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Ethiopian Economics Association IGA

EEA-IGA

→ **ANNUAL REPORT (2024 -2025)**

→ **ANNUAL PLAN (2025-2026)**

→ **ANNUAL BUDGET (2025-2026)**

July 2025

EEA-IGA

ANNUAL REPORT (JULY 2024 - JULY 2025)

July 2025

PART I: PERFORMANCE REPORT

1.1. Introduction

This performance report covers accomplishments from July 08, 2024, to July 07, 2025, for the EEA-IGA. Narrations are categorized under the following three strategic objectives:

- **Objective 1: Increasing revenue and enhancing business performance to support the core activity of the association.**
- **Objective 2: Effectively managing and adding value to the existing EEA-IGA facility.**
- **Objective 3: Improving the internal capacity of IGA to achieve its business goals.**

1.2. Narrations of Performances

Objective 1: Increasing Revenue and enhancing Business performance.

Result 1.1: Increased Revenue and enhanced Business performance.

1. In the current fiscal year, a total of **Birr 15,719,766.57** was collected from the rental of offices, shops, furniture, and parking spaces to a total of 46 tenants. An area of 3,141 square meters has been rented.
2. In the current fiscal year, a total of **Birr 2,245,024.98** was collected from renting the main conference room and training rooms to a total of 104 different customers for different occasions.
3. In the current fiscal year, a total of **Birr 8,915,971.43** was collected from day-to-day cafeteria services. In addition, a total of Birr 651,250.61 worth of restaurant service has been provided to the EEA and IGA staff on a 50% cost-sharing basis, benefiting all employees.
4. In the current fiscal year, a total of **Birr 3,054,085.51** was collected from providing catering services to 34 customers.

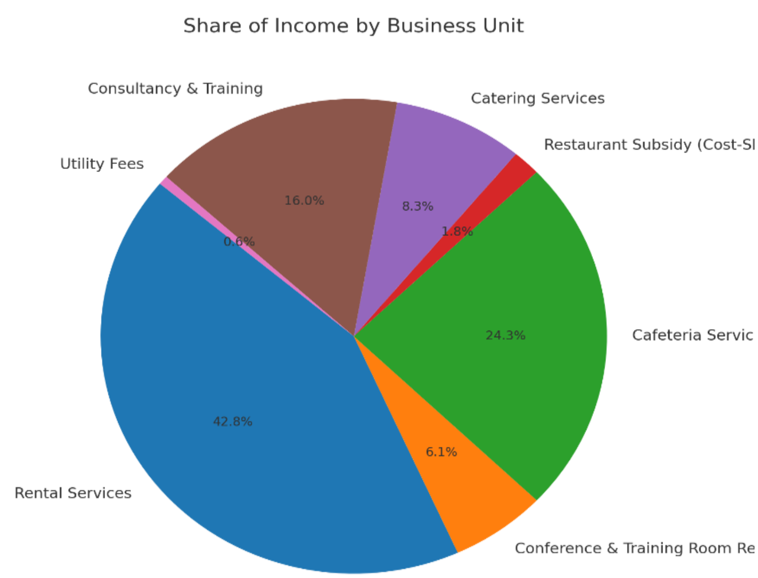
   In addition, a free catering service was provided to 200 attendees during the 31st General Assembly of EEA, with full sponsorship by the IGA worth Birr 450,000.00.
5. In the current fiscal year, considering consultancy and training projects
   - A consultancy project valued at **Birr 1,000,000.00** was secured from Commercial Nominees PLC to develop a *Cost and Price Manual*.
   - A consultancy project worth Birr 2,079,525.00 was secured from SNV on '*Rationale for Financing Rain Fed Large-scale Agricultural Investments*'.

- A short-term training worth Birr 230,000.00 was secured from the FDRE Private Organization Employees Social Security Administration on '*Investment and portfolio, and risk management*'.
- A consultancy project worth Birr 2,567,360 was secured on 'Assessments and Feasibility Studies Informing the Design and Implementation of the development Livelihoods for Deseret Locust-Affected Smallholders' from Self Help Africa.

Overall, a total of **Birr 5,876,885** has been secured from consultancy services and training delivery projects.

6. In the current fiscal year, a total of Birr 224,971.00 was collected from renters for utility fees (generator fuel and related expenses).

In total, for the current fiscal year, a total of Birr 36,036,891.21 has been collected from all business units.



Picture 1: Share of income by business units

Objective 2: Effectively manage and add value to the existing EEA-IGA facility.

Result 2.1. Advanced and quality service is offered, and the market demand has increased.

1. In this fiscal year, the construction of a decorative fountain on the main entrance of the building has been completed. However, the installation of the brand name and logo is still pending.

Picture 1: Decorative Fountain

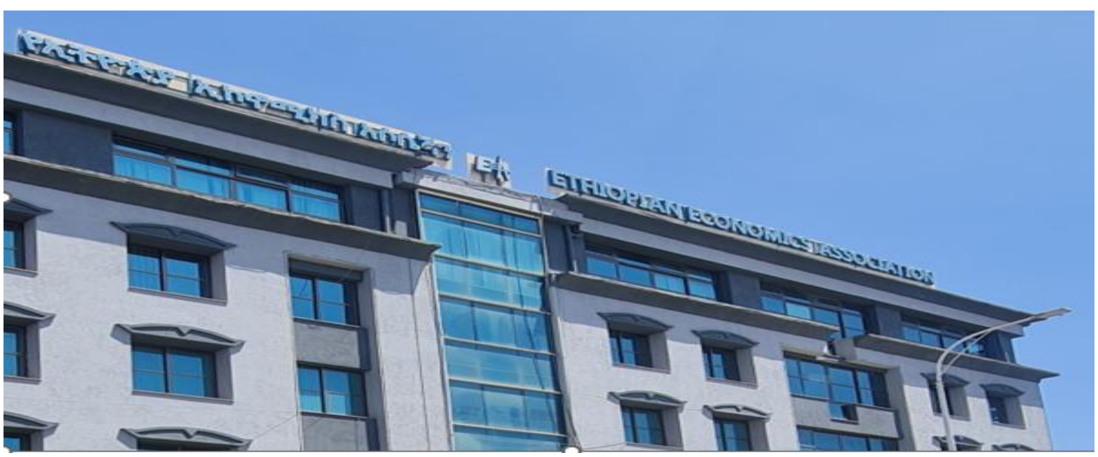
2. In this fiscal year, an additional store for the cafeteria and IGA activities has been built and is currently in operation.
3. In this fiscal year, considering the fire safety of the building
   - Replacement of expired fire extinguishers on all floors has been completed.
   - Refilling of all dry powder fire extinguishers has been performed.
   - As required by safety regulations, one Class K wet chemical fire extinguisher for the cafeteria has been installed.
   - And finally, approval from inspection by the building license issuing authority has been obtained.
4. In this fiscal year, considering the greenary of the building
   - Continuous upkeeping of flowers and vegetation on compounds, corridors, and offices has been undertaken.
   - Major addition of flowers and green plants within the building has been executed and
   - The green area of the compound has been well-maintained

Picture 2: Greenery inside the building

5. In this fiscal year, the installation of the air conditioning system for the kitchen has been completed.

Picture 3: Kitchen AC

6. In this fiscal year, upgrading (adding background) for the name tag for the Ethiopian Economics Association on top of the building has been completed.



Picture 4: Name tag of EEA

7. In this fiscal year, 112 high-power-consuming old fluorescent light bulbs on the basement floor and in all corridors and lobbies of the building have been replaced with new power-saving LED lamps.
8. In this fiscal year, Internal painting work inside the building has been performed and completed.

