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**Africa AHEAD 2020 Annual General Meeting Report**

**AGENDA for AGM on Tuesday, 9<sup>th</sup> February 2021**

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|---|----|
| 1. Welcome Remarks and Introductions from the Chair -       | JW |
| 2. Previous Minutes - Approval & Matters Arising            | JW |
| 3. Report from Executive Director                           | RM |
| 4. Finance and Administration Report                        | PM |
| 5. Audit Reports for 2019 & 2020                            | RM |
| 6. Confirmation of Board Members & Office Bearers for 2021, | JW |
| 7. Appointment of the Auditors for 2021                     | RM |
| 8. Africa AHEAD Associates (AAA) Global Updates             | JW |
| 9. AOB  |    |
| 10. Date of next Quarterly Board Meeting                    |    |

## **Report from Executive Director**

2020 was an eventful year for the organization. Covid -19 broke out in March 2020 in Zimbabwe with high morbidity and mortality cases across the country. However, the pandemic did not hit the country too hard as compared to neighboring countries (as per official statistics). We reached out to about a million people across our programs at \$3 per person per annum.

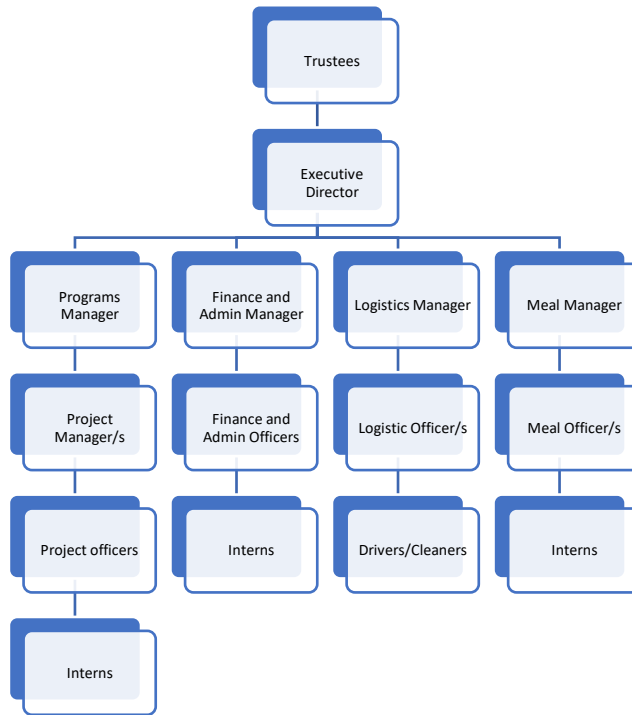
Africa AHEAD joined the fray against Covid -19 with projects across the country drilling boreholes to improve access to safe water, offered hygiene promotion through an adapted CHC, public hailers, subdued road shows, social media and radio shows.

We refurbished health care facilities into isolation and treatment centers and offered infection prevention and control training to health care staff and Community Based Facilitators across the country. We got busy with WASH advocacy work in the Sanitation for All (SWA) global forum as the Zimbabwe national NGOs representative and were appointed Provincial Focal Agency (PFA) for Bulawayo Metropolitan province. All in all we got busy on 13 projects throughout the year. We also had our challenges related to the lockdowns. It was hectic securing the needed program resources as most shops closed during the lockdowns. We, however, were exempted from the movement restrictions owing to our essential service provider tag. This caused some anxiety in view of the risks involved but we managed to pull through with no staff giving in to the pandemic. We hope 2021 will continue to be as fruitful and safe for the organization.

As the organization continues to grow distinct departments are emerging namely Programs, Finance and Administration, Logistics and Meal (Monitoring Evaluation and Lesson Learning). Each department would need to be led by a Manager.

Some of the projects will need a stand-alone Manager as a donor requirement for some donors. We propose to maintain the post of Program Manager, Finance and Admin Manager and to create the posts of Logistics Manager, Meal Manager and various Project Managers/ Team Leaders for specific projects.

