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Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	RW206
Country	Rwanda
Country Project	Horticulture
Host Organization	YAHOPROC (YANZA Horticulture Promotion Cooperative)
Type of Volunteer Assistance	Business /Enterprise Development (E)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	Capacity building on Cooperative business management
Assignment preferred dates	April-May, 2019
Objectives of the assignment	<p>The objectives of this assignment are:</p> <ul style="list-style-type: none"> • build capacity and to equip YANZA Horticulture Promotion Cooperative (YAHOPROC) Farmers’ Cooperative with the right skills and demonstrate good practice for cooperative business management with emphasis on accounting, finance, and operations. • facilitate YAHOPROC farmers to understand the tools for business management.
Desired volunteer skill/expertise	<p>A suitable volunteer candidate for this assignment must have relevant experience working with agricultural cooperatives. The volunteer shall have a degree in Business Administration , Agri–Business, or Cooperative Development; at least 5 years of working experience supporting rural economic institutions. He/she must be knowledgeable about adult training approaches, be prepared to work in remote and passionate about working with farmer organizations. Other important skills include hands-on experience in financial management and accounting, record keeping, cost/benefit analysis and budgeting</p>

A. Background information

Rwanda has about 9,300 cooperatives with over 3.6 million members countrywide. The Government of Rwanda views cooperatives as a potential vehicle through which the cooperatives members could create employment and expand access to income-generating activities, develop their business potential, including entrepreneurial and managerial capacities through education and training; increase savings and investment, and improve social well-being with special emphasis on gender equality, housing, education, health care and community development.

According to Rwanda Cooperative Agency (RCA) the cooperative sector in Rwanda is large and diverse. It consists of savings and credit cooperatives, banking cooperatives, agricultural cooperatives, small processing and marketing cooperatives, fishery cooperatives, Consumers, workers, handicraft and artisanal cooperatives. YANZA Horticulture Promotion Cooperative (YAHOPROC), is a farmer’s cooperative located in Nyakagezi Village, Karambo Cell, Ngoma Sector, Rulindo District, Northern Province. The cooperative is involved in growing a variety of



horticulture crops that include about 26 types such as zucchini, Cucumber, Beet, Eggplant, Carrots, red cabbage, green French beans, red and green Pepper, onions (red and white), spinach, sukumawiki, and several spices.

The cooperative was established in 2016, but received its registration no. RCA / 0295/2017 in May 29th, 2017 from Rwanda Cooperative Agency (RCA). Membership for this cooperative includes 195 members (120 men and 75 women) and plans to grow its membership.

In the coming five years, YAHOPROC cooperative plans to increase its yield, to improve its business management and operations, and acquiring more assets. The cooperative owns a vegetable collection center facility which is used to aggregate its produce.

Like other Cooperatives in Rwanda, YAHOPROC has a General Assembly, an executive Board which is made of Board of Directors that supervise the Cooperative Business on a day today basis. General Assembly (GA) makes the overall decisions and the executive board/committee oversees the cooperative business and reports back to the GA.

The cooperative has access to market for its produce for most of the year. The primary market is based in various Kigali city markets which include; Nyabugogo, Kimironko, and Kimisagara markets. On a daily basis, the cooperative sales/supplies about 3.5 Metric tons of vegetables across those markets. This means a total of 105 MT per month and 1,260 MTs yearly. In addition, the cooperative maintains a good working relationship with one financial institution: SACCO SHIRUBUKENE/ NGOMA Sector located in Rulindo District.

B. Issue Description:

In today's fast changing and evolving world of business the importance of business management skills is very critical. The same skills are required for the cooperative organization like YANZA Horticulture Promotion Cooperative (**YAHOPROC**). YAHOPROC as a cooperative, owns a business for horticulture crop production and marketing. The business of the cooperative is managed by the executive board manages the business on behalf of its members. However, the board doesn't have the right skills related to business management as required. This was observed through the lack of financial record keeping mechanisms. Members and board do not know how to do their accounts and analyses their sales records. The Cooperative and its members are unable to know if they make profits or losses and prepare monthly or annual financial statements. Because of these constraints, the cooperative is not in position to make good business decisions that can determine business growth. While the cooperative has some informal financial management practices they are not well defined and members or the board can't articulate them. YAHOPROC is seeking for F2F volunteer technical assistance to build capacity of its members to improve financial management skills and reporting.

