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CLOSE-OUT REPORT

USAID/GHANA JUSTICE SECTOR REFORM CASE TRACKING SYSTEM ACTIVITY

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USAID/GHANA JUSTICE SECTOR REFORM CASE TRACKING SYSTEM ACTIVITY

Contract No. AID-OOA-I-13-00032, **Task Order No.** 72064118F00001

Cover photo: Launch of the Ghana Case Tracking System Activity on May 22, 2018 at the Law Courts Complex Auditorium in Accra. (Credit: Theophilus Cobbah, Inter-regional Bridge Group)

DISCLAIMER

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ACRONYMS

CLIN	Contract Line Item Number
CSO	Civil Society Organization
CO	Contracting Officer
COR	Contracting Officer's Representative
CTS	Case Tracking System
DPP	Director of Public Prosecution
EOCO	Economic and Organized Crime Office
GoG	Government of Ghana
GPS	Ghana Police Service
GPrS	Ghana Prison Service
ICT	Information and Communications Technology
IBG	Inter-Regional Bridge Group Ghana Limited
JSG	Judicial Service of Ghana
JTF	Joint Task force
KSA	Key Stakeholder Agency
LAC	Legal Aid Commission
PMU	Project Management Unit
GHSC-PSM	Global Health Supply Chain – Procurement Supply Management
RISG	Regional Inter-Institutional Support Groups
SOP	Standard Operating Procedures
TDA	Transnational Development Associates
ToT	Training of Trainers
USAID	United States Agency for International Development

PROGRAM DESCRIPTION

The USAID/Ghana Justice Sector Reform Case Tracking System (CTS) Activity seeks to develop an integrated CTS to support the Government of Ghana's (GoG's) ability to effectively investigate and prosecute criminal acts. The CTS Activity will improve Ghana's ability to track criminal cases from their introduction into the system to their prosecution, trial, and sentencing in the courts, and execution of the sentence in prison, improving information sharing and coordination among Ghana's law enforcement and judicial authorities and increasing the efficiency and effectiveness in investigating and prosecuting criminal cases of all types, especially those related to corruption, border security, maritime security, and cybercrime – the focus areas of the Security Governance Initiative. The project has three objectives:

- Develop a comprehensive design and sustainable roll-out process for an integrated CTS for the Ghana criminal justice sector;
- Implement a testing phase and identify the requirements for the sustainable use and expansion of the integrated CTS; and
- Improve procedures and policies to strengthen change management, coordination, and communication across key justice-sector institutions that sustain the use of an integrated CTS.

The CTS Activity is implemented by Chemonics International, in conjunction with sub-contractors Inter-Regional Bridge Group (IBG) Ghana Limited and Transnational Development Associates (TDA).

INTRODUCTION AND GENERAL CONSIDERATIONS

The CLIN0004a, Close-out Report is the only Ghana CTS Activity contractual deliverable under Close Out, in accordance with Section F.4 of the award. As discussed in the detailed sections below, the Ghana CTS team presents a plan to programmatically and administratively close out the CTS project over the months of October 2020 through January 2021. Beginning with the development and submission of this closeout plan, Ghana CTS is ensuring we comply with all closeout procedures required by USAID.

Per Section F of the task order, the closeout plan, including the associated property disposition plan, is requested three months prior to the end date of the project, January 8, 2021. Below we divide the plan into five sections, detailing:

1. A property disposition plan;
2. A plan for phase out of operations;
3. A delivery schedule for all reports or other deliverables required under the task order;
4. A timeline for completing all required actions, including the submission date of final property disposition to the Contracting Officer's Representative (COR); and
5. A financial report reflecting expenditures to-date.

For this plan, the project will draw upon Chemonics' extensive resources to assist with demobilization and closeout. For example, we will use Chemonics' closeout manuals, standard procedures, and best-known practices and approaches to guide closeout successfully. Under normal circumstances, Chemonics would field a short-term technical assistance (STTA) Closeout Specialist to support the administrative closeout of the Accra office. However, considering the current global pandemic and Chemonics' ongoing limitations on business travel, we will use our remote management expertise to provide enhanced backstopping support to the field team instead.

PROPERTY DISPOSITION PLAN

The project will collaborate closely with USAID/Ghana to determine how to best dispose of property and equipment. The Ghana CTS team has reviewed the full project asset register and determined the current value and condition of all non-expendable property (NXP) in Chemonics' care. The Draft Property Disposition Plan is presented in Annex A of this closeout plan for COR concurrence. At the same time, Chemonics will submit a request to the Contracting Officer (CO) for review and approval.

The disposition plan in Annex A identifies further details regarding inventory information for all NXP: item type/description, quantity, date of purchase, original purchase price, applicable serial numbers, current condition of item, and proposed beneficiary. AIDAR 752.245-70 defines "non-expendable property" as "property which is complete in itself; does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of equal or more than \$500." Chemonics must obtain CO approval prior to the disposition of any NXP, which includes various items such as IT equipment (laptops, desktops, server), office equipment, and motor vehicles.

Upon COR concurrence and CO approval, Chemonics will work with beneficiary organizations to coordinate the transfer of property. Chemonics will require recipients to sign a "transfer agreement" outlining the transfer parameters as well as an "act of acceptance" that recipients will sign to document physical receipt and transfer of rights and responsibilities.

We believe that this disposition plan best reflects the technical needs of the Key Stakeholder Agencies (KSAs), other local counterparts, and existing USAID programs in Ghana.

PLAN FOR PHASE-OUT OF OPERATIONS

The field office and home office Project Management Unit (PMU) have developed a closeout activity tracker based on the Closeout Plan to guide operational closeout. The operations team has provided inputs to ensure buy-in, and the Acting Managing Director, Ms. Agnes Otoo Yeboah, is managing and monitoring the tracker daily to ensure no activities fall behind. Despite COVID-19 related restrictions, we do not anticipate any challenges in the phaseout of operations. Currently, project staff continue to work remotely, but can access the office upon request and approval by the Acting Managing Director. As such, project file reviews, scanning, and inventory verification that ensure completeness of operational records is ongoing and not hampered by COVID-19 restrictions. Due to travel bans and border closures, we do not anticipate sending home office staff to the field to carry out file reviews and other closeout activities. Chemonics is confident that the field office, supported by the PMU through regular check-ins, will successfully close out the project. Ms. Yeboah has extensive experience working with Chemonics and recently closed out the USAID/Ghana Feed the Future Agriculture Policy Support Project. Details related to various financial and administrative closeout activities are provided in the following paragraphs.

LEASE AND SERVICE AGREEMENTS.

COMMERCIAL AND RESIDENTIAL LEASES

The project's Accra office lease terminates on October 31, 2020. Following this, the Activity team will co-locate with another Chemonics-implemented project, the Global Health Supply Chain – Procurement Supply Management (GHSC- PSM) project, situated in the same office complex. The two projects are in the process of developing a cost share memo to ensure that costs are properly allocated over the period November 1, 2020 to January 8, 2021. In agreement with the project office commercial lease, CTS has notified the landlord of the project's intent to vacate the space upon expiration of the lease. The Acting Managing Director will manage the handover and cost share arrangements with GHSC-PSM.

