 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

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| **Summary Information** | |
| Assignment Code | KE74 |
| Country | Kenya |
| Country Project | Horticulture |
| Host Organization | Sweet N Dried |
| Assignment Title | Development of electronic accounting system |
| Type of volunteer assistance: | Business Development (E) |
| Type of value chain activity: | Information and Input support services (S) |
| Assignment preferred dates | May/June 2016 |
| Assignment objective | * Facilitate development of an accounting system to capture data to be used for decision-making for Sweet N Dried Enterprises * Evaluation of several “off the shelf” retail accounting systems to satisfy the needs of the Sweet N Dried business * Development of a cost and pricing system for the processor |
| Desired volunteer skills/ expertise | Business financial accounting and record keeping |

1. **Issue Description**

Sweet ‘N’ Dried Enterprise is a cottage industry established in 2009 and became fully operational in 2010. It deals with value addition of local indigenous foods, vegetables and fruits such as bananas, mangoes, arrowroots and sweet potatoes. The enterprise uses solar drying technology to produce ripe banana flakes, mango flakes and flours from green banana, sweet potato, arrowroot and pumpkin as well as vegetables. These products were certified by Kenya Bureau of Standards (KBS). Sweet ‘N’ Dried Enterprises is practically placed to offer and capitalize on evolving need for affordable and decent value added food products. The enterprise has had three volunteers on development of nutritious food products and business plan.

Discussion with Sweet N Dried revealed that the enterprise lacks financial reporting system that would allow to collect financial information in timely and efficient manner and furthermore, could be used during the decision making process. Most of the financial entries for the enterprise are done on paper and pencil accounting system. The enterprise received a F2F volunteer who assisted in development of a business plan draft but could not finalize it due to lack of well documented financial data.

Sweet N Dried would like to migrate from paper accounting system into an electronic accounting system that would cover all cost centers such as the processing information, the retail shop, and general administrative overhead costs among others. Besides, Sweet N dried would like to organize its finances for auditing to make the enterprise eligible for support from financial institutions and other development partners. It is for this reason that the management of the company have requested CRS for a Farmer to Farmer volunteer expert to facilitate development of an electronic accounting system to track sales, accounts receivable and inventory.

1. **Objectives of the Assignment**

The main objective is to facilitate Sweet N Dried on development of an electronic system to track sales, accounts receivable and inventory. Additionally, the volunteer expert will be expected to carry out evaluation of several “off the shelf” retail accounting systems to satisfy the needs of the business.

Specific activities during the assignment will include facilitating the design and implementation of an electronic inventory control system that will provide on time information for all inventory retail items and in-process inventory in the processing division. This will involve development of templates for tracking costs on raw materials and procurement, processing, sales and general administration. In addition, the volunteer will review the developed business plan draft and project cash flows for next three years.

This assignment is part of CRS F2F continuous support for women entrepreneurs in Kenya to not only improve their business management skills but also to address challenges faced by small scale women entrepreneurs

**Host contribution**– Sweet N Dried management will be available during the entire assignment. The directors will be available for the training on addition to working closely with the volunteer, during the preparations and actual trainings. The company will provide local transport to the volunteer during the assignment.

1. **Anticipated Results from the Assignment**

**The anticipated deliverables include:**

* Trainings conducted and people trained
* Product label designs developed
* Assignment related photos
* F2F volunteer presentation to Sweet N Dried Directors and stakeholders at the end of the assignment
* Debriefing with USAID and CRS in Nairobi
* Volunteer feedback
* Field trip report
* Outreach activity, a press release or a media event back in US

1. **Schedule Of Volunteer Activities In Kenya**

***Note: All Sundays are rest days***

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| Day | Activity |
| Day 1 | Leave US |
| Day 2 | Arrival into Kenya. The volunteer shall be met by a **cab driver** CRS uses, who will have a placard bearing **CRS logo**, and who will wait at the arrivals section with the placard displaying the volunteer name. The volunteer will be driven to **Wasini Hotel** in Westlands or another hotel to be communicated prior to arrival. |
| Day 3 | Briefing meeting at CRS offices with CRS F2F staff and become fully briefed on logistics and itinerary of trip. Discuss anticipated outcomes and work plan, prepare any handouts |
| Day 4 | Travel to Chuka |
| Day 5 | Briefing with host, including introductions, host background and expectations, objectives, constraints and problems, and a review of work plan (proposed itinerary) and logistics for the assignment |
| Day 6 | Visit processing plant and the retail shop, review current accounting documentation of the enterprise |
| Day 7 | Day off |
| Day 8 – 10 | Facilitate design of an electronic inventory control system;  *Development of templates for;*   * Tracking costs on raw material procurement * Processing * sales * And general administration etc |
| Day 11 – 13 | On-the-job training for Sweet N Dried on data entry and extraction of any financial information required |
| Day 14 | Day off |
| Day 15 | Review developed business plan and facilitate projection of three years cash flow for Sweet N Dried |
| Day 16 | Review knowledge of the trained staff on data entry and extraction of financial information |
| Day 17 | Final Presentation – PowerPoint presentation of comprehensive overview of the assignment; questions and clarifications  Debriefing session with F2F staff with host |
| Day 18 | Travel to Nairobi |
| Day 19 | Debriefing at CRS office with USAID Mission and CRS staff.  Complete Trip Report (TR),  Depart Kenya |

# Desirable Volunteer Skills

The recruited volunteer is expected to have the following skills and qualifications:

* Formal qualification in business management
* More than 10 years of practical knowledge and experience in developing basic electronic accounting templates for small scale agricultural business enterprises
* Good writing and computer skills.
* Good writing and analytical skill as well as good communication skills

1. **Accommodation And Other In-Country Logistics**

In Nairobi, the volunteer will stay at the **Zehneria Portico** 10 Karuna Road, Westlands | P.O. Box 66249-00800 | Nairobi: [www. zehneriahotel.com](http://zehneriahotel.com/); Telephone: +254 731617469/264 | Mobile: +254 733988813 | Email:[reservation@zehneriahotel.com](mailto:reservations@zehneriahotel.com) or any other hotel identified by CRS and communicated to the volunteer prior to arrival. While in Chuka, the volunteer will stay at Hill Side hotel near Chuka University.

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

1. **Recommended Assignment Preparations**

CRS-F2F designs assignments with the assumption of some pre-departure preparation by the volunteer. Actual preparation time will vary based on the experience of the volunteer, as well as informational or training resources the volunteer has readily available. CRS relies on the volunteer to assess the tasks outlined in this SOW and to make his or her own judgment about how much and what kind of preparation is needed prior to arriving in country

* The volunteer should prepare materials for hand out which can be printed at CRS office in Nairobi before commencement of the assignment. Flip charts, markers, masking tapes can be obtained at CRS offices. Depending on the training venue the volunteer may use a laptop and projector for power point presentations. But if the training venue is in the community, it will be difficult to use PowerPoint.
* CRS strongly recommends that the volunteer become familiar with CRS F2F programs in Kenya; horticulture country project and other information in the briefing pack before arrival to Kenya

1. **Key Contacts**

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| **CRS Baltimore** | **CRS EA. Regional Office** |
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**Host**

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