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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: **16001125**

**Final Report**  
**September – December 2006**

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## 1 What lies ahead

UNIDO and Hilfswerk Austria are jointly implementing the project 'Support for the Reactivation and Establishment of Women and Youth-run Micro and Small Enterprises (YED/WED) with Entrepreneurial and Technical Training Support Using E-learning Tools' under a multi-donor-framework with the following arrangements:

- Hilfswerk Austria core resource (€70,000);
- Funded in part by Iran rural cooperative Organization of Iran (\$16,000);
- Kerman Governor Office (\$100,000), as micro finance loans and cash contribution;
- MAGFA (\$10,000) and in-kind contribution;
- Technical and Vocational Training Organization of Kerman and Bam (In-kind contribution through providing the office space and workshop spaces);
- UNIDO's seed money in Bam region.

*During implementation the project has focused on community-based development, aiming to empower vulnerable groups such as women and youth in gaining sustainable income through improved access to production design, training services, micro credit loans, business coaching, business standard and management, the establishment of Business Development Services, and know-how and technology for participatory recovery and reconstruction of communities in Bam.*

The project has identified potential beneficiary groups of women and young entrepreneurs who are interested in starting up business activities in the sectors of home furnishing, food processing, and Information Technology. The key project components are:

- Organizing demonstration sessions;
- Business Development Services focusing on niche production;
- Access to micro credit;
- Providing certificates to beneficiary groups;
- Community-based planning;
- Quality standards in business.

A project office was established at TVTO Bam at the beginning of the first project phase to facilitate the coordination between beneficiary groups and governmental institutions. The office was equipped with gear and furniture donated by TVTO Bam.

Both trainers and beneficiaries were selected by face-to-face interviews that took place after consultation with the related governmental institutions and private sector actors.

## **2 Meetings with the counterparts and other organizations related to the project**

### **2.1 Meeting with Technical and Vocational Training Organization and Iran Rural Cooperative Organization**

Two meetings were held with the project counterparts TVTO Kerman and IRCO Tehran regarding the allocation of two compounds to be considered for home line furnishing and accessories, ICT, and e-learning training, each having a surface of 80 square meters.

Ms. Sadeghiani, the IRCO Head of Training, mentioned that the IRCO contribution has been transferred to an IRCO account in Kerman, and from here it will be deposited to a local project account in Kerman asap.

The amount of 5% will be deducted from a total amount of \$16,000 due to transmission of the mentioned amount from IRCO local bank account in Tehran to IRCO Kerman local bank account and signing a sub contract between IRCO Kerman and Jihad and Agriculture Ministry for conducting a training session.

### **2.2 Meeting with Sepehr NGO**

Two meetings were held with Dr. Navab, the founder of the NGO Sepehr, to discuss further collaboration with the UNIDO project in Bam. The possibility of allocating an office at the Sepehr compound, which could serve as a Permanent Business Development Services Center, was highlighted during these discussions.

A logistical arrangement to equip a home furnishing line at Sepehr NGO in 2007 will be elaborated according to the work plan (Annex A).

### **2.3 Meeting with Modern Furnishing Design Company in Tehran**

A meeting was held with Modern Furnishing Design Company in December in Tehran, in order to negotiate and arrange a subcontract between MFD gallery and project beneficiaries in Bam. The owner of MDF expressed his willingness to order and purchase from beneficiaries if they would consider focusing on manufacturing niche products, emphasizing quality in their final products.

### **2.4 Meeting with Mr. Hafa, the Head of Women Entrepreneurs Consultancy Organization Germany**

The details of this meeting can be found attached in Annex B.

## **2.5 Meeting with Ms. Linz, the Head of e-learning Center in Offenbach**

The details of this meeting can be found attached in Annex B.

## **2.6 Meeting with Mr. Jafari, INBUS Managing Director**

The Project Coordinator visited the Institute for Vocational Education and Market and Social Politics (INBUS). INBUS has provided training to 130 organizations in Germany and overseas. An estimated 13000 youth have become active in the labor market with the assistance of INBUS.

INBUS provides appropriate training to young people living in rural areas, who have less chances of finding a job. They have an enormous experience in the field of entrepreneurial activities and job creation.

INBUS have expressed their interest in supporting the project through their technical assistance.

## **2.7 Meeting with MAGFA**

The following issues were discussed during a meeting in MAGFA with Ms. Wijngaarde, UNIDO Project Manager, Ms. Hanan Salah, HWA Regional Manager, and Fariba Kassraee, UNIDO / HWA Project Coordinator:

- Customizing the content of training material especially "Marketing training", while focusing on a shorter version (about 5 to 10 hours);
- Traveling of MAGFA staff to the project site to observe the Training of Trainers (ToTs) sessions. The cost of air ticket and hotel will be paid by the project;
- Design, development and hosting the WED/YED project's website to facilitate the dissemination of information among people, governmental institutions and beneficiaries. The amount of \$5000 will be allocated to MAGFA for the mentioned purpose, according to the activities as per attached work plan.
- Allocation of MAGFA's contribution (\$7,000) as soon as possible to the local project account and transfer of MAGFA's in-kind contribution to the e-learning component at TVTO Bam according to the Letter of Exchange (Annex C).

