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SOUTH AFRICA, MADAGASCAR, AND RWANDA TRIP REPORT

**WOMEN'S LEGAL RIGHTS INITIATIVE UNDER THE
WOMEN IN DEVELOPMENT IQC**



December 2006

This publication was prepared for review by the U. S. Agency for International Development. It was produced by Chemonics International Inc. in partnership with the Centre for Development and Population Activities (CEDPA), MetaMetrics Inc., and Partners of the Americas.

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**WOMEN'S LEGAL RIGHTS INITIATIVE UNDER THE
WOMEN IN DEVELOPMENT IQC**

Contract No. GEW-I-00-02-00016-00

Task Order No. 01

Produced by Ms. Rebecca Mischel

WLR Project Manager/Madagascar

On the cover: WLR/Madagascar project office files for shipment to Washington, D.C.

December 2006

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SECTION I: TRAVEL DATES, DESTINATIONS, AND PURPOSES

A. TRAVEL DATES AND DESTINATIONS

Ms. Rebecca Mischel, project manager for the Women's Legal Rights Initiative (WLR) in Madagascar, traveled to South Africa (October 6-14), Madagascar (October 15-November 2), and Rwanda (November 8-19) to assist in closure activities for the three offices.

Destinations in South Africa included the WLR Pretoria office. In Madagascar, destinations included the WLR project office and the Ministry of Justice in Antananarivo. Lastly, in Rwanda the destinations were the WLR project office in Kigali.

B. PURPOSE OF TRAVEL

The primary purpose of Ms. Mischel's trip was to work directly with project office staff in each country to finalize any pre-existing administrative tasks and to perform a general closeout of each project office according to each office's particular needs and in accordance with USAID, local labor law practices, and our U.S.-based subcontractor guidelines, in the case of South Africa.

SECTION II: TRIP RESULTS

A. SOUTHERN AFRICA

In Pretoria, Ms. Mischel met with WLR Regional Coordinator Armelia Chaponda and WLR Project Assistant Musa Mabele to administer office closeout procedures.

A1. CLOSEOUT OBJECTIVES

Ms. Mischel planned the Southern Africa closeout from the following objectives:

- Conduct a full administrative final audit of field office files before the shipping out of all documents back to the home office and U.S.-based subcontractor, CEDPA. Make sure all documents are accounted for in the master file index list.
- Ensure that all regional partner contracts have been closed-out and finalized with the receipt of all approved deliverables.
- Help to implement the final inventory disposition plan in-country by working with Project Assistant, Musa Mabele. Ensure all inventory is accounted for and dispensed according to the finalized plan approved by USAID.

A2. DESCRIPTION OF ACTIVITIES

Office file review

Ms. Mischel conducted a final administrative review of the office files. The office files had been separated into WLR/Swaziland and WLR/Pretoria groupings.

The majority of the Swaziland files — procurement, inventory, and personnel — were previously shipped to the home office as part of the Swaziland office closure. The remaining Swaziland files — accounting, project start up, and daily e-mails — were stored in numerous binders, except for the subcontractor files (see below). All files were reviewed, eliminating duplicates and unnecessary documents for shipment to the home office.

The Pretoria general files were found to be very well-organized, with relatively minimal reorganization and elimination required.

For the Chemonics subcontractor file review, Ms. Mischel used the fixed price subcontract and purchase order closeout checklist (see Annex A) for each of the eight subcontracts. At the project office, she reviewed each subcontract to make sure that all subcontractor deliverables were collected and approved. The checklist serves to ensure that each subcontract has been properly closed out according to Chemonics' contractual and internal guidelines. Each checklist will be finalized after the final merge of the project office and home office subcontractor files.

The subcontracts conducted under CEDPA were gathered for shipment to Washington, D.C. However, since they were entered into under a different entity other than Chemonics, the form in Annex A was not used.

Document shipment preparation

At the close of each project office, all relevant project files are shipped back to the home office before placement in storage. Chemonics' procurement department coordinates directly with a local shipping company and then places the project office and project management unit (PMU) in touch with the shipper.