Ghana CTS does not have any active residential leases.

LOCAL SERVICE PROVIDERS

The field office has developed the below plan to end Local Service Provider agreements and to ensure that statutory requirements are fully met by December 31, 2020.

TABLE I: GHANA CTS LOCAL SERVICE PROVIDERS

#	Local Supplier Service Provider	Service Provided	Date to End Service Provider Contract	Date to Pay Final Invoice	Comments
I	Total Ghana Petroleum Ltd	Fuel and Maintenance of Project Vehicle	10/31/2020	12-Nov-20	Subsequent fuel and maintenance purchases will be purchased with cash and processed for

					payment through Ghana PSM
2	IAS/FeDex	Local and International Courier	31-Dec-20	28-Dec-20	PSM will process any outstanding payment
3	MTN	Internet Service Provider	Ended	N/A	Contract lapsed on 08/31/2020. Staff rely on mobile data for work. Therefore there's no need to renew contract. MTN has received notice
4	Acacia Health Insurance	Health Insurance	On Expiry - January 07, 2021	Invoices settled at the beginning of cover	Further invoices not expected
5	Enterprise Insurance Company	Vehicle and Asset Insurance	On Expiry - December 31, 2020	Invoices settled at the beginning of cover	Further invoices not expected
6	AVNI	Warehousing	Contract will be terminated on the last day of pick up	?	GHSC-PSM will process any outstanding payment
6	Aelex Legal Practitioner	Legal service	N/A – Corporate level agreement maintained by GHSC- PSM	N/A – services complete for CTS	Further invoices not expected
7	Ghana Post	Postal Address	On Expiry - December 31, 2020	Invoice paid in advance of receiving service	Ghana Post will be sent non-renewal notification
8	Satguru Travel	Travel Agent	Contract expired on May 31, 2020. Upcoming ticket purchases will be processed under Purchase Order	30-Nov-20	Ticket purchases beyond October 31, 2020 will be settled by GHSC-PSM
9	PricewaterhouseCoopers	External Audit	7-Jan-2021	31-Jan-21	GHSC-PSM will process any outstanding payment

PERSONNEL

STAFF PHASEOUT

Program Staff. The current Managing Director, Yunus Abdulai will transition from the project on October 2, 2020, and assume a new COP position on the USAID-funded Advancing Nutrition

project implemented by John Snow Inc. The CTS Operations and Finance Director, Agnes Otoo Yeboah will transition to serve as the Acting Managing Director for the remainder of CTS period of performance. Ms. Agnes has extensive project closeout experience and will be supported by the MEL specialist, technical implementation team of CTS subcontractors (IBG, and TDA) and the short term consultants (Senior Justice Sector Specialist and the Communication and Change Management Specialist) in the day to day management of the remaining technical tasks. She will be supervised by the CTS PMU Director. The CTS Systems Developer, through subcontractor IBG, will also remain on the project for the remainder of CTS period of performance. The Monitoring, Evaluation and Learning Specialist is budgeted through November 13, 2020. Following the conclusion of the CTS contract, the Systems Developer, through IBG, will continue to provide support to the GoG under a One-Year, Post-Project Service Warranty agreement between IBG and the KSAs. Through the warranty agreement, the Systems Developer will remain available to continue to respond to KSA needs concerning the CTS. This core program team will ensure that technical knowledge is available to respond to any final requests from KSAs, Joint Task Force (JTF), and USAID on the final report and/or legacy products. The project will continue to maintain the Senior Justice Sector Specialist and Change Management and Communication Specialist as short-term consultants through November 2020.

All long-term staff are scheduled to depart by November 13, 2020. Management has communicated with long-term staff regarding their end dates and will provide long-term staff with formal written notice one month in advance of their date of departure. This date allows for adequate time to review, pack, and ship files; dispose of inventory; and vacate the office space. Ghana CTS will follow standard termination processes and procedures and ensure the project complies with Ghanaian labor law.

If the need arises, Chemonics may engage the Senior Monitoring, Evaluation, and Learning Specialist and Accountant on a short-term basis to take care of intermittent closeout-related assignments.

In compliance with Chemonics' exit procedures, staff will clear outstanding advances, hand over project equipment, and hold exit interviews prior to their departure date. Additionally, staff will receive a certificate of employment and final paycheck which includes severance payout as required by local law.

Chemonics currently employs the following short and long-term staff:

TABLE 2: GHANA CTS LONG-TERM AND SHORT-TERM STAFF

Name	Position
Yunus Abdulai ¹	Managing Director, through October 2, 2020

¹ Denotes key personnel.

Name	Position
Agnes Otoo Yeboah ²	Operations & Finance Director/Acting Managing Director effective October 5, 2020
Mary Anim-Appiah	Operations Manager
Thelma Afful	Procurement and Subcontract Specialist
Emmanuel Appiah Amankwah-Boateng	Accountant
Prof. Kwadwo Appiagyei-Atua ²	Senior Justice Sector Specialist
Mohammed Ali Ibrahim ²	Change Management and Communications Specialist
Samuel Agyapong Akrofi	Project Driver
Nana Yaw Darko	Office Cleaner

Home Office Support. The home office PMU is committed to ensuring a smooth closeout in accordance with Chemonics’ standard practice and has been preparing for project closeout. Under the leadership of Director Elizabeth Constable, the PMU continues to monitor project compliance, budget, and the status of CTS subcontracts as the project nears completion. The home office is also coordinating with the CTS field office to ensure project documentation is complete before closeout. Should additional home office support be necessary, particularly as a result of long-term staff departure prior to their currently planned end-dates, Chemonics will communicate clear scopes of work and request approval from USAID as contractually required.

End-of-Project Event. Chemonics has planned an end-of-project event for the Ghana CTS staff to acknowledge the contribution of each staff member to successful project implementation and to socialize. This event will take place in October 2020 with strict adherence to the established COVID-19 preventive measures. Certificates will be presented to staff including recommendations and references as required by staff. Chemonics will bring in subject matter experts to provide professional advice and guidance to staff on how to manage their professional and personal lives at the end of their contracts until they find another assignment. The CTS PMU has also offered to review the curriculum vitae of CTS staff as needed to properly reflect their experiences as the staff will be seeking new employment opportunities at the end of the project.

ACCOUNTING AND BANKING

BANK ACCOUNT CLOSURE TIMELINE

² Denotes short-term consultant.

Through October, the project accountant will reconcile and clear receivables and payable accounts to ensure that all receipts and payments have been properly accounted for and settled. The PMU and field office will continue to monitor project bank accounts held with Ecobank to ensure that there is adequate funding to meet payments, including staff termination payments. Chemonics will achieve this through its monthly wire transfer request and expenditure forecasting processes. Chemonics will close the CTS local bank account on or about October 31, 2020, at which point all outstanding checks would have cleared and bank accounts reconciled with Chemonics' financial accounting system. The project will wire excess funds remaining in the field office bank accounts to the Chemonics home office, and the field office will obtain bank statements that show a \$0 balance.

