



To express interest in this assignment, email Mireille.Ngokion@crs.org

**Farmer to Farmer Benin
Volunteer Assignment Scope of Work**

Summary Information	
Assignment Code	BJ213
Country	Benin
Country Project	Cashew subsector
Host Organization	Tolaro factory
Type of Volunteer Assistance	Organizational Development (O)
Type of Value Chain Activity	Information and Input support services (S)
Assignment Title	Environmental, Social and Governance (ESG) policies audit and training
Assignment preferred dates	September to December
Objectives of the assignment	<ul style="list-style-type: none"> • Audit the operating system of the company regarding Environmental, Social and Governance policies, • Define the relevant weaknesses and the capacity building needs of the factory regarding ESG compliance policies • Train the key management staff on ESG compliance policies
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in Environmental, Social and Governance policies and practices, • Practical experiences in Environmental, Social and Governance policies development • Practical experiences in staff training and coaching on ESG compliance policies • Experiences in an agricultural processing plant is an asset

A. BACKGROUND

Tolaro is an American plant and one of the most important factories of cashew nuts processing in Benin and one of the most important stakeholders in the cashew subsector in the country. Tolaro is a cashew processing facility settled in Tourou at 15km from Parakou, the biggest city in the north. This plant has been operating in the country for seven years now. This year, the factory intends to process 6,000 MT of Raw Cashew Nuts (RCN). For its activities, Tolaro is currently employing around 600 workers and the responsible of the plant intends to extend the number of workers to around 1500 in 2023 horizon. In addition, they are working with about 7,000 cashew farmers in the field.

B. ISSUE DESCRIPTION

As stated above, Tolaro is a very important employer in the cashew subsector mainly in the RCN processing activities and they are looking forward to increasing their employees number and their capacity of production. In addition, the production activities consisted in raw cashew nuts processing produces some refuses (cashew nuts shells and other trashes) that need to be handled in a better way to comply with the environment sustainability policies. Also, as the factory is planning to increase its production capacity, there is a need of mastering the Environmental, Social and Governance required policies that can help them to settle a sustainable investment and management system. But nowadays, the key staff (Executive, HRM, production, marketing, etc.) have a weak knowledge of the ESG compliance policies (opportunities and risks) and this is a big risk regarding the factory sustainability and development.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is the Environmental, Social and Governance (ESG) policies audit and training. Especially, it intends to:

- Audit the operating system of the company regarding Environmental, Social and Governance policies,
- Define the relevant weaknesses and the capacity building needs of the factory regarding ESG compliance policies
- Train the key management staff on ESG compliance policies

D. HOST CONTRIBUTION

For this assignment, Tolaro will mobilize the staff concerned by this activity and the feeding fees of the participants to the training sessions. In addition, they will provide conference room for the training sessions. Finally, they promise to take in charge the roundtrip commuting of the volunteer from his or her hotel in Parakou to Tourou where the plant is established every day as well as providing a translator.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

With the volunteer technical assistance, all the management system of Tolaro plant and its decision-making process will be greatly improved. It will also help to set up a strong and more sustainable investment and management policies. The environmental damages will be greatly reduced and handled in a more efficient way as well as the social environment of the factory and the global governance will be reinforced and will contribute to succeed in investing and increasing the production activities. Finally, this technical assistance will contribute to build a sustainable, market-leading factory and lead to enhanced value.

F. DELIVERABLES

The deliverables expected from this assignment are the following:

- Audit the current operating system of the Tolaro plant, regarding ESG policies and practices,
- Define the required capacity building needs of the key management staff regarding ESG policies and practices,
- Train and coach the key management staff on ESG policies,
- Debrief with USAID and in country group after assignment
- Provide activity report

G. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)

Day	Activity
Day 1	Travel from home to US international airport
Day 2	Arrival at Benin Bishop Bernadin Gantin International Airport, picked up and check in at Livingstone Hotel
Day 3	At 9.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter go to CRS office for introductions and orientations (briefings including host brief), logistics and expectations and anticipated outcomes. Any necessary hand-outs will be prepared at CRS offices and Travel to Parakou and check in Pluriel Hotel

