



CIVIL SOCIETY SUPPORT PROGRAMME

PROGRESS REPORT NARRATIVE REPORT COVERING THE PERIOD FROM **JANUARY 2013 – JUNE 2015**

June 2015



1. Executive Summary.

- The purpose of the Civil Society Support Programme is to deliver sustainable social and economic benefits to the people of Samoa through strengthened civil society organizations. To realize this purpose, the CSSP aims to achieve four major objectives;
 - Tangible and sustainable social and economic benefits which meet the needs of vulnerable groups in Samoa
 - Well governed civil society organisations with strengthened capacity to manage developmental programmes on a sustainable basis
 - A strengthened voice of civil society organizations to effectively influence national policy
 - Efficient and effective programme management unit.
- Priority under this programme is given to national and community based civil society organisations implementing projects which will bring sustained social or economic benefits to vulnerable groups without excluding any member of their communities. Funding for the programme is enabled by the Government of Samoa and donor support by development partners such as the Government of Australia and the European Union. Bringing donor funds together under a common programme will make it easier for civil society groups to access resources to improve their capacity through simplified processes with common application, funding, monitoring and reporting requirements.
- The Civil Society Support Programme is essential in sustaining the overall government agenda highlighted in the Government of Samoa's Development Strategy(SDS) in particular supporting where relevant, the coordinated execution of community development steered by the Ministry of Women Community and Social Development through the National Community Development Sector Plan 2012-2016.
- The reporting period falls within the 4th Round of Call for proposals due February 2014. The Round 4 Assessment Report was tabled and endorsed by the Steering Committee. Within this period the PMU encountered changes in staff, institutional arrangements, PMU headquarters which contributed to a needed delay in implementation in order to strengthen internal and external systems and procedures. The transfer of leadership to the new Programme Manager at the brink of the Round 4 Call for Proposal meant a lot of trial and error attempts before operations were back to a normal flow.
- The implementation of the general objectives of the programme were satisfactory with the emphasis of the new management and staff on completing outstanding work to remedy the backlog of key Programme Estimate 3 Activities. As a result the closure of Programme Estimate 3 revealed a 73% improvement in project management with 88 completed EOPRS and only 20 Round 2 and Round 3 projects in progress. A few of these ongoing projects fall under the Category 3 Funding for multiple years.
- Objective 2 focusing on Capacity building of CSOs also faced challenges with institutional changes within SUNGO. The change of management also contributed to the delay in implementation which reflected in the minimal progress by SUNGO within this reporting period. These changes in both SUNGO and CSSP resulted in a reduced timeframe for the Project Design and Management Training contract and a cancellation in the mentoring component for Round 4 beneficiaries generally provided by SUNGO in previous PEs.
- Based on the recommendations of the 2012 CSO Advocacy survey by CSSP, improving the advocacy capacity of CSOs received a back seat this period. Simply because of the emphasis on the completion of Programme Estimate 3 and the Round 4 Call for Proposals. However there were multiple workshops initiated by the PMU to encourage advocacy dialogue, multi sector partnership and building networks between CSOs and Government Ministries and Private Sector. This includes the Multistakeholder Workshop in January 2014, the CSO Advocacy Training December 2014 and the PUBLIC-CSO Joint Forum in March 2015.
- The PMU encountered multiple challenges with the Samoa Red Cross implementation of the ICAAI Project. A Rapid Assessment conducted on the implementation resulted in a revised contract with Samoa Red Cross. However this did not improve the pace of implementation resulting in the PMU against its preference stepping in to ensure deadlines are met and the communities receive the assistance needed.
- Programme Estimate 4 and also the final Programme Estimate under the EU Financing Agreement was submitted for endorsement in March 2014. The key activities focused on addressing some of the

recommendations in the CSSP Mid Term Review and the operational costs of the PMU as well as remaining funds for ongoing projects. Therefore the Round 4 Call for Proposals was funded solely by DFAT.

- Visibility of Projects received and improvement not only in signage but participation of the CSSP Steering Committee. The new PMU management encouraged the extension of community invitations for Project launchings and opening to members of the Steering Committee especially the two development partners.

1.1. Overview of Programme implementation.

Due to the changes to the PMU in the beginning of the last quarter for Programme Estimate 3, the overview of the project implementation varies amongst the 3 Key activities. However it is important to recognize the overall implementation is on Target. The PMU was able to successfully meet the targets outlined in the Programme Estimate 3 and 4 within the reporting period. This task required a lot of ground work with PMU staff capacity building and further clarification of procedures and process. It also meant outreach to CSOs and building linkages and partnerships with relevant Government Ministries and Private Sector actors. There was also an improvement in the management of projects due to the understanding and application of the PMEF developed in 2013 but was not fully utilized until mid 2014 to present. Round 4 Call for proposal showed an expansion of CSO initiatives particularly in the cultural industry and youth development. These are priority areas which were highlighted in the MTR and will be encouraged for future projects.

Achieving Key result areas in all CSSP objectives meant improving the awareness of not only staff but CSOs in general. By June 2015 through multiple forums and consultations, the support role of CSSP is becoming clearer to CSOs and therefore maximising this programme to realize CSO development roles and advocacy.

Overall, the Programme is operating well and achieving its targets in a steady manner with room for improvement for the next phase of CSSP implementation.

1.2.1. Achievements in Activity 1.

- Under PE 3 by the end of the final quarter 195 projects have been successfully completed but 36 have outstanding EOPRS. The delay in completing the EOPRS is because of staff overload and poor time management in the previous quarter. The focus for the staff at the time is to complete the projects but lapsed in following up on the EOPR component of the CSSP M&E Framework.
- This reporting period shows an increase in PMU productivity with regards to project management and re-emphasising the need to apply the M&E Framework through the EOPRS and after completion follow ups.

Table 1: Status of Round 1 – Round 3 CSSP Projects (Jan – June 2014)			
Status of Projects	Number	%	Comments
Completed	195	74%	The majority of completed projects achieved a 3-4 score on their EOPR. 88 Projects have been completed since the last 6 Monthly Progress Report.
EOPR Required	36	13%	The delay in submitting EOPR falls in the slow follow up by CSSP but also communities failing to complete the EOPR process once the project has ended.
In Progress	20	8%	Projects are on track as per their project plan and implementation schedule with most near completion in the next reporting period.
Terminated	13	5%	Reasons include land and governance issues and the inability to provide the 10% contribution.
Total	264	100%	

- Table 1 indicates 74% of completed projects and marks the successful achievement of this target.
- Based on the target of 97 projects to be on track, 61 projects have been completed resulting in 36 projects in progress and on track to achieve expected results.
- This target has been successfully achieved with the push from January to complete outstanding projects before the Round 4 Call for Proposals is due early February 2014.
- Round 4 Call for Proposals in detail in 1.2.3 explains the achievement of this target.

- Based on the CSSP Vulnerability Matrix, 35 of the 52 approved Category 1 & 2 projects rank Highly Vulnerable. This number achieves this target and retains the focus of the Programme in focusing on vulnerable communities.
- This means a 67% of approved projects are from highly vulnerable communities. This target was met through the intensive assessment process utilised for Round 4 which took into consideration other relevant factors to determine vulnerability supported by CSSP Stakeholders (MWCSD, SWA, MESC, SUNGO etc)
- The Multi-Stakeholder Workshop earlier in the year also contributed to building the rapport between CSSP and its stakeholders so that the assistance with information sharing, joint assessments flows with less red tape as experienced in the past.

Indicator: 75% of an estimated 100 completed projects sustain benefits to the project beneficiaries and to the community at 6 to 12 months after being fully implemented. Note: All completed project 6 to 12 months after being fully completed will be included in a tracer study by an external local consultant.

Target: 100 of all projects completed show on-going benefits to project beneficiaries 6 to 12 months after being fully implemented as indicated in the tracer studies conducted.

