

**VOLUNTEER REPORT FORMAT**

*To be submitted to CRS at the end of volunteer assignment and shared with the Host*

**1.1 Assignment information**

- a) Volunteer Name: Ralph Stonerock
- b) Host Organization: Tanfeeds
- c) State of origin: Morogorra
- d) Assignment: T45, Feed Formulation
- e) Dates of Assignment: November 28 – December 19
- f) Number of days worked: 17

**1.2.1 Objective 1 in your SOW**

- Progress with the objective: Toured business outlets using Tanfeeds and company owned market outlet. Visited two Tanfeeds mills to witness production and business procedures. Interviewed employees. Excel Formulation with nutrient and ingredient profiles given Tanfeeds. Three individuals were guided through exercises in use. Five copies of 'Poultry Nutrition and Feeding' were provided key employees for reference.
- Expected impacts/results: Until local ingredients are regularly profiled the formulations are at best a guess to meet nutritional requirements. Formulation based upon mean values from ingredients abroad are dangerous assumptions.

**Recommendations<sup>1</sup>**

- Keep existing formulas until milling assurances are in place and ingredients assigned repeatable analytical nutrient values based upon chemical analysis.
- Designated individuals should continue practicing formulation to gain more confidence and understand spreadsheets.
- Animal nutritional profiles for broilers, layers, turkeys, and swine were provided as reference.

**1.2.2 Objective 2 in your SOW**

- a) Progress with the objective: Improve quality of feeds. Good Manufacturing Practices were outlined. The efficiency of the milling process is cumbersome and failing by most standards. Mill personnel are paid by the tons of feed produced. Sanitation is not considered. Power failures are frequent and inconsistent. Scales are not checked for accuracy. Equipment appears in lack of repair with exception to pelleting area. Pelleting equipment was purchased and installed from China, however, the manual provided in Chinese cannot be used. Mill maintenance for the pelleting mill is by breakdown or when pelleting becomes impossible. Cat was found in the mill and nesting bird in above area. The second mill was equally concerning.
- b) Expected impacts/results: Employees recognize the sanitation issues, mixing errors, and appear willing to make changes that will assure consistency in manufacturing and sanitation. I expect to

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<sup>1</sup> **Note:** Only make not more than 6 recommendations. 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.

see monthly improvements, cleaner mill, inventory accounting, written Good Manufacturing Practices, adopted procedures, and a written maintenance schedule.

c) Recommendations

- Key employees were encouraged to draft their own standards applicable to Tanfeeds (QA practices and Maintenance manuals).
- Employees offer their inputs to the Standards for Operation, a manual defining quality standards to operate by.
- Employees draft and agree to practicing a daily, weekly, monthly, annual mill maintenance schedule that includes cleaning as well as mechanical maintenance
- Evaluate feed manufacturing process. Suggest elevating ingredients into bin storage for discharge. Use mobile scale process – potentially weigh buggies or pallet jacks with load cells for this purpose. This has potential to increase mill efficiency, sanitation, decrease errors, and improve product flow adding to quality assurances. One mixer could then blend as much as 12,000 tons of feed per year. Batches would be pre-weighed while the mixer is mixing and discharged.
- Designate ingredient storage by label. Either bin storage or floor markings. Bin storage helps reduce dust and wasted ingredients.
- Designate area for weighing micro ingredients and individual properly skilled for the task.
- Scrutinize incoming ingredients to measurable physical attributes (smell, color, bulk density, number of torn bags, and loss in weight, reporting damaged products).
- Add a conveyor to receive bulk shipments (with load cells) and possible metal storage. This would speed the delivery process.
- Add a truck scale and move receiving ingredients to the west end of the building to avoid interfering with mixing area. Alternatively, relocate mixing into the eastern storage area. Flow of ingredients from receiving to storage, to mixing, to load out improves movement, decreases time with less traffic, and saves labor. Avoid bottlenecks by one way traffic. Load out would be ideal to the east with a dock added for future loading efficiencies.
- While currently impractical, vertical storage and movement of palletized products requires consideration for future expansion.

