


ANNEX 2

Core Grant Narrative Progress Report Report period January 2010 – June 2010

Contract Ref. No. _____ **Organisation** Ghana Center for Democratic Development

Contact Tel. No. 021- 777214/776142 **Report Date** June 2010

Report Prepared by P. N .K. Aborampah Mensah **Report Approved by** Prof. E. Gyimah-Boadi

Signature & date

 June 2010

Signature & date

 June 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	Cumulative
1. HR Management i) <i>Leadership</i> ii) <i>Core staff</i> iii) <i>Support staff</i> iv) <i>Temporal staff and interns</i>	i. CDD-Ghana is made up of the Executive Director, the Treasurer and 3 Heads of Department ii. 23 Core support staff members iii. 7 Support staff members iv. 6 temporal staff and interns	i. Same as base line ii. Core staff members remained at 23 iii. Support staff members remained at 7 iv. 6 temporal staff and interns	i) Same as baseline ii) core staff members are 26 iii) support staff members are 5 iv)temporal staff and interns are 14	i) The Center has the full complement of leaders ii.) Core staff members have been increased by 3 iii) Support staff members have been reduced by 2 iv)temporal staff and interns have increased to 14
2. Governance i) <i>Board</i> ii) <i>Committees</i> iii) <i>Documented board meetings Management meetings</i> iv) <i>Staff meetings</i>	i) CDD has a 10 member board, 4 women and 6 men. ii) Board has 3 standing committees on change management, development and public relations and media iii) Board and management meetings are documented iv) 2 separate Staff meetings are held every Monday morning. One for finance and administrative staff, and the other for programmes staff.	i).Same number previously ii) Same as baseline iii) Same as baseline iv) Same	i) Same number ii) Same as baseline iii) Same as baseline iv) Same as baseline	i) Same number ii) same as baseline iii) Same as baseline iv) Same as baseline
3. Systems and procedures <i>Financial management systems</i> i) <i>Budgeting</i> ii) <i>Accounting</i>	i) There is a budget for all projects undertaken by the organisation. Actuals are compared to budget and variances are addressed. ii) Financial reports are prepared based on the procedures outlined in the	i) Same as the baseline ii)Same as the baseline	i) Same as the baseline ii) Same as the baseline	i) Same as the baseline ii) Same as the baseline

	<p>accounting manual of the organisation. In relation to specific donors with specific requirements, accounts are prepared based on spelt out guidelines for reporting. We are using a computerised accounting system.</p> <p>iii)The finance department is responsible for the adherence to internal controls stated in the accounting manual, staff handbook and other control measures required by the donor community</p> <p>iv) Financial reports are prepared for all projects and donors at specified time intervals. Annual financial statements are prepared at the end of each year.</p> <p>v) Annual audits are conducted at the end of each year. There are also special and specific audits conducted on some projects per donor agreements.</p> <p>vi) There is an HR policy in operation.</p> <p>vii) There is no gender policy in operation currently. However, organization is mindful of gender equity in its recruitment and operations.</p> <p>viii) This policy is covered in the staff condition of service manual</p> <p>ix) There is no program development policy currently. The current Strategic Development Plan however provides a guide for program development for the next five years</p> <p>x)This policy is covered in the financial management manual of the organisation</p>			
iii) <i>Internal control</i>		iii) Same as baseline	iii) Same as baseline	iii) Same as baseline
iv) <i>Financial reporting</i>		iv) Same as baseline	iv) Same as baseline	iv) Same as baseline
v) <i>External audit</i>		v) Same as baseline	v) Same as baseline	v) Same as baseline
Operational policies				
vi) <i>HR policy</i>		vi) Same as baseline	vi) Same as baseline	vi) Same as baseline
vii) <i>Gender policy</i>		vii) Same as baseline	vii) Same as baseline	vii) Same as baseline
viii) <i>Conflict of interest policy</i>		viii) Same as baseline	viii) Same as baseline	viii) Same as baseline
ix) <i>Programme development policy</i>		ix) Same as baseline	ix) Same as baseline	ix) Same as baseline
x) <i>Procurement policy</i>		x) Same as baseline	x) Same as baseline	x) Same as baseline
4. Funding development base <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>i.APPP Local Justice; APPP MP's accountability; HIV anti stigma;</p> <p>ii. TAP; post-elections interventions; constitutional review project; Africa Economic Transformation index; CDP modelling success; a number of short term conferences and symposia</p> <p>iii. 877,306.98</p> <p>iv 877,306.98</p> <p>v. 100% recovery</p>	<p>i. Africa economic transformation index is a new long term project and the EU/CDD/FNF election project</p> <p>ii.few more short term programs were dispatched during the reporting period, the remaining short term projects include constitutional review; CDP modelling success; APRM assessment</p> <p>iii. same as base line</p> <p>iv. same as baseline</p> <p>v.same as base line</p>	<p>i.2 more addition to long term projects</p> <p>ii.about 5 more short term programs were dispatched, while and 3 others are still ongoing</p> <p>iii. same as baseline</p> <p>iv. same as baseline</p> <p>v.same as base line</p>	<p>i.A total of 5 long term projects</p> <p>ii. A total of 8 short term programs were dispatched.</p> <p>iii. same as baseline</p> <p>iv. same as baseline</p> <p>v.same as base line</p>