- This target has been partially met. This is because evidence to determine status of this Target will be determined by the Tracer Study and Case Study. However the application of the M&E Framework more regularly in this quarter is providing baseline information that will greatly assist both studies.
- Both studies have been deferred to the Programme Estimate 4 Period. The rationale behind this action is due to time restraints given the many changes encountered by the PMU. The PMU plans for both studies to be carried out in the last Quarter of PE 4.
- This will also meet the required timeframe of 6 – 12months after project completion to really assess the sustainability of benefits for the project beneficiaries.
- Both Studies will be considerate of projects from all Rounds so there is a balanced representation of projects meeting sustained benefits to project beneficiaries.

Indicator: CSSP project committees continue to engage in poverty and vulnerability reductions activities with their development partners after the CSSP project ends.

Target: 56 (75%) of 75 selected projects completed 6 to 12 months after been fully implemented show sustained engagement of project committees and their partners in reducing poverty and vulnerability reduction through their on-going activities. CSSP will be engaging consultant(s) to conduct 3 case studies (25 – 30 projects per case study) to assess programme performance against CSSP Objective 1 and Objective 2 respectively.

- This target has been partially met.
- Case Study Consultancy has also been assigned to the last quarter of PE 4. The PMU focus at the time was the successful implementation of Round 4 considering the many changes not only in HR but in operations and processes with the intension it will improve efficiency and effectiveness of service PMU service delivery.
- Considering Programme Estimate timeframes and commitment periods, the delay in implementing this target in the first quarter of PE 3 resulted in deferring the case studies to the new Programme Estimate 4.

The implementation of the last quarter for PE 3 encountered challenges because of the change in management and staff. However the transition to PE 4 provided an opportunity for improved processes and procedures so the services of CSSP can be upgraded. The lessons learned from PE 3 is;

- Need to avoid isolated planning within the PMU so all staff are aware of the direction of the Programme.
- To disseminate information to all staff so it can be incorporated into their work plans and taken into consideration during monitoring especially the MTR Recommendations.
- Focus was needed to refresh staff on internal procedures and financial management so the service delivery can be improved and timely.

These lessons contributed to the implementation of Round 4 Call for Proposals and Programme Estimate 4.

1.2.2. ICCAI Implementation

Despite the detailed outline and planning for ICCAI Projects, when it came to the implementation there were multiple challenges for the implementing agency (SRCS) and beneficiaries particularly in achieving Objective 1 & 2.

Most of the planning tasks were well executed but the field work with regards to the installation of water tanks proved problematic in most cases. A few of the CSSP approved beneficiaries presented cases of incomplete water tanks installation or completely missing out despite making the list for vulnerable families entitled to a water tank. The problem with installation of tanks was due to the;

- limited capacity of staff and community reps installing tanks
- limited skilled and qualified personnel available verses the intense/demanding Work Plan
- limited or no installation training conducted
- beneficiaries attempting to install tanks on a trial and error basis because SRCS reps were too busy
- SRCS field staff and beneficiaries overwhelmed/ confused with implementing CDCRM, MDG and ICCAI Projects in parallel
- Mix up of ICCAI and MDG data and installation
- Concern with the security of Batch 1 and Batch 2 supplies piling up due to slow implementation.
- Household Assessments and Surveys advancing to Batch 5 villages compared to the implementation / installation of water tanks still in Batch 2.

Since the commencement of the ICCAI Contract between SRCS & CSSP, no periodic reports have been provided to CSSP on the status of implementation. CSSP initiated a meeting with SRCS on Friday 21st March 2014 to propose a way forward in consideration of the above mentioned concerns. SRCS management have agreed to an alternative approach to the installation component so SRCS may focus on the capacity building and training aspects of ICCAI Projects. SRCS will also provide a 6 Monthly Report on the progress of implementation.



In response to these growing concerns, CSSP was tasked by the Steering Committee in its Special Meeting on Friday 28TH March to conduct a rapid assessment for ICCAI Projects Batch 1 and Batch 2. The Rapid Assessment will provide grounds for recommending an alternative course of action to assist SRCS expedite its implementation and installation process according to the Work Plan and Schedule.

Overall Observation

- There are beneficiaries with excellent installation meeting satisfactory standards but unfortunately there are more unsatisfactory cases which validate the concerns raised by the beneficiaries to CSSP.
- Most stand alone tanks are half empty because the stand alone structure does not have enough capacity to capture sufficient rain water unless it rains for 6 months non-stop.
- Tanks have been distributed without any fittings and are left idle in their various locations.
- The Savaii SRCS Storage area in Vaisala presents a major concern for the security and safety of the materials. The Vaisala Hotel Nightwatchman is the current security for all the materials on site. There is also a clear mix up of MDG and ICCAI materials and obvious waste.
- The supply of materials per beneficiary in most cases does not match to the approved Bill of Quantity to construct and install a tank that meets the endorsed standards.

The Steering Committee endorsed recommendations to review the SRC Contract with CSSP. This process did not happen overnight as SRC were also determined to keep the original arrangement. Time was given to SRC to sort out its internal arrangements and show some form of improvement. Unfortunately by September 2014 the situation has gotten worst and a new approach was crucial.

The SRC – CSSP ICAAI Contract was reviewed in December 2014 and removed the installation component of the contract from SRC. This will allow SRC to focus on capacity building and community trainings and the installation of water tanks will be sub contracted to professional contractors with the capacity and know how to install tanks. This arrangement was for household watertanks but the community water tanks was still given to SRC to implement.

By February 2015, little movement has been made with the ICAAI project. The CSSP project Officers were required to step in and lead the assessment and verification of remaining villages in order to meet allocated timeframes and deadlines. This approach greatly affected the normal workload of the PMU but a necessary move to not only meet the 70% spend requirement of DFAT but to remedy community complaints of long awaited water tanks that still have not been installed.

Multiple meetings with SRC Management have not amounted to effective implementation until May 2015 when the implications of losing funds was clear. There is now slow but steady progress with the SRC community water tanks installation with June 2015 as the deadline for all villages.



The following table indicates the progress to date of the household water tanks with the assistance of the two main contractors Samoa Superior Products and Tank Guy.

**Table 2. Highlighted in blue are the villages with Water Tank Installation in progress with 80%
Highlighted in green are villages successfully completed water tank installation**

ICCAI PROJECT IMPLEMENTATION - HOUSEHOLD WATER TANKS			
1	<i>Falelauniu</i>	21	<i>Manunu</i>
2	<i>Tapatapao</i>	22	<i>Saletele</i>
3	<i>Aleisa</i>	23	<i>Faleapuna</i>
4	<i>Asau</i>	24	<i>Apolima</i>
5	<i>Auala</i>	25	<i>Apai Tai</i>
6	<i>Vaisala</i>	26	<i>Salua Tai</i>
7	<i>Papa</i>	27	<i>Faleasiu (Sapulu)</i>
8	<i>Falelima</i>	28	<i>Fasitoo uta (Lepale)</i>
9	<i>Neiafu</i>	29	<i>Samatau</i>
10	<i>Tufutafoe</i>	30	<i>Manono uta</i>
11	<i>Aopo</i>	31	<i>Satuimalufilufi</i>
12	<i>Lefagaoalii</i>	32	<i>Leauvaa</i>
13	<i>Paia</i>	33	<i>Lotosoa</i>
14	<i>Fogapoa</i>	34	<i>Saleaumua</i>
15	<i>Malae (Salimu)</i>	35	<i>Samusu (Amaile)</i>
16	<i>Siufaga</i>	36	<i>Tiavea</i>
17	<i>Taga</i>	37	<i>Salani</i>
18	<i>Gautavai</i>	38	<i>Vavau</i>
19	<i>Solosolo</i>	39	<i>Nofoalii</i>
20	<i>Falevao</i>		

1.2.3. ROUND 4 Call For Proposal

The Round 4 Call for Proposal was due on the 14th February 2014. To improve the assessment process of the PMU a few changes were introduced. The Samoa Bureau of Statistics was contracted to support the data entry of all proposals. This approach minimized the data entry process usually done by project officers for up to 2 months to 10 working days. This partnership also provided an opportunity for the SBS staff to comment and suggest ways of improving the CSSP Database.

