

ANNEX 2

Core Grant Narrative Progress Report

Report period January – June 2009

Contract Ref. No. 03/core/22/IDEG

Organisation IDEG

Contact Tel. No. 021-506466

Report Date _____

Report Prepared by Hannah A. Opoku Gyamfi

Report Approved by Dr. Emmanuel

Akwetey

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	Prior Period	Current Period	Cumulative
	Jan – Jun 2008	Jun – Dec 2008	Jan – Jun 2009	
1. HR Management				
i) <i>Leadership</i> <i>Executive Director</i> <i>Head of Research and Information, Head of Training and Interface and Finance Officer</i>	i) 4 ii) 5 iii) 7	i) 4 ii) 5 iii) 7	i) 3 ii) 5 iii) 7	
ii) <i>Core staff</i> <i>Research Officers</i>		--Engagement of additional interns/national service personnel to assist in delivery of the Election 2008 Project	--Restructuring of Admin Unit to facilitate effective program administration, e.g. Executive Assistant, Admin Officer Program, Admin Officer General & HR in place --Head of Training and interface unit resigned in May2009	
iii) <i>Support staff(including 3 national services personnel</i>				
2. Governance				
i) <i>Board (Members)</i>	i) 6	i) 6	i) 6	
ii) <i>Committees</i>				

<p>iii) <i>Documented board meetings</i> iv) <i>Management meetings</i> v) <i>Staff meetings</i></p> <p>*Board Meetings and Staff Meetings are held quarterly while management meetings are held monthly. There are also periodic programs meeting/brainstorming sessions to plan and review programs and weekly program team meetings to monitor the implementation of programs.</p>	<p>ii) 1 committee iii) 2 iv) 6 v) 2</p> <p>Operations are overseen by a governing Council of Trustees, assisted by a Management Team of senior IDEG staff and a project advisory committee. Deloitte and Touche are the external auditors of the Institute.</p>	<p>ii) 1 iii) 2 iv) 5 v) 2</p>	<p>ii) 1 iii) 2 iv) 6 v) 2</p>	
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<p>3. Systems and procedures <i>Financial management systems</i> 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></p>	<p>i. A comprehensive budget in place based on the 2009 work plan and IDEG-CAP Phase II project document. A balanced budgeting system is being used based on the availability of funds</p> <p>ii. Tally accounting software is used for the daily recordings of all transaction</p> <p>iii. A comprehensive financial and administrative manuals in place with periodic reviews</p> <p>iv. Monthly, quarterly & annual reports</p> <p>v. Accounts are fully audited by Deloitte & Touché</p> <p>vi) HR policy in place</p>	<p>i. No change</p> <p>ii. No change</p> <p>iii. No major change</p> <p>iv. No change</p> <p>v) No change</p> <p>vi) No major change</p>	<p>. No change</p> <p>ii. No change</p> <p>iii. New reporting guidelines with corresponding templates designed as part of manuals</p> <p>iv. No change</p> <p>v. No change</p> <p>vi) No major change</p> <p>vii) No major</p>	
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<ul style="list-style-type: none"> vii) <i>Gender policy</i> viii) <i>Conflict of interest policy</i> ix) <i>Programme development policy</i> x) <i>Procurement policy</i> 	<ul style="list-style-type: none"> vii)gender equality in hiring & promotion; gender sensitive conditions of service (e.g. maternity leave) viii) oath of confidentiality in place ix)programme development strategy x)procurement policy in place 	<ul style="list-style-type: none"> vii) Paternity leave incorporated viii)No major change xi) Modified to reflect strategic planning x)No change 	<ul style="list-style-type: none"> change viii)No major change xi)No major change x)No major change 	
<p>4. Funding base development List long-term programmes(3yrs+)</p> <ul style="list-style-type: none"> i.Elites and new poverty agenda project(Danish institute of international Studies ii.Power to the people: Making governance work for marginalised group(Christian Aid) 5 year project iii.IDEG-CAP 2(ACBF) 4year project <p>List short-term programme(1 year)</p> <ul style="list-style-type: none"> I. G-Rap core grant \$ SPF II. 2008 Elections main project(Netherlands Embassy) III. 2008 elections CFI Danish Embassy IV. 2008 Elections IBIS <p>Total dollar volume of programmes</p> <p>Approved dollar volumes Percentage overhead recovery</p>	<ul style="list-style-type: none"> i.Research-DIIS project \$171,729 ii.GTF project \$341,000 iii. \$1.7m i. Core grant G-Rap \$300,000 ii. 2008 Elections main project \$369,117 iii.2008 Elections-CFI \$170,000 iv.2008 Elections support for GIF activities \$35,000 \$3,086,846.00 Approved Dollar volume to be disbursed(2009-2013 \$2.320,128.82) 	<ul style="list-style-type: none"> \$35,410.00 \$31,903.13 \$63,742.90 \$80,000.00 \$350,661.15 \$170,000.00 \$35,000.00 \$766,717.18 	<ul style="list-style-type: none"> \$35,970.00 \$43,321.50 \$350,000.00 \$110,000.00 \$350,661.15 \$170,000.00 \$35,000.00 \$539,291.50 	<ul style="list-style-type: none"> \$71,380.00 \$75,224.63 \$413,742,.90 \$190,000.00 \$350,661.15 \$170,000.00 \$35,000.00 \$1,271,008.68

