



Co-operative Development  
Foundation of Canada

SINCE 1947

## Volunteer Opportunity

### CO-OPERATIVE GOVERNANCE SPECIALIST

*Contribute. Discover. Grow. Volunteer with CDF Canada.*

**Location:** South Sulawesi, Indonesia

**Start Date:** January - March 2020 (exact timing will be negotiated with the successful candidate)

**Duration:** 2 months minimum (exact duration will be negotiated with the successful candidate)

**Language Requirement:** English (Bahasa Indonesia is an asset)

### The Project

INVEST Co-op Indonesia project is part of a four-year (2015-2019) and a four-country Program bringing sustainable economic growth to women and men small producers through the Integrated Co-operative Business Model, which generates the conditions for increased production, productivity, access to markets and financial services. The Program is funded by Global Affairs Canada (GAC), with a contribution from the Co-operative Development Foundation of Canada (CDF Canada).

INVEST Co-op Indonesia project is being implemented by CDF Canada, in partnership with Koperasi Serikat Pekerja Merdeka Indonesia (KOSPERMINDO), Induk Koperasi Kredit Indonesia (INKOPDIT), and the Fisheries and Marine Institute of the Memorial University of Newfoundland (MI). It aims to strengthen the position of women and men small aquaculture producers of seaweed, milkfish, and shrimp in four regencies of South Sulawesi: Takalar, Jeneponto, Bantaeng and North Luwu. This will be achieved by:

- 1) Working directly with the women and men small aquaculture producers 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.



## Our Partners

INVEST Co-op Indonesia project is being implemented by CDF Canada in partnership with the following organizations:

- **KOSPERMINDO**, a primary marketing co-operative based in Makassar, Indonesia, that maintains business relations with national and international companies and has the vision of becoming a prominent trade center of seaweed in the world.
- **INKOPDIT**, a national apex body of credit unions based in Jakarta, Indonesia, that functions as a national financial services center to serve more than 900 financial co-operative centers throughout Indonesia, having become one of the largest non-bank financial institutions in Indonesia.
- **MI**, a technical institute within a large -18,500 students- and multidisciplinary university based in St. John's, Canada, that provides education, training, applied research and industrial support in the aquaculture and fisheries, maritime and ocean technology sectors.

## Your Assignment

### Objectives:

The Volunteer will provide support to Makkio Dalle (Takalar), Salabose (Jeneponto), Sipatuwo (Bantaeng) and Kopihitam (North Luwu) - the four primary co-operatives the project works with, with the aim of helping them to advance their governance and, therefore, become successful co-operatives. The governance of 4 primary co-operatives has significantly improved since the beginning of the project through number of Co-op Development Trainings, progress and gaps analysis conducted with the Development Ladder Assessment tool (DLA) and daily supervision by local trainers. However, to address still existing gaps and bottlenecks identified as a result of the mid-term DLA, you will work on a daily basis with key members of these co-operatives', their Boards of Directors and Board Committees, to help the latter set up and consolidate the systems and processes needed to ensure the overall direction, supervision and accountability in the co-operatives. This will take into account the following key elements: effective board; operations and processes; performance and roles; and members and participation. The main objective of this volunteer mission is to support primary co-operatives on the following set of actions:

- ✓ Review of existing and development of missing Rules and Regulations;
- ✓ Review of existing and development of missing Standard Operational Procedures;
- ✓ Follow up on the results of the Integrity Training and Education on the concept of the Conflict of Interest and ensure that corresponding policies are in place;
- ✓ Assess the performance of the Board of Directors and Supervisory board and coach them where applicable;
- ✓ Support and coach co-operatives prior and during AGM;
- ✓ Provide support to local Gender officer in the Female Members Needs Assessment and in design of specific programs to meet their needs;
- ✓ Support local team and consultants' efforts and actions towards enabling environment for co-operatives development.

More specific objectives of the mission will be set after mission duration finalization with the selected volunteer. Overall governance volunteer mission is expected to lead to a higher co-ops independence and sustainability as the INVEST project is heading towards its end in 2020. Improved governance in co-operatives will increase the trust of all stakeholders to work with the co-operative structures and will contribute to their financial stability.

### Deliverables:

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 taken actions, activities and events with each INVEST Co-op Indonesia primary co-op. (The content should cover the process, tools, discussions, agreements reached, and follow up actions - by who and when)
4. Opportunities and Risks Mitigation Strategies
5. Copies/key elements or summaries of the developed rules, regulations, SOPs
6. Conclusion, and Recommendations for the next steps

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, travel to four regencies of South Sulawesi (Takalar, Jeneponto, Bantaeng, and North Luwu) for the meetings and in the field co-op governance assessment with each producer co-op.
- 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.
- Provide Monthly Volunteer reports and In-Kind forms to CDF not later than last business day of the month.
- Keep all receipts, keep track on CDF expense form and submit it to CDF.

### Essential Qualifications

- Knowledge and previous experience in co-operative governance.
- Higher education degree in a field relevant to this position.
- Excellent interpersonal and intercultural communication skills (verbal and written).
- Preferably, some experience working in Indonesia or another developing countries context;
- Demonstrated ability and interest in communicating and interacting effectively with people of a different culture.
- Understanding and/or interest of the environment and socio-economic context in Indonesia.

### Terms and Conditions

This is a voluntary assignment. CDF Canada supports volunteers through the provision of a comprehensive package designed to cover a modest and healthy lifestyle, while allowing for effectiveness in the placement:

- Return international and domestic airfare.
- Ground transportation.
- Accommodation.
- Meal and incidental allowance.
- Visa-related costs (if needed).
- Travel insurance.
- Vaccination-related costs (if needed).
- Dedicated interpreter/translator (if needed and depending on the position and duration of the assignment).
- Pre-departure support and orientation.
- Support and orientation during the assignment.
- Debriefing upon completion of assignment.

### E-volunteering

Depending on the nature of the placement, volunteers are encouraged to provide **e-volunteering** support to our local partners or CDF Canada before or after their placement. Volunteers also have the option of requesting support from an e-volunteer to help them with their work while they are in placement.

### Engaging Canadians

We ask each volunteer, regardless of placement duration, to share her/his experience during and/or upon completion of their assignment; this may be through providing human interest stories and photographs that can

be used for social media outreach; participating in organized talks at universities or other public engagement activities; etc. CDF Canada provides technical and logistical support to assist volunteers to share and tell their experiences to motivate others.

### **Application Process**

Please submit a resume and letter of intent by January 3, 2020 to [iilienko@cdfcanada.coop](mailto:iilienko@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. ***All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.***