

ANNEX 2

Core Grant Narrative Progress Report

Report Period January 1 to June 30, 2010

Contract Ref. No. 04/core/77/KITE

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Report Prepared by Paula Edze

Signature & date

Organisation

Report Date

Report Approved by

Signature & date

KITE

07-Jun-10

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

Indicators	Baseline	Prior period	Current Period(Change in prior period)	Cumulative
	Up to September 2009	No prior period	Jan 2010 to Jun 2010	
1. HR Management				
i) <i>Leadership</i>	Three (3)	Not applicable	Three(3)	Three(3)
ii) <i>Core staff</i>	Nine(9)	Not applicable	Nine(9)	Nine(9)
iii) <i>Support Staff</i>	Six(6)	Not applicable	Five(5)	Five(5)
2. Governance				
i) Board	Three(3) Members	Not applicable	Three(3) Members	Three(3) Members
ii) Management Committee	Three(3) Members	Not applicable	Three(3) Members	Three(3) Members

iii) Documented board meetings Management meetings	Board Meeting - May 21 & July 30,2009, Management Meeting - Every two(2) MThs	Not applicable	Board Meeting - April 12,2010, Management Meeting - Every Two (2)MThs	Board Meeting - April 12,2010, Management Meeting - Every Two (2)MThs
iv) Staff meetings	Monthly	Not applicable	Quarterly	Quarterly
3. Systems and procedures				
Financial management systems				
1. Programme activities to overhead ratio	Programme Activities - 70%, Overheads - 30%	Not Applicable	Programme Activities - 70%, Overheads - 30%	Programme Activities - 70%, Overheads - 30%
2. Total turnover for the period in US\$	US\$ 507,214	Not Applicable	US\$ 227,056	US\$ 227,056
3. Total number of donors for the period	11	Not Applicable	10	10
4. Internal controls	Established Internal Control Policies and procedures documented and subject to review every 2yrs.	Not Applicable	Established Internal Control Policies and procedures documented and subject to review every 2yrs.	Established Internal Control Policies and procedures documented and subject to review every 2yrs.
5. External audit	Annually	Not Applicable	Annually	Annually
Operational policies				
1. HR policy	Human Resource Development Strategy (HRDS) document, Personnel Policy Subject to review every two yrs.	Not applicable	Human Resource Development Strategy (HRDS) document, Personnel Policy Subject to review every two yrs.	Human Resource Development Strategy (HRDS) document, Personnel Policy Subject to review every two yrs.
2. Gender strategy/action plan and milestones	None at the time of application	Not applicable	Draft ready, to be completed by end of July 2010	Draft ready, to be completed by end of July 2010
3. Budget spent of gender for the period	None at the time of application	Not applicable	US\$ 2,536	US\$ 2,536
4. Funding base development				
1. List long-term programmes(3yrs +)	FAPSEED,ALFA,AREED,CBS D	Not applicable	FAPSEED,ALFA,AREED,CBSD, KITE Annual Energy Event, Bio-MFP, The Sale of Firefly Solar Lanterns and Installation of Solar Home Systems in Ghana, Decentralized Rural Electrification with Minigrids & Photovoltaic Systems in Ghana	FAPSEED,ALFA,AREED,CBSD, KITE Annual Energy Event, Bio-MFP, The Sale of Firefly Solar Lanterns and Installation of Solar Home Systems in Ghana, Decentralized Rural Electrification with Minigrids & Photovoltaic Systems in Ghana
2. List short-term projects(1 year)	GRAP SPF#1 , 2IE,LAPAC,ENDA-BIO,CEMANA,GAP, AREED SSFA	Not applicable	GRAP SPF #2, ECN, CDP/WB, OGNA	GRAP SPF #2, ECN, CDP/WB, OGNA
3. Total dollar volume of programmes	US\$ 5,363,119	Not applicable	None	US\$ 5,363,119
4. Approved dollar volumes[d2]	US\$ 5,363,119	Not applicable	None	US\$ 5,363,119
5. Percentage overhead recovery[d3]	Programme Activities - 70%, Overheads - 30%		Programme Activities - 70%, Overheads - 30%	Programme Activities - 70%, Overheads - 30%

