

**ISG QUARTERLY REPORT
GRANT #FAO-0801-G-00-3039-00
FOR THE PERIOD ENDING MARCH 31, 1994**

I. INTRODUCTION

In early January, managers of the various parts of the Institutional Support Grant activities met at WVRD offices in Monrovia, California, to delineate responsibilities, determine areas of cooperation and collaboration, and to plan mutual ways of assistance in carrying out the Detailed Implementation Plans developed during the first quarter. Those involved were Carolyn Rose-Avila, Director of WVRD's Grants Training and Evaluation unit; Yemane Gebre-Micael, Grant Manager; Cheryl Stock, Interim Grant Manager; Germa Begashaw, Food Resources Director for the East Africa region; Amos Kalawe, Food Resources Director for the Southern Africa region; John Reynolds, World Vision International's Field Systems Manager; Alastair Greeves, World Vision International's Internal Audit Manager; Scott Capistrano, Food Resources Auditor; and Barbara Frost, Curriculum Design Specialist. As a result of this meeting and subsequent efforts, the necessary preparations were made for implementing the first round of training workshops.

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

A. 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.

The Regional Food Resource Directors determined the extent and depth of the training needed. It was decided that the training from a "one-shot" workshops approach to one that is sequential and graduated according to a predefined curriculum with the goal of developing expertise at the field level. The initial two training modules within the curriculum would center on program design and commodity management of Title II food. Dates and venues were selected and participants for each workshop were selected from the national offices. Further work was done on the curriculum, and resource materials were selected.

B. 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.

Tirunesh T/Haimanot, Training Coordinator from World Vision Ethiopia, traveled to WVRD in California to work with Barbara Frost, WVRD Curriculum Design Specialist, on the design and development of trainer of trainers materials for introductory trainer of trainers workshops. Tirunesh T/Haimanot was designated facilitator for the workshops. In the East Africa region, participants for this training were selected, dates for the training in April were determined, and a venue was chosen. In the Southern Africa region, national offices do not have persons specifically designated as trainers, so selection is yet to be made. A July or August date for the workshop is being considered.

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

No activity planned for this quarter. However, WVRD carried out an evaluation of Title II food in Ethiopia in November/December 1993. See attached copy of the evaluation.

D. 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.

The two Food Resource Directors, Mr. Amos Kalawe from the Southern Africa Region and Mr. Girma Begashaw from the East Africa Region, were invited to come to WVRD in California for orientation and to meet with the other persons involved in the management of the various components of the grant. Meetings centered on training needs for management of Title II food, compliance to USAID regulations, workshop planning and coordination between regions, reference materials and curriculum, and available consultants both within World Vision and outside. These activities clarified responsibilities, relationships, and areas of cooperation. The two Food Resource Directors shared their plans for capacity building in the management of Title II resources within their regions.

Mr. Kalawe and Mr. Begashaw continued their orientation in Washington, D.C., along with the new ISG Manager, Mr. Yemane Gebre-Micael. Meetings were held with Paul Ulrich, Jaime Correa, Michael Krull and Ina Schonberg of Food For Peace, Ray Meyer and Elmer Fales of OFDA regarding international training and prevention, mitigation and preparedness, Linda Howey of Africa Bureau, and with others in nongovernmental agencies. Cheryl Stock, Interim Grant Manager, also attended the meetings.

Mr. Kalawe attended a conference for national directors in the Southern Africa region. The emphasis of this conference was to define the framework for preparing national and regional office strategies. He was able to discuss with the directors how capacity building for use of Title II resources fits into the overall management strategy.

E. 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.

Reference materials continue to be added to the Regional Food Libraries. The Southern Africa region has obtained a number of publications from WFP and FAO and is now on the WFP mailing list. It began receiving early warning publications in order to monitor food situations in the region and is working with national offices to obtain a more comprehensive picture of food security.

F. 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.

Training for the Food Resource Coordinator, David Meek, was completed at the end of March. Training included observation of commodities activities in each of World Vision's provincial offices in Mozambique—Quelimane, Nampula, and Tete. Mr. Meek attended

a Commodities Seminar in Harare, Zimbabwe, which was conducted by World Vision Mozambique staff for commodities staff members of all World Vision offices in the Southern and East Africa regions. Following this seminar, Mr. Meek spent the final four weeks of his training period in the World Vision Mozambique office in Maputo assisting in the preparation of reports to USAID. A rough draft of an Internal Program Review was completed and reviewed with the World Vision Mozambique Commodities Manager, Walter Middleton. This report will be finalized in April. Mr. Meek also worked with the Food Resource Auditor to coordinate responsibilities and interaction in programs and in audits.

G. 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.

H. 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. Scott Capistrano of World Vision's International Internal Audit travelled to Washington for training and orientation where he met with individuals from USAID, the Inspector General's office and Food for Peace as well as WVRD/Washington. Concerns over food security in Africa and commodity accountability were discussed.

