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Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	RW209
Country	Rwanda
Country Project	Horticulture
Host Organization	KOTIBANYA (Koperative Twiyuzuze Isoko rya Bazirete Nyakiriliba)
Type of Volunteer Assistance	Business/Enterprise Development (E)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	Cooperative business management
Assignment preferred dates	May, 2019
Objectives of the assignment	To build the capacity for KOBITANYA Farmers' Cooperative with practical skills and knowledge in business management, accounting, finance, and operations.
Desired volunteer skill/expertise	A Volunteer candidate for this assignment must have relevant experience working with agricultural cooperatives. The candidate shall have a degree in agri-business management, finance and accounting, Business Administration or Cooperative Development; at least 5 years of working experience in rural economic institutions. Must have experience in Cooperative Business Management Training with at least 2 similar assignments performed in the last years least. He/she must be knowledgeable about adult training approaches. Other important skills include hands-on experience in financial management and record keeping, cost/benefit analysis and budgeting

A. BACKGROUND INFORMATION

KOTIBANYA is a farmer's cooperative involved in Horticulture farming and marketing. The cooperative is located in **Bazirete Village, Nyarushyamba Cell, Nyakiliba Sector, Rubavu District, Western province**. The cooperative was established in 2013, and its registered with Rwanda Cooperative Agency with registration no **RCA/ 277/2013** issued on March 25th, 2013 . The cooperative has 152 members (**32 men and 120 women**) and cultivates six different horticulture crops such as Carrots, cabbage, Cauliflower, onions (red and white), leeks and beetroots on **23 hectares of land**. KOTIBANYA has a collection and washing center, a cold room facility for post-harvest handling and storage of vegetables. The cooperative constructed its own market facility where the members sell their produce. This has helped members to address market related challenges.

In addition, KOTIBANYA has established good relationship with two financial institutions: Bank of Kigali/KORA Branch and SACCO MUSHYIKIRANO/ Nyakiliba Sector. Like other Cooperatives in Rwanda, KOTIBANYA has a General Assembly, an executive Board which is made of Board of Directors that supervise the Cooperative Business, and Employees. General Assembly takes the overall decisions and the executive board oversees the cooperative business and manage staff.

The cooperative has access to market for their produce. The primary market for its produce is through the market facility located in Bazirete village alongside Rubavu-Kigali road. The cooperative also has other market outlets;

two in Kigali city (Nyabugogo, and Kabuga) and one in Kamembe Sector/Rusizi District, Western province, on the border to Bukavu Democratic Republic of Congo (DRC). The cooperative has also a contract farming with E & Foods Direct Ltd based in Kigali. The cooperative **supplies 4 Metric tons of** vegetables to these markets daily, with estimated annual sales exceeding 1400 Metric tons.

B. ISSUE DESCRIPTION:

Business should be conducted in accordance efficient business management practices and this is something that KOTIBANYA is lacking. The management lacks basic business skills related to business management, accounting, finance, record keeping, planning, among others. This is observed through the incomplete financial record keeping system and there lack competent staff. Members and their leaders do not know how to keep proper records for their business and make good business decisions to grow their business. They cannot determine if they are making profit or losses. They do not understand how to negotiate for favorable contract farming with their buyers, nor how to build good business relationships with potential clients. they do not know how to produce a financial report that can help them make certain decisions related to it. While the cooperative has its own informal financial management practices, they are not well defined, not written anywhere and members cannot articulate them clearly. Because of these operational capacity gaps, KOTIBANYA wishes to seek for F2F technical assistance on business management which help its members and staff learn about proper business management skills with focus on finance, accounting, and business operations.

C. ASSIGNMENT OBJECTIVES

The overall objective of this F2F volunteer scope of work is to build capacity and equip KOTIBANYA Farmers' Cooperative with practical business management skills with emphasis on accounting, finance and business operations basics.

More specifically,

- Develop training guide for the trainer and trainees. Its important to note that *most of trainees have primary level of education, and their level of reading and writing is quite good.*
- Develop the training methodology/approach accordingly.
- Conduct the training for the cooperative board, and members in business management (basic business skills on accounting, finance, business operations, cost-benefit analysis 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 conduct this assignment, KOTIBANYA cooperative is expected to meet the following requirements;

- Mobilize and facilitate cooperative members to attend all the training sessions.
- Identify and provide venue for the training sessions and any other logistics
- Commit apply the recommendations provided by the volunteer (s) after the completion of the assignment.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT;

Following the completion of this assignment, the outcomes below will be anticipated:

The cooperative will be able to:

- Members gain improved business management skills
- The cooperative will effectively manage its businesses,
- Improved service delivery to members and clients.

- A final report explaining how the assignment was conducted, it should include recommendations to be implemented by the cooperative.

F. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)

Day	Planned Activity
Day 1	Arrival in country, pick up and check – in at LA Posh Hotel (or any other assigned hotel.)
Day 2	Weekend(Sunday)
Day 3	Meet the CRS Country Representative (CR), Head of Programs (HoP) and USAID for introductions (Morning) Meet with the CRS Operations Manager for Security briefing (Afternoon)
Day 4	Leave for Rubavu District to meet with the District Authority, the host KOTIBANYA 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 Check in the UBUMWE HOTEL (http://ubumwehotel.com-rwanda.com/) located in Rubavu District, Gisenyi Sector.
Day 5-7	conducting business management training as agreed in the work plan
Day 8-9	Weekend (Saturday and Sunday)
Day 10- 14	conducting business management training as agreed in work plan
Day 15-16	Weekend (Saturday and Sunday)
Day 17	Organize the workshop to share achievements and recommendations.
Day 18-19	Prepare a report on the assignment
Day 20	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
Day 21	Depart from Rwanda
TBD	Outreach event in 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/>.

If nothing changes, the volunteer will stay at UBUMWE HOTEL (<http://ubumwehotel.com-rwanda.com/>), located in Rubavu District.

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

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 Rubavu, from April up to end May 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 familiarizes with the Rwanda F2F horticulture country project and the cooperative movement in Rwanda by visiting Rwanda Cooperative Agency website: <http://www.rca.gov.rw/>

I. Key Contacts

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