

VOLUNTEER REPORT FORMAT

To be submitted to CRS at the end of volunteer assignment and shared with the Host

1.1 Assignment information

- a) Volunteer Name: **Katherine Asselin**
- b) State of Origin: **D.C.**
- c) Host Organization: **Community Integrated Development Association SL (CIDA)**
- d) Assignment: **Proposal Development and Project Management**
- e) Dates of Assignment: **June 12 2017 – June 23 2017**
- f) Number of days worked: **13 days**

1.2.1 Objective 1 in your SOW: **Train CIDA program team on the steps involved in drafting proposals for donor support**

- a) Progress with the objective: **Taught 2 female and 10 male CIDA managers during a 3 day capacity strengthening training on the steps and tools used for developing proposals for Health and Agriculture programs**
- b) Expected impacts/results: **Use key proposal components to persuade GAFSP and UNDAF of CIDA's project significance and feasibility**
- c) Recommendations¹: **Research GAFSP and UNFPA and identify appropriate funding opportunities ; Establish project design and proposal that is simple, logical, feasible, and appropriate using SMART strategies**

1.2.2 Objective 2 in your SOW: **Train CIDA program team on basic and improved project management principles that will guide the management and operation of the organization**

- a) Progress with the objective: **Emphasized utilization-focused, evidence based, participatory approach for improving project management practices for 2 female and 10 male CIDA managers during a 2 day training**
- b) Expected impacts/results: **Develop and manage proposed framework, timeline, activities, budget and their significance persuasively, clearly and purposely**
- c) Recommendations: **Begin an interdisciplinary collaboration to further develop income generating and environmentally sound activities for women IVS farmers interested in homestead gardens.**

1.2.3 Objective 3 in your SOW: **Provide advanced knowledge of CIDA management and program team in writing concept notes for donor funding**

- a) Progress with the objective: **Reviewed the steps and language for writing concept notes using SMART strategy to capture reviewer's interest during 2 day training with 2 female and 10 male CIDA managers**

¹ **Note:** Only make not more than 6 recommendations. The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.

- b) Expected impacts/results: **Delivered guides for applying knowledge and creating successful experiences in the field and office that encourage and support teaching these same techniques to other managers and stakeholders**
- c) Recommendations: **Promote marketing strategies for rice, tree crops and vegetables and engage new techniques for report writing that show current and potential donors CIDA's understanding and application of planning and project design.**

1.3 Recommended future volunteer assignment

- a) **Business Development and Education for Women IVS Farmers**
- b) **Steps for transitioning from CBO to INGO**
- c) **Marketing Strategies For INGO Recognition, Competitiveness And Volunteer Recruitment**
- d) **Capacity Building for Advanced Skills In Developing and Implementing M&E Systems for Agricultural, Health And Educations projects**
- e) **Financial Management**

1.4 Action Plan

Recommendation	Specific Action	Responsible person	By when
Research GAFSP and UNFPA and identify appropriate funding opportunities	Identify successful CN and Proposal from previous donors and use them as a guide to writing new material	CIDA Director	August 2017 1 month
	Identify RFP/contact donor about proposal development	CIDA Director	October 2017 1 month
	Recruit project development team for agriculture and health	CIDA Director	November 2017 1 month
Establish project design and proposal (July 2018) that is simple, logical, feasible, and appropriate using SMART strategies	Plan project design, assessment, and results framework as well as submit Concept Note	Project Design Team	March 2018 4 months
	Develop Proframe, Organizational capacity and management, activity schedule and budget	Project Design Team and stakeholders, especially the community chiefs	May 2018 2 months
	Write and Submit Proposal	CIDA Directors and Project Design Team Lead	June 2018 1 month

	Transition to Project Management Activities	CIDA Director and Project Implementation Team	August 2018
Begin an interdisciplinary collaboration to further develop income generating and environmentally sound activities for women IVS farmers interested in homestead gardens.	Conduct community analysis to gain interest and commitment	CIDA Managers of Agriculture	July 2018
	Seek out potential partners and donors for project development	CIDA Director	August 2018
	Work with F2F volunteer in business development	CIDA Managers for Health, Agriculture, Education, and Finance from 1 district	August 2018
	Work with MAFFS on technical training	Manager of Agriculture	August 2018
Promote marketing strategies for tree crops and vegetables and engage new techniques for report writing that demonstrates to current and potential donors CIDA's understanding and application of planning and project design.	Work with F2F volunteers for marketing strategies	CIDA Marketing Team and CIDA Director	March 2019
	Collect photos and documentation on success stories from individuals and community impacted by CIDA	CIDA Implementation Team and Marketing Team	November 2017

	Build Social Media Accounts	CIDA Director, later transition to Marketing Team	August 2018
--	-----------------------------	---	-------------

1.5 Number of people Assisted

- a) Through formal training (Classroom setup) **12 people**
- b) Through direct hands on practical assistance (Do not double count) **12 people**
- c) Out of these above, number of host staffs **12 people**
- d) Training/assistance by field **n/a**

Category	Total	Males	Females
Members/ owners	1	1	
Employees	11	9	2
Clients/ Suppliers			
Family Members			
Total	12		

1.6 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? **As generally observed around the world, there are less women than men in management roles. However CIDA is aware of this gap and tries to involve women in all of their operational and administrative activities as much as possible.**

For example: Two female managers were invited to the training. Both work in the field advocating and educating for women's access to reproductive rights. Their roles are critical because more often than not female community members will not voice their need in general forums but rather feel more comfortable in expressing needs and ideas in household or intimate settings. Having more female managers/peer educators/service providers will have a greater impact in CIDA's work.

