



CREA SOUTH AFRICA

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GMTA - CONTRACTOR QUARTERLY PERFORMANCE REPORT 01 October 2002 - 31 December 2002

Contractor: Creative Associates International, Inc.
Contract #: 674-0322-C-00-7091-19
Grants Management and Technical Assistance (GMTA) to USAID/SA/SO#1
Dollar Value of Contract : \$42,107,901 - 26/09/1997
Obligated Contract Amount: \$31,746,441
Reporting Period : 01/10/02 - 31/12/02

A. Narrative:

This report, the nineteenth submitted under this contract, covers the status of those activities identified as "in progress" in the previous report as well as all new activities requested by USAID during this reporting period.

1. Contract Objective:

The objective of the contract is to provide services to USAID/South Africa's Democracy and Governance Strategic Objective Team (SO#1) in the areas of: grants management support for new and existing grants and grant agreements; long and short-term technical assistance; logistical support assistance for workshops, conferences and consultations; feasibility study and recommendations on developing endowment trust/foundation mechanisms; and sectoral assessments and environmental impact studies over a period of seven years and two and one half months.

2. Administrative Actions:

Former Chief of Party, Laura McGee, has retired and a new replacement has been hired. USAID approved Aaron Bornstein to be the new Chief of Party. Aaron will join CREA in early February 2003.

3. Status of SOW Actions Previously Reported as IN PROGRESS

(A) CIVIL SOCIETY UNIT (CSU)

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

The final audit has been received and accepted. The disallowed costs have been cleared. This activity is now **COMPLETE**.

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

There has been marginal progress in closing out this activity. IDASA was able to resolve the final liquidation with its sub-grantee, CORE. However, despite repeated efforts to obtain the outstanding cost sharing report, it had still not been received from IDASA by the end of December. Dialogue between CREA's Deputy Director of Finance and IDASA has resulted in the report being promised early in the new year. Until this report has been received and accepted by CREA this activity remains **IN PROGRESS**.

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

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

Programme activities continue as per the work plan. The Programme Manager Penny Dlamini resigned this quarter. However this position was filled by the end of this quarter by an appointment made at the Cape Town office. This means that both the Tax Communication and the Lobbying programmes will now be managed from the Cape Town office instead of Johannesburg as was the case when Penny managed them. Between Penny's resignation and the appointment of the new incumbent, the Director of the NPP assumed responsibility for the programme management of these activities. The Crea Programme Director attended two planning meetings at the NPP: a workshop to develop a communications strategy for the Communications and Support Programme and a reference group meeting to develop a broader strategy for the NPP for 2003.

In meetings with USAID and NPP it was agreed that amendments will be made to both their grant agreements to correct the following: incorrect costing of activities; to more realistically reflect revised strategic plans and to incorporate additional funds from USAID to the Tax Lobbying and Information Dissemination programme under the APS. The amendment on the Tax Lobbying and Information Dissemination programme was completed this quarter. However the amendment of the agreement under the RFA, for the NPA Tax Communication and Support Services Programme, was still outstanding by the end of this quarter. USAID had initially begun negotiating the amendment, however CREA took over this process towards the end of this quarter. It is expected that this amendment will be completed early next quarter. This activity will remain **IN PROGRESS** until June 2003.

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

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

Activities continue to progress well under this programme. The second round of workshops were held this quarter, again in Durban, Cape Town, and Johannesburg. Many organisations which responded the CCS's initial call to attend their workshops, but were not successful in being selected, were invited to the round two of these workshops. The workshops appear to have been as successful as the first round. The programme is busy with the

next major component, small grants. USAID and CREA had discussed the possibility of changing the design of this programme by getting the CCS to manage this component instead of being managed by CREA, as was originally conceptualised, to allow CCS more flexibility in the design of this component. An initial meeting with the Training Manager at CCS revealed they might be open to this change. They have since submitted a proposal in this regard which still has to be discussed between CREA and USAID before any further action can be initiated.

The advance and liquidation glitches have been ironed out and the submissions are proceeding well. This activity will remain **IN PROGRESS** until the end of November 2003.

- 01/106 - (CSU) APS Award to NPP

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

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

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

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

In response to a letter sent to CORE last quarter inviting them to discuss the status of this agreement, a meeting was held between CORE, CREA and USAID. The meeting was constructive and has proved effective in resolving issues emanating from previous reports. Agreements were reached on how to proceed and dates were agreed to for the submission of outstanding requirements. To date all the outstanding reports and other requirements have been met and it appears as though activities are being implemented as per the submitted work plan. This activity is scheduled to remain **IN PROGRESS** until October 2003.

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

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

Although the Project Manager of this activity went on maternity leave this quarter, the programme implementation continued as planned. The USAID Activity Manager attended a Thusanang Advisory Committee meeting this quarter, the first meeting of the Committee. In addition, the long awaited partnership with the South African Grant Makers Association (SAGA) was successfully negotiated.

SANGONET was not happy with a ruling by CREA with regards to the billing of a staff member providing technical input on the establishment of the

portal. The initial budget had made provision for a consultant to be utilised. SANGONET, however, chose to utilise an in-house technical expertise utilising a billable rather than an actual rate. The Director of SANGONET was not satisfied with the explanation provided on the rules regarding billable versus actual costs. The Crea Finance Director and Deputy Director held a meeting with SANGONET whereby this was explained in further detail. While the Director still did not agree in principle with the regulation, they understood and the adjustments have been made on the expense report. A request for a waiver for counterpart contribution was also requested at this meeting that has since been conveyed to USAID. CREA still awaits a request in writing on this from Sangonet. This activity will remain **IN PROGRESS** until the end of September 2003.

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

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

The progress on this activity is still very slow both programmatically and financially. To date no written report has been received from AISA despite numerous reminders that this is a condition and requirement of the co-operative agreement. USAID had held a meeting with AISA last quarter, and CREA plans to meet with them early next quarter, to deal with the outstanding issues. This two-year agreement will remain **IN PROGRESS** until November 2003.

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

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

The conference report and its layout have finally been approved. CREA paid for the printing and is expecting to disseminate the reports early next quarter, once a cover letter is received from the DSD. This activity will remain **IN PROGRESS** until all the outstanding actions have been completed.

