



**USAID**  
FROM THE AMERICAN PEOPLE



**Volunteer Name: MARY EDWARDS**

**Country: KENYA**

**Country project: HORICULTURE**

**Host: MERCY MWENDE**

**Venue:**

**Audience: OWNERS**

**Number of people : 2**

**Date: 1/7/2016**



# **1. Assignment Objectives as in SOW**

- Facilitate the company in development of an organogram
- Basic Human resources (HR) management principles
- Assist in the development of a simple HR policy

- Carry out gap analysis and develop roles and responsibilities for future personnel
- Facilitate development of basic procurement and asset management procedures

## **2. Achievement of the assignment objectives**

- Developed an Organogram
- Discussed Basic HR policies
- Developed a simple HR policy to include:
  - Credit; Casual Workers & Permanent Workers Compensation; Absenteeism; Maternity Leave; Training of Casual & Permanent Employees; Health & Hygiene

- Searched Internet for Health Benefits of multiple products
- Developed Health Benefits of multiple products
- Searched Internet for Nutritional Benefits of multiple products
- Developed Nutritional Benefits of Multiple products

- Developed roles and responsibilities for current and future personnel
- Developed H R policies for organization

- Discussions with Owners regarding hiring students from University of Chuka to develop web site, assist in management and train workers.

# 3. Recommendations to the host with regards to the assignment

1. Restructure Organogram
2. Create Advisory Committee
3. Create Board of Directors
4. Develop HR policies
5. Create Roles/Responsibilities
6. Brochures
7. Post Product Price List



## **4. Anticipated Impact**

- Restructured Organogram
- Board of Directors List
- Advisory Committee List
- HR policies for all employees

- Roles and Responsibilities for New Managers
- Developed Brochures for customers defining Health and Nutritional Benefits
- Posted Product List of Prices

## **5. Recommended future volunteer Assistance**

- Develop Human Resource Booklet

## **6. Recommendations to other non-host stakeholders**

- NONE

# Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
1. Restructure Organogram	Add additional members to Organogram	Owners	Ongoing
2. Create Advisory Committee	Identify Committee Members	Owners	Ongoing
3. Create Board of Directors	Identify Board Members	Owners	Ongoing
4. Develop HR policies	Identify needed policies	Owners	Ongoing
5. Create Roles/Responsibilities	Identify Managers roles/responsibilities	Owners	Ongoing
6. Brochures	Develop Brochures listing health & nutritional benefit of products	Owners	Ongoing
7. Post Product Price List	Develop Product Price List for Customers to be posted in shops	Owners	Ongoing

## **7. How can CRS improve future volunteer experience**

- (1) Provide Continued Support of the Host
- (2) Provide Local Money & Water at Airport for Volunteers
- (3) Provide Business Cards for Volunteers

***Thank You!***