Their experience and input during the training helped shape "gender responsive" project design.

- b) How might CRS or the host organization improve opportunities for the women in this host or host community? **The host and I spoke about increasing opportunities for women as representatives and beneficiaries of CIDA projects. Some ideas include:**
 - 1) **Offer night school for continuing education**
 - 2) **Start community supported agricultural (CSA) cooperative for IVS female farmers. CRS, finance institutions and other stakeholders can help strengthen market chains and road networks.**
 - 3) **Tackle teen pregnancy in Sierra Leone by having female leaders spearhead this initiative.**

1.6 Value of volunteer contribution in \$

- a) Hours volunteer spent preparing for assignment **40 hours**
- b) Estimated value of all material contributions volunteer contributed to host during assignment **\$ 600**

1.7 Value of hosts' contribution in \$ (Please consult the host as well)

- a) Meals **\$10**
- b) Transportation **\$1**
- c) Lodging n/a
- d) Translation n/a
- e) Other (Specify)

1.7 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it.

We briefly reviewed progress reports on agriculture and health programs. This information helped gauge recommendations for the host.

1.9 Recommendations for CRS:

Pre-departure: volunteer and host meet about SOW objectives, anticipated results, and needed tools

During: co-lead training with local expert and host management

Post-departure: link former volunteers with future volunteer for fluidity of program

1.10 Press Release

FOR IMMEDIATE RELEASE

VOLUNTEER CONTACT: Katherine Asselin

Horticulturalist

+1 202 746 6609

kdasselin@hotmail.com

CRS CONTACT:

Susan G. Walters

Senior Communications Manager

susan.walters@crs.org

443-955-7103



D.C. Farmer Horticulturalist Works with Counterparts in Sierra Leone

Farmer-to-Farmer program promotes economic growth and agricultural development in East Africa

[DATELINE: Washington, D.C., June, 12, 2016--- Katherine Asselin, a **Horticulturalist** from Washington, D.C. who travelled to **Sierra Leone** for 2 weeks to share her technical skills and expertise with local farmers. Katherine's assignment is part of Catholic Relief Services' Farmer-to-Farmer program that promotes economic growth, enhanced nutrition through access to healthy food, and agricultural development in East Africa.

"It was an honor to spend time with bright young men and women dedicating their lives not only to serving their community but also their country. Their subsidiarity role in project development was instrumental for adopting a participatory approach for evidence based solutions. Using CRS' Integrated Human Development model we now have a stronger foundation for creating change.

Farmer-to-Farmer matches the technical expertise of U.S. farmers and professionals in agribusinesses, farming cooperatives, and universities with farmers in developing countries to assist them in improving agricultural productivity, accessing new markets, and increasing their incomes. Farmer-to-Farmer is funded by the U.S Agency for International Development (USAID).

In a world where 80% of food is produced by farmers working on small farms or fisheries, the movement to share proven farming and business skills can improve the quality and quantity of the world's food supply. For communities in the developing world who often struggle to produce enough food, this can improve access to a reliable source of food and better nutrition. For the farmers, it can strengthen their path to prosperity.

The goal of **Katherine's** assignment was to increase capacity of CIDA management to improve proposal development for the organization to attract funding from donors and implement projects in agriculture, health, education and advocacy. She worked with 12 project managers who engaged in planning and designing project activities that promoted knowledge and skills in good organizational management. Most of **Katherine's** time was spent in the Magburaka, a town 130 km south of the capital of Freetown working with **Sheriff J.D. Parker, Executive Director for Community Integrated Development Association SL (CIDA).**



This is Katherine's second volunteer assignment with Farmer-to-Farmer and is one of nearly 500 assignments that focus on improving approaches to local agriculture practices, expanding production of quality food crops and nutrition in Ethiopia, Tanzania, Kenya and Uganda. The program, funded by the U.S. government has been running for nearly 30 years.

CRS is partnering with five U.S. institutions to tap into the rich diversity of the U.S. agriculture community: the National Catholic Rural Life Conference, Foods Resource Bank, National Association of Agricultural Educators, American Agri-Women, and the University of Illinois' College of Agricultural, Consumer and Environmental Sciences.

The volunteers travel to East Africa for anywhere from one to six weeks.

"We are certain that this program will be beneficial not just to the farmers in East Africa but also to the volunteers from America," said Bruce White, CRS' director for the program. "It's going to make the world a little bit smaller and a whole lot better for everyone involved."

For more information, visit farmertofarmer.crs.org

#

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. The agency alleviates suffering and provides assistance to people in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding. For more information, visit www.crs.org or www.crsespanol.org and follow Catholic Relief Services on social media: [Facebook](#), Twitter at [@CatholicRelief](#), [@CRSnews](#) and [@CRSnoticias](#), [Instagram](#), [Pinterest](#) and [YouTube](#).