



# SUSTAINABRIDGE

## ANNUAL REPORT



# 2020

## **I. Activity report in Myanmar (January-December 2020)**

### **Overview**

It was the year 2020 when the general incorporated association Sustainabridge (SB) started its activities in Myanmar. However, due to the COVID-19, SB could not carry out its activities as planned. At the Hpa-an Technical Training School, SB could offer a training session for one month only, whereas the rest of the time was affected for the reorganization of the school premises, cleaning, inventory of teaching materials, organization of study sessions, and preparation for online lessons. In particular, it was beneficial that an intensive course was conducted for 12 future instructors from the Education and Training Department (ETD) to which the school will be handed over. At the end of the year, SB made a variety of plans and preparations by anticipating possible scenarios prior to the resumption of training for the next fiscal year 2021. Despite that the course was not fully carried out, SB nonetheless took advantage of sufficient time for putting a new management system in place and for building a constructive and collaborative spirit through discussions with the Education and Training Department (ETD) which is SB's counterpart.

SB proceeded with the construction of the facility at the Lay Kay Kaw Vocational Training Center. Meanwhile, the first training session planned in October 2020 was postponed to 2021 due to the COVID-19 as well as the absence of project agreement. In the meantime, SB prepared for the coming opening of the center in February 2021; recruiting instructors, deciding syllabuses and teaching materials, and conducting training for instructors. In addition, by using the surplus of the budget for 2020, SB realized the construction of some facilities that were planned for the next year. Nevertheless, SB have encountered some difficulties to maintain the quality of construction because the engineer in charge had been retired in the meantime. SB could not conclude a memorandum and project agreement for both projects during the year. This is a priority to be undertaken in the next fiscal year.

### **1. Management for the Hpa-an Technical Training School**

#### **(1) Implementation of training courses**

On February 24, a training session began with 90 trainees following the opening ceremony (193 applicants, 157 interviewees, 90 intakes).

On March 24, upon the instructions from our counterpart, the trainees returned home and the school was first temporarily closed and finally remained closed during the whole year. In response to the situation, the trainees were assigned to do some tasks at home. SB, on the other hand, continued to follow their safety and their wish to continue training by phone every month.

To be able to carry out some online training next year, theoretical parts were made into PowerPoint; 50 files for the construction department, 89 for the electric department,

44 for the automobile maintenance department, and 56 for the welding department. In the end, it remained as practical materials to be handed over to the counterpart.

SB instructors prepared for lessons in PowerPoint so that some online trainings could be conducted next year. For three days, from December 16 to 18, a total of 17 SB instructors and ETD instructor candidates conducted demo online classes.

(2) Launch of an external workshop

SB will launch an external workshop to provide trainees in the automobile maintenance department with On-the-Job Training (OJT) opportunities to gain more practical experience before graduation. A parking lot with a capacity of five vehicles was constructed and a workshop area was also expanded accordingly. To provide free of charge services for individuals or entities, the checklist and its contents were scrutinized in line with the Japanese norm in the management and maintenance.

(3) Reorganization of the school premises

A motor bike parking lot was newly established in response to an increasing number of motorcycles used by both SB and its counterpart staff. It worth mentioning that it was constructed by 10 graduates from the construction and welding departments. Drainage ditches were also installed around dormitories and on the workshop backyard area of the automobile maintenance and welding departments.

(4) Redevelopment of office environment

The office building has been expanded due to the space constraints caused by an increasing volume of documents. As a result, it will expect to increase efficiency in work.

(5) Monitoring

A survey on employment was conducted for 64 trainees who finished the 2019 second semester course. It was assessed in January and June 2020, meaning 1 month and 6 months after the completion. The result showed that the average employment rate for trainees in 2019 stood at 94%. Based on the total number of trainees (836), the overall employment rate came to about 84% (as of July 2020).