Assessments were conducted in collaboration with SUNGO based on site visits and available resources from Stakeholders. i.e. SBS –HIES Survey, CSSP Vulnerability Matrix, Aiga ma Nuu Manuia PMS, MWCSO Village Profiles etc. This task expanded the scope of assessment from economic vulnerability in the CSSP Matrix to consider social, cultural and environmental factors contributing to community vulnerability. This approach has made an impact in targeting “vulnerable groups” and highlighting new and innovative community initiatives.

The endorsement by the Steering Committee for Round 4 was issued in April 2014. This was followed by an Orientation Workshop on the 16th May 2014 for all successful applicants. The Orientation Day was to provide awareness on CSSP Process and Procedures for successful communities and identify responsibilities for both parties. An Implementation Schedule and Timeframe was also presented so communities are made aware of important deadlines during implementation.

Round 4 Call for proposal was divided amongst the 3 project officers and the following table provides the breakdown.

Round 4 Call For Proposal Funded Projects											Closed
Ollie											
	App #	Location	CSO	Project	% paid out	PR	MR	M&E	Visibility	EOPR	Comments
1	943	Satufia, Satupaitea	Alii ma Faipule	School Equipment- Desk & Chairs	96%	✓	✓	✓			1,442 is left for flooring.
2	961	Sataua Fagasa	School Committee	Construct a Multi Purpose Hall	100%	✓	✓				
3	964	Falelima	PTA	School Equipemnt- Desk & Chairs	100%	✓	✓	✓			Await official opening
4	969	Leauvaa Uta	Leualesi Youth Katoliko	Lawn Mowing Project	76%						Need progress report
5	976	Auala	Loving Hearts EFKS PTA	Construct a new Pre School	100%	✓	✓	✓			The last 20% was released in Dec 2014
6	1003	Lotosoa Saleimoa	Pre School Committee	Construct a new Pre School	100%	✓	✓	✓	✓		Awaiting EOPR
7	1028	Samusu	Primary School PTA	Renovation of School Building	75%	✓	✓		✓		Work still in progress
8	1039	Lona Fagaloa	PTA	Renovation of School Building	100%	✓	✓	✓			Await Official Opening when school starts again
9	1042	Matatufu	Womens Committee	Construct a Fale Komiti	100%	✓	✓	✓			Await Official Opening
10	1048	Gagaifo Lefaga	Gagaifo EFKS Youth	Bio Gas Project	100%	✓	✓	✓			EOPR to be in place
11	1056	Tafitoala	Mafutaga Tina EFKS	Sewing & Elei Printing	80%						Need to visit this project/PR
12	1064	Vaitele Tai	Sungo	Enhance CSO Support and Training	80%						Await Progress Report
13	1066	Apia	Samoa Youth Council	Advocacy and community Outreach	80%						Await Progress Report
14	1068	Vaola	Faataua le Ola	Sustainability and Community Outreach	80%						Await Progress Report
15	1079	Vaega	PTA	School Equipment- Vocational Training	80%	✓					Need to visit to verify progress report
16	1080	Puleia	Mafutaga Tina EFKS	Sewing & Elei Printing	100%	✓	✓				progree report in but not 10%

											acquittal
17	1081	Asaga	Asaga Yout EFKS	Community Vegetable Garden	80%						Await progress report
18	1161	Faleapuna	Punalei Pool Club	Construct community pool	93%	✓	✓	✓			Remaining balance is for signboard
Chris											
	App #	Location	CSO	Project	% paid out	PR	MR	M&E	Visibility	EOPR	Comments
1	949	Fagaee	Womens Committee	Construct a Fale Komiti	100%	✓					
2	952	Taga	Pre School PTA	Construct a new Pre School	100%	✓	✓	✓	✓	✓	Project Closed
3	955	Sataua	Sosaiete Iniini	Sewing & Elei Printing	100%	✓	✓	✓	✓	✓	Project Closed
4	972	Faleapuna	Alii ma Faipule	Lawn Mowing Project	100%	✓	✓	✓	✓	✓	Project Closed
5	981	Aele	Aele Fou Primary School	Construct a Multi Purpose Hall	100%	✓	✓	✓	✓		
6	994	Apia	Samoa Arts Council	Roadshow&Database Directory	80%						progressing
7	997	Satuialatua	Au Uso Metotisi	Sewing & Elei Printing	100%	✓	✓	✓	✓		Awaiting EOPR
8	1009	Matafaa	Methodist Youth Group	Transport Services for School children	89%	✓					
9	1034	Nuu	EFKS NuU Committee	Construct a Study Center	100%	✓	✓	✓	✓	✓	Project Closed
10	1047	Apia	Samoa Returnees CT	Advocacy and community Outreach	80%						progressing
11	1053	Utualii	PTA	School Equipments and Training	100%	✓	✓	✓	✓	✓	Awaiting file closure
12	1057	Alafua	Aoga Fia Malamalama	Improve Service Delivery and Operations	80%	✓			✓		progress
13	1060	Faatoia/Vaimauga	School Committee	School Equipments (Desk&chairs)	100%	✓	✓	✓	✓	✓	Project Closed
14	1067	NUS	Art Agency- NUS students	Graphic Design Equipment and Training	79%	✓	✓	✓	✓		progress report to be submit before 20% release
15	1071	Malie	School Committee	Renovation of School Building	74%						
16	1162	Tiavea	Womens Committee	Construct a Study Center	100%	✓	✓	✓	✓	✓	Project Closed
Ferron											
	App #	Location	CSO	Project	% paid out	PR	MR	M&E	Visibility	EOPR	Comments
1	942	Lefagaalili	Pre School PTA	Construct a new Pre School	100%	✓	✓				
2	951	Vaipuna	Alii ma Faipule	Sanitation Project - Rubbish Bins	100%	✓	✓	✓	✓		EOPR to be in place
3	959	Masina, Fagaloa	Maaola EFKS Youth	Lawn Mowing Project	80%						Need progress report
4	962	Lano	Alii ma Faipule	Construct a Fale Komiti	100%	✓	✓		✓		
5	971	Lotofaga	Papapapa	Extension of Tiaipia farming pond	80%						Processing Final Order
6	995	Sili	Coconut Oil Association	Construct Oil Production - Factory	80%						Need progress report
7	1000	Asau	School Committee	School Equipments (Desk&chairs)	100%	✓	✓	✓	✓		
8	1001	Maugafialia Vailele	Mafutaga Tina AOG	Sewing & Elei Printing	100%	✓	✓	✓	✓		
9	1017	Uafato Fagaloa	Alii ma Faipule	Renovation of School Building	100%	✓	✓	✓	✓		
10	1022	Faleseela Lefaga	School Committee	Construct a Multi Purpose Hall	100%						Need site visit/Progress report
11	1026	Vailele	Mafutaga Tina EFKS	School Equipments (Desk&chairs)	100%	✓	✓	✓			Need Financial report

12	1030	Vaivase	SCOPA	Combat NCDs & Advocate-Healthy living	100%	✓	✓	✓			
13	1032	Saina&Toamua	School Committee	Construct a Multi Purpose Hall	100%	✓	✓	✓	✓		
14	1037	Fasitoo	Mafutaga Tina EFKS	Sewing & Elei Printing	69%						
15	1040	Avao	Avao EFKS Youth	Construct a new Pre School	100%	✓	✓	✓	✓		EOPR to be in place
16	1044	Lalovaea	METI	Integrated based scheme Mushroom	80%						
17	1054	Piu	Piu Community Group	Bio Gas Project	80%			✓			
18	1160	Vailuutai Faleatiu	Faleatiu Youth EFKS	Lawn Mowing Project	76%						Progress report

