



Belgische Technische Coöperatie nv
Coopération Technique Belge sa

FOLLOW-UP EVALUATION REPORT

“Establishment and operation of a study and consultancy fund” NI 19527/11 BTC SADO301011

BASIC INFORMATION ON THE PROJECT.

Country : SADC Region

DAC Sector and sub-sector : Multi-Sectoral

National or regional institution in charge of the execution: SADC Secretariat

Agencies in charge of the execution : SADC Secretariat Directorates

Number of BTC international cooperation experts : none

Duration of the project (according to SA/SC) : 4 years

Start date of the project:
according to SA/SC : 5th August 2003
effective : 1st September 2003

End date of the project :
according to SA/SC : 4th August 2007
estimate : 31st December 2007

Project management methods : Co-Management

Project total budget : 1.250.000 EUR

Report covering the period : 01/Jan/2006 to 31/Dec/2006

Annexes	Yes	No
1. Results summary	X	
2. Planned activities for the year considered	X	
3. Planned activities year + 1	X	
4. Situation of receipts and expenses for the year considered	X	
5. Budgetary estimates year + 1	X	
6. Disbursement rate of the project	X	
7. Personnel of the project		X
8. Subcontracting activities and invitations to tender	X	
9. Equipments		X
10. Backers		X

PART ONE: APPRAISAL

Evaluate the relevance and the performance of the project by means of the following assessments:

- 1. - *Very satisfactory*
- 2. - *Satisfactory*
- 3. - *Non satisfactory, in spite of some positive elements*
- 4. - *Non satisfactory*
- X. - *Unfounded*

Write down your answer in the column corresponding to your function during the execution of the project.

	National execution official	BTC execution official
RELEVANCE¹ (cf. PRIMA, §70, p.19)		
1. Is the project relevant compared to the national development priorities?		1
2. Is the project relevant compared to the Belgian development policy?		1
3. Are the objectives of the project yet relevant?		1
4. Does the project meet the needs of the target groups?		1
5. Does the project rely on the appropriate local execution organs according to the objectives?		1

¹ According to the PRIMA, §70, p.19, it is a matter of «appreciating if the choices relative to the objectives, the target groups and the local execution organs remain relevant and consistent according to the general principles of a useful and efficient aid, and according to the execution of the local, regional, international and Belgian development policies and strategies».

	National execution official	BTC execution official
PERFORMANCE² (PRIMA, §71, pp.19-20)		
1. Did the project results contribute to the carrying out of its objectives ³ ? (efficiency)		1
2. Assess the quality of the intermediate results. (efficiency)		2
3. Are the management methods of the project appropriate? (efficiency)		2
4. Are the following resources appropriate (efficiency) :		
a. Financial means?		1
b. Human resources?		2
c. Material and equipment?		X
5. Are the project resources effectively used and optimized in order to reach the foreseen results? (efficiency)		2
6. Is the project satisfactory on a cost-efficiency approach in comparison to similar interventions? (efficiency)		2
7. According to the execution planning, assess the speed of the execution. (respect of deadlines)		3

Indicate your global evaluation concerning the project by means of the following appreciations:

	National execution official	BTC execution official
Global evaluation of the project		2

Comment your evaluation, which can be broader than the strict framework of the abovementioned relevance and performance criteria and differ from the given evaluation.

² According to PRIMA, §71, pp. 19-20, it is a matter of « appreciate and measure the foreseen performances agreed during the preparation traineeships according to the 4 criteria and the indicators established during the formulation ». (The 4 criteria are efficiency, suitability, respect of deadlines and quality of the personnel).

³ See annex 1 for further information

The Study and Consultancy Fund is an important tool for the SADC Secretariat and its institutions, especially during the restructuring phase of the SADC institution. The objective of the fund is to provide a requisite and valuable resource for implementation of studies, consultancies, workshops, meetings and seminars related to the functioning of SADC. The financial resources of the fund are co-managed and in this regard all payments are approved and authorised by two signatories. The beneficiaries of the fund are the SADC Secretariat; the National Committees established in the SADC Member States; and any other SADC Institution.

The implementation of activities is generally slow, especially with consultancies, when the engagement of a consultant needs to go through SADC Tender Procedure. The SADC Tender Procedure requires that any tender should be published in the main newspapers in each member state and then a panel of adjudicators will convene to assess the respondents. This normally takes not less than three months. As a result the timing of the activity is mismatched as most of the time is lost during preparation.

SADC and its institutions do not pragmatically submit reports to BTC for completed activities. BTC has to employ extra effort to get the activities' final reports.

Some activities take much longer to implement than their foreseen durations. This is a worry because the relevance of the activity is reduced if the completion is out of schedule and furthermore financial resources are tied up to an activity whose relevance is reduced.

National execution official	BTC execution official

PART TWO: ACTIVITIES SUMMARY

1. Based on the project Intermediate Results (IR), list the main project activities and realizations in comparison to its objectives and to the activities plan for the year considered (+ comments).

The following activities were planned and approved prior to and in 2006. Their durations and completion dates are also given. It is apparent that some implementation durations expire when the activity is still under preparation. Under preparation means “signing of agreement with BTC and tendering process for consultants”. It is the tendering process that takes much longer especially if it is an open tender that has to be circulated amongst all 14 Member States.

