

**To express interest in this assignment please email** [**Chi.Olisemeka@crs.org**](mailto:Chi.Olisemeka@crs.org)

**CRS Farmer to Farmer Program**

**Volunteer Assignment Scope of Work**

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| **Summary Information** | | | | | |
| **Assignment Code** | **UG2107** | | | | |
| Country: | Uganda | | | | |
| Country Project: | Agribusiness | | | | |
| Host Organization: | Alumalum Rural Investments limited | | | | |
| Partner: | Rural Opportunities | | | | |
| Date of baseline data collection: | February 19, 2019 | | | | |
| Date of host agreement signing: | May 16, 2019 | | | | |
| Number of previous volunteer assignments: | | | 2 | | |
| Volunteer recommendations given (Total): | 10 | Volunteer recommendations applied (Total): | | | 8 |
| Assignment Title: | Design and operationalize a M&E system for Alumalum operations. | | | | |
| Objectives of the assignment: | Provide a framework for design and deployment of monitoring guidance and tools, data analysis and visualization techniques, feedback, and reporting mechanisms. | | | | |
| Assignment preferred dates: | May 2023 | | | | |
| Desired volunteer skill/expertise | Good understanding of M & E basics particularly for agricultural projects  • Qualifications and experience in project management or   M&E desirable.  • Good writing, analytical and communication skills  • Training skills for an adult audience  **OR**  Formal qualifications in M&E (but with broad knowledge & experience in working with Agro-forestry and processing sector  • Wide experience with planning, Evaluation, and IT (data design, assessment, and report) knowledge.  • Other required skills may include knowledge of other important aspects of monitoring and value chain management.  • Good adult training skills | | | | |
| Type of Volunteer Assistance | Technology Transfer (T) | | | | |
| Type of Value Chain Activity | Information and Input Support Services (S) | | | | |
| PERSUAP Classification[[1]](#footnote-1)[1] | III | | | | |
| Number of people to be trained | Men | | Women | Youths | |
| 43 | | 13 | 36 | |
| Will the assignment address gender gaps? (Yes/No)  If yes, please include these in the issues description | | | | No | |
| Will the assignment address climate change? (Yes/No)  If yes, please include this in the issues description | | | | No | |
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1. **BACKGROUND**

The CRS Farmer-to-Farmer program (F2F) is a five-year (2019-2023) USAID funded program implemented with the primary goal of reducing hunger, malnutrition, and poverty across six countries: Benin, Timor-Leste, Ethiopia, Nepal, Rwanda, and Uganda. The program aims to achieve this goal through advancing inclusive and sustainable agriculture led growth aimed at generating sustainable and broad-based economic growth in the agricultural sector. The program’s secondary goal is to increase US public’s understanding of international development issues and programs and share the knowledge back in the US. To achieve these goals, F2F provides volunteer technical assistance to farmers and farmer groups (associations and cooperatives), private agribusinesses and agricultural education institutions to address key technical and institutional issues identified by the hosts in selected agricultural value chains. F2F volunteers are pooled from a broad range of US agricultural expertise including private farmers, university professors, bankers/certified accountants, animal health and nutrition specialists, soil scientists and agronomists who can provide technical assistance to the local host organizations. The program introduces new innovations and skills to develop local organizations’ capacity to participate in more productive, profitable, sustainable, and equitable agricultural systems while providing an opportunity for people-to-people exchange within the agricultural sector. In Uganda, the F2F program focuses its technical interventions on the livestock and agribusiness value chains.

Alumalum- is a private company located in Northern Uganda – Amuru District (with in Acholi sub region). Its services are rooted in promoting agroforestry systems aimed at building the environment and reduce carbon emissions. Company Mission: “We put trees in the ground and money in the hands of farmers through empowerment and access to the markets”. Alumalum vision: “To be a leading the movement in the establishment of biodiverse agroforestry systems, producing food and cash; conserving water and building soil; and, capturing carbon in northern Uganda”. Alumalum services are aimed at building sustainability of farmer livelihoods through promoting three agroforestry systems managed organically, providing guaranteed markets for partner farmers’ crops, and ensuring food secure households.

