

**ISGM**

**INSTITUTIONAL STRENGTHENING AND  
GRANT MANAGEMENT PROGRAM**



**A PROGRAM OF THE  
USAID/REDSO/ESA  
HORN OF AFRICA SUPPORT PROJECT  
(HASP)**

**QUARTERLY PERFORMANCE REPORT  
July 1, 2001- September 30, 2001**



**Pact, Inc.  
Contract # 623-C-00-98-00026-00  
October 10, 2001**

## **SECTION I. CONTRACTOR'S REPORT**

### **1). Background**

On September 20<sup>th</sup>, 1995, the United States Agency for International Development Regional Economic Development Services Office for East and Southern Africa (USAID/REDSO/ESA) and the Intergovernmental Authority on Development (IGAD) signed a Project Grant Agreement (amended 11 September 1997) to collaborate on implementation of the Horn of Africa Support Project (HASP) designed to promote the participation of African partners in activities that support the US Presidential Greater Horn of Africa Initiative (GHAI), comprising five principles:

African ownership	Regional perspectives	Promoting stability
Strategic coordination	Linking relief & development	

On September 2<sup>nd</sup>, 1998, USAID signed a \$10 million contract with Pact, Inc., a US-based Private Voluntary Organization (PVO) for services in managing the Institutional Strengthening and Grant Management Program (ISGM) of HASP. The contract covered work in ten countries comprising the Greater Horn of Africa (as defined by USAID): Rwanda, Burundi, Tanzania, Kenya, Uganda, Sudan, Somalia, Ethiopia, Eritrea, and Djibouti. Total grant funds available approximate \$4.5 million.

### **2). Expected Results of ISGM**

(i) Institutional strengthening of regional African organizations/consortia/associations involved in food security and/or conflict prevention, mitigation, and response activities (CPMR) in the GHA region;

(ii) Promotion of innovation in the region through support of relevant and innovative regional activities in food security and CPMR; and,

(iii) Increased strategic coordination through the strengthening or creation of structured sub-sector and sector networks and partnerships.

### **KEY RESULTS THIS QUARTER**

- ISGM and REDSO's Foods Security and CPMR SO's become more closely aligned.
- Strategic communications networking workshop held for animal health stakeholders in the GHA region as a follow-up to last quarter's pastoralist workshop. The group built a vision and strategy for networking and communication among animal health stakeholders in the GHA region and jointly identified specific activities that would be undertaken to support networking and communication among the stakeholders. In attendance were 23 representatives from 16 organizations across 4 countries.
- Grantees and other regional organizations build financial capacity through training in management of grants and contracts and skill building in running accounting software packages.
- Grantees developing an increased an understanding of stakeholder participation in project development; and learn various participatory methods and techniques for including stakeholders in project development and management.

