

## ANNEX 2

### Core Grant Narrative Progress Report

Report period June 2010

Contract Ref. No. \_\_\_\_\_

Organisation The Ark Foundation, Gh.

Contact Tel. No. 021 511610

Report Date 28<sup>th</sup> June, 2010

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Signature & date 21<sup>st</sup> July, 2010

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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	Cummulative
<b>1. HR Management</b> i) <i>Leadership</i>	<u>Jan-June 2009</u>  The Ark had a five-member Leadership and Management Team (LMT) including the Executive Director. The LMT assists the executive Director in the management of the organization	<u>June to Dec.2009</u>  The LMT remained the same as the baseline period consisting of four females and a male.	<u>Jan.to June 2010</u>  The membership of the LMT remained the same however, positions involved have changed. The Acting Programs Manager of the Anti-Violence Program, has replaced the Advocacy Officer on the LMT	The Acting Director of programs has been in charge of staff needs. Members of the LMT are up to the task and are abreast with managerial proceedings.
ii) <i>Core staff</i> iii) <i>Support staff</i>	There are in all 19 core staff and 10 volunteers and interns. Six staff members are in management positions,	Staffing remained the same as the baseline period however, a staff	Staff are multi-tasked and engaged in more than one coordinating	The total number of staff is 18. The organization is currently relying

	<p>there are also five professional volunteers, three social workers, two administrative assistants etc.</p>	<p>member did not recover from his ailment and died.</p> <p>A three-year strategic planning exercise was done which involved a restructuring exercise.</p>	<p>activity. There is currently a greater responsibility on staff to develop their own projects and raise funds for their units and programs.</p> <p>The restructuring exercise has called for a review of job descriptions and job titles.</p>	<p>on skilled volunteers to cut down operational costs and also to fill up any vacancies that may come up in future.</p>
<p><b>2. Governance</b></p> <p>i) <i>Board</i></p> <p>ii) <i>Committees</i></p> <p>iii) <i>Documented board meetings</i></p> <p>iv) <i>Staff meetings</i></p>	<p>The organisation was governed by a four member board. The Board is expected to meet three times in a year. A Board meeting was organized within this period and two management team meetings were also held.</p>	<p>Prior period remained the same as the baseline period. Another board meeting was held during this period and four management team meetings were also held.</p> <p>This period marked the end of tenure for the former Board of Director's of the organization.</p>	<p>One board meeting was held in this period.</p> <p>Three Management team meetings were held.</p> <p>A three-day mid year review and training session was organized for staff at The Ark's Centre for Women's Leadership and Empowerment at the Eastern Region. The training was done by the Executive Director on "Resource Mobilization" to enhance staff knowledge on fundraising. All units and programs were</p>	<p>Board meetings, LMT meetings and staff meetings are all documented for management information and easy retrieval</p> <p>Staff meetings were held every other month and a review meeting was held.</p> <p>There was information sharing and learning during staff review meetings.</p> <p>Suggestions and ideas that came up during the review of programmes have been documented for further planning</p>

			reviewed and evaluated	and implementation of programmes.  A New Board will be ushered in to office in July
<b>3. Systems and procedures</b> <b>Financial management systems</b> i) <i>Budgeting</i>	The Ark was guided by its 5year budgeted strategic plan (2006-2010).	Prior period remained the same as the baseline period. Programs and activities planned at the beginning of every year were budgeted for by the Finance Team. The amount spent on the budget within this period was <b>\$326,033.56</b>	Strategic planning meeting was done at the beginning of the year. The total working budget for the organisation was \$ <b>955,597</b> and amount approved by donors was <b>\$338,301.81</b>	The organization implemented projects and activities according to plan.
ii) <i>Accounting</i> iii) <i>Internal control</i>	An accounting manual is in place specifying all the accounting and internal control procedures.	Prior period remained same as the baseline period.	An accounting software (MYOB) has been installed to bring about some efficiency in the	The accounting software enhances timeliness in the preparation of financial

