



Egypt Suppliers Ethical Trading Forum (ESET)

Proposed Budget - 2025

1 Introduction

The Suppliers Ethical Trading Forum was founded in December 2009 to facilitate a multi-stakeholder business-led initiative where participants address responsible sourcing issues to find realistic, and attainable solutions within the local context while national legislation, ILO conventions, and the ETI base code underpin the activities of the Forum.

Membership is open to all Egyptian suppliers. In 2025, new agri-business members have confirmed their participation from the Fresh Produce sector, Cotton, Jasmine, and the food processing sector (IQF, Juice, Concentrates, etc.).

During the past years, the Forum managed to sustain its efforts in spite of the political turmoil and economic uncertainty that Egyptian suppliers have faced.

As the Forum shall mark 15 years in January 2025, it is necessary to celebrate the collaborative effort of the Egyptian suppliers over the years.

2 Objectives for 2025

The following objectives were prioritised by the suppliers during the forum meetings:

Objective (1):

(1.1) Facilitate 3 forum Meetings, and

(1.2) Assess the impact of the Forum on Egyptian Suppliers (members of the forum).

A proposal for a light impact assessment study is received from Partner Africa, and accepted.

Objective (2):

Develop a web-based application that can be used in October 2025 by suppliers and labour providers to offer male/female/disabled seasonal workers decent job opportunities year round, while improving the visibility of the supply chain regarding the seasonal workforce (age, gender, working hours, job, payments, etc.). As soon as the worker completes the application form, the digital tool will validate his/her age and skills, and allocate suitable jobs, or postpone their request until they are eligible.

A proposal is received from FiftyEight (they have previous experience with Just Good Work app).

Objective (3):

Develop a child labor prevention and remediation procedure that can be implemented by the Egyptian suppliers and deliver training.

A proposal is received from The Center for Child Rights and Business



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3 Assumptions

Blue Moon's daily fee (facilitation/delivery of the forum)	£850.00
Blue Moon's daily fee (administration)	£400.00
Partner Africa daily fee	£850.00
Estimated # of participants/ forum meeting	35
Estimated # of participants/ forum celebration to mark 15 years	90
Estimated venue cost/room	£214.26
Estimated venue cost/person	£21.43
Estimated cost of renting equipment at the venue/meeting e.g. data show, internet, video conferencing tool, etc.	£262.16
Translation Booth	£892.74
Venue service charge & VAT	27.68%
Estimated transportation cost/speaker (round trip/meeting)	£20
Estimated cost share /Retailer - Brand Owner	60%
Estimated cost share /Importer	25%
Estimated cost share /Egyptian supplier	15%
Average FX from 1/1/2024 to 30/9/2024 (1 GBP to EGP)	56

4 Budget Summary

The budget for 2025 is summarised in the following table, and the attached sheets illustrate budget details.

Objective 1	£19,793
Objective 2	£42,100
Objective 3	£12,475
Total Cost	£74,368

We assume that we can engage Retailers, importers, and Egyptian suppliers. The expected annual cost share for each participant:

Retailer	£5,000
Importer	£2,000
Egyptian supplier	£500



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Objective 1

No.	Objective	Rationale	Action Plan	Output(s)	Cost	Working day	Cost/ item	Frequency	Total Cost
1.1	Facilitate 2 meetings for the Forum's steering committee in <u>2025</u>	The objective of the steering committee is to improve membership and propose issues for discussion during the forum meetings based on national and international experience.	To be confirmed	Continual improvement and sustainability of the Forum's activities	Blue Moon: administration	0.5	£400	2	£ 400
					Sub-total				£ 400
1.2	Facilitate 3 meetings in <u>2025</u>	The objective of the forum is to: (1) Facilitate a multi-stakeholder business model that is underpinned by national legislation and the ethical trading initiative base code. (2) Share international and local knowledge while addressing ethical trade and responsible sourcing challenges and their root cause. (3) Propose remedial action to mitigate risks in view of the local context	(1) The annual meeting plan is discussed and agreed with potential local and international participants. (2) An invitation is sent by email to potential local and international participants at least (21) days before the meeting -- the expectation is to have at least (20) organizations attending each meeting. Suppliers are always encouraged to be represented by a senior manager and HR/Personnel team member. (2) Reminders are sent before each event (10 and 5 days) so that the number of participants can be confirmed with the venue. (3) Minutes of meeting and case studies shall be sent to participants 10 days after the meeting.	(1) Suppliers are updated on: (1.1) National legislation (1.2) Key trends (2) The exchange of experience on issues related to "seasonal workers" are prioritized by the Egyptian suppliers Forum: (2.1) Services offered by the Ministry of Labour - seasonal workers Department, Ministry of Social Solidarity, and Local Development Agencies (2.2) Potential cooperation with the Ministry of Education and Technical Education regarding apprenticeship and internship programs with Technical Schools in the different provinces e.g. agriculture technical schools. (2.3) Direct payment of wages to seasonal workers (2.4) Handling excessive working hours (2.5) Prevention of child labor and development of a "child remediation policy" (2.6) Feminine hygiene (2.7) Potential cooperation with the Ministry of Education and Technical Education regarding the initiation of literacy classes in the vicinity of the suppliers to improve the reading/writing skills of workers.					
					Meeting venue: estimated cost for meeting room - equipment - coffee break and lunch for 35 participants	1	£1,226	2	£ 2,453
					Meeting venue: Tax and service charge	1	£339	2	£ 679
					Estimated transportation cost for speakers (if necessary)	1	£20	2	£ 40
					Blue Moon: facilitation	1.5	£850	2	£ 2,550
					Blue Moon: administration	1	£400	2	£ 800
					Sub-total				£ 6,522



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Objective 1

No.	Objective	Rationale	Action Plan	Output(s)	Cost	Working day	Cost/ item	Frequency	Total Cost
1.3	Celebrate 15 years in 2025	Mark 15 years of the form	(1) An invitation is sent by email to potential local and international participants at least (21) days before the meeting -- the expectation is to have around 90 participants representing national and international suppliers and stakeholders including the Government of Egypt. (2) Reminders are sent before each event (10 and 5 days) so that the number of participants can be confirmed with the venue. (3) A summary of the outcome of the day shall be sent to participants.	Celebration of 15 years and exchange on global sustainability trends, and their impact on the business environment in Egypt.					
					Meeting venue: estimated cost for meeting room - equipment - coffee break and lunch	1	£3,083	1	£ 3,083
					Meeting venue: Tax and service charge	1	£853	1	£ 853
					Estimated transportation cost for speakers (if necessary)	1	£20	3	£ 60
					Blue Moon: facilitation	4	£850	1	£ 3,400
					Blue Moon: administration	2	£400	1	£ 800
					Sub-total				£ 8,197
1.4	Assess the impact of the Forum on Egyptian Suppliers (members of the forum)	The independent impact assessment study shall be a means of judging the significance of changes brought about by the Forum's activities. A proposal for a light impact assessment study is received from Partner Africa, and accepted.		(1) Impact Assessment Study and proposed action plan to improve impact. (2) Sustainable action plan for the next years.					
			Blue Moon's role: (1) Explain the activities of the forum to Partner Africa since 2010 (2) Review the proposed tools to be used to judge the significance of changes brought about by the Forum's activities (3) Review the results of the impact assessment study and agree on a sustainable action plan to improve the impact for next years.		Blue Moon: facilitation	1.5	£850.0	1	£ 1,275
			Partner Africa's role: (1) Documentation review and tools development (2) Data collection (3) Data analysis and key findings		Partner Africa: delivery	4	£850.0	1	£ 3,400
					Sub-total				£ 4,675
					Total estimated budget for objective 1				£ 19,793



