

For clarification questions about this assignment, please email [mireille.ngokion@crs.org](mailto:mireille.ngokion@crs.org).

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Summary Information	
Assignment Code	RW242
Country	Rwanda
Country Project	Horticulture
Host Organization	Le Conseil Consultatif des Femmes (COCOF)
Type of Volunteer Assistance	Business/Enterprise Development (E)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	Business plan development for Maize seedbank
Assignment preferred dates	October- November 2020
Objectives of the assignment	The objective of this assignment is to develop a five -year business plan for COCOF Maize seedbank.
Desired volunteer skill/expertise	<p>A suitable volunteer should have a degree in Business Administration , Marketing, Finance, Project planning or related field; at least 8 years of working experience in rural economic institutions, at least three years working with Agro-processing plants.</p> <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> <li>▪ Proven experience as a Business or strategic planning</li> <li>▪ Ability to conduct business analysis.</li> <li>▪ Analytical mind with problem-solving aptitude</li> <li>▪ Organizational and leadership skills</li> <li>▪ Excellent communication and writing skills</li> </ul> <p>He/she must be passionate working with the developing communities.</p>

## A. Background information

### 1. Legal framework:

The Consultative Council of Women (COCOF) is a non-profit and non- Government organization(NGO) that is governed by Law No. 20/2000 of 26/7/2000. It was founded by a group of peasant women from the former municipality of Musambira in December 1994. COCOF was registered under RGB registration No 073/11 accredited by Ministerial Order of 12112/2002; Official Gazette No. 22 of Nov. 2003 and renewed on 11 October 2013 (with new law governing NGOs in Rwanda).

COCOF has 545 members who are exclusively female and 8,720 beneficiaries of its different interventions from whom 70% are female who, most of them, are grouped into cooperatives or groups. COCOF has a governance structure led by Board of Directors and 16 experienced staff with senior management team composed of experienced university graduates

- Executive Secretary,
- Program Manager, and M&E Specialist
- Administrative and Financial Manager.

COCOF is an experienced and professional organization excellent to work in partnership with different stakeholders as it can be testified by the current donors: Irish Aid/OXFAM and Dent/OXFAM, USAID through EDC. In the last 4 years ago, the evolution of COCOF budget were RWF 179,891,829; RWF228,637,779; RWF120,141,311 and RWF137,492,300 respectively in 2015, 2016, 2017 and 2018. During the last 5 years, other donors worked with COCOF includes COMIC RELIEF/TROCAIRE, SCIAF/TROCAIRE, CIAT and WDA. Those all donors supported COCOF in different short and long-term interventions focusing on women economic empowerment and gender equality through agriculture value chain, climate change, youth employment resulting in increased in income, livelihoods, nutrition and food security.

COCOF also has its own source of income for its autonomy which comes from agriculture, member contribution and its established soybean processing plant in Muhanga District.

COCOF is a member of PROFEMME TWESE HAMWE which is a network of women organizations and has initiated a local microfinance (currently merged with Umurenge Sacco Musambira) to link project beneficiaries to financial services. COCOF is also member of Radio "Huguka" which is opportunity to share its best practices especially in agriculture value chain.

COCOF has its headquarters in the Musambira sector, Kamonyi District, Southern Province. Its target audience is currently distributed in the administrative sectors of Musambira, Nyarubaka, Nyamiyaga, Gacurabwenge and Mugina.

## **2. Vision:**

When it was created, COCOF dreamed of a Rwandan society where women are seen as complementary to men; That she enjoys fully the same rights as man and that she does not depend on him. Thus, he sees the woman as a partner of the man, but able to reach her self-sufficiency, to satisfy her socio-economic and political needs and to fight for the respect of her rights.

## **3. Mission:**

Since the creation of COCOF, its main mission has been to ensure the social, economic and political development of the women it represents so that they can have the capacity to meet their socio-economic needs and safeguard their rights.

This mission has three specific objectives, namely:

- to motivate the Rwandan woman not to put herself on the sidelines of her country's policy by issuing her opinions and opinions, and by actively participating in the conduct of public affairs;
- to encourage Rwandan women to free themselves from the inferiority complex by providing them with the means to support their own needs through cooperatives that develop income-generating activities;
- to develop the culture of peace, understanding and solidarity between Rwandans in general and Rwandan women in particular.

