



|  |  |  |
|--|--|--|
|               | <b>Water and Forestry</b>              |  |
|  | <b>Provincial and Local Government</b> |  |
| <b>INTEGRATED WATER RESOURCES MANAGEMENT II<br/>PILOT PROJECT FACILITY – STRAND 3 PROJECTS</b> |  |  |

### IWRM YEAR PLAN 2008 - 2009

#### Strand 3 Projects – Planned Events

1. Contract Workshop 25 and 26 June 2008
2. Contract Period 1 July 2008 – 30 June 2009
3. DANIDA Visit to Projects in Olifants Doorn – July 2008
4. Monitoring and Evaluation of all Strand 3 Projects in Olifants Doorn
  - a. August 2008
  - b. November 2008
  - c. February 2009
  - d. May 2009
5. Planned IWRM Workshops
  - July – Financial System (Invoices and Requisitions)
  - August – Monitoring and Evaluation (Balanced Scorecards, Report writing)
  - September – IWRM Theme – Small Scale Infrastructure – Rainwater Harvesting, Micro-irrigation, Tap & Leak Repair, Harvesting Mist from the Sea, Efficient Water Storage Systems
  - September – IWRM Theme – Environment and IWRM – Rivers, Erosion, Water Quality, Ecosystems and Water, Community Based Awareness on Water and the Environment
  - October – IWRM Theme – Food Security and Health – Community Health Clubs Progress, Monitoring for IWRM, Community Based Awareness on Water and Health
  - November – IWRM Theme – Farmers and IWRM – Forums, Markets, Farmer Expo Planning, Farmer to Farmer Information Sharing, Monitoring development of the agricultural sector for Resource Poor Farmers
  - December – Monitoring and Evaluation Workshop on Project Progress
  - January – IWRM National Conference
  - January – Monitoring and Evaluation Workshop on Project Progress
  - February – IWRM Theme – Gender and Empowerment
  - March – IWRM EXPO & Water Week
  - April – IWRM Project Finalisation and Report Back on Progress
  - a. May - June 2009 – IWRM Project Closure
6. Final Contract Workshop will be held in June 2009

### Strand 3 Projects – Tasks for all Project Leaders and Project Members

Daily, keep the project group motivated and informed, follow up on tasks that need to be completed in order for your project to be successful.

Weekly, collect quotations for purchases planned for IWRM Budget, timesheets for work claimable on IWRM budget, travel logs for work claimable on IWRM;

Submit IWRM Invoices with the relevant Time Sheets, Travel Logs, Receipts and Invoices to Informage when ready.

Submit IWRM requisitions and quotations to Informage when ready.

All IWRM Invoices and Requisitions are checked and prepared for processing / payment by Vendzulu once a week at Informage. The payment requests are usually submitted to Vendzulu by Informage on Tuesday by Speed Post / Courier. Once Vendzulu receives the payment requests from Informage, the payments are done within between 10 and 20 days directly into the project's bank account.

Once a month, Informage will send the project a Statement and Transaction List detailing how the money is being spent by the project. Important information is communicated and the projects are expected to respond as soon as possible.

Monthly, hold a meeting with your project team and talk about project progress; Use the Balanced Scorecard to evaluate your performance; Talk about problems, write them down in meeting minutes and make a note of any tasks that are allocated to specific project members, and the due date for completion of such tasks; If you need the IWRM program to assist with something specific, please write a short letter, explaining the problem and how you would like to see it solved by IWRM stakeholders.

Monthly, fax your completed balanced scorecards and meeting minutes to Informage.

In December, all projects must compile and submit a progress report that will be shown to all IWRM Stakeholders. The report should mention the Balanced Scorecards, Transaction List and Financial Statement of the project, explaining concerns or confidence in project progress. A format for this report will be work shopped with all Project leaders in August 2008.

While a third phase has been allowed for within the IWRM program in the Olifants Doorn, details and terms for this type of project extension have not been finalized.

**For more information on any task related to the IWRM Projects, please contact INFORMAGE on 023 347 0336 (Telephone and Fax)**