In summary by SECTOR the update as of 1st of June 2015 provides

Sector	# of Projects	\$K	%
Education	22	1,176.10	45.0
Community Development	15	383.60	14.7
Health	1	10.00	0.4
Agriculture	3	47.00	1.8
Renewable Energy	2	115.00	4.4
NGOs	8	880.47	33.7
Totals	51	2,612.17	100.0

Education Sector								
Types of Project	Number of Projects				Total Amount			
	Oll	Fer	Chr	#	Oll	Fer	Chr	\$K
School Halls	1	3	1	4	60.9	253	90	403.9

Pre-School	2	2	1	5	78	80.6	25.7	184.3
Renovation	2	1	1	4	82.5	36	90	208.5
Desks & Chairs	3	2	3	8	91.9	67.9	129.6	289.4
Study Centre	0	0	1	1	0	0	90	90
Totals				22	313.3	437.5	425.3	1,176.10

Health								
	Number of Projects				Total Amount			
Sanitation	Oll	Fer	Chr	#	Oll	Fer	Chr	\$
Wheelie Bins	0	1	0	1	-	10.0	-	10.00
Totals				1	-	10.0	-	10.00

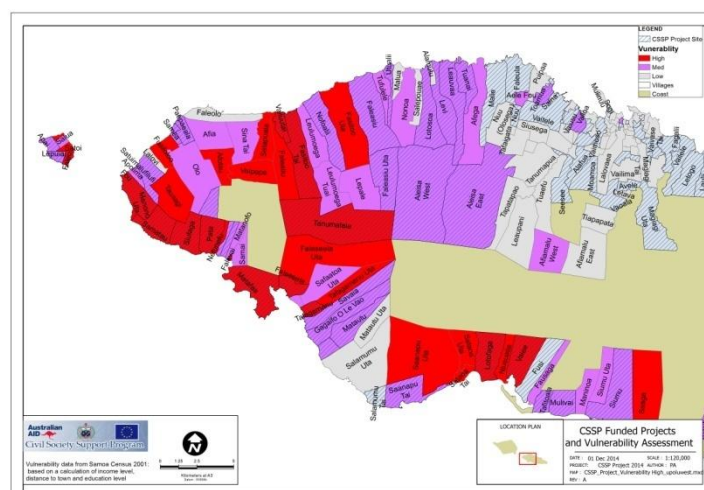
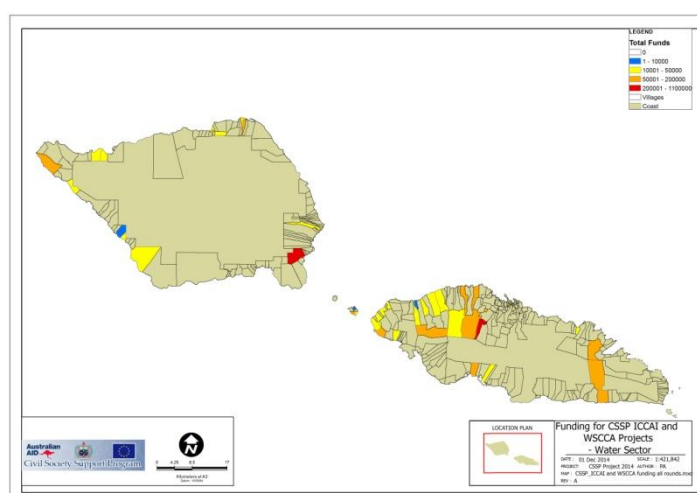
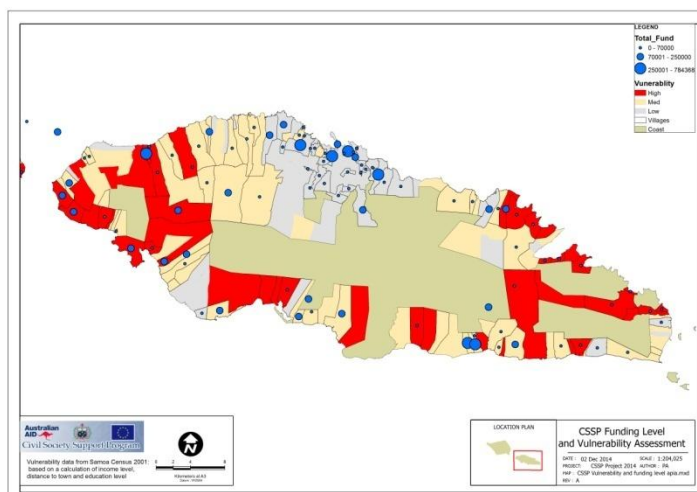
Agriculture								
	Number of Projects				Total Amount			
Types of Project	Oll	Fer	Chr	#	Oll	Fer	Chr	\$
Fisheries	0	1	0	1	-	27.0	-	27.00
Vegetable	1	0	0	1	10.0	-	-	10.00
Coconut Oil	0	1	0	1	0		0	10.00
				3	10.0	27.0	-	47.00

Renewable Energy								
	Number of Projects				Total Amount			
Types of Project	Oll	Fer	Chr	#	Oll	Fer	Chr	\$
Biogas	1	1	0	2	70.0	45.0	-	115.00
				2	70.0	45.0	-	115.00

NGO								
	Number of Projects				Total Amount			
Types of Project	Oll	Fer	Chr	#	Oll	Fer	Chr	\$
NGOs	3	2	3	8			-	880.5
				8				880.47

All Round 4 Projects are on track and expected to be completed within the timeframes of each project workplans. The emphasis now is on the Monitoring of project implementation and sustainability.

To improve the Monitoring capacity of the PMU, Paul Anderson was contracted to conduct a **GIS Mapping Training** for Staff and develop GIS Mapping of all CSSP Projects. The outcome of this TA was the visible layout of CSSP projects against hot spots or regions identified as vulnerable. These maps will guide the focus of implementation for future calls for proposals but also show and indication of the outreach and impact of the project for the whole country. One of the most important components of this contract was building the capacity of staff to be able to map project location on site bring in the data and develop maps using software to provide different analysis of CSSP projects and the extent of its reach and impact at community level. Examples of the maps which is currently used on a regular basis are;



1.2.4. Achievements in Activity 2.

- SUNGO under the NGO Assessment Contract successfully completed 15 NGO Assessments by the end of the reporting period. The SUNGO Quarterly Report spells out in detail the process in achieving this target.
- There were challenges with the willingness of NGOs to participate in the assessment. This attitude changed when it became mandatory for NGOs to undertake this process should they require future funding.
- The following Table lists the NGOs who have completed the NGO Assessment process.

Animal Protection Society	Goshen Trust	Samoa Cancer Society
Nuanua o le Alofa	O le Siosiomaga Society	SUNGO
Matua i le oo Environment Trust	Samoa Victims Support Group	Samoa Red Cross
ADRA Samoa	Samoa Special Olympics	Pasefika Mana Social Service
Manumalo Baptist Church	Samoa National Youth Council	Faataua le Ola

SUNGO continues to maintain close contact with members and maintains its Network functions for CSOs. In September and October 2014 SUNGO conducted a comprehensive survey of members by undertaking a combined training needs analysis (TNA), member satisfaction survey and member profiling exercise to update the database information containing members. Approximately 87% of members were visited before the beginning of November. SUNGO aims to encompass more member interaction to increase communication and services are provided to civil society.

As a result, much better data was obtained and the feedback from members was positive with 3 new organisations joining SUNGO during the process. A further 10 organisations await approval from the Executive Committee. Overall, of the members who returned survey forms, 76% indicated satisfaction with SUNGO's services. A few member organisations are yet to return their forms and will be followed up before the end of this financial year.