To achieve these objectives, COCOF's interventions are carried out through the main socio-economic development projects in the following areas:

- Agriculture and livestock
- Credit Savings Education
- The processing of agricultural products, in particular soya

- Safeguarding women's rights
- Adult literacy

COCOF provides the following services to its members:

- Provision of improved seeds (Soya beans, Maize, and pineapple) on credit
- Provision of Technical assistance and capacity building on good agricultural practices
- Market linkage(RAB)
- Access to finance (coaching on SILC) and linkage to financial institutions (CLECLAM, SACCO, KCB)
- Gender Justice
- Advocacy

#### **B. Issue Description:**

COCOF has expressed need to have technical assistance regarding the development of a business plan for the next 5 years for the maize seedbank. Basically, COCOF is planning to start a business of selling high yield seeds to its members and other farmers ; a) with a purpose of helping them to increase yield, disease resistance, drought tolerant, good nutritional quality, taste and b) to preserve high quality seeds for local use. The stored seeds will be available to all members, and other farmers in the community and in neighboring communities. However, COCOF will decide whether seed is to be sold in cash or loaned to farmers. With this background, COCOF is soliciting F2F assistance on development of a business plan that details the specific steps necessary to make the seed bank business succeed.

#### **C. Objectives of the Assignment:**

The overall objective of this F2F volunteer scope of work is to develop a business plan for COCOF seedbank, and to clearly identify goals and develop ways to achieve them for the business to succeed.

More specifically,

- Explore all the components and the activities of COCOF,
- Help to define the business objectives and goals,
- Develop a business plan appropriately,
- Prepare the assignment report, detailing how the assignment was conducted, highlighting some of achievements, challenges, lessons, and opportunities for future engagements and recommendations.
- Organize a half day presentation to COCOF members, to share the assignment report and recommendations.

#### **D. Host Contribution:**

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

- Avail COCOF staff and identify member representatives to assist the volunteer during the business plan development
- Provide all relevant information regarding COCOF which is needed in designing the business plan
- Organize meetings with potential stakeholders when it is needed by the volunteer
- Provide venue for the assignment sessions and any other logistics
- Commit to implement all the recommendations provided by the volunteer (s) after the completion of the assignment.

**E. Anticipated results from the Assignment:**

Following the completion of this assignment, the outcomes below are anticipated:

- A business plan will be developed.
- A time specific budget including revenues, expenses and a reasonable estimation of cash flow.
- A specific set of goals which detail specific systems, or support services, needed to be created and implemented to achieve the anticipated growth of the business.
- A summary of the strengths, weaknesses, opportunities and threats the business needs to address over the period of the business plan.

**F. 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	Week end (Sunday)
Day 3	Meet the CRS Country Representative (CR), Head of Programs (HoP) for introductions (Morning) Meet with the CRS Operations Manager for Security briefing (Morning ) Meet F2F Team for orientation on the scope of work, review reporting templates and for collect and document profile of the volunteer (Morning) Meet COCOF for introduction and review of the Scope of work. Develop detailed Work Plan covering all activities required to effectively implement this scope of work (Afternoon)
Day 4-8	The rollout of activities as agreed in the work plan
Day 9-10	Weekend (Saturday and Sunday)
Day 11-15	The rollout of activities as agreed in the work plan
Day 16-17	Weekend (Saturday and Sunday)
Day 18 -	Debrief with COCOF Management
Day 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
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;
- With ability to work in multicultural environment
- Have very good interpersonal skills, and
- Good communication and writing skills.

**G. Accommodation and other in -Country Logistics (Transport, phone, and Internet):**

- Volunteer transportation to Rwanda, accommodation and meals will be taken care of by the CRS F2F Program.
- In Kigali, the volunteer will stay at La Posh Hotel/ KN 84 St, Nyarugenge/ Kigali, phone +250 784119855, <http://laposhhotel.rw/>.

- Additionally, a local telephone (handset and SIM card) and internet will be provided to the volunteer at his or her arrival in Rwanda.

#### H. Weather:

Rwanda has very good weather patterns. In the heart of Africa, fractionally south of the equator, Rwanda's relatively high altitude provides it with a remarkably pleasant tropical highland climate, albeit also with plenty of rain. Temperatures vary considerably between locations depending on their altitude, but very little from month to month in the same place. In the capital where the volunteer will be staying, Kigali, the temperatures vary from 20°C to 32°C degrees.

**December to February** a short dry season . It's mostly hot during the day and cool at night. Appropriate dressing is recommended for the volunteer.

#### I. Recommended assignment preparations:

##### Assignment Materials:

- Flip charts, markers, and a projector will be obtained from the CRS Office if needed.

##### Additional reading resources:

- Rwanda F2F program team recommends that the volunteer familiarizes with this scope of work.

#### J. Key Contacts:

CRS Baltimore	Rwanda
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