**To express interest in this assignment please email Priyanka.subba@crs.org**

**CRS Farmer to Farmer Program**

**Volunteer Assignment Scope of Work**

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| **Summary Information** | | |
| **Assignment Code** | | **NE266** |
| Country | Nepal | |
| Country Project | Crops | |
| Host Organization | Skill Lab | |
| Assignment Title | Designing Incubates Selection Toolkit and Incubation Impact Evaluation Toolkit to improve the success rate of incubation program. | |
| Assignment preferred dates | August 2021 onwards | |
| Objectives of the assignment | Improve the success rate of the incubation program and scale it to various job creating incubators | |
| Desired volunteer skill/expertise | -Experience in Designing Selection Toolkits  -Experience measuring the effectiveness of program with proper tools and techniques  -Experience in social entrepreneurship/entrepreneurship  -Experience in New Venture Creation and working with youths  -MBA or Phd will be an advantage | |
| Type of Volunteer Assistance | Business/Enterprise development (E) | |
| Type of Value Chain Activity | Information and input support services (S) | |
| PERSUAP Classification[[1]](#footnote-1) | Type III | |

1. **BACKGROUND**

Agriculture activities is drawing investment and interest in agribusiness development of Nepal. The youths are involved in production and improving supply chain of agricultural value chains. These activities are either copied from outside or are implemented with limited information available in the market. Nepal government’s agriculture development strategy has envisioned the improvement of agribusiness services in Nepal but is constrained from limited knowledge on agribusiness incubation. Nepalese universities and training centers are trying to bridge the knowledge gap and coming up with agribusiness incubation program. Those programs are theoretically sound but lack practical aspects of agribusiness promotion. The bundled knowledge need to cover skills sets required to attract investment, improving services mitigating risks management in their services.

Skill Lab is an initiative on Skilling, Re-Skilling & Up-Skilling next-generation Nepalese to reduce the academia-industry gap in the country by collaborating with like-minded academic institutions, corporations and individuals to create jobs for youths at community level coming from various vulnerable backgrounds. Currently skill lab is working all over Nepal to build skills in agricultural entrepreneurship and foster more business incubation labs to enable jobs creating institutions on ground.

1. **ISSUE DESCRIPTION**

Skills lab is committed to fill knowledge void in the service industry by incubating young and aspiring entrepreneurs on the practical side of business services. It also aims to reach throughout Nepal with unique skill courses for youths working together with local, provincial and central government. It wishes to enhance the capacity of its own team members to improve services of Skill Lab. In absence of fact sheets, work sheets, plug and play kits of agribusiness incubation Skill Lab is facing challenges to increase its sphere of influence. Despite its effort to improve the skills of youths on innovative thinking, Skill lab is falling short to share ideas and skills on sustainable project design. Further, in absence of tool kits it’s capacity to deliver services on value chains selection, enterprise promotion and service industry promotion are restricted to handful staff. This has limited organization’s outreach. With the assignment in place, Skill Lab will be able to increase sustainability of project, deliver right kind of service to its clients. Further, incubation assessment and evaluation toolkit development was one of recommendations to Skill Lab by previous CRS F2F volunteer who reviewed Skill's business incubation program.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment will be

* To build the potential incubates selection toolkit which is scientific as well as systematic further to improve the success rate of the new ventures created and scaled
* To build the toolkit that would measure the effectiveness of the business incubation program from various dimension which would further educate the skill lab team to improve the business incubation program and delivery.

1. **HOST CONTRIBUTION**

* Host will contribute for local logistics such as local travel, stationary, tea and cookies for participants and site visit as per the need of the assignment.
* Host will also take care of the on ground cost regards to any stakeholders’ consultation and meeting and print out required for the same.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

* Enhanced capacity of the Skill Lab team to select and incubate Business start-ups for various ari and business colleges in the country that would drastically improve the success rate of the graduating ventures.
* Able to deliver more successful ventures and effectively measure the success rate of the participating ventures in agricultural value chain.

1. **DELIVERABLES**
2. Reviewed business incubation manual in place that was created with the support from F2F CRS
3. Usage toolkit in place that can be put to implementation with our 6 incubating partners
4. Outreach Activity: Group presentation with local stakeholders at the end of the assignment in country
5. **SCHEDULE OF VOLUNTEER ACTIVITIES IN NEPAL**

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| **Days (not dates)** | **Activity** |
| Day 1 | Introduction with F2F HQ, US paired volunteer and Nepal team |
| Day 2 | Orientation to volunteer on safety security, communication and report preparation by F2F and CRS Nepal Team |
| Days 3 and 4 | Desk review of existing literature regarding current skill lab business incubation manual and process. |
| Days 5 and 6 | Creating potential incubates selection toolkit which is scientific, systematic and relevant in context to Nepal |
| Days 7 and 8 | Creating toolkit that would measure the effectiveness of the business incubation program from various dimensions that would further educate Skill Lab to improve and alter the way program is delivered. |
| Days 9 and 10 | Presentation to Skill Lab team and our partner organizations on how to use and interpret it and receiving the feedback regarding the changes to be made if any |
| Day 11 | Incorporating the feedback received during the TOT and making the required changes to produce the final toolkit for Skill Lab. |
| Day 12 | Preparing the assignment report and submitting to the relevant stakeholders. |

