

For clarification questions about this assignment, please email mireille.ngokion@crs.org.

Please indicate your availability for this assignment in your resume or upload an additional document.

Summary Information	
Assignment Code	RW244
Country	Rwanda
Country Project	Horticulture
Host Organization	Rwanda Organization for development initiatives (RODI)
Type of Volunteer Assistance	Organizational Development (O)
Type of Value Chain Activity	Information and Input Support Services (S)
Assignment Title	Building capacity in proposal writing, resources mobilization and fundraising
Assignment preferred dates	January-February 2020
Objectives of the assignment	<p>The objectives of this assignment are:</p> <ul style="list-style-type: none"> to build capacity of RODI key staff on how to write a winning proposal and fundraising. to train RODI staff key proposal writing techniques needed to develop winning proposals.
Desired volunteer skill/expertise	<p>A suitable volunteer candidate for this assignment must have relevant experience working with development agencies, and donors. The candidate shall have a degree in agri-business management, finance and accounting, Business Administration or related field; at least 10 years of working experience in rural development institutions. He/she must be knowledgeable about adult training approaches. In addition to strong written and verbal communication skills, he/she should be detail-oriented that possess strong organizational and decision-making skills.</p> <p>Other important skills include hands-on experience in analyzing various business products and services, and Coordinating proposal development, cost/benefit analysis and budgeting.</p>

A. Background information

Rwanda Organization for Development Initiatives is a local nonprofit making Organization created in 2011 and legally registered by the Government of Rwanda through Rwanda Development Board (RGB). Its vision is to be a “leading Organization in Agribusiness and Business Development Services provision resulting in empowered communities in Rwanda and in the Region”. RODI’s mission is to “contribute to the formation of new generation of development agents and competitive small farmers in Rwanda”. Currently RODI is working with 26 farmer’s Cooperatives Organizations across the country mainly located in Ruhango, Karongi, Bugesera, Kamonyi, and Nyanza Districts.

RODI's Strategic Objectives includes:

- Strengthen and support the institutional capacity of farmers and business communities,
- Educate, train men and women with business skills through capacity building and facilitating their market linkages,
- Promote and introduce viable agricultural commercialization and value chains development by developing and disseminating new methods and approaches,
- To promote modern agriculture among youth and women in rural areas as a way to promote self-employment,
- Environment protection and adoption of techniques for climate changes adaptation. Social protection,
- Food security and nutrition education with focus on children and women.

As an organization, RODI has a clear structure: They have a General assembly, Board of Directors which includes the Executive committee, conflict resolutions committee and administrative, finance & audit committee. Under the Executive committee, headed by the Executive Director who is responsible for all programme and staff management.

RODI's Core Programs include:

1. Agriculture and Technical Assistance Program
2. Promotion and Value Chains Development Program
3. Youth and Women Economic Empowerment Program
4. Climate change Adaptation & Environment Protection Program

Under Agriculture, RODI's main activities include:

- **Agriculture:**
 - Supporting small farmers and farmer's organizations in Business Development services (BDS) for the following Value Chains: Rice, Maize, Pineapples, Banana, Honey and Vegetables;
 - providing Training & Coaching in:
 - i. Rural entrepreneurship,
 - ii. Business planning,
 - iii. Farmers' Organization Assessment,
 - iv. Market information system, Financial Management and Auditing.
 - RODI is promoting SMART Agriculture by supporting farmers to cultivate using climate change adaptation technologies like Greenhouse farming.
 - Like mentioned earlier, RODI supports 26 farmer's Cooperatives Organizations across the country mainly in Ruhango, Karongi, Bugesera, Kamonyi, and Nyanza Districts.
 - Currently RODI is also supporting 9 coffee farmers cooperatives in Kamonyi and Ruhango Districts for improving their Governance, Management and Marketing aspects.

Main supports are resumed in the following:

 - i. Value chain Development;
 - ii. Rural entrepreneurship
 - iii. Business Planning
 - iv. Access to finance
 - v. Farmers organizations' assessment

- vi. Financial Management and Auditing
- vii. Governance

- **Youth Empowerment:**

RODI provides trainings to rural youth in Entrepreneurship and help them to start working in Cooperatives. For instance:

- RODI worked with EDC Akazi kanoze program to train about 182 youth in Work Readiness Program and 108 youth trained in Mining extraction and Machinery,
- Promotion of Youth Cooperatives and Saving Groups, 182 youth facilitated to transition to economic opportunities of though business and cooperatives.
- Through its partnership with HUGUKA DUKORE Project, 350 Youth were trained in “be your own Boss”
- 350 youth trained in technical training (Quarry extraction, Tailoring, Agribusiness and Hairdressing
- 605 Youth were organized into 30 SLICs Groups.

