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WVRD

Memo

DATE:

TO: January 31, 1994

FROM:

SUBJECT:

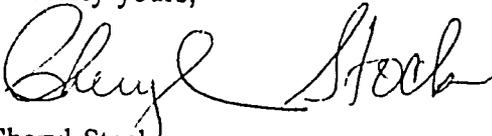
Mr. Jaime Correa
AID/FHA/FFP
1515 Wilson Boulevard
Rosslyn, Virginia 22209

Dear Mr. Correa,

Attached are two copies of the quarterly report for the Institutional Support Grant, Grant No, FAO-0801-G-00-3039-00. This report covers the first quarter of FY94 from October through December of 1993.

We are happy to present this report to you in person and to discuss the activities of the grant. Please feel free to contact me if you have any questions after you have had more time to review the report.

Sincerely yours,



Cheryl Stock
Interim Grant Manager

cc: A.I.D., POL/CDIE/DI
Girma Begashaw
Leland Brenneman
Yemane Gebre-Micael
Alastair Greeves/Scott Capistrano
Amos Kalawe
John Reynolds
Carolyn Rose-Avila
Joe Siegle
Audit File

QUARTERLY REPORT
GRANT #FAO-0801-G-00-3-39-00
For the Period Ending December 31, 1993

I. INTRODUCTION

The focus of the activity for the first full quarter of the Institutional Support Grant centered on planning and assessment. A Detailed Implementation Plan was developed and submitted to Food For Peace on November 23, 1993. Needs assessments were conducted in the East and Southern Africa regions. Cheryl Stock served as Interim Grant Manager through the quarter. On December 15, 1993 Yemane Gebre-Micael joined WVRD as Manager of Disaster Mitigation and his activities include the management of the ISG. Mr. Gebre-Micael most recently served as Country Director for World Vision Ethiopia, a position he held for two and one half years. He joined World Vision in 1984 and served as a Relief Project Manager and Relief and Rehabilitation Division Director during the years of Ethiopia's severe famine in the 1980s. He became Operations Director in 1987 and was responsible for overseeing the change in focus of World Vision Ethiopia from relief and rehabilitation to development. Prior to joining World Vision, Mr. Gebre-Micael worked in the Ministry of Finance and in the Ministry of Labor and Social Affairs. He has a Bachelor of Arts degree in Economics from Haile Sellassie University and a Certificate in Public Finance from IMF Institute.

II. ACTIVITIES RELATED TO BENCHMARKS FOR OCTOBER - DECEMBER, 1993

1. Training in the design and management of programs for enhancing food security and mitigating the impact of disasters which use Title II food resources for at least 30 persons from the WVI East and Southern Africa regions.

In the East Africa region the planning process for workshops and experiential training began through a variety of activities:

- a) The Regional Food Resources Director was assigned to the ISG for 50% of his time.
- b) A detailed implementation plan was prepared. In addition to Girma Begashaw, Regional Food Resources Director, Joe Segele, WVRD Program Officer for the Eastern Africa region was involved in the development of the plan as was the Regional Director, Tsega W. Mariam.
- c) The Regional Food Resources Director undertook a needs assessment trip to the field countries within the region.
- d) Dates for the training activities were determined.
- e) Resource trainers were identified.
- f) The development of curriculum and training materials began.

Within the Southern Africa region current programs were assessed and training needs were identified. This process included the following:

- a) The Regional Food Resources Director was assigned to the ISG.

- b) A detailed implementation plan was prepared. Those involved in the process included Regional Food Resources Director, Amos Kalawe, Cheryl Stock, WVRD Interim Grant Manager, Leland Brenneman, WVRD Program Officer for the Southern Africa Region, Agricultural Consultant Joe DeVries, Sam Voorhies, Field Program Director for the region, Robert Mponela, chairman of the regional Development Training and Education and Head of Technical Services for World Vision Malawi, and Elton Ntwana, World Vision Malawi Relief Manager.
- c) The ISG program was introduced to the region. The national offices were provided with background materials, the program description and the DIP.
- d) National offices were asked to respond as to their training needs. National offices agreed that there is need to address the issue of food security within the projects and to improve capacity to timely response to disasters. There is high expectation for what the ISG program will provide.
- e) A study was made of the current status of the use of food aid and disaster mitigation.
- f) A draft of the training needs of the region was prepared based upon input from the national offices and interaction with the Director and from other research performed by the Director. This draft was sent to the national offices for review.

2. Introductory training of trainers in the planning and use of Title II food resources for at least 20 persons from the WVI East and Southern Africa regions.

