

ANNEX 2

Core Grant Narrative Progress Report

Report Period January – June 2010

Contract Ref. No. 04/CORE/91/WiLDAF

Organisation Women in Law and Development in Africa (WiLDAF GHana)

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Report Date 27th June 2010

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Signature & date



30 June 2010

Signature & date

30/6/2010

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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
<p>1. HR Management</p> <p>i) <i>Leadership</i> ii) <i>Core staff</i> iii) <i>Support staff</i></p>	<p>Organogram includes a National Programme Co-ordinator, Deputy programme co-ordinator, 5 programme managers, programme officers, assistants and support officers.</p> <p>Leadership in WiLDAF includes the National Prog. Co-ordinator and programme managers.</p> <p>In 2005, there was a national programme co-ordinator, and 2 programme managers plus 6 support staff</p>	<p>A staff has been scaled up to Deputy Programme Co-ordinator in charge of managing all programmes</p> <p>Core and support staff remain unchanged.</p> <p>Staff appraisal ongoing</p>	<p>2 new staff (females) have been recruited. These include an information management officer who will also be responsible for monitoring and evaluation; a programme officer for Governance.</p> <p>There has been restructuring of staff by putting them into teams for effective work. Teams include (a) Access to Justice/Community Justice Programme teams in Western, Volta and Greater Accra Regions (b) Communications & Advocacy team (c) Finance team These different teams are supervised by the Deputy and National programme coordinators.</p> <p>Organogram of WiLDAF has been reviewed by the Board at its 18th May 2010 meeting. It recommended a review based on the growth of the organisation particularly including projects that WiLDAF West Africa Regional office supports that WiLDAF Ghana implements.</p> <p>Current staff strength of WiLDAF is 28 including 13 senior programme/core staff; 5 programme assistants and 10 support staff. Staff are spread in 3 offices.</p>	<p>2 leading staff to supervise programmes [National and Deputy Programme Coordinator] has improved operations of WiLDAF in that the Deputy directly provides support and back stopping to all programme teams. This has freed the National Programme Co-ordinator to fundraise for the organisation.</p> <p>Although the restructuring was affected about 4 weeks ago, it has nevertheless boosted staff confidence and enthusiasm to give of their best. Teams are already having meetings to discuss their areas of work.</p> <p>Large staff strength of WiLDAF although ensures that almost all units in the organogram are filled, nevertheless poses an administrative concern for the coming years.</p>

