CIVIL SOCIETY SUPPORT PROGRAMME (CSSP)

ANNUAL REPORT

2011-2012

Forty four approved applicants for water harvesting, April 27th 2010.

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1   Background

CSSP's overall purpose is to deliver sustainable social and economic benefits to the people of Samoa through strengthened CSOs. It seeks to achieve measurable social and economic benefits from well managed projects, where CSOs play a more active role in national and community affairs. To facilitate support to CSOs, CSSP provides a single point of contact and a common application and reporting requirement.   It also provides for CSO capacity building in project and organisational management and in proposal writing. Technical assistance is provided grantees to improve the implementation of their projects and to help make their impact more lasting and sustainable. CSSP also supports opportunities for information exchange among community organisations on their projects and best practices.

Communities that apply are required to provide a financial contribution to the total cost of the project activity and only when they meet this financial commitments will funds begin to be disbursed.

AusAID and the European Union in collaboration with the GoS provide the funding for the program but are yet to be engaged in a pooled funding arrangement.

Activity Expenditures in Samoa tala ($): The CSSP budget for 2011-12 was $4.7 million (EU contributed $2.7 million and AusAID $2.0 million). AusAID transferred an additional $1 million in March 2012 for ICCAI projects in response to a request to assist communitiess affected by the 2011 drought. Funds breakdown by CSSP objective and activity is presented below:

0BJECTIVE 1 - CSO project requests:

Project category	**Funded by:**	**Amount**
Category 1 (5,000-30,000)	**European Union**	**SAT1,875,000**
Category 3 (150,000-300,000)	**European Union**	
Category 2 (30,000-150,000)	**AusAID**	**SAT1,400,000**
Water security activities (44)	**AusAID**	**SAT1,000,000**

OBJECTIVE 2 and OBJECTIVE 3- CSO capacity building in governance, management and advocacy:

Activity Type	TA provider	Amount
TA Capacity building to strengthen governance, project management capacities and promote advocacy roles	SUNGO	SAT300,000
TA in installation and maintenance water harvesting projects	Samoa Red Cross	SAT10,000

OBJECTIVE 4   Programme Operations: The CSSP Programme Management Unit was budgeted $ 545,000 for operations including renovating and opening a new office at Ah Mau Mall, Apia, installing office equipment, IT communications, hiring additional staff, and technical assistance to install new financial and database systems, and the CSSP Monitoring and Evaluation framework. Programme operations also covered all activities to secure, select and monitor applicants on all islands, programme visibility and promotion.

Key Achievements

OBJECTIVE 1: Tangible and sustainable CSO projects

Following 3 Calls for proposals in October 7, 2011 (Category 1), February 24, 2012 (Category 2) and March 13, 2012 (Category 3). 424 applications were received however only 106 applications approved (see Table 1, Appendix 1Applicants are given 12 months from the date of a signed contract to implement their projects.

As of 30 June 2012, most projects had signed contracts and were in various stages of implementation with the exception of the following:

- Category 1 ($5,000 - $30,000) – multi-sector projects: 41 projects approved but 2 declined due to insufficient applicant contribution to implement the project.
- Category 1 ($5,000 - $30,000) – ICCAI-WSCCA water harvesting projects only: 44 projects approved but 1 declined due to insufficient applicant contribution to implement the project.
- Category 2 ($30,000-$150,000)- multi-sector projects: 15 projects approved but one declined due to other priority commitments of the organisation and the community.
- Category 3 ($150,000 - $300,000) NGOs only: Two have been approved.

Update on Projects approved in 2010/2011

Annex IV provides a compilation of all approved Category 1 and Category 2 projects. It includes graphs and charts of approved applicants by: 1. Civil Society Organisation Type (NGO, CBO); 2. Main Project Activity; 3. Sector (Number, Funding Amount); and 4. Region (Number, Funding Amount).