Mr. Capistrano also spent six weeks in Mozambique working with World Vision Commodities Manager, Walter Middleton, and reviewing World Vision's largest Title II commodities program. The review covered ports, warehouses, record-keeping and tracking, logistics, reporting, and distributions. During this time, a comprehensive Commodities Audit Program, which will be used by the International Internal Audit department for audits to be performed later in the year, was developed. This program is being distributed throughout World Vision's national offices' internal audit functions and is being presented for review and testing in various audit training seminars. Development of an Internal Control Questionnaire was also begun for use in conjunction with the Commodities Audit Program. Mr. Capistrano worked with David Meek, Food Resources Coordinator, who was also in Mozambique for training, and a plan for interaction and coordination between the positions of the Food Resource Coordinator and the Food Resource Auditor was developed. It was determined that the Food Resource Coordinator will serve in a proactive role, helping to prepare the various program offices for review and will work in a reactive mode, after an audit, assisting in the implementation of any audit recommendations. The Food Resource Auditor will perform the commodities audit utilizing research and documentation compiled in the program review.

Mr. Capistrano taught the commodity accountability portion of World Vision's West Africa Audit Training seminar held in Dakar, Senegal, in February. Training materials developed and tested by Mr. Capistrano encompassed Regulation 211, Generally Accepted Commodity Accountability Principles (as developed by FAM), and various case studies aimed at group participation.

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

Training of the Regional Financial Managers is being planned for the next quarter (see Section IV.I.).

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

As assessment was made of the commodity tracking system operation in World Vision Mozambique in January. The system is operational and running in parallel with the current manual systems. The only outstanding issue is adequate reports outside of the original design of the software. A plan to manage a transition from the manual system to the automated system was agreed to take place over a four-month period. The software would be distributed to the provinces and a procedure was developed and tested for this process. It was agreed that a further support and training visit from the Field Systems Manager would be valuable in July, with key staff from World Vision Ethiopia participating to share learning and experience over the past year.

The commodity tracking software was reviewed by World Vision technical staff, and the general findings were that the software is well developed and that the design would be adequate for most World Vision field offices with commodity management. The development of the vehicle tracking management module has been delayed until the third quarter due the resignation of a key staff member.

III. ADDITIONAL ACTIVITIES, COMMENTS, CONCERNS

Meetings have occurred between the Director of the Grants Training and Evaluation department, Carolyn Rose-Avila, with World Vision's Vice President for Africa, James Mageria, and World Vision's Vice President for Ministry and Partnership Support (which includes Staff Development), Joan Levett, for coordination of training activities to ensure that the capacity building done under the Institutional Support Grant met with World Vision International overall capacity-building objectives.

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

A. 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.

The program design and management training workshop for the Southern Africa Region is planned for 24 participants and will take place in Harare, Zimbabwe, on April 6–15 with a focus on program design concepts in detail and an overview on Title II commodities. The approach will be to deal with generic program design concepts and then narrow down to more specific food program design, giving several examples of food resource projects. The second workshop, to be held in July or August, will focus on details of Title II commodity management. A program design and management training workshop for the East Africa region, for 25 participants, will take place in Addis Ababa, Ethiopia, April 29–May 7. Mr. Kalawe will travel to Ethiopia for orientation and to

participate and assist in this workshop. Planning will continue for a Project Management Training Workshop to be conducted in Arusha, Tanzania in August.

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

The introductory training of trainers workshop for the East Africa region will be carried out April 20–23 in the Adama Area Development Program of World Vision Ethiopia for 15 prospective trainers of trainers. The Southern Africa region will begin preparations for the same workshop for August. These workshops will be lead by Tirunesh T/Haimanot, Training Coordinator in World Vision Ethiopia.

- C. One evaluation per region of a Title II-supported program carried out.**

Discussions will be held with the senior staff of each region, the WVRD program officers, and the ISG managers to identify the projects that must be evaluated. Possible evaluators will be located. Planning for the evaluations will begin.

- D. 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.**

The Southern Africa Regional Food Resources Director will travel to Ethiopia for orientation and to attend the training workshop for trainer of trainers. The ISG manager of WVRD will also travel to Harare, Zimbabwe, and to Addis Ababa, Ethiopia, to assist in the carrying out of the workshops.

Quarterly reports will be prepared and review of activities and financial transactions will also be conducted. The ISG manager will meet with the Southern Africa and East Africa regional directors and the Regional Food Resources Directors to discuss future directions and develop ideas for FY95 plans. The Southern Africa Regional Food Resources Director will backstop the preparation of food aid proposals in his region.

- E. 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.**

Reference and training materials will continue to be added to the regional food libraries.

- F. 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.**

The Internal Program Review report on Mozambique will be finalized. The Food Resources Coordinator, Mr. David Meek, will travel to Ethiopia for an Internal Program Review of the commodities programs June 3–26. This review will be made in conjunction with an Internal Audit that will be made of the commodities program by the World Vision Commodities Internal Auditor.

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

World Vision's Food Resources Auditor, Scott Capistrano, will begin planning for the commodities audit of Ethiopia which is scheduled for June. This audit is to be performed in conjunction with David Meek, the Food Resource Coordinator. Mr. Capistrano will continue work towards completion of his FAO certification and will continue various continuing professional education in support of his CPA certification.

H. 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.

The Internal Control questionnaire, to be utilized in conjunction with the Commodities Audit Program, will be finalized.

I. Two Regional Financial managers trained in the financial management of ISG grant support resources.

The Regional Finance Directors will participate in a grant financial management seminar to be conducted by WVRD's Finance Department in Harare, Zimbabwe, in May.

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

Review of programs, managed by manual systems, will continue to determine which program is most suited for the next installation of the commodity tracking system.