



## **John Ogonowski and Doug Bereuter Farmer-to-Farmer (F2F) Program**

### **Request for Technical Assistance Scope of Work Outline**

**Title: Training on Proposal Writing for GAIN Members  
Assignment Number: GUI199**

#### **I. Executive Summary:**

The Guinea Agricultural Institutions Network (GAIN) have requested the support of a Farmer-to-Farmer volunteer for a 17-day assignment (including travel) located in Tolo, Mamou, Guinea. The volunteer will train GAIN members how to seek grant funding, effectively identifying grant opportunities, understanding donor and grant application requirements, and develop grant proposals and budgets.

GAIN members are increasingly engaged in donor-funded projects. Often, they are asked to formulate project proposals that are economically, socially, politically and environmentally viable. To handle these often complex and demanding processes, schools' managers need to possess the latest knowledge on various proposal writing tools and techniques.

The assignment will build capacity of GAIN member representatives on the different stages of proposal writing, particularly from the perspective of major donors such as World Bank, African Development Bank, UNDP, AFD, USAID, Gates Foundation, US Africa Development Foundation, Rotary Foundation, etc.

The volunteer should have the following qualifications and background:

- Master's Degree or higher in agriculture, economics, agribusiness or related subject
- 10 years' experiences in development and implementation of domestic and international government and donor-funded grants/projects; emphasis in agricultural business/project development preferred.
- Prior successful grant/proposal writing experience required; experience serving on a grant review committee would also be ideal.
- Experience in the development and delivery of training of trainers with coordinating toolkits/manuals for proposal writing.
- Knowledge of and experience with resource allocation, budgeting.
- French language skills preferred

#### **II. Background:**

Various GAIN members, including four ENAEs (national schools of agriculture and livestock), ENATEF (national technical school for water and forestry) ISSMV (The Higher Institute of Veterinary Sciences) and *Institut des Sciences Agronomiques et Veterinaires de Faranah* (ISAV) participated in the Winrock Farmer-to-Farmer for Agricultural Education and Training from 2013-2018. They have benefited from assignments, including an institutional needs assessment

(conducted in 2014). The needs assessment revealed many gaps in training curricula, organizational structure and administration practices, resulting in the creation of a national network (with other AET Institutions) to facilitate collaboration amongst the different campuses.

GAIN members have also received technical assistance from F2F in the areas of administration, curriculum development, marketing, poultry management, pesticide, gender mainstreaming, drip irrigation, etc.

GAIN as a network, must also develop and manage projects for the benefit of its members in response to various requests from donors, but GAIN members do not have project writing skills and do not master the approach and procedures of these various funders.

CFPPP (*Centre d'Apprentissage et de Formation Professionnelle Post-Primaire*) is the newest among the national formal AET schools. It focuses on vocational trainings to strengthen youth employability by providing skills in agricultural activities. CFPPP focuses on the most vulnerable youth: orphans and abandoned children in the Forest region. Students are 15 to 21 years old. The program targets students who dropped out of school at the primary level. CFPPP staff have attended several training sessions provided by F2F – including Performance Monitoring and Evaluation, Leadership for Change and Gender Mainstreaming. As a member of Guinean Agricultural Institutes Network (GAIN), CFPPP has been involved in Winrock F2F for AET program since 2015.

FaBiK is a private agriculture school with strong experience in agriculture (pineapple, palm oil, seasonal fruits and vegetable and livestock (sheep, goats, rabbits, chickens). Their goal is to train 60 young ag-entrepreneurs each year. A complete training program will take one and a half years, and will focus on 3 areas: horticulture, agroforestry and poultry. Students will have the opportunity to take advantage of FaBiK's facilities and coaching to start their own small businesses (incubator). Other activities will also be part of FaBiK's products & services such as shorter trainings for professionals, counselling, consulting and leasing of land and facilities. The management team is currently taking actions to prepare for the next academic year. The training curricula are under development.

### III. Host Information:

Host Organization Name:	Guinea Agricultural Institutions Network (GAIN)	Address:	B.P. ISAV/F 131 ISAV/F Faranah		
Telephone Number:	Enter grantee phone	Email Address:	Enter grantee e-mail	Website or Social Media link:	
Primary Contact Name:	Dr. Sara Bailo Diallo		Secondary Contact Name:	Elhadj Mamadou Dian Diallo	
Phone:	+224 621 526 516		Phone:	+224 625 64 92 99	
Email:	diallosbailo@gmail.com		Email:	madiandiallo81@gmail.com	
Title:	President		Title:	Executive Secretary	
Gender:	Male		Gender:	Male	
Host Type:	Public and Private Education Institutions				
Have we worked with this host before?	Yes				

If yes, please include a recent assignment number:	GUI 111, GUI 128, GUI 123, GUI 106, GUI 144, GUI 158
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**Are there local partner organizations collaborating on this assignment?** No

#### IV. Host Organization Profile:

The Guinean Agriculture Institutions Network (GAIN) came together in 2014 from the will of ISAV-F, ENAE and ENATEF to collaborate more deeply. GAIN counted with the support of development partners, such as the AEMIP project and the predecessor Farmer-to-Farmer for Agriculture Education and Training, both funded by USAID. On May 18, 2016, GAIN received the agreement by the Ministry of Territorial Administration and Decentralization and became the first network in Guinea aimed to connect AET institutions and it is however considered by the government officials as an initiative very important to cooperate to improve the agricultural sector in Guinea. GAIN's mission is to promote the synergy of actions between Agricultural Education Institutions and the different actors of rural development in Guinea. Its general objective is to contribute to the creation of an innovative and competitive agricultural sector in Guinea.