While she was in Pretoria, Ms. Mischel and the WLR project office staff met with a representative from Elliott (a shipment company) and discussed the shipment process. Elliott planned to bring shipment boxes by the office the week of October 16 to allow the project assistant enough time to pack the boxes prior to the set shipment date of October 25.

To contain costs — and after conferring with CEDPA — the WLR file shipment will contain both Chemonics and CEDPA files, which will be separated upon arrival in Washington, D.C.

Ms. Mischel discussed the packing procedures with the Ms. Mabele and gave her the printed instructions and shipping labels for her to use during the last two weeks in October.

Inventory

Using the WLR/Southern Africa approved inventory disposition plan, Ms. Mischel did a final inventory review, noting each item's current condition and estimated value for the inventory transfer agreement (see Annex B). All inventory was accounted for, except the digital camera's cable cords, which are believed to have been lost/misplaced in Swaziland.

WLR Regional Coordinator Armelia Chaponda coordinated with the Federation of Women Lawyers (FIDA) to arrange an inventory pick-up/transfer date whereby FIDA would arrange to collect all the WLR/SA equipment and bring it to Lesotho at their expense.

For the final step of the inventory transfer, Ms. Mischel copied all WLR/Southern Africa files off Ms. Chaponda's and Ms. Mabele's CEDPA-owned desktop computers onto CDs and instructed both employees to delete the WLR files at the end of the month. Ms. Mischel then erased the project laptop's hard drive and reinstalled the operating system so that all project data is protected through the inventory transfer.

A3. CLOSEOUT NEXT STEPS

During the remaining two weeks of the Southern Africa administrative closeout, the final tasks would need to be performed:

- WLR project assistant receives boxes from Elliott, packs the boxes, and notifies Elliott to pick them up for shipment to Washington, D.C.
- FIDA retrieves inventory prior to October 31, 2006.
- WLR project assistant sends any remaining documentation not sent in the box shipment to the home office via pouch.

B. MADAGASCAR

In Antananarivo, Ms. Mischel met with WLR National Coordinator Vololona Razafindrainibe, WLR Administrative Assistant Nathalie Randriamihamitsoa, and WLR Program Assistant Nadia Rakakamandimby to administer office closeout procedures.

B1. CLOSEOUT OBJECTIVES

Ms. Mischel planned the Madagascar closeout from the following objectives:

- With the administrative assistant, review Chemonics' field accountant's June 2006 trip report and verify that all recommended actions have been completed. In particular:
 - Ensure that proper coding sheets/backup are created and/or completed.
 - Review and clear up local account bank reconciliations from January 2006 to present.
 - Review accounting files of supporting documentation for completeness.
- Assist the administrative assistant in preparing documents (deed of donation, receipt, etc.) for property transfer. Additionally, review project inventory.
- Assist the administrative assistant in copying e-files to CDs and deleting them from computer hard drives.
- With office staff, make final project payments, including salary, insurance, social security, telephone, internet, and final payments to the tax authority. Review any potential outstanding invoices with the administrative assistant and verify that someone has been designated to pay those invoices on behalf of WLR after the close of WLR's bank account on October 31.
- Review petty cash reconciliation, latest bank reconciliation, and status of accounts receivable.
- Work with the administrative assistant to transfer remaining funds from the WLR bank account back to Chemonics, to close the bank account, and to request a zero balance statement from the bank.
- Review project office administrative files for completeness and organization and assist office manager to discard unnecessary material before shipping the files. In particular, review personnel files for compliance with policies, review the procurement files to see if they are organized by purchase and contain all necessary documentation, and review the subcontractor files for signed subcontracts, copies of deliverables, copies of invoices, and negotiation memos.
- Discuss employment agreement termination procedures with project office staff and answer any questions.
- Unregister the WLR project from the local tax authorities and notify the Caisse of the project office employee terminations.
- Support the National Coordinator in her efforts to prepare final contributions for the quarterly report and the final report. With the National Coordinator:
 - Hold closeout meetings with local partners (Ministry of Justice and Focus Development Association) to officially transfer WLR's legacy to them and to secure they continue carrying on these activities.
 - Meet with USAID/Madagascar to coordinate under their guidance the transfer of WLR's legacy to local partners.
 - Identify the key final documents/deliverables that need to be submitted to the home office for final reporting.

