

Submitted to:
The Division of Education, Morobe Provincial Education Board (PEB)

THROUGH

KOBO VILLAGE WARD COUNCILLOR, MOROBE LLG, HUON DISTRICT
.....

Mr. Baruga ZARAU

**Ward 11 Councillor, Kobo & Wainsoduna Village, Morobe LLG, Huon District
Morobe Province**

FOR FUNDING ASSISTANCE UNDER PEB GRANTS

SUBMITTED BY:

**Mr. Willie Doaemo (Consultant)
Morobe Development Foundation Inc**

**Mr. Enewe Sowegi (Senior Teacher)
Kobo Primary School**

**Mr.Meko Yauwo (BOM)
Kobo Primary School**

Project Formulation Document

Summary Information

Project Title:	Kobo Primary School Building Project		
Project Location	Morobe LLG, Huon District		
Originating Organization	Morobe Development Foundation Inc. P.O Box 2503, Lae 411, Morobe Province-Papua New Guinea		
Contact name and address	Enewe Sowegi (Head Master, Kobo Primary School) Phone: +675 729 85 790 Baruga Zarau (Ward member, Ward 4 Morobe LLG) Phone: +675 72111140 Willie Doaemo (Project Consultant, Morobe Development Foundation Inc.)		
Landline	+675 4734620 (Willie Doaemo)	Email :	morobedevelopmentfoundation@gmail.com

Background

The Kobo Primary School, as outlined in the 2016-2018 School Learning Improvement Plan (SLIP) , which proposes to develop its infrastructure to meet its aims and objective. The member for Huon Gulf Honourable Ross Seymour has made a commitment to construct a four in one double classroom at the area allocated which is between Zatura and Waria Bera sub villages.

The member for Huon Gulf Honourable Ross Seymour, the District administrator Mr. Moses Wanga and official from Huon District Development Authority has already visited the school and launched the SLIP program in March 2017

The Kobo Primary School Board of Management (BOM) appreciates the SLIP Program, which has been submitted and was endorsed by the Division of Education, Morobe Provincial Education Board (PEB)..

This proposal is a summary of the extract from the SLIP Program, which the Board of Management (BOM) of the school has agreed for the school construction which is a major development component for the newly established Kobo Primary School.

1.0 Development Objective

1.1 What is the overall objective of the project?

The objective of this proposal is to facilitate the construction of Kobo Primary School to enable the children of Kobo and Wainsoduna Villages to receive quality education within their community. In doing so, it meets the government's Medium Term Goals and supports the education and development of Kobo Village, Morobe Local Level Government (LLG), Huon District, Morobe Province and Papua New Guinea.

1.2.1 Describe how the project is in line with District, Provincial or National Development priorities?

The project is in line with the education and human resource development objectives in the national government's Medium Term Development Plan. It also supports the Vision 2050 National Action Plan's goal to improve the educational facilities in the country.

The project is also in line with the development priorities of the province and local districts to develop existing schools and build new schools for the communities, in the respective districts in Morobe Province.

2.0 Project Description

How was the project identified and designed? Who was consulted? (Include technical advisors, community representatives and other stakeholders).

The establishment of Kobo Primary School, Morobe LLG was planned in 2013 by the Ward Councillor Honourable Baruga Zarau, with the help of the communities in Kobo and Wainsoduna. In 2013, the two communities elected a working committee to help with the planning of the school. The planning of the school has taken three years, but no work has been done towards establishing of the school until last year (2017). A land area of approximately 3 hectares has been allocated by the village elders of two clans for the construction of the classroom and teachers' houses. The two communities have cleared the area and have built two classrooms and a teacher's house and two toilets, using bush materials.

This initiative represents the commitment made, and total ownership taken, by the communities to establish a school in Kobo Village. Further plans to extend the school buildings will be discussed with the other clan members during a future BOM meeting.

The project was identified by community members who were concerned about how the only way children from Kobo and Wainsoduna could access education was to travel 500 meters to Toyare Primary School in Sapa and Eu Primary School in Sowara. Walking to Sapa or Sowara is often difficult for the community's children, due to the frequent bad weather and the Waria River, which can be very dangerous to cross. In addition, most children from Kobo are not given priority in education, and most stay back at home without access to a formal education. The community members brought these issues to the attention of their Community Leader, Baruga Zarau, and the President of Morobe LLG, Mr. Oti Bagiro.

Enewe Sowegi, a Kobo Primary School teacher, and Willie Doaemo, project coordinator for Morobe Development Foundation (MDF), had an initial discussion to submitting proposals to seek funding under the PEB funding and subsidies, through the Morobe Province's Division of Education.

