



CREA SOUTH AFRICA

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GMTA - CONTRACTOR QUARTERLY PERFORMANCE REPORT 01 January 2003 - 31 March 2003

Contractor: Creative Associates International, Inc.
Contract #: 674-0322-C-00-7091-19
Grants Management and Technical Assistance (GMTA) to USAID/SA/SO#1
Dollar Value of Contract : \$42,107,901 - 26/09/1997
Obligated Contract Amount: \$31,746,441
Reporting Period : 01/01/03 - 31/03/03

A. Narrative:

This report, the twentieth 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 grant 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 seven years and two and one half months.

2. Administrative Actions:

CREA S.A. moved to new premises this quarter. There were three new staff that started work in February. Aaron Bornstein, the new Chief of Party, began at CREA S.A. at the beginning of February and Cassiem Khan and Obed Qulo during February as Deputy Programme Director and Programmes Senior Manager respectively. Alia Afshar, a Programmes Associate from the Creative Associates International office in D.C. was approved for travel to South Africa twice during the quarter: the first time to help with the move to the new premises, provide H.R. support in standardisation of job descriptions and performance appraisals. Ms. Afshar's second trip in March was to help with development of an administration policy and procedure manual.

3. Status of SOW Actions Previously Reported as IN PROGRESS

(A) CIVIL SOCIETY UNIT (CSU)

- 01/089 - (CSU) Research Support for Civil Society Index

The cost sharing report has finally been received and accepted. Thus all outstanding close out activities are now **COMPLETE** and this activity is now closed out

- 01/091 - (CSU) NPO Tax Communication and Support Services Programme

Activity: The development and implementation of a communications and support services program to facilitate an enabling tax environment for non-profit organisations.

This activity is making good progress. NPP hosted a two-day conference focusing on an enabling environment in March for CSO's, which was attended by the COP and Programme staff from CREA S.A.

The amendment under request 01/091 was signed this quarter. Since this amendment, NPP has again approached CREA for a request to re-align the budget under this activity. As the NPP is to convene a strategic planning workshop in April, CREA suggested that the re-alignment wait until then as it is anticipated that some of the programme components might change and have further impact on the budget re-alignment.

The NPP used to share offices with the Charities Aid Foundation (CAF). Because of the growth of the CAF programme and because it had already been planned for, CAF has moved to new premises. Hilda Mametse, the Financial Officer has provided financial management support to both CAF and NPP. With the move, Hilda will be joining CAF. The NPP has hired a financial consultant who has been processing the advance and liquidations for CREA S.A. and CREA has provided support to the consultant in this regard. A new Programme Manager, Tracy Fortune has been appointed to the NPP's Cape Town office. She replaces Penny Dlamini who resigned last quarter. This activity will remain **IN PROGRESS** until June 2003.

- 01/102 - (CSU) Research and Analysis Skills Strengthening Program (RASSP)

Activity: To develop and strengthen research and analytical skills within the civil society sector under a grant agreement with the Centre for Civil Society (CCS).

This activity has made good progress in terms of the planned outputs. A third round of training was held this quarter and a site visit was made by CREA and USAID. Some of the issues discussed were the slow rate of spending and the small grants component. It was also established that the CCS would not be able to complete this activity by November and would require an extension for the small grants component. CCS assured USAID and CREA that if the extension was granted they would be able to spend the existing funds by September 2003 and would utilise the small grants component for the extension period. It was agreed that CCS would submit a projection of spending until the end of this agreement and a budget for the small grants component. This activity will remain **IN PROGRESS** until the end of November 2003.

- 01/106 - (CSU) APS Award to NPP - Tax Communication and Lobbying Programme

Activity: To support activities aimed at providing tax advocacy and information dissemination to non-profit organisations in South Africa.

As this activity is synergistically linked with activities under the grant to the Non-Profit Partnership (NPP) for the NPO Tax Communication and Support Services Program (Request No. 01/091), the NPP has been reporting on both activities on one report. The status and progress of this activity is included above under Request No. 01/091 and will continue in that manner in future reports. This activity will remain **IN PROGRESS** until the end of August 2003.

- 01/107 - (CSU) APS Award to CORE

Activity: To build an effective civil society which can engage government from an informed position.

A meeting was held at the CORE offices on the 28th March 2003 with the CREA Deputy Director of Programmes. In this meeting several programme related points were discussed to indicate the progress the project is making. The CORE Director suggested that, as in the case of the Advocacy and Lobbying booklet published following a project sponsored workshop, CORE would like to publish the materials used in the Partnerships and Tendering workshops into booklets as well.

CREA is expecting to receive a letter from the CORE Director early next quarter suggesting that a proactive step should be taken with regard to the partnership between local government and civil society. CORE will propose to carry out an in-depth analysis of Integrated Development Plans in about 30 key municipalities and list certain sectors where CSO's have certain strengths. CORE will also propose a possible meeting with CREA and USAID to discuss this opportunity to shape future IDP processes. This activity is scheduled to remain **IN PROGRESS** until October 2003.

- 01/108 - (CSU) APS Award to SANGONET

Activity: Support for development and maintenance of an internet site with information on the South African funding environment and related matters under a grant agreement with SANGONET.

Activities continue well under this programme. The portal is up and by February there had already been 11,400 users of the site. The development of the grantmaker database continues in partnership with SAGA, due to be completed by the end of this quarter. In addition SANGONET is working with CANET (a volunteer network), on establishing a comprehensive network database for volunteer in the Western Cape. SANGONET is optimistic that they will be able to sustain the project with funding from other sources once the USAID grant closes in September 2003.

The amendment for re-alignment of budget was completed and signed this quarter. CREA has still not received the request for the waiver of the cost sharing component, as agreed last quarter. At a meeting held with SANGONET and USAID this quarter, it was agreed this will be reviewed again in July this year to take cognisance of other anticipated budgetary changes. SANGONET also announced that they might request a no-cost

extension. This activity will remain **IN PROGRESS** until the end of September 2003.

- 01/109 - (CSU) APS Award to AISA

Activity: Support for development of non-financial accountability mechanisms for non-profit organisations in South Africa under a grant agreement with AISA.

USAID met with AISA to discuss concerns on the slow rate of spending and the poor quality report received. A subsequent meeting was held with CREA, USAID and AISA, where it was established that while there has been progress on the social accounting model and the research component, it had not been well reported. It was agreed that AISA would re-submit a report incorporating the input made at the meeting and subsequently AISA has submitted a more substantial report. The other concern was the slow rate of spending, however the activities called for in their implementation plan over the next quarter should also ensure that more funds get spent, bringing AISA's spending in line with the original planned expenditure schedule. This two-year agreement will remain **IN PROGRESS** until November 2003.

- 02/134 - (CSU) Volunteers South Africa Conference

Activity: Logistical Support to Volunteer South Africa and the Department of Social Development (DSD) for the Volunteer Vision Conference to be held on May 16-17, 2002.

The conference report was printed and disseminated by CREA. While this activity is ready for close-out, USAID requested that it be kept open as there had been a further request for another print run and dissemination for which there are funds available. CREA is awaiting direction from USAID in this regard. This activity will remain **IN PROGRESS** until all the outstanding actions have been completed.

- 02/135 - (CSU) FY 2002 Annual Program Statement (APS) for CSSP

Activity: Issuance of an Annual Program Statement for the Civil Society Strengthening Project (CSSP) for FY 2002.

Another selection was made under this APS this quarter, see report under USAID request # 03/189. The status of activities under this APS will continue to be reported as **IN PROGRESS** until the remaining allocated funds have been awarded or until expiry of the APS on 30 April 2003, whichever comes first. Over the quarter, CREA sent out reminder letters to organisations who requested the APS last year regarding the closing date, which is 5 May 2003.

- 02/170 - (CSU) Centre for Public Participation

Activity: Supporting activities aimed at strengthening public participation in governance processes.

The activities under this programme continue to progress well. The Director returned from maternity leave this quarter. CREA met with CPP to discuss the project activities which all appear to be on track. CPP had

an evaluation done by OLIVE, an organisational development NGO, and used this report to make a few strategic changes to their organisation's focus. A full time researcher is now in place to take some of the recommendations forward. CPP also informed CREA of a Public Participation Conference that they are planning to hold on 24-25 June 2003 that will focus on citizen engagement and public participation at the local government level. A consultative group made-up of HSRC, IDASA, Parliamentary Monitoring Group (PMG), Centre for Civil Society, Centre for Policy Studies and CPP is working on the format and agenda of the conference. This agreement is for a two-year period and will remain **IN PROGRESS** until 31 August 2004.

