

Volunteer – Credit Union Practitioner Tool Expert

WHERE: Malawi

START DATE: November 19, 2018

DURATION: 30 days

REPORTING TO: Program Manger, Malawi (IRFITCO)

DEADLINE: October 12, 2018

Note: This is a voluntary assignment. Domestic and international economy airfare, ground transport, visa, travel insurance, out of country accommodation, and a meal/incidental allowance will be covered by CDF Canada. *Applicants must be a Canadian citizen or a permanent resident.*

BACKGROUND:

With funding support from the International Fund for Agricultural Development (IFAD), CDF Canada in partnership with MUSCCO is implementing a five-year Program (2016-2021) entitled “Improving Rural Financial Inclusion through Cooperatives (IRFITCO)”. The Program is aimed at improving the financial inclusion of the rural poor in Malawi through strengthened financial cooperative network. IRFTCO will build the capacity of MUSCCO to better develop and deliver products and services to its member SACCOs to improve outreach to the rural poor with attractive, safe and effective financial services that will contribute to national financial inclusion agenda.

ABOUT THE ASSIGNMENT:

The expert will assess the existing tools and procedures utilized by the Credit Union /SACCO network in Malawi in order for them to reach wider communities in the rural areas in an effective and efficient manner. He/she will also assess their potential to promote innovation among the Credit Union/SACCO network members. The assignment seeks to benefit the rural agricultural cooperatives who are grossly underserved with financial services despite their huge potential for success, owing to the fact that a majority of Malawians live in rural areas and are engaged in agriculture. The volunteer will research to find out the existing tools and procedures and their relevance to promote innovation in SACCO network. Moreover, the expert will be expected to assist MUSCCO to revise and develop relevant tools and procedures that will enhance the operations of SACCOs in Malawi. It will therefore assist MUSCCO to adopt and operationalize these tools so that the agricultural cooperatives, associations and groups will continue to utilize these tools in their daily business operations.

ACTIVITIES AND DELIVERABLES:

Focus

The Volunteer shall update CDF and MUSCCO about the following;

- Existing tools and procedures utilized by the rural SACCOs
- Recommend improved tools and procedures that promote innovation by the SACCOs
- Recommend strategies and interventions that enhance adaption of the tools and procedures by rural women, men and youth with innovation at the heart of their adoption
- Propose, if necessary, a graduated approach for service delivery based on the SACCO's status
- Support MUSCCO by reviewing existing tools and develop new ones
- Provide training to MUSCCO (as directed) to adopt new tools and materials that could be mainstreamed into the SACCO network in Malawi

- Outline strategies that can enhance innovation among the SACCO network in Malawi

Scope of the Assignment and Methodology

The Volunteer shall use secondary data and/or consultations with MUSCCO, the Malawi Government through the Reserve Bank and other government Ministries, other financial service providers and selected rural groups with potential for financial networking and other sources. The volunteer will be responsible for data collection and analysis, report-writing and validating the results with CDF, MUSCCO, selected SACCOs, selected rural groups and relevant stakeholders

Communication, Report and Timeline

With the assistance of CDF and MUSCCO Secretariat, the volunteer will be responsible for identifying information sources and design necessary tools. A draft report containing the analysis followed by recommendations should be submitted by December 30, 2018.

1. Work plan (to be approved by CDF and MUSCCO Secretariat)
2. Feedback session or workshop to present results
3. Draft report of the assessment submission
4. Final report of the Assessment submission

Documentation

- Creating procedural documentation and relevant reports (when instructed)

QUALIFICATIONS:

The Volunteer must demonstrate full competence in implementing the scope of work with strong expertise and relevant background in designing tools and procedures for rural SACCO network, Specifically, the Volunteer must have:

- Bachelor's Degree in Information Technology or a related field
- Good analytical skills and experience
- A minimum of two (2) years working in the SACCO/Credit Union preferably at the management level
- Management information system and database experience
- Ability to design business documentation (i.e. forms, policies) when directed
- Experience working in developing countries in the area of SACCO's business operation
- Proven experience developng innovative financial products and services
- Familiar with SACCO's regulatory environments

APPLICATION PROCESS:

Please submit a resume and cover letter by October 12, 2018 to apply@cdfcanada.coop. You must be a Canadian citizen or permanent resident. Successful candidates will be required to obtain a police-check from their local police/RCMP detachment. **No phone calls please. All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.**

Co-operative Development Foundation of Canada

Co-operative Development Foundation of Canada (CDF Canada) is an international development charity that helps improve the lives of women, men, children and their communities through cooperatives. We envision a world where self-reliant communities flourish. CDF Canada is working with local partners in Africa, Asia, Latin America and in Eastern Europe to establish and grow community owned co-operatives that help people achieve more prosperous, self-reliant lives. For over 70 years, CDF has been mobilizing financial resources, volunteers and knowledge – mostly from Canadian co-ops and credit unions – to make the world a better place. For much of that time, CDF Canada worked with partners to help communities move toward prosperity and create more secure lives through community-owned cooperatives. For more information about CDF Canada, visit www.cdfcanada.coop