## **2.8 Meeting with Mr. Anjomshoaa, the Head of TVTO Kerman**

The following issues were raised during a meeting with Mr. Anjomshoaa at TVTO Kerman, as a follow-up meeting of the Third Steering Committee which was held a day before in Bam and which was attended by Ms. Wijngaarde, Ms. Salah and the Project Coordinator. The following issues were discussed:

- TVTO will provide a curriculum plan and material through observing the ToTs sessions. The curriculum should be given to MAGFA for further customizing;
- Allocation of an indoor area (400 square meter) to be designed as food processing Unit;
- TVTO provides free-of-charge ICDL courses to the target group;
- A certificate based on the training courses will be issued jointly by UNIDO and TVTO for those beneficiaries who conclude all the related courses successfully.

Ms. Wijngaarde added that micro credit facilities/loans should be set up for the target group, involving the possibility of obtaining a final certificate from UNIDO and TVTO, because micro credit facilities provide access to work equipment and are considered as a basic requirement for generating small and medium enterprises. Ms. Wijngaarde requested TVTO to arrange a meeting with the Project Coordinator to facilitate a micro finance loan and/or a debt moratorium scheme for small enterprises.

## **2.9 Meeting with UNIDO Project Manager and HWA Regional Manager and Project Coordinator at UNIDO office in Tehran**

A meeting was held with a/m members at UNIDO Office, and the following issues were discussed:

- An overview on MODs issued and financial issues;
- Modality of sending the invitation letter to the Steering Committee Members;
- Each Steering Committee Member is to organize a SC session in their locations at least once.

## **3 Organizing two Steering Committee Meetings with the project counter parts**

### **3.1 Steering Committee II**

The Second and Third Steering Committee Meetings were held on October 19, 2006 and November 22, 2006 at TVTO Bam with the following counterparts in the Third SC Meeting:

1. Ms. Wijngaarde / UNIDO project manager
2. Ms. Hanan Salah / Hilfswerk regional manager
3. Mr. Anjomshoaa / Head of TVTO Kerman

4. Ms. Sadaghiani / Head of Training Tehran IRCO
5. Ms. Nojabaee / MAGFA
6. Mr. Qasemi / OIC TVTO Bam
7. Mr. Ebrahimi / Head of task force in governor office

### **3.2 Steering Committee III**

The Third Steering Committee Meeting was held in Bam with the above Steering Committee Members. The following issues were discussed:

- Ms. Wijngaarde highlighted the ongoing progress and feasibility of the project.
- The project will possibly receive further funding from URESIA, a United States-based NGO;
- Ms. Nojabaee (MAGFA) proposed Internet facilities for e-learning courses. The estimated cost will be \$90,000;
- Ms. Wijngaarde requested MAGFA to figure out the Intranet connection rather than an Internet connection considering the budget and current technical situation in Bam;
- Ms. Wijngaarde requested MAGFA to send an assistant to the Bam project during the TOTs to customize the content by visiting the ToTs process. The project will cover the travel costs (ticket/hotel) involved;
- TVTO curriculum plan and material will be given to MAGFA;
- TVTO will conduct ICDL courses free-of-charge to the beneficiary group;
- The work plan has to be developed based on the current budget. The action plan for 2006 – 2007 TVTO will link the Mashad tourism center to guesthouse training (trainers should be selected). Food processing will start as soon as possible;
- Formation of Business Development Center (BDC) at Sepehr NGO. A financial credit should be considered for beneficiaries to start up their enterprises;
- Obtaining a certificate with approval of TVTO and UNIDO for beneficiaries after finishing the training courses;
- One of the TVTO buildings is to be considered as a food processing unit;
- A letter of Exchange is to be prepared for Sepehr NGO;
- MAGFA will design the project website.

The inauguration of the trainings took place at TVTO Bam with the participation of all SCs members (except MIM focal point in the WED/YED project). Mr. Nosratian, Marketing Officer at the Embassy of Austria, attended the ceremony and meetings as well. Furthermore, the group visited the home furnishing workshop of WED/YED which was held at TVTO Bam.

The trainers demonstrated a high level of motivation and the result of products were outstanding. Mr. Nosratian spoke to those present about the possibility of displaying the niche and commercial productions of the trainers and target group in some international exhibitions.

There was a need for improvements in the areas of production design and sewing quality, in order to fulfill the quality requirements of the market. Therefore, three trainers, one designer, one sewing trainer and a strew/coiling trainer from Tehran, Shayhon Ahvaz,

trained 22 selected local trainers in sewing from the Bam region during the first ToTs sessions. Local trainers (sewing trainers from Bam) were introduced to new designs of home furnishing products within a period of 7 days (out of 21 days sessions of training in total).

The local trainers were selected and introduced through TVTO trainers, IRCO trainers, Handicraft Organization trainers and Sepehr NGO in Bam.

The production combines traditional and modern sewing methods with modern design.

## **4 Missions**

### ***4.1 HWA Project Coordinator mission to Austria***

The HWA Project Coordinator participated in a seven (7) day workshop in Vienna. The workshop was conducted by Hilfswerk Austria. A meeting was held with the UNIDO Project Manager at HQ, where the following issues were discussed:

- Identifying Trainers
- Implementation of the UNIDO YED/WED project
- Formation of BDS
- Sepehr NGO collaboration and preparation of an exchange letter
- Project progress

### ***4.2 UNIDO Project Manager Ms. Wijngaarde and HWA Regional Manager Ms. Hanan mission in Iran and the project site in Bam***

Ms. Wijngaarde and Ms. Hanan Salah participated in the Third Steering Committee Meeting and the inauguration of home furnishing and accessory line workshop. They observed the implementation of the project during ToTs. A mission report by Ms. Wijngaarde is attached to this report.