- 02/171 - (CSU) The Contact Trust

Activity: Enhancement of capacity and opportunities for CSOs and government to partner, dialogue and cooperate for policy development, implementation and monitoring.

The activities are progressing well in spite of some HR difficulties. While a full time Information Manager has been appointed, the Trust has not yet found a suitable new Director. The issue in finding the Director is that the person has to have the necessary tact to gain the trust and support of the parliamentarians as well as understanding of their party constraints. Additional funds have been requested from USAID that will allow for a hand over period to the new Director. This agreement is for a two-year period and will remain **IN PROGRESS** until 30 September 2004.

- 03/189 - (CSU) Community Agency for Social Enquiry (APS)

Activity: To conduct a study that will focus on developing an analytical framework for the study of relations between CSO's and government.

This agreement was finally signed this quarter effective 1 March 2003. There was an issue with the exchange rate, as the request was received from USAID in December when the exchange rate was R8.5:\$, however the exchange rate being used in March was R7.5. CREA has made a request to USAID for an amendment to this request to cover the rand budget at a lower exchange rate. It is expected that this activity will remain **IN PROGRESS** until December 2003.

(B) LOCAL GOVERNANCE UNIT (LGU)

- 99/048 - (LGU) District Six Intern Assistance - Phase II

Activity: Support to the Western Cape Commission for the Restitution of Land Rights through payment of stipends for student interns to assist with the processing of land claims from former residents of District Six and other affected areas.

Activities under this request are on track. USAID has approved the request from the Land Claims Commission to extend the Interns Programme to the end of September 2004 and CREA has received a GMTA request for this. The District Six Interns had received a stipend of R2,000 per month which meant that no deductions (e.g. TAX and UIF) were made. In the request to extend the Interns Programme their stipend has also been increased to R3,000 per month. As this now puts them in a tax bracket were they are obligated to start paying taxes and UIF, CREA has decided to not extend

the purchase orders but to put them on the CREA payroll to enable CREA to make the relevant deductions. CREA has MOU's for the 12 Interns and has advised the Land Claims Commission to draft employment contracts with the 12 interns accordingly and let CREA have copies of these contracts. These interns will continue to be paid by CREA and the activity will remain **IN PROGRESS** through 30th September 2004.

- 00/061 - (LGU) Revenue Management - Grant Agreement

Activity: Support for revenue management and service delivery improvement for the Benede Oranje (now Siyanda) District Council, Umzinyathi (now AmaJuba) Regional Council, and Volksrust (now Seme) Local Council under a grant agreement with Vulindlela.

As at the end of the reporting period, Vulindlela has not been able to obtain a refund for VAT from the Receiver of Revenue. The final liquidation is pending until the issue of the VAT refund can be resolved. As at the end of the reporting period Vulindlela had not submitted their final learning product as anticipated, CREA has followed up with James Copley who has undertaken to get the final report to CREA as a matter of urgency. A meeting between Vulindlela, their auditors, USAID and CREA will be scheduled during the next quarter in an attempt to close this activity. This activity will remain **IN PROGRESS** until all outstanding issues have been resolved and all close out actions have been completed

- 01/098 - (LGU) Horizontal Learning & Information Sharing - Organisation Development Africa (ODA)

Activity: Support under a grant agreement with ODA for the transformation of local government by enabling the sharing of information and knowledge relevant to the challenges faced by local government.

During the last reporting period CREA visited with ODA to follow up on pipeline issues and project issues. ODA reported that the draft reports for the 8 learning areas on the Municipal Research fund were due on 7th March and that the final reports were due on 28th March. ODA explained that they had divided the deliverables into two, which would allow for a review of the drafts at a roundtable discussion on March 12th, 2003. A conference to engage in the issues raised in the research reports is anticipated to take place in October/November (a no cost extension might be sought by ODA to enable them to round up the project if the conference is to take place in October/November as ODA's grant expires on 15th November 2003). Round 2 research of the research programme is scheduled to start by end April, after agreement has been obtained by the stakeholders on new research topics and after the process for appointing researchers has been finalised. ODA indicated that the way forward for the 2nd round had been workshopped at a Client Meeting attended by USAID, SALGA, DPLG, LGTP. The proposal was to advertise broadly on a competitive basis for organisations that are interested/capable of undertaking research topics that would be identified. ODA reported a positive reaction to their newsletters that were sent out in December, January and February and also indicated that there are 5 more newsletters that have been loaded on their website. Newsletters will be sent out at a two weekly intervals until April.

The Hologram Website is regularly updated. It is anticipated that some of the 1st round learning products will also be placed on the web site. The first one is the Durban Rates Awareness Campaign. The process will

continue and once the research products become available, a multi-media approach will be taken to the products suitable for this. A link has been established from Hologram to the Cities Network site. String (a consortium member) is pro-actively working on streamlining the database, which currently has 1800 contacts. It has been proposed that ODA produce a video on the next peer review process for use on the website. As budget is a problem here, Patrick Flusk of DPLG has indicated that there is Italian donor funding available for the video production. If this can be done then ODA would use USAID funding to disseminate the video.

Task #3: Municipal Learning Support. Three new focus areas have been identified at the Client meeting namely: 1) Establishment of 2 medium-sized learning networks for district and local municipalities (e.g., Cities Network), 2) Mayor Master Class, and 3) Seminar Series. These are all new and need to be further workshopped. ODA will submit a breakdown in budget for these activities to CREA. ODA continues to request reimbursements for the project on a monthly basis. This activity is scheduled to remain **IN PROGRESS** until November 14, 2003.

- 01/104 - (LGU) Project Implementation Agent (PIA) - Round Two

Activity: Deloitte & Touche was contracted (with Manto Management as a subcontractor) to provide the services of Project Implementation Agent (PIA) for twenty-four months. Working under the technical guidance of the Programme Steering Committee, the Contractor is responsible for: assisting with the selection of new municipal projects; final design and launch of new projects; providing technical advice and "trouble shooting" services during project implementation; serving as an "early warning system" to identify the need for additional assistance when projects experience difficulties; analysing the implementation of all projects in the programme, and; serving as an intellectual partner to the Programme Steering Committee.

During this reporting period the most of the projects entered their implementation phase. The level of engagement by the PIA during this implementation phase is cause for concern and will be raised at follow-up meetings over the next quarter with the PIA and USAID. A formal letter in this regard will be prepared that will outline areas of concern, including that original number of members comprising the PIA have been drastically reduced with no explanation from the PIA. PIA members were replaced and the lack of engagement stems from the fact that new members of the PIA were not fully orientated to their roles by their respective organisations, something that the PIA has already agreed was a short-coming.

With USAID concurrence, CREA has stepped in to provide support to projects where the PIA has not been active in order to ensure that the interests of municipalities are met. CREA has also intervened to facilitate relationship building between the PIA and the Service Providers for the smooth running of the project. CREA will continue to monitor the input from the PIA and ensure that they meet their contractual obligations.

PIA activities are expected to remain **IN PROGRESS** through December 2003.

- 01/113 - (LGU) Johannesburg Metro Knowledge Management Conference

Activity: CREA, in conjunction with a conference facilitator, provided direct support to the Johannesburg Metro Council in coordinating a conference on shared learning.

SAA City Centre informed CREA that the outstanding refund for the unused international tickets have been transferred into the CREA account. All payments under this activity have been made. This activity is now **CLOSED**.

- 02/114 - (LGU) Extension of Greater Tubatse Project

Activity: Support, under a grant agreement with Planact, for developing citizen and community participation through establishment of ward committees in Greater Tubatse.

A half-day evaluation workshop was implemented by Planact on January 14, 2003 in the Greater Tubatse. During this workshop, 245 people in 23 wards were trained. Fifty-three people that were trained through the capacity building programme attended the evaluation workshop facilitated by two Planact staff members. Planact has submitted a final evaluation report which has been sent onto USAID for comments and/or acceptance. This activity is expected to remain **IN PROGRESS** until all close-out procedures have been finalized and the evaluation report has been accepted by USAID.

- 02/115 - (LGU) Extension of Ulundi Project

Activity: Support for improving the rates and management of revenue collected by the Council. This activity is a monthly software rental with periodic technical support under a contract with Deptpack.

CREA contacted Deptpack on 19th March 2003 regarding the progress to date. Deptpack indicated that all work regarding the interface between Abakus and Deptpack had been set up and that the only outstanding issue was the testing of the interface. The testing had not been done as Dawn Cross from Abakus is awaiting the latest version from Abakus. The contract between CREA and Deptpack will remain suspended until Deptpack confirms that the interface has taken place. Activities under this request are expected to remain **IN PROGRESS** until December 2003.