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

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

Another selection was made under this APS this quarter, see report under USAID request # 03/189. The status of activities under this APS will continue to be reported as **IN PROGRESS** until the remaining allocated funds have been awarded or until expiry of the APS on 30 April 2003, whichever comes first.

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

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

The grant agreement was signed this quarter and an orientation meeting was

held with CPP and USAID. The director, who is also key personnel on this activity, went on maternity leave. All activities and financial reporting appear to be progressing well. This agreement is for a two-year period and will remain **IN PROGRESS** until 31 August 2004.

- 02/171 - (CSU) The Contact Trust

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

This agreement was signed and an orientation meeting was conducted with the Contact Trust. A new administrator who will compile the financial reports was appointed. The CREA Finance Director made a site visit to offer training in CREA's requirements with regard to record keeping and submission of advance and expense forms. In addition, the CREA Finance Deputy Director and the CREA Programme Director visited the project in December to assist with the first voucher and get an update on the programme. The activities are progressing well. CREA received a request from Contact Trust to utilise grant funds to adapt their premises to accommodate a new staff member who is in a wheelchair. As this person was the best candidate, the Trust was considering her and would have to make some modifications to their present premises if their request to the building owners for such adaptations was refused. The Trust would make a formal request in this regard. In addition, CREA was informed that the Director might be resigning toward the latter part of 2003. However, there appears to be some succession planning in place. They plan to employ a new Director early in 2003 that will facilitate a longer and comprehensive handover. This agreement is for a two-year period and will remain **IN PROGRESS** until 30 September 2004.

- 02/177 - (CSU) USAID Civil Society Roundtable

Activity: Logistical support to USAID for a civil society roundtable discussion to be held with the SO#1 Team Leader and the Mission Director.

This was a very successful roundtable with almost all CS partners responding to the invitation. The discussion was robust and an interesting updated scenario of the present challenges facing CSO's emerged. USAID has completed a report on the proceedings. All outstanding payments have been made and this activity is now considered **COMPLETE**.

- 02/180 - (CSU) USAID's CSU Strategic Planning Workshop

Activity: Logistical support for a strategic workshop for the CSU unit.

All payments have been made on this activity and it is now considered **COMPLETE**.

(B) LOCAL GOVERNANCE UNIT (LGU)

- 99/047 - (LGU) Planact Grant Agreement

Activity: Support for building a relationship between the Bloemfontein Traditional Local Council (now Mangaung Municipality) and the communities that it serves through the establishment of ward committees.

USAID sent CREA an e-mail during the last quarter accepting the

counterpart contribution made by Mangaung. All outstanding close-out activities under this activity are now complete. This activity is now considered **COMPLETE**.

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

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

Activities under this request are on track. CREA drafted MOU's for all the interns that were signed by all parties during the reporting period. These MOU's were put into place to document the legal roles of CREA & USAID versus the Lands Claim Commission (LCC). During the last reporting period the LCC requested information pertaining to the balance remaining in the original request in order to enable them to submit an additional funding request for USAID approval. Two more interns were hired this quarter to replace the two who had resigned. These interns will continue to be paid by CREA and the activity reports as **IN PROGRESS** through 31 March 2003.

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

Activity: Special study on credit control practices in South African municipalities.

USAID concurred with the recommendations made by Ms. Muller from DPLG regarding the closing of this activity. DPLG will reapply for assistance to have the documentation printed when the documents are ready. Therefore this activity is now considered **COMPLETE**.

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

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

Vulindlela has kept CREA informed regarding the slow progress in obtaining a refund for VAT from the Receiver of Revenue. Vulindlela requested a copy of the bilateral agreement between USAID and the South African government in order to prove to SARS that they are not required to charge VAT on the total invoiced amount. The final liquidation is pending until the issue of the VAT refund can be resolved. CREA forwarded comments received by Organisation Development Africa (ODA) to Vulindlela on the learning product in late November 2002. Vulindlela agreed with the comments made by ODA and have since incorporated more learning experiences into the Learning Product. It is anticipated that the final learning product will be received early in the next reporting period. This activity will remain **IN PROGRESS** until all outstanding issues have been resolved and all close out actions have been completed.

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

Activity: The establishment and building of community structures and the development of appropriate governance capacity through a grant agreement with the Institute of Multiparty Democracy (IMPD).

All outstanding audit issues have been resolved under this programme and all close-out actions have been completed. This activity is now considered **COMPLETE**.

- 00/066 - (LGU) Drakensberg - Contract

Activity: Assistance to enable the Drakensberg District Council (DDC) (now Ukwahlamba) and the Elliot, Indwe, Jamestown, Ventersstad, Ugie, MacLear and Sturkspruit municipalities to fulfil their constitutional mandate through the building of relevant organizational, administrative, financial, technical and engineering skills and systems through a contract with Bigen Africa.

A final invoice was received and payment made to Bigen Africa during the reporting period. All activities under this contract have been finalized. This contract is now considered **COMPLETE**.

- 00/067 - (LGU) IDP Cluster - Contract

Activity: Integrated Development Plan (IDP) support for Bophirima District Council, Bronkhorstspuit/Ekangala (now Kungweni), Koster and Thohoyandou municipalities through a contract with PlanPractice.

Copies of the final learning product along with the IDP documents have been received and approved. Final invoices have been submitted and paid during the last quarter. This activity is now considered **COMPLETE**.

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

Activity: Assistance, under a grant agreement with Isandla Partners for Development (IPD), to establish an effective municipal presence in the area in order to improve the residents access to local government services, and to develop a culture of municipal governance that shifts from representative government to participatory governance through establishing a jointly owned community-based structure.

Approval was received from USAID together with comments from ODA regarding the Learning Product. These comments were incorporated by IDP and final copies have been received by CREA and USAID. All other close out activities have been completed on this project. This activity is now considered **COMPLETE**.

- 00/076 - (LGU) Voter Education Grant Agreements (2) - IMPD

All outstanding audit issues have been resolved under this programme. This activity is now considered **COMPLETE**.