3). Comparison of Planned to Actual Events: January – March 2001

<b>ISGM BENCHMARK ACTIVITIES</b>				
<b>Grant Management Unit (GMU)</b>				
<b>Focus</b>	<b>Activity Area</b>	<b>Planned this quarter</b>	<b>Actual this quarter</b>	<b>Notes</b>
<b>Grant Solicitation to Award</b>	1) Request for Application (RFA) solicitation, advertising, & promotion	Finalize 3 <sup>rd</sup> RFA draft Advertise 3 <sup>rd</sup> RFA Promotional Visits	NA	USAID decision to terminate 3 <sup>rd</sup> solicitation will instead make remaining grant funds available for direct SO5 & SO6 proposals.
	2) Process applications and perform initial screening and in-depth stage one reviews.	NA this Quarter	NA	
	3) Support Advisory Council selection and notify unsuccessful applicants.	NA this Quarter	NA	
	4) Conduct pre-award visits and MCAT.	NA this Quarter	NA	
	5) Conduct negotiations and conclude grant agreements.	Complete award of Round 2 grants.	Grants for CLIP, RECONCILE, PELUM pending per resolution of negotiation issues and funding availability.	
<b>Post Award Administration</b>	1) Provide funding and support in line with negotiated agreement.	Funding provided.	Funding provided as normal.	
	2) Monitor grants & provide financial strengthening services.	Financial oversight/ mentoring.	Financial oversight/ mentoring undertaken, of note: 1 visit to REFSO for financial review and backstop training of REFSO's CBOs. 1 visit to WASDA for financial review. 2 workshops conducted.	Financial issues discovered at end of September with REFSO investigation underway see discussion.
	3) Conduct mid –term evaluations	NA this quarter	NA	
	4) Conduct close-outs.	NA this quarter	1 visit to PERIMART and 1 visit to BYDA to initiate closeout (both have rcvd no cost extensions through Nov/Dec 2001 to finish up work).	
<b>Other Support Services</b>	1) Development of a professional network of "Financial and Administrative Mentors" among regional actors.	NA this Quarter	NA	
	2) Support to Centers of Excellence, Umbrella Organizations, & Networks for improved regional training	Support centers of excellence	No activities this taken this quarter relating to financial services	
	3) Other services.	NA this Quarter	NA	
<b>ISGM Finance &amp; Admin Duties</b>	1) Administrate ISGM as per normal procedures.	Administrate ISGM as per normal procedures	ISGM administrated as normal.	

**ISGM BENCHMARK ACTIVITIES – Page 2**

<b>Institutional Strengthening Unit (IS)</b>				
<b>Focus</b>	<b>Activity Area</b>	<b>Planned this quarter</b>	<b>Actual this quarter</b>	<b>Notes</b>
<b>The Assessment Process</b>	1) Develop assessment tools and cadre of skilled assessors and evaluators in the region.	NA this quarter	NA	
	2) Conduct individualized capacity assessments with regional NGOs.	NA this quarter	NA	
<b>Information Exchange &amp; Networking</b>	1) Promote information exchange, networks and alliances.	Publish newsletter  Support CPMR Network.	ISGM Newsletter published on web & in hard copy.  Worked with Interfaith organizations to forward the concept of a grassroots CPMR network for the faith community.	Newsletter currently being printed.
	2) Develop materials and strengthen regional centers of excellence for the provision of IS services.	Support Centers of Excellence	Supported KRA regional board meeting. Arranged for NPI to attend networking workshop.	
<b>Provision of Institutional Strengthening Services</b>	1) Develop, implement, monitor and evaluate a detailed institutional strengthening plan with clearly defined exit strategies for any provided support.	IS mentoring of target organizations	IS mentoring of target organizations undertaken, of note: Visits/meetings with to APFO, KRA, REFSO, WASDA, LEAT & CIFA to review progress in addressing IS agreement and to develop solutions. CIFA completed strategic plan/in distribution. RWN, FAN printing strategic plans. LEAT, REFSO, CLIP final drafts under review. VETWORKS in progress, major revisions required. APFO & PERIMART delinquent in developing strategic plan drafts.	KRA has made tremendous progress CIFA very good progress, some issues primarily re: work in Ethiopia REFSO somewhat behind. WASDA strategic planning addressed but behind in other governance issues. LEAT having difficulties in addressing many IS issues. APFO has not met most of its deadlines.
	2) Ensure exit strategies for IS support and sustainability of organizations.	NA this quarter	NA	
	3) Sponsor IS workshops and training.	Conduct NGO ideology workshop; Participatory project development and management workshop; and Food Security Conference	NGO ideology workshop conducted July 28-Aug 4 Participatory project development and management workshop conducted Sept 17-22 Food Security Conference postponed	See discussion
<b>Strategic Communication Services Unit (SCS)</b>				
<b>Design &amp; Maintain ISGM Web-pages and Databases for the Region</b>	1) Design and maintain Web-pages.	ISGM Web-page maintenance.	PACT KENYA web page re-engineered.	
	2) Design and maintain databases.	Maintenance of MERIT 2000+ database.	MERIT 2000+ updated & maintained.	
<b>Distribute Info Related to Food Security and CPMR</b>	1) Design and publish ISGM newsletter.	Design and publish ISGM newsletter.	Newsletter published	
	2) Design and maintain Email notification systems.	Send email update to subscribers. activity postponed to 4th quarter	NA this quarter	

