

# **CAPABILITY STATEMENT AND PROFILE OF COMMUNITY DEVELOPMENT AGENCY (CDA), SIMBU PROVINCE, PNG.**

**Jacob Sinne<sup>1</sup>**  
*Community Development Agency, 2024*

## **Table of contents**

|              |                                                                          |           |
|--------------|--------------------------------------------------------------------------|-----------|
| <b>1.0</b>   | <b>INTRODUCTION AND BACKGROUND.....</b>                                  | <b>3</b>  |
| <b>2.0</b>   | <b>PREVIEW OF CDA PROFILE .....</b>                                      | <b>3</b>  |
| <b>2.1</b>   | <b>CDA’S WORK AND APPROACHES .....</b>                                   | <b>4</b>  |
| <b>2.2</b>   | <b>VISION, MISSION, GOAL, MAIN OBJECTIVES AND STRATEGIES .....</b>       | <b>5</b>  |
| <b>2.2.1</b> | <b>Vision.....</b>                                                       | <b>6</b>  |
| <b>2.2.2</b> | <b>Mission .....</b>                                                     | <b>6</b>  |
| <b>2.2.3</b> | <b>Goal .....</b>                                                        | <b>6</b>  |
| <b>2.2.4</b> | <b>Main Objectives .....</b>                                             | <b>6</b>  |
| <b>2.2.5</b> | <b>Strategies.....</b>                                                   | <b>6</b>  |
| <b>2.3</b>   | <b>CORE ISSUES - OUR PEOPLE AND COMMUNITIES .....</b>                    | <b>6</b>  |
| <b>2.4</b>   | <b>TARGET BENEFICIARIES .....</b>                                        | <b>7</b>  |
| <b>2.5</b>   | <b>FOCUS AREAS .....</b>                                                 | <b>8</b>  |
| <b>2.6</b>   | <b>PARTNERS AND PARTNERSHIP PROGRAM DELIVERED .....</b>                  | <b>8</b>  |
| <b>2.7</b>   | <b>RECENT CONCLUDED AND ONGOING PROJECTS .....</b>                       | <b>9</b>  |
| <b>2.7.1</b> | <b>UNDP .....</b>                                                        | <b>9</b>  |
| <b>2.7.2</b> | <b>UNW.....</b>                                                          | <b>9</b>  |
| <b>2.7.3</b> | <b>Bread For The World (BFTW).....</b>                                   | <b>10</b> |
| <b>2.7.4</b> | <b>Downstream processing in coffee.....</b>                              | <b>10</b> |
| <b>2.7.5</b> | <b>PNG Community Training Institute .....</b>                            | <b>10</b> |
| <b>2.7.6</b> | <b>Strengthening Community Based Organisations (CBO).....</b>            | <b>10</b> |
| <b>3.0</b>   | <b>EXPERIENCE AND CAPACITY TO WORK WITH NEW PARTNERS.....</b>            | <b>11</b> |
| <b>3.1</b>   | <b>Introduction.....</b>                                                 | <b>11</b> |
| <b>3.2</b>   | <b>Capacity and tools that sustain CDA Operations .....</b>              | <b>11</b> |
| <b>3.3</b>   | <b>Six weeks planning, implementation, reporting and evaluation.....</b> | <b>11</b> |
| <b>3.5</b>   | <b>Financial operating system.....</b>                                   | <b>12</b> |

---

<sup>1</sup> Jacob Sinne  
Program Director, CDA  
Telephone: (675) 793 73941  
Email: pacpromanster@gmail.com

|                                                                                                   |           |
|---------------------------------------------------------------------------------------------------|-----------|
| <b>3.6 Financial audit and reporting .....</b>                                                    | <b>12</b> |
| <b>3.7 Environmental, economic, cultural and spiritual empowerment activities .....</b>           | <b>12</b> |
| <b>3.8 SUMMARY OF CAPACITY AND EXPOSURES .....</b>                                                | <b>12</b> |
| <b>4.0 SUMMARY AND CONCLUSION .....</b>                                                           | <b>13</b> |
| <b>5.0 ATTACHMENT .....</b>                                                                       | <b>13</b> |
| <b>Updated Profile of CDA 2024 .....</b>                                                          | <b>13</b> |
| Table of Contents.....                                                                            | 15        |
| Tables .....                                                                                      | 16        |
| Figures.....                                                                                      | 16        |
| Acronyms .....                                                                                    | 16        |
| Brief Background.....                                                                             | 17        |
| 1. Name of the Organization: .....                                                                | 18        |
| 2. <b>Date of Formation:</b> .....                                                                | 18        |
| 3. Main Office Address: .....                                                                     | 18        |
| 4. Current Program Operational Area (District Name): .....                                        | 18        |
| 5. <b>Legal Status (Registration Date, Registration Number and Registration Authority):</b> ..... | 18        |
| 6. Organization Vision and Mission .....                                                          | 19        |
| 7. Goal, Main Objectives and Strategies .....                                                     | 19        |
| 8. Targeted Beneficiaries for CDA Service and Support.....                                        | 20        |
| 9. CDA Core Issues of Concern .....                                                               | 20        |
| 10. Summary of Projects in Gumine and other Districts in Simbu Province.....                      | 20        |
| 11. Sectors of Work & Significant Impact .....                                                    | 21        |
| 12. Projects/Program Partnerships.....                                                            | 24        |
| 13. Potential Partnership .....                                                                   | 25        |
| 14. Current Program (RSED Phase II 2020-2022).....                                                | 25        |
| 15. CDA Organizational Structure for RSED II .....                                                | 26        |
| 16. Information on General Body and Board Members .....                                           | 29        |
| 17. Total Number of CDA Staff, Volunteers and Other Support.....                                  | 30        |
| 18. CDA Policy/Procedure Document/Manual .....                                                    | 30        |
| 19. Going Forward .....                                                                           | 31        |
| 20. Contact Details of Director for this Partnership .....                                        | 32        |

## 1.0 INTRODUCTION AND BACKGROUND

Community Development Agency (CDA) is a registered entity in 2001 via the Investment Promotion Authority (IPA) under the Association Incorporation Act (AIA) of Papua New Guinea (PNG) through the Investment Promotion Authority (IPA). It commenced operations since 2005 as a non-government organisation (NGO).

It has almost twenty (20) years of experience in community development, community empowerment, livelihood enhancement, support to social and law and order, environment conservation and education and training services, which are all focused on providing interventions to improve quality of lives in a through a stable, peaceful and sustainable approach.

CDA adopts a special community development approach where it enters communities empowers, trains and guides the people to form community-based organisations (CBO); motivate and encourage them to take responsible actions by using their talents, skills, abilities and resources to sustain their communities.

CDA is a non-political entity and operates on a neutral platform and operates in partnership with all sectors of the economy including government, private and civil society organisations (CSO) sectors from within and outside of PNG. The primary focus area of work was in Gumine District, however, in 2020 it extended its services to all other five districts in Simbu Province ( SSY, Chuave District, Kundiawa-Gembogl SNK and Kerowagi ).

CDA values human life based on its observations and experiences over more than twenty years discovered that more 70 percent of PNG's population are rural dwellers whose lives are not better than urban dwellers. Such disparity is likely to continue given a lack of government's presence coupled with the lack of leadership focussed on developing rural communities. Presented with this scenario, special intervention is necessary through community entries to understand how they live and operate so that appropriate interventions are developed to sustain their livelihoods.

## 2.0 PREVIEW OF CDA PROFILE

We have an updated profile, and it is enclosed herewith for your read (*Refer to CDA profile attached*). This section comprises the summary of the profile in a narrative form.

### 2.1 Registration, Structure, Operations and Compliances

CDA is registered with IPA and operates as an NGO for almost twenty years in the province. It has its head quarter established with offices in the non-formal education sector. The organisational structure is headed by a Board of Directors (BOD), management staff and operates successfully over the years. We do not have strong internal revenue base and rather operate with development partners mostly from across the world and very few within the country.

The membership of the BOD is a mix of male to female and membership drawn from a wide range of experienced members. There are three females where one is a teacher (primary), a successful businesswoman and executive director of an NGO. The male comprises of a principal advisor, former member of parliament, a church pastor and executive director. We have a balanced team at the BOD level and meets 2-4 times in a year to make plans and decisions of the growth of CDA.

The management team in 2023-2024 comprises of an executive director, director programs, project manager, project coordinators and project officers (UNDP) and UNW on the programs group. The Finance and Administration team comprises of Manager – finance and administration, administration officer and two finance officers including two drivers and resource centre manager/officer.

We primarily operate and implement our partners' funds through project-based staff. This means when funds are secured for a program, project staff are recruited through the normal employment process using our human resources manual (HRM). When the project concludes, project staff are laid off. Besides regular staff of CDA, over 100 community resources officers (CRO) and 100 coffee extension officers throughout the province especially in Gumine District are utilised to implement any funded project within a given time frame. CDA has the flexibility of recruiting part time staff for any research and extension work throughout the six (6) districts of the province.