B2. DESCRIPTION OF ACTIVITIES

Financial file review and closeout

Ms. Mischel spent the majority of the first week working with the Administrative Assistant/Bookkeeper, Nathalie Randriamihamitsoa, to review the financial files from the beginning of the project (25 months' worth) and ensure that proper backup existed for each transaction. If proper, precise backup could not be located, memos were written and included with the coding sheet to provide more information. Ms. Mischel also reviewed the coding sheets for proper review/approval signatures and had both the Bookkeeper and the Coordinator sign each coding sheet.

In September and October, project office staff did not spend as much time in the office because they were trying to take remaining unused vacation days. For this reason, many of the financial back up for August, September, and October 2006 was not compiled and required more attention than previous months.

Project Assistant Nadia Razakamandimby worked with USAID/Madagascar, local vendors, and the appropriate government ministry to collect all VAT (value added tax) reports for WLR/Madagascar. The final VAT report was submitted on October 25.

Ms. Mischel reviewed the latest petty cash reconciliations and the office closed out the petty cash on October 24. From October 24 through 31, any expenses normally covered via the petty cash (i.e., telephone cards, taxis) were covered by Ms. Mischel.

Chemonics Field Accountant Matt Fabian assisted WLR/Madagascar by conducting a thorough review of the office's bank reconciliations, finding any outstanding discrepancies. With his assistance, Ms. Mischel and Ms. Randriamihamitsoa completed bank reconciliations (local account and U.S. dollar account) for August and September 2006. The final bank reconciliations for October 2006 will be completed after the final bank statement is received from the bank.

The closing of the project bank accounts was a very smooth process. The project submitted a letter to the bank on September 27, 2006 indicating that both project bank accounts (U.S. dollar and Ariary) would be closed October 31, 2006. While working with the bookkeeper during the first week, Ms. Mischel worked out a schedule whereby all checks would be written by October 25. On October 30, the project office delivered the official account closeout letter to the bank and listed the remaining checks to be cleared before the final closure of the accounts.

Final payments for project

Ms. Mischel worked with the project office team to ensure that all final vendor checks and final staff payment checks were written by October 25. By that date, all final invoices had been paid.

On October 24, the project requested a summary of checks cleared to date at the bank. With this information, Ms. Mischel and Ms. Razafindrainibe delivered the above-mentioned letter to the bank on October 30. The letter requested that any remaining funds in the account after the closure be transferred to Chemonics (via the Santénet project office), and that the final bank statement and zero balance letter also be sent to Chemonics (via the Santénet project office).

Office file review

Ms. Mischel completed a review of the remaining files — general, personnel, subcontractor, and procurement — to make them ready for the file shipment. She discarded files that were duplicates of those housed in the home office and noted discrepancies that would need to be cleared once the field office and home office files were merged.

Project deregistration

Starting at the end of September, the project office began compiling information on the steps necessary to deregister the WLR project in Madagascar. The office was originally given two different instructions detailing the documentation it would need to submit to the income tax authorities (IRSA). In the end, the project had to gather and submit yearly financial summaries, yearly activity reports, a summary of income tax withholdings for each employee, and a letter explaining why the project was closing. Unfortunately, during start up the project had been given incorrect (or, at the very least, incomplete) information, and since it had not submitted the annual financial and activity summaries at the end of each year as required by IRSA, the WLR project was fined approximately USD50.

Personnel

Severance and final payments for WLR Madagascar project office staff were calculated under the guidance of a local labor lawyer, Ms. Sahondra Rabenarivo. Project staff received their final paychecks on October 25, in order to allow enough time for the checks to clear before the intended bank account closure date of October 31, 2006. With their final paychecks, project staff received the summary breakdown of final benefit payments calculated by the local labor lawyer, and each staff member signed a release form stating that they had received all compensation due from Chemonics (see Annex C).

