



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

This assignment can be either Local or Virtual. Either way, the remote support of an American volunteer is needed.

Local Assignment: Ethiopian or East African volunteer to be paired with virtual supporting American volunteer.

Virtual Assignment: An American volunteer conducts a series of calls/meetings

Potential volunteers from Ethiopia or East Africa should email haile.dolango@crs.org and lidia.retta@crs.org to express interest.

American volunteers wishing to support virtually should email maria.figueroa@crs.org

Summary Information	
Assignment code	ET230
Country	Ethiopia
Country Project	Crop
Host Organization	Ethio-Wetlands and Natural Resources Association (EWNRA)
Assignment Title	Resource Mobilization and Grant Proposal Writing Skills
Assignment Preferred Dates	Flexible
Assignment Objectives	<ul style="list-style-type: none"> • To train host staff on project concept note development and grant proposal writing • To improve staff skills for improved resource mobilization • Develop/review the resource mobilization strategy • To help the host staff come up with better strategies for mobilizing resources and accessing donor funding. • Develop two shelf grant proposals with the host staff. • Provide onsite technical supports on ways of accessing the variety of foreign and domestic funding sources that are potentially available to the host, but have not been adequately researched and attempted
Desired Volunteer? Skill/Expertise	<ul style="list-style-type: none"> • Preferably graduate degree in agricultural/rural economics, economics, business administration, project management and related subjects

	<ul style="list-style-type: none"> • Practically demonstrated skills in grant proposal writing for local or international NGOs • Proven experience in business developments /project proposal development and resource mobilization • Experience in project cycle management
Type of Volunteer Assistance	Business /Enterprise Development (E)
Type of Value Chain Activity	Information and Input Support Services (S)
PERSUAP Classification	Type 3

A. BACKGROUND

CRS Farmer -to-Farmer program (F2F) is a USAID funded program that will be implemented for five years (2019- 2023) with a primary goal of reducing hunger, malnutrition, and poverty across six countries: Benin, East Timor, Ethiopia, Nepal, Rwanda and Uganda. The program aims at achieving this goal through advancing inclusive and sustainable agriculture led growth aimed at generating sustainable, broad-based economic growth in the agricultural sector. The program’s secondary goal is to increase US public understanding of international development issues and programs and share the knowledge back in the US. To achieve its goals, F2F program provides volunteer technical assistance to farmers and farmer groups (associations and cooperatives), private agribusinesses, agriculture education institutions in developing countries like Ethiopia to address host identified technical needs in selected agricultural value chains. F2F volunteers are pooled from abroad range of US agricultural expertise, from private farmers with varied experience, University professors, bankers/certified accountants, animal health and nutrition specialists, soil scientists, agronomists who support local host organizations. F2F program introduces innovation and develops local organizations capacity for more productive, profitable, sustainable and equitable agricultural systems while providing an opportunity for people- to-people interactions within the agricultural sector. The Ethiopia, F2F program interventions supports the livestock and crop value chains.

Local NGOs are playing an increasingly important role in the social and economic aspect and in implementing various development projects in Ethiopia. The NGOs make contributions strong contributions through their works in food security, health, education, gender, etc. Despite their contributions, however their existence and overall operations have been challenged by resource constraints. According to some studies local NGOs are facing difficulty in funding challenges to finance their development interventions and some NGOs have suspend their operations. The donor resource has become scarce and very competitive.

B. ISSUE DESCRIPTION

Ethio Wetlands and Natural Resources Association (EWNRA) is a local non-governmental organization established in 2000 with environmental and development objectives specifically focusing on wetlands and natural resource conservation in the country. The organization strives to realize its vision of seeing healthy Ethiopia's wetlands and related ecosystems providing sustainable benefits to local and global environment and development. Since its establishment, Ethio-Wetlands and Natural Resources Association have been doing research and working on various development projects in an integrated manner with a view to resolve better the interwoven problems fueling one another in its target areas. The prime objectives of these projects are to address environmental issues in order to contribute towards sustainable natural resources management and poverty reduction in the country through improving the livelihood bases of the local communities within its intervention areas.