## Africa AHEAD Proposed Organogram 2021



### Projects Matrix

SOURCE OF FUNDS		BUDGET IN USD	START - END DATE	GEOGRAPHICAL LOCATION	ACTIVITIES	BENEFICIARIES
1	UNICEF	355,521.00	April-Sept 2020	Bulawayo, Chipinge urban, Harare, Mutare urban, Plumtree	Covid Response-Hygiene Promotion, Healthcare Facilities WASH infrastructure refurbishment, Handwashing station establishment, training of community change agents (CBFs), NFI distributions	250,000
2	UNICEF	78,784.08	Aug 2020-Jan 2021	Mutare, Chimanimani, Chipinge, Mazowe, Rushinga, UMP Centenary, Bindura, Chikomba, Bikita, Chiredzi, Zaka, Mwenezi, Masvingo, Chivi, Zvishavane, Shurugwi, Kwekwe, Lower Gweru, Gokwe North, Gokwe South, Chirumhanzu,	Refurbishment of Health Care Facilities making the Covid 19 ready, COVID 19 Infection Prevention and Control (IPC) support through IPC kits and trainings The yellow highlighter indicates where we have renovated WASH infrastructure and the rest is infection Prevention and Control training to health care staff	210,436
3	ECHO	284,177.70	April2020-Feb 2021	Mutare urban and Chiredzi urban	COVID 19 IPC and Hygiene promotion, Hand washing promotion through establishment of foot-operated hand washing stations, COVID 19 Health Clusters (CHCs), NFI distributions	46,000
4	START FUND	130,797.97	Aug-Sept 2020	Bulawayo (Luveve)	Hygiene promotion, Hand wash promotion and hand wash stations, borehole rehabilitation, Piped water scheme reticulation at public infrastructure	1,600
5	OFDA/BHA	498,415.69	Oct 2020-Mar 2021	Chiredzi rural, Chiredzi urban and Mwenezi	Water point establishment and rehabilitation, Training of Community leadership and structures (VPMs, WPCs CBFs, EHTs), Hygiene promotion, COVID 19 IPC messaging, HCF WASH infrastructure rehabilitation, hand washing	13,250

					promotion through distribution of hand washing stations.	
6	SIDA	209,750.00	Oct 2020-Mar 2021	Bulawayo	COVID 19 IPC and Hygiene promotion, setting up of piped water schemes and water kiosks, borehole rehabilitations	80,000
7	UNICEF/AfDB	383,869.00	Oct 2020-Mar 2021	Bulawayo	COVID 19 IPC and Hygiene promotion, WASH infrastructure rehabilitation, promotion of handwashing through handwashing station distributions.	250,000
8	ZIRP	373,291.00	May 2020-April 2021	Gutu	Construction of new and rehabilitation of water points, Drinking water safety and security plan development, Operation & Maintenance support, support vulnerable household latrine construction	15,000
9	Code 1	24,000.00	Jul 2020-Mar 2021	Mutoko, Buhera, Bikita, Lupane/Nkayi	Training the Trainers workshops for the Christian partners (Medra, AWET, LDS)	exponential
10	ARC-PWS	37,500.00	Dec-2020-June-2021	AHEAD Resource Centre Piped Water Scheme	Drilling a borehole, solar powering it into 50,000 litre storage for use at the ARC and the 125 households and a school near the ARC	1,025
11	Christian Aid	53,841.00	Jan 2020 – March 2020	Chipinge Rural	Enhancing community coping capacity for cyclone Idai affected communities through FAN clubs	1,500
12.	Christian Aid	178,124.36	Aug 2020-Mar 2021	Chipinge (CA Appeal)	Enhancing community coping capacity for cyclone Idai affected communities through FAN clubs	4725
13.	UNICEF	210,328.00	Jul 2019-March 2020	Gwanda and Chipinge Towns	Building urban resilience to WASH threats	46,095
Total		\$ 2,817,799.80				919,631

**Detailed reports are appended as annexes to the end.**

## 1. Prospects

- 1.1 We remain open to **Oxfam** as they have engaged us a potential partner with nothing in writing at the moment. However, they have indicated we are a partner of choice should funding become available.
- 1.2 We were assessed by **Care International Zimbabwe** in a rigorous due diligence in view of potential partnership. We together with 4 other partners were deemed a perfect fit to the Care partnerships and went through an OFDA/BHA compliance training. We await further developments
- 1.3 We are making sure we sustain the **ACF** partnership as together we are attracting funding and several irons are in the fire jointly with ACF.
- 1.4 We are keeping our **UNICEF** partnership up-to-date in view of renewal of our Program Cooperation Agreement in December 2021
- 1.5 The **SKAT Foundation** funded ARC Piped Water Scheme is going through a warm relationship and we have already been invited to submit a follow on proposal to scale up the activities.