2.1 What is the problem that the project aim to address?

Kobo Village is one of the least developed areas in Morobe LLG. To date, all infrastructure development has centred on Sapa, Bau, Donna and Zare Aingse. Sapa has Morobe Technical High School and Toyare Primary and Elementary Schools, and Zare Aingse, Bau, Popoe and Donna also have primary and elementary schools. There are no visible signs of iron roof construction in Kobo Village, and most children have no formal education, with very few going on to further their education in Morobe Province's secondary schools.

2.2 What have you (or others) done already to try and address this problem?

The communities and clan elders donated three hectares of land, which enabled the working communities of Kobo Village to construct two classrooms and teachers' houses, including 2 toilet facilities. The problems of low rural incomes, low levels of formal education, low standards of living, increasing population, and land shortage have been addressed by several initiatives, such as venturing into new agricultural activities and other business activities to earn additional income. However, having access to basic education is a proven benchmark for improving most of the problems facing the community. Women and youth in Kobo Village, with few skills and knowledge, struggle to improve their livelihoods due to no formal education.

Morobe Development Foundation Inc. has funded a feasibility study looking into the suitability of the project site and took out GPS measurements and mapping at the end of December 2017.

From this feasibility study the scoping was done and hereby the proposal is submitted to the Morobe Department of Education (PEB) to seek funds from the commitment made already by the member for Huon Gulf during the launching of the SLIP plan in March 2017.

2.3 How will the project address the problem and achieve its objective? Describe in detail the objectives, outputs, activities, inputs and outputs:

Project Background

The Kobo and Wainsoduna communities have built two new classrooms, a teacher's house and two new toilets for the students using bush materials and locally available building materials. The communities are in the process of building another teacher's house and two new toilets for the teachers. The communities are working very hard to ensure that the school resumes this academic year.

The enrolment figure for Kobo Primary School this academic year (2017) is 100 and there are more students yet to enrol this year. There are estimated figures of 60 students who will attend grade 3 and 40

student who will attend grade 4 The figures looked promising at the end of last year, and students attending Eu and Toyare Primary School will make up the majority of the grade 4 classes this year.

Project Outputs

1. The construction of Kobo Primary School, teachers' houses and other learning facilities.
2. Supply of learning materials, tools, and support materials for Kobo Primary School.
3. Training and developing the capacity of teachers, stakeholders and community BOM.

Project Outputs and Activities

Output 1: The construction of Kobo Primary School, teachers' houses and other learning facilities.

Activities for Output 1

1. Mobilization of resources and contacts for project implementation, with initial planning.
2. Seeking Infrastructure Development Fund from Morobe PEB.
3. Mobilisation of construction materials, tools, and other support materials.
4. Shipping and logistics of transporting construction materials to Kobo.
5. Planning and construction of Kobo Primary School.

Inputs for Output 1

1. Mobilising community participation and ownership.
2. Proposal writing, consultation and submission.
3. Purchasing, procurement and logistic arrangements
4. Shipping construction materials on a boat
5. Supervising construction, report writing and monitoring and evaluation.

Output 2:

Supply of learning materials tools and support materials for Kobo Primary.

Activities for Output 2

1. Getting quotations for learning materials, tools and support materials/equipment.
2. Purchasing and shipping of materials, and related logistics.

Inputs for Output 2

1. Costs of purchasing learning equipment for 100 students, and two teachers and their families.
2. Managing, acquittals and project management.

Output 3:

Training and developing the capacity of Kobo Primary School's teachers, working committee stakeholders and Primary School BOM.

Activities for Output 3

1. Seeking funding, and liaising with the PEB and District Office for training.
2. Facilitate training for teachers, stakeholders and Primary School BOM.
3. Review and assessment of project for evaluation reports and progress reporting.

Inputs for Output 3

1. Research and consultation, write to donors and PEB for training funds.
2. Costs of communication between an extension worker or trainers (met by participants).
3. Supervision, monitoring and evaluation, and reporting.

3.0 Project Beneficiaries

3.1 Who will benefit from the project (e.g. children including a number of women, men youth, organisations etc)? How will they benefit (e.g. improve literacy apart from the social, economic, environmental benefits etc)?

The project will benefit the children of Kobo and Wainsoduna Village by giving them access to education, thereby improving the standard of living and human resource in the village and the province.

- 3.1.1 Local children will be able to learn new skills in a friendly environment for the first time, furthering their education, and developing their knowledge and skills.
- 3.1.2 Women and youth will be empowered by training opportunities facilitated by the school, helping reduce social issues in their communities.
- 3.1.3 The general community will improve their quality of living by gaining new knowledge from the education of their children or from the training facilitated through the school.

