



Citizens' Voice Project

# QUARTERLY REPORT

OCTOBER - DECEMBER 2013

**TDEA Office**

Citizens' Voice Project

Contract No: AID-391-C-11-00001

Website: [www.cvpa-tdea.org](http://www.cvpa-tdea.org)

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## List of Abbreviations

AASR-GT	Anjum Asim Shahid Rahman – Grant Thornton
AJ&K	Azad Jammu and Kashmir
CB	Capacity Building
CEO	Chief Executive Officer
CER	Communications and External Relations
COP	Chief of Party
EIMS	Election Information Monitoring System
FATA	Federally Administered Tribal Areas
FCR	Frontier Crimes Regulation
GF&C	Grants, Finance and Compliance
GMC	Grants Management Committee
GMIS	Grants Management Information System
GOP	Government of Pakistan
HR	Human Resource
KP	Khyber Pakhtunkhwa
LIT	Long-term Institutional Development Training
MIS	Management Information Systems
M&E	Monitoring and Evaluation
OIG	Office of Inspector General
PD&R	Program Development and Research
PKR	Pakistani Rupee
PMP	Performance Management Plan
PSC	Project Steering Committee
QIT	Quick Impact Training
RFA	Request for Application
RTI	Right to Information
TAF	The Asia Foundation
TDEA	Trust for Democratic Education and Accountability
TRC	Technical Review Committee
USAID	United States Agency for International Development

## Highlights for the Quarter of October – December, 2013

### Statistical Abstracts

This is the progress report of Citizens' Voice Project for the quarter of Oct - Dec, 2013. The table below highlights the key achievements as of December 31, 2013.

	S. #	Indicators	During the quarter Oct - Dec, 2013	Cumulative as of December 31, 2013
<b>APPLICATIONS &amp; GRANTS</b>	<b>1.0</b>	<b>Applications Received</b>	-	<b>1476</b>
	1.1	Technical Reviews	-	1371
	1.2	Grant Management Committee Reviews	-	668
	1.3	Project Steering Committee Reviews	-	324
	<b>2.0</b>	<b>Applications Recommended to USAID for Award</b>	-	<b>276*</b>
	2.1	Approved for Award by USAID	-	146
	2.2	Approval in process at USAID	-	51
	<b>3.0</b>	<b>Grant Agreements Signed with Applicant Organizations</b>	<b>1</b>	<b>129</b>
	3.1	Grant agreements under process	1	3
	3.2	Grants not awarded after USAID approval	-	14
	3.3	Closed out grants	-	86
	3.4	Grants in progress	1	43
	<b>4.0</b>	<b>Funds Committed to Grantees by USAID in USD (@PKR85/US\$)</b>	112,965	8,653,434
	<b>5.0</b>	<b>Funds Disbursed to Grantees in USD (@PKR85/US\$)</b>	760,697	6,504,426
	<b>M&amp;E</b>	<b>6.0</b>	<b>Pre-Award Assessments</b>	-
6.1		Operational Pre-Award Assessments	-	247
6.2		Programmatic Pre-Award Assessments	-	226
<b>7.0</b>		<b>Post-Award M&amp;E Visits</b>	<b>17</b>	<b>305</b>
7.1		Operational M&E Visits	3	48
7.2		Programmatic M&E Visits	28	257
<b>CAPACITY BUILDING</b>	<b>8.0</b>	<b>Total Number of Trainees from Grantee Organizations</b>	72	937
	<b>9.0</b>	<b>PMP Workshops/Training of Facilitators</b>	<b>1</b>	<b>9</b>
	9.1	Number of Male Participants	10	103
	9.2	Number of Female Participants	6	40
	<b>10.0</b>	<b>Quick Impact Trainings (Programmatic)</b>	-	<b>14</b>
	10.1	Number of Male Participants	-	206
	10.2	Number of Female Participants	-	58
	<b>11.0</b>	<b>Quick Impact Trainings (Operational)</b>	<b>3</b>	<b>9</b>
	11.1	Number of Male Participants	9	214
	11.2	Number of Female Participants	2	39
	<b>12.0</b>	<b>Long-Term Institutional Trainings</b>	-	<b>11</b>
	12.1	Number of Male Participants	-	177
	12.2	Number of Female Participants	-	34
	<b>13.0</b>	<b>Hand Holding: On Job Capacity Building</b>	<b>3</b>	<b>10</b>
	13.1	Number of Males Trained	28	43
	13.2	Number of Females Trained	4	10
	<b>14.0</b>	<b>Hand Holding: PMP Development</b>	<b>3</b>	<b>3</b>
	14.1	Number of Males Trained	11	11
	14.2	Number of Females Trained	2	2
	<b>13.0</b>	<b>Training of Trainers/Consultative Workshops</b>	-	<b>3</b>
	13.1	Number of Male Participants	-	31
	13.2	Number of Female Participants	-	14
	<b>14.0</b>	<b>Capacity Action Plans Developed</b>	<b>1</b>	<b>60</b>
	14.1	Pre-Award Conditions Agreed Upon	-	1
14.2	Pre-Award Conditions Met	-	1	
14.3	Post-Award Conditions Agreed Upon	5	323	
14.4	Post-Award Conditions Met	35	133	

\*The Network application directly approved by USAID was later approved by the PSC.

### **Applications received, pre-award grants processing and disbursement of funds**

- Citizens' Voice Project signed 1 grant agreements and the total number of partner organizations under the Project rose to 129.
- Amount committed during the quarter was US \$112,965, raising the total committed amount to US\$8,540,469 (@PKR85/US\$).
- Citizens' Voice Project disbursed US \$760,697 during the reporting period, raising the total disbursed amount to US \$6,504,426 (@PKR85/US\$).

### **Monitoring and Evaluation**

- The Project conducted 3 operational and 28 programmatic post-award visits. Total number of operational post-award visits rose to 48 and programmatic post-award rose to 257.

### **Capacity Building**

- 1 Training of Facilitators was conducted during the reporting period which was attended by 10 male and 6 female members of the partner organizations.
- 3 Operational Quick Impact Trainings were conducted at the 3 partner organization premises which were attended by 9 male and 2 female participants.
- Hand Holding: On Job Capacity Building sessions with 3 partner organizations were held during the quarter, which were attended by 28 male and 4 female participants.
- Hand Holding: PMP Development sessions with 3 partner organizations were held, which were attended by 11 male staff members and 2 female staff members.

## 1. MONITORING, EVALUATION AND RESEARCH

### 1.1. Program Development and Research

#### 1.1.1. Application revisions

6 applications were approved by USAID with conditions. PD&R unit completed revisions of conditionally approved applications through emails, telephonic correspondence and meetings after providing provided technical guidance.

#### 1.1.2. Reports/Research Papers

PD&R unit revised questionnaires for Semi Structured Interviews (SSI) and Focus Group Discussions (FGDs); and carried out field visits in October 2013. Purpose of these visits was to collect information and insights about the strengths and weaknesses relating to project implementation.

A quick feedback was given to COP after field visits by unit members, which included key findings, challenging areas and way forward. However, the individual qualitative reports and presentations are in process of compiling. The details of selected grantees with their targeted area are given below:

S #	Name of Organization	Thematic Area	Targeted Area	Field visit status	Cycle
1	RINP	Energy Reforms	Lahore	Completed	Third
2	GPN		Muzaffarabad	Completed	Third
3	AJKRSP		Muzaffarabad, Mirpur and Bimber	Completed	Third
4	Techno Green Associates		Gujaranwala	In process	Third
5	Human Development Foundation	Education Sector Reforms	Rahim Yar Khan, Mardan (KP), Tando Muhammad Khan (Sindh), Zhob (Balochistan)	Completed	Second
6	LEAD	Education	Lahore	Completed	Second
7	OHD		Charsadda, Mardan	Completed	Second
8	Pak Women	Legislative Governance	District Mardan, Swat and Malakand	Completed	Second
9	(YES) Pvt Ltd.		Kotli, Mirpur	Completed	Second
10	(GINI)	Tax	Islamabad, Sargodha, Faisalabad & Gujranwala	In process	Third
11	ISAP	Local Government System	Faisalabad, Multan, Lahore, Rahim Yar Khan, Rawalpindi	In process	Third
13	DELTA Association		Peshawar, Mardan, Swabi, Charsadda, Noshera	Completed	Third
14	SAMAR	18th Amendment	Punjab	In process	Third
15	Umang		Lahore, Gujranwala, Rawalpindi, Faisalabad, Sargodha and Multan	Completed	Third
16	STEP	Female Voter Turnout	District Nowshera	Completed	Fourth
18	OPI	Free, Fair and	Lodhran	Completed	Fifth

19	Aghaz	Peaceful Elections	Attock	Completed	Fifth
20	SSD		Chakwal	Completed	Fifth
21	MDF		Multan	Completed	Fifth

The PD&R unit made a detailed presentation on the field visits of grantees of the first grant cycle based on the findings, recommendations and lesson learned during qualitative research. The COP, Directors and Managers of the CVP attended the session and gave their feedback.

