

## **PROGRAMME SUPPORT OFFICE- Annual Report 2005**

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### **1. General Information**

**Project Period:** 2004-2008

**Funding support in 2005:** LKR 5542500

#### **Introduction and the information behind the program**

The ODW programme is especially focused in the North and East region of Sri Lanka which was peace full environment at the time of beginning the ODW program. But the current conditions of the areas are completely changed.

Assassination, killing and shooting are becoming usual scenario in this areas even the cease fire MOU is still in operation.

The Harthal( no any normal operation , this is a kind of protest demonstration against the normal situation) is taking places often every where. Trincomale is becoming hot spot for the ethnic violence as well as unknown shooting emerging those scenarios.

But so far the ODW projects are not affecting by the present abnormal situation. This present situation also very much influences as a negative factor in the post Tsunami rehabilitation works.

#### **Objectives and tasks of PSO**

1. Build administrative and technical capacity of the partner organisations.
2. Increase the synergy between the networks of partner organisations.
3. Keep the program focus, especially on youth and peace building.
4. Monitor the socio-political situation that may affect implementation of the program and take necessary steps to respond to problems in a timely manner.
5. Function as a contact place to all the partners.
6. Monitor the quality of the program in the field on a continuous basis.
7. Administer the finance and information of the program in Sri Lanka.

### **2.1 Results achieved in the year 2005**

#### **2.1.1. Capacity building of partner organisations**

The organizational capacity of the ODW partners has being improve compare to the first year except the TYDUP. Enhancing the partner's capacity is not an effortless work because there were lots of constrained against them such as retain the experience staff, language barrier, In that way the PSO has facilitated the following training in order to enhance the capacity of the partner organization.

- LFA training for the project managers and field staffs of ODW program.
- Some of the accounts staffs who were recruited newly and identified as a deprived knowledge on accounting were invited to the PSO office to review the financial systems. This was frequently taken place based on the financial information given by the partners.

### **2.1.2 Net work building among organisations**

PCC is the preliminary network among the ODW partners. Generally there is a PCC meeting once in a four month. The first informal meeting was held in January. This was conducted specially after the Tsunami tidal waves.

Second meeting was held on April of the year 2005. Programmatic issues and plans of the year 2005 had been discussed and finalized. At the first time youth were invited to this meeting. They were very much appreciated for the circumnutates which was given them.

The third meeting was held on July of the year 2005. Mainly the matters related to mid term evaluation and the promotion of youth net work and future plan of them were discussed at that meeting.

Fourth meeting was held on October of year 2005. Purpose of this meeting was to explain and discussed the methodology and the logistical arrangement of the mid – term evaluation.

Apart from the PCC net work the partners had internal exchange programme them self. This also has considered as a one of the element to promote inter net work activities among the ODW partners. PSO has assisting to coordinate these type of inter net working activities.

### **2.1.3 Peace building**

Since the country situation becoming serious the ODW not in a position to promote peace related activities with in our project areas in a wider range.

The main reason is that youths are not security enough. But the mean time partners are doing small activities which are assisting to enhance the ethnic harmony at the District and provincial level. Such as sport competition, art competition and inter culture events.

### **2.1.4 Program focus**

The PCC is the place to talk about the common goals of the program and some common principles among the various projects in the program. The following common decisions had been taken so far,

- Peace related activities implemented by the ODW partners should have some inter relation among them.
- There should be a uniformity in the approaches of Counselling related activities
- Quality control of vocational trainings curriculum. The partners were asked to work closely with local educational offices and follow governmental standard curriculum. PSO follows up on the curriculum.
- Information strategies.
- Promotion of youth net work.
- Follow up of vocational trainings and agriculture related activities conducted during last year.
- Present weakness of the partners as well as the projects.

#### **2.1.5. Program monitoring**

There were three projects has coordinated by the PSO in the year 2005. This was realised additional work lord for the PSO. Therefore another coordinator has recruited for the Tsunami voluntary program.

Monitoring of projects has been performed periodically except the Northern partners. Continuous people strict a Harthals are obstacles of the field visits. Even though the field visits made with available time and possibilities.

Financial monitoring also been updated periodically as planned.

The PSO had put more efforts on TYDUP and had several field visits as well. But All the short comes which we found every visit not treated well or not followed well in that cense all the efforts which we made on the tydup were laid waste.

