

## ANNEX 2

### Core Grant Narrative Progress Report

Report period June – December 2008

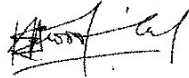
Contract Ref. No. 01/Core/33/ISODEC  
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Organisation ISODEC  
Report Date February 2009

Report Prepared by Ernest Tay Awoosah

Report Approved by Bishop Akolgo

Signature & date



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<br>July –Dec 2007         | Prior Period<br>January – June<br>2008 | Current<br>Period<br>July – Dec 2008 | Cumulative                                 |
|--|------------------------------------|--|--------------------------------------|--|
| <b>1. HR Management</b>                |                                    |  |                                      |  |
| i) <i>Leadership</i> <sup>1</sup>      | 8 staff                            | 8 staff                                | 7 staff                              | 1 staff resigned <sup>4</sup>              |
| ii) <i>Core staff</i> <sup>2</sup>     | 13 staff                           | 12 staff                               | 12 staff                             |  |
| iii) <i>Support staff</i> <sup>3</sup> | 9 staff                            | 9 staff                                | 9 staff                              |  |
| <b>2. Governance</b>                   |                                    |  |                                      |  |
| i) <i>Board</i>                        | 11 members                         | 11 members                             | 11 members                           | No change in membership<br>6 meetings held |
| ii) <i>Committees</i>                  | 4 meetings                         | 2 meetings                             | 4 meetings                           |  |
| iii) <i>Documented board meetings</i>  |                                    |  |                                      | No change in meeting schedule              |
| iv) <i>Management meetings</i>         | Meetings are held once every month | Meetings are held once every month     | Meetings are held once every month   |  |

<sup>1</sup> This is the Senior Management Team comprising the Executive Director, Director of Finance and Administration, Coordinator of Media and Campaigns, Coordinator of Centre for Budget Advocacy, Coordinator of Northern Ghana Programmes, Coordinator of Essential Services, Financial Manager, Policy Analyst for Macroeconomics and gender

<sup>2</sup> The core staff consist of 1 Policy Analyst – Media, 1- Policy Analyst- Trade and Livelihood, 1 Policy Analyst – Knowledge Manager, 1 Policy Analyst – Statistician, 1 Policy Analyst – Macroeconomics 1 Policy Analyst – General and 6 Policy Assistants

<sup>3</sup> The Support Staff are 1 System Administrator, 2 Drivers, 1 Receptionist, 1 General Duties Secretary, 1 Senior Accountant, 1 Finance Support Staff, 1 Administrative Support staff, 1 Senior Admin Officer

<sup>4</sup> Coordinator of Essential Services resigned

|   |  |   |  |   |
|---|--|---|--|---|
| v) <i>Staff meetings</i>  | Staff meetings are held on every Monday morning  | Staff meetings are held on every Monday morning   | Staff meetings are held on every Monday morning  | No change in meeting schedule                                       |
| <b>3. Systems and procedures</b><br><i>Financial management systems</i> |  |   |  |   |
| i. <i>Budgeting</i>   | Budgets are prepared on annual and quarterly basis   | Budgets are prepared on annual and quarterly basis  | Budgets are prepared on annual and quarterly basis. Variations from actual are identified and causes examined  | There was improvement in the budgeting system                       |
| ii. <i>Accounting</i>   | The organisation uses Accounting Software (MYOB) for recording financial transactions.   | The organisation uses Accounting Software (MYOB) for recording financial transactions   | The organisation uses Accounting Software (MYOB) for recording financial transactions  | The software being used is adequate; there is no plan to change it. |
| iii. <i>Internal control</i>  | Both financial and administrative controls are exercised in the organisation. They include period checks, authorizations, and laid down procedures as contained in our policy documents. | Both financial and administrative controls are exercised in the organisation. They include period checks, authorizations, and laid down procedures as contained in our policy documents | Both financial and administrative controls are exercised in the organisation. They include period checks, authorizations, and laid down procedures as contained in our policy documents. | New control measures are always introduced as the need arises.      |
| iv. <i>Financial reporting</i>  | Financial reports are prepared both on project and organisation-wide basis. Use of the accounting software has greatly helped preparation of the reports.                                | Financial reports are prepared both on project and organisation-wide basis. Use of the accounting software has greatly helped preparation of the reports                                | Financial reports are prepared both on project and organisation-wide basis. Use of the accounting software has greatly helped preparation of the reports.                                |   |
| v. <i>External audit</i>  | External audits are carried out annual both on project and organisation-wide basis   | External audits are carried out annual both on project and organisation-wide basis.   | External audits are carried out annual both on project and organisation-wide basis   |   |
| <i>Operational policies</i><br>vi. <i>HR policy</i>                     | Included in personnel development  | No change in status   | No change in status  |   |

