



Farmer to Farmer Rwanda

Volunteer Assignment Scope of Work

Summary Information	
Assignment Code	RW210
Country	Rwanda
Country Project	Horticulture
Host Organization	The Association of Microfinance Institution in Rwanda (AMIR)
Type of Volunteer Assistance	Administrative (A)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	Capacity building on winning proposal writing and fundraising
Assignment preferred dates	May-June, 2019
Objectives of the assignment	<p>The objectives of this assignment are:</p> <ul style="list-style-type: none"> to build capacity of AMIR staff and members representatives on how to write a winning proposal for funding. to train AMIR staff on fundraising skills and techniques.
Desired volunteer skill/expertise	A suitable volunteer shall have a degree in Project management, finance and accounting, Business Administration or related field; at least 5 years of working experience in project writing and fundraising and working with Micro Financial Institutions (MFIs). Must have excellent written and oral communication skills.

A. Background information

The Association of Microfinance Institution in Rwanda (AMIR) is the only umbrella association for Microfinance Institutions in Rwanda. The goal of AMIR to build a flourishing microfinance sector in Rwanda through different areas of Advocacy and Information, Research and Development, Responsible Finance, Performance Monitoring and Capacity Building.

Currently, AMIR has **370** active members, serving poor and middle class families throughout the country. After the 1994 Tutsi Genocide in Rwanda, the microfinance sector registered dramatic progress because of various support from international and non-government organizations. These NGOs helped people to access equipment, foods and microcredit teaching programs. During the emergency period, loans did not differ from grants or donations and sowed confusion among the population. People developed a culture of not paying normal bank loans which caused non-performing loans primarily in the Bank Populaires, at a rate of around 45%. When the Government embarked on a development phase, many NGOs became microfinance institutions without too much professionalism as articulated on this page for AMIR: <http://www.amir.org.rw/about-amir/overview/>

Creation of AMIR in 2007 was a new era for microfinance sector in Rwanda:

AMIR is the only professional umbrella organization of MFIs operating in Rwanda with the core mission of supporting members to become professional and sustainable. It was created in 2007 with 32 founding members and currently has 370 licensed MFIs/SACCOs. Members include; micro finance banks, Limited



companies and credit and savings cooperatives. Its membership represents more than 90% of the microfinance institutions with the aim of integrating all MFIs/SACCOs operating in Rwanda.

Vision:

To become a strong and efficient organization that contributes to the development of the microfinance industry through the promotion of transparent management systems in MFIs, innovative and market led financial services and products.

Mission:

The mission of AMIR is to offer diversified services to microfinance institutions to enable them to work professionally and contribute to poverty reduction in a sustainable manner.

Strategic goals:

- Becoming a change agent for the growth of the microfinance sector in Rwanda by building practitioner capacity, including the capacity to develop adapted products and provide innovative services;
- Being a center for high quality information, research and development in Rwanda by providing up-to-date and accurate information on MFI performance as well as on the current state of the industry in the country and promoting learning and a more transparent business environment;
- Strengthening AMIR’s advocacy for and representation of the Microfinance sector;
- Promoting responsible finance through self-regulation and by creating a more transparent business environment, and promoting consumer protection and financial education in the microfinance sector;
- Increasing AMIR’s organizational and financial sustainability

Areas of interventions:

- Programs:
 - ✓ Advocacy and information sharing
 - ✓ Research and development
 - ✓ Responsible finance including consumer protection and education
 - ✓ Performance monitoring
 - ✓ Capacity building – institutional promotion
- AMIR Consult/ Shared services:
 - ✓ IT shared services
 - ✓ Legal shared services
 - ✓ Insurance services
 - ✓ Recovery services
 - ✓ Audit services

B. Issue Description:

AMIR being the only professional umbrella organization of MFIs operating in Rwanda with the core mission of supporting members to become professional and sustainable, needs money to cover its operational cost to better serve its members. AMIR requires resources to achieve its mission. While the primary purpose of the proposal is to help secure the right skills for resource mobilization, AMIR’s current staff, lack the right skills for writing winning proposals and fundraising skills. Many times, AMIR has failed to win proposals due to poor proposal writings. In this scope of work, AMIR wishes to seek for F2F technical assistance to build capacity of staff in proposal writing and fundraising.

