 

**To express interest in this assignment please email priyanka.subba@crs.org**

**CRS Farmer to Farmer Program**

**Volunteer Assignment Scope of Work**

|  |  |
| --- | --- |
| **Summary Information** | |
| **Assignment Code** | NE242 |
| **Country** | Nepal |
| **Country Project** | Crops Country Project |
| **Host Organization** | Madanpokhara Sangam Multipurpose Cooperative Limited |
| **Assignment Title** | Cooperative business plan development |
| **Assignment preferred dates** | August-September 2020 |
| **Objectives of the assignment** | * Facilitate to prepare the cooperative business plan |
| **Desired volunteer skill/expertise** | * Advanced knowledge and experience in business plan development and management of cooperative * Experience in strategic plan preparation and business strategies development |
| **Type of Volunteer Assistance** | Organizational Development = O |
| **Type of Value Chain Activity** | Information and Input Support Services (S) |
| **PERSUAP Classification** | PERSUAP Type III |

1. **BACKGROUND**

Cooperative movement in Nepal is endorsed through Nepal government and considered as one of the best way to act collectively to meet finance of people and engage people in production and productivity. The strengthening of cooperatives only helps to increase food security by availing financial and productive resources to communities. Majority of development initiatives are carried out to bring on cooperatives in rural and semi-rural areas. With the declaration of agricultural pocket zones, cooperatives strengthening programs are stepping up their efforts to make these institutions sustainable.

The cooperative development programs are vying for information to develop their organizations. The short of subject matter specialists are undermining the good intention of the program. A good strategic planning and a smart business plan are need of most of the cooperatives across country. Madan Pokhara Sangam Cooperative Limited is one of the emerging cooperative needs this pertinent information to sustain itself and strengthen its services for its members who are largely smallholders.

In 2019 two agriculture cooperatives Madanpokhara Krishi Bazar Cooperative Limited (established in 2003) and Sangam Saving and Credit Cooperative Limited (established in 2008) merged them to form Madanpokhara Sangam Multipurpose Cooperative Limited. The main aim of the cooperative amalgamation is to develop a transparent marketing system for their member produces. Since, the area is a vegetable pocket zone, the cooperative aims to strengthen its vegetable collection and marketing strategy and provide micro finance to its members.

The cooperative holds 1300 members. All these members are involved in agricultural activities and primarly focused on vegetables production. The share of vegetables is almost 50% of total income of farmers. The cooperative is supplying vegetables to nearby Butwal, Bhairahawa market. The cooperative has its own wholesaling and retailing stall in Butwal vegetable market, one of the largest vegetables and fruits markets of Nepal. Pokhara and Chitwan are other vegetables markets where the cooperative directly sell its produces. The member farmers are producing vegetable likes potatoes, cauliflower, cabbage, leafy vegetables, chilling Peppers, Killing Chilly, in Nepali, garlic, tomatoes, onions ginger etc.

1. **ISSUE DESCRIPTION**

Madan Pokhara Sangam Multipurpose Cooperative Limited is formed recently by merging two biggest cooperatives in Madan Pokhara. After the union of two cooperatives in 2019, the cooperative has a vision to strengthen its vegetables marketing activity and diversify individual base micro finance. It also aims to develop group financing for members cultivating vegetables. The vegetables marketing activity need some innovation to reach out to different markets and individual base finance also requires some risks mitigation plan. The group base micro finance is a completely new portfolio for the cooperative. This new portfolio also need a rigorous analysis to prevent investment loss.

Nepal government has launched several support schemes for cooperatives. The government support program need a clear business plan of the cooperatives to put its resources. The business plan should be able to speak about the investment recovery and risk measures. The cooperative has applied to receive subsidy from the government program. The government programs keep refusing to support the cooperative in absence of clear ideas to use the resources.

The cooperative is intended to come up with a clear and precise business plan revealing short and long-term strategy of the cooperative to convince its member on the investment portfolios. The cooperative wants to review its existing plan. The cooperatives leadership and management lacks capacity to develop a clear and precise business plan to ensure their growth plan and to attract investment from government programs.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of this assignment is to facilitate and develop cooperative business plan for the host. The general objective will be:

* Facilitate to prepare the cooperative business plan

The Specific objectives will be:

* Train cooperative the board members and key employees on business strategy and planning process
* Provide onsite technical support to the host for analyzing internal and external business environment
* Develop feasible business plan covering short term and long-term priorities of the cooperative

1. **HOST CONTRIBUTION**

The host has committed to mobilize the key staff and few board members to receive the volunteer’s technical and practical assistance. The host will also made key personnel available to work closely with the volunteer, assisting her/him during training and practical sessions. Host will provide working space for volunteer. If required host will arrange training hall and daily tea/snacks for participants.

1. **ANTICIPATED RESULTS (Outcome/impact) FROM THE ASSIGNMENT**

It is anticipated that this volunteer assignment will contribute to develop cooperative business plan. This assignment will result in capacity building of cooperative leaderships and management on management skills, organization development to make it more vibrant.

