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RESTRICTED

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29 March 1990
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ESTABLISHMENT OF A CLOTHING UNIT IN THE DEPARTMENT
OF SUPPLIES TO ORGANIZE AND SUPPORT TECHNICALLY
LOCAL MANUFACTURE OF SCHOOL AND OTHER UNIFORMS

US/BOT/87/097/11-01

BOTSWANA

Technical report: Fourth visit of t Chief Technical Adviser*

Prepared for the Government of Botswana
by the United Nations Industrial Development Organization,
acting as executing agency for the United Nations Development Programme

Based on the work of D. A. Hague,
chief technical adviser

Backstopping officer: J. P. Moll,
Agro-based Industries Branch

United Nations Industrial Development Organization
Vienna

* This document has not been edited.

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ABBREVIATIONS

CTA	Chief Technical Adviser
UNDP	United Nations Development Programme
GTM	Garment Technologist/Management
P & P	Purchasing and Procurement
M & R	Maintenance and Repair
U.K.	United Kingdom
UNIDO	United Nations Industrial Development Organization
PPER	Project Performance Evaluation Report
P	Pula

Exchange Rates:

During the period of this mission, 8 January to 3 march 1990, the following exchange rates prevailed.

US\$1 = Pl.867

I. INTRODUCTION

The mission commenced on 8 January 1990 and covered 8 man-weeks ending on 3 March 1990.

The purpose of the mission was to carry out further assessments of the progress of the project, re-introduce two of the experts, complete necessary project administration, and make some technical inputs.

All items were completed, plus some additional administrative requirements requested by the Director of Supply.

In my last report I indicated that some communication difficulties had been experienced within the UNDP office in Gaborone. These now have been overcome, making the work of the experts so much easier to perform.

II. EXPERTS

This mission has been the only occasion in the life of the project when all the experts have been on station at the same time. This has created considerably more activity than has been experienced to date, resulting in the local counterpart staff being extremely busy.

Mr O'Shea, the Purchasing and Procurement expert, has been busily engaged in making the Fabric Testing Laboratory fully operational, and giving specialist training to three counterpart staff, in the operation of the equipment, testing procedures, and the presentation and filing of fabric test results so as to provide a comprehensive information service to the Department of Supply Tender Board.

Mr S Hollingworth, the Maintenance and Repair expert, has been engaged in the running of a series of Basic Sewing Machine Maintenance courses for the industry, and developing his two counterparts into taking over this activity. The content of the course has been kept simple, but we believe that simple maintenance tasks account for up to 80% of the maintenance requirements of the industry.

Mr C Whitehouse, Garment Technologist, has continued running the technical training courses, and has also introduced a system of Quality Control which is now being applied in the factories which are supplying the Department of Supply with clothing.

III. EQUIPMENT

All the project equipment has now been delivered and installed. The Non-Expendable Property Control Record was completed in January and passed to the UNDP office for onward transmission to Vienna.

The Laboratory equipment is now fully functional, and is being operated entirely by local counterpart staff. Some concern was expressed over the apparent overheating of the drive motor of the Martindale Abrasion Tester, but the manufacturers have reassured us that this is normal.

It was discovered that no copies had been made of any of the computer programmes. This has now been done and the original floppy discs are, for the time being, securely held by the experts.

IV. PROJECT PERSONNEL

All counterpart staff have now been recruited, and are beginning to carry out their assigned duties. Training is being carried out as each person becomes available - the objective being to put all personnel through all the training courses being run by the department. A matrix of staff training is attached as Appendix 2.

Apart from a few small occurrences, relationships within the Uniform Unit and between local staff and the ex-patriates have been extremely good. Local staff are taking over certain activities and running them with little supervision. One area of concern related to local staff is the fact that administrative procedures outside the Uniform Unit, frequently cause difficulties for the factories who are attempting to complete Government orders. The blame for difficulties is invariably shouldered by the staff of the Uniform Unit, as being the people who are in direct contact with the factories. The real culprits frequently appear not to know the difficulties caused by inefficiencies. The problems are known within the Department of Supply and are being addressed, however my concern is that the morale of the staff of the Uniform Unit should not suffer and so negate the efforts that have been made both by the ex-patriates in training them, and also their own efforts developing the factories.

V. DEMONSTRATION OF PROJECT ACTIVITIES

In August 1989, a demonstration of project activities was given, for an invited audience. This was repeated in February. The major difference being that all the activities shown in the later demonstration, were being carried out by the counterpart staff - not the experts. The following items were shown:-

- Ms G Dichabeng supervising Mrs M Ramahobo and Miss B Phala drafting and grading patterns for hospital clothing.
- Mr D Garasego and Mr M Maruping running the Basic Sewing Machine Maintenance course - with students from industry.
- Ms N Ramalabang carrying out Descriptive Sewing Data Analysis from recorded videos.
- Mrs F Molobi, Ms L Tselametse and Miss L Sebobi demonstrating and explaining all the fabric testing equipment and procedures:-
 - Abrasion testing
 - Pilling testing
 - Tensile testing (with computer control and printouts)
 - Light Fastness testing
 - Wash testing for colour fastness and shrinkage
 - Ends and picks

The invited audience consisted of representatives from client Government Departments and representatives of the press. A list is attached at Appendix 3.

VI. TRAINING

A considerable amount of training is taking place with locations in both Gaborone and Francistown.

The most popular course is the Pattern Drafting and Grading Course, run by Mr C Whitehouse. This is the most technical course, and is likely to keep Mr Whitehouse busy until the end of the project. The course is being handed over to local counterparts, but because of the technical nature, this will take some time.

Other courses, Improving Productivity, Supervisors Course and Sewing Machine Maintenance will in future be run by counterpart staff.

In 1989 the number of student course days totalled 380. During this mission, 207 student course days were completed, and the planned days for 1990 (to September, being the planned end of the project) will be 985. The estimated total student course days for the whole project therefore will be 1365.

Occasionally some courses run with under the optimum number of students due to the fact that nominees from companies do not show up. It is difficult to establish the precise reasons for this, but it does cause the staff of the Uniform Unit some difficulty, trying to find late replacements.

A plan of Training Workshops is given at Appendix 4.

The venues for some of the courses need considering carefully. Mr Whitehouse ran a Pattern Grading course at Sebele, just outside Gaborone. It would appear that there were two main reasons for selecting this venue:-

1. Accommodation for out-of-town students is available on site.
2. Cost - mainly of buying lunches at local hotels.

The first I can accept, but the second is quite fallacious, as the transport cost alone must have been considerably greater than the difference between the meals at Sebele and the Gaborone hotels. In addition, the cost of Mr Whitehouse's lost time ran close to \$2,000 which, of course, will never show up on the Department's balance sheet. If the course could be run in a more convenient venue, then possibly the course time could be reduced, making more effective use of Mr Whitehouse's time, and also reducing transport costs, and the number of meals to be provided.