Activity	Start date	Duration	Status at end of Period under consideration
Training of Practising Professionals in the SADC Water Sector	8-Mar-05	9 months	Implementation very slow
Production of the State of the Environment Report for Southern Africa, 2004	29-Nov-04	6 months	Implementation very slow
Development of the implementation tools of the SADC Corporate Communications & Promotional Strategy	23-May-05	3 months	Implementation very slow
Risk Analysis Training for Animal Health Professionals in the SADC Region	2-Mar-06	1 month	complete
Feasibility Study for the Production and Use of Biofuels in the SADC Region	2-Mar-06	4 months	complete
Regional Food Reserve Facility for the SADC Region	10-Nov-05	4 months	Implementation in progress
Corridors/Spatial Development Initiative Programme	10-Nov-05	8 months	Still under preparation
Harmonisation of Petroleum and Gas Policies	10-Nov-05	6 months	Still under preparation
Harmonisation and Development of a Draft Regional Gender Policy	10-Nov-05	4 months	Still under preparation
Regional Food Reserve Facility for the SADC Region	10-Nov-05	4 months	Implementation in progress
Corridors/Spatial Development Initiative Programme	10-Nov-05	8 months	Still under preparation
Harmonisation of Petroleum and Gas Policies	10-Nov-05	6 months	Still under preparation
Harmonisation and Development of a Draft Regional Gender Policy	10-Nov-05	4 months	Still under preparation
Preparation and Printing of documents for the 2006 SADC Consultative Conference	10-Nov-05	4 months	Complete
Policy Guidelines for attraction and retention of Human Resources in the Health Sector	10-Nov-05	3 months	Implementation in progress
Development of Evaluation Criteria for Qualifications Equivalences	10-Nov-05	6 months	Implementation in progress
Study on development of Regional Mechanisms for monitoring and Evaluation of Collaborative TB/HIV Activity	10-Nov-05	3 months	Implementation in progress
Preparation of Schedule for Implementing Free Trade Area in Support to Madagascar	10-Nov-05	4 months	Cancelled

Avian and Human Influenza Technical Committee Meeting	30-May-06	3 days	complete	
Development of a SADC Resource Mobilisation Strategy	30-May-06	20 days	Still under preparation	
Status and Capacities for Implementation of the Protocol on Education and Training in Member States	30-May-06	6 months	Implementation in progress	
Job Evaluation of the SADC Secretariat	30-May-06	2 months	Still under preparation	

2. Comment, if necessary, the main project receipts and expenses influencing the abovementioned question, in comparison to the budget estimates of the year considered.

NavCode	Activity	DGDC Approved Budget	Expenditure to date 31/12/2006	Actual Budget Balance	% Exec	Remarks
A_01_01	Ministers of Justice Meeting 2002 (97.360USD)	61.716,33	(18.417,08)	43.299,25	30%	Complete.
A_02_01	Workshop to develop the consolidated programme for the DIS	20.000,00	(16.445,07)	3.554,93	82%	Complete.
A_03_01	Training of Practising Professionals in the SADC Water Sector	60.000,00	(53.696,95)	6.303,05	89%	Has remained stagnant for some time
A_04_01	Production of the State of the Environment Report for Southern Africa, 2004	53.000,00	(42.400,00)	10.600,00	80%	Has remained stagnant for some time
A_05_01	Development of the implementation tools of the SADC Corporate Communications & Promotional Strategy	40.000,00	(5.523,85)	34.476,15	14%	Very slow implementation
A_06_01	Consultative meeting on the development and update of the Implementation Plan for the SADC Protocol on Health	60.000,00	(58.378,79)	1.621,21	97%	Complete. Utilisation of balance assured by the Coordinator.
A_07_01	Consultative meeting to finalise the Concept Paper on the Development of a Regional Qualification Framework	60.000,00	(50.031,13)	9.968,87	83%	Complete.
A_08_01	Meeting of experts on Gender and Policy Development (Phase 1)	35.000,00	(32.403,60)	2.596,40	93%	Complete.
A_09_01	Terms of reference of a study on the implementation of a UNIVISA System in the SADC Region	124.000,00	(124.000,00)	0,00	100%	Complete.
A_10_01	Workshop with SADC Member States to development and update the Implementation Plan for the SADC Protocol on Education & Training	60.000,00	(64.958,75)	(4.958,75)	108%	Complete.
A_11_01	Regional Workshop on positioning of SADC on Economic Partnership	60.000,00	(18.124,71)	41.875,29	30%	Complete.

	Agreement					
A_12_01	Risk Analysis Training for Animal Health Professionals in the SADC Region	60.000,00	(57.543,92)	2.456,08	96%	Complete.
A_13_01	Feasibility Study for the Production and Use of Biofuels in the SADC Region	60.000,00	(49.371,11)	10.628,89	82%	Complete.
A_14_01	Regional Food Reserve Facility for the SADC Region	60.000,00	0,00	60.000,00	0%	Contractor engaged to start in January 2007
A_15_01	Corridors/Spatial Development Initiative Programme	150.000,00	0,00	150.000,00	0%	consultancy selection in progress
A_16_01	Harmonisation of Petroleum and Gas Policies	50.000,00	0,00	50.000,00	0%	Agreement signed. No feedback on progress.
A_17_01	Harmonisation and Development of a Draft Regional Gender Policy	50.000,00	(3.582,95)	46.417,05	7%	Implementation just started end of September.
A_18_01	Preparation and Printing of documents for the 2006 SADC Consultative Conference	50.000,00	(33.261,86)	16.738,14	67%	Complete. Confirmation of utilisation of balance required.
A_19_01	Policy Guidelines for attraction and retention of Human Resources in the Health Sector	50.000,00	(36.474,23)	13.525,77	73%	in progress
A_20_01	Development of Evaluation Criteria for Qualifications Equivalences	60.000,00	(19.305,64)	40.694,36	32%	in progress
A_21_01	Study on development of Regional Mechanisms for monitoring and Evaluation of Collaborative TB/HIV Activity	40.000,00	(35.467,31)	4.532,69	89%	Complete.
A_22_01	Preparation of Schedule for Implementing Free Trade Area in Support to Madagascar	90.000,00	0,00	90.000,00	0%	cancelled
A_23_01	Development of a SADC Resource Mobilization Strategy	50.000,00	0,00	50.000,00	0%	no feedback on implementation
A_24_01	Job Evaluation Study	50.000,00	0,00	50.000,00	0%	Contractor engaged to start work in January 2007
A_25_01	SADC Regional Avian & Human Influenza Preparedness and Response Plan (28.405 USD)	23.000,00	(19.429,34)	3.570,66	84%	Complete. Confirmation of utilisation of balance required.
A_26_01	Audit of Implementation of the Protocol on Education and Training	50.000,00	0,00	50.000,00	0%	no feedback on implementation
TOTALS		1.526.716,33	(738.816,29)	787.900,04	48%	

