 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

**NOTE: THIS SCOPE OF WORK AWAITING FINAL EDITS**

|  |
| --- |
| **Summary Information** |
| Assignment code | ET28 |
| Country | Ethiopia |
| Country Project | Grain Production and Sector Support |
| Host Organization  | Robe women saving and credit multipurpose cooperatives, Koffele |
| Host partner | Social and Development Coordinating Office of Arsi-Robe (SDCOR)-Koffele district  |
| Assignment title | Food preparation and preservation for improved nutrition  |
| Assignment dates | Flexible  |
| Assignment objective(s) | * To train women groups recommended ways of preparing food using locally available resources that will improve the nutritional status of their families
 |
| Desired volunteer skills/expertise | * Proven knowledge and experience in food preparation, preservation and nutrition
 |

1. **Background**

The Farmer-to-Farmer (F2F) East Africa program is a program that leverages US volunteer’s expertise to assist small holder farmers and small scale processors in East Africa to improve their business practices through volunteer assignments conducted with host organizations. Through F2F intervention, CRS will improve the livelihoods and nutritional status of significant numbers of low income households by: i) broadening their participation in established commodity value chains as producers and service providers; ii) strengthening community resilience to shocks such as droughts, that adversely affect livelihoods; and iii) preserving/enhancing natural resources upon which most rural communities depend. CRS will also increase the American public’s understanding of international development programs and foster increased cross-cultural understanding between host countries and US volunteers.

Robe women groups are composed of individual women who are interested to undertake vegetable production, small trading, fattening and saving and credit activities. As almost all women in the country the members of these women groups do the heart of the work around the home and on the farm that has a key role in feeding the family. F2F program has been working with the host for the past three years and would like to continue its support based on the need/ gap identified with the women groups.

1. **Issue Description**

The women’s groups organized together to undertake small business such as producing and selling vegetables (potatoes, cabbage, and beetroot), rearing of sheep and goats and trade some grains using the revolving fund. So far the group members have received volunteer assistance in the areas of vegetable production, post-harvest handling and micro business management.

Like other parts of the country, these women have high work burden due to their multiple roles reproductive, productive and community roles. As compare to the other roles the reproductive role that includes doing the household chores such as food preparation is the major duty undertaken by the women.

Currently the host and the host partner recognized that the skill and knowledge of women in preparing nutritious food is very limited. Even though nutritional food sources are locally available, proper way of cooking is not in place. In the area, over cooking of vegetables, throwing away the water boiled with vegetables, pealing and taking out important/ skin parts of vegetables etc. are common practices that limits the families to gain the valuable nutritional advantage from the food served at home. In addition, the dietary diversity among the households in the community is very less. Ensuring food safety for better/ healthy family also remains a significant challenge for the community. Preservation of food without losing its nutritional quality is also another gap observed at the community where there is a lot of waste

Thus, understanding assistance on the nutritional advantage of locally available food and recommended ways of food preparation and preservation will play crucial role in improving the nutritional status of women’s and children.

The host, therefore, requested F2F volunteer assistance to provide technical support on food preparation and preservation for the women groups. A F2F volunteer specialist on food preparation and preservation will address these knowledge and skill gaps through a variety of training interventions and technical assistances.

1. **Objectives of the Assignment**

The main objective of this volunteer assignment is to provide awareness raising training and advice for women group members on nutritional advantages of locally available crops and proper way of cooking and preservation. The volunteer may specifically deals with

* Identification of gaps on cooking practices by the community and recommending better ways to improve nutritional value of foods available
* Create awareness on food safety and its measures
* Improve household level storage, processing & preservation techniques that can maintain nutritional values of vegetables and fruits and increase their shelf life
* Prepare nutritional profiles and health benefits of staple foods, vegetables, grains and fruits commonly grown in the area

The beneficiaries of this assignment will be 45 (five from the host partner staffs (including government staffs) and 40 women selected from the three women group members’ in koffele district.