VII. TRANSPORT

Transport is proving to be a major problem in the efficient operation of the staff of the Uniform Unit, and will continue to remain so unless the problem is tackled now. As the staff become more proficient in addressing the problems of the industry, the need for more transport will grow, and if that transport is not made available, then the staff will not be able to carry out the work for which they have been trained.

The matter was raised with Mr R Bimbo, Regional Director of Supply, in charge of the Gaborone West Supply Depot, which houses the Uniform Unit. Mr Bimbo appreciated the difficulties and has promised to look into the matter.

Ideally, "dedicated" transport should be made available to the Uniform Unit, which now has a staff of 10, all of whom have duties which require them to visit factories all over the country.

VIII. MISSION TIMINGS

On completion of the present series of missions, there will remain only three missions to complete the project. It is suggested that the timings for these should be as follows:-

11.01 CTA - D A HAGUE

Depart UK 13 July : Arrive Gaborone 14 July 1990.
Depart Gaborone 5 September via Johannesburg and Frankfurt for Vienna, arriving Vienna 6 September.
Debriefing V.I.C. pm 6th and a.m. 7th September
Depart for UK pm 7 September. Duration 8 man-weeks.

11.03 GARMENT TECHNOLOGIST - C WHITEHOUSE

1. Depart UK 16 April : Arrive Gaborone 17 April 1990.
Depart Gaborone 7 July : Arrive UK 8 July 1990.
Duration 12 man-weeks.
2. Depart UK 30 July : Arrive Gaborone 31 July 1990.
Depart Gaborone 5 September via Johannesburg and Frankfurt for Vienna, arriving Vienna 6 September.
Debriefing VIC pm 6th and a.m. 7th September
Depart Vienna for UK pm 7 September.
Duration 6 man-weeks.

IX. PROJECT REVIEW MEETING

This had been arranged during the period I was absent from Botswana. The original date had been set as 20 February but was postponed (1 hour before the time the meeting should have commenced) to the 21 February. The meeting had been called to discuss the Project Performance Evaluation Report (PPER), completed in September 1989.

I explained to the meeting that we were discussing a document which was now six months out of date and, of course, considerable advances had been made in the project. This was accepted and I was able to explain the reasoning for the statements in the PPER and the changes which had taken place up to the present date. This was accepted by the meeting.

The Director of Supply, Mr P M Mokgosana, took the opportunity of raising the question of an extension to the project. The Chairman, Mr K Matambo, Deputy Permanent Secretary, Ministry of Finance and Development Planning, took a consensus of the views of those present and suggested that the Director should meet with me to discuss the preparation of a submission. A meeting was called for Friday, 23 February 1990 and the Director made his views known and these were discussed. He then asked me to prepare a document, in Project Document format, which could be appended to a letter from him to the Resident Representative UNDP for onward transmission to Vienna.

This has been done and I enclose the Minutes of the Meeting* of the 23 February 1990, the letter from the Director of Supply** and copies of a Project document to cover the proposed extension.

X. OUTSTANDING FELLOWSHIP

One Fellowship is outstanding for the present project. This involves Miss Gaolatlhe Dichabeng, who could not take up her Fellowship for 1989/90 because of the lack of counterpart staff to continue the work of the Unit.

Because Miss Dichabeng is seconded to the Department of Supply from the Ministry of Commerce and Industry, I have written to Commerce requesting written confirmation that this Fellowship can proceed. (See Appendix 5). Unfortunately upon my return to the UK, I found a letter awaiting me from Hollings Faculty of Manchester Polytechnic (regarding another project) which informed me that the Post Graduate Diploma in Garment Technology will now not run in the academic year 1990/91. The Diploma is being replaced by an MSC Clothing course of 48 weeks duration. I am trying to determine the suitability and cost of this course and will advise as soon as possible.

XI. REPORTS

Some comments have been passed by representatives of the Department of Supply regarding the need for the reports of the experts to be written in a way that can be readily understood by non-technical personnel.

* Attachment 1
** Attachment 2
*** Attachment 3

I have stressed to the project experts the need to conform to the Guidelines for the production of Documentary Outputs when reports are being drafted.

During the review of the PPER, it was noticed that the mission/Fellowship reports of those counterparts who had followed Fellowships were missing. These have now been supplied and are attached for reference.

XII. CONCLUSION

The project is now proceeding very well. There are few outstanding problems. The biggest is probably transport.

The Terminal Review Meeting should take place on 22 August 1990.

LIST OF PERSONS METUNDP

Dr F Tissot	Resident Representative
Mr S Nhongo	Deputy Resident Representative
Mr P Sweeney	Assistant Resident Representative
Mr L O Vieyra	Programme Officer.

MINISTRY OF FINANCE & DEVELOPMENT PLANNING

Mr B Gaolathe	Permanent Secretary
Mr K Matambo	Deputy Permanent Secretary
Mr P M Mokgasana	Directory of Supplies
Mr M G Bakwena	Deputy Director of Supplies
Mr R Bimbo	Regional Director of Supplies
Mr P Molefe	Assistant Director of Supplies, Purchasing
Miss C Mwasi	Assistant Director of Supplies, Uniform Coordination
Miss G Dichabeng	Assistant Uniform Coordinator
Mrs F Mclobi	Assistant Uniform Coordinator

MINISTRY OF COMMERCE AND INDUSTRY

Ms L Sechaba	Senior Administrative Officer
Mr D Tsheko	Assistant Director, I.F.S.
Ms Hla Hla Aye	Manager, Integrated Field Services

and many representatives from industrial organisations both large and small.

DEMONSTRATION OF PROJECT ACTIVITY

<u>VENUE</u>	--	Uniform Coordination Unit wing Gaborone West Depot Department of Supply
<u>DATE</u>	--	21st February, 1990. at 2:00 pm
<u>TIME</u>		<u>ACTIVITY</u>
1:50 pm		Arrival of invited guests
2:00 pm		Welcome address by Catherine Mwasu, Assistant Director Uniform.
2:05 pm		Opening speech by Mr. P.M. Mokgosana, Director of Supply.
2:15 pm		A brief on the project activity Demonstration by Mr. Don Hague
2:20 pm		Visits to various project activities
2:50 pm		Closing remarks by Mr. S. Nhongo, Deputy Resident Representative, UNDP.