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Objective 2

No.	Objective	Rationale	Action Plan	Output(s)	Cost	# of days	Cost/ Unit	Frequency	Total Cost
2.1	Engage the steering committee and knowledgeable stakeholders to initiate the procurement process	Provide a cost-effective and transparent procurement process	1) Identify the needs 2) Issue purchase request 3) Assess and select vendors 4) Negotiate price and terms 5) Issue purchase order 6) Follow-up on deliverables 7) Test the App 8) Approve invoice(s) and arrange payment(s).	Selection of the service provider					
2.2	Identify / develop a web-based application that can be used in October 2025 by suppliers and labour providers to offer male/female/disabled seasonal workers decent job opportunities year round, while improving the visibility of the supply chain regarding the seasonal workforce (age, gender, working hours, job, payments, etc.). As soon as the worker completes the application form, the digital tool will validate his/her age and skills, and allocate suitable jobs, or postpone their request until they are eligible.	1) Reduce risks e.g., child labor: Working sites rely on a network of "labor providers" who can provide the required "numbers" of workers during the peak season. The use of unidentified workers introduces many risks (including child labor) 2) Provide decent jobs: Workers do not want to have a "permanent" job for many reasons and continue to search for "seasonal jobs" among different industries e.g., fresh produce, fragrances, cotton, and garments. If there is a "record" of the worker they can be used by different sites. 3) Reduce induction training time: The availability of a validated database for "skilled seasonal workers" is an added value for working sites. If the workers names/skills are known, the sites can use them again and reduce induction training time. 4) Disseminate validated information regarding workers rights. An app development proposal is received from FiftyEight (previous experience with Just Good Work app already implemented in the UK).	(1) Develop/adapt an Arabic/English web-based application (App) that can be used by suppliers, labour providers and workers to offer validated information and decent job opportunities year round in a friendly manner. (2) The App shall facilitate the following: (2.1) registration of basic information of working sites that offer decent seasonal job opportunities (activity - duration - working hours - etc.) (2.2) registration of basic information of seasonal workers (name - gender - age - photo - copy of national ID card (issued now at 15 years old thus meeting the minimum age for work) - education level - technical skills and experience). (2.3) Print ID cards with a QR code, photo, name, gender, and national ID number (includes date of birth) of workers that are eligible for work at sites participating in the ESET Forum (2.4) Register time-in/out of seasonal workers (2.5) Facilitate payment gateways through the App so that suppliers can pay seasonal workers directly into their mobile wallets or personal bank accounts. (2.6) A feedback tool to be completed by supervisors and workers to ensure mutual satisfaction (e.g. a 5 star ranking system like Uber).	(1) Clear visibility and continual improvement of working conditions for seasonal workers in Egypt.					
					Steering committee (At no cost)	1	£0	1	£0
					FiftyEight: Delivery	1	£40,000	1	£40,000
					Blue Moon: facilitation	2	£850	1	£1,700
					Blue Moon: administration	1	£400	1	£400
					Total estimated budget for objective 2				£42,100



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Objective 3

No.	Objective	Rationale	Action Plan	Output(s)	Cost	# of days	Cost/ Unit	Frequency	Total Cost			
3.1	Develop a child labor prevention and remediation (CLPR) procedure that can be implemented by the Egyptian suppliers based on the national context.	Members of the forum need to receive awareness, guidance, and resources to develop a child labour prevention and remediation program that can be implemented in case of detecting workers less than 15 years old on-site. A proposal is received from The Center for Child Rights and Business	Develop draft version of child labour prevention and remediation procedure for ESET members; the draft version will be circulated for feedback and review. (The Center for Child Rights and Business)	Draft CLPR procedure								
			Update and finalise CLPR procedure for ESET members (The Center for Child Rights and Business).	Final CLPR procedure								
					The Center: delivery	1	£3,750	1	£3,750.00			
					Blue Moon: facilitation	2	£850	1	£ 1,700			
					Blue Moon: administration	1	£400	1	£ 400			
					Sub-total				£5,850			
3.2	Child labor prevention and remediation (CLPR) training; supplier	Members of the Forum need training on the child labour prevention and remediation program to be able to implement it at their sites	Develop the child labour prevention and remediation program training content based on Egypt's national legislation and context	CLPR Training content								
			Deliver CLPR Training	Deliver training								
					The Center: delivery	1	£4,525	1	£4,525.00			
					Blue Moon: facilitation	2	£850	1	£1,700.00			
					Blue Moon: administration	1	£400	1	£400.00			
					Sub-total				£6,625			
					Total estimated budget for objective 3				£12,475			