<p>2. Governance</p> <p>i) <i>Board</i></p> <p>ii) <i>Committees</i></p> <p>iii) <i>Documented Board and Management meetings</i></p> <p>iv) <i>Staff meetings</i></p>	<p>9 Board members & 2 Ex-officio members</p> <p>Board members make up 3 Committees on Finance, Programmes and Management</p> <p>All board meetings are recorded and filed</p> <p>General Meetings are held quarterly. Minutes are recorded and filed.</p> <p>Regular staff meetings</p> <p>Annual staff planning meeting/retreat</p>	<p><u>Board:</u> Two members were replaced by other staff from their organisations. This is because they are organisational members of WILDAF therefore representatives on the Board represent the organisation.</p> <p><u>Committees:</u></p> <p>Finance Committee met to discuss salary adjustments in August 2009.</p> <p>Management Committee met to approve salary adjustments.</p> <p><u>General Meetings:</u></p> <p>Institutional training workshop for network members from 1-2/10/09.</p> <p>Annual General meeting on 17/12/09</p> <p><u>Staff:</u> A meeting to review progress of work of the first half of the year held in Sept. 09</p> <p>Minutes of all meetings on file.</p> <p><u>Strategic Planning Process:</u> Planning for next</p>	<p><u>Board:</u> 1 board meeting was held on 18th May 2010. Minutes of meeting on file.</p> <p>Management committee met to interview new staff.</p> <p>General meeting of WILDAF network on 20th May 2010. Meeting focused on activities of the network in the last quarter as well as upcoming activities for the next quarter. Members also discussed welfare matters. The Ark Foundation was given the opportunity to discuss its new strategies for raising funds for its shelter.</p> <p>Network members receive regular news and updates on gender issues nationally and internationally from the WILDAF Secretariat in Accra.</p> <p>Strategic plan process has been ongoing for about 4 months now. A draft has been developed.</p> <p>Staff meetings over the period have been limited to one on one; and team support between Programme managers and Programme coordinator. These focused on specific activities, projects and policy work.</p>	<p>Two board meetings as is the practice for the period was not possible because a lot of time has been spent on fundraising.</p> <p>A new strategic direction that has a focus on networking will underpin work of the WILDAF secretariat in Accra in the coming months. To foster this, a staff is dedicated to working with and on behalf of network members.</p> <p>More focused staff meetings that allowed in-depth discussions and guidance for work.</p>
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<p>3. Systems and procedures <i>Financial management systems</i></p> <ol style="list-style-type: none"> 1. <i>Programme activities to overhead ratio 0.92:1</i> 2. <i>Total turnover for the period in US\$ 316,166.00</i> 3. <i>Total number of donors for the period 9</i> 4. <i>Internal controls</i> 5. <i>External audit</i> 	<p>Strategic Plan (2005-2010). This document was drawn up in 2004 by a consortium of network members, board, staff and friends of WILDAF in 2004.</p> <p>3 –year multi-annual plans and budgets developed in 2008.</p>	<p>Budgets prepared for 6 grant applications for activities in 2010.</p> <p>Expenditure reports prepared as per projects' guidelines</p> <p>Internal audit of regional offices carried out by staff from secretariat in Accra</p>	<p>WILDAF has been implementing 10 projects relating to women's access to justice and women's participation in governance over the last 6 months.</p> <p>For the period under review, funds from 2 donors – Olof Palme Foundation, Cordaid delayed thus affecting activities particularly in the Western/Central and Volta Regions.</p> <p>Two new grants were received: Australia aid provided a grant for one year for a community justice project in the Ahanta West District - 2010, whilst the Commonwealth Foundation gave a small grant for a West Africa workshop on Governance that occurred in May 2010. .</p> <p>2 meetings to the Western and Volta Regional offices were undertaken by the Finance team.</p> <p>A secular regularising memo from programme staff for financial requests for activities was developed by the Finance team and circulated to all staff in March.</p> <p>2009 Audit in progress</p>	<p>Whilst a number of the projects are in their final year of implementation, others were completed during the period under review. Projects funded by Cordaid, Olof Palme, Ken and Oli Johnstone Foundation, African Women's Development Fund are in the final years of implementation. Those projects funded by Womankind UK and Commonwealth Foundation have ended. The only continuing project until 2011 is the one funded by the MDG 3 Fund.</p> <p>However the last one year has been dedicated to raising funds for new projects.</p> <p>Delays with developing multi-annual plans based on the new strategic plan. It is expected that will be completed during the next quarter.</p>
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<p><i>Operational policies</i></p> <ol style="list-style-type: none"> 1. <i>HR policy</i> 2. <i>Gender strategy/action plan and milestones</i> 3. <i>Budget spent of gender for the period</i> 		<p>Review of conflict of interest policy not done.</p> <p>Board reviewed revenue & expenditure report for 2009 and projections for 2010 at Board meeting of 15/12/09</p> <p>Financial, administrative manuals in place</p> <p>HR, Gender policies in place.</p> <p>Child Protection Policy under development.</p> <p>Strategic Plan process ongoing.</p>	<p>Organogram up for review.</p> <p>Staff plan reviewed. Recommendation is to include competencies for all staff to make recruitment fairly easy.</p> <p>Child Protection Policy draft ready.</p> <p>Draft Country Strategic Plan (CSP II 2011-2014).</p> <p>WiLDAF has maintained the 70% female-30% male rule in inviting participants for all activities carried out over the period.</p> <p>New staff and interns were given an orientation based on all the policies in place in WiLDAF including policies on sexual harassment, grievance, maternity and paternity leave in June 2010.</p>	<p>The Human Resource Plan developed has helped with recruitment because it is now easy to place the staff on the appropriate salary scale.</p> <p>Child Protection Policy when finalised and distributed to all staff will help with our work involving children and youth.</p> <p>Orientation for new staff helped with their integration into the organisation.</p>
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<p>4. Funding base development</p> <p>1. <i>List long-term programmes(3yrs +)</i></p> <p>2. <i>List short-term projects(1 year)</i></p> <p>3. <i>Total dollar volume of programmes \$259,805</i></p> <p>4. <i>Approved dollar volumes=\$259,805</i></p> <p>5. <i>Percentage overhead recovery=52.20%</i></p>	<p>Long-term programmes</p>	<p>Long-term programmes</p>	<p>Long-term programmes</p> <p>Rural Women’s Empowerment Programme funded by MDG 3 Fund which will end in 2011.</p> <p>We Know Politics II Project funded by the European Union – 2010 -2012/early 2013.</p> <p>WiLDAF is expecting to enter into another 3-year We Know Politics Project agreement with Womankind UK and DFID Ghana.</p>	<p>Long-term programmes</p> <p>Despite the 3 multi-year grants that WiLDAF is entering into presently, they are all projectised grants that are shared by 4 implementing partners. Other remaining projects are short term.</p> <p>The implication is that core costs of WiLDAF are still issues that needs to be address particularly for the coming years.</p>
<p>List number of publications (policy briefs, briefing papers, research reports, programme reviews)</p>			<p>Publication in the last 6 months – (1) Analysis of Affirmative Action Policy (2) CEDAW Toolkit (3) Manual on Legal Literacy for Rural Women’s Empowerment (4) Gender, Access and Control over Land in the Dangme East and Ga West Districts (5) Brochures on Domestic Violence and Registration of Title for Land</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 [E.O.4]
Government - executive - judiciary - legislature	Ministry of Women and Children's Affairs	Constitutional Review – inclusion of women's concerns on specific articles of the Constitution. [ongoing]	Contribution from civil society and government on provisions of the Constitution that affect women
	Judiciary	Domestic Violence Act – attitude of judicial actors towards victims and perpetrators of domestic violence. Issue was the focus of a seminar on 20 th April 2010 in Takoradi.	Participants at the seminar including judges, registrars, court clerks, prosecutors and lawyers [actors who come into contact with parties in a domestic violence matter] admitted their attitude towards victims of violence could be improved. They committed to improving on their attitude and were ready to be monitored by a WILDAF intern for 6 months. WILDAF has assigned an intern to the Takoradi Circuit Court to support the judge and prosecutors with research into issues to enhance prosecution of domestic violence cases.
	Police – DOVVSU	Court watch project. A number of court watch volunteers are monitoring implementation of the Domestic Violence Act. They are currently attending courts in Greater Accra, Ho and Takoradi to monitor how the DV Act is used, whether the police and judges make reference to the Act or not. [ongoing]	Ongoing project, results yet to be analyzed.

