



Christian Education and Development Organization, P.o.Box 545, Nzega, Tanzania
Mobile +255 755 565 893, 0621 109 502, Email: - cedoc2925@gmail.com
<https://www.facebook.com/1cedo>

New Business Planning Worksheet

1. Introduction

- **Business Name:**

Biodegradable Plastic Bags Production (BPBP)

- **Your Name(s):**

Christian Education and Development Organization (CEDO)

- **Phone Number, Email Address:**

P.o.Box 545, Nzega, Tanzania

Mobile +255 755 565 893

Email: - cedoc2925@gmail.com

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- **Legal Structure (e.g., sole proprietorship, partnership, corporation):**

Social enterprise

- **Proposed Business Location:**

Nzega and Kasulu Districts, Tabora and Kigoma Regions, Tanzania

2. Ownership & Management

- **List of Owners/Partners and Roles:**

1. Japhet A. Kalegeya- Director
2. Sifa E. Kababa – manager
3. Jackline K. Enock- Accountant
4. Frola J. Marwa- Marketing Officer
5. Daniel Yakanda- Monitoring & Evaluation Officer

- **Key Staff and Responsibilities:**



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Executive Director

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for nonprofit's staff, programs, expansion, and execution of organization mission and vision. She or he will initially develop deep knowledge of field, core programs, operations, and business plans.

Duties and Responsibilities

1. Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
2. Actively engage and energize project, board members, event committees, alumni, partnering organizations, and funders.
3. Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout.
4. Lead, coach, develop, and retain high-performance senior management team
5. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
6. Sign to the bank account
7. Overseer of the Organization's daily activities

MANAGER

The manager is an assistant to the executive director, he or she will be responsible for reporting to the Executive Director (ED) of organization; responsible for task and event management, liaising with clients, contacting vendors and working with various staff members to complete a project.

Duties and Responsibilities

- Create and adhere to a timeline for planning events.
- Liaise with clients to gauge their needs.
- Work with staff to accomplish tasks.
- Contact vendors for outsourced services.
- Receive phone calls and respond to emails from clients.
- Find a suitable venue for events and book the venue in a timely manner.

ACCOUNTANT OFFICER:- The Accountant is an assistant to the executive director , he/she will be responsible for reporting to the Executive Director (ED) of Christian Education and development Organization responsible for receive and keep all the money of the Organization; prepare the annual budget and estimates of the Organization to be presented to the General Meeting; prepare the financial records of assets, records of accounts and books of account; prepare financial records of statements of income and



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expenditure and submit the said documents together with audited report to the General Meeting; be a signatory to the bank account;

Duties and Responsibilities

- Receive and keep all the money of the Organization;
- Prepare the annual budget and estimates of the Organization to be presented to the General Meeting;
- Prepare the financial records of assets,
- Records of accounts and books of account;
- Prepare financial records of statements of income and expenditure
- Submit the said documents together with audited report to the General Meeting;
- Sign to the bank account;

Marketing Officer

The marketing officer is an assistant to the executive director, he/she will be responsible for reporting to the Executive Director (ED) of organization; responsible for lead the design, implementation, and operation of M&E systems from project initiation to closeout.

Duties and responsibilities

- He/she will be responsible for advertising the business,
- Finding markets, and
- Knowing product prices profit or loss.

Evaluator Officer

The evaluator is an assistant to the executive director, he/she will be responsible for reporting to the Executive Director (ED) of organization; responsible for lead the design, implementation, and operation of M&E systems from project initiation to closeout. She/he will oversee the monitoring, evaluation, analytics, and reporting of performance and results, providing regular project reports to Executive Director, provide technical leadership and supervise staff experts and oversee data management on gender-related analysis, and ongoing training, conduct regular project data analysis and identify methods to use results for program improvement. Lead activity efforts to strengthen monitoring and evaluation and performance reporting within the geographic area of Activity.

Duties and Responsibilities

- Assist the Project Director with development of the M&E Plan for the project, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
- Lead role in overseeing data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and audit worthy.
- Responsible for supporting the preparation and review of program reports in



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collaboration with program staff.

- Manage research activities and ensure outcomes and lessons learned are integrated into the project and shared with relevant stakeholders.
- Provide training and mentoring to partners and staff to ensure the implementation of strong M&E systems.
- Design and manage gender-disaggregated beneficiary monitoring and database systems.

