



Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

| Summary Information | |
|-----------------------------------|---|
| Assignment Code | RW222 |
| Country | Rwanda |
| Country Project | Maize |
| Host Organization | KOAIRU Ganza (Koperative y'abahinzi b'ibigori n'ibishyimbo ba Rubira) |
| 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 | November -December, 2019 |
| Objectives of the assignment | The objective of this assignment is to build capacity KOAIRU GANZA members on cooperative governance; management; cooperative structure and leadership, member roles and responsibilities; member services; importance of communication and , integration of gender, youth and people living with disabilities in the development of the cooperative. |
| Desired volunteer skill/expertise | The volunteer for this assignment shall have a degree in Development Studies, Social sciences, Business Administration or Cooperative Development; he or she have at least 5 years of working experience working with cooperatives; he/she must be knowledgeable about adult learning approaches, be prepared and adaptative to work in rural areas. |

A. Background information on cooperatives in Rwanda

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. 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). 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. Currently, 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.



Definition of cooperatives

By definition, a 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

KOAIRU GANZA

KOAIRU GANZA (Koperative y'abahinzi b'ibigori n'ibishyimbo ba Rubira), is a farmer's cooperative located in Rwintama village, Rubira cell, Gitoki Sector, Gatsibo District, Eastern Province. The cooperative was established in 2017, and received its registration no. RCA / 0397/2017 issued by the Rwanda Cooperative Agency (RCA) in the same year ie 2017. The cooperative has composed of 108 members (64 male and 44 female). Just like other Cooperatives in Rwanda, KOAIRU GANZA has a General Assembly, an executive Board which is made of Board of Directors who supervise the Cooperative Business, and employees. The General Assembly makes the overall decisions and the Executive Board oversees the cooperative business and staff.

KOAIRU's main economic activity is growing maize on 129 Ha. The cooperative has a contract with one agricultural inputs supplier called TUBURA, and three other agro dealers under the Government subsidy Program.

KOAIRU GANZA cooperative has a good relationship with two financial institutions: SACCO Gitoki, and Banque Populaire du Rwanda/Branch of Ngarama Sector. However, it's important that the cooperative hasn't taken a loan to finance its operations. To support their operations, the cooperative relies on members to finance some of their operations.

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 country, and for the last season B, 2019, the cooperative had two contracts with two buyers/companies: the Africa Improved Food (AIF), and EAX (East Africa Exchange) which bought 21.3 Metric tons of maize from KOAIRU GANZA.

Issue Description:

Just like other cooperatives in Rwanda, KOAIRU GANZA cooperative members and board remain weak. The cooperative is faces a number of challenges like poor cooperative governance and management; how to increase member services, how to establish human resource management; communication and become socially inclusive. With the above limitations, the cooperative cannot effectively and efficiently manage or grow its business. Going forward, KOAIRU would like to seek for Farmer to Farmer volunteer technical assistance to build capacity of the members, board, and staff on governance; management; cooperative structure and



leadership, member roles and responsibilities; member services; importance of communication and , integration of gender, youth and people living with disabilities in the development of the cooperative.

B. Objectives of the Assignment

The overall objective of this F2F volunteer scope of work is to build capacity of the members , board and staff on cooperative governance; management; cooperative structure and leadership, member roles and responsibilities; member services; importance of communication and , integration of gender, youth and people living with disabilities in the development of the cooperative.

More specifically,

- Develop training guide for the trainer and trainees
- Develop the training methodology/approach
- Conduct the training as highlighted in the objectives
- 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, KOAIRU GANZA cooperative is expected to meet the following requirements:

- Mobilize and facilitate cooperative members and staff to attend all the training sessions.
- 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 assignments.

D. Anticipated results from the Assignment:

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

- Cooperative members, Board of Directors, and Staff will have a good understanding of good cooperative governance and management; cooperative structure, leadership; roles and responsibilities for members; how to increase member services, good human resource management practices; the benefits of good communication in a cooperative; and the importance of social inclusion in the cooperative as a whole.
- Submit 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 |
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| Day 1 | Arrival in country, pick up and check – in at LA Posh Hotel |



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| Day 2 | Weekend(Sunday) |
| Day 3 | Meet the CRS Country Representative (CR), Head of Programs (HoP) Operations Manager and other staff for introductions (Morning) Meet with the CRS Operations Manager for Security briefing (Afternoon) Meet with F2F Team to review the scope of work and orientation on reporting requirements |
| Day 4 | Depart for Gatsibo District to meet with the District Authority, the host (KOAIRU GANZA cooperative 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 Ntende (http://ntendehotel.rw/). |
| 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- 19 | Continue to train Organize the workshop to share achievements, and recommendations. Prepare a report on the assignment Conduct debrief with the host |
| 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 for US |
| 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 Gatsibo District, the volunteer will stay at the hotel Ntende (<http://ntendehotel.rw/WELCOME-TO-NTENDE-HOTEL.html>)

G. Transport and meals

Volunteer transportation and meals within the country 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 upon arrival in Rwanda. For the internet the volunteer will be given access to WIFI network CRS or office or at the hotel in Kigali and Field. Additionally, the volunteer will be given an internet modem to access internet where WIFI connection is not available.

I. Weather Pattern; Generally; Rwanda has very good weather patterns. It's mostly warm during the day and cool at night. In Gatsibo, the average annual temperature is 20.9 °C. Appropriate dressing is recommended for the volunteer.

J. Recommended assignment preparations

- **Training Materials:**

In case the volunteer prepares materials for hand out, it will 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**

This assignment will be conducted at the venue provided by KOAIRU GANZA cooperative whose office is located at Rwintama village, Rubira cell, Gitoki Sector, Gatsibo District, Eastern Province. The volunteer will work closely with KOAIRU GANZA Cooperative Board, and the CRS -F2F Field team.

- **Recommended Reading**

Rwanda F2F program recommends that the volunteer reads about the Rwanda Cooperative Law; Cooperative Policy and familiarizes with this scope of work.

K. Key Contacts

| CRS Baltimore | Rwanda |
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| <p>Host Organization:</p> | |



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