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	<ul style="list-style-type: none"> • judiciary • police & prisons services, Ghana Aids commission, Association of People living with HIV/AIDS • Parliamentary Committee on Subsidiary Legislation • Parliamentary Committee on Education 	<ul style="list-style-type: none"> • HIV and AIDS anti stigmatization and human rights initiative. The program is aimed at improving the legal and policy space for anti –stigmatization of persons living with HIV and AIDS particularly most at risk population. The Center also collaborating with Judiciary to facilitate the conduct of research on state supported justice delivery institutions under the Africa Power and Politics program. Collaboration on both fronts is ongoing. • HIV and AIDS anti stigmatization and human rights initiative. All the institutions are collaborating with the Center on this project which is ongoing. • Draft Legislative Instrument on Asset Declaration • Use of capitation grant in public primary schools 	<ul style="list-style-type: none"> • Ongoing: the Judicial Service has developed a work place policy on HIV/AIDS and is currently being implemented. • Programme is ongoing; the police service has submitted a draft work place policy on HIV/AIDS to the Police Council and is awaiting a decision • The Subsidiary Legislation Committee is review the draft for submission to the full house. • Research validated by stakeholders including a briefing for the Committee on Education. Further dissemination activities are planned for the media.
Coalition, network	<ul style="list-style-type: none"> • CHRAJ, Customary Land Secretariat , Judicial Service • Ghana Association of People living with HIV/AIDS • Civil Society Coalition on the Constitutional Review process- A membership of 48 CSOs 	<ul style="list-style-type: none"> • On Africa Power & Politics Project on Local Justice Delivery • HIV and AIDS anti stigmatization and human rights initiative • Review of the 1992 Constitution being undertaken the Constitutional Review Commission set by government 	<ul style="list-style-type: none"> • Program ongoing: a validation workshop was held on the preliminary research findings. The research was able to shed light on what ordinary citizens in the selected districts of the study think about justice and what they want from Dispute Settlement Institutions. The second phase which is expected to begin in July will interrogate the new Court-Attached Alternative Dispute Settlement scheme being implemented by the Judiciary since 2005 to deal with the congestion problems in the courts. • Program is ongoing: Sensitization seminars are to be held in Koforidua, Accra, Kumasi and Sunyani for public health workers. • Establishment of 48 member coalition to help mobilize inputs for the constitutional review process; establishment of a 19 member distinguished advisory council to guide the CDD process; publication of two constitutional issues papers authored by E. Gyimah-Boadi and Ernest Abotsi of KNUST; and undertaking of an elite and mass survey in five regions to solicit citizens opinion.
Peers	<ul style="list-style-type: none"> • Ghana Integrity Initiative • Freedom of information Coalition 	<ul style="list-style-type: none"> • Strengthening Asset Declaration and increasing information inflow among accountability institutions • Held various meetings and advocacy activities 	<ul style="list-style-type: none"> • Meeting with the Subsidiary Legislation Committee of Parliament to answer question on a Draft Legislative Instrument pursuant to Act 550 presented to Attorney General • Organized meeting for the Joint Committee of Constitutional, Legal and Affairs and Communication on FOI bill and held a breakfast meeting on models of implementation for the Attorney-General, Public Services Commission, Head of Civil Service and other planned implementers
CBOs			
Donor agencies	<ul style="list-style-type: none"> 1.USAID 2.Overseas Development Institute 	<ul style="list-style-type: none"> 1.HIV/AIDS stigma reduction 2.Building institutions that work for the poor – Africa, Power, policies and Politics project 3. CDD Perception Study to gather opinion 	<ul style="list-style-type: none"> 1.Ongoing, still implementing sensitization programs 2. Ongoing, submitted budget to ODI and still waiting for a response to start the 2nd phase.

