

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

**NOTE: THIS SCOPE OF WORK IS AWAITING FINAL EDITS**

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| **Summary Information** | |
| Assignment Code | UG113 |
| Country | Uganda |
| Host Organization | Odokibo Agricultural Training Centre (OATC) |
| Type of Volunteer Assistance: | **Organizational Development (O)** |
| Type of Value Chain Activity: | **Information and Input support services (S)** |
| Assignment Title | Establishment of a computerized financial management and accounting system |
| Assignment preferred dates | July, 2017 |
| Assignment objective | Set up and installation of a financial and accounting software system and train the staff directly involved in the use and management of this system for improved record keeping and management reporting purposes |
| Desired volunteer skills/ expertise | 1. Qualified agricultural economist/ financial management background with vast experience in agribusiness management. 2. Computer skills and financial software management is key. 3. Other necessary skills include good writing and analytical skills, good interpersonal communication, patient and with adult facilitation skills |

1. **BACKGROUND**

Odokibo Agricultural Training Centre (OATC) a not for profit Community Based Organization (CBO) started as a farm in 1972 by the Marian Brothers under the stewardship of Rt. Rev. Frederick Drandrua, the Bishop of Arua Diocese. It secured a vast piece of farmland, 130 hectares that was later surveyed, fenced and titled.

OATC’s foray into development work started in 2001, triggered by the plight of people returning from exile in Sudan, Congo and other parts of Uganda. The returnees worked on the farm producing food for the Marian brothers in exchange for a packet of salt and tablet of soap. It was later realized that this would not be sustainable to fulfill the vision of the centre., a decision was made to recruit a centre manager together with a team of staff to operationalize the centre. The centre is managed by the Marian brothers who report to the Bishop of Arua Catholic Diocese.

Since then, the centre has transitioned from just producing food for the Marian brothers to supporting the community through different development projects for improved livelihoods. This has been made possible through different donor funding, including but not limited to Africa Directo from SPAIN, Swiss League of catholic women; who are currently the major funders of OATC activities. The Centre is also currently partnering with Catholic Relief Services to provide technical assistance through working directly with OATC staff and some of its beneficiaries to boost its training activities.

OATC’s vision is to be a self-sustainable agriculture training center that leads in providing quality services to improve livelihoods for farming communities.

OATC’s goals include a focus on both the farming community they serve and operating the farm. A business approach is needed that led to a goal to improve administration to better manage the farm activities, develop a marketing strategy and promotion for OATC and its products and services.

1. **ISSUE DESCRIPTION**

Odokibo Agricultural Training Centre (OATC) offers a wide range of services in the district of Yumbe and neighboring communities- these are categorized as training and service delivery aimed at benefitting the farmer and his household. As such the centre is engaged in several activities; under the training wing- OATC offers vocational skills training to students- mainly girls in tailoring, home economics, Internships in agriculture (crop and Livestock) management; and to the farming community the centre provides agriculture extension trainings, agribusiness management and entreprenueal skills, and domestic violence trainings to promote stability within the household. Under the service arm- the centre through its microcredit program offers low interest loans to approximately 800 women to engage in small agri-business enterprises. The centre is engaged in production of Crops (Rice, Sunflower, vegetables, soyabeans among others) and processing activities which include; Sunflower oil extraction, rice milling for the centre and as a service to the community, Livestock (Goat and Poultry rearing, dairy animals). The micro-credit program and domestic violence trainings are supported through donor funding, with the micro-loans the interest generated through repayments is used by the centre to support its operational costs. Other than this, the rest of its activities generate revenues to some extent. However, all these activities are currently managed and monitored through manual record keeping and accounting system which is very cumbersome and it cannot be used to generate reports that would guide management decisions – this cuts across all activities from farming to vocational skills trainings and the microcredit program.

The previous volunteer identified this as a gap during the process of strategic plan development and through discussions with the host and CRS, this formed the basis for requesting volunteer technical assistance to support the centre in the set-up of a computerized financial management and accounting system to improve its processes. This will be largely based on installation of a finance software – tailoring it to the needs of OATC and train staff in operating the software.