1. **DESIRABLE VOLUNTEERS SKILLS :**
   1. Entrepreneurial, like building things from scratch with a strong understanding of the business incubation process and success factors.
   2. Relationship-driven, believe personal connections are important
   3. Knowledge of curriculum design and detail oriented, obsessed with making sure everything is just right
   4. A great writer, clearly and concisely communicate professionally
   5. Flexible, adjust to various situations and relate to all kinds of people
   6. Understanding and deeper interest in evidence based decision making
2. **ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**

* All required materials will be prepared ahead of time and will be provided to the volunteer. CRS Nepal will provide the volunteer with a laptop computer (if s/he needs), local internet dongle (modem/EVDO) and mobile phone with charged local SIM-card. Any other required logistics and facilities can also be requested by the volunteer during her/his stay in Kathmandu. CRS will provide a vehicle and accompany the volunteer to the place of assignment.
* During the assignment period, the volunteer will be booked in a hotel at the project site, to be confirmed prior to volunteer arrival. CRS Nepal will arrange hotel accommodation and cover the lodging bills against receipts. CRS HQ will provide the volunteer with a per-diem to cater meals and incidences.
* Security information will be provided by CRS Nepal Security focal person at Kathmandu CRS Country office.
* CRS or host organization will arrange a vehicle for short travel from the hotel to field assignment sites

1. **RECOMMENDED ASSIGNMENT PREPARATIONS**
2. Prior to travel, the volunteer is advised to prepare necessary training and demonstration aids and written handouts. Electronic copies of these handouts and any other printed materials can be printed for immediate use at the CRS office in Kathmandu on request by the volunteer.
3. If the volunteer requires use of simple training aids like flip charts, markers or tape s/he should make the request and collect from the CRS office in Kathmandu prior to travel to the assignment place.
4. Translation of handouts to the local language can be done at the assignment location if required.
5. 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.
6. Weather Appropriate Clothing: https://www.accuweather.com/en/np/nepal-weather (will provide later)
7. **REMOTE/LOCAL VOLUNTEER ROLES AND RESPONSIBILITIES**

Both volunteers participate in a call to discuss objectives and collaboration approach at the start of the assignment. Collaboration platforms vary depending on the assignment and connectivity. The most frequently used platforms are MS Teams and WhatsApp. The volunteers are highly encouraged to visit [CRS’ F2F Digital Resource Library](https://f2flibrary.crs.org/Presto/home/home.aspx?_ga=2.141716784.32617302.1616765386-2022794543.1567520784), and search for resources that they could use or customize for training. Upon completion of your assignment, volunteers are requested to send any resources they would like to contribute to the library (whether created or found) to [farmertofarmer@crs.org](mailto:farmertofarmer@crs.org).

The local volunteer is responsible for assignment design, preparation, training, developing assignment reports, conducting action planning with hosts and outreach in country, and achieving the assignment objectives. The local volunteer works directly with the host with assistance/input from the US volunteer. Assignments usually last up to 2 weeks; Sometimes extending beyond two weeks due to pending follow up visits, emails etc. Local Volunteers are asked to track assignment hours per day, to stay under 112 hours (14 days x 8 hrs.

Virtual support from a paired US volunteer helps provide supplementary training resources, fill in the gaps for technical areas, and share creative ideas and solutions. Two specific responsibilities are to: (i) complete the outreach component of the assignment and (ii) support the in-country volunteer as needed. US Volunteers typically put in 4-8 hours per week, depending on the nature of the assignment and collaboration.

1. **KEY CONTACTS**

To express interest in this assignment, please email the CRS Baltimore contact listed below. To find out additional information about the host, issue description or field conditions, please email the country contact provided below, copying the CRS Baltimore contact.

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| **CRS Baltimore** |  |
| **Priyanka Subba**  Volunteer Recruiter  Farmer to Farmer Program  228 W. Lexington Street  Baltimore, MD 21201  410-955-7194  Email: [priyanka.subba@crs.org](mailto:priyanka.subba@crs.org) |  |
| **CRS Country Program** | |
| **Prachanda Kattel**  Project Coordinator, CRS F2F Nepal Country Office  Maitri Marg - Bakhundole, Lalitpur Metropolitan City Ward No.1, Province 3, Nepal  Email: [prachanda.kattel@crs.org](mailto:prachanda.kattel@crs.org) | **Chhan Bahadur Bhattachan**  MEAL Coordinator  CRS F2F Nepal Country Office  Maitri Marg - Bakhundole, Lalitpur Metropolitan City Ward No.1, Province 3, Nepal  Email: [chhan.bhattachan@crs.org](mailto:chhan.bhattachan@crs.org) |
| **Host Organization:** |  |
| Nanda Kishor Mandal  Founder Director  Skill Lab, Kathmandu  [mandal1985@gmail.com](mailto:mandal1985@gmail.com)  +9817684555 | 1. Ms. Neha Amatya  Growth Manager  Skill Lab, Kathmandu  [growth.skilllab@gmail.com](mailto:growth.skilllab@gmail.com) |

1. USAID precisely classifies PERSUAP in four categories; **PERSUAP Type I** assignments directly related to pesticides recommendations, **Type II** as assignments with indirectly related with pesticides, **Type III** assignments related to curriculum review and designing, business plan development and strategies development and **Type IV** as assignments associated with other USAID projects and collaborators. [↑](#footnote-ref-1)