C. Objectives of the Assignment

The overall objective of this F2F volunteer scope of work is to build capacity and to equip YAHOPROC Farmers' Cooperative with practical knowledge and skills in business management with emphasis on finance and accounting, business planning, and entrepreneurship.

More specifically,

- Develop training materials for the cooperative training on identified themes,
- Develop a training guide for the trainer and trainees,
- Develop the training methodology/approach,



- Conduct the training for the cooperative board, and members on finance and accounting, business planning and operations, entrepreneurship and record keeping).
- Organize a half -day presentation to cooperative members, other stakeholders like local government, buyers, any other partner to share the training report and recommendations.

D. Host Contribution

To successfully conduct this assignment, YAHOPROC cooperative is expected to meet the following requirements;

- Mobilize and facilitate cooperative members to attend all the training sessions.
- Provide venue for the training sessions and any other logistics
- Commit to implement all the recommendations provided by the volunteer after the completion of the assignment.

E. Anticipated results from the Assignment;

Following the completion of this assignment, the outcomes below are anticipated:

The cooperative will be able to:

- the cooperative will be able to improve on the financial and accounting skills,
- the cooperative will be able to plan better for their business
- the cooperative will be able to make better decisions
- a final report explaining achievements, lessons and recommendations will be submitted.

F. Schedule of Volunteer Activities in Country (Draft)

Day	Planned Activity
April 13, 2019	Arrival in country, pick up and check – in at LA Posh Hotel (or any other assigned hotel.)
April 14	Weekend(Sunday) Volunteer will use Sunday to rest.
April 15	Meet the CRS Country Representative (CR), Head of Programs (HoP) for introductions and meet with CRS Operations Manager for Security briefing (Morning) . Leave for Rulindo District to meet with the District Authority, the host YAHOPROC Cooperative Management, and some members for introduction and review of the Scope of work. Develop detailed Work Plan covering all activities required to effectively implement this scope of work (Afternoon). Check into the hotel (To be determined ahead of time before volunteer arrival).
April 16-24	Conducting the finance, accounting and business planning and entrepreneurship training as planned
April 27	Organize the workshop to share achievements and recommendations.



April 28	Prepare a report on the assignment
April 29	Conduct debrief session with CRS Country team and perhaps USAID mission on the completed assignment Fill out all necessary M&E forms and submit to F2F Program staff
April 29	Depart from Rwanda
TBD	Departure for the US

This is a draft schedule, a final itinerary will be discussed and agreed upon arrival by all parties

Additional requirements: A volunteer should be:

- Proactive, results-oriented and service-oriented;
- Have very good interpersonal skills, and
- Flexible to work in rural settings.

G. Accommodation and other in -Country Logistics

In Kigali, the volunteer will stay at La Posh Hotel/ KN 84 St, Nyarugenge/ Kigali, phone +250 784119855, <http://laposhhotel.rw/>.

In Rulindo District, the volunteer will stay at the **hotel that will be determined by** CRS country program/ Supply chain and logistics unit. This process will be concluded before volunteer arrival and He/she will be informed in advance.

Volunteer transportation within Rwanda, accommodation and meals will be taken care of by the F2F Program team. Per diem will be issued before departure from the US. Additionally, a local telephone (handset and SIM card) and internet will be provided to the volunteer at his or her arrival in Rwanda.

Weather patterns: Rwanda has very good weather patterns. Temperatures vary from 19 to 30 C degrees. It's mostly warm during the day and cold at night. In Rwanda, from February up to end April is usually a rainy season. Appropriate dressing is recommended for the volunteer.

H. Recommended assignment preparations

Training Materials:

- The volunteer should prepare training materials and handouts.
- Training materials will be printed at CRS office in Rwanda
- Flip charts, markers, and a projector (if the training venue has electricity) will be obtained from the CRS Office.

Additional reading resources

Rwanda F2F program team recommends that the volunteer reads about Rwanda agriculture sector , particularly the horticulture sub sector to understand the issues affecting sector players. He /she can also read about the cooperative movement in Rwanda by visiting Rwanda Cooperative Agency website: <http://www.rca.gov.rw/>



I. Key Contacts

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<p>Host Organization:</p>	
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