Note: CSSP has recently revised its application form to capture information on numbers of direct beneficiaries including numbers of families involved, number of males, females, youth, and people with disabilities. This data will be reflected in its 2012/2013 reports.

i. Community based organisations received the bulk of CSSP funds: CBO (82%, 145 projects) , NGOs (18%, 14 projects). By Sector, more projects were approved in the Water and Sanitation Sector (35%, 55), followed by Education (24%, 39), Community Development(21%, 34), Agriculture, Health, and Justice. However, by funding amounts, the Education Sector dominated, followed by the Water and Sanitation Sector, Community Development, Health, Agriculture and Justice. Education projects were mostly for infrastructure (buildings) which costs more per project.

ii. Demands for water harvesting was especially high during the drought period in 2011 resulting in the majority of these applicants being scored high for vulnerability following site visits. The number of water tanks approved for the 44 water harvesting applicants totalled 476 (1 million litres) storage capacity. The numbers of actual families benefiting from the 476 water tanks will exceed 476 because some applicants have requested larger tanks, strategically located, to be shared among several families.

iii. By region, Northwest Upolu had the highest relative share of projects by number and funding amounts. This is not surprising since it is the fastest growing region in the country with the largest share of the population. People in this region seemed much more aware of CSSP services. By number of projects and funding amounts, Northwest Upolu was followed by Savaii, Rest of Upolu, Apia, and Samoa (National NGOs).

OBJECTIVE 2 and OBJECTIVE 3: CSO capacity building (governance, management, advocacy)
- . SUNGO achievements against their contract deliverables included the following:
  o Development of a NGO Assessment Tool – This is a self assessment diagnostic tool to assist the NGOs to identify areas of strengths and areas needing further improvement. The tool was designed with input from six pilot NGOs . SUNGO trainers are trained to implement the tool with the

assistance of a technical advisor. Feedback from the NGOs piloted has been positive although there has been a strong caution to use the tool for diagnostic purposes primarily and not as a basis for approving an NGO for funding.

- o Information and Liaison for CSOs – SUNGO employs five modes of communications to contact its 139 affiliated member organisations (phone, e-mail, internet, site visits, walk-ins). SUNGO CSO membership has increased by 10 in 2011/12. CSO member satisfaction with SUNGO (23% surveyed) showed a high level of satisfaction. Only one CSO member was dissatisfied. Management satisfaction rating was 75% and viewed as improving.

- o Mentoring Support for Civil Society Organisations – CSSP contracted SUNGO to provide mentoring assistance on CSSP applications on Savaii and Upolu. A total of 70 mentoring sessions were delivered (34 Savaii; 36 Upolu) to a total of 241 organisations attended (122 Cat 1; 119 Cat 2Participants rated the course at 73% in terms of satisfaction with course content and trainers 90%. Due to the low 73% rating of the mentoring course and recommendations from SUNGO, mentoring on applications will be handled differently in 2012/2013. It will be provided to participants that have completed CSSP sponsored Project Design and Management workshops.

- o Advocacy development for civil society – SUNGO advocacy is promoted through its National Civil Society Forums, as a representative on Line Ministry Sector Committees, the Cabinet Development Committee and media interface.. Three civil society forums were held and resulted in achieving improved dialogue between the Minister for NGOs and NGOs on their issues and concerns and two submissions to the Parliament Bills committee (Incorporated Society Amendment Bill 2011; the 10% Women in Parliament Bill). SUNGO advocated internationally on the NGO Shadow Report on the CEDAW convention.

- Red Cross Water Harvesting Capacity Building – 41 CSSP water tank applicants received a half day capacity building training to install water tanks correctly from Red Cross. Training was also given on installing a simple filtering device called "First Flush" to ensure only clean water enters the tank after it rains. Although it was not a mandatory requirement, a number of projects have installed the filter on their water tanks. In the future, water harvesting projects will require a filter such as the "First Flush".

- Two projects: Gender awareness; Youth research
  - o Gender Advocacy Project: Pan Pacific and South East Asia Women's Association of Samoa (PPSEAWA Samoa Inc. was approved funding for SAT$65,718 to produce a record on film by women of the role of women in the social, cultural and economic development of Samoa since Independence. The working title of the film is « Facing the Future-Women of Samoa ». The aim of the film is to address the lack of documentation in media of the contribution of women in development. PPSEAWA plans to use the film to educate and inspire young women in particular and the general public of the critical role of women in Samoa's development over the last 50 years. Planned completion and airing date is July 2013.
  - o Street Youth Research Project: CSSP provided Pasefika Mana, a local NGO, with funds (SAT 41,200) to conduct a survey and study to profile child street vendors. The study was conducted in Samoa in March 2011-2012 and the findings presented to stakeholders in August 2012 at CSSP. Numbers of youth surveyed were 142 boys (15 average age), 52 girls (15 average age). Mostly from Vaimauga / Faleata area.

