

FUNDING PROPOSAL

ON CAPACITY BUILDING AND EMPOWERMENT OF THE POOR, WOMEN, THE VULNERABLE AMONG OTHERS ACROSS THE SIX GEOPOLITICAL ZONES IN NIGERIA



For: The International Parliament for Safety, Peace and Justice in Nigeria, Sponsored by The International Parliament for Safety, Peace and Justice in Africa, Sponsored by the United Nations.



Prepared by **DLK CLOTHING SIGNATURE LIMITED**

Executive Summary

This funding proposal is prepared by DLK Clothing Signature Limited to access grants from the International Parliament for Safety, Peace and Justice in Nigeria, Sponsored by the International Parliament for Safety, Peace and Justice in Africa, sponsored by the United Nations.

The project objective is to train the poor, women, the vulnerable in certain aspects of trade (manufacture soles, shoes, bags, tailoring department) and agriculture (Rice Mill and cassava flour and garri) and establish them thereafter with the aim of creating means of livelihood for themselves and their family thereby giving them hope to live which the International Parliament for Safety, Peace and Justice in Nigeria, Sponsored by the International Parliament for Safety, Peace and Justice in Africa, sponsored by the United Nations stands for.

A key regional player in West Africa, Nigeria accounts for about half of West Africa's population with approximately 202 million people and one of the largest populations of youth in the world. Nigeria is a multi-ethnic and culturally diverse federation which consists of 36 autonomous states and the Federal Capital Territory. With an abundance of natural resources, it is Africa's biggest oil exporter, and has the largest natural gas reserves on the continent.

The project has capacity to reduce poverty, create jobs and improve economic and social well-being of proposed 36000 participants across the six geopolitical zones in Nigeria.

The estimated cost of executing the project is US\$286,045,833 as follows;

Summary	Amount (\$)
Project 1: Trade (Manufacture Soles, Shoes, Bags, Tailoring Department)	147,020,833
Project 2 : Rice & Cassava	113,020,833
Contingency	26,004,167
Total	286,045,833

Detailed budget breakdown is in section 11

Section One Project Relevance and Need

Introduction

About 90 million people - roughly half Nigeria's population - live in extreme poverty, according to estimates from the World Data Lab's Poverty Clock. Around June 2018, Nigeria overtook India, a country with seven times its population, at the bottom of the table. Put in another context, if poor Nigerians were a country it would be more populous than Germany. Almost six people in Nigeria fall into this trap every minute.

Women constitute over 60% of the poorest people in Nigeria and going by the IMF statistics that Nigeria has over 87 million people in extreme poverty translates to approximately 52 million women on the clutches of extreme poverty. Although there have been efforts by successive governments in Nigeria to improve the livelihood of women in Nigeria and lift them out from poverty, the facts on the ground are not encouraging as a large number of women continues to wallow in extreme poverty.

This project focus on empowering over 33,000 women across the 6 political zones in Nigeria thereby reducing the poverty, increasing standard of living and restoring hope to the poor/vulnerable.

The project focus on trade and agriculture. The end products are in high demand by households in the country. Without no doubt, the project would not only alleviate poverty but also create jobs and reduces social vices.



Section Two Project Description

Brief Description Of The Proposed Project:

The Project is divided into 2 groups as follows

1. Setting up of 6 big training centres in the 6 geographical regions to train women of 3 to 6 months. The women would be empowered to set up their business.
- 2a. Setting up of a massive Rice Mill of 50 to 100 tons a day in each geopolitical zones. Women would be training on rice farming and after the training they are empowered to set up small rice mill in different locations.
- 2b. Setting up of a massive cassava for flour and garri of 20 to 50 tons a day in each geopolitical zones. Women would be training on rice farming and after the training they are empowered to set up small rice mill in different locations.

Objectives Of The Project:

The project objective is to training the poor, women, the vulnerable in certain aspect of trade (manufacture soles, shoes, bags, tailoring department) and agriculture (Rice Mill and cassava flour and garri) as well as establish them thereafter with the aim of creating means of livelihood for themselves and their families thereby giving them hope to live which the International Parliament for Safety, Peace and Justice in Nigeria, Sponsored by the International Parliament for Safety, Peace and Justice in Africa, sponsored by the United Nations stands for.

