



CREA SOUTH AFRICA

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GMTA - CONTRACTOR QUARTERLY PERFORMANCE REPORT 01 July 2000 - 30 September 2000

Contractor: Creative Associates International, Inc.
Contract #: 674-0322-C-00-7091-11
Grants Management and Technical Assistance (GMTA) to USAID/SA/SO#1
Dollar Value of Contract : 27/09/97 - \$42,107,901
Obligated Contract Amount: \$17,734,375
Reporting period : 01/07/00 - 30/09/00

A. Narrative:

This report, the tenth 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 cooperative agreements; long and short-term technical assistance; logistical support assistance for workshops, conferences and consultations; feasibility study and recommendations on developing endowment/trust/foundation mechanisms; and sectoral assessments and environmental impact studies over a period of five years.

2. Administrative Actions:

After return from home leave on 28 July, the Finance Director worked with a local computer specialist to design a data base program which will improve Crea SA's ability to comply with SO#1's request for more detailed financial information relating to individual requests, differentiating between sources of funding obligated to the GMTA contract; i.e., by MACS elements. In the past, this information had to be compiled manually on Excel spreadsheets by re-entering expense data from ACCPAC, the accounting software used by Crea for monthly reporting of field expenses to the CAII home office. The newly developed program is linked to ACCPAC so that it can automatically extract information needed to track expenses for each USAID request (identified by Crea-assigned phase codes) in both US dollars and in SA rands with the option to sort the data by MACS element, funding source or USAID request number. The program will also provide reports

containing other information such as amounts budgeted for each request, estimated dates for implementation of the activity as specified on the request, status of the activity (completed or ongoing), and now Crea will be able to add home office expenditures (for US consultants and subcontractors) to the database. With this program directly linked to Crea's accounting software the financial information will only be entered once which is not only a time-saving feature but will also greatly reduce potential for errors. Reports produced by the new program will provide more timely and more detailed information needed by SO#1 to track and report on its program commitments and expenditures.

Another part of the program design will permit the tracking of grants by budget line item. All advances and liquidations will be entered into a database that allows for the printing of reports detailing total funds advanced, total expended and amounts remaining in each budget line item. This will greatly assist Crea accountants in recording and monitoring grant advances and liquidations.

Finally, the design also includes a program for monitoring contract payments. When a contract is signed, the name of the contractor as well as due dates for deliverables and payments will be entered into the program. At any point in time, Crea will be able to see what payments have been made against a contract and when other payments are scheduled to be made. This will greatly facilitate preparation of expenditure forecasts which are needed when requesting home office to replenish the funds in Crea's local bank account and enable our financial staff to alert program staff if invoices are not received when payments are due.

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

- 98/005 - (RLU) Fort Hare Capacity Building Conference

As mentioned in the last quarterly report, the three editors involved in preparing the report of conference proceedings asserted that they had been promised R3000 each for their efforts while Crea's records indicated that only R1500 per editor had been offered, the amount which has already been paid to each of the three individuals. The USAID activity manager consulted with the Director General of the Department of Justice with regard to this outstanding claim. Since no one at DOJ can recall an agreement to pay the amount being requested, the Director General concurred with the decision taken by Crea in this regard. Crea communicated this decision to the editors and a response was received from Professor Iya, spokesperson for the three editors, indicating that they understood the decision as final. This activity is now **COMPLETE**.

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

Problems associated with the proposed budget for this amendment were resolved and the amendment was finally signed on 06 September 2000. The effective date of amendment was made retroactive to 19 May 2000 to coincide with the date on which the grant was scheduled to expire. This activity will remain **IN PROGRESS** thru December 2001.

- 98/016 - (RLU) RFAs for Rights Education Cooperative Agreements (3)

(1) NIPILAR

The KPMG audit of NIPILAR, which was completed and accepted during this reporting period, indicated an unacceptable level of disallowed expenses as well as a number of serious internal control problems. Crea and USAID

met to discuss the situation and arrived at a consensus that, because of the severity of these issues, NIPILAR would be presented with two options from which to choose for an amicable resolution. The first option would be for Crea to unilaterally amend the grant to discontinue all advances and utilize the reimbursement method for paying NIPILAR's allowable costs through the scheduled expiration date of 31 July 2001. The second option would be a mutually agreed amendment to change the expiration date to 31 December 2000, thereby shortening period of the grant by seven (7) months, with the understanding that Crea would continue to closely monitor NIPILAR's requests to insure that funds were advanced only for necessary administration and agreed program costs.