> *"Overall findings highlight the complexities of family and community influences on the child vendoring in Samoa. These involve family attributes, family processes, community factors and community/family-school partnerships. All of which is informed by poverty of opportunity. Evidently*

the majority of respondents in this survey said that child vendoring is a result of poverty in its many forms like poverty of opportunity. " Profiling Child Vender Survey Phase I, Pasefika Mana, 2011/2012

CSSP ought to ask who the recommendations of the study are targeting and how these can be taken forward so that there is value in funds being spent on doing such studies

- OBJECTIVE 4: Programme Operations
  Office
  - Office renovations and relocation from the Ministry of Finance to Ah Mau Mall, Saleufi Office with an Opening on 9 September 2011. The office includes a main office for seven staff, a reception area and training room. All IT and communication systems in place including networked computers and a server, a domain name, telephone, fax, and a printer. A new vehicle was purchased in September for administrative and programme activities. CSSP dbase, filing system and a Monitoring and evaluation framework is now in place.
  Staff Activities
  - CSSP is now fully staffed with a programme manager, financial manager, administrative officer, administrative assistant and three project officers. Staff have received in house training in Access and Excel database management, filing management, Monitoring and Evaluation, MYOB financial database management. The Financial Manager and the Administration Officer have undertaken a MANGO managing doner funds training offered through the Chamber of Commerce and SUNGO.

  Results:
  OFFICE: CSSP now has a very pleasant working environment in a central location within walking distance from the Ministry of Finance, major suppliers, applicants (main bus terminal). Staff have comfortable and clean working space. The training room is being intensively used during Call for Proposal workshops and during assessment of applications. With all the media exposure provided during the launching of the office and the Call for Proposals as well as the distribution of 1000 CSSP brochures (& map) there does not seem to be a problem with locating the office. Furthermore, several hundred applicants have received SUNGO applications training at the CSSP training room.

  Key targets - Monitoring and Evaluation Framework to Achieve the Overall CSSP Objective

  i.   **75% of funded projects score 70%+ in end of project review (Achieved)** – 30 EOPRs were completed for Category 1 and Category 2 community based projects approved in 2010/2011. EOPRs are a joint assessment (face to face discussion) between CSSP and the project implementing committee after the project has been implemented and all CSSP funding expended. It is the last step before closing out a CSSP project. A compilation of the 30 EOPRs is found in Annex V.
  The 30 EOPRs indicate a high degree of organisations (90%) practicing good governance and project management best practices. Only three (10%) of the 30 projects had issues in project governance and management (lack of good project supervision and monitoring). All 30 (100%) applicants were satisfied with CSSP communications and all (100%) found the CSSP and SUNGO trainings useful. One applicant used their own form which was easier for them. Several project committees were having problems with delays with their suppliers and this negatively impacted building projects in particular and the availability of the carpenter.
  ii. **75% of projects achieve (or are on track to achieve) expected results (Achieved)-** Total of 162 (100%) projects approved including the 2 approved Category 3 projects. Of this number, 10 (6%) are unable to complete their projects for various reasons (declined funds, unable to provide 10%, discontinued funding due to lack of response). Of the 152 (96%) remaining projects, a total of 85 are still on track to complete their projects and 67 have completed their projects.

iii. **30% of funded NGOs meet agreed Good Practice Standards (Not Applicable for 2011/2012)** – CSSP and SUNGO have only begun to assess NGOs in 2012/2013. The initial focus on Good Practice Standards has been changed to NGO Assessment. CSSP/SUNGO have developed a tool for assessing NGOs in governance, management and external relations. See Annex VII NGO Assessment.

