



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: **Diana Lilla**
- b) Host Organization: Odokibo Agriculture Training Center, OATC
- c) Assignment: UG83 5 year Strategic plan development
- d) Dates of Assignment: September 10 to September 28, 2016
- e) Number of days worked: 12

1.2 Develop a strategic plan that provides a framework within which OATC can operate.

1.2.1 Develop a 5-year strategic plan that provides a framework within which OATC can operate

- a) Progress with the objective: 85% complete
- b) Expected impacts/results:
 - Focus with prioritization for especially the next year so infrastructure can be improved. This will help OATC be able to position itself to better manage its sustainability generating managed income from within multiple agric enterprises and be able to appeal to more external funding (i.e. loans for microcredit, domestic violence training.)
- c) Recommendations:
 - Establish financial management and accounting system. Include microcredit software and correction on interest calculation.
 - Uganda Natl Standard Board Registration for sunflower oil and milled rice to be able to sell into better markets/ larger quantity, bulk purchases.
 - Quality control training applicable to milled rice and sunflower oil operation as well as the animal and agriculture operations.
 - Internet and file sharing solutions.
 - Master list of supporters from past and add new ones: promote to them (Facebook, emails, etc. with activity like crowdfunding to grow microcredit loan fund)

1.2.2 Train the management and staff of OATC in business development skills to improve their effectiveness and efficiency in service delivery

- a) Progress with the objective: <50% complete, time constraint with focus on 1.2.1
- b) Expected impacts/results:
- c) Recommendations:
 - Business development skills should be improved. Infrastructure and their obtaining UN Standards Board registration for milled rice and sun flower oil will be important to carry out business development and expand delivery. I was not able to address this reasonably in time frame with the first priority of strategic plan.
 - Reach outside Arua/Yumbe District for agriculture schools to have more internships other than just the Arua/Yumbe District applicable schools. i.e. Lira district

1.2.3 Spell out marketing strategies, business plans, and income projections that the OATC can



work towards achieving.

a) Progress with the objective: *Income projections have been worked, marketing strategy possibilities discussed,*

b) Expected impacts/results:

c) Recommendations:

- Meet with large international NGOs serving at BidiBidi Refugee camp north of Yumbe (and other camps in area) and propose to sell local milled rice and sunflower oil in quantity. Propose the NGO provide some machinery in a negotiated commitment.
- Take advantage of large network of Catholic organizations around world to seek funding from Europe and USA.

1.2.4 Develop a roadmap for implementation of the strategic plan

a) Expected impacts/results: within the strategic plan, not finished yet.

b) Expected impacts/results:

c) Recommendations:

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
Accounting / financial management software, set up, and use.	<ol style="list-style-type: none"> 1. Research, select. 2. Try to find donor funding for software and professional help. 3. Transition project from current to software 4. Train staff for use and follow-up 	- -CRS Volunteer will provide some software info.	Q1/Q2 2017
MicroCredit software (depends on 'online programs' vs software on hard drive.)	<ol style="list-style-type: none"> 1. Research and select. 2. Try to find donor funding for software (if not free) and professional help for transition. 3. Set up. 4. Train staff. 5. Transition records to software. 6. Establish interest rate formula. Per annum, per quarter, etc. 	- -CRS Volunteer will provide some software info.	Q1/Q2 2017
UNSB – registration for Milled rice and Sunflower oil	<ol style="list-style-type: none"> 1. Obtain standards law. 2. Learn the requirements for registration. 3. Set plan with budget to meet the requirements in 2016 first half. (look for donor funding help) 4. Follow plan. 	Bro Aloysius	1+2+3 in Q1 2017 4: 2017

Recommendation	Specific Action	Responsible person	By when
Quality control training; good if can combine with food processing training	1. Arrange for training. Best delivered after knowing UNBS standards that have to be met.	Might CRS be able to help with advisor? Long distance volunteer for 1 and 2.	2017
Internet / file sharing solutions. Potential network server or other technical solutions to bring Wi-Fi / internet to center	<ol style="list-style-type: none"> 1 Secure trusted advice to solve for OATC in Yumbe. 2 Determine how best to satisfy without going beyond what's reasonable technology. 3 Possible donor funding. 4 Plan and implement. 		2017
Business development with BidiBidi Refugee camp.	<ol style="list-style-type: none"> 1 Network to good contacts with major NGOs (World Food Program, etc.) 2 Learn their requirements in order to buy local. (testing, bag size, transport, etc.) 3 Determine feasibility of selling to them at profit. 4 Contract if applicable. 	Emily Bro Aloysius	Q4 2016, Q1 2017
Record keeping for Animal and agriculture	Compile records together for existing: <ul style="list-style-type: none"> • Goats, chickens, cows. • Agriculture and tree plantings Map the land and give sections ID #s, to track activity on the land season to season.		Q4 2016 Q1-Q2, 2017