RECONCILIATION & SUMMARY:

Study Fund II Total Budget	1.250.000,00
add: Carry forward from STUFO I	173.091,00
Total Budget available	<u>1.423.091,00</u>
less: Disbursements	
Expenditures	(738.816,29)
less: Commitments:	(677.364,50)
Uncommitted balance	<u>6.910,21</u>
Bank balance as at 31/December/2007	<u>142.614,40</u>
Cash on Hand after Commitments	<u>(534.750,10)</u>

Most completed activities did not exhaust their budget allocations; as a result an amount of 6.910,21 EUR is available for new activities. However, the unutilized balances need to be confirmed with the SADC Coordinators on whether they will utilize them or not. As noted from the column total headed “DGDC Approved Budget” the fund had been 100% committed.

The disbursement rate is such that a cash call might be required in Q2-2007. It is also notable that activities that take a long time to prepare rarely exhaust their allocated budgets.

3. Which are the main appropriation mechanisms and activities implemented by the project during the year considered?

Prioritization of activities is first done by the SADC Secretariat through the Chief Director. Thereafter the DGDC Attaché also selects activities in accordance with Belgian priorities in consultation with the BTC Resident Representative. The mechanism used on the approval of budgets is such that the budget amount approved is less than the budget amount requested by say 10.000 EUR. For example, if the SADC Institution requests 60.000 EUR then an amount of 50.000 EUR or less is approved. This mechanism systematically reduces the risk of under spent budget allocations by activities, even though the budgets remain under spent as expenditure is done in weaker currencies than the EURO.

PART THREE: COMMENTS AND ANALYSIS.

1. What are the major problems and questions influencing the project execution?

- ❖ Administrative bureaucracy in the preparation of activities for implementation. This is prevalent in cases where a consultant has to be hired to do some work. The SADC tendering process is a lengthy one and in most cases the activity implementation period lapses before implementation starts. For example, the “Corridors/Spatial Development Initiative” was approved on 10/Nov/2005; the implementation agreement between SADC and BTC was signed on 10/Oct/2006; the recruitment process was not complete by 31/Dec/2006; and this activity is for duration of 8 months. The implementation agreement comes into force upon its signature by the contracting parties.
- ❖ For some activities the implementation is very slow such that the relevance of the final report becomes questionable. For example, the activity “Development of the implementation tools of the SADC Corporate Communications & Promotional Strategy” was approved on 01/Mar/2005; agreement signed on 23/May/2005; but the activity is still 14% implemented.
- ❖ The restructuring of the SADC institution has come with both advantages and disadvantages. Among the disadvantages is that of the loss of personnel with institutional memory when seconded staff left the Secretariat’s employ. This affected some STUFO activities as the coordinators had left.
- ❖ Reporting after activity completion is another problem with SADC. The BTC has to make follow-ups in order to obtain activity final reports.

2. What caused the calendar and the foreseen results to be delayed?

- ❖ Lengthy process of project preparation resulting in delayed start.
- ❖ Staff turnover resulting in delayed completion of activities due to engagement of new staff who still need to learn how things work.
- ❖ Delayed reporting resulting in non-closure of activities as final reporting will be still pending.

3. How can one solve the problems identified above? Expose the recommended measure(s). Specify the person who should be in charge of it/them. Indicate, approximately, the execution time and the resources needed for these measures to be executed.

- ❖ If SADC would already identify their consultants or service providers for activities they would like funded through Belgian funding before the approval by Belgian Development Cooperation, this would speed up the preparation of studies for implementation. This would also enable the determination of the ideal budget for the activity thereby reducing the tendency of under spending.
- ❖ SADC should establish a smooth hand-over / take-over procedure, in order to avoid gaps created by loss of memory when there are staff changes.
- ❖ The SADC Resource Mobilization Office needs to be alerted on the need to have prompt reporting after conclusion of activities. This will allow enough time to re-allocate unused financial resources towards new activities.

4. Are the start assumptions (or hypotheses) yet relevant?

The start assumptions have remained relevant as all activities approved for implementation are within the priorities of SADC and its institutions and the Belgian Development Cooperation.

5. Are the project indicators yet valid?

The indicators of this project are determined by the fulfillment of the indicators of sub-activities approved for implementation through the fund. In this regard the indicators of this fund are strictly determined by the efficiency in implementation of sub-activities. The indicators for sub-activities are agreed upon through the approval process and therefore they have always been valid.

6. What are the factors which have influenced the project realization? Were some of them new, i.e. not foreseen beforehand and capable of modifying the whole project?

