



**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	BJ225
Country	Benin
Country Project	Soybean sub-sector
Host Organization	The Federation of Producers Unions of Benin (FUPRO-BENIN)
<i>Type of Volunteer Assistance</i>	Organizational Development (O)
<i>Type of Value Chain Activity</i>	Information and Input support services (S)
Assignment Title	Digital data collection and management for FUPRO-Benin
Preferred Assignment dates	November – February 2019
Objectives of the assignment	<ul style="list-style-type: none"> • Set up a digital information management system for data collection, analysis and management of the Monitoring, Evaluation, Accountability and Learning for FUPRO-Benin • Train the MEAL staff and the technical advisors on data collection, analysis, interpretation and reporting for improved management of FUPRO-Benin
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in setting up digitized data base • Expert in data collection digitizing software • Well experienced in setting up an easy, simple and less costly data collection digitizing software that requires limited equipment • Opened to sharing knowledge and it experiences

A. BACKGROUND

Created on September 30, 1994, the Federation of Producers Unions of Benin (FUPRO-BENIN) has the mission of "Improving the living and working conditions of agricultural producers by strengthening their

position in the arena of the national development and their mastery of national, regional and international development issues in general and that of the agricultural sector in particular".

For this purpose, FUPRO-BENIN intervenes on six (06) major areas that are:

- ✓ Agricultural council for the professionalization of farms and good governance of farmers' organizations;
- ✓ Development of the quality approach and the promotion of organic agriculture for crops, livestock and agro-food processing;
- ✓ Structuring actors within the sectors and promoting farmers' organizations;
- ✓ Representation of agricultural actors at the national and international levels;
- ✓ Provision of economic services through the facilitation of access to quality agricultural inputs, access to adequate agricultural finance, market access, etc.;
- ✓ Communication and Advocacy for the Advocacy of Members.

With a pyramidal architecture, the FUPRO-BENIN is a structured national network in the seventy-seven (77) communes of the country and the twelve departments respectively through the Community Communes of Producers (UCP), the Departmental Unions of Producers (UDP) and with physical headquarters. The following are directly members of FUPRO-BENIN: eleven (11) Territorial Organizations (Departmental Unions of Producers), twelve (12) Branch Organizations (Poultry Farmers, Fishmongers, Rice Producers, Seed Producers, Fish Farmers, Pineapple Producers, Soybeans Producers, garden crops farmers, Rice Transformers, Corn Producers, Marine Fishers, Professional Poultry Farmers) and two (02) Specific Organizations (Women Farmers and Young Farmers). This structuring credits FUPRO-BENIN with a network valued at 1,200,000 individual members.

B. ISSUE DESCRIPTION

FUPRO-Benin has more than 50 agents which comprises zones' coordinators, agricultural advisors, accountants and secretaries, who altogether provide close technical supervision for the benefit of its members. These agents are assigned to villages, municipalities and regions, with the aim of strengthening the capacities of producers and cooperatives to deliver their mandate to their members. These agents are supported by partners and FUPRO-BENIN. For its work purpose, FUPRO-BENIN has an organizational chart within which the Monitoring, Evaluation, Apprenticeship and Learning staff plays some keys roles. The Monitoring and Evaluation team of FUPRO-BENIN is composed of one permanent agent acting as the coordinator of the MEAL staff and a trainee who are based at the headquarters. There are agricultural advisors in the field who are in responsible for data collection as well as provision of technical support to the farmers and their groups. The MEAL staff lack the capacity to cover all the villages due to the distances involved, while at the same time, they are assigned to many village cooperatives, further compounding the problem. At the same time, FUPRO-BENIN requires diverse data types to be effective in its operations; good services delivery to the members among others. Some of the data that is needed include the number of new members, the balance sheet of the membership fees, the total available land of each farmer, the cultivated area per farmer, the area covered by the crops and plantations, the total harvest per farmer, the yield per farmer, the harvesting period of each farmer, the quantity of crops, etc. In addition, the MEAL staff is supposed to elaborate technical reports and provide updated information to partners and help the Administrative board to make informed decisions through the analysis of the available data.

The key challenges are the unavailability of required data for informed decision-making, delays in data collection and poor-quality data that does not support sound decision making. The causes of these problems are the followings:

- Limited number of staff to collect and analyze data
- Delay in data providing to donors
- Lack of organization of the data collection process
- Inadequate and inefficient data collecting tools
- Unsuitable data collection methods
- Insufficient follow-up in data collection
- Limited means for good data collection
- An inefficient data management system

C. OBJECTIVES OF THE ASSIGNMENT

The primary objective of this assignment is to assess the needs of FUPRO-BENIN, design and set up a digital information management system for data collection, analysis and management of the Monitoring, Evaluation, Accountability and Learning for FUPRO-BENIN. The second objective is to train the MEAL team and the agricultural advisors on data collection processes and procedures, analysis, interpretation and reporting for improved management of FUPRO-BENIN.