- 02/120 - (LGU) DPLG Transformation Manager

Activity: CREA contracted a US consultant, Daniel Manyindo, to serve as Transformation Manager to assist DPLG with activities involving transformation of district municipalities.

During this reporting period, CREA was requested to extend Mr. Manyindo's contract for another 12 months ending February 2, 2004. During the negotiation process an increase in salary to the current ES-06 was allowed as it had been included in the original contract. As the DPLG agreed to fund Mr. Manyindo's local travel, the travel line item was removed from the budget. Mr. Manyindo signed his contract renewal on 6th February 2003. Since signing Mr. Manyindo has requested CREA provide him letters to his banking institution as well as the Department of Foreign Affairs regarding his extension. Mr. Manyindo met with CREA's COP on the 7th March 2003 and gave him a cheque for an outstanding refund on an airline ticket booked by CREA. Mr. Manyindo also gave the COP the original of his contract that will be sent off to CAII for counter signature and sent back to CREA and Mr. Manyindo. Mr. Manyindo undertook to produce a workplan for the year and submitted a copy to CREA during the reporting period. This activity will remain **IN PROGRESS** until February 2004.

- 02/121 - (LGU) Special Needs Unit - Western Cape Regional Commission

Activity: Provide support to the Western Cape Regional Commission for the Restitution of Land Rights to establish a Special Claims Unit. The Special Claims Unit will focus on the claims of people with special needs such as the elderly, the sickly and the indigent.

Activities under this request are on track. USAID has approved the request from the Land Claims Commission to extend the Special Claims Unit duration to the end of September 2004 and subsequently CREA has received a GMTA request for this purpose. The two individuals have been advised that their contracts will be extended to the end of September 2004, and Ms. Lauren Waring has been requested to submit revised contracts to CREA. Both Mr. Mbobo and Mr. Mba have started utilizing the subsistence line item and have requested a reimbursement for trips undertaken during the reporting period. These interns will continue to be paid by CREA and the activity reports as **IN PROGRESS** through 30th September 2004.

- 02/132 - (LGU) Assessment of the Local Government Support Program

Activity: An assessment carried out by ISIS, using the Pre-test/Post-test/Control Group methodology, to determine the extent to which: 1) the local government framework is being effectively implemented; 2) local governments are performing their functions with increasing effectiveness, transparency and accountability; and 3) citizens are exercising their rights and meeting their obligations to local government.

As reported in the last reporting period, most of the work on this contact regarding the pre-test has been completed. A meeting took place on the 6th March 2003, with ISIS, USAID, CREA and the PIA in which ISIS presented a summarized version of the pre-test report for discussions.

The final report and raw data has been sent to USAID. ISIS has been requested to include their methodology in the final report as well as the transcripts from the interviews. ISIS reported that they were in the process of compiling all the interviews and they expect to have the interviews written up during the next reporting period to submit to USAID with the final edited version of the report. This activity is expected to remain **IN PROGRESS** until completion of the contract in July 2004.

Element #2, Round #2: Direct Assistance Projects

- 02/138 - (LGU) Travel of Municipal Representatives for TECs

Activity: USAID authorized CREA to arrange and fund travel costs for municipal representatives to participate as members of the technical evaluation committees during Round 2 of LGSP Assistance to Municipalities.

No further travel was undertaken during the last reporting period. All previous accounts under this activity have been paid and no further travel is anticipated under this activity. This activity is now considered **CLOSED**.

- 02/139 - (LGU) Assistance to Cacadu District Municipality

Activity: Provide a Capacity Building Assessment Programme for Cacadu District Municipality through a contract with Service Provider P.E. Technikon

During this reporting period two Steering Committee meetings were held. P.E. Technikon reported that significant progress had been made on the Cacadu Project and that the project champion had changed. The new project champion is Lungi Roji. P.E. Technikon had evaluated an assessment report for the skills of the individuals working in the Cacadu District Municipality that was part of Activity 1. The second PSC took place on March 20th, 2003. P.E. Technikon's Prof. Van As circulated a progress report to the PSC, which he then spoke to. The PSC felt that the percentage of steps completed should be reflected on the implementation plan and that the report should be more detailed. They also requested that the report and implementation plan should be circulated to Local Municipalities well in advance so that respective Municipal Managers who are local representatives can receive the required mandate from the councils and constituencies to raise issues of clarify and/or proposed content. The PSC further requested that Prof. Van As link work complete the work plan to allow for proper monitoring of the project. Even though P.E. Technikon had reported that they were progressing, USAID felt that little real progress has been made to date and that P.E. Technikon was lagging behind on deliverables. P.E. Technikon was requested to provide an account of expenditures to date to the next PSC. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/140 - (LGU) Assistance to Ekurhuleni District Municipality

Activity: Provide support for Capacity Building of Ward Committees and Institution of an Awareness Campaign for Ekurhuleni District Municipality through a grant to Service Provider ICDA.

No project launch date has been set to date. The delays in the implementation of this project have been largely due to the Ekurhuleni Municipality not appointing a contact person. After months of delay, a contact person, who has sufficient authority to ensure Council participation and support, was appointed by the Council.

CREA has experienced some problems with the financial accounting by the service provider, ICDA. A meeting will be held in this regard with the Director of ICDA early in the next quarter and will include the PIA to address project implementation related issues. Regarding implementation, it is clear that the delays by Ekurhuleni impacted on ICDA meeting its deliverables and that ICDA should be afforded the opportunity to fast-track the implementation, now that Ekurhuleni has committed to give the project the required support. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

- 02/143 - (LGU) Assistance to West Coast District Municipality

Activity: Provide support for Community Participation and Capacity Building for Effective Local Governance for the West Coast District Municipality through a contract with PriceWaterhouseCoopers.

During the last reporting period two steering committee meetings took place at Moreesburg on the West Coast. During the PSC on the 6th February PriceWaterhouse Coopers indicated that they were completing the assessment of a communication and participation strategy and that the draft report would be tabled at the next PSC. At the PSC on the 6th March an overview of the communication and participation strategy was presented. Practical communication mechanisms were discussed and councillors indicated that they will start implementing these as part of the development of a new overall

communication strategy. Councillors were to evaluate the detailed content of the research report and provide feedback to the service provider. Some of the councillors were concerned with the completeness of representation of officials, which might lead to a skewed report. Price Waterhouse Coopers assured the councillors that even though all officials were not available for interviews, the research results took levels of representation into account to ensure that results were not skewed. At the end of the reporting period CREA have received three deliverables from PriceWaterhouseCoopers and payment has been made accordingly. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/144 - (LGU) Assistance to Central Karoo District Municipality

Activity: Provide support for a Community Empowerment Project for Central Karoo District Municipality through a grant with Service Provider Fair Share.

A planning meeting was held 13th February 2003 and the official launch of the project took place on the 14th February 2003. At the planning meeting the PSC was supposed to be introduced after having been appointed. But this did not occur as the Municipal Manager had not completed the PSC appointment process. The launch proceeded nevertheless with the proceedings being opened by the Mayor of the District. Faith Xulu represented USAID and Fair Share presented the Project Implementation Plan.

Subsequent to this the PIA was responsible for following up and ensuring that the PSC be appointed. CREA experienced some problems with the PIA performance and raised the issue with the relevant member of the PIA. He arranged a meeting for the 9th April 2003 with the municipal manager and the council contact person. A meeting has also been scheduled with the PIA and Fair Share to confirm roles and responsibilities, to establish channels of communication and ensure that the relevant council contact people fully understand the project and they in turn make sure that participation is meaningful. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

- 02/145 - (LGU) Assistance to Vhembe District Municipality

Activity: Provide a Training Programme for Ward Committees for the Vhembe District Municipality through a grant with Service Provider Exegesis.

The meeting set for the 13th March 2003 did not occur as the steering committee members were not available. The PIA and CREA were only informed of this on the 12th March while on route to the Bohlabela meeting. The fact that this meeting was postponed and Exegesis only informed the PIA and CREA upon enquiry was unacceptable. The business for the steering committee meeting was to include progress on the needs assessment, a matter in which the steering committee members had to provide in-put and address any problems that arose from the needs assessment.

