



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

Summary Information	
Assignment Code	BJ259
Country	Benin
Country Project	Soybean subsector
Host Organization	The Farmers Group of Benin (GEA-BENIN)
<i>Type of Volunteer Assistance</i>	Organizational Development (O)
<i>Type of Value Chain Activity</i>	Information and Input support services (S)
Assignment Title	Training the GEA-Benin youth group Ouémé region on business plan designing
Assignment preferred dates	December 2020-January 2021
Objectives of the assignment	<ul style="list-style-type: none"> • Train the young entrepreneurs on business plan designing • Coach the participants on a business plan designing • Coach the young entrepreneurs on business plan presentation
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • Expert in business plan designing • Expert in agricultural entrepreneurship • Experience in entrepreneur coaching

A. BACKGROUND

The Farmers Group of Benin (GEA-BENIN) is a Professional Agricultural Organization, which is a Network of 22 National Non-profit Agricultural Organizations created on September 18th, 1993 and governed by the law of July 1, 1901. It has been officially registered by the Ministry of the Interior and territorial Affairs at N°97-318/MISAT / MISAT dated of September 12th, 1997 and has been published in the Official Journal of Benin under No. 2400 of November 15, 1997. In addition, it subsequently has received the agreement of the Ministry of Planning and Economic Restructuring of Benin under No. 1335 / MPREPE / DC / SG / DPRPIB / SCAONG dated of June 29th, 1998 and by the Ministry in charge of Relations with Institutions, Civil Society and foreign Beninese under N ° 103 / MCRI-SCBE / DBEVA / SSOCBE dated of December 6th, 2001. The GEA-Benin has the Unique Fiscal Identification (IFU) which is N°6201200676707 of April 10, 2012. The GEA-BENIN is a support structure for more than 37000 agricultural producers. So, it accompanies many agricultural producers at national level and works for a fair agriculture with regards to sustainable natural resources management. The GEA Benin vision that is shared in the network is "A truly strong and autonomous farmers organizations, with the members living

on agricultural revenues, able to develop services to members and to influence public policies in the agricultural sector at the national level". Its mission is to contribute to the promotion of agricultural development and defend the interests of producers for better socioeconomic integration. Since its creation, GEA-BENIN has been working to develop strategies to find solutions to the problems experienced by the agricultural and rural farmers through a participatory approach. So, several successive strategic development plans have been developed and implemented to meet the needs of the members.

B. ISSUE DESCRIPTION

In Benin as in most of the African countries, the citizens access to employment specially the young people remains a big problem. The current employment situation led young graduates to work towards self-employment with a big tendency in agricultural entrepreneurship. To tackle with accuracy the young farmers problems, GEA-Benin create young farmers group and carries out activities to promote youth agricultural entrepreneurship. One of these activities is the training of the young farmers on business plan designing. The business plan is a strategic tool for an enterprise. With this document, the entrepreneur has a global overview of his business, it facilitates decision making because informs about the feasibility and profitability of the activity. It will thus be able to take adequate measures to limit losses if the objective set is not achieved. So, every enterprise should have a business, but unfortunately GEA-Benin lacks skilled persons to facilitate this training.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to train the GEA-Benin's youth group on Business plan designing

The specifics objectives aim to:

- Train the young entrepreneurs on business plan designing
- Coach the participants on a business plan designing
- Coach the young entrepreneurs on business plan presentation

D. HOST CONTRIBUTION

The contribution of the GEA-Benin 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. Finally, their leaders promise to take in charge the roundtrip commuting of the volunteer from his or her hotel to its headquarter every day.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

Through the volunteer technical assistance, the young farmers GEA-Benin members will be able to design themselves their business plan which will help them to have a good understanding of their activity and facilitate the access to credit for them. They will be also able help their peers to design business plan. This document will make easy decision making regarding their business. The management of the resources will be improved and their products will be more competitive.

F. DELIVERABLES

The deliverables expected from this assignment are the follows:

- Training sessions on business plan designing for 30 young farmers members of GEA-Benin
- Six business plans developed
- Debriefing with USAID and country staff after assignment.
- Providing assignment report.

G. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)

The training will be held 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 8.30 am, the volunteer is greeted at the hotel by CRS staff, afterward he will be driven 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 office. Travel to Djeregbe at host organisation office. The Benin F2F team will introduce the volunteer to the GEA-Benin management team. The volunteer, together with CRS staff and GEA-Benin management team, will review and finalize the work-plan. This plan must figure out the required sessions and the timeline work. Then travel to Porto-Novo and check in at Novela planet Hotel.
Day 4	Make a quick diagnosis to better understand the issues related to the participants businesses
Days 5 to7	Train young farmers group members of GEA-Benin on business plan development
Days 8	Rest day
Day 9 & 10	Farms visit and data collecting for business plan elaboration
Day 11 to 12	Practice on business plan elaboration
Day 13	Wrap up the meetings with the GEA-Benin representatives, debriefing with CRS Benin F2F staff and the GEA-Benin, actions plan and recommendations review and Trip back to Cotonou
Day 14	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.
Day 15	Depart for USA

H. ACCOMMODATION AND OTHER COUNTRY LOGISTICS

In Cotonou, the volunteer will stay at Livingstone Hotel, whereas in Porto-Novo, the volunteer will stay at Novela Planet Hotel. In Benin, CRS will pay for hotel accommodation and a local network SIM card will be provided to him. In Porto-Novo, CRS will hire a local translator for the volunteer’s work and GEA-Benin will contribute to the volunteer ‘commuting as well as mobilizing and supporting its members for training sessions. The GEA-Benin Coordinator and the responsible of the women group will work closely

with the volunteer, the preparations and the training sessions to make sure that the participants are trained and the assignments goal is achieved.

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 possible for the assignment, the volunteer could bring a laptop with him, but a spare computer can be obtained locally. But for presentations, the GEA-Benin can provide a projector device.

2. Working Environment

Porto-Novo is in the Southeast of Benin, about 35 km from Cotonou. It's Benin' capital. Most of the sessions will take place at GEA Benin's headquarter in Djeregebe, 5 km far from Porto-Novo. However, some commuting could be required around or between Porto-Novo and Djeregebe. The volunteer will work mainly with GEA-Benin women technical staff and the women members of its administrative board. In Porto Novo, the volunteer will meet both Muslims and Christians and the main languages is goun. People are open to collaborate with foreigners.

3. Recommended Reading

CRS strongly recommends that the volunteer becomes familiar with this SOW as well as the country information that will be provided prior to his or her arrival in the country. Anyway, some orientations will be given to him or her before his departure to the field. The volunteer may read some documents on tropical farms and agribusiness in West Africa.

4. Weather Appropriate Clothing

The weather appropriate clothing is light and not dark ones. In south of Benin, the weather is a bit hot and humid with the temperature varying between 23 to 36 Celsius degree. It's rain season in June.

J. KEY CONTACTS

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Host Organization: ADANDE A. Nicolas, Coordinator of GEA-BENIN, Office : 01BP 1891 Porto-Novo (BÉNIN), E-mail : geabenin@yahoo.fr, Tel: 66 11 99 34, Private: E-mail: nicadande@yahoo.fr, Tel: (+229) 96 80 62 89 / 94 75 52 54, Skype: Nicolas ADANDE