

1 APPENDIX - CURRICULUM VITAE FOR THE TEAM

1) PROJECT DIRECTOR - JEREMY.A.K. MBAI

AGRICULTURAL ECONOMIST- MANAGING CONSULTANT

Name: Jeremy Andrew Kibui Mbai

Address: P.O Box 448-00200, City Square, NAIROBI.

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Nationality: Kenyan

Education:

- Msc. Agricultural Economics, University of Nairobi, Kenya, 1986
- Bsc. Agriculture, University of Nairobi, Kenya, 1976
- East Africa Advanced Certificate of Education (EACE), Kagumo High School, Nyeri, 1972; 2 principals and 2 subsidiaries.
- East Africa School Certificate (EASC), Giakanja Secondary School, Nyeri, 1970; 1st Division, 20 points.

Courses/Seminars:

- Environmental Impact Assessment and audit, Jomo Kenyatta University of Agriculture and Technology, 2005, Registered with National Environment Management Authority (NEMA)
- Business Development Services promotion for rural development approach course Makueni , 2003
- IT/computer proficiency courses, Institute of Advanced Technology ,Nairobi 2001
- Management of Extension Training Institutions, Nordic Agricultural Academy, Denmark, 1998

- Watershed Management, Danida, Iringa, Tanzania, 1997
- Senior Management Development Program, Eastern and Southern Africa management Institute (ESAMI), Zanzibar, 1996.
- Environmental Impact Assessment (EIA) in Project Planning, Commonwealth Secretariat, Kenya, 1996
- Managing Rural Development (information systems; monitoring & Evaluation) University of London, Wye college, 1995
- Goal Oriented Methodology for Project Planning, Kenya Institute of Management, Kenya, 1994.
- Strategic Planning for Agriculture using Policy Analysis Matrix (PAM), Economic Development Institute of the World Bank, Institute for Development Studies, University of Nairobi, Kenya, 1992.
- District Focus Strategy for Rural Development, Kenya Institute of Administration, Kenya 1985.
- International Course on Rural Extension, International Agricultural Centre, Wageningen, Netherlands, 1984.

EXPERIENCE RECORD

Consultancy jobs:

- Conducting **Feasibility study for extension of Ahero and West Kano irrigation schemes** jointly with CODA Corporation from Mid August to date as the team **Agronomy consultant**
- Conducted **Midterm review for central Kenya dry area smallholder and community services Development project (CKDAP)** jointly with In-depth Consultancy Company. June to July 2006 as the team **Agriculture consultant**
- Conducted **Impact assessment for National Agriculture and Livestock Extension Program (NALEP)** jointly with Swedish consultancy companies February to May 2006 as the team **Agricultural Extension consultant**

Lecturer: part time, facilitated the subject: “**economics of sustainable resource management**” in the short courses on environmental impact assessment and audit, at the institute of energy and environment technology (ieet), jomo Kenyatta university (April to October 2005)

Advisor on community development and training,

Danida funded district based agricultural projects under agriculture support program (asp).

- Taita taveta agricultural project (ttap), April 1998 - sept.2001.
- Kwale agricultural project (kwap), Oct 2001 – June 2002.
- MAKUENI AGRICULTURAL PROJECT (MAP), JULY 2002 - MARCH 2005.

Duties performed among others:

- Facilitating Participatory Rapid Appraisal (PRA) and Baseline Surveys
- Documentation/Compiling PRA, Baseline surveys reports,
- Facilitating in project cycle management applying logical frame approach (LFA).
- Facilitating community to plan/budget at the village level and focal development areas,
- Facilitating community to mobilize their resources, implement and monitor their plans.
- Appraising viability of community project proposal for funding
- Participating in the preparation of district project work plans and budgets
- Identifying, managing and supervising consultancy services
- Strengthening farmers institutions at divisional and district levels
- Participating in Micro Finance Institutions (MFI) district working group forum
- Conducting training needs assessment for staff and farmers
- Developing training materials, programs, and training staff and farmers
- Facilitating participatory Monitoring and evaluating field activities including training
- Preparing Project progress and annual reports
- Promoting team building fora for the many stakeholders at the district level
- Participating in project review missions and evaluation

Project Coordinator, Taita Taveta Agricultural Project (TTAP),

Coast province, February 1997 - March 1998

Duties performed among others:

- Project administration, managing human, financial resources and other project facilities.
- Promoting close working relations with district authorities and others in private sector
- Day to day project management and coordination
- Guiding key officers in annual District Work plan and budgets preparation.
- Preparing of training programs for extension staff at District, Divisional and lower levels in gender focused extension methodologies,
- Promoting participatory approaches in planning, implementation and monitoring among stakeholders
- Guiding formulation of farm models with agricultural enterprises that are viable in ASAL areas
- Preparing and disseminating of appropriate extension packages based on elaborated farm models
- Guiding the process of preparing comprehensive manual and guidelines for farm planning and use in participatory community based approaches to planning and implementation.

Head, Project and policy Development Branch, Department of Agriculture,

HQ Nairobi - March 1992 – February 1997.