CDA has several operating manual systems such as human resources manual, employee superannuation, taxation, financial operating procedures, asset register and policy, gender and children rights policy, and other internal and external policies and guides our operations. During our almost two years of operations, we have never come into breaches of any laws and policies against the government and other regulatory bodies.

CDA has learnt about climate smart coffee through a conversation started between Mawe Gonapa (PhD Researcher of ANU) and Yanny Guman. This was followed by a presentation centred on coffee carbon farming in March 2023 in Simbu province as an option to add extra income to improve livelihoods of smallholder coffee farmers in the face of climate change.

The interest to work with Mr Gonapa and his team on coffee farming continue to grow and this was reinforced with several follow up meetings. CDA was privileged to be invited by Mr Gonapa and his team to the first inception workshop on Coffee/Cocoa Carbon Farming in Papua New Guinea (PNG) at the Bird of Paradise in Goroka from 17-18 July 2023. CDA was represented by Jacob Sinne, and it was our very first time to have met the Australian National University (ANU) team led by Dr Steven Crimp and the NAKAU team led by Alex. The workshop and proceedings were all-encompassing, and everyone enjoyed what transpired from the meetings.

The presentations as they provide new purpose to carbon farming (i.e. coffee carbon credits and carbon neutral coffee). CDA also made a case for a possible partner in Simbu Province. Most recently, Messrs Jacob Sinne and Simin Carter of CDA together with Mr Gonapa had an online video call with Dr Steve Crimp and his team together with Alex of Nakau on 20 February 2024 in Goroka. This was followed by documentations for possible partnership opportunities.

With the above background, this executive summary provides a background for partners to use it as the basis to evaluate our suitability for a possible partnership to work together to successfully deliver the current research project outcome to help Mr Gonapa to complete his studies and contribute to opening further work on coffee and cocoa carbon farming now and into the future.

With this general introduction, the summary comprises of a preview of CDA profile, operating and compliance systems, capacity and experiences with partners and its potential to engage with additional partners new and known areas.

## **2.1 CDA'S WORK AND APPROACHES**

CDA has been working with target rural communities to deliver on community development programs and projects in Simbu Province, starting in Gumine District and extending to other districts since 2020. The focus was on special interventions, development and delivery of empowerment and livelihood trainings to marginalised communities in three local level governments in Gumine, Kup LLG of Kerowagi and Salt KLL in Kerowagi and Salt Nomane Karimui Districts to benefit a population of over 130, 000 populations.

CDA approaches communities based on their need assessment using a number of participatory rural appraisal tools and techniques (PRATT), where we directly deal with priority needs in order to organise and enhance positive change and growth to their communities.

By mobilising everyone at different levels using entry points and integrating appropriate interventions, positions have materialised and have been reported. The basic foundations were laid for transformation change to occur in the targeted marginalised communities.

Given the National Government's annual budget of around K20 billion, the translation and delivery of the budget is achieved through its own service delivery mechanism to provide required socio-economic services, focussed on special interventions in education, health, protection of human rights, small medium enterprise (SME), sports and community infrastructures such as roads, bridges, electricity and many more in a fair and equitable approach. Although government is responsible for achieving a fair growth in social and economic growth in rural communities, the administration of programs typically have issues with management of public funds and reporting on the outcomes in a transparent manner. Hence, there is still room to effectively deliver and therefore CDA realises the need to partner government agency at Provincial Level to deliver effectively.

Since its inception, CDA has realised the need to empower and provide strategic assistance to the rural populace. With its humble beginning as an NGO entity, CDA has limited capacities in terms of limited incomes opportunities and resources, hence it is reliant on external funds, mainly from development and donor partners mainly from overseas.

CDA values human resource development as its core targeted beneficiary irrespective of the education level of people in its entity, community or the province at large. People in the community is the focus and they need to be empowered and introduced to livelihood skills which will help them to harness their own sets of ability, talents and their acquired knowledge and skills to make a difference in their localities using combined local resources and support from outside.

In terms of economic empowerment in the rural communities, CDA started working on coffee as a driver and catalyst in 2008/2009. It has been envisioned that coffee will provide the economic empowerment to complement social empowerment which was built over time. CDA's coffee program was triggered when it received funding from Oxfam International for its livelihood programs. It has worked through coffee farmers in Gumine District for the last fifteen (15) years and delivered them in various forms throughout the coffee supply chains.

Until now, CDA has been involved in the coffee farming sales from farms to green bean (GB) processing and sales from 2008 to 2024. During the same period, several short-term partners provided 1-3 years support until 2017-2020 where the World Bank under its PPAP project provided some funds together with CDA's long term partner, Bread For The World (BFTW) provided funding which enabled CDA to establish three (3) wet mills in Gumine District which are able to produce quality coffee in the last three years. Coffee supply chain of CDA is robust with growing number of smallholder farmers engaged with CDA, not only in Gumine District but other growing districts in Simbu province. The coffee development has a long way to go in terms of building the supply and value chain and increasing volume and quality of coffee. Coffee remains a high priority of CDA in its endeavour to improve livelihoods of rural communities. CDA is open to seeking funding from almost all development partners from within the country and abroad to deliver projects to its target communities.

## **2.2 VISION, MISSION, GOAL, MAIN OBJECTIVES AND STRATEGIES**

CDA is the brainchild of Yanny Smith Guman who was initiated and started the organisation based on his experiences after more than 10 years working with NGO in some of the remotest communities in PNG. He is the Executive Director of CDA and is actively providing the leadership and management to steer it to where it is now. CDA has been in existence for almost twenty years without government

support and funding. It will continue to exist and provide its basic core socio-economic services to its target communities.

Its operation is based on its core vision, mission values, principles and core objectives as outlined below.

### **2.2.1 Vision**

A peaceful, organised, and self-reliant community that focuses on improved sustainable livelihood.

### **2.2.2 Mission**

To promote and support community socio-economic participants and increase sustainable livelihood activities to improve the quality of life for families.

### **2.2.3 Goal**

To strengthen networks, build capacity and increased opportunities for families (young women and men as agents of change) working for social and economic developments in areas of their personal and professional and community needs.

### **2.2.4 Main Objectives**

- To network with other stakeholders dealing with health to facilitate training and awareness raising on health-related issues.
- To improve sustainability of natural resource use.
- To increase families' income opportunities and improve their livelihoods.
- To create opportunities for families to improve their quality of life.

### **2.2.5 Strategies**

To achieve our vision, mission and goals, we develop these strategies and use them as guides to follow and they are specified below:

- Provide empowerment trainings to communities.
- Provide informed knowledge of sustainable use of natural environment and climate change, adaptation, and mitigation.
- Identify and support families to become good models in their respective communities.
- To facilitate food security development initiatives and increase income opportunities for families in order to improve their livelihood.
- To network with Local, District and Provincial Government to effect service delivery to rural communities.

## **2.3 CORE ISSUES - OUR PEOPLE AND COMMUNITIES**

PNG attained political independence in 1975, almost 50 years ago. However, each community in our country today has its own respective development challenges and issues. We often witness either government or private sector or NGO or individuals take the step to address these issues at different time and places with varying results. The sustainability of communities in terms of peace, normalcy and continuity still pose a huge challenge and dilemma for them to progress.

The core issues that drive us to start and operate are as follows and displayed in table 1 below. *This is only a list of core issues and not in any order of ranking.*

**Table 1: Core local development issues**

| <b>Listing</b> | <b>Core development local issues</b>                                                             |
|----------------|--------------------------------------------------------------------------------------------------|
| 1              | Tribal flights that cause large scale destruction to livelihoods of people and natural resources |
| 2              | Poor health conditions                                                                           |
| 3              | Dysfunctional government and ineffective government and leadership system                        |
| 4              | Over exploitation and degradation of natural resources                                           |
| 5              | Limited income generating opportunities and access to income and other resources                 |
| 6              | Community marginalisation and poverty stricken                                                   |
| 7              | Abuse and misuse of limited resources                                                            |

## 2.4 TARGET BENEFICIARIES

The target beneficiaries identified and targeted in all our plans and efforts directly are displayed in table 2. There are many other indirect beneficiaries as well once people and local residents come into direct or indirect association with work of CDA and its target beneficiaries as well. *The sequence of numbering in table 2 does not indicate any ranking or priority but it is only a listing.*

**Table 2: Target beneficiaries**

| <b>Listing</b> | <b>Target Group</b>                                                                                                                                          |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1              | Young men and women who are targeted as community facilitators                                                                                               |
| 2              | Targeted families who are supported to become model families                                                                                                 |
| 3              | Clan/Community based groups who are organised as community-based organisations (CBO) as a result of CDA's last almost of 20 years of presence in communities |
| 4              | Community leaders and committees who are appointed to lead those CBOs                                                                                        |
| 5              | Women leaders who are part of women groups                                                                                                                   |
| 6              | The formal and informal community leaders such as village court officials, mediators                                                                         |
| 7              | Ward councillors and the ward development committees                                                                                                         |
| 8              | Youth groups, schools, students, farming groups, public servants, school teachers, Board of Management of schools                                            |
| 9              | Church organisations, community institutions                                                                                                                 |
| 10             | Gumine, Kerowagi, Kundiawa Gembogl, Salt Nomane Karimui, Sina Sina Yongomugl District Management Teams                                                       |
| 11             | Other NGOs within the districts, province and <i>few outside our province</i>                                                                                |

## 2.5 FOCUS AREAS

The areas of work that we have been working are displayed in table 3 below.

