

## ACP-EU Development Minerals Programme Implemented in partnership with UNDP

Programme Partners:



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## RETURN TO WORK PLANS (RWP)

*An initiative of the African, Caribbean and Pacific Group of States, financed by the European Union and United Nations Development Programme, and implemented by UNDP.*



## I. RETURN-TO-WORK PLANS

Return to Work projects are a valuable mechanism for workshop participants' personal and professional development. As part of your sponsorship, you are required to develop a return-to-work plan on a project you will undertake on your return, applying the knowledge and skills gained from workshop to influence change.

Periodic follow-up on the progress of implementation of the plan will be undertaken by UNDP.

## II. REPORTING STRUCTURE FOR RETURN-TO-WORK PLANS

To facilitate ease of reporting and follow-up on your return to work project, the structure below outlines the key project elements that need to be covered in the reporting. **Please submit a draft Return to Work Project (RWP)** using the structure provided below.

GENERAL INFORMATION
<p><b>Name(s):</b>Mr Edwin Zvigadza from ZAMBEZI NATURAL STONE COMPANY</p> <p><b>Position:</b>Managing Director</p> <p><b>Email:</b> <a href="mailto:zamnatstonetiles@gmail.com">zamnatstonetiles@gmail.com</a> or <a href="mailto:zvigadzahe@gmail.com">zvigadzahe@gmail.com</a></p> <p><b>Phone no (office + mob):</b>+260 950 405 704 and +260 972 464 446</p>
<p><b>Expected Outcomes:</b></p> <p>The workshop held in Livingstone proved to be a milestone in all my departments,that is from Production,Processing and Marketing of our Products.We were provided with knowledge from all the departments :</p> <ul style="list-style-type: none"><li>➤ LABOUR</li><li>➤ NAPSA</li><li>➤ ZEMA</li><li>➤ WORKMANS'S COMPENSATION</li><li>➤ MINES</li></ul>



➤ **CHIEFS**

- ✓ We also learnt that as employers we can have all the required and necessary operational and administrative documents from the relevant ministries but if we do not have good relationship with the community this will obviously work to our disadvantages.
- ✓ We physically visited several operations where we learnt so much.

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**Expected Outputs:**

We have already resumed Implementing what we learnt from the Victoria Falls Workshop.

This was an eye opener which we recommend ACP,UNDP and the government in particular to continue doing and following up in the Zambia.

**Please describe how you plan to implement the return to work project:**

According to all information gathered I expect to use part of it in the following :

- We already have the required documents and information but we need to educate all our staff members in the :
  - (a) Production department.
  - (b) Processing department
  - (c) Marketing department
  - (d) The community where we are operating from,we need to built a clinic,school and putting two boreholes.
  - (e) Communication with Chief of our area must be improved.
  - (f) ZEMA,TAX Issues,Labour issues,Workman's Compensation issues needs to be properly maintained.

**What indicators of success will you employ? The Indicators of success to be employed will be to implement what I learnt from the workshop as this will definatley result in the success of the company thereby resulting in more job creation,good community development hence obviously the Country will as a result develop economically.**

**What other strategic opportunities have you identified that will contribute to the success and sustainability of your project?**

- **The success of the Project will not only be made possible by the availability of Money but by good relation ship with not only your employees but also by the community where you are operating from ,by all necessary Government departments and following the rule of Law.**

**What aspects of the training will be most useful in implementing your project?**

**Explain-All employees including external contractors must be taught all basic requirements to move the Project forward.They must treat the Project as their personal or family project,his will only be met through spreading the knowledge we obtained from the Livingstone Work Shop.**

**What are your future plans?**

**Future plans are now to develop the company,thereby developing the welfare of all employees and our community and our Country in particular.**





**III. SUBMISSION DATE OF THE DRAFT RETURN-TO-WORK PLAN**

The draft Return to Work plans should be sent to [development.minerals@undp.org](mailto:development.minerals@undp.org)

