



**To express interest in this assignment, please email  
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**Farmer to Farmer  
Volunteer Assignment Scope of Work**

Summary Information	
<b>Assignment Code</b>	<b>BJ224</b>
Country	Benin
Country Project	Soya subsector country project
Host Organization	SOJAGNON NGO
Type of Volunteer Assistance	O
Type of Value Chain Activity	S
Assignment Title	Five years strategic plan
Assignment preferred dates	December to January
Objectives of the assignment	Support five years strategic plan development
Desired volunteer skill/expertise	<ul style="list-style-type: none"> <li>• expert in Organizational Development</li> <li>• expert in development planning and budgeting</li> <li>• Master results-based management approach</li> </ul>

**A. BACKGROUND**

SOJAGNON is a Non-Governmental Organization created in Benin in 2009 to support actors in soybean value chains. As the name indicate, SOJAGNON (Soybean is good) promotes Soybean subsector in Benin. Mainly, the NGO invest in the organization and structuration of the soya value chains actors, agricultural technical advice, soya processing technologies transfer to improve nutritional status of the population and facilitate access to markets. Its actions focus on promoting soybean value chains, food and nutrition security, advocacy and agribusiness development. SOJAGNON's interventions remained for a long time concentrated in the soy sector, but today, considering the challenges of the agricultural sector, its interventions embrace other speculations such as cassava, peanut, grounding lens, etc.

SOJAGNON implements its activities in 19 communes distributed in four departments. To carry out the activities, SOJAGNON develops and implements projects thanks to financial support from its partners like Ministry of foreign affairs of Netherlands, World Bank and IFDC. Though these projects the NGO has impacted 1000 persons including 807 women. SOJAGNON activities are mainly focused on women empowerment.

The NGO has a national office in Abomey-Calavi and an office in Glazoué in the department of collines. It also has an agribusiness department, Benin Agribusiness Incubation Hub (BAIH-Sarl), to transform research results into agribusiness.

SOJAGNON was officially register in November 2011 under the N°3/076/PDM-C/SG/STCCD of November 2nd, 2011 and inscribed in the 122nd year N ° 6 of the Official Journal of the Republic of Benin of March 15th, 2012.

## **B. ISSUE DESCRIPTION**

Since its creation, SOJAGNON NGO uses to implement its activities based on annual work plan developed at the end of the year and seizing financing opportunities at technical and financial partners level (PTF). As result, its activities are implemented without any vision for medium or long term. Sometimes the NGO misses funding opportunities because the staff did not initiate anticipated actions. Despite this, the impacts of its actions in soybean value chains strengthened the confident of the PTF to the them. So, its actions in soybean subsector have grown and as stipulated above, the NGO is expanding its interventions to others agricultural subsectors. With the importance of its actions, to continue to be effective and have lasting impacts at the level of its beneficiaries, SOJAGNON needs to have a strategic plan with a clear vision, well-defined mission and oriented actions for achieving its objectives.

## **C. OBJECTIVES OF THE ASSIGNMENT**

- Explore all the components and the activities of the SOJAGNON NGO
- Make an organizational and institutional diagnosis
- Help to define a realistic vision, and mission,
- Help to define the strategic objectives
- Help to define and plan all the required activities to be carried out during the five coming years to achieve goals,

- Help to design the monitoring and evaluation mechanisms of the strategic plan
- Help to draft a budget for all the required activities

**D. HOST CONTRIBUTION**

For this assignment, SOJAGNON NGO will mobilize the staff concerned by this activity and the feeding fees of the participants to the training sessions. In addition, they will provide conference room for the training sessions. Finally, they promise to take in charge the roundtrip commuting of the volunteer from his or her hotel in Cotonou to Godomey where the NGO office is established every day as well as providing a translator.

**E. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

At the end of the assignment, NGO SOJAGNON will have it five years strategic plan designed with the budget. this plan will provide a sense of direction and outlines measurable goals to the NGO. The staff will be able to initiate anticipated actions for fundraising. The staff will effectively guide for making decision day-a-day, evaluating progress and changing approach when moving forward.

**DELIVERABLES**

- Institutional and organizational diagnosis
- Five years strategic plan
- Final report
- Debriefing with CRS Benin and USAID local mission
- Group presentation

**F. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)**

Day	Activity
Day 1	Departure from US
Day 2	Arrive in Cotonou (Benin), pick up at the airport and check in 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. Moving to the host office in Godomey at 10:00 and introduction meeting will be hold at 10:30. The volunteer will review and finalize his work plan with the staff.

Day 4	Conduce diagnosis activities and draft diagnosis report
Day 5	Validation of the diagnosis report Presentation of the strategic plan canvas and the strategic elaboration approach to the host staff.
Days 6	Facilitate the vision, mission and strategic objectives definition session
Day 7-8-9	Results, activities and indicators identification session
Day 10-11	Budget elaboration session
Day 12	Strategic plan draft presentation and finalization
Day 13	Presentation of the final strategic plan to the host
Day 14	Debriefing with SOJAGNON NGO responsible and CRS Benin F2F staff, actions plan and recommendations review
Day 15	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

#### **G. DESIRABLE VOLUNTEERS SKILLS**

To achieve this assignment objectives, the volunteers should have professional skills and solid experiences in strategic plan development. He must be an:

- Expert in Organizational Development
- Expert in development planning and budgeting
- Master results-based management approach

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

The volunteer during this assignment will stay in Cotonou in Livingstone hotel which is about 20 km far from the host office. CRS Benin will pay his accommodation fees which already include the breakfast. In addition, a local network SIM card will be provided to the volunteer at his or her arrival in Cotonou. SOJAGNON NGO will take in charge his transportation from the office to the hotel and CRS Benin from the hotel to the office

#### **I. RECOMMENDED ASSIGNMENT PREPARATIONS**

##### **1. Training Materials**

The volunteer should have a strategic plan canvas prepared, and tools for the diagnosis. The handout materials can be print in CRS office in Cotonou or in SOJAGNON NGO Office.

## 2. Working Environment

Godomey is a borough of municipality of Abomey-Calavi which is about 15 km far from Cotonou. On rush ours the traffic between Godomey and Cotonou is jam. Godomey is a multiculturalist area, Fongbe is the main language but many people can speak French. In General, Benin population is very friendly.

## 3. Recommended Reading

The volunteer may read documents on: agricultural value chains promotion and soybean value chains.

## 4. Weather Appropriate Clothing

From December to January, the south of Benin is in dry season but humid, Cotonou use to have about 7 hours of sunshine per day with rainy days estimated for this month to 2. The temperatures varying between 24 ° C and 28 ° C but know that depending on the year they can go down to 19 ° C and go up to 31 ° C. Based on this, the appropriate clothing should be light and not dark. In this period harmattan blows.

## J. KEY CONTACTS

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