



CREA SOUTH AFRICA

Bank Forum Building, 2nd Floor (Lobby 2), 337 Bronkhorst St, New Muckleneuk 0181
P O Box 40285, Arcadia 0007, Pretoria, South Africa
Telephone No: (012) 46-2890 Fax No: (012) 46-2894

GMTA - CONTRACTOR QUARTERLY PERFORMANCE REPORT October 01, 1998 - March 31, 1999

Contractor: Creative Associates International, Inc.
Contract #: 674-0322-C-00-7091-05
Grants Management and Technical Assistance (GMTA) to USAID/SA/SO#1
Dollar Value of Contract : 27/09/97 - \$42,107,901
Obligated Contract Amount: 31/12/98 - \$ 9,406,709
Reporting period : 01/10/98 - 31/03/99

A. Narrative:

This report, the fourth submitted under this contract, is for six months and 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:

The most noteworthy administrative actions during this reporting period were additions to the GMTA staff. Simon Seema came on board as the Administrative Officer in November 1998 and Jeanette Mahlangu began work as Receptionist in December 1998. Recruitment and selection of a Senior Accountant was completed in February and Ms. Miriam Hassan is scheduled to commence work in April 1999.

Ms. Chimene Chetty, who has been the only grants manager since the departure of Ms. Mbelle at the end of March 1998, was promoted to the position of Senior Grants Manager and given an appropriate increase in salary which was approved by the Contracting Officer with COTR

concurrence.

Ms. Lynne Kruger (who has previous experience with USAID grants) was contracted on a short-term basis (90-days) to provide assistance because of increased workload in the area of grants management and technical assistance to grantees. Recruitment is underway for a full-time Assistant Grants Manager and selection is expected to be completed before the end of the next reporting period.

Due to non-functioning of the air conditioning system and other maintenance problems in the Financial Forum Building where the GMTA team has been located since December 1997, a search was begun for new office facilities. After obtaining the concurrence of the CO and the COTR, a lease was negotiated for space in the Bank Forum Building located at the corner of Fehrsen and Bronkhurst Streets in New Muckleneuk (Brooklyn), Pretoria. The move to the new facilities is scheduled for the end of April 1999. Obtaining a cost-free release from the previous lease was not an issue since the new owners of the Financial Forum Building are desirous of moving into the space which has been occupied by the GMTA team. Agreement was also reached to waive the payment of rent for the month of April in exchange for leaving in place a number of security upgrades which had been installed with GMTA funds.

3. Status of SOW Actions Previously Reported as **IN PROGRESS**

- 98/006 - After obtaining proposals from three accounting firms, Nkonki, Sizwe, & Ntsaluba was selected to do a new assessment of the BLA's financial management systems. The report received from this firm was reviewed and deemed unacceptable by both Crea and the BLA. A revised report was requested, one with more detail and specific suggestions for assistance that could be provided to the BLA. While Crea's financial and grants management staff provide assistance to the BLA on an as-needed basis, more intensive hands-on assistance had been expected from this firm in order to strengthen the BLA institutionally. The BLA grant activity is expected to remain **IN PROGRESS** thru 19 May 2000.

- 98/008 - Technical Assistance to DPSA for Sr Exec Development Training

At the completion of the second module of Cohort I, follow-up interviews were conducted. At USAID request, these interviews included other non-USAID funded participants in an effort to gain a further perspective of the value of this training which appears to have been well received by all who have attended. Analysis of post-training interviews has been completed and a draft report is being prepared for submission to USAID and Wits/Harvard for review. Pre-training interviews were also conducted with the candidates for Cohort II (which also included several USAID-funded participants from the trade unions) and will again be followed up shortly after the completion of this cohort. At present, this activity is scheduled to remain **IN PROGRESS** through December 1999; however, there has been some discussion about the possibility of a fourth cohort. A decision regarding this additional cohort is still pending.

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

During the period August thru November 1998, a total of ten (10) town meetings were held as part of the information campaign by the District Six Land Claims Unit to inform potential claimants of the need to register their claims for land restitution prior to the December 31, 1998 deadline. Attendance at individual meetings ranged from 80 - 150 persons for a total

attendance of more than one thousand (1,000) persons. Specific numbers for each meetings and the number of claims filed prior to the deadline are contained in the report submitted by the District Six Land Claims Unit in February 1999. A copy of this report has been forwarded to USAID. This activity is now **COMPLETED**.

