



Agricultural Leaders of Tomorrow (ALoft) Farmer-to-Farmer Program for Southeast Asia Volunteer Scope of Work - Philippines

Assignment Summary Information			
Host ID:	PH_015		
Country:	Philippines		
Host Organization:	CPSU		
Assignment Title:	Technical Writing and Publication in Agriculture and Related Fields		
Assignment Dates:	available starting in January 2025		
Type of Assignment	In person		
Area of Technical Assistance:	Agricultural Education		
Associated Area(s) of Technical Assistance	Extension and Advisory Services		
Target Value Chain:	Horticulture		
Objectives of the assignment:	<ul style="list-style-type: none"> ● To enhance the capacity CPSU and other SUCs faculty and graduate students to document research findings and write clear, concise technical papers, with emphasis on data presentation, citation, formatting, and communication in agriculture and allied fields. ● To equip participants with a solid understanding of the publication process, including submission guidelines and ethical standards in academic publishing. ● To assist participants in creating their 2025 technical writing and publication plans in agriculture and allied fields. 		
Desired volunteer skill/expertise	<ul style="list-style-type: none"> ● Master's or PhD in agriculture or a related field. ● With proven track record of research publications in reputable agricultural and allied fields research journals. ● Experience in supervising or mentoring students and faculty in research documentation, technical writing (publishable research articles/papers). 		
PERSUAP Classification ^{1[1]}	III		
Anticipated number of people to be trained	Men	Women	Youth (15-29)
	15	15	10
Will the assignment address gender gaps? (Yes/No) If yes, please describe in assignment background & rationale	Yes		

^{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 are not expected to be involved in pesticide issues. and **Type IV** as assignments associated with other USAID projects and collaborators.



Will the assignment address climate change? (Yes/No) If yes, please describe in assignment background & rationale	No
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A. Project Overview

Country Strategy Overview

The University of Tennessee’s (UT) “Agricultural Leaders of Tomorrow” (ALOFT) regional Farmer-to-Farmer (F2F) program for Southeast Asia supports youth-led and youth-serving institutions to build more resilient and inclusive food systems. Through F2F, U.S. specialists spend two to three weeks on specific technical assignments, working directly with counterparts in the region to address local needs. ALOFT’s demand-driven voluntary technical assistance will be delivered in four primary areas: 1) climate-smart agriculture; 2) agricultural entrepreneurship and agribusinesses; 3) agricultural education; and 4) extension and advisory services. Locally appropriate technical assistance will be provided to a range of host-organizations, including farmer cooperatives, vocational training centers, extension services, and agribusinesses. The University of Tennessee, country ALOFT teams, and established host-organizations will provide the necessary logistical, technical, and material assistance to position volunteers to successfully carry out the exchange of knowledge with communities.

The ALOFT Philippines initiative aims to enhance the agritourism industry and the value chains of fruits, vegetables, small livestock, and aquaculture by providing demand-driven technical support. In order to provide significant and locally relevant voluntary technical assistance to a variety of host-organizations, such as farmer cooperatives, vocational training centers, extension services, and agribusinesses, ALOFT Philippines will work closely with Central Philippine State University (CPSU). In addition to strengthening agricultural education and extension services, increasing access to financial services for youth and women in particular, and supporting agricultural entrepreneurship and small-business growth, technical assistance will encourage smallholders to adopt climate-smart agriculture (CSA).

Host Organization Background

Central Philippine State University (CPSU) is a public higher education institution located outside of Kabankalan City, Negros Occidental, with nine other satellite campuses around the province. Their main campus has 5,560 students enrolled for 2023-2024. CPSU has six stated objectives as a University; all focused on the development and strengthening of educational programming and outcomes in agriculture and forestry. They highlight within these objectives the need to “undertake extension programs and services that facilitate the faster transfer of agricultural technology, foster leadership, and promote self-reliance...” CPSU’s main campus offers eighteen (18) undergraduate



degree programs and 11 graduate degree programs. They have seven colleges within the university and run nine(9 other campuses with two additional extension classes. The campuses offer various curricular degree programs addressing the community's needs for higher and technical education. CPSU has an office of international affairs focused on establishing partnerships with international organizations and agencies to expand and leverage their teaching, research, and extension programs.

