

Annual Report

2024



SUSTAINABRIDGE

I. Activity report in Myanmar (January - December 2024)

Overview

In 2024, the people in Myanmar faced an escalating humanitarian crisis, with a ceaseless conflict, frequent monsoon floods and a growing number of displaced people. At the end of 2024, the number of internally displaced persons (IDPs) in Rakhine State as well as in the north-east, north-west and south-east regions of the country, exceeded 3.5 million due to ongoing clashes between the Myanmar army and various ethnic and resistance armed groups. (Source: UNOCHA)

The civilian population is facing an extremely severe situation due to food insecurity, economic crisis caused by an accelerating inflation leading to a loss of livelihoods as well as a collapse of the public services.

Meanwhile, Sustainabridge focused on the signature of the Memorandum of Understanding (MOU) as its first priority. As a result, a three-year action plan was approved and a signing ceremony was held in August, enabling us to continue stable operations.

Trainings resumed in May, with 60 young people newly enrolled, followed by another training in November, with another batch of 60 young people. However, the announcement of a conscription order in February accelerated the outflow of young people from the country, adversely affecting the number of applicants to the technical training school as well as the employment rate of graduates.

As for the training programme for women, we could not resume the original plan for various reasons. However, the Myanmar Water Solutions Fund (MWSF) a new initiative initiated this year by donors allowed to improve the water supply in four villages.

The current project was originally scheduled to start in May 2023 for a period of one year, but it became difficult to proceed as planned. As a result, the plan was amended and approved by the Nippon Foundation to extend for one more year till the end of April 2025, without changing the total project cost.

1. Management of Hpa-an Technical Training School

(1) Preparation and implementation of training

The training was conducted as follows:

	Training period	Number of applicants	Number of interviewed	Number of enrolments	Number of graduates	Remarks
1	May 20 – October 15, 2024	120	16	60	60	April 2023 : among 60 candidates from Kayin, Mon State, 44 canceled their application, then re-advertised to fill the vacancy, including from other regions (details : Construction 6, Electricity 15, Automobile maintenance 24, Welding 15)
2	November 4, 2024- April 4, 2025	95	90	60	N/A	Increased number of applicants following a change of minimum age for application. 5 applicants unable to be interviewed due to deteriorating security situation (details : Construction 10, Electricity 18, Automobile maintenance 20, Welding 12)

(2) Maintenance of school facilities

As more than ten years have passed since the school was established, some parts of the facilities have been damaged. Therefore, regular maintenance works are required. During the fiscal year 2024, the following repairs were carried out:

	Time	Maintenance Work
1	January	Dormitory's window frame, Toilet, water tank
2	February	Floor of bathroom, Window frame, Overhead Tank, Generator
3	March	Store room of Construction Course, Solar Pump
4	April	Sealing panel, Set up AC motor pump
5	May	Door, Window, Sink, Water Pipe
6	June	Ceiling fans, roofs, poles and electric lights in dormitories
7	July	Ceilings, door frames and kitchen sinks
8	August	Door frames and store shelves
9	September	Electricity replaced, canteen roof repaired.
10	October	Replacement of two washing stations next to the cafeteria, and reroofing of three dormitories and the workshop of the car maintenance department.
11	November	2 MC's course tables

(3) Providing general knowledge and life skills / Saturdays special lectures

To help employees to acquire the general knowledge and life skills necessary for daily life and work, we have invited external and internal experts to provide learning opportunities. The staff also did attend these lectures to deepen their understanding:

	Date	Conducted by	Description
1	June 15 (Sat.)	Freelance experts	Gender discrimination and sexual violence
2	June 22 (Sat.)	Department of Transport	Traffic rules and driving license
3	June 29 (Sat.)	Freelance experts	Reproduction and sexually transmitted diseases
4	July 13 (Sat.)	Department of Social Affairs	Natural disasters and their management
5	July 27 (Sat.)	Sustainabridge	Life skills
6	August 28 (Wed.)	Police officer	Drug dangers and human trafficking
7	September 7 (Sat.)	Sustainabridge	Communication & facilitation
8	September 21 (Sat.)	Sustainabridge	Organizational behavior
9	October 5 (Sat.)	Department of Labour	Safety at workplace and workers' rights
10	October 9 (Wed.)	International Labour Organization (ILO), Karen State	Safe migration
11	October 1-11	Sustainabridge	English conversation (basic) 10 hours
12	October 14 (Mon.)	Sustainabridge	Curriculum Vitae (CV) writing, mock interviews
13	November 30 (Sat.)	Karen State Anti-Drug Police Department	Awareness about the dangers of drugs and psychotropic substances
14	December 6 (Fri.)	Department of Transport	Traffic rules and driving license
15	December 7 (Sat.)	Freelance experts	Gender discrimination and sexual violence
16	December 14 (Sat.)	The Fire Service	Fire safety awareness

(4) Expansion of employment opportunities and guidance on job interview

A CV writing course and mock interviews were held in the morning of October 14. Study tours were also conducted as follows, with the aim of giving trainees a deeper understanding of workplaces.