## 2. Program Support, Networking and Advocacy

- 2.1 The ED and staff continued networking with several NGOs in view of joint proposals – we are on the lookout for any potential partners that will benefit AA.
- 2.2 The long awaited MoU with MoHCC- took the whole year and has not yet come. The draft document has been referred from the Department of Policy Planning, Attorney General's Office and now as recent as mid-September it has reached Environmental Health Department (EHD) where it should now go for signature at the Secretary for Health's office.
- 2.3 We continue to be visible through networking and attending WASH and Nutrition working and coordination groupings in Manicaland, Masvingo, Bulawayo and Harare. All our staff are aware that their conduct in the field is as valuable as proposal writing as some partners will see their work in the field and like us from there leading to partnerships and fundraising.

### 3. Human Capital Development

We are developing and mentoring young talent within the organization in view of succession planning. Exposure tasks are being judiciously delegated to staff in order to build and fortify the organization's human capital so that we are not found wanting in the event of senior staff movement. This year we engaged 4 interns in our Finance, Meal and Logistics departments. We are planning to engage program interns in 2021 as our contribution to human capital development for the nation.

Most of our new projects are firefighting emergency responses and have not included our hallmark; the CHCs. We would have gratefully taken opportunity to involve our old and new staff onto virtual trainings offered by AAA but we had tight emergency schedules and could not attend all trainings.

4. We failed to attend our anticipated retreat due to the Covid induced lockdown. The last one was in December and we have already paid the venue and team building consultant such that as soon as the lockdown is removed we will quickly come together and have the retreat at an outdoor retreat centre in Marondera.

## Sanitation and Water for All (SWA)

Africa AHEAD was nominated into the Sanitation and Water for All (SWA) country team as the national NGO representative.

### Background of SWA

- The Sanitation and Water for All (SWA) is a global partnership committed to achieving universal access to clean drinking water and adequate sanitation
- **250 partners and 68 governments and Zimbabwe is part of the countries**
- Grounded on One WASH Planning
- Believes in joint planning approach in WASH to achieve sustainability
- Believes in shared vision in WASH for all, everywhere and always
- SWA aims at advancing global WASH agenda ultimately in pursuit of attainment of SDG6.
- **Africa AHEAD** was selected at National Level to participate representing the Local NGO constituency

### Strategic Framework

The Sanitation and Water for All Strategic Framework 2020-2030 set out three main objectives namely

1. Build and sustain political will to eliminate inequalities in water, sanitation and hygiene
2. Champion multi-stakeholder approaches toward achieving universal access to services
3. Rally stakeholders to strengthen systems performance and attract new investments

### Constituencies

- Government of Zimbabwe(DWASHC, Local Government, Ministry of Water, Ministry of Health, Department of Housing, DDF)
- UN Agencies(UNICEF)
- International NGO(Oxfam)
- Local NGO(Africa AHEAD)
- Research Institutions( Not represented)

### SWA Framework

- Consists of Guiding Principles-values partners have in common and that guide all joint action
- Consist of Collaborative behaviours-How partners work together to put in place the building blocks
- Building Blocks-What partners are jointly putting in place to achieve an effective sector
  - Sector Financing
  - Institutional Arrangements
  - Sector Policy Strategy
  - Planning Monitoring and Review
  - Capacity Building

### Mutual Accountability Mechanism

- Each country comes up with Commitments which they have to work towards
- 48 governments have tabled 159 commitments

### ZIMBABWE COMMITTEMENTS

Commitment	Indicative strategic foci
1. Develop, launch and roll-out a national Strategy to	<ul style="list-style-type: none"> <li>• Popularise existing, develop additional and build capacities rolling out of alternative sanitation technologies in urban areas</li> </ul>