|   |   |                                 |  |   |
|---|---|---------------------------------|--|---|
|   | policy  |                                 |  |   |
| vii. Gender policy  | Being compiled by a consultant.                                     | First draft available           | Board making input before finalisation |   |
| viii. Conflict of interest policy   | Incorporated in the consultancy and financial administrative policy | No change in status             | No change in status                    |   |
| ix. Programme development policy  | No programme development policy                                     | No programme development policy | No programme development policy        |   |
| x. Procurement policy   | Incorporated in the financial administrative policy                 | No change in status             | No change in status                    |   |
| <b>4. Funding base development</b><br><i>List long-term programmes(3yrs +):</i> |   |                                 |  | Cumulatively, there was improvement in the funding base of the organisation. Though funding drop in the prior period, the increase in the current period out-tripped the shortfall. |
| Reproductive Health Rights  | \$99,494.56   | \$48,223.84                     | \$55,283.26                            |   |
| Rights-based Advocacy   | \$284,391.3   | \$200,000.00                    | \$222,000.00                           |   |
| Good Governance of Natural Resources  | \$0   | \$35,890.00                     | \$160,417.43                           |   |
| Right to Education  | \$61,300.00   | \$52,332                        | \$93,596.00                            |   |
| <i>List short-term programme(1 year):</i>                                       |   |                                 |  |   |
| Budget analysis and advocacy  | \$90,000.00   | \$72,846.00                     | \$19,590                               |   |
| Community Livelihood Improvement  | \$0   | \$0                             | \$299,550                              |   |
| Capacity-building for community   | \$100,000.00  | \$6,972.00                      | \$26378.00                             |   |
| <i>Total dollar volume of programmes</i>  | <i>\$635,185.86</i>   | <i>\$416,263.84</i>             | <i>\$876,814.69</i>                    |   |
| <i>Approved dollar volumes</i>  | <i>\$635,185.86</i>   | <i>\$416,263.84</i>             | <i>\$876,814.69</i>                    |   |

|                              |        |        |        |  |
|------------------------------|--------|--------|--------|--|
| Percentage overhead recovery | 25.57% | 34.63% | 37.27% |  |
|------------------------------|--------|--------|--------|--|

## 2. Collaboration, coalitions and networking

Using the format below, list the most important organisations you collaborated with over the period. For each organisation, give an indication of the issues or themes you worked on, its status and the outcomes.

|                               | Organisation /Coalition   | Policy issue / theme / nature<br>Starting / ongoing / ending  | Outcome   |
|-------------------------------|---|---|---|
| <b>Government - executive</b> | Ministry of Finance, Ghana EITI Multi-stakeholder Steering Committee, Ministry of Mines and Forestry, | Revision of TOR for Ghana EITI audit  | Consensus reached on the need for revision. ISODEC and its partners asked to submit proposal                              |
|                               | Ministry of Energy, Ghana National Petroleum Company, Internal Revenue Service,                       | Extension of EITI to cover the oil sector   | Discussion is on going  |
|                               | Ministry of Trade   | EPA   | Increased in country debate on EPA involving both government and non government institutions and citizens                 |
|                               | Ministry of Water Resources, Works & Housing,   | Abrogation of water contract and the return of water management to the public sector                | Government promised to do a mid-term contract review with Aqua-Vitens Rand  |
| <b>- judiciary</b>            | Attorney General's Department, Commission on Human Rights & Administrative Justice                    | Human rights abuse in the mining sector   | Human rights abuse acknowledged by government agencies and pledged to work together with the CSOs to stem it              |
| <b>- legislature</b>          | Parliamentary Select Committee on Mines   | To get EITI legislated to ensure mandatory disclosure of mining revenue by companies and government | Study commissioned by government to investigate whether or not existing legislation are adequate in ensuring transparency |
| <b>Coalition, network</b>     | Ghana National Education Campaign Coalition (GNECC)   | Right to free quality Basic Education   | Over 7000 community members sensitised on the importance of girl child education  |
|                               | Northern Network for Education Development(NNED)  | Capitation grant and quality of education   | 123 girls assisted to remain in school  |