Ms. Mischel printed work certificates for each employee (see Annex D) and distributed them on October 31. The certificates were created using a local template.

Document shipment preparation

Ms. Mischel met with Worldwide Movers Madagascar (WWM), the shipping company that would be handling the file shipment to the United States, and discussed receiving boxes from the movers in advance. The boxes were packed and labeled by Ms. Mischel prior to the October 31 pick up date by WWM.

Inventory

Because Chemonics project offices regularly update their project inventory records, completing the final inventory review in Madagascar proved fairly simple. Using the WLR/Madagascar approved inventory disposition plan, Ms. Mischel did a final inventory review, noting each item's current condition and estimated value for the inventory transfer agreement (similar to Southern Africa's in Annex B). All inventory was accounted for.

For the final step of the inventory transfer, Ms. Mischel copied all WLR/Madagascar files off each of the three computers onto CDs. She then worked with the Pact IT specialist to clear the hard drives and reinstall the operating systems on each computer.

Focus Development Association and Alliance Confessionnelle Chrétienne picked up the inventory on October 31. Both groups communicated their appreciation to the project and USAID for allowing them to receive the inventory. The recipients remarked that they would use the equipment and materials to continue furthering the goals of WLR and added that they would continue sending periodic reports to the home office.

Technical

On Tuesday, October 24, National Coordinator Vololona Razafindrainibe and Ms. Mischel met with Corinne Rafaell of USAID/Madagascar one last time to thank her and the Madagascar Mission for their ongoing support and assistance to the WLR program. As a follow up to that meeting, Ms. Mischel sent Ms. Rafaell two project success stories on Monday, October 30 for her review. Ms. Razafindrainibe also sent Ms. Rafaell a list of the WLR/Madagascar program impacts and a budget for two possible activities for USAID/Madagascar funding consideration.

With the early closeout of the project, the WLR project also had a substantial amount of technical materials (brochures, posters, etc.) left over. All of the material was distributed to local partners; the majority of it was given to Focus Development Association and partnering CSOs, while the Ministry of Justice and Ecole Nationale de la Magisture et des Greffes (ENMG) also received materials as well.

B3. CLOSEOUT NEXT STEPS

After the official close of the Madagascar project office, the final tasks would need to be performed:

- Filing cabinet: The filing cabinet borrowed from USAID/Madagascar still needed to be picked up from USAID. The project had notified Special Projects Manager Corinne Rafaell, who was still waiting a response from her colleagues as far as what they would like to do with the filing cabinet. The project informed Ms. Rafaell that the cabinet would remain in the Pact office until the Mission retrieved it.
- Bank documents: The final bank statements and zero balance letter will need to be sent to the home office via the Santénet project office.

C. RWANDA

In Kigali, Ms. Mischel met with WLR Coordinator Rose Mukantabana and WLR Office Manager Elyse Kalisa to administer office closeout procedures.

C1. CLOSEOUT OBJECTIVES

Ms. Mischel planned the Rwanda closeout from the following objectives:

- With project office staff, prepare a detailed schedule/sequence of closeout activities in the last two weeks of project office operations.
- Ensure that the final VAT reimbursement request is submitted to the Rwanda Revenue Authority (RRA) by mid-November and that Chemonics' FEWS NET project will accept the reimbursement check after the WLR office closure and will credit WLR.
- Review schedule for final project payments, including final salary payments and payments to the tax authority and social security administration. Review outstanding invoices with the

office manager and verify that someone has been designated to pay those invoices on behalf of WLR after the close of WLR's bank account.

