 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

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| **Assignment Summary** |
| Assignment Code | TZ109 SOW |
| Country | Tanzania |
| Country Project | Horticulture |
| Host Organization | Catholic Diocese of Moshi, (Kilacha Production and Training Center (KPTC) |
| Assignment Title | Inventory management systems development and training |
| Assignment objectives | * To build the capacity of KPTC management and staff on inventory systems management best practices
* To establish a QuickBooks compatible inventory tracking system and train relevant personnel on its use
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| Desired skills | * Strong organizational, record-keeping skills and working knowledge of QuickBooks
* Experience in Electronic inventory management systems
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| Preferred dates | From March 2017 onwards  |

1. **Background**

Kilacha Production and Training Centre, KPTC, is a constituent of Catholic Diocese of Moshi and is situated in the Kilimanjaro region of Tanzania. It was established in 1971 with the objectives of empowering the youth members of the community through training in Agriculture and livestock production, hospitality industry and keeping, employment creation for the community and income generation to support empowerment of the youth sustain the pastoral and development activities of the church. The center started as a crop and livestock farm, and training commenced in 1984. It started with only 25 students at certificate level, but now enrolls about 500 students at certificate and Diploma levels. Currently the center offers certificate courses in General Agriculture and animal health and production, as well as Diploma in General agriculture. They also offer Hotel Management and Human Nutrition. The trainings are aimed at imparting live skills to the youth, to seek formal employment as well as self-employment. Apart from the training, the college also supports the community through employment creation. It has over 150 permanent employees and over 200 casual employees. Most of the employees are youth. The center also extends social services to needy.

Besides offering the training programs, KPTC implements other income generating project. Livestock keeping projects is by far the largest projects, with the center producing an average of 7000 day old chicks per week. The market for the day-old chicks has extended beyond the Moshi Diocese, and goes as far as Dar es salaam and beyond borders in Kenya. The farm also produces broiler chicken which supplement the diet for the students and excess sold in the market. The farm also operates a dairy farm, piggery, apiary and fish farming.

1. **Issue Description**

KPTC has several business units and currently all financial records are under one unit. The business units include

1. Kilacha Agriculture and Livestock Training Center (KALTI)
2. Poultry Farm (with a hatchery supplying day old chicks to farmers)
3. Stone Crusher and Brick making
4. Livestock farm (dairy cattle, piggery, apiary and fish)
5. Arable farm (maize, pasture and farm implements)
6. Social Centre (bar, restaurant, guest house, halls, shops and children play ground
7. The Feed mill (silo, mill)
8. The Central store
9. Estate (buildings, water supply, electricity network, vehicles, machines and equipment, administration block, chapel, staff quarters, Priest’s house, sisters ‘house and land).

The financial and inventory records for all these business units are consolidated, and it becomes very complicated to extract specific records that would clarify which might be making profit or which might be loss making. It is for this reason that the management decided to have the inventory split into the various business units for independent valuation. This will lay the ground for individual business performance assessment and thereafter decide on which business line should be retained; expanded and vice versa depending on profitability. The inventory management system will also support the internal control and audit purposes and allow for smooth and cost effective valuation.

1. **Assignment Objectives**

KPTC has received assistance from two F2F volunteers; Troy Emory; troy\_emory@tdecpa.com; (Nov 29 to Dec 16 2015) and Michael Mayyot; mike@michael-mayott.com (Nov 29 to Dec 16 2016) who trained the accounting staff on the installation and use of QuickBooks software for accounting purposes. The two trainings have contributed immensely in efficiency of their operations. According to the General Manager and the Chief Finance officer, financial reports are now accessed on real time and at the click of a button. This assignment will further complement what has so far been achieved, by creating an electronic inventory management system.

The main objectives of this assignment are to;

* To build the capacity of KPTC management and staff on inventory systems management best practices
* To establish a QuickBooks compatible inventory tracking system and train relevant personnel on its use

This will enable KPTC to conduct a valuation of all of its properties to include land, buildings and machines; tracking/ inventory of movable items like crops harvested, sold or stored, inputs tracking system and in short a good tracking system for any transactions done at Kilacha.  Full property, equipment and movable items tracking system will help complete the financial records. Currently Kilacha does not have complete financial records which have led it to not being able to gain access to certain donors because it cannot produce accurate reports for each business unit.

The volunteer will support the development of complete and accurate records of the current holdings in preparation for a full audit later in the year. The inventory will involve allocating particular items to the businesses they should be serving so that it makes it easy to conduct independent valuation of each business.

The volunteer will be expected to lead a team of 15 staff members of Kilacha to accomplish the task that may include training the staff for the exercise; preparing the materials for inventory, dividing tasks, conducting the inventory, data input and reporting.

**Host contribution:**

The host will provide housing, transport within the centre and (translation services whenever required). Additionally, the host will work hand in hand with the CRS F2F team in designing the scope of work, will coordinate and ensure a smooth implementation and will also see to the implementation of any recommendations from the volunteers. The institute has also committed to exposing the volunteer to the community that is served by the trainees from the institute for a first hand understanding of the link between the institute and the farming community.

1. **Anticipated Results from Assignment**

It is anticipated that at the end of the assignment the volunteer will develop an inventory tracking system. Additionally;

* A fully developed electronic management system
* Fifteen staff trained and will have key competencies to conduct electronic inventory tracking and reporting through use of QuickBooks
* Each business unit will have an inventory for all materials and equipment and will have the capacity to access its own inventory report ready for use either for internal or external audit
* Volunteer report to CRS with recommendations for follow on activities by the host
1. **Schedule of Volunteer Activities in Tanzania**

The detailed schedule will be worked out in consultation with the volunteer once identified and the work is estimated to run for about 3 weeks

1. **Accommodation and Other In-Country Logistics**

The volunteers will be accommodated at the Uhuru Hotel in Moshi Municipal on arrival but will move on to the Kilacha Institute where she/he will be accommodated for the rest of the assignment. All facilities have all necessary amenities of electricity, internet, self- contained rooms with running water etc.

1. **Key Contacts**

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