1.4 Number of people Assisted

- Through formal training: 8
- Through direct technical assistance (Do not double count)
- Out of these above, number of host staffs: 7
- Training/assistance by field

Category	Total	Males	Females
Members/ owners	1	1	0
Employees	7	4	3
Clients/ Suppliers	30*	0	30 *
Family Members	0	0	0
Total	38	5	33

*Visit with microcredit group at weekly meeting. Provide small supplies.



1.5 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?

Women spoke up more when Director (male) was gone. This may have been due to role of authority or male, or both.

Women doing accounting did not have all information and records for things the Director (male) did like the bank cash, other cash, negotiated invoices, financial arrangement with prison labor, etc. This may have been due to Director's role, or other reason like using the staff for other things and he could do some of the negotiation. However, the accounting role should have exposure to financial condition and been able to answer more questions than they could. The women knew about microcredit and village savings, but not enough about farm negotiations.

The organization must establish a full picture of its overall financial condition with software and this will require full transparency shared with the women handling the accounting. Demonstrated to women what the monthly and quarterly financial reports should look like. Advised to start ledgers/registers of all accounts that are currently not maintained (i.e. cash, bank cash, etc. and begin reconciling to bank's cash total.)

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

Include the women of OATC in meetings about their financial management.

Encourage the director to develop the women working with accounting and financial management about decision making, why decisions are made as they are and the financial arrangements.

1.6 Value of volunteer contribution in **\$ 470** (plus additional hours in country, working with the host to obtain the more detailed information)

- Hours volunteer spent preparing for assignment 8
- Estimated value of all material contributions volunteer contributed to host during assignment USD\$135 (office supplies, and other)

1.7 Value of hosts' contribution in **\$ 689.55**

- Meals \$251
- Transportation – \$40
- Lodging \$250
- Translation: informal translation: \$ 30
- Other: Office space: \$ 118.55

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.

OATC might not actually own the land of 130 hectares.

Land has no other water sources than rain and bore holes.



1.9 Recommendations for CRS:

- High priority focus to help OATC with improving financial management (Accounting software, project to transition current to software, train staff, follow-up with their use.)
- Utilize CRS IT knowledge to help assess what OATC can do for gaining better internet access and network file sharing, under the conditions of unreliable internet network and limited solar power for power at OATC during rainy season of cloudy days. Trusted advice from seasoned professional so solution is realistic.
- High priority for OATC to gain UNSB registration for milled rice and sunflower oil product. Any assistance of sharing standards, hygienic food processing training, quality control training, etc. will be helpful.
- Numerous volunteer assignments can help OATC.
 - Accounting set up, transition, and training support; draft and update to current financial management policy
 - Microcredit software support
 - Internet technology, server, upgrade of unsupported computer software (computer running on XP that Microsoft no longer supports)
 - Training for farmers in soy milk preparation, other nutrition that can be done in area
 - Irrigation training
 - Poultry, goats, cows – hygienic maintenance
 - Food processing training
 - Quality control
 - Training on sewing machine maintenance and repair

1.10 Press Release

FOR IMMEDIATE RELEASE

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Seattle Area Volunteer Travels to Uganda to Share Skills with Local Farmers

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

Diana Lilla an Organizational Management Consultant from Seattle, Washington travelled to Uganda for 3 weeks to share her technical skills and expertise with local farmers. Lilla's assignment is part of Catholic Relief Services' Farmer-to-Farmer (FTF) program that promotes economic growth, food security, and agricultural development in East Africa.



“It is great to see leadership take initiative and develop agriculture farming enterprises to fund other needed programs as well as model good farming for the local farmers. I’m impressed with what they’ve already done in addressing poverty in farming by including a more holistic approach that includes stable families. I’m grateful to have seen their operation and being able to support them at this time.” said Diana.

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 Uganda, Lilla worked with Odokibo Agriculture Training Centre in strategic planning to the farm training center to enable them to focus their efforts in next few years. Up to 113 beneficiaries were reached in Yumbe District of West Nile Region in Uganda.

Lilla’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

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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 or crsespanol.org.