



CREA SOUTH AFRICA

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GMTA - CONTRACTOR QUARTERLY PERFORMANCE REPORT July 01, 1998 - September 30, 1998

Contractor: Creative Associates International, Inc.
Contract #: 674-0322-C-00-7091-04
Grants Management and Technical Assistance (GMTA) to USAID/SA/SO#1
Dollar Value of Contract: 27/09/97 - \$42,107,901
Obligated Contract Amount: 30/09/98 - \$8,424,790
Reporting period: 01 July 1998 to 30 September 1998

SECTION I- CONTRACTOR'S REPORT

A. Narrative:

This report, the third submitted under this contract, covers the status of those activities identified as "in progress" in the previous report as well as all new activities requested by USAID during this reporting period.

1. Contract Objective:

The objective of the contract is to provide services to USAID/South Africa's Democracy and Governance Strategic Objective Team (SO#1) in the areas of: grants management support for new and existing grants and cooperative agreements; long and short-term technical assistance; logistical support assistance for workshops, conferences and consultations; feasibility study and recommendations on developing endowment/trust/foundation mechanisms; and sectoral assessments and environmental impact studies over a period of five years.

2. Administrative Actions:

- On Monday, September 22, CREA staff noted that three computers were missing from our offices although all doors had been securely locked at close of business on Friday and were still locked when we arrived on Monday morning. There was no sign of forced entry. Since new locks were not installed prior to CREA's occupancy of the premises, it is possible that extra keys could have been in the hands of someone outside the immediate CREA staff. The theft was reported to the police and a report of their findings was requested so that CAII could submit a claim under the company's worldwide insurance policy. New locks have been installed on all exterior doors and only the Chief of Party and the Finance Director have keys to these doors. A metal security door with electronic release and a coded keypad entry was also ordered to be installed to provide additional security for personnel as well as equipment during normal office hours.

- In an effort to recruit an administrative officer a notice was placed in the Pretoria News and the Mail Guardian on September 28 with a closing date of October 9 for receipt of applications. Interviews will be held with all applicants who meet the minimum qualifications as soon as possible. Hopefully, we will be able to select someone to begin work by the first of November. We have been without administrative help since Barbara Antrobus left in early April. We are planning to begin interviewing for a receptionist early in the next reporting period, using applications previously received.

3. Status of SOW Actions Previously Reported as IN PROGRESS

- 98/005 - Fort Hare Conference. The Fort Hare/Ministry of Justice Capacity Building Conference was held as scheduled on 13-15 August 1998 at the Osner Hotel in East London attended by more than 60 delegates from Law Schools and Faculties, the Ministry of Justice, Judges Associations, and other Law Associations. Feedback from various attendees indicated that the conference was very successful and the assistance provided by USAID through CREA was deeply appreciated. Chimene Chetty, Grants Manager, was the primary organizer of this activity with assistance from several other members of the CREA staff. All actions associated with this request have been **COMPLETED**.
- 98/006 - Black Lawyers Association (BLA) Grant. Activities associated with this grant were somewhat problematic during this reporting period. In spite of the fact that all parties indicated agreement with the terms of the grant; i.e, the BLA would implement the recommendations from the FHS systems review prior to commencing program activities and only funds required for start-up and implementation of the recommendations would be advanced, the BLA became very insistent that they be allowed to commence program activities. Unfortunately, the BLA has been highly resistant to CREA efforts to ensure that the FHS recommendations are implemented correctly. There were several exchanges of correspondence around this subject and a number of meetings were held to address the problem. Eventually, following a meeting between the CREA Grants Manager (Chimene Chetty), the BLA Director (Sibuseso Gamede), and the BLA Project Director (Thomas Bokaba), agreement was reached that CREA will contract for outside assistance (with another accounting firm, not FHS) to assist the BLA in developing the systems necessary to ensure good accountability under the grant. This activity is expected to remain **IN PROGRESS** thru 19 May 2000.
- 98/008 - Technical Assistance to DPSA for Sr Exec Development Training

Interviews were held with 19 of the 23 participants prior to the beginning of the first module of Cohort I which was took place during the month of August. Jan Rockcliffe-King prepared the questionnaire and was assisted by Chimene Chetty in conducting the interviews. A comprehensive analysis of the results of the interviews was prepared by Ms. Rockcliffe-King and copies were submitted to USAID, DPSA and Jonathan Cook of Witswatersrand. Feedback indicates that the analysis was well received and will be continued for the other two Cohorts. Follow-up interviews to capture participants after-training perspective are planned for later in the year. This activity will remain **IN PROGRESS** through December 1999.
- 98/010 - Administrative Review of NDI

The draft report for this review was submitted to USAID in mid July and shared with NDI by USAID. Comments from both USAID and NDI were incorporated in the final report which was submitted to USAID according to

a revised schedule approved by USAID based on the date on which CREA received the comments. Feedback indicated that the report was well received by NDI officials who considered the information useful for planning future activities. All actions associated with this request have been **COMPLETED**.