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	Ministry of Foreign Affairs & Regional Integration	Conversation on the Proposed African Union Authority and the Late Dr. Tajudeen Abdul-Raheem	Public awareness created and information on the plans of state institutions shared at national platforms for citizens and public officials
	Parliamentary Committee on Growth and Poverty Reduction	Review of Annual Progress Report on GPRS II Implementation	Rights-based voter education offered to 150 citizens from 10 regions to ensure credible and peaceful December 2008 elections Trained 250 voter registration observers; Trained 200 registration exhibition observers; Trained 1,000 election observers
Coalition, network	LOGNET	Decentralisation (ongoing)	Finalized 2009 Work Plan and Raised funds for 2009 programme activities (\$200,000 in pledged funds from GTZ and \$100,000 from UNDP); Finalize LOGNet registration as a legal entity
	GIFNET	Decentralisation; deliberative democracy; civic participation in democratic governance (ongoing)	Writing proposals to donor organisations as part of efforts aimed at sustaining, strengthening and expanding the GIFs as a platform for promoting citizen-government engagement at the local level Repositioning the GIFs – Including marginalized people in 7 districts under GTF funding (Ashiaman Municipality, New Juaben

			<p>Municipality, Ho Municipality, Ajumako/Enyan/Essiam District, Takoradi-Sekondi Metropolis, East Gonja District and Bawku Municipality)</p> <p>Discussions with district GIFNet members including new members</p> <p>GIF/GTF baseline study on Governance and civic participation at district level in the 7 districts.</p>
Peers CBOs	IDASA (South Africa)	Collaborative Research	<p><i>Comparative Study on Development and the Use of Governance Indicators in Africa</i></p> <p><i>Public Expenditure and Smallholder Agriculture Research and Advocacy</i></p>
Donor agencies	GRAP, Royal Embassy of the Netherlands, Canadian High Commission, DIIS, Christian Aid, ACBF	First part of 2009 Programme activities implemented	Programmes in public policy research, advocacy and training efforts enhanced
DA (please indicate district)	GIFNET in 7 districts:;, Ajumako.Enyan/Esiam; New Juaben; Ashaiman; East Gonja; Bawku West; Ho and Sekondi/Takoradi.	Governance issues	Meetings with key assembly bureaucrats including M/M/DCEs, presiding members in the assemblies, planning officers, etc, to discuss issues of collaboration with the GIFNet and Institute and to collect information on issues of citizen participation in the development planning processes including budgeting
Private Sector	Joy 99.7 FM AGI, GNCCI, GIPC, some Banks, etc	<p>“Global Economic Crises: Challenges and Opportunities for Ghana”</p> <p>“Towards Peaceful Political and Administrative Transition in Ghana”</p>	<p>Collaboration to do live transmission of Public Policy Dialogues</p> <p>Participation of private sector actors in two Public Policy Dialogue discussion</p>

National pro-poor policies

Identified Policy Issue	Research/Advocacy 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
Governance Indicators	3-Country study with IDASA on the political economy of the production and use of governance indicators at a country-level in cooperation with government and local stakeholders – <i>An initial scoping mission in 1st half of 2009</i>	Issues of the extent to which government, civil society and other stakeholders in Ghana have used such indicators to assess governance performance and to what extent stakeholders found such indicators useful for measuring governance.	Given that Ghana has participated in the UNECA Governance Study and the APRM process, there should be evidence of how stakeholders have been able to use several international indicators and developed local ones to measure their performance	Specific case studies will be selected to illustrate current dynamics in Ghana and will seek to highlight various accountability mechanisms, where they exist, and to gain a better understanding of how these mechanisms can be strengthened
Good governance	Traditional Authorities in Governance and Development (continued from 2008)	Issues of democracy in chieftaincy and extent to which it responds to the modern imperative of popular participation in decision-making & development planning	Chieftaincy should be brought into mainstream of constitutional democratic governance	Amendment of relevant policies and processes (e.g. Local Government Act, decentralisation policy), because only play advisory role— Entry points for advocacy are being examined
Poverty reduction	DIIS research on poverty in Ghana —“Elites and the New Poverty Agenda” (continued from 2008)	MDGs, PRSPs, Aid Effectiveness constitute an agenda identified by both internal and external policy makers. --Weakness of public admin, which lacks resources;	More policy input should be provided by relevant local stakeholders in identifying priorities and for promoting local ownership	Policy process alternative is to generate a more inclusive local, national and international consensus through national dialogue on how to transform Ghanaian economy

		--High dependency on donors and int'l financial institutions; --Country ownership of development policies and what gets implemented is undermined		
Decentralisation process	GIF/GTF Baseline Study on Governance and Civic Participation at the District Level in public policy making, development planning and public accountability	--Perception of very little or no participation by citizens in policy making, development planning at the district level --Perception of adequate participation of citizens in the above processes by district official	--Disconnect between the assembly members and their constituents are blamed on the lack of a functional Unit Committee system which serves as a conduit between the citizens and the Assembly members. --Citizen's participation in the budget process has usually been limited to consultation in the fixing of rates.	-- Do further research into the perceived lack of cooperation between citizens and their duty bearers at the district level while probing the source of the disconnect. --Convene a stakeholder's conference that will bring together government officials, civil society, the private sector, and other state agencies to deliberate on the issues raised above, explore options and commit themselves to a collective plan of action.