Key activities to be undertaken in this project

The key activities for each project are as follows:

Project 1 : Trade (manufacture soles, shoes, bags,

tailoring department)

- Increase business and reduce risk of CVs sale through advertisement, CV board centers and

S/N	Activities	Duration
1	Acquisition of Land in each Geopolitical Zones	1 month
2	Acquisition/installation of Training Equipment/ Recruitment of Trainers for each Geopolitical Zones	5 months
3	Train the Trainers	1 month
4	Advertisement of admission for capacity	3 months

	building/empowerment Opportunities	
5	Shortlisting of Students	1 month
6	Commencement of Training	1 month after shortlisting
7	Completion of Training	3-6 months
8	Graduation/Award Ceremony	2 months
9	Project Monitoring and Evaluation	Continuous

Project (Agriculture) Rice/Cassava

S/N	Activities	Duration
1	Entering into Lease Arrangement for Farm Land for Rice and Cassava in each Geopolitical Zones	1 month
2	Acquisition/installation of seedlings, farming and processing Equipment/ Recruitment of Trainers for each Geopolitical Zones	5 months
4	Train the Trainers	1 month
5	Advertisement of admission for capacity building/empowerment Opportunities	3 months
6	Shortlisting of Students	1 month
7	Commencement of Training	1 month after shortlisting
8	Completion of training	3-6 months
9	Graduation/Award Ceremony	2 months
10	Project Monitoring and Evaluation	Continuous

Target Audience(s) For The Project:

Trainees

The trainees targeted per business areas and geopolitical zone are as follows:

1. Trading (manufacture soles, shoes, bags, tailoring department)

We plan to set up a big training school in the 6 Geographical regions. The training runs for 3 to 6 months after which they are empowered to set up their own business and start trading on them. We can run up to 5000 trainees in a location

2. Rice Mill

We plan to setting up a massive Rice Mill of 50 to 100 tons a day in each geopolitical zones. We have 80% of women working there. We can also have up to 500 women we can train at a time. After the training they are empowered to set up small rice mill in different locations.

We have to acquire large hectares of swampy land for planting for rice paddy. The idea is to curb hunger and also let these people feed the nation.

3. Cassava For Cassava Flour And Garri

We plan to setting up a massive cassava flour and garri mil of 20 to 50 tons a day in each geopolitical zones. We have 80% of women working there. We can also have up to 500 women we can train at a time. After the training they are empowered to set up small rice mill in different locations.

We have to acquire large hectares of land for planting for cassava. The idea is to curb hunger and also let these people feed the nation.

Geographic location(s):

Our target is the Geopolitical zones in Nigeria and their states

North Central

This geopolitical Zone is made up of six states: the Niger, Benue, Nassarawa, Plateau, Kogi and Kwara states. The Federal capital territory is also included in this zone. The North Central Geopolitical zone is also referred as the middle belt of Nigeria. The top cities in this zone are Lafia, Jos, Minna, Makurdi, Lokoja, Ilorin and Abuja. The ethnic groups

presented in this zone are Mangu, Berom, Gbagy, Nupe, Tiv, Mada-Eggon, Yoruba, Igala, Idoma, Gwandara and Idoma.

North-West

The North-West geopolitical zone is presented by seven states: the Jagawa, Kano, Katsina, Kaduna, Kebbi, Zamfara and Sokoto states. The top cities of the North-West geopolitical zone are Gusau, Dutse, Birnin-Kebbi, Katsina, Kano, Kaduna, Zaria, and Sokoto. This zone cover more than a quarter of the total population of Nigeria. The ethnic diversity is presented by Kanuri, Hausa-Fulani, Maguzawa, Zara, Bajju, Gbagyi, Zuru, Jabba.

North-East

It's one of the geopolitical zones in Nigeria presented by six states: the Gombe, Bauchi, Yobe, Borno, Adamawa and Taraba states. Top cities in the zone are Jalingo, Damaturu, Potiskum, Gombe, Bauchi, Maiduguri, and Yola. The ethnic diversity of the zone is presented by Fulani, Fulfulde, Babur, Kanuri, Tangalawaja, Balewa, Tiv and Mumuye.

South-South

South South Nigeria is one of the geopolitical zones of Nigeria, consisting of the following states; Akwa Ibom, Bayelsa, Cross River, Rivers, Delta, Edo. South South Nigeria provides the economic mainstream of the country. It also makes up a significant number of people in Nigeria's population.

There's multiple different tribes in this area such as Urhobo, Isoko etc

South-East

The South-East geopolitical zone is presented by five states: the Abia, Imo, Ebonyi, Enugu and Anambara states. The largest cities in the zone are Abakaliki, Owerri, Enugu, Onitsha and Aba. The South-East is mainly populated by Igbos.

South-West

The South-West geopolitical zone is presented by six states: the Ekiti, Ondo, Osun, Oyo, Ogun and Lagos. The top cities of the zone are Ado-Ekiti, Osgbo, Ogbomoso, Abeokuta, Akure, Ibadan and Lagos. The South-West is mainly populated by Yorubas.