iv. **At least 80% of funded NGOs meet criteria in funding contract (Not Applicable for 2011/2012)** NGO final reports for 2011/2012 are still being processed (Deadline 31 July 2012). CSSP will report on NGO performance in 2012/2013. The NGO six monthly progress reports show that all NGOs except one were on track to complete their contracts as planned. One NGO was discontinued for non performance.

v. **Increase in the number of Govt committees with NGO representation (Not Applicable for 2011/2012**) – Baseline will be established in 2012/2013 through an NGO Survey in September 2012.

vi. **90% of stakeholders satisfied with PMU performance overall (Not Applicable for 2011/2012)** – CSSP conducted a public survey of satisfaction with the PMU performance in 23-24 August 2012. The survey forms are still being processed.

vii. **Awareness of CSSP increases by 30% (Achieved)** A total of 154 applicants attended public awareness workshops for Category 1 and Category 2 in 2010/2011. This number increased to 414 in 2011/2012 and represented a 45% increase in numbers of organisations attending the public workshops.

1.1 Issues and Challenges

a) *Governance*

i. CSSP Steering Committee – Meetings are frequent and lengthy particularly around the selection of projects to approve. The challenge is to seek ways to reduce the length and frequency of these meetings without compromising quality of decision-making. The PMU has recently changed the approach and format to presenting recommended applicants (i.e.visual presentation and more thorough input from sector partners on priorities prior to steering committee meetings). Staff ought to consider ways to improve analystical skills of project staff so that they can provide recommendations that would facilitate informed decision making by the Committee. This would save the Committee from an appraisal role.

ii. PMU Reporting – The two funding partners require different reporting formats. The challenge is to better harmonize reporting formats particularly programme formatting to avoid duplication of effort, time and cost.

iii. Updated information on other funding schemes is critical in making decisions on which projects to fund and which to refer to other sources. This is especially challenging because there are an increasing number of new funding schemes in Samoa that are not well known. The challenge is also to work with the different schemes in a coordinated way that will benefit and not frustrate applicants. There is only one other small grants scheme funding mechanism that is outside CSSP and the government is enoucraging its integration into the CSSP.

b) *Finances:*

i. The steep learning curve is levelling off around understanding the donors expectations, financial processes , procedures and time period for approvals . The challenge for CSSP now is producing timely reports and seeking approvals for budget revisions well in advance of expenditures. This is a project management skill which needs to be learnt if not already inherent in staff's skills pool.

ii. Delays in the audit can be avoided thrugh the submission of an audit schedule to MoF at the start of each financial year. Delays in applicant expenditures on a project may delay the transfer of funds to CSSP for other CSSP CSO initiatives. The PMU is encouraging approved applicants to adhere to their

work program schedules. Delayed progress reports from applicants can further delay their final 20% payment.

c) *Sustainability*

    i.   Monitoring and Evaluation (M&E) – CSSP has begun to report against its targets in its revised Monitoring and Evaluation framework. However, because most CSSP funded civil society projects are still in various stages of implementation it is not able yet to assess the impact or outcomes of its programme. The End of Project Reviews and the resulting applicant score is the best tool to date to assess how successful a project has been implemented and its likelihood for on-going sustainability. An external CSSP review will be done in the latter part of the year which will provide additional information.

    ii.   NGO sustainability – Support has been provided NGOs for programmes and operations. The issue for NGOs is the inability to hold on good staff in the absence of a guarantee of funding beyond one year. The challenge for NGOs, SUNGO and CSSP is to build on-going sustainability with NGOs through a well considered strategy of diversified funding base, multi-year contracts and strengthened organisations.

    iii.   SUNGO capacity building – SUNGO's role in advocacy and CSO capacity building is critical to CSSP especially in the area of CSO governance and management. The challenge will be to provide SUNGO with a multi-year contract to enable it to plan its activities more than a few months (or weeks) in advance.

d) *Gender Equality*-Almost one third of all CSSP projects were from applicant women's organisations.). Nearly 58%) had a mix of males and females in their membership and executive committees . Less than 10% had a males only membership. Women and girls are well represented as beneficiaries and in a governance capacity in CSSP approved projects.

