



## VOLUNTEER REPORT FORMAT

*To be submitted to CRS at the end of volunteer assignment and shared with the Host*

### 1.1 Assignment information

- a) Volunteer Name: **Nadira Branch, MPA**
- b) State of Origin: **Pennsylvania**
- c) Host Organization: **Ethio Wetlands**
- d) Assignment: **Project cycle management**
- e) Dates of Assignment: **August 25<sup>th</sup> – August 31<sup>st</sup> 2016**
- f) Number of days worked: **6**

### 1.2.1 Objective 1 in your SOW: **Equip project management and implementation staff**

#### a) Progress with the objective

- a. Donor relations and relationship building
- b. Understanding grant funded projects from the donor's perspective
- c. Comparative advantage – offering a great product or service at a cheaper rate than the competition
- d. Into to project design and logical framework
- e. How to develop a project proposal and concept note
- f. Developing a budget that is consistent with the project scope and activities that will lead to measureable results (SMART goals)

#### b) Expected impacts/results

- a. NGO should be able to develop a concept note based on topics covered during the training

#### c) Recommendations<sup>1</sup>

- a. Another F2F visit after the host completes my recommendations for the project to write or revise their proposal and budget
- b. More training for the host – Now they understand the concepts, but I still recommend they receive more training in Addis. For example, the M&E officer has only been working at Ethio Wetlands for six months. I recommend that he train with the M&E person in Addis so he can better understand how M&E fits into project design, budget, SMART goals, etc.

### 1.2.2 Objective 2 in your SOW: **Based on identified needs, develop a viable and marketable grant/business proposal for submission to appropriate donors**

#### a) Progress with the objective:

- a. Not achieved for the following reasons:
  - i. Host did not understand the concepts covered under objective 1
  - ii. Host could not effectively answer questions I would have needed to prepare a viable and marketable grant/business proposal for submission to appropriate donors within the timeframe
  - iii. Host did not want to meet on the weekends as I recommended
  - iv. Host did not have time to meet with me for the full proposed scheduled

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<sup>1</sup> **Note:** Only make not more than 6 recommendations. The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.

b) Expected impacts/results

a. Host now understands:

- i. Donor relations and relationship building
- ii. Grant funded projects from the donor's perspective
- iii. Comparative advantage – offering a great product or service at a cheaper rate than the competition
- iv. Project design and logical framework
- v. How to develop a project proposal and concept note
- vi. Developing a budget that is consistent with the project scope and activities that will lead to measureable results (SMART goals)

c) Recommendations

a. Same as objectives under #1

1.2.3 Objective 3 in your SOW: **N/A**

a) Progress with the objective

b) Expected impacts/results

c) Recommendations

1.3 Recommended future volunteer assignment

a) Meet and set expectations with host before arriving in Addis

Recommendation	Specific Action	Responsible person	By when
1. Research donors and meet with them	Create a list of donors orgs, contact persons and contact information	Shibashshi	
2. Create a logical framework	Write SMART Goals for each project	Shibashshi	
3. Prepare budget	Create budget based on acceptable percentages for direct vs. indirect program costs	Shibashshi	
4. Write 3-5 page Concept note proposal (max)	Remember project design tips	Shibashshi	
5. Write compliance reports	Must be written on time and goals must be attained	Shibashshi	
6. Reapply for funding	Always search for new funding	Shibashshi	

<b>7. More training – M&amp;E and other topics</b>	<b>Visit CRS and work with M&amp;E specialists in Addis</b>	<b>Shibashshi</b>	<b>Immediately</b>
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- a. Training vs. writing within the time period
- b. More training for M&E person in Addis – He's only been there for six months

#### 1.4 Action Plan

#### 1.5 Number of people Assisted

- a) Through formal training (Classroom setup): **13**
- b) Through direct hands on practical assistance (Do not double count): **1**
- c) Out of these above, number of host staffs: 13
- d) Training/assistance by field: ???

Category	Total	Males	Females
Members/ owners			
Employees	10	9	1
Clients/ Suppliers			
Family Members			
Total	10	9	1

#### 1.6 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?

The woman almost never spoke but she listened quite well. At the same time, I am a woman and I took full control of the training and I was respected quite well by all 12 men

- b) How might CRS or the host organization improve opportunities for the women in this host or host community?

Keep sending more women to train the men.

#### 1.6 Value of volunteer contribution in \$

- a. Hours volunteer spent preparing for assignment: 5 Hours per day for 6 days = 30 training hours on average
- b. Estimated value of all material contributions volunteer contributed to host during assignment: (\$50/hour x 30 training hours = \$1,500)

#### 1.7 Value of hosts' contribution in \$ (Please consult the host as well)

- a) Meals: 1 meal - \$5
- b) Transportation: \$50
- c) Lodging



- d) Translation: 20
- e) Other (Specify)

#### 1.8 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it. No

#### 1.9 Recommendations for CRS:

- More training for M&E staff - Shibashshi

#### 1.10 Press Release

### **FOR IMMEDIATE RELEASE**

#### **VOLUNTEER CONTACT:**

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## **Philadelphia Area Professional Travels to Ethiopia to Share Grant Writing Skills with Local Farmers**

### **Farmer to Farmer program promotes economic growth and Agricultural development in East Africa**

Nadira Branch, a professional grant writer from Philadelphia, Pennsylvania travelled to Ethiopia for two weeks to share his/her technical skills and expertise with local farmers. Nadira's assignment is part of Catholic Relief Services' Farmer-to-Farmer (FTF) program that promotes economic growth, food security, and agricultural development in East Africa.

"My goal was to help them develop their project framework so they can generate more interest from international donors who may be interested in possibly funding their project for many years," said Nadira.

Funded by the U.S. Agency for International Development (USAID), the five-year program matches the technical assistance of U.S. farmers, agribusinesses, cooperatives, and universities to help farmers in developing countries improve agricultural productivity, access new markets, and increase their incomes.

In Ethiopia, Nadira provided grant writing training to Ethio Wetlands in Guagua, Ethiopia. Topics covered during the training included effective project planning, sustainability, logic model development, budget preparation, grants research, and performance measurement.



Nadira's assignment is one of nearly 500 assignments that focus on agriculture, food security and nutrition in Ethiopia, Tanzania, Kenya and Uganda. This is the first time CRS has been involved in the 28-year-old Farmer-to-Farmer Program funded by the U.S. government.

CRS is partnering with five U.S. institutions to tap into the rich diversity of the U.S. agriculture community: the National Catholic Rural Life Conference, Foods Resource Bank, National Association of Agricultural Educators, American Agri-Women, and the University of Illinois' College of Agricultural, Consumer and Environmental Sciences.

US technical professionals travel to East Africa for one to six weeks and all of their expenses are covered by USAID.

"One thing we are certain of is that this program will be beneficial not just to the farmers in East Africa, but also to the volunteers from America," said Bruce White, CRS' director for the program. "It's going to make the world a little bit smaller for everyone involved."

For more information, visit [farmertofarmer.crs.org](http://farmertofarmer.crs.org)

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*Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. The agency alleviates suffering and provides assistance to people in need in nearly 100 countries, without regard to race, religion or nationality. For more information, please visit [crs.org](http://crs.org) or [crsespanol.org](http://crsespanol.org).*