LIST OF INVITED GUESTS

UNITED NATIONS DEVELOPMENT PROGRAMME	Dr. and Mrs Tissot, United Nations Development Programme
	Mr. S. Nhongo, Deputy UNDP Representative
	Mr. Patrick Sweeney
	Mr. L.O. Vieyra
MINISTRY OF FINANCE AND DEVELOPMENT PLANNING	Mr. J. Stoneham, Director of Financial Affairs
	Mr. O. K. Matambo, Director of Economic Affairs
DEPARTMENT OF SUPPLY	Mr. P. M. Mokgosana, Director of Supply
	Mr. M. G. Bakwena, Deputy Director
	Mr. K. I. Bimbo, Regional Director, South.
	Mr. J. Mpetsane, Regional Director, North.
	Mr. P. Molefe, Assistant Director, (Purchasing)
MINISTRY OF COMMERCE AND INDUSTRY	Mr. L. Mothibatsela, Director of Industrial Affairs
	2 other officials
USER DEPARTMENTS	2 representatives from each of the following :
	Botswana Defence Force
	Botswana Police
	Prisons and Rehabilitation
	Wildlife and National Parks
	Customs, Immigration
CUSTOMARY	Customary Courts Commissioner
PRESS	Botswana Information and Broadcasting Unit

1989

TRAINING WORKSHOPS

APPENDIX 4

1990

US/BOI/87/097.

11.1.90.

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	
QUALITY CONTROL.	24.25. 27.28	1.2				30 1(F)				18.19.						
COMPUTERISED DESCRIPTIVE SEWING DATA TRAINING.		1.2.3.4. 7.8.9.10.11. 14.15.16.17.18.														
IMPROVING PRODUCTIVITY.			15. 18.					7	6.(F)		30.					
SUPERVISOR TRAINING.			19.20. 21.22.					13.14.(F)					2.3.			
PATTERN DRAFTING & GRADING.				10.11.12.13. 17.18.19.20. 24.25.26.27	7.8.9.10. 14.15.16.17. 21.22.23.24		22.23.24.25 26. 29.30.31.	1.2. 5.6.7.8.9.			1.2.3.4. 7.8.9.10.11. 14.15.16.17.18. (F)	5.6.7.8 11.12.13.14.15 18.19.20.21.22		7.8.9.10 13.14.15.16.17 20.21.22.23. 26.		
PRODUCTION PLANNING.						5.6.				7.8.(F)			2.4.			
FABRIC TESTING.								27.28. a.m. only	1. a.m. only							
SEWING MACHINE MAINTENANCE.							22.24.25 30.31.	1. 6.7.8. 13.14.15(F) 20.21.22. 27.28	1. 6.7.8.(F) 12.14.15 20.21.22.							

Project Termination Date - 7th September 1990.

- 11 -

ON THE AFTERNOON OF 21ST. FEBRUARY THERE WILL BE A MAJOR DEMONSTRATION OF ALL ASPECTS OF THE PROJECT.

NB. (F) INDICATES COURSES HELD IN FRANKISTOWN.

DEVELOPMENT



PROGRAMME

Office of the Resident Representative and Resident Coordinator
of the UN System's Operational Activities for Development
in Botswana

Post Office Box 54 Gaborone
Republic of Botswana

Cables UNDEVPRO, Gaborone
TELEX 2412 BD
TELEPHONE NUMBERS 352121/2/3/4/5

Reference...US/BOT/87/097.....

Ms. L. Sechaba,
Senior Administrative Officer,
Ministry of Commerce and Industry,
Gaborone.

28th February, 1990

UNIDO Project US/BOT/87/097

Uniform Co-ordination Unit

Dear Ms. Sechaba,

Under the amendments to the Project Document of the above named project, there is still one Fellowship Programme to be completed. This programme has been assigned to Miss G. Dichabeng, who is seconded to the project from your Ministry.

The Fellowship is a Post Graduate Diploma Course in Garment Technology, held at the Hollings Faculty of Manchester Polytechnic, U.K. The duration of the course will be approximately ten months, from September 1990 to June 1991. All fees, stipends and travel costs will be paid by UNIDO (administered in the U.K. by the British Council).

In order that all the necessary paper work can be completed and processed, both through the local UNDP office and through UNIDO, Vienna, I need your written confirmation that this Fellowship can proceed.

As the project is scheduled for completion in September 1990, Special arrangements have been made to extend the time limit for this Fellowship only. You may remember that the Fellowship was postponed due to a staffing shortage within the Uniform Co-ordination Unit. Any further delays in starting this Fellowship would mean that it could not be completed within the life of the project.

An early reply regarding this matter would be much appreciated.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "D.A. Hague".

D.A. Hague;
Chief Technical Adviser.

c.c. Director of Supply
Resident Representative, UNDP, Gaborone
UNIDO, Vienna.

MINUTES

OF A MEETING TO DISCUSS THE PROPOSAL TO EXTEND

UNIDO PROJECT US/BOT/87/097

HELD AT THE DEPARTMENT OF SUPPLY CONFERENCE ROOM ON 23 FEBRUARY 1990

PRESENT AT THE MEETING:

Mr. P.M.MOKGOSANA,	Director of Supply, Chairman.
Mr. M.G.BAKWENA,	Deputy Director, Supply.
Mr. D.A.HAGUE,	CTA, UNIDO.
Mr. M.O'SHEA,	Advisor, UNIDO.
Mr. C.WHITEHOUSE,	Advisor, UNIDO.
Mr. S.J.HOLLINGWORTH,	Advisor, UNIDO.
Mr. D.TSHEKO,	Assistant Director, IFS.
DWA HLAHLAAYE,	Chief Technical Officer, IFS.
Ms. C.MWASI,	Assistant Director, Uniform.

INTRODUCTION

The meeting was convened in order to allow each member of the UNIDO team currently attached to the Uniform Coordination Unit of the Department of Supply, to give their views on the progress of the project. The information would assist the Director of Supply in his submission to justify his request for the project to be extended.

MATTERS ARISING

The Chairman welcomed all members and thanked them for their prompt response. He told members that the meeting was a follow up to a project review meeting where he was asked to amplify on his request for a project extension. He then asked each of the UNIDO Advisers to give a report on their part of the project.

Mr. D.A.Hague, CTA, UNIDO

Mr. Hague said that what has been achieved has been considerable. The work is proving to

be very important to the industry, and therefore it would be very worthwhile to take it a stage further and consolidate. In order to achieve this, there was a need to bring in more staff, and so, there would be a need for more fellowship training and also more office accommodation. He went on to say that should the extension be approved, he would like to recommend that all four experts should be involved, as all areas of the project would benefit from additional inputs.

