



VOLUNTEER REPORT FORMAT

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

1.1 Assignment information

Volunteer Name: Roland Kimbi Wango

Host Organization: Caritas, Songea

State of origin: Maryland, USA

Assignment: TZ68 Farmer to Farmer, Soya ni Pesa Project

Dates of Assignment: Feb. 19 – Mar. 4, 2016

Number of days worked: 10

1.2. Objective

To train the CRS supported Soya ni Pesa project staff and build their capacity on the following skills

- Group /association organization and management (formation, training and capacity building)
- Facilitation / communication
- Adult learning methodologies

1.2.1 Progress with the objective

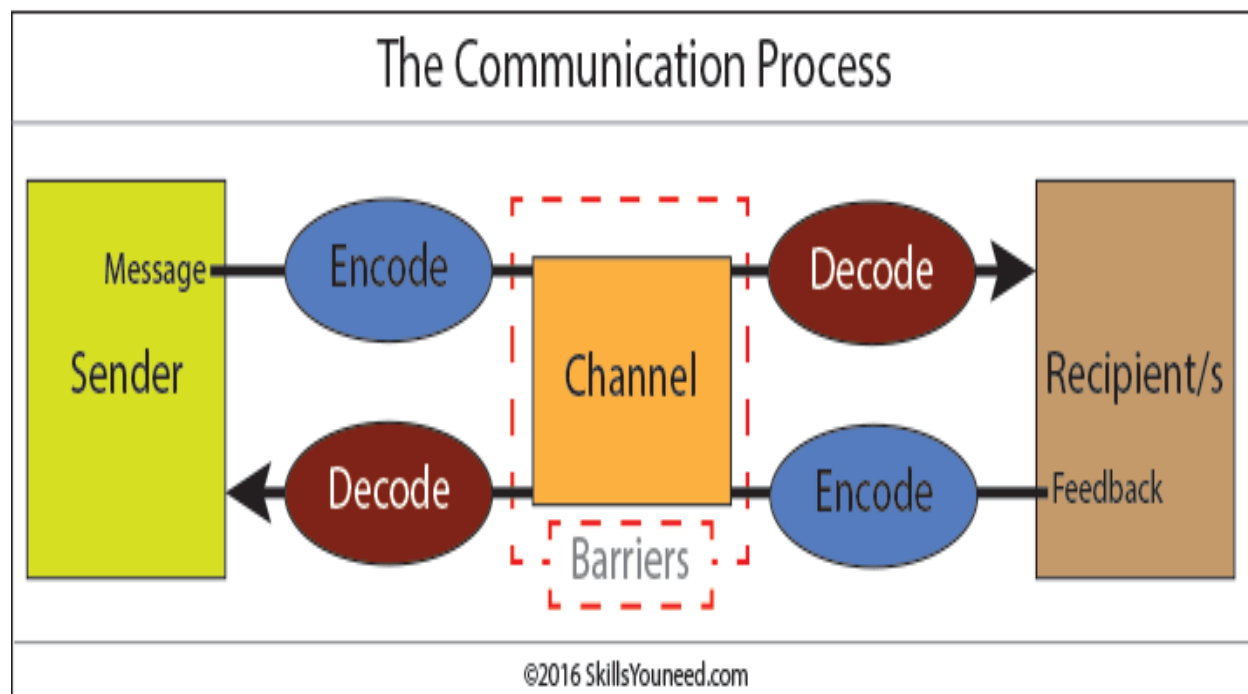
The assignment started with a field visit following a meeting with the host to discuss logistics. The aim of the field visit was to have a first-hand observation of the work the host is doing with the beneficiaries and better understand how to finalize the preparations for the training.

The training consisted of 4 days in-class sessions and 3 days of field activities for assessment and evaluation. The main themes in the training sessions were facilitation, communication, adult learning and group / association development and management. Each theme was the subject of one day of presentation, discussions and exercises related to the theme.

