



To express interest in this assignment please email maria.figueroa@crs.org
CRS Farmer to Farmer Program
Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	RW263
Country	Rwanda
Country Project	Horticulture
Host Organization	National Cooperatives Confederation of Rwanda (NCCR)
Assignment Title	Building capacity in proposal writing, and resources mobilization
Assignment preferred dates	July-September, 2021
Objectives of the assignment	<p>The objectives of this assignment are:</p> <ul style="list-style-type: none"> 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.
Desired volunteer skill/expertise	<p>A suitable volunteer candidate for this assignment must have relevant experience working with development agencies, and donors.</p> <p>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, more desirably in Business Development domain. He/she must be knowledgeable about adult training approaches.</p> <p>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>
Type of Volunteer Assistance	Organizational Development(O)
Type of Value Chain Activity	Information and Input Support Services (S)
PERSUAP Classification ¹	Type III

¹ USAID precisely classifies PERSUAP in four categories; **PERSUAP Type I** assignments directly related to pesticides recommendations, **Type II** as assignments with indirectly related with pesticides, **Type III** assignments related to curriculum review and designing, business plan development and strategies development and **Type IV** as assignments associated with other USAID projects and collaborators.



A. BACKGROUND

The National Cooperatives Confederation of Rwanda (NCCR) is the umbrella organization that promotes and represents the interests of the cooperative movement in Rwanda. On 28th October 2010, the National Cooperatives Confederation of Rwanda (NCCR) was established by nine cooperative federations. The NCCR was granted legal entity on 22 December 2010 and this was published in the Official Gazette N° 25 of 20/06/2011. In 2012, the NCCR joined the International Cooperative Alliance (ICA), which is the body that represents and serves cooperatives worldwide. Currently, NCCR has increased membership to 14 federations namely: FECOMIRWA (Mining), FECOPPORWA (Irish Potatoes), FEFICOORWA (Fishing), FERWACAPI (Beekeeping), FERWACOTAMO (Motorcycles), FERWACOTHE (Tea), FUCORIRWA (Rice), NDFFR (Livestock), RCCF (Coffee), RFTC (Minibuses + Coasters), RFWC (Wheat), RWCCF (Cassava), FCMR (Maize) and RFHC (Horticulture). NCCR's Vision is "LIFE WITHOUT POVERTY" has been inspired by the global sustainable development agenda (2016 – 2030). Given the inter-relatedness and integrated nature of the SDGs, NCCR will contribute to each of them. Nevertheless, NCCR will give emphasis on People, Prosperity and Partnership.

Mission Statement: We exist to support our member Federations, Unions and Primary Cooperatives through capacity development, information sharing, advocacy and collaboration with Public, Private and Civil society organizations at local, Regional and International levels.

B. ISSUE DESCRIPTION

NCCR has been supporting its members through advocacy to achieve this the institution has been partnering with other organizations: National and international; public and private. However, given the increase of membership and ever-increasing needs of members, NCCR needs more funds to cover its operational cost in order to better service delivery. However, in many circumstances, it has proved to be hard to access the required resources to realize and achieve its mission. While the primary purpose of the proposal is to help secure funding for NCCR's interventions, the organization is facing the challenges related to lack of key staff with required skills in writing winning proposal and fundraising. On many occasions, NCCR has failed to win funding due to poor proposal writings.

This raining 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 NCCR could identify is important, and that NCCR has the capacity and the right approach to address the needs, achieve good results and to ensure accountability.

C. OBJECTIVES OF THE ASSIGNMENT

The overall objectives of this assignment are:

- To build the capacity of NCCR key staff on fundraising techniques
- To train NCCR staff on proposal writing techniques needed to develop winning proposal.

More specifically,

- Develop training guide for the trainer and trainees
- Develop the training methodology/approach
- Conduct the training for the NCCR 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 define 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 NCCR, to share the training report and recommendations.

