



**USAID**  
FROM THE AMERICAN PEOPLE



Volunteer Name: **Jeff Hake**

Country: **Uganda**

Country project: **UG41 Maize Country Project**

Host: **Namungalwe ACE**

Venue: **CRS office**

Audience: USAID staff, F2F staff & other  
volunteers ( Nanga, Mahnaz, Lindsey)

Number of people: 6

 **Date: August 20, 2015**

CATHOLIC RELIEF SERVICES

# 1. Assignment Objectives as in SOW

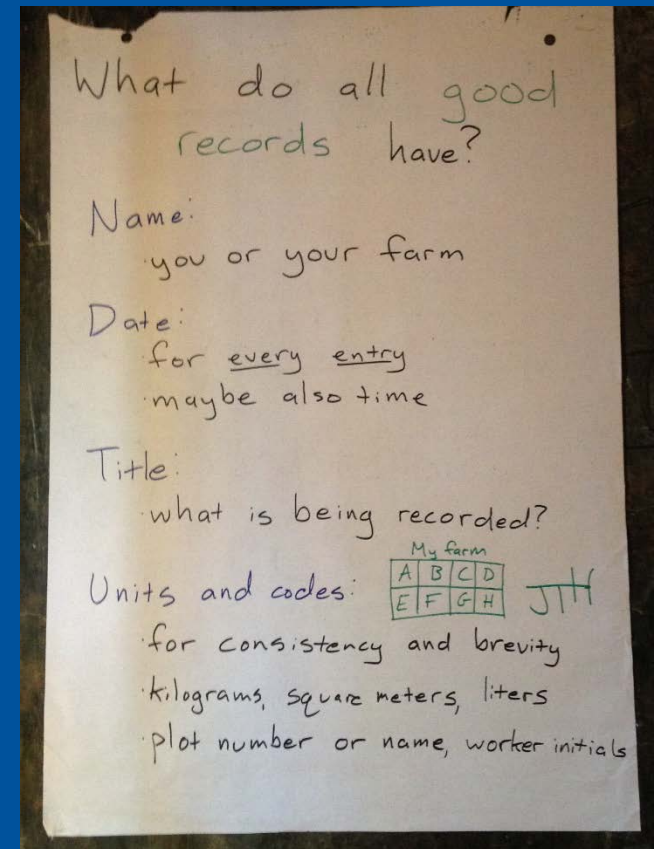
1. Assist the ACE board and staff to develop a business plan
2. Training farmers on record-keeping, the type of records to keep, and the importance of keeping such records
3. Practical illustrations and practice with farm record-keeping templates with the participants
4. Conducting a cost benefit analysis and profit determination in farming for business
5. Emphasize the importance of farm records and review of the inventory books at RPO level

## 2. Achievement of the assignment objectives

Assist the ACE board and staff to develop a business plan

*Progress with the objective:*

- rules of record-keeping were established
- participants were given guidelines and templates for keeping their own records
- participants were given knowledge of record-keeping but also empowered with understanding that systems must be personalized and they are in charge of making them work



## 2. Achievement of the assignment objectives

Training farmers on record-keeping, the type of records to keep, and the importance of keeping such records

*Progress with the objective:*

- training established a clear rationale for keeping farm records
- training established which records were most important for them to keep according to both my experience and theirs
- thorough review of how to develop and use those records



## 2. Achievement of the assignment objectives

Practical illustrations and practice with farm record-keeping templates with the participants

*Progress with the objective:*

- participants first voted on what kinds of records they think are most important to keep
- second half of training spent practicing the creation of templates for farm record-keeping
- participants were showed how templates can be edited based on the specific needs of the farms and farmers in the room
- farmers were instructed in practical means of efficient record-keeping



## 2. Achievement of the assignment objectives

Conducting a cost-benefit analysis and profit determination in farming for business

*Progress with the objective:*

- cost-benefit analysis and profit determination was not conducted with the farmers
- emphasized that such techniques can only be employed when they have clear and reliable numbers to work with; therefore record-keeping is foundational to conducting a cost-benefit analysis and profit determination in the near future

Record ~~for~~ for month of August

INCOME/EXPENSE	
<b>INCOME</b>	36,500
	<u>16,500</u>
Crop Sales	15,000
Other	1,500
Loan	20,000
<b>EXPENSES</b>	14,500
Seed	5,000
Inputs	8,000
Tools	—
Storage	1,000
Other	500
Sorting table (loan)	20,000
<b>GRAND TOTAL</b>	2,000

07740

## 2. Achievement of the assignment objectives

Emphasize the importance of farm records and review of the inventory books at RPO level

*Progress with the objective:*

The importance of farms records was emphasized repeatedly throughout the training.



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

- Strongly urge CRS to bring a volunteer to Namungalwe in the next 3-12 months who can work with farmers to turn their daily and monthly records of income and expenses into enterprise budgets, cost/benefit analyses, and cash flow statements.
- ACE board and staff need to continue to emphasize the importance of keeping records. Monthly meetings in which farmers discuss their progress in keeping farm records and help each other troubleshoot difficulties will help develop oversight and support. These meetings may also be an opportunity for farmers to take advantage of the computer center at the Namungalwe office.
- The ACE board and staff should bulk-order notebooks measuring roughly 3" x 5" filled with graph paper, to be distributed to the farmers in the cooperative to encourage good record-keeping habits.



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

- Time management
- Organization
- Communication



## 4. Anticipated Impact

- A majority of participating farmers will begin keeping some kind of records on their farms.
- A smaller group of dedicated farmers will begin keeping monthly income/expense reports, to be used towards business planning and work with a future volunteer.
- Other possible outcomes?



# Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
1. Next volunteer in 3-12 months to build on record-keeping progress.	Write description of desired volunteer.	Baliddawa Badru, Kairigi Winnie, other ACE board and staff, CRS	15/9/15
2. Monthly meetings with active farmers	Hold first monthly meeting at ACE office.	Baliddawa Badru, Kairigi Winnie, Mufumbiro Joseph	15/9/15
3. Distribute pocket notebooks for basic record-keeping.	Order notebooks.	Mufumbiro Joseph	15/9/15
6. Time management, organization, communication	Improve organization and communication within cooperative	ACE board and staff	15/9/16

## 5. How can CRS improve future volunteer experience

- Volunteer orientation prior to travel, particularly first-time volunteers
- Communication



***Thank you!***