

**To express interest in this assignment please email** [**Chi.Olisemeka@crs.org**](mailto:Chi.Olisemeka@crs.org)

**CRS Farmer to Farmer Program**

**Volunteer Assignment Scope of Work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Summary Information** | | | | | |
| **Assignment Code** | **UG2107** | | | | |
| Country: | Uganda | | | | |
| Country Project: | Agribusiness | | | | |
| Host Organization: | Alumalum Rural Investments limited | | | | |
| Partner: | Rural Opportunities | | | | |
| Date of baseline data collection: | February 19, 2019 | | | | |
| Date of host agreement signing: | May 16, 2019 | | | | |
| Number of previous volunteer assignments: | | | 2 | | |
| Volunteer recommendations given (Total): | 10 | Volunteer recommendations applied (Total): | | | 8 |
| Assignment Title: | Design and operationalize an M&E system for Alumalum operations. | | | | |
| Objectives of the assignment: | Develop and deploy a framework for monitoring and evaluation (M&E) that includes guidance and tools for monitoring and data collection, data analysis, visualization, feedback, and reporting. | | | | |
| Assignment preferred dates: | June - July 2023 | | | | |
| Desired volunteer skill/expertise | * Good understanding of M&E principles, particularly for agricultural projects. * Qualifications and experience in project management or  M&E is desirable. * Strong writing, analytical, and communication skills. * Strong adult facilitation/training skills   **OR**   * Formal qualifications in M&E (but with broad knowledge & experience working in the Agro-forestry and processing sector). * Experience in planning, evaluation, and IT knowledge (data design, assessment, and report). * Other skills include knowledge of important aspects of monitoring and value chain management. * Good adult training skills | | | | |
| Type of Volunteer Assistance | Technology Transfer (T) | | | | |
| Type of Value Chain Activity | Information and Input Support Services (S) | | | | |
| PERSUAP Classification[[1]](#footnote-2)[1] | III | | | | |
| Number of people to be trained | Men | | Women | Youths | |
| 43 | | 13 | 36 | |
| Will the assignment address gender gaps? (Yes/No)  If yes, please include these in the issues description | | | | No | |
| Will the assignment address climate change? (Yes/No)  If yes, please include this in the issues description | | | | No | |
|  |  |  |  |  |  |

1. **BACKGROUND**

CRS Farmer-to-Farmer (F2F) is a USAID funded five-year program (2019- 2023) with a primary goal of reducing hunger, malnutrition, and poverty across six countries: Benin, East Timor, Ethiopia, Nepal, Rwanda, and Uganda. The program aims to achieve this goal by advancing inclusive, sustainable, broad-based economic growth in the agricultural sector. The program’s secondary goal is to increase the US public understanding of international development issues and programs and share that knowledge back in the US. To achieve its goals, the F2F program provides volunteer technical assistance to farmers and farmer groups (associations and cooperatives), private agribusinesses, and agricultural education institutions in developing countries like Uganda to address host-identified technical needs in selected agricultural value chains. F2F volunteers are pooled from a broad range of US agricultural expertise, from private farmers with varied experience, university professors, bankers/certified accountants, animal health and nutrition specialists, soil scientists, and agronomists who support local host organizations. The F2F program introduces innovation and develops local organizations’ capacity for more productive, profitable, sustainable, and equitable agricultural systems while providing an opportunity for people-to-people interactions within the agriculture sector. In Uganda, the F2F program focuses its technical interventions on the livestock and agribusiness value chains.

Alumalum is a private company located in Northern Uganda – Amuru District (within Acholi sub region). Its services are rooted in promoting agroforestry systems aimed at building the environment and reducing carbon emissions. The company’s mission statement is “We put trees in the ground and money in the hands of farmers through empowerment and access to the markets”. Its vision is “to be a leading the movement in the establishment of biodiverse agroforestry systems, producing food and cash; conserving water and building soil; and, capturing carbon in northern Uganda”. Alumalum services aim to build sustinable livelihoods for farmers by promoting three organic agroforestry systems, providing guaranteed markets for partner farmers’ crops, and ensuring food secure households.

Alumalum company partners with 1,000 farmers distributed among all the three systems. These agro-forestry systems include:

1. Integration of cocoa, bananas, and hard wood species.
2. Sesame intercropped with fruit and hard wood tree species; this is a short-term system aimed at promoting perennial farming.
3. Moringa intercropped with a preferred food crop for food security.

Alumalum Rural investments is one of the few agro-processing companies in Uganda engaged in the processing of sesame and moringa oil for export. The company sources organically grown moringa and sesame seeds from partner farmers and conventional seeds from the wider market. These are processed into moringa oil (organic and conventional) for the export markets. LUSH hand-made cosmetic products are made from oils produced by the company. Alumalum has partnered with approximately 143 farmers in the moringa agroforestry system, where it has established demonstration sites to showcase best practices.

**ISSUE DESCRIPTION**

Since its inception, Alumalum has not established an effective monitoring and evaluation system to systematically track implementation and outputs, and to measure the effectiveness of its programs. There is a need to create transparency and accountability, improve project performance, effective resource allocation, while promoting learning and data-driven decision making, and systematic management of the organization.

