

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

Please indicate your availability for this assignment in your resume or upload an additional document.

Summary Information	
Assignment Code	RW245
Country	Rwanda
Country Project	Maize
Host Organization	Rwanda Institute of cooperatives, entrepreneurship and Micro-Finance(RICEM)
Type of Volunteer Assistance	Organizational Development (O)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	Building capacity in proposal writing, and resources mobilization
Assignment preferred dates	January-February 2021
Objectives of the assignment	<p>The objectives of this assignment are:</p> <ul style="list-style-type: none"> <li>to build capacity of RICEM key staff on how to write a winning proposal and fundraising.</li> <li>To train RICEM staff the key proposal writing techniques needed to develop a fully-compliant and winning proposal.</li> </ul>
Desired volunteer skill/expertise	<p>A suitable volunteer candidate for this assignment must have relevant experience working with development agencies, and donors. The candidate shall have a degree in agri-business management, finance and accounting, Business Administration or related field; at least 10 years of working experience in rural development institutions. He/she must be knowledgeable about adult training approaches. In addition to strong written and verbal communication skills, he/she should be detail-oriented that possess strong organizational and decision-making skills.</p> <p>Other important skills include hands-on experience in analyzing various business products and services, and Coordinating proposal development, cost/benefit analysis and budgeting.</p>

#### A. Background information

RICEM is registered in Rwanda Development Board (RDB) as a company limited by guarantee, located in Kigali City. The equal owners are the Association of Microfinance Institutions of Rwanda (AMIR) and the National Cooperative Confederation of Rwanda (NCCR).

From its inception, RICEM has the mission to provide capacity building and other business advisory services to Cooperatives, SMEs, MFIs, through training, skills transfer, consultancy and research.

As a specialized vocational institution, RICEM aims to professionalize the actors of the economic sectors cooperatives, SMEs and MFIs through training courses to make them experts in their job.

### **RICEM Vision**

To be the leading institution in providing competitive capacity building for Cooperatives, Entrepreneurship and Microfinance in Rwanda and within the region.

### **RICEM Mission**

To enable RICEM beneficiaries from Cooperatives, Entrepreneurship and Microfinance, in Rwanda and in the Region, to perform better in business by providing technical capacity building services.

### **RICEM Goals**

1. To deliver:
  - high quality,
  - innovative,
  - affordable and
  - accessiblevocational short- and long-term trainings to Cooperatives, Entrepreneurs and to the Microfinance Sector.
2. To undertake business advisory services, consultancy and research related to our core sectors.
3. To generate income from RICEM products and its assets in a sustainable manner.

### **RICEM Governance**

The General Assembly with the two equal owners (AMIR and NCCR) is the supreme organ of RICEM, which also elects/determines the members of the board. The highest administrative organ is the Board of Directors (BoD), which targets the strategic direction of RICEM.

The board of directors consists of longstanding experienced actors in the field of microfinance and cooperatives. At the same time, they bring with them various entrepreneurial skills and experience, as they are the leaders of very successful institutions and cooperatives.

The RICEM has staff which works on behalf of the Board of Directors and headed by the Managing Director. It is the one charged with day to day implementation of programs and activities of the institute.

## **B. Issue Description:**

RICEM as local a company limited by guarantee operating in Rwanda with the core mission to enable its beneficiaries from Cooperatives, Entrepreneurship and Microfinance to perform better in business by providing technical capacity building services, needs money to cover its operational cost to better service delivery but at many circumstances, it is hard, and even tough to avail the required resources to realize and achieve its mission. While the primary purpose of the proposal is to help secure funding for RICEM's interventions, the organization is facing the challenges related to having in place key staff with limited required skills in writing winning proposal and fundraising. The real situation is that at many occasions, RICEM failed to win proposals due to poor proposal writings.

It is evident that the training will serve as a reminder about common proposal writing mistakes a lot of people make. Mistakes even smart people might be making. The training also will build the staff capacity on how to write a winning proposal that convince the donors that the need that RICEM could identify is important, and that RICEM has the capacity and the right approach to address the needs and achieve good results, and to ensure accountability.

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

The overall objectives of this assignment are:

- to build capacity of RICEM key staff on how to write a winning proposal and fundraising.
- To train RICEM staff the key proposal writing techniques needed to develop a fully-compliant and winning proposal.

More specifically,

- Develop training guide for the trainer and trainees
- Develop the training methodology/approach
- Conduct the training for the RICEM key staff whereby:
  - ✓ Participants should learn about proposal development according to the regulations of top institutional donors and how to use analytical and design tools such as context/situational analysis, theory of change and log-frames and terms such as value for money and crosscutting themes mainstreaming.
  - ✓ The training should focus on improving participants' writing skills.
  - ✓ It should also equip participants with the skills and techniques needed to write clear and high-quality narrative reports.
  - ✓ This training should also focus on the aspects that make proposals effective and successful, and should provide participants with best practices in proposal development, and help them to improve the knowledge and skills needed to enhance their efficacy in writing, presenting, and defending proposals.
- Prepare a training report, detailing how the trainings were conducted, achievements, challenges, lessons, opportunities for future engagements and recommendations.
- Organize a half -day presentation to RICEM, to share the training report and recommendations.

### **D. Host Contribution**

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

- Avail RICEM key staff to attend the training
- Identify a translator to work with the volunteer when needed
- 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 assignment.

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

Following the completion of this assignment, the outcomes below will be anticipated:

The RICEM staff will:

- have right skills and knowledge in writing competitive proposals
- be able to design, develop the project scope, action plan and budget.
- be able to raise funding
- have idea about the development concept/indicators, related to the non-profit organizations
- will have idea on how to assess the community need
- be able to perform baseline evaluation based on secondary sources.

A final report explaining how the assignment was conducted, it should include recommendations to be implemented by RICEM.

### **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	Weekend(Sunday)
Day 3	Meet the CRS Country Representative (CR), Head of Programs (HoP) (Morning) Meet with the CRS Operations Manager for Security briefing (Afternoon)
Day 4	Meet with the host RICEM 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
Day 5-7	conduct training as agreed in the work plan
Day 8-9	Weekend (Saturday and Sunday)
Day 10-14	conduct training as agreed in work plan
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 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;
- Have very good interpersonal skills, and
- Good communication and writing skills.

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

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

**October to November** is a shorter rainy season and it's followed by a short dry season from **December to February**. 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 as well.

### Additional reading resources:

- Rwanda F2F program team recommends that the volunteer familiarizes with this scope of work, and the Rwanda Horticulture value chain.

## J. Key Contacts

<b>CRS Baltimore</b>	<b>Rwanda</b>
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