**Table 3: Sectors/Areas of work CDA do**

|                                                                                                                                                                                                        |                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>A. Agriculture</b>                                                                                                                                                                                  | <b>D. Law and Order</b>                                                                                           |
| Fresh produce                                                                                                                                                                                          | Peace building                                                                                                    |
| Bee keeping                                                                                                                                                                                            | Conflict resolution                                                                                               |
| Inland fish farming                                                                                                                                                                                    | Conflict prevention: win-win                                                                                      |
| Coffee                                                                                                                                                                                                 | Mediation/restorative justice                                                                                     |
| <b>B. Health</b>                                                                                                                                                                                       | <b>E. Infrastructure</b>                                                                                          |
| WASH                                                                                                                                                                                                   | Buildings                                                                                                         |
| School health project                                                                                                                                                                                  | Resource centres                                                                                                  |
| Food processing and nutrition                                                                                                                                                                          | Water supply                                                                                                      |
| Health awareness-HIA AIDS, COVID19, TB, etc.                                                                                                                                                           | Maintenance                                                                                                       |
| <b>C. Social</b>                                                                                                                                                                                       | <b>F. Environment</b>                                                                                             |
| People's empowerment                                                                                                                                                                                   | Climate change and mitigation                                                                                     |
| Capacity building                                                                                                                                                                                      | Reforestations                                                                                                    |
| Leadership and action                                                                                                                                                                                  | Water resource management                                                                                         |
| Youth mobilisation/sports                                                                                                                                                                              | <b>G. Education</b>                                                                                               |
| Gender training and empowerment                                                                                                                                                                        | Youth life skills (1-home)                                                                                        |
| <ul style="list-style-type: none"> <li>•</li> <li>• <i>Women issues and empowerment</i></li> <li>• <i>Children protection, abuse</i></li> <li>• <i>Safe house/centre of influence (COI)</i></li> </ul> | School support (schools, gr12, graduates, pathways, 2xdouble masters, degrees/diploma, In-house studies, upgrade. |

## 2.6 PARTNERS AND PARTNERSHIP PROGRAM DELIVERED

The development partners with their project/program since inception and are displayed table 4. In line with the

**Table 4: Project/Program Partners**

| No | Donor/Partner                           | Project/Program                                                | Years     |
|----|-----------------------------------------|----------------------------------------------------------------|-----------|
| 1  | German Service Development Service      | Community Mobilisation Empowerment                             | 2005-2007 |
| 2  | New England Biolabs & Foundation, USA   | Environment Conservation and Awareness Project                 | 2005-2008 |
| 3  | Global Green Origin- USA                | Environment Conservation and Awareness Project                 | 2008-2009 |
| 4  | NGO Promotional program/Original        | CDA Capacity and Organisational Building Strengthening Project | 2008-2013 |
| 5  | Law and Justice Sector – CILLU          | Conflict Resolution with win-win Mediation Restorative Justice | 2009-2013 |
| 6  | Gulgam International Program, 3200      | Livelihood Program                                             | 2009-2015 |
| 7  | New Zealand                             | Community Peace Building                                       |           |
| 8  | National Agriculture Research Institute | Climate change Mitigation and adaptation Project               | 2009-2012 |
| 9  | UNDP-GEF Project                        | Climate Change and Mitigation Project                          | 2017-2020 |

|    |                                  |                                                                       |                     |
|----|----------------------------------|-----------------------------------------------------------------------|---------------------|
| 10 | Bread For The World-Germany      | Rural Socio-Economic Development Phase 1, 2 and 3 (long term partner) | 2009-2025 (current) |
| 11 | World Bank/Government PNG – PPAP | Coffee Development project                                            | 2016-2019           |
| 12 | The Christian Fund-USA           | Cultural Preparation and Revival Program                              | 2015-2017           |
| 13 | NZ, MFAT/SMFL                    | Climate Change Mitigation & WASH Project                              | 2015-2017           |
| 14 | UN Women                         | Gender and Women Empowerment Project                                  | 2020, 2022-2023     |
| 15 | Digicel Foundation               | Infrastructure Development- SERC                                      | 2021                |
| 16 | UNDP                             | Gender, GBV, Sorcery                                                  | 2022-2023           |

A brief summary on the programs that CDA delivered under different partnerships with different partners as specified in table 3 above during the same period from 2011- 2024 under different periods over the years have worked and gained valuable experiences:

- Worked with landowners to identify water sources and resources, water conservation through community water use agreement, environment conservation, nursery and distribution to communities for planting, climate change and mitigation and resource management.
- CDA capacity building, partner CBO capacity training and upskilling.
- Health, Covid19, TB and STD, awareness, WASH; programme
- Community empowerment, training and planning
- Community road, water supply, etc.
- Community peace resolution, tribal conflict resolution and mitigation, etc.
- Livelihood agriculture and business activities such as nutrition, farming, SME activities, financial literacy, personal viability, etc.
- Community entries, trainings and education on community development, forums, guiding CBO development, resource management, resource mobilisation, gender training, social action analysis, etc.
- Coffee development on education to produce quality coffee, small holder coffee farmers, coffee farming, coffee processing, wet factory, seedling and distribution, social enterprise, etc.
- Genders issues, human rights, GBV, SARV and partnership and collaboration to address gender issues and referrals.

## 2.7 RECENT CONCLUDED AND ONGOING PROJECTS

We have current partnership agreement with our United Nations Women (UNW), United Nation Development Programme (UNDP) and our long-term partner, Bread for the World. This can be seen on the table 4 as well.

### 2.7.1 UNDP

Under UNDP we undertake training on gender, human rights and also are engaged in gender-based violence (GBV), Sorcery related accused violence (SRAV) and Safe house/Centre of Influence (COI) construction to conduct training, awareness and safe keeping for victims of GBV, SRAV and many other socially and culturally affected victims for referrals and further assessments and referrals to police, hospitals and court houses.

### 2.7.2 UNW

Under this program we undertake trainings on gender rights, social action analysis and carry out

awareness and advocacy of gender roles, GBV and many related issues. This project supported us to construct a safe house/COI.

### **2.7.3 Bread For The World (BFTW)**

Under this program, we use their funding support on three (3) programs in Coffee, community development institute and community-based organisation strengthening. This also includes some minimum staff and administration costs.

### **2.7.4 Downstream processing in coffee**

Under coffee business, we work with our coffee farmers to plan and rehabilitate coffee trees. Allow our coffee farmers to sell their coffee through their CBO at the coffee gate which the three coffee mills. We advise, guide and strengthen our CBOs and set criteria for them to abide and over time we intend to stand along by themselves. However, during the last period we got their parchment and convert them to green bean (GB) and using coffee processors and exporters in Goroka and deliver their moneys to them at their wet mills. Under the current project, there is a shift from charity/social approach to social business enterprise model. We also produce roast and ground coffee and sell them to retailers in 250g packets to coffee consumers and partners.

We foresee there is potential for higher income for our smallholder coffee farmers through their parchments and social benefits. We plan to work with Mawe to complete his PhD studies with the anticipation that the study outcomes would help us to participate in carbon trade and develop a sustainable carbon neutral coffee supply chain soon.

### **2.7.5 PNG Community Training Institute**

We have almost twenty years of short-term trainings on empowerment, peace building, livelihood, resource management, project management, strategic planning and others with short term duration ranging from 1-2 weeks. We have reputation on this area. We would like to shift from short term offerings to certificate and diploma award courses from 3 to 6 months to two years duration. In this way, we want to consolidate all short-term trainings to 1-2 years award trainings in community development. This will help graduates to provide leadership in their communities upon their return to their own rural communities. Upon successful completion of the courses, graduates will be awarded with Certificate in Community Development and Diploma in Community Development.

We also plan to include coffee in our curriculum as well. We may also consider including coffee carbon farming (and also cocoa carbon farming) as part of our training offerings as well. The inclusion of Mr Gonapa opens the door for the future of coffee education and training for our country which is non-existence at any our tertiary institutions.

### **2.7.6 Strengthening Community Based Organisations (CBO)**

We believe in collective team efforts and collection actions. This is the principle our ancestors live before and we can get more done with combined labour and resources. Our CBOs are organised into women, youth, church, coffee and many more social and economic groups. They have their management and organisational structure that govern and administer their organisations.

Our plan is guide and assist the CBOS to become strong and self-sustainable as a basic unit to make decisions for their existence. We will draw our student population for PNGCDI for our CBOs and after graduation, they will return to their respective CBOs and contribute to the sustainability of the CBOs. The CBOs will also become a vehicle for coffee and other fresh produce to farm and sell their produce at premium prices to benefit their livelihoods which has been our primary focus.