Some of the projects of EWNRA include building resilience to curb outmigration of smallholders in southern Oromia region, REDD+ through participatory forest management in south-west Ethiopia, community conservation of wild coffee & natural forest management project, climate adaptation and rural development (CARD) project, non-timber forest projects & micro enterprises project and honey value chain (HVC).



EWNRA project beneficiary weeding his maize farm

The head office of EWNRA is located in Addis Ababa. Though there could be some field trips , this assignment will be mainly based in Addis Ababa. For more information about the host visit its website, <https://ewnra.et>.

The environment in which resources are mobilized is increasingly competitive given the rise of numerous development actors coupled with a scarcity of resource. Resource Mobilization has therefore become a more challenge demanding knowledge and skill. The host EWNRA identified critical areas that require support to improve the livelihood and nutritional status of smallholder farmers in the operational area. However, due to the limited capacity in resource mobilization and

due to lack of well experienced staff for developing winning proposal and on how to approach potential funders, the organization mobilized small amount of fund despite the huge problems which needs to be addressed on the ground. The staff lack knowledge as well as experience in area of concept note development, proposal writing, resource mobilization and report writing.

To deal with the funding problem, the host has requested the CRS F2F program for a volunteer technical support to build the capacity of their staffs in grant proposal writing.

C. OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to improve the knowledge and skills of host staff on concept note preparation, resource mobilization and grant proposal writing. The specific objectives of the assignment, are:

1. To train host staff on project concept note development and grant proposal writing
2. To improve staff skills for improved resource mobilization
3. Develop/review the resource mobilization strategy
4. To help the host staff come up with better strategies for mobilizing resources and accessing donor funding.
5. Develop two shelf grant proposals with the host staff.
6. Provide onsite technical supports on ways of accessing the variety of foreign and domestic funding sources that are potentially available to the host, but have not been adequately researched and attempted

D. ANTICIPATED RESULTS FROM THE ASSIGNMENT

The assignment is expected to improve the resource mobilization capacity of the host by producing the undermentioned immediate results

- Staff knowledge and skills improved for grant proposal writing and concept note preparation
- Two shelf proposal prepared
- Resource mobilization developed; potential funding sources familiarized to the host
- Training materials shared for future reference

E. HOST CONTRIBUTION

The host has committed to mobilize the staff, stakeholders, students, and local farmers to receive the volunteer's technical and practical assistance. The host will also avail key personnel to work closely with the volunteer, assisting her/him during training and practical demonstration sessions, ensuring translation to the local language and advising on the culture of the area. CRS will cover lodging costs against receipts and other related costs. In coordination with the host and the

volunteer, CRS will also arrange and pay for transport services for daily use to and from the host office.

F. ASSIGNMENT DELIVERABLES

The major anticipated outputs of this assignment include, but not limited to:

- Host staff trained in grant proposal writing and concept note development.
- Work plan and training materials in appropriate formats in collaboration with the host and training participants
- Training lists with people trained and subject areas as per the training reporting formats
- Volunteer end of assignment report with recommendations to the host organization action plan and recommendations to CRS
- A bibliography or a list of key resources in the subject matter
- Conduct a final debriefing (PowerPoint presentation) with the host organization (plus key stakeholders) and CRS/USAID
- Conduct outreach events upon return to the US

