



**CRS Farmer to Farmer Program
Volunteer Assignment Scope of Work**

Local Assignment: Ugandan or East African volunteer to be paired with virtual supporting American volunteer.

Potential volunteers from Uganda or East Africa should email George.ntibarikure@crs.org and maria.nakayiza@crs.org to express interest.

American volunteers wishing to support virtually should email maria.figueroa@crs.org

Summary Information	
Assignment Code	UG216
Country	Uganda
Country Project	Agribusiness Country Project
Host Organization	New Kakinga Millers (NKM) Enterprises Ltd
Assignment Title	Inventory management
Assignment preferred dates	Flexible
Objectives of the assignment	Design a system to track store materials and procurement planning. Streamline record keeping and filing system.
Desired volunteer skill/expertise	<ul style="list-style-type: none"> • An inventory management/store specialist, with background experience with records for a food processing business facility. • Experience working with grain milling /food processing facility • Excellent computer skills • Good communication and inter-personal skills
Type of Volunteer Assistance	Business/Enterprise Development (E)
Type of Value Chain Activity	Information and Input Support Services (S)
PERSUAP Classification	Type III

A. BACKGROUND

CRS Farmer -to-Farmer program (F2F) is a USAID funded program that will be implemented for five years (2019- 2023) with a primary goal of reducing hunger, malnutrition, and poverty across six countries: Benin, East Timor, Ethiopia, Nepal, Rwanda and Uganda. The program aims at achieving this goal through advancing inclusive and sustainable agriculture led growth aimed at generating sustainable, broad-based economic growth in the agricultural sector. The program's secondary goal is to increase US public understanding of international development issues and programs and share the knowledge back in the US. To achieve its goals, F2F program provides volunteer technical assistance to farmers and farmer groups (associations and cooperatives), private agribusinesses, agriculture education institutions in developing countries like Uganda to address host identified technical needs in selected agricultural value chains. F2F volunteers are pooled from a broad range of US agricultural expertise, from private farmers with varied experience, University professors, bankers/certified accountants, animal health and nutrition specialists, soil scientists, agronomists who support local host organizations. F2F program introduces innovation and develops local organisations capacity for more productive, profitable, sustainable and equitable agricultural systems while providing an opportunity for people- to-people interactions within the agricultural sector. In Uganda, F2F program focuses technical interventions in the livestock and agribusiness value chains.

There is increasing recognition that the livelihoods of smallholder farmers depend on much more than production of food staples alone. Enhancing incomes through market-oriented farming is considered a key strategy to address poverty. In the case of Uganda, for instance, agricultural and rural development strategies alike have increasingly promoted market- and/or commercial-oriented farming to integrate the subsistence farming activities of rural poor households with the market. This is reflected in the objectives, strategies and practices of the National Agricultural Advisory Services (NAADS) as is evident in its famous slogan of "farming as a business". However, the past years of NAADS implementation also suggest that integrating the subsistence farming activities of most of the farmers with the market remains a key challenge. In addition to the institutional and infrastructure related constraints, farmers have yet to fully internalize the concept of market-oriented farming.

This may be understandable considering that the average Ugandan rural farmer/household has historically used agriculture for the primary function of meeting basic food requirements. Moreover, despite the on-going efforts to improve the delivery of advisory and related services, farmers in many rural areas in the country have yet to acquire the necessary knowledge/skills to engage in this form of agricultural production. In addition, there is evidence that rural farming households have fewer options for income generation in non-farming activities. This implies a need for further efforts in supporting rural farming households to enhance their incomes through market-oriented production. This is the Government of Uganda's aspirations to transform Uganda's agriculture from subsistence to commercial, as outlined in the Agriculture sector Development Strategy and Investment Plan (DSIP), which the USAID Feed the Future subscribes to.

B. ISSUE DESCRIPTION

New Kakinga Millers (NKM) Enterprises Ltd is a privately-owned maize milling enterprise located in Ishongororo, Ibanda district. The company started in 2006 as an informal maize processor but later advanced and registered as a company limited by shares in 2015. The company is involved in processing maize into maize flour for human consumption and maize bran as animal feed. The products were initially sold to both local (with in Kamwenge, Kiruhura, Kibale, and Kyenjojo) and cross border to Rwanda and Congo. However, currently the company has concentrated on satisfying local markets and temporarily halted export to Rwanda and Congo. NKM processing facility's processing capacity is currently at 13,000MT with yet to be installed new equipment, the processing output capacity is expected to increase to 30,000MTs. The company partners currently with 6000 farmers who are organized into area cooperative enterprises – these are the sole suppliers of the maize grain to feed the processing facility. However, the number of farmers is expected to grow to 12,000 commensurate to the anticipated increase in processing capacity. Through its collaboration with other partners, NKM will offer a premium price of 50 -100 Ushs above the farm gate price as a price incentive for delivering quality maize (moisture content between 13-15%). In addition to milling services, NKM offers extension trainings to members to ensure adherence to Good Agricultural Practices (GAPs), including appropriate post-harvest handling practices to improve the quality of grain delivered at the processing facility. With its current level of operations and anticipated growth, the company needs to improve its inventory management systems to match the speed and changing business needs and hence inform appropriate decisions to propel this growth.