		Domestic Violence Act – Seminar on Civil Protection Orders (CPO) under the Domestic Violence Act with officers of DOVVSU from Accra and Tema areas on 15 June 2010.	<p>It was the first time DOVVSU officers were discussing the civil protection order under the Act and how it affects their work. They were grateful for the intervention by WiLDAF that provided instances of how other countries had used CPOs, the challenges and best practices.</p> <p>WiLDAF presented a template of Civil Protection Orders including the application forms and order forms to the Police with the objective that as DOVVUS and other actors (Attorney General, Judiciary) develop necessary forms to facilitate implementation of the DV Act, they will present the CPO templates for discussion and adoption.</p>
		Domestic Violence – Comparative Analysis of Domestic Violence Laws in 7 African Countries [ongoing analysis]	WiLDAF presented 200 copies of the DV Act booklets and 200 copies of the Simplified DV Act to the Head of DOVVSU for distribution to DOVVSU across the country.
Coalition, network	Network for Women's Rights	CEDAW	WiLDAF wrote two articles for the Akoben newsletter on the 30 th anniversary of CEDAW as part of efforts to educate women on this international convention.
Peers CBOs	FIDA Ghana; Ghana Muslim Mission Federation of Women (GMMFW), Federation of Muslim Women in Ghana (FOMWAG)	Joint proposal on project for Muslim women developed and submitted to UNIFEM Gender Equality Fund	Inclusiveness of target beneficiaries in project design and development, a welcome practice for the Muslim groups because it has already fostered trust. National Chief Imam sent a representative to the meetings to develop the project.
	Farmers Organisation Network of Ghana (FONG)	Women in decision making – Seminar during FONG Annual General Meeting in Koforidua in Marcy 2010	FONG executives pledged to promote women's participation in decision making within the organisation and in their various districts and communities

Donor agencies	Womankind UK	Performance Management Framework for We Know Politics II project	Donor supported WiLDAF to develop this framework which all staff found very useful. Same approach will be used for incoming projects to monitor their implementation.
	DFID Ghana	Women's representation in politics	Live telecast Gender Debate to commemorate International Women's Day educated Ghanaians on the impact of affirmative action policy.
	Commonwealth Foundation, UK	Governance	Organised a West Africa training workshop on Governance that employed very practical methodologies. Ghanaian participants have skills in facilitation as well as information on governance to support projects. In particular WiLDAF and 3 partners (Gender Centre, FIDA Ghana and The Hunger Project) had 6 programme staff participating in the training workshop to facilitate implementation of We Know Politics II project which will commence in second half of 2010.
	Ken and Oli Johnstone Foundation/Canadian Crossroads International	Domestic violence	A learn and share durbar held in Elmina, Central Region in March, used role plays and drama to educate over 120 people on domestic violence in particular child neglect and sexual abuse. The donors and community people were informed of the work of Community Reconciliation Committees established by WiLDAF in the Komenda Edina Equafo and Shama Districts, as well work of legal literacy volunteers from Ho.
	Canadian Crossroads International	Technical support from interns for web content/court watch supervisor	Interns support WiLDAF to develop areas where there is lack of expertise.