List number of publications (policy briefs, briefing papers, research reports, programme reviews)	Capacity Needs Assessment (June 2009); Bioenergy for Rural Development: The case of Ghana; Biomass Energy for Rural Development		Ghana's Emerging Petroleum Industry: What Stakeholders Need to Know; A Glossary of Selected Oil and Gas Terminologies; Paving Way for Low Carbon Development Strategy (Zero draft done); Capacity Enhancement and Mobilization Action for Africa (CEMA) Needs Assessment Outline and Synthesis Report (final report done); Access to Solar Lanterns by Off-grid Rural & Peri-urban Poor Communities in Ghana: The Need for the Development of an Overarching Policy to Make Solar Lanterns Accessible	Ghana's Emerging Petroleum Industry: What Stakeholders Need to Know; A Glossary of Selected Oil and Gas Terminologies; Paving Way for Low Carbon Development Strategy (Zero draft done); Capacity Enhancement and Mobilization Action for Africa (CEMA) Needs Assessment Outline and Synthesis Report (final report done); Access to Solar Lanterns by Off-grid Rural & Peri-urban Poor Communities in Ghana: The Need for the Development of an Overarching Policy to Make Solar Lanterns Accessible
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2. Collaboration, coalitions and networking

Using 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 [E.O.4]
1. Government			
a. executive	Environmental Protection Agency (EPA)	Paving way for a Low Carbon Development (LCD) Strategy: Baseline analysis of major emission sources, policies, institutional framework, and other related efforts that may support the development of an LCDS(Started in April, on-going, ending in July)	A report submitted to the Energy Research Centre of the Netherlands (ECN)
	Environmental Protection Agency (EPA)	National Climate Change Adaptation Strategy (NCCAS): Provides list of priority areas for adaptation programmes in climate change and funding sources	National Climate Change Adaptation Strategy submitted to Cabinet
	Environmental Protection Agency (EPA)	Sustainable Development Action Plan: To develop a sustainable development action plan for the energy sector (sustainable production and consumption for Ghana). October 2009 - May 2010	A sustainable development action plan for the energy sector submitted to the EPA

	Environmental Protection Agency (EPA)	Strategic Environment Assessment of the Oil and Gas scoping workshop	Stakeholders (CSOs/NGOs, Ministries, Educational Institutions, Development Agencies, etc.) consulted on appropriate processes and procedures for preparing a SEA. KITE participated and made contributions to the proceedings	
	Ministry of Energy	Preparation of Local Content and Local Participation Document	A local content and local participation document that represents the voice of Ghanaians and key stakeholders. KITE actively participated in the regional consultative forum organized	
	Ministry of Finance and Economic Planning (MOFEP)	Preparation of a Petroleum Revenue Management Bill	A Petroleum Revenue Management Bill that represents the voice of the citizenry. KITE actively participated in the regional consultative workshop organized	
	Ghana Investment Funds for Electronic Communication (GIFEC)	Community Business and Sustainable Development (CBSD) Project: To promote public interest in ICT products / services, and ICT entrepreneurship development. (Started in October 2009, on-going, ending in October 2013)	13 ICT centres out of 20 targetted are fully operational under the pilot phase of the project. The centres are each located at: Afiencya, Michel Camp - Bediako, Nsawam, Kade, Kibi, Dahwenya, Nuaso, Old Ningo, Aveyime, Ho, Kpando, Ve-Golokuati and Amasaman	
b. judiciary				
c. legislature				
2.Coalition, network	Coalition of CSOs in Climate Change	Post COP 15 review and strategy workshop	CSOs strengthened to embark on climate change research, advocacy and awareness creation campaigns. The coalition refocused on core areas of immediate interest in climate change and strategized on how to become more visible and gain credibility. KITE made a presentation on the impact of COP 15 on climate change and energy	