Alumalum company partners with 1,000 farmers distributed among all the three systems. These agro-forestry systems include:

1. Integration of cocoa, bananas and hard wood species, system
2. Sesame intercropped with fruit and hard wood tree species, this is a short-term system aimed at promoting perennial farming, and system
3. Moringa intercropped with a preferred food crop for food security.

Alumalum Rural investments is one of the few agro processing companies in Uganda engaged in processing of sesame and moringa oil for export. The company sources organically grown moringa and sesame seeds from the partner farmers and conventional seeds from the wider market, these are processed into moringa oil both organic and conventional for the export market (LUSH hand-made cosmetic products). About 143 farmers partners with Alumalum in the moringa agroforestry system where Alumalum has established demonstrations sites on best practices.

**ISSUE DESCRIPTION**

Since its inception, Alumalum has not established a well-functioning monitoring and evaluation system to support track implementation and outputs systematically and measure the effectiveness of programs. There is also a need to create transparency and accountability, improved project performance, effective resource allocation, promotes learning and data-driven decision making, and systematic management of organization.

Alumalum is desirous to have a well-functioning M&E system but lack the technical capacity and therefore requests CRS Farmer-to-Farmer for volunteer assistance. By providing technical assistance in this area, Alumalum will be able to assess the crucial link between implementation and beneficiaries on the ground and decision-makers, retention and development of institutional memory and have a more robust basis for running the business.

1. **OBJECTIVES OF THE ASSIGNMENT**

The specific objectives for the volunteer will be to provide technical support in the areas of:

* Design, develop, and operationalize a M&E framework for Alumalum's operations and the company's partner farmer projects including the design and deployment of monitoring guidance and tools, data analysis and visualization techniques, feedback, and reporting mechanisms.
* Coordination of data collection and analysis, including the compilation of raw data, providing technical leadership in defining data analysis and visualization techniques and documenting lessons learned and best practices to support programming, strategic planning, and decision-making.
* Design and facilitate a workshop for Alumalum's staff on results-based management (RBM), M&E, reporting protocols, data sense-making and how to incorporate M&E findings for project design, planning and implementation.
* Work on a baseline for the definition and enforcement of Quality Assurance (QA), Quality Control (QC) and Quality Improvement (QI) measures for data analysis and reporting initiatives.
* The volunteer will work towards attaining the objectives working with entire Alumalum management and field staff.

**Host contribution** – Alumalum company has committed to do translation and to mobilize the staff members for the workshop sessions.

**ANTICIPATED RESULTS FROM THE ASSIGNMENT**

The anticipated deliverables include:

• Trainings conducted and people trained

• Established M7E system

• Debriefing with USAID and in country group presentations after assignment

• Field trip report and expense report

1. **SCHEDULE OF VOLUNTEER ACTIVITIES IN UGANDA**

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| Day | Activity |
| Day 1 | At 9.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter go to CRS office for introductions and briefings including host brief, logistics and expectations and anticipated outcomes. Hand-outs will be prepared at CRS offices. |
| Day 2 | At 9.00 am, the volunteer is greeted at the hotel by CRS staff (George or Robbinah) and thereafter go to CRS office for introductions and briefings including host brief, logistics and expectations and anticipated outcomes. Hand-outs and other study materials will be prepared at CRS offices and thereafter travel to Gulu. |
| Days 3-4 | Orientation to understand operations of Alumalum including field visits. Discuss the basics in M&E system with staff |
| Day 5-12 | Work with management and field team to develop an M&E system |
| Day 13 | Wrap up the workshop and emphasize key highlights from the assignment. Participants evaluate the workshop and together with the volunteer discuss final report recommendations. |
| 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 as well finalize advances and expenditures with finance. |
| Day 15 | Depart for USA |
| TBD | Outreach event in the US  **Note:** ***This is a draft schedule that will be finalized based on volunteer actual dates of availability, Sundays are typical rest days and working on Saturday is, per the host’s request*** |

1. **ACCOMODATION AND OTHER IN-COUNTRY LOGISTICS**

In Kampala, the volunteer may stay at Fairway Hotel & Spa ([www.fairwayhotel.co.ug](http://www.fairwayhotel.co.ug))

In Gulu, the volunteer will stay at Dove’s Nest hotel which is located within Gulu town. The volunteer will be accompanied by Alumalum staff in rural areas where farmers groups are located.

