 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

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| **Summary Information** | |
| Country | Kenya |
| Assignment Code | KE125 |
| Country Project | Horticulture |
| Host Organization |  |
| Assignment Title | Agribusiness Investment Analysis and Business Plan Development for Nyumba[[1]](#footnote-1)ni Children Village Kitui |
| Assignment preferred dates |  |
| Type of volunteer assistance: | Business Development (E) |
| Type of value chain activity: | Information and Input support services (S) |
| Assignment objective | To assess and prioritize an investment strategy of most profitable agribusiness options for Nyumbani Village - Kitui  To facilitate Nyumbani Village in business plan development  To provide a framework within which Nyumbani village’s business operates, and serve as a basis for discussion with financiers and other potential supporters |
| Desired volunteer skills/ expertise | Strategic business Plan development |

1. **BACKGROUND**

Nyumbani Village is in Kitui County, Lower Yatta Subcounty. It is an innovative village settlement that seeks to address the challenges of orphans and their caretakers, especially the vulnerable and ageing grandparents. There are 100 families in the village which also houses schools, a health clinic, community center, police post, worship hall, a guest house among others. There are 969 children and 96 grandparents (100 families) residing in the village. The target is to have 1000 destitute orphans and 100 elderly grandparents living in the model village that seeks to achieve economic sustainability in a communal setting.

The village is a unique approach to the problems facing the two ‘lost’ generations as a result of the HIV pandemic; orphans and the elderly. Through having grandparents care for their own grandchildren and other children who have no grandparents, the orphans have the opportunity of growing up in family setting. Nyumbani village is a complex pioneering settlement that incorporates the local cultural values in its operations and takes an intentional step of empowering the local community in self-reliance.

The village reached its full capacity of 100 families in 2012. Its goal is to encourage the families to be self-reliant through each family being allocated a half-acre of land with access to water. Currently, the village has established Primary School, Secondary School, Polytechnic, Farm and Clinic.

1. **ISSUE DESCRIPTION**

An extensive sustainability program comprising organic permaculture, agro-forestry, livestock farming is in progress. This program aims to ensure that the Village eventually becomes self-sustaining through short-term and long-term income-generating activities and environmental protection. The project is providing vegetables to village residents and surplus is sold in the surrounding markets. As Nyumbani village economic performance continues to improve, it continues to face challenges of improving profitability of the farm businesses. There is need to explore the current operational and management processes and procedures that would enhance achievement of the farm’s objective of increasing productivity and profitability of the existing enterprises and initiating new ones. Nyumbani has vast farm land and therefore recognizes that the key to effective and efficient use of these resources to generate more income lies in the management’s ability to review and analyze the relevant enterprises, prioritize them, identify new agribusiness enterprises that are viable, profitable and sustainable.

It is for this reason that Nyumbani village requested CRS F2F for volunteer technical assistance to guide the farm manager and technical staff in reviewing the current farm enterprises and operation processes and facilitate the development of a farm business plan. During the assignment, the volunteer will observe and analyze the operational, planning, and management processes at the farms. In consultation with the key staff, the volunteer will also identify gaps and carry out a training based on identified needs to enable farm manager and staff optimize production and profitability. The expert will further facilitate the development of a business plan for the village. The outcome of this assignment is expected to guide further technical assistance to the village which plays a leading role in taking care of Orphans and Vulnerable Children (OVC) in Kenya.

1. **OBJECTIVES OF THE ASSIGNMENT**

The aim of this assignment is to assess and prioritize an investment strategy of most profitable agribusiness options for Nyumbani Children Village Kitui and develop a business plan that will outline a roadmap for success, through addressing the business operation challenges that are likely to prevent the village enterprises growth. It will also improve the village management ability to identify and seize any available opportunities for business expansion and enhance the village ability to be able to secure financing

The volunteer expert will

* Review farm management process and operational procedures to improve field efficiency, optimizing enterprise efficiency and profitability
* Carry out an assessment of contribution margin analysis by each enterprise and provide recommendations for restructuring and realignment of systems to ensure maximum profitability and efficiency
* Train Village key staff on implementation strategy to realize optimum profits
* Develop five-year strategic business plan
* First-year action plan: This includes anticipated year one gross sales calculation and year one operational and business expenses estimation
* Facilitate the village management in identifying potential partners for financing their business enterprises.
* This being the first F2F assignment with Nyumbani village, the volunteer expert will be expected to identify gaps for future F2F volunteer training

**Host contribution**– Nyumbani village management will be available during the assignment to provide the necessary information that will facilitate enterprises assessment and the development of the business plan by the volunteer expert. Nyumbani village will provide accommodation and local transport to the volunteer during the assignment. The Nyumbani management team will be available for the training in addition to working closely with the volunteer during the trainings