	Civil Society Platform on Oil and Gas	CSOs Summit:Held discussions on issues of concern in the oil and gas sector and deliberated on how to engage government in discourses	A communique is to be issued to voice CSOs concerns on the sector	
	KITE-OGSN and GJA	Stakeholder expectation management on Ghana's oil and gas find	Launched two publications on oil and gas, and disseminated over 500 copies each of the guide and glossary. The capacity of 61 journalists from Greater Accra and Western Region were build to better report issues on the sector. A Strong partnership has been formed with GJA for future activities	
	Gender Action on Climate Change for Equality and Sustainability (GACCES)	Education and empowerment of vulnerable populations to reduce impacts of climate change	KITE is a member of the coalition and took part in the coalition's second meeting	
3.Peers CBOs	Civic Response	Rapid Institutional Analysis for Adaptation (ARIA) programme: Pilot test of a tool-kit designed by the World Research Institute to assist governments and organizations to move climate change adaptation programs on the ground (on-going):	A validation of the effectiveness of the ARIA tool-kit will be made. KITE is a working group member for this project	
	ISODEC+CSO Partners in W/R	Local Content and Local Participation in the oil and gas industry	A compilation of stakeholders comments and input into the draft local content and local participation document. KITE works with ISODEC and her partners in oil and gas in diverse ways providing and sharing relevant information received on the sector with the group	
	ENAPT (Environmental Applications)	National Stakeholder Workshop on GHG Collection and Processing. Was attended by 17 males and 1 female on May 19, 2010	Feedback received at the workshop and report prepared by ENAPT fed into the preparation of a Low Carbon Development Strategy Ghana of which KITE is the consultant	
4.Donors Agencies	UNECA+KITE	Ad hoc expert group meeting on Strengthening Public-Private Sector Partnerships in the Electricity Sector in W/A (on-going)	KITE has been tasked to arrange the venue and other needed logistics for the workshop	

USAID through the Center for Energy Economics, University of Texas, USA	Oil and Gas Needs Assessment Project: A technical assistance and workforce development needs assessment of the Government of Ghana. (Started November 2009 & ended in May 2010)	A needs assessment report for GoG and strategies developed has been submitted to USAID	
The World Bank & International Finance Corporation	Lighting Africa (LA): Provision of technical assistance to the IFC for the establishment of a National Advisory Committee in each of the project (pilot) countries of Ghana and Kenya to guide the implementation of the LA project which seeks to develop a sustainable market value chain for off-grid lighting products (Started in March 2009 and ended in September 2009)	KITE formed a Lighting Africa Program Advisory Committee (LAPAC) for Ghana and Kenya, prepared TOR for LAPAC and an action plan for the LAPAC	
Dutch Government	Affordable Lighting for All (ALFA) Project: Develop and test commercially sustainable (non-exclusive) distribution and marketing chains for electric lighting products/services for deprived people in un-served areas of Ghana (Started in March 2008, ended in March 2010)	Successful introduction of two quality Philips Lantern (Uday and Mini Uday) on the Ghanaian market; End-user loan of €20,000 established and is being administered by APED-MFI; 13 retailers established in the Upper East and Northern Regions; 990 lanterns sold in and outside pilot areas; A statement has been written on the off-grid lighting situation, policy constraints and recommendations, and is currently in Cabinet awaiting presentation in Parliament	
UNEP	African Rural Energy Enterprise Development (AREED): Phase 1 - To facilitate the establishment of sustainable energy enterprises that use clean, efficient, and renewable technologies to meet energy need (Started in 2000 and ended in 2008) ; Phase 2 - Provision of end user financing schemes to enable the end user access clean energy products and services (Started in 2008, on-going, ending in 2012)	Phase 1 - About 7 entrepreneurs have been successfully supported financially and technically to set up businesses. Phase 2: Contracts has been signed between KITE, Ecobank and the Susu Collectors. 20 Susu collectors and 10 vendors have been trained in appliance use and business management. Recruitment of vendors is still on-going	

GRAP - SPF	OGSRAP: Worked with Ghanaian legislature, Parliamentarian, stakeholders such as the media and other civil society organisations to promote the institutionalization and practicing of the ideals of good governance in Ghana's emerging oil and gas industry (Started in January 2009 and Ended in June 2010) However, some activities are still undergoing	The Oil and Gas Stakeholders Network (OGSN) has two publications to its credit- a stakeholder's guide and a glossary of oil and gas terminologies; About 1,300 copies of the publications have been disseminated to Parliamentarians, government/ public sector organizations, CSOs, media, local authorities in the W/R, Donors and the general public; Capacities of the PSCME have been built to influence decisions in the sector; Some media personnel in the Greater Accra and Western Regions have been sensitized and provided some fundamental information to aid in their reportage and watch dog role in the oil and gas sector	
GRAP - Core Funding	Prepare a gender action plan (Started in January 2010, on-going and ending in December 2010)	Have mainstreamed gender into institutional policy and documents; Have a draft gender action plan which is currently under review by a Gender Consultant	
5.DA (please indicate district)	Not Applicable	Not Applicable	Not Applicable
6.Private Sector	ICT Entrepreneurs	Community Business and Sustainable Development (CBSD) Project: Provided seed capital to entrepreneurs in the form of a basic ICT facility designed as an internet café cum secretarial service centre (Started in October 2009, on-going, ending in October 2013)	13 ICT centres out of 20 targetted are fully operational under the pilot phase of the project