Mr. M.O'Shea, Fabric Procurement and Testing Adviser

Mr. O'Shea stated that the majority of the fabric testing has been achieved, but there are some areas which would benefit from some more of his time. These are:

- Warehouse input is necessary so that when the inspection machine arrives, he should be present to train the staff on its application.
- Textile Warehouse management procedures should also be implemented, so that the person in charge of the warehouse should also look at stock control, correct fabric storage and examination, and act as a liaison between the laboratory and warehouse staff.
- To set correct fabric inspection procedures. Initially, there will be a need for a 100% quality check on all fabrics received until standards are set and satisfied.
- As far as fabric testing and quality control is concerned, the laboratory is well equipped. There may be a need for additional small items here and there.
- He also recommended a Study Tour for two or more members of the Unit to one of the textile Trade Fairs in Europe, plus visits to some of the renowned fabric mills.

Fellowship Training

- One in fabric testing and quality control.
- One in textile warehouse management.

Required extension time for Mr. O'Shea

Two separate missions of one month each; the first one to be in September/October 1990.

Mr. C.Whitehouse, Garment Production and Quality Control Adviser

Mr. Whitehouse reported that he is quite happy with his four counterparts and that so far they are doing very well. If there was a chance for an extension, he would like to see more practice

than theory because the theoretical part of his work should be completed by the time the present project comes to an end in August 1990. He would like more time to be spent in the following areas:

- To develop more quality control procedures.
- To go for more consultancy so that the job is made more practical. At the moment, 80% of the work tends to be theory and only 20% is practical. More time needs to be spent in companies and less in the classroom.
- To convert the uniform suppliers to start thinking in "minutes" instead of garment pieces.
- To introduce work measurement into the system.

Fellowship Training

- At least three courses in clothing technology which could be taken elsewhere, not necessarily at Hollings College. These courses should be specific, tailored to the needs of the Botswana clothing industry, and should not be geared to the academic year.

These courses should be approximately six months for each student.

Mr. S.J.Hollingsworth, Machine Maintenance and Repair Adviser.

Mr. Hollingsworth told the meeting that the two machine maintenance and repair technicians have made tremendous progress within a short time, and should the project be extended, he would like to concentrate in the following areas:

- To teach and extend the basic maintenance and repair procedures in order to bring the two technicians to an intermediate level.
- To offer to entrepreneurs on the job maintenance and repair advisory service.

Fellowship Training

No overseas training required, but some On-the-Job training on factory advisory systems on sewing machine maintenance and repair, tailored to Botswana needs.

Required extension time for Mr. Hollingsworth

Three months divided into two periods of six weeks each, so as to allow a development period for the two technicians.

This would also allow them to gain more experience in teaching basics to the industry.

ANY OTHER BUSINESS

A question was asked by Mr. Tsheko, the Assistant Director, Industrial Affairs, who wanted to know the time span which is given between the basic and intermediate machine maintenance courses for the two technicians.

In reply, Mr. Hollingworth said that this could be looked into at a later stage. The two technicians should first be given the opportunity to take over basic training to allow them to gain confidence before embarking on the intermediate. The skills they have already acquired might have already covered 80% of the total problems the factories are facing. It is expected that the end of the present life of the project should see them able to teach basic machine maintenance and repair on their own. The ideal time between the two stages would be not less than three months.

Another question came up regarding the time span between the first project and the envisaged extension phase. In reply, Mr. Hague clarified that all things being equal, he would like it to be a continuation, so that there is no break in between. He went on to brief the meeting about his plans for additional equipment in the second phase. Each of the experts had already indicated their requirements in addition to what is already in place. This will make the unit less dependent from the rest of the Department of Supply. The following machines will be recommended in the second phase:

- A photocopier
- A Telefax of good quality
- A Wordprocessing typewriter.

In addition, Mr. Hague gave a summary of estimated project extension costs to be about \$336,000. He offered to go ahead and prepare the extension project proposals.

There was also some concern regarding additional classroom accommodation. In reply, the Director of Supply assured the meeting that this problem would soon be over, once the facilities at BIAC have been completed.

Finally, the Chairman thanked Mr. Hague, CTA UNIDO, and his team for their commendable work.

He reiterated that he had no doubt that the Donors would fund the second part of the project based on the reasons he was going to give in his appeal. He would expect the Donors to respond favourably.

The meeting was adjourned until further notice.

ES/E/10 III (24)

27th February, 1990

Resident Representative,
United Nations Development Programme,
P.O. Box 54,
GABORONE.

Attn: Dr. Tissot

Dear Sir,

US/BOT/87/097

UNIFORM COORDINATION UNIT PROJECT

On the 21st February, 1990 a tripartite Project Review Meeting was held to evaluate progress so far made on the above project. The participants were UNDP Representatives including members of the team of UNIDO experts, Ministry of Commerce and Industry representatives (Department of Industrial Affairs) and ourselves (Ministry of Finance and Development Planning - Department of Supply and some members of Department of Economic Affairs) under the chairmanship of the Director of Economic Affairs: Mr. Kenneth Matambo.

The Chief Technical Adviser Mr. Don Hague, presented the Project Performance Evaluation Report to the meeting and the project was discussed in detail.

It was the consensus of the meeting that the project is proving to be pretty successful in meeting the objectives set out in the Project Memorandum.

However, even though the success is very apparent and the Garment Manufacturing Industry in Botswana is benefiting a great deal from the efforts of both the UNIDO experts and the staff of the Uniform Coordination Section, I felt that this present success could be dissipated if the supporting physical presence of the experts were to be withdrawn as soon as was initially scheduled as the end of the project is already imminent - September 1990. It was on account of this view that I addressed the tripartite progress review meeting and appealed that consideration should be given to requesting an extension of the project life in order that the excellent work already carried out should be consolidated.

The meeting considered my plea and the chairman suggested that I should formulate some thought on this very strong view, meet with the Chief Technical Adviser and other experts including members of Uniform Coordination Section to clarify and elaborate the details of what I considered necessary in order to ensure the complete success of this enterprise.

Subsequent to this decision, I held a meeting with the Uniform Coordinator (Assistant Director - Uniform) and the experts. I requested the Chief Technical Adviser to incorporate the results of my various meetings into a format like the original Project Document, complete with details of costings, fellowships and equipment to substantiate my request for extension of the life of the project. This has been done and I attach the subject document prepared by the Chief Technical Adviser in collaboration with his UNIDO experts.