**ISGM BENCHMARK ACTIVITIES – Page 3**

Focus	Activity Area	Planned this quarter	Actual this quarter	Notes
<b>Strategic Communication Services Unit (SCS)</b>				
<b>Support GHA Organizations in Strategic Communication efforts</b>	1) Conduct SCS assessments & support the development of Communications Strategies for grantees and other regional organizations.	1 assessment planned	2 follow up meetings with KRA conducted and site designed. 3 follow-up meetings with WASDA to build capacity. Consultants review grantees draft strategic communications plans, plans to be finalized by grantees Mentoring visits to CIFA, APFO, CLIP.	
	2) Facilitate information sharing and networking strategies and skills among regional organizations.	Conduct strategic communications / networking workshop	Follow-up animal health networking workshop held on Aug 28-30. Supported NSCC web site creation.	See discussion
<b>Strengthen Centers of Excellence for SC Services</b>	1) Develop materials and strengthen regional centers of excellence for the provision of IS services.	Strengthen regional centers of excellence.	Worked with ALIN to develop their networking strategy.	
<b>Monitoring, Evaluation &amp; Reporting Unit (ME&amp;R)</b>				
<b>Support Regional Organizations Efforts in ME&amp;R.</b>	1) Support grantees (and targeted others) in efforts to develop monitoring, evaluation and reporting skills.	Follow up with grantees on M&E plan development.	Visits/ meetings conducted with WASDA, PELUM, PERIMART, APFO, LEAT, REFSO to support ME&R plan development	
<b>Strengthen Centers of Excellence for ME&amp;R services.</b>	1) Develop materials and strengthen regional centers of excellence for ME&R services.	Support Centers of Excellence	Poor response rcvd to detailed email questionnaire- further action to be taken in 4 <sup>th</sup> quarter.	
<b>Monitor, Evaluate and Report on the ISGM program.</b>	1) Monitor ISGM daily progress and produce quarterly reports.	Submit Quarterly Report.	Report submitted.	
	2) Evaluate ISGM performance and produce annual result's report.	Prepare info for 2001 performance report.	Met with both SO5 and SO6 on performance reporting and PMPs for SO's. Began intensive data compilation for ISGM performance report 2001.	

**3a). Discussion**

**ISGM and REDSO SOs seek closer alignment /3rd round solicitation for proposals re-focused to more closely respond to SO5 and So6 expressed needs.**

In an effort to more closely align ISGM with REDSO's SO5 and SO6, a series of meetings and information exchange efforts were conducted during the quarter. A key result of these activities is that USAID (with ISGMs agreement) has decided not to conduct a 3<sup>rd</sup> round of solicitations as previously planned but rather to earmark approx. \$500,000 USD for directed use by the SO's (300,000 for SO6 and 200,000 for SO5). The SOs agreed to investigate if a contract modification is required to direct PACT/MWENGO in providing IS assistance and or awarding grants to critical REDSO partners.

ISGM also worked closely with each SO during the development of their draft performance monitoring plans and is continuing discussions to finalize indicator and evaluation assessment information each SO would like to have provided for annual reporting purposes. Meetings on these issues will continued to be held in the upcoming quarter.

Some staff members of ISGM also met with Njeri Karuru of CPMR/REDSO to discuss possible ways of how ISGM may work with them. The meeting came up with a possible structure of how sectoral centers of excellence

may link up with ISGM and a CPMR training system that will have a pool of trainers, training modules and participating organizations.

### **REFSO under financial investigation by ISGM**

In late September, while implementing normal audit and control reviews of grants, ISGM discussed financial inconsistencies with REFSO's latest expenditure submittals. ISGM has discussed the matter with USAID and is conducting a full financial investigation.