- 98/016 - RFAs for Rights Education Cooperative Agreements

On November 30, 1998, three (3) applications were received in response to RFA GMTA-001 and seven (7) applications in response to RFA GMTA-002. A Technical Evaluation Committee consisting of the GMTA Grants Manager (Chimene Chetty) and USAID SO#1 RLU members (Harold Motshwane and Venda Modise) evaluated the applications during December 1998. A consortium of NGOs headed by NIPILAR was selected for award of a cooperative agreement for GMTA-001 and a consortium headed by CSLS was selected for award of the cooperative agreement for GMTA-002. Letters of debriefing were sent to all unsuccessful applicants. Some delays were encountered in making final award for GMTA-001 due to the fact that NIPILAR had over-expended for activities under its previous grant with USAID and wanted these costs to be covered by the new grant from Crea under GMTA. A meeting was held at USAID with the Contracts/Grant Officer Jerry Kryschtal and agreement was reached that USAID would amend the previous grant to cover NIPILAR activities through the end of January 1999 and the GMTA grant/cooperative agreement would be made effective as of the first of February 1999. With this agreement, award was made to NIPILAR in February and plans were made to hold an implementation workshop to assist NIPILAR and other members of the consortium to develop a comprehensive implementation plan and a monitoring and evaluation plan along with the first annual work plan. Award of the cooperative agreement to CSLS was less problematic, probably due to the fact that there is still an ongoing USAID grant. CSLS had already made plans to hold its own implementation workshop. Crea and USAID participated in this workshop, providing advice regarding what would be expected under the GMTA agreement. Both of these grant activities are expected to remain **IN PROGRESS** thru August 2001.

4. New SOW Actions:

During this reporting period (October 1, 1998 - March 31, 1999), the GMTA field team (Crea South Africa) received the following requests to carry out activities required by the contract scope of work (SOW):

- 99/017 - SO#1 Team Retreat
- 99/018 - CSO Sustainability Assistance - Joe Thomas
- 99/019 - SO#1 Partners Conference
- 99/020 - National Directorate of Public Prosecutors Workshops
- 99/021 - KZN Peace Initiatives Cooperative Agreement(s)
- 99/022 - District Six - Intern Assistance
- 99/023 - LGSP Technical Assistance I (MSI)
- 99/024 - Assistance to LGSP (Nicole Barnes)
- 99/025 - LGTP Launch - Conference
- 99/026 - National Prosecuting Authority Strategy Workshop
- 99/027 - Travel to VP Gore's Anti-Corruption Workshop
- 99/028 - LGSP Technical Assistance II (MSI)
- 99/029 - CSO Sustainability Study (SA Consultants)
- 99/030 - SCAT/EWET Impact Assessment

5. Status of New SOW Actions:

- 99/017 - SO#1 Retreat

Crea arranged the logistics for this activity and hired the facilitator requested by USAID. The event was held at the Farm Inn in Pretoria on October 30, 1999 and was attended by 16 members of the SO#1 Team. The facilitator was somewhat late in submitting a report of the proceedings at this event; however, the report has now been submitted to Crea and forwarded to USAID. This activity is **COMPLETED**.

- 99/018 - CSO Sustainability Assistance - IGI (Joe Thomas)

CAII was asked to subcontract with IGI for the services of Joe Thomas to do a follow-up to an initial study of Civil Society Organization (CSO) Sustainability in South Africa which had been done by Mr. Thomas several months earlier under a subcontract with Macro International. The follow-up was completed and the IGI report was received on schedule, reviewed by USAID and accepted without changes. This activity required coordination among Crea, IGI, Macro, PACT and USAID which involved the scheduling of travel, arrangement of conference venues in several locations, preparing and dispatching invitations to delegates, and culminated in a large consolidated meeting in Johannesburg on 19 November 1998 which was arranged by PACT. This activity is **COMPLETED**.

- 99/019 - SO#1 Partners Conference

Crea was asked to arrange the SO#1 Annual Partners Meeting for the day following the consolidated CSO Sustainability meeting when the majority of SO#1 Partners would already be in the Johannesburg area and Joe Thomas would also be available to discuss strategy connected with planned CSO sustainability activities. Arrangements were made to hold this meeting on 20 November 1998 at the same hotel (the Edenvale Protea) with a total attendance of 60 delegates. This activity was **COMPLETED** as planned.

- 99/020 - National Directorate of Public Prosecutors (NDPP) Workshops

At the beginning of November 1998, USAID requested Crea to assist the NDPP in setting up a total of eleven (11) workshops throughout South Africa to discuss the paper to be presented to Parliament on proposed changes to policies and procedures for public prosecution. It was essential that these discussions take place no later than the end of November 1998. This request presented quite a challenge; however, Crea staff, with the help of a number of temporary workers and several reliable vendors, were able to print and distribute the paper for discussion, make all travel arrangements and accommodations for NDPP representatives, set up workshop venues, and finally, to reimburse mileage claims for the nearly 1600 delegates who attended the eleven workshops. This activity has been **COMPLETED**.

