

ANNEX 2

Core Grant Narrative Progress Report Report period June 2009

Contract Ref. No. _____ Organisation The Ark Foundation, Ghana

Contact Tel. No. 021 511610 Report Date 20th June, 2009

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Signature & date _____

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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
1. HR Management i) <i>Leadership</i> ii) <i>Core staff</i> iii) <i>Support staff</i>	Jan. to June 2008 The Ark had a five-member Leadership and Management Team (LMT) including the Executive Director There are in all 18 core staff and 10 volunteers and interns.	June to Dec. 2008 The LMT remained the same as the baseline period consisting of four females and a male. Staffing remained the same however, a Programs Director was recruited.	Jan. to June 2009 The recruitment of the Director of Programs has increased the membership of the LMT to six. The Director of programs directly assists the Executive Director.	The Director of programs has been in full charge of staff needs and is effectively deputizing the Executive Director.

<p>1. Governance</p> <ul style="list-style-type: none"> i) <i>Board</i> ii) <i>Committees</i> iii) <i>Documented board meetings</i> iv) <i>Staff meetings</i> 	<p>The organisation was governed by a four member board. One of the members had left the board for an appointment in the United Kingdom</p>	<p>The Ark is governed by a four-member Board of Trustees, each with relevant expertise and experience to steer the organisation towards achievement of its goals and objectives. One of the board members is yet to be replaced.</p>	<p>The current period remained the same as prior period</p>	<p>Board meetings, LMT meetings and staff meetings are all documented for management information and easy retrieval</p> <p>Board members meet thrice a year and the management team meets six times in a year. Staff meetings are held every other month and a review meeting is held mid year.</p> <p>During staff review meetings there is information sharing and learning amongst staff for adequate information on the management of the organisation.</p>
<p>2. Systems and procedures</p> <p>Financial management systems</p> <ul style="list-style-type: none"> i) <i>Budgeting</i> ii) <i>Accounting</i> iii) <i>Internal control</i> iv) <i>Financial reporting</i> v) <i>External audit</i> <p>Operational policies</p> <ul style="list-style-type: none"> 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>All programs were budgeted for annually</p> <p>The Ark's continued use of cross checking of accounts by an Internal Auditor and finally by an External Auditor, ensured a true and fair view of the state of accounts.</p>	<p>Programs and activities planned at the beginning of every year were budgeted for by the Finance Team.</p> <p>Prior period remained same as Baseline period</p>	<p>The current period remained the same as the prior period</p> <p>Current period remained the same as prior period.</p>	<p>The organization is aware of programs and activities that could be sold to potential donors and it's able to plan strategically to cover some of its overhead cost. Financial statements and accounts are in line with Standard Accounting Practices</p>

<p>3. Funding base development</p>	<p>Monthly financial reports were submitted to the Director of programs and project financial reports were sent to donors based on their contract agreements</p>	<p>Prior period remained same as Baseline period</p>	<p>Current period remained the same as prior period.</p>	<p>The Director of programs is updated on funding information.</p>
	<p>The Ark has an operational Human Resource Strategy Document, an administrative policy and a manual of policies and procedures which contains conflict of interest, sexual harassment and other necessary provisions.</p>	<p>Prior period remained same as Baseline period</p>	<p>Current period remained the same as prior period.</p>	<p>The organization is guided by its Human Resource strategy document.</p>
	<p>The Ark is guided by its Women's rights and gender Equality principles where all monthly in-house trainings are gender-based so as to enhance staff knowledge on gender issues.</p>	<p>Prior period remained same as Baseline period</p>	<p>Current period remained the same as prior period.</p>	<p>Staff are abreast with gender and human rights issues</p>
	<p>The Organization has set up a five-member procurement team that is responsible to undertake processes that ensure good value for monies used in purchasing all items needed for the implementation of projects and activities. This new development was in direct response to donor financial requirements and good internal control mechanisms of the organization.</p>	<p>Prior period remained same as Baseline period</p>	<p>Current period remained the same as prior period; a procurement policy is in draft stage.</p>	<p>A procurement policy is yet to be adopted; however the five-member team oversees procurement needs.</p>
	<p>Long term a. Support to Survivor's program:</p>	<p>Long term Support to Survivor's program:</p>	<p>Long term Support to Survivor's program:</p>	