### **3.0 EXPERIENCE AND CAPACITY TO WORK WITH NEW PARTNERS**

#### **3.1 Introduction**

During the period from 2005 to 2024, we have worked with more than 16 partners through formal agreements (refer to table 4 for partners and programs). During these programs, we have brought into the country and rural economies especially in Gumine and all other districts in Simbu Province, a total of value money in excess of K8m was translated to impacting livelihoods in the targeted communities.

CDA has established internal operating systems and governance structure that keep us in operations despite tough economic times in the past and in the future as well. It also recruits, train and empower young graduates who are unable to secure formal employment to secure a sense of responsibility towards their communities.

The following approaches we have done have sustained our operations and we continue to improve and build on it to sustain our existence:

#### **3.2 Capacity and tools that sustain CDA Operations**

CDA has an organisational and governance structure as depicted in the Profile that operates to manage and control planning and approvals. The Board of Directors (BOD) operates for decision and set targets while management team runs daily operations.

At the organisational level, management comprises of senior management, project coordination leaders and technical staff who are at the implementation level. We allow our permanent staff at recruitment and selection stage, sign their terms of reference (TOR) or duty statements and allow them to sign and take full responsibilities of their duties. The same applies to our casuals (temporary) or our volunteers who are project based only.

Although CDA has organisational hierarchy with different designations, the operational structure is flat enabling everyone to undertake his/her responsibilities effectively during the implementation process as a team report to the administration. Infact an enabling environment is created by CDA for officers to participate and report on deliveries via regular meetings to updates on the progress.

#### **3.3 Six weeks planning, implementation, reporting and evaluation.**

We have used a six week project management approach to the delivery of projects. The first week (week 1) is used for project planning workshop, next three (3) weeks for project implementation, the fifth week (week 5) as community entry and week 6 for reporting and evaluation.

The project coordinators meet with project officers/assistants in each line of project and prepare narrative and budget acquittals at the project management unit levels. After this is done, each project teams prepare for the reporting and evaluation for the sixth week. The cycle continues for the duration of the program associated with specific project activities.

#### **3.4 Human resources (H), work and management manual**

The recruitment and selection of staff, both fulltime (permanent and part-time) their enumeration and other benefits and requirements are outlined in the manual derived from our operational policy. This guides our operations and matters relating to human capital including induction of new staff.

Our management, administration and program staff are all aware of their line of work and reporting structure. This also include our field assistants (community resource officers and coffee extension officers) who are readily available in target communities. CDA secures their services whenever as and when required basis.

### **3.5 Financial operating system**

All operations of financial management, procedures and process are contained in the financial operational manual. Hence, all program implementations have reporting, formats, acquittals, finance forms, etc are set out and in order. We also have reporting forms which conform to reporting and evaluation system.

### **3.6 Financial audit and reporting**

CDA's accounts and operations go through audit process every six months since its operations. We have the capacity to prepare our books internally in preparation for external audits. This also includes both narrative and financial audit report.

### **3.7 Environmental, economic, cultural and spiritual empowerment activities**

Our work experiences and exposures spanning over more than sixteen (16) years with our donors and development partners. We have gained valuable experiences and insights which have supported our capacity to deliver effectively..

We have contributed to securing peace amongst tribal clans which contributes to sustainable peace for women, children and other marginalised community citizens and government services to flow easily to communities.

We undertook baseline study in Gumine District and developed 45 wards development plan which were consolidated into three (3) local level government (LLGs) and further fine tuned into one Gumine District Plan in 2011-2014 which was supported by Care International (Australia).

We presented the report to Gumine District Development Authority (GDDA) to use as a guide planning and implementing development priorities in the district. In this district formulation program, we factored our mapping and geographic information system (GIS) information. We also did Gumine District political assessment and prepared report in collaboration with Care International, ANU and DFAT funding. In the 2022, National General Elections (NGE), we collaborated with ANU on election observations by using template and send data to central processing unit (CPU) and did that successfully.

We have also worked with landowners who resource owners when we work in environment, climate change and mitigation projects including water projects. In these projects, we liaise, mobilise and form community agreements for protection of community projects and assets. We respect and work with resource owners as they are important partners in community projects. Hence, we achieve sustainable projects for community benefits.

We have also experiences as alluded earlier in producing quality coffee from seedlings distribution and coffee farming, harvesting of well ripe cherries, processing into wet parchment in our three wet factories in three coffee processing communities and sun drying them to fully dried parchment, processing them into green bean from coffee processors and sales. We also produce do downstream processing (producing roast and ground coffee, purchasing and sales). We have coffee extension officers (casuals) in the coffee producing communities who can be hired during coffee seasons and at any other periods.

### **3.8 SUMMARY OF CAPACITY AND EXPOSURES**

We are community-based group that looks forward to partnering with relevant interested groups in government, CSO and private companies to undertake community empowerment and economic-driven programs. We work hard to compete for funds from our partners and raise funds which we use them based on corporate agreements. We have successfully delivered all programs we have signed and work in the past. Hence, we have the experience and capability to deliver on any social and economic project when the opportunity is provided.

We have worked with international and local partners. We have learnt a lot and over the same period and this gives us experiences to carry us to next project. We were able to undertake these projects with different partners based on our experience and shared values and objectives that place emphasis on improving the quality of lives of marginalised citizens in our target communities.

We are able to work and achieve planned outcomes because we believe in the course we undertake. We also have development, management, organisation and government structure and project management processes to deliver on projects using the mechanisms in our structure that entail;

- Governance and financial management system
- Monitoring and evaluation system using a six week planning cycle in project implementation;
- Program delivery approaches;
- Standard operating systems and procedures
- Policies on gender, social inclusion, human resources, women economic empowerment, child protection,
- Resource centres, ICT, office equipment, asset and its register, transportation, fund raising/mobilisation plans and strategy;

We can relate to our profile attached herewith to this summary.

#### **4.0 SUMMARY AND CONCLUSION**

This summary is only a guide to help one understand the work we do and experiences we gathered with the potential we have. We always love our work and respect our partners sincerely and comply to our work requirements and expectations and deliver our planned work. Please, this summary must be read and our profile as well.

In the current proposal, we feel we are better positioned to participate with ANU and NAKAU to participate in coffee carbon farming in Simbu Province and Papua New Guinea. We also believe in human resources development and research to guide the future. Hence, we are attracted by Mr. Gonapa's study and have demonstrated our interest to work with and assist him to accomplish his studies.

We have experiences in producing quality coffee already including downstream processing and with the intervention of carbon coffee it will help us to do well both economically and socially to benefit our marginalised citizens in the targeted communities.

---

#### **5.0 ATTACHMENT**

Updated Profile of CDA 2024



**Community Development Agency (CDA) PNG Inc.**

# Organizational Organizational Profile Profile



## Table of Contents

|                                                                                           |    |
|-------------------------------------------------------------------------------------------|----|
| Acronyms.....                                                                             | 16 |
| Brief Background .....                                                                    | 17 |
| 1. .... Name of the Organization:                                                         | 18 |
| 2. .... Date of Formation:                                                                | 18 |
| 3. .... Main Office Address:                                                              | 18 |
| 4. .... Current Program Operational Area (District Name):                                 | 18 |
| 5. .... Legal Status (Registration Date, Registration Number and Registration Authority): | 18 |
| 6. .... Organization Vision and Mission                                                   | 19 |
| 7. .... Goal, Main Objectives and Strategies                                              | 19 |
| 8. .... Targeted Beneficiaries for CDA Service and Support                                | 20 |
| 9. .... CDA Core Issues of Concern                                                        | 20 |
| 10. .... Summary of Projects in Gumine and other Districts in Simbu Province              | 20 |
| 11. .... Sectors of Work & Significant Impact of Work                                     | 21 |
| 12. .... Projects/Program Partnerships                                                    | 24 |
| 13. .... Potential Partnership                                                            | 25 |
| 14. .... Current Program (RSED Phase II 2020-2022)                                        | 25 |
| 15. .... CDA Organizational Structure for RSED II 2020-2022                               | 26 |
| 16. .... Information on General Body and Board Members                                    | 29 |
| 17. .... Total Number of CDA Staff, Volunteers and Other Support                          | 30 |
| 18. .... CDA Policy/Procedure Document/Manual                                             | 30 |
| 19. .... Contact Details of Director for this Partnership                                 | 32 |

## Tables

|                                                                  |    |
|------------------------------------------------------------------|----|
| TABLE 1: CDA PROJECTS/PROGRAMS IN PARTNERSHIP WITH DONORS.....   | 25 |
| TABLE 2: BOARD STRUCTURE .....                                   | 28 |
| TABLE 3: CDA STAFF, VOLUNTEERS, COMMITTEES & OTHER SUPPORT ..... | 30 |