- Undertaking project identification using participatory approaches involving several stakeholders, including beneficiaries and specified target groups.
- Preparing project proposal/documents with the support of an integrated team of specialists in relevant disciplines.
- Developing project work plans and budgets.
- Applying logical framework approach in project planning, defining project objective/purpose, out puts, activities and in puts, together with objectively verifiable indicators for project monitoring.
- Provided agriculture technical support to Agriculture Sector Investment Program (ASIP) preparation.

- Conducting study together with other consultants on “Alternative Approach to Agricultural Extension”.
- Participated as consultant in Budget Procedures Study Phase 1.
- Developing project cycle management system appropriate for the Department of Agriculture.
- Conducting training on all steps in project cycle for officers planning and implementing projects at the District and lower levels.
- Facilitating project planning workshops for the preparation of the 12 Districts irrigation profiles/plans.
- Participating in several projects appraisal and review missions.

District Agricultural Officer, Machakos District,

- Eastern province - January 1992 – February 1993
- Promoted coffee development under second coffee improvement project (SCIP) funded by World Bank
- Main streaming the ASAL farmers, including women in undertaking viable and sustainable agriculture production through proper choice of enterprises based on market demands.
- Managing a team of 351 field staff to promote agricultural development with special emphasis on sustainable management of natural resources in the watersheds.
- Trained farmers on appropriate technologies for crops and livestock improvement for higher productivity and reliability.
- Under my leadership the farmers in the District jointly with staff identified irrigation potential, planned and implemented development of irrigation schemes and increased horticultural crop production.
- Conducted training on the safe handling and use of pesticides.

District Agricultural Officer, Kericho District,

- Rift Valley Province - September 1987 – December 1991.
- Promoted coffee development under second coffee improvement project (SCIP) funded by World Bank

- Managing and coordinating a team of 475 staff members. Building teamwork among the staff members for effective provision of services to the smallholder farmers.
- Facilitating the staff to perform through joint work planning, setting of priorities and allocating funds and other resources objectively.
- Conducting PRA among the communities to identify production constraints, indigenous knowledge and farmers proposed solutions.
- The District team under my guidance mobilized communities, planned with them and launched the first soil & conservation catchments approach in the District.
- Through joint planning with farmers, coffee, macadamia nut trees and some selected horticultural crops with external market potential were introduced in new areas and proved beneficial to farmers.

Agricultural Extension Supervisor, Central Province,

- Nyeri - **February** 1996 – August 1987.
- Undertaking staff training in extension methodology and communication skills for effective exchange of knowledge and skills among farmers, extensions and researchers.
- Conducting participatory monitoring/supervision of planned field activities by farmer and staff, and recommending adjustments to agricultural extension plans. Districts receiving my technical support were: Kiambu, Muranga, Kirinyaga, Nyeri and Nyandarua.

District Agricultural Officer, Nyeri District,

Central Province - **September** 1983 - January 1985.

- Implemented smallholder coffee improvement project (SCIP) funded by World Bank. Coffee farmers identified needs to expand their agri- business of coffee processing factories. Through this joint exercise farmers cooperative societies borrowed funds and technical support of the district coffee working group forum which I chaired built 45 coffee processing factories and increased coffee production in terms of quantity and quality.

- Reviving the inactive District coffee working group forum which brought small holder coffee farmers and other stakeholders, to plan and monitor progress of coffee improvement.
- Participatory monitoring was jointly conducted between farmers and government officers during construction of factories through site meetings attended by farmers, contractors and GOK staff. Farmers chaired these site meetings and kept records.

Farm Management Specialist, Department of Agriculture,

Nairobi, August 1980 – August 1993

- Developing training material on the subject of farm management.
- Compiling a training manual on the same subject
- Training of field staff on farm management
- Conducted seminars on management manual for Department of Agriculture staff country wide in a team with external short – term consultant.

District Agricultural Officer, Nyandarua District,

Central Province – October 1979 – August 1980

- Conducted orientation training for 250 junior staff that had joined the Ministry of Agriculture from the Ministry of Settlement.
- Planned and implemented training for farmers and staff, covering farm planning, technologies application for higher productivity of crop and livestock enterprises while conserving the natural resource base for sustainable agriculture.

Land and Farm Management Officer, Kiambu District,

Central Province -July 1972 – October 1979

Processed farm credit applications, preparing optimal farm plans (budgets) with optimal enterprise combination. Credit was administered by agricultural Finance Corporation (AFC).

- Farmers training on appropriate farm plans, which maximize the farmers' objectives.
- Conducted training to farmers for awareness raising on the danger of soil erosion and introducing technologies appropriate for application on specific agro-eco-zones

2. LEAD CONSULTANT - MR. MZEEH HAMISI NGUTU

Summary of Professional Qualifications and Experience.

Mr. Mzee Hamisi Ngutu has extensive experience in the fields of Agricultural Extension, Project Management, Disbursement of Agricultural Credit to Smallholders and Primary Processing and Marketing of Agricultural Commodities in Kenya. As an Agricultural Economist, he obtained a B.Sc. degree in Agriculture from the University of Nairobi in 1976 and thereafter undertook a Post Graduate course in Agricultural Economics in 1978-1980 at the University of Nairobi.