The USAID activity manager met with the NIPILAR CEO and one of its board members to explain these two options. Agreement was reached that NIPILAR would co-sign an amendment to advance the expiration date to 31 December 2000. USAID also authorized Crea to reimburse a portion of the expenses which NIPILAR had incurred for program-related activities prior to grant award. These were expenses that NIPILAR had not included for USAID reimbursement under the extension of their previous USAID-direct grant.

As of the end of this reporting period, efforts were still underway to identify and reach agreement regarding which program activities would be funded during the remainder of the grant and the level of administration that would be necessary in order to prepare the amendment to change the expiration date. It is expected that program activities will remain **IN PROGRESS** until 31 December 2000. There will be a reasonable period of Crea involvement thereafter to effect an orderly close out, including liquidation of all advances with repayment for any disallowed cost.

(2) CLRDC

During a site visit to CLRDC in September, the Crea Financial Director conducted some testing on vouchers which CLRDC had received from CHR and HRT under the cooperative agreement with CLRDC. As mentioned in a previous report, this agreement was made to CLRDC, the agreed lead organization, when the members of the consortium asked to be released from their previous involvement with NIPILAR. During testing, it became apparent that HRT has had a high level of cost which are not allowable and many of their administrative costs have been billed as program costs because their budgeted amount for administrative costs is nearly exhausted. When informed of the problem, the CLRDC CEO promised to discuss the matter with HRT and respond to Crea in writing to advise what measures would be taken to resolve the matter.

During this reporting period, the Crea Program/Grants Director attended a workshop of the CLRDC consortium in Durban to consolidate activities for the work plan for the remaining period of the agreement. This new work plan will be submitted to Crea and USAID in the next reporting period. Program activities continue without problems and this activity is expected to remain **IN PROGRESS** until the end of July 2001.

(3) CSLS

Activities under the CSLS grant continue with no problems identified to date. Crea was invited to attend a strategic planning meeting, however, was unable to do so due to conflicting commitments. A request was made for approval of CSLS costs to develop the application in response to the original RFA for this activity and for costs incurred in moving furniture between project offices. Both costs were approved with USAID concurrence. Activities under this request number are expected to remain **IN PROGRESS** thru August 2001.

- 99/021 - (CSU) KZN Peace Initiatives Cooperative Agreement

This cooperative agreement expired on 17 July 2000 and the final report has been received. IMPD's last recipient contracted audit covered the period ending 31 March 2000; therefore, the period 01 April through 17 July 2000 must still be audited. IMPD has advised that it will include this period when it's next annual audit is conducted following the end of their financial year on 31 March 2001. This will be the most cost effective method of fulfilling this requirement since IMPD has three (3) other USAID-funded cooperative agreements currently in process. This activity will remain **IN PROGRESS** until all close-out actions have been completed.

- 99/028 - (LGU) LGSP Assistance II (MSI)

Since a need still exists for PIA involvement in the Local Government Support Program, particularly in activities associated with Element 2, Direct Assistance to Municipalities, and Element 3, Horizontal Sharing, a decision was made to continue the services of Peter Cranko and Dominique Wooldridge past the current expiration date (15 September 2000) of MSI Task Order No. 3. It was unclear whether any funds would be left at the scheduled end of the task order so USAID sent Crea a new request (00/083) to contract separately with Peter and Dominique. The status of that new request is addressed in the next section of this report. When it became evident that there would be funds remaining, a further extension of the MSI task order was requested. This extension will be processed by CAII/DC and will result in holding 99/028 **IN PROGRESS** until on or about 30 November 2000.

- 99/033 - (RLU) Assistance to National Directorate of Public Prosecutions

Bi-weekly meetings between CREA, USAID and the NDPP continue and activities under this request will remain **IN PROGRESS** through July 2001. Most of the activities under the NDPP work plan for year 2000/2001 have been approved and are being implemented. Status of current NDPP activities is as follows.

