



CREA SOUTH AFRICA

Cherry Lane Building, Office # 1003, 477 Fehrsen St. New Muckleneuk 0181
Postnet Suite 177, Private Bag X06, Waterkloof, 0145, South Africa
Telephone No: (012) 460-2890 Fax No: (012) 460-2894

GMTA – CONTRACTOR QUARTERLY PERFORMANCE REPORT 01 January - 31 March 2004

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: \$36,793,824.23
Reporting Period : 01/07/03 - 31/09/03

A. Narrative:

This report, the twenty-fourth 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:

Ms. Malika Magagula, CREA DCOP and Finance Manager, tendered her resignation in January, and left the company's employ in February, to become COP on another USAID-funded project. Creative has decided not to fill key personnel position, meaning that there will be significant savings to contract in terms of salary, benefits and associated costs. Mr. Vincent Titus, Deputy Finance Manager, tendered his resignation to Creative in March, and he will be departing to join the same project that Ms. Magagula leads early in the next quarter. Creative plans on hiring a full-time finance/close-out expert early in the next quarter to replace Mr. Titus.

During the quarter CREA SA Consultant, Mr. Dan Manyindo, had his consulting contract extended at the request of DPLG and with the approval of USAID for an additional six months, until the end of July 2004.

Also during the reporting period, at the request of USAID, CREA SA sent

out letters to all RLU grantees whose projects are scheduled to end in September 2004. Two types of letters were sent. To organizations that were working towards producing a concrete deliverable, such as a publication, the letter urged fast-tracking of the projects to avoid problems at the end of Creative's contract. Groups that provide a service on an on-going fashion, such as Mosiac and TVEP, were reminded that the end date of the project was not elastic (there would be no extensions), and final reports were due thirty days after the project's completion. Organizations in both categories were urged to seek a meeting with CREA to discuss either the fast-tracking or plans to efficiently wrap-up their USAID-funded project. Several such meetings will be held in the following quarter.

3. CIVIL SOCIETY UNIT (CSU)

FEATURED CSU SUCCESS STORY OF THE QUARTER: Follow-Up -- Center for Public Participation: Getting CBO's and Local Governments Working Together

In Quarterly Report 22, CREA featured CPP, and we decided to do this again to provide further insights into their successes in one community in KZN.

Yvonne Miya is part of KwaPitela Community Health Worker that educates local community members on health and health related matters. The KwaPitela Community Health project provides education and engages communities on development issues. Currently, Yvonne is an active member of the development committee that oversees development projects in the community.

Yvonne, like some members of the development committee, has gone through training on advocacy offered by CPP. By following through on the knowledge gained in the CPP training, Yvonne has helped the development committee increase its profile and effectiveness, especially in terms of its relationship with the local KwaSani Municipality. Due to the engagement of the KwaPitela community development committee, KwaSani municipality officials started to make more regular visits to the KwaPitela community. The interaction that started as a result of a badly placed water pipe (reported on in Quarterly 22) has now resulted in KwaSani Municipality stepping up their interaction with the community on many other matters relating to their development.

A recent example of this involves the steps taken to improve the condition of roads in the area that were in poor repair. In February, the development committee contacted the local government regarding the urgent need for road improvement. The committee was especially concerned because the Easter holidays and elections were drawing closer and both of these periods would lead to further congestion and accident risk. Due to the positive working relationship between the KwaSani Municipality and the KwaPitela community development committee, the roads were upgraded before elections. However, more work is required to ensure that the roads are not going to be washed away by flooding. This new road work has been approved by the municipality, and the development committee has become involved in recruiting and selecting local labor force to work on this project.

During the quarter, the development committee realized another notable success. During a community meeting the KwaSani Municipality announced that R1,2 million has been allocated for routing of water from standpipes to households in response to an earlier request from the committee. The committee is now working on assisting the municipality with strategies for the implementation of this work.

Clearly, the USAID funded CPP advocacy training continues to produce positive and tangible results for the KwaPitela community, as demonstrated by the successes and engagement the community has with the KwaSani Municipality. The insight and vigilance that CPP trainees, like Yvonne Miya, have with regard to issues pertaining to rights and access to information, proves beyond doubt that the CPP advocacy training has made a huge impact in the lives of communities in KZN.

Status of GMTA Actions Previously Reported as IN PROGRESS

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

START DATE: 18th June 01
SCHEDULED END DATE: 30TH September 04

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

ACTIVITIES IN WORKPLAN: Development of a Tax Support Services Network; Training of NPOs in bookkeeping, fundraising, proposal writing, and marketing; information dissemination; development and cultivating of relationships with relevant stakeholders and development of a variety of formats of information on NPO tax and related governance issues, and; provision of 086 telephone line Help Desk Services.

PROGRESS UPDATE: These projects continue to yield good results. During this reporting period, the NPP reviewed the Revenue Laws Amendment Act, which was promulgated in December 2003. The Act now include some major changes to Section 18A of the Income Tax, which NPP lobbied for, such as the extension of the list of Public Benefit Activities which if carried out by Public Benefit Organizations would entitle the to donor deductible status.

Over this quarter, the National Treasury indicated that a further review of the Income Tax is not likely to take place in 2004. To this end, NPP intends to consolidate its efforts as well as the research it conducts and to take the initiative to lead the income tax campaign.

NPP interaction with many small community-based organizations has shown that many of these groups are falling through the tax net entirely as many of these organizations are not registered with SARS. NPP has concluded that it should lobby for the introduction of simpler registration measures suitable for less sophisticated community-based organizations. Progress on this matter will be reported on the next quarter.

The discussions held between the Department of Trade and Industry and NPP regarding the Companies Act highlighted that the review of this Act is underway. Over this quarter, NPP and Legal Resources Center met to outline specific areas that need to be researched on the Companies Act and put together a research plan. A workshop on Companies Act will conducted in the next quarter.

The NPP conducted in-house workshops on NDA and Lotteries Acts. The outcome of these workshops clearly pointed out that the NPP needs to gather information, particularly on NDA processes and funding criteria, as most NGOs received little or no response to their applications for NDA funding. With regard to Lotteries Act, NPP is in the process of finalizing

a brochure on the National Lotteries. This brochure will provide information to organizations regarding applying for Lotteries funding but at the same time stimulate debate on shortcomings relating to the distribution of Lotteries funds.

During this reporting period, NPP conducted workshops in the Eastern Cape, Limpopo and Western Cape. Currently, the production of loose-leaf guide to NPO Law and the tax booklet are at their final stages.

Over the quarter, CREA arranged a meeting in Cape Town with the management team of NPP, USAID and CREA finance and program staff representatives. NPP presented their latest strategic plan, and there was a good deal of discussion about how the USAID funding meshes with NPP's future growth initiatives. While NPP was asked for a revised budget and workplan at the end of that meeting, subsequent clarification discussions will continue next quarter with NPP on their work program.

ACHIEVEMENTS/SUCCESES:NPP has been informed that the Department of Trade and Industry will be conducting an impact study in order to consider incremental changes to the Lotteries Act. Interestingly, the NPP research paper, "Smokes and Mirrors" will be used by the Department of Trade and Industry to assist them with the impact study process.

This activity will remain **IN PROGRESS** until September 2004.

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

START DATE: 01 December 01
SCHEDULED END DATE: 30th June 04

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

PROJECT BACKGROUND DETAILS: The program aims to strengthen the research capacity of civil society organizations. The specific objectives of the program are to increase the number of CSOs that are capable of conducting and analyzing research; increase the amount of high quality research conducted by CSOs; support the collection, compilation and cataloguing of research results; establishment of a research network and; the dissemination and utilization of research results.

ACTIVITIES IN WORKPLAN: Establishment of an independent Program Advisory Group; conduct a needs assessment study; training of trainers; advertising for organizations and research proposals, and supervising the development of research.

PROGRESS UPDATE: During this quarter a non-funded extension to the program was processed, which was necessitated by the budget cuts mandated by USAID due to the reduction in available funds and the rand appreciation. To this end, CCS submitted a realigned project budget that accommodated a \$50,000 cut. The realigned project budget did not include the sub-grant phase of the project, hence CCS undertook to raise funds from other sources to this effect.

Over this quarter, CCS managed to secure funding for the sub-grant phase from the Finnish Embassy and Foundation for Human Rights. USAID funding is allocated for supervision, administration and salaries. During this reporting period, thirty-two research projects covering diverse practical

community problems were selected. Community activists with the guidance and advice from experienced university supervisors are currently conducting this comprehensive community-based research.

ACHIEVEMENTS/SUCSESSES: Despite the difficulties that the program has undergone as a result of budget cuts and rand appreciation, its depth and quality have not been negatively affected. Judging from the nature of community-based research projects that are currently underway and the expertise from the university overseeing this work, this program has laid a solid foundation for the development of research capacity within civil society organizations.

This activity is scheduled to remain **IN PROGRESS** until the 30th of June 2004.

- **01/106 - (CSU) APS Award to Non-Profit Partnership - Tax Communication and Lobbying**

START DATE: 23rd August 01
SCHEDULED END DATE: 30th September 04

Activity: To support activities aimed at providing tax advocacy and information dissemination to non-profit organizations 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 (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 September 2004.

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

START DATE: 31st October 01
SCHEDULED END DATE: 30th October 03

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

PROJECT BACKGROUND DETAILS: The program aims to build a vibrant, diverse and effective civil society that can engage with government from a position of strength and work in partnerships with a responsive, accountable and efficient government to achieve common development aims. The specific objectives are to provide access to better information about previous experience of partnerships, lessons learnt and recommendations for best practices through the provision of skills and knowledge; to develop CSO and government capacity for partnerships, and; to build a more enabling environment to enhance the prospects for and implementation of CSO-Government partnerships.

ACTIVITIES IN WORKPLAN: Research; Partnership workshops with CSOs, government and business, and workshops with local government.

PROGRESS UPDATE: Final payments were made to CORE and a final narrative project report was received from them in January. This project is now considered **CLOSED**.

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

START DATE: 01 October 01
SCHEDULED END DATE: 30 September 03

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.

PROJECT BACKGROUND DETAILS: The development of a funding information portal called "Thusanang: South Africa's Online Funding Resource Facility". The facility will present grant makers and related institutions with a tool to disseminate and communicate information to CSOs on their funding activities in South Africa. It will at the same time present CSOs with up to date information and capacity building resource to enhance their fundraising efforts.

ACTIVITIES IN WORKPLAN: Develop a grant maker database of local and international grant making organizations; online capacity building; dissemination of information related to funding; develop a glossary of fundraising and establish a tool-free number to assist CSOs to source funding and create awareness of Thusanang and; to provide training workshops for CSOs in Internet skills.

PROGRESS UPDATE: This project ended in the previous quarter. Final financial and technical reports were received and a debriefing meeting on the outcomes of the project took place in January. This activity is now considered **CLOSED**.

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

START DATE: 01 October 01
SCHEDULED END DATE: 30 September 03

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

PROJECT BACKGROUND DETAILS: The program aims to promote and advocate for the concept of and practice of non-financial accountability amongst NGOs within the Southern African region. The organization will develop methodological frameworks that are appropriate for NPOs through an applied research program and develop professional accreditation and institutional certification standards to regulate the discipline of non-financial accountability.

ACTIVITIES IN WORKPLAN: Stakeholder engagement; setting up of non-financial accounting systems; piloting of me; data analysis and report writing, and auditing the process.

PROGRESS UPDATE: As reported in the previous quarter, AISA submitted a letter on December 19th indicating that the project should not be extended due to implementation delays caused by partner organizations, delays that were likely to persist should the project continue. No project costs were incurred by AISA during the period September to December 2003. Over this quarter, AISA submitted their project and financial reports to CREA. While

a final wrap-up meeting was postponed during the quarter at the request of USAID, and still should take place, this activity is now considered **CLOSED**.

! **02/170 - (CSU) Center for Public Participation**

START DATE: 01 September 02
SCHEDULED END DATE: 31st August 04

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

PROJECT BACKGROUND DETAILS: The program aims to strengthen public participation in processes of governance. It will identify opportunities for public participation in policy monitoring and develop structures and mechanisms in support of this; disseminate information and assist civil society organizations in capacity building for participation on issues governance, and; support pilot projects in two provinces.

ACTIVITIES IN WORKPLAN: Lobbying and Advocacy Activities; Establish a dedicated research unit, and development of electronic materials.

PROGRESS UPDATE: PROGRESS UPDATE: This project is well on track. Over this quarter, an amendment to the grant agreement was processed. USAID added \$50,000 to the current project budget. Following this, CPP submitted a revised work plan that took into consideration the addition of \$50,000.

During this reporting period, consultative workshops were held in Pietermaritzburg and eThekweni municipalities. As a result of electioneering no training workshops were held.

ACHIEVEMENTS/SUCSESSES: This agreement is for a two-year period and will remain **IN PROGRESS** until 31 August 2004.

! **02/171 - (CSU) The Contact Trust**

START DATE: 01 October 02
SCHEDULED END DATE: 30th September 04

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

PROJECT BACKGROUND DETAILS: The program aims to enhance the capacity and opportunities for CSOs and government to partner, dialogue and cooperate for the development, implementation and monitoring of public policy. Contact Trust facilitates access to information for public participation, through networks, newsletters, an information website, help line and awareness raising campaigns and does capacity building through training and workshops.

