 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

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

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| **Assignment Summary:**  |
| **Assignment Code** | **TZ84 SOW** |
| Country | Tanzania |
| Country Project | Tanzania F2F Grains Project |
| Host Organization | Catholic Arch -Diocese of Arusha  |
| Assignment Title | Support the Catholic Archdiocese of Arusha to develop a grant/business proposal to submit to potential donors/ financiers so as to access capital to develop the Canaan and Simanjiro school farms  |
| Assignment objective | To develop a viable and selling grant /business proposal for submission to appropriate donors /financial institutions to raise capital to invest in the Arch-diocese lands of Canaan and Simanjiro School Farm.  |
| Desired skills | Agricultural Business Development Specialist with skills to identify and suggest potential funders for the proposal/s  |
| Assignment preferred dates | Anytime from May 2016 onwards  |

1. **Background**

The Farmer-to-Farmer (F2F) East Africa program is a program that uses short-term US Volunteer expertise to assist small holder farmers and small scale processors in East Africa to improve their business practices conducted with host organizations. The goal of the F2F program is to increase incomes, improve access to and utilization of markets, credit and preservation, and enhance natural resources upon which target communities depend.

The host for this particular assignment is the Catholic Arch-Diocese of Arusha, located in the northern part of Tanzania. It was established in 1963 and it is one of the largest dioceses in Tanzania. The Archdiocese covers the districts of Arumeru (2,896 Km2), Arusha Municipality (82.5 Km2), Ngorongoro (14,030 Km2), Monduli and Longido (14,451 Km2), Kiteto (16,305 Km2) and Simanjiro(18,851Km2). The population of Arusha is 2, 364,000.

Catholics are more than 500,000 in the region with 50 parishes and more than 198 missions. Furthermore, there are 57 diocesan clergy, 76 religious clergy, 639 religious women (sisters), 26 major seminarians (Philosophy and Theology students), 167 minor seminarians and 394 catechists (Pastoral ministers).

Apart from its’ evangelization outreach activities, the Archdiocese has a number of farms which support various area of operation within the Archdiocese through efficient production of food crops, vegetables, fruits and animal products (meat, milk and eggs).The farms also serve as income generation arm of the Archdiocese to support evangelization among other needs. The challenge however is that most of the farms are underutilized and poorly managed such that the benefits are not realized to the full.

The Canaan farm is one of such farms on a 128 acres land currently also used for religious purposes of meditation/retreat/ novena. It is uniquely located up a hill overlooking the Arusha city, about 1500m above sea level, offering a unique, quiet, peaceful kind of environment suitable for religious retreat and meditation with a breath taking view. The church bought this land from some foreign owner in 2000 and has not yet developed it fully due to various limitations to include technical and financial resources. Its delicate landscape calls for expert planning so that embedded in the farmland is also ample space for religious meditation, a forest area for environmental conservation and protecting the land from soil erosion. There is also need for proper road infrastructure and buildings plan all embedded into the land use plan. The Archdiocese planned to have a land use plan master plan before serious investment to develop it, and lacking the financial resources to contract an expert the diocese approached the CRS F2F program to support with the exercise.

The F2F program responded by providing a volunteer, John W. Groninger; email: groninge@siu.edu from Southern Illinois University who helped develop land use master plan so that the Arch-diocese would use this as a road map for its development. This exercise was very successfully completed on January 2016 with many recommendations on how to proceed with the farm development. A land use plan was developed in consultation with key staff within the Archdiocese that addressed conservation as well as agricultural development consistent with present and anticipated future land uses.

For the Simanjiro School Farm, the Arch-diocese is planning to rehabilitate about 1070 acres in Simanjiro in Kiteto district (about 105 kilometers from Arusha city and deep into Maasai land) that was under the management of the Arch-diocese owned agricultural school. Unfortunately the management of the school and farm was so poor that both operations had to be closed in 2015. It was decided to re-open the school but this time as a girls’ secondary school and re-establish the farm as the income generating arm of the school to meet the running costs of the school (since the school fees charged would not meet all the costs). The current plan is to start with two streams of form one (40 students per stream) in 2016 and will have full capacity by 2017 when there will be a total of 320 students – majority from the Maasai community.

The objective of the arch-diocese is to revive the farm such that it is a sustainable and profitable undertaking so as to meet its own costs as well as generate income to run the girls secondary school. Any surplus money will be plowed into the education department of the arch-diocese to promote education. The diocese approached the CRS F2F to provide technical expertise to help in the planning of all activities leading to the revival of the farm that will be implemented in phases until all the land is put to good use. A volunteer; Jeff Knowles, email; jknowl12@yahoo.com

Was identified and helped the diocese with developing a very comprehensive strategic plan that is believed to set the groundwork for the diocese to make the farm profitable and fully achieve the Objective. This exercise was completed on early April 2016.