4.0 Technical Aspects

4.1 Were alternative approaches considered to achieve the objectives? Why is the current approach being suggested in this project the best approach to address the problem?

This will be the first school project for Kobo and Wainsoduna Village. Other sources of funding will be acquired to support the already existing school initiated by the communities in Kobo Wainsoduna (Ward 11, Morobe LLG.). However, funding from donors requires many support documents and screening, so the chances of getting funding is minimal. It is more likely that the project will get funding from the Morobe PEB, through the office of the President of Morobe LLG and Ward 11 Councillor. We again thank the member for Huon Gulf Honourable Ross Seymour for his commitment.

5.0 Project Sustainability

5.1 What are the risks to the project? How will the risks be overcome or managed? (Please attach a risk management table).

The biggest risk to the project will probably be the delay in accessing funding and the necessary materials for construction. Other risks include delays in construction and theft of materials needed for construction

[Refer risk management table attached – Attachment 1].

5.2 How will recurrent costs such as staff costs or maintenance and repair costs be met, both during and after the project?

MDF and the Kobo Primary School BOM will be overseeing the construction, which will be carried out by contractor Isi Cabinet makers which was initially involved in the feasibility study carried out in December 2017. The BOM for Kobo Primary School, Morobe LLG President, Mr. Oti Bagero, and Ward 11 Councillor, Mr. Baruga Zarau, will monitor and evaluate the progress of the project and give feedback for the final reporting of project.

The costs of the project staff will be managed by the contractor Isi Cabinet Makers. Members of the community will also participate in the construction and related activities as community involvement and participation. All repair and maintenance of the school will be undertaken by community carpenters, with funds secured from donors, PEB and the District Offices, and with consultation assistance provided by MDF.

5.3 What will the originating organisation or local community contribute to the project?

Kobo and Wainsoduna Villages will provide labour, food and shelter to the contractors. The community will take an ownership of this project by constructing, maintaining and protecting the infrastructure once it is established.

5.4 Have any land ownership issues been resolved? (If necessary, attach land agreement).

The school is constructed on local customary land. Prior meetings with clan leaders led to the allocation of about 3 hectares of land for this project. There will be further discussion with other clan leaders about land needed for the extension of the school.

There were two meetings held between the BOM, working committees and the Clan Leaders of Kobo Wainsoduna in December 2017 (See Minutes attached)

Three recent meeting was again held in the village during the feasibility study carried out by Morobe Development Foundation Inc. and clan leaders, elders were present and signed various Stat Dec and letter of agreement indicating their overwhelming support for the project to go ahead. (attached documents)

5.5 Who will own and/or be responsible for any infrastructure, equipment and materials that come out of the project?

The communities of Kobo and Wainsoduna will take ownership of this school, with the BOM and the working committees taking responsibility for infrastructure development. The Head Teacher will take care of the equipment which will be used for learning and infrastructure development and further liaise with the PEB to improve the students learning.

6.0 Cross-cutting Issues

6.1 Will the project have any positive, negative or neutral impacts on the environment? Please describe? Is an Environmental Impact Assessment necessary? (Discuss with the Office of Environment and Conservation)

The project is environmentally friendly. There will not be any negative impact on the environment. In fact, it will have a positive impact by giving the children of Kobo Primary Schools new knowledge and skills. Women and youth will also learn new skills and improve their standard of living, as the school will also be used for other community training and education events.

6.2 Will the project have any positive or negative impact on gender issues? For example, how will women benefit? Will any steps be taken to encourage the participation of both women and men? Will the project impact on other minority groups such as ethnic or religious groups?

Female members of the BOM will participate in the decision-making during the construction phase of the project. Women in the community will also benefit from the construction of the school, as the school facilities will be used for community awareness raising, education and training events. Women will learn how to earn extra income to sustain their families, about hygiene issues affecting women, and, more importantly, about gender-based violence and other social issues affecting the community. Disabled and illiterate community members will improve their standard of living in a long run by having access to a local educational facility.

6.3 Will the project have any potential impact on the spread of HIV/AIDS (e.g. people travelling to new areas; transportation access being created)? Is there an opportunity to include HIV/AIDS awareness in the project? (Discuss strategies with the National or Provincial HIV/AIDS Co-ordinator)

The children and the community will learn new sustainable skills to improve their standard of living, helping reduce rural to urban drift. This will prevent young people from contracting the disease in town whilst out in search of paid employment or education opportunities. MDF will source funds to carry out awareness raising events and training workshops at the school, helping address HIV and other social issues affecting the village.