Day 4	CRS Benin F2F team introduces the volunteer to Tolaro plant staff. Together with F2F staff and Tolaro management team, the volunteer will review and finalize the work-plan. The action plan should include group presentations to be done after the assignment.
Day 5-6-7	Make an audit of the operating system regarding ESG policies and practices
Days 8-9	Share the audit results and define the required needs of capacity building of the key staff regarding ESG
Day 10	Report elaboration and training materials preparing
Day 11-12-13	Train and coach the key management staff on the ESG compliance policies and practices
Day 14	Wrap up the meetings and debriefing with Tolaro responsible and CRS Benin F2F staff, actions plan and recommendations review and travel back to Cotonou
Day 15	Debriefing at CRS office with USAID Mission and CRS staff. Volunteer will finalize his/her reporting at CRS office and fill out all necessary M&E forms as well finalize advances and expenditures with finance and depart for USA
TBD	Outreach event in the US

H. DESIRABLE VOLUNTEERS SKILLS

As described above, the volunteer we are looking for this assignment must have relevant professional skills and practical experiences in Environmental, Social and Governance concept and policies, he or she must:

- Be expert in Environmental, Social and Governance policies and practices,
- Have some practical experiences in Environmental, Social and Governance policies development
- Have some practical experiences in staff training and coaching on ESG compliance policies
- Have some experiences in an agricultural processing plant (this could be an asset and is optional)

I. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Parakou, the volunteer will stay at Pluriel Hotel Hotel. In Benin, CRS will pay for hotel accommodation. In addition, a local network SIM card will be provided to the volunteer at his or her arrival in Cotonou. In Parakou, Tolaro will hire a local translator for the volunteer’s work and will contribute to the volunteer’s commuting as well as mobilizing and supporting its staff for training sessions. The Tolaro Executive Director will work closely with the volunteer, during the audit and the training sessions, to ensure that key persons are trained and that the assignments goal well are achieved.

J. RECOMMENDED ASSIGNMENT PREPARATIONS

1. Training Materials

The volunteer should prepare materials for hand out which can be printed at CRS office in Benin before his arrival. Flip charts, markers, masking tapes can be obtained at Tolaro office in case the volunteer wishes to make some illustrations. If possible for the assignment, the volunteer could bring a laptop with him, but a spare computer can be obtained locally. For the presentations, Tolaro can provide a projector for PowerPoint presentations.

2. Working Environment

Parakou is in the North of Benin from about 450 km of Cotonou. But Tolaro is headquartered in Tourou at 15km from Parakou. Most of the sessions will take place at Tolaro office. In the field, the volunteer will work mainly with Tolaro leading staff. Both in Tourou and Parakou, the volunteer will meet both Muslims and Christians and the main languages are dendi, bariba and fon. People are open to collaborate with foreigners.

3. Recommended Reading

We strongly recommend that the volunteer becomes familiar to this SOW prior to arrival in the country as well as country information that will be provided. The volunteer can read some documents or reports on Cashew processing activities in Benin. Anyway, some orientations will be given to him or her before his departure to the field.

4. Weather Appropriate Clothing

The weather appropriate clothing is light and not dark clothes. In the North of Benin, the weather is a bit hot and dry with some temperatures varying between 25 to 42 Celsius degree. It is also a sunny weather with some rains fall from May.

K. KEY CONTACTS

CRS Baltimore	Country Director
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<p>Mireille NGOKION Volunteer Coordinator Farmer to Farmer Program 228 W. Lexington Street Baltimore, MD 21201 410-951-7315 Email: mireille.ngokion@crs.org</p>	<p>Nestor ALOKPAI CRS Benin F2F Country Program Director Cotonou, Benin Email: nestor.alokpai@crs.org Tel: (00229) 69 84 29 12 or 97 52 54 56 (also for WhatsApp)</p>
CRS Country Program	
<p>Sean GALLAGHER, Country Representative CRS Benin and Togo Haie Vive, Cotonou Benin Email: sean.gallagher@crs.org Tel : (00229) 97975082</p>	
Host Organization:	
<p>Jace Rabe Universal Commodities Office: 770-407-8662 Office Fax: 678-412-4664 U.S. Mobile: 770-235-4443 W. Africa Mobile: (229) 94 78 55 52 Email: jrabe@universalcco.com</p>	