

To express interest in this assignment, email: Mireille Ngokion at Mireille.ngokion@crs.org



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

<b>Summary Information</b>	
<b>Assignment Code</b>	<b>UG249</b>
Country	Uganda
Country Project	Agribusiness Country Project
Host Organization	GLOFORD
Assignment Title	Host adoption of F2F digital Library
Assignment preferred dates	January – February 2021
Objectives of the assignment	Provide guidelines to access and utilize CRS Library and facilitate hosts adoption /access to more practical information.
Desired volunteer skill/expertise	<ol style="list-style-type: none"> <li>1. Formal qualifications in computer science or Information technology, with knowledge in developing agricultural related applications. Or Formal qualifications in basic computer applications.</li> <li>2. Good working knowledge of the use internet use to search for information</li> <li>3. Familiarity with the use of CRS Library as a resource tool</li> <li>4. Knowledge on agricultural activities in developing countries is an added advantage.</li> </ol>
Type of Volunteer Assistance	Organizational development (O)
Type of Value Chain Activity	Information and Input Support Services (S)
PERSUAP Classification	Type III

**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 Uganda to address host identified technical needs in selected agricultural value chains. F2F volunteers are pooled from a broad 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. In Uganda F2F program focuses its technical interventions in support of the livestock and agribusiness value chains

The CRS F2F Library is an outward facing digital library housing over 600+ materials on agricultural practices. The materials were gathered from and recommended by F2F volunteers for the benefit of host organizations. The library is "mobile phone" accessible for those in low resourced areas. In FY21 CRS set a target of having 40% of host organizations and volunteers engaging with the library. CRS will accomplish this by targeting host educational institutions, extension services, cooperatives, NGOs that engage in training and extension, and other hosts that have a large literate member. All materials are in English with some of the library's collection in French, Swahili, and Amharic. As a component of CRS' FY21 work plan, each F2F country team will identify host needs and the potential benefit of accessing library material, and use this information to develop relevant F2F assignments (virtual, local volunteers pair with US volunteers and in-person US volunteer assignments when feasible). For academic institution hosts, training in accessing CRS' digital library will be coupled with accessing other digital resources for academics and researchers.

## **B. Issue Description**

World over, agriculture, animal Industries and fisheries production and productivity are primarily affected by limited investment in both capital and knowledge resources. Farmer to farmer program has been working to contribute towards investment in knowledge resource. Farmer to Farmer volunteers are greatest contributors to the knowledge resource. CRS for the past seven years has consolidated the knowledge resources from a pool of highly skilled volunteers working in the diverse sectors of agriculture and used the ICT to allow access by agriculture fraternity around the world.

The CRS F2F Library portion is public resource and enables us to extend the benefits of F2F assignment by sharing agricultural resources and training materials with many other volunteers and hosts organizations with the agricultural sector fraternity. One aim of library access assignments is to develop a cadre of information champions among faculty, teachers, administrators, and students as well as extension personnel and other people involved in transferring technical knowledge. Another component

of the assignment is to work with hosts to seek funding opportunities to print selections of the materials, translate them if necessary, and create subject or audience specific written references and technical manuals that will supplement F2F technical assistance. F2F library access technical assistance will facilitate farmer-based hosts such as GLOFORD, Caritas Arua, RONHAI, Kabeihura and Mahyolo Ace among others to have access to knowledge-based resources. The F2F digital library contrary to many of our educational institution hosts that lack in practical information, is superior to some of the physical libraries.

### **C. Objectives of the Assignment**

The main objective of this assignment is to introduce F2F digital library to the hosts, Global Forum for Development(GLOFORD), Reach Out Nkokonjeru HIV Initiative, Caritas Arua, Kabeihura and Mahyolo ACE train Board members, staff, extension personnel how to use it, develop a cadre of library champions within hosts and even spinning off printed copies of selections from the library targeted for specific audiences.

