



Ethiopia
Protection of Basic Services
Social Accountability
Program

Grant Agreement [TF099878]

Second Quarterly
Progress Report
June 2012

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List of abbreviations

CA	Contracting Authority
CBO	Community Based Organizations
CSO	Civil Society Organization
CSF	Civil Society Fund
EC	European Commission
EU	European Union
ESAP	Social Accountability Program
ESAP1	Ethiopian Social Accountability Program Phase 1
ESAP2	Ethiopian Social Accountability Program Phase 2
FAQ	Frequently asked questions
FTA	Financial Transparency and Accountability
GoE	Government of Ethiopia
IR	Inception Report
Logframe	Logical framework
MA	Management Agency
M&E	Monitoring and Evaluation
MoFED	Ministry of Finance and Economic Development
NGO	Non-Governmental Organization
PBS	Protection of Basic Services
PCS	Proclamation on Charities and Societies
PR	Progress Report
SA	Social Accountability
SAIP	Social Accountability Implementing Partner (Implementing CSO)
STE	Short-term Expert
SC	Steering Committee
TAG	Transparency and Accountability Group
TL	Team Leader
ToR	Terms of Reference
VNG	Association of Netherlands Municipalities (<i>Vereniging Nederlandse Gemeenten</i>)
WB	World Bank

Project synopsis

Project title	Ethiopia Protection of Basic Services Social Accountability Program (ESAP2)
Contract number	TF099878
Location	Ethiopia
Contractor	VNG International in consortium with GOPA Consultants, and YEM Consultant Institute
Name Contracting Authority	World Bank Ethiopia Country Office Wollo Sefer, Bole Road, P.O. Box 913/11111 Addis Ababa, Ethiopia
Beneficiary	Citizens and citizens groups, civil society organizations, local government officials and service providers
Project starting date	11/10/2011 (effective starting date 01/11/2011)
Project end date	26/06/2013
Project duration	22.5 months (<i>this duration may be increased in line with any increases of this budget in accordance with SC decisions</i>)
Total project budget	7,5 million US Dollars (<i>this budget will be adjusted from time to time with increases in the MDTF in accordance with donor commitments</i>)
Date of report	5 July 2012
Reporting period	01/04/2012/ to 30/06/2012
Authors of report	Management Agency – ESAP2
Overall objective	Public basic service providers deliver improved quality services in education, health, agriculture, water and sanitation and rural roads in response to community and citizen's needs.
Specific objectives (<i>minor adjustments have been made to the phraseology of the specific objectives and the logic in which they are presented but the meaning remains unchanged</i>)	<ol style="list-style-type: none"> 1. Cooperation in public service delivery between citizens' and citizens groups'/communities, service providers and local government is institutionalized. 2. Citizens and citizens groups are empowered and increasingly demand for better quality public basic service delivery. 3. Citizens and citizens groups are aware of their responsibilities to plan, budget, and implement and monitor basic service delivery. 4. Increased capacity of CSOs to empower citizens and citizens groups on the use of SA tools, approaches and mechanisms.
Purpose	ESAP2 will give voice to the needs and concerns of all citizens regarding their access to basic public services – basic education, health, water and sanitation, agriculture and rural roads. Through SAIPs, more commonly referred to as CSO implementing partners, the program will bring citizens into dialogue with local governments and service providers to contribute to and increase the demand for improved quality public basic services. The program will make use of a range of

	<p>tools, mechanisms and best practices to build and enhance local capacity on SA in support of GoE's wider efforts to improve transparency, accountability and citizens' participation in public basic services delivery. Service users and service providers will evaluate the access and quality of basic services using SA tools and agree on joint actions for service delivery improvements.</p>
Expected results	<ul style="list-style-type: none"> • ESAP2 is effectively managed • A grant scheme is established providing grants to Social Accountability Implementing Partners • A robust M&E of social accountability practices in Ethiopia is established and a learning initiative created • Capacities on social accountability are built for all stakeholders, notably (a) citizens and citizens groups, (b) civil society organizations, (c) local government officials and (d) service providers
Components	<ul style="list-style-type: none"> • Component 1: Program and Financial Management (including operations management) • Component 2: Grant management (including management of the contacts with CSO partners in the regions) • Component 3: Monitoring & Evaluation (including benchmarking, baseline and follow-up surveys) • Component 4: Capacity building and training (including social accountability in general and project management for SAIPs)
Component 1 – Program and Financial Management	<ul style="list-style-type: none"> • Responsibility for overall management, coordination and directions of the program as well as handling of preparatory steps, including the selection of SAIPs by use of appropriate selection criteria; • Prepare annual plans and budgets for the implementation of SAP for discussion and approval by the SC; • Establish and implement a financial management system for the program; • Prepare and submit quarterly and annual reports to the SC; • Organize an annual financial audit of ESAP2, including the utilization of grant funds by the grantee SAIPs;
Component 2 – Grant Management	<ul style="list-style-type: none"> • Invite and appraise SAIP proposals, and select and sign contract agreements with the qualified SAIPs; • Ensure that SAIP-selected Woredas meet certain pre-agreed criteria; • Disburse grants to the selected SAIPs; • Oversee and manage the accounting of the grants disbursed to SAIPs; • Develop financial reporting procedures and templates and train the SAIPs on how to submit monthly, quarterly and annual financial reports using the templates; • Provide the SAIPs direction and training on procurement procedures.
Component 3 – Monitoring and Evaluation	<ul style="list-style-type: none"> • Develop a program Logframe with consensus-driven performance indicators to guide management of program results; • Establish a M&E system for capturing program achievements

