



## VOLUNTEER REPORT FORMAT

### 1.1 Assignment information: UG46

- a) Volunteer Name: Lynda Swenson
- b) Host Organization: Loro Oyam SACCO
- c) Assignment: Cooperative Leadership and Management Skills Training
- d) Dates of Assignment: 6/24-7/9/2015
- e) Number of days worked: 15 days

### 1.2.1 Objective 1 in your SOW:

Streamline the roles and responsibilities of the board and management of the SACCO

- a) Progress with the objective – all groups participated in 3 hour training class on governance; included was discussion of roles and responsibilities of members as well as BOD
- b) Expected impacts/results – Understanding of value/benefit of SACCO membership
- c) Recommendation: Manager to continue training with VSLAs and Farmers' Assn

### 1.2.2 Objective 2 in your SOW

Increase SACCO membership through awareness creation on benefits associated with belonging to a cooperative.

- a) Progress with the objective – all groups were trained in the Ugandan Cooperative Act, the 7 Principles, and why cooperatives exist
- b) Expected impacts/results – increase in SACCO membership
- c) Recommendations: SACCO BOD quarterly meetings in other locations

### 1.2.3 Objective 3 in your SOW

Enable the board and staff to fully understand the SACCO business operations

- a) Progress with the objective – training in Finance; both for the customers of the SACCO and the SACCO
- b) Expected impacts/results - understanding
- c) Recommendations – Request a training by TIMO Associates before the next Audit (12/31/2015) on all SACCO financials

### 1.2.4 Objective 4 in your SOW

Enhance planning and monitoring and evaluation skills of the leadership

- a) Progress with the objective – Creation of a Business Plan for submission to MSC; Microfinance Support Centre.
- b) Expected impacts/results – Understanding by BOD; Loan to bridge the gap created by outflow of VSLA deposits in November/December
- c) Recommendations Request a training by TIMO Associates before the next Audit (12/31/2015) on all SACCO financials; Computerization of SACCO will encourage more analysis

### 1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Finish Business Plan and present to MSC	Determine % of ag versus business loans	Manager, VSLAs and BOD	ASAP
2. Computerize records	Loans	Manager/Cashier	End of year
3. Bring the SACCO to remote members	Create deposit-taking strategy	BOD, Manager, Cashier	End of year
4. Bring the BOD to remote members	Quarterly meetings away from Loro office	BOD	Next quarterly meeting

5. Train SACCO members in other VSLAs and Farmers' Assn on Cooperative Principles	2-3 hour training using Swenson materials	BOD and Manager	End of year
6. Request a "training" to the BOD/staff by TIMO Associates	Understand Annual Report and all detail pages	BOD and TIMO	Before next audit (12/31/15)

#### 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	150	75	75
Employees	2	1	1
Clients/ Suppliers	0		
Family Members	0		
Total	152	76	76

#### 1.5 Gender

- What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? The BOD has 3 female members but only 2 came to the meeting and training. The VSLAs and Farmers' Association had female participation; small group strategies encouraged them to contribute more than in the full group. Many of the females are less educated which is endemic in Africa.
- How might CRS or the host organization improve opportunities for the women in this host or host community? I don't know.

#### 1.6 Value of volunteer contribution in \$

- Hours volunteer spent preparing for assignment – Review of materials from similar assignments in Lira and Kiboga in 2014.
- Estimated value of all material contributions volunteer contributed to host during assignment – candy; photocopying

#### 1.7 Value of hosts' contribution in \$ **770.99**

- Meals 0
- Transportation for participants : \$ 228.89
- Lodging 0
- Translation: \$ 451.75 Manager was primary interpreter; Chairman assisted. In addition, there was a member Olum Pius – 0775 172 019; 0750 488 23; [olum.pius@yahoo.com](mailto:olum.pius@yahoo.com) He is a Head Teacher and an excellent interpreter. I asked Loro Oyam's Manager to make sure that he is paid for his 3 sessions.
- Other (Specify) – Farmer mobilization to attend trainings ( Fuel for motorcycle & Airtime) : \$ 90.35

#### 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 – Loro Oyam has a Business/Strategic Plan developed in 2013 as well as a Credit Policies Manual which would have been very helpful to read at the beginning of the assignment. The Business Plan has now been rewritten and updated to 2018 in order to meet MSC requirements.

Loro Oyam experiences a significant outflow of cash in early winter (November and December) when the VSLA withdraw deposited funds to distribute to members. Over 50% of the members of the SACCO are VSLAs. Contact was made with Kathlyn Najjuma, Zonal Manager, for MSC (Microfinance Support Centre) a Ugandan, Islamic Bank, and African Development Bank funded lender. +256 703 142 424; the office is 2 blocks from Hotel Margaritha ([www.msc.co.ug](http://www.msc.co.ug))

#### 1.9 Recommendations for CRS:

Hire a driver who lives in Lira; current driver lives in Loro and so had twice the mileage.