The process for undertaking the training of trainers began in the East Africa region through the following activities:

- a) Participant selection criteria was drafted.
- b) The date for the workshop was set.
- c) The development of curriculum and selection of resource material was begun.
- d) Potential training instructors were identified from within the World Vision partnership.

Within the Southern Africa region a concern developed over who would be selected for training of trainers. The Zambia office felt that the same group who was targeted for the training in the design and management of programs for enhancing food security and mitigating the impact of disasters through Title II food should also be the group who would train to be trainers. WV Malawi felt that the two groups should be separate. The resolution is under discussion.

3. One evaluation per region of a Title II supported program carried out.

No activity.

4. One regional staff person for Southern Africa and one person partially supported by the grant for East Africa trained and providing planning and management support to WV national offices in enhancing food security and mitigating disasters with the use of Title II food resources.

Mr. Girma Begashaw, a civil engineer who has been in management positions with World Vision Ethiopia since 1987, began overseeing food aid resources in the East Africa Region on October 1, 1993, and works half time on the ISG. He led the East Africa team on the development of the detailed implementation plan and then did a needs assessment within the region. As he has begun the process of planning for the training in the region he has been in close contact with the Ministry Capacity Building Action Team (MCBAT) to ensure that the training within the ISG is in coordination with regional plans.

Mr. Girma Begashaw began overseeing food aid resources within the East Africa region as of October 1, 1993. A detailed implementation plan was developed for the first year of the grant. Mr. Begashaw made a needs assessment and orientation trip to Kenya and Uganda from his base in Ethiopia. This resulted in the identification of needs for the planned staff training workshops on food aid management for the region. Mr. Begashaw met with the Leadership Development and Training Coordinator for World Vision Africa, Mr. Mulatu Belachew, to integrate the ISG training with the regional staff development strategy.

Mr. Amos Kalawe assumed the position of Food Aid Resources Director for the Southern Africa region as of October 1, 1993. Mr. Kalawe, formerly head of Technical Support Services for World Vision Malawi, joined World Vision in 1989 after 12 years with the Ministry of Agriculture. He has a Bachelor of Science degree in Agriculture from the University of Malawi and a Master of Science degree in Agricultural Economics from the University of Wales.

In October, Mr. Kalawe led a team in the development of a detailed implementation plan for the activities of the first year of the grant. He then began interactions with the national offices in the region to determine needs, availability of resources, and programs in place.

5. Reference and training materials on the use of Title II food for enhancing food security and disaster mitigation available in the two WV Africa regional offices and WVRD headquarters.

The East Africa Regional Office and the Southern Africa Regional Office began receiving reference materials from WVRD which contribute to the establishment and development of regional resource centers. Handbooks 13 (Grants), 9 (PL 480 Titles I, II, and III), 10 (Participant Training), 8 (Foreign Disaster Assistance), and 1 (Procurement) were sent to these libraries.

6. Internal commodity reviews of two Title II food supported programs conducted to assess internal controls over the receipt, warehousing and distribution of the food resources in accordance with AID regulations.

Food Resource Coordinator completed language training in Portugal in late November and proceeded to Mozambique for commodities training. This training is taking place in World Vision's main office in Maputo and in the district offices in Quelimane, Tete and Nampula. During the quarter, Mr. Meek's training has included familiarization with World Vision's

operation in Quelimane and general familiarization with the requirements of USAID Handbook 9. Evaluation of World Vision's internal controls was undertaken in conjunction with World Vision Mozambique's internal auditor. All facets of commodities operations, from port unloading to final distribution of food to recipients, was observed and a flow chart was developed tracing the process. Sample documentation was also obtained.

7. Completion of one internal audit of a Title II food assisted program and participation in the preparation of one external audit.

Scott Capistrano was hired on December 16, 1993, as commodities auditor. He has a Bachelor of Science degree in accounting from Loyola Marymount University and will complete the requirements for an MBA at Pepperdine University in July. He is a Certified Public Accountant and is in process for completing his GAO certification. Prior to joining World Vision he worked in Auditor Services with Coopers & Lybrand and for a computer consulting firm designing accounting systems.

Mr. Capistrano was involved in general orientation and in research on applicable regulations and references for Title II programs and internal controls with a focus on commodity tracking and logistics and Regulation 11. He has obtained his computer equipment and was involved in planning for an orientation trip to Washington and to Mozambique and for commodity audits scheduled for 1994.

8. Development of training materials on A-133 audit requirements and test materials; the delivery of one training seminar to field test use of the training materials.

No activity.

