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To express interest in this assignment please email maria.figueroa@crs.org
CRS Farmer to Farmer Program
Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	BJ271
Country	Benin
Country Project	Soybean
Host Organization	Don Bosco
Assignment Title	Farm management and Investment plan development
Assignment preferred dates	October 2021
Objectives of the assignment	<ul style="list-style-type: none"> - Develop production and investment plan adapted to the farm realities - Develop finance management and accounting model adapted to the farm - Provide technical assistance in farm management and development
Desired volunteer skill/expertise	<ul style="list-style-type: none"> - Agronomist or Agribusiness development expert - Practical experience in farm management is desirable - Have practical experiences in farm-plan development - Has proven capability to develop administrative and financial procedures manuals
Type of Volunteer Assistance	O
Type of Value Chain Activity	S
PERSUAP Classification ¹	Type III

A. BACKGROUND

The "Farmer-to-Farmer" (F2F) program is an American initiative that provides technical assistance from highly qualified volunteers to farmers, farmer groups (cooperatives and associations), agribusinesses, research institutes and other organizations in the agricultural sector in developing countries and countries in transition. The supports are usually provided by American volunteers but due to the COVID-19 pandemic, the missions are currently carried out by pairs of volunteers; a volunteer recruited locally and an American volunteer that provide remote support to the local volunteer.

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.

The F2F project has been implemented in Benin since September 2018 by CRS, to support the cashew and soybean value chains over 5 years, both approved by the USAID mission in Benin.

Since 1995, Don Bosco has been a center that rehabilitates street children and other vulnerable children (child victims of trafficking or abuse, exploited children, rejected or abandoned children, children in conflict with the law, etc) through social and pastoral support. The center welcomes boys from 10 to 17 years old and works in synergy with the other child protection agencies. Children who do not fall under their target population (street girls and girl-mothers) are oriented towards the Salesian Sisters. Through the Salesian pedagogy "Reason, Religion, and Loving Kindness," the Don Bosco center seeks first and foremost family reintegration and the reintegration into school or work. This reintegration can take place at any time depending on the child's situation. All children who have been reintegrated into their family are regularly monitored by the home's educators. Each child establishes his life project according to his history and is oriented, according to his abilities and goals, towards school or towards an apprenticeship.

The center has **an agro-postoral farm of 10 hectares in Sakété, where children get quality professional education (vegetable and animal production, agribusiness, motorbike mechanics, welding, carpentry and glazing or)**. Students follow-up is guaranteed by the presence of educators on site. In addition to this aspect, the foyer Don Bosco works a lot to sensitize the population (local elected officials, religious leaders, parents, good ladies, civil authorities, etc.) on the rights of children and the fight against trafficking or exploitation, and it also aims, depending on the target audience, to propose concrete ways of intervention to ensure respect for the fundamental rights of children in Benin.

The 10 hectares is a mixed farm (crop and animal production) with the primary objective of meeting children's food needs and serving as the agricultural training center. Main crops produced in the farm are: garden crops, palm tree and papaya. Poultry and fish farming are the animal production activities currently underway while rabbit and pig rearing are currently on standby.

B. ISSUE DESCRIPTION

The farm has developed its strategic plan which guides their actions. They also have business plan, which in partial implementation had poor results due to the weakness in the farm management. The return on investment remains in deficit. First diagnosis approach to the situation reveals a problem in the farm management and there is a need of an effective and efficient administrative organization. Also, beyond human resources, the farm needs a strategic organization plan with an operational planning adapted to the realities and conditions of the farm.

The farm needs to have an investment and reinvestment plan to better capitalize its investments for autonomous development. Currently it seems budget-intensive with no prospect of autonomous development.

Without having a good farm management with an effective administrative organization, good investment planning and good management of returns on investment for an autonomous and harmonious development, the financial and material resources sought and invested will not bear fruit. They need to

concentrate the available resources on specific crops or aspects that will be proposed by the investment plan. They are able to mobilize additional resources.

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C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to improve the center Don Bosco's farm management for its activity's development and profitability. The assignment will intend specially to

- support the center Don Bosco to develop a simple production and investment plan adapted to the reality of the farm
- elaborate a finance management and accounting model adapted to the farm
- Provide technical assistance in farm management and development

D. HOST CONTRIBUTION

For this assignment, Don Bosco will mobilize their key staffs and farm technicians involved in the farm management and will pay their participations to the discussions and/or training sessions, feeding and accommodation fees, if any. In addition, they will provide conference room for group activities and training. The centre will also ensure the transportation of the volunteer from his/her place of residence to its farm and any other transportation need.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

At the end of this assignment the Don Bosco center will have its investment plan as well as a defined and clear farm management procedure and strategy adapted to their realities. Having these tools will help the center strengthen and improve its farm management practices as well as its performance at whole: (a) all the production decision-making process will greatly be improved with a strong production plan and avoiding dispersion, (b) the farm management will be optimized with the management procedure and plan; (c) the implementation of their business plan will be more efficient in term of rentability. Also, the youth training will be improved as well as food production and resources availability for children support.

