

Overseas Volunteer Opportunity - Indonesia

SECOND-TIER CO-OP: GOVERNANCE & BUSINESS DEVELOPMENT

WHERE: South Sulawesi, Indonesia

START DATE: Between August 1 and September 31 of 2018 (exact timing to be negotiated with the successful candidate)

DURATION: Up to 30 days in-country mission (including travel days), and 10-15 days in Canada (preparation, orientation, and reporting)

REPORTING TO: Program Manager for Indonesia

DEADLINE: June 30, 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:

The INVEST Co-op Indonesia project aims to strengthen the position of small aquaculture producers of seaweed, milkfish, and shrimp (SMS) in four regencies of South Sulawesi (Takalar, Jeneponto, Bantaeng, and North Luwu) by: 1. Working directly with women and men small aquaculture producers (WMSAP) to improve the quality and quantity of climate and disaster resilient production, and access to financial services and markets through co-operatives; 2. Enabling co-operatives to be sustainable, profitable and run gender-equitable businesses by strengthening their capacity and institutional capability to serve their members better; and 3. Working with governments, private companies, business associations, and other stakeholders to strengthen networks and create a conducive environment for co-operatives to provide better livelihood to farmers.

The INVEST Co-op Indonesia is being implemented by the Co-operative Development Foundation of Canada (CDF Canada) in partnership with Koperasi Serikat Pekerja Merdeka Indonesia (KOSPERMINDO) and the Fisheries and Marine Institute of the Memorial University of Newfoundland, Canada. The project is made possible with funding from Global Affairs Canada (GAC) and contribution from CDF Canada.

ABOUT THE ASSIGNMENT:

Key element of the project design is the integrated co-op business model. Part of the equation is to link producer co-ops with marketing co-op, in this case, KOSPERMINDO. Over the last year, KOSPERMINDO was reflecting on its current business and operation model that may limit the possibility of the future growth and sustainability of INVEST Co-op beneficiaries in the long run. The INVEST Co-op Indonesia project facilitated in-depth and extensive discussions with KOSPERMINDO members (board and managers) through its Co-operative Development Training (CDT). Two of the last CDT missions led to

the inclination to establish a second-tier co-operative that will serve as marketing function of the primary SMS producer co-ops in South Sulawesi. Some initial works have been done toward the transformation of KOSPERMINDO into the “KOSPERMINDO CO-OPS CENTER (KCC),” e.g. bylaws and other administrative documents. The creation of KCC is essential to build stronger and fairer business structures between primary producer co-ops and second-tier marketing co-op to ensure the sustainability that eventually will benefit the co-op members.

The Canadian Volunteer mission will further strengthen the foundation of the creation of the KCC (providing Canadian experiences: successes and failures), its governance, as well as readiness to take on the role of marketing and business expansion that eventually will serve the needs of primary producer co-op members. In addition, the Volunteer will also undertake assessment and provide recommendations on the “buy-ins” of the existing primary co-ops towards accessing the services from the KCC. A strong membership base of the KCC, coupled with sound governance and marketing plans will help ensure its sustainability and profitability.

OBJECTIVES:

The volunteer will work closely with the local Project Coordinator and the KOSPERMINDO General Manager (with support from the project team) on the following set of objectives grouped into two primary activities:

A. FOCUS GROUP DISCUSSION (FGD) WITH EACH INVEST CO-OP INDONESIA’S PRIMARY PRODUCER CO-OP:

1. to understand their needs, strategic and business plans, the gaps to implement them, and their aspirations of services from the KCC;
2. to assess the most feasible producers-marketing relationship that benefits both sides.

⇒ **Outputs:** Consolidated assessment from the FGDs, and key recommendations and aspirations on ensuring strong Primary - Second-tier co-op relationship

B. FIVE-DAY WORKSHOP WITH KOSPERMINDO ON THE TRANSFORMATION MODEL, STRATEGY, BUSINESS PLAN, AND OPERATIONALIZATION

3. to discuss the key findings from FGDs;
4. to firm up the second-tier marketing co-op model (Incl. membership strategy) – what would be the future practices (compare to existing practice)?
5. to identify key Standard Operation Policies (SOPs) to ensure good governance, good financial management practices and internal control, human resources, contracts (with suppliers/buyers, contractors), etc.;
6. to assess business opportunities, taking into considerations aspirations from primary co-ops.

