

PROJECT DESCRIPTION

Zouerate Handicap Association Income Generating Project

Mauritania

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 de l'Action pour les Handicapés du Tiris Zemour (APHTZ) is an Association that helps disabled people to pursue their interests, while contributing to members' education and rehabilitation and to the development of the national strategy to defend disabled persons' interests and rights. There is a need, however, for the Association and its members to strengthen their financial and management capacities, enabling the members to improve income from production activities and take full advantage of market opportunities.

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. APHTZ's Contribution

The Association members will contribute their office, library, sewing workshop, store, equipment, time, skills, labor, and knowledge to the implementation of the Project.

IV. Project Goal

The goal of this Project is to improve the standard of living of handicapped people in the Tiris Zemour region.

V. Project Purpose

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

VI. Project Outputs

By the end of this Project, it is expected that APHTZ will achieve the following results.

- A. Improved financial and administrative management capacity as evidenced by:
1. APHTZ produces financial statements and reports that include monthly income, balance sheet and cash flow statements, consolidated quarterly and annual statements, and it establishes adequate financial controls, accounting procedures, policies, and systems that meet international audit standards;
 2. the management team routinely utilizes the management and financial reports produced such as performance reports, budget expenditures, profit and loss statements, cash flow statements, and balance sheets in tracing financial transactions and making financial and management decisions for the Association;
 3. an accounting and financial management system that fulfills ADF requirements is established; and
 4. the organization's management bodies meet on a regular basis and report on their meetings to the members.
- B. Production will increase from a baseline of 0 dresses to 2,000 small dresses and 4,000 large dresses produced by Association members by the end of the Project.

VII. Project Activities

A. Management Improvement Activities

1. APHTZ will hire a project manager responsible for coordinating Project activities. The project manager's responsibilities will include preparing work plans, monitoring activities, assessing and analyzing implementation problems, investigating and applying corrective measures, and helping to organize the training sessions and technical assistance services.
2. APHTZ will hire an accountant to operate the Association's financial management system. The accountant will be trained in ADF reporting requirements and prepare quarterly financial reports.
3. The management team and selected members will receive training in administrative and financial management. The training will focus on simplified accounting methods, cooperative management, monitoring success and mitigating risks, and preparing financial, performance, and activity reports.

4. APHTZ will set up an office for its management team and sanitary facilities for members. The office will be equipped with equipment and supplies to conduct Association business.
5. APHTZ will develop a procedures manual. The manual will document administrative, governance, and accounting policies. A technical assistant will provide support and training for six months to ensure compliance with and understanding of the provisions as set forth in the manual of procedures.
6. Two experts will be hired to provide technical assistance for six months to adapt grant activities to the special needs of blind members.

B. Production Improvement Activities

1. APHTZ will equip the workshop with 15 sewing machines and accessory equipment.
2. APHTZ will procure thread and fabric adequate for three months of dress production.
3. A consultant will hold workshops to train members in improved technical sewing skills and other income-generating activities for 20 members in multiple sessions totaling 20 days to diversify opportunities for income generation and introduce concepts of entrepreneurship. Technical assistance will be provided through refresher training courses and monitoring of identified income generating activities for 80 members over the course of ten months.
4. APHTZ will hire a consultant to conduct an in-depth study on profitable niches adapted to disabled persons and create a marketing strategy. The market study will include sewing and other income generating activities identified by the Project.

VIII. Roles and Responsibilities

OKT-Consult, the ADF Technical Partner in Mauritania, will provide the standard ADF training in bookkeeping, monitoring, and remediation assistance to APHTZ. Group members are responsible for ensuring the proper management and implementation of the Grant.

IX. Monitoring and Evaluation

OKT-Consult will closely monitor the activities of the Project to ensure proper reporting, adherence to the Project implementation plan by APHTZ, and progress made toward the achievement of Project objectives. OKT-Consult will assess the Project risks and take remedial actions on an ongoing basis. Monitoring by OKT-Consult will be an important aspect of the on-going coaching and advisory service. The Partner will review APHTZ's quarterly reports and will discuss its comments and observations with the Project management team. Such an interaction will be part of an on-going performance assessment.

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