



Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

To express interest in this assignment, email mireille.ngokion@crs.org

Summary Information	
Assignment Code	RW216
Country	Rwanda
Country Project	Maize
Host Organization	USAID funded project named HINGA WEZE project
<i>Type of Volunteer Assistance</i>	Business/Enterprise Development (E)
<i>Type of Value Chain Activity</i>	Information and Input Support Services (S)
Assignment Title	Capacity building of HINGA WEZE project staff on business planning
Assignment preferred dates	October, 2019
Objectives of the assignment	<p>The objectives of this assignment are three and they include as listed below:</p> <ul style="list-style-type: none"> • to train HINGA WEZE staff on business planning focusing on the process and benefits; • train Hinga Weze staff on good agricultural practices, productivity and post- harvest handling; • train HW Staff on cooperative governance and management;
Desired volunteer skill/expertise	<p>A suitable volunteer for this assignment should have a Degree in Agricultural Sciences, Business Management, Development Studies or a related field. He or she should have at least 5 years of working experience in Agriculture sector, business management and cooperative development.</p> <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Proven experience as a Business Planner or Business Consultant • Ability to conduct business analysis. • Analytical mind with problem-solving aptitude • Ability to identify and summarize relevant trends from market. • Organizational and leadership skills • Excellent communication and writing skills • He/she must be knowledgeable about adult training approaches,

A. Background information

Overview of HINGA WEZE project



The Feed the Future Rwanda Hinga Weze (HW) Activity is a five-year USAID-funded project (2017-2022), implemented by an International Non-Organization, called Cultivating New Frontiers in Agriculture (CNFA). HW aims to sustainably increase smallholder farmers' income, improve the nutritional status of women and children, and increase the resilience of Rwanda's agricultural and food systems to a changing climate. By 2022, the project will have benefited over 700,000 smallholder farmers in ten target Rwanda districts which include; Bugesera, Gatsibo, Kayanza, and Ngoma (Eastern Province); Karongi, Ngororero, Nyabihu, Nyamasheke, and Rutsiro (Western Province); and Nyamagabe (Southern Province), across five value chains; namely;- high-iron beans, orange flesh sweet potato (OFSP), Irish potato, maize, and horticulture.

Hinga Weze Program Approach:

1. Increasing Sustainable Agricultural Productivity: Hinga Weze focuses on interventions that support an integrated systems approach to agriculture productivity and that follow the principles of sustainable land and water use, with particular attention to climate-smart technologies of relevance to Rwanda, facilitating the resilience of farming systems by improving water management, preventing soil erosion, and maximizing the effectiveness of input use;
2. Expanding Farmers' Access to Markets: In order to enhance farmers' competitiveness and expand access to markets, Hinga Weze is increasing access to post-harvest equipment and facilities, market information, and credit and financial services;
3. Improving Nutritional Outcome of Agriculture Interventions: Hinga Weze is focused on strengthening the link between agriculture and nutrition to improve the nutritional status of its communities and families.

The project, worth \$32.6 million (about Rwf 27billion) is implemented under an initiative dubbed Hinga Weze. The project has a \$5 million matching grant that may be leveraged to get credit by smallholder farmers.

The project has 128 employees. The initiative's goal is to ensure growing more, selling more and eating better. Cultivating New Frontiers in Agriculture (CNFA) is a USAID contractor leading a consortium of implementing partners for the project.

Expected HINGA WEZE project impact

- The programme targets to have 560,000 households directly benefiting from increased agricultural production and improved nutrition; and 200,000 farmers benefiting from increased yields.
- A total of 4,600 hectares of land will be covered.
- Some 268,000 hectares of land will be under improved technologies or management practices, according to information from its management.

B. Issue Description:



HW employs about 128 staff in total and about seven staff are located in each intervention District where they provide technical assistance to the project beneficiaries. The field staff provide technical assistance in various areas to the farmers to achieve the project objectives. Part of the technical assistances includes capacity building agriculture production, market linkage, nutrition among others. Each of the HINGA WEZE project staff have different capacities which they use to go about their work. However, some staff lack knowledge about some aspects of their work, like helping farmers practice good agricultural practices, business planning; strategic planning, cost of production, cooperative governance and management among others. Because of the above capacity gaps, HW Leadership, wishes to seek the technical assistance of the Farmer to Farmer volunteers. The volunteer (s) will help to build the capacity of staff which will help to improve their capacities in the above-mentioned aspects related to the Staff day to day work with HW Project.

Objectives of the Assignment

The overall objective of this F2F volunteer scope of work is to train HINGA WEZE staff on business planning process, good agricultural practices, post-harvest handling and cooperative governance and management.

More specifically,

- To help staff to understand the process of writing a business plan:
 - ✓ The key elements of the business plan (including case studies)
 - ✓ The importance/ benefits of having a business plan
 - ✓ Determining cost of production,
 - ✓ How to create a Cash Flow Projection, Budget, and Profit & Loss account
 - ✓ How to use the financial projections to assess your business idea
 - ✓ Integrating the business plan into a business so that it stays on track
- To train staff on good agricultural practices, post-harvest handling etc.
- Train HW staff on cooperative governance and management,
- Prepare the assignment report, detailing how the assignment was conducted, highlighting some of achievements, challenges, lessons, and opportunities for future engagements and recommendations.

Organize a half day presentation to project management and staff to share the assignment report and recommendations.

C. Host Contribution

To conduct this assignment successfully, HINGA WEZE management is expected to meet the following requirements:

- Identify the staff that will be trained;
- Invite and facilitate staff who will attend the training;
- Provide the training venue for the assignment and any other logistics to
- 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:
Staff will be able to:

- Have a clear understand the business planning process, process and benefits and be able to teach/share with the project beneficiaries;
- Refresh their skills on the good agricultural practices;
- Have a good understanding about the cooperative development model, principles, governance and management among other things.

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) and USAID for introductions (Morning) Meet with the CRS Operations Manager for Security briefing (Afternoon)
Day 4	Meet with the host HINGA WEZE project 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, HINGA WEZE project 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

F. Accommodation and other in -Country Logistics

While in Kigali, the volunteer (s) will be accommodated in Kigali, at La Posh Hotel/ KN 84 St, Nyarugenge/ Kigali, phone +250 784119855, <http://laposhhotel.rw/>. If the training venue is going to be located outside Kigali, F2F team, will identify a suitable accommodation as has been done in the past.

Additionally; Volunteer transport, local telephone (handset and SIM card) and internet will also be provided by CRS.



Weather pattern: Generally; Rwanda has very good weather patterns. 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 October to November is a shorter rainy season and it's followed by a short dry season from December to February. 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 and logistics:**
 - The volunteer should prepare training materials and handouts. The training materials should focus on the training objectives.
 - 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 (TBD) and approved by HINGA WEZE project management whose office is at KG 28 AV, 7. Kimihurura-Gasabo District, Post office Box 1270, Kigali. The volunteer will work closely with HINGA WEZE project management, and in country F2F Field team as well.

- **Recommended Reading**
 Rwanda F2F program recommends that the volunteer familiarizes with this scope of work.

H. Key Contacts

CRS Baltimore	Rwanda
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