reduce open defaecation from 21.7 to 9% by 2025	<ul style="list-style-type: none"> <li>Scale-up and strengthen demand led sanitation in all the 60 rural local authorities; and</li> <li>Support/participate in the 2028 Cholera Elimination Road Map;</li> </ul>	
2. Achieve 80% access to potable water by 2025	<ul style="list-style-type: none"> <li>Institute public-community-private sector water systems development, operation and maintenance;</li> <li>National roll-out of demand-led water safety and security programming;</li> </ul>	
3. Strengthen sustainable public finance-led funding of the sector over the two National Development Strategy cycles (2021-25 and 2025-30)	<ul style="list-style-type: none"> <li>Ensuring that national and Council budget allocations towards WASH meet international thresholds by 2025;</li> <li>Institute sustainable WASH tariff regime and plug resource leakages;</li> <li>Set up Municipal Bond market and other fiscal instruments to boost sector investments by Councils and private sector; &amp;</li> <li>Address negative consumer attitudes and strengthen cost recovery.</li> </ul>	
4. Fully fund the building of efficient regulatory institutions, devolved delivery and coordination capacity by 2022	<ul style="list-style-type: none"> <li>Approval of DRAFT National Sanitation and Hygiene Policy;</li> <li>Develop and roll-out sector devolution strategy and develop capacities of key institutions;</li> <li>Strengthen WASH regulatory functions within national Ministries &amp; local authorities;</li> <li>Mainstream coordination funding over the duration of NDS I &amp; II</li> </ul>	

On November 4, 2020 the Sanitation and Water for All (SWA) Secretariat convened a virtual regional meeting attended by African Ministers of Finance, Water and Sanitation as well as stakeholders. From Zimbabwe, the meeting was attended by a high level political delegation comprising the **Minister of Finance** and Economic Development, Hon. Prof. Mthuli Ncube, **Deputy Minister of Finance** and Economic Development, Hon. Clemence Chiduwa (MP), **Deputy Minister of Health and Childcare**, Hon. Chamunorwa. J. Mangwiro (MP) and **the Deputy Minister of Lands, Agriculture, Water and Rural Resettlement**, Hon. Vangelis. P. Haritatos (MP). The meeting's main objective was to develop and strengthen partnerships with finance ministers for smart investments in water, sanitation and hygiene. The meeting was held within the context of developing post- COVID-19 strategies for building forward better drawing on experiences gathered from responding to the pandemic. Zimbabwe's Finance Minister and his colleagues effectively articulated demand-led sanitation justifying its adoption and speaking to the advantages realised and anticipated. It would be critical for this messaging to be repeated at strategic moments while also supporting the necessary fiscal innovations with the potential to further sustainable WASH service delivery. In order to keep track on SWA Mvuramanzi Trust was selected as SWA Champion for Zimbabwe for the year 20221

## Provincial Focal Agency

In 2020 Africa AHEAD was appointed the Provincial Focal Agency for Bulawayo Metropolitan province for WASH

Project Title- Provincial Focal Agent for Bulawayo Metropolitan Province	
<b>Objective of the Project:</b> WASH Emergency Preparedness and Response	
<b>Project Start:</b> June 2020 <b>Project End:</b> July 2021	<b>Project Location:</b> BULAWAYO
<b>Funding Partner:</b> Min of Water (Dept of National Wash Coordination)	<b>Donor:</b> UNICEF, RoZ
<b>Project Budget</b> N/A	<b>Staff on the Project:</b> Provincial Water and Sanitation Subcommittee (PWSSC)
<b>Project Beneficiaries</b> Bulawayo Metropolitan Province	<b>Key Government/Local Authority Departments Involved:</b> Bulawayo City Council, Ministry of Local Government, NGOs, Zinwa, EMA, Dept of Social Welfare, MOPSE, DDF
<b>ROLES OF AFRICA AHEAD AS PROVINCIAL FOCAL AGENT IN BULAWAYO METROPOLITAN PROVINCE</b>	
<ol style="list-style-type: none"> <li>1 AA assumed the role of PFA in June 2021 during the peak of the diarrhoea outbreak in the city especially in high density suburbs like Luveve, Cowdray Park and Gwabalanda. As the PFA AA was involved in the coordination of response activities with partners as well as giving update report to ESAG for facilitation of response through several partners. The presence of AA and assumption of the role played an important role in minimising and containing the outbreak of the disease- through different interventions from partners, the diarrhoea situation is now under control throughout the metropolitan province.</li> <li>2 Furthermore during this period of assuming the PFA role, the nation as a whole was fighting against the COVID-19 pandemic, AA has been focal on coordination of the response activities, through reporting and feedback of emerging situations to ESAG as well as giving quarantine centres with technical and logistical support.</li> <li>3 As PFA we attend and participate in the national Emergency Strategic Advisory Group (ESAG) meetings every week during emergency</li> <li>4 Responsible in assisting and propping up the PWSSC chairman with day to day coordination of WASH activities including Planning, Implementation, Monitoring Reporting.</li> <li>5 Facilitating coordination with other NGOs operating within the Province for monitoring of WASH emergency preparedness and response activities.</li> <li>6 Facilitating needs assessment, gaps and identification of priority interventions for disaster risk reduction e.g. assessment of Quarantine centres.</li> <li>7 Assisting PWSSC secretariat in weekly reports for the ESAG.</li> <li>8 Facilitated in the training of PWSSC members on the importance of being a member of PWSSC. The training was long overdue for WASH stakeholders who had not been oriented on the roles of PWSSC and where exhibiting weaknesses in playing their roles as PWSSC members.</li> <li>9 Currently coordination is underway to act on the prevention and control of the COVID-19 virus, support is being given to the local COVID-19 taskforces that have been formed within the city that are playing a key role within communities on fight against the spread of the deadly COVID-19 virus.</li> </ol>	

