



**Farmer to Farmer Benin
Volunteer Assignment Scope of Work**

Summary Information	
Assignment Code	BJ245
Country	Benin
Country Project	Cashew subsector
Host Organization	The National Union of Cashew Apple Processors' Cooperatives of Benin (UNCTPC-B)
<i>Type of Volunteer Assistance</i>	Organizational Development
<i>Type of Value Chain Activity</i>	Information and Input support services (S)
Assignment Title	Support business plan development
Assignment preferred dates	June-July 2020
Objectives of the assignment	<ul style="list-style-type: none"> • Train the women members of UNCTPC-B on business plan development techniques • Support business plan development for cashew apple processing units
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in business plan elaboration, • Practical experiences in business plan elaboration • Experiences with farmers cooperatives is an asset • Be familiar to participatory appraisal

A. BACKGROUND

The National Union of Cashew Apple Processors' Cooperatives of Benin (UNCTPC-B) was created on March 29, 2019 with 26 transformation units which are the founding members. The UNCTPC-B's formalization process is underway.

Since its creation, it has so far registered more than ten (10) applications for membership. The UNCTPC-B's members are engaged in cashew apples processing into varied derived products. It is active in promoting the benefits of drinking cashew apple juice to Beninese consumers. It currently needs the technical, financial, material and human resources for its proper functioning.

The UNCPTC-B has more than 300 women members in the country.

B. ISSUE DESCRIPTION

Business plan is a strategic tool for an enterprise. With this document, the entrepreneur has a global overview of his business. In addition, it facilitates decision making because informs about the feasibility and profitability of the activity. It will thus be able to take adequate measures to limit losses if the objective set is not achieved. So, every enterprise should have a business, but unfortunately, the cashew apple processing units set up by the women members of the UNCPTC-B organized in cooperatives lack of this precious document. This is one of the reason that, they cannot get loans from micro financing structures. The women despite their desire do not have business plan because they don't have enough resource to hire a specialist and they are not skilled to develop business plan. In addition, the union doesn't have technical staff who can help them to carry out this activity.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to support UNCTPC-B women in a business plan designing. Especially, it intends to:

- Train 60 women in two sessions on business plan elaboration techniques and
- Coach the women groups to design a business plan through the practical sessions.

D. HOST CONTRIBUTION

The contribution of the UNCTPC-B 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 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

Through the volunteer technical assistance, the cooperatives will have their business plan which will help them to have a good understanding of their activity and facilitate the access to credit for them. This document will make easy decision making regarding the cooperative business. The management of the resources will be improved and their products will be more competitive.

F. DELIVERABLES

- Two training sessions on business plan designing for 60 women members of UNCTPC-B
- One business plan developed for each women groups represented
- Debriefing with USAID and country staff after assignment.
- Providing assignment 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, security briefing and orientations about logistics and expectations and anticipated outcomes. Any necessary hand-outs will be prepared at CRS offices and Travel to Dassa and check in Hotel Jeco. CRS Benin F2F team introduces the volunteer to the UNCTPC-B responsible and the administrative board, Benin cashew project responsible in Dassa as well as to the chief of police and to Mayor of the district. The volunteer will review and finalize the work-plan and discuss with them on any other arrangement for the work
Day 4	Make a quick diagnosis to better understand the issues related to the participants businesses
Days 5-6	Train the first women group members of UNCPTC-B on business plan development
Days 7-8	Train the second women group members of UNCPTC-B on business plan development
Day 9	Rest day
Day 11-12	Coach the first group to develop 3 simplified business plans
Day 12-13	Coach the second group to develop 3 simplified business plans
Day 14	Wrap up the meetings with UNCTPC-B representatives, debriefing with CRS Benin F2F staff, 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 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 hygiene and processing quality control of varied products. Especially, he or she must be:

- Expert in business plan elaboration,
- Practical experiences in business plan elaboration
- Experiences with farmers cooperatives or rural women groups is an asset

- Be used to adult and illiterate people training
- Be familiar to participatory approach

I. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel or Nobilla Airport Hotel, whereas at Dassa, the volunteer will stay at the Hotel Jeco. In Benin, CRS will pay for hotel accommodation. In addition, a local network SIM card will be provided to the volunteer as well as a spare computer if needed at his or her arrival in Cotonou. In Dassa, CRS will hire a local translator for the volunteer's work and UNCTPC-B will contribute to the volunteer's commuting as well as mobilizing and supporting its members for the required sessions. Mrs Adelaide Laourou, the President of the administrative board of UNCTPC-B and the secretary will work closely with the volunteer during the preparations and his/her work, to ensure that the assignment goals are being 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 the CRS offices in case the volunteer wishes to make some illustrations during the sessions.

2. Working Environment

Dassa is located in the center of Benin in the Collines (Hills) department. It is situated at about 210 km from Cotonou. People there are mostly Christians but all of them are well involved in endogenous religion. People there speak two main languages: Idasha and Fon. Also, in Dassa, people are open to collaborate with foreigners.

3. Recommended Reading

The volunteer may read some documents on agricultural cooperatives in Africa and agricultural cashew processing activities and sales in derived products like juice, syrup, etc, in Africa.

4. Weather Appropriate Clothing

The weather appropriate clothing is light and not dark clothes. In the center of Benin, the weather is a bit hot and humid with some temperatures varying between 23 to 36 Celsius degree. It is rainy season in this period.

K. 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: (00229) 69 84 29 12 or 97 52 54 56 (call and WhatsApp)
F2F Project coordinator	
Christelle EGGOH ACHADE CRS Benin F2F Project coordinator Email: christelle.atchade@crs.org Tel : (00229) 69075966	
Host Organization:	
Adelaide LAOUROU President of the UNCTPC-B Tel: (00229) 95953825 Email: lademond@yahoo.fr	