7.0 Institutional Capacity of Implementing Agency

7.1 Who will implement the project? Will it be implemented in association with other organisations?

The Kobo Primary School BOM will implement and manage the project, with technical and management expertise provided by MDF, and in collaboration with the contractor Isi Cabinet Maker (Profile attached)

Morobe LLG and Huon District will provide administrative support, logistics and additional funding support when and where necessary, with guidance from the Morobe LLG President and the Huon District Administrator.

7.2 Explain why you believe the implementing agency or agencies will be able to successfully carry out the project? You may wish to describe staffing being provided to the project; qualifications of key staff; similar projects carried out previously by the agency etc.

Willie Doaemo, the Project Coordinator for MDF, has experience securing project funding, having secured funding for non-profit activities from UN Women in 2010, the Government of Canada in 2014, 2015, 2016, and the Australian Department of Foreign Affairs and Trade in 2016. He has successfully implemented the construction of a Multi-Learning Centre at Gurakor Village, Mumeng LLG this year and he will liaise with the BOM of Kobo Primary School, Morobe LLG and Huon District to ensure the primary school project gets off the ground.

Huon District Administrator Mr. Moses Wanga and Morobe LLG Presidents have overseen the implementation of similar projects in the past, and will provide their support and experience to the proposed classroom building project.

The BOM of Kobo Primary School will ensure that the proposed infrastructure development is underway with the assistance of the Morobe PEB and the contractors possibly in March 2018. The BOM will be accountable for the use of the project money as outlined in the SLIP Program.

It is unlikely the school will be constructed before the by March 2018, so a detailed quarterly schedule plan and cost schedule is attached for consideration by the Morobe PEB, Huon DDA and the Honourable member for Huon Gulf Mr. Ross Seymour.

Kobo Primary School Board of Management

No.	Name	Title	No	Name	Title
1	Mr. Meko Yauwo	Chairman	8	Mr. Baruga Zarau	Councillor
2	Mr. Jack Onoung	Vice Chairman	9	Mr. Sou Una	Voice Recorder
3	Ms. Grace Begura	Secretary	10	Mr. Zirea Borowa	Waria Bera Community Rep
4	Mr. Zizia Muwe	Treasurer	11	Mr. Simon Bouwa	Zatura Community Rep
5	Mr. Sowegi Porei	P&C Chairman	12.	Mr. Ewa Moure	Wegu Community Rep
6	Mr. Waga Seka	Church Rep	13	Mr. Benny Sou	Wainsoduna Community Rep
7	Mrs. Debe Benny	Women's Rep	14	Mr. Sou Una	Voice Recorder

Section C: Attachments

The following attachments are required for appraisal of the PFD:

Attachment 1: Risk Management Table

Attachment 2: Implementation Schedule

Attachment 3: Cost Schedule

Attachment 4: Model Drawing (Side Elevation and Type Section)

Attachment 5: Model Drawing (Floor Plan)

Section C: Attachments and Support Documents.

ATTACHMENT 1: RISK MANAGEMENT TABLE

Project Risks are all the possible incidents that may happen that will negatively impact on the implementation and overall success of the project.

A Risk Analysis helps you anticipate risks, and therefore plan to manage them before they happen.

STEPS FOR RISK ANALYSIS

1. Consider every aspect of the project. Are there any possible risks? List each risk below in Column 1. (Some risks are already included)
2. How serious would the consequences be if this risk occurred? Give a rating in Column 2.
3. How likely or probable is this risk? Give a rating in Column 3.
4. Multiple the numbers in columns 2 & 3. The higher the number the more serious the risk.
5. What strategies will you use to manage the risks?

Risks – List all possible risks you can think of for your project:	Consequence 4 Extreme 3 High 2 Medium 1 Low	Probability 4 Almost certain 3 Likely 2 Possible 1 Unlikely	Risk Rating (multiply columns 2 & 3)	Risk Management Strategy (If risk is medium to high explain how you manage it; and if the risk is low explain why this is so)
Funding not secured	1	1	1	To regularly follow up the outcome of the proposal
Increasing of prices of materials	2	2	4	To requote and seek alternative suppliers
Weather delaying material transportation	3	2	6	Replan travel schedule
Materials lost through sea or stolen	1	2	2	Travel during fine weather
Construction Delayed	2	2	4	To follow up and seek alternative contractors
Materials not arriving on time	2	3	6	Replan schedule for construction