Year	Semester	Course and session	Number of trainees	Number of graduates	Number of employees	Employment rate
2019	1st semester	Construction department 9 <sup>th</sup> session	20	20	19	95%
		Electrical department 9 <sup>th</sup> session	20	19	18	95%
		Automobile maintenance department 8 <sup>th</sup> session	30	30	28	93%
		Welding department 7 <sup>th</sup> session	20	20	16	80%
	2nd	Architect/Construction	14	14	14	100%

	semester	department 10 <sup>th</sup> session				
		Electrical department 10 <sup>th</sup> session	14	14	14	100%
		Automobile maintenance department 9 <sup>th</sup> session	22	22	21	95%
		Welding department 8 <sup>th</sup> session	14	14	14	100%
	Total		154	153	144	94 %

(6) Expansion of employment

SB contacted or visited companies and organizations to exchange information and views as to enlarge the employment opportunities for the trainees. Details are as follows:

	Date	Description
1	March 11	BAJAJ
2	March 11	SKK
3	March 16	Medical Plantation Research Center
4	June 29	Ever Glory
5	July 30	Suzuki Yangon
6	July 31	Suzuki Yangon
7	August 22	Toyo Design
8	September 17	UNHCR
9	September 28	Save the children (SC)
10	October 22	Telecom for Basic Human Needs (BHN)
11	October 22	Shanti Volunteer Association (SVA)
12	October 22	Association for Aid and Relief (AAR)
13	October 27	AKTIO Myanmar
14	October 27	J & F Steel Solution Co., Ltd
15	October 27	TOYOTA Mingalar Service
16	October 28	HTS Myanmar
17	December 3	Precious Light Company
18	December 3	Soe Electric Shop
19	December 3	Pinwood shadow workshop
20	December 3	Zaw Myo Oo electrical installation Group
21	December 3	Nay Win Khin Mg electric installation Group
22	December 22	MTT
23	December 23	Desire Autoworks
24	December 23	E & E Services center

### (7) Trainings for instructors

While all trainings could not be resumed, those for ETD instructor candidates could be carried out as indicated in the table below. Some challenges were identified during the course such as low practical ability and knowledge, difficulty in communication between government staff and NGO staff, and an attendance rate not reaching 100%. The training report was submitted to the director general of the ETD accordingly.

	Period	Course	Number of participants
1	June 29 - July 30	4 basic courses (22 hours on theory, 44 hours in practical skill)	12
2	August 1 -August 31	4 basic courses (21 hours on theory, 42 hours in practical skill)	12

### (8) Measures against the COVID-19

The committee for the COVID-19 response has been set up in the school, thus sanitary environment was improved in accordance with the guidelines of the Ministry of Sport and Health. Hand washing points at entry and exit were added; one basin at the main gate, two in each classroom (8 in total), two in each dormitory (6 in total). For visitors, the body temperature was checked, and a medical checklist was filled in at the main gate.

## 2. Project of the Lay Kay Kaw Vocational Training Center

### (1) Construction of facility

An engineer was assigned to supervise the construction work of the contractor engaged by The Nippon Foundation. All construction works were completed as planned:

- Construction of the premises
- Well drilling (280 feet deep, with solar pump)
- 2 water tanks
- Water supply pipeline
- Elevated tank
- Transformer
- Installation of electricity power grid
- 2 classrooms cum workshops
- Dormitory for men (with bathing area and toilet)
- Dormitory for women (with bathing area and toilet)
- Kitchen
- Dining room
- Office
- Generator hut
- Installation of electric cables inside building

An engineer living in Yangon was recruited with a part-time contract for drawing architectural design and technical assessment. He had been dispatched to the site every month from July to September.

The schedule of some construction works was moved forward from 2021 to 2020 following proposal and approval. Since the well water level was shallower than expected, the solar panel and pump had been installed cheaper than estimated costs. As a result, the construction of a guard hut and a gate were completed by using the surplus generated from the well construction.

In addition, the schedule of the construction of the on-site road and fence were also moved forward, as the training could not take place due to the COVID-19. On the other hand, the construction of the on-site road could not be started within 2020 and was extended to March 2021.

#### (2) Preparation for starting training

The training planned to start in October 2020 was postponed due to the COVID-19 and the absence of the project agreement. Meanwhile, SB have recruited three instructors to engage in the "construction / welding basic course" and "electrical basic course". A Karen language speaker was included for a smooth implementation of the training. From October to December, the syllabus and textbook were defined, then the three instructors were trained to conduct theory & practice courses. During this period, as the Myanmar government promoted work from home, the course took place online but could not provide satisfactory training.

