

Olifants-Doorn Water Management Area
Western Cape, South Africa
IWRM Pilot Programme

Lessons learnt & sustainability

Community-based IWRM Projects in the Olfants-Doorn

45 000 km²

Atlantic Ocean

Cape Town

Worcester

Big Roof Bitterfontein

Loeriesfontein Emerging Stock Farmers

DMA Women Empowerment & Water

DMA Emerging Farmers Forum

Vanrhynsdorp Emerging Stock Farmers

Vanrhynsdorp Emerging Stock Farmers

Vanrhynsdorp WUA Groundwater Monitoring & Awareness

Food Security for People with Disabilities

Doringbaai Food Garden

Jagvlak Hoodia Emerging Farmers

Vukani Makhosikazi Lamberts Bay

Suurrug Emerging Farmers

Vukuzenele Food Gardens

Nuweplaas Emerging Farmers

Sandveld Emerging Farmer

Wupperthal Water Users Awareness

Eureka Emerging Farmers

Elandskloof Community Food Gardens

Swartruggens Groundwater & Climate Monitoring

Koue Bokkeveld Tap & Leak Repair

Agter Witzenberg Tap & Leak Repair





Overview project achievements

IWRM Demonstration Projects in communities

- 21 Projects (2007) & 17 Phase II (2008)
- 19 New projects (2008)
- Currently 41 project (36 active contracts)
- Planned budget next 12 months:
R6.83 million
- Average R250 000 /project

Overview project achievements

IWRM Demonstration Projects by Municipalities

- IWRM I & II - Sandveld Groundwater Management Plan
- Waste Water Treatment Municipal Assistant
- Provincial Growth & Development Strategy
- Community Health Clubs
- Emerging farmer support
- Average R0.5 - R1 million /project

Overview project achievements

IWRM Capacity Building - Workshops

- IWRM Introduction & Call for proposals
- Proposal finalisation, budgeting & timeframes
- Contracts and financial systems
- IWRM Community Showcase Conference
- Water & the Ecology (WWF / WUA)
- Monitoring & Evaluation
- Water Week - Awareness & Gender
- Sustainable Agriculture & Food Security

Overview project achievements

IWRM Capacity Building - Workshops

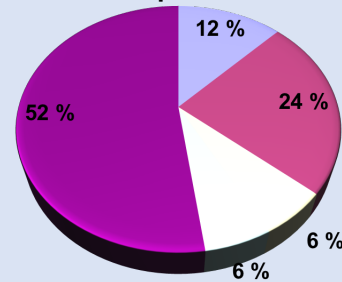
Planned:

- Emerging Farmer Fora & Networks
- Water awareness training
- Groundwater, appropriate technology & irrigations systems
- Water & Health (CHC)
- Water Week 2008
- IWRM Experiences Conference 2009