After a word of welcome from the Director of Caritas we proceeded to self-introductions, definition of house rules, statement of objectives and expected outcomes and to the first session. The first session was on facilitation. We discussed the meaning of facilitation in general terms and how it applies to the work Caritas is doing with the farmers groups and associations. We proceeded to discuss the role of a facilitator; to plan, guide and manage a group event to ensure that the objectives of the group are met in the most effective way, with clear thinking and participation from the members of the group. Much emphasis was laid on the fact that to facilitate an event well, the facilitator must first understand the group's desired outcome, and the background and context of the meeting or event. The term “group process” was defined as the approach used to manage discussions, get the best from all members, and bring the event through to a successful conclusion. The session on facilitation continued with a discussions on factors to consider when designing and planning a facilitation event; how to design a realistic agenda, how to guide and control the event; and finally the responsibility of the facilitator with respect to record keeping and action during the event. The key to being proficient in the role as a facilitator is to plan and guide the proceedings

effectively, and remain focused on the group process and outcomes, rather than specific content and opinions involved.

The next session was on communication. This session consisted of discussions on what it means to communicate; the various categories of communication; the communication process; channels of communication; feedback; and context of communication. We also discussed the barriers to effective communication and the 7 Cs of communication. Under each of these topics a lot of discussion was involved. However, much emphasis was laid on the communication process and channels, barriers to effective communication and the 7 Cs of communication. The image below was used to summarize the communication process.