DA (please indicate district)	Ahanta West District	Legal literacy project	25 community leaders trained as legal literacy volunteers in place in the district to provide education to communities on the family laws [marriage, divorce, children, inheritance]. There are also 10 of these literacy volunteers who are trained on Alternative Dispute Resolution (ADR) skills to help resolve intra-family problems in these communities. All these volunteers with funds from WILDAF are working.
	Dangme East Ga West	Legal literacy, Decision-making, Women's Access to Land	<p>Local authorities promised to encourage women to own their own lands in the community. Local authorities promised to uphold the practice of involving women in decision making at the community level</p> <p>Women's lives have been transformed significantly. One young woman in a consensual union is now a wedded wife. Another woman from Ga West has been appointed by the President as a member of the Assembly. Others have been given pieces of land for farming by the chiefs.</p> <p>Assembly members promised to incorporate human rights issues and women's access to land in their planning programmes</p>
Private Sector	N/A		

Others – International Agencies	UN Commission on the Status of Women	Beijing + 15 Review	WiLDAF shared experience working to empower farmer organisations on decision making and land with international audience in New York in March 2010 Supported campaign for a new UN entity for women – Gender Equality Architecture Reform. Supported MOWAC at its sessions at the UN.
	Universal Periodic Review of the UN Human Rights Council	Compliance with Ghana's commitments to Human Rights Treaties	WiLDAF representation and presentations in London (March 2010) and Geneva (May 2010) on how civil society organisations are monitoring Government compliance with human rights treaties particularly women's rights. Process WiLDAF had used to report to the UPR two years ago and interventions over the last 2 years shared with government and CSOs which are preparing to report to the UPR
	Conference of Public Administrators and Managers of the Commonwealth	Civil society engagement with government	Experiences on how CSOs in Ghana have engaged with government on governance related issues shared by WiLDAF and CDD Ghana with commonwealth audience in Nigeria in April 2010.

3. National pro-poor policies

Identified Policy Issue: (In all these identified Policy Issues, lobbying, advocacy, regular organisation of Policy fora	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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and media outreach programmes were embarked upon for maximum stakeholder buy-in)				
Land	Gender, Access to and Control over land in Dangme East and Ga West Districts	(a) Unmarried women cannot get access to land unless they are introduced by brothers or if a wife must be introduced by the husband to the chief. (b) Most transactions on land are done orally and mostly its men who enter into such transactions (c) Majority of those who have control over land are men	Men and women should have access to and control over land. Thus advocacy activities have targeted traditional leaders to get them to give land to women.	(a) Traditional authorities should give land to women for farming in their own rights without relying on men to introduce them (b) Property rights of spouses Bill should be enacted by Parliament to protect women at divorce (c) Public education to get family members to be pro-women in distribution of land (d) Men and women should be educated on high yielding plants to grow. WiLDAF has trained 50 women and men in the Dangme East and Ga West Districts who engage with the traditional authorities and district assemblies on the issue. WiLDAF on its own also has had meetings with these two duty-holders to discuss and strategise on how to improve the situation of women with respect to land.

4. Success Story

Briefly describe your organisation's landmark achievement this period

Okushibiade in Ga West District will not Tolerate Rape and Defilement in Schools

Under the Rural Women's Empowerment Project currently being implemented by WiLDAF Ghana in Ga West and Dangme Esat Districts, awareness of human rights has led to community action to address rights abuses. Prior to the inception of the Community Reconciliation Committees in the Okushiebiade community in the Ga West Municipality, rape and defilement was a normal thing in the only junior high school ever since its establishment in 1999. However after training 25 community people as legal literacy volunteers, and launch of a Community Reconciliation Committee with responsibility to mediate on cases as well as support community members who claim their rights, community members including students have become aware of their rights. On 20th November, 2009 a teacher of the junior high school was seen by some students raping a fifteen year-old girl of the school in the school's toilet. This was immediately reported to one of the Community Reconciliation Committee members who immediately referred the matter to the Police. The student was then referred to the hospital and was given the necessary medical attention. The teacher has since then

taken to his heels and no one has set eyes of him. The bold action by the community people has served as a deterrent to others in the community particularly for students and teachers in the junior high school. Since that time, no defilement or rape case has been recorded in the school.

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?

Not much has changed in the period under review. Many RAOs continue to work on advocacy and research without interference by government. With donor emphasis on participation and accountability, government has received activities of RAOs in good faith so far.

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

General democratic values are being adhered to by government and citizens. Ghana also enjoys goodwill by a number of development partners.

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

[d6] 7.2 What parts of the report are confidential or cannot be shared without prior consent?

No part of this report is confidential.

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).