Since his graduation Mr Ngutu has acquired extensive experience in growing and marketing of various agricultural commodities in Kenya particularly coffee. He worked as an extension officer with the Ministry of Agriculture in Nyanza and Central Provinces for a period of three years as a District Agricultural Officer, rising to the position of National Coordinator:- Smallholder Coffee Improvement Projects (SCIP I&II) between 1981 to 1985, based in Nairobi.

The SCIP (I &II) projects were financed by the World Bank and CDC as well as The Kenya Government. As the National Coordinator of these coffee projects, Mr. Ngutu gained considerable experience in the management of Inter-ministerial Projects, involving the Ministries of Agriculture, Cooperative Development, Finance and the institutions of Cooperative Bank of Kenya, the World Bank and the Commonwealth Development Cooperation (CDC).

His responsibilities involved extensive travelling in all coffee growing areas, Mobilizing and Training Extension staff, Cooperative Society employees, their Management committees and coffee farmers through workshops, field days and seminars.

On leaving the Ministry of Agriculture in November 1985, Mr. Ngutu joined the Coffee Board of Kenya as a Field Services Manager. He was in charge of ensuring proper field management, disease control, credit appraisal, licensing of farmers and growers' advisory services.

He was then promoted to the position of Deputy General Manager in 1990, a position he held until he left the services of the Board in September 1999.

In the course of his working career he also attended various courses and seminars related to the field of coffee and agricultural management both locally and overseas.

Mr. Ngutu also played an instrumental role in the process of liberalization of the coffee industry, since its inception in October 1992, thereby giving him an insight of the direction the Agricultural industry in Kenya was bound to take after its liberalization and privatization.

From October 1999 to date Mr. Ngutu has been engaged in the fields of Agricultural Consultancy and directorship of his family business. With regard to consultancy, he has undertaken several assignments ranging from:-

- a) An assessment of the future of agricultural commodity marketing institutions in Africa in the year 2000;
- b) An analysis of the implications of the enactment of The Coffee Act 2,001, Laws of Kenya;
- c) Preparation of position papers for various stakeholders during the discussion sessions of The Coffee Bill 2,000; the precursor to The Coffee Act 2,001.
- d) Consulted for one of the coffee marketing agents, for purposes of setting up a fully operational Marketing Agent as provided for by The Coffee Act 2001 and the Coffee Rules made.
- e) Consulted for Kenya Wildlife Association in mapping the locations of top quality coffee producers in the Mt. Kenya Region along the wildlife National Parks, in an effort to assess the human/wildlife conflict and work out ways and means of minimizing such conflict (Mid-2,004).

From the above CV, it is clear that over the years of his working experience, Mr. Ngutu gained valuable experience in Project Management, Administration of Credit to farmers, Marketing of Agricultural Produce, Human Resource Management and a sound knowledge in Institutional Management in general.

SUMMARY OF VITAL INFORMATION

DATE OF BIRTH 7TH APRIL 1950, IN NAKURU DISTRICT, KENYA

MARITAL STATUS MARRIED WITH 5 CHILDREN

HOME ADDRESS P.O.BOX 60231, 00200, NAIROBI.

OFFICE P.O. BOX 60231, 00200, NAIROBI.

TELEPHONE 0722-888072

Email ngutu@noble.co.ke or nokiltd@yahoo.com

LANGUAGES ENGLISH, KISWAHILI, KIKAMBA AND KIKUYU

EDUCATION

1967-1970 O level, Nakuru Day High School.
1971-1972 A Level, Machakos High School.
1973-1976 Bsc. in Agriculture, Nairobi University.
1978-1980 Post Graduate in Agricultural Economics, Nairobi University.

WORKING EXPERIENCE

1976-1978

Extension Officer in the Ministry of Agriculture, rising to the Post of District Agricultural Officer in Kisii and Muranga Districts.

1981-1985

National Coordinator Smallholder Coffee Improvement Project (SCIP I) and Second Coffee Improvement Program (SCIP II); based in Nairobi, Kenya.

1985-1990

Field Services Manager Coffee Board of Kenya; based in Nairobi Kenya.

1990- September1999

Deputy General Manager Coffee Board of Kenya based in Nairobi, Kenya.

October 1999 TO DATE

A Consultant in the field of Agriculture based in Nairobi; serves as Managing Director of Allied Coffee Marketing Company and as a Director of Growth Tech Ltd, which deal with marketing of coffee and agricultural inputs supply respectively.

3. ENVIRONMENT/ IRRIGATION SPECIALIST - SIMON KANIARU GAKINYA

Background Information

Name: Simon Kaniaru Gakinya.

Date Born: 28th Aug. 1970.

Nationality: Kenyan.

Sex: Male.

Language: English; Swahili; kikuyu.

Marital Status: Married.

Telephone: +254 20 2100553; 211481.

Cell phone: +254 733 919227; 723 467903.

Email: gakinya2003@yahoo.com

Education background

1993-1998: Egerton university Njoro campus.

BSc. Agricultural Engineering: Second Class Honour Lower Division.

1987-1991: Ichagaki Boys Secondary school ‘Murang’a’

KCSE; Mean grade C+ (plus).

1977-1986: Gathaithi Upper Primary School (Murang’a).

