



## 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: Lynda Swenson
- b) Host Organization: INADES and Mwala SOFDEV SACCO
- c) Assignment: Business Plan Development for Mwala SOFDEV SACCO
- d) Dates of Assignment: July 13 – 23 2015
- e) Number of days worked: 11 days

### 1.2.1 Objective 1 in your SOW

Development of a business plan for Mwala SOFDEV SACCO's proposed premises and resource center (Conference Center).

- a) Progress with the objective: Drafts of Project Plan and 5-year Projections completed
- b) Expected impacts/results: Completion of the Conference Center will increase and diversify the Mwala SOFDEV SACCO revenue
- c) Recommendations: Time line for the Project must begin with legal documentation of the land and completion of audit by Ministry of Cooperatives

### 1.2.2 Objective 2 in your SOW

Facilitate a process for Mwala SOFDEV SACCO committee members to clearly identify the following 11 components of the proposed project:

1. The Value proposition they will offer to their intended clients
  2. The possible revenue streams from the premises and resource center
  3. The expected cost structures – (expected construction budget and a maintenance cost structure)
  4. A five year income and expenditure projection for the premises and resource center clearly showing the expected returns
  5. Customer segments they will focus on
  6. Possible Customer relationships they will have with the clients (contracts, leases etc.)
  7. Key Partners
  8. Advertising and customer care
  9. Resources needed
  10. Activities involved with the enterprise – Maintenance, legal services property management etc.
  11. A loan repayment plan and strategy
- a) Progress with the objective: With the exception of #8, the other components are part of the Project Plan and 5 year Projections
  - b) Expected impacts/results: Completion of the Conference Center will increase and diversify the Mwala SOFDEV SACCO revenue
  - c) Recommendations: Start the Project

### 1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Obtain legal title to land	Special AGM to vote on costs Start process	Executive Committee	AGM Sept 2015
2. Contact Kenyan Ministry Cooperatives	Audit 2014 financials	Executive Committee	ASAP
3. Contact Co-Operative Bank	Begin Loan Process	Executive Committee	ASAP
4. Build equity capital	Increase membership Eliminate 2015 dividend	Executive Committee	All members AGM Sept 2015
5. Reduce bank loan amount	Assess every member 10,000 ksh Create a separate business unit and sell shares	Executive Committee AGM	AGM Sept 2015

### 1.4 Number of people assisted (this was not a training assignment)

- Through formal training - 0
- Through direct technical assistance (Do not double count) - 4
- Out of these above, number of host staffs - 3
- Training/assistance by field

Category	Total	Males	Females
Members/ owners	4	4	
Employees			
Clients/ Suppliers			
Family Members			
Total	4	4	

### 1.5 Gender

- What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? Mwala reports that 505 members of 1,000 are female. 12 Executive Committee has 3 females.
- How might CRS or the host organization improve opportunities for the women in this host or host community? Don't know

### 1.6 Value of volunteer contribution

- Hours volunteer spent preparing for assignment: 10 hours
- Estimated value of all material contributions volunteer contributed to host during assignment: \$25



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

- a) Meals 0
- b) Transportation INADES car and driver Martin were excellent
- c) Lodging 0
- d) Translation Not necessary
- e) Other (Specify) Sally was excellent to have on this project

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.

Yes – Mwala does not have official title to the land so Project cannot start until that is obtained.

1.9 Recommendations for CRS:

No additional volunteer until land is titled.