 

**Farmer-to-Farmer East Africa**

**Volunteer Assignment Scope of Work**

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| **Summary Information** |
| Assignment code | ET-86 |
| Country | Ethiopia |
| Country Project | Horticultural Crop Production and Sector Support |
| Host Organization  | Organization for Rehabilitation and Development in Amhara (ORDA)  |
| Assignment Title | Business development /project proposal design capacity building |
| Preferred Dates | Flexible |
| Assignment objectives | * Introduce new thinking for business development in relation to donor grids
* Evidence based monitoring and evaluation developed
* Increased knowledge on management and plan for utilization
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| Desired Volunteer’ Skill/Expertise | * Experience with business development and project proposal development
* Experience monitoring and evaluation
* Knowledge Management experience
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1. **BACKGROUND**

The Farmer-to-Farmer (F2F) East Africa program 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 volunteer.

Organization for Rehabilitation and Development in Amhara (ORDA) was founded in February 1984 as Ethiopian Relief Organization (ERO). It has more than 31 years of Relief, Rehabilitation and holistic development experience in Amhara Regional state, Ethiopia. Its purpose is to contribute to Sustainable Livelihood Transformation and Environmental security.

Its pillar programs are; 1.Natural resource development (reforestation, integrated watershed management, protection of biodiversity, and promotion of alternative energy), 2. Water resource development (WASH and irrigation), 3.Food security and agricultural development (crop production and protection, livestock production, income generating and marketing, disaster risk reduction, nutrition, etc) and 4. Youth employment creation and gender mainstreaming. Environment, HIV/AIDS, Nutrition, disability, etc. are cross cutting issues addressed by ORDA programs. ORDA has proven excellence in these thematic areas in all of these programs where it has go award in greening program, WASH, and natural resource and irrigation. ORDA’s operational area is 60-80 woredas, districts, in the Amhara region.

1. **ISSUE DESCRIPTION**

ORDA is local NGO and the resource base for the implementation of the project in the target area is international community. The need of the resources comes from different side of the glove and reach in to the same box/ donor communities/. The supply side of resources they avail and the demand of the community have big gaps. To tap resources from international community, it needs special skill on how to write marketable proposals and submit to the donors. This area is one of the weak links of ORDA. On the other side, ORDA has ample experience in implementation of the project on the ground. The issue is how to extract results and to utilize a result based Monitoring & evaluation system of reporting. Generally the soft skill that is proposal writing/ business development, result based monitoring & evaluation and knowledge management is ORDA’s weakness. It needs technical assistance in the mentioned gaps.

1. **OBJECTIVES OF THE ASSIGNMENT**

The specific objective of this volunteer assignment is to train and technically assist ORDA’s particularly in the area of business development/project design, result based Monitoring & evaluation system & practices, Knowledge management. This will increase the capacity of ORDA in resource mobilization/fundraising from the international community using evidence based information sharing. Currently, there is high competition in resource mobilization globally.

The specific activities will include technical support in:

1. Business development/ project design skill transfer
2. Creation of a result based monitoring and evaluating system
3. Knowledge management skill

The targeted beneficiaries will be around 25 staff particularly business development officer, monitoring, evaluation & learning officer and knowledge management officers.

**Host contribution** – The host has committed to mobilize the staff to receive the volunteer’s technical and practical assistance. The host will also avail key personnel to work closely with the volunteer at all times, assisting her/him during training and practical demonstration sessions, ensuring translation to the local language and advising on the culture of the nunnery. CRS will cover lodging costs against receipts and other related costs. In coordination with the host and the volunteer, CRS will also arrange and pay for transport services for daily use to and from the ORDA office.

1. **ASSIGNMENT DELIVERABLES**

It is anticipated that this volunteer assignment will results in improving in the area of business development, result based monitoring & evaluation and knowledge management.