	<p>and for sharing lessons learnt;</p> <ul style="list-style-type: none"> • Establish and use an M&E reporting and information dissemination process; • Ensure effective communication of M&E findings to the SC as well as to SAIPs; • Commission baseline data collection to guide program implementation and mid-term reviews to make course correction and glean lessons learned; • Supervise and support ongoing on the ground monitoring activities on the status of social accountability and delivery of basic services (including scope, input, budget, staffing and quality) in the SAP implementing Woredas and in “comparison” Woredas; • Train SAIPs to design and implement an M&E system for their respective projects; • Train and support SAIPs to prepare and submit M&E reports regularly; • Review SAIP reports and supporting documents; • Conduct regular field visits to identify constraints and challenges faced by SAIPs and make suggestions on how to address the constraints to enhance the outcomes of the program; • Hold discussions and leave Aide Memoires behind with the SAIPs to highlight field visit findings and agreed actions.
<p>Component 4 – Capacity Building and Training</p>	<ul style="list-style-type: none"> • Design socially inclusive and gender-sensitive social accountability training and capacity building modules and training plan; • Conduct training sessions in SA for relevant government officials, SAIPs and other stakeholders to enable them to engage effectively in the social accountability program; • Create and build capacities and skills of SAIPs on the use of SA tools and on facilitation of interface meetings between service users and service providers; • Provide substantive direction, leadership and analytical guidance to SAIPs on the implementation of the social accountability tools and mechanisms including entry and exit strategies, institutionalizing and sustaining SA, mentoring and training of local government officials and service providers, consensus building and acting as interlocutors among stakeholders. • Establish sustainable capacity (“Centers of Social Accountability”) at selected regional universities or training institutions to provide training for longer-term goals.
<p>Key deliverables</p>	<ul style="list-style-type: none"> • Inception report • Program Logframe with expected outcomes and performance indicators • M&E manual • Grant manual • Financial manual • Annual work plan and budget, and action plan • Training and capacity building annual plan • Gender and local context sensitive social accountability

	<p>training modules</p> <ul style="list-style-type: none">• Program operational guidelines, including management, procurement, M&E template• Baseline, mid-term and end-line surveys in Woredas• Quarterly program and financial reports• Social accountability database; including website with on-line repository of the program's database and relevant documents• Training/capacity building workshop materials for SAIPs, service providers and other relevant actors• Case study publications on assessment of experience and lessons learned• Biannual program review and lessons learned dissemination workshops• Media disclosure/ dissemination of social accountability approaches• Centers of Social Accountability• Program completion report
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Executive summary

This is the second quarterly report (PR2) of the project Ethiopia Protection of Basic Services (PBS) Social Accountability Program (ESAP2) implemented by VNG International in consortium with GOPA Consultants and YEM Consultant Institute on behalf of the Government of Ethiopia (GoE). The report presents the results of the second quarter of the implementation phase from 01/04/2012 to 30/06/2012 in line with the provisions of the project's terms of reference (ToR).

The purpose of this second quarterly progress report is to review and report on the project's planned and actual progress during the last three months in relation to activities, and deliverables, and to plan the inputs and activities for further project implementation in order to achieve the expected results.

The work of the past six months resulted in receiving more than 120 proposals from all of the aforementioned parts of the country. At the time of completing this second quarterly report, the MA started a thorough review process in order to be able to rank the best proposals received.

This progress report also provides an opportunity to update the project's work plan and staffing schedule, as well as the Logframe to respond to systematic monitoring of the progress and achievements of the project. The progress report also provides an opportunity to raise important issues for discussion by the SC and to request guidance and direction where needed.

The Management Agency (MA) wrote this report with their experienced contributions in relation to the four components of ESAP2. Overall, this second progress report was directed and quality assured by VNG International.

1. Project environment

This section elaborates on any significant changes to the project environment that have emerged during the last three months of ESAP2 implementation.

