



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

**Farmer to Farmer Benin**

**Volunteer Assignment Scope of Work**

Summary Information	
Assignment Code	BJ223
Country	Benin
Country Project	Soya subsector
Host Organization	The Farmers Group of Benin (GEA-BENIN)
Type of Volunteer Assistance	<b>Organizational Development (O)</b>
Type of Value Chain Activity	<b>Information and Input support services (S)</b>
Assignment Title	Training on project designing and management and fundraising techniques
Assignment preferred dates	November- February 2019
Objectives of the assignment	<ul style="list-style-type: none"> <li>• Train the participants (technical staff and some farmers) on project identification and designing</li> <li>• Coach the participants on the partners mapping</li> <li>• Exchange with participants on how to design a relevant proposal to apply to grants and funding application calls</li> <li>• Coach the participants to design a grant proposal</li> <li>• Train the participants on other fundraising techniques</li> </ul>
Desired volunteer skill/expertise	<ul style="list-style-type: none"> <li>• Expert in project design and management,</li> <li>• Practical expertise in proposals designing to apply to grants</li> <li>• Practical experiences in development projects implementation</li> <li>• Practical experiences in fundraising with donors</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Practical experience in adults training is required</li><li>• Experiences in agricultural sector is an asset</li></ul> |
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## **A. BACKGROUND**

The Farmers Group of Benin (GEA-BENIN) is a Professional Agricultural Organization, which is a Network of 22 National Non-profit Agricultural Organizations created on September 18th, 1993 and governed by the law of July 1, 1901. It has been officially registered by the Ministry of the Interior and territorial Affairs at N°97-318/MISAT / MISAT dated of September 12th, 1997 and has been published in the Official Journal of Benin under No. 2400 of November 15, 1997. In addition, it subsequently has received the agreement of the Ministry of Planning and Economic Restructuring of Benin under No. 1335 / MPREPE / DC / SG / DPRPIB / SCAONG dated of June 29th, 1998 and by the Ministry in charge of Relations with Institutions, Civil Society and foreign Beninese under N ° 103 / MCRI-SCBE / DBEVA / SSOCBE dated of December 6th, 2001. The GEA-Benin has the Unique Fiscal Identification (IFU) which is N°6201200676707 of April 10, 2012.

The GEA-BENIN is a support structure for more than 37000 agricultural producers. So, it accompanies many agricultural producers at national level and works for a fair agriculture with regards to sustainable natural resources management.

The GEA Benin vision that is shared in the network is "A truly strong and autonomous farmers organizations, with the members living on agricultural revenues, able to develop services to members and to influence public policies in the agricultural sector at the national level". Its mission is to contribute to the promotion of agricultural development and defend the interests of producers for better socio-economic integration.

Since its creation, GEA-BENIN has been working to develop strategies to find solutions to the problems experienced by the agricultural and rural farmers through a participatory approach. So, several successive strategic development plans have been developed and implemented to meet the needs of the members.

## **B. ISSUE DESCRIPTION**

The Farmers Group of Benin (GEA-BENIN) is not a self-sufficient organization. The internal resources mobilization that mainly come from the membership fees are very far to cover their expenses. So, the GEA-Benin 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. They also lack knowledge on donor's specific criteria on relevant projects during projects examination. In addition, the rare cases they succeed in winning a grant, it is difficult to them to fit all the donor's requirements regarding the management. 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 and some farmers who are engaged in development projects are not well skilled in project designing, implementation and management. On another side, they totally lack some relevant fundraising techniques that can help them to mobilize enough funds for the Group, 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 participants (technical staff and some farmers) on project identification and designing
- Coach the participants on the partners mapping
- Exchange with participants on how to design a relevant proposal to apply to grants and funding application calls
- Coach the participants to design a grant proposal
- Train the participants on other fundraising techniques

### **D. HOST CONTRIBUTION**

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

## F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- 30 technical staff and some farmers are more skilled in project designing and management,
- 30 technical staff and some farmers are more skilled in fundraising techniques
- The partners mapping is well mastered by the participants
- 30 technical staff and some farmers are more skilled in efficient project implementation and management
- A full proposal is developed
- A debriefing is done with USAID and in country group after assignment
- Assignment report is provided

## 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	Other assignment material preparation, rest at Livingstone Hotel
Day 4	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 CRS. Travel to Djregbe. Benin F2F team introduces the volunteer to the GEA-Benin management team. Together with CRS and GEA-Benin management team, the volunteer will review and finalise the work-plan. The action plan should figure out the required sessions and the timeline. Travel to Porto-Novo and check in Ayelawadje 2 Hotel.
Days 5-6-7	Training on project identification and designing techniques

	Exchanging with the participants on how to design a relevant proposal to apply to grants and funding application calls Exercising on practical case of project identification and designing Exercising on partners mapping
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 GEA-Benin representatives, debriefing with CRS Benin F2F staff and the GEA-Benin, 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 MEAL forms
Day 15	Depart for USA

#### **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 Porto-Novo, the volunteer will stay at Ayelawadjè 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 Porto-Novo, CRS will hire a local translator for the volunteer's work and GEA-Benin will contribute to the volunteer 'commuting as well as mobilizing and supporting its members for training sessions. The GEA-Benin Coordinator 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 GEA-Benin can provide a projector for PowerPoint presentations.

## 2. Working Environment

Porto-Novo is in the Southeast of Benin from about 60 km of Cotonou. It is the capital of Benin. The GEA-Benin is headquartered in the Djregbe at 10km from Porto-Novo where most of the sessions will take place. But some commuting could be required around between Porto-Novo and Djregbe. The volunteer will work mainly with GEA-Benin technical staff and the members of its administrative board. In Porto-Novo, the volunteer will meet both Muslims and Christians and the main languages is goun. People are open to collaborate with foreigners

## 3. Recommended Reading

CRS strongly recommends that the volunteer becomes familiar with this SOW 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 south of Benin, the weather is a bit hot and humid with some temperatures varying between 23 to 36 Celsius degree. From December to February there is the dry, mid-hot and mi-cold wind called harmattan.

## K. KEY CONTACTS

CRS Baltimore	Country Director
Mireille NGOKION	Nestor ALOKPAI
Volunteer Coordinator	CRS Benin F2F Country Program Director
Farmer to Farmer Program	Cotonou, Benin
228 W. Lexington Street	Email: <a href="mailto:nestor.alokpai@crs.org">nestor.alokpai@crs.org</a>
Baltimore, MD 21201	Tel: 69 84 29 12 or 97 52 54 56 (also for
410-951-7315	WhatsApp)
Email: <a href="mailto:mireille.ngokion@crs.org">mireille.ngokion@crs.org</a>	

**F2F project Coordinator**

Christelle ATCHADE

CRS Benin F2F Project coordinator

Email: [christelle.atchade@crs.org](mailto:christelle.atchade@crs.org)

Tel : (00229) 69075966

**GEA-Benin**

ADANDE A. Nicolas

Coordonnateur du GEA-BENIN

Office : 01BP 1891 Porto-Novo (BÉNIN)

E-mail : [geabenin@yahoo.fr](mailto:geabenin@yahoo.fr), Tel: 66 11 99 34

Private: E-mail: [nicadande@yahoo.fr](mailto:nicadande@yahoo.fr)

Tel: (+229) 96 80 62 89 / 94 75 52 54

Skype: Nicolas ADANDE