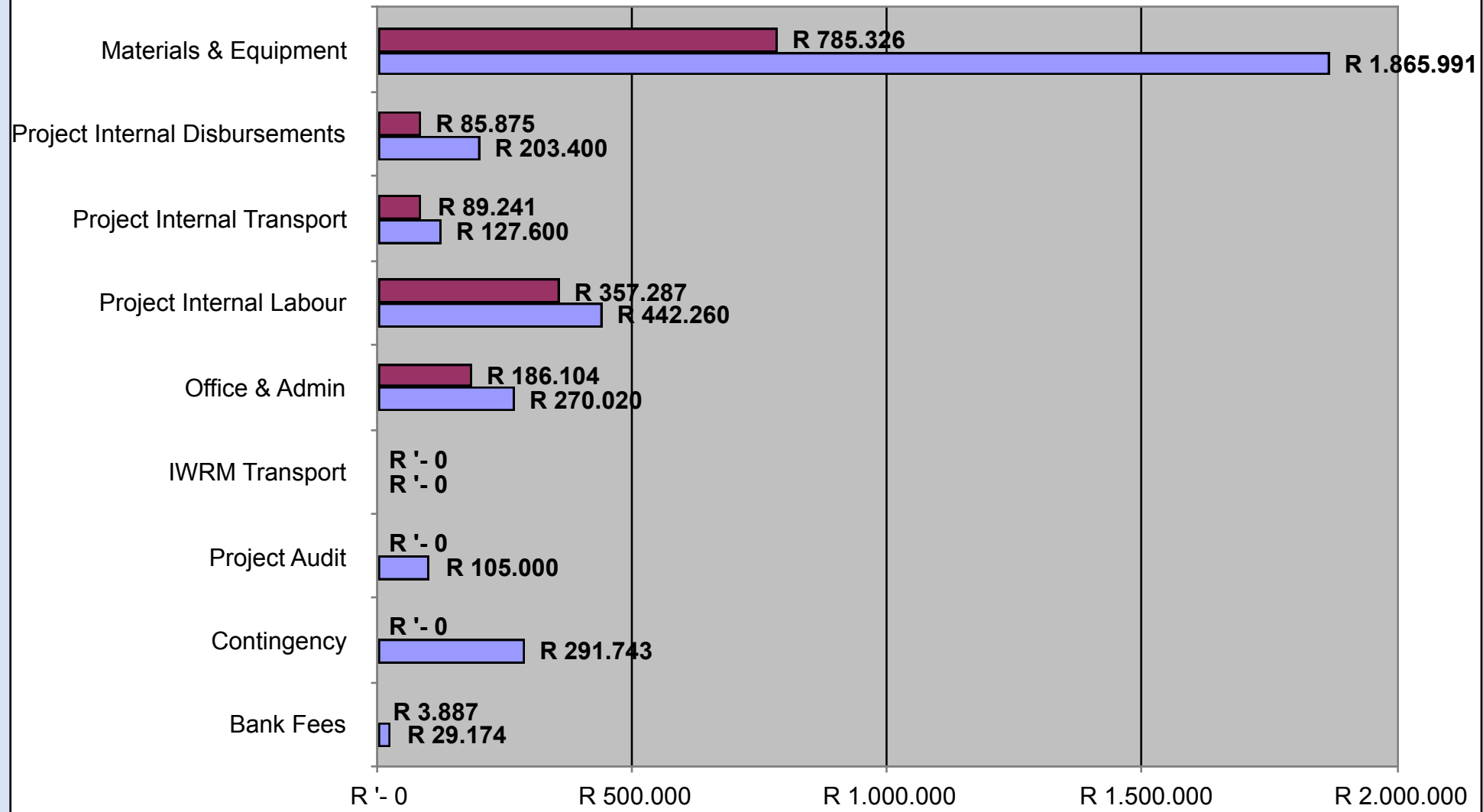
Overview project achievements

IWRM Budget Spent

Round 1 Projects Actual Expenditure as percentages of the total spent

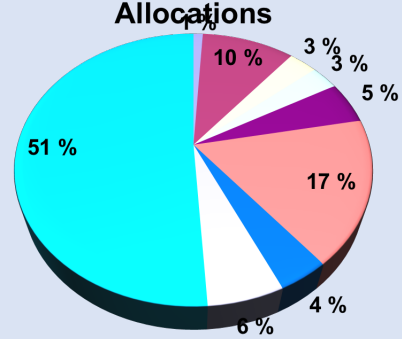


Project Contract Budget vs Expenditure July 2007 - June 2008



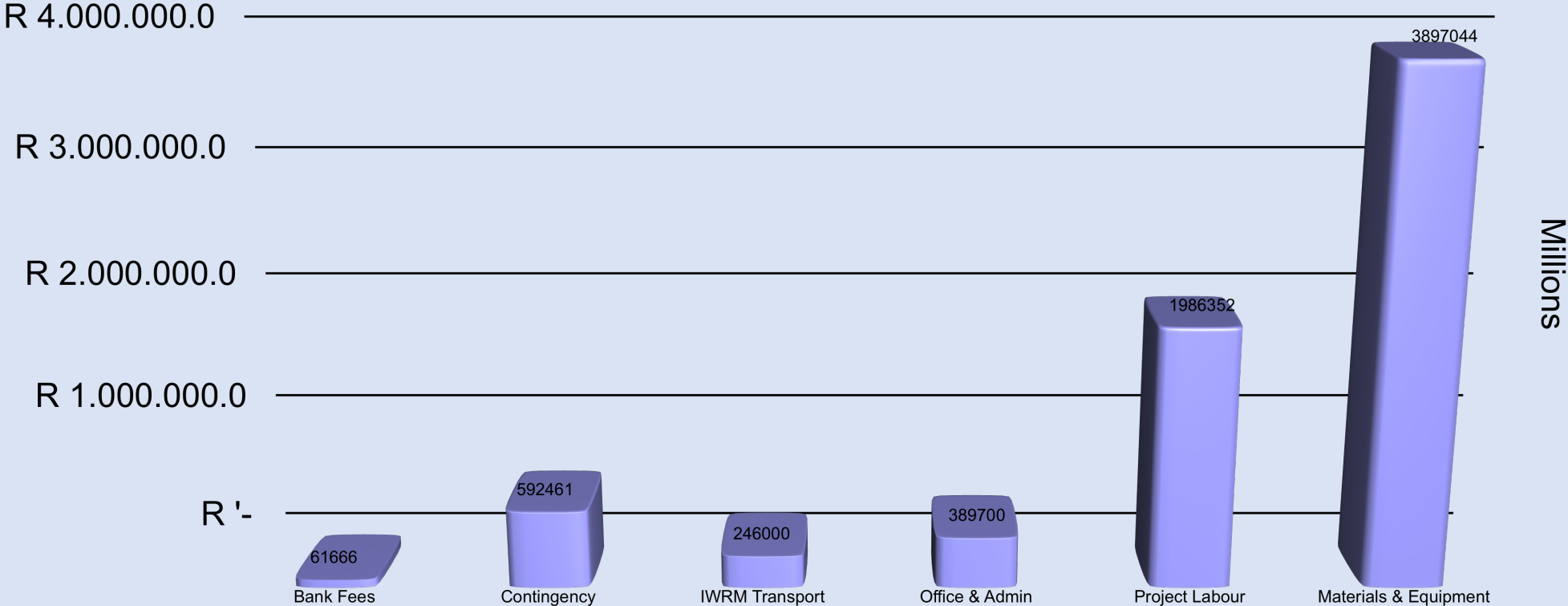
Round 1 Spent to End Contract
 Round 1 Planned

Round 2 Planned Budget Allocations

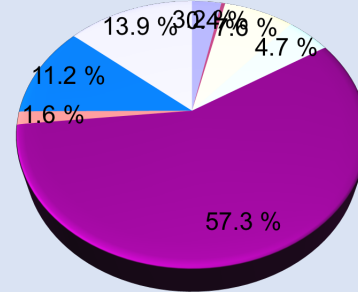


- | | | | | | |
|----------------------------|--------------------------------|-----------------------|----------------|----------------|-------------------------|
| Bank Fees | Contingency | Project Audit | IWRM Transport | Office & Admin | Project Internal Labour |
| Project Internal Transport | Project Internal Disbursements | Materials & Equipment | | | |

Olifants Doorn Community Project Planned Expenditure for July 2008 - July 2009



Material and
Equipment
Purchase Type
as Percentage
of Material and
Equipment
Budget



- Agricultural Services Total
- Events / Empowerment and Capacity Building Total
- Fencing Total
- Implements Hire and Purchase Total
- Irrigation Equipment / Upgrades & related Total
- Marketing produce Total
- Seeds / Fertiliser & related Total
- Tools & Equipment Total

Lessons Learnt

IWRM Monitoring and Evaluation

- Internal community based project meetings reportback using the Balanced Scorecard and Meeting Minutes - Early warning
- Interactive Monitoring field visits record progress
- Financial performance monitoring highlights areas for attention
- All monitoring links to IWRM Goals and MDGs

BALANCED SCORECARD

PROJECT NAME: _____ CODE: _____ DATE: _____

1. Complete the balanced scorecard with listing your own indicators.
2. Assess yourself and give each indicator an A for excellent, B for average and C where you can improve.

Internal / Operational	Impacts / Results
Planning & meetings <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Inputs	External / Partners
IWRM support <input type="checkbox"/>	Local authority <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

IWRM Goals

Water management	<input type="checkbox"/>
Empowerment	<input type="checkbox"/>
Poverty eradication	<input type="checkbox"/>
Women involvement	<input type="checkbox"/>
Youth involvement	<input type="checkbox"/>
Project sustainable	<input type="checkbox"/>
Other:	
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