During the current life of the project, substantial development and growth of the Uniform Coordination Section has evolved. Francistown Regional Supply Depot has grown two-fold. Four District Supplies Depots shall open early in the new financial year (1990/91 which begins in April 1990). Many other District and Regional Supplies Depots shall be provided in strategic areas of this country. It is not the intention of this department to concentrate the efforts of this project in one area; Gaborone alone. It is my dire desire to spread it all over the country. Therefore, as the Uniform Coordination section continues to expand, satellite units of the section shall have to be provided in these strategic areas which I have already alluded to. This is why I strongly feel that the proposed project extension is essential in order to develop on the work already done and to allow me to form an additional part of the Uniform Coordination Section in Francistown Regional Supply Depot at this initial stage so that the growing industry in the North of Botswana can also receive the technical support it needs. In order to ensure that this can take place, I would like to see more of my staff receiving the specialist training that can only be obtained through overseas fellowships supplemented by the on site training and development given by experts.

Moreover, I am convinced and I am certain experts will bear me out, that their counterparts have not yet had adequate time to translate experts' knowledge imparted to them into practice given this short period of time.

The attached Progress Report shall reveal that, although substantial progress has been so far made, there is still ground to be covered to make this project fully successful and to enable the counterparts to fully stand on their feet at the end of the life of the project. I have called for individual UNIDO experts Progress Reports which are fully articulated in the Chief Technical Adviser's summarised report which embraces the views of his colleagues on the performance of the report.

I am glad to state that both the Chief Technical Adviser and his experts do agree with me intoto that the project will not have achieved its maximum objective if it were to stop as initially planned. You will recall that there were a number of logistics delays when the project started which caused the initial scheduled programme appear relatively too short and inadequate. It is in view of this occurrence that I earnestly request you to forward my plea to the appropriate authorities for consideration and hope that you will also give the proposal your own endorsement.

This is very urgent because I do not wish to see the project disrupted by these negotiations. I wish you could expedite the negotiations so that, if approved, which I am optimistic shall be the case, it should continue immediately after September 1990.

Yours faithfully,

P. M. Mokgosana
DIRECTOR OF SUPPLY

cc: Permanent Secretary - Ministry of
Finance and Development Planning
Attn: Mr. Kenneth Mathambo

The Director
Public Service Management

The Director
Industrial Affairs

Encls

1. OBJECTIVES

The development objective of the project extension remains the same; that is, to improve the Botswana garment industry's ability to meet local demand for garments. This is in keeping with the country's National Development Plan 1985-91 which emphasises the importance of developing the manufacturing sector.

The project objective is to continue to strengthen and expand the capabilities of the Uniform Co-ordination Section of the Department of Supplies of the Ministry of Finance and Development Planning, so as to continue the development of garment manufacturers, who are mainly indigenous entrepreneurs, as viable economic units.

2. SPECIAL CONSIDERATIONS

Garment manufacturing in Botswana is mostly in the hands of women - both as entrepreneurs and as employees. An extension to the project will thus further contribute towards the integration of women in industry in the country, and, as the industry continues to expand, create additional employment opportunities. The improvement of basic technology and skills will help to offset what has previously been seen as a major economic constraint - import duties on fabrics and accessories.

With fabric production units now commencing operations in Botswana, there is a very real opportunity of some manufacturers becoming exporters to Europe, under Lomé IV, either as principals, or as sub-contractors.

3. BACKGROUND AND JUSTIFICATION

The garment industry in Botswana is continuing to grow. However, the background information supplied in the original Project Document still holds good, even though the Department of Supplies has made tremendous strides towards ensuring that fabric requirements, garment requirements, quality standards of both imported fabrics and locally manufactured garments

are constantly being improved. There is now a capability in the country to manufacture most types of unlined garments. The skills (and equipment) to manufacture lined (tailored) garments are still to be acquired. However, this type of garment represents only a small proportion of the garment requirement of the country.

Thoughts are currently being aired about the establishment of a properly organised Textile and Garment Technical Education facility. This has not yet even reached a planning stage, and even if decisions were made immediately, there is little likelihood of any positive activity before the second half of 1991.

It is therefore important that the work of the Uniform Co-ordination Section of the Department of Supplies, being the only organisation currently capable of giving technical assistance to the garment industry, should continue to support and develop the industry.

The industry will eventually reach a size when it will become impractical for the Uniform Co-ordination Section to even attempt to cope with all the technical requirements. At that stage, a dedicated technical support institution will need to be in place and operational.

4. PROJECT OUTPUTS

Outputs from the proposed project extension would be to further improve the capabilities of the existing Uniform Co-ordination Section, thereby facilitating the creation of a sub-unit to cover the garment manufacturing units in the north of Botswana, by:

- consolidating the Textile Testing training already given.
- improving the methods of storage and fabric care.
- extending the Quality Control systems recently introduced to ensure the quality of uniforms to the Department of Supplies, into all factories to ensure the quality of all garments produced.
- firmly establishing a factory advisory service for both production systems and maintenance procedures.
- expanding the work on garment specifications to include National Size Charts.

- extending training into Work Study in an attempt to convert the industry to an output measurement system of Standard Minutes instead of the present inaccurate system of "pieces".
- establishing a technical library.

5. PROJECT ACTIVITIES

A. GOVERNMENT PROJECT COMMITMENTS

During the project extension, the Government Departments will continue to:-

- a) Ensure that full staffing is maintained to allow any Fellowships to take place, and to allow the transfer of information from the foreign experts, whilst carrying on the work of the Section.
- b) Make financial provisions for:-
 - i. Local travel in connection with:
 - training of entrepreneurs.
 - implementing factory advisory visits.
 - carrying out Quality Control visits.
 - carrying out maintenance checks.
 - ii. International travel and subsistence should it become necessary in connection with materials procurement.
 - iii. Purchasing of any necessary identified materials, including books and other technical publications.
- c) Provide adequate and appropriately equipped offices, laboratory, storage and classroom space to ensure the efficient operation of the Uniform Co-ordination Section.

