

## ANNEX 2

**Core Grant Narrative Progress Report** **Report period** December 2008

**Contract Ref. No.** \_\_\_\_\_ **Organisation** The Ark Foundation

**Contact Tel. No.** 021 511610 **Report Date** 12<sup>th</sup> December 2008

**Report Prepared by** Angela Dwamena – Aboagye & Petra Adu - Parkoh

**Signature & date** \_\_\_\_\_

**Report Approved by** Angela Dwamena-Aboagye

**Signature & date** \_\_\_\_\_

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*Please do not write in green coloured sections; refer to notes at last page for explanations*

### 1. Institutional/Organisation Development: Evidence of significant progress / change

What are major changes in the organisation's circumstances that are likely to have impacted your outputs over the period?

- Organisational structure / board / management team
- Strategy / planning / decision making / knowledge management
- Human resource issues
- Marketing / communication / public relations

Indicators	Baseline	Prior Period	Current Period	Cumulative
<b>1. HR Management</b> i) <i>Leadership</i> <i>hip</i> ii) <i>Core</i> <i>staff</i> iii) <i>Support</i> <i>staff</i>		The Ark has a Leadership & Management Team comprising of 5 staff, 4 females and 1 male.  19 core staff and 8 volunteers and interns.	The current period remains same as the prior period in terms of Governance, Systems and procedures, Funding base development as well as long-term and short-term programmes.  However, in terms of HR Management, a Director of Programs has been recruited. She is expected to be the Executive Director's assistance and will begin work in 2009.	
<b>1. Governance</b> i) <i>Board</i> ii) <i>Committees</i>		The Ark is currently governed by a 5 member Board of Trustees. One of the members was assigned a job	.	

<p>iii) <i>Documented board meetings</i>  <i>Management meetings</i>  iv) <i>Staff meetings</i></p>		<p>in the UK by the government; as a result she resigned from the Board. She is yet to be replaced.</p> <p>Board members meet thrice a year and the management team meets 6 times in a year.</p> <p>Staff meetings are held every other month and a review meeting is held mid year.</p> <p>Minutes from all these meetings are documented for reference purposes</p>		
<p><b>2. Systems and procedures</b>  <b>Financial management systems</b>  i) <i>Budgeting</i>  ii) <i>Accounting</i>  iii) <i>Internal control</i>  iv) <i>Financial reporting</i>  v) <i>External audit</i></p> <p><i>Operational policies</i>  vi) <i>HR policy</i>  vii) <i>Gender policy</i>  viii) <i>Conflict of interest policy</i>  ix) <i>Programme development policy</i>  x) <i>Procurement policy</i></p>		<p>The ark has five year term budget out of which annual budget are deduced and reviewed for implementation</p> <p>An accounting manual is in place specifying all the accounting and internal control procedures.</p> <p>There are three signatories to the organization's accounts and any two of the three may transact business on behalf of the organization.</p> <p>Requests are made by Project Coordinators through the F&amp;A Coordinator with final approval coming from the Executive Director.</p> <p>All cheques are written with a PV and supported by other source documents.</p> <p>An internal auditor inspects transactions that have been made.</p> <p>Monthly financial reports are submitted to the Executive Director and project financial reports are sent to donors based on their contract agreements.</p> <p>There is an External Auditor who audits all projects and consolidated accounts of the</p>		

		<p>organization at the end of every financial year.</p> <p>The Ark has an operational Human Resource Strategy Document, an administrative policy and a manual of policies and procedures.</p> <p>The Ark also has a Procurement Policy in draft which is yet to be adopted. However, there is a 5 member procurement team that oversees the various procurement needs.</p> <p>There is also and HIV/AIDS work Policy that is awaiting the approval of the board.</p>		
<p><b>3. Funding base development</b>  <i>List long-term programmes(3yrs +)</i>  <i>List short-term programme(1 year)</i>  <i>Total dollar volume of programmes</i>  <i>Approved dollar volumes</i>  <i>Percentage overhead recovery</i></p>		<p><b>Long Term</b>  Service Delivery</p> <p>Capacity Building for Women's Leadership &amp; Human Rights Advocacy.</p> <p>Awareness against Sexual Assault Campaign</p> <p>National Advocacy Project (NAP)</p> <p><b>Short Term</b>  Girls Scholarship and Mentoring Program</p> <p>Anti Church Violence Project</p>		



