



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

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

Summary Information	
Assignment Code	BJ218
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	Training on project designing and management and fundraising techniques
Assignment preferred dates	September-October, 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

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 National Union of Soybean Producers (UNPS) is no longer self-sufficient. The internal resources mobilization that mainly come from the membership fees and collecting a percentage on the village members' sales are far to cover their expenses. So, the UNPS 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 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, the UNPS leaders 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 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. The UNPS 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 UNPS management team. Together with CRS and UNPS 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 the UNPS representatives, debriefing with CRS Benin F2F staff and the UNPS, 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 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 website designing, 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 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 UNPS can provide a projector for PowerPoint presentations.

2. Working Environment

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

CRS strongly recommends that the volunteer becomes familiar with this SOW, the soybean 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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