



ROSE LAND CHILD DEVELOPMENT ORGANIZATION

PROJECT PLAN ID: 2013-0011

PROJECT ID	2013-0011
PROJECT NAME	Addis Ababa and Holeta project office furniture
LOCATION	RLCDO A.A office and Holeta office (Ethiopia)
PRIORITY	High / Medium / Low
REQUIRED BUDGET	60,115 - Birr 2,400 - Euro
PLANNING	Start: (Sep-2013) Finish: (Oct -2013)

PROJECT DESCRIPTION:

RLCDO currently opened coordination office in A.A, This office helps to organization to make networking and cooperation with government, NGO and other funding organizations to achieve the organizational goals. In addition there is a possibility to get new area development work in A.A to expansion development wing. Currently the A.A office is located in Gerji area which is close to different NGOs who are working related development work. This helps to get experience sharing and capacity building as organization. The office has two small size rooms, it needs office furniture and different materials to make it more comfortable as a work environment for both Tirsit and Martha who are working there when they are not in Holeta. We are using office furniture and desktop computer with printer from the kind people who have given them to us until we get our own. We highly appreciate the owner of the office furniture and material we still use it until this day. The detail materials budget as follow.

PROJECT BUDGET					
Materials	Unit Cost		Number		Remark
	Birr	(Euro)	of Units	Total Costs	
				Birr (Euro)	
Office table	9500	(375)	1	9500 (375)	L-shape table with drawer
Office table	4000	(165)	1	4000 (165)	Secretarial table with drawer
Office chair	3500	(137.50)	2	7000 (275)	
Shelf	7000	(275)	1	7000 (275)	
Shelf	9500	(375)	1	9500 (375)	
Curtain	1500	(60)	2	3000 (120)	
Desk top computer	6500	(255)	1	6500 (255)	
Printer	3150	(125)	1	3150 (125)	
Fast internet service with device	3000	(125)	1	3000 (125)	Registration process and the devise
Other costs	2000	(80)		2000 (80)	
<i>Sub-total</i>				54,650	
				(2,170)	
Contingency (10 %) &			5,465	(217)	

Date: 25-09-13



ROSE LAND CHILD DEVELOPMENT ORGANIZATION

PROJECT PLAN ID: 2013-0011

transportation		
Grand Total	60,115 (2400)	

Project Plan Approval		Date
Tirsit Mulugeta (Ethiopia)	Danielle Kramer (the Netherlands)	Sep 25, 2013