			<p>recording of data.</p> <p>The Consolidated Annual Financial Statement for 2009 was prepared.</p> <p>External Auditors from Action Aid visited The Ark to check the financial records.</p>	<p>reports.</p> <p>Financial statements and accounts are in line with Standard Accounting Practices.</p>
<p>iv) <i>Financial reporting</i> v) <i>External audit</i></p>	<p>Financial reports were prepared quarterly, bi-annually and yearly depending on donors contract agreements. However, internal Financial reports were submitted to the Executive Director and project coordinators for planning and decision-making.</p>	<p>Baseline period remained the same as prior period. There was also a visit by one of our donors to audit our books.</p>	<p>The 2009 consolidated financial report was prepared and submitted to relevant agencies including the Board for planning and decision making.</p>	<p>A consolidated Audited accounts for 2009 has been produced and an audit process has been conducted by Action Aid.</p>
<p><i>Operational policies</i> vi) <i>HR policy</i> vii) <i>Gender policy</i> viii) <i>Conflict of interest policy</i></p>	<p>The Ark has an organizational policy and a manual of policies and procedures which contains conflict of interest, sexual harassment; a policy statement on Gender Equality, and Women's Rights has been</p>	<p>An operational Human Resource Strategy Document, specifying plan of action for human resource needs was drafted.</p>	<p>The Corporate profile of the organization has been reviewed in accordance with our recent strategic planning decisions.</p>	<p>The Corporate profile has been updated along the following areas: women's centred approach and gender equality policy statement, the</p>

	articulated and incorporated into the updated Corporate Profile.		<p>This included the review of program names and the organogram</p> <p>A chart has been designed as a guide for staff to have a plan regarding the number of days of entitlement of their annual leave</p>	<p>Anti-violence Support services etc.</p> <p>The Annual leave chart (highlights working days and weekends) and therefore brings clarity on the number of days already taken by staff.</p>
ix) <i>Programme development policy</i>	<p><u><i>Program Development</i></u></p> <p>A fund development committee was in place to develop Programs/projects and also responded to ‘call for proposals’. The committee was guided by the outcome of The Ark’s 2007 fund development event.</p>	<p>One of the Management Decisions arising out of the strategic planning of the organization resulted in the establishment of a Resource Mobilization unit to spearhead local fundraising. As part of this decision all programs and units were tasked to raise money to “earn their keep”</p>	<p>Nestle Ghana ltd. Supported our Child Rights project with GHC 14,000.</p> <p>As part of its Fundraising Campaign, a ‘be a philanthropist project’ is being undertaken offering opportunities for people to contribute as little/ as much as possible through monthly Standing order forms.</p>	<p>Two of our proposals have been funded: The Womens’ World Day of Prayer supported our Anti-Violence Watch Project with €20,000.</p> <p>The Global Fund for Women supported our Capacity Building Program with \$ 15,000</p>

			Regarding traditional fundraising Ten Proposals have been submitted to donor organizations and follow ups are being made for responses.	
<i>Procurement policy</i>	The Organization has a procurement policy. Based on this, 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. The committee's work is also guided by donor procurement requirements.	Prior period remained the same as baseline period.	A procurement policy is used in all purchases except for items under GHC 500	The five-member team oversees procurement needs.

<p><b>5. 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></p> <p><b>a. Anti-Violence program:</b></p> <p><i>Total dollar volume of programs was 550,000</i></p> <p><i>Approved dollar volume of programs was 550,000</i></p> <p>The percentage overhead recovery was 22%</p>	<p><b>Long term</b></p> <p><b>Anti-Violence program:</b></p> <p>Prior period remained the same as baseline period.</p>	<p><b>long term</b></p> <p><b>Anti-Violence program:</b></p> <p><i>Total dollar volume of programs was 392,857.14</i></p> <p><i>Approved dollar volume of programs was 392,857.14</i></p> <p>The percentage overhead recovery was 83%</p>	
	<p><b>b. Women's Leadership &amp; Human Rights program.</b></p> <p>Women's Leadership &amp; Human Rights program:  <i>Total dollar volume of programs was 19,260.</i></p> <p><i>Approved dollar volume of programs was 3,000</i></p> <p><i>the percentage overhead recovery was nil</i></p>	<p><b>Women's Leadership &amp; Human Rights program:</b></p> <p>Prior period remained the same as baseline period</p>	<p><b>Women's Leadership &amp; Human Rights program</b></p> <p><i>Total dollar volume of programs was 15,000</i></p> <p><i>Approved dollar volume of programs was 15,000</i></p> <p><i>the percentage overhead recovery was 33%</i></p>	