A positive improvement moving forward from 60% in the previous year. SUNGO continued to have regular contact with members through the quarterly newsletter. Other initiatives were made having information packs available at various events such as the SIDS Major Groups Forum and CSO Forums. The SUNGO website was and continues to be monitored and updated more regularly.

The main two areas in which SUNGO has been active in building the capacity of civil society organisations have been providing training and undertaking the NGO Assessment process. SUNGO has established a close and positive working relationship with CSSP providing the training required to better equip organisations to both manage their own organisations and to manage projects. SUNGO was successful in the application for the Managing Organisations (MO) course, running 12 MO Trainings in both Savaii and Upolu. SUNGO has developed this course which is recognized by the Samoa Qualifications Authority. This training course is on track. SUNGO has a well established pool of experienced trainers who have all completed CAT training with many also having now completed Advanced CAT training through NUS. Another area of training for SUNGO has been the Samoa In Country Training Programme (SICTP). At the beginning of the financial year, a total of 15 courses were scheduled to run and to date only 3 courses have been completed.

The flow of NGO Assessments has also been reviewed to target CBOs with the rollout to 12 selected CBOs. This will also assess the capacity of CBO committees and identify opportunities for capacity building and knowledge sharing.

1.2.5. Achievements in Activity 3.

Strengthening the Advocacy capacity of CSOs proved to be a challenging task due to the limited proposals put forward by communities which focuses on advocacy. It was also perceived that advocacy had to be high level and often neglecting CBOs.

To address this key result area CSSP initiated a variety of forums and workshops that would encourage networking knowledge sharing and positive dialogue between CSOs Government Ministries and Private Sector actors. This was complementary to the role SUNGO as the umbrella body was executing through its Social Accountability Score card, CSO representation Surveys and Advocacy awareness.

In February 2014 in its 3 day internal PMU review, Day 2 of the Evaluation was dedicated to Key Stakeholders from the Government and Private Sector. The Stakeholders Workshop was an eye opening process for the CSSP Staff with regards to fully understanding the players involved in Community Development at the national level. It was important to put things in perspective in recognizing the different roles and responsibilities each stakeholder plays to ensure genuine sustainable development of communities for a better quality of life for all.



It was also important to realize each stakeholder operates within its own direction and mandated roles as to avoid duplication of efforts and confusing communities. CSSP is a minor but essential part of this community development pie. The best outcome of this one day workshop is understanding the most cost efficient, appropriate and quick mediums of communication and support amongst the stakeholders to foster a well coordinated response to community needs and requirements.

The representatives from the various stakeholders have committed themselves to become CSSP focal points in their respective organizations with the hope it will expedite operational process usually delayed because of bureaucracy and unnecessary power plays.

Stakeholder	Presenter	Issues
Ministry of Women Community & Social Development	Vaialia Iosua Principal Community Development Officer	<ul style="list-style-type: none"> MWCSD is the leading agency for community development. MWCSD with its available data from the Aiga ma Nuu Manuia Programme, Village Profiles, Community Sustainable Development Plans should lead the facilitation of training and capacity building for identified vulnerable communities to access CSSP funding. The Community Development Sector Plan 2012-2016 highlights the clear direction and priorities for community development that should always be considered by CSSP in its planning and programming. MWCSD will assist with verification of CSSP Applications when needed.
Ministry of Health	Sina Faaiuga Principal Policy and Planning Officer	<ul style="list-style-type: none"> MOH stressed the importance of a Sector Wide Approach to community development as they do in health. It is the multi sector approach that is required for successful implementation with a wider coverage. Health promotion is Community development and stakeholders should not view Health Promotion as disease oriented but as people oriented with the focus on reducing health inequalities and vulnerabilities.

		<ul style="list-style-type: none"> Existing programmes provide substantial data that can assist CSSP with identifying vulnerable communities.
Ministry of Natural Resources & Environment (Water Sector Coordination Unit)	Siavalua Tiatia Principal Water Sector Coordination Officer	<ul style="list-style-type: none"> MNRE is a traditional partner of CSSP and their presentation leaned more towards the linkages between the two and recommendations for improved coordination. Most importantly their involvement through the ICCAI and MDG projects. MNRE stressed the need to enforce joint-monitoring of project implementation as there have been concerns in this area. CSSP to revisit the capacity of CSOs to implement water related projects.
SBEC	Alatina Ioelu SBEC Manager	<ul style="list-style-type: none"> SBEC provided an outline of possibilities for Project sustainability in the form of successfully established and maintained small businesses. This provides possibilities for CSSP Income Generating Projects to graduate to so the projects do not fade out after CSSP Funding SBEC is able to provide all the necessary information to mentor and guide any project through this transition.
Ministry of Education Sports and Culture	Vaiaso Principal School Operations Officer	<ul style="list-style-type: none"> MESC can provide the Minimum Service Standards for all Schools applying for CSSP Funding. This information is crucial for assessments. MESC have been enthusiastic in promoting CSSP to school committees which CSSP does not encourage because it's misleading. The education sector continues to dominate CSSP Funding and MESC is open to dialogue on non infrastructure initiatives that can boost the level of learning not so much comfort for vulnerable schools.
Samoa Umbrella of Non Governmental Organizations	Lemusu Taviuni CEO	<ul style="list-style-type: none"> SUNGO was unable to present but their role is well known to the stakeholders.
Samoa Red Cross	Dawn Tuiloma Su'a CDCRM Advisor	<ul style="list-style-type: none"> SRC is implementing 500 water tank projects under ICCAI and another 1000 plus water tanks under the MDG Project. SRC seems confident in their implementation but the Stakeholders raised concerns with meeting timelines. SRC is open to discussing options for a win win solution to these concerns.
Ministry of Works & Infrastructure	Elsa Fruean ACEO – Building Division	<ul style="list-style-type: none"> MWTI is an important stakeholder for CSSP with regards to letters of recommendations, building permits and monitoring compliance to building codes for any structural development. MWTI stressed the need to have proper building inspections for CSSP Infrastructure Projects and notify them in advance so they may respond accordingly. MWTI also emphasised the need for qualified carpenters, plumbers etc working with communities.
Samoa Water Authority (Waste Water Management Division)	Jammie Saena ACEO – Waste Water Mangement Division	<ul style="list-style-type: none"> SWA highlighted the reality of water supply in Samoa and why there should be more emphasis on rain water harvesting rather than relying on government water pipes/supply. SWA is a business and reaching sparsely populated and isolated families is not economical. This is a gap that can be addressed



- by CSSSP and other stakeholders.
- SWA also emphasised the need for waste water management at the community level. Its is a health and sanitation issue commonly overshadowed by the topic of water. This is another gap that CSSSP should direct its attention with regards to funding and support.

CSSP was also involved in SIDS Conference 2014 and coordinated side events hosted mainly by CSOs from the region. This gave an opportunity for the staff involved to learn and observe on examples from the region and assist with getting the voice of CSOs and its priorities in the SAMOA PATHWAY. This assistance was realized through funding assistance to SUNGO to conduct the MAJOR GROUP Forum in which the position of CSOs was made known in the conference. Priority areas focus mostly on building community resilience to climate change and disasters and the emphasis for genuine partnerships and networking at all levels nationally and regionally. The outcomes of the SAMOA PATHWAY directed some of the advocacy activities of CSSP in the next two quarters. In particular building genuine partnerships with local stakeholders to advocate for change and to utilize resources are available to strengthen civil society organisations build capacity and have a visible and known input to the development frameworks of Samoa.

