



Farmer to Farmer Benin

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	BJ258
Country	Benin
Country Project	Soya subsector
Host Organization	Hunger Free World Benin
<i>Type of Volunteer Assistance</i>	Organizational Development (O)
<i>Type of Value Chain Activity</i>	Information and Input support services (S)
Assignment Title	Training on project designing and management and fundraising techniques
Assignment preferred dates	December 2020 – January 2021
Objectives of the assignment	<ul style="list-style-type: none"> • Train the participants (technical staff and some farmers) on project identification, designing and managing. • Exchange with participants on how to design a relevant project to apply to grants and funding application calls • Train the participants on fundraising techniques • Coach the participants to design at least one project
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in project design and management, • Practical expertise in proposals designing to apply to grants • Practical experiences in development projects implementation • Practical experiences in fundraising with donors • Practical experience in adults training is required • Experiences in agricultural sector is an asset

A. BACKGROUND

Hunger Free World (HFW) is a Japanese non-governmental organization (NGO) whose vision is to build a world without hunger. Hunger Free World implements projects in five countries: Benin, Burkina Faso,

Bangladesh, Uganda and Japan, where its headquarter is located. Settle in Benin since 2005, HFW implements activities in the commune of Ze, Dodji Bata district in twelve villages.

The main objective of Hunger Free World is to contribute to achieve the Right to Food for all through capacity building of populations and support for socio-community infrastructure. To achieve this overall objective in the long term, the NGO conducts its actions through four strategies: Community Development, Youth Development, Awareness and Advocacy. Hunger Free World implements projects initiated from the needs identified by the populations themselves. Thus, with its support, the populations are carrying out several projects such as the Nutrition project which aims to improve the nutritional status of children and assist the farmers to promote and produce nutritious local crops. The NGO assists directly 119 farmers including 3 women and 25 women community relays.

Hunger Free World Benin after more than a decade of intervention wants to withdraw from the intervention area. The current challenge is the empowerment of the beneficiaries so they can mobilize resources to pursue implementing the projects after the withdrawal of Hunger Free World Benin.

In Benin the Hunger Free World office is in Abomey - Calavi, AGORI PLATEAU district.

B. ISSUE DESCRIPTION

As stable above, Hunger Free World is planning to withdraw from its intervention area and the staff is working hardly on the beneficiary's empowerment. The involvement of some of beneficiaries in the projects implemented management revealed that they lack knowledge on project designing and management as well as on fundraising techniques. This situation leads to inefficiency of activities implementation and pour monitoring of the activities implemented. To ensure the sustainability of the NGO achievements in this area, one of the requirement is that the beneficiaries representatives need to be skilled on project designing and management and also on fundraising techniques. So, they will have best understanding of project cycle, will be able to design, mobilize resource and manage effectively project.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to train the Hunger Free World NGO beneficiaries representatives on project designing and management. Especially, this assignment intends to:

- Train 60 participants (technical staff and some farmers) on project identification, designing and managing.
- Exchange with participants on how to design a relevant project to apply to grants and funding application calls
- Train 60 participants on fundraising techniques
- Coach the participants to design at least one project

D. HOST CONTRIBUTION

The contribution of the Hunger Free World 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. Finally, the NGO promises 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

With volunteer technical assistance, the Hunger Free World Benin beneficiaries will pursue effectively the activities developed together with the NGO and will design new nutritional and nutritious crops as soybean promotion projects to impact many more population. In the targeted villages, the crops will be diversified and their productivity, soybean included will increase, children malnutrition rate will decrease significantly. They will be considered as example in the commune.

F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- 60 farmers are skilled in project designing and management,
- 60 farmers are skilled in efficient fundraising techniques
- A full project is developed
- A debriefing is done with USAID and in country group after assignment
- Assignment report is provided

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	Other assignment material preparation, rest at Livingstone Hotel
Day 4	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 CRS. Travel to Calavi. Benin F2F team introduces the volunteer to the Hunger Free World Benin management team. Together with CRS and Hunger Free World Benin management team, the volunteer will review and finalise the work-plan. The action plan should figure out the required sessions and the timeline. Travel to Zè and check in Hotel Bonté du soleil.
Days 5-6-7-8	Training session for 30 farmers (first group)
Day 9	Rest day
Day 11-12	Training session for 30 farmers (second group)
Day 13	Debriefing with CRS Benin F2F staff and the Hunger Free World Benin, actions plan and recommendations review and Trip 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 MEAL forms
Day 15	Depart for USA

H. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas at Zè, the volunteer will stay at the Hotel Bonté du Soleil. 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 Zè, CRS will hire a local translator for the volunteer's work and Hunger Free World Benin will contribute to the volunteer's commuting as well as mobilizing and supporting its beneficiaries for the required sessions. The Hunger Free World Benin representative will work closely with the volunteer during the preparations and his/her work, to ensure that the assignment goals are being 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 Hunger Free World Benin can provide a projector for PowerPoint presentations.

2. Working Environment

Zè is in the south of Benin in the Atlantique department. It is situated at about 50 km from Cotonou. People there are mostly Christians but all of them are well involved in endogenous religion. People there speak two main languages: AÏZO and FON. Also, in Zè, people are open to collaborate with foreigners.

3. Recommended Reading

CRS strongly recommends that the volunteer becomes familiar with this SOW prior to arrival in the country as well as country information that will be provided. 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 south of Benin, the weather is a bit hot and humid with some temperatures varying between 23 to 36 Celsius degree. It rains in August.

J. KEY CONTACTS

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