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A joint project of:

**United Nations Industrial Development Organization  
(UNIDO)  
and  
Hilfswerk Austria (HWA)**

Project Title:

**Support for the Reactivation and Establishment of Women and  
Youth-run Micro and Small Enterprises (YED/WED) with  
Entrepreneurial and Technical Training Using E-learning Tools**

Project No: **TE/IRA/05/006**  
Contract No: **16001411**

**Final Report  
December 2007- February 2008**

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## **1. Activities in December**

### **1.1. Meeting at the Bam Governor's office, December 4<sup>th</sup> 2008**

The meeting was attended by Mr. Ebrahimi and representatives from "Hamyaran e Ghoda, NGO" which is based in Tehran. The purpose of the meeting was to discuss cooperation in organizing and conducting date processing and health & safety trainings on a regular basis by the a/m NGO at TVTO/Bam giving participants of the date workshop the opportunity to act as Trainers.

This issue was then discussed with the project manager in order to clarify certain questions such as whether there is an entity/NGO that is ethically and legally authorized to offer health & safety trainings by uncertified trainers and whether there is any entity to oversee these types of activities.

Furthermore, it was also discussed that training of trainers (ToT) is a part of the project's objectives and only those trainers who are trained by UNIDO's project, Global Quality Services, and are certified by the Project and TVTO could be considered as trainers at TVTO.

### **1.2. Bam Mission Report December 18th-20th 2007**

The National Project Coordinator (NPC) of the WED/YED Project undertook the mission to monitor the status of project implementation on the ground, to contact project counterparts/authorities in Bam & Kerman to confirm the project continuation, ask for active participation, stress their commitments, specifically try to establish what is stated in the LoEs, to hold meetings with the Kerman & Bam Governance authorities, and private sector to raise awareness & funding for continuation and deployment of the Project objectives. Visit the newly equipped ICT workshop at TVTO/Bam.

#### **1.2.1. Meeting at TVTO/Bam on Dec. 18, 2007**

The meeting was attendend by Mr. Bagheri, Deputy of Bam Governor and Mr. Ghasemi, Director of TVTO/Bam.

Mr. Bagheri confirmed that trainings for "Date Processed Products", both as lectures and practical workshops must be developed and taken up within the regular TVTO curriculum. It was agreed that Mr. Shaaker would be asked to develop the courses and to train the ToTs. Furthermore, the trainers will be hired and paid by TVTO however the workshops offered by TVTO will be free of charge for the participants. Mr. Bagheri added that a comprehensive study should be conducted to assess the variety of Dates which grow in Bam region, to determine the added value of different types of dates as processed products.

It was suggested by Mr. Bagheri that the private date sector in Bam should be encouraged to get involved and invest in date processed production and/or date packaging based on the HACCP standards.

In this regard, phone calls were made during the meeting to several local business people who were involved in different aspects of the date industry, such as farming, warehousing, sorting, and packaging. One of the individuals who were contacted was Mr. Pour Nia who is a local Businessman and who has a date warehousing &

packaging company in Bam. Mr. Pour Nia expressed his interest and willingness, however, he suggested that the public sector pledge a part of the required investment by allocating a share of public funding especially in the area of trainings.

In later communication by the NPC to follow up on the issue with Mr. Pour Nia, it was furthermore suggested that Health & Safety trainings according to the HACCP standards should be offered to people hired in the industry as "on the job training". It was also agreed that follow up meetings would be held to discuss and negotiate ways for collaboration.

### ***1.2.2. Visit to the ICT workshop/ at TVTO/Bam, December 18th 2007***

The newly equipped ICT room at TVTO/Bam was visited by the NPC. During that visit, there was 1 trainer and about 20 young females working behind the computers. Furthermore, only 3 of the computers had access to internet & ADSL service.

### ***1.2.3. Meeting at Kerman Government, December 19<sup>th</sup> 2007***

Meeting took place with Mr. Shamsedin, General Director of Social Affairs at the Kerman Governor's office.

An official letter was prepared by TVTO/Bam Director to be sent to the Kerman Governor's office. In the Letter, the following issues were clearly defined; continuation of the trainings especially for date processed products, utilizing, equipping and transforming the existing workshop area in the TVTO to Date Processing Workshop and allocating 500.000.000 Rials for these implementation purposes (**Annexes II & III**)

Furthermore, a teleconference with Mr. Hemmati Nejad & Mr. Ebrahimi from Bam Governorate had been arranged to take place during the meeting, and also an official letter was presented which was prepared by the TVTO/Bam Director and had been confirmed by the Governor's office describing the Project activities and achievements.

During the teleconference it was explained that the project objectives had been reached. Furthermore, it was decided by the Bam authorities that the project should be continued, since the offered trainings had provided the community with fresh and innovative visions and ideas to utilize the existing opportunities in the Bam area, with regards to human resources and development of new and market oriented products. It was also emphasized that in order to continue with the project, the open cash commitments by the Kerman Governance had to be fulfilled.