3. Business Description

- **What is your business idea?**

The project course of biodegradable plastic bags aims to empower women and adolescent girls to produce bags in Nzega and Kasulu districts Tanzania. The project course will empower women and adolescent girls through providing training of bag measures, bag cutting, bag sewing/making, Marketing, and Benefits of biodegradable bags to environment; to solve a challenge of increasing and use plastic bags that affects gender and environmental in Tanzania. Given that plastic is a number one polluter of environment and a silent killer of our natural environment and resources than most people understand. This is because it takes more than a hundred years for a single plastic bag to decay.

According to UNEP report 16 May 2023 shows that Millions of animals are killed by plastics every year, from birds to fish to other marine organisms. Nearly 700 species, including endangered ones, are known to have been affected by plastics. Nearly every species of seabird eats plastics". Since the 1990s, there has been an increase the plastic packages being placed on the markets. Most of the plastics packages are produced in China (28%), North America (19%) and Western Europe (19%). Plastic bags pose a significant threat to Tanzania's pristine landscapes.

- **What makes your business unique or likely to succeed?**

This is a unique business that will provide training on the production of environmentally friendly bags in the community. It will empower women and girls to create bags and sell them for profit, thereby earning an income at the family level.

This business is unique because there is no factory in this area producing environmentally friendly bags, thus the community will obtain bags from CEDO at an affordable cost.

- **What products/services will you offer?**



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1. Produce biodegradable plastic bags
2. Provide training to women and girls every three months.

4. Market Summary

- **Describe your target customer:**

- a) The business targets to provide training to women and girls aged 18-35 years old, from Nzega and Kasulu districts, Tanzania. (Especially victims of gender-based violence).
- b) Second targeted customers are small entrepreneurs, middle entrepreneurs and larger business men.
- c) Third targeted customers are individual consumers.

- **Who are your competitors?**

1. Larger biodegradable plastic bags producers (Companies)
2. Producers of plastic bags.

- **What are your competitive advantages?**

This business has not any competition because in this area there is not any biodegradable bags producers. There is any company or organization that provide training of biodegradable plastic bags.

- **Will your business be seasonal?**

This business of producing eco-friendly bags is sustainable due to the demand from the market and consumers. This business will be providing training to 30 people every three months, so in a year we will train 120 people.

- **Hours of operation:**

We will provide training four times a year, each quarter we will teach for five days, from 9:00 AM to 12:00 PM.

- **Marketing and promotion strategies:**

1. Creating product advertisements. Using social media,
<https://www.instagram.com/cedo2010?igsh=MXV4YjlkA2Y5amRzeA==> with



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followers 30, <https://www.facebook.com/1ceds> with followers 327, using speakers and face to face.

- Promoting training on making bags through our gender equality ESP training helps to promote the market for bags.

- How will you price your product/service?

the wholesale selling price for large bags is \$ 0.3, medium bags is & 0.2, and smaller bags is & 0.2

5. Financial Summary

- Startup costs and funding needed:**

S/N	DESCRIPTION	QTY	UNITY PRICE	TOTAL USD\$
1.	Ton cutting machine	2	2600	5,200
2.	Ultrasonic sewing machine JT-60-S	12	916	10,992
3.	Power cutting machine	4	150	600
4.	Machines Transportation costs	1	80	80
Total				16,872

Materials to run the business

S/N	DESCRIPTION	QTY	UNITY PRICE	TOTAL USD \$
1	Non-woven fabric for bags	2 ton	2,050	4,199
Total				4,100

S/N	DESCRIPTION	QTY	UNITY PRICE (CAD)	TOTAL
1.	Consultant fee 1	5 Days	100	500
2	Refreshment 5	5 days	75	375
3	Participants fare 5	2 Trips	16	80
TOTAL				955

GENERAL PROJECT BUDGET USD

21,927

- Expected monthly expenses (rent, wages, supplies, etc.):**

- Office rent USD \$ 115
- Electricity and water USD \$ 50



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3. Health insurance	USD \$ 100
4. Wages	USD \$ 1,040
TOTAL	USD \$ 1,190

- **Expected monthly revenue:**

We expect to produce 312,000 bags per month, small, medium and larger bags. Also expect to sell bags for 90% to wholesale and 10% for individual.

Our expected monthly revenue is USD \$ 3,550

- **When do you expect to break even?**

After six months

- **Other financial considerations:**

International organizational proposal for business.