Alumalum needs an effective M&E system but lacks the technical capacity to develop and implement one. Therefore, it is requesting requesting volunteer assistance from CRS Farmer-to-Farmer. By providing technical assistance in this area, Alumalum will be able to assess the critical link between implementation and beneficiaries on the ground and decision-makers. Alumalum will be better positioned to develop and retain institutional memory and have a more robust basis for running the business.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective for the volunteer is to provide technical support in the areas of:

* Designing, developing, and operationalizing a M&E framework for Alumalum's operations.
* Designing and deploying monitoring guidance and tools, data analysis and visualization techniques, feedback, and reporting mechanisms.
* Coordinating data collection and analysis, including the compilation of raw data, providing technical leadership in defining data analysis and visualization techniques, and documenting lessons learned and best practices to support programming, strategic planning, and decision-making.
* Designing and facilitating a workshop for Alumalum's staff on results-based management (RBM), M&E, reporting protocols, data sense-making and how to incorporate M&E findings for project design, planning and implementation.
* Establishing a baseline that defines and promotes Quality Assurance (QA), Quality Control (QC) and Quality Improvement (QI) measures for data analysis and reporting initiatives.

The volunteer will work towards attaining the objectives by working with Alumalum’s management and field staff.

**Host contribution** – Alumalum has committed to providing translation services and to ensuring that the staff members attend the workshop sessions.

**ANTICIPATED RESULTS FROM THE ASSIGNMENT**

The anticipated deliverables include:

• Trainings conducted and people trained

• Established M&E system

• Debrief with USAID and in country group presentations after assignment

• Field trip report and expense report

1. **SCHEDULE OF VOLUNTEER ACTIVITIES IN UGANDA**

|  |  |
| --- | --- |
| Day | Activity |
| Day 1 | Arrival at Uganda Entebbe Airport; pick-up by Fairway Hotel Airport shuttle; check-in at Fairway Hotel. **NB:** In case the volunteer encounters /experiences any difficulty, please request assistance from Airport Staff to call George on 0772 472103 or Robbinah on 0772490897. |
| Day 2 | Rest Day |
| Day 3 | At 9.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter proceeds to the CRS office for introductions and briefings on various topics including the host, assignment logistics and expectations, and anticipated outcomes. Any tools will be prepared at CRS offices.  Review the main objectives of the assignment and adjust the agenda to align it with the prevailing realities.  After the meeting, the volunteer will depart for Gulu to commence the assignment. He/she will be accompanied by Robbinah/George. |
| Days 4-5 | Orientation to understand Alumalum operation. Orientation will include field visits.  Discuss the basics of M&E system with staff |
| Day 6-13 | Work with management and field team to develop an M&E system |
| Day 14 | Wrap up the workshop and emphasize key highlights from the assignment. Participants evaluate the workshop and together with the volunteer discuss final report recommendations. |
| Day 15 | Debrief at CRS office with USAID Mission and CRS staff.  Volunteer finalizes his/her volunteer report at the CRS office and fills out all necessary M&E forms as well as finalizing liquidations with finance. |
| Day 16 | Depart for USA |
| TBD | Outreach event in the US  **Note:** ***This is a draft schedule that will be finalized based on volunteer actual dates of availability, Sundays are typical rest days and working on Saturday is, per the host’s request*** |

1. **ACCOMODATION AND OTHER IN-COUNTRY LOGISTICS**

In Kampala, the volunteer will stay at Fairway Hotel & Spa ([www.fairwayhotel.co.ug](http://www.fairwayhotel.co.ug)).

In Gulu, the volunteer will stay at Dove’s Nest hotel which is located within Gulu town. The volunteer will be accompanied by Alumalum staff in the rural areas where farmers groups are located.

CRS will pay for hotel accommodation and provide the volunteer with per diems to cater for meals and other incidentals. If the volunteer receives an advance, this will have to be cleared before the end of the assignment. For more information, please reach out to the Farmer-to-Farmer team.

**F. RECOMMENDED ASSIGNMENT PREPARATIONS**

* CRS-F2F designs assignments with the assumption of some pre- field departure preparation by volunteers. CRS relies on the volunteers to assess the tasks outlined in this SOW and to make their own judgment about how much and what kind of preparation is needed prior to field travel.
* The volunteer should prepare hand-out materials that can be printed at the CRS office in Kampala before commencement of the assignment. Flip charts, markers and masking tape can be obtained at the CRS offices.
* CRS strongly recommends that the volunteers become familiar with [CRS programs in Uganda](https://www.crs.org/our-work-overseas/where-we-work/uganda), especially the agribusiness country project description.

**G. 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** | |
| **Chi Olisemeka**  Operations Specialist  Farmer-to-Farmer Program  228 W. Lexington Street  Baltimore, MD 21201  410-951-7366  Email: [Chi.Olisemeka@crs.org](mailto:Chi.Olisemeka@crs.org) | |
| **CRS Country Program** | |
| **George Ntibarikure**  Project Director  Farmer-to-Farmer Program  Uganda  Office Tel: +256 031 226 5658  Mobile cell phone +256 772 472 103  Email: [George.ntibarikure@crs.org](mailto:George.ntibarikure@crs.org) | **Robbinah Hakiza**  Senior Project Coordinator  Farmer to Farmer Program  Uganda  Office Tel: +256 031 226 5658  Mobile cell phone +256 780 130105  Email: robbinah.hakiza@crs.org |
| **Host Organization:** | |
| **Anthony Akera**  Operations Manager  Alumalum Rural Investments Ltd  Cell phone: +256 787500164  Email: [aakera@alumalum.org](mailto:aakera@alumalum.org)  **Nerea Buxton**  Tel: +17788461605  Email: nbuxton@lush.com | |

1. [1] 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.  [↑](#footnote-ref-2)