- Ensure that the office manager knows how to transfer remaining funds from the WLR bank account back to Chemonics, how to close the bank account, and how to obtain records showing a zero balance in the bank account.
- Review petty cash reconciliation, latest bank reconciliation, and status of accounts receivable.
- Review accounting files of supporting documentation for completeness.
- With the office manager, review Chemonics' field accountant trip report and verify that all recommended actions have been completed.
- Review project office administrative files for completeness and organization and assist office manager to discard unnecessary material before shipping the files. In particular, review personnel files for compliance with policies, review the procurement files to see if they are organized by purchase and contain all necessary documentation, and review the subcontractor files for signed subcontracts, copies of deliverables, copies of invoices, and negotiation memos.
- Begin assisting the office manager to copy e-files to CDs and delete them from computer hard drives.
- Assist office manager to prepare documents (deed of donation, receipt, etc.) for property transfer. Additionally, review project inventory.
- Discuss employment agreement termination procedures with project office staff and answer any questions.
- If necessary, assist with a final project event.

C2. DESCRIPTION OF ACTIVITIES

Office file review

Ms. Mischel completed a review of the remaining files — general, personnel, subcontractor, and procurement — and readied them for delivery to the home office. She discarded files that were duplicates of those housed in the home office and noted discrepancies that would need to be cleared once the field office and home office files were merged.

Financial file review and closeout

Ms. Mischel spent the majority of her time in Kigali working with the office manager, Elyse Kalisa, to plan and set in motion the final 2-3 weeks of the project accounting. One of the first tasks they worked on was the final wire transfer request for the office.

As in Madagascar, Ms. Mischel reviewed the financial files to check for consistency and to ensure, as best she could, that all proper documentation was properly collected and filed. She reviewed the coding sheets for proper review/approval signatures, ensured that both the Office Manager's and the Coordinator's signature's were on each coding sheet. Ms. Mischel also reviewed the latest petty cash reconciliation and discussed with staff their intention to close the petty cash on November 27.

Ms. Kalisa worked with local vendors and the appropriate government ministry to collect all VAT reports for WLR/Rwanda. The final VAT report was submitted in mid-November and requested the reimbursement be delivered care of another Chemonics project in-country.

Ms. Mischel and Ms. Kalisa completed U.S. dollar and RWF bank reconciliations for September and October 2006. Chemonics Field Accountant Matt Fabian assisted WLR/Rwanda by conducting a thorough review of the office's bank reconciliations, finding any outstanding discrepancies. The final bank reconciliations for November 2006 will be completed after the final bank statement is received from the bank.

To prepare for the bank account closure, the project drafted a letter for Banque de Kigali and sent it to the home office for signature and notarization. The letter, based on a template recently used by another Chemonics project in Rwanda, requested closure of both the U.S. dollar and local currency accounts, as well as final bank statements and the zero balance letter to be sent to an existing Chemonics project in-country. The project planned to submit the letter to the bank at the end of the month (November).

Final payments for project

Ms. Mischel worked with Ms. Kalisa to get as many payments finalized and checks written as possible before Ms. Mischel's departure on November 18. Due to a delay in submission of ProFemme's final two deliverables, the project was unable to finalize those payments, as well as a printing of public awareness materials, until the third week in November. In addition, salary withholdings payments (RRA, Caisse Sociale, and FARG) were unable to be made until after Ms. Mischel's departure.

Project deregistration

Project deregistration was a simple process in Rwanda. Ms. Kalisa received deregistration instructions and would submit a letter to the Rwanda Revenue Authority.

Personnel

Ms. Mischel completed the final payroll (including November salary and severance payments) with the project office just before completing her trip. She collected personnel release forms and issued work certificates to both staff members.

Document shipment preparation

Given the amount of WLR/Rwanda files and that Rwanda was the last stop on her closeout trip, Ms. Mischel packed and brought the project office files as supplemental baggage to Washington, D.C. This helped ease the National Coordinator's workload in light of Ms. Kalisa's early departure from the project.

Inventory

Ms. Mischel performed a final inventory tracker update and drafted the six inventory transfer agreements for the inventory disbursement to ProFemme's associations, using the same template as she used in South Africa and Madagascar (see Annex B).

Ms. Mischel also organized the files on both Ms. Mukantabana's and Ms. Kalisa's computers, made copies of the files, and arranged with MFI, a local IT company from which the project had procured the computers, to reinstall operating systems on both computers at the end of the month.

