



Bushbuckridge Water Board Service Area
Retail Water Distribution Project
(USAID Contract No. 674-C-00-00-00065-00)

Quarterly Report
1 January 2004 to 31 March 2004

23 April 2004

Prepared by:
Chemonics International



The Bushbuckridge Retail Water Distribution Project is financed under USAID Contract No. 674-C-00-00-00065-00 and supported through bilateral agreement between the Republic of South Africa represented by Department of Water Affairs and Forestry and the United States of America represented by USAID

Acronyms

MM	Municipal Manager
BLM	Bushbuckridge Local Municipality
BWB	Bushbuckridge Water Board
BDM	Bohlabela District Municipality
COP	Chief of Party
CTO	Cognizant Technical Officer (USAID)
DPLG	Department of Provincial and Local Government
DWAF	Department of Water Affairs and Forestry
MOU	Memorandum of Understanding
NGO	Non Governmental Organization
SALGA	South African Local Government Association-Limpopo
O&M	Operations and Maintenance
PO	Project Officer
RWDP	Retail Water Distribution Project
SOW	Scope of Work
ToR	Terms of Reference
USAID	United States Agency for International Development
WSA	Water Services Authority
WSP	Water Service Provider
WSDP	Water Services Development Plan

Summary Quarterly Project Status Report

General Information:	
Agencies: United States Agency for International Development (USAID) and Department of Water Affairs and Forestry (DWAF)	
Contact Name: Melissa Knight USAID Phone: 012 4522259 Simon Mпамonyane DWAF Phone: 012 336 6565/6563 Alson Matukane DWAF Phone: 015 295 3217	
Contractor: Chemonics International Inc	Contact Name: Robert Mbwana Phone: 013 799 1707
Project ID: Contract No- 674-C-00-00-00065-00	For the period beginning: 1 January 2004 and ending: 31 March 2004
Name of the project: Bushbuckridge Water Board Service Area Technical Assistance Project	
Project Start Date: 20 October 2000	Current Phase: Phase Two

1. Key Questions

- 1) **Has the project scope of work changed in the reporting quarter?** No
- 2) **Will upcoming target dates be missed?** Yes due to
 - Slow progress in the organizational design of the District Municipality
 - Slow progress in the appointment of a Water Services Management Team
- 3) **Does the team have resource constraints?** No
- 4) **Are there issues that require USAID/DWAF attention?** Yes

Due to delays suffered at the beginning of the project because of the re-structuring process of Local government together with the slow progress with which the local counterparts have gone about setting up their organization, all parties at a project review workshop agreed to a proposal for project extension in September 2003. A formal modification to extend the project is urgently required.

2. Key Milestones for the Overall Project:

Milestone	Original Date	Revised Date	Actual Date
WSA is set up and operating	September 2002	None	October 2002
WSP s have been set up and operating some of the schemes effectively	September 2002	June 2004	
Transfer of assets from DWAF to the WSA has commenced	July 2003	July 2004	

3. Milestones/Key activities Planned for this quarter and Accomplished this quarter:

Milestone / Key activity		Original due Date	Revised due Date	Actual Dates	Comments
A Project Management	A.1 Quarterly Report	30 April 2004	None	25 April 2004	
	A .3 Coordinating Meetings	5 Feb. 2004	None	17 Feb 2004	
Task area 1 Policing / Planning and Transfer	1.1.3 Implementation of transfer Action Plan	July 2004	None		<i>Although activities are ongoing, HR issues are behind and target date of transfer likely to be missed</i>
	1.4.1.1 Finalize Bulk & Retail WSP agreements	Jan 2003	Mar. 2004	March 2004	<i>Agreements finalised and currently awaiting signatures</i>
Task Area 2 Management System	2.4 Assist WSA/WSP in pilot improvements to existing systems	31-Dec-2002	May 2004 for the identified areas and ongoing to other areas		<i>In the towns of Dwarsloop and Thulamahashe where the project has assisted in operation procedures, there has been a marked improvement in the water supply. The team is now focusing on other areas</i>