- 00/079 - (LGU) Community Law Centre (CLC) Assistance to DPLG

Activity: Assist DPLG and local government stakeholders to establish newly demarcated municipalities in the run-up to the local elections.

The outstanding amount of the unspent balance of funds that were advanced to CLC by CREA have been refunded to CREA. All other close-out activities have been completed on this project. This activity is now considered **COMPLETE**.

- 00/087 - (LGU) Hillbrow/Berea Inner City Project - Grant Agreement

Activity: Assist the Greater Johannesburg Metro Council (GJMC) and residents of the Hillbrow/Berea area with a participatory planning process for the GJMC's Hillbrow/Berea Regeneration Initiative.

The consortium submitted their final liquidation together with a letter regarding the disposition of the property provided by USAID as well as property acquired by the Consortium with the grant funds. The recommendation that the property be allocated to the Outreach Project was forwarded to USAID for approval. The disposal of property was approved by USAID, the project bank account has been closed, and unspent funds have been returned to CREA. All other close-out actions have been completed. This activity is now **COMPLETE**.

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

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

During the last quarter a progress update meeting was held with USAID, CREA and ODA. The need to fast track the rollout of the project was strongly emphasized.

ODA reported that the research projects in the 8 learning areas have been identified and allocated to service providers. Contracts between ODA and the individual service providers have been concluded and work on the research projects have commenced. It is envisaged that the research projects will be completed by 28th February 2003. Draft reports are due to ODA on the 7th February 2003.

During the reporting period, the Hologram website was successfully launched and is now fully functional. The first series of newsletters were launched on the hologram website on November 11th 2002. At the SALGA National General Council held during the week of November 11th a hard copy of the newsletter as well as the Hologram mousepads were distributed to councillors.

A Peer Review Manual has been completed as a resource for the rollout of pilot reviews. A further pilot review of Buffalo City was conducted between 4 and 8 November 2002. A draft report is currently being reviewed by the team and Buffalo City. ODA has reported that a number of pilot reviews of non-city municipalities will be conducted in early 2003 under the project to explore how the peer review approach can best be used in different categories of municipalities. A successful Consortium and stakeholder workshop on the Ideal Municipality Benchmark was held in Pretoria on 22 November 2002.

ODA reported that it had been confirmed that the Knowledge Sharing Facility (KSF) will be housed in SALGA. The amendment to the ODA grant agreement has not been finalized to date. CREA requested additional money to fully fund the one million rand in the research fund due to rand/dollar fluctuations. ODA continues to submit claims for reimbursement of project expenses on a monthly basis and these claims are paid promptly by CREA. This activity is scheduled to remain **IN PROGRESS** until November 14, 2003.

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

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

During this reporting period the PIA began setting up the project launch meetings with the individual Municipalities. Five project launch meetings had taken place by the end of the reporting period. Members of the PIA have continued talking to the individual Municipalities regarding implementation dates and the project launches. As most Council offices close early in December not many of the Municipalities/Districts felt it appropriate to schedule project launches during this month due to the fact that many of their members would be in recess. Other problems encountered with the Municipalities/Districts included the fact that contact people had changed and the buy-in from the Category B Municipalities had not been sought earlier on in the process.

The PIA will continue to schedule project launches that are to take place during the next reporting period. The PIA started looking for venues for the Annual Programme Review Forum, scheduled to take place on February 6 and 7. Letters have been sent out to the round 1 municipalities informing them of this conference. USAID, CREA and PIA had a meeting regarding the budget for the conference as the original amount budgeted for the conference by the PIA was not sufficient to cover all associated costs. It was agreed at the meeting that CREA would pay the amounts not budgeted for (e.g., hotel accommodation, travel and honorariums for guest speakers). USAID will forward a funded request to CREA once the PIA has communicated the amount of the additional costs required for the conference. Invoices received for October and November have been approved by USAID and paid by CREA.

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

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

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

SAA City Centre informed CREA that they had received a refund for the unused international tickets from the Airline and that the funds would be transferred to CREA in early January, 2003. This activity will remain **IN PROGRESS** until the payment transfer is confirmed in January, 2003.

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

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

Planact reported that a letter was sent out to Tubatse requesting a date to conduct the half-day training as Tubatse had indicated that November would not be possible. Planact received a letter back from Tubatse requesting the training to be scheduled for the 14th January 2003. In the previous report CREA and USAID had requested Planact to obtain clarity on the issue of University of South Africa (UNISA) signing the certificates. Planact reported back that although the training was accredited by UNISA, the actual training is not conducted by UNISA. Therefore, UNISA will not sign the certificates. Planact revised the certificates and forwarded them onto Tubatse for approval before they were reprinted. These certificates have been couriered to Tubatse for distribution to participants. CREA received copies of the Learning Product and forwarded a copy to USAID for comments. CREA has also requested an electronic format for forwarding to ODA for comments.

The reimbursement of R30,000 for expenses incurred, as reported in the previous report, has been paid over to Planact. Before payment was made a letter was received providing a commitment by Planact to complete the half-day follow up course and the close-out of the project. This activity is expected to remain **IN PROGRESS** until all close-out procedures have been finalized and the Learning Product has been accepted.

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

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

A meeting was held in Durban on November 15, 2002 with Estelle Williams, and Rhada from Debtpack, Mr. PT Phambaniso, Municipal Treasurer from Ulundi, USAID and CREA. The meeting was called to discuss the lack of apparent progress being made on this activity. At this meeting it was agreed that Debtpack would assist the Ulundi Council to achieve the interface between its operating system, Abacus. It was further agreed that while the details of this interface were being worked out, the contract between CREA and Debtpack would be suspended. CREA would still pay Debtpack's November invoice and then suspend the contract until Debtpack confirms that the interface has taken place at which time the contract will be reactivated. Debtpack will communicate to USAID and CREA the number of debtors downloaded as a result of the interface, the amount of money being owed by the debtors, the procedures to be followed to recover the debt and the targeted reduction in debt being envisaged in three months. Once this information has been submitted to USAID and CREA, the contract will be resumed with the provision that significant progress towards recovering the outstanding debt is made within three months. It was further agreed that should no notable progress be observed within three months of the resumption of the contract, this contract between CREA and Debtpack will be terminated. Activities under this request are expected to remain **IN PROGRESS** until December 2003.

