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**Salah ad Din – Small Business  
Development Center**

**Sahara Economic  
Development Organization  
(SEDO)  
2012 **Business Plan****

Iraq – Salah ad Din – Tikrit, Samawa, Beiji  
E-mail : sedo@sbd-iraq.com or iuuaa05001@yahoo.com  
Cell Phone : 07481301094 or 07703771534

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# **SEDO 2012 BUSINESS PLAN**

## **TABLE OF CONTENTS**

### **1.0 BACKGROUND AND ORGANIZATIONAL SUMMARY**

- Vision
- Mission
- Goals
- Strategic Objectives

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### **2.0 INDUSTRY AND MARKET ANALYSIS**

- The overall market – description of nature, extent, and composition of the private sector in the province
- Growth opportunities and constraints
- Target market segments and customer characteristics
- Customer needs and demand for business services
- Competition – alternative sources of supply for business services

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### **3.0 SAMAWA – SBDC SERVICES**

- Current Services
- Planned Service

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### **4.0 STRATEGY AND IMPLEMENTATION SUMMARY**

- Principal goals, objectives, programs, and activities to be pursued during 2011-2012

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### **5.0 MANAGEMENT SUMMARY**

- Organizational Chart
- ~~S-SBDC~~ SEDO Staff
- Management Profiles
- Board of Directors

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### **6.0 FINANCIAL PLAN AND ACTION PLAN**

- Sources of revenue, estimated expenses and projected earnings for 2012
- ~~1~~ Project expenses for 2011
- ~~Balance Sheet~~

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### **7.0 PREMISES AND FACILITIES**

### **8.0 PREMISES AND FACILITIES**

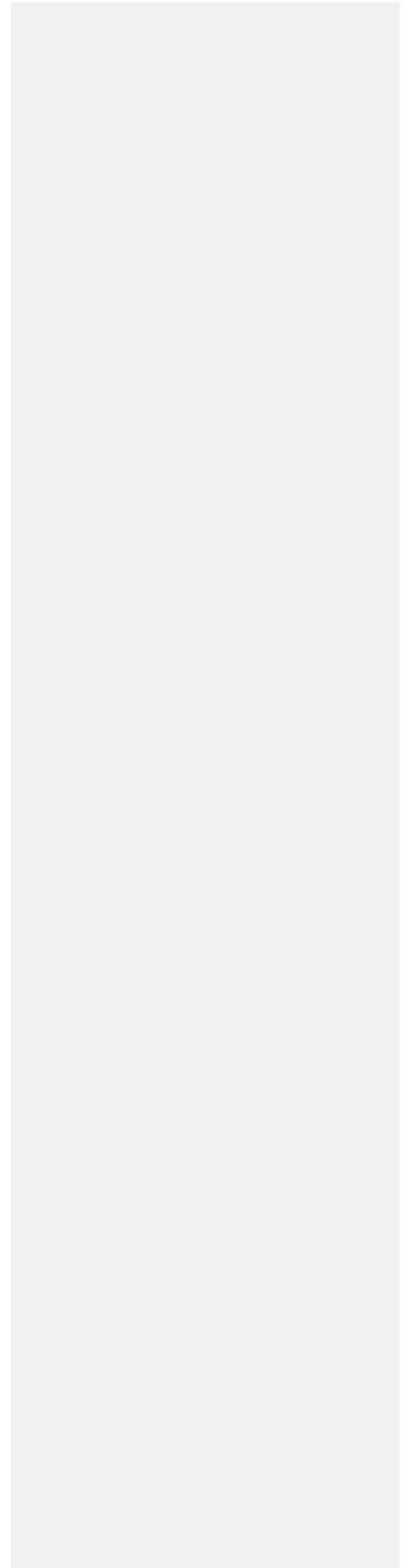
**-Annexes:**

**Annex 1: ~~S-SBDC~~ Types of Classes Available Upon Sufficient Demand at SEDO Locations**

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| ~~Key people CVs~~



- ~~Annex 2: Board of Directors~~
- ~~Annex 3: Equipment and Furniture available in S SBDC~~
- ~~Annex 4: Samawa SBDC Building Photos~~
- ~~Annex 5: S SBDC Certification~~
- ~~Annex 6: Inner System~~
- ~~Annex 7: Premises and Facilities~~

## I.0 Organization Summary and Background

~~SEDO is un profitability Economic organization that deals with businessmen and investors to contribute with economic development in Salah ad Din province. we can summarize the Organization s Contribution In re construction of Iraq Through Help And the development of Institutions in Public and private Sectors To Take Role In Development the Natural Resources and Human Resources Including Perform To Prosperity and Peace to People of Iraq. The Sahara Economic Development Organization (SEDO) is a non-profit economic organization that assists businessmen and investors to contribute with economic development in Salah ad Din province.~~

