`

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

|  |  |
| --- | --- |
| **Summary Information** | |
| Assignment Code | UG102 |
| Country | Uganda |
| Country Project | Flexible |
| Host Organization | Rwenzori Farmers’ Cooperative Union (RFCU) – this is an umbrella organization for 14 Primary Cooperative Societies |
| Type of Volunteer Assistance: | **Business Process Development** |
| Type of Value Chain Activity: | **Procurement** |
| Assignment Title | Building the capacity of RFCU Staff and Board on Procurement |
| Assignment preferred dates | August/September, 2017 |
| Assignment objective | To build the capacity of RFCU Procurement and Marketing Officer and members of the Procurement/Marketing Committee of RFCU Board for effective and efficient procurement. |
| Desired volunteer skills/ expertise | Procurement/Supply Chain Management Specialist with experience in strategic planning and capacity building of farmers institutions. |

1. **BACKGROUND**

Rwenzori Farmers’ Cooperative Union (RFCU) is an umbrella organization consisting of 14 primary cooperative societies from the districts of Kasese, Bundibugyo, Ntoroko and Kabarole all in Rwenzori region. It is a member-owned cooperative union limited by shared capital and jointly owned by 2000 registered smallholder farmers who grow vanilla, coffee and cocoa in the 4 districts mentioned above. These farmers grow and trade their vanilla and other commodities under RFCU, which is a fair-trade, registered and certified to trade in high quality organic vanilla, coffee and cocoa.

Catholic Relief Services (CRS) in Partnership with RFCU is implementing a three- year “Revitalizing vanilla in Uganda” project with funding from Ben and Jerry’s (B&J) corporation in the districts of Kasese, Bundibugyo, Ntoroko and Kabarole. The goal of this project is to improve the income and employment opportunities of over 2000 vanilla farmers in Uganda, with one of the project strategic objectives (SO2) to ensure that RFCU develops into a viable business entity through strengthening its business and governance capacities to sustainably create opportunities for member farmers.While this volunteer technical assignment will be to conduct training on procurement for RFCU staff and selected RFCU Board members, we expect the trickle down effects to the 14 primary cooperative societies which belong to RFCU.

1. **ISSUE DESCRIPTION**

Farmer Cooperatives /Unions can play a significant role in a country’s economic development, especially in rural areas where absence of large spending power does not attract private investment to harness local skills and resources that can uplift the local economy living standards besides exporting produce to distant customer locations in cities. Farmers Cooperatives enable consolidation of fragmented land, investment in mechanization and irrigation, better bargaining power to buy seeds and fertilizers cheaply, arrange for proper common storage and greater bargaining power in selling farm produce to traders which also make banks comfortable in providing agricultural credit, thereby improving the productivity of agriculture and improving the incomes of farmer members of the cooperatives. However, to achieve these good benefits, farmer cooperatives must operate like profitable business entities and this involves providing quality goods and services in a way that supports effective and efficient business operations. Developing effective and efficient procurement processes and supply chain management becomes key in achieving such strides, as it will ensure fast, effective and transparent procurement which enhances value for money (VFM) and prudent use of the organization funds.

As part of strategy for achieving particularly the project strategic objective 2 mentioned above, RFCU has recently recruited a Procurement and Marketing Officer as well as put in place a Procurement & Marketing Committee of the Board to support its procurement and marketing activities. However, the Procurement & Marketing Officer and the members of the Board Procurement & Marketing Committee have limited experience in procurement and marketing in particular for a farmer cooperative business organization and this will be one of the major impediments for the achievement of the above objective. The above situation formed the basis for requesting F2F technical assistance to recruit a volunteer consultant who will help to conduct training on procurement and supply chain management for the RFCU Procurement & Marketing Officer and members of the procurement and marketing committee of RFCU Board.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of this volunteer assignment is to help RFCU develop fast, effective and transparent procurement processes providing efficient delivery of products and services at the best value for money (VFM) which will enhance its business profitability. This will be achieved through training of RFCU Procurement & Marketing Officer and members of the Procurement & Marketing Committee of the Board in procurement and supporting the team to review/develop a procurement plan/strategy. Specific assignment objectives will include;

* Review RFCU current procurement processes/practices to inform the procurement training
* Training RFCU staff and Board members in procurement processes/practices and supply chain management
* Support RFCU to review/develop procurement plan/strategy, quality assurance plan and procurement management information system (MIS)

**Host contribution**– Rwenzori Farmers’ Cooperative Union has committed to mobilize its staff and board members to attend the trainings conducted by the volunteer and participate in the procurement plan/strategy and MIS development process. RFCU will avail one key personnel to work closely with the volunteer during the preparations and actual trainings, and procurement plan/strategy and MIS development process.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

The volunteer technical assistance will empower RFCU staff and board to develop effective and efficient procurement processes/practices that will ensure efficient delivery of products and services in cost-effective, generating best value for money which will ultimately lead to a financially self-sustaining business entity able to meet farmers’ needs and achieve organization objectives.

**The anticipated deliverables include:**

* Training manuals/guidelines developed to facilitate procurement training.
* Trainings conducted and people trained
* Draft/revised procurement plan/strategy for RFCU in place
* Procurement MIS developed
* Assignment report
* Debriefing with CRS and volunteer after assignment

1. **SCHEDULE OF VOLUNTEER ACTIVITIES**

|  |  |
| --- | --- |
| Day | Activity |
| Day 1 | Meetings with F2 F team, Ben & Jerry’s project team, DHOP/HOP in Kampala |
| Day 2 | Travel to Kasese |
| Day 3 | Meeting with RFCU management in Kasese to plan for the assignment |
| Day 4 | Review of RFCU existing procurement processes/practices, and plan/strategy with RFCU team |
| Days 5-8 | Training of RFCU staff and board members on the procurement process and procedures. The volunteer can tailor these sessions in a more appropriate manner to facilitate a participatory approach throughout the entire process |
| Day 9-13 | Volunteer work with key staff from RFCU to start developing the procurement plan/strategy, and procurement MIS |
| Day14 | Presentation of draft plan/strategy to senior management and selected board members for review/comments/feedback. |
| Day 15 | Volunteer finalizes with the final plan/strategy, including all key components as per host request. Discussion of the implementation plan and developing an action plan. Key participants: Board members and Management teams |
| Day 16 | Volunteer travels back to Kampala |
| Day 17 | Debriefing meeting with F2F team, Ben & Jerry’s project team and DHOP |
| TBD |  |
|  |  |

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

**E. RECOMMENDED ASSIGNMENT PREPARATIONS**

* The volunteer should prepare materials for hand out which can be printed at CRS office in Kampala before commencement of the assignment.

1. **KEY CONTACTS**

|  |  |
| --- | --- |
| **CRS Baltimore** | **CRS EA Regional Office** |
| **Maria Figueroa**  Volunteer Recruiter Manager  EA Farmer to Farmer Program  228 W. Lexington Street  Baltimore, MD 21201  410-951-7366  Email: 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 |
| **CRS Uganda** | |
| **George Ntibarikure**  Project Director  Farmer to Farmer Program  Uganda  Office Tel: +256 031 226 5658  Mobile cell phone +256 772 472 103  Email: George.ntibarikure@crs.org | **Elizabeth Pfifer**  Country Representative  CRS Uganda  Office Tel: +256 031 226 5658  Mobile cell phone +256 772 724 796  Email: Elizabeth.pfifer@crs.org |