Regarding the project agreement, SB encountered difficulties to obtain the understanding from the Ministry of Borders of Kayin State. In December, SB eventually consulted with the Governor of Kayin State. Despite some progress, the signature was not granted in the year 2020.

#### (3) Strengthening cooperation among stakeholders

Despite the absence of the project agreement, monthly meetings were held between SB and the Lay Kay Kaw Committee for sharing information and discussions. In particular, it was fruitful to exchange views on the personnel, on the management system of the center and on the criteria for selecting trainees. These views were all summarized in a proposal.

### **3. Yangon office**

#### (1) Opening an office

Yangon office was officially opened in September 2020 with 5 persons included 3 officers and 2 other staff members.

Some management tasks such as attendance management and leave proposal in the Yangon office have been brought online, which enabled to streamline the procedures and to reduce the paper work. Once it is admitted as a general incorporated association of non-profit type, SB can benefit of many accounts at a low price, which can be implemented at sub-offices as well.

## (2) Registration as an International NGO

After the completion of its registration in Japan, the procedure for international NGO registration in Myanmar started. Temporary registration was completed in August, and subsequently official registration was completed in November with a 5 year validity.

## (3) Opening a bank account

After obtaining temporary registration as an International NGO, SB opened a bank account with the corporate name. The second remittance from The Nippon Foundation was delivered to this account without delay.

At the same time, the Internet banking system was also introduced. The cash payment of salary have been changed to bank transfer since September 2020. It enabled to transfer money while working from home during the pandemic of the COVID-19. In addition, it made direct payments to vendors with more transparency.

## (4) Capacity building for the staff

The online trainings were provided with the aim of building capacity as well as of maintaining staff's motivation while working from home.

	Courses	Schedule	Number of people
1	Organizational Behavior	May 5,12, 19, 26 July 7,14,21, 28	13
2	Theoretical Writing (English)	August 26, 27 November 16, 18, 20	5
3	life skills (5S, Task management, Problem solving, Anger management, Accretive communication, A creating nice workplace atmosphere)	November 24 December 1, 8, 15, 22, 29	20
4	Mini-MBA course for Japanese	June 13, 20, 27	2

## (5) Staff assessment

SB outsourced to an external consultant to determine a set of Competency (individual behavioral characteristics evaluated by SB) for seven team-leaders and others staff members of SB.

1. Positive frame of mind (Mei-Gen-So),
2. Integrity,
3. Commitment,
4. Teamwork,
5. Innovation,
6. Beneficiary focus,
7. Sustainable development practices

The assessment will cover required skills and knowledge for each position. Each person will set individual goals and receive an evaluation that will lead to salary increase and promotions.

## (6) Memorandum of understanding for project implementation

The memorandum of understanding for the management of the Hpa-an technical training school is supposed to be signed every December, but the signature in 2020 was not granted due to an additional approval step in Myanmar government structure. The project agreement for the Lay Kay Kaw Vocational Training Center was also not signed either.

In this situation, SB will make efforts to mobilize relevant parties for the prompt start of the projects.

## **II. Activity report in Japan (January-December 2020)**

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### **1. Organizational management**

A strategic mid-term plan for 2021-2025 was prepared. It was explained and submitted to the Nippon Foundation.

### **2. Administration / Human resources / Finances**

- A judicial scrivener prepared the rules for dispatching contracted employee.
- Every month, a cashbook had been sent to the Certified Public Tax Accountant who had an advisory contract with SB, and subsequently some clarifications were provided.
- A representative of Hpa-an, Mr Gaku Manago was recruited in 2020 as a project manager and dispatched to Myanmar on January 28. Due to the expiration of his visa as well as the COVID-19, he returned to Japan temporarily on April 8 and worked from Japan during the year 2020.

### **3. Dispatch of experts**

The following experts had been dispatched to launch the project at the formulation stage. However, other technical experts have not been dispatched due to the COVID-19.