### 1.1.3. Pending Short Listed Applications

The PD&R continued to provide information and analyses to COP, TDEA Board and USAID about the recommended applications that awaited USAID approval.

### 1.1.4. Miscellaneous

- PDR unit developed documents in simple English and Urdu language, which explain key terms relating to governance & development for grantees and project website.
- One member of PD&R unit participated as resource person in Two Day Training on “Job Seeking and Professional Grooming”, organized by TAF at international Islamic university and delivered a brief presentation on “Women Empowerment through Protection law and legal rights.
- PD&R has also suggested ten new thematic areas and developed background papers for future grants.
- Manager PD&R unit attended two sessions on PMP documents which facilitated in drafting concise PMP indicators and in accordance with the USAID result framework. These were held with AASR Project Director Mr. Saleem Ahmed and M&E Unit Manager Mr. Ajmal Ellahi.
- PDR team members also attended a hand holding session with Mr. Sohail and TAF members on “Developing and Designing Performance Management Plan” on December 5 and 6, 2013. The purpose was to develop understanding of PMP as a key deliverable. The other important agenda points were Key Performance Indicator Selection, SMART, SAVE and CREAM indicators, Performance Indicators Reference Sheet (PIRS), Develop Project PMP, Develop respective project Performance Indicators Reference Sheet (PIRS) and Present respective PIRS.

## 1.2. Monitoring and Evaluation

### 1.2.1. Pre-Award Monitoring for the Award of Grants

During the quarter, M&E Unit provided pre-award support for the award of grants which included revision of work plans, development of milestones and suggesting conditions to the Grants Unit to be negotiated and agreed with the applicants. The details are as follows:

Thematic Area	Cycle	Number of Applications		
		Work plans Revised	Milestones Developed	Remarks
18 <sup>th</sup> Amendment	3	2	2	
Citizens’ Voice for Free, Fair and Responsible Media	4	1	1	

### 1.2.2. Post-Award Monitoring

M&E unit provided support and facilitation, and later approved the following advocacy material of the Cycle -1, 2 and 3 sub-awardees:

S#	Type of Advocacy/Other Materials	Number of grantees whose advocacy materials were approved
1	Banners	34
2	Posters	11
3	Leaflet	5

S#	Type of Advocacy/Other Materials	Number of grantees whose advocacy materials were approved
4	Advertisements	4
5	Brochures	8
6	Radio Messages	60
7	Training Manuals	5
8	Approvals of project coordinators/managers	1
9	Newsletter	2
10	Booklet	2
11	Report	9
12	Letter	3
13	Talk Show	1
14	Documentary Script	1
15	Questionnaire	1
16	Video Message	1
17	Policy Brief	1
18	Shield	1

M&E unit continued desk based and field monitoring of all grantees of cycle 1, 2 & 3. During desk monitoring, M&E team carried out follow up with grantees through email and phone calls, reviewed target vs. achievements of grantees, grantees progress reports, supporting documents, invoices, TAF 209 report and random calls to beneficiaries to verify the implemented activities etc.

Based on the unit's post-award field-monitoring plan for the First, Second and Third Grants Cycle sub-awardees, the post-award field visits of the following sub-awardees were carried out in the quarter. The details are as follows:

Cycle	No. of field visits	Name of grantees visited
1	2	DevCon, AGHE
2	4	The Network for Consumer Protection, GINI, Your Engineering Solutions, Water, Environment and Sanitation Society
3	22	DTCE, Strengthening Participatory Organization (SPO), Pak Women, Young Welfare Society(YWS), Al-Mustafa Welfare Association (AMWA), Community Development Foundation (CDF), Kainaat Development Association (KDA), NGO's Development Society (NDS), Coastal Association Research and Development (CARD), ARTS Foundation, Participatory Efforts for healthy Environment, PEHE, SAMAR, PWO, Techno Green Associates, I-SAPS, Umang Development Foundation, CRSS, Awareness on Human Rights, Social Development and Action Society (AHSAS), Development Resource Solutions (DERS), Yar Muhammad Samejo Educational Society and Development Organization
Total	28	

During these post award visits, M&E field teams held meetings with project staff, reviewed their progress (i.e. targets vs. achievements), verified the activities of sub-awardees as per their monthly progress reports and provided guidance for the preparation of monthly progress reports, quarterly progress reports, field monitoring reports, events reports, and necessary documentation. Some of the major activities implemented by sub-awardees during quarter (October-December 2013) are summarized as below:

- 425 Meetings/ Awareness Sessions/ Trainings/ Workshops/ Seminars/ Round Tables /Dialogues were held.
- 32 Complaint cells / visitor information center established
- 40 complaints were registered
- 1600 SMS disseminated through cell phones
- 36 Council/Networks / Committees/ Clusters/ Forum/ Group/CBOs were formed
- 6 Street Theatre dramas held
- 102 FDGs conducted
- 2 End line survey study were completed
- 5 Training Manual developed
- 604 Radio messages broadcasted
- 1 Press Conferences held
- 159 Talk Shows Broadcasted
- 1 Charter of Demand shared with Legislators
- 5 Report Prepared
- 9 article published
- 5600 IEC Material Disseminated
- 1 District Assembly Organized
- 6 Legislative Exposure Visit Organized
- 5 Joint visits to school with Government Officials conducted
- 16 community walks organized
- 13 Declamations, painting and essay writing contest held
- 1 Media Campaign launched
- 1 Debate conducted
- A model law on right to information prepared

## **2. FINANCE, GRANTS AND COMPLIANCE**

### **2.1. Grants**

#### **2.1.1. Post-Award Reviews**

- During the quarter, the grants department conducted monitoring field visit for post award financial monitoring and follow up on Capacity Action Plan of 3 awardees out of which 1 grantee relates to “Citizen Oversight of Effective Legislative Governance” under Cycle 2 and two relate to “Citizens’ Engagement and Accountability for an Effective Local Government System” under Cycle 3.
- In addition to post-awards reviews the grants department assisted the capacity building team in conducting hand holding sessions with high risk grantees. The initiative looked at building capacity in areas such as strategic management, human resource, procurement and finance. Based on the pre-award assessment conducted by GT AASR team and initial assessment by CBU team, weak areas were identified and grants team helped in overcoming most of the areas identified. The capacity action plan was also assessed for its implementation and issues (if any) were discussed and a future plan of action advised. The following grantees were visited during the quarter:
  1. Sustainable Solutions (PVT) Ltd
  2. Association of Global Humanist & Ethics
  3. Coastal Association for Research and Development
  4. Development Resource Solutions

#### **2.1.2. Negotiations with Grantees**

During the quarter budget negotiations were initiated for three applications approved by USAID. The applications relate to thematic areas “Citizens’ Engagement and Accountability for an Effective Local Government System” and “Citizens’ Advocacy for Implementation of 18th Amendment” under Cycle 3 and “Citizens' Voice for Effective Legislative Governance” under Cycle 2. Negotiations were completed and one grant was awarded during the quarter while two will be awarded in January 2014.

#### **2.1.3. Award of Grants**

One grant was awarded during the quarter relating to “Citizens’ Advocacy for Implementation of 18th Amendment” under Cycle 3.

## Geographical Breakup of Grants Awarded

Theme	Nationwide	Punjab	Sindh	KP	FATA	Balochistan	GB	AJ&K	Total
Citizens' Oversight of Municipal Services		01		01					02
Citizens' Voice for Effective Legislative Governance				02		01	01	01	05
Education Sector Reforms	01	03	01	04				01	10
Citizens' Voice and Public Accountability in Tax Collection Sector	01	01							02
Citizens' Engagement and Accountability for an Effective Local Government System		01	02			01			04
Citizens' Advocacy for Implementation of 18 <sup>th</sup> Amendment		03	01	01		02			07
Energy Sector Reforms		03	01				01	03	08
Advocacy for Effective Implementation of the Frontier Crime Regulations (FCR) Reforms					03				03
Citizens' Voice for Strengthening Transparency and Accountability Mechanisms			04	02		01			07
Citizens' Awareness for Higher Female Voter Turnout		02	04	11		08			25
Citizens' Voice for Free, Fair and Peaceful Elections		13	10	13		06			42
Improving Water Rights		03	01						04
Citizens' Oversight of Municipal Services			03	02					05
Energy Sector Reforms	03			01					04
Citizens' Voice for Independent, Free and Responsible Media	01								01
<b>Total to Date</b>	<b>06</b>	<b>30</b>	<b>27</b>	<b>37</b>	<b>03</b>	<b>19</b>	<b>02</b>	<b>05</b>	<b>129</b>