ATTACHMENT 2: IMPLEMENTATION SCHEDULE

Output/Activity	Who	Year 1				Year 2			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1: The construction of Kobo Primary School, teachers' houses and other learning facilities.	Contractors, MDF & BOM								
Activity 1: Mobilization of resources/contacts for project implementation.	BOM & MDF								
Activity 2: Seeking Infrastructure development Fund from Morobe PEB	BOM & MDF								
Activity 3: Mobilisation of Construction materials, tools and other support materials	Contractors, MDF & BOM								
Activity 4: Shipping & Logistics	Huon District								
Activity 5: Planning and Construction of Kobo Primary School	MDF Contractor								
Output 2: Supply of learning materials, tools, and support materials for Kobo Primary School	BOM								
Activity 1: Getting quotations for learning materials, tools, and support materials/equipment.	BOM								
Activity 2: Purchasing of mentioned items and shipping and logistics.	BOM, Huon Dist								
Output 3: Training and developing the capacity of Kobo Primary School Stakeholders	BOM, MDF, Huon								
Activity 1: Seeking funds from PEB and the District Office for training.	MDF, BOM								
Activity 2: Facilitate training for stakeholders and Primary School BOM	BOM, MDF								
Activity 3: Review/Assessment & M and E	Morobe LLG								

ATTACHMENT 3: COST SCHEDULE

Output/Activity	UNIT	UNIT COST (K)	QNT Y	TOT COST (K)	YEAR 1				YEAR 2			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1: The construction of Kobo Primary School, double classroom.												
Activity 1: Mobilization of resources/contacts for project implementation.	Trips	1000	4	4000	2000	2000						
Activity 2: Seeking Infrastructure Development Fund from Morobe PEB	-	-	-									
Activity 3: Mobilisation of construction materials, tools and other support materials	Trips	1000	4		2000	2000						
Activity 4: Shipping and logistics	Ship	4,000	1	4000	2000	2000						
Activity 5: Planning and construction of Kobo Primary School	Houses	80,000	2	160,000	40,000	40,000	40,000	40,000				
		60,000	2	120,000	30,000	30,000	30,000	30,000				
Output 2: Supply of learning materials, tools, and support materials for Kobo Primary School												
Activity 1: Getting quotations for learning materials, tools, support materials/equipment.	-	-	-	-								
Activity 2: Purchasing of mentioned items and shipping and logistics.		10000	2	20,000		10,000	10,000					
Output 3: Training and developing the capacity of Kobo Primary School stakeholders												
Activity 1: Seeking Fund from PEB and the District Office for Training.	-	-	-	-								
Activity 2: Facilitate training for stakeholders and Primary School BOM		1000	4	4,000			1,000	1000	1000	1000		
Activity 3: Evaluation and progress reporting.		1000	2	2,000				500	500	500	500	
TOTAL COST					130,000	130,000	81,000	71,500	1500	1500	500	

Section D: PEB Subsidies In-line with the PEB/DDA Appraisal Committee etc.

Date Received: _____ **Date Endorsed:** _____

Person or people who assessed the PFD	
Name	Position

CRITERIA	Comments or clarification
Does the PFD have the full support of the target community? Has there been adequate consultation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the PFD for a development priority? Is it in line with the relevant Plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the objectives and proposed approach of the PFD technically & financially feasible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the government or community be able to meet on-going costs (including maintenance)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If needed, have landowners provided signed undertaking not to seek compensation (please attach)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there sufficient information in the PFD?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Recommendation:

- ☐ Endorse PFD – recommended funding source _____
- ☐ Request more information
- ☐ Not endorsed – inform initiator

On behalf of the _____, I endorse the Project Formulation Documentation, and certify that it meets a priority development objective:

Name

Signature

Date



MOROBÉ DEVELOPMENT FOUNDATION INC.

Section 9, Lot 36- Trish Avenue Doyle Street, Lae 411

P.O Box 2503-LAE 411, Morobe Province

morobedevelopmentfoundation@gmail.com

<https://www.linkedin.com/in/willie-doaemo-a0a34664/>

<https://twitter.com/morobedevelop>

<https://www.facebook.com/Morobedevelopmentfoundation/>

ORGANIZATION PROFILE

1.0 BACKGROUND

Morobe Development Foundation Inc. was established and registered with the Investment Promotion Authority as a NGO to carry out a wide range of activities, intervention and project throughout the country. MDF is made up of Professional Accountants, Engineers and Technical people who collaborate together and participate in Rural Development Activities

MDF also carry out awareness using drama as a tool to disseminate information, carry out training for women, youth and community empowerment and carry out advocacy work to address any social issue that is impeding development in Papua New Guinea.

1.1 Values for Excellence

MDF as an organization aims to embody values it deems important to achieve excellence in the work undertaken. MDF will look at developing the Foundation Code of Ethics in the near future.

1.2 Human Dignity and Gender Equality

1.21 All women and men are equal. They have equal rights in the society and to participate in any project development activities equally with no intimidation, harassment and violence.

1.22 The organization will ensure participation of all underprivileged people living in the project areas.

1.3 Honesty, Integrity, Sincerity and Transparency

1.31 All projects and program personnel of the organization shall promote honesty, integrity, sincerity and transparency in all activities undertaken.