	<p>3.DED</p> <p>4.DED</p> <p>5.Results For Development Inc. (R4D)</p> <p>6.SIDA, USAID, Danish Foreign Ministry, DFID, CIDA</p> <ul style="list-style-type: none"> • ACET • Penplusbytes 	<p>on stakeholders' perception of the Center.</p> <p>4.Establishing CDD-Ghana office in Tamale</p> <p>5.Support to track government inflows into primary schools</p> <p>6.Afrobarometer</p> <ul style="list-style-type: none"> • Support to conduct research to gather baseline information for economic index • Tracking post-elections accountability with a focus on elections campaign promises 	<p>3. Report presented to CDD Board</p> <p>4.Ongoing (office has been secured and contractor is working on the furnishing)</p> <p>5.It is a follow up to a project conducted last year on teacher absenteeism. This phase is tracking government's capitation grant to primary schools. Data has been collected and a draft report has been validated. A briefing was conducted for the Parliamentary Committee on Education. Report is has been published, further dissemination activities ongoing.</p> <p>6. Cross country survey on multi dimensional issues. The research over the years have been used by both national governments and international institutions as policy guide</p> <ul style="list-style-type: none"> • Ongoing, the Center has submitted first draft to ACET (the contracting agency) for comments • Ongoing, we have submitted the first report (January - June)
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
Public resource leakage in education and its impact on development	<p>Results for development assisted project on tracking public expenditure inflow. This project is a follow up to the teacher absenteeism project conducted by the Center last year inflow of the Ghana Government's capitation grant to schools.</p> <ul style="list-style-type: none"> • The Center trained researchers to conduct field interviews in selected districts • Stakeholders in education were interviewed • Desk research and content analysis were conducted • The Center held national and regional validation workshops on the draft report • Dissemination activities ongoing • Final report is ready for publication 	<p>Preliminary indication from the draft suggests gaps between the national offices and the funds that actually get to the destination. There is also a revelation of non-conforming to the established rules of procurement by the head teachers.</p>	<p>Ghana is a poor country with very limited resources. Therefore the need for prudent management of public finances is critical for development. Any type of public resource leakage particularly involving education is a real problem and must be addressed.</p>	<ol style="list-style-type: none"> 1. There is some indication that the current procedure for procurement at the local level is fraught with head teacher control to the exclusion of the local reps on the SMC. The policy supervisors must institute routine monitoring and checks to ensure conformity to established rules guarding the policy. We also recommend the inclusion of the PTA on the management committee. 2. The study stumbled upon some troubling issues with the capitation grants which require revision in other to ensure that the 30 Ghana cedis per child is not used by head teacher for other projects and to grant soft loans to teachers. 3. It is important that funds are released on time to meet current needs of the schools and also avoid the situation where schools purchase items on credit. This system breeds corruption since head teachers use that as a window to skip procurement formalities.
Africa Power and	It is a five-year project being financed by the Overseas	Final reports are being prepared but preliminary	Generally, the slow pace of adjudication, congestion and	It is premature at this stage of the research to make proposals