ACTIVITIES IN WORKPLAN: Development of a newsletter and website to disseminate key policy and legislative developments; facilitate the development of CSOs and government networks to increase communication, cooperation and dialogue; training workshops; facilitate parliamentary workshops and offering legal advice services for CSOs; establishing a help line for CSOs and; carrying out public awareness campaigns.

PROGRESS UPDATE: The beginning of the year was one of intense activity, as Contact Trust (CT) was asked late in December to manage the preparations for a Nuclear Energy Summit hosted by the Portfolio Committee for Environment Affairs and Tourism. This was scheduled for the same time as the long awaited Public Hearings on Air Quality. The key project events and meetings for this quarter were:

Ongoing delivery of Information Services: The policy and legislation website was regularly maintained and updated, to provide CSOs with the status of the various policy and legislation initiatives that Contact Trust has tracked. Policy update newsletters were sent out bi-weekly to keep subscribers abreast of policy development issues. Reports on committee meetings continued during January and February when most committees wrapped up their work.

Contact has also teamed up with the Parliamentary Monitoring Group (PMG) in seeking funds to deliver a regular fact sheet to community radio stations to further facilitate wider dissemination of information that will strengthen lobbying activities in civil society.

Nuclear Energy Summit and preparatory workshops: The summit, planned for the 16 and 17 February 2004, represented the first opportunity for pro and anti nuclear energy interest groups to talk to decision makers in the same forum. The Portfolio Committee asked Contact to manage the Summit preparations which involved identifying and inviting stakeholders in civil society, including the corporate sector and academics, compiling a programme and logistical arrangements. Contact also identified international experts and arranged for them to address the summit. In preparation, Contact raised funds from another donor for 4 preparatory workshops for poor communities concerned about radioactive waste issues. A workshop was held in Mpumalanga, Northern Cape and the Western Cape for affected communities to prepare by improving their understanding of the issues. In addition, a national workshop was scheduled for the weekend before the summit to bring these groups together and to provide a chance for them to exchange experiences and identify common lobbying positions.

The 3 local workshops were held in between 31 January and 8 February. They proved to be important capacity building workshops for the communities involved.

However, the Summit was postponed by the Portfolio Committee, two days before the event was to take place, until after the elections! Disappointment and shock was common among both pro and anti nuclear energy interests. Contact was devastated by the fact that the organisation had been dominated by this event that was not to be! Another 3 weeks was spent winding up this process and dealing with the disappointments of various stakeholders.

CSO assistance: Contact has provided assistance to 3 organizations during this period that are developing an interest in lobbying. This will be followed up with strategy mentoring work in the next few months.

Parliamentary Directory: The current directory published by Parliament does not provide members of the public with further information about their MPs. Constituents, CBOs, NGOs and other pressure groups have little point of reference from which they can identify MPs who might be allied to their cause. Contact Trust has designed a directory that provides MPs the opportunity to put their political and personal interests, past and present, on record and includes background information on the MP's career,

education, committee membership, personal and political interests, publications and contact information. The aim of the directory is to provide constituents and civil society organizations with a user-friendly tool for pro-active lobbying in parliament. The data collection as well as marketing for the directory will be undertaken during the next quarter.

Network assistance: Contact has maintained its support role in relation to the networks. During this reporting period CT met with the Energy Caucus and also continues to facilitate communication via an up to date database and our website portal facility. The network for Biodiversity (netBio) has also been active this period in deliberations with the Department of Environmental Affairs around the National Biodiversity Strategy. Contact has played a secretariat function and continues to facilitate communication.

ACHIEVEMENTS/SUCSESSES: Parliamentary workshops: Preparations for Public Hearings on the Air Quality Management Bill (1- 2 February 2004): A workshop was held in collaboration with Groundwork, an NGO providing technical support to poor communities who live on the fence line of polluting industries. The workshop helped these young activists to prepare for the submissions they were to make before the Portfolio committee. The Committee later commented that they were pleased to see poor people, particularly women, representing their own interests in Parliament. Many of those making submissions publicly thanked Contact for making it possible for them to be present. This is an outcome of CT's work to broaden the base of participation in legislation, made possible through donors such as USAID. The communities were satisfied when the committee refused to rush the legislation through. Instead the committee instructed the Department to meet with community groups to discuss the incorporation of their concerns into the Bill. The new committee will be allowed to continue the process on this Bill when they are appointed in May 2004. A detailed report on the workshop proceedings is on file at CREA.

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)**

START DATE: 01 March 03
SCHEDULED END DATE: 30th April 04

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

ACTIVITY DESCRIPTION: The Community Agency for Social Enquiry (CASE) study will help establish or capture the modes of cooperation and opposition between government and CSOs and it will disseminate the findings of the study in a low/no cost manner. The main focus areas of the study will be on adult basic education, income grants and human rights to illustrate service delivery, policy formulation and policy monitoring.

ACTIVITIES IN WORKPLAN: Literature review, interviews with key informants, analysis of findings, report.

PROGRESS UPDATE: During the quarter, CASE completed all of the interviews needed for their study and began the analysis of the interviews. This analysis, and the already completed literature review, is the basis for the final project report. CREA expects to receive the draft final report,

and have a project presentation from CASE, early in the following quarter. This activity is scheduled to remain **IN PROGRESS** until April 30, 2004.

! 03/203 - (CSU) Net Benefit Analysis

START DATE: 09-Oct-03
SCHEDULED END DATE: 29-Feb-04

Activity: To carry out research on net benefits to the non-profit sector and develop a typology of the sector.

ACTIVITY DESCRIPTION: Umhlaba Development Services will conduct a study to determine the net benefits the non-profit section has derived from the 2000 Taxation Laws Amendment Act and develop a comprehensive typology of registered non-profit organizations (NPOs) in South Africa.

ACTIVITIES IN WORKPLAN: Literature review, interviews with key informants, database analysis, compilation of findings, report.

PROGRESS UPDATE: Umhlaba completed its draft final report during the quarter, and gave a well-received presentation on its findings at USAID. Key findings of the report included:

- o Development of a two tiered typology of non-profit organizations: more sophisticated organizations which are more likely to be urban based, registered as NPOs and/or Section 21 companies were categorized as Typology 1. Less sophisticated, more rurally based, community based organizations were categorized as Typology 2. Typology 1 organizations, based on survey results, were more likely to be aware of new NPO tax regulations, more likely to be registered with SARS, and more likely to have received tax and contribution benefit due to the NPO legislation than Typology 2 groups.
- o 84% of Typology 1 NPOs were aware of the benefits of tax reform legislation while only 54% of Typology 2 groups shared this awareness.
- o An estimate of the total net benefit to NPOs due to the reformed tax legislation from 2001 to date is R74,551,688 (equivalent to almost \$12 million at current exchange rates). The net expected benefit for the estimated 13,633 NPOs registered with SARS for the 2004 tax year is close to \$20 million, and the total potential benefit, if all eligible NPOs are registered and receive benefit is close to \$150 million.
- o Given that there is still a great deal of confusion and lack of knowledge in the South African non-profit sector around the benefits of registration as an NPO with SARS, the study concludes that it is early days to determine the actual benefit to NPOs. It is suggested that the study be repeated in a year or two, once awareness of the tax benefits of NPO registration is more clearly understood in the sector.

At the end of the quarter, Umhlaba was waiting for comments and revisions from USAID on the draft report in order to finalize it. This project will remain **IN PROCESS** until a final report acceptable to USAID is delivered and final payments made.

(B) LOCAL GOVERNANCE UNIT (LGU)

FEATURED LGU SUCCESS STORY OF THE QUARTER: Creating a platform for Successful Management of Cities

USAID funding of the Executive Management Development Program, through a contract with P&DM, was intended to equip managers with additional skills and resources to better manage their city. While meeting this objective, the program has also created a platform and opportunity for managers to interact in an environment outside their hectic daily schedules and challenges of managing a world-class city.

Makgane Thobajane, Director of the Strategic Support Unit at the City Of Joburg, commented that it was the first time in four years that managers were given the opportunity to reflect on the current changes and developments being implemented within the city. This comment was made at the last workshop session convened by P&DM for managers at the city of Joburg. The session was on strategic thinking, and the managers were exposed to the concept of strategic thinking and methods of applying strategic thinking to their work.

When asked why the comment was made, Makgane said that given his experience at the City, managers rarely get the opportunity to collectively discuss matters in an environment that allows individuals reflect and discuss issues without having to meet a deadline, respond to a crisis or emergency or generally just put in a 'normal' twelve hour work-day.

The inter-active approach to facilitation by P&DM has resulted in robust and vibrant discussions and debates on issues of management. At the same time, new tools and methodologies are being exposed to managers. This approach to learning and skills transfer is proving to be extremely successful. Kubeshnie Govender, the contact person for this project at the City, stated to CREA that the level of interest and participation has increased due primarily to this inter-active approach to the program. Managers were skeptical and initially apprehensive towards the program. However, once exposed to the methodologies being employed and the value of the content, their interest and enthusiasm of what the program can offer has not wavered.

This program has therefore created a platform for managers to improve their skills and knowledge, and to collectively strive towards managing the City of Joburg with improved performance and results.

Status of GMTA Actions Previously Reported as IN PROGRESS

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

START DATE: November 2001
SCHEDULED END DATE: February 29,2004

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.

PROJECT BACKGROUND DETAILS: ODA will support the transformation of local government by enabling learning and improvement through the sharing of information and knowledge relevant to the challenge faced by local government. The objective of the program is two-fold: to support the

sharing of information, experience and knowledge between municipalities and between national and local government and to inform and support the development of a national capacity strategy for local government.

ACTIVITIES IN WORKPLAN: research of local government, seminars, steering committee meetings, reports loaded on the website.

PROGRESS UPDATE: During the last reporting period ODA reported that the Nolwazi consortium had attended a Strategic Planning Session in January for the District Learning Network (DLN) Program that was hosted by the Cacadu District Municipality. The purpose of the Strategic Planning Session was to plan for 2004. Issues such as future research for the DLN, extension of the DLN membership and the rollout of the DLN Peer Review Program were discussed. A process to review the "Ideal District Municipality Benchmark" was initiated. ODA reported that a plenary session of the network is scheduled to take place at the Southern district Municipality in Orkney on 22nd and 23rd April to commemorate the first anniversary of the DLN.

In the last quarterly report it was noted that USAID had an additional \$75,000 available for the project and that the ODA grant agreement would probably be extended to allow for additional activities to be undertaken by ODA. Due to the amount being much smaller than anticipated by DPLG and SALGA, discussions took on a different slant and CREA was requested to start negotiations with two of the ODA consortium members (Palmer Development Group and String Communications) to continue the work objectives that SALGA and DPLG wanted to meet.

Due to above, CREA did not extended the ODA grant as originally anticipated. Instead, the ongoing work on the District Learning Network (DLN) and the Local Learning Network (LLN) will be done through the Palmer Development Group (PDG). Work on the Horizontal Learning Network will be implemented through String Communications. Both will be reported on separately in the next quarterly.

This activity will remain **IN PROGRESS** until all close out activities have been finalized and all outstanding reimbursements made to ODA.

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

START DATE: 7/12/2001
SCHEDULED END DATE: 6/10/2003

Activity: Deloitte & Touche was contracted (with Manto Management) as a subcontractor to provide the services of Project Implementation Agent (PIA) for twenty-four months.

PROJECT BACKGROUND DETAILS: Working under the technical guidance of the Program 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; analyzing the implementation of all projects in the , and; serving as an intellectual partner to the Steering Committee.

ACTIVITIES IN WORKPLAN: Technical guidance, selection of new projects, final design and launch of new projects, monitoring on-going projects and intervening where necessary to keep projects on track.

PROGRESS UPDATE: Crea received the final invoice from the PIA during the reporting period. All payments have been made and reports received. This Activity now considered **CLOSED**.

! 02/120 - (LGU) DPLG Transformation Manager

START DATE: 01 January 03
SCHEDULED END DATE: 01 February 04

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

PROJECT BACKGROUND DETAILS: The consultant is assisting the DPLG in the development of local government policies, starting a leadership academy and implementing a municipal revenue enhancement program.

ACTIVITIES IN WORKPLAN: developing a strategic plan for transforming the local government system, designing programs to implement the strategic plan, managing the transformation s.

PROGRESS UPDATE: During the quarter Mr. Manyindo's consulting contract was extended at the request of DPLG and with the approval of USAID for an additional six months, until the end of July 2004. A meeting was held between Mr. Manyindo, USAID and CREA early in the quarter to discuss his contract extension and review his work activities. One of the conditions of his contract extension was an agreement to mentor and train a manager in DPLG to take over Mr. Manyindo's tasks in the six-month extension period. Mr. Manyindo brought one of two DPLG managers that is undergoing this training and is slated to take over his work. So while an actual hand-over remains to be seen, there does seem to be progress in building up DPLG's capacity to fill the shoes of Mr. Manyindo once his contract is completed.

In terms of his work, Mr. Manyindo provided a written narrative that indicates he is a very busy man. The activities that Mr. Manyindo reported being engaged with include promoting the Municipal Revenue Enhancement Program, which involves establishing a Municipal Infrastructure Investment Unit (MIIU). This unit will be in charge of the implementation of a municipal Master Lease Program. Mr. Manyindo continues to work on the establishment of the Local Government Leadership Academy as well as being involved in other local government improvement initiatives on the implementation and policy development sides.

