



UN Development Programme Egypt - Cairo

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Award Title: ICT for M/SMEs
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Implementing Partner
Executing Agency: Ministry Of Communication & Information Technology

Budget (US\$) as of 13-November-2006		
Donor	Fund	Amount
UNDP	04000 TRAC (Lines 1.1.1 and 1.1.2)	50,000.00
EGYPT ICT	40000 ICT TF for Egypt	1,900,000.00
MCIT	40000 ICT TF for Egypt	50,000.00
Total Budget		2,000,000.00
Total Expenditure		0.00
Award Total		2,000,000.00
Unprogrammed/Unfunded		0.00

Responsible Party
(Implementing Agent): EGY-Ministry Of Communication
Revision Type: Initial Project Approval

Brief Description:

The Ministry of Communication & Information Technology - Egypt, is establishing ICT4SMEs and the purpose of this project is to raise awareness and advocate the importance of ICTs in M/SMEs through an ICT competency and training program and to support M/SMEs through facilitating the deployment of ICTs, through IT-SMEs, in their operation.

Signature

Date

Name

Agreed by MCIT : <u>Tarek Kamel</u>	<u>22/11/06</u>	H.E. Dr. Tarek Kamel, Minister Ministry of Communication & Information Technology
Agreed by MOFA : <u>A Zaineldin</u>	<u>14.12.06</u>	H.E. Ayman Zaineldin, Deputy Assistant Foreign Minister And Director of International Cooperation Ministry of Foreign Affairs
Agreed by UNDP : <u>James W. Rawley</u>	<u>22/11/2006</u>	Mr. James W. Rawley, Resident Representative United Nations Development Programme



**Ministry of Communications and
Information Technology**



EGYPT

**Arab Republic of Egypt
Ministry of Communications and Information Technology
and
United Nations Development Program**

Project Title

ICT for M/SMEs Project

Brief description

The purpose of this project is to raise awareness and advocate the importance of ICTs in M/SMEs through an ICT competency and training program and to support M/SMEs through facilitating the deployment of ICTs, through IT-SMEs, in their operation. The scope of work of this project includes: a) having access to the appropriate IT technologies for M/SMEs, b) develop IT-M/SME-business and local service providers in non-urban areas; c) encourage IT-M/SMEs to serve M/SMEs in non-urban areas, d) improving IT level of the M/SME service providers, e) help in setting the standards for basic IT training for M/SMEs, and f) support the monitoring and performance measurement process.

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Acronyms and Abbreviations

AUC	American University in Cairo
APR	Annual Progress Report
AWP	Annual Work Plan
B2B	Business to Business
B2C	Business to Consumer
C&M	Communications and Monitoring
CAPSCU	Centre for Advancement of Post-Graduate Studies and Research in Engineering Sciences at Cairo University
CDP	Community Development Portal
CKGEL	Community Knowledge Generation and E-Library
CLC	Community Learning Center
CSO	Civil Society Organization
CU	Cairo University
F&A	Facilities and Administration
GMS	General Management Services
GSM	Global System for Mobile communications
ICT	Information Communication Technology
ISS	Implementation Support Services
IT	Information Technology
ITI	Information Technology Institute
M/SME	Micro/Small and Medium Enterprises
MCIT	Ministry of Communication Information Technology
MMS	Multimedia Messaging System
NGO	Non Governmental Organizations
POP	Project Operation Plan
RBM	Results Based Management
SFD	Social Fund for Development
SME	Small and Medium Enterprises
SMS	Short Messaging System
TOR	Terms of Reference
UNDP	United Nations Development Program
WAP	Wireless Application Protocol

Section I: Elaboration of the Narrative

Part I. Situation Analysis

Since the inception of ICT mechanisms, such as the Internet, there has been increasing demand for the use of ICTs to increase opportunities and efficiency of M/SMEs¹. This trend stems from the realisation of the importance of M/SMEs in sustainable economic development, and in the development of national economies. Many economists consider M/SMEs as the engine of socio-economic development and growth. At the same time, the increasing importance of information and knowledge in the production process and in stimulating innovation has pointed to the importance of continuing education and learning for M/SMEs. However, most research and surveys have shown that M/SMEs have only a limited capacity and participation in education and training. Furthermore, the limited available research suggests M/SMEs are slow to implement new computer-based technologies. This situation squarely applies to Egypt, where a number of cultural and educational reasons, including illiteracy, have limited the uptake of ICT in M/SMEs.

The Government of Egypt has begun a genuine effort to support M/SMEs as a mechanism that will generate employment and support entrepreneurs. In realising this target, and operating directly under the supervision of Egypt's Prime Minister and the umbrella of the United Nations Development Program (UNDP), a Social Fund for Development (SFD) was launched in 1992 (<http://www.sfdegypt.org/>). In addition, a new M/SME law has been issued in 2004, marking a new era for support.

The Egypt ICT Trust Fund has the potential to emphasize the important role that ICT can play, as an enabler, in supporting these efforts. ICT has a potential to mobilize and empower communities of M/SMEs through improving access to information and communication. ICT allows for the reduction of transaction costs, increasing capacity, creating production volume and aggregating products and services to address larger national and regional markets either on an individual basis, or through cooperatives and associations.

The project is divided into two phases. In the first phase, the Egypt ICT Trust Fund, in cooperation with the SMEs Researchers at Helwan University and / or Cairo University and other institutions, will conduct detailed research and analysis of all research, activities, initiatives implemented in Egypt to introduce and develop ICT-enabled M/SMEs, including the examples mentioned earlier. The study published will then present the methodology and detailed strategy the project will follow during the implementation of the second phase.

This research will tackle the wide range of reasons and barriers why SMEs do not make more active use of the ICT, the Internet and e-business. Among the most common barriers include the assumption that ICT is unsuitable for the type of business; lack of enabling factors (availability of ICT skills, qualified personnel, network infrastructure); high cost factors (costs of ICT equipment and networks, software and re-organization, and ongoing costs); and security and trust factors (security and reliability of e-commerce systems, uncertainty of payment methods, legal frameworks).

¹ M/SME represent 99.7% of the non-agricultural activities in Egypt based on the 1996 census (Ministry of Economy and Foreign Trade: **A Draft National Policy on Small and Medium Enterprise Development in Egypt**, June 1998). They represent more than 60% of the work force and produce over 80% of the national GDP.

During the second phase, based on the research methodology developed, the project will raise awareness and advocate the importance of ICTs for M/SMEs through an ICT competency and training program. The project will also support M/SMEs by facilitating the deployment of ICTs in their operation and creating an enabling environment for ICT integration in M/SMEs. In order to realize these objectives, CSOs and NGOs must play an active role alongside governmental support, especially in the establishment of the enabling environment.

Part II: Strategy

This project will raise awareness and advocate the importance of integrating ICTs into M/SME operations and supports M/SMEs deployments of ICTs into their work cycle. ICTs offer M/SME operators the opportunity to enhance their operation's efficiency, as well as open new business opportunities to those that adopt them. As such, this project will aim to make the appropriate ICTs available to M/SME operators, develop local ICT service providers in non-urban areas, as well as encourage M/SME development in those areas. Additionally, it will seek to assist in confirming standards within this sector and provide basic IT training to M/SMEs throughout Egypt.