1.32 The organization and its staff will maintain transparency and accountability and will not withhold any relevant information from its stakeholders.

1.4 Cost Consciousness and Sound Management of Resources

1.41 All of the organization's projects and programs shall manage and make the best use of resources in a cost-effective manner, and in some cases on a cost recovery basis.

1.5 Concern for Environment

- 1.51 All of the organization's projects and programs will be implemented in an environmentally sound manner.
- 1.51 The organization shall create and maintain a threat free and congenial work environment for its staff and the beneficiaries of its projects.

1.6 Quality of Services

- 1.61 The organization will strive to deliver projects and programs of a high quality.
- 1.62 Respective staff shall be responsible for maintaining the quality of projects, programs and performances.

1.7 Capability and Accountability

- 1.63 The organization's management and staff shall remain strict to their course of work and demonstrate accountability to the organization.

1.8 Creativity and Innovation

- 1.82 In all of the organization's activities, creativity and innovation will be appreciated during the whole project of program cycle.
- 1.83 Staff will be rewarded for creativity and innovation in the work completed.

2.0 Major community development activities include;

- 2.11 Feasibility Study, Design & Supervision of Construction of Rural Water Supply, Systems (Gravity feed, Fill & Draw, Rain Catchment, Ram & Solar pumping, systems and bore water drilling and pumping)
- 2.12 Feasibility Study, Design & Supervision Construction of Small Hydro & Solar Power Systems
- 2.13 Feasibility Study, Design & Supervision of Construction of Suspension /Footbridges
- 2.14 Design and Supervision of Construction of Buildings
- 2.15 General Project Planning & Management/ Training/ Awareness and Advocacy

3.0. OBJECTIVES

- 3.1.1 Main objectives are;
- 3.11 To actively participate and provide professional and quality workmanship in implementing projects that would last long in the rural communities
- 3.12.1 To promote and contribute to the National Government's Vision 2050 and the Medium Term Development Strategy
- 3.13 To help reduce poverty and improve living standards of our rural population
- 3.15 To provide some form of employment to youths and school leavers

4.0 SAFETY POLICY

Safety of our professionals and technicians are considered most important. The Risk and Safety Management Practice is strictly adhered to under the Companies Act. Risk and Safety measures are discussed and made known to any professional upon engagement and issuance of a Work Order.

4.1 The Risk and Safety Practice would be emphasized as follows:

- 4.11 Provide and maintain safe, sound and conducive working environment
- 4.12 Ensure all injuries and damages are prevented
- 4.13 Provide Occupational Health and Safety (OHS) Training for all employees
- 4.14 Comply with all Legal OHS Standards
- 4.15 Employees are obligated to report any safety Hazards to their supervisors or management
- 4.16 Identify and assess conditions and situations that may cause injury or damage or may be hazardous to either workers or properties
- 4.17 Legal Construction Standards of Buildings, Roads, Bridges and other Infrastructures would strictly be followed.
- 4.18 Continuously review areas and working methods to further improve safety practices

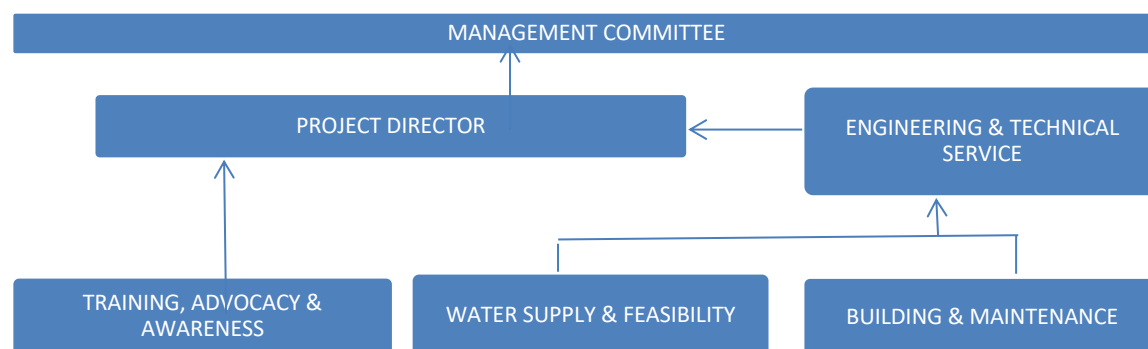
5.0 . NATURE OF OPERATION AND TYPE OF SERVICES