~~SEDO was established in April 2008 as an independent NGO (re-registration pending) with its main office in Tikrit. It focuses on developing the economic sector through providing business management training courses and counseling services to entrepreneurs and potential investors to enable them to efficiently contribute to the local economy. SEDO is considered among the most effective and qualified organizations in Tikrit.~~

~~It has conducted economic studies on the business environment in Salah Ad Din, identifying business opportunities and market niches for potential investors in the province. SEDO has a branch offices in Samarra and a remote training office in Beiji. The Samarra branch is in the same building as a MFI (Al Musaned). SEDO's Iraqi Youth Initiative Program training is conducted in both Tikrit and Samarra. Due to its management expertise in accounting and engineering, SEDO has begun providing auditing services to various GOI ministries and project feasibilities studies for private commercial businesses.~~

~~Tikrit Address: Tikrit Small Business Development Center  
Al-Nakhwa Street, Tikrit, Salah Ad Din~~

~~Samara Address: Sahara Economic Development Organization,  
Samarra Branch. Samarra, Salah Ad Din~~

~~Telephone: 07703 771 543~~

~~E-mail: sedo@sfdc-iraq.com~~

~~Hours of Work: Daily 8 hours, Sunday thru Thursday~~

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Staff Structure:

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Executive Director, Dr. Wisam Neama Hussein

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Tikrit Directors: Saad Salih Almahmood, Director; Ashraf Nima Hussein Deputy Director,

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Tikrit Staff: Sura Abdulmajeed Abduljabbar, Accountant; Naji Mohammed Husse, M&E; Hadil Ali Hussein Coordinator

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Samarra Director: Abbas Abdulmunaem Hassen, Director

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Samarra Staff: Yaseen Subhi Fareed Administrator; Abdulateef Khalai Ibraheem, Trainer

Part-time Staff: Includes three-five trainers, and three professors from Tikrit University

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SEDO at a glance – accomplishments to date:

- Conducted Business Training: “How to Start”/“How to Improve Your Business” - 86 courses for 1,008 participants
- Provided Computer Training & English Training
- Agribusiness Management & Association Management Training
- Organized Agriculture Fair with Tikrit University
- Hosted CIPE-sponsored Business Roundtable Forums for provincial leaders
- Auditing Services and Tax Services
- Project Feasibility Studies
- Launched the Iraqi Youth Initiative (IYI) Program (business creation and employment promotion)

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Mission Statement:

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*SEDO’s mission is to enable our business community to take advantage of new business opportunities in local, national, regional, and international markets and employ new methods and technical applications to manage and grow their businesses.*

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Vision Statement

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~~To be a key player in part of the business community’s development effort and create an educated businessmen-business owners in the business environment in Salah ad Din province.~~

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Core Values:

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- Professionalism
- Competency
- Advocacy
- Integrity
- Leadership/Pioneering

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**Mission**

~~Enabling our business community to take advantage of new business opportunities in local, national, regional, and international markets and employ new methods and technical applications to manage and grow their businesses.~~

In order to achieve ~~These Tasks which Is On Organization's Responsibility~~ SEDO will do the following:

- ~~1- Help the Iraqi Economy~~ies improve ~~there where feasible.~~Level.
- ~~2- Establish Business Training Courses And lectures each Institutions Economy Including Matched Evolution World In Different Economic Fields.~~
- ~~3- Train the public and private sectors by courses in economic and administrative and accounting the first place as well as agriculture and computer and internet -~~
- ~~4- Provide support to the Iraqi a Investors And international investors Who which desire to investment investment in Iraq. Or share business work wWith Iraq's institutions and businesses Firms- to sServe And and the development of the Economy of Iraq.~~
- ~~5- Providing financial advice and management of both the public and private sectors.~~
- ~~6- Provide advisory Services services and Advisory Studies To to Local local Institutions- And and international institutions That which are Looking For for Topics topics Concerning concerning the eEconomy of Iraq.~~
- ~~7- Cooperation wWith Iraqi, Arabic and international oOrganizations and eEconomic iInstitutions And Arabic And international Tto contribute to and dDeveloping the Iraq's Economy-.~~

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Core Values are:

- Professionalism
- Competency
- Advocacy
- Integrity
- Leadership/Pioneering

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## 2.0. Industry and Market Analysis Summary

Salah ad Din province is located in the middle of Iraq, north of Baghdad and had common borders with seven deferent provinces, with space around of 24,751 Km<sup>2</sup> and it represent 5.6 % of the total space of Iraq,

Agriculture sector is the common job ~~of in the province, and agricultural production is higher than that make it the most higher production comparative with any other~~ Iraqis province.