After hearing the very positive and encouraging reviews from the Bam authorities, Mr. Shamsedin expressed the Kerman Government's interest in the project. Furthermore, Mr. Shamsedin mentioned some existing problems such as the lack of a signed document/LoE by the Kerman Government. In addition, he mentioned that government policies regarding granting Micro Loans had changed 2 years ago and that banks had stopped granting loans easily to individuals. It was also mentioned that the end of the Iranian year was fast approaching, hence funds would no longer be available.

Mr. Shamsedin added that considering the positive project report, different approaches and solutions must be considered to continue implementation of the project such as:

- Drafting a revised Letter of Agreement based on the new conditions
- Kerman Government might be able to allocate some funding, however less than \$20.000 to start with
- Regarding the \$80.000 micro credit, it was suggested by Mr. Shamsedin that it could be worked out and it should be carried out by TVTO under Bam Government supervision.

Finally, Mr. Shamsedin requested a copy of the project financial report and it was agreed that would be provided after the New Year holidays. In addition a financial report of the local account was presented. Furthermore, a LoA will be drafted after receiving the financial report.

#### **1.2.4. Other mission related activities**

- The training CDs of the 1<sup>st</sup> date processing workshop & progress reports were delivered to Mr. Shamsedin at Kerman Government.
- Communication with Bam authorities regarding progress of the Project and its continuation as well as suggestions to prepare a TVTO/Bam progress report.
- The December salary (\$180) was paid to the cleaning lady at TVTO/Bam. Receipt is available. This concluded the 3<sup>rd</sup> and final payment.

#### **1.3. Meeting with Dr. Ayat, December 30th 2007**

The following issues were discussed:

Dr. Ayat explained that during the process of releasing the UN car, he had a chance to speak with many officials at the Bam Governor's office, including Mr. Bagheri, Deputy Governor and Mr. Ebrahimi, Director of the NGOs in Bam.

Dr. Ayat stated that the Bam Government authorities were extremely pleased with the implementation and outcomes of the Wed/Yed Project as well as with the performance of the NPC. In this regard, it was announced that city officials are willing and have decided to continue with the project and include the project objectives in their permanent operations.

Furthermore, Dr. Ayat suggested the drafting of a formal proposal by the Bam Governorate formally requesting the continuation of the project and describing in detail TVTO/Bam's role in the project as well as drafting a project Work plan. Once the proposal is received and reviewed by the UNIDO offices (Tehran & HQ) & NPC, a meeting will be set up in Tehran, attended by the Bam Officials for further negotiations concerning the work plan development, funding strategies as well as a common agreement.

The following To Do list was agreed on:

- Draft a letter of appreciation to the office of the Governor of Bam. The letter is to be drafted in both Farsi & English, and to be signed by Dr. Gong.
- Request an MOD to cover travel expenses of delegates from Bam
- Request a financial status report from UNIDO HQ
- Formally request an extension of the project from the HQ while identifying the Project deadline

- Provision of a work plan for the rest of the Project
- Contact IRCO regarding \$15,000 of unpaid commitment. It was agreed to contact Mr. Bami Nasserieh who is responsible.

#### **1.2.4. Other Activities in December**

- Installation of the Internet/ADSL service at TVTO/Bam and signing of contract for 1 year. Technical Details are: 250/512 speed (receive/send), 36 GB is included. Furthermore a video projector is used to deliver training material to the entire class/workshop. Server, video projector & screen were installed at TVTO/Bam (**Annex I**)
- Based upon a request by the Bam authorities, a proposal regarding health & safety issues as well as an introductory proposal for date processing trainings for the regular TVTO curriculum were prepared by Mr. Shaaker, the date processing workshop trainer. A meeting will be set up to discuss the proposal at the UNIDO Tehran office.
- The UN car was transferred from Bam/TVTO to the UNIDO office in Tehran. Prior to dispatching a driver to get the car, an official letter was prepared for Mr. Anjom Shoa, TVTO/Kerman Director, requesting the permission for the UN car to be released from the TVTO/Bam parking lot. The letter was signed and sent to the Bam Governor's office, and then to TVTO/Bam, where the official release of the UN car took place. The UN car has been transferred to Tehran office (**Annexes IV & V**)
- Final financial report of the local account has been Requested by TVTO/Kerman office (**Annex VI**)

## 2. Activities in January

### 2.1. Meeting Mr. Fotovat, January 13<sup>th</sup> 2008

Mr. Fotovat, who together with a partner owns a date farm in Bam, has expressed interest in date processing issues, HACCP regulations, related trainings and job creation in the region. Therefore a meeting was set up to introduce him to Mr. Shaaker, food industrialist & wed/yed project trainer, and to provide consultation and technical information regarding establishing a date processing complex which would include several workshops, each one designed for a specific type of date processing or ones that produce different products.