GAIN is composed by two types of institutions: those under the Ministry of Higher Education (such as ISAV-F and ISSMV-Dalaba), which deliver university degrees, and those under the Ministry of Vocational Training (such as the ENAEs, ENATEF, FABIK and CFPPP). Except for FaBiK, which is a private school, all other GAIN members receive subsidies from the government, but this is uneven and without transparency. In the cases of both institutions of higher education (ISAV-F and ISSMV-Dalaba), students receive scholarships, while in vocational schools, the students are lodged and fed by the government funding.

The table below, present, students and faculty demography of school year of 2018-2019:

Number of Students and Faculty - School Year 2018-2019							
No.	GAIN Member	Number of Students			Number of Faculty		
		Women	Men	Total	Women	Men	Total
1	ENAE Tolo	43	114	<b>157</b>	2	37	<b>39</b>
2	ENAE Koba	27	133	<b>160</b>	5	35	<b>40</b>
3	ENAE Bordo	44	114	<b>158</b>	2	44	<b>46</b>
4	ENAE Macenta	25	85	<b>110</b>	2	42	<b>44</b>
5	ISAV-Faranah	450	3200	<b>3650</b>	5	93	<b>98</b>
6	ISSMV-Dalaba	233	1138	<b>1371</b>	8	58	<b>66</b>
7	CFPP Macenta	40	110	<b>150</b>	2	19	<b>21</b>
8	ENATEF	16	95	<b>111</b>	1	19	<b>20</b>
9	FaBiK	3	42	<b>45</b>	0	5	<b>5</b>
	<b>Grand Total</b>	<b>881</b>	<b>5031</b>	<b>5912</b>	<b>27</b>	<b>352</b>	<b>379</b>

In the previous phase of F2F, the program conducted Institutional Assessment for all GAIN institutions.

**V. Expected Beneficiaries:**

Expected training participants/direct recipients of volunteer assistance	# or level	Comments
Estimated number of assignment participants:	15-20	
Estimated % of women:	5%	
Average education level:	University and higher	
Average skill level related to the assignment:	Fair	
English-language capability/literacy level (speaking and writing):	No English	
List experience or prior training on similar topic (what and when):	None	

**Assignment Information**

**VI. Duration and Dates of Assignment (including travel):**

Anticipated In-country schedule is included below:

Activity	Location	Estimated days
Travel to Guinea	Guinea	2
Volunteer briefing, including security review	Conakry	1
Travel to Mamou	Mamou	1
Training and workshop (Sunday day off)	Mamou – ENAE of Tolo	8
Rest Day	Mamou	1
Return to Conakry	Conakry	1
End of assignment report writing, finalize deliverables, debrief with USAID	Conakry	1
Travel back to the US	USA	2
<b>Total number of days</b>		<b>17 days</b>

**VII. Tasks to be Performed:**

Prior to leaving the US, the volunteer is expected to:

- Review End of Assignment Report template
- Review the F2F Environmental Brochure. See additional requirements under *F2F Pesticide Evaluation Report and Safer Use Action Plan*
- Review Winrock’s AET assessments of GAIN and GAIN members
- Communicate with the F2F/Guinea team if there are any questions
- Submit any training material in advance for translation

*The main tasks of the assignment are to:*

- Train school representative on how to develop proposals for grant funding, develop relationships needed for proposal submission as a wider consortium, effectively identify

grant opportunities, understand donor and grant application requirements, develop grant proposals and budgets.

- Provide information on funding opportunities available internationally in agricultural education sector.

#### **VIII. Potential Outcomes and Impacts:**

As a result of this assignment, it is expected that GAIN member institutions will be able to:

- Apply acquired knowledge to write proposal for their institutions.
- Disseminate information learned during this training to strengthen the institution's ability to seek and receive grant funding, thus supporting improved AET delivery.

#### **IX. End of Assignment Report and Other Deliverables Required:**

- End of Assignment (EOA) Report (format to be provided by Winrock).
- Training material and supporting documents.
- Any photos and videos taken in relation to the assignment

#### **X. F2F Pesticide Evaluation Report and Safer Use Action Plan (PERSUAP):**

Type 3 (*the assignment will probably not have any pesticide issues*)

The volunteer shall review the F2F Environmental Brochure and be aware of F2F's legal requirements regarding the provision of assistance for the procurement or use of pesticides. The volunteer shall not recommend or provide advice on specific pesticides

## Administrative Information

**Date SOW sent to HQ: 12/11/2018**

**Assignment Site(s):** Tolo, Mamou, Guinea

**Number of Volunteer Experts Requested: 1**

**PERSUAP Classification:** Type 3

**Country F2F Project:** AET

**Focus Area(s):** Human and Institutional Capacity Development, Business Development

**Commodity Chain Activities:** Information and Input Support Services (areas as extension services, input supplies, veterinary services)

**Type of Volunteer Assistance:** Organizational Development

**Host Plans for Dissemination or Replication of F2F Training:** GAIN member-institutions plan to reinforce their operations and programming with the information in this training through designing viable projects for their schools. The training information/material will be disseminated within the GAIN network.

### **Resources to be contributed by the Host:**

Estimated value of all those contributions will be as follows:

Interpreters	US\$ per day
Food & Lodging	US\$ 30 per day
Transport and driver	US\$ 25 per day
Other	US\$ 15 per day
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Total	US\$ .70 per day x .8 days = US\$ 560