KCPE; Mean Score 332 out of 500 points.

Special / professional courses

2007(Oct 1st –Nov.1st): Jomo Kenyatta University of Agriculture & technology.

Institute of Environment & Energy Technology

Environmental Impacts Assessment and Audits

2004(Sept.)-Current: University of Nairobi.

Masters in Business Administration (MBA)

- Specializing in Strategic Management and Elective in Sales management, Entrepreneurship & Project Managements

2000-2002: Kenya Institute of management “KIM”.

Diploma: Business Management/ Administration.

Overall results; credit-

1998(Mar-April): Egerton University njoro Campus.

- Computer packages; Ms-Window’s 95 “A”; Ms.Word (6.0) “A”; Ms-Excel (5.0) “A”; Dbase (5.0) “A”

2005-Current: Engineering Board of Kenya.

Registered Member

2006(Aug. 21-25): Erik Life Policy insurance International: Consultant

Sales Techniques Strategies to achieve and maintain growing Market shares

2006(June 19-22): Excel Marketing Consultant.

Management Orientation Programme-Madison Insurance Company Ltd.

2006(April 3rd -5th): Faulu Kenya Micro finance Ltd.

Management Induction Training.

Work Experience:

2007(July)-Current: Real Business Management Services.

Position: Executive Director

Duties:

- Managing the business affairs through strategic decisions,
- Policies and procedures formulation and implementation,
- Coordinating Business portfolios' management and strategic Corporate Business plan consultancy,
- Individual & Corporate Business Projects report writing, Monitoring and Evaluation Consultancy.
- Coordinating Sales and Marketing services,
- Coordinating Human resources capacity building
- Environmental impacts Assessments and Audits Consultancy,
- Environmental Management services and ISO 14001 formulation implementation Consultancy.
- Agricultural Irrigation systems; Outputs processing and Farms Technologies consultancy.

2006(Aug.)-2007(April): Main traders Ltd. Coffee Processors Exporters Mbale, Uganda.

Position: Production & Technical General Manager

Duties:

- Controlling the whole company's management,
- Taking the Company through a joint-Venture process,
- Rehabilitation and modernization of the coffee Mill Plant,
- Improving and setting production quality standard at wet- processing; milling and roasting stages,
- Coordinate marketing of final products,
- Price control with respect to New York international coffee Market price rate,
- Enhancing Partnership with farmers and others stakeholders,
- Optimizing productions at minimal costs
- Providing timely reports to the Board of Directors,

2006(May-Aug.); Madison Insurance company Ltd.

Position: Sales unit Manager,

Duties:

- Recruiting, Training, Developing and Monitoring sales Agents,
- Developing new business facilities and enhancing existing Businesses,
- Enhancing good company's public relation and customer care,
- Providing timely weekly; Monthly; quarterly and Annual Business reports,

2005(Sept.)-2006(Aug.): Faulu Kenya micro Finance Ltd.

Position: Intern; Business development & Finance officer.

Duties:

- Developing new business loan borrowing groups & enhancing existing groups,
- Training customers on company's loan policies and business finance managements,
- Monitoring business capacity, loans computation, approval and timely loans due repayments,
- Timely information reporting,

1999-2004(Sept.): Valentine growers group of companies,

Position: Service & Technical manager,

Duties:

- Planning, directing, coordinating, monitoring and evaluating new projects and routine operations,
- Ensuring minimum costs and timely service and maintenance of
- Coffee wet processing machines; milling plant, farm power and motor vehicles,
- Ensuring high quality coffee product outputs during processing,
- Ensuring safe storage systems,
- Enhancing safe Agricultural waste managements
- Ensuring workshop and factory health and safety is maintained,

- Installation and maintenance of drip and overhead irrigation systems,
- Fully participating during machinery and equipments replacement and modernization,
- Ensure inventories and record keeping,

1997(June)-1998(Feb): Kenya seed company ltd.-Nakuru.

Position: Trainee assistant production and technical manager,

Duties:

- Processing plant service and maintenance,
- Production quality control
- Inventories and records keeping,

1993(Aug.) &1994(Feb.): Muritu & Associate licensed land surveys,

Position: Trainee field supervisor,

Duties:

- Land surveying; mapping and data collection,

1992(July)-1993(Mar): Yamungwe mixed Secondary school,

Position: Untrained teacher,

Duties:

- Teaching; maths; physics; biology; geography and Agriculture

1992(April-Jun.): Electro commission of Kenya,

Position: registration clerk,

Duties:

- Voters registrations,

1997 – Current: Valid and clean Driving License.

Hobbies:

- Athletics,
- Singing,

- Watching football and rugby,
- Reading,

References:

Kungu Njau F

Managing Director,

Aqua rock ltd. (water engineers& agricultural machinery)

P.O Box 14849-Nairobi,

Tel; +254 20 530909; 0722516517

Lillian N kasanga,

Senior business and Finance Officer,

Faulu Kenya Micro Finance,

P.O box 60240-00200; Nairobi,

Tel;+254722391785,

4. MARGARET ORINA- (Agri-Business & Gender specialist)

Objective

To facilitate promotion of agri-enterprises for smallholders & businesses.