C. Objectives of the Assignment



The overall objectives of this assignment are:

- to build capacity of AMIR staff and member representatives on how to write winning proposals for funding and fundraising skills.

More specifically,

- Develop training guide for the trainer and trainees
- Develop the training methodology/approach
- Conduct the training for AMIR staff and member representatives;
 - ✓ Participants should learn be able to learn about proposal development in accordance to many donor requirements.
 - ✓ This training should focus on writing good proposals, and equip staff with fundraising , communication , and presentation skills
- Organize a half -day presentation to AMIR, any other partner to share the training report and recommendations.

D. Host Contribution

To conduct this assignment, the AMIR is expected to meet the following requirements;

- Avail AMIR staff and member representatives to attend the training
- Identify a translator to work with the volunteer
- Provide venue for the training sessions and any other logistics
- Commit to implement all the recommendations provided by the volunteer (s) after the completion of the assignment.

E. Anticipated results from the Assignment;

Following the completion of this assignment, the outcomes below will be anticipated:

The AMIR staff and members will:

- have the skills and knowledge in writing competitive proposals and presentation.
- Will gain mobilization and fundraising
- be able to learn how to Project evaluation and reporting.

A final report explaining how the assignment was conducted, it should include recommendations to be implemented by the cooperative.

F. Schedule of Volunteer Activities in Country (Draft)

Day	Planned Activity
Day 1	Arrival in country, pick up and check – in at LA Posh Hotel (or any other assigned hotel.)
Day 2	Weekend(Sunday)
Day 3	Meet the CRS Country Representative (CR), Head of Programs (HoP) and USAID for introductions (Morning) Meet with the CRS Operations Manager for Security briefing (Afternoon)
Day 4	Meet with the host AMIR Management, and some members for introduction and review of the Scope of work. Develop detailed Work Plan covering all activities required to effectively implement this scope of work
Day 5-7	conduct training as agreed in the work plan



Day 8-9	Weekend (Saturday and Sunday)
Day 10- 14	conduct training as agreed in work plan
Day 15-16	Weekend (Saturday and Sunday)
Day 17	Organize the workshop to share achievements and recommendations.
Day 18-19	Prepare a report on the assignment
Day 20	Conduct debrief session with CRS Country team and perhaps USAID mission on the completed assignment Fill out all necessary M&E forms and submit to F2F Program staff
Day 21	Depart from Rwanda
TBD	Outreach event in the US

This is a draft schedule, a final itinerary will be discussed and agreed upon arrival by all parties

Additional requirements: A volunteer should be:

- Have very good interpersonal skills, and
- Mobilization and fundraising skills

G. Accommodation and other in -Country Logistics

In Kigali, the volunteer will stay at La Posh Hotel/ KN 84 St, Nyarugenge/ Kigali, phone +250 784119855, <http://laposhhotel.rw/>.

Volunteer transportation within Rwanda, accommodation and meals will be taken care of by the F2F Program. Additionally, a local telephone (handset and SIM card) and internet will be provided to the volunteer at his or her arrival in Rwanda.

H. Weather Pattern

Rwanda has very good weather patterns. Rwanda's relatively high altitude provides it with a remarkably pleasant tropical highland climate, albeit also with plenty of rain. Temperatures vary considerably between locations depending on their altitude, but very little from month to month in the same place. In the capital where the volunteer will be staying, Kigali, the temperatures vary from 20°C to 30°C degrees. From June to mid-September is the long dry season; during dry season, there is often light cloud cover. This helps to moderate the temperatures. It's mostly hot during the day and cool at night. Appropriate dressing is recommended for the volunteer.

I. Recommended assignment preparations

Training Materials:

- The volunteer should prepare training materials and handouts.
- Training materials will be printed at CRS office in Rwanda
- Flip charts, markers, and a projector will be obtained from the CRS Office.

Additional reading resources: Rwanda F2F program team recommends that the volunteer familiarizes with this scope of work, and visit the AMIR website: <http://www.amir.org.rw/>

J. Key Contacts

CRS Baltimore	Rwanda
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