## Logistics Report

In 2020 as our operations grew we split the roles and set up a stand-alone Logistics department that is responsible for organizational procurement. Below is the Logistics report:

Prepared by  
**MASARA MAVEN .T.**  
(Logistics Officer)

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### Logistics Set Up

We are currently a team of 14 (2 ladies and 12men); 1 logistics officer, 1 logistics intern and 12 drivers. In all the areas we are operating from, Mutare is the only district which does not have a driver at the moment.

Our main functions as a department are procurement of goods and services, fleet management, warehousing and transportation of goods and services to all our areas of operations. As a department being driven with the 5 Rights principles as part of our achievements we have managed to procure goods and services at the **right price**, this can be evidenced through the savings that we have managed to achieve in our current running projects for example SIDA Bulawayo the department managed to create a provision of having an extra borehole and water kiosk. This can also outline clear cooperation and synergies between logistics and finance this can be seen through discussions on the budgets and procuring of our materials.

Through **right quality** there have been only 2 plastic jerry canes out of 1000 NFI Kits bought which have been returned from the field and this converts to 0.002%. Logistics has insured that all our staff and goods are delivered to the **right place** so that we deliver the goods and services to the communities in the right time.

We are working with **right suppliers** as a department which understand our operations and they are assisting in meeting our targets on time and our quality services. So far we haven't received an major complains from the teams in the field of products defects which really shows how much we have tried as an department to make sure that all the products we are sending to the field are of right quality from right suppliers.

**Right time** we have also managed to deliver all our services in right time this can be proved with some projects like OFDA where the project still has 6 months to go and we are only left with the drilling of boreholes (1 in Chiredzi and 2 in Mwenezi).

With every project now having its procurement plan it is a clear indication of how our department has become organised, and this enables efficiency and effectiveness on our execution of all activities. Through interpersonal skills and negotiation skills from our department we have managed to get several works and supplies started before payments. Most of our suppliers managed to supply and deliver some materials for our HCFs construction in advance and this speeds up our operations.

Currently in terms of storage at our Harare office we have a 30ft container and a garage as our storage facility which are safe considering that they are locked up, and as a logistics team we are yet to visit some of our offices so as to assess their office facilities, storage places, security of stocks and vehicles, assessment of local garages and visit local suppliers and check for closer fuel suppliers in Mwenezi in order to avoid dead mileage of 300kms only for refuelling.

### **Challenges**

- Our banking system is letting us down some suppliers are failing to see their payments even up to 2 -3 weeks when their payments have been done, which if failed to be attended to urgently, this will damage our relationship with our service providers
- We need formal communication in the organisation and we should encourage each other with following up with emails after we have communicated verbally through telephone calls or whatsapp messages/calls. This would make our communication formal, uniform and easy to track when we are failing behind.
- On lockdown most of the time the staff have been working from home, with the majority of the meetings are from 3pm and this is the time everyone should be home. Data and airtime must be reviewed for personnel, since it's different from the normal working times at the office and were staff will be using the internet at the office
- In the case of covid19 period one of our main challenges is the movement of our staff members using public transport this would give high risk to all the staff members even if we take covid19 precautions.

- Our fleet is aging which is causing a lot of breakdowns for operations and this has a major impact on the finance side.

**Conclusion: -**

Previously logistics was under finance however currently as an independent department I can safely say that the department is functioning in compliant to donor requirements. With the support from all teams, we will achieve a lot, there is more room for improvement, and however there is need for an additional Logistics intern to cushion the gap left due to departure of the Senior Logistics Officer.