	Department	Date	Places visited, etc.
1	Construction	September 23	3 construction sites (10-15 workers)
2	Electricity	September 20	3 sites (3-15 workers), Hlaingbwe & Hpa-an electrical substation, soccer stadium
3	Automobile maintenance	September 12	4 workshops (operated for 5-25 years), job offers from all 4 places
4	Welding	September 13	4 sites were planned, but only 2 were visited due to flooding

(5) Monitoring

Monitoring was conducted with 60 people who graduated in October 2024 to check their employment status one month later. We could reach out them at some worksites in Hpa-an, otherwise the rest were contacted by phone. The employment rate was the lowest so far. Eleven trainees re-entered our training school to learn other skills than the ones they had learnt so far.

< Monitoring period: November 2024 >

	Courses	Number of enrolments	Number of graduates	1 month monitoring	Employment rate
1	Construction	6	6	Employment 2 Re-enrolment 1 Unemployed 3	33%
2	Electricity	15	15	Employment (overseas) 10 (5) Re-enrolment 1 Study 4	67%
3	Automobile maintenance	24	24	Employment (overseas) 21 (1) Re-enrolment	88%
4	Welding	15	15	Entrepreneurship 8 Re-enrolment 6 Study 1	53%
Total		60	60	41	68%

(6) Support for technical qualifications

The following qualification examinations were conducted during the relevant period :

	Department	Date	Results
1	Electrical department (Wiring Technology Level 1)	September 7-11	All 16 students in the Electrical Department passed. (The test is free of charge, but the cost incurred was 720,000 kyats in total)

On February 17 and 18, the Chief Instructor of the Automobile Maintenance Department participated as an examiner for the qualification test (level 1). Two graduates also took the exam and both passed.

(7) External orders for the Welding Department

During the non-training period, the Welding Department continued taking external orders that started last year. It aimed to develop the experience of the young instructors and to help self-funding. Ordered products and production costs are as

follows, 180,000 kyats in 2024. External orders have decreased as training has been implemented well.

	Period	Eternal orders	Production costs (kyats)
1	January 2024	Stove for firewood	30,000
2	February 2024	Sunshades, rice cookers, rice cooker repairs, bed repairs	80,000
3	April 2024	Steel table (round) x1, (square) x1	70,000

2. Support for women to improve their income

Activities for women had been on hold until the signature of the MOU for our main project. When we started preparing to training, we found out that our local partner NGO will be overloaded to work with us in future. Therefore, we prepared to find another local NGO to continue the training for women with the same objectives.

3. Others

- Due to rising prices, the cost of food was calculated and monitored on a monthly basis. The school lunch menu was also reviewed to prevent a significant overspend on food costs. We had to cut a side dish (stir-fried vegetables) for lunch from August.
- The salaries of local staff have remained unchanged since May 2023, a period hit by a combination of conflict, floods, high inflation and macroeconomic shocks from a sharp depreciation of the exchange rate. This combined crisis has made staffs' life difficult. Following requests for salary increase, special allowances were provided twice (October & December 2024) from our own funds.

4. Yangon Office

(1) Logistical support for field projects

- We dealt with human resources, logistics and accounting for each office. The annual report was submitted to our counterpart in April.
- A NAS (Network Attached Storage/network HDD : Hard Disk Drive) had been installed to share data instantly across all offices, but due to a VPN (virtual private line) blockage, access from Hpa-an and Tokyo offices was not possible. To the extent possible, data was shared using Google Drive.

(2) Signature of the New Memorandum of Understanding

It took over a year and half to conclude a MOU by working closely with our counterpart. We were informed that it would be difficult to resume training before signature of the MOU, but after persistent negotiations, we could start it in May prior to the MOU.

