 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

**For Inquiries about this assignment please contact Priyanka Subba,**

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| **Summary Information** |
| Country: | Uganda  |
| Assignment Code:  | UG74 |
| Country Project: | Oil Seed Crops  |
| Host organization: | Amugo- Agro Technical Institute  |
| Assignment title: | Agricultural Extension Module Improvement |
| Type of Volunteer Assistance: | Organizational development (O) |
| Type of Value Chain Activity: | Information and Input support services (S) |
| Preferred assignment dates: | October-November, 2017 |
| Objective(s): | Review of the agriculture extension module and developing separate guidelines or practices for improving the delivery and dissemination of extension materials by both teachers and students.  |
| Desirable Volunteer Knowledge and Skills:  | Qualified person in agricultural extension education and especially applicable in developing countries. Knowledge, skills and experience in packaging and delivering good guidelines or extension information/manuals for effective results. Good computer knowledge – especially with internet access and computer networking will be required Good interpersonal and communication skills are required. |
| **Citizenship Requirement** | **US citizenship or permanent residency is required** |

1. **BACKGROUND**

Amugo Agro-technical Institute started in 1984 as a technical school by the parents of Alebtong district, the Ministry of Education and Sports later took over the school in 1985 and it became a government aided boarding and mixed technical school. In 1989 the school was upgraded to a technical Institute. The school was heavily affected by the Northern Uganda LRA insurgency but has been able to recover for the last 10 years. The majority of students enroll for agriculture course since farming is a major source of livelihood for this region.

The motto of the Institute is: ***Education for the common good.***

The Institute is governed by a Board of Governors –BoG which is elected in accordance to the Education Act 2008. The BoG is comprised of 12 members; 5 foundation body members, 2 parents,1 official from local government , 1 official from the sub county, 2 staff representatives from the Institute and 1 old student. The board appoints different sub committees; Finance committee, Disciplinary committee, Academic, Production and Self-help committees to supervise the management in efficient service delivery. The management team is led by the principal who is recruited by the Ministry of Education and Sports for a five year period to manage the day to day operations of the Institute. The Principal works alongside other staff – 2 Deputy Principals, bursar, heads of departments, teachers and support staff.

Amugo Agro technical Institute employs a total of 19 full time staff (4 females and 15 males), of these 6 staff are for agriculture course and 24 support staff (5 females and 19 males), these are categorized basing on the source of salary payment; either on government pay roll or on the Board of governors pay roll. The Institute has a student population 182 out of which 114 students all enrolled for agriculture course, making it the highly attended course at the institute. The student numbers are continuing to grow as the first-year students enroll for different courses. Amugo Agro- technical Institute offers several courses with duration of 1 or 2 years, awards are certificates and advanced certificates.

**2 year courses**

* Junior/ Craft course in Agriculture
* craft course in Motor Vehicle Technician (MVT) part 1
* craft course in Carpentry and Joinery (C&J)
* Block laying and Concrete Practice ( BCP)
* Tailoring and Garments Practice (TCG)

**1 year advanced courses:**

* Carpentry and Joinery (C&J)
* Motor Vehicle Technician (MVT)
* Block laying and Concrete Practice (BCP)
* Tailoring and Garment Cutting (TCG)
* Future plans are to introduce two courses in plumbing and welding.

The institute is offering a range of services both to the students enrolled at the school and the neighboring community, these include: Skills training, outreach to community especially for farming activities, farmers training at the institute through demonstration gardens, non-formal training of the community members and children dropouts in agriculture.

1. **ISSUE DESCRIPTION:**

Agriculture, being a back borne and a major economic activity in Lango sub-region, where Amugo Agro technical Institute is located is given priority in addressing rural development bottlenecks. This is evidenced by the high number of student enrolment in the agriculture class at the technical institute year by year. This is so because the factors affecting agriculture growth and development stem from high illiteracy levels of the general population, poor and unpredictable weather conditions, poor, inadequate and inappropriate technology, infrastructure, government policies and low investment in agro-processing. However, Amugo Agro technical Institute was started way back to address some of these factors such as teaching and training agriculture students who will go out to the field as qualified extension workers to promote better and improved agronomic practices to the farmers for improved farming productivity. This has been partly achieved through the well-organized outreach events to the surrounding farming communities, demonstration plots within and outside institute farm and the student internship attachments where students are placed at various agricultural organizations (government research stations, farmer organizations/cooperatives and NGOs) for hands on experience and skills on delivery of the extension knowledge.