C3. CLOSEOUT NEXT STEPS

During the remaining two weeks of the Rwanda administrative closeout, the final tasks would need to be performed:

- Remaining checks to be written to Rwanda Revenue Authority, Caisse Sociale, and FARG. Copy of the deregistration letter to be included with the final check delivery.
- Bank account closure letter to be dropped off at Banque de Kigali.
- ProFemme's associations to pick up inventory at the end of the month.
- Petty cash to be closed on November 28.
- WLR National Coordinator to give final project files/documentation to the FEWS NET office manager to be pouched to Washington, D.C.
- FEWS NET office manager to receive WLR VAT reimbursement and credit it to WLR account. She will also pay the August through November 2006 water bills through the FEWS NET office on behalf of WLR.

ANNEX A

WLR FIXED PRICE SUBCONTRACT AND PURCHASE ORDER CLOSEOUT CHECKLIST

Subcontractor Name:
Subcontract No.:
Job Order No.:

Subcontract Closed:
Fixed Price Subcontract Amount:
Subcontract Start Date:
Subcontract End Date:

- RFP in file (if no RFP include a memo explaining why no competition)
- Subcontract Response to Proposal in file
- USAID approval in file (if subcontract is over \$100,000 in value)
- Negotiation memo in file
- Signed subcontract & modification(s) (if any) in file
- Important correspondence from/to subcontractor in file
- Notify subcontractor of contract end date and last date for submission of invoice
- Request inventory list for all equipment with a current and fair market value over \$500.00 60 days prior to subcontract end date
- Develop and approve equipment disposition plan 30 days prior to subcontract end date
- Provide subcontractor with instructions on how to dispose of equipment inventory
- All invoices and deliverables approved technically and financially
- All invoices paid and in file
- File complete and ready to be sealed

Comments:

BASED ON THE FOREGOING, I RECOMMEND THE CLOSEOUT OF THIS SUBCONTRACT:

WLR Operations Manager (or PMU manager)

Name: _____
Date: _____
Signature: _____

Home office closeout specialist (or PMU director)

Name: _____
Date: _____
Signature: _____

ANNEX B

WLR/SOUTHERN AFRICA INVENTORY TRANSFER AGREEMENT

TRANSFER AGREEMENT

THE UNDERSIGNED agree to a transfer of the property described in the documents attached hereto as Annex A (the "Property"), and agree to certain undertakings in connection with the transfer of the Property, as provided below:

1. The United States Agency for International Development (USAID), which holds title to the Property, and Chemonics International Inc. (Chemonics), a USAID contractor with custody and control of the Property for use in carrying out its contract number GEW-I-00-02-00016-00, Task Order 01 with USAID to implement the Women's Legal Rights Initiative (WLR), agree that they will transfer all right, title, and interest in the Property, and physical possession thereof, to Federation of Women Lawyers (FIDA), a nongovernmental organization that is organized under the laws of Lesotho, and FIDA agrees to accept such transfer of the Property.
2. The total cost of the Property as set forth on, and on the date of, the attached document(s) is USD 5,558.36. The present value of the Property, agreed to by the Parties, is USD 4,304.
3. By signing below, FIDA acknowledges the receipt and acceptance of the Property. FIDA agrees to continue to use the Property for purposes consistent with the project purposes. FIDA further agrees to take all necessary steps to register and record the Property in compliance with Lesotho law.

IN WITNESS WHEREOF, the undersigned have signed this Transfer Agreement.

Chemonics International Inc.