- ❖ All activities approved for implementation fall under the priority areas of the SADC/BELGO Cooperation.
- ❖ The activities are short and precise and are implemented over a period ranging from one day but not exceeding nine months. This makes realization process to be fast.
- ❖ Some activities regarding Regional Policy issues have to be approved by Meetings of Ministers (e.g. Health; Energy; Environment & Tourism; Trade & Commerce; etc.) and or the Integrated Committee of Ministers or the SADC Organ for Politics (SAPO). These approvals add quality to the outcome of such activities.
- ❖ Some activities funded under the STUFO feed into the major activities of SADC institutions. As a result the outcome of such activities can be easily identified with the mainstream activities of respective institutions.

❖

7. What is the opinion of the target groups on the project?

- ❖ The fund is an important vehicle for the provision of quick answers to problems that need to be clarified by SADC and its institutions.
- ❖ There is a high demand for the utilisation of the funding such that at the start of the third year the fund was 100% allocated to activities.
- ❖ The fund enables the SADC institution to utilize both local and international expertise in the finding of solutions/answers to the regional body's problems.

8. If the project has been evaluated, how were the recommendations taken into account?

The project has never been evaluated.

9. What are the project main successful outcomes?

- ❖ The approval of the new organisation structure of SADC Secretariat by SADC Ministers of Justice.
- ❖ Streamlining of Regional Indicative Strategic Development Plan (RISDP) into smaller time bound projects for the Directorate of Infrastructure and Services.
- ❖ SADC Corporate Communications Strategy document with all its components: SADC information Kit and SADC Information 21 Project Identity
- ❖ SADC Protocol on Health comprehensive implementation Plan developed, with clear outputs, performance indicators, time frame and sources of funding to undertake specific activities to meet the objectives of the Protocol and the Regional Indicative Strategic Development Plan (RISDP). Coordinated structures and programs through the technical committees in place.
- ❖ Improved Concept Paper supported by all Member States. Clear, agreed and supported guidelines for the development of the Regional Qualifications Framework with indications on required structures for the development of the Regional Qualifications Framework, the time frame etc. Support of other experts and stakeholders in the region
- ❖ Production of a report of the meeting of Experts on Gender and Policy development/Analysis, with recommendations which will enable to provide basis and guidelines for the vision and direction for the development of the Draft Regional Gender Policy.
- ❖ All immigration regulations and forms in member states are harmonized. Action towards the computerization of data at entry points and the provision of machine readable passports to be progressed with all possible speed by member states. A central immigration data base be developed. Training schemes for immigration and customs officials be organized in each member state to familiarize them with the new UNIVISA system. A need to prepare a time frame for the complete implementation of the UNIVISA system and upgrading of all relevant related facilities. A further study be undertaken to ascertain the specific costs for upgrading the relevant facilities in each country; and A Monitoring and Implementation Committee (MIC) be formed to facilitate the process of the implementation of the UNIVISA.
- ❖ Production of a revised, comprehensive Implementation Plan for the SADC Protocol on Education and Training, with clear strategies, time frame frames, implementation structures and sources of funding to undertake specific activities to meet the objectives of the Protocol and the Regional Indicative Strategic Development plan (RISDP). It should also lead to the formulation of concrete project proposals on how the provisions of the Protocol will be addressed and interaction with the Secretariat and between Member States improved. In particular, it is expected that the Workshop will provide a platform in which Member States will exchange views on how to put in place mechanisms that will enable them to regularly engage each other on issues of Education and Training, with a view to promote regional integration.
- ❖ To generally instill a better understanding of the fundamental change in trade relations between the ACP and EU; at national level, concrete recommendations and strategies on the possible options each country could go for, an identification of the costs and benefits of the options and further research work to be done; at regional level, an overall strategy on the way forward and the identification of the next steps towards the negotiations and other recommendations.
- ❖ Acquisition of risk analysis skills for the epidemiologists in the region. These epidemiologists will then impart the skills they have learned to their colleagues in the respective Member States. The whole SADC region will therefore be in a position to not only perform risk analysis on all major livestock diseases to satisfy their trading partners, but also use the same to enhance intra-SADC trade in livestock and livestock products. The sector will also gain new confidence in the eyes of its trading partners because of this newly acquired capacity.
- ❖ Production of a feasibility report on the production and use of Biofuels in the SADC Region Report.
- ❖ Production of printed documents for distribution at the Consultative Conference and the PowerPoint presentations to be presented at the Conference.

- ❖ Strengthened HRH/health systems strategies and draft policy guidelines for the SADC region and availability of regional data and information on current situation of HRH in the region
- ❖ Strategy to address STI, HIV and AIDS and TB programmes comprehensively; monitoring and evaluation framework for the three conditions; developed; and the programme to address STI, HIV and AIDS and TB control strategies in the SADC region standardized.
- ❖ Production of the Regional Avian Influenza Preparedness and Response Plan addressing the Highly Pathogenic Avian Influenza in terms of regulation, surveillance, control, compensation, bio-security and disposal.



10. What are your recommendations as for the continuation of the project?

Had it not been that SADC is already out of the group of partner countries participating in Belgian Development Cooperation activities I would recommend that funding along these lines should be continued so that the young organisation can find its feet. This is in view of the fact that the SADC Secretariat is a young regional body that is still struggling to get its priorities right.

National execution official	BTC execution official

PART FOUR. ANNEXES.