During the reporting period, Mr. Manyindo was assisted by CREA and USAID in renewing his work permit, which had expired the previous quarter. This activity will remain **IN PROGRESS** until July 30, 2004.

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

START DATE: 01 July 02
SCHEDULED END DATE: 31st October 04

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.

ACTIVITIES IN WORKPLAN: develop instruments and train personnel, select control municipalities and collect data, analyze data and report on the findings.

PROGRESS UPDATE: While no work has been undertaken on this contract since last year, during this quarter USAID met with the contractor to discuss the way forward on the post-test activities. USAID have requested ISIS start their post-test evaluation on the LGU projects that have been completed. Subsequent to the meeting with USAID, CREA received correspondence from the contractor requesting a realignment of deliverables. This project was originally signed at R9.00 to the dollar and no budget discussions were entered into with the service provider as they were in the dormant phase of their project. CREA and USAID had a budget meeting in March with ISIS regarding the shortfall where agreement was reached regarding the sample size being reduced from 12 000 to 8 000. This will enable ISIS to reduce its budget accordingly and make up for the exchange rate loss. ISIS has submitted a revised deliverable schedule for the post-test phase of the project and CREA has amended the contract accordingly. CREA has forwarded revised SOW/Program descriptions onto ISIS as well as the status of each of the projects. CREA has sent out letters to all service providers and municipalities informing them of the visits to take place by ISIS. This activity is expected to remain **IN PROGRESS** until completion of the contract in October 2004.

Element #2, Round #2: Direct Assistance Projects

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

START DATE: 01 November 02
SCHEDULED END DATE: 31st March 04

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 Interfaith Community Development Association (ICDA).

PROJECT BACKGROUND DETAILS: The objectives of the program are to review and assess the training and information/communication needs of ward committee members, develop a public information/awareness campaign on the structures and systems of the Ekurhuleni Metro Council, develop a training for the ward committee and implement through the training the component of the information/awareness campaign that is channeled through ward committees.

PROGRESS UPDATE: This quarter was used to follow up on remaining activities of the project. Follow-up workshops were held in each region of the municipality to ensure that those ward committee members that were unable to attend the initial workshops had the opportunity to receive training on the establishment and functioning of ward committees.

Draft hand-over reports were submitted to the project steering committees and are being reviewed for a final hand-over workshop that is scheduled for the end of April.

ICDA has completed most of their deliverables with the general approval and satisfaction of the municipality, and the only remaining activity is the smooth hand-over of the project, which will include a final report on training as well as materials and a data-base of ward committee members

that has been developed under this project. This hand-over is expected to take place during the next reporting period.

As reported in the last quarter, ICDA has been extremely weak with their financial accounting and a meeting was held with the Director of ICDA in January, to raise this concern as well as to address the issue of possible over-spending by ICDA. There was general agreement that the remaining activities of the project would be completed as conceptualised and that the budget would be reviewed to ensure that all activities are completed successfully.

This activity is scheduled to remain **IN PROGRESS** until the final close-out reports are received from ICDA.

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

START DATE: 29th October 02
SCHEDULED END DATE: 30th January 04

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

PROJECT BACKGROUND DETAILS: The objectives of the program are to build local governance capacity based on the needs assessment, review of the strategies, structures and systems in place related to community participation, develop a learning product to shared with other municipalities, and implement selected interventions of the capacity building .

ACTIVITIES IN WORKPLAN: workshops, seminars, training, technical support

PROGRESS UPDATE: CREA reported in the last quarter that the PSC had requested a final presentation from PriceWaterhouseCoopers (PWC). The presentation did not happen in January as anticipated and a further extension was requested to the project. USAID approved an extension to March 30, 2004, and an amendment was processed by CREA. At a PSC meeting held on 9th March 2004, it was agreed that the Capacity Building Agenda be accepted with the provision that PriceWaterhouseCoopers workshopped the Capacity Building Agenda individually with each Local Municipality to ensure that all role players were on board with this Agenda. As it was not the first time that the Capacity Building document had been presented to locals and the district, a decision was made at the PSC that the funding and the timeframe for phase 1 of the project was now complete, and should there be any further additions to the agenda, it would be for the cost of the municipality or the district.

This activity is expected to remain **IN PROGRESS** until the final invoice and reports have been received.

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

START DATE: 01 October 02
SCHEDULED END DATE: 29th February 04

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

PROJECT BACKGROUND DETAILS: The program will focus on establishing community structures, investigation into establishment of information and support centers.

ACTIVITIES IN WORKPLAN: Report on Community Assessment, report on communications needs and final report

PROGRESS UPDATE: The final report, as agreed by the municipality, was tabled at a council meeting in February and has been accepted. All activities and deliverables as per the revised implementation plan have been finalized.

Crea awaits the close-out report and final invoice from Fair Share to close this project. The Project will remain **IN PROGRESS** until the close out reports and the final invoice has been submitted to CREA.

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

START DATE: 31st March 03
SCHEDULED END DATE: 30th June 04

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

PROJECT BACKGROUND DETAILS: In light of the West Rand experiencing a period of general decline over the past decade, the project focuses on: creating a data base of all industries in the municipal area; clustering industries in the area and facilitating the establishment of a network of suppliers and customer knowledge producing agents in order to foster interaction, innovation and knowledge transfer, and to create a broad stakeholder forum and policy development.

ACTIVITIES IN WORKPLAN: identify economic clusters and establish cluster-working groups

PROGRESS UPDATE: The project is making good progress, especially with the setting up of cluster working groups. During the reporting period, Section 79 Committees have been established in the areas of Agriculture, Mining, Manufacturing and Tourism. The next high priority steps to be taken with the Sectoral Committees are the distribution of the WRDA business plan to the committees, the start-up of the Manufacturing Committee through the Chamber of Commerce, and the identification of development projects in each of the sectors.

An issue was raised around capacity building during the project process as the Learning Tool was removed from the deliverable schedule due to budget cuts. Urban Econ reported that sufficient reporting is being done during the course of the project that could culminate in compiling the key lessons learnt throughout the process.

The focus of the PSC in February was to receive approval on the final business plan. As there still seemed to be some confusion regarding the two business plans developed by Urban Econ, they explained that the first business plan was developed to meet the specific requirements of the USAID funding. Additionally a second document was compiled with the aim of applying for funding from the IDC to establish the Agency. It was pointed out that the two processes talk to and inform each other and the business

plan is therefore not cast in stone. Any additional comments will be taken up and refined in the final Operational Plan for the WRDA. The business plan was accepted with the necessary amendments as discussed at the PSC meeting.

The WRDM reported that the funding on the budget shortfall for the project for the amount of R380,000 would be covered by the WRDM. A separate contract will be entered into between the WRDM and Urban Econ. The next steps of the project entail the identification of development projects that could be implemented in the West Rand District. This step will entail the investigation of opportunities, prioritization of projects and the compilation of mini-business plans for high-priority projects.

Urban Econ has informed CREA that they have terminated the services of Andani as reported in the previous quarter due to performance issues. The contract amendment processed during the last quarter to realign the deliverables with the dollars available also fast tracked the project to end two months earlier. The contractor submitted the invoice for the approved report containing the Agency Business Plan for payment, which was processed during this quarter. This activity is expected to remain **IN PROGRESS** until June 2004.

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

START DATE: 01 October 02
SCHEDULED END DATE: 15th May 04

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

PROJECT BACKGROUND DETAILS: The objectives of the program are to: 1) assess the skills of ward councilors 2) enable the effective operation of Peoples Center's through training s, and 3) ensure that the lessons learnt are shared.

ACTIVITIES IN WORKPLAN: assessment of training needs, design training programs, implement training program

PROGRESS UPDATE: This project, as reported by both the service provider and the municipality through the monthly steering committee meetings, is proceeding without problems.

The training of officials continued this quarter, and reports and feedback from the council has been positive. The remaining activities on this project are the training of councilors and the capacity building of officials (as assessors) to oversee monitoring and evaluations of learners, for accreditation purposes. However, due to similar training programs in place at the city, the training of councilors may not materialize and the available resources and time will be re-directed to strengthen the skills of the assessors that have been trained.

The budget shortfall that was created after the strengthening of the Rand has been negotiated with the LGWSETA, and they have agreed to pay for the shortfall from the skills development fund. The Seta has also accredited the training programs for Community Relations Agents posted at Peoples Center's and the staff at Joburg Connect.

This project will remain **IN PROCESS** until May 2004.

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

START DATE: 01 October 02
SCHEDULED END DATE: 27 October 04

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

PROJECT BACKGROUND DETAILS: The objectives of the program are to strengthen the effectiveness of ward committees, improve the flow of information between councils in the district and the public, and ensure the sharing of lessons learnt from the program.

ACTIVITIES IN WORKPLAN: Assess public information requirements, skills audit of ward committee members, develop ward committee training program, develop public information program.

PROGRESS UPDATE: A revised implementation plan was adopted in January to ensure that the project gains some momentum and to fast-track certain activities. The revised plan also allows for activities to be implemented simultaneously.

The revised plan includes the following activities: assisting municipalities to establish ward committees; skills audit and developing training materials for ward committees; information program and roll-out of training.

The project is now on track and activities are being undertaken as agreed. Reporting and invoicing remains a problem with Fair Share and Crea will meet with Fair Share in the next quarter to deal with this problem.

This activity is expected to remain **IN PROGRESS** until June 2004.

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

START DATE: 01 October 02
SCHEDULED END DATE: 30th September 03

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

PROJECT BACKGROUND DETAILS: The objectives of the program are to develop the level of skills for effective ward committee functioning and design a to address the appropriate level of skills required for councilors to function effectively on portfolio committees.

ACTIVITIES IN WORKPLAN: Basic ward committee training, train trainers, develop learning tool

PROGRESS UPDATE: All program activities under this project were completed as at the end of November 2003. All financial reports have been received and all close out actions have been completed. This activity is now considered **CLOSED**.

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

START DATE: 01 November 02
SCHEDULED END DATE: 30th August 04

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

PROJECT BACKGROUND DETAILS: The project objectives are to carry out research on structures that enable local economic development; develop a strategically focused local economic development plan, and enhance co-ordination, integration and participation in local economic development.

PROGRESS UPDATE: Activities under this project are progressing well. Three PSC meetings were held during the last quarter where the Council decision on the development partnership options was announced. The Council has decided on an In-House option with project specific partnerships. Urban Econ has presented a draft Operational Plan for the In-House development option, which was determined to be acceptable, except for a few modifications that Urban Econ needed to incorporate into the Operational Plan and present at the next PSC.

During the last quarter discussions have been held with both Urban Econ and the Municipality regarding the need to fast track the project to end around 30 August at the latest. USAID requested the project be fast tracked to end 30 July, but the municipality has requested Urban Econ be allowed to continue until the end of August as they needed the assistance from the service provider during August for the implementation phase which includes writing business plans for priority projects.

The public launch has been postponed and will only happen towards the end of May due to internal problems at the Municipality. USAID has indicated that they may only be in a position to fund the publishing of the popular version of the strategy, which will be made available to the public at the launch. Mangaung may need to pick up the cost of the DVD should they still want to go ahead. Three quotes have been received for the development and publishing of the popular version which has been sent onto USAID for funding.

As the skills transfer has not been addressed to date, Urban Econ was asked to put a workplan together regarding the proposed skills transfer to present to the Council at the next PSC.

During the quarter Urban Econ has been actively involved in developing the database for Mangaung, and had a workshop with Mangaung regarding the type of queries they wanted to be able to extract from the database was held.

The municipality has agreed to cover the shortfall on the project by putting a contract in place with Urban Econ for the shortfall due to the Rand appreciation and budget cuts. This activity is expected to remain **IN PROGRESS** until August 2004.

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

START DATE: 01 November 02
SCHEDULED END DATE: 29 February 04

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

PROJECT BACKGROUND DETAILS: The Main objectives of the project are to: review the current functioning of ward committees; assess the specific training needs of councilors, ward committee members, ward committee staff and relevant officials linked to ward committees; develop the capacity of ward committees to ensure the effective functioning of the committees and proactively contribute to the policy and planning processes of the council.

PROGRESS UPDATE: The project did not gain momentum after the Christmas holidays as originally anticipated. During the quarter August to December agreement was reached that training could commence with the ward committee members during November and December. It was further agreed that the roll-out of training for ward councilors could start in January and should be completed by the end of February 2004. At the PSC meeting where the above was agreed, the PSC determined that should the training not happen in January and February the project would be terminated earlier than the grant agreement date. The service provider informed CREA that all training to commence in January was cancelled. Some Zone Liaison offices indicated that there was no further need for training.

At a PSC meeting held in March, CREA informed the PSC that the grant would be fast tracked and end at as of 29th February 2004. The PSC was disappointed at the decision but realized that with the elections pending they would not be in a position to recommence training for at least the next three to four months and given this, along with the formal decision made late last year regarding participation, agreed to the early termination. CREA has processed a formal amendment ending the program as at the end of February 2004.

As the service provider had printed manuals in bulk they were advised to provide Tshwane with the training manuals as well as the facilitators guide for each module. Tshwane plans on using the TOT's trained by Jupmet and their own training department to continue training ward councilors, officials and ward members. One final meeting is still to be held in which the evaluation of the training is to be discussed in detail as Jupmet feels it would add value to future training ventures. This activity is expected to remain **IN PROGRESS** until all close out actions and reports have been received.

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

START DATE: 01 May 03
SCHEDULED END DATE: 30th June 04

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 service provider Umsebe.