B. PRINCIPAL PROJECT ACTIVITIES

MONTH	ACTIVITY	DURATION IN MAN-MONTHS
1	1st visit of Purchasing & Procurement expert to continue Textile Testing training and commence improvements in storage of materials.	1
* 1	Commencement of Fellowship 31-03, Post Graduate Diploma in Garment Manufacturing.	10
1	Commencement of Fellowship 31-07 in Garment Production.	6
1	Commencement of Fellowship 31-11 in Stores Management.	3
2	1st visit of Garment Technology expert.	1.75
3	1st visit of Maintenance & Repair expert.	1.5
3	1st visit of Chief Technical Adviser to review progress and assess plans for remaining activities.	0.75
5	2nd visit of Garment Technology expert	2
5	Commencement of Fellowship 31-10 in Fabric Testing and Quality Control.	2
7	2nd visit of Chief Technical Adviser to review progress at mid-term.	1
7	Commencement of Fellowships 31-08 and 31-09 in Garment Production.	12

7	2nd visit of Purchasing and Procurement expert to check and finalise procurement, stores and testing procedures.	1
8	3rd visit of Garment Technology expert.	2
9	2nd visit of Maintenance and Repair expert.	1.5
11	4th visit of Garment Technology expert.	2.25
12	3rd visit of Chief Technical Adviser to complete terminal report and arrange Terminal Review Meeting.	1
To be arranged to coincide with a major fabric fair/exhibition.	Study Tour for 4 persons to visit a major fabric fabric fair and visit fabric production units.	3

N.B. The Fellowship marked * is the last remaining fellowship of the original project activities. It is only included to clarify the whereabouts of staff during the proposed extension.

6. PROJECT INPUTS

A. Government Inputs (Department of Supplies, Ministry of Finance and Development Planning)

a) Premises

Suitable accomodation for offices, laboratory, stores and classroom.

b) Uniform Co-ordination Section Staff

Maintenance of required staffing levels for all national staff.

c) Transport

Adequate facilities for all project-related transport of goods and project personnel, including expatriate personnel when necessary.

d) Training

Provision of any local training that might be necessary for the staff of the Section. The Department of Supplies will also be responsible for the salaries of Fellowship holders while they are undergoing training abroad.

e) Administrative Support

The provision of additional administrative support over and above that already provided within the Section, should the situation require it.

B. UNIDO INPUTS

<u>BL</u>	<u>Input</u>	<u>M/M</u>	<u>Cost(\$)</u>
<u>Personnel</u> (for Job Descriptions, see pages 38 - 45)			
11-01	Chief Technical Adviser (CTA)	2.75	42,650
11-02	Maintenance and Repair expert	3	33,500
11-03	Garment Technology expert	8	86,100
11-04	Purchasing, Procurement and Fabric expert	2	24,000
15-00	Project Travel		5,000
16-00	HQ staff travel	0.5	5,000
19-99	Sub-total - Personnel		<u>196,300</u>
<u>Training</u>			
31-00	Fellowships		91,800
32-00	Study Tour		<u>17,000</u>
39-99			<u>108,800</u>
<u>Equipment</u>			
42-00	Non-expendable equipment (see pages 34 - 37)		26,300
<u>Miscellaneous</u>			
51-00	Sundries		4,500
99-99	Project Total		<u>335,900</u>

7. INSTITUTIONAL INFRASTRUCTURE

The Uniform Co-ordination Section will continue to be part of the Department of Supplies, one of eight Departments in the Ministry of Finance and Development Planning.

The Section will continue to be the focal point between customers, material suppliers and manufacturers. In the course of carrying out its normal activities, it will continue to provide a technical support service to the industry by way of:

- training courses;
- information on standards of performance;
- information on costing based on proper work measurement;
- advice on garment construction, factory layout, organisation, and equipment;
- sewing machine maintenance advisory service;
- general information on garment industry trends, materials and equipment.

8. EVALUATION

A mid-term performance self-evaluation (PPER), plus a terminal evaluation will be required for this project extension, in accordance with the requirements of UNIDO's internal evaluation system.

9. REPORTS

Mission reports from the CTA and each expert on completion of each mission, plus an Agency Terminal Report on completion of the project.

SCHEDULE OF PROJECT ACTIVITIES

ACTIVITIES	1990				1991							
	01 S	02 O	03 N	04 D	05 J	06 F	07 M	08 A	09 M	10 J	11 J	12 A
<u>EXPERTS</u>												
11-01 Chief Technical Adviser				0.75			1					1
11-02 Maintenance and Repair			1.5						1.5			
11-03 Garment Technology		1.75			2			2			2.25	
11-04 Fabric Procurement & Purchasing	1						1					
<u>FELLOWSHIPS</u>												
31-03 Garment Manufacturing Diploma					10							
31-07 Garment Manufacturing			6									
31-08 Garment Manufacturing								6				
31-09 Garment Manufacturing								6				
31-10 Quality Control and Testing					2							
31-11 Stores Management		3										
<u>STUDY TOURS</u>												
32-00 Study Tour for 4 persons												
dates to be decided.												



UNIDO

PROJECT BUDGET/REVISION

3. COUNTRY BOTSWANA	4. PROJECT NUMBER AND AMENDMENT US/BOT/87/097	5. SPECIFIC ACTIVITY J13102
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10. PROJECT TITLE
Establishment of a Clothing Unit in the Department of
Supplies to technically support local manufacture of garments.

15. INTERNATIONAL EXPERTS (functional titles required except for line 11-50)	16. TOTAL		17. 1990		18. 1991		19.		20.	
	m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m	\$
11-01 Chief Technical Adviser	2.75	42,650	0.75	12,150	2.0	30,500				
02 Maintenance & Repair Exp.	3.0	33,550	1.5	16,775	1.5	16,775				
03 Garment Technology Expert	8.0	86,100	1.75	19,170	1.75	66,930				
04 Purchasing, Procurement Exp.	2.0	24,000	1.0	12,000	1.0	12,000				
05										
06										
07										
08										
09										
10										
11										
12										
13										
14										
15										
16										
11-50 Short term consultants										
11-99 Sub-total - International experts*	15.75	186,300	5	60,095	10.75	126,205				
21. REMARKS										

* If more than 16 experts are required check here and attach continuation sheet 1A. This sub-total must include all experts.



UNIDO

PROJECT BUDGET/REVISION

4. PROJECT NUMBER US/BOT/87/097	16. TOTAL		17. 1990		18. 1991		19.		20.	
	m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m	\$
OPAS EXPERTS (functional titles required)										
12-01 _____										
12-02 _____										
12-03 _____										
12-99 Sub-total-OPAS experts [Ⓟ]										
ADMINISTRATIVE SUPPORT PERSONNEL										
13-00 Clerks, secretaries, drivers										
13-50 Freelance interpreters (non-UNDP projects)										
13-99 Sub-total-Administrative support personnel										
UN VOLUNTEERS (functional titles required)										
14-01 _____										
14-02 _____										
14-03 _____										
14-04 _____										
14-99 Sub-total-UN Volunteers [Ⓟ]										
15-00 Project travel		5,000		1,650		3,350				
16-00 Other personnel costs (including UNIDO staff mission costs)	0.5	5,000	-	-	0.5	5,000				
NATIONAL EXPERTS (functional titles required)										
17-01 _____										
17-02 _____										
17-03 _____										
17-04 _____										
17-05 _____										
17-99 Sub-total-National experts [Ⓟ]										
19-99 TOTAL-PERSONNEL COMPONENT	16.25	196,300	5	61,745	11.25	134,555				

[Ⓟ] If additional individual budget lines are required, check here and attach continuation sheet 1A. These sub-totals must include budget lines listed on page 1A.