1. **DELIVERABLES**

It is anticipated that the volunteer transferred up-to-dated skills and overseas experience to develop the cooperative business plan. The major anticipated outputs of this assignment include:

* One Cooperative Business plan will be developed and handed over to cooperative leadership
* One Train board members and key employees on business plan development process
* Volunteer end of assignment report with recommendations to the host organization, action plan and recommendations to CRS
* Conduct a final debriefing (PowerPoint presentation) with the host organization (plus key stakeholders) and CRS/USAID
* Conduct outreach events upon return to the US

1. **SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY (DRAFT)**

|  |  |
| --- | --- |
| **Day** | **Activity** |
| Days 1 | Arrival Nepal, Trivubhan international Airport. The volunteer will be picked by Greenwich Hotel with a placard bearing “**CRS logo and volunteer name”**. |
| Day 2 | Introduction and meeting with CRS management, and briefing meeting (security, general orientation, logistic, reporting formats, etc) at CRS office. Discuss anticipated outcomes and work plan. |
| Day 3 | Travel to assignment site. Introduction and assignment briefing with host representatives |
| Days 4 – 11 | Complete assignment related activities at the host location |
| Day 12-13 | Activity close out, host action plan preparation for implementing recommendations |
| Day 14 | Travel back to Kathmandu |
| Day 15-16 | Report revision, submission |
| Day 17 | Debriefing including CRS country Office and Local mission |
| Day 18 | Departure to the US |

1. **DESIRABLE VOLUNTEERS SKILLS**

The volunteer will have the following skills, qualifications and competencies:

* Advanced knowledge and skills of strategic business plan preparation and strategy development
* Background and experience in vegetable business management, is preferred
* Previous experience in developing business plan development for agriculture and financial intuitions will be recommended
* Good communicator and interpersonal skills
* Willingness and flexibility to train and technically assist staff whenever required

1. **ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**

* Before travelling to the assignment place, the volunteer will stay in Kathmandu at one of the CRS’s client hotels, Hotel Kutumba <https://www.orbitz.com/Lalitpur-Hotels-Hotel-Kutumba.h33780567.Hotel-Information> or another hotel that will be booked and confirmed before the arrival date. In Kathmandu, the hotel usually has rooms that include services such as airport pickup and drop-off, breakfast, wireless internet, etc. The hotel or CRS will arrange a vehicle for short travel from the hotel to CRS and vice versa while in Kathmandu.
* All required materials will be prepared ahead of time and will be provided to the volunteer. CRS Nepal will provide the volunteer with a laptop computer (if s/he needs), local internet dongle (modem/EVDO) and mobile phone with charged local SIM-card. Any other required logistics and facilities can also be requested by the volunteer during her/his stay in Kathmandu. CRS will provide a vehicle and accompany the volunteer to the place of assignment.
* During the assignment period, the volunteer will be booked in a hotel at the project site, to be confirmed prior to volunteer arrival. CRS Nepal will arrange hotel accommodation and cover the lodging bills against receipts. CRS HQ will provide the volunteer with a per-diem advance to cater meals and incidences.
* Security information will be provided by CRS Nepal Security focal person at Kathmandu CRS Country office.

1. **RECOMMENDED ASSIGNMENT PREPARATIONS**

* Prior to travel, the volunteer is advised to prepare necessary training and demonstration aids and written handouts. Electronic copies of these handouts and any other printed materials can be printed for immediate use at the CRS office in Kathmandu on request by the volunteer.
* If the volunteer requires use of simple training aids like flip charts, markers or tape s/he should make the request and collect from the CRS office in Kathmandu prior to travel to the assignment place.
* Translation of handouts to the local language can be done at the assignment location if required.
* Depending on the meeting places and availability of electric power and LCD projector, the volunteer may use a laptop and projector for power point presentations.
* Weather Appropriate Clothing: https://www.accuweather.com/en/np/nepal-weather (will provide

**K.KEY CONTACTS**

|  |  |
| --- | --- |
| **CRS Baltimore, US** | **CRS Nepal Country Program** |
| **Priyanka Subba**  Farmer to Farmer Program Recruiter  Overseas Operations  228 W. Lexington Street  Baltimore, MD 21201  410-951-7366  Email: [priyanka.subba@crs.org](mailto:priyanka.subba@crs.org) | Phaindra Raj Pandey  Project Director, CRS F2F Nepal Country Office  Maitri Marg - Bakhundole, Lalitpur Metropolitan City Ward No.1, Province 3, Nepal  Cell: +977-98141205763, 9808028903  Email: [phaindra.pandey@crs.org](mailto:phaindra.pandey@crs.org) |
| **CRS Nepal Country Program** |
| Prachanda Kattel  Project Coordinator, CRS F2F Nepal Country Office  Maitri Marg - Bakhundole, Lalitpur Metropolitan City Ward No.1, Province 3, Nepal  Cell: +977-9841658430  Email: [prachanda.kattel@crs.org](mailto:prachanda.kattel@crs.org) | **Chhan Bahadur Bhattachan**  MEAL Coordinator  CRS F2F Nepal Country Office  Maitri Marg - Bakhundole, Lalitpur Metropolitan City Ward No.1, Province 3, Nepal  Cell: +977-9841390786  Email: [chhan.bhattachan@crs.org](mailto:chhan.bhattachan@crs.org) |
| **Host Organization: Madanpokhara Sangam Multipurpose Cooperative Limited** | |
| **Khem Raj Neupane**  **President**  [Cell: 977-9857060565](Tel:=977-9857060565)  **Chabi Lal Bhattarai**  **Secretary**  [Cell: 977-9857060565](Tel:=977-9857060565)  Email: [Chhabi\_btrai@yahoo.com](mailto:Chhabi_btrai@yahoo.com)  Tansen Municipality #9 Tintiaap, Palpa, Province #5 Nepal | **Anusha Dhakal**  **Manager**  [Cell: 977-9857068022](Tel:=977-9857060565)  Email: [sangamsaving64@gmail.com](mailto:sangamsaving64@gmail.com)  Tansen Municipality #9 Tintiaap, Palpa, Province #5, Nepal |