**FINANCE REPORT 1 January 2020 TO 31 December 2020 for the Board meeting: 28.01.2021**

**Submitted by Patience Muserepwa- Finance and Admin Manager**

**THE FINANCE REPORT IS FOR THE PERIOD 1 January 2020 TO 31 December 2020**

**BANK BALANCES**

Name of bank	Account Number	Type of account	Project/Purpose	Balances
BANK ABC	20488946933082	NOSTRO	CHRISTIAN AID	USD7.35
BANK ABC	20488946933027	NOSTRO	UNICEF	USD3'014.87
BANK ABC	20488946933118	NOSTRO	ACF-ECHO	USD2'601.68
BANK ABC	20488946933129	NOSTRO	DISCRETIONARY	USD2'446.16
BANK ABC	20488945502052	ZWL	DISCRETIONARY	ZWL55,605.33
BANK ABC	'20488946933100	NOSTRO	DISCRETIONARY	USD14'982.50
BANK ABC	'20488946933110	NOSTRO	UNICEF	USD 9'222.39
BANK ABC	'20488946933121	NOSTRO	ACF-ECHO	USD165'062.10
STANBIC	9140001543082	NOSTRO	DISCRETIONARY	USD51'964.49

### Project Balances

PROJECT	AMOUNT RECEIVED	TOTAL EXPENSES	BALANCE
		USD	USD
UNICEF ZIRP	163189.25	169,615.81	- 6,426.56
CA Start Fund	130797.97	130,797.97	-
UNICEF ACF	82784.08	69,019.00	13,765.08
CA CODE 1	0	6,771.36	- 6,771.36
ACF OFDA	203195	130,450.00	72,745.00
ACF ECHO	251004.13	204,723.00	46,281.13
UNICEF COVID	222990	223,020.01	- 30.01
SIDA	243889.59	153,086.00	90,803.59
CA Appeal	0	6,232.94	- 6,232.94
Discretionary	172734	111,095.39	61,638.61
<b>TOTAL</b>			<b>265,772.54</b>

### TOOLKITS SALES

DATE	ORGANISATION	AMOUNT USD
27\02\20	OXFAM	2,555.00
03\03\20	WELTHUNGERHILFE	2,190.00
09\03\20	OXFAM	2,190.00
31\03\20	OXFAM	400.00
03\05\20	CHRISTIAN CARE	3,212.00

04\05\20	OXFAM	3,610.00
13\05\20	CARE ZIMBABWE	2,920.00
09\06\20	OXFAM	8,000.00
18\06\20	SAVE CHILDREN	1,460.00
23\06\20	ADRA	3,900.00
30\06\20	CHRISTIAN CARE	6,815.00
17\07\20	MERCY CORPS	4,746.00
17\07\20	MERCY CORPS	3,412.00
17\07\20	MERCY CORPS	3,688.00
17\07\20	MERCY CORPS	3,868.00
17\08\20	WORLD VISION	1,168.00
25\08\20	WELTHUNGERHILFE	7,753.00
02\09\20	WORLD VISION	5,225.00
25\09\20	CHRISTIAN CARE	365.00
29\09\20	SOS CHILDREN	3,650.00
30\09\20	SOS CHILDREN	3,650.00
30\09\20	SOS CHILDREN	3,650.00
30\09\20	OXFAM	180.00
30\09\20	IMC	7,753.00
08\10\20	MERCY CORPS	4,886.00
26\10\20	IRC	3,080.00
27\10\20	HELP AGE	1,095.00
29\10\20	ADRA	3,793.00
31\10\20	CHILDREN CARE	60.00
13\11\20	CHRISTIAN CARE	14,748.00

19\11\20	OXFAM	6,180.00
07\12\20	AWET	438.00
		<b>120,640.00</b>

**CHALLENGES :**

We are facing challenges in the XERO accounting package. It has failed to run ledgers and Trial balances in USD which is our transactional currency with almost all donors. It is therefore not user friendly to us and involves a lot of work. During the 2019 Audit we had to prepare the trial balance manually and some errors were occurring resulting in doing the same thing over and over again. We are therefore recommending for an alternative accounting package which is more user friendly and can run all reports as may be needed.



## ADMINISTRATION REPORT 1 January 2020 to December 2020

### Staffing

The organisation now has a staff establishment of 42 members paid from different projects as shown below.