Please refer to photo pictures page 22.

### ***4.3 Mr. Georg Seppmann International Expert from Duisburg-Essen University mission***

Duisburg-Essen University has provided support to the project by sending one of its experts, Mr. Georg Seppmann, on a mission to the project site.

Mr. Seppmann visited Tehran and Bam from October 11, 2006 to November 16, 2006 to participate in the Second Steering Committee Meeting in Bam.



The Second Steering Committee Meeting took place on October 29, 2006 at TVTO Bam. Mr. Seppmann raised his opinion on the establishment of [the issue of establishing] an e-learning center, initially functioning as an intranet rather than internet, and he made proposals on the courses to be provided. He also organized the e-learning compound and participated actively as a consultant to develop the e-learning center in Bam.

## **5 Setting up an ICT and e-learning component at TVTO Bam**

An ICT and e-learning center was set up with basic training equipment and related furniture. The Computer tables were purchased with MAGFA's \$3,000 contribution. The center was set up with twenty (20) computers, donated by MAGFA and UNIDO. Basic Computer Learning courses were held at the project center for beneficiary groups and were concluded on December 25, 2006.

Within the next month, the server (intranet) will be installed at the e-learning center. TVTO Kerman will provide ICDL software free of charge for the project beneficiaries and will train them on ICDL courses consistent with the project work plan.

## **6 Setting up a "home accessories line" component**

Three (3) trainers on sewing design and coiled date leaves were hired for the Training of Trainers in Bam based on interviews with the Handicraft Organization and TVTO recommendations. The training sessions took place within one week. Three trainers made daily assessments on the skills development of local trainers.

The first session of ToTs in Bam was concerned with the harmony and combination of colors in designing the home accessories line as well as focusing on innovative designs. The Project Coordinator gave a prep talk on developments in global market demand and emphasized [opportunities in targeting] niche productions. A second session was concerned with various aspects of home accessories and decorative design. The workshop was equipped with machineries, such as eight (8) sewing machines, pressing iron, electrical scissors etc.

Twenty-four (24) trainers from TVTO, IRCO, Handicraft Organization and Sepehr NGO were trained by a sewing trainer (holding certificate grade 1), a straw/coiling trainer from Khuzestan province, and a designer from IDEA shop.

The sewing trainer conducted training sessions for the Bam trainers during seven (7) days on fine sewing, Pateh Douzi (a traditional embroidery), and other related techniques.

After only seven (7) days of training, skills development and production levels turned out above expectation. The SC praised these accomplishments during the inauguration ceremony.

## **7 Training of Trainers in Bam**

### **7.1 TOTs in home accessories line**

Three (3) trainers were selected for the "Training of Trainers" (ToTs) following interviews with private trainers. The Trainers of Trainers (ToTs) were briefed on project objectives in the area of their activities. The selection was carried out, taking into consideration three areas of focus, i.e. design, fine sewing, and straw/coiling making. The training sessions lasted one week, and were extended for two more weeks.

An IDEA designer assisted the project to bring product designs in line with the quality requirements of the market. The design trainer provided new market-oriented designs and held some sessions on color combination, dimension, and an introduction on modern design home furnishing and accessories. Additionally, the project purchased some new accessories samples from IDEA shop and displayed them for the craftswomen (Bam local sewing trainers) with the purpose of visually highlighting successful products and in order to generate new ideas.

The Project Coordinator undertook an initial marketing survey for the a/m productions and a subcontracting agreement was made with a renowned design home-furnishing and accessory shop in Tehran.

The UNIDO Project Manager underlined the importance of preserving the region's cultural heritage in both design and production. In line with this, women with "pathe" (a traditional embroidery) experience, together with the assistance of the designer, created many beautiful gift bags during the first ToTs workshop.

The workshop focused on:

- Product standards;
- The development of product raw material and quality;
- Increase self-confidence among local trainers;
- Manufacturing of products that meet market demands.

#### **Areas of consideration**

- Lack of adequate sources to purchase raw material directly in Bam;
- Long distance from the capital;
- Inadequate marketing in Bam;
- Promoting and elaborating standards among local trainers.

### **7.2 Straw and coiling training**

Women in Bam traditionally use dried date palm leaves to produce baskets and hand fans. Unfortunately, the number of women currently engaged in this handicraft has declined. Most of the production is sold from women's houses and does not find access to

local markets. Currently, the local demand in Bam is low and there are no formal marketing channels for this production.

The raw material (bundle of palm leaves) is widely available in the region, because Bam is a date growing region and palms are growing in almost every household's yard.

A straw/coiling trainer for TOTs was selected, following the recommendations of Handicraft Organization of Khuzestan (a date growing region in southwest of Iran).

During the ToTs sessions, however, it occurred that the coiling trainer's style of weaving was quite different from the techniques used in the Bam region. Baskets from the Khuzestan province are finer but also more time consuming. The process of making a craft product therefore took a relatively long time and women in Bam thought it to be it complicated.

This area requires improvement in the next training session. It is noted that some technical problems in producing coiling baskets such as shape and design were observed during the workshop. For instance, the number of dyes for coloring the leaves is limited to just three or four colors, which is resulted to lack of varieties of productions.

### **7.3 Raw materials**

Some raw material was purchased from the market center in Tehran and Bam. The dried palm leaves came from the Bam region free of charge. It has been considered to select raw materials of good quality for TOTs to promote quality and standards among the Bam trainers.