Picture 5: Internal painting

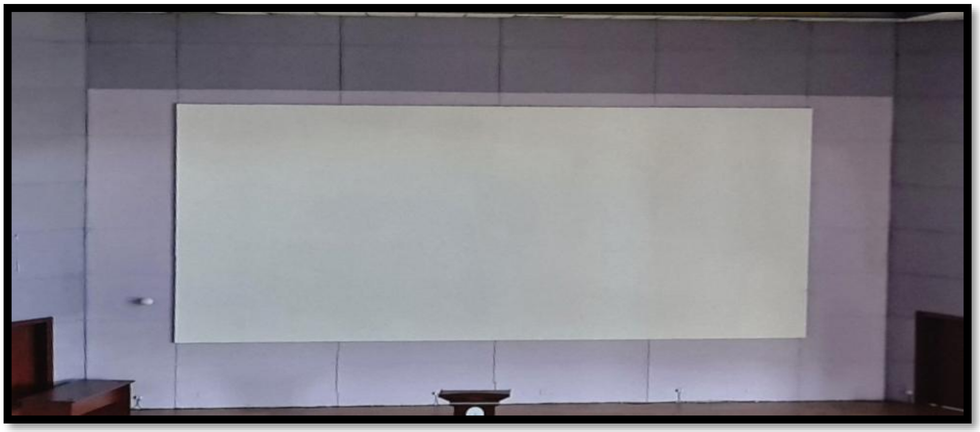
9. In this fiscal year, construction of a new modern design, open kitchen façade, and serving station installation has been finalized.

Picture 6: Café façade construction

10. In this fiscal year, the purchasing and installation of a La-Cimbali Italian 13-liter coffee and tea machine has been completed. Which is now fully operational.

Picture 7: Coffee and tea machine

11. In this fiscal year, a high-quality 7m*5m wide Gypsum board stage screen has been constructed and installed in the conference hall for quality projection of images and videos.



Picture 8: Stage screen

12. In this fiscal year, Cafeteria Partitioning has been done using fiber flowerpots as a separator that demarcates the cafeteria space and lobby.

Picture 9: Café partitioning

13. In this fiscal year, the tender and collection of designs and quotations have been completed for the complete modification of training rooms. The task will proceed after approval of the designs and quotations.

Picture 10: Construction of training rooms

14. In this fiscal year, revaluation of the EEA building has been executed, and the current market value of the building has been accurately determined by a professional certified valuator to be Birr 595,500,000.
15. In this fiscal year, we have carried out the identification, sorting, and disposal of outdated temporary items, junk, and superfluous materials that occupied considerable space; as a result, we have generated an income of Birr 56,000.

Result 2.2. Cost-effective facility maintenance and management.

1. In this fiscal year, considering preventive maintenance
   - Minor maintenance was conducted on water supply points
   - Major maintenance was performed on wastewater manholes and septic waste disposal lines. Furthermore, septic waste discharge was carried out.
   - Preventive major maintenance had been done on wastewater lines, kitchen wastewater lines, and main water tanker lines.
   - Major cleaning of wastewater manholes was carried out,
2. In this fiscal year, Scheduled maintenance has been made on all toilets from the ground floor up to the fourth floor, and maintenance on major blockage clearance, changes of toilet appliances has been executed.
3. In this fiscal year, Construction of the Urinal partitioning has been done.
4. In this fiscal year, electricity line and fixture maintenance work has been done on the kitchen and offices, including LED corridor lights, Generator lines, ATS, socket lines, and main power lines.

5. In this fiscal year, periodic generator maintenance and spare parts replacement have been done for both generators.
6. In this fiscal year, telephone and data line maintenance were done for the offices and new renters. Additionally, a cable WIFI has been installed for the IGA unit.
7. In this fiscal year, to permanently solve the difficult power interruption and outage issues
   - A transformer relocation request has been submitted to the EEU.
   - With the help of the Executive committee, a document has been found which verifies that EEA is the 80% owner of the transformer.
   - A formal request and process have been started to relocate the transformer to our compound.
8. In this fiscal year, a scheduled checkup and service of the elevator were performed, ensuring the overall safety and functionality of the elevator.

Objective 3: Improving the internal capacity of IGA to achieve its business goals.

Result 3.1. Internal administration and management have improved.

1. In this fiscal year, a feasibility study for opening a publishing house has been done, which indicated that the business venture has high capital demand and low return on investment rates.
2. In this fiscal year, considering the Requisition and acquisition of land from the Addis Ababa Mayor's Office, with the help of the CEO preparation of the land request proposal, a request letter along with the proposal was submitted to the mayor’s office. And after a continuous effort has been made to check up on the status, a direction letter to the Addis Ababa Land Management bureau has been written from the mayor’s office to identify and present land for the expansion. Accordingly, a plot nearby suitable for expansion has been selected jointly with Land management officials, and the ownership and status of the land for clearance are currently being assessed at the woreda and sub-city levels.
3. In this fiscal year, considering competitors' pricing and service delivery
   - 7 comparable institutions' (competitors’) price and service delivery for conference hall rental was conducted for price fixing and revision.
   - Comprehensive market evaluations were conducted on 8 nearby buildings, focusing on rental pricing and service delivery, resulting in an increase in our rental price based on the market rate.
   - 6 comparable cafés and restaurants(competitors’) price and service delivery. An analysis of competitors' pricing and service delivery for café and restaurant services was conducted.

4. In this fiscal year, considering the advertisement of business units
    - A radio advertisement has been prepared and streamed
    - Boosting of social media pages and posting, and managing digital marketing advertisements have been done by digital marketing institutes
    - A social media page has been created on all social media platforms, several video and post advertisements were posted and boosted, which increased follower engagement and reachability.
    - A contract agreement was signed to produce content, create social media pages, and manage digital marketing advertisements.
5. In this fiscal year, business partnership agreements and supplier agreements have been made with
    - Lion Heart Academy,
    - Fire Tech PLC.
    - Bridge College
    - Safe Soft
    - Bekele Sanitary Materials trade
    - Arif Pay, Santim Pay,
    - Nayomi Food Cooking and Catering School plc.
    - Beimnet Trading Plc, and Taem Bakery.
6. In this fiscal year, a total of 20 consultancy and training proposals were written and submitted to different institutions.

No	Title	Submitted to	Date	Status
1	Rationale for Financing Rainfed Large-Scale Agricultural Investments: With Focus on Grains, Oil Seeds, Industrial Crops, and Pulses	SNV Ethiopia	Match 1	Successful
2	Training on the capital market	Gafat endowment	March 08	
3	Insight gathering challenges faced by displaced women and girls.	MSI Ethiopia	March 10, 2025,	
4	Apprenticeship Program Impact Evaluation, Reference No. ET-MOUDI-470613-CS-QCBS	Ministry of Urban and Infrastructure Youth	March 31	
5	Climate-resilient wheat value chain development	Ministry of Agriculture		
6	Ethiopia Solarizing Community Water Supply Project	Winrock International		

7	Integrated Analysis of Market Systems, Inclusive Financial Services, and Gender Equality and Social Inclusion	Mercy Corps Ethiopia	15 April 2025	
8	Training on Effective and Efficient Resource Utilization in the Context of Not-for-Profit Non-Governmental Organizations	The Carter Centre-Ethiopia	18 April 2025	Successful
9	Business Case Study Development for Rural Women-Led Kale (Cabbage) Production for Climate Adaptation and Resilient Livelihood in Central Ethiopia Regional State	Soldiered East and Central Africa	23 April 2025	
10	Assessments and Feasibility Studies Informing the Design and Implementation of the "Development Livelihoods for Desert Locust-Affected Smallholders" Project	Self Help Africa	05 May 2025	Successful
11	Baseline Survey for: Recovery program in Abergelie Yechilla, Samre and Seharti (REPASS) Project	Helvetia's Ethiopia	17 May 2025	
12	Evaluation of the Ecological Food and Agricultural Resource Management (ECO FARM) Program – Phase II Implementation in Selected Zones of the SNNPR and Oromia Regions	Evangelical Church Mekane Yesus Development and Social Services Commission	22 May 2025	
13	External Evaluation of Community-Based Climate Resilience Program Continuation Phase in Amhara Region—Ambasel, Legambo, Worebabo and Haik Woredas	Evangelical Church Mekane Yesus Development and Social Services Commission	22 May 2025	
14	Baseline Study for the Work2gether Project: Working Together for Sustainable Employment and Agricultural Development in Ethiopia	Organization for Women in Self-Employment	27 May 2025	
15	Value chain development	Ministry of Agriculture	May 05	
16	Capacity building training	Private Organization Employees' Social Security Administration	May 17	Successful
17	Current state of Women's economic empowerment	GIZ	July 08	
18	Develop Policy Instruments and Design an Institutional Framework to Govern and Manage the Digital Market for Agricultural Commodities	Agricultural Transformation Institute	23 June 2025	Successful
19	Diagnostic Assessment of Livelihoods Improvement for Women and Youth (LIWAY)-II	SNV– Netherlands Development Organization	July 02	