Clean Energy Entrepreneurs/ Vendors	African Rural Energy Enterprise Development (AREED): Phase 1 - To facilitate the establishment of sustainable energy enterprises that use clean, efficient, and renewable technologies to meet energy need (Started in 2000 and ended in 2008) ; Phase 2 - Provision of end user financing schemes to enable the end user access clean energy products and services (Started in 2008, on-going, ending in 2012)	Phase 1 - About 7 entrepreneurs have been successfully supported financially and technically to set up businesses. Phase 2: Contracts has been signed between KITE, Ecobank and the Susu Collectors. 20 Susu collectors and 10 vendors have been trained in appliance use and business management. Recruitment of vendors is still on-going	
Distributors and Retailers of Off-grid lighting Products in Greater Accra and Northern Regions	ALFA Policy Dialogue: Discussion on how to remove the bottlenecks to solar PV lighting products in Ghana (Workshop held in February 2010)	A communique which is representative of stakeholders concerns and views was done. A policy brief in the form of Parliamentary Statement has been accepted by Cabinet and will hopefully be read on the floor of Parliament soon	

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
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<p>Tariffs and tax constraints to the development of a viable market for solar PV lighting products in Ghana</p>	<p>Energy sector policy reviews and review of the tax regime for importation of off-grid lighting products</p>	<p>Lack of synchrony between energy sector policies and activities/projects. Government efforts to promote solar PV systems through tax reliefs is being thwarted by his promotion of rural electrification projects. The electrification policy tends to discriminate against solar. While government bears almost 95% of the cost of grid extension, solar PV end-users pay for the full cost of the systems from the open market. Worse of all, the monthly tariff paid by users of solar PV systems under the piloted fee for service programme in the Northern region of Ghana tends to be relatively higher than what is paid by lifeline consumers using up 50 kWh of grid electricity. Coding scheme for tariffs on solar components are unfavourable affecting the pricing of these commodities. This is because the policy restricts tax exemptions to "solar generation systems" that come together in one container as a set, restricting one's choice of buying parts from different sources which is a much cheaper means</p>	<p>There is a need for energy sector policy reviews and re-strategizing if solar PV is to be promoted and made attractive to consumers especially people in off-grid areas</p>	<p>Tax exemptions on importation of solar PV generation systems should be reviewed to cover solar components in different containers from different locations. This is because, it is cheaper to buy different parts from different sources than buy the whole set (solar generation system) from one manufacturer or distributor. This recommendation is being pushed through key MPs</p>
<p>Promotion of climate change adaptation activities</p>	<p>Review of the National Climate Change Adaptation Strategy (NCCAS) and other relevant documents for Ghana to assess how comprehensive, transparent and representative it is of stakeholders view</p>	<p>A national climate change adaptation strategy has been prepared in the absence of a policy that sets the framework for the regulation of activities in the sector. The ten priority programme areas listed for Ghana in the NCCAS are too broad and lack specificity</p>	<p>There is a need for a national climate change policy for Ghana to be developed to give guidance and direction on issues emerging on climate change and also serve as a reference material for CC programmes. The ten priority programme areas should be made simpler and more specific to a sector or programme area</p>	<p>A NCCA Policy should be prepared for Ghana and the NCCAS revised to serve as a supporting document. A policy brief will be prepared at the end of the document research/ review to inform key decision makers of the findings of the study and recommendations made.</p>

Low carbon development strategy (LCDS) for Ghana	Review of documents and assessment of on-going efforts and institutional capacity	Ghana currently does not have a national climate change policy with national emission targets; On-going GHG reduction projects are largely voluntary by environmental stakeholders (both public and private); Emission data collection in Ghana is “on demand”; There is no obligation on the part of data providers to submit periodic returns to the national emission data coordination centre;	The development of a NCC policy is an essential first step toward the development and implementation of an efficient LCDS in Ghana. Key stakeholders such as EPA need to be empowered to perform their role adequately and inter-institutional collaboration needs to be promoted	An appropriate legal and regulatory regime should be prepared to drive the entire GHG inventory process and system in Ghana. The LCDS must be specifically tailored to fit the Ghanaian context and be designed to compliment rather than replace the existing efforts aimed at reducing GHG emissions. EPA and other relevant institutions should be empowered legally to act independent of external forces of influence.
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4. Success Story