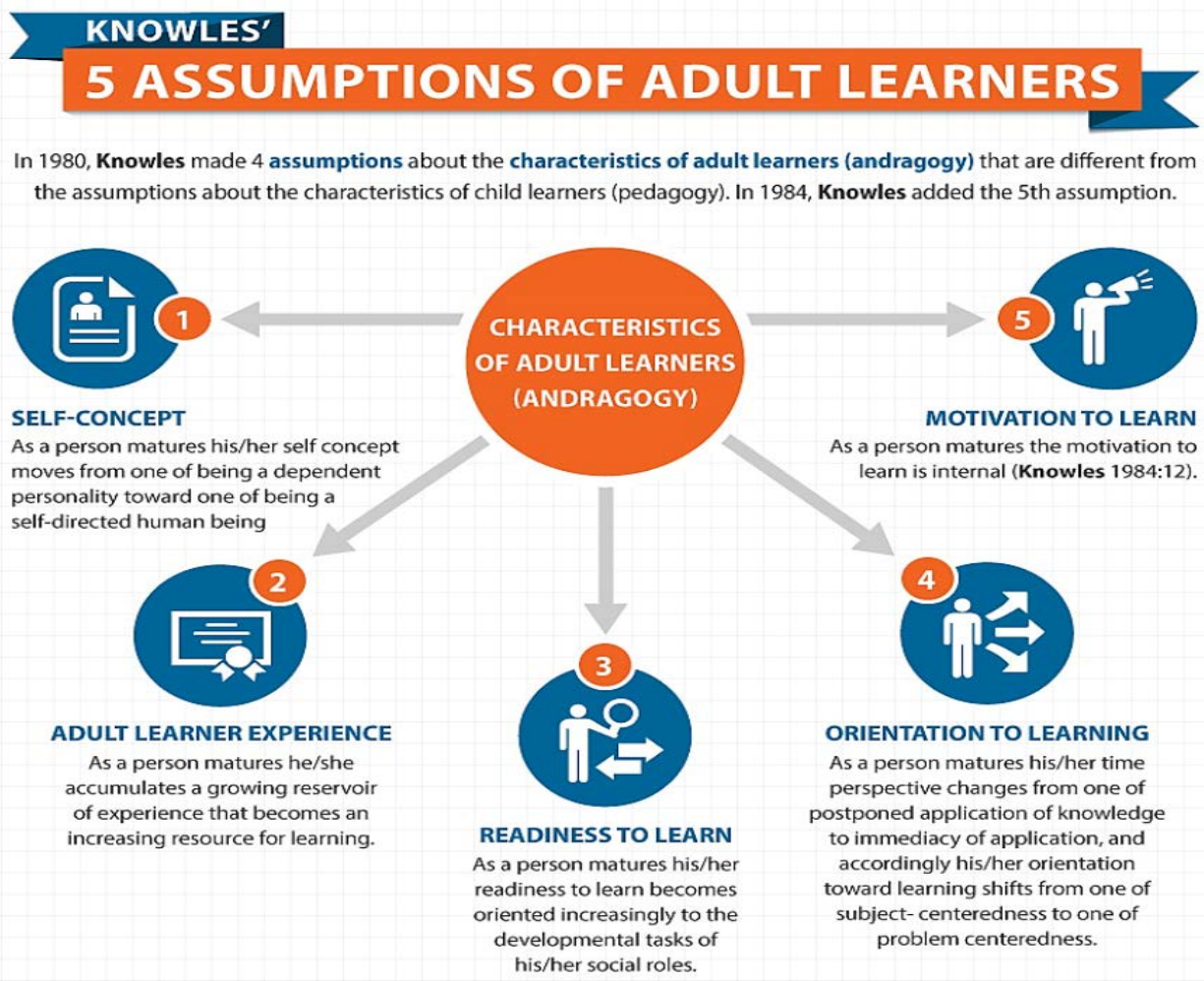


Each component of the diagram was discussed in detail. We then proceeded to discuss the importance of understanding the context of communication, noting that to help avoid misunderstandings, and therefore communicate more effectively, it is important that the context of the communication is understood by all. Factors such as timing, misconceptions and location all play vital role in communication.

We looked at barriers to effective communication, noting that language is usually the most obvious; it could be just the lack of a common language of communication or even aspects like difference in accent, the type of language (use of jargon; over complicated and/or technical terms...). Other barriers include physical disabilities, prejudices leading to false assumptions, emotional barriers and taboos, physical barriers to non-verbal communication, among others. The presentation on communication ended with a discussion on the 7 Cs of communication – clear, concise, concrete, correct, coherent, complete and courteous.

The session on communication ended with the participant sub-divided into groups to critic sample messages and develop new messages for different scenarios bearing in mind the discussion of the day but most especially the 7 Cs.

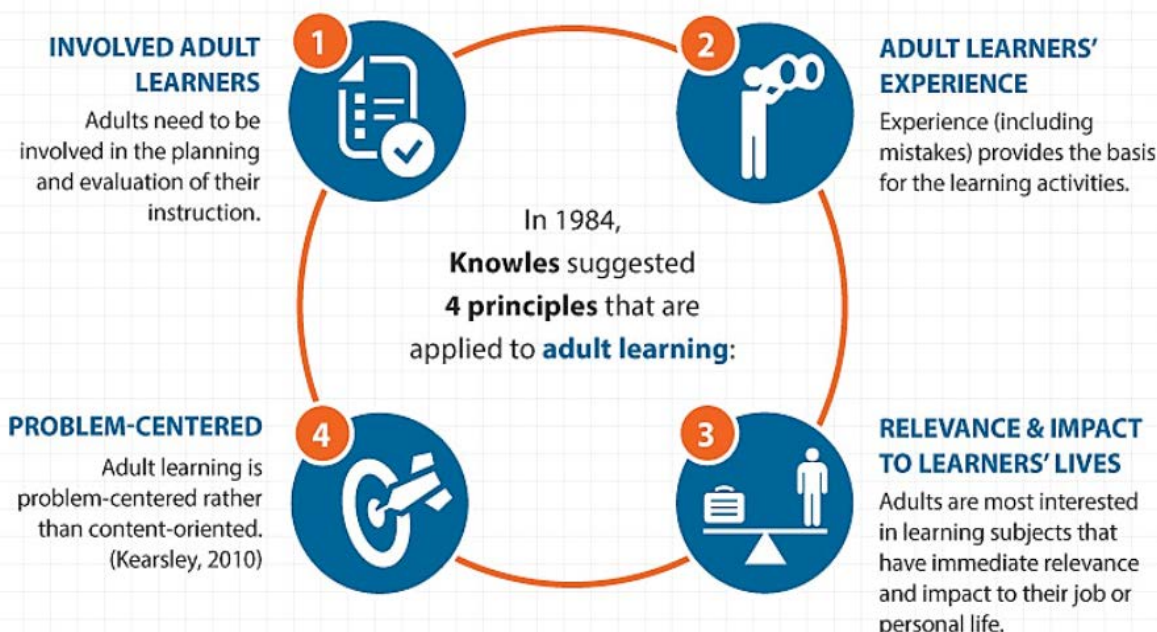
The next session of the capacity building event was on adult learning; how do adults learn? We started by defining what andragogy is and how it relates to the field work Caritas is implementing with the farmers and among Caritas staff. We talked about the 5 main assumptions of adult learners as summarized by Knowles in the diagram below.