## Overall Snapshot of Grants under Contract

Thematic Area	Cycle	No. of Grants Allocated for Award in RFA	No. of Grants Recommended by PSC to USAID	No. of Grants Approved by USAID	Signed Awards
1. Citizens' Voice for Free, Fair and Peaceful Elections	Fifth	100	117	49	42
		100	117	49	42
1. Citizens' Voice for Independent, Free and Responsible Media	Fourth	10	8	1	1
2. Citizens' Voice and Accountability for Youth Development	Fourth	20	21	0	0
3. Citizens' Voice for Effective Grievance Redress through the Offices of Ombudsmen	Fourth	10	10	0	0
4. Citizens' Awareness for Higher Female Voter Turnout	Fourth	20	34	28	25
<b>Total</b>		<b>60</b>	<b>73</b>	<b>29</b>	<b>26</b>
1. Citizens' Engagement and Accountability for an Effective Local Government System	Third	5	11	6	4
2. Citizens' Advocacy for Implementation of 18 <sup>th</sup> Amendment	Third	8	8	7	7
3. Energy Sector Reforms	Third	10	9	9	8
4. Advocacy for Effective Implementation of the Frontier Crime Regulations (FCR) Reforms	Third	2	5	3	3
4. Citizens' Voice for Strengthening Transparency and Accountability Mechanisms	Third	6	10	8	7
<b>Total</b>		<b>31</b>	<b>43</b>	<b>33</b>	<b>29</b>
1. Citizens' Voice for Effective Legislative Governance	Second	15	11	6	5
2. Education Sector Reforms	Second	10	12	12	10
3. Citizens' Voice and Public Accountability in Tax Collection Sector	Second	10	2	2	2
4. Advocacy for Strengthening Legal Framework for NPOs	Second	2	0	0	0
<b>Total</b>		<b>37</b>	<b>25</b>	<b>20</b>	<b>17</b>
1. Energy Sector Reforms	First	10	4	4	4
2. Improving Water Rights	First	4	4	4	4
3. Citizens' Oversight of Municipal Services	First	10	10	7	7
<b>Total</b>		<b>24</b>	<b>18</b>	<b>15</b>	<b>15</b>
<b>Grand Total</b>		<b>252</b>	<b>276</b>	<b>146*</b>	<b>129</b>

\* Difference of 17 between approved and signed grants is due to the fact that 2 are going through negotiation process, 9 have been put on hold by the project for several reasons including performance issues related to an existing grant, reassessment of capacity and awaited reference checks and 6 applicants withdrew their applications .

#### **2.1.4. Modification to Award of Grants**

32 modifications to the awards relating to no cost extensions and increase in obligation under Cycle 1, 2 and 3 were made during the quarter. 5 of these modifications relate to increase in obligated funding and 27 relate to no cost extensions. 6 of these modifications are under thematic area “Education Sector Reforms”, 5 under “Citizens’ Voice and Public Accountability in Tax Collection Sector”, 5 under “Energy Sector Reforms”, 4 under “Citizens’ Engagement and Accountability for an Effective Local Government System”, 4 under “Advocacy for Effective Implementation of the Frontier Crime Regulations (FCR) Reforms”, 4 under “Citizens’ Voice for Strengthening Transparency and Accountability Mechanisms”, 1 under “Citizens’ Voice for Effective Legislative Governance”, 1 under “Citizens’ Oversight of Municipal Services” and 2 under “Citizens’ Advocacy for Implementation of 18th Amendment”.

#### **2.1.5. Pre and Post-Award Conditions**

Pre and post-award conditions were identified after review and analysis of the pre-award assessment reports submitted by AASR-GT and the Citizens’ Voice Project’s M&E team. Input from both the reports was consolidated, reviewed and classified as pre-award conditions, prior approval requirements, recommendations and Capacity Action Plan. Meetings for conclusion of pre-award assessments were carried out with 1 USAID approved applicant organizations under Cycles 3 to resolve the issues and negotiate the sub-award conditions.

#### **2.1.6. Updation of Data on GMIS**

Close out module in the GMIS was tested during the quarter and subsequently data was entered for the grants closed till date. This will ensure up to date information in the GMIS regarding live and closed grants.

#### **2.1.7. Due Diligence**

Anti-terrorist and other compliance check vetting was conducted by the Grants Team for the 7 grantees in accordance with the approved grants manual.

#### **2.1.8. Technical Assistance to Sub-Awardees**

Existing sub-awardees were provided technical assistance in the areas of financial management, record keeping and reporting on a daily basis. The TAF team and project team for grants coordinated with sub-awardees for any issues that they faced and guided them about the required standards of record keeping and reporting for USAID grants.

#### **2.1.9. Other Capacity Building and Support Initiatives**

Certain administrative tasks were carried out to support project workflow with respect to contractual matters:

- Joint review of subcontractor invoices was conducted with the TDEA Secretariat, Compliance and Project teams.
- Review of draft invoices for the period to USAID and coordination of routine tasks with respect to project financial management.
- Review of TAF 209 (Grantee financial reports) and provision of guidance on resolving the outstanding issues.
- Coordination with USAID OAA/OFM and OD&G for different information required by them.
- Review and clearance of request for advance payment and financial reports for the period.
- Review and submission of monthly grants report to USAID.
- Coordination and provision of information to AASR-GT for routine compliance matters. Review and submission of monthly grants report to USAID.
- Coordination and provision of information to AASR-GT for routine compliance matters.
- During the month of December 2013, the compliance function was transitioned from GT-AASR to TDEA. The compliance team will be reporting to DFG&C. A compliance program is being designed to comply with applicable requirements of FAR.

## **2.2. Finance**

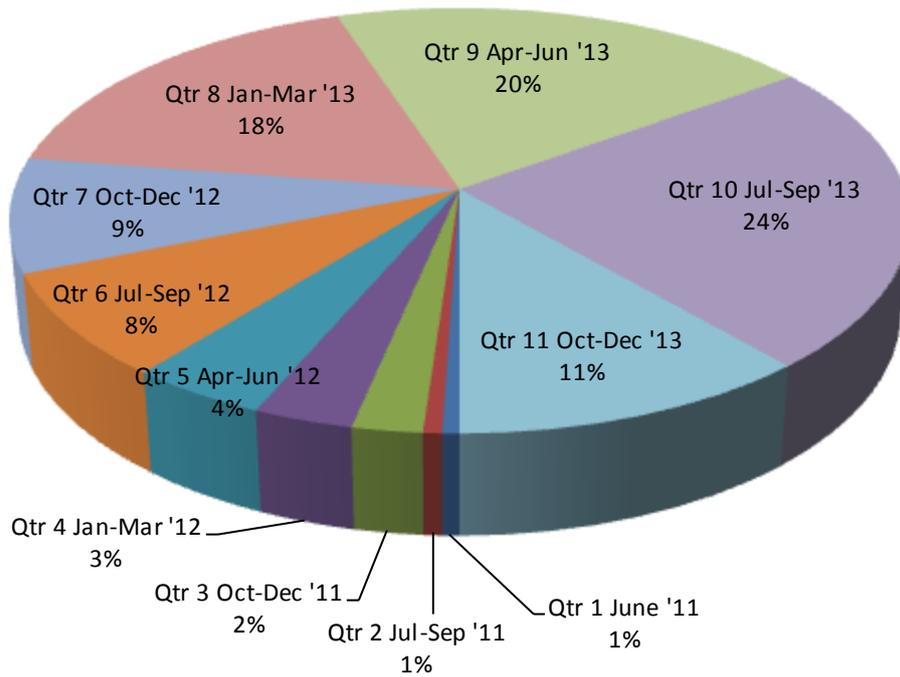
Finance Unit continued to perform a range of routine functions including financial management, submission of reports to the USAID, payments to sub-contractors, and other functions relating to compliance with USAID regulations and TDEA policies.

Field Work for audit of FY 2012-13 was completed during the month. Draft observations of auditors were also received at the end of December 2013. The audit report is expected to be finalized by the end of February, 2014.

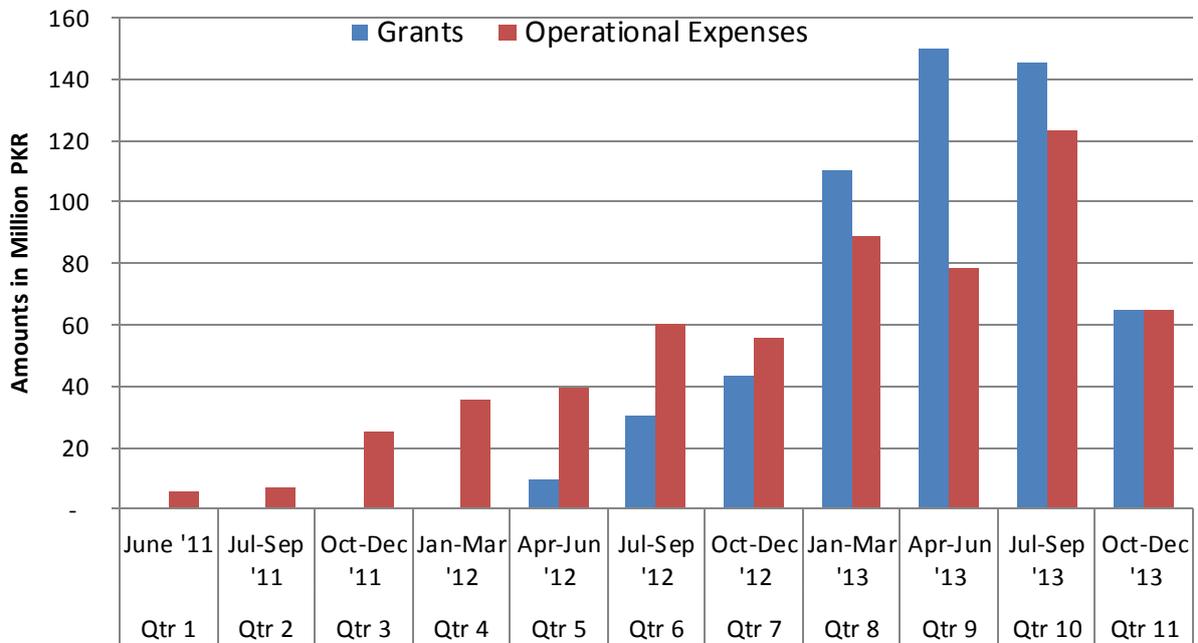
**Quarter-Wise Expenditure of Citizens' Voice Project**

