



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: WENIPS
- c) Assignment: UG66
- d) Dates of Assignment: October 25, 2015 to November 13, 2015
- e) Number of days worked (Oct 27 to Nov 13)

1.2.1 Objective 1 in your SOW: Strengthen the capacity of WENIPS staff in cooperative business skills and business plan development

- a) Progress with the objective: Introduced cooperative business skills and planning to WENIPS extension staff (two workers and three volunteers.)
- b) Expected impacts/results: Expect staff to help farmers recognize their net profit and translate to a daily wage. Expect similar for cooperative in simple format of aggregators of output and selling in bulk. Do not expect same when cooperative also runs a business using output and adding value.
- c) Recommendations¹: More training in business, understanding cooperatives; need to learn: budgeting, forecasting for resources. Development of typing skills for business plans and access to computer.

1.2.2 Objective 2 in your SOW: Train the leaders of two cooperatives on basic cooperative business skills, creating an entrepreneurial mind-set and ideas of how the cooperatives can become self-reliant through venturing in income generating activities while meeting members' needs.

- a) Progress with the objective: Training delivered and completed by volunteer. Actual budgets not created yet since cooperatives have not formed yet with definite membership.
- b) Expected impacts/results: Leaders and some members understand business mind-set and want to go beyond selling output to developing business by adding value to output.
- c) Recommendations: Follow-up will be needed with cooperative to check on progress of their plan, not just monitor their work in field, harvest, etc. Follow-up with cooperative about their volume of acreage in type of crops, and help forecast supplies needed for each season and anticipated output in order to help cooperative with operations and linkages.

1.2.3 Objective 3 in your SOW: Work together with the leaders of two cooperatives and WENIPS Field extension staff to develop business plans.

- a) Progress with the objective: Since formation had not occurred yet other than election of officers, started with part of formation (develop vision/mission/goals) to inform the business plan. Achieve pulling out information from each cooperative to write up their business plan. Field staff had low participation in using the information to write plan, and create financial numbers.

¹ **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.



- b) Expected impacts/results: Two cooperatives can talk with members now about their plans, however facilitator should be used to do this.
- c) Recommendations: Seek facilitation help for the two cooperatives to present the business plans to their general assembly of members.
Field staff (and volunteers) need more exposure as well as practice. Need more training in developing business plans for a business product like producing oil, taking harvest output and adding value, since they don't have experience in that type of work or in business planning with financials for product development.

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Education on cooperatives for field extension staff	-Participate in UCA training for cooperatives; -Learn Uganda's cooperative model	Vunde Jenaro, CEO for Field staff (and volunteers)	12/31/2015
2. Strengthen relationship with VODP	Follow-up with VODP about UCA's (surprise) visit for cooperatives; clarify WENIPS and other actor roles. Without goals/roles for actors, success for farmers in project is jeopardized.	Vunde Jenaro, CEO	11/30/2015
3. Learn marketing and how to find/assess linkages / agreements for farmers for bulk sales and inputs	Field extension staff and volunteers learn how to find, develop and assess linkages before referring to cooperatives and lining them up -Value chain introduction / training	Vunde Jenaro, CEO	1/15/2016
4. Tour a business operation adding value to farm output	Arrange tour with owner or general manager, and financial officer, of a business using farm output and adding value. (i.e. Oil producer) See equipment. Discuss how budget is made.	One of Extension staff	3/31/2016
5. Seek facilitation help for the two cooperatives to present the business plans to their general assembly of members.	When cooperatives are formed and ready to present business plans, arrange professional help to facilitate with general assembly of cooperative	Vunde Jenaro, CEO / Extension staff	Jan/Feb 2016, depending on cooperative formed and ready

1.4 Number of people Assisted

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

Category	Total	Males	Females
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Members/ owners	109	62	47
Employees	5	3	2
Clients/ Suppliers	0		
Family Members	0		
Total	114	65	49

1.5 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How?
 - a. Cooperative women did not speak up in larger group. I did see them speaking in breaking out in smaller group discussions.
- b) How might CRS or the host organization improve opportunities for the women in this host or host community?
 - a. WENIPS extension staff females don't seem free to speak up; however did talk in local language conversations.

1.6 Value of volunteer contribution in \$ **1,325**

- a. Hours volunteer spent preparing for assignment 20 Hours
- b. Estimated value of all material contributions volunteer contributed to host during assignment USD\$150

1.7 Value of hosts' contribution in \$ **828.89**

- a) Refreshments for participants- \$ 168.14
- b) Transportation - \$ 336.28
- c) Lodging-0
- d) Translation: \$ 235.99
- e) Other: mobilizing the farmers (Airtime & Fuel for Motorcycles) – \$ 58.99
- f) Stationary Items (writing booklets and pens)- \$ 29.49

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.

WENIPS: Involved with VODP2 however VODP2 not communicating since June 2015. UCA contracted by VODP2 to conduct cooperative formation and training in several topics. Some of WENIPS extension staff are volunteers, not paid staff, (3).

PANYANGO Cooperative: Overdue for cooperative formation. When completed, and members have held general assembly, ready for research and exploration of milling business, what it will take to do one. Can benefit with support actively seeking grants / equipment / funding / loans.

KONGA Cooperative: Overdue for cooperative formation. When completed and members have held general assembly, ready to explore what it will take to have a store that includes storage space as well as space for seed sorting. (Requirements for such a store with moisture management, etc., size, maintenance, funding, etc.)



1.9 Recommendations for CRS:

- Keep active consultation going with WENIPS;
- Support WENIPS development of strong relationship with VODP2;
- Support sorting out roles of WENIPS with VODP2.
- Bring WENIPS trainers to learn from, and to use with cooperatives
- Include WENOIPS in any agriculture forums so extension staff gain learning and exposure
- Send volunteer to WENIPS for their own Business and Marketing Plans for Agriculture Extension and possibly all of WENIPS

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 of farming cooperatives understand the need to shift from farming for food to farming as a business in their villages. Both cooperatives I worked with were excited to have their business plans completed. This will make them highly credible for loans, grants, and gifts of farming equipment that they can utilize. I'm grateful to have been part of each developing their own plan, and seeing their smiles when it was done.” 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 West Nile Private Sector Centre in business management training to farming cooperatives to enable them to understand farming as a business and have a business plan developed. Up to 113 beneficiaries were reached in Nebbi and Zombo Districts 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.