Issues of gender equity have to do with ensuring more youth groups apply (both males and females). A Samoa National Youth Council has recently been established with support from the Ministry of Women and the Pacific Leadership Development Programme. CSSP has provided the SNYC some awareness of CSSP funding and it is expected that through SNYC, more projects will be forthcoming from youth in the future .

The challenge for CSSP will be to encourage applicants to complete the beneficiary checklist (gender disaggregated) in the application form to facilitate tracking and monitoring projects by gender.

RISK MANAGEMENT FRAMEWORK

The CSSP Steering Committee (SC) met 14 and 15 of August 2012 to review and approve the Risk Management Framework. The key changes to the Framework were.

1. High staff turnover – Recommendation to engage a workforce consultant to review the situation of a high staff turnover and assist in putting in place strategies to improve retention.
2. Recommendation to take out Risk 13.2 (Risk of funding diversion due to Disasters) as it was not seen as a real risk by the SC.
3. Recommend to add one more risk with respect to high NGO Board turnover: That NGO training be centred around Governance and Management and rolled out on a regular basis as a strategy to address risk.
4. Visibility: CSSP to draft a visibility strategy for review and approval by the SC. It should include a brief report on visibility in the six monthly reports to the funding partners.

1.2 WORKPLAN (Next six months)

No.	Activity Description [x -workshop; CfP-Call for Proposals; DL- deadline; Dec- decision; R-Reports]	2 Aug	3 Sep	4 Oc	5 No	6 De	7 Ja	Comments

| #	Activity							Notes
1	Cat 1 Call for Proposals x 1 each year	CfP		DL	Dec			Applicants complete General Application Form. Decision (Dec) w/in 8 wks (end of November 2012)
2	Cat 2 Call for Proposals x 1 each year						CfP	Applicants complete General Application Form. Decision (Dec) w/in 8 wks. Only NGOs selected are invited to submit a 2nd Form.
3	Cat 1 , 2 Applications workshops (Upolu/Savaii Islands) – Secure & Select applicants	xx						Project Officers conduct 4 public awareness for 400 people (150 organisations/groups) and respond to « walk-in » individuals or groups or by e-mail (100 people)
4	Cat 3 Call for Proposals 1x each year		CfP					Targeting NGOs with the capacity to complete EU application forms under EU Contracts and rules.
5	Cat 3 Applications workshops/mentoring			xx				Estimated 15 organisations applying for Category 3
6	Assessment, Selection & Funding Agreements for applicants (x) Payments and reports (on-going).							PMU staff , Steering Cttee, Ministry of Finance. Estimated 118 Funding Agreements (Category 1, 2 & Category 3) by year end. Estimated over 200 applicants will apply for Category 1 alone.
7	Technical advice for applicants & on applications.	Technical support to applicants as needed						Technical advice prior to and after approval of applicants on ...asis.
8	Network with sectors to identify & assist on promising projects for funding, CBOs, and NGOs.	CSSP. SUNGO. OTHER STAKEHODERS ON-GOING						CSSP links with SUNGO, Sector partners, Development partners, Steering Committee members and other ...olders.
9	Project management workshops (12 x four day workshops)		xxxxxx			xx	xx	Prior to every Call for Proposals deadline. Declined applicants from previous Calls for Proposals will be invited to the PM workshops.
10	Design, pilot test, implement 2 NGO workshops in EU applications and contracts		Xx					1st workshop focuses on the EU Application process and the 2nd workshop on the EU contracts process.
11	Information & Liaison and Public Forums targeting CSOs – SUNGO contract			SUNGO on going				SUNGO implements objectives of their strategic plan, gathers data, compiles results and provides information and liaison services to CSOs.
12	Mentoring & Support to NGOs –SUNGO contract			SUNGO on going				SUNGO NGO Coordinator position coordinating with CSSP on advisory, training, mentoring to NGOs, implement NGO Assessment.
13	Community Research, Advocacy & related activities				X			Tendered contracts to NGOs and other service providers.
14	Programme Visibility			X				Production and installation of signage. Production and distribution (or airing) of other media promotional materials. Visibility strategy final (X)
14	CSSP Replenishment Requests (Rpl)		Rpl			Rpl		Each replenishment requires an EU audit prior to approval of funds.
15	Programme Management Reporting (Special 6 monthly meeting)	Report				Report		Agreed under the AusAID DFA2 and will engage both funding partners. ..

