



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

Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	RW224
Country	Rwanda
Country Project	Horticulture
Host Organization	KOUAMU (Koperative y'ubuhinzi bw'amatunda mu Murenge wa Mukamira)
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 on good governance; management practices; 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 (KOUAMU)

KOUAMU is a farmer's cooperative located in Gashonero village, Rubaya cell, Mukamira Sector, Nyabihu District, Western Province. The cooperative was established in 2014, and its registration no. is RCA / 1033/2014 issued by the Rwanda Cooperative Agency (RCA) in the same year, 2014. The KOUAMU has 27 members (18 male and 9 female). The has a General Assembly which takes the overall decisions and it has an Executive Board which is made of Board of Directors who supervise the Cooperative Business. The main economic activity of KOUAMU is production of tree tomatoes which they sell in Kigali where it has two big buyers and around the region. The second market is provided by Rwangeri high school and Nanga primary school. At peak season, the cooperative sales /supplies on weekly basis for two-month of harvest period. Per week, 200 Kgs are sold, this means 800 Kgs per month. KOUAMU cooperative has a good relationship with two financial institutions: SACCO Mukamira, and Vision finance/Musanze Branch. Currently the cooperative has a loan of 3,000, 000 Rwf issued by SACCO Mukamira.

Issue Description:

KOUAMU cooperative is relative a young cooperative and its trying to grow its business model. It has not received any training on good cooperative governance and management practices. The Members and Board have limited knowledge and skills related to governance and management aspects of the cooperative. They lack capacity to operate efficiently, they experience weak management and governance in a sense that even the board of Directors, supervisory committee, and members do not have clear understanding of their duties, and responsibilities. KOUAMU cooperative desires to build capacities of their members which they anticipate will improve service delivery and performance. In this scope of work (SoW) KOUAMU is seeking for the Farmer to Farmer technical support to build capacities of the members including the board on cooperative 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 members on good governance; management practices; 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 materials
- Develop the training guide and approach (s);
- Conduct the training based on the objectives
- Prepare a training report, detailing how the trainings were conducted, highlight achievements, challenges, lessons, opportunities 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, KOUAMU 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 (farmers), board of Directors, and supervisory committee have a good understanding of good cooperative management practices and 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.
- 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 meet with the CRS Operations Manager for Security briefing (morning) Meet with CRS F2F Team to review and discuss the scope of work and the reporting requirements
Day 4	Leave for Musanze and check into Best view Hotel, located in Musanze town, Meet with the District Authority, the host KOUAMU cooperative Management for introduction and review of the Scope of work and align expectations; Develop detailed Work Plan covering all activities required to effectively implement this scope of work
Day 5-7	Start the training based on the objectives and work plan
Day 8-9	Weekend (Saturday and Sunday)
Day 10- 14	Continue the training
Day 15-16	Weekend (Saturday and Sunday)
Day 17- 19	Organize the workshop (debrief) to share achievements, and recommendations. Prepare a report on the assignment
Day 20-21	Conduct debrief session with CRS Country team and USAID representatives on the completed assignment Fill out all necessary M&E forms and submit to F2F Program staff Depart for US (Return home)
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 the field, the volunteer will stay at Best view hotel located in Musanze District, Northern province, phone: +250786 894 922

- 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 at his or her arrival in Rwanda.
- I. **Weather Pattern:** In general, Rwanda has very good weather patterns. Musanze and Nyabihu districts are relatively warm but tends to be cold in the night. Appropriate dressing is recommended for the volunteer.
- J. **Recommended assignment preparations**
 - **Training Materials:**
All training materials will be printed at CRS office in Rwanda. Other materials like the Flip charts, markers, and a projector will be obtained at CRS Rwanda office.
 - **Working Environment**
The assignment will be conducted at the venue provided by KOUAMU cooperative whose office is in Gashonero village, Rubaya cell, Mukamira Sector, Nyabihu District, Western Province. The volunteer will work closely with KOUAMU Management Board, and F2F Field team
 - **Recommended Reading**
Rwanda F2F program recommends that the volunteer reads about the Rwanda Cooperative Law and Cooperative Movement as well as the Cooperative Policy. Additionally, the volunteer is advised to internalize this scope of work and prepare accordingly.

K. Key Contacts

CRS Baltimore	Rwanda
Ngokion, Mireille Volunteer Coordinator Farmer-to-Farmer Program Coordinator, Overseas Operations 228 W. Lexington Street Baltimore, MD 21201 410.951.7315 Email: mireille.ngokion@crs.org	Grace Gasana CRS Farmer- to -Farmer Program Director for Rwanda Tel: +250,788307254, Email: grace.gasana@crs.org Or Yannick Ndoli Farmer to Farmer Project Coordinator Tel:0788380064 Email: yannick.ndoli@crs.org
Host Organization:	
TURATSINZE Emmanuel The president of KOUAMU cooperative Tel: +250788513155	NDAYAMBAJE Emmanuel The vice president of KOUAMU supervisory committee Tel: +250783260459