saint André de Ina and St Padre Pio de Bori.
- The area of Péréré composed of the parishes of Saint Paul de Péréré, Saint Jean-Baptiste de Biro and Our Lady of All Joys of Guinagourou
- The area of Nikki composed of the parishes of Our Lady of the Immaculate Conception of Nikki, Saint Peter of Kalalé and Our Lady of Victories of Bouka.
- The sector of Bembereke composed of the parishes of Our Lady of the Road of Bembereke, Our Lady of Foo Mero Fooboure, Good Shepherd (Yeesu kparo geo) of Sinende and the quasi-parish St. Francis of Assisi of Gamia.

Apart from the churches’ activities and in order to finance the social expenses as well as contributing to fund some of the Diocese needs, some economic activities are carrying out and managed by some fathers. This comprises a hotel for accommodation, a restaurant for catering, a shop for small items selling and a farm for vegetable production and livestock breeding.

**B. ISSUE DESCRIPTION**

As stated above, the N’Dali diocese is developing some economic activities which can help them to sustain some of their expenses. They have about 43ha of land available for agricultural activities, a hotel of about 80 persons accommodation capacity, a restaurant for catering and a small shop. But, nowadays, the farming activities have not yet started because of lack of technical staff recruitment and investment plan and lack of some orientations on the activities’ profitability. In addition, the management of their hotel, the catering services and the small shop as well as their development are still unclear for the leading team composed mostly of fathers who are not professional of those activities’ management. And sometimes, they discover that they are some mismanagement situations that are difficult to overcome. Hence, they don’t know whether the activities they are carrying out are profitable or not and their investments to improve the activities are done at random with no technical orientations regarding their profitability. So, it is hard for them to start really the farming activities and also, they don’t find a way to manage the hotel and the restaurant activities and develop them in a professional way.

**C. OBJECTIVES OF THE ASSIGNMENT**

The main objective of this assignment is to help N’Dali diocese to design a business plan for its activities development and profitability. The assignment will intend specially to:

- Train the technical staff on business plan elaboration process and techniques,

- Help to diagnose the strengths, weaknesses, opportunities and the threats (SWOT) of their economic activities,
- Support in a business plan designing for their whole economic activities (farming, accommodation and catering services of the hotel)
- Make some recommendation for improving all the economic activities' management of the diocese

**D. HOST CONTRIBUTION**

The contribution of The N’Dali diocese to this assignment will consist first in taking in charge the volunteer’s accommodation for his or her stay in N’Dali. The volunteer will be hosted inside the Diocese’s hotel 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. In addition, they will take in charge the commuting of the volunteer to visit their farms 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 the volunteer technical assistance, all the management of the Diocese’s economic activities as well as their decision-making process will greatly be improved. In addition, they will start and develop the farming activities in a successful way. This assignment will help them increase their financial income for about 30% to 50% and help them to invest more in social activities to help the increasing number of the people in need as well as expanding the parishes.

**F. DELIVERABLES**

The deliverables expected from this assignment are the follows:

- Making a diagnosis of their on-going activities
- Training of the technical staff on business plan designing process and techniques,
- Supporting in a business plan designing for the Diocese economic activities,
- 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 N’Dali and check in Diocese Hotel. CRS Benin F2F team introduces the volunteer to The Diocese 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 all the activities that are being carried out and the farm
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 the Diocese
Day 13	Wrap up the meetings with the Diocese 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 elaboration,
- Practical experiences in business plan elaboration
- Good in adult training techniques
- Open to share knowledge and it experiences with others
- He/she must be result oriented
- Experiences with agricultural sector is an asset
- Working experience Catholic church organization is also an asset

#### **I. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in N’Dali, the volunteer will stay at The Diocese Hotel. In Benin, CRS will pay for hotel accommodation. 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 N’Dali, CRS will hire a local translator for the volunteer’s work and The Diocese will contribute to the volunteer ‘commuting as well as mobilizing and supported its members for the required sessions. The Father GOOUNGARI Emile the Economist of the Diocese and the Bishop’s secretary and Father Vianney ZANOVI, the activities Coordinator, 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 Diocese 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. But there are also many other people who works in the Diocese that the volunteer will meet during his or her assignment. In the Diocese's hotel, the volunteer will meet also some other people who are lodged there as this hotel in the main for accommodation facilities for the N'Dali District.

### 3. Recommended Reading

The volunteer may read something about Catholic Church organizations in the world as well as on agricultural farms in tropics or in Benin

### 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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