We proceeded to a discussion on the 4 principles of adult learning equally postulated by Knowles and summerised in the following image.

KNOWLES'

4 PRINCIPLES OF ANDRAGOGY



The discussion on andragogy continued with the discussion on how to motivate adult learners. Emphasis was laid on creating useful and relevant learning experiences based on the interests of the learners, practical knowledge; adult learners appreciate more practical knowledge, rather than extraneous facts and theories. Games, animations and humor were also ways to motivate and capture the attention of adult learners.

The final in-class session was on group/association formation and management. For this session the Soya ni Pesa Farmer Organization Guide was very resourceful. Although it was made available on the eve of the session we took time to delve into it content to produce material that tied in with the session. We looked at steps in group formation and organization; principles of group formation; procedures of group formation; requirements for farmer groups/associations and finally stages of group development.

Group development dynamics were the highlight of the session – forming, storming, norming and performing. It was interesting to see how each participant felt about these stages and the state of the various groups and associations they are working with. For some it's the first time they are looking at group development in this light and it's a revelation. The FEOs (Field Extension Officers) were given time to reflect on these stages and to determine where each of their groups were in terms of progress toward formation.

We looked at the farmers associations – formation, executive and various committees; the role of each member of the executive committee; the role of each of the three main committees (production, marketing and finance) the leaders of the committees (Production Coordinator, Marketing Coordinator and Treasurer respectively).



At the end of the 4 day in-class session we planned for 3 days of field visit to participate in the group/association meetings. In all 6 clusters were programmed, 2 per day over 3 days. During these sessions knowledge, skills and practices gained during the training would be assessed by the facilitator and by peers. The observations and comments from the assessment were to be the subject of the feedback session scheduled on the last day of the session (Mar. 03).

Due to some administrative challenges, the facilitator was only able to take part in 2 of the six meetings; those that took place on the 29th of February.

1.2.2 Expected impacts/results

The overall expected outcome of this session is that all the Soya ni Pesa project team at the Archdiocese of Songea will have their skills highly enhanced for effective training and facilitation of the farmer, SILC and producer groups that will lead to stronger and self-managed organizations capable of independent decision and joint action on input procurement and marketing of their agricultural value chains.

In relation to facilitation the expected result is that Caritas staff, especially FEOs, would have a better understanding of the responsibility that is to facilitate an event; the importance of effective planning and designing of such an event.

With respect to communication it's expected that the messages brought by Caritas to the farmers will respect the 7 Cs of communication and promote a change in or reinforce an accepted behavior.

1.2.3 Recommendations

It is strongly recommend that the process of group/association formation be reconsidered. Currently the process seemed to be rushed in order to meet datelines. It was observed in one of the field visits that as soon as at the first meeting the executive of the farmers' association was being elected into office. It is suggested that voting of permanent executive members of a group/association be the last stage to finalize the group before registration; that a committee be created to come up with a draft constitution and bylaws; they work with FEOs and members in the process. The final draft is then brought to the general assembly for adoption before the permanent ExCo is elected into office. This process provides for the group to grow together and go through the stages of group development. Voting the EXCO before producing group/association documents gives the impression that the group is ready to "perform" i.e. produce expected results.

Another recommendation is to spend more time with volunteer during preparation of the assignment on nature of the issues in relation to the objectives (needs assessment...) and to provide the volunteer with all necessary documentation already existing with respect to the objectives of the session. For example providing the farmers' organization guide ahead of time would have led to greater emphasis on the group development process.