- 5.1 **Building** Project Design, Management & Supervision
- 5.2 **Foot bridges** Project Design, Management & Supervision
- 5.3 **Small Hydropower** Project Design, Management & Supervision
- 5.4 **Water Supplies** Project Design, Management & Supervision
- 5.5 **Project Research**, Planning & Management
- 5.6 **Awareness & Training.** Women Rights, Environment, Health and Social Issues

6.0. WORKMANSHIP & STANDARDS

Morobe Development Foundation Inc. is committed to producing work of High Standards and in Compliance with all acceptable Standards of Practice in all facets of Building, Water and the other Infrastructure projects. The organization places high emphasize on “Workplace Safety” inductions. This is to ensure right attitudes and workplace habits are cultivated and developed. In addition, practice of such habits will lead to a generally improved performance and work ethics, thus minimizing unacceptable injuries and costs. The Rates we apply are Standard Rates in compliance to Labor Laws. The company will provide high standards of services on “Approved Contractor” basis to clients. Special rates are charged for Community Development Projects (CDP) and projects for Church Based Organizations (CBO).

7.0. ORGANIZATION STRUCTURE



8.0. EXECUTIVES

- | | |
|---|--------------------------------------|
| • Willie DOAEMO- CEO | Thomas KEOSAI- Team Leader |
| • Solomon BULU – Public RELATIONS | Robert TOM-Community Negotiator |
| • Merilyne YOMBA- Administration OFFICER | Lexion POIVANO- Training Coordinator |
| • Miafe EMBE- Engineering & Technical Service | Wari DUBO- Field Supervisor |

8.1 TRADE SPECIALISTS

ENGINEERING	AWARENESS/TRAINING
1. Artisan, Building	9. Training Coordinator
2. Artisan, Water & Sanitation	10. Human Rights Advocate
3. Technical Officers/Advisors	11. Theatre Directors & Trainer
4. Ecotourism Manager	12. Artists & Script Writers
5. Plumber	13. Project Director
6. Electrician	14. Documentary & Clip Producers

7. Mechanic	15. Environmental Advocate
8. Welder	16. Others

9.0 OTHER POLICIES AND PROCEDURES

- 9.1 Employees are advised that under no circumstances are they to charge and receive extra fees, monies or gifts from clients, tenders or the public in general related to a service provided in the form of extra or additional work and other non-accountable works.
- 9.2 No extra fees are charged for any service provided in the normal course of business.
- 9.3 Services that are not funded, shifting properties of sub-contractors, subsidiary or parent partner of any construction working material and equipment would be charged and signed by Project Management through agreement only.
- 9.4 Detected cases of bribery, conspiracy or other related offences will be brought forward for prosecution which will lead to immediate dismissal.
- 9.5 If a customer / client is persistent in rewarding a team member for a provision of a service or for exceptional performance, both parties are advised to seek advice from the Project Managers, prior to that the Project Managers must politely decline.
- 9.6 Prior to employment, employees will be thoroughly screened through applications and references. Work engagements will be on casual, temporary and/or permanent basis depending on type and nature of work.
- 9.7 Prior to employment, successful applicants should fill in engagement forms stating the type of employee and the length of period he/she would be engaged. Type of employee indicates casual, temporary or permanent.
- 9.8 Health conditions of applicants will thoroughly be screened by way of medical checks to ensure employees are physically, mentally and spiritually fit as they would be involved in heavy construction and long hours of work.

10. SOCIAL LIVELIHOOD

Concerted planning, attention and management would be placed on all projects to ensure social, economic and spiritual aspects of life within the community are not disturbed or interrupted. Environmental impacts would also be fully considered before commencement of any construction work.

11. GENERAL INFORMATION

Name of the Organization	Morobe Development Foundation Inc.
Company Registration Number	5-5270
Date of Registration	23 August 2016
Year of Establishment	1997
Place of Establishment	Lae, Morobe Province, Papua New Guinea
Head Office & Mailing Address	P.O Box 2503, Lae Morobe Province
Contact Phone Number	+675 473 4620 / +675 72985 790
Contact E-mail Address	morobedevelopmentfoundation@gmail.com
Website	https://www.morobedevelopmentfoundation.org
Chief Executive Officer	Willie Doaemo Mr.
Program Advisors	Mr. Solomon Bulu & Mr. Miafe EMBE
Legal Status	Registered as a (NGO) Community Base Organisation
Banking Details	WESTPAC BANK PNG (LTD) BRANCH: Lae – 038-045 ACCOUNT NAME: Morobe Development Foundation Inc. CHEQUE ACCOUNT NUMBER: 600 6414 129

