



**Farmer to Farmer  
Volunteer Assignment Scope of Work**

**To express interest in this assignment please email [maria.figueroa@crs.org](mailto:maria.figueroa@crs.org)**

<b>Summary Information</b>	
<b>Assignment Code</b>	<b>UG213</b>
Country	Uganda
Country Project	Agribusiness Country Project
Host Organization	New Kakinga Millers (NKM) Enterprises Ltd
Assignment Title	Configuration of financial software to capture manufacturing accounts
Assignment preferred dates	March- April, 2019
Objectives of the assignment	To configure the currently installed Tally ERP 9 software to capture manufacturing accounts and other related information to match changing business needs and growth.
Desired volunteer skill/expertise	<ul style="list-style-type: none"> <li>• A certified finance specialist, with background experience with configuration of accounts software to capture changing company/business needs.</li> <li>• Experience working with manufacturing accounts is critical for this assignment</li> <li>• Excellent computer skills</li> <li>• Good communication and inter-personal skills</li> </ul>
Type of Volunteer Assistance	Financial Services (F)
Type of Value Chain Activity	Information and Input Support Services (S)
PERSUAP Classification	Type III

## **A. BACKGROUND**

CRS Farmer -to-Farmer program (F2F) is a USAID funded program that will be implemented for five years (2019- 2023) with a primary goal of reducing hunger, malnutrition, and poverty across six countries: Benin, East Timor, Ethiopia, Nepal, Rwanda and Uganda. The program aims at achieving this goal through advancing inclusive and sustainable agriculture led growth aimed at generating sustainable, broad-based economic growth in the agricultural sector. The program's secondary goal is to increase US public understanding of international development issues and programs and share the knowledge back in the US. To achieve its goals, F2F program provides volunteer technical assistance to farmers and farmer groups (associations and cooperatives), private agribusinesses, agriculture education institutions in developing countries like Uganda to address host identified technical needs in selected agricultural value chains. F2F volunteers are pooled from a broad range of US agricultural expertise, from private farmers with varied experience, University professors, bankers/certified accountants, animal health and nutrition specialists, soil scientists, agronomists who support local host organisations. F2F program introduces innovation and develops local organisations capacity for more productive, profitable, sustainable and equitable agricultural systems while providing an opportunity for people- to-people interactions within the agricultural sector. In Uganda F2F program will focus its technical interventions in the livestock and agribusiness value chains

New Kakinga Millers (NKM) Enterprises Ltd is a privately-owned maize milling enterprise located in Ishongororo, Ibanda district. The company started in 2006 as an informal maize processor but later advanced and registered as a company limited by shares in 2015. The company is involved in processing maize into maize flour for human consumption and maize bran as animal feed. The products were initially sold to both local (within Kamwenge, Kiruhura, Kibale, and Kyenjojo) and cross border to Rwanda and Congo. However, currently the company has concentrated on satisfying local markets and temporarily halted export to Rwanda and Congo. NKM processing facility's processing capacity is currently at 13,000MT with yet to be installed new equipment, the processing output capacity is expected to increase to 30,000MTs. The company partners currently with 6000 farmers who are organized into area cooperative enterprises – these are the sole suppliers of the maize grain to feed the processing facility. However, the number of farmers is expected to grow to 12,000 commensurate to the anticipated processing capacity. Through its collaboration with other partners, NKM will offer a premium price of 50 -100 Ushs above the farm gate price as a price incentive for delivering quality maize (moisture content between 13-15%). In addition to milling services, NKM offers extension trainings to members to ensure GAPs, including appropriate post-harvest handling practices to improve the quality of grain delivered at the processing facility. With its current level of operations and anticipated growth, the company needs to improve its financial management systems to match the changing business needs and hence inform appropriate decisions to propel this growth.

## **A. ISSUE DESCRIPTION**

Maize is one of the traditional crops predominantly grown by small holder farmers in most parts of the country, the crop is mainly grown for household consumption, food and income security, it's a staple for the Ugandan economy. Besides household food security, maize is also an industrial crop for the animal feeds industry and has high potential for value addition to support the agro-processing industry. Maize is similarly and increasingly becoming a significant export crop with the ASSP<sup>1</sup> reporting an approximate 13% increase in maize production volumes during the implementation of the ADSIP. Maize production in 2014 was 2.9million MTs out of which 134,903 MTs were exported, the subsector targets to produce 10million MT by 2020, hence a justification for Uganda being known as a net maize producer and exporter. Maize exports are projected to increase to US\$ 105 million annually. However, most of the maize exports are in raw form which attracts low prices for the small holder farmer, this is partly attributed to the limited processing capacity due to lack of infrastructure, expensive processing equipment, lack of trained personnel to operate machinery, and the generally high processing costs which reduce profit margins for the private sector companies in Uganda.

New Kakinga Millers Enterprises Ltd is one of the medium scale entrepreneurs engaged in maize processing: major products are currently maize flour for human consumption and maize bran for animal feed, with prospects to widen its products phase to include fortified maize flour. The proprietor has prospects for continued growth to satisfy both local, regional and export markets, while guaranteeing ready market for farmers' maize grain. The company has procured and yet to install new equipment expected capacity to process 120MT of maize grain per day from the previous 40MTs of grain. This increase in processed volumes will require to have efficient management systems that can track the business operations in an efficient and timely manner. NKM has installed a Tally ERP 9 finance software system for its financial management and track production operations, a trained accountant manages the software, however, with the growing volumes produced, the system needs to be configured to capture related manufacturing accounts information and other related information to match changing organization needs. Hence the request for F2F volunteer technical support to work with the accounts team to train them on how to configure the software to capture manufacturing accounts and any other related information to inform production decisions.