Date: _____
Signature
Armelia Chaponda
Regional Coordinator

FIDA

Date: _____
Signature
Thusoana N'Tlama
Project Coordinator

Annex A

Property Description

October 15, 2006

QTY	Description	Model	Serial #	Item Cost (USD)	Item Current Value (USD)	Condition
1	Cash box (1 x 8")	Red	Cash sale 02 Rapid	\$37.62	\$20	Good
1	Camera	Fuji FinexPxA210	34A62006	\$148.98	\$75	Regular
1	Calculator sharp elsimate El-792C	Brown	N14D015	\$29.70	\$20.00	Good
1	Laptop	Mecer	HGKT9513011 348965-021-1H1	\$1,639.34	\$1,000	Regular
1	Laptop bag	Black	PAKLITE COMMUTER /burg/ 529	\$151.31	\$46	Regular
2	4 drawer cabinet	Cherry & black	Inv 1242	\$901.64	\$750	Good
2	Lockable filing cabinet (1700 x 900 x 350)	Cherry and black	Inv 1242	\$934.43	\$775	Good
1	Glazed bookshelf	Cherry and black	Inv 1242	\$401.64	\$333	Good
1	4 division desk filing dip	Cherry & black	Inv 1242	\$91.80	\$76	Good
2	3 Desk filing dip	Cherry & black	Inv 1242	\$160.66	\$133	Good
1	Mobile phone	Nokia , 7250i Blue		\$327.70	\$250	Good
1	Fridge	DFS 130L bar fridge	1	\$254.75	\$211	Good
1	Microwave	Defy DM 0288		\$92.95	\$50	Good
1	D-Link Modem	D-Link-External Moderm 56 K	S/N: D23P139002632	\$106.56	\$88	Good
1	Single hole puncher	Rexel	Receipt # 2425	\$2.61	\$3	Good
1	Multiple plug	5 -multiple plug	Receipt #0001825	\$17.52	\$14	Regular
1	Scissors	orange	Inv 51494	\$1.64	\$1	Good
1	Staple remover		No.08203/Inv 51494	\$0.93	\$1	Good
1	First Aid Kit			UNK	\$17	Regular
2	9 fin oil heater	Delanghi, KH 590920, 230-240 v-50/60HZ, 200W	Serial # S09 45212 J DLT	\$168.08	\$140	Good
1	14 fin oil heater	Delanghi, KH 590920, 230-240 v-50/60HZ, 300W	Serial # S09 50213 JN DLT	\$118.18	\$97	Good
1	Scanner	Canon CanoScan 4200F	UZQ334980	\$250.00	\$225	New
TOTAL:				\$5,588.06	\$4,324	

ANNEX C
PERSONNEL RELEASE FORM EXAMPLE



Quitclaim and Release

I, Vololona Razafindrainibe, of legal age and residing at Lot II E 2 Z X Nanisana-ladiambola, Antananarivo, hereby acknowledge to have received from **Chemonics International Inc.** the sum of Ariary: **14,399,920 (fourteen million three hundred ninety-nine thousand nine hundred and twenty ariary)** representing all sums of money, salary, benefits, etc., due and accruing to me as of this date and hereby waive, relinquish and quitclaim any and all sums of money, benefits, privileges, demands, causes of action and other claims to which I am or may hereafter be entitled arising from my employment with **Chemonics International Inc.** and by virtue of laws, government rules and regulations, thereby discharging and releasing said company from any and all liabilities, obligations, damages, expenses, penalties and costs whatsoever.

City of Antananarivo, October 25, 2006.

Vololona Razafindrainibe
(Signed over printed name)

Witnesses:

ANNEX D

WORK CERTIFICATE EXAMPLE

ATTESTATION D'EMPLOI

Je soussignée, Rebecca Mischel, Gestionnaire de Projet à Chemonics International Inc., atteste par la présente lettre que **Vololona RAZAFINDRAINIBE**, titulaire du CIN n° 101 252 037 677 du 14/10/76 à Antananarivo, a été employée au sein du contrat USAID # GEW-I-00-02-00016-00, Task Order 1 Women's Legal Rights Initiative en qualité de Coordinatrice Nationale, du 05 Juillet 2004 au 31 Octobre 2006.

En foi de quoi, cette attestation lui est délivrée pour faire valoir et servir ce que de droit.

Fait à Antananarivo, le 31 Octobre 2006

Rebecca Mischel
Gestionnaire de Projet
Chemonics International Inc.