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**Farmer to Farmer East Africa**

**Volunteer Assignment Scope of Work**

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| **Summary Information** | |
| Assignment Code | UG131 |
| Country | Uganda |
| Country Project | Maize |
| Host Organization | Integrated Disabled Women Activities (IDIWA) |
| Type of Volunteer Assistance: | Organizational Development (O) |
| Type of Value Chain Activity: | Information and Input Support Services (S) |
| Assignment Title | Group dynamics |
| Assignment preferred dates | January-March, 2018 |
| Assignment objective | Provide a road map for IDIWA SACCO to address leadership challenges through hands-on training in leadership skills and group dynamics best practices. |
| Desired volunteer skills/ expertise | * Experience with leadership development in small group, development settings. * Experience with improving group dynamics |

1. **BACKGROUND**

Integrated Disabled Women Activities (IDIWA) is a voluntary, not for profit non-Governmental Organization established in 2000 purposely to empower People with Disabilities (PWDs), Women and other vulnerable groups to maximize their potential and improve their standard of living through Human rights advocacy, Economic Empowerment and Sustainable Livelihoods, Education, Health and Reproductive Rights.

IDIWA **envisions** “a society in which People with Disabilities, Women and other vulnerable groups are fully integrated and enjoying their rights”.

**Strategic objectives**

1. To advocate for equal opportunities and rights of People with Disabilities, Women and other vulnerable groups in Busoga sub region.
2. To contribute to the prevention and management of disabilities and HIV/AIDS in Busoga sub region through self-help community based initiatives.
3. To improve the socio-economic status of People with Disabilities, Women, other vulnerable groups and the community in Busoga sub region through Agriculture, Entrepreneurship and Vocational skills development.
4. To empower People with Disabilities , Women, other vulnerable groups and the community to participate in activities that promote Health and Nutrition, Sanitation and Environmental protection to ensure sustainable livelihoods in Busoga sub region.
5. To promote inclusive education of children with disabilities and other vulnerable children in Busoga sub region.
6. To empower People with Disabilities, Women, other vulnerable groups and the community to promote good Governance, Democarcy and Human rights in Busoga sub region.
7. To strengthen the organizational capacity of IDIWA to effectively deliver services to PWDs, Women, other vulnerable groups and the community in Busoga sub region.
8. To mobilize recourses to finance activities of the organization as well as investing in sustainability projects.
9. Partnering with other civil society organizations to implement objectives stated herein about.
10. To engage in income generating activities for organizational sustainability, the activities shall among others include; food processing and value addition, mobile money services, saving and credit services among others.
11. To enter into contractual agreements with individuals and organizations to carry out activities of the organization.
12. **ISSUE DESCRIPTION**

IDIWA is implementing a USAID award geared toward empowerment and livelihood development for 300 women with disabilities. Now in its twilight, the project creates economic independence for its beneficiaries through improved agricultural productivity, value addition, non-farm income generating activities and microcredit support. A cross-cutting methodology to achieve these objectives has been to create savings groups. Savings groups encourage people to save and reduce their risk to life shocks, and creating an enabling environment for women to pursue their goals, including saving for businesses.

Even though groups have been formed through the project, the functionality and autonomy of these groups is suspect. Group leaders face difficulties in organizing members for meetings, keeping minutes, and effectively resolving conflicts. The loss of a functioning group endangers the continuity of the groups saving culture at the close of the project.

IDIWA is also affiliated with IDP SACCO, a credit union that provides savings and credit services to its members. While these women have individual accounts, the SACCO is promoting group borrowing to enable the SACCO to use group assets as collateral, instead of translating the risk to higher interest rates. Thus, trust between group members is essential to attain less expensive credit.