(3) Myanmar Water Solutions Fund (a new scheme to contribute to water scarcity in Myanmar)

We have started the project of water supply following the MOU signature on March 1. Achievements in the current year are as follows. More than 6,000 people benefited from the fund.

	Project name	Village	Township	Date of completion	Cost (kyats)
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1	Construction of elevated tank & water storage tank, installation of water purification system	Kanbe (BEHS)	Twantae	April 30, 2024	20,000,000
2	Construction of rainwater storage tank (7,000g)	Pyaw Bwel Gyi	Dala	November 20, 2024	20,000,000
3	Repair existing deep well	Kyee Myin South	Yenanchaung	December 30, 2024	5,000,000
4	Repair of existing deep well	Kamma	Yenanchaung	December 31, 2024	5,000,000

II Activity report in Japan (January-December 2024)

1. Organizational strengthening and management

- A quarterly meeting of the Board of Directors was held, at which the Mori representative reported on the status of activities and budget execution. Directors and auditors sought explanations, exchanged opinions and took decisions as necessary.
- Opportunities were taken to provide learning opportunities for local staff: in March, administrative staff attended the Kinton training; in April, online in-house training on Excel functions was conducted for accounting staff of Hpa-an office.
- Procurement guidelines were reviewed and revised versions were issued.
- The management of equipment used in the training was revamped and introduced at Hpa-an office.
- Upon completion of the training, a review meeting was held with staff members on two separate occasions in November (November 9 & 14). The summary was written to reflect the implementation of the next training.

2. General Administration, Accounting and Human Resources

- The business visa (multiple-entry) for the representative Mori to travel to Myanmar was renewed. Next renewal will be in June 2025.
- We have submitted the financial statements to the certified public accountant (CPA) and received the financial report for 2023. We shared the current fiscal year's activities with the CPA, explaining changes to expenditure items and the flow of funds. A meeting was held with the CPA to discuss classification based on the cash book.
- We made overseas remittances for the salaries of local staff and project expenses.
- The Nippon Foundation Audit Department conducted an audit of last year's projects and we have dealt with it accordingly.
- Special allowances were provided to local staff in November and December from our own funds.
- The microcredit scheme was applied 31 times for 18 staff members.
- We reviewed salary scales, then submitted an application form for the next plan of action.

3. Follow-Up Visits, Trainings and Meetings

As required, representative Mori travelled to Myanmar three times according to the following schedule.

	Date	Description
1	January 14-20	MOU progress check, accounting check, collecting information

2	August 17-23	MOU signed, accounting check, collecting information, courtesy visit to the Japanese embassy
3	November 27 - December 4	Monitoring of Hpa-an office, accounting check, collecting information, courtesy visits to relevant offices

As required, representative Mori participated in 7 training courses and seminars and met with individuals, organizations and companies 27 times to exchange information.

4. Creating a public relations/sustainable system

- We have updated our website and blog twice a month.
- Representative Mori gave a lecture four times at the request of universities.
- Sustainabridge was registered in the following two NGO/NPO databases taking advantage of good governance certification :
- Socialmap : registered on this platform with organisational and business data of about 500 Civil Society Organization (CSOs) (NGO/NPO) in Japan (7,000 viewers in 2023).
- CANPAN Organisation Information Database : the Nippon Foundation supports the activities of citizens, NPOs and companies organised by the Nippon Foundation and contributes to the creation of a more prosperous society by promoting collaboration (5,000 organisations registered).
- We gathered information on bequest donations through the Japan Non-Profit Organisation Evaluation Centre as well as seminar videos and books.

Financial Statement

< Balance Sheet> as of 31 December 2024

(Unit:JPY)

Account title	Current year	Previous year	increase/decrease
I Assets			
1. Current assets			
Cash and Deposit	42,115,961	83,894,093	△ 41,778,132
Prepaid Expenses	129,000	129,000	0
Advance Payment	32,000	0	32,000
Loans to Employees	129,891	150,380	△ 20,489
Total current assets	42,406,852	84,173,473	△ 41,766,621
2. Fixed assets			
(1) Property, Plant and Equipment			
Vehicle transportation equipment	1	1	0
Tools and equipment	968,487	1,255,381	△ 286,894
Fixed asset	968,488	1,255,382	△ 286,894
Total asset	43,375,340	85,428,855	△ 42,053,515
II Liabilities			
1. Current liabilities			
Income taxes payable	201,168	207,552	△ 6,384
Advanced grant	52,500	52,500	0
Deposit	422,271	430,578	△ 8,307
Total for current liabilities	675,939	690,630	△ 14,691
Total Liabilities	675,939	690,630	△ 14,691
III Net Assets			
1. Restricted Net Assets			
Private grant	29,473,128	77,911,553	△ 48,438,425
Total restricted assets	29,473,128	77,911,553	△ 48,438,425
2. Unrestricted Net Assets	13,226,273	6,826,672	6,399,601
Total Net Assets	42,699,401	84,738,225	△ 42,038,824
Total Liabilities and Net Assets	43,375,340	85,428,855	△ 42,053,515