Experience

Organized farmers and trained 256 farmers in Farming as a business concept. in 2005

- Facilitated the organizing of several stakeholder workshops to build consensus in Value chain mapping concept, identification of constraints, actors, strategies for value chain development.
- Developed and facilitated the development of markets for agricultural commodities, especially creation of market linkages for the domestic markets.
- Developed the strategy mapping of the horticulture chain in particular French beans.
- Worked with 9 groups growing export Horticulture in the testing of a Generic Quality Management System for Eurepgap certification for smallholder farmers in the Mount Kenya region.
- Participated in World Bank's capacity building training in Komothai FCS, in 2008/2009, under the supervision of Deloit, specializing in involvement of youth & women in coffee.

2002-2003

- Was in task force formulating a baseline survey for the program "promotion of private sector development in Agriculture and participated in the baseline.
- Evaluated the National extension project
- Planned the strategic plan for NALEP project on the monitoring and evaluation task group.
- Successfully wrote a proposal and was funded by the Global Fund for women to train a group of 20 groups in Kiambu and Nairobi in entrepreneurship and link them to markets.
- 5 groups successfully started income generating projects that are bringing incomes to the groups.

2000-2002.

Improved my skills by training for an Msc in Entrepreneurship in order to boost my earlier skills as a monitoring and evaluation and in Agriculture in order to help impact skills in business to smallholder farmers and businesses. This has boosted my participation in various task forces in the strategy for revitalizing Agriculture.

1992-2000

Worked in the Monitoring and Evaluation division and was involved in data collection, baseline surveys and in training of extension workers in Monitoring and evaluation.

1979-1989

Worked in various divisions of the country as a divisional extension worker. In 1985 the Mathira farmer's co-operative society scooped the 1st price in the **Nyeri Co-op union for best coffee production & earnings as a result of joint effort between the society and extension workers.**

Education

1976-79 Egerton university- Egerton university, Njoro , Kenya

Diploma in agriculture.

1989-1992: Oklahoma state University

- BSc in Agricultural Economics.

2000-2002: Jomo Kenyatta University of Agriculture & Technology.

- Msc in Entrepreneurship development.

SHORT COURSES.

1995 July-Sept. University of East Anglia, UK.

Certificate course in Monitoring & Evaluation, Project Management Information systems.

1998 April, Egerton University. FAO

- Social Economic and Gender Analysis training for rural development

Value chain analysis and Development, GTZ.

- Promotion of competitiveness in enterprises.
- Standards are a major component.

Agribusiness machinery and value addition for competitive enterprises.

REFEREES

Mr. Jacob Gathungu. Head: Monitoring and Evaluation Division, MOA.

Mr. Reimund Hoffmann. Programme Team Leader. Promotion of Private Sector Development In Agriculture

P.O. Box 41607, Nairobi.

Mrs Charity Kabutha, Consultant, Gender and Development

CURRICULUM VITAE

Name : John Mbugua Waweru

Date of Birth : 11th November, 1972,

Age : 43 years

Marital Status : Married

Contact Address : P.O Box 920-00232, Ruiru, Kenya

Telephone/Mob : +254 726 67 95 53 / 720 97 65 47

Email : jmwaweru11@Yahoo.Com,

ID No. 11669530

KRA PIN : A002876697X

Vision

To actively develop my career and offer my leadership, experience, skills and knowledge in the most prudent, efficient and effective ways to enhance the growth of the organization i will be serving so as to achieve the objectives and the vision of that organization.

WORK EXPERIENCE

CONSULTANCY JOBS

September 2014 To Date: Consultant At Africa Plantations Kilimanjaro Ltd, Moshi, Tanzania:

I am the company coffee investment, Agronomy and Quality advisor.

October 2015: Noble Consultants Co. Ltd:

I did data collection for cooperatives' coffee production, milling, marketing and management Diagnostic Tool commissioned by Solidaridad .The cooperatives are New Gatukuyu, Ndumberi (Kiambu County), Thiriku (Nyeri), Rung'eto (Kirinyaga) , Rianjagi, Gakindu, Muramuki, Kagari North (Embu).

2014, Noble Consultants Co. Ltd: Governance and Leadership Trainings:

Coffee farmers' cooperatives involved were:

Kaliluni,

Kangunu

Gathangariri

New Gatukuyu

Rianjagi

Muirwa

Thiriku

January to April, 2013: Internal Control System Training.

Kofinaf Company Limited on UTZ Certified certification projects. I was directly Involved on **Internal Control Systems(ICS) trainings (which demand putting in place good business systems which are efficient, accountable and traceable using well defined international standards)** to management and supervisory committees, lead/promoter farmers, factory managers for the following coffee cooperative societies; Mwatati FCS, Kaliluni FCS and Muthuuzuni FCS in Machackos County **in Kenya.**

2012, Noble Consultant Co.Ld: Kakuyuni FCS/Solidaridad Coffee Project

I offered trainings on **Good Business Management Systems including Records/books keeping as part of Quality Management System** to management committee, supervisory, factory managers and lead farmers of Kakuyuni FCS to enhance traceability, efficiency, effectiveness and accountability.