⇒ **Outputs:** List of SOPs with clear follow-up actions, agreement on the future second-tier model (in relation with services to members), key inputs toward the development of a sound Business Plan with clear operationalization (short & medium terms).

ACTIVITIES AND DELIVERABLES:

To conduct the **FGD with each INVEST Co-op Indonesia's primary producer co-op** the Volunteer may need to:

- Develop a program to conduct the FGDs, including FGD tools (questionnaire (qualitative data), questions and interactive discussion/facilitation (quantitative data), agenda) to obtain the feedbacks, take into consideration language/cultural barriers;
- Prepare information/materials about second-tier co-op (Canada and Indonesia experience), including business relationships with the primaries, and benefits and risks;
- Other document/tools that may help achieve the objectives.

The five-day workshop with KOSPERMINDO on the transformation model, strategy, business plan, and operationalization should include, but not to be limited to following activities:

- Review the administrative and organizational progress made by KOSPERMINDO on second-tier co-op (KCC) establishment. Provide recommendation to ensure timely accomplishment of their tasks.
- Review the existing draft Strategic Plan for KCC and provide support on Business and Operational Plans development for the year 2018 – 2019 to ensure the sustainability of the strategy and business model for the benefit of both sides producers and marketing co-op.
- Refine the Value Proposition Strategy for KCC (marine products trade and processing, service assistance with the focus on organizational and co-op development, business and financial services)? How is this reflected in the design of the organizational structure?
- Refine the institutional and organizational plans in regard to prospective members of KCC and their facilitation on becoming credible and active participants in second-tier co-op sustainable development.
- Provide support to the new management team (KCC) on the plan development for current KOSPERMINDO assets transfer, human resources issues and new business operation mechanism.

The Volunteer prepares a Report (in English) with the following outlines:

- 1) Executive Summary
- 2) Description of the process and preparation
- 3) Highlights from the series of Focus Group Discussions with each INVEST COOP producer co-ops. (The content should cover the process, tools, discussions, agreements reached, and follow up actions - by who and when)
- 4) Highlights from the KOSPERMINDO five-days workshop (The content should cover the process, tools, discussions, agreements reached, and follow up actions - by who and when)
- 5) Opportunities and Risks Mitigation Strategies
- 6) Conclusion, and Recommendations for the next steps

Annexes:

- A. Pre and post workshop and Focus Group Discussions assessment
- B. FGD and workshop Agenda
- C. Workshops Materials

- D. Guidelines for the local co-op trainers and Field Coordinators
- E. Pictures of activities

The specific activities of the assignment include:

- Participate in CDF Canada's volunteer orientation process (both online, via SKYPE and possibly at CDF Canada's offices in Ottawa) prior to travel to Indonesia.
- Local team introductory and preparational meeting, follow up meeting on the progress in second-tier co-op KCC organization since the CDT#4 Mission in May 2018, travel to four regencies of South Sulawesi (Takalar, Jeneponto, Bantaeng, and North Luwu) for the Focus Groups Discussions with each producer co-op and the five-day workshop with KOSPERMINDO. Agenda to be determined prior to the mission in collaboration with local project staff who will accompany the volunteer throughout the mission.
- Prior to return to Canada, debrief the project team (local and Canadian counterparts) on main activities of the mission and overall conclusions, as well provide any recommendations.
- Submit In Kind Form to CDF Canada not later than last business day of the month.
- Keep all receipts, keep track on CDF Canada expense form and submit it to CDF Canada.

QUALIFICATIONS:

The successful applicant must possess the following skills, experiences and personal characteristics:

- Proven experience in second-tier co-operative governance.
- Experience creating and facilitating group learning/training sessions.
- Knowledge and experience in conducting social research.
- Knowledge of community participation methodologies.
- Preferably, marketing co-operative governance experience.
- Demonstrated ability and interest in communicating and interacting effectively with people of a different culture.
- Must be able to handle difficult situations with patience, tact and professionalism.
- Preferably, some experience working in Indonesia or another developing countries context.

WORKING CONDITIONS:

- The mission includes travel to four regencies of South Sulawesi (Takalar, Jeneponto, Bantaeng, and North Luwu) -tropical climate. Simple accommodations and food choices.
- The volunteer will be accompanied at all times by local project staff and will travel to the communities with local project staff.
- Interpreter will be provided if needed.

APPLICATION PROCESS:

Please submit a resume and letter of intent by **June 30, 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 Canada 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 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