



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: Bryce Malsbary
- b) Host Organization: Integrated Disabled People's Activities (IDIWA)
- c) Assignment: Cooperative Leadership and Management
- d) Dates of Assignment: August 1 – 16, 2015
- e) Number of days worked 13

1.2.1 Objective 1 in your SOW: Empower the Executive Committee and staff with leadership and management skills

- a) Progress with the objective: This objective was met. There were several days of meetings with the Chairpersons and officers of the Executive, Supervisory and Loan committees and during that time there was a thorough review of good leadership traits and behaviors and ample discussion of management best practices.
- b) Expected impacts/results: The members in attendance were very attentive and engaged in the conversations and I believe they will improve their leadership capacities and improve their management practices as a result of this assignment.
- c) Recommendations: Focus on increasing membership, develop a communication brochure, survey members to determine training needs and additional value added services, develop recruitment criteria for committee members, develop a self-evaluation process to improve the effectiveness of the leadership committees and develop a strategic plan for IDP SACCO.

1.2.2 Objective 2 in your SOW: Streamline roles and responsibilities of the board and management

- a) Progress with the objective: This objective was met. During the meetings with all the committee member the roles and responsibilities were reviewed and revisions made to the Administrative Policy Manual to reflect the actual activities performed by the members of each committee. Prior to revisions a review of best practices was provided by the volunteer to use as a guideline for improved policies and practices.
- b) Expected impacts/results: Based on participation and feedback I believe improvements will be noted as a result of these training sessions. Members were generally aware of their responsibilities and were very willing to implement any improvement that would help them improve the overall operation, oversight and success of SACCO.
- c) Recommendations: Consider having more than one annual meeting to report the activities of the IDP SACCO, implement a self-evaluation process to evaluate the performance of each committee annually, identify additional training need for the committee members to improve their effectiveness and interact more frequently with the Saving Groups chairpersons to gain insight into issues and concerns.

1.2.3 Objective 3 in your SOW: Review and improve policies and management documents for day to day operations and review Human Resource administrative policies

- a) Progress with the objective: This objective was met. A complete review was done with the draft Human Resource Policy Manual which has not yet been approved by the Executive Committee.



- b) Expected impacts/results: The HR Manual was well written and a minimal number of suggestions were made and the manual and recommendations will be presented at the August Executive Committee meeting for review.
- c) Recommendations: Submitted to the host for approval and addition to the HR Manual

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Develop a new member recruiting program to focus on recruiting members into the Saving Groups improving the members attitudes on the importance of savings rather than joining SACCO only to borrow money	Appoint or elect a recruiting committee, orient members on effective recruiting strategies and create a consistent message to be delivered	Chairman of the Executive Committee and SACCO Manager	January 2016
2. Develop a marketing information brochure used to educate potential new members and existing members about the benefits of the savings group and the products and services offered	Provide text content and pictures to a printer to develop a typeset draft for approval by the SACCO management	To be prepared by the SACCO staff and approved by Executive Director of IDIWA	October 2015
3. Conduct a members needs assessment survey to identify if SACCO is meetings all the needs and interests of its membership	Develop the needs survey and administer it to all 11 Savings Groups. Tally the results and determine financial and reasonable feasibility of suggestions and provide feedback to the groups about the results	Survey prepared by the SACCO staff and approved by the Executive Committee with input from the Executive Director of IDIWA	January 2016

<p>4. Develop a Committee Self-Evaluation program in which each committee will annually evaluate their overall performance of the committee effectiveness and as well each member's performance. These evaluations will identify areas in need of improvement</p>	<p>The SACCO Manager and the Chairman of the Executive Committee should discuss the benefits of the evaluation program with all the committees and present them a draft form to review. Members should understand this program is intended to improve the overall performance of each committee to assure members their leadership is always seeking ways to improve their oversight on the business activities of SACCO</p>	<p>Chairperson Of Executive Committee, Executive Director of IDIWA and SACCO Manager</p>	<p>October 2015</p>
<p>5. Develop selection criteria to be used to recruit new members to the Executive, Supervisory and Loan Committees. Members should be selected based on their skills, knowledge and commitment to the time requirements in order to meet responsibilities of their position on the committee</p>	<p>Each committee should analysis what skills, knowledge and expertise would best serve the interests and responsibilities of the committee. Once determined and approved this criteria should be used to recruit future members of the standing committees.</p>	<p>All committee members should have input with final approval by the Chairperson of each committee and the Executive Director of IDIWA</p>	<p>December 2015</p>
<p>6. Develop a Strategic Plan for SACCO which identifies goals and objectives, action activities to achieve the goals, assigned responsible persons and timelines for</p>	<p>SACCO has currently identified a number of reasonable objectives however need to be specific in determining the</p>	<p>SACCO staff and Manager with final approval of IDIWA Financial Director and Executive Director</p>	<p>November 2015</p>



completion. Additionally define a monitoring and evaluation process to measure successful implementation and outcomes	necessary activities to achieve those objective and assign individual(s) to be responsible to complete them within a reasonable timeframe		
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1.4 Number of people Assisted

- a) Through formal training: 15
- b) Through direct technical assistance (Do not double count): 5
- c) Out of these above, number of host staffs: 5
- d) Training/assistance by field: 0

Category	Total	Males	Females
Members/ owners	10	3	7
Employees	5	1	4
Clients/ Suppliers	0		
Family Members	0		
Total	15	4	11

1.5 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? The majority of the chairpersons of the Savings Groups were women so there was no issues with gender equality. However we were not able to gauge the impact the male spouse had on any decisions made by the groups or what went on outside the group activities.
- b) How might CRS or the host organization improve opportunities for the women in this host or host community? Continue to provide volunteer support to women business activities and start up business enterprises.

1.6 Value of volunteer contribution in \$ 20.00 lunch was served to the volunteers each day:

- a. Hours volunteer spent preparing for assignment: 10
- b. Estimated value of all material contributions volunteer contributed to host during assignment: \$50.00

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

- a) Meals: CRS staff will need to estimate this
- b) Transportation: CRS will need to estimate this
- c) Lodging: Paid by CRS
- d) Translation: N/A
- e) Other (Specify) N/A

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. None

1.9 Recommendations for CRS: IDP SACCO has been in existence for a number of years and has some very good practices and policies established. The recommendations provided in this report and shared with the host will improve a fairly efficiently running organization. They are starting a self-sustaining production operation to generate additional revenue and will need some technical support in this new endeavor. They plan to start producing fruit juices and tomato sauce. I believe some production, sanitation, packaging and marketing expertise will be required.

1.10 Press Release

FOR IMMEDIATE RELEASE

VOLUNTEER CONTACT: [Bryce Malsbary]
[Retired Business Executive]
[828-595-3614]
[bam49consult@gmail.com]

[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: [

Hendersonville, N.C. Area Volunteer Travels to Uganda to Share Skills with Local Farmers

Farmer to Farmer program promotes economic growth and

[Bryce Malsbary], a [retired business executive] from [Hendersonville, NC] travelled to [Uganda] for [2] weeks to share his/her technical skills and expertise with local farmers. [Bryce'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.

“[Working with this Farmer to Farmer volunteer assignment has provided me tremendous insight into the real challenges faced by the agriculture community in Uganda. It is



important that that we contribute to capacity building to improve the economic condition of the farmers and provide the necessary technical and business training to achieve that objective.” said [Bryce Malsbary].

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], [Bryce worked with [IDP SACCO] in [Leadership and Management] training and giving technical assistance to [members] to enable them to [improve overall organizational operations]. Up to [20] beneficiaries were reached. [Other details are optional]

[Bryce’s]’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.