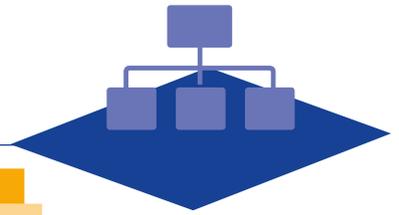


# ORGANISATION ASSESSMENT TOOL

## AGRITERRA TRAINING PROGRAMME



### INTRODUCTION

A scoping of the farmers' organisation has been executed by Agriterra and resulted in performing an organisation assessment. Executing this assessment is the next step in the potential collaboration between the farmer organisation and Agriterra.

The assessment will be carried out by an Agriterra assessment team, during a week's visit to the organisation, using the Agriterra Organisation Assessment Tool for farmer-led organisations.



### MAIN OBJECTIVE

The main objective of the assessment is to identify and screen a farmer organisation on its potential to provide professional services to members and/or provide adequate lobby and advocacy on behalf of members.

At the end of the week, the Agriterra assessment team will evaluate the results, will offer recommendations and will strive (depending on the outcome) to develop a plan how and with what services Agriterra can support a farmer organisation to realise their goals.



### SPECIFIC OBJECTIVES

- Assess the current and future performance the organisation in terms of the value chain, service delivery to members, marketing and risks.
- Assess the financial performance and the financial sustainability and to conduct a financial health check on the status of the financial management.
- Conduct an appraisal of the current performance of the organisation in terms of governance, with a governance health check, human resource management and management information.
- Review the reputation of the organisation by talking with members and stakeholders of the organisation.
- Give recommendations to the organisation on how to improve on the above-mentioned topics.

To be able to meet these objectives the Agriterra assessment team will have interviews with board, management, staff, members and stakeholders during the week. The team will also review formal documents (constitution, minutes of last held Annual General Meeting (AGM), financial statements, audit reports, etc.).



**The Organisation Assessment is there to assess the current situation and to identify which members services could be strengthened.**





## REQUIREMENTS FOR PARTICIPATION

Agricultural farmers' organisations that collaborate with Agriterra have:

- at least 1,000 members
- a proven track record
- realistic growth ambitions
- a need for financing (operating capital and loans)
- opportunities to invest in themselves
- a sincere wish to change
- members oriented service provision



## WHAT'S IN IT FOR YOU?

The organisation receives a completed organisation assessment report based on the Agriterra Organisation Assessment Tool. The organisation receives recommendations to improve on financial management, governance and service provision. If the organisation assessment foresees a possible partnership between Agriterra and the organisation, the collaboration will be secured in a brief action plan that covers the main topics of the partnership.



## PROGRAMME

WHEN?	WHAT?	WHO?
Day 1	Introduction meeting and fine-tuning programme for the week Business case, collection of basic information of the organisation	Board/management
Day 2	Finance Governance and management	Manager/accountant/ chairperson/treasurer Board/management/staff/ supervisory board
Day 3	Reputation organisation Field visit: sessions with members (member commitment assessment) and stakeholders	Members/stakeholders (buyers, suppliers, financial institutions, government)
Day 4	Loose ends from previous days Define conclusions, recommendations and a short action plan	Board/management
Day 5	Final presentation, conclusions and recommendations	Board/management/supervisory board



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Agriterra is an agri-agency founded by the Dutch agricultural sector that professionalises farmer organisations and cooperatives worldwide in order to better serve the needs and interests of their member farmers.

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