**Host/Host partner contribution** – SDCOR (Host partner) will select 5 key staffs including the government for TOT and the 40 members’ from the three women group members. The host partner will also avail key personnel to work closely with the volunteer at all times to ensure translations to local languages, assist volunteer during training and demonstrations at Farmer Training Centers (FTCs), and join on-farm and household visits. The host partner will also select scheduled training sessions for the volunteer to conduct training for the ToT. The host partner will also provide the volunteer with office space as well as a guesthouse’s for accommodation at Koffele town or facilitate hotel lodging in Shashemene town. For field travel the host will provide the volunteer with transport.

1. **Anticipated Results from the Assignment**

It is anticipated that this volunteer assignment will result in improved awareness, knowledge and skill of women in nutritional food preparation and preservation for at a family/ household level. After this particular volunteer intervention, it will be anticipated that the members:

* Improved household feeding practice
* Improved hygiene and sanitation that will lead to better health
* Engagement in growing nutritious crops
* Improved food selection at market
* Improved infant and young child feeding practices, etc.

The anticipated deliverables of the volunteer include:

* + Initial presentation (activities, plan, approach, etc.) prepared and presented,
	+ Training and technical assistances conducted,
	+ Family food menu for a week will be developed
	+ Guideline on food preparation and preservation for other stakeholders will be developed
	+ A detailed field report (with recommendations and reconcile cash advance) submitted.
	+ A debriefing to CRS staff and/or USAID presented.
	+ Outreach events in the US conducted.
1. **Schedule of Volunteer Activities in Ethiopia**

| Day | Activity |
| --- | --- |
| Days 1  | Arrival to Ethiopia. The volunteer will be met at Bole Airport by CRS’s client hotel Churchill (churchillhotel@ethionet.et / info@churchillhoteladdis; phone # 0111111212). The hotel has booth inside the terminal.  |
| Day 2 | * Take hotel shuttle to CRS office (CRS working days are Monday to Friday from 8:00AM to 5:00 PM)
* Welcoming by CRS, and briefing meeting on security, general orientation, logistic and reporting formats.
* Discuss anticipated outcomes and work plan
 |
| Days 3 | Travel to the assignment site Kofele town (270 km South East of Addis Ababa). S/he will be introduced with the host and will be accommodated at Koffele or Shashemene town. If time permits, general orientation with the host will be pursued.  |
| Days 4 | * First hand briefing on the main objectives and modality of the assignment and adjust the agenda for the coming days (work planning session).
* Further identify skill and training gaps through visiting and discussing with clients/customers.
* Based on information gathered and gaps identified, enrich the prepared training materials incorporating hands-on practices.
 |
| Day 5-6 | * Provide trainings and technical assistances (cooking demonstration)
 |
| Day 7 | * Local market visits and collect information
 |
| **Day 8** | **Rest day** |
| Days 9-10 | * Continue Providing trainings and technical assistances (cooking demonstration)
 |
| Day 11 | * Group presentation to the host in the presentation of CRS
 |
| Day 12 | * Volunteer travels back to Addis Ababa
 |
| Day 13 | * Finalize reimbursement expenditures and liquidations (if any) with finance.
* Finalizes his/her reporting and submit training M&E forms to CRS F2F staff.
* Debriefing at with CRS staff and/or USAID Mission
 |
| Day 14/15 | Complete any unaccomplished activities and depart for USA |
| TBD | Outreach event when back in the US |

1. **Desirable Volunteers Skills**

The volunteer will have the following qualifications and competencies:

