

BUDGET FOR TECHNICAL ASSISTANCE

No.	ACTIVITY	No. of PERSONS	No. of DAYS	DAY RATE	TOTAL COST
	Introductory Work				
1	Familiarisation & pre-commencement meetings Due diligence Desk research Field research Background checks (XXX,yyy, customers) Diagnostic analysis 1) Financial performance assessment 2) Technical assessment 3) Management assessment				
	<i>SUB-TOTAL</i>				
	Module 1 - Preparation of Business Plan				
2	Preparation of Business Plan <i>Background Analysis</i> Macroeconomic review Industry analysis Legal framework of waste management contracting <i>Market Analysis</i> Desk research Field research Data analysis Demand and refuse generation analysis and estimation of potential market Identification of XX's target market, estimation of optimal liftings and projections <i>Analysis of the Proposed Project</i> Evaluation of the project idea Analysis of project components and capital investments proposed Refuse generation analysis Analysis of human resources needs and the proposed management structure Environmental analysis <i>Risk Analysis</i> Sustainability of KMA contract Contract pricing & cost growth risk				

	<p>Cashflow risk Management risk Beneficiaries perception risk</p> <p>Definition of financial analysis assumptions Estimation of capital investments & operating budgets Estimation of refuse haulage potential & revenues Running of the financial projections for P&L, Balance Sheets, Cashflows, etc.</p>				
	SUB-TOTAL				
3	Module 1B - Sourcing of Funding				
	<p>Project documentation for 6 financing firms Presentations: Power Point preparations Actual presentations to at least 6 financiers Business plan and financial reviews Financing negotiations Review of draft agreement</p>				
	SUB-TOTAL				
4	Module 2 - Organisational Structure & Governance Development				
	<p>Assessment of existing management organisation Assesment of functional activity expansion Design of appropriate organisation structure Strengthening of existing board: Preparation of board procedure guidelines Development of board standards and code of ethics Training of Board members and top level managers in corporate governance Training facilitators</p>				
	SUB-TOTAL				
5	Module 3 - Development of HR Management Policies				
	<p>Review of existing HR policies Development of new policies reflecting growth plan in areas of: Recruitment & placement policy Training and HR development policy Manpower & succession planning policy Remunerations and salaries administration policy Performance evaluation and promotions policy Employee compensations and benefits policy Management/Labour (industrial) relations policy Training in implementation of HR policies</p>				

	Participants (Top level managers and supervisors) Training facilitators				
	SUB-TOTAL				
6	Module 4 - Preparation of Administrative Procedures				
	Review of existing administrative management system Preparation of new system to fit proposed growth plan in the following areas: Corporate image building Internal & external communications procedures Corporate relations (internal & external relations) procedures, including: - Information flow & control - Employee & public complaints handling procedures Office management & business correspondences procedures Records management procedures Front desk management & protocol procedures Employee movements control procedures Training in administrative management procedures Participants Facilitators				
	SUB-TOTAL				
7	Module 5 - Development of Accounting/Financial Management Policies & ICT/MIS				
	Review of existing policies Review of existing internal control systems Development of new policies & control procedures for critical areas including: - Receipts & payments procedures - Authorisations & approval levels - Transactions recordings procedures - Billings & collections procedures - Credit policy & management - Capital, operating, & cash budgeting policy - Banking & banking relations policy - Procurement and contracting policy - Financial reporting policy - Investments & assets management policy ICT/MIS Development - Analysis of ICT/MIS needs - Software installation - ICT networking and functional/activity integration - Installation of communications systems - phone, e-mail & their interconnectivity - Development of MIS framework & report/information generation				

	Training in accounting procedures, ICT & MIS systems Participants Facilitators				
	SUB-TOTAL				
8	Module 6 - Preparation of Operating Procedures				
	Marketing/Sales promotion - Customer search - Customer service - Customer retention Services delivery and operations management - Services operations planning - Logistics planning - Maintenance planning and implementation - Contracting for third party services Training in customer services Participants Facilitators Training in maintenance & logistics planning and management Participants Facilitators				
	SUB-TOTAL				
9	Module 7 - Development of Health/Safety & Environmental Management Policy				
	Review existing policy and practices Redefinition of corporate health and safety policy Preparation of health/safety procedures Develop guidelines for waste handling for environmental enhancement Training in Health/Safety procedures and practices Participants Facilitators				
	SUB-TOTAL				
10	Travel Expenses Introductory work Modules 1 - Business Planning Models 2 -7 Fuel Hotel + Meals				
	SUB-TOTAL				
	GRAND TOTAL				