It was also decided that, a feasibility study and/or a full proposal to clearly define the various phases and processes of such a plant will be prepared at a later stage.

### 2.2. Gift Bags

Proceeds from the sale of 100 gift bags with the total amount of 200USD +150Euros, was received from HQ in Vienna, and added to 3.915.000 Rials, with the following rates:

\$1/9300 x 200 = 1.860.000 Rials  
€1/13700 x 150 = 2.055.000 Rials

As previously agreed on, the money was going to be used as credit to purchase material to finance the 2<sup>nd</sup> round of gift bags production by the women entrepreneurs. It is planned that these bags will be sold in Tehran.

On Jan. 15 & 20, different types of fabrics were sent to TVTO/Bam. Based on consultation with Mr. Ghasemi, TVTO/Bam Director, it was decided that the amount of 15.000 Rials = \$1.59, is to be paid to the women for the production of each gift bag. Any additional required material will be purchased by the women, and would be reimbursed upon presenting receipts.

### 2.3. Project Posters

An agreement was reached to ask the TVTO/ICT workshop trainees to design an advertisement poster to promote the gift bags made by the women entrepreneurs as an inspirational, motivational and also an in-house production. Designing posters and other visibility material, is a part of the ICDL trainings offered by the Wed/Yed project (Photoshop program) at the TVTO center (**Annex VII**)

The following info text was provided for the poster, and the logos of HWA, UNIDO & TVTO were added at a later stage:

- Great for any occasion, a gift in itself;
- Hand made silk & organza gift bags, by the women entrepreneurs in the WED/YED Project-Bam, supported by HWA/TVTO/UNIDO.
- Proceeds from the sales would be used as Micro Credit loans to women entrepreneurs of Bam region.
- For more information or to place an order, you may contact Ms. Nojabaii, at: 2286 8044 (UNIDO) 0919 101 6251
- Poster design by: ICT trainees, Wed/Yed Project-Bam

- Purchasing any material and any related printing/advertising/promotion costs would be paid from the proceeds generated from the sales of the gift bags.

As a result of Dr. Gong's suggestion, a sales promotion will be set up in the UN Building at the UN system meeting which will be chaired by UNIDO, on 28 February 2008. Arrangements are on the way to organize a sale on the said date.

#### **2.4. IRCO**

IRCO/Kerman Director, Mr. Nasserieh, was contacted on several occasions to follow up on IRCO's cash commitment of \$15,000 as stated in the LoE from Feb. 2006.

It was confirmed by Mr. Nasserieh that the amount of \$15,000 was transferred to the Kerman office, to be deposited into the project account. However, it seems that there was a misunderstanding about the implementation of the project and the role of TVTO. Hence, the funds were not transferred to the local account since it was thought to be a personal account. Since that time, there has not been any communication to clear the misunderstanding and therefore, IRCO allocated the funds to another joint training project with the Agriculture Department.

Mr. Nasserieh expressed his organization's great interest in cooperation with UNIDO and his belief that any activity in the sector of date sorting, packaging, processing and/or training is among the main interests and is within the mandate of IRCO.

Finally, Mr. Nasserieh, announced his organization's willingness to honor the LoE and pledged to ask for the same amount of funding in IRCO's next year's budget. A meeting was set for Feb. 6<sup>th</sup> at IRCO/Kerman office.

#### **2.5. Mr. Shamssedin's Visit to TVTO Bam, January 23<sup>rd</sup> 2008**

Mr. Shamssedin, General Director of Social Affairs at the Kerman Governor's Office, visited the TVTO/Bam center and held evaluation meetings with the local officials regarding the project success and strategies to continue. This was due to Mr. Shamssedin's interest in the progress of the Wed/Yed Project, commitments stated in the LOE, and Bam authorities' interest to continue implementation of the project's objectives, especially in the area of date processing.

Mr. Ghasemi, TVTO/Bam Director, provided the progress and financial report of the project. Based on recommendations, it was determined that date processing and H&S trainings and also date processing workshops at TVTO center will be funded by the Kerman Government. It was also suggested by the Bam authorities that allocated project funding should be managed directly under TVTO supervision. The level of cooperation with UNIDO will be decided at a later stage.

#### **2.6. Meeting at UNIDO/Tehran office, January 23<sup>rd</sup> 2008**

The meeting was attended by Dr. Beheshti, Confederation of Iranian Industries, Secretary General, Dr. Gong, Dr. Ayat and the NPC, regarding possible cooperation between the private sector, public sector and UNIDO. Dr. Beheshti indicated that MOL would be interested in entrepreneurship projects with a relatively fast return of investment modality. His organization would cooperate in mobilizing different industries. A meeting will be set up with Mr. Jahromi, Minister of MOL, to discuss the a/m potential collaboration.



