

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

<b>Summary Information</b>	
<b>Assignment Code</b>	<b>BJ 264</b>
Country	Benin
Country Project	FLEXI
Host Organization	PCS/CRS BENIN
<i>Type of Volunteer Assistance</i>	O
<i>Type of Value Chain Activity</i>	<b>Information and Input support services (S)</b>
Assignment Title	PCS/CRS Benin experiences capitalization
Assignment preferred dates	January to February 2021
Objectives of the assignment	<ul style="list-style-type: none"> <li>• Describe and analyze the intervention strategy of PCS/CRS Benin</li> <li>• Draw up the knowledge, skills and abilities acquired by both the partners' and PCS' staff in a database</li> <li>• Systematically model the knowledge acquired to make it shareable</li> </ul>
Desired volunteer skill/expertise	<ul style="list-style-type: none"> <li>• Master's degree in organizational management, specialist in capitalization;</li> <li>• Experience in partnership management and capacity building</li> <li>• Experience in conducting experience capitalization missions or similar missions with relevant references;</li> </ul>

**A. BACKGROUND**

Catholic Relief Services (CRS) has been working in Benin since 1958 with local partners for the implementation of projects.

To ensure the sustainability of its interventions, the agency gives pride of place to building the capacities of partners. Capacity building can be defined as the set of measures and / or interventions aimed at increasing the capacity of individuals, institutions and systems to perform their roles and functions in an effective, efficient and sustainable manner.

It is within this framework that the partnership and capacity building activities of CRS in Benin fall. As such, several projects have been initiated with church partners, including

1. the "Get Up and Walk" project with the Diocese of Abomey,
2. Strengthening of the Caritas network in Benin through
3. The establishment of partnership funds for learning in project management and the allocation of a minimum of staff necessary for the development of portfolios
4. Support to the Dioceses through the development and implementation of strategic pastoral action plans at the level of the diocese of Abomey, Dassa, N'dali and Kandi
5. Financial evaluation of the diocese of Dassa and N'Dali with the development of the internal control improvement plan.

These rich and diverse experiences of the PCS need to be capitalized on. It is in this context that PCS seeks the technical support of a volunteer from the Farmer to Farmer project.

## **B. ISSUE DESCRIPTION**

CRS Benin was equipped with Partners Capacity Strengthening Unit since 2017. After several years of implementing different initiatives for its partners capacities strengthening, various results have been obtained and communities have been Impacted. PCS/CRS Benin is requesting F2F volunteer technical support to capitalize on its experiences in organizational development of the partners in order to appreciate the impacts and define new strategies to improve its interventions.

## **C. OBJECTIVES OF THE ASSIGNMENT**

- Describe and analyze the intervention strategy of PCS/CRS Benin
- Model the knowledge acquired to make it shareable
- Draw up the knowledge, skills and abilities acquired by both the partners' and PCS' staff in a database
- Capitalize on the contribution of PCS actions through a summary dashboard of successes (including success stories and case studies), good practices, lessons learned and testimonials.

## **D. HOST CONTRIBUTION**

The PCS Benin project will contribute to this assignment by taking in charge the commuting of the volunteer during the mission, providing all office material that the volunteer will need and the workshops logistic.

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

With the volunteer technical support, PCS s' Benin best practices will be documented and can be easily scaled up. The results of this capitalization will help the PCS Benin team to convince the donors and facilitate resources mobilization for Partners Capacity Strengthening activities.

- The strategies of PCS/CRS Benin intervention are clearly described and analyzed
- The knowledge, skills and abilities acquired are listed in a database
- The knowledge acquired is modeled and put into a shareable format
- The success stories, case studies, good practices, lessons learned, and testimonials are capitalized in the form of a summary dashboard of successes.

## **F. DELIVERABLES**

- Detailed plan with a timetable for the implementation of the mission;
- Inception report, including the methodology for implementing the mission, the description of the approach used, the method for attributing the results, the data analysis plan, the data collection tools / techniques (group discussion, direct observation, interview guide, individual survey guide, collection of quantitative data, etc.), the mode of organization, the timetable, which will be used for the collection, etc. ;
- Interim report of data collection and analysis, disaggregated data by partner with a precise summary, an introduction, a methodology, results, conclusion and appendices;

- Final report validated (50 pages maximum excluding annexes)
- Debriefing with USAID and country staff after assignment.
- Providing assignment report

## **G. Assignment duration**

This assignment should be completed within 15 days

## **H. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**

During the assignment the volunteer will visit 5 cities (Cotonou, Abomey, Dassa-Zoume, N'Dali et kandi) where the targeted partners are based, the volunteer will be accommodated in hotels approved by CRS. CRS-Benin will pay for hotel accommodation. In addition, credit for communication will be provided to the volunteer.

## **I. RECOMMENDED ASSIGNMENT PREPARATIONS**

### **1. 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, CRS-Benin can provide a projector for PowerPoint presentations and some materials if it is needed.

### **2. Working Environment**

The volunteer will work during the assignment in Cotonou, Abomey (130Km from Cotonou) Dassa-Zoume (200 Km from Cotonou), N'Dali (475 Km from Cotnou) et Kandi (630 Km from). In these cities, the volunteer will meet both Muslims and Christians and different languages: fon datcha, Bariba, dendi. etc

### **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 Benin, the weather is a bit hot and dry in the north 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: CRS-Benin/ PCS section**

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