

## CRS Trip Report:

**Assignment Information:** TZ8 Tanzania F2F maize and rice project

**Volunteer Name:** Bryce A. Malsbary

**Host Organization:** Tungamalenga Irrigation Scheme (TIS)

**Assignment:** Capacity Building for Rice Farming as Business for TIS

**Date of Assignment:** May 6 through May 18, 2014

**Objective 1 in SOW:** Patty framing as business (entrepreneurship)

- **Progress with objective:** This objective was partially achieved in that many topics were covered which included management best practices of the association, responsibilities of TIS members and the Executive Committee, good governance practices and improved communication techniques between the Executive Committee and the TIS membership.
- **Expected impact with objective:** Fair, I believe that even though there was discussion I have some reservations that the current EC members will make any significant changes from their current practices.
- **Recommendations:**

**Objective 2 in SOW:** Association recordkeeping and management

- **Progress with objective:** This objective was minimally achieved as the treasurer was very reluctant to share any of the actual records with me. What I did see was only a receipt book which they gave each member a receipt for his/her annual dues paid in June of each year. I saw no bank statements and they did not record cash disbursements for payments (only keeps receipts of payment) and there was no reconciliation of payments or deposits to the cash balance. All transactions were done in cash and receipts were kept in a file but never reconciled to the bank statements. Their only cash flow is from membership subscription fees and annual dues.
- **Expected impact with objective**
- **Recommendations:** I reviewed with them some basic bookkeeping procedures and suggested that they obtain a cash receipts journal and a cash disbursement journal. All their transactions can be recorded in one of these journals. The cash receipts journal has columns for various categories of receipts with a line for each receipt, including date, source of cash, and total amount. Since the only source of revenue (cash) TIS receives is member dues it will be easy to reconcile the total amount against the receipt book. The cash disbursement journal has columns for various categories of expenditures with a line for each expenditure, including date, check number (TIS does not have a checking account), payee, description of expense and total amount. The

difference between the cash receipt journal and the cash disbursement journal should reflect an accurate cash balance. Using these journals TIS Executive Committee will be better able to reconcile an accurate cash balance and be more transparent with the membership about their fiscal accountability.

**Objective 3 in SOW:** Association strategic/business plan

- **Progress with this objective:** This objective was achieved. The members of the executive committee worked diligently and created a mission and vision statement, core values and identified seven significant goals. The committee identified the tasks necessary to complete in order to achieve each of the goals and determined what individual(s) would be responsible for completing the tasks. Timelines for completing each of the goals will be determined by the Executive Committee at a later date.
- **Expected impact with objective:** I believe TIS will work to achieve each of these goals and I suggest that CRS monitor their progress before considering providing them any other volunteers.
- **Recommendations:** I recommended that the executive committee develop a strategic plan which includes a mission, vision statement, and core values and identify and prioritize their most important goals. This was achieved. See attached documents. These need to be translated into Kiswahili and should be forwarded to the executive committee for distribution to the membership.

**Number of people assisted**

- **Through training:** 15 entire executive committee
- **Through direct technical assistance:** same as above
- **Out of these above, number of host staff:** There was no host staff all where member volunteers on the Executive Committee
- **Training/assistance by field:** Ufoo who is CRS field staff was my translator because the one hired was not adequately trained.

**Total male/female trained by topic**

**Gender:**

- **What gender roles did you recognize in the host community?** The Chairperson of TIS was a women and women were well represented in the training sessions (about 50%). **Did these roles play a part in your assignment?** No! **How?**
- **How might CRS or the host community improve opportunities for women in this host or community?** Not applicable.

**Value of volunteers contribution \$**

- **Hours volunteer spent preparing for assignment: 25 hours**
- **Estimated value of all material contribution volunteer contributed to host during assignment. \$50**

**Value of hosts' contribution in \$ 0**

- **Meals \$0**
- **Transportation \$0**
- **Lodging \$0**
- **Translation \$0**
- **Host Profile: Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list. No!**