



# CLUB DES AMIS DU VILLAGE

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PROJECT TO CREATE AN CYBER CAFE IN KPARATAO IN THE PREFECTURE  
OF TCHAUDJO IN TOGO

FINAL REPORT OF PROJECT ACTIVITIES

Ref. : NGO CAV / GG / Projects 2023 / 004

DECEMBER 2023

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**« UNE ORGANISATION DE PROMOTION DE LA FEMME ET DE PROTECTION DE L'ENFANCE »**

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Récépissé N°1226/MAT-SG-DAPOC-DOCA / 2005. Qualité d'ONG : N° 472 / MCDAT / 2008 – 1<sup>er</sup> Accord-Programme N° 324/PR/MPDAT/2011

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## **INTRODUCTION**

The implementation of the activities of the “Creation of an Internet café in Kparatao in the prefecture of Tchoudjo in Togo” project began on August 1, 2023 with the search and rental of a house on the side of the main road in the village. It is implemented by the NGO CAV with the financial support of the COCH Family based in the USA through GlobalGiving .

This report summarizes all activities carried out from August 1 to December 15, 2023.

The following activities were carried out during this period:

- Rental of a house and electrical installation;
- Launch of calls for tenders for the acquisition of furniture and IT equipment;
- Acquisition of furniture;
- Acquisition of computer equipment;
- Installation of computer equipment and network cabling;
- Installation of the wifi connection with TOGOCOM, national mobile telephony;
- Official launch of Cyber;
- Raising awareness among the population and students;
- Provision of services to the population;
- Monitoring and supervision of project activities.

## **I – NARRATIVE REPORT**

### **1.1. Renting a house and electrical installation:**

Upon acceptance of the project, it was necessary to identify a strategic location for the installation of the project. This is how a house was chosen on the side of the main road and between the high school and the village primary school. With the support of the Village Development Committee and the chiefdom, the house was fitted out and electrified to house the Cyber.

### **1.2. Launch of calls for tenders for the acquisition of furniture and IT equipment:**

In order to recruit companies for the acquisition of furniture and computer equipment, two (2) calls for tenders were launched to three (3) carpentry companies and three (3) companies selling computer equipment. .

### **1.3. Acquisition of furniture**

Eleven (11) office and computer tables and 25 chairs were received two weeks after the contract was awarded to the company SOLIZAMON. This furniture was installed on October 3, 2023 in the rented house.

### **1.4. Acquisition of computer equipment**

Eleven (11) computers including one (1) for the Secretariat, a photocopier, a multifunctional printer, a binding machine, one (1) cutting blade, one (1) laminating machine and two (2) staplers were received on October 7, 2023 at the headquarters of the NGO CAV.

### **1.5. Installation of computer hardware and network cabling:**

From October 9 to 11, 2023, the computer equipment was installed at the Cybercafé in Kparatao .

The connection equipment that was installed is “Rapid Boxe” in the absence of computer fiber in the villages. The configuration of the “ Microtik ”, networks on the computers was carried out from October 12 to 20, 2023. The “ Microtik ” is a connection hardware which prevents other people from hacking the connection (Wifi).

### **1.6. Installation of the wifi connection with TOGOCOM, national mobile telephony:**

The WiFi connection was made with national mobile telephony. This connection allows customers to search the net, log in, browse WhatsApp , create email addresses, and send and receive emails to friends and relatives from one location to another.

### **1.7. Official launch of Cyber**

The official launch of the project took place on November 17, 2023 with the participation of local and education authorities.

On the agenda of this ceremony, the presentation of the project by the NGO Coordinator, the cutting of the symbolic ribbon by the Honorable Chief of Kparatao Canton and the visit to the cyber.

Indeed, the Coordinator informed the participants that Cyber is a multipurpose center, “Multi Services” which offers various services ranging from the internet, the introduction of students to computer science, data entry, processing and printing of texts, including photocopying, WiFi connection for Whatsapp , document binding, scanning and lamination of documents and passport photos.

The Censor of Kparatao high school thanked, on behalf of all the students and the high school administration, the COCH Family and the NGO CAV who were kind enough to bring them this gem that had been long awaited for years. According to him, this project relieves the pain of students and teachers and above all improves the quality of teaching. The Censor finally promised to make good use of it and hoped that this project would be perpetuated to serve future generations.