### **NGO Ideology Workshop held**

July 28-August 4 an NGO workshop to help organizations consciously evaluate their own ideologies and world views that affect their work was conducted in Harare, Zimbabwe. The course was hosted by ISGM/MWENGO all grantees and partner organizations were invited.

### **Participatory Planning and Management Course Held**

Sept 17-22 ISGM conducted a workshop for grantees focusing on developing an understanding of stakeholder participation in project development; and on learning the various participatory methods and techniques of project development and management. In attendance were 16 representatives from 11 organizations across 3 countries. The participants were exposed to five soft systems methodologies of project development and management as well as the ZOPP methodology. The application of ZOPP methodology was demonstrated and the participants practiced the same in a group assignment, using a project selected from one of the organizations i.e. WASDA's strengthening and rehabilitation of water points project. The participants then develop a case study project implementation plan as well as the participatory monitoring and evaluation plan using real examples of projects from their respective strategic plans.

### **Networking Workshop Conducted**

August 28 – 30 a follow-up to the pastoralist workshop was held for animal health stakeholders in the GHA region. The group built a vision and strategy for networking and communication among animal health stakeholders in the GHA region and jointly identified specific activities that would be undertaken to support networking and communication among the stakeholders. In attendance were 23 representatives from 16 organizations across 4 countries.

### **Financial Capacity Building Workshops Held**

Two financial capacity training workshops were held during the quarter. This first was the continuing course on managing grants and contracts, which cover the full range of award specifics, with particular focus on regulations and financial management. The course attracted 16 participants from 13 organizations across 4 countries. The second course focused on managing and implementing accounting software packages (primarily Quickbooks). 13 participants from 12 organizations across 3 countries attended.

### **Three Grants Remain Pending**

Grants for CLIP, RECONCILE, PELUM are still pending per resolution of negotiation issues and funding availability. RECONCILE completed their official registration as an NGO in May and a grant of forthcoming, and CLIP and PELUM must finalize outstanding personnel, financial and policy issues with their host organizations.

### **Misc. Activities Not Otherwise Mentioned.**

*NA this quarter*

### **3b) Personnel and Technical Assistance**

#### *ISGM Personnel*

Bill Polidoro was in the USA for home leave. (June 30- Aug 27).

Lynn McCoy home leave (June 23 –Aug 10).

Dr. Allan O'duol was hired (with a 3 month probationary period) as the monitoring evaluation and reporting program assistant.

Jack McCanna left Pact Kenya for a position in Zambia. As detailed in the ISGM proposal Pact is indiginizing his grant management position.

*Consultant Support this Quarter*

Four local STTA were employed during this quarter.

Dr. Allan O'doul provided capacity building support to grantees developing monitoring, evaluation and reporting plans and helped conduct a workshop;

Prof. I Mbeche provided facilitation services for the participatory planning and management workshop

Dr. Wanyande of ACCE and Mike Crawley of IMPACs provided technical assistance by evaluating grantee strategic communications plans for ISGM.

*No expatriate STTA was utilized this quarter.*

**3c) Issues requiring immediate support/ attention by USAID**

a) Pact/MWENGO is awaiting further instructions/a determination on how REDSO would like to progress forward on the "Special Study."

b) The VAT issue remains unsolved and continues to impact negatively on program implementation. While Pact has finalized all major procurement under the program, this is still a current issue for the on-going procurement of goods and services, the shipment of project-related documents, and the status of its expatriate personnel