Annexes

I.   Charts and Graphs

Charts and Graphs of Approved Projects
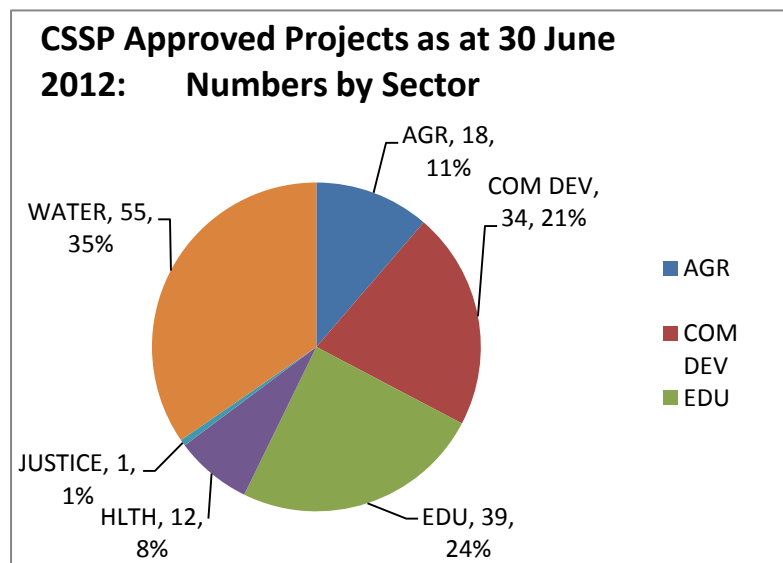
Chart No. 1: Approved Projects by CSO Type

Chart No. 2: Count of Main Activity, Activity Budget, Activity Average

CSSP Approved Projects, 30 June 2012: By CSO Type

14, 9%

145, 91%

- ■ CBO
- ■ NGO
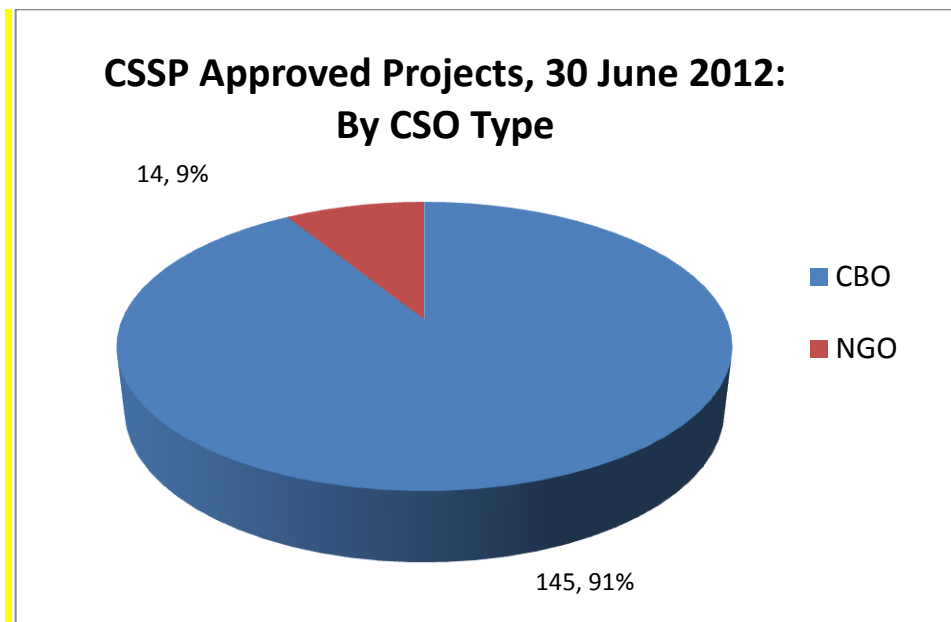
Row Labels	Count of CBO / NGO	Sum of Budget
CBO	145	4,475,747
NGO	14	962,718
Grand Total	**159**	**5,438,465**