F. DELIVERABLES

1. Vol final report due BEFORE departure
2. Investment plan of the Don Bosco Centre adapted to the farm realities
3. Draft of administrative and financial procedure manual for the farm management
4. Group presentation with local stakeholders at the end of the assignment in country
5. Volunteer outreach activities in the US and in country
6. Training Manuals if any

G. SCHEDULE OF VOLUNTEER ACTIVITIES

Days	Activity
Day 1	Volunteer's welcome and orientation at CRS office in Cotonou and signing of administrative documents Travel to Sakété and checking at Hotel
Day 2	Introduction of the volunteer to the host organization and to the local police by CRS Benin F2F team. The volunteer will review and finalize the work-plan and discuss with F2F team or host on any other arrangement for the work
Day 3-5	Make an audit of the current farm management system, review the production decision making process by collecting data from the staff, operations management in the farm.
Day 6-7	Review the administrative and financial procedure document available
Day 8-9	Analyze data and prepare of the sharing of findings
Day 10-13	Develop an investment and reinvestment plan suitable for the farm adapted to their realities and needs Discuss administrative and financial procedures with the management staff
Day 14	Share documents, and brief staff on their use or improvement and or update
Day 15	Wrap up the meetings and debriefing with the farm management staff and CRS Benin F2F staff, actions plan and recommendations review and travel back to Cotonou
Day 16	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 as well finalize advances and expenditures with finance and depart for USA

H. DESIRABLE VOLUNTEERS SKILLS (Academic and hands on experience on subject matter)

The desired volunteer for this assignment must be a farm manger with relevant professional skills and practical experiences in farm management in all its aspects. He or she must:

- Be an agronomist
- Have at least 5 years of practical experiences in farm management
- Have practical experiences in farm development planning
- Be opened to sharing knowledge and experiences.

I. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS

During the implementation phase of this assignment, the volunteer in will stay in Sakété (click [here](#)), close to the farm, at Ibouboun Olouwa Hotel and will also go to the Foyer where children are accommodated. In Benin, CRS will pay for hotel accommodation and will provid credit for communication to the volunteer. Don Bosco will contribute to the volunteer commuting as well as mobilizing and supported its staff for the required sessions. The Fathers Aurelien and Emmanuel, Director of the Foyer and the farm Manager respectively, as well as Mrs. Esmeralda SINDETE, the program officer will work closely with the volunteer, during the preparations and his/her work to ensure that the assignment goals are being achieved.

J. RECOMMENDED ASSIGNMENT PREPARATIONS

▪ Targeted trainees' Description

This assignment is to conduct the development of management tools such as investment plan guide on farm management but it will also provide technical assistance/training to relevant staff as part of the competence transfer and capacity building action. The staffs of the Don Bosco center who will be involved in this assignment have sufficient level of education with years of experience and good knowledge in farm activities and administrative management to be able to contribute efficiently to the assignment and to master key knowledge. They can understand and apply any orientations, guide or technical tool that will be provided by the volunteer.

▪ Training/work Materials

This assignment will be implemented through three steps: Preparation phases, implementation/ diagnosis through data collection and analysis phase and restitution phase. The volunteer will work closely with the farm management team but will design his/her own methodology and make suggestions if necessary. When preparing for the implementation phase, volunteer should consider previous work carried out during previous missions, such as the strategic plan developed for the Foyer Don Bosco (not only for the farm activities) and the business plan developed for the farm development.

The volunteer should prepare materials for hand out which can be printed at CRS office in Benin before his arrival, and any tools that will be used for the assignment. 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. However, a spare computer can be obtained locally. For PowerPoint presentations, the Don Bosco center can provide a video projector.

▪ Electricity, internet, cellphone signal, key security, health issues

In general, electricity supply, internet connectivity and cellphone signal are stable in Benin's towns like Porto Novo, but internet connectivity is less stable and weak in the farm area which is Sakété. The cellphone reception is good for both mobile networks (MTN and Moov) available in the country.

About security, even though the security level in Benin and in Porto-Novo and Sakété is high, the volunteer will be instructed about security measures and safeguard before going to the host organization. It is advised that volunteer takes necessary precautions like coming along with their usual medicines, to prevent health issues.

▪ Working Environment and culture

As the Don Bosco center is a religious organization, the immediate working environment is religious with meetings with some Fathers (The First Managers) and some other religious persons. But there are also many other people who works in the Foyer that the volunteer will meet during his or her assignment. In the Foyer, the volunteer will also meet children accommodated by the center and some young trainees.

The Commune of Sakété is in the department of plateau in the south-eastern part of Benin at about 75 km far from Cotonou, and about 35km from Porto Novo (the capital). The mean local language in Sakété is Yoruba and most people are Muslims but volunteer can also meet Christians and many people understanding Goun Yoruba.

▪ **Recommended Reading**

CRS strongly recommends that the volunteer becomes familiar with this SOW, read all necessary documents on farm management and investment plan. Some useful materials may be found in F2F online library accessible to the everyone (see the link below). In addition, volunteer once in contact with the host should read the business plan and other tools and documents already developed by the farm.

▪ **Weather Appropriate Clothing**

The weather appropriate clothing is light and not dark clothes. In the southern part of Benin, the weather is a bit hot and humid with average temperatures between 25 to 38 Celsius degree during September and October. This period also corresponds to some slight rain fall period.

K. 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](#), 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.

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.

L. 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.

CRS Baltimore	
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