- 02/118 - (LGU) Recipient Audit of IMPD

The audit had been finalised and accepted, all outstanding issues have been cleared. This account has been settled and the activity is now **COMPLETE**.

- 02/119 - (LGU) Research on Powers and Functions Project for DPLG

Activity: Contract with Palmer Development Group (PDG) for analytical research of all municipalities in the country relating to the division of powers and functions among Category B and C municipalities. The research will enable DPLG to make recommendations to the Minister for Provincial and Local Government on how the four major powers and functions should be distributed.

At an LGU meeting held with USAID during this reporting period, it was agreed to close-out this activity. All project related activities are complete and all invoices have been paid to the contractor. This activity is now considered **COMPLETE**.

- 02/120 - (LGU) DPLG Transformation Manager

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

During this reporting period, CREA continued to make travel arrangements for Mr. Manyindo to attend meetings throughout South Africa as instructed by DPLG. An outstanding issue in this regard is a refund owed by Mr. Manyindo to CREA. He was re-reimbursed by CREA for an airline ticket he purchased and due to problems at the airport he was unable to travel. CREA's travel agent has informed CREA that SAA reimbursed Mr. Manyindo for the same airline ticket. CREA has sent Mr. Manyindo several reminders to pay the second refund to CREA. Mr. Manyindo has undertaken to check his bank statements and refund CREA once the deposit shows on his bank account. This activity will remain **IN PROGRESS** at least until February 2003 or for an additional year if the option to extend is exercised.

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

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

During the last reporting period two MOUs, as drawn up by a labour lawyer consulted by CREA were sent to the Land Claims Commission (LCC). The MOUs accurately reflect the true nature of the legal relationship between the employees, CREA/USAID and LCC. Unfortunately the meeting with the Land Claims Commission of 9th October was cancelled at the last minute. Copies of the MOUs were sent to Ms. Waring for completion by the two Special Needs Unit candidates. CREA received the signed copies in November. These MOUs were countersigned by the CREA COP and by the USAID representative and have been placed on file. This activity is expected to remain **IN PROGRESS** until approximately July 2003 provided agreement can be reached on the contracts.

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

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

Work under this activity has been proceeding well, and the contractor ISIS has finished all deliverables for the pre-test portion of their contract. All surveys have been done, data collected, elite interviews have been completed and the raw data has been captured in electronic format. ISIS is currently compiling the quantitative and qualitative data for the final pre-test report. A meeting has been scheduled with USAID for March 6th in which ISIS will present a summarized version of the pre-test report for discussions. A deadline of March 15th has been set for the final pre-test report. This activity is expected to remain **IN PROGRESS** until completion of the contract in July 2004.

Element #2, Round #2: Direct Assistance Projects

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

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

The final travel arrangements for the municipal representatives for Ehlanzeni and Mangaung were completed during the last reporting period. No further travel is anticipated as all TEC's have been finalized. This activity will remain **IN PROGRESS** until CREA can determine that all costs associated with the travel have been paid.

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

Activity: Provide a Capacity Building Assessment Programme for Cacadu District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

The contract with P.E. Technikon was signed during the last reporting period, effective 18th October 2002. USAID and CREA attended the project launch meeting that was held on 26th November 2002. The first steering committee meeting had not been scheduled by the end of the reporting period but CREA anticipates that it will take place early in the next quarter. P.E. Technikon has commenced work and is currently engaged with Activity 1 of the project. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Provide support for Capacity Building of Ward Committees and Institution of an Awareness Campaign for Ekurhuleni District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

Negotiations commenced with Interfaith early this reporting period, and the grant agreement was signed effective 1st November 2002. An initial meeting was held on 29 November between Interfaith, Ekurhuleni and the PIA. Interfaith was briefed on the project background at this meeting. Interfaith started working in November but was not clear to the PIA whom they have been dealing with at the municipality. Unfortunately the contact person at Ekurhuleni for this project has left. The PIA has been trying to establish who the new contact person will be and requested that Interfaith allow the PIA to re-establish formal contact with the

Municipality before proceeding with further work. CREA requested the PIA to attend a meeting with the service provider and CREA on 5th December 2002 regarding some budgetary and contractual concerns that could have an impact on the actual project outputs. The outcome of this meeting resulted in the PIA scrutinizing all the available documents to ensure that the project deliverables are not compromised. No project launch date has been set to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

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

Activity: Provide support for Community Participation and Capacity Building for Effective Local Governance for the West Coast District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

Negotiations with PriceWaterhouseCoopers were successful and a contract was signed during the reporting period effective 29th October 2002. The project launch was held in Maraisburg on 4th November 2002. The steering committee has been approved and to date two meetings have been held, one on 18th November and the other on 2nd December 2002. The next steering committee meeting is scheduled to take place on February 3rd 2003. The mayor who signed the original Memorandum of Understanding has been replaced. Some minor formalities involving the local municipalities are being attended to by the West Coast District Municipality. The survey instruments for the focus groups was developed and would be piloted either in December or January 2003 and rolled out to the other municipalities. The Western Cape Provincial Department of Local Government has developed a draft framework on public participation that will be distributed and presented to the municipalities in 2003. The contractor does not anticipate a delay in completing the project by the end of August 2003. At the end of the reporting period no deliverables have been received by PriceWaterhouseCoopers and therefore no payment has been made to date on this contract. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Provide support for a Community Empowerment Project for Central Karoo District Municipality through a grant agreement to be awarded to a service provider under competitive selection procedures.

Negotiations were finalized with Fair Share during the last reporting period and the grant agreement signed effective 28th October 2003. The initial meeting between the Central Karoo and Fair Share was held on 2nd December 2002. Project launch has been proposed for 7 and 8 February 2003. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

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

Activity: Provide a Training Programme for Ward Committees for the Vhembe District Municipality through a grant agreement to be awarded to a service provider under competitive selection procedures.