In January 2015 CSSP conducted a “Government Stakeholder Community Outreach Workshop” to address the concerns on project sustainability. The purpose of the workshop was for Government stakeholders to provide insight and guidance to successfully completed CSSP Funded community based projects. This is an opportunity for project committee members to discover alternative funding options and programs outside CSSP grants to sustain their projects. Two representatives from 10 CBO projects from round 1 to 4 were invited and representatives from MWCSD, MAF, MNRE-Renewable Energy, MESC represented Government.



The outcome of the workshop was positive with the CBOs finding direct contact with focal points from these Ministries and for the government representatives to learn more about CSSP Projects. This assistance is best recognized through partnerships between Piu and Gagaifo Bio Gas Projects with the Renewable Energy Division of MNRE. Gagaifo committee is currently working on proposal with MNRE from an alternative donor to continue the project. The Renewable Energy Division has also made a commitment to provide technical support and assistance to both projects when needed.

The Lotofaga Safata Tilapia Farming project committee is now utilized by the MAF as experts to assist with outreach workshops and trainings of other farmers around the country. The success of the Lotofaga project also highlighted in the Case Studies is recognised as a best practice that can be modelled by other communities.

1.2.6. CSSP / SUNGO Joint CSO-PUBLIC FORUM and CSSP Stakeholder Review

In enhancing the advocacy and network role of SUNGO, CSSP initiated with the newly elected 2014/2015 SUNGO Executive Council (EC) a *Joint CSO-PUBLIC Forum*. The approach would involve practical and durable partnerships and solutions between the umbrella organisation, its members and donors. The approach would be 3-pronged and would satisfy three main goals of the SUNGO:

1. To keep members informed on issues of concern, as a way of fostering and maintaining a well informed civil society and developing practical solutions to meet these needs (Goal 2);
2. To empower CSOs in order to assist their communities through practical solutions (Goals 3 & 4); and
3. To satisfy reporting, accountability and transparency, donor requirements on SUNGO (Goal 1)

The main avenue where SUNGO members get to meet and provide feedback on issues of concern is through the annual national CSO Forum conducted by SUNGO. Limited financial resources has seen this annual forum conducted mostly in Upolu. Travelling and transportation costs restrict the participation of Savaii members which has resulted in many expressing discontent on being excluded from significant national issues and events.

In 2014, SUNGO hosted two CSO Forums; a Regional Planning Meeting, a Regional CSO Forum and Major Groups & other Stakeholders pre-SIDS Conference forums. These forums were made possible with financial assistance from the CSSP and GEF/UNDP SGP. CSSP is SUNGO's major donor in the delivery of its services accounting for almost 70% of SUNGO's main financial assistance. CSSP provided additional funding of SAT40,000 to assist with the pre, during and post-SIDS Conference CSO Forums. The SGP also provided USD\$50,000 to fund a CSO SIDS Coordinator and to implement activities of the pre- and post SIDS Conference required of SUNGO. The PIANGO provided USD4,000 as their share in the implementation of all these forums.

Whilst the three donors have their own respective agreements with SUNGO on activities and expected outputs, one common output explicitly stated by all was for SUNGO to conduct a national consultation to discuss and follow up issues raised and discussed at these CSO Forums and SIDS Conference as a way of ensuring the community were kept informed CSO issues voiced at the conference and any actions and recommendations arising from these forums and conferences.

The Joint CSO Forum consolidating SUNGO, CSSP, GEF/UNDP SGP and PIANGO funds was considered not only a strategic response but also the most prudent, cost effective and efficient way of keeping members informed and for all partners to acquire and receive feedback from the community at large on issues identified by CSOs.

The **primary objective** of the Joint CSO Forum is to:

Strengthen collaborative efforts and partnerships between SUNGO, its members, CSSP and other relevant partners

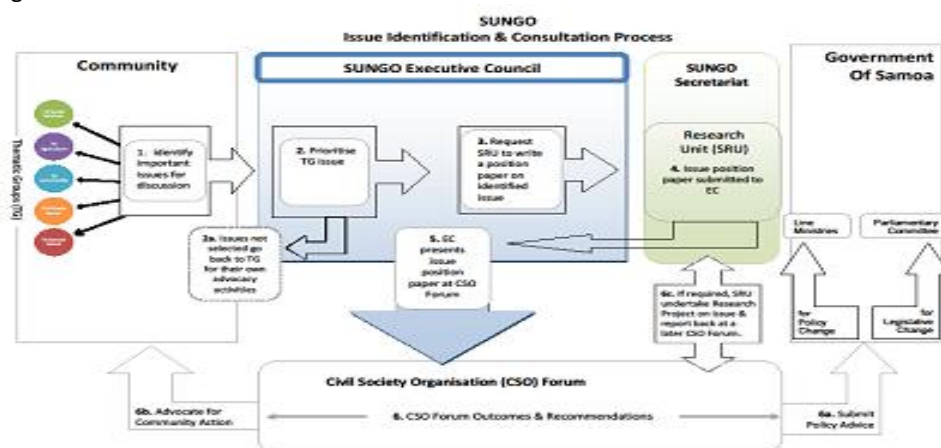
Specific objectives:



1. To keep SUNGO and its members informed on issues of concern, as a way of fostering and maintaining a well informed civil society and developing practical solutions to meet these needs;
2. To empower CSOs in order to assist their communities through practical solutions; and
3. To satisfy reporting, accountability and transparency, donor requirements on SUNGO

These objectives are also aligned with *CSSP Objective 2: Well governed civil society organisations with strengthened capacity to manage development programmes on a sustainable basis; and Objective 3: A strengthened voice of civil society organizations to effectively influence national policy.*

The Joint CSO Forum approach, objectives and expected outputs follow the SUNGO CSO Issue Identification & Consultation Process utilized by SUNGO to map out its approach when undertaking CSO consultations as outlined in Fig.1 below:



Expected Results:

- 1(a) CSOs kept informed and updated on significant issues affecting their development
- 1(b) CSOs able to provide informed advise and feedback on practical solutions for enhanced community development
2. CSOs' capacities built to enable them to undertake practical approaches to progress further development
3. SUNGO reporting to development partners uses best practice of M&E, accountability and transparency taking into account members' views



Outcomes

- Improved awareness and knowledge of CSOs on issues
- SUNGO Members satisfied as evidenced from member interviews and surveys
- Improved CSO advocacy skills as a result of advocacy training provided and identified

- Position papers developed on key national policy issues or proposed government changes and submitted on behalf of CSOs
- Donor and government partnerships developed and/or enhanced
- SUNGO proactively involved on key development initiatives
- Evidence based position on public issues
- Successful implementation of the inaugural Joint Forum
- Increase awareness of CSOs on the support role of CSSP and the leading role of the umbrella body

This was also the opportunity to conduct the **CSSP STAKEHOLDER REVIEW** to conclude the 3 Day Joint Forum. This Stakeholder Review is aimed at establishing the effectiveness of CSSP in the delivery of its services to civil society organisations and where improvements can be made to ensure the sustainability of results. The Review will also generate information about the effectiveness of project committees and community organisations in their governance and management of projects for on-going sustainability of benefits to their targeted populations. The results of the Review will also help to identify further follow-up assistance needed through CSSP or other support that can be provided and an action plan. The Review was conducted for both UPOLU and SAVAIL. Hinauri Petana Consult was the contracted TA to lead the Review.

The Review will analyze the effects of CSSP interventions in the five sector areas (water, community development, education, agriculture and health), engaging NGOs and CBOs Government Ministries and Development Partners, with respect to on-going sustainability and contributing factors internally (to CSSP and project committees) and externally (to other key stakeholders).



The Preliminary findings of the review are as follows,

- Identify the status of CSSP service delivery based on the feedback and perspective of beneficiaries and stakeholders.
- Analyze factors affecting efficiency and relevance of the projects selected against CSSP priorities and objectives and in meeting vulnerable needs of the community. Where there is tangible evidence that the most vulnerable of communities and beneficiaries are being met.
- Based on feedback and responses determine the effectiveness and relevance of CSSP support including capacity building training/mentoring, facilitating linkages with key stakeholders from both the applicant and sector stakeholders perspectives to assess whether the support has been sufficient.
- Recommendations for improving CSSP programme and operational performance as well as in meeting programme objectives and addressing stakeholder expectations.