B. Issue Description:

RODI as local based NGO operating in Rwanda with the core mission to empower partner communities including those vulnerable to improve their human capital, achieve food and nutrition security, and establish market linkages in a sustainable natural environment, needs money to cover its operational cost to better service delivery but at many circumstances, it is hard, and even tough to avail the required resources to realize and achieve its mission. While the primary purpose of the proposal is to help secure funding for RODI’s interventions, the organization is facing the challenges related to having in place key staff with limited required skills in writing winning proposal and fundraising. The real situation is that at many occasions, RODI failed to win proposals due to poor proposal writings.

It is evident that the training will serve as a reminder about common proposal writing mistakes a lot of people make. Mistakes even smart people might be making. The training also will build the staff capacity on how to write a winning proposal that convince the donors that the need that RODI could identify is important, and that RODI has the capacity and the right approach to address the needs and achieve good results, and to ensure accountability.

C. Objectives of the Assignment

The overall objectives of this assignment are:

- to build capacity of RODI key staff on how to write a winning proposal and fundraising.
- To train RODI staff the key proposal writing techniques needed to develop a fully-compliant and winning proposal.

More specifically,

- Develop training guide for the trainer and trainees
- Develop the training methodology/approach
- Conduct the training for the RODI key staff whereby:
 - ✓ Participants should learn about proposal development according to the regulations of top institutional donors and how to use analytical and design tools such as context/situational analysis, theory of change and log-frames and terms such as value for money and crosscutting themes mainstreaming.
 - ✓ The training should focus on improving participants’ writing skills.
 - ✓ It should also equip participants with the skills and techniques needed to write clear and high-quality narrative reports.
 - ✓ This training should also focus on the aspects that make proposals effective and successful and should provide participants with best practices in proposal

development and help them to improve the knowledge and skills needed to enhance their efficacy in writing, presenting, and defending proposals.

- Prepare a training report, detailing how the trainings were conducted, achievements, challenges, lessons, opportunities for future engagements and recommendations.
- Organize a half -day presentation to RODI, to share the training report and recommendations.

D. Host Contribution

To conduct this assignment, the RODI is expected to meet the following requirements:

- Avail RODI key staff to attend the training
- Identify a translator to work with the volunteer when needed
- 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 RODI staff will:

- have right skills and knowledge in writing competitive proposals
- be able to design, develop the project scope, action plan and budget.
- be able to raise funding
- have idea about the development concept/indicators, related to the non-profit organizations
- will have idea on how to assess the community need
- be able to perform baseline evaluation based on secondary sources.

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

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) (Morning) Meet with the CRS Operations Manager for Security briefing (Afternoon)
Day 4	Meet with the host RODI Management, 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:

- Proactive, results-oriented and service-oriented;
- Have very good interpersonal skills, and
- Good communication and writing skills.

G. Accommodation and other in -Country Logistics (Transport, phone, and Internet):

- In Kigali, the volunteer will stay at 5 Swiss Hotel/ KN 25 Street 2, Kiyovu, Kigali, Rwanda/ phone: +250 (0)785511155/ Website: <http://www.5swisshotel.com>.
The hotel is located in the very heart of the city center – best known as Kiyovu. It is at the center of a multitude of international and local restaurants and is only a few steps away from the city business center.
- 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

Rwanda has very good weather patterns. In the heart of Africa, fractionally south of the equator, 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 32°C degrees.

October to November is a shorter rainy season and it's followed by a short dry season from **December to February**. It's mostly hot during the day and cool at night. Appropriate dressing is recommended for the volunteer.

I. Recommended assignment preparations

Assignment Materials:

- Flip charts, markers, and a projector will be obtained from the CRS Office as well.

Additional reading resources:

- Rwanda F2F program team recommends that the volunteer familiarizes with this scope of work, and the Rwanda Horticulture value chain.

J. Key Contacts

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