Negotiations were finalized with Exegesis during the last reporting period and the grant agreement signed effective 1st November 2002. As Exegesis was successful on two RFA's under this second round of local government assistance, a meeting was held between Exegesis and the PIA on 5th December 2002 regarding issues which were presented on both proposals and impacted

on level of effort of the key personnel and the way forward. An initial meeting was scheduled for 11 December 2002 between the service provider, the municipality and the PIA to discuss the programme in detail and the way forward. A first advance was requested by Exegesis and processed by CREA. The project launch has been scheduled for 25th January 2003. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

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

Activity: Provide support for the Establishment of a Cluster Working Group and Regional Economic Development Agency for the West Rand District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

Negotiations were finalized with Urban Econ during the last reporting period and the contract signed effective 1st November 2002. The Project Launch was held on 25th November 2002. The steering committee was established and the first meeting held on 4th December 2002. The steering committee recommended that the time frames for some of the deliverables be reviewed, as they would like to launch the development agency before June 2003. There was initial resistance by Urban Econ to the Steering Committee's suggestion, however they eventually made the recommended changes. The contractor submitted their first invoice in late December, 2002. The invoice was submitted to the Municipal contact person for approval and CREA anticipates paying the first invoice early in January 2003. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Provide support for a Needs Assessment and Training Programme on People's Centres for the City of Johannesburg under a grant agreement to be awarded to a service provider under competitive selection procedures.

Negotiations were finalized with Succinct during the last reporting period, and a grant agreement signed effective 1st October 2002. An initial planning meeting between Succinct, the PIA and the Johannesburg Metro took place during 2nd December 2002. The Johannesburg contact person was not in favour of having a launch and suggested that a high profile end of project event instead be considered. As Ward Committee training falls under the Speaker of the Council's office, Keith Peacock will advise the PIA and CREA on the re-allocation of the programme under the Speakers Office. A new contact person in the Speakers Office will also be allocated to the programme. This activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

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

Activity: Provide support for Capacity Building of Ward Committees and a Public Information Programme for the Karoo District Municipality through a grant agreement to be awarded to a service provider under competitive selection procedures.

Negotiations were finalized with Fair Share during the last reporting period and the grant agreement signed effective 28th October 2002. A planning meeting is scheduled to take place on 20th January 2003, and the project launch meeting will take place on the 21st January 2003. This activity is expected to remain **IN PROGRESS** until completion of the awarded

grant agreement.

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

Activity: Provide support for Capacity Building of Community Structures and Councillors for Effective Governance for the Nelson Mandela Metropolitan Council through a grant agreement to be awarded to a service provider under competitive selection procedures.

Negotiations were finalized with P.E. Technikon during the last reporting period and the agreement signed effective 1st October 2002. The project launch was held on 18th November 2002. No steering committee meetings have been scheduled to date. Activity 1 -- project set-up -- has been undertaken. P.E. Technikon has requested their first advance, which was processed by CREA during the reporting period. This activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

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

Activity: Provide support for Research and Establishment of a Development Partnership for Mangaung Local Municipality through a contract with a service provider to be selected under competitive procurement procedures.

A new RFP was issued, with a closing date of October 14th, 2002. CREA received two (2) timely proposals by the closing time and date. The TEC convened on 21st November 2002 to evaluate these timely proposals. The TEC reached a consensus decision and recommended Urban Econ for award. The TEC had requested Urban Econ be invited to do a presentation to the Mangaung Council and to address certain concerns that were recorded during the TEC process. The presentation was made on 13th December 2002. Mangaung Council was satisfied with the selection made by the TEC, but asked to get the Mayor's approval on the decision. CREA expects to receive the approval from Mangaung early in the next quarter. It is anticipated that negotiations will begin in early January 2003 and that a contract should be in place shortly after. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Provide support for a Capacity Building Programme for Ward Committees for the City of Tshwane through a grant agreement to be awarded to a service provider under competitive selection procedures.

Negotiations were finalized with Jupmet during the last reporting period and the grant agreement signed effective 1st November 2002. The initial meeting between the City of Tshwane, the PIA, USAID and CREA was held on 29th November 2002 to discuss the way forward on the programme. Some problems have been identified regarding information on the members of the Ward Committees of Tshwane. Jupmet submitted a draft revised implementation plan which will be finalized in early January 2003. No project launch has been set to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

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

Activity: Provide support for a Capacity Building and Training Programme for Ward and Portfolio Committees for the Bohlabela District Municipality through a grant agreement to be awarded to a service provider under

competitive selection procedures.

Negotiations were finalized with Exegesis during the last reporting period and the grant agreement signed effective 1st November 2002. The initial meeting between the PIA and Exegesis was held on 5th December 2002 to agree on personnel issues on the project. An initial meeting with the service provider, the municipality and the PIA was scheduled for 10th December 2002. Exegesis has requested their first advance, which has been processed by CREA during the reporting period. No project launch has been set to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

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

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

CREA received seven (7) timely applications by the closing date of 18th November 2002. The TEC convened on 2nd December 2002 and after deliberations, reached a consensus decision that UMSEBE DEVELOPMENT PLANNERS should be contacted to pursue negotiations, taking into account the clarifications requested by the TEC on the application, before signing of the agreement. A potential conflict of interest was pointed out by the TEC, and before negotiations can begin in January, CREA will be requesting documentation from the Ehlanzeni District Municipality regarding their procurement policies. Only once Ehlanzeni has provided the necessary documentation, will unsuccessful competitors be informed and negotiations commence with UMSEBE DEVELOPMENT PLANNERS. This activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

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

Activity: Provide support for Development of an Information Technology/ Communications Strategy and Community Participation Programme for Ugu District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

Negotiations were finalized with Working Solutions during the last reporting period and the contract signed effective 15th November 2002. An initial planning meeting with the service provider, the PIA and the Municipality is to be held early in the next reporting period. The date is to be confirmed by the Municipality. No project launch has been set to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Provide support for a Capacity Enhancement Programme for Ward-based Structures and Development of a Communication Strategy for the Umzinyathi District Municipality through a grant to be awarded to a service provider under competitive selection procedures.

Negotiations were finalized with Actus Integrated Management (AIM) and the agreement signed effective 1st November 2002. An initial planning meeting took place together with the Project Launch meeting in December 2002. AIM presented the project implementation plan at the Project Launch meeting, which was accepted. The steering committee meeting had not been formed by

the end of the reporting period. The municipality requested some additional time to ensure that the steering committee meeting is represented by the category B Municipalities. This activity is expected to remain **IN PROGRESS** until completion of the awarded agreement.