- 99/021 - KZN Peace Initiatives Cooperative Agreement

Three (3) applications in response to RFA GMTA-003 were received on December 28, 1998 and reviewed by a Technical Evaluation Committee consisting of Crea (Chimene Chetty) and USAID (Ray Lynch and Nomea Masihleho). Although two or more awards had been envisioned initially, it was determined that only the application submitted by the consortium headed by IMPD adequately met the criteria set forth in the RFA. A cooperative agreement in the amount of approximately \$800,000 was awarded to IMPD on February 22, 1999. Letters of debriefing were sent to the unsuccessful applicants. Prior to award, two workshops were held with IMPD and other members of the consortium. The first workshop, which was held on 1-3 February, was a team-building exercise which served to inform the specific roles of consortium members. The second workshop, held on

February 16-17, 1999, dealt with development of the implementation plan, annual work plan, and the monitoring and evaluation plan. This activity is expected to remain **IN PROGRESS** through 31 August 2000.

- 99/022 - District Six Intern Assistance

This activity involves the use of law school students as "interns" to assist District Six with research required to process claims for land restitution. USAID requested Crea to fund stipends of approximately R2,000 per month for each of eight interns. Several of the original eight students selected by District Six have since departed to take other jobs or to return to full-time study but these have been replaced by others, some working on a full time basis while others only part-time. Within the amount of funds originally budgeted, this activity is expected to continue **IN PROGRESS** through June 1999.

- 99/023 - LGSP Technical Assistance I (MSI)

Crea was requested to subcontract with MSI to provide interim assistance to DCD in establishing a system for meeting the needs of municipalities under the USAID Local Governance Support Project (LGSP). The MSI team, headed by Peter Cranko, developed a set of criteria for selecting municipalities with needs that fit within the scope of the project and an advertisement which was issued announcing the availability of assistance and requesting that applications from municipalities seeking assistance be submitted not later than 30 April 1999. The MSI team will evaluate these applications and make recommendations to the LGSP Executive Committee (EXCO) for the next phase of the project which is expected to involve competitive grant making by Crea for selection of NGOs to provide the needed assistance. Activity associated with this USAID Request 99/023 is expected to remain **IN PROGRESS** through July 1999.

- 99/024 - Assistance to LGSP (Nicole Barnes)

USAID requested Crea to contract for the services of Nicole Barnes prior to commencement of her fellowship with USAID so that she could assist DCD to develop a six month work plan for activities under the LGSP. CAII/DC negotiated a consulting agreement with Ms. Barnes whereby she worked out of the GMTA offices until she could be officially brought on board as a USAID Fellow, sometime after the end of this reporting period. During this period, she worked very closely with DCD, USAID, and Crea in a number of different planning activities, including the LGTP Launch discussed below. As of the end of this reporting period, USAID Request No. 99/024 was still **IN PROGRESS** but expected to end within the first couple of weeks of the next period.

- 99/025 - LGTP Launch - Conference

Crea was requested to assist DCD with logistics planning for a national conference to launch the Local Government Transformation Programme (LGTP) under the LGSP. This involved developing a data bank of all municipal councils throughout the country (more than 800), arranging the venue at Gallagher Estates, issuing invitations, receiving confirmations, purchasing display materials and various supplies for distribution to the more than 800 delegates, assisting in registration, etc. This activity was successfully **COMPLETED** on 29 March 1999.

- 99/026 - National Prosecuting Authority Strategy Workshop

USAID requested Crea to assist NDPP to set up a five-day workshop at the Drakensberg Sun to work with prosecutors from around the country in

developing a strategy for the National Prosecuting Authority. A total of 90 delegates attended this event and, in addition to the usual venue arrangements, transportation of delegates, etc., Crea was also asked to provide a written record of the proceedings. A local secretarial service was contracted to prepare this record and copies of the report were provided to NDPP and USAID. This activity is now **COMPLETED**.

- 99/027 - SA Ministers Travel to VP Gore's Anti-Corruption Workshop

USAID requested Crea to make travel arrangements for three South African government representatives (the Minister of Justice, the National Director of Public Prosecutors, and Judge Willem Heath) to attend the Anti-Corruption Workshop sponsored by Vice President Al Gore in Washington DC. Crea was only authorised to pay the equivalent of business class travel and only Judge Heath was willing to accept those arrangements. The other two elected to make their own arrangements for first class travel with the understanding that they would be reimbursed only up for the cost of business class. At the end of this reporting period, Crea had not yet received their request for reimbursement; therefore, this activity is considered still **IN PROGRESS**.