<Net property increase / decrease statement>

Duration: 1 January 2024 to 31 December 2024

(Unit:JPY)

Item	Current year	Previous year	increase/decrease
I Unrestricted Net Assets			
1.Operating Activities			
(1) Revenues and Gains from Operating Activities			
①Grants	48,438,425	51,562,024	△ 3,123,599
Transferred Grants	48,438,425	51,562,024	△ 3,123,599
②Exchange Gain	39,077,579	7,445,843	31,631,736
③Other Income	1,454,977	1,131,355	323,622
④Donations received	3,681,331	0	3,681,331
Total Income	92,652,312	60,139,222	32,513,090
(2) Expenditure			
① Project Expense	62,371,854	29,801,500	32,570,354
Salary for Internationa Staff	0	0	0
Salary for National Staff	19,615,305	16,521,924	3,093,381
Expert Invitation	0	0	0
Technical Training	24,007,175	5,620,313	18,386,862
Facility construction	2,903,358	0	2,903,358
Meeting	322,571	76,526	246,045
Staff Capacity Development	0	174,602	△ 174,602
Traveling and Transportation	1,357,598	793,054	564,544
Communication	282,953	410,476	△ 127,523
Expendable Supply	274,803	141,699	133,104
Repair and Maintenance	2,342,714	0	2,342,714
Vehicle	2,238,627	1,935,959	302,668
Office Hiring	2,015,812	1,260,401	755,411
Safety and Security	3,565,277	2,861,437	703,840
Miscellaneous Expenses	0	5,109	△ 5,109
Water supply facility	3,445,661	0	3,445,661
			0
②Administrative Expenses	23,810,857	23,397,002	413,855
Board Members Compesation	8,760,000	8,760,000	0
Staff Salary for National Staff	6,114,332	4,913,200	1,201,132
Legal Benefits	1,232,112	1,247,368	△ 15,256
Welfare	816,499	0	816,499
Traveling and Transportation	803,897	849,518	△ 45,621
Communication	191,966	136,640	55,326
Expendable Supply	471,438	517,009	△ 45,571
Office Supply and Equipment	141,918	74,196	67,722
Business Consignment	1,248,186	2,000,232	△ 752,046
Vehicles	277,680	56,300	221,380
Office Hiring	1,992,660	2,253,627	△ 260,967
Staff Capacity Developing	0	347,308	△ 347,308
Bank Services	114,256	155,736	△ 41,480
Safety and Security	376,130	336,088	40,042
Printing and Publishing	273,372	349,991	△ 76,619
Taxes and Dues	0	0	0
Depreciation	286,894	907,748	△ 620,854

Insurances	8,395	33,934	△ 25,539
Donation	0	327,291	△ 327,291
Maintenance	701,122	130,816	570,306
Total Expenditure	86,182,711	53,198,502	32,984,209
Profit or loss from valuation before adjustment in total charges of current operation	6,469,601	6,940,720	△ 471,119
Total changes in unrestricted assets	6,469,601	6,940,720	△ 471,119
Corporate, inhabitant, and enterprises taxes	70,000	70,000	0
Total changes in unrestricted net assets	6,399,601	6,870,720	△ 471,119
Unrestricted net assets at beginning of year	6,826,672	△ 44,048	6,870,720
Unrestricted net assets at end of year	13,226,273	6,826,672	6,399,601
II Restricted Net Assets			0
①Grants	0	100,281,021	△ 100,281,021
②Transfer to Unrestricted Net Assets	48,438,425	51,562,024	△ 3,123,599
Total Changes of Restricted Net Assets for The Year	△ 48,438,425	48,718,997	△ 97,157,422
Restricted Net Assets at Beginning of Year	77,911,553	29,192,556	48,718,997
Restricted Net Assets at End of Year	29,473,128	77,911,553	△ 48,438,425
III Net Asset at End of Year	42,699,401	84,738,225	△ 42,038,824