



To express interest in this assignment please email [maria.figueroa@crs.org](mailto:maria.figueroa@crs.org)  
**CRS Farmer to Farmer Program**  
**Volunteer Assignment Scope of Work.**

Summary Information	
Assignment Code	RW267
Country	Rwanda
Country Project	Maize
Host Organization	CAPRORE-INTAMBWE Cooperative
Type of Volunteer Assistance	Technology Transfer = E
Type of Value Chain Activity	On Farm Production = S
Assignment Title	Developing a Feasibility Study for Maize Milling for CAPRORE Cooperative
Assignment preferred dates	December-January, 2021
Objectives of the assignment	The objective of this assignment is to conduct a feasibility study on maize milling for CAPRORE Farmers' Cooperative.
Desired volunteer skill/expertise	A suitable volunteer candidate for this assignment must have relevant experience working with project development and business development services. The candidate shall have a degree in agriculture, at least five years working within business development services and familiarity with maize milling businesses. He/she must be prepared to work in rural communities.
PERSUAP Classification <sup>1</sup>	Type III

## A. BACKGROUND

Rwanda has 9,597 cooperatives with share capital of more than Rwf 45 billion. Together, the cooperatives total over five million members (comprising over 2.69 million men, and over 2.14 million women) countrywide. The country's cooperative movement is a strong vehicle for development and economic empowerment especially among the disadvantaged groups like women, youth and People with Disabilities (PWDs). The Government of Rwanda views cooperatives as a potential vehicle through which the cooperatives members could create employment and expand access to income-generating activities, develop their business potential, including entrepreneurial and managerial capacities through education

<sup>1</sup> 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.



and training; increase savings and investment, and improve social well-being with special emphasis on gender equality, housing, education, health care and community development.

According to Rwanda Cooperative Agency (RCA), the cooperative sector in Rwanda is large and diverse. It consists of savings and credit cooperatives, banking cooperatives, agricultural cooperatives, small processing and marketing cooperatives, fishery cooperatives, consumers, workers, and handicraft and artisanal cooperatives.

A cooperative is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise, according to internationally recognized co-operative values and principles.” These principles make a cooperative unique:

- It fulfils a social or environmental objective, or is formed to fulfil its members' needs
- It is democratic ownership and control
- It is a business-focused way of working
- It is legal structure

#### **CAPRORE Cooperative Profile:**

Cooperative des Agriculteurs Progressistes de Remera-Intambwe (CAPRORE), is a farmers' cooperative located in Nyagasozi Village, Rurenge Cell, Remera Sector, Gatsibo District. The cooperative was established in 2007, but received its registration no. RCA/0675/2009 in 2009 from Rwanda Cooperative Agency (RCA). The cooperative had 379 members, and in 2019 Gatsibo District decided to merge CAPRORE with other surrounding three cooperatives, and two groups composed of 775 members which brought the total number of members up to 1154 members (631 males and 523 females) now cultivating maize on 180 Ha.

In the coming five years, cooperative CAPRORE plans to increase its yield, establish an efficient post-harvest collection system, train its employees, ensure members understand the Coop laws and regulations, improve business operations, and acquire assets.

CAPRORE has good working relationship with four financial institutions that include Bank Populaire du Rwanda (BPR), COPEDU Ltd, SACCO-Remera and Kenya Commercial Bank (KCB).

Like other Cooperatives in Rwanda, CAPRORE has a General Assembly, an executive Board which is made of Board of Directors who supervise the Cooperative Business, and Employees. General Assembly takes the overall decisions, and the executive board oversees the cooperative business and manage staff.

The cooperative has access to market for its maize produce and signed a farming contract with two big buyers in namely Africa Improved Foods (AIF) that will buy 300 MT of maize and SARURA Commodities Ltd that will buy 200 MT of maize produce. In total the cooperative anticipates selling 900 of maize to different buyers. They are in search of a best offer/buyer who can take 400 Metric tons remaining without a buyer yet.



## **B. ISSUE DESCRIPTION**

CAPRORE Like many other cooperatives is involved mainly in primary production and marketing of unprocessed maize. Currently the cooperative faces several issue including of lack of market for all members' produce, selling at lower prices, delay of payment from its buyers which causes lack of financial capacity of the cooperative to pay farmers directly on supply, side selling of the produce by farmers to middlemen at lowest price, lack of motivation to supply to the cooperative and poor members' loyalty to the cooperative. The cooperative wishes to venture into maize processing to add value to its produce, increase their financial capacity and can offer to members with good services. To do this, they need to understand the requirements, potential opportunities etc. Therefore, CAPRORE wishes to request for technical assistance to conduct a feasibility study for maize milling. The feasibility study will help the cooperative to establish the organizational capacity, requirements, potential and opportunities of maize milling business.

