



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	RW272
Country	Rwanda
Country Project	Horticulture
Host Organization	DEYI Ltd
Assignment Title	Capacity Building in ODOO accounting software usage
Assignment preferred dates	December 2021
Objectives of the assignment	<p>The objective of this assignment is to train DEYI Ltd staff on how to use ODOO accounting software. The specific objectives are to enable trainees to</p> <ul style="list-style-type: none"> - Make entries in ODOO accounting software - Generate financial reports in ODOO accounting software - Generate management reports through ODOO accounting software. <p>The training will enable the DEYI staff on handle different financial and managerial activities in an easy and logical system through ODOO and share them with key partners in a comprehensive and understandable way.</p>
Desired volunteer skill/expertise	<p>Relevant experience working with accounting software development, and usage, specifically using ODOO within organizations and/or businesses. Knowledge of agri-value chains will be an added advantage. The candidate should have a degree in Accounting, software development, computer science, etc. He/she must be knowledgeable about adult training approaches, and passionate working with the developing communities. The volunteer should also have ability to work independently with limited supervision and as part of a team</p>
Type of Volunteer Assistance	Financial Services (F)
Type of Value Chain Activity	Information and Input Support Services (S)
PERSUAP Classification ¹	Type III

A. BACKGROUND

After being trained in China on JUNCAO Technology (the use of grass to produce mushrooms) for developing countries and participating in different training in Rwanda on entrepreneurship and mushroom cultivation, Leonidas Mushimiyimana came up with an idea of setting up DEYI Ltd in 2010 aiming at tackling malnutrition, employing a number of jobless young people and a group of poor women through JUNCAO/CHINA by using rubbish of herbaceous plants that surrounding them. Since its establishment, DEYI

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.



Ltd has been producing and supplying oyster fresh mushroom to Hotels, Restaurants and markets in Kigali. DEYI also employs 33 permanent staff (23 women, 10 men, 20 youth). The company is in GASABO District/ Jabana Sector/Kabuye cell where they have completed their own building and installed the processing plant. DEYI Ltd building has different units for substrates, tube production, mushroom production, driers, the cold room, and stores. DEYI Ltd has been supported by USAID in the past, under the Private Driven Agriculture Growth Project (PSDAG project) that helped the company to improve its technology and equipment by introducing new technologies and modern equipment.

Current operations - Mushroom production, Market analysis and sales:

DEYI Ltd produces and sells 16,800 Kgs/year of fresh mushroom and plans to extend the market across Rwanda and abroad. Per month, DEYI Ltd produces 7,875 mushroom tubes and sells them to NGOs, cooperatives, companies and neighboring households. Besides, DEYI has also supported other business to grow like youth projects, companies and cooperatives involved in mushroom production such as BIOVITA Ltd in Gasabo, Twisungane-Iwacu in Nyanza District, Abanyamurava in Musanze district. DEYI also set-up different Vocational training centers. Each of those groups are good clients for DEYI. Apart from assisting these cooperatives to buy and sell their harvest, DEYI Ltd is also a market for rice bran from CORIKA rice cooperative.

Market for the Mushroom

DEYI Ltd supplies mushroom raw materials (cotton) to 10 companies and 11 cooperatives that produce mushrooms tubes and produces 1,330 Kgs fresh mushroom from out growers/month. The main out growers of DEYI are from Rulindo, Gicumbi Districts of Northern Province and Nyanza and Gisagara of Southern province. The company markets its produce to different Kigali market segments (open markets of Nyabugogo/Mutangana and Kimironko, different hotels like Serena, supermarkets like Frulep, Simba, Kime etc). In June 2019, DEYI Ltd launched its new product which is oyster mushroom flour. The production of the new product since then is 420 Kgs, but DEYI Ltd is planning to increase production of this new product after working on its standard requirements. To meet its quality certification requirements, DEYI Ltd is working with Rwanda Standards Board on quality control side in order to comply with standard requirements and meet markets requirements for both Rwanda and export markets for fresh mushroom and mushroom flour.