Stakeholders voiced their satisfaction with the review process and made the most of the opportunity to address concerns with the Programme. In general, the issues of the 10% community contribution,

not having an office in Savaii and the issue with declined proposals were the common themes. Focus Groups provide an opportunity for open discussion and the stakeholders were also able to provide positive feedback.

The Stakeholder Focus Groups include – NGOs, CBOs, Government and Development Partners. Perspectives from the four different groups will greatly assist the development of CSSP Phase two. The Final Report will be submitted in mid June.

1.2.7. CSSP Tracer Study

The Fatuua'iupu Consult was contracted by CSSP to carry out the CSSP Tracer Study. The tracer study is aimed at establishing the effectiveness of CSSP in the delivery of its services to civil society organisations and where improvements can be made to ensure the sustainability of results. The Tracer study will also generate information about the effectiveness of project committees and community organisations in their governance and management of projects for on-going sustainability of benefits to their targeted populations. The results of the tracer study will also help to identify further follow-up assistance needed through CSSP or other support that can be provided. In summary the following provides the preliminary findings of the Tracer study.

1. Achievement of project outcomes

In order to conduct a comprehensive analysis, the study uses three categories to rank the performance of each project with respect to the achievement of its immediate outcomes:

- i. Successful projects;
- ii. Partially successful projects;
- iii. Unsuccessful projects;

Each category is determined using three main criteria:

- i. Completion of project output;
- ii. Project within budget;
- iii. Sound evidence of meeting expected project immediate outcomes;

1.1 Successful projects

From the 15 projects under evaluation, 11 projects (or 73 per cent) of the sample size are confirmed as successful according to the preliminary findings. The study gathered adequate and relevant evidence to confirm the completion of the project output within budget and the successful generation of intended outcomes. These projects were implemented by the villages of Saipipi, Fagae'e, Lefagaoalii, Faatoia, Lotofaga, Fasito'o Tai, Salamumu, Saleaumua, and Samalaeulu. The eleventh project was conducted by ADRA, an NGO responsible for disaster management and resilience. The study provides the following factors that make valuable contributions to the success of the projects:

- Good governance (consensus, engaging, accountability and transparency)
- Good leadership;
- Good support from CSSP;
- Good management;
- Commitment and ownership;
- Good communication;
- Women committees played an important role;

1.2 Partially successful projects

Partially successful projects are determined when the project output or planned immediate outcomes are partially achieved. Only two projects (or 27 per cent) of total projects studies showed evidence of falling short in achieving some of the key immediate outcomes although both projects have completed their outputs successfully. These projects are located in Asaga, Lelepa, Faga, and Aeale. Based on the findings, the key factors that contribute to the partial success of these projects are:

- Poor management – project materials were used for other purposes;
- Inadequate systematic monitoring from CSSP;
- Moderate commitment and sense of ownership;

1.3 Unsuccessful projects

Following the same criteria, unsuccessful projects are perceived as failing to produce neither project outputs nor project expected outcomes. The study initial findings suggest that only one project (or 7 per cent) of total projects investigated failed to meet the determining criteria. This project is for the village of Faletagaloa.

The following factors contributed to this poor outcome:

- Lack support from the community (church members)
- No consultation with target group
- Very autocratic approach
- Poor leadership
- Poor governance

2. Good governance practices and project sustainability

2.1 Good governance practice

Good governance practices have been strong for successful projects. These include:

- extensive consultation
- consensus and good decision making
- accountability and transparency
- delegation
- ownership

2.2 Project sustainability

Project sustainability refers to the capacity of the host community to continue the project in the long term following the completion of funding from the donor. Several factors are used to determine the ability of communities to sustain their project:

- Evidence of financial savings and regular income;
- Evidence of community commitment, support and ownership of the project;

All 11 projects classified as successful have shown good evidence of good financial backing and regular income. There is also a sense of ownership and the willingness for continuous improvement. Partially successful projects are at high risk of discontinuation. Factors like lack of ownership, low income and poor decision making contribute to this problem.

3. Weaknesses and strengths of CSSP service

The study discovers overlapping of strengths and weaknesses of CSSP's supporting service across the projects under investigation. With respect to weaknesses, the study acknowledges the fact that it has yet to discuss these with the CSSP management and staff in order to clarify and justify some of the concerns raised. This gap will be addressed when compiling the main and final report.

3.1 Weaknesses

- Monitoring is not systematic and requires effective tools/methodologies
- Excessively flexible to the extent that the objectives of the project are compromised. Flexibility should be confined to the rules of the game.
- Weak networking with key partners/stakeholders – suppliers, Ministry of Women, Red Cross, clients.
- Projects guidelines are applied to different types of projects
- Soft pre-project requirements
- Incomplete information – poor record keeping

3.2 Strengths

- Flexibility to the extent that project objectives are not compromised
- Less red tape and bureaucracy
- Funds are quickly released
- Staff accessible and customer friendly



- Staff enthusiastic and motivated considering the scope of the job
- Staff well versed with the nature of the job

4. Recommendations

- Systematic and effective monitoring methodologies
- Enforcing compliance of project owners to CSSP requirements
- Set strict requirements for each project before disbursement of funds – example projects that required qualified builders
- Reasonable flexibility to the extent that the true spirit of the project is not compromised
- Effective communication with client in terms of notifying the clients about the progress of their application.

1.2.8. CSSP Case Study

Pelenatete Stowers and Associates Consult was contracted to conduct the CSSP Case study with the primary objective of to study/review, analyse and report on the **relevance** and **effects** of the selected CSSP Programme Interventions from 3 sectors engaging NGOs and CBOs; Water, Community Development and Education;

The Case Studies purport to meet the **2nd Objective of CSSP Programme and ensures;**

- Reporting positive results and outcomes of projects including improved dialogue and activity with relevant stakeholders.
- Facilitating building an evidence base or narrative insights that will clarify purpose of providing support to vulnerable group (not just access) of women, youth and disabled;
- Providing information on how well project committees have achieved results against their own objectives and where there is need for follow-up?

Note: Impacts reflected in case study will highlight relevancy and extent of support from CSSP contributing favourably to the achievements of the SDS and MDG indicators in meeting basic needs of communities.

Scope of Study under taken:

(i)-Water Tanks & Spring

Water tanks and spring rehabilitation specifically targeting vulnerable households and directly impacting the socio economic well-being of families. -Quantify benefits of projects to vulnerable groups and communities reducing poverty.

- 83 water tanks for 5 projects,
- 2 Spring Water rehabilitation;

(ii)-Education Sector

Projects specifically targeting pre-schools and primary schools directly impacting socio economic wellbeing of families. -Quantify benefits of projects to vulnerable students in raising education level of students, upgrading learning environment and increasing retention.

- 6 Primary Schools;
- 4 Pre-Schools;

(iii)-Community Development Sector

Women and youth projects in priority areas that directly impacts socio-economic well-being. - Quantify benefits of projects and demonstrate an interest in further community developments.

- 6 Women's Committee Fales;
- 1 Tilapia farm;
- 180 Garbage collections or 1 project;
- 1 Loading ramp;
- Sewing Machines project with 5 sewing machines
- Lawn Mowing Project with 4 lawn mowers plus wheel barrows



METHODOLOGY:

1. Desk Review: CSSP Data Base

-Any Relevant Reports

2. Inception Report:

- Propose approach to Case Study and;
- Proposed List of proposed questions
- Propose Plan/Schedule of study activities inclusive of support personnel
- Proposed Budget?