The development of sustainable M/SMEs offer distinct advantages in the provision of employment opportunities to rural and urban inhabitants, as they tend to foster innovative solutions to local issues, as well as the opportunity to take advantage of rural business opportunities that larger private sector entities might not be interested in. The integration of ICTs into M/SME operations links three interrelated UNDP interests, as it both fosters ICT adoption and deployment, while also offering employment abilities by fostering the development and sustainability of M/SMEs.

The project proposed will address these issues through four main outputs:

Output 1: Review of the current situation of ICT adoption by M/SMEs and SME ICT Needs Assessments:

A study for ICT related needs of Egyptian M/SMEs, and current adoption of ICT based solutions will be conducted. This study will help identify the barriers facing M/SMEs to adopt ICTs in their business. It will also help tailor ICT solutions to be more suitable for M/SMEs within Egypt. There will be a special focus on the micro and small enterprises (up to 50 employees) since they are usually the most innovative. The results of this study will help understand the necessary steps for creating the enabling environment for M/SMEs to adopt ICTs within their business. This pilot research project will focus on the Agro-business (Food-industry and Garments), Wood-manufacturing and Handicrafts in five selected geographical areas (Damietta, Gharbia, Menia, Aswan Governorates and the Nubareia area). NGOs, CSOs and IT-Clubs having solid ties within the community can assist in identifying SME needs.

This study will be conducted with the help of an Egyptian research institution (e.g. SME Centre at Helwan University and the Centre for Advancement of Post-Graduate Studies and Research in Engineering Sciences – CAPSCU at Cairo University). They will help investigating previous efforts and proper positioning of the project

Results of this study will be reported and published in technical reports. The findings will help tailor awareness material towards the specific needs of Egyptian M/SMEs. The findings, best

practices and case studies will also be shared and disseminated through technical conferences and workshops on M/SMEs and ICTs.

Output 2: M/SME ICT Awareness, Competency and Training:

Awareness raising is an important step towards disseminating initial information about the potential of ICT in M/SMEs. Increased awareness will help remove the barriers that hinder the spread of ICT technology in M/SMEs. The awareness campaign will include seminars and workshops that demonstrate the possible integration of ICT into M/SME's processes. Business case studies and successful business practices of M/SME ICT adopters can be used in this promotion campaign. The intended seminars/workshops will be on a bi-monthly basis and should be conducted in both urban and rural areas in the concerned governorates.

Awareness will also be raised through the issuing of publications and communication materials.

These materials should contain:

- Information about how and what entrepreneurs require to start implementing ICT in their businesses.
- Information about the offered services and how entrepreneurs can benefit from it.
- Relevant success stories that include contact information for individuals with these stories and supporting visuals to help improve the utilization of this information.

These publications could be published in the form of small booklets or CDs, or as online material that could be posted on several websites including the Community Development Portal (CDP) <http://www.kenanaonline.com>.

Since computers and information technology (IT) have been at the forefront of development it is critical that M/SMEs are exposed to technology, and learn early how to best take advantage of these modern tools. The project will demonstrate through best practices and case studies the importance of ICTs in M/SMEs.

The project will conduct a series of ICT training programs through the Egypt ICT Trust Fund outreach network as CLC, contracting NGOs and IT-clubs network and mobile IT clubs units. This training should be conducted in a minimum of 100 locations with an average of 10 trainees in every location. The training program (software and hardware) will be tailored according to the needs and requirements of each targeted M/SMEs group. Unfortunately, not all M/SMEs work in an environment equipped with computers and many rural and outer-urban M/SMEs may not have an opportunity for exposure to IT for several years to come. In such cases, road shows presenting these programs will also be held through the most promising secondary centres in Egypt for M/SMEs development. The Mobile IT Units will be used as a platform for these road shows. The management of the training sessions will be conducted by the Egypt ICT Trust Fund while the training materials will be provided by the different selected educational and training institutions, such as the American University in Cairo (AUC), Cairo University (CU) and Information Technology Institute (ITI). The training will be delivered by a selected list of companies that will be defined later.

The training program will include, but will not be limited to:

- a) Entrepreneurship development and ICT (e-commerce, B2B, etc.);

- b) Accounting for M/SMEs;
- c) Costing and pricing;
- d) Financial and inventory management;
- e) Production and operations management;
- f) Leveraging the web for procurement and marketing; and
- g) New technologies and ICTs for M/SMEs (communication cost/benefit analysis, what if scenarios, etc.).
- h) Communication and marketing tools

Additionally, the training program should provide sufficient information regarding:

- a) Starting a small and micro business;
- b) Permits and clearances needed to start a business;
- c) Financial options, incentives and/or expansion schemes available to entrepreneurs;
- d) M/SME support institutions and services offered;
- e) Other issues pertaining to the running of a small business;
- f) Business opportunities for joint venture; and
- g) Usage of the internet, with special attention to the SME portals such as KenanaOnline, and its computer and mobile based services.

Although the main focus of the project is to provide ICT competency and training, it will also emphasize the importance of information and knowledge for M/SMEs. In order to successfully conduct these training programs the project will be involved in

- a) Collecting information on existing relevant material dealing with ICT for M/SMEs;
- b) Outlining issues considered of high relevance to M/SMEs that can benefit from the introduction of ICT; and
- c) Developing relevant training kit on the usage of ICT for M/SMEs in both Arabic and English languages.

The project will record responses obtained in each program in a format designed to assess the efficiency and suitability of each training module. The project will also co-ordinate with existing projects in documenting local knowledge of M/SMEs.

The project will ensure its continuation and expansion by building the capacity of a suitable number of trainers. This will be established through a training-of-trainers program. The project will also ensure equal access to both men and women. Specific gender-oriented content will also be prepared. Project sustainability will be attained through partnerships with private sector small companies as well as SMEs.

Output 3: ICT-tools adopted by M/SME:

The project will facilitate the adoption of ICTs by M/SMEs. This will be achieved through introducing a number of ICT-tools:

3.1 M/SMEs Goods and Services available Online:

This activity is an add-on extension to the Community Development Portal (CDP), and is in line with the SFD activities. This activity will leverage the procurement and marketing capabilities of M/SMEs. A set of templates will be developed to simplify and standardize the process of establishing a web presence for M/SMEs. NGOs will be an integral part of this process as outlined in the following activity.

In addition the website will include a downloadable Software kit for SMEs (e.g.: inventory management system, customer relation management, accounting systems ...), the Egypt ICT Trust Fund will select a list of IT-experienced companies to provide these software. This software could be open-source based solutions. .

3.2. Customized software production for SMEs by IT-SMEs:

According to the needs assessment conducted, IT needs will be announced for IT-SME to develop. Needs may cover:

- Accounting
- Costing & Pricing
- Financial & Inventory Management Systems
- Production & Operation Management Systems
- Customer Relation Management
- Enterprise Resource Management/Planning
- Web-site development
- IT consulting services

Using different platforms including open-source and the possibility of free- and shareware. It is important that ICT-SMEs understand the importance of IT-consultation, software customization and after-sale service.