ACTIVITIES IN WORKPLAN: Review the Establishment and Functioning of Ward Committees, develop Ward Planning System, increase capacity for Councilors.

PROGRESS UPDATE: This project is well on track. During this reporting period, the preparation of learning materials was completed. The learning materials comprised of facilitators guides and participant's workbooks. The content of the learning materials is made-up of Municipal Finances, Integrated Development Planning (IDP), Local Government Legislation and

Ward Committees. This facilitator's guide was piloted in the training of trainers workshop conducted for Council's officials in 23-24 March 2004.

The training of Council's officials was conducted by UMSEBE and University of Pretoria. Twenty-five council's officials attended the training workshop. Much content was covered during this workshop hence it contributed in equipping the Council's officials with increased skills and knowledge particularly on IDP and the functioning of ward committees.

Over this quarter, UMSEBE began to put together the logistical arrangements for the implementation of the next phase of their activity -- ward committee and councilors training. Currently, venues closer to participants' places of residence are being secured. UMSEBE together with local municipalities are looking at options for transporting participants to and fro during the course of training. The dates for the training have set as follows: Umjindi Municipality (23-25 April), Thaba Chweu Municipality (23-25 April), Nkomazi Municipality (7-9 May) and Mbombela Municipality (21-23 May).

This activity is expected to remain **IN PROGRESS** until June 2004.

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

START DATE: 15th November 02
SCHEDULED END DATE: 31st May 2004

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

PROJECT BACKGROUND DETAILS: The overall objectives of this project are to: improve communication channels between District and Local municipalities, the community and other local government stakeholders; ensure access to information and council decision-making; strengthen community/council relationships; ensure community participation in the affairs of the municipalities.

ACTIVITIES IN WORKPLAN: develop information technology & communication Strategy and Community Participation Program.

PROGRESS UPDATE: The progress on this project continues to be slow. During the reporting period, 2 workshops were held where the strategy report was first discussed with the OTT and then later presented for discussions in a second workshop with Mayors, councilors and officials of Ugu and the local municipalities. The strategy has been accepted as a living document and, once all the comments have been incorporated into the document, it will be formally adopted by Council. Out of the second workshop, held in late February, the service provider was requested to do a carry out research on the communication strategy specifically targeting Ugu, and this inquiry is currently underway. This assessment is outside of the USAID funding and will be covered by the R500,000 secured from the Development Bank of South Africa.

The capacity building workshops, the next phase of the project, will be informed by the Ugu specific research. Once this has been completed Working Solutions will assist with the pilot implementation of one project.

At a meeting with the Municipality in March, CREA and USAID announced that

a three-month extension for the project had been approved and finalized by CREA. Kamal from Ugu indicated that the project would be running after the end of May, but that the Development Bank funds would pick up where the USAID/CREA contract ended. Ugu undertook to tightly manage the contractor to ensure that the USAID contract is completed by the end of May. As this project is still seen by CREA as high risk, close monitoring will continue to ensure that the project achieves its outcomes. This activity is expected to remain **IN PROGRESS** until the end of May 2004.

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

START DATE: 01 November 2002
SCHEDULED END DATE: 31st January 04

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

PROJECT BACKGROUND DETAILS: The overall objectives of the project are to: Establish an appropriate community participation model; strengthen the effectiveness and efficiency of community structures; improve the capacity of ward development committee members and other ward-based community representatives to participate in local governance; improve the communication and flow of information between councils in the district and the public; ensure the sharing of lessons learnt from the project.

ACTIVITIES IN WORKPLAN: Training; Review of the Communication Mechanism

PROGRESS UPDATE: Progress under this activity is well on track. AIM concentrated on successfully delivering the skills transfer workshop, and finalizing the communication strategy and the ward committee model during the reporting period.

At a PSC meeting held in February the ward committee model was presented. Although it was accepted by the PSC, it was suggested that it should be workshopped together with the Communications Strategy later in February. At a following workshop the model was once again distributed for discussion purposes. Recommendations and changes were recommended and AIM undertook incorporate the changes into the document.

AIM reported that the skills transfer workshops took place in February. All the local municipalities were represented and the attendance was good. In addition, AIM indicated that they had installed a database at each of the local municipalities and had captured all the relevant information from the ward committee members. One person from each local municipality has been trained by AIM on the operational use of the database.

Certificates for those individuals who had completed the three modules for the ward committee training have been handed to each of the municipalities, who will do their own dissemination through the speaker's office.

A workshop was held in late February where the Communication Strategy was presented and discussed in detail with a broader committee which included Mayors, Councilors and Officials. AIM undertook to edit the strategy as per the recommendations from the workshop. The Communication Strategy will now be considered for adoption by the district and local municipalities.

As reported in the last quarterly, an extension to the end of March was

requested by AIM and approved by USAID. CREA amended the contract in January 2004 to accommodate the extension. While this activity is more or less complete, it will remain **IN PROGRESS** until all reports have been received, final reimbursements paid and all close out activities completed.

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

START DATE: November 11, 2002
SCHEDULED END DATE: May 31, 2004

Activity: Provide support for developing a Coordinated Local Economic Development (LED) Framework for the Zululand District Municipality through a contract with Service Provider Iyer Rothaug.

PROJECT BACKGROUND DETAILS: The main objective of the project is the development of a Local Economic Development (LED) framework that addresses the lack of co-ordination and unlocks potential LED opportunities in the Zululand region.

ACTIVITIES IN WORKPLAN: Establishing an LED forum that will facilitate a participatory approach towards LED initiatives; assess and analyze existing LED initiatives in the Zululand Region; develop a Marketing Plan for the Region; develop a coordinated LED Strategy and operational plan.

PROGRESS UPDATE: Progress under this activity is well on track. During this reporting period, a non-funded extension, necessitated by the rand appreciation, was processed. Over this quarter, a street theatre activity was implemented in all four local municipalities under the Zululand District Municipality. A brochure with basic messages conveyed through the street theatre performance was developed and distributed during performances.

The street theatre performances were well organized and hugely supported by the communities. Clear messages communicated to communities were: know your business, ensure that there is a market for product or service you want to render and have resources to back-up your business. Thirty performances were undertaken within the district and its estimated that over 14,000 people were reached through the theatre performances. This bodes well for marketing as well as creating awareness on LED challenges and opportunities within the district.

Over this quarter, a funding application, connected to the LED strategy and valued at R40 million, was prepared and submitted to the Department of Environmental Affairs and Tourism on behalf of the Zululand District Municipality. This proposal has priority projects for the district such as job creation, infrastructure development and SMME development.

ACHIEVEMENTS/SUCSESSESS: The Siyaphambili Project (the project brand name meaning "Going Forward") has achieved tangible results within a limited timeframe. Some of the achievements relate to the branding of the Zululand District Municipality. The Iyer Rothaug project team had been instrumental in facilitating agreement between the Zululand and Uthungulu districts on the branding issue. During this reporting period a decision was taken between the two districts to brand them as the "heart" and "soul" of the Zulu Kingdom. This branding will be ratified and endorsed by Tourism KZN shortly. This activity is expected to remain **IN PROGRESS** until May 2004.

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

START DATE: 01 December 02
SCHEDULED END DATE: 31 May 04

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).

PROJECT BACKGROUND DETAILS: The overall objectives of the project are to: conduct a situational analysis on the existing and potential environmental, socio-economic, transport, accommodation and tourism opportunities within Buffalo City and its hinterland and establish a stakeholder forum that will facilitate tourism activities.

ACTIVITIES IN WORKPLAN: Develop a comprehensive Tourism Master Plan that includes an institutional plan, marketing plan, tourism development plan, communication and information Plan, financial plan and implementation program.

PROGRESS UPDATE: Progress under this activity continues to yield good results as the contractor prepares to undertake the final three phases of the project. Two PSC meetings took place during the reporting period. Presentations were made on the Tourism Development Plan (phase 7) and the Environmental management proposal (phase 8), which were accepted at the first PSC.

At the second PSC, the Skills Development Program (phase 10) and Enterprise Development and support (phase 12) were presented for discussion and approval. GTKF also presented the Tourism Database (phase 13) for discussion and approval. Reports for phase 7,8,10,12 and 13 were accepted and approved after discussions on each report.

GTKF indicated that mini pre-feasibility studies are to be conducted on prioritized tourism development projects in Phase 15 of the Tourism Master Plan. It was necessary for the Steering committee to agree to the priority tourism projects. After some discussions it was suggested that the projects should be put forward to the Buffalo City Development Agency and the LED Department for implementation. These agencies could then conduct feasibility studies on the project in order to avoid duplication by the Agency and the LED Department later on. It was agreed the GTKF should rather compile a needs map indicating the needs of the various suggested tourism development projects.

The tourism marketing plan (phase 14) will be delivered at the end of April 2004. GTKF requested that initial discussions that have occurred between Buffalo City Tourism, 2Boyz Advertising, GTKF and TMT Communications be shared with the PSC for comments. Initial graphic ideas were presented to the committee for input. GTKF were requested to present stakeholders with a number of options for the logo at the next stakeholder workshop.

GTKF have been submitting deliverables as per their contract in a timely manner. This activity is expected to remain **IN PROGRESS** until May 31, 2004.

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

START DATE: 30 November 02
SCHEDULED END DATE: 31 May 04

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.

PROJECT BACKGROUND DETAILS: The Objectives of this Project are to: conduct research local economic development and create a database of industries in the district; develop an economic development strategy; develop the capacity of councilors, and ward committee members and relevant council officials to implement the strategy; facilitate the implementation of key steps of the economic development strategy.

ACTIVITIES IN WORKPLAN: Research, Database Creation, develop economic development strategy, training workshops.

PROGRESS UPDATE: The project progressed slowly during the last reporting period due the contractor awaiting formal approval from the Mayoral Committee on the Strategy. One PSC meeting was held during the last reporting period where notification was given that the Mayoral Committee had formally accepted the Strategy. As the process of obtaining approval had taken longer than anticipated, K2M requested a no-cost extension of two months to allow them to finalize the project implementation phase which they are currently undertaking.

K2M have commenced with the final phase of the project which will allow them to do skills transfer to the Council and Local Municipalities through practical training (on topics such as how to develop a business plan, manage projects, etc). A two-day workshop was held with the core team from the PSC to flesh out the details for the implementation framework for the priority projects.

The Bophirima Council has indicated that they had obtained a council resolution that K2M continue to source funding from the IDC on Council's behalf for project implementation. K2M are to report back to Council regarding the status of the IDC funding at the next PSC.

Crea received a formal request from K2M for two month no-cost extension during the reporting period and after receiving approval from USAID an amendment has been processed. This activity is expected to remain **IN PROGRESS** until May 31, 2004.

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

START DATE: 01 November 03
SCHEDULED END DATE: 30 June 04

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

ACTIVITIES IN WORKPLAN: Project Set-up, Assessment and Design of Communication Strategy.

PROGRESS UPDATE: Over this quarter, the service provider, Common Ground, submitted the learning tool together with a CD documenting all the documents that were developed during the course of the project. Last PSC meeting was held on 27 February.

Currently, all the activities of this project have been completed. The only remaining activity is the awarding of the certificates, which is due to take place in the next quarter. Common Ground is now working on the final

report. This activity is expected to remain **IN PROGRESS** until all program and finance reports have been received.

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

START DATE: 1 March 03
SCHEDULED END DATE: 30 April 04

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

PROJECT BACKGROUND DETAILS: The program Objectives are to: simplify and formalize communication between the Municipality, civic organizations such as local Development Forums and communities at large; mobilize and capacitate people to participate in local government processes; assist council to manage wards more efficiently; deepen local democracy and accountability, and; promote participatory governance as required by the Constitution, Structures and Systems Acts.

ACTIVITIES IN WORKPLAN: Develop communication strategy; training workshops

PROGRESS UPDATE: Work under this grant has progressed well during the last quarter with the grantee completing numerous activities on the workplan.

Isandla informed CREA that they would have completed all tasks listed on the workplan for the Administrative Support and the establishment of the satellite offices by the end of the grant. As far as the ward committees are concerned Isandla reported that they would only be able to finalize the establishment of the ward committees and the awareness campaign should USAID and CREA allow them an extension to the end of May. Isandla have indicated that they would be half way through the process by the end of April, and feel that it would add no value and would rather complete the establishment of the ward committees and the awareness campaign which they need additional time for. Crea has forwarded the request from Isandla onto USAID for an extension if granted a formal amendment will be finalized early in the next quarter. Due to the delay in the project Isandla will not be able to undertake the training of ward committee members nor will they be able to monitor and evaluate this component of the workplan.

ACHIEVEMENTS/SUCSESSES: Isandla have finalized the establishment of the five out of six satellite offices and have trained the cashiers in all aspects of running the satellite offices. Launches of the offices will start in early April which will enable the communities to have their day to day problems, like water leakages, power failures and sewage problems reported and fixed without having to travel vast distances to reach the Koukamma Municipality. The establishment of the satellite offices will also assist the municipality in collecting revenue and educating the community on their civic responsibilities. This activity is expected to remain **IN PROGRESS** until 30 April 2004.

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

START DATE: March 01, 2003
SCHEDULED END DATE: June 30, 2004

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

ACTIVITIES IN WORKPLAN: Training of a select number of Senior Managers within the City in a number of skill areas to be determined by the Council.