Exegesis had not done any work on the Vhembe needs assessment by the 12th March. The PIA and CREA arranged a separate meeting to address concerns that arose from the fact that the consortium proposed to implement this project, with Exegesis as lead contractor, had collapsed and that Exegesis had not informed CREA of this development. The course of action to be followed is that of informing the USAID activity manager and drafting a recommendation to possibly terminate the contract. One note of concern from CREA's side is that Exegesis continues to spend funds on this activity, which if it is terminated will be effectively "lost" from the point of view

of the intended project beneficiary. The reason for possibly terminating the grant agreement is largely based on the grounds that the information supplied on the breakdown of the consortium has resulted in the quality of the project being seriously negatively affected. Key components, such as the accreditation of the learning tools, was to be done by the University of the North where the project is located. The University "withdrew" from the consortium and CREA has been informed that the RAU has been approached for this purpose. This activity is expected to remain **IN PROGRESS** until completion, or termination, of the awarded grant agreement.

- 02/146 - (LGU) Assistance to West Rand District Municipality

Activity: Provide support for the Establishment of a Cluster Working Group and Regional Economic Development Agency for the West Rand District Municipality through a contract with Service Provider Urban Econ.

CREA paid Urban Econ the first deliverable in early January 2003. Urban Econ reported that the project was progressing well and that the sector review report will be tabled at the next steering committee meeting scheduled to take place on 16th April 2003. The PSC will also be used to plan for the conceptualisation workshop that was planned for early May. The consortium between Urban Econ and Face Languta has collapsed primarily because this consortium was based on a relationship with an individual that has left the employ of Face Languta. During the reporting period Urban Econ consulted with Ms. Duduj Ratshefola of the WRDM, the PIA and CREA regarding the collapse of the consortium. Urban Econ was requested to meet with Ms. Dudu Ratshefola regarding the replacement of Face Languta and recommend a way forward. In March Urban Econ recommended Andani HR Consulting (Pty) Ltd to Ms. Dudu Ratshefola to replace Face Languta within the consortium and this was approved. It was strongly felt that there would be no compromise to the project and that Andani HR Consulting was capable of undertaking the work allocated to Face Languta. CREA will monitor the consortium relationship closely over the next couple of months to ensure that the project remains on track and that the project is not compromised by the change in members. CREA anticipates Urban Econ will be submitting the second deliverable for payment during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/147 - (LGU) Assistance to City of Johannesburg

Activity: Provide support for a Needs Assessment and Training Programme on People's Centres for the City of Johannesburg under a grant agreement with Service Provider Succinct.

Progress under this activity is very good. CREA attended one steering committee meeting. It was clear that the service provider, Succinct, was doing a good job and the Metro contact Keith Peacock was very satisfied with the progress and quality of work to date. CREA also subsequently met with Succinct to discuss the management of the agreement. What emerged from this meeting was that the scope of work had slightly changed due to input from the Steering Committee and the Metro. The focus on training of the councillors has been scaled down to one module dealing with the issues on the Peoples Centres and this module will be incorporated into the training for councillors being managed by DPLG. However, the training of the staff of the Centres is much more intensive, encompassing core competencies for each position. Both the client and service provider appear to be working well together with the only issue being the period it

takes for the Metro to sign off on the different project phases. CREA will raise this issue at the next Steering Committee meeting, as this impacts on the timeline for making progress on project implementation. The activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

- 02/148 - (LGU) Assistance to Karoo District Municipality

Activity: Provide support for Capacity Building of Ward Committees and a Public Information Programme for the Karoo District Municipality through a grant agreement with Service Provider Fair Share.

The Karoo district is a vast area and several tensions exist in the District Council that have a bearing on the PSC and the work of the service provider, Fair Share. A critical issue relates to the work done with the DMA areas. These were originally not envisioned to be included in the project, but now are, due to political sensitivities (it was felt by the PSC that the DMA areas should be included as they have always been marginalized). Linked to this is the role of the council contact person/project manager, who was originally an employee of the district and now a consultant. This project manager had other interests and did not give Fair Share the required cooperation. A new project manager will be appointed and the consultant will do a proper hand-over. The PIA was asked by CREA to meet with the District Mayor and request that he intervene in matters that could facilitate the work of Fair Share. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

- 02/149 - (LGU) Assistance to Nelson Mandela Metropolitan Council

Activity: Provide support for Capacity Building of Community Structures and Councillors for Effective Governance for the Nelson Mandela Metropolitan Council through a grant agreement with P.E. Technikon.

During the reporting period substantial progress has been made. Two Project Steering Committee Meetings have taken place. P.E. Technikon reported that training of the ward committee members had started and that attendance was good in most wards. Module 1-3 started on February 3 and is due to be completed by April 5, 2003. Modules 4 - 6 have been scheduled to start on April 14 to run to June 30, 2003. Prof. Van As pointed out that P.E. Technikon had started doing a pre- and post-test of participant's knowledge and that an increase could be seen after the training had taken place. The "train the trainer" project component has not started as P.E. Technikon was awaiting the names of the potential trainees. At the first meeting held P.E. Technikon requested permission to utilize the grant to do some computer training for the Ward Councillors support staff. As there has been a savings within the training budget, the computer skills training has been approved by USAID and NMMM. A comprehensive computer skills course will be presented over 3 consecutive days with a computer needs assessment to be done at the beginning of the first day. A request was received from Councillor Desi that computer training be expanded to include PR Councillors. P.E. Technikon will investigate the costs and report back to the next PSC. The PSC requested that Prof. Van As provide them with a report at the next PSC on progress in terms of implementation of the original workplan, i.e., what has happened to date and what has been changed and also to report on the finances in the report. Some of the original councillors selected to sit on the PSC are no longer available and nominations were put on the table for replacement, as it was thought to be

important to have a good representation on the PSC. Monthly advances and liquidations are being processed by CREA on this grant. This activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

- 02/150 - (LGU) Assistance to Mangaung Local Municipality

Activity: Provide support for Research and Establishment of a Development Partnership for Mangaung Local Municipality through a contract with Urban Econ.

During the last reporting period CREA finalized negotiations with Urban Econ and signed a contract. The first project steering committee took place on 11th March 2003. The project champion, Mr. Ralikontsane, explained that the purpose of the meeting was to discuss the draft inception report, which would allude to issues such as who constitutes the steering committee, the role and function of the steering committee and the work plan for the project. Mr. Judex Oberholzer from Urban Econ highlighted that the final inception report will chart the way forward for the project. He briefly took the PSC through the contents of the draft inception report, which defines the purpose of the project, the terms of reference and the rationale for the project. The draft report also looks at the project teams roles and responsibilities and the work plan (deliverables and time schedule) for the project. In line with the role of the steering committee, it was agreed that steering committee meetings be held at least two weeks prior to the due date for a deliverable since this will allow the steering committee to provide input into the process. The project launch is scheduled to take place on the 2nd April 2003. Important stakeholders such as the relevant MECs, the Mayor, City Manager and senior management will be invited to the project launch. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/151 - (LGU) Assistance to City of Tshwane

Activity: Provide support for a Capacity Building Programme for Ward Committees for the City of Tshwane through a grant to JUPMET.

JUPMET reported that the two initial delays on the project had been resolved during the last reporting period and they have revised their workplan accordingly. The impact of these two delays meant that the needs assessment could not commence, as the first prerequisite to the assessment was the launch of the program. A further contributing factor to the delay has also been the resignation at Simeka Management consultants of the key personnel involved in the project. Mr. Barry Poppleton left at the beginning of the year, followed shortly thereafter by Mr. Trevor Cele who was leading the assessment process on behalf of JUPMET. Simeka Management Consultants have appointed Mr. Vusi Mavuso to take over this process. Mr. Mavuso has a strong local government background having previously worked for the Department of Planning and Local Government, Gauteng Provincial Government. Since joining Simeka Mr. Mavuso has attended one meeting of the MSC and has revised the assessment tool. JUPMET reported that they are confident that the programme is on track in respect of Phase II of the project and that they do not anticipate any further delays. The database of potential participants of the training program had been updated and put into a standard format and had been forwarded to JUPMET on the 28th February 2003. JUPMET reported that the PIA had assisted in facilitating various meetings with both the DPLG, Gauteng and service providers who are currently involved in projects similar to the Tshwane Capacity Building

initiative. The objective of these information sharing sessions were to find common ground, avoid duplication and ensure that the training manuals produced do not conflict. Further valuable lessons were learned and it was also suggested that the DPLG attend the Municipal Steering Committee meetings so that their contribution to capacity building in Tshwane would not be overlooked. It was further agreed that existing course material on Ward Councillor training initiatives be shared to ensure commonality of objectives. A meeting is scheduled to take place on 14th April 2003 to get feedback on the assessment tools and to discuss administrative issues pertaining to implementation. JUPMET submitted their first claim for reimbursement to CREA on 31st March 2003. JUPMET reported that the first claim was small as it only related to the management of the program and that JUPMET was awaiting an invoice from Simeka for services rendered on the project. It is anticipated that the next reimbursement claim will be substantially larger than the first. This activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

- 02/152 - (LGU) Assistance to Bohlabela District Municipality

Activity: Provide support for a Capacity Building and Training Programme for Ward and Portfolio Committees for the Bohlabela District Municipality through a grant agreement with Exegesis.