3.3 Applications for dispensing information through bi-directional (mobile) devices

Mobile phones have become indispensable in the developed world. However, they are more useful in the developing world, where the availability of other forms of communications is often limited. As a matter of fact, mobile phones are increasingly recognized as a powerful tool against poverty. They allow fisherman and farmers to check market prices before selling products and make it easier for finding employment. They boost entrepreneurship and substitute slow, unreliable transport and postal systems. Phones can be shared among several individuals and with the increase in pre-paid calling plans can reduce the need for bank accounts and credit cards.

Egypt has witnessed a substantial growth in the population of mobile phone subscribers. The 11 million mobile subscribers in Egypt surpassed the fixed line phones in Egypt. These numbers marginalize the number of personal computer owners in Egypt. The access to and usability of mobile devices is currently accepted as a corner stone of any business. As a matter of fact it has been noticed that entrepreneurship has gone hand in hand with mobile phones in Egypt. These facts support the growing need to utilize the widespread of the mobile devices with entrepreneurs to distribute our services and information.

This project will enable local entrepreneurs to access information valuable to improve their productivity, sales and living conditions through mobile devices. The access to these services will be from a GSM terminal in data mode (MMS, SMS, WAP, and mobile internet). The services will include, but not limited to:

- Market information system: Connected the main national products markets to provide price updates, currency rates etc... In addition to providing updated weather information;
- A virtual workspace to facilitate the interactions and transactions between entrepreneurs and their partners;
- Notification of updates on participating portals, or notification about conferences or workshops. Individuals will customize their own areas of interest;
- Collecting updated information from the entrepreneur to update his own personal presence on the internet;
- Other services maybe provided based on the needs expressed by beneficiaries and/or their partners.

3.4 NGOs as facilitators for ICT adoption at M/SMEs

The overall scope of this concept is to promote, facilitate and stimulate the creation of innovative enterprises capable to take full advantage of ICTs while enabling new mechanisms for funding and support and new mechanisms for market creation and access. In this endeavour, NGOs are seen as agents of change and this component will be carried out by local NGOs operating in the field of community development. Those NGOs with the ability to conduct capacity building exercises and having solid ties within the community will be selected from the already available network. The selection will depend on the needs and requirements in the execution phase. A list of Egypt ICT Trust Fund contracted NGOs is attached in appendix B. Most importantly, the NGOs should have a thorough understanding of how socio-economic development can be fostered and accelerated through information and communication. The NGOs will be engaged in the following activities:

1. Identify local opportunities for creation or expansion of markets;
2. Realize economies of scale to address larger markets and aggregate commercial offerings;
3. Encourage entrepreneurship and links across entrepreneurs;
4. Support M/SMEs in restructuring their business and processes via ICT and the Internet;
5. Support new mechanisms for funding through links with financial institutions;
6. Promote strengthening of capacity in the use of ICT (see above for details);
7. Facilitate the sharing of infrastructures, experiences and know-how.

The project will encourage the activation of a national ICT/SME network (through IT-clubs, CLCs, etc.). These centres will be organized into overlapping local, national, and regional networks. Community-based centres are vitally linked to the socio-political, cultural and economic resources of their communities. These links must be fostered and maintained to ensure the necessary conditions for its continuance and effectiveness.

A project management unit will be established to manage and coordinate the various activities of the project, facilitates and monitor the project development and evaluate its progress and performance.

Whenever possible, the project will seek the implementation and administration of these activities to be carried out by partnerships. The project will also tie into the other MCIT strategic initiatives, which are now being carried out, including the IT-clubs, the CDP and the Community Knowledge Generation and E-Library (CKGEL).

Finally, it is envisioned that the project will eventually be absorbed into the national effort to support M/SMEs. The project will first focus on specific governorates and sectors to better target activities. These sectors will be selected to align with government interests within the next 5 years. A focus will be placed on selection of growth enterprises, since they have the biggest potential to provide broader and longer term benefits.

It is suggested that this project will be followed by a second phase to ensure that a much larger portion of M/SMEs will be able to access appropriate ICT facilities. This will maximize the impact this tool will have on the economic growth throughout the country

Output 4: M/SME ICT Impact Assessment Program:

4.1. SME performance appraisal and resource utilization:

Participants in this project will be assessed on the basis of the tangible and quantifiable business benefits that have been achieved through the application of ICT. Some of the criteria, which will be used to assess participants, include the following:

- Type of ICTs in place and extent of use (with particular emphasis to the use of web technologies);
- Use of email for communication, marketing and customer service;
- Use of Internet for procurement and marketing;
- Use of e-commerce solutions (B2C, B2B); and
- Use of innovative ICTs in accounting, inventory, production control, design, modelling, etc.
- After-sale service
- ICT consulting

4.2. ICT Awards:

The awards will stimulate the use of ICT by M/SMEs and are designed to reward M/SMEs for creative uses of ICT. These awards parallel other awards available in Egypt to encourage M/SMEs innovation. The main objectives are to raise awareness among M/SMEs about the various benefits and opportunities offered by ICTs and encourage their use among M/SMEs.

Other aims include the following:

- Recognition of M/SMEs that have successfully introduced ICT solutions into their businesses;
- Enabling 'peer to peer' learning.

Participants will be assessed on the basis of the tangible and quantifiable business benefits that have been achieved through the application of ICT. Some of the criteria, which will be used to assess participants, include the following:

- Type of ICTs in place and extent of use (with particular emphasis to the use of web technologies);
- Use of email for communication, marketing and customer service;
- Use of Internet for procurement and marketing;
- Use of e-commerce solutions (B2C, B2B); and
- Use of innovative ICTs in accounting, inventory, production control, design, modelling, etc.

4.3. Monitoring & Evaluation and Impact Assessment:

ICT assessments will be conducted through different activities of the proposal. A final/global evaluation will be held depending on the findings of monitoring and evaluation for each component that is established through project execution. At the project's conclusion, there will be a complete impact assessment to evaluate the types of changes that occurred as a result of the project results as:

- Identification of barriers that prevent M/SMEs from adopting ICT;
- Assessment of ICT needs of M/SMEs

The extracted lessons and achieved results will support potential M/SMEs to achieve a clearer picture of the cost and benefits of implementing ICT into their processes. One-on-One consultation and support service to develop a customised ICT strategy will provide selected M/SMEs advice and assistance on the effective use of ICT. The project will provide this assessment on a cost-sharing basis. The program will further assist these M/SMEs by probing potential funding opportunities to facilitate the deployment of ICT in their process.

Part III. Management Arrangements

The project will be executed by the Ministry of Communications and Information Technology (MCIT) through the ICT Trust Fund for Egypt. The project manager will be responsible for the overall management, day-to-day operations of the project and will prepare and update the yearly project work plan.

Relations and coordination with the other government, private bodies and others will be the responsibility of the ICT Trust Fund of Egypt, its manager and its steering committee.