For the President of the Cantonal Development Committee, “this gift is of capital importance. We didn't understand this pleasant surprise. On behalf of the Canton Chief and all the canton's development committees, we thank the COCH Family for this multifaceted support and especially for the current cybercafé project.

It was not normal according to him, that for a photocopy page at 15 CFA francs, we had to travel 8 km to do it in Sokodé. Today this project therefore reduces this pain for the community, learners and teachers of the canton of Kparatao . Our thanks go to the NGO CAV, because if you managed to eat a mango, you have to thank the wind.”

Mr. SIBA. Amid , President of the Nationals of Kparatao in Sokodé, a former Professor of the CEG Kparatao and colleague of Mr. COCHRAN says he is “very happy and expresses all his gratitude to the COCH Family because, he says, has done and continues to do for us . We have been waiting for this cyber for a long time. Today we have it. I believe that this is a plus to the quality of the training and teaching of our children. This will reduce the cost of their training, make photocopies without problems on site, and above all do research on the Internet. Thanks to the COCH Family. May God watch over his family and see us again for other projects”

### **1.8. Raising awareness among the population and students.**

A good part of the launch ceremony served to raise awareness among the population in general and learners and teachers in particular, to use cyber for its proper functioning. The Coordinator of the NGO CAV further explained to the participants that the challenge to be met for this project to last a long time remains the attendance of this center by the populations, and especially the students and the teaching staff.

It is the attendance at the center that will provide the financial means to:

1. Pay for the salaries of cyber agents (Guardian, Secretary and Director);
2. Pay the rent ;
3. Pay electricity bills;
4. Pay connection fees to Togocom ;
5. Pay taxes to the OTR (Togolese Revenue Office);
6. Buy raw materials (ream paper for photocopying and printing, photo paper for passport photos, staple boxes and sticks for bindings, etc.)

Raising awareness about cyber use will continue throughout 2024.

### **1.9. Provision of services to the population**

The service began as soon as the installations were completed in October 2023. Above all, photocopying was popular. Photocopy services began before the internet connection was installed.

### **1.10. Coordination and monitoring of project activities:**

In order to ensure the success of the activities of the said project, periodic monitoring was carried out by the project team. This team organized monitoring tours of the furniture making work and the acquisition of computer equipment. She also followed the development work on the house to house the cyber with the members of the Village Development Committee.

For the efficient and transparent management of services, management software has been made available to cyber staff. This management will be supervised and controlled each end of the month by the finance and accounting department of the NGO CAV. A village management committee will be set up for closer monitoring of the center.

## **II – FINANCIAL REPPORT**

As part of the implementation of the “CYBERCAFE” project in Kparatao in the Tchaoudjo District, the NGO CAV mobilized a significant grant from the COCH Family through Globalgiving .

This report is the financial statement of all activities carried out as part of the implementation of this project. He compose of :

- Funding received;
- The NGO's banking journal and;
- Budget execution.

## 2.1.- Financing received

The total amount of the grant is **10,812,865 CFA francs**, or **US\$ 17,726**. This grant is distributed as follows:

- Computer equipment for an amount of **5,878,000 CFA francs** or **US\$ 9,636**.
- Office furniture for a total cost of **890,000 CFA francs** or **US\$ 1,459**.
- The operation of cyber for the first year for an amount of **2,244,000 CFA francs** or **US\$ 3,678**.
- Support for the NGO CAV for project management costs in the amount of **1,802,400 CFA francs**, or **US\$ 2,955**.

## 2.2. - The bank journal

The total amount of expenses incurred amounts to **9,133,400 CFA francs** including:

- The cost of financing computer equipment, installation and 6-month internet subscription for a total cost of **5,878,000 CFA francs** or **US\$ 9,636**;
- Furniture expenses for a total amount of **890,000 CFA F** , i.e. **US\$ 1,459** ;
- Advances on rent and salary amount to **563,000 F CFA** , i.e. **US\$ 923** ;
- Project management costs for the NGO CAV amount to **1,802,400 CFA francs** or **US\$ 2,955** .