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9	Qtr 10	Qtr 11	Total
Line Items	June '11	Jul-Sep '11	Oct-Dec '11	Jan-Mar '12	Apr-Jun '12	Jul-Sep '12	Oct-Dec '12	Jan-Mar '13	Apr-Jun '13	Jul-Sep '13	Oct-Dec '13	Jun '11-Dec'13
<b>Salaries &amp; Wages</b>	745,248	3,316,744	7,074,031	10,467,447	10,743,290	11,039,217	15,974,023	17,017,854	18,339,577	17,829,015	15,843,763	128,390,209
<b>Fringe Benefits</b>	61,968	459,308	843,789	1,224,262	1,205,076	2,250,329	1,759,190	2,352,132	2,173,200	2,750,755	2,212,238	17,292,247
<b>Consultants</b>	-	91,761	82,754	-	(174,515)	-	255,000	-	-	-	-	255,000
<b>Travel, Trans &amp; Per Diem</b>	-	-	-	45	31,009	883,538	810,385	640,290	1,388,390	1,528,809	620,386	5,902,852
<b>Procurement Equipments &amp; Supplies</b>	769,669	1,190,782	495,400	1,998,800	176,280	2,621,383	5,425,662	6,185,931	1,974,814	1,473,952	795,090	23,107,763
	37,803	338,413	605,288	884,491	1,148,212	882,027	985,983	942,149	1,238,396	1,075,679	634,346	8,772,787
<b>Communication</b>	20,000	140,825	629,973	415,948	187,435	650,982	604,218	684,939	239,724	255,461	231,406	4,060,911
<b>Grants</b>	-	-	-	-	9,604,204	30,359,399	43,171,136	110,136,299	149,851,892	145,094,032	64,659,214	552,876,176
<b>Subcontracts</b>	-	-	10,691,082	18,355,436	20,899,281	37,603,601	26,632,673	58,148,427	43,790,952	95,048,020	41,787,622	352,957,094
<b>Other Direct Cost</b>	4,245,600	724,101	3,961,881	1,507,056	4,374,561	3,017,739	2,003,568	1,445,923	7,935,671	1,994,653	1,430,266	32,641,019
<b>Fee</b>	90,514	488,758	653,617	787,506	844,465	1,018,877	1,327,845	1,397,115	1,589,030	1,284,422	1,039,034	10,521,182
<b>TOTAL</b>	<b>5,970,802</b>	<b>6,750,692</b>	<b>25,037,815</b>	<b>35,640,991</b>	<b>49,039,298</b>	<b>90,327,092</b>	<b>98,949,683</b>	<b>198,951,059</b>	<b>228,521,646</b>	<b>268,334,798</b>	<b>129,253,365</b>	<b>1,136,777,240</b>

## Citizens' Voice Project Expenditure



## Grants vs Operational Expenses



### 2.3. Compliance

AASR-GT performed the following tasks during the reporting month:

- Carried out compliance checks of monthly vouchers submitted by the Project.
- Prepared and submitted internal monthly compliance report for the project for the month of August 2013 and September 2013.
- Carried out PO level compliance on purchase orders submitted by the project management.
- Compilation of a special compliance report on the questionable cost of Monitoring and Evaluation Department of AASR.
- Performed Compliance reviews of the invoice submitted by TAF for the month of August 2013 and submitted the report.
- Attended the joint review meeting called for compliance review of AASR invoice for the month of October 2013 and for discussion on the methodology followed by project finance unit to determine the final questionable cost of Monitoring and Evaluation Unit of AASR.
- Follow ups on joint review observations.

From December 17, 2013 the compliance component was transferred to the Project. A Senior Compliance Officer and a Compliance Officer were hired in the project for the purpose. Following tasks were performed by the Project's Compliance Unit:

- Carried out compliance checks of monthly vouchers submitted by the Project, prepared and submitted internal monthly compliance report for the project for the month of October 2013.
- Carried out PO level compliance on purchase orders submitted by the project management.
- Development of basic compliance programs for the project (In progress).
- Preparing presentations on compliance programs.
- Carried out the compliance review of TAF invoices for the month of September 2013.

### 3. CAPACITY BUILDING

AASR-GT performed the following tasks during the quarter:

- Provided technical assistance in designing policies and procedures for TDEA.
- Developed customized standard operating manuals of financial management, human resource management and procurement management for grantee organizations named as Center for Research and Security Studies, Society for Alternative Media and Research and Sustainable Solutions (Private) Limited.
- Provided field based capacity building/on-job trainings to selected grantee organizations.
- Reviewed implementation status of recommendations as stated in the pre-award assessment reports of selected grantee organizations.
- Submitted narrative reports of field based capacity building initiatives under Task order # 28 dated November 11, 2013.
- Provided technical assistance to operations/procurement personnel in preparing sales tax exemption case under Sales Tax Act 1990 and Sale Tax Rules 2006.
- Provided technical assistance in the process of obtaining "Zero Rated Authorization Certificate" for the procurement of motor vehicle for Citizens' Voice Project.

#### 3.1. Partners' Training

##### 3.1.1. Training of Facilitators on Managing for Results

A five-day residential Training of Facilitators on Managing for Results held in Muzaffarabad from September 30th – October 4th, 2013. The participants of TOF were selected from previous three PMP trainings based on an explicit criteria laid down in consultation with team members of Citizens' Voice Project. In addition three members of Citizens' Voice Project team also participated in the training of facilitators. The training was facilitated by Dr. Sohail Amjad, members of Capacity Building team and four co-facilitators to assist the group work by participants. The objective of TOF is to develop a pool of skilled facilitators to design results-based projects and performance management systems. The approach for the training workshop was highly participative and interactive. The

workshop included various sessions of inputs and discussions, clarification on various components of results frameworks and tools for managing for results followed by case study based group works.

Activity	Dates	Grantee		TDEA/CVP	
		Male	Female	Male	Female
Training of Facilitators	September 30 to October 4, 2013	10	6	3	0
<b>Total</b>		<b>10</b>	<b>6</b>	<b>3</b>	<b>0</b>

### 3.1.2. Quick Impact Trainings (QIT)

During the reporting period, no new trainings were conducted as the project’s grants awarding process remained static. The time was utilized to review the QIT training modules (participants and trainer), and finalize them for printing. The agenda of QIT was also reviewed and updated, in the light of feedback received from the participants and trainers during previous trainings.

### 3.1.3. Performance Management Plan Trainings

During the reporting period, contract of senior trainer on Performance Management Plan (PMP) was extended for provision of capacity building support in PMP development to 32 partner organizations and facilitation of a Training of Facilitators (TOF). This extension was made subsequent to the Project’s request, while tasks under this activity will depend on award of new grants and request by Monitoring and Evaluation Unit of Citizens’ Voice Project. The consultancy contract dated June 5, 2013 was extended for a period of 5 months starting from November 1, 2013 till March 31, 2014, covering 39 work days of the consultant.

Three new grants were awarded during the reporting quarter 2013. Since the number of new grants was very small, therefore a large PMP training was not justified. Keeping in view the current scenario, the project office requested to conduct PMP training for the new grantees on “one-on-one” basis. This was done to ensure that grantees receive the support required to design their PMPs immediately after the award of grants, which will also facilitate in planning and monitoring their project activities from the initial stages.

### 3.1.4. PMP Development – On Job Capacity Building

In order to cater for the needs under the current scenario, the existing training methodology and content was followed, slight modification was done in reducing the number of days for the training as now the training was to be conducted over a period of two days at each organizations, instead of the 3 day general training. This change in number of days was justified as now the trainers will directly focus on an organizations individual PMEP.

This two day PMP development ON-job Capacity Building aims to achieve submission of finalized PMEP documents (agreed upon by Grantee organization) to the Monitoring & Evaluation department CVP. The PMEP documents include:

- Result framework
- Revised narrative summary
- Final PMP Indicators Table
- Final M&E Task Schedule
- Final Performance Indicators Reference Sheets (PIRS), and
- Narrative on M&E system

During the reporting quarter, the PMP development On-Job Capacity Building was carried at three sub-grantee organizations. Prior to these trainings, a preparatory meeting was held with representatives of following project grantees at TAF office:

- Center for Research & Security Studies (CRSS)
- Society for Alternative Media and Research (SAMAR)
- Center for Peace and Development Initiatives (CPDI)

The meeting was attended by CBU staff, CVP M&E department staff and, senior PMP Consultant. Through this meeting the concerned officials of grantee organizations were briefed on the format of this new approach towards

development of PMP. The participants were provided agenda of the On-Job Capacity Building and PMP design templates were also shared. The schedule for On-Job Capacity Building was also finalized through consultation with representatives of grantee organizations.