Section Three Expected Results

The expected short term (1-2 years) results

The expected results is as follows:

S/N	Expected Result	Metrics
1	Job Creation	Numbers of jobs created aside 36,000 women to be trained
2	Increase of Gross Domestic Product	Volume of products
3	Reduction of poverty	Participants empowered and jobs created along the value chains
4	Reduction of social Vices	Job created as youth actively involved in the process would be unavailable for engagement in social vices
5	Improved Standard of Living	Income generation, enrolment of children in school among other indices

How the results affect Women/Nigeria

Employment Opportunity: the programme would create jobs for over 33000 women/vulnerable individuals

Improved Standard of Living: The participants and others along the value chain would earn a sustainable means of livelihood

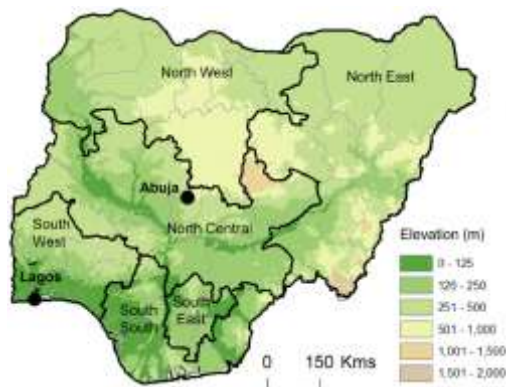
Children will be well trained: When income of families improve, children would be given proper education/training

Security: Idleness leads to recorded cases of terrorism and other social vices as a result of unemployment. The Programme would provide a new lease of life and impact the security challenges Nigeria is experiencing

Section Four Multi-sectoral Partnerships and Collaborations

The Company is at various levels of discussions with the following partners for successful implementation of the programme as follows:

S/N	Partners	Roles
1	Non-Governmental Organisations	Support with needed logistics and reliance on data base for trainees
2	Local Governments	Support with needed logistics and endorsements
3	State Governments	Support with needed logistics and endorsements
4	Religious Groups	Reliance on data base for trainees
5	Trader Association	Reliance on data base for trainees
6	Farmers Associations	Reliance on data base for trainees
7	Chamber of Commerce	Reliance on data base for trainees



Section Five Knowledge Transfer Activities

The participants would develop the knowledge products as follows:

S/N	Knowledge Products
1	Productions of footwear, garments
2	Rice Production
3	Cassava Productions
4	Act of Business Management

Section Six Sustainability Plan

Self-sustainability and continuity after funding have ended.

The project will be sustained by continuous monitoring and collaboration with each groups/associations within the project communities. ~~Government, State, Local, and International Organizations, etc.~~

**Section Seven
Work Plan**

Project 1: Trade Manufacture Soles, Shoes, Bags, Tailoring Department

S/N	Objectives	Expected Results	Activities	Products	Timelines	Human Resources Required
	Capacity Building and Empowerment for Women/poor and vulnerable		Acquisition of Land in each Geopolitical Zones		1 month	Community Leaders
		Skills Acquisition	Acquisition/installation of Training Equipment/ Recruitment of Trainers for each Geopolitical Zones	Productions of footwear, garments	5 months	Trainers who specialises in shoe making
		Empowerment	Train the Trainers	Act of Business Management	1 month	Trainers who specialises in garment making
		Job Creation	Advertisement of admission for capacity building/empowerment Opportunities		3 months	Business Manager
			Shortlisting of Students		1 month	
			Commencement of Training		1 month after	

					shortlisting	
			Completion of training		3-6 months	
			Graduation/Award Ceremony		2 months	
			Project Monitoring and Evaluation		Continuous	

Project (Agriculture) Rice/Cassava

S/N	Objectives	Expected Results	Activities	Products	Timelines	Human Resources Required
	Capacity Building and Empowerment for Women/poor and vulnerable		Execution of Lease Agreement for Land in each Geopolitical Zones		1 month	Community Leaders
		Skills Acquisition	Acquisition/installation of Training Equipment/ Recruitment of Trainers for each Geopolitical Zones	Rice and Cassava Farming and processing	5 months	Trainers who specialises in shoe making
		Empowerment	Train the Trainers	Act of Business Management	1 month	Trainers who specialises in garment making
		Job Creation	Advertisement of admission for capacity		3 months	Business Manager

			building/empowerment Opportunities			
			Shortlisting of Students		1 month	
			Commencement of Training		1 month after shortlisting	
			Completion of training		3-6 months	
			Graduation/Award Ceremony		2 months	
			Project Monitoring and Evaluation		Continuous	

**Section Eight
Evaluation Plan**

S/N	Success/Performance Indicators	Metrics	Plan
1	Job Creation	Numbers of jobs created aside 33,000 women to be trained	Continuous Monitoring
2	Increase of Gross Domestic Product	Volume of products	Continuous Monitoring
3	Reduction of poverty	Participants empowered and jobs created along the value chains	Continuous Monitoring
4	Reduction of social Vices	Job created as youth actively involved in the process would be unavailable for engagement in social vices	Continuous Monitoring
5	Improved Standard of Living	Income generation, enrolment of children in school among other indices	Continuous Monitoring



Section Nine The Promoter

DLK was founded in November 2, 2015. The principal officers are Engr. Dozie Mbanefo and Lovelyn Mbanefo who are reputable entrepreneurs known for their success in previous ventures and has operated successfully to this point and plans to consolidate its achievement with this venture.

