

Proposal

Project proposal on capacity building of Wolaitta development association head office

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Overall objective of this project is to improve the achievement or performance of WODA in project implementation. The specific objective is to reverse the technical and material capacity of WODA. Major activities intended to carry out are purchase of materials for the office of WODA and training income collectors of WODA. The project duration is from October 2006 to December 2006 while total budget is Eth.Birr 54,747. Expected outputs are 5 computers purchased for 5 staffs in the head office, 1 printer purchased for these staffs, 4 tables and 3 chairs purchased for secretary, manager and program coordinator and 20 income collectors trained in accounting.

Background and justification

Established in 1990s Wolaitta Development Association has been carrying out various development activities in Wolaitta. It has been intervening in agriculture and food security, education, health and water, capacity building and income generation. These major areas of intervention were aimed to contribute to improvement in the standard of living of peoples in the area. In these years WODA has benefited many peoples in the zone. Nowadays the association has launched a 10 years strategic planning exercise. From this WODA has produced a 5 years Integrated Development Program that ranges from 2005 to 2009 and has already begun implementing it. The vision of WODA is “The creation of people, environment and institutions that no longer tolerate poverty, ignorance, oppression and injustice” where as its mission is to mobilize and work with people of Wolaitta, as time and capacities permit, to promote human transformation, seek justice and eliminate poverty and ignorance. The strategic directions are education and human capital development, economic diversification, research, advocacy and action, protection of human rights and mobilization and promotion.

While carrying out these activities WODA has got several shortcomings. These include shortage of materials, financial resources, man power shortage and so on. WODA has 64 staff members working in different sections. But most of them have no enough experience and enough technical capacity. As a result they couldn't carry out their responsibility properly. Besides, the office has

has got material shortage. There are not enough furniture and equipment in the offices. Materials such as computers, printers, tables & chairs are not available for most of the staff. This in turn has negative effect in implementation capacity of the association and led to poor performance of the organization in carrying out development activities

Recently the capacity of Wolaitta Development Association has been assessed. The results of the assessment shows that there are problems of capacity which need to be tackled. This project is prepared to deal with some of the problems pointed out in the assessment.

Goal

Goal - Improved achievement of WODA /performance/ in its project implementation

Objective

Objective - Raised technical and materials capacity of WODA office.

Project activities

Materials purchase

As mentioned earlier WODA has got material shortage at

Table 1. Work plan of the Project.

No	Activities	Unit	Quantity	Time	Remark
1	Material supply				
1.1	Computer	No	5	November 1-5	
1.2	Printer	No	1	"	
1.3	Chair	No	3	"	
1.4	Table	No	4	"	
2	Training staff				
	- Training income collectors	No	20	November 15-20	

Table 2. Budget of project.

No	Activities	Total cost	Remark
1.	Material supply		
1.1	Computers (5computers x 6000 birr)	30,000	
1.2	Printer (1 printer x 5000)	5000	
1.3	Chairs (3 chairs x 500 birr)	1500	
1.4	Tables (4 tables x 1000 birr)	4000	
2	<i>Training of staff</i>		
2.1	Training income collectors		
	Trainee Perdiem (20 participant x 70 birr x 5 days)	7000	
	Trainer's Perdiem (1 person x 200 birr x 5days)	1000	
	Facilitators Perdiem (1person x 100 Birrx5days)	500	
	Stationery (22 person x 10 birr)	220	
	Refreshment (22 persons x 5 birr x 5days)	550	
	Total	49,770	
	Administration cost (10%)	4,977	
	Total cost	54,747	

especially head office level. To reverse the situation the lacking materials are expected to be fulfilled. These are computers, printer, chairs and tables. Computers and a printer are to be used by accounting, legal personnel, public relation and community mobilization , store and documentation sections while furniture are to be purchased for the manager, secretary and program section.

Training WODA staff

WODA has more than 64 staff at head office and branch office level. There is shortage of skill in financial management areas. So, WODA has intended to provide training for 20 income collectors in 20 branch offices of WODA. They will be trained in basic accounting courses such as GAAP, accounting system, posting system, safeguarding of asset, controlling of cash disbursement, internal control system over cash, controlling cash receipt, budget preparation, allocation of budget, overall project account management, reconciliation of accounts, reporting system and

preparing financial statement.

Work plan of the Project

Table 1

Budget of project

Table 2

Anticipated results

The expected results /outputs of this project are:-

5 computer purchased for 6 staffs in the head office
 1 printer purchased for these staffs
 4 tables and 3 chairs purchased for secretary, manager and program coordinator.
 20 income collectors trained in basic accounting

Project organization, management, monitoring and evaluation

This project will be implemented by Wolaitta Development Association. WODA has got its own organizational structure and staff who will involve in the implementation of the project. Other stakeholders shall also involve in the implementation, for example, through technical support.

Regarding monitoring and evaluation this also will be carried out by WODA and concerned stakeholders. Monitoring shall be done while training is given and after training in the case of training. In the purchase of materials also during and after purchase there will be monitoring. Evaluation on shall take place at the end of the project.