The PSO has arranged mid term evaluation of the ODW program in order to promote the quality of the program from the 3<sup>rd</sup> year onward. Completed report will be sent to the DF as soon as the PSO received from the evaluation team.

#### **2.1.6 Administration**

The money disbursement and utilization of the funds went on smoothly as planned except the TYDUP. PSO has formulated a format for fund request instead of send an informal letter to PSO. This format has to attach with the monthly financial report, trial balance and the bank statement while the requesting funds. This has help to further promotion of proper financial system.

But only the TYDUP has failed to follow this system even after the several elaborations.

Financial management monitored by monthly basis.

Necessary advice for the smooth implementation and budget changes has timely approved by PSO. The NERTRA has received additional money for further improvement of the catch up education emerging of the field visit observation by the PSO and DF.

The trustees of ODW hold a second general meeting at Badulla. The board of trustees has decided to appoint same board members as at last year for the year 2006 as well.

### **2.1.7 Staff training**

There was a staff training planned for the year 2005. Program officer went to the AIT (Asian Institute of Technology) Thailand to follow the training program.

#### **OBJECTIVES OF THE TRAINING COURSE**

The main objective of this course is to enhance the skills and capabilities of the participants for the management, implementation, monitoring and evaluation of development projects in accordance with plans, ensuring a successful outcome of the project. The aim of this program is to:

- Introduce participants to the principles and best practices of management, implementation, monitoring and evaluation of development projects
- Expose participants in the development and implementation of efficient scheduling, costing and resource planning of the development projects
- Enable participants to develop and apply latest tools and techniques for effective monitoring and evaluation of projects for their own organization

Build capabilities to analyze the impacts of development projects

#### **Key Learning**

- Concepts of over all management of development project

- Different experiences of Thai projects such as OTOP concept, rural extension system etc.
- Different experiences from various countries.
- Especially more learning about the monitoring and evaluation of the project.

### **Follow up**

- Number of changes on field monitoring from the year 2006.
- Training on the subject of ‘Techniques of project implementation’. This training target especially for field officers regarding to the field monitoring and reporting and developing formats for field monitoring and reporting.

### **2.1.9 Micro credit**

CFHD, CWDR and TYDUP have requesting micro credit under the ODW project year 2005. And NERTRA had the component of micro credit under the Tsunami project. The PSO has had several discussions in order to prepare the appropriate system for the accepted micro credit system but some how it does not work with TYDUP and some district of CFHD.

CWDR does not provide micro credit this year because students are not like to credit scheme. The NERTRA only provide micro credit under the Tsunami project. (Please refer the Tsunami progress report for more information)

### **2.2 Activities which were leads to achieved these results.**

1. Meeting with the partners to identify the consequence of Tsunami.
2. Signing of contracts with partner organisations.
3. Disbursement of funds.
4. Facilitating the Program Cooperating Committee meetings (PCC Meetings).
5. Monitoring visits to the field.
6. Continuous updating information.
7. Receiving accounts reports and follow-up of book-keeping.
8. Hold a training program on LFA.
9. Initiate exchanges among partners
10. Information work /update web page information
11. Meeting with Tsunami voluntaries.
12. Hold a youth workshop to promote youth net work activities in the ODW program.

### 2.3 Modification in relation to the Long-term Plan and results not achieved

- Physical targets in the long term plan (Multi annual plan) have bit changes based on the present reality and the previous experiences.
- The PCC has taken decision that to temporarily stop the project of TYDUP. Because, the delay of annual plan 2006, the poor performances such as financial management & reporting, office administration and also the deplorable field progress.

#### University courses

##### **Open University:**

Courses of the Open University (OU) has commenced on May in three districts those are Ampara, Badulla and Vavuniya. The OU has decided to demonstrate pilot program as a field based practical training program.

District	Organizations	No of students selected	No of student at present
Ampara	CfHD	30	29
Badulla	FIOH	30	26
Vavuniya	CfHD	20	20
	WDC	10	08
<b>Total</b>		<b>90</b>	<b>83</b>

##### **Eastern University:**

Course of the EU has started on October 2005. 35 students has selected by both ODW partners and the Eastern University together. But there are only 22 students are following the course presently. Reasons for drop out are inadequate of travelling fare and personal problems. English was a medium of this course when it planned but the English medium was found difficult factor to continue this course successfully. Therefore the medium has couple up with Tamil to easily follow.