GEBALANSEERDE TELKAART

PROJEK: LAMOTZI CAMP

Kode: R172

Datum: 5-2-08

1. Vul asseblief die telkaart met u eie aanwysers.
2. Gebruik A vir uitstekend, B vir gemiddeld en C vir kan verbeter

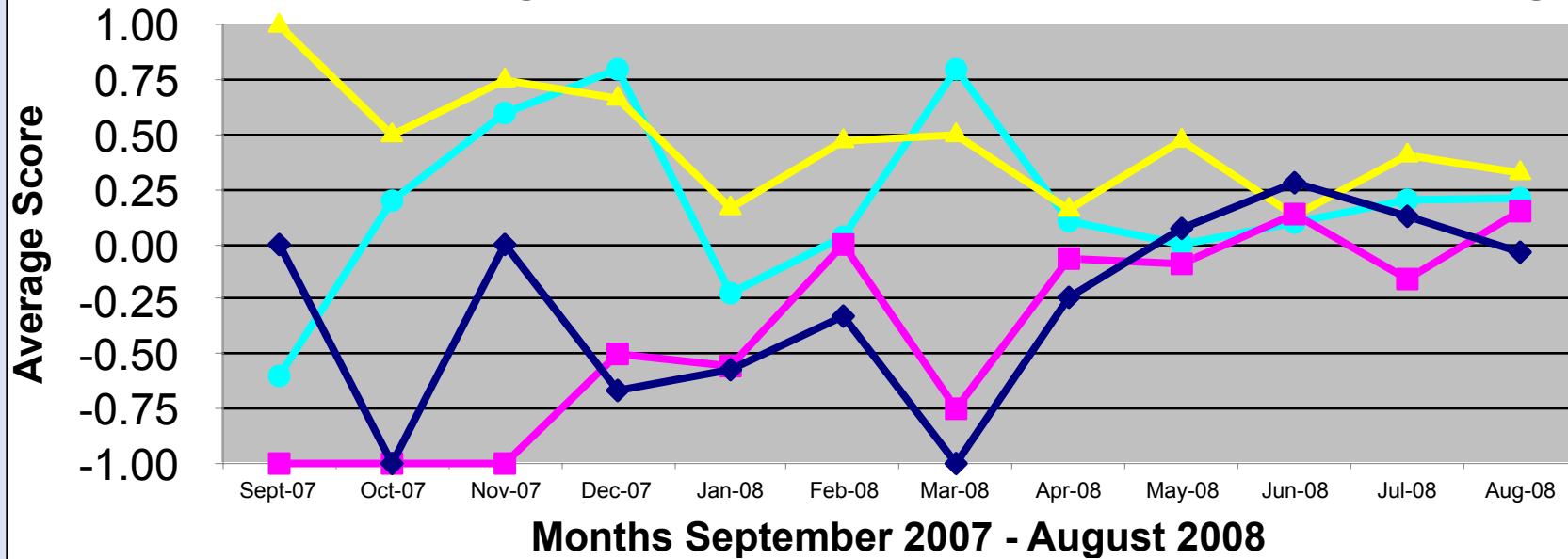
<p>Intern / Operasioneel ^(LEDE)</p> <p>Beplanning & vergaderings <input type="checkbox"/> B</p> <p><u>FINANSIELE BESTUUR</u> <input type="checkbox"/> B</p> <p><u>SAMEWERKING: LEDE</u> <input type="checkbox"/> A</p> <p><u>BYWONING: OPLEIDING</u> <input type="checkbox"/> A</p> <p><u>ADMINISTRASIE</u> <input type="checkbox"/> B</p>	<p>Impak / Resultate</p> <p><u>BOERDERY OPBRENGS</u> <input type="checkbox"/> B</p> <p><u>INKOMSTE UIT OES</u> <input type="checkbox"/> C</p> <p><u>INFRASTRUKTUUR</u> <input type="checkbox"/> B</p> <p><u>BESPROEING</u> <input type="checkbox"/> B</p> <p><u>AANPLANTINGS</u> <input type="checkbox"/> C</p>	<p>IWRM Doelwitte</p> <p>Water bestuur <input type="checkbox"/> A</p> <p>Bemagtiging <input type="checkbox"/> A</p> <p>Armoede verligting <input type="checkbox"/> B</p> <p>Vroue betrokke <input type="checkbox"/> A</p> <p>Jeug betrokke <input type="checkbox"/> C</p> <p>Volhoubare projek <input type="checkbox"/> B</p> <p>Ander:</p> <p><u>GEMEENSKAP</u> <input type="checkbox"/> B</p> <p><u>VEELDOELIGE SONTRON</u> <input type="checkbox"/> A</p> <p><u>PLAASLIKE OWERHEID</u> <input type="checkbox"/> B</p>
<p>Insette</p> <p>IWRM ondersteuning <input type="checkbox"/> A</p> <p><u>FINANSIEEL</u> <input type="checkbox"/> A</p> <p><u>OPLEIDING</u> <input type="checkbox"/> A</p> <p><u>KOMMUNIKASIE</u> <input type="checkbox"/> A</p> <p><u>BESOEKE: SPP</u> <input type="checkbox"/> A</p>	<p>Ekstern / Venote</p> <p>Plaaslike owerheid <input type="checkbox"/> B</p> <p><u>SPP</u> <input type="checkbox"/> A</p> <p><u>GEMEENSKAP</u> <input type="checkbox"/> C</p> <p><u>DEPT LANDBOU</u> <input type="checkbox"/> A</p> <p><u>KOMMERSIELE BOERE</u> <input type="checkbox"/> B</p>	

2008 Jan 31 10:26

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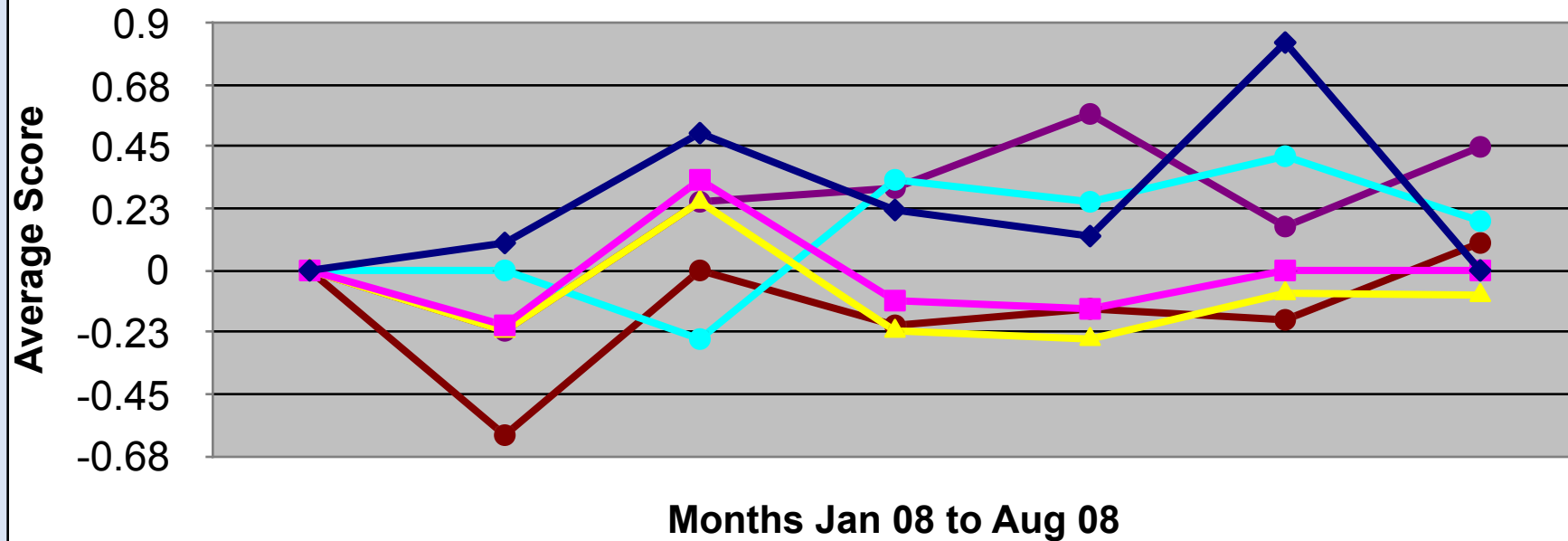
Scores by Category OlifantsDoorn Community Project Balanced Scorecard