PROGRESS UPDATE: Modules Two and Three have been initiated and workshop sessions are on track. After feedback from participants from the first module, P&DM have included more time during the workshop sessions for debates and discussions and this approach has proved to be very successful with participants.

The initial attendance problem seems to have sorted itself out, with the Executive Directors taking the lead in ensuring that they make themselves available for the workshops.

Invoicing for deliverables has become a problem as the schedule for deliverables does not allow for regular billing and this has been raised with the City. A meeting will be held with P&DM to revise the deliverable schedule to allow for regular invoicing.

SUCSESSES/ACHEIVEMENTS: See featured success story above.

The project will remain **IN PROGRESS** until June 2004.

(C) RULE OF LAW UNIT (RLU)

FEATURED CSU SUCCESS STORY OF THE QUARTER: *Centre for Criminal Justice: Helping the Dispossessed Claim What's Due*

Mrs. S.L. Dlamini's lives in a remote rural area of Ixopo, KwaZulu Natal. Her husband passed away in 2001. He left behind his unemployed wife with four children. The husband had a policy with Old Mutual that was supposed to pay a lump sum of R65 170.48 to her wife on his death. However, that transaction did not happen as planned since Mrs. Dlamini did not have a bank account.

Against this background, Mrs. Dlamini opened an account with the NBS Bank in June 2001 with a hope that Old Mutual will deposit the money soon. She kept on going to NBS to check whether the money has been deposited but to her surprise it took longer than she expected. She started to give-up, as the money was not forthcoming from Old Mutual. With the help of her neighbor, Mrs. Dlamini was introduced to the Outreach Support Centre.

In July 2003, Mrs. Dlamini visited the Outreach Support Centre at Ixopo. The Centre's Coordinator referred this case to the Centre for Criminal Justice. The Centre for Criminal Justice took this matter with Old Mutual and NBS.

Both institutions were not coming forward with necessary information to locate the whereabouts of the money until the Centre for Criminal Justice threatened to report them to the Financial Services Board. NBS was to the first to respond with details on whereabouts of money. NBS clearly stated that since Mrs. Dlamini's account was dormant there was no other option available for the bank than closing it of which is a standard practice. NBS also proved that by the time Old Mutual transferred the money the account was already closed hence the money was then returned to Old Mutual. The details of the account in which the money was returned were provided to the Centre for Criminal Justice.

The Centre for Criminal Justice put pressure on Old Mutual to transfer the money to Mrs. Dlamini. At first, Old Mutual was not co-operative. When the Centre for Criminal Justice confronted with facts, Old Mutual made a number of excuses such as the records could not be found. The Centre for Criminal Justice wrote a letter to the Old Mutual Managing Director who in turn responded timeously.

The Managing Director apologized for the inconvenience caused as a result of the delay in transferring the funds to Mrs. Dlamini. Arrangements for the money to be paid to Mrs. Dlamini were then made which will make a huge difference in terms of quality of life for her and her children.

Status of GMTA Actions Previously Reported as IN PROGRESS

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

START DATE: 20th May 98
SCHEDULED END DATE: 30th June 03

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 of clerkship to qualify as attorneys and advocates. The program is design to: 1) train law pupils through the General Council of the Bar of South Africa, which include lectures, compulsory workshops on practical training, and final written and oral exams; and 2) twelve months legal placement, which entails articles of clerkship and selected courses.

PROJECT BACKGROUND DETAILS: The objective of the program is train advocates and attorneys of both sexes from previously disadvantaged backgrounds and in all parts of the country. The program is contributing towards making the legal profession representative by attracting law graduates from the previously disadvantaged background to enter the attorneys' and advocates' profession.

ACTIVITIES IN WORKPLAN: Advertise for candidates; placement of candidates in various institutions and monitor and evaluate progress.

PROGRESS UPDATE: In a meeting between CREA and USAID, USAID undertook to assist CREA in getting BLA to submit the outstanding final report.

CREA urgently requests USAID's assistance with BLA, either in terms of helping getting their final report, as all of our entreaties have not been successful, or agreement to waive the final report requirement so we can close out this project.

This activity will remain **IN PROGRESS** until all close out actions are completed. This activity was scheduled to end in June 2003.

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

START DATE: 01 April 99
SCHEDULED END DATE: 30th July 03

(2) CSLS

Activity: supporting the institutionalization and implementation of democracy and human rights education in South Africa in the formal and informal education system. To achieve this, CSLS provides an ongoing

formal and informal democracy and human rights in schools, universities, and communities through the Street Law/Democracy for All Program until the institutionalization process is completed. The Street Law/Democracy for All Program reach a variety of beneficiaries with the objective of educating them regarding their and responsibilities as citizens, under the new constitution and Bill of Rights. The training aims at making participants aware of their role in a democratic society and promotes a practical understanding of equality, justice, and tolerance.

PROJECT BACKGROUND DETAILS: The objectives of the program are to participate on an institutional level to support the process of introducing "Curriculum 2005" in the formal school system and ensure the implementation of Democracy and Human Rights Education (HRE) in the new teacher/pupil learning programs.

ACTIVITIES IN WORKPLAN: Development of policy, curriculum training and education materials.

PROGRESS UPDATE: All the outstanding financial issues have been resolved and the final financial report has been submitted. CSLS still needs to submit a final narrative report that is outstanding. This activity will remain **IN PROGRESS** until all issues for close out requirements have been completed.

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

START DATE: 01 March 01
SCHEDULED END DATE: 30th July 03

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

PROJECT BACKGROUND DETAILS: The program will help develop a comprehensive strategy to address the problem of Organized Crime in South Africa and the Region, looking at trends in its development, and assessing and making recommendations regarding best strategies to combat it.

ACTIVITIES IN WORKPLAN: Study of organized crime processes in South Africa, including: analysis of geographically specific crime markets and organizational forms for each province; major channels for money laundering; corruption of the law enforcement and criminal justice systems; strategic options and strategic objectives of the NDPP; projected trends in the development of organized crime activities; projected trends in the development of organized criminal groups; strategy options for combating and preventing new crime trends.

PROGRESS UPDATE: During the quarter, the outstanding issues that had prevented closing this project, which was completed last year, were overcome. Specifically, NPA gave a presentation to USAID on the outcome of the project, and left behind the presentation report, which USAID has accepted as the final report. This activity is now **CLOSED**.

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

START DATE: 26th April 01
SCHEDULED END DATE: 29th February 04

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

PROJECT BACKGROUND DETAILS: The development and implementation of the Criminal Monitor (CJM) which builds on ISS' existing work in tracking the country's criminal justice sector and serves as an in-depth mechanism to gather, anticipate, analyze and disseminate information about developments in criminal justice in the region. It will inform CJSP decisions generally and will facilitate the monitoring and evaluation of individual CJSP activities. The results will be integrated into medium and longer-term trend and scenario analyses based on crime statistics, survey data and field research. Trends will be tracked according to selected indicators of crime and criminal justice performance.

ACTIVITIES IN WORKPLAN: Activities include: Dissemination of Information to all interested parties including governments, NGO's, the media, donors and researchers. Bi-monthly seminars, regular updates on the ISS website, Regular briefings and workshops with government departments and Parliament and a quarterly newsletter.

PROGRESS UPDATE: Over this quarter, all the project-funded publications were printed. Currently, ISS is working on the final report. This activity will remain **IN PROGRESS** until the project and financial reports have been submitted.

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

START DATE: 01st March 02
SCHEDULED END DATE: 29th February 04

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.

ACTIVITY DESCRIPTION: The project operates in rural areas and targets women and children and other community members who have suffered abuse, rape, and domestic violence. The project support women and children in difficult circumstances who go through the criminal justice system to achieve redress and respect of their human rights and dignity.

ACTIVITIES IN WORKPLAN: Establishment of community outreach program through 12 victim support centers set up a magistrates courts and police stations. These centers form the link between members of the community and institutions of criminal justice. The 12 victim support centers offer the following services: 1) provision of counseling and accompanying victims to court; 2) educating community members about their rights and the criminal justice system; 3) provision of support during trial proceedings; and 4) follow-up services including keeping victims informed regarding progress of cases reported.

PROGRESS UPDATE: During this reporting period, CCJ initially requested a two months non-funded extension to the program to finalize some of the project's activities. However, after discussions with the Director, Winnie Kubayi, she highlighted that she still has to consult with Malcom Stewart from the University's finance division to get the financial report. Against this background, Winnie then later sent e-mail to CREA in which she stated that after internal consultations, she felt there is no need for a non-funded extension, as there would be no progress in the project in the months preceding the April election, exactly when the extension period

would occur. Therefore, the project did end this quarter, and CREA is awaiting the final submission of final reporting documentation.

ACHIEVEMENTS/SUCCESSSES: CCJ continues to shine as one of the most effective organizations working in the criminal justice sector. Over this quarter, CCJ was selected to participate in the United Nations criminal justice program in Botswana. This is the only project under the criminal justice sector that was selected in South Africa. *Also please see featured success story above.*

This activity will remain **IN PROGRESS** until the final report has been submitted.

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

START DATE: 01 March 02
END DATE: 30 September 04

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.

PROJECT BACKGROUND DETAILS: Mosaic is implementing a Court Support Project through which unskilled community workers were trained as court workers to help abused applicants to apply for protection orders, to augment the implementation of Domestic Violence Act. The objective of this project is to reduce domestic violence against women, and to provide an emotionally safe environment for victims of abuse who go to court to apply for protection orders.

PROGRESS UPDATE: The activities of this grant are well on track. During this reporting period, daily and monthly supervision of court workers continued. These sessions are the cornerstone of information sharing and providing support to court workers due to traumatic nature of their work. Conflicts experienced between court workers were handled in monthly supervision sessions. Increasingly, no conflict situations are reported between the court workers. Over this quarter, a final probation period from October 2003 to February 2004 was instituted. As a result, 32 court workers who met the Mosaic's required standards for service delivery in the courts were contracted in March 2004 until the end of the project.

During this reporting period, 6 851 abused applicants were helped through the Mosaic Court Support Desk Project. Each of the abused applicants received at least thirty to forty-five minutes of focused attention and support. Applicants who were highly emotional and traumatized were given more time and if necessary referred to Mosaic's centres for further counselling. Key to service provided were the filling in of various forms of the New Domestic Violence Act of 1998, writing of affidavits that were strong enough to stand up in court, crisis intervention counselling, education about abuse/the protection order/court procedure and referrals to shelters or other specialist NGOs when necessary. Court workers were encouraged by the written and verbal positive feedback from applicants.

During the reporting period, the debriefing of court clerks was suspended due to unexpected departure of a Social Worker who left Mosaic to take up a social work post overseas. Currently, the services of another social worker had been engaged however the person is still being inducted on Mosaic's work and the job content. All court clerks were notified on the suspension of this service.

ACHIEVEMENTS/SUCCESES: Mosaic's healthy relations with courts continue to yield positive results both for the abused applicants and the improvement of service delivery in courts. Several courts had requested Mosaic to increase the number of court workers and the Simon's Town court, in particular, requested Mosaic to deliver its services in court on daily basis. Despite the monthly meetings being suspended due to the departure of Mosaic's social worker, the relationship that has been establish between the court personnel and Mosaic continued to flourish and whenever requests were made by the courts or when problems needed to be shared, both personal and organizational linkages were effectively put into practice. As a result, a system was implemented in Wellington court where Mosaic requested that applicants put their names down on a list so that they could be attended to on the first-come-first served basis. Also, Bellville court requested Mosaic to send its six months statistics for the Bellville court.

Mosaic continues to submit their financial reports on a timely basis. This activity will remain **IN PROGRESS** until 30 September 2004.

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

START DATE: 01 March 02
SCHEDULED END DATE: 30th September 04

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

PROJECT BACKGROUND DETAILS: Child Victims are usually anxious and frightened by the prospect of giving evidence in Court. Their intense fears can create such severe secondary trauma that the child may be reluctant to testify at all, and express the desire to withdraw from the case, or may experience memory impairment because levels of anxiety are so high. This compromises the entire trial. The Childline Family Center serves children who predominantly come from families with low levels of literacy and sophistication and for whom the Court environment is in itself particularly daunting. These families often withdrew children from Court processes as the process intimidates them.

ACTIVITIES IN WORKPLAN: Educate professionals within the criminal justice system about the importance of preparing children and families for court; preparing the child, family, and caretaker for court; providing support for children at court; carry out follow-ups after court appearances, and; training volunteers to assist with court preparation and provide support for child-witnesses.

PROGRESS UPDATE: Over this quarter, Childline Family Center attended to 1 030 cases related to sexual, physical and emotional abuse. The high number of cases involved children aged 6 to 10 years. Also, there are a significant number of cases for the children under the age of 5. Unfortunately, many of these children are unable to testify adequately due to their age and their cases are often withdrawn.

Of the 1 030 cases attended to, 896 cases were for sexual abuse. 309 cases are awaiting trial while 433 cases had undergone court interview. Training and workshops on awareness protocol, child abuse, children rights and appropriate management of child abuse in schools were conducted for volunteers ranging from professionals to community activists.

The provision of nutritional supplements to impoverished children and families, particularly children who are HIV infected resulted in improved physical appearance and health. Meetings with hospitals for example, Greys, Mahatma Gandhi, CJ Crookes and Prince Mshiyeni highlighted those clients who took HIV tests did not return for results. To this effect, discussions regarding referral of clients to Childline therapists for the provision of nutritional supplements were held.