20	Training on business leadership and strategic planning	Gafat endowment	July 05	

7. In this fiscal year acquisition of necessary materials with a purchase amount of **Birr 11,661,852.27** has been made through fair and competitive bases, and this consists of Cafeteria Supplies, Facility supply purchases, and office material supplies.
8. In this fiscal year, the implementation of a fully automated internet banking service from the Commercial Bank of Ethiopia has been put into practice and continues to ease business transactions.
9. In this fiscal year, capacity development training on two topics has been delivered on Business finance and bakery and cooking skills.
10. In this fiscal year, a total of 30 rental contract agreements have been formed and renewed at FDARA, ensuring the legal provisions.
11. In the first quarter, the necessary vehicle and fleet management coordination has been executed.
12. In this fiscal year, a total of 45 events were successfully hosted, out of which 34 have been successfully catered.
13. In this fiscal year, the necessary supervision and administration of building occupants was undertaken, where the major challenge was the scarcity of parking spaces and power fluctuations.
14. In this fiscal year, continued administration of building and office safety and cleanliness was undertaken without any security incidents.
15. In this fiscal year, the official financial closing has been completed, and an Annual financial audit report has been prepared and approved.
16. In this fiscal year, updating all business licenses, registrations, and building and parking permits was executed. In addition, two certificates of compliance licenses were obtained after completing all the required inspections from the Lemi Kura Sub-city culture and tourism bureau and the health bureau.
17. In this fiscal year, all the necessary financial management practices were executed, including the settlement of taxes and pensions, the production of quarterly financial reports, the settlement of expenditures, etc.
18. In this fiscal year, 10 additional staff were recruited: Junior accountant, Security personnel, a cafeteria supervisor, two cooks, a waitress, a barista, a Researcher, a coffee girl, and one personnel.

19. In this fiscal year, two semi-annual performance monitoring and evaluation of staff were executed for all employees.
20. In this fiscal year, an adjustment in the employee salary and benefits has been finalized, approved, and put into effect. In addition, an adjustment for Ese café and restaurant employee salaries and benefits has been finalized, approved, and put into effect.

2. Unplanned activities in the year

- The government has levied a very high amount of property tax on the EEA building; however, after appealing to the City mayor's office and Lemi kura revenue bureau, the non-profit part has been exempted from property tax, which reduced the fee from Birr 2,800,000.00 to Birr 670,000 yearly.
- Maintenance and upgrading of failed automatic transfer switches have been executed.
- An additional room has been constructed in the sound system room, which has brought additional rental income.
- Installation of an external surveillance security camera on top of the building that directly connects with the Meri and the surrounding police center office, as per the government instructions

3. Challenges

- A persistent power outage problem: The Power outage problem remained one of the major challenges to providing efficient services. In addition, this has led to a high fuel cost for running the generator. To solve this problem, IGA has continuously been communicating with the authorities and higher officials, though it was not successful.
- Inflation has impacted procurement activities and budget planning. Efforts were made to reduce the effect by decreasing procurement needs, purchasing in bulk, and adjusting prices.
- High workload and lack of proper incentives remained a major obstacle to motivating the staff. Furthermore, the current foreign exchange floating (Birr devaluation) and high costs of living have significantly reduced the real income of the employees, posing another challenge. The adjustment in the employee salary and benefits has partially solved the problem.

4. Tabulated Annual Performances

Performance Report Tabulated								
Activities	Budget	weight (%)	Unit	Base	Annual	Cum 12 months perf		
	Plan					Cum 12m Achie	% Achiev	Weighted %
Result 1.1: Increased revenue and enhanced business performance. (32%)								
1. Income from Building Rental Business Unit		10	ETB	13,000,000	14,000,000	15,720,010	112.29	11.2
2. Income from Renting Conference Hall unit		5	ETB	1,249,000	2,000,000	2,245,024.98	112.25	5.6
3. Income from the Cafeteria unit		5	ETB	4,011,000	5,200,000	8,915,971.43	171.46	8.6
4. Income from Catering Unit		5	ETB	5,200,000	4,000,000	3,054,085.51	76.35	3.8
4. Income from Consultancy activities		5	ETB	3,107,000	10,000,000	5,876,885	59.36	3.0
6. Utility fee collection		2	ETB	30,107	200,000	224,971.00	112.49	2.2
Objective 2: Effectively manage and value of existing EEA-IGA facility (48%)				**26,597,107**	**35,400,000**	**36,036,948**		
Result 2.1. Advanced and quality service offered, and market demand increased (40%)						-		
1. Fountain and entrance Construction on the Main entrance of the building	90,000.00	2	%	0	100	100.00	100.00	2.0
2. Construction of the Store on the basement	30,000.00	2	%	0	100	100.00	100.00	2.0
3. Fire safety device monitoring and renewal, i.e., changing of expired fire extinguishers on all floors	10,000.00	1	%	100	100	100.00	100.00	1.0
4. Flowers and vegetation treatment and upkeep works	25,000.00	1	%	100	100	100.00	100.00	1.0
5. Installation of the Air conditioning system for the Kitchen	250,000	3	100		1	100.00	100.00	3.0
6. Upgrading of the Name tag for the Ethiopian Economics Association on top of the building	50,000	2	%	0	100	1.00	100.00	2.0
7. Phase 2 Changing of light Bulbs (High power-consuming electrical fitting in all building offices.)	350,000	4	No	0	100	112.00	112.00	4.5
8. Internal Painting work	300,000	3	100	0	100	125.00	125.00	3.8
9. Kitchen remodelling and additional food corner station installation	80,000	3	100	1	100	100.00	100.00	3.0
10. Purchasing and operationalizing of Coffee and Tea Machine	650,000	2	No	1	1	2.00	200.00	4.0
11. Upgrading of stage and stage screen	80,000	3	%		100	100.00	100.00	3.0
12. Cafeteria Partitioning	150,000	3	%		100	100.00	100.00	3.0
13. Modification of training rooms	100,005	3	%	1	100	50.00	50.00	1.5
14. Re-valuing EEA's building	150,000	2			100	100.00	100.00	2.0
15. Identifying and disposing of old unnecessary temporary items	15,000	3			100	100.00	100.00	3.0
Result 2.2: Cost efficient Facility maintenance and management is practiced. (8%)								