ANNEX 1. Results summary

ANNEX 2. Planned activities for the year considered

ANNEX 3. Activities planning year + 1

ANNEX 4. Situation of receipts and expenses for the year considered

ANNEX 5. Budget estimates year + 1

ANNEX 6. Disbursement rate of the project

ANNEX 7. Project personnel

ANNEX 8. Subcontracting and invitations to tender

ANNEX 9. Equipments

ANNEX 10. Backers interventions

ANNEX 1. Results and activities summary

Result Area	Intermediate results	Indicators	Progress
A_01_01	Ministers of Justice Meeting 2002 (97.360USD)	Holding of a meeting of SADC Ministers of Justice in order to approve the new structure of the SADC Secretariat	Complete
A_02_01	Workshop to develop the consolidated programme for the DIS	Holding of a workshop to streamline the broad objectives of the RISDP into smaller manageable projects	Complete
A_03_01	Training of Practising Professionals in the SADC Water Sector	Provision of academic and technical skills to water sector personnel in the region.	Complete but reporting not yet done.
A_04_01	Production of the State of the Environment Report for Southern Africa, 2004	Printing and distribution of the state of the environment report 2004	Not yet complete
A_05_01	Development of the implementation tools of the SADC Corporate Communications & Promotional Strategy	Production of the SADC information Kit and SADC Information 21 Project Identity	Not yet complete
A_06_01	Consultative meeting on the development and update of the Implementation Plan for the SADC Protocol on Health	SADC Protocol on Health comprehensive implementation Plan developed	Complete
A_07_01	Consultative meeting to finalise the Concept Paper on the Development of a Regional Qualification Framework	Production of an improved Concept Paper on Regional Qualifications Framework that is supported by all Member States	Complete
A_08_01	Meeting of experts on Gender and Policy Development (Phase 1)	Production of a report of the meeting of Experts on Gender and Policy development/Analysis	Complete
A_09_01	Terms of reference of a study on the implementation of a UNIVISA System in the SADC Region	Production of recommendations on the harmonisation of all immigration regulations and forms in member states.	Complete
A_10_01	Workshop with SADC Member States to development and update the Implementation Plan for the SADC Protocol on Education & Training	Production of a revised, comprehensive Implementation Plan for the SADC Protocol on Education and Training, with clear strategies, time frame frames, implementation structures and sources of funding to undertake specific activities to meet the objectives of the Protocol and the Regional Indicative Strategic Development plan (RISDP).	Complete.
A_11_01	Regional Workshop on positioning of SADC on Economic Partnership Agreement	Member States had a better understanding of the regulations and implications of the regulations.	Complete

A_12_01	Risk Analysis Training for Animal Health Professionals in the SADC Region	Epidemiologists have acquired risk analysis skills for the benefit of the region.	Complete
A_13_01	Feasibility Study for the Production and Use of Biofuels in the SADC Region	Production of an assessment on the feasibility for the production of Biofuels in the SADC region	Complete
A_14_01	Regional Food Reserve Facility for the SADC Region	Production of a draft MOU for managing physical reserve finalized and ready for consideration and approval by Member States. Mechanisms for establishing and managing a regional food reserve facility established and agreed.	Starting January 2007
A_15_01	Corridors/Spatial Development Initiative Programme	Production and presentation of: (1) Inception report defining the approach or methodology of addressing the tasks; (2) monthly progress reports to be presented to the Project Steering Committee; (3) Draft Report for discussions; (4) organize a regional workshop; (5) Final Report; and (6) make arrangements and supervise the printing of the Final Report following approval by ICM.	Still under preparation. Consultant not yet identified.
A_16_01	Harmonisation of Petroleum and Gas Policies	Production and presentation of a: (1) draft harmonised specifications, rules, standards and regulations (2) detailed analysis of the technical, economic/financial, institutional, political and socio-cultural feasibility of the establishment and operationalization of REPGA; (3) an assessment of the relevance of the Regional Petroleum and Gas Association for the SADC region; (4) a detailed plan specifying indicators and sources of verification for REPGA objectives, results and activities and incorporating the required resources (technical, organisational and political) and stipulates the linkage of REPGA to the SADC secretariat and other stakeholders; (5) a detailed analysis of sustainability, or the parameters within which the expected results from Regional Petroleum and Gas Association can be effectively applied, on a continuous basis, to the ultimate aim of facilitating regional integration in the SADC region, (6) agreed structure of a Regional Petroleum and Gas Association (REPGA); (7) draft the constitution of REPGA and have it discussed and agreed to by the stake holders in a workshop SADC petroleum and gas sector association established; (8) modality for the establishment of the national petroleum and gas associations; and (9) organize workshop with SADC Secretariat and have the final Project Document/Report considered and approved.	Still under preparation. Consultant not yet identified.
A_17_01	Harmonisation and Development of a Draft Regional Gender Policy	Production of the fourth draft of the Regional Gender Policy and fourth draft of the implementation framework for short term, medium term and	Starting January 2007