At the March 12th meeting Exegesis provided a report to the meeting on the progress of the needs assessment process. The needs assessment was just about completed with the exception of input from the Bushbuckridge mayor. The manner in which the Exegesis Project manager delivered the report to the PSC meeting was disrespectful of the PSC, and resulted in a meeting with the Exegesis Management, CREA and the PIA. CREA raised the question of the quality of the questionnaire for the needs assessment with Exegesis at the PSC meeting. CREA also enquired whether Exegesis had requested the support of the PIA in attempting to improve the questionnaire before it was administered. The responses were not satisfactory and this resulted in the meeting with Exegesis referred to in the activity report under Vhembe. Exegesis will be recommended for possible termination as its corrective measures are not satisfactory and the municipality is not getting the desired product. This activity is expected to remain **IN PROGRESS** until completion, or termination, of the awarded grant agreement.

- 02/153 - (LGU) Assistance to Ehlanzeni District Municipality

Activity: Provide support for the Development of a Ward Planning System and Capacity Building for Ehlanzeni District Municipality through a grant agreement to be awarded to a service provider under competitive selection procedures.

During the last reporting period the TEC recommended that CREA pursue negotiations with UMSEBE to clarify issues relating to the roles and responsibilities of the broader team as proposed by UMSEBE, the availability of the Director of UMSEBE due to his role as a councillor for the Ehlanzeni District Municipality and the replacement of a proposed consultant who is an official currently working for the provincial government.

CREA wrote a letter to the Ehlanzeni District Municipality seeking clarity on their procurement policy regarding Councillors working as consultants for the district. A response was received in which the Council indicated that according to their policies the Director of UMSEBE was not a full time councillor and was therefore allowed to work for the Ehlanzeni District

Municipality as a consultant. The CREA COP requested an undertaking from UMSEBE Director to reclude himself from the councillor duties relating to this activity. The Director has submitted a letter to CREA in which he has undertaken to reclude himself as a councillor and only to work on this activity in the capacity of the Director of UMSEBE. During negotiations held on 4th March, deliberations on a civil servant who is part of team took place. CREA also requested UMSEBE to unpack their budget into specific line items to allow CREA to determine cost reasonableness. UMSEBE submitted a best and final offer in which they replaced the consultant working for the provincial government with a suitable candidate, and submitted a detailed organogram with roles and responsibilities of the broader team, which has been accepted by the TEC. The budget has also been unpacked as requested, and has been reviewed by both the programme office and the finance office and has been deemed as fair and reasonable for the activities to be undertaken for this programme. UMSEBE provided CREA with a revised schedule for the broad team roles and responsibilities in which the civil servant has been replaced. No project launch has been set to date, as the agreement has not been signed, pending final approval of the RCO.

- 02/155 - (LGU) Assistance to Ugu District Municipality

Activity: Provide support for Development of an Information Technology/ Communications Strategy and Community Participation Programme for Ugu District Municipality through a contract with Service Provider Working Solutions.

During this reporting period a workshop on project implementation planning took place on the 17th and 18th February 2003. The project launch took place on the afternoon of the 18th February 2003, which was well attended and well received by all. During the workshop the context, objectives and expected outcomes of the project were discussed in detail. Working Solutions gave an overview of the project workplan and the project tasks/roles and responsibilities were workshopped. Progress on the project has been slow and as at the end of the reporting period only the first deliverable had been met and paid by CREA in March 2003. At the workshop the work plan was revised and the final work plan was finalized and submitted to CREA and UGU in their report dated 24th February 2003. The PIA indicated that an Operational Task Team (working group) was scheduled for the middle of April in which the groundwork for phase 2 will be discussed in detail. This will include putting questionnaires together and looking at current contact lists. This project is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/156 - (LGU) Assistance to Umzinyathi District Municipality

Activity: Provide support for a Capacity Enhancement Programme for Ward-based Structures and Development of a Communication Strategy for the Umzinyathi District Municipality through a grant awarded to Service Provider AIM.

The project steering committee was established during the last reporting period and the first PSC held on 11th February 2003. AIM presented the terms of reference draft to the Project Steering Committee for approval. Some minor changes were to be made, but in principal, the TOR was approved by the PSC. AIM indicated that contact has been made with all stakeholders to obtain buy-in, and that mini-launches have been held at each of the local municipalities, which were well represented and received. AIM went through the PIP in detail to give the PSC an indication on what work has been undertaken to date and questions were taken after each phase. Some

issues on training materials were raised, and Tim Madgewick indicated that AIM had met with SITA to ensure no duplication is taking place on existing training materials. SITA has also provided AIM with a list of accredited service providers in the KZN area. At the first PSC, a decision was made that the PSC should be chaired by the Speaker of the Umzinyathi District Municipality. It was also decided that PSC meetings should be held every 6 to 8 weeks. CREA and USAID visited with AIM on March 12, 2003 to discuss procedures on variations on the grant agreement. After in-depth discussions it was made clear by both CREA and USAID that additions to the bottom line were extremely unlikely and would not be considered at this stage. CREA and USAID agreed that changes within the budget line items, if necessary, would need to be cleared by both USAID and CREA before an amendment can be processed. A PSC is scheduled for the 4th April 2003. AIM has been submitting claims for reimbursement on a regular basis and claims have been processed. This activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

- 02/157 - (LGU) Assistance to Sedibeng District Municipality

Activity: Provide support for Developing a Tourism Strategy, Assessing Capacity Building Needs and Developing and Implementing a Capacity Building Programme for the Sedibeng District Municipality under a contract with the Service Provider Kagiso Consortium.

During the reporting period, the Project Steering Committee was established and two meetings have been held thus far. The project implementation plan was approved and redefined in the two meetings held in Feb. and March. A Tourism Strategy Development workshop was held on 14 March 2003. The draft Tourism Strategy was presented to the stakeholders. Recent studies conducted by various institutions including the Gauteng Tourism Authority that profile tourism sites, places of leisure, tourism products and the number of tourists who visited Sedibeng District Municipality are an integral part of the draft Tourism Strategy. A survey by the service provider Kagiso Consortium was conducted in February amongst lodging owners (hotels, B & Bs, camping sites and lodges). 120 questionnaires were administered to which 31 responses were received. These mostly came from the Sedibeng District Municipality and Midvaal Local Municipality. Follow-ups to Lesedi and Emfuleni Local Municipalities are currently underway. Project launch is planned for May 2003. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/159 - (LGU) Assistance to Zululand District Municipality

Activity: Provide support for Developing a Coordinated Local Economic Development Framework for the Zululand District Municipality through a contract with Service Provider Iyer Rothaung.

The project comprised of 7 phases, which are, Phase 1 (Project Set-up), Phase 2 (Establishment of LED Forum), Phase 3 (Assessment of LED Initiatives), Phase 4a (LED Strategy), Phase 4b (LED Operational Plan), Phase 5 (Marketing Plan), Phase 6 (Implementation Assistance), Phase 7 (Developing a Learning Tool). The Project Steering Committee has been established and has already met once. The project launch was held on the 25th of March 2003 at Ulundi. The project has been branded as "SIYAPHAMBILI" meaning *We are going forward with Local Economic Development in Zululand*. Service provider Iyer Rothaung has completed Phase 1, which included compiling of database for key stakeholders and making presentations to Local Municipalities. Phase 2 has also been completed and

currently Sector Working Groups meetings, i.e. Agriculture, Business and Tourism are being held. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/160 - (LGU) Assistance to Buffalo City Municipality

Activity: Provide support for Situation Analysis and Development of a Tourism Master Plan for the Buffalo City Municipality through a contract with Service Provider Grant Thornton Kessel Fernstein (GTKF).