<p>Politics Project: identifying justice institutions that work for the poor.</p>	<p>Development Institute (ODI). The project is aimed at identifying and assessing justice delivery institutions that work for the poor and are legitimate and trusted by the people by observing three justice delivery institutions (CHRAJ, Customary Land Secretariat & Magistrate Courts).</p> <ol style="list-style-type: none"> 1. Researchers were trained to monitor the 3 institutions in Dormaa Ahenkro in the Brong /Ahafo and Amasaman in the Greater Accra region for a period of 5 months. 2. Another set of researchers were again deployed to conduct mass survey of 800 respondents in the 2 districts 3. Stakeholders within the 3 institutions were interviewed by CDD officers 4. Draft report has been prepared and validation workshop for stakeholders has been held. 5. final report is being prepared for advocacy and dissemination. 	<p>findings indicate that Alternative Dispute Resolution mechanisms are highly patronised by the poor and in some institutions more by women. However, much attention is not given to ADRs in terms of funding and personnel (adjudicators)</p>	<p>frequent adjournments of cases severely inhibits access to justice for the ordinary citizen undermining the institutionalization of the rule of law. Besides, the opaque processes of court, language, expense make the courts intimidating and tend to alienate the poor in society. It is therefore important to identify alternative ways of developing legitimate, trusted speedy, user friendly and inexpensive adjudication processes.</p>	<p>for reform. Reports preparation is still ongoing</p>
<p>Constitutional Review Project: contributing to the national review process and</p>	<p>The Center started a series of lectures during the previous reporting period to sensitize the public to actively get involved in the constitutional review process. Other activities include:</p> <ol style="list-style-type: none"> 1. Launch lecture delivered by Prof. Kwesi Prempeh of Seton Hall University, USA on constitutionalism 2. First meeting of the CDD Constitutional Review project Advisory Team made up of about 20 advisor distinguished Ghanaians 3. First meeting of the 48 member Civil Society Coalition on the Constitutional Review process 4. The Center has trained and deployed field researchers for both mass and elite interviews on the project 	<p>There are several concerns that have been raised about the 1992 constitution, including; the excessive powers and discretion of the Executive and particularly the President, the weak system of checks and balance, weak protection of economic and civil rights, strengthening decentralization and others. These weaknesses in the constitution continue to fuel patronage politics, corruption and undermine institution inimical to the efforts of the state to respond the needs of citizens, particularly the poor in society.</p>	<p>Overcoming governance challenges in the fourth republic is critical to the realisation of Ghana's development goal to become a middle income country by 2015. Unfortunately, some of the current governance challenges lie in constitutional design and it is expected that this project will complement the work of state constitutional review body which has been set up by government to address the governance deficits in the constitution.</p>	<p>The proposal coming out of the project would be developed and submitted to the Constitutional Review Commission this year.</p>
<p>HIV/AIDS Anti Stigmatization & Human Rights Project: sensitizing the public against the stigmatization of people living with HIV/AIDS</p>	<p>This is a two-year project with financial support from the USAID to sensitize Ghanaians against any form of discrimination and stigmatization of people living with HIV/AIDS. Activities include:</p> <ol style="list-style-type: none"> 1. drafting of Q&A on rights of people with HIV/AIDS 2. Organizing training workshops for senior and semi-senior staff of the prisons, police & the Judicial services. 3. assisting the services to develop work place policies on HIV/AIDS 4. Development of education manuals on HIV/AIDS for public education against stigmatization. 5. 5 regional sensitization workshops has been organized for health workers during the reporting period 	<p>The workshops generated interesting debates and brought so many anomalies in the treatment of HIV/AIDS patients at work places to fore. For example, the prisons did not have a policy of HIV testing for inmates even though they admitted sexual activities go on in prisons. Almost all the three institution did not have working policies and education programs on HIV/AIDS. The health workers have problems with issue of disclosure as they are limited by law to disclose one's status but are also worried when they see HIV/AIDS patients going round to infest other people</p>	<p>In order to address substantively the issues of stigmatization and to assert the rights of people living with HIV/AIDS, there is an urgent need to provide a more positive enabling environment for those living with the disease to access public services vital for their survival and participation in society. Institutionalised discrimination perpetuated by public agencies undermines and constraints the efforts of the fight against HIV/AIDS and violates the rights of persons living with the disease. Intensify counselling, and establishing workable relationship between health administrators and HIV/AIDS patients so as to advice against further infestation</p>	<ol style="list-style-type: none"> 1. Instituting working and education policies in the services. Police and the prisons services have formulated these policies and have submitted to the junior ranks for their inputs, they will subsequently send it up for legal backing. 2. The judicial service has since the workshops organized sensitization training for its members. 3. It is important for people living with HIV/AIDS to know their rights both within country and at their work places. CDD-Ghana and the coalition members have designed sensitization and education manuals for this purpose. 4. the Ghana AIDS commission should design a modality that will allow them to inform family members of HIV/AIDS patients who go round infesting other people
<p>Post-elections Accountability (tracking political campaign promises)</p>	<p>This project is a one year joint project between CDD-Ghana and Penplusbytes organization to develop indicators and track government performance and campaign promises. The following activities are earmarked under the</p>	<p>The Center analyzed development indicators as revealed in the campaign promises and from various development blueprints. 20 thematic areas from various sectors of the</p>	<p>In spite of the various campaign promises and manifestoes developments, governments fail to honour promises made to electorate that secured them votes. Electorate either do not have</p>	<p>The project will post -tracking information on the web and through other communication outlets so that people can assess and enforce fulfilment of governments' promises.</p>