## **2.7. Registration of Date Packaging Company**

Ms. Nezzaḡ Aabadi, one of the date processing training participants, has registered a date packaging company in Bam. Based on the consultation with the NPC and Date workshop trainer, the packaging process would be according to the HACCP standards/regulations which were a major component of the trainings.

Furthermore, it was agreed that a meeting would take place during the 3<sup>rd</sup> date workshop to discuss preparation of a business plan, implementation processes and plans to acquire an individual loan from IRCO.

## **2.8. Project Extension**

It was announced by the Project Manager that the Wed/Yed Project would be extended with a recommendation from Hilfswerk Austria until 01 March 2008. This will enable the project to finalize its implementation according to plan.

The overall work plan for that period is as follows:

- Continuation and finalization of training programs for groups of entrepreneurs for ICT, home furnishing, and dates product development (January to March)
- Market linkages elaborated with internal and external markets for H F and date products (February to March)
- Business opportunities to be developed for the ICT sector (February to March)
- Project completion strategy completed with the Governor's Office of Bam, including finalization of documents and final report.

## **2.9. Other Activities carried out in January**

- MOD was received to cover travel expenses of delegates from Bam
- Financial Status was received from the UNIDO HQ
- Official project extension was approved by all relevant parties
- Work plan was prepared for the rest of the project

### **3. Activities in February**

#### **3.1. Mission to Bam, February 4-6 2008**

The National Project Coordinator (NPC) of the WED/YED Project undertook the mission to monitor the status of project implementation on the ground, to contact project counterparts/authorities in Bam & Kerman to confirm the project continuation, ask for active participation, stress their commitments, specifically try to establish what is stated in the LoEs, to have a meeting with IRCO/Kerman Director to raise awareness & funding for continuation and deployment of the Project objectives. To have gift bag productions' quality control meetings, and discussions regarding costs, pricing and styles with both women entrepreneurs and the TVTO/Bam director. In addition, gather project statistics and discuss organizing the 3<sup>rd</sup> date processing workshop before the end of February.

##### **3.1.1. Meeting with women entrepreneurs at TVTO/Bam, February 4th 2008**

Meeting took place with women entrepreneurs individually at the TVTO/Bam center, to assess their gift bag samples with regards to quality control and to discuss related issues such as colors, styles and workmanship. Furthermore, topics including material cost, time consumption and payment methods were discussed as well.

Originally six women had been chosen to participate in the 2<sup>nd</sup> round of gift bag production however two were not able to participate due to tailoring orders for the Iranian New Year. The four participants, Ranjbar Zadeh, Fekri, Daana & Asadi, were given material, and everyone was asked to produce 30 gift bags at 15.000 Rials each.

Due to the extreme weather conditions, and the fact that the participants live in remote areas, it was decided that they would do most of the work at home since it was impossible to work at TVTO. The participants were however constantly in contact with each other as well as with the NPC and the head of TVTO, Mr. Ghasemi, however they came in with their production to be evaluated for quality and to be paid, and also to get a chance to discuss problems, constraints and new ideas

Ms. Ranjbar Zadeh who arrived with her father, had made 30 bags. Unfortunately, the quality of her work was not up to standard, hence she didn't get reimbursed for her work and has been asked to leave the group. Ms. Fekri who arrived with her husband, had brought 16 bags, and even though she had worked hard, however the quality was also far from being acceptable. She was paid for the 16 bags and was asked to pay more attention to the details. However ultimately she was also asked to leave the group.

Ms. Danna and Ms. Asadi presented high quality and beautifully made gift bags. They were also paid and asked to continue. Since then, Ms. Fekri along side some other women have been hired as trainees/employees. The Nourbakhsh sisters, who had made 2/3 of the gift bags the first time, asked to join the group at a later stage and it was agreed that they would.

### **3.1.2. Discussion on pricing gift bags, TVTO/Bam, Feb. 4, 2008**

There were numerous discussions regarding the pricing of gift bags with Mr. Ghasemi, TVTO/Bam Director. Hence, pricing was determined taking into considerations the following factors:

- The target market, in this case UNIDO staff members, had more readiness to pay a higher price
- Cost of material, fabric and other accessories
- Cost of transportation & delivery
- Time consumption to produce one gift bag per hour
- Production fee, 15.000 Rials/bag

Therefore, it was decided to price the gift bags as follows:

- small, 40.000 Rials = \$4.27
- medium, 45.000 Rials = \$4.81
- large, 50.000 Rials = \$5.35

