



## VOLUNTEER REPORT FORMAT

*To be submitted to CRS at the end of volunteer assignment and shared with the Host*

### 1.1 Assignment information

- a) Volunteer Name: William M. Clapham
- b) Host Organization: Kitui Diocese
- c) Assignment: KE102 Livestock Country Project
- d) Dates of Assignment: 24/10/16 - 18/11/16
- e) Number of days worked 19

### 1.2.1 Objective 1 in your SOW: Assess Caritas Kitui Goat and Sheep Project (GASP) potential for impact investment and provide recommendations to both Caritas Kitui management and CRS

- a) Progress with the objective: Assessed the current state of GASP and determined that a 5 year business plan was premature. What was needed was a strategic plan, and management commitment to provide technical and finance overview.
- b) Expected impacts/results: The diocese will simplify and flatten the management structure; Farm manager will keep comprehensive financial records and generate a monthly income statement; a formal GASP budget will be developed, approved and funded.
- c) Recommendations<sup>1</sup> Create position of Technical and Financial Advisor at the level of the Department Directors to serve as business liaison between GASP and the Diocese; Develop Enterprise, Development, R+M Plans and Budgets for GASP; Develop, Approve and Fund a budget for GASP.

### 1.2.2 Objective 2 in your SOW: To assist the management of Caritas Kitui GASP to understand better their business, the target market and develop a 5-year business plan.

- a) Progress with the objective: Reviewed GASP present state, physical plant, management, enterprises and plans. Determined that instead of a 5-year business plan, the Diocese really needed to develop a strategic plan to rehabilitate GASP.
- b) Expected impacts/results: The Diocese will reorganize the GASP management structure; Enterprise, Development and Repair and Maintenance Plans will be developed; the Ranch will be operated as a business with Breeding and Selection of Goats providing local and regional farmers with superior stock as the primary enterprise. To develop a relationship with SEKU to partner in training, community relations and student education.
- c) Recommendations: Simplify and flatten management structure. Establish role of technical and financial advisor to insure integrity and timely preparation and submission of GASP financial reports; require that all Ranch enterprises are planned and include enterprise budgets. Focus on Selection and Breeding of Goats and Sheep first to develop that as a strong business enterprise. Explore development of a MOU with SEKU to develop training, veterinary services and educational student and farmer opportunities.

### 1.2.3 Objective 3 in your SOW: To provide a framework within which the GASP business operates, and serve as a basis for discussion with financiers and other potential supporters.

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<sup>1</sup> **Note:** Only make not more than 6 recommendations. The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.

- a) Progress with the objective: Developed a strategic plan, organizational chart, provided and trained Ranch Manager in keeping credit, costs, sales records, generating income profit/loss statements and conducting cost analysis. Trained Ranch Manager on developing Enterprise Budgets. Concurred with Ranch Manager and Caritas Director on major enterprise focus for the Ranch (Goat and Sheep Selection and Breeding). Developed the focus on running GASP as a business that focuses on Ranch production as its major set of enterprises.
- b) Expected impacts/results: GASP infrastructure will be rehabilitated and Ranch operation will be conducted as a business. Formal records, clear and dedicated plans, and positive financials will facilitate partnerships from NGO's and a relationship with SEKU will open possibilities for accessing new avenues for grant proposals.
- c) Recommendations - Focus on business by formal planning, budget development, infrastructure development plans, accessing training needs; maintain a clear and effective Ranch/Diocese technical and financial relationship.

### 1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
Develop plan to rehabilitate or replace structures to house and segregate goats and sheep and repair or replace water tanks	Draft plan and obtain quotes for structure and tank repair or replacement	Father Charles	1/12/16
Obtain quote for developing GASP map	Contact Nairobi U or other technical institute	Sylvia Muchiri CRS	1/12/16
Develop enterprise budgets for Goat and Sheep Production	Draft budget for years 1 - 3	Father Charles	1/12/16
Establish Financial Records	Create Purchase (Credit); Disbursement (Payment); and Sales Journals; and Income/Loss statement for every month	Father Charles	1/1/16

3. Provide Technical and Financial Support	Develop a strong relationship with GASP enterprise development; financial reporting and infrastructure rehabilitation	Joseph Kamau	1/1/16
4. Explore areas of mutual interest with SEKU	Develop MOU to form partnership with SEKU	Joseph Kamau	1/2/16
5. Reorganize the GASP management structure	Delegate 1 individual with business skill, ability and knowledge to provide technical and financial advisory supervision at the level of the Dioces Department Directors	Bishop	1/1/16
6.			