Partnership and Resource Mobilization

The Project will be funded by MCIT through the contributions they receive.

Project Assurance:

The Project Assurance role will support the project by carrying out objective and independent project oversight and monitoring functions. This role of the Project Assurance ensures appropriate project management milestones are managed and completed. UNDP is responsible for designating a Programme Officer to provide this oversight, which is mandatory for all projects.

Implementation Support Service (ISS) and Facilities and Administration (F&A=GMS):

ISS costs will be recovered and charged the same budget line as the project input itself, based on the universal price list under Budget Code 73500.

The budget includes off the top 5 % Facilities and Administration (F&A=GMS) to UNDP under Budget Code 75100.

Execution Arrangements:

The UNDP will spend against accounts codes 71600, 71400, and 75500 up to the amount of US\$ 5,000.

Part IV. Monitoring and Evaluation

Results-Based project monitoring by the Project Manager and UNDP will be conducted through the preparation of a Communications and Monitoring (C & M) plan during the project's initiation process. The Communication Plan should articulate the types of communications and associated scheduling required during the project, as well as methods of communications with stakeholders. More information on the content of this plan is to be provided by UNDP.

The monitoring plan should describe how project outcome, outputs and activities will be monitored, how and by whom. Monitoring tools will include a Project Operation Plan (POP), a detailed Annual Workplan (AWP) for each year of the project's duration, Quarterly Progress Reports, and an Annual Progress Report (APRs). The Project Manager is responsible for the timely submission of the mentioned documents to UNDP and the Project Executive Group. The format for these documents will be provided by UNDP. Monitoring will be assisted by a UNDP Programme Officer and the Results-Based Management (RBM) Unit.

Other sources of information for monitoring are minutes of Project Executive Group meetings as well as any project reviews and presentations. UNDP may conduct external Project or Outcome reviews/evaluations during or following the lifetime of the project by external consultants.

A final project review should be conducted during the fourth quarter of the last year of the project as basis for assessing performance, contribution to related outcomes, and determining lessons for broader application. This review will involve all key project stakeholders and the Implementing Partner, and focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. Project lessons learned should be actively captured to ensure ongoing learning and adaptation within the organization. A Project Final Report in the form of a case study should be prepared at the end of the project to foster the learning process.

Part V. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Egypt and the United Nations Development Programme, signed by the parties on January 19, 1987. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government cooperating agency described in that agreement.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she has assured that the other signatories of the project document have no objections to the proposed changes:

- Revisions in, or additions of, any of the annexes of the project document; and

- Revisions, which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation.
- Mandatory annual revisions to re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Section II - Results and Resources Framework

<p>Intended outcome: National strategies formulated, tested and implemented to facilitate increased access and foster use of ICT to achieve development goals.</p> <p>General outcome indicators: 10% of formal/registered M/SMEs adopting ICTs New rural markets created, Increase of the business capacity of participants by 10%</p> <p>Partnership Strategy: Partnerships across relevant Ministries, NGOs, CSOs and International organisations. Private sector partnerships for added support where possible.</p>			
<p>Project title and number: ICT for M/SMEs Project</p>			
Output components	Output Targets	Activities	Estimated Budget (LE)
<p>1. Research methodology and M/SME ICT needs identified</p>	<p>1.1 Results of previous projects known and analysed by end of q1 of y1</p> <p>1.2 Develop clear methodology for surveys and training by the end of q1 of y1</p> <p>1.3 The ICT needs of M/SMEs studied by the end of q1 of y1</p> <p>1.4 Research and study findings disseminated by the end of q1 of y1</p> <p>1.5 Monitoring and evaluation studies by the end of q1 of y1, disseminate conclusions by end of q2 of y1</p> <p>1.1.1 SME ICT needs study presented by mid y1 and revised in mid y2 and mid y3</p>	<p>1.1.1 Review and analyse previous literature</p> <p>1.1.2 Review previous and ongoing project and initiatives on ICT4MSMEs in Egypt</p> <p>1.1.3 Position the proposed project against those projects</p> <p>1.2.1 Review surveys</p> <p>1.2.2 Develop project methodology based on assessment surveys</p> <p>1.2.3 Present and discuss the methodology with researchers</p> <p>1.3.1 Study current ICT applications for M/SMEs available in the Market</p> <p>1.3.2 Study current ICT adoption and utilization in M/SMEs</p> <p>1.3.3 Study issues related to establishing an enabling environment for ICT adoption in M/SMEs</p> <p>1.3.4 Publish research papers, reports, and case studies resulting from study</p> <p>1.4.1 Conduct workshops to disseminate information regarding best practices and case studies in M/SME adoption of ICT</p> <p>1.4.2 Conduct conference on ICT for M/SMEs in Egypt</p> <p>1.5.1 Monitor and evaluate the study and its results</p> <p>1.5.2 Disseminate conclusion and results</p>	
<p>2. M/SME awareness sessions, ICT competency and training program conducted</p>	<p>2.1 Bi- monthly seminars and workshops conducted quarterly beginning in q3 of y1 until conclusion of the project</p> <p>2.2 Business case studies conducted and published by end of q3 of y1</p>	<p>2.1.1 According to 1.1.2 prepare awareness Plan for ICT integration in M/SME activities according to sectors and governorates</p> <p>2.1.2 Conduct seminars and workshops to demonstrate integration of ICT into M/SME's process.</p>	

Output components	Output Targets	Activities	Estimated Budget (LE)
	<p>2.3 Awareness publications issued by end of q3 of y1</p> <p>2.4 Monitoring and evaluation conducted in q4 of y1 and q2 of y2</p> <p>2.5 Training in at least 25 locations (NGOs, IT clubs, CLC, MICTU) conducted beginning in q2 of y1. These locations will be urban as well as rural areas in two or three selected governorates. The average will be 50 trainees in each location</p> <p>2.6 Consultancy for M/SMEs ICT needs provided beginning in q2 of y1.</p> <p>2.7 Monitoring and evaluation conducted biannually beginning in q4 of y1</p> <p>1.2.1 SMEs joined the ICT Program: y1: 250 in 5 governorates y2: 1000 in 10 gov y3: 2000 in 15 gov</p> <p>1.2.2 ICT-Training for SMEs conducted y1: 125 SMEs trained y2: 500 SMEs trained y3: 1000 SMEs trained</p>	<p>2.2.1 Investigate international experience on usage of ICT for M/SMEs</p> <p>2.2.2 Issue local and international Business case studies for ICT in M/SMEs (based on 1.1.1.& 2.2.1)</p> <p>2.3.1 Produce material for awareness campaign</p> <p>2.3.2 Produce material for the results of case study of ICT needs for M/SMEs in Egypt</p> <p>2.3.3 Conduct advertising and media campaign.</p> <p>2.4.1 Monitor and evaluate the whole awareness program.</p> <p>2.4.2 Disseminate conclusion and results and case studies</p> <p>2.5.1 According to 1.1.2 prepare training Plan for ICT integration in M/SME activities according to sectors and governorates.</p> <p>2.5.2 Prepare training kit (Develop, tailor and aggregate "ICT for M/SMEs" training material according to the needs and requirements for each group)</p> <p>2.5.3 Select training locations</p> <p>2.5.4 Conduct TOT (Train of Trainers)</p> <p>2.5.5 Develop mechanism and implementation plan for training delivery.</p> <p>2.5.6 Training on Usage of the internet, with a special focus on SME portals like KenanaOnline and its mobile and computer based services</p> <p>2.5.7 Deliver training</p> <p>2.5.8 Assess training quality</p> <p>2.6.1 Establish links and partnerships with M/SMEs and support organizations</p> <p>2.6.2 Develop knowledge base for applicability of ICT to support M/SMEs</p> <p>2.6.3 Facilitate access to knowledge base through SME-portal linked with existing Community Development Portal (CDP)</p> <p>2.7.1 Monitor and evaluate the whole training program.</p> <p>2.7.2 Publicize conclusion and results</p> <p>3.1.1 Establish links and partnerships with M/SME support organizations</p>	
3. ICT-tools adopted by M/SMEs through NGOs	<p>3.1 Links with partners established and maintained for project life.</p> <p>3.2 Network of NGOs and CSOs to facilitate ICT adoption by</p>	<p>3.2.1 Provide orientation to NGOs and CSOs involved in M/SMEs</p>	

