



**To express interest in this assignment, please email
mireille.ngokion@crs.org**

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

Summary Information	
Assignment Code	BJ227
Country	Benin
Country Project	Soya subsector
Host Organization	SOJAGNON NGO
Type of Volunteer Assistance	O
Type of Value Chain Activity	S
Assignment Title	Setting up and operationalization of monitoring and evaluation system for SOJAGNON NGO
Assignment preferred dates	January to February
Objectives of the assignment	<ul style="list-style-type: none"> • Train the staff on the monitoring and evaluation tools and methods and reporting • Support the monitoring and evaluation system setting up • Coach two staff for the operationalization of the monitoring and evaluation system
Desired volunteer skill/expertise	Expert in planning and organizational development Expert in monitoring and evaluation Practical experiences in monitoring and evaluation system development Experience in adult teaching

A. BACKGROUND

SOJAGNON is a Non-Governmental Organization created in Benin in 2009 to support actors in soybean value chains. As the name indicate, SOJAGNON (Soybean is good) contributes to the promotion

of Soy bean subsector in Benin. Mainly, the NGO is dedicated to better organize soya value chains actors and to improve agricultural technical. It provides advices, in soya processing technologies transfer to improve nutritional status of the population and facilitate access to markets. Its core domains of interventions are: promotion of soybean value chains, food security and nutrition, advocacy and agribusiness development. SOJAGNON's interventions are mainly concentrated since a while on soya subsector development, but today considering the challenges of the agricultural sector, has extended its activities, to develop other branch such as cassava, peanut, grounding lens, etc.

SOJAGNON activities covered 19 districts in four departments. To carry out the activities, SOJAGNON develops and implements projects with the financial support of some keys partners as Ministry of foreign affairs of Netherlands, World Bank and IFDC. Though these projects the NGO has impacted 1000 persons including 807 women. SOJAGNON activities are mainly focused on women empowerment.

The NGO has a national office in Abomey-Calavi and an office in Glazoué in the department of “Collines”. It is also equipped with an agribusiness department, Benin Agribusiness Incubation Hub (BAIH-Sarl), to transform research results into agribusiness-

SOJAGNON was officially register in November 2011 under the N°3/076/PDM-C/SG/STCCD of November 2nd, 2011 and inscribed in the Official Journal of the Republic of Benin of March 15th, 2012.

B. ISSUE DESCRIPTION

At the beginning, SOJAGNON was just a small association of soybean producers and agricultural technicians which implemented small activities to support soya producers and processors without a strategic plan and monitoring and evaluation system. With the time, its activities begun more important and they decided to register the association as NGO. For the effectiveness and the visibility of its actions, having strategic plan and appropriate monitoring and evaluation system is very necessary for SOJAGNON NGO. This technical assistance will complete the one on strategic plan development and will help the NGO to improve its program implementation.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to provide the NGO with monitoring and evaluation system. Especially it intends to:

- Train the staff on the monitoring and evaluation tools and methods and reporting
- Support the monitoring and evaluation system setting up
- Coach two staff for the operationalization of the monitoring and evaluation system

D. HOST CONTRIBUTION

For this assignment, SOJAGNON NGO will mobilize the staff concerned by this activity and ensure the fees related to their participation to the training sessions. In addition, they will provide conference room. Moreover, the NGO will support the local transport of the volunteer from Godomey where the NGO office is established to his or her hotel in Cotonou on daily basis. Finally, the NGO promises to provide a translator for the assignment.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

This technical assistance will complete the one on strategic plan development. This package will contribute to improve the implementation of the SOJAGNON NGO program. The follow up of the organization performance indicators will greatly facilitate decisions making process and internal reporting as well as reporting to their donors. The reliability of the NGO statistical data will be increased, so SOJAGNON will be able to mobilize more funds for its activities because that will help to increase their donors trust in them.