1. **OBJECTIVES OF THE ASSIGNMENT**

The objective of this volunteer assignment is to provide a road map for IDIWA’s members of SACCO, women with disabilities in savings groups to address leadership and management challenges and provide effective leadership and for these to provide efficient and transparent services to members. The volunteer will provide technical support in the areas of:

1. Leadership definition

2. Functions of a leader

3. Types of leaders/leadership

4. Qualities of a good leader

5. Conducting an effective meeting

The volunteer will further explain the following leadership skills for successful leadership and management of IDIWA’s SACCO members, women with disabilities in savings groups:

6. Interaction skills (ability to deal with subordinates and complications)

7. Conflict resolution skills (ability to harness differences for a greater good)

8. Skills in unstructured decision making (dealing with ambiguity)

9. Resource allocation skills (allocation of resources to achieve the best end result)

The specificities of the activities under (1-9) will be discussed with CRS staff and IDIWA upon volunteer’s arrival and activities adjustment can be made in agreement with the host, but the deliverables and results will remain.

The volunteer will provide training on the above mentioned topics to management and saving group members under IDIWA SACCO as well as saving groups leaders.

**Host contribution** – IDIWA has committed to mobilize SACCO and saving group members to the trainings to be conducted by the volunteer. IDIWA will also avail key personnel to work closely with the volunteer, during the preparations and actual trainings, to ensure that key staff are trained and will continue training other members even after the assignment is completed especially when leaders’ term of office expires.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

**The anticipated deliverables include:**

* Trainings conducted and people trained
* Training manuals/guidelines developed
* Debriefing with USAID, CRS and volunteer after assignment
* Field trip report and expense report
* Outreach activity, press release or a media event back in US

1. **SCHEDULE OF VOLUNTEER ACTIVITIES**

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| Day | Activity |
| Day 1 | Travel from home to US international airport |
| Day 2 | Arrival at Uganda Entebbe Airport, picked by Fairway Hotel shuttle to Kampala and check in at Hotel. |
| Day 3 | At 9.00 am, the volunteer is greeted at the hotel by CRS staff and thereafter go to CRS office for introductions and briefings including host brief, logistics, expectations and anticipated outcomes. Handouts will be prepared at CRS offices. Travel to Iganga district to commence the assignment. CRS staff introduces the volunteer to the IDIWA management team. Review and finalize the work plan with CRS, IDIWA management, and the volunteer. Learn about the typical group structure and challenges groups are facing from the perspective of IDIWA’s management team. |
| Day 4 | Meet with select women’s groups management teams and discuss some of the challenges they are facing within their groups. |
| Days 5-6 | Train group leaders in effective group leadership and management strategies |
| Days 7-11 | Train groups in group dynamics |
| Day 12 | Develop training manuals and materials for women’s groups. |
| Day 13 | Present materials to IDIWA’s management team and CRS. With everyone, develop an implementation strategy. Volunteer returns to Kampala. |
| Day 14 | Debriefing at CRS office with USAID Mission and CRS staff.  Volunteer will finalize his/her reporting at CRS office and fill out all necessary M&E forms as well finalize advances and expenditures with finance. |
| Day 15 | Depart for USA |
| TBD | Outreach event when back in the US |

**F. ACCOMODATION AND OTHER IN-COUNTRY LOGISTICS**

In Kampala, the volunteer will stay at Fairway hotel, www.fairwayhotel.co.ug. While at the host in Iganga, the volunteer will stay at Hotel Continental. The hotel has all the basic facilities such as running water, and electricity.

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

**G. RECOMMENDED ASSIGNMENT PREPARATION**

The volunteer should prepare materials for hand out which can be printed at CRS office in Kampala before commencement of the assignment. Flip charts, markers, masking tapes can be obtained at CRS offices in case the volunteer wishes to make some illustrations. In this case the volunteer will be expected to prepare training materials and have hand-outs printed at CRS offices for distribution to the participants.

CRS strongly recommends that the volunteer becomes familiar with the Maize country project description prior to arrival in the country as well as country information that will be provided.

1. **KEY CONTACTS**

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