2012, Noble Consultant Co Ltd: Kakuyuni FCS/ Solidaridad Project

I offered a 3 days practical training to more than 100 Kakuyuni FCS' **Youths on coffee**

farming diversification and entrepreneurship, developing a youth saving scheme as well as coffee nursery and field establishment practices to enhance a sustainable coffee business at Kakuyuni FCS/factories.

Dec 2010 to March 2012: World Bank/Government of Kenya's Value Chain Addition Matching Grant Fund Small Micro Enterprise Coffee Program (MGF-SMECP) project.

Noble Consultants/Deloitte and Touche' . for the 6 Coffee Cooperative Societies; Komothai Coffee Growers-13 wet mills(Kiambu County),Gatunyu Kigio FCS ,Kinogerama FCS ,Thika Giki FCS, New Gatanga FCS Kangoriaki FCS all with 21 wet mills in Muranga County.

Projects' Key Components

- Production Improvement
- Technology(ICT) on Quality Management Systems
- Pre- and Post- Harvest Quality improvement
- Leadership and Governance
- Marketing and emerging market trends

Responsibilities:

- Identifying training needs ,
- Planning, organizing and Coordinating for all the projects' activities including budgets' control and monitoring, staffing recruitment,
- In charge of project activities implementation,
- Sourcing for qualified professional trainers in coffee business and cross cutting issues,
- Preparing and presenting projects' reports
- Training on coffee entrepreneurial skills,-farm records, doing farming as business,
- Trainings on production improvement- Good Agricultural Practices,
- Trainings on Quality improvement-pre and post-harvest Hygiene, Good Processing Practices,
- Marketing-Trends, international Standard e.g. UTZ Certified,FairTrade,Rainforest Alliance,4Cs),
- Organizing for farmers' field exchange visits e.g. a visit by 2 Coffee Cooperatives to Ndumberi Farmers' Cooperative Society who are certified on both **UTZ Certified "Good Inside" and Fair Trade; Komothai to Muramuki FCS of Embu County,**

- Development of Komothai Growers Cooperative strategic business Plan.

Other involvements

- Governance and Leadership training for Cooperatives Management committees
- Utilizations and implementation of Quality Management systems,
- Current coffee market trends-premium grades,quality,pricing,cons Business outsourcing to save on costs

- Training on environmental issues and conservation techniques to mitigate on climate change.
- Cross cutting issues- coffee theft, food security, drugs and alcohol abuse, health (e.g.HIV/AIDS), Youth and Women in coffee and food productivity.

2010: Business Advisory Consultant for Gatundu South Dairy Farmers Co-operative

Responsibilities:

I deed the dairy project's feasibility study,

I developed the co-operative 5 years' strategic business plan to ensure project's sustainability, profitability, and prudent finance planning, management and growth projections.

April 2009, Noble Consultants Co. Ltd

I deed a survey on impacts of UTZ Certified certification project at Rianjagi Coffee Farmers Co-operative Society, Embu County in Kenya.

COFFEE FARM MANAGER

Nov, 2004 to Dec2006: KILIMANJARO PLANTATION LIMITED (KPL), MOSHI, TANZANIA.

Irrigation Project Manager:

From January to December 2005 i served as an Irrigation Manager for the 8 coffee farms.

Responsibility;

- Involved in the supervision and management of Drip irrigation installation project cycle.
- In charge of planning, organizing and coordinating all the 8 coffee estates (650ha) drip irrigation system and water application in consultation with the general manager
- Directly involved on farms budgets planning, preparation, presentations to general manager and the managing director.
- Directly involved in the budgets' execution, control, monitoring and evaluation.
- Recruitment and motivation of the workers and the staffs
- Planning and organizing for all procurement meant for maintenance parts/repairs, auditing the inventories.

Wing manager and factory manager

January 2006: i was re-appointed the **Wing manager and factory manager** in charge of coffee production for 3 coffee estates –Tchibo, Mawingo and Kichoni, and coffee processing factory for the 8 estates respectively.

Achievements

- I managed to plan, organize and coordinate the irrigation for the whole year with very severe challenges of draught in 2005 and sustained 500 tons of clean coffee to the end with 70% AAs and AB.
- In 2006 I managed the processing of 800Tonnes Clean Coffee at a very high quality hygiene levels and maintained quality at class2, 3 and 4.
- Due to good teamwork, we managed to achieve the 2nd best coffee Cup Quality in Tanzania in 2006.
- As a team we managed to acquire UTZ certified certificate presented to us during the 2006 EAFCA safaris.
- I effectively and efficiently managed the recruitment processes and motivation of

more than 200 labor force with high performance standards both in the offices and the farms leading to high quality coffees at reduced cost of production.

- As part of senior management staff i was involved in formulation of the firm's policies on finance/expenditure, labor, security, production, processing, quality, market and environment.
- Involved in trees planting program at KPL to mitigate climate change, conserve ecosystem and biodiversity and also enhance quality premium coffee grades.

Tropical Farm Management (K) Limited.

1999 – 2000: Coffee Farm Manager for Wendano Matuu Estate(187ha).

2001: Farm Manager, Barina farm (commercial hay production, marketing and selling of hay) in Nakuru County(1000ha).