### **3.1.3. Meeting with TVTO/Bam Director regarding ICT trainings, on Feb. 5, 2008**

The ICT workshop which is equipped with 20 computers, networking systems, ADSL internet service, a video projector, and a server has been utilized since Nov. 2007. ICT training workshops were originally offered to 32 female heads of household and 14 young men. Furthermore, participants received the International Computer Driving License (ICDL) trainings. As for the internet training workshops, all the managers of Bam area institutes and their families participated, as part of the National e-Government program. Consequently, trainees have learnt to conduct activities such as; banking, utility payments, course registrations, final tests (personal UN & PW are provided), through the internet. Please visit [www.azmoontvto.ir](http://www.azmoontvto.ir)

Since Nov. 2007, ICDL trainings (excluding internet) are held every two weeks only for women. Approximately 20 women register in every training period. The ICDL modules include Excel, Photoshop, Power Point and Office as part of the regular ICT trainings.

In addition, gift bag poster design has been an example of ICT trainings offered at TVTO/Bam center which has been equipped by the Wed/yed project and internet trainings are planned to be offered as part of the regular ICT trainings, starting with the next Iranian New Year. Funding for these activities in the next Iranian new year has been allocated by TVTO/Bam and both men & women can attend these trainings.

### **3.1.4. Meeting with IRCO/ Kerman Director, on Feb. 6, 2008**

A meeting took place at the office of Mr. Bami Nasserieh, IRCO/Kerman Director, on Feb. 6<sup>th</sup>, 2008 and the issue of the financial pledge was repeated and clarified and so was the misunderstanding that lead to the funds being allocated to another training project with the Agriculture Department.

Mr. Nasserieh re-iterated his organization's great interest in cooperation with UNIDO and mentioned that, IRCO had purchased 2000 tons of dates from the Bam farmers that same year. Almost 600 tons had been sorted and packaged, by hand without the H&S (HACCP) regulations and without the process of sterilization, and is being sold under the brand name Troka, which is IRCO's commercial brand for the products of its cooperatives. The issue of health & safety (HACCP) were discussed and it was

mentioned that the other 1400 tons had already been sold according to the current market situation.

Mr. Nasserieh also mentioned that IRCO had warehouses in 3 villages at Roostam Abbad, Khajeh Askar, Fakhraj and the city of Bam, with 500-1000 tons capacity. These warehouses could be utilized by the "women cooperatives", and IRCO would help to equip and establish these workshops for the rural women. Furthermore, IRCO organizes training workshops in the Kerman area and the women of Bam could attend/participate in these trainings. As for the formation of women cooperatives, IRCO would support by Providing funding, training, bank loan/credit to equip/implement the workshops.

Mr. Nasserieh requested to have a meeting with Wed/Yed date consultant, Mr. Shaaker and the minutes of the meeting was prepared by the office staff, the points of agreements were indicated, and the letter of agreement was signed by Mr. Nasserieh and the NPC (Annex IX)

### **3.2. Organization of Sales and Promotion day at UN, February 28<sup>th</sup> 2008**

Participants of the SMT/UNCT meeting, which was held on Thursday 28 February at UN common conference room, were informed that a sales table of products (hand-made gift silk bags) made by women entrepreneurs developed by UNIDO WED/YED project-Bam would be set up at the entrance of the common conference room. All Agencies were welcomed and asked to purchase some of the products to encourage participants of the project.

It was agreed that sales would help to promote the visible outcome of project and that that samples were available in the UNIDO office.

### 3. Required Follow-up

<b>Activities</b>	<b>Period</b>	<b>Action by whom</b>
Further meetings with private sector to discuss investment & establishment of Date Processing plants in Bam area	On-going	NPC
Following up the issue of open commitments with local partners	On-going	NPC & Bam officials
Gift bag orders ready for promotion and sales days at UNIDO, on Feb. 14 <sup>th</sup> & 28 <sup>th</sup>	On-going	NPC & Women entrepreneurs
Setting up of cash facility and financial modality for the women entrepreneurs of the home furnishing line	On-going	NPC
Encouraging Bam authorities to draft a proposal for a date processing plant	Done	NPC & TVTO Director
Establishment of market linkages for the date & home furnishing products	On-going	NPC
Payment to MAGFA, regarding project website Farsi translation	ASAP	MAGFA, awaiting invoices
Setting up a follow up meeting with IRCO director, at UNIDO/Tehran	ASAP	NPC
Set up Date Processing trainings at TVTO	On-going	TVTO & UNIDO & NPC
Conduct 3rd Date Processing workshop, at TVTO/Bam	Feb. 25-26	TVTO & NPC
Organize gift bags promotion/sales day	Feb. 28	NPC
Provide 2nd & 3rd date processing workshop training CDs & fotos	ASAP	NPC

