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Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	RW213
Country	Rwanda
Country Project	Horticulture
Host Organization	The Rwanda Development Organization (RDO)
Type of Volunteer Assistance	Administrative (A)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	Capacity building on winning proposal writing and fundraising
Assignment preferred dates	June, 2019
Objectives of the assignment	<p>The objectives of this assignment are:</p> <ul style="list-style-type: none"> To build capacity of RDO key staff to be able to write winning proposals and fundraising. To train them on mobilization and fundraising skills
Desired volunteer skill/expertise	<p>A suitable volunteer shall have a degree in Project Management, Business management, finance and accounting, strategic planning or related field; at least 5 years of working experience in the same field.</p> <p>In addition, the volunteer should have strong written and verbal communication skills. Other important skills include hands-on experience in analyzing various business models, and Coordination, proposal development, cost/benefit analysis and budgeting.</p>

A. Background information

The Rwanda Development Organization(RDO) is a Local Non-Government Organization (NGO) established in 1995 to support the initiatives of Rwandans n social and economic development. It is registered with Rwanda Governance Board (RGB) with the following reference number **Ref. No.139/11 of 17 December 2003.**

RDO has a vision of ensuring that all Rwandans are in control of their own destiny, enjoying a good standard of living and sustainable development.

The mission of RDO is to empower partner communities including those vulnerable to improve their human capital, achieve food and nutrition security, and establish market linkages in a sustainable natural environment. RDO has 7 board members that meet every quarter and whenever necessary, and general assembly that convenes once a year. Also runs an annual budget of average 1.2 million USD and conduct financial audit every year following organizations' financial and accounting procedure manual and international accounting standards.

RDO has 6 management staff, 10 program staff and 38 field officers plus 4 support staff. It employs casual staff and consultants when need arises. RDO has procedural and statutory documents in place that govern all



administrative and management procedures including operations, procurement practices, which documents steer professional operations making our organization effective and efficient. The organization's monitoring and evaluation framework also ensures timely reporting and review of activities for efficient performance. RDO has implemented several donors funded projects including food security project funded by Ministry of Agriculture, USAID, WFP, AGRA, UNDP, COMIC RELIEF and UNWOMEN. Natural resource management and climate change projects funded by FAO, TROCAIRE, Ministry of Local Government, Rwanda Governance Board and Ministry of Natural Resources. Youth and women empowerment Projects Funded by European Union, CIDA and Plan international.

B. Issue Description:

RDO as a Local based NGO operating in Rwanda with the core mission to empower partner communities to improve human capital, achieve food and nutrition security, and establish market linkages in a sustainable natural environment, needs money to cover its operational cost to better service delivery but at many circumstances, it is hard, and even tough to avail the required resources to realize and achieve its mission. While the primary purpose of the proposal is to help secure funding for RDO's interventions, the organization is facing challenge related to having a key staff with limited skills in writing proposal and fundraising. The real situation is that at many occasions, RDO failed to acquire funding due to poor proposal writings. Therefore, RDO is seeking F2F Volunteer support around writing proposals and build capacity of staff on fundraising skills.

Objectives of the Assignment

The overall objectives of this assignment are:

- to build capacity of RDO key staff to write winning proposals
- To train RDO staff on mobilization and fundraising skills.

More specifically,

- Develop training guide for the trainer and trainees
- Develop the training methodology/approach
- Conduct the training for the RDO key staff on proposal writing, project management and fundraising.
- Organize a half -day presentation to RDO, to share the training report and recommendations.

C. Host Contribution

To conduct this assignment, the RDO is expected to meet the following requirements;

- Avail RDO key staff to attend the training
- Identify a translator to work with the volunteer
- Provide venue for the training sessions and any other logistics
- Commit to implement all the recommendations provided by the volunteer (s) after the completion of the assignment.

D. Anticipated results from the Assignment;

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

The RDO staff will:

- Build the capacity of the RDO Staff on project writing, fundraising.
- Be able to design, develop Project Proposals



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

E. 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) for introductions (Morning) Meet with the CRS Operations Manager for Security briefing (Morning) Meet F2F Team to discuss the Scope of Work, orientation on reporting, introduction to other CRS Staff and prepare for logistics for the assignment.
Day 4	Meet with the host RDO Management, for introduction and review of the Scope of work. Develop detailed Work Plan covering all activities required to effectively implement this scope of work
Day 5-7	conduct training as agreed in the work plan
Day 8-9	Weekend (Saturday and Sunday)
Day 10- 14	conduct 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 writing skills.

F. Accommodation , in- Country Logistics and Weather.

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

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. In the heart of Africa, fractionally south of the equator, Rwanda's relatively high altitude provides it with a remarkably pleasant tropical highland climate, albeit also with plenty of rain. Temperatures vary considerably between locations depending on their altitude, but very little from month to month in the same place. In the capital where the volunteer will be staying, Kigali, the temperatures vary from 20°C to 30°C degrees.



From June to mid-September is the long dry season; during dry season, there is often light cloud cover. This helps to moderate the temperatures. It's mostly hot during the day and cool at night. Appropriate dressing is recommended for the volunteer.

G. 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 will be obtained from the CRS Office.

- **Working Environment**
 The assignment will be conducted at the venue provided by RDO whose office is at KK 500/22, Bralirwa Road, Kicukiro District, Kigali City. The volunteer will work closely with RDO management, and in country F2F Field team as well.

- **Recommended Reading**
 Rwanda F2F program recommends that the volunteer familiarizes with this scope of work, but also visiting Rwanda Development Organization website: <http://rdorwanda.org.rw/>

H. Key Contacts

<p>CRS Baltimore Ngokion, Mireille Volunteer Coordinator Farmer-to-Farmer Program Coordinator, Overseas Operations 228 W. Lexington Street Baltimore, MD 21201 410.951.7315 Email: mireille.ngokion@crs.org</p>	<p>Rwanda Grace Gasana CRS Farmer- to -Farmer Program Director for Rwanda Tel: +250,788307254, Email: grace.gasana@crs.org Or Yannick Ndoli Farmer to Farmer Project Coordinator Tel:0788380064 Email: yannick.ndoli@crs.org</p>
<p>Host Organization:</p>	
<p>RWIBASIRA Eugene, The Executive Secretary Tel: +250788301740 Email: rwibasirae@yahoo.com</p>	<p>VUNINGOMA Faustin Tel: +250787444915</p>