 

**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

**NOTE: THIS SCOPE OF WORK IS A DRAFT AWAITING EDITS**

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| **Assignment Summary** | |
| **Assignment Code** | **TZ56 SOW** |
| Country | Tanzania |
| Country Project | Tanzania F2F Grains Project |
| Host Organization | Catholic Diocese of Moshi, Kilacha Production and Training Center (KPTC) |
| Assignment Title | Financial and accounting best practices training for KPTC |
| Assignment objective | * Enhance the capacity of staff in the management of KPTC funds through training the accounting staff on the best accounting practices * Introduce and train on appropriate accounting software that will have capacity to accommodate the whole of Kilacha Projects accounts * Train staff on the best practices of preparing final statements of accounts for Audit Reports. |
| Desired skills | Experts with financial accounting background with training experience |
| Assignment preferred dates | From August 2015 onwards |

1. **Background**

The Farmer-to-Farmer (F2F) East Africa program is a program that uses short-term US Volunteer expertise to assist small holder farmers and small scale processors in East Africa to improve their business practices conducted with host organizations. The goal of the F2F Cereals project is to increase incomes, improve access to and utilization of markets, credit and preservation, and enhance natural resources upon which target communities depend.

In Tanzania, one of Catholic Relief Services’ (CRS) F2F project objectives is to support cereals production along the entire value chain. F2F works on the entire spectrum: at the origin, with small scale producers, and higher up, with processors, millers, exporters, trainers and the like.

Channeling technical assistance toward the grains value chain is a main target for the CRS F2F project because grains are key food staples for the majority of Tanzanians. Strategic interventions in these value chains also have great potential to contribute to USAID goals; in this case, the goal of sustainably reducing poverty and food insecurity by increasing productivity and profitability of maize, beans and rice crops. The key challenges experienced by many small and mid-sized agri-businesses, like grain millers, are management (of finances, staff, and materials), efficiency, planning, and marketing.

The host for this particular assignment is the Catholic Diocese of Moshi, situated in the Kilimanjaro region of Tanzania, East Africa. The Diocese stretches along the slopes and low plains of the volcanic mountain Kilimanjaro, covering an area of 5,029 sq Km. The Diocese of Moshi was officially inaugurated on March  25, 1953. The diocese has established various development projects to include the Kilacha Production and Training Center (KPTC) that was established in 1971 under the ownership of the Catholic Diocese of Moshi. The main objectives of the center were; the empowerment of the youth with skills in agriculture and livestock keeping; creation of employment opportunities to the surrounding community and beyond and generation of revenue to support empowerment of the youth and sustainability of the church

The center started with farming and livestock keeping and later training started in 1984. Currently the farm extended its activities to fishery, bee keeping and training seminars to the communities in entrepreneurial skills, saving and credit schemes, farming and livestock keeping techniques. The center’s main activities are production in one hand and training on the other.  
  
The vision of the KPTC adheres to the vision and mission of the Catholic Diocese of Moshi which reads as follows; “‘Kilacha Production and Training Centre guided by the values of the Catholic Diocese of Moshi is aspiring to be a center of excellence in provision of training to the youth and producing quality products for the welfare of the church and community’

It’s mission is “Providing socio-economic services to the community by producing and providing training to the youth basing on quality of products, services and moral values” while it’s values include; “*Integrity, Righteousness, Transparency, Cooperation, Accountability, Dignity of a person, Solidarity and Mutuality, Commitment and Love*”.

Apart from training the center supports the community and youths in particular through employment opportunities. About 150 persons are employed on permanent and contract basis and more than 200 youth work as casual laborers in projects of farming, brick making, stone crusher, piggery, poultry, fishery, dairy cow and environment care.

KPTC also support community groups through training, awareness creation, and direct support. Kilacha pays College fees to five students from poor families and provide piglets and chicks to poor households as capital for raising income to improve their livelihood.

**B: ISSUE DESCRIPTION-**

KPTC is a fast moving Institute and all projects’ accounting to its growth have a centralized financial system to control fluid and solid money, as well as Assets and Liabilities. Kilacha has many units of production and training including the Kilacha Agriculture and Livestock Training Institute, the poultry farm, the stone crusher, the livestock farm, Maize and Sunflower farm, animal feed mill and other small projects. For some time now, Kilacha has been using Microsoft Excels Spreadsheet program for its accounts which has done a great job so far especially with great numbers. However, KPTC with its fast expansion, detailed books of accounts and rapid transition require a more advanced digital financial accounting system. The MS Excels program currently used is proving to be less competent, quite inflexible and does not give adequate enough accounting structure for efficient and effective performance.

In order to coordinate all of Kilacha projects, there has been a felt desire of coming up with an accounting software program that can accommodate both small and large projects of Kilacha at its pace of economic growth. Therefore, the KPTC Chief Accountant and management expressed the need for a skilled and experience person to introduce, and train staff in the accounts office on software that will address the issues above**.**

**C: OBJECTIVE OF THE ASSIGNMENT**

The overall objective of this assignment is to enhance the capacity of staff in management of KPTC funds through training the accounting staff, bring to practice accounting software that will accommodate the capacity of the whole Kilacha and bring it to final statements of accounts and Audit Reports.

**Host contribution:**

The host will provide housing, transport within the centre and (translation services whenever required). Additionally the host will work hand in hand with the CRS F2F team in designing the scope of work, will coordinate and ensure a smooth implementation and will also see to the implementation of any recommendations from the volunteers. The institute has also committed to exposing the volunteer to the community that is served by the trainees from the institute for a first hand understanding of the link between the institute and the farming community.

**D: ANTICIPATED RESULTS FROM THE ASSIGNMENT**

* The staff in accounts office will be able to work at ease and enjoy their work which will increase the output and motivate the staff. Create reports that scan though KPTC income and expenditure and give a quick view summaries, detailed breakdowns and multi-year comparisons.
* With a few clicks, accountant will be able to create summary and detailed reports for the prior years. This will make preparation of Business and Income Taxes a lot easier and faster.
* The work of the accountant of preparing statements of accounts for auditing will be easy and fast right from Receipts/Payment Vouchers, Cash books, Ledgers, I&E, Bank Statements, Balance Sheet as well in report making.

**E: SCHEDULE OF VOLUNTEER ACTIVITY IN TANZANIA**

The detailed schedule will be worked out after such a volunteer is identified and the work should cover 3-4 weeks

**F. DESIRABLE VOLUNTEER SKILLS**

Accounting financial management expert with experience setting up and training on accounting software

**G: ACCOMODATION AND OTHER IN-COUNTRY LOGISTICS**

The volunteers will be accommodated at the Uhuru Hotel in Moshi Municipal on arrival but will move on to the Institute where they will be accommodated for the rest of the assignment. All facilities have all necessary amenities of electricity, internet, self- contained rooms with running water etc.

**H: RECOMMENDED ASSIGNEMENT PREPARATION**

Would be volunteers for this assignment are recommended to familiarize with the KPTC [www.kilacha.co.tz](http://www.kilacha.co.tz) and can contact the general manager; [frmakiluli@gmail.com](mailto:frmakiluli@gmail.com) [generalmanager@kilacha.co.tz](mailto:generalmanager@kilacha.co.tz) and [admin@kilacha.co.tz](mailto:admin@kilacha.co.tz)

**I: KEY CONTACTS**

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