

ANNEX 1: Contract Deliverables - Head of LBD-UHVI Business Units

Business Unit	Deliverables	Timeline
Bakery	<ol style="list-style-type: none"> 1. Conduct Business Audit - analyse current business performance (Production, Sales and Expenses etc) 2. Conduct relevant market research to inform preparation of a Business Improvement Plan 3. Prepare Business Model Canvas and Business Plan 4. Determine Capital needed to kickstart operations 5. Design and document relevant business processes and Bookkeeping tools 6. Work with Head of Finance and Admin to prepare Partnership Agreement with Business Partner - Sulaiman Jalloh 7. Build the team to run the Business 8. Formal Launch of Business Unit 9. Management of operations of Business Unit 	Jan - Jun 2022
Restaurant	<ol style="list-style-type: none"> 1. Work with Head of Finance and Admin to implement minor structural changes to restaurant – Side window, serving window and side door and layout of internal kitchen layout 2. Work with Head of Finance and Admin to document assets from Business Partner - Lamin Kargbo 3. Work with Business Partner to execute the following: <ul style="list-style-type: none"> ▪ Conduct relevant market research to inform preparation of a Business Plan ▪ Prepare Business Plan and Business Model Canvas ▪ Plan basic menu for start-up ▪ Prepare estimate of working capital needed for startup ▪ Build the team to run the Business 	Jan - Jun 2022

	<ol style="list-style-type: none"> 4. Design and document relevant business processes and Bookkeeping tools 5. Work with Head of Finance and Admin to prepare Partnership Agreement with Business Partner 6. Formal Launch of Business Unit 7. Management of operations of Business Unit 	
Beauty Salon	<ol style="list-style-type: none"> 1. Identify a Business Partner for the Salon (an expert in the field who has managed a Salon before - consider partnership with Shika Gold). 2. Work with Business Partner to execute the following: <ul style="list-style-type: none"> ▪ Conduct relevant market research to inform preparation of a Business Plan ▪ Prepare Business Plan and Business Model Canvas ▪ Prepare estimate of working capital needed for startup ▪ Build the team to run the Business 3. Work with Head of Finance and Admin to prepare Partnership Agreement with Business Partner 4. Formal Launch of Business Unit 5. Management of operations of Business Unit 	Jan - Jun 2022
Tailoring Boutique	<ol style="list-style-type: none"> 1. Identify a Business Partner for the Tailoring Boutique (an expert in the field who has managed a Boutique before) 2. Work with Business Partner to execute the following: <ul style="list-style-type: none"> ▪ Conduct relevant market research to inform preparation of a Business Plan ▪ Prepare Business Plan and Business Model Canvas 	Jan - Jun 2022

	<ul style="list-style-type: none">▪ Prepare estimate of working capital needed for startup▪ Build the team to run the Business <ol style="list-style-type: none">3. Work with Head of Finance and Admin to prepare Partnership Agreement with Business Partner4. Formal Launch of Business Unit5. Management of operations of Business Unit	
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Signed:
Service Provider

Signed:
EDS Manager