UNIDO

PROJECT BUDGET/REVISION

4. PROJECT NUMBER US/BOI/87/097	16. TOTAL		17. 1990		18. 1991		19.		20.	
	m/m	\$	m/m	\$	m/m	\$	m/m	\$	m/m	\$
SUBCONTRACTS										
21-00 Subcontracts										
TRAINING										
31-00 Individual fellowships	23	91,800	6.25	24,950	16.75	66,850				
32-00 Study tours; UNDP group training	3	17,000	-	-	3	17,000				
33-00 In-service training										
34-00 Non-UNDP group training										
35-00 Non-UNDP meetings										
39-99 TOTAL - TRAINING COMPONENT	26	108,800	6.25	24,950	19.75	83,850				
EQUIPMENT										
41-00 Expendable equipment										
42-00 Non-expendable equipment		26,300		26,300		-				
43-00 Premises										
49-99 TOTAL - EQUIPMENT COMPONENT		26,300		26,300		-				
MISCELLANEOUS										
51-00 Sundries		4,500		1,500		3,000				
55-00 Hospitality (non-UNDP projects)										
56-00 Support costs (CC and DC projects only)										
59-99 TOTAL - MISCELLANEOUS COMPONENT		4,500		1,500		3,000				
SURPLUS/DEFICIT										
81-00 Surplus/Deficit (ADM/FS use only)										
99-99 PROJECT TOTAL	42.25	335,900	11.25	114,495	31.0	221,405				
° COST SHARING (UNDP/IPF projects only)										
° NET UNDP CONTRIBUTION										

° For information only - not for PAD input

FELLOWSHIP PROGRAMMES

In order to further increase the capabilities of the Uniform Co-ordination Section, and to create the opportunity for a division of the Section in order to better serve the manufacturing capability in the north of Botswana the following Fellowships are proposed:-

1. Garment Manufacturing (3) (6 months) (31-07,31-08,31-09)

The fellows should:

- follow a specially designed course at a technological institution, covering relevant aspects of garment technology such as seams and stitch types, machinery, garment analysis and construction improvements, pressing and finishing.
- visit factories and (if possible) be attached to a manufacturing unit for two weeks.
- follow courses in Work Study (Production Engineering), Production Planning, and Supervisory Skills at a specialist organisation offering these activities.

Suggested place of study:

Jacob Kramer College, Leeds, UK.

estimated fee: \$6,500/person

2. Quality Control and Fabric Testing (1) (2 months) (31-10)

The fellow should:

- follow a specially developed course extending the training already received in Botswana, and covering abrasion testing, pilling testing, crock testing, tensile strength testing, light fastness, shrinkage and colour fastness tests, plus a brief introduction to the basics of statistical Quality Control.
- visit fabric manufacturers to gain a basic understanding of factory QC methods.

Suggested place of study:

University of Leeds Industrial Services.

estimated fee: \$3,000

3. Stores Management (1) (3 months) (31-11)

The fellow should:

- attend a short course on Stores Management.
- visit fabric manufacturers and clothing factories.
- be attached for a period of 2 to 3 weeks to the warehouse of a cloth converter.

Suggested place of study: Crown Agents, UK

estimated fee: not known.

STUDY TOUR (4 persons for 3 weeks) (32-00)

It is felt that a short study tour would benefit those members of staff of the Department of Supplies who are actively engaged in the sourcing, procurement and purchasing of fabrics and materials. The precise timing of the tour cannot be specified, but it should be timed to coincide with a major cloth fair in Europe. This would allow the tour party to observe a very wide range of fabrics and materials. In addition, the tour should visit a number of fabric production units in Europe (preferably in the UK for ease of language).

estimated costs: \$17,000

Total Training Costs \$108,800

NON-EXPENDABLE EQUIPMENT

To further increase the effectiveness of the Uniform Co-ordination Section, and in particular, to improve the Laboratory Testing service, the Maintenance capability and the ability to reproduce good quality technical handouts for the training courses, the following items of equipment are recommended.

A. Laboratory Equipment

1. FABRIC THICKNESS GAUGE

Capable of accurately checking the thickness of a range of fabrics.

Target price \$600

2. YARN EXAMINING MACHINE

For checking yarn samples.

Target price \$600

3. BURST TESTER (hand operated)

For burst strength testing of fabrics.

Target price \$1,100

4. THERMO-HYDROGRAPH

Target price \$650

5. IWS VIEWING CABINET

For checking fabric samples under ideal light conditions.

Target price \$500

6. SIMPLE LABORATORY BALANCE

To allow accurate weighing of short yarn and fibre samples.

Target price \$750

7. SAMPLE CUTTER (Model 230/100 Standard Cut)

For accurate cutting of standard size samples for testing (c/w 100 blades and 10 boards)

Target price \$200

9. CROCKMETER (Hand driven)

For accurate wet and dry crock testing.

Should be complete with 500 crocking cloths and abradant fabric.

Target price \$750

9. BAGGINESS TESTER

For checking the bagginess of knitted and woven fabrics.

Target price \$550

Total: \$5,700

B. Additional Mechanics Tools

Two each of the following items:

	\$ Unit Price	\$ Total
1. NEEDLEBAR GAUGES & CLAMP	35.00	70.00
2. SCREW GRIP SCREWDRIVER (MEDIUM)	17.50	35.00
3. LONG NOSE PLIERS (SMALL)	27.50	55.00
4. PEN TORCH (complete with batteries)	17.50	35.00
5. BROTHER/SINGER NEEDLE BAR POSITION SPANNER	35.00	70.00
6. NEEDLE BAR GAUGE FOR JUKI BUTTONHOLE M/C	17.50	35.00
7. BOX OF DRILL BITS (MIXED SIZES)	35.00	70.00
8. ACCESSORY FITTINGS (ELECTRIC DRILL)	17.50	35.00
9. GRINDING WHEELS (ELECTRIC DRILL)	35.00	70.00
10. BUFFING/POLISHING WHEELS (ELECTRIC DRILL)	17.50	35.00
11. SET OF 3 HIGH GRADE STEEL LONG NARROW SCREWDRIVERS	45.00	90.00
	Total	<u>\$600</u>

C. General Equipment (Available locally in Botswana)

1. PHOTOCOPIER

For reproduction of high quality documents and handouts.