**B: ISSUE DESCRIPTION-**

Following John’s recommendations; work has been on-going to proceed with tree planting and for this year expanded on the grains production part using the land use ideas provided. The land dedicated to maize and beans production this farming season was increased to 32 acres, while tree planting is continuing where various religious groups of the church like the Catholic Women are mobilized and volunteer to plant trees along the roads and other earmarked points of the land.

As part of the outcomes of Jeff Knowels with regards to the strategic planning for the Simanjiro farm, he recommended the Diocese use this strategic/farm plan as a guide for future decision making to make this land profitable and serve as a model conservation farm within the surrounding communities.

The recommendations have been received very positively by the Bishop, the arch-bishop and all the diocese leaders and are keen to implement albeit in phases. For example where resources are not prohibitive like tree planting, the exercise is in progress with Canaan farm where the laity in the various groups volunteers to do the work. Where major investment is required to make any progress the challenge is big and the diocese is forced to explore all possible options. In a recent meeting with the Bishop he requested the CRS F2F program to help with identifying an expert to facilitate a process to develop a feasible business plan /grant proposal that would be submitted to potential donors for support.

**C: OBJECTIVE OF THE ASSIGNMENT**

* To liaise very closely with the Arch-diocese leadership and staff to understand the financing options and potential donors/ financial institutions to target for the business/ proposal plans
* To study the two volunteer reports for back-ground information and also pointers to activities and budget items
* Visit the two sites for familiarization and verification of the situation
* With the above information facilitate the diocese team to develop business /grant proposals
* Brain storm with diocese leadership on target funders /donors and finalize the proposals as per each donor requirement and submit as required
* Advise the Diocese on the necessary follow up procedures and remotely help in responding to any challenging areas of proposals

**D. Host contribution:**

* The Archdiocese will contribute in the development of the scope of work
* Will provide transport, accommodation, food and translation service as may be required by the volunteer as he/she conducts the assignment.
* Will mobilize relevant staff to work with the volunteer as she/he facilitates the various sections of the business/ grant proposal
* Will implement volunteer recommendations to the best of it’s ability.

**D: ANTICIPATED RESULTS FROM THE ASSIGNMENT**

* Business /grant proposal completed ready for submission to relevant donor/ financial institutions
* Arch-diocese staff well versed with grant/ business proposal development
* Consensus on the way forward with the developed proposal/s
* In the long term business /grant proposal approved and investments made in the two sites of Canaan Farm and Simanjiro School Farm
* Volunteer report to the CRS

**E: SCHEDULE OF VOLUNTEER ACTIVITY IN TANZANIA**

The whole exercise is estimated to take about three weeks; one week spent visiting the farms and gathering all necessary information. The second week will be the actual drafting of the business /grant proposals while the third and last week would be for budgeting and polishing the documents. The detailed schedule will be drawn by the expert and diocese staff who will be involved with this exercise. The volunteer once identified is encouraged to conduct as much research as possible prior to starting the work –liaising very closely with the Arch-bishop Rt. Rev. Prosper Lymo; prosperlyimo@yahoo.com

**F. DESIRABLE VOLUNTEER SKILLS.**

* Experience drafting grant proposals /business plans for non –profits and or Faith Based Organizations (FBOs)
* Knowledge of potential donors for such businesses would be an advantage – i.e. someone who can identify Catholic Church funders for non-evangelical work –(even as the income would help in evangelization)
* A good facilitator who can impart skills to the support team using appropriate adult learning methodologies so that these are empowered enough to proceed themselves later.

**G: ACCOMODATION AND OTHER IN-COUNTRY LOGISTICS**

* The Archdiocese will provide accommodation at Burka Epiphany Centre –self- contained with a working table and chair
* Food will be provided by the Archdiocese depending on the volunteer’s preference.
* Transport to the sites and any related work will be provided by the Arch-Diocese

**H: RECOMMENDED ASSIGNEMENT PREPARATION**

Would be volunteers for this assignment are recommended to familiarize with the Archdiocese of Arusha [www.arushaarchdiocese.or.tz](http://www.arushaarchdiocese.or.tz) and contact the Archbishop RT. Rev. Prosper Lyimo; email;prosperlyimo@yahoo.com for any clarifications. The volunteer should also familiarize with the CRS F2F program, the F2F Tanzania program and Tanzania as a country general.

**]: KEY CONTACTS**

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