## Figures

|                                                                 |    |
|-----------------------------------------------------------------|----|
| FIGURE 1: CDA SECTORS OF WORK .....                             | 21 |
| FIGURE 2: CDA ORGANIZATIONAL STRUCTURE FOR PHASE OF RESDP ..... | 27 |

## Acronyms

|       |                                                |
|-------|------------------------------------------------|
| ANU   | Australia National University                  |
| CCA   | Climate Change Adaptation                      |
| CDA   | Community Development Agency Inc.              |
| CIC   | Coffee Industry Corporation                    |
| CRP   | Community Resource Person                      |
| CSO   | Civil Society Organization                     |
| DDA   | District Development Authority                 |
| DFAT  | Department of Foreign Affairs and Trade        |
| IPA   | Investment Promotion Authority                 |
| KG    | Kundiawa Gembogl                               |
| LLG   | Local Level Government                         |
| MFAT  | Ministry of Foreign Affairs and Trade          |
| MoA   | Memorandum of Agreement                        |
| NARI  | National Agriculture Research Institute        |
| NGO   | Non-Government Organization                    |
| NZ    | New Zealand                                    |
| OD    | Organization Development                       |
| PNG   | Papua New Guinea                               |
| PPAP  | Productive Partnership in Agriculture Projects |
| RSEDP | Rural Socio Economic Development Project       |
| SERC  | Simbu Education Resource Centre                |
| SFML  | Simbu Farmers Marketing Limited                |
| SME   | Small to Medium Enterprise                     |
| SNK   | Salt Nomane Karamui                            |
| UNDP  | United Nation Development Program              |
| SASA  | Simbu Adventist Students Association           |
| SBDC  | Small Business Development Cooperation         |
| SOP   | Standard Operating Procedures                  |
| SSY   | Sinesine Yongomugl                             |
| UOG   | University of Goroka                           |
| UOT   | University of Technology                       |
| WASH  | Water Sanitation and Hygiene                   |

## Brief Background

Community Development Agency is an Association registered with Investment Promotion Authority (PNG) in 2001. It operates as a Local NGO in Simbu Province for the last 17 years. Since then, it has been working on community development program in Southern part of Simbu Province in PNG.

CDA developed and delivered a number of empowerment trainings to marginalized communities throughout the district of over 135 503; Gumine at 56, 860, Karamui Nomane at 52,159 and Kerowagi Kup LLGs at 26,484. (National Census, 2011, p. 73)

CDA developed works in communities on need assessments using a number of Participatory Rural Appraisal tools and techniques, directly respond to community priority needs in order to organize and enhance positive organisational growth.

With the current thematic area encompasses on" Rural- Socio Economic Development Projects (RESDP) in South Simbu" demands a strong and a robust programs needed to ensure that task are accomplished and fulfilled to the stakeholders expectations.

Ongoing community mobilization efforts were carried out by out-of-school youths in the respective locations (strategic locations), who have been trained, mentored and supported to be effective community facilitators.

They have on-going contact with communities to motivate them and help mobilized them into different clan-based groups and /or sectoral groups in order to best undertake community development projects. This is done on the premise that community can solve many of the local problems, utilize all their local resources creatively to improve their socio-economic conditions, and be empowered to be self-sustainable within their villages. The community have lots of local resource that can be creatively utilized to improve their conditions, but the biggest impediment to that is the 'bad attitude and behaviour' of people themselves, starting with their community leaders. Therefore, CDA's effort is to change that attitude and mindset of different sections of the community (leaders, women, youth, and children) in order to initiate formal community structures that can enables them to collectively address the wide range of issues they face in communities.

Also seeing the formal government structures, (Ward, LLG, District Management team, DDA) are not working effectively to create an enabling and supportive environment, we believe, it is also proper to work with the established system to fully understand their issues and challenges. This will create a synergy of 'people' interest (every sector of community and formal government officials) to see the same problem and collaborate and cooperate to create an alternative society, rather than see themselves as trapped in a 'system'.

CDA attempts to mobilise everyone at different levels over the last 17 years to create that positive change. Changes are difficult to come by too quickly, but entries and introductions of the general concept have been made at various levels and times over the years. This is seen as laying the foundation for transformational change to come about in rural communities of Gumine, Kerowagi, Salt Nomane Karamui (SNK)

and recently to Kundiawa Gembogl (KG) and Sinsine Yongomugl (SSY) Districts of Simbu Province.

## 1. Name of the Organization:

Community Development Agency of Papua New Guinea (PNG) Inc.

## 2. Date of Formation:

15<sup>th</sup> October 2001

## 3. Main Office Address:

Community Development Agency Inc., Non Formal Education  
Section, Division of Education, Kundiawa 461, P O Box 65,  
Telephone: + (675) 535 1096, Cell No: + (675) 7335 3279,  
Email: [admin@cdapng.org](mailto:admin@cdapng.org) / [yannyari@gmail.com](mailto:yannyari@gmail.com)  
Website:  
Facebook:  
LinkedIn:

## 4. Current Program Operational Area (District Name):

Gumine, Kundiawa Gembogl, Sinesine Yongomugl, Kerowagi and Salt Nomane Karamui.

## 5. Legal Status (Registration Date, Registration Number and Registration Authority):

- Date: 15-10-2001, Registration No: 5-1420, Investment Promotion Authority (IPA) of Papua New Guinea (PNG)
- Registered under the section 7 of the Association Incorporation Act

## 6. Organization Vision and Mission

### *Vision*

A peaceful, organized and self-reliant community that focuses on improved sustainable livelihood.

### *Mission*

To promote and support community socio economic participation and increase sustainable livelihood activities to improve the quality of life for families.

## 7. Goal, Main Objectives and Strategies

### *Goal*

To strengthen networks, build capacity and increased opportunities of families (young women and men as agents of change) working for social and economic development in areas of their personal and professional need.

### *Main Objectives*

- To network with other stakeholders dealing with health to facilitate training & awareness raising on health related issues
- To improve sustainability of natural resource use
- To increase families income opportunities & improve their livelihoods

### *Strategies*

- Provide empowerment trainings to communities targeting women, children and marginalized.
- Provide informed knowledge of sustainable use of Natural environment and Climatic hazards adaptations and mitigations.
- Identify and support families to become good models in their respective communities.
- To facilitate food security development initiative and increase income for families in order to improve their livelihood.
- To network with District Government in order to effect service delivery to rural communities.

## 8. Targeted Beneficiaries for CDA Service and Support

- Young men and women who are targeted as community facilitators.
- Target families who are supported to become models.
- Clan/community based groups who are organized as a result of CDA's last 17 years of presence in communities.
- Community leaders and committees who are appointed to lead those CBOs.
- Women leaders who are part of women groups.
- The formal and informal community leaders such as village court officials, mediators.
- Wards councillors and the ward development committees.
- Gumine, Kerowagi, Kundiawa Gembogl and Salt Nomane Karamui District Management team
- Church organizations.
- Youth groups,
- Schools.
- Students,
- Farming groups
- Public servants.
- School teachers, Board of managements for schools.
- Other NGOs within the District and the Province.

## 9. CDA Core Issues of Concern

- Tribal fight-cause large scale destruction to the livelihoods of people and natural resources.
- Poor health conditions
- Dysfunctional government / Ineffective government & leadership system
- Over exploitation & degradation of Natural Environment
- Limited income generating opportunities and access to income and other resources.
- Community Marginalisation and Poverty stricken

## 10. Summary of Projects in Gumine and other Districts in Simbu Province

There were many tangible projects delivered in the past when working in partnership with the different partner organisations. These includes:

- 14 community water supplies using the PHAST process with support to 5 schools WASH support.
- Targets 1700 coffee farmers on coffee husbandry and increased production result in increased disposable income.

- Delivered over 2000 different livestock stockings which included ducks, village chicken, rabbits, improved breeding pigs, to over 80 different community groups.
- Developed 45 wards plans and 3 Consolidated LLG plans to Gumine District Administration.
- Helping to establish 32 CBOs in the District, by way of capacity building, and community actions in some of the above listed development deliveries.
- Have supported over 400 ward development committees in 45 Wards throughout the District.
- Affected lives of 60 youths who were school drop-outs to directly getting them to formal education and through various tertiary institutions in the country. Twelve of them are now getting formal employment and three of them are continuing to doing Masters' program in various field.
- Working with major tribal fighting tribes in Gumine District to build 4 sustainable Community Peace Initiatives. These includes Saa Kaleku, Yuri-Golin, Yuri Alaikane, Dom Goreku and Dom Gunakane. These peace initiatives involved 32 tribes in Gumine District and positively affecting over 20,000 population.