**(4) Update on Grantee Activity**

<b>Update on First Round Grantees</b>		
<b>Grantee</b>	<b>Notable Activities Undertaken in the Quarter</b>	<b>Upcoming Activities</b>
<b>Africa Alliance of YMCAs (AAYMCAs)</b>	Facilitated the Board Development Workshop of Ethiopia YMCA at the end of August. Rwanda YMCA has appointed a new National General Secretary, Mr. Gerald Bugingo following the death of the Ag national General Secretary Attended managing grants and contracts workshop Attended accounting software course.	Finalize M&E Plan
<b>CECORE</b>	Closed-out.	NA
<b>FIDA</b>	Closed-out	NA
<b>Forest Action Network (FAN)</b>	Publication and implementation of strategic plan. Attended Networking workshop Developed resource mobilization plan Conducted human resource audit and has planned subsequent staff capacity building in line with new mandate. Finalized and is implementing basic organizational policies (personnel, finance and accounting). End term Project activity evaluation started.	Develop ME&R Plan.
<b>NAWOU</b>	Closed-out.	NA
<b>Vetwork Services Trust-Sudan</b>	Developed 2 <sup>nd</sup> draft strategic plan Attended managing grants and contracts workshop Attended accounting software course.	Finalize ME&R Plan.

## Update on Second Round Grantees

Grantee	Notable Activities Undertaken in the Quarter	Upcoming Activities
<b>African Peace Forum (APFO)</b>	<p>Explored ways of working with community based organizations other than just exchanging information with the Pokot, Karamoja, Turkana and Sebei (POKATUSA) and the Wajir Development Peace Committee. It is hoped that some working rules of engagement will be agreed upon between APFO and the two organizations. At the regional level, similar efforts are taking place. Discussions are underway with a Abantu in Tanzania.</p> <p>Recruited a librarian who will commence work in October 2001.</p> <p>Co-hosted a workshop that brought together the Senior Police officers, the Media people and the broader civil society. The workshop theme 'Partnership for Peace' was held on 24-26 August 2001 at Leopard Beach Hotel, Mombasa. The purpose was of the workshop to define collaborative ways where the three groups could work together in dealing with crime, violence and related issues.</p> <p>Held two Conflict, Peace and Policy forums. The first on 'The Kenya Constitutional Review Process, its Implications, Challenges and Opportunities' and the second on 'Civil Society Participation under the Cotonou Agreement'</p> <p>Developed governance/ administrative policies, submitted to ISGM</p> <p>Developed computer needs to respond to Leland proposal.</p> <p>Updated IS agreement based on ISGM review</p> <p>Refined information and communication strategy.</p> <p>Attended networking workshop.</p> <p>Attended participatory planning workshop</p> <p>Attended accounting software course.</p> <p>Training in computer studies for the administrative assistant</p>	<p>Developing draft M&amp;E plan</p> <p>Developing Strategic plan.</p> <p>Developing resource mobilization strategies</p>
<b>Bahr El Ghazal (BYDA)</b>	<p>Conducted financial closeout procedures</p> <p>Attended networking workshop.</p> <p>Attended participatory planning workshop</p> <p>Attended managing grants and contracts workshop</p> <p>Attended accounting software course.</p> <p>Attended NGO management course in Arusha (sponsored by ISGM).</p>	<p>Prepare for grant closeout.</p> <p>Organizational policies and strategies implementation</p>
<b>Community Initiative Facilitation Assistance (CIFA)</b>	<p>Updated constitution and governance / administrative policies.</p> <p>Participated in IS review and updating IS agreement</p> <p>District peace and Reconciliation Forum in Moyale / Community Development Committee training in Walda and Bori. Brought together NGOs and communities from southern Ethiopia on conflict resolution and harmonization of livestock marketing.</p> <p>Trained and provided support (drug kits) for the community service providers in order to enhance provision of essential services to the target communities.</p> <p>Monitored Environmental Management Committees at Kalacha and Hurri hills</p> <p>Protected shallow wells for kalacha women self help group and nomadic boarding primary school</p> <p>Participation in polio and anthrax eradication campaigns</p> <p>Undertook emergency rangeland and water resources program which entailed construction of permanent furrows, completion of underground water tanks and protection of six wells.</p> <p>Capacity building in computer operations / maintenance.</p> <p>Finalized Strategic Plan.</p> <p>Attended networking workshop.</p> <p>Attended participatory planning workshop</p>	<p>Small scale water development:</p> <p>Desilting of Lataka dam and Kalacha wells</p> <p>Project monitoring and evaluation in Kalacha/Hurri Hills, Dabel, Mankata and Somare areas.</p> <p>Mid term project evaluation</p> <p>Launching CIFA's five year strategic plan and resource mobilization</p> <p>CIFA Board meeting</p> <p>Financial and management training,</p>