Engr. Dozie Mbanefo-Chairman

Engr. Dozie Mbanefo, is a business magnate. He is the Managing Director of DLK Oil and Gas Servicing Company and the Managing Director of New Crystal Communications Limited. He heads the board of several companies in Nigeria. His astute Management skills has been breaded for more than thirty years. He has a Masters' in Business Administration and courses on Advertising and Marketing within Nigeria, United Kingdom and USA. He is also a member of the Advertising Practitioner Council of Nigeria (APCON).

Engineer Mbanefo will bring to DLK his wealth of experience managing top tier companies. It will particularly influence the management tactics of the Company having managed an Outdoor Advertising Company for over 10 years.

He offers strategic guidance and direction to the board and ensures that the Company achieves its financial vision, mission and long-term goals. Some of his Functions as the Chairman includes providing overall leadership and direction for the board and the company; setting the annual board plan; playing a leading role in ensuring that Board and its committees are composed of the relevant skills, competencies and desired experience; ensuring that board members receive accurate and clear information in a timely manner, about the affairs of the company to enable directors take sound decisions; ensuring effective communication and relations with company's institutional shareholders and strategic stakeholders.

Mrs. Lovelyn Mbanefo -Managing Director / Chief Executive Officer

Mrs. Lovelyn Mbanefo is a Board member and Chief Executive Officer of DLK Clothing Signatures Ltd. She is a lawyer and a Board member of multiple Companies, one of which is New Crystal Communications Limited.

As a serial entrepreneur with experience as Executive Management in manufacturing/production, supply and procurement and several certifications on strategic investment and practical business development within Nigeria and the United Kingdom. She offers the Company.

She is highly focused, with a consistent track record of successfully delivering full life cycle implementations to tight time scales and within budget.

Against this background, she is strategically placed and performs the function of Head of the Management team. This has seen her perform the functions of Day-to-day running of the DLK; Guiding the development and growth of the Company; Acting as lead representative in stakeholder meetings and ensuring the smooth operation of the enterprise.

Profile of Key Management Staff

The management team is currently headed by Lovelyn Mbanefo as the Managing Director and ably supported by Mbonu Precious Raphael the General Manager. In addition, the Board of Directors is responsible for supervising the management and charting the overall policies of the company as well as its corporate governance. Our directors with many years of administrative, financial and sales management experience assist the company with decisions on operations, and the long-range planning necessary for continued and consist growth.

Cosmas Mmaduka-Legal Advisor

Cosmas Mmaduka is a Barrister and Solicitor of the Supreme Court of Nigeria. He is a member of Nigerian Bar Association (NBA), member – International Dispute Resolution Institute (IDRI), and a Member- Advertising Practitioners Council of Nigeria (APCON) etc.

He has worked on similar project with the CEO and Chairman of the Board. He currently works in the Legal Department of New Crystal Communications Ltd. His role in the Company is to ensure the legal aspect of the business. He will safeguard the Legal interests of the Company by providing astute advice garnered from a wealth of experience in the field.

Mbonu Precious Raphael -General Manager

Mbonu Precious Raphael is the General Manager of DLK Clothing Signatures Ltd. He is professional with experience in financial services, business operations, marketing/sales, and business management.

He will undertake to maintain the Company's budget by Resourceful manager driven to maximize efficiency and costs while boosting revenue. He is organized and diligent, with excellent written, oral and interpersonal communication skills, successful in building and motivating dynamic teams.

Precious Raphael has over 6 years of experience with good managerial background, and a cross-sector exposure. He has a strategic appreciation and vision, able to build and implement complex plans with a proven track record of explicitly implementing what a business need. Self-driven and self-reliant, he sets, aims, targets and leads by example. With a collaborative approach and good interpersonal skills to engage, he motivates and encourages others through positive change. He is highly focused, with a consistent track record of successfully delivering full life cycle implementations to tight time scales and within budget.

His highlights are Cost control, Process optimization, Strategic planning, Policy Improvement, Inventory Management, Team management, Staff, Staff development

Sylvia George Ogwuche -Account Manager

Sylvia George Ogwuche is the Account/Finance Manager of DLK CLOTHING SIGNATURES LTD. She is a graduate of Accounting with second class honours, upper division. A chartered accountant with over 5 years accounting/auditing experience.

She served as an Internal Auditor in New Crystal Communication Limited.

Nkiru Nwabufu -Marketing Manager

Nkiru Nwabufu is the Marketing manager of DLK. A graduate of Applied Geology, with several certifications in business and marketing, and a decade worth of experience in customer care relations, executive marketing, business

management and entrepreneurship.