Organization	No of students at present
CfHD	18
KV	03
NERTRA	

FIOH	01
<b>Total</b>	<b>22</b>

**Post- Tsunami rehabilitation activities:**

The PSO has facilitated to provide additional funds for post Tsunami rehabilitation works. This was provided only for the year 2005. All the project activities were winded up at the end of December 2005. Summary of the activities are below.

<b>Name of the Organization</b>	<b>Location of project</b>	<b>Activities</b>
REERDO	Jaffna, Kilinochchi and mulaitivu	Counselling
CWDR	Kilinochchi	Provide school materials
WDC	Ampara	Counselling
TYDUP	Trinco	Counselling and livelihood support
KV	Kinniya	Temporary shelter and livelihood support
NERTRA	Batticaloa	Counselling Livelihood support
CFHD	Muthur & Batticaloa	Provide school materials
FIOH	Kalmunai	Counselling
Green Movement		Clearing works

Note - Please refer the individual progress report of Tsunami projects for more details.

The special Fredskorpset exchange program has started focused on the tsunami rehabilitation works. Most of the ODW partners have received voluntaries based on their needs and availability of the resource opportunities. The particulars are,

<b>Name of the organization</b>	<b>Purpose</b>	<b>Voluntary</b>	<b>Remarks</b>
REERDO	Waste management	Roald Sorheim	Attached to Jaffna project for

			a short period. Only for two months. Program is over.
TYDUP	Psycho counselling	Mette Rokke	Based in Trincomalle. For a year. Voluntary had some problems with the host partner therefore she has conveyed the contract from TYDUP with the young youth net work called TASK. Presently the voluntary has assisting to promote the capacity of the TASK group. Continuing
KV	Sustainable farming	Shiva Hari Adikari	Based in Kinniya for a year. Continuing
NERTRA	Sustainable farming techniques. Specially for soil & water desalination.	Jon magne Holten Lerma Harold	Based in Batticaloa.  Only for three months. Over  For a year. Continuing
CFHD	Psycho therapy	Tessi Tabilanbon Bobby Burner	Based in Kinniya for an year Based on Batticaloa. For a year. Both are continuing
FIOH	Counselling	Jayne Khayega	Based in Kalmunai to assist the Tsunami counselling works for a year. She has resigned her job for some personal reasons.

### Plans not achieved

A number of planned field visits have not been achieved because of the present uncertain political and security conditions of North & Eastern part of Sri Lanka.

### 3. How has the project contributed to enhancing the situation for youth? How have youth participated in the project?

Initial steps to enhance the youth initiative into the ODW program started during this year. PSO facilitated youth workshop as a preliminary inspiration of youth beneficiaries. They have developed a work plan for a short period and it was facilitated by the partners. Youth structure of the partner organization had been further strengthening according to the prepared plan. Youths are considered as an important stakeholder of the PCC meeting also. There is another youth workshop will be planned in April of 2006 for further strengthening of youth net work at the PCC level.

Partner's facilitation strongly asked to provide jobs to every one who were trained under the ODW program during the past two years. This was a main task for the year 2006(Please see the annual plan 2006).



## Half Annual progress of PSO - 2005

<b>ACTION ITEM</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
<b>Planning and monitoring</b>												
Preparation of detailed action plans of partners	X x	X x										
Signing of contracts		X x										
Disbursement of funds		X x	x	X x	x	x	x	x	x	x	x	X
Project Cooperation Committee meetings	x	X		x			x					
Monitoring visits to the field			X	X	X	X	X	X	X	X	X	X
Continuous updating plans				X	X	X						
Receiving accounts reports and follow-up of accounting	X x	x	x	X x	x	x						
Progress reports sent to the DF	X										X	X
Prepare/finalise Annual action plan for 2006											X	X
<b>Institutional support</b>												
Institutional assessment									X		X	X
Training for accounts staff			X	x	x	x						
Training for management staff (LFA), TOT on PRA		X	x	x	X							
Conduct planning/revision meetings						X						
Training on monitoring/reporting					X							
<b>Programme work</b>												
Initiating network among partners	X					x					X	X
Initiate exchanges among partners			X			X x						
Information work /develop web page	X	X	X	X	X	X						

**X – Target of year 2005**

**X – Achievements of year 2005**