

## PROJECT DESCRIPTION

## Ponssomtenga Women Weavers' Association Capacity Building Project

**I. Introduction**

This appendix describes the activities to be undertaken and the results to be achieved with the funds obligated under this Agreement. Nothing in this Appendix A shall be construed as amending any of the definitions, conditions, or terms of the Agreement.

**II. Background**

The Association des Femmes Tisseuses de Ponssomtenga (AFEPO) is an association of 25 women weavers, organized in August 2007. The women weave a wide assortment of market products: clothes, table cloths, bed sheets, bed covers, scarves, and pillows. The end products are sold in a shop in Ponssomtenga and abroad at various exhibitions. The group's overall productivity is low due to a lack of working capital to purchase materials and poor marketing strategies. The association has minimal administrative and financial management systems within its current structure.

**III. Funding****A. ADF Contribution**

The financial plan for ADF's contribution is set forth in Appendix A-1 of this Agreement. The Parties may make changes to the financial plan without formal amendment, if such changes are made in accordance with Article 8 of the Agreement and do not cause ADF's contribution to exceed the obligated amount specified in Article 4, section 4.1 of the Agreement.

**B. Ponssomtenga Contribution**

Ponssomtenga has land, existing buildings, working tools and materials which will be used in the project. Members will contribute staff time and skills in the implementation of the project

**IV. Project Goal**

The Project goal is to build the capacity of AFEPO and improve the standard of living of women in Ponssomtenga, Burkina Faso.

**V. Project Purpose**

The Project purpose is to improve AFEPO's prospects for sustained development as indicated by the creation of a three-year business plan that ADF deems suitable for funding by a donor or other financial institution.

**VI. Project Outputs**

- A. Improved management and operating systems capacity, as indicated by the following:
1. an improved accounting system is in place and AFEPO satisfies ADF's financial and reporting requirements for final financial certification;
  2. quarterly reports and financial statements are routinely produced and used by management to trace financial transactions; and
  3. AFEPO follows a business plan that defines its strategic objectives and includes marketing strategies.
- B. Improved production capacity, as indicated by the following:
1. woven cloth production will increase by an average of 10% a year to:
    - a. 672 pieces in Year 1; and
    - b. 739 pieces in Year 2;
  2. AFEPO sales will increase from CFA 4,032,000 in 2009 to:
    - a. in 2010: CFA 4,434,000; and
    - b. in 2011: CFA 4,878,000;
  3. salaries distributed to each of the 25 women members will be CFA 15,000 per month for the first two years, and will increase to CFA 20,000 per month in Year 3; and
  4. AFEPO's expected profits are:
    - a. CFA 694,703 in Year 1; and
    - b. CFA 2,958,550 in Year 2.

**VII. Project Activities**

AFEPO will carry out the following major activities with the help of consultants and trainers as necessary:

- A. Improved Organizational and Financial Management Capabilities of AFEPO:
1. recruit a financial manager;
  2. develop a long-term business plan that identifies new markets;
  3. develop and utilize a manual of procedures;
  4. develop and implement internal regulations for the organization, including those pertaining to woven cloth production; and
  5. obtain AFEPO's formal certificate of registration by the end of Project Year 1.
- B. Building the technical capacities of the women members:
1. train the women in improved production techniques (design, the Sahelian wall hanging, refresher course in natural dyeing);
  2. provide a literacy course;
  3. train the women on proper and safe usage of modern equipment; and
  4. provide training in business management and marketing techniques.

**VIII. Roles and Responsibilities**

A consultant and/or future ADF Partner will retain responsibility for building managerial capacity and improving the financial and bookkeeping systems of AFEPO. Continued discussions with the group will be used to identify and prioritize needs.

The members themselves will be tasked to focus on learning and improving their skills. They will also provide feedback on the effectiveness of the training and technical assistance provided.

**IX. Monitoring and Evaluation**

A consultant and/or the future ADF Partner Organization will be instrumental in the success of the Project. Proposed objectives will require regular progress reviews to ensure goals are on track. Also important will be the involvement of all levels of staff at AFEPO.