As a food processing business entity, NKM is involved in day to day inventory activities for procurement, sales, production, HR functions, assets, incomes and expenditures balances. All these inventory activities are associated with planning, organization and forecasting. Some of the inventory activities are computer based while others are manual, or paper based. NKM has a major challenge of how to streamline various inventories, track inventories associated with procurement, receive alerts/prompts and track supplies, trace documents and be able to trouble shoot what is missing, in short supply and restock in a timely manner.

The challenges are primarily caused by the lack/low IT skills of staff, lack of knowledge of suitable software or appropriate systems or templates that can be used to manage the company's inventory. These challenges affect the smooth running of the business in terms efficiencies and can lead to late delivery of supplies, time wasting, missing documents, and low staff productivity.

It is against this background that NKM seeks F2F technical assistance in addressing the above challenges.

C. OBJECTIVES OF THE ASSIGNMENT

The main objective of the volunteer assignment is to streamline the filing and record keeping and store management for NKM. The volunteer will:

- Review records and filing systems for various departments and make recommendations
- Help to categorize records and filing system in appropriate manner to ease access.
- Design /introduce a software or system/ template to digitalize and link the inventory management activities across the departments
- Train staff in best practices for inventory management

The volunteer will work towards attaining the objectives at two levels: departmental staff and NKM management. In addition, the Volunteer will prepare manuals/guides for best practices for inventory management.

Target audience:

Target audience for this volunteer assignment are the staff of NKM particularly the stores/book keeper and accountant who are all university graduates and have good understanding of English.

D. ANTICIPATED RESULTS FROM THE ASSIGNMENT

With the volunteer’s technical assistance, NKM management should be in position to make orders for supplies in time, access documents with ease and improve overall operational business efficiency.

E. HOST CONTRIBUTION

NKM has committed to mobilize its staff to work with the volunteer. NKM will avail key personnel to work closely with the volunteer during the preparations and actual reviews and ensure that the volunteer accesses relevant information needed for the assignment.

F. DELIVERABLES

1. Volunteer assignment final report due BEFORE departure
2. A compiled manual of best practices in inventory management
3. Group presentation with local stakeholders at the end of the assignment
4. Training attendance lists
5. Volunteer debrief with CRS team, or USAID
6. Assignment related photos

G. Schedule of Volunteer Activities in Uganda

The volunteer will be expected to spend 2-3.5 weeks in country, with a strong preference for the longer duration.

Days	Activity
Day 1	Travel from home to US international airport
Day 2	Arrival at Uganda Entebbe Airport. Pick up by Fairway Hotel shuttle to Kampala and check in at Hotel.
Day 3	At 8.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter proceed to CRS office for introductions and briefings including host brief, logistics and expectations and anticipated outcomes. Hand-outs will be prepared at CRS offices.
Day4	Travel to Kamwenge district to commence the assignment.

Day 5	In the morning CRS introduces the volunteer to NKM management team. Together with CRS and board members, the volunteer will review and finalise the action -plan. The action plan should include group presentations to be done after the assignment.
Day 6	Activity 1: Review of filing and records with account department
Day 7	Activity 2: Review of filing and records with procurement department
Day 8	Activity 3: Review of filing and records with store department
Day 9	Activity 4: Review of filing and records with production department
Day 10	Activity 5: introduce a software (open access) to digitalize inventory system or design a system for NKM to manage their inventory better
Day 11	Activity 6: Training of departmental and management staff in best practices of inventory management.
Day 12	Develop a manual on best practices in inventory management.
Day 13	Wrap up meetings, whilst emphasizing key concepts of the assignment. Participants evaluate the training and together with the volunteer discuss final report recommendations. End of assignment presentation.
Day 14	Travel back to Kampala
Day 15	Debriefing at CRS office with USAID Mission and CRS staff. Volunteer finalizes his/her reporting at CRS office and fill out all necessary M&E forms as well as finalise liquidations with finance.
Day 16	Depart for the US
TBD	Outreach event in the US
	Note: This is a draft schedule that will be finalized based on volunteer actual dates of availability, Sundays are typical rest days and working on Saturday is, per the host's request

H. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

In Kampala, the volunteer will stay at Fairway Hotel & Spa (www.fairwayhotel.co.ug). In Kamwenge, the volunteer will stay at Club Afreka which is located with in Kamwenge town.

CRS will pay for hotel accommodation and provide the volunteer with per diems to cater for meals and other incidentals. The volunteer may get an advance which has to be cleared before departing Uganda. For more information, please refer to Uganda country information that will be provided.

I. RECOMMENDED ASSIGNMENT PREPARATIONS

The volunteer should prepare materials for hand out which can be printed at CRS office in Kampala before commencement of the assignment. Flip charts, markers, masking tapes can be obtained at CRS offices in case the volunteer wishes to make some illustrations.

CRS strongly recommends that the volunteer becomes familiar with Uganda’s agriculture sector plans and priorities, the agribusiness country project. Details on weather, security and appropriate clothing are included in the country visitor’s information pack.

J. KEY CONTACTS

To express interest in this assignment, please email the CRS Baltimore contact listed below. To find out additional information about the host, issue description or field conditions, please email the country contact provided below, copying the CRS Baltimore contact.

CRS Baltimore	
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Host Organization	
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