12. SOME PROJECTS UNDERTAKEN

Project	District/Province	Type of Service	Year
Bula Water Supply Huon,	Morobe	Feasibility Study	2010
Kasanombe Micro Hydropower	Nawaeb, Morobe	Pre-feasibility Study	2011
Yabiufa Micro Hydropower	Unggai,	EHP Site Investigation	2011
Baindoang Micro Hydropower	Nawaeb,	Morobe Rehabilitation	2012
Kendene Micro Hydropower	Kerowagi, Simbu	Site Investigation	2014
Wampua Solar Water Pump	Markham, Morobe	Design & Implementation	2014
Korak Water Supply Bogia,	Madang	Feasibility Study	2015
Kurakor Water Supply	Mumeng Morobe	Design & Implementation	2016
Zigori Mini Hydro	Huon Gulf, Morobe	Feasibility Study	2017
Kobo Village Feasibility Study	Huon Gulf, Morobe	Feasibility Study	2017

13. AWARENESS & TRAINING PROJECTS (DONOR FUNDED PROJECTS)

Year	Donors / Partners	Name of Project Funded	Summary of Funding (if applicable)	Funding Amount (in PNGK)
2016/17	<ul style="list-style-type: none"> DFAT / UN Women Canadian Government 	Training Community Practitioners to EVAW	UNDP / UN Women trained members of MDF to use drama as an effective tool to address violence against women and sorcery killing	<ul style="list-style-type: none"> 100,000 43,000
2015	<ul style="list-style-type: none"> Canada Government Oxfam International 	Women Not Witches	The group toured Mt Hagen, Goroka and Chimbu	<ul style="list-style-type: none"> 55,000 20,000
2014	<ul style="list-style-type: none"> Canada Government 	Women Not Witches	The group toured Enga in Wabag	<ul style="list-style-type: none"> 40,000

13. APPENDICES

- i) Photographs of some work undertaken
- ii) Company Registration Certificate
- iii) Tax Certificate
- iv) Certificate of Compliance

a) Some Photos For the Project Undertaken



Hybrid Water Supply System – (Solar Pump & Rain Catchment)



Footbridge – Marawaka (Eastern Highlands)



Training, awareness and advocacy (Goroka and Lae)

b) IPA Certificate

INDEPENDENT STATE OF
PAPUA NEW GUINEA

Associations Incorporation Act

Reg. Sec. 4

Form 3

**Certificate of Incorporation of
an Association**

**MOROBE DEVELOPMENT FOUNDATION INC.
5-5270**

I certify that
SEEDS THEATRE GROUP INC.

was incorporated under Section 7 of the *Associations Incorporation Act*
on 26 July 2012

changed its name to
MOROBE DEVELOPMENT FOUNDATION INC.
on 23 August 2016

Given under my hand and seal on 7 December 2016.



Alex Tongayu
Registrar of Companies

The validation code for this Certificate of Registration is ASSOCIATION-4810763. To check the validity of this certificate enter
<http://www.ipa.gov.pg/jsp/associations/verify/5-5270/ASSOCIATION-4810763.html> in your browser.
Certificate generated 07 December 2016 12:19 PM PGT

c) TIN Certificate



TAXPAYER REGISTRATION CERTIFICATE

Taxpayer Identification Number: 500320074

Name of Business/Individual: MOROBE DEVELOPMENT FOUNDATION INC.

Registered Address: C/- Willie Doaemo, Unitech Pmb
Unitech 414, Morobe Province
Papua New Guinea

Nature of Business /
Individual Situation: COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES

Issuing Authority: IRC HEAD OFFICE

Date of issuance: December 14, 2016

This certificate represents the sole and only registration as a taxpayer and
supersedes all prior registration documentation.

The taxpayer is responsible for notifying the Internal Revenue Commission of
any changes to the above information.



SEAL OF ISSUING AUTHORITY

Certificate Number: 025200130



d) Certificate of Compliance

 THE INTERNAL REVENUE COMMISSION	
CERTIFICATE OF COMPLIANCE INCOME REPORTING SYSTEM	
Taxpayer Identification Number: 500320074	Certificate No: 004906189
Morobe Development Foundation Inc. P.O Box 2503, Lae 411 Morobe Province Papua New Guinea	
VALID DATE OF EFFECT <u>June 16, 2015</u> TO <u>July 31, 2015</u>	
<p>PENALTIES: A person who alters a Certificate or produces to a Paying Authority a Certificate that has been altered without the consent of the Commissioner General, or falsely pretends to be the person named in the Certificate or, by the production of a document other than a Certificate that is for the time being in force, causes a Paying Authority to contravene the provisions of Section 384 (1) or (2) is guilty of an offence.</p> <p>PENALTY: A FINE NOT EXCEEDING K5,000.00 OR IMPRISONMENT FOR 12 MONTHS OR BOTH</p>	
	 REAL SIGNATURE OF ISSUING AUTHORITY