## **C. OBJECTIVES OF THE ASSIGNMENT**

Objectives of the Assignment

The overall objective of this volunteer scope of work is to develop a feasibility study for a maize miller for CAPRORE Farmers' Cooperative.

More specifically,

- Meet and discuss with the host the need for the feasibility study, establish the objectives and goal
- Assess the requirements for setting up the maize miller
- Develop/design the maize miller set up requirements
- Develop the implementation plan and budget
- Prepare and present the feasibility study
- Prepare the assignment report and recommendations
- Organize a half-day presentation to cooperative members and stakeholders to present the feasibility study

## **D. HOST CONTRIBUTION**

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

- Identify cooperative members who can participate in the feasibility study and provide information.
- Provide venue and any other logistics for the study to be conducted
- Commit to implement all the recommendations provided by the volunteer (s) after completion of the study.

## **E. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

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

- A completed feasibility study report, with clear objectives, goals, maize mill design, budget and implementation plan.



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

**F. SCHEDULE OF VOLUNTEER ACTIVITIES**

Day	Planned Activity
Day 1	Meet with F2F Team to review the scope of work and for the orientation Meet with the host CAPRORE Management, and members 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 2-8	Conduct the feasibility study as agreed in the work plan
Day 9	Organize a debrief with the host to share feasibility study, implementation plan and other recommendations.
Day 10	Prepare assignment report.
Day 11	Conduct debrief session with CRS Country team and USAID Mission on the completed assignment

*This is a draft schedule, a final itinerary will be discussed and agreed upon arrival by all parties*

**G. DESIRABLE VOLUNTEERS SKILLS**

A suitable volunteer candidate for this assignment must have relevant experience working with Project development, Business development services. The candidate shall have a degree in agriculture, at least five years working within business development services and familiar with maize milling businesses. He/she must be prepared to work in rural communities.

**Additional requirements: A volunteer should be:**

- Proactive, results-oriented, and service-oriented.
- Have very good interpersonal skills, and
- Flexible to work in rural settings.

**H. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS**

Volunteer transportation and accommodation will be provided by CRS Rwanda. The country team will also provide Flip charts, markers, and a projector if needed.

**I. RECOMMENDED ASSIGNMENT PREPARATIONS**

- **Training Materials:**  
The volunteer is advised to read more about CAPRORE Cooperative business model, maize value chain, and the maize milling business in Rwanda.
- **Working Environment**



The assignment will be conducted at the venue provided by CAPRORE cooperative whose office is located in Nyagasozi Village, Rurenge Cell, Remera Sector, Gatsibo District, Eastern province of Rwanda. The volunteer will work closely with cooperative Board of directors, and in country F2F Field team as well.

- **Recommended Reading**

Rwanda F2F program recommends that the volunteer familiarizes with this scope of work and to ask the country team for more guidance / support if needed.

**J. 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](mailto: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.

**K. KEY CONTACTS**

<p><b>CRS Baltimore</b>          Maria Figueroa          Volunteer Coordinator          Farmer to Farmer Program          228 W. Lexington Street          Baltimore, MD 21201          410-951-7366          Email: <a href="mailto:maria.figueroa@crs.org">maria.figueroa@crs.org</a></p>	<p><b>Rwanda</b>          Grace Gasana          CRS Farmer- to -Farmer Program Director for Rwanda          Tel: +250,788307254,          Email: <a href="mailto:grace.gasana@crs.org">grace.gasana@crs.org</a></p> <p>Or Musafiri Ndatsikira          Farmer to Farmer Project Coordinator          Tel:0788460167          Email: <a href="mailto:musafiri.ndatsikira@crs.org">musafiri.ndatsikira@crs.org</a></p>
<p><b>Host Organization:</b></p>	
<p>NTIRIVAMUNDA Felicien,          The President of CAPRORE-INTAMBWE Cooperative</p>	<p>Bantegeye Joselyne          The Vice president of CAPRORE-INTAMBWE Cooperative</p>



**USAID**  
FROM THE AMERICAN PEOPLE

Tel: +250783608816/+250722608818	Tel: +250786708313
----------------------------------	--------------------