



Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

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

Summary Information	
Assignment Code	RW219
Country	Rwanda
Country Project	Maize
Host Organization	KOREMU (Koperative reba kure munyamurama)
Type of Volunteer Assistance	Organizational Development(O)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	Capacity building on Cooperative governance and management
Assignment preferred dates	October- December , 2019
Objectives of the assignment	The objective of this assignment is to build capacity of KOREMU Cooperative members, Board, and staff on Cooperative governance; structure and leadership; creation of member services; communication; integration of gender, youth and people living with disabilities in the development of the cooperative.
Desired volunteer skill/expertise	The candidate shall have a degree in Development Studies, Social sciences, Business Administration or Cooperative Development; A suitable volunteer for this assignment must have at least 5 years relevant experience working with agricultural cooperatives. He/she must be knowledgeable about adult training approaches ; be prepared to work in remote areas and passionate working with the developing communities.

A. Background information

By definition, cooperative is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise, according to internationally recognized co-operative values and principles". What makes a co-operative different from a conventional business is?

- It fulfils a social or environmental objective, or is formed to fulfil its members" needs
- It is democratic ownership and control
- It is way of working



- It is legal structure

According to Rwanda Cooperative Agency (RCA), the cooperative sector in Rwanda is large and diverse. It consists of savings and credit cooperatives, banking cooperatives, agricultural cooperatives, small processing and marketing cooperatives, fishery cooperatives, Consumers, workers, handicraft and artisanal cooperatives. The Government of Rwanda views cooperatives as a potential vehicle through which the cooperatives members could create employment and expand access to income-generating activities, develop their business potential, including entrepreneurial and managerial capacities through education and training; increase savings and investment, and improve social well-being with special emphasis on gender equality, housing, education, health care and community development. Rwanda has 9,597 cooperatives with share capital of more than Rwf45 billion. All the cooperatives count over five million members (comprising over 2.69 million men, and over 2.14 million women) members countrywide. The country's cooperative movement is a strong vehicle for development and economic empowerment especially among the disadvantaged groups like women, youth and People with Disabilities (PWDs).

Koperative reba kure munyamurama (KOREMU),

Koperative reba kure munyamurama (KOREMU), is a farmer's cooperative located in Rukizi village, Gitaraga cell, Murama Sector, Ngoma District, Eastern Province. The cooperative was established in 2011, and received its registration no. RCA / 1012/2011 from Rwanda Cooperative Agency (RCA) on 12, December 2011. The cooperative has 350 members (170 male and 180 female). Like other Cooperatives in Rwanda, KOREMU has a General Assembly, an executive Board which is made of Board of Directors who 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 cultivates its maize on 400 Ha and aggregates its produce for marketing collectively. Apart from maize farming business, the cooperative is also operating as an Agro-dealer through the selling of agriculture inputs (Fertilizers, pesticide, and improved maize seeds) to members and non-members. The cooperative has a contract with the national agricultural inputs supplier - Agro Processing Trust Cooperation Ltd (APTC) under the Government subsidy scheme.

KOREMU cooperative has a good relationship with four financial institutions: SACCO MURAMA, Bank of Kigali/Branch of Kayonza, Kenya Commercial Bank/Branch of Kayonza and DUTERIMBERE Bank/ Kayonza Branch. Up to now, the cooperative has an outstanding loan from DUTERIMBERE Bank of a value of **28,000,000Rwf (USD 30,939.22)**.

The cooperative has access to market for its maize produce and at the beginning of each growing season, the cooperative signs a farming contract with one or two big buyers in the country, and for the last season B, 2019, the cooperative had a contract with a buyer/company called SARURA Commodities Ltd which bought 100 Metric tons of maize from the cooperative.

Issue Description:

Even though KOREMU cooperative seems to be doing well, the cooperative struggles with governance and management constraints which inhibits its growth. These constraints are largely due to limited skills and experience of members, board and staff. In order to address those constraints, KOREMU, is seeking the expertise of F2F voluntter in cooperative governance and management to build capacities of its members, board and staff. The training will sharpen the skills of the members and staff which will improve cooperative performance.



KOREMU therefore, wishes to seek for F2F technical assistance on capacity building assignment for the training of members , board, and staff on good governance and management.

B. Objectives of the Assignment

The overall objective of this F2F volunteer scope of work is to build capacity of the KOREMU members Board, and staff on cooperative governance and management; member services, communication and social inclusion aspects.

More specifically,

- Develop training guide for the trainer and trainees
- Develop the training methodology/approach
- Conduct the training for the cooperative selected members. Board, and staff on governance, structure and leadership; human resource management; member services; communication; integration of gender youth and people living with disabilities.
- Prepare a training report, detailing how the trainings were conducted, achievements, challenges, lessons, opportunities for future engagements and recommendations.
- Organize a half -day presentation to cooperative members, other stakeholders like local government, buyers, any other partner to share the training report and recommendations.

C. Host Contribution

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

- Identify the training participants;
- Mobilize and facilitate cooperative members Board, and staff to attend all the training sessions.
- Provide venue for the training sessions and any other logistics
- Inform the local government and invite them to the training, debriefs
- Commit to implement all the recommendations provided by the volunteer after the completion of the assignments.

D. Anticipated results from the Assignment:

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

- Cooperative members (farmers), Board and staff will have a good understanding of good cooperative management practices on governance; cooperative structure, roles and responsibilities for members and board; the need for good human Resources management practices, the different types of member services that can be provided by the cooperative, the benefits of good communication in a cooperative; and the importance of social inclusion in the cooperative etc.



- 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
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 Ngoma District to meet with the District Authority, the host KOREMU cooperative Ltd 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 Check in the hotel Centre Saint Joseph (https://www.centre-saint-joseph-kibungo.com/).
Day 5-7	Start the rollout of agreed work plan and conduct the training
Day 8-9	Weekend (Saturday and Sunday)
Day 10- 14	Start the rollout of agreed work plan and conduct the training
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 (Laposh hotel will take care of this)
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.

F. 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/>.

In Ngoma District, the volunteer will stay at the hotel Centre Saint Joseph (<https://www.centre-saint-joseph-kibungo.com/>)

G. Transport Volunteer transportation within Rwanda, accommodation and meals will be taken care of by the F2F Program.

H. Telephone and Internet: A local telephone (handset and SIM card) and internet will be provided to the volunteer at his or her arrival in Rwanda.

I. Weather pattern: In general, Rwanda has very good weather patterns. In particular, Ngoma District has a tropical climate. The average annual temperature in Ngoma is 19.4 °C. About 1154 mm of precipitation falls annually. It’s mostly warm during the day and cool at night. In Rwanda, from September up to end November is usually a rainy season. Appropriate dressing is recommended for the volunteer.

J. Recommended assignment preparations

- **Training 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 KOREMU cooperative whose office is in Rukizi village, Gitaraga cell, Murama Sector, Ngoma District, Eastern Province. The volunteer will work closely with KOREMU Management Board, 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 maize value chain sub-sector in Rwanda; Reads about the Rwanda Cooperative Law, which will be shared once the Volunteer is identified.

K. Key Contacts

CRS Baltimore	Rwanda
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Host Organization:	



USAID
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