		long term adopted at the Meeting of Ministers Responsible for Gender/Women's Affairs; and report of the proceedings of regional consensus building conference & Record of the meeting of SADC Ministers Responsible for Gender/Women's Affairs.	
A_18_01	Preparation and Printing of documents for the 2006 SADC Consultative Conference	Printing documents for distribution at the Consultative Conference and the PowerPoint presentations to be presented at the Conference.	Complete
A_19_01	Policy Guidelines for attraction and retention of Human Resources in the Health Sector	Production of strengthened HRH/health systems strategies and draft policy guidelines for the SADC region; and the availability of regional data and information on current situation of HRH in the region.	In progress
A_20_01	Development of Evaluation Criteria for Qualifications Equivalences	Production of a (1) comprehensive questionnaire for data collection on qualifications in SADC; (2) evaluation mechanism or criteria for qualifications equivalences and comparability in SADC; (3) catalogue or database on qualifications in the region and their comparability and equivalences; and (4) greater mobility of students and staff and labour within SADC and possibility of credits transfer among academic institutions in SADC.	In progress
A_21_01	Study on development of Regional Mechanisms for monitoring and Evaluation of Collaborative TB/HIV Activity	Production of a (1) strategy to address STI, HIV and AIDS and TB programmes comprehensively; (2) a monitoring and evaluation framework for the three conditions developed; (3) a programme to address STI, HIV and AIDS and TB control strategies in the SADC region standardized.	In progress
A_22_01	Preparation of Schedule for Implementing Free Trade Area in Support to Madagascar	The report should provide for the following: (1) an initial analysis of the SADC Trade Protocol from a Malagasy perspective; (2) an analysis of the Malagasy economy, as it relates to the SADC Trade Protocol; and (3) a proposed negotiation approach or options, particularly on a tariff liberalization schedule based on the above analyses and consultations with relevant stakeholders.	Still under preparation as Madagascar has not yet indicated how assistance they will need in this regard. Apparently Madagascar has another source of funding for the same purpose.
A_23_01	Development of a SADC Resource Mobilization Strategy	Production of a draft SADC Resource Mobilisation Strategy; and an implementation Plan for the Strategy.	Still under preparation, Consultant not yet identified.
A_24_01	Job Evaluation Study	Production of a satisfactory detailed written report covering the following: (1) SADC Secretariat Structure; (2) Remuneration Policy and Pay Structure (3) Implementation Plan	Starting February 2007.
A_25_01	SADC Regional Avian & Human Influenza Preparedness and Response Plan (28.405 USD)	Production of the Regional Avian Influenza Preparedness and Response Plan addressing the Highly Pathogenic Avian Influenza in terms of regulation, surveillance, control, compensation, bio-security and disposal.	Complete
A_26_01	Audit of Implementation of the	Production of (1) Fourteen country reports;	Still under preparation.

	Protocol on Education and Training	(2) a comprehensive regional synthesis report; (3) up-to date- baseline data and statistics on education and training in a CD room for all the countries (4) revised costed implementation plan.	
Planned activities during the year considered		Activities progress	Activities proposed for next year
A_06_01	Consultative meeting on the development and update of the Implementation Plan for the SADC Protocol on Health	Complete	
A_07_01	Consultative meeting to finalise the Concept Paper on the Development of a Regional Qualification Framework	Complete	
A_08_01	Meeting of experts on Gender and Policy Development (Phase 1)	Complete	
A_09_01	Terms of reference of a study on the implementation of a UNIVISA System in the SADC Region	Complete	
A_10_01	Workshop with SADC Member States to development and update the Implementation Plan for the SADC Protocol on Education & Training	Complete	
A_12_01	Risk Analysis Training for Animal Health Professionals in the SADC Region	Complete	
A_13_01	Feasibility Study for the Production and Use of Biofuels in the SADC Region	Complete	
A_14_01	Regional Food Reserve Facility for the SADC Region	Under preparation. Still tendering for constant.	Continuing in 2007
A_15_01	Corridors/Spatial Development Initiative Programme	Under preparation. Still tendering for constant.	Continuing in 2007
A_16_01	Harmonisation of Petroleum and Gas Policies	Under preparation. Still tendering for constant.	Continuing in 2007
A_17_01	Harmonisation and Development of a Draft Regional Gender Policy	Under preparation. Still tendering for constant.	Continuing in 2007
A_18_01	Preparation and Printing of documents for the 2006 SADC Consultative Conference	Complete	
A_19_01	Policy Guidelines for attraction and	In progress	Continuing in 2007

	retention of Human Resources in the Health Sector		
A_20_01	Development of Evaluation Criteria for Qualifications Equivalences	In progress	Continuing in 2007
A_21_01	Study on development of Regional Mechanisms for monitoring and Evaluation of Collaborative TB/HIV Activity	In progress	Continuing in 2007
A_22_01	Preparation of Schedule for Implementing Free Trade Area in Support to Madagascar	Awaiting the outcome from Madagascar.	Destiny unknown as Madagascar is being funded through another source.
A_23_01	Development of a SADC Resource Mobilization Strategy	Under preparation. Still tendering for constant.	Continuing in 2007
A_24_01	Job Evaluation Study	Under preparation. Still tendering for constant.	Continuing in 2007
A_25_01	Avian and Human Influenza Technical Committee Meeting	Complete	
A_26_01	Audit of Implementation of the Protocol on Education and Training	Under preparation. Still tendering for constant.	Continuing in 2007

ANNEX 2: Planned activities for the year considered.

		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
A_03_01	Training of Practising Professionals in the SADC Water Sector												
A_04_01	Production of the State of the Environment Report for Southern Africa, 2004												
A_05_01	Dev of the implementation tools of the SADC Corporate Communications & Promotional Strategy												
A_06_01	Consultative meeting on the development and update of the Implementation Plan for the SADC Protocol on Health												
A_07_01	Consultative meeting to finalise the Concept Paper on the Development of a Regional Qualification Framework												
A_08_01	Meeting of experts on Gender and Policy Development (Phase 1)												
A_09_01	Terms of reference of a study on the implementation of a UNIVISA System in the SADC Region												
A_10_01	Workshop with SADC Member States to dev and update the Implementation Plan for the SADC Protocol on Education & Training												
A_12_01	Risk Analysis Training for Animal Health Professionals in the SADC Region												
A_13_01	Feasibility Study for the Production and Use of Biofuels in the SADC Region												
A_14_01	Regional Food Reserve Facility for the SADC Region												
A_15_01	Corridors/Spatial Development Initiative Programme												
A_16_01	Harmonisation of Petroleum and Gas												

