



## SAEDA Wish List

### **A) Institutional Capacity Building**

- 1) Funding support for 1 full time Administrative Finance officer
- 2) Funding support for translation of all admin, finance, HR, and project forms and relevant documentation English/ Lao languages
- 3) Funding support for printing of resource materials & handouts including t-shirts, eco-friendly shopping bags, caps, stickers, posters, calendars, VCD/DVD's, and more
- 4) Funding support for website translation from English to Lao
- 5) Office space rental/purchase ( w/ 3 closed offices (1 larger for co-directors, 1 for admin/accounting, 1 for resource/media/database management & production), one meeting/library room, open reception & waiting area, kitchenette & bathroom) Approx. \$350-\$700USD/ month depending on space and location

### **B) Office IT and related equipment**

- 1) Dual monitor capable Desktop – media editing & production suite capability (min 2 GB RAM & 3500 + Processor)
- 2) Laptop (min 1 GB RAM) + 150GB external hard drive back up
- 3) Wireless router
- 4) 10 port LAN switcher
- 5) Laser color bulk printing capable photocopier
- 6) Fax machine
- 7) Laser desktop printer
- 8) 360GB External Hard Drive
- 9) HD portable digital video camera w/ large capacity internal hard drive storage and remote wireless microphone sound recording capability + tri-pod and extra battery/pack/charger
- 10) Wireless remote sound recorder w/ microphone(s) for on camera interview recording

### **B) Other Equipment**

- 1) 4X4 Vehicle for field project related travel & implementation
- 2) 2 motorcycles (1 small city Honda scooter motorbike & 1 Dirt Bike for Field project implementation)
- 3) Utility Motorcycle helmets X 5
- 4) 3 Utility bicycles for volunteers

### **C) Program Enhancement**

- 1) Equipment for seed selection & conservation
- 2) Building construction, equipment, materials and supplies for a field training center

- *For more information and/or if you are interested in supporting SAEDA in the acquisition of any of the above mentioned wish list items, please contact us at + 856 (0) 21- 264-290 or [saedalao@gmail.com](mailto:saedalao@gmail.com)*