## **8 Preliminary marketing activities**

The project aims to expand and identify markets for community products. Hence, initial negotiations have taken place with a modern design home furniture shop in Tehran to establish a future collaboration and to finalise a subcontract for beneficiaries to produce a home furnishing line and decorative items.

### **Recommendations**

- A shop should be erected at the "Arg Castle" to be used as an exhibition space for encouraging local and international tourists to buy handicrafts and home accessories;
- The possibilities of subcontracting with the private sector should be explored;
- Marketing and technical assistance through BDS should be established at Sepehr NGO, focusing on the services:
  - Business information;
  - Consultancy service on business registration and branding;
  - Standards development;
  - Providing related training courses on a regular basis.

## **9 Inauguration**

An official inauguration took place in Bam during the conduction of the TOTs. The Steering Committee Members, Bam Governor Representative, UNIDO Project Manager, HWA Area Manager, Project Coordinator, Representative of Sepehr NGO and the Austrian Chamber of Commerce Officer participated in the ceremony.

The UNIDO PM gave a talk to the trainers and emphasized on the importance of entrepreneurial skills to enable them to compete in the market. The Austrian Chamber of Commerce praised the trainers for their ability to achieve a high productivity within few days of the workshop.

### **Areas of consideration**

To Date, the project has not been fully supported by the governmental institutions. Instead of having an active role in the implementation process of the project, they are so far rather acting as observers, and have not yet fully gained ownership of the project.

- The Counterparts funds should be transferred to a local account (a deadline should be given to the respective partner organizations);
- The project requires more funding, therefore other sources of funding should be identified.

## **10 Issues raised after the ToTs workshop**

The issue of IRCO contribution was followed up closely with Mr. Sadaghiani. After two meetings IRCO's contribution (about \$16,000) was transferred to the local project account through the IRCO sub-office in Kerman.

A meeting was held with the owner of Modern House (same shop as IDEA) in Tehran. Photos of women's products were displayed. He was interested in purchasing items from and making a subcontract with women in Bam. He was invited to the second ToTs in Bam.

An Iranian Film Director has requested to be present during the second ToTs. She is interested in producing a documentary about the UNIDO/HWA project implementation and ToTs activities in Bam. This would be a good opportunity to introduce the UNIDO project on the public level.

The following issues were discussed during a meeting with Dr. Farzin, UNDP Senior Program Officer:

- He was briefed about the UNIDO/HWA project regarding the establishment of WED/YED in Bam. Some photos regarding the project development and activities in Bam were shown. He was interested in the project activities and a further collaboration was requested by both sides;

- It was agreed to transfer UNDP office machines to the UNIDO Office in Bam (UNDP Office has been closed temporarily until a further MOU with the GIRI);
- Ms. Nojabae from MAGFA also participated in this meeting.

A meeting was held with Mr. Ostby, UNDP RC and UNIDO OIC at the UNIDO Office in Tehran. Mr. Ostby was briefed about the project details and developments. Mr. Ostby was invited to participate in the second ToTs in Bam, and he expressed his interest in visiting the UNIDO project site in Bam. NPC will be informed about his mission to Bam later through his office.

## **11 Recommendations and constraints**

The issue of counterpart contributions should be seriously followed up. A deadline for transferring the mentioned funds to the local project account should be determined.

Standardization of production should be one of the core training issues.

The procedures followed in design and production during ToTs indicated that local trainers have not yet acquired adequate training skills. Despite having work experience for several years as tailors, they still need to enhance their business skills. A slight resistance on developing their skills was observed during the workshop. More seminars / training on design and quality for the local trainers should be conducted.

Trainers should be brought more in contact with new designs / knowledge through journals, fairs, exhibitions etc. to change their views and enhance their skills.

It is recommended to introduce an award for the products with the best quality.

A UNDP fund for supporting e-learning can be considered for the Bam region (with assistance of MAGFA). This issue should be further discussed with Dr. Farzin.

## **12 UNIDO PM proposals and observations**

- *Funding in 2007 needs to be fully secured from local project partners, i.e. the Governor's Office of Kerman Province. In addition, UNIDO is to negotiate with other interested partners about additional funding needs (EURASIA).*
- The technical contribution of MAGFA in terms of e-learning courses to be developed will be urgently needed to support the next group of trainers and beneficiary groups. MAGFA should be requested to focus more in the future on software preparation and e-learning programs for various training components (MAGFA is to start with the e-learning marketing course based on contents provided by UNIDO from previous WED/YED programs implemented in Iran in other provinces.)

- Based on the proposals for the installation of a multimedia server at the TVTO in Bam, the configuration proposed by Dr. Seppmann, Duisburg-Essen University, should be considered. It would cost approximately € 4,000 (worth of hardware) to get the system up and running.
- As UNDP has requested MAGFA to develop a separate entrepreneurship development programme for MSEs, close coordination will be needed with the similar requests made by the UNIDO/HWA supported WED/YED programme in Bam.
- Locally available expertise will have to be tapped to further assist the design of the home-furnishing line and other household items to be crafted to make these competitive within a market niche. The cultural and traditional heritage should be maintained and not be compromised at any cost.
- Teambuilding among the project partners should be an essential part of implementation in order to achieve cohesion in thinking and communication. More information on sharing is needed, i.e. through Steering Committee Meetings to be hosted every two months by alternate organizations.
- Based on the meeting with Dr. Nawab, the logistical arrangements for 2007 with Sepehr Bam would need to be elaborated, as this has a promising positive impact on project sustainability for the provision of BDS to entrepreneurs through this organization. This was confirmed in a meeting with Sepehr Bam.
- As to the local transport logistics, the contract of the current driver should not be renewed for reasons discussed with the NPC and the UR Iran. It is foreseen that this position is to be re-advertised and based on proper interviews. A new driver, located in Bam, will have to be appointed.