## 4. Results Achieved

- Solid agreements were reached with the Bam Officials to follow up on the open financial commitments by local partners. An official letter was drafted and sent to Kerman Government describing the project achievements.
- Date Processing and Health & Safety trainings will be part of the regular TVTO curriculum. It has been stated in an official letter by the Bam Governance
- Proposal regarding the H&S, and Date Processing trainings as regular TVTO curriculum has been drafted and sent to Bam.
- Proceeds from the sales of the 100 gift bags were received. It was agreed that a Cash facility and credit modality will be set up.
- UN car was released and transferred to Tehran office.
- The representative of IRCO/Kerman has been identified and the cash commitment has been transferred to a Kerman account.
- Letter of appreciation to Bam Governor's Office was drafted.
- ICDL trainings at TVTO/Bam workshop-gift bags poster design by the ICT trainees
- Decisions were made by the Bam & Kerman officials to continue on the project objectives and achievements; H & S trainings, implementing Date Processing workshop, partly funded by the Kerman Governance.
- IRCO Kerman will be committed to LoE, Feb. 2006
- New orders for gift bags were placed. Proceeds from the previous sales were used to finance the 2<sup>nd</sup> round of production.
- Meetings were held with the private sector regarding investment in the area of date processing.
- ICT trainees at TVTO/Bam designed 2 sample gift bag posters

## 5. WAY FORWARD

- Meeting Mr. Bami Nasserieh, IRCO/Kerman Director regarding the un-paid commitment
- Conducting the 3<sup>rd</sup> date processing workshop; Packaging methods, equipment, H & S issues
- Establishing market linkages for the date & home furnishing products
- Set up credit line and financial modality for the project entrepreneurs
- Follow up on Kerman Government's commitment to provide funding to continue the Project objectives
- Payment to MAGFA, with regards to the Farsi translation of the project website
- Provide the 2<sup>nd</sup> date workshop training film & pictures, as a training tool
- Launch e-Learning trainings at the TVTO/Bam
- Initiate the date processing ToT program at TVTO/Bam. Trainers must be certified by the head trainer

## **Annexes**

<b>Annex I</b>	<b>signature list of participants' at 2<sup>nd</sup> Date Workshop/ Bam</b>
<b>Annex II</b>	<b>ADSL contract</b>
<b>Annex III</b>	<b>letter sent by Bam officials</b>
<b>Annex IV</b>	<b>UN car release, Farsi</b>
<b>Annex V</b>	<b>UN car release, English</b>
<b>Annex VI</b>	<b>request-for financial report of local account</b>
<b>Annex VII</b>	<b>sample posters</b>
<b>Annex VIII</b>	<b>sample gift bags</b>
<b>Annex IX</b>	<b>Meeting at IRCO, English</b>
<b>Annex X</b>	<b>Draft Letter of Appreciation</b>





شماره ۲۰۷/۱۵۰۶  
تاریخ ۸۶/۹/۸  
پرست

بیتنامی  
وزارت کار و امور اجتماعی



سازمان آموزش فنی و حرفه‌ای کشور  
اداره کل آموزش فنی و حرفه‌ای استان کرمان

قرار داد

به موجب این قرارداد فی مابین مرکز آموزش فنی و حرفه‌ای شماره ۷ بم به نمایندگی علیرضا قاسمی سرپرست مرکز از آقای محمد رضا ارغوانی فرزند محمد حسین متولد ۱۳۵۴ صادره میلهه شش ( ۸۲۴ ) نماینده شرکت داده پرداز فن آوا منعقد گردید ماده موضوع قرارداد ۱ - خرید اینترنتی با مشخصات ۲۵۰/۵۱۲ (سرعت دریافت / ارسال) با اعتبارشماره GB ۳۶ و خرید مودم زمینس و اسپلیتر

ماده ۲- مدت قرارداد یکسال شمسی (از تاریخ ۸۶/۹/۵ الی ۸۷/۹/۵) می باشد.

ماده ۳- مبلغ قرارداد اشتراک یکساله ۷۸/۰۰۰/۰۰۰ ریال مودم زمینس و اسپلیتر ۱۱۰/۰۰۰ ریال و مزد راه اندازی ۱۰۰/۰۰۰ ریال که جمع کل مبلغ ۸/۳۰۰/۰۰۰ ریال وبا تخفیف ۲۰۰/۰۰۰ ریال طبق برگ رسید بصورت یکساله پرداخت گردید .

ماده ۴- مصرف بالاتر از GB ۳۶ به ازای GB ا مبلغ ۷۰/۰۰۰ ریال پرداخت گردد.

ماده ۵- مدت قرارداد در صورت رضایت طرفین بعد از اقبضه قرارداد قابل تمدید می باشد.

ماده ۶ - فروشنده موظف می باشد که نسبت مواد قرارداد فوق را طبق مشخصات اینترنتی خریداری شده اقدام نموده که در صورت مشخص شدن هرگونه خلاف واقع باید نسبت به جبران خسارت اقدام نماید.