1 = Achieving; 0 = Needs Improvement; -1 = Under-achieving



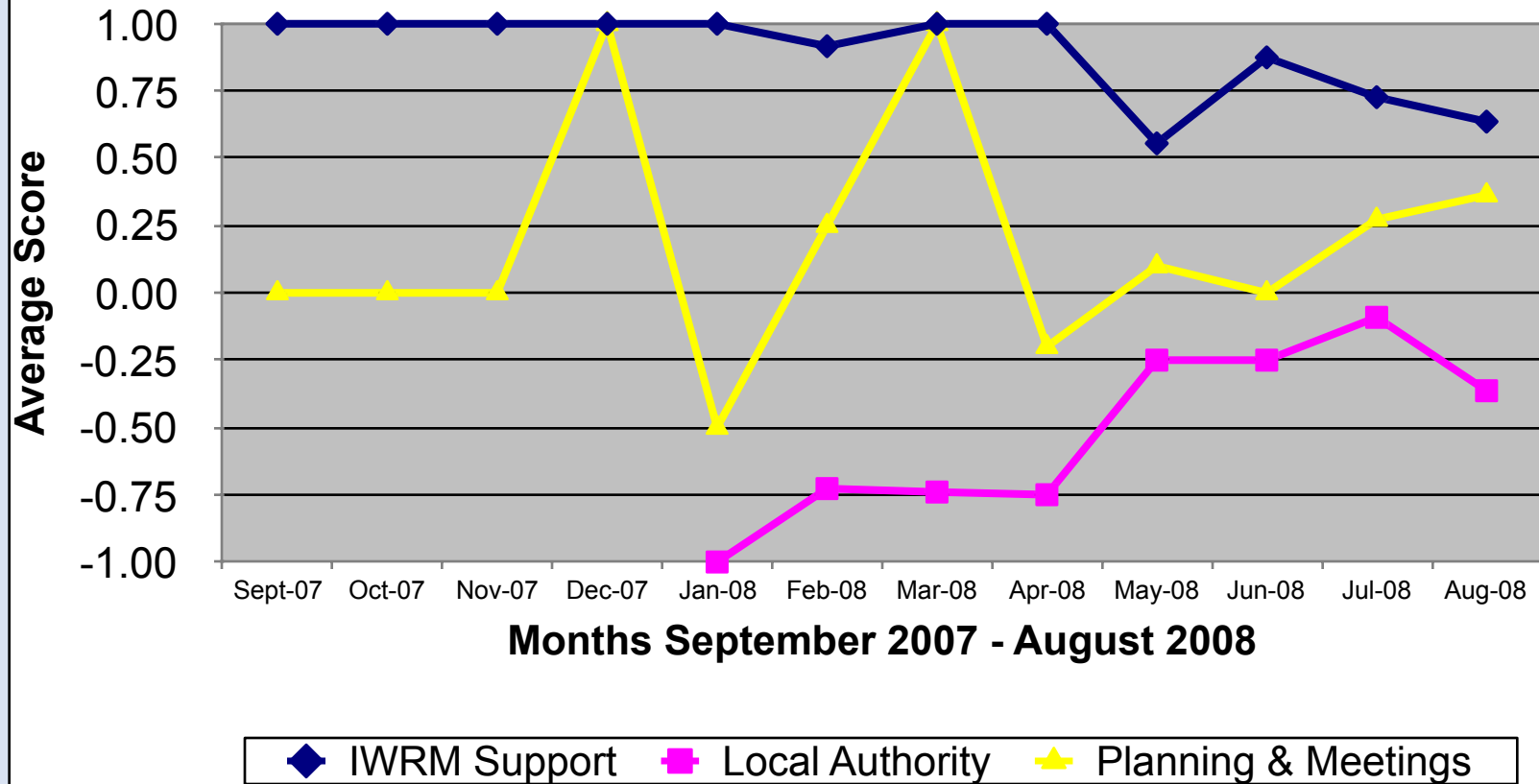
◆ External Partners ■ Impacts / Results ▲ Inputs ● Internal / Operational

IWRM Goals OlifantsDoorn Community Project Balanced Scorecard Score
1 = Achieving; 0 = Needs Improvement; -1 = Under-achieving



- ◆ Empowerment
- ◆ Eradication of Poverty
- ◆ Sustainable Project
- Water Management
- Women Involved
- Youth Involved

Pre-set Indicator Scores by Category
OlifantsDoorn Community Project Balanced Scorecard
1 = Achieving; 0 = Needs Improvement; -1 = Under-achieving



Lessons Learnt

Partnerships:

- Cooperative Governance: Municipalities & Department of Agriculture
- Water User Associations: adoption of projects
- NGO's & CBO's - advocacy water & land reform, capacity & empowerment
- Commercial farmers - advice, help (ploughing, access to markets)
- Businesses - market for produce, (discounts on purchases)



Lessons Learnt

Outputs & Results:

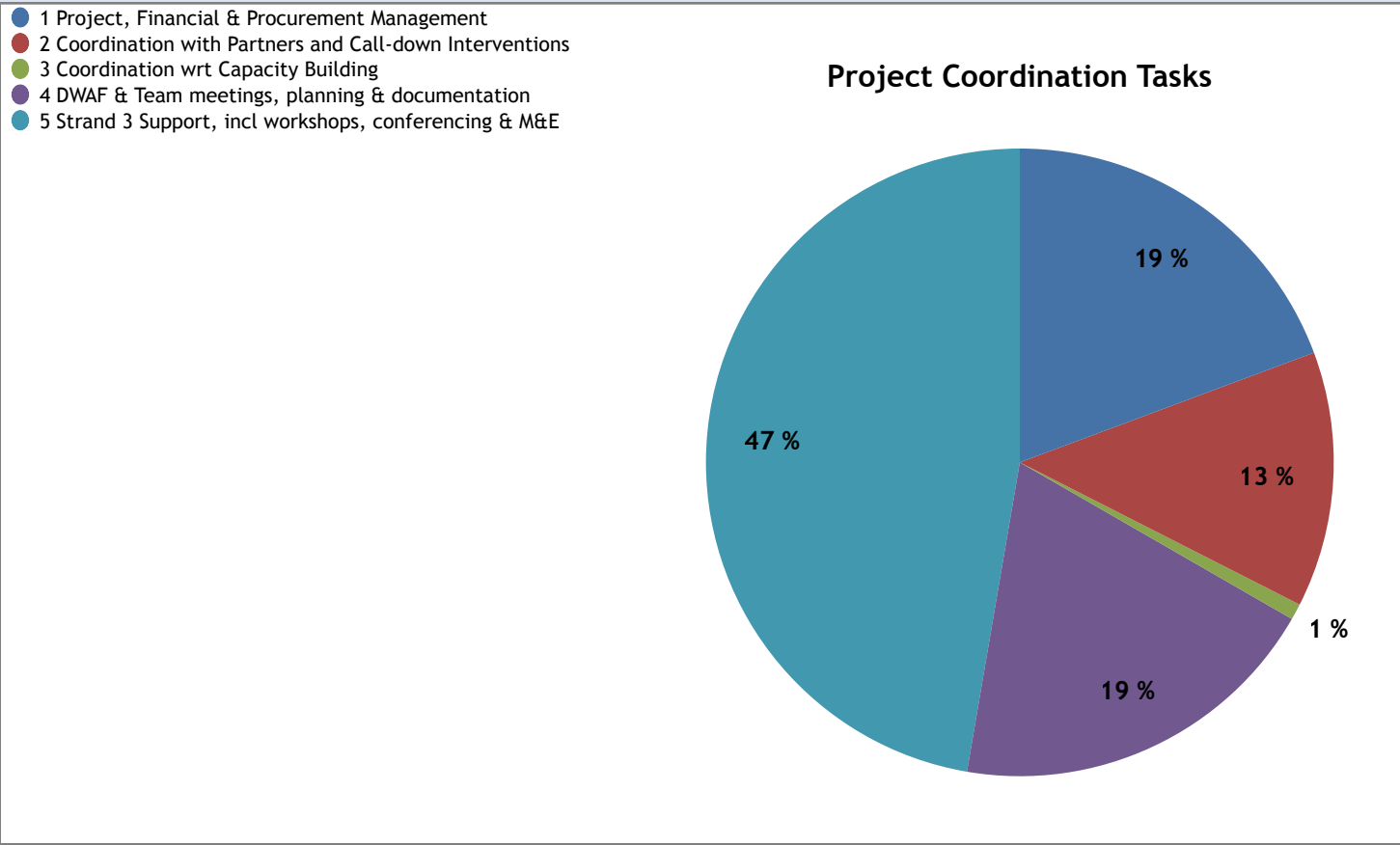
- Improved irrigation systems & equipment purchased & installed
- Vegetables produce for household & sale
- Organic certification & access to markets
- Greater awareness on water issues, management & IWRM within communities & stakeholders (compendium, conference, water week, DVD & banners, Ministers Budget Speech)



Overview project achievements

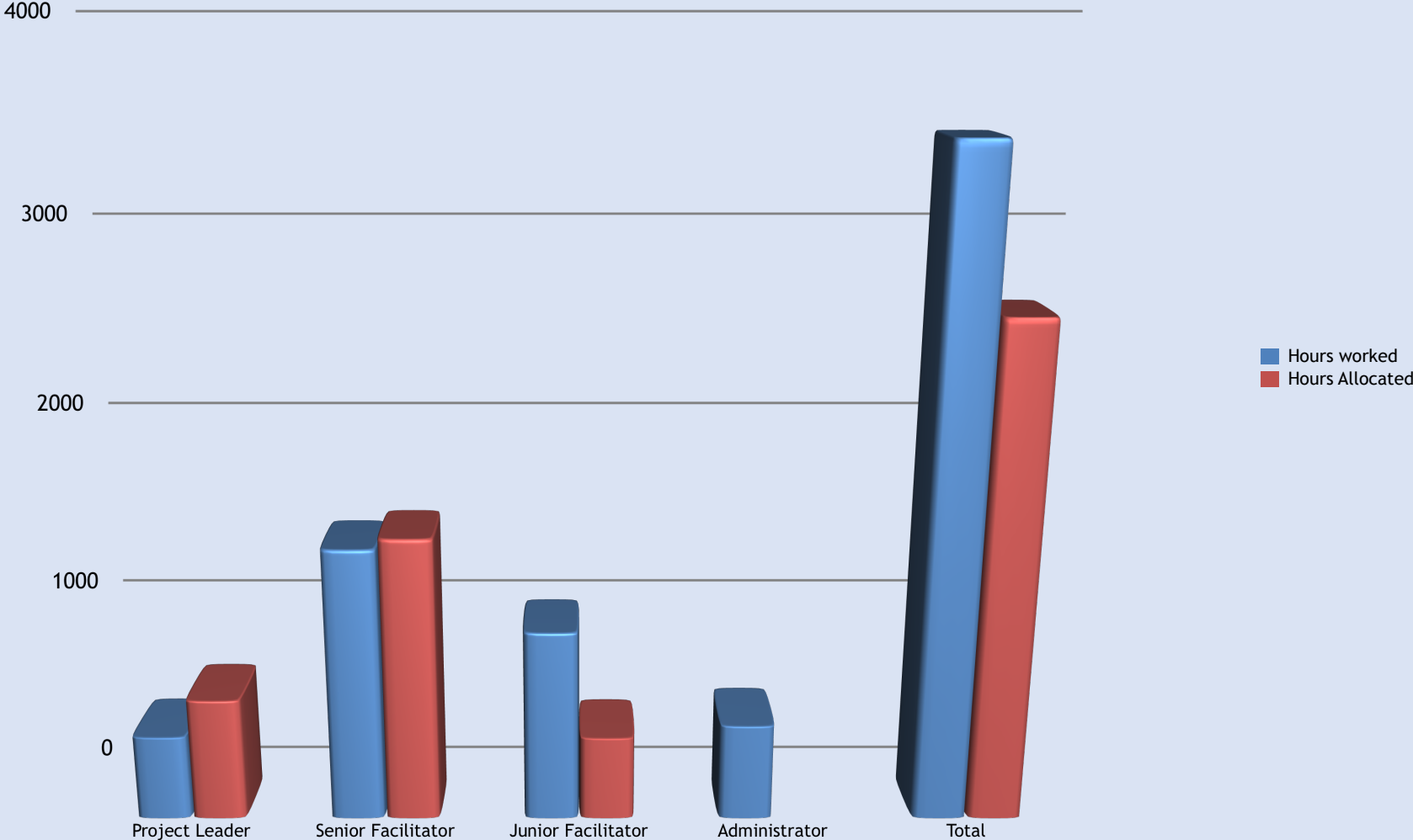
IWRM OD Community Project Coordination

- Communication & Administrative systems remain flexible and “open”
- Financial records support Integrated Planning to future opportunities (Communities, Local Authorities, Dept Agric, Social Development, Health, etc)
- PMG developing as driving force with community representation on board
- Action learning model in evidence at all levels



Distribution of Hours at the Different Rates – Planned vs Actual

Period July 2007 – April 2008



Lessons learnt

Community Mobilisation

- Communications must be supported by strong admin systems, integrated with meeting structures
- Shared goals need to be explained at all levels to ensure ownership
- Demands of project management model can be intimidating, but also push communities and their structures to the next level in terms of development

Lessons learnt

Stakeholders

- Communications system must be robust enough to survive “capacity” problems among stakeholders
- Shared goals are supported by legislation (Other government funding models find IWRM model “interesting”)
- Project management model allows for frequent “collective decision making” and shared successes.
- Meetings should allow everyone to participate and witness the results of their inputs

Lessons Learnt

Challenges (Solutions)