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## Annex A

### Draft of work plan proposal January 2007 to July 2007 WED/YED program in Bam

	1	2	3	4	5	6
<b>January 2007</b>	- Textiles training of trainers (second week)	- ICT training (basic computer skills for beneficiaries by TVTO Bam trainers)  - Upgrading physical facilities (e-learning)	- Installing the server for intranet	- Request TVTO Bam for the ICDL software	- Mission of NPC to Tabriz for food processing  - Visiting the food sector training location in Bam	- Project web site finalized by MAGFA  -10 hours marketing e-learning course (MAGFA)  - Letter of Exchange to Sepehr NGO (draft by NPC)
<b>Cost</b>	US\$ 4,000	US\$ 700	US\$ 2,500	Free of charge	US\$ 100	US\$ 5,000
<b>Source</b>	UNIDO/HWA	Project local account	Project local account		UNIDO/HWA	UNIDO/HWA
<b>February 2007</b>	- Third textile training and certification TOT  - Establishment of self help group (home-furnishing businesses)	- Food processing equipment	- ICDL training courses	- Project Assistant in place (Bam)	- Finalization and selection of profiles of entrepreneurs for food processing	- Training for entrepreneurs in home-furnishing businesses
<b>Cost</b>	US\$ 4,000	US\$ 5,000	Free of charge		US\$ 300	US\$ 2,000
<b>Source</b>	UNIDO/HWA	UNIDO/HWA		Project local account	Project local account	UNIDO/HWA
<b>March 2007</b>	- Completion of three ToTs (textile, food processing and ICT)	-Food product development (at least three niche products)	- Food processing training for entrepreneurs	- Steering Committee Meeting every two months	- MAGFA completion of preparation e-learning materials (second course)	

<b>Cost</b>	US\$ 6,000	US\$ 1,000	US\$ 3,500		US\$5,000	
<b>Source</b>	UNIDO/HWA	UNIDO/HWA	Project local account	On rotation basis	Project local account	
<b>April 2007</b>	- Getting Sepehr NGO Equipment and opening of the workshops (home-furnishing, IT)	- Equipping the "one stop shop" and Business Development Support center in Sepehr NGO - Preparation of PR materials	- Purchasing sewing machines for TVTO Bam	- Micro Credit System to be developed / proposal by NPC/TVTO	-Agreement with the bank for micro credit  -Selection of entrepreneurs for loans	
<b>Cost</b>	US\$ 3,000	US\$ 3,000	US\$ 800	US\$ 80,000		
<b>Source</b>	UNIDO/HWA	UNIDO/HWA	Project local account	Governor of Kerman		
<b>May 2007</b>	- Entrepreneurship development training in different sectors (3)	- Seminars on Quality in Certification Ministry of Industry/for trainers and entrepreneurs	- Tourism business sector - Selection of entrepreneurs for training in guest house management	-Preparation of e-learning food courses (MAGFA)	-Review of funding status and fund mobilization for remaining 2007	
<b>Cost</b>	US\$ 8,400	US\$ 2,000	US\$ 3,000	US\$ 5,000		
<b>Source</b>	UNIDO/HWA	UNIDO/HWA	UNIDO/HWA	Project local account		
<b>June 2007</b>	- Seminar with loan officers of the bank and entrepreneurs	- TOT Preparation & training of guest house management in support of tourism sector	- Steering Committee Meeting every two months	-Review of loans provided with stakeholders		
<b>Cost</b>	US\$ 500	US\$ 3,000	-			
<b>Source</b>	Bank	UNIDO/HWA	On rotation basis			
<b>July 2007</b>	- Review of BDS & "one stop-shop facility at Sepehr NGO	-Review of production facilities	- Six-monthly report to SC members & PM by NPC	-Review mission by UNIDO and HWA		
<b>Cost</b>	-	US\$ 700	-			
<b>Source</b>	-	Project local account	-			

## **Annex B**

### Excerpts from Reports on years 2000 to 2002 by Frauenbetriebe, concerning consulting of women in Russia and Albania

On behalf of GTZ (German Institute for technical cooperation), Frauenbetriebe organized four (4) three-week-workshops for future women entrepreneurs in Novosibirsk and Omsk (all Siberia/Russia) in 2000. The workshops were conducted by three (3) consultants from Frankfurt, assisted by translators.

An average of fourteen (14) women participated in the seminars, most of them were unemployed or re-entered the labor market after pregnancy leave etc. The seminars were very successful, in one (1) year's time, it is expected that 150 new jobs will have been created for those who participated in the seminars.

In Albania, Frauenbetriebe conducted a one-week-seminar as a consultancy measure focusing on judicial aspects. The main goal was to assist Albanian multipliers in creating a network of entrepreneurs and to give them the tools to support new business start-ups.

In 2001, two (2) workshops were conducted in Russia. One was called "workshop for new ideas", the other was a seminar conducted as a preparation measure for building up new businesses. These seminars were conducted by two (2) consultants, assisted by translators. Twelve (12) women participated in each seminar.

