

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

Request for Technical Assistance Scope of Work Outline

Essential Oils Making Techniques for Soap and Cosmetics Assignment Number: SEN252

Executive Summary:

Winrock International and AMIDEF request the support of a Farmer-to-Farmer volunteer for a 17-day volunteer assignment (including travel) located in Dakar, Senegal. The volunteer will provide theoretical and practical training on essential oil production, extraction, and distillation, including what essential oils are, what plants, herbs, flowers, or spices can be used to extract essential oils, how to extract essential oils from various types of plants, and tools needed to do so. The volunteer will train AMIDEF members and develop a training guide/manual for future use and reference.

AMIDEF members are making soap and cosmetics, but they have limited access to fragrances to be used in their products – thus limiting the competitiveness of their products. Essential oils are very important in the process of making soaps and cosmetics; ability to produce essential oils will add value to the final product. With new essential oils production techniques, the host will be able to develop the sector by setting up favorable conditions to be producing essential oils from local plants., enabling them to reduce dependence on the market to source essential oils while contributing to poverty reduction in disadvantaged areas by creating income generating activities for their members. AMIDEF will use the essential oil produced by members for their soap, cosmetics, and other products. AMIDEF trainers will use the list of the different plants available on which they can rely to produce essential oils (to be developed during the volunteer assignment) to promote growing aromatic plants to distill essential oils.

The volunteer should have the following qualifications and background:

- Higher university degree in botanical science or another related field
- At least 5 years' experience in essential, aromatic, or medicinal oil extraction, distillation, production, and use
- Practical experience in the application of essential oils to add value to various products – such as soap and cosmetics
- Experience training adults
- Good written and verbal communication skills
- French language skills preferred

Background:

1. *Brief summary of the sector/value chain: constraints, opportunities, stakeholders, etc. –as related to the statement of need for the SOW:*

In Senegal, the development of aromatic and medicinal plants and the extraction of essential oils have major advantages. It is lucrative to extract essential oils, which could serve as an important source of income for rural people. Also, it helps add value to processed products such as soap, detergents, and cosmetics.

In Senegal, essential oil domestic production is mainly artisanal, done by small family enterprises that extract oils from local plants such as neem, baobab, and sounp (*Balanites Aegyptiaca*). Despite strong competition in the international essential oil market, Senegal has good assets because of the variety of plants that can be found in the country.

A previous soap-making volunteer recommended that AMIDEF explore the production of essential oils as a way to add value to their products, and to decrease costs from the purchase of essential oils from the market. Nevertheless, AMIDEF members do not have prior knowledge about how to make fragrances using essential oils for their soaps and cosmetics. They have tried to partner with an essential oil importer but time for delivery and cost has proved to be unreliable. From this training they will be able to have an idea about the plants that are available and from which they can extract essential oils and start producing essential oil on their own.

AMIDEF does not currently have any equipment to produce, extract, or distill essential oils; thus, low-cost methods using locally available materials will be necessary.

2. *Brief summary of any other USAID or other donor-funded work in similar areas/topics in country:*
N/A

3. *If this is a follow-on assignment or if there is a previous F2F assignment that is related to this host and/or sector, please provide a brief summary of the assignment(s) including the assignment number*

AMIDEF received F2F assistance on soap making and they now know some techniques to gain time when producing and reduce the costs of production. Especially with soap making the volunteer helped them to be more conscious of reducing the cost of purchasing essential oils to increase profit. That's even why they would like to be trained on essential oil making to be able to make it on their own. (SEN228)

AMIDEF also received prior trainings related to food preservation such as drying and peaking vegetables (SEN 231) as well as product marketing (SEN243). After the trainings, AMIDEF members were able to define the products, estimate the costs of production, and have good marketing procedures, which are very important for the management and development of their business.

Host Information:

Host Organization Name: Alliance of the Integrated Masses for the Development of Women's Entrepreneurship Network (<i>AMIDEF</i>)			Address: Parcelles Assainies U24 at the CDAF center		
Telephone Number:	N/A	Email Address:	N/A	Website:	http://www.amidef.org
Primary Contact Name: Ndeye Fatou Sylla Ba			Secondary Contact Name: Khady Ndiaye		
Phone: Tel 776300592			Phone: Tel 775527145		
Email: Amidef66@gmail.com			Email: ndiayearabellekhady@yahoo.fr		
Title: President			Title: Treasurer		
Gender: Female			Gender: Female		
Host Type: Cooperatives and Associations					
Have we worked with this host before? Yes					
If yes, provide assignment number: SEN228, SEN231					

Are there local partner organizations collaborating on this assignment? No

Host Organization Profile:

1. *Description of the host, history of enterprise and their long-term objectives. Describe relevant milestones that have led up to the present situation:*

AMIDEF is a national network which currently has more than 15,000 members. *AMIDEF* was created to empower women and reduce poverty through districts enterprises. *AMIDEF* achieves this by offering trainings in various areas and assisting its members in accessing funding for their enterprises. *AMIDEF* members are making soap after they received soap making training. However, they are not using essential oil in the soap they are making.

AMIDEF's objectives are centered on the concerns of women:

- ✓ Creation of income-generating activities;
- ✓ Encouraging value added, innovation and creativity;
- ✓ Strengthening the capacity of women through vocational training;
- ✓ Coaching in accessing funding.

Activities:

- ✓ Real involvement of women in designing national and local policies for development, health, education, and the environment;
- ✓ Implementation, monitoring and evaluation of women-focused projects;
- ✓ Training of women in project and credit management;
- ✓ Training of women in the processing of local products.