3. Field Review:

- Visit total of 30 projects under the 3 sectors as per TOR
- Inspect structures/facilities funded under grants
- Interviews to solicit views of immediate communities of targeted projects

4. Synthesis and Analysis of findings

5. Report Writing & Submission of Draft Final Report.

The TA and team used the ISS approach in these case studies, assessing the institutional arrangements and capabilities of each implementing organization to deliver best practice and influence change for improved quality of life of vulnerable families.

The TA viewed governance and leadership within the family, the organization, the village or community to be essential for the successful delivery of the project and more importantly the sustainability of the project.

In the final analysis, the most influential factor in determining the outcome of the projects is 'governance' both at family level as the basic institution and organizations such as schools, women's committees and villages.

Most of the projects were completed but in terms of sustainability there are more questions than answers. However, there have been evidence of best practices in the education sector with Lepa Pre-School despite funding constraints, Iomata Preschool with whole of church support and Saoluafata Pre-school managed by Faletua ma Tausi within the governance of Alii ma Faipule, and Vaipu'a Primary School, and some out of the ordinary community developments such as the Matafaa loading ramp and the Tilapia integrated farm.

The total number of projects studied included:

- 83 water tanks for 5 projects,
- 2 Spring Water rehabilitation;
- 6 Primary Schools;
- 4 Pre-Schools;
- 6 Women's Committee Fales;
- 1 Tilapia farm;
- 180 Garbage collections or 1 project;
- 1 Loading ramp;
- Sewing Machines project with 5 sewing machines
- Lawn Mowing Project with 4 lawn mowers plus wheel barrows

The concern of the TA and team is the apparent lack of commitment and taking responsibility for some of the project managers especially with water tanks.

It is further suggested that perhaps preparation of the applicants was insufficient to ensure clarity on objectives especially their role in looking after the tanks and avoiding water wastage. This is an area for CSSP to look into, as the one workshop by SUNGO may not be sufficient.

The TA and team believe the CSSP grant is, as intended is an ideal avenue to facilitate access of communities and families to much needed assistance for their development for alleviating hardship faced by families on a daily basis.

The most challenging part in the studies is trying to ascertain 'vulnerable' household according to definition by the Bureau of statistics as 'vulnerability to basic needs poverty'. Most of the families encountered in the study have very basic houses and may be assumed to be '**cash poor**' rather than **basic needs poor** as they have access to water, food and clothing.

KEY CHALLENGES recommended for addressing/strengthening, are intended to capitalize on opportunities and resources available for further strengthening institutional systems for managing and monitoring CSSP grant.

1. Strengthening basic institutional arrangement for improved governance at all levels within all the 3 sectors.
2. CSSP to assist in contextualising definition for 'vulnerable/vulnerability' according to type of project and capacity of applicant.
3. Strengthen monitoring capacity of CSSP.
4. Strengthen process of selection of builders and suppliers to avoid issues of conflict of interest or abuse:
 - CSSP must be the final approving authority for selection of builder and suppliers
5. Improve linkages of CSSP with other community development projects.

The **Institutional Systems Strengthening (ISS) approach** is proposed for analysis of selected CSSP projects for ascertaining:

- Effectiveness & Relevance
- Intermediate impacts and outcomes
- Sustainability issues.

The **ISS** approach as derived from the WHO Health System Strengthening Framework (HSSF) 2005, has been purposefully selected for the case studies, as the core areas analysed are potentially determinants for improved health and alleviating 'basic needs poverty' and ultimately improved quality of life.

It (ISS approach) is the process for reviewing and identifying changes in policy and practice in community and social institutions of/within CSSP programmes, to ensure responding more efficiently and effectively to any challenges and issues that may affect the quality of life of Samoans.

The ISS approach is based on assessment of the following

Key Institutional Systems:

1. Governance & Leadership
2. Services Delivery
3. Human Resources
4. Information
5. Financing
6. Technology

1. Increased Programme Visibility

For the reporting period the Programme has improved visibility of projects and the programme due to the following actions.

- The new management introduced the inclusion of the Steering Committee Members to attend Project launchings and openings.
- Project Officers have built a rapport with media personnel in SBC TV 1, TV 3, EFKS TV and Samoa Observer. This has resulted in regular coverage of CSSP Projects by the media and aired on national television and media. A Media Family is scheduled for mid June.
- Signage installation and distribution has improved with all Round 3 and Round 4 projects with visible signs.
- CSSP signed a contract with Samoa Observer for a 12 months Community Page for all or any awareness on every SUNDAY Observer. This page is also offered to CSOs with publications to print or awareness material. This contract commences in July 2015

- CSSP signed a contract with the SAMOA GUIDE Cellphone App to feature CSSP information and details for a wider reach. This app can also be used to disseminate information on call for proposals and status of projects.
- A renewed contract has been signed with CSL to re-activate the CSSP Website which has been inactive for 12 months. The budget allocation for the next quarter will make this commitment possible and it will be administered by the Administration section of the PMU supported by Project Officers.
-

2. Audits and MTR Review

- CSSP Audit Reports for the period of ? have been submitted to the Ministry of Finance. The PMU is awaiting Audit Office schedule for the conduct of the Government Audit. However the EU Audit Reports are regular with the PE 3 Audit Report completed in April 2015 and awaiting endorsement.
- CSSP has implemented MTR approved recommendations evident in the list of achievements mentioned before. The outcome of the Final Evaluation will add value to the MTR with the intention of producing concise and specific recommendations that can be translated to practical actions for the PMU to implement.

2. Challenges

- Reaching a consolidated reporting format for PMU quarterly reports by the two development partners. An attempt was made by DFAT and submitted to the CSSP office on the 24th September 2014. However it was not inclusive of some key EU Programme Estimate requirements.
- In this reporting period, the PMU underwent major setbacks starting November 2014 with its normal operations because of the attention time and resources spent to remedy the poor implementation of the ICAAI Project by Samoa Red Cross. Despite having to micro manage and step into the operations of SRC as an independent NGO, these actions were necessary to ensure the accountable utilization of donor funds.
- Transition to Phase 2 is progressing slowly but it is affecting the morale and commitment of staff. The DFAT extension to December should provide ample time to confirm arrangements for Phase 2.
- The M&E capacity of the PMU is weak but inevitable considering the limited staff. It would benefit the PMU to have a dedicated M&E staff or Team so the impacts of CSSP assistance is clearly identified and documents.
- Support of stakeholders particularly line ministries is generally on an adhoc basis. Line Ministries still need more awareness on the purpose of CSSP and how the facility can assist with realizing its development goals through CSOs.

3. General Issues

- CSSP continues to provide a complementary role to the Community Sector Steering Committee and Sub Committee activities.
- The Pilot Program for Climate Resilience funded by the World Bank will be administering the Community Sub Projects component under CSSP. However there is much to be confirmed and the finalization of the project details is yet to be confirmed.
- A vehicle is needed for M&E purposes and visits. The one office vehicle cannot cater for parallel visits and field work. The PMU is also spending a lot on hiring vehicles to assist with implementation.
- A Steering Committee meeting and Site Visit is overdue but scheduled for the first week of July 2015.\
- CSSP has successfully completed the EU Final Evaluation and PE 3 audit. The Final Closure Report for the EU funding agreement will be provided in August 2015.

4. Financial Reporting.

Annex 4.1 Acquittal Report 01 January 2014 – 30 June 2014

Annex 4.2 Acquittal Report 01 July 2014 – 31 December 2014

Annex 4.3 Acquittal Report 01 January 2015 – 03 March 2015

Annex 4.4 Acquittal Report 04 March 2015 – 31 May 2015

Annex 4.5 Acquittal Report 03 June 2015 – 04 June 2015

Annex 4.6 ICCAI Financial Summary for the period ended 4 June 2015

Annex 4.7 Cashflow Forecast – General Programme Activities & ICCAI (June 2015 – Dec 2015)