1.1 Legal and policy framework

There has been no change in the legal and policy framework and in particular with regards the Proclamation on Charities and Societies (PCS), which was enacted on 13 February 2009.

1.2 Institutional framework

There has been no change in the institutional framework governing ESAP2 in the last three months. It remains supervised by a SC with much appreciated competencies in terms of guiding the implementation of the program. Discussions and decisions made by the SC during the last three months have been well informed and highly constructive. This has had a continuous positive impact on implementation thus far and bodes well for future dialogue and understanding between the SC and the MA.

The SC remains formed by, however extended with Civil Servants Ministry:

Government of Ethiopia	State Minister MoFED, SC Chair Supreme Court Administration, Civil Servants Ministry
Civil Society Organizations	PANE, CCRDA, COHRA
Development Partners	Irish Aid, DFID, WB

The Multi Donor Trust Fund for ESAP2 is currently formed by:

Ireland – Minister of Foreign Affairs / Irish Aid

Canadian International Development Agency (CIDA)

United Kingdom – Department for International Development (DFID)

Germany – Kreditanstalt für Wiederaufbau (KfW – German Development Bank)

European Union – Commission of the European Communities

The lead CSO partners from ESAP1 also remain unchanged from the Inception phase and they continue to provide active and helpful support to the MA.

1.3 Related projects

ESAP2 continues to learn a great deal from the lessons of ESAP1, and other ongoing projects, and in particular about the need for close collaboration with Woreda administrations and national CSOs' before and during the implementation of grant projects.

The MA maintains regular contacts with the other related grant management project that is of direct relevance to ESAP2 namely:

Civil Society Fund funded by the European Commission and managed by GOPA Consultants.

1.4 Crosscutting issues

As laid out in the ESAP2 Grant Manual, there are definite challenges to adequately mainstream socially excluded groups. Subsequent inclusion of the elderly, vulnerable women and children, disabled, and HIV positive people, is a feature which stakeholders would like to see more integrated in ESAP2.

Social inclusion will also receive specific focus during the baseline data collection process following the award of grants.

2. Update on project design

In this section we review any update on the project design as outlined in the ToR. This also includes an update of the assumptions and risks and a summary of all proposed alterations.

2.1 Review of project design

There have been no changes to the ToR during this period.

Sectors covered by ESAP2

The sectors covered by ESAP2 are unchanged since the ToR and remain as education, health, water and sanitation, agriculture and rural roads.

Geographical coverage

There has been no change in the ToR requirement that ESAP2 cover nine regions and two cities, Addis Ababa and Dire Dawa and involving at least 172 Woredas as the entry points for ESAP2 implementation. Implementation will focus more on the basic services sector and across levels within those sectors in the Woredas and Kebeles rather than at the level of individual service facilities.

Timeframe

There has been no change in the implementation period of ESAP2. However, the SC approved the proposed extension of the Grant Agreement (GA) to 36 months. This extension will still have to be confirmed through an addendum to the Grant Agreement. This addendum will also involve an increase of the total available budget for the grant scheme from \$3.5 million to maximum \$10 million US dollar.

Grant scheme

The aforementioned addendum will enable ESAP2 to meet the ToR demands for a scaling up of social accountability activities, in terms of the number of Woredas (from 86 in ESAP1 to maximum 172 in ESAP2) and for additional activities to further institutionalize and sustain social accountability resources.

2.2 Proposed changes to the Terms of Reference

There were no proposed changes to the ToR in the period of this progress report.

2.3 Update on assumptions and risks

The assumptions and risks have remained unchanged during the last three months. The risks and mitigation strategy has been updated as far as it concerns the risk levels. The table below summarizes the risks affecting ESAP2 and the MAs mitigating strategy:

Risks	Risk level	Impact	Mitigation strategy
Insufficient time for the implementation of sustainable grant projects	High	High	In order to achieve high impact and sustainable results from the sub-projects the SC has agreed to a maximum implementation period of 2 years for each grant project.
Insufficient budget to implement 50 to 60 grant projects in at least 170 Woredas	Medium	High	The current budget for the grant scheme is US \$3,5million, while the estimated number of grant projects is based on the original grant budget of US \$13,5million. The final number of grant projects will be based on the final total budget available for the grant scheme.
Uneven distribution of grant projects among the five PBS sectors	Medium	Medium	The grant manual includes provisions ensuring a minimum number of sectors per grant application. In addition, there is a bonus system in place to stimulate applicants to target more than the minimum sectors.
Uneven distribution of grant projects among the regions	Medium	Medium	The grant scheme includes provisions for ensuring that grant applications which target regions or Woredas of specific relevance for ESAP2, will be scored higher than those that do not.
Less experienced CSOs (but important for certain sectors or regions) will have insufficient capacity for being successful in applying for grant projects	Medium	High	The grant scheme includes provisions ensuring the participation of less experienced CSOs in grant projects. The capacity development plan will also give specific attention to building the capacities of such CSOs.
Social inclusion will be neglected as a cross-cutting issue	Low	High	Social inclusion is an important issue because various groups in society are not affected in the same way and do not have the same needs when it comes to basic services. Continuous capacity building, awareness raising, training and sensitization on social inclusion issues will increase female participation in terms of physical presence and free expression
Involvement of local government and local service providers	Medium	High	Sustainability of social accountability can be addressed through the creation of councils or committees that involve all stakeholders and build on and reinforce existing systems, committees, groups, CBOs and associations. This will encourage the direct involvement of government bodies in the overall project implementation to ensure its sustainability and the alignment with the government inspection programs.