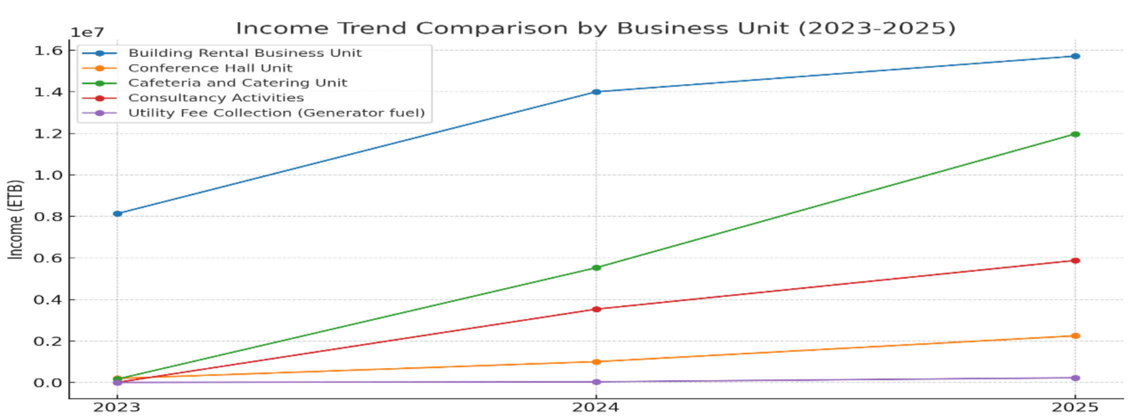
1. Preventive maintenance on water supply points and controlling devices to create uninterrupted services i.e. septic discharge system, water supply pumps.	75,000.00	1	No	8	100	100.00	100.00	1.0
2. Scheduled maintenance on all toilets from the Ground up to the fourth floor on both side risers of the building.	50,000.00	1	No	4	8	8.00	100.00	1.0
3. Urinal Partitioning	50,000.00	1	No		7	7.00	100.00	1.0
4. Scheduled electricity line and fixture maintenance on every office, corridors, conference and meeting halls, around the compound and riser point, i.e., lamps, sockets, switches, etc.	100,000.00	1	No	8	8	8.00	100.00	1.0
5. Periodic Generator maintenance and servicing	40,000.00	1	No	4	4	4.00	100.00	1.0
6. Telephone and data service line maintenance and installation of new points to all new and existing renters.	10,000.00	1	No	4	8	100.00	100.00	1.0
7. Permanent solution for Electrical outage issues with EEP	10,000.00	1	%	0	100	0.80	0.80	0.0
8. Schedule checkup and maintenance of the Elevator	10,000.00	1	No	0	4	4.00	100.00	1.0
Objective 3: Effectively manage and value-addition of existing EEA-IGA facility (20%)						-		
Result 3.1. Increased revenue and Enhanced business performance.(20%)						-		
1. A feasibility study will be undertaken to assess the possibility of opening a publishing house.		1	No		1	1.00	100.00	1.0
2. Requisition and acquisition of land from the Addis Ababa Mayor's Office		2	No		1	0.80	80.00	1.6
3. Comparable Market value and Price assessment of Business Units for pricing	5,000.00	1	No	4	4	4.00	100.00	1.0
4. Advertisement for the Business Units through different media, including Digital Advertising and presence. i.e., Facebook and Telegram	50,000.00	1	%	4	4	4.00	100.00	1.0
5. Business partnership with potential stakeholders	5,000.00	1	No	8	12	12.00	100.00	1.0
6. Consultancy service offering	5,000.00	2	No	4	4	3.00	75.00	1.5
7. Supplier Soliciting, Analysis and selection and signing of long-term procurement agreement for all Business units	5,000.00	1	No	8	8	8.00	100.00	1.0
8. Acquisition of all necessary purchases for ESE, Cafeteria, Building maintenance etc.	5,000.00	1	Birr	7,256,000	7,000,000	11,661,852.27	166.60	1.7
9. Implementation of computerized systems to run databases, pay bills and order supplies		1	%	75	100	100.00	100.00	1.0
10. Capacity development short term training for core and supportive staff.	40,000.00	1	No	2	2	3.00	150.00	1.5
11. Follow up and Renewal of rental agreement of offices and conference hall and formulation of new one.	10,000.00	1	No	30	35	33.00	94.29	0.9
12. Vehicle and fleet management	25,000.00	1	%	100	100	100.00	100.00	1.0
13. Event hosting and administration	5,000.00	1	No	25	30	47.00	156.67	1.6

14. Supervision and administration of building occupants, office practice, interactions, etc.		1	%	100	100	100.00	100.00	1.0
15. Management of building security, cleanliness, and safety through continuous follow-up and supervision practice.	50,000.00	1	%	100	100	100.00	100.00	1.0
16. Official financial closing and IFRS Audit financial reporting by an external auditor.	25,000.00	1	%	1	1	1.00	100.00	1.0
17. Updating and renewal of licenses, registrations, and permits	15,000.00	1	%	100	100	100.00	100.00	1.0
18. Financial management revenue, expenses, payments, taxes, transactions, reports, audit, collection etc.		1	No	12	12	12.00	100.00	1.0
19. Staff recruitment and orientation	5,000.00	1	NO	6	7	8.00	114.29	1.1
20. Conducting performance monitoring and Appraisal System		1.0	NO	2	2	2.00	100.00	1.0
21. Adjustment of employee salary and benefits		1.0	NO	1	1	2.00	100.00	1.0
						Total	**103**	**104.1**

5. Annual income comparison

The following table compares income growth over the past three years, segmented by each business unit.

Income Generating Activities	2023	2024	2025
1. Income from Building Rental Business Unit	8,129,000.00	14,000,000	15,720,010.23
2. Income from Renting the Conference Hall Unit	192,323.20	1,000,000	2,245,024.98
3. Cafeteria and Catering unit	157,347.02	5,525,000	11,970,000.00
4. Consultancy activities	-	3,530,000	5,876,885
5. Utility Fee collection (Generator fuel)	-	30,000	224,971
Total	**8,478,670.22**	**24,615,000**	**36,036,891.21**



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Ethiopian Economics Association IGA

ANNUAL PLAN

(JULY 08, 2025-June 07, 2026)

1. Introduction

The 2025/26 Annual Plan builds on lessons learned and achievements from the 2024/25 fiscal year, while introducing strategic shifts to respond to emerging market trends, regulatory changes, and evolving customer expectations.

The plan is organized into three core sections:

- Part One outlines the foundational assumptions and planning basis.
- Part Two details the objectives, strategic priorities, and expected results for the year.
- Part Three presents the quarterly action plan with clear performance indicators and targets.

For the 2025/26 budget year, IGA will focus on the following strategic directions:

1. **Boosting market demand** through diversified, data-driven advertising and targeted marketing campaigns.
2. **Enhancing operational efficiency** with improved monitoring, evaluation, and control systems across all business units.
3. **Maximizing profitability** through strict cost management, expense minimization, and process optimization.
4. **Expanding consultancy leadership** by developing competitive, high-quality proposals and securing major contracts.
5. **Strengthening human capital** through targeted recruitment, onboarding, and capacity-building of skilled professionals.
6. **Executing strategic expansion** by securing land and resources to support long-term growth initiatives.
7. **Driving innovation in service delivery** to increase customer satisfaction, brand reputation, and competitive positioning.

This plan emphasizes measurable growth, cost efficiency, and sustainability, ensuring IGA remains resilient in a competitive business environment while contributing meaningfully to the broader objectives of the Ethiopian Economics Association.

2. Base and Assumptions of the Plan

Under this section, the basis of the plan and assessment of the internal and external environment that affect IGA's activities are presented and critically evaluated.

2.1. Basis of the plan

EEA-IGA bases its planning for the Annual activities (year 2025/2026) on the following.

I. Performance results of IGA for the 2024/25 fiscal year.
II. Employee performance evaluations from 2024/25.
III. Current national trade and tax regulations.
IV. Market trends showing increasing demand and heightened competition.
V. Strategic decisions and directions from the Executive Committee (EC).

2.2. Capabilities/Competencies

The major capability or competency of the IGA can be demonstrated in the following issues:

Strengths	Weaknesses
- Highly motivated, committed, and collaborative staff team.	- Limited staffing capacity in the consultancy unit.
- Strong and growing demand for both business and consultancy services.	- Absence of standard operating manuals and a defined organizational structure for the cafeteria business unit.
- Significant prior investments providing sustainable future revenue streams.	- Limited use of technology in marketing, operations, and customer engagement.
- Consistent and reliable income from the building rental business unit.	- Delays in building maintenance response times due to resource constraints.
- Established reputation and trust in the market, supported by EEA's credibility.	- Limited formal training and professional development opportunities for staff.
- Diverse revenue sources (rental, consultancy, cafeteria, catering), reducing reliance on a single stream.	- Insufficient market research and competitive analysis in some business units.
- Well-located facility with high accessibility and visibility.	

- Strong relationships with loyal and repeat clients.	
- Existing infrastructure for hosting large-scale events, conferences, and training sessions.	

2.3. Opportunities vs treats

The major opportunities and threats of the IGA can be demonstrated in the following.

Opportunities	Threats
- Increasing demand for consultancy services in the business sector.	- New tax legislation (property tax) potentially increases operational costs.
- Cafeteria and catering services, generating additional income and increasing conference hall use.	- Inflationary pressures due to currency depreciation.
- Rising market demand for conference hall rental services.	- Significant building maintenance requirements.
- Growing commercial property demand and rental rates per square meter.	