It should have:

- auto document feed.
- collating facility for up to 10 sets.
- 35 copies per minute speed.
- enlargement/reduction facility.
- capable of using A4/B4/A3 paper.

Target price: \$11,500

2. WORD PROCESSING TYPEWRITER

For the production of professional standard documents, letters and handouts.

It should have:

- Daisy Wheel printing at 20 c.p.s.
- Snap in ribbon cassettes
- 3½ inch storage discs.
- Spellcheck (UK English version)
- Editing facility.
- Background printing.

Target price: \$3,500

3. TELECOPIER FACSIMILE TERMINAL

For rapid transmission of fabric and garment specifications, both to overseas suppliers and local manufacturers.

(Fax is widely used in Botswana businesses)

It should have:

- Built in error correction.
- Auto transmission.

- Cut sheet plain paper printing.
- Auto dialling.
- High speed transmission.
- Auto confirmation.

Target price: \$5,000

TOTAL EQUIPMENT

\$26,300



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

PROJECT IN BOTSWANA

JOB DESCRIPTION

US/BOT/87/097/11-01/J13102

Post title Chief Technical Adviser

Duration 2.75 man-months (1st mission: 0.75 m/m)
(2nd mission: 1.0 m/m)
(3rd mission: 1.0 m/m)

Date required 1st mission: November 1990
2nd mission: February 1991
3rd mission: August 1991

Duty station Gaborone, with travel within the country

Purpose of project The purpose of the extension to the project is to continue with the establishment of a Clothing Unit in the Department of Supplies, Ministry of Finance and Development Planning, and to assist in its continued operation. The Unit will continue to coordinate and technically support local manufacture of garments for use by Government agencies.

Duties Attached to the Department of Supplies, the incumbent will

- continue to assist the counterpart staff in the establishing of regular and systematic contacts with the garment industry and the fabric suppliers;
- conduct seminars on work aids, production techniques, factory layout and equipment for both counterpart staff and for garment manufacturers;
- review the garment manufacturing sector in Botswana and advise the Department of Supplies of any changes in the requirement for technical support.
- provide direct assistance to garment manufacturers as required;
- develop counterpart staff in consultancy;
- coordinate all project activities.

.... / ...

Applications and communications regarding this Job Description should be sent to:
Project Personnel Recruitment Section, Industrial Operations Division
UNIDO, VIENNA INTERNATIONAL CENTRE, P.O. Box 300, Vienna, Austria

QUALIFICATIONS

Garment technologist with extensive practical experience in production management, quality control and training of staff.

LANGUAGE

English

**BACKGROUND
INFORMATION**

See separate sheet.



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

PROJECT IN BOTSWANA

JOB DESCRIPTION

US/BOT/87/097/11-02/J13102

Post title Sewing machine maintenance and repair technician

Duration 3 man-months (1st mission: 1.5 m/m)
(2nd mission: 1.5 m/m)

Date required 1st mission: November 1990
2nd mission: May 1991

Duty station Gaborone, with travel within the country

Purpose of project The purpose of the extension to the project is to continue with the establishment of a Clothing Unit in the Department of Supplies, Ministry of Finance and Development Planning, and to assist in its continued operation. The Unit will continue to coordinate and technically support local manufacture of garments for use by Government agencies.

Duties Attached to the Department of Supplies, the incumbent will

- run more advanced training courses for industry;
- continue to develop the operations of a maintenance, training and advisory facility;
- continue to develop his counterparts and provide direct assistance to the industry.

...../...

Applications and communications regarding this Job Description should be sent to:
Project Personnel Recruitment Section, Industrial Operations Division
UNIDO, VIENNA INTERNATIONAL CENTRE, P.O. Box 300, Vienna, Austria

QUALIFICATIONS

Sewing machine mechanic with extensive practical industrial experience, including training experience.

LANGUAGE

English

**BACKGROUND
INFORMATION**

See separate sheet



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

PROJECT IN BOTSWANA

JOB DESCRIPTION

US/BOT/87/097/11-03/J13102

Post title Garment Technologist

Duration 8 man-months (1st mission: 2.75 m/m) (4th mission: 2.25m/m)
(2nd mission: 2.0 m/m)
(3rd mission: 2.0 m/m)

Date required 1st mission: October 1990 4th mission: July 1991
2nd mission: January 1991
3rd mission: April 1991

Duty station Gaborone, with travel within the country

Purpose of project The purpose of the extension to the project is to continue with the establishment of a Clothing Unit in the Department of Supplies, Ministry of Finance and Development Planning, and to assist in its continued operation. The Unit will continue to coordinate and technically support local manufacture of garments for use by Government agencies.

Duties Attached to the Department of Supplies, the incumbent will

- assist counterpart staff as required in the running of training courses;
- conduct courses in Work Study;
- provide direct assistance to garment manufacturers as required;
- develop his counterparts, and assist them with the introduction of systems into the industry.

Applications and communications regarding this Job Description should be sent to:
Project Personnel Recruitment Section, Industrial Operations Division
UNIDO, VIENNA INTERNATIONAL CENTRE, P.O. Box 300, Vienna, Austria

QUALIFICATIONS

Garment technologist with extensive practical experience in factory management, quality control, production planning and pattern making. Training experience essential.

LANGUAGE

English

**BACKGROUND
INFORMATION**

See separate sheet



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

PROJECT IN BOTSWANA

JOB DESCRIPTION

US/BOT/87/097/11-04/J13102

Post title Fabric purchase and procurement expert

Duration 2 man-months (1st mission: 1.0 m/m)
(2nd mission: 1.0 m/m)

Date required 1st mission: September 1990
2nd mission: March 1991

Duty station Gaborone, with travel within the country

Purpose of project The purpose of the extension to the project is to continue with the establishment of a Clothing Unit in the Department of Supplies, Ministry of Finance and Development Planning, and to assist in its continued operation. The unit will continue to coordinate and technically support local manufacture of garments for use by Government agencies.

Duties Attached to the Department of Supplies, the incumbent will

- assist the Unit in developing its fabric procurement practices;
- continue the training of his counterparts;
- continue the development of the fabric testing facilities;
- advise on the storage of fabrics and materials.

Applications and communications regarding this Job Description should be sent to:
Project Personnel Recruitment Section, Industrial Operations Division
UNIDO, VIENNA INTERNATIONAL CENTRE, P.O. Box 300, Vienna, Austria

QUALIFICATIONS

Textile or garment technologist with additional professional qualifications and experience in material purchasing.

LANGUAGE

English

**BACKGROUND
INFORMATION**

See separate sheet