



To express interest in this assignment please email [emily.keast@crs.org](mailto:emily.keast@crs.org)

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

<b>Summary Information</b>	
Assignment Code	LIB211
Country	Liberia
Country Project	Rice
Host Organization	Kolliemai Farmers Association
Assignment Title	Capacity building on rice post-harvest handling practices and storage
Assignment preferred dates	October 2021-November 2021
Objectives of the assignment	The objective of this assignment is to build capacity and equip the Kolliemai Farmers Association with practical knowledge in good rice post-harvest handling practices and storage.
Desired volunteer skill/expertise	A suitable volunteer candidate for this assignment must have relevant experience working with rural farmers association, and post-harvest loss and storage. The candidate should have a degree in general agriculture, post-harvest technology, food preservation, and at least 5 years of working experience with rural farmers in rice, He/she must be knowledgeable, understand adult illiteracy training approaches, and be prepared to work in remote area.
Type of Volunteer Assistance	Technology Transfer = T
Type of Value Chain Activity	On Farm Production = F
PERSUAP Classification	III

**A. BACKGROUND**

The Kolliemai Farmers Association was founded in 2011 by the USAID-FED project in Kolliemai Farmers town, Voinjama District. It has an active membership of 50 local rice producer (17 female and 33 male farmers), each currently operating 1.7 hectares of lowland per farming season. The total hectares operated by this group is 85 hectares. Kolliemai Farmers Association has a significant collection of botanical varieties of rice. The Kolliemai Farmers Association contributes 18% of raw material supplies to the Selma Agriculture Development Cooperative (SADC) with the capacity of milling 16MT/day, in Voinjama District, Lofa county.

**B. ISSUE DESCRIPTION**

The Kolliemai Farmers Association lacks basic information and knowledge on post-harvest, resulting in losses due to spoiling/bruising, pests and disease attacks, spillage, contamination, poor storage practices, amongst others. These losses occur at every stage: harvest, transport, drying, shelling, winnowing, sorting/packaging, storage, and even during transport to market.



Stage	Wastage observed during need assessment
Harvesting and handling at harvesting	Edible grains left in field, ploughed into soil, eaten by pests, timing of harvest not optimal, grains damaged during harvesting
Threshing	Loss due to poor technique
Drying, transport, and distribution	Quality and quantity loss of during drying, poor transport infrastructure, loss owing to spoiling/bruising
Storage	Pests and disease attacks, spillage, contamination, and natural drying out of food
Primary processing, cleaning, classification, hulling, pounding, grinding, packaging, soaking, winnowing, drying, sieving, milling	Process loss and contamination in process causing loss of quality

Quality requirements of big processors are not well understood by farmers. This leads to limited income and limited prospects for expansion.

The root causes of this issue on the side of cooperative members are:

- i. Lack of adequate extension services to build farmers' skills in PHHS.
- ii. Lack of proper packaging and storage.
- iii. Insufficient on-farm drying and storage facilities.

The above challenge requires urgent intervention to ensure that cooperative is run professionally. This project would bridge the gap between buyers and producers (cooperative members) to maximize financial returns for all value-chain actors by providing technical assistance to cooperative members. This assignment would focus on improving post-harvest handling practices and storage to address some of the above issues.

### C. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to build capacity and equip the Kolliemai Farmers Association members with practical knowledge in good rice post-harvest handling practices and storage.

More specifically:

- Develop training guide for the trainer and trainees.
- Develop the training methodology/approach.
- Identify small-scale post-harvest handling practices and potential solutions which are most appropriate for local target cooperative.
- Design post-harvest demonstrations to show farmers how to reduce loss, maintain quality and market value, and increase shelf life and incomes.
- Conduct the training for the board, members and staff heavily emphasizing improved rice crop production practices, innovated and locally adaptive harvesting techniques, convenient post-harvest handling practices, convenient and locally adaptive storage mechanisms, and improved transportation methods.
- Prepare a training report detailing how the trainings were conducted, achievements, challenges, lessons, opportunities for future engagements, and recommendations on how to reduce post-harvest loss.
- Organize a half-day presentation to members, other stakeholders like local government, buyers, any other partners to share the training report and recommendations.