The tourism sector still undiscovered yet in the province so it needs a lot of work and investment to make it rise in spit of there are many elements that encourage the tourism such as religion, civilization, beauty sights.











- 1. Feasibility Studies
- 2. Commercial consultancies
- 3. Information services including a provincial business directory

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**B.II. Plans for New Services:**

1. Marketing and advertising services
2. Access to justice program.

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**4.0 Strategy and Implementation Summary**

**Principal goals, objectives, programs, and activities to be pursued during 2012**

**Goal #1-- ~~The Salah ad Din Small Business Development Center will support enterprise formation and growth in Salah ad Din Province.~~**

- Strategic Objective 1.1:** Increase number of business start-ups
- Strategic Objective 1.2:** Improve access to finance

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Implementation strategy: the principal program that ~~the SBDCSEDO~~ will implement in the first half of 2011-2012 to accomplish these ~~two~~ three strategic objectives will be the Iraqi Youth Initiative, including the YEAF and YEP. HOWEVER, SEDO will also aggressively prospect and solicit other international development agencies to utilize SEDO's training capacities to achieve this objective and goal.\*

Activities: we will accomplish these objectives by carrying out the following activities for YEAF and YEP:

- 1) Vetting candidates to select those with the best chances for the program
- 2) Training – Conducting 2-3 training programs per month for young entrepreneurs on “How to Start a Business”
- 3) Counseling – providing following counseling or advisory services to help young entrepreneurs develop their good business plans
- 4) Access to finance – assist IYI participants in completing loan applications and getting loans from local MFIs .
- 5) Follow-up advisory services -- Develop roster of experienced entrepreneurs who are willing to serve as mentors or advisors for young entrepreneurs

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Resources: The financial resources required to implement these activities will be provided through grant funds from the USAID-Tijara IYI program. \* See note above.

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**Strategic Objective 1.3:** Provide legal rights awareness and training to the citizens of Salah Ad Din.

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Implementation strategy: SEDO will conduct legal rights training in various workshops through out the province and year with grant funding and technical assistance provided Iraq Access to Justice Program.

Activities:

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- 1) Receive TOT training in access to justice curriculum and concepts.
- 2) Promote access to justice workshop schedule
- 3) Communicate with all provincial leaders on activities and outcome
- 4) Seek to assist citizens and community groups to take action as appropriate to encourage healthy advocacy and change in the legal system

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Resources: Grant funding and TA from USAID-Iraq Access to Justice

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**Strategic Objective 1.3:** Help local investors to expand their level of sales

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Implementation strategy: The SBDC will launch a new program to provide marketing and advertising services to local entrepreneurs

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Activities: the activities the SBDC will carry out to help local investors to expand their level of sales will include the following:

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- 1) Establish a new service center to provide marketing advisory services and training to help business owners and managers develop effective marketing and sales strategies
- 2) Provide design services to help clients design promotional materials, including flyers, banner, signs, posters, announcements, business cards, etc.
- 3) Provide a full range of printing services to provide clients with high quality products, with reasonable prices and good service
- 4) Provide outdoor advertising services using an LED billboard, owned and operated by the SBDC, that will provide one of the most effective channels currently available to promote their products and services to local customers

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**Strategic Objective 1.44:** Help improve the business Business and investment Investment Economic environment Environment in Salah ad Din Province in order to generate more business and employment opportunities in the province

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Implementation strategy: Continue by working on leading the Salah Ad Din "Business A-agenda" (SBA), a CIPE-sponsored series of provincial business roundtable focused on eight economic segments.-

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Activities:

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The SEDO board of directors is responsible of ensuring that approved activities are carried out in full compliance with the terms and conditions of this contract. CIPE will provide technical assistance and guidance as needed. Under the terms of this contract, SEDO shall:

- ~~1. Assemble stakeholders to form a PBA development committee. SEDO will name a main coordinator and a province coordinator that shall supervise all the activities in Salahaddin province. The main coordinator will be responsible for the preliminary and final deliverables.~~
- ~~2. Name four sector coordinators (for each of the targeted sectors) who will be responsible for meetings management, summarizing private sector points of view, and drafting each sector's agenda. Each coordinator will be responsible for reporting the main coordinator and SEDO management and board.~~
- ~~3. Hold one roundtable with the development committee to identify four priority sectors.~~
- ~~4. Coordinate with the committee in holding eight additional roundtables (two per sector) to identify challenges, and develop recommended solutions in each of the four sectors. These roundtables will be attended by at least 15 main businesspersons and companies' executives for each sector. The roundtables will be a venue to brainstorm and collect information required for formulating the business agenda.~~
- ~~5. Hold four final expanded meetings (one per sector) to finalize the document with at least 50 representatives from the private sector, relevant public policy makers, academia, journalists, and experts to get the feedback of the participants on the content of the agenda and to prioritize the issues.~~
- ~~6. Revise, and edit the four sector sections of the agenda based on the feedback gathered from the above mentioned meetings in activity number 5, in an accurate, scientific and neutral way.~~
- ~~7. Finalize the agenda and send the final draft to CIPE for approval~~
- ~~8. Hold a final conference with at least 100 relevant private and public stakeholders to officially hand over the agenda to policymakers within the province once it is printed.~~

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Activities: SEDO board of directors is following-up on the recommend activities from each of the economic development committees started under the goals of the CIPE contract, including:

1. Continue the assembly of stakeholders for each business segment development committee. SEDO will work with the main coordinator that shall supervise all the activities proposed and started in Salah Ad Din Province.
2. Work with provincial policymakers and relevant private to move forward

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Resources: CIPE had provided the initial financial resources required to implement these activities. SEDO will push the Salah Ad Din Provincial Council to continue to support this private sector initiative.

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**Strategic Objective 1.6: Diversity SEDO's sources of funding from donor organizations to support private sector development and training programs**

Implementation strategy: SEDO will undertake and active business development program that will enable us to identify new sources of funding for economic development programs in our province and diversify our funding sources to enable us to implement such programs.

Activities:

- 5) Cooperate with other SBDC's to identify new sources of project funds from international donor organizations, government agencies, and corporations

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- 6) Develop a Capabilities Statement to document our performance in managing economic development projects
- 7) Updating our website and other marketing materials to enable us to market our capabilities and services more effectively
- 8) Contact international companies operating in Iraq to seek sponsorships through their corporate social responsibility departments for economic development initiatives in our province
- 9) Seek training opportunities to help us improve our proposal writing capabilities
- 10) Seek for market studies to facilitate investor works in Salah ad Din province.

Resources: Internal resources and TA from USAID-Tijara.

#### Strategic Objective 1.5

Providing the International Computer Driving License (ICDL) in Salah ad Din province.

Activities:

- 1 connecting with formal site that authorized to licensed the ICDL
- 2 getting MOU to understand all the responsibilities to open ICDL center
- 3 train at least one trainee to be authorize to train and control the examination hall
- 4 providing the materials necessary to open the center
- 5 pay the fees to the companies to provide SEDO with scientific requirements for ICDL center
- 6 start collecting the applicants
- 7 examine them with high standards that required by the authorization company
- 8 deliver the certification for the applicant who pass the exam.

#### Strategic Objective 1.6

Establishing business magazine in Salah ad Din province.

Activities:

- 1 find a donor to establish the magazine.
- 2 start to employ an employee responsible for the magazine as a designer and editor for the magazine
- 3 issue enough number of copies to sell in market

### Goal #2 -- Diversifying SEDO's Revenue Sources And BDS Services to Create Consistent and Increasing Revenue Streams Becoming Financially Sustainable

Strategic Objective 2.1: DiversityExpand our SEDO's Auditing and Accounting Services offered to businesses, financial institutions, NGOs and GOI ministries and provincial government offices. sources of funding from donor organizations to support private sector development and training programs

Implementation strategy: The SBD SEDO will be actively undertake and active business marketing development program these services to that will enable us to identify prospective clients and grow this line of services and client base into a significant portion of its revenues. new sources of funding for economic

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~~development programs in our province and diversify our funding sources to enable us to implement such programs.~~

Activities:

~~1. Cooperate with other SBDC's to identify new sources of project funds prospective clients from mid-sized businesses and larger corporations, financial institutions, local and international NGOs, donor organizations, government agencies, and provincial government offices.~~

~~2. corporations~~

~~Develop a Capabilities Statement, document prior successes, create marketing brochures, and update website.~~

~~3. to document our performance in managing economic development projects Updating our website and other marketing materials to enable us to market our capabilities and services more effectively~~

~~Contact international companies operating in Iraq to seek sponsorships through their corporate social responsibility departments for economic development initiatives in our province~~

~~3. Conduct "business forums," focus groups, information booths at economic fairs to develop awareness of the issues and the solutions that their services provide.~~

~~4. seek training opportunities to help us improve our proposal writing capabilities Seek for market studies to facilitate investor works in Salah ad Din province.~~

~~Execute sales plan calling on top ten prospects in each category each month.~~

Resources: Internal resources.