Plan for any remaining payments. Ghana CTS is working closely with GHSC-PSM to process residual payments and advances after closure of bank accounts and staff departures. The two projects are developing a cost share memorandum to capture this arrangement. The short-term Acting Managing Director will remain on the contract to support processing of payments and financial reporting.

PROJECT FILE SHIPMENT

Throughout project implementation, the field office and PMU have worked closely to ensure adherence to Chemonics' filing systems. A thorough review of online and physical files has begun in preparation for closeout. As the field office's commercial lease ends on October 31, 2020, the file shipment process is set to commence the week of October 26, 2020. Most of the project's files will be boxed and moved into warehousing pending sometime in January when the remaining boxes containing files for October 2020 through January 2021 will be boxed and finally shipped to the Chemonics home office.

HO Support. The home office will contract with a freight forwarding firm prior to the project's end date. The firm will work with their local shipping agent to arrange for pick-up of project files and shipment to the home office.

SUBCONTRACTOR CLOSEOUT

SUBCONTRACTOR CLOSEOUT OUT PLAN

In accordance with Chemonics' organizational procedures and CTS deliverable schedules, the subcontracts with TDA and IBG will close prior to the end date of the prime contract, January 8, 2021. Both TDA and IBG will provide inputs to the two remaining CTS prime contract deliverables CLIN0002c, *Final Deployment and Roll Out of CTS System Over 360-Day Period*, and CLIN0003b, *Training Plan/Workshop for End Users/Justice Sector Actors Completed*. For reference, see CTS deliverable schedule in Table 3. In addition, IBG has two remaining reports on the status of CTS rollout at the KSAs and will provide a One-Year, Post-Project Service Warranty Agreement to the GoG. As part of strategies to sustain and expand CTS use in Ghana, the One-Year, Post-Project Service Warranty Agreement will allow the GoG to utilize IBG's expertise to continue support to the KSAs, the JTF, and justice sector actors as they use CTS beyond the project period of performance. The final deliverable for TDA, inputs into CLIN0003b, is due by November 1, 2020. The final deliverable for IBG, the One-Year, Post-Project Service Warranty Agreement, is due by January 8, 2021. The timelines established for

TDA and IBG allows both subcontractors to make available all CTS assets assigned to them for project implementation for disposition to the approved recipients in Annex A.

DELIVERY SCHEDULE FOR ALL REPORTS OR OTHER DELIVERABLES REQUIRED UNDER THE TASK ORDER

Under the CTS task order, the project is contracted to submit 23 deliverables over the course of the project period of performance (see Table 6). To date, USAID has approved 20 of the 23 contractual deliverables. Upon submission of this closeout report, CTS will have two deliverables remaining for submission to fully meet the requirements of the contract. The two remaining deliverables are described below.

CLIN0002c: Final Deployment and Rollout of CTS System Over 360-Day Period

CLIN0002c, *Final Deployment and Roll Out of CTS System Over 360-Day Period*, is the final Ghana CTS Activity contractual deliverable under Objective 2: *Implement a testing phase and identify the requirements for the sustainable use and expansion of this system*, in accordance with Section C.3 of the Performance Work Statement. This report will highlight the life-of-project lessons learned, successes, challenges, and mitigation measures as well as the results of the performance indicators of the CTS project. This deliverable will also account for the number of cases entered into the CTS by the KSAs and presents results of end-user and other relevant GoG stakeholder surveys on CTS. The deliverable report will also include content on key meetings, site visit reports, and the balance scorecard reports. The initiatives towards sustaining and expanding CTS use in Ghana will be presented in this report. This deliverable report will be submitted to USAID no later than November 30, 2020.

CLIN0003b: Training Plan/Workshop for End Users/Justice Sector Actors Completed

CLIN0003b, *Training Plan/Workshop for End Users/Justice Sector Actors Completed*, is the final Ghana CTS Activity contractual deliverable under Objective 3: *Improve procedures and policies to strengthen change management, coordination, and communication across key justice-sector institutions that sustain the use of an integrated case tracking system*, in accordance with Section C.3 of the Performance Work Statement. This report will be compiled through participant lists and surveys of training participants in six GoG KSAs. It will present the monitoring and evaluation tools utilized in CTS and the number of GoG staff and leadership trained in CTS utilization, change management, communication/information sharing. The number of individuals trained and the training type will also be captured in this deliverable. The feedback on how training has increased knowledge on CTS use will be presented and appropriately disaggregated. The *Training Plan/Workshop for End Users/Justice Sector Actors Completed* deliverable will be submitted to USAID no later than November 30, 2020.

TABLE 3: GHANA CTS DELIVERABLE SCHEDULE

No.	CLIN	Deliverable Description	Due Date	Date approved by USAID, or to be submitted to USAID
Objective 1: Develop a comprehensive design and sustainable roll-out for integrated CTS for the Ghana criminal justice sector, in accordance with Section C.3 of the Performance Work Statement.				
1.	CLIN0001a, Report on Validation of System Equipment Requirements	CLIN0001a, <i>Report on Validation of System Equipment Requirements</i> is the first contractual deliverable for the CTS Activity. The deliverable report presented data on the initially proposed CTS equipment needs and that of equipment needs for maximized CTS. The report detailed the initial equipment gap analysis by comparing the GoG existing equipment against the equipment needs for maximized CTS. Finally, the report included annexes that showed the actual ICT hardware inventory lists received from each of the KSAs, physically reviewed and verified at the Accra-based headquarters of each KSA by IBG Systems Developer, Christopher Munga.	April 2018	May 8, 2018
2.	CLIN0001b, System Design Topology Report	The <i>System Design Topology Report (CLIN0001b)</i> is the second contractual deliverable for the CTS Activity. This report was compiled through a series of consultations with the six Government of KSAs. The outline of the deliverable report included the following; Minimum CTS functions designed Recommendations for central database Data input modules defined Software requirements defined Network access requirement defined Proposed CTS online web application component with minimum functionality.	June 2018	October 18, 2018
3.	CLIN0001c, System Implementation/Roll-Out Plan	CLIN0001c, <i>System Implementation/Roll-Out Plan</i> is the final Ghana CTS Activity contractual deliverable under <i>Objective 1: Develop a comprehensive design and sustainable roll-out for the integrated CTS for the Ghana criminal justice sector, in accordance with Section C.3 of the Performance Work Statement.</i> The content of this deliverable included defining the rollout, including proposed pilot locations and strategies, roles and responsibilities of the CTS Activity	August 2018	April 10, 2019