F. DELIVERABLES

The deliverables we are expecting for this assignment are the following:

- The technical staff is trained on Monitoring and Evaluation tools and methods,
- The Monitoring and evaluation system of SOJAGON NGO is installed and is operational
- Debriefing with USAID and country staff after assignment
- Provide assignment report

G. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)

Day	Activity
Day 1	Departure from US
Day 2	Arrive in Cotonou (Benin), pick up at the airport and check in Livingstone hotel
Day 3	At 9.00 am, the volunteer will come 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. Departure to the host office in Godomey at 10:00 and introduction meeting will be held at 10:30. The volunteer will review and finalize his work plan with the staff.
Day 4	Diagnosis activities, review of strategic plan
Day 5, 6,7, 8 and 9	Monitoring and evaluation system development activities
Day-10 and 11	Staff training on the monitoring and evaluation system development activities
Day-12 and 13	Coaching session for the staff who will oversee the operationalization of the Monitoring and evaluation system
Day 14	Debriefing with SOJAGNON NGO responsible and CRS Benin F2F staff, actions plan and recommendations review
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

H. DESIRABLE VOLUNTEERS SKILLS

To achieve this assignment objectives, the volunteers should have professional skills and solid experiences in planning and organizational development, monitoring and evaluation system plan development and coaching. He must be:

- ✓ Used to adult training
- ✓ Familiar to agricultural cooperatives
- ✓ Opened to sharing knowledge and experiences

I. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS

The volunteer during this assignment will stay in Cotonou in Livingstone hotel or Nobilla Airport Hotel which is about 20 km far from the host office. CRS Benin will pay his accommodation fees which already include the breakfast. In addition, a local network SIM card will be provided to the volunteer at his or her arrival in Cotonou. SOJAGNON NGO will take in charge his transportation from the office to the hotel and from the hotel to the office will be covered by CRS Benin.

J. RECOMMENDED ASSIGNMENT PREPARATIONS

1. Training Materials

The volunteer should have a document guide for monitoring-evaluation system development and document for the participants training session. The handout materials can be print in CRS office in Cotonou or in SOJAGNON NGO Office. In addition, Flip charts, markers, masking tapes and projector can be obtained at the CRS offices in case the volunteer wishes to make some illustrations during the sessions

2. Working Environment

Godomey is a borough of municipality of Abomey Calavi which is about 15 km far from Cotonou. On rush hours, the traffic between Godomey and Cotonou is jam. Godomey is a multiculturalist area, fongbe is the main local language but many people can speak French. Generally, Benin people are very friendly.

3. Recommended Reading

The volunteer may read documents on: agricultural value chains promotion and soybean value chains.

4. Weather Appropriate Clothing

From December to January, the south of Benin is in dry season but humid, Cotonou use to have about 7 hours of sunshine per day with rainy days estimated for this month to 2. The temperatures fluctuate between 19 ° C and 31 ° C. Based on this, the appropriate clothing should be light and not dark. In this period harmattan which is a mid-cold and mid-warm wind blows.

K. KEY CONTACTS

<p>CRS Baltimore Mireille Ngokion Volunteer Coordinator Farmer to Farmer Program 228 W. Lexington Street Baltimore, MD 21201 410-951-7315 Email: mireille.ngokion@gmail.com</p>	<p>Country Director Nestor ALOKPAI CRS Benin F2F Country Program Director Cotonou, Benin Email: nestor.alokpai@crs.org Tel: 69 84 29 12 or 97 52 54 56 (call and WhatsApp)</p>
F2F Project coordinator	
<p>Christelle ACHADE EGGOH CRS Benin F2F Project coordinator Email: christelle.achade@crs.org Tel : (00229) 69075966</p>	
Host Organization:	

SEWADE Patrice
SOJAGNON NGO Coordinator
Tel: (00229) 97 72 37 00/95 94 11 00
Email: patsewade@yahoo.fr

AGBOTON Martin
Project coordinator at SOJAGNON NGO
Tel: (00229) 97 35 92 24
Email: agbotonmartin@gmail.com