## 11. Sectors of Work & Significant Impact

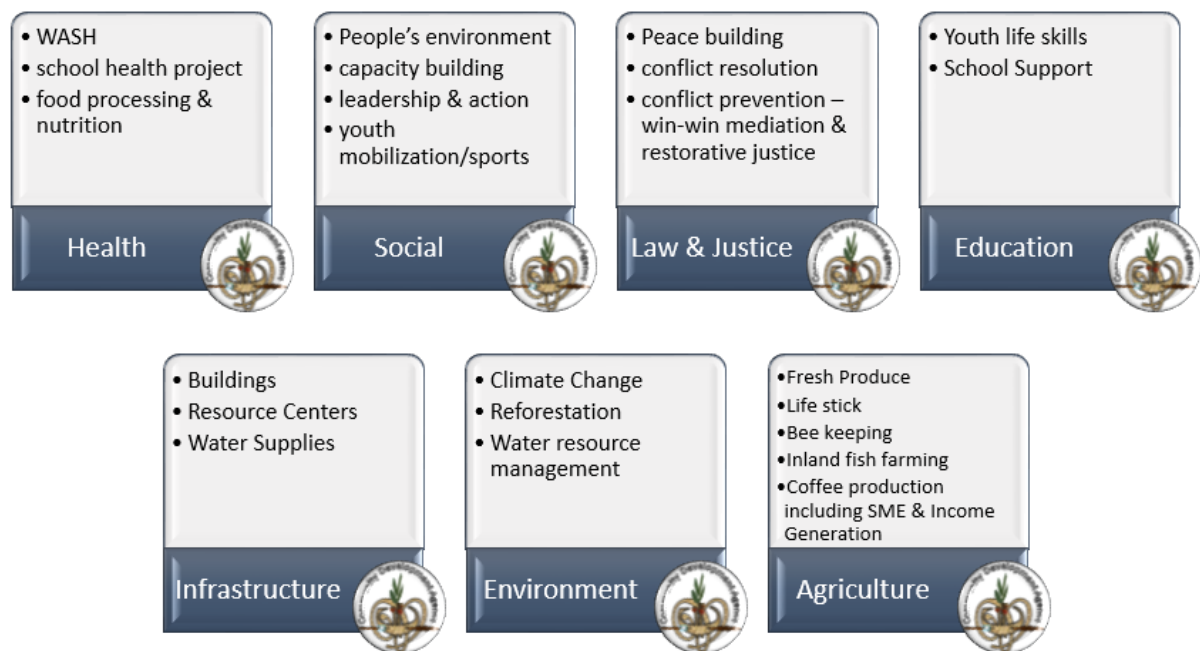


Figure 1: CDA Sectors of Work

### *Social Sector*

- Mobilized, organized and empowered 70% of population in all 45 wards (3LLGs) in Gumine District
- Building Capacity of over 60 Community Organizations, Church Groups, SME Groups, Women's Associations and Clan Base Organizations.
- Delivered over 80 trainings with Justice sectors in Win-Win Mediation and Restorative Justice

- Facilitated 5 major Community Peace Agreements throughout Gumine District ending all tribal conflicts since 2012: Yuri-Golin (11 tribes), Yuri Alaiku (17 tribes), Don Gorku Erakane (7 tribes), Sakaleku (4 tribes)
- Facilitated the removal of road blockage of Dom/Golin road access due to 2017 post-election conflict
- Facilitated free access, public safety and free from road blocks along Kundiawa-Gumine Road with all road side communities.
- Delivered 37 GFS Water Supply (WASH) to Communities in Gumine, while delivered 10 systems to other districts.
- Delivered 8 School WASH Projects to Primary & Dirima Girls Secondary School
- Facilitated with OXFAM International and CARE International to deliver the biggest relief supplies to 3 LLGs in Gumine on the eve of 2017 El-Nino. 15000 cartons of fish and NFIs to affected communities. Including disaster mitigation and adaptation trainings and support.
- Facilitated an integrated Ward Planning Project resulted in delivering 45 ward profiles, 45 ward plans, 3 consolidated LLG plan, Gumine District Baseline Study, Gumine Political Assessment Report in collaboration with CARE International, ANU through DFAT funding.
- The demographic of a ward, availability of government services and facilities such as schools, health facility, economic activities, infrastructures such as road access, bridges etc...
- CDA has the most up-to-date data on all sectors of development available for Gumine District.

### *Economic Sector*

- Undertaken a comprehensive livelihood project with the support of OXFAM international for 8 years. Food production, small livestock farming, inland fishing, beekeeping, income generation through coffee farming and group farming
- Continue to support our farmers through the introduction of new agriculture technologies from NARI. Early maturing sweet potato, drought resistant sweet cassava, famine food cultivation.
- Involving in food processing to preserve food during famine as well as a sustainable way for income generation.
- Group marketing of a total of 24 tonnes of coffee parchment were sold to coffee exporters earning an income of K180,546.00 which were distributed to coffee farmers from 2008u-2016
- Full coffee farmers' capacity building trainings to all targeted farmers.
- Household survey all coffee farmers done and completed
- PPAP project with World Bank for 6 years was on coffee development. Delivering the biggest support coffee industry in Gumine District and surrounding Salt and Kerowagi District working with over 3000 coffee farmers.
- We have delivered 420 coffee pulpers, 2100 rolls of coffee films, 2100 rolls of green net, 2700 secateurs, spades, bush knives, set up 29 coffee nurseries throughout the district distributing over 820,000 seedlings.
- We have set 3 fully kitted wet mills, 2 in Gumine LLG and one in Kumai Bomai LLG. Each we mill has a disc pulper, 5KVA genset, water supply to the set-up

and a storage room with the top floor as a community office the total cost is in a the range of K 250,000.00

- We have set up 29 co-partner storage facility in the District
- We have supported 50 bee keepers in Apiculture Development.

### *Environment & Cultural Sector*

- We have delivered over 6000 tree seedlings to community members
- Additional 1200 seedlings to 5 Primary Schools in 3 LLGs.
- We have replanted 23 hectares of land with gum and pine trees collectively (4 separate locations)
- We have conserved 4 different rain forest areas for conservation, about 87 hectares of rainforest.
- We improved 6 water sources.
- We have set up 8 tree nurseries in different locations throughout the District.
- Partnership with UOG to host Cultural Show (2019).

### *Spiritual Sector*

- We have supported 5 different churches in empowering their members
- We have supported Simbu Adventist Students Association in delivering Christmas student conventions and community service schemes – such as maintaining of school classrooms, building churches, delivering water supply including delivering second hand clothes, and library books to schools.
- We supported Catholic Youth Rally every Christmas for 5 Years.

### *Other Achievements*

- Development of Resource Centre at Gumine District Headquarter
- Supported 16 youths who left school and in the villages to get formal qualifications. ((2x Agricultural Technicians, 4x Primary School Teachers, 9x Diploma in Public Administration, 4x Master Qualification in Accounting/International Finance, Applied Conflict Transformation, Public Administration and Executive Business Administration.
- Support the water supply to Boromil Technical Secondary School
- We have undertaken the water supply system to Simbu Polytechnic to 75% completion awaiting further progress to the Institute.
- We provided water supply to Dirima Primary School and partial support to Dirima Girls Secondary School.
- Hosted Industrial Training for 9 students from UPNG, UOT during Christmas – New Year Break
- Sponsored and facilitated Provincial Assembly 2013, 2013 3x LLGs in Gumine and again in 2019 for 3 LLGs in Gumine.
- Hosted a major Gumine Electorate Candidate Forum in Kundiawa.
- Exposure and Learning Tours organized for youths and women group for 500 participants.
- A major 3 weeks Covid-19 Awareness throughout Gumine District in 2019.

## 12. Projects/Program Partnerships

| No. | Projects                                                     | Donor/Partner                                        | Year/s       | Amount     |
|-----|--------------------------------------------------------------|------------------------------------------------------|--------------|------------|
| 1   | Community Mobilization Empowerment                           | German Service Development                           | 2005-2007    | K6,000     |
| 2   |                                                              | Service Horizont 3000                                |              | K20,000    |
| 3   |                                                              | Austria                                              |              | K120,000   |
| 4   | Environment Conservation & Awareness Project                 | New England BioLabs                                  | 2005-2008    | K12,000    |
| 5   |                                                              |                                                      |              | K15,000    |
| 6   |                                                              | Foundation USA                                       |              | K12,000    |
| 7   | Environment Conservation & Awareness Project                 | Global Green Grant USA                               | 2008-2009    | K15,000    |
| 8   | CDA Capacity Building/Organizational Strengthening           | NGO Promotional Program/Horizont 3000                | 2008-2013    | K60,000    |
| 9   |                                                              |                                                      |              | K50,000    |
| 10  |                                                              |                                                      |              | K120,000   |
| 11  | Conflict Resolution (Win-win Mediation/ Restorative Justice) | Law & Justice Sector Support CJLU                    | 2009-2013    | K760,000   |
| 12  | Livelihood Program                                           | Oxfam International                                  | 2009-2015    | K106,000   |
| 13  | WASH Project                                                 | New Zealand                                          |              | K127,000   |
| 14  | Community Peace Building                                     |                                                      |              | K187,000   |
| 15  |                                                              |                                                      |              | K160,000   |
| 16  | Climate Change Adaptation & Mitigation Project               | National Agriculture Research Institute (NARI)       | 2009-2012    | K130,000   |
| 17  |                                                              |                                                      | 2017-2018    |            |
| 18  | Climate Change Adaptation & Mitigation Project               | United Nation Development Program (UNDP GEF Project) | 2017-2020    | K125,000   |
| 19  | Rural Soci-Economic Development Phase I&II                   | Bread for the World –Germany                         | 2009-current | K250,000   |
| 20  |                                                              |                                                      |              | K1,200,000 |
| 21  |                                                              |                                                      |              | K1,700,000 |
|     |                                                              |                                                      |              | K2,100,000 |
| 22  | Governance Project-Ward Planning                             | CARE International _Australia                        | 2011-2014    | K927,000   |
| 23  | Coffee Development Project                                   | World Bank/PNG Govt-PPAP                             | 2014-2019    | K2,200,000 |

