



CLUB DES AMIS DU VILLAGE

**PROJECT TO CREATE A CYBERCAFE IN KPARATAO IN
THE PREFECTURE OF TCHAOU DJO IN TOGO**

Ref. : NGO CAV / GG / Projects 2023 / 004

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« UNE ORGANISATION DE PROMOTION DE LA FEMME ET DE PROTECTION DE L'ENFANCE »

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I - PROJECT OVERVIEW

Information on the project	
Location(s)	Togo, Central Region, Tchaoudjo, Canton of Kparatao
Duration	Two (02) years
Target population	26,138 inhabitants distributed as follows: village of Kolowaré (7,857), village of Kparatao (10,969) Sabaring'nadè (2,691) and Sada (4,621) in 2023 (2023 count from the 2010 national census with a rate of increase of 0.31% by the General Directorate of Statistics and National Accounts)
Budget	11,754,600 F CFA, i.e. 19,176 US\$
Project implementation technical partner	NGO CAV
Financial partner	GlobalGiving

II - CONTEXT AND JUSTIFICATION OF THE PROJECT

Kparatao is one of the largest cantons in the Tchaoudjo prefecture. It is located 8 kilometers east of the town of Sokodé on the road to Tchamba. Estimated at 26,138 inhabitants distributed in the villages of Kolowaré, Kparatao, Sabaring'nadè and Sada in 2023. With many primary schools, colleges and a high school, the major problem in terms of communication is the lack of a center multi-services, namely, a word processing, photocopying, document binding and scanner service for students and their teachers.

Indeed, for a simple photocopy of a page of documents or an identity document at 15 F CFA, the pupils, their teachers and the communities of the various localities mentioned later, spend at least 1,015 and 2,015 F CFA, respectively for localities closer and further from Sokodé. The same is true for internet connection services for research.

However, today no one can escape the use of new information and communication technologies. Computers and the Internet accompany the lives of populations, especially young people in their various training courses.

For the targets of the project, in particular the young pupil of primary schools, middle school and high school, the Cyber Café seems to them an essential instrument for the achievement of the millennium goals. This project will offer various services to the populations of the entire canton of Kparatao.

Thus, at the request of the canton's communities and in order to achieve result 3 of its 2021-2025 strategic plan entitled: "education of young girls in rural areas and the fight against child trafficking in general and disabled children in particular are improved by the end of 2025", the NGO CAV has planned the project to create a cybercafé to allow and facilitate access to computer services for the community of the canton in general and for young students, college and high school students of Kparatao in particular.

The duration of execution of this pilot project is two (02) years. Its total cost is **eleven million seven hundred and fifty four thousand six hundred (11,754,600) CFA francs, or nineteen thousand one hundred and seventy seven (19,176) US \$¹**.

III - DESCRIPTION OF THE PROJECT

The project consists of creating a cybercafé in the capital of the canton of Kparatao in order to alleviate the difficulties of the populations, in particular young people, by creating a "Multi Services" which offers individuals various services ranging from the cybercafé to word processing and photocopying. , document binding, scanner, computer training, screen printing etc.

3.1 General objective of the project:

The main objective of the project is to contribute to the improvement of communication through the establishment of a cyber café in Kparatao .

3.2 Specific Project Objectives:

More specifically, it will be:

- ✓ Carrying out the following economic activities: Internet connection for all, data entry, scanning, printing and photocopying of documents, burning and sale of CDs and DVDs, instant communication, production and the sale of documents;
- ✓ Carrying out the administrative tasks of schools, colleges and high schools in the area.

3.3 The main activities planned by the project

1. Development and submission of the project for financing;
2. Ordering computer equipment (computers), photocopier, scanner and others;
3. Making tables and chairs;
4. Rental of an office to house the cyber café;
5. Recruitment of cyber technical staff;
6. Project implementation;
7. Monitoring and evaluation of activities;
8. Financial audit of the project.

IV - SUMMARY OF IMPLEMENTATION

4.1. Activity planning

Activities	Execution period (in quarter)								Managers	
	1	2	3	4	5	6	7	8		
1. Development and submission of the project for financing										NGO CAV
2. Ordering computer equipment (computers), photocopier, scanner and others										NGO CAV
3. Making tables and chairs										NGO CAV / Carpentry company
4. Rental of an office to house the cyber café										NGO CAV / Local Management Committee

¹ US\$1 = 613 CFA Francs

cyber technical staff										NGO CAV / Local Management Committee
6 . Project implementation										NGO CAV / local management committee / technical staff
7. Monitoring and evaluation of activities.										NGO CAV / local management committee / technical staff
8. Financial audit of the project										NGO CAV / local management committee / technical staff

4.2 Roles and Responsibilities of Project Stakeholders

Four (4) actors will be mobilized in the implementation of this project. These are the financial partner and/or GlobalGiving, the CAV NGO, the cyber technical staff, the village project monitoring committee.