G. SCHEDULE OF VOLUNTEER ACTIVITIES IN ETHIOPIA

Day	Activity
Day 1	Arrival in Addis at Bole Airport. The volunteer will be met by CRS's client hotel Eliana Hotel (https://www.booking.com/hotel/et/eliana .; Phone: +25111 126 2600).The volunteer will locate the hotel kiosk and use pre-arranged shuttle
Day 2	Rest Day (Sunday)
Day 3	<ul style="list-style-type: none"> • Take hotel shuttle to come to CRS office (CRS working days are Monday to Friday from 8:00AM to 5:00 PM East Africa Time) • Welcoming by CRS, and briefing meeting on security, general orientation, MEAL (attendance sheet, reporting and PPT templates), and logistic. • Discuss anticipated outcomes and work plan • S/he will be introduced to the host • General orientation with the host, first-hand briefing on the main objectives and modality of the assignment and adjustment of the agenda for the coming days (work planning session).
Day 4	<ul style="list-style-type: none"> • Conduct further assessment of skills and knowledge gaps with training participants • Based on information gathered and gaps identified, enrich the prepared training materials incorporating hands-on practices. • Develop 10 days (2 weeks training) curriculum covering key knowledge and skills Gaps
Day 5-19	Train participants on among other topics
Day 20	Briefing / exit meeting with the host in the presence of CRS staff
Day 21	<ul style="list-style-type: none"> • Debriefing with CRS staff and/or USAID Mission • Finalize reimbursement expenditures and liquidations (if any) with finance.

Day	Activity
	<ul style="list-style-type: none"> • Submit volunteer reports, training attendance sheet, assignment report, PPT presentation and any reference materials to CRS F2F team. • Depart for USA
TBD	Outreach event when back in the USA

H. DESIRABLE VOLUNTEER SKILLS

The volunteer will have the following skills, qualifications and competencies:

- Extensive experience in the business development, proposal writing, resource mobilization
- Experience and skill in adult teaching
- Good communicator and interpersonal skills
- Willingness and flexibility to train and technically assist staff whenever required
- Respect for the cultural and religious norms of the rural people.

I. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS

- Before travelling to the assignment place, the volunteer will stay in Addis Ababa at one of the CRS's client hotels, Eliana or another hotel that will be booked and confirmed before the volunteer arrival date. The hotel will have rooms that include services such as airport pickup and drop-off, breakfast, wireless internet etc.
- The hotel or CRS will arrange a vehicle for short travel from the hotel to CRS and vice versa while in Addis Ababa.
- All required materials will be prepared ahead of time and provided to the volunteer. CRS Ethiopia will provide the volunteer with a laptop computer (if s/he needs), local internet dongle and mobile phone with a charged local SIM-card. Any other required logistics and facilities can also be requested by the volunteer during her/his stay in Addis Ababa.
- CRS will provide a vehicle and accompany the volunteer to the place of assignment.
- During the assignment period, the volunteer will stay at Elina Hotel Addis Ababa
- CRS Ethiopia will arrange hotel accommodations and cover the lodging bills against receipts.
- CRS HQ will provide the volunteer with a per-diem advance to cater meals and incidentals.
- CRS Ethiopia will also reimburse the volunteer with laundry costs against receipts.
- For more information, please refer to country information that will be provided.

J. RECOMMENDED ASSIGNMENT PREPARATIONS

- Although CRS F2F has developed such hinting SOW, the volunteer can fine-tune through her/his professional qualifications to successfully carry out this assignment.
- Although the assignment place Addis Ababa is a highland where malaria may not be a problem, the volunteer is advised to take pills or vaccination for malaria and (maybe also for cholera) as per medical recommendations by her/his doctors/health professionals in US before departing from US.

- Prior to the assignment, the volunteer is advised to prepare necessary training and demonstration aids and written handouts. Softcopies of the handouts and any other paper materials can be printed for immediate use at the CRS office in Addis Ababa on request by the volunteer.
- If the volunteer requires simple training aids like flip charts, markers or tape s/he should make the request and collect from the CRS office in Addis Ababa prior to the assignment.
- Translation of handouts to the local language can be done in the locality of the assignment, if required.
- Depending on the meeting places and availability of electric power and LCD projector, the volunteer may use a laptop and projector for power point presentations

K. KEY CONTACTS

CRS Baltimore	CRS East Africa Regional Office
<p style="text-align: center;">Maria Figueroa Recruitment Manager EA Farmer to Farmer Program 228 W. Lexington Street Baltimore, MD 21201; 410-951-7366 Email: maria.figueroa@crs.org</p>	
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<p>Host Organization</p>	
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