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

Activity: Provide support for Developing a Tourism Strategy, Assessing Capacity Building Needs and Developing and Implementing a Capacity Building Programme for the Sedibeng District Municipality under a contract with a service provider to be selected under competitive procurement procedures.

Negotiations were finalized with the Kagiso Consortium during the last reporting period and the contract signed effective 1st November 2002. A meeting was held with the municipality on 3rd December 2002. The draft implementation plan is expected to be finalised in January 2003. The contractor submitted an invoice with the implementation plan, which was submitted to the municipal contact person for authorization as the steering committee had not yet been established. Unfortunately due to the Christmas holidays no approval was received from the Municipality and therefore no payment could be made to the contractor. CREA will follow up with the Municipality for approval to ensure payment is made early in the next reporting period. No project launch has been set to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Provide support for Developing a Coordinated Local Economic Development Framework for the Zululand District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

Presentations were made by the two top ranked bidders namely Urban Econ and Iyer Rothang on 1st October 2002. The TEC had prepared specific clarifications for each of the organisations. The TEC reconvened after the presentations to make a recommendation to the COP that Iyer Rothang Project be contacted to pursue contract negotiations. Negotiations commenced late in the reporting period. Iyer Rothang was advised to meet with the Municipality to ensure that all aspects of the project had been covered, and that the Municipality was happy with the Implementation Plan. A meeting took place on 28th November between the service provider and the municipality. It is anticipated that the contract will be signed early in the new quarter, with implementation commencing soon thereafter. Budget negotiations are being completed. No project launch has been set to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Provide support for Situation Analysis and Development of a Tourism Master Plan for the Buffalo City Municipality through a contract with a service provider to be selected under competitive procurement procedures.

The memorandum documenting the TEC deliberations was drafted by the PIA, circulated to, and signed by, the TEC members. The debriefing letters were sent out to all unsuccessful bidders once the Chief of Party had

accepted the TEC Memo with their recommendations. Negotiations commenced shortly after, and a contract was signed with Grant Thornton Kessel effective 15th November 2002. A planning meeting was scheduled for the 10th December 2002. The project launch meeting has been scheduled for 17th January 2003. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Provide support for the Establishment of a Local Economic Development Strategy and Capacity Building for the Bophirima District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

The memorandum documenting the TEC proceedings and recommendations was signed by the Chief of Party and debriefing letters were sent out to the unsuccessful bidders. Negotiations with K2M commenced and a contract was signed with K2M effective 1st November 2002. A planning meeting was held between the service provider, municipality and the PIA on the 4th December 2002. The PIA reported that potential problems exist with K2M as they did not display any room for flexibility in their approach as well as understanding of the process issues in terms of the required and agreed deliverables. A detailed short-term plan is to be made available to the PIA to facilitate the establishment of a representative steering committee and revised implementation plan. No project launch has been set to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Development and Institution of an Integrated Financial and Information Technology System for Waterberg District Municipality through a contract to be awarded to a service provider under competitive selection procedures.

The memorandum documenting the TEC proceedings and recommendations was signed by the Chief of Party and debriefing letters were sent out to the unsuccessful bidders. Negotiations commenced with Transpay shortly thereafter and a contract was signed effective 31st December 2002. A planning meeting has already been held between the service provider and the municipality on the 12th December 2002. The service provider has initiated the project-set up. No date has been set for the project launch to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

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

Activity: Development of an Integrated Participation and Communication Strategy for the Alfred Nzo Municipality through a grant agreement to be awarded to a service provider under competitive selection process.

The TEC memo was approved by the Chief of Party and debriefing letters sent to unsuccessful applicants. Common Ground was visited during this quarter to review their financial systems. While their systems met the requirements for grant-worthiness, they chose to operate on a reimbursement basis. Negotiations commenced shortly after the financial review was complete, and an agreement was signed with Common Ground effective 1st November 2002. An initial meeting between the service

provider and the municipality was held and the steering committee has been established. The PIA has requested the municipality to forward the revised implementation plan to the PIA for comments and advice. No date has been set for the project launch to date. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant agreement.

- 02/174 - (LGU) Assistance to the Greater Tubatse Municipality

Activity: Reimburse Planact for costs associated with arranging the graduation ceremony for the ward committee training conducted for the Greater Tubatse Municipality.

USAID approved the invoice submitted by Planact for an amount of R7,681.31 for expenses Planact incurred in preparing to undertake the graduation ceremony for the ward committee training conducted for the Greater Tubatse Municipality. Payment was made to Planact during the last reporting period. As USAID has informed CREA that they do not wish to further assist the Greater Tubatse Municipality in arranging a graduation ceremony, this activity is now considered **COMPLETE**.

- 02/176 - (LGU) ICLEI Conference

Activity: Purchase an international ticket for Ms. Joanne Murphy, a USAID partner, who will be travelling with the LGU leader to a conference in Delhi, India.

CREA's travel agency issued an economy airline ticket for Ms. Murphy during the reporting period. The ticket was delivered by CREA to Ms. Murphy prior to her departure. Payment has been made to the travel agent for this activity. This activity is now considered **COMPLETE**.

(C) RULE OF LAW UNIT (RLU)

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

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

Activities under the program are progressing well. During this reporting period a steering committee workshop was held in Johannesburg to review the impact of the programme since its inception. The Committee members were provided with a breakdown of placements that had been done since its inception and a breakdown of how many of those placed have either qualified as advocates or are now practising attorneys. The information provided by BLA indicates that the programme has succeeded in increasing the number of highly skilled, trained lawyers, of both sexes. This activity is expected to remain **IN PROGRESS** until 31 March 2003.

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

(2) CSLS

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

Programme activities continue to progress well under this agreement.

This activity will remain **IN PROGRESS** through the completion date of 30 September 2002 (or 31 March 2003 if extended) and until all issues for close out have been resolved.