The activities will include:

1. Demonstrate how to access the library on using a computer and smart phone.
2. Provide training (train the trainer) on how to access information on the library. Demonstrate how to create a subject-specific or audience-specific book made up of downloaded materials from the library, translated, printed, and bound locally using F2F volunteer training materials allowances.
3. Demonstrate how accessing our library could be one component of a larger F2F assignment that would also help faculty, teachers, and students access information digitally. For universities and research institutions the F2F assignment could also provide training on how to access global academic literature, databases, and other sources of information for research and advancing academic knowledge.
4. Solicit feedback materials needed that are not currently contained in the library so we can go back to our volunteer pool and ask for them to be added to the library.
5. Identify materials from the library that are directly related to what is contained in the hosts organizational development plan to augment learning or provide practical applications of what is taught.

GLOFORD, Reach Out Nkokonjeru HIV Initiative, Caritas Arua Kabeihura, and Mahyoro Ace will mobilize target staff to the trainings to be conducted by the volunteer. The hosts will also avail key personnel to work closely with the volunteer, during the preparations and actual trainings, to ensure that

key staff are trained as a backstop to continue training other members even after the assignment is completed.

### **Working relationship between US volunteer and local volunteer**

Both the US and local volunteers review the scope of work and understand the assignment objectives. During the first connection call, the two volunteers are virtually introduced by a member from the Uganda F2F team, jointly they agree on modalities/approaches of executing the assignment, including the frequency of check in calls.

Next, the US volunteer pre-designs a step-by-step approach with appropriate tools/templates that are discussed and finalized with input from the Local volunteer. The Local volunteer executes each step, shares results, and together they determine how to execute the next step, adjusting the tools/templates as required. The Local volunteer should be willing to listen to and accept input/guidance from the US counterpart who is off site and share decision making.

On site, the local volunteer will capture a snapshot of the host situation on ground in line with the assignment and building on the scope of work information and share this with the US counterpart. The US volunteer reviews relevant data/observation/information collected by local volunteer, clarifies findings through email/skype/zoom or WhatsApp, together they determine appropriate/needed/feasible intervention(s). US volunteer revises interventions steps accordingly and submits to local volunteer and the intervention plan is discussed and finalized. The assignment commences with local volunteer taking lead on ground following the agreed intervention plan and with an agreed periodic check-in for the entire duration of the assignment. Based on emerging ground situation, the local volunteer together with the US volunteer will develop materials/tools/templates to address the host needs being careful not to divulge from the scope of work objectives and deliverables.

Whenever possible, the local volunteer should use the most suitable communication platform (Zoom/WhatsApp/Skype) with the US counterpart to directly engage with key members of the host organizations (Board and management/company owners) on assignment related discussion and evaluation of progress. This collaboration is expected to continue throughout the assignment period and update the host country and HQ recruiter of the progress.

Reporting is jointly done using the provided templates and submitted to CRS. Both US volunteer and local volunteer will be invited for a debrief meeting with USAID local mission. This will mark the end of the joint assignment. However, as always, both volunteers are encouraged to keep in touch with the host and where necessary post assignment. The field office or HQ office can offer any support for the follow up that may be needed.

### **D. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

Technical assistance that helps in use of computer skills in agriculture will help improve the operational efficiency of the cooperatives particularly in streamlining information and records management such as

dairy production, bulking and marketing, savings and loan scheme records management hence improving the overall management of the cooperative/organization.

The anticipated deliverables include:

1. Record of staff /members trained
2. Training manual developed
3. Debriefing with USAID and in country group presentations after assignment
4. Field trip report and expense report
5. Outreach activity, press release or a media event in country and US

### **Nature of training participants:**

The anticipated participants for this training are board and management staff who are literate, able to read & write without need for translation. In addition, interested cooperative members will be encouraged to attend. The venue will be from host office.

### **E. Schedule of Volunteer Activities in Uganda**

Day	Activity
One week before the assignment	Both local and US volunteers are virtually connected before the start of the assignment. Both get briefing from George/Robbinah and work out how the assignment will be accomplished and share resources.
Day 1	The local volunteer arrives at CRS office, gets a briefing from Robbinah or George about the host and then discusses with the team the related logistics and anticipated outcomes. Volunteer may also prepare study materials while still at CRS Office. After briefing, travel to hosts as identified and scheduled to commence the assignment in the company of Robbinah/George.
Day 2	In the morning, Robbinah/George introduces the volunteer to GLOFORD, Mahyoro ACE Reach Out Nkokonjeru HIV Initiative, Caritas Arua and Kabeiura. Later in the day, the management (including representatives of Board of Directors) convenes a meeting for the volunteer to meet the entire core staff to discuss the objectives of the assignment and sketch out a work/action plan.  In the afternoon, the volunteer will have a familiarization tour of host activities, facilities, and discuss about existing knowledge gaps/resources.  The volunteer will inspect the training venue.
Day 3-10	<u>Commencement of the course:</u> Volunteer introduces the course (objectives, planned content, schedule) and gathers and discusses participants' expectations with a view of harmonizing these with the initial plans. Agree