<p><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>Total dollar volume of programs was 550,000. Approved dollar volume of programs was 550,000 and the percentage overhead recovery was 98%.</p>	<p>Prior period remained same as Baseline period</p>	<p>Current period remained the same as prior period.</p>
	<p>b. Women’s Leadership & Human Rights program</p>	<p>Women’s Leadership & Human Rights program:</p>	<p>Women’s Leadership & Human Rights program:</p>
		<p>Total dollar volume of programs was 33,546 Approved dollar volume of programs was 17,286 and the percentage overhead recovery was nil</p>	<p>Current period remained the same as prior period.</p>
	<p>c. Community Awareness campaign against Sexual Assault & Church anti violence program:</p>	<p>Community Awareness campaign against Sexual Assault</p>	<p>Community Awareness campaign against Sexual Assault:</p>
	<p>Total dollar volume of programs was 20,570. Approved dollar volume of programs was 20,570 and the percentage overhead recovery was 30%</p>	<p>Prior period remained same as Baseline period</p>	<p>Current period remained the same as prior period.</p>
	<p>d. National Advocacy Project(NAP)</p> <p>Total dollar volume of programs was 142,857. Approved dollar volume of programs was 142,857 and the percentage overhead recovery was 7%</p>	<p>National Advocacy Project(NAP)</p> <p>Prior period remained same as Baseline period</p>	<p>National Advocacy Project(NAP):</p> <p>Current period remained the same as prior period.</p>

e. Organizational Capacity building and learning Project.

Total dollar volume of programs was 100,000. Approved dollar volume of programs was 50,000 and the percentage overhead recovery was 28%

e. Organizational Capacity building and learning Project:

Current period remained the same as prior period

f. Women's Collective and HIV/AIDS program:

Total dollar volume of programs was 66,600. Approved dollar volume of programs was 66,600 and the percentage overhead recovery was 55%

Short term

a. Mentoring & Scholarship programs for Girls':

Total dollar volume of programs was 52,907. Approved dollar volume of programs was 52,907 and the percentage overhead was 12%

Short term

Mentoring & Scholarship programs for Girls':

Prior period remained same as Baseline period. Contracts are signed yearly with donors.

Short term

Mentoring & Scholarship programs for Girls':

Current period remained the same as prior period.

		Interagency Advocacy Project: Total dollar volume of programs was 200,000. Approved dollar volume of programs was 200,000 and the percentage overhead recovery was 1%	Program has ended.	
	Institutional support; Total dollar volume of programs was 5,714. Approved dollar volume of programs was 5,714 and the percentage overhead recovery was 100%	Prior period remained same as Baseline period	Current period remained the same as prior period	

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 Starting / ongoing / ending	Outcome
Government - executive - judiciary - legislature	DOVVSU, CSOs, MOWAC, Parliamentarians, Government.	Through the NAP Project The Ark organized a feedback to Institutions forum on the theme "Monitoring Implementation of the Domestic Violence Act (Act 732) and Related Legislation". The purpose of the forum was to provide feedback to institutions on the findings of the monitoring work. The forum was attended by about fifty individuals from a range of institutions including the Ghana Police Service, the	It came up that there was the need for strong leadership and coordination in training, protocols and guidelines, monitoring/ evaluation, service provision, and mass education. It was also agreed that should the NAP Project end in 2010 the burden of monitoring and evaluation will fall back on the Domestic Violence Coalition and its members.