1.2.3 Objective 3 in your SOW

- a) Progress with the objective
- b) Expected impacts/results
- c) Recommendations

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. QA guide	Draft procedures	Simon	January 10, 2016
2. Maintenance	Outline table	Lucas	January 05, 2016
3. Mill flow	Draft mill changes	Komanya	January 06, 2016

4. get ingredient specs.	Meet with suppliers	Calvin	January 25, 2016
5. employees informed of quality practices	Print and inform QA	Simon	January 15, 2016
6. Search equipment catalogs	List of equipment purchase time table	Calvin, Lucas	February, 2016

#### 1.4 Number of people Assisted

- Through formal training
- Through direct technical assistance (Do not double count)
- Out of these above, number of host staffs
- Training/assistance by field

Category	Total	Males	Females
Members/ owners	3	2	1
Employees	16	12	3
Clients/ Suppliers			
Family Members			
Total			

#### 1.5 Gender

- What gender roles did you recognize in your host community? None. Did these roles play a part in your assignment? No. How?
- 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 \$ 7500

- Hours volunteer spent preparing for assignment 22
- Estimated value of all material contributions volunteer contributed to host during assignment \$175

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

- Meals
- Transportation
- Lodging
- Translation
- Other (Specify)

#### 1.8 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. Learned there is no reliable African animal feed ingredient analysis report or reference material.

1.9 Recommendations for CRS: Maintain relationship to inform volunteer of notable changes one year later. Assist getting reliable ingredient nutrient profiles from suppliers by cooperating with SUA/USAID to



provide some form of reliable chemical analysis. Establish a compendium of African Feed Ingredient Specifications from all laboratories doing any analysis, cooperative organization.

1.10 Press Release

**FOR IMMEDIATE RELEASE**

**VOLUNTEER CONTACT:** [Name]

[Title]

[Phone]

[E-mail]

**[US City] Area Volunteer Travels to [Country] to Share Skills with Local Farmers**

**Farmer to Farmer program promotes economic growth and agricultural development in East Africa**

**FOR IMMEDIATE RELEASE**

**CONTACT:** [Name]

[Title]

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**[City] Area Volunteer Travels to [Country] to Share Skills with Local Farmers**

**Farmer to Farmer program promotes economic growth and Agricultural development in East Africa**

[Ralph Stonerock], a [poultry nutritionist] from [Marysville, Ohio] travelled to [Morogoro, Tanzania] for [3] weeks to share his/her technical skills and expertise with local farmers. His assignment is part of Catholic Relief Services' Farmer-to-Farmer (FTF) program that promotes economic growth, food security, and agricultural development in East Africa.

**“[Having a farm myself and engaging in an agricultural career allows me to recognize similar frustrations in foods production]”** said [Ralph]. I enjoy using the skills learned in my poultry career to assist others.

Funded by the U.S. Agency for International Development (USAID), the five-year program matches the technical assistance of U.S. farmers, agribusinesses, cooperatives, and universities to help farmers in developing countries improve agricultural productivity, access new markets, and increase their incomes.



In [country], [name] worked with [Host] in [value chain] training and giving technical assistance to [type of beneficiaries] to enable them to [Goal of the assignment]. Up to [Number of beneficiaries] beneficiaries were reached. [Other details are optional]

[Name]'s volunteer assignment is one of nearly 500 assignments that focus on agriculture, food security and nutrition in Ethiopia, Tanzania, Kenya and Uganda. This is the first time CRS has been involved in the 28-year-old Farmer-to-Farmer Program funded by the U.S. government.

CRS is partnering with five U.S. institutions to tap into the rich diversity of the U.S. agriculture community: the National Catholic Rural Life Conference, Foods Resource Bank, National Association of Agricultural Educators, American Agri-Women, and the University of Illinois' College of Agricultural, Consumer and Environmental Sciences.

The U.S. volunteers will travel to East Africa for anywhere from one to six weeks, their expenses covered by USAID.

“One thing we are certain of is that this program will be beneficial not just to the farmers in East Africa, but also to the volunteers from America,” said Bruce White, CRS’ director for the program. “It’s going to make the world a little bit smaller for everyone involved.”

For more information, visit [farmertofarmer.crs.org](http://farmertofarmer.crs.org)

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*Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. The agency alleviates suffering and provides assistance to people in need in nearly 100 countries, without regard to race, religion or nationality. For more information, please visit [crs.org](http://crs.org) or [crsespanol.org](http://crsespanol.org).*