She is Results-Oriented & Efficient. As a Marketing and Communications Manager, she has gathered experience with events management, marketing and administration.

Other highlights are Relationship selling, Operations management, Key account management, Sales force performance management, International sales strategies, Leading the sales function.

Ibe Ideka Onyekachi -Production Manager

Ibe Ideka Onyekachi Is the Production Manager of DLK. Quality-driven and industrious Production Manager with 25+years of experience Manufacturing shoes across Nigeria, streamlining operations to create competitive production volume, schedules and standards. Identifies waste and inefficiencies to implement targeted improvement strategies.

Operating Principles & Core Values

Sustainable Production Practices: Production process will be designed to reflect desired international standard thus allowing for scale-ability and sustainability of production.

Unwavering Quality Control and Assurance: The Company will have the capacity to produce in conformity with international quality standards and its laboratory equipped for all relevant analysis.

Core Values

- Timely service
- Beautiful designs
- Strong relationship with customers
- Well-ordered finishing
- Durability.

Mission

To improve the lives of our customers and create better experience for the world around us by promoting great value, manufacturing the best footwear/shoes, garment, shoe out-sole as well as champion various initiatives to reduce poverty

Objective

To contribute significantly in meeting the world's need for quality footwear/shoes, garment, shoe out-sole as well as champion various initiatives to reduce poverty.

Vision

To be the leading manufacturer of quality uniforms and footwear/shoe in Africa as well as champion various initiatives to reduce poverty.

Keys to Success

DLK will strive to build a profitable and innovative business by operating as a holding company for its two subsidiaries. Veritable keys to overall success will include:

Product Distinction

In order to effectively meet and surpass the expectations of target international clients, DLK's products will showcase high level of quality, innovation and excellence. Thus there will be an uncompromising insistence on quality in addition to adoption and practice of the best production systems and control.

Employee Retention Focus

Employee retention and development programs will be a primary focus and success platform for this business. Through these programs, DLK will be able to draw seasoned and elite professionals and build a committed work force.

Cost Control Focus

The Company Management will control costs at all times, without exception. Cost Control will be an integrated function of the Company from the onset. Cost control is about managing the numbers interpreting and comparing the numbers that impact the bottom line.

Quality Assurance, Health and Safety

Quality assurance, health and safety will be viewed as an important and necessary function at DLK, as it provides the necessary adopted procedures to deliver finished products within the highest standards, in addition to ensuring safety of personnel. The quality assurance, health and safety personnel in the Company will provide important services by maintaining a high standard of product quality and by providing proper training to the all personnel on quality control, health and safety procedures that must be adhered to, in the course of work. Personnel will be intensely trained in the course of induction and periodically on safety procedures. Furthermore, the quality assurance, health and safety Unit will ensure strict compliance to approved safety procedures.

Personnel technical knowledge base and expertise

The Company will employ only personnel that have been thoroughly screened for the right qualifications and character. The Company will go a further step to periodically retrain personnel in various disciplines all targeted at improving operational structure and framework and general performance on the job. The intent is to maintain focus on quality product with bottom-line growth through cost reduction and optimal performance, utilizing technology and innovation to make sure employees have extensive training to perform proper technique and equipment operation. There will be incentives to ensure 100% honesty between employees, clients and management. As a team input will be collected analyzed and put into practice. Team meetings will motivate and forecast growth and annihilate potential difficulties. DLK will also maintain a friendly, fair, and creative work environment, which respects diversity, new ideas, and hard work.

Marketing and Advertising

As an ever-growing business concern, there will be a vibrant marketing and branding team to effectively market products and promote the Company's brand locally and internationally. The Company will adopt and execute a strategic, formidable and active marketing and advertising plan, which will serve to generate awareness of the offered services and products and promote the business brand.

Business Objectives

DLK recognizes that the company must establish concrete goals that assist management in determining whether or not the company is achieving the overall corporate goal of profitability. To ensure implementation of the company's goals, management has established the following corporate objectives: Securing additional financing through a combination of investment strategies.

Establishing marketing and sales initiatives to promote the company's products and further capture 40% of the target market (ECOWAS) and locally (within Nigeria).

Introduce a distinct variety of products via an innovative production process, designed on the background of best operating procedures recognized globally.