		Implementation team and key government agencies; plan for engagement with private sector, the international community, and civil society; performance quality assurance standards as well as the needed infrastructure and equipment to test and pilot the CTS Needed infrastructure and equipment for national rollout and key next steps – includes an analysis of future contractual deliverables that will report on the results of the one-year testing and piloting phase. This deliverable also presented recommendations for a contract amendment to streamline these deliverables, align them with the traditional USAID quarterly-reporting process, and ensure that USAID is receiving regular formal feedback on the one-year testing and piloting phase.		
Objective 2: Implement a testing phase and identify the requirements for the sustainable use and expansion of this system, in accordance with Section C.3 of the Performance Work Statement.				
4.	CLIN0002a(1), Demonstration of On-Line, Desktop CTS System for Feedback	CLIN0002a(1), <i>Demonstration of On-Line, Desktop CTS for Feedback</i> , is a contractual deliverable under <i>Objective 2: Implement a testing phase and identify the requirements for the sustainable use and expansion of this system</i> . The demonstrations provided the opportunity for GoG stakeholders and USAID/Ghana to view the system and provide feedback, and for the CTS Implementation team to implement changes based on this feedback.	September 2018	February 6, 2019
5.	CLIN0002a(2), Demonstration of Off-Line, Desktop CTS System for Feedback	CLIN0002a(2), <i>Demonstration of Off-Line, Desktop CTS for Feedback</i> , is a contractual deliverable under <i>Objective 2: Implement a testing phase and identify the requirements for the sustainable use and expansion of this system</i> . The demonstrations provided the opportunity for GoG stakeholders and USAID/Ghana to view the system and provide feedback, and for the CTS Implementation team to implement changes based on this feedback.	October 2018	February 14, 2019
6.	CLIN0002a(3), Demonstration of Android Mobile CTS System for Feedback	CLIN0002a(3), <i>Demonstration of Android Mobile CTS System for Feedback</i> , is a contractual deliverable under <i>Objective 2: Implement a testing phase and identify the requirements for the sustainable use and expansion of this system</i> . The demonstrations provided the opportunity for GoG stakeholders and USAID/Ghana to view the system and provide feedback and for the CTS Implementation team to implement changes based on this feedback.	November 2018	February 7, 2019

7.	CLIN0002a(4), Demonstration of CTS System Build to Specification	CLIN0002a(4), <i>Demonstration of Full and Final (Online/Offline Desktop and Android Mobile) CTS System Built to Specification</i> , is a contractual deliverable under Objective 2: <i>Implement a testing phase and identify the requirements for the sustainable use and expansion of this system.</i> This report was compiled following a demonstration held on December 12, 2018 for Mr. Emmanuel Mensah-Ackman, Deputy Director, Office of Democracy, Rights, and Governance at USAID/Ghana. This deliverable report also documented the integration of the feedback and responses to questions based on the demonstration of the system. The report explained how future deliverables will drive implementation and any relevant linkages with this deliverable as key next steps. Screenshots from the offline, desktop CTS application and the Android CTS application included as annexes.	December 2018	February 14, 2019
8.	CLIN0002b, Field Test of System Over 200-Day Period	CLIN0002b, <i>Field Test of System over 200-Day Period</i> , is a Ghana CTS Activity contractual deliverable under Objective 2: <i>Implement a testing phase and identify the requirements for the sustainable use of this system.</i> This report summarized the 200-day field-testing activities, which officially kicked off on March 13, 2019, following in-house testing initiatives from January 2019 until July 2019.	July 2019	November 22, 2019
9.	CLIN0002c, Final Deployment and Roll Out of CTS System Over 360-Day Period	CLIN0002c, <i>Final Deployment and Roll Out of CTS System Over 360-Day Period</i> , is the final Ghana CTS Activity contractual deliverable under Objective 2: <i>Implement a testing phase and identify the requirements for the sustainable use and expansion of this system.</i> This report will be compiled based on the implementation experiences during the project's period of performance and the series of consultations with staff and leadership of the six KSAs and all the relevant stakeholders. This report will detail the successes, lesson learned, and challenges and how they were mitigated during the life of the project; account for the number of cases entered into the CTS; and highlight the results of end-user and other relevant GoG stakeholder surveys. The report will also present Regional Inter-Institutional Support Groups (RISG) balanced scorecard reports, as well as all meeting reports and site-visit reports as annexes.	November 2020	

10.	CLIN0002d, Management Oversight and Technical Support Plan	CLIN0002d, <i>Management Oversight and Technical Support Plan</i> is the seventh contractual deliverable listed under Objective 2: <i>Implement a testing phase and identify the requirements for the sustainable use of this system</i> . This report is responsive to the definition of “Task 2.a Define Management Oversight and Technical Support” on page 12 of the CTS Activity Task Order and the “Acceptable Quality Level” listed for Task 2.a in the “Performance Standards for Objective 2” chart on page 13 of the CTS Activity Task Order. The deliverable was structured as follows: First section was the proposal for a core team to develop and maintain the central CTS database and how each KSA will support this centrally managed system. The second section presented the phases of CTS Activity implementation (Design, Testing and Piloting, and Nationwide Rollout). The third section detailed how the CTS Activity Implementation team will assist each KSA to build internal capacity and ensure long-term viability of the CTS. This deliverable also presented the oversight structure to respond to the needs of the KSAs and technical support continues after the life of the project.	July 2018	November 2, 2018
11.	CLIN0002e, Requisite # CTS Support Staff Trained	CLIN0002e, <i>Requisite # CTS Support Staff Trained</i> , is a Ghana CTS Activity contractual deliverable under Objective 2: <i>Implement a testing phase and identify the requirements for the sustainable use and expansion of this system</i> . This report was compiled through review of participant lists and surveys of training participants in six KSAs. Details of this deliverable were presented under the following sections; Identified KSA Training Needs; Training Approach and Modules; Training Schedule and Activities; Feedback from Training Activities; Results and Number of Government of Ghana Staff and Leadership Trained in CTS Utilization and Oversight, Change Management, and/or Communications/Information Sharing; Monitoring and Evaluation Tools; Next Steps; Annexes to include training reports from each training delivered; and sample M&E tools/templates.	February 2019	September 27, 2019
12.	CLIN0002f, System Training Plan for End Users	CLIN0002f, <i>System Training Plan for End Users</i> is a contractual deliverable under Objective 2: <i>Implement a testing phase and identify the requirements for the sustainable use and expansion of this system</i> .	December 2018	May 6, 2019