	Policies												
A_17_01	Harmonisation and Development of a Draft Regional Gender Policy												
A_18_01	Preparation and Printing of documents for the 2006 SADC Consultative Conference												
A_19_01	Policy Guidelines for attraction and retention of Human Resources in the Health Sector												
A_20_01	Development of Evaluation Criteria for Qualifications Equivalences												
A_21_01	Study on dev of Regional Mechanisms for monitoring and Evaluation of Collaborative TB/HIV Activity												
A_22_01	Preparation of Schedule for Implementing Free Trade Area in Support to Madagascar												
A_23_01	Development of a SADC Resource Mobilization Strategy												
A_25_01	Avian and Human Influenza Technical Committee Meeting												
A_26_01	Audit of Implementation of the Protocol on Education and Training												

ANNEX 3 : Planned activities year +1.

		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
A_14_01	Regional Food Reserve Facility for the SADC Region												
A_15_01	Corridors/Spatial Development Initiative Programme												
A_16_01	Harmonisation of Petroleum and Gas Policies												
A_17_01	Harmonisation and Development of a Draft Regional Gender Policy												
A_19_01	Policy Guidelines for attraction and retention of Human Resources in the Health Sector												
A_20_01	Development of Evaluation Criteria for Qualifications Equivalences												
A_21_01	Study on dev reg Mechanisms for monitoring and Evaluation of Collaborative TB/HIV Activity												
A_22_01	Preparation of Schedule for Implementing Free Trade Area in Support to Madagascar	CANCELLED											
A_23_01	Development of a SADC Resource Mobilization Strategy												
A_26_01	Audit of Implementation of the Protocol on Education and Training												

ANNEX 4: SITUATION OF RECEIPTS AND EXPENSES FOR THE YEAR CONSIDERED

Budget Code	Budget Headings description	Task Code	Sector Code	TOTAL COST BELGIAN CONTRIBUTION	CUMULATED EXPENSES	EXPENSES YEAR CONSIDERED	EXPENSES YEAR + 1
A_01_01	Ministers of Justice Meeting 2002 (97.360USD)	1	<i>Admin</i>	61.716,33	18.417,08	0,00	0,00
A_02_01	Workshop to develop the consolidated programme for the DIS	2	<i>Planning</i>	20.000,00	16.445,07	(990,78)	0,00
A_03_01	Training of Practising Professionals in the SADC Water Sector	3	<i>Water</i>	60.000,00	48.000,00	5.696,95	6.303,05
A_04_01	Production of the State of the Environment Report for Southern Africa, 2004	4	<i>Information</i>	53.000,00	42.400,00	0,00	10.600,00
A_05_01	Development of the implementation tools of the SADC Corporate Communications & Promotional Strategy	5	<i>Information</i>	40.000,00	4.720,14	803,71	34.476,15
A_06_01	Consultative meeting on the development and update of the Implementation Plan for the SADC Protocol on Health	6	<i>Health</i>	60.000,00	54.742,74	3.636,05	1.621,21
A_07_01	Consultative meeting to finalise the Concept Paper on the Development of a Regional Qualification Framework	7	<i>Education</i>	60.000,00	41.636,28	8.394,85	0,00
A_08_01	Meeting of experts on Gender and Policy Development (Phase 1)	8	<i>Gender</i>	35.000,00		32.403,60	0,00
A_09_01	Terms of reference of a study on the implementation of a UNIVISA System in the SADC Region	9	<i>Tourism</i>	124.000,00	34.303,47	89.696,53	0,00
A_10_01	Workshop with SADC Member States to development and update the Implementation Plan for the SADC Protocol on Education & Training	10	<i>Education</i>	60.000,00	40.032,80	24.925,95	0,00
A_11_01	Regional Workshop on positioning of SADC on Economic Partnership	11	<i>Trade</i>	60.000,00	18.124,71	0,00	0,00

	Agreement						
A_12_01	Risk Analysis Training for Animal Health Professionals in the SADC Region	12	<i>Health</i>	60.000,00	57.543,92	0,00	2.456,08
A_13_01	Feasibility Study for the Production and Use of Biofuels in the SADC Region	13	<i>Energy</i>	60.000,00	33.972,33	15.398,78	0,00
A_14_01	Regional Food Reserve Facility for the SADC Region	14	<i>Food Security</i>	60.000,00	0,00	3.582,95	60.000,00
A_15_01	Corridors/Spatial Development Initiative Programme	15	<i>Trade</i>	150.000,00	0,00	33.261,86	150.000,00
A_16_01	Harmonisation of Petroleum and Gas Policies	16	<i>Energy</i>	50.000,00	0,00	36.474,23	50.000,00
A_17_01	Harmonisation and Development of a Draft Regional Gender Policy	17	<i>Gender</i>	50.000,00	0,00	19.305,64	46.417,05
A_18_01	Preparation and Printing of documents for the 2006 SADC Consultative Conference	18	<i>Information</i>	50.000,00	0,00	35.467,31	16.738,14
A_19_01	Policy Guidelines for attraction and retention of Human Resources in the Health Sector	19	<i>Health HR</i>	50.000,00	0,00	0,00	13.525,77
A_20_01	Development of Evaluation Criteria for Qualifications Equivalences	20	<i>Education</i>	60.000,00	0,00	19.429,34	40.694,36
A_21_01	Study on development of Regional Mechanisms for monitoring and Evaluation of Collaborative TB/HIV Activity	21	<i>Health</i>	40.000,00	0,00	(990,78)	4.532,69
A_22_01	Preparation of Schedule for Implementing Free Trade Area in Support to Madagascar	22	<i>Trade</i>	90.000,00	0,00	5.696,95	90.000,00
A_23_01	Development of a SADC Resource Mobilization Strategy	23	<i>Policy</i>	50.000,00	0,00	0,00	50.000,00
A_24_01	Job Evaluation Study	24	<i>HR</i>	50.000,00	0,00	803,71	50.000,00
A_25_01	SADC Regional Avian & Human Influenza Preparedness and Response Plan (28.405 USD)	25	<i>Health</i>	23.000,00	0,00	3.636,05	0,00
A_26_01	Audit of Implementation of the Protocol on Education and Training	26	<i>Education</i>	50.000,00	0,00	0,00	50.000,00
	GRAND TOTAL			1.526.716,33	375.476,39	325.113,71	677.364,50