The first PMP development On-Job Capacity Building was held in the month of November, while two organizations were provided support in the month of December 2013. All the sessions were highly participative and interactive. The grantee organizations benefited highly through dedicated guidance from the officials of Project’s M&E and, Program Development and Research (PDR) departments during both days of the activity. All three sub-grantee organizations submitted their finalized PMP documents to M&E department CVP.

Organization	Dates	Grantee		TDEA/CVP	
		Male	Female	Male	Female
CRSS	November 26 – 27, 2013	5	0	0	1
SAMAR	December 3 – 5, 2013	3	1	4	0
CPDI	December 06 – 07, 2013	3	1	2	0
<b>Total</b>		<b>11</b>	<b>2</b>	<b>7</b>	<b>1</b>

### 3.1.5. Long-term Institutional Development Training

Under the Long Term Institutional Development component of Citizens’ Voice Project, no trainings could be conducted in the reporting period due to the non-availability of new grants. The activity of upgrading course modules at both partner institutions was completed in the 3<sup>rd</sup> quarter of 2013, and the updated modules were presented at CIIT in quarter 3. The modules updated at IoBM were presented by their trainers in the start of current reporting period (October 2013).

Review of the modules updated by both institutes depicted improvement in the quality of content and improved alignment with the needs of development sector. Therefore it was decided to bring the modules of all eleven courses in a printed format for future NPO management courses. Before bringing the content in a final printed format, it was deemed essential that trainers from both institutes should fully agree on the content. To provide the trainers with this opportunity, a consultative workshop was proposed to be conducted towards the end of the quarter.

The consultative workshops; third under this component, will bring together trainers of all eleven modules from both institutes. Both institutes requested for the workshop to be conducted in the last week of January 2014, as that provided the institutes a relatively relaxed time corridor in their academic calendars.

The methodology of this consultative workshop was slightly modified from the previous two versions. To enhance the understanding of trainers regarding the development sector, panel discussions will be arranged with development sector experts delivering lectures on important aspects including; history and evolution of development sector in Pakistan, structure and functioning of development sector, and role of development sector on issues including advocacy and service delivery.

Based on the monitoring of trainings at both institutes and feedback of participants regarding the trainers, it has been decided to conduct a session on facilitation skills that will serve as a refresher to the earlier held training of trainers. Draft agenda for the third consultative workshop was prepared and confirmations were sought from guest speakers.

### 3.1.6. Other Meetings and Events

In order to assess the long run sustainability of the NPO Management Course from the partner institutes perspective, Mr. Mukhtar Ali CoP Citizens’ Voice Project held meeting with Mr. Talib Karim (Rector) Institute of Business Management, Karachi on 19<sup>th</sup> December 2013. The CoP was briefed on the future plans of IoBM regarding establishment of a development resource center. The future of the NPO Management Course was also discussed during the meeting.

### 3.1.7. Capacity Building and Hand Holding of Sub Grantees

The On-job Capacity Building activity initiated In June 2013, was completed during the reporting period. Overall 9 sub-grantee organizations, classified as high and moderate risk were provided support through this activity. The activity not only helped the sub-grantee organizations in strengthening their systems but also provided the capacity building team to get a closer look at the long standing problems of the local civil society organization. Based on these learnings further improvements are being planned in the existing trainings being imparted by the capacity building unit.

The activity was designed to be implemented in two phases. The first phase comprised of an in-depth capacity assessment, carried through visiting the selected sub-grantee organizations, and conducting interviews (with senior management & operational staff) and document review. Based on these findings a revised capacity action plan was prepared, that listed actions to be taken by the organization, and also the support to be provided by the capacity building unit.

The second phase of the activity focused on provision of on job capacity building support in the form of dedicated sessions on all three operation areas i.e. Accounting & Finance, Human Resource & Administration, and Procurement. Through these sessions the CBU experts worked with the staff of sub-grantee organizations on explaining the procedures and guiding on the best practices. To ensure the long run sustainability of these organizations, a lecture on strategic planning was delivered at each organization.

The on-job capacity building activity was carried out at 9 sub-grantee organizations across three provinces (Balochistan, Sindh & Punjab) and Gilgit Baltistan. Till the end of quarter 3, 2013, first phase of this capacity building activity was completed at 9 organizations, while phase two of this activity was carried out at four organizations.

During the reporting quarter, the second phase of the activity was carried out at 5 organizations. Slight modification in the selection of these organizations was made as one organization from Gilgit Baltistan was added, while one organization from Sindh was dropped.

S. No	Organization	Geographical Region	Risk Rating	Phase - 1	Phase - 2
1.	PEHE	Sindh	Low*	✓	✓
2.	DEVCON		Moderate	✓	Dropped
3.	KDA		High	✓	✓
4.	RINP	Punjab	Moderate	✓	✓
5.	UDF		High	✓	✓
6.	AGHE	Gilgit Baltistan	High	✓	✓
7.	SSPI		High	✓	✓
8.	CARD	Balochistan	High	✓	✓
9.	DRS		High	✓	✓
10.	AHSAS-PK		Moderate	✓	✓

\* Although PEHE was ranked as "low risk", however PEHE has suffered a major setback in terms of management drain and data loss, therefore CB support was provided.

✓ Activities completed in Phase – 4 (October – December 2014)

To measure the impact of this initiative, the capacity building unit plans to re-visit randomly selected organizations (with active grants) in the next quarter. The review will measure the effectiveness of this capacity building activity, and determine how this activity can be replicated in the long run.

## 4. ADMINISTRATION AND PROCUREMENT

During the quarter, Semi Annual Procurement Plan was approved by USAID. Procurements like laptops for newly hired staff and Security Equipment were completed in the reporting quarter. Procurement of official car remained under process, as project office is waiting for exemption certificate from Large Tax Payers Unit. Procurement of

security structural items, Laptops and NAS drive was completed, while EAD exemption certificate was submitted to Large Tax payer Unit, Lahore with regards to official vehicle procurement.

Administration undertook following activities during the quarter:

- Inventory list from IFES was re-checked and list was signed by IFES and TDEA.
- List of unhandled assets from IFES was obtained from IFES.
- PRF was raised for stationery items and Tea items for official meetings as and when required.
- Arrangements were made for different meetings.
- The main conference hall at basement was painted.
- Inventory (Master list) was checked.
- File Racks were provided to Grants department.
- Security (Emergency) Alarm was installed in the project office.

#### **4.1. Human Resource Management**

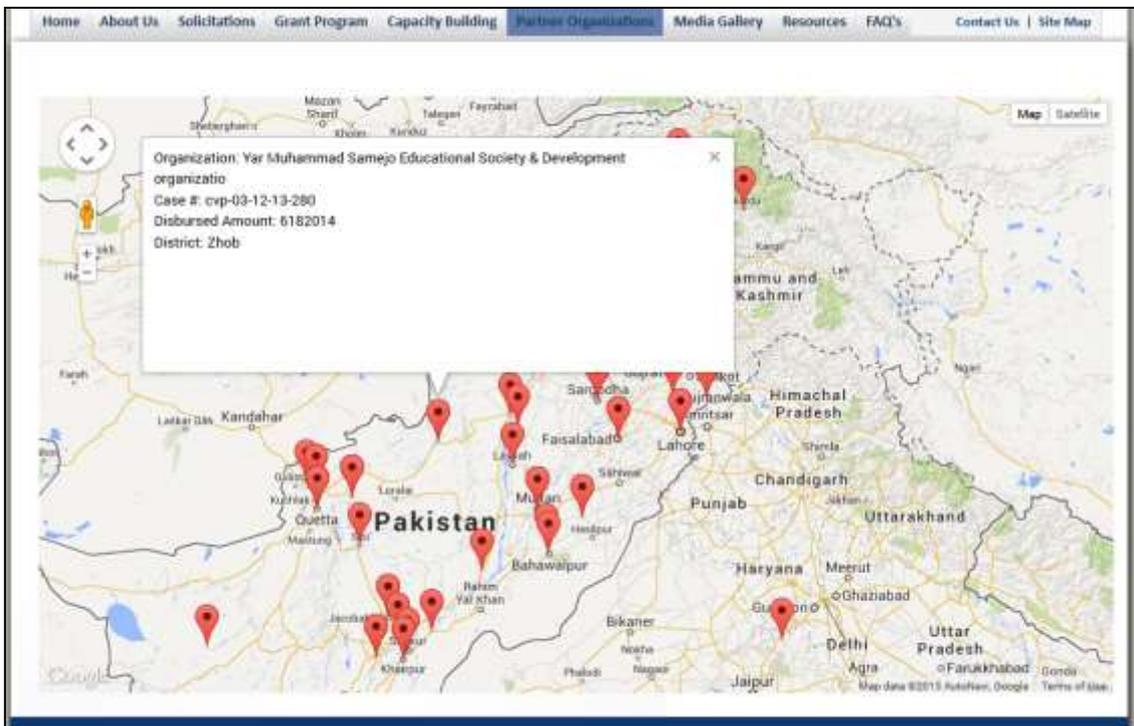
The HRM unit performed the following tasks during the reporting period:

- Mr. Zaigham Malik, M&E Officer left the project after completing his notice period on October 18, 2013. His exit process was also finalized during the reporting period.
- Mr. Shahzad Iqbal joined the project as Program Officer in Program Development and Research unit on November 18, 2013.
- Mr. Rashid Abdullah was transferred from FAFEN as SPO in Program Development and Research Unit on December 16, 2013.
- Mr. Khubaib Sharif Alvi and Mr. Syed Muhammad Ali Tayayb joined the project as Senior Compliance Officer and Compliance Officer respectively on December 17, 2013.
- Exit process of Mr. Kashif Farooqi, Program Officer –PD&R who left on November 9, 2013 and Mr. Adil Bilal, HR Officer who left on November 29, 2013 was completed.
- HR appraisal system report was finalized and presented to the review committee.
- Responses were furnished to internal auditors while documentation was provided to the external auditors.
- Health cards of new insurance company were issued to all employees of the project.

### **5. MANAGEMENT INFORMATION SYSTEM (MIS)**

#### **5.1 Website**

During the quarter the unit has taken backups of the project website and updated all the plugins, while Map has been created for V3 of the website, which shows all the locations of the grantees in whole country. GMIS video tutorial has been uploaded.



Traffic to the project website decreased during the quarter because there were no new cycles.

## 5.2 Compliance Support

As part of the reporting methodologies of the project progress, the OTI Database & PAKINFO progress is as follows:

### OTI Database

Three new grants awarded applications are added in OTI database i.e. two applications from cycle-3 and one application from cycle-4. Now the database contains 128 applications. All awarded applications have up to date records. The disbursement and budget records are updated for all applications. The report is generated every month and sent to NRSP/USAID. The reporting module was improved and new reports were added. Bug fixing and QA of the database was carried with assistance from NRSP.

The OTI Database was reworked to take into account USAID requirements of the post award phase. Numerous meetings with NRSP representatives were carried out for the purpose. Data is being updated as per the new requirements and will be submitted to USAID in due course.

The status of 86 applications was changed from 'Cleared' to 'Close Out'.

### PakInfo

Pakinfo is up to date after entering the MSF indicators and three new applications (case # cvp-03-12-48-315, cvp-03-12-146-413, cvp-04-12-117-554).

## 5.3 Network Infrastructure & Support

During the reporting period the unit undertook the following tasks:

- Configure, troubleshoot, provided support and performed necessary maintenance to the project Network, and Internet systems.
- Monitoring of network to ensure network availability to all system users and perform necessary maintenance to support network availability.
- Periodically check servers and firewall and perform necessary maintenance.
- Technical support to project staff and grantees.
- Reconfigured Gateway/Firewall to set a new policy.
- Installed and configured Ubuntu for secondary/server backup.

- Installed New Wired Network in office for load balancing and for printers.
- Provide support to external auditors.
- Main backup mirroring to new server with RSYNC
- Install and configure DD-Wrt for PTCL and Nayatel connections.
- Apply updates and patches on user systems.
- Launch requisition for New NAS drives for Backups, for network and UPS cabling etc.

#### 5.4 GMIS (<http://grants.cvpa-tdea.org>)

The following new features were added in the system during the reporting period:

- Close out option was disabled after relevant department updated the statuses of closed out grants.
- Requisition module was modified.
- PMP monitoring progress reporting support was given.
- Activity report was carried out.
- Budget module was revised.
- Routine maintenance of GMIS was carried out.

### 6. COMMUNICATIONS AND EXTERNAL RELATIONS

Progress for the reporting period is as follows:

- The unit held a meeting with a grantee organization (SAMAR) at project office on October 1, 2013 to discuss USAID Branding and Marking with the partner organization.
- New templates were created and shared with M&E unit on October 1, 2013. The initiative was taken keeping in view the demand of templates by grantees and the M&E unit.
- The unit was represented at the CWG at the USAID Firms Project office by Mr. Aadarsh Laghari on October 3, 2013. New DOCs Chief Lloyd Jackson was introduced to the meeting and the Firms Project shared its recent success. Guidelines for actions after the federal shutdown in the US were also shared.
- Mr. Humayun Khalil, PO Communications attended CWG meeting on November 21, 2013 at JSI Training and Research Institute Islamabad.
- The Human Resources Manual of the TDEA was proofread and checked for editorial mistakes and possible recommendations.
- The unit forwarded requests to partner organizations to share copies of newly developed IEC material.
- C&ER team reviewed, provided feedback and ensured branding and marking compliance of 150 submissions by partner organizations.
- Grantees Media coverage material has been collected for the month of September, October and November, 2013.

### 7. ELECTION INFORMATION MONITORING SYSTEM (EIMS)

#### 7.1. Human Resource Management

##### 7.1.1 Contract Expiries and Resignations

Following employees' contracts expired due to the closure of EIMS project on 18<sup>th</sup> November, 2013:

Sr. No.	Employee	Designation	Last Date of Employment
1.	Aamir Latif	Manager Telecommunications	18 November, 2013
2.	Muhammad Imran Ashraf	Admin & Procurement Officer	18 November, 2013
3.	Imran Naeem Ahmad	Manager Reporting & Publications	18 November, 2013
4.	Munasir Hussain	Data Verification Officer	18 November, 2013
5.	Jasim Khan	Application Developer	18 November, 2013
6.	Abdul Wahab Zahid	Application Developer	18 November, 2013
7.	Saqib Riaz	Report Editor	18 November, 2013

8.	Faisal Habib Khanzada	Network Administrator	18 November, 2013
9.	Asima Hasan	Senior Communication Officer	18 November, 2013
10.	Adeel Arif	GIS Expert	18 November, 2013
11.	Saleem Masih	Office Boy	18 November, 2013
12.	Qaiser Aziz Qureshi	Data Verification Officer	18 November, 2013
13.	Faisal Masood	Data Verification Officer	18 November, 2013
14.	Syed Imran Asim Zaidi	Data Verification Officer	18 November, 2013
15.	Khurram Khan	Report Writer	18 November, 2013
16.	Ayesha Riaz	Receptionist	18 November, 2013

### 7.1.2 Final Settlements

Following employees' final settlements were processed during the month of November, 2013.

Sr. No.	Employee	Designation	Last Date of Employment
1.	Faheem ur Rehman	Senior Finance Officer	18 November, 2013
2.	Aamir Latif	Manager Telecommunications	18 November, 2013
3.	Muhammad Imran Ashraf	Admin & Procurement Officer	18 November, 2013
4.	Imran Naeem Ahmad	Manager Reporting & Publications	18 November, 2013
5.	Munasir Hussain	Data Verification Officer	18 November, 2013

### 7.2 Information Technology

**FAFEN Election Portal** ([www.electionpakistan.org](http://www.electionpakistan.org)) was frequently visited by various users during November 2013. On average **21,353** hits on the portal were recorded per day during the reporting quarter.

Monthly Statistics for October 2013		
Total Hits	57,151	
Total Files	52,046	
Total Pages	40,467	
Total Visits	8,629	
Total Kbytes	4,050,246	
Total Unique Sites	1,738	
Total Unique URLs	13,541	
Total Unique Referrers	671	
Total Unique User Agents	486	
	<b>Average</b>	<b>Max</b>
Hits per Hour	76	1103
Hits per Day	1,843	3,893
Files per Day	1,678	3,631
Pages per Day	1,305	3,201
Sites per Day	56	173
Visits per Day	278	460
KBytes per Day	130,653	276,950

The following table shows the daily statistics:

Daily Statistics for October 2013												
Day	Hits		Files		Pages		Visits		Sites		Kbytes	
1	1944	3.40%	1670	3.21%	1317	3.25%	412	4.77%	153	8.80%	135065	3.33%
2	1167	2.04%	1049	2.02%	831	2.05%	211	2.45%	138	7.94%	103653	2.56%
3	1540	2.69%	1260	2.42%	862	2.13%	233	2.70%	162	9.32%	102243	2.52%
4	1443	2.52%	1327	2.55%	721	1.78%	260	3.01%	144	8.29%	91809	2.27%
5	2002	3.50%	1843	3.54%	1304	3.22%	290	3.36%	151	8.69%	131162	3.24%
6	1168	2.04%	1046	2.01%	903	2.23%	169	1.96%	119	6.85%	89961	2.22%
7	1432	2.51%	1269	2.44%	1041	2.57%	366	4.24%	173	9.95%	111101	2.74%
8	1681	2.94%	1508	2.90%	1029	2.54%	375	4.35%	157	9.03%	127132	3.14%
9	1627	2.85%	1427	2.74%	1122	2.77%	254	2.94%	161	9.26%	110185	2.72%
10	1424	2.49%	1293	2.48%	935	2.31%	398	4.61%	164	9.44%	107712	2.66%
11	1349	2.36%	1189	2.28%	941	2.33%	229	2.65%	153	8.80%	104825	2.59%
12	2652	4.64%	2506	4.81%	2326	5.75%	358	4.15%	146	8.40%	183987	4.54%
13	2781	4.87%	2627	5.05%	2393	5.91%	398	4.61%	149	8.57%	212971	5.26%
14	3560	6.23%	3385	6.50%	3201	7.91%	339	3.93%	159	9.15%	237659	5.87%
15	1860	3.25%	1721	3.31%	1482	3.66%	331	3.84%	146	8.40%	158023	3.90%
16	2088	3.65%	1934	3.72%	1679	4.15%	205	2.38%	120	6.90%	144223	3.56%
17	1254	2.19%	1130	2.17%	780	1.93%	212	2.46%	132	7.59%	83428	2.06%
18	1158	2.03%	1032	1.98%	754	1.86%	192	2.23%	156	8.98%	92936	2.29%
19	1456	2.55%	1286	2.47%	1008	2.49%	241	2.79%	159	9.15%	103769	2.56%
20	1617	2.83%	1467	2.82%	1326	3.28%	235	2.72%	146	8.40%	111162	2.74%
21	1257	2.20%	1157	2.22%	962	2.38%	241	2.79%	145	8.34%	96468	2.38%
22	1442	2.52%	1255	2.41%	968	2.39%	232	2.69%	156	8.98%	106264	2.62%
23	1147	2.01%	1012	1.94%	696	1.72%	224	2.60%	125	7.19%	83783	2.07%
24	1841	3.22%	1673	3.21%	1361	3.36%	245	2.84%	135	7.77%	135874	3.35%
25	1360	2.38%	1221	2.35%	984	2.43%	242	2.80%	137	7.88%	98471	2.43%
26	1068	1.87%	964	1.85%	816	2.02%	233	2.70%	123	7.08%	84978	2.10%
27	1628	2.85%	1481	2.85%	1180	2.92%	227	2.63%	144	8.29%	127468	3.15%
28	3893	6.81%	3631	6.98%	2584	6.39%	396	4.59%	156	8.98%	276950	6.84%
29	2918	5.11%	2649	5.09%	1390	3.43%	460	5.33%	166	9.55%	160779	3.97%
30	1766	3.09%	1644	3.16%	1018	2.52%	243	2.82%	134	7.71%	117121	2.89%
31	3628	6.35%	3390	6.51%	2553	6.31%	236	2.73%	143	8.23%	219084	5.41%

Most users of [www.electionpakistan.org](http://www.electionpakistan.org) originated in Pakistan. The following table shows the origin-wise breakdown of users:

Top 30 of 57 Total Countries							
	Hits		Files		KBytes		Country
1	21195	40.54%	19884	42.32%	1909957	48.49%	Commercial (com)
2	16582	31.72%	14501	30.86%	1102147	27.98%	Unresolved/Unknown
3	7709	14.75%	7437	15.83%	518372	13.16%	Network (net)
4	2594	4.96%	2393	5.09%	122079	3.10%	Pakistan

5	1864	3.57%	1767	3.76%	122094	3.10%	Germany
6	397	0.76%	56	0.12%	4555	0.12%	European Union
7	281	0.54%	279	0.59%	42320	1.07%	China
8	275	0.53%	264	0.56%	17922	0.46%	Ukraine
9	241	0.46%	139	0.30%	17422	0.44%	Russian Federation
10	206	0.39%	191	0.41%	13526	0.34%	Non-Profit (org)
11	204	0.39%	196	0.42%	12241	0.31%	Switzerland
12	142	0.27%	132	0.28%	8300	0.21%	Netherlands
13	60	0.11%	42	0.09%	3089	0.08%	Educational (edu)
14	60	0.11%	30	0.06%	4598	0.12%	Viet Nam
15	53	0.10%	42	0.09%	3432	0.09%	Canada
16	50	0.10%	35	0.07%	4323	0.11%	India
17	48	0.09%	46	0.10%	3849	0.10%	Thailand
18	42	0.08%	40	0.09%	2493	0.06%	Finland
19	40	0.08%	40	0.09%	2989	0.08%	Generic Business (biz)
20	36	0.07%	36	0.08%	1943	0.05%	Australia
21	27	0.05%	24	0.05%	2502	0.06%	Belgium
22	24	0.05%	17	0.04%	1744	0.04%	Czech Republic
23	17	0.03%	15	0.03%	1459	0.04%	Mexico
24	15	0.03%	6	0.01%	6344	0.16%	Brazil
25	13	0.02%	0	0.00%	5	0.00%	Moldova
26	10	0.02%	2	0.00%	131	0.00%	United States
27	9	0.02%	1	0.00%	10	0.00%	Latvia
28	8	0.02%	7	0.01%	54	0.00%	Poland
29	6	0.01%	2	0.00%	155	0.00%	Italy
30	5	0.01%	1	0.00%	733	0.02%	Colombia

## 8. CHALLENGES

- Delay in approval of grants continues to be one of the major challenges faced in the implementation of the project. As a result, applicants continue to express their resentment and regret that they had chosen to apply involving hard work on their ends. As noted earlier as well, there is the possibility that the interest of applicants in our Project is marred because of this, and the number of applications in upcoming cycles may fall. The project management has repeatedly raised this concern with the USAID.
- Requests for modification in the contract as well as budget realignment are still pending USAID approval; and COR is already aware of these issues.
- New cycles could not be announced since February 3, 2013 due to absence of incremental funding to the contract and hence, the project could not make additional grants despite a sizable number of recommendations made to USAID for approval under cycle 4. The Project had to be slowed down for these reasons and a new strategy is being worked out under guidance from USAID about future grant making and associated downstream activities. However, as a result of this, there is less field activity directed towards strengthening public voice and accountability. Several requests have been made to USAID regarding new grant cycle announcement, but after making awards under the previous cycles.
- Many projects have closed out (86 in total) or are being close out. As a result, the Project's field activity is reduced substantially and the overall project performance in terms of strengthening voice and public accountability is being affected.

- It is a challenge that the open cycles have to be closed before we start or announce new cycles. The grants applications from cycle 3 and 4 are still open and have to be decided for a conclusion by USAID, as considerable time has passed since these applications were received and submitted to USAID for approval.
- A request for provision of letters to obtain tax exemptions from Government of Pakistan on procurement of certain items is pending with USAID.
- Suspension of public events in view of USG shutdown affected the pace of project activities by our partners as another suspension was in place from November 6, 2013 to November 18, 2013.
- Branding and marking waiver request for partners working in KP, FATA and Balochistan is still pending.

**Appendix I: Province or Region Wise Distribution of Sub-Awardees (As of December 31, 2013)**

<b>Theme</b>	<b>Nationwide</b>	<b>Punjab</b>	<b>Sindh</b>	<b>KP</b>	<b>FATA</b>	<b>Balochistan</b>	<b>GB</b>	<b>AJ&amp;K</b>	<b>Total</b>
Municipal Services		01		01					02
Legislative Governance				02		01	01	01	05
Education Sector Reforms	01	03	01	04				01	10
Tax Collection	01	01							02
Local Government		01	02			01			04
18 <sup>th</sup> Amendment		03	01	01		02			07
Energy Sector Reforms		03	01				01	03	08
FCR Reforms					03				03
Transparency and Accountability			04	02		01			07
Higher Female Voter Turnout		02	04	11		08			25
Free, Fair and Peaceful Elections		13	10	13		06			42
Water Rights		03	01						04
Municipal Services			03	02					05
Energy Sector Reforms	03			01					04
Independent, Free and Responsible Media	01								01
<b>Total to Date</b>	<b>06</b>	<b>30</b>	<b>27</b>	<b>37</b>	<b>03</b>	<b>19</b>	<b>02</b>	<b>05</b>	<b>129</b>

**Appendix II: Status of region and theme-wise awarded grants and funds (USD) approved and disbursed – October 1 - December 31, 2013**