- ✓ Development of partnerships with institutions and bodies working for women's welfare and equal opportunities guaranteed by the international institutions and organizations.

2. *Number of workers: male, female, education levels, host plans to increase or decrease size of workforce, etc.*

AMIDEF is a national network of women working for women's development and entrepreneurship. The organization is a network present in seven (7) regions of Senegal (Dakar, Thies, Kaolack, Diourbel, Kaffrine, Saint Louis and Louga) and tend to expand its bases. AMIDEF has plans to increase members and then its workforce. It is mainly a women association with more than 15,000 members.

3. *Market situation: Has a market analysis been done, size of market, existing marketing plans?*

A market analysis has been done and AMIDEF is looking forward to making the business profitable and sustainable sources of revenue, which would lead to women empowerment in its network. Also, to have quality products with their own label and to have access to more local and international markets through export.

4. *Description of management capabilities: strengths & weaknesses.*

AMIDEF strengths	AMIDEF weaknesses
High number of members	Communication network
Women Fit for Development (Human Resources Abundance)	Seasonal Raw Materials
Intervention at the national level	Lack of financial and material
Diversity of trainers	Mobility problem
Quality of trainings package	Low contribution level of membership fees and card sales
Availability of quality trainers within the organization	Lack of budget allocated to training

5. *Pertinent information on local physical setting: infrastructure; availability of electricity water, fuels, etc. and their limitations.*

AMIDEF has a place to lead the activities and hold trainings. There are no limitations on that direction.

Expected Beneficiaries:

Estimated number of assignment participants:	10-15
Estimated % of women:	100%
Average education level:	
Average skill level related to the assignment:	no current skills related to essential oils
English-language capability/literacy level:	None

List experience or prior training on similar topic (what and when):	None
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Assignment Information

Duration and Dates of Assignment (including travel): 17 days – preferably between July – Sept 2019

Anticipated In-country schedule is included below:

Activity	Location	Estimated days
Travel to Dakar	Dakar	2
Meet with F2F staff for introductory briefing and security overview	Dakar	1
Meet with <i>AMIDEF</i> to discuss assignment, visit the training center and soap making facilities	Dakar	1
Visit <i>AMIDEF</i> member groups to understand how the host and their leaders are supporting their members and learn from the members about their essential oils production expectations and how this can be beneficial to their soap and cosmetics making activities; visit gardens to assess plants available for essential oil extraction	Dakar	2
Develop/review/finalize a training manual for <i>AMIDEF</i>	Dakar	2
Rest day		1
Provide training for <i>AMIDEF</i> on essential oil extraction/production. Debrief with the host at the end of the training. Provide information about safety measures in essential oil making and best practices for storage	Dakar	5
Report writing and development of final deliverables and debriefing with F2F and/or USAID	Dakar	2
Depart home		2
Total number of days		17 days

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*
- Liaise with the field staff and host as necessary to clear up any pre-assignment questions/concerns Send a draft training document for translation, at least two weeks prior to departure
- Develop a tentative training timeline/schedule

The main tasks of the assignment are to:

- Visit and discuss with AMIDEF about their soap and cosmetic making business
- Visit the local markets to see the essential oils available in those markets, as well as gardens to assess plants available for essential oil production.
- Document locally available plants for essential oils or plants that can be grown easily for essential oils.
- Develop a training manual on essential oils extraction techniques
- Conduct theoretical and practical training on the methods of essential oil extraction and production for AMIDEF members and trainers
- Provide information about safety measures in essential oil making and best practices for storage need to be addressed
- Debrief with the host and then with Winrock staff

Potential Outcomes and Impacts:

As a result of this assignment, it is expected that the host and its members will be able to:

- Understand opportunities (e.g., using a list of locally available plants that can be used for essential oils) and resources needed for essential oil production
- Extract and produce essential oils safely
- Use essential oils on their soap and cosmetics production
- Train and support other members and women groups on essential oils extraction/production techniques
- Share with members the list of plants available that they can use for essential oils
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F2F staff will follow up with the host 6-12 months after the assignment to assess host progress and impacts resulting from the volunteer assistance.

End of Assignment Report and Other Deliverables Required:

The volunteer will be responsible for submitting the following documents prior to departure from Senegal

- End of Assignment Report (format to be provided).
- Materials and training guides for *AMIDEF* trainers to use to replicate the training.
- Letter of recommendations to the host

F2F Pesticide Evaluation Report and Safer Use Action Plan (PERSUAP):
TYPE 3

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: 4/30/2019

Assignment Site(s): Dakar, Senegal

Number of Volunteer Experts Requested: 1

PERSUAP Classification: Type 3 (the assignment will probably not have any pesticide issues)

Country F2F Project: Postharvest Quality

Focus Area(s): Essential oils, Agro-processing

Commodity Chain Activities: Processing (including primary and final product transformation, storage, transportation)

Type of Volunteer Assistance: Technology Transfer

Host Plans for Dissemination or Replication of F2F Training:

The host will replicate the training to allow other members nationwide to benefit from the information and training provided by the volunteer. This will enable them to be at the same level of competencies for the organization to progress.

Resources to be contributed by the Host: The host will be providing an equipped training room, snacks, drinks, tea, etc.

Estimated value of all those contributions will be as follows:

Interpreters	US\$ per day	
Food & Lodging	US\$.375... per day	
Transport and driver	US\$.300... per day	
Other raw material	total 200\$	US\$ per day

Total	US\$ per day x days =	US\$.1875+.1500+200= 3575\$