1. Financial partner / GlobalGiving

- Mobilize and allocate the necessary funds for the implementation of the project;
- Appreciate the reports and financial statements of the project.

2. CAV NGO

- Ensure the proper functioning and transparency in the management of the project;
- Participate in the implementation of all project activities;
- Ensure compliance with and application of government standards and policies in terms of communication;
- Ensure regular and timely payment of technical staff;
- Participate in project management committee meetings;
- Produce project financial statements to the Funding Partner and GlobalGiving.

3. The Project Management Committee

The management committee that will be set up will have the following roles:

- Ensure effective coordination of project activities;
- Monitor the financial activities of the project;
- Evaluate the difficulties encountered during the implementation, and seek appropriate solutions;
- Organize meetings for planning and monitoring activities and decisions;
- Play the role of interface between the various project stakeholders;
- Ensure the mobilization of the populations around the project;
- Analyze all the options proposed for the success of the project.

4 . technical staff

It is the daily execution body or the daily management of cyber. These are the Director of Cyber, the Secretary and the Cyber Security Officer recruited by the Management Committee. It has the roles of:

- Propose to the Management Committee the hiring of the personnel necessary for the execution of cyber activities;
- Ensure community mobilization around cyber activities;
- Participate in project management committee meetings;
- Participate in the monitoring and evaluation of the project;
- Mobilize local resources for the viability of the project.
- Manage administrative and financial matters directly related to the execution of cyber activities following the directives of the Management Committee and the NGO CAV;
- Ensure the execution and coordination of activities;
- Prepare financial reports and cyber activities for the Management Committee and the NGO CAV and submit them for their approval;
- Make suggestions to the Management Committee and the NGO CAV relating to cyber life and activities;
- Take any decision necessary and useful for the proper functioning of Cyber;
- Propose a draft operating budget for activities to the Management Committee and the NGO CAV.

V - PROJECT BUDGET

N o.	DESIGNATION	QUANTITY	UNIT COST	TOTAL AMOUNT (CFA F)	TOTAL AMOUNT (US\$)
I. COMPUTER EQUIPMENT					
1	New dual core office computer (1T hard drive, 4GB RAM memory,) 20 ["] screen	10	300,000	3,000,000	4894
2	Canon IR 2520 Multifunction copier (automatic scanner + stand)	1	1 875000	1,875,000	3059
3	Epson L3210 Printer	1	205,000	205,000	334
4	Wi-Fi usb key	10	10,000	100,000	163
5	Internet connection (installation + subscription) 6 months subscription	1	145,000	145,000	237
6	Buffing machine BY2188	1	75,000	75,000	122
7	Cutting Blade	1	65,000	65,000	106
8	Laminatore	1	70,000	70,000	114
9	Large Stapler	1	35,000	35,000	57
10	Small Stapler	1	8,000	8,000	13
TOTAL COMPUTER EQUIPMENT				5,578,000	9,100
II. FURNITURE					
1	Director's desk table	4	45,000	180,000	294
2	Small computer tables	20	25,000	500,000	816
3	Chairs	30	10,000	300,000	489
TOTAL MOBILIER				980,000	1,599
III. PAYMENT OF WAGES YEAR 1					
1	Director's salary	1 x 12 months	80,000	960,000	1566
2	Secretary salary	1 x 12 months	60,000	720,000	1175
3	Security guard salary	1 x 12 months	52,000	624,000	1018
4	Office rent	12 months	15,000	180,000	294
TOTAL PAYMENT OF WAGES YEAR 1				2,484,000	4,052
TOTAL PROJECT				9,042,000	14,750
IV. PROJECT MANAGEMENT FEES					
1	Project management fee (30% of total project)		2,712,600	2,712,600	4,425
GRAND TOTAL				11,754,600	19,176

Set the cost of this project at the sum of: Eleven million seven hundred and fifty four thousand six hundred (**11,754,600**) CFA Francs, i.e. nineteen thousand one hundred and seventy seven (**19,176**) US\$