|              |                                                              |                            |           |                      |
|--------------|--------------------------------------------------------------|----------------------------|-----------|----------------------|
| 24           | Cultural Preparation & Revival Project                       | The Christensen Fund-USA   | 2015-2017 | K130,000             |
| 25           | Climate Change Mitigation & WASH Project                     | NZ MFAT/SFML               | 2015-2017 | K927,000             |
| 26           | Gender & Women Empowerment Project                           | UN Women                   | 2020      | K150,000             |
| 27           | Infrastructure Development-Simbu Education Resource Centre   | Digicel Foundation         | 2021      | K50,000              |
| 28           | Gender Base Violence                                         | UN Women                   | 2023      | 500, 000             |
| 29           |                                                              | UNDP                       | 2023      | 300, 000             |
| 30           | Sustainable Rural Development and Social Business Enterprise | Bread for the World (BFTW) | 2023-2025 | K4,800, 000          |
| <b>TOTAL</b> |                                                              |                            |           | <b>K14, 452, 000</b> |

Table 1: CDA Projects/Programs in Partnership with Donors

## 13. Potential Partnership

- We could partner with all sectors of the government departments
- We could develop ward planning, system using approved process of bottom up
- We can work with Health Department in WASH project improving water access to all communities and health and education facilities
- We can deliver very good Climate Change Adaptation and Mitigation Project
- We can work with agriculture in all areas of the sector
- We can build capacity for all schools financial management, good governance and infrastructural developments.
- We can work in the coffee sector from tree to cup value chain.
- We can deliver organizational development
- We can utilize a very good community approach create community ownership, sustainability, efficient financial management.

## 14. Current Program (RSED Phase II 2020-2022)

The current project will be completed at the end of 2022. Three main objectives under the 2<sup>nd</sup> phase of Rural Social Economic Development Project are;

1. To work with 50 CSO groups throughout Simbu Province to achieve 70% of their plans in 3 years.
2. In To enrol 240 out of school youths in Community Development Course. Giving them a Diploma in Community Development by 2023 via the

establishment of Institute for Community Development in Simbu Province. To continue to enrol a minimum of 240 students every year and increase in the numbers with expansion in facilities.

3. To ensure CDA is well established through a structured Organizational Development processes to be effective and efficient in delivering its program activities.
  - Governance structure
  - Financial Management System – Audit
  - Monitoring and Evaluation System
  - Program Delivery Approaches
  - Human Resource Development Plan
  - Fund raising Strategy
  - Efficient Standard Operating Procedures (SOP)
  - Relevant Policies such as Gender, Social Inclusion, PSHEA, Human Resource etc...
  - Infrastructure Development such as ICT, Resource Centre, Office Equipment, Transportation.
  - We are in the process of working with SASA and Project Yumi to deliver a donation of 20ft container of library books to Doliba High School and Nomane High Schools in Salt Nomane Karamui District.

## 15. CDA Organizational Structure for RSED II

### *a) Organization Structure*

The following hierarchy chart reflects phase 2 of the current Rural Socio-Economic Development (RSED) Program.

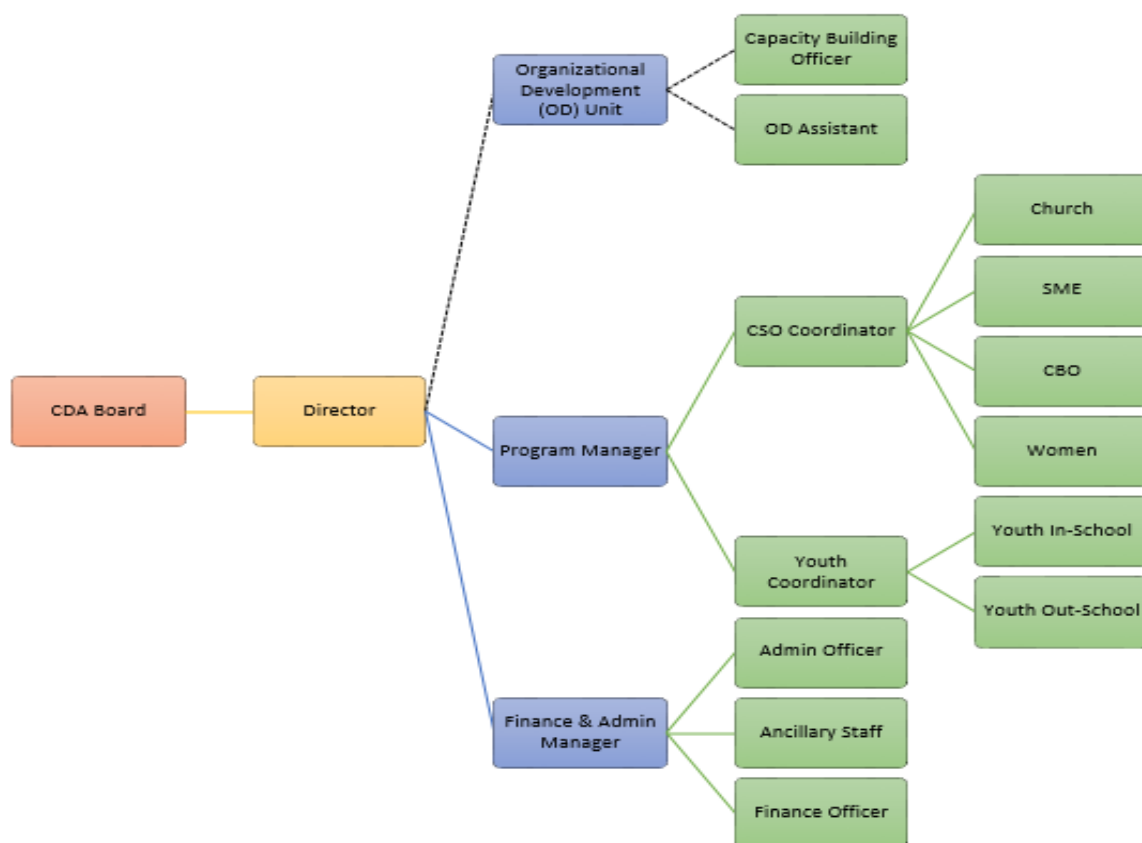


Figure 2: CDA Organizational structure for Phase of RESDP

### *b) Structure of the Board Members*

| <i>Name of Board Members</i>      | <i>Male/Female</i> | <i>Principal Occupation</i>   | <i>Number of Years in CDA Board</i> | <i>Relationship to Board Chairman/ Director</i> |
|-----------------------------------|--------------------|-------------------------------|-------------------------------------|-------------------------------------------------|
| <i>Mr Mathew Arre Chairman</i>    | Male               | Assistant District Manager    | 3 Years                             | Professional                                    |
| <i>Ms Mary Kini Vice Chairman</i> | Female             | Leading Human Rights Activist | 5 Years                             | Professional                                    |
| <i>Mrs Maria Kuria Treasurer</i>  | Female             | Entrepreneur                  | 3 Years                             | Professional                                    |
| <i>Mr Yanny Guman Member</i>      | Male               | Executive Director            | 5 Years                             | Professional                                    |
| <i>Ps Jacob Ole Member</i>        | Male               | Pastor                        | 5 Years                             | Professional                                    |
| <i>Mrs Maria Poglo</i>            | Female             | Teacher                       | 3 Years                             | Professional                                    |

|                                          |      |                         |         |              |
|------------------------------------------|------|-------------------------|---------|--------------|
| Member<br>Mr Joseph<br>Aulkupa<br>Member | Male | Member of<br>Parliament | 5 Years | Professional |
|------------------------------------------|------|-------------------------|---------|--------------|