	<p><b>c. Community Awareness campaign against Sexual Assault:</b></p> <p><i>Total dollar volume of programs was 2,983.</i></p> <p><i>Approved dollar volume of programs was 2,983 and the percentage overhead</i></p>	<p><b>Community Awareness campaign against Sexual Assault</b></p> <p>Prior period remained the same as baseline period</p>	<p><b>Community Awareness campaign against Sexual Assault:</b></p> <p><i>Total dollar volume of programs was 38,025</i></p> <p><i>Approved dollar volume of programs was 38,025</i></p> <p><i>and the percentage overhead 30%.</i></p>	
	<p><i>recovery was 15%</i></p> <p><b>d. National Advocacy Project(NAP)</b></p> <p><i>Total dollar volume of programs was 142,857</i></p> <p><i>Approved dollar volume of programs was 142,857</i></p> <p><i>the percentage overhead recovery was 7%</i></p>	<p><b>National Advocacy Project(NAP )</b></p> <p>Prior period remained the same as baseline period</p>	<p><b>National Advocacy Project(NAP ):</b></p> <p><i>Total dollar volume of programs was 139,600</i></p> <p><i>Approved dollar volume of programs was 139,600</i></p> <p><i>the percentage overhead recovery was 22%</i></p>	
	<p><b>e. Organizational Capacity building and learning Project.</b></p>	<p><b>e. Organizational Capacity building and</b></p>	<p><b>e. Organizational Capacity building and</b></p>	

	<p><i>Total dollar volume of programs was 100,000. Approved dollar volume of programs was 50,000 and the percentage overhead recovery was 28%</i></p>	<p><b>learning Project.</b></p> <p>Prior period remained the same as baseline period</p>	<p><b>learning Project:</b></p> <p>Current period remained the same as prior period.</p>	
	<p><b>f. Women's Collective and HIV/AIDS program</b></p> <p><i>Total dollar volume of programs was 66,600</i></p> <p><i>Approved dollar volume of programs was 66,600</i></p> <p><i>The Percentage overhead recovery was 55%</i></p>	<p><b>f. Women's Collective and HIV program</b></p> <p>Prior period remained the same as baseline period</p>	<p><b>Women's Collective and HIV program</b></p> <p><i>Total dollar volume of programs was 58,833.</i></p> <p><i>Approved dollar volume of programs was 58,833</i></p> <p><i>The percentage overhead recovery was nil.</i></p>	

	<b>Short term</b>	<b>Short term</b>	<b>Short term</b>	
	<p><b>a. Mentoring &amp; Scholarship programs for Girls':</b></p> <p><i>Total dollar volume of programs was 52,907</i></p> <p><i>Approved dollar volume of programs was 52,907</i></p> <p><i>The percentage overhead was 12%</i></p>	<p><b>Mentoring &amp; Scholarship programs for Girls':</b></p> <p>Prior period remained the same as baseline period</p>	<p><b>Mentoring &amp; Scholarship programs for Girls':</b></p> <p><i>Total dollar volume of programs was 55,392</i></p> <p><i>Approved dollar volume of programs was 55,392</i></p> <p><i>The percentage overhead was 12%</i></p>	
	<b>b. Child Rights Project:</b>	<b>Child Rights Project:</b>	<b>Child Rights Project:</b>	

	Nil	Nil	Total dollar volume of programs was 10,000  Approved dollar volume of programs was 10,000  the percentage overhead recovery was nil	
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## 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
<b>Government - executive - judiciary - legislature</b>	ACTION AID, DOVVSU, CSOs, MOWAC, Parliamentarians, Government.	The Ark together with Action Aid engaged MOWAC and other stakeholders to discuss the way forward for the implementation of the DV Act.	It came up that the absence of a Legislative Instrument was making it difficult for the effective implementation of the Domestic Violence Act.  A team was set up to work with MOWAC and the Attorney General's Department to take the necessary steps on the drafting of the Legislative Instrument. Also a team was set up to raise funds in support of the activities.
<b>Coalition, network</b>	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.