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

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

Activities under this request are still ongoing and CREA continues to pay claims for expenses as they are submitted by the contact person at the magistrate court. During this reporting period, no claims were received from the magistrate court. Activities under this request will remain **IN PROGRESS** until 31 August 2003.

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

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

The contract was amended to extend the period of performance and to add two new deliverables. Payments to Resolve have been slow due to the lengthy time that the NPA takes to approve the deliverables. This activity will remain **IN PROGRESS** until all deliverables have been accepted and final payment made.

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

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

The outstanding amendment has been completed. Activities and financial management proceed without any problems. This activity will remain **IN PROGRESS** until expiration of the agreement in April 2003 and after all close-out activities have been completed.

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

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

The Deputy Director and Director of Finance made a site visit to resolve issues on tardy and inaccurate financial reporting. It was agreed that the University's Finance Department would now start preparing the vouchers and reports for CREA. The other option might have been the employment of a financial assistant. However, while this option is being explored, that the University's finance office will lend support to this project in terms of financial reporting requirements to Crea. A further visit was made by the Deputy Director of Finance to conclude agreement reconciliations. Since these interventions, the financial management appears to be running smoothly. Activities appear to be proceeding well. This activity will remain **IN PROGRESS** until March 2004.

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

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

Both the request for extra funds for 2002 and the funding for 2003 were approved by USAID. An amendment has been completed. CREA attended the launch of the Mosaic's protection order booklet in December. The launch was quite successful with the Deputy Minister of Justice as the guest speaker. USAID was acknowledged and thanked for their support. Both the programme activities and the financial management are proceeding well. This activity will remain **IN PROGRESS** until December 2003.

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

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

The Childline Director and two other staff members attended a conference in Vienna where the Director presented a paper on the work of Childline. A report was forwarded to USAID in this regard. While CREA is aware that the grant activities are proceeding well, work plans and reports are yet to be turned in, despite this being part of the agreement. The spending has been very slow and will probably require an extension as it is to close at the end of February. CREA plans to write to Childline and make a site visit next quarter to ensure that at least a report is submitted. This activity will remain **IN PROGRESS** until February 2003.

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

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

The resignations of Cape Town Child Welfare staff working on the project last quarter don't appear to have any impact on the implementation of the activity nor the administration of this agreement. Activities continue, although CREA has not been formally informed of who has replaced both key social worker and the person providing administrative/financial support on this activity. CREA received a request for a no-cost extension, and this has been approved by USAID. CREA's finance department is awaiting a revised budget to process the amendment. The delay is due to the Supervisor of this activity being away until the end of January and will be submitted on her return. Until the completion of the amendment, this activity is scheduled to remain **IN PROGRESS** until 31 March 2003.

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

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

All programme activities are progressing well. Liquidation issues have been resolved. The advance and liquidation process appears to be running

without issues this quarter. CREA received a request to add more funds to this agreement and to extend the time period. CREA has not begun negotiations on the budget as the Dollar/Rand exchange rate impacted on the amount of rand to be added to the budget. The CREA Finance Director will deal with this exchange issue with all the other projects that are affected. This activity is scheduled to remain **IN PROGRESS** until 31 January 2003.

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

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

All is well with this project. The success of the model being used by the programme has had much publicity in the region and through the local media last quarter. However reports are still not being submitted. CREA awaits the end of quarter report. The activity will remain **IN PROGRESS** until 30 April 2004.

- 02/158 - (RLU) National Conference for Scorpions

Activity: Logistical support to NPA Directorate of Special Operations (DSO) for a national conference scheduled for September 2002.

The conference was finally held on 22 to 25 October 2002, after a delay of approximately two months. All activities went as planned and the conference was declared a resounding success. A conference report was submitted to USAID. All payments have been made on the activity. It is now **COMPLETE**.

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

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

The deliverables on this contract are being delivered on time. A request was made by Dr. Muller to USAID for an amendment of this contract, which has been approved. The request is for utilising some of the funds for the dissemination of the report at the end of this activity. These funds will come from reducing the cost of other deliverables under the contract. CREA is working on the amendment at present and is awaiting a new schedule of deliverables from Dr. Muller. This activity will remain **IN PROGRESS** until completion of this contract in February 2004.

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

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

As previously reported CREA has been receiving requests for payments from the CGE. There are still outstanding payments to be made on this activity. This activity will remain **IN PROGRESS** until next quarter.

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

Activity: Provision of training covering the Public Finance Management Act

and Batho Pele (Public Sector Customer Policy) to the Corporate Services Unit of the National Prosecutory Authority (NPA).

The initial part of this activity has proceeded well and on time. However the scheduling of the training of the managers has been problematic. This has been changed five times to accommodate other activities at the NPA. It has now been scheduled for January 2003 and it is planned that all training will be completed before the end of January 2003. This activity will remain **IN PROGRESS** until all the deliverables have been received and all invoices have been paid.

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

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

In addition to the workshop, this request allows for the payment on some of the logistic activities under the rape study. However, no payments have been made thus far as no requests for funds have been received by CREA from NPA. CREA has requested a meeting with both the co-ordinators from NPA to discuss an activity schedule and to explain the policy and procedure regarding such payments, which is yet to occur. The NPA were not ready with such a schedule by the end of this quarter. They have assured CREA that this will be available in the new year when it would be more appropriate to meet. This activity will remain **IN PROGRESS** until all activities for the rape study have been completed.

- 02/169 - (RLU) SOCA Women's Day Celebration

Activity: Logistical support to the SOCA Unit of the NPA to host a conference celebrating National Women's Day.

CREA still awaits instructions on how to proceed with this activity. A cancellation is expected from USAID in the new quarter. The activity will remain **IN PROGRESS** until instructions are received from USAID on how to proceed.

- 02/172 - (RLU) Strategic Review of the NPA

Activity: The facilitation of a strategic and organisational review of the NPA's Corporate Services Unit.

This activity was completed on time. However there were numerous problems in processing the purchase order and payment with the service provider. The service provider was initially non-responsive to CREA's attempts at requesting a budget for this activity. This was finally resolved late this quarter after submission of a budget, deliverables and a successful negotiation on the price based on the request budget from USAID. This activity is now considered **COMPLETE**.

