

Annex no. 2

Detailed factual, time and financial framework of foreign development cooperation project

Project title: Assistance to ensuring the sustainable development of small and medium-sized enterprises in Zambia

Implementing organization and partner institution: Association of Small and Medium-Sized Enterprises and Crafts of the Czech Republic | Zambia Development Agency

The development objective of the project: Providing advisory assistance to the Zambian side in the following areas:

- Developing knowledge of e-commerce and its potential for obtaining business information, work efficiency, innovation and business creativity.
- Transfer of experience, information and recommendations for SMEs on the possibilities of engaging in virtual trading on virtual international markets.
- Assisting in the acquisition of customer contacts, both locally and internationally, including assistance in managing CRM.
- Supporting the development of new strategies and business support models to increase their competitiveness, capacity and entry into new markets.
- In the long term, helping SMEs on their digitalization journey, recommending appropriate tools for SMEs to use digital technologies, innovation, online environments and electronic communication, thereby increasing their overall competitiveness.
- In the long term, support the general overall development of trade and business in Zambia.

Objectives of the project: The main objective of this project is to help strengthen the professional capacity in e-commerce and the use of virtual environments in accessing online business markets of Zambia Development Agency staff and selected SME representatives.

OUTCOMES OF THE PROJECT	ACTIVITIES WITHIN THE PROJECT	Expected financial requirements for individual activities	Invoicing date
<p>Outcome 1.1</p> <p>Complex preparation and organization of an approx. one-week-long consultation & training mission to Zambia in order to strengthen the skills and expertise of ZDA staff and selected business representatives in e-commerce and online business environments.</p> <p>A timeframe to achieve the output: 4-10/2023</p>	<p>Activity 1.1.1</p> <p>Comprehensive organizational and logistical support for an approx. one-week-long (max. 8 nights) study trip to Lusaka, Zambia, for a delegation of approx. 3 Czech specialists nominated by the Czech side and agreed by the Zambian side so that the expert team fully meets the requirements and needs of the Zambian side. The specific dates and exact content of the study tour will be determined based on mutual communication and agreement with the ZDA. The costs of the activity implementation include in particular: salary costs of the implementer, costs of the Czech experts, rental of meeting rooms, printing of background materials, costs of the study tour participants' stay (i.e., flights, accommodation, meals, local transport, insurance) and promotional materials.</p>	<p>418,296.00 CZK</p>	<p>30/10/2023</p>

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Outcome 1.2 Development of the Final Report and study materials on the conclusions of the consultation & training mission, experiences shared, topics discussed and recommendations and possibilities for further cooperation among the project partners. A timeframe to achieve the output: 10-11/2023	Activity 1.2.1 Developing a training material called the "Final Report" summarizing all the information and topics discussed during the advisory mission to Zambia and serving as a manual for ZDA staff to share lessons learned, recommendations, advice, contacts, and other useful information. The Final Report will be developed in collaboration between AMSP CR and ZDA and will be written in English and Czech.	22,694.00 CZK	30/11/2023
TOTAL PROJECT COSTS:			440,990.00 CZK

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