2.4 Management and coordination arrangements

The MA Team Leader has left her position end March 2012 in a good understanding with VNG International. Based on a step-by-step procedure as per World Bank procurement rules, and after being interviewed and by subsequent recommendation of the SC, the new Team Leader, Gerard van Mourik, assumed responsibilities on 5 June 2012.

The MA continues to provide technical assistance and capacity building, networking and support as needed. The main responsibilities of the MA remain as the overall program coordination and provision of proper guidance and support to the SAIPs. In addition, the MA continues to raise awareness on ESAP2, collate and make available to the SC, and other relevant stakeholders, reports and publications on implementation activities of the program; to facilitate learning processes through M&E tools, design training and capacity building modules and deliver training for SAIPs.

3. Project progress in the reporting period (04-06/2012)

The section provides an account of activities and outputs of the last three months with the main achievements highlighted as follows:

Component 1 – Program and financial management

A main milestone has been the design and delivery of a sound financial, accounting and administrative system and budget for the project and for the grant scheme.

Two meetings of the SC have been held in the second quarter of 2012. The SC on 27 March 2012 approved the proposed extension of the Grant Agreement (GA) to 36 months. The World Bank and VNG International will work out the exact fund distribution based on the actual available funds at the time of the revised GA completion.

During the 21 June 2012 SC meeting, the new Team Leader of the MA was formally introduced, and he provided a thorough update of the achievements made to date. On 22 June 2012 the deadline passed for the submission of proposals. During this SC meeting, the Secretariat of the SC was handed over from the World Bank to DfID. The Chair of the SC expressed sincere appreciation of the World Bank Secretariat work of the past years. He also emphasized the importance that all SC members shall have designated deputies to attend the SC meetings.

Perhaps the biggest achievement was the removal of the four (financial) conditions for effectiveness.

Accounting software is now in place and the first internal monthly and quarterly financial reports produced. Financial guidelines for grantees have finalized according to World Bank standards together with a template for the financial risk assessment for shortlisted grantees. The latter is now tested and ready to be applied as soon as the outcomes of the proposal review are available.

Work has progressed in developing closer coordination and synergy with other PBS II components. The regional launches early on, provided a good opportunity to meet with PBS II officials in the regions, and the MA continued this professional networking also in this reporting period.

From 7-11 May 2012 the MA participated in the Joint Review Implementation Support (JRIS) and presented an update of ESAP2.

To date there has been most interaction with the FTA component on service standards and there is good potential for more interaction with the Local Investment Grant (LIG) component of PBSII.

Finally, the www.esap2.org.et website has taken off really well, with more up to date information on the ESAP2 grant scheme, including background documents that have been used for the drafting of proposals. The MA continues to make its website more interactive with for example the inclusion of social media forwarding tools.

Component 2 – Grant scheme

Another important milestone was reached with the completion of a solid grant management manual, which was formally released, and subsequently been published on www.esap2.org.et on 6 May 2012. This comprehensive document provides extensive details on all aspects of the grant making process and takes the applicant through a step-by-step understanding of procedures that will be required during implementation of the successful project. The grant manual has taken into account extensive feedback from relevant stakeholders, international good practices and the grant making experiences of the GoE and its esteemed donors.

During the first phase of the proposal preparation period from 6 May-15 June 2012, the MA responded to requests for clarification from prospective applicants. All answers have been posted on the ESAP2 website. By Friday 22 June 2012 (proposal deadline) the MA had received 125 grant applications. On Monday 25 June, a team of six, both international and national assessors started the evaluation process. The MA carefully ensures that the evaluations are done as objective as possible, and adheres to procedures as laid out in the Grant Manual.

Component 3 – Monitoring & evaluation

A key milestone for this component was the completion of the M&E plan and now also including sections for the SAIPs, inclusive of tools and mechanisms, with the entire M&E system being fine-tuned and updated.

Moreover various products were advanced, such as reporting templates, subsequent templates for grantees and a checklist for onsite data verification work (field visits).