4. New SOW Actions:

During this reporting period (July 1 - September 30, 1998), the GMTA field team (Crea South Africa) received the following requests to carry out activities required by the contract scope of work (SOW):

- 98/011 - Support for South African NGO Coalition "NGO Week"
- 98/012 - Support for District 6 Land Rights Unit
- 98/013 - RFA for District 6 Cooperative Agreement
- 98/014 - Logistic Support for International Exchange (ABA/MOJ)
- 98/015 - Peace Initiatives Election Workshop
- 98/016 - RFAs for Rights Education Cooperative Agreements

5. Status of New SOW Actions:

- 98/011 - Support for South African NGO Coalition "NGO Week"

Meetings were held with USAID and SANGOCO officials to discuss the manner and magnitude of support that USAID would provide for the annual NGO Week activities. It was decided that CREA would award a small (not to exceed \$100,000) grant to SANGOCO to fund costs associated with conference expenses, travel, communications, printed materials and various direct administrative expenses as set forth in a mutually agreed budget. A large portion (R477,817) of the total estimated amount (R590,619) was advanced to SANGOCO at the time of signing since the majority of expenses were expected to be incurred prior to or during the conference scheduled for 17-20 September. CREA also assisted SANGOCO with a number of logistical arrangements and attendees from USAID and the NGO community have indicated that the conference was considered a success. In order to permit adequate time for all transactions to clear through its accounting system, the grant contains a provision allowing until 31 December for SANGOCO to liquidate this advance. This activity is considered **COMPLETED** although the next quarterly report will include an update on liquidation of the advance.

- 98/012 - Support for District 6 Land Claims Unit

Prior to receipt of this request, a meeting was held with representatives of the District 6 Land Claims Unit to determine the extent and manner of USAID assistance. Using the proposal submitted by District 6, a decision was made to have CREA provide direct assistance in setting up the Unit's information campaigns including reimbursing the costs involved in the information workshops. The CREA Grants Manager held two meetings with Unit representatives. The first meeting was to brief them on the procedures for selecting vendors and the process by which CREA would make payments directly to vendors based on documentation submitted by the Unit. The second meeting which was held at the Unit's request was to assist them with planning and budgeting for individual workshops. These workshops are proceeding according to plan with the following meeting held during this reporting period: Mitchell's Plan (15/08); Retreat (12/09); Maitland (19/09); Mannenberg (23/09); and Athlone (26/09). In addition to more workshops, plans for October also include production of information

pamphlets, posters, and a radio docu-drama that will serve to advertise this campaign to reach former residents of District 6 who may be potential claimants for restitution of property rights. This request will remain **IN PROGRESS** until at least the end of December 1998.

- 98/013 - RFA for District 6 Cooperative Agreement

This activity was placed **ON HOLD** by USAID pending an agreement between USAID and the Office of the Minister on the manner in which USAID assistance would be carried out.

- 98/014 - Logistic Support for International Exchange (ABA/MOJ)

This activity had initially been scheduled to be carried out by USIS; however, when USIS advised USAID that it would be unable to meet the requirement with the scheduled time frame, CREA was asked to arrange the travel of three members of a five member team from the American Bar Association to visit South Africa. The purpose of the visit was to perform an assessment of possible assistance to law schools and the task force on legal education in South Africa. The Crea Chief of Party made the appropriate contacts with the ABA, the MOJ, and Travel Fair, CREA's local travel agent, to ensure that airline and hotel reservations were made in time to fit within the established schedule for meetings in Pretoria, Johannesburg, and Cape Town for all five members of the ABA team. As prescribed in the USAID request and the ABA/MOJ agreement, travel costs were paid for only three members of this team. Airline tickets were paid by CREA SA through Travel Fair and CAII/DC assumed responsibility for reimbursing per diem and car rental expenses. This activity was **COMPLETED** within the established time frame.

- 98/015 - Peace Initiatives Workshop

At USAID request, CREA set up a workshop at the Royal Hotel in Durban, inviting all known NGOs working in the Kwazulu-Natal region to discuss what is currently being doing to mediate and/or mitigate the violence surrounding upcoming elections. Thirty-one (31) delegates from 24 organizations participated in this event for which CREA engaged two facilitators to lead group discussions. The CREA Grants Manager was in charge of setting up all arrangements for this event. In addition, she took responsibility for recording conclusions reached in the plenary sessions which she set forth in a draft report which was scheduled to be submitted to USAID after the end of this reporting period. All activities associated with this request have been **COMPLETED**.

- 98/016 - RFAs for Rights Education Cooperative Agreements

Notice of RFA availability was posted on SANGONET on 30 September for the RFAs (GMTA-001 and GMTA-002) with an issuance date of 14 October. As of the end of this reporting period, the schedule for these RFAs are as follows:

Issuance Date	- 14 October
Closing Date	- 30 November
Complete Technical Review	- 14 December
Complete Discussions	- 14 January
Commence Financial Review	- 14 January
Award Cooperative Agreements	- 20 January

B. Administrative Information (as of September 30, 1998):

1. Contract Data:

a. Total Estimated Cost Plus Fixed Fee: \$42,107,901.00
b. Total Obligated Amount: \$ 8,424,790.00
c. Expenditures as of 9/30/98: \$ 1,639,662.87
d. Remaining Balance Obligated Amt: \$ 6,785,127.13

2. Expenditures by Contract/Project Components:

a. Home Office/Field Office General Management	\$ 825,474
b. Technical Assistance	\$ 116,259
1. Technical Support to Grantees	\$ 13,874
2. Special Studies	\$ 36,433
3. Workshops for Grantees	\$ 65,952
c. Logistic Support for Annual SO1/Partners Consultation Meetings, Strategy Workshops/Seminars with Partners, and International Exchanges with Partners	\$ 13,104
d. Grants	<u>\$ 201,786</u>
Total Expenditures as of 9/30/98	\$ 1,639,623 =====

Note: The cost information set forth above is preliminary in nature and should be viewed only as a reflection of the division of activities to date. Cost data for activities reported as in progress and some of the cost data for completed activities are not yet available due to the normal time lag between disbursement in the field and recording/reporting to CAII home office. This information will be provided in subsequent quarterly reports as it becomes available.