- Partnerships to be broadened (Roadshows & PMGs)
- Improve access to resources - land, finances (build track record / credit worthy)
- Longer term sustainability of projects (access to other funders / markets)
- Internal project dynamics - conflict (communication / interventions)
- Improving capacity levels (learning by doing)
- Remoteness of area (3 clusters & water mentors)
- Moving away from dependency “Grant” culture (sustainable projects)

Project activities supporting Exit Strategy

- Building partnerships within & between communities – cluster networks, emerging farmer fora, water users
- Training the trainers – cluster mentors
- Strengthening cooperative governance – Water for Growth & Development, Municipalities, Agriculture, Social Services & Trade & Industry
- Accessing markets for produce – branding organic / social / water management

Exit Strategy

- Project closure (audit & assets register)
- Project meeting (roles & responsibilities)
- Experiences conference
- IWRM resources – website, case studies
- Ongoing monitoring & evaluation – DWAF & partners

IWRM Project Finances, Monitoring and Evaluation

A Guide to using the IWRM Financial
Systems and completing the Project's
Monitoring and Evaluation Cycle

Financial and M&E Systems Overview

- Project funding agreement / contract, timeframe & budget / financial schedule
- Elements of IWRM Financial System
 - Invoices
 - Timesheets (to support invoice)
 - Travel logs (to support invoice)
 - Office logs (for own use)
 - Requisition Form (supported by suppliers quotes)
- Monitoring & Evaluation
 - Internal M&E
 - Meetings, Balanced score-card & project demographics
 - External M&E
 - Monthly financial reporting & Field visits
 - Project closure



First Floor, The Greens Office Park, Pecanwood Building, 26 Charles de Gaulle Crescent,
Highveld, P.O. Box 10283 Centurion, 0048

IWRM II Pilot Project Strand 3

Agreement between

Vendzulu Development Agency
(hereafter referred to as the "Procurement Agent")

and

(hereafter referred to as the "Project Beneficiaries")

Purpose of Project: _____

Total Project Budget: _____

Labour & Admin Budget: _____

Material & Equipment Budget: _____

Project period: _____

Project Financial Budget

- Budget describes amount of money to be spent Labour, Admin, Office Expenses, Transport, Materials and Equipment
- Each amount is linked to a task number and description
- The following standard amounts are automatically included for each project
 - Auditor Fees R5,000.00 per project (arbitrary amount)
All projects are to be audited by an external auditor during the project's closure phase
 - Bank Fees (1% of total value of project)
The Bank fees are claimable on provision of proof of bank fees charged on project transactions
 - Contingency (10% of total value of project)
The contingency allowance provides for circumstances beyond the project's control, where additional funds are needed to keep the project going in the face of unforeseen barriers or circumstances

Financial Schedule



INTEGRATED WATER RESOURCE MANAGEMENT II - OLIFANTS DOORN

Financial Schedule Livestock Emerging Farmers

Project Code: LE08

Outcome	Activities	Rate / Month	Months	Project Expense	Disbursements
Task 0 : Project Leadership and Admin					
0 1	Project Leadership, Co-ordinate Labour (Plan and Supervise)			R -	R -
0 2.1	Project Administration (Admin Person)	400	6.00	R 2,400.00	R -
0 2.2	Project Administration (Office Costs)	500	6.00	R 3,000.00	R -
0 3	Project Meetings (Minutes, Notes, Reports, M&E)			R -	R -
0 4	Attendance at Training (External Provider)			R -	R -
0 5	Project related Transport (Travel Log, Taxi and Company Receipts / Invoices)			R 2,000.00	R -
Task 1 : Erect Fencing to secure the site for livestock					
1 1	Get quotations and arrange order with IWRM				R 85,000.00
1 2	Receive the goods				
1 3	Labour for work related to fencing (IWRM Time Sheets)			R 8,000.00	
Task 2 : Prepare the land for irrigation					
2 1	Get quotation and arrange for the tractor hire				R 6,000.00
2 2	Tractor prepares the soil				
2 3	Get quotation and arrange order with IWRM for Tanks and pipes				R 16,000.00
2 4	Receive Tanks and pipes				
2 5	Labour for work related to installing tanks and pipes (IWRM Time Sheets)			R 8,600.00	
Task 3 : Plant animal feed					
3 1	Get quotation and arrange order for seeds and fertiliser				
3 2	Receive seeds and scatter into soil (IWRM Time Sheets)			R 2,500.00	R 10,000.00
Task 4 : Build Animal Kraals					
4 1	Get quotation and arrange order for Kraal material and tools				R 20,000.00
4 2	Receive kraal materials and tools				
4 3	Labour for building the kraals (IWRM Time Sheets)			R 2,500.00	
Task 5 : Members attend training					
5 1	Get quotations and arrange order with IWRM for training				R 4,000.00
5 2	Attend training and give feedback				
IWRM Events attendance					
6 1	Attend IWRM Events				
6 2	M&E Visits and Ad Hoc Meetings				
IWRM Project Audit				R 5,000.00	
Bank Fees (1%)				R 1,500.00	
Contingency (10%)				R 15,000.00	
IWRM Expenses				R 21,500.00	
Project Running Costs				R 29,000.00	
Project Materials					R 121,000.00
Project Total including IWRM Expenses				R 171,500.00	
TOTAL Months (Projected):				6	
Sub Total:					
Running Costs				R 29,000.00	
Disbursements				R 121,000.00	
TOTAL BID PRICE				R 150,000.00	

The Project's Name and Code each project has a unique code which is used to identify it in the financial system

Project Expenses are the amounts that the project leader pays out for labour, transport, admin, office and small items, they are claimed when an invoice is completed and submitted for payment

Project Disbursements are the Amounts paid to suppliers after the project submits a requisition and quotations to Informage. an order is faxed to the supplier who confirms the quoted amount and bank details. This is faxed back to Informage, signed off and posted to Venzulu. The procurement agent pays the supplier directly.



INTEGRATED WATER RESOURCE MANAGEMENT II
- OLIFANTS DOORN

Financial Schedule Livestock Emerging Farmers

Project Code: LE08

Outcome	Activities	Rate / Month	Months	Project Expenses	Disbursements
Task 0 : Project Leadership and Admin					
0 1	Project Leadership, Co-ordinate Labour (Plan and Supervise)			R -	R -
0 2.1	Project Administration (Admin Person)	400	6.00	R 2,400.00	R -
0 2.2	Project Administration (Office Costs)	500	6.00	R 3,000.00	R -
0 3	Project Meetings (Minutes, Notes, Reports, M&E)			R -	R -
0 4	Attendance at Training (External Provider)			R -	R -
0 5	Project related Transport (Travel Log, Taxi and Company Receipts / Invoices)			R 2,000.00	R -
Task 1 : Erect Fencing to secure the site for livestock					
1 1	Get quotations and arrange order with IWRM				R 85,000.00
1 2	Receive the goods				
1 3	Labour for work related to fencing (IWRM Time Sheets)			R 8,000.00	
Task 2 : Prepare the land for irrigation					
2 1	Get quotation and arrange for the tractor hire				R 6,000.00
2 2	Tractor prepares the soil				
2 3	Get quotation and arrange order with IWRM for Tanks and pipes				R 16,000.00
2 4	Receive Tanks and pipes				
2 5	Labour for work related to installing tanks and pipes (IWRM Time Sheets)			R 8,600.00	
Task 3 : Plant animal feed					
3 1	Get quotation and arrange order for seeds and fertiliser				
3 2	Receive seeds and scatter into soil (IWRM Time Sheets)			R 2,500.00	R 10,000.00
Task 4 : Build Animal Kraals					
4 1	Get quotation and arrange order for Kraal material and tools				R 20,000.00
4 2	Receive kraal materials and tools				
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IWRM Project Audit				R 5,000.00	
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TOTAL Months (Projected):				6	
Sub Total:					
Running Costs				R 29,000.00	
Disbursements				R 121,000.00	
TOTAL BID PRICE				R 150,000.00	

The Project's Financial Schedule is fixed for the term of the contract and changes / variations need to be properly requested and documented.