9. Two Regional Financial Managers trained in the financial management of ISG grant support resources.

Mr. Ayalew Mckonnen, the Regional Finance Director for the East Africa region, and Ms. Sithembile Chiromo, Finance Director for the Southern Africa Region, began financial management by receiving and reviewing manuals, handbooks and forms.

10. One new commodity tracking system installed and ongoing support provided to two existing commodity tracking systems.

The implementation of the Commodity Tracking System in World Vision Mozambique was completed in mid-October by an external consultant. Software was installed in the main office in Maputo and in all the provincial offices. In Quelimane and Tete full time personnel have been appointed and have assumed their responsibility of operating the systems and of assuring the quality of the information transferred to Maputo. The Commodity Officer in Nampula has

assumed responsibility for the system in that province. Training was completed on a report writing tool to facilitate local management reporting. All shipments and commodity information for FY94 has been entered and is available for reporting. There are no outstanding software issues.

III. ADDITIONAL ACTIVITIES, COMMENTS, CONCERNS

A meeting is planned for the week of January 24-28 in Monrovia, California, to bring the managers of the several components of the Institutional Support Grant together for planning, coordination and discussion. A primary focus will be detailed planning for the training workshops and will include curriculum development and logistical planning.

IV. PLANNED ACTIVITIES FOR NEXT QUARTER - SECOND QUARTER FY94 (JANUARY - MARCH)

1. Training in the design and management of programs for enhancing food security and mitigating the impact of disasters which use Title II food resources for at least 30 persons from the WVI East and Southern Africa regions.

In the East Africa region, the Training of Trainers and Program Design workshops will be carried out. Participants to the Food Resource Management workshops will be selected and will attend.

In the Southern Africa region, the training needs document will be completed. National offices will submit names of staff to be trained. A food for work program in Swaziland will be visited.

Curriculum will be developed and/or selected and trainers will be selected.

2. Introductory training of trainers in the planning and use of Title II food resources for at least 20 persons from the WVI East and Southern Africa regions.

A Training of Trainers workshop will be conducted in the East Africa region and national offices will submit names of staff to be trained in the Southern Africa region.

3. One evaluation per region of a Title II supported program carried out.

No activity planned.

4. One regional staff person for Southern Africa and one person partially supported by the grant for East Africa trained and providing planning and management support to WV national offices in enhancing food security and mitigating disasters with the use of Title II

food resources.

Mr. Begashaw, East Africa Regional Food Resources Director, and Mr. Ainos Kalawe, Southern Africa Regional Food Resources Director, will travel to WVRD and WVI in California for orientation and planning meetings relating to activities of the Institutional Support Grant. They will also visit WVRD in Washington and Food for Peace and OFDA for orientation and meetings.

5. Reference and training materials on the use of Title II food for enhancing food security and disaster mitigation available in the two WV Africa regional offices and WVRD headquarters.

Materials will continually be added to the Regional Resource Libraries. There will be emphasis on the establishment of effective links with relevant institutions for obtaining materials and being made aware of the current status in the areas of food security and disaster mitigation. National offices will be made aware of available information.

6. Internal commodity reviews of two Title II food supported programs conducted to assess internal controls over the receipt, warehousing and distribution of the food resources in accordance with AID regulations.

Mr. Meek will continue training in Mozambique through the quarter.

7. Completion of one internal audit of a Title II food assisted program and participation in the preparation of one external audit.

No activity planned for this quarter.

8. Development of training materials on A-133 audit requirements and test materials; the delivery of one training seminar to field test use of the training materials.

Mr. Capistrano will travel to Washington for training and orientation. A Food Resource audit internal control questionnaire, "IQC," will be developed for use by auditors in conducting Title II food commodities audits. Training materials to enable national office audit assistants to understand the requirements of A-133 Title II commodity audits will be developed and field tested at an audit conference to be held in West Africa in late February. Mr. Capistrano will travel to Mozambique for training and orientation to a commodity program in the field.

9. Two Regional Financial Managers trained in the financial management of ISG grant support resources.

Training of the Regional Financial Managers will continue on an on-going basis.

10. One new commodity tracking system installed and ongoing support provided to two existing commodity tracking systems.

The Field Systems Manager will travel to Mozambique in early January to review the system and outstanding issues with country management; a plan for ongoing support will be developed. In late January, reports will be produced from both the system and manually for comparative analysis. Because the central information store is in Maputo and distribution is at the provincial level, testing will continue throughout the quarter to ensure accuracy of the waybills.

A review will be completed of the CTS software for design and application compatibility. An implementation plan for the Sudan program will be initiated by the end of the quarter based on the review of the manual system in progress. Ongoing support will be provided to the Ethiopia system as issues are formalized for any corrections needed.

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