Table 2: Board Structure

### c) Project Management Team

| Name of Key Staff Member | Sex    | Designation                           | Number of Years in CDA | Experience                                                                                                                                                                                      |
|--------------------------|--------|---------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mr Yanny Guman           | Male   | Executive Director (FT)               | 18 Years               | Program Management, Project implementation, Planning, Monitoring and Evaluation, Financial Management and Project design & documentation                                                        |
| Jacob Sinne              | Male   | Program Director (FT)                 | 4 Years                | Property management and valuation, Land Administration, project documentation, Project feasibility studies, Project Management, university teaching and administration, district administration |
| Maureen Bomai            | Female | Manager - Finance and Operations (FT) | 5 years                | Finance, Accounts, Operations, Asset Management, Human Resources,                                                                                                                               |
| Simin Carter             | Male   | Program Manager (FT)                  | 7 Years                | Program Planning and Management, Financial Management, Mobilizing churches & Community Groups, Youth Empowerment & advocating for peace                                                         |
| Simon Marme              | Male   | CSO Coordinator (PT)                  | 10 Years               | Project management, project implementation, planning monitoring & evaluation, project design and documentation and project coordination.                                                        |
| Kaupa Alexander Kale     | Male   | OD Specialist (FT)                    | 4 Years                | Policy Development, tutoring, Customer care, telecommunication network operations engineering, database design and management, Systems administration                                           |
| Joejoe Joachim           | Male   | Admin Officer (FT)                    | 4 Years                | Accounts, Finance, administration                                                                                                                                                               |
| Grace Kua                | Female | Capacity Building Officer (PT)        | 18 Years               | Community development, social work, trainer, advocator, development empowerment,                                                                                                                |

|                             |        |                             |          |                                                                                    |
|-----------------------------|--------|-----------------------------|----------|------------------------------------------------------------------------------------|
| <i>Lily Graham</i>          | Female | CSO Officer (FT)            | 18 Years | Gender issues trainer, community development trainer and advocator, church trainer |
| <i>Gideon Atime</i>         | Male   | OD Assistant (PT)           | 1 Year   | Community organisation work, environment,                                          |
| <i>Clement Bruno</i>        | Male   | Youth Assistant (FT)        | 5 years  | Empowerment, project implementation, project coordination                          |
| <i>Helen Guiyop Mathias</i> | Female | Youth Officer (PT)          | 4 Years  | Teacher, trainer, child trainer, disability empowerment and trainer.               |
| <i>Peter Kaupa</i>          | Male   | Building/Carpenter (FT)     | 8 years  | Building design, builder, construction manager                                     |
| <i>Kale Kaupa</i>           | Male   | ITC, Field Assistant (PT)   | 1 years  | Computer, graphic artist, web designer                                             |
| <i>Lazarus Kobla</i>        | Male   | Coffee Field Extension (FT) | 10 years | Agriculture, coffee, farming, pastoral                                             |
| <i>James Slnne</i>          | Male   | Office/Field Assistant (PT) | 1 yrs    | Property management, project planning, land administration, field, office          |

## 16. Information on General Body and Board Members

Number of GB members 72; Men 43; Women 29. The General Body meets once in a year and approves annual plans and budget.

Process of Formation and Changes of General Body and Board Members

### *General Body*

Any person who has attained and subscribes to the objects of the organization is eligible to become a General Member of the organization may be considered as the General Member if she shows written interests and the founder members at initial stage and the Executive Committee at the next approve through the general or Executive Committee Meetings with the condition of vacancy. The Executive committee shall in its absolute discretion, determine by three-fourth majority all questions regarding membership and its decision shall be final. A General Member when gets admitted to the general membership of the Organization shall pay an admission fee and membership.

### *Board Member*

The General Committee through the election process at AGM will elect board members. Members of the Executive Committee will be elected by the founder members and General Member in a general meeting for a period of 2 (two) years. CDA Board comprised of 1 chairperson, 1 vice chairperson, 1 Treasurer and 4 members shall control the management of the Organization. The Board Chairman will be working as the member secretary as an Ex-Officio.

## 17. Total Number of CDA Staff, Volunteers and Other Support

| <b>Staff &amp; Support</b>        | <b>Total Numbers</b> | <b>Men</b> | <b>Women</b> |
|-----------------------------------|----------------------|------------|--------------|
| Regular staff                     | 16                   | 12         | 4            |
| Community Facilitators/Volunteers | 12                   | 9          | 3            |
| Ward Development Committees       | 450                  | n/a        | n/a          |
| Health Volunteers                 | 40                   | n/a        | n/a          |
| Model Farmers                     | 1700                 | n/a        | n/a          |
| Board Members                     | 7                    | 4          | 3            |

Table 3: CDA staff, volunteers, committees & other support

## 18. CDA Policy/Procedure Document/Manual

| <b>Name of the Document Manual</b>        | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Prepared/ Last Updated</b> |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Human Resource Operating Procedure Manual | The purpose of the HRM is to set down the policies, conditions, rights and obligation of CDA employees subject to their performing of the duties and responsibilities in their job description.                                                                                                                                                                                                                                                                                                                                                           | 07 <sup>th</sup> May 2020     |
| Accounting & Financial Procedure Manual   | The Financial Management manual is one of such conditions that provide the basic framework and guidance to reach the financial goal of making development impact economically and efficiently                                                                                                                                                                                                                                                                                                                                                             | 29 June 2020                  |
| Safeguarding & Child Protection Policy    | The purpose of the policy is to enable SOF to play an active role in order to ensure the practice and establish the child rights at the all levels of the society and also within the organization. The policy guided CDA to perform in well functions including strategic and operational planning, resource mobilization and allocation and implementation for ensuring child friendly and child rights project development and implementation for empowering the children that will lead to nation building initiative in larger range of the process. | 19 <sup>th</sup> August 2020  |
| Complaint Mechanism Policy                | CDA core values are deeply rooted in dignity, justice, upholding Christian Values and accountability. Resources and responsibilities for decision-making are to be used in ways that are mutually transparent and answerable to all stakeholders. The purpose of the policy is to ensure that all stakeholders may provide feedback and                                                                                                                                                                                                                   | 19 <sup>th</sup> August 2021  |

|                                            |                                                                                                                                                                                                                                                                                                                                                    |                               |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
|                                            | complaints on CDA work, have them heard and properly addressed.                                                                                                                                                                                                                                                                                    |                               |
| <i>Family Model Approach Strategy</i>      | The purpose of the policy is to promote and support community Socio-Economic participations and increase sustainable livelihood activities to improve the quality of life for families.                                                                                                                                                            | 19 <sup>th</sup> August 2021  |
| <i>Gender Policy</i>                       | The purpose of the policy is to enable CDA to play role in order to ensure and establish gender quality at the all levels of the organization. The policy guided CDA to perform functions including strategic and operational planning, resource mobilization and allocation and implementation for ensuring equality and equity of men and women. | 19 <sup>th</sup> August 2021  |
| <i>Disability Inclusion Policy</i>         | The purpose of this Policy is to ensure the inclusion of people with disabilities in the delivery of CDA work.                                                                                                                                                                                                                                     | 19 <sup>th</sup> August 2021  |
| <i>Women Economic Empowerment Strategy</i> | The overall objective of the WEE Strategy is to promote economic empowerment for women to enable them to have equal opportunity as men to participate in and to benefit from profitable economic activities.                                                                                                                                       | 11 <sup>th</sup> August 2021  |
| <i>Performance management system</i>       | The main objectives of installing performance management system is to improve the overall organization performance of CDA and to deliver its programs and activities with right quality and in time                                                                                                                                                | n/a                           |
| <i>Role Description of the staff</i>       | The primary purpose of the role is to achieve its organizational goal and objectives, programs of CDA.                                                                                                                                                                                                                                             | n/a                           |
| <i>Accounting software (Quickbook)</i>     | The purpose of the tally software to improve organization's financial management system.                                                                                                                                                                                                                                                           | 23 March 2016                 |
| <i>Website Developed</i>                   | The purpose of the website development to show what we are doing or what we are offering to the audience, it also helps receiving feedback as well as criticism. To rectify your mistakes and to improve your service quality, a website helps a service.                                                                                          | 18 <sup>th</sup> January 2022 |
| <i>Access Database</i>                     | The purpose of the database is record, sort, classify and process all project and organization data in a more efficient and effective manner when needed.                                                                                                                                                                                          | 25 <sup>th</sup> January 2022 |

## 19. Going Forward

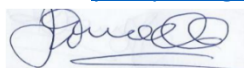
- We would like formal partnerships with Government sectors in delivering services
- We would like to report to the Government what we have been doing so it gets captured in Government reporting.

- We can leverage Government service delivery because we have adopted a workable project delivery approach – This is our strength.
- We have very good financial management standing, hence donor have been supporting us for a very long time.
- We are currently building a Simbu Education Resource Centre (SERC) – to harness the needs of our children who are pursuing alternative education pathways. We would like government to support us with co-funding so that we have a State of the Art Facility with interrupted internet service and resources such as E-Library, business services for students including professional workforce in Simbu Province.

## 20. Contact Details of Director for this Partnership

Yanny Guman  
**Executive Director**  
 Community Development Agency Inc.  
 Kundiawa 461  
 P O Box 65, KUNDIAWA  
 Simbu Province  
 Papua New Guines

Telephone: + (675) 535 1096  
 Cell No: + (675) 7335 3279,  
 Email: [yannyari@gmail.com](mailto:yannyari@gmail.com) / [yanny@cdapng.org](mailto:yanny@cdapng.org)



**Signature with Date:**  
**Name:** Yanny Guman  
**Designation:** Executive Director