<b>Peers CBOs</b>	The Ark has working relations with People Living With Aids (PLWA) association in the Eastern Region.	The Association of the PLWA make full use of The Ark's crisis intervention services. Through this network The Ark continues its anti-violence advocacy at local governance level in the Eastern Region.	Through The Ark's HIV/AIDs project, the needs of the PLWA have been identified and various strategies have been formulated to resolve some of their challenges ranging from legal, social and health needs.
<b>Donor agencies</b>	ACTIONAID	Support for Community Awareness Programs and the Anti-Violence Program	<p>Capacity building for church leaders, service Provider agencies, and response to immediate needs of survivors under the Anti-Violence Program.</p> <p>A working document has been designed for use by all churches based on some guidelines for responding to domestic violence cases in churches.</p> <p>Monitoring the Implementation of the Domestic Violence Act in selected DOVVSU and DSW in the Greater Accra and the Eastern region.</p>
	G-RAP	Funding for Organizational development and capacity building of staff.	Improved staff motivation
	CORDAID	Funding for the Anti-Violence program.	Provision of integrated support services of (counselling, legal aid, rehabilitation and

			shelter)
	AWDF	Funding for Organizational development and capacity building of staff.	Improved staff motivation
	WWDP	Support for the Anti-Violence Program	Capacity of church leaders and service providers would be built to effectively address domestic violence cases.  Capacity of young women leaders would be enhanced
	GLOBAL FUND FOR WOMEN	Support for the Capacity Building & Advocacy Program	Support for the People living With Aids.
	UNIFEM	Women's Collective and HIV/AIDS Program	
<b>DA (please indicate district)</b>			
<b>Private Sector</b>			

### 3. National pro-poor policies

Identified Policy Issue	Research activities in	What are the policy gaps	What is your organisations	What policy alternatives do
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	<b>relation to the identified policy area</b>	<b>identified from the research conducted</b>	<b>position on these issues supported by your research</b>	<b>you propose and how do you hope to achieve this policy change</b>
The State's preparedness to implement the DV Act.	<p>An Advocacy forum was organised with Action Aid to assess the status of implementation of the Domestic Violence Act by those agencies mandated to do so.</p> <p>The second phase of The Ark's National Advocacy Partnership Project (NAP) was to ascertain the level of impact of the monitoring exercise on the implementation of the DV Act.</p>	<p>The forum highlighted the gaps in implementation of The Act. It was realized that the National Policy and Plan of Action (NPPA) although it has been launched had some gaps because it did not have the Legislative Instrument needed to put the DV Law into force.</p> <p>Besides, members on the Domestic Violence Board have so far been unable to raise funds to support survivors' of gender-based violence as the Act requires.</p> <p>The NAP research focused on identifying the level of improvement in logistics by selected institutions (DOVVSU, DSW, Courts &amp; Health Institutions).</p>	<p>The Ark and Action Aid would collaborate with MOWAC to ensure the drafting of the Legislative Instrument and submit to the Ministry of Justice for legal drafting purposes.</p> <p>The outcome of the NAP monitoring exercise has been documented in a report to be used for Advocacy.</p>	<p>The legislative Instrument would complement the NPPA and the DV Act. This would result in a comprehensive mechanism for addressing DV issues.</p> <p>The outcome of The Ark's NAP monitoring exercise is yet to be published into Policy Advocacy briefs and disseminated to Governments, Departments and all relevant agencies.</p> <p>The Ark would assist other</p>
The Ark	The research	The gaps	The Ark intends	