In 2002, Frauenbetriebe conducted two (2) seminars in Novosibirsk and Omsk (both in Russia) to support new women entrepreneurs. Relevant information about the content of these seminars:

- Taxes;
- Law;
- Project acquisition and press work;
- Motivation;
- Communication;
- Time management and organization of work;
- To build up a business plan;
- Product, target group, competence profile, retirement provisions, marketing, insurances, different types of costs, investments, sales calculation;
- Presentation: presentation of one's own biography, presentation of business ideas;
- Coaching.

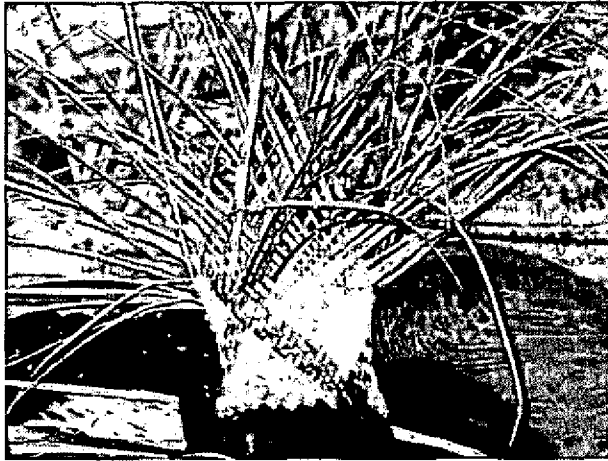
A second focus in 2002 was on "Training of Trainers"-seminars with local partners in Russia and Albania.

## Annex C

### List of Trainers in Bam

Name	Age	*MS	**NF	Education	Skill	Contact No.	cccc
<b>Sewing, textile and home accessory</b>							
Nasrin Bani Asadi	45	FHH	2	Biology diploma	Sewing	3222601 3222662	
Maryam Ranjbaran	29	S		Cloth Design diploma	Designer	2312545	
Shahin Nourbakhsh	37	M	2	Biology diploma	Sewing & embroidery	9133465911	
Mehri Nourbakhsh	42	M	5	Biology diploma	Sewing	9131442693	
Mehrangiz Dana	45	M	6	Biology diploma	Sewing & Flower making	9133443116 2211208	
Mahdiyeh Dehghan					Sewing	Handicraft Org.	
Farzaneh Khodadadi	18	S		Secondary school	Sewing	9132448204	
Azadeh Rafatti	23	M	2	Biology diploma	Sewing & embroidery	91323850449	
Tahereh Mehrabani	36	M	5	Secondary school	Sewing	0344 -2313323	
Mahdiyeh Dehghani	24	M	1	BA in design	Sewing & Flower making	0344-2319698	
Batoul Qanizadeh	42	M	4	Diploma	Sewing	9133442483 0344-2513784	
Kolsoum Hadjinamaki	21	S		Diploma	Sewing	9132444148 0344-2319723	
Fatemeh Vahidzadeh	24	M	1	Biology diploma	Sewing & Flower making	4380148	
Azam Marsaeniya				Diploma	Sewing	2319723 913244148	
Azam Khodadi	25	M	1	Diploma	Sewing	9131976528	
<b>Straw / Coiling trainers</b>							
Zahra Gohari	38	M	3	Secondary school	Straw making	9133461402	
Fatemeh hossein Shahiyan	22	S		Diploma	Straw weaving	2319106	
Zahra Hassani	42	M	4	Diploma	Straw weaving	2312613	
Hamideh Zehkesh	23	M	1	Biology diploma	Straw weaving	9133443116 2319550	
Sakineh Qaem Abadi	52	M	6	Inoformal education	Straw weaving	2312237	
Jamileh Momen Abadi	33	M	3	BA in design	Straw weaving	9132447497	
Sakineh Bani	40	M	4	Secondary school	Straw weaving		

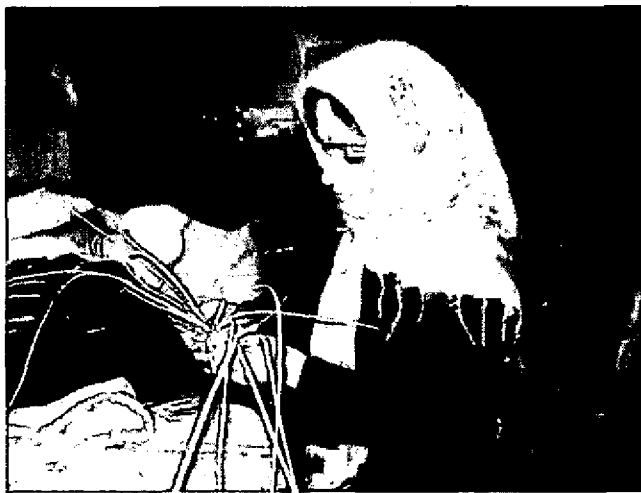
Ibrahimi						2319197
Azam Khodadadi	25	M	1	diploma	Straw weaving	3224386
Akram Khodadadi	18	S		Secondary school	Straw weaving	2334386