Row Labels	Count of Main Activity	Sum of Budget	Average $ per project
Education Bldg	17	750,416	44142
Education Other	1	35,000	35000
Farming	10	320,370	32037
Fishing	4	97,812	24453
Garden	4	48,366	12091
Health Services	3	245,000	81667
NGO Org support	2	140,000	70000
Other	6	279,708	46618
Pre-school building	7	395,703	56529
Sanitation	5	99,432	19886
Security Fence	10	275,002	27500
Social Services	5	345,000	69000
Water source	5	90,141	18028
Water tanks	53	1,523,098	28738
Wom Cttee house	12	417,739	34812
Women	7	68,517	9788
Youth	8	307,161	38395
Grand Total	**159**	**5,438,465**	**34,204**

Chart No. 3: Number of Projects by Sector

Chart No. 4: Funding of Projects by Sector

CSSP Approved Projects as at 30 June 2012:   Numbers by Sector

CSSP Approved Projects as at 30 June 2012: Funding by Sector

Row Labels	Count of Sector
AGR	18
COM DEV	34
EDU	39
HLTH	12
JUSTICE	1
WATER	55
Grand Total	159
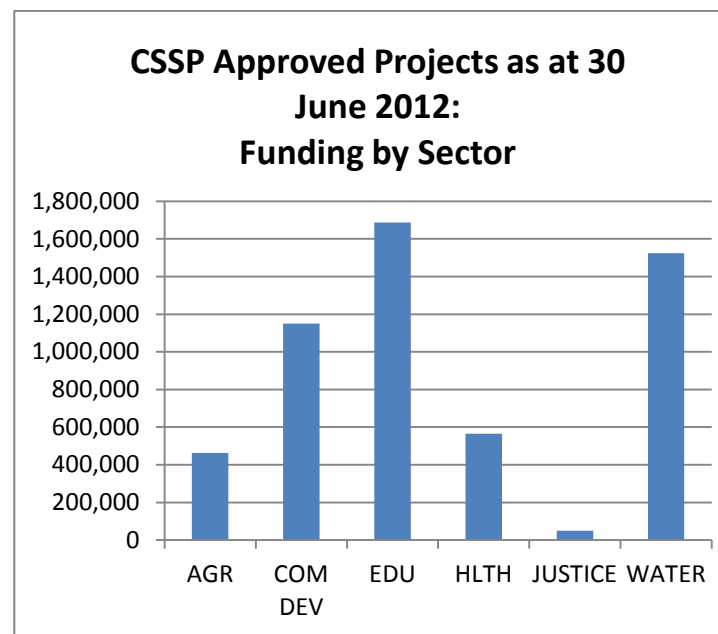
Row Labels	Sum of Budget
AGR	463,134
COM DEV	1,149,222
EDU	1,687,438
HLTH	565,382
JUSTICE	50,000
WATER	1,523,289
GrandTotal	5,438,465

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Chart No. 3: Number of Approved Projects by Region   Chart No. 4: Funding of Approved Projects by Region