ACHIEVEMENTS/SUCSESSES: Over this quarter, Childline continued to be seen as one of the key expert groups working in the area of child abuse prevention by South African media. Comments and reactions from the organization were solicited for publication and broadcast from the Berea Mail, Children First Journal, East Coast Radio, The Witness, Mail & Guardian and the Rising Sun.

This activity will remain **IN PROGRESS** until 30 September 2004.

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

START DATE: 01st May 02
SCHEDULED END DATE: 30th September 04

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

PROJECT BACKGROUND DETAILS: The Objectives are to create a supportive environment for the victims of sexual abuse and/or family violence; and through education and empowerment, generate an environment in which the perpetration of crimes of violence against women and children are socially unacceptable, and will not be tolerated by the community.

ACTIVITIES IN WORKPLAN: Implementation of "Break the Silence Campaign which includes Peer Group Educators (PGE's), Community Liaison Officers and Public "Sensation" Workshops.

PROGRESS UPDATE: Over this quarter, 195 victims of domestic violence were assisted and a total of 113 rape cases were reported to the Trauma Centers. A new team of Community Liaison Officers undergone training in January and new Senior Case Manager was appointed in February.

During this reporting period, 7 training workshops were conducted for community members. Due to cancellation of workshops as result of prolonged torrential rain and parents organizing their children to school, the number of people reached was limited to 531.

ACHIEVEMENTS/SUCSESSES: During this reporting period TVEP reports that 16,073 people were reached through the Break the Silence campaigns. Attention was especially directed at schools due to learners coming back from the December break. This project will remain **IN PROCESS** until September 2004.

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

START DATE: 01 February 2002
SCHEDULED END DATE: 31st December 2003

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.

PROJECT BACKGROUND DETAILS: A diversion program in Alexandra to work with juvenile offenders before they enter the criminal justice system and after they are already in it. The Objectives of the Project are: to encourage the child offenders to be accountable for the harm caused; meeting particular needs of the individual child offenders; promoting the integration of the child offender into the family; providing an opportunity for those affected by the offence to express their views on its impact on them.

ACTIVITIES IN WORKPLAN: Research, Development and Implementation of Pilot Program in Alexander

PROGRESS UPDATE: PROGRESS UPDATE: All outstanding financial issues have been resolved and the final financial report has been submitted. Khulisa is still to submit the final narrative report. This activity will remain **IN PROGRESS** until the program reporting requirements for close out have been finalized.

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

START DATE: 1 June 2002
SCHEDULED END DATE: 30 June 2004

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

WORKPLAN ACTIVITIES/PROJECT BACKGROUND DETAILS: Piloting of the program in two sexual offences courts; preparation of modules and related materials, preparation and translation of information booklets for child witnesses and caregivers, training of selected providers and finalization of report.

ACTIVITIES PLANNED THIS QUARTER: Development and submission of a Trainer's Manual for the adolescent program and a booklet for parents/guardians/caregivers of the child witnesses

PROGRESS UPDATE: At the beginning of this reporting period USAID's request increasing Vista's budget by \$55,000.00 and the revised budget from Vista were received. The purchase order/contract was amended to that effect and the end date of the contract was extended from 28 February 2004 to 30 June 2004. In February, Vista sent CREA a request to further extend the dates of the last deliverables until September, indicating that this was in response to a request from USAID in November 2003. This request was forwarded to USAID for consideration. USAID's responded that the amendment that was approved in January should enable Vista to complete the remaining deliverables and wrap up the program. The request was declined and Vista was informed of the decision in writing. In response Vista via email informed CREA and USAID that they would be able to have the project wrapped up in June.

ACHIEVEMENTS/SUCSESSES: The researchers at the unit submitted the Trainer's Manuals on the Preparation Program Training Course and related materials, including files, resource books, presentations and audio-visual material. The Manuals provides the trainers with the background to the research project and contextualises the preparation program and the practical steps regarding preparation of child witnesses.

This activity will remain **IN PROGRESS** until June 2004.

! **03/178- Juvenile Best Practice Resource Manual- Community Law Centre (CLC)**

START DATE: 1 November 2002
SCHEDULED END DATE: 30 May 2004

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

PROJECT BACKGROUND DETAILS: CLC will identify, collect and document best practice examples relating to a range of juvenile justice issues (including youth crime prevention, police and probation, diversion and rehabilitation program and sentencing) and produce a practical resource book for policy-makers.

ACTIVITIES IN WORKPLAN: Literature review; data collection; workshop with local and international stakeholders; field research, site visits; profiling of best practices; drafting and finalizing of manual; printing and launching of manual and; dissemination of manual to government departments, courts, social workers, correctional services and members of civil society.

PROGRESS UPDATE: Over the quarter, project activities were mainly focused on the collection of the manual's chapters from the authors. Discussions were held with certain authors regarding the usefulness of a contact list of resources to be added on the manual. Currently, the research intern has been instructed to compile a publishable list of resources as well the resources that the authors may be aware of and used during the compilation of their chapters. The chapters are currently with the editor. The project managers will do the content editing once the editor has finalized the layout and text edits.

This activity is expected to remain in **PROGRESS** until May 2004.

! **03/197 - (RLU) Performance Management Training**

START DATE: 4 August 2003
SCHEDULED END DATE: 10 December 2003

Activity: To train USAID's current and future grantees in performance management skills.

PROJECT BACKGROUND DETAILS: Recognizing the need to have aligned and effective monitoring and reporting systems, USAID has commissioned training in Performance Management for grantees falling within the Rule of Law and Civil Society units.

ACTIVITIES IN WORKPLAN: Needs analysis, curriculum and material development, training and a final report on the training

PROGRESS UPDATE: The roll out of the planned two-day workshops started in Durban on 21-22

The final report submitted by GAP was reviewed and approved by USAID. The final payment due to GAP was processed and paid to GAP.

This activity is now considered to be **CLOSED**.

- **03/206 - (RLU) SayStop**

START DATE: 01 September 2003
SCHEDULED END DATE: 30 September 2004

Activity: Helping prevent and reduce youth crime through development of a prevention program and developing a framework for intervention with young sex offenders that are not eligible for diversion s.

PROJECT BACKGROUND DETAILS: The grant supports two research and development activities: a prevention program for youth, focusing on the prevention of sexual offences/gender based violence, based on an adaptation of the SayStop diversion program; and, the development of a framework for intervention with young sex offenders who are not eligible for diversion program(including community rehabilitation or alternative sentencing options).

ACTIVITIES IN WORKPLAN: research, framework development; adaptation of the SayStop manual as a prevention tool; strategy development; publishing of prevention manual; organizing a national consultation on youth repeat offenders.

PROGRESS UPDATE: During this reporting period, research on prevention sexual offending was conducted. The research involved a literature review of national and international programs that can form the basis of a prevention program for youth in relation to sex offenses. The research aimed at providing a theoretical framework for the adaptation of the SAYStOP manual as a prevention tool. The research report was completed in February and the covers themes such as prevention models, program design, target group, content, children with special needs and practical and ethical considerations.

The reworking of SAYStOP manual was affected due to the delay in the finalization of the research report and the difficulty in securing appropriate materials developer. This project will remain **IN PROCESS** until September 30, 2004.

- **03/207 - (RLU) Creative Education with Youth at Risk (CRED)**

START DATE: 01 July 2003
SCHEDULED END DATE: 30 September 2004

Activity: Reintegrating youth offenders back into their communities.

PROJECT BACKGROUND DETAILS: CRED will develop skills of youth at risk and reintegrate them back into their communities by applying the arts creatively as a medium as a way of engaging these youth. Targeting youth between the ages of 16 and 21 in prison, young offenders will be exposed to cultural mediums such as drama, visual art, etc., while focusing on overall behavior change.

ACTIVITIES IN WORKPLAN: Training, assessments, life foundation skills training, technical skills training, on-going support

PROGRESS UPDATE: Over the quarter, both the awaiting trial, sentenced and pre-release programs were progressing well.

CRED evaluated the results of the first cycle of the Effective Behaviourial Change Program run for 14-17 year old males who were awaiting trial. The effectiveness of the program was explored with the staff at CRED. Discussions were held with prison warders to evaluate if any positive changes have occurred in the cell that CRED works in, and the feedback to CRED was that the behavior of the specific cell was improving. Four of the participants from this program who had received either bail or had charges withdrawn contacted CRED for support upon their release.

CRED revisited the Needs Assessment done in the previous quarter after reviewing the measurement tools they had decided to utilize. The Needs Assessment was conducted with 30 learners in cell 6, with the aim of testing how many learners acknowledged their participation in the alleged crimes. The assessment showed that 75% of learners did not acknowledge participation in the alleged crime. The second cycle of the program started later than expected because of the death of the program manager. CRED has since managed to employ a temporary replacement, and the program is now on track.

The results of the first cycle of the program that works with sentenced 14-17 old males on "Motivating Sentenced prisoners through Capoeira", was evaluated. The results showed that the program is now more cell defined, structured and the level of participation was high. In preparation of the second cycle, CRED had to procure the services of a service provider to address the low literacy levels of the participants of the program. BALCO, an established literacy organization, was appointed by CRED to conduct literacy classes. These began with 10 participants, and by the end of the quarter, 20 participants had been successfully recruited into this program. The second cycle of the program commenced and is on track. The first draft of the manual is already being tested on the 10 participants who signed up for classes. CRED assessed the readiness of participants for the graduation and 12 of the participants were deemed ready.

The results of the first cycle of the Sibuyelekhaya program, Pre-Release for sentenced 14-17 males with 6 months remaining on their sentences, were also evaluated during the quarter. The results showed that 80% of participants released in the first cycle have not re-offended and are constructively engaged in school or work. In preparation of the second cycle, changes were made to the draft manual and a service provider was appointed to deal with the problem of low literacy amongst the participants. 20 participants were recruited and 8 of them attend literacy classes. The second cycle commenced and Module One has been completed. The second draft of the manual is now being tested. Participation in the program has been good, as participants are being encouraged to attend by graduates.

The results of the first cycle of the Girls program for sentenced and awaiting trial were evaluated. These results showed that the program has become well established and the warder reported that the girls who participated in the program did not return to prison. In preparation of the second cycle, CRED restructured and redefined the selection criteria and adjusted the needs assessment tools. The program was redesigned in alignment with the program run for the male inmates, which enabled more efficient monitoring of indicators. The commencement of this cycle was affected by the death of the program manager and therefore started late. The Needs Assessment was successfully conducted. CRED's lobbying activities to raise awareness about the conditions in the female section were successful. A doctor now visits the inmates regularly and the inmates have been moved to bigger cells.

ACHEIVEMENTS/SUCSESSES: One of the successes of the quarter was that CRED during this period was developed a structured volunteer program and this resulted in the successful recruitment of seven volunteers. A draft HIV/AIDS Strategy for prisons and places of safety was developed and the CRED is involved in preliminary discussions with relevant organization in an effort to form partnership that will look at giving released youth opportunities to access technical skills. This project will remain **IN PROCESS** until September 30, 2004.

- **03/208 - (RLU) Center for the Study of Violence and Reconciliation (CSVR)**

START DATE: 01 July 2003
SCHEDULED END DATE: 30 Sept 2004

Activity: Preventing youth crime by identifying vulnerable children in grades 6 - 9 and giving them life skills to help them transcend crime situations in their communities.

PROJECT BACKGROUND DETAILS: The project will offer trainings and other diversionary programs to reduce youth criminal violence. Beneficiaries will participate in workshops on conflict resolution and mediation; anger management; trauma management and street-smart skills. They will also be exposed to rituals on self-affirmation to build positive values and outlook.

ACTIVITIES IN WORKPLAN: consultations with schools, selection of trainees, materials development, training workshops, evaluation, learning tool.

PROGRESS UPDATE: Over the quarter, CSVR conducted training for all young trainers. This training provided an opportunity to identify suitable pairs of trainers for placement in schools as well as ironing out issues on conditions of service in schools. Of the 38 participants trained, only 27 were selected to participate further in the program.

The 27 young trainers that were selected entered into a contract with CSVR. Over this quarter, young trainers began to conduct the training in schools. The young trainers were placed in pairs so as to increase their effectiveness when facilitating workshops. It was agreed that the young trainers will offer their services every two afternoons from the beginning of March to the end of June with the last Friday of each month being debriefing and supervision sessions which are held at CSVR offices. The first debriefing and supervision sessions, which began at the end of March, allowed the trainers an opportunity to share their experiences with their peers. Trusting relationships were developed between the trainers and learners in schools. It has been rewarding discovery for the young trainers to realize that many learners who were identified as prone to misbehaving tended to be intelligent and very sensitive.

ACHEIVEMENTS/SUCSESSES: The Ekurhuleni West District Education provided CSVR with a list of 20 schools prioritized for youth violence prevention program. Of the 20 schools offered, 10 were selected as sites for project implementation. The following primary schools were receptive to young trainers and referred groups of learners who were vulnerable to criminal and violent activities: Akanyang, Dukathole, Keketso, Khumalo, Monde, Reahile, Ntuthuko, Intokozo, Tamaho and Phumelela. This project will remain **IN PROCESS** until September 30, 2004.

- **03/209 - (RLU) Khulisa Child Nurturing Organization**

START DATE: 01 July 2003
SCHEDULED END DATE: 30 Sept. 2004

Activity: Running a rehabilitation program for youth offenders to reduce recidivism and maximizing opportunities for self-sufficiency.

