 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

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| **Assignment Summary** | |
| **Assignment Code** | **TZ109 SOW** |
| Country | Tanzania |
| Country Project | Tanzania F2F Grains Project |
| Host Organization | Catholic Diocese of Moshi, Kilacha Production and Training Center (KPTC) |
| Assignment Title | Inventory management training and conducting total inventory of the Kilacha property |
| Assignment objective | To facilitate Kilacha to conduct inventory of all of its property to include land, buildings and machinery; establish a tracking/ inventory system of movable items like crops harvested, sold or stored and establish inputs tracking system for any transactions done at Kilacha. This will contribute to best business practices for the center. |
| Desired skills | General undergraduate degree, diploma or certificate with some experience on inventory management |
| Assignment preferred dates | Preferably before 2017 ends |

1. **Background**

The Farmer-to-Farmer (F2F) East Africa program is a program that uses short-term US Volunteer expertise to assist small holder farmers and small scale processors in East Africa to improve their business practices conducted with host organizations. The goal of the F2F Cereals project is to increase incomes, improve access to and utilization of markets, credit and preservation, and enhance natural resources upon which target communities depend.

In Tanzania, one of Catholic Relief Services’ (CRS) F2F project objectives is to support cereals production along the entire value chain. F2F works on the entire spectrum: at the origin, with small scale producers, and higher up, with processors, millers, exporters, trainers and the like.

Channeling technical assistance toward the grains value chain is a main target for the CRS F2F project because grains are key food staples for the majority of Tanzanians. Strategic interventions in these value chains also have great potential to contribute to USAID goals; in this case, the goal of sustainably reducing poverty and food insecurity by increasing productivity and profitability of maize, beans and rice crops. The key challenges experienced by many small and mid-sized agri-businesses, like grain millers, are management (of finances, staff, and materials), efficiency, planning, and marketing.

The host for this particular assignment is the Catholic Diocese of Moshi, situated in the Kilimanjaro region of Tanzania, East Africa. The Diocese stretches along the slopes and low plains of the volcanic mountain Kilimanjaro, covering an area of 5,029 sq. Km. The Diocese of Moshi was officially inaugurated on March 25, 1953. The diocese has established various development projects to include the Kilacha Production and Training Center (KPTC) that was established in 1971 The main objectives of the center were; the empowerment of the youth with skills in agriculture and livestock keeping; creation of employment opportunities to the surrounding community and beyond and generation of revenue to support empowerment of the youth and sustainability of the church

The center started with farming and livestock keeping and later training started in 1984. Currently the farm extended its activities to fishery, bee keeping and training seminars to the communities in entrepreneurial skills, saving and credit schemes, farming and livestock keeping techniques. The center’s main activities are production in one hand and training on the other.  
  
KPTC adheres to the vision and mission of the Catholic Diocese of Moshi which reads as follows; “‘Kilacha Production and Training Centre guided by the values of the Catholic Diocese of Moshi is aspiring to be a center of excellence in provision of training to the youth and producing quality products for the welfare of the church and community’

It’s mission is “Providing socio-economic services to the community by producing and providing training to the youth basing on quality of products, services and moral values” while it’s values include; “*Integrity, Righteousness, Transparency, Cooperation, Accountability, Dignity of a person, Solidarity and Mutuality, Commitment and Love*”.

Apart from training the center supports the community and youths in particular through employment opportunities. About 150 persons are employed on permanent and contract basis and more than 200 youth work as casual laborers in farming, brick making, stone crushing, piggery, poultry, fishery, dairy and environment care.

**B: ISSUE DESCRIPTION-**

Currently all Kilacha financials are lumped under one unit; the Kilacha Production and Training Centre. However, with the business units adding up some of which might be making profit while some might be loss making; management has 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. In order for this to happen each business should have its own accounts and inventory. Kilacha has the following businesses:

1. Kilacha Agriculture and Livestock Training Center (KALTI)
2. Poultry Farm
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 inventory is required both for internal control and audit purposes. Properly conducted inventory is required to allow for smooth and cost effective valuation.

In the most recent past Kilacha has requested and obtained two F2F volunteers; Troy Emory; [troy\_emory@tdecpa.com](mailto:troy_emory@tdecpa.com); (Nov 29 to Dec 16 2015) and Michael Mayyot; [mike@michael-mayott.com](mailto:mike@michael-mayott.com) (Nov 29 to Dec 16 2016) who helped the accounting staff both on the installation and training on the right software for accounting purposes. Following this training it is hoped that the accounts will be completed both for small and large projects, can be independently verified and audited. With the good accounting system in place, data up-loaded using the installed software and staff trained - Kilacha has realized that it now needs to have full property inventory done to complete the exercise.

**C: OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to enable Kilacha conduct a valuation of all of its property 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.  It is hoping that the expert identified will work to 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.

**D: ANTICIPATED RESULTS FROM THE ASSIGNMENT**

* Fifteen staff trained and qualified to conduct inventory for Kilacha
* Inventory materials prepared and used for the inventory
* Inventory for all required materials and equipment conducted and designated to the various business units
* Each business unit accesses its own inventory report ready for use either for internal or external audit
* Inventory tracking system established
* Volunteer report to CRS with recommendations for follow on activities by the host

**E: SCHEDULE OF VOLUNTEER ACTIVITY 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

**F. DESIRABLE VOLUNTEER SKILLS**

General undergraduate degree, diploma or certificate with experience on inventory so that she/ he can lead the exercise

**G: ACCOMODATION 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.

**H: RECOMMENDED ASSIGNEMENT PREPARATION**

Would be volunteers for this assignment are recommended to familiarize with the KPTC [www.kilacha.co.tz](http://www.kilacha.co.tz) and can contact the general manager; [frmakiluli@gmail.com](mailto:frmakiluli@gmail.com) [generalmanager@kilacha.co.tz](mailto:generalmanager@kilacha.co.tz) and [admin@kilacha.co.tz](mailto:admin@kilacha.co.tz)

**I: KEY CONTACTS**

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