## **B. OBJECTIVES OF THE ASSIGNMENT**

The main objective if this volunteer assignment is to configure the currently installed Tally ERP 9 software to capture manufacturing accounts and other related information to match changing business growth needs.

Specific assignment objectives include:

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<sup>1</sup> Agriculture Sector Strategic Plan (ASSP) 2016- 2010  
ADSIP: Agriculture Development Strategy and Investment plan

- Familiarization with the Tally ERP 9 software, current information gathered through the system, its operation and assess challenges with capturing manufacturing accounts
- Together with the accountant identify loop holes/ areas of inefficiencies in financial processes and procedures and plan for suggested solutions/interventions
- Configuration of the software to capture manufacturing accounts and other information needs related to production operations
- Train relevant staff on the configuration process and together pretest the system's capacity to capture required information. Based on the pretest exercise, incorporate feedback to improve the process
- Orientation of the accountant on how to file tax returns specifically income tax, calculation of withholding tax for hired consultancy works and how the staff can navigate the Uganda Revenue Authority (URA) system to have this process conducted in accurately and in a timely manner
- Design a simple guide/manual that can be used by the staff for refresher and orientation of new staff in capturing manufacturing accounts and configuration of the system

***Other related assignment information:***

NKM has hired a professional accountant (University graduate) who manages and oversees the software and company accounts operations. He is supported by another colleague trained in business administration with accounts option who manages records such as payments, receipts, invoices, and store inventory.

The company has two desktop computers Hp and Dell onto which the Tally ERP 9 software was installed, computers are operating on windows 10.

**C. HOST CONTRIBUTION**

The host has committed to allocate one staff to be charged with all volunteer assignment activities including, introduction and sharing information about organisation structure, activities, financial activities. Key staff to be involved in the volunteer trainings will be identified. The host will also provide working space for the volunteer as well as identify a training venue during trainings.

**D. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

Its anticipated that with this volunteer assignment, NKM accounts staff will gain skills in configuration of the installed accounts software to capture manufacturing accounts, collect and interpret information for timely management decisions. The staff will equally be more familiar and capable of calculating tax returns with ease and accuracy through the URA system. All improvement in the financial management operations are geared towards reducing any inefficiencies in the company operations, timely decision making and overall improvements in production efficiency.

## E. DELIVERABLES

- Configured Tally ERP9 software to capture manufacturing accounts
- Staff trained on filing tax returns
- A training guide/manual developed for use by the team to navigate the new system
- Attendance lists with persons trained
- Volunteer assignment final report due BEFORE departure
- Group presentation with local stakeholders at the end of the assignment
- Volunteer debrief with CRS F2F team, HOP and USAID

## F. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)

Day	Activity
Day 1	Arrival at Uganda Entebbe Airport picked by Fairway Hotel shuttle to Kampala and check in at Hotel
Day 2	Volunteer will be met at Fairway Hotel by CRS staff and there after travel to the CRS office in Kampala for briefing meeting with F2F team, and HOP. Any assignment preparations desired before field travel will be done then.  Travel to Kamwenge
Day 3	Meeting with management and staff of NKM at their office premises to plan assignment activities. The schedule should include a debriefing and action planning session with the host, together with the CRS team  In the afternoon, orientation of company activities and financial transactions
Day 4- 5	Review of host financial processes and the Tally ERP 9 software with key staff and together with volunteer identify areas of inefficiencies/loopholes and identify potential solutions that meets company needs
Day 5- 10	Configuration of the software to capture manufacturing accounts and all information related to production operations as needed  Train staff on how to configure the system and its navigation to capture necessary information
Day 11- 12	Train staff on filing tax returns and generate employee PAYE, calculating withholding taxes for hired consultancy works, through the URA system

Day 13	Wrap up meeting with the host – volunteer presents together with the key staff to what has been accomplished and the team develops an action plan/next steps for implementation of volunteer recommendations
Day 14	Volunteer travels back to Kampala
Day 15	Debriefing meeting with F2F team, HOP and USAID representative
Day 16	Travel back to the US
TBD	Volunteer outreach in the US
<b>Note: This is a draft schedule that will be finalized based on volunteer actual dates of availability, Sundays are typical rest days and working on Saturday is, per the host's request</b>	

## G. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Kampala, the volunteer will stay at Fairway Hotel & Spa ([www.fairwayhotel.co.ug](http://www.fairwayhotel.co.ug)) before field travel. While in the field (Kamwenge), the volunteer will stay at Club Afreka which is located with in Kamwenge town – a relatively small town. The volunteer will mostly work with the accountant and any other relevant staff as identified. The organization is located in Ibanda district about 25- 30 Km from Kamwenge town.

CRS will pay for hotel accommodation and provide the volunteer with per diems to cater for meals and other incidentals. The volunteer may get an advance which has to be cleared before departing Uganda. For more information, please refer to Uganda country information that will be provided.

## H. RECOMMENDED ASSIGNMENT PREPARATIONS

### i) Before leaving U.S.:

- Familiarization with the Tally ERP 9 software, and how it can be configured to capture relevant manufacturing accounts and other information related to maize processing operations
- Familiarization with a typical maize processing facility and the types of operations

### ii) In-country activities/tasks – Refer to specific assignment objectives

- 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.
- The trainings will be conducted in English, there is no need for translation except for where the volunteer desires to interact with staff involved in the milling activities, then the host will provide the necessary translation
- Details on weather and appropriate clothing information can be obtained from Uganda Visitors

briefing manual.

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**I. KEY CONTACTS**

To express interest in this assignment, please email the CRS Baltimore contact listed below. To find out additional information about the host, issue description or field conditions, please email the country contact provided below, copying the CRS Baltimore contact.

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