 

**Farmer-to-Farmer East Africa**

**Volunteer Assignment Scope of Work**

**NOTE: SCOPE OF WORK WAITING FINAL EDITS**

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| **Summary Information** | |
| Assignment code | ET-91 |
| Country | Ethiopia |
| Country Project | Horticultural Crop Production and Sector Support |
| Host Organization | Ethio-Wetlands and Natural Resources Association (EWNRA)) |
| Assignment Title | Project proposal development for funding and Project Cycle Management |
| Preferred Dates | October-Dec 2016 |
| Assignment objectives | * To introduce new thinking for business development in relation to donor grids * To develop a viable and selling grant /business proposal for submission to appropriate donors * To train on the overall project cycle management activities |
| Desired Volunteer’ Skill/Expertise | * Preferably graduate in agricultural/rural economics, economics, business administration, project management and related subjects * Experience with business development/project proposal development * Experience in overall project cycle management |

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.

Ethio Wetlands and Natural Resources Association (EWNRA) is a local non-governmental organization established in 2000 with environmental and development objectives specifically focusing on wetlands and natural resource conservation in the country. The organization strives to realize its vision of seeing healthy Ethiopia’s wetlands and related ecosystems providing sustainable benefits to local and global environment and development. Since its establishment, Ethio-Wetlands and Natural Resources Association have been doing research and working on various development projects in an integrated manner with a view to resolve better the interwoven problems fueling one another in its target areas. The prime objectives of these projects are to address environmental issues in order to contribute towards sustainable natural resources management and poverty reduction in the country through improving the livelihood bases of the local communities within its intervention areas. Further it is to contribute towards ensuring the sustainability of Wetlands and other Natural Resources such as forests, soil and water through implementing community based integrated natural resources management projects. Through implementing various development activities, EWNRA has been able to achieve fruitful and meaningful results in close collaboration and coordination with the concerned government offices.

1. **ISSUE DESCRIPTION**

Projects pervade the culture of development organizations. As a result, project management is a critical competency for development professionals and development organizations like EWNRA manage their work through projects. Their offices are staffed by project officers who manage project teams. In turn, the project team develops project plans, implements project activities, and monitors project progress, and evaluate project impact. In addition they are expected to analyze the root causes of poverty and also write project proposals. Despite this development professionals lack extensive experience and skills in the area of project management.

The main source of fund for the association is the donations received from different international organizations. It is a fact that at this time looking for a fund requires a good skill in developing a competitive business proposal. For the past few years the host identified critical areas that require the support of EWNRA to improve the livelihood and nutritional situation of smallholder farmers in the operational area. However, due to the lack of skill and knowledge in preparing competitive proposal for potential funding, the association was unable to address the gaps. Therefore the organization would like to improve the staffs’ skill in project proposal development and also inspire new ways to connect/be informed with donor organizations.

Proper management of the different projects is another important area that the association needs to improve. The association is not deploying modern techniques to manage the overall cycle of projects mainly facing difficulty on monitoring and evaluating a project in a systematic way. Having this fact the association requested CRS, F2F program for a volunteer technical support to build the capacity of their staffs.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of this volunteer assignment is to train and technically assist EWNRA staffs in the area of project cycle management with specific focus on project proposal preparation and monitoring and evaluation. In line with this support the volunteer is also expected to indicate for the association about the existing potential donor options worldwide.

The specific activities will include technical support in:

* Developing a viable and selling grant /business proposal for submission to appropriate donors
* Linking the association with potential donors
* Assisting with development of monitoring and evaluation systems

Generally, the purpose of this assignment is to improve development professionals’ project management capacity thereby increase the efficiency and effectiveness of projects.

**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 sessions, ensuring translation to the local language and advising on the culture of the specific area. The host will also facilitate vehicle availability for everyday use of the volunteer and CRS will cover fuel cost against receipt (if requested by the host organization). The host will also provide the volunteer with office space and furniture at its office compound at Guwanga town.

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.

* Project cycle management of staffs will be improved
* Project proposal writing skill improved
* New potential donors will be created
* Strong monitoring and evaluation system will be created

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 | * Travel to Dilla (located 370 km 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). |
| 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. |
| Day 5-7 | * Conduct firsthand training and presentation to the EWNRA staff. * Assess and refine the quality of trainings through feedback and observations. |
| **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. |
| 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 |
| Day 21 | * Depart for USA (evening hours) |
| 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:

* Preferably graduate in agricultural/rural economics, economics, business administration, project management and related subjects
* Experience in project cycle management
* Experience in writing grant proposals
* Experience and/or familiarity in agriculture sector
* Good communicator and interpersonal communication skills

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 Dilla 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.
* Some areas of the assignment/project site have some lowland agro ecologies. Therefore, precautions through 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 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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| **Host Organization** | |
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