Table No 1: DEYI annual income per product in 2018 and anticipated projected income after the intervention with F2F:

Types of Products	Current performance			Projection after F2F Intervention		
	Quantity Sold	Unit Price (Rwf/Kg or pieces)	Current Sales (September 2018 – August 2019)	Quantity Sold	Unit Price (Rwf/Kg or pieces)	Projection Sales (September 2019- August 2020)
Substrates	110,526 units	190	21,000,000	161,842 units	190	30,750,000



Tubes	94,500 tubes	400	37,800,000	138,375 tubes	400	55,350,000
Fresh Mushroom	16,800 Kgs	1,000	16,800,000	24,600 Kgs	1,000	24,600,000
Mushroom Flour	420 Kgs	20,000	8,400,000	615 Kgs	20,000	12,300,000
Total			84,000,000			123,000,000

Source: DEYI Business Data.

B. ISSUE DESCRIPTION

In the past DEYI Ltd has bought an accounting software called ODOO which was meant to help the company in managing its financial transactions, recording and reporting. When they received it, the supplier did not agree to coach them on its use, and they did not want to abandon it because they knew it helps a lot in financial management and reporting. Currently the company struggles to record transactions and making reports using excel and they spend much time to generate every financial and managerial report they need. This is the reason they need a technical assistance how to use ODOO accounting software in their daily business to help the company be compliant with a sound financial system and managerial system.

C. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to train DEYI Ltd staff on how to use ODOO accounting software. More specifically, the technical assistance will be on:

- How to make entries in ODOO accounting software
- How to generate financial reports in ODOO accounting software
- How to generate management reports through ODOO accounting software.

The training will enable the DEYI staff on handling different financial and managerial activities in an easy and logical system through ODOO accounting software and share relevant information with key partners in a comprehensive manner. After the training, the volunteer will oorganize a half -day presentation to DEYI Ltd and to CRS, the assignment report and recommendations.

D. HOST CONTRIBUTION

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

- Avail company's staff and any other shareholders and potential partners to be trained
- Provide venue for conducting the training during the assignment period.
- 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:



- Staff understand all ODOO software interface and can use it to name and create templates,
- Staff can do entries, and transactions in ODOO software,
- Staff can generate financial and managerial reports in ODOO software,
- Prepare a report, detailing how the assignment was conducted, achievements, challenges, lessons, opportunities for future engagements and recommendations.
- Prior the training, the volunteer must share the training manual and the presentation, if any.

F. DELIVERABLES

1. A final report and power point due debrief
2. Group presentation with the host and local stakeholders at the end of the assignment in country
3. A Training Manual (preferred both in local language and English)

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 DEYI Ltd management and staff for introduction and review of the Scope of work.
Day 3 – Day 9	The rollout of activities as agreed in the work plan
Day 10	Organize the workshop to share achievements and recommendations
Day 11	Prepare a report on the assignment
Day 12	Conduct debrief session with CRS Country team and perhaps USAID mission on the completed assignment

H. DESIRABLE VOLUNTEERS SKILLS

A suitable volunteer candidate for this assignment must have relevant experience working with accounting software development, and usage, specifically using ODOO within organizations and/or businesses. Knowledge with agri-value chains will be an added advantage. The candidate should have a degree in Accounting, software development, computer science, etc. He/she must be knowledgeable about adult training approaches, and passionate working with the developing communities. The volunteer should also have ability to work independently with limited supervision and as part of a team

Additional requirements, a volunteer must:

- Proactive, results-oriented and service-oriented
- Cultural awareness, with strong written and spoken communication and interpersonal skills;
- Flexible and adaptable to changing situations



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, 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 DEYI Ltd of which the office is the City of Kigali, Gasabo district, Jabana sector, Kabuye cell. The volunteer will work closely with DEYI Ltd Management leaders, Board members, and staff and in country F2F team as well.

Recommended Reading

Rwanda F2F program recommends that the volunteer takes his or her time to read to read about the maize value chain sub sector in Rwanda, maize processing, and any other document thought to be relevant to this assignment.

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

CRS Baltimore	
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