



**To express interest in this assignment, please email
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Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	RW223
Country	Rwanda
Country Project	Maize
Host Organization	COIB (Cooperative ibyiza biri imbere)
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, 2019
Objectives of the assignment	The objective of this assignment is to build capacity of COIB cooperative members , Board and staff on governance; management; cooperative structure and leadership; member roles and responsibilities; member services; good human resource management practices; 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 should have a degree in Development Studies, Social sciences, Business Administration or Cooperative Development; He or she should have at least 5 years experience working with cooperatives. He/she must be knowledgeable about adult training approaches and be passionate about working with farmers and be ready to work in a rural setting

A. Background information

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. 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. 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).

Cooperative definition

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

Cooperative Ibyiza Biri Imbere (COIB)

COIB (Cooperative ibyiza biri imbere), is a farmer's cooperative located in Nyamata village, Matunguru cell, Rugarama Sector, Gatsibo District, Eastern Province. The cooperative was established in 2010, and its registration no. RCA / 0186/2010 issued by the Rwanda Cooperative Agency (RCA) in the same year, 2010. The cooperative has membership of 140 members (70 male and 70 female). Like other Cooperatives in Rwanda, COIB has a General Assembly, an executive Board which is made of Board of Directors who supervise the Cooperative Business, and Employees. The General Assembly takes the overall decisions and the executive board oversees the cooperative business and manage staff.

The cooperative's main economic activity is production of maize on 16 Ha. 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 contract with one buyer/company: the Africa Improved Food (AIF), which bought 65 Metric tons of maize from COIB. Additionally, COIB cooperative has a contract with one agricultural inputs supplier namely TUBURA company under the Government subsidy scheme.

COIB cooperative has a good relationship with two financial institutions: SACCO Rugarama, and Bank of Kigali/Branch of Kabarore. Up to now, the cooperative does not have any outstanding loan from those banks. The cooperative self-finance its operations and activities.

Issue Description:

Even though COIB cooperative works hard to improve its governance and management, the Board and its members have limited knowledge and skills related to governance and management aspects of the cooperative. The cooperative faces a number of constraints which include but not limited to like limited understanding of good cooperative governance and management practices, how to increase member services or how to be socially inclusive. The cooperative also doesn't have good human resource management practices and lacks communication strategy. Because of the above constraints, COIB is seeking for Farmer to Farmer technical assistance focusing on training of some of the members, board and staff on governance; management;



cooperative structure and leadership; member roles and responsibilities; member services; good human resource management practices; 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 governance; management; cooperative structure and leadership; member roles and responsibilities; member services; good human resource management practices; importance of communication and , integration of gender, youth and people living with disabilities in the development of the cooperative.

More specifically,

- Develop training guide materials
- Develop the training methodology/approach
- Conduct the training focusing on the training objectives
- Prepare a training report, detailing how the training was conducted, highlight achievements, challenges, lessons, opportunities for future engagements and recommendations.
- Organize a half -day presentation to cooperative members, other stakeholders like local government representatives , buyers, any other partner to share the training report and recommendations.

C. Host Contribution

To conduct this assignment, COIB cooperative is requested to meet the following requirements:

- Identify the training participants;
- 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 will have good understanding of good governance and management practices, cooperative structure, good human resources management practices; roles and responsibilities for members , board and staff; the different types of member services that can be provided by the cooperative, the benefits of communication and the importance of social inclusion in the cooperative.
- 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). Meet with the CRS Operations Manager for Security briefing (Afternoon)
Day 4	Leave for Gatsibo District to meet with the District Authority, the host COIB 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	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 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** Volunteer transportation within Rwanda 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.
- I. **Weather Pattern** In general, Rwanda has very good weather patterns. In Gatsibo, the average annual temperature is 20.9 °C. It's mostly warm during the day and cool at night. 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**
This assignment will be conducted at the venue provided by COIB cooperative whose office is in Nyamata village, Matunguru cell, Rugarama Sector, Gatsibo District, Eastern Province. The volunteer will work closely with COIB Management Board, and F2F Field team.
 - **Recommended Reading**
Rwanda F2F program recommends that the volunteer reads about Rwanda's cooperative law and cooperative movement and takes time to read this scope of work and prepare training resources in advance before coming to Rwanda.

K. Key Contacts

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