



USAID
FROM THE AMERICAN PEOPLE



Volunteer Name: Alicia Holmes

Country: Uganda

Country project: Flexibility Country
Project

Host: Byeffe Foods Company Ltd

Venue: Host office

Audience: 2

Number of people : 2

Date: December 4 - 14



1. Assignment Objectives as in SOW

- Training Byeffe's staff and board in business plan development process
- Orient Byeffe's board members on key performance indicators for tracking cooperative business performance and management.
- Review Byeffe's current business plan, fill in gaps, and make suggestions for changes
- Give recommendations for implementation of the plan, and create a mechanism for performance monitoring and evaluation

2. Achievement of the assignment objectives

- Revised and reorganized business plan before arriving on site. Review of the overall plan, identify gaps and decide which sections were most critical.
- Focused on developing the financial statements and the operations section of the business plan. In the operations section detailed the production process and identified the challenges and solutions in each step of the process.
- Identify areas where production challenges could be address and define specific indicators for improved production.
- Constructed the sales projections and financial statements for the business plan
- Gave recommendations for implementation of the production upgrades, and revised YLA proposal which detailed indicators for performance improvements

3. Recommendations to the host with regards to the assignment

- Improve record keeping of all purchases from farmers and product delivery, sales and payments through the purchase software for financial administration. QuickBooks was reviewed and recommended.
- Implement inventory tracking and management system
- For the next 6 months create monthly profit and loss statements, subsequently statements can be quarterly
- Create monthly cash flow statements with reconciliation of all outflows and inflows
- Collect all payments using mobile money or direct deposits to bank accounts
- Purchase equipment to eliminate production bottlenecks, reduce cross contamination and improve productivity and profit margins

4. Anticipated Impact

- Improved efficiency in managing purchases from farmers and sales receipts
- Reduction in financial losses as a result of cash handling
- Data driven decision making
- Improved profitability from reducing production bottlenecks and receiving regulatory certifications
- Productivity improvements that result in more timely delivery, increasing customer retention

5. Recommended future volunteer Assistance

- Quicken consultant for training staff and setting up accounting structure and internal financial business processes
- Creating a web and social media presence
- Food security consultant

6. Recommendations to other non-host stakeholders

- Farmers receive training necessary to comply with organic standards
- YLA financially support the production improvements. The equipment purchases will increase the number of farmers by 300% (from 5,000 to 20,000) who are able to generate income from pumpkin and amaranth production

Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
1.Montly Profit and Loss Statements	Create monthly Profit and loss statements	Brian Moshe	beginning February 1st
2.Montly Cash Flow Staements	Create montly cash flow statements	Brian Moshe	Beginning February 1 st
3.Purchase Quickbook, or other financial management software	Purchase Quickbooks and have a consultant train staff and assist in account set up	Fatuma Namutos	January 2018
4. Make low cost production improvements in the immediate future	Implements low cost drying upgrades recommended by Tom	Fatuma Namutos	January – Februay 2018
5. Implement inventory tracking system	Until a software package can be purchased create manual system and capture the information in excel	Fatuma Namutos	End of December

7. How can CRS improve future volunteer experience

- The statement of work should be reviewed and finalized with the host
- Periodically check that selection for accommodations are meeting certain standards

Thank You!