



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

Summary Information	
Assignment Code	BJ226
Country	Benin
Country Project	Soya subsector
Host Organization	SOJAGNON NGO
Type of Volunteer Assistance	O
Type of Value Chain Activity	S
Assignment Title	Training on business plan designing
Assignment preferred dates	January to February
Objectives of the assignment	<ul style="list-style-type: none"> • train the staff on technical staff on improved business plan development technics. • train the staff on coaching approach for business plan development • support one business plan development
Desired volunteer skill/expertise	Expert in business plan designing Expert in agricultural entrepreneurship Experience in adult teaching is an asset

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) contributes to the promotion of Soy bean subsector in Benin. Mainly, the NGO is dedicated to better organize soya value chains actors and to improve agricultural technical. It provides advices, in soya processing technologies transfer to improve nutritional status of the population and facilitate access to markets. Its core domains of

interventions are: promotion of soybean value chains, food security and nutrition, advocacy and agribusiness development. SOJAGNON's interventions are mainly concentrated since a while on soya subsector development, but today considering the challenges of the agricultural sector, has extended its activities, to develop other branch such as cassava, peanut, grounding lens, etc.

SOJAGNON activities covered 19 districts in four departments. To carry out the activities, SOJAGNON develops and implements projects with the financial support of some keys partners as 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 is also equipped with 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 Official Journal of the Republic of Benin of March 15th, 2012.

B. ISSUE DESCRIPTION

To improve the agricultural sector performance, one of the strategies adopted by the Ministry of Agriculture in Benin is entrepreneurship promotion in agricultural sector. SOJAGNON NGO as partner which supports soya and other agricultural subsectors value chains, want to provide business plan development and coaching services for small and medium-sized enterprises in the agricultural sector. To be effective on this mission, the NGO need to reinforce his staffs ‘capacity on improved business plan development technics.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to reinforce the NGO technical staff capacity on improved business plan development for effective assistance to the farmers. Especially, it intends to:

- train the staff on technical staff on improved business plan development technics.
- train the staff on coaching approach for business plan development
- support one business plan development.

D. HOST CONTRIBUTION

For this assignment, SOJAGNON NGO will mobilize the staff concerned by this activity and ensure the fees related to their participation to the training sessions. In addition, they will provide conference room. Moreover, the NGO will support the local transport of the volunteer from Godomey where the NGO office is established to his or her hotel in Cotonou on daily basis. Finally, the NGO promises to provide a translator for the assignment.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

At the end of the assignment, SOJAGNON NGO will have at least 10 persons able to provide technical assistance and coaching to the agricultural actors (micro, small and medium enterprises) for their businesses plan development.

F. DELIVERABLES

The deliverables we are expecting for this assignment are the following:

- ✓ Training of 10 members of the technical staff,
- ✓ A business plan is drafted and available,
- ✓ Debriefing with USAID and country staff after assignment
- ✓ Provide assignment report

G. 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 or Nobilla Airport Hotel
Day 3	At 9.00 am, the volunteer will come 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. Departure to the host office in Godomey at 10:00 and introduction meeting will be held at 10:30. The volunteer will review and finalize his work plan with the staff.
Day 4, 5, 6, 7 and 8	Training sessions
Day 09	Visit of one cooperative supported by SOJAGNON NGO
Day 10, 11 12 and 13	Business plan development for the cooperative visited

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 report at CRS office and fill out all necessary M&E forms

H. DESIRABLE VOLUNTEERS SKILLS

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

- ✓ Well skilled in business plan designing
- ✓ Well experienced in agricultural entrepreneurship
- ✓ familiar to agricultural cooperatives
- ✓ used to adult training
- ✓ opened to sharing knowledge and experiences

I. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS

The volunteer during this assignment will stay in Cotonou in Livingstone hotel or Nobilla Airport 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 from the hotel to the office will be covered by CRS Benin.

J. RECOMMENDED ASSIGNMENT PREPARATIONS

1. Training Materials

The volunteer should have a business plan canvas prepared, and tools for the diagnosis. The handout materials can be print in CRS office in Cotonou or in SOJAGNON NGO Office. In addition, Flip charts, markers, masking tapes and projector can be obtained at the CRS offices in case the volunteer wishes to make some illustrations during the sessions.

2. Working Environment

Godomey is a borough of municipality of Abomey Calavi which is about 15 km far from Cotonou. On rush hours, the traffic between Godomey and Cotonou is jam. Godomey is a multiculturalist area, fongbe is the main local language but many people can speak French. Generally, Benin people are 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 fluctuate between 19 ° C and 31 ° C. Based on this, the appropriate clothing should be light and not dark. In this period harmattan which is a mid-cold and mid-warm wind blows.

K. KEY CONTACTS

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