		This report was structured to be responsive to the definition of Task 2.d Training” on page 13 of the CTS Activity Task Order and the “Acceptable Quality Level” listed for Task 2.d in the “Performance Standards for Objective 2” chart on page 14 of the CTS Activity Task Order. As the CTS Activity Task Order specifically states, “the CTS is intended to be designed with the need for minimal training”, this initial training plan was kept brief and inline with the minimal-training requirement. This deliverable report was structured as follows: Section 1 – Confirmation that contractor has conducted an assessment of the skills and capacity of KSA staff and linkage to training plan; Section 2 – Targeted training for key Justice Sector Agency Staff who are responsible for data entry; Section 3 – Targeted training for end users; Section 4 – explained how future deliverables tie in with CLIN0002f, System Training Plan for End Users as next steps.		
13.	CLIN0002g, Plan/Manual for Sustainable Use of the System Including How the System Can be Expanded	<i>CLIN0002g, Plan/Manual For The Sustainable Use Of The System Including How the System Can be Expanded</i> , is a contractual deliverable listed under Objective 2: Implement a testing phase and identify the requirements for the sustainable use and expansion of the integrated CTS. This deliverable was not specifically defined in the CTS Activity task order. Therefore, this report was responsive to the deliverable requirement checklist in Section 3 of the revised CTS Quality Assurance Surveillance Plan. This deliverable presented the measures that will be taken to ensure the CTS is sustainable beyond the life of the project in addition to content presented under the following sections: Section 1 – Recommendations for the transfer of full ownership of the CTS to the GoG; Section 2 – Detailed analysis of identified challenges/risks to GoG accepting full ownership of the CTS with accompanying mitigation strategies; Section 3 – List of potential expansions that could be made by the CTS Activity; Section 4 – List of potential expansions that could be made after the life of the CTS Activity; Section 5 – Next steps.	March 2019	August 8, 2019
14.	CLIN0002h, Field Test of New Features/Adaptations Based on On-Going Feedback	<i>CLIN0002h, Field Test of New Features/Adaptations Based on Ongoing Feedback</i> , is a Ghana CTS activity contractual deliverable under Objective 2: Implement a testing phase and identify the requirements for the sustainable use and expansion of this system,	October 2019	October 30, 2019

		in accordance with Section C.3 of the PWS. This report was compiled, following reviews of the case tracking system (CTS) with staff and leadership of the six KSAs across the: (1) JSG, (2) GPS (GPS), (3) GPrS, (4) DPP, (5) LAC, and (6) EOCO. This report summarized the new feature functionalities and adaptations, under the CTS Activity and its testing – emanating from a series of workshop activities and interactive consultations with the six KSAs, during the testing and training phase.		
15.	CLIN0002i, Second Report on CTS System Implementation	CLIN0002i, <i>Second Report on CTS System Implementation</i> , is a Ghana CTS Activity contractual deliverable under CLIN0002i under Objective 2. This deliverable covers the CTS System Implementation from preparation for roll-out in November and December of 2020 and roll-out of the case tracking system in Volta, Northern, and Greater Accra regions up to March 27, 2020. The deliverable report was structured and presented under the following headings; Overview of rollout phase; Indicators and results of end-user and other relevant GoG stakeholder surveys, including accounting of number of cases entered into the CTS; Successes from the roll-out phase to date; Challenges from the roll-out phase to date and details of any mitigation measures necessary to address challenges; Next steps and annexes – RISG balanced scorecard reports as well as all meeting reports and site visit reports	March 2020	April 20, 2020
16.	CLIN0002j, Third Report on CTS System Implementation	CLIN0002j, <i>Third Report on CTS System Implementation</i> , is a Ghana CTS Activity contractual deliverable under Objective 2: Implement a testing phase and identify the requirements for the sustainable use and expansion of the integrated CTS. This report covers the ongoing roll-out of the case tracking system from for the period following the Second Report on CTS Implementation – (March 27, 2020 to July 24, 2020) -- following the Second Report on CTS Implementation. Other detailed content include: Overview of ongoing rollout phase; Indicators and results of second end-user and other relevant GoG stakeholder surveys, including accounting of number of cases entered into the CTS; Successes from the rollout phase to date; Challenges from the rollout phase to date and details of any mitigation measures necessary to address	July 2020	September 1, 2020

		challenges; Next steps; and Annexes – CTS Balanced Scorecard Reports as well as all meeting reports and site visit reports		
Objective 3: Improve policies and procedures to strengthen change management, coordination, and communication across key justice-sector institutions that sustain the use of an integrated case tracking system, in accordance with Section C.3 of the Performance Work Statement.				
17.	CLIN0003a(1), Draft Change Management Strategy	CLIN0003a(1) Draft Change Management Strategy is the draft version of CLIN0003a(2) below.	October 2018	April 23, 2019
18.	CLIN0003a(2), Final Change Management Strategy	CLIN0003a(2), <i>Final Change Management Strategy</i> , is a contractual deliverable listed under Objective 3: <i>Improve policies and procedures to strengthen change management, coordination and communication across key justice-sector institutions that sustain the use of an integrated case tracking system</i> . The deliverable was structured as follows: Section 1 – Change Management Strategy Detailed Approach; Section 2 – Strategy to position the CTS as a tool that will ease workload; Section 3 – Defining incentives that can create an enabling environment for the use of the CTS; Section 4 – Confirmation that contractor has reviewed existing policies and procedures – including standard operating procedures (SOPs) – for each key Justice Sector Agency; Section 5 – List of proposed amended and/or new policies and procedures; Section 6 – Plan for supporting key Justice Sector Agencies to advocate for systemic improvements that would maximize the benefits of the CTS; Section 7 – Plan to work with key Justice Sector Agencies to ensure improved knowledge and utilization of existing policies and laws that would maximize the benefits of the CTS; Section 8 – Detailed list of risks and challenges to the successful and sustainable implementation of the CTS and mitigation measures for each risk and challenge; Section 9 – Next steps, which explained how future deliverables tie in with CLIN0003a(2) Final Change Management Strategy.	December 2018	April 23, 2019
19.	CLIN0003b, Training Plan/Workshop for End User/Justice Sector Actors Completed	CLIN0003b, <i>Training Plan/Workshop for End Users/Justice Sector Actors Completed</i> , is the final Ghana CTS Activity contractual deliverable under Objective 3: Improve policies and procedures to strengthen change management, coordination and communication across key justice-sector institutions that sustain the use of an integrated case	November 2020	

		tracking systems, in accordance with Section C.3 of the PWS. This deliverable will be structured and presented under the following headings: Monitoring and Evaluation tools used; Number of Government of Ghana Staff and Leadership Trained in CTS Utilization and Oversight, Change Management, and/or Communications/Information Sharing; Number of individuals trained by type of training; Total number of GoG staff and leadership trained in CTS utilization and oversight, change management, and/or communications/information-sharing; Feedback on how knowledge has increased in use of the System as a result of training		
20.	CLIN0003c(1), Draft Communication/Information Sharing Strategy	CLIN0003c(1), <i>Draft Communication/Information Sharing Strategy</i> , is the draft version of CLIN0003c(2) below.	November 2018	May 2, 2019
21.	CLIN0003c(2), Final Communication/Information Sharing Strategy	CLIN0003c(2), <i>Final Communication/Information Sharing Strategy</i> , is a contractual deliverable listed under Objective 3: <i>Implement a testing phase and identify the requirements for the sustainable use and expansion of the integrated CTS</i> . The report was structured and presented under the following sections: Section 1 – Approaches for key Justice Sector Agencies to strengthen coordination and collaboration, including how to determine information to be shared and between which agencies; Section 2 – Mechanisms for enhancement of communication across agencies; Section 3 – Mapping stakeholders to ensure the right positions/people within the key Justice Sector Agencies are properly identified, and clear modes and methods of communications are delineated to keep them informed; Section 4 – Confirmation that contractor has reviewed existing policies and procedures – including SOPs – for each key Justice Sector Agency from a communication and information sharing perspective. Section 5 – Next steps which outlined how future deliverables tie in with CLIN0003c(2) Final Communication/Information Sharing Strategy.	December 2018	May 8, 2019
22.	CLIN0003d, Number of Undated/Improved Policies, Procedures, Incentives Proposed for Use of System	CLIN0003d, <i>Number of Updated/Improved Policies, Procedures, Incentives Proposed For Use Of System</i> , is the final Ghana CTS Activity contractual deliverable under Objective 3: <i>Improve policies and procedures to strengthen change management, coordination and</i>	February 2020	May 17, 2020