CSSP Approved Projects as at 30 June 2012: Numbers by Region

- APIA
- NWU
- ROU
- SAMOA
- SAVAI'I

23, 14%
41, 26%
9, 6%
35, 22%
51, 32%

CSSP Approved Projects as at 30 June 2012: BY: Region and Funding

- APIA
- NWU
- ROU
- SAMOA
- SAVAI'I

19%
23%
26%
21%
11%
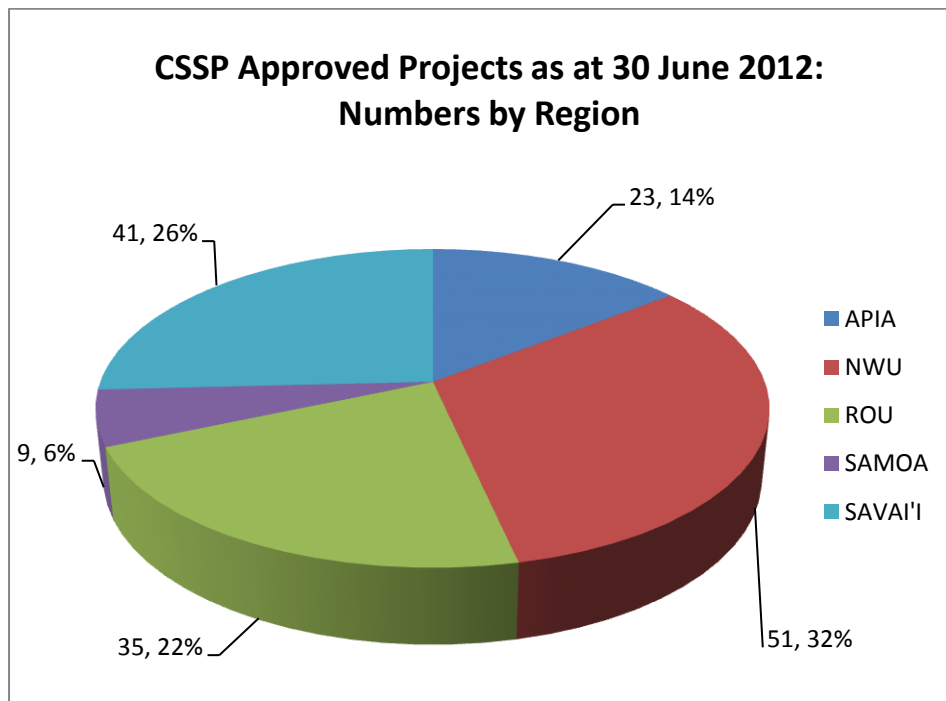
Row Labels	Count of Region
APIA	23
NWU	51
ROU	35
SAMOA	9
SAVAI'I	41
Grand Total	**159**
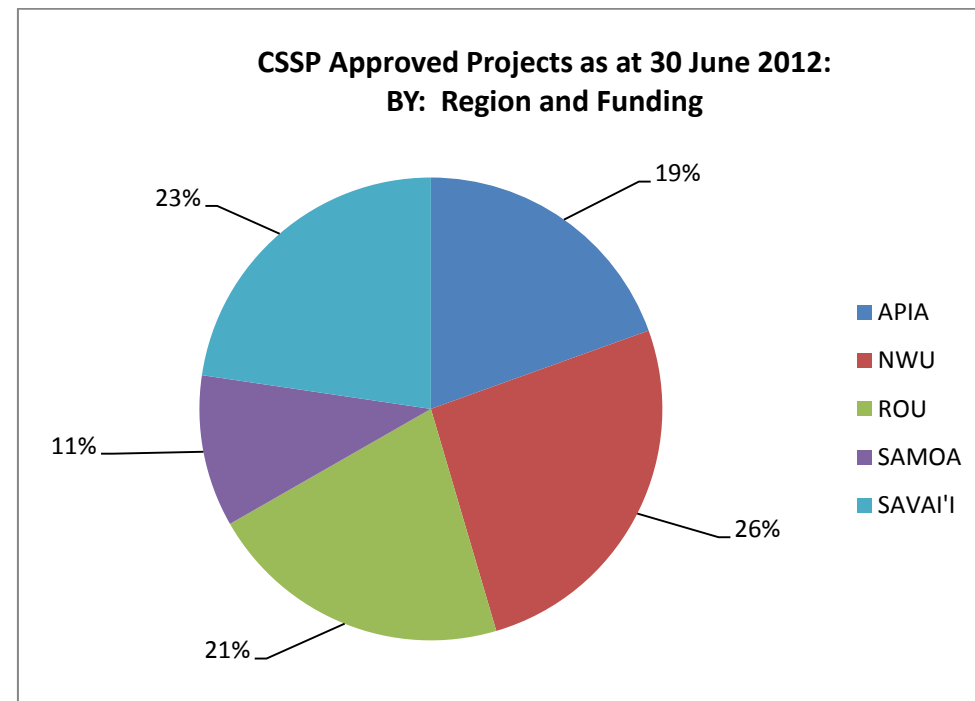
Row Labels	Sum of Budget
APIA	1,085,136
NWU	1,442,792
ROU	1,184,516
SAMOA	590,000
SAVAI'I	1,261,121
Grand Total	**5,563,565**

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