|  |   |   |   |
|--|---|---|---|
|  | Alliance for Reproductive Health Rights(ARHRs)                      | Right to Health   | Improved access to reproductive health  |
|  | Ghana Publish What You Pay Coalition(G- PWYP)                       | Promoting Transparency and efficient utilisation of extractive sector resources<br><br>Revenue/expenditure tracking and social accountability | CSO reviewed and made submission on the draft National Oil and Gas Policy document<br><br>Secured a commitment of the Ghana EITI Multi-stakeholder Steering Committee to extend EITI to cover the forest and emerging oil sector.<br><br>Secured consent to revise the Ghana EITI Audit Terms of Reference to make the process more meaningful<br><br>Informed stakeholders at the district level on local level budget processes |
|  | Ghana Trade and Livelihoods Coalitions(GTLC)<br><br>Peasant Farmers | Trade Justice<br><br>Economic Partnership Agreement (EPA)   | Increased in country debate on EPA involving both government and non government institutions and citizens<br><br>Increased private sector participation in promoting and processing of local rice<br><br>Revamped tomatoes processing factory at Pwalugu<br><br>Empowered farmer associations independently engaging policy makers  |
|  | Health Network  | Access to health services   | Improved access to health services  |
|  | Mining Coalition  | Transparency and efficient utilisation mining revenue   | Transparency and efficient utilisation of extractive sector resources to support development agenda of mining communities   |
|  | NCAP  | Water as a public good  | Revamped public debate and discussion around urban water supply.<br><br>Government promised to do a mid-term contract review with Aqua-Vitens Rand  |

|                   |                             |   |   |
|-------------------|-----------------------------|---|---|
|                   | UCARRT                      | Universal access to ART                             | Free universal access to ART  |
|                   | Essential Services Platform | Improving essential service delivery in the country | The Essential Service platform consisting GNECC, The Coalition of NGOs in Water and Sanitation, the coalition of NGOs in Health and NCAP launched<br><br>Organised an interactive forum for major political parties and the public on issues of water, education and health   |
| <b>Peers CBOs</b> | TUMAKAVI                    | Reproductive Health                                 | Over 1000 women, 350 men and 150 youth in 10 communities benefited from an education on the use of herbs to induce labour, family planning and patients rights charter.   |
|                   | PENORUDAS                   | Reproductive Health                                 | Improved access and participation of women and youth to reproductive health services  |
|                   | EPCC                        | Reproductive Health                                 | 161 men and 270 women educated on HIV prevention. 41 pregnant women registered to enjoy free maternal health services.  |
|                   | CFRHP                       | Reproductive Health, Education                      | 138 men, 243 women and 33 youth benefited from an education on gender and reproductive rights. Again, 138 men, 547 women were educated on safe motherhood(family planning, antenatal, post natal, skilled delivery).<br><br>Over 600 youth from 3 JHS benefited from video shows on unsafe abortions and HIV/AIDS.<br><br>A 13 year old JHS girl rescued from forced marriage |
|                   | PRIDE                       | Reproductive Health, Education                      | 4 safe motherhood clubs formed with membership of 200.<br><br>91 men and 184 women benefited from family planning education.  |
|                   | ZOVFA                       | Reproductive Health                                 | 800 people educated on  |

|  |            |                     |  |
|--|------------|---------------------|--|
|  |            | Education           | HIV/AIDS prevention and to reduce stigma against PLWAS.<br><br>150 educated on need to register with NHIS.   |
|  | PAPADEV    | Reproductive Health | Improved access and participation of women and youth to reproductive health services   |
|  | NWHD       | Reproductive Health | 229 men and 1115 women educated on harmful practices like STI and FGM<br><br>810 men and 1060 women educated on HIV prevention.<br><br>1760 women educated on Unsafe abortion and gender   |
|  | BILFACU    | Reproductive Health | 350 men and 470 women educated on HIV prevention, stigma and discrimination.<br><br>60 male opinion leaders and 12 female leaders educated on harmful traditional practices that infringe on reproductive rights of women in particular in 11 communities.<br><br>609 males and 809 females educated on gender<br><br>850 men and 910 women benefited from youth campaign on HIV,. |
|  | YARO (JSS) | Reproductive Health | 2500 youth educated on STI, safe motherhood.<br><br>1325 youth educated on how to avoid rape and dangers of unsafe abortion from 10 JHS.<br><br>No reported case of teenage pregnancy in any of the 10 operational schools over the last 2 years.  |
|  | IRUDEC     | Reproductive Health | HIV prevention reached 245 men and 280 women.<br><br>175 men and 210 women educated on gender and reproductive health.   |