- Develop a successful web (internet) presence, while maintaining strong relationships with clients.
- Penetrate and raise awareness in 60% of target market area.
- Achieve a profit margin of 30% by the end of the second business year.
- Attain cash flow self-sufficiency by the end of the third business year.
- Generate repeat and referral sales.
- Become a profitable business with expansion potential by the end of the third business year.
- Establish a solid reputation and brand in the garment and footwear Products market, locally and internationally.
- To be the preferred supplier of sesame seeds products in West Africa.
- To provide employment to Nigerians.
- To contribute significantly to the non-oil revenue of Nigeria
- Attract support from relevant organisation to implement projects/initiatives towards reduction of poverty

SWOT Analysis

The Company used the following SWOT analysis in determining the mode of market strategy to adopt

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"> • DLK core strengths are listed as High, Quality décor, An Impressive line of business professional with combined success rate spanning more than fifty (50) years. • DLK has strong relationships with suppliers that offer excellent arrangements, flexibility, and 	<ul style="list-style-type: none"> • DLK current and short -term weakness is the unavailability of Finance to meet its growing commitments. • DLK lacks the financial capacity to compete with the new big leagues of the world and implement various programmes

<p>response to special product requirements.</p> <ul style="list-style-type: none"> • DLK has a team of equipped garments and footwear producers, whose abilities to design the product and handle the machines. Excellent and personable owner and operator, offering personalized customer service. • The products have a large demand pool with DLK new equipment; the producing capacity of the Company will ensure the continuous placement in the production of standardised wears and foothold. • Strong merchandising and product presentation. 	<ul style="list-style-type: none"> • Consistently out of inventory, prospectively losing sales while waiting to restock. • DLK needs the finance to expand reach across borders.
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • The opportunity has arisen in the form of loan finance. With hope the support of the International Parliament for Safety, Peace and Justice in Nigeria, Sponsored by the International Parliament for Safety, Peace and Justice in Africa, sponsored by the United Nations. • Growing market with a significant percentage of the target market still not knowing that DLK CLOTHING SIGNATURE LTD exists. • Strategic alliances offering sources for referrals and joint marketing activities to extend the Company's reach and awareness. Changes in economy and fashion trends can initiate wardrobe updating with our products such as converse, designer wears and 	<ul style="list-style-type: none"> • Just like any other business, one of the major threats that we are likely going to face is economic downturn. The downturn in the economy has impacted consumer sales. It is a fact that economic downturn affects purchasing / spending power. • Competition from other manufacturing companies with greater financing or product resources could enter the market.

dresses therefore, generating sales.

- We have been able to conduct thorough feasibility studies and market survey and we know what our potential clients will be looking for when they visit our garment and footwear manufacturing workshop and/or showroom; we are well positioned to take on the opportunities that will come our way.

Company Products

DLK is a Footwear and garment products design, manufacturing, sales and distribution company. The company was incorporated in Nigeria in July 2017.

The Company also champion various initiatives to reduce the poverty line in the country.

The Company has developed a portfolio of own products and brand for Nigerian and West African market. It also has strong affiliation with industry partners in China as technical partner. The summary of the Company's products are as follows:

- Service uniforms (government agencies – Immigration, navy, police, military, etc.)
- School uniforms
- Sportswear
- Blazers
- Graduation apparels
- Professional and assorted accessories and brands (customized caps, towels, etc.)
- We produce all major uniform brands, alongside our very own customized styles to meet any unique uniform needs
- We offer high quality uniforms at the most competitive prices.
- Shoe out-sole
 - Champion various initiatives to reduce poverty

Functional Strategies

On the background of upgrading its operational framework, DLK will disintegrate the roles of the Service Support Unit and add novel roles to form the following support units:

- Admin and Human Resource Unit
- Finance and Audit Unit
- Quality Assurance, Health and Safety Unit
- Business Development/Marketing and Sales Unit

The brief description of each Unit, alongside their related roles, responsibilities and personnel are effectively showcased in the following text.

Admin and Human Resource Unit

This Unit is the central support section for the business and coordinates all admin and human resource duties.

Mandate of the Unit include:

- General office Management and Running.
- Transport Management.
- Registry Management.
- Facilities Management.
- Security and Safety.
- Manpower Planning
- IT support

General Office Management and Running

Core business activities include:

- Provision of office equipment for use by staff.
- Ensuring a clean and secure office environment.
- Ensuring availability of adequate lighting, water, telecommunication, email, fax, computers etc.
- Providing, where possible, designated parking for vehicles.
- Ensuring availability of stationery.

- Setting of internal operating rules.

Transport Management

- Providing means of transport for staff in the course of official duties and assignments.
- Responsible for the acquisition of transport (official vehicles).
- Responsible for the repair and maintenance of all official vehicles.

Registry Management

- All incoming and outgoing mails must go through the registry.
- The registry must have in place good and efficient record filing and tracking systems for all the records

Facilities Management

- Management and maintenance of the office facilities and equipment.

Security and Safety

- Ensure security of office.
- Ensure security and safety of all staff and facilities.

Human Capital Management

- Effectively work with Management to understand, plan and fulfill staff requirements.
- Upgrade the company with best practices in human resource policies and procedures and staff benefits.
- Develop and implement recruitment strategies and activities, including identifying creative recruitment sources.
- Develop, review and maintain human resource policies and procedures and ensure adherence.
- Monitor performance evaluation tools and track performance of all staff.

