

Annex no. 2

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

Project title: Developing SMEs in Zambia using e-commerce

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

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

- Increase the knowledge and skills of Zambian SMEs in using electronic means to trade, market, work with clients, etc.
- Improved understanding of the regulatory measures, legal standards and other requirements that need to be met and respected when using e-commerce
- Increased ability of SMEs to use e-commerce for easier market access, both as buyers and sellers, without having to leave their offices and headquarters
- Increased ability of SMEs to access this market both in Zambia and more broadly in international markets
- In the long term, increasing Zambian SMEs' competitiveness, access to new markets and as a result, creating new jobs and overall economic growth in Zambia through this expanded use of e-commerce and digitalization.

Objectives of the project: main objective of the bid and project plan is to support the development of digital knowledge, competences and skills of a selected group of Zambian SMEs. and Zambia Development Agency staff, specifically to help strengthen professional capacity in the area of e-commerce and the use of virtual environments and internet interface in accessing online trading markets.

| OUTCOMES OF THE PROJECT | ACTIVITIES WITHIN THE PROJECT | Expected financial requirements for individual activities | Invoicing date |
|--|--|---|-------------------|
| <p>Output 1.1</p> <p>Complex preparation and implementation of an approximately one-week study trip for approximately 5 staff members of the Zambia Development Agency (ZDA) to the Czech Republic. Within the study mission of the ZDA representatives to the Czech Republic, it is expected to provide consultations and meetings in order to obtain the necessary know-how from Czech experts, share experiences and examples of practice from Czech entrepreneurs in the e-commerce field.</p> <p>Timeframe for achieving the output: 5-7/2024</p> | <p>Activity 1.1.1</p> <p>Complex organizational and logistical support for a week-long (max. 7 nights) study trip to Prague, Czech Republic, for a delegation of up to 5 Zambian representatives nominated by the ZDA partner. The specific dates and exact content of the study tour will be determined on the basis of mutual communication and agreement by the Zambian side. The expected financial requirements for the implementation of the activities include in particular: labour costs of the implementer and the partner organisation, visas to the Czech Republic for the participants of the trip, rental of premises for meetings, costs for the stay of the participants of the study trip in the following scope: air transport, accommodation in the Czech Republic, insurance, meals (per diems in accordance with Czech national legislation), local transport.</p> | <p>619 976,00 CZK (incl. VAT)</p> | <p>30/11/2024</p> |

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| <p>Output 1.2</p> <p>Complex preparation and implementation of approximately 5 online workshops (Capacity Building Workshops) for selected Zambian SMEs led and moderated by selected Czech experts in the field of e-commerce and/or led and moderated by selected Czech companies (best-practice examples) that are already doing business in the field of e-commerce and can pass on their experience to Zambian participants.</p> <p>Timeframe for achieving the output: 9-10/2024</p> | <p>Activity 1.2.1</p> <p>Complex organizational and technical support for the implementation of a series of training and consulting activities in the online environment in the format of webinars and workshops (min. 5) led and moderated by selected Czech experts in the field of e-commerce and/or led and moderated by selected Czech companies (best-practice examples) that are already doing business in the field of e-commerce and can pass on their experience to Zambian participants, identified by AMSP CR and agreed by the ZDA. The specific dates and exact content of the workshops will be determined on the basis of mutual communication and agreement by the Zambian side. The expected financial requirements for the implementation of the activities include in particular: labour costs of the implementer and the partner organisation.</p> | <p>159 953,00 CZK (incl. VAT)</p> | <p>30/11/2024</p> |
| <p>Output 1.3</p> <p>Creation of an "E-Commerce Toolkit for SMEs" as a background training material that will help Zambian SMEs increase their presence and success in the digital marketplace and provide them with advice and guidance to build a strong position in the digital environment.</p> <p>Timeframe for achieving the output: 8-11/2024</p> | <p>Activity 1.3.1</p> <p>Development of a supporting training material entitled "E-Commerce Toolkit for SMEs" providing advice and guidance for Zambian SMEs to strengthen their position in the digital environment. This document will be developed by the ZDA partner organization, with AMSP CR collaborating on the development of this document and providing consultation, content review and feedback to the ZDA partner. The material will be produced in English and in digital format.</p> | <p>63 981,00 CZK (incl. VAT)</p> | <p>30/11/2024</p> |
| <p>Output 1.4</p> <p>Creation of the Final Report and completion of study materials on the conclusions of the study mission, lessons learned, topics discussed and recommendations and possibilities for further cooperation between project partners.</p> <p>Timeframe for achieving the output: 11/2024</p> | <p>Activity 1.4.1</p> <p>Development of a final training material called the "Final Report" summarizing all information and topics discussed during the study mission to the Czech Republic and serving as a manual for ZDA staff to share lessons learned, recommendations, advice, contacts, and other useful information. The Final Report will be produced in cooperation between AMSP CR and ZDA and will be written in English and Czech.</p> | <p>31 990,00 CZK (incl. VAT)</p> | <p>30/11/2024</p> |
| <p>THE TOTAL COST OF THE PROJECT:</p> | | | <p>875 900, 00 CZK (incl. VAT)</p> |

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Association of Small and Medium-sized Enterprises
and Crafts of the Czech Republic (AMSP CR)

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Zambia Development Agency
(ZDA)