Specific tasks for the volunteer include but are not limited to the following:

- Carry on an assessment of the current data collection methods, data uses for key management decisions and gaps
- Develop appropriate electronic/digital data collecting tools that are responsible to the needs of FUPRO-BENIN
- Develop a digital data collection platform
- identify and set up the relevant application or software in compliance with the existing materials for data collection and processing,
- define the roles and the responsibilities of each key stakeholders and train them
- train on how to do preventive maintenance of the data base
- train on how to manage data base

D. HOST CONTRIBUTION

The contribution of FUPRO-BENIN to this assignment will consist of mobilizing direct beneficiaries for volunteer technical assistance, transportation, meals and lodging for the participants. In addition, they will provide conference room for the training sessions. Finally, FUPRO-BENIN 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 M&E system of FUPRO-BENIN and all the decision-making process of FUPRO-BENIN will greatly be improved. Especially, it will speed up the data collection, will improve the reliability of the collected data with limited error risk. It will also help to satisfy on time the

partners' requests and will help to avoid delays in information delivering and reporting on time. In addition, the follow up and evaluation of the agricultural advisors' work will be improved. This technical assistance will be useful for improving crops group sales as well as increasing the market part from 15-20% to %50%. It will also help to better exchange with the buyers and negotiate better market price. The collecting and evaluating management fees for the sub-sector' functioning will also be improved.

F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- Setting up an electronic/digital information management system for FUPRO-BENIN,
- Training of 25 MEAL staff and the technical advisors on the digitized data collection, analysis and reporting process
- Training of the MEAL staff on the data base management
- Exchanges with all the key actor on their roles and responsibilities in the process
- Training guidelines/manuals developed on digitized data collection
- 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 Bohicon and check in La Majesté Hotel. CRS Benin F2F team introduces the volunteer to FUPRO-BENIN management team. Together with CRS and FUPRO-BENIN management team, the volunteer will review and finalise the work-plan. The action plan should include group presentations to be done after the assignment
Days 4	Assessment of the existing data collection tools, methods and equipment's
Day 5-6	Setting up the appropriated digitizing application or software and train the Meal staff on it maintenance and management
Day 7-12	Training of the Meal staff and the agricultural advisors on their roles and responsibilities and data collection procedures
Day 12-13	Review and streamline the system with the MEAL staff, actions plan designing and report finalising
Day 14	Wrap up the meetings with FUPRO-BENIN representatives, debriefing with CRS Benin F2F staff and FUPRO-BENIN, actions plan and recommendations review and travel back to Cotonou
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 as well finalize advances and expenditures with finance and 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 MEAL activities. Especially, he or she must be:

- Expert in setting up digitized data base
- Expert in data collection digitizing software
- Well experienced in setting up an easy, simple and less costly data collection digitizing software that requires limited equipment
- Opened to sharing knowledge and it experiences

I. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Bohicon, the volunteer will stay at La Majesté 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 Bohicon, CRS will hire a local translator for the volunteer's work and FUPRO-Benin will contribute to the volunteer 'commuting as well as mobilizing and supported its members for training sessions. The FUPRO MEAL Coordinator and the Executive 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-outs 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 required for the assignment, the volunteer bring a laptop with him. But for presentations, FUPRO-BENIN can provide a projector for PowerPoint presentations.

2. Working Environment

Bohicon is in the south of Benin from about 130 km of Cotonou. FUPRO-BENIN is headquartered in the city of Bohicon where most of the sessions will take place. But some commuting could be required around Bohicon 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 Executive Director of FUPRO-BENIN and the members of the Administrative board who are mainly farmers. In Bohicon, the volunteer will meet both Christians and people of Endogenous Religion and Muslims and the main language is Fon. People are open to collaborate with foreigners.

3. Recommended Reading

CRS strongly recommends that the volunteer becomes familiar with this SOW, the Agricultural sector in Benin prior to arrival in the country as well as country information that will be provided.

Weather Appropriate Clothing

The weather appropriate clothing is light and not dark clothes. In the south of Benin, the weather is a bit hot and dry with some temperatures varying between 25 to 35 Celsius degree. It is also a sunny weather with some rains till end of October.

K. KEY CONTACTS

CRS Baltimore	Country Director
Ngokion, Mireille Volunteer Coordinator Farmer-to-Farmer Program Coordinator, Overseas Operations 228 W. Lexington Street Baltimore, MD 21201 410.951.7315 Email: mireille.ngokion@crs.org	Nestor ALOKPAI CRS Benin F2F Country Program Director Cotonou, Benin Email: nestor.alokpai@crs.org Tel: 69 84 29 12 or 97 52 54 56 (also for WhatsApp)
F2F Project Coordinator	
Christelle ATCHADE CRS Benin F2F Project coordinator Email: christelle.atchade@crs.org Tel : (00229) 69075966	
FUPRO-Benin	
Charles GNANGASSI FUPRO-Benin Executive Director Email: fuproben@yahoo.fr Website: www.fuprobenin.org Tel : (00229) 96037006	