**D. HOST CONTRIBUTION**

To conduct this assignment, Kolliemai Farmers Association is expected to meet the following requirements:

- Mobilize and facilitate group members and staff to attend all the training sessions.
- Commit to implement all the recommendations provided by the volunteer(s) after the completion of the assignments.

**E. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

Following the completion of this assignment, the outcomes below will be anticipated:

- Host organization, Kolliemai Farmers Association, will reduce waste and loss, avoid glut, maximizes farm prices and income, utilize marketable surplus, and increase employment.
- Proper management of post-harvest technology will serve as a major help in resolving various social and economic issues. A significant decrease in post-harvest grains loss will alleviate food insecurity and food safety can be ensured by protecting commodities from mold growth and contamination.
- Rice quality improved.
- A final report explaining how the assignment was conducted; it should include recommendations to be implemented by the host organization.

**F. DELIVERABLES**

- Final report due one day BEFORE assignment completion
- Group presentation with local stakeholders at the end of the assignment in country
- Volunteer outreach activities in the US and in country
- Training manual

**G. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY**

Day	Planned Activity
Day 1	Orientation session
	Meet with ASA team to review the scope of work and develop detailed work plan covering all activities required to effectively implement this scope of work.
Day 2	Meet with the host organization, Kolliemai Farmers Association Management, for introduction and review of the scope of work.
Day 3-12	Start the rollout of agreed work plan and conduct the training.
Day 13	Organize the workshop to share achievements, and recommendations.
Day 14	Conduct debrief session with CRS country team and perhaps USAID Mission on the completed assignment.
	Fill out all necessary M&E forms and submit to F2F program staff

**This is a draft schedule, final itinerary will be discussed and agreed by all parties upon arrival.**



### Participants Chart

#	Participant position	Male	Female	Total number
1	Kolliemai Farmers Association	33	17	50

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

Additional requirements

- Proactive, results-oriented and service-oriented
- Have very good interpersonal skills
- Flexibility
- Willing to work in remote community

### I. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS

Volunteer's transportation within Voinjama, and accommodation will be taken care of by ASA Project.

### J. RECOMMENDED ASSIGNMENT PREPARATIONS

#### • Training Materials:

In the event the volunteer prepares materials for hand out, they can be printed at the CRS Office. Flip charts, markers, and a projector, if needed, can be obtained at the CRS Lofa County Project office.

#### • Working Environment

The assignment will be conducted at the venue provided by the Kolliemai Farmers Association whose office is in Kolliemai Town.

#### • Recommended Reading

ASA Project recommends that the volunteer familiarizes themselves with this scope of work and to take his/her time to read about improving grain (rice) postharvest handling and storage.

### 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](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 and can sometimes extend 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 Liberia Program Office 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 Liberia Program Office contact.**

<p><b>CRS Baltimore</b>  Emily Keast  Volunteer Coordinator  Farmer to Farmer Program  228 W. Lexington Street  Baltimore, MD 21201  410-951-7366  Email: <a href="mailto:emily.keast@crs.org">emily.keast@crs.org</a></p>	<p><b>CRS Liberia</b>  TABI, GERALDINE  Volunteer HR recruiter  Agriculture Sustainability Activity (ASA)  16<sup>th</sup> Street, Gardner Ave C-140  Sinkor, Monrovia, Liberia  Tel:0776448755  Email: <a href="mailto:geraldine.tabi@crs.org">geraldine.tabi@crs.org</a></p>
<p><b>CRS Country Program</b></p>	
<p>Wesseh Zoryou  Project Coordinator  Tel: +231775461470  Email: <a href="mailto:wesseh.zoryou@crs.org">wesseh.zoryou@crs.org</a></p>	<p>Or Cornelius Teah Doe  Program Manager  Tel: +231777711641  Email: <a href="mailto:cornelius.doe@crs.org">cornelius.doe@crs.org</a></p>
<p><b>Host Organization:</b></p>	
<p><b>Name: Alphonso Jacob  Chairman  Tel: + 776-770-041</b></p>	<p><b>Name: Rufus Aryea  Co-Chairman  Tel: + 775-711-469</b></p>