However, with the rapid changes taking place today in science and technology; new agriculture challenges are emerging and these have outweighed the old extension methods to address them, therefore there is need for new and practical ways of training the teachers and students to equip them with the necessary skills to address today’s new challenges. Amugo Agro technical Institute has realized that there is a gap in the delivery module of particularly the extension module and how this prepares its students for the work environment. As such, this volunteer technical assistance will look at a review of the agriculture extension module currently taught at the institute and develop separate guidelines and recommendations for better delivery, concepts of adult facilitation skills and techniques in preparing and adapting agriculture extension materials to a specific context to address today’s and future agriculture development challenges.

1. **SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

The main objective of this volunteer assignment is to review the agriculture extension module and develop separate guidelines for improving the delivery methods and skills for developing agriculture extension materials tailored to specific work environments to produce students that are adaptable and well prepared to support the agriculture sector.

Specific assignment activities will include but not limited to;

1. Reviewing of the agriculture extension module and give specific recommendations/guidelines for improving mode of delivery. The volunteer will sit in for a classroom session for better understanding of the content and delivery method.
2. Developing appropriate agricultural extension materials that will address today’s challenges. Specific contexts that fit within the Institute community can be used as case studies.
3. Key aspects of adult learning & Facilitation skills and their role in agriculture extension.
4. On a separate note: the volunteer will support the institute in networking its computers for centralized activities such as printing with in the computer lab
5. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**
* Staff and students trained
* Training manual/Guidelines developed
* Debriefing with USAID and in country group presentations after assignment
* Field trip report and expense report
* Outreach activity, press release or a media event back in US
1. **SCHEDULE OF VOLUNTEER ACTIVITIES IN UGANDA**

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| Day | Activity |
| Day 1 | Travel from home to US international airport |
| Day 2 | Arrival at Uganda Entebbe Airport, picked by Fairway Hotel shuttle to Kampala and check in at the Hotel. |
| Day 3 | At 9.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter proceed to CRS office for introductions and briefings including host brief, logistics and expectations and anticipated outcomes. Any training materials such as hand –outs will be prepared at CRS offices.  |
| Day 4 | Travel to Alebtong district to commence the assignment.  |
| Day 5 | In the morning CRS introduces the volunteer to Amugo Agro technical Institute board & management team. Together with CRS and the management, the volunteer will tour the institute facilities and finalise the action -plan. The action plan should include group presentations to be done after the assignment.  |
| Days 6-18 | Review of Agriculture Extension module and engage in all specific assignment activities as agreed upon during the SOW and action plan review. |
| Day 19 | Wrap up with discussions of the recommendations with staff. Submit developed guidelines to the teaching staff and principal. |
| Day 20 | Travel back to Kampala |
| Day 21 | Debriefing at CRS office with USAID Mission and CRS staff.Volunteer will finalize his/her reporting at CRS office.  |
| Day 22 | Depart for USA |
| TBD | Outreach event in the US |

***Note:*** *The Assignment duration is flexible and can be adjusted depending on volunteer availability and ability to complete assignment objectives to the host’s satisfaction.*

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 Lira, the volunteer will stay at **Margarita Palace Hotel.**

CRS will pay for hotel accommodation, and provide the volunteer with per diems to cater for meals and other incidentals. The volunteer may get an advance, which will have to be cleared before departing from Uganda. For more information, please refer to the country information that will be provided.

**Host contribution** – Amugo Agro-technical Institute has committed to mobilize its staff and students to attend the trainings to be conducted by the volunteer. Personnel from the institute staff will be allocated to work closely with the volunteer, during the preparations and actual trainings, to ensure that key staff are trained and will continue training other staff and students even after the assignment is completed.

**G. RECOMMENDED ASSIGNMENT PREPARATION**

* The volunteer should prepare materials for hand out which can be printed at CRS office in Kampala before commencement of the assignment. Flip charts, markers, masking tapes can be obtained at CRS offices in case the volunteer wishes to make some illustrations.
* Knowledge on agricultural education in rural settings of developing countries may be useful.
1. **KEY CONTACTS**

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| **CRS Baltimore** | **CRS EA Regional Office** |
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