2.4. Assumption

The assumptions expected during the current budget year are mainly classified as external and internal.

2.4.1. Internal assumptions

The following assumptions are expected within IGA:

- ✓ Key technical, operational, and support staff will be retained to ensure business continuity and service quality.
- ✓ Executive Committee will maintain strong oversight, governance, and resource support.
- ✓ Staff commitment, teamwork, and performance culture will remain strong throughout the year.

- ✓ Regular staff capacity-building programs will be conducted to improve service delivery and operational efficiency.
- ✓ Internal systems, including financial management, procurement, and reporting mechanisms, will remain transparent, timely, and compliant.
- ✓ Maintenance schedules for all facilities will be followed to prevent operational disruptions.
- ✓ Marketing and client engagement strategies will be strengthened to retain and expand the customer base.

2.4.2. External assumptions

The following assumptions are assumed:

- ✓ The demand for consultancy, training, rental, and catering services will continue to grow in line with market projections.
- ✓ Peace, stability, and a conducive socio-political environment will be maintained, supporting uninterrupted business operations.
- ✓ Civil Society Organization (CSO) regulations and business licensing policies will remain favorable and predictable.
- ✓ The local economy will maintain steady activity levels, with no extreme downturns affecting clients' purchasing power.
- ✓ Inflation and currency fluctuation rates will remain within manageable limits for business planning.
- ✓ Key suppliers and service providers will remain reliable, ensuring continuity of operations.
- ✓ No major force majeure events (e.g., pandemics, natural disasters) will disrupt operations.
- ✓ Networking and partnership opportunities with government agencies, private sector actors, and development partners will remain available.

3. Objectives and Expected Results

This Annual plan is intended to contribute to the attainment of the following three objectives, as depicted in IGA's formulation objective:

Objective 1: Increasing revenue and enhancing business performance to support the core activity of the association.

Objective 2: Effectively manage and add value on the existing EEA-IGA facility.

Objective 3: Improving Internal capacity of IGA to achieve its Business Goals.

Below strategic objectives are listed with related results and activity required to attain them.

3.1. Objective 1

Increasing revenue and enhancing business performance to support the core activity of the association.

Result 1.1: Increased revenue and enhanced business performance.

Activities:

1. An income of **Birr 21,600,000** (Twenty-one million six hundred thousand birr) will be collected from building rental income by renting out offices, shops, and parking spaces.
2. An income of **Birr 2,600,000** (Two million six hundred thousand birr) will be collected from the rental of the conference hall and training rooms to different customers.
3. An income of **Birr 11,000,000** (Eleven million birr) will be collected from delivering day-to-day cafeteria services.
4. An income of **Birr 3,600,000** (Three million six hundred thousand) will be collected from delivering catering services to different customers.
5. An income of **Birr 18,500,000** (Eighteen million five hundred thousand birr) will be secured from the delivery of consultancy and training services to different stakeholders.
6. An income of **Birr 260,000** (two hundred sixty thousand birr) will be collected from utility payments (electricity, water, and fuel for the Generator).
7. An income of **Birr 180,000** (one hundred eighty thousand birr) will be collected from a high-interest fee on a government treasury bill.
8. An Income of **Birr 450,000** (four hundred thousand birr) will be secured from the Delivery of Training to interested applicants.

   In this fiscal year, a total income of **Birr 58,190,000** will be collected from all business units.

3.2. Objective 2

Effectively manage and add value to the existing EEA-IGA facility.

Result 2.1. Advanced and quality service is offered, and market demand has increased.

Activities:

1. A Metal louver Stair Safety rail construction will be executed on the opening of the stair riser for safety and to prevent the danger of falling.
2. Two small Offices will be constructed in aluminum on the first and second floors in the available spaces.
3. Cafeteria sunshine canopy construction
4. A Bakery and a source preparation (cooking) room will be constructed on the basement floor.
5. Corrective Maintenance of defective (ripped) Ceramic tile flooring on all floors of the building will be executed.
6. As per the building safety standard, Fire safety device monitoring and renewal will be executed.
7. Greening of interior and exterior spaces of the building through adaptive, modern design and appropriate plant selection will be executed.
8. Installation of modern curtain cladding in the conference hall will be executed.
9. Upgrading of kitchen space and construction of a new cooking station (Burger, pizza, and juice corner) installation will be executed.
10. A new grease receptor (grease-resistant Manhole will be constructed, which will prevent clogging and leakage.
11. A Digital title deed for the building will be acquired from the Lemi kura Sub city Administration.
12. A modern design, attractive Cafeteria space interior modification will be constructed.
13. The construction of a new training room, by modifying the existing one, will be carried out as initiated in the previous year.
14. Installation of EEA logo on the fountain (Main entrance of the building) will be executed.

Result 2.2. Cost-effective facility maintenance and management that provides uninterrupted services is practiced.

2.1. Water supply and Sanitary system

1. Preventive maintenance on water supply points and controlling devices will be executed to create uninterrupted services.
2. Scheduled maintenance on all toilets from the Ground up to the fourth floor on both sides of the Building.

a. Electric Power and Telephone Line System

1. Scheduled Electricity line and fixture maintenance on offices, corridors, conference hall, and training rooms, around the compound, and riser point, i.e., lamps, sockets, switches, etc., will be executed
2. Periodic Generator maintenance and servicing of both generators will be executed based on the running hours.
3. Schedule checkup and maintenance of the Elevator will be executed every month.
4. Telephone and data service line maintenance and installation of new points to all new and existing renters will be executed based on demand and line failures.
5. The continued task to find a permanent solution to solve the intermittent fluctuation of power from EPU will be executed.
6. A Comprehensive assessment and maintenance of power allocation, load distribution, and power lines will be executed to resolve any internal issues that might bring power fluctuation.

3.3. Objective 3

Improving the internal capacity of IGA to achieve its business goals.

Result 3.1. Internal administration and management are improved.

Activities:

1. The continued task of the acquisition of land for the expansion of EEA services will be executed.
2. As per the presented opportunity, a request for land from the Oromia region for the expansion of EEA services will be initiated.

3. Comparable Market value and Price assessment for all Business Units on pricing and service delivery will be performed to calibrate our price offering and be competitive in the market.
4. A study to assess a profitable business unit to be engaged for diversifying our new business lines will be executed.
5. A price increment for the cafeteria will be implemented following an assessment of input price inflation and a market evaluation.
6. A price increment on building rental will be implemented following an assessment market evaluation.
7. Advertisement for the Business Units. Advertisements for business units will be placed through various media platforms. A diversified, data-driven advertising and targeted marketing campaign will be executed.
8. A total of 30 project proposals will be submitted by developing competitive, high-quality proposals to secure major contracts.
9. Five consultancy projects will be undertaken.
10. Eight long-term business partnerships and purchase agreements will be established with potential suppliers.
11. Acquisition of all necessary purchase requirements for Cafeteria, facility maintenance, and other internal office activities will be executed.
12. Implementation of computerized systems to run databases, pay bills, and order supplies will be implemented using the corporate banking system with Commercial Bank of Ethiopia and Bank of Abyssinia.
13. Two Capacity development short-term trainings, which will improve the efficiency and productivity of staff, will be rendered.
14. All rental agreements will be renewed at the government document authentication bureau.
15. Vehicle and fleet management will be executed (Bolo, insurance, technical fitness, etc.)
16. A total of 40 events will be hosted and catered in our conference hall and training rooms.
17. Supervision and administration of building occupants, office practice, interactions, service delivery, etc., will be executed.

