



**USAID**  
FROM THE AMERICAN PEOPLE



Volunteer Name: Rose Miller

Country: Uganda

Country project: UG 33

Host: Pakanyi United Farmers'  
Cooperative Society Ltd.

Venue: Local Government Offices

Audience: PUFCO staff, Community  
Development officer, Commercial officer,  
Pakanyi Sub county chief

Number of people : 4

Date: May 21, 2015



# PUFCO Board



# 1. Assignment Objectives as in SOW

Organizational Development, Human Resource Planning and Management.

Streamlining the human resource planning and management system for PUFCO (setting the strategic direction, establishing HR policies, processes, procedures and best practices, determining the required work force, assessing and sustaining the competencies and performances required).

## 2. Achievement of the assignment objectives

Objectives achieved. Workforce assessed; HR policies and practices developed; HR Manual created; PUFCO leaders trained; best practices recommended; continued progress suggested. Project successfully completed.

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

- 1. Read, periodically review and work to ensure all Ugandan Labor Laws are observed in human resource matters.
  - 2. Continue and improve human resource record keeping.
  - 3. Encourage gender sensitivity and equality in human resources.
- When possible:
- 4. Continue Human Resource training.
  - 5. Continue developing team building skills.
  - 6. Continue developing leadership skills, especially “people skills.”

## 4. Anticipated Impact

- PUFCO Board members and future board members will be able to implement and sustain successful human resource planning and management.

## 5. Recommended future volunteer Assistance

- As needed/desired by PUFCO.

## 6. Recommendations to other non-host stakeholders

- 1. Read, periodically review and work to ensure all Ugandan Labour Laws are observed.
- 2. Continue and improve human resource recordkeeping.
- 3. Encourage gender sensitivity and equality in human resources.
- 4. Continue Human Resource training.
- 5. Continue team building.
- 6. Continue building leadership skills, especially “people skills.”



# Action plan for host recommendations

Recommendation	Specific Action	Responsible person	By when
1.Read, periodically review and work to ensure all Ugandan Labour laws are observed.	Read , periodically review and work to ensure Ugandan Labour Laws are observed in PUFCO human resource actions.	Entire PUFCO BOARDand employees/staff.	Begin immediately
2.Continue and improve human resource recordkeeping.	Keep personnel records	Appropriate PUFCO Board or appointed staff member/s.	Begin immediately
3.Encourage gender sensitivity and equality in human resources.	Rethink personal and cultural gender attitudes, strive towards gender equality and support female board members as well as all female members of PUFCO and community	Entire PUFCO Board and all employees/staff.	Begin Immediately
4. 5. 6. Continue Human Resource training,, team building and building leadership skills, especially “people skills.”	Activities, discussions, Internet searches, bring in speakers, etc.	Entire PUFCO Board	When possible

## 7. How can CRS improve future volunteer experience

- Internet access in the field is very much appreciated.

Prior to leaving for the field:

-Show us how to text on the cells you give us. They are different from the ones I've used at home in the US. Had trouble texting with your cell phone in the field.

-Explain specifically what end-of-project financial “liquidation” means to the volunteer before they go out in the field. I did not have a problem with this but know someone who did in the past.

Help in identifying the location of basic needs in the field before leaving volunteer there might be appreciated, especially for first-time volunteers. For example, specifically where to buy water bottles, get cash or get cash exchanged, if needed. I did not have a problem with this on this project but I wondered about these things on my first project.

***Thank You!***