- Ensure that the Company has a comprehensive and competitive compensation structure by regularly doing market compensation surveys and being in touch with staff to understand the effectiveness of staff benefits.
- Produce all relevant documentation relating to human resource (staff memos and employment contracts).
- Administer and ensure that the payroll is implemented on timely basis.
- Develop tailored staff training programs.
- Identify relevant external training programs (e.g. soft skills and technical skills training) for staff.
- Regularly maintain open communication with staff, providing counseling where necessary.
- Contribute to staff morale-building and team-building initiatives.
- Continuously upgrade staff welfare and staff benefits.

IT Support

- Data back up and projection for emails
- System maintenance and admin
- Manage email servers and facilities
- Update website
- Intercom/PABX system
- Coordinate the repairs of systems
- Purchase of IT equipment
- Integrate with other Units in order to offer IT solutions in order to meet their specific needs.

The Unit will be overseen by the HR/Admin Executive. Other staff will include:

- Front Desk/receptionist
- Security personnel
- Office assistant
- Drivers
- IT Support Officer

Finance and Audit Unit

This Unit oversees and coordinates all financial transactions and activities of the Company. Some of the activities that will be undertaken in the Accounting Units include:

- Payment of invoices as regards supplies
- Collection of payment for products.
- Preparation and compilation of all financial reports.
- Staff payroll processing.
- Carrying out internal audit and assisting in external audit of company accounts.
- Making payments as regards procurement of Sesame Seeds from middle men/rural women.
- Purchase of all Processing Plant inputs.
- Handles all bank transactions.
- Secures cash loans as and when required.
- Performance of other control and processing functions.
- Handling of all cash and monetary transactions.

The Unit will be overseen by the Chief Finance Officer (CFO). The other staff will include the accountant.

Quality Assurance, Health, safety and Environment Unit

This Unit will coordinate all quality control and assurance measures for all products, in the course of growth/production and after production; and ensures conformity to the standards set by the Company. Product Specification: DLK has specified its quality standard for the purchase of all input which will be used in developing the end product for export.

The Unit also ensures that business operations are conducted in a manner that protects people, property and the environment. The goal is that the management of health, safety and environmental (HSE) issues has equal level of prominence when balanced against operational and commercial considerations. All employees, without exception, are responsible for ensuring that their duties/operations/activities are conducted safely in compliance with applicable law and industry standards relating to health and safety in the workplace and protection of the environment. Employees are expected to observe all safety rules and practices and to follow instructions concerning safe and efficient work practices. This Unit ensures that all these are adhered to strictly.

DLK will produce to the standards of the export markets targeted. Continuous assessments will be made in the in-house laboratory included in the project. The laboratory will be responsible for checking all parameters of production – from quality of Seeds inputs purchase to the testing of all batches of production. A total quality control system will be implemented and monitored to meet the international requirements for Good Manufacturing Practices (GAP).

An Environmental Impact Assessment will be carried out to manage all possible nodes environmental conflict. The highest standards of production will be adopted to make Success Vision a world-class player in Sesame Seed Oil manufacturing. All health and safety standards expected in a food industry will be, managed and maintained.

Key responsibilities include:

- Development of quality control/assurance measures and working closely with personnel to ensure conformity.
- Undertakes daily quality assurance on products, in course of growth/production and on finished products.
- Develops health, safety and environment (HSE) manual for all staff.
- Trains staff on safety procedures to be adopted in course of work.
- Coordinates weekly HSE meetings for all staff.
- Seek the involvement of all employees in promoting a safe and healthy work environment and provide recognition for superior safe work performance.
- Strive to manage the risk of our products throughout their products“ life cycles.
- Assesses and manages HSE liabilities prior to all business and property transactions.
- Facilitate the understanding of employees and contractors regarding their HSE responsibilities and verify compliance with company policy and government regulations.
- Ensure continual improvement in HSE performance by monitoring critical metrics

The Unit is coordinated by the Quality Assurance, Health, Safety and Environment (QHSE) Supervisor. Other staff will include QHSE officers.

Business Development, Marketing and Sales Unit

The Company will have a vibrant strategic business development, marketing and sales unit. The sole goal of this Unit is to formidably market the services and products of the Company to prospective customer, develop concrete business plans, coordinate all corporate branding activities, build customer database and also carry out customer management. They will also be responsible for formulating strategic business development solutions, which can effectively build the profitability of the Company, and oversee all online and social media promotions and marketing activities. This section will also coordinate all business activities anchored on the bulk exports and supply of products. The personnel in Unit will handle the following responsibilities:

- Marketing
- Advertising
- Public Relations
- Business development
- Sales

Core operational duties, include, though not limited to:

- Preparation of corporate plans and annual business plans and monitor progress against these plans to ensure that the Company attains its objectives as cost-effectively and efficiently as possible.
- Identify new and different business opportunities to provide increased sales.
- Be up to date with all industry trends, issues and news.
- Oversee and handle all exports transactions and supply to foreign buyers.
- Submits and remits received cash for goods to the Finance unit and further liaises with the same unit to reconcile of cash transaction.