The project launch took place on January 17th 2003. Grant Thornton Kessel Fernstein (GTKF) had not prepared the project implementation plan (PIP) at that stage and cited the holiday period for the delay. It was agreed at the January 17th meeting that the PIP would be postponed for one month to allow GTKF to finalize the PIP. On February 28th the first project steering committee meeting took place in East London at the Buffalo City Chambers. Copies of the terms of reference were distributed to all members present. The terms of reference of the Project Steering Committee were accepted and understood by everyone attended the meeting. GTKF reported that the project was in the 2nd stage and it gave a quick run down of the documents already obtained and work undertaken by the consortium thus far. A second PSC was held on 28th March 2003 where GTKF presented progress to date on the project. Reports by the various sub-contractors (East London Museum, Ithemba Environmental, Setplan & GTKF) were tabled.

Changes have been made to the implementation plan and it has not been finalized or distributed to steering committee members. GTFK was requested to submit a new schedule of deliverables in accordance with the revised implementation plan to CREA to allow CREA to amend the contract deliverables accordingly. After the PSC meeting, the municipal contact person, CREA and USAID met informally with the PIA to discuss some of the issues raised at the PSC. It was strongly felt that GTFK needed to improve drastically and that a strong letter should be sent from the Municipality to GTFK requesting some form of reply addressing the issues raised at the meeting. It was agreed that the municipal contact person would sit together with the PIA and draft a letter to GTFK on this issue. CREA has only processed one payment for the first deliverable to date. A request to amend contract deliverable dates is expected early in the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/161 - (LGU) Assistance to Bophirima District Municipality

Activity: Provide support for the Establishment of a Local Economic Development Strategy and Capacity Building for the Bophirima District Municipality through a contract with Service Provider K2M.

Although the project got off to a slow start, K2M has reported that work is now progressing well. The project was launched on 26th February and was well received by all in attendance. The first PSC was held on 5th March 2003, in which a K2M provided a brief overview of the key findings contained in the Inception Report. Some discussions regarding logistics for the training were discussed and it was agreed that the training programme for Group 1 would commence on the 17th March 2003. At the PSC held on 31st March K2M gave the PSC an update of work undertaken to date and indicated that they were fast approaching the end of the research phase, and that the first workshop should be scheduled at the end of April. The next PSC will take place on the 6th May and that the 1st workshop on the research phase

would take place on the 7th May, 2003. Dr. Mafora indicated that the 1st Phase of the training had been completed and that the 2nd Phase was due to start on 1st April 2003. K2M reported that attendance was good as was feedback received from participants. K2M has been submitting deliverables as per their contract in a timely manner and payment has been made for 2 deliverables during the reporting period. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/167 - (LGU) Assistance to the Waterberg District Council

Activity: Development and Institution of an Integrated Financial and Information Technology System for Waterberg District Municipality through a contract awarded to Service Provider Transpay.

The project has gained momentum during the last reporting period and both Transpay and the Waterberg District Municipality are pleased with the work undertaken to date. The project launch, held on 30th January 2003, was well received. A steering committee has been established with the municipal manager as the chair, although unfortunately no steering committee meeting had taken place by the end of the reporting period. CREA has requested Transpay facilitate the setting up of the PSC's and give the dates through as soon as possible. Transpay set up a local office at the municipality and weekly meetings are being held with the municipal officials. Transpay reported that during the reporting period they have completed the first three deliverables as per their contract with CREA and payment has been made on all three deliverables. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/168 - (LGU) Assistance to the Alfred Nzo Municipality

Activity: Development of an Integrated Participation and Communication Strategy for the Alfred Nzo Municipality through a grant agreement with Service Provider Common Ground.

This project launch was held on 27 February 2003 at Mt. Ayliff. Key stakeholders attended the project launch, including Speakers from local municipalities (Umzimvubu and Umzimkhulu) and Councillors responsible for community participation initiatives. During this reporting period, Project Steering Committee meetings were held that focused on project implementation processes and deliverables and approving the implementation plan. The project implementation is broken down to five (5) phases, namely, Project set-up (Phase 1), Assessment (Phase 2), Design (Phase 3), Implementation (Phase 4) and Learning Tool (Phase 5).

Currently, Phase 1 (Project set-up) and 2 (Assessment) have been completed by Common Ground. The main activity of Phase 1 was the development of a database through the use of workshops, meetings and questionnaires. Difficulties encountered by Common Ground in some of the activities of Phase 2, for example, securing people to be interviewed and conducting interviews were resolved by the appointment of key personnel from each local municipality to interact with the Common Ground. Stakeholder interviews, workshops (for diverse stakeholders such as traditional leaders, business, ward committees) and an institutional assessment was also completed. The project is now at its 3rd Phase 3 (Design), which involves development of both the communication strategy and a capacity building programme. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

- 02/179 - (LGU) Koukama Community Part & Municipal Delivery Procedures

Activity: Improving Community Participation and Municipal Delivery Procedures in Six Rural Settlements of the Koukamma Municipality

By the deadline for request for applications, 10th January 2003, only one application was received. CREA contacted the members of the TEC to ascertain how best to proceed given this situation. The TEC decided that the three members on the evaluation committee would read the one received application and let CREA know if a meeting should be scheduled to discuss its merits, and how to proceed from there. In February CREA followed up with the TEC members regarding the next steps on the evaluation and it was decided that the application received from Isandla Partners In Development was of high merit and that CREA should proceed with negotiations with that group. CREA is in the process of reviewing IPD's financial systems and anticipates signing a Grant Agreement with IPD during the first half of the next quarter following approval from the RCO's office. This activity is expected to remain **IN PROGRESS** for 12 months after award of a grant agreement.

- 03/184 - (LGU) Local Government Unit Workshop

Activity: Logistical support for a Local Government Unit strategic workshop scheduled for 14 November 2002.

CREA received a logistical support request from USAID in November for the LGU strategic workshop and to arrange and pay a facilitator for the workshop. USAID had identified Gary Moonsamy as the facilitator. He was contacted to submit a quotation for the requested work and a purchase order was put into place for Gary to facilitate the workshop. An additional purchase order was put into place for the workshop venue. Pure Joy provided an all inclusive conference package for 10 people at CREA's request. All invoices for this activity have been received, approved by USAID and paid by CREA during the reporting period. This activity is now considered **COMPLETE**.

- 03/186 - (LGU) South African Local Government's (SALGA) National General Council Conference

Activity: Logistical support for SALGA's National General Council scheduled for 11-14 November 2002 at Gallagher Estate.

CREA received a request from USAID in October to contract with Gallagher Estate for the partial payment of the deposit of the venue for a national general council hosted by SALGA that was scheduled to take place from November 11 to 14. A purchase order was put in place with Gallagher Estate and an invoice submitted, approved, and payment was made during this reporting period. This activity is now considered **COMPLETE**.

- 03/187 - (LGU) DPLG's Municipal Viability Indaba

Activity: Logistical support to DPLG for a Municipal Viability Indaba scheduled for 5 & 6 December 2002.

CREA received a request from USAID in November to sign a purchase order with the Sandton Convention Centre to cover the costs for meals for a one and a half day conference for 1500 delegates which was due to take place on the 5th and 6th December 2002. CREA contacted the Sandton Convention Centre

regarding the arrangements made and the conditions agreed for payment. The contact person informed CREA that negotiations with Mr. Daniel Manyindo had been made, and that the USAID funding was to be utilized towards a banquet that was being arranged. CREA contacted Mr. Manyindo who confirmed the arrangements. CREA requested confirmation from Sandton Convention Centre that the USAID funds would not be utilized to pay for any alcoholic beverage on the evening of the banquet. The Sandton Convention Centre faxed through their contract in which they included language regarding alcoholic beverages for the account of the individuals. Upon presentation of the pro forma invoice CREA generated a purchase order for the above activity. The Sandton Convention Centre requested a 100% deposit, which was paid shortly after the purchase order had been signed by the CREA COP and the contact person at the Sandton Convention Centre. All actions under this activity have been finalized. This activity is now considered **COMPLETE**.

(C) RULE OF LAW UNIT (RLU)

- 98/006 - (RLU) Black Lawyers Association (BLA) Grant

Activity: Support for a program of practical academic training for historically disadvantaged law graduates, placing them in law firms where they can complete the required articles to qualify as attorneys and advocates.

Activities under the program are progressing well. The placement of law graduates was to be until March 2003, when this grant was due to end. However it was discovered this period that the present placements end in June 2003. CREA met with the Director of this programme, Thomas Bokaba to discuss this issue. It was agreed that BLA would submit a request for an extension, which was subsequently received and submitted to USAID. However the total budget submitted for this extension would have required that USAID allocate more funds to this activity. CREA asked BLA to re-submit this budget utilising only the rand amount remaining under this activity. Once this budget has been submitted and an approval on the no-cost extension received from USAID an amendment until July 2003 would be processed. This activity is expected to remain **IN PROGRESS** until 31 March 2003, however it may be amended to end July 2003.