PROJECT BACKGROUND DETAILS: Khulisa runs rehabilitation programs in several prisons that include preparation for release and provision of opportunities for the reintegration process. The program involves participation of 30 juvenile inmates who have a remaining sentence of less than 1.5 years. The 9 to 12 month program involves workshops on skills development and activities to restore self-respect and responsibility. There is also a self-guided therapy course based on self-discovery through creative writing and art.

ACTIVITIES IN WORKPLAN: workshops, counseling, story telling, self-assessment and management; pre-release training, etc.

PROGRESS UPDATE: During this reporting period Khulisa was able to start the implementation of Part 2, (Consolidation Phase) of the project, which will be completed in early May. On 22 January 2004, a graduation ceremony was held for participants who completed Part 1 of the program, and 48 certificates and several awards were handed out. An Ubuntu Workshop was also conducted to enable participants to understand and accept one another.

During this reporting, Khulisa adopted a new strategy for the facilitation of the My Path Program at the Bavianspoort Medium Prison, involving giving the participants assignments to complete in-between sessions. The new strategy of giving inmates homework helped Khulisa obtain information that will help with fine-tuning the to increase the effectiveness of its program. In addition, Khulisa decided to devise a pre and post assessment process and tools. The aims of the assessments is to (1) identify the impact of the Program (2) track the development of participants on the program (3) identify possible gaps in the content of the program (4) start to understand the levers of change that drive development and transformation of participants (5) accumulate data in the longer term that will assist Khulisa to select candidates for rehabilitation and reintegration program. Ultimately, with careful analysis and collection of data from a large enough sample, Khulisa's ability to profile and identify inmates who are likely to succeed on the program and once released will be enhanced. The information will also help Khulisa to tailor and expand their program to address areas of vulnerability within prisoners and ex-offenders that may not be addressed by the current program.

ACHIEVEMENTS/SUCSESSES: On 15 March 2004, the Khulisa group who visited the UK presented their drama to the participants of the My Path program. The purpose of the presentation was to assist and motivate the participants to start their own dramas and obtain objective feedback on the presentation prior to departure. This project will remain **IN PROCESS** until September 30, 2004.

- **03/210 - (RLU) Grip: Rape Intervention Project**

START DATE: 01 September 2003
SCHEDULED END DATE: 30 September 2004

Activity: Assisting victims of abuse through providing medical care and support and assisting preparing victims get through the court process.

PROJECT BACKGROUND DETAILS: The project will have two main aspects. Under Care and Support Intervention, Grip will carry out case monitoring and maintain "care rooms" in seven hospitals in Mpumalanga. The purpose of this first activity is to mitigate the effects of violence by providing support, counseling, and medical care to rape survivors and to improve the investigation and prosecution of rape cases by the hospitals and the criminal justice system. In the Court Intervention component, rape survivors and their caregivers will be prepared to testify in court. The purpose of this activity is to improve conviction rates and reduce secondary victimization.

ACTIVITIES IN WORKPLAN: Trauma counseling; medical exams; medication provision; evidence gathering; training/assistance with court hearings

PROGRESS UPDATE: Activities under this grant are continuing despite difficulties with the provincial Department of Health. Over this quarter, the hospital care program and support intervention assisted 191 rape survivors.

During this reporting period, GRIP conducted 3 pre-court training for volunteers. 156 participants, who ranged from rape survivors, caregivers, trainers and police reservist, were trained. Despite numerous meetings held with the senior personnel of the provincial Department of Health, there still no progress particularly allowing GRIP to provide its services to some hospitals. Currently, other strategies are being explored to fast track the provision of services to hospitals.

This project will remain **IN PROCESS** until September 30, 2004.

- **03/211 - (RLU) CSLS Criminal Justice Strengthening**

START DATE: 01 September 2003
SCHEDULED END DATE: 30 September 2004

Activity: To work with learners in schools in KwaZulu/Natal and the Eastern Cape to increase understanding of legal rights and remedies available in cases of crime against women and children.

PROJECT BACKGROUND DETAILS: CSLS will work with 20 schools, 10 in two provinces and seeks to reach 30,000 learners. The project seeks to achieve: 1) an increase in understanding of the legal rights and remedies available in cases of crime against women and children; 2) a school environment that is aware of attitudes, perceptions, and beliefs that are harmful to the integrity and dignity of women and children; and 3) an awareness of structures and institutions protecting women and children as well as assist role players to develop abuse and prevention campaigns and sexual abuse/harassment policies for schools.

ACTIVITIES IN WORKPLAN: Workshops, Training of Trainers, Materials Development.

PROGRESS UPDATE: In KwaZulu-Natal, during this reporting period, some of the schools that had initially expressed an interest to be part of the project withdrew their participation. The schools cited various reasons for their withdrawal (e.g., the decision to take part in the project had not been properly thought through; the initial identification process did not involve the Department of Education; the schools were too busy to afford due time to the project, etc.).

As a result of this setback CSLS undertook a process of re-identifying schools that were committed to participating in the project. In order to gauge the difference (if any) in the levels of understanding, the levels of incidence and specific needs at the various schools, there was a deliberate attempt to identify some schools that were all girl and or all boy schools. Thus, the impact and effectiveness of the project would be assessed in different schooling environment and settings, viz., all-girl schools, all-boy schools and co-ed schools.

All the identified schools were requested to express their interest, co-operation and dedication in writing. The 10 schools that were identified are Overport Secondary, Ridge Park College, Northlands Girls High Schools, Crystal Point Secondary, Sastri College, Newhaven Secondary, Meadowlands Secondary, Arena Park Secondary and Effingham Secondary. Learners in the identified schools filled in sexual harassment survey forms to gauge the level of understanding that exists at the schools with regard to sexual harassment. Furthermore, the survey forms served as a useful indicator with regard to the needs analyses and also to indicate the content of the sexual harassment training workshops/lessons that would need to be covered at the respective schools.

ACHEIVEMENTS/SUCCESES: CSLS met with various district managers from the Department of Education in order to get their approval and sanction of the project at the various schools. Having accomplished this, CSLS conducted workshops for learners, educators and School Governing Bodies. The topics covered in the workshops were: What is Sexual Harassment; The different forms of Sexual Harassment; What forms of Sexual Harassment are commonly featured at schools; Sexual Harassment between the various role-players in the school setting; The need (If any) for a Sexual Harassment Policy at schools; and Sexual Harassment and the law. The topics covered in the workshops were similar for the respective audiences with the difference being in the level of the presentation, which took into account the audience's respective roles and levels within the school setting and environment.

In the Eastern Cape, during this reporting period, 2 schools participated in the Sexual Harassment program in the Port Elizabeth region. These schools are Gelvandale High School and Bethelsdorp. The methodology employed by the Eastern Cape office was different from the KwaZulu Natal office as this office decided to target specific schools and finish the project in those schools before presenting the program at other schools. At Gelvandale High School the workshops were presented to Grade 9 and 10 learners and each class attended five lessons. A total of 96 lessons were presented to the learners. The project will continue when the schools re-open after the Easter vacation. At Bethelsdorp High School the workshops were presented to Grade 8 and Grade 9 learners. A total of 30 lessons were presented to the learners.

The topics covered in the workshops with these learners were: What is Sexual Harassment and the rights affected by Sexual Harassment; How to respond to an incident of Sexual Harassment and legal protection measures; Protection of victims; Complaint procedures; and Developing a Sexual Harassment Policy.

The following have confirmed their participation for the period of April to September 2004: (1) Woolhope Secondary School, (2) Chubekile High School, (3) Khwezi Lomso High School, (4) Ncedo High School and (5) Linkside High School.

This project will remain **IN PROCESS** until September 30, 2004.

- **03/215 -(RLU) Senior Management Training for NPA prosecutors (Western Cape)**

START DATE: 10 October 2003
SCHEDULED END DATE: 23 January 2004

Activity: USAID requested CREA S.A to provide logistical support for the National Director of Public Prosecutions in the Western Cape to organize and host a management-training workshop for approximately 50 senior level prosecutors. The primary objective of the workshop is to develop and enhance management skills among prosecutors with managerial responsibilities. The workshop will focus on the following topics and skills: Leadership; Time management; Conflict resolution; Effective Communication; Managing poor performance and or /disciplinary matters.

PROGRESS UPDATE: ODA's implementation plan for the training workshop was approved by the NPA and USAID. The training workshop went ahead as scheduled on 21-23 January 2004 at Villa Via in Gordon's Bay. The workshop was attended by 54 senior level prosecutors and the Director of Public Prosecutions, of the Western Cape. The training workshop went off smoothly without any disruptions. In evaluating the training provided by ODA, the majority of the participants indicated that it was a worthwhile activity and that they had learnt skills they could now apply to their job situation.

As per the contract with CREA, ODA submitted their final report, which was reviewed and approved by the NPA and USAID. All payments related to this activity have been processed. This activity is now considered **CLOSED**.

D) SPECIAL CROSS-CUTTING ACTIONS (SCA)

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

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

- ! **02/133 - (SCA) Afrobarometer Survey**

START DATE: 01/07/2002
SCHEDULED END DATE: 30/06/2004

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.

PROJECT BACKGROUND DETAILS: Idasa received support from USAID/SA to plan, conduct, analyze and disseminate the results of this nationally representative Afrobarometer survey in South Africa. The Afrobarometer is a comparative series of public attitude surveys conducted in more than a dozen African countries. Based on representative national samples, the surveys measures public attitudes on democracy and its alternatives, evaluations of the quality of governance and economic performance, attitudes toward market reform, perceptions of quality of life, livelihoods and survival strategies, and political participation.

ACTIVITIES IN WORKPLAN: Research, Surveys, Dissemination/Outreach. The Afrobarometer project aims to give high strategic priority to the dissemination of results and outreach to users. The outreach strategy (via applied workshops) is aimed at helping journalists to reach readers, legislators to do policy analysis, and civic educators to design curricula, using results from Afrobarometer surveys.

PROGRESS UPDATE: As mentioned previously, all outreach activities were placed on hold until the working papers of the Outreach co-coordinator were approved. IDASA finally reported that Nakatiwa Mulikita arrived in Cape Town on February 20th 2004 and the outreach projects have finally kicked off. During this reporting period, IDASA, through Afrobarometer, was involved in several activities including:

World Movement for Democracy Conference: Idasa, through the Afrobarometer and NED, co-hosted a workshop on "How can Civil Society Actors Use Public Opinion Research to improve and Strengthen Democracy" on the 2nd of February 2004 in Durban. This workshop brought together 41 public-opinion researchers and civil society activists to discuss how both groups can use opinion research to strengthen democracy. Emphasis was on the usefulness of Public Opinion Research as a diagnostic tool in assessing what citizens think about democracy. Part of the message was that, when opinion polls are conducted across several countries, it brings about solidarity on the issues being measured. Some Key Issues arose from the discussions and these impact on how IDASA will have to plan activities in the future. Some of these issues are:

1. The Media needs to be helped in developing editorial content to increase reporting about democracy.
2. Activist should identify the values they want to promote. Researchers can also become activists by using the data to express views.
3. Surveys should be standardized to enable us to compare the survey results and enhance credibility and trust in the results.
4. Assessments from Experts and Citizens can be used to enhance and gain credibility and trust in the results.
5. It is important to work with all public opinion groups (stakeholders) when conceptualizing the survey. Civil society, for example, should have input in the design of the questionnaire.

ACHEIVEMENTS/SUCCESES:

Radio Programs: Idasa prepared a series of radio programs based on the round 2 findings. These five-minute long community radio programs have been distributed to community stations on the Democracy Radio regular distribution list. IDASA is in the process of uploading reports to their One World Internet site that can be accessed by people and radio stations around the world, for rebroadcast

Decade of Democracy: On January 14, Afrobarometer findings were presented at a workshop to mark the 1st decade of democracy. This was at the Research Unit in the parliament. Under the title, 'The Changing Public Agenda in South Africa: Where are we today?' we presented a paper on citizens' views on what they consider to be the most important problems.

MISA South Africa Elections Reporting Workshops for Community Media: The MISA Elections Reporting Workshops for Community Media were held in Polokwane, Durban and Cape Town in March. A total of 48 Journalists were reached in the three workshops. An opportunity was provided by MISA for

Afrobarometer to present a paper on the "Content and Context in Elections Reporting: A Public Opinion Research Perspective" at each of the workshops.

During the quarter the project was given a non-funded extension, at the request of IDASA and with the approval of USAID, and now is scheduled to remain **IN PROCESS** until June 30, 2004.

4. New SOW Actions Received:

During this reporting period (01 January 2004 - 31 March 2004), CREA S.A. received the following requests:

04/217 -(CSU) Evaluation of the SEP: Harvard and Wits Bus. School
04/218 -(CSU) IDASA - consultative process Civil Society
04/219 -(RLU) Research project on the Municipal Finances Management Act
04/220 -(LGU) Roll out of Ward Comm. Training - Bohlabela and Vhembe
04/221 -(LGU) Ward Committee Training - Cacadu Phase 2
04/222 -(LGU) Community Participation - West Coast District - Phase 2
04/223 -(LGU) Hologram Program - Information Sharing component
04/224 -(LGU) Hologram Program - Research component
04/225 -(RLU) Justice Beyer's visit to the Constitutional Court

5. Status of New GMTA Actions:

! 04/217 - (CSU) Evaluation of the SEP: Harvard and Wits Bus. School

START DATE: 1 Feb 2004
SCHEDULED END DATE: 30 June 2004

Activity: USAID requested CREA S.A to issue a purchase order with Wits Business School to conduct a study to assess the impact and effectiveness of the Senior Executive Program to date with a special focus on the public sector participants. The outcome of this study will be a report outlining the review of the SEP and recommendations or informed proposals for the future of the SEP or alternatives.