#### 1.4 Number of people Assisted

- Through formal training
- Through direct technical assistance (Do not double count)
- Out of these above, number of host staffs
- Training/assistance by field

Category	Total	Males	Females
Members/ owners	6	6	
Employees			
Clients/ Suppliers			
Family Members			



Total	6	6	
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e)

#### 1.5 Gender

- What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? Women at the Dioces represent an important and significant role in program leadership as well as carrying out program development and implementation?
- How might CRS or the host organization improve opportunities for the women in this host or host community? Assist the Dioces in capacity building and training Farmers in business - record keeping and marketing.

#### 1.6 Value of volunteer contribution in \$ 100.00

- Hours volunteer spent preparing for assignment 96 hours
- Estimated value of all material contributions volunteer contributed to host during assignment NA

#### 1.7 Value of hosts' contribution in \$ (Please consult the host as well)

- Meals \$100
- Transportation
- Lodging
- Translation
- Other (Specify)

#### 1.8 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it. NO

1.9 Recommendations for CRS: Capacity build and faciitate the training and educational opportunities for Caritas/SEKU relationship. Train SEKU and GASP project individuals on developing proposals for educational funding.

#### 1.10 Press Release

### **FOR IMMEDIATE RELEASE**

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## **Lewisburg Area Volunteer Travels to Kenya to Share Skills with Local Farmers**



## **Farmer to Farmer program promotes economic growth and agricultural development in East Africa**

**William Clapham**, a Farm Business Development Specialist from **Maxwelton, West Virginia** travelled to **Kenya** for **3** weeks to share his/her technical skills and expertise with local farmers. [Name]'s assignment is part of Catholic Relief Services' Farmer-to-Farmer (FTF) program that promotes economic growth, food security, and agricultural development in East Africa.

**“Working with the Goat and Sheep Project with the Dioces in Kitui County, Kenya was an extremely satisfying experience. The potential for improving the lives of regional farmers and local economies is great ,”** said **Clapham**.

Funded by the U.S. Agency for International Development (USAID), the five-year program matches the technical assistance of U.S. farmers, agribusinesses, cooperatives, and universities to help farmers in developing countries improve agricultural productivity, access new markets, and increase their incomes.

**In Kenya, Clapham worked with Caritas, Kitui in developing a strategic plan for goat and sheep selection and breeding at the Diocess ranch and providing financial training and technical assistance to Caritas employees to enable them to rehabilitate their production ranch and operate as a business. Up to 6 beneficiaries were reached, but with project success livestock producers regional and Kenya-wide will be impacted.**

Clapham's volunteer assignment is one of nearly 500 assignments that focus on agriculture, food security and nutrition in Ethiopia, Tanzania, Kenya and Uganda. This is the first time CRS has been involved in the 28-year-old Farmer-to-Farmer Program funded by the U.S. government.

CRS is partnering with five U.S. institutions to tap into the rich diversity of the U.S. agriculture community: the National Catholic Rural Life Conference, Foods Resource Bank, National Association of Agricultural Educators, American Agri-Women, and the University of Illinois' College of Agricultural, Consumer and Environmental Sciences.

The U.S. volunteers will travel to East Africa for anywhere from one to six weeks, their expenses covered by USAID.

“One thing we are certain of is that this program will be beneficial not just to the farmers in East Africa, but also to the volunteers from America,” said Bruce White, CRS' director for the program. “It's going to make the world a little bit smaller for everyone involved.”

For more information, visit [farmertofarmer.crs.org](http://farmertofarmer.crs.org)

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*Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. The agency alleviates suffering and provides assistance to*



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