The Unit will be coordinated by the Business Development, Marketing and Sales Manager, assisted by a Business Development and Sales Executive.

Job Descriptions

All job descriptions shall be tailored and customized to reflect the needs of the Company as time progresses. Moreover, job descriptions shall be task-oriented rather than employee-oriented, which means that the Company shall try to search for employees who can fit their job descriptions, not design jobs to fit the skills of certain job applicants.

Job Descriptions shall be revised periodically to cope with the ever changing demands and needs of the industry and to respond to the sophisticated needs of customers. While doing so, Managers shall let their employees be involved in the revision process. Job descriptions might be used as:

- To evaluate job performances
- Tools to conduct training or retraining
- Prevent duty duplications
- Ensure the performance of each job task
- Determine appropriate staffing levels

**Section Ten
Budget**

Budget Template

Project 1: Trade (Manufacture Soles, Shoes, Bags, Tailoring Department)

	Amount per Zone (US\$)	Parameter	Total (US\$)
Cost of setting up training Facilities	1,111,111	6	6,666,667
Allowance paid to trainer	972	150	145,833
Stipend paid to trainee	500	30,000	15,000,000
Empowerment of Trainees	2,778	30,000	83,333,333
Accommodation for Students & Teachers	1,389	30,150	41,875,000
Total	1,116,750		147,020,833

Project 2: Rice & Cassava

	Amount per Zone (US\$)	Parameter	Total (US\$)
Cost of setting up training Facilities- Rice	1,388,889	6	8,333,333
Cost of setting up training Facilities- Cassava	138,889	6	833,333
Lease of Farm Lands	83,333	6	500,000
Allowance paid to trainer	972	150	145,833
Stipend paid to trainee	500	6,000	

			3,000,000
Empowerment of Trainees-Rice	27,778	3,000	83,333,333
Empowerment of Trainees-Cassava	2,778	3,000	8,333,333
Accommodation for Students & Teachers	1,389	6,150	8,541,667
Total	1,640,361		113,020,833

Summary	Amount (\$)
Project 1: Trade (Manufacture Soles, Shoes, Bags, Tailoring Department)	147,020,833
Project 2 : Rice & Cassava	113,020,833
Contingency	26,004,167
Total	286,045,833

Detailed Breakdown and Explanation Of The Budget:

Project 1: Trade Manufacture Soles, Shoes, Bags, Tailoring Department

Training Facilities:

The training facilities for project 1 are plant and machineries used for the Production of footwears and garments. A total of Six facilities would be set up in each geopolitical zones.

Allowance for Trainers:

The trainers would be on ground for 6 months and we projected for 150 trainers per geopolitical zone that is 900 in all to train 30,000 participants. The trainers would be paid US\$139 allowance per month.

Stipend Payable To Trainee:

The trainees would be trained for six months. We projected US\$83 per month for each participants
Empowerment of Trainees: on successful completion of the programme each trainees would be empower to set up similar trade. US\$2,778 is projected per participants.

Project 2: Rice & Cassava**The Training Facilities**

The training facilities for project 2 are plant and machineries used for the farming and processing of Rice and Cassava. A total of six facilities each for rice and cassava would be set up in each geopolitical zones.

Lease of Farm Lands:

Discussions are on-going with communities' leaders for the lease of farm lands for cultivation of rice and cassava to feed the processing plants

Allowance For Trainers:

The trainers would be on ground for 6 months and we projected for 50 trainers per geopolitical zone that is 300 in all to train 6,000 participants. The trainers would be paid US\$139 allowance per month.

Stipend Payable To Trainee:

The trainees would be trained for six months. We projected US\$83 per month for each participants

Empowerment of Trainees:

On successful completion of the programme each trainee would be empower to set up similar trade. US\$2,778 is projected per participants for cassava farming and processing while US\$27,778 is projected per participants for rice farming and processing.

Section Eleven Conclusion and Recommendation

Conclusion

The funding proposal by DLK Clothing Signatures Limited to training the poor, women, the vulnerable in certain aspect of trade (manufacture soles, shoes, bags, tailoring department) and agriculture (Rice Mill and cassava flour and garri) and establish them thereafter with the aim of creating means of livelihood for themselves and their family thereby giving them hope to live. The proposal has been evaluated and found to be feasible and desirable.

The proposed project, when completed, is envisaged to contribute to the Nigerian economy in general.

Recommendations

Based on the above therefore, we recommend the project for funding by the International Parliament for Safety, Peace and Justice in Nigeria, Sponsored by the International Parliament for Safety, Peace and Justice in Africa, sponsored by the United Nations.



**DLK CLOTHING SIGNATURE LIMITED
July 2020**