PROJECT BACKGROUND DETAILS: Wits Business School has been administrating the SA part of this joint Wits/Harvard training activity. In December, the School submitted an unsolicited proposal to evaluate the impact of the training program, to determine if participation in it has led to job promotions, increase of effectiveness of participants, etc. One of the outcomes of the study is expected to be recommendations on how it could be made more effective, so that future SEP Cohort training will be designed for maximum impact.

ACTIVITIES IN WORKPLAN: Tracking down participants, administering a survey to a selected sample of participants, analyzing results and developing a list of recommendations.

PROGRESS UPDATE: There was not a great deal of progress during the quarter, as Wits Business School was slow to send back their completed grant agreement and begin preparing for project implementation. At this stage the project is roughly one month behind schedule, and a short non-funded extension to the project will be requested by the grantee. USAID and CREA will meet with the lead investigator on the study, Jonathan Cook, next quarter.

This project is currently scheduled to remain **IN PROGRESS** until 30 June

2004.

! **04/218 -(CSU) IDASA - Consultative process Civil Society Organization working in the crime prevention and anti-corruption**

START DATE: 14 January 2004
SCHEDULED END DATE: 31 March 2004

Activity: USAID requested CREA S.A to award a small grant to IDASA to conduct two sets of consultations with civil society organizations (CSOs). The first set of consultations will be with Victim Empowerment CSOs operating in the justice sector, which are or have been USAID grantees. The second set of consultations will be with CSOs dealing with Anti-Corruption in the public sector. CSOs have formed a forum dealing with transparency and anti-corruption in the public sector, the forum is known as Civil Society Network Against Corruption (CSNAC).

IDASA will assist these CSOs in developing a proposed action plan that will be submitted to the CSOs and USAID. IDASA will produce two reports on the consultation process, making recommendations for USAID consideration under its integrated democracy and governance program .

ACTIVITIES IN WORKPLAN: Finalization of contacts lists; sending out of invites; finalization of logistical arrangements; hosting of two consultative workshops in Cape Town and Pretoria respectively; writing of reports and follow up activities.

PROGRESS UPDATE: IDASA reported that by the end of March that they met with the organizations targeted for the consultative workshop in Cape Town and Pretoria respectively. In the workshops the organizations involved expressed the willingness to be part of the Idasa/Pact led project. Idasa and Pact are in the process of finalizing the proposal and budget for submission to USAID. IDASA reported that the project is now complete. This activity will remain **IN PROGRESS** until all financial and reporting requirements for close out have been finalized.

! **04/219 - (RLU) Research Project on the Municipal Finances Management Act**

START DATE: 1 February 2004
SCHEDULED END DATE: 31 May 2004

Activity: USAID requested CREA S.A to issue a grant to the Association of Public Accounts Committees (APAC) to conduct research that assesses the impact of the Municipal Finances Management Act on the oversight obligations of the provincial and national legislatures now that the Act has been passed.

PROJECT BACKGROUND DETAILS: The project was funded by USAID as APAC has the capability and background to assess the impact of the Municipal Finances Management Act that was recently passed in South Africa. The APAC research will form the basis for a booklet on the role of legislatures with regard to oversight of local government.

ACTIVITIES IN WORKPLAN: Research, Analysis, Report

PROGRESS UPDATE: The aim of the research was to analyze and unpack the implications of the relevant legislation for oversight function of legislatures in terms of local government. The areas of legislation covered were the Municipal Finance Management Act (MFMA), The Constitution of the Republic of South Africa, Municipal Systems Act (MSA), and the Powers, Privileges and Immunities Bill and Public Audit Bill. The research being carried out also focuses on the impact on other various stakeholders such as the MECs for local government, the Auditor-General, Treasury (National and Provincial), Mayors, Councils etc. The research is also going to investigate the obligations imposed by the MFMA on local government and the role for Public Accounts Committees in relation to local government.

During the quarter, due to limited capacity, APAC outsourced the research project to an Economics and oversight specialist, Ms Adrienne Shall. The research review process was begun under the auspices of Mr. Adiel Kamedien, the legal advisor - in the Office of the Auditor General.

It is expected that the research process will be completed on time, and published in a booklet form early next quarter. This activity will remain **IN PROCESS** until 31 May 2004.

! **04/220 - (LGU) Roll out of Ward Comm. Training - Bohlabela and Vhembe**

START DATE: 20 Feb 2004
SCHEDULED END DATE: 30 June 2004

Activity: USAID requested CREA S.A to advertise on the basis of limited competition a RFA calling for applications to train ward committees in the Vhembe and Bohlabela Districts. This activity is not expected to last beyond June 2004.

PROJECT BACKGROUND DETAILS: After completing a Training of Trainers program in the last quarter, USAID requested Crea to contract a service provider to roll-out a training program for ward committees in the two municipalities. The target group for training would be all the ward committee members in the respective municipalities and the project would further assist the participants of the TOT to improve their skills as trainers.

ACTIVITIES IN WORKPLAN: Revision of training materials, workshop training plan and content with stakeholders, implement training program in the respective municipalities

PROGRESS UPDATE: The training plan and materials have been developed and work-shopped with the respective municipalities and the roll-out of training has commenced. The elections period was identified as a possible obstacle to good attendance but the municipalities have committed themselves to ensuring that the program is a success. A more detailed report on the progress and results of the training will be given in the next quarterly report.

ACHIEVEMENTS/SUCSESSES: There was a great deal of effort put into coordination over the quarter between CREA, USAID, Chemonics and Planact, over giving Chemonics (operating under SO 6) a platform to disseminate messages around water conservations and tariff increases to Ward Councilor and Ward Committee members. CREA assisted Chemonics getting a slot and sufficient time to disseminate its information to Ward Councilors, and interfaced with Planact to ensure that some time was allotted in their workshops for Ward Committee members to address the water issue.

This activity will remain **in progress** until June 2004

! **04/221 - (LGU) Ward Committee Training - Cacadu Phase 2**

START DATE: 12 MARCH 2004
SCHEDULED END DATE: 30 JUNE 2004

Activity: USAID requested CREA S.A to issue an RFP on a limited competition basis, calling for proposals for training of ward committee members in 18 wards in the Cacadu District. The activity may also include the training of ward councilors and some officials.

PROJECT BACKGROUND DETAILS: USAID has recently funded a capacity needs assessment project for the Cacadu District including councilors, officials and community representatives in the District Municipality and the nine local municipalities. The intention of the project is to identify the capacity needs of local government practitioners within the district to effectively meet the development challenges of the municipality. The report on the capacity requirements as well as the proposed interventions and a database has been finalized. The Cacadu District seeks to develop the capacity of all municipal stakeholders within the district as per the outcomes of the capacity needs assessment. However due to limited resources, priority areas have been identified for immediate training.

ACTIVITIES IN WORKPLAN: Review and revise training materials as needed, develop a monitoring and training program, facilitate and monitor training workshops and deliver a final report.

PROGRESS UPDATE: An RFP was issued on 25th February 2004 to three identified organisations, with a closing date of 3rd March 2004. CREA received two (2) timely proposals by the closing time and date. The TEC convened on 4th March 2004 to evaluate these timely proposals. The TEC reached a consensus decision and recommended P.E. Technikon for award. The TEC had requested clarifications from P.E. Technikon, which were discussed at a meeting in Port Elizabeth on 11th March 2004. Cacadu District Council were satisfied with the responses received regarding the clarifications. Negotiations were finalized with P.E. Technikon and the contract signed on 12th March 2004. P.E. Technikon immediately started with their preparations and the first PSC meeting is scheduled to happen early in the next quarter. This activity is expected to remain **IN PROGRESS** until 30th June 2004.

! **04/222 - (LGU) Community Participation - West Coast District - Phase 2**

START DATE: 1 May 2004
SCHEDULED END DATE: 30 June 2004

Activity: USAID requested CREA S.A to issue an RFP on a limited competition basis, calling for proposals for the implementation of a training program for councilors and officials from the West Coast District.

PROJECT BACKGROUND DETAILS: USAID has recently funded a strategy development and capacity needs assessment project for the West Coast District. The project was specifically focused on community participation and communications for effective governance in the district. The intention of the needs assessment was to identify the capacity building requirements of local government practitioners within the district to effectively meet the developmental challenges of the municipality. The outcome of the

strategy development and needs assessment process will guide the capacity the training interventions. The service provider will have to run a series of workshops to ensure that all the DMA's and local municipalities agree with and committed to the implementation of the proposed communications and participation strategy.

PROGRESS UPDATE: An RFP was issued on 30th March 2004 to four identified organisations, with a closing date of 5th April 2004. Due to elections the TEC will only convene on the 16th April 2004 to review the timely proposals together with the West Coast District Municipality representative. This activity is expected to remain **IN PROGRESS** until 30th June 2004.

! **04/223 - (LGU) Hologram - Information Sharing component**

START DATE: 8 MARCH 2004
SCHEDULED END DATE: 30 JUNE 2004

Activity: USAID requested CREA S.A to award a purchase order on a sole source basis to String Communications (based on predominant capability) to carry out the re-branding of the Hologram website to the KSP website and the new Local Learning sub-site, maintain the website for the duration of the contract and print KSP materials and banners as requested by the Client (SALGA & DPLG).

PROJECT BACKGROUND DETAILS: USAID has recently completed funding of a grant with ODA. The grant was specifically focused on supporting the transformation of local government by enabling learning and improvement through the sharing of information and knowledge relevant to the challenges faced by local government. This project is a follow-on to the ODA funded activity.

ACTIVITIES IN WORKPLAN: Maintain website; re-brand Hologram, printing of banners and pamphlets.

PROGRESS UPDATE: The contract with String was negotiated and signed during the reporting period. String reported that they initially had a slow start at the beginning of March, but that the project gained momentum when String attended a meeting with SALGA regarding the redesign on the Hologram Website. String has received approval from SALGA on the redesign and reported that the site would be available on the web in early April together with the first newsletter. The website has been registered as KSP.org.za which includes all previous Hologram activities, they have also included a search engine and estimate the website has over 150 web pages (around 1000 typed pages of information).

During the reporting period String also designed the Local Learning Network (LLN) section on the website as this had not been done under the previous grant. String further reported that they had been working on the database and some news articles including a seminar on Municipal Property Rates Act presented by Yunis Carrim. String had followed up with ODA on the Peer Review report for Waterberg Peer Review which will be included on the website once available. This activity is expected to remain **IN PROGRESS** until 30 June 2004.

! **04/224 - (LGU) Hologram Program - Research Component**

START DATE: 15 FEBRUARY 2004

SCHEDULED END DATE: 30 JUNE 2004

Activity: USAID requested CREA S.A to award a grant on a sole source basis to Palmer Development Group (based on predominant capability) to implement the peer learning, research and comparative learning component of the Hologram activity.

PROJECT BACKGROUND DETAILS: USAID has recently funded a grant with ODA. The grant was specifically focused on supporting the transformation of local government by enabling learning and improvement through the sharing of information and knowledge relevant to the challenge faced by local government. The objective of the program is to support the sharing of information, experience and knowledge between municipalities and between national and local government and to inform and support the development of a national capacity strategy for local government.

ACTIVITIES IN WORKPLAN: research of local government, seminars, reports loaded on the website.

PROGRESS UPDATE: Negotiations were finalized and a grant signed with Palmer Development Group (PDG) with McIntosh Xaba and Associates as a sub contractor in early March 2004. The grantee reported that they had run a strategic planning session for the Local Learning Network on February 26th-27th 2004, in Polokwane. The event was successful and a workplan was developed for the local learning network. The workplan has been based on specified theme areas and task teams have been consequently suggested for the each theme areas. They further reported that they had met with SALGA in March to define roles and responsibilities under the Grant. In the discussions SALGA indicated that they saw PDG's role as one of a strategic facilitator and that SALGA will administer and run both the District and Local Learning network, drawing support from PDG on content issues.

A client meeting is scheduled to take place in Cape Town in April, where potential research project will be identified. PDG indicated that they were working on a questionnaire, which is to be administered to the District Learning Network in order to evaluate its progress since inception. The questionnaire will be distributed to all municipalities present at the DLN Plenary session, which is scheduled to take place on 22nd April in Klerksdorp.

This grant is expected to remain **IN PROGRESS** until the end of June 2004.

! **04/225 - (RLU) Justice Beyer's visit to the Constitutional Court**

START DATE: March 2004
SCHEDULED END DATE: 30 March 2004

Activity: USAID requested CREA S.A to provide logistical support for Justice Beyer's trip to South Africa to attend the inauguration of the Constitutional Court.

PROGRESS UPDATE: Justice Breyer has come and gone to South Africa to participate in the opening of the new Constitutional Court complex in Johannesburg. CAII headquarters has sent several reminders to Justice Breyer's assistant in Washington requesting her help in getting an invoice for the costs of 50% of his air ticket to South Africa. By the end of the quarter, we were still awaiting this invoice. This activity will remain **IN**

PROCESS until an invoice is received and payment made for this trip.