All of the above was embedded into another planned output: training materials and an M&E manual. Our M&E team, in collaboration with the World Bank impact evaluators, has further matured preparations for the baseline data collection in the target Woredas.

Component 4 – Capacity building & training

The first draft of the Social Accountability Guide, a key cornerstone of the program, was further worked on and is nearing completion. This is a set of tools to get across the basics of social accountability to grantees and their partners, beneficiaries at Woreda level, and subsequent, ongoing, tailored support, thus an extensive, three-staged training program:

First stage: orientation training with grantees and their partners on social accountability and the six SA tools;

Second stage: rollout orientation training at the Woreda level with Woreda officials, sector offices, citizens groups and other CSOs and CBOs with a focus on one or two tools; and

Third stage: monitoring and tailored support for all grantees and partners on identified needs and the tools they select.

The six tools grantees will be exposed to, include the tried and tested tools of Community Score Cards, Citizens' Report Cards, Participatory Planning and Budgeting and exposure to additional tools which includes Community Mapping, Gender Responsive Budgeting and Social Auditing.

The MA anticipates most CSOs will lean towards the first set of tools, however encourages grantees to add one or more tools that are complimentary to their project objectives. The training is anticipated to start in the middle of September 2012.

3.1 Summary of progress: activities in the reporting period

The table below provides an overview of the key deliverables foreseen by the terms of reference for the program and the progress made towards achieving them in the last three months.

Activity	Progress made / Milestones
Component 1: Program and Financial Management	
Responsibility for overall management, coordination and directions of the program as well as handling of preparatory steps, including the selection of SAIPs by use of appropriate selection criteria	Program Implementation and Operational Manual under revision based on growing insights SAIP selection rescheduled to July and August
Prepare annual plans and budgets for the implementation of ESAP2 for discussion and approval by the SC	Updated overall work plan, staffing plan and budget breakdown completed for up to three years (in view of expected extension up to 36 months)
Establish and implement a financial management system for the program	Financial approved by WB IFR template approved by WB Financial reporting templates for SAIPs' completed
Prepare and submit quarterly and annual reports to the SC	Inception report approved by SC First quarterly progress report approved
Organize an annual financial audit of ESAP2, including the utilization of grant funds by the grantee SAIPs	ToR for the external audit of ESAP2 approved by WB
Ensure that SAIP-selected Woredas meet certain pre-agreed criteria	SAIP selected criteria reviewed and streamlined
Provide substantive direction, leadership and analytical guidance to SAIPs on the implementation of the social accountability tools and mechanisms including exit and entry strategies, institutionalizing and sustaining SA, mentoring and training of local government officials and service providers, consensus building, and acting as interlocutors among stakeholders.	No progress to report

Activity	Progress made / Milestones
Component 2 – Grant Management	
Invite and appraise SAIP proposals, and select and sign contract agreements with the qualified SAIPs	Grant management plan completed Grant manual approved Call for proposals launched and completed (127 grant applications received) Evaluation process started
Disburse grants to the selected SAIPs	No progress to report
Oversee and manage the accounting of the grants disbursed to SAIPs	No progress to report
Develop financial reporting procedures and templates and train the SAIPs on how to submit monthly, quarterly and annual financial reports using the templates	Financial manual and IFR template approved by WB Financial reporting templates for SAIPs' completed
Provide the SAIPs directions and training on procurement procedures	No progress to report
Component 3 – Monitoring & Evaluation	
Develop program Logframe with consensus-driven performance indicators to guide management of program results	Logframe updated
Establish and use a web-based M&E system for capturing program achievements and for sharing lessons learnt	No progress to report
Establish and use an M&E reporting and information dissemination process	M&E plan updated
Ensure effective communication of M&E findings to the SC as well as to SAIPs	No progress to report
Commission Woreda baseline data collection to guide program implementation and mid-term reviews to make course correction and glean lessons learned	Ongoing with WB monitors
Supervise and support baseline surveys on the status of social accountability and conditions of basic services (including scope, input, budget, staffing and quality) in the SAP Woredas and in “comparison” Woredas	Ongoing with WB monitors for target and control groups when Woredas are known.
Train and support SAIPs to prepare and submit M&E reports regularly	Training module drafted
Conduct regular field visits to identify constraints and challenges faced by SAIPs, and make suggestions on how to address the constraints to enhance the outcomes of	Ongoing Concept note on ESAP2 SAIP support mechanisms completed Onsite Data Verification checklist drafted