**Strategic Objective 2.2:** Expand SEDO's Feasibility Studies Services offered to businesses, NGOs and GOI ministries and provincial government offices.

Implementation strategy: SEDO will be actively marketing these services to identify prospective clients and grow this line of services and client base into a significant portion of its revenues

Activities:

1. Identify new prospective clients from mid-sized businesses and larger corporations, local and international NGOs, government agencies, and provincial government offices.

2. Develop a Capabilities Statement, document prior successes, create marketing brochures, and update website.

3. Conduct "business forums," focus groups, information booths at economic fairs to develop awareness of the issues and the solutions that their services provide.

4. Execute sales plan calling on top ten prospects in each category each month.

Resources: Internal resources.

**Strategic Objective 2.3:** Provide Document Translation, Printing and Internet services to impact economic growth in southern Salah Ad Din Province greatly assist SEDO's operating sustainability.

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Implementation strategy: Launch a Document Translation/Printing Center & Internet Café to provide a core group of BDS services. These services will be marketed to local university, government, business and NGO community.

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Activities: Create five BDS services which will produce sufficient revenues to cover direct and indirect costs and in a few months yield a growing surplus cash flow to improve SEDO's sustainability

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1. Develop Translation Services, beginning at two documents (large student research papers and background research or business project proposals) a month and increasing to at least five documents/month by the end of the project period and up to 9/month by the end of 12 months.

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2. Develop Printing Services, beginning at two documents (large student research papers and background research or business project proposals) a month and increasing to at least five documents/month by the end of the project period and up to 11/month by the end of 12 months.

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3. Develop Copy Services, beginning at 48 documents a month and increasing to at least 240 documents/month by the end of the project period and up to 600/month by the end of 12 months.

4. Develop Stationary Product Sales, beginning at 48 items sold a month and increasing to at least 168 items/month by the end of the project period and up to 504/month by the end of 12 months.

5. Develop an Internet Café, beginning with 5 PCs, each having 4 customers at 1 hour/day, to 10 PCs each having 6 customers at 1 hour/day at the end of the project period, to 10 PCs, each having 6 customers per day.

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Resources: USAID-Tijara grant and TA and internally generated funds.

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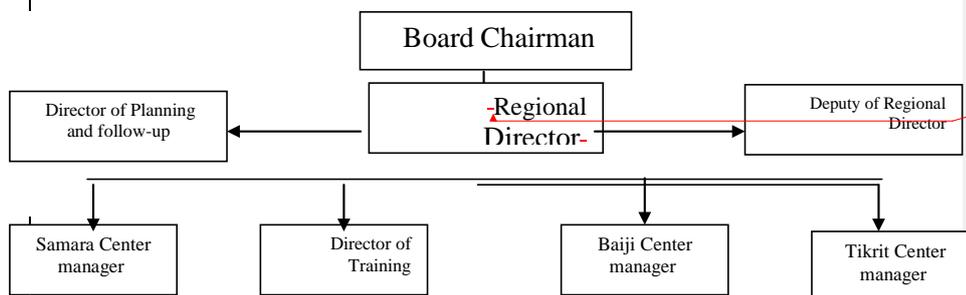
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## 5.0 Organization and Management

### A.A. SEDO Organizational Chart

B.-

### Management structure of the organization



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**D. Management Profiles**

- ◆ ~~Annex 1 shows resumes of the key people in our center~~
- ◆ ~~Annex 2 shows the names and Qualifications of Board of Directors~~

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## 6.0 FINANCIAL PLAN

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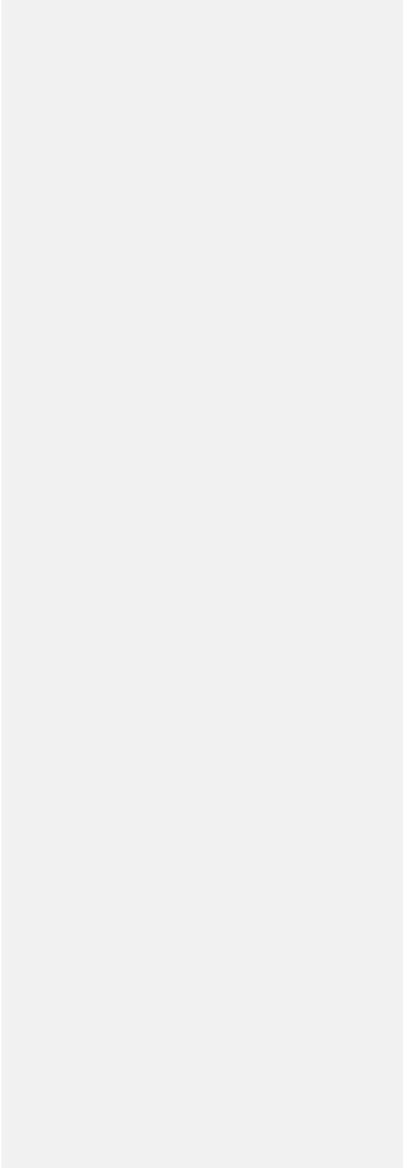
The table below shows our sales for 2012:

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep.	Oct.	Nov	Dec	Year \$
<b>Revenue/Income</b>													
Access to justice program	0	0	4000	12000	12000	12000	12000	12000	12000	12000	12000	12000	112000
Management Training courses -Tijara - IYI	4000	4000	4500	4500	2000	2000	2000	0	0	0	0	0	23000
CIPE	5000	8000	4000	0	5000	5000	5000	5000	5000	5000	4000	4000	55000
Self payment training course	150	150	150	150	150	150	150	150	150	150	150	150	1800
Gov. Training	500	500	500	500	500	500	500	500	500	500	500	500	6000
Accounting Services	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12000
Feasibility Study	2500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	19000
Computer coerces	150	150	150	150	150	150	150	150	150	150	150	150	1800
UN	0	0	0	0	2000	2000	2000	2000	2000	2000	2000	2000	16000
Hall Rent	250	250	250	250	250	250	250	250	250	250	250	250	3000
Document Center & Internet Cafe	0	0	-15000	-1000	-2000	-7000	-3000	-7000	-4000	-4000	-4000	-4000	051000
-	-	-	-	-	-	-	-	-	-	-	-	-	0
<b>Revenue totals</b>	<b>13550</b>	<b>15550</b>	<b>24000</b>	<b>21000</b>	<b>24000</b>	<b>24000</b>	<b>24000</b>	<b>22000</b>	<b>22000</b>	<b>22000</b>	<b>21000</b>	<b>21000</b>	<b>240000</b>
<b>Expenses</b>													
<b>Salaries</b>													
Regional Director	700	700	700	700	700	700	700	700	700	700	700	700	8400
Manager Center (3 * 500)	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	18000

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courses -Tijara – IYI														
CIPE	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	1200	14400
Self payment training coerce	25	25	25	25	25	25	25	25	25	25	25	25	25	300
Gov. Training	30	30	30	30	30	30	30	30	30	30	30	30	30	360
Accounting Services	20	20	20	20	20	20	20	20	20	20	20	20	20	240
Feasibility Study			450	450	450	450	450	450	450	450	450	450	450	4500
Computer coeres	20	20	20	20	20	20	20	20	20	20	20	20	20	240
UN					350	350	350	350	350	350	350	350	350	2800
Hall Rent	25	25	25	25	25	25	25	25	25	25	25	25	25	300
-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
<b>Total expenses for events</b>	<b>2320</b>	<b>2320</b>	<b>3270</b>	<b>3270</b>	<b>3620</b>	<b>40140</b>								
<b>Total expenses</b>	<b>16395+</b> <b>6395</b>	<b>16395+</b> <b>6395</b>	<b>22195+</b> <b>7345</b>	<b>17345+</b> <b>7345</b>	<b>17695+</b> <b>7695</b>	<b>21045+</b> <b>7695</b>	<b>17695+</b> <b>7695</b>	<b>20545+</b> <b>7695</b>	<b>17695+</b> <b>7695</b>	<b>17695+</b> <b>7695</b>	<b>17695+</b> <b>7695</b>	<b>17695+</b> <b>7695</b>	<b>17695+</b> <b>7695</b>	<b>230090+</b> <b>68900</b>
<b>Cash short/extra</b>	<b>-2045-</b> <b>2045</b>	<b>-145-</b> <b>845</b>	<b>-2145-</b> <b>3295</b>	<b>-1705+7</b> <b>85</b>	<b>8026+8</b> <b>55</b>	<b>10026+</b> <b>855</b>	<b>9826+8</b> <b>55</b>	<b>9026+8</b> <b>55</b>	<b>8026+8</b> <b>55</b>	<b>8026+8</b> <b>55</b>	<b>7826+8</b> <b>55</b>	<b>7026+8</b> <b>55</b>	<b>6026+8</b> <b>55</b>	<b>20010+80</b> <b>560</b>





## 7.0 Premises and Facilities

~~Salah ad Din SBDC~~ SEDO's headquarters in Tikrit is located at rent house behind ~~the~~ Salah ad Din ~~province~~ Provincial Governance building Center. The ~~location of size of~~ the office is about 200 square meters in area including:

- Big hall for holding training workshops and other normal hall.
- Big hall for computer and internet training
- Four offices.
- With other utilities.
- Generator 35 KV
- Internet service

~~Annex 3 shows the equipment and furniture available in S SBDC and Annex 4 shows photos for the halls and offices of S SBDC~~

## 8.0 . Communication, Public ~~R~~elations ~~a~~And Advocacy

~~SEDO~~ ~~Salah ad Din SBDC~~ is well-known in the area because of the reputation gained by the idealistic interaction between our staff and the beneficiaries of our services. Besides, the center has succeeded in winning the confidence and satisfaction of Salah ad Din local government, our international partners and our fellow citizens because of its accomplishments that serve our community, Iraqi Youth Initiative. Following is the list of the international and local NGOs that have good relations with ~~S-SBDC~~ ~~SEDO~~.

- A. International NGOs
  - Salah ad Din/ PRT
  - USAID-Tijara
- B. Iraqi Entities and NGOs
  - Salah ad Din business union
  - Al Almal organization
  - Municipal Council
  - Salah ad Din Provincial council
  - Salah ad Din chamber of commers
  - Al-hadhara organization
  - Ashab Alhaq organization
  - Aldofola organization

## ANNEX #1

### Types of Classes Available Upon Sufficient Demand at SEDO Locations

#### 1. Management:

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<u>#</u>	<u>Course title</u>	<u>qualifications</u>	<u>course Level</u>	<u>course Duration</u>	<u>Price</u>
<u>1</u>	<u>Management for Engineering</u>	<u>college of Engineering</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>2</u>	<u>Marketing</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>3</u>	<u>Advanced Managerial and supervisory skills</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>4</u>	<u>preparation of Total Quality Consultants</u>	<u>BA</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>5</u>	<u>Establishment and management of data for management service</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>6</u>	<u>Skills, etiquette and job protocol</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>7</u>	<u>Standardization and quality control</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>8</u>	<u>course in leadership in administrative, economic and financial affairs.</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>9</u>	<u>A course in negotiating skills</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>10</u>	<u>A course in methodology of training and staff development</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>11</u>	<u>course in the contracts</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>12</u>	<u>Model of environmental action</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>13</u>	<u>Modern business management models</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>14</u>	<u>Production Management</u>	<u>BA</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>15</u>	<u>Economy of environmental action</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>16</u>	<u>Identification and classification of events</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>17</u>	<u>Risk Assessment Management</u>	<u>BA</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>18</u>	<u>Course in the foundations and concepts of administrative, economic and financial (Advanced Management)</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>19</u>	<u>Course in operations research management</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>20</u>	<u>methodology in projects execution</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
<u>21</u>	<u>Office Management (correspondence and reports)</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>

## 2. Accounting and Finance:

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#	Course title	qualifications	course Level	Duration	Price
1	Accounting for Non Accountants	Middle and older	One Level	One week	75000
2	The accounts type (T account)	Middle and older	One Level	One week	75000
3	Cost accounting in the extractive industries	Middle and older	One Level	One week	75000
4	Points of revenue recognition	Middle and older	One Level	One week	75000
5	Accounting of oil	Middle and older	One Level	One week	75000
6	Financial Statements	Middle and older	One Level	One week	75000
7	Statement of Cash Flow	Middle and older	One Level	One week	75000
8	costs estimation	Middle and older	One Level	One week	75000
9	International Accounting Standards	Diploma in Accounting and over	Five levels	One week for each level	75000
10	American accounting standards	Diploma in Accounting and over	Four levels	One week for each level	75000
11	Accounting Standards Iraq	Diploma in Accounting and over	Three levels	One week for each level	75000
12	International Accounting Standards and the Iraqi	Diploma in Accounting and over	Six levels	One week for each level	75000
13	Preparation of final accounts	Middle and older	One Level	One week	75000
14	budget balancing	Middle and older	One Level	One week	75000
15	Electronic accounting	Diploma in Accounting and over	Levels	One week for each level	75000

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## 3. Auditing and financial control:

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#	Course title	Qualifications	course Levels	Duration	Price
1	Foundations and principles of internal control	Middle and older	One Level	One week	75000
2	Foundations and principles of the Internal Audit	Middle and older	One Level	One week	75000
3	control on costs	Middle and older	One Level	One week	75000
4	auditor's Action plan	Middle and older	One Level	One week	75000
5	auditor's ethics	Middle and older	One Level	One week	75000
6	International Standards on Auditing	Diploma in Accounting and over	Four levels	One week for each level	75000
7	American Auditing standards	Diploma in Accounting and over	Three levels	One week for each level	75000
8	Iraqi auditing standards	Diploma in Accounting and over	Levels	One week for each level	75000

		over		level	75000
9	<u>International Standards on Auditing and Iraqi</u>	<u>Diploma in Accounting and over</u>	<u>Five levels</u>	<u>One week for each level</u>	<u>75000</u>
10	<u>Electronic Audit</u>	<u>Diploma in Accounting and over</u>	<u>Levels</u>	<u>One week for each level</u>	<u>75000</u>
11	<u>Match Bank sheet</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
12	<u>Audit for Oil Accounting</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
13	<u>audit for foreign investments</u>	<u>Middle and older</u>		<u>One week</u>	<u>75000</u>

#### 4. Computer and the Internet:

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#	Course title	qualifications	course Level	Duration	Price
1	<u>The principles of computer / Windows + Word</u>	<u>Read and write</u>	<u>One Level</u>	<u>Four days</u>	<u>50000</u>
2	<u>Advanced PC / Windows + Word</u>	<u>Read and write</u>	<u>One Level</u>	<u>Four days</u>	<u>50000</u>
3	<u>course in Excel / Beginners</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
4	<u>course in Excel / Advanced</u>	<u>Diploma and above</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
5	<u>course in Access / Beginners</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
6	<u>course in Access / Advanced</u>	<u>Diploma and above</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
7	<u>course in Power Point / Beginners</u>	<u>Middle and older</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
8	<u>course in Power Point / Advanced</u>	<u>Diploma and above</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
9	<u>course in java / Beginners</u>	<u>Diploma and above</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
10	<u>course in java / Advanced</u>	<u>Bachelor and above</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
11	<u>Course in html / Beginners</u>	<u>Diploma and above</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
12	<u>Course in html / Advanced</u>	<u>Bachelor and above</u>	<u>One Level</u>	<u>One week</u>	<u>75000</u>
13	<u>course in Internet and e-mail</u>	<u>Trial</u>	<u>One Level</u>	<u>Five days</u>	<u>75000</u>
14	<u>computer Maintenance</u>	<u>Middle</u>	<u>Levels</u>	<u>Ten days for each level</u>	<u>100000</u>

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#### 5. Language courses:

#	Course title	qualifications	Levels	Duration	Price
1	<u>English Language / Beginners</u>	<u>Middle</u>	<u>One Level</u>	<u>20 days</u>	<u>100000</u>
2	<u>English Language / applicants</u>	<u>Middle</u>	<u>One Level</u>	<u>One month</u>	<u>175000</u>
3	<u>French language / Beginners</u>	<u>Middle</u>	<u>One Level</u>	<u>20 days</u>	<u>100000</u>
4	<u>French language / applicants</u>	<u>Middle</u>	<u>One Level</u>	<u>One month</u>	<u>175000</u>

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#### 6. Agriculture courses:

T	Course title	qualifications	course Level	Duration	Price
1.	<u>Agricultural economy</u>	<u>Read and write</u>	<u>One Level</u>	<u>Four days</u>	<u>30000</u>
2.	<u>Agriculture management</u>	<u>Read and write</u>	<u>One Level</u>	<u>Four days</u>	<u>30000</u>
3.	<u>Hub houses</u>	<u>Read and write</u>	<u>One Level</u>	<u>Three days</u>	<u>30000</u>

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4.	Bee raising	Read and write	One Level	Three days	30000
5.	Green belt technology	Read and write	One Level	Three days	30000
6.	Fish pools	Read and write	One Level	Three days	30000

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#### 7. Other courses:

T	Course title	qualifications	course Level	Duration	Price
1.	Training of trainers	BA	One Level	Three days	40000
2.	Writing proposals	BA	One Level	Three days	90000
3.	Economic skills	Read and write	One Level	Three days	60000
4.	Writing business plan	Read and write	One Level	Three days	30000

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#### Notes:

1. The lowest number of persons in each session is (8) people.

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2. the price per person in Iraqi Dinar.

**Software Design: There is capabilities for the organization as human and material to design computer programs and specialized, and there are four major electronic programs are designed according to the requirement of the target sector, as the follow:**

#	The name of the program or system	Program Explanation	price in Iraqi Dinar
1	HR Program	The design contains the preparation of an integrated database and can be updated and published periodic reports as on-demand	1500000
2	salaries Program	Design contains all paragraphs of calculating the benefits and deductions, and calculating the net salary	1750000
3	storage Program	The design contains the preparation of a database that provides timely information on inventory and the issuance of periodic reports and on-demand	1500000
4	Accounting program	Program includes integrated accounting began the process of registration accounting entry and the end of the preparation of final accounts	1750000