1) The solicitation for the Organizational Development (OD) activity for NDPP was issued on a limited competitive basis. NDPP submitted profiles of eight South African organizations which they felt would be good potential sources for this activity. All eight were invited to propose for the work and proposals were received from five of them. Evaluation of these five proposals resulted in two organizations being tied for the highest ranking. However, since one organization had scored extra points because of lower cost, and the other had scored higher on the basis of its technical approach, Marion Sparg appealed to the selection committee to recommend the one with the higher ranked technical proposal (Letsema) for negotiations. After consultation with the Crea COP and receipt of a letter of motivation written by Marion Sparg, it was agreed that the committee could use technical soundness as the tie-breaking factor. A number of meetings were held with Letsema to finalize budgets, work plans, etc. Letsema began work on 19 September and, although there were still a few outstanding administrative matters pending at the end of this reporting period, a fixed price contract is expected to be signed early in the next reporting period. This effort is expected to be completed on or about 14/02/2001.

2) Procurement for secondment of a forensic accountant to the AFU was also conducted on a limited competitive basis. Six organizations identified by the AFU were requested to submit proposals. Four proposals were received, one after the closing date. The three eligible proposals were evaluated by a committee comprised of representatives from the AFU, USAID and Crea. The committee found that none of the proposals were of an unacceptable standard and a decision was taken to re-tender for this activity. The SOW was amended to provide more clarity on the technical outputs required, including the amount budgeted for the work, and the SOW was sent to the six organization that had previously been invited to tender plus one additional organization which the AFU requested to be included. Proposals were received from four organisations. This time the evaluation committee scored the proposal from Deloitte and Touche the highest and recommended them as the preferred bidder. A fixed price contract was signed with Deloitte and Touche and the forensic accountant will be seconded to the AFU through 14 September 2001.

3) Cheadle, Thompson and Haysom continue work on the Legal and Policy manual. Outputs have been delivered per the agreed work plan and the AFU has indicated satisfaction with the work completed to date. This activity will continue until December 2000.

4) Crea provided logistical support to the NDPP for a rescue mission to Mmbatho. Seventeen senior public prosecutors traveled to Mmbatho, set up office in a local hotel and worked on approximately 2000 police dockets and charge sheets on the regional court rolls. Three local prosecutors from Mmbatho joined the NDPP team that worked on this mission. The exercise not only cleared the backlog, it also provided valuable training for prosecutors based in Mmbatho. Jan Henning, the head of court management, deemed the exercise a very successful one.

- 99/040 - (CSU) Close Out Technical Assistance to LAPC

USAID has requested an audit from LAPC and are awaiting a final audit report. Crea's involvement in this process is no longer required and this activity is now considered **COMPLETE**.

- 99/041 - (CSU) SANGOCO NGO Week Grant

The grant makes provisions to cover activities of NGO week for the years 1999-2001. Due to an unexpected shortfall of funding for this year (2000), SANGOCO requested that they be advanced the funds reserved in the grant for 2001. USAID approved this request and an amendment to the grant was processed and signed during this reporting period. The SANGOCO NGO week was held from 27-30 September 2000 at the Royal Hotel in Durban. The Crea Program/Grant Director attended the conference and reported that attendance was good and the conference proceedings went well. This request will be considered **IN PROGRESS**, until all close out requirements on the grant have been completed.

- 99/042 - (LGU) Speaker Support for Performance Mgt Consultation Process

There were no requests made of Crea during this reporting period. During the last reporting period, Crea requested from DPLG an approximate date that this activity is expected to conclude; however, to date DPLG has not responded. This request will be considered **IN PROGRESS** until Crea has been advised that no further assistance will be required.

- 99/047 - (LGU) Planact Cooperative Agreement

During this reporting period, Crea was advised that Planact had undergone a change in management; Sheryl Abrahams replaced Hassan Mohamed as the General Manager and Tshidi Morotolo is the new financial manager. On 23 September, Crea (Lynne and Florence) met with Planact (Mickey and Tshidi) to brief them on Crea's requirements for financial reporting. Planact submitted a revised work plan that included the integrated areas of Botshabelo and Thaba Nchu. Crea attended a Joint Project Steering Committee Meeting in Bloemfontein on 20 September at which a recommendation was made to have councillors from Bloemfontein, Thaba Nchu and Botshabelo, represented in the JPSC. An evaluation of how the project was progressing was done and various ways of sustaining its momentum were discussed. Planact gave feedback on the training manual they were working on and the progress made to date. This activity will remain **IN PROGRESS** until the expiration of the co-operative agreement which is currently scheduled for 30/09/2001.

