



**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	BJ274
Country	Benin
Country Project	Cashew
Host Organization	Hunger Free World Benin
Assignment Title	Setting up and operationalization of result-based monitoring and evaluation system for field advisors
Assignment preferred dates	December 6 – 20, 2021
Objectives of the assignment	<ul style="list-style-type: none"> • Strengthen community and field advisor’s capacities in results-based monitoring practices for better management • Support the setting up of a results-based monitoring system for advisors’ activities in compliance with their context • Coach two staff of Hunger Free World for the operationalization of the monitoring system
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Professional background in project management or rural development • Expert in project monitoring and evaluation • Experience in field and community-based project monitoring • Experience in adult teaching
Type of Volunteer Assistance	Organizational Development (O)
Type of Value Chain Activity	Information and Input support services (S)
PERSUAP Classification¹	III

A. BACKGROUND

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.

Hunger Free World (HFW) is a non-governmental organization whose vision is to build a world without hunger. The main objective of HFW is to contribute to achieve the Right to Food for all through capacity building of populations in crop production, nutrition, capacity building of women's cooperatives, advocacy and youth development. Settled in Benin since 2005, HFW implements activities in 12 villages in the commune of Ze. These projects are initiated from the needs identified by the beneficiaries. Several projects have been initiated with the communities. The nutrition project aims to improve the nutritional status of children and assist farmers to promote and produce nutritious local crops by working with soybean, corn and peanut and vegetable farmers is one initiative. HFW has community-based advisors called “community relays” who supervised and coordinate the initiative in their villages. After more than a decade of intervention, HFW is planning to withdraw from the intervention area and needs to put in place a system that will ensure the sustainability of initiatives implemented and those under implementation.

B. ISSUE DESCRIPTION

HFW has implemented many projects with the communities in the municipality of Zè, such as introduction of new nutritious crops, initiation of farmers groups, capacity building in crop production, etc. HFW plans to further strengthen local actors, especially community advisors, in monitoring the results (outputs, outcomes and impacts) of their various activities as they progress with activities implementation and reporting. Currently, most community advisors, (or “relays”) write periodic activity reports in their local language and have difficulty measuring and documenting project changes against the direct and indirect project targets. They also struggle to effectively track the results and effects of activities, and to show case successes. The current reporting basically focuses on activities implementation, keeping records of what has been done, and any tracking of what can be called “results,” comes from those activities implemented. The requested capacity building will allow them to improve their capacities in activities planning, implementation to ways to monitor outputs and outcomes.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to support the community-based advisors and other local stakeholders to set up a results-based monitoring and evaluation system for their projects in order. Specifically, through this assignment, participants will have their capacities strengthened in results-based monitoring and evaluation and therefore be able to have a better management of the activities, the essential procedures and steps in terms of monitoring of the results or output/outcome of the activities

D. HOST CONTRIBUTION

The contribution of the host to this assignment will consist of mobilizing, supporting the commuting, and the lodging and feeding of the participants for the training sessions. In addition, it will provide a conference room, projectors and training materials such as paper for the training sessions. The host will also take charge of the roundtrip transport of the volunteer from his or her hotel to its headquarters and training venue

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

At the end of this assignment, at least 20 community based development actors have the necessary results monitoring tools adapted to their project and context and able to implement them for better success. This assignment will contribute to improve the project implementation by the community the follow up of performance indicators will greatly facilitate decisions making process and internal reporting. The reliability of the observed progress or changes in the issues address by projects be increased, so both the community and HFW will be able to mobilize more funds for their activities as well as attract other communities to the initiatives.

F. DELIVERABLES

1. Vol final report due BEFORE departure
2. Group presentation with local stakeholders at the end of the assignment in country
3. Volunteer outreach activities in the US and in country
4. Training manuals, monitoring and evaluation documents,

G. SCHEDULE OF VOLUNTEER ACTIVITIES

Jours (pas de date)	Activité(s)
Day 1	Volunteer's welcome and orientation at CRS office in Cotonou and signing of administrative documents Travel to HFW's headquarter, checking at the Hotel and travel to Zè Introduction of the volunteer to the host organization and to the participant by CRS Benin F2F team. The volunteer will review and finalize the work-plan and discuss with them on any other arrangement for the work
Day 2	Make a quick diagnosis to better understand the problems facing by HFW at the its community implementers level and update training materials
Day 3 to 5	Develop the basic monitoring and evaluation documents for projects and set up the monitoring plan with staffs
Day 5 to 9	Hold the training sessions with participants
Day 9 to 10	Practical exercise of implementing monitoring and evaluation documents for the projects concerned for their better management
Day 11 to 12	Evaluate, review and finalize the plan and tools with staffs
Day 13	Debriefing with the participants and managers of Hunger Free World Benin and F2F of CRS Benin, and Travel back to Cotonou

H. DESIRABLE VOLUNTEERS SKILLS

- Have professional skills and solid experience in planning and organizational, monitoring and evaluation and in the implementation of community driven project for the benefit of grassroots organizations or communities themselves;

- have relevant education in project management, rural development or any other equivalent diploma with a good knowledge of the rural environment;
- Have the skills to conduct adult training and can explain notions in local language Fongbé (required for Local Volunteer)
- Have wiliness to support the host after the assignment to facilitate the effective implementation of the monitoring system.

I. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS

The training sessions will be hold in the town of Zè where there is always electricity. The volunteer will stay near to Ze in the commune of Abomey-calavi and close to the host’s office where there are modest and appropriate hotels for volunteers’ accommodation. HFW will ensure volunteers’ roundtrip transportation from the hotel to the training venue and work closely with him/her to ensure that the assignment goals are being achieved.

J. RECOMMENDED ASSIGNMENT PREPARATIONS

▪ Targeted trainees’ Description

The participants in this training will be composed of the local leaders and stakeholders of the various projects and of the members of the community based project implementation relays. Most of these participants in the training has low education level but they can read and write in the local language Fongbé. To put all participants at the same level of understanding and facilitate the smooth running of the training, we will suggest that explanation during the training will be done in the local “FONGBE” language. The Host’s staff will be guide coach on the implementation of tools and have the relevant education level to master and implement tools with communities.

▪ Training Materials

The volunteer should prepare documents that can be printed at the CRS office in Benin prior to arrival. Flipcharts, markers, masking tapes can be obtained from CRS offices in case the volunteer wishes to do illustrations. If possible for the assignment, the volunteer can bring a laptop with them. For PowerPoint presentations, Hunger Free World Benin can provide a video projector.

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

In Town, where the volunteer will be accommodated, internet connection and network are available and stable. However, at the training venue, which is in rural area, access to electricity is stable, but internet connection and both mobile networks (MOOV and MTN) are very weak. They may be electricity power off sometimes but the host will provide generator to supply electricity in that case

About security, even though the security level in Benin and in the area of assignment is high, the volunteer will be instructed about security measures and safeguard before going to the host organization. It is advised

that volunteer take necessary precautions like coming along with their usual medicines, to prevent health issues.

- **Working Environment and culture**

The commune of Ze is in the department of Atlantic, at approximately 40 km from Cotonou. The local language is Fongbe and most people are Christians, but volunteers may also meet Muslims.

- **Recommended Reading**

CRS strongly recommends that the volunteer become familiar with this SOW, read documents about community project management and Benin’s agricultural sector, the different actors and stakeholders in the agricultural sectors (cashew; soybeans). Documents about the host’s project implemented with the participants can be provided before the assignment starts. The volunteer can also visit the farmer to farmer digital library for relevant documentation about similar work

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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