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

Summary Information	
Assignment Code	BJ253
Country	Benin
Country Project	Flexible
Host Organization	National federation of cassava processors in Benin Republic (FéNaTraM)
Type of Volunteer Assistance	Business/Enterprise development (E)
Type of Value Chain Activity	Information and Input support services (S)
Assignment Title	Quality control and marketing of cassava processed products
Assignment preferred dates	September-October 2021
Objectives of the assignment	<ul style="list-style-type: none"> • Identify the relevant weaknesses of the cassava processing chain • Identify the relevant weaknesses of the quality control system • Train the participants on the 5S-approach (sort, set in order, shine, standardize and sustain) to help to improve the performance and standardize the processing • Provide some marketing strategies • Make some relevant recommendations which will help to resolve the processing chain and control quality system weaknesses identified
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in food quality control • Practical experiences in food processing plant efficiency audit • Practical experiences in marketing • Relevant experience in 5S approach • Experiences in cassava processing is an asset

A. BACKGROUND

Created on 26 July 2018 at Bohicon (center of Benin), the National Federation of cassava processors in Benin Republic (FéNaTraM) has its headquarter in Savalou (center of Benin). This organization regroups women cassava processors cooperatives from 21 communes. The goal of the organization is to work for the wellbeing of its members.

Its objectives are to defense its members' interests, build their technical capacity, assistance them to have access to microcredit institution in order to have loan with low rate of interest, facilitate access to lucrative market, construct processing infrastructures, support them to standardize cassava products...

B. ISSUE DESCRIPTION

The National Federation of cassava processors in Benin Republic (FéNaTraM) is an organization whose goal is to work for the wellbeing of its members. Despite its efforts, the organization members are facing many challenges. One of these challenges is the standardization of their products and the control quality system they have. This

situation prevents them from access to the AGOA market and reduce their products for local markets. The setback of this, FéNaTraM members do not make a good living from this activity and some of them are quitting this activity. In the wake of this situation the organization has solicited Farmer to Farmer program to assist it to build its members capacity on quality control and marketing of cassava processed products.

C. OBJECTIVES OF THE ASSIGNMENT

The general objective of this assignment is to train the FéNaTraM members on quality control and marketing of cassava processed products.

Especially, this assignment aims to:

- Identify the relevant weaknesses of the cassava processing chain
- Identify the relevant weaknesses of the quality control system
- Train the participants on the 5S-approach (sort, set in order, shine, standardize and sustain) to help to improve the performance and standardize the processing
- Provide some marketing strategies
- Make some relevant recommendations which will help to resolve the processing chain and control quality system weaknesses identified

D. HOST CONTRIBUTION

The contribution of FéNaTraM to this assignment will consist of mobilizing, supporting the commuting, the lodging and the feeding fees of the participants to the training sessions. In addition, it will provide conference room for the training sessions.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

With volunteer technical assistance, the participants will build their capacity on the 5S-approach. Besides, this training will help to set up a better and more efficient quality control system.

DELIVERABLES

The deliverables expected from this assignment are the follows:

- Effective training of the participants on control quality and marketing of cassava processed products.
- Debriefing with USAID and in country group after assignment
- Provide recommendations to the host organization
- Provide activity report

F. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)

The training will hold in two sessions.

Day	Activity
Day 1	Travel from home to US international airport
Day 2	Arrival at Benin 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 Dassa and check in JECO Hotel.
	1st session: 22 participants
Day 4	-CRS Benin F2F team introduces the volunteer to Benin The FéNaTraM leaders in Savalou. Together with CRS, the FéNaTraM leaders and the volunteer will review and finalize the work-plan. -The volunteer will visit some cooperatives 'processing factory to appreciation their weaknesses and strengths.
Days 5	<ul style="list-style-type: none"> • Identify the relevant weaknesses of the cassava processing chain • Identify the relevant weaknesses of the quality control system • Train the participants on the 5S-approach (sort, set in order, shine, standardize and sustain) to help to improve the performance and standardize the processing chain and control quality system weaknesses identified
Day 6-8	Train 22 participants on the 5S-approach (sort, set in order, shine, standardize and sustain)
Day 9-10	-Train 22 participants on the 5S-approach (sort, set in order, shine, standardize and sustain) -Provide some marketing strategies -Make some relevant recommendations which will help to resolve the processing chain and control quality system weaknesses identified
	2nd session: 22 participants
Day 11	-Present the relevant weaknesses related to the quality control system and to the processing chain identified -Train 20 participants on the 5S-approach (sort, set in order, shine, standardize and sustain)
Day 12-13	-Train 20 participants on the 5S-approach (sort, set in order, shine, standardize and sustain) -Provide some marketing strategies -Make some relevant recommendations which will help to resolve the processing chain and control quality system weaknesses identified
Day 14	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 and Depart for USA

G. DESIRABLE VOLUNTEERS SKILLS

As described above, the volunteer we are looking for this assignment must have relevant professional skills and practical experiences in food quality control. Especially, he or she must:

- Have practical experiences in food processing plant efficiency audit
- Practical experiences in food marketing
- Relevant experience in 5S approach
- Experiences in cassava processing is an asset

H. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Dassa, he will stay at JECO 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. CRS will hire a local translator for the volunteer's work and FéNaTraM will contribute to the volunteer 'commuting as well as mobilizing and supported its members for training sessions. FéNaTraM leaders will work closely with the volunteer, during the preparations and the trainings, to ensure that key persons are trained and will continue training other even after the assignment is completed.

I. 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 CRS offices in case the volunteer wishes to make some illustrations. If it is required for the assignment, the volunteer could bring a laptop with him or a spare laptop will be given once he or she is in Benin. But for presentations, FéNaTraM leaders can provide a projector for PowerPoint presentations and some materials for practical sessions if it is needed.

2. Working Environment

Savalou is in the center west of Benin and about 231 km from Cotonou. The sessions will take place in Savalou. The volunteer will meet both Muslims and Christians and the main languages are Mahi and Nago. People are open to collaborate with foreigners.

3. Recommended Reading

CRS strongly recommends that the volunteer becomes familiar with this SOW, read some books on cassava processing activities in Benin prior his or her arrival in the country as well as country information that will be provided. 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 center 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. The rainy season starts from June to September.

J. KEY CONTACTS

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