		<p><i>communication across key justice-sector institutions that sustain the use of an integrated case tracking system.</i> The deliverable was structured and presented under the following headings: Section 1 – The Process for Identifying and Implementing the Policies to be Updated or Introduced; Section 2 – Results of Changes to or New Policies; Section 3 – Lessons Learned; Section 4 - Sustainability of Proposed Modifications; Section 5 – Next Steps and annexes which detailed the updated and improved policies and the New Policies and Procedures Compliance Audit Instrument.</p>		
Close Out, in accordance with Section F.4(e) of the award				
23.	CLIN0004a, Close-Out Report	<p>CLIN0004a, <i>Close-Out Report</i>, is the only Ghana CTS Activity contractual deliverable under Close Out, in accordance with Section F.4 of the award. Per Section F of the task order, the closeout plan, including the associated property disposition plan, is requested three months prior to the end date of the project, January 8, 2021. This deliverable details the plan for phaseout of operations, property disposition plan, delivery schedule for all reports or other deliverables required under the task order, timeline for completing all required actions including the submission date of the final property disposition to the COR and financial report reflecting the expenditures.</p>	October 2020	

TIMELINE FOR COMPLETING ALL REQUIRED ACTIONS

As discussed in the detailed sections above, Chemonics has established a plan to close out the Ghana CTS project over the months of October 2020 through January 2021. Beginning with the development and submission of this closeout plan, Chemonics is ensuring we comply with all closeout procedures required by USAID. The table below details the timeline for completing all required actions including the submission of the final Property Disposition Plan to the Ghana CTS COR. Following this is a discussion of remaining programmatic activities and the timeline for their completion and handover to the GoG.

TABLE 4: TIMELINE FOR COMPLETING REMAINING CTS ACTIONS

Activity	Staff Responsible	Completed By
Compile and submit deliverable, CLIN0002c: Report on Final Deployment and Rollout of CTS System Over 360-Day Period	Acting Managing Director, MEL Specialist and CTS PMU	November 30, 2020
Compile and submit deliverable, CLIN0003b: Training Plan/Workshop for End Users/Justice Sector Actors Completed	Acting Managing Director, MEL and CTS PMU	November 30, 2020
Facilitate the inauguration and subsequently train the CTS Joint Task Force members on CTS	CTS Implementation Team	November 30, 2020
Facilitate the execution of Execute the One-Year Post-Project Service Warranty agreement between IGB and KSAs to continue to provide support and technical backstopping to KSAs and JTF	CTS Implementation Team	January 8, 2021
Complete the remaining rollout training and CTS Go-Live in 74 KSA sites in target regions	CTS Implementation Team	November 5, 2020
Finalize distribution of the 863 laptops and 860 Tablets to the KSAs in the seven regions and obtain the fully executed Act of Acceptances for the project records	CTS Implementation Team	November 30, 2020
Support the AG-DPP and Judicial Service to request internet connectivity devices from BNC for deployment to the Western region	CTS Implementation Team	October 31, 2020
Complete the region-wide CTS rollout in the remaining five of seven regions (Bono, UER, GAR, AR and WR)	CTS Implementation Team	November 5, 2020
Disseminate the finalized CTS training manuals to KSAs and the JTF including uploading all manuals into CTS.	CTS Implementation Team	November 30, 2020
Design and disseminate an updated CTS Balance Scorecard that will cover all 16 regions and submit to the KSAs and JTF as part of next steps to provide the needed informational resources to enable GOG rollout the system in the remaining 9 regions	CTS Implementation Team	November 30, 2020
Compile and publish the results of CTS use data on the KSA WhatsApp platforms to promote friendly competition among KSAs on the use of CTS	CTS Implementation Team	Bi-weekly until November 30, 2020
Compile the status of CTS use in the seven regions and disseminate to KSA heads at the National level	CTS Implementation Team	October 15, 2020

Monitor the implementation of and compliance with the new or modified policies, procedures, protocols, and incentives on at least on a monthly basis, starting one month after the CTS goes live in each region, using the compliance audit tool	CTS Implementation Team	Ongoing until November 30, 2020
Continue to disseminate the content of the new or modified policies, procedures, protocols, and incentives to the end-users of the CTS and transfer this function to the JTF.	CTS Implementation Team	Ongoing until November 30, 2020
Modify the BSC Excel sheet to simplify it (see example in Annex C, with only six key indicators, and with all of the 16 regions in the country already included). With so many indicators, many of them relatively complicated, the process of collecting data for all the indicators has been complicated for the RISGs. With Activity support, they have managed to do it. Without Activity support this would be very difficult, if not impossible to maintain over the rest of the CTS roll out in the 9 remaining regions.	CTS Implementation Team	November 30, 2020
Submit the final CTS Asset disposition plan to the CO	CTS PMU	October 2020
Upon receipt of written approval from COR, make available the assets to the approved recipients	CTS Implementation Team	January 8, 2020
Hold end of project event for CTS staff	CTS Implementation Team	October, 2020
Close all service agreements with service providers	CTS Implementation Team	October 31, 2020
Close all subcontracts upon receipt of final deliverables and payments	CTS Implementation Team	December 31, 2020

STATUS OF TIMELINE FOR COMPLETING CTS ROLL OUT

Remaining Activities. Over the life of the CTS project, the project team has carried out several activities and initiatives. This includes the collaborative design of the CTS, implementation of change management strategies, review and dissemination of updated KSA SOPs and protocols, and implementation of the substantive pilot applications and eventual rollout of the system across the seven regions. The successful implementation of these integrated activities contributed greatly toward meeting the key deliverables of CTS. To date, more than 5,000 functional users have been trained on CTS with nearly 5000 criminal cases entered into the live CTS system. As of September 30, 2020, **682** of the 756 KSA sites across the seven regions are using the CTS. This represents **90%** roll-out completion. The project will support the commencement of CTS use at the remaining **10%** of the KSA sites by November 30, 2020.

