



**To express interest in this assignment please email**  
**[maria.figueroa@crs.org](mailto:maria.figueroa@crs.org) with copy to [emily.keast@crs.org](mailto:emily.keast@crs.org)**  
**CRS Farmer to Farmer Program**  
**Volunteer Assignment Scope of Work**

Summary Information	
Assignment Code	<b>BJ286</b>
Country	Benin
Country Project	Soybean
Host Organization	Gbewa NGO
Assignment Title	Strengthening and operationalization of result-based Monitoring Evaluation, Accountability and Learning (MEAL) system
Assignment preferred dates	April 2022
Objectives of the assignment	<p>Improve the host's Monitoring, Evaluation Accountability and Learning (MEAL) system for better quality project implementation, reporting, and impact dissemination</p> <ul style="list-style-type: none"> <li>- Improve key staff's knowledge and skills in relevant and advanced Excel functions and other data management system for better data management and monitoring tools design</li> <li>- Train the staff on the MEAL tools and methods and how to improve the host's reporting process</li> <li>- Support the improvement of the current MEAL system to reflect more the host's impact</li> <li>- Help the host develop MEAL policies and standards for the organization</li> </ul>
Desired volunteer skill/expertise	<p>The desired volunteer should be/have:</p> <ul style="list-style-type: none"> <li>- Expert in development of a project's monitoring and evaluation</li> <li>- Expert in planning and organizational development</li> <li>- Practical experiences in organization's MEAL system improvement</li> <li>- Advanced user of Excel, Access, SPSS and other data management system</li> <li>- Experience in adult training</li> </ul>
Type of Volunteer Assistance	O
Type of Value Chain Activity	S
PERSUAP Classification <sup>1</sup>	III

<sup>1</sup> 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.



## 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 support is usually provided by American volunteers but due to the COVID-19 pandemic, currently, the mission is carried out by pairs of volunteers; a volunteer recruited locally and an American volunteer. F2F project has been implemented in Benin since September 2018 by CRS, to support the cashew and soybean value chains and will run for 5 years. Both value chains are approved by the USAID mission in Benin.

Gbewa NGO is a Non-Profit Organization created in 2009 and registered in 2011. Their vision is to “realize a better rural world where the population is happy, and poverty is reduced or does not exist.” The NGO has its headquarters in Akpro-Misserete with local offices in the departments of Plateau, Atacora, Donga, Zou and Mono where some programs and projects are under implementation. The NGO is focused on: food security, nutrition, environment conservation, water sanitation and hygiene, socio-community infrastructures building, renewable energy promoting, and children’s health. The NGO has implemented and is implementing projects in those aspects in collaboration with other local organizations or alone, and their targeted populations are women, farmers and farmers groups, vulnerable children and out-of-school or uneducated youth. ([Click here](#) to see some projects already implemented, those under implementation and potential/upcoming projects). Its intervention method is based on the participatory approach (involvement of local authorities, beneficiaries and other stakeholders), communication for social and behavioral change (CCSC), organization of training/follow up for capacity building of target projects participants, and support for grassroots initiatives.

## B. ISSUE DESCRIPTION

To fulfill its mission of “Supporting and improving by all means, the living conditions of disadvantaged populations,” Gbewa NGO has set two specific objectives: (1) Develop projects/programs conducive to improving the living conditions of disadvantaged populations, and (2) Significantly strengthen the institutional and organizational management of the NGO. Currently the NGO is experiencing weakness in program and project monitoring and evaluation due to the lack of MEAL policies and standards as well as modes of data management. This leads to a poor performance of project monitoring and evaluation, reporting and impact assessment. Even though Gbewa has a MEAL staff responsible for MEAL activities on all the projects, the senior management team and MEAL staff need to be trained in advanced tools, methods, and systems to be put in place to ensure good project monitoring and evaluation and to develop a MEAL culture within the organization. This will be critical for the implementation of the projects/programs and for the effectiveness and the visibility of their actions. It will also provide



information on strategy, operations and learning. In addition, F2F has helped Gbewa to develop a youth development strategic plan which is going to be implemented and for which they need to put in place a strong monitoring system.

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

The main objective of this assignment is to improve the host's monitoring evaluation and learning (MEL) system for better quality project implementation, reporting and impact dissemination. Specific objectives are to:

- Improve key staff's knowledge and skills in relevant advanced Excel functions and other data management system for better data management and monitoring tools design
- Train the staff on the MEAL tools and methods and how to improve the host's reporting process
- Support the improvement of the current MEAL system to capture more of the host's impact
- Help the host to develop MEAL policies and standards for the organization

### **D. HOST CONTRIBUTION**

The contribution of GBEWA NGO to this assignment will consist of providing working materials and ensuring the mobilization, commuting, lodging and feeding of participants to the training sessions as there are staffs in regional offices. The host will also ensure the volunteer's transportation in case of field travel to regional offices or implementation areas. In addition, it will provide conference room for the training sessions.

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

At the end of this support, the NGO will have a draft of its monitoring-evaluation policy and standards and will know exactly how to handle MEAL activities on their different projects for better performance. They will also have a MEAL plan to support the strategic plan developed and at least 15 staff will be trained on MEAL practices. A database model will be made for data collection. Implementation of new knowledge, tools, and skills will help Gbewa to improve its performances for the beneficiaries' and be more accountable to other stakeholders involved in their activities. It will also likely help attract more funding from donors.

### **F. DELIVERABLES**

1. Volunteer final report due BEFORE departure.
2. Drafts of tools and document developed for the host.
3. Group presentation with local stakeholders at the end of the assignment in country.
4. Volunteer outreach activities in the US and in country.
5. Training manuals and/or assignment guideline used to for the staff training on relevant aspects.