Output components	Output Targets	Activities	Estimated Budget (LE)
	<p>M/SMEs established and operational by q1 of y2.</p> <p>3.3 New initiatives for M/SMEs ICT adoption established through NGOs.</p> <p>3.4 M/SME's requirements from online marketing determined by end of q3 of y1.</p> <p>3.5 Links with partners established.</p> <p>3.6 Portal operational by end of q4 of y1 and accessible through the Internet.</p> <p>3.7 Information dissemination through bi-directional devices achieved by q1 of y1.</p> <p>3.8 Entrepreneurs allowed to customize their information needs by q3 of y2.</p> <p>3.9 Lite version of KenanaOnline created and delivered by q1 of y2.</p> <p>3.10 Monitoring and evaluation conducted biannually beginning in q2 of y2</p> <p>1.3.1 Software for SMEs produced: y1: 5 S/W y2: 10 S/W y3: 15 S/W</p> <p>2) SMEs participating in program: y1: 100 SMEs y2: 250 SMEs y3: 500 SMEs</p>	<p>development about possible ICT adoption by M/SMEs.</p> <p>3.2.2 Select NGOs to participate in the project.</p> <p>3.2.3 Facilitate the sharing of infrastructures, experiences and know-how.</p> <p>3.3.1 Work collaboratively with selected NGOs to formulate new initiatives for M/SME ICT adoption.</p> <p>3.3.2 Provide technical support to executing NGOs in implementing identified initiatives.</p> <p>3.3.3 Monitor and evaluate progress.</p> <p>3.3.4 Identify and promote best practices.</p> <p>3.4.1 Set up the national and governorate project structure presence in target governorates, hire personnel and admin/logistic support staff;</p> <p>3.4.2 Research through field visits and in collaboration with stakeholders and actors the needs of M/SMEs from online marketing;</p> <p>3.5.1 Establish links and partnerships with M/SMEs and support organizations.</p> <p>3.6.1 Design SME-Portal elements and structure to be linked with the CDP</p> <p>3.6.2 Provide M/SME with Software kit through SME-Portal</p> <p>3.6.3 Populate portal structure.</p> <p>3.7.1 Monitor and evaluate the quality of the goods and services</p> <p>3.8.1 Design dynamic and static elements structure to integrate with M/SME portals.</p> <p>3.8.2 Establishing delivery mechanisms for information to bi-directional devices.</p> <p>3.9.1 Design interface for personalizing information requirements by entrepreneurs</p> <p>3.9.2 Design of information delivery and services for bi-directional devices</p> <p>3.10.1 Design lite version of SME portal and parts of KenanaOnline portal</p>	

Output components	Output Targets	Activities	Estimated Budget (LE)
<p>4. Performance appraisal studies and Impact Assessment conducted</p>	<p>4.1 Evaluation procedures established by end q2 of y1 and executed by q3 of y1. 4.2 Advocacy campaigns conducted bi quarterly beginning in q3 of y1 and material distributed. 4.3 Monitoring and evaluation conducted biannually beginning in q4 of y1. 4.4 ICT assessment study for participating M/SMEs selected by end of q3 of y1 and conducted biannually beginning in q4 of y1. 4.5 Total/global evaluation conducted in q3 and q4 of y2. 4.6 Impact assessment for the whole Project conducted in q3 and q4 of y2. I.4.1 Yearly assessment study and award distribution I.4.2 Impact Assessment in mid y2 and mid y3</p>	<p>3.11.1 Monitor and evaluate the impact of bi-directional devices on ICT improvement in SMEs 3.11.2 Publicize conclusion and results 4.1.1 Research evaluation procedures for candidate M/SMEs. 4.1.2 Research the assessment criteria of the different candidates. 4.1.3 Determine the scope of different awards. 4.1.4 Launch awards and collect contributions. 4.1.5 Evaluate participants and award winners. 4.2.1 Advertising and media campaign. 4.3.1 Monitor and evaluate the effect of the total awarding campaign. 4.3.2 Publicize conclusion and results 4.4.1 Select 3 domains of M/SMEs to conduct study 4.4.2 Select M/SMEs from candidates that qualify 4.4.3 Conduct the ICT assessment study on selected M/SMEs. 4.5.1 Conduct total evaluation for the project depending on the results of monitoring and evaluation for each component that is established through the project execution. 4.6.1 Conduct the impact assessment for the whole activities 4.6.2 Give conclusion about the extracted lessons and achieved results 4.6.3 Probe potential funding opportunities to support ICT deployment in M/SMEs. 4.6.4. Publicize conclusion and results</p>	

Section III: Workplan and Budget

a) Project Workplan

Activity	Year 1 (7/06 – 6/07)				Year 2 (7/07 – 6/08)				Year 3 (7/08 – 6/09)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1.1 Review and analyse previous literature	x											
1.1.2 Review previous and ongoing project and initiatives on ICT4MSMEs in Egypt	x											
1.1.3 Position the proposed project against those projects	x											
1.2.1 Review surveys	x											
1.2.2 Develop project methodology based on assessment surveys	x											
1.2.3 Present and discuss the methodology with researchers	x											
1.3.1 Study current ICT applications for M/SMEs available in the Market		x										
1.3.2 Study current ICT adoption and utilization in M/SMEs		x										
1.3.3 Study issues related to establishing an enabling environment for ICT adoption in M/SMEs		x					x					
1.3.4 Publish research papers, reports, and case studies resulting from study		x					x			x		
1.4.1 Conduct workshops to disseminate information regarding best practices and case studies in M/SME adoption of ICT		x				x						