	with the participants on the final training program and time as well as the code of conduct (rules and norms) for the course. Recap of the relevance of the assignment to the participants emphasizing the importance of attending the full course for full benefits from the package.
	<p>Activities may include:</p> <ol style="list-style-type: none"> <li>1. Demonstrate how to access the library on using a computer and smart phone.</li> <li>2. Provide training (train the trainer) on how to access information on the library. Demonstrate how to create a subject-specific or audience-specific book made up of downloaded materials from the library, translated, printed, and bound locally using F2F volunteer training materials allowances.</li> <li>3. Demonstrate how accessing our library could be one component of a larger F2F assignment that would also help Board members, staff, extension workers and farmer groups, access information digitally. For organizations like GLOFORD, Reach Out Nkokonjeru HIV Initiative, Caritas Arua the F2F assignment could also provide training on how to access global organizational databases.</li> <li>4. Solicit feedback materials needed that are not currently contained in the library so we can go back to our volunteer pool and ask for them to be added to the library.</li> <li>5. For targeted educational institution hosts and identify materials from the library that are directly related to what is contained in the curriculum to augment learning or provide practical applications of what is taught.</li> </ol>
Day 11	Summing up the assignment and emphasize <u>take-home</u> practical tips; participants evaluate the training; volunteer solicits participants' input into assignment final report recommendations and develop an action plan.
Day 12	Volunteer travels back home
Day 13	Submit the Trip Report (TR) and other deliverables and discuss any pending issues with relevant CRS staff. If possible, the volunteer and CRS team attend a debrief at USAID Mission.

## F. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Kampala, the volunteer will stay at Fairway Hotel & Spa ([www.fairwayhotel.co.ug](http://www.fairwayhotel.co.ug)). In other places, the volunteer will stay at CRS contracted hotels.

CRS will pay for hotel accommodation and provide the volunteer with per diems to cater for meals and other incidentals. The volunteer may get an advance which has to be cleared before departing Uganda. For more information, please refer to Uganda country information that will be provided.

## G. RECOMMENDED ASSIGNMENT PREPARATIONS

The volunteer should prepare materials for hand out which can be printed at CRS office in Kampala before commencement of the assignment. Flip charts, markers, masking tapes can be obtained at CRS offices in case the volunteer wishes to make some illustrations.

CRS strongly recommends that the volunteer becomes familiar with Uganda's agriculture sector plans and priorities, the agribusiness country project for Ugandan. Details on weather, security and appropriate clothing are included in the country visitor's information pack.

## H. KEY CONTACTS

<b>CRS Baltimore</b>	
<b>Mireille Ngokion</b> Uganda Recruiter Farmer to Farmer Program 228 W. Lexington Street Baltimore, MD 21201 410-951-7366 Email: <a href="mailto:mireille.ngokion@crs.org">mireille.ngokion@crs.org</a>	
<b>CRS Country Program</b>	
<b>George Ntibarikure</b> Project Director Farmer to Farmer Program Uganda Office Tel: +256 031 226 5658 Mobile cell phone +256 772 472 103 Email: <a href="mailto:george.ntibarikure@crs.org">george.ntibarikure@crs.org</a>	<b>Robbinah Hakiza</b> Senior Project Coordinator Farmer to Farmer Program Uganda Office Tel: +256 031 226 5658 Mobile cell phone +256 772490897 Email: <a href="mailto:robbinah.hakiza@crs.org">robbinah.hakiza@crs.org</a>
<b>Host Organization:</b>	

Morris Chris Ongom (CEO) CEO, GLOFORD Phone: 0774016223 Email: ceo@gloford.org	
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