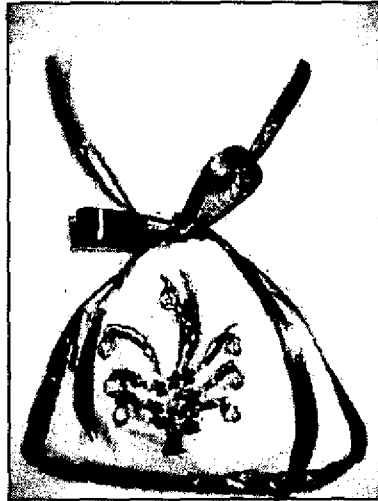
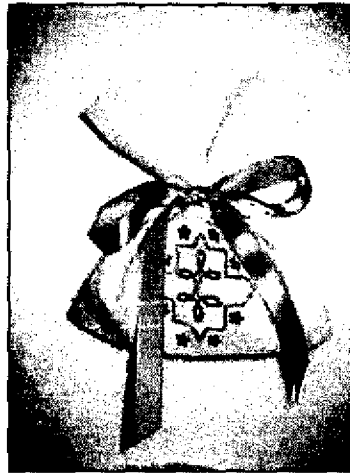
coiling from palm leaves



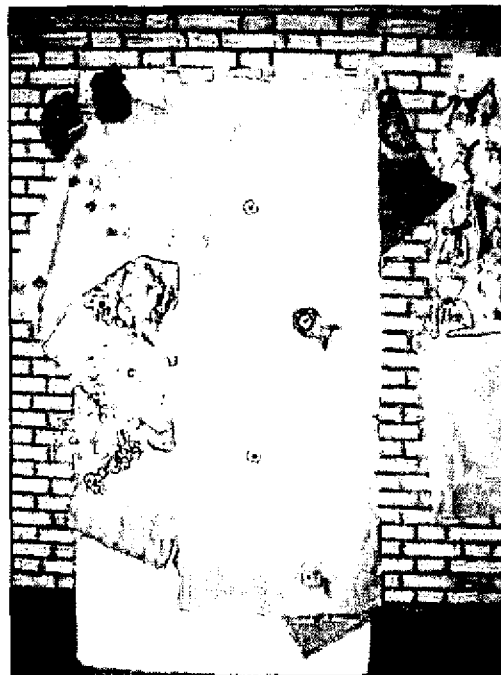
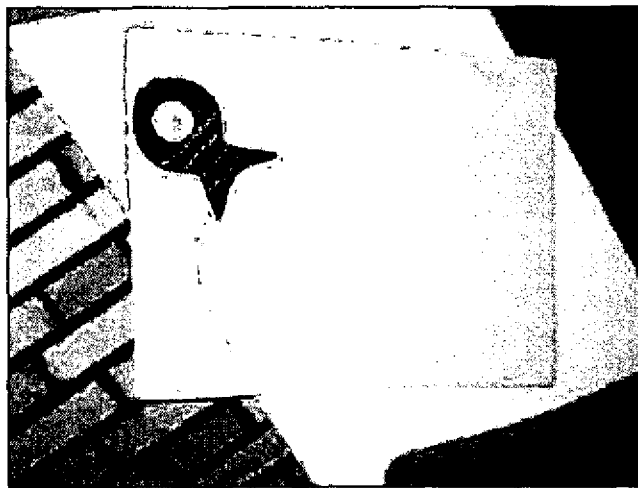
div. products



coiling/straw trainer from Khouzesan



gift bags- niche productions



Sample productions of local trainers





UNIDO/HWA office and Trainers of trainers



UNIDO Project Manager



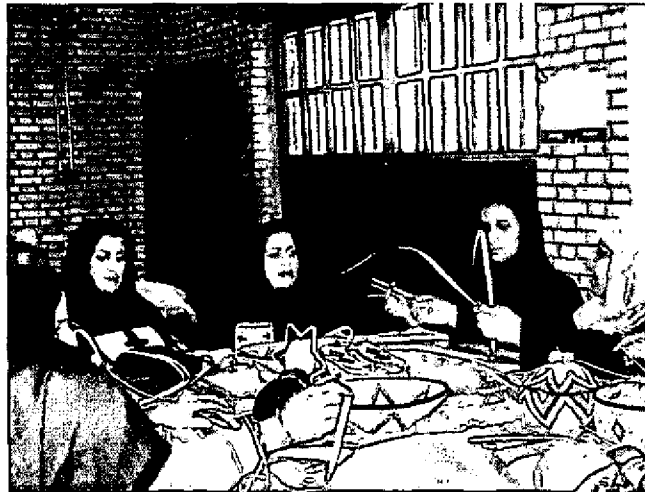
UNIDO PM and HWA Regional Manager



Home accessory workshop-ToTs



Local trainers- machinery provided by the project



Coiling and straw ToTs workshop

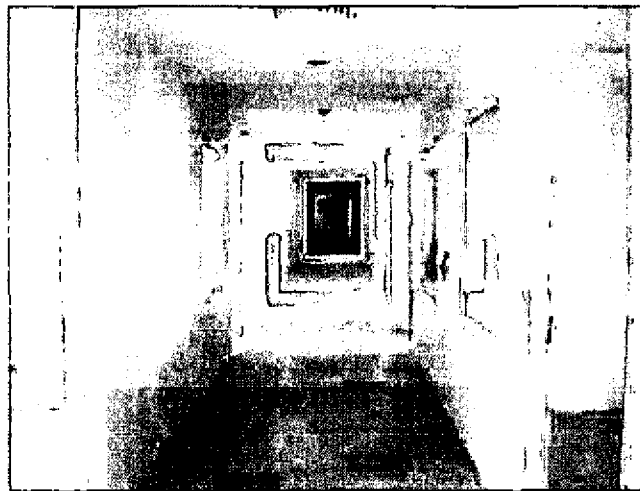
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Sewing workshop