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

**The anticipated deliverables include:**

* Trainings conducted and people trained
* Five –year strategic business plan developed
* 1st year action plan with budget developed
* Assignment related photos
* End of assignment PowerPoint Presentation to Nyumbani management key stakeholders
* Debriefing with USAID and in country group presentations after assignment
* Field trip report
* Outreach activity or a press release and a media event back in US

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

A detailed schedule of planned activities will be developed with F2F, Nyumbani executive director and volunteer once identified. The assignment duration is however estimated at two weeks

# DESIRABLE VOLUNTEER SKILLS

The volunteer must have the following qualifications and competencies:

* Advanced university level degree in agriculture or agribusiness specializing in farm management and planning, business process management or similar professions preferably within an agribusiness environment.
* Extensive experience in agribusiness investments, or business consultancy
* Knowledge and skills in financial planning and capital asset deployment models
* Experience working with agribusiness sector in developing countries, preferably in Africa.
* Familiarity with adult learning methodology and participatory monitoring and evaluation will be an advantage.
* Availability for assignment timing

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

While in Nairobi, the volunteer will stay at The Zehneria Portico 10 Karuna Road, Westlands | P.O. Box 66249-0800 | Nairobi |Website: [www. zehneriahotel.com](http://zehneriahotel.com/); Telephone: +254 731617469/264 | Mobile: +254 733988813 | Email:[reservation@zehneriahotel.com](mailto:reservations@zehneriahotel.com) or any other hotel identified by CRS and communicated to the volunteer prior to arrival. While in Kitui, the volunteer will stay at Nyumbani Village Guesthouse

CRS will pay for hotel accommodation, and provide volunteer with per diems to cater for meals and other incidentals. The volunteer may get an advance which has to be cleared before departing Kenya. For more information, please refer to country information that will be provided.

**G. RECOMMENDED ASSIGNMENT PREPARATIONS**

* CRS-F2F designs assignments with the assumption of some pre-departure preparation by the volunteer. Actual preparation time will vary based on the experience of the volunteer, as well as informational or training resources the volunteer has readily available. CRS relies on the volunteer to assess the tasks outlined in this SOW and to make his or her own judgment about how much and what kind of preparation is needed prior to arriving in Kenya.
* The volunteer should prepare materials for hand out which can be printed at CRS office in Nairobi before commencement of the assignment. Flip charts, markers, masking tapes can be obtained at CRS offices. Depending on the training venue the volunteer may use a laptop and projector for power point presentations. But if the training venue is in the community, it will be difficult to use PowerPoint.
* CRS strongly recommends that the volunteer become familiar with CRS programs in Kenya, the horticulture project description, other information in the briefing pack before arrival to Kenya

1. **Key Contacts**

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| **CRS Baltimore** | **CRS EA Regional Office** |

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| **CRS Baltimore** | **CRS EA. Regional Office** |
| **Maria Figueroa**  Recruitment Manager  EA Farmer-to-Farmer Program  228 W. Lexington Street  Baltimore, MD 21201  410-951-7366  Email: [maria.figueroa@crs.org](mailto:maria.figueroa@crs.org) | **Nyambura Theuri**  Deputy Project Director  EA Farmer=to-Farmer Program  P.O. Box 49675 – 00100  Nairobi, Kenya  St. Augustine Court Karuna Close Road  Email: [nyambura.theuri@crs.org](mailto:nyambura.theuri@crs.org) |
| **CRS Kenya** | |
| **Gabriel Mbokothe**  Country Director  Farmer-to-Farmer Program  Kenya  Office Tel: +254 20 421 0000, ext. 116  Mobile cell phone +254 733990299  Email: [gabriel.mbokothe@crs.org](mailto:gabriel.mbokothe@crs.org) | **Marcy Trueb**  Head of Programming  CRS Kenya  Office Tel: +254 20 421 0000  Mobile: +254733788850  Email: [Marcy.Trueb@crs.org](mailto:Marcy.Trueb@crs.org) |
| **Peterson Karanja**  Project Coordinator  Farmer-to-Farmer Program  Kenya  Office Tel: +254 02 421 0000,  Email: [Peterson.karanja@crs.org](mailto:Peterson.karanja@crs.org) |  |
| **Host Contacts** | |
| **Sr. Mary Owens, IBVM** Executive Director  Children of God Relief Institute - Nyumbani  P.O. Box 24970, 00502 Nairobi, Kenya  Tel. +254 (020) 3 882429  Email: [mary@nyumbani.org](mailto:mary@nyumbani.org)  Website: [www.nyumbani.org](http://www.nyumbani.org) | **Nganga Raphael**  Program Manager  COGRI - Nyumbani Village  P.O Box 1266 Kitui  [villagemanager@nyumbani.org](mailto:villagemanager@nyumbani.org)  Mobile: +254 735 877 914,+254 020 460 474 |

1. Nyumbani is a Swahili word meaning home [↑](#footnote-ref-1)