D. HOST CONTRIBUTION

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

- Mobilize and facilitate key staff and other board members (if available) 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.

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

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

The NCCR 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 of concept/indicators, related to the non-profit organizations
- have idea on how to assess the community needs
- be able to perform baseline evaluation based on secondary sources.

A final report explaining how the assignment was conducted will be submitted, and it should include recommendations to be implemented by NCCR.

F. DELIVERABLES

1. A final report (in Word and Power Point) due BEFORE departure
2. Group presentation with local stakeholders at the end of the assignment in country
3. Volunteer outreach activities in the US and in country

G. SCHEDULE OF VOLUNTEER ACTIVITIES IN COUNTRY

Days (not dates)	Activity
Day 1	Meet with F2F Team to review the scope of work and develop detailed Work Plan covering all activities required to effectively implement this scope of work



Day 2	Orientation meeting with the host NCCR board, Management and staff for introduction and review of the Scope of work.
Day 3 – Day 14	The rollout of activities as agreed in the work plan
Day 15	Organize the workshop to share achievements and recommendations
Day 16	Prepare a report on the assignment
Day 17	Conduct debrief session with CRS Country team and perhaps USAID mission on the completed assignment

H. DESIRABLE VOLUNTEERS SKILLS

- As described above, to address this need, the volunteer for this assignment should have degree in one of the following fields: agri-business management, finance and accounting, Business Administration or related field; at least 10 years of working experience in rural development institutions, more desirably in Business Development domain,
- He / She must be familiar with adult training approaches.

Additional requirements, a volunteer must:

- Be proactive, results-oriented and service-oriented;
- Have very good interpersonal skills, relationship management skills and the ability to work closely with community members;
- Be physical fit and must be passionate about working with developing communities.

I. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS

The Volunteer accommodation and transportation within Rwanda, and meals will be taken care of by the F2F Program. Additionally, internet will be provided to the volunteer if needed when conducting this assignment.

J. RECOMMENDED ASSIGNMENT PREPARATIONS

Training Materials:

The volunteer should prepare training materials for hand out which can be printed at CRS office in Rwanda. Regarding Flip charts, markers, Computer, and a projector if needed, can be obtained at CRS Rwanda office.

Working Environment

The training will be conducted at the training venue provided by NCCR buildings where the office is in City of Kigali, Nyarugenge District, Nyakabanda sector, Munanira II cell. The volunteer will work closely with NCCR Board, Management and staff and in country F2F Field team as well.

Recommended Reading

Rwanda F2F program recommends that the volunteer takes his or her time to familiarizes with this scope of work.

K. REMOTE/LOCAL VOLUNTEER ROLES AND RESPONSIBILITIES

Both volunteers participate in a call to discuss objectives and collaboration approach at the start of the assignment. Collaboration platforms vary depending on the assignment and connectivity. The most frequently used platforms are MS Teams and WhatsApp. The volunteers are highly encouraged to visit [CRS' F2F Digital](#)



[Resource Library](#), and search for resources that they could use or customize for training. Upon completion of your assignment, volunteers are requested to send any resources they would like to contribute to the library (whether created or found) to farmertofarmer@crs.org.

The local volunteer is responsible for assignment design, preparation, training, developing assignment reports, conducting action planning with hosts and outreach in country, and achieving the assignment objectives. The local volunteer works directly with the host with assistance/input from the US volunteer. Assignments usually last up to 2 weeks; Sometimes extending beyond two weeks due to pending follow up visits, emails etc. Local Volunteers are asked to track assignment hours per day, to stay under 112 hours (14 days x 8 hours).

Virtual support from a paired US volunteer helps provide supplementary training resources, fill in the gaps for technical areas, and share creative ideas and solutions. Two specific responsibilities are to: (i) complete the outreach component of the assignment and (ii) support the in-country volunteer as needed. US Volunteers typically put in 4-8 hours per week, depending on the nature of the assignment and collaboration.

L. KEY CONTACTS

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