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

In a meeting with Lauren and Anwar at the Land Claims Commission regarding the status of District Six assistance, Crea (Lynne) was asked to determine whether there was enough money in the budget to be able to increase monthly stipends for interns by 10%. A subsequent assessment of the budget revealed that there was sufficient funds to cover the increases and the Commission sent through a request to increase the salaries of all interns retroactive to 1 July 2000. CREA requested justification for this blanket increase since most of the interns have only been working at District Six for less than one year. District Six was advised to submit the justification in writing for USAID approval. This activity will remain **IN PROGRESS** until budgeted funds are exhausted.

- 99/049 - (LGU) District Six Historical Valuation Project

Crea and USAID visited the Contractor, Jerry Margolius, in September to review the status of project activities and to discuss problems that have been encountered. The contractor has had to do more research than had originally been anticipated due to the fact that, of the approximately 900 claims which the Land Commission was supposed to research, only 70 were provided to the contractor fully researched. Crea and USAID agreed to amend the Purchase Order to extend the completion date to the end of October and to shift funds by deleting the line item for assistance in dealing with claimants objections to a line item for research. Both Jerry Margolius and the Land Claims Commissioner were in agreement with the above changes. A final report is expected towards the middle of October. Activities under this request can be expected to remain **IN PROGRESS** until all reports have been received and final payment has been made to the contractor.

- 00/051 - (LGU) Credit Control Study - MSI

Due to a number of delays, some resulting from problems with the initial team of local experts, the completion date for this study has been extended until the end of November 2000. The current reality study on credit control practices in SA municipalities has been finalized and work is progressing on the draft manuals on credit control and debt collection guidelines for municipalities. These manuals will be discussed with stakeholders at a second workshop, for which Crea will arrange logistics, to be held during the next reporting period. This activity is expected to remain **IN PROGRESS** until at least the end of November 2000.

- 00/055 - (LGU) Performance Management Audit & Incentive Research

In an amendment dated 11 August 2000, USAID instructed Crea that no further plans should be made to contract for this research. This request is therefore classified as **CANCELED**.

- 00/059 - (LGU) Knysna/Hermanus Contract

The second steering committee meeting was held on 24 August 2000 in Knysna. Representatives from both municipalities were present. Deloitte and Touche (D&T) described the work already accomplished and its plans for the way forward. Activities in Hermanus were well underway and D&T was hopeful that the same amount of work could be undertaken in Knysna at a quicker pace since they would be able to use the lessons learned so far. Crea received new approved work plans and deliverables from D&T at this meeting and D&T has submitted the first deliverable for both Hermanus and Knysna. Payment was made after receiving the approval from both municipalities. Activities under this request can be expected to remain **IN PROGRESS** until completion of the awarded contract which is currently scheduled for 30/06/2001.

- 00/060 - (LGU) Southern Cape Karoo - Contract

ELEXPART (Hendrick Barnard) made the first formal presentation to the Southern Cape Karoo Electricity Forum on three of the required deliverables during this reporting period. Payment was made accordingly. At the request of ELEXPART, and with the concurrence of the Forum, the completion date for this fixed price contract has been revised to 30 November 2000, an extension of two months. ELEXPART is scheduled to make its final presentation to the Forum on 15 November 2000. This request will remain **IN PROGRESS** until all activities have been completed and final payment has been made.

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

After initial delays in obtaining certain required information from municipalities, all project activities are currently progressing well. Current reality reports are nearing completion and Vulindlela has asked Crea to set up a special meeting to explain counterpart contribution to the Benade Oranje District Council and the Volksrust District Council. This meeting is scheduled to take place around 18 or 19 October 2000. A separate meeting will be scheduled in October for USAID, Crea, Vulindlela, and the PIA to discuss the project as a whole. The first report required under the cooperative agreement has been received in draft and will be finalized upon receipt of Crea/USAID comments. Activities under this request will remain **IN PROGRESS** until after the expiration of the agreement on or about mid April 2001.