<p>Monitoring Exercise funded by Action Aid also looked at the status of the implementation of DV Act.</p>	<p>activity was centred around monitoring selected Department of Social Welfare and DOVVSU offices in Accra and the Eastern region. Nine towns were visited both in Accra, Eastern and Central regions.</p>	<p>identified were the:</p> <p><i>The absence of a Legislative Instrument</i></p> <p><i>No training on the DV Act</i></p> <p><i>Absence of logistics (vehicles etc.)</i></p> <p><i>No funds to support survivors of DV.</i></p>	<p>to work with MOWAC and the Attorney Generals' Department to speed up the drafting of the Legislative Instrument.</p>	<p>service providers like DOVVSU, the Police, and the Judiciary to tackle the issues of DV by the provisions of the DV Act.</p>
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<p>2. Churches response to Domestic violence.</p>	<p>The Ark uses the outcomes of its community work: durbars, trainings, street campaigns, market outreaches, and community campaigns as research activities.</p>	<p>The policy gaps identified was the lack of laid down structures in the churches for handling cases on Domestic Violence and Violence Against Women.</p>	<p>The Ark presented the set of guidelines drafted by the sample of churches to the Christian Council of Ghana to be reviewed.</p>	<p>A validation workshop would be done to incorporate ideas from some selected church leaders after which the document would be launched and disseminated for use by all churches as a working document.</p>
<p>3. Capacity building on Women's Leadership</p>	<p>The Ark falls on the recommendations made by its alumnae during its 5<sup>th</sup> Annual Women's Leadership Conference, as a research tool for programming. The recommendations were centered around national issues concerning women, social and political issues within the context of gender equality, human rights and National Development.</p>	<p>The recommendations by the Alumnae were put together in a form of a Communiqué and disseminated to all relevant agencies. Few responses have been received; the gap identified here is that the agencies involved have not demonstrated enough commitment to address the key issues raised.</p>	<p>The Ark's position is that the inability of all the relevant agencies to sufficiently address those issues highlighted in the Communiqué violates human rights of women and hinders women's advancement.</p>	<p>The organization through its advocacy strategies hopes to put pressure on government and relevant ministries to address those key issues by writing articles in the paper, letters to the editor and constantly writing to the President to remind him of the issues raised.</p>

4. The link between HIV/AIDS and VAW amongst women collectives and tertiary students.	The Ark in collaboration with CEGENSA is undertaking a research in the form of structured questionnaires and focus group discussions to identify the link between HIV/AIDS and Violence Against Women amongst tertiary students and some selected communities in the Eastern Region	Training needs have been identified and the action plan is to develop a curricular to be used for training for representatives of service provider agencies, People Living With Aids (PLWA), representatives of HIV support groups, opinion and traditional leaders.	The Ark's position is to empower those targeted to take initiative to do advocacy at the local level and to seek support for PLWA	Necessary follow up on those trained will bring about the needed policy change where people are sensitized enough to support PLWA

## 5. Success Story

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

The Ark's Advocacy work in relation to monitoring of the implementation of the DV Act has had a lot of impact on many institutions including donor organisations to the extent that Action Aid collaborated with The Ark to organize a Policy Advocacy Workshop to continue with the process of implementing the DV Act. The

workshop was successful, in that a team was set up to oversee the drafting of the Legislative Instrument which would seek to address the gaps in the DV Law; a fundraising team was also formed to raise funds for Survivors' of DV.

Also, the integrated services the organisation has offered within this reporting period has had a great impact in the lives of the most marginalized and abused women and children. This involved legal aid, psycho-social support, counselling and shelter. The Ark has achieved so much in terms of the safe and conducive environment provided for clients at its battered women's shelter. Clients who were dependent on perpetrators for their survival were also economically empowered. Cases have been won on behalf of clients who had been sexually defiled because of our follow up. A number of perpetrators have been jailed for sentences ranging from 10-20yrs.

## **6. 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?**

## **7. general policy making environment in Ghana**

The Ghanaian public acknowledges that RAO's play a complementary role in development because of their ability to mobilize funds, people and technical resources in support of national and community development which enhance their wellbeing.

Most often there are numerous invitations from government agencies to CSO's to participate in discussions and consultative processes for policy making. The following are some examples of participation by Civil Society Organizations (CSO's):

- Inputs of CSO's in the Constitutional Review Process
- Organizing of Women's Rights Organizations under NETRIGHT to make detailed inputs into the CRP
- Issues on oil and gas and the lack of policy and legal frameworks regarding the exploration and exploitation of oil.

## **8. 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.