|                                      |   |   |  |
|--------------------------------------|---|---|--|
|                                      |   |   | <p>384 men and 437 women educated on harmful traditional practices (widowhood rites).</p> <p>1054 and 1421 men and women respectively benefited from education on snake bite,</p> <p>NHIS and free maternal health.</p> <p>Widows are now allowed to wear cloth during widowhood rites instead of been naked. This was as a result of education and community level advocacy</p> |
|                                      | TIDA  | Reproductive Health   | <p>Advocacy on traditional practices reached 117 opinion leaders in 10 communities.</p> <p>Education on teenage pregnancy reached 750 young girls.</p> <p>STI education reached 800 people.</p>  |
|                                      | Livelihood and Environment Ghana (LEG)          | Local level budgeting   | Enhanced local level capacity at Kenyasi in budget processes through training workshop   |
| <b>Donor agencies</b>                | FORD Foundation and Revenue Watch International | Natural resource governance at the sub national level                 | Submitted project proposal for funding   |
|                                      | Oxfam   | School Feeding Programme  | Conducted a research to assess the effectiveness of the Ghana school feeding programme on enrolment  |
|                                      | USAID/ World Education Initiative               | Supporting needy girls and boys orphaned by HIV/AIDS with scholarship | 1078 pupils provided with scholarship  |
| <b>DA (please indicate district)</b> | Zabzugu-Tatale                                  | Reproductive Health   | Improved access and participation of women and youth to reproductive health services. 1000 women and   |
|                                      | East Gonja                                      | Reproductive Health   | Women now openly asking for family planning services   |
|                                      | Saboaba-Chereponi                               | Reproductive Health   | <p>About 50% of women attend antenatal clinic with their husbands</p> <p>97% of people in the operational communities have registered the NHIS</p>   |
|                                      | West Mamprusi                                   | Reproductive Health, Education  | All community members in Walewale have registered with NHIS  |

|                       |              |  |   |
|-----------------------|--------------|--|---|
|                       |              | Disaster mitigation                                      | Increase number of husbands now accompany their wives to antenatal clinic<br><br>10 well fitted with rope pumps, 20, 12 and 11 wells provided with aprons, drains and lids respectively. 30 water point disinfested |
|                       | Bongo        | Reproductive Health, Education                           | - Improved access and participation of women and youth to reproductive health services and education  |
|                       | Bawku East   | Reproductive Health Education<br><br>Disaster mitigation | Project suspended due to ethnic clashes   |
|                       | Bole         | Reproductive Health                                      | Improved access and participation of women and youth to reproductive health services  |
|                       | Builsa       | Disaster mitigation                                      | 18 rope pumps were installed, 395 water points were disinfested, 58 hand dug wells were fitted with covers and provided with aprons and gutters   |
|                       | Garu Tempene | Disaster mitigation                                      | Mitigating the effect of natural disaster   |
| <b>Private Sector</b> |              |  |   |

### 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 |
|--|---|---|--|---|
| Preparation towards Ghana's oil production | Inventory of steps taken by the Government in                 | The development of the policy institutional                     | ISODEC's position is to slow down the pace of preparation                      | ISODEC calls for a moratorium on the issue of further                                     |

|                                  |   |   |   |  |
|----------------------------------|---|---|---|--|
|                                  | preparation of oil production and to establish whether the steps taken were adequate to ensure maximisation of benefits from the oil sector | framework for the oil sector has fallen behind preparation towards oil production   | toward production to allow the proper development of policy institutional and legal framework to catch up | licenses on oil exploration until such a time when policy and institutional framework has been put in place 3 meetings were held with the new government |
| Petroleum fiscal regime analysis | Design of an appropriate fiscal regime for Ghana's oil sector   | From the proposed fiscal regime, Ghana will benefit very little from oil windfall if the price of oil in the international market rises above certain level. The lower the world price the better the percentage stake for Ghana government | The current arrangement is not equitable and fair to Ghana  | To review the fiscal regime such that we are able to take advantage of oil windfall  |

#### 4. Success Story

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

We were able to successfully mobilise and sensitise over 20 Civil Society Organisations and Community Based Organisations on preparation towards oil production and policy issues arising out of it.

There is acknowledgment by government of our input into the oil fiscal regime discourse to the extent that we were invited by the technical sub committee on oil sector fiscal regime to make submissions on our reservations and expectations

#### 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?**

The period under review has witnessed RAOs establishing their credibility and legitimacy in the eyes of the government and the public. The RAOs took advantage of the general elections to organise interactive public platforms for the political parties to meet the electorates and the media to put across the manifestos as well as listen to the views of the public. One of those platforms was organised by ISODEC through the Essential Services Platform where issues on health, water and education were discussed. The high level of attendance to these public events by both the politicians and the general public is an indication of the trust that they have in the RAOs. The RAOs also participated in most peace campaigns to ensure that the election was peaceful and transparent.

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

The policy environment is showing signs of improvement. Civil Society's involvement in policy discourse with government is on the increase giving an indication of a growing partnership between government and civil society organisations

#### 7. Grant and report related issues

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

No issues for now.

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

No part of the report is confidential. It can be shared without prior consent

# 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)).