ANNEX 5 : Budget estimates year + 1

Budget Code	Budget Headings Description	Task Code	Sector Code	TOTAL COST BELGIAN CONTRIBUTION	Monthly estimates period +1											
					1	2	3	4	5	6	7	8	9	10	11	12
A_03_01	Training of Practising Professionals in the SADC Water Sector	3	Water	6.303,05												
A_04_01	Production of the State of the Environment Report for Southern Africa, 2004	4	Information	10.600,00												
A_05_01	Development of the implementation tools of the SADC Corporate Communications & Promotional Strategy	5	Information	34.476,15												
A_06_01	Consultative meeting on the development and update of the Implementation Plan for the SADC Protocol on Health	6	Health	1.621,21												
A_12_01	Risk Analysis Training for Animal Health Professionals in the SADC Region	12	Health	2.456,08												
A_14_01	Regional Food Reserve Facility for the SADC Region	14	Food Security	60.000,00												
A_15_01	Corridors/Spatial Development Initiative Programme	15	Trade	150.000,00												
A_16_01	Harmonisation of Petroleum and Gas Policies	16	Energy	50.000,00												
A_17_01	Harmonisation and Development of a Draft Regional Gender Policy	17	Gender	46.417,05												
A_18_01	Preparation and Printing of documents for the 2006 SADC Consultative Conference	18	Information	16.738,14												
A_19_01	Policy Guidelines for attraction and retention of Human Resources in the Health Sector	19	HR	13.525,77												
A_20_01	Development of Evaluation Criteria for Qualifications Equivalences	20	Education	40.694,36												
A_21_01	Study on development of Regional Mechanisms for monitoring and Evaluation of Collaborative	21	Health	4.532,69												

	TB/HIV Activity																
A_22_01	Preparation of Schedule for Implementing Free Trade Area in Support to Madagascar	22	Trade	90.000,00													
A_23_01	Development of a SADC Resource Mobilization Strategy	23	Policy	50.000,00													
A_24_01	Job Evaluation Study	24	HR	50.000,00													
A_26_01	Audit of Implementation of the Protocol on Education and Training	26	Education	50000													
	GRAND TOTAL			677.364,50													

ANNEX 6. Disbursement rate of the project

FINANCIAL SUMMARY						
Source of financing	Budget estimates (year)	Cumulated budget	Real expenses (year)	Real cumulated expenses	Disbursement rate (year)	Disbursement rate (cumulated)
Direct Belgian Contribution	645.500	1.046.800	325.113,71	700.590,10	50.37%	66.93%
Partner Country Contribution	Nil	Nil	Nil	Nil	Nil	Nil
Counterpart Funds Contribution	Nil	Nil	Nil	Nil	Nil	Nil
Other source	Nil	Nil	Nil	Nil	Nil	Nil

ANNEX 7. Project personnel

Personnel type (title, name and gender)	Duration of recruitment (start and end dates)	Comments (recruitment period, profile relevance ...)
<p>1. National personnel put at disposal by the Partner Country :</p> <p>Joao Caholo – M; Phera Ramoeli – M; Stephen Nantambwe – M; Leefa Martin – F; Joseph Mthetwa – M; Lomthandazo Mavimbela – F; Magdalene Mathiba-Madibela – F; Francis Mfune – M ; Jabulani Mthethwa – M ; Bonaventure Mtei – M; Richard Masundire – M; Judith Nwako – F; Freddy Motlhatlhedi – M; Lebogang Lebeso – F; Tracy Zinanga – F.</p>	<p>These are SADC Coordinators (Study Supervisors) of the activities that were implemented. They were not necessarily recruited by the project</p>	<p>There were no recruitments done</p>
<p>2. Support personnel, locally recruited</p>	<p>Nil</p>	
<p>3. Training personnel, locally recruited</p>	<p>Nil</p>	
<p>4. International personnel (outside BTC)</p>	<p>Nil</p>	
<p>5. Expert in International Cooperation (BTC)</p>	<p>Nil</p>	

ANNEX 8. Subcontracting and invitations to tender

(one form for each new subcontracting contract during the year considered)

Tendering mode :

Date of the invitation to tender :

Start date of the subcontracting :

Name of the subcontractor (or of the company) :

Subject of the contract :

Cost of the contract :

Duration of the contract :

Results obtained during the year considered:

Comments/recommendations:

ANNEX 9. Equipments

Equipment type	Cost		Delivery date		Remarks
	Budget	Real	Planned	Real	
NIL					

ANNEX 10. Backers interventions

Interventions of other backers for the same project or for project pursuing the same specific objective.

Backers playing a part in the same project				
Backers	Intervention name	Budget	Main objectives	Comments
NIL				
Backers contributing to a similar specific objective				
Backers	Intervention name	Budget	Main objectives	Comments
NIL				