- 00/063 - (LGU) Gariep Dam - Contract

A request was received from Maluleke, Luthuli & Associates (MLA) to increase the contract by R28,671.48 to cover costs for additional participation at workshops as a result of demarcation issues. USAID approved this request and the new total price is still within the original budget for this activity. The contract will be amended to increase the total price and to extend the completion date to 31 October 2000. The amendment will also move one of the deliverables to the end of the project. MLA has submitted deliverables required to date and payment has been made accordingly. The final deliverable is scheduled to be presented to Gariep Dam on 26 October 2000. A meeting is scheduled for

early in the next reporting period for MLA to brief USAID and Crea regarding outputs, indicators etc. This activity will remain **IN PROGRESS** until completion of the contract, currently scheduled for 31/10/00.

- 00/064 - (LGU) Eastern Tubatse/Origstad - Cooperative Agreement

This activity continues on track with the first four phases of the project now complete. USAID and Crea were invited to attend a workshop during this reporting period. While IMPD has established its presence and developed credibility within the community, cooperation from the Council has become somewhat problematic. IMPD has met with the Council in an attempt to resolve these difficulties. The chair of the Council contacted the activity manager at USAID about the Council's issues with IMPD. A request was made for this to be formally presented to USAID. To date nothing has been received. IMPD have been informed of this development and prefer to proceed with their work plan until formal notice has been received from either the Council, Crea and/or USAID. This activity is expected to remain **IN PROGRESS** through October 2001.

- 00/066 - (LGU) Drakensberg - Contract

Debriefing letters, pending at the end of the last reporting period, were sent to unsuccessful offerors and negotiations were conducted with MUNTRA, the consortium which submitted the highest ranked proposal for this activity. A fixed price contract for the amount of R2,271,122.00 was issued on 22 August 2000 to Bigen Africa, the lead organization in the MUNTRA consortium. The initial project start-up meeting was held in Barclay East on 23 August 2000. A second Task Team meeting has been scheduled in Barclay East for 12 October to discuss the project in more depth. Activities under this request have begun and will remain **IN PROGRESS** until completion of the awarded contract, currently scheduled for 23 August 2002.

- 00/67 - (LGU) IDP Cluster - Contract

The TEC reconvened on 12 and 13 July and, after reviewing the response to a request for minor clarifications, finally reached consensus that PlanPractice Planners was the highest ranked offeror. Negotiations were conducted and agreement was reached on deliverables, payment schedule, approval process and reporting requirements. A more detailed breakdown of the budget was provided by PlanPractice to insure transparency in cost allocation. It is anticipated that a fixed price contract in the amount of R1,356,600 will be signed by both parties early in the next reporting period. Activities under this request can be expected to remain **IN PROGRESS** until completion of the awarded contract, currently anticipated to be 30 September 2001.

- 00/068 - (LGU) Greater Germiston - Contract

A fixed price contract for R440,448.00 was issued to ISIS on 11 July 2000. Work under this activity is progressing well. The contractor has submitted the first three contract deliverables and payment has been made for two of them. Payment for the 3rd deliverable will be made once approval has been received from the Greater Germiston Council. This activity will remain **IN PROGRESS** until completion of the awarded contract currently scheduled for 30 October 2000.

- 00/069 - (LGU) Demarcation Transitional Costs Study

All work under this activity has been completed by Deloitte and Touche and accepted by DPLG and USAID. Final payment was made by Crea in August 2000 therefore this request is now **COMPLETE**.

- 00/070 - (CSU) IDASA Impumelelo Awards Program

Activities for this program continue. A public call for nominations for the awards has already been made and the response was quite positive. Payments under this grant are made on a reimbursable basis. No requests for reimbursements have been received to date although Crea was advised to expect them during this reporting period. Crea financial staff will follow up with IDASA in an attempt to get the pipeline moving on this grant. Activities under this request are expected to remain **IN PROGRESS** until early next year.

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

Activities under this request have finally begun. During this reporting period Crea paid for six social workers to attend a three session training course on family violence at the University of Pretoria. The social workers are scheduled to commence their assistance to the children's court during the next reporting period. These activities are expected to remain **IN PROGRESS** for two years after initiation of the services.

- 00/072 - IDASA Public Opinion Survey

The survey has been completed and the first draft submitted to Crea and USAID. Finalization of the survey will take place during the next reporting period and this activity is also expected to be completed by the end of that period. This request will remain **IN PROGRESS** until final payment has been made.

- 00/073 - Audit of NIPILAR

As reported under the update on NIPILAR (98/016), the audit was finalized in August 2000 and final payment was made to KPMG. This request is now **COMPLETE**.