* Business development/ project proposal writing skill improved
* Most project proposals accepted by donors
* Evidence based monitoring & evaluation system installed and documents produced and accepted by all stakeholders
* Lessons properly written, documented and shared
* The project management cycle properly addressed at organizational level
1. **SCHEDULE OF VOLUNTEER ACTIVITIES IN ETHIOPIA**

| **Day** | **Activity** |
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| Days 1  | Arrival to Ethiopia, Bole international Airport. The volunteer will be picked by Churchill Hotel or another CRS client hotel with a placard bearing “**CRS logo and volunteer name”**.  |
| Day 2 | Introduction to CRS higher officials and briefing meeting (security, general orientation, logistic, reporting formats, etc.) at CRS office. Discuss anticipated outcomes and work plan. |
| Days 3 | * Fly to Bahir Dar (located 560km outside of Addis Ababa)
* 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).
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| Days 4 | * Further identify skill and training gaps through visiting and discussing with the host.
* Based on information gathered and gaps identified, enrich the prepared training materials incorporating hands-on practices.
* Firsthand information/data collection by volunteers as applicable.
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| Day 5-7 | * Conduct firsthand training and presentation to the ORDA staff.
* Assess and refine the quality of trainings through feedback and observations.
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| **Day 8** | **Rest day.**  |
| Days 9-14 | Continuation of the trainings and technical assistance  |
| **Day 15** | **Rest Day** |
| Day 16-18 | Continuation of the trainings and technical assistance |
| Day 19 | * Group debriefing presentation to the host in the presence of CRS.
* Volunteer travels back to Addis Ababa.
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| Day 20 | * Finalize reimbursement expenditures and liquidations (if any) with finance.
* Finalizes his/her report and submit training M&E forms to CRS F2F staff.
* Debriefing at CRS office with USAID Mission and CRS staff
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| Day 21 | * Depart for USA (evening hours)
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| TBD | Outreach event when back in the US could include: presentation with a local group/organization, press release, media event and/or speaking tour. |

1. **DESIRABLE VOLUNTEER SKILLS**

 The volunteer will have the following qualifications and competencies:

* Proven skills in business development/proposal
* Experienced in result based Monitoring, Evaluation and Learning both in theory & practice
* Experienced best practice development
* Experienced in knowledge management ( development, documentation and scaling up)
1. **ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**
* Before travelling to the assignment place, the volunteer will stay in Addis Ababa at one of the CRS’s client hotels, Churchill or another hotel that will be booked and confirmed before the arrival date.
* 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 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 a 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 provide a vehicle and accompany the volunteer to the place of assignment.
* During her/his assignment period, the volunteer will be booked in a hotel in Bahir Dar town.
* CRS Ethiopia will arrange hotel accommodations and cover the lodging bills against receipts.
* CRS HQ will provide the volunteer with a per-diem advance to cater meals and incidences.
* CRS Ethiopia will also reimburse the volunteer with laundry costs against receipts.
* Before departing from Ethiopia, the volunteer will liquidate any advances received in 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 adjacent to Lake Tana where malaria is a problem. Therefore, the volunteer is advised to take pills or vaccination for malaria and (maybe also for cholera) as per medical recommendations by her/his doctors/health professionals in US before departing from US.
* 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 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.
* 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**

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| **CRS Baltimore** | **CRS East Africa Regional Office** |
| **Maria Figueroa**Recruitment Manager EA Farmer to Farmer Program228 W. Lexington StreetBaltimore, MD 21201; 410-951-7366Email: maria.figueroa@crs.org  | **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 manager CRS Ethiopia Office, P. O. Box 6592; Addis Ababa, EthiopiaPhone: +251-112-788800, Mobile: +251-911-718450Email: biruk,tesfaye@crs.org  | **Zemede Zewdie,** Head of Programs (HoP)CRS Ethiopia Office, P. O. Box 6592 Addis Ababa, Ethiopia Phone: +251-112-788800, Mobile: +251-911-507305Email: zemede.zewdie@crs.org |
| **Host Organization** |
| Shimelis Mohammed Cellphone:+251-9l0506072: Email:shimelism@rocketmail.com ORDA – Bahir Dar, Ethiopia  | Tsehay Mengesha Email: tsehayasmare@gmail.comCellphone: +251918701191ORDA – Bahir Dar, Ethiopia  |