Activity	Progress made / Milestones
the program	
Hold discussions and leave Aide Memoires behind with the SAIPs to highlight field visit findings and agreed actions	No progress to report
Component 4 – Capacity building & training	
Design gender-sensitive social accountability training and capacity building modules and training plan	Capacity Building and Training Plan drafted
Conduct training sessions in SA for relevant government officials, SAIPs, and other stakeholders to enable them to engage effectively in the social accountability program	No progress to report (SA Guide drafted)
Create and build capacities and skills of SAIPs on the use of SA tools and on facilitation of interface meetings between service users and service providers	SA Guide drafted
Provide guidance to SAIPs on approaches for institutionalizing and sustaining social accountability including training and involvement of CBOs and MBAs	No progress to report
Establish capacity (“Centers of Social Accountability”) at selected regional universities or training institutions to provide training for longer term goals	No progress to report

3.2 Summary of progress: key deliverables in the reporting period

The table below provides an overview of the key deliverables foreseen by the terms of reference for the program and the progress made towards achieving them during the last three months.

Key deliverable	Progress made in the last three months
Component 1: Program and Financial Management	
Inception report	Inception report approved by the SC
Annual work plan, budget and action plan	Overall work plan, staffing plan and budget revised for years 1 and 2 and developed for year 3
Program Logframe	Revised Logframe
Quarterly program reports	First quarterly progress report approved by Steering Committee
Completion report	No progress to report

Key deliverable	Progress made in the last three months
Quarterly financial reports	Financial manual for MA approved by WB Financial reporting (FR) approved by WB
Media disclosure/ dissemination of social accountability approaches	ESAP2 website launched
Component 2 – Grant Management	
Program operational guidelines, including management, M&E template, procurement	Grant manual approved, including annexes with guidelines, financial and M&E reporting templates
Grant management plan	Grant scheme launched
Component 3 – Monitoring & Evaluation	
Program M&E template	Revised Logframe
Baseline survey report	M&E plan further developed, but will require ongoing refinements
Case study publications on assessment of experience and lessons learned	No progress to report
Biannual program review and lessons learned dissemination workshops	No progress to report
Component 4 – Capacity building & training	
Training and Capacity Building Plans	Ongoing consultations held with stakeholders (e.g. MoFED, CSOs, and donor agencies). SA Guide drafted
Training/capacity building workshops for SAIPs, service providers and other relevant actors	No progress to report
Social accountability database	No progress to report
Social inclusion and vulnerability social accountability training modules	No progress to report
Social Accountability Guide for Grantees	No progress to report
Centers of Social Accountability at selected local universities/training institutions to provide training for longer term goals	No progress to report

3.3 Summary of progress: resources utilization in the reporting period.

This section provides an overview on the utilization of human resources and other services. The MA appointed a new Team Leader, a Legal advisor, six grant assessors and two freelance writers.

In the past quarter, VNG International staff (project director, project manager, grant advisor) has regularly visited Addis Ababa for project purposes, especially in the period between the departure of the initial and the incoming team leader.

3.4 Summary of progress: overview of no-objections received from the World Bank in the reporting period

During the last three months we have received “no objections” from the World Bank for the terms of reference for the involvement of the following staff and experts:

General management	Team Leader (Gerard van Mourik)
Program and financial management	Legal advisor (legal advice related to legal status of MA, employment contracts staff and other related legal matters)
Grant scheme	6 grant application reviewers (3 national and 3 international experts)
Monitoring & evaluation	No additions in the reporting period
Capacity building and training	2 curriculum developers (contributing to the SA Guide)

3.5 Summary of progress: overview of approved addenda

There is no addendum to the grant agreement yet.

4. Project planning for the next reporting period

This section highlights the project planning for the next reporting period from 01/07/12 to 30/09/12. For the next reporting period the following main activities are planned:

Program and financial management:

- Further implement the approved financial management manual; revise the project budget in line with the revised staffing plan; provide clarification for the World Bank on financial matters; review internal financial control systems in the MA; undertake financial risk assessments on selected SAIPs; and support the Grant Manager in the preparation of grant agreements, contracts and annexes including financial provisions.
- Maintain the smooth running of the financial and operational management system for the effective, efficient and transparent use of funds and draft monthly and quarterly financial reports.
- Implement Financial Management training for SAIPs.
- Contract the external auditor of the ESAP2/MA.

Grant Management:

- Complete the grant management *system*, which is both financial and programmatic, to provide a detailed framework for the entire grant management process up to, and including, the final close out procedures and processes.
- Oversee the application evaluation process; prepare a risk assessment schedule and guidelines, and lead the risk assessment process to provisionally selected grantees; and identify a risk mitigation strategy based on the risk assessment reports.
- Lead the SAIPs negotiation and contracting process; prepare grant agreements and facilitate contract signature.
- Implement Grant Management training for grantees.