2002 to 2004: Farm manager for Teremuka farm in Nakuru county -coffee, dairy and maize production (111ha, coffee).

Responsibilities:

- In consultation with the Group Manager, i was in charge of organizing, planning, implementing ,controlling and monitoring farms' operations activities,
- Preparing operations budgets and their implementations,
- Supervising all the field activities,
- Involved in recruitment of staffs ,
- In charge of over a team of over 100 labor force/workers,
- In charge of all Quality coffee production and processing/ operations,
- In charge of all liquoring reports analysis and implementing the recommendation to improve on the QUALITY issues at the right time.

Community Volunteer Activities

2010 to 2012: Vice chairman for Githunguri **District Community Development Forum**

Responsibilities:

- Involved in organizing, planning and coordinating activities for Farmers' Field/Exhibition days in conjunction with Waruhiu farmers training Centre.
- Involved in *organizing world food Day* held at Kigumo Town, Komothai location, Kiambu County.
- Forum's Funds rising from stakeholders.
- Preparing budget plans, implementing, controlling, monitoring, evaluating and analyzing the program activities.
- Organizing and planning meetings with the secretariat and stakeholders

1989: Students' Vice Chairman of Geographical Club at Gathiru-ini Secondary School

1990: Students' Chairman of Geographical Club at Gathiru-ini Secondary School.

Responsibilities:

- Offering leadership to students' members.
- Planning, organizing and coordinating the club's activities including debate topics and field trips/sites' safari.
- Holding meetings with the school management to discuss and make deliberations on club's activities.
- In charge of school's trees planting program.
- Preparing and presenting club activities' reports to the club master.

Personal Attributes

1. Effectively communicate in English, Swahili and Kikuyu and moderately in Kamba language.
2. Influential leadership skills.
3. Effective use of most computer applications e.g. MS-word, power point, access and excel and internet.

4. Good report writing skills and presentation experience.
5. A business strategist with good business acumen with outgoing characteristics.
6. Highly interactive and teamwork oriented.
7. Goals oriented to achieve objectives.
8. I value honesty and integrity in all what I do.
9. Environmentally conscious.
10. Gender and disability sensitive.

EDUCATION & TRAININGS

YEAR	EDUCATION / TRAININGS	UNIVERSITY /COLLEGE	DEGREE /DIPLOMA CERTIFICATE
2009	Information Technology	ESTIN Computer College	CERTIFICATE
2003-2004	Business Management	Kenya Institute of Management	Diploma
2003	Negative impact of child labor and intervention measures	Federation of Kenya Employers /ILO	Certificate
2002	Leadership Skills	Liam Consultation services Ltd	Certificate
2002	Safe and Effective use of pesticides	Agrochemicals Association of Kenya /Global crop protection	Certificate

		Federation	
1999	Coffee farm management course	Coffee Research Foundation	Certificate
1997	Bachelor of science (In Agriculture)	University of Nairobi	Degree
1991	Kenya Certificate of Secondary of Education	Gathugu Secondary School	Certificate

REFEREE.

Charles K.Mbarire (previously Solidaridad Program Manager, East and Central Africa and Progresso Coffees, Africa,)

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Mzee Hamisi Ngutu,

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Community Development Consultants (CODEC)

P.O. Box 33648 - 00600, Nairobi - Kenya

Tel: +254- 020 - 375 0406, Cell phone: 0722 521 343

codetrainers@yahoo.com

Biodata:

Birthday	1955
Marital status	Married
Religion	Christian
Languages	English, Kiswahili

Areas of strength:

- ◆ Capacity building in management
- ◆ Time management
- ◆ Organization development
- ◆ Change management
- ◆ Leadership and management training
- ◆ Strategic planning
- ◆ Resource mobilization
- ◆ Evaluation
- ◆ Counselling and mentoring
- ◆ Capacity assessment
- ◆ Participatory learning and action
- ◆ Entrepreneurship development
- ◆ Retrenches/retirees mentoring
- ◆ **Healthy Living, AIDS Education and Counselling in the Workplace**
- ◆ Training materials development
- ◆ Church leadership training and empowerment

Education

- ◆ M.Sc. Entrepreneurship Development: Kenyatta University:
- ◆ B. Psychology (Counselling): University of Nairobi

Professional Training

- ◆ Dip. Public Health Education: Kenya Medical Training College: Emphasis: project design, planning, organization, implementation, monitoring and evaluation
- ◆ Cert. Writing distance learning materials: Adult Education Department and German Foundation: Emphasis: developing and pre-testing training materials.
- ◆ Others: Attended several local and international courses, seminars and workshops on capacity building, micro-enterprise development, leadership and management, health education, counseling and writing and developing training materials, among others.

Special skills

• Computer literacy • motivational speaker and public speaking • Strong analytical, interpersonal and team building skills • Capacity to perform under pressure without supervision • Good organizer and planner • Enjoys working with people/communities anywhere any time!

Experience: 1993 – 2008: Managing Consultant - Community Development

Consultants (CODEC)

During this period I have been involved in the areas shown here below.