- 98/016 - (RLU) Rights Education (1 of 3 Grant Agreements)

(2) CSLS

Activity: Program supporting the institutionalisation and implementation of democracy and human rights education in South Africa through the development of policy, curriculum, training and educational materials.

The project is preparing for close-out as fundraising attempts by CSLS have not been successful. This means that many staff members would be retrenched from the various Street Law offices. CSLS requested approval for payment of retrenchment packages and outstanding leave. After various discussions with CSLS and USAID and a meeting with CSLS, it was agreed that CSLS could cost only that percentage of retrenchment and leave costs accrued over the duration of the grant agreement. In addition CSLS requested a no-cost extension until July 2003, which has been submitted to USAID for approval.

This activity will remain **IN PROGRESS** through the completion date of 31

March 2003 (or 31 July 2003 if extended) and until all issues for close out have been resolved.

- 00/071 - (RLU) Pretoria Magistrate Children's Court

Activity: Support to the Pretoria Magistrate Court to provide training to social workers handling children's issues at the Children's Court and other activities as approved by USAID.

Activities under this request are still ongoing, and CREA continues to pay claims for expenses as the contact person at the Magistrate Court submits them. During this reporting period, two claims were received. Claims were for preparation of children going to court that involved guidance and support, and assessment and therapy for children under the supervision of the Pretoria Children's Court for a period of 7 months. Activities under this request will remain **IN PROGRESS** until 31 August 2003.

- 01/093 - (RLU) Organized Crime Study for NDPP

Activity: A study on organised crime in South Africa through a contract with Resolve, to assist the NPA to develop a comprehensive strategy in addressing this problem.

The completion date of this activity was last quarter, however three deliverables remain outstanding due to the indecision of the NPA on the required content for these deliverables. CREA is to seek direction from USAID about how to proceed on this. This activity will remain **IN PROGRESS** until all deliverables have been accepted and final payment made.

- 01/094 - (RLU) ISS Criminal Justice Monitor

Activity: Support for development and implementation of a Criminal Justice Monitor through a grant to the Institute for Security Studies.

Activities and financial management proceed without any problems. CREA received a letter for a no-cost extension until August 2003 due to resignations at ISS that have negatively impacted on implementation. The request has been submitted to USAID. This activity will remain **IN PROGRESS** until expiration of the agreement in April 2003 (or August 2003, if extended) and after all close-out activities have been completed.

- 02/123 - (RLU) APS Award to Centre for Criminal Justice (CCJ)

Activity: Support under a grant agreement with CCJ for a program to empower victims of violence in rural communities, especially women and children, to navigate the criminal justice system.

Currently financial reporting is on track. The University's Finance Department has assisted CCJ to prepare both for financial reporting to CREA and for the end of the year financial audit. During the period October 2002 to February 2003 most programme activities, especially workshops and school visits were put on hold. This had an impact both on finances and programme implementation, as money was not spent during this period. Against this background, CCJ intends extending the programme to 30 September 2004 to allow planned but delayed activities to take place. By the end of the reporting period, the CCJ programme had resumed its activities. The Centre now publishes Case Reports from the Outreach Support Centres. This activity will remain **IN PROGRESS** until March 2004.

- 02/124 - (RLU) APS Award to Mosaic

Activity: Support under a grant agreement to Mosaic for the training of community volunteers to assist victims of domestic violence in applying for protection orders.

Mosaic's activities proceed well. Two site visits were made to Mosaic by the COP and then by the Director and Deputy Director of Finance to discuss financial reporting and pipeline. Mosaic had conceptualised a replication model for the project that is of interest to USAID. Mosaic was requested to submit a proposal and budget for this replication that has been submitted to USAID. This activity will remain **IN PROGRESS** until December 2003.

- 02/125 - (RLU) APS Award to Childline

Activity: Support under a grant agreement with Childline for preparation of child witnesses and their families in child abuse cases.

Activities proceed well under this agreement. A report was received, covering activities until September 2003. Childline also submitted request for a no cost extension that has been submitted to USAID for approval. This agreement ended at the end of February, however might be extended if approved by USAID. This activity was due to end in February 2003, however will remain **IN PROGRESS** if the extension is approved by USAID.

- 02/127 - (RLU) APS Award to Cape Town Child Welfare

Activity: Support under a grant agreement with Cape Town Child Welfare for training of community members who will be authorized to intervene in cases of child abuse and even to remove victims from the abusive environment.

This activity ended this quarter. A report covering activities for the quarter has been received, however final close-out programmatic and financial requirements are still outstanding. Until the completion of all close out actions, this activity is scheduled to remain **IN PROGRESS**.

- 02/128 - (RLU) APS Award to Khulisa

Activity: Support under a grant agreement with Khulisa for a diversion program in Alexandra to work with juvenile offenders before they enter the criminal justice system and after they are already in it.

All programme activities are progressing well. Financial reporting has again become delinquent on this activity as Khulisa did not submit financial reports for this quarter (the liquidation received was December 2002). This was in spite of numerous reminders from CREA. Subsequently a meeting was convened with Khulisa, CREA and USAID, where the lack of proper financial systems and capability was discussed, resulting in the following decisions: Khulisa will henceforth be managed on a reimbursement basis (once the present outstanding advance has been fully liquidated); Khulisa would submit the outstanding liquidations by the end of March 2003; Khulisa would submit an amended budget for the additional funds allocated by the Embassy via USAID. By the end of the quarter, Khulisa announced the appointment of a full time bookkeeper to assist with the processing delays in their financial reporting to CREA. CREA is making efforts to finalize

Khulisa's latest financial submission, however things remain very problematic in this regard. This activity will be amended to remain **IN PROGRESS** until 30 June 2003.

- 02/126 - (RLU) APS Award to Thohoyandou Victim Empowerment Program

Activity: Supporting and empowering victims of sexual abuse and domestic violence, especially women and children and Creating an environment in perpetration of crimes of violence against women and children are socially unacceptable.

Training manuals for the project in VhaVenda and Shangaan are currently been developed. As the quarter progressed, project managers were looking into getting appropriate software for quantifying the impact of case monitors and SOCA Court Officials have expressed an interest to partner with the project in this regard. The programme and its work enjoyed substantial positive publicity in the region through local media last quarter. While the programme is doing well, the organization is not submitting project reports in a timely manner -- CREA is still awaiting the end of quarter report. The activity will remain **IN PROGRESS** until 30 April 2004.

- 02/137 - (RLU) Child Rape Planning Workshop

Activity: Support the research project in co-operation with NPA and SOCA Unit.

There are no outstanding payments to be made on this activity. This activity is now considered **COMPLETE**.

- 02/162 - (RLU) National Child Witness Preparation Programme

Activity: The development and piloting of a national child witness preparation programme for use in the South African Sexual Offences Courts.

The Programme is behind on several deliverables due over the quarter. According to the Programme Director, who was contacted about this gap, some discussions have occurred with USAID about rescheduling and realigning various deliverables. CREA will follow-up with the Programme and USAID during the following quarter on this issue, and amend the contract to reflect a different deliverable schedule if USAID approves. This activity will remain **IN PROGRESS** until completion of this contract in February 2004.

- 02/163 - (RLU) Commission on Gender Equality

Activity: Support for activities aimed at celebrating the 5th anniversary of the South African Constitution.

As previously reported CREA has been receiving requests for payments from the CGE. Currently, there are no outstanding payments to be made on this activity. This activity is now considered **COMPLETE**.

- 02/165 - (RLU) PFMA/Batho Pele Training

Activity: Provision of training covering the Public Finance Management Act and Batho Pele (Public Sector Customer Policy) to the Corporate Services Unit of the National Prosecutory Authority (NPA).

The training was finally completed this quarter. The NPA made a request to USAID for the inclusion of development and printing of quick reference manuals on the PFMA, which USAID approved. An amendment was completed to include the cost of the manuals and change the end date to April 2003. This activity will remain **IN PROGRESS** until all the deliverables have been received and all invoices have been paid.

- 02/166 - (RLU) Child Rape Study Workshop

Activity: Support to the NPA for a research study on child rape to inform a national strategy to combat the rape of children.