## G. SCHEDULE OF VOLUNTEER ACTIVITIES

Days (not dates)	Activity
Day 1	<ul style="list-style-type: none"> <li>• Volunteer welcome and orientation at CRS office in Cotonou and signing of administrative documents.</li> <li>• Travel to Porto-Novo and checking at the hotel</li> <li>• Introduction of the volunteer to Gbewa NGO by F2F team: General orientation with the host, first-hand briefing on the main objectives and modality of the assignment and adjustment of the agenda for the coming days (work planning session).</li> </ul>
Day 2-3	Work with the MEAL officer and the senior management to assess the current MEL system of the host and know what is lacking in terms of MEL policy and standards
Day 4-8	Provide guidance on MEL policy drafting: <ul style="list-style-type: none"> <li>- Discuss the different component of the policy; MEAL practices and roles; data management; reporting; learning and accountability; stakeholders' implication; MEAL activities budgeting</li> </ul>
Day 9-11	Review the drafted policy for approval and develop a MEAL plan proposal for the strategic plan
Day 12-13	Train staff on MEL tools and methods and performant MEAL system implementation
Day 14-16	Train key staff on advanced Excel and other data management system (Access) as well as digital data collection tools (ONA/ODK), and help them develop database model in Excel and Access
Day 17 to 18	<ul style="list-style-type: none"> <li>• Test some tools and form developed and follow training with the MEAL officer</li> <li>• Prepare reports and recommendations for the host.</li> <li>• Debriefing with CRS Benin F2F staff and host.</li> <li>• Submit volunteer reports, training attendance sheet, PPT presentation and any reference materials to CRS F2F team.</li> </ul>
Day 19	Volunteer travels back

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

For this assignment, the desired volunteer should be/have

- Expert in developing projects monitoring and evaluation
- Expert in planning and organizational development



- Practical experiences in organization's M&E system improvement
- Advance user of Excel, Access, SPSS and other data management system
- Experience in adult teaching

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

During the assignment, volunteer will stay at Ayelawadje Hotel in Poto-Novo. CRS-Benin will pay for hotel accommodation. In addition, credit for communication will be provided to the volunteer. GBEWA NGO will contribute to the volunteer commuting as well as mobilizing and supported its members. Gbewa NGO's Program and M&E officer will work closely with the volunteer, during the preparations and the assignment to ensure that key persons are trained and will continue training other even after the assignment is completed. For field visit and activities, Gbewa will ensure volunteer's transportation from the hotel to the work place.

## **J. RECOMMENDED ASSIGNMENT PREPARATIONS**

### **▪ Targeted trainees' Description**

Participants in this assignment are the staff and management team of Gbewa NGO. They have relevant education level to fully understand and practices volunteer's inputs and recommendation. They will be available to work with the volunteer as needed for the success of the assignment.

### **▪ Training Materials**

The volunteer should prepare materials for hand out which can be printed at CRS office before introduction to the host. But if printing is needed after the assignment start, the host will provide that. Flip charts, markers, masking tapes can be obtained are available at the host's level in case the volunteer wishes to make some illustrations. The volunteer is expected to prepare training materials prior to the assignments and can update them with relevant information and aspects from the host after assignment starts. In addition, volunteer should prepare practical guide on Excel and other data management system for staff's use.

### **▪ Working Environment**

Porto-Novo is in the Southeast of Benin from about 30 km of Cotonou. It is the capital of Benin. The GBEWA NGO is headquartered in Misserete at 10km from Porto-Novo where most of the sessions will take place. But some commuting could be required around Porto-Novo and Misserete. The volunteer will work mainly with GBEWA NGO technical staff and the members of its administrative board. In Porto-





Novo, the volunteer will meet both Muslims and Christians and also young Nigerians, the main languages are *goun* and *yoruba*. People are open to collaborate with foreigners.

#### ▪ Recommended Reading

For this assignment, we strongly recommend that the volunteer read about Gbewa NGO's project s through its website accessible [here](#). Also, we recommend that the volunteer becomes familiar with this SOW. He/she can also read about general MEAL standards and policies for development projects implemented by local organizations. In addition, F2F digital library can be assessed for relevant resources during assignment preparation and implementation

### 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; 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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**USAID**  
FROM THE AMERICAN PEOPLE



<b>Emily Keast</b> 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>	<b>Maria Figueroa</b> Volunteer Coordinator Farmer to Farmer Program 228 W. Lexington Street Baltimore, MD 21201 410-951-7366 Email: <a href="mailto:maria.figueroa@crs.org">maria.figueroa@crs.org</a>
<b>CRS Country Program:</b>	
<b>Joel Angelo Houndjo</b> Country Project Director, CRS Benin F2F Email: <a href="mailto:angelo.houndjo@crs.org">angelo.houndjo@crs.org</a> Tel: (229) 62188707	<b>Adédédji Innocent Labiyi, Ph.D.</b> Country Project Coordinator, CRS Benin F2F Email: <a href="mailto:innocent.labiyi@crs.org">innocent.labiyi@crs.org</a> Tel: (229) 61263194
<b>Host Organization:</b>	
<b>AHOLOU G. Gbodjinou</b> Exécutive Director Email : <a href="mailto:info@onggbewa.org">info@onggbewa.org</a> Tel : (229) 97 75 9382	<b>HOUNWANOU Anatole</b> Head of Programs Email : <a href="mailto:anatole.hounwanou@onggbewa.org">anatole.hounwanou@onggbewa.org</a> Tel : (229) 97052420