

PAFO Volunteer Terms of Reference (Hybrid)

1. Background

The Pan-African Farmers' Organization (PAFO) unites regional farmer networks and national organizations to amplify farmers' voices and influence agricultural policy across Africa. Volunteers play a vital role in extending PAFO's reach, supporting events, communications, research, and community engagement. This Terms of Reference (TOR) defines the scope, responsibilities, and benefits for volunteers engaged in hybrid (remote + in-person) roles at PAFO.

2. Purpose

To recruit motivated, skilled, and reliable volunteers who will support PAFO's programs and operations while gaining practical experience and professional development. Volunteers will contribute to targeted tasks and projects under the supervision of a PAFO staff member.

3. Duration and Time Commitment

- **Duration:** Standard assignments run for 3–6 months. Short-term (1–3 months) and long-term (6–12+ months) placements may be available depending on project needs.
- **Time commitment:** Minimum 8 hours/week (part-time) up to 20 hours/week depending on role and availability. Specific weekly expectations will be agreed upon during onboarding.

4. Mode of Work (Hybrid/ mostly online)

- Volunteers will work in a hybrid model: a combination of remote/virtual work and periodic in-person activities (events, meetings, field visits) as required by the role.

- PAFO will provide clear schedules and expectations for in-person days and will respect volunteers' location and travel constraints.

5. Reporting and Supervision

- **Reporting line:** Each volunteer reports to a designated PAFO supervisor
(**Supervision:** Supervisors provide induction, assign tasks, give feedback, and hold regular check-ins (weekly/bi-weekly).
- **Communication tools:** Email, WhatsApp, Zoom/Teams.
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6. Key Responsibilities (examples — to be tailored per role)

- **Communications & Social Media Volunteer**
 - Draft social media posts, captions, and content calendars in English and French.
 - Assist with graphic creation, simple video editing, and scheduling content.
 - Monitor engagement and prepare weekly performance highlights.
- **Research & Policy Volunteer**
 - Support literature reviews, data collection, and draft briefings on agricultural policy topics.
 - Summarize key findings and assist in preparing policy briefs and presentations.
- **Event Support Volunteer**
 - Assist with event logistics, participant registration, and on-site coordination.
 - Support virtual event setup and manage live Q&A or chat moderation.
- **Monitoring & Evaluation Volunteer**
 - Assist in data entry, basic analysis, and preparation of M&E dashboards.
 - Support beneficiary feedback collection and reporting.

Volunteers may be assigned a mix of tasks. Specific deliverables and timelines will be set at the start of each assignment.

7. Qualifications & Desired Competencies

- Minimum: currently studying in tertiary education or recent graduate, or with relevant work experience.
- Strong communication skills in English; French or other African languages are a plus depending on role.
- Proactive, reliable, and able to work independently with remote supervision.
- Familiarity with MS Office (Word, Excel, PowerPoint); experience with social media tools, Canva, Descript, or basic data tools is an advantage.
- Commitment to PAFO's values, including gender sensitivity, inclusivity, and respect for farmers.

8. Selection Process

- Application: Interested candidates submit a CV and a short cover letter (max 300 words) explaining motivation and availability.
- Shortlisting: PAFO shortlists candidates and may request a short online interview or a task sample (e.g., social caption, short summary).
- Onboarding: Selected volunteers sign a volunteer agreement, complete an induction, and receive a workplan with deliverables.

9. Orientation and Support

- All volunteers receive an induction covering PAFO's mandate, policies (including safeguarding and data protection), role expectations, and communication protocols.
- Supervisors provide ongoing mentoring and periodic feedback sessions.

10. Code of Conduct & Confidentiality

- Volunteers must adhere to PAFO's Code of Conduct, safeguarding policies, and anti-harassment rules.
- Volunteers must treat PAFO information as confidential and follow data protection guidelines. Any work products created for PAFO are the organization's intellectual property unless otherwise agreed.

11. Performance Management

- Volunteers will have periodic performance check-ins and a final evaluation at the end of their placement.
- Continued engagement, or conversion to further opportunities, may depend on performance, project needs, and available funding.

12. Benefits & Recognition

PAFO recognizes the value volunteers bring and offers the following benefits:

- **Certificate of Participation:** All volunteers who complete their agreed term and deliverables will receive a signed certificate noting their role and contribution.
- **Reference Letter:** Volunteers who demonstrate strong performance will be offered a personalized reference letter upon request.
- **Training & Capacity Building:** Access to select PAFO-led webinars, workshops, or training modules related to agriculture, communications, advocacy, or M&E.
- **Networking Opportunities:** Opportunities to connect with PAFO staff, partners, and members during events and online forums.
- **Small Stipend/Expense Reimbursement:** Where budgets permit, PAFO may reimburse agreed travel or modest out-of-pocket expenses for in-person events. Specifics will be communicated at onboarding.
- **Access to PAFO Resources:** Selected digital resources, reports, and learning materials relevant to their assignment.
- Possibility of employment after the volunteering period.

14. Termination

- Either party may terminate the volunteer agreement with a reasonable notice period (e.g., one week) unless immediate termination is required for breaches of conduct.
- PAFO reserves the right to end placements early for misconduct, non-performance, or organizational changes.

15. Intellectual Property & Use of Materials

- Outputs created by volunteers for PAFO become PAFO property unless otherwise agreed in writing.
- Volunteers may showcase non-confidential outputs in portfolios only with prior approval.

16. How to Apply

- Submit your CV and a brief cover letter to: admin@pafo-africa.org, communication@pafo-africa.org, program@pafo-africa.org with the subject line: Volunteer Application – [Role] – [Your Name].
- Include your availability (start date and weekly hours) and any language skills or software proficiencies.
- Application deadline: [15th nov 2025].

17. Contact

For questions, contact PAFO's **Communications, Programs & Volunteer Coordination Team** at admin@pafo-africa.org, communication@pafo-africa.org, program@pafo-africa.org