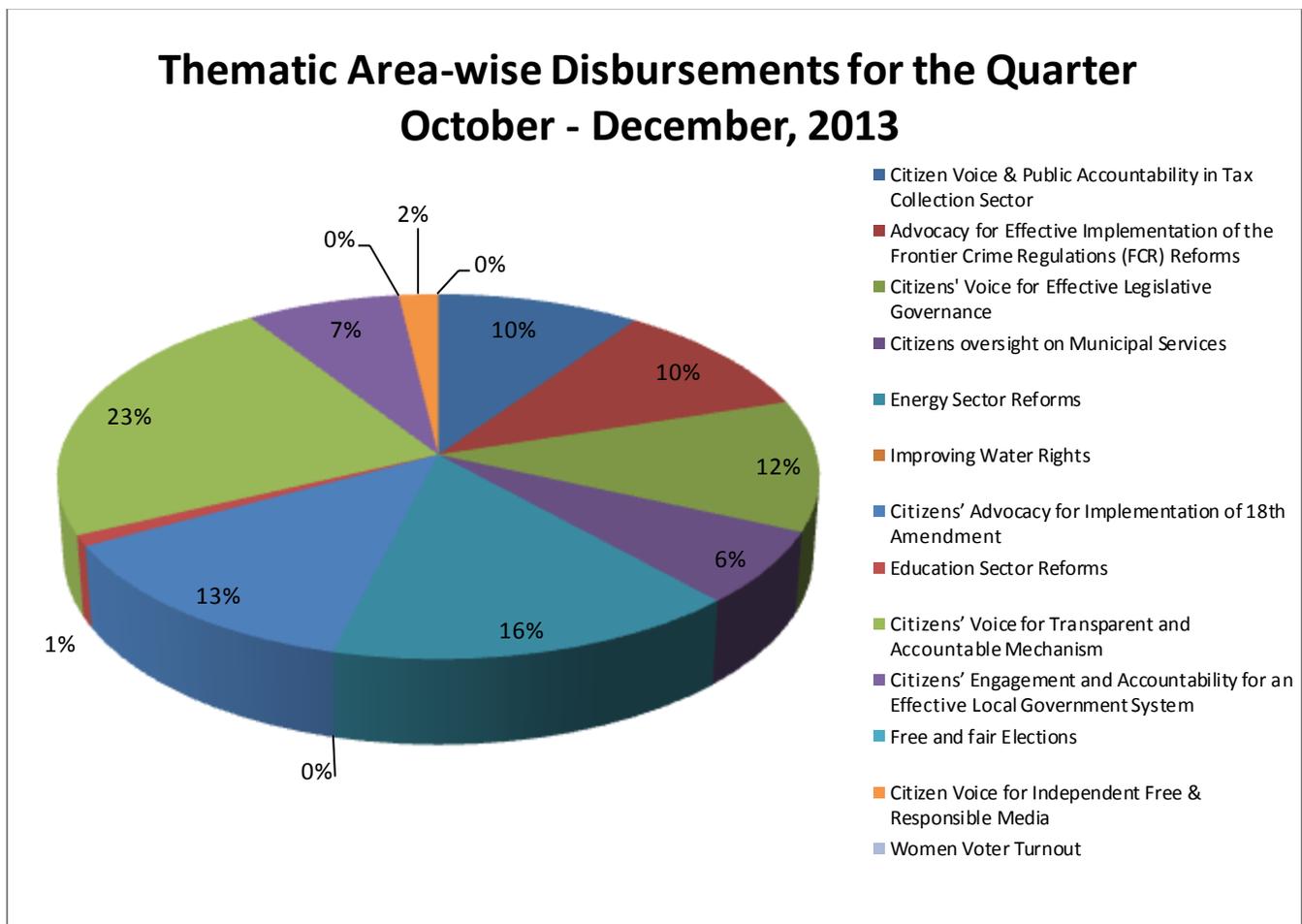
Thematic Areas & Funding			Geographic Devolution of Grants							Total USD	
			Nationwide	Punjab	Sindh	Baluchistan	KP	FATA	GB		AJ&K
<b>Citizen Voice &amp; Public Accountability in Tax Collection Sector</b>	No. of Approved Grants		1	1							2
	Funding Status	Approved	139,491	145,093	-	-	-	-	-	-	284,584
		Disbursed	98,767	130,584	-	-	-	-	-	-	229,351
<b>Advocacy for Effective Implementation of the Frontier Crime Regulations (FCR) Reforms</b>	No. of Approved Grants							3			3
	Funding Status	Approved	-	-	-	-	-	477,146	-	-	477,146
		Disbursed	-	-	-	-	-	314,645	-	-	314,645
<b>Citizens' Voice for Effective Legislative Governance</b>	No. of Approved Grants					1	2		1	1	5
	Funding Status	Approved	-	-	-	162,541	349,699	-	180,515	167,015	859,769
		Disbursed	-	-	-	149,385	278,522	-	115,427	141,241	684,575
<b>Citizens oversight on Municipal Services</b>	No. of Approved Grants			1	3		3				7
	Funding Status	Approved	-	99,962	283,694	-	287,723	-	-	-	671,379
		Disbursed	-	91,457	189,627	-	175,209	-	-	-	456,293
<b>Energy Sector Reforms</b>	No. of Approved Grants		3	3	1		1		1	3	12
	Funding Status	Approved	292,542	266,180	93,094	-	95,760	-	99,853	252,416	1,099,846
		Disbursed	252,990	196,604	82,635	-	77,845	-	60,650	143,269	813,993
<b>Improving Water Rights</b>	No. of Approved Grants			3	1						4
	Funding Status	Approved	-	400,898	137,447	-	-	-	-	-	538,345
		Disbursed	-	369,195	125,499	-	-	-	-	-	494,693
<b>Citizens' Advocacy for Implementation of 18th Amendment</b>	No. of Approved Grants			2	2	1	1				6
	Funding Status	Approved	-	296,040	262,358	90,492	98,573	-	-	-	747,463
		Disbursed	-	149,481	162,476	55,258	-	-	-	-	367,214
<b>Education Sector Reforms</b>	No. of Approved Grants		1	3	1		4			1	10
	Funding Status	Approved	99,574	291,565	85,558	-	327,882	-	-	83,423	888,002
		Disbursed	99,574	268,109	77,109	-	322,583	-	-	83,350	850,725
<b>Citizens' Voice for Transparent and Accountable Mechanism</b>	No. of Approved Grants				3	2	2				7
	Funding Status	Approved	-	-	326,018	200,223	253,204	-	-	-	779,445
		Disbursed	-	-	232,736	165,608	118,647	-	-	-	516,991

<b>Citizens' Engagement and Accountability for an Effective Local Government System</b>	No. of Approved Grants			1	2	1					4
	Funding Status	Approved	-	139,799	200,564	176,176	-	-	-	-	516,540
		Disbursed	-	53,505	149,076	68,411	-	-	-	-	270,992
<b>Free and fair Elections</b>	No. of Approved Grants			13	10	6	13				42
	Funding Status	Approved	-	265,615	211,888	127,988	265,171	-	-	-	870,662
		Disbursed	-	256,458	200,004	108,554	235,277	-	-	-	800,293
<b>Women Voter Turnout</b>	No. of Approved Grants			2	4	8	11				25
	Funding Status	Approved	-	62,491	112,878	231,772	320,146	-	-	-	727,287
		Disbursed	-	50,702	109,902	220,955	308,872	-	-	-	690,430
<b>Citizen Voice for Independent Free &amp; Responsible Media</b>	No. of Approved Grants		1								1
	Funding Status	Approved	80,000								80,000
		Disbursed	14,229								14,229
<b>Thematic Area</b>	No. of Approved Grants										-
	Funding Status	Approved									-
		Disbursed									-
<b>Thematic Area</b>	No. of Approved Grants										-
	Funding Status	Approved									-
		Disbursed									-
<b>Total</b>	No. of Approved Grants		6	29	27	19	37	3	2	5	128
	Funding Status	Approved	611,607	1,967,643	1,713,499	989,193	1,998,159	477,146	280,368	502,854	8,540,469
		Disbursed	465,560	1,566,094	1,329,063	768,170	1,516,956	314,645	176,077	367,860	6,504,426

<b>Total Funds Approved (USD)</b>	8,540,469
<b>Total Funds Disbursed (USD)</b>	6,504,426

Appendix III: Thematic Area-Wise Disbursements for the Quarter October - December, 2013

Thematic Area	Grant Amount	Disbursement
Citizen Voice & Public Accountability in Tax Collection Sector	24,189,644	6,260,096
Advocacy for Effective Implementation of the Frontier Crime Regulations (FCR) Refoms	40,557,444	6,727,764
Citizens' Voice for Effective Legislative Governance	73,080,352	7,508,581
Citizens oversight on Municipal Services	57,067,230	4,249,700
Energy Sector Reforms	93,486,887	10,148,911
Improving Water Rights	45,759,344	-
Citizens' Advocacy for Implementation of 18th Amendment	63,534,349	8,455,612
Education Sector Reforms	75,480,192	615,375
Citizens' Voice for Transparent and Accountable Mechanism	66,252,859	14,745,977
Citizens' Engagement and Accountability for an Effective Local Government System	43,905,893	4,737,697
Free and fair Elections	74,006,300	-
Citizen Voice for Independent Free & Responsible Media	6,800,000	1,209,501
Women Voter Turnout	61,819,400	-



**Appendix IV: Region-Wise Disbursement during the Quarter October - December, 2013**

Description	Nationwide	Punjab	Sindh	Baluchistan	KP	FATA	GB	AJ&K
Approved Funding	51,986,604	167,249,661	145,647,390	84,081,409	169,843,516	40,557,444	23,831,250	42,742,620
Disbursement	3,757,454	14,460,384	15,485,630	7,540,953	8,579,926	6,727,764	2,449,680	5,657,423