It is also recommended that Caritas organizes regular feedback sessions for the FEOs; different from administrative and logistics meetings. This will provide a forum for peer feedback of field

work. For this to be successful it will require that at least 2 other FEOs attend any major event hosted by a FEO.

Organize refresher training sessions on previous capacity building training areas. This reinforces knowledge and provides an avenue to introduce new developments on the subject matter.

1.3 Action Plan

Due to the administrative challenges faced in the last days of the training it was not possible to seat with the participants to develop an action plan following the training. The plan below is a suggested action plan to be completed Caritas in order to incorporate or review the recommendations above.

Recommendation	Specific Action	Responsible person	By when
1. Present the SnP Farmer Organization Guide to the FEO	Organize a session to present the guide to the FEOs	TBD	TBD. The sooner the better given that they are already in group/association formation
2. Review / change the current group creation process	Change the current steps in the group formation process to have elections after the developing the constitution and bylaws	TBD	TBD The sooner the better given that they are already in group/association formation
3. Continues capacity development of FEOs	Organize feedback sessions for FEOs	TBD	TBD
	Organize refresher sessions on previous trainings for staff	TBD	TBD

1.4 Number of people Assisted

- Through formal training 19
- Through direct technical assistance (Do not double count)
- Out of these above, number of host staffs 19
- Training/assistance by field

Category	Total	Males	Females
Members/ owners	19	9	10
Employees			
Clients/ Suppliers			
Family Members			
Total	19	9	10

1.5 Gender

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

No specific gender roles were noted during this assignment. As can be seen by the distribution there were more females than males participating in the training. In most of the groups visited there were a good number of women present at the meetings.

I noticed however that in the leadership of the groups visited males dominated. This is normal to find in a patriarchal nature of the culture of these people. But given the limited number of groups and associations visited it is hard to say this is true of all or even the majority of the groups.

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

Targeted messages to encourage women to vire for leadership positions in the groups and association could start motivating women in the community. These messages should be mindful of the sociocultural background of the groups.

Messages could equally be aimed at men; mobilizing them to motivate and encourage the women of their communities to participate in leadership.

1.6 Value of volunteer contribution in \$

- Hours volunteer spent preparing for assignment 40
- Estimated value of all material contributions volunteer contributed to host during assignment \$170

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

- Meals
- Transportation: Caritas – Soya ni Pesa vehicle
- Lodging: USD 178.35
- Translation: Free when necessary; provided by host staff
- 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.

I obtained the SnP Farmers' organization guide.

1.9 Recommendations for CRS:

Set up connection between volunteer and host early on in the preparation process

Proper / complete administrative procedures are implemented



1.10 Press Release

FOR IMMEDIATE RELEASE

VOLUNTEER CONTACT: Roland Kimbi Wango
+18024516155
Roland.wango@gmail.com

Hanover Area Volunteer Travels to Tanzania to Share Skills with Local Farmers

Farmer to Farmer program promotes economic growth and agricultural development in East Africa

Roland Kimbi Wango, from **Hanover, MD** travelled to **Tanzania** for **3** weeks to share his/her technical skills and expertise with local farmers. Kimbi'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.

“It's a humbling and exciting challenge to provide learning and capacity building to a group of very dynamique and energetic adults. To talk about facilitation while facilitating; to know that the information sharing happening will go a long way to improve the welfare of many...personally or professionally, individually or collectively. I am grateful to have been part of this experience. I will find time to do it again,” said **Kimbi**.

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 **Tanzania**, Kimbi worked with **CARITAS**, a CRS partner in **providing facilitation, communication and group/association formation** training and giving technical assistance to **CARITAS** staff to enable them to **have their skills highly enhanced for effective training and facilitation of the farmer, SILC and producer groups that will lead to stronger and self-managed organizations capable of independent decision and joint action on input procurement and marketing of their agricultural value chains**. Up to **19** beneficiaries were reached.

Kimbi's volunteer 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.



The U.S. volunteers will travel to East Africa for anywhere from one to six weeks, their expenses 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

.

#

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 or crsespanol.org.