The balance of **1,853,401 CFA francs**, i.e. **1,679,465 (16% of the financing)** + the initial balance at the bank, is reserved for the remainder of the one-year operation for cyber. This concerns in particular the salary of cyber agents

## 2.3. - Execution of the budget

The overall achievement rate is **84%** .

Done in Sokodé, December 15, 2023.

For the NGO CAV, the Coordinator



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**APPENDICES: SOME PHOTOS OF THE ACTIVITIES CARRIED OUT**



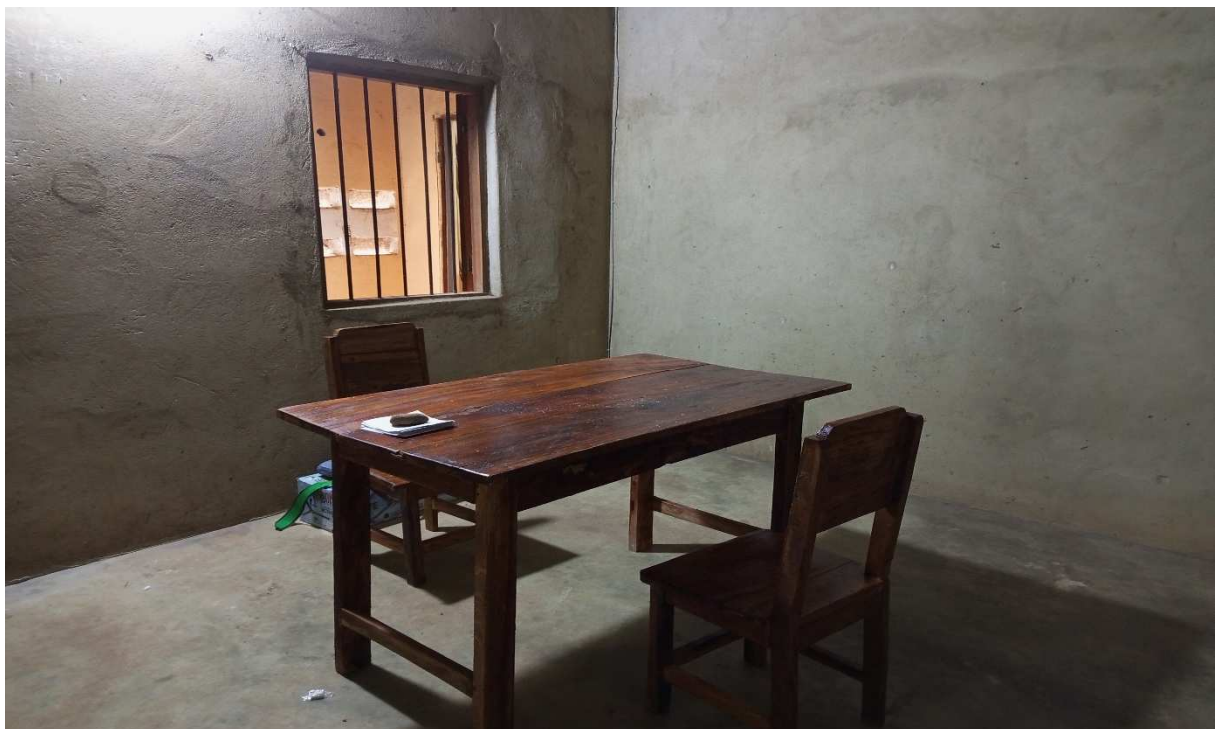
**View of photocopier, secretary's computer and printer**



**View of binding materials, staplers, lamination and cutting blade**



**View of the furniture made**



**View of the table and chairs in the office of the Director of the Cybercafé**



**Computer assembly**





**Mounting the photocopier**



**First customers for photocopying even before installation is complete**



**Network cabling**



**House housing the Cybercafé**



**The High School Censor addressing the participants**



**The Coordinator of the NGO CAV addressing the participants**



**View of the Canton Chief and participants at the project launch**





Cutting of the symbolic ribbon by the Chief of the canton





Visit of services





**View of the photography room**



**View from the Cyber Director**