CRS will pay for hotel accommodation and provide the volunteer with per diems to cater for meals and other incidentals. For more information, please refer to Uganda country information that will be provided.

**F. RECOMMENDED ASSIGNMENT PREPARATIONS**

* CRS-F2F designs assignments with the assumption that some pre-field departure preparation will be done by the US (and/or local) volunteers. CRS relies on the volunteers to assess the tasks outlined in this SOW and to make their own judgment about how much and what kind of preparation is needed prior to field travel.
* The volunteer should prepare hand-out materials which can be printed at the CRS office in Kampala before commencement of the assignment. Flip charts, markers, masking tape can be obtained at CRS offices.
* CRS strongly recommends that the volunteers become familiar with [CRS programs in Uganda](https://www.crs.org/our-work-overseas/where-we-work/uganda), especially the agribusiness country project description.

**REMOTE/LOCAL VOLUNTEER ROLES AND RESPONSIBILITIES (if the assignment is carried out by a remote pair)**

Both volunteers participate in a call to discuss the assignment’s objectives and their approach to collaboration at the start of the assignment. Collaboration platforms vary depending on the type of assignment and degree of connectivity. The most frequently used platforms are MS Teams and WhatsApp. The volunteers are highly encouraged to visit [CRS’s F2F Digital Resource Library](https://f2flibrary.crs.org/Presto/home/home.aspx?_ga=2.141716784.32617302.1616765386-2022794543.1567520784) and search for resources that they can use or customize for training. Upon completion of the assignment, volunteers are requested to send any resources they would like to contribute to the library (whether created or found) to [farmertofarmer@crs.org](mailto:farmertofarmer@crs.org).

The local volunteer is responsible for assignment design, preparation, training, developing assignment reports, conducting action planning with hosts and outreach in country, and achieving the assignment objectives. The local volunteer works directly with the host with assistance/input from the US volunteer. Assignments usually last up to 2 weeks, sometimes extending beyond two weeks due to pending follow up visits, emails etc. Local volunteers are asked to track assignment hours per day, to stay under 112 hours (14 days x 8 hrs).

Remote support from a paired US volunteer helps provide supplementary training resources, fill in the gaps for technical areas, and share creative ideas and solutions. Two specific responsibilities are to: (i) complete the outreach component of the assignment and (ii) support the in-country volunteer as needed. US volunteers typically dedicate 4-8 hours per week, depending on the nature of the assignment and degree of collaboration.

**G. KEY CONTACTS**

To express interest in this assignment, please email the CRS Baltimore contact listed below. To find out additional information about the host, issue description or field conditions, please email the country contact provided below, copying the CRS Baltimore contact**.**

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| **CRS Baltimore** | |
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| **Host Organization:** | |
| **Anthony Akera**  Operations Manager  Alumalum Rural Investments Ltd  Cell phone: +256 787500164  Email: [aakera@alumalum.org](mailto:aakera@alumalum.org)  **Nerea Buxton**  Tel: +17788461605  Email: nbuxton@lush.com | |

1. [1] USAID precisely classifies PERSUAP in four categories; **PERSUAP Type I** assignments directly related to pesticides recommendations, **Type II** as assignments with indirectly related with pesticides, **Type III** assignments related to curriculum review and designing, business plan development and strategies development and **Type IV** as assignments associated with other USAID projects and collaborators.  [↑](#footnote-ref-1)