18. Management of Buildings Security, cleanliness, and safety through a strong supervision practice will be executed to provide a safe, clean, and secure working environment.
19. Official financial closing, IFRS audit financial reporting will be conducted by an external auditor, ensuring that all required documents for the audit are submitted promptly.
20. Updating and renewal of trade licensees, usage permits, and other internal registry documents will be executed after submitting the necessary documents and clearance requirements to government bureaus.
21. Financial tasks, including payroll administration, settlement of tax and pension obligations, and various other financial operations, will be executed.
22. The revision of the Financial Manual after incorporating the internal audit revision and comments will be finalized and approved.
23. Quarterly performance and financial reports will be generated every quarter.
24. Three new staff will be recruited, i.e., Marketing professional, Food and beverage controller, and a chef.
25. Semiannual performance monitoring and evaluation of staff will be performed.
26. Salary and benefits of employees will be adjusted based on annual performance evaluation and executive committee direction.
27. The resolving of Audit report qualification issues will be addressed after completing and compiling the necessary documentation and processes.
28. A security share will be attained from capital market participants.
29. Preparation of Salary Scale and Benefit Scheme Study
30. A comprehensive organizational management manual will be prepared for the cafeteria.
31. Consultancy service payment guidelines will be prepared for executing professional payments.

4. Action Plan

The action plans are segregated by quarter, and each has immediate indicators set for each task that explain the achievement of the task and its specific weight contribution to the total achievement of the annual plan.

4.1. Tabulated Annual Plan

No	Activities	Budget	weight (%)	Unit	Base	Annual	Annual Targets			
							Q1	Q2	Q3	Q4
	Objective 1: Increasing revenue and enhancing Business performance to support the core activity of the Association. (39%).		**100**							
	Result 1.1: Increased revenue and enhanced business performance. (39%)		**39**							
	Income Generating Activities									
1	Income from Building Rental Business Unit		10	ETB	15,720,010	21,600,000	5,400,000	5,400,000	5,400,000	5,400,000
2	Income from Renting Training rooms and conference hall		3	ETB	2,245,025	2,600,000	600,000	500,000	600,000	900,000
3	Income from the Cafeteria unit		7	ETB	8,915,971	11,000,000	2,400,000	2,700,000	2,950,000	2,950,000
4	Income from Catering Unit		4	ETB	2,467,035	3,600,000	2,600,000	200,000	400,000	400,000
5	Income from Consultancy activities		8	ETB	5,799,383	18,500,000	5,500,000	3,000,000	5,000,000	5,000,000
6	Utility fee collection		2	ETB	224,971	260,000	65,000	65,000	65,000	65,000
7	Income from purchasing a Government treasury bill		2	ETB	-	180,000		60,000	60,000	60,000
8	Income from Delivery of Training		3	ETB	-	450,000	-	150,000	150,000	150,000
				ETB	**35,372,395**	**58,190,000**	**16,565,000**	**12,075,000**	**14,625,000**	**14,925,000**
	Objective 2: Effectively manage and value adding of existing EEA-IGA facility (40%)					**65%**				

	Result 2.1. Advanced and quality service offered and market demand increased		**25**							
	Maintenance and renovation									
1	Stair Safety rail construction	90,000.00	2	%	0	100	50	50		
2	Mini Office construction on the 2nd and 3rd floors	550,000.00	2	%	0	2	1	1		
3	Cafeteria sunshine canopy construction		1	%	100	50	50			
3	Construction of the Bakery room on the basement floor	40,000.00	1		2	1	1			
4	Maintenance of defective Ceramic flooring on all floors of the building	50,000.00	2	m^2	0	150	150			
6	Fire safety device monitoring and renewal i.e., changing of expired fire extinguishers on all floors	10,000.00	1	%	100	100	25	25	25	25
7	Flowers and vegetation treatment and upkeep works	25,000.00	1	%	100	100	25	25	25	25
8	Installation of conference hall curtain cladding	150,000	2	100		100	100			
9	kitchen space and new cooking station installation	200,000	2			100	100			
10	Septic tank Manhole reconstruction	15,000	2			100	50	50		
11	Acquire a digital Title deed certificate	50,000	2			1		1		
12	Cafeteria space interior modification	50,000	2			100	100			
13	Training room redesign and modification	500,000	3			100	50	50		
14	EEA logo installation on the main entrance of the building	50,000	1			1	1			

	Result 2.2: Cost-efficient Facility maintenance and management is practiced.		**7.5**							
	Water supply and sanitary system									
1	Preventive maintenance on water supply points and controlling devices	75,000.00	1	No	8	4	1	1	1	1
2	Scheduled maintenance on all toilets from the Ground up to the fourth floor on both sides of the Building.	50,000.00	1	No	4	4	1	1	1	1
	Electric Power and Telephone Line System									
3	Scheduled electricity line and fixture maintenance	100,000.00	1	No	8	8	2	2	2	2
4	Periodic Generator maintenance and servicing	40,000.00	0.5	No	4		1	1	1	1
5	Schedule a checkup and maintenance of the Elevator	10,000.00	0.5	No	0		1	1	1	1
6	Telephone and data service line maintenance	10,000.00	0.5	No	4		1	1	1	1
7	Permanent solution for Electrical outage issues with EEP	10,000.00	1	%	0	100	100			
8	Comprehensive assessment and maintenance of power allocation, load distribution, and power lines	50,000.00	2	%	0	100	100			
	Objective 3: Effectively manage and value-addition of existing EEA-IGA facility (15%)									
	Result 3.1. Increased revenue and Enhanced business performance.		**28.5**							
	Administrative activities									
1	Acquisition of land for expansion	500,000.00	2	%		100	50	50		

3	Comparable Market value and Price assessment of Business Units for pricing	5,000.00	1	No	4	4	1	1	1	1
4	Feasibility Study for a new business unit to be established	20,000.00	1	No	1	1		1		
5	Price increment for the Cafeteria	5,000.00	1		1	1	1		1	
6	Price increment for the Building rent	5,000.00	1		1	1			1	
7	Advertisement for the Business Units	50,000.00	1	%	4	100	25	25	25	25
8	Writing of aproject proposal	50,000.00	2		20	30	7	8	8	7
9	Consultancy service offering	5,000.00	1	No	4	5	1	2	1	1
10	Business partnership and signing of a long-term procurement agreement	5,000.00	1	No	8	8	2	2	2	2
11	Acquisition of all necessary purchases for ESE, Cafeteria, Building maintenance etc.	5,000.00	1	%	11,661,852	14,577,315	3,644,329	3,644,329	3,644,329	3,644,329
12	Implementation of computerized systems to run databases, pay bills, and order supplies	5,000.00	1	%	75	100	50	50		
13	Capacity development short-term training for core and supportive staff.	40,000.00	1	No	2	2	1		1	
14	Follow up and Renewal of the rental agreement of offices and conference hall, and formulation of a new one.	10,000.00	1	No	30	20	5	5	5	5
15	Vehicle and fleet management	25,000.00	0.5	%	100	100	25	25	25	25
16	Event hosting and administration	5,000.00	1	No	25	40	10	10	10	10

17	Supervision and administration of building occupants, office practice, interactions, etc.		1	%	100	100	25	25	25	25
18	Management of building security, cleanliness, and safety through continuous follow-up and supervision practice.	50,000.00	1	%	100	100	25	25	25	25
19	Official financial closing and IFRS Audit financial reporting by an external auditor.	25,000.00	1	%	1	1	1			
20	Updating and renewal of licenses, registrations, and permits	15,000.00	1	%	100	100	25	75		
21	Financial management revenue, expenses, payments, taxes, transactions, reports, audit, collection etc.	100,000.00	1	No	12	12	4	4	4	4
22	Revision of Financial Manual	15,000.00	0.5	No			1			
23	Generating quarterly performance and financial reports	5,000.00	0.5	No	4	4	1	1	1	
24	Staff recruitment and orientation	5,000.00	1	No	6	4				
	24.1. Marketing professional	7,500.00					1			
	24.2. Food and beverage controller	7,500.00					1			
	24.3. Chef	7,500.00					1			
	24.4. TBD	7,500.00						1		
25	Conducting Perfromance monitoring and Appraisal System	5,000.00	1	No	1	1				

26	Adjustment of employee salary and benefit		0.5	No	1	1				
27	Resolving of Audit qualification issues	15,000.00	1	%		100	75	25		
28	Purchase of a security share	1,000,000.00	0.5	No		1		1		
29	Preparation of a comprehensive organizational management manual for the cafeteria	5,000.00	0.5	No	0	1	1			
30	Development of guidelines for consultancy service payments	15,000.00	0.5	No		1	1			
	Total Budget									

