Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	**RW214**
Country	Rwanda
Country Project	Horticulture
Host Organization	The National Cooperatives Confederation of Rwanda (NCCR)
Type of Volunteer Assistance	Technology Transfer(T)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	ICT database system designing
Assignment preferred dates	June, 2019
Objective of the assignment	The objective of this assignment is to design an ICT database system that captures all NCCR members information and activities.
Desired volunteer skill/expertise	A volunteer for this assignment shall have a bachelor's degree in Computer Science and knowledge and experience related to Computer Programming and Database development. They should have strong knowledge of SQL, Java and Visual Basic in addition to training in specific database systems including SAP, PeopleSoft and Oracle; at least 5 years of working experience in Database designing. ***Knowledge and Skills:*** • Proven experience on data base development and high-quality ICT related solutions development and programming. • the ability to apply skills, knowledge and understanding of ICT in a range of contexts to solve problems; • the capacity for thinking creatively, innovatively, analytically, logically and critically; • Excellent communication skills

A. Background information

The National Cooperatives Confederation of Rwanda (NCCR) is the private umbrella organization that promotes and represents the interests of the cooperative movement in Rwanda. On 28th October 2010, the National Cooperatives Confederation of Rwanda (NCCR) was established by nine cooperative federations. The NCCR was granted legal entity on 22 December 2010 and this was published in the Official Gazette N° 25 of 20/06/2011. In 2012, the NCCR joined the International Cooperative Alliance (ICA,https://www.ica.coop/en) , which is the body that represents and serves cooperatives worldwide.

Currently, NCCR has increased membership to 14 federations namely: FECOMIRWA (Mining), FECOPPORWA (Irish Potatoes), FEFICOORWA (Fishing), FERWACAPI (Beekeeping), FERWACOTAMO (Motorcycles), FERWACOTHE (Tea), FUCORIRWA (Rice), NDFFR (Livestock), RCCF (Coffee), RFTC (Minibuses + Coasters), RFWC (Wheat), RWCCF (Cassava), FCMR (Maize) and RFHC (Horticulture).

NCCR's **Vision** is "**Life without Poverty**" has been inspired by the global sustainable development agenda (2016 – 2030). Given the inter-relatedness and integrated nature of the SDGs, NCCR wants to contribute to each of them with emphasis on **People, Prosperity and Partnership**.

Mission Statement: We exist to support our member Federations, Unions and Primary Cooperatives through capacity development, information sharing, advocacy and collaboration with Public, Private and Civil society organizations at local, Regional and International levels.

B. Issue Description:

 Rwanda as a country is steadily moving forward in the quest to become a knowledge-based economy, every year the country registers achievements in the ICT sector, which remains one of key enablers of such an ambition. Many instiutions wether public or private are fast learning to adopt to ICT usage and application. NCCR is one of such insitutions that wants to fully embrace ICT in its operations. As mentioned earlier , National Cooperatives Confederation of Rwanda (NCCR) is the umbrella organization that promotes and represents the interests of the cooperative movement in Rwanda. This association has many operations, but many of its operations are not digitized. For example   NCCR doesn't have a data base for its members. The confederation is not able to know its actual membership. The confederation has difficulties to plan for membership and apart from knowing the number of federations, NCCR might not know the real number of its members. Developing a database for information   management is therefore crucial to improve data management , planning and decision making of NCCR. This is the main reason why NCCR needs assistance on developing and designing a Database system.. The development of NCCR data base, will increase the organizational efficiency.

C. Objectives of the Assignment
The objective of this assignment is to design an ICT database system that captures all NCCR members information and activities.

More specifically,
- Design or develop a database as desired by the host.
- Prepare design specifications and functional documentations for the database
- Train NCCR Staff on the management Data management system that will have been set up.
- Developing protocols for data processing by NCCR and members
- Develop instructions on the usage and management of the data management system.
- Identify any issues related to database performance and provide recommendations / measures
- Test run the database to ensure it works well.
- Organize a half -day presentation to company members, to share the assignment report and recommendations.

D. Host Contribution

To conduct this assignment, NCCR is expected to meet the following requirements:

- Avail NCCR staff and identify key federation members who will be involved in the consultation and database system designing process.
- Avail staff who will be trained on the data management, usage and maintenance .
- Identify a translator to work with the volunteer
- Provide venue for the volunteer assignment and any other logistics
- Commit to implement all 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:

- ICT Database designed for NCCR.
- Improved business/service delivery performance and efficiency through the credible database system.
- Improved skills and Management of Workflows by staff.
- Increased Operational Intelligence

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

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	Meet with the host NCCR 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	The rollout of the agreed work plan
Day 8-9	Weekend (Saturday and Sunday)
Day 10- 14	The rollout of the agreed 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:

Candidates should be able to:

- Must be knowledgeable in computer programming,
- Previous experience in developing and implementing similar assignments .
- Has been involved in testing and evaluation of solutions of similar activities.

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/.

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.

H. Recommended assignment preparations

- **Assignment Materials:**
  In case the volunteer prepares materials for hand out, can be printed at CRS office in Rwanda. Regarding Flip charts, markers, and a projector if needed, can be obtained at CRS Rwanda office.

- **Working Environment**
  The assignment will be conducted at the venue provided by NCCR whose office is in Munanira II cell/Nyakabanda Sector/Nyarugenge District, Kigali City. The volunteer will work closely with NCCR management and staff, and in country F2F Field team as well.

- **Recommended Reading**
  Rwanda F2F program recommends that the volunteer familiarizes with this scope of work and to take his or her time to 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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