1. **OBJECTIVES OF THE ASSIGNMENT**

The main objective of this volunteer assignment is to streamline the record keeping system of the Centre and there after set up and install a software for financial management and accounting that will fast track OATC activities ranging from the microcredit program, farm activities and vocational training activities;

Specific Objectives will include but are not limited to:

* Review of all OATC activities and the revenue streams- through direct interactions with staff and the existing records. The review will be purposely to identify existing gaps, and staff capacity to manage a financial system
* Installation of the financial accounting software – tailored to OATC needs to achieve 1) track record of all activities and revenues generated therein, 2) to generate reports that can guide management decisions- Investment, production and financial decisions
* Training the relevant staff in the use of the system, maintenance and troubleshooting in case of emerging issues.
* Develop a training guide/manual that will guide staff on navigation of the system

**Host contribution** - OATC has committed to mobilize relevant staff who will work closely with the volunteer, to provide required information and participate in activities as identified during the volunteer assignment. OATC will also avail one key personnel to work closely with the volunteer, during the preparations and actual trainings, to ensure that key staff are trained. OATC also will provide accommodation facilities, transport and meals for the volunteer; this will be done on a cost share basis with CRS.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

Through this volunteer technical assistance, the centre should be able to have a financial monitoring system fully functional that will highlight all its revenue streams, monitor performance of its activities and programs such as microcredit and generate reports that can be used to make informed management decisions. The centre will be guided on how to manage its resources in a more sustainable manner, make informed management decisions through generated reports and provide proper accountability to donors or other partnering development organisations. With the efficient use of the system, this will be a great tool for sourcing additional funding for its activities.

The anticipated deliverables include:

* Financial management and accounting system set up
* Trainings conducted and people trained
* Training guideline/manual developed
* Debriefing with USAID and in country group presentations after assignment
* Field trip report and expense report
* Outreach activity, press release or a media event back in US

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

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| Day | Activity |
| Day 1 | Travel from home to US international airport |
| Day 2 | Arrival at Uganda Entebbe Airport, picked by Airport shuttle to Kampala and check in at Fairway Hotel. |
| Day 3 | At 9.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter go to CRS office for introductions and briefings including host brief, logistics and expectations and anticipated outcomes. Handouts will be prepared at CRS offices. |
| Day 4 | At 8:00am, Travel to Yumbe to commence the assignment |
| Days 5 | In the morning CRS introduces the volunteer to the OATC management team. Together with CRS and the management, the volunteer will review work-plan and be finalized. The action plan should include group presentation to be done after the assignment. In the afternoon, volunteer is oriented on OATC farm activities |
| Days 6- 11 | Discussions with key management staff and Initial document review for existing documents. Commence with developing a financial management system tailored to the needs of the centre |
| Day12- 15 | Trial run of the system and training staff in the use of the system |
| Day 16 | Review comments from management and incorporate them to improve the system |
| Day 17 | Wrap up meeting and review recommendations and action plan |
| Day 18 | Travel back to Kampala |
| Day 19 | Debriefing at CRS office and USAID Mission.  Volunteer will finalize his/her reporting at CRS office and fill out all necessary M&E forms as well finalize advances and expenditures with finance. |

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

In Kampala, the volunteer will stay at Fairway hotel, www.fairwayhotel.co.ug. While at the host, the volunteer will stay at residential area of the training center. The accommodation has basic facilities such as running water and solar for power generation. The volunteer will be provided with an internet modem for internet access since the center does not have Wi-Fi. In case of the existing accommodation outside the centre, the volunteer will be provided with this option, however given the high influx of South Sudanese refugees, decent hotel accommodation within Yumbe is usually an available due to large numbers of development workers in the area.

CRS will contribute a small fee to the management of the training center towards accommodation, and provide volunteer with per diems to cater for meals and other incidentals. 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 Uganda
* The volunteer should prepare materials for hand out which can be printed at CRS office in Kampala before commencement of the assignment. Flip charts, markers, masking tapes can be obtained at CRS offices.
* CRS strongly recommends that the volunteer become familiar with the Oil seed crops country project description and other information in the briefing pack before arrival to Uganda. The volunteer will be linked up with the previous volunteer who supported in developing the 5year strategic plan and identified financial management as a gap for future volunteer assistance. She will provide details about the type of software based on OATC computer capacity.

1. **Key Contacts**

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