



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

Summary Information	
Assignment Code	BJ251
Country	Benin
Country Project	Soybean subsector
Host Organization	The Farmers Group of Benin (GEA-BENIN)
Type of Volunteer Assistance	O
Type of Value Chain Activity	S
Assignment Title	Five years strategic plan designing
Assignment preferred dates	June-July, 2020
Objectives of the assignment	Support five years strategic plan development
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in Organizational Development • Relevant experiences in strategic plan designing • Expert in development planning and budgeting • Master results-based management approach

A. BACKGROUND

The Farmers Group of Benin (GEA-BENIN) is a Professional Agricultural Organization, which is a Network of 22 National Non-profit Agricultural Organizations created on September 18th, 1993 and governed by the law of July 1, 1901. It has been officially registered by the Ministry of the Interior and territorial Affairs at N°97-318/MISAT / MISAT dated of September 12th, 1997 and has been published in the Official Journal of Benin under No. 2400 of November 15, 1997. In addition, it subsequently has received the agreement of the Ministry of Planning and Economic Restructuring of Benin under No. 1335 / MPREPE / DC / SG / DPRPIB / SCAONG dated of June 29th, 1998 and by the Ministry in charge of Relations with Institutions, Civil Society and foreign Beninese under N ° 103 / MCRI-SCBE / DBEVA / SSOCBE dated of December 6th, 2001. The GEA-Benin has the Unique Fiscal Identification (IFU) which is N°6201200676707 of April 10, 2012.

The GEA-BENIN is a support structure for more than 37000 agricultural producers. So, it accompanies many agricultural producers at national level and works for a fair agriculture with regards to sustainable natural resources management.

The GEA Benin vision that is shared in the network is "A truly strong and autonomous farmers organizations, with the members living on agricultural revenues, able to develop services to members and to influence public policies in the agricultural sector at the national level". Its mission is to contribute to the promotion of agricultural development and defend the interests of producers for better socio-economic integration.

Since its creation, GEA-BENIN has been working to develop strategies to find solutions to the problems experienced by the agricultural and rural farmers through a participatory approach. So, some strategic development plans have been developed and implemented to meet the needs of the members. But the latest is now more than five years old and need to be updated.

B. ISSUE DESCRIPTION

As stated above, the GEA-Benin is a farmers' group that has been officially registered many years now. But they are operating now with an old strategic plan that cannot guide them to be more oriented and efficient in their activities. In addition, the staff don't master how to conduct a strategic plan designing. The previous ones have been done by a consultant and this is costly for them. Then, the GEA-Benin's development is being compromised as well as good services delivering to the members. Indeed, they have a vision and a mission and are used to draft their annual activities plan. But this needs to be updated as well as defining some clear and relevant actions plans based on their strengths, opportunities, weaknesses and threats for the coming five years.

C. OBJECTIVES OF THE ASSIGNMENT

- Explore all the components and the activities of the GEA-Benin
- Make an organizational and institutional diagnosis
- Help to update a realistic vision, and mission,
- Help to define the strategic objectives
- Help to define and plan all the required activities to be carried out during the five coming years to achieve goals,
- Help to design the monitoring and evaluation mechanisms of the strategic plan
- Help to draft a budget for all the required activities

D. HOST CONTRIBUTION

For this assignment, GEA-Benin will mobilize the staff and the members concerned by this activity and pay for the feeding fees of the participants to the training sessions as well as their accommodation fees. In addition, they will provide conference room for the training sessions. 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

At the end of the assignment, the GEA-Benin will have its new five years strategic plan designed with the related budget. This plan will provide a sense of direction and outlines measurable goals for them. The staff will be able to initiate anticipated actions for the sustainability of the cooperative as well as improving

services delivering to its members. The staff will effectively guide for making decision day-a-day, evaluating progress and changing approach when moving forward.

F. DELIVERABLES

- Institutional and organizational diagnosis
- Five years strategic plan
- Final report
- Debriefing with CRS Benin and USAID local mission
- Group presentation

G. DESIRABLE VOLUNTEERS SKILLS

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

- Expert in Organizational Development
- Relevant experiences in strategic plan designing
- Expert in development planning and budgeting
- Master results-based management approach

H. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Porto-Novo, the volunteer will stay at Ayelawadjè Hotel. In Benin, CRS will pay for hotel accommodation and a local network SIM card will be provided to the volunteer at his or her arrival in Cotonou. In Porto-Novo, CRS will hire a local translator for the volunteer's work and GEA-Benin will contribute to the volunteer 'commuting as well as mobilizing and supporting its members for training sessions. The GEA-Benin Coordinator will work closely with the volunteer, during the website designing, the preparations and the training sessions, to ensure that key persons are trained and that the assignments goal are achieved.

I. 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 CRS offices in case the volunteer wishes to make some illustrations. If possible for the assignment, the volunteer could bring a laptop with him, but a spare computer can be obtained locally. But for presentations, the GEA-Benin can provide a projector for PowerPoint presentations.

2. Working Environment

Porto-Novo is in the Southeast of Benin from about 60 km of Cotonou. It is the capital of Benin. The GEA-Benin is headquartered in the Djregbe at 10km from Porto-Novo where most of the sessions will take place. But some commuting could be required around between Porto-Novo and Djregbe. The volunteer will work mainly with GEA-Benin technical staff and the members of its administrative board. In Porto-Novo, the volunteer will meet both Muslims and Christians and the main languages is goun. People are open to collaborate with foreigners.

3. 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.

4. Weather Appropriate Clothing

The weather appropriate clothing is light and not dark clothes. In south of Benin, the weather is a bit hot and humid with some temperatures varying between 23 to 36 Celsius degree. From December to February there is the dry, mid-hot and mi-cold wind called harmattan.

J. 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: ADANDE A. Nicolas, Coordinator of GEA-BENIN, Office : 01BP 1891 Porto-Novo (BÉNIN), E-mail : geabenin@yahoo.fr, Tel: 66 11 99 34, Private: E-mail: nicadande@yahoo.fr, Tel: (+229) 96 80 62 89 / 94 75 52 54, Skype: Nicolas ADANDE