Ghana CTS will complete CTS roll-out trainings at all target KSA sites and the CTS will be in use at all KSA sites in the seven regions on or before November 30, 2020. By this, all sites in each region would have commenced CTS use (Go-Live Active) stage. Once a region-wide rollout is achieved in each region, meetings will be held with KSA staff at the regional level and CTS implementation team (ICT – Focal Points and CTS implementation team). This meeting will be used to further advocate for increased usage of the CTS as a tool and reiterate the need to augment BNC’s data provision with internal budgets drawn for data purchases. Other important change management and sustainability issues that will be discussed include;

- Sign User Acceptance Testing forms to certify the KSA users have received foreknowledge and have the ability to use the system effectively.
- Discuss support plans following closeout and reiterate the significance of expanding knowledge to new users through the ToT Model including change management for compliance to CTS use.
- Emphasize the plans to coordinate increased virtual support as against physical representations with the project resources taking leave soon. In this regard, increase awareness of the Help Desk Platform and its ability to be an efficient issue resolution mechanism providing 24/7 support. The issues can be logged for a follow up call to resolve or one can opt to call in to speak to a representative. The Help Desk Platform will be maintained by IBG for one year under the post-project service warranty, with the goal of transitioning ownership and staffing responsibility to the JTF by the end of 2021.

The following table presents the timeline for completing CTS roll-out activities at the six KSA sites.

TABLE 5: TIMELINE FOR COMPLETING ROLLOUT ACTIVITIES AT KSA SITES

Region	Actual/Expected Completion Date
Volta Region	31-Aug-20
Northern Region	30-Sep-20
Greater Accra Region	31-Oct-20
Ashanti Region	31-October-20
Western Region	02-Oct-20
Bono Region	05-Nov-20
Upper East Region	31-Oct-20

TIMELINE OF FINAL EQUIPMENT DISTRIBUTION

All CTS equipment for CTS rollout will be distributed by October 31, 2020 to facilitate the use of the system. However, CTS laptop computers procured for Chemonics staff will be delivered to the approved recipients before December 7, 2020.

TIMELINE OF REMAINING TRAINING OF KSA PERSONNEL

The CTS deployment and rollout training is progressing and the project has currently at 90 percentage completion rate. All target KSA staff in the seven target regions will be trained by November 30, 2020. By this date, all the target KSA sites in all target regions would be fully trained and using the CTS. This target schedule is in line with the CTS deliverable, CLIN0003b, *Training Plan/Workshop for End Users/Justice Sector Actors Completed*, which is due to USAID on

November 30, 2020. Both the *CTS Closeout Report* and report on the *Training Plan/Workshop for End Users/Justice Sector Actors Completed* will be printed and disseminated to the justice sector actors and stakeholders in Ghana. Additionally, the JTF will be inaugurated in late September and will be trained on CTS in October. Trainings on the CTS environments and management is also planned for BNC staff to properly manage and troubleshoot as needed. The BNC is the government agency that is hosting the CTS servers.

Approach to End-of-Project Knowledge Capture. All the best practices and lessons learned, including key next steps to sustain and expand CTS use in Ghana will be captured in the report on the *Final Deployment and Rollout of CTS System Over 360-Day Period* and the report on the *Training Plan/Workshop for End Users/Justice Sector Actors Completed* which are scheduled to be submitted to USAID on November 30, 2020. With COR approval, copies of these approved deliverable reports will be shared with KSAs, civil society organizations, and parties interested in improving criminal justice delivery in Ghana. Additionally, the Ghana CTS team is working with the six KSAs, the Ministry of the Interior, the Ministry of Communications, Ministry of National Security, and Ministry of Justice to inaugurate the CTS JTF to continue to steer the affairs of CTS beyond this current phase. The Ghana CTS project will hold a final handover meeting to the JTF in October 2020. The lesson learned, best practices, and key steps to sustain and expand CTS use in Ghana will be presented at the meeting.

FINANCIAL REPORT

The following table provides the name, price, and payment status of deliverables under the Ghana CTS firm fixed-price task order.

TABLE 6: FINANCIAL REPORT OF GHANA CTS CONTRACTUAL DELIVERABLES

Contract Line Item Number (CLIN)	Deliverable Name	Deliverable Price	Amount Paid to Date
CLIN0001a	Report on Validation of System Equipment Requirements	\$517,391.00	\$517,391.00
CLIN0001b	System Design Topology Report	\$459,903.00	\$459,903.00
CLIN0001c	System Implementation/Roll-Out Plan	\$632,367.00	\$632,367.00
CLIN0002a(1)	Demonstration of On-Line, Desktop CTS System for Feedback	\$57,487.80	\$57,487.80
CLIN0002a(2)	Demonstration of Off-Line, Desktop CTS System for Feedback	\$57,487.80	\$57,487.80
CLIN0002a(3)	Demonstration of Android mobile CTS System for Feedback	\$57,487.80	\$57,487.80
CLIN0002a(4)	Demonstration of Full and Final (Online/Offline Desktop and Android Mobile) CTS System Built to Specification	\$114,975.60	\$114,975.60
CLIN0002b	Field Test of System Over 200-Day Period	\$459,903.00	\$459,903.00
CLIN0002c	Final Deployment and Roll Out of CTS System Over 360-Day Period	\$86,232.00	\$0.00
CLIN0002d	Management Oversight and Technical Support Plan	\$402,415.00	\$402,415.00
CLIN0002e	Requisite # CTS Support Staff Trained	\$459,903.00	\$459,903.00
CLIN0002f	System Training Plan for End Users	\$287,439.00	\$287,439.00
CLN0002g	Plan/Manual for Sustainable Use of the System Including How the System Can be Expanded	\$287,439.00	\$287,439.00
CLIN0002h	Field Test of New Features/Adaptations Based on On-Going Feedback	\$574,879.00	\$574,879.00
CLIN0002i	Second Report on CTS System Implementation	\$229,952.00	\$229,952.00
CLIN0002j	Third Report on CTS System Implementation	\$287,439.00	\$287,439.00
CLIN0003a(1)	Draft Change Management Strategy	\$114,975.60	\$114,975.60
CLIN0003a(2)	Final Change Management Strategy	\$172,463.40	\$172,463.40
CLIN0003b	Training Plan/Workshop for End Users/Justice Sector Actors Completed	\$86,232.00	\$0.00
CLIN0003c(1)	Draft Communication/Information Sharing Strategy	\$68,985.60	\$68,985.60
CLIN0003c(2)	Final Communication/Information Sharing Strategy	\$103,478.40	\$103,478.40

CLIN0003d	Number of Updated/Improved Policies, Procedures, Incentives Proposed for Use of System	\$172,464.00	\$172,464.00
CLIN0004a	Close-Out Report	\$57,488.00	\$0.00
Totals		\$5,748,788.00	\$5,518,836.00

ANNEX A – PROPERTY DISPOSITION PLAN

Non-Expendable Property: Is complete in itself; does not lose its identity or become a component part of another article when put into use; is durable, with an expected service life of two years or more; and which has a unit cost of more than \$500.