	project: <ol style="list-style-type: none"> 1. Conduct desk research on campaign manifestoes and other national and international blueprints. 2. Develop indicators to track political campaign promises 3. submit desk study report and monthly reports to penplusbytes 4. submit final and project narrative reports to penplusbytes after the project 	economy were selected to develop the tracking indicators. Besides the national tracking indicators, 2 decentralized assemblies (AMA and Tarkwa-Nsuaem) have also been selected for tracking their development achievements based on annual budgetary provisions and development plans.	the capacity to take governments on, or are apathetic to issues of post-elections interventions. The role of electorate in democracy has therefore been reduced to processes of voting during elections.	It is early days yet of the project and the Center will hesitate in making any policy suggestions under the project.
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4. Success Story

Briefly describe your organisation's landmark achievement this period

The Center has done a lot of both short and long term projects within the reporting period, with some of them ongoing while others have been successfully completed. Most of the completed programs were short term programs. However, the HIV/AIDS anti stigmatization project chalked a major success in the report period. Five regional workshops were organized for health sector workers. This is a continuation of the earlier ones held for the security agencies during the last reporting period. All the five workshops were well attended and participants were enthused to share their views and freely discussed the topic. The workshops revealed shocking information that the Center plans to share with the AIDS commission and policy makers. The major problem confronting the health workers was the issue of disclosure. That many HIV/AIDS patients refuse to disclose their status to their partners and family members, and yet continue to have affairs with their partners and other innocent people. Health workers who are aware of these issues are not allowed by law to disclose nor counsel the spouses, let alone advising them to check for their status. Worse still, other carriers intentionally go round to sleep and infect innocent people. The worried health workers obviously wanted a solution to the problem and asked the Center to take the matter up.

The National AIDS Control Programme (NACP) has come out with policy guidelines on Post Exposure Prophylaxis (PEP) to protect rape victims from possible HIV infection. Again, the NACP has accepted to issue directives to all health facilities to separate PEP administration from signing of police medical forms so as to encourage rape victims to attend hospital for PEP. Also, the NACP in conjunction with the Ghana AIDS Commission is designing a programme to conduct quarterly training and review programmes for HIV/AIDS coordinators.