محمد رضا ارغوانی  
نماینده شرکت داده پرداز فن آوا

علیرضا قاسمی  
سرپرست مرکز آموزش فنی و حرفه‌ای شماره ۷ بم

آی : کیلومتر ۴ بلوار جمهوری اسلامی    م.پ: ۱۲۷    ک.پ: ۷۶۱۷۵    ت: ۳-۲۱۰۲۵۱    فاکس: ۲۱۰۵۲۱

شماره ۲۷/۱۵۱۵  
تاریخ ۸۶/۸/۷  
بیت

بیتنامی  
وزارت کار و امور اجتماعی



سازمان آموزش فنی و حرفه‌ای کشور  
اداره کل آموزش فنی و حرفه‌ای استان کرمان  
صورتجلسه

طبق این صورتجلسه جلسه ای در مورخه ۸۶/۹/۷ رأس ساعت ۲/۵ بعداز ظهر با حضور فرمانداران و اعضاء کارگروه اشتغال رونمای شورای شهر بم و بروات و شهردار شهر بروات و بم ،بخشداران شهرستان بم و بنید شهید در خصوص برنامه ریزی آموزشی محصولات خرما در مرکز آموزش فنی حرفه ای شهرستان تشکیل گردید.

که توضیحاتی در خصوص فرایند فراوری خرما توسط آقای شاکر مربی آموزش فراوری خرما بیان گردید که مورد استقبال حاضرین در جلسه و اعضاء کار گروه اشتغال گردید و مصوباتی در این خصوص بشرح ذیل مصوب گردید.

۱-مقرر گردید که در برنامه های آموزشی سازمان آموزش فنی حرفه ای بحث آموزش فراوری خرما و محصولات آن قرار گیرد.

۲-مقرر گردید که در آینده جلسه ای در محل فرمانداری -بخشداریها- جهاد کشاورزی و اداره تعاون روستایی و نماینده هماهنگ کننده UNIDO تشکیل گردد.

۳-مقرر گردید که کارگاه آموزش مواد غذایی (محل فعلی سلف و سرویس) بعنوان کارگاه آموزشی تولیدی بهینه سازی و راه اندازی گردد.

۴- مقرر گردید که طرح یک کارگاه آموزشی استاندارد توسط آقای شاکر به مرکز آموزش فنی و حرفه ای شهرستان بم در خصوص تجهیز و بهینه سازی کارگاه آموزشی ارائه نمایند.

۵-مقرر گردید که طرح توسط فنی و حرفه ای بم به شهرداریهای بم و بروات ارائه و پس از بررسی و کارشناسی به مرحله اجرا درآید و شهرداریهای شهرستان بم-بروات حمایت مالی و مشارکت و تا سقف ۵۰ میلیون تومان هزینه ها را متقبل گردینند

نشانی : کیلومتر ۴ بلوار جمهوری اسلامی م، پ: ۱۲۷ ک، پ: ۷۶۱۲۵ ۳: ۲۱۰۲۵۱ - فاکس: ۲۱۰۵۲۱

لیست

صورتجلسه

حضرت ابراهیم در روز ۱۵، ۱۰، ۸۶ با حضور افراد شرکت در جلسه ۱۳۴۳  
جلسه ۱۵، ۱۰، ۸۶

مذاکره‌ای در خصوص حوزه تقویرالذکر در تمام ۱۲۵ شهر در منطقه اقمه توسط شرکت مشاوران خدمات UMB

۱- هیچ رساله‌ای در این خصوص قرار نداشت و صرفاً نامه‌ای از شرکت در ۱۵، ۱۰، ۸۶  
۱۵۷۰۰۰۰۰۰

۱- صورتجلسه  
۲- صورتجلسه  
۳- صورتجلسه  
۴- صورتجلسه  
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۱۷- صورتجلسه  
۱۸- صورتجلسه  
۱۹- صورتجلسه  
۲۰- صورتجلسه

توضیحات: بر روی بوند اتومبیل خط خوش کمی وجود دارد که نموده‌اند آن ه  
 بین قطعه عقب در دست راننده و سپر عقب در دست جلوس است راست و قطعه است  
 در آگود در انتقال سپر دارای رنگ بر روی می باشد  
 در این هنگام روشن شدن اتومبیل دارای دور از آن روزی؛ در آن که اهمیت آن  
 ۲۸ دلیل عدم استفاده از خودرو در طولانی مدت می باشد و در این صورت خودرو دارای  
 نقص نمی باشد.

In the name of God

This is to confirm that on Dec. 25, 2007, in response to a letter, No. 13423, from the Bam Governance, the Toyota Land Cruise, tag # 135, 157005 KM mileage, in good shape, belonging to UNIDO was released to Mr. Ali Motalebi.