As a government-chartered higher education institution, CPSU is driven by its four core thrusts in Instruction, Research, Extension, and Production, which form the foundation of its multifaceted mission. As the University ensures the delivery of innovative teaching to its diverse student body, research stands as its pillar, propelling the institution forward in applying knowledge for practical solutions and advancing research-based sustainable programs in various fields. These are extended to the community through extension activities as the University actively engages with the community, sharing expertise, and addressing societal needs. Together, these core thrusts harmoniously define the University's holistic approach to education, embodying a commitment to academic excellence, research innovation, community outreach.

Assignment Background and Rationale

CPSU and other State Universities and Colleges (SUCs) in the Philippines have four key functions: instruction, extension, research, and production. Faculty and graduate students in SUCs are mandated to conduct research for development that aligns with local, regional, national, and international agendas, addresses societal needs, and contributes to commercialization and publication in reputable research journals. This mandate is a requirement for SUCs to qualify for Department of Budget and Management (DBM) normative financing, SUC leveling, and to support faculty and graduate students' knowledge, skill, and capacity development. It underscores the vital role of research and development in addressing societal challenges and influencing policy and practice through research findings. Moreover, publishing technical papers is essential to meet Commission on Higher Education (CHED) program accreditation standards, ensuring universities maintain high academic and research quality.

For faculty members, publication is crucial for career advancement, as it is often a requirement for promotion and tenure. For graduate students publication is often a prerequisite for their graduation. Therefore, ongoing capacity building in technical writing and publication is vital to equip faculty and graduate students with the skills needed to stay up-to-date with the latest developments and trends in academic writing and research dissemination. In line with these needs, this request is submitted for a volunteer expert to the F2F ALOFT program to support faculty and graduate students in enhancing their technical writing capabilities, particularly those who have already conducted their research and are now preparing papers for publication. They are the priority participants for this project.

Additionally, this assignment considers gender equity and youth participation as the host will ensure equal opportunities for both men and women to attend the training and encourage young faculty members and graduate students to participate in capacity-building activities.



B. Desired Qualifications of Volunteer

- Master's or PhD in an agricultural or a related field.
- Possess a proven track record of published research in reputable agricultural and related journals.
- Capability to provide constructive feedback and guidance on improving technical writing skills in agricultural contexts.
- Strong communication and interpersonal skills

C. Objectives and Expected Results

Objectives of the Assignment

- To enhance the ability of CPSU, other SUC faculty, and graduate students to document research findings and write clear, concise technical papers, with emphasis on data presentation, citation, formatting, and communication in agriculture and allied fields.
- To equip participants with a solid understanding of the publication process, including submission guidelines and ethical standards in academic publishing.
- To assist participants in creating their 2025 technical writing and publication plans in agriculture and allied fields.

Anticipated Results

After F2F volunteer support, the following results shall have been achieved:

- CPSU and SUC faculty and graduate students will advance their capacity to document research findings and write clear and well-structured technical papers.
- Participants will demonstrate their newly acquired knowledge, skills, and experience in technical writing, as shown in their outputs (the publishable research paper ready for submission to reputable research journals) during the writing exercises.
- Participants will gain a strong understanding of the academic publishing process and how to identify reputable peer-reviewed journals.
- Participants will prepare an outline or draft research paper for submission to a reputable journal.
- Participants will draft their actionable technical writing and publication plans for 2025, aligning their research with institutional goals and personal career development.



Expected Deliverables

- Each participant prepared their technical writing and publication plan for 2025 for submission to their head..
- Volunteer end-of-assignment report with recommendations to the host institutions
- Final debriefing with the host organization (plus key stakeholders) and the Smith Center
- Conduct in-country outreach events in the Philippines (print, radio, TV presentations, social media, etc.)