EEA-IGA

ANNUAL BUDGET

(JULY 2025 - JULY 2026)

ANNUAL PROJECTED BUDGET FOR THE YEAR 2025/2026

No	Description	Units type	Cost Per unit	Number of units	Total ETB
1	**INCOME**				
1.1	**Income From Rental Office & Hall**				
1.1.1	Income from Building Rental Business Unit	Quarter	4,695,652.17	4.00	**18,782,608.70**
1.1.2	Income from Renting Training rooms and conference hall	Quarter	521,739.13	4.00	**2,086,956.52**
2	**Income from Rental Office & Hall**				**20,869,565.22**
2.1	**Income From Cafeteria & Catering**				
2.1.1	Income from the Cafeteria unit	Quarter	2,391,304.35	4.00	**9,565,217.39**
2.1.2	Income from Catering Unit	Quarter	782,608.70	4.00	**3,130,434.78**
3	**Income from Cafteria & Catering**				**12,695,652.17**
3.1	**Other Income**				
3.1.1	Utility fee collection	Quarter	56,521.74	4.00	226,086.96
3.1.2	Income from Government treasury bill	Semi-Annual	78,260.87	2.00	156,521.74
3.1.3	Income from Delivery of Training	Semi-Annual	195,652.17	2.00	391,304.35
3.1.4	Interest Income	Yearly	43,478.26	1.00	43,478.26

4	**Income from Other**				**817,391.30**
4.1	**Income from Ongoing Consutltancy Projects**				
4.1.3	Assessments & Feasibility studies (Self-Help-Africa)	Project	2,232,486.96	1	**2,232,486.96**
5	**Income from ongoing consultancy projects**				**2,232,486.96**
5.1	**Income from New research activities**				
5.1.1	Income from Consultancy activities	**No**	4,021,739.13	4	**16,086,956.52**
	Income from new research activities				**16,086,956.52**
	TOTAL BUDGETED INCOME FOR THE YEAR 2025/26				**52,702,052.17**
2	**EXPENDITURE BUDGET**				
2.1.	**Consultancy projects and other Activities expenditure budget**				
2.1.1	Consultancy Project execution 75% of the total research Cost (Direct Research costs, excluding senior researcher's salary)				**13,739,582.61**
	Sub total for consultacny				**13,739,582.61**
3.1	**Facility Service Cost**				
3.1.1	Stair Safety rail construction	1st & 2nd Quarter	45,000.00	2	**90,000.00**
3.1.2	Mini Office construction on 2nd and 3rd floor	1st & 2nd Quarter	75,000.00	2	**150,000.00**

3.1.3	Construction of Bakery room on basement floor	1stQuarter	30,000.00	1	**30,000.00**
3.1.4	Maintenance of defective Ceramic flooring on all floors of the building	1stQuarter	150,000.00	1	**150,000.00**
3.1.5	Purchasing of advanced sound system for the conference hall	1st & 2ndQuarter	500,000.00	1	**100,000.00**
3.1.6	Fire safety device monitoring and renewal i.e., changing of expired fire extinguishers on all floors	Quarterly	10,000.00	4	**40,000.00**
3.1.7	Flowers and vegetation treatment and up keeping works	Quarterly	15,000.00	4	**60,000.00**
3.1.8	Installment of conference hall curtain cladding		200,000.00	1	**30,000.00**
3.1.9	kitchen space and new cooking station installation		250,000.00	1	**37,500.00**
3.1.10	Septic tank Manhole reconstruction	1st & 2ndQuarter	15,000.00	2	**30,000.00**
3.1.11	Acquire a digital Title deed certificate	Yearly	50,000.00	1	**50,000.00**
3.1.12	Cafeteria space interior modification	2nd Quarter	150,000.00	1	**150,000.00**
3.1.13	Training room redesign and modification	1st & 2nd Quarter	300,000.00	2	**90,000.00**
3.1.14	EEA logo installation on main entrance of the building	1st Quarter	60,000.00	1	**60,000.00**
3.1.15	Preventive maintenance on water supply points and controlling devices	Quarterly	25,000.00	4	**100,000.00**
3.1.16	Scheduled maintenance on all toilets from Ground up to fourth floor on both side of the Building.	Quarterly	15,000.00	4	**60,000.00**

3.1.17	Scheduled electricity line and fixture maintenance	Quarterly	40,000.00	4	**160,000.00**
3.1.18	Periodic Generator maintenance and servicing	Quarterly	25,000.00	4	**100,000.00**
3.1.19	Schedule checkup and maintenance of Elevator	Quarterly	10,000.00	4	**40,000.00**
3.1.20	Telephone and data service line maintenance	Quarterly	5,000.00	4	**20,000.00**
3.1.21	Permanent solution for Electrical outage issues with EEP	1st Quarter	25,000.00	1	**25,000.00**
3.1.22	Comprehensive assessment and maintenance of power allocation, load distribution, and power lines	1st Quarter	100,000.00	1	**100,000.00**
	Sub Total Faclity service cost				**1,672,500.00**
4.1	**Cafteria Service Cost**				
4.1.1	Cost Of Food item(Oil,Berbere & Shero,Ketchup)	Quarterly	853,222.14	4	**3,412,888.58**
4.1.2	Cost Of Fruit & Vegetables	Quarterly	352,363.24	4	**1,409,452.96**
4.1.3	Cost Of Teff & Injera	Quarterly	216,165.00	4	**864,660.00**
4.1.4	Cost Of Bottled water	Quarterly	118,223.83	4	**472,895.32**
4.1.5	Cost of Bread & Bakery(Refreshment)	Quarterly	88,216.18	4	**352,864.72**
4.1.6	Cost of Coffee & Tea	Quarterly	192,000.00	4	**768,000.00**
4.1.7	Cost Of Soft Drink	Quarterly	54,928.81	4	**219,715.24**
4.1.8	Cost of Kitchen Utensils	Quarterly	75,000.00	4	**300,000.00**

4.1.9	Cost of Takeaway Material	Quarterly	25,000.00	4	**100,000.00**
4.1.10	Cost of Cleaning & Sanitation	Quarterly	20,000.00	4	**80,000.00**
4.1.11	Cost of Gas for Cylinder	Quarterly	30,000.00	4	**120,000.00**
4.1.12	Cost of Rent of Tables & Chair	Quarterly	30,000.00	4	**120,000.00**
4.1.13	Cost of Others	Quarterly	75,000.00	4	**300,000.00**
	Sub Total				**8,520,476.82**
3	**EMPLOYEE SALARY BUDGET**				
3.3.1	**Adminstrative (Core) Staff**				
3.3.1.1	Salary and fringe Benefits	month	300,954.48	12.00	3,611,453.76
	Sub total		**300,954.48**		**3,611,453.76**
3.3.2	**Consultacny Staff**				
3.3.2.2	Salary and fringe Benefits	month	52,845.10	12.00	317,070.60
	Sub total		**52,845.10**		**317,070.60**
3.3.1	**Secuirty & Cleaner Staff**				
3.3.1.1	Salary and fringe Benefits	month	332,573.14	12.00	3,990,877.67
	Sub total				**3,990,877.67**
3.3.1	**Café staff salary**				

3.3.1.1	Salary and fringe Benefits	month	176,909.89	12.00	2,122,918.62
	Sub total				**2,122,918.62**
4.1	**Administrative activities**				
4.1.1	Acquisition of land for expansion	1st & 2nd Quarter	50,000.00	2	**100,000.00**
4.1.2	Request for land from Oromia regions	1st & 2nd Quarter	50,000.00	2	**100,000.00**
4.1.3	Comparable Market value and Price assessment of Business Units for pricing	Quarterly	5,000.00	4	**20,000.00**
4.1.4	Feasibility Study for new business unit to be established	2ndQuarter	20,000.00	1	**20,000.00**
4.1.5	Price increment for the Cafeteria	1st & 3rdQuarter	10,000.00	2	**20,000.00**
4.1.6	Price increment for the Building rent	3rdQuarter	10,000.00	1	**10,000.00**
4.1.7	Advertisement for the Business Units	Quarterly	75,000.00	4	**300,000.00**
4.1.8	Writing of project proposal	1st quarter	50,000.00	1	**50,000.00**
4.1.9	Consultancy service offering	Quarterly	25,000.00	4	**100,000.00**
4.1.10	Business partnership and signing of long-term procurement agreement	Quarterly	5,000.00	4	**20,000.00**
4.1.11	Acquisition of all necessary purchases for ESE, Cafeteria, Building maintenance etc.	Yearly	50,000.00	1	**50,000.00**
4.1.12	Implementation of computerized systems to run databases, pay bills and order supplies	1st & 2nd Quarter	5,000.00	2	**10,000.00**