* Proven knowledge and experience in food preparation/cooking and food preservation
* Practical experience in developing food profiles for specific community groups
* Experience in adult training or learning alliances with smallholder farmers, community development/extension workers, development agents, members of community based organizations (CBOs), etc.
1. **Accommodation and Other In-Country Logistics**
* Before travelling to the host partner at the assignment site at Koffele, the volunteer will stay in Addis Ababa at one of the CRS’s client hotels, Churchill (churchillhotel@ethionet.et / info@churchillhoteladdis; phone # 0111111212). Or other hotels that will be booked before arrival dates.
* In Addis Ababa, the hotel usually has rooms that include services such as airport pickup and drop-off, breakfast, wireless internet, etc.
* The hotel or CRS will arrange a vehicle for short travel from the hotel to CRS and vice versa while in Addis Ababa.
* All required materials will be prepared ahead of time and will be provided to the volunteer. CRS Ethiopia will provide the volunteer with a laptop computer (if s/he needs), local internet dongle (modem/EVDO) and mobile phone with charged local SIM-card. Any other required logistics and facilities can also be requested by the volunteer during her/his stay in Addis Ababa.
* CRS will arrange transport vehicle and as well as will accompany the volunteer to the assignment site.
* During the assignment period, the volunteer will stay at the host guesthouse at Koffele town or a hotel at Shashemene town which is 25 Km away from Koffele. The accommodation details will be confirmed prior to the volunteer arrival in country.
* CRS Ethiopia will pay for guesthouse or hotel accommodations
* CRS HQ will provide the volunteer with per diem advance to cater for meals and incidentals.
* CRS Ethiopia will also reimburse the volunteer with laundry costs against receipts.
* Before departing to US, the volunteer will also liquidate advances (if any) at CRS Ethiopia.
* For more information, please refer to country information that will be provided.
1. **Recommended Assignment Preparations**
* Although CRS F2F has developed such hinting SOW, the volunteer can fine-tune through her/his professional qualifications to successfully carry out this assignment.
* The assignment site is in dry lowland area where malaria is prevalent. Therefore, having precautions in taking pills or vaccination for malaria and (maybe also for cholera) upon recommendations by her/his doctors/health professionals in US is advisable.
* Prior to travel, the volunteer is advised to prepare necessary training and demonstration aids and written handouts. Softcopies of the handouts and any other paper materials can be printed for immediate use at the CRS office in Addis Ababa on request by the volunteer.
* If the volunteer requires use of simple training aids like flip charts, markers or tape s/he should make the request and collect from the CRS office in Addis Ababa prior to travel to the assignment place.
* If required, translation of handouts to the local language can be done in the locality of the assignment, if required.
* Depending on the meeting places and availability of electric power and LCD projector, the volunteer may use a laptop and projector for power point presentations.
1. **KEY CONTACTS**

|  |  |
| --- | --- |
| **CRS Baltimore** | **CRS EARO** |
| **Maria Figueroa,** Recruitment ManagerEA Farmer-to-Farmer Program228 W. Lexington StreetBaltimore, MD 21201Email: maria.figueroa@crs.org Phone: 410-951-7366 | **Nyambura Theuri,** Deputy Project DirectorEA Farmer-to-Farmer ProgramP.O. Box 49675 – 00100Nairobi, KenyaSt. Augustine Court Karuna Close RoadEmail: nyambura.theuri@crs.org  |
| **CRS Ethiopia:** |
| **Biruk Tesfaye,** F2F Program managerP. O. Box 6592, Addis Ababa.Email: biruk.tesfaye@crs.orgPhone (landline): +251-112 788800 Cellphone: +251-911-718450  | **Markowski Richard,** Acting Head of ProgramsCRS Ethiopia Office, P. O. Box 6592 Addis Ababa, EthiopiaPhone: +251-112-788800Email: Richard.Markowski@crs.org |
| **Host Organization:** |
|  |
| **Mr**. **Feyisa Gemeda,** General managerSocial Development Coordinating Office of Robe (SDCOR), Koffele, EthiopiaCell phone: +251-916-581659Email: rcsfeyisa1@gmail.com | **Mr. Habtamu Gizaw,** Coordinator ofSocial Development Coordinating Office of Robe (SDCOR), Koffele, EthiopiaCell phone: +251-912-265671Email: rcshabtamu2@gmail.com**Sister Maria W/Yesus**Email: mariawyesus@yahoo.comCellphone:+251-911387449 |