<b>Kenya Rainwater Association (KRA)</b>	<p>Conducted preliminary field visits and submitted case study proposals.  GHARP RWH stakeholder directory development(underway)  Production and distribution of GHARP newsletter  KRA stakeholder sensitization and branch development  Updated constitution and governance / administrative policies.  Membership recruitment  Implementation of management policies and procedures  Branch elections  Formation of branch committees  Development of branch strategic plans  Developed Resource Mobilization Plan  Attended networking workshop.  Attended participatory planning workshop  Attended accounting software course.</p>	<p>Finalize draft M&amp;E plan  Organizational policies and strategies implementation  Case study research on rainwater harvesting technologies  Rainwater harvesting Exposition 2001  Branch development stakeholders workshop  Information gathering and database construction, newsletter production &amp; website development  Partner institutional strengthening activities implementation  Project monitoring and evaluation  Tanzania rainwater harvesting technology stakeholders workshop</p>
<b>Lawyer's Environmental Action Team (LEAT)</b>	<p>Conducted Inception Workshop  Hired public relations and Financial officers  Updated constitution and governance policies.  Developed Strategic Plan  Attended networking workshop.  Attended participatory planning workshop  Attended managing grants and contracts workshop  Attended accounting software course.</p>	<p>Develop ME&amp;R Plan</p>
<b>Perimart International (PERIMART)</b>	<p>Conducted close-out activities  Attended networking workshop.  Attended participatory planning workshop  Attended managing grants and contracts workshop  Attended project planning and proposal writing course (sponsored by ISGM).  Finalized strategic plan</p>	<p>Distribute Strategic Plan  Conduct close-out activities  Organizational policies and strategies implementation</p>
<b>REFSO</b>	<p>Village/site/partner identification. 20 CBOs were identified and Mous signed between them and REFSO.  Partial germplasm acquisition and multiplication at a CBO bulking site.  Updated constitution and governance policies.  Finalized draft strategic plan  Sensitization and mobilization of more CBOs in Uganda  Training of CBOs on group mgmt and governance (with ISGM support)  Site preparation and nursery maintenance  Attended networking workshop.  Attended participatory planning workshop  Attended managing grants and contracts workshop</p>	<p>Organizational policies and strategies implementation  Preparation of multiplication sites  Germplasm acquisition  CBO partners training and mentoring</p>
<b>Rwanda Women's Network (RWN)</b>	<p>Strategic Information Workshop from the 10th - 12th Aug/  Finalized Strategic Plan  NGO Management Training  Attended networking workshop.  Attended participatory planning workshop  Attended managing grants and contracts workshop  Attended accounting software course.</p>	<p>Printing and sharing posting RWN 5-year strategic plan  Resource mobilization  Policies development and implementation</p>

<b>Wajir South Development Association (WASDA)</b>	<p>Training of Community health and Peace workers with ISGM mentoring agrees to do repeat sessions with women. A first for training on community animal health.</p> <p>Rehabilitation of Diff borehole. The conflicts over water were reduced tremendously.</p> <p>Education tour and mobilization of communities. these sought to enhance community participation in project planning managing water points, drug stores, community animal health care and peace building</p> <p>Preparation for CAHW training including purchase of training materials.</p> <p>Hired administrative assistant.</p> <p>Improved WASDA policies and management systems</p> <p>Attended managing grants and contracts training</p> <p>Launched strategic plan</p> <p>Capacity building in electronic networking/ communications</p> <p>Attended networking workshop.</p> <p>Attended participatory planning workshop</p>	<p>Finalize ME&amp;R plan.</p> <p>Community Animal Health Workers Training</p> <p>Visit to Afmadow town</p> <p>Water users stakeholders workshop</p> <p>Purchase of bulk vet drugs</p> <p>Ethno veterinary research</p> <p>Implementation of strategic plan, policies and (gender and development) training</p> <p>Mid term project evaluation</p>
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### 5) Update on Non-Grant Assistance