(D) SPECIAL CROSS-CUTTING ACTIONS (SCA)

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

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

- 02/133 - (SCA) Afrobarometer Survey

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

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

- 02/154 - (SCA) US Study Tour

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

This tour was a resounding success. Logistically well managed and substantively rich, the delegates reported that it was very value adding for their work in this area and for South Africa. Many good networking contacts were established and possible collaborations explored. Activities under this request will be reflected as **IN PROGRESS** until CREA S.A. can determine that all related expenses have been paid.

4. **New SOW Actions Received:**

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

- 02/178 - (RLU) Community Law Center
- 02/179 - (LGU) Koukama Community Part & Municipal Delivery Procedures
- 02/180 - (CSU) Civil Society Unit Workshop
- 02/181 - (SCA) SOL Writing Project
- 03/182 - (RLU) Human Resource Assessment, NPA
- 03/183 - (RLU) SOCA Induction Training for New Maintenance Prosecutors, NPA
- 03/184 - (LGU) Local Government Unit Workshop
- 03/185 - (RLU) Crime Prevention Strategy, Expert Consultation
- 03/186 - (LGU) SALGA's National General Council Conference
- 03/187 - (LGU) DPLG,s Municipal Viability Indada
- 03/188 - (RLU) SOCA's Unit Training for Deputy Public Prosecutors
- 03/189 - (CSU) Community Agency for Social Enquiry ,awarded under APS
- 03/190 - (LGU) Purchase of International Ticket

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

(A) CIVIL SOCIETY UNIT (CSU)

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

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

CREA received a request to enter into a 11 month grant agreement with the Community Agency for Social Enquiry (CASE) to conduct a study on the structural relations between CSO's and government. As this request was received late this quarter, CREA plans to conduct the financial assessment and to negotiate the budget early next quarter. It is expected that this

activity will remain **IN PROGRESS** until the later half of 2003.

(B) LOCAL GOVERNANCE UNIT (LGU)

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

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

CREA received a request from USAID in October to compete this activity on a limited competition basis. The programme descriptions were sent out to four individual organisations inviting them to submit an application. The closing date was set for January 10, 2003. It is anticipated that the evaluation process and negotiations process should commence shortly after the closing date. This activity is expected to remain **IN PROGRESS** for 12 months after award of a grant agreement.

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

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

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

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

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

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

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

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

CREA received a request from USAID in November to sign a purchase order with the Sandton Convention Centre to cover the costs for meals for a one and a half day conference for 1500 delegates which was due to take place on the 5th and 6th December 2002. CREA contacted the Sandton Convention Centre regarding the arrangements made and the conditions agreed for payment. The contact person informed CREA that negotiations with Mr. Manyindo had been

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

(C) RULE OF LAW UNIT (RLU)

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

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

The agreement was negotiated and signed this quarter. An orientation meeting was held with CLC.

- 03/182 - (RLU) Human Resource Assessment, NPA

CREA received a request to do a limited tender for a Human Resource (HR) assessment of the Corporate Services Unit in order to develop a HR strategic plan. CREA developed a SOW, however on consultation with the NPA for approval of the SOW, it was discovered that a consultant was already engaged to complete this activity. While expression of interests were received from the selected service providers for this activity by the NPA and submitted to CREA, no proposal had been received from this particular service provider. On consultation with CREA's COP and RLU, a sole source justification was provided by USAID for this request. CREA processed a purchase order with Bhekikhule Consulting. The assignment has been completed, accounts settled and deliverables received. This activity is now considered **COMPLETE**.

- 03/183 - (RLU) SOCA Induction Training for New Maintenance Prosecutors, NPA

CREA was requested to provide logistical support to the NPA's SOCA Unit's two-week training program, for newly appointed maintenance prosecutors. The arrangements to be made involved securing the venue, accommodation and travel for participants, reproduction of material to be used at the training and issuing of purchase orders for trainers. The training took place from 18-29 November 2002, at the Birchwood Hotel, Boksburg and went ahead smoothly. This activity will continue to be classified as **IN PROGRESS** until all payments have been made.

- 03/185 - (RLU) Crime Prevention Strategy, Expert Consultation

CREA was requested to provide logistical support in organising a consultation workshop with RLU's partners, government and donors. CREA's responsibilities included: developing a delegate list, finding a facilitator and a venue, organising transport and providing general support

to this event. The consultation went and the response was good considering the short notice that delegates were given. CREA awaits the final report in this regard. Until the receipt of the final report and payment of all accounts in this regard, this activity will remain **IN PROGRESS**.

- 03/188 - (RLU) SOCA's Unit Training for Deputy Public Prosecutors

CREA was requested to issue purchase orders for air travel, accommodation and conference costs for a two-day training session for Deputy Public Prosecutors of the SOCA Unit of the NPA. These actions were completed and all accounts settled in this regard. This activity is now considered **COMPLETE**.

(D) SPECIAL CROSS-CUTTING ACTIONS (SCA)

- 02/181 - (SCA) SO1 Writing Project

CREA was requested to enter into contracts with four consultants to provide short papers on various certain issues impacting on the consolidation of democracy in S.A. for inclusion in a paper to be presented at USAID's 2002 DG Officers Conference in the USA. The contracts were processed, deliverables received and all payments made in this regard. This activity is now **COMPLETE**.

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

1. Contract Data:

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

2. Expenditures by Contract/Project Components:

a. Home Office/Field Office General Management	\$ 4,640,840
b. Technical Assistance	\$ 4,635,091
1. Technical Support to Grantees	\$3,506,361
2. Special Studies	\$ 590,162
3. Workshops for Grantees	\$ 538,568
c. Logistic Support for Annual SO1/Partners Consultation Meetings, Strategy Workshops/Seminars with Partners, And International Exchanges with Partners	\$ 310,061
d. Grants & Participants Training Tuition	<u>\$13,444,625</u>
TOTAL	\$23,030,617 =====

Note: The cost information set forth above is preliminary in nature and should be viewed only as a reflection of the division of activities to date. Cost data for activities reported as in progress and some of the data for completed activities are not yet available due to the normal time lag between disbursement in the

field and recording/reporting to CAII home office. This information will be provided in subsequent reports as it becomes available.

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

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