The third phase of the African Power and Politics project (APPP) study into justice institutions that work for the poor has also chalked some successes during the reporting period. Even though the final report is yet to be completed, the Center shared the interim findings with stakeholders in the justice delivery system including representatives from the Judiciary, CHRAJ, customary land secretariat, magistrate courts, land related agencies, legal practitioners, traditional authorities, etc. The workshop which hosted a high powered delegation that represented the chief justice (CJ) promised to convey the findings to the CJ and incorporate some of the positive findings in the ongoing judicial reforms process. High on the findings was the ADR system and CHRAJ adjudication committee which according to the report are well patronized by poor people, especially in the rural areas. The report suggested the expansion and formal endorsement of the processes at the lower courts and similar processes in other institutions like CHRAJ because its effective- largely because it's accessible and the language used at these dispute settlement institutions are familiar and understood by ordinary people.

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 general view of the State-NGO relationship has slightly improved in the last year. RAOs and civil society in general have strengthened their relevance and intermediary position riding on the successes chalked at the highly contested 2008 elections. RAOs and CSOs continue to play a variety of roles in bridging civic/peace/voter education gaps, promoting gender parity, empowering and protecting the poor and vulnerable, promoting issue based media reportage, addressing corruption issues in the country, helping to moderate incumbency abuse and levelling the playing field for all political parties.

The improvement in State-NGO relationship is largely due to two factors. Firstly, the NDC government in its policy making have made strong efforts to promoting participation of CSOs in the policy making process. Examples include;

the local government and decentralization process, the oil and gas policy and law development, the medium term development framework and several other policy proposals on corruption and human rights. A second source of the improvement comes from the Multi-Donor Budget Support process. In spite of the failure of the process to involve CSOs in the development of priorities, several efforts have been made to involve CSOs in the process albeit minimally. One commendable aspect of the MDBS has been the revival of some key thematic groups particularly the Sub groups on elections, good governance, local government and oil and gas.

Notwithstanding these improvements, the GoG-RAOs relationship is still characterised by mistrust and unease on both sides. GoG is still uncertain about RAOs role in governance and wary of their power. RAOs on the other hand are occasionally reminded of the kind of resentment that still pertains in official corridors and remain quite suspicious of the integrity of GoG to protect civic space and effective participation. The unease around the surprisingly unprogressive drafts of the NGO/Trust Bill and the protracted negotiations with the Ministry of Manpower, Youth and Employment still persists. It is also manifests in the delays in pushing for the passage of public interest laws such as the passage of freedom of information bill into law which will allow free access of information, especially at the MMSAs.

The public, after the 2008 elections continue to have a favourable opinion of RAOs because they consider the RAOs as watchdogs through which the ideals of good governance and democracy can be realized. The uncertainty around good oil governance reinforces the value of CSOs. The Center still respond to frequent media requests to comment on various governance issues, and members of staff appear on many public affairs focused radio and television programs. Listeners, viewers and contributors to such programs have largely expressed their appreciation for the explanations, insights and information provided by RAO representatives.

The significant involvement of some RAOs in the formulation, development, implementation, monitoring and evaluation of government-initiated programs such as the MCA, GPRS, APRM, etc is recognition of the credibility and utility of RAOs/CSOs/CBOs. It also confers some level of legitimacy on RAOs/NGOs/CBOs. Results from a perception survey carried out by the Center showed a high patronage of the center's activities and products by stakeholders and the public at large. This confirms public trust and confidence in RAOs. However, the public suspicions of weak accountability and transparency systems operated by some RAOs remain. Occasionally, such issues impact poorly on the public image of RAOs.

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

The policy making environment continue to be held hostage by short term political incentives embedded in a neo-patrimonial state. Governments favour quick fixes to political, social and economic problems and avoid addressing long term problems. This has impacted on policy certainty and predictability undercutting stable and sustained economic development and reducing the prospects for accelerated growth. The same neo-patrimonial state continues to weaken public interest issue based pressure and demand for performance from the private sector and civil society in general who are reliant on the state and prefer to secure stronger patron-client relationships. This undermines collective action and further weakens policy effectiveness. This practice leads to waste of resources in funds and personnel, long term planning and the ability of government to address big issues like public sector reform, agriculture, local government and corruption.

7. Grant and report related issues

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

None

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

Grants from other donors, apart from G-RAP grant

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).