	Name	Area	Duration
1	Mr. Takahiro Yamamura	Photographer	February 6 to 27
2	Mr. Kozo Seki	Technical monitoring	February 18 to March 3

### **4. Communication**

SB made endeavors to promote its activities by taking advantage of its homepage (Japanese and English), blogs, two types of leaflets, and SNS (Facebook, Instagram, Twitter).



■ Financial Statement

< Balance Sheet > as of 31 December 2020

( Unit:JPY)

Account title	Current year	Previous year	increase/decrease
<b>I Assets</b>			
1. Current assets			
Cash and Deposit	43,137,831	0	
Total current assets	43,137,831	0	
2. Fixed assets			
(1) Property, machinery and equipment tools, equipment and fixtures, tools	2,613,204	0	
Fixed asset	2,613,204	0	
Total asset	45,751,035	0	
<b>II Liabilities</b>			
1. Current liabilities			
Account payable	4,950	4,950	
Income taxes payable	561,200	17,500	
Advanced grant	42,892,699	0	
Deposit	416,522	0	
Suspense receipts	258,991	258,991	
Total for current liabilities	44,134,362	281,441	
Total Liabilities	44,134,362	281,441	
<b>III Net Assets</b>			
1. Restricted Net Assets			
Private grant	0	0	
Total restricted assets	0	0	
2. Unrestricted Net Assets	1,616,673	△ 281,441	
Total Net Assets	1,616,673	△ 281,441	
Total Liabilities and Net Assets	45,751,035	0	

<Net property increase / decrease statement>

Duration: 1 January 2020 to 31 December 2020

(Unit:JPY)

Item	Current year	Previous year	increase/decrease
I Unrestricted Net Assets			
1.Operating activities			
(1) Revenues and gains from operating activities			
①Grants	76,201,529	0	
Transferred grants	76,201,529	0	
②Other income	321,365	0	
Other income	321,365	0	
Total Income	76,522,894	0	
(2) Expenditure	0	0	
① Project expense	48,806,631	0	
Salary for internationa staff	5,325,389	0	
Salary for national staff	19,840,977	0	
Expert invitation	862,678	0	
Training cost	6,117,289	0	
Infrastructure cost	1,981,271	0	
Meeting	63,872	0	
Traveling and transportation	3,796,938	0	
Communication	2,595,070	0	
Expendable supply	1,315,517	0	
Office supply and equipment	399,832	0	
Vehicle	89,300	0	
Office hiring	4,550,459	0	
Safety and security	1,688,228	0	
Miscellaneous expenses	179,811	0	
②Administrative expenses	25,256,949	263,941	
Board members compesation	9,194,261	0	
Staff salary for national staff	3,977,844	0	
Welfare	152,151	0	
Capacity developing	1,664,237	0	
Meeting	8,641	0	
Traveling and transportation	2,661,862	23,337	
Communication	232,135	3,238	
Expendable supply	1,873,371	8,000	
Office supply and equipment	479,718	0	
Maintenance	2,177	0	
Business consignment	180,000	0	
Book and subscription	10,120	0	
Office hiring	2,259,711	24,570	
Safety and security	3,080	0	
Printing and publishing	1,045,421	0	
Taxes and dues	206,001	0	
Depreciation	184,082	102,250	
Exchange loss	594,370	0	
Miscellaneous expenses	527,767	0	
Total Expenditure	74,063,580	102,546	
Profit or loss from valuation before adjustment in total charges of current operation	2,459,314	263,941	
Corporate, inhabitant, and enterprises taxes	561,200	△ 263,941	
Total changes in unrestricted net assets	1,898,114	17,500	
Unrestricted net assets at beginning of year	△ 281,441	△ 281,441	
Unrestricted net assets at end of year	1,616,673	0	
II Restricted Net Assets		△ 281,441	
①Grants	119,094,228	0	
②Transfer to unrestricted net assets	119,094,228	0	
Total changes of restricted net assets for the year	0	0	
Restricted net assets at beginning of year	0	0	
Restricted net assets at end of year	0	0	
III Net asset at end of year	1,616,673	△ 281,441	