



**USAID**  
FROM THE AMERICAN PEOPLE



## VOLUNTEER REPORT FORMAT

### 1.1 Assignment information: TZ01

- a) Volunteer Name: **Ann Savage**
- b) Host Organization: **Mbingu High Quality Rice Millers**
- c) Assignment: **Organization and Management Capacity for Profitable Rice Milling**
- d) Dates of Assignment: **March 10 to April 3, 2014**
- e) Number of days worked **14**

### 1.2.1 Objective 1 in your SOW: Business record keeping for the milling business

- a) Progress with the objective – Excellent
- b) Expected impacts/results: Expect a business plan will be written and bylaws changed to reflect what is currently being done within the association.
- c) Recommendations<sup>1</sup>: Please see recommendations for Host below. Training was extensive and recommendations made to host are difficult to fit into the categories.

### 1.2.2 Objective 2 in your SOW: Marketing Skills

- a) Progress with the objective – Not enough time to cover sufficiently
- b) Expected impacts/results: A logo will be produced and used. Logo will be painted on their building
- c) Recommendations: See recommendations below

### 1.2.3 Objective 3 in your SOW: Operating capital Strategies

- a) Progress with the objective - Excellent
- b) Expected impacts/results; The association wants to buy a truck to take their own produce to Dar-es-Salaam and I would expect that will happen.
- c) Recommendations

### 1.2. Objective 4 in your SOW: Association ownership and participation by all shareholders

- a) Progress with the objective - Excellent
- b) Expected impacts/results Members will be more involved through participation on committees, more communication Board with members.
- c) Recommendations – See recommendations listed below.

### 1.3 Number of people Assisted

- a) Through formal training 18
- b) Through direct technical assistance (Do not double count) 0
- c) Out of these above, number of host staffs 6
- d) Training/assistance by field 0

Topic/field	Total	Males	Females
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<sup>1</sup> **Note:** The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization's reach.



MHQ Rice Millers business training	18 (6 Board)	11 (4 Board)	7 (2 Board)
Interpreter	1	1	
Baby Girl			1
<b>Total</b>	<b>19</b>	<b>12</b>	<b>7</b>

#### 1.4 Gender

- a) What gender roles did you recognize in your host community?

Did these roles play a part in your assignment? None? How?

There was female board member, The Treasurer. She was able to explain exactly how the finances were recorded.

- b) How might CRS or the host organization improve opportunities for the women in this host or host community?

#### 1.6 Value of volunteer contribution in \$80.00

- Hours volunteer spent preparing for assignment: 10 to 16 days (80 to 128 hours)
- Estimated value of all material contributions volunteer contributed to host during assignment \$30.00

#### 1.7 Value of hosts' contribution in \$ (Please consult the host as well)

- Meals - \$19.00 USD
- Transportation
- Lodging
- Translation
- Other (Specify) Diesel fuel to run generator to supply electric (approximately 8 hours) \$16.00 USD

#### 1.9 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it.

*Condition of the machine in building, though not critical to training, is critical to the success of the Association. It is in need of repair and servicing before harvest. I took a picture of the serial plate. Cannot read the serial number; however, on the plate it say "Gravity Stoner With Blowing" It is definitely Chinese, as the plate is in Chinese and English. Diesel Engine part Catalog: \*395-3105 495-4105 Series*



### **Recommendations to Host**

1. Write the Business Plan and review it annually once it has been completed in order to make changes as the business grows.
2. Establish an office and keep all records there: bylaws, licenses, secretary minutes and notes, Board Reports, File and keep in order by year.
3. Put MHQ Rice Millers logo on building
4. Identify member's fields with logo sign
5. Form committee for phone tree to communicate market prices and what is going on with the association, i.e., taking produce to market to be shared immediately (notification easy by telephone tree)
6. Publish "mission statement" and distribute to shareholders.
7. Correct/adjust bylaws to accurately reflect what is being done by MHQ Rice Millers. The new bylaws should be presented at AGM (Annual General Meeting), changes discussed and voted on by members.
8. Do an "annual budget" for vote and discussion at the AGM.
9. Use "Monthly Treasurer's Report to report finances to board and members.
10. Begin to consolidate financial reports into one or two pieces of paper.
11. Begin doing the 4 main financial reports: 1. Balance Sheet, 2. Income Statement, 3. Cash Flow Journal, 4. Statement of shareholders equity.
12. Consider having a project coordinator for harvest and post-harvest.
13. Write out post-harvest standards and included in bylaws
14. Job descriptions should be written and included in bylaws, if possible. If not, have available for members review.
15. Develop a "brand – logo" reflecting MHQ Rice Millers strengths and quality.



16. Bylaws should be available to members upon request, and/or given to them when they become shareholders
17. Add a Vice-President in order to train and have an individual prepared should the President not be available.
18. Check with RUDI about getting service for the machine since they still own the machine – until October.
19. Do market surveys for the best location in Dar-es-Salaam for your proposed store.
20. Open a “savings account” at the bank in order to earn interest on your money.
21. Consider “contracting” with a trucker to take your produce to Dar-es-Salaam until you can purchase your own truck.

### **Recommendations/Suggestions to CRS**

1. Find a volunteer knowledgeable in (1) building construction and (2) rice milling machine – restoration and servicing. I think I have the serial number of the machine (took a picture). Problem, it is a Chinese machine and has the USAID Complete sticker on it. The Board members told me they had a manual, but do not know if it is written in English or Swahili,
2. Volunteer to meet with Bankers to determine actual documents needed for loan application and communicate that information to MHQ Rice Millers. And, to determine the process of using a saving account and earning interest.
3. Volunteer rice farmer from America to work with farmers on best rice farming practices (this was requested).
4. Volunteer to train shareholders on “contracts” how they work, when to use them, and how to interview applicants for the contract.
5. When scheduling volunteer time, it might help with planning to know what is happening on the farms, i.e., planting, weeding, harvesting, etc., to give the volunteer an idea of how to schedule training time and hours.
6. Volunteer to train on “how to run a meeting” – maybe using “Robert’s Rule of Order” as the basis.



Helpful if possible:

Budget for water to be available during training.

Fix the flip chart holder for next volunteer who may want to use it.

Repair "InFocus" machine