Activity	Year 1 (7/06 – 6/07)				Year 2 (7/07 – 6/08)				Year 3 (7/08 – 6/09)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.4.2 Conduct conference on ICT for M/SMEs in Egypt		x				x		x		x		
1.5.1 Monitor and evaluate the study and its results		x						x				x
1.5.2 Disseminate conclusion and results		x						x				x
2.1.1 According to 1.1.2 prepare awareness Plan for ICT integration in M/SME activities according to sectors and governorates		x							x			
2.1.2 Conduct seminars and workshops to demonstrate integration of ICT into M/SME's process				x		x		x		x		x
2.2.1 Investigate international experience on usage of ICT for M/SMEs		x										
2.2.2 Issue local and international Business case studies for ICT in M/SMEs		x				x			x			
2.3.1 Produce material for awareness campaign		x				x			x			
2.3.2 Produce material for the results of case study of ICT needs for M/SMEs in Egypt		x				x			x			
2.3.3 Conduct advertising and media campaign				x		x			x			
2.4.1 Monitor and evaluate the whole awareness program				x		x			x			
2.4.2 Disseminate conclusion and results				x							x	
2.5.1 According to 1.1.2 prepare Training Plan for ICT integration		x										

Activity	Year 1 (7/06 – 6/07)				Year 2 (7/07 – 6/08)				Year 3 (7/08 – 6/09)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
in M/SME activities according to sectors and governorates												
2.5.2 Prepare training kit (Develop, tailor and aggregate "ICT for M/SMEs" training material according to the needs and requirements for each group)	X		X									
2.5.3 Select training locations	X		X									
2.5.4 Conduct TOT (Train of Trainers)			X				X					
2.5.5 Develop mechanism and implementation plan for training delivery			X		X							
2.5.6 Training on Usage of the internet, with a special focus on SME portals like KenanaOnline and its mobile and computer based services	X	X	X	X	X	X	X	X	X	X	X	X
2.5.7 Deliver training			X		X							
2.5.8 Assess training quality			X		X		X					
2.6.1 Establish links and partnerships with M/SMEs and support organizations	X	X	X	X	X	X	X	X	X	X	X	X
2.6.2 Develop knowledge base for applicability of ICT to support M/SMEs	X	X	X	X	X	X	X	X	X	X	X	X
2.6.3 Facilitate access to knowledge base through SME-portal linked with existing Community Development Portal (CDP)	X	X	X	X	X	X	X	X	X	X	X	X
2.7.1 Monitor and evaluate the whole training program				X				X				X
2.7.2 Publicize conclusion and results				X				X				X
3.1.1 Establish links and partnerships	X	X	X	X	X	X	X	X	X	X	X	X

Activity	Year 1 (7/06 – 6/07)				Year 2 (7/07 – 6/08)				Year 3 (7/08 – 6/09)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
with M/SME support organizations												
3.2.1 Provide orientation of NGOs and CSOs involved in M/SMEs development about possible ICT adoption by M/SMEs		X			X				X			
3.2.2 Select NGOs to be participate in the project		X			X			X	X			
3.2.3 Facilitate the sharing of infrastructures, experiences and know- how		X	X	X				X	X	X		
3.3.1 Work collaboratively with selected NGOs to formulate new initiatives for M/SME ICT adoption		X	X	X	X	X	X	X	X	X	X	X
3.3.2 Provide technical support to executing NGOs in implementing identified initiatives		X	X	X	X	X	X	X	X	X	X	X
3.3.3 Monitor and evaluate progress		X						X				X
3.3.4 Identify and promote best practices								X		X		X
3.4.1 Set up the national and governorate project structure presence in target governorates, hire personnel and admin/logistic support staff		X	X					X				
3.4.2 Research through field visits and in collaboration with stakeholders and actors the needs of M/SMEs from online marketing		X	X					X	X			
3.5.1 Establish links and partnerships with M/SMEs and support organizations		X	X	X	X	X	X	X	X	X	X	X

Activity	Year 1 (7/06 – 6/07)				Year 2 (7/07 – 6/08)				Year 3 (7/08 – 6/09)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	3.6.1 Design SME-Portal elements and structure to be linked with the CDP		X	X				X	X	X	X	
3.6.2 Provide M/SME with Software kit through SME-portal			X	X	X		X	X	X	X		
3.6.3 Populate portal structure		X	X	X	X	X	X	X	X	X	X	X
3.7.1 Monitor and evaluate the quality of the goods and services				X		X		X		X		X
3.8.1 Design dynamic and static elements structure to integrate with M/SME portals		X	X					X	X			
3.8.2 Establishing delivery mechanisms for information to bi-directional devices			X	X	X				X			
3.9.1 Design interface for personalizing information requirements by entrepreneurs			X	X	X							
3.9.2 Design of information delivery and services for bi-directional devices			X	X	X		X	X				
3.10.1 Design lite version of SME portal and parts of KenanaOnline portal			X	X	X							
3.10.2 Monitor and evaluate the impact of bi-directional devices on ICT improvement in SMEs						X		X		X		X
3.10.3 Publicize conclusion and results						X		X		X		X
4.1.1 Research evaluation procedures for candidate M/SMEs		X										
4.1.2 Research the assessment criteria of the different candidates		X										
4.1.3 Determine the scope of different awards		X										

Activity	Year 1 (7/06 – 6/07)				Year 2 (7/07 – 6/08)				Year 3 (7/08 – 6/09)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1.4 Launch awards and collect contributions			X				X				X	
4.1.5 Evaluate participants and award winners			X		X		X		X		X	
4.2.1 Advertising and media campaign			X		X		X		X		X	
4.3.1 Monitor and evaluate the effect of the total awarding campaign				X		X		X		X		X
4.4.1 Select 3 domains of M/SMEs to conduct study		X	X				X	X				
4.4.2 Select M/SMEs from candidates that qualify		X	X				X	X				
4.4.3 Conduct the ICT assessment study on selected M/SMEs				X		X		X		X		X
4.5.1 Conduct total evaluation for the project depending on the results of monitoring and evaluation for each component that is established through the project execution											X	X
4.6.1 Conduct the impact assessment for the whole activities							X	X			X	X
4.6.2 Give conclusion about the extracted lessons and achieved results							X	X			X	X
4.6.3 Probe potential funding opportunities to support ICT deployment in M/SMEs							X	X			X	
4.6.4 Publicize conclusion and results												X

c) Budget and Project Time Line

Project Title	ICT for M/SMEs (ICT4MSMEs)
Lead Organization/ project management	Egypt ICT Trust Fund
Project team	At least 5 members from the Egypt ICT Trust Fund will be included (PSU, TAU and Kenanaonline team)
Potential Partners	UNDP/ICTDAR IDRC Social Fund for Development (SFD) Business Enterprise Support Tools (BEST) program European Commission
Budget Estimate	2 mil. US\$
Potential Funding Agencies	IDRC MCIT UNDP UNIDO ILO SFD EC
Starting Date	2006
Duration	36 Month