- 00/074 - Senior Executive Program (Wits/Harvard) Cohort 4

Crea issued the purchase order to Harvard for this activity and payment has been made by CAII/DC. Since all three modules have been conducted, the request is now considered **COMPLETE**.

- 00/075 - (LGU) Clarkson Community Trust - Cooperative Agreement

The TEC was convened on 5 July 2000. The members were briefed on the rules and regulations governing the selection process and were given copies of the RFA and copies of the submitted applications. Four applications were received and evaluated. The TEC met again on 20 July 2000 to review and discuss individual scoring. One of the TEC representatives from the Clarkson Community Trust called the CREA offices with a concern regarding land claims issues. Mzwai Poswa of USAID addressed the issue and further clarified that the grant was not aimed at finalizing any land issues. A letter was sent to VDB requesting several clarifications and the response was received on 31 August 2000. VDB's response to the issues was not satisfactory. A meeting was held on 21 September with two VDB representatives and members of the TEC in

attendance. It was clear during the meeting that VDB did not have sufficient understanding of the work requirements to carry out the program. VDB was advised that no further discussions would be held. The TEC reached consensus that discussions should be held with the second highest offeror, Cooperative Housing Foundation (CHF). A meeting with CHF is currently scheduled for 06 October 2000. This activity will remain **IN PROGRESS** until completion of the awarded cooperative agreement.

- 00/076 - Voter Education RFAs

Four (4) applications were received in response to the RFA for Voter Education in Kwa-Zulu Natal (KZN) and eight (8) for Eastern Cape (EC). IMPD, as the designated lead organization in separate consortiums, was selected for award in both KZN and EC. A second award was made in KZN to the KZN Christian Council (KZNCC). All three agreements were signed during this reporting period. USAID and Crea attended initial workshops for trainers for the program in both KZN and EC. The grants manager attended a steering committee meeting in the Eastern Cape to make input on administrative and reporting requirements for the cooperative agreement. Voter Education training continues on track in both provinces. The IEC has been working closely with all three organizations and is on the steering committee of each. The IEC is pleased with the progress to date in each of the provinces and has engaged IMPD independently to train their trainers in KZN, Free State and EC. This activity is expected to remain **IN PROGRESS** until early in 2001.

- 00/077 - (CSU) NPP Support for Tax Policy Dialogue

The cooperative agreement with NPP was signed in July 2000. Considerable progress has been made to date on advocacy and lobbying for changes in tax legislation relating to NGOs. NPP submissions to the finance portfolio committee received positive responses and were incorporated in pending legislation related to NGOs. This activity is expected to remain **IN PROGRESS** through April 2001.

- 00/078 - (LGU) Igoli 2002 Exhibition

The exhibition took place on July 10-16, 2000. The video and the final report were accepted by the GJMC and the contractor has been paid in full. This activity is now **COMPLETE**.

- 00/079 - (LGU) CLC Assistance to DPLG

A financial assessment of CLC was conducted by Crea financial staff on 18 July 2000. A cooperative agreement was signed with CLC on 24 July 2000. USAID and DPLG have indicated that CLC is performing well and is on schedule. This activity is expected to remain **IN PROGRESS** until January 2001.

4. New SOW Actions:

During this reporting period (01 July 2000 - 30 September 2000), the GMTA field team (Crea South Africa) received the following requests to carry out activities required by the contract scope of work (SOW):

- 00/080 - (CSO) - Technical Services for the Civil Society Unit
- 00/081 - (LGU) - Logistical support to Urban Futures Conference
- 00/082 - (RLU) - International Association of Prosecutors (IAP) Conference
- 00/083 - (LGU) - LGU Design and Implementation Support # 1
- 00/084 - (RLU) - Logistical Support to the Office of NDPP

5. Status of New SOW Actions:

- 00/080 - (CSO) - Technical Services for the Civil Society Unit

In accordance with USAID instructions, the statement of work (SOW) to provide technical assistance to the CSU was sent to five consultants; however, none of them responded. Crea then sent the SOW to Umhlaba Development consultants who responded with a proposal which was accepted by USAID with some revisions. Negotiations with Umhlaba are nearly completed and a contract will be signed early in the next reporting period. This activity is expected to remain **IN PROGRESS** until the end of November 2000.