D. Resources to be Contributed by Host and Local Partners

As the host organization, CPSU will assign staff to support volunteers in implementing the proposed SOW activities. Additionally, CPSU will designate a focal person from Victorias City Campus to work closely with the volunteer, coordinating engagement with other organizations that will participate in the training activities with the volunteer. CPSU will also provide an office space with Wi-Fi access for the volunteer to use during the assignment.

E. Assignment Logistics and Itinerary*

Accommodations and Logistics

Volunteers should review the country orientation manual and video series for extensive logistics information including pre-departure planning, expense reimbursements, health management, safety & security, and emergency protocols.

Key Points:

- Hotels and airfare will be booked by ALOFT Smith Center and reservation details will be provided to the volunteer before arrival in the Philippines. Hotels will offer air-conditioning, wireless internet, and proximity to local food options.
- ALOFT Smith Center will reimburse all assignment-related travel expenses
- The ALOFT Philippines team and/or the host organization will provide transport to assignment site
- All assignment sites will have access to local restaurants taxi and other local transportation available
- Any logistic concerns can be addressed to ALOFT Smith Center using the contact information located in Section F.



Recommended Preparation

- Complete volunteer orientation series
- Review volunteer orientation manual
- Complete volunteer pre-departure checklist
- Bring any videos, posters, PowerPoints, or other materials that are important to your training and activities. If they are in English, please send them to the field staff at least 2 weeks before your assignment to be translated. We recommend you bring these materials on both a USB flash drive and hardcopy.
- Please bring any specialized tools/equipment with you as there may be limited options for acquiring them at the assignment site.
- The ALOFT country office has laptops, Microsoft Office, a projector/ television, flash drives, and other materials that can be used for training and workshops.
- Download WhatsApp messenger app to maintain contact with volunteer partner

General Itinerary

*subject to change based on the needs of the host.

Day(s)	Activity	Location
1 st and 2 nd day	Travel from the USA to CPSU, Kabankalan City	Kabankalan City
3 rd day	Meeting the CPSU assigned staff and focal persons to review scope of work and itinerary for the entire engagement period.	CPSU Main Campus, Kabankalan City
4 th and 5 th day	The volunteer conducts training needs assessment to target participants through focus group discussion and adjust the training design based on the TNA results.	CPSU Main Campus
6 th and 7 th Day	Weekend rest	
8 th day to 9 th day	<p>Training-Workshop Day</p> <p>The US volunteer will provide training on technical writing and publication which will included, but is not limited to, the following topics:</p> <ul style="list-style-type: none"> ● Effective Technical Writing Techniques ● Data Presentation and Analysis ● Citation and Referencing 	CPSU-Main Campus Training Hall



	<ul style="list-style-type: none"> ● Formatting and Style Guidelines ● Understanding the Publication Process ● Ethical Standards in Academic Publishing ● Developing Technical Writing and Publication Plans ● Current Trends and Best Practices 	
10 th to 12 th	Exercises on technical writing and critiquing, and drawing up of technical writing and publication plan	CPSU-Main Campus Training Hall
13 th	Work on the trip report and recommendations. Complete any additional deliverables as necessary.	CPSU Main Campus
14 th day	Wrap up meeting with host organization representatives	
15 th day	Travel back to the USA	

E. USAID Classification of Volunteer Assistance and Activities

Primary classification for volunteer assistance (select one)

- Technology Transfer
- Organizational Development
- Business/Enterprise Development
- Financial Services
- Environmental Conservation
- Administrative

The primary classification of the type of value chain activity (select one)

- Information and Input Support Services (extension services, input supplies, veterinary services, etc.)
- On-Farm Production
- Processing (primary and final product transformation, storage, transportation, etc.)
- Marketing (branding, advertising, promotion, distribution, sales, etc.)