Important notes:

- There are few scratches on the body of the car.
- There was smoke from the exhaust when the car was started, perhaps due to the fact that the car had not been used/started in a long time.

Ali Reza Ghasemi  
Director, TVTO/Bam

P.S. This Letter has been signed by Mr. Motalebi and 6 other persons as witnesses.

Annex VI

Dear Mr. Anjom Shoa,

Hope all is well.

In order for me to provide a complete Financial Report of the Local Account, I need to have receipt (s) for the remaining balance of 7.745.000 Rials .

Looking forward to receiving the scanned copy of the receipt (s) asap.  
Thank you in advance for your cooperation,

Manigeh Nojabaii  
NPC, Wed/Yed Project

Sample poster No. 1

Great for any occasion, a gift in itself  
Hand made silk & organza Gift Bags  
by the women entrepreneurs in the  
WED/YED Project Bam supported by HWA/TVTO/UNIDO  
Proceeds from the sales would be used  
as Micro Credit loans to women  
entrepreneurs of Bam region  
For more information or to place an order  
you may contact Ma. Nojabail  
at 2296 8044 (UNIDO)  
0919 101 6251

Poster design by: ICT trainees, WED/YED Project Bam

Sample poster No. 2

Great for any occasion, a gift in itself  
Hand made silk & organza Gift Bags  
by the women entrepreneurs in the  
WED/YED Project Bam supported by HWA/TVTO/UNIDO  
Proceeds from the sales would be used  
as Micro Credit loans to women  
entrepreneurs of Bam region  
For more information or to place an order  
you may contact Ma. Nojabail  
at 2296 8044 (UNIDO)  
0919 101 6251

Poster design by: ICT trainees, WED/YED Project Bam

Annex VIII

Sample Gift Bags





Annex VIII



In the name of God

On Wed. Feb. 6<sup>th</sup>, 2008 a meeting took place with the IRCO/Kerman Director, Mr. Nasserieh and Ms. Nojabaii as the UNIDO Rep. concerning mutual cooperation in the areas of training and empowering rural women of Bam, through development of new processes, health & safety regulated (HACCP) methods of Date sorting, packaging and processing, facilitating and implementing suitable environments (workshops) for those activities.

The following decisions were made:

- 1- It was established, where TVTO & UNIDO have delivered skills trainings to rural women, IRCO will implement/conduct "Establishing Cooperatives" trainings, in order to coach the women in organizing "Rural Women Cooperatives".
- 2- It was established, due to the importance of Date production in the Bam region, and the necessity of implementing and health & safety (HACCP) regulated Date packaging and processing, a percentage of IRCO's funds allocated for training rural women, to be utilized for training and empowering the members of the women cooperatives.
- 3- It was established, after formation of the "Rural Women Cooperatives", IRCO will grant bank loans, in order to provide the capital for the implementation of sorting, packaging and processing date workshops.
- 4- It was established, IRCO will support these "Cooperatives" by providing access to its warehouses and other facilities, according to the rules and regulations governing IRCO.

Manigeh Nojabaii  
UNIDO rep. Wed/Yed project-Bam

Mohammed Bami Nasserieh  
IRCO/Kerman Director



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

UNIDO COUNTRY OFFICE IN IRAN

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Mail: P.O. Box 15875-4557,

TELEPHONE: +98(21)2286 0 691-4 FAX: +98(21)2286 73 62

To: Mr. Etemadi,  
Title: Esteemed Governor of the City of Bam:

Dear Sir,

I hereby express my sincere appreciation for the full support and cooperation of the entire body of the Bam Governance, including; Mr. Bagheri, Deputy of Governor, Mr. Hemmati Nejad, Director of the Center for the NGOs' Coordination, Mr. Ebrahimi, Officer in charge of NGOs' coordination, and also Mr. Ghasemi, TVTO/Bam Director, during the past two years in the implementation of the WED/YED Project.

It has to be mentioned, that the following Project Objectives were achieved, which otherwise without the support of the Bam Governance would have not been possible:

- Organizing "Health & Safety" training workshops, lecture and practical, according to the HACCP guidelines
- Conducting "Date Processed Products" trainings, at workshop and/or industry level
- Furnishing an ICT workshop, equipped with 20 computers, server, internet/ADSL service and video projector
- Organizing ICT workshops
- Developing "Marketing" e-Course in both Farsi & English
- Developing Project Website in both Farsi and English
- Organizing "Home Furnishing" training workshops. In conjunction with the workshops, and as an entrepreneurship exercise, making 100 gift bags to be sold at the UNIDO HQ in Vienna.
- The proceeds from the sales of these items will be used as credit facility to the women involved in the project.

United Nations Industrial Development Organization (UNIDO) is interested in further mutual collaboration with the governing body in Bam region, which would depend on the additional funding from the local or other public organizations.

Sincerely yours,