

For clarification questions about this assignment, please email mireille.ngokion@crs.org. Please indicate your availability for this assignment in your resume or upload an additional document.

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

Summary Information	
Assignment Code	BJ252
Country	Benin
Country Project	Cashew subsector
Host Organization	APIC NGO
<i>Type of Volunteer Assistance</i>	Technology Transfer = T
<i>Type of Value Chain Activity</i>	Information and Input support services (S)
Assignment Title	Technique of capitalization and diffusion of good practices
Assignment preferred dates	September-October 2021
Objectives of the assignment	<ul style="list-style-type: none"> • Build participants 'capacity on capitalization techniques of good practices • Build participants 'capacity on diffusion techniques of good practices
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in capitalization • Practical experiences in projects capitalization • Relevant experience in entrepreneurship approach • Be familiar to participatory approach

A. BACKGROUND

APIC NGO is an Non-Governmental Organization located in Parakou (Northern part of Benin). Its goal is to contribution to the promotion of grassroot organizations capable to overcome socio-economics and environmental challenges faced by their communities. To achieve this goal, APIC NGO is specialized in

- Entrepreneurship and Agribusiness,
- Sustainable management of natural resources, sanitation and hygiene,
- Community health

APIC have been involving in many projects related to its expertise field such as entrepreneurship and renewable energy project financed by Swiss Corporation, water, sanitation and hygiene financed by Netherland Development Organization.

B. ISSUE DESCRIPTION

APIC ONG is an organization that involved in many projects and has relevant experiences in naturel ressource management; water, sanitation and hygiene and the most importantly in entrepreneurship. The organization is well known for its expertise in these domains. However, this NGO did not capitalize any of its inventions. Therefore, there is a need to capitalize its approaches and good practices. It is to fulfill this gap that the organization has solicited Farmer to farmer program.

C. OBJECTIVES OF THE ASSIGNMENT

The general objective of this assignment is to build the participants 'capacity on techniques of capitalization of good practices and their diffusion.

Especially, this assignment aims to:

- Train 20 participants on capitalization techniques
- Train the 20 participants on diffusion technique of good practices.

D. HOST CONTRIBUTION

The contribution of APIC NGO 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, it will provide conference room for the training sessions.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

With volunteer technical assistance, the participants will be able to capitalize and diffuse the good practices

F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- Effective training of the participants on techniques of capitalization of good practices and their diffusion.
- Debriefing with USAID and in country group after assignment
- Provide recommendations to the host organization
- Provide activity report

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 and orientations (briefings including host brief), logistics and expectations and anticipated outcomes. Any necessary hand-outs will be prepared at CRS offices and Travel to Parakou and check in Pluriel Hotel.
Day 4	-CRS Benin F2F team introduces the volunteer to APIC NGO staff in Parakou. Together CRS team with APIC NGO leaders and the volunteer will review and finalize the work-plan. -Train on capitalization techniques (Definition of some concepts related to the training such as capitalization, good practices, diffusion...)
Days 5	- Provide information on capitalization motivations (Why capitalize) -Different phases of capitalization: Preparatory phase (Identify and put in place capitalization team, identify good practices which to capitalize, resources available...)
Day 6	-Preparatory phase (Identify and put in place capitalization team, identify good practice which to capitalize, resources available...) -Phase of capitalization (identify supports of capitalization, select the type of description to use, describe the good practices)
Day 7-8	Phase of capitalization (identify supports of capitalization, select the type of description to use, describe the good practices)

Day 9-11	Practice exercise for capitalization of good practices
Day 12	Methods for diffusing good practices
Day 13	Methods for diffusing good practices Debriefing with APIC ONG Staff and presentation of recommendation
Day14	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

G. DESIRABLE VOLUNTEERS SKILLS

As described above, the volunteer we are looking for this assignment must have relevant professional skills and practical experiences capitalization of approaches. Especially, he or she must:

- Have Practical experiences in projects capitalization
- Relevant experience in entrepreneurship approach
- Be familiar to participatory approach

H. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Parakou, he 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. CRS will hire a local translator for the volunteer’s work and APIC NGO will contribute to the volunteer ‘commuting as well as mobilizing and supported its members for training sessions. APIC NGO’s manager 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.

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 required for the assignment, the volunteer bring a laptop with him. But for presentations, APIC NGO can provide a projector for PowerPoint presentations and some materials for practical sessions if it is needed.

2. Working Environment

Parakou is in the North of Benin, from about 457 km of Cotonou. The volunteer will work mainly with the Responsible of APIC NGO. In Parakou, the volunteer will meet both Muslims and Christians and the main languages are dendi, bariba. People are opened to collaborate with foreigners.

3. Recommended Reading

CRS strongly recommends that the volunteer becomes familiar with this SOW and read information on the country. Anyway, some orientations will be given to him or her before his departure to the field.

4. 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 wave between 25 to 42 Celsius degree. It is also a sunny weather with some rains fall from June to September.

J. KEY CONTACTS

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Host Organization: APIC ONG

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