Local trainers-materials provided by the project



Sepehr NGO-UNIDO/HWA BDS

Inauguration ceremony at TVTO Bam

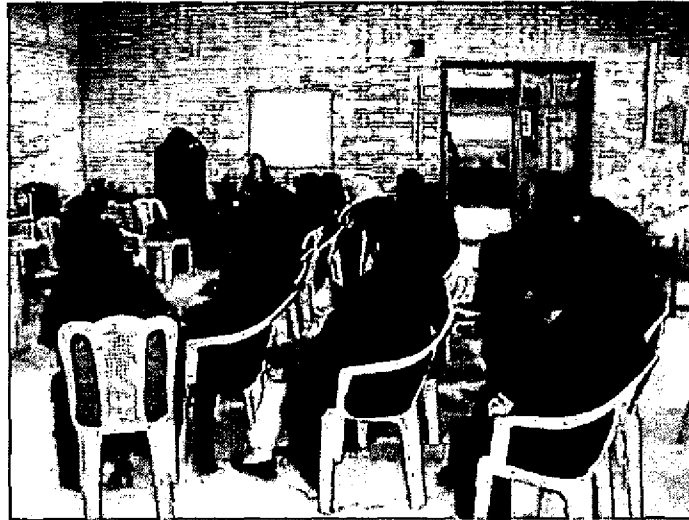




NPC and Trainer of trainers



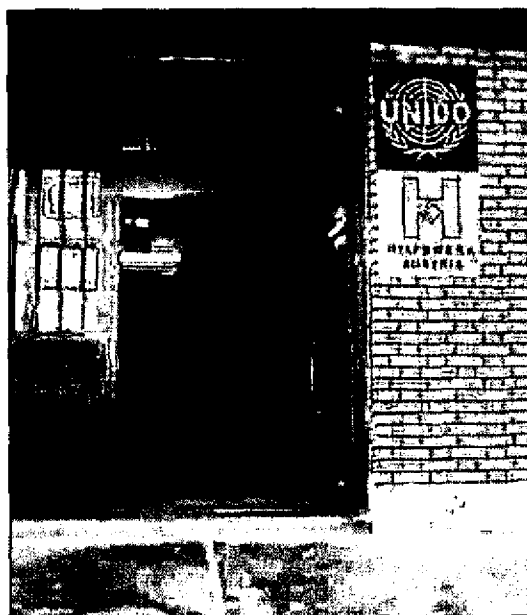
UNIDO Project Manager



ToTs at TVTO Bam



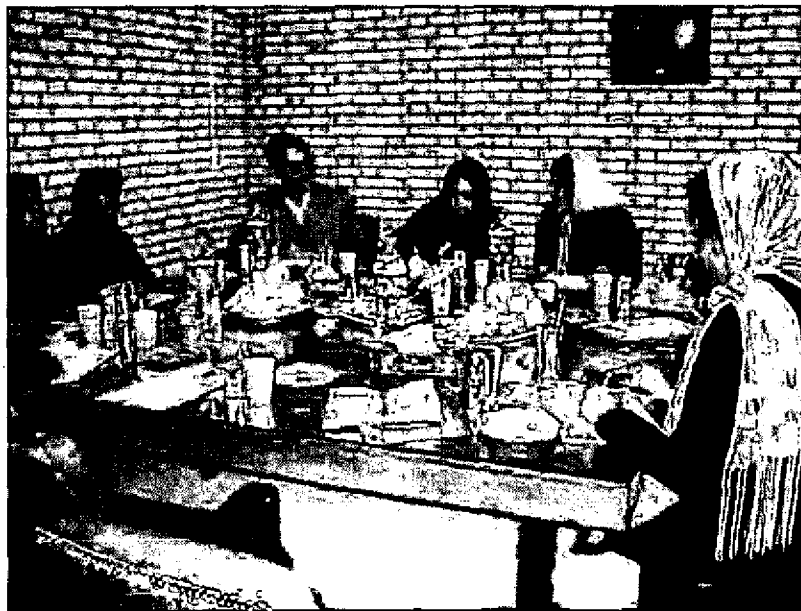
e-learning compound at TVTO Bam



Project office at TVTO Bam



1<sup>st</sup> Steering Committee-UNIDO Tehran



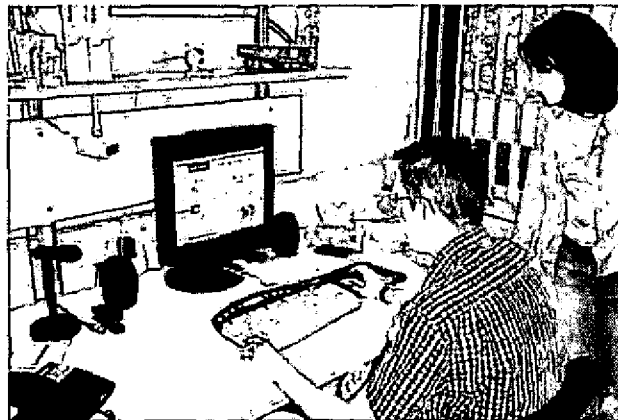
3<sup>rd</sup> Steering committee-Bam



e-learning center in Offenbach



Mr. Hafa and NPC in Frankfurt-Frauenbetrieb



Software-e-learning assessment Duisburg -Essen University Germany