The Bank Fees (1% of the Project's total value) can be claimed by the project using an invoice with copies of the bank statements showing the actual fees charged


A Contingency of up to 10% of the project's budget is allowed. This is claimed only with the agreement is made at the monthly IWRM Regional Project Monitoring Group meeting.

IWRM Financial System

- The Invoice

An invoice submitted each month to claim for labour (supported by timesheets), receipts for small (urgent) purchases (<R1000) (supported) and travel (receipts or travel logs)

The invoice also allows for a minimum amount to cover Administration & Office Running expenses to facilitate the effective operation of the project.

		Project: LE08 Livestock Emerging Farmers	
		INVOICE	
Attention (Administration Officer): Client:		Mark Ewert Vendzulu Development Agency 123 Outeniqua Road Doringbaai 0157 Integrated Water Resource Management II (iWRM II) Programme - Oribani Doorn	
Contract Name:		Invoice No: INV/	
Project Leader:		Date:	
Period of Project: 6 Months			
Current Period:			
Labour (Timesheet Number)		Total	
Admin Person (Month)			
Sub-Total			
Reimbursable Expenditure			
Transport (Receipts or Travel Log Number)		Amount	
OTHER (Receipts)		Amount	
Sub-Total			
Admin Office Expenses (Month)		Amount	
Sub-Total			
TOTAL			
Budget Amount for this Project R		150,000.00	
Total of previous claims to date			
Total of this claim			
Balance of Project Amount remaining			
We certify that the amounts claimed in this invoice have been wholly and necessarily incurred for the purpose of the project and have not been claimed before.			
Approval of Project Leader		Approval of Project Co-ordinator	
Signature & Date		Signature & Date	
FOR VENDZULU USE			
Approval of Vendzulu		Target Payment Date	

The Project's Invoice can be submitted at any time during the life of the project. The invoice should always contain the project's name and code at the top, a unique number and the date, the month in which the work was done, and the project leader's name.

The timesheet number and amount should be entered in the space provided

The claim for Admin allowance = R400 per month

The claim for transport receipts or travel logs (numbers and amounts) should be entered in the space provided

Receipts for goods purchased for the project, that have been agreed in the financial schedule, can be submitted if they are for amounts less than R1000 and are for urgent / emergency purchases only. Purchases for equipment, materials and other external goods and services should always be made using the requisition system.

The claim for Admin Office Expenses = R500 per month

The total of all the items is filled in at the "Total of this claim" block

When the project leader has checked the invoice and all the accompanying documents, the invoice should be signed and dated in the space provided.

IWRM Financial System

- The Time Sheet
 - Timesheets must be completed by everyone who provides labour, workers sign and the project leader submits the timesheet with an invoice linking the work to a task number on the financial schedule
 - Projects that keep their own set of books may also have sign in sheets of their own. For IWRM purposes, the workers should then sign both the organisation's logs as well as the IWRM Timesheet
 - The only work that can be claimed every month without a timesheet is the Admin (R400.00)

Project: Livestock Emerging Farmers (LE08)



Task Number: _____

Timesheet Number: T/ _____

Task Description _____

Date: _____

Timesheet for the Period START: _____

Timesheet for the Period END: _____

Submitted by: _____

DATE	Task No.	Name	Signature	Rate	Time Period	TOTAL Amount

We certify that the wages requested in this requisition are required for purposes of the project, and have not been requested before.

TOTAL

Approval of	Approval of	FOR INFORMAGE USE ONLY
Project Leader	Project Co-ordinator	
Signature & Date	Signature & Date	

For Vendzulu Use	
Approval of Vendzulu	Approval of Vendzulu

IWRM Financial System

Original Receipts from purchases made

- Receipts for small (urgent) purchases which form part of the project plan, can be submitted for re-imbusement with an invoice from the project leaders

The Travel Log

- If a project has a vehicle which will be used regularly for the project, the vehicle's registration information and the driver's license of the person who will drive the vehicle should be copied and sent to INFORMAGE where a travel log sheet will be set up for that project.

Original Receipts for Travel

- Since most projects rely on taxi and other hired vehicles for their transportation, the drivers should write out invoices or receipts when the project uses their services. These original receipts are then listed on an invoice, copied and submitted for re-imbusement.

IWRM Financial System

Requesting purchase of materials & equipment

- Project obtains one or more quotes - project leader decides which quotation will be the best for their circumstance (within budget, good quality, fair to the community, etc), and should write a short motivation on the fax cover page about this decision when sending in the requisition
- Project leader fills in a Requisition with the task number and description of goods and quote number and amount clearly entered in the spaces provided
- Information faxed to IWRM Coordination Office, where they are assessed & checked.
- If correct and permissible, an Order is generated for the Supplier
- The order is faxed to the Supplier, who confirms the price, goods and bank account details, signs off and faxes back the order.
- Order then sent through to Procurement Agent for payment.
- IWRM Office notifies the supplier of the payment and requests delivery of goods and equipment.
- All equipment purchased is recorded on the project asset register.



Fill in all sections in Capital Letters

Attention (Administration Officer):

Client :

Contract Name:

Project Leader's Name:

Period of Project: 6 Months

Current Period:

ITEM DESCRIPTION	Task #	QUOTE AMOUNT	BUDGET (Available)
TOTAL for this Requisition			

We certify that the materials requested in this requisition are required for purposes of the project, and have not been requested before. On receipt they will be recorded on the Project Asset Register.

Approval of	Approval of	FOR INFORMAGE USE ONLY
Project Leader	Project Co-ordinator	
Signature & Date	Signature & Date	
For Vendzulu Use		
Approval of Vendzulu:	Approval of Vendzulu:	

Project: LE99 Livestock Emerging Farmers

Requisition No:

Requisition No: R/

Date:

Mark Brentt
Vendzulu Development Agency
123 Outeniqua Road
Doringhloof 0157
Integrated Water Resource Management II
(IWRM II) Programme - Ollanta to Doorn

The requisition must be submitted when the project is ready to make a purchase which has been planned in the financial schedule. The requisition should always contain the project's name and code at the top, a unique number (R/) and the date, the current month, and the project leader's name.