SERVICES AND ORGANIZATIONS DEALT WITH

Project management and leadership

- ◆ Training Of Trainers (TOT) - World Vision
- ◆ Basic principals of management in handcraft business - Jisaidie Cottage Industries
- ◆ Project Management - 1998 - National Council Of Churches
- ◆ Leadership induction and Team building - 2000 - World Vision
- ◆ Project Management for community action teams - 2001 - World Vision
- ◆ Transformation leadership for cluster leaders - 2004/5 - World Vision
- ◆ Strategic Planning - 2005 - World Vision
- ◆ School management and evaluation of performance – 2005 – World Vision
- ◆ Staff training on community development and counseling -1994 - World Vision
- ◆ Opinion Leaders Training on Child Rights -1999 - Child Welfare Society Of Kenya
- ◆ Capacity Building for CBOs – World Vision - 2005

Entrepreneurship Development

- ◆ Micro-enterprise Development -1999/2000/01/02/03/04/05 - World Vision
- ◆ Income Generation -1993 - Kolping Organization
- Women in management of small business enterprises - 1996 - All Nations Gospel Church – Kiambu

Preparation of Retirees/Retrenchees - Counselling and Entrepreneurship

- | | |
|---|---|
| 1998/99/2000/02/03- Kenya Breweries Limited | 2003 - Kenya Maltings Limited |
| 1999 - Welcome Kenya Limited | 2001/2/3 - Kenya Tea Development Authority Agency Limited |
| 2001/2 - Central Glass Industries | 2004 - Nestle Foods Kenya Limited |
| 2002/3 - UDV Kenya Limited | 2006/7 - Telkom Kenya Limited |

Industrial Counselling/Coaching Skills

- ◆ 2000/01/02- Kenya Breweries Limited

Healthy Living, AIDS Education and Counselling in the Workplace

- | | |
|--|---|
| ◆ 1989/95/96 /2001-3/ 4- World Vision | ◆ 1993 - St John's Community Centre |
| ◆ 1991/93 -UNICEF | ◆ 1994 - University of Nairobi
Department of Obstetrics and
Gynaecology |
| ◆ 1992 - Plan International (Meru Office) | ◆ 1995/98/99/2001-3 Nairobi Hospital |
| ◆ 1992/1993 - Child Welfare Society Of Kenya | ◆ 1995/96 - Helpage Kenya |
| ◆ 1993 - Plan International (Kiambu Office) | ◆ 1999/2000 - Intek Microsystems Limited |
| ◆ 1993 - Voluntary Services Overseas (VSO) | ◆ 2000/01-3 Kenya Network Of Women With Aids (KENWA) |
| ◆ 1993 - Kenya Institute Of Education | ◆ - Goal-Kenya |
| ◆ 1993/94/95/96/97 - Kenya Breweries Limited | ◆ – HIV/AIDS project groups – World Vision |

Evaluation

- ◆ Child Adoption Program Evaluation -1994 - Child Welfare Society Of Kenya
- ◆ Baseline survey and proposal writing for school health education program in Somalia - 1994 - International Relief And Rehabilitation Services (IRRES)
- ◆ Baseline Survey, Data Analysis and Documentation of Expanded Program on Immunization / Primary Health Care Project in Busia District -1994 - Feed The Children – Kenya
- ◆ Participatory Project Identification and Planning Survey-1995 - Helpage Kenya
- ◆ Participatory Training Evaluation Workshop -1997 - Helpage Kenya
- ◆ Capacity Assessment of Community Based Organizations -2004 - World Vision
- ◆ Participatory Learning and Action (PLA) Survey –Ndabibi-Naivasha Programme -2005 - World Vision
- ◆ Mid-term project evaluation –Gakungu –Makuyu programme – 2006 -World Vision
- ◆ Mid-term project evaluation –Tseikuru -Mwingi programme – 2007 -World Vision
- ◆ Training assessment and evaluation for organisations -1992 to date

Fund raising

- ◆ Proposal writing training: World vision staff, Kenya Network of Women with Aids (KENWA), Kenya programmes of disabled persons (KPDP) and many Community Based Organizations (CBOs).
- ◆ Developed several proposals for KENWA and KPDP, among other organizations, which were funded.

Training materials development

- ◆ Mental health training manual – Division of Health Education - Ministry of Health
- ◆ AIDS counseling training manual - Child Welfare Society of Kenya
- ◆ Entrepreneurship development manual - Kenya Breweries Limited
- ◆ Community health workers training manual - Goal Kenya

Pre 1992 period

I worked for Kenya Red Cross Society as a Health education and AIDS Counseling officer. Prior to joining Kenya Red Cross Society I worked in the Division of Health Education - ministry of health.

Future Ambitions

- ◆ To continue working in assignments that entail building human capacity to liberate communities from dependence and poverty.
- ◆ Continue volunteering my services for the betterment of the vulnerable and marginalized.

REFEREES:

1. Mr. Mwangi Kariuki, Group Human Resources Manager, Sarova Hotels, P. O. Box 72493-00200, Nairobi
2. Prof. Priscilla Kariuki, Psychology Department, University of Nairobi, P. O. Box 30197, Nairobi
3. Dr S. E. N. Waweru, University of Nairobi, P. O. Box 30197, Nairobi.