	G-RAP CORDAID / AWDF WOMANKIND	Conducted Anti –Violence Campaigns and provided on spot counselling to people who sought for it during such campaigns.  Core funding  Core and Program Support  Program Support	The effectiveness of the counselling centres set up within the churches under the Project was also assessed.  Enhanced efficiency of service delivery within the Churches.  Increase in clients seeking help.  Improved staff motivation
<b>DA (please indicate district)</b>			
<b>Private Sector</b>			

### Additional Information

#### **Ambassador’s Girls Child Scholarship & Mentoring Program (AGSP)**

The Ark, with support from World Education Incorporated, provided scholarships to 1000 girls in the East Akim and New Juabeng districts in the Eastern Region under the Ambassador’s Girls Child Scholarship Program (AGSP) during the period in question. This is to ensure that these girls remain in school.

#### **Community Awareness Programme (CAP)**

The Ark also conducted several outreach campaigns under its Community Awareness Programme (CAP) and provided on spot counselling to people who sought for it during such campaigns. The work of 7 selected Churches under our Church Anti – Violence Project was also reviewed in terms of the impact of the various trainings and workshops, organized for key individuals in the Church by The Ark, on their ability to effectively respond to abuse cases in the church.

#### **Service Delivery**

Information from our work with abused women and children in terms of service delivery enabled us make valuable input into the National Advocacy Partnership (NAP) Project and National Policies that affect women and children.

#### **RIGHTS, EMPOWERMENT & ACCESS PROJECT (REAP)**

Our work with Community Based Organizations (CBOs) under the Rights, Empowerment and Access Project has ended with a lot of success stories being told by the CBOs themselves from government and duty bearers’ engagement.

### 3. National pro-poor policies

Identified Policy Issue	Research activities in relation to the identified policy area	What are the policy gaps identified from the research conducted	What is your organisations position on these issues supported by your research	What policy alternatives do you propose and how do you hope to achieve this policy change
<p>The State's preparedness to implement the DV Act.</p>	<p>Research was conducted in Greater Accra, Ashanti and Northern Regions.</p> <p>Research activities included:</p> <p>Monitor through observation and guided interviews the handling of complaints by DOVVSU, DSW, Courts &amp; Health Institutions in terms of promptness, expressions of prejudice or disrespect, thoroughness in recording details and general level of cooperation with complaints.</p> <p>Monitor hospital handling of persons seeking medical services in relation to violence in terms of proper and adequate treatment of injuries and trauma, medico-legal examinations, fulfilment of reporting obligations as well as general behaviour towards victims and those</p>	<p>Identified gaps include:</p> <p>All the four institutions lack adequate logistics to respond effectively to VAW/DV cases.</p> <p>Officials of DSW, Courts, Health Institutions and DOVVSU have little idea of the contents of the Act.</p> <p>Poor referral system among these institutions.</p> <p>There is little and in most cases no interpretation of court processes to victims.</p>	<p>The Ark believes that the Domestic Violence Act must be implemented smoothly and become a working document recognized by all. Therefore, it is necessary to monitor the state's preparedness to implement the Act. This will ensure that any gaps are identified and addressed for its smooth implementation.</p>	<p>NAP intends to engage the leadership of the monitored institutions, DV Act Secretariat at the Department of Women, MOWAC and other key stakeholders to put in place the necessary mechanisms for the smooth and effective implementation of the Act.</p>