3. Success Story

Briefly describe your organisation's landmark achievement this period

The year 2009 is a historic one, as it ushers the Institute into Phase two of its Capacity Building Project (IDEG-CAP), an indication of the positive impact and outcomes the Institute has chalked overtime. However, the first half of the year was mostly

I. *Interface Platforms*

- a. Under the Formal Interface Frameworks component of IDEG's work, the first two in the series of *Public Policy Dialogues* were held in the first half of the year:
 - i. "*Global Economic Crises: Challenges and Opportunities for Ghana*" was the theme of the first Dialogue held in March 2009. A 3-member panel spoke to the challenges and costs of the global economic crises to the Ghanaian economy, the opportunities therein and the measures that could be put in place to mitigate the pressures and negative effects on the economy.
 - ii. "Towards Peaceful Political and Administrative Transition in Ghana" was the theme of the second Public Policy Dialogue which discussed issues of political and administrative transition in Ghana and how policies could be formulated to make the process more formal and peaceful. A 4-member panel made up of Dr. Emmanuel Akwetey, IDEG, Mr. Kwamena Ahwoi, GIMPA, Mr. Felix K. Owusu-Adjapong, Former Majority Leader and Dr. Sulley Gariba, IPA addressed the Dialogue.

II. **Coalition building and Networking**

- a. As a Local Governance Network (LOGNet) Secretariat, IDEG worked with other steering committee members to develop a 2009 work plan and a budget for funding the network's 2009 activities.
- b. IDEG collaborated with some steering committee members of the Civic Forum Initiative (CFI) and NCCE to review the 2008 Election Reports which will be finalized in the 2nd half of the year.
- c. The working group of the NCG met on the 13th of February, 2009 at IDEG to produce an action plan that lays out the advocacy, communication and mobilization strategies for undertaking a professional campaign in support of de-coupling the NGO and Trust Bill and facilitate the establishment of a democratic and facilitatory framework for NGO operations and improved relations in the country.

The first technical review of the draft Bill was submitted to IDEG at the end of April, 2009 by Dr Raymond Atuguba of University of Ghana Law School. The report has been sent to Professor Kofi Quashiga, Dean, Faculty of Law, University of Ghana Law School for second technical review.

III. **Funding**

IDEG signed an agreement with ACBF on the 2nd phase of its Capacity Building Project (IDEG-CAP II) on April 7, 2009. The grant, which is the second since 2003 was made to the Institute in support of its institutional development, policy research, dialogue and advocacy and capacity development programs for the next four years (2009 – 2013).

4. 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?

Ghana has observed a major shift in the policy making process for the greater part of the last decade. Increasingly government agencies have included more CSOs in their planning and implementation processes. Hitherto, policy making was seen as a preserve of government, Ministries, Departments and Agencies with the marginalization of CSOs in the process. Examples of this change process include the opening up of the budget making process to CSOs - the Ministry of Finance and Economic Planning has since 2005 requested for memos from CSOs to enhance budget making in Ghana. The National Development Planning Commission has also established the cross sectoral planning groups comprising MDAs and CSOs/RAOs to review, refine and formulate medium to long term plans since the beginning of the Poverty Reduction Strategy Papers since 2000.

This continued trend demonstrates mutual confidence and trust and perhaps recognition of the critical role that RAOs play in the development of the nation. The outputs from the work of RAOs such as IDEG's, both at national and local levels, has consequently accorded them high credibility and a certain mandate to continue the work they do. The media in particular demonstrated a lot of confidence in the Institute (IDEG). Within the last 6 months the Institute's views have been requested on critical national issues such as elections and political parties, narcotic drugs and the image of Ghana, (re-) demarcation of districts in Ghana, prospects for the Ghanaian economy, and issues regarding aid effectiveness.

The enhanced relationship between RAOs and Government is expected to be sustained as RAOs continue to produce objective and credible policy options through evidence-based research

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

The general policy making environment has moved from an exclusively GoG process in the past to one which seeks to promote more stakeholder participation. While stakeholder participation has generally worked more at the level of policy implementation and M&E processes, there has been less non-state participation in the national policy formulation process, save ad hoc consultations after certain policies have been decided. However, pressures from civil society and development partners seem to be opening up more possibilities for the policy making environment to be more democratic and people-centred.

6. Grant and report related issues

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

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

Sections 2 and 4 may be shared

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).