Inventory Control Number	Description of Item	Brand Name / Manufacturer	Model	Original Purchase Unit Price (GHC)	Exchange Rate	Original Purchase Unit Price (USD)	Purchase Date	Serial Number (if applicable)	Current Physical Location	Condition	Proposed Beneficiary
00001	Satellite Phone	Iridium	9555	N/A	N/A	\$ 1,149.58	9-Jan-18	881623476821	CTS Project Office - Store office	Good	EOCO Headquarters, Accra
00002	Satellite Phone	Iridium	9555	N/A	N/A	\$ 1,149.58	9-Jan-18	881622451650	CTS Project Office - Store office	Good	EOCO Headquarters, Accra
00007	Laptop	HP	HP Z Book 14u G4	N/A	N/A	\$ 1,260.00	12-Feb-18	5CG75035KB	CTS Project Office-Mary	Good	EOCO Headquarters, Accra
00008	Laptop	HP	HP Z Book 14u G4	N/A	N/A	\$ 1,260.00	12-Feb-18	5CG7503W28	CTS Project Office-Thelma	Good	Ministry of Interior, Chief Director Office/ JTF
00009	Laptop	HP	HP Z Book 14u G4	N/A	N/A	\$ 1,260.00	12-Feb-18	5CG7503YCJ	CTS Project Office-Agnes	Good	JSG, Accra for CTS JTF
00010	Laptop	HP	HP Z Book 14u G4	N/A	N/A	\$ 1,260.00	12-Feb-18	5CG7503YHX	CTS Project Office-Sampson	Good	JSG, Accra for CTS JTF
00011	Laptop	HP	HP Z Book 14u G4	N/A	N/A	\$ 1,260.00	12-Feb-18	5CG7503YLM	CTS Project Office-Mohammed	Good	EOCO Headquarters, Accra
00012	Laptop	HP	HP Z Book 14u G4	N/A	N/A	\$ 1,260.00	12-Feb-18	5CG7503YLH	CTS Project Office-Emmanuel	Good	JSG, Accra
00019	Projector	Epson	H842B	2,200.00	4.24	\$ 518.87	7-Mar-18	X4HJ801432	CTS Project Office-Store room	Good	JSG - Judicial Training Institute
00024	Desktop	HP	HP All-in-one Pavillion	5,793.75	4.30	\$ 1,347.38	17-Apr-18	8CC80217RY	CTS Project Office-Agnes	Good	Ministry of Interior, Chief Director Office / JTF

00025	Desktop	HP	HP All-in-one Pavilion	5,793.75	4.30	\$ 1,347.38	17-Apr-18	8CC80217S2	CTS Project Office- Emmanuel	Good	Ministry of Justice, Chief Director Office / JTF
00029	Paper Shredder	Rexel-Promax		3,500.00	4.65	\$ 752.69	24-Jun-18	RSS1535	CTS Project Office-Print area	Good	EOCO Headquarters, Accra
00044	4-in-1 workstation	Cherry		6,800.00	4.81	\$ 1,413.72	3-Sep-18	N/A	CTS Project Office-Ops. Office	Good	EOCO Headquarters, Accra
00045	4-in-1 workstation	Cherry		6,800.00	4.81	\$ 1,413.72	3-Sep-18	N/A	CTS Project Office-Tech. Office	Good	LAC, Headquarters, Accra
00056	2-Seater Leather Sofa	N/A	N/A	2,500.00	2.83	\$ 883.39	7-May-14	N/A	CTS Project Office - Reception area	Good	EOCO Headquarters, Accra
00057	2-Seater Leather Sofa	N/A	N/A	2,500.00	2.83	\$ 883.39	7-May-14	N/A	CTS Project Office - Reception area	Good	LAC, Headquarters, Accra
00073	Conference Table	N/A	N/A	3,600.00	2.83	\$ 1,272.08	7-May-14	N/A	CTS Project Office - Print area	Good	JSG - Judicial Training Institute
00078	Safe	Diplomat Safe-080 EHK	E13022623	4,000.00	3.60	\$ 1,111.11	29-Aug-14	N/A	CTS Project Office-Ops Dir. Office	Good	JSG - Judicial Secretary Office
00085	Office Desk	N/A	N/A	1,600.00	2.83	\$ 565.37	7-May-14	N/A	CTS Project Office-MD office	Good	JSG - Judicial Secretary Office
00087	Vehicle	Toyota Prado	2009	16,300.00	N/A	N/A	11-Jun-18	JTEBK29J990042427	CTS Project Office - Parking Area	Fair	USAID
00088	Network Switch	16 port CISCO switch SF-1--D-16-EU	SF-1--D-16-EU	4,704.00	3.17	\$ 1,483.91	27-Nov-14	PSJ15510289	CTS Project Office - Clerical Office	Good	LAC, Headquarters, Accra

00089	Private Automatic Branch Exchange (PABX)	Panasonic	KX-TES824BX	3,200.00	3.19	\$ 1,003.13	25-Nov-14	4FBTC135307	CTS Project Office - Clerical Office	Good	LAC, Headquarters, Accra
00106	Desktop Computer	HP	HP Pavilion All-in-one	4,271.84	4.83	\$ 884.44	17-Oct-18	8CC737209W	CTS Project Office - Ops office	Good	LAC, Headquarters, Accra
00108	Desktop Computer	HP	HP Pavilion All-in-one	4,271.84	4.83	\$ 884.44	17-Oct-18	8CC737220CD	CTS Project Office - Clerical Office	Good	LAC, Headquarters, Accra
00110	Desktop Computer	HP	HP Pavilion All-in-one	4,271.84	4.83	\$ 884.44	17-Oct-18	8CC73720B5	CTS Project Office - Reception	Good	EOCO Headquarters, Accra
00137	Canon Printer	Canon Gaint Printer	N/A	26,000.00	4.83	\$ 5,383.02	19-Oct-18	WSJ08881	CTS Project Office - Print area	Good	JSG - Judicial Secretary Office
00139	Satellite Phone	Iridium Satellite LLC	IRID0115L	N/A	N/A	\$ 1,029.00	17-Jan-14	8816.3143.8584	CTS Project Office - store room	Good	EOCO Headquarters, Accra
00141	Laptop	HP	Hp Elitebook 830	N/A	N/A	\$1,919.04	19-Dec-18	5CG8393QOD	CTS Project Office - MD office	Good	EOCO Headquarters, Accra
00159	Camera	Canon	750D	n/a	n/a	\$ 759.00	28-Feb-19	383072016717	CTS Project office - Samson	Good	JSG - Judicial Training Institute
00160	Cell phone	Iphone7	MN8X2ET/A	GHS 3,296.00	4.20	\$ 784.76	18-Jul-17	C77TF05HG7F	CTS Project office - Store room	Good	EOCO Headquarters, Accra

300 Pennsylvania Avenue, NW
Washington, D.C. 20523
Tel.: (202) 712-0000
Fax: (202) 216-3524
www.usaid.gov