	<p>accompanying them.</p> <p>Monitor the administration of trials of cases of VAW/DV</p> <p>Monitor inter-agency work, referrals and cooperation between these agencies.</p> <p>Analyze and compile findings for use of engagements with relevant authorities to mobilize prompt and proper action.</p>			
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#### 4. Success Story

**Briefly describe your organisation’s landmark achievement this period**

The Ark under its NAP Project together with CSOs working on women’s violence issues was able to produce three Policy Briefs for consideration of Government, Ministries, Departments and Agencies towards the smooth implementation of the DV Act. The Policy Forums were organised under the Broad Theme of “Assessing Institutional Capacity for Coordinating and Implementing the Domestic Violence Act and Related Legislation in Ghana”. The three Policy Briefs were derived from deliberations held by participants of the three forums.

- 1) Policy & Practice Issues arising from Sheltering Survivors of Domestic Violence and other Forms of Sexual and Gender Based Violence
- 2) Assessing Training & Capacity Building needs of Responding Institutions
- 3) Assessing the Capacity for Coordination and Integration of Institutional Response

The Ark received an award by Women in Law and Development in Africa (**WILDAF Ghana**), Pan-African Non-Governmental, non-profit women’s rights at a ceremony in Accra for her contribution towards the passage of the DV Act in 2007.

#### 5. Stakeholder Perception

**How has the credibility and legitimacy of RAOs changed in the eyes of GoG and the Ghana public? What is your interpretation? Is there a reference to this evidence of change?**

Generally, the working relationship between CSOs and government has improved over the period in question. Government institutions continue to work with CSOs particularly on issues that have implications for the advancement of women. Government institutions such as MOWAC invite CSOs to participate in programs that discuss women’s issues and vice versa. There is also room on the part of government for CSOs to voice out their concerns and to input into Government Policies concerning women.

## **6. What is your perception on the general policy making environment in Ghana**

Generally, the policy making environment in Ghana is conducive. CSOs have the opportunity of proposing Policies which are at least considered. Sometimes such Policies are accepted by Government and even incorporated into National Laws and Policies. A typical example is the National Policy Framework initiated by The Ark calling for a systematic, coordinated framework to provide effective response and preventive strategies to Violence against Women and Children (VAW) and Domestic Violence (DV) in Ghana. The Policy was rapidly accepted by the MOWAC and also incorporated into the working document (National Plan of Action) that is to ensure the operation of the DV Act. Following this, the National Plan of Action has incorporated the Policy to become known as the National Policy and Plan of Action (NPPA) which is the working document for the implementation of the Act.

## **7. Grant and report related issues**

### **7.1 What issues do you wish to raise relating to the Grant or to G-RAP management?**

So far, The Ark is on track concerning the implementation of the proposed activities. Currently, there are no pertinent issues relating to the grant or to G-RAP Management. However, The Ark will notify G-RAP Management of any concerns that may arise in the near future.

### **7.2 What parts of the report are confidential or cannot be shared without prior consent?**

No part of the report is confidential. The Ark has no objection if G-RAP intends to share the contents with other groups.

# G-rap Narrative Progress Report

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## Notes on narrative reporting

In addition to this narrative report, G-rap accepts grantee organisation's own annual report, on the assumption that these reports show a relationship between annual workplans, budgets and outputs of these organisations and – if possible – impact.

G-rap however monitors a number of indicators that a Grantee's annual report may not always focus on and have designed a simple narrative reporting format to gather this data. This gives the programme managers a quick overview of progress against workplan of each grantee and of significant results in a number of relevant areas relating to the Logical Framework and objectives of the Programme.

G-rap intends to minimize Grantee's time investments in reporting, hence this concise format. Nonetheless, additional documentation can be annexed to the report for more detail.

Narrative reporting is a bi-annual contractual requirement. The deadline for report submission is four weeks after the end of the reporting period.

Completed reports need to be submitted in signed hard copy (2 signatures), as well as in electronic format using MS-Word 2003 compatible software (to: [info.grap.ghana@gmail.com](mailto:info.grap.ghana@gmail.com)).