There has been no apparent progress on this activity. Discussions with the NPA indicate that the approved plan for the implementation of the research is being re-negotiated with the MTN Crime Prevention Centre at Rhodes University. There had been difficulties in gaining access to the files of child offenders for the period 1997-2002. However this has now been accomplished and the files are now being scrutinised to establish which of these offences occurred to children between the ages 0-11 years. The plan for the rest of the year is to use May to finalise the interviewers (the MTN Crime Prevention Centre has now teamed up Fort Hare University to ensure that the profile of the interviewers is representative of South Africa's ethnic, gender and language demographics). June and July will be used for interviews and data analysis will continue until mid-August. It is anticipated that at this time the first workshop with stakeholders will be held to discuss the preliminary findings. The plan calls for Bulelani Ngcuka to be briefed on project findings on the 15th September 2003. There is also agreement that CREA will meet with the NPA early in May to discuss the how the funds from USAID will be spent. This activity will remain **IN PROGRESS** until all activities for the rape study have been completed.

- 03/178- Juvenile Best Practice Resource Manual-(CLC)

Activity: The Community Law Centre at the University of the Western Cape has been tasked with developing a manual highlighting best practices in the field of juvenile justice.

Activities progress well on this activity both on the programmatic and finance sides. This activity is expected to remain in **PROGRESS** until May 2004.

- 03/185 - (RLU) Crime Prevention Strategy Workshop

Activity: Organize and provide logistical support for a two-day expert consultation workshop.

There are no outstanding payments on this activity. This activity is now considered **COMPLETE**.

(D) SPECIAL CROSS-CUTTING ACTIONS (SCA)

- 01/100 - (SCA) Wits/Harvard Senior Executive Program Alumni Banquet

CREA still awaits instructions from USAID on how to proceed on this activity. Until then this activity is expected to remain **IN PROGRESS**.

- 02/133 - (SCA) Afrobarometer Survey

Activity: Provide support for the 2002-2003 survey of Afrobarometer activities in South Africa under a grant agreement with IDASA as the sole source for this survey.

Activities continue well and on time on this activity.
This activity will remain **IN PROGRESS** until 30 June 2003.

- 02/154 - (SCA) US Study Tour

Activity: Facilitate a study tour for four persons to include Dr. Doreen Atkinson of the Human Sciences Research Council and Mr. Mann Oelrich, MEC for Agriculture for Free State, as well as a senior official of DPLG and a senior official of IRDS still to be identified. The purpose of the visit was to investigate modalities of country service provision for migrant and other farm labour in the US.

This activity cannot be closed due to the fact that CREA is still waiting for a reimbursement request from the MEC's office for an airline ticket. Activities under this request will be reflected as **IN PROGRESS** until CREA S.A. can determine that all related expenses have been paid.

4. **New SOW Actions Received:**

During this reporting period (01 October 2002 - 3 December 2002), CREA S.A. received the following requests:

- 03/191 - (LGU) LGU Annual Programme Review
- 03/192 - (RLU) Multiple RFA's
- 03/193 - (LGU) Legislative Drafting Course
- 03/194 - (SCA) Wits Harvard Senior Executive Programme- Cohort 7
- 03/196 - (LGU) Property Rates Workshop
- 03/197 - (RLU) RFQ's for Performance Management Training

5. **Status of New SOW Actions:**

(A) **CIVIL SOCIETY UNIT (CSU)**

(B) **LOCAL GOVERNANCE UNIT (LGU)**

- 03/190 - (LGU) International ticket purchase

Activity: Pay Star Travel for the purchase of a ticket for Mr. Y. Carrim.

CREA issued a purchase order with Star Travel to enable them to purchase a ticket for Mr. Yunis Carrim (MP) for a round trip from Panama-La paz-Miami-Atlanta-Cape Town. All payments for this activity have been made and this activity is now considered **CLOSED**.

- 03/191 - (LGU) LGU Annual Programme Review

CREA was requested provide logistical support the USAID's LGU's Annual Programme review which was being organised by the PIA. CREA was requested to purchase travel tickets, pay for accommodation for delegates and process mileage claims for delegates. There is one outstanding payment on this activity. It will thus remain **In PROGRESS** until this has been paid.

- 03/193 - (LGU) Legislative Drafting Course

CREA was requested to provide logistical support to three persons attending Legislative Drafting Course at Tulane University in New Orleans, USA. CREA has to date registered the delegates, and made the hotel and travel bookings. Per Diem and the M&IE will be processed by Creative Associates in Washington D.C. Communication with parliamentary secretary and the delegates has been ongoing in this regard. The travel is scheduled for the end of June 2003.

- 03/195 - (LGU) City of Joburg Executive Management Development Programme

Activity: The development of training programme for executive management of the Johannesburg Metro in conjunction with the School of Public and Development Management of Wits University.

CREA was requested to participate as a member of the TEC of the Joburg Metro, verify that the process met USAID procurement requirements, finalise a budget and deliverables with the successful contractor and manage the contract thereafter. CREA participated in the TEC and reported that it was consistent with USAID procurement requirements. A copy of the TEC memo was submitted to USAID. The successful service provider is Wits University's School of Public and Development Management. CREA has submitted a copy of a draft contract to the Joburg Metro, however there are certain decisions and internal processes that have to be finalised at the Metro before a contract can be finalised with the University. A Steering Committee has been appointed and CREA has been requested to sit on this committee. This activity is expected to remain in **PROGRESS** until March 2004.

- 03/196 - (LGU) Property Rates Workshop

CREA was requested to provide logistical support to the Parliamentary Committee on Provincial and Local Government. In this regard, CREA scouted for and found a suitable venue, sent out invitations to the delegates, arranged travel and accommodation, contracted with a local government consultant to develop the workshop agenda and arranged for the recording of the workshop. The workshop was well attended and the Chair of the committee was pleased with the results. This activity will remain in **PROGRESS** until all invoices have been paid, the final report completed and disseminated.

(C) RULE OF LAW UNIT (RLU)

- 03/192 - (RLU) Multiple RFA's

CREA was requested to issue a RFA under the RLU for multiple awards under the Crime and Violence component of the Criminal Justice Strengthening Programme. A notice was advertised in the Mail and Guardian on the 14 February 2003. 77 organisations requested the RFA, and 42 applications were received by the closing date of 28 March 2003, and six were received after the closing date. A TEC comprising USAID, CREA and representatives from the US Embassy has been decided on and the first briefing meeting is scheduled for early next quarter.

- 03/197 - (RLU) RFQ's for Performance Management Training

CREA was requested to do a limited request for quotations to provide training to USAID grantees in performance management. Letters requesting a quotations was sent out to five organisations (supplied by USAID) on the 12 March 2003. The closing date is 25th April 2003. This activity will remain in PROGRESS until a service provider has been selected, a contract negotiated and the activity implemented.

(D) SPECIAL CROSS-CUTTING ACTIONS (SCA)

- 03/194 - (SCA) Wits Harvard Senior Executive Programme- Cohort

Payment was made to Harvard for the enrolment of 22 public service employees in the Wits/Harvard Senior Executive training program. The Wits portion of the training has been completed and CREA is in the process of procuring insurance coverage for the participants in order to enable them to obtain visas to travel to Harvard in June.

B. Administrative Information (as of 30 September 2002):

1. Contract Data:

a. Total Estimated Cost Plus Fixed Fee: \$42,107,901
 b. Total Obligated Amount : \$31,746,441
 c. Expenditures as of 30/09/02 : \$23,030,617
 d. Remaining Balance Obligated Amt : \$ 8,715,824

2. Expenditures by Contract/Project Components:

a. Home Office/Field Office General Management	\$ 4,640,840
b. Technical Assistance	\$ 4,635,091
1. Technical Support to Grantees	\$3,506,361
2. Special Studies	\$ 590,162
3. Workshops for Grantees	\$ 538,568
c. Logistic Support for Annual SO1/Partners Consultation Meetings, Strategy Workshops/Seminars with Partners, And International Exchanges with Partners	\$ 310.061
d. Grants & Participants Training Tuition	<u>\$13,444,625</u>
TOTAL	\$23,030,617 =====

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 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 reports as it becomes available.

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

The following attachments reflect a breakdown of direct costs incurred for 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 GMTA staff on individual activities has not been included in this compilation and no attempt has 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 affect on cost recovery by the contractor. (Note: Earlier reports included other direct costs incurred for technical assistance to grantees outside the amount of the grant, such as travel by CREA personnel; however, this practice has been discontinued with the concurrence of the COTR since a new system has been devised by SO#1 to allocate CREA costs not specific to individual requests on a pro rata basis to each of the SO#1 projects supported by CREA under this contract. This is an internal allocation made by USAID for recording costs by MACS elements in the USAID accounting system and has no affect on CAII's reporting or vouchering process.)