Briefly describe your organisation’s landmark achievement this period

1. The preparation and printing of the two educational materials – “Ghana’s Emerging Petroleum Industry: What Stakeholders Need to Know” and “the Glossary of Selected Oil and Gas Terminologies – is one of the successful outcomes of the special project. These materials have provided stakeholders with access to easy-to-understand information and knowledge on Ghana’s petroleum industry. Over 1,300 copies of the materials have been distributed so far to MPs, journalists, CSOs/RAOs, the Western Regional House of Chiefs, Development Partners and the Ministry of Energy.
2. Invaluable access gained to the legislature to provide feedback and input into the preparation and promulgation of relevant laws and regulatory frameworks that will govern the oil and gas industry
3. Enhanced collaboration between KITE/OGSN and other RAOs and civil society organisation. The membership of the OGSN increased from 28 to 40 before the advent of the Civil Society Platform on Oil and Gas. The OGSN is now working closely with the CS Platform to help ensure the sound governance of the emerging oil and gas industry. The OGSN also collaborated with the Ghana Journalists Association (GJA) in organising the media training workshops thereby creating a platform for subsequent engagement with the GJA on oil and gas issues
4. A better-informed group of media practitioners, legislators, CSOs, etc who we believe are modest and cautiously optimistic regarding how they expect the oil and gas industry to impact upon their lives and the Ghanaian economy.
5. Enhanced stakeholder awareness of the existence of KITE and the OGSN as a reliable source of authentic information and knowledge on the emerging oil and gas industry. Since the commencement of the project, KITE has been interviewed on several networks on various topical issues on the oil and gas industry. The OGSN has therefore become more visible in the oil and gas sector through the implementation of OGSRAP receiving great publicity both in the print and electronic media.
6. KITE was also able to attract additional funding from the World Bank/Centre for Development Partnership Civil Society Fund to sponsors certain components of the OGSRAP project.

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?

KITE's credibility and legitimacy as an energy RAO has been bolstered by its involvement in the OGSRAP project. KITE was included in the list of stakeholders whose views and comments were solicited for incorporation in the draft Local Content and Participation Policy document. The organisation was also invited by the Minister of Energy to submit a proposal on how the activities of various stakeholders, especially NGOs working in the sector, could be coordinated, which it duly obliged. KITE's views and positions on the conduct and action of government in the Oil and Gas industry were sought by journalists/media practitioners from both the electronic and print media prior to publication of news stories on the oil and gas sector. KITE was also invited by USAID to join a team of consultants from the USA to conduct an industry-wide needs assessment to inform the US government support to the fledgling sector.

A host of media houses have approached KITE to partner them on some radio programmes they are running on oil and gas issues. Notable among them is Skyy Fm and Kings Fm, in Takoradi, which are currently in talks with KITE to develop the content of and serve as discussant/panellist on their oil and gas programme. Furthermore, a couple of MPs whose constituencies are located within the oil districts in the Western Region have expressed interest in working with KITE in sensitizing and educating their constituencies in a bid to better manage their expectations from the oil find.

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

Policy making is still devoid of the effective participation of all relevant stakeholders. There seems to be some basic misunderstanding within government as to the role of non-governmental actors in the policy formulation process. The government appears to hold the view that civic engagement should happen only at the end of the policy formulation process after government and its team of consultants have produced a draft document. This means that key policies are deprived of stakeholders input until a near final document (almost invariably cast in stone) is put in the public domain, with very little time for comments to be incorporated.

7. Grant and report related issues

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

A gender audit has been conducted for KITE and a draft gender action plan prepared. The draft gender action plan is currently under review and finalization by a Gender Consultant. This activity delayed due to the decision to upgrade the draft one-year action plan to a multi-year one for three years.

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

G-rap Narrative Progress Report

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).

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**What activities have
your organization
undertaken to reach
your selected goal**

KITE is working closely with an MP to present her thoughts and advocate for policy reviews in the energy sector. A parliamentary statement has been accepted by Cabinet is awaiting clearance to be read on the floor of Parliament to simulate discussions

KITE is currently working closely with partners from ABANTU for Development, Friends of the Nation and Civic Response to review national CC documents

A report has been submitted to ECN and recommendations made for follow-up activities