<b>Update on Non-Grant Assistance – Notable Activities</b>	
ACCE	Hired as consultant to evaluate ISGM grantee draft communication plans.
ALIN	<p>Attended networking workshop.</p> <p>Attended managing grants and contracts workshop</p> <p>Attended accounting software course.</p>
African Public Radio	<p>Attended networking workshop</p> <p>Attended managing grants and contracts workshop</p>
CLIP	<p>Attended ISGM meeting of pastoralist key network players.</p> <p>Developed strategic plan with ISGM mentoring</p> <p>Developed IS plan (agreement to be signed at time of grant signing)</p> <p>ISGM conducted an inventory of computer systems and identified needs.</p>
EAWLS	Attended accounting software course.
Farm Africa	Attended ISGM meeting of pastoralist key network players.
NPI	Attended networking workshop.
NSCC	Designed and demonstrated website.
OAU/IBAR	Attended ISGM meeting of pastoralist key network players
RECONCILE	Developed IS plan (agreement to be signed at time of grant signing)
SACDEP/PELUM	<p>Developed IS plan (agreement to be signed at time of grant signing)</p> <p>Attended networking workshop.</p>
WIOMSA	Attended managing grants and contracts workshop

## 6) Upcoming Events – ISGM Led Activities

2001 Schedule- ISGM Sponsored Workshops/ Conferences/ Training

Workshops/ Conferences/ Training	Proposed Date	Location	Invitees
<b>1. Mgmt Control for Non-Financial Managers</b>	October 31- Nov 1	Nairobi	All current, future and past grantees invited
<b>2. Electronic Networking</b>	November 6-8	TBD	All current, future and past grantees invited
<b>3. Understanding Your Award/ Managing your Grant Financial workshop</b>	November 13-16	Nairobi	Grantee and partner NGOs
<b>4. Initial Environmental Evaluation Training</b>	TBD currently in discussion with USAID		All current future and past grantees invited.
<b>5. Food Security Skills Training/ Conference</b>	TBD currently on hold until further discussions with SO5		All present, future, and past FOOD SECURITY grantees. Others on request
<b>6. Strategic Planning Training (ISGM core course)</b>	TBD currently on hold until further discussions with USAID		New (Round 3) grantees and others on invitation).
<b>7. CPMR Skills Training</b>	TBD currently on hold until further discussions with SO6		All present, future, and past CPMR grantees. Others on request

## 7) Regional Travel

The ISGM program plans the following travel (outside Nairobi vicinity) for the upcoming quarter:

Travel Purpose	By Whom	Where	Tentative Dates
Track REFSO progress on IS agreement and grant	Chris, Bill, Florence	Busia Kenya	Oct 8-11
LEAT to discuss lack of progress	Chris, Bill, Florence	Dar Es Salaam Tanzania	Oct 22-25
CIFA Mid Term Evaluation and field review	Chris, Bill, Florence, Titus, Douglas, Allan	Marasabit Kenya	Nov 5-11
WASDA Mid Term Evaluation and field review	Chris, Bill, Florence, Titus, Douglas, Allan	Kenya	Nov 26-30
RWN Grant Closeout	Paul, Chris	Kigali, Rwanda	NOV TBD
CIFA Financial review and mentoring	Mary	Marsabit, Kenya	Dec 4-6

## 8. Performance Update

Performance is deemed to be on track with contract.

## 9. Statement of Work - Administrative Information:

*Financial data for this quarter is currently pending and will be reported once information is received from the Pact home office.*

Contract Data: Total estimated cost \$10,000,000.00.

1. Expenditures (last three months): \$
2. Cumulative expenditures to date: \$
3. Remaining unexpended balance: \$