Section III: Workplan and Budget

	Year 1		Year 2		Year 3		
	Amount LE	Amount S	Amount LE	Amount S	Amount LE	Amount S	
1. Research methodology and M/SME ICT needs identified	Local Consultants	20,000.00	3,490.40	100,000.00	17,452.01	0	0
	Contractual Services - Individ	30,000.00	5,235.60	100,000.00	17,452.01	0	0
	Equipment and Furniture	16,000.00	2792.32	50,000.00	8,726.00	0	0
	Travel	10,000.00	1745.2	50,000.00	8,726.00	0	0
	Publications	20,000.00	3490.4	70,000.00	12,216.40	0	0
	Hospitality	10,000.00	1745.2	30,000.00	5235.6	0	0
	Rental & Maintenance	0	0	20,000.00	3,490.40	0	0
	Sundries	0	0	50,000.00	8726	0	0
	Facilities & administration	5,300.00	924.96	23,500.00	4,101.22	0	0
	Local Consultants	50,000.00	8,726.00	30,000.00	5,235.60		0
	Contractual Services - Individ	100,000.00	17,452.01		0		0
	International Consultants	40,000.00	6,980.80	100,000.00	17,452.01	100,000.00	17,452.01
	Local Consultants	20,000.00	3,490.40	300,000.00	52,356.02	200,000.00	34,904.01
	Contractual Services - Individ	30,000.00	5,235.60	500,000.00	87,260.03	600,000.00	104,712.04
Travel	10,000.00	1,745.20	250,000.00	43,630.02	200,000.00	34,904.01	
contractual services-companies	0	0	500,000.00	87,260.03	500,000.00	87,260.03	
Equipment and Furniture	0	0	300,000.00	52356.02	250,000.00	43630.02	
Publications	0	0	70,000.00	12,216.40	60,000.00	10,471.20	
Hospitality	0	0	30,000.00	5,235.60	30,000.00	5,235.60	
Rental & Maintenance	0	0	40,000.00	6,980.80	40,000.00	6,980.80	
Sundries	0	0	50,000.00	8726	70,000.00	12216.4	
Facilities & administration	3,000.00	523.56	95,500.00	16,666.67	102,500.00	17,888.31	
Local Consultants	35,000.00	6,108.20		0		0	
Contractual Services - Individ	70,000.00	12,216.40		0		0	
Local Consultants	10,000.00	1,745.20	300,000.00	52,356.02	200,000.00	34,904.01	
Contractual Services - Individ	30,000.00	5,235.60	500,000.00	87,260.03	600,000.00	104,712.04	
Travel	8,000.00	1,396.16	250,000.00	43,630.02	200,000.00	34,904.01	
Equipment and Furniture	0	0	400,000.00	69808.02792	200,000.00	34904.01396	
Publications	0	0	70,000.00	12,216.40	60,000.00	10,471.20	
Hospitality	0	0	30,000.00	5,235.60	30,000.00	5,235.60	
Rental & Maintenance	0	0	40,000.00	6,980.80	40,000.00	6,980.80	
Sundries	0	0	50,000.00	8726	70,000.00	12216.4	
Facilities & administration	3,000.00	523.56	95,500.00	16,666.67	102,500.00	17,888.31	
Local Consultants	35,000.00	6,108.20		0		0	
Contractual Services - Individ	70,000.00	12,216.40		0		0	
Local Consultants	10,000.00	1,745.20	300,000.00	52,356.02	200,000.00	34,904.01	
Contractual Services - Individ	30,000.00	5,235.60	500,000.00	87,260.03	600,000.00	104,712.04	
Travel	8,000.00	1,396.16	250,000.00	43,630.02	200,000.00	34,904.01	
Equipment and Furniture	0	0	400,000.00	69808.02792	200,000.00	34904.01396	
Publications	0	0	70,000.00	12,216.40	60,000.00	10,471.20	
Hospitality	0	0	30,000.00	5,235.60	30,000.00	5,235.60	
Rental & Maintenance	0	0	40,000.00	6,980.80	40,000.00	6,980.80	
Sundries	0	0	50,000.00	8726	70,000.00	12216.4	
Facilities & administration	3,000.00	523.56	95,500.00	16,666.67	102,500.00	17,888.31	
Local Consultants	35,000.00	6,108.20		0		0	
Contractual Services - Individ	70,000.00	12,216.40		0		0	
Local Consultants	10,000.00	1,745.20	300,000.00	52,356.02	200,000.00	34,904.01	
Contractual Services - Individ	30,000.00	5,235.60	500,000.00	87,260.03	600,000.00	104,712.04	
Travel	8,000.00	1,396.16	250,000.00	43,630.02	200,000.00	34,904.01	
Equipment and Furniture	0	0	400,000.00	69808.02792	200,000.00	34904.01396	
Publications	0	0	70,000.00	12,216.40	60,000.00	10,471.20	
Hospitality	0	0	30,000.00	5,235.60	30,000.00	5,235.60	
Rental & Maintenance	0	0	40,000.00	6,980.80	40,000.00	6,980.80	
Sundries	0	0	50,000.00	8726	70,000.00	12216.4	
Facilities & administration	3,000.00	523.56	95,500.00	16,666.67	102,500.00	17,888.31	

4. Performance appraisal studies and Impact Assessment conducted	Facilities & administration	2,400.00	418.85	82,000.00	14,310.65	70,000.00	12,216.40
	Local Consultants	10,000.00	1,745.20	300,000.00	52,356.02	200,000.00	34,904.01
	Contractual Services - Individ	30,000.00	5,235.60	500,000.00	87,260.03	600,000.00	104,712.04
	Travel	5,000.00	872.6	250,000.00	43,630.02	200,000.00	34,904.01
	Publications	0	0	70,000.00	12,216.40	60,000.00	10,471.20
	Hospitality	0	0	30,000.00	5,235.60	30,000.00	5,235.60
	Rental & Maintenance	0	0	30,000.00	5,235.60	50,000.00	8,726.00
	Professional services	0	0	10,000.00	1,745.20	10,000.00	1,745.20
	Sundries (PSU)	12,150.00	2,120.42	165,000.00	28795.81	140,000.00	24432.81
	Facilities & administration	2,857.50	498.69	67,750.00	11,823.73	64,500.00	11,256.54
	Sub-Total	559,707.50	97,680.19	5,803,750.00	1,012,870.86	4,977,000.00	868,586.39
						539,037.50	98,956.87
						226,809.15	39,582.75
	Total					12,106,304.15	2,117,677.06



Annual Work Plan

Egypt - Cairo

Award ID: 00045170

Award Title: ICT for MSMEs

Year: 2006

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00053303	ICT for MSMEs	Needs Assessment			EGY-Ministry Of Communication	40000	EGYPT ICT	71300	Local Consultants	3,480.40
					EGY-Ministry Of Communication	40000	EGYPT ICT	71400	Contractual Services - Individ	5,235.60
					EGY-Ministry Of Communication	40000	EGYPT ICT	71600	Travel	1,745.20
					EGY-Ministry Of Communication	40000	EGYPT ICT	72200	Equipment and Furniture	2,792.32
					EGY-Ministry Of Communication	40000	EGYPT ICT	72500	Supplies	3,490.40
					EGY-Ministry Of Communication	40000	EGYPT ICT	72700	Hospitality/Catering	1,745.20
					EGY-Ministry Of Communication	40000	EGYPT ICT	74500	Miscellaneous Expenses	5,250.88
					EGY-Ministry Of Communication	40000	EGYPT ICT	75100	Facilities & Administration	1,250.00
TOTAL										25,000.00
GRAND TOTAL										25,000.00