- One line should be used to describe 1) the item that will be purchased (include the preferred company's name and the quotation number in this space as well), 2) the task that it relates to (refer back to the financial schedule), 3) the amount on the quotation and 4) the budget originally planned for this item.
- Additional items related to the same or different tasks, and listed on separate quotes can be included in the same requisition. Requisitions can be used for more than one order.
- The total amount (of all items to be ordered) should be entered in the space "TOTAL for this Requisition"

When the project leader has checked the requisition, and prepared to send all the accompanying quotations and other documents (if needed), the requisition should be signed and dated in the space provided. The spaces for INFORMAGE USE and for VENDZULU USE should be left blank

Project Monitoring & Reporting

Projects are encouraged to evaluate themselves in order to measure whether they are achieving their objectives.

- Copies of meeting minutes and decisions taken by the project members are sent to IWRM Coordination Office on a regular basis.
- The balanced scorecard is used by project group for self evaluation of their group's progress toward their goals and the overall objectives of the IWRM programme.
- The balanced scorecard helps evaluate the projects performance and possible stumbling blocks.
- The Balanced Scorecard assesses Internal and External factors, as well as Inputs and Outputs.
- The projects complete the balanced scorecard and submit to the IWRM Coordination Office on a monthly basis.
- Monthly statistical data regarding the active group membership composition (gender, youth, elderly and race).
- A project report is expected every 6 months.

Project: Date:

MEETING MINUTES

Project Leader:

Chairperson Telephone Number:

Chairperson Name:

Minutes agreed as correct (Name, Signature and Date)

Minutes agreed as correct (Name, Signature and Date)

Attendance:	Name	Signature

Decisions / Actions:	Task #	Action	Responsible

The meeting minutes should be used to record group decision making when any decisions are made that affect the project's progress, spending or budget allocation.

Meetings can also be called to record group decision making that affects IWRM, neighbouring projects or the DWAF.

This page simply allows project leaders to quickly record important decision making processes that affect the IWRM project

Project name and code, project leader name, the date and contact details need to be filled in clearly. When the meeting is concluded and the minutes are checked, two people that attended the meeting should sign in the space provided to say that the minutes are a true reflection of what was agreed in the meeting

All the people who attend the meeting should write their name, and sign the attendance section of the page

When a decision is made and a course of action id agreed in the meeting, this should be noted in the main section of the page. If the decision related to a project task listed in the timeframe or financial schedule, the task number should be noted, and the action to be taken should be written down along with the name of the person responsible for that task. If the decision is general, it can be freely noted on this and additional blank pages for submission to Informage.

IWRM Balanced Scorecard

PROJEK: _____ Kode: _____ Datum: _____

1. Vul asseblief die telkaart met u eie aanwysers.
2. Gebruik A vir uitstekend, B vir gemiddeld en C vir kan verbeter

Intern / Operasioneel Beplanning & vergaderings <input type="checkbox"/> _____ _____ _____ _____	Impak / Resultate _____ _____ _____ _____ _____
Insette IWRM ondersteuning <input type="checkbox"/> _____ _____ _____ _____	Ekstern / Venote Plaaslike owerheid <input type="checkbox"/> _____ _____ _____ _____

IWRM Doelwitte

Water bestuur	<input type="checkbox"/>
Bemagtiging	<input type="checkbox"/>
Armoede verligting	<input type="checkbox"/>
Vroue betrokke	<input type="checkbox"/>
Jeug betrokke	<input type="checkbox"/>
Volhoubare projek	<input type="checkbox"/>
Ander:	
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

GEBALANSEERDE TELKAART

PROJEK: LANDZI CARE Kode: R172 Datum: 5-2-06

1. Vul asseblief die telkaart met u eie aanwysers.
2. Gebruik A vir uitstekend, B vir gemiddeld en C vir kan verbeter

Intern / Operasioneel	Impak / Resultate
Bepanning & vergaderings <input type="checkbox"/> B	<u>BOERDERY OPBRENGS</u> <input type="checkbox"/> B
<u>FINANSIELE BESTUUR</u> <input type="checkbox"/> B	<u>INKOMSTE UIT OES</u> <input type="checkbox"/> C
<u>SAMEWERKING: LEDE</u> <input type="checkbox"/> A	<u>INFRASTRUKTUUR</u> <input type="checkbox"/> B
<u>BYWONING: OPLEIDING</u> <input type="checkbox"/> A	<u>BESPROEING</u> <input type="checkbox"/> B
<u>ADMINISTRASIE</u> <input type="checkbox"/> B	<u>AANPLANTINGS</u> <input type="checkbox"/> C
Insette	Ekstern / Venote
IWRM ondersteuning <input type="checkbox"/> A	Plaaslike owerheid <input type="checkbox"/> B
<u>FINANSIEEL</u> <input type="checkbox"/> B	<u>SPP</u> <input type="checkbox"/> A
<u>OPLEIDING</u> <input type="checkbox"/> A	<u>GEMEENSKAP</u> <input type="checkbox"/> C
<u>KOMMUNIKASIE</u> <input type="checkbox"/> A	<u>DEPT LANDBOU</u> <input type="checkbox"/> A
<u>BESOEKE: SPP</u> <input type="checkbox"/> A	<u>KOMMERSIELE BOERE</u> <input type="checkbox"/> B

IWRM Doelwitte

Water bestuur ABemagtiging AArmoede verligting BVroue betrokke AJeug betrokke CVolhoubare projek B

Ander:

GEMEENSKAP BVEELDOELIGE SONTRE APLAASLIKE OWERHEID B

Project Monitoring & Reporting

- Financial Status Reports to the projects
 - The Financial Status Report is sent to each project at the end of each month.
 - The report contains detail on project expenditure to date
 - The report details all amounts spent against each budget item as set out in the Financial Schedule
 - A complete list of transactions on record at Informage and checked with Vendzulu is also included in the report
 - A list of original documentation required from the projects is compiled and sent out prior to the M&E Field Visits
 - Project leadership is requested to bring any errors or omissions to our attention so that they can be rectified
 - Projects are expected to refer to the financial status report when submitting invoices and requisitions as the report set out clearly what funds are still available (within each budget) for the project

Project Monitoring & Reporting

- **Monitoring and Evaluation Field Visits**
 - Every three months, the projects will be visited by Informage and DWAF officials.
 - A tick sheet is completed.
 - All original receipts, invoices, labour timesheets and travel logs are collected from the projects to support internal project auditing process.
 - Photos are taken to record assets and demonstrate progress
 - Interviews with project participants and members of the community impacted by the project
- **Project Closure**
 - Projects close when they have reached their stated objectives, contract term has expired or for reasons of breach of contract.
 - A financial project closure report is compiled after an internal audit and distributed for comment and input to the project leadership.
 - The project compiles and submits a outcomes project closure report.
 - An external audit is performed and a report compiled.