### AFRICA AHEAD STAFF LIST

Name	Position	Project
Regis Matimati	Executive Director	OFDA/SIDA/ZIRP
Agrippa Chingono	WASH Program Manager	SIDA/OFDA
Kudakwashe Murambadoro	Assistant WASH PM	OFDA
Patience Muserepwa	Finance and Admin Manager	OFDA/ZIRP
Spiwe Mpofu	WASH Program Manager	UNICEF AFDB
Andrew Muringaniza	WASH Officer	UNICEF ZIRP
Beauty Dzingirai	WASH Officer	OFDA
Morgan Hayiza	WASH Officer	OFDA
Ngoni Chirindo	Tech WASH Officer	ECHO
Augustine Mutengwa	Tech WASH Officer	UNICEF AAH
Christopher Ncube	Tech WASH Officer	UNICEF AAH
Munetsi Mapeture	Tech WASH Officer	UNICEF ZIRP
Witness Nkomo	MEAL Officer	OFDA
Lincoln Mutambara	MEAL Assistant	UNICEF ZIRP
Sukoluhle Ncube	MEAL Assistant	SIDA
Norma John	MEAL Intern	UNICEF AAH
Onward Kurashwa	MEAL Intern	UNICEF AAH
Lindelwe Mlotshwa	Finance Officer	SIDA
Pamela Mazumba	Field Finance Officer	UNICEF ZIRP
Clara Matsika	Finance Intern	UNICEF AAH
Definite Toronga	Logistics Officer	SIDA
Maven T Masara	Assistant Log Officer	UNICEF AAH
Esnath Muswepi	Log Intern	UNICEF AAH
Tinashe Zambezi	Log Assistant	UNICEF ZIRP
Gladys Chibharo	Hygiene Promoter	UNICEF ZIRP
Leeroy Maliseni	Hygiene Promoter	UNICEF ZIRP
Felistus Muthimukhulu	Hygiene Promoter	OFDA
Tendai Saunyama	Hygiene Promoter	ECHO
Moses Matondo	Hygiene Promoter	UNICEF COVID
Benjamin Chikonyora	Hygiene Promoter	UNICEF COVID
Canaan Makusha	Project Officer	CA
Sikhanyiso M Ncube	Project Officer	SIDA
Newton Muzaba	Driver	UNICEF AAH
Trymore Vambe	Driver	UNICEF ZIRP

Simon Rufu	Driver	UNICEF ZIRP
Takudzwa Matimati	Driver	UNICEF ZIRP
Lester Muringaniza	Driver	OFDA
French Njobvuyalema	Driver	OFDA
Daniel Chakazira	Driver	OFDA
Rangarirai Gotohori	Driver	SIDA
Stephen Rupiya	Driver	UNICEF AAH
Ophan Hamiton	Cleaner	UNICEF ZIRP

### **Assets**

We have bought 5 laptops, 4 printers and projector from the ZIRP Project, 3 Laptop, 10 tablets, and printer from ECHO project, 1 printers, 1 laptop, 1 gps from CA Appeal, bought Toyota Hilux for use by the Executive Director and Toyota Belta for office use from our Discretionary account

### **Challenges**

We pre-financed the Code 1 and the Christian Aid supported FAN clubs in Chipinge to the tune of \$13,004.30 on agreement with Christian Aid from August to October 2020 and the money has not yet been refunded due to challenges explained below:

We received phone calls from disgruntled builders from the 2019 Cyclone Response project. They were demanding to be paid outstanding allowances for their work in constructing houses for the cyclone survivors. We deployed a team of 4 (Finance, Logistics and 2 Project officers) to investigate the issues in the field. While on the trail, Christian Aid approached us alleging a suspected Misuse of Funds valued at about \$10,000. They ordered that we stop the current field activities pending an investigation which they went and conducted. They however have not yet finished the investigation owing to the Covid movement restrictions. The Misuse of Funds stems from incomplete housing structures that we built during the Cyclone Idai response and paying for our vehicle operations and maintenance using partly some funds meant to ferry river sand into the communities. The district stakeholders are saying we should not have been pushed by the builders to pay them an allowance as this was not the original agreement. Builders' effort was initially agreed as community contribution but CA instructed us to pay following competition for builders with other paying NGOs responding to the cyclone. CA is asking the board to assure them that we will pay back the allegedly misused \$10,000. I have mentioned that I would talk to the board and the board would like to see us reimbursed the prefunded \$13,004.30 as well.