4.1.13	Capacity development short-term training for core and supportive staff.	1st & 3rdQuarter	72,500.00	2	**145,000.00**
4.1.14	Follow-up and Renewal of rental agreements for offices and the conference hall, and formulation of new ones.	Quarterly	5,000.00	4	**20,000.00**
4.1.15	Vehicle and fleet management	Quarterly	5,000.00	4	**20,000.00**
4.1.16	Event hosting and administration	Quarterly	5,000.00	4	**20,000.00**
4.1.17	Management of building security, cleanliness and safety through continuous follow-up and supervision practice.	Quarterly	2,500.00	4	**10,000.00**
4.1.18	Official financial closing and IFRS Audit financial reporting by an external auditor.	Yearly	50,000.00	1	**50,000.00**
4.1.19	Updating and renewal of licenses, registrations, and permits	1st & 2nd Quarter	7,500.00	2	**15,000.00**
4.1.20	Financial management encompasses revenue, expenses, payments, taxes, transactions, reports, audits, collections, and other related activities.	Quarterly	10,000.00	4	**40,000.00**
4.1.21	Revision of Financial Manual	1st Quarter	15,000.00	1	**15,000.00**
4.1.22	Generating a quarterly performance and financial reports	Quarterly	-	-	**-**
4.1.23	Staff recruitment and orientation	1st Quarter	10,000.00	4	**40,000.00**
4.1.24	Conducting Performance Monitoring and Appraisal System	1st Quarter	-	-	**-**
4.1.25	Resolving Audit qualification issues	1st & 2nd Quarter	25,000.00	2	**50,000.00**
4.1.26	Purchase of a security share	2nd Quarter	10,000.00	1	**10,000.00**

4.1.27	Preparation of a comprehensive organizational management manual for the cafeteria	1st Quarter	20,000.00	1	**20,000.00**
4.1.28	Development of guidelines for consultancy service payments	1st Quarter	15,000.00	1	**15,000.00**
4.1.29	Depreciation expense	Quarterly	288,822.70	4	**1,155,290.80**
	Sub Total-Admin actvities				**2,425,290.80**
5.1	**Operational Cost**				
5.1.1	Metal Shelf_Finance	Pcs	55,000.00	2	**16,500.00**
5.1.2	Stationery & Supplies (Printing Paper, Notebook, Pen, markers)	Quarter	25,000.00	4	**100,000.00**
5.1.3	Printing of Materials, Tonner	Quarter	20,000.00	4	**80,000.00**
5.1.4	Bank Charges	LS	30,000.00	1	**30,000.00**
5.1.5	Premier Insurance-Vehicle	LS	50,000.00	1	**50,000.00**
5.1.6	Third Party Insurance	LS	5,000.00	1	**5,000.00**
5.1.7	Telephone, Fax, Internet, etc.	Quarter	7,500.00	4	**30,000.00**
5.1.8	Postage Rent	Pcs	1,000.00	1	**1,000.00**
5.1.9	Yearly Internet package	Person	10,000.00	1	**10,000.00**

5.1.10	Utilities Expense (Electricity and Water supply)	Month	60,000.00	12	**720,000.00**
5.1.11	Office cleaning materials	Quarter	30,000.00	4	**120,000.00**
5.1.12	Repair & Maint. Off. Equip	Quarter	125,000.00	4	**500,000.00**
5.1.13	Repair & Maint. Vehicle	Quarter	60,000.00	1	**60,000.00**
5.1.14	Local Transportatio (Taxi)	Month	3,000.00	12	**36,000.00**
5.1.15	Fuel, oil and Lubricants	Month	12,000.00	12	**144,000.00**
5.1.16	Fuel For Generator	Month	35,000.00	12	**420,000.00**
5.1.17	Wages for daily laborers	Month	5,000.00	12	**60,000.00**
5.1.18	Uniforms & Outfits (Secuirty Guard & Cleaners)	Yearly	120,000.00	1	**120,000.00**
5.1.19	Cash Indemnity	LS	1,000.00	12	**12,000.00**
5.1.20	Legal Fee	LS	7,500.00	12	**90,000.00**
5.1.21	Subscription Fee	LS	1,000.00	12	**12,000.00**
5.1.22	Staff Insurance (Life & Medical)	LS	400,000.00	1	**400,000.00**
5.1.23	Professional Fee For Asset Revaluation	LS	75,000.00	1	**75,000.00**
5.1.24	Disallowed Expense(Property Tax)	Yearly	654,771.66	1	**654,771.66**
	Sub total -operational cost				**3,746,271.66**

	Total Cost of Facility Service, Cafeteria Service & Consultancy Budget		**58%**		**30,363,426.31**
	Administrative Expenditure Budget		**19%**		**9,783,016.22**
-	**Total Budgeted Expenditure for the year**	-	-	-	**40,146,442.53**

	Profit before TAX (PBT)	**12,555,609.64**

No	Investments to be made	Target	Rate	No	Amount
1	Stair Safety rail construction	1st & 2nd Quarter	45,000.00	2	**90,000.00**
2	Mini Office construction on the 2nd and 3rd floors	1st & 2nd Quarter	80,000.00	2	**150,000.00**
3	Construction of the Bakery room on the basement floor	1st Quarter	30,000.00	1	**30,000.00**
4	kitchen space and new cooking station installation		250,000.00	1	**250,000.00**
5	Cafeteria space interior modification	2nd Quarter	150,000.00	1	**150,000.00**
6	EEA logo installation on the main entrance of the building	1st Quarter	60,000.00	1	**60,000.00**
7	Purchase of an advanced sound system for the conference hall	1st & 2nd Quarter	750,000.00	1	**100,000.00**
8	Installation of conference hall curtain cladding	2nd & 2nd Quarter	200,000.00	1	**30,000.00**
9	Training room redesign and modification	1st & 2ndQuarter	500,000.00	2	**90,000.00**

	Total investments				**950,000.00**

No	Maintenance to be made	Target	Rate	No	Amount
1	Maintenance of defective Ceramic flooring on all floors of the building	1st Quarter	150,000.00	1	**150,000.00**
2	Fire safety device monitoring and renewal, i.e., changing of expired fire extinguishers on all floors	Quarterly	10,000.00	4	**40,000.00**
3	Flowers and vegetation treatment and upkeep works	Quarterly	15,000.00	4	**60,000.00**
4	Septic tank Manhole reconstruction	1st & 2ndQuarter	15,000.00	2	**30,000.00**
5	Preventive maintenance on water supply points and controlling devices	Quarterly	25,000.00	4	**100,000.00**
6	Scheduled maintenance on all toilets from the Ground up to the fourth floor on both sides of the Building.	Quarterly	15,000.00	4	**60,000.00**
7	Scheduled electricity line and fixture maintenance	Quarterly	40,000.00	4	**160,000.00**
8	Periodic Generator maintenance and servicing	Quarterly	25,000.00	4	**100,000.00**
9	Schedule a checkup and maintenance of the Elevator	Quarterly	10,000.00	4	**40,000.00**
10	Telephone and data service line maintenance	Quarterly	5,000.00	4	**20,000.00**
11	Permanent solution for Electrical outage issues with EEP	1st Quarter	25,000.00	1	**25,000.00**

12	Comprehensive assessment and maintenance of power allocation, load distribution, and power lines	1st Quarter	100,000.00	1	**100,000.00**
	Total investments				**885,000.00**