		Department of Social Welfare, Ghana Health service, the Judiciary, women's rights organizations and other non-governmental organizations.	
Coalition, network	NETRIGHT, DV Coalition, WILDAF	Collaborated with service delivery organizations like LAWA, FIDA, WISE, AWLA and WILDAF through coalition meetings geared towards the promotion of women's human rights.	Critical issues were discussed and identified and strategies were drawn out for further deliberations and actions.
Peers CBOs	RADNET (Rights And Development Network of East Akyem district initiated by The Ark under its RAVI/REAP project worked with 10 CBO's.	Although the RADNET was formed under the Ark's REAP Project the relationship still exist and the CBO's make full use of The Ark's crisis intervention services which makes RADNET still operational. Through this network The Ark continues its anti-violence advocacy at local governance level in the Eastern Region.	Community women refer clients to The Ark's legal and psycho social services which enable them to gain redress on family/gender violence issues. They are also able to demand better human rights protection of women and children from local and traditional authorities.
Donor agencies	ACTIONAID	Seeking public funds with our Documentary	Work on selected churches is ongoing and these churches are now effectively responding to cases of Domestic Violence in the church because their capacity was built during the previous reporting period.
	G-RAP	Funding for Organizational development and capacity building of staff.	Enhanced efficiency of service delivery within the Churches. Improved staff motivation
	CORDAID	Funding for the Support	Increase in clients seeking help.

	AWDF	to survivor's program. Funding for Organizational development and capacity building of staff.	Improved staff motivation
	WOMANKIND	Support for the Women's Leadership and Human Rights program	Capacity of young women leaders built.
DA (please indicate district)			
Private Sector			

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
The State's preparedness to implement the DV Act.	<p>Second phase of the monitoring research is to be conducted in Greater Accra, Ashanti and Northern Regions.</p> <p>Research activities will include:</p> <p>Monitor through observation and interviews, the handling of complaints by DOVVSU, DSW, Courts & Health Institutions in terms of promptness,</p>	The second phase of the research will focus on identifying the level of improvement in logistics by all the four institutions previously monitored.	The organization seeks to identify the challenges involved in implementing the DV Act.	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>expressions of prejudice or disrespect, thoroughness in recording details and general level of cooperation with complaints. This is to ascertain the level of impact of the monitoring exercise on the implementation of the Domestic Violence Act.</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 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

Under the National Advocacy Partnership (NAP) Project, the preparedness and actual implementation of the Domestic Violence Act and related legislation by the Courts, the Ghana Police Service, Department of Social Welfare and the Ghana Health Service were monitored. During the second phase of monitoring, Policy briefs will be produced for the attention of

Government and the results of the monitoring will be shared with all relevant institutions and civil society stakeholders.

The Ark also received an award by the Embassy of the United States of America in Accra. The Award which is the second annual Martin Luther King, Jr. award for peace and social justice was presented to The Executive Director of The Ark for her tireless efforts to promote peace and social justice in Ghana.

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?

RAO's work in research, policy analysis and advocacy cannot be ignored by the government. Increasingly government is paying attention to such work. There also seems to be much better government RAO partnerships in addressing issues - in security, human rights, reproductive health, HIV/AIDS, and the economy. This is seen in consultation meetings, panel discussions, use of CSO Practitioners as consultants and technical advisors to governments and execution of joint projects. These developments positively impact the government's image, improving the record in good governance.

6. general policy making environment in Ghana

Civil society participates in decision-making at a very elementary level. This is not enough for a democratic system of government. The ideal situation is one in which CSOs are involved in identifying what the needs of the people are, setting the agenda in establishing policy objectives, adopting the policy and subsequently monitoring and evaluating the policy, but it is not being done adequately. Most often the extent of involvement of CSO's is always such that CSO's can only rubberstamp what has already been decided by government. Again, where interaction between CSOs and government may occur, these fail to translate into policy.

7. Grant and report related issues

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

Activities scheduled during the reporting period were implemented as planned. The Ark has no issues relating to the grant or G-RAP management. We would notify G-RAP in the case of any concerns.

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).