- 99/028 - LGSP Assistance II (MSI)

USAID has requested Crea to subcontract with MSI to serve as a project implementation agency (PIA) to continue the activities initiated under Request No. 99/023. Because there is still not sufficient definition regarding how this activity will have to be structured, a revision to the scope of work will be necessary after applications from municipalities have been evaluated and a decision made regarding how assistance will be provided. It is likely that this activity will remain **IN PROGRESS** until the end of July 2001.

- 99/029 - CSO Sustainability Study (SA Consultants)

USAID has requested Crea to provide technical assistance from South African consultants and logistical support to Joe Thomas of IGI in carrying out a special study which will provide input to the design of a new activity entitled Civil Society Support Program. As of the end of this reporting period contact had been made with the selected consultants to request their review of the proposed scope of work and to prepare proposals to provide the requested technical assistance. This activity is expected to remain **IN PROGRESS** at least until the end of the next quarter.

- 99/030 - SCAT/EWET Impact Assessment

USAID has requested Crea to contract a special study to assess the impact of activities under USAID grants to SCAT and EWET. At the end of this reporting period, two consultants had been contacted but no formal selection had been made. It is expected that this activity will remain **IN PROGRESS** at least until the end of the next quarter.

B. Administrative Information (as of March 31, 1999):

1. Contract Data:

a. Total Estimated Cost Plus Fixed Fee:	\$42,107,901.00
b. Total Obligated Amount:	\$ 9,406,709.00
c. Expenditures as of 03/31/99:	\$ 4,252,024.95
d. Remaining Balance Obligated Amt:	\$ 5,154,684.05

2. Expenditures by Contract/Project Components:

a. Home Office/Field Office General Management	\$1,208,899.68
b. Technical Assistance	\$ 423,471.54
1. Technical Support to Grantees	\$ 60,116.69
2. Special Studies	\$ 97,047.55
3. Workshops for Grantees	\$266,307.30
c. Logistic Support for Annual SO1/Partners Consultation Meetings, Strategy Workshops/Seminars with Partners, and International Exchanges with Partners	\$ 26,238.38
d. Grants	\$1,627,415.35
e. Participant Training Tuition	\$ <u>966,000.00</u>
TOTAL	\$4,252,024.95 =====

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.

3. DIRECT COST INFORMATION (ACTUAL VS BUDGETED) BY USAID REQUEST

Following is a breakdown of direct costs attributable to individual activities identified by USAID Request Number as of the end of this reporting period. The amounts shown as "actual" are the best information available at this time. The system of tracking direct costs against individual requests was not put in place at the beginning of the contract; therefore, the amounts shown for some of the earlier requests may not be complete. Time spent by regular GMTA staff on individual activities has not been included in this compilation and no attempt been made to allocate any portion of the GMTA office operations or the CAII indirect costs or fixed fee to individual activities. The system of budgeting and reporting only **direct costs** is a procedure devised by the COTR and agreed to by the COP only as a measure of accountability for individual requests and has no effect on cost recovery by the contractor. (Note: When technical assistance has been provided to a grantee outside the amount of the grant, the cost of the TA has been shown separately for that request number.)

<u>USAID Request No.</u>	<u>Estimated Budget</u>	<u>Actual Costs Incurred</u>
98/001	\$ 7,000.00	\$ 7,799.09
98/002	18,000.00	29,794.72
98/003	12,000.00	17,148.87
98/004	75,000.00	75,000.00
(TA to Grantee)	-0-	3,396.94
98/005	43,250.00	20,835.83
98/006	1,600,000.00	377,423.48
(TA to Grantee)	-0-	5,433.28

98/007	Canceled	
98/008	1,700,000.00	979,127.87
98/009	31,204.00	31,961.02
98/010	2,500.00	(Used GMTA Staff Only)
98/011	100,000.00	75,093.26
98/012	42,000.00	15,191.89
98/013	On Hold	
98/014	18,000.00	12,241.94
98/015	7,400.00	2,191.65
98/016	4,000,000.00 (NIPILAR)	703,352.62
(TA to Grantee)	-0-	148.41
	1,500,000.00 (CSLS)	120,450.00
99/017	4,000.00	1,078.51
99/018	56,623.00	50,630.12
99/019	4,000.00	845.31
99/020	214,012.00	93,213.00
99/021	1,000,000.00	276,443.72
(TA to Grantee)	-0-	8,523.60
99/022	14,400.00	8,074.54
99/023	131,777.00	5,928.50
99/024	12,000.00	9,468.06
99/025	40,000.00	39,750.74
99/026	13,900.00	20,181.79
99/027	10,368.00	3,714.75
99/028	676,000.00	
99/029	79,000.00	
99/030	13,646.00	