- 00/081 - (LGU) - Logistical Support to Urban Futures Conference

Crea was requested to pay for two logistical activities in support of the Urban Futures conference, which was organized by the GJMC and partially funded by USAID. The two activities to be paid by Crea are 1) conference banners and 2) conference brochures. Purchase orders were issued to Mission Sales for the banners and Typo Colour Printing for the brochures. Payment was made to both vendors upon presentation of invoices and approval from the GJMC. This activity is now **COMPLETED**.

- 00/082 - (RLU) - International Association of Prosecutors (IAP) Conference

Crea was requested to arrange logistical support for twenty public prosecutors from the NDPP to attend the International Association of Prosecutors Conference in Cape Town from 3-8 September 2000. Crea's responsibility was to make arrangements for flights, accommodation, a shuttle service and payment of the registration fee for each prosecutor. Crea made all the necessary arrangements and the delegates were able to attend the scheduled conference which was reported to be quite successful. All required payments have been made; therefore, this activity is now considered **COMPLETED**.

- 00/083 - (LGU) - LGU Design and Implementation Support # 1

Crea was requested to award non-competitive contracts to Mr. Peter Cranko and Ms. Dominique Wooldridge, members of the PIA from January 1999 to September 2000, to assist SOL's LGU in completing three contractible design documents, to form the basis of RFAs/RFPs for direct assistance to Khayalami, Pretoria and Johannesburg Municipalities. Two individual purchase orders were created as follows: Ms. D. Wooldridge not to exceed R44,714.40 and Mr. P. Cranko not to exceed R21,504. This level of effort will be utilized after the level of effort budgeted for these two individuals under the MSI task order (Request No. 99/028) has been exhausted. This request will remain **IN PROGRESS** through December 2000.

- 00/084 - (RLU) - Logistical Support to NDPP-Rescue Mission to Durban

USAID requested Crea to provide logistics for a rescue mission for Durban, similar to the one for Mmbatho under Request No. 98/033. Coordination and planning began this reporting period, however the activity itself will take place during the next reporting period.

B. **Administrative Information (as of 30 September 2000):**

1. **Contract Data:**

a. Total Estimated Cost Plus Fixed Fee: \$42,107,901
b. Total Obligated Amount: \$17,734,375
c. Expenditures as of 30/09/00: \$13,659,178
d. Remaining Balance Obligated Amt: \$ 4,075,197

2. **Expenditures by Contract/Project Components:**

a. Home Office/Field Office General Management	\$2,601,501
b. Technical Assistance	\$1,996,497
1. Technical Support to Grantees	\$963,212
2. Special Studies	\$494,451
3. Workshops for Grantees	\$538,834
c. Logistic Support for Annual SO1/Partners Consultation Meetings, Strategy Workshops/Seminars with Partners, and International Exchanges with Partners	\$ 79,997
d. Grants & Participant Training Tuition	<u>\$8,981,183</u>
TOTAL	\$13,659,178 =====

Note: The cost information set forth above is preliminary in nature and should be viewed only as a reflection of the division of activities to date. Cost data for activities reported as in progress and some of the cost data for completed activities are not yet available due to the normal time lag between disbursement in the field and recording/reporting to CAII home office. This information will be provided in subsequent quarterly reports as it becomes available.

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

Following is a breakdown of direct costs attributable to individual activities identified by USAID Request Number as of the end of this reporting period. The amounts shown as "actual" are the best information available at this time. The system of tracking direct costs against individual requests was not put in place at the beginning of the contract; therefore, the amounts shown for some of the earlier requests may not be complete. Time spent by regular GMTA staff on individual activities has not been included in this compilation and no attempt has been made to allocate any portion of the GMTA office operations or the CAII indirect costs or fixed fee to individual activities. The system of budgeting and reporting only **direct costs** is a procedure devised by the COTR and agreed to by the COP only as a measure of accountability for individual requests and has no effect on cost recovery by the contractor. (Note: Earlier reports included other direct costs incurred for technical assistance to grantees outside the amount of the grant such as travel by Crea personnel; however, this practice has been discontinued with the concurrence of the COTR since a new system has been devised by SO#1 to allocate Crea costs not specific to individual requests on a pro rata basis to each of the SO#1 projects supported by Crea under this contract. This is an internal allocation made by USAID for recording costs by MACS elements in the USAID accounting system and has no effect upon CAII's reporting or vouchering process.)