

To express interest in this scope of work, please email Mireille.Ngokion@crs.org

Summary Information	
Assignment Code	BJ241
Country	Benin
Country Project	Cashew subsector
Host Organization	Regional Union of Cashew Producers Cooperatives Borgou -Alibori (URCPA B-O)
<i>Type of Volunteer Assistance</i>	Organizational Development (O)
<i>Type of Value Chain Activity</i>	Information and Input support services (S)
Assignment Title	Train cashew producer agriculture advisors on life in a cooperative and governance
Assignment preferred dates	June-July 2020
Objectives of the assignment	<ul style="list-style-type: none"> • Train the participants on life in a cooperative, the roles and responsibilities of the board of directors and the members. • Train the participants on a cooperative governance and management tools. • Help to design some adapted tools for the village cooperatives functioning and performing assessment. • Support the cooperative in adapted governance and management tools development.
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in organizational development especially in rural development. • Be familiar to cooperatives governance and management tools, • Having strong experience with agricultural cooperatives especially in developing countries is an asset, • Used to adult training approaches. • Be familiar to participatory appraisal

A. BACKGROUND

Created in December 2004 following the government's call to make cashew nuts one of the priority sectors with the support of the ONS and CARDER / BA; the Regional Union of Cashew Producers Cooperatives of Borgou - Alibori (URCPA-BA) is a cooperative structure. It is officially recognized by the Beninese state under registration number 03/00/032016/0361 / Im of 05/25/2016 and governed by the OHADA uniform act relating to cooperative societies. The main reason for its creation is the organization of the producers in a cooperative for the promotion of the cashew sector. It provides services to facilitate the competitiveness of cashew nuts for producers in Borgou and Alibori. Note that the creators of URCPA / BA are legal persons (Communal Unions). URCPA / BA brings together eleven (11) communal unions (UCCPA) including 08 from Borgou (Tchaourou, Kalalé, Parakou, Sinendé, N'dali, Nikki, Pèrèrè, Bembèrèkè) and 03 others from Alibori (Ségbana, Gogounou and Kandi).

The vision of the URCPA-BA is: The Regional Union of Cashew Producers / Borgou-Alibori Cooperatives is a radiant, well-functioning organization that helps improve producers' incomes. Its mission is to ensure the promotion of the cashew sector in Borgou and Alibori through the reinforcement of the technical and organizational capacities of the members on the production, the transformation and the group sale of cashew nuts and apples.

B. ISSUE DESCRIPTION

The URCPA BA as developed above, is a regional union that coordinate (11) eleven cooperatives of cashew producers in Borgou and Alibori departments. In agriculture sector, most of the cooperatives are recently created to be in compliance with the government requirements and the west African laws on cooperatives. So, the cooperatives members and the administrative board don't really master cooperative governance and management to help the cooperatives to perform well and to be sustainable. Hence, the URCPA-BA is facing many challenges such as a low participation of the members to the cooperative activities, a poor management and governance and permanent dependence to the partners' support. The cooperatives are active when they are supported by partners, but they are not operational when the partners stop their support because their autonomy is generally very low.

C. OBJECTIVES OF THE ASSIGNMENT

This assignment aims to strengthen the cashew producers and the URCPA Borgou-Alibori agricultural advisors on cooperative management and governance. Especially it intends to

- Train the participants on life in a cooperative, the roles and responsibilities of the board of directors and the members.
- Train the participants on a cooperative management and governance tools.
- Help to design some adapted tools for the village cooperatives functioning and performing assessment,
- Support the cooperative in adapted governance and management tools development

D. HOST CONTRIBUTION

The Regional Union of Cashew Producers' Cooperatives of Borgou et Alibori contribution 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, they will provide a meeting room and all the required material for the raining session. Finally, they promise to take in charge the roundtrip commuting of the volunteer from his or her hotel to its quarter every day.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

With the volunteer's technical assistance, the URCPA-BA will be equipped with suitable management tools which will help them to improve its management and governance. The services rendered by the cooperatives to their members will be more attractive, and will motivate new producers to join the cooperatives and they will be motivated to pay regularly their membership fees. In addition, all the cooperatives at the village level will be more dynamic and will contribute to mobilize all the members' contributions to help to make the URCPA autonomous.

F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- The training of 30 participants (technical staff and cashew producers) on life in a cooperative, the roles and responsibilities of the board of directors and the members is done.
- The training of 30 participants (technical staff and cashew producers) on a cooperative governance and management tools in done.

- Some adapted tools for the village cooperatives functioning and performing assessment is designed and available.
- The adapted governance and management tools is developed
- Debriefing with USAID and country staff after assignment.
- Providing 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
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. Travel to Parakou from 9:30
Day 4	Introduction meeting will be held at URCPA-BA office the following day. The volunteer will review and finalize his work plan with the URCPA-BA responsible. Conduct a quick diagnosis to better understand the assignment context
Day 5	Training materials and diagnosis governance and management tool review
Days 6-7-8	Training sessions
Day 9	Rest day
Day 10-11-12	Training sessions
Day 12 (end)	Assignment debriefing with URCPA-BA responsible and CRS Benin F2F staff, actions plan and recommendations review
Day 13	Travel 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	Travel back to US

H. DESIRABLE VOLUNTEERS SKILLS

- Expert in organizational development especially in rural development.
- Be familiar to cooperatives governance and management tools,
- Having strong experiences with agricultural cooperatives especially in developing countries is an asset,
- Used to adult training approaches

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. In addition, 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 URCPA-BA will contribute to the volunteers' commuting as well as mobilizing and supporting its members for the training sessions. The URCPA-BA Regional 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.

1. Working Environment

Parakou is in the North of Benin from about 450 km of Cotonou. The URCPA-BA is headquartered in the city of Parakou where most of the sessions will take place. But some commuting could be required around Parakou and in some remote areas where the farmers and their local cooperatives are settled if required. The volunteer will work mainly with the Regional Director of the URCPA-BA and the members of the Administrative board who are mainly cashew farmers. 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.

2. Recommended Reading

CRS strongly recommends that the volunteer becomes familiar with this SOW, the cashew 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 before his departure to the field.

3. 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. In June and July it rains.

KEY CONTACTS

CRS Baltimore Mireille Ngokion Volunteer Coordinator Farmer to Farmer Program 228 W. Lexington Street Baltimore, MD 21201 410-951-7315 Email: mireille.ngokion@gmail.com	Country Director 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 (call and WhatsApp)
F2F Project coordinator	
Christelle ACHADE CRS Benin F2F Project coordinator Email: christelle.atchade@crs.org Tel : (00229) 69075966	
Host Organization:	
Juste AMANOUDO URCPA-BA Regional Director Email: amajuste@gmail.com ; urcpaba@yahoo.fr ; Tél: (00229) 970 273 70	