Annual Work Plan

Egypt - Cairo

Award Id: 00045170

Award Title: ICT for MSMEs

Year: 2007

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00053303	ICT for MSMEs	Awareness & Training			EGY-Ministry Of Communication	40000	EGYPT ICT	71200	International Consultants	17,452.01
						40000	UNDP	71300	Local Consultants	6,108.20
						40000	EGYPT ICT	71300	Local Consultants	52,356.02
						40000	UNDP	71400	Contractual Services - Individ	12,216.40
						40000	EGYPT ICT	71400	Contractual Services - Individ	87,260.03
						40000	EGYPT ICT	71600	Travel	43,630.02
						40000	EGYPT ICT	72100	Contractual Services-Companie	87,260.03
						40000	EGYPT ICT	72200	Equipment and Furniture	52,356.02
						40000	EGYPT ICT	72500	Supplies	12,216.40
						40000	EGYPT ICT	72700	Hospitality/Catering	5,235.60
						40000	EGYPT ICT	73100	Rental & Maintenance-Premises	6,980.80
						40000	EGYPT ICT	74500	Miscellaneous Expenses	7,377.21
						40000	EGYPT ICT	75100	Facilities & Administration	18,673.64
						40000	EGYPT ICT	71300	Local Consultants	52,356.04
						40000	EGYPT ICT	71400	Contractual Services - Individ	87,260.03
						40000	EGYPT ICT	71600	Travel	43,630.02
						40000	EGYPT ICT	72200	Equipment and Furniture	69,808.03
						40000	EGYPT ICT	72500	Supplies	12,216.40
						40000	EGYPT ICT	72700	Hospitality/Catering	5,235.60
						40000	EGYPT ICT	73100	Rental & Maintenance-Premises	6,980.80
40000	EGYPT ICT	74500	Miscellaneous Expenses	8,726.00						
40000	EGYPT ICT	75100	Facilities & Administration	14,310.64						
40000	EGYPT ICT	71300	Local Consultants	52,356.02						
40000	EGYPT ICT	71400	Contractual Services - Individ	87,260.03						
40000	EGYPT ICT	71600	Travel	43,630.02						
40000	EGYPT ICT	72500	Supplies	12,216.40						
40000	EGYPT ICT	72700	Hospitality/Catering	5,235.60						
40000	EGYPT ICT	73100	Rental & Maintenance-Premises	5,235.60						
40000	EGYPT ICT	74100	Professional Services	1,745.20						
40000	EGYPT ICT	74500	Miscellaneous Expenses	28,795.83						



Annual Work Plan

Egypt - Cairo

Award Id: 00045170
 Award Title: ICT for MSMEs
 Year: 2007

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		M & E Needs Assessment			EGY-Ministry Of Communication	40000	EGYPT ICT	75100	Facilities & Administration	11,823.73
					EGY-Ministry Of Communication	04000	UNDP	71300	Local Consultants	8,726.00
					EGY-Ministry Of Communication	40000	EGYPT ICT	71300	Local Consultants	17,452.01
					EGY-Ministry Of Communication	04000	UNDP	71400	Contractual Services - Indivd	17,452.01
					EGY-Ministry Of Communication	40000	EGYPT ICT	71400	Contractual Services - Indivd	17,452.02
					EGY-Ministry Of Communication	04000	UNDP	71600	Travel	5,497.55
					EGY-Ministry Of Communication	40000	EGYPT ICT	71600	Travel	8,726.00
					EGY-Ministry Of Communication	40000	EGYPT ICT	72200	Equipment and Furniture	8,726.00
					EGY-Ministry Of Communication	40000	EGYPT ICT	72500	Supplies	12,216.40
					EGY-Ministry Of Communication	40000	EGYPT ICT	72700	Hospitality/Catering	5,235.60
					EGY-Ministry Of Communication	40000	EGYPT ICT	73100	Rental & Maintenance-Premises	3,490.40
					EGY-Ministry Of Communication	40000	EGYPT ICT	74500	Miscellaneous Expenses	39,394.05
					EGY-Ministry Of Communication	40000	EGYPT ICT	75100	Facilities & Administration	4,101.22
TOTAL										1,106,413.62
GRAND TOTAL										1,106,413.62



Annual Work Plan

Egypt - Cairo

Award Id: 00045170
 Award Title: ICT for M/SMEs
 Year: 2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00053303	ICT for M/SMEs	Awareness & Training			EGY-Ministry Of Communication	40000	EGYPT ICT	71200	International Consultants	17,752.01
						40000	EGYPT ICT	71300	Local Consultants	34,904.01
						40000	EGYPT ICT	71400	Contractual Services - Individ	104,712.04
						40000	EGYPT ICT	71600	Travel	34,904.04
						40000	EGYPT ICT	72100	Contractual Services-Company	87,260.03
						40000	EGYPT ICT	72200	Equipment and Furniture	43,630.02
						40000	EGYPT ICT	72500	Supplies	10,471.20
						40000	EGYPT ICT	72700	Hospitality/Catering	5,235.60
						40000	EGYPT ICT	73100	Rental & Maintenance-Premises	6,980.80
						40000	EGYPT ICT	74500	Miscellaneous Expenses	12,216.40
						40000	EGYPT ICT	75100	Facilities & Administration	17,888.30
						40000	EGYPT ICT	71300	Local Consultants	34,904.01
						40000	EGYPT ICT	71400	Contractual Services - Individ	104,712.04
						40000	EGYPT ICT	71600	Travel	34,904.01
						40000	EGYPT ICT	72200	Equipment and Furniture	34,904.01
						40000	EGYPT ICT	72500	Supplies	10,471.20
						40000	EGYPT ICT	72700	Hospitality/Catering	5,235.60
40000	EGYPT ICT	73100	Rental & Maintenance-Premises	6,980.80						
40000	EGYPT ICT	74500	Miscellaneous Expenses	12,216.43						
40000	EGYPT ICT	75100	Facilities & Administration	12,216.40						
					EGYPT ICT	71300	Local Consultants	34,904.01		
					EGYPT ICT	71400	Contractual Services - Individ	104,712.04		
					EGYPT ICT	71600	Travel	34,904.01		
					EGYPT ICT	72500	Supplies	10,471.20		
					EGYPT ICT	72700	Hospitality/Catering	5,235.60		
					EGYPT ICT	73100	Rental & Maintenance-Premises	8,726.00		
					EGYPT ICT	74100	Professional Services	1,745.20		
					EGYPT ICT	74500	Miscellaneous Expenses	24,432.83		
					EGYPT ICT	75100	Facilities & Administration	11,256.54		
TOTAL						40000	EGYPT ICT			868,586.38



Annual Work Plan

Egypt - Cairo

Award Id: 00045170

Award Title: ICT for M/SMEs

GRAND TOTAL

868,586.38