Task Area 3 Cost recovery	3.2.5	Strengthen billing and collection processes	Mach 2003	Feb 2004		<i>The project team has assisted the municipality to set up the computer billing system. In Maruleng the system is running well and in BBR, the municipality is awaiting population of the system</i>
Task Area 5 Operation and maintenance	5.4.2	Establishing record drawings for Water and Sewerage	30-Apr-2003	May 2004/ Ongoing		<i>Through the Masibambane program, drawings for the towns of Dwarsloop, Mkuhlu, and Thulamahashe have been established. Drawing for the other areas are currently being sourced</i>

4. Activities Planned for this Quarter and not completed:

Milestone / Key activity		Original due Date	Revised due Date	Effect on other targets and brief plan of action to recover from missed item	
Task Area 2 Management System	2.4	Assist WSA/WSP in improvements to existing systems	31-Dec-2002	Jun 2004	The team continues to assist Bush local Municipality, DWAF, and Maruleng Local Municipality to improve systems. Meanwhile the use of the current manual system is being encouraged. Now that the management team has been appointed, the new water services manager will take a leading role in this activity
Task Area 3 Cost Recovery System	3.2.2	Updating Customer register	June 2003	May 2004	The Project team captured all domestic consumers onto a database for migration to the municipal system. Following advice from the project team, BLM, has now outsourced the revenue management function and this will speed up the process of verifying consumer data and billing
	3.2.5	Strengthen billing and collection processes	Mach 2003	June 2004	See 3.2.2 above

Milestone / Key activity		Original due Date	Revised due Date	Effect on other targets and brief plan of action to recover from missed item
Task area 4. Public Awareness/Cust. Outreach	4.1 Assist in implementing PA programs	Sept 2003/ ongoing	July 2004 /Ongoing	Still awaiting the WSA to decide on when implementation will commence. In the meantime the project is planning on conducting training on water conservation to ward committees as a collaborative effort with the USAID's SO1 team
Task Area 5 Operation and Maintenance	5.4.5 Assist implementation of Plans dealing with illegal connections	July 2003	June 2004	The appointment of water services management team in Jan 04 will bring focus to this activity
Task Area 6 Institutional Learning and Staff Development	6.4 Design Training Programs	Dec-Jan-2003	July 2004	See note under 5.4.5

5. Key activities / Items Planned for Next Quarter (1 April 2004 to 31 June 2004)

Milestone / Key activity		Original due Date	Revised due Date
A Project Management	A.1 Quarterly Report	30 July 2004	None
	A.2 Steering Committee meetings	29 April 2004	None
	A .3 Coordinating Meetings	29 April 2004	None
Task area 1 Policing / Planning and Transfer	1.1.3 Implementation of transfer Action Plan	Ongoing and transfer on 1 July 2004	None
	1.4.1.1 Finalize Bulk & Retail WSP agreements	Signing agreements Jan 2003	June 2004
Task Area 2 Management System	2.4 Assist WSA/WSP in improvements to existing systems	31-Dec-2002	June 2004
	3.2.5 Strengthen billing and collection processes	Mach 2003	Commence billing in BBR June 2004
Task area 4. Public Awareness/Customer. Outreach	4.1 Assist in implementing PA programs	Sept 2003/ ongoing	Commence July 2004/Ongoing
Task Area 5 Operation and maintenance	5.4.2 Establishing record drawings for Water and Sewerage	30-Apr-2003	June 2004/ Ongoing
	5.4.5 Assist implementation of Plans dealing with illegal connections	July 2003	June 2004
	6.4 Design Training Programs	31-Jan-2003	July 2004

6. Financial Information

Total contract budget		\$2,954,252.00
Cumulative expenses billed through December 03		\$1,923,714.56
Expenses for reporting period	January 2004	\$ 85,776.08
	February 2004	\$ 31,966.59
	March 2004	\$ 53,339.28
Cumulative expenses through end of reporting period		\$2,094,796.51
Amount of budget remaining as of March 2004		\$ 859,455.49
Amount of budget spent (as percentage of total)		71 %
Obligated amount as of March 04		\$2,375,000.00
Percentage expended of current obligation		88.20%
Remaining obligated amount as of March 2004		\$ 280,203.49