Monitoring & Evaluation:

- Finalise the M&E plan, tools, mechanisms and templates and discuss major topics with the selected SAIPs.
- Start implementing the plan of M&E implementation for the MA and for the SAIPs.
- Liaise closely with World Bank impact evaluators for baseline data collection in the target woredas and baseline data collection by the World Bank in the control group woredas.
- Finalise recruitment of full-time local M&E expertise.
- Implement M&E training for grantees.
- Organise first bi-annual review with all grantees and the MA. The aim of this review is to share information on the various projects amongst SAIPs and find ways of collaboration and synergies between SAIPs where possible. SAIPs will be introduced to the learning benchmark framework.

Capacity Building & Training:

- Align the the Capacity Building & Training plan with GoE interventions and with the Grant and M&E strategies when the SAIPs and Woredas are known.

- Start establishing an SA expert pool (for sustainability reasons).
- Further develop, test and roll out of the SA Guide for SAIPs, and include guidelines on institutionalisation and clear communication.
- Rollout the first series of workshops for SAIPs.

4.1 Planning of activities for next reporting period: activities

The table below provides an overview of the activities foreseen by the terms of reference for the program and the concrete actions that are planned for the next period.

Activity	Next reporting period
Component 1: Program and Financial Management	
Responsibility for overall management, coordination and directions of the program as well as handling of preparatory steps, including the selection of SAIPs by use of appropriate selection criteria	<p>Co-ordinate and supervise overall financial and operations management to ensure the effective, efficient and transparent use of funds and the smooth running of the project office</p> <p>Select, recruit, contract and supervise the support staff and provide logistical support for field missions</p> <p>Prepare a budget and work plan supporting the addendum for extending the grant agreement to an implementation time of 36 months</p> <p>Further develop and produce visibility materials, maintain ESAP2 website</p> <p>Complete communication and visibility plan for ESAP2</p>
Prepare annual plans and budgets for the implementation of ESAP2 for discussion and approval by the SC	Review/monitor annual work plan and annual budget forecast for 2012
Establish and implement a financial management system for the program	<p>Implement Financial Management Manual</p> <p>Complete and submit monthly expenditure reports specified per budget (internally)</p>
Prepare and submit quarterly and annual reports to the SC	The next progress report will be submitted to the SC on 5 October 2012
Organize an annual financial audit of ESAP2, including the utilization of grant funds by the grantee SAIPs	Select audit firm and seek for “no objection” from World Bank
Ensure that SAIP-selected Woredas meet certain pre-agreed criteria	Completed
Provide substantive direction, leadership and analytical guidance to SAIPs on the implementation of the social accountability	Deliver the financial management training package for the implementing CSOs including financial guidelines and reporting formats and

Activity	Next reporting period
tools and mechanisms including exit and entry strategies, institutionalizing and sustaining SA, mentoring and training of local government officials and service providers, consensus building, and acting as interlocutors among stakeholders.	financial capacity assessment tools checklist for the implementing CSOs
Component 2 – Grant Management	
Invite and appraise SAIP proposals, and select and sign contract agreements with the qualified SAIPs	Review grant applications and select first batch of SAIPs Design risk assessment framework on the capability of individual SAIPs Conduct financial risk assessment
Disburse grants to the selected SAIPs	Once agreements with SAIPs are signed
Oversee and manage the accounting of the grants disbursed to SAIPs	Once agreements with SAIPs are signed
Develop financial reporting procedures and templates and train the SAIPs on how to submit monthly, quarterly and annual financial reports using the templates	Submit MA’s first financial report to the WB Finalize Financial Manual for SAIPs (part of Financial Manual)
Provide the SAIPs directions and training on procurement procedures	Finalize training program for financial officers of SAIPs Training will start after the selection of the SAIPs
Component 3 – Monitoring & Evaluation	
Develop program Logframe with consensus-driven performance indicators to guide management of program results	Ongoing monitoring of Logframe with indicators and OVIs
Establish and use a web-based M&E system for capturing program achievements and for sharing lessons learnt	Start design of web-based M&E system
Establish and use an M&E reporting and information dissemination process	Start addressing in a participatory manner how SAIPs should define the most important topics for their M&E system
Ensure effective communication of M&E findings to the SC as well as to SAIPs	Initiate information dissemination process M&E reports will be shared with the SC and SAIPs
Commission Woredas baseline data collection to guide program implementation and mid-term reviews to make course correction and glean lessons learned	Prepare baseline study (incl. sampling, development of questionnaires etc.) (Actual baseline can only be done after the selection of Woredas and Kebeles)

Activity	Next reporting period
	Develop M&E and benchmarking data collection system
Supervise and support baseline surveys on the status of social accountability and conditions of basic services (including scope, input, budget, staffing and quality) in the SAP Woredas and in “comparison” Woredas	Prepare baseline study (incl. sampling, development of questionnaires etc.) (Actual baseline can only be done after the selection of Woredas and Kebeles)
Train and support SAIPs to prepare and submit M&E reports regularly	Deliver M&E training to SAIPs in line with course plan, teaching materials etc. Actual trainings can only start after the selection of SAIPs
Conduct regular field visits to identify constraints and challenges faced by SAIPs, and make suggestions on how to address the constraints to enhance the outcomes of the program	Conduct preliminary field visits
Hold discussions and leave Aide Memoires behind with the SAIPs to highlight field visit findings and agreed actions	This will be done after the SAIPs are selected (Sustainability should be ensured by social accountability database)
Component 4 – Capacity building & training	
Design gender-sensitive social accountability training and capacity building modules and training plan	Develop SA courses / modules based on SA Guide, including course plan, teaching materials etc.
Conduct training sessions in SA for relevant government officials, SAIPs, and other stakeholders to enable them to engage effectively in the social accountability program	Select and contract trainers as needs arise Design train-the-trainer program Organise delivery of train-the-trainer workshops Delivery of training will start after SAIPs are selected
Create and build capacities and skills of SAIPs on the use of SA tools and on facilitation of interface meetings between service users and service providers	Continue collecting and publishing documentation on SA tools, methods, instruments and good practices for ESAP2 website Actual capacity building activities will start after selection of SAIPs
Provide guidance to SAIPs on approaches for institutionalizing and sustaining social accountability including training and involvement of CBOs and MBAs	Draft a concept note on approaches for institutionalizing and sustaining social accountability including training and involvement of CBOs and MBAs

Activity	Next reporting period
	Guidance to SAIPS will start after selection
Establish capacity (“Centers of Social Accountability”) at selected regional universities or training institutions to provide training for longer term goals	Revise initial concept note on the SA Centers Discuss with stakeholders and decide on most suitable option for creation of CSAs (ongoing)

4.2 Planning for next reporting period: deliverables

The table below provides an overview of the key deliverables foreseen by the terms of reference for the program and what is planned for the next period from 01/07/12 to 30/09/12.

Key deliverable	Planned deliverables next reporting period
Component 1 – Program and Financial Management	
Inception report	Completed
Annual work plan, budget and action plan	Monthly updates of the annual work plan
Program Logframe	Updated Logframe
Quarterly program reports	Progress Report 3
Completion report	No deliverable to be expected
Quarterly financial reports	1 st quarterly financial report
Media disclosure/ dissemination of social accountability approaches	New communication and visibility materials and existing ones revised after initial feedback Weekly updated ESAP2 website
Component 2 – Grant Management	
Program operational guidelines, including management, M&E template, procurement	Overall evaluation report with MAs advice to the Steering Committee on to be selected SAIPs Risk assessment report on potential SAIPs SAIPs contracted
Grant management plan	Grant management plan
Component 3 – Monitoring & Evaluation	
Program M&E template	Completed 1 st M&E reports from SAIPs
Baseline survey report	Actual baseline can only be done after the selection of Woredas and Kebeles
Case study publications on assessment of experience and lessons learned	First case study publication foreseen in the coming reporting period (on website)

Key deliverable	Planned deliverables next reporting period
Biannual program review and lessons learned dissemination workshops	First biannual program review and lessons learned workshop (as soon as preliminary results of SAIPs are being monitored)
Component 4 – Capacity building & training	
Training and Capacity Building Plan	Completed
Training/capacity building workshops for SAIPs, service providers and other relevant actors	Trainings will start after the SAIPs and Woredas/Kebeles have been selected
Social accountability database	ESAP2 website includes SA case studies from ESAP2 grant projects, but also from other good practice cases relevant to the situation in Ethiopia
Social inclusion and vulnerability social accountability training modules	Trainings will start after the SAIPs and Woredas/Kebeles have been selected
Social Accountability Guide for Grantees	Social Accountability Guide SA Modules (course plans, trainer and teaching materials etc.) 1 st SA trainings delivered
Centers of Social Accountability at selected local universities/training institutions to provide training for longer term goals	Revise concept note on SA Centers

4.3 Potential obstacles for next reporting period

In general, there is good potential that the current enabling and supportive environment of social accountability in Ethiopia will continue and the social accountability concepts considered important under the GoE Growth and Transformation Strategy will continue to receive strong backing by the GoE and development partners.

However, two potential obstacles for the delivery of the planned results for the next reporting period until 30 September 2012 could hamper the implementation of the grant scheme:

- No timely approval of the addendum for extending the project implementation period up to 36 months